

**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, January 21, 2021
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: 851-7842-1432

DIRECTORS: Ignacio Velazquez, Rolan Resendiz
Mary Vazquez Edge, Mark Medina, and Bob Tiffany
Alternates: San Benito County: Bea Gonzales;
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 E. 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. **ELECT** LTA Chairperson for 2021
- D. **ELECT** LTA Vice Chairperson for 2021
- E. **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. Disposition of Surplus Vehicles – Valentine

- a. **APPROVE DONATION** of Surplus Vehicles, VINs. 10017 and 03123, to Growing Hearts Garden Center, Local Non-Profit Organization (501(c)(3) 83-2202218), and;
- b. **APPROVE SALE** of Three Surplus Vehicles, Last Five VIN No. 05654, 01405, and 01432, to Commercial Bus and Vehicles, LLC.

REGULAR AGENDA:

2. Update on COVID-19 Response and CARES Act Funding – Gilbert

- a. **RECEIVE** Update on Local Transportation Authority's COVID-19 Response; and
- b. **DIRECT STAFF** to Prepare Amendments to Operations Contracts to Include Funding Work Items Associated with Response to be Funded by the CARES Act.

Adjourn to LTA Meeting on Thursday, February 18, 2021. Agenda deadline is February 02, 2021 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**, 851-7842-1432, 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/2021/01/LTA_Packet_012121.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**, 851-7842-1432 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/2021/01/LTA_Packet_012121.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.

Staff Report

To: Local Transportation Authority
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205
Date: January 21, 2021
Subject: **Disposition of Surplus Vehicles**

Recommendation:

1. **APPROVE DONATION** of Surplus Vehicles, VINs. 10017 and 03123, to Growing Hearts Garden Center, Local Non-Profit Organization (501(c)(3) 83-2202218), and;
2. **APPROVE SALE** of Three Surplus Vehicles, Last Five VIN No. 05654, 01405, and 01432, to Commercial Bus and Vehicles, LLC.

Summary:

At the September 2020 meeting, the Local Transportation Authority (LTA) Board authorized staff to accept applications for donation from local non-profits and bids from private parties interested in available surplus vehicles. The Authority received one application for the donation of two vehicles from a local non-profit organization and bids for the remaining three vehicles from one private party.

Financial Impact:

Two vehicles will be donated at no cost to the local non-profit organization. The bid for the three remaining surplus vehicles was approximately \$3,000.

Discussion:

LTA designated five vehicles as surplus equipment. The Board authorized staff to offer the vehicles for donation to local nonprofits or for sale to private parties. LTA conducted a publicly noticed request for applications and bids in December. Submittals were due to LTA on January 4, 2021.

LTA received one application for the donation of two vehicles from an eligible local non-profit organization. To be eligible, non-profits must be "organized for the care, teaching, or training of children or developmentally disabled children" or "organized to provide health or human services" under the authority set forth in California Government Code Section 25372.

Growing Hearts Garden Center, an eligible local non-profit, is requesting two surplus vehicles to transport their clients and supplies to various work sites and community events, such as the Farmers' Market (Attachment 1).

LTA received one responsive bid to purchase the vehicles. Commercial Bus and Vehicles, LLC, a private party, bid on the three remaining surplus vehicles, last five VIN No. 05654, 01405, and 01432, for a total of approximately \$3,000 (Attachment 2).

LTA will be released of liability for the vehicles once the title reports have been processed.

Staff recommends that the Board approve the donation of two surplus vehicles to Growing Hearts Garden Center and approve the sale of three surplus vehicles to Commercial Bus and Vehicles, LLC.

Executive Director Review: MG

Counsel Review: N/A

Attachments: 1. Growing Hearts Garden Center Application
2. Commercial Bus and Vehicles, LLC Bids

**DONATION APPLICATION
FORM
PASSENGER BUS**


The San Benito County Local Transportation Authority (LTA) is soliciting applications from eligible local non-profits (501(c)(3) and local government agencies (City of Hollister, City of San Juan Bautista, and County of San Benito). Eligible non-profits must be "organized for the care, teaching, or training of children or developmentally disabled children" or "that is organized to provide health or human services." The vehicle will be provided to the selected candidate at not cost, but the vehicle will be donated in an as-is condition.



Please complete the following application by **4:00 pm on January 4, 2021**. Each application form must be submitted individually and placed in a sealed envelope marked "DONATION APPLICATION". Return applications to the San Benito County Local Transportation Authority, 330 Tres Pinos Road, Suite C-7, Hollister, CA 95023.

Applications will be considered at the January 2021 Local Transportation Authority Board of Directors meeting.

Bus Number	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Approx. 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	12A/2WC	233,268

Please indicate the vehicle you are interested in: Bus Number 57 VIN (last 5 digits) 03123

Vehicle Year/Make 2008 Glaval Approx. Mileage 233,268

- Organization applying for donation: Growing Hearts Garden Center
- Address: 165 Marks Drive Hollister, California 95023
- Phone Number(s): Chris (831) 537-7700 Robb (831) 207-8282
- Email: growingheartsgardencenter@gmail.com

5. Contact name/Position: Chris Evans, Executive Director

6. Federal Tax I.D. number of the applicant: 83-2202218

7. Is your organization a not for profit? YES NO

8. If yes, provide 501(c)(3) No.: 83-2202218

9. What will the vehicle be used for? Transport supplies and clients to work sites.

10. **What is the purpose of the organization? Please provide a mission statement or detailed information about the goals and objectives of the organization.**

Growing Hearts Garden Center is a 501(c)(3) non-profit corporation specializing in supportive employment for individuals in our community with special needs. Through our Project Based Career Training Program we offer many customized learning opportunities. The learning opportunities Growing Hearts provides include independence, self confidence building, teamwork, customer service, and career training. Simultaneously, it is our goal to be a leader in community integration.

11. **Please indicate any positive outcomes for your organization from this donation.**


Positive outcomes that our organization will experience will include: improved ability to run larger programs; improved ability to bring all necessary tools to worksites; ability to travel for Farmers' Market a greater presence at events drawing more publicity to our mission;

12. **Please describe any positive outcomes for the community.**

If Growing Hearts receives this donation the community will benefit by the creation of larger community projects, increased community integration of our Developmentally Disabled clients, increased commur moral by seeing our bus at work locations, and by giving less donaitons needed for transportation.

Declarations:

I certify that the above information is true and correct.

SIGNED:  DATE: 1/3/2021

FULL NAME: (Please print) Chris Evans TITLE: Executive Director

**DONATION APPLICATION
FORM
PASSENGER BUS**



The San Benito County Local Transportation Authority (LTA) is soliciting applications from eligible local non-profits (501(c)(3) and local government agencies (City of Hollister, City of San Juan Bautista, and County of San Benito). Eligible non-profits must be "organized for the care, teaching, or training of children or developmentally disabled children" or "that is organized to provide health or human services." The vehicle will be provided to the selected candidate at not cost, but the vehicle will be donated in an as-is condition.



Please complete the following application by **4:00 pm on January 4, 2021**. Each application form must be submitted individually and placed in a sealed envelope marked "DONATION APPLICATION". Return applications to the San Benito County Local Transportation Authority, 330 Tres Pinos Road, Suite C-7, Hollister, CA 95023.

Applications will be considered at the January 2021 Local Transportation Authority Board of Directors meeting.

Bus Number	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Approx. 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	12A/2WC	233,268

Please indicate the vehicle you are interested in: Bus Number 53 VIN (last 5 digits) 10017

Vehicle Year/Make 2008 Starcraft Approx. Mileage 252,406

- Organization applying for donation: Growing Hearts Garden Center
- Address: 165 Marks Drive Hollister, California 95023
- Phone Number(s): Chris (831) 537-7700 Robb (831) 207-8282
- Email: growingheartsgardencenter@gmail.com

5. Contact name/Position: Chris Evans, Executive Director

6. Federal Tax I.D. number of the applicant: 83-2202218

7. Is your organization a not for profit? YES NO

8. If yes, provide 501(c)(3) No.: 83-2202218

9. What will the vehicle be used for? Transport supplies and clients to work sites.

10. **What is the purpose of the organization? Please provide a mission statement or detailed information about the goals and objectives of the organization.**

Growing Hearts Garden Center is a 501(c)(3) non-profit corporation specializing in supportive employment
for individuals in our community with special needs. Through our Project Based Career Training Program we offer
many customized learning opportunities. The learning opportunities Growing Hearts provides include independence,
self confidence building, teamwork, customer service, and career training. Simultaneously, it is our goal to be a leader in community integration.

11. **Please indicate any positive outcomes for your organization from this donation.**

Positive outcomes that our organization will experience will include: improved ability to run larger
programs; improved ability to bring all necessary tools to worksites; ability to travel for Farmers' Markets;
a greater presence at events drawing more publicity to our mission;

12. **Please describe any positive outcomes for the community.**

If Growing Hearts receives this donation the community will benefit by the creation of larger community
projects, increased community integration of our Developmentally Disabled clients, increased community
moral by seeing our bus at work locations, and by giving less donations needed for transportation.

Declarations:

I certify that the above information is true and correct.

SIGNED:  DATE: 1/3/2021

FULL NAME: (Please print) Chris Evans TITLE: Executive Director

**OFFICIAL BID FORM
PASSENGER BUS**
COUNTY EXPRESS

The San Benito County Local Transportation Authority (LTA) is accepting sealed bids for surplus vehicles.

Please complete the following Official Bid Form by **4:00 pm on January 4, 2021**. Each bid must be submitted individually on an official bid form and placed in a sealed envelope marked "SEALED BID". Return applications to the San Benito County Local Transportation Authority, 330 Tres Pinos Road, Suite C-7, Hollister, CA 95023.

Bus Number	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Approx. Mileage	Price Proposal
46	05654	2008 Starcraft	12A/2WC	212,840	<u>\$1,403.00</u>
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	12A/2WC	233,268	_____

Bus Number 46 VIN (last 5 digits) 05654 Vehicle Year/Make 2008 Starcraft
 price written words \$: One thousand four hundred three

The equipment is being sold as-is without express warranties and with no implied warranties of merchantability. All prices are to remain firm.

Signature of Bidder 

Please fill out the following information:

Name of Bidder: Roger D. Koski

Individual/Company Name: Commercial Bus & Vehicles, LLC

Address: 12630 Ten Mile Rd

City: South Lyon, MI Zip code: 48178

Telephone number: 248-667-8332 Cell Number: 810-772-9083

Fax number: N/A Email Address: rogerkoski@yahoo.com

By Signing this I certify that I am not an officer, agent or employee of the County of San Benito assigned to the purchasing function, or responsible for surplus declarations, or having

**OFFICIAL BID FORM
PASSENGER BUS**
COUNTY EXPRESS

The San Benito County Local Transportation Authority (LTA) is accepting sealed bids for surplus vehicles.

Please complete the following Official Bid Form by 4:00 pm on January 4, 2021. Each bid must be submitted individually on an official bid form and placed in a sealed envelope marked "SEALED BID". Return applications to the San Benito County Local Transportation Authority, 330 Tres Pinos Road, Suite C-7, Hollister, CA 95023.

Bus Number	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Approx. Mileage	Price Proposal
46	05654	2008 Starcraft	12A/2WC	212,840	_____
47	01405	2008 Starcraft	12A/2WC	273,915	<u>\$ 873.⁰⁰</u>
48	01432	2008 Starcraft	12A/2WC	257,575	_____
53	10017	2008 Starcraft	12A/2WC	252,406	_____
57	03123	2008 Glaval	12A/2WC	233,268	_____

Bus Number 47 VIN (last 5 digits) 01405 Vehicle Year/Make 2008 Starcraft
price written words \$: Eight hundred seventy three

The equipment is being sold as-is without express warranties and with no implied warranties of merchantability. All prices are to remain firm.

Signature of Bidder 

Please fill out the following information:

Name of Bidder: Roger D. Koski

Individual/Company Name: Commercial Bus & Vehicles, LLC

Address: 12630 Ten Mile Rd.

City: South Lyon, MI Zip code: 48178

Telephone number: 248-667-8332 Cell Number: 810-772-9083

Fax number: N/A Email Address: rogerkoski@yahoo.com

By Signing this I certify that I am not an officer, agent or employee of the County of San Benito assigned to the purchasing function, or responsible for surplus declarations, or having

OFFICIAL BID FORM
 PASSENGER BUS

COUNTY EXPRESS

The San Benito County Local Transportation Authority (LTA) is accepting sealed bids for surplus vehicles.

Please complete the following Official Bid Form by 4:00 pm on January 4, 2021. Each bid must be submitted individually on an official bid form and placed in a sealed envelope marked "SEALED BID". Return applications to the San Benito County Local Transportation Authority, 330 Tres Pinos Road, Suite C-7, Hollister, CA 95023.

Bus Number	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Approx. Mileage	Price Proposal
46	05654	2008 Starcraft	12A/2WC	212,840	_____
47	01405	2008 Starcraft	12A/2WC	273,915	_____
48	01432	2008 Starcraft	12A/2WC	257,575	\$ 903.00
53	10017	2008 Starcraft	12A/2WC	252,406	_____
57	03123	2008 Glaval	12A/2WC	233,268	_____

Bus Number 48 VIN (last 5 digits) 01432 Vehicle Year/Make 2008 Starcraft
 price written words \$: Nine hundred three

The equipment is being sold as-is without express warranties and with no implied warranties of merchantability. All prices are to remain firm.

Signature of Bidder _____

Please fill out the following information:

Name of Bidder: Roger D. Koski

Individual/Company Name: Comm. Bus & Vehicles, LLC

Address: 12630 Ten Mile Rd.

City: South Lyon, MI Zip code: 48178

Telephone number: 248-667-8332 Cell Number: 810-772-9083

Fax number: N/A Email Address: rogerkoski@yahoo.com

By Signing this I certify that I am not an officer, agent or employee of the County of San Benito assigned to the purchasing function, or responsible for surplus declarations, or having

Staff Report

To: Local Transportation Authority
From: Mary Gilbert, Executive Director Telephone: (831) 637-7665 x 207
Date: January 21, 2021
Subject: Update on COVID-19 Response and CARES Act Funding

Recommendation:

- a. **RECEIVE** Update on Local Transportation Authority's COVID-19 response; and
- b. **DIRECT STAFF** to prepare amendments to operations contracts to include funding work items associated with response to be funded by the CARES Act.

Summary:

Staff continues to monitor the response from the agency and its public transportation service contractors, MV Transportation and Jovenes de Antaño, to the COVID-19 pandemic. Staff is seeking approval from the Board regarding contract modifications to address the contract changes that were necessitated by the pandemic.

Financial Considerations:

Due to the nature of emergencies, the total financial impacts to the Local Transportation Authority (LTA) from the COVID-19 pandemic and total eligible revenue sources are currently unknown. LTA has received federal financial support of approximately \$900,000 through the passing of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Funds are distributed to LTA 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.

To date, approximately \$140,000 has been spent on eligible expenses including additional cleaning of vehicles and acquiring Personal Protective Equipment (PPE). LTA also increased revenue hours to provide additional vehicles and accommodate physical distancing on-board Out of County Medical Transportation service to dialysis.

Background:

Beginning February 2020, 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. Initial service changes included the following:

- Increasing the frequency of vehicle interior cleaning
- Directing staff to adhere to hand-washing and other guidance for personal hygiene
- Public notice of the public health threat and essential travel only
- Suspension of 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
- Researching vehicle modifications such as driver barriers and technologies to reduce spread

LTA staff initiated these changes. coordinating all activities with the contractors, San Benito County (SBC) Office of Emergency Services, SBC Public Health, and the Cities.

Staff Analysis:

LTA's contractor, MV Transportation, has incurred costs to maintain operation of the system, including purchasing personal protection equipment for its employees, purchasing hand sanitizer and cleaning supplies, and additional time spent cleaning facilities and vehicles.

LTA's reduced service levels, which reduced the number of reimbursable hours for the contract. The contractor expects a need to reduce costs by reducing its workforce via layoffs and/or furloughs. LTA services are an essential public service and reductions in staffing will negatively affect the contractor's readiness to resume normal operation of the system as the State re-opens. Social distancing requirements will require additional vehicles, operators, trainers, and hours to operate service which also contributes to increased costs.

The Federal Transit Administration has issued guidance allowing transit agencies to modify third-party contracts to include the payment of administrative leave of operations or maintenance personnel or for other operations or maintenance expenses, including increased operating expenses and expenses to retain readiness for operations and maintenance activities, and fixed expenses such as rent.

Staff is proposing to amend its operations agreements to support a revised compensation structure that will allow Contractor to retain readiness for operations and maintenance activities and provide for reimbursement of Contractor's increased costs that are not reimbursable under the existing contract.

Staff is seeking general direction from the LTA Board to prepare an amendment which will include modifications to the payment terms addressing the COVID-19 response. The allowable costs in the amendment would include compensation these items, as well as the following:

- Paid leave for staff if needed to avoid layoff or furlough

- One-time bonuses for employees based on salary
- Costs associated with transporting COVID-19 positive patients if requested by the San Benito County Department of Public Health
- Costs associated with offering mutual assistance for essential trips for dialysis patients

Staff will prepare an amendment for the Board's consideration at a future meeting.

Executive Director Review: MG

Counsel Review: N/A