

**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, June 15, 2017
3:00 P.M.

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

DIRECTORS: Chair Ignacio Velazquez, Vice Chair Jaime De La Cruz
Directors Tony Boch, and Anthony Botelho
Alternates: San Benito County: Mark Medina;
City of Hollister: Mickie Solorio 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 May 18, 2017 – Gomez
2. **RECEIVE** Specialized Transportation/Jovenes de Antaño April 2017 Monthly Service Report – Valentine
3. **RECEIVE** County Express/MV Transportation April 2017 Monthly Operations Report – Valentine
4. **RECEIVE** Operations Performance Report for the 3rd Quarter of Fiscal Year 2016/2017 – Valentine

5. **California Transit Security Grant Program Projects – Valentine**
 - a. **ADOPT** Resolution 17-03 Authorizing the Executive Director to Execute All Necessary Documents to Obtain Fiscal Years 2015/2016 and 2016/2017 Funding from the California Governor's Office of Emergency Services
 - b. **AUTHORIZE** Chair to Sign Authorizing Agent Forms for Fiscal Years 2015/2016 and 2016/2017
6. **ADOPT** Resolution 2017-04 Certifying the San Benito County Local Transportation Authority's 2017 Title VI Program – Valentine

REGULAR AGENDA:

7. **APPROVE** FY 2017/18 Local Transportation Authority Final Budget – Postigo
8. **RECEIVE** Update on Outreach and Coordination for the County Express Shuttle Service to the San Benito County Fair – Gilbert

Adjourn to LTA Meeting on Thursday, August 17, 2017. Agenda deadline is August 1, 2017 at 12:00 p.m.

<i>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.</i>

**San Benito County
LOCAL TRANSPORTATION AUTHORITY
REGULAR MEETING
May 18, 2017 3:00 P.M.**

DRAFT MINUTES

MEMBERS PRESENT:

Chair Velazquez, Director Boch, Director Botelho, and Director De La Cruz

STAFF PRESENT:

Deputy County Counsel, Shirley Murphy; Executive Director, Mary Gilbert; Administrative Services Specialist, Kathy Postigo; Transportation Planner, Regina Valentine; Secretary, Monica Gomez

CALL TO ORDER:

Chair Velazquez called the meeting to order at 3:27 p.m.

A. CERTIFICATE OF POSTING

Upon a motion duly made by Director De La Cruz, and seconded by Director Boch, the Directors unanimously acknowledged the Certificate of Posting. Vote: 4/0 motion passes.

B. PUBLIC COMMENT: None

CONSENT AGENDA:

1. **Approve** Local Transportation Authority Draft Meeting Minutes Dated April 20, 2017 – Gomez
2. **Receive** Specialized Transportation/Jovenes de Antaño March 2017 Monthly Service Report – Valentine
3. **Receive** County Express/MV Transportation March 2017 Monthly Operations Report – Valentine
4. **Receive** Local Transportation Authority FY 2016-17 Third Quarter Budget Report – Postigo
5. **Surplus Local Transportation 2002 Truck – Postigo**
 - a. **Declare** Vehicle Surplus Property to be Sold or Salvaged
 - b. **Authorize** Executive Director to Execute all Necessary Documents to Sell or Salvage Surplus Vehicle.

There was no public comment on the consent agenda.

Upon a motion duly made by Director De La Cruz, and seconded by Director Boch, the Directors unanimously approved Items 1-5 from the Consent Agenda. Vote: 4/0 motion passes.

REGULAR AGENDA:

6. **Receive** Presentation on FY 2017/18 Local Transportation Authority Draft Budget – Postigo

Administrative Services Specialist, Kathy Postigo presented the FY 2017/18 Local Transportation Authority Draft Budget and answered questions from the Board.

Director Botelho asked if any buses were being replaced.

Ms. Gilbert stated that three buses would be replaced through a federal grant. There is future funding available under the Public Transportation Modernization Improvement and Service Enhancement Program (PTMISEA) that would be for new vehicle purchases potentially in the FY 2018/19.

Director Botelho inquired about what happens to the variance amount between the Adopted Budget FY 16/17 of \$4 million dollars and the Estimated Actual Budget of approximately \$2.5 million.

Ms. Postigo stated that the variance amount would be carried over to the next year as part of the PTMISEA program for the purchase of capital improvements.

As a separate item of discussion for a future meeting agenda, Chair Velazquez asked staff to look into the potential of moving towards the usage of other ride services such as Uber and Lyft services and the possible cost savings involved with those services.

Ms. Gilbert stated that staff would look into it and come back to the Board at a future meeting with a presentation/case study.

There was no public comment.

Upon a motion duly made by Director De La Cruz, and seconded by Director Boch, the Directors unanimously adjourned the LTA meeting at 3:34 p.m. Vote: 4/0 motion passes.

ADJOURN TO LTA MEETING JUNE 15, 2017.



Jovenes de Antaño

Specialized Transportation Services

Monthly Service Report - April 2017

WEEKDAYS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	397	276.50	3,747	\$ 410.00	20
Senior Lunch	773	117.25	2,000	\$ -	20
Medical/Shopping Assistance	128	129.50	1,469	\$ 120.00	19
Total	1,298	523.25	7,216	\$ 530.00	

WEEKENDS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	71	44.00	481	\$ -	5
Total	71	44.00	481	\$ -	

MONTH

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	468	320.50	4,228	\$ 410.00	25
Senior Lunch	773	117.25	2,000	\$ -	20
Medical/Shopping Assistance	128	129.50	1,469	\$ 120.00	19
Total	1,369	567.25	7,697	\$ 530.00	

FISCAL YEAR TO DATE

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	4,908	3,263	43,297	\$ 3,645.50	241
Senior Lunch	8,020	1,191.50	11,235	\$ -	208
Medical/Shopping Assistance	1,205	1,132.83	11,824	\$ 1,429.50	179
Total	14,133	5,587.58	66,356	\$ 5,075.00	

VEHICLE MILEAGE INFORMATION

Vehicle Number	Ending Odometer
733	-
734	175622
735	105430
736	92176
737	102422
738	73652

ADDITIONAL INFORMATION

Service	Current Month	Year To Date
Lift Assisted Trips	78	1,024
Unduplicated Passengers	104	1,052
Turn Downs	0	0
No Shows	2	3
Cancellations		0
Employee Hours		0.00
Vehicles - Midday		
Vehicles - Peak		

NOTES



Jovenes de Antaño Specialized Transportation Services Monthly Service Report - April 2017

OUT OF COUNTY

ONE WAY PASSENGERS

Week of	M	T	W	TH	F	S	Total
4/1/2017						14	14
4/3-8/2017	21	26	22	22	19	16	126
4/10-15/2017	21	20	22	22	13	17	115
4/17-22/2017	21	17	25	21	20	16	120
4/24-29/2017	18	17	17	19	14	8	93
Total	81	80	86	84	66	71	468

SENIOR LUNCH

ONE WAY PASSENGERS

Week of	M	T	W	TH	F	Total
4/1/2017						0
4/3-8/2017	37	34	39	42	40	192
4/10-15/2017	38	45	43	34	36	196
4/17-22/2017	42	36	42	37	34	191
4/24-29/2017	43	34	42	34	41	194
Total	160	149	166	147	151	773

MEDICAL/SHOPPING ASSISTANCE

ONE WAY PASSENGERS

Week of	M	T	W	TH	F	Total
4/1/2017						0
4/3-8/2017	6	8	6	12	4	36
4/10-15/2017	6	10	4	8	8	36
4/17-22/2017	4	8	8	6	4	24
4/24-29/2017	6	8	6	6	6	32
Total	22	26	24	34	22	128

DONATIONS

Week of	M	T	W	TH	F	S	Total
4/1/2017							0
4/3-8/2017					242		242
4/10-15/2017					94		94
4/17-22/2017					74		74
4/24-29/2017							0
Total	0	0	0	0	410	0	410

DONATIONS

Week of	M	T	W	TH	F	Total
4/1/2017						0
4/3-8/2017						0
4/10-15/2017						0
4/17-22/2017						0
4/24-29/2017						0
Total	0	0	0	0	0	0

FARES

Week of	M	T	W	TH	F	Total
4/1/2017						0
4/3-8/2017	7.5	10	7.5	15	5	45
4/10-15/2017	7.5	12.5	5	10	10	45
4/17-22/2017	5		10	10	5	30
4/24-29/2017						0
Total	20	22.5	22.5	35	20	120

REVENUE HOURS

Week of	M	T	W	TH	F	S	Total
4/1/2017							0
4/3-8/2017	12.75	14.75	13.5	14.5	11	8.75	75.25
4/10-15/2017	11.75	19	12.25	14.5	8	8.75	74.25
4/17-22/2017	14.25	12.5	15.5	17.25	13	8.75	81.25
4/24-29/2017	12.75	13.5	13.5	18.5	13.75	8.75	80.75
Total	51.5	59.75	54.75	64.75	45.75	44	320.5

REVENUE HOURS

Week of	M	T	W	TH	F	Total
4/1/2017						0
4/3-8/2017	5.75	5.75	5.5	6.25	6.25	29.5
4/10-15/2017	6.25	6.25	5.5	6.25	6	30.25
4/17-22/2017	5.75	5.75	5.5	5.75	6	28.75
4/24-29/2017	5.75	5.5	5.75	5.75	6	28.75
Total	23.5	23.25	22.25	24	24.25	117.25

REVENUE HOURS

Week of	M	T	W	TH	F	Total
4/1/2017						0
4/3-8/2017	7	6.25	5.5	7	4.75	30.5
4/10-15/2017	7	7	4.75	8	11.5	38.25
4/17-22/2017	4.5		7.25	8.25	5.5	25.5
4/24-29/2017	7	8	6.25	8	6	35.25
Total	25.5	21.25	23.75	31.25	27.75	129.5

REVENUE MILES

Week of	M	T	W	TH	F	S	Total
4/1/2017							0
4/3-8/2017	206	222	221	169	154	79	1051
4/10-15/2017	160	287	137	243	61	121	1009
4/17-22/2017	115	117	230	290	204	95	1051
4/24-29/2017	156	183	217	238	137	92	1023
Total	637	809	805	940	556	481	4228

REVENUE MILES

Week of	M	T	W	TH	F	Total
4/1/2017						0
4/3-8/2017	52	52	49	57	69	279
4/10-15/2017	56	53	47	50	41	247
4/17-22/2017	45	46	48	49	44	232
4/24-29/2017	48	51	46	46	51	242
Total	201	202	190	202	205	1000

REVENUE MILES

Week of	M	T	W	TH	F	Total
4/1/2017						0
4/3-8/2017	49	68	68	65	61	311
4/10-15/2017	73	110	32	112	120	447
4/17-22/2017	20		122	103	58	303
4/24-29/2017	35	139	90	55	89	408
Total	177	317	312	335	328	1469

April 2017
San Benito County Express Monthly Operations Report
Operated by MV transportation

Year to Year comparison

	2017	2016
Passengers Per Hour		
Dial a Ride/Paratransit	3.86	3.91
Fixed Route Service	4.94	5.70
Gavilan Service	8.60	8.14
Caltrain Service	4.37	6.36
Greyhound Service	4.21	3.56
Total Passengers	8,799	10,180
Total Revenue Hours	1806.75	1,996.56
Passengers per Hour	4.87	5.09
Lift Trips	109	192
No Shows	63	70
Cancellations	229	272

WEEKDAYS April 2017

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	1,511	13	249.70	2,848	\$ 704.46	\$ 357.82	\$ 115.50	20	\$ 11,432.26
Paratransit	1,384	85	540.21	8,544	\$ 2,113.41	\$ 1,073.48	\$ 346.50	20	\$ 24,732.97
Fixed Route	2,157	57	448.08	4,916	\$ 1,342.03	\$ 227.70	\$ -	20	\$ 20,514.89
Gavilan	2,186	0	254.12	5,855	\$ 2,534.38	\$ 919.20	\$ 136.00	20	\$ 11,634.63
Caltrain	914	0	209.00	5,194	\$ 1,200.72	\$ 76.70	\$ -	20	\$ 9,568.86
Total	8,152	155	1,701.11	27,357	\$ 7,895.00	\$ 2,654.90	\$ 598.00	100	\$ 77,883.62

SATURDAY

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	78	0	19.25	287	\$ 106.80	\$ 2.20	\$ -	5	\$ 881.34
Greyhound	120	0	33.91	969	\$ 243.76	\$ 20.20	\$ -	5	\$ 1,552.54
Total	198	0	53.16	1,256	\$ 350.56	\$ 22.40	\$ -	10	\$ 2,433.88

SUNDAY

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	\$ -	Service Days	Invoiced
Dial-A-Ride	44	83	18.25	208	\$ 85.00	\$ 8.80	\$ -	5	\$ 835.56
Greyhound	167	0	34.23	961	\$ 230.94	\$ 15.20	\$ -	5	\$ 1,567.19
Total	211	83	52.48	1,169	\$ 315.94	\$ 24.00	\$ -	10	\$ 2,402.74

MONTH

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	1,633	96	287.20	3,343	\$ 896.26	\$ 368.82	\$ 115.50	30	\$ 13,149.16
Paratransit	1,384	85	540.21	8,544	\$ 2,113.41	\$ 1,073.48	\$ 346.50	20	\$ 24,732.97
Fixed Route	2,157	57	448.08	4,916	\$ 1,342.03	\$ 227.70	\$ -	20	\$ 20,514.89
Gavilan	2,186	0	254.12	5,855	\$ 2,534.38	\$ 919.20	\$ 136.00	20	\$ 11,634.63
Caltrain	914	0	209.00	5,194	\$ 1,200.72	\$ 76.70	\$ -	20	\$ 9,568.86
Greyhound	287	0	68.14	1,930	\$ 474.70	\$ 35.40	\$ -	10	\$ 3,119.72
Total	8,561	238	1,806.75	29,782	\$ 8,561.50	\$ 2,701.30	\$ 598.00		\$ 82,720.24

FISCAL YEAR TO DATE

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	18,669	552	3,023.75	22,621	\$ 8,649.38	\$ 4,658.68	\$ 1,043.00	299	\$ 135,432.74
Paratransit	15,164	925	6,061.59	105,064	\$ 21,380.05	\$ 13,415.42	\$ 3,129.00	213	\$ 271,593.59
Fixed Route	23,230	269	4,660.44	52,671	\$ 13,137.45	\$ 2,475.70	\$ 237.00	212	\$ 208,978.12
Gavilan	23,447	4	2,661.22	60,134	\$ 24,801.43	\$ 8,177.60	\$ 790.00	213	\$ 119,317.32
Caltrain	10,206	0	2,124.83	53,422	\$ 14,978.72	\$ 1,201.00	\$ -	213	\$ 95,295.09
Greyhound	1,919	0	578.85	15,973	\$ 3,183.75	\$ 114.60	\$ -	86	\$ 25,935.18
Total	92,636	1,750	19,110.68	309,885	\$ 86,130.78	\$ 30,043.00	\$ 5,199.00	0	\$ 856,552.04

ADDITIONAL INFORMATION

	Current Month	Year To Date
Lift Assisted Trips	109	1,618
Turn Downs		0
No Shows	63	675
Cancellations	229	2,162
Employee Hours	2,293	22,558
Vehicles - Middy	7	21
Vehicles - Peak	8	

NOTES

Greyhound Bikes = 0 Gavilan Bikes= 19 Caltrain Bikes = 0 Fixed Route = 0

FIXED ROUTE PASSENGER CT

	Business	Clockwise	Counter	Sunnyslope	Southside	Fixed Subtotal
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1-Apr						
2-Apr						
3-Apr	27	67	55	1	6	156
4-Apr	18	44	65	1	12	140
5-Apr	16	32	68	3	8	127
6-Apr	26	34	48	2	15	125
7-Apr	14	22	55	0	12	103
8-Apr						
9-Apr						
10-Apr	18	34	0	0	0	52
11-Apr	27	18	0	0	0	45
12-Apr	17	21	0	0	0	38
13-Apr	16	24	0	0	0	40
14-Apr	28	20	0	0	0	48
15-Apr						
16-Apr						
17-Apr	16	42	58	1	0	117
18-Apr	15	38	47	13	5	118
19-Apr	22	34	58	5	5	124
20-Apr	17	43	72	2	18	152
21-Apr	26	30	66	0	16	138
22-Apr						
23-Apr						
24-Apr	20	45	60	3	9	137
25-Apr	17	59	61	0	13	150
26-Apr	19	43	54	4	15	135
27-Apr	22	43	54	0	12	131
28-Apr	18	32	74	0	14	138
29-Apr						
30-Apr						
1-May						
TOTALS	399	725	895	35	160	2214
DAILY						
AVERAG						
E	20	36	45	2	8	111

Staff Report

To: Local Transportation Authority
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205
Date: June 15, 2017
Subject: Quarterly Operations Performance Report

Recommendation:

RECEIVE Operations Performance Report for the 3rd Quarter of Fiscal Year 2016/2017.

Summary:

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

Financial Considerations:

LTA 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 for the 3rd Quarter (January – March 2017).

	Expended for 3 rd Quarter	Expended Year-to-Date	% of Budget Expended to Date
Fuel	\$34,620.07	\$94,295.78	58.93%
Other Materials and Supplies	\$25,671.14	\$70,003.60	79.5%
Maintenance Labor	\$21,127.26	\$48,435.74	75.38%
Contracted Services	\$332,195.00	\$946,708.63	71.45%
Operators Salaries and Wages	\$33,667.53	\$92,493.86	51.17%

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 3rd Quarter of Fiscal Year 2016/2017 County Express experienced a 10.34% increase in ridership (n = 30,427) from the 3rd Quarter of FY 2015/2016 (n = 27,575). Total operational costs increased by 12.08% in the 3rd Quarter of FY 2016/2017 compared to FY 2015/2016, \$373,179.10 and \$332,960.78 respectively.

Specialized Transportation

Compared to the 3rd Quarter of FY 2015/2016 to FY 2016/2017, Specialized Transportation experienced an increase in ridership and in operational costs. Ridership increased 4.56% (4,103 passengers), while operational costs totaled \$74,101.90, an increase of 23.8% in part due to the hourly rate increase approved by the LTA Board at the October 2016 meeting.

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 2016/2017

Third Quarter Report
January 2017 – March 2017

San Benito County
Local Transportation Authority
330 Tres Pinos Road, Suite C7
Hollister, CA 95023
831.637.7665
www.SanBenitoCountyExpress.org

June 2017

Transit and Specialized Transportation Operations Performance Report

Fiscal Year 2016/2017 – Third Quarter

Table of Contents

Executive Summary	1
County Express	1
Specialized Transportation	1
Financial Impact.....	1
 Notable Events of Fiscal Year 2016-17	 2
 Performance Indicators	
County Express	4-8
Specialized Transportation	9-15
 Glossary.....	 16

Executive Summary

County Express

During the 3rd Quarter of Fiscal Year 2016/2017 County Express experienced a 10.34% increase in ridership (n = 30,427) from the 3rd Quarter of FY 2015/2016 (n = 27,575). Total operational costs increased by 12.08% in the 3rd Quarter of FY 2016/2017 compared to FY 2015/2016, \$373,179.10 and \$332,960.78 respectively.

Specialized Transportation

Compared to the 3rd Quarter of FY 2015/2016 to FY 2016/2017, Specialized Transportation experienced an increase in ridership and in operational costs. Ridership increased 4.56% (4,103 passengers), while operational costs totaled \$74,101.90, an increase of 23.8% in part due to the hourly rate increase approved by the LTA Board at the October 2016 meeting.

Financial Impact

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

	Expended for 3 rd Quarter	Expended Year-to-Date	% of Budget Expended to Date
Fuel	\$34,620.07	\$94,295.78	58.93%
Other Materials and Supplies	\$25,671.14	\$70,003.60	79.5%
Maintenance Labor	\$21,127.26	\$48,435.74	75.38%
Contracted Services	\$332,195.00	\$946,708.63	71.45%
Operators Salaries and Wages	\$33,667.53	\$92,493.86	51.17%

Notable Events of Fiscal Year 2016-2017

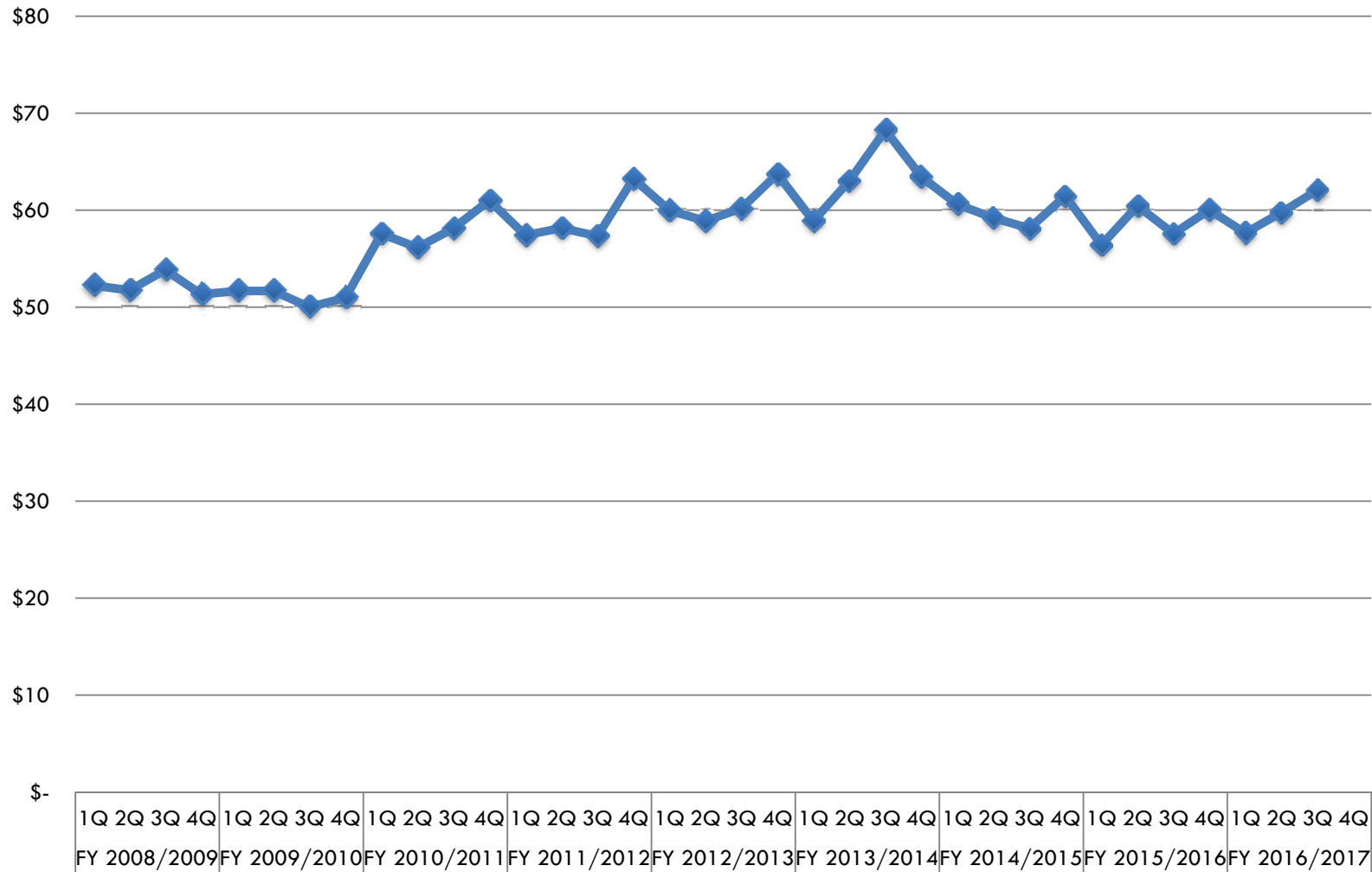
Date	Event
March 2017	California Average: \$3.059 per regular unleaded gallon according to the U.S. Energy Information Administration (www.eia.gov).
March 16, 2017	LTA Board received a presentation on and accepted the final report of the Mapping Intelligent Transportation System (ITS) Technology for the 21st Century (Transit ITS) Plan.
March 16, 2017	LTA Board authorizes staff submittal of a request for Low Carbon Transit Operations Program (LCTOP) funds to add additional trips to the Intercounty service.
February 2017	California Average: \$2.946 per regular unleaded gallon according to the U.S. Energy Information Administration (www.eia.gov).
February 17 – 24, 2017	Limited and special service schedule was provided to accommodate the Presidents' Day Holiday.
February 16, 2017	LTA Board authorized staff submittal of a Federal Transit Administration Section 5310 Elderly Individuals with Disabilities grant application.
January 2017	California Average: \$2.848 per regular unleaded gallon according to the U.S. Energy Information Administration (www.eia.gov).
January 30, 2017	Regular Intercounty service began to coincide with the first day of instruction for Gavilan Community College's Spring Semester.
January 26, 2017	A community workshop was held for comments on the draft recommendations of the Transit ITS Plan.
December 2016	California Average: \$2.738 per regular unleaded gallon according to the U.S. Energy Information Administration (www.eia.gov).
December 15, 2016	LTA Board authorizes staff submittal of a request for CTSGP – CTAF funds to improve the Anzar High School bus stop in San Juan Bautista.
December 19, 2016	Limited Intercounty service began to coincide with the first day of Winter Break for Gavilan Community College.
December 19, 2016 – January 2, 2017	Limited and special service schedule was provided to accommodate the Hollister School District's Winter Break and Christmas/New Year's Holidays.
November 2016	California Average: \$2.788 per regular unleaded gallon according to the U.S. Energy Information Administration (www.eia.gov).

Date	Event
November 21 – 27, 2016	Limited and special service schedule was provided to accommodate the Thanksgiving Holiday.
October 2016	California Average: \$2.862 per regular unleaded gallon according to the U.S. Energy Information Administration (www.eia.gov).
October 20, 2016	COG Board received a presentation on LTA's Triennial Performance Audit for Fiscal Years 2012/2013 through 2014/2015.
October 20, 2016	LTA Board approves Contract Amendment #4 to the Contract with Jovenes de Antaño (JDA) increasing the hourly rate from \$31.00 to \$36.00 effective July 1, 2016 through December 31, 2017.
September 2016	California Average: \$2.803 per regular unleaded gallon according to the U.S. Energy Information Administration (www.eia.gov).
September 29 – 30, 2016	County Express offered free shuttle service to the San Benito County Fair.
September 29, 2016	Two large commuter buses funded by Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) monies were delivered.
September 28 – 29, 2016	County Express rider surveys were administered to solicit public input on technology improvements to include in the Transit ITS Plan.
September 6, 2016	Using Low Carbon Transit Operations Program funds, additional Intercounty runs to the Gilroy Transit Center were added to help riders connect with regional commuter services.
August 2016	California Average: \$2.745 per regular unleaded gallon according to the U.S. Energy Information Administration (www.eia.gov).
August 29, 2016	Regular Intercounty service began to coincide with the first day of instruction for Gavilan Community College.
August 22, 2016	Regular Fixed Route service began to coincide with the first day of instruction for the Hollister School District.
July 2016	California Average: \$2.911 per regular unleaded gallon according to the U.S. Energy Information Administration (www.eia.gov).
July 28, 2016	Four buses funded by Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) monies were delivered.
July 1 – 4, 2016	Limited and special service schedule was provided to accommodate the Hollister Freedom Rally and the 4 th of July Holiday.

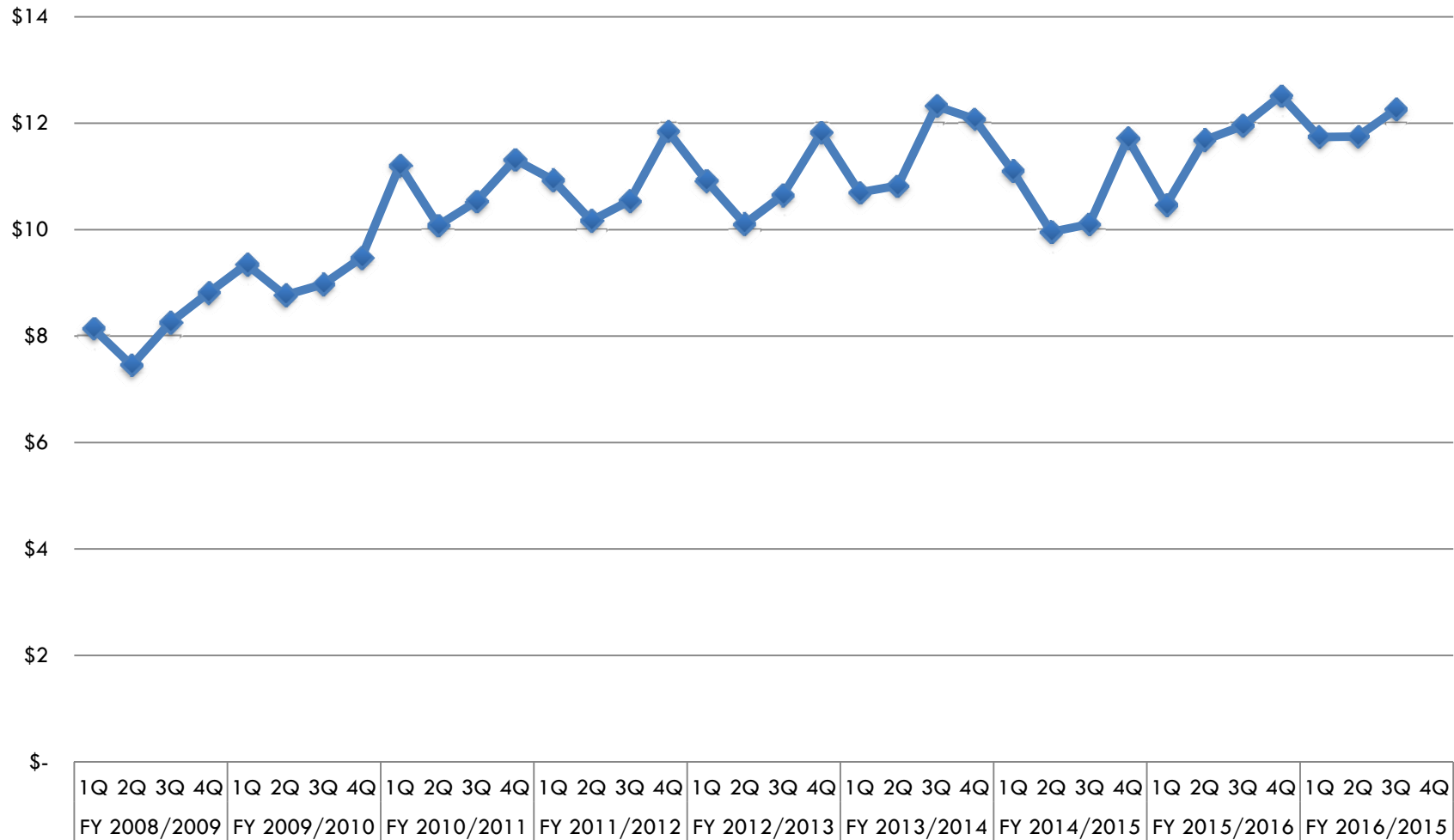
Performance Indicators

County Express		FY 15/16 3rd Quarter	FY 16/17 3rd Quarter	% Change
Ridership	Fixed Route	6,640	7,306	10.03%
	Dial-A-Ride	5,347	5,848	9.37%
	Paratransit	5,274	4,866	-7.74%
	Intercounty	10,314	12,407	20.29%
	System-Wide	27,575	30,427	10.34%
Revenue Service Hours	Fixed Route	1,457.9	1,501	2.96%
	Dial-A-Ride	1,001.94	882	-11.97%
	Paratransit	1,844.04	1,863	1.03%
	Intercounty	1,418.87	1,767.97	24.60%
	System-Wide	5,722.73	6,013.97	5.09%
Passengers Per Revenue Hour	Fixed Route	4.55	4.87	6.87%
	Dial-A-Ride	5.34	6.63	24.24%
	Paratransit	2.86	2.61	-8.68%
	Intercounty	7.27	7.02	-3.46%
	System-Wide	4.82	5.06	5.00%
Cost Per Revenue Hour	Fixed Route	\$58.27	\$62.09	6.56%
	Dial-A-Ride	\$58.23	\$62.08	6.61%
	Paratransit	\$58.18	\$62.08	6.70%
	Intercounty	\$58.09	\$62.00	6.73%
	System-Wide	\$58.18	\$62.06	6.67%
Cost Per Passenger	Fixed Route	\$12.79	\$12.75	-0.31%
	Dial-A-Ride	\$10.91	\$9.36	-14.21%
	Paratransit	\$20.34	\$23.77	16.86%
	Intercounty	\$7.99	\$8.83	10.51%
	System-Wide	\$12.07	\$12.26	1.57%
Operations Costs	Fuel	\$24,461.29	\$34,620.07	41.53%
	Other Materials and Supplies	\$16,939.53	\$24,830.05	46.58%
	Maintenance	\$12,500.45	\$16,250.33	30.00%
	Purchased Transportation	\$252,736.89	\$272,228.00	7.71%
	Operators Salaries and Wages	\$26,322.61	\$25,250.65	-4.07%
Farebox Recovery	Fixed Route	10.88%	9.34%	-14.15%
	Dial-A-Ride	12.85%	10.4%	-19.07%
	Paratransit	6.78%	8.37%	23.45%
	Intercounty	17.36%	12.44%	-28.34%
	System-Wide	11.51%	10.11%	-12.16%

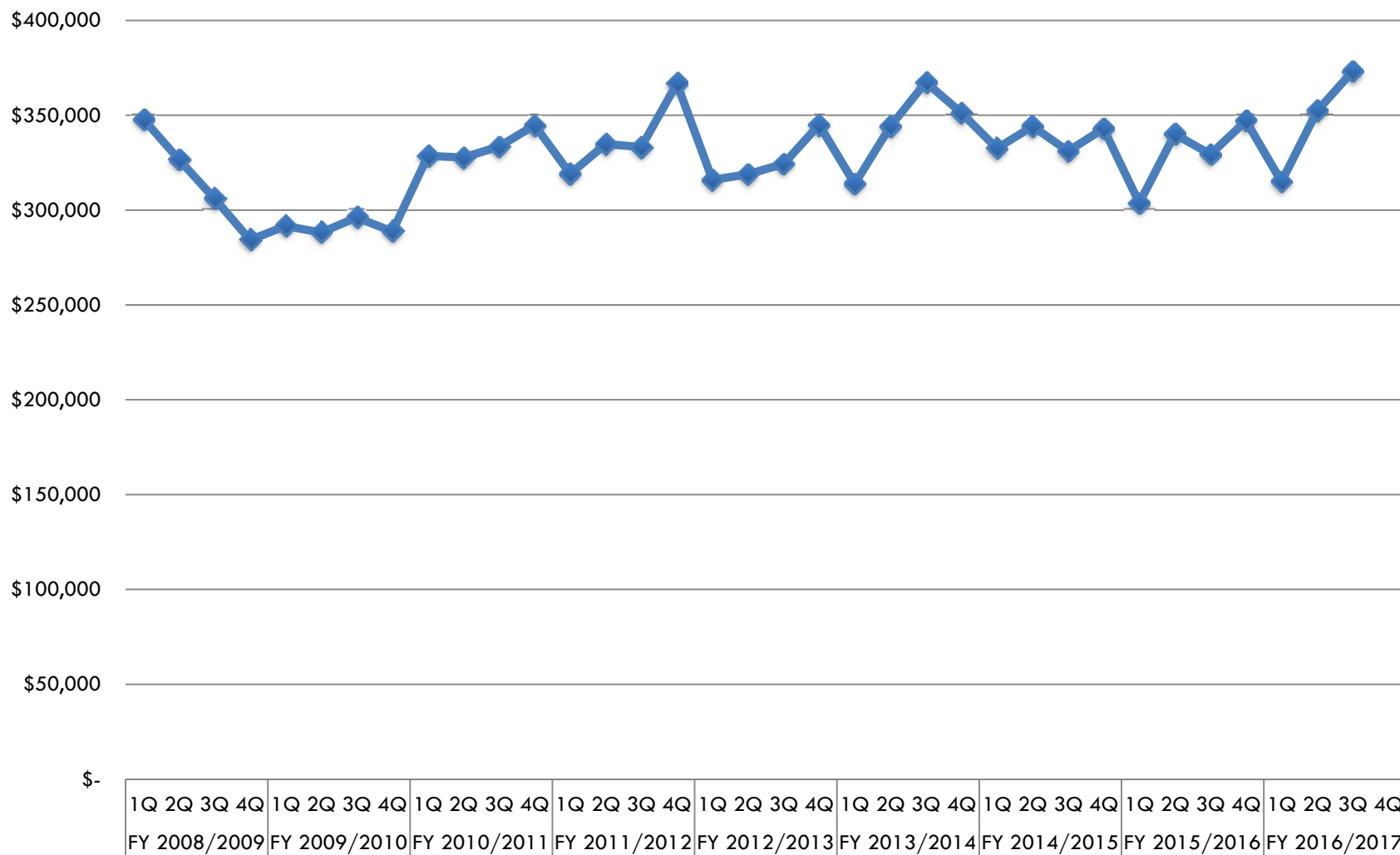
Cost per Vehicle Revenue Hour



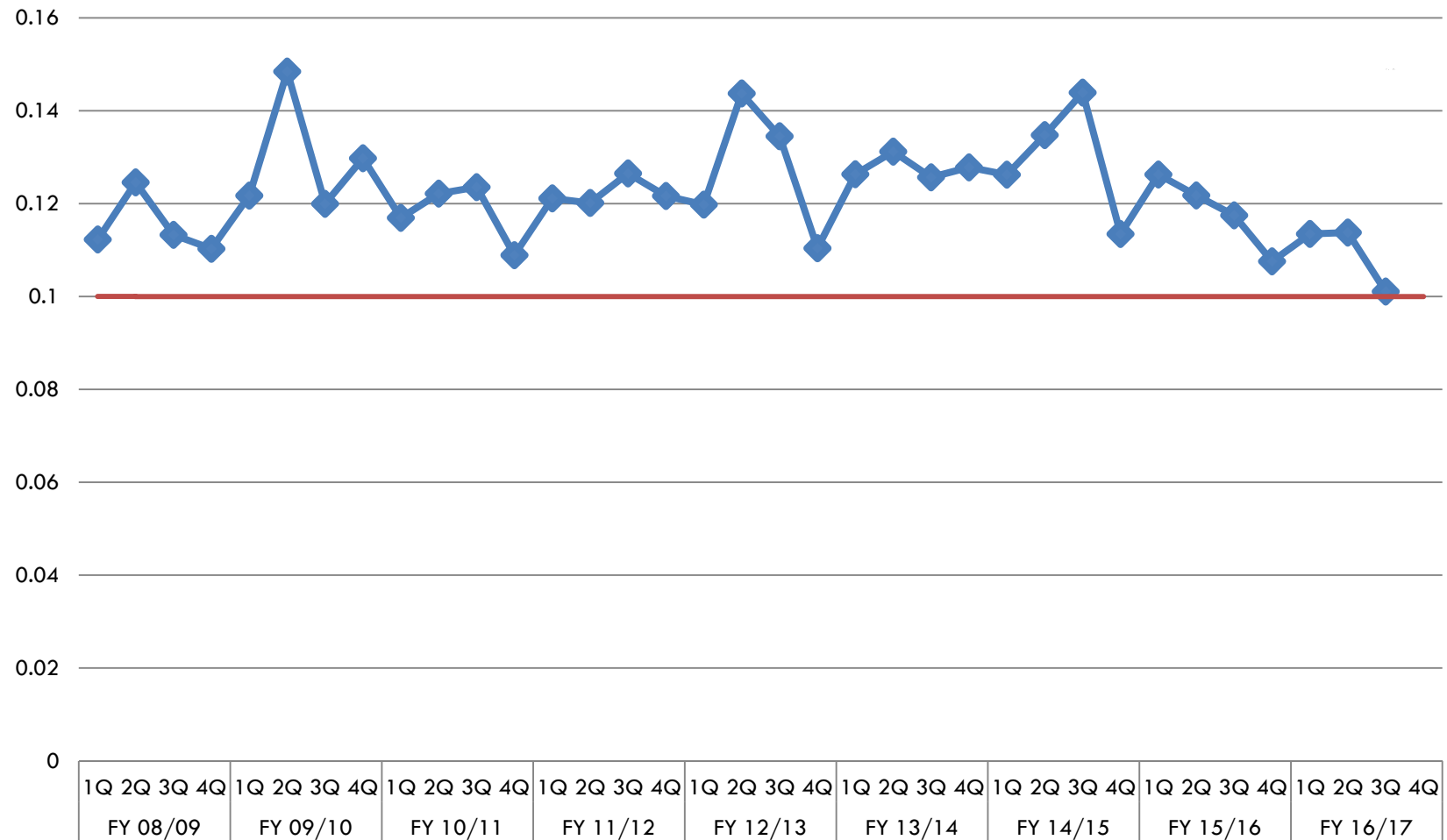
Cost per Passenger



Operational Costs



Farebox Recovery

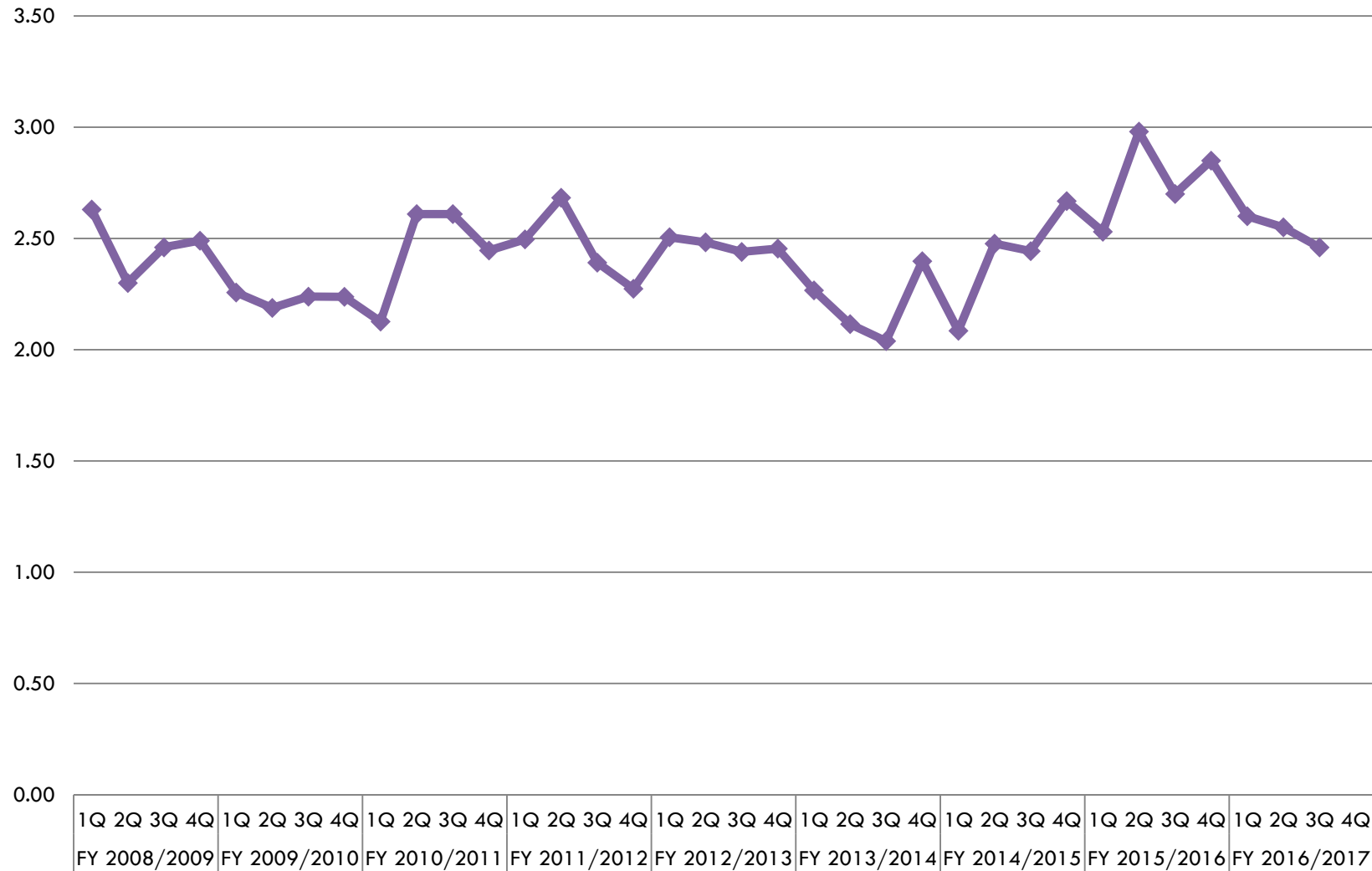


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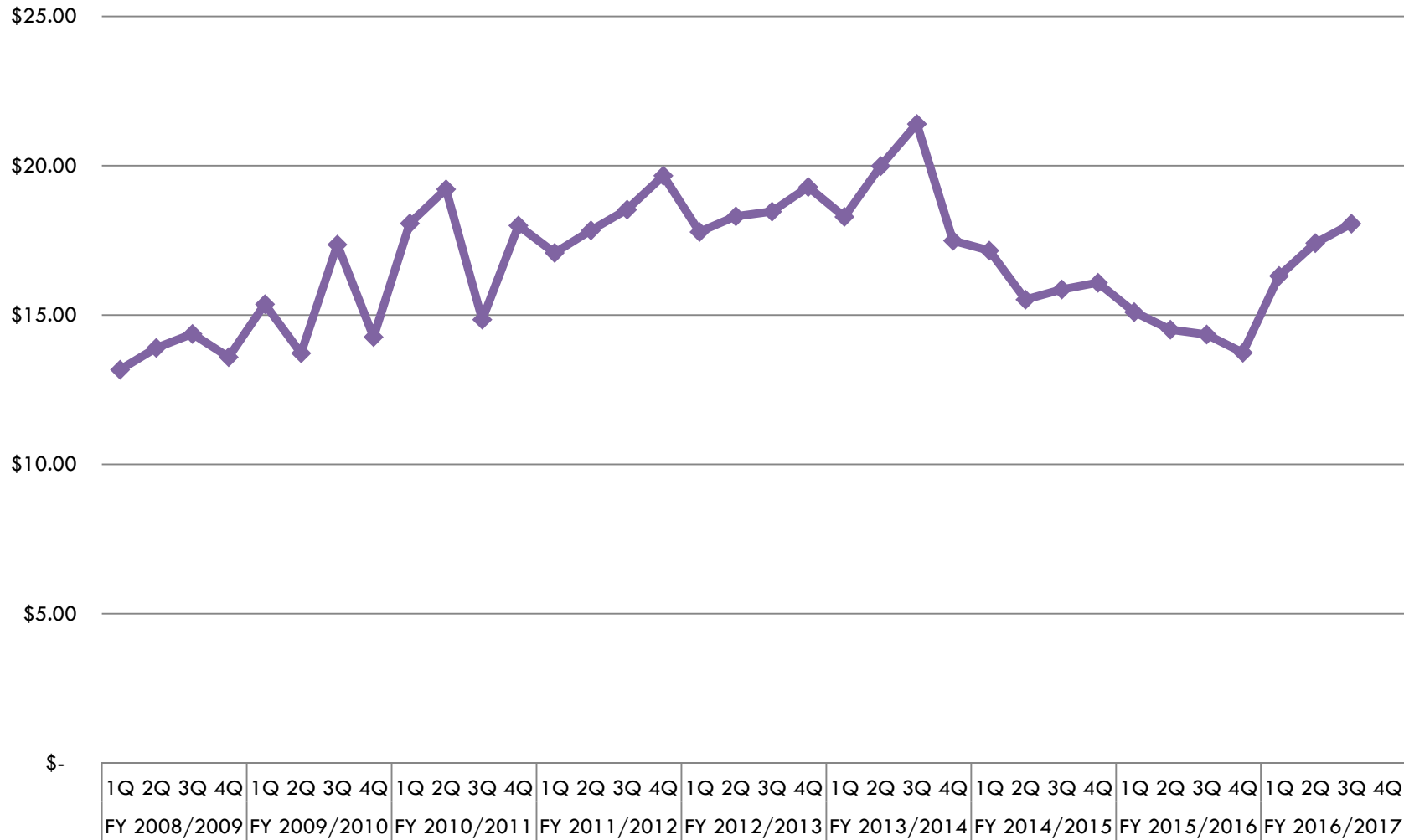
Performance Indicators#

Specialized Transportation		FY 15/16 3rd Quarter	FY 16/17 3rd Quarter	% Change
Ridership	OOCMT	1,229	1,512	23.03%
	Senior Lunch	2,482	2,259	-8.98%
	MSAP	213	332	55.87%
	System-Wide	3,924	4,103	4.56%
Revenue Service Hours	OOCMT	852	955	12.09%
	Senior Lunch	344.5	365	5.95%
	MSAP	255.5	346	35.42%
	System-Wide	1,452	1,666	14.74%
Passengers Per Revenue Hour	OOCMT	1.44	1.58	9.72%
	Senior Lunch	7.2	6.18	-14.17%
	MSAP	0.83	0.96	15.66%
	System-Wide	2.7	2.46	-8.87%
Cost Per Revenue Hour	OOCMT	\$40.89	\$41.46	1.39%
	Senior Lunch	\$41.75	\$57.31	37.27%
	MSAP	\$41.64	\$39.30	-5.62%
	System-Wide	\$41.22	\$44.29	7.45%
Cost Per Passenger	OOCMT	\$28.34	\$26.17	-7.66%
	Senior Lunch	\$5.79	\$9.27	60.10%
	MSAP	\$49.95	\$40.96	-18.00%
	System-Wide	\$15.25	\$18.06	18.43%
Operations Costs	Other Materials and Supplies	\$1,885.55	\$841.09	-55.39%
	Maintenance Labor	\$4,166.84	\$4,876.93	17.04%
	Contracted Services	\$45,012.00	\$59,967.00	33.22%
	Operator Salaries and Wages	\$8,787.61	\$8,416.88	-4.22%
Farebox Recovery	OOCMT	1.78%	4.72%	165.17%
	MSAP	2.44%	3.08%	26.23%
	System-Wide	1.47%	3.08%	109.52%

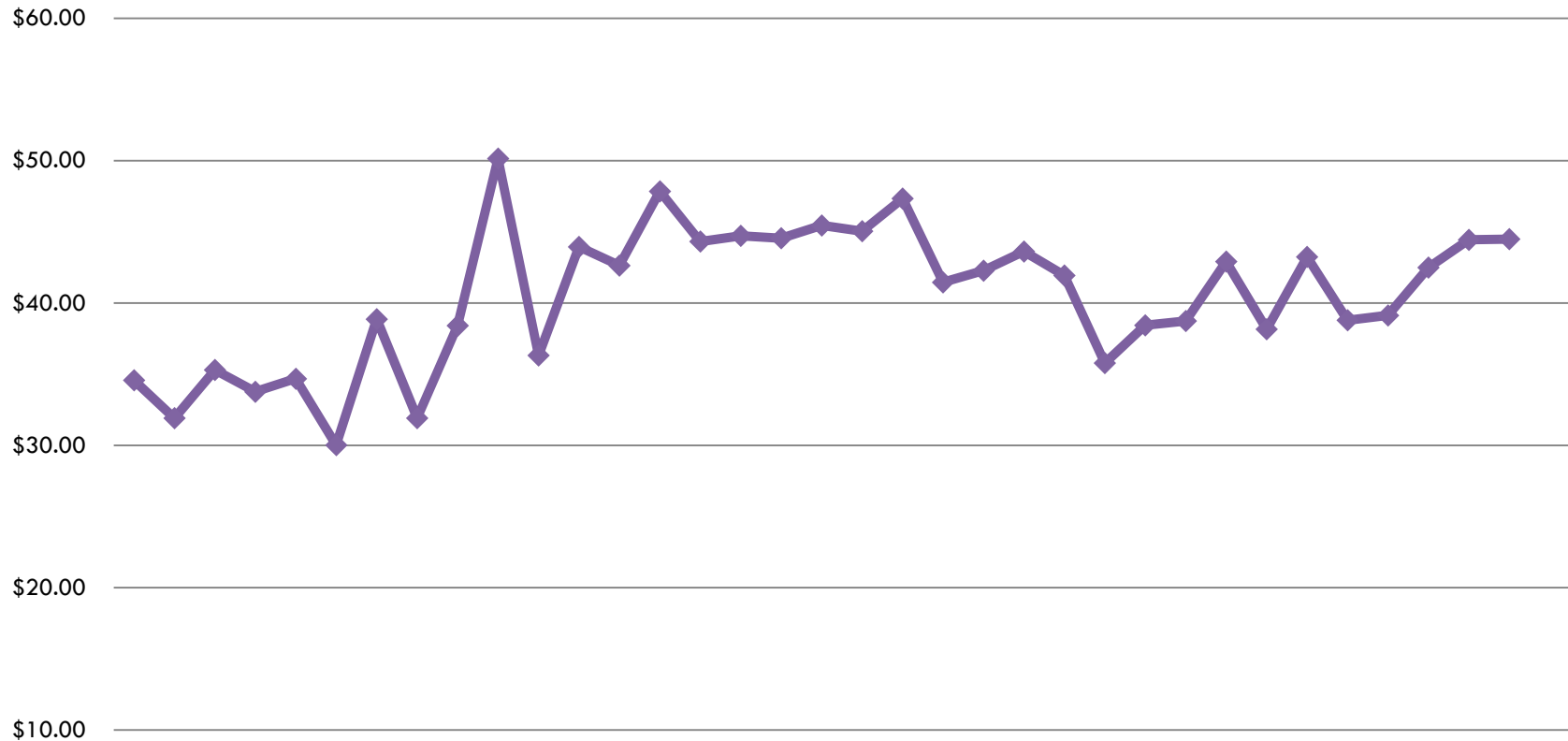
Passenger per Hour



Cost per Passenger



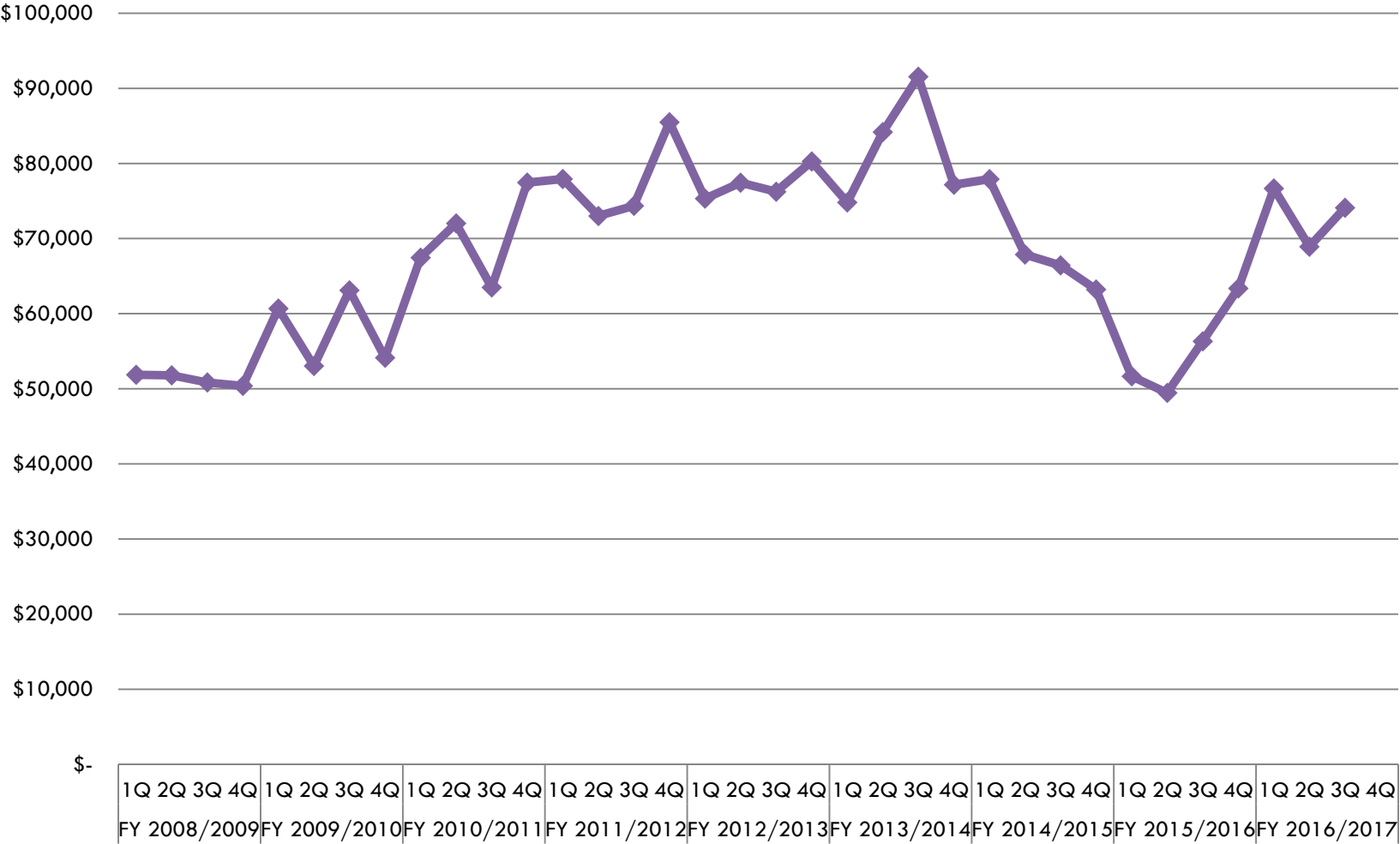
Cost per Revenue Service Hour



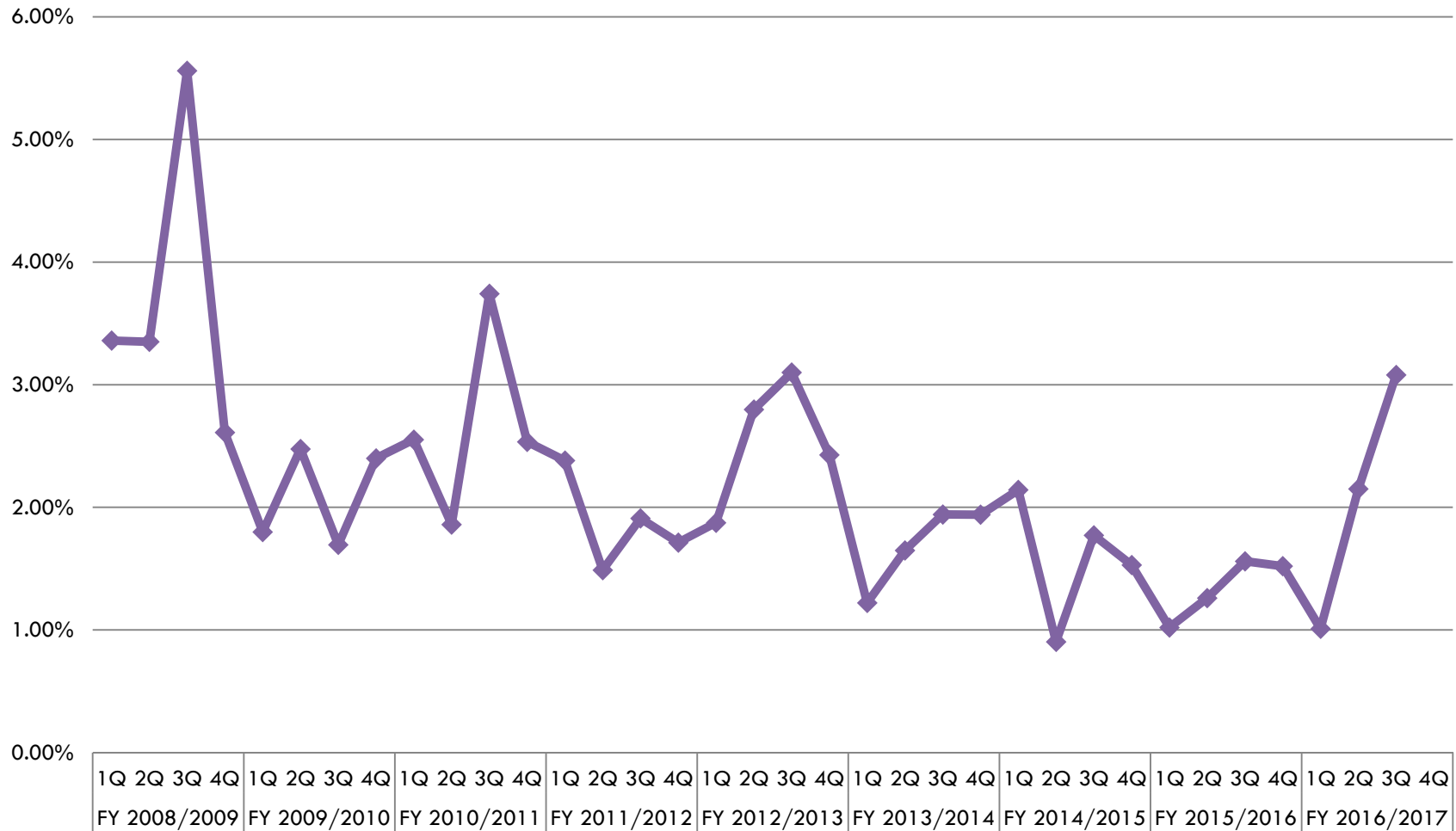
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1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
FY 2008/2009	FY 2009/2010	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016	FY 2016/2017																							

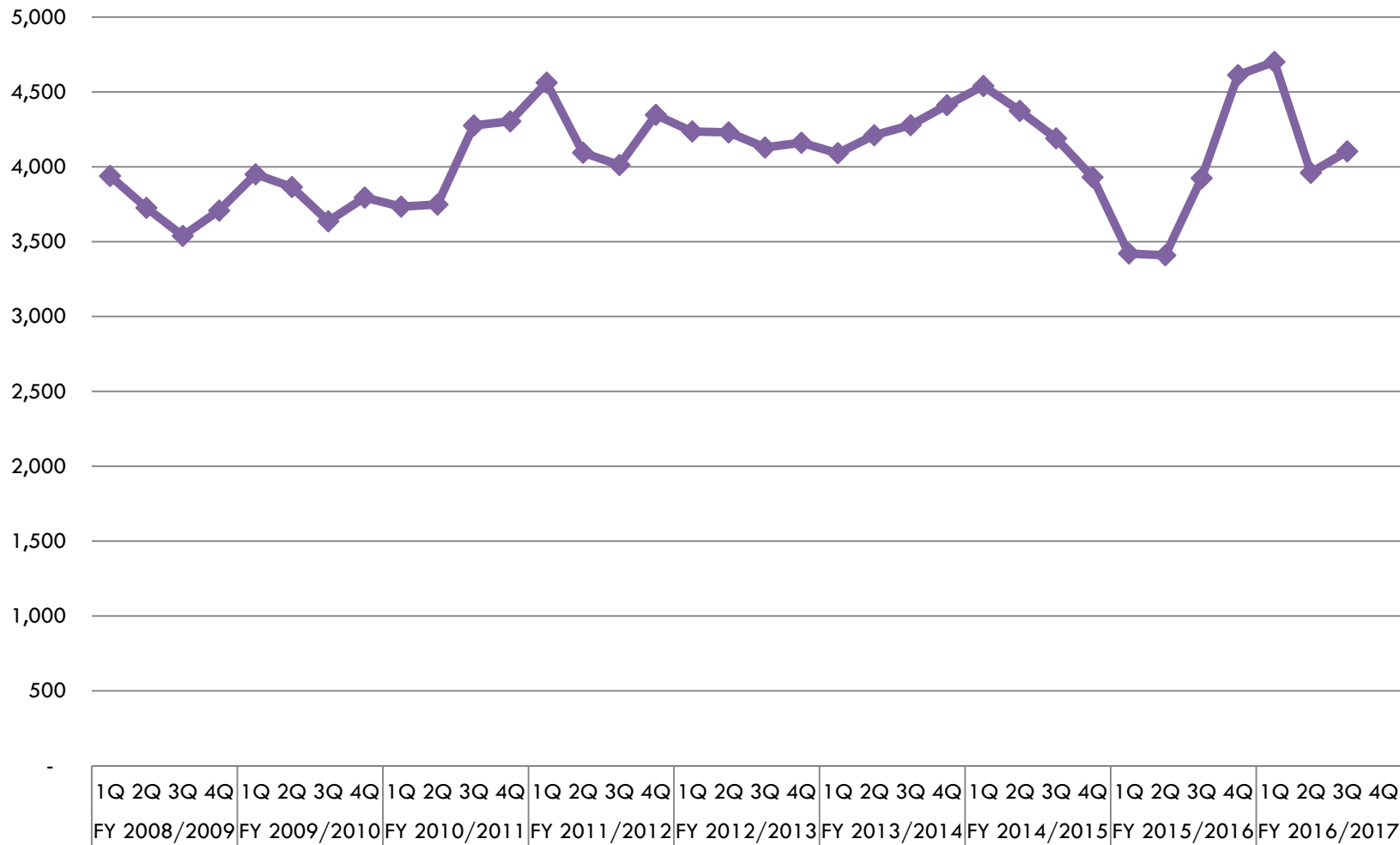
Operational Costs



Farebox Recovery



Ridership



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, 2017.
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> $\frac{\text{Fuel + Other Materials \& Supplies + Maintenance + Contracted Services + Operator Salaries \& Wages}}{\text{Total Revenue Service Hours}} = \text{Cost Per Revenue Service Hour}$
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> $\frac{\text{Fuel + Other Materials \& Supplies + Maintenance + Contracted Services + Operator Salaries \& Wages}}{\text{Total Passengers}} = \text{Cost Per Passenger}$
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> $\frac{\text{Passenger Cash Fares + Token Sales + Monthly Pass Sales + Advertising Revenue}}{\text{Fuel + Other Materials \& Supplies + Maintenance + Contracted Services + Operator Salaries \& Wages}} = \text{Farebox Recovery}$
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. The fare is a zone-based fare that ranges from \$2.00 to \$5.00 one-way.
On-Time Performance	Evaluates timeliness of services. Takes into account early, late, and missed departures on all services.
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 Local Transportation Authority</p>

Term	Definition
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

Staff Report

To: Local Transportation Authority
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205
Date: June 15, 2017
Subject: California Transit Security Grant Program Projects

Recommendation:

- a. **ADOPT** Resolution 17-03 Authorizing the Executive Director to Execute All Necessary Documents to Obtain Fiscal Years 2015/2016 and 2016/2017 Funding from the California Governor's Office of Emergency Services
- b. **AUTHORIZE** Chair to Sign Authorizing Agent Forms for Fiscal Years 2015/2016 and 2016/2017

Summary:

The Local Transportation Authority (LTA) has projects that are eligible to receive funding from the California Governor's Office of Emergency Services (CalOES).

Financial Impact:

There is a total of \$46,712 for FY 2015/2016 and \$37,369 for FY 2016/2017 available for the San Benito County Local Transportation Authority's projects.

Background:

The LTA Board has previously authorized staff to submit applications for funds from the California Transit Security Grant Program – California Transit Assistance Fund (CTSGP – CTAF) for upgrading radio systems, new fencing around the transit maintenance and County Public Works Yard, fareboxes, and bus stop improvements at Abbe Park and Anzar High School in San Juan Bautista. The source of this funding is the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, also known as Proposition 1B. The CTSGP – CTAF funds can only be used for transit system safety, security and disaster response projects.

Staff Analysis:

After consulting with the San Benito County Office of Emergency Services, staff is proposing to use the CTSGP-CTAF funds for two projects: to purchase a new transit facility backup power generator and to install solar lighting at various bus stops. LTA currently has a backup generator at the transit dispatch/maintenance facility at 3240 Southside Road, Hollister that is well beyond its usual life. By purchasing a new backup generator, LTA will be better prepared to assist in

responding to local disasters ensuring the fuel pumps will be functional and the dispatch office will have electricity during power outages.

Staff also recommends using the CTSGP-CTAF funds to install solar lightning at various bus stop locations. Improving lighting at bus stops is one of the most effective ways to improve transit safety and security. Lighting increases the security comfort of passengers by increasing bus stop visibility deterring crime and lessening the chance of automobile - pedestrian collisions. Adequate lighting is also important to avoid bus pass-ups at night. Turning to the recommendations of the Bus Stop Improvement Plan, staff will determine the best bus stops for the solar lighting maximizing the number of locations improved by the funding available.

Executive Director Review: _____

Counsel Review: YES

Attachments: Resolution No. 17-03
Fiscal Year 2015/2016 Authorizing Agent Form
Fiscal Year 2016/2017 Authorizing Agent Form

RESOLUTION OF THE SAN BENITO COUNTY LOCAL)
TRANSPORTATION AUTHORITY AUTHORIZING THE)
EXECUTIVE DIRECTOR TO EXECUTE ALL NECESSARY)
ACTIONS TO OBTAIN FISCAL YEARS 2015/2016)
AND 2016/2017 FUNDING FROM THE CALIFORNIA)
GOVERNOR'S OFFICE OF EMERGENCY SERVICES)
_____)

RESOLUTION NO: 17-03

WHEREAS, the San Benito County Local Transportation Authority is the primary public transit provider in San Benito County; and

WHEREAS, the San Benito County Local Transportation Authority's projects "Transit Disaster Response Improvement" consists of purchasing a new transit facility backup power generator and "Transit Bus Stop Security Lighting Improvements" consists of installing solar lighting at various bus stops; and

WHEREAS, the "Transit Disaster Response Improvement" and "Transit Bus Stop Security Lighting Improvements" projects meet the California Transit Security Grant Program – California Transit Assistance Fund's (CTSGP-CTAF) program guidelines and are eligible for funding;

NOW, THEREFORE, BE IT RESOLVED that the San Benito County Local Transportation Authority hereby authorizes the Executive Director to execute and file all certification of assurances, contracts, or agreements or any other documents to obtain Fiscal Years 2015/2016 and 2016/2017 funding from the California Governor's Office of Emergency Service's CTSGP-CTAF program.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY on this 15th day of June 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Ignacio Velazquez, 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: June 9, 2017

**FY 2015-16 Transit System Safety, Security and
Disaster Response Account Program**

AS THE Chair
(Chief Executive Officer / Director / President / Secretary)

OF THE San Benito County Local Transportation Authority
(Name of State Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named state organization, any actions necessary for the purpose of obtaining state financial assistance provided by the California Governor's Office of Emergency Services.

Executive Director
(Name or Title of Authorized Agent)

Signed and approved this 15th day of June, 2017.

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:
San Benito County Counsel

By: Shirley L. Murphy
Shirley L. Murphy, Deputy County Counsel

Dated: June 9, 2017

**FY 2016-17 Transit System Safety, Security and
Disaster Response Account Program**

AS THE Chair
(Chief Executive Officer / Director / President / Secretary)

OF THE San Benito County Local Transportation Authority
(Name of State Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named state organization, any actions necessary for the purpose of obtaining state financial assistance provided by the California Governor's Office of Emergency Services.

Executive Director
(Name or Title of Authorized Agent)

Signed and approved this 15th day of June, 2017.

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:
San Benito County Counsel

By: Shirley L. Murphy
Shirley L. Murphy, Deputy County Counsel

Dated: June 9, 2017

Staff Report

To: Local Transportation Authority
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205
Date: June 15, 2017
Subject: 2017 Title VI Program

Recommendation:

ADOPT Resolution 2017-04 certifying the San Benito County Local Transportation Authority's 2017 Title VI Program.

Summary:

The Federal Transit Administration's (FTA) Title VI Circular 4702.1B provides guidance to grantees, such as the San Benito County Local Transportation Authority (LTA), on how to comply with Title VI regulations, as well as to ensure grantees provide meaningful language access to persons who are Limited English Proficient. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal funds.

Financial Impact:

In order to be eligible for FTA funds, such as the Section 5311 operating assistance, LTA must adopt the 2017 Title VI Program certifying that it complies with Title VI Circular to 4702.1B. LTA receives approximately \$300,000 annually in FTA Section 5311 funds.

Background:

The objective of the Title VI Program is to provide guidance and procedures to help FTA grantees:

- a. Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- b. Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- c. Ensure meaningful access to transit-related programs and activities by persons with Limited English Proficiency.

In June 2014, the LTA Board certified the Title VI Program as required by FTA. Being a public transit operator and FTA funding grantee, LTA is required to update the Title VI Program every three (3) years.

Staff Analysis:

FTA's Circular to 4702.1B provides guidance to grantees regarding Title VI of the Civil Rights Act of 1964. All grantees must submit the following to the FTA Office of Civil Rights:

- Title VI Notice to Public, Complaint Procedure, and Complaint Form
- Limited English Proficiency (LEP) Plan and a Public Involvement Plan
- A list of investigations, lawsuits, and complaints
- Information regarding the location of fixed route facilities
- Table depicting racial composition of membership of non-elected bodies
- Adoption of service standards and policies

Staff has prepared the 2017 Title VI Program, Attachment 2, in order to comply with the guidance from the FTA. As such, the LTA Board is being asked to consider adopting LTA Resolution No. 2017-04 certifying that the Title VI Program complies with Title VI Circular to 4702.1B.

Executive Director Review:_____

Counsel Review: Yes

Attachments:

1. Resolution 2017-04
2. Title VI Program

RESOLUTION OF THE SAN BENITO COUNTY LOCAL)
TRANSPORTATION AUTHORITY BOARD OF)
DIRECTORS ADOPTING THE SAN BENITO COUNTY)
LOCAL TRANSPORTATION AUTHORITY'S 2017 TITLE)
VI COMPLIANCE PROGRAM)
_____)

RESOLUTION NO: 17-04

WHEREAS, the San Benito County Local Transportation Authority (LTA) desires to comply with Title VI of the Civil Rights of 1964, including provisions detailed in U.S. Department of Transportation's Federal Transit Administration Circular 4702.1B, "Title VI Requirement and Guidelines for the Federal Transit Administration Recipients"; and

WHEREAS, the LTA Board of Directors wishes to adopt the 2017 Title VI Compliance Program developed by staff, attached hereto and incorporated herein by reference as Exhibit A, in order to comply with the necessary provisions of the Civil Rights Acts; and

NOW, THEREFORE, BE IT RESOLVED, by the San Benito County Local Transportation Authority Board of Directors as follows:

1. The Board of Directors hereby adopts the San Benito County Local Transportation Authority's 2017 Title VI Program (Exhibit A);
2. The LTA Executive Director or his/her designee is authorized to implement components of the Program in order to meet the federal requirements;
3. The LTA Executive Director or his/her designee is authorized to implement policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Right Act.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY on this 15th day of June 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Ignacio Velazquez, 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: June 9, 2017

San Benito County Local Transportation Authority's Title VI Program

Approved and Adopted by Board of Directors June 15, 2017

Contents

Policy.....	3
Location of Title VI Notice Posting.....	3
English Notice to Public	3
Spanish Notice to Public.....	4
Title VI Complaints and Procedures	4
List of Transit-Related Title VI Investigations, Complaints, and Lawsuits	4
Complaint Procedures in English.....	4
Complaint Procedures in Spanish	5
English Title VI Complaint Form	7
Spanish Title VI Complaint Form.....	9
Public Participation Plan.....	11
Purpose	11
Population of San Benito County.....	11
Demographic	11
County Express Service Area	11
Specialized Transportation Service Area	12
Data Deficiency	12
Public Participation Process.....	12
Approach to Public Participation.....	12
Outreach Requirements and Activities.....	12
Summary of Outreach Efforts Made Since Last Title VI Submission.....	13
Outreach Methods to Engage Minority and Limited English Proficient Populations.....	13
Non-Elected Committees and Councils.....	13
Language Assistance Plan (LAP)	15
Plan Summary	15
Four – Factor Analysis.....	16
1. Potential Number of LEP Persons Served	16
2. Service Contact Frequency of LEP Persons.....	17
3. Significance of Programs to LEP Persons.....	17
4. Available Resources for LEP Assistance	17

Implementation	18
Identifying LEP Individuals Who Need Language Assistance	18
Language Assistance Measures	18
Translation of Vital Documents and Safe Harbor Provision	19
Staff Training	19
Public Involvement	20
Monitoring and Updating the LAP Plan.....	20
Notice to LEP Persons	20
Title VI Facilities Equity Analysis	21
System-Wide Standards and Policies	22
Vehicle Load Standards.....	22
Vehicle Headway Standards.....	22
On-Time Performance Standards	22
Service Availability Standards.....	23
Vehicle Assignment Policy.....	23
Transit Amenities Policy.....	23
Board of Directors Approval of San Benito County Local Transportation Authority's Title VI Program.....	24

This document was prepared by Local Transportation Authority and approved by its Board of Directors to comply with Title VI of the Civil Rights Act of 1964, including provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."

Policy

The San Benito County Local Transportation Authority operates its programs and services ensuring that no person shall be excluded from the equal distribution of its services and amenities based on their race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminator practice under Title VI may file a complaint with the San Benito County Local Transportation Authority.

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency.

Location of Title VI Notice Posting

The San Benito County Local Transportation Authority's Title VI Notice to the Public is at the following locations:

Location Name	Address	City
Administration Office	330 Tres Pinos Road, Suite C7	Hollister
Operations Facility	3240 Southside Road	Hollister
Jovenes de Antaño Office	300 West Street	Hollister

The Title VI notice and program information is also provided on San Benito County Local Transportation Authority's website at: www.SanBenitoCountyExpress.org/TitleVI.html

English Notice to Public

Notifying the Public of Rights Under Title VI

San Benito County Local Transportation Authority

The San Benito County Local Transportation Authority (LTA) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the LTA.

For more information on the LTA's civil rights program, and the procedures to file a complaint, call 831.637.7665, visit our administrative office at 330 Tres Pinos Road, Suite C7 in Hollister, CA, or visit www.SanBenitoCountyExpress.org/TitleVI.html.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington DC 20590.

If information is needed in another language, call 831.637.7665.

Spanish Notice to Public

Notificar al público de los derechos bajo el título VI

La Autoridad Local de Transporte del Condado de San Benito

La Autoridad Local de Transporte del Condado de San Benito (LTA) opera sus programas y servicios sin respecto a raza, color y origen nacional con arreglo al título VI de la Civil Ley de derechos. Cualquier persona que cree que él o ella ha sido agraviado por cualquier práctica discriminatoria ilegal bajo el título VI puede presentar una queja con la LTA

Para obtener más información sobre el programa derechos civiles capaz de industrias y el procedimientos para presentar una queja, llame al 831.637.7665 o visite nuestra oficina administrativa en 330 Tres Pinos Road, Suite C7 en Hollister, CA o visite www.SanBenitoCountyExpress.org/TitleVI_es.html.

Un demandante puede presentar una queja directamente con el Federal Transit Administration por archivar una queja con la Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

Si se necesita información en otro idioma, contacte al 831.637.7665

Title VI Complaints and Procedures

List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

The San Benito County Local Transportation Authority has not been involved in any transit-related Title VI investigations, complaints, or lawsuits.

Complaint Procedures in English

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency.

Any person who believes that they have been excluded from, denied the benefits of, or been subjected to discrimination may file a written complaint with the San Benito County Local Transportation Authority (LTA). Federal and State law requires complaints be filed within one-hundred eighty (180) calendar days of the last alleged incident.

To request additional information on LTA's nondiscrimination obligations or to file a Title VI Complaint, please submit your request to:

San Benito County Local Transportation Authority
Attn: Title VI Complaint
330 Tres Pinos Road, Suite C7
Hollister, CA 95023
Tel: 831.637.7665 Fax: 831.636.4160

Complaint Forms can also be obtained at the LTA Office at 330 Tres Pinos Road, Suite C7 in Hollister, CA or online at www.SanBenitoCountyExpress.org/TitleVI.

Complaint Process

The LTA will begin an investigation within fifteen (15) working days of receipt of a complaint and will contact the complainant in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed. If the complainant fails to provide the requested information in a timely basis, the LTA may administratively close the complaint.

LTA will complete the investigation within ninety (90) days of receipt of the complaint. If additional time is needed for investigation, complainant will be contacted. A written investigation report will be prepared by the investigator. This report shall include a summary description of the incident, findings and recommended corrective action.

A closing letter will be provided to the complainant and the respondent or respondent department. Parties will have five (5) working days from receipt of the closing letter to appeal. If neither party appeals, the complaint will be closed. If required, the investigation report will be forwarded to the appropriate federal agency.

Complaint Procedures in Spanish

El Título VI de la Ley de Derechos Civiles de 1964 establece que ninguna persona de los Estados Unidos será excluida de participar en cualquier programa o actividad que reciba asistencia financiera federal, ni se le negará los beneficios de dichos programas o actividades, ni será discriminado en ellos, por causa de su raza, color o nacionalidad. El decreto presidencial 12898 aborda la justicia del medio ambiente en las poblaciones de minorías y de bajos ingresos. El decreto presidencial 13166 aborda el tema de los servicios para aquellas personas que tienen conocimientos limitados del idioma inglés.

Toda persona que crea haber sido excluida, que se le negaron los beneficios, o que fue discriminada puede presentar una queja por escrito a la Autoridad Local de Transporte del Condado de San Benito (LTA). La legislación federal y estatal exige que las quejas sean presentadas dentro de los ciento ochenta (180) días calendario del último supuesto incidente.

Para obtener información adicional sobre las obligaciones de no discriminación de LTA o para presentar una queja de Título IV, por favor comuníquese con

San Benito County Local Transportation Authority
Attn: Title VI Complaint
330 Tres Pinos Road, Suite C7
Hollister, CA 95023
Tel: 831.637.7665 Fax: 831.636.4160

Los formularios de queja también están disponibles en la oficina de LTA en 330 Tres Pinos Road, Suite C7 en Hollister, CA o página web de County Express:
www.SanBenitoCountyExpress.org/TitleVI.

Procedimiento para quejas del Título VI

La LTA comenzará una investigación dentro de los quince (15) días hábiles a partir de la recepción de la queja. En caso de que sea necesario solicitar información adicional, la LTA se comunicará con el demandante por escrito en un plazo de no más de treinta (30) días hábiles luego de recibir la queja. Si el demandante no proporcionara la información solicitada de forma oportuna, la LTA podrá cerrar el caso de forma administrativa.

La LTA completará la investigación dentro de los noventa (90) días a partir de la recepción de la queja. En caso de necesitar más tiempo para la investigación, se contactará al demandante. El investigador preparará un informe escrito de la investigación. Este informe deberá incluir un resumen de la descripción del incidente, las conclusiones y las medidas correctivas recomendadas.

Se le enviará una carta que informe que el caso se ha cerrado al demandante y al demandado o departamento demandado. Las partes tendrán cinco (5) días hábiles desde la recepción de la carta de cierre del caso para apelar. En caso de que ninguna de las partes apele, se cerrará el caso. De ser necesario, se enviará el informe de investigación a la agencia federal correspondiente.

English Title VI Complaint Form

Section I:		
1. Name:		
2. Address:		
3. Telephone:	3.a. Secondary Phone:	
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III. If you answered "no" to #6, go to #7.		
7. What is the name of the person for whom you are filing this complaint? Name		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.	YES	NO
Section III:		
11. I believe the discrimination I experienced was based on <i>(check all that apply)</i> :		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
12. Date of alleged discrimination: <i>(mm/dd/yyyy)</i>		
13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Section IV:		
14. Have you previously filed a Title VI complaint with the San Benito County Local Transportation Authority?	YES	NO
Section V:		
15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> YES* <input type="checkbox"/> NO If yes, check all that apply: <input type="checkbox"/> Federal Agency _____ <input type="checkbox"/> State Agency _____ <input type="checkbox"/> Federal Court _____ <input type="checkbox"/> Local Agency _____ <input type="checkbox"/> State Court _____		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		Email:
Section VI:		
Name of Transit Agency complaint is against:		
Contact Person:		
Telephone:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required below to complete form:

Signature _____ Date _____

Please submit this form in person or mail this form to the address below:

San Benito County Local Transportation Authority
 Attn: Title VI Complaint
 330 Tres Pinos Road, Suite C7
 Hollister, CA 95023

Spanish Title VI Complaint Form

Parte I:		
1. Nombre:		
2. Dirección Residencial:		
3. Teléfono:	3.a. Otro teléfono:	
4. Dirección de correo electrónico:		
5. ¿Requisitos de formato accesible?	<input type="checkbox"/> Letra Grande	<input type="checkbox"/> Cinta de audio
	<input type="checkbox"/> Dispositivos electrónicos para sordos (TDD)	<input type="checkbox"/> Otro
Parte II:		
6. ¿Está presentando esta queja en su propio nombre?	Sí*	No
*Si usted contesto "si" a #6, vaya a la Sección III. Si su respuesta es "no" a #6, vaya a #7.		
7. ¿Cuál es el nombre de la persona para la cual usted está presentando esta queja? Nombre:		
8. ¿Cuál es su relación con esta persona?:		
9. Por favor explique por qué ha presentado por un tercero :		
10. Por favor confirme que ha obtenido permiso de la parte agraviada para presentar en su nombre.	Sí	No
Parte III:		
11. Creo que la discriminación que viví fue basada en <i>(marque todas las que apliquen)</i> : <input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Nacionalidad		
12. Fecha del presunto acto de discriminación: <i>(mm/dd/yyyy)</i>		
13. Explique lo más claramente posible lo que pasó y por qué cree que fue discriminado. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona (s) que lo discriminó (si se conoce), así como los nombres y datos de contacto de testigos. Si se necesita más espacio, por favor utilice el reverso de este formulario.		

Parte IV:		
14. ¿Ha presentado anteriormente una queja del Título VI con la Autoridad Local de Transporte del Condado de San Benito?	Sí	No
Parte V:		
15. ¿Presentó esta demanda ante otra agencia federal, estatal, local o ante un tribunal estatal o federal?		
<input type="checkbox"/> Sí* <input type="checkbox"/> No Si la respuesta es sí, marque todas las que apliquen: <input type="checkbox"/> Agencia Federal _____ <input type="checkbox"/> Agencia Estatal _____ <input type="checkbox"/> Tribunal Federal _____ <input type="checkbox"/> Agencia Local _____ <input type="checkbox"/> Tribunal Estatal _____		
16. Si usted contestó "sí" a # 15, proporcionar información acerca de una persona de contacto en la agencia / tribunal donde se presentó la queja.		
Nombre:		
Título:		
Agencia:		
Dirección:		
Teléfono:		Dirección de correo electrónico:
Parte VI:		
Nombre de la Agencia de Transito de cual la queja está en contra:		
Persona de contacto:		
Teléfono:		

Puede adjuntar cualquier material escrito o cualquier otra información que usted considere relevante para su queja.

Su firma y fecha son requeridas abajo para completar el formulario:

Firma _____ Fecha _____

Después de completar la solicitud, por favor, envíe por correo o entréguela en persona a la siguiente dirección:

San Benito County Local Transportation Authority
 Attn: Title VI Complaint
 330 Tres Pinos Road, Suite C7
 Hollister, CA 95023

Public Participation Plan

The San Benito County Local Transportation Authority is committed to informing and involving the public in the planning a delivery of its public transit services in its service area. In collaboration with the Association of Monterey Bay Area Governments (AMBAG), the *Monterey Bay Area Public Participation Plan* was created for member agencies to use in the Monterey Bay Area Region.

Purpose

The San Benito County Local Transportation Authority uses the methodologies described in the *Monterey Bay Area Public Participation Plan* to guide all public involvement activities to ensure that the community is informed and given a chance to be involved.

Population of San Benito County

Demographic

According to the 2010 United States Census¹, San Benito County's population increased 3.8% from the previous census to 55,269. Approximately, 36% of the population is under the age of 18 and 10% of the population is 65 years old or older.

There are 16,785 households in San Benito County. The median household income was \$65,570 while the Per Capita Income was \$26,300. Additionally, 11.3% of the County's population is considered to be below or at the Federal Poverty Level. Of the total number of households, 646 households do not own a personal vehicle.

Race and Ethnicity in San Benito County	
Hispanic or Latin	
White Alone	25.4%
Black or African American Alone	0.2%
American Indian and Alaska Native Alone	1.2%
Asian Alone	0.3%
Native Hawaiian and Other Pacific islander Alone	0.1%
Some Other Race Alone	26.1%
Two or More Races	3.2%
Not Hispanic or Latino	
White Alone	38.3%
Black or African American Alone	0.6%
American Indian and Alaska Native Alone	0.4%
Asian Alone	2.3%
Native Hawaiian and Other Pacific islander Alone	0.1%
Some Other Race Alone	0.1%
Two or More Races	1.7%

San Benito County Demography
Source: 2010 U.S. Census

County Express Service Area

County Express service area comprises the Cities of Hollister and San Juan Bautista, some areas of northern San Benito County and two bus stops in the City of Gilroy in Santa Clara County. The bus stops are located at Gavilan College and also the Gilroy Transit Station.

All County Express services are open to the public except for its Paratransit service. A person must have a disability that prevents him/her to from accessing Fixed Route services within $\frac{3}{4}$ of a mile. The LTA is responsible for determining the eligibility for residents in San Benito County and authorizing visitor usage from other counties.

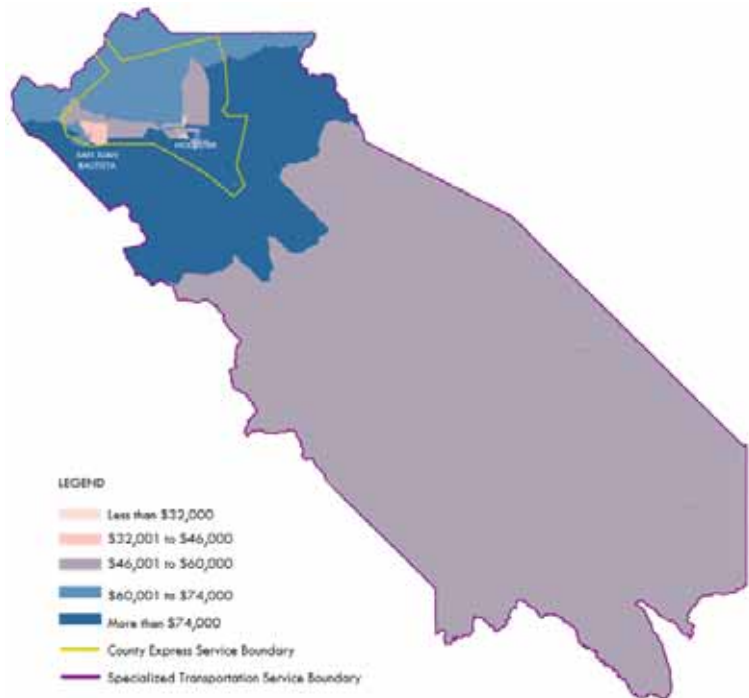
¹ U.S. Census Bureau. "DP-1 Profile of General Population and Housing Characteristics: 2010 Demographic Profile Data ." *American FactFinder*. U.S. Census Bureau, 2010. Web. 14 Dec 2012.
<http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=DEC_10_DP_DPDP1>.

Specialized Transportation Service Area

The LTA provides door-through-door specialized transportation for persons over the age of 60 and/or have a disability. The service is open to all eligible residents of San Benito County, making the service area approximately 1,390 square miles. Eligibility of this service is determined by its operator.

Data Deficiency

The LTA does not track the racial and ethnicity makeup of its riders, which resulted in the limited analysis. As result, the LTA is unable to fully analyze the impacts of the fare increase. The LTA plans to include additional questions regarding racial and ethnic makeup of its riders on new surveys it will conduct. The information would be used to in future analyses of fares and services.



Public Participation Process

Approach to Public Participation

The public participation process should be considered at the earliest stages of any LTA project that may impact the surrounding community, its riders, and potential riders. As projects vary in time and size, the public participation process may vary for each, as well as the extent of public participation. The following outlines tools and strategies to ensure that public input is invited and all foreseeable impacts to the community are considered.

Outreach Requirements and Activities

The following activities are intended to serve as guidelines for minimum levels of outreach to ensure that all riders and potential riders in San Benito County have equal access and opportunity to participate in transportation planning and decision-making. These also provide current strategies for soliciting input and engaging various communities. Below is a list of outreach methods that the LTA currently uses to inform the public:

- Notice for public events include flyers posted on social media, at bus stops and onboard buses.
- Notices are posted prior to the public event.
- Notices are posted at the LTA Office at key community centers with whom LTA has a partnership.
- Information about public participation opportunities are posted on LTA's website and Facebook account prior to the event.

- Comments are accepted via public outreach events, email, mail, fax, social media (i.e. Facebook), and by phone to ensure that all populations have the opportunity to participate.

Summary of Outreach Efforts Made Since Last Title VI Submission

Outreach LTA efforts include:

- Conducted several public meetings and outreach during the development of the Short Range and Long Range Transit Plan, Bus Stop Improvement Plan, and Transit ITS Plan;
- Conducted public hearings and meetings on the development of the 2018 Regional Transportation Plan which includes a component on public transit;
- Conducted several year round Ad hoc outreach efforts with the Social Services Transportation Advisory Council;
- Conduct annual Unmet needs processes as required by state statute to conduct a formal hearing process that solicits information about transit needs. This allows the county San Benito Council of Governments in partnership with the LTA to make a determination as to whether these are unmet transit needs and whether these are transit needs that can be reasonably met;
- Outreach for Coordinated Plan Updates, as needed.

Outreach Methods to Engage Minority and Limited English Proficient Populations

Currently, Spanish is the only quantifiable population within LTA's service area that is limited English proficient. The LTA will continue assessing the language needs of citizens in its service area through its Language Assistance Plan. At such time, as another group with limited English proficiency reaches significant mass, the LTA will review this plan and its strategies to engaging with non-English speaking populations. Below are the methods that the LTA are currently using:

- Notices are translated to Spanish and posted along side English notices at the administration offices, onboard buses, and online.
- Event information on LTA's website is posted in English and Spanish.
- LTA distributes event information to community groups and agencies that work with LEP populations, if such contacts exist.
- As identified in its Language Assistance Plan, the LTA has full time staff to provide language assistance for customers and callers that are Spanish speaking.
- Spanish interpretation or translation is provided at any public meetings or workshop.

Non-Elected Committees and Councils

The San Benito County Local Transportation Authority strives to appoint diverse group of community representatives to its advisory committees.

The Board of Directors is comprised of locally elected officials that were appointed to the San Benito County Local Transportation Authority's Board of Directors from their respective

jurisdictions. The Board is comprised of two representatives from the Board of Supervisors, two representatives from the City of Hollister and one representative from the City of San Juan Bautista.

The Social Service Transportation Advisory Council (SSTAC) 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. Transit issues that may require the Advisory Council to look into are specialized transportation services, planning, and studies. Members are appointed by the Council of San Benito County Governments.

The San Benito County Bicycle and Pedestrian Advisory Committee (BPAC) was established to advise the Council of Governments on bicycle and pedestrian needs and concerns in the San Benito County area. The San Benito County Local Transportation Authority also seeks the Committees' comments on transit projects that could potentially affect bicyclists and pedestrians. Members are appointed by the Council of San Benito County Governments.

The Technical Advisory Committee (TAC) was established to provide technical assistance, advice, and recommendations to the Council of Governments on transportation planning studies and related transportation projects. Members consists of staff from local government agencies and are appointed to by the Council of San Benito County Governments.

	Board of Directors	Social Services Transportation Advisory Council	Bicycle & Pedestrian Advisory Committee	Technical Advisory Committee
Black, African American	0%	0%	0%	0%
Asian	0%	0%	0%	0%
White	50%	100%	62.50%	100%
American Indian, Alaska Native	0%	0%	0%	0%
Native Hawaiian, Other Pacific Islander	0%	0%	0%	0%
Decline to State	50%	0%	37.50%	0%
Hispanic, Latino, Spanish origin	33%	37.5%	12.50%	20%

Membership of Non-Elected Committees and Councils

Language Assistance Plan (LAP)

The San Benito County Local Transportation Authority prepared a Language Assistance Plan (LAP) to address its responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. LAP has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1B dated 10/01/12 October 1, 2012, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency", indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

Plan Summary

The LTA operates and administers County Express and Specialized Transportation and has developed the LAP to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by LTA. County Express operates traditional public transit services: Fixed Route, Paratransit, Dial-A-Ride, and Intercounty. Specialized Transportation provides personalized services: Out-of-County Non-Emergency Medical Services, Senior Lunch Transportation Program, and Medical Shopping Assistance Program.

The LAP outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify Limited English Proficiency (LEP) persons that assistance is available.

In order to prepare this plan, the LTA undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

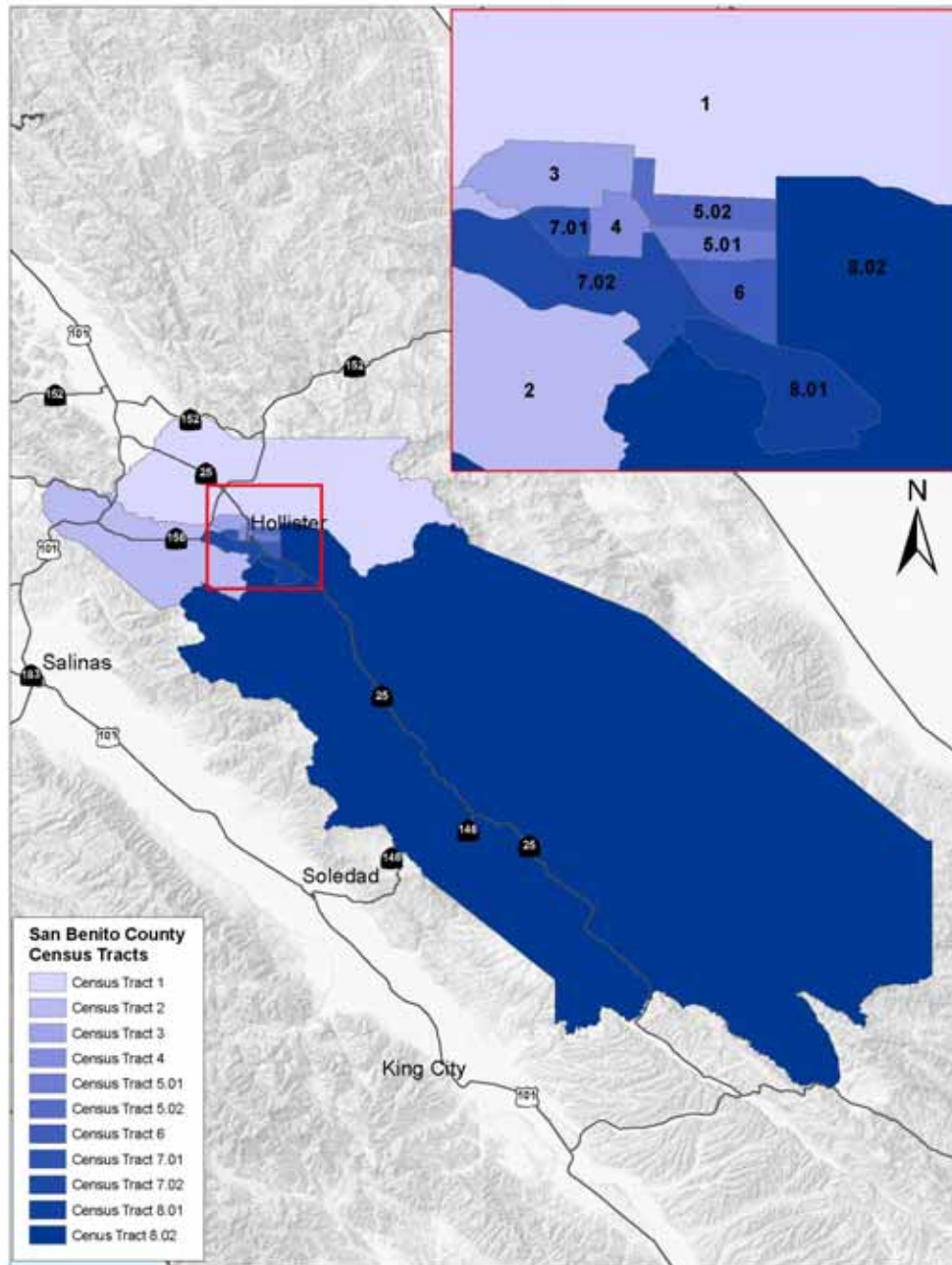
1. *Potential Number of LEP Persons Served* – The number or proportion of LEP persons in the service area who may be served or are likely to encounter a LTA program, activity or service.
2. *Service Contact Frequency of LEP Persons* – The frequency with which LEP persons come in contact with LTA programs, activities or services.
3. *Significance of Programs to LEP Persons* – The nature and importance of programs, activities or services provided by LTA to the LEP population.
4. *Available Resources for LEP Assistance* – Available resources to the LTA and overall costs to provide LEP assistance.

A summary of the results of the LTA four-factor analysis is in the following section.

Four – Factor Analysis

1. Potential Number of LEP Persons Served

The LTA used past experiences and consulted to the U.S. Census to determine the likelihood that the LEP population would use an LTA program or service. Due to the rural population of San Benito County, the smallest geographical area for identification is the use of Census Tracts. Eleven Census Tracts are fully, or partially, located in the service area for County Express. All eleven Census Tracts were fully located in the service area for its Specialized Transportation Services.



San Benito County Census Tracts
Source: Association of Monterey Bay Area Governments

San Benito County Census Tract												
	1	2	3	4	5.01	5.02	6	7.01	7.02	8.01	8.02	% of Total Population
Spanish	540	652	1,315	1,735	631	1,124	733	1,296	473	33	313	16.51%
Other Indo-European	15	50	0	0	0	41	147	0	57	5	0	0.59%
Asian and Pacific Island	32	21	26	0	30	46	93	0	19	7	9	0.53%
All Other	0	0	0	44	0	0	0	0	4	0	0	0.09%

*Number of Individuals That Speak English "Less Than Very Well" By Census Tract in San Benito County
Source: 2011-2015 American Community Survey 5 Year Estimates*

2. Service Contact Frequency of LEP Persons

The LTA has assessed the frequency in which staff, drivers, and dispatchers have, or could have, contact with LEP persons. This assessment included speaking with the staff, drivers, and dispatchers regarding their interactions with LEP persons. To date, drivers and staff have the most frequent in-person contact with LEP persons. The LTA requires its operations contractor to have at least 50% of its drivers and dispatchers to be bilingual in Spanish and English and to be available during service hours. Currently, LTA staff has three people that are bilingual in Spanish and English and are available throughout the day during business hours to LEP persons.

Information regarding fares and holiday service are posted in the vehicles, LTA Administration Office, and online (http://www.sanbenitocountyexpress.org/home_es.html) in Spanish. If LTA staff is not available to provide translation, an interpreter is used at various public meetings in which a large group of LEP persons are anticipated.

3. Significance of Programs to LEP Persons

San Benito County has two incorporated cities: Hollister and San Juan Bautista. However, three unincorporated towns and a large gated community are within the service area: Aromas, Tres Pinos, Paicines, and Ridgemark.

All County Express services are more likely to encounter LEP individuals in Hollister, San Juan Bautista, Tres Pinos and Ridgemark due to its limited service area. The service area for Specialized Transportation encompasses the entire County and is likely to encounter LEP individuals in its service area. The LTA Administration office would also be a likely place to encounter LEP individuals because the office handles Paratransit eligibility and pre-purchased fare sales. According to the census, the largest concentration of LEP individuals in the entire service area speaks Spanish.

4. Available Resources for LEP Assistance

The LTA currently translates its printed materials regarding fares and service changes into Spanish for its LEP population. Basic translation and interpretation is provided to the LTA by staff. However, more complex professional interpretation or translation services are provided.

The LTA will continue to include a clause that requires its operations contractor to employ bilingual staff to ensure that LEP riders have the opportunity to receive assistance in Spanish.

Implementation

The LTA developed its LEP Implementation Plan based upon the issues that were raised during the four-factor Analysis. The LEP Implementation Plan will provide details on how various items will be addressed by the LTA.

Identifying LEP Individuals Who Need Language Assistance

The LTA will continually monitor the language needs of the LEP individuals within its service area. The LTA will do the following:

- Continue to monitor the languages and English proficiency encountered by front-line staff (dispatchers, drivers, and front-office staff).
- Continue to have a section regarding preferred language for Paratransit applicants. Current application materials have English, Spanish and Other. The applicant, or a person assisting the applicant, may write in an unlisted language.
- Continue to contractually require operations contractors maintain at least 50% of staff to be bilingual in Spanish and to be available throughout the service hours
- For languages other than Spanish, staff will attempt to identify the LEP person's preferred language using the 2010 U.S. Census "I Speak" Identification cards (Appendix A)
- Continue to use data available from the U.S. Census, state, and local demographic data.

Language Assistance Measures

The LTA has oral and written language assistance available to LEP persons on its vehicles, operations and administration offices. LTA staff can respond to LEP Persons inquiries in person, by telephone or in writing. To enhance the available language assistance, the LTA currently will provide the following:

- Work with local social services agencies and organizations to provide services to LEP persons to disseminate information about LTA's services
- Continually identify new agencies or organizations that can assist in disseminating information about LTA's services
- Include a statement in notices regarding the availability of interpreting services at community events, public hearings and Board of Directors meetings with seven day advance notice
- Communicate with drivers, dispatchers, and other front-line staff regarding their experience concerning contacts with LEP persons
- Post LTA's Title VI Policy and Complaint form on the agency's website at English: www.SanBenitoCountyExpress.org/TitleVI.html
- Spanish Title VI Policy and Complaint Form: http://www.sanbenitocountyexpress.org/TitleVI_es.html
- Provide trip planning services to LEP persons with assistance of bilingual staff

- Operations contractors maintain at least 50% of staff to be bilingual in Spanish and to be available throughout the service hours
- All notices regarding fares, service changes, and policies are translated in Spanish
- When an interpreter is needed for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance from a professional translation service or qualified community volunteers. A list of volunteers will need to be developed.

Translation of Vital Documents and Safe Harbor Provision

According to the 2011-2015 American Community Survey 5 Year Estimates, there are 57,337 people in San Benito County. There were 9,491 individuals that spoke English 'less than very well.' The table below shows the breakdown of the major language groups spoken in San Benito County by Census Tract. As demonstrated in the table on page 19, Spanish is the only language that falls outside of the Safe Harbor Provision of over 5% or 1,000 individuals (whichever is less). The Authority currently provides the following documents in English and Spanish:

- Title VI Notice to the Public, Complaint Procedures, and Complaint Form
- Transit maps and schedules in print and on website
- ADA Paratransit eligibility application
- Courtesy Card application
- Public notices related to service changes and projects

San Benito County Census Tract												% of Total Population
	1	2	3	4	5.01	5.02	6	7.01	7.02	8.01	8.02	
Spanish	540	652	1,315	1,735	631	1,124	733	1,296	473	33	313	16.51%
Other Indo-European	15	50	0	0	0	41	147	0	57	5	0	0.59%
Asian and Pacific Island	32	21	26	0	30	46	93	0	19	7	9	0.53%
All Other	0	0	0	44	0	0	0	0	4	0	0	0.09%

Number of Individuals That Speak English "Less Than Very Well" By Census Tract in San Benito County
Source: 2011-2015 American Community Survey 5 Year Estimates

The LTA will continue to monitor the proportions of LEP individuals languages and will translate vital documents in additional languages should additional languages fall outside of the Safe Harbor Provision.

Staff Training

The LTA does not have a formal training program. However, it requires operations contractors to maintain its staffing so that at least 50% speak Spanish. LTA administration office currently has three full time Spanish speaking staff that is able to address Spanish speaking client concerns. The LTA strives to schedule its staff so that there is someone who can speak Spanish during normal

business hours. The LTA staff is trained to communicate with Spanish speaking clients in a respectful and professional manner.

The LTA are developing a standard training session for its staff and operations contractors on the following topics:

- How to respond to LEP callers
- How to respond to correspondence from LEPs
- How to respond to LEPs in person
- How to document LEP needs
- How to respond to civil rights complaints

Public Involvement

Should the LTA produce a document that LEP individuals may read or schedule an event that may have LEP individuals in attendance, or may have interest in, the LTA shall have the documents, meeting notices or flyers, printed in an alternate language based on the known LEP population. Interpreters will be available on an as needed basis.

Monitoring and Updating the LEP Plan

The LTA review and update its LEP plan every three years. At a minimum, the Plan will be reviewed and updated when new data from the most current U.S. Census is available, or when the concentrations of LEP individuals presence in the LTA service area is observed. Updates may include, but will not be limited to, the following:

- Description of any new concentrations of LEP individuals based on ongoing monitoring of front-line staff interactions with clients
- Updated analysis of the current LEP population within the service area
- Assessment of the need for translation services
- Assessment of the effectiveness and success of current language assistance programs
- Determine whether financial resources are sufficient to fund language assistance resources
- Determine whether the LTA has fully complied with the goals of this LEP Plan
- Determine whether complaints received are an effect of the LTA's inability to meet the needs of the LEP individuals
- Update procedures or contact information

Notice to LEP Persons

A link to the LTA's Title VI Procedures and LEP Plan is available on the County Express website at www.SanBenitoCountyExpress.org. Any person or agency with internet access will be able to access and download the Plan from the abovementioned website. Alternatively, any person or agency may request a copy of the Plan via telephone, fax, mail, or in person and shall be

provided a copy of the Plan at no cost. LEP individuals may request copies of the Plan in translation which LTA will provide, if feasible. *La Autoridad de Transporte Local se traducirá el Plan de Dominio Limitado de Inglés en español, si se le pide.*

Questions or comments regarding the LEP Plan may be submitted to the San Benito County Local Transportation Authority's Title VI Administrator:

San Benito County Local Transportation Authority
Attn: Title VI Administrator
330 Tres Pinos Road, Suite C7
Hollister, CA 95023

Phone: 831.637.7665

Fax: 831.636.4160

Title VI Facilities Equity Analysis

Per 49 CFR 21.9(b)(3), the San Benito County Local Transportation Authority may not select the site or location of facilities with the purpose or effect of excluding persons from, denying the benefits of, or subjecting them to discrimination on the basis of race, color, or national origin. Per 49 CFR 21, (The Public Participation Plan), the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.

Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, and operations centers. Bus shelters are not included in this provision as they are considered transit amenities. Transit stations, power substations and similar facilities are not included in this provision as they are evaluated during project development and the NEPA process.

For facilities covered by this provision, the San Benito County Local Transportation Authority is required to:

- Complete a Title VI equity analysis during the planning state with regard to where a project is located to ensure the location is selected without regard to race, color, or national origin, and engage in outreach to persons potentially impacted by site of the facilities. The Title VI equity analysis must compare the equity impacts of various site alternatives, and the analysis must occur before the selection of the preferred site.
- Give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group level where appropriate to ensure proper analysis of localized impacts.
- Provide substantial legitimate justification for locating a project in a location that will result in a disparate impact on the basis of race, color, or national origin, and show that there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. In order to show that both tests have been met, the recipient must consider and analyze alternatives to determine whether those alternatives

would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

The San Benito County Local Transportation Authority has no current or anticipated plans to develop new transit facilities covered by these requirements.

System-Wide Standards and Policies

The San Benito County Local Transportation Authority strives to meet the following system-wide standards so no person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of service of transportation service on the basis of race, color, or national origin (49 CFR 21, Appendix C). Specifically, frequency of service, age and quality of transit vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color, or national origin.

Vehicle Load Standards

Vehicles during the peak period should exceed 1.5 passengers per seat. During off peak periods, vehicles should not exceed 1.0 passengers per seat.

Vehicle Headway Standards

Vehicle headways are determined based on ridership demand, service type, time of day, and day of the week.

Weekday (Monday-Friday)

For Fixed Route services, vehicle headways are 35-50 minutes. Each Fixed Route consists of one bus make a circuitous run and the headway is determined by how fast each bus completes the run. This results in larger headways for the longer routes and shorter headways for the shorter routes.

For Intercounty Gavilan, morning peak period headways are 20 minutes and evening Peak period is 60 minutes. This service primarily serves the students at Gavilan College, a community college. The trend has required the need to provide intense service in the morning for the students to go to the early classes. The evening peak schedule is less frequent than the morning service because there is no set dismissal time for each student. Students determine their own schedules and class load, resulting in a staggered peak demand.

Intercounty Caltrain is dependent on the Caltrain train schedule. This service is a direct connector to Caltrain service that runs from San Francisco to Gilroy, crossing three other counties. The frequency of this service is determined by that particular service.

Weekend (Saturday-Sunday)

There is no Fixed Route, Intercounty Gavilan, or Intercounty Caltrain service during the weekend. Intercounty Greyhound has a total of four roundtrips. There are two in the morning and two in the afternoon.

On-Time Performance Standards

At least 85% of scheduled arrivals will be on-time (within 5 minutes).

Service Availability Standards

90% of dwelling units in areas having six or more units per acre shall be located within ¼ mile of Fixed Route Bus Stop.

Vehicle Assignment Policy

Vehicles are assigned to routes based on ridership demands. Specific vehicles are assigned to routes only when required by operating conditions. For example, in cases where a smaller bus is required to provide service on narrower street.

Transit Amenities Policy

The LTA developed and adopted guidelines for its staff, local planning jurisdictions and developers to use in developing transit friendly designs. The guidelines are readily available online for all to view at: www.SanBenitoCountyExpress.org/news.html.

All new bus stops and improvements to existing bus stops are subject to constraints related to safety, ADA compliance, availability of funding, and other factors. Below is a table that summarizes the amenities for different types of bus stops.

Types of Stops	Minimum Amenities
High number of boarding	Bus stop sign Bus stop shelter with seating, space for wheelchair, lighting, transit information, and trash receptacle
New bus stop at new development	Bus stop sign Bus stop shelter with seating, space for wheelchair, lighting, transit information, and trash receptacle
Low boarding or stops with only alighting activity	Bus stop sign Transit information

In 2016, the LTA completed a Bus Stop Improvement Plan that includes an inventory all existing and potential new bus stops. The Plan identifies the needs of each bus stop and provides cost estimates to make each improvement.

**Board of Directors Approval of San Benito County Local Transportation
Authority's Title VI Program**

To be inserted after Board Approval on June 15, 2017.

Staff Report

To: Local Transportation Authority
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: June 15, 2017
Subject: Local Transportation Authority Final Budget FY 2017/18

Staff Recommendation:

APPROVE presentation on FY 2017/18 Local Transportation Authority Final Budget.

Summary:

The Local Transportation Authority Final Budget – FY 2017/18 has been prepared using funding assumptions that are consistent with information provided through State and Federal programs. Expenditures match anticipated funding. A second fiscal year is included to the Final Budget for financial planning purposes.

Financial Considerations:

The Local Transportation Authority's total Final Budget – FY 2017/18 is \$3.23 million. This Final Budget includes contracts for transit operations including County Express and Jovenes de Antano. The Final Budget includes personnel and services to support transit operations.

Overall, the Final Budget is \$841,949 (or 20.6%) below the FY 2016/17 Budget. This decrease is mainly attributed to the Special Projects line item. This is due to the purchase of buses with the Public Transportation Modernization, Improvement and Service Enhancement (PTMISEA) funding in 2016/17.

Background:

The San Benito County Local Transportation Authority (LTA) administers and operates public transportation services in the County. County Express provides local Fixed Route service, General Public Dial-a-Ride, ADA Paratransit, and commuter services to the residents of San Benito County. Jovenes de Antano provides transportation for the Senior Lunch Program, Medical & Shopping Assistance Program and Out of County Medical Transportation.

The most important component of the Final Budget focuses on aligning spending with anticipated funding and financing transit operations. The Local Transportation Authority is funded through the Transportation Development Act, Federal Transit Act and various local grants.

Pending grant applications will be amended into the Budget at a future date if the funds become available.

Staff Analysis:

The Local Transportation Authority limits personnel costs to 14 percent and directs agency funds to Services and Supplies, Operations, and Capital.

Services and Supplies represents 12.7 percent of the budget. This category includes large expenditures in maintenance and fuel. The fuel estimate is the largest unknown in the Authority's Final Budget. Fluctuations at the gas pump are difficult to predict.

Contracts represent 73.1 percent of expenditures. This category includes contracts with MV Transportation for County Express and Jovenes de Antaño for Specialized Transportation. Contract line item also includes a contract for the Preparation of Operations Request for Proposal.

Other represents .2 percent of the budget. This category includes the OPEB cost for LTA salaries.

The Local Transportation Authority set up a separate account for the Public Transportation Moderation, Improvements and Service Enhancements Account (PTMISEA), the American Recovery and Reinvestment Act (ARRA) funding and the California Transit Assistance Fund (CTAF). The Final Budget for this account is \$1,445,315. This funding is available for various transit capital needs, purchase of buses and customer services enhancements, transit maintenance and operational enhancements.

The Final Budget is balanced with revenues matching expenditures.

In summary, the Local Transportation Authority meets the goals and objectives of the agency and matches anticipated funding with expenses.

Executive Director Review:_____

Counsel Review: N/A

Attachment: LTA Final Budget – FY 2017/18

San Benito County Local Transportation Authority

Final Budget Fiscal Year 2017/18

June 15, 2017

Prepared and Compiled by:

Kathy Postigo
Administrative Services Specialist

Contact Information:
330 Tres Pinos Road, Suite C 7
Hollister, California 95023
(831) 637-7665
www.SanBenitoCountyExpress.org

LOCAL TRANSPORTATION AUTHORITY FINAL BUDGET FISCAL YEAR 2017/2018

Published by Order of the:
Board of Directors

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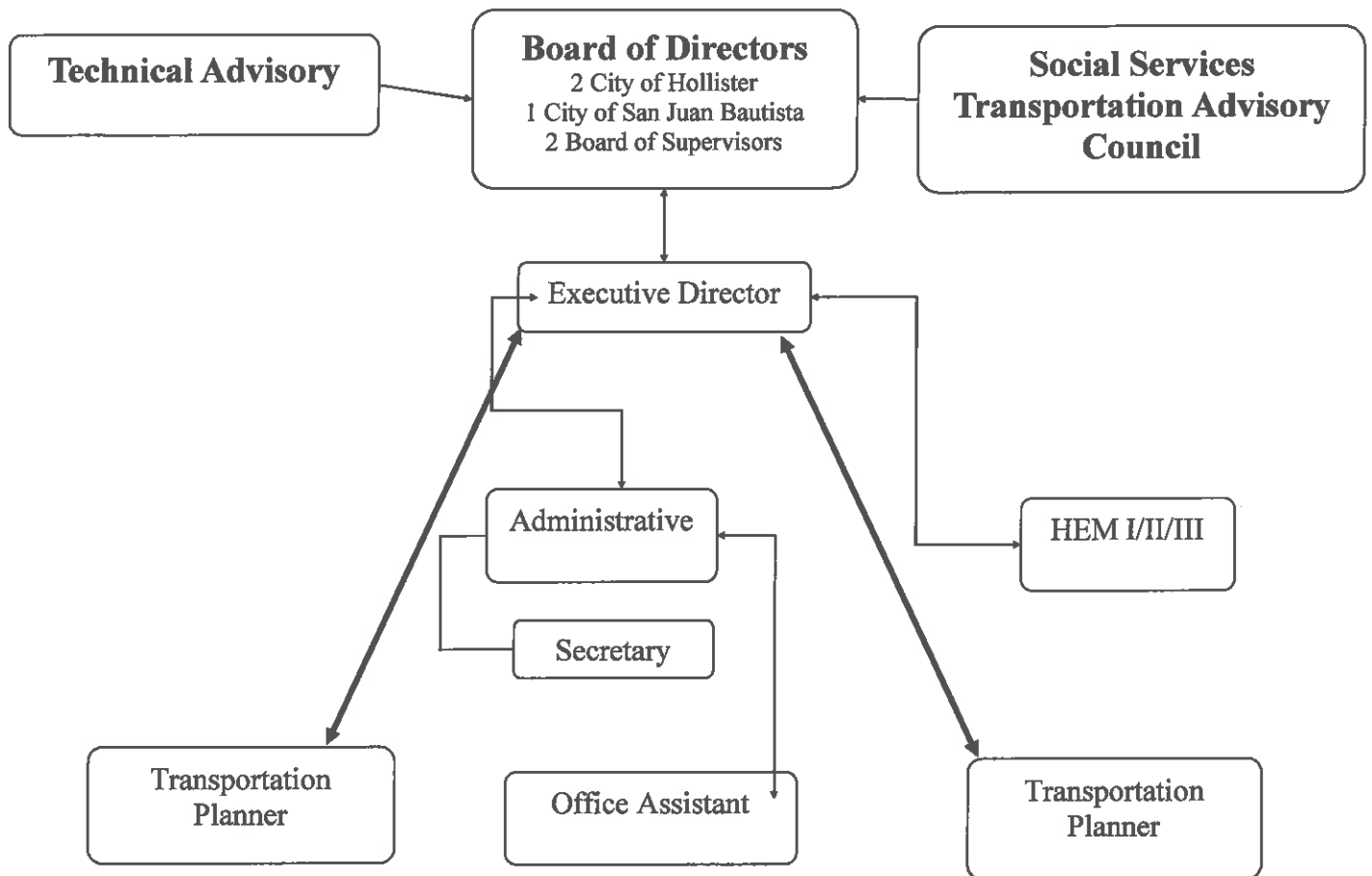
TABLE OF CONTENTS

ORGANIZATION CHART	1
LOCAL TRANSPORTATION AUTHORITY EXECUTIVE SUMMARY	2
LOCAL TRANSPORTATION AUTHORITY GOALS AND OBJECTIVES	2
REVENUE SUMMARY AND EXPENDITURE SUMMARY	3-5
PTMISE & STIMULUS	6-8
 APPENDIX	
PURCHASING POLICIES FOR THE LOCAL TRANSPORTATION AUTHORITY....	9-13
POLICIES FOR AMENDING THE LOCAL TRANSPORTATION AUTHORITY'S BUDGET	14
BUDGET ADJUSTMENT/TRANSFER FORM	15

San Benito County Local Transportation Authority Organizational Chart

Council of San Benito County
Governments
(RTPA)

San Benito County Local
Transportation Authority
(CTSA)



Executive Summary

The Local Transportation Authority (LTA) administers and operates public transportation services in San Benito County under the name of County Express and Jovenes de Antaño. County Express offers public bus service on routes in Hollister and to Gilroy. Additionally, County Express offers complementary Paratransit and Dial-a-Ride service in Hollister and San Juan Bautista. The Local Transportation Authority contracts with Jovenes de Antaño, a non-profit organization, to provide specialized transportation services for the elderly and people with disabilities.

The Local Transportation Authority's total proposed budget for FY 2017/2018 is \$3.23 million. This Budget includes contracts for transit operations for County Express and Jovenes de Antaño. The FY 2017/2018 Budget proposes an overall decrease in expenditures. The FY 2017/2018 Budget proposes to keep the existing staffing level the same as the current year with only authorized positions filled. The Services & Supplies line item has decreased due to the expense of the Public Transportation Modernization, Improvement and Service Enhancement Account funding for purchase of buses. The Contracts line item decreased due to the completion of the IT Technical for Safety and Efficiency project. The Other line item has decreased due to the change of OPEB cost for the Local Transportation Authority employees.

The Local Transportation Authority FY 2017/2018 Budget is balanced and supports the policies of the Board of Directors and the needs of the community.

Goals and Objectives

The Local Transportation Authority goals are to continue transit operations, implement any unmet transit needs, and implement recommendations of the Short Range Transit Plan to streamline services and maximize funding. The Local Transportation Authority also develops and maintains a comprehensive regional transit system that serves the needs of the community, with particular emphasis on serving transit dependent populations and improving the multimodal transportation network.

The implementations of the Short Range Long Range Transit Plans will move forward in FY 2017/2018. The Local Transportation Authority will continue work on improving the transit system during FY 2017/2018, including upgrades to the vehicle fleet and other system infrastructure.

**LOCAL TRANSPORTATION AUTHORITY
FINAL BUDGET - FY 2017/18
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
570003 Sale of Fixed Assets	3,000	2,568	3,000	3,000	-
551113 Misc. (FTA 5311 Operating Assistance)	295,228	295,228	298,186	304,997	2,958
551113 FTA 5304 (IT Tech for Safety & Efficiency)	45,000	44,081	-	-	(45,000)
570015 AB2766 (Continuation of Intercounty)	-	-	-	-	-
551113 Low Carbon Transit Operations Program	-	56,513	24,983	-	24,983
576012 STA/LTF transfer	1,309,531	1,003,463	1,292,608	1,233,447	(16,923)
562803 County Express Fares	170,000	165,650	170,000	175,000	-
TOTAL REVENUE	1,822,760	1,567,503	1,788,777	1,716,444	(33,982)

EXPENDITURES VS REVENUES	Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
EXPENDITURES					
Personnel	241,588	228,671	249,512	250,000	7,924
Services & Supplies	2,501,374	924,173	1,673,010	225,625	(828,364)
Contracts	1,325,041	1,270,000	1,308,192	1,295,000	(16,849)
Capital	0	0	-	-	-
Other	8,078	3,378	3,378	4,000	(4,700)
TOTAL EXPENDITURES	4,076,081	2,426,222	3,234,092	1,774,625	(841,989)
REVENUES					
Revenues	2,766,401	1,816,115	2,223,338	482,997	(543,063)
Operating Transfers (in)	1,309,531	1,003,463	1,292,608	1,233,447	(16,923)
TOTAL REVENUE	4,075,932	2,819,578	3,515,946	1,716,444	(559,986)
TOTAL PROPOSED BUDGET	4,076,081	2,426,222	3,234,092	1,774,625	(841,989)
FUND BALANCE			281,854		
DESIGNATED FUND BALANCE			-		
UNDESIGNATED FUND BALANCE			281,854		

The Local Transportation Authority's budget accounts include:

PTMISEA: Public Transportation Modernization, Improvement and Service enhancement Program

ARRA: American Recovery and Reinvestment Act

CTAF: California Transit Assistance Fund

**LOCAL TRANSPORTATION AUTHORITY
FINAL BUDGET - FY 2017/18
EXPENDITURES**

EXPENDITURE DESCRIPTION		Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
Personnel						
610101	Salaries	241,588	225,000	249,512	250,000	7,924
610101	Salaries	-	-	-	-	-
610101	Salaries (5304 Bus Stop IT)	-	3,671	-	-	-
	Total	241,588	228,671	249,512	250,000	7,924
Services and Supplies						
620202	Magazines and Subscriptions	-	-	-	-	-
620301	Clothing and Safety	1,400	1,400	1,400	1,500	-
620501	Communications	1,150	1,000	1,020	1,000	(130)
620701	Computer Maintenance	200	200	200	100	-
620702	Computer Supplies	-	-	-	-	-
620703	Computer Software	500	-	200	200	(300)
640701	General Insurance	4,392	3,182	4,365	3,600	(27)
621501	Maintenance of Equipment	60,000	52,000	60,000	60,000	-
621502	Maintenance of Equipment - Oil and Gas	158,700	130,000	140,000	140,000	(18,700)
621701	Maintenance of Structures and Grounds	1,000	300	500	500	(500)
623619	Marketing	1,200	200	200	-	(1,000)
622101	Membership Dues	620	-	520	550	(100)
622505	Special Project Supplies - Printing	300	250	300	200	-
622504	Supplies	500	450	450	350	(50)
622503	Postage and Delivery	25	25	25	25	-
623501	Professional Service - Legal	5,000	5,000	5,000	4,500	-
622701	Public and Legal Notices	265	265	265	300	-
622901	Rent Equipment	-	-	-	-	-
622902	Rent Structures	-	-	-	-	-
623101	Small Tools	450	250	250	250	(200)
623613	Special Dept. Expense - Other	-	65,000	-	-	-
623304	Travel Lodging	-	100	300	100	300
623303	Travel Meals	100	100	150	100	50
623301	Training	250	-	400	200	150
623304	Travel Transportation	150	150	150	150	-
623701	Utilities	12,000	-	12,000	12,000	-
	Total	248,202	259,872	227,695	225,625	(20,507)
Contracts						
623601	Special Dept. Expense - Contracts	1,325,041	1,270,000	1,308,192	1,295,000	(16,849)
	Total	1,325,041	1,270,000	1,308,192	1,295,000	(16,849)
Capital						
650302	Equipment other than Computer	-	-	-	-	-
650303	Computer Hardware	-	-	-	-	-
650301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	0	0	-	-	0
Other						
640320	OPEB	8,078	3,428	3,378	4,000.00	-
	Total	8,078	3,428	3,378	4,000	-
TOTAL PROPOSED BUDGET		1,822,909	1,761,971	1,788,777	1,774,625	(29,432)

**LOCAL TRANSPORTATION AUTHORITY
FINAL BUDGET - FY 2017/18
BUDGET NOTES**

BUDGET NOTES

	Proposed Budget FY 17/18
Personnel Personnel includes salaries, administrative support, and professional services. These costs include regular staff salaries, executive director services and temporary help.	
Total	249,512
Services and Supplies Services and Supplies include normal budget items to support transit operations. The largest expenses include general insurance, maintenance, and fuel.	
Total	1,673,010
Contracts Contracts includes transit operations for fixed route, intercounty route, dial-a-ride, (County Express \$1,053,032) out of county medical and senior lunch program (Jovenes de Antano \$240,160). Also \$15,000 for the Preperation of Operations RFP.	
Total	1,308,192
Capital No Capital expenditures are proposed in this FINAL Budget.	
Total	-
Other LTA share of OPEB costs.	
Total	3,378
TOTAL PROPOSED BUDGET	3,234,092

SRTP: Short Range Transit Plan
LRTP: Longe Range Transit Plan

LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND CTAF
FINAL BUDGET - FY 2017/18
EXPENDITURES

EXPENDITURE DESCRIPTION		Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
Personnel						
610101	Salaries(Brochures)	-	-	-	-	-
623510	Administrative Support	-	-	-	-	-
623508	Outside Labor	-	-	-	-	-
Total		-	-	-	-	-
Services and Supplies						
620202	Magazines and Subscriptions	-	-	-	-	-
620301	Clothing and Safety	-	-	-	-	-
620501	Communications	-	-	-	-	-
620701	Computer Maintenance	-	-	-	-	-
620702	Computer Supplies	-	-	-	-	-
640701	General Insurance	-	-	-	-	-
621501	Maintenance of Equipment	-	-	-	-	-
621502	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
621503	Maintenance of Equipment - Auto	-	-	-	-	-
621701	Maintenance of Structures and Grounds	-	-	-	-	-
623619	Marketing	-	-	-	-	-
621901	Medical/Dental/Lab Supplies and Services	-	-	-	-	-
622101	Membership Dues	-	-	-	-	-
622501	Office Furniture under \$700	-	-	-	-	-
622502	Office Equipment under \$300	-	-	-	-	-
622505	Special Project Supplies - Printing	-	-	-	-	-
622504	Supplies	-	-	-	-	-
622503	Postage and Delivery	-	-	-	-	-
623501	Professional Service - Legal	-	-	-	-	-
623502	Professional Services - Accounting	-	-	-	-	-
623507	Professional Services - Other Consultants	-	-	-	-	-
622701	Public and Legal Notices	-	-	-	-	-
622901	Rent Equipment	-	-	-	-	-
622902	Rent Structures	-	-	-	-	-
622903	Rent Space	-	-	-	-	-
623101	Small Tools	-	-	-	-	-
623613	Special Dept. Expense - Other	2,253,172	664,301	1,445,315	-	(807,857)
623302	Travel Lodging	-	-	-	-	-
623303	Travel Meals	-	-	-	-	-
623301	Training	-	-	-	-	-
623304	Travel Transportation	-	-	-	-	-
623701	Utilities	-	-	-	-	-
Total		2,253,172	664,301	1,445,315	-	(807,857)
Contracts						
623801	Special Dept. Expense - Contracts	-	-	-	-	-
Total		-	-	-	-	-
Capital						
650304	Furniture and Fixtures	-	-	-	-	-
650302	Equip other than Computer(CTSGP/CTAF)	-	-	-	-	-
650303	Computer Hardware	-	-	-	-	-
650301	Automobiles, Trucks, Vans	-	-	-	-	-
Total		-	-	-	-	-
Other						
640513	Operating Transfers	-	-	-	-	-
Total		-	-	-	-	-
TOTAL PROPOSED BUDGET		2,253,172	664,301	1,445,315	-	(807,857)

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND CTAF
FINAL BUDGET - FY 2017/18
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
551401	OES (State)	-	46,712	84,081	-	84,081
551401	PTMISEA (Proposition B)	1,445,315	390,000	1,055,315	-	(390,000)
556301	ARRA (Bus Stop Shelters)	-	-	-	-	-
	Fund Balance (carryover previous years)	807,857	812,362	587,773	-	(220,084)
541001	Interest	-	3,000	-	-	-
	TOTAL REVENUE	2,253,172	1,252,074	1,727,169	-	(526,003)

EXPENDITURES VS REVENUES		Adopted Budget FY 16/17	Estimated Actual to June 30, 2017	Proposed Budget FY 17/18	Budget Estimate for FY 18/19	Variance FY 16/17 FY 17/18
EXPENDITURES						
	Personnel	-	-	-	-	-
	Services & Supplies	2,253,172	664,301	1,445,315	-	(807,857)
	Contracts	-	-	-	-	-
	Capital	-	-	-	-	-
	Other	-	-	-	-	-
	TOTAL EXPENDITURES	2,253,172	664,301	1,445,315	-	(807,857)
REVENUES						
	Revenues	2,253,172	1,252,074	1,727,169	-	1,727,169
	TOTAL REVENUES	2,253,172	1,252,074	1,727,169	-	1,727,169
	TOTAL PROPOSED BUDGET	2,253,172	664,301	1,445,315	-	(807,857)
	FUND BALANCE			281,854		
	DESIGNATED FUND BALANCE			-		
	UNDESIGNATED FUND BALANCE			281,854		

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND CTAF
FINAL BUDGET - FY 2017/18
BUDGET NOTES**

BUDGET NOTES

		Proposed Budget FY 17/18
Personnel		
No Personnel expenditures are proposed in this FINAL Budget.		
	Total	-
Services and Supplies		
Special projects includes purchase of buses to increase service.		
Customer services enhancements, transit maintenance and operational enhancements.		
Purchase of tablets for County Express		
Purchased of buses will be piloted and capitalized in LTA.	Total	1,445,315
Contracts		
No Contract expenditures are proposed in this FINAL Budget.		
	Total	-
Capital		
No Capital expenditures are proposed in this FINAL Budget.		
	Total	-
Other		
No Other expenditures are proposed in this FINAL Budget.		
	Total	-
TOTAL PROPOSED BUDGET		1,445,315

PTMISEA: Public Transportation Modernization, Improvement and Service Enhancement Program
ARRA: American Recovery and Reinvestment Act
CTAF: California Transit Assistance Fund

APPENDIX

LOCAL TRANSPORTATION AUTHORITY

FINAL BUDGET

FISCAL YEAR 2017/2018

PURCHASING POLICIES FOR THE LOCAL TRANSPORTATION AUTHORITY

A. DEFINITIONS

For the purpose of this article, the following words and phrases shall have the meaning respectively ascribed by this section:

- 1) Agency: Local Transportation Authority
- 2) Board of Directors: The governing body of the agency.
- 3) Contractual services: Any telephone, gas, water, electric light and power services; the rental of equipment and machinery; insurance; the services of attorneys, physicians, electricians, engineers, consultants or other individuals or organizations possessing a high degree of technical skill; and all other types of agreements under which the contract provides services which are required by the agency, but not furnished by its own employees. Purchase of space for legal advertising shall not be subject to the provisions of this chapter.
- 4) Fixed Assets: Any piece of tangible personal property having an estimated useful life of one calendar year or more, capable of being permanently identified as an individual unit of property, and belonging to one of the general classes of property considered a fixed asset in accordance with generally accepted accounting practices (i.e., equipment, machinery, vehicles, furnishings,) with an accounting value of \$3,000 or more.
- 5) Local Business: any person or entity that regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in, the County of San Benito.
- 6) Professional Services: An independent contractor's expert advice or professional services that involve extended analysis, personal expertise, the exercise of discretion and independent judgment in their performance, which are of an advisory nature, provide a recommended course of action, and have an end product transmitting information which is related to LTA programs. Providers are selected on the basis of qualification, subject to the negotiation of a fair and reasonable compensation. Classification as professional services may also require an advanced, specialized type of knowledge, expertise, technical skill or training customarily acquired either by a prolonged course of study or equivalent experience, such as accountants, financial advisors, auditors, grant writers, program specialists, labor consultants and negotiators, investigators, law enforcement retained certified laboratories, attorneys and other litigation-related specialist, environmental consultants, appraisers, architects, landscape architects, surveyors, engineers, design professionals, and construction project management firms.
- 7) Supplies and equipment: Any personal property, such as physical articles, materials or things, which property shall furnished to, or shall be used by the agency.

B. PURPOSE OF CHAPTER

The purpose of this chapter is to adopt policies and procedures governing purchases of supplies, equipment and contractual services by the agency in accordance with section 54200 et seq. of the Government Code. This chapter is not intended to conflict with applicable provisions of state law and shall be interpreted as supplementary thereto.

C. DESIGNATION OF THE PURCHASING AGENT

The Board of Directors appoints the Executive Director or designee to serve as the Purchasing Agent for Local Transportation Authority.

D. PURCHASING AGENT – POWERS AND DUTIES

The Purchasing Agent shall have all the duties and powers prescribed by the laws of the state including the following duties:

1. Acquisition of Personal Property – To purchase equipment, materials, supplies and all other personal property and services for LTA where funding has been approved and budgeted by the Board, unless specified otherwise in the Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors to perform professional services through contracts for the LTA with or without furnishing of material where the aggregate cost does not exceed \$10,000. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Renewal/Extension of Contracts – To renew or extend contracts for professional services that are critical to ongoing LTA projects provided the financial obligation falls within his/her preview of authority.
4. Rental of Real Property – To negotiate and execute in the name of LTA, contracts to lease or rent for the LTA real property or storage space where funding has been approved by the LTA Board, with an annual rent not to exceed \$10,000.

E. DESIGNATION OF ASSISTANT PURCHASING AGENTS

The Purchasing Agent has the authority to designate such assistants and limit or rescind authority. The Purchasing Agent may delegate the authority to purchase to a deputy or assistant.

F. ASSISTANT PURCHASING AGENT – POWERS AND DUTIES

The Assistant Purchasing Agent shall have all the duties and powers prescribed by laws of the state relating to LTA purchasing agents, and orders of the Board of Directors to include the following duties:

1. Acquisition of Personal Property - To purchase, equipment, materials, supplies and all other personal property and services for LTA where funding has been approved and budgeted by the Board unless specified otherwise in the LTA Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors for professional services through contracts where the cost does not exceed \$3,000, where funding has been approved and budgeted. Contracts shall not be split between fiscal years to circumvent this dollar limitation.

3. Rental of Real Property – To negotiate and execute in the name of LTA, contracts to lease or rent for LTA real property or storage space, with an annual rent not to exceed \$3,000, where funding has been approved and budgeted by the Board.

G. PURCHASING METHODS AND PROCEDURES

In the performance of his/her function hereunder, the Purchasing Agent or Assistant Purchasing Agent shall comply with all applicable statutes and regulations. Purchases shall be made using such methods and procedures to secure the lowest price consistent with the quality desirable for the use intended.

H. EXCEPTIONS TO THE COMPETITIVE PROCESS

Except as otherwise directed by law, or as directed by the Board of Directors, competitive process is not required for the following purchases:

1. Expert and professional services which involve extended analysis: the exercise of discretion and independent judgment in their performance; and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience as defined under Definitions – Professional Services.
2. Legal brief printing, stenographic services, and transcripts.
3. Books, publications, subscriptions, recordings, motion picture films, and annual book and periodical contracts.
4. Insurance.
5. Contracts for services which by law when some other office or body is specifically charged with obtaining.
6. Public utility services.
7. Ordinary travel expenses.
8. Personal property or services obtainable through master contracts or purchasing association pools identified for the use and benefit of all local agencies.
9. Where law fixes the price of property or services.
10. Training, seminars, and classes for LTA personnel.
11. Sole source procurement, defined as an award for a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.
12. Emergency purchases necessary when unforeseen circumstances require an immediate purchase in order to avoid a hazard to life or property or serious interruption of the operation of LTA, or the necessary emergency repair of LTA equipment.

13. When the product/services are needed by LTA pending a contract award and a contractor agrees to provide such product/services at the same contract price as a previous award, until a new contract has been awarded. Such interim period contracts shall not exceed six months.

I. CONTRACTUAL PROCEDURES

All Contracts are binding legal documents that are subject to the following provisions:

1. All contracts, leases and any amendments or modifications shall be reviewed and approved as to legal form by the County Counsel's Office prior to execution of the Purchasing Agent, Assistant Purchasing Agents and/or Board of Directors.
2. Prior approval shall be obtained from County Counsel's Office before any contracts for professional services relating to outside attorney services are executed.

J. PREFERENCE FOR PRODUCTS CONTAINING RECYCLED MATERIALS

1. The Purchasing Agent shall establish and maintain procedures and specifications to ensure that LTA gives preference, in its purchasing decisions, to products containing the maximum amount of recycled materials, where the quality and fitness of such products is equal to those of products containing no recycled materials, or a lesser amount of recycled materials, and where the total cost of such products is reasonable in comparison to the total cost of those products containing no recycled materials, or a lesser amount of recycled materials.
2. "Product containing recycled materials" means, with respect to a paper product, a "recycled paper product" as that term is defined in Section 12301© of the Public Contract Code, and means, with respect to other products, a "recycled product," as that term is defined in Section 12301(d) of the Public Contract Code.
3. To the extent that the Public Contract Code or other provisions of state law provide for purchasing preferences which are more extensive than those established herein, or for additional procedures to increase the use of recycled materials, the provisions of state law shall prevail.

K. PREFERENCE FOR LOCAL BUSINESSES

When all other factors are determined to be equal, preference shall be given to individuals or firms having a bona-fide place of business within the County of San Benito. Any responsive, responsible bid, proposal or quote for materials and supplies from a local business which is within the percent (10%) of the lowest responsive, responsible bid, proposal or quote for materials and supplies shall be considered equal to the amount of the lowest responsive, responsible bid, proposal or quote. If the business has additional places of business located outside of the County of San Benito, the designated point of sale for all resulting purchases shall be the bona-fide place of business located within the County of San Benito.

L. UNLAWFUL PURCHASES

Failure of the Purchasing Agent or Assistant Purchasing Agent to adhere to the provisions of this policy may incur costs not meriting the definition of county charges and therefore becoming the personal responsibility of the Purchasing Agent or Assistant Purchasing Agent. Except as otherwise provided by law, no purchase of Materials, supplies, furnishings, equipment, other personal property or contractual services shall be made in excess of the amount of the appropriations allowed by the budget.

M. EMERGENCY PURCHASES WITHOUT PRIOR APPROVAL

Emergency purchases may be made by the Purchasing Agent or Assistant Purchasing Agent when a generally unexpected occurrence or unforeseen circumstances require an immediate purchase of material, supplies or equipment:

1. in order to avoid a hazard to life or property;
2. in order to avoid a serious interruption or discontinuance of essential services or operation of LTA;
3. in order to make necessary emergency repairs of LTA equipment required to provide essential services or for the operation of LTA; or
4. in order to avoid economic loss to LTA.

Emergency purchases shall be submitted to the Board of Directors for ratification at its next meeting.

N. PROTEST PROCEDURES

Any aggrieved potential provider of supplies, equipment or contractual services may file a written protest against a potential purchase by the board of directors. The protest shall be filed with the Executive Director one (1) day before the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. The exact basis for the protest and proof that the protester is a viable and responsible provider of the supplies, equipment or services sought shall be specified in writing and filed with the Executive Director who shall render a written decision in response to the protest not later than five (5) days after the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. Any protester disagreeing with the decision of the Executive Director may file an appeal not later than five (5) days after the date of the Executive Director's decision. The appeal shall state the basis of error that the Executive Director allegedly made. The board of directors shall hear the appeal at the next meeting when the appeal may be placed on the agenda.

O. ACCEPTANCE OF GRATUITIES

The acceptance of any gratuity in the form of cash, merchandise or any other thing of value by an official or employee of the agency, or by an official or employee of a public agency contracting with the agency, from a vendor or contractor, or prospective vendor or contractor, is prohibited and shall be a cause for disciplinary action in the case of an agency employee or official, or in the case of an official or employee of the contracting public entity, cause for termination of the contract between the agency and the public entity.

Policies for Amending the Local Transportation Authority's Budget

Periodically, it may be necessary for the Executive Director to take financial steps to support administrative functions. A transfer of funds from one item to another may sometimes be needed due to inadequate budget allocations or unforeseen circumstances. Below are the policies for amending the Local Transportation Authority's Budget.

1. BUDGET TRANSFER REQUEST FORM

- a. A Budget Adjustment/Transfer Form must be completed to initiate any budget transfer. (See Attachment 1)
- b. The Budget Adjustment/Transfer Form must be signed by the Executive Director and/or the Administrative Services Specialist.

2. EXECUTIVE DIRECTOR APPROVAL OF BUDGET TRANSFERS

Interdepartmental transfers of less than \$10,000.

Interobject transfers of less than \$10,000.

Intraobject transfers of any amount.

3. BOARD APPROVAL OF BUDGET TRANSFERS

- a. The following Budget Transfers can only be made with prior approval of the Board of Directors.

Transfers of revenue increases.

Interdepartmental transfers of more than \$10,000.

Interobject transfers of more than \$10,000.

Note: Intraobject is within object titles example within Services and Supplies.
Interobject is between object titles example between Contracts and Personnel. The following Budget Transfers may be made with prior approval of the Executive Director.

Yates, J. W., & J. W. Yates. 1993. *Statistical design of experiments*. New York: Wiley.

☐ **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)

1000000

Comments: _____

Attested: _____
Clerk of the Board: _____

Vote: Yes _____ No _____

Staff Report

To: Local Transportation Authority
From: Mary Gilbert, Executive Director
Date: June 15, 2017
Subject: San Benito County Fair Shuttle Update

Telephone: (831) 637-7665 x 205

Recommendation:

RECEIVE Update on Outreach and Coordination for the County Express Shuttle Service to the San Benito County Fair.

Summary:

The County Fair is scheduled for September 28-October 1, 2017. LTA staff is providing information on existing and planned outreach for the service, as well as coordination with the San Benito County Fair staff.

Financial Considerations:

The cost of providing the 2017 shuttle service is estimated to be \$1,500.

Background:

The Local Transportation Authority has provided an annual shuttle service to the County Fair since 2013. The Board approved service for 2017 and requested that staff report back on plans for public outreach and coordination with the County Fair at the June meeting.

Staff Analysis:

The Local Transportation Authority has provided a shuttle service to the County Fair in 2013, 2014, 2015 and 2016. The additional shuttle service has allowed the Local Transportation Authority to market its services to residents who are not familiar with County Express to try transit. In addition to the marketing potential, the shuttle service has had a positive impact on the County Fair. The shuttle service has brought attendees who may not have access to personal vehicles and has helped reduce demand on the often crowded parking lot at the fairgrounds.

LTA staff contacted the County Fair staff prior to requesting LTA approval for shuttle service in 2017. At that time, several opportunities for outreach were identified. Together, the organizations have developed the following marketing strategies to encourage more ridership on the shuttle:

- County Express Logo and brief information on the shuttle on San Benito County Fair Tri-Fold Brochure—In Progress(Attachment 1)

- County Express Logo and brief information on the shuttle on San Benito County Fair posters and tabletop advertisements
- Social media outreach on Facebook by County Express and San Benito COG
- Announcements by LTA staff at public meetings
- Poster advertising the shuttle on all County Express buses beginning in August
- Private Advertising at County Express Bus Shelters if advertiser is identified
- Plans for a clearly marked and enhanced bus stop on the fairgrounds
- On-site promotion of the service by LTA staff and community volunteers through a booth in the Fair Pavilion
- Shuttle stop marked on daily schedule given to all Fair attendees, as well as inclusion of "last bus" information

These measures will be implemented to ensure that the greatest number of individuals in the community will receive information about the shuttle and will consider using the service.

Staff will report back on the shuttle ridership at the October 2017 LTA Board meeting.

Executive Director Review:_____

Counsel Review: N/A



Come join us at the
94th Annual
 San Benito County Fair



Entertainment - Exhibits
 Fine Food
 Something for Everyone!

Come Celebrate with us!

Thursday, September 28th
Kids Day

Children 12 & under FREE all Day
 Fair Hours 4:00 to 10:00 P.M.
Thursday Carload Special
 \$15.00 admission including parking

Friday, September 29th
Seniors Day

Adults 62 & over \$5.00 admission
 Fair Hours 10:00 A.M. to 10:00 P.M.

Saturday, September 30th
Military Appreciation Day

FREE admission with military I.D.
 (active duty or veteran)
 Fair Hours 10:00 A.M. to 10:00 P.M.

Sunday, October 1st
Community Fiesta Day

Fair Hours 10:00 A.M. to 6:00 P.M.



Daily Shows

All Creatures Barnyard Races
 Twinkle Time Children's Show
 Hypnotist Michael Mezmer
 Music by Local Bands
 Local Dance & Theater Shows

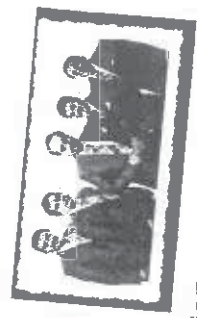
Carnival Rides Daily
 (Additional Charge)



Celebrate our Entertainment!

Country Concert

Thursday, September 28th
 Main Stage at 7:30 P.M.
 FREE with Fair Admission



Los Freddy's Concert
 Sunday, October 1st
 Main Stage
 4:00 P.M.
 FREE with Fair Admission

SEE OUR NEW MOTORSPORTS!

Friday Night Grandstand 7:00 P.M.

Freestyle Motocross

Quad Wars

4x4 Diesel Truck & Tractor Pulls



Saturday Night Grandstand 6:00 P.M.

4x4 Truck & Tractor Super Pulls

Local & Professional Trucks & Tractors



Grandstand Admission

Adults..\$10.00 Seniors 62 & Over..\$ 7.00
 Children 11 & Under..\$ 7.00

Friday & Saturday Nights

Come have your Picture taken or Ride

"Zombie Tracker"

Monster Truck
 (Additional Fee)



Pre-Fair Fundraiser Dinner

Saturday, September 23, 2017
Bolado Park Event Center Patio

Come support & Celebrate the Fair
B.B.Q. Dinner, Mystery Box,
Silent and Live Auction

Call 831-628-3421 to Purchase Tickets

FREE Shuttle to and from the

San Benito County Fair

provided by

County Express!

Friday through Sunday only

COUNTY EXPRESS



San Benito County Fair

Located at the



Bolado Park Event Center

9000 Airline Highway

P.O. Box 780

Tres Pinos, CA 95075

831-628-3421

www.sanbenitocountyfair.com

Sponsored by the

33rd District Agricultural Association

Come Celebrate at these Events



Horse Show Events

Events are **FREE**

Friday, September 22nd
through

Sunday, September 24th

Quilts of Honor Veterans Ceremony

Saturday, September 3rd

Main Stage at

10:00 A.M.*



Jr. Livestock Auction Sale

Saturday, September 30th

Main Livestock Arena

9:00 A.M.*



Jr. Livestock judging

Wednesday through Friday

Cowboy Church

Sunday, October 1st

Patio at 9:00 A.M.*



Taste of San Benito

Sunday, October 1st

11:00 A.M to 1:00 P.M.

in the Patio

*Come taste locally
grown and produced
from San Benito County*



Ag Hort. Auction

Sunday, October 1st

Patio at 4:00 P.M

*Gates open at 8:00 A.M.

2017 Fair Entry Information

Entry Book Available Online: June 1st

Online Entries: July 31st – Sept. 8th

On-line entries close at midnight

Walk-in Entries: August 15th – Sept. 8th

Walk-in Entries closes at 6:00 P.M.

San Benito County Fair Tickets

Tickets available

Fair Office and Online

Daily Fair Admission & Parking

Adults.....\$10.00

Seniors 62 & Over....\$ 7.00

Children 6 to 11.....\$ 5.00

5 and under.. Free

Parking.....\$ 5.00

Discounted Admission Season Passes

Passes are good for entry all four days!

Adults.....\$30.00

Seniors 62 & Over...\$20.00

Children 6 to 11.....\$12.00

Parking.....\$15.00

Pre-Sale Tickets & Passes

Pre-Sale only available

until 3:00 P.M. on Wed., Sept. 27, 2017

Pre-Sale Family Fun Pack - \$25.00

Admits 2 adults, 2 children (6-11)
and parking on one day (\$36.00 value).

Pre-Sale Tickets & Passes available

Fair Office, Online, Ace Hardware,
Chamber of Commerce, Postal Graphics,
Ranchers Feed, & True Value Hardware.