

**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, April 16, 2020
3:00 P.M.

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

DIRECTORS: Chair Ignacio Velazquez, Vice Chair Peter Hernandez
Jaime De La Cruz, Mary Vazquez Edge, and Rolan Resendiz
Alternates: San Benito County: Mark Medina;
City of San Juan Bautista: César E. Flores

Attendance at the LTA meeting is closed to the public per Executive Order N-29-30. The public may join meeting by Zoom: <https://zoom.us/join> per the instruction stated below:

Meeting ID: 920-557-615

*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 C. Public Comment.***

3:00 P.M. CALL TO ORDER:

- A. ACKNOWLEDGE** Certificate of Posting
- B. NOTICE OF TEMPORARY PROCEDURES FOR LOCAL TRANSPORTATION AUTHORITY MEETINGS**

Pursuant to California Governor Gavin Newsom's [Executive Order N-29-20](#) issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Additionally, members of the Local Transportation Authority are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

Members of the public are encouraged to participate in Board meetings in the following ways:

1. Remote Viewing

Members of the public who wish to watch the meeting can view the meeting online through Zoom. Instructions for participating via Zoom are included below.

2. Written Comments & Email Public Comment

- Members of the public may submit comments via email by 5:00 PM. on the Wednesday prior to the Board meeting to the Clerk of the Board at monica@sanbenitocog.org. Regardless of whether the matter is on the agenda. Every effort will be made to provide Board Members with your comments before the agenda item is heard.

3. Local Transportation Authority meeting - Zoom Instructions for remote Participants:

Three ways to attend zoom meetings: 1) **over the phone**, 2) **on a web browser**, or 3) **through the Zoom Smart Device Application**. Each meeting will have a meeting ID, which is a unique number associated with an instant or scheduled meeting.

1. Over the phone (Audio only):

- (669) 900-6833 or (408) 638-0968.

2. Open the Web-browser:

- <https://zoom.us/join>

3. Smart device Application:

- Apple App store: <https://apps.apple.com/us/app/id546505307>
- Android App store:
<https://play.google.com/store/apps/details?id=u.s.zoom.videomeetings>

Zoom Audio Only (phone)

If you are **calling in as audio-only**, please dial **(669) 900-6833 or (408) 638-0968**.

1. It will ask you to enter the **Meeting ID, 920-557-615**, followed by the **“#” key**, which can be found at the top page of the agenda. The meeting agenda can be found at: http://www.sanbenitocog.org/wp-content/uploads/2020/04/LTA_Packet_041620.pdf
2. It will then ask for a **Participant ID**, press the **“#” key** to continue.
3. Once you enter the zoom meeting, you will automatically be placed on mute.
4. **Public Comment:** If you are using a phone, please press the **“*9”** to raise your hand, zoom facilitator will unmute you when your turn arrives.

Zoom On Web-browser or Zoom app on Tablet or Smartphone

If joining through web-browser launch: <https://zoom.us/join> or launch the Zoom app on your Tablet or Smartphone

1. Select **“JOIN A MEETING”**
2. The participant will be prompted to enter **Meeting ID, 920-557-615** and name to join the meeting. Which can be found at the top page of the agenda. The meeting agenda can be found at: http://www.sanbenitocog.org/wp-content/uploads/2020/04/LTA_Packet_041620.pdf
3. You can launch audio through your computer or set it up through the phone. Follow instructions provided by Zoom.
4. **Public Comment:** Click **“Raise hand”** icon, the zoom facilitator will unmute you when your turn arrives.

Public Comment Guidelines

- If participating on zoom Once you are selected, you will hear that you have been unmuted: State your first name, last name, and county you reside in for the record.
- The Local Transportation Authority welcomes your comments.

- Each individual speaker will be limited to a presentation total of three (3) minutes.
- Please keep your comments, brief, to the point, and do not repeat prior testimony, so that as many people as possible can be heard. Your cooperation is appreciated.

If you have any questions, please contact the Council of Governments at (831) 637-7665 x. 201, or email monica@sanbenitocog.org.

- C. PUBLIC COMMENT:** (Opportunity to address the Board on items of interest not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 54954.2. **Speakers are limited to 3 minutes.**)

CONSENT AGENDA:

(These matters shall be considered as a whole and without discussion unless a particular item is removed from the Consent Agenda. Members of the public who wish to speak on a Consent Agenda item must submit a Speaker Card to the Clerk and wait for recognition from the Chairperson. Approval of a consent item means approval as recommended on the Staff Report.)

1. **APPROVE** Local Transportation Authority Draft Meeting Minutes Dated February 20, 2020 – Gomez
2. **RECEIVE** Specialized Transportation/Jovenes de Antaño January 2020 Monthly Operations Service Report – Valentine
3. **RECEIVE** County Express/MV Transportation January 2020 Monthly Operations Report – Valentine
4. **APPROVE** Budget Adjustment/Transfer 19-20-01 – Postigo
5. **RECEIVE** Update on Local Transportation Authority's COVID-19 Response and **AFFIRM** LTA's Free Fare Policy Effective March 19, 2020 – Valentine

Adjourn to LTA Meeting on Thursday, May 21, 2020. Agenda deadline is May 5, 2020 at 12:00 p.m.

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

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

February 20, 2020 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

Jaime De La Cruz, Peter Hernandez, Marty Richman, and Ignacio Velazquez

MEMBERS ABSENT:

Mary Vazquez Edge

STAFF PRESENT:

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

CALL TO ORDER:

Ignacio Velazquez called the meeting to order at 4:25 p.m.

A. CERTIFICATE OF POSTING

A motion was made by Director De La Cruz, and seconded by Director Hernandez, to acknowledge the Certificate of Posting. Vote: 4/0 motion passes.

Deputy County Counsel, Shirley Murphy stated that the inadvertent admission came to the attention of staff after the agenda was posted and it needed to be acted upon before the next regular agenda to add Item C. Election of LTA Chairperson for 2020 and Item D. Election of Vice-Chairperson for 2020.

A motion was made by Director De La Cruz, and seconded by Director Hernandez, to add urgency Items C. and D. to the agenda. Vote: 4/0 motion passes.

B. PUBLIC COMMENT: NONE

C. ELECT LTA Chairperson for 2020

D. ELECT LTA Vice Chairperson for 2020

A motion was made by Director De La Cruz, and seconded by Director Richman to elect Ignacio Velazquez as LTA Chairperson and Peter Hernandez as LTA Vice Chairperson for 2020. Vote: 4/0 motion passes.

CONSENT AGENDA:

- 1. Approve** Local Transportation Authority Draft Meeting Minutes Dated October 17, 2019 – Gomez
- 2. Receive** Specialized Transportation/Jovenes de Antaño September, October, November, and December 2019 Monthly Service Reports – Valentine
- 3. Receive** County Express/MV Transportation September, October, November, and December 2019 Monthly Operations Reports – Valentine

4. Adopt Resolution 2020-01 Amending the San Benito County Local Transportation Authority Purchasing Policy – Valentine

Director De La Cruz abstained from Consent Item 1.

There was no public comment on the Consent agenda.

A motion was made by Director Richman, and seconded by Director Hernandez, to approve Items 1- 4 from the Consent Agenda with an abstention on Item 1 from Director De La Cruz. Vote: 4/0 motion passes.

A motion was made by Director De La Cruz, and seconded by Director Hernandez, to adjourn the LTA meeting at 4:28 p.m. Vote:4/0 motion passes.

ADJOURN TO LTA MEETING MARCH 19, 2020.

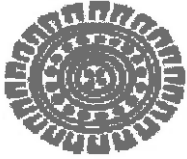
January 2020

Specialized Transportation Monthly Operations Reports

Operated by Jovenes de Antaño

Year-to-Year Comparison

	2020	2019
Passengers Per Hour		
Out-of-County Medical Transportation	1.58	1.75
Senior Lunch	5.07	4.82
Medical Shopping Assistance	1.21	1.3
Total Passengers	1470	1282
Total Revenue Hours	669.75	532.34
Passengers Per Hour	2.19	2.4
Lift Trips	274	169
No Shows	1	5
Cancellations	9	0



Jovenes de Antaño

Specialized Transportation Services

Monthly Service Report - January 2020

WEEKDAYS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	620	402.25	6,313	\$ 569.25	22
Senior Lunch	651	128.25	1,054	\$ -	22
Medical/Shopping Assistance	131	107.75	940	\$ 166.25	19
Total	1,402	638.25	8,307	\$ 735.50	

WEEKENDS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	68	31.50	304	\$ -	4
Total	68	31.50	304	\$ -	

MONTH

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	688	433.75	6,617	\$ 569.25	26
Senior Lunch	651	128.25	1,054	\$ -	22
Medical/Shopping Assistance	131	107.75	940	\$ 166.25	19
Total	1,470	669.75	8,611	\$ 735.50	

FISCAL YEAR TO DATE

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	4,447	2,776.41	41,563	\$ 4,100.00	178
Senior Lunch	4,406	856.00	6,957	\$ -	148
Medical/Shopping Assistance	880	751.50	7,309	\$ 1,114.00	126
Total	9,733	4,383.91	55,829	\$ 5,214.00	

VEHICLE MILEAGE INFORMATION

Vehicle Number	Ending Odometer
63	42453
733	151795
735	133938
736	147072
738	127077
739	16475

ADDITIONAL INFORMATION

Service	Current Month	Year To Date
Lift Assisted Trips	274	1,441
Unduplicated Passengers	113	661
Turn Downs	0	0
No Shows	1	16
Cancellations	9	66
Employee Hours	670	4,383.91
Vehicles - Midday	5	
Vehicles - Peak	5	

NOTES



Jovenes de Antaño

Specialized Transportation Services

Monthly Service Report - January 2019

OUT OF COUNTY

Week of	ONE WAY PASSENGERS					Total
	M	T	W	TH	F	
1/1-4/2020			30	26	14	70
1/5-11/2020	27	24	30	23	29	151
1/12-18/2020	26	34	34	30	29	171
1/19-25/2020	28	22	28	25	27	148
1/26-31/2020	40	24	27	24	33	148
Total	121	104	119	132	144	688

SENIOR LUNCH

Week of	ONE WAY PASSENGERS					Total
	M	T	W	TH	F	
1/1-4/2020			29	30	30	89
1/5-11/2020	34	34	35	24	25	152
1/12-18/2020	26	32	30	27	33	148
1/19-25/2020	29	28	31	26	30	144
1/26-31/2020	30	31	34	31	22	148
Total	119	125	130	137	140	651

MEDICAL/SHOPPING ASSISTANCE

Week of	ONE WAY PASSENGERS					Total
	M	T	W	TH	F	
1/1-4/2020			4	7	8	19
1/5-11/2020	8	10	10	10	10	48
1/12-18/2020	14	6	10	4	2	36
1/19-25/2020	8	2	8	4	4	26
1/26-31/2020	36	18	32	25	20	131
Total	66	36	64	50	44	260

Week of	DONATIONS					Total
	M	T	W	TH	F	
1/1-4/2020					156	156
1/5-11/2020				103.75		103.75
1/12-18/2020				220.5		220.5
1/19-25/2020				28		28
1/26-31/2020				61		61
Total	0	0	0	413.25	156	569.25

Week of	REVENUE HOURS					Total
	M	T	W	TH	F	
1/1-4/2020				14.5	23.25	37.75
1/5-11/2020	19.25	12.25	21.75	15	24	88.25
1/12-18/2020	18.5	20.5	21.5	15.5	21.5	97.5
1/19-25/2020	18	10	19.5	14.5	21.5	83.5
1/26-31/2020	21.25	14.5	21.5	12.75	21.25	92.25
Total	77	57.25	84.25	72.25	111.5	433.75

Week of	REVENUE MILES					Total
	M	T	W	TH	F	
1/1-4/2020				272	172	444
1/5-11/2020	297	210	388	234	381	1582
1/12-18/2020	253	366	378	271	329	1697
1/19-25/2020	226	113	343	252	369	1309
1/26-31/2020	330	217	376	147	389	1459
Total	1106	906	1485	1176	1640	6617

Week of	DONATIONS					Total
	M	T	W	TH	F	
1/1-4/2020				5.75	6	11.75
1/5-11/2020	5.75	5.75	6.25	5.75	6	29.5
1/12-18/2020	5.75	5.75	5.75	5.75	6	29
1/19-25/2020	5.75	5.75	5.75	5.75	6	29
1/26-31/2020	5.75	5.75	5.75	6.75	5	29
Total	23	23	23.5	29.75	29	128.25

Week of	REVENUE HOURS					Total
	M	T	W	TH	F	
1/1-4/2020				5.75	6	11.75
1/5-11/2020	5.75	5.75	6.25	5.75	6	29.5
1/12-18/2020	5.75	5.75	5.75	5.75	6	29
1/19-25/2020	5.75	5.75	5.75	5.75	6	29
1/26-31/2020	5.75	5.75	5.75	6.75	5	29
Total	23	23	23.5	29.75	29	128.25

Week of	REVENUE MILES					Total
	M	T	W	TH	F	
1/1-4/2020				46	46	92
1/5-11/2020	50	47	49	43	55	244
1/12-18/2020	50	50	52	46	52	250
1/19-25/2020	45	48	46	46	52	237
1/26-31/2020	45	47	50	41	48	231
Total	190	192	197	222	253	1054

Week of	FARES					Total
	M	T	W	TH	F	
1/1-4/2020				7.5	7.5	15
1/5-11/2020	7.5	10	5	8.75	10	41.25
1/12-18/2020	10	12.5	12.5	12.5	5	47.5
1/19-25/2020	17.5	7.5	12.5	5	2.5	45
1/26-31/2020	10	5	10	5	5	35
Total	45	25	40	31.25	25	166.25

Week of	REVENUE HOURS					Total
	M	T	W	TH	F	
1/1-4/2020				4.5	4.5	9
1/5-11/2020	6.25	7.75	5.75	7.25	7.75	34.75
1/12-18/2020	5.75	7.75	7	5.75	7.75	27
1/19-25/2020	6.25	4.5	6.75	5.25	1.75	26.25
1/26-31/2020	6.75	3.5	6.75	3.75	4.75	25.5
Total	25	15.75	26.25	22	18.75	107.75

Week of	REVENUE MILES					Total
	M	T	W	TH	F	
1/1-4/2020				31	31	62
1/5-11/2020	43	43	43	84	75	245
1/12-18/2020	78	60	64	69	271	271
1/19-25/2020	65	28	61	24	15	193
1/26-31/2020	79	24	46	18	33	200
Total	265	112	214	195	154	940

Total Deposits 735.50

January 2020
San Benito County Express Monthly Operations Reports
 Operated by MV Transportation

Year-to-Year Comparison

	2020	2019
Passengers Per Hour		
Dial-A-Ride/Paratransit	3.8	2.85
Fixed Route	5.9	4.78
Intercounty Gavilan	6.1	4.73
Intercounty Caltrain	4	3.23
Intercounty Greyhound	3.71	2.93
Emergency Evacuation		
Total Passengers	8753	7681
Total Revenue Hours	1925.59	2207.49
Passengers Per Hour	4.55	3.48
Lift Trips	104	122
No Shows	190	106
Cancellations	85	72

WEEKDAYS JAN 2020

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	2,084	160	335.50	830	\$ 644.38	\$ 454.10	\$ 53.00	23	\$ 13,087.86
Paratransit	1,032	57	530.61	2,490	\$ 1,933.15	\$ 1,362.30	\$ 159.00	23	\$ 20,699.10
Fixed Route	2,943	46	506.50	6,116	\$ 1,001.97	\$ 246.80	\$ -	23	\$ 19,758.57
Gavilan	1,583	1	260.09	5,752	\$ -	\$ -	\$ -	23	\$ 10,146.11
Caltrain	861	0	213.82	5,078	\$ -	\$ -	\$ -	23	\$ 8,341.12
Total	8,503	264	1,846.52	20,266	\$ 3,579.50	\$ 2,063.20	\$ 212.00		\$ 72,032.75

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	26	3	10.28	151	\$ 28.25	\$ 13.50	\$ -	4	\$ 401.02
Greyhound	93	0	28.13	776	\$ -	\$ -	\$ -	4	\$ 1,097.35
Total	119	3	38.41	927	\$ 28.25	\$ 13.50	\$ -		\$ 1,498.37

SUNDAY

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	15	4	12.39	176	\$ 28.75	\$ -	\$ -	4	\$ 483.33
Greyhound	116	0	28.27	786	\$ -	\$ -	\$ -	4	\$ 1,102.81
Total	131	4	40.66	962	\$ 28.75	\$ -	\$ -		\$ 1,586.15

MONTH

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Monthly Fixed Fee									\$ 29,923.00
Dial-A-Ride	2,125	167	358.17	1,157	\$ 701.38	\$ 467.60	\$ 53.00	31	\$ 13,972.21
Paratransit	1,032	57	530.61	2,490	\$ 1,933.15	\$ 1,362.30	\$ 159.00	23	\$ 20,699.10
Fixed Route	2,943	46	506.50	6,116	\$ 1,001.97	\$ 246.80	\$ -	23	\$ 19,758.57
Gavilan	1,583	1	260.09	5,752	\$ -	\$ -	\$ -	23	\$ 10,146.11
Caltrain	861	0	213.82	5,078	\$ -	\$ -	\$ -	23	\$ 8,341.12
Greyhound	209	0	56.40	1,562	\$ -	\$ -	\$ -	8	\$ 2,200.16
Total	8,753	271	1,925.59	22,155	\$ 3,636.50	\$ 2,076.70	\$ 212.00		\$ 105,040.27

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
Monthly Fixed Fee									\$ 204,673.00
Dial-A-Ride	17,634	1,048	2,662	23,375	\$ 5,483.19	\$ 3,709.80	\$ 273.75	213	\$ 102,008.16
Paratransit	7,744	1,349	4,316	65,228	\$ 15,152.20	\$ 10,864.50	\$ 821.25	153	\$ 165,358.74
Fixed Route	19,236	348	3,231	39,478	\$ 6,309.46	\$ 1,403.40	\$ 38.00	153	\$ 123,899.27
Gavilan	13,919	2	2,025	43,894	\$ 10,084.26	\$ 3,469.50	\$ 80.00	153	\$ 77,587.59
Caltrain	5,878	0	1,469	34,746	\$ 5,930.18	\$ 607.10	\$ 36.00	153	\$ 56,308.36
Greyhound	1,411	4	439	11,530	\$ 1,610.21	\$ 51.00	\$ -	60	\$ 16,820.84
Total	65,822	2,751	14,141	218,251	\$ 44,569.50	\$ 20,105.30	\$ 1,249.00		\$ 746,655.97

ADDITIONAL INFORMATION

	Current Month	Year To Date
Lift Assisted Trips	104	939
Turn Downs	0	0
No Shows	190	1,178
Cancellations	85	606
Missed Trips	0	0
Employee Hours	3,452	21,298
Road Calls	0	2
Vehicles - Midday	7	
Vehicles - Peak	8	

NOTES

Greyhound Bikes = 3 Gavilan Bikes = 28 Caltrain Bikes = 19 Fixed Route = 0

FIXED ROUTE PASSENGER CT

	Business	Clockwise	Counter	Sunnyslope	Southside	Fixed Subtotal
1-Jan						
2-Jan	19	5	0	0	0	24
3-Jan	18	10	0	0	0	28
4-Jan						
5-Jan						
6-Jan	27	10	1	0	14	52
7-Jan	64	56	46	5	11	182
8-Jan	57	50	63	4	16	190
9-Jan	30	53	48	6	12	149
10-Jan	38	52	48	3	11	152
11-Jan						
12-Jan						
13-Jan	23	65	58	3	14	163
14-Jan	31	32	53	3	13	132
15-Jan	29	46	54	3	11	143
16-Jan	20	43	47	5	15	130
17-Jan	33	61	46	4	10	154
18-Jan						
19-Jan						
20-Jan	23	5	1	0	0	29
21-Jan	31	47	54	3	12	147
22-Jan	42	56	59	4	12	173
23-Jan	27	25	46	5	21	124
24-Jan	40	87	50	5	15	197
25-Jan						
26-Jan						
27-Jan	41	54	55	3	15	168
28-Jan	36	61	51	2	10	160
29-Jan	30	42	65	5	10	152
30-Jan	36	56	46	3	19	160
31-Jan	46	70	51	3	10	180
TOTALS	741	986	942	69	251	2989
DAILY AVERAG						
E	34	45	43	3	11	136

Staff Report

To: Local Transportation Authority
From: Kathy Postigo, Administrative Services Specialist Telephone: (831) 637-7665
Date: April 16, 2020
Subject: Budget Adjustment/Transfer 19-20-01

Recommendation:

APPROVE Budget Adjustment/Transfer 19-20-01.

Summary:

In October 2017, the Local Transportation Authority (LTA) Board approved the submittal of a County Express Website Update and Enhancement project to Caltrans for Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds. Staff was notified by Caltrans that the project was not eligible for PTMISEA funds as it was considered an operations, versus capital, improvement. Staff has identified alternate eligible funds for the project requiring Budget Adjustment/Transfer 19-20-01 increasing LTA's approved 2019-20 budgeted Contract Line Item by \$45,000. No PTMISEA funds were lost due to this determination with the capital funds planned for replacement vehicle cost instead.

Financial Considerations:

The LTA's 2017 Transit Intelligent Transportation System (ITS) Plan estimated that the County Express Website Update and Enhancement Project would cost \$45,000 via third party procurement. The newly identified project funds are Transportation Development Act State Transit Assistance operating funds.

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, the LTA has applied for many projects including replacement vehicles, spare vehicles, bus stop signs, tokens, and schedule holders.

As recommended by the LTA 2016 Short Range Long Range Transit Plan and 2017 Transit ITS Plan, LTA submitted an allocation request for \$45,000 of PTMISEA funds for a County Express Website Update and Enhancement project, with the purpose of a website redesign. Staff has identified a need for significant improvements to the County Express website to make it mobile friendly and ensure compliance with Americans with Disabilities Act regulation. This project submittal to Caltrans was approved by the LTA Board in October 2017 via Resolution 17-07.

Caltrans reviewed the project and determined that it was not eligible for PTMISEA funds as it was considered an operations improvement. The LTA must use PTMISEA funds for capital improvements.

Staff identified alternate Transportation Development Act State Transit Assistance operating funds for the project with no PTMISEA funds lost due to Caltrans' determination. The LTA will use remaining PTMISEA capital funds for replacement vehicle cost instead.

Staff Analysis:

Budget Adjustment/Transfer 19-20-01 increases LTA's 2019-20 budgeted Contract Line Item by \$45,000. As authorized in the LTA Purchasing/Budget policy, staff has submitted to the Executive Director for approval

Consistent with the Purchasing/Budget policy, staff requests the LTA Board further approve Budget Adjustment/Transfer 19-20-01.

Executive Director Review: MG

Counsel Review: N/A

Attachment: Budget Adjustment/Transfer 19-20-01

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

19-20-01

Please Indicate Type:

Fiscal Year: 2019/2020
 Department: Local Transportation Authority
 Org Key: 627.95.7320

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

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
627.95.7320	619.250	Contracts	\$ -	\$ 45,000.00
627.95.7320		State Transit Assistance SB1	\$ 45,000.00	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total			\$ 45,000.00	\$ 45,000.00

Comments: County Express Website Update and Enhancement project approved via LTA Resolution 17-07

Submitted: Kathy Postigo 3/10/2020
 Date

Verification of Sufficient Funds: *Kathy Postigo* 3/10/20
 Administrative Services Specialist Date

Approval: *Mary Ann* 3/11/20
 Executive Director Date

Approval by COG Board _____
 Date

Attested: _____
 Clerk of the Board: _____

Vote: _____ Yes _____ No

Staff Report

To: Local Transportation Authority
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205
Date: April 16, 2020
Subject: Local Transportation Authority Response to COVID-19 Shelter in Place Order

Recommendation:

RECEIVE Update on Local Transportation Authority's COVID-19 Response and **AFFIRM** the LTA's Free Fare Policy Effective March 19, 2020.

Summary:

Staff is recommending that the Local Transportation Authority (LTA) Board receive an update on how the agency and its public transportation service contractors, MV Transportation and Jovenes de Antaño, have responded to the COVID-19 pandemic.

Financial Considerations:

Due to the nature of emergencies, the total financial impacts to respond to the COVID-19 pandemic and future eligible reimbursement amounts are unknown and subject to change. Initially, LTA anticipates receiving federal financial support through the passing of the Coronavirus Aid, Relief, and Economic Security (CARES) Act with funds distributed through the Federal Transit Administration Section 5311 Formula Grants for Rural Areas Program administered by Caltrans.

No local match is required for the CARES Act funds which are available until expended or until the federal emergency declaration has been lifted. Reimbursable expenses include operating costs to maintain service and lost revenue due to the public health emergency, including the purchase of personal protective equipment, and paying for administrative leave of operations personnel due to reductions in service. Further program details have yet to be determined.

Background:

A novel coronavirus (named COVID-19) was first detected in Wuhan City, Hubei Province, China, in December 2019. The Centers for Disease Control and Prevention (CDC) considers the virus to be a very serious public health threat, based on current information. In part, the virus is considered a serious public threat because much is unknown and there is no vaccine or specific antiviral treatment.

The number of reported cases of COVID-19 has escalated dramatically over a short period of time with the World Health Organization declaring a pandemic. As of April 7, 2020, there are over 400,000 confirmed cases of COVID-19 in the United States, of which 16,000 are in California with

community spread. For this reason, California Governor Newsom issued a Proclamation of a State of Emergency on March 4, 2020. When preparing this staff report, San Benito County has 31 confirmed cases of COVID-19 and multiple cases have been confirmed in neighboring Santa Clara County, where many San Benito County residents travel routinely (including by LTA's public transportation services) for work, school, and other activities.

In response to COVID-19, the San Benito County Public Health Officer issued a shelter-in-place order on March 17, 2020 requiring residents to stay at home except for essential needs to help reduce the spread of the virus. The shelter-in-place order was later updated further restricting activities and extending the effective date through May 3, 2020.

Staff Analysis:

Due to the fluid nature of this public health emergency response, LTA staff and its public transportation service contractors, MV Transportation and Jovenes de Antaño, have done the following in response to the COVID-19:

- *February 17, 2020:* County Express (CE) and Specialized Transportation (ST) contractors increase the frequency of vehicle interior cleaning and good personal hygiene is encouraged amongst staff.
- *March 9, 2020:* "Stop the Spread" Center of Disease Control flyers are directed by LTA to be posted in the CE and ST vehicles.
- *March 13, 2020:* Senior Lunch Transportation Program was suspended in response to the Jovenes de Antaño congregate meal sites closures.
- *March 18, 2020:* CE Fixed Route and Intercounty Gavilan services are reduced in response to the Hollister School District schools and Gavilan Community College closures. LTA's administration and operations offices are closed to the public. CE emphasizes only essential travel and the need for physical distancing to its clients.
- *March 20, 2020:* Due to an approximate 75% reduction in ridership, CE Fixed Route, Intercounty Gavilan, and weekend Dial-a-Ride services are eliminated. The CE contractor begins to assist the ST contractor to provide Out of County Medical Transportation service to offer trips with physical distancing to dialysis treatments.
- *March 20, 2020:* CE and ST fare collection is suspended for increased front line staff safety, allowing for social distancing.
- *March 25, 2020:* Personal bags with cleaning supplies are provided to CE drivers at the beginning of shifts.
- *March 30, 2020:* ST Senior Lunch Transportation Program service hours are used to deliver meals to home-bound seniors.

- *March 31, 2020:* LTA distributes additional vehicle interior cleaning supplies to the CE and ST contractors. Supplies were offered by the San Benito High School transportation program in response to a request from LTA.
- *April 2, 2020:* LTA submits an order through the California Association for Coordinated Transportation for surgical masks and hand sanitizer for the CE and ST contractors.
- *April 8, 2020:* LTA distributes additional cleaning supplies to contractors. Supplies were obtained by the San Benito County Office of Emergency Services.

Staff has been working remotely, continually participates in federal and state COVID-19 public transportation webinars, and regularly communicates with LTA's CE and ST contractors to keep up to date on need changes to service and safety.

At this time, staff requests the Board affirm LTA's operational policy of offering free fares for CE and ST services to reduce the further spread of the COVID-19 virus. Fares collection would be reinstated once the San Benito County Public Health Officer shelter-in-place order has been lifted.

Executive Director Review: MG

Counsel Review: N/A