

**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, April 18, 2019
3:00 P.M.

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

DIRECTORS: Chair César E. Flores, Vice Chair Jim Gillio,
Mark Medina, Marty Richman, and Ignacio Velazquez
Alternates: San Benito County: Anthony Botelho;
City of Hollister: Rolan Resendiz; San Juan Bautista: Mary Vazquez Edge

*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 March 21, 2019 – Gomez

REGULAR AGENDA:

2. **ADOPT** Resolution 2019-02 Authorizing the Execution of the Low Carbon Transit Operations Program (LCTOP) Projects “Expansion of Intercounty Services,” “Token Transit Agency Fees,” and “Free Fixed Route and Intercounty Service Days” – Valentine

Adjourn to LTA Meeting on Thursday, May 16, 2019. Agenda deadline is April 30, 2019 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
March 21, 2019 3:00 P.M.**

DRAFT MINUTES

MEMBERS PRESENT:

César E. Flores, Jim Gillio, Marty Richman, and Ignacio Velazquez

MEMBERS ABSENT: Mark Medina

STAFF PRESENT:

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

CALL TO ORDER:

Chair Flores called the meeting to order at 6:34 p.m.

A. CERTIFICATE OF POSTING

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

B. PUBLIC COMMENT: None

CONSENT AGENDA:

1. **Approve** Local Transportation Authority Draft Meeting Minutes Dated November 15, 2018 – Gomez
2. **Approve** Local Transportation Authority Draft Meeting Minutes Dated January 24, 2019 - Gomez
3. **Receive** Specialized Transportation /Jovenes de Antaño November and December 2018 Monthly Service Reports – Valentine
4. **Receive** County Express/MV Transportation November and December 2018 Monthly Operations Report – Valentine
5. **Adopt** Resolution 19-01 Authorizing the San Benito County Local Transportation Authority's Executive Director to Apply for and Accept Federal Transit Administration (FTA) Section 5311 Funds through the California Department of Transportation – Valentine

There was no public comment on the consent agenda.

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

REGULAR AGENDA:

6. **Receive** Local Transportation Authority FY 2018-19 Second Quarter Budget Report and **Approve** Budget Adjustment/Transfer 18-19-07 – Postigo

Ms. Postigo provided a report on the Local Transportation Authority's FY 2018-19 Second Quarter Budget Report. She noted that a budget adjustment/ transfer was required to increase the Maintenance of Equipment – Oil and Gas line item for \$18,430.

There was no public comment or discussion on the item.

Upon a motion duly made by Director Velazquez, and seconded by Director Gillio, the Directors unanimously approved Item 6. Vote: 4/0 motion passes.

- 7. Approve** Contract between the San Benito County Local Transportation Authority (LTA) and Kimley-Horn and Associates, Inc. for an Amount Not to Exceed \$150,000 for the Preparation of an Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study – Valentine

Regina Valentine stated that staff was requesting authorization from the LTA Board to enter into contract with Kimley-Horn and Associates, Inc. to prepare the study. Ms. Valentine noted that during contract negotiations, Kimley-Horn requested additional clauses to be added to the contract as Attachment D, specific terms and conditions that apply to professional engineers. Kimley-Horn requested a broader application of California Civil Code section 2782.8.

Director Richman asked if they would be looking at other things besides rail, such as buses to the San Jose Airport or temporary road modifications.

Ms. Valentine stated that they would look at things that are more specific to public transit, such as bus rapid transit. There are also some pilot programs that have been conducted in Monterey where they have buses on shoulders during certain congestion times.

Deputy County Counsel, Shirley Murphy reviewed the requested changes and advised that the LTA Board not agree to the proposed changes. She went over the reasons why with the Board. She recommended that if the Board agreed to Attachment D, that they do so with the following wording added to their approval: The Board approves the contract with their requested version of Attachment D with the additional language from the Board: reflecting that it is limited to this contract only and in no way imply in any shape or form that this applies to any future contracts or deals with San Benito County, City of Hollister, and the City of San Juan Bautista or the Council of San Benito County Governments.

There was no public comment.

Upon a motion duly made by Director Gillio, and seconded by Director Velazquez, the Directors unanimously approved Item 7 approving the Contract with Kimley-Horn and Associates, Inc. with their requested version of Attachment D, with the additional language from the Board limiting the scope of this Attachment D to this contract only and not to any future contracts with San Benito County, City of Hollister, City of San Juan Bautista, and/or the Council of San Benito Governments. Vote: 4/0 motion passes

Upon a motion duly made by Director Velazquez, and seconded by Director Richman, the Directors unanimously adjourned the LTA meeting at 6:47 p.m. Vote: 4/0 motion passes unanimously.

ADJOURN TO LTA MEETING APRIL 18, 2019.

Staff Report

To: Local Transportation Authority
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205
Date: April 18, 2019
Subject: Low Carbon Transit Operations Program

Recommendation:

ADOPT Resolution 2019-02 authorizing the execution of the Low Carbon Transit Operations Program (LCTOP) projects "Expansion of Intercounty Services," "Token Transit Agency Fees," and "Free Fixed Route and Intercounty Service Days."

Summary:

The Low Carbon Transit Operations Program (LCTOP) provides funding for transit services that reduce greenhouse gas emissions. For Fiscal Year 2019/20, LTA is proposing to use the funds for additional trips for the County Express Intercounty service, to cover the agency costs of operating the Token Transit mobile ticketing app pilot program, and to offer free Fixed Route trips during the first week of the month and free Intercounty trips during the low-ridership months of December, January and June.

Financial Considerations:

\$107,615 is earmarked for San Benito County LTA from the LCTOP.

Background:

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project required to reduce greenhouse gas emissions.

Staff Analysis:

The State requires local agencies adopt an annual resolution in order to be eligible to receive funds for LCTOP Projects. A draft version of the resolution was submitted on the March 28, 2019

deadline as part of the LCTOP allocation request due to Caltrans. The LCTOP project submitted was to:

- Continue the "Intercounty Service Expansion" project from the last cycle, which added trips to the County Express Intercounty service for people traveling between San Benito and Santa Clara Counties;
- Add the project "Token Transit Agency Fees" to cover the operating costs of the Token Transit mobile ticketing app pilot program approved by the Board at the December 2017 meeting, an app which has been popular addition with the passengers, especially those riding the Intercounty services; and to
- Add the project "Free Fixed Route and Intercounty Services Days," where LTA will offer free Fixed Route trips during the first week of the month and free Intercounty trips during the low-ridership months of December, January, and June, in an effort to spark a ridership increase systemwide.

Staff is requesting that the LTA Board ratify the submittal of the allocation request with the adoption of Resolution 2019-02.

Executive Director Review: _____

Counsel Review: Yes

Attachment: Resolution 2019-02

RESOLUTION OF THE SAN BENITO COUNTY LOCAL)
 TRANSPORTATION AUTHORITY AUTHORIZING THE)
 EXECUTION OF THE LOW CARBON TRANSIT) Resolution No. 19-02
 OPERATIONS PROGRAM (LCTOP) PROJECTS:)
 EXPANSION OF INTERCOUNTY SERVICES (\$81,303),)
 TOKEN TRANSIT AGENCY FEES (\$1,500), AND FREE FIXED)
ROUTE AND INTERCOUNTY SERVICE DAYS (\$24,812))

WHEREAS, the San Benito County Local Transportation Authority (LTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the LTA wishes to implement the LCTOP projects listed below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Local Transportation Authority that the LTA hereby agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

BE IT FURTHER RESOLVED by the Board of Directors of the Local Transportation Authority that it hereby authorizes the submittal of the following project nomination and allocation requests to the Department in FY 2018-2019 for LCTOP funds:

Project 1 Name: Expansion of Intercounty Services

- Amount of LCTOP funds requested: \$81,303
- Short Description of project: San Benito LTA will continue a 7am roundtrip to Gavilan College, which began using FY 2014-15 LCTOP funds, continue a 3:30pm roundtrip to the Gilroy Caltrain Station, which began using FY 2015-16 LCTOP funds, and will continue a 7:35am roundtrip to Gavilan College when the school is on break, which began using FY 2017-18 LCTOP funds.
- Benefit to Priority Populations: Project provides improved transit or passenger rail service for stations or stops within a disadvantaged or low-income community (e.g., new transit lines, more frequent service, greater capacity on existing lines that are nearing capacity, improved reliability, improved accessibility, bus rapid transit service).

Project 2 Name: Token Transit Agency Fees

- Amount of LCTOP funds requested: \$ 1,500
- Short Description of project: San Benito LTA implemented the Token Transit mobile fare payment app in August 2018. Token Transit charges LTA 10% of the final transaction value for each fare purchased over \$2.00. For all transactions less than \$2.00, the fee is \$.06 + 7%. This funding will cover the fees charged to LTA for Fiscal Year 2019-20.
- Benefit to Priority Populations: Project improves transit connectivity for residents at stations or stops in a disadvantaged or low-income community (e.g., network/fare integration, fare-system investments).

Project 3 Name: Free Fixed Route and Intercounty Service Days

- Amount of LCTOP funds requested: \$24,812
- Short Description of project: San Benito LTA will offer free Fixed Route and Intercounty service days during FY 2019-20.
- Benefit to Priority Populations: Project provides transit incentives to residents of a disadvantaged or low-income community or a low-income household (e.g.; transit vouchers, reduced transit fares, transit passes).

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY on this 18th day of April 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

César E. Flores, Chair

ATTEST:
Mary Gilbert, Executive Director

APPROVED AS TO LEGAL FORM:
San Benito County Counsel's Office

By: _____

Date: _____

By: Shirley L. Murphy
Shirley L. Murphy, Deputy County Counsel
Date: April 11, 2019