



**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, March 21, 2024
4:00 P.M.

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

DIRECTORS: Scott Freels, Chair (City of San Juan Bautista)
Mia Casey, Vice-Chair (City of Hollister)
Angela Curro (County of San Benito)
Dolores Morales (City of Hollister)
Mindy Sotelo (County of San Benito)

ALTERNATES: San Benito County: Kollin Kosmicki
City of San Juan Bautista: Jackie Morris-Lopez
City of Hollister: Rick Perez

NOTICE OF PROCEDURES FOR LOCAL TRANSPORTATION AUTHORITY MEETINGS

The meeting will be available through Zoom, for those who wish to join or require accommodations.

Members of the public may participate remotely via Zoom at the following link: <https://zoom.us/join> with the following: Webinar ID: 891-0542-9490 and Passcode: 845688

*Those participating by phone who would like to make a comment can use the "raise hand" feature by dialing "*9" (star-nine) . In order to receive full Zoom experience, please make sure your application is up to date.*

Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the COG Board of Directors reserves the right to conduct the meeting without remote access.

*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 3. Public Comment.***

1. CALL TO ORDER
2. Verification of Certificate of Posting

3. **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.)

4. APPROVE Local Transportation Authority Regular Meeting Action Minutes Dated January 18, 2024 – Gomez

ACTION ITEMS:

5. APPROVE Transit Operations Request for Proposals Packet – Kean

Adjourn to LTA Meeting on April 18, 2024. Agenda deadline is April 2, 2024, 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.

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, 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.

Public Comment Guidelines

1. If participating on Zoom: once you are selected, you will hear that you have been unmuted. At this time, state your first name, last name, and county you reside in for the record.
2. The Council of Governments Board welcomes your comments.
3. Each individual speaker will be limited to a presentation total of three (3) minutes.
4. Please keep your comments brief, to the point, and do not repeat prior testimony, so that as many people as possible can be heard. Your cooperation is appreciated.

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

CERTIFICATE OF POSTING

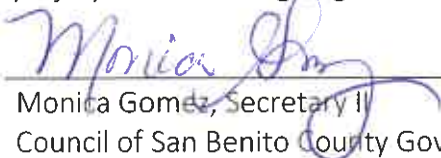
Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Local Transportation Authority on **March 21, 2024**, at **4:00 P.M.** was posted at the following locations freely accessible to the public:

The front entrance of the San Benito County Administration Building, 481 Fourth 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 15th day of March 2024, on or before 5:00 P.M.

The meeting agenda was also posted on the Council of San Benito County Governments website, www.sanbenitoco.gov, 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
Board of Supervisors Chambers, 481 Fourth Street,
Hollister, CA 95023 & Zoom Platform
January 18, 2024, at 4:00 P.M.

ACTION MINUTES

MEMBERS PRESENT:

Chair Scott Freels, Vice-Chair Mia Casey, Director Angela Curro, Director Mindy Sotelo, Director Dolores Morales.

STAFF PRESENT:

Executive Director; Binu Abraham, Transportation Planning Manager; Veronica Lezama, Administrative Services Specialist; Norma Rivera, Office Assistant; Griselda Arevalo, Secretary II; Monica Gomez, Deputy County Counsel; Shirley Murphy.

1. CALL TO ORDER:

Vice Chair Freels called the meeting to order at 6:09 p.m.

2. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Director Mia Casey Second: Director Mindy Sotelo

Motion carried: 5/0

Yes: Casey, Curro, Sotelo, Morales, Freels

No: None

Recused: None

Abstention: None

Absent: None

3. PUBLIC COMMENT: None

ACTION ITEMS:

4. HOLD Nomination and Election of LTA Chair and Vice Chairperson for the 2024 Meeting Calendar.

Motion made to Elect Scott Freels as LTA Chairperson for 2024:

Motion: Director Mia Casey Second: Director Dolores Morales

Motion carried: 5/0

Yes: Casey, Curro, Sotelo, Morales, Freels

No: None
Recused: None
Abstention: None
Absent: None

Motion made to Elect Mia Casey as LTA Vice Chairperson for 2024:

Motion: Director Dolores Morales Second: Director Angela Curro
Motion carried: 5/0
Yes: Curro, Casey, Sotelo, Morales, Freels
No: None
Recused: None
Abstention: None
Absent: None

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.)

- 5. APPROVE Local Transportation Authority Draft Action Regular Meeting Minutes Dated December 21, 2023 – Gomez

There was no public comment on the Consent Agenda.

Motion made to approve the Consent Agenda Item 5:

Motion: Vice Chair Mia Casey Second: Director Dolores Morales
Motion carried: 5/0
Yes: Curro, Casey, Sotelo, Morales, Freels
No: None
Recused: None
Abstention: None
Absent: None

ADJOURNMENT:

There being no further business to discuss, Director Morales motioned to adjourn at 6:10 p.m.
Motion seconded by Director Curro.

Motion carried: 5/0
Yes: Curro, Casey, Sotelo, Morales, Freels
No: None
Recused: None
Abstention: None
Absent: None

ADJOURN TO LTA MEETING FEBRUARY 15, 2024 AT 4:00 P.M.



STAFF REPORT

Action

Prepared By: Douglas Kean,
Transportation Planner

Subject: Transit Operations RFP

Agenda Item No. 5

Approved By: Binu Abraham, Executive
Director

Meeting Date: March 21, 2024

Recommendation:

APPROVE Transit Operations Request for Proposals Packet

Summary:

The operations contracts for County Express and Specialized Transportation services provided by LTA will soon expire. Staff have been working on the Request for Proposals documents and timeline in anticipation of the contract expiration.

Background/ Discussion:

Staff have been working on the documents required for the competitive bidding process and developing a timeline for said process. Prominent changes that have been made include:

- Clearer outlining of responsibilities
- Greater alignment of RFP responsibilities and goals with staff knowledge
- Incorporation of new software and data collection methods
- Structural and formatting-based adjustments
- Factual updates across RFP documentation

Alternatives:

None

Financial Impact:

The RFP process for County Express and specialized Transportation Services will have a considerable financial impact, as it will help determine expenses for LTA transit operations for the coming years.

Attachments:

1. Transit Operations RFP