

**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, October 19, 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, Anthony Botelho, and Jim Gillio
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 September 21, 2017 – Gomez
2. **RECEIVE** Specialized Transportation/Jovenes de Antaño August 2017 Monthly Service Reports – Valentine
3. **RECEIVE** County Express/MV Transportation August 2017 Monthly Operations Reports – Valentine
4. **ADOPT** Resolution 17-06 Authorizing the Filing of a Claim for Allocation of Transportation Development Act Funds for Fiscal Year 2016/2017 – Postigo

5. **ADOPT** Resolution 17-07 Approving Projects for Funding and Authorizing the Executive Director to Apply for and Accept Public Transportation Modernization, Improvements, and Service Enhancement Account Funds Totaling \$1,055,315 – Valentine

REGULAR AGENDA:

6. **RECEIVE** Report on the Performance of the County Express Shuttle Service to the San Benito County Fair – Valentine

Adjourn to LTA Meeting on Thursday, November 16, 2017. Agenda deadline is October 31, 2017 at 12:00 p.m.

In compliance with the Americans with Disabilities Act (ADA), if requested, the Agenda can be made available in appropriate alternative formats to persons with a disability. If an individual wishes to request an alternative agenda format, please contact the Clerk of the Council four (4) days prior to the meeting at (831) 637-7665. The Local Transportation Authority Board of Directors meeting facility is accessible to persons with disabilities. If you need special assistance to participate in this meeting, please contact the Clerk of the Board's office at (831) 637-7665 at least 48 hours before the meeting to enable the Council of Governments to make reasonable arrangements to ensure accessibility.

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

September 21, 2017 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

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

STAFF PRESENT:

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

CALL TO ORDER:

Chair Velazquez called the meeting to order at 3:29 p.m.

A. CERTIFICATE OF POSTING

Upon a motion duly made by Director De La Cruz, and seconded by Director Botelho, the Directors unanimously acknowledged the Certificate of Posting. Vote: 5/0 motion passes.

B. PUBLIC COMMENT: None

CONSENT AGENDA:

- 1. Approve** Local Transportation Authority Draft Meeting Minutes Dated August 17, 2017 – Gomez
- 2. Receive** Specialized Transportation/Jovenes de Antaño July 2017 Monthly Service Report – Valentine
- 3. Receive** County Express/MV Transportation July 2017 Monthly Operations Report – Valentine
- 4. Approve** Contract Amendment #5 to the Contract between LTA and Jovenes de Antaño (JDA) dated December 16, 2010 – Valentine

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 1-4 from the Consent Agenda. Vote: 5/0 motion passes.

Upon a motion duly made by Director De La Cruz, and seconded by Director Boch, the Directors unanimously adjourned the LTA meeting at 3:30 p.m. Vote: 5/0 motion passes.

ADJOURN TO LTA MEETING OCTOBER 19, 2017.



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

WEEKDAYS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	414	296.50	4,036	\$ 875.75	23
Senior Lunch	883	138.50	1,197	\$ -	23
Medical/Shopping Assistance	125	122.50	1,291	\$ 155.00	20
Total	1,422	557.50	6,524	\$ 1,030.75	

WEEKENDS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	43	30.00	245	\$ -	4
Total	43	30.00	245	\$ -	

MONTH

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	457	326.50	4,281	\$ 875.75	27
Senior Lunch	883	138.50	1,197	\$ -	23
Medical/Shopping Assistance	125	122.50	1,291	\$ 155.00	20
Total	1,465	587.50	6,769	\$ 1,030.75	

FISCAL YEAR TO DATE

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	901	626.00	8,105	\$ 1,038.25	52
Senior Lunch	1,537	256.25	2,070	\$ -	43
Medical/Shopping Assistance	215	213.50	2,125	\$ 272.50	36
Total	2,653	1,095.75	12,300	\$ 1,310.75	

VEHICLE MILEAGE INFORMATION

Vehicle Number	Ending Odometer
733	
734	
735	109705
736	
737	111441
738	78602
63	23187

ADDITIONAL INFORMATION

Service	Current Month	Year To Date
Lift Assisted Trips	102	184
Unduplicated Passengers	109	210
Turn Downs		0
No Shows	1	3
Cancellations		0
Employee Hours		0
Vehicles - Midday		
Vehicles - Peak		

NOTES



Jovenes de Antaño

Specialized Transportation Services

Monthly Service Report - August 2017

OUT OF COUNTY

Week of	ONE WAY PASSENGERS					Total
	M	T	W	TH	F	
8/1-5/2017	14	20	13	26	12	85
8/7-12/2017	21	20	22	17	18	108
8/14-19/2017	22	17	19	13	22	110
8/21-26/2017	21	12	14	12	18	87
8/28-31/2017	20	20	20	13		73
Total	84	83	95	68	84	43

Week of	DONATIONS					Total
	M	T	W	TH	F	
8/1-5/2017				504		503.5
8/7-12/2017				140		140
8/14-19/2017				46.3		46.25
8/21-26/2017				158		158
8/28-31/2017				28		28
Total	0	0	0	876	0	875.75

Week of	REVENUE HOURS					Total
	M	T	W	TH	F	
8/1-5/2017	8	13	17.5	12.5	8	59.00
8/7-12/2017	12	14	13	17	8	71.5
8/14-19/2017	11	13.5	15	13	14	73.5
8/21-26/2017	12	7.5	7.5	11.5	14	60
8/28-31/2017	16.5	15	16	15		62.5
Total	51.5	58	64.5	74	48.5	326.5

Week of	REVENUE MILES					Total
	M	T	W	TH	F	
8/1-5/2017	65	197	217	130	63	672
8/7-12/2017	212	235	203	221	65	1000
8/14-19/2017	119	174	257	189	195	990
8/21-26/2017	128	63	61	101	199	621.4
8/28-31/2017	212	272	307	214		1005
Total	671	809	1025	942	589	4281

SENIOR LUNCH

Week of	ONE WAY PASSENGERS					Total
	M	T	W	TH	F	
8/1-5/2017	30	34	34	30		128
8/7-12/2017	41	37	43	38		197
8/14-19/2017	44	40	44	36		200
8/21-26/2017	43	38	45	37		206
8/28-31/2017	39	37	39	37		152
Total	167	182	205	182	147	883

Week of	DONATIONS					Total
	M	T	W	TH	F	
8/1-5/2017						0
8/7-12/2017						0
8/14-19/2017						0
8/21-26/2017						0
8/28-31/2017						0
Total	0	0	0	0	0	0

Week of	REVENUE HOURS					Total
	M	T	W	TH	F	
8/1-5/2017	5.75	5.75	5.75	5.75	5.75	23
8/7-12/2017	5.75	5.5	6.5	6	6	29.75
8/14-19/2017	6	5.75	6.5	6	6	30.25
8/21-26/2017	6	6	6.5	6	6	30.5
8/28-31/2017	6.5	6	6.5	6		25
Total	24.25	29	31.75	29.75	23.75	138.5

Week of	REVENUE MILES					Total
	M	T	W	TH	F	
8/1-5/2017	86	45	57	51		239
8/7-12/2017	54	55	51	51	49	260
8/14-19/2017	53	47	51	48	46	245
8/21-26/2017	55	54	52	49	43	253
8/28-31/2017	52	53	48	47		200
Total	214	295	247	252	189	1197

MEDICAL/SHOPPING ASSISTANCE

Week of	ONE WAY PASSENGERS					Total
	M	T	W	TH	F	
8/1-5/2017	6	8	6	6		26
8/7-12/2017	10		2	4		16
8/14-19/2017	3	4	6	6	4	23
8/21-26/2017	8	8	8	8	8	32
8/28-31/2017	10	6	6	6		28
Total	13	34	28	28	22	125

Week of	FARES					Total
	M	T	W	TH	F	
8/1-5/2017	7.5	10	7.5	7.5		32.5
8/7-12/2017	12.5		2.5	5		20
8/14-19/2017	3.75	5	7.5	7.5	5	28.75
8/21-26/2017	12.5	6.25	7.5	7.5		33.75
8/28-31/2017	16.3	41.3	35	35	27.5	155
Total	46.5	64.3	57.5	57.5	32.5	258.3

Week of	REVENUE HOURS					Total
	M	T	W	TH	F	
8/1-5/2017	6	6.5	6	5		23.5
8/7-12/2017	7.5		5	6.5		19
8/14-19/2017	6	6	5	5	6	28
8/21-26/2017	8	5	5.5	6		24.5
8/28-31/2017	14	31	24	29.5	24	122.5
Total	46.5	64.3	57.5	57.5	32.5	258.3

Week of	REVENUE MILES					Total
	M	T	W	TH	F	
8/1-5/2017	90	121	37	36		284
8/7-12/2017	86		38	46		170
8/14-19/2017	142	49	30	28	25	274
8/21-26/2017	92	33	54	44	146	317
8/28-31/2017	234	331	261	212	253	1291
Total	644	584	460	466	470	2486

August 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	3.90	3.64
Fixed Route Service	4.74	4.42
Gavilan Service	6.87	7.85
Caltrain Service	4.60	6.25
Greyhound Service	4.07	3.64
Total Passengers	8,964	8,627
Total Revenue Hours	1,977.24	1,893.64
Passengers per Hour	4.53	4.55
Lift Trips	127	178
No Shows	69	98
Cancellations	238	212

WEEKDAYS August 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	2,071	15	340.85	3,359	\$ 787.76	\$ 494.65	\$ 126.50	23	\$ 15,605.48
Paratransit	1,513	116	640.06	10,078	\$ 2,363.30	\$ 1,483.95	\$ 379.50	23	\$ 29,304.51
Fixed Route	2,265	29	483.22	5,472	\$ 1,489.85	\$ 260.90	\$ 30.00	23	\$ 22,123.74
Gavilan	1,581	0	230.01	5,092	\$ 2,151.79	\$ 636.50	\$ -	23	\$ 10,530.78
Caltrain	944	3	205.47	4,963	\$ 1,452.80	\$ 79.00	\$ -	23	\$ 9,407.24
Total	8,374	163	1,899.61	28,964	\$ 8,245.50	\$ 2,955.00	\$ 536.00		\$ 86,971.74

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	63	0	11.20	165	\$ 93.00	\$ -	\$ -	4	\$ 512.78
Greyhound	125	0	27.25	753	\$ 180.28	\$ 12.40	\$ -	4	\$ 1,247.61
Total	188	0	38.45	918	\$ 273.28	\$ 12.40	\$ -		\$ 1,760.39

SUNDAY

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	\$ -	Service Days	Invoiced
Dial-A-Ride	59	74	9.77	175	\$ 78.99	\$ 8.80	\$ -	4	\$ 447.31
Greyhound	106	0	29.41	743	\$ 155.73	\$ 21.00	\$ -	4	\$ 1,346.51
Total	165	74	39.18	918	\$ 234.72	\$ 29.80	\$ -		\$ 1,793.82

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	2,193	89	361.82	3,699	\$ 959.75	\$ 503.45	\$ 126.50	31	\$ 16,565.57
Paratransit	1,513	116	640.06	10,078	\$ 2,363.30	\$ 1,483.95	\$ 379.50	23	\$ 29,304.51
Fixed Route	2,265	29	483.22	5,472	\$ 1,489.85	\$ 260.90	\$ 30.00	23	\$ 22,123.74
Gavilan	1,581	0	230.01	5,092	\$ 2,151.79	\$ 636.50	\$ -	23	\$ 10,530.78
Caltrain	944	3	205.47	4,963	\$ 1,452.80	\$ 79.00	\$ -	23	\$ 9,407.24
Greyhound	231	0	56.66	1,496	\$ 336.01	\$ 33.40	\$ -	8	\$ 2,594.12
Total	8,727	237	1,977.24	30,800	\$ 8,753.50	\$ 2,997.20	\$ 536.00		\$ 90,525.96

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	3,740	204	683.30	7,023	\$ 1,888.45	\$ 853.72	\$ 147.50	61	\$ 31,284.21
Paratransit	2,981	253	1,160.63	21,229	\$ 4,543.26	\$ 2,491.88	\$ 442.50	43	\$ 53,138.28
Fixed Route	3,432	65	820.54	9,360	\$ 2,251.00	\$ 335.00	\$ 30.00	43	\$ 37,567.60
Gavilan	2,582	0	407.79	9,013	\$ 3,629.37	\$ 1,131.70	\$ -	43	\$ 18,670.26
Caltrain	1,757	3	380.79	9,390	\$ 2,795.46	\$ 143.00	\$ -	43	\$ 17,434.09
Greyhound	560	0	128.23	3,385	\$ 895.96	\$ 67.40	\$ -	18	\$ 5,870.88
Total	15,052	525	3,581.28	59,400	\$ 16,003.50	\$ 5,022.70	\$ 620.00		\$ 163,965.32

ADDITIONAL INFORMATION

	Current Month	Year To Date
Lift Assisted Trips	127	252
Turn Downs	0	0
No Shows	69	137
Cancellations	238	415
Employee Hours	2,190	4,190
Vehicles - Midday	7	
Vehicles - Peak	8	

NOTES

Greyhound Bikes = 1 Gavilan Bikes = 39 Caltrain Bikes = 3 Fixed Route = 0

FIXED ROUTE PASSENGER CT

	Business	Clockwise	Counter	Sunnyslope	Southside	Fixed Subtotal
1-Aug	24	21	0	0	0	45
2-Aug	23	18	0	0	0	41
3-Aug	20	22	0	0	0	42
4-Aug	25	40	0	0	0	65
5-Aug						0
6-Aug						0
7-Aug	22	44	0	0	0	66
8-Aug	23	36	0	0	0	59
9-Aug	24	30	0	0	0	54
10-Aug	24	30	0	0	0	54
11-Aug	26	48	0	0	0	74
12-Aug						0
13-Aug						0
14-Aug	16	43	49	0	0	108
15-Aug	15	57	39	0	0	111
16-Aug	17	53	55	2	7	134
17-Aug	27	32	50	2	13	124
18-Aug	28	61	46	0	7	142
19-Aug						0
20-Aug						0
21-Aug	16	62	44	1	8	131
22-Aug	19	74	42	2	12	149
23-Aug	25	55	55	0	9	144
24-Aug	24	69	61	0	12	166
25-Aug	21	67	51	1	14	154
26-Aug						0
27-Aug						0
28-Aug	33	66	62	2	8	171
29-Aug	25	71	75	2	8	181
30-Aug	20	66	52	2	7	147
31-Aug	23	47	48	0	7	125
TOTALS	520	1112	729	14	112	2487
DAILY AVERAG						
E	23	48	32	1	5	80

Staff Report

To: Local Transportation Authority
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: October 19, 2017
Subject: Allocation of Transportation Development Act Funds for Fiscal Year 2016/2017

Recommendation:

ADOPT Resolution 17-06 Authorizing the Filing of a Claim for Allocation of Transportation Development Act Funds for Fiscal Year 2016/2017.

Summary:

Each year the COG Board is required by the Transportation Development Act to allocate Local Transportation Funds and State Transit Assistance Funds.

Financial Considerations:

For the Fiscal Year 2016/2017 the Local Transportation Authority is requesting \$ 903,857 for Transit Operations under Article 4 and \$312,630 for Community Transit Services under Article 4.5. In total \$1,216,487 is allocated from FY 16/17 revenue. This amount still leaves \$700,000 which was set aside for local streets and roads in the approved Budget in 2008 and \$1.14 million in September of 2017 for a total of \$1.84 million.

Background:

The Local Transportation Fund has been in existence since 1972 and is derived from a ¼ cent of the general sales tax collected statewide and returned to COG as Local Transportation Funds as defined under the Transportation Development Act. The State Transit Assistance Fund has been in existence since 1980 and is derived from the statewide sales tax on gasoline and diesel fuel. The State Transit Assistance Funds are monies allocated to the COG by the State Controller's Office based on the population of San Benito County and returned to COG to be used for public transit only.

Local Transportation Funds are to be used for statutory purposes in San Benito County and include (in priority order):

- TDA administration costs
- General public transit operations and capital

- Contract payments for transit services
- Transit-related research and development projects
- Administration of transit contracts
- Elderly and disabled transit
- Bicycle and pedestrian projects
- Local streets and roads (Cities & County based on population)

State Transportation Assistant Fund purposes in San Benito County include:

- Capital requirements of public transportation system
- Transit operations
- Contract payments for public transit services
- Administrative and planning cost of contracted public transportation

Staff Analysis:

Resolution 17-06 is required under the Transportation Development Act pursuant to Public Utilities Code Article 4 and Article 4.5 which are a part of the claims process. Listed below are the requirements of the claimants for the Local Transportation Funds and the State Transit Assistance Funds:

1. The Local Transportation Authority is in conformity with the Regional Transportation Plan.
2. The level of passenger fares and charges are sufficient to enable the Local Transportation Authority to meet the fare box revenue requirements of the Public Utilities Code.
3. The sum of the County of San Benito allocations from the State Transit Assistance Fund and from the Local Transportation Fund does not exceed the amount the claimant is eligible to receive during the fiscal year.
4. The Local Transportation Authority has submitted the certification required by the Department of California Highway Patrol verifying that the operator is in compliance with Section 1801.1 of the Vehicle Code.

Staff recommends that the Board APPROVE Resolution 17-06.

Executive Director Review: _____

Counsel Review: Yes

Attachment: 1. Resolution 17-06

2. Claim Form

BEFORE THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY

A RESOLUTION OF THE SAN BENITO COUNTY)
LOCAL TRANSPORTATION AUTHORITY)
AUTHORIZING THE FILING OF A CLAIM WITH) Resolution No. 17-06
THE COUNCIL OF SAN BENITO COUNTY)
GOVERNMENTS, ACTING AS THE REGIONAL)
TRANSPORTATION PLANNING AGENCY, FOR)
ALLOCATION OF TRANSPORTATION)
DEVELOPMENT ACT FUNDS FOR FISCAL)
YEAR 2016/2017)

WHEREAS, the Transportation Development Act (TDA), as amended (California Public Utilities Code commencing with Section 99200 et seq.) provides for the allocation of funds from the Local Transportation Fund and the State Transit Assistance Fund by Regional Transportation Planning Agencies, for the use by eligible claimants for various transportation purposes; and

WHEREAS, the Council of San Benito County Governments is the Regional Transportation Planning Agency in and for the County of San Benito; and

WHEREAS, pursuant to the provisions of the TDA, as amended and pursuant to the applicable rules and regulations thereunder (Title 21, Division 3, Chapter 2 (commencing with section 6600) of the California Code of Regulations) a prospective claimant wishing to receive an allocation from the Local Transportation Fund or the State Transit Assistance fund shall file its claim with the Council of San Benito County Governments.

NOW, THEREFORE, BE IT RESOLVED that the San Benito County Local Transportation Authority is authorized to execute and file an appropriate claim pursuant to the terms of the Transportation Development Act, as amended and pursuant to applicable rules and regulations promulgated thereunder, together with all necessary supporting documents, with the Council of San Benito County Governments for an allocation of TDA funds in Fiscal Year 2016/2017.

BE IT FURTHER RESOLVED that the authorized claim includes \$1,216,487 for transit purposes.

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to the Council of San Benito County Governments in conjunction with the filings of the claims.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY THIS 19TH DAY OF OCTOBER 2017 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:

SAN BENITO COUNTY COUNSEL'S OFFICE

Dated: Oct. 2, 2017

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

ATTEST:

Mary Gilbert, Executive Director

Dated: _____

By: _____

CLAIM FOR STATE TRANSIT ASSISTANCE FUNDS

TO: COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
330 TRES PINOS RD., SUITE C7, HOLLISTER, CA 95023

FROM: CLAIMANT: Local Transportation Authority
ADDRESS: 330 Tres Pinos Rd., Suite C7
Hollister, CA 95023

CONTACT PERSON: Regina Valentine
Phone: (831) 637-7665 Email: regina@sanbenitocog.org

The Local Transportation Authority hereby request, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for State Transit Assistance be approved in the amount of \$ 194,132 for Fiscal Year 2016/2017, to be drawn from the State Transit Assistance fund deposited with the San Benito County Treasurer.


When approved, this claim will be transmitted to the San Benito County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:

COUNCIL OF SAN BENITO COUNTY
GOVERNMENTS BOARD OF
DIRECTORS

APPLICANT

BY: _____
(signature)

BY: 
(signature)

TITLE: _____

TITLE: Transportation Planner

DATE: _____

DATE: 10/3/17

CLAIM FOR LOCAL TRANSPORTATION FUNDS
TRANSIT PURPOSES

TO: COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
330 TRES PINOS RD., SUITE C7, HOLLISTER, CA 95023

FROM: CLAIMANT: Local Transportation Authority
ADDRESS: 330 Tres Pinos Rd., Suite C7
Hollister, CA 95023

CONTACT PERSON: Regina Valentine
Phone: (831) 637-7665 Email: regina@sanbenitocog.org

The Local Transportation Authority hereby request, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2016/2017, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with San Benito County Treasurer.

P.U.C. 99260a, Article 4, Transit Operation/Capital:	\$ <u>709,725</u>
P.U.C. 99275, Article 4.5, Community Transit Services:	\$ <u>312,630</u>
P.U.C. 66400c, Article 8c, Contracted Transit Services:	\$ _____
C.C.R. 6648, Capital Reserve:	\$ _____
P.U.C. 99400e, Article 8e, Capital for Contracted Services:	\$ _____

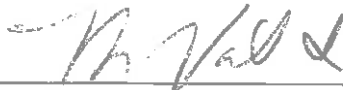
When approved, this claim will be transmitted to the San Benito County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:

SAN BENITO COUNTY COUNCIL
OF GOVERNMENTS BOARD OF
DIRECTORS

APPLICANT

BY: _____
(signature)

BY: 
(signature)

TITLE: _____

TITLE: Transportation Planner

DATE: _____

DATE: 10/3/17

TDA ANNUAL PROJECT AND FINANCIAL PLAN

This form will show the planned expenditures of all TDA funds claimed for the fiscal year. Briefly describe all projects which will be funded by current year TDA funds, provide the total cost of the project, and provide all sources of funding associated with the project. The project, costs, and funding should be consistent with the budget developed in the TDA Claim Worksheet completed for the submittal of this claim. The total project cost and total funding source(s) should balance for each project.

Claimant: Local Transportation Authority

Fiscal Year: 2016/2017

<u>Brief Project Description</u>	<u>Project Cost</u>	<u>Source of Funding & Amount</u>
Transit System	\$1,778,506	TDA (LTF) \$1,022,355 TDA (STA) \$194,132 Fares \$161,127 FTA 5311 \$298,186 FTA 5304 \$41,398 Other \$57,853 Bus Sales \$3,455

ANNUAL VERIFICATION OF TDA COMPLIANCE TO ACCOMANY LTF AND STA CLAIMS FOR TRANSIT AND STREETS AND ROADS PURPOSES

PART I - ALL CLAIMANTS

- 1. Date annual TDA fiscal and compliance audit was approved by COG Board:
12/17/2016
- 2. Is the claimant's retirement system fully funded?
 Yes
 No
- 3. Is the claimant using the maximum Federal funds available for transit and/or streets and roads purposes?
 Yes
 No

PART II - TRANSIT CLAIMANTS

- 4. Date Transit Operator's Financial Transaction Report was submitted to State Controller's Office: will be completed 10/18/2017 Attach copy of dated, signed cover sheet from report.
- 5. Are public transit vehicles routinely staffed with one driver?
 Yes
 No (explain) _____
- 6. Has the proposed transit operating budget changed by more than 15% compared to the previous year?
 No
 Yes (explain) _____
- 7. Did the transit operator meet its minimum fare box recovery requirement during the previous fiscal year (requirement for San Benito County is 10%)?
 Yes
 No (see below)

If the fare box recovery requirement was not met, then claimant must complete the following for the most recent fiscal year:

Transit operating expenses:	_____	+	
Capital purchases/reserves:	_____	=	
Subtotal:	_____	-	LTF spent in most recent
Federal revenues:	_____	-	fiscal year cannot exceed
STA revenues:	_____	=	result below.
Total:	_____	x0.5=	_____

8. Is there a prohibition on the employment of part-time drivers or on contracting with common carries?

No

Yes (explain) _____

9. Are STA funds being used for transit operating purposes?

No

Yes (see below)

If STA funds are being used for transit operating purposes, list transit operating cost per vehicle revenue hour per year for the past three years. In calculating the operating cost, operators may exclude costs that exceed prior year cost, as adjusted by the CPI, for the following: ADA complementary paratransit service, fuel, power, and settlement payments. *Notes: (1) These items may also be excluded when computing the farebox recovery ratio. (2) You may refer to operating cost figures from TDA fiscal audits for the applicable fiscal year.*

Operating cost per vehicle revenue hour in FY 2016/2017 : 61.60

Operating cost per vehicle revenue hour in FY 2015/2016 : \$58.79

Operating cost per vehicle revenue hour in FY 2014/2015 : \$52.38

10. Describe or attach current fare structure:

11. Attach copy of latest CHP terminal inspection report.

12. Transit claimant must report on efforts to implement recommendation included in the previous triennial performance audit (attach additional pages as necessary).

Staff Report

To: Local Transportation Authority
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205
Date: October 19, 2017
Subject: PTMISEA Residual Funds

Recommendation:

ADOPT Resolution 17-07 Approving Projects for Funding and Authorizing the Executive Director to Apply for and Accept Public Transportation Modernization, Improvements, and Service Enhancement Account Funds Totaling \$1,055,315.

Summary:

The Public Transportation Modernization, Improvements, and Service Enhancement Account (PTMISEA) provides funding for capital improvements for public transit that is designed to provide mobility choices for all residents, reducing congestion and protecting the environment. The Local Transportation Authority (LTA) has a residual balance of \$1,055,315 in PTMISEA funding available for projects with final allocation requests due to Caltrans November 2017.

Financial Considerations:

LTA is eligible to receive \$1,055,315 of residual PTMISEA funds for the eligible projects. There is no local match required.

Background:

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006 (Proposition 1B), was approved by California voters on November 7, 2006. The Act created PTMISEA capital funds for transit operators for capital projects. In the past, LTA has applied for many projects including replacement vehicles, spare vehicles, bus stop signs, tokens, and schedule holders.

Staff Analysis:

After reviewing LTA's recently adopted Short Range/Long Range Transit Plan, Bus Stop Improvement Plan, and Transit ITS Plan, staff has compiled a list of eligible PTMISEA projects detailed in Exhibit A of Resolution 17-07. At this time, staff is requesting the LTA Board approve the list of eligible projects for final allocation request submittals due November 2017. Additionally, the Board is being asked to authorize the Executive Director to apply for and accept the residual PTMISEA funds for the list of projects when distributed by Caltrans.

Staff recommends that the Board of Directors adopt Resolution 17-07 approving projects for funding and authorizing the Executive Director to apply for and accept PTMISEA funds totaling \$1,055,315.

Executive Director Review:_____

Counsel Review: Yes

Attachment: Resolution 17-07

RESOLUTION OF THE SAN BENITO COUNTY LOCAL) RESOLUTION NO: 17-07
 TRANSPORTATION AUTHORITY APPROVING PROJECTS)
 FOR FUNDING AND AUTHORIZING THE EXECUTIVE)
 DIRECTOR TO APPLY FOR AND ACCEPT PUBLIC)
 TRANSPORTATION MODERNIZATION, IMPROVEMENTS)
 AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA))
 FUNDS TOTALING \$1,055,315)

WHEREAS, the San Benito County Local Transportation Authority (LTA) is the designated Consolidated Transportation Services Agency (CTSA) for San Benito County, pursuant to Government Code section 15975; and

WHEREAS, the Council of San Benito County Governments (COG) is the designated Regional Transportation Planning Agency (RTPA) for San Benito County, pursuant to Government Code section 29532(b); and

WHEREAS, as the designated RTPA for San Benito County, COG is eligible for Public Transportation Modernization, Improvements, and Service Enhancement Account (PTMISEA) funds, pursuant to Government Code section 8879.55(a)(2); and

WHEREAS, COG has identified a list of transit-related capital projects in San Benito County, attached hereto and incorporated herein by reference as Exhibit A, to be funded through the PTMISEA; and

WHEREAS, COG wishes to apply on behalf of LTA for PTMISEA funds for eligible transit-related capital projects in San Benito County; and

WHEREAS, the transit-related capital projects to be submitted for PTMISEA funding total \$1,055,315, to be allocated to COG as the RTPA; and

WHEREAS, upon receipt of PTMISEA funds for the projects identified in Exhibit A, COG will allocate those funds to LTA, to administer the projects as the CTSA for San Benito County.

NOW, THEREFORE, BE IT RESOLVED that the San Benito County Local Transportation Authority shall be the lead agency for PTMISEA funded transit-related capital projects identified in Exhibit A; and

BE IT FURTHER RESOLVED THAT the Executive Director of the San Benito County Local Transportation Authority is hereby authorized to execute all documents necessary for the application submittal and acceptance of PTMISEA funds awarded by Caltrans for transit-related capital projects in San Benito County, for and on behalf of the Council of Governments and Local Transportation Authority.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY
on this 19th day of October 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: Oct. 11, 2017

Exhibit A

Projects	Estimated Capital Cost
Bus Stop Improvement Plan Upgrades	\$200,000
County Express Website Update and Enhancement	\$45,000
Real Time System Passenger Notification on Fixed Route and Intercounty Services	\$5,000
Bus Schedule Redesign and Printing	\$10,000
Three-Year Vehicle Purchase Project	\$795,315
	<i>Total</i> \$1,055,315

Staff Report

To: Local Transportation Authority
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205
Date: October 19, 2017
Subject: San Benito County Fair Shuttle Performance

Recommendation:

RECEIVE Report on the Performance of the County Express Shuttle Service to the San Benito County Fair.

Summary:

The Local Transportation Authority (LTA) has provided an annual shuttle service to the San Benito County Fair since 2013. The shuttle service to the 2017 County Fair, offered September 29 through October 1, had a total of 44 passengers.

Financial Considerations:

The cost of providing the 2017 shuttle service was approximately \$1,100.

Background:

With the Board's authorization in January 2017, County Express offered shuttle service to the 2017 San Benito County Fair from September 29 through October 1. Staff worked with County Fair staff to promote the service, and select an appropriate schedule and stop locations.

Staff Analysis:

Since 2013, LTA has provided a shuttle service to the San Benito County Fair 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.

Staff worked closely with the San Benito County Fair staff to develop and implement the following marketing strategies to encourage shuttle ridership:

- County Express logo and brief information on the shuttle on San Benito County Fair Tri-Fold Brochure
- County Express logo and brief information on the shuttle on County Fair posters and tabletop advertisements
- Social media outreach on Facebook by County Express, San Benito COG, and County Fair

- Announcements by LTA and San Benito County Fair staff at public meetings
- Poster advertising the shuttle on all County Express buses and shelters beginning in August
- Posting of shuttle schedule on the County Express and County Fair websites
- Clearly marked shuttle stops in the City of Hollister and at the fairgrounds
- On-site promotion of the service by LTA staff through a booth in the Fair Pavilion
- Shuttle stop marked on daily schedule given to all fair attendees
- Raffle prizes for submitting pledge cards before taking the service and completing surveys while on the shuttle

Staff reviewed the historic ridership data for the shuttle service since 2013. With this information, staff analyzed the performance of the service and can receive direction from the Board regarding the possibility of continuing it in the upcoming year. In the table below, the ridership numbers of the shuttle service is provided by year.

It should be noted that each year staff has made adjustments to the service in attempts to better serve the community or at the request of the San Benito County Fair, which impacts ridership. For example, in 2014 shuttle stops were added in San Juan Bautista, which may have contributed to a lower number due to the increased length of the trip. Additionally, variations in the overall attendance of the County Fair year-to-year could affect shuttle performance.

Year	Fair Attendance	Shuttle Ridership	Ridership Percentage of Attendance
2013	11,913	231	1.94%
2014	11,205	71	0.63%
2015	11,954	26	0.22%
2016	9,307	66	0.71%
2017	9,031	44	0.49%

As in years past, a brief County Fair shuttle service survey was provided to the passengers. This year out of the 44 riders 13 completed the survey providing valuable feedback. One question asked participants how they would have attended the County Fair if the shuttle was not provided. Twenty-three percent (23%) marked that they would have driven themselves, 31% would have asked a friend or family member for a ride, and 46% would not have gone at all. Also, all 13 respondents indicated they would ride again next year if the service was provided.

Executive Director Review: _____

Counsel Review: N/A