

**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, August 20, 2020
6:00 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 instructions provided at the end of the agenda:

Meeting ID: 831-7532-2851

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.**

6:00 P.M. CALL TO ORDER:

- A. ACKNOWLEDGE** Certificate of Posting
- B. NOTICE OF TEMPORARY PROCEDURES FOR LOCAL TRANSPORTATION AUTHORITY MEETINGS:** (Please see Zoom instructions at the end of the agenda)

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.

- 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 June 18, 2020 – Gomez

2. Surplus Vehicles – Valentine

- a. **DECLARE** Six Vehicles Surplus Property to be Auctioned or Salvaged
- b. **AUTHORIZE** Executive Director to Execute all Necessary Documents to Auction or Salvage Surplus Vehicles

REGULAR AGENDA:

6:00 P.M. Public Hearing (Or As Soon Thereafter As the Matter May Be Heard)

3. Fiscal Year 2020/2021 Local Transportation Authority Budget – Postigo

- a. **OPEN** Public Hearing
- b. **RECEIVE** Presentation on the FY 2020/21 Local Transportation Authority Budget
- c. **ACCEPT** Public Testimony
- d. **CLOSE** Budget Hearing
- e. Final Budget Deliberations
- f. **ADOPT** Resolution 20-03, Adopting the FY 2020/2021 Local Transportation Authority Budget

4. RECEIVE Update on Local Transportation Authority's COVID-19 Response and Preliminary Impacts to Public Transportation Services – Valentine

Adjourn to LTA Meeting on Thursday, September 17, 2020. Agenda deadline is September 1, 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.

ZOOM INSTRUCTIONS:

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:

Each meeting will have a meeting ID, which is a unique number associated with an instant or scheduled meeting. Three ways to attend zoom meetings:

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, 831-7532-2851**, 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/2020/08/LTA_Packet_082020.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, 831-7532-2851** 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/2020/08/LTA_Packet_082020.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.

CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Local Transportation Authority on **August 20, 2020 at 6:00 P.M.** was posted at the following locations freely accessible to the public:

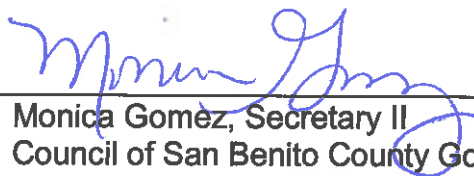
The front entrance of the Old San Benito County Courthouse, Monterey Street, Hollister, CA 95023, and the Council of Governments Office, 330 Tres Pinos Rd., Ste. C7, Hollister, CA 95023 at the following date and time:

On the 17th day of August 2020, on or before 6:00 P.M.

The meeting agenda was also posted on the Council of San Benito County Governments website, www.sanbenitocog.org, under Meetings, LTA Board, Meeting Schedule

I, Monica Gomez, swear under penalty of perjury that the foregoing is true and correct.

BY:



Monica Gomez, Secretary II
Council of San Benito County Governments

**San Benito County
LOCAL TRANSPORTATION AUTHORITY
REGULAR MEETING
(Zoom Platform)**

June 18, 2020 6:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

Chair, Ignacio Velazquez; Vice-Chair, Peter Hernandez; Jaime De La Cruz, Mary Vazquez Edge, and Rolan Resendiz

STAFF PRESENT:

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

OTHERS PRESENT:

MV Transportation, Leona Medearis-Peacher; Frederik Venter, Kimley-Horn and Associates, Inc.

CALL TO ORDER:

Chair Velazquez called the meeting to order at 7:46 p.m.

A. CERTIFICATE OF POSTING

A motion was made by Director De La Cruz, and seconded by Director Vazquez Edge, to acknowledge the Certificate of Posting. Vote: 5/0 motion passes.

B. Notice of Temporary procedures for Local Transportation Authority Meetings

Chair Velazquez reminded members of the public that an overview of temporary procedures (Zoom etiquette) for LTA meetings was attached to the agenda.

C. PUBLIC COMMENT: NONE

CONSENT AGENDA:

- 1. Approve** Local Transportation Authority Draft Meeting Minutes Dated May 21, 2020 – Gomez
- 2. Receive** Local Transportation Authority FY 2019/20 Third Quarter Budget Report – Postigo
- 3. Approve** Use of Current FY 2019/2020 Budget as Expenditure Authority for FY 2020/2021 until the Approval of the Final 2020/2021 Budget – Postigo

There was no public comment on the Consent agenda.

A motion was made by Director De La Cruz, and seconded by Director Vazquez Edge, to approve Items 1-3 from the Consent Agenda. Vote 5/0 motion passes unanimously.

REGULAR AGENDA:

4. Receive Presentation of FY 2020/21 Local Transportation Authority Draft Budget – Postigo

Deputy County Counsel, Shirley Murphy stated that in consultation with County Budget experts, there is a step that needs to be taken prior to June 30th pursuant to Government Code Section 29064 – LTA needs to approve the recommended budget pursuant to that Government Code Section. This will not be the final adoption of the budget. It will go through the budget hearings at the next meeting in August and then come back for final adoption by resolution, however this allows for the expenditures going forward and it is part of the process.

Ms. Murphy stated that the LTA Authority would need to amend the Agenda as an urgency item to include that as part of the action item that goes with this item, and it needs to happen under that Government Code Section 29064, it needs to be done before June 30 that is why it needs to be added as an urgency item.

The urgency piece is to amend Item 4 to add: “And APPROVE the Recommended Draft Budget pursuant to Government Code Section 29064”

A motion was made by Director De La Cruz, and seconded by Director Resendiz, to amend the agenda to add “Approve recommended Draft Budget pursuant to Government Code Section 29064”, the Directors approved the amendment to Item 4. Vote: 5/0 motion passes.

Administrative Services Specialist Kathy Postigo provided a presentation on the FY 2020/21 Local Transportation Authority Draft Budget.

There was no further discussion or public comment.

A motion was made by Director De La Cruz, and seconded by Director Vazquez Edge, to approve the recommended LTA Draft Budget. Vote: 5/0 motion passes unanimously.

5. Approve the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study Final Report – Valentine

Transportation Planner Regina Valentine provided a report and noted that Frederik Venter from Kimley-Horn and Associates, Inc. was available to answer questions from the Board.

Ms. Valentine stated that Implementation of improvements is expected to take from 7-10 years. Staff will develop strategies to implement feasible alternatives for transit on the rail corridor as part of the LTA and COG planning program, including Regional Transportation Plan development and Highway 25 Widening project development. Staff will submit the final report to Caltrans as required by the grant award.

There was no discussion or public comment.

A motion was made by Director De La Cruz, and seconded by Director Vazquez Edge, to approve the Item 5. Vote: 5/0 motion passes unanimously.

A motion was made by Director De La Cruz, and seconded by Director Vazquez Edge, to adjourn the LTA meeting at 7:56 p.m. Vote: 5/0 motion passes unanimously.

ADJOURN TO LTA MEETING AUGUST 20, 2020.

Staff Report

To: Local Transportation Authority
 From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205
 Date: August 20, 2020
 Subject: Surplus Vehicles

Recommendation:

- a. **DECLARE** Six Vehicles Surplus Property to be Auctioned or Salvaged.
- b. **AUTHORIZE** Executive Director to Execute all Necessary Documents to Auction or Salvage Surplus Vehicles.

Summary:

Six transit vehicles have been identified by staff to be declared surplus vehicles to be auctioned or salvaged as they can no longer be used in transit operations. Replacement vehicles have already been received funded through a previously Board approved Public Transportation, Modernization, Improvement, and Service Enhancement Account (PTMISEA) project.

Financial Analysis:

Staff anticipates less than \$5,000 in revenue if the vehicle is auctioned or salvaged. Staff will determine whether to auction or salvage the vehicles to yield the highest return for the Local Transportation Authority (LTA).

Staff Analysis:

Once a transit vehicle has been determined to require excessive costly repairs, the LTA may declare the vehicles as surplus property. The following vehicles can no longer be used in transit operations and are eligible to be declared as surplus property:

Bus Number	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Mileage
46	05654	2008 Starcraft	12A/2WC	212,840
47	01405	2008 Starcraft	12A/2WC	273,915
48	01432	2008 Starcraft	12A/2WC	257,575
53	10017	2008 Starcraft	12A/2WC	252,406
57	03123	2008 Glaval	28A/2WC	233,268
733	01408	2008 Starcraft	12A/2WC	149,692

A = Ambulatory, WC = Wheelchair

Executive Director Review: MG

Counsel Review: N/A

Staff Report

To: Local Transportation Authority
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: August 20, 2020
Subject: Local Transportation Authority Budget FY 2020/21

Staff Recommendation:

ADOPT Resolution 20-03 Adopting the FY 2020/2021 Local Transportation Authority Annual Budget

Summary:

The Local Transportation Authority FY Budget – FY 2020/2021 has been prepared using revenue assumptions that match anticipated funding levels. The Budget is balanced. A second fiscal year is included in the Budget for financial planning purposes.

Financial Considerations:

The Local Transportation Authority's total budget for FY 2020/2021 is \$3.9 million, which includes Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA). Overall, the Budget for FY 2020/2021 is 78 percent higher than the FY 2019/20 Budget due to CARES Act funding and PTMISEA funding.

Summary:

The Local Transportation Authority Budget – FY 2020/21 has been prepared using funding assumptions that are consistent with information provided through State and Federal programs. Expenditures match anticipated funding. A second fiscal year is included to the Final Budget for financial planning purposes.

Financial Considerations:

The Local Transportation Authority's total Final Budget – FY 2020/21 is \$3.9 million. This Budget includes contracts for transit operations including County Express and Jovenes de Antano. The Final Budget includes personnel and services to support transit operations.

Overall, the Final Budget is \$1,717,397 (or 78%) above the FY 2019/20 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 (PTMISEA) funding in 2020/21. The Local Transportation Authority has received CARES Act funding of \$350,680.

Background

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

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

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

Staff Analysis:

The Local Transportation Authority limits personnel costs to 13.2 percent and directs agency funds to Services and Supplies, Operations, and Capital.

Services and Supplies represents 24.1 percent of the budget. This category includes large expenditures in maintenance and fuel. Also, the CARES Act expenditures of \$350,680 were included in Services and Supplies.

Contracts represent 62.7 percent of expenditures. This category includes contracts with MV Transportation for County Express and Jovenes de Antaño for Specialized Transportation. Contract line item also includes \$45,000 to rebuild the Local Transportation Authority's website.

The Local Transportation Authority set up a separate account for the Public Transportation Moderation, Improvements and Service Enhancements Account (PTMISEA), and California Office of Emergency Services (CAL-OES). The Final Budget for this account is \$1,396,250. This funding is available for various transit capital needs, purchase of buses and customer services enhancements, transit maintenance and operational enhancements.

The Final Budget is balanced with revenues matching expenditures.

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

Executive Director Review: MG

Counsel Review: N/A

Attachment: Resolution LTA 20-03
LTA FY 2020/2021 Budget

San Benito County LOCAL TRANSPORTATION AUTHORITY



BEFORE THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY

A RESOLUTION OF THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY ADOPTING THE 2020/2021 FISCAL YEAR ANNUAL BUDGET Resolution 20-03

WHEREAS, the Local Transportation Authority of San Benito County published and held a public hearing regarding the Board of Directors' consideration of the annual budget for the Local Transportation Authority of San Benito County for Fiscal Year 2020-2021; and

WHEREAS, at the public hearing, the Local Transportation Authority heard and received all oral and written testimony and evidence that was made, presented, or filed, and all persons present at the hearing were given ample opportunity to hear and be heard with respect to any matter related to the budget for Fiscal Year 2020-2021; and

WHEREAS, said hearing was concluded, during which time all additions and deletions to the budget for Fiscal Year 2020-2021 were made or authorized; and

WHEREAS, the 2020-2021 Fiscal Year annual budget is a balanced budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors for the Local Transportation Authority of San Benito County that the Adopted Budget of the Local Transportation Authority for Fiscal Year 2020-2021, is hereby adopted by reference to the attached Adopted Budget.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY THIS 20TH DAY OF AUGUST 2020 BY THE FOLLOWING VOTE:

- AYES:
NOES:
ABSTAINING:
ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:
SAN BENITO COUNTY COUNSEL'S OFFICE

Dated: Aug. 14, 2020

By: Shirley L. Murphy, Deputy County Counsel

ATTEST:
Mary Gilbert, Executive Director

Dated:

By:

San Benito County Local Transportation Authority

Final Budget Fiscal Year 2020/21

August 20, 2020

Prepared and Compiled by:

Kathy Postigo
Administrative Services Specialist

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

**LOCAL TRANSPORTATION AUTHORITY
FINAL BUDGET
FISCAL YEAR 2020/2021**

Published by Order of the:
Board of Directors

Jaime De La Cruz
County of San Benito

Peter Hernandez
County of San Benito

Ignacio Velazquez
City of Hollister

Rolan Resendiz
City of Hollister

Mary Vazquez Edge
City of San Juan Bautista

Executive Director
Mary Gilbert

*Prepared and
Compiled by:*
Kathy Postigo
Administrative Services Specialist

Approved: August 20, 2020
Contact Information:
330 Tres Pinos Road, Suite C 7
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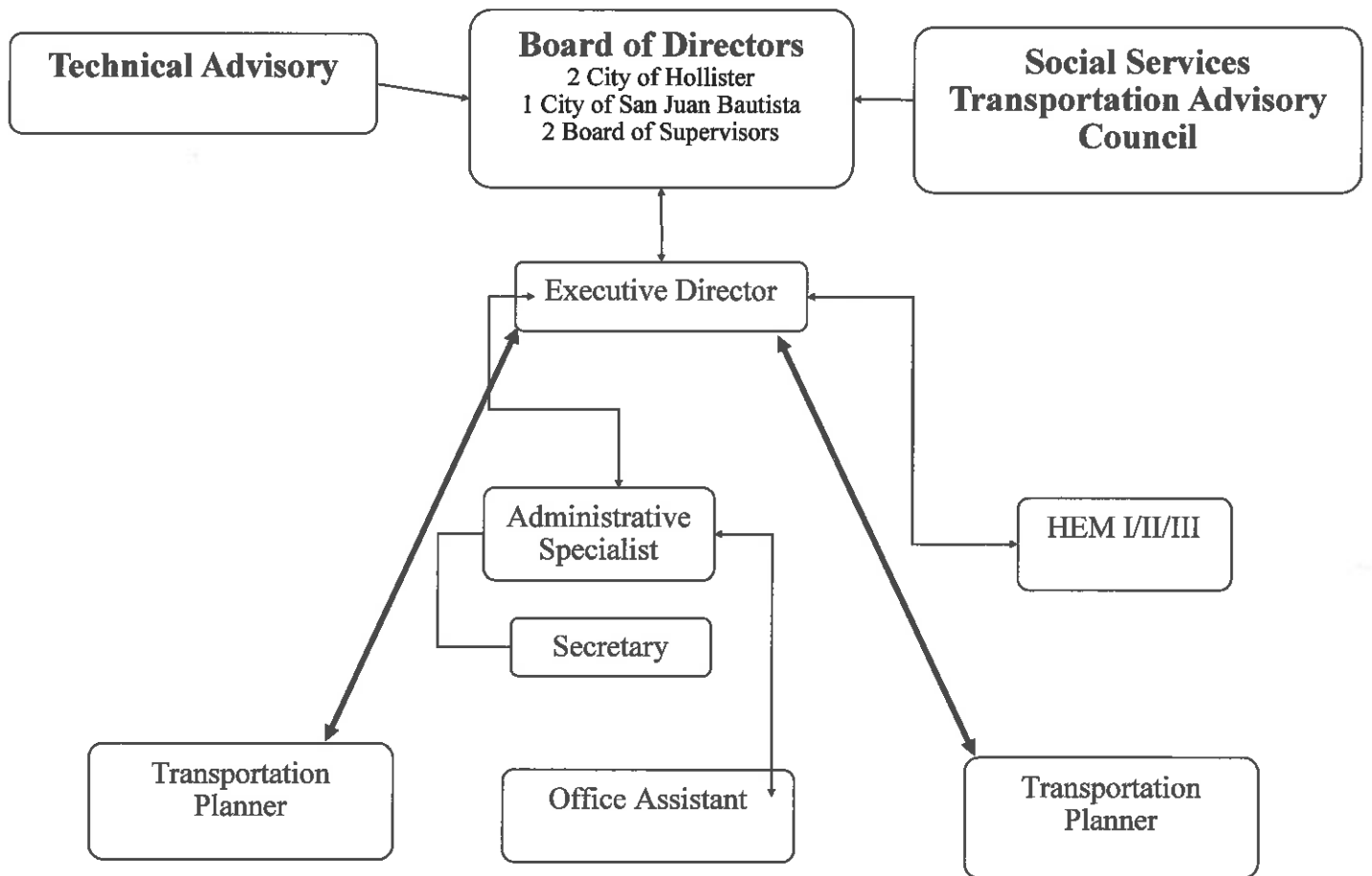
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San Benito County Local Transportation Authority Organizational Chart

Council of San Benito County
Governments
(RTPA)

San Benito County Local
Transportation Authority
(CTSA)



Executive Summary

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

The Local Transportation Authority's total proposed budget for FY 2020/2021 is \$3.9 million. This Budget includes contracts for transit operations for County Express and Jovenes de Antaño. The FY 2020/2021 Budget proposes an overall increased in expenditures. The FY 2020/2021 Budget proposes to keep the existing staffing level the same as the current year with only authorized positions filled. The Services & Supplies line item has increased due to the Public Transportation Modernization, Improvement and Service Enhancement Account funding for purchase of buses. The Contracts line item decreased due to the completion of contracts.

Due to the COVID pandemic the fare revenue will be low. Congress passed the Coronavirus Aid Relief and Economic Security Act (CARES Act) which will provide new transit funding to assist LTA during the COVID-19 pandemic. Currently LTA has an agreement with California Department of Transportation under the CARES Act for \$350,680 thru June 30, 2022.

The Local Transportation Authority FY 2020/2021 Budget is balanced and supports the policies of the Board of Directors and the needs of the community.

Goals and Objectives

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

The implementations of the Short Range Long Range Transit Plans will continue in FY 2020/2021. The Local Transportation Authority will continue work on improving the transit system during FY 2020/2021, including upgrades to the vehicle fleet and other system infrastructure.

**LOCAL TRANSPORTATION AUTHORITY
BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020`	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
Personnel					
610.101 Salaries	305,737	334,691	335,691	336,800	29,954
610.101 Salaries	-	-	-	-	-
610.101 Salaries (5304 Bus Stop IT)	-	-	-	-	-
Total	305,737	334,691	335,691	336,800	29,954
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	1,500	1,500	1,500	1,500	-
619.132 Communications	3,375	3,375	1,200	1,200	(2,175)
619.138 Computer Maintenance	3,300	3,100	3,200	600	(100)
619.140 Computer Supplies	-	-	-	-	-
619.142 Computer Software	200	-	200	200	-
645.701 General Insurance	6,164	4,600	7,323	5,500	1,159
619.152 Maintenance of Equipment	66,000	38,579	50,000	66,500	(16,000)
619.154 Maintenance of Equipment - Oil and Gas	200,000	170,000	180,000	200,000	(20,000)
619.158 Maintenance of Structures and Grounds	500	500	500	500	-
619.280 Marketing	3,400	3,400	3,400	900	-
619.166 Membership Dues	620	620	620	600	-
619.176 Special Project Supplies - Supplies	1,100	500	600	700	(500)
619.174 Supplies	250	150	250	350	-
619.172 Postage and Delivery	25	-	25	25	-
619.210 Professional Service - Legal	4,000	2,500	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	350	383	400	250	50
619.268 Special Dept. Expense - Other (CARES)	2,000	900	351,680	2,000	349,680
619.196 Travel Lodging	550	550	800	500	250
619.198 Travel Meals	200	100	250	200	50
619.194 Training	2,000	-	2,000	2,000	-
619.200 Travel Transportation	150	-	150	150	-
619.306 Utilities	4,670	-	4,670	12,000	-
Total	300,454	230,857	612,868	300,325	312,414
Contracts					
619.250 Special Dept. Expense - Contracts	1,604,425	1,475,000	1,595,204	1,605,200	(9,221)
Total	1,604,425	1,475,000	1,595,204	1,605,200	(9,221)
Capital					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	0	0	-	-	0
Other					
649.320 OPEB	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	2,210,616	2,040,548	2,543,763	2,242,325	333,147

**LOCAL TRANSPORTATION AUTHORITY
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
570.003 Advertisement revenue Sale of Fixed Assets	3,000	500	3,000	3,000	-
551.113 Misc. (FTA 5311 Operating Assistance)	316,616	316,616	316,616	322,950	-
551.113 FTA 5310 (Out of County Medical)	30,000	44,201	37,000	27,500	7,000
551.113 Low Carbon Transit Operations Program	107,615	80,927	142,811	-	35,196
551.113 CARES	-	-	350,680	-	350,680
551.113 STA SB1	45,000	-	45,000	-	-
576.012 STALTF transfer	1,550,385	1,493,304	1,548,656	1,733,875	(1,729)
562.803 County Express Fares	158,000	105,000	100,000	155,000	(58,000)
TOTAL REVENUE	2,210,616	2,040,548	2,543,763	2,242,325	333,147

EXPENDITURES VS REVENUES <u>LTA & PTMISEA</u>	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
EXPENDITURES					
Personnel	305,737	334,691	335,691	336,800	29,954
Services & Supplies	300,454	230,857	1,997,118	300,325	1,696,664
Contracts	1,604,425	1,475,000	1,595,204	1,605,200	(9,221)
Capital	0	0	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	2,210,616	2,040,548	3,928,013	2,242,325	1,717,397
REVENUES					
Revenues	2,447,892	2,310,474	2,379,357	508,450	(68,535)
Operating Transfers (in)	1,550,385	1,493,304	1,548,656	1,733,875	(1,729)
TOTAL REVENUE	3,998,277	3,803,778	3,928,013	2,242,325	(70,264)
TOTAL PROPOSED BUDGET	2,210,616	2,040,548	3,928,013	2,242,325	1,717,397
FUND BALANCE			0	PTMISA FB	
DESIGNATED FUND BALANCE			-		
UNDESIGNATED FUND BALANCE			0		

**LTA & PTMISEA
BUDGET NOTES**

	Proposed Budget FY 20/21
Personnel Personnel includes salaries, administrative support, and professional services. These costs include regular staff salaries, executive director services and temporary help.	
Total	335,691
Services and Supplies Services and Supplies include normal budget items to support transit operations and PTMISEA. The largest expenses include general insurance, maintenance, and fuel. Includes expenses related to Covid 19 and CARES funding.	
Total	1,997,118
Contracts Contracts includes transit operations for fixed route, intercounty route, dial-a-ride, (County Express \$1,240,201) out of county medical and senior lunch program (Jovenes de Antano \$310,002) and \$45,000 to rebuild website.	
Total	1,595,204
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other	
Total	-
TOTAL PROPOSED BUDGET	3,928,013

**LOCAL TRANSPORTATION AUTHORITY - Cal Office of Emergency Services
BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
Personnel					
610.101 Salaries	-	-	-	-	-
623.510 Administrative Support	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
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	1,585,000	382,420	1,396,250	-	(188,750)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	1,585,000	382,420	1,396,250	-	(188,750)
Contracts					
619.250 Special Dept. Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.302 Equip other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
649.320 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	1,585,000	382,420	1,396,250	-	(188,750)

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND OES
BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
551.401 OES (State)	-	-	-	-	-
551.401 PTMISEA (Proposition B) (carryover PY)	1,703,580	1,492,504	1,144,780	-	(558,800)
551.401 OES (Carryover-Prop 1B Grants)	84,081	152,852	121,596	-	37,515
Fund Balance (carryover previous years)	-	92,274	117,874	-	117,874
541.001 Interest	-	25,600	12,000	-	12,000
	-	-	-	-	-
TOTAL REVENUE	1,787,661	1,763,230	1,396,250	-	(391,411)

EXPENDITURES VS REVENUES	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	1,585,000	382,420	1,396,250	-	(188,750)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	1,585,000	382,420	1,396,250	-	(188,750)
REVENUES					
Revenues	1,787,661	1,763,230	1,396,250	-	(391,411)
TOTAL REVENUES	1,787,661	1,763,230	1,396,250	-	(391,411)
TOTAL PROPOSED BUDGET	1,585,000	382,420	1,396,250	-	(188,750)
FUND BALANCE			0		
DESIGNATED FUND BALANCE			-		
UNDESIGNATED FUND BALANCE			0		

BUDGET NOTES

	Proposed Budget FY 20/21
Personnel No Personnel expenditures are proposed in this Budget.	
Total	-
Services and Supplies 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.	
Total	1,396,250
Contracts No Contract expenditures are proposed in this Budget.	
Total	-
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other No Other expenditures are proposed in this Budget.	
Total	-
TOTAL PROPOSED BUDGET	1,396,250

PTMISEA: Public Transportation Modernization, Improvement and Service Enhancement Program
ARRA: American Recovery and Reinvestment Act
OES: Office of Emergency Services

APPENDIX

LOCAL TRANSPORTATION AUTHORITY

FINAL BUDGET

FISCAL YEAR 2020/2021

PURCHASING POLICIES FOR THE LOCAL TRANSPORTATION AUTHORITY

A. DEFINITIONS

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

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

B. PURPOSE OF CHAPTER

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

C. DESIGNATION OF THE PURCHASING AGENT

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

D. PURCHASING AGENT – POWERS AND DUTIES

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

1. Acquisition of Personal Property – To purchase equipment, materials, supplies and all other personal property and services for LTA where funding has been approved and budgeted by the Board, unless specified otherwise in the Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors to perform professional services through contracts for the LTA with or without furnishing of material where the aggregate cost does not exceed \$50,000. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Renewal/Extension of Contracts – To renew or extend contracts for professional services that are critical to ongoing LTA projects provided the financial obligation falls within his/her preview of authority.
4. Rental of Real Property – To negotiate and execute in the name of LTA, contracts to lease or rent for the LTA real property or storage space where funding has been approved by the LTA Board, with an annual rent not to exceed \$50,000.

E. DESIGNATION OF ASSISTANT PURCHASING AGENTS

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

F. ASSISTANT PURCHASING AGENT – POWERS AND DUTIES

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

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

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

G. PURCHASING METHODS AND PROCEDURES

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

H. EXCEPTIONS TO THE COMPETITIVE PROCESS

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

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

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

I. CONTRACTUAL PROCEDURES

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

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

J. PREFERENCE FOR PRODUCTS CONTAINING RECYCLED MATERIALS

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

K. PREFERENCE FOR LOCAL BUSINESSES

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

L. UNLAWFUL PURCHASES

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

M. EMERGENCY PURCHASES WITHOUT PRIOR APPROVAL

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

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

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

N. PROTEST PROCEDURES

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

O. ACCEPTANCE OF GRATUITIES

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

Policies for Amending the Local Transportation Authority's Budget

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

1. BUDGET TRANSFER REQUEST FORM

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

2. EXECUTIVE DIRECTOR APPROVAL OF BUDGET TRANSFERS

Interdepartmental transfers of less than \$50,000.

Interobject transfers of less than \$50,000.

Intraobject transfers of any amount.

3. BOARD APPROVAL OF BUDGET TRANSFERS

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

Transfers of revenue increases.

Interdepartmental transfers of more than \$50,000.

Interobject transfers of more than \$50,000.

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

**Local Transportation Authority
BUDGET ADJUSTMENT/TRANSFER**

Please Indicate Type:

Fiscal Year: _____

Appropriation/Est. Revenue Increase
(Requires Board Approval)

Department: _____

Org Key: _____

**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>
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
Total			\$ -	\$ -

Comments: _____

Submitted: _____

_____ Date

Verification of Sufficient Funds: _____
 Administrative Services Specialist

_____ Date

Approval: _____
 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: August 20, 2020
Subject: Update on LTA's COVID-19 Response and Service Impacts

Recommendation:

RECEIVE update on Local Transportation Authority's COVID-19 response and preliminary impacts to public transportation services.

Summary:

Staff prepared an update for the Board related to the response from the agency and its public transportation service contractors, MV Transportation and Jovenes de Antaño, to the COVID-19 pandemic. The update includes information about preliminary impacts to the San Benito County Express and Specialized Transportation services.

Financial Considerations:

Due to the nature of emergencies, the total financial impacts to respond to the COVID-19 pandemic and total eligible revenue sources are currently unknown. The Local Transportation Authority (LTA) will receive federal financial support of approximately \$900,000 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. Staff has submitted all required application documents to be eligible for LTA's apportionment.

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.

In response to COVID-19, California Governor Newsom issued a Proclamation of a State of Emergency on March 4, 2020 and has released various guidance to help reduce the spread of the virus. Beginning February 17, 2020 and beyond, LTA and its public transportation service contractors, MV Transportation and Jovenes de Antaño, began to make operational modifications to keep the community safe when riding its San Benito County Express and Specialized Transportation services. Service changes included the following:

- Increasing the frequency of vehicle interior cleaning and personal hygiene of staff
- Public noticing of the public health threat and essential travel only
- Suspension of low ridership routes Specialized Transportation Senior Lunch Transportation and County Express Fixed Route, Intercounty Gavilan, and weekend Dial-a-Ride
- Limiting the number of passengers per vehicle to allow for physical distancing
- Suspending fare collection as a source of viral spread
- Providing additional front line Personal Protective Equipment (PPE) and cleaning supplies
- Encouraging telecommute and staggered shifts for administrative staff
- Assisting with meal delivery for the San Benito County "Great Plates Delivered" Program
- Preliminary discussions with MV Transportation and Jovenes de Antaño on potential contract amendments to support operations and expend a portion of CARES Act funding

Staff Analysis:

Beyond this response, staff is considering future operations changes as the economy adjusts while ensuring public safety and compliance with guidance from the State and San Benito County Public Health Departments. To begin the process, staff prepared a summary of preliminary impacts (attached) to LTA's County Express and Specialized Transportation services to date. LTA has seen significant declines in service hours, ridership, and fares, as has been the case for transit nationwide.

The COVID-19 public health crisis will impact LTA public transportation services for years to come. As announced at the June 2020 meeting, LTA was awarded a Caltrans transportation planning grant to complete a Short Range Transit Plan update, a systemwide review that is recommended every five years as an industry standard. Since this will be a multi-year effort to strategize for the long-term impacts of COVID-19, staff has been working with Caltrans to adjust the scopes of previously submitted projects to address immediate service change needs.

For example, staff is submitting paperwork to adjust a Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Technology Expansion project that was approved by the Board in May 2016 to offer real-time vehicle location for the County Express Fixed Route and Intercounty routes. Since these services have been suspended or significantly reduced in response to COVID-19, staff instead plans to pilot microtransit in the Fixed Route service area. Microtransit will allow passengers to book, track, and pay for on-demand transportation from their mobile devices increasing service availability but still allow LTA to monitor the number of passengers per vehicle to adhere to social distancing requirements. More information on this effort will be reported at future meetings.

Executive Director Review: MG

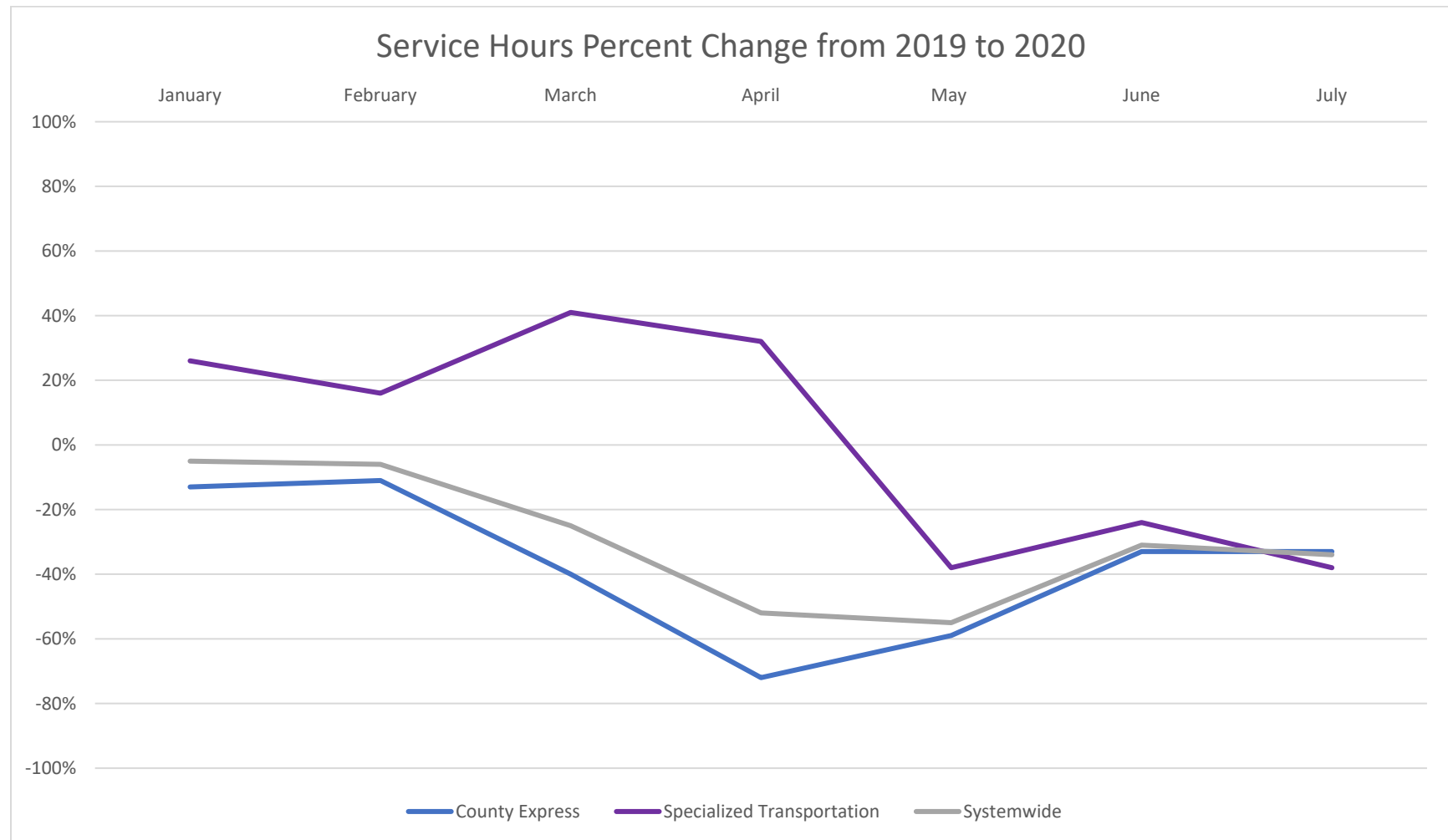
Counsel Review: N/A

Attachment: Operations Impacts Summary: January – July

Preliminary COVID Impacts to LTA’s County Express and Specialized Transportation Services

Significant Service Changes

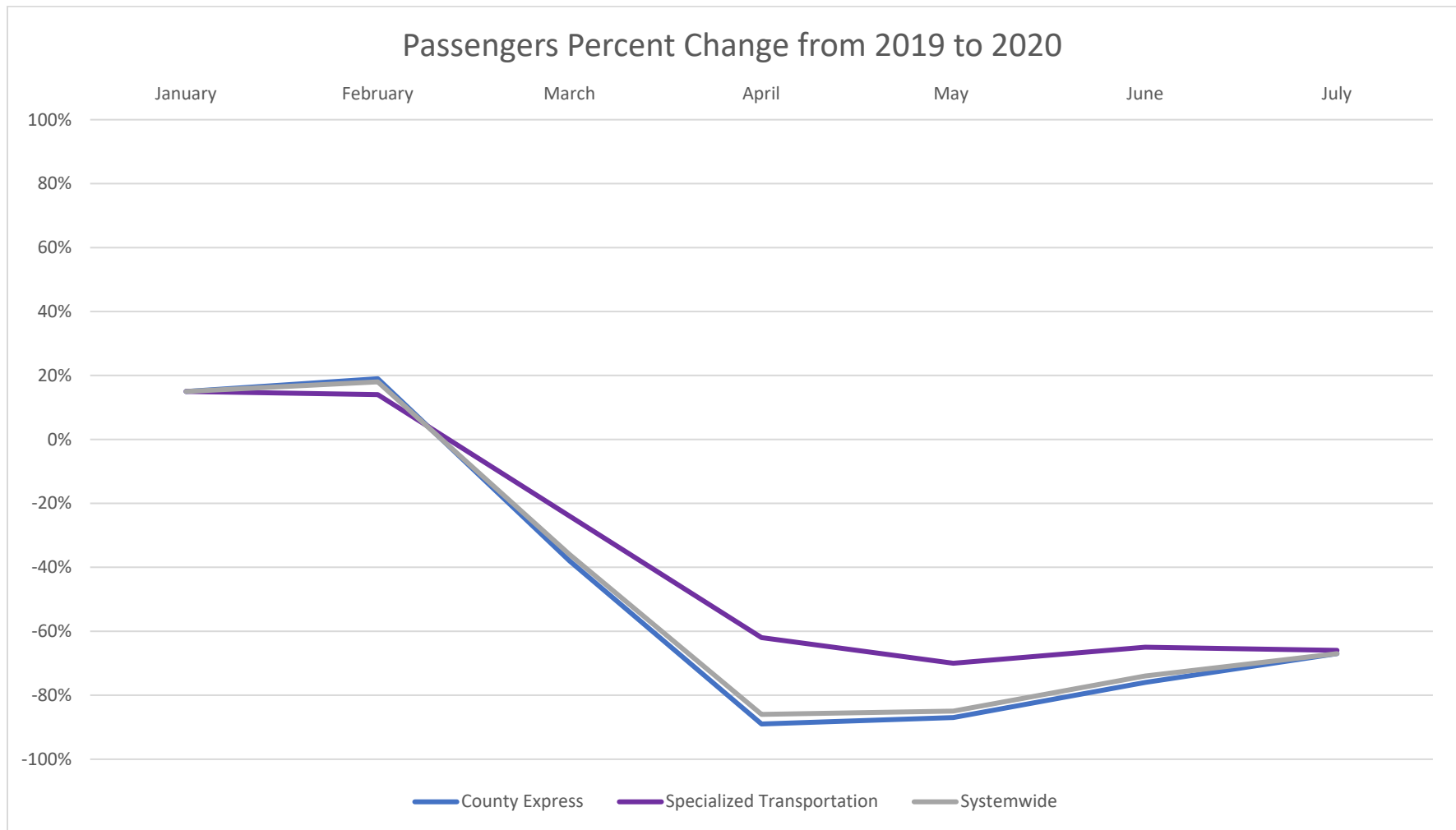
- *March 13, 2020:* ST Senior Lunch Transportation suspended
- *March 20, 2020:* CE Fixed Route, Intercounty Gavilan, and weekend Dial-a-Ride suspended; CE contractor assisted ST contractor to provide Out of County Medical Transportation; fare collection suspended
- *May 20, 2020:* CE initiated Great Plates meal delivery



Preliminary COVID Impacts to LTA’s County Express and Specialized Transportation Services

Significant Service Changes

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Preliminary COVID Impacts to LTA’s County Express and Specialized Transportation Services

Significant Service Changes

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