

**AGENDA  
REGULAR MEETING  
LOCAL TRANSPORTATION AUTHORITY**

**DATE:** Thursday, September 15, 2022  
4:00 P.M.

**LOCATION:** Via-Zoom

Attendance at the LTA meeting is closed to the public per Executive Order N-29-30 and Assembly Bill 361 (AB 361). The public may join meeting by Zoom: <https://zoom.us/join> per the instructions provided at the end of the agenda:

Meeting ID: 832-1229-0623

**DIRECTORS:** Chair Ignacio Velazquez, Vice Chair Kollin Kosmicki  
Mary Vazquez Edge, Rolan Resendiz, and Peter Hernandez  
Alternates: San Benito County: Betsy Dirks;  
City of San Juan Bautista: Scott Freels; City of Hollister: Rick Perez

*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.***

**4:00 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, and Assembly Bill 361 (AB 361), relating to the convening of public meetings in response to the COVID-19 pandemic, attendance at the LTA meeting is closed to the public. The public may join the meeting by Zoom: <https://zoom.us/join> per the instructions provided at the end of the agenda. 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 August 18, 2022 – Gomez
- 2. ADOPT** Resolution 22-15 Authorizing Teleconferencing Options for the Local Transportation Authority meetings for the Period of September 20, 2022, through October 19, 2022 – Rivera
- 3. APPROVE** the Updated San Benito County Local Transportation Authority's Transit Asset Management Plan – Valentine

**Adjourn to LTA Meeting on Thursday, October 20, 2022. Agenda deadline is October 04, 2022, 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 Secretary at [monica@sanbenitocog.org](mailto: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, 832-1229-0623** 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/2022/09/LTA\\_Packet\\_091522.pdf](http://www.sanbenitocog.org/wp-content/uploads/2022/09/LTA_Packet_091522.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, 832-1229-0623** 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/2022/09/LTA\\_Packet\\_091522.pdf](http://www.sanbenitocog.org/wp-content/uploads/2022/09/LTA_Packet_091522.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 **September 15, 2022**, at **4:00 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 **12<sup>th</sup> day of September 2022**, on or before **4:00 P.M.**

The meeting agenda was also posted on the Council of San Benito County Governments website, [www.sanbenitocog.org](http://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)**

**August 18, 2022 4:00 P.M.**

**MINUTES**

**MEMBERS PRESENT:**

Chair Ignacio Velazquez, Vice Chair Kollin Kosmicki, and Director Rolan Resendiz

**MEMBERS ABSENT:**

Director Mary Vazquez Edge, Director Peter Hernandez

**STAFF PRESENT:**

Administrative Services Specialist, Norma Rivera; Transportation Planner, Regina Valentine; Transportation Planning Manager, Veronica Lezama; Office Assistant, Griselda Arevalo; Secretary, Monica Gomez; Deputy County Counsel, Shirley Murphy

**CALL TO ORDER:**

Chair Velazquez called the meeting to order at 5:53 p.m.

**A. CERTIFICATE OF POSTING**

**Motion made to acknowledge Certificate of Posting:**

Motion: Director Rolan Resendiz

Second: Vice Chair Kollin Kosmicki

Secretary Gomez called the roll call vote.

Director Resendiz voted yes, Vice Chair Kosmicki voted yes, and Chair Velazquez voted yes.

Motion carried: 3/0

Yes: Velazquez, Kosmicki, Resendiz

No: None

Recused: None

Abstention: None

Absent: Vazquez Edge, Hernandez

**B. NOTICE OF TEMPORARY PROCEDURES FOR LOCAL TRANSPORTATION AUTHORITY MEETINGS**

Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Additionally, members of the LTA Board can attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

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:**

Chair Velazquez read into the record public comment that was submitted to him from Mr. John Schilling from Southside School.

### **CONSENT AGENDA:**

1. **Approve** Local Transportation Authority Draft Meeting Minutes Dated July 21, 2022 – Gomez
2. **Adopt** Resolution 22-13 Authorizing Teleconferencing Options for the Local Transportation Authority Meetings for the Period of August 21, 2022, through September 19, 2022 – Rivera
3. **Adopt** Resolution 2022-14 Approving Projects for Funding and Authorizing the Application for and Acceptance of FY 2022-23 California State of Good Repair Program Funds Totaling \$102,714 – Valentine
4. **Adopt** 2022 Short Range Transit Plan Update Final Report – Valentine

There was no public comment on the Consent Agenda.

### **Motion made to approve the Consent Agenda:**

Motion: Vice Chair Kollin Kosmicki                      Second: Director Rolan Resendiz

Secretary Gomez called the roll call vote.

Director Resendiz voted yes, Vice Chair Kosmicki voted yes, and Chair Velazquez voted yes.

Motion carried:     3/0

Yes:	Velazquez, Kosmicki, Resendiz
No:	None
Recused:	None
Abstention:	None
Absent:	Velazquez Edge, Hernandez

### **ADJOURNMENT:**

There being no further business to discuss, Vice Chair Kosmicki motioned to adjourn at 5:58 p.m.

Motion seconded by Director Resendiz.

Secretary Gomez called the roll call vote.

Director Resendiz voted yes, Vice Chair Kosmicki voted yes, and Chair Velazquez voted yes.

Motion carried:     3/0

Yes:	Velazquez, Kosmicki, Resendiz
No:	None
Recused:	None
Abstention:	None
Absent:	Vazquez Edge, Hernandez

**ADJOURN TO LTA MEETING SEPTEMBER 15, 2022 AT 4:00 P.M.**

## Staff Report

---

To: Local Transportation Authority  
From: Norma Rivera, Administrative Services Specialist      **Telephone:** (831) 637-7665  
Date: September 15, 2022  
Subject: Assembly Bill 361 Teleconferencing Options For LTA

---

### Recommendation:

**ADOPT** Resolution 22-15 Authorizing Teleconferencing Options for the Local Transportation Authority meetings for the Period of September 20, 2022, through October 19, 2022.

### Summary:

On September 16, 2021, the Governor signed Assembly Bill (AB) 361, a bill that codifies certain teleconference procedures that local agencies have adopted in response to the Governor's Brown Act-related Executive Orders. Specifically, AB 361 allows a local agency to continue to use teleconferencing under the same basic rules as provided in the Executive Orders under certain prescribed circumstances or when certain findings have been made and adopted by the local agency legislative body.

### Financial Considerations:

None.

### Discussion:

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, amending his prior Executive Order N-29-20 and waiving certain provisions of the Brown Act relating to teleconferences/remote meetings by local agency legislative bodies. The Executive Order waived, among other things, the provisions of the Brown Act that otherwise required the physical presence of members of local agency legislative bodies or other personnel in a particular location as a condition of participation or as a quorum for a public meeting. These modifications remained in effect through September 30, 2021.

Under Assembly Bill (AB) 361, when the state of emergency lasts longer than 30 days, as is the case presently, the legislative body must make findings every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules. AB 361 mandates that the legislative body must find that there is a continuing need for teleconferencing due to dangers posed by the ongoing state of emergency. This means that local agencies will have to put an item on the public

meeting agenda at least every thirty days to make findings regarding the circumstances of the emergency and to vote to continue relying upon the law's teleconference provisions.

To continue to meet under those modified rules after October 19, 2022, the Board will again need to reconsider the circumstances of the state of emergency and again make one of the additional findings required by AB 361.

Reducing the circumstances under which people come into close contact remains a vital component of the San Benito County and LTA's COVID-19 response strategy. Local agency public meetings are an essential government function and the last 18 months have proven that the teleconferencing format protects public access while minimizing exposure to COVID-19.

The California Department of Public Health (CDPH) and the federal Centers for Disease Control and Prevention (CDC) caution that the Omicron variant of COVID-19 is spreading quickly throughout the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/omicron-variant.html>).

**Staff Analysis:**

Staff recommends that the Board adopt findings that conducting in-person meetings at the present time would present an imminent risk to the health and safety of attendees. A resolution to that effect and directing staff to return each 30 days to afford the Board the opportunity to reconsider such findings, is included herewith. If the Board adopts the proposed resolution, then it may continue to meet under the modified Brown Act teleconference rules of AB 361 through October 19, 2022.

Counsel Review: Yes

Attachment: 1. Resolution 22-15

2. Letter from San Benito County Health Officer



BEFORE THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY

A RESOLUTION OF THE SAN BENITO COUNTY )  
LOCAL TRANSPORTATION AUTHORITY ) Resolution No. 22-15  
AUTHORIZING CONTINUED REMOTE )  
TELECONFERENCE MEETINGS OF THE LOCAL )  
TRANSPORTATION AUTHORITY PURSUANT TO )  
AB 361 )

**WHEREAS**, the San Benito County Local Transportation Authority is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic, pursuant to his authority under the California Emergency Services Act, California Government Code section 8625; and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting Law, Government Code section 54950 et seq. (the "Brown Act"), provided certain requirements were met and followed; and

**WHEREAS**, on June 4, 2021, Governor Newsom clarified that the "reopening" of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, clarifying the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed Assembly Bill 361 (AB 361), which provides that a legislative body subject to the Brown Act may continue



to meet without fully complying with the teleconferencing rules in the Brown Act, provided the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and

**WHEREAS**, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Omicron variant of COVID-19 is spreading quickly throughout the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/omicron-variant.html>); and

**WHEREAS**, on September 30, 2021, Dr. Ghilarducci, Interim San Benito County Public Health Officer, issued a recommendation on Social Distancing at public meetings of legislative bodies within San Benito County; and

**WHEREAS**, on January 5, 2022, Dr. Gellert, San Benito County Public Health Officer, issued an updated recommendation on continued Social Distancing at public meetings of legislative bodies within San Benito County, attached hereto as Exhibit “A”, and incorporated herein by this reference; and

**WHEREAS**, the San Benito County Local Transportation Authority is a joint powers authority formed under the joint exercise of powers provisions of California Government Code Sections 6500-6522 and the California Code of Civil Procedure section 1240.140, among the County of San Benito, a political subdivision of the State of California, and the Cities of Hollister and San Juan Bautista, municipal corporations located in San Benito County; and

**WHEREAS**, the San Benito County Board of Supervisors is empowered by Article XI, section 7 of the California Constitution to take actions necessary to protect public, health, welfare, and safety within the County of San Benito; and

**WHEREAS**, at its regular meetings on October 12, 2021, November 9, 2021, November 23, 2021, December 14, 2021, January 25, 2022, February 22, 2022, March 22, 2022, April 19, 2022, May 24, 2022, June 28, 2022, August 9, 2022, and September 13, 2022, the San Benito County Board of Supervisors considered all information related to this matter, as presented at the public meetings of the Board of Supervisors identified herein, including any supporting reports by County Staff, and any information provided during public meetings, including but not limited to the current circumstances related to the state of emergency, and adopted Resolution Nos. 2021-128, 2021-140, 2021-148, 2021-160, 2022-04, 2202-21, 2202-38, 2022-47, 2022-59, 2022-73, and 2022-107, making the findings and determinations required by AB 361; and

**WHEREAS**, the San Benito County Local Transportation Authority has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of the Local Transportation Authority; and

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the San Benito County Local Transportation Authority deems it necessary to find that a requirement to meet in person for meetings of the Local Transportation Authority would present imminent risks to the health or safety of attendees, and thus, intends to invoke the provisions of AB 361 related to teleconferencing; and

**WHEREAS**, at its regular meetings on October 21, 2021, November 18, 2021, and December 16, 2021, its special meeting on January 11, 2022, and regular meetings on January 20, 2022, February 17, 2022, March 17, 2022, April 21, 2022, May 19, 2022, June 16, 2022, July 21, 2022, and August 18, 2022, the San Benito County Local Transportation Authority considered all information related to this matter, as presented at the public meetings of the Board of Directors identified herein, including any supporting reports by Local Transportation Authority Staff, and any information provided during public meetings, including but not limited to the current circumstances related to the state of emergency, and adopted Resolution Nos. 2021-07, 2021-08, 2021-09, 2022-01, 2022-02, 2022-03, 2022-04, 2022-07, 2022-09, 2022-11, and 2022-13, making the findings and determinations required by AB 361; and

**WHEREAS**, the San Benito County Local Transportation Authority has further considered all information related to this matter, as presented at the public meetings of the Board of Directors identified herein as of the date of this Resolution, including any supporting reports by Local Transportation Authority's Staff, and any information provided during public meetings, including but not limited to the current circumstances related to the state of emergency, which continues to remain in effect; and

**WHEREAS**, as of the date of this Resolution, neither the Governor nor the California Legislature have exercised their respective powers, pursuant to California Government Code section 8629, to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature, and the proclaimed state of emergency remains in effect; and

**WHEREAS**, the continued local rates of transmission of the virus and variants causing COVID-19 are such that meeting in person would present imminent risks to the health or safety of attendees of public meetings; and

**WHEREAS**, the Board of Directors of the San Benito County Local Transportation Authority further finds that the state of emergency continues to directly impact the ability of the members to meet safely in person.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Benito County Local Transportation Authority as follows:

1. Recitals. The Board of Directors hereby finds that the facts set forth in the Recitals to this Resolution are true and correct and are incorporated into this Resolution by this reference.
2. Proclamation of Local Emergency. The Board of Directors hereby proclaims that a local emergency continues to exist throughout the County, and social distancing orders are currently in place and needed to protect the health and safety of the citizens.
3. Consideration of Future Extensions of Resolution. As long as the State Emergency remains in effect or until directed otherwise by the Board of Directors, staff shall present to the Board at every meeting an item necessary to continue the findings required by AB 361.
4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of thirty (30) days from adoption of the Resolution or such time the Board of Directors adopts a subsequent Resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Local Transportation Authority may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.
5. Remote Teleconference Meetings. The staff and Counsel for the Local Transportation Authority are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL  
TRANSPORTATION AUTHORITY THIS 15<sup>th</sup> DAY OF SEPTEMBER 2022 BY THE  
FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

\_\_\_\_\_  
Ignacio Velazquez, Chair

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

Dated: Sept. 6, 2022

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

ATTEST:

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Norma Rivera  
Administrative Services Specialist

# EXHIBIT A



## SAN BENITO COUNTY

HEALTH & HUMAN SERVICES AGENCY

GEORGE GELLERT MD, MP, MPA  
HEALTH OFFICER

TRACEY BELTON  
AGENCY DIRECTOR

### PUBLIC HEALTH SERVICES

Healthy People in Healthy Communities

January 5, 2022

CAO Ray Espinosa  
San Benito County Administration

#### Re: Recommendation on Social Distancing and Hybrid Meetings

Given the considerable impact on our community from the COVID-19 virus and the Delta and more recently the Omicron variant, I strongly urge all legislative bodies, including but not limited to the County, cities, and special districts, local commissions and committees, and subsidiary bodies, continue social distancing measures for public meetings, including offering, at the legislative body's discretion, a remote or hybrid format for public meetings. Social distancing and masking remain crucial strategies in our fight to prevent contagion. The conduct of public meetings in a remote or hybrid manner enables members of the community to participate from the comfort of their homes without having to risk contracting these viruses by attending in-person meetings.

In addition, these measures help contain the spread of the disease and protect the community. All events public gatherings, including public meetings, create environments where these virus variants can potentially spread among attendees and participants. However, when combined with social distancing and effective masking practices, along with continued efforts to increase vaccination uptake within San Benito County, a remote or hybrid format for meetings maximizes avenues for public access and input and minimizes the risk of infection for the public, agency staff, meeting presenters, and legislative body members as well.

If you have any questions regarding this recommendation, please do not hesitate to contact me.

A handwritten signature in black ink, appearing to read "George Gellert", with a stylized flourish at the end.

George Gellert MD, MPH, MPA  
Health Officer

PUBLIC HEALTH SERVICES  
351 Tres Pinos Road, Suite A-202  
Hollister CA 95023  
831-637-5367

ENVIRONMENTAL HEALTH  
351 Tres Pinos Road, Suite C-1  
Hollister CA 95023  
831-636-4035

MEDICAL THERAPY UNIT  
761 South Street  
Hollister CA 95023  
831-637-1989

## Staff Report

---

To: Local Transportation Authority  
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205  
Date: September 15, 2022  
Subject: Transit Asset Management Plan Update

---

### Recommendation:

**APPROVE** the Updated San Benito County Local Transportation Authority's Transit Asset Management Plan.

### Summary:

To be eligible for Federal Transit Administration (FTA) Section 5311 operating assistance funds through Caltrans, subrecipients, such as the Local Transportation Authority (LTA), must prepare a Transit Asset Management (TAM) Plan every four years. For a public transportation provider of LTA's size, TAM Plans must include an inventory of specified types of capital assets, report on the condition of the assets, and prioritize investments using an analytical process to be described in the Plan. LTA's TAM Plan update is due to Caltrans by September 30, 2022.

### Financial Considerations:

Through the FTA Section 5311 Program, LTA is eligible for approximately \$450,000 in operating assistance annually for County Express service. While preparing LTA's TAM Plan update, \$1.34 million of fleet costs were identified through the year 2027. LTA anticipates using various state and federal grants as well as Transportation Development Act (TDA) funds to cover these costs.

### Background:

To be eligible for FTA Section 5311 operating assistance funds through Caltrans, subrecipients, such as LTA, must prepare a TAM Plan every four years. For a public transportation provider of LTA's size, TAM Plans must include an inventory of specified types of capital assets, report on the condition of the assets, and prioritize investments using an analytical process to be described in the Plan. LTA's last TAM Plan was approved by the Board in 2018.

### Staff Analysis:

In the first steps of preparing LTA's TAM Plan, staff collected data (age, mileage, condition, cost, etc.) on the agency's inventory under each FTA mandatory asset categories: Revenue Vehicles (buses and vans), Facilities (Administrative and Maintenance building on Southside Road), and Equipment (maintenance truck). Part of this data collection also included reviewing the Useful Life Benchmarks

per asset type used by the FTA, a standard which estimates when the property is expected to reach a condition of 2.5 (requiring major repairs less than every six months) on a scale of 1 to 5. The Performance Target selected for each asset type for LTA's TAM Plan was 25%, meaning LTA's goal is to have no more than 25% of its assets meeting or exceeding the Useful Life Benchmarks for each asset type. It should be noted that the Performance Targets included in TAM Plans do not carry any consequences if not met, but instead are aspirational in nature.

With the above information, staff input the information into a template provided by the FTA for small public transportation providers creating the attached LTA TAM Plan.

The biggest takeaways from LTA's TAM Plan are that 18% of the agency's revenue vehicles meet or exceed their Useful Life Benchmarks and \$1.34 million of fleet costs were identified through the year 2027 when replacing vehicles as soon as they reach their Useful Life Benchmarks. Replacing revenue vehicles along this timeline will help ensure LTA meets or exceeds its 25% Performance Target. The fleet costs are listed below:

Year	Vehicles	Cost
2022	20+passenger cutaway (1)	\$180,000
	5-passenger minivan (1)	\$60,000
	16-passenger cutaway (1)	\$93,000
2024	20+passenger cutaway (1)	\$180,000
	16-passenger cutaway (1)	\$93,000
2027	20+passenger cutaway (2)	\$360,000
	16-passenger cutaway (4)	\$372,000

*Total \$1,338,000*

As an additional part of the annual National Transit Database FTA Section 5311 report, LTA must provide updates on how well the agency is implementing our TAM Plan. In general, the TAM Plan is a great planning tool for LTA and provides FTA an estimate of the backlog of State of Good Repair costs nationwide to help direct infrastructure investment.

Review: RV

Counsel Review: N/A

Attachment: LTA Transit Asset Management Plan Update



**TAM Plan Name:** San Benito County Local Transportation Authority Transit Asset Management Plan  
**TAM Plan Type:** Tier II  
**Agency Name:** San Benito County LTA  
**Account Executive Name:** Veronica Lezama  
**Last Modified Date:** 08/23/2022

Introduction

Brief Overview

Through the use of contractors, the San Benito County Local Transportation Authority (LTA) administers two transportation services for the County of San Benito in CA, San Benito County Express and Specialized Transportation. San Benito County Express is a public transit system offering Fixed Route, Paratransit, General Public Dial-A-Ride, On-Demand and Intercounty shuttle service from the Cities of Hollister and San Juan Bautista in San Benito County to the City of Gilroy in Santa Clara County. Specialized Transportation offers services that go beyond the requirements of the ADA which include Senior Lunch, Medical and Shopping Assistance, and Out of County Medical Transportation.

Performance Targets & Measures

Agency Name	Asset Category	Asset Class	2022 Target	2023 Target	2024 Target	2025 Target	2026 Target	2027 Target
San Benito County LTA	Equipment	Other Rubber Tire Vehicles	0%	0%	0%	0%	0%	0%
San Benito County LTA	Facilities	Administrative / Maintenance Facilities	0%	0%	0%	0%	0%	0%
San Benito County LTA	Revenue Vehicles	BU - Bus	0%	0%	0%	0%	0%	0%
San Benito County LTA	Revenue Vehicles	CU - Cutaway	13%	25%	25%	25%	25%	25%
San Benito County LTA	Revenue Vehicles	MV - Minivan	0%	25%	25%	25%	25%	25%

Capital Asset Inventory

Asset Inventory Summary

Asset Category/Class	Total Number	Avg Age	Avg Mileage	Avg Replacement Cost/Value	Total Replacement Cost/Value
Revenue Vehicles	28	5.5	76,808	\$91,392.86	\$2,559,000.00
BU - Bus	1	15.0	62,373	\$180,000.00	\$180,000.00
CU - Cutaway Bus	23	4.6	74,614	\$93,000.00	\$2,139,000.00
MV - Mini-van	4	8.3	93,033	\$60,000.00	\$240,000.00
Equipment	1	7.0	N/A	\$40,000.00	\$40,000.00
Other Rubber Tire Vehicles	1	7.0	N/A	\$40,000.00	\$40,000.00
Facilities	1	22.0	N/A	\$1,000,000.00	\$1,000,000.00
Maintenance	1	22.0	N/A	\$1,000,000.00	\$1,000,000.00

Condition Assessment

Asset Condition Summary

Asset Category/Class	Total Number	Avg Age	Avg Mileage	Avg Replacement Cost/Value	Total Replacement Cost/Value	% At or Exceeds ULB	% of Track Miles in Slow Zone	Number of Facilities less than 3 on TERM scale
Revenue Vehicles	28	5.5	76,808	\$91,392.86	\$2,559,000.00	18%	N/A	N/A
BU - Bus	1	15.0	62,373	\$180,000.00	\$180,000.00	100%	N/A	N/A
CU - Cutaway Bus	23	4.6	74,614	\$93,000.00	\$2,139,000.00	4%	N/A	N/A
MV - Mini-van	4	8.3	93,033	\$60,000.00	\$240,000.00	75%	N/A	N/A
Equipment	1	7.0	N/A	\$40,000.00	\$40,000.00	0%	N/A	N/A
Other Rubber	1	7.0	N/A	\$40,000.00	\$40,000.00	0%	N/A	N/A

Tire Vehicles								
Facilities	1	22.0	N/A	\$1,000,000.00	\$1,000,000.00	N/A	N/A	0
Maintenance	1	22.0	N/A	\$1,000,000.00	\$1,000,000.00	N/A	N/A	0

## Decision Support

### Decision Support Tools

The following tools are used in making investment decisions:

Process/Tool	Brief Description
Short Range Transit Plan	Preparation of Short Range Transit Plan analyzing near-term transit capital needs
Preventative Maintenance Program	Vehicle condition assessments at regular mileage/date intervals

## Investment Prioritization

During the preparation of our Short Range Transit Plan, LTA analyzes the near-term (at least five years) transit capital needs of the agency, including vehicles. Additionally, LTA administrative and maintenance staff regularly review vehicles, equipment, and facility conditions to determine replacement and rehabilitation schedules.

### Proposed Investments

Project Name	Project Year	Asset Category	Asset Class	Cost	Priority	Updated Date
65, 66, 67, 68 Replacements (16A, 2WC)	2027	Revenue Vehicles	CU - Cutaway Bus	\$372,000.00	High	8/23/2022 4:57:12 PM
69, 70 Replacements (28A, 2WC)	2027	Revenue Vehicles	CU - Cutaway Bus	\$360,000.00	High	8/23/2022 4:56:42 PM
61 Replacement (16A, 2WC)	2024	Revenue Vehicles	CU - Cutaway Bus	\$93,000.00	High	8/23/2022 4:57:36 PM
64 Replacement (28A, 2WC)	2024	Revenue Vehicles	CU - Cutaway Bus	\$180,000.00	High	8/23/2022 4:57:24 PM
55 Replacement (28 A, 2WC)	2022	Revenue Vehicles	CU - Cutaway Bus	\$180,000.00	High	8/23/2022 3:12:37 PM
63 Replacement (5A, 1WC)	2022	Revenue Vehicles	MV - Mini-van	\$60,000.00	High	8/23/2022 3:11:22 PM
738 Replacement (16A, 2WC)	2022	Revenue Vehicles	CU - Cutaway Bus	\$93,000.00	High	8/23/2022 3:11:02 PM

## Signature

I, **Veronica Lezama** , hereby certify on **09/11/2022** that the information provided in this TAM Plan is accurate, correct and complete.