

**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, October 15, 2020
6:00 P.M.

LOCATION: Via-Zoom

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: 884-1026-3621

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

*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 September 17, 2020 – Gomez

2. **ADOPT Resolution 20-06 Authorizing the Filing of a Claim for Allocation of Transportation Development Act Funds for Fiscal Year 2019/2020. – Postigo**

Adjourn to LTA Meeting on Thursday, November 19, 2020. Agenda deadline is November 03, 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, 884-1026-3621**, 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/2020/10/LTA_Packet_101520.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/2020/10/LTA_Packet_101520.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 **October 15, 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 **9th** day of **October 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)**

September 17, 2020 6:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

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

STAFF PRESENT:

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

CALL TO ORDER:

Chair Velazquez called the meeting to order at 7:13 p.m.

A. CERTIFICATE OF POSTING

A motion was made by Director Vazquez Edge, and seconded by Director De La Cruz, 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 August 20, 2020 – Gomez
2. **Adopt** Resolution 20-04 Approving Projects for Funding and Authorizing the Executive Director to Apply for and Accept FY 2020-21 California State of Good Repair Program Funds Totaling \$93,783 – Valentine
3. **Adopt** Resolution 2020-05 Certifying the San Benito County Local Transportation Authority's 2020 Title VI Program – Valentine
4. **Surplus Vehicles** – Valentine
 - a. **DECLARE** Six Vehicles Surplus Property to be Auctioned or Salvaged
 - b. **DIRECT** Staff to prepare a Solicitation for Local Nonprofits to Indicate Interest in and Eligibility for Surplus Property.
 - c. **AUTHORIZE** Executive Director to Execute all Necessary Documents to Auction or Salvage Surplus Vehicles.

There was no public comment on the Consent agenda.

A motion was made by Director Vazquez Edge, and seconded by Director De La Cruz, to approve Items 1-4 from the Consent Agenda. Vote 5/0 motion passes.

A motion was made by Director De La Cruz, and seconded by Director Hernandez, to adjourn the LTA meeting at 7:14 p.m. Vote:5/0 motion passes.

ADJOURN TO LTA MEETING OCTOBER 17, 2020.

Staff Report

To: Local Transportation Authority
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: October 15, 2020
Subject: Allocation of Transportation Development Act Funds for Fiscal Year 2019/2020

Recommendation:

ADOPT Resolution 20-06 Authorizing the Filing of a Claim for Allocation of Transportation Development Act Funds for Fiscal Year 2019/2020.

Summary:

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

Financial Considerations:

For the Fiscal Year 2019/2020 the Local Transportation Authority is requesting \$ 990,085 for Transit Operations under Article 4 and \$415,702 for Community Transit Services under Article 4.5. In total \$1,405,787 is allocated from FY 19/20 revenue. This amount still leaves \$700,000 which was set aside for local streets and roads in the approved Budget in 2008 and \$1.14 million in September of 2017 in 2019/2020 City of San Juan Bautista requested \$116,000 leaving a balance of \$1.72 million.

Background:

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

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

- TDA administration costs
- General public transit operations and capital

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

State Transportation Assistant Fund purposes in San Benito County include:

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

Staff Analysis:

Resolution 20-06 is required under the Transportation Development Act pursuant to Public Utilities Code Article 4 and Article 4.5 which are a part of the claims process. Listed below are the requirements of the claimants for the Local Transportation Funds and the State Transit Assistance Funds:

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

Staff recommends that the Board APPROVE Resolution 20-06.

Executive Director Review: mg

Counsel Review: Yes

- Attachment: 1. Resolution 20-06
 2. Claim Form

San Benito County LOCAL TRANSPORTATION AUTHORITY



BEFORE THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY

A RESOLUTION OF THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY AUTHORIZING THE FILING OF A CLAIM WITH THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS, ACTING AS THE REGIONAL TRANSPORTATION PLANNING AGENCY, FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT FUNDS FOR FISCAL YEAR 2019/2020 Resolution No. 20-06

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the San Benito County Local Transportation Authority is authorized to execute and file an appropriate claim pursuant to the terms of the Transportation Development Act, as amended and pursuant to applicable rules and regulations promulgated thereunder, together with all necessary supporting documents, with the Council of San Benito County Governments for an allocation of TDA funds in Fiscal Year 2019/2020.

BE IT FURTHER RESOLVED that the authorized claim includes \$1,405,787 for transit purposes.

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

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY THIS 15TH DAY OF OCTOBER 2020 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:

SAN BENITO COUNTY COUNSEL'S OFFICE

Dated: Oct. 7, 2020

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

ATTEST:

Mary Gilbert, Executive Director

Dated: _____

By: _____

CLAIM FOR LOCAL TRANSPORTATION FUNDS
TRANSIT PURPOSES

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

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

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

The Local Transportation Authority hereby request, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2018/2019, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with San Benito County Treasurer.

P.U.C. 99260a, Article 4, Transit Operation/Capital:	\$ <u>457,423</u>
P.U.C. 99275, Article 4.5, Community Transit Services:	\$ <u>415,702</u>
P.U.C. 66400c, Article 8c, Contracted Transit Services:	\$ _____
C.C.R. 6648, Capital Reserve:	\$ _____
P.U.C. 99400e, Article 8e, Capital for Contracted Services:	\$ _____

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

APPROVED:

SAN BENITO COUNTY COUNCIL
 OF GOVERNMENTS BOARD OF
 DIRECTORS

BY: _____
 (signature)

TITLE: _____

DATE: _____

APPLICANT

BY:  _____
 (signature)

TITLE: Transportation Planner

DATE: _____

CLAIM FOR STATE TRANSIT ASSISTANCE FUNDS

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

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

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

The Local Transportation Authority hereby request, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for State Transit Assistance be approved in the amount of \$ 532,662 for Fiscal Year 2019/2020, to be drawn from the State Transit Assistance fund deposited with the San Benito County Treasurer.


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

APPROVED:

SAN BENITO COUNTY COUNCIL
OF GOVERNMENTS BOARD OF
DIRECTORS

APPLICANT

BY: _____
(signature)

BY:  _____
(signature)

TITLE: _____

TITLE: Transportation Planner

DATE: _____

DATE: _____

TDA ANNUAL PROJECT AND FINANCIAL PLAN

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

Claimant: Local Transportation Authority

Fiscal Year: 2019/2020

<u>Brief Project Description</u>	<u>Project Cost</u>	<u>Source of Funding & Amount</u>
Transit System	\$2,042,310	TDA (LTF) \$873,125 TDA (STA) \$532,662 Fares \$104,231* FTA 5311 \$344,588 FTA 5310 (Out co. medi.) \$44,201 LCTOP \$80,926* Advertising \$319 Misc/Great Plates) \$7,778 CARES Act \$54,420 Bus Sales \$60
*\$21,440 from LCTOP can be added to fares as allowed. Actual fare revenue is \$125,671		