



**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, June 19, 2025
4:00 P.M.

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

DIRECTORS: Ignacio Velazquez, Chair (County of San Benito)
Roxanne Stephens, Vice-Chair (City of Hollister)
Jackie Morris-Lopez (City of San Juan Bautista)
Rolan Resendiz (City of Hollister)
Kollin Kosmicki (County of San Benito)

ALTERNATES: San Benito County: Dom Zanger
City of San Juan Bautista: Scott Freels
City of Hollister: Rudy Picha

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: 886-2800-9118 and Passcode: 589423

*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 May 15, 2025 – Gomez
5. Surplus Vehicles – Arreola
 - a. DECLARE Three Vehicles surplus property to be Auctioned or Salvaged to Donate to Eligible Local Nonprofits and other Eligible Local Government Agencies;
 - b. DIRECT Staff to Prepare a Solicitation for eligible Local Nonprofits and Other Eligible Local Government Agencies to Indicate Interest in and Eligibility for Donation of Surplus Vehicles;
 - c. AUTHORIZE Executive Director to Execute all Necessary Documents to Auction or Salvage Surplus Vehicles for Sale or for Donation to Eligible Local Nonprofits or other Eligible Local Government Agencies.

ACTION ITEMS:

4:00 P.M. Public Hearing (Or As Soon Thereafter As the Matter May Be Heard)

6. Fiscal Year 2025-2026 Budget for the Local Transportation Authority – Aceves
 - a. RECEIVE Presentation on the Fiscal Year 2025-2026 Budget.
 - b. HOLD Public Hearing on the Fiscal Year 2025-2026 Budget.
 - c. ADOPT Resolution 2025-03 Adopting the Fiscal Year 2025-2026 Budget.
7. ADOPT Resolution 2025-02 Authorizing the Executive Director to Apply for and Accept Federal Transit Administration Section 5311 Funds through the California Department of Transportation – Borick

Adjourn to LTA Meeting on August 21, 2025. Agenda deadline is August 5, 2025, 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 June 19, 2025, 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, 650 San Benito St., Ste. 120, Hollister, CA 95023, at the following date and time:

On the 13th day of June 2025, on or before 5:00 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, Norma Aceves, swear under penalty of perjury that the foregoing is true and correct.

Monica Gomez

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
May 15, 2025, at 4:00 P.M.

ACTION MINUTES

MEMBERS PRESENT:

Chair Ignacio Velazquez, Vice Chair Roxanne Stephens, Director Kollin Kosmicki.

MEMBERS ABSENT:

Director Jackie Morris-Lopez, Director Rolan Resendiz.

STAFF PRESENT:

Executive Director; Binu Abraham, Office Assistant; Griselda Arevalo; Secretary; Monica Gomez, COG Legal Counsel; Osman Mufti (via-Zoom).

1. CALL TO ORDER:

Chair Velazquez called the meeting to order at 5:26 p.m.

2. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Director Kosmicki Second: Vice Chair Stephens

Motion carried: 3/0

Yes: Velazquez, Stephens, Kosmicki

No: None

Recused: None

Abstention: None

Absent: Morris-Lopez, Resendiz

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.)*

Chair Velazquez stated for the record that LTA received Mr. White's public comment correspondence. The correspondence was entered into public record.

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 April 17, 2025 – Gomez

There was no public comment on the Consent Agenda.

Motion made to approve the Consent Agenda Item 6:

Motion: Director Kosmicki Second: Vice Chair Stephens

Motion carried: 3/0

Yes: Velazquez, Stephens, Kosmicki

No: None

Recused: None

Abstention: None

Absent: Morris-Lopez, Resendiz

ACTION ITEMS:

5. AUTHORIZE SBCOG Executive Director to Enter into Contract Negotiations and Execute a Contract with Transdev Services for the Operations of Specialized Transportation Services for a Period of Three (3) Base Years and (2) Two Option Years – Borick

There was no public comment.

Motion made to approve Item 5:

Motion: Director Kosmicki Second: Vice Chair Stephens

Motion carried: 3/0

Yes: Velazquez, Stephens, Kosmicki

No: None

Recused: None

Abstention: None

Absent: Morris-Lopez, Resendiz

ADJOURNMENT:

There being no further business to discuss, Director Kosmicki motioned to adjourn at 5:29 p.m.

Motion seconded by Vice Chair Stephens.

Motion carried: 3/0

Yes: Velazquez, Stephens, Kosmicki

No: None

Recused: None

Abstention: None

Absent: Morris-Lopez, Resendiz

ADJOURN TO LTA MEETING JUNE 19, 2025 AT 4:00 P.M.



STAFF REPORT

Consent

Prepared By: Myranda Arreola,
Transportation Planner
Subject: Surplus Vehicles

Agenda Item No. 5

Approved By: Binu Abraham, Executive Director
Meeting Date: June 19, 2025

Recommendation:

- DECLARE three vehicles surplus property to be auctioned or salvaged to donate to eligible local nonprofits and other eligible local government agencies;
- DIRECT staff to prepare a solicitation for eligible local nonprofits and other eligible local government agencies to indicate interest in and eligibility for donation of surplus vehicles;
- AUTHORIZE Executive Director to execute all necessary documents to auction or salvage surplus vehicles for sale or for donation to eligible local nonprofits or other eligible local government agencies.

Summary:

Staff has identified three transit vehicles to be declared surplus which may be auctioned or salvaged as they can no longer be used in transit operations. Staff will first offer the surplus vehicles to eligible local nonprofits and other eligible local government agencies.

Background/ Discussion:

Once a transit vehicle has been determined to require excessive costly repairs, the San Benito County Local Transportation Authority (LTA) may declare the vehicle as surplus property. Staff will determine whether to auction or salvage the vehicles to yield the highest return for LTA after offering it as a donation to eligible local nonprofits and other eligible local government agencies. The following vehicles can no longer be used in transit operations and are eligible to be declared as surplus property:

Bus Number	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Mileage
6	06154	2007 Ford Passenger Van	14A	99,994
64	M1409	2013 Glaval Freightliner	28A/3WC	143,571
736	96624	2010 Braun Entervan	5A/1WC	170,148

A = Ambulatory, WC = Wheelchair

Staff is providing the information below regarding the option to solicit local nonprofits and other local government agencies, to indicate interest in and eligibility to receive donations of the surplus vehicles.

Under the authority set forth in California Government Code Section 25372 of the Internal Revenue Code, LTA may donate surplus personal property. This Code Section authorizes the Board to donate any real or personal property that the Board declares to be surplus to any organization exempt from taxation pursuant to 26 U.S. Code Section 501(c) (3) that meets one of the following conditions:

The section applies to organizations that are organized for the following: care, teaching, or training of children or developmentally disabled children; care, teaching, or training of Native Americans; or to provide health or human services.

The Board may also donate to a school district or community college district, or to a county organization related to children and families.

The Board may impose on the donation any terms and conditions that it determines to be appropriate. Staff has prepared a Bill of Conditional Transfer (Attachment 1) that will be used for any transfers to eligible nonprofit organizations or local government agencies if they are selected following the LTA's solicitation. If eligible local nonprofit organizations or local government agencies do not express interest in the surplus vehicle, staff will arrange for it to be auctioned and transferred to the highest bidder via the Bill of Sale (Attachment 2).

Financial Impact:

Revenue generated from auctioning or salvaging will be used for LTA operations.

Attachments:

1. Bill of Conditional Transfer
2. Bill of Sale

BILL OF CONDITIONAL TRANSFER

The San Benito County Local Transportation Authority ("LTA"), hereby donates, transfers, conveys and assigns to _____ ("RECIPIENT"), its successors and assigns, all of the LTA's right, title and interest in and to a used van ("PROPERTY"), described as follows:

Vehicle	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Mileage

The LTA warrants and represents that it is the sole owner of the PROPERTY and that the property is free and clear of all liens, encumbrances, security interest and any claims to title.

By signing this Bill of Conditional Transfer and accepting the delivery of the donated vehicle, RECIPIENT shall agree to abide by the following terms and conditions of donation:

1. This Bill of Transfer may be relied upon as conclusive proof that the property has been transferred to RECIPIENT.
2. This Bill of Transfer has been prepared, negotiated and executed, and shall be construed in accordance with, the laws of the State of California.
3. RECIPIENT shall remove the LTA's decal still on the vehicle within 15 days of the transfer or before use of the vehicle.
4. RECIPIENT represents to the LTA that it is: *[check the one that applies]*
 - ☐ an organization exempt from taxation pursuant to 26 U.S. Code section 501(c)(3) that is organized for the care, teaching, or training of children or developmentally disabled children
 - ☐ an organization exempt from taxation pursuant to 26 U.S. Code section 501(c)(3) that is organized for the care, teaching, or training of Native Americans
 - ☐ a school district
 - ☐ a community college district
 - ☐ a county children and families commission established pursuant to Health and Safety Code section 130100 *et seq.*
 - ☐ an organization exempt from taxation pursuant to 26 U.S. Code section 501(c)(3) that is organized to provide health or human services
5. RECIPIENT agrees to use the vehicle (PROPERTY) for its intended purpose, as a van to *[insert description of intended use, as allowed in Government Code section 25372]* _____, for at least 18 months after the donation.
6. RECIPIENT, acknowledges receipt of the vehicle and of this Bill of Transfer and understands there is no guarantee or warranty, expressed or implied, with respect to the above-

described property. It is also understood that the above-stated vehicle is transferred in "as is" condition.

7. RECIPIENT assumes full responsibility for all risk of injury or loss, including death, which may result from the transfer of this PROPERTY.
8. RECIPIENT agrees to indemnify, hold harmless, release, waive, and covenant not bring suit, and/or claims against the LTA (its officers, agents or employees) by reason of any accident, illness, injury or death, or damage to or loss or destruction of any property arising or resulting from the transfer of the PROPERTY and RECIPIENTS use of the PROPERTY. RECIPIENT further agrees to be responsible for any and all costs (including attorneys' fees) associated with any claims brought against LTA resulting from the transfer of the PROPERTY and RECIPIENTS use of the PROPERTY.
9. In the event any action or proceeding is brought by either party hereto against the other party hereto by reason of the breach or enforcement of this Bill of Transfer, the prevailing party shall be entitled to have and recover from the other party all costs and expenses of the action or proceeding, including reasonable attorneys' fees. Any action or proceeding relating to or arising out of this Bill of Transfer shall be filed, if a state action, in the Superior Court of the State of California for the County of San Benito, or if a federal action, in the United States District Court for the Northern District of California.
10. EXCEPT AS MAY BE OTHERWISE PROVIDED IN THIS BILL OF TRANSFER, THE LTA AND RECIPIENT ACKNOWLEDGE AND AGREE THAT THIS IS A NON-WARRANTY BILL OF TRANSFER AND THAT RECIPIENT IS RECEIVING THE PROPERTY WITHOUT ANY WARRANTIES, WHETHER EXPRESS OR IMPLIED, AND WHETHER PURSUANT TO THE CALIFORNIA UNIFORM COMMERCIAL CODE, OR OTHERWISE. TO THE EXTENT ANY WARRANTIES WOULD APPLY TO THE PROPERTY OR THIS TRANSACTION, RECIPIENT UNCONDITIONALLY WAIVES, AND THE LTA DISCLAIMS, ANY SUCH WARRANTIES.

RECIPIENT FURTHER EXPRESSLY ACKNOWLEDGES THAT RECIPIENT IS RECEIVING THE PROPERTY IN AN "AS IS," "WHERE IS" CONDITION, WITH ALL ITS FAULTS. RECIPIENT HAS INSPECTED THE PROPERTY AND IS SATISFIED THAT THE PROPERTY IS COMPLETELY AS DESCRIBED HEREIN AND IS IN GOOD CONDITION. THE LTA HAS NOT INSPECTED THE PROPERTY, DOES NOT KNOW IF THE PROPERTY IS COMPLETELY AS DESCRIBED HEREIN, NOR DOES THE LTA KNOW THE PURPOSE TO WHICH RECIPIENT WILL PUT THE PROPERTY. THE LTA MAKES NO REPRESENTATION CONCERNING THE VALUE OF THE PROPERTY.

THE LTA DOES NOT WARRANT THE MERCHANTABILITY OF THE PROPERTY OR WHETHER IT IS FIT FOR ANY PARTICULAR PURPOSE, OR EVEN IF THE PROPERTY IS FIT FOR THE ORDINARY PURPOSE FOR WHICH IT IS NORMALLY USED, AND RECIPIENT SPECIFICALLY WAIVES ANY IMPLIED WARRANTY OF MERCHANTABILITY OF THE PROPERTY OR WARRANTY THAT THE PROPERTY IS FIT FOR ANY PARTICULAR PURPOSE OR THE PURPOSE FOR WHICH IT IS NORMALLY USED.

IN NO EVENT, SHALL RECIPIENT BE ENTITLED TO CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES OF ANY KIND OR NATURE WHATSOEVER.

SIGNATURES SHALL APPEAR ON THE FOLLOWING PAGE

IN WITNESS WHEREOF, The LTA and RECIPIENT have executed this Bill of Transfer as of -
_____.

LTA
Executive Director

APPROVED AS TO LEGAL FORM:
Sloan Sakai Yeung & Wong LLP



Name: Binu Abraham, Executive Director

Osman I. Mufti, SBCOG Legal Counsel

Dated: _____

Dated: _____

RECIPIENT

Name: _____
Dated: _____
Tax I.D. _____

BILL OF SALE

In consideration of the sum of \$____.00, receipt of payment hereby acknowledged, the San Benito County Local Transportation Authority ("LTA"), hereby transfers, conveys and assigns to _____ ("BUYER"), his/her/its successors and assigns, all of the LTA's right, title and interest in and to a used van ("PROPERTY"), described as follows:

Vehicle	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Mileage

The LTA and BUYER shall agree to abide by the following terms and conditions:

1. The LTA warrants and represents that it is the sole owner of the PROPERTY and that the property is free and clear of all liens, encumbrances, security interest and any claims to title.
2. This Bill of Sale may be relied upon as conclusive proof that all of LTA's rights, title, and interest in and to the PROPERTY has been transferred to BUYER.
3. This Bill of Sale has been prepared, negotiated and executed, and shall be construed in accordance with, the laws of the State of California.
4. BUYER shall remove the LTA's decal still on the vehicle within 15 days of the transfer or before use of the vehicle.
5. BUYER acknowledges receipt of this Bill of Sale and understands there is no guarantee or warranty, expressed or implied, with respect to the above-described property. It is also understood that the above-stated vehicle is sold in "as is" condition.
6. BUYER assumes full responsibility for all risk of injury or loss, including death, which may result from the transfer of this PROPERTY and BUYER's use of the PROPERTY.
7. BUYER agrees to indemnify, hold harmless, release, waive, and covenant not bring suit, and claims against the LTA (its officers, agents or employees) by reason of any accident, illness, injury or death, or damage to or loss or destruction of any property arising or resulting from the transfer of the PROPERTY and BUYER's use of the PROPERTY. BUYER further agrees to be responsible for any and all costs (including attorneys' fees) associated with any claims brought against LTA resulting from the transfer of the PROPERTY and BUYER's use of the PROPERTY.
8. In the event any action or proceeding is brought by either party hereto against the other party hereto by reason of the breach or enforcement of this Bill of Sale, the prevailing party shall be entitled to have and recover from the other party all costs and expenses of the action or proceeding, including reasonable attorneys' fees. Any action or proceeding relating to or arising out of this Bill of Sale shall be filed, if a state action, in the Superior Court of the State of California for the County of San Benito, or if a federal action, in the United States District Court for the Northern District of California.

9. EXCEPT AS MAY BE OTHERWISE PROVIDED IN THIS BILL OF SALE, THE LTA AND BUYER ACKNOWLEDGE AND AGREE THAT THIS IS A NON-WARRANTY BILL OF SALE AND THAT BUYER IS RECEIVING THE PROPERTY WITHOUT ANY WARRANTIES, WHETHER EXPRESS OR IMPLIED, AND WHETHER PURSUANT TO THE CALIFORNIA UNIFORM COMMERCIAL CODE, OR OTHERWISE. TO THE EXTENT ANY WARRANTIES WOULD APPLY TO THE PROPERTY OR THIS TRANSACTION, BUYER UNCONDITIONALLY WAIVES, AND THE LTA DISCLAIMS, ANY SUCH WARRANTIES.

BUYER FURTHER EXPRESSLY ACKNOWLEDGES THAT BUYER IS PURCHASING THE PROPERTY IN AN "AS IS," "WHERE IS" CONDITION, WITH ALL ITS FAULTS. BUYER HAS INSPECTED THE PROPERTY AND IS SATISFIED THAT THE PROPERTY IS COMPLETELY AS DESCRIBED HEREIN AND IS IN GOOD CONDITION. THE LTA HAS NOT INSPECTED THE PROPERTY, DOES NOT KNOW IF THE PROPERTY IS COMPLETELY AS DESCRIBED HEREIN, NOR DOES THE LTA KNOW THE PURPOSE TO WHICH BUYER WILL PUT THE PROPERTY. THE LTA MAKES NO REPRESENTATION CONCERNING THE VALUE OF THE PROPERTY.

THE LTA DOES NOT WARRANT THE MERCHANTABILITY OF THE PROPERTY OR WHETHER IT IS FIT FOR ANY PARTICULAR PURPOSE, OR EVEN IF THE PROPERTY IS FIT FOR THE ORDINARY PURPOSE FOR WHICH IT IS NORMALLY USED, AND BUYER SPECIFICALLY WAIVES ANY IMPLIED WARRANTY OF MERCHANTABILITY OF THE PROPERTY OR WARRANTY THAT THE PROPERTY IS FIT FOR ANY PARTICULAR PURPOSE OR THE PURPOSE FOR WHICH IT IS NORMALLY USED.

IF THE LTA BREACHES ITS WARRANTY OF TITLE, BUYER'S SOLE AND EXCLUSIVE REMEDY SHALL BE LIMITED TO THE RECOVERY OF AN AMOUNT EQUAL TO THE FAIR MARKET VALUE OF THE PROPERTY AS OF THE DATE HEREOF AND, IN NO EVENT, SHALL BUYER BE ENTITLED TO CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES OF ANY KIND OR NATURE WHATSOEVER.

By signing the Bill of Sale, the LTA and BUYER acknowledge items one through nine (1-9) above, and agree to the conditions outlined above.

IN WITNESS WHEREOF, the LTA and BUYER have executed this Bill of Sale as of _____,

LOCAL TRANSPORTATION AUTHORITY
EXECUTIVE DIRECTOR

APPROVED AS TO LEGAL FORM:
Sloan Sakai Yeung & Wong LLP

Name: Binu Abraham, Executive Director

Dated: _____


Osman I. Mufti, SBCOG Legal Counsel

Dated: _____

BUYER

Name: _____

Dated: _____

Tax I.D. : _____



STAFF REPORT

Action

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Fiscal Year 2025-2026 Budget

Agenda Item No. 6

Approved By: Binu Abraham, Executive Director

Meeting Date: June 19, 2025

Recommendation:

- a. Receive presentation on the Fiscal Year 2025-2026 Budget.
- b. Hold public hearing on the Fiscal Year 2025-2026 Budget.
- c. Adopt Resolution 2025-03 adopting the Fiscal Year 2025-2026 Budget.

Summary:

The Local Transportation Authority (LTA) Budget totals \$3,747,998. The budget is balanced.

Background/ Discussion:

The San Benito County Local Transportation Authority (LTA) administers and operates public transportation services in the San Benito County region.

The LTA budget was prepared using the line-item format. This style is easy to use and identifies where funds are spent. The budget includes conservative revenue assumptions that are based on apportionments and distributions identified through State and Federal resources. Unless already awarded, pending grant applications and the funding associated with these are not assumed as a part of the budget. The most important component of the budget focuses on aligning spending with anticipated funding sources.

The LTA budget for fiscal year 2025/26 totals \$3,747,998, reflecting a 30% increase from the fiscal year 2024/25. The largest increase is in the Contracts line item, which rose by 36% due to the increased cost of operating transit.

Financial Impact:

The LTA budget is balanced.

Attachment:

1. Resolution No. 2025-03
2. Fiscal Year 2025-2026 Local Transportation Authority Budget

BEFORE THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY

A RESOLUTION OF THE SAN BENITO COUNTY)
LOCAL TRANSPORTATION AUTHORITY)
ADOPTING THE 2025/2026 FISCAL YEAR) Resolution No. 2025-03
ANNUAL BUDGET)

WHEREAS, the Local Transportation Authority of San Benito County published and held a public hearing regarding the Board of Director's consideration of the budget for the Local Transportation Authority of San Benito County for Fiscal Year 2025/2026; and

WHEREAS, at the public hearing, the Local Transportation Authority Board of Directors heard and received all oral and written testimony and evidence that was made, presented, or filed, and all persons present at the hearing were given ample opportunity to hear and be heard with respect to any matter related to the budget for Fiscal Year 2025/2026; and

WHEREAS, said hearing was concluded, during which time all additions and deletions to the budget for Fiscal Year 2025/2026 were made or authorized; and

WHEREAS, the 2025/2026 fiscal year budget is a balanced budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Local Transportation Authority of San Benito County that the Adopted Budget of the Local Transportation Authority for Fiscal Year 2025/2026, is hereby adopted by reference to the attached Adopted Budget.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY THIS 19TH DAY OF JUNE 2025 BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAINING:
ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:

Dated: _____

By: Osman I. Mufti
Osman I. Mufti, SBCOG Counsel

ATTEST:
Binu Abraham, Executive Director

Dated: _____

By: _____



Adopted Budget Fiscal Year 2025/26

650 San Bentio Street, Suite 120
Hollister, California 95023
(831) 637-7665

www.sanbenitocountyexpress.org

Local Transportation Authority Adopted Budget Fiscal Year 2025 - 2026

Published by Order of the:
Board of Directors

Ignacio Velazquez, Chair
San Benito County

Roxanne Stephens, Vice Chair
City of Hollister

Kollin Kosmicki
San Benito County

Jackie Morris-Lopez
City of San Juan Bautista

Rolan Resendiz
City of Hollister

Executive Director
Binu Abraham

Prepared and Compiled by
Norma Aceves
Administrative Services Specialist

Adopted: June 19, 2025

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Local Transportation Authority Budget

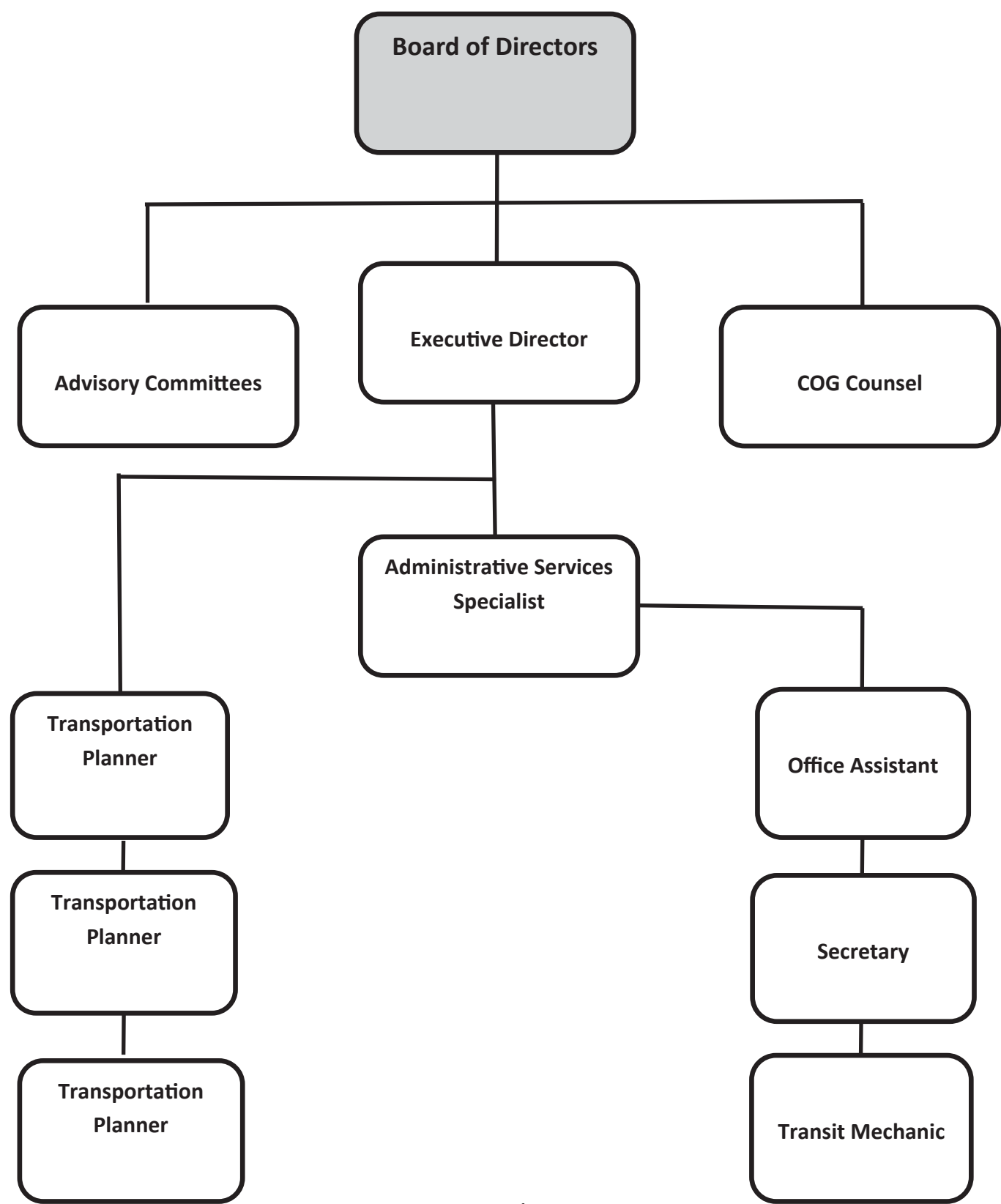
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Local Transportation Authority

Organizational Chart



Executive Summary

The Local Transportation Authority (LTA) is the designated Consolidated Transportation Services Agency (CTSA) for San Benito County. The Local Transportation Authority is responsible for administration and operation of San Benito County Express, the public transportation for the County, which operates seven days a week. San Benito County Express services, operated through a contract with Transdev Services Inc., include Fixed Route, Complementary Paratransit, Dial-A-Ride, and Intercounty transit services.

Local Transportation Authority also provides three Specialized Transportation services operated through a separate contract: Out-of-County Non-Emergency Medical Transportation and Medical-Shopping Assistance Program.

Goals and Objectives

The Local Transportation Authority goals for FY 2025/2026 are to continue serving the community through its transit operations, increased community outreach, implementation of unmet transit needs, and implementation of the Short-Range Transit Plan recommendations.

Budget Detail

The Local Transportation Authority's total proposed budget for FY 2025/2026 is \$3.7 million. The FY 2025/2026 Budget reflects a 30% increase in expenditures. The largest increase is in the Contracts line item, which rose by 36% due to the increased cost of operating transit. The Personnel budget category includes expenses related to planning, mechanic salary, and program administration. Service and Supplies includes large expenditures in vehicle maintenance and fuel cost. The Local Transportation Authority contracts for its transit operations with Transdev Services Inc. Contracts also include trip planning software, newly implemented performance management software, and professional services contracts for the implementation of the Short Range Transit Plan.

The Local Transportation Authority FY 2025/2026 Budget is balanced and supports the policies of the Board or Directors and the immediate needs of the community.

**LOCAL TRANSPORTATION AUTHORITY (LTA)
BUDGET - FY 2025/26
EXPENDITURES- COUNTY EXPRESS SERVICE**

EXPENDITURE DESCRIPTION		Previous Year Actual FY 05/06	Adopted Budget FY 24/25	Estimated Actual to June 30, 2025	Proposed Budget FY 25/26	Budget Estimate for FY 26/27	Variance FY 24/25 FY 25/26
Personnel							
610.905	Salaries- Direct		325,195	433,593	298,082	312,986	(27,113)
610.905	Salaries- Indirect		-	-	68,966	72,414	68,966
	Total		325,195	433,593	367,047	385,399	41,852
Services and Supplies							
619.126	Magazines and Subscriptions		-	1,017	-	-	-
619.130	Clothing and Safety		1,200	1,770	1,900	1,600	700
619.132	Communications		12,000	1800	5,976	4,800	(6,024)
619.138	Computer Maintenance		1,500	700	375	500	(1,125)
619.140	Computer Supplies		300	-	225	300	(75)
619.142	Computer Hardware		500	-	375	300	(125)
645.701	General Insurance		14,555	14,417	16,257	17,070	1,703
619.152	Maintenance of Equipment		48,750	75,353	85,000	89,250	36,250
619.154	Maintenance of Equipment - Oil and Gas		200,000	236,106	225,000	300,000	25,000
621503	Maintenance of Equipment - Auto		-	-	-	-	-
619.158	Maintenance of Structures and Grounds		500	2,000	3,000	4,000	2,500
619.280	Marketing		6,000	4,500	4,500	6,000	(1,500)
621901	Medical/Dental/Lab Supplies and Services		-	-	-	-	-
619.166	Membership Dues		1,000	840	750	1,000	(250)
622501	Office Furniture under \$700		-	-	-	-	-
622502	Office Equipment under \$300		-	-	-	-	-
619.176	Special Project Supplies - Supplies		-	-	-	-	-
619.174	Supplies		150	150	150	200	-
619.172	Postage and Delivery		-	-	-	-	-
619.210	Professional Service - Legal		3,750	5,000	7,500	7,000	3,750
623502	Professional Services - Accounting		-	-	-	-	-
623507	Professional Services - Other Consultants		-	-	-	-	-
619.180	Public and Legal Notices		-	-	-	-	-
619.184	Rent Equipment		-	-	-	-	-
619.186	Rent Structures		-	-	-	-	-
622903	Rent Space		-	-	-	-	-
619.190	Small Tools		75	138	150	200	75
619.268	Special Dept. Expense - Other		21,000	8,578	10,000	-	(11,000)
619.196	Travel Lodging		-	-	-	-	-
619.198	Travel Meals		-	-	-	-	-
619.194	Training		-	-	-	-	-
619.200	Travel Transportation		75	-	-	-	(75)
649.101	Cost Allocation Plan		-	15,752	20,411	21,432	-
619.306	Utilities		-	-	-	-	-
	Total		311,355	368,121	381,569	453,652	49,804
Contracts							
619.250	Special Dept. Expense - Contracts		58,500	11,897	21,250	25,000	(37,250)
619.250	Special Dept. Expense - CE Contract		1,562,892	1,634,433	2,357,231	2,458,885	794,339
	Total		1,621,392	1,646,330	2,378,481	2,483,885	757,089
Capital							
650.302	Equipment other than Computer		-	-	-	-	-
650.303	Computer Hardware		-	-	-	-	-
650.301	Automobiles, Trucks, Vans		-	-	-	-	-
	Total		-	-	-	-	-
Other							
649.320	OPEB		-	-	-	-	-
	Total		-	-	-	-	-
TOTAL PROPOSED BUDGET			2,257,941	2,448,044	3,127,097	3,322,936	848,745

**LOCAL TRANSPORTATION AUTHORITY
BUDGET - FY 2025/26
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Previous Year Actual Year Actual	Adopted Budget FY 24/25	Estimated Actual to June 30, 2025	Proposed Budget FY 25/26	Budget Estimate for FY 26/27	Variance FY 24/25 FY 25/26
541.001	Interest Revenue		6,500	8,000	6,000	6,000	(11,000)
570.001	Advertisement Revenue		12,000	956	1,000	1,000	
570.003	Sale of Fix Asset		-	-	2,000	2,000	
551.113	FTA 5311 Operating Assistance		530,148	530,148	-	-	(530,148)
551.101	Grant Revenue State Aid- Grants (LCTOP)		-	-	172,900	178,087	172,900
551.113	Local Transit Fund Grant		-	-	-	-	-
551.113	Grant Revenue Local Transit Fund Grant		177,876	177,876	-	-	-
576.012	LTF Transfer in		606,327	920,699	1,640,260	2,257,064	1,033,933
576.012	STA Transfer in		799,553	698,404	689,937	710,335	(109,616)
562.803	County Express Fares/JDA Fares		111,550	111,961	115,000	118,450	3,450
556.301	Federal Misc. Revenue		335,000	-	-	-	(335,000)
556.301	Federal Misc. Revenue		299,060	-	-	-	(299,060)
556.001	Federal Grants (FTA 5311)		-	-	500,000	50,000	500,000
TOTAL REVENUE			2,878,014	2,448,044	3,127,097	3,322,936	(74,541)

EXPENDITURES VS REVENUES <u>LTA</u>		Previous Year Actual FY05/06	Adopted Budget FY 24/25	Estimated Actual to June 30, 2025	Proposed Budget FY 25/26	Budget Estimate for FY 26/27	Variance FY 24/25 FY 25/26
EXPENDITURES							
Personnel			325,195	433,593	367,047	385,399	41,852
Services & Supplies			311,355	368,121	381,569	453,652	70,215
Contracts			1,621,392	1,646,330	2,378,481	2,483,885	757,089
Capital			0	0	-	-	-
Other			-	-	-	-	-
TOTAL EXPENDITURES			2,257,941	2,448,044	3,127,097	3,322,936	869,156
REVENUES							
Revenues			2,078,461	1,749,640	2,437,160	2,612,601	358,699
Operating Transfers (in)			799,553	698,404	689,937	710,335	(109,616)
TOTAL REVENUE			2,878,014	2,448,044	3,127,097	3,322,936	249,083
TOTAL PROPOSED BUDGET			2,257,941	2,448,044	3,127,097	3,322,936	869,156
FUND BALANCE					0		
DESIGNATED FUND BALANCE					-		
UNDESIGNATED FUND BALANCE					0		

<u>LTA</u> BUDGET NOTES		Proposed Budget FY 25/26
Personnel Personnel includes staff salaries.		
Services and Supplies Includes budget items to support transit operations. The largest expenses include fuel, maintenance, and the LTA's cost plan contribution to the County of San Benito.		367,047
Contracts MV contract includes transit operations for fixed route, intercounty, and dial-a-ride. Jovenes de Antaño contract includes out of county medical transportation. Contracts also includes \$51,819 for Routematch/TripSmart software and Dantec contracted support.		
Capital No Capital expenditures are proposed in this Budget.		
Other		
TOTAL PROPOSED BUDGET		3,127,097

LOCAL TRANSPORTATION AUTHORITY (LTA)
BUDGET - FY 2025/26
EXPENDITURES - SPECIALIZED TRANSPORTATION SERVICE

EXPENDITURE DESCRIPTION		Adopted Budget FY 24/25	Estimated Actual to June 30, 2025	Proposed Budget FY 25/26	Budget Estimate for FY 26/27	Variance FY 24/25 FY 25/26
Personnel						
610.905	Salaries- Direct	108,398	433,593	99,361	104,329	(9,038)
610.905	Salaries- Indirect	-	-	22,989	24,138	22,989
	Total	108,398	433,593	122,349	128,466	13,951
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.130	Clothing and Safety	400	556	700	735	300
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	700	125	131	125
619.140	Computer Supplies	-	-	75	79	75
619.142	Computer Hardware	-	-	125	131	125
645.701	General Insurance	4,852	4,806	5,419	5,690	568
619.152	Maintenance of Equipment	16,250	8,712	10,000	10,500	(6,250)
619.154	Maintenance of Equipment - Oil and Gas	60,000	18,000	40,000	42,000	(20,000)
621503	Maintenance of Equipment - Auto	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	1,000	1,050	1,000
619.280	Marketing	-	-	1,500	1,575	1,500
621901	Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166	Membership Dues	-	-	250	263	250
622501	Office Furniture under \$700	-	-	-	-	-
622502	Office Equipment under \$300	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	-	-	-
619.174	Supplies	50	-	50	53	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Professional Service - Legal	1,250	2,000	2,500	2,625	1,250
623502	Professional Services - Accounting	-	-	-	-	-
623507	Professional Services - Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
622903	Rent Space	-	-	-	-	-
619.190	Small Tools	25	60	50	53	25
619.268	Special Dept. Expense - Other	4,000	-	5,570	5,849	1,570
619.196	Travel Lodging	-	-	-	-	-
619.198	Travel Meals	-	-	-	-	-
619.194	Training	-	-	-	-	-
619.200	Travel Transportation	25	-	-	-	(25)
649.101	Cost Allocation Plan	-	15,752	6,804	7,144	-
619.306	Utilities	-	-	-	-	-
	Total	86,852	50,586	74,168	77,876	(19,488)
Contracts						
619.250	Special Dept. Expense - Contracts	-	-	6,750	-	6,750
619.250	Special Dept. Expense - ST Contract	438,273	288,580	417,634	445,243	(20,639)
	Total	438,273	288,580	424,384	445,243	(13,889)
Capital						
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	0	0	-	-	0
Other						
649.320	OPEB	-	-	-	-	-
	Total	-	-	-	-	-
TOTAL PROPOSED BUDGET		633,523	772,759	620,901	651,586	(19,426)

**LOCAL TRANSPORTATION AUTHORITY
BUDGET - FY 2025/26
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 24/25	Estimated Actual to June 30, 2025	Proposed Budget FY 25/26	Budget Estimate for FY 26/27	Variance FY 24/25 FY 25/26
541.001	Interest Revenue	-	6,000	6,000	6,000	6,000
570.003	Sale of Fix Asset	-	-	-	-	-
551.113	Grant Revenue Local Transit Fund Grant	-	-	-	-	-
576.012	LTF Transfer in	-	760,702	608,901	639,586	608,901
562.803	Charges for Services- Fares	3,450	6,057	6,000	6,000	2,550
556.301	Federal Misc. Revenue	-	-	-	-	-
556.001	Federal Grants (FTA 5310)	-	-	-	-	-
TOTAL REVENUE		3,450	772,759	620,901	651,586	617,451

EXPENDITURES VS REVENUES <u>LTA</u>		Adopted Budget FY 24/25	Estimated Actual to June 30, 2025	Proposed Budget FY 25/26	Budget Estimate for FY 26/27	Variance FY 24/25 FY 25/26
EXPENDITURES						
	Personnel	108,398	433,593	122,349	128,466	13,951
	Services & Supplies	86,852	50,586	74,168	77,876	(12,684)
	Contracts	438,273	288,580	424,384	445,243	(13,889)
	Capital	0	0	-	-	-
	Other	-	-	-	-	-
TOTAL EXPENDITURES		633,523	772,759	620,901	651,586	(12,622)
REVENUES						
	Revenues	3,450	772,759	620,901	651,586	617,451
	Operating Transfers (in)	-	-	-	-	-
TOTAL REVENUE		3,450	772,759	620,901	651,586	617,451
TOTAL PROPOSED BUDGET		633,523	772,759	620,901	651,586	(12,622)
FUND BALANCE				0		
DESIGNATED FUND BALANCE				-		
UNDESIGNATED FUND BALANCE				0		

<u>LTA</u>				Proposed Budget FY 25/26
BUDGET NOTES				
Personnel				
Personnel includes staff salaries.				122,349
Services and Supplies				
Includes budget items to support transit operations. The largest expenses include fuel, maintenance, and the LTA's cost plan contribution to the County of San Benito.				
Total				74,168
Contracts				
MV contract includes transit operations for fixed route, intercounty, and dial-a-ride.				
Jovenes de Antaño contract includes out of county medical transportation.				
Contracts also includes \$51,819 for Routematch/TripSmart software and Dantec contracted support.				
Total				424,384
Capital				
No Capital expenditures are proposed in this Budget.				
Total				-
Other				
TOTAL PROPOSED BUDGET				620,901

APPENDIX

PURCHASING POLICIES FOR THE LOCAL TRANSPORTATION AUTHORITY

A. DEFINITIONS

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

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

B. PURPOSE OF CHAPTER

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

C. DESIGNATION OF THE PURCHASING AGENT

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

D. PURCHASING AGENT – POWERS AND DUTIES

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

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

E. DESIGNATION OF ASSISTANT PURCHASING AGENTS

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

F. ASSISTANT PURCHASING AGENT – POWERS AND DUTIES

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

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

been approved and budgeted. Contracts shall not be split between fiscal years to circumvent this dollar limitation.

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

G. PURCHASING METHODS AND PROCEDURES

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

H. EXCEPTIONS TO THE COMPETITIVE PROCESS

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

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

12. Emergency purchases necessary when unforeseen circumstances require an immediate purchase in order to avoid a hazard to life or property or serious interruption of the operation of LTA, or the necessary emergency repair of LTA equipment.
13. When the product/services are needed by LTA pending a contract award and a contractor agrees to provide such product/services at the same contract price as a previous award, until a new contract has been awarded. Such interim period contracts shall not exceed six months.

I. CONTRACTUAL PROCEDURES

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

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

J. PREFERENCE FOR PRODUCTS CONTAINING RECYCLED MATERIALS

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

K. PREFERENCE FOR LOCAL BUSINESSES

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

lowest responsive, responsible bid, proposal or quote. If the business has additional places of business located outside of the County of San Benito, the designated point of sale for all resulting purchases shall be the bona-fide place of business located within the County of San Benito.

L. UNLAWFUL PURCHASES

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

M. EMERGENCY PURCHASES WITHOUT PRIOR APPROVAL

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

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

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

N. PROTEST PROCEDURES

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

O. ACCEPTANCE OF GRATUITIES

The acceptance of any gratuity in the form of cash, merchandise or any other thing of value by an official or employee of the agency, or by an official or employee of a public agency contracting with the agency, from a vendor or contractor, or prospective vendor or

contractor, is prohibited and shall be a cause for disciplinary action in the case of an agency employee or official, or in the case of an official or employee of the contracting public entity, cause for termination of the contract between the agency and the public entity.

Policies for Amending the Local Transportation Authority's Budget

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

1. BUDGET TRANSFER REQUEST FORM

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

2. EXECUTIVE DIRECTOR APPROVAL OF BUDGET TRANSFERS

Interdepartmental transfers of less than \$50,000.

Interobject transfers of less than \$50,000.

Intraobject transfers of any amount.

3. BOARD APPROVAL OF BUDGET TRANSFERS

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

Transfers of revenue increases.

Interdepartmental transfers of more than \$50,000.

Interobject transfers of more than \$50,000.

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

**Local Transportation Authority
BUDGET ADJUSTMENT/TRANSFER**

Please Indicate Type:

Fiscal Year: _____
Department: _____
Org Key: _____

☐

Appropriation/Est. Revenue Increase
(Requires Board Approval)

☐☐

**Interdepartmental Transfer or
Interobject Transfer >\$50,000**

(Requires Board Approval)

☐

Interobject Transfer <\$50,000

(Requires Executive Director and Admin Ser Spe)

☐

Intraobject Transfer

(Requires Executive Director)

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
_____	_____	_____	\$ -	\$ -
Total			\$ -	\$ -

Comments: _____

Submitted: _____ Date _____

Verification of
Sufficient Funds: _____
Administrative Services Specialist Date _____

Approval: _____ Date _____
Executive Director

Approval by COG Board _____
Date _____

Attested: _____
Clerk of the Board: _____ Vote: _____ Yes _____ No



STAFF REPORT

Action

Prepared By: Samuel Borick, Transportation Planner

Subject: FY 2025/2026 FTA 5311 Resolution

Agenda Item No. 7

Approved By: Binu Abraham, Executive Director

Meeting Date: June 19, 2025

Recommendation:

ADOPT Resolution 2025-02 Authorizing the San Benito County Local Transportation Authority's Executive Director to apply for and accept Federal Transit Administration Section 5311 Funds through the California Department of Transportation.

Summary:

The Federal Transit Administration (FTA) annually allocates operating assistance to eligible transit agencies, such as the San Benito County Local Transportation Authority (LTA), under the Federal Transit Administration Section 5311 Program. The apportioned funds must be used for public transit operations.

Background/ Discussion:

The Federal Transit Administration Section 5311 Program is a federal grant that provides funding for public transit operations in non-urbanized areas. The California State Department of Transportation (Caltrans) Division of Rail and Mass Transportation is the delegated agency responsible for the administration of the grant program in California.

The LTA receives an apportionment of 5311 funds on an annual occurrence. The LTA was apportioned \$541,540 for the FY 2025/2026.

Financial Impact:

\$541,540 of FTA 5311 funding is identified in the FY 2025-26 LTA Budget.

Attachments:

1. LTA Resolution 2025-02



BEFORE THE SAN BENITO COUNTY LOCAL
TRANSPORTATION AUTHORITY

A RESOLUTION OF THE SAN BENITO COUNTY)
 LOCAL TRANSPORTATION AUTHORITY)
 AUTHORIZING THE FEDERAL FUNDING UNDER FTA) Resolution No. 2025-02
 SECTION 5311 (49 U.S.C. SECTION 5339) and/or 5339 (49)
 U.S.C. SECTION 5339) WITH CALIFORNIA)
DEPARTMENT OF TRANSPORTATION)

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non- urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1G), and Section 5339 of the Federal Transit Act (FTA C 5100.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 and Section 5339 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the San Benito County Local Transportation Authority desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in San Benito County; and

WHEREAS, the San Benito County Local Transportation Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the San Benito County Local Transportation Authority Board does hereby Authorize the Executive Director, or their designee, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1G), as amended, and pursuant to Section 5339 of the Federal Transit Act (FTA C 5100.1), as amended. The Board further authorizes the following:

1. That the Executive Director, or their designee, is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.
2. That the Executive Director, or their designee, is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 and/or Section 5339 projects.
3. That the Executive Director, or their designee, is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 and or Section 5339 project(s).

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
THIS 19TH DAY OF JUNE, 2025 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:

Dated: _____

By: 
Osman I. Mufti, SBCOG Counsel

ATTEST:

Binu Abraham, Executive Director

Dated: _____

By: _____