

**AGENDA  
REGULAR MEETING  
LOCAL TRANSPORTATION AUTHORITY**

- DATE:** Thursday, May 16, 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,  
Anthony Botelho, Marty Richman, and Ignacio Velazquez  
Alternates: San Benito County: Mark Medina;  
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 April 18, 2019 – Gomez

**REGULAR AGENDA:**

2. **RECEIVE** Presentation on FY 2019/20 Local Transportation Authority Draft Budget – Postigo

**Adjourn to LTA Meeting on Thursday, June 20, 2019. Agenda deadline is June 04, 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  
April 18, 2019 3:00 P.M.**

**DRAFT MINUTES**

**MEMBERS PRESENT:**

César E. Flores, Jim Gillio, Marty Richman, Ignacio Velazquez, and Alternate Anthony Botelho  
COG Ex Officio: Aileen Loe, Caltrans District 5

**MEMBERS ABSENT:** Mark Medina

**STAFF PRESENT:**

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

**OTHERS PRESENT:**

Leona Medearis-Peacher, MV Transportation

**CALL TO ORDER:**

Chair Flores called the meeting to order at 4:21 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: 5/0 motion passes unanimously.*

**B. PUBLIC COMMENT:**

Aileen Loe with Caltrans District 5 apologized for arriving late stating that she encountered delays on the road. She announced that Caltrans will hold its annual Worker Memorial Ceremony for fallen workers on Thursday, May 2, 2019 at 10:00 a.m. on the front lawn of the Caltrans District 5 Office in San Luis Obispo. She reminded everyone to slow down while driving through construction work zone areas.

Ms. Loe responded to a request made by a Board member at a previous meeting regarding the City taking over maintenance of the Bypass. She recommended that the City send a formal letter to Caltrans requesting a maintenance agreement. She mentioned that Caltrans has similar maintenance agreements with many entities around the state.

**CONSENT AGENDA:**

- 1. Approve** Local Transportation Authority Draft Meeting Minutes Dated March 21, 2019 – Gomez

There was no public comment on the consent agenda.

*Upon a motion duly made by Director Gillio, and seconded by Director Botelho, the Directors unanimously approved Item 1 from the Consent Agenda. Vote: 5/0 motion passes.*

**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

Regina Valentine reported that the State requires local agencies adopt annual resolution in order to be eligible to receive funds for LCTOP Projects. The LCTOP project submitted was to: Continue the “Intercounty Service Expansion” project from the last cycle: Add the project “Token Transit Agency Fees” to cover the operating costs of the Token Transit mobile ticketing app pilot program: 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 system wide. Staff requested that the LTA Board ratify the submittal of the allocation request with the adoption of Resolution 2019-02.

Director Velazquez asked if the idea of offering free rides as a way to increase ridership has been successful in other areas.

Ms. Valentine confirmed that it has been successful in other areas. She stated that there is also national research that has been done that shows a 20-60% increase in ridership when you offer free rides.

Director Richman inquired about the Token Transit app and how it works. He also inquired about the future of the project and asked if offering a shuttle to the Pinnacles National Park would qualify under this program.

Ms. Valentine explained how the Token Transit app worked. Regarding shuttle service to Pinnacles National Park, she stated that the LCTOP provides funding for transit services that reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. She said it may be a project that could qualify as a new or expanded service once the Intercounty routes are no longer eligible for the funds.

There was no further discussion or public comment.

*Upon a motion duly made by Director Botelho, and seconded by Director Gillio, the Directors unanimously adopted Item 2. Vote: 5/0 motion passes.*

*Upon a motion duly made by Director Gillio, and seconded by Director Richman, the Directors unanimously adjourned the LTA meeting at 4:33 p.m. Vote: 5/0 motion passes unanimously.*

**ADJOURN TO LTA MEETING MAY 16, 2019.**

## Staff Report

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To: Local Transportation Authority  
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665  
Date: May 16, 2019  
**Subject: Local Transportation Authority Draft Budget FY 2019/20**

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### **Staff Recommendation:**

**RECEIVE** presentation on FY 2019/20 Local Transportation Authority Draft Budget.

### **Summary:**

The Local Transportation Authority Draft Budget – FY 2019/20 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 draft Budget for financial planning purposes.

### **Financial Considerations:**

The Local Transportation Authority's total Draft Budget – FY 2019/20 is \$3.75 million. This Draft Budget includes contracts for transit operations including County Express and Jovenes de Antano. The Draft Budget includes personnel and services to support transit operations. The Draft Budget also includes an account for Public Transportation Modernization, Improvement and Service Enhancement (PTMISE) funding.

Overall, the Draft Budget is \$505,214 (or 15.6%) above the FY 2018/19 Budget. This increase 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 (PTMISE) funding in 2018/19.

### **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 Draft 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 14.2 percent and directs agency funds to Services and Supplies, Operations, and Capital.

Services and Supplies represents 13.8 percent of the budget. This category includes large expenditures in maintenance and fuel. The fuel estimate is the largest unknown in the Authority's Draft Budget. Fluctuations at the gas pump are difficult to predict. The Authority also pays a 10 percent administrative fee to the County Public Works Road Department to purchase fuel.

Contracts represent 72 percent of expenditures. This category includes contracts with MV Transportation for County Express and Jovenes de Antaño for Specialized Transportation.

The Local Transportation Authority set up a separate account for the Public Transportation Moderation, Improvements and Service Enhancements Account (PTMISEA), and the Office of Emergency Services funding (OES). The Draft Budget for this account is \$1,585,000. This funding is available for various transit capital needs, purchase of buses and customer services enhancements, transit maintenance and operational enhancements.

The Draft 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 Draft Budget – FY 2019/20

**LOCAL TRANSPORTATION AUTHORITY  
FINAL BUDGET - FY 2019/20  
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019'	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
<b>Personnel</b>					
610.101 Salaries	280,731	267,350	305,737	300,000	25,006
610.101 Salaries	-	-	-	-	-
610.101 Salaries (5304 Bus Stop IT)	-	-	-	-	-
<b>Total</b>	<b>280,731</b>	<b>267,350</b>	<b>305,737</b>	<b>300,000</b>	<b>25,006</b>
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	1,500	1,500	1,500	1,500	-
619.132 Communications	1,025	1,025	1,025	1,025	-
619.138 Computer Maintenance	1,000	1,000	1,000	600	-
619.140 Computer Supplies	-	-	-	-	-
619.142 Computer Software	200	-	200	200	-
645.701 General Insurance	4,427	4,600	6,164	5,500	1,737
619.152 Maintenance of Equipment	66,000	85,000	66,000	66,500	-
619.154 Maintenance of Equipment - Oil and Gas	141,000	198,000	200,000	200,000	59,000
619.158 Maintenance of Structures and Grounds	500	500	500	500	-
619.280 Marketing	900	900	900	900	-
619.166 Membership Dues	590	590	590	600	-
619.176 Special Project Supplies - Supplies	1,100	1,200	1,100	700	-
619.174 Supplies	250	250	250	350	-
619.172 Postage and Delivery	25	-	25	25	-
619.210 Professional Service - Legal	4,000	3,000	4,000	4,500	-
619.180 Public and Legal Notices	100	100	100	150	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	250	250	250	250	-
619.268 Special Dept. Expense - Other	2,000	2,000	2,000	-	-
619.196 Travel Lodging	500	500	500	500	-
619.198 Travel Meals	200	200	200	200	-
619.194 Training	2,000	2,000	2,000	2,000	-
619.200 Travel Transportation	150	150	150	150	-
619.306 Utilities	4,103	-	12,000	12,000	7,897
<b>Total</b>	<b>231,820</b>	<b>282,765</b>	<b>300,454</b>	<b>298,150</b>	<b>68,634</b>
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts	1,582,865	1,483,772	1,559,425	1,580,543	(23,440)
<b>Total</b>	<b>1,582,865</b>	<b>1,483,772</b>	<b>1,559,425</b>	<b>1,580,543</b>	<b>(23,440)</b>
<b>Capital</b>					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>
<b>Other</b>					
649.320 OPEB	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>2,095,416</b>	<b>2,033,887</b>	<b>2,165,616</b>	<b>2,178,693</b>	<b>70,200</b>

**LOCAL TRANSPORTATION AUTHORITY  
FINAL BUDGET - FY 2019/20  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
570.003 Sale of Fixed Assets	3,000	6,000	3,000	3,000	-
551.113 Misc. (FTA 5311 Operating Assistance)	298,186	316,616	316,616	322,950	18,430
551.113 FTA 5310 (Out of County Medical)	-	-	30,000	-	30,000
551.113 Low Carbon Transit Operations Program	71,288	71,288	107,615	-	36,327
576.012 STA/LTF transfer	1,552,942	1,485,983	1,520,385	1,692,743	(32,557)
562.803 County Express Fares	170,000	154,000	158,000	160,000	(12,000)
<b>TOTAL REVENUE</b>	<b>2,095,416</b>	<b>2,033,887</b>	<b>2,165,616</b>	<b>2,178,693</b>	<b>70,200</b>

EXPENDITURES VS REVENUES LTA & PTMISEA	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
<b>EXPENDITURES</b>					
Personnel	280,731	267,350	305,737	300,000	25,006
Services & Supplies	231,820	282,765	1,885,454	298,150	1,653,634
Contracts	1,582,865	1,483,772	1,559,425	1,580,543	(23,440)
Capital	0	0	-	-	-
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,095,416</b>	<b>2,033,887</b>	<b>3,750,616</b>	<b>2,178,693</b>	<b>1,655,200</b>
<b>REVENUES</b>					
Revenues	1,692,460	2,351,565	2,432,892	688,611	740,432
Operating Transfers (in)	1,552,942	1,485,983	1,520,385	1,692,743	(32,557)
<b>TOTAL REVENUE</b>	<b>3,245,402</b>	<b>3,837,548</b>	<b>3,953,277</b>	<b>2,381,354</b>	<b>707,875</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>2,095,416</b>	<b>2,033,887</b>	<b>3,750,616</b>	<b>2,178,693</b>	<b>1,655,200</b>

**FUND BALANCE** 202,661  
**DESIGNATED FUND BALANCE** -  
**UNDESIGNATED FUND BALANCE** 202,661

**LTA & PTMISEA  
BUDGET NOTES**

	Proposed Budget FY 19/20
<b>Personnel</b> Personnel includes salaries, administrative support, and professional services. These costs include regular staff salaries, executive director services and temporary help.	
<b>Total</b>	<b>305,737</b>
<b>Services and Supplies</b> Services and Supplies include normal budget items to support transit operations. The largest expenses include general insurance, maintenance, and fuel.	
<b>Total</b>	<b>1,885,454</b>
<b>Contracts</b> Contracts includes transit operations for fixed route, intercounty route, dial-a-ride, (County Express \$1,250,416) out of county medical and senior lunch program (Jovenes de Antano \$297,009 ). Also \$15,000 for the remainder Triennial Performance Audit.	
<b>Total</b>	<b>1,559,425</b>
<b>Capital</b> No Capital expenditures are proposed in this Budget.	
<b>Total</b>	<b>-</b>
<b>Other</b>	
<b>Total</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>3,750,616</b>

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, AND OES  
BUDGET - FY 2019/20  
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019*	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
<b>Personnel</b>					
610.101 Salaries	-	-	-	-	-
623.510 Administrative Support	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Professional Service - Legal	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	1,149,986	10,000	1,585,000	202,661	435,014
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
<b>Total</b>	1,149,986	10,000	1,585,000	202,661	435,014
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Capital</b>					
650.302 Equip other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
649.320 Operating Transfers	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>TOTAL PROPOSED BUDGET</b>	<b>1,149,986</b>	<b>10,000</b>	<b>1,585,000</b>	<b>202,661</b>	<b>435,014</b>



**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, AND OES  
BUDGET - FY 2019/20  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
551.401 OES (State)	-	-	-	-	-
551.401 PTMISEA (Proposition B)	1,055,315	1,055,315	-	-	(1,055,315)
551.401 OES (Carryover-Prop 1B Grants)	84,081	84,081	84,081	-	-
Fund Balance (carryover previous years)	10,590	658,265	1,703,580	202,661	1,692,990
541.001 Interest	-	6,000	-	-	-
	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,149,986</b>	<b>1,803,661</b>	<b>1,787,661</b>	<b>202,661</b>	<b>637,675</b>

EXPENDITURES VS REVENUES	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
<b>EXPENDITURES</b>					
Personnel	-	-	-	-	-
Services & Supplies	1,149,986	10,000	1,585,000	202,661	435,014
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,149,986</b>	<b>10,000</b>	<b>1,585,000</b>	<b>202,661</b>	<b>435,014</b>
<b>REVENUES</b>					
Revenues	1,149,986	1,803,661	1,787,661	202,661	1,787,661
<b>TOTAL REVENUES</b>	<b>1,149,986</b>	<b>1,803,661</b>	<b>1,787,661</b>	<b>202,661</b>	<b>1,787,661</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>1,149,986</b>	<b>10,000</b>	<b>1,585,000</b>	<b>202,661</b>	<b>435,014</b>
<b>FUND BALANCE</b>			<b>202,661</b>		
<b>DESIGNATED FUND BALANCE</b>			<b>-</b>		
<b>UNDESIGNATED FUND BALANCE</b>			<b>202,661</b>		

**BUDGET NOTES**

	Proposed Budget FY 19/20
<b>Personnel</b> No Personnel expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Services and Supplies</b> Special projects includes purchase of buses to increase service. Customer services enhancements, transit maintenance and operational enhancements. Purchased of buses will be capitalize in LTA.	
<b>Total</b>	1,585,000
<b>Contracts</b> No Contract expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Capital</b> No Capital expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Other</b> No Other expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>TOTAL PROPOSED BUDGET</b>	<b>1,585,000</b>

PTMISEA: Public Transportation Modernization, Improvement and Service Enhancement Program  
OES: Office of Emergency Services