AGENDA
REGULAR MEETING
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

DATE: Thursday, May 15, 2014
3:00 p.m.

LOCATION: **Board of Supervisors Chambers**
481 Fourth St., Hollister, CA 95023

DIRECTORS: Chair Victor Gomez, Directors Anthony Botelho, Tony Boch, Jerry Muenzer, and Robert Scattini
Alternates: San Benito County: Jaime De La Cruz;
City of Hollister: Pauline Valdivia; San Juan Bautista: Andy Moore

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.***

3:00 P.M. CALL TO ORDER

A. Pledge of Allegiance

B. Verification of Certificate of Posting

C. Public Comment (Opportunity to address the Board on items of interest on a subject matter within the jurisdiction of the Council of Governments and not appearing on the agendas. No action may be taken unless provided by Govt. Code Sec. 54954.2 Speakers are limited to 3 minutes.)

D. Executive Director's Report

E. Caltrans Report – Gubbins/Loe

F. Board of Director's Reports

CLOSED SESSION:

Matters discussed during Closed Session include existing and pending litigation, personnel matters and real property negotiations. Reportable actions taken by the Board during Closed Session will be announced during open session. (Gov. Code Section 54957.1(a) & (b), Ralph M. Brown Act.)

1. Conference with Legal Counsel-Anticipated Litigation

Significant Exposure to litigation pursuant to subdivision (d) of Section 54956.9:
Closed session is authorized by Section 54956.9(d) (2), (e) (2)

On May 5, 2014, the Council of San Benito County Governments received correspondence from the law firm of L+G, LLP, alleging that action taken at the Council of San Benito County Governments Board meeting on April 17, 2014 on Item no. 5 was in violation of the Brown Act.

2. **Conference with Real Property Negotiators** - Pursuant to Government Code Section 54956.8
Property: 600 Del Monte Drive, Hollister
Agency Negotiators: Shirley Murphy, Deputy County Counsel, Lisa Rheinheimer, Executive Director, and Mary Gilbert, Transportation Planning Manager
Negotiating Parties: Leslie Marie Clark Trust
Under Negotiation: Price and Terms of Payment

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.)

3. **APPROVE** Council of Governments Local Transportation Authority Special Joint Meeting Minutes Dated March 18, 2014 – Gomez

4. **APPROVE** Council of Governments Draft Meeting Minutes Dated April 17, 2014 – Gomez

5. **RECEIVE** the Fiscal Year 2014/2015 Draft Overall Work Program, Which Includes Planning Activities to be Performed by the Council of Governments – Lezama

6. **RECEIVE** Construction Projects Report – Caltrans District 5

7. **APPROVE** Proclamation No. 14-01 Declaring May 18-24, 2014 as National Public Works Week in San Benito County - Rheinheimer

8. **AUTHORIZE** COG Chair to Sign Release of Claim Associated with the San Juan Highway Bike Lanes Project – Rheinheimer

REGULAR AGENDA: TRANSPORTATION ITEMS

3:00 P.M. Public Hearings (Or As Soon Thereafter As the Matters May Be Heard)

9. **HOLD** Public Hearing on the Draft Regional Housing Needs Allocation Plan – Rheinheimer

10. **Highway 25 Widening Project –** Rheinheimer
    a. **DIRECT** that COG Staff Work with Caltrans and Federal Highway Administration to Grant an Extension to the Complete the Environmental Document;
    b. **REQUEST** that Caltrans Return to the Board with a Cost and Schedule to Complete the Environmental Document;
    c. **DISCUSS** the Project Design and Steps for Moving Forward which Would Include Reaffirming the Route Adoption and Tiered Environmental Document; and
    d. **DISCUSS** the Funding Outlook for the Project and **REQUEST** that the Ad-hoc Committee Return to the Board with a Recommendation on Possible New Funding for the Project.

11. **Draft *On the Move: 2035* - San Benito Regional Transportation Plan** – Rheinheimer
    a. **RATIFY** Action from April 17, 2014 COG Board Meeting to Rescind the March Draft Regional Transportation Plan and Release the February Draft Regional Transportation Plan for Public Review;
    b. **RECEIVE** Information on Proposed Staff Changes for Inclusion in the Final Regional Transportation Plan; and
    c. **RECEIVE** Information on the Status of the Environmental Document Associated with the Regional Transportation Plan.

12. **CONSIDER** Options for Updating the San Benito County Transportation Impact Mitigation Fee Nexus Study and **PROVIDE** Direction to Staff – Gilbert

13. **Council of Governments Office Facilities Lease** – Postigo
    a. **DIRECT** Staff to negotiate a new five year Lease with Cost Savings Between Council of San Benito County Governments and The Pivetti Company for Office Space Located at 330 Tres Pinos Road, Suite C7. **OR**
    b. **DIRECT** Staff to Negotiate a Two Year Lease at the Existing Amount Between Council of San Benito County Governments and The Pivetti Company for Office Space Located at 330 Tres Pinos Road, Suite C7.

Adjourn to COG Meeting on June 19, 2014. Agenda Deadline is Tuesday, June 10, 2014 at 12:00 p.m.

In compliance with the Americans with Disabilities Act (A DA), if requested, the Agenda can be made available i n appropriate alternative formats to persons with a disa bility. If an individual wishes to request an alternative agend a format, please contact the Clerk of the Council four (4) days prior to the meeting at (831) 637-7665. The Council of Governments 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 Council's office at (831) 6 37-7665 at le ast 48 hours before the meeting to enable the Council of Governments to make reasonable arrangements to ensure accessibility.

DISTRICT 5 DIRECTOR'S REPORT – SAN BENITO COUNTY

PREPARED FOR MAY 15, 2014 COUNCIL OF SAN BENITO COUNTY GOVERNMENTS' MEETING

NEWSWORTHY

- April was *Distracted Driving Awareness Month.* Distraction occurs any time you take your eyes off the road, your hands off the wheel, and your mind off your primary task of driving safely. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing. These include using a cell phone or Smartphone; eating and drinking; reading, including maps; and using a navigation system. Sending or reading a text takes your eyes off the road for 4.6 seconds. At 55 mph, that's like driving the length of an entire football field, blindfolded. Distracted driving killed 3,328 people nationwide in 2012, according to the National Highway Traffic Safety Administration. More information is available at: http://www.distracteddriving.gov/

- Caltrans highlights our statewide litter problem and that's no rubbish. On April 24, Caltrans hosted its statewide annual Anti-Litter Day event and participated in the Great American Cleanup, an event sponsored by Keep California Beautiful, at the State Capitol. Last year on our annual Anti-Litter Day alone, Caltrans picked up more than 3,100 cubic yards of litter – enough to fill more than 190 garbage trucks. That was the largest amount of litter picked up in one day by one group in the state, according to Keep America Beautiful.

- *May is National Bike Month.* Caltrans Headquarters, several districts, and communities across California are planning special events to promote bicycling. Bike fairs, Bike to Work Day rides and energizer stations are just a few of the events scheduled to promote and celebrate bicycling. Sacramento Area Caltrans employees have participated in the Million Mile Month for several years and have successfully pedaled more miles than other major employers for most of those years.

  Studies have shown that of people who tried commuting by bicycle for the first time during May is Bike Month, 32 percent continued to do so six months later. Bicycling improves individual physical and mental health, but it also decreases traffic congestion, commute costs, and the amount of pollutants added to the environment. Bicycling can be a pleasant, safe, efficient, and healthy commute option.

- Caltrans' annual statewide Workers Memorial took place on May 1, on the west steps of the State Capitol. This ceremony was held in coordination with Caltrans Safety Awareness Week. The Workers Memorial is a time to remember those who lost their lives building, maintaining, and operating California's transportation system.

FUNDING OPPORTUNITIES

- A call for projects is under way for the Active Transportation Program. Caltrans is offering $360 million statewide for projects supporting active mode goals, including bicycle and walking trips, improving safety and mobility for non-motorized users, reducing greenhouse gas emissions, enhancing public health, ensuring disadvantaged communities fully share in the program's benefits, and providing a broad spectrum of projects supporting active transportation users. Applications will be accepted online through ***Wednesday, May 21, 2014***. The application, instructions and more information is available at: http://www.dot.ca.gov/hq/LocalPrograms/atp/.

Please Submit Maintenance Service Requests at the Following Link: http://www.dot.ca.gov/hq/maint/msrsubmit/

Agenda Item:_____

SAN BENITO COUNTY
COUNCIL OF GOVERNMENTS
LOCAL TRANSPORTATION AUTHORITY

SPECIAL JOINT MEETING

March 18, 2014 1:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:
Chair Gomez, Vice-Chair De La Cruz, Director Boch, Director Botelho, and Director Scattini

STAFF PRESENT:
Deputy County Counsel, Shirley Murphy; Executive Director, Lisa Rheinheimer; Transportation Planner, Veronica Lezama, Transportation Planner, Betty LiOwen; Transportation Intern, Regina Valentine; Secretary, Monica Gomez

OTHERS PRESENT:
Pauline Valdivia, Jovenes de Antaño; Belynda Johnson, Joe Rye, Doug Langile, Majic Consulting Group; Evelia Meza, Spanish Interpreter

CALL TO ORDER:
Chair Gomez called the meeting to order at 1:06 P.M.

A. PLEDGE OF ALLEGIANCE

B. CERTIFICATE OF POSTING

Upon a motion duly made by Director Botelho, and seconded by Director Scattini, the Directors unanimously approved the Certificate of Posting.

1:00 P.M. Public Hearing (Or As Soon Thereafter As the Matter May Be Heard)
TRANSPORTATION ITEMS:

1. Unmet Transit Needs Hearing – Lezama
- **a. RECEIVE** Report on Unmet Transit Needs Hearing
- **b. OPEN** Public Hearing
- **c. CLOSE** Public Hearing
- **d. DIRECT** Staff to Return to Council of Governments with Recommendation.

Ms. Lezama presented the item. She noted that this was the first of two public hearings. The second hearing will take place at the Council of Governments Board meeting Thursday, March 20, 2014 at the Board of Supervisors Chambers at 3:00 p.m.

Ms. LiOwen provided an overview of the services provided by County Express and Jovenes de Antaño.

Staff requested that the Board break out into small groups and interact with the members of the public to receive their input about the transportation services offered by the Local Transportation Authority.

Chair Gomez introduced each Board member and opened the public hearing at 1:13 p.m.

The Board and staff broke out into 5 small groups and engaged with members of the public who were seated at tables. Staff and Board members asked each group to express any questions or concerns they had about the County Express or Jovenes de Antaño services.

Executive Director, Lisa Rheinheimer, reported out on Table #3 comments:

Grace reported that she had great service last year from Jovenes de Antaño and now she is lucky to have her son provide her transportation.

Valerie talked about some transportation enhancements between San Juan Bautista and Hollister and getting people to places such as the YMCA and the new Skate Park. She mentioned the need for a stronger connection in terms of transit services between Hollister and San Juan Bautista.

Veronica Lezama reported out on Table #4 and Table #5 comments:

Maria reported that she primarily uses the Jovenes de Antaño service and she had very positive feedback. The Jovenes de Antaño buses are always on time and she has not had any issues with the drivers.

A gentlemen talked about the need for service to Santa Ana Valley and San Francisco. They also wanted to acknowledge a Jovenes de Antaño driver named "Marcos." They stated that Marcos is an "excellent driver".

Regina Valentine reported out on Table #2 comments:

Roman Rodriguez had a question about the percentage of disability to be eligible for the ADA Paratransit service. Staff was able to explain the ADA Paratransit eligibility process. Mr. Rodriguez also asked why there was no transportation services specifically for Veterans. Staff explained that there are connections from Hollister to San Jose and the VA will connect from Palo Alto to San Jose, however the rider would have to check specifically with the VA about their services.

Lynn Overtree requested that we provide service to Watsonville and make connections to Santa Cruz Transit. Ms. Overtree provided a proposal with recommended routes and a letter explaining a need for the service. The information will be forwarded to the Executive Director.

Betty LiOwen reported out on Table #1 comments:

There was a request to provide service from Hollister to Los Baños. There was discussion about how important public transit is to improving the environment. There was discussion about the need to increase transit marketing to Hollister residents and provide additional token vendor locations. There was a request to bring back the midday fixed route service in Hollister. Staff received positive feedback about the County Express drivers. Staff needs to work on clarifying service boundaries for the specialized transportation services. There was a question regarding transportation for local veterans. Ms. LiOwen mentioned that the VA provides transportation locally however; clients need to contact them directly for more information.

Ms. Lezama stated that staff and the Social Services Transportation Advisory Council will review all of the comments received and provide a recommended determination of Unmet Transit Needs to the Council of Governments Board of Directors in June.

Chair Gomez closed the public hearing at 1:37 p.m.

The Board thanked the members of the public for their time and for providing feedback about the Jovenes de Antaño and County Express services. Chair Gomez directed staff to report back to the Board with a recommendation at a future meeting.

Upon a motion made by Director De La Cruz, and seconded by Director Botelho, the Directors directed staff to report back with a recommendation at a future meeting. Vote: 5/0 motion passes.

2. DISCUSS Development of the San Benito Short-Range and Long-Range Transit Plan – Lezama

Ms. Lezama reported that as part of the development of the Short-Range and Long-Range Transit Plan, the Local Transportation Authority in collaboration with Majic Consulting concluded its analysis of the existing transit services provided by County Express and the Specialized Transportation Services.

Ms. Lezama introduced Belynda Johnson, Joe Rye, and Doug Langile with Majic Consulting Group. They provided a Power-Point presentation on some preliminary concepts for the County Express and Jovenes de Antaño services.

Some of the objectives of the Short-Range Transit Plan were as follows:

- Strengthening Fixed Route Service
- Minimizing General Public Dial-A-Ride
- Enhancing Special Needs Transportation
- Improving Public Transportation Coordination
- Creative Solutions to Unique Needs in this County
- Maintain Financial Viability.

Director De La Cruz stated that it would be important to look at expanding the Fixed Route service in the Buena Vista Road and Calaveras School area, as well as the Bridgevale and Central Road areas. He mentioned this because there is low-income housing development coming in the near future near those areas.

Ms. Lezama stated that she would contact the County Planning Department to acquire more information about the future development plans that were mentioned by Director De La Cruz and then forward the information to the Consultants.

Director Botelho questioned the frequency of the Red-line service increasing to every ½ hour. He also inquired about when they will evaluate how successful the implementation plan is.

Mr. Rye and Ms. Lezama explained that the increase was justified due to the Social Services Departments, Employment Development Department, and the shopping centers located along the Red-line route. In addition, Ms. Lezama mentioned that part of the next phase of the project will be to develop an implementation plan and identify performance measures. The performance measures will identify whether or not the route is performing successfully and if any adjustments need to be made.

Director Boch inquired about the current number of riders using the Red-line.

Staff stated that it was difficult to determine because the Red-line does not currently run when it is most needed, during the hours of 10:00 a.m. – 2:00 p.m.

Chair Gomez asked the Consultants to elaborate some more with regard to scaling down the Dial-A-Ride service.

Mr. Rye stated that it appears that a lot of the Dial-A-Ride service is used to cover the 4 hour gap midday, so by providing the Fixed Route midday service the Dial-A-Ride service would not be needed during those hours. There would still be a parallel ADA service running at the time, but only for those who require the specialized service.

Regarding the Intercounty/Regional Services, the Consultants mentioned looking into other alternatives to get people where they want to go. They mentioned the possibility of a partnership with Monterey Salinas Transit to see if they can come into San Juan Bautista, or a possible partnership with the Valley Transportation Authority to strengthen connections with Gilroy Caltrain. Another alternative could be the use of vanpools as appropriate.

PUBLIC COMMENT:
Lynn Overtree

Ms. Overtree stated that the City of San Juan Bautista is looking to include additional bus stops in there General Plan Update. Regarding partnerships, she mentioned that the area west of HWY 101 and northeast Monterey County is not served by MST so that would be a good place for a partnership with them. This would help service the Aromas and Royal Oaks community areas.

Director Botelho stated that the connection could help provide service to afterschool activities for students at Anzar High School.

Staff mentioned that there is a designated bus stop at Anzar High School.

Mr. Langile reported on the Demand Response service. He noted that the service is dependent on the return of the midday Fixed Route service. He stated that you can then take the Dial-A-Ride, Paratransit resources and concentrate them on special needs to serve seniors, persons with disabilities, and safe rides home for elementary students.

Chair Gomez stated that by bringing back the Fixed Route midday service, we no longer are competing with the taxi service. This would put the taxi-voucher issue to rest. He stated that he would like to encourage Fixed Route ridership and thought it would be a good idea to bring back the midday service and continue to meet the ADA compliance requirements.

Mr. Langile stated that another service that would possibly work better for this County rather than a subsidized taxi voucher program, would be a TRIP Program for very remote areas. He mentioned that there are some very good examples of this service in California.

Director Botelho liked the idea of a TRIP Program. He stated that he could see this type of program working for a church group that wants to provide transportation for the elderly members of their congregation. They could reimburse volunteer drivers.

Director De La Cruz was concerned about liability issues with a TRIP Program.

The Consultants explained that the driver is the primary under the insured. In addition, what is being done currently by other counties, is that they obtain a secondary insured policy that covers above the coverage of the volunteer drivers.

Mr. Langile stated that in coordinating this type of volunteer driver service at more of a county level, the Board could establish a Mobility Management Center. People could call this center and be linked with

transportation services to fit their needs. The Mobility Center would serve as a trip advisor/broker for the County.

Chair Gomez and Director Scattini excused themselves at 2:50 p.m. to attend a meeting with the City of Hollister. Vice-Chair De La Cruz chaired the remainder of the meeting.

Ms. Rheinheimer asked for clarification from the Board regarding the addition of a route to Watsonville.

After brief discussion, the Board directed staff to analyze whether or not expanding a route to the Aromas/Watsonville area and/or Salinas is feasible. They also directed staff to further analyze the Red Line service in the downtown area.

Ms. Rheinheimer stated that staff will work with the consultants on analyzing and prioritizing the needs that were addressed and report back to the Board at a future meeting.

Upon a motion made by Director Botelho, and seconded by Director Botelho, the Directors voted to adjourn the Special Joint meeting at 2:50 p.m.

ADJOURN TO REGULAR COG MEETING MARCH 20, 2014.

Agenda Item:_____

SAN BENITO COUNTY
COUNCIL OF GOVERNMENTS
REGULAR MEETING

April 17, 2014, 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:
Chair Gomez, Director Boch, Director Botelho, Director Muenzer, and Director Scattini

STAFF PRESENT:
Deputy County Counsel, Shirley Murphy; Executive Director, Lisa Rheinheimer; Administrative Services Specialist, Kathy Postigo; Transportation Planner, Veronica Lezama; Transportation Planner, Betty LiOwen; Transportation Intern, Regina Valentine; Secretary, Monica Gomez

OTHERS PRESENT:
Tim Gubbins, John Olejnik, Caltrans District 5; Heather Adamson, Association of Monterey Bay Area Governments (AMBAG); Jennifer Donnelly, Alta Planning and Design; Patrick Dobbins, Harris Associates

CALL TO ORDER:
Chair Gomez called the meeting to order at 3:00 P.M.

A. PLEDGE OF ALLEGIANCE

B. CERTIFICATE OF POSTING

Upon a motion duly made by Director Scattini, and seconded by Director Boch, the Directors acknowledged the Certificate of Posting. Vote: 3 yes/0 no/2 absent

Director Botelho and Director Muenzer arrived at 3:01 p.m.

C. PUBLIC COMMENT:

Chair Gomez stated for the record that the COG Board received Joe Thompson's public comment correspondence dated February 16, 2013 through April 12, 2014. The correspondence was entered into the public record

Robert Scales, Parsons Transportation Group

Mr. Scales stated that there was a lot of discussion at the last meeting about the San Benito County Traffic Model. He wanted to clarify that the Model report was provided to the Council of Governments (COG) over 7 months ago and was a result from failure to act on a number of activities. 1) Incorrect traffic volume counts or reports of traffic volumes on Highway 101, for which they prepared a report on behalf of the Valley Transportation Authority (VTA) and the COG. 2) They provided a second report on future volumes on Highway 101 to address the deficiencies of the Travel Forecasts being reported for the Highway 101 Widening project. 3) He stated that he had a record of many communications between himself, Caltrans, AMBAG, and COG, identifying deficiencies in the various travel forecasts that appear in reports and the processes and resulting consequences. He stated that this all came to light at the last

COG meeting because there has been no action to provide any of this information to the COG Board. Lastly, he provided handouts 1) 2035 Forecast Model Comparison San Benito County Subarea: Technical Supplement 2) AMBAG Regional Travel Demand Model (Version 1.5) Hollister Subarea Validation: Technical Supplement 3) 2010 San Benito County Traffic Model Hollister Subarea: Technical Supplement.

Jeff Gilles, L+G, LLP

Mr. Gilles stated he is a business owner in downtown Hollister. He stated that he recently submitted a letter to Matt Granger with regard to a Brown Act violation that occurred yesterday. The Brown Act violation had to do with the removal of Jaime De La Cruz from the COG Board. Mr. Gilles stated that the Board should step back a second and make sure the Brown Act issue is resolved. He also stated that he would like to see the Board consider a resolution or a motion to postpone Item 5c. on the Agenda. Also, he provided the Board a copy of a letter from him addressed to Simon Salinas. The letter is an effort to set up an all hands meeting with AMBAG, AMBAG's General Counsel, with regard to this issue which seems to be growing between San Benito COG and AMBAG. He also recommended that Simon Salinas consider extending an invitation to the COG Chair, COG's Executive Director, and the Chair of the Board of Supervisors to have a productive discussion with regard to the letter from Aileen Loe from Caltrans. He stated that he believed this issue could be resolved by everyone getting together and talking about solutions as opposed to advocating their respective differences. He mentioned that the meeting between Simon Salinas, AMBAG and other respective parties could occur April 28th, 29th, or 30th depending on everyone's schedules.

Director Botelho stated that he conferred with County Counsel after the Brown Act issue was brought up and County Counsel's opinion was that there was no Brown Act violation on the part of the County. Director Botelho stated however, that in order to ensure that all parties are satisfied he would accept the recommendation to continue the item and schedule a special meeting within a week; with the stipulation that everything comes out and is transparent, with regard to the Regional Transportation Plan. He noted however, that at no cost could we jeopardize our federal monies.

D. <u>EXECUTIVE DIRECTOR'S REPORT</u>: Rheinheimer

Ms. Rheinheimer reported that she attended a meeting with Caltrans, the California Transportation Commissioner, Fran Inman, and other colleagues along the US 101 Corridor. They had a very productive meeting and discussion about freight mobility needs on the Central Coast and in San Benito County. She was able to provide some insight as to what is happening nationally with regard to freight mobility, as well as what is going on nationally in terms of transportation funding looking into the future.

E. <u>CALTRANS DISTRICT 5 REPORT</u>: Gubbins

District 5 Director, Tim Gubbins reported that Caltrans recently released The Mile Marker – A Caltrans Performance Report that will be released periodically. The report is available on their website at www.dot.ca.gov

Mr. Gubbins announced that Caltrans has adopted a new Mission: Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy.

Mr. Gubbins announced that Caltrans has endorsed the National Association of City Transportation Officials (NACTO) bicycle and pedestrian design standards that are a little more stringent than Caltrans standards. However, Caltrans is recognizing that as a fairly good resource for people who are working within Caltrans right-of-way or for City and County streets.

Lastly, Mr. Gubbins announced that there is a call for projects for the new Active Transportation Program which has about $360 million statewide for projects that support active modes goals, including bicycling

and walking trips, improving safety and mobility for non-motorized users, reducing greenhouse gas emissions, enhancing public health and ensuring disadvantaged communities fully share in the programs benefit. Applications are due Wednesday, May 21, 2014.

Director Botelho asked Mr. Gubbins when he thought Caltrans might respond to the San Benito County Resolution that was sent regarding Highway 156 and the request to work together on addressing some of the issues and concerns.

Mr. Gubbins stated that Caltrans will meet with San Benito County and will provide a written response to the County on how they can work together to address the County's concerns.

Director Boch inquired about a response to his request from last month's meeting regarding concern with the speed limit at the Alameda and Highway 156 intersection.

Mr. Gubbins apologized and stated that he would have to get back to Director Boch.

F. <u>BOARD OF DIRECTORS REPORTS</u>:

Chair Gomez addressed Director Botelho's recommendation to postpone Item 5 and schedule a special meeting within one week. He asked Director Botelho to clarify what would happen between now and one week.

Director Botelho stated that within that time the Board of Supervisors could schedule a Special meeting and re-confirm the appointment of Director Muenzer, and hopefully schedule a Special meeting to discuss Item 5.

Chair Gomez stated that the soonest he could clear his schedule for a special meeting would be two weeks however, he added that he did not see the need for a Special meeting with the Board of Supervisors if Director Botelho was confident that their action was legitimate.

Director Botelho stated that he was confident that the Board of Supervisors action was legitimate, however, for sake of some public concern it would be better to reinforce it.

Chair Gomez mentioned that he had a City commitment at 4:30 p.m. and would have to excuse himself and allow the Vice-Chair to take over around 4:15 p.m. He also asked to move Item 4 after Item 6 on the Agenda.

Upon a motion duly made by Director Scattini, and seconded by Director Boch, the Directors unanimously approved moving Item 4 after Item 6 on the Agenda. Vote: 5/0 motion passes.

<u>CONSENT AGENDA:</u>

1. **APPROVE** Council of Governments Draft Meeting Minutes Dated February 20, 2014 and March 20, 2014 – Gomez
2. **APPROVE** COG Transaction Report (Financial Claims) dated March 2014 (Postigo)
3. **RECEIVE** Construction Projects Report – Caltrans District 5

PUBLIC COMMENT:
<u>Item 1</u>
Robert Scales, Parsons Transportation Group

Mr. Scales noted a correction to Item 1 Draft Minutes dated March 20, 2014, under Item 6?7 last paragraph before Public Comment (3rd sentence) states: *Mr. Scales stated that the Model they prepared is calibrated to a better level of goodness than the AMBAG 2014 Model.* He stated that the sentence was not

true because they do not have the AMBAG 2014 Model, they do have the AMBAG 2010-2011 Model Version 1.5, which is what that remark referred to. He also noted a correction to the last sentence in the same paragraph which states: *He stated that every single county has their own model because they don't trust the validity of the regional model for their projects and plans.* He stated that the comment refers to every single county in the San Francisco Bay area.

Upon a motion duly made by Director Muenzer, and seconded by Director Botelho, the Directors unanimously approved Items 1-3 from the Consent Agenda. Vote: 5/0 motion passes.

REGULAR AGENDA
TRANSPORTATION ITEMS:

3:00 P.M. Public Hearing (Or As Soon Thereafter As The Matter May Be Heard)

5. ***On the Move: 2035 San Benito Regional Transportation Plan Public Hearing*** – Rheinheimer
- **a. OPEN** Public Hearing on the Draft 2014 Regional Transportation Plan,
- **b. CLOSE** Public Hearing, and
- **c. DIRECT** Staff Regarding the Draft Regional Transportation Plan and the Draft Environmental Impact Report.

Ms. Rheinheimer stated that the purpose of this item is to conduct a Public Hearing on the Draft 2014 Regional Transportation Plan which was released for public review March 21, 2014, following Board action. The public comment period ends on April 21, 2014. The public hearing is intended to be an opportunity for members of the public to comment on the Draft Regional Transportation Plan.

Ms. Rheinheimer stated that in terms of comments, she provided a letter from Caltrans after the March meeting regarding the Regional Transportation Plan. She stated that it would be appropriate to ask Mr. Gubbins from Caltrans District 5 to address that letter after the public hearing.

Chair Gomez opened the Public Hearing at 3:20 p.m.

PUBLIC COMMENT:

Robert Scales, Parsons Transportation Group

Mr. Scales stated that at the recent Board of Supervisors meeting it was suggested by at least three of the members that the Regional Transportation Plan consider reporting a range of results. The range reflecting the AMBAG draft population projections and the projections that are reflected in the County General Plan. He stated that he took the initiative to provide editorial comments on the 8 or 9 pages in the Draft Regional Transportation Plan that would be affected. He provided copies for consideration with mark-ups showing highlighted text and underlined what was deleted and what was added. Mr. Scales mentioned that Parsons just completed the traffic study on a three billion dollar High Desert Corridor project in Southern California. He stated that they don't use the recently adopted model, but the prior version of the regionally adopted model because the current version has a lot of controversy about it. They also use the prior version of the regionally adopted population forecast because no one in the High Desert Corridor area believes in the current version, which are driven solely by an effort to reduce vehicle miles of travel and cut down the population in the High Desert Corridor. He stated that his point was that flexibility is permitted in these project, Caltrans District 7(Los Angeles County), Caltrans District 8 (San Bernardino County), and all of the member entities found what they did fine and it was all agreed upon by the project development team.

Jeff Gilles, L+G, LLP

Mr. Gilles reiterated his comments regarding Item 5c. He recommended that any action on 5c. be postponed until after there is an opportunity to meet with Simon Salinas, AMBAG and AMBAG's Counsel, Chair Gomez, Director Muenzer, and Lisa Rheinheimer. This will allow time to determine if there is an issue with the Regional Transportation Plan (RTP) and the Environmental Impact Report (EIR) from AMBAG. He stated that he was confident that if everyone works together they will be able to resolve any issues and move forward.

Walt Allen, Parsons Transportation Group

Mr. Allen stated that he worked for the San Benito COG for three years starting in 1998. He was appointed Interim Executive Director for six months to replace Mr. Max Bridges and prior to the Board appointing Mr. George Lewis. Mr. Allen stated that he left COG in 2001 to work for the Transportation Agency for Monterey County (TAMC) and joined Parsons in 2007. Mr. Allen stated that during his time at COG he was responsible for hiring Lisa Rheinheimer and Mary Gilbert and they were all actively involved in efforts to make Highway 25 safer. He stated that he pledged to work to make Highway 25 as safe as possible in honor of 12 people who were killed on Highway 25 in 2000. He mentioned that improvements have been made to Highway 25 in 2003 and 2011, which have substantially reduced collisions and fatalities. He stated that as part of the continued effort to improve safety and mobility on Highway 25, COG has made Highway 25 Widening a high priority since 2000. He stated that COG's Executive Director, George Lewis personally obtained a commitment for $2 million from the Santa Clara Valley Transportation Authority (VTA) in 2001 and COG has since obtained various amounts of funds totaling $6.8 in Federal, VTA, and COG sources to prepare an environmental document, which will approve the ultimate alignment and allow construction of projects. Mr. Allen stated that he was appalled that COG's Executive Director did not specify that the Highway 25 Widening project was going to be removed from the constrained list of projects to be built in the San Benito Transportation Plan, and did so without informing the Board of this action. Mr. Allen stated that the project has been in the San Benito Regional Transportation Plan as a constrained project since 2005, since that time the COG Board has never voted to take Highway 25 off the list. Mr. Allen stated that on February 21, 2013 the COG Board accepted the Regional Transportation Plan list and core financial assumptions and there were two Highway 25 Widening Projects on this list. He stated that the June 2013 TAC minutes show that they reviewed and recommend approval of the revised project list and also identified that staff add a constrained and unconstrained project list for 2020 and 2035. The TAC directed COG staff to present this list of projects to the COG Board, the COG Board never received or voted on that list.

Director Botelho responded to Mr. Allen's comments. He stated that he has been on the COG Board for 10 years and wanted to clarify that the COG Board took the Highway 25 Widening project off the list because the Caltrans design was a $350 million project. The COG Board thought it was valid at the time to reconsider the Highway 25 Widening project to try to lower the cost and Impact fees. He stated that at no time did COG staff remove the project on their own. Director Botelho stated that what he did find interesting was how the Shore Road Extension was placed on the project list in the March revision of the RTP without any discussion or studies done at all on the project.

Chair Gomez also responded to Mr. Allen's comments. He stated that in 2010 or 2011 the COG Board instructed their respective agencies and COG to reevaluate the Traffic Impact Fees because they wanted to encourage development. He stated that the COG Board directed COG's Executive Director, Lisa Rheinheimer to reevaluate the Traffic Impact Fees and clarified that the removal of the Highway 25 Widening project was also at the direction of the COG Board and not by the Executive Director.

Kristina Chavez-Wyatt, SBC Business Council

Ms. Chavez -Wyatt stated that she wanted to reiterate some of the comments and requests that were made by the SBC Business Council regarding population forecasts and the process and procedure for

developing the Regional Transportation Plan in cooperation with the AMBAG Metropolitan Transportation Plan (MTP) moving forward.

Ms. Chavez-Wyatt read the letter that was presented to the Board from the San Benito County Business Council dated April 8, 2014.

Chair Gomez Closed the Public Hearing at 3:37p.m.

Caltrans District 5 Director, Tim Gubbins wanted to first clarify that the Caltrans letter that was included as one of the RTP comments in the Agenda packet, was not necessarily their comment letter on the RTP. Mr. Gubbins stated that Caltrans considers San Benito COG a partner and after the March meeting there were some actions taken by the Board that Caltrans considered inconsistent with other things that would jeopardize future funding. Caltrans wanted to make sure that they conveyed this to the COG Board as soon as possible.

Mr. Gubbins stated that Caltrans is largely focused on the risks with any Model that are inconsistent with the AMBAG Model and with the state and federal regulations that govern the RTP and MTP development. Mr. Gubbins assured the COG Board that Caltrans Deputy District Director, Aileen Loe, has been in close partnership with headquarters staff who do this on a statewide basis as well as with the Federal Highway Administration (FHWA). Mr. Gubbins and Ms. Loe both spoke with individuals from FHWA last week because there were both project specific as well as generalized planning level concerns brought up. FHWA provided feedback stating that the letter from Ms. Loe could've been more specific on the magnitude of things. FHWA staff worked closely with AMBAG who is the Metropolitan Planning Organization for the past 2 ½ years, following the processes that FHWA sets forth for all MPO's. Mr. Gubbins stated that FHWA indicated that in addition to the inconsistencies that they see, there would be no interest in revisiting the process because it would be considered a duplication of services. There would be no state or federal participation to pay for a separate EIR (as was suggested) because they paid for it once and do not believe anything was wrong with the AMBAG Model since they followed the MPO process. Mr. Gubbins encouraged the COG Board to work closely with AMBAG and share any concerns that come up. He stated that there are ways to document differences even as the Model comes out. Caltrans is using the AMBAG Model as they have signed a user agreement stating that they will abide by all of its technicalities. He stated that Caltrans does not want to see any funding jeopardized for San Benito County. Mr. Gubbins stated that the intention of Caltrans letter was not meant as any type of threat, but as a way to make the COG Board aware of consequences that they saw coming because they believe it was their due diligence to let COG know.

Chair Gomez thanked Mr. Gubbins for his comments and stated that the Board appreciated the letter from Ms. Loe because they would not want to go down the wrong path. They want to make sure that they are working together as partners with AMBAG in a collaborative effort. Unfortunately, he stated that he has not seen which projects will be affected specifically, though he has requested this information. He stated that he has also requested that AMBAG provide him with the information of which Model they were using and they never provided that information either. Chair Gomez stated that as long as he has anything to do with it, the Board is not going to move forward with anything that is going to jeopardize any kind of funding for San Benito County.

Director Muenzer stated that he wanted to hear it one more time, and asked Mr. Gubbins if the action the COG Board took at last month's meeting could jeopardize funding, and if the action would also mean that there would be no state or federal funding to pay for any additional studies i.e. EIR's.

Mr. Gubbins stated that Director Muenzer was correct.

Director Botelho stated that this was one of the main reasons why he brought the issue to the Board of Supervisors for rescinding the action in March and returning it back to the February AMBAG Model. He stated that whether they agree with it or not, it is the Model that the MPO, that we belong to by federal

law, is required. He stated that based on what Mr. Gubbins stated, there would be additional environmental work that would have to be done, but there would be no state of federal funds to pay for it.

Mr. Gubbins repeated that he checked with the statewide for Caltrans, as well as with planning staff for FHWA and they stated that there is a prescribed process. Again, he encouraged the COG Board as well as the individual entities that they represent at other times, to share any concerns. There is a process which AMBAG is currently doing with the EIR they just had. He reiterated that since there has already been state planning and federal planning funds spent on the efforts that they've done, there would not be any funds available for a separate effort.

Director Botelho asked Mr. Gubbins to clarify if all or some of the funding will be jeopardized if the Board were to use the San Benito Traffic Model instead of the AMBAG Model.

Mr. Gubbins stated that if AMBAG is not able to include the changes is their MTP, the federal monies would not be available even for capital construction. So it is not just some planning efforts, it would also stem into the COG's operations.

Director Scattini stated that he believed that the meeting between Simon Salinas, AMBAG, and other interested parties will be able to solve and answer any issues or questions.

Director Botelho asked Chair Gomez what he thought the Board could expect to come from the meeting that was suggested by Mr. Gilles.

Chair Gomez stated that today was the first time he saw the letter from Mr. Gilles. Chair Gomez stated that the issue isn't about what transportation funding is going to be in jeopardy, this is 100% political. It is about the "no-growthers against the pro-business guys" and either you're going to take an anti-business no-growth position on this or you're going to take a pro-business pro-growth position on this. He stated that the ultimate issue is with the population figures and it has nothing to do with transportation funding. He stated that he had no problem with them trying to use that for political reasons, but to take an anti-business approach to this is disheartening. He stated that as a small business owner for ten years and as somebody who is going to reinvest in this community, he is tremendously concerned with the direction that the San Benito County Board of Supervisors is heading in.

Director Botelho responded to Chair Gomez' comments. He stated that the issue has everything to do with transportation funding just as Mr. Gubbins and the letter from Caltrans explained it's about the transportation dollars. He stated that $122 million in projects is what is at risk, for the most part in San Benito County. He stated that this is not about business or population. The County could move forward with the 94,000 population in its General Plan just as it is doing and as project evolve, in four years you could add it to the RTP. He asked for an explanation on how adding the Shore Road Extension to the list is good for business in Hollister, when there hasn't been a project that has submitted one dollar in an application. He stated that this has to be done right now because there is a deadline as far as what is going to happen with these funds. He stated that he should let this happen and the Highway 156 project would disappear. He asked what would happen to the business climate and the City's population growth then. He stated that instead of advocating for a Shore Road extension, he would have been advocating a 25 Bypass to Fairview Road connection which would be more beneficial to Hollister citizens and business.

Director Botelho stated that the reason why he was so upset was because a lot of the stuff took place behind closed doors. They got a draft with a change in projects, and a population projection that the region does not accept. He stated that he asked AMBAG how they came up with the population forecast of 82,000 or 83,000. He was told that they take the current General Plan and all of the projects that have been approved and are in the till, then they evaluate the Department of Finance's projections for State growth and knowing that there is a population potential that would be above average in San Benito County, they added 10%, which is the most they can add. Director Botelho stated that if the Board goes

back and tries to redo the work they will be stuck with the environmental work and they jeopardize the operations of COG and projects.

There was no further discussion from the Board.

Director Botelho made the motion to rescind the action that the COG Board took in March, rescind the RTP, and direct staff to move forward with the February version of the RTP.

Chair Gomez inquired if the direction could be taken based on what was written on the agenda.

Deputy County Counsel, Shirley Murphy stated that the agenda was written broadly to hold the public hearing and direct staff. She stated that it was broad enough to cover one of the requests which came from the Board of Supervisors in the form of a resolution.

Upon a motion duly made by Director Botelho, and seconded by Director Boch, the Directors rescinded the action that the COG Board took in March, rescinded the RTP, and Directed staff to move forward with the February version, with Chair Gomez and Director Scattini opposed. Vote: 3/2 motion passes

Chair Gomez called for a 5 minute recess at 4:02 p.m.

The COG Board returned from recess at 4:07 p.m. Chair Gomez and Director Scattini were excused to attend a City meeting and did not return.

Deputy County Counsel, Shirley Murphy stated that per COG's rules of procedure, when the Chair and Vice-Chair are absent, the procedure calls to appoint a Chair pro-tempore just for this meeting. In addition, the Vice-Chair should be agendized on the next Board meeting.

Upon a motion duly made by Director Botelho, and seconded by Director Muenzer, the Directors appointed Director Boch as Chair Pro-tempore.

6. **SR 25 Widening Project, Environmental Document Continuation** – SR 25 Widening Project Ad-Hoc Committee
    a. APPROVE Moving Forward with Option 2, as Identified in the SR 25 Widening Project Environmental Document Options Comparison Table;
    b. REQUEST that Caltrans Obtain from FHWA, a 3-year Time Extension of the 10-Year Rule for the SR 25 Widening Project;
    c. DIRECT Staff to Work with the Committee to Develop an Implementation Plan; and
    d. DIRECT Staff to Coordinate with the Committee and Report Progress to the Board in May.

Ms. Rheinheimer asked to continue Item 6 to the May meeting since the Ad-Hoc Committee members were not present.

Upon a motion duly made by Director Muenzer, and seconded by Director Botelho, the Directors continued Item 6 to the May meeting. Vote: 3/0 motion passes.

4. **Safe Routes to School Program** – Lezama
    a. **RECEIVE** Presentation on the Safe Routes to RO Hardin and Calaveras Schools Project; and
    b. **ADOPT** Resolution No. 2014-05 Wholeheartedly Supporting the City of Hollister's Active Transportation Program Safe Routes to School Grant to the California Department of Transportation for Funding of the Activating Safe and Equitable Connections in West Hollister Project.

Ms. Lezama introduced Jennifer Donnelly with Alta Planning and Design, who provided a Power-Point presentation, and Patrick Dobbins with Harris Associates, who provided the engineering services for Safe Routes to Schools.

Ms. Rheinheimer mentioned that she presented this item to the Hollister School Board and they were very excited about the prospect of getting some enhanced crosswalks. Some of the other schools were very interested in this type of work as well. COG staff is excited to partner with the City of Hollister in trying to get some of this work accomplished.

Ms. Lezama provided a report on three items: Safe Routes to RO Hardin and Calaveras Schools, the West Gateway project, and the Active Transportation Program grant opportunity.

Ms. Lezama reported that the City of Hollister is working closely with COG staff to prepare the grant application. The Hollister City Council is scheduled to consider applying for the grant at its April 21, 2014 meeting. Grant applications are due to Caltrans on May 21, 2014 and the California Transportation Commission is scheduled to select projects in November 2014.

PUBLIC COMMENT

Kristina Chavez-Wyatt
SBC resident and Farmhouse Communications, President

Ms. Chavez-Wyatt stated that she has been working with the County Public Health Department and the Community Foundation, on what is called the Healthy San Benito Initiative and launch with Benito Link of the new Healthy Communities Dashboard. A lot of the work that was done in identifying obstacles for healthy measures to walking and biking to work and to school. She stated that it would be great to see the work that was done by the consultants folded into the initiative and also that their studies be uploaded to the Dashboard that is now available at BenitoLink.com\communitydashboard. This way all organizations, coalitions, and community members have access to the data and the data can also be used to leverage and acquire future funding for grants for infrastructure improvements. This will help ensure that our families have the right kind of accommodations to be out and moving.

Director Botelho asked if once the grant was accepted and adopted could it then be made available on the dashboard.

Ms. Rheinheimer stated that she could work with Ms. Chavez-Wyatt on making sure that the information is available for the dashboard. She mentioned that COG staff has been trying to do their part as well to help with the community and have also been working with the Healthy San Benito Initiative over the last year or so.

There was no further discussion.

Upon a motion duly made by Director Muenzer, and seconded by Director Botelho, the Board adopted Item 4b. as noted above Vote: 3/0 motion passes.

7. RELEASE Draft Regional Housing Needs Allocation Plan for Public Comment and **SET** Public Hearing for May 15,2014 - Rheinheimer

Ms. Rheinheimer reported on the Draft Regional Housing needs Allocation Plan. COG adopted its proposed methodology for distributing the regional housing need to the Cities of Hollister, San Juan Bautista, and the County of San Benito in February 2014. The methodology applied AMBAG's employment forecast in 2025 to the distribution of housing units to the Cities and County.

Ms. Rheinheimer noted that in order to address the Board's concern at the December 2013 and February 2014 meetings, staff included language throughout the document encouraging the local jurisdictions to

plan for growth that meets the needs of the jurisdictions. The housing need determination is meant to represent a minimum, not a maximum.

In terms of timeline, the Council of Governments must follow a schedule outlined in statue which include the following next steps:

- April 17, 2014 – COG issues draft allocation of Regional Housing need to each jurisdiction
- July 17, 2014 - COG adopts Regional Housing Needs Allocation Plan

All of this work is the precursor for the subsequent General Plan Housing Element update which will be due December 31, 2015. The December 2015 date is 18 months after the anticipated Regional Transportation Plan adoption date of June 2014.

Director Muenzer asked if the numbers were based on AMBAG's 2010 numbers.

Ms. Rheinheimer stated that the allocation of housing units by Housing and Community Development is based on Department of Finance projections to the year 2023, not AMBAG's numbers.

There was no public comment on this item.

Upon a motion duly made by Director Botelho, and seconded by Director Muenzer, the Directors approved Item 7 as noted above. Vote: 3/0 motion passes.

8. RECEIVE Presentation on FY 2014/15 Council of Governments Draft Budget – Postigo

Ms. Postigo provided a Power-Point presentation on the FY 2014/15 Council of Governments Draft Budget. In summary, the COG Draft Budget meets the goals and objectives of the agency and matches revenues with expenses.

Ms. Postigo stated that staff will bring the Draft Budget back in May for a public hearing and then back in June for approval from the Board.

Chair Boch inquired about the Vanpool Program. He asked staff to clarify that staff would not be purchasing a new van unless they receive a grant to do so.

Ms. Postigo confirmed Chair Boch's comment.

There was no public comment on this item or further discussion on this item.

Upon a motion duly made by Director Botelho, and seconded by Director Muenzer, the Directors unanimously adjourned the COG meeting at 4:40 p.m. Vote: 3/0 motion passes.

ADJOURN TO COG MEETING MAY 15, 2014.

Agenda Item_____

Staff Report

To:	Council of Governments
From:	Veronica Lezama, Transportation Planner **Telephone:** (831) 637-7665
Date:	May 15, 2014
Subject:	Fiscal Year 2014/2015 Draft Overall Work Program

Recommendation:

RECEIVE the Fiscal Year 2014/2015 Draft Overall Work Program, Which Includes Planning Activities to be Performed by the Council of Governments.

Summary:

As the designated Regional Transportation Planning Agency for San Benito County, the Council of Governments is eligible to receive certain types of state and federal funds for preparing an Overall Work Program. The Overall Work Program is a one-year statement of proposed work and budget for the Council of Governments transportation planning activities.

Financial Considerations:

Each year, the Council of Governments to submit an Overall Work Program to the California Department of Transportation in order to receive $294,000 in Rural Planning Assistance funds.

Background:

The Overall Work Program is developed annually and serves as a reference to be used by members of the public, planners, and elected officials to understand the Council of Governments' objectives and how they will be met through the regional transportation planning process.

Staff Analysis:

Some of the Overall Work Program highlights that the Council of Governments (COG), the Airport Land Use Commission (ALUC), the Local Transportation Authority (LTA), and the Service Authority for Freeways and Expressways (SAFE) will be focusing on during fiscal year 2014/2015.

The fiscal year 2014/2015 Draft Overall Work Program is being presented to the Board for review. The Draft will also be available on the COG website should members of the public wish to submit comments. Staff will consider all comments received and make necessary revisions before bringing the Final Overall Work Program to the Board for adoption at the June meeting.

Executive Director Review:_____ Counsel Review:__N/A___

Supporting Attachment: Draft FY 2014/2015 Overall Work Program

Overall Work Program

Fiscal Year 2014/2015

Council of San Benito County Governments

Measure A Authority

Local Transportation Authority

Airport Land Use Commission

Service Authority for Freeways and Expressways

Draft April 2014

Board of Directors
Council of San Benito County Governments
Local Transportation Authority
Airport Land Use Commission
Measure A Authority
Service Authority for Freeways and Expressways

Anthony Botelho*	San Benito County Board of Supervisors
Tony Boch	San Juan Bautista City Council
Jaime De La Cruz	San Benito County Board of Supervisors
Victor Gomez	Hollister City Council
Robert Scattini	Hollister City Council

Technical Advisory Committee

Lisa Rheinheimer *	Executive Director
Byron Turner	Acting Planning Director, San Benito County
Spencer Boyce	Captain, California Highway Patrol
Bill Avera	Development Services Director, City of Hollister
Roger Gimsley	City Manager, San Juan Bautista
Steve Wittry	Public Works Director, San Benito County
David Rubcic	Acting Public Works Director, City of Hollister
Mark McCumsey	Regional Transportation Planner, Caltrans

Social Services Transportation Advisory Committee

Pauline Valdivia	Jovenes de Antaño
Esther Alva	Community Services and Workforce Development
Clay Kempf	Area Agency on Aging
Joy Rice	HOPE Rehabilitation Services
Tony Mercado*	MV Transportation General Manager
Maggie Bilich	Representative of transit user with disabilities

Bicycle and Pedestrian Advisory Committee

Spencer Boyce	California Highway Patrol
John Teliha	Hollister School District
Cathy Buck	Sunnyslope County Water District
Adam Goldstone*	County Public Works
David Rubcic	City of Hollister
Joseph Alverado	Safe Kids San Benito County Partners
Tenille Ramirez	Member of the Public
Valerie Ingland	Member of the Public
Matt Leal	City of San Juan Bautista

* Denotes Chairperson

Staff

Lisa Rheinheimer	Executive Director
Mary Gilbert	Transportation Planning Manager
Kathy Postigo	Administrative Services Specialist
Veronica Lezama	Transportation Planner
Betty LiOwen	Transportation Planner
Chris Thomson	Mechanic
Monica Gomez	Secretary
Regina Valentine	Student Intern

San Benito County
Fiscal Year 2014/2015 Overall Work Program

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Chapter 1: Introduction

The Council of San Benito County Governments was formed in 1973 by a Joint Powers Agreement among the general-purpose governments of San Benito County. It consists of a five-member board that includes two representatives from the San Benito County Board of Supervisors, two representatives from the Hollister City Council and one representative from the San Juan Bautista City Council.

The Council of San Benito County Governments' mission is to improve the mobility of San Benito County travelers by planning for and investing in a multi-modal transportation system that is safe, economically viable, and environmentally friendly. This mission is accomplished through planning for and funding a variety of transportation projects in the region.

This Overall Work Program describes and details the transportation planning activities that the Council of Governments (COG), the Local Transportation Authority (LTA), the Airport Land Use Commission (ALUC), and the Service Authority for Freeways and Expressways (SAFE) will conduct in Fiscal Year 2014/2015. This document presents the federal, state, and regional planning funds that assist in financing the various programs and studies.

The Overall Work Program serves as a reference to be used by the citizens, planners and elected officials throughout the year to understand the Council of Governments' objectives and how they will be met through the regional transportation planning process. As a public document, the Overall Work Program also provides an opportunity for an open review of the planning process by elected officials and the public at large.

Description of the Region

Land Area

San Benito County is centrally located within the State of California consisting of 1,396 square miles. Rugged terrain characterizes much of the county's land. Two mountain ranges can be found along the north-to-south borders. The Gavilan Range on the western border prevents most coastal fog from moving into the area and contributes to its consistent climate. To the east, the Diablo Mountain Range protects the county from the hot dry air of the San Joaquin Valley. The Chittenden Pass allows cool ocean air to enter from the west. As a result, the steady breezes and comfortable temperatures make a very pleasant climate. Elevations vary from 135 feet to 5,250 feet above sea level.

POPULATION

During the 1990's San Benito County was one of the fastest growing in the State. The 1990 Census listed the population at 36,697, and the 2000 Census listed the population at 53,234. Population growth slowed in the early 2000s and the total County population according to the 2010 Census was 55,269. The majority of the population density is centered in the northwestern part of the county within the urban areas of Hollister and San Juan Bautista. Over 32% of county residents live in the unincorporated area.

ECONOMIC FACTORS

Agriculture is the chief industry in San Benito County. Annual production of fruits, grains, livestock and row crops exceed $268 million a year. Several important local industries, such as canning and food processing, are related to agriculture. Retail trade is the second largest industry, in terms of employment. Other leading employment sectors in San Benito County include: manufacturing, construction, and educational services. Planners estimate that in the next 20 years, San Benito County will become an even more integrated part of the Bay Area economy.

According to the U.S. Census, 48.9% of the workforce living within the County commute to work sites located in other counties. As of August 2013, the unemployment rate in San Benito County was 8.5[1] percent.

RECREATION ATTRACTIONS

San Benito County provides many rural and recreational areas such as Tres Pinos, Paicines, Pinnacles, and Aromas. Recreational and tourist attractions which bring visitors to the area, include:

- Pinnacles National Park is located 35 miles south of Hollister. This 12,818-acre area features volcanic rock spires, crags and caves. The park attracts about 200,000 visitors annually.
- Fremont Peak State Park offers spectacular views and overnight camping as well as the Fremont Peak Observatory.
- San Juan Bautista Mission, a California State Historical Monument and San Juan Bautista State Historic Park, are located in the historic community of San Juan Bautista. More than 400,000 people visit the mission and state park annually.

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1 U.S. Bureau of Labor Statistics

- Hollister Hills State Vehicular Recreation Area is located six miles southwest of Hollister. It attracts off-road cycling enthusiasts every weekend as well as thousands for special events and races.
- Bolado Park is located seven miles south of Hollister and hosts the San Benito County Fair and annual events such as horse shows, rodeos and motorcycle races. The park also has facilities for picnicking and swimming.
- Hollister Municipal Airport is located one mile from downtown Hollister and attracts tourists for air shows, glider rides, and a museum.

ORGANIZATION AND MANAGEMENT

At the regional level, the many agencies directly associated with transportation financing, planning, and implementation in San Benito County include:

- California Transportation Commission
- California Department of Transportation
- Council of San Benito County Governments
- San Benito County Local Transportation Authority
- San Benito County Airport Land Use Commission
- San Benito County Service Authority for Freeways and Expressways
- San Benito County Measure A Authority
- Association of Monterey Bay Area Governments
- Monterey Bay Unified Air Pollution Control District
- San Benito County
- City of Hollister
- City of San Juan Bautista
- Technical Advisory Committee
- Social Services Transportation Advisory Council
- Bicycle and Pedestrian Advisory Committee
- Rail Advisory Committee (last met in 2002, no regular meeting schedule)
- Regional Transportation Plan Advisory Committee
- Transit Task Force (last met in 2004, no regular meeting schedule)

COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

The Council of San Benito County Governments was established in 1973. The Council of Governments' jurisdiction follows the boundaries within the San Benito County region. The actions of the Council of San Benito County Governments are governed by Transportation Development Act regulations, the California Code of Regulations, and Memorandums of Understanding with Caltrans. As the Council of Governments for San Benito County, this entity serves in a variety of capacities including:

- **Regional Transportation Planning Agency:** The Council of Governments is designated as the Regional Transportation Planning Agency for San Benito County. In this capacity, the Council of Governments is responsible for the development of the Regional Transportation Plan. In addition, this entity is responsible for the annual allocation of funds from the Transportation Development Act to local jurisdictions and transit operators.

- **Consolidated Transportation Service Agency:** In September 1986, the Council of Governments entered into a Joint Powers Agreement to act as the Consolidated Transportation Service Agency in San Benito County. The agency acts as a lead agency in providing, consolidating and coordinating social service transportation activities and is eligible for up to five percent of the Transportation Development Act and Local Transportation Funds for such services.

- **Local Transportation Authority:** The San Benito County Local Transportation Authority was formed by a Joint Powers Agreement between the Cities of Hollister and San Juan Bautista and the County of San Benito to establish the Local Transportation Authority to administer the regional transit program. This agreement went into effect on July 1, 1990, removing responsibility for the regional transit system from the City of Hollister. The Local Transportation Authority Board of Directors is the same Board as the Council of San Benito County Governments. The Local Transportation Authority is staffed by a full-time Transportation Planner and one mechanic.

- **Area-wide Planning Organization:** The Council of Governments is designated by the United States Department of Housing and Urban Development as the Area-wide Planning Organization for San Benito County. This designation carries with it the responsibility to comply with the comprehensive planning responsibilities of Section 701 of the Housing Act of 1954 and subsequent related legislation.

- **Airport Land Use Commission:** Reviews projects within the planning areas of the two local airports, which include the Hollister Municipal Airport and Frazier Lake Airpark. The

Airport Land Use Commission consists of a Board of Directors and is staffed by a Transportation Planner of the Council of Governments.

- **Measure A Authority:** Measure A is a ballot measure that was passed by the voters of San Benito County in 1988. It consists of a one-half (1/2) of one percent (1%) sales tax over a period of ten years to be used for a number of local transportation improvement projects. The Measure A Authority is responsible for overseeing the administration of the Hollister Highway 25 Bypass. The Bypass was opened to the public in February 2009. The Measure A Authority will conclude its responsibilities once the route has been transferred to Caltrans.

- **Service Authority for Freeways and Expressways:** The San Benito County Service Authority for Freeways and Expressways was established in September 1998 by a unanimous vote of the City Councils of Hollister and San Juan Bautista and the San Benito County Board of Supervisors. This agency is responsible for the area's emergency motorist aid call boxes. There are currently 40 call boxes in San Benito County along Highways 25, 101, 129, 146, 156, and along Panoche Road

ADVISORY COMMITTEES

The Council of Governments has four advisory committees:

- **The Technical Advisory Committee:** consists of the Planning Directors of San Benito County and the City of Hollister, the Public Works Administrator of San Benito County, the Public Works Director of the City of Hollister, the City Manager of San Juan Bautista, one representative from Caltrans District 5 and a representative of the California Highway Patrol. This committee advises the Council of Governments on matters related to transportation planning.

- **The Social Services Transportation Advisory Council:** Members are appointed by the Council of Governments. They are recruited from social service agencies and transit providers representing the elderly, persons with disabilities and persons of limited means, in accordance with the Public Utilities Code (Article 3, Section 99238).

  The Council of Governments strives to achieve a balanced geographic and minority representation when appointing committee members. This committee consists of 10 members, including:

  - One representative of potential transit users, sixty years of age or older,
  - One representative of disabled transit users,
  - One representative of concerned citizens with interest in transportation,

- One representative of a local social service provider for persons of limited means,
- Two representatives of the local social service providers for seniors,
- Two representatives of a local social service for persons with disabilities,
- Two representatives for the local consolidated transportation service agency.

- **Bicycle and Pedestrian Advisory Committee:** The Committee, established in 2008, consists of 11 members. Members are appointed by the Board of Directors of the Council of Governments. The membership consists of representatives of the general public and local agencies. The Committee advises the Council of Governments Board on bicycle and pedestrian issues in the San Benito County region.

- **Regional Transportation Plan Advisory Committee:** On December 16, 2010, the Council of Governments established the Regional Transportation Plan Advisory Committee. The Committee advises the Council of Governments on the development of the San Benito County Regional Transportation Plan.

STAFF

Executive Director

The Executive Director of the Council of Governments is appointed by the Council of Governments Board of Directors and also serves as the Executive Director of the Local Transportation Authority, Measure A Authority, Airport Land Use Commission, and the Service Authority for Freeways and Expressways. The Executive Director is a top-management level position with responsibility for planning, organizing, directing, implementing and coordinating staff, finances and activities in accordance with the goals, objectives, plans and policies adopted by the Board of Directors.

Transportation Planning Manager

The Transportation Planning Manager directs, organizes and manages planning activities, coordination, and implementation of the transportation planning programs. The Planning Manager consults with the Executive Director and other management staff on work programs, schedules, policies, and program development. This position is responsible for overseeing the duties two Transportation Planners and two interns.

Transportation Planning Staff

The Council of Governments planning staff consists of one full-time Transportation Planner. The planner is primarily responsible some project management activities, staffing the Airport Land Use Commission, the Rideshare Program, the Emergency Call Box Program, and other transportation planning activities.

Administrative Services Specialist

The Administrative Services Specialist position is a specialized administrative and supervisory classification for coordinating and supervising the administrative support functions of the Council of Governments. Under direction of the Executive Director to plan, organize, and participate in the administrative support functions; to prepare administrative and financial reports. This position is responsible for oversight of administrative staff, which includes the position of the Secretary.

Administrative Support Staff

The Council of Government's administrative support staff consists of one full-time Secretary and one part-time Student Intern. The Secretary and Student Intern also provide office support and positions are primarily funded by Transportation Development Act funds.

Local Transportation Authority

One full-time planner is primarily responsible for planning and overseeing the Local Transportation Authority transit system operations contracts and serves as the Geographic Informational System (GIS) representative. The Local Transportation Authority employs one full-time mechanic to maintain the fleet of transit vehicles.

COORDINATION

The Council of Governments, the County Board of Supervisors and the Cities' Councils coordinate activities regularly through Council of Governments meetings. Coordination is also maintained with staff from other departments of the cities and the county, primarily those connected with planning, public works, airports, accounting and administration.

In 1993, a Memorandum of Understanding between the Council of Governments, Caltrans, and the Association of Monterey Bay Area Governments was adopted for meeting Intermodal Surface Transportation Efficiency Act requirements related to Metropolitan Planning Organization boundaries, planning, and programming for air quality non-attainment areas. This memorandum was revised and readopted in 1997. The Council of Governments will coordinate with the Association of Monterey Bay Area Governments to perform specific studies relating to such items as traffic modeling, Blueprint Planning, air quality conformity, and Metropolitan Transportation Planning.

The Council of Governments coordinates with the San Benito County Local Transportation Authority. These agencies include HOPE Rehabilitation Services and Jovenes de Antaño (Youth of Yesteryear), a local non-profit that provides specialized transportation services with Local Transportation Authority funding.

PUBLIC PARTICIPATION

The Council of Governments encourages public participation by holding meetings and gathering public input on a continuous basis. The Council of Governments ensures that these meetings reach and engage all traditional and nontraditional stakeholders in the community, including minority and low-income groups as well as community based organizations. These non-traditional stakeholders are considered traditionally under-represented and under-served populations (i.e. African American, Latinos, Asian American, American Indian/Alaskan Native, and Pacific Islander) including the elderly, and populations with disabilities. In order to accommodate Spanish-speaking individuals; interpreters are available at several public hearings conducted by the Council of Governments.

Participation by the public in the planning process is strongly encouraged. The Council of Governments is advised by the Social Services Transportation Advisory Committee and Bicycle and Pedestrian Advisory Committee, whose membership consists of community members and organizations. Information regarding the public's position on transportation issues is disseminated at these meetings and is considered in all decisions. Other committees are established on an as-needed basis.

The Association of Monterey Bay Area Governments developed the Monterey Bay Region Public Participation Plan. The Plan was prepared collaboratively with the Council of San Benito County Governments, Santa Cruz County Regional Transportation Commission, Transportation Agency for Monterey County, San Benito County Local Transportation Authority, Monterey-Salinas Transit, Santa Cruz Metropolitan Transit District, and Caltrans; with additional input and review by the cities and counties in the region, and other parties with an interest in the planning programs and transportation policies of the Monterey Bay region. The purpose of this Plan is to provide guidelines to public participation of transportation planning related projects and studies.

This Overall Work Program provides guidance in the structuring of regional planning processes to ensure that, to the greatest extent possible, interagency consultation and public participation are made an integral and continuing part of the regional decision making process. The participation policies and procedures described in this plan are structured to comply with all applicable federal and state legislation and rules, and also express the genuine regional value and interest that all residents are provided an opportunity to participate in the shaping and implementation of regional policies.

Chapter 2: Planning and Funding

This Planning and Funding section highlights the previous fiscal year Overall Work Program accomplishments of the Council of Governments, Local Transportation Authority, Measure A Authority, Airport Land Use Commission, and the Service Authority for Freeways and Expressways.

FISCAL YEAR 2013/2014 TRANSPORTATION PLANNING ACCOMPLISHMENTS

COUNCIL OF GOVERNMENTS

During the 2013/2014 fiscal year, the Council of Governments managed a number of transportation planning activities of importance to the San Benito County region. These activities included administration of the Transportation Development Act statutes and regulations and the apportionment and allocation of Local Transportation Funds. The Council of Governments' role in receiving, reviewing and approving Transportation Development Act claims constitutes a major part of their work. Other transportation planning accomplishments include:

- Completion of the 2014 Regional Transportation Plan, including public outreach activities and coordination with regional partners.
- Completed the relinquishment of Highway 25 to the City of Hollister.
- On a regional level, the Council of Governments continued coordination with Caltrans and the Santa Clara County Valley Transportation Authority on the Route 152 Corridor Project and coordinated with the Central Coast regional transportation planning agencies to raise the importance of US 101 and transportation needs associated with it.
- Concluded its public outreach and data gathering efforts to support the 2014 Regional Transportation Plan. Outreach efforts included presentations to stakeholder groups and maintaining an online presence for the Plan.
- Continued implementation of the 2009 San Benito County Bikeway and Pedestrian Master Plan. The Plan guides the future development of bicycle and pedestrian facilities within the San Benito County region.
- Completed work on the Safe Routes to School Implementation Plan for R.O. Hardin and Calaveras Elementary Schools.
- Continued to provide updates to its advisory committees including the Technical Advisory Committee, Social Services Advisory Council, Bicycle and Pedestrian Advisory Committee, and the Regional Transportation Plan Advisory Committee. These Committees provide input in the development of the various transportation planning activities including the Regional Transportation Plan.

- The Association of Monterey Bay Area Governments, in coordination with the Council of Governments and various other agencies completed work on the development of the Sustainable Communities Strategy which is part of the Metropolitan Transportation Plan.

LOCAL TRANSPORTATION AUTHORITY

The Council of Governments allocated funding for public transit to the Local Transportation Authority, who operated and oversaw the local public transit provider, County Express and Specialized Transportation Services. The Local Transportation Authority contracts with a private operator, MV Transportation, to provide transit operations. County Express provides local Fixed Route, General Public Dial-a-Ride, Americans with Disabilities Act Paratransit, and commuter Intercounty services to visitors and residents of San Benito County. The Local Transportation Authority also contracts with a local non-profit organization, Jovenes de Antaño, to provide Specialized Transportation Services includeing Out of County Medical Transportation, Senior Lunch, and Medical Shopping Assistance.

The Local Transportation Authority made small but meaningful changes to its routes, implemented Google transit to connect its passengers to online trip planning tools, installed security cameras at its transit maintenance facility, implemented a Guaranteed Ride Home program, and enhanced its system amenities through the installation of two new bus stop shelters.

The Local Transportation Authority initiated the update of the Short-Range, development of the Long-Range Transit Plan and the consultant selection process for the Bus Stop Improvement Plan.

MEASURE A AUTHORITY

The Measure A Authority focused on the Highway 25 Bypass Project route transfer with Caltrans and the City of Hollister. Route transfer activities concluded in Fiscal Year 2013/2014.

SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS

The Service Authority for Freeways and Expressways maintained the existing call box program, with 40 call boxes in total along Highways, 25, 101, 146, 156, and along Panoche Road in San Benito County.

AIRPORT LAND USE COMMISSION

The Airport Land Use Commission continued to coordinate with the City of Hollister and the San Benito County on *Site and Architectural Reviews* for proposed development within the Hollister Municipal Airport and Frazier Lake Airpark's *Airport Influence Area.*

The Airport Land Use Commission implemented the 2012 Hollister Municipal Airport Land Use Compatibility Plan. The Plan coordinates transportation and land use that supports for the orderly growth of the land surrounding the Hollister Municipal Airport.

FEDERAL PLANNING FACTORS

The U.S. Congress issues federal planning factors (Title 23 United States Code, Section 134(f)), which they revise when they reauthorize the federal transportation bill should also be incorporated in the OWPs of Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs). The eight planning factors (for both metropolitan and statewide planning) are listed in the matrix below.

Federal Planning Factor	Overall Work Program Work Element															
	101	102	103	104	105	106	107	108	109	201	301	302	303	304	401	101
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.																
Increase the safety of the transportation system for motorized and non-motorized users.																
Increase the security of the transportation system for motorized and non-motorized users.																
Increase the accessibility and mobility of people and for freight.																
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.																
Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.																
Promote efficient system management and operation.																
Emphasize the preservation of the existing transportation system.																

Planning Emphasis Areas (PEAs) for transportation planning are also developed at the national level (jointly by FHWA and FTA). However, while MPOs must incorporate the PEAs into their OWPs, RTPAs are not required to do so.

2014/2015 Planning Program

In addition to meeting state planning priorities, the Overall Work Program attempts to address a wide spectrum of issues in the areas of land use, transportation and intergovernmental coordination. Many of these issues are not new and will not be completely resolved in a single fiscal year. They represent complex social and fiscal issues that do not lend themselves to solution by any one particular agency. Because these problems are complex, it is important that local and regional agencies join together to arrive at solutions that can be implemented through a cooperative and collaborative approach.

Transportation Decisions

Transportation decisions play an integral part in shaping land-use and development. When regions expand their transportation network, changes occur that will affect land-use. Transportation impacts can have direct impacts that involve the land-used for transport facilities, such as paths, roads, and parking. Some indirect impacts involve changes in the type, density, design and location of development. For example, road widening, bypasses, and interchange construction projects in San Benito County will have an impact on surrounding land-uses and travel patterns.

Moreover, transportation decisions also play an integral part in shaping land-use and development within the vicinity of airports. The Council of San Benito County Governments has assumed the duties and responsibilities of the Airport Land Use Commission, whose decisions seek to protect the public from adverse impacts of aircraft noise, to ensure that people and facilities are not concentrated in areas susceptible to aircraft accidents, and to ensure that no structures or activities adversely affect navigable airspace.

The Association of Monterey Bay Area Governments, in coordination with the Council of Governments, and various other agencies, prepared the Monterey Bay Area Blueprint Plan which focuses on improved mobility, accessibility and coordinated transportation and local land use that houses the region's future population but also preserves the most important agricultural lands and conservation areas. In 2014/2015, these groups will again coordinate with AMBAG on the development of a Sustainable Communities Strategy to detail how the region will reduce Vehicle Miles Traveled and greenhouse gas emissions through improved coordination between regional transportation and local land use planning. This coordination will facilitate changes in travel behavior.

REGIONAL GROWTH ISSUES - POPULATION AND EMPLOYMENT TRENDS

The year 2010 Census data indicated that San Benito County grew in population at a slower pace than the rest of the State. Between 2000 and 2010, the State's population percent change was 10 while San Benito County's percent change was3.8%. Most of this county's growth occurred in and around the incorporated area of the City of Hollister. The City of Hollister lifted its building moratorium in the fall of 2008. The City of Hollister is expected to experience an increase in both development and population when economic factors are more favorable. The County still has a great potential for future growth necessitating the continued need for coordination of transportation and land-use planning.

The Association of Monterey Bay Area Governments with the assistance of the Council of Governments prepared and adopted population projections for San Benito County in 2013. These projections are presented in Figure 1.

Population Projections for San Benito County	
Year	Population
2010	55,269
2020	73,103
2025	75,604
2035	81,332

Figure 1 Population Projects for San Benito County

The County's General Plan (Housing Element) of identifies several reasons for the population growth in the County prior to 2000. San Benito County is a unique rural county adjacent to the urbanized counties of Santa Clara, Santa Cruz, and Monterey, which has provided most of the jobs for out of county commuters. In 1995 approximately 35% of the work force commuted outside of the County. In 2000, according to the US Census, 48.5% of the work force commuted out of the County. The total number of commuters working outside of San Benito County is may increase. According to the 2010 US Census, 33% of commuters traveled 25 minutes or more to get to work. This data suggests that those commuters are traveling outside of San Benito County for work. Data for place of employment was not available from the US Census for this OWP.

There is an active effort underway to entice industry and business to the County to help resolve unemployment and alleviate the trend toward Hollister becoming a bedroom community. Some of the ancillary and accessory industries that support and serve the high-tech industries to the north are locating in San Benito County to take advantage of favorable land prices and its labor market.

The Association of Monterey Bay Area Governments was awarded a Caltrans Transportation Partnership Planning Grant to complete an origin/destination study of Monterey Bay area commuters, which includes San Benito County. This study is expected to be completed during this OWP time period.

The proposed origin/destination study will enhance and validate the transportation model used by AMBAG and the State Department of Transportation to project travel patterns and choices as a result of new developments and roadway improvements. The origin/destination study will also be an initial step in devising an economic development strategy for the Monterey Bay area, including San Benito County, to leverage its existing job skills base by attracting suitable industries, and encouraging an improved jobs-housing balance.

TRANSPORTATION - HIGHWAYS, STREETS, AND ROADS

Funding for streets and highways has generally been declining in constant dollars for many years. State revenues alone are inadequate to cover highway maintenance and operations, while maintaining a large enough balance to match federal dollars available for construction. If a policy to conserve state funding is implemented, shortages in federal dollars that occur from year to year will be borne by projects with delays on the local levels.

Traffic congestion continues to be an issue in the Hollister downtown area. In-town travel is frequently congested during peak hours. The Highway 25 Bypass has reduced vehicular congestion on downtown streets and improved circulation in and around downtown Hollister. The most congested stretch of roadway occurs during peak commute periods on Route 156 between Hollister and San Juan Bautista.

PUBLIC TRANSIT SYSTEM

Despite San Benito County's common perception as an auto-oriented culture, the region's transit system includes an extensive network of services and options.

The San Benito County Local Transportation Authority was formed by a Joint Powers Agreement between the Cities of Hollister and San Juan Bautista and the County of San Benito in 1990. The Authority is responsible for the administration and operation of public transportation services in the County provided by County Express and Specialized Transportation Services.

During Fiscal Year 2012/2013, the Local Transportation Authority transit providers served 120,109 passengers on County Express and 16,756 on Specialized Transportation Services (Figure 2).

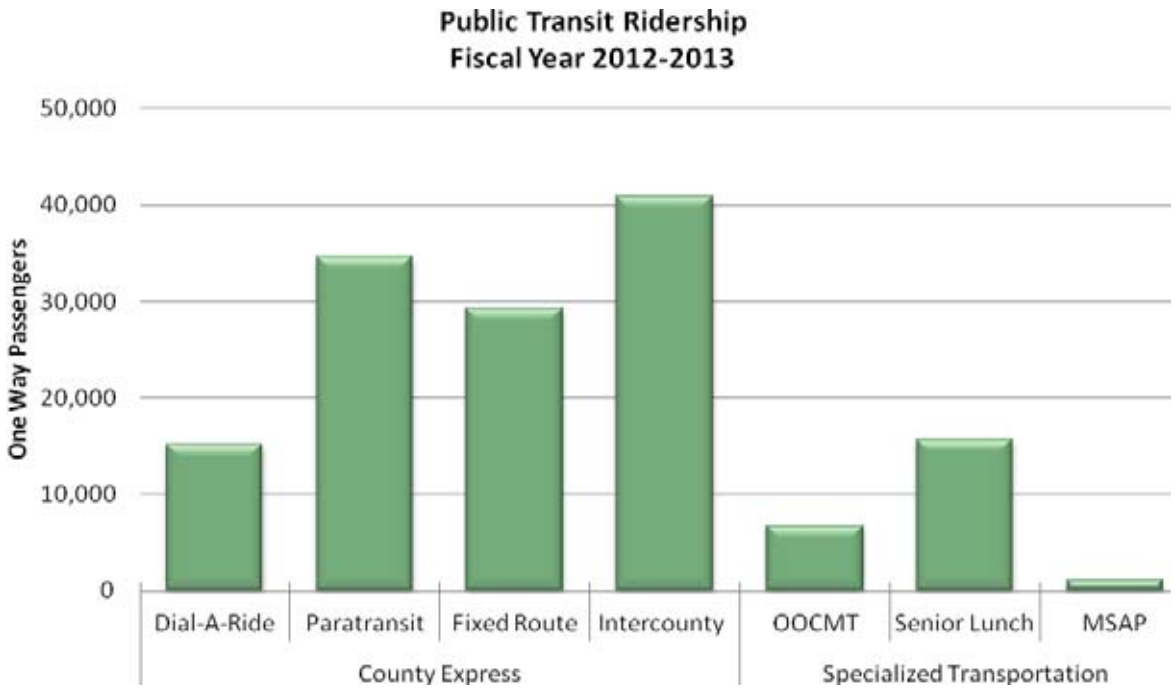


Figure 2 Fiscal Year 2012/2013 Public Transit Ridership

OOCMT – Out-of-County Non-Emergency Medical Transportation
MSAP – Medical-Shopping Assistance Program
Source: San Benito County Local Transportation Authority

As an ongoing effort to coordinate public transportation services and resources in the San Benito County region, the Association of Monterey Bay Area Governments, in partnership with the Authority and other regional transit agencies developed a comprehensive strategy for public transportation service. The Monterey Bay Area Coordinated Public Transit-Human Services Transportation Plan identifies the current transportation needs of individuals with disabilities, older adults, and individuals with limited incomes, and outlines strategies for meeting these needs. The Coordinated Plan can be found at www.AMBAG.org.

COUNTY EXPRESS TRANSIT SYSTEM

The County Express system currently provides three fixed routes in the City of Hollister, complementary Americans with Disabilities Act Paratransit service, Intercounty service to Gilroy in Santa Clara County, and a general public Dial-A-Ride.

As of December 2013, the County Express fleet included 23 vehicles. All vehicles are ADA compliant and equipped with wheelchair lifts/ramps and bicycle racks. The Local Transportation Authority contracts with a private operator for management, dispatchers, trainers, and drivers of its County Express transit service.

Fixed-Route

Fixed-Route service operates three Fixed Routes within the City of Hollister. These routes operate between 6:20 a.m. and 5:40 p.m. However, there is no Fixed Route service between 11:00 a.m. to 2:00 p.m. Headways for each of the routes range from 40 to 50 minutes.

Dial-A-Ride

County Express transit system provides Dial-a-Ride service to parts of northern San Benito County, including Hollister, San Juan Bautista, and Tres Pinos, Monday through Friday from 6:00 a.m. to 6:00 p.m. where and when Fixed Route is not available and on weekends. Reservations for the Dial-A-Ride may be made up to 14 days in advance. Same-day service is available but is subject to availability and a convenience fee.

Paratransit

Complementary Americans with Disabilities Act Paratransit service is available for residents and visitors who are eligible for the service as determined by the Authority. The service is for individuals who are not able to access Fixed Route due to a physical or cognitive disability and have trips that begin or end in a location less than ¾ mile from a Fixed Route bus stop. Reservations for the Paratransit service may be made up to 14 days in advance. Same-day service is available but is subject to availability and a convenience fee.

Intercounty

County Express' Intercounty routes provide connections from the Cities of Hollister and San Juan Bautista to the City of Gilroy. There is daily weekday service to Gavilan College and the Caltrain station and Saturday service to the Greyhound station in Gilroy. The weekday shuttle service to Gavilan College is from 6:50 a.m. to 6:10 p.m. with a limited schedule when school is not in session. There are three early morning and three evening runs to the Gilroy Caltrain station for connections to Caltrain and Valley Transportation Authority bus services. Service to the Greyhound station operates on Saturday and Sunday from 7:40 a.m. to 6:00 p.m.

SPECIALIZED TRANSPORTATION SERVICES

According to the 2010 U.S. Census, 10.4 percent of the total county population is aged 65 or older.[2] Many of these elderly individuals and persons with disabilities require specialized transportation services to travel to medical appointments, shop, and visit recreation centers.

[2] U.S. Census, San Benito County

The Authority contracts with Jovenes de Antaño, a local non-profit organization that has been providing specialized transportation services in San Benito County since 1990. Specialized services include Out of County Non-Emergency Medical Transportation, Medical Shopping Assistance Transportation, and Senior Lunch Transportation Program. These services are beyond the requirements of Americans with Disabilities Act. They provide escort services, door-through-door, and minor translation services.

Clients of Specialized Transportation Services

Jovenes de Antaño also has a referral program that provides information about other social services within the community, coordination of home-based services, referral to legal assistance, and other local services to their clients. The coordination effort between Jovenes de Antaño and the Authority allows for efficient, affordable and reliable service for this critical need in the community of San Benito County.

In March 2008, an update of the 1995 Short Range Transit Plan was completed. The 2014/2015 Overall Work Program includes the continuing work in updating its Short Range Transit Plan, as well as completion of a Long-Range (25-year) Transit Plan for the County. A bus stop improvement plan inventorying all current and potential new bus stop locations is in progress. The inventory will also include recommended bus stop improvements to enhance transit amenities for riders.

ACTIVE TRANSPORTATION

Another important component of San Benito County's transportation planning activities is Active Transportation, which including pedestrian and bicyclist activities.

Active transportation modes are essential and increasingly important modes of transportation. These non-motorized modes are low-cost, do not contribute to air pollution, help reduce roadway congestion, improve health, and contribute to quality of life. As the region works toward reducing congestion and air pollution, safe facilities to encourage active transportation will become essential to meet the future needs of our residents.

Like many communities throughout the United States, San Benito County is experiencing resurgence in bicycling as a means of transportation. The bicycle is a low-cost and effective

means of transportation that is quiet, non-polluting, energy-efficient, versatile, healthy, and fun. Bicycles offer low-cost mobility to the non-driving public and offer recreational activity for people of all ages. Recent national and local surveys find that more people are willing to bicycle more frequently if better facilities are available.

In March 2010, the Council of Governments adopted the 2009 San Benito County Bikeway and Pedestrian Master Plan. The Plan provides a blueprint for making bicycling and walking an integral part of the daily life in the San Benito County region.

AVIATION

Aviation plays a major role in regional transportation and regional growth. Aviation serves several purposes in San Benito County. The agricultural community, fire fighting, and medical emergencies depend on the use of aircraft. Aviation facilities also meet the needs of private aircraft users for commercial and recreation uses.

Hollister Municipal Airport

The Hollister Municipal Airport is located approximately two miles north of Hollister adjacent to State Route 156 and is owned and operated by the City of Hollister. The Hollister Airport is owned and operated by the City of Hollister. City officials view the airport as a "front door" through which many businesses, coming to Hollister for the first time, will pass before seeing the rest of the city. Private developers are also looking at the airport and the role it will play with the new business park in the area. Economic interests require that the airport is protected from encroachment or inappropriate development, as many companies will not locate in an area without an airport.

Frazier Lake Airpark

Frazier Lake Airpark is located approximately 4.5 nautical miles northwest of Hollister Municipal Airport and is privately-owned and operated by the Frazier Lake Airpark Corporation. Two runways are available for use at the airport, one waterway which is 3,000 feet long and a turf runway that is 2,500 feet long. The airport does not have an airport traffic control tower and no published instrument approach procedures. Approximately 90 aircraft are based at the airport, with tiedowns being the only service available.

The San Benito County Airport Land Use Commission, which is made of members of the Council of San Benito County Governments, provides guidance in making decisions related to growth and planned development within the Airport Influence Area. This ensures orderly growth of each public use airport and safeguards the general welfare of the inhabitants and pilots within the vicinity of the airports and the public in general.

The land uses surrounding the airport are varied and include open space, agricultural uses, and industrial/commercial development. Some land uses are more susceptible to the effects of airport development; as such, an Airport Land Use Compatibility Plan was prepared for Hollister Municipal Airport and Frazier Lake Airpark. The 2012 Compatibility Plan for Hollister Municipal Airport seeks to protect the public from the adverse effects of aircraft noise, ensure that people and facilities are not concentrated in areas susceptible to aircraft accidents, and to keep aircraft operational areas free from obstructions or activities that may impact aircraft navigation. The Compatibility Plan is administered by the San Benito County Airport Land Use Commission.

Goods Movement

The majority of commodities in San Benito County are transported in and out of the county by truck, with a small portion transported by rail.

Trucking

San Benito County experiences a higher than average amount of truck traffic in and around San Juan Bautista and Hollister. Commodity exports from San Benito County are primarily agricultural products and quarry materials, and the transport of these products generates a significant amount of truck traffic in and out of the County. While this traffic is largely confined to state highways it also impacts local streets and rural roads not designed to handle large heavy trucks, creating conflicts with local traffic and adding to congestion. Seasonal trucking activity in the region is a challenge for farmers trying to get their produce to market. In addition to congestion, infrastructure is not adequate to handle large truck volumes.

Railroad

The sole rail line in San Benito County is the 12-mile-long Hollister Branch Line running from Hollister to Carnadero Creek in Santa Clara County. The facility transports approximately 10,000 gross tons of goods on the rail line each year. With the advent of the state highway and the competitive shipping rates offered by truckers, rail has become a less viable form of commodity transport than it was in decades past. In 2014, there were no established plans to expand rail growth in San Benito County by either the public or private sector.

FUNDING PLANNING ACTIVITIES

The transportation planning work done by the Council of Governments is largely funded with Rural Planning Assistance Funds. Rural Planning Assistance Funds for the Fiscal Year 2014/2015 Overall Work Program are estimated at $294,000. It is anticipated that the Council of Governments will spend the full allotment of funding during 2014/2015 Fiscal Year.

Other major funding sources contained in this Overall Work Program include: Transportation Development Act funds, various Federal, State, and regional and local sources. In addition, staff will continue to apply for available grant funding for various projects.

The total budget for this Overall Work Program is estimated at $951,356. Table II documents the costs, funding sources, and estimated completion date identified for each of the work elements in the Overall Work Program.

No.	Work Element	Estimated Cost	Fund Source	Estimated Completion
101	Transportation Development Act Administration	$77,613	TDA	Ongoing
102	Program Administration and Management	$85,672	TDA	Ongoing
103	Overall Work Program	$30,000	RPA	June 2015
104	Public Participation	$63,000	RPA	Ongoing
105	Regional Coordination	$84,500	RPA	Ongoing
106	Transit System Administration & Short/Long Range Transit Plan Implementation	$175,000	TDA	Ongoing
107	Airport Land Use Commission	$10,000	TDA	Ongoing
108	Call Box Administration/Service Authority for Freeways & Expressways	$38,000	DMV	Ongoing
109	Metropolitan Planning & Programming	$29,500	AMBAG, PPM, RPA	June 2015
201	Regional Transportation Plan	$26,000	RPA	Ongoing
301	Bikeway and Pedestrian System Planning	$26,000	RPA,	Ongoing
302	Road System Planning	$70,000	RPA, PPM	Ongoing
303	Transportation System Modeling	$5,000	PPM	Ongoing
304	Regional Rideshare Program	$64,000	Local	Ongoing
305	Regional Transportation Improvement Program	$5,000	PPM	Dec. 2015
401	Planning for the Future of Transit	$46,000	FTA 5304, TDA	July 2014
402	Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan	$78,029	FTA 5304, TDA	May 2015
624	San Benito County Regional Transportation Planning	$24,727	FHWA PL	June 2015
642	San Benito County Transportation Improvement Programming	$13,315	FHWA PL	June 2015
	Total	**$951,356**		

Legend

DMV	Department of Motor Vehicles	LOCAL	Local funding from Vanpool user fees
FTA	Federal Transit Act	PPM	Planning, Programming & Monitoring
TDA	Transportation Development Act	RPA	Rural Planning Assistance
FHWA	Federal Highway Administration Sub-Grant of Strategic Growth Council Funds		

Chapter 3: Work Program

This section of the Overall Work Program describes the specific planning tasks that will be conducted by the Council of Governments in Fiscal Year 2014/2015. The program is divided into subcategories by general subject area and further divided into specific work elements. Major tasks within each work element are identified as follows:

Category 100: Coordination and Information

Category 200: Transportation Plan Updates

Category 300: Short Range Planning

Category 400: Special Studies

CATEGORY 100: COORDINATION AND INFORMATION

Work Element 101: Transportation Development Act Administration

Lead Agency: Council of Governments Project Manager: Kathy Postigo

Objective

Administer the requirements of the Transportation Development Act (TDA) in compliance with the statutes and the California Code of Regulations.

Previous and Ongoing Work

The Council of San Benito County Governments has been responsible for Transportation Development Act administration since 1974. These funds support program administration, operate public transit, construct bicycle and pedestrian paths, and maintain and construct local roads. Under the Transportation Development Act, COG is also responsible for carrying out the annual unmet transit needs hearings, fiscal audits and performance audits. Rural Planning Assistance (RPA) funds will not be used for Work Element 101.

Work Element 101 Funding Source	Amount
Transportation Development Act	$77,613
Total	**$77,613**

Task	Deliverable	Schedule/ Completion Date
Allocate Transportation Development Act funds consistent with state regulations, Council of Governments policies and local claims.	• COG Resolutions Allocating Funds	April 2015
Ensure that fiscal and compliance audits are conducted on all Transportation Development Act claimants. Contract for audit services as appropriate.	• Fiscal and Compliance Audits	June 2015
Monitor proposed changes in Transportation Development Act statutes and administrative regulations.	• Changes to TDA Policies, if Needed	Ongoing
Advise local jurisdictions, transit operators and Council of Governments of the implications of any proposed changes to the Transportation Development Act.	• Staff Reports, Memos	Ongoing
Conduct annual assessment of unmet transit needs in compliance with Transportation Development Act statutes.	• Unmet Transit Needs Hearings • Annual Unmet Transit Needs Reports	February - June 2015
Facilitate and monitor activities of the Social Services Transportation Advisory Council (SSTAC)	• Meeting Agendas Staff Reports Meeting Minutes	Bi-Monthly

Work Element 102: Program Administration and Management

Lead Agency: Council of Governments Project Manager: Kathy Postigo

Objective

To manage, support, coordinate and administer the Council of Governments' planning program in compliance with state and federal regulations.

Previous and Ongoing Work

This work element is a continuing activity of the Council of Governments; it includes Board meetings and committee meetings. This work element is intended to cover all of the day to day administrative duties of the agency and the governing Board of Directors. Rural Planning Assistance (RPA) funds will not be used for Work Element 102.

Work Element 102 Funding Source		Amount
Transportation Development Act		$85,672
	Total	**$85,672**

Task	Deliverable	Schedule/ Completion Date
Prepare agendas & staff reports for Council of Governments Board and advisory committee meetings	• Agendas and Staff Reports	Monthly
Conduct Board and Advisory Committee Meetings	• Meeting Minutes	Monthly
Prepare Quarterly Budget Reports for Board Review	• Budget Reports	Quarterly
Conduct Three Budget Hearings for FY 14/15 Budget	• Hearing Minutes	March - June, 2015
Prepare final FY 15/16 Budget for Board Adoption	• Budget	June 2014
Update Council of Governments Bylaws and Rules and Regulations to reflect changes as needed	• Bylaws/Rules & Regulations	As Needed

Work Element 103: Overall Work Program

Lead Agency: Council of Governments Project Manager: Mary Gilbert

Objective

To prepare COG's annual Overall Work Program in accordance with Caltrans' Regional Planning Handbook, a reference manual for administering Overall Work Programs.

Previous and Ongoing Work

This work element is a continuing activity of the Council of Governments. Each fiscal year, the Council of Governments prepares an Overall Work Program which describes the planned work activities for the agency.

Work Element 103 Funding Source		Amount
Rural Planning Assistance		$30,000
	Total	**$30,000**

Task	Deliverable	Schedule/ Completion Date
Prepare amendments to current year OWP necessary	• Amended OWP	As necessary
Submit quarterly reports and invoices associated with OWP activities funded by Rural Planning Assistance	• Quarterly Reports • Invoices	Quarterly
Review prior year OWP and update work elements to reflect current year activities	• Administrative Draft OWP	February 2015
Prepare Draft OWP for public review	• Draft OWP	March 2015
Circulate Draft OWP to Technical Advisory Committee for review and comment	• Staff Reports, Agenda	March 2014
Provide Draft OWP to COG Board for review & comment	• Staff Reports	March 2015
Upon Board approval, provide Draft OWP to Caltrans for review and comment	• Draft OWP	March 2015
Update the Draft OWP in response to comments from Caltrans and the public	• Updates to Draft OWP	May 2015
Provide final OWP to COG Board for adoption.	• Final OWP	June 2015
Submit final OWP and OWP Agreement to Caltrans	• Final OWP & OWPA	June 2015

Work Element 104: Public Participation

Lead Agency: Council of Governments

Objectives

To enhance public knowledge, understanding and participation in the state and regional transportation planning process as required by the federal transportation bill.

Previous and Ongoing Work

This work element is a continuing activity. The Council of Governments holds public hearings and meetings throughout the year to receive information and gather input on projects and planning activities. The Council of Governments provides technical data and assistance regarding federal and state programs, traffic volumes and finances to interested citizens and organizations, which includes traditional and nontraditional stakeholders, upon request.

The Council of Governments holds public workshops, unmet transit needs hearings and other outreach forums where minority, low income, Native American communities, persons with disabilities, and other under-represented groups are invited to attend. In addition, interpreters are made available at all public meetings in order to reach out to the Spanish-speaking community in San Benito County. The Council of Governments publishes public information flyers in Spanish and English. These measures will enhance public knowledge, understanding, and participation in the regional transportation planning process, as required by the federal transportation bill.

The Council of Governments also collaborated with AMBAG on its update to the Monterey Bay Area Public Participation Plan, which outlines public participation practices for the Monterey Bay Area region.

Work Element 104 Funding Source		Amount
Rural Planning Assistance		$63,000
	Total	**$63,000**

Task	Deliverable	Schedule/ Completion Date
Hold public hearings and meetings to provide information and gather input and comments on various Council of Governments projects and work elements.	• Public Meetings	As Needed
Provide information dissemination services, information reports, presentations to stakeholder groups to increase public awareness of regional issues and activities.	• Appearances at stakeholder meetings.	As Needed Upon Request

Task	Deliverable	Schedule/ Completion Date
Provide technical data to interested citizens and organizations on regional issues. This work element covers a variety of requests for technical data and assistance regarding federal and state programs, traffic volumes, and financial data.	• Technical Data	Upon Request
Maintain the Council of Governments' website to include up-to-date information on projects and activities.	• Council of Governments Website	As Needed
Prepare news releases and public service announcements on key transportation issues and accomplishments.	• News Releases • Public Service • Announcements	As Needed
Publicize Council of Governments Board activities and meetings, including agendas and staff reports.	• Meeting Highlights Distributed to Interested Parties & on COG Website	As Needed

Work Element 105: Regional Coordination

Lead Agency: Council of Governments

Objectives

Improve coordination among local jurisdictions on issues of common concern, to serve as a coordinating agency for dissemination of technical information regarding federal and state guidelines and programs, to insure that regional transportation planning activities are responsive to federal and state requirements and are coordinated with other planning efforts at the local, regional, state, and federal levels. Provide for effective interaction with staffs and policy boards of other agencies involved with transportation, land-use, air quality, and related planning.

Previous and Ongoing Work

This work element consists of coordination with various local, regional, state, and federal agencies. In 1993, a Memorandum of Understanding between the Council of Governments, Caltrans and the Association of Monterey Bay Area Governments was adopted for meeting the federal transportation bill (Intermodal Surface Transportation Efficiency Act) requirements related to Metropolitan Planning Organization boundaries, planning and programming for non-attainment areas. This memorandum was revised and readopted in 1997 and amendments are adopted annually, extending AMBAG's assistance to the Council of Governments. In Fiscal Year 2012/2013 this included extensive work on AMBAG's *Sustainable Communities Strategy* as required by Senate Bill 375 (2008). Work on the Sustainable Communities Strategy concluded in June of 2014.

The Council of Governments is also working collaboratively with the Valley Transportation Authority on the Route 152 Realignment, which is developing alternatives for improvements to State Route 152 from State Route 156 to U.S. Highway 101.

In 2011, the Council of Governments partnered with the four Caltrans District 5 regional transportation planning agencies to form the U.S. 101 Central Coast Coalition. These agencies include the Santa Cruz County Regional Transportation Commission, the Transportation Agency for Monterey County, the San Luis Obispo Council of Governments, the Santa Barbara County Association of Governments, and the Association of Monterey Bay Area Governments. Caltrans District 5 also participates in the Coalition's meetings. The Coalition's goal is to raise awareness of the U.S. 101 Corridor as a major economic asset to the state and nation and encourage investment in the corridor on the Central Coast, including investment in the planning of policies and strategies to maximize the regional infrastructure.

The Council of Governments also coordinates at the state level with other Regional Transportation Planning Agencies and COGs through participation at various statewide groups, including the Regional Transportation Planning working group meeting and the Rural Counties Task Force.

Work Element 105 Funding Source	Amount
Planning, Programming & Monitoring	$69,500
Rural Planning Assistance	$15,000
Total	**$84,500**

Task	Deliverable	Schedule/ Completion Date
Participate in meetings with Valley Transportation Authority Representatives to plan for the future realignment of the State Route 152 Corridor	• Meeting Notes • Correspondence	Ongoing
Attend U.S. 101 Coalition Meetings	• Meeting Notes	Monthly
Participate in Activities with U.S. 101 Coalition, including meetings with state and local legislators	• Meeting Notes • Correspondence	Bi-annually
Attend Regional Transportation Plan Working Group Meetings	• Meeting Notes	Monthly
Attend Rural County Task Force Meetings	• Meeting Notes	Bi-monthly
Coordinate with local governments to mitigate transportation impacts resulting from local land-use decisions	• Comment Letters • Technical Data	As Needed
Coordinate with local jurisdictions on grant opportunities and project collaboration to plan for and develop policies to enhance the transportation network	• Grant Applications	As Needed
Collaborate with local and regional partners on issues surrounding goods movement.	• Meetings • Correspondence	As Needed
Coordinate with the City of Hollister, CHP, Caltrans, and County of San Benito to Make Truck Route Improvements to Enhance the Movement of Agricultural Goods in San Benito County	• Meetings • Correspondence	As Needed

Work Element 106: Transit System Administration

Lead Agency: Local Transportation Authority Project Manager: Betty LiOwen

Objective

To develop and maintain a comprehensive regional transit system that will serve the needs of county residents, with particular emphasis on serving transit dependent populations and improving the multimodal transportation network that connects to the transit network.

Previous and On-going Work

Staff continues to collaborate with the Council of Governments in preparing funding and grant applications for Federal Transit Act funds. Funds include operational, capital and planning activities for County Express and Specialized Transportation Services. Funding for the monitoring and preparation of such applications is funded through the Local Transportation Fund.

Continuing in Fiscal Year 2014/2015, staff planned various activities that would include maintaining current service levels and the size of its fleet, help improve service efficiency, increase accessibility of services, and develop a flexible plan for the future of its transit services. The LTA received Federal Transit Act Section 5310 Grants to implement dispatch software for its County Express demand response services. The goal of the dispatch software is to help increase the number of passengers per hour without any adjustment to service hours. By having the ability to have more passengers, there would be more availability of its demand response services for its residents.

Rural Planning Assistance (RPA) funds will not be used for Work Element 106.

Work Element 106 Funding Source	Amount
Transportation Development Act	$175,000
Total	**$175,000**

Task	Deliverable	Schedule/ Completion Date
Implement service changes as needed	• Service Changes	As Needed
Coordinate with the Council of Governments on implementation of Unmet Transit Needs recommendations	• Reports Implementation of Recommendations	September 2014
Monitor and evaluate transit system performance	• Quarterly Operations Reports	Quarterly
Monitor operations of contract operators	• Monthly Operations Reports	Monthly

Task	Deliverable	Schedule/ Completion Date
Provide technical data to the Local Transportation Authority and Social Services Transportation Advisory Council as needed	• Staff Reports	As Needed
Hold public hearings and meetings as required (e.g. service changes, fare increases)	• Public Notices • Meeting Agendas • Meeting Notes	As Needed
Follow established replacement plan for transit vehicle fleet	• Grant Applications • Bid Documents • Purchase Agreements	Ongoing
Maintain transit vehicles and facilities	• Maintenance Logs	Daily
Prepare and submit applications for capital, operational, and planning fund grants	• Grant Applications	Annually
Public education and training	• Service Brochures • Website Updates • Public Workshops • Social Media Postings	Ongoing
Customer feedback and outreach	• Customer Service Surveys	Annually
Implement marketing campaign to reach a customer base beyond ride-dependent persons	• Outreach to Community Groups	Ongoing
Continue advertising program on facilities	• Advertisements at Bus Stop Shelters	Ongoing
Implement Short Range Transit Plan Recommendations	• Service and Policy Changes	As Needed

Work Element 107: Airport Land Use Commission

Lead Agency: San Benito County Airport Land Use Commission

Project Manager: Veronica Lezama

Objective

The role of the San Benito County Airport Land Use Commission is to ensure the orderly expansion of the land surrounding the public use airports, Hollister Municipal Airport and Frazier Lake Airpark, by guiding future development.

Previous and Ongoing Work

In 2012, the Airport Land Use Commission adopted the Hollister Municipal Airport Land Use Compatibility Plan. The basic function of this *Hollister Municipal Airport Land Use Compatibility Plan* is to promote compatibility between Hollister Municipal Airport and the land uses surrounding it to the extent that these areas have not already been devoted to incompatible uses.

Airport Land Use Commission staff will continue to review development, that are refereed by the City of Hollister and County of San Benito, for compatibility determinations and ensure that the local General plans are made consistent with the Compatibility Plan. Rural Planning Assistance (RPA) funds will not be used for Work Element 107.

Work Element 107 Funding Source	Amount
Airport Land Use Commission Fees	$10,000
Total	**$10,000**

Task	Deliverable	Schedule/ Completion Date
Coordinate with the City of Hollister and County of San Benito to implement the Hollister Municipal Airport Land Use Compatibility Plan	• Correspondence • Attendance at City Council & Board of Supervisors' Meetings	Ongoing
Conduct Site and Architectural Reviews as defined in Policy 1.5., Major Land Use Actions Subject to ALUC Review, of the 2012 Hollister Municipal Airport Land Use Compatibility Plan	• Staff report, maps, and comment letters	Ongoing
Until such time that the County of San Benito and the City of Hollister adopt the 2012, the Airport Land Use Commission shall review all Voluntary land use actions in accordance with Policy 1.5.4., Voluntary Review of Major Land Use Actions, of the Hollister Municipal Airport Land Use Compatibility Plan	• Staff report, maps, and comment letters	Ongoing

Task	Deliverable	Schedule/ Completion Date
Review Land use actions proposed within the Frazier Lake Airpark's Airport Influence Area in accordance with its Comprehensive Land Use Plan	• Staff report, maps, and comment letters	Ongoing
Prepare agenda items for the Commission consideration on matters of land use compatibility	• Staff Reports Compatibility Determinations	Ongoing
Recommend appropriate mitigation measures (i.e. noise impact, height restrictions, etc) on proposed development projects	• Comment Letters	Ongoing
Coordinate with the Geographical Information System Analyst for precise project reviews and mapping	• GIS Mapping	Ongoing
Review environmental documents (i.e. Initial Studies, Environmental Impact Reports, etc.)	• Comment letter	Ongoing
Refer appropriate projects to the Federal Aviation Administration (FAA) for review	• Correspondence	Ongoing
Track ALUC staff time and administer ALUC Fee Structure	• Time Studies • Invoices	Ongoing

Work Element 108: Emergency Motorist Aid System

Lead Agency: Service Authority for Freeways and Expressways

Project Manager: Veronica Lezama

Objective

The objective is to maintain the Emergency Motorist Aid System within San Benito County, which including maintenance and monitoring of call boxes.

Previous and Ongoing Work

In 1998, the Council of San Benito County Governments established the San Benito County Service Authority for Freeways and Expressways (SAFE) to administer the $1 vehicle registration fee collected by the Department of Motor Vehicles (DMV) for maintaining an Emergency Call Box Program in San Benito County.

San Benito County Service Authority for Freeways and Expressways (SAFE) currently maintains a total of 40 call boxes in region. The current Call Box system is TTY accessible to the speech and hearing impaired community.

Call boxes help motorists in distress by providing a direct connection to a California Highway Patrol communications center. The motorist-aid system operates along major roadways throughout the State. The programs are administered at the county level by local Service Authorities for Freeways and Expressways (SAFEs).

Rural Planning Assistance (RPA) funds will not be used for Work Element 108.

Call Boxes in San Benito County

- 8 on Highway 25, North of Hollister
- 4 on Highway 25, South of Hollister
- 1 on Highway 146
- 6 on US 101
- 17 on Highway 156
- 4 on Panoche Road, in south San Benito County

Work Element 108 Funding Source	Amount
Department of Motor Vehicles	$38,000
Total	**$38,000**

Task	Deliverable	Schedule/ Completion Date
Work with Caltrans and the California Highway Patrol to continue call box operations	• Maintain Encroachment Permits, • Contract with California Highway Patrol, Contract with Verizon Wireless and AT&T	Ongoing
Work with call box maintenance service provider to maintain the call boxes	• Maintenance, • Reports	Quarterly
Prepare annual and/or quarterly report on call box usage to the Board	• Call Box Usage Reports	Quarterly
Participate in statewide CalSAFE meetings	• Meeting Notes	Annually
Track Department of Motor Vehicles collection of funds for budget refinement	• Budget Reports	Quarterly
Update inventory of call boxes using Geographic Information System technology	• GIS Mapping	June 2015
Identify appropriate locations for Call Box Installations	• GIS Mapping	Ongoing

Work Element 109: Metropolitan Planning and Programming

Lead Agency: Council of Governments Project Manager: Veronica Lezama

Objective

To work with the Association of Monterey Bay Area Governments on program development, and adoption of regionally significant or federally funded transportation projects in San Benito County. Projects are included in the Metropolitan Transportation Improvement Program through amendments and updates as needed.

Previous and Ongoing Work

Regionally significant or federally funded transportation projects within San Benito County have been included in the Association of Monterey Bay Area Governments' Metropolitan Transportation Improvement Plan since fiscal year 1993/1994. Project information, traffic volumes, and finances have been provided to interested persons and organizations upon request. In addition, the Council of Governments coordinates with the Association of Monterey Bay Area Governments on the following transportation planning efforts:

- 2013 Regional Transportation Improvement Plan (RTIP) Amendments;
- Metropolitan Transportation Improvement Program (MTIP) formal amendments and administrative modifications requests (either to coordinate with AMBAG on these amendments, or assist AMBAG staff in carrying out the public participation process for MTIP amendments;
- COG Technical Advisory Committee (TAC) meetings;
- Coordination and/or development of the 2014 STIP and 2014 RTP;
- Monitor implementation of MAP-21 performance measures and the implementation of new guidelines;
- Transportation Alternatives Program (TAP) to be listed as the new STIP – Transportation Enhancements (TE)

Staff also recently completed work with AMBAG on its *Sustainable Communities Strategy* also and work on the Complete Streets Needs Assessment and Guidelines.

Work Element 109 Funding Source	Amount
Planning, Programming & Monitoring	$15,000
Rural Planning Assistance	$14,500
Total	**$29,500**

Task	Deliverable	Schedule/ Completion Date
Consult with San Benito County and the Cities of Hollister and San Juan Bautista to update transportation projects that require inclusion into the Metropolitan Transportation Improvement Plan (MTIP) and Federal Transportation Improvement Program (FTIP)	• Provide a listing of regionally significant or federally funded projects within the San Benito County region to AMBAG for inclusion in the Metropolitan Transportation Improvement Plan (MTIP)	As Needed
Review proposed work programs, certify planning process and undertake coordination activities with federal, state, regional agencies, and local agencies	• Review AMBAG's Overall Work Program, Attend regional Overall Work Program meeting with AMBAG, Caltrans, the Federal Highway Administration and the Federal Transit Administration	April 2015
Assist local agencies to implement the Complete Streets Needs Assessment and Guidelines	• Complete Streets Assessment Checklist, Project Reviews	Ongoing

CATEGORY 200: TRANSPORTATION PLAN UPDATES

Work Element 201: Regional Transportation Plan

Lead Agency: Council of Governments Project Manager: Mary Gilbert

Objective

To update and maintain a Regional Transportation Plan, including both short range and long range elements, which is responsive to regional goals and policies and consistent with state and federal planning guidelines and requirements. The Regional Transportation Plan is updated every four years.

Previous and Ongoing Work

Previous work includes the development and adoption of Regional Transportation Plan in 1975 with updates annually through 1978 and every 2-4 years thereafter. The 2014 Plan was adopted by the Council of Governments in June 2014. The 2014 Regional Transportation Plan was update to comply with Senate Bill 375 and the Regional Transportation Plan Guidelines.

The Council of Governments concluded its public outreach for the 2014 Regional Transportation Plan update with two major work efforts: established a Regional Transportation Plan Advisory Committee made up of San Benito County residents, and conducting a county-wide survey of residents regarding their commute patterns and preferences for transportation improvements.

Work Element 201 Funding Source	Amount
Rural Planning Assistance	$26,000
Total	**$26,000**

Task	Deliverable	Schedule/ Completion Date
Coordinate with local jurisdictions on status of current projects	• Regional Transportation Plan Amendments	Ongoing
Coordinate with local jurisdictions to include new projects	• Regional Transportation Plan Amendments	Ongoing
Amend the Regional Transportation Plan, as needed, to include new projects and information.	• Regional Transportation Plan Amendments.	Ongoing

CATEGORY 300: SHORT RANGE PLANNING

Work Element 301: Bikeway and Pedestrian System Planning

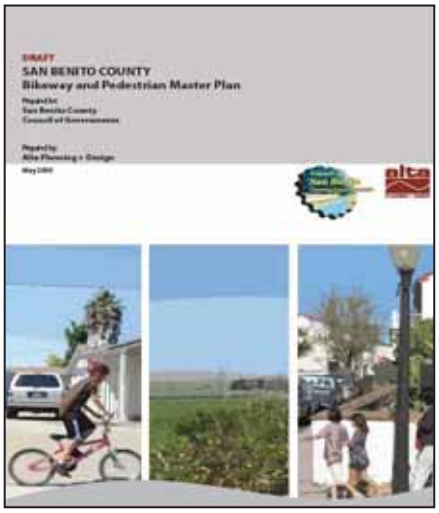
Lead Agency: Council of Governments Project Manager: Veronica Lezama

Objective

To develop and maintain a comprehensive regional bikeway system that will serve the needs of county-wide residents, with particular emphasis on promoting the walking and bicycle as a means of transportation and improving the multimodal transportation network, connecting bikeways to pedestrian, transit, and roadway facilities.

Previous Work

Previous planning work includes the establishment of a Bicycle and Pedestrian Advisory Committee in San Benito County by the Council of Governments on January 17, 2008. The membership consists of representatives of the general public and local agencies. The Bicycle and Pedestrian Advisory Committee advises the Council of Governments Board on bicycle and pedestrian issues in the San Benito County region.



Previous planning work also includes the preparation and adoption of the 2009 San Benito County Bikeway and Pedestrian Master Plan. The Plan provides for implementation of bicycle and pedestrian facilities in San Benito County.

Also, in 2013, the Council of Governments in partnership with the Association of Monterey Bay Area Governments, the Transportation Agency for Monterey County, and the Santa Cruz County Regional Transportation Agency, completed its work on the Monterey Bay Area Complete Streets Guidebook. The Guidebook builds upon best practices from across the nation and was developed to assist local jurisdictions in planning, designing and implementing complete streets projects. Complete streets are roadways designed to safely and comfortably accommodate all users, including, but not limited to motorists, cyclists, pedestrians, transit and school bus riders, delivery and service personnel, freight haulers, and emergency responders. Complete streets accommodate people of all ages and abilities.

In June 2014, the Council of Governments completed its work on the Safe Routes to School Implementation Plan for two neighborhood elementary schools.

Work Element 301 Funding Source	Amount
Rural Planning Assistance	$26,000
Total	**$26,000**

Task	Deliverable	Schedule/ Completion Date
Conduct quarterly Bicycle and Pedestrian Advisory Committee meetings	• Meeting agendas • Minutes	Quarterly
Conduct planning activities to improve bikeway and pedestrian facilities by upgrading and expanding facilities to provide a safe environment for non-motorized modes of transportation	• Technical Reports	Ongoing
Apply for funding to implement projects in the San Benito County Bikeway and Pedestrian Master Plan	• Grant applications • MOU • Grant agreements • Resolutions • Letters of support	Ongoing
Implement the Safe Routes to School Implementation Plan for R.O. Hardin & Calaveras Elementary Schools.	• Meetings • Grant applications	Ongoing
Coordinate with the City of Hollister on a Complete Streets Study of the Tres Pinos & McCray Street Corridors	• Public meetings • Stakeholder meetings • Board meetings • Final report • Grant applications	Ongoing
Participate and attend local Safe Kids California San Benito Partners	• Meetings • Agendas • Bicycle and Pedestrian Outreach Activities	Ongoing

Work Element 302: Road System Planning and Programming

Lead Agency: Council of Governments Project Manager: Mary Gilbert

Objective

To collect and maintain operational data for the road systems within the San Benito County region with the assistance of the Cities and County, Caltrans, and the Association of Monterey Bay Area Governments.

Previous and Ongoing Work

Conduct ongoing traffic monitoring activities, preparation of the Regional Transportation Improvement Program, technical studies on specific projects and coordination with Caltrans on regionally significant projects. The Council of Governments is responsible for the development of the Traffic Mitigation Impact Fee Study update and distribution of Regional Surface Transportation Program funds. The Council of Governments also works with local jurisdictions to plan for local roadway improvements.

In 2009, the Council of Governments completed construction of the Highway 25 Bypass. COG in collaboration with the California Department of Transportation (Caltrans) finalized the relinquishment of existing portions of State Route 25 to the City of Hollister. COG will continue efforts to transfer ownership of the Bypass to Caltrans.

COG also works with AMBAG to ensure that Intelligent Transportation Systems are considered in planning for roadway needs. In 2000, the Central Coast Intelligent Transportation Systems Implementation Plan was developed and adopted. This Plan will help local agencies develop new products that will help each agency to better implement, operate, and maintain their Intelligent Transportation Systems projects. More importantly, the Plan is expected to provide a more expeditious, unified and consistent integration of ITS projects into the State and regional transportation planning and programming processes. It is also intended to be a "living" document that may require frequent review and periodic updating.

Work Element 302 Funding Source	Amount
Rural Planning Assistance	$65,000
Planning, Programming & Monitoring	$5,000
Total	**$70,000**

Task	Deliverable	Schedule/ Completion Date
Assist local officials and organizations with technical data and planning support on future street and road realignments and traffic circulation improvements	• Technical Data • Comment Letters • Meetings	Ongoing
Distribute Regional Surface Transportation Program funds to the Cities and County	• Application assistance • Distribution formulas	January 2014
Develop the Regional Transportation Improvement Program in coordination with the Cities, County, and Caltrans	• RTIP Submittal to California Transportation Commission	January 2015
Work with Caltrans to complete the transfer of the State Route 25 Bypass to the California Department of Transportation (Caltrans)	• Participation in Project Development Team Meetings • Right of Way Mapping • Maintenance Agreements	April 2016
Initiate an update to the Regional Traffic Impact Fee Program	• Request for Proposals for Consultant Services • Project Team Meetings	July-December 2014
Continue Coordination with Caltrans on the State Route 156 and State Route 25 Improvement Projects	• Participation in Project Development Team Meetings	Ongoing
Coordinate with the City of Hollister, San Juan Bautista, and San Benito County for inclusion of projects in the Association of Monterey Bay Area Governments Regional Architecture	• Intelligent Transportation Systems Projects	Ongoing

Work Element 303: Transportation System Modeling

Lead Agency: Council of Governments Project Manager: Mary Gilbert

Objective

Continue to coordinate with AMBAG to develop and refine the regional traffic model to enhance transportation planning activities.

Previous and Ongoing Work

Staff provided assistance to AMBAG in the development of its Regional Travel Demand Model.. COG will continue to provide assistance for AMBAG's current model update process and for transit and goods movement studies.

COG coordinates with AMBAG and its member agencies, as well as the Santa Clara Valley Transportation Authority and other RTPAs to study transportation corridors in the area. Data from these studies is used to enhance the Regional Travel Demand Model. The Model is also used to conduct corridor studies and identify system needs. Rural Planning Assistance (RPA) funds will not be used for Work Element 303.

Work Element 303 Funding Source	Amount
Planning, Programming, and Monitoring	$5,000
Total	**$5,000**

Task	Deliverable	Schedule/ Completion Date
Participate in Model Technical Advisory Committee Meetings	• Meeting Notes	Ongoing
Review Model Framework	• Comments to AMBAG	As Needed
Model Impacts of Development while Conducting Update to the Regional Traffic Impact Fee Program	• Model Analysis Reports	Ongoing

Work Element 304: Regional Rideshare Program

Lead Agency: Council of Governments Project Manager: Veronica Lezama

Objective

To provide a countywide program to foster ridesharing through the use of carpools, vanpools, bicycling, transit, walking, teleworking, and employer outreach programs. The Council of Governments recognizes that these alternatives to driving alone can play a significant factor in reducing vehicle emissions, vehicle miles traveled, and energy consumption. In addition, to providing outreach to schools and parents, encourage the use of bicycles among school children and promote the countywide Bike Week, Walk to School/Work Day, Walk 'N' Roll events.

Previous and Ongoing Work

The Rideshare Program is a continuing activity of the Council of Governments since January 1987. The Council of Governments' Congestion Mitigation Air Quality Program funds programmed for the Rideshare Program have been expended. . The Council of Governments has identified AB2766 Emission Reduction Grant Program and Active Transportation Program funds as potential funds to source for continuing program activities after fiscal year 2014/2015. These funds are to be awarded by Air Districts solely for the purpose of reducing pollution from motor vehicles and other related purposes needed to implement the California Clean Air Act. Rural Planning Assistance (RPA) funds will not be used for Work Element 304.

Work Element 304 Funding Source	Amount
Local Funds	$64,000
Total	**$64,000**

Task	Deliverable	Schedule/ Completion Date
Data entry for carpool, vanpool, and bike matching.	• Match list data	Ongoing
Administer the San Benito County Vanpool Program	• Collect Lease Fees • Respond to Requests for Vanpool Commute Information • Respond to Needs of Vanpool Users • Maintain and Procure Vanpool Vehicles • Administer Driver & Rider Applications	Ongoing

Task	Deliverable	Schedule/ Completion Date
Conduct outreach to schools and parents to encourage walking and bicycling among school children	• Flyers & correspondence with schools • Provide Information at annual events • Provide Safe Routes to School brochures	Ongoing
Promote annual Bike Week and Walk to School/Work Day events	• Promotional campaign materials • Participation data • Helmets and fittings • Provide Safe Routes to School brochures	Ongoing
Promote & Conduct the Walk-N-Roll event	• Provide helmet fitting • Bicycle safety information • Coordinate with various public agencies	April 2015
Conduct employer outreach activities to promote ridesharing.	• Flyers & correspondence with employers • Provide Information at annual County Health Fair	Ongoing

Work Element 305: Regional Transportation Improvement Program

Lead Agency: Council of Governments Project Manager: Mary Gilbert

Objectives

Planning activities associated with the preparation of the State Transportation Improvement Program (STIP), including the Regional Transportation Improvement Program (RTIP) and the Transportation Alternatives Program (TAP).

The RTIP is a five-year planning and programming document that is adopted every two years (odd years) and commits transportation funds to road, transit, bike and pedestrian projects. Funding comes from a variety of federal, state and local sources. Regional and local projects cannot be programmed or allocated by the California Transportation Commission (CTC) without a current RTIP.

Previous and Ongoing Work

This work element is a continuing activity. The primary objective of this work element is to:

- Ensure the RTIP is consistent with the Regional Transportation Plan;
- Ensure the RTIP is consistent with CTC State Transportation Improvement Program (STIP) guidelines;
- Coordinate with statewide, regional, and local planning agencies for future projects;
- Amend existing RTIPs if projects have a change in scope, cost and/or delivery;
- Participate in quarterly STIP related meetings with Caltrans;
- Preparation of final RTIP;
- Manage and monitor RTIP Projects

Rural Planning Assistance (RPA) funds will not be used for Work Element 305.

Work Element 305 Funding Source		Amount
Planning, Monitoring & Programming		$5,000
	Total	**$5,000**

Task	Deliverable	Schedule/ Completion Date
Ensure the RTIP is consistent with the Regional Transportation Plan	• Review Regional Transportation Plan	May 2014
Ensure the RTIP is consistent with CTC State Transportation Improvement Program (STIP) guidelines	• Review STIP Guidelines	August 2014
Coordinate with statewide, regional, and local planning agencies for future projects	• Staff reports and presentations to the Technical Advisory Committee and Council of Governments, Coordination and meetings with Caltrans.	September 2014
Amend existing RTIPs if projects have a change in scope, cost and/or delivery;	• Prepare amendments, staff reports, Board resolutions, draft RTIP	October 2014
Participate in quarterly STIP related meetings with Caltrans	• Provide project updates	November 2014
Preparation of final Regional Transportation Improvement Program	• Staff reports, resolutions, presentations, and final RTIP	December 2014
Manage and monitor RTIP Projects	• Track allocation and delivery	Ongoing

CATEGORY 400: SPECIAL STUDIES AND PROJECTS

Work Element 401: Planning for the Future of Transit in San Benito County

Lead Agency: Local Transportation Authority Project Manager: Veronica Lezama

Objective

The purpose is to update the 2008 Short Range Transit Plan and develop a new Long Range Transit Plan. The plans would be used to insure that transit services are efficient, cost effective, and provide the best use of resources to serve the greatest number of San Benito County residents.

The new SRTP and LRTP will have the following project objectives:

- Assess existing and planned County Express and Jovenes de Antaño transit services, operation characteristics, capital equipment, and maintenance procedures.
- Prepare comprehensive needs analysis and identify key findings.
- Analyze the current level of services and fares and provide recommendations for service levels, fares, routes, time schedules, and fare structure.
- Develop a detailed implementation plan of the preferred strategies categorized as high, medium, and low priority. Identify responsible agency for implementation, estimated costs and timeframe for implementation, potential funding sources, and other information necessary for program implementation.
- Analyze planned capital and service projects.
- Identify current and potential high-quality transit corridors.
- Develop performance measures that meets the requirements of MAP-21
- Provide recommendations for the following scenarios and identify impacts to minority and/or low-income populations:
- Decreased service level due to low funding levels with least impact to riders
- Increased or reinstated services due to higher funding levels in order of priority
- Develop guidance and set of long-term goals for the LTA to achieve in terms of system performance, service levels, and technology.
- Develop a transit marketing plan for County Express based on an annual marketing budget of <$10,000. The marketing plan is an optional task which the LTA will consider for inclusion during the contract negotiations process.

Prepare a public outreach component which will be guided by the community's articulated vision for a comprehensive transit system. The LTA will be the primary lead on ensuring the public's participation at the workshops.

Current Work

The Council of Governments and the Local Transportation Authority were awarded $100,000 to update the Short Range Transit Plan and develop a Long Range Transit Plan for its County Express and Specialized Transportation Services. The plans will provide guidance to the Local Transportation Authority on levels of service through lean and ample funding scenarios.

The Local Transportation Authority began work on the project in 2013 and anticipates adoption of the plans by the summer of 2014. Rural Planning Assistance (RPA) funds will not be used for Work Element 401.

Work Element 401 Funding Source	Amount
Caltrans Transportation Planning Grant: Rural or Small Urban Transit Planning Studies	$40,724
In-Kind: Transportation Development Act	$5,276
Total	**$46,000**

Task	Deliverable	Schedule/ Completion Date
Consultant development of recommendations for SRTP and LRTP	• Consultant Correspondence	July 2014
Consultant provides Administrative Draft of SRTP and LRTP	• Administrative Drafts	July 2014
LTA reviews of Administrative Draft of SRTP and LRTP	• Comments from Staff	August 2014
LTA and Consultant present draft SRTP and LRTP to Board of Directors and Advisory Committees for Comment	• Presentation Materials	August 2014
LTA open public review period of Draft SRTP and LRTP	• Public Notices	September 2014
LTA and Consultant review, respond to, and incorporate public comments received	• Responses to Comments	September 2014
Consultant provides Final SRTP and LRTP for Board of Directors to adopt	• Final Plan for Adoption	October 2014
LTA to provide quarterly reports and invoicing to Caltrans	• Quarterly Reports & Invoices	Quarterly

Work Element 402: Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan

Lead Agency: Local Transportation Authority Project Manager: Betty LiOwen

Objective

In a collaborative effort, the Council of San Benito County Governments (SBtCOG) and the San Benito Local Transportation Authority (LTA) will develop a Bus Stop Improvement Plan (BSIP). The BSIP would evaluate each County Express Fixed Route and Intercounty bus stops for its accessibility and amenities and make recommendations for improvements. The BSIP would be used in conjunction with the Authority's Transit Design Guidelines, Short and Long Range Transit Plans.

Current Work

In Fiscal Year 2013/2014, the Council of Governments and the Local Transportation Authority were awarded $70,000 to develop the BSIP. The BSIP will contain a detailed inventory of each bus stop. The inventory will include, at a minimum, the following: signage; presence of transit amenities (i.e. bench, shelter, lighting, etc.); ADA accessibility at bus stop and 1/4 mile to bus stop); walkability; and wheelchair lift area. Once the inventory is completed, stop enhancements would be developed specific to each stop and also the estimated cost. Once the inventory is compiled, the bus stop improvements will be developed for each bus stop to make it more accessible and transit-friendly.

To make the BSIP more user friendly, it will identify priority projects and have larger projects will have a phased approach. Having such an approach would allow for inexpensive improvements to be completed. This will allow for more improvements to be completed while the LTA continually seeks additional funds to fund the larger improvements.

The development of the BSIP will take into consideration the LTA's goals and requirements in its Short Range Transit Plan, Long Range Transit Plan, and Transit Design Guidelines (TDG). The TDG was developed for project developers and local jurisdictions to use in designing their project to be transit friendly and also for the LTA to use to evaluate developments' transit friendliness.

The Local Transportation Authority began work on the project in April 2014 and anticipates adoption of the plans by January 2015. Rural Planning Assistance (RPA) funds will not be used for Work Element 402.

Work Element 402 Funding Source	Amount
Caltrans Transportation Planning Grant: Rural or Small Urban Transit Planning Studies	$70,000
In-Kind: Transportation Development Act	$8,029
Total	**$78,029**

Task	Deliverable	Schedule/ Completion Date
Develop and release Request for Proposals	• Request for Proposals	May 2014
Review responses and interview respondents	• Consultant Interviews	June 2014
Execute contract with successful proposer	• Consultant Contract	August 2014
Kick-off meeting with Project Team and Consultant	• Agenda	September 2014
Consultant inventory of all bus stops	• Consultant Correspondence	November 2014
Consultant development of recommendations improvements for bus stops	• Consultant Correspondence	September 2013
LTA and consultant to hold two public workshops with Spanish translation	• Public Hearing	November 2014 – February 2015
Consultant provides Administrative Draft of BSIP	• Administrative Drafts	December 2014
LTA reviews of Administrative Draft of BSIP	• Comments from Staff	January 2015
Consultant to incorporate comments into Administrative Draft and provide draft of BSIP for public review	• Public Review Draft	January 2015
LTA and Consultant present draft BSIP to Board of Directors and Advisory Committees for Comment	• Presentation Materials	February 2015
LTA open public review period of Draft BSIP	• Public Notices	February – March 2015
LTA and Consultant review, respond to, and incorporate public comments received	• Responses to Comments	April 2015
Consultant provides Final BSIP for Board of Directors to adopt	• Final Plan for Adoption	May 2015
LTA to provide quarterly reports and invoicing to Caltrans	• Quarterly Reports & Invoices	Quarterly

Appendix A: Association of Monterey Bay Area Governments Work Elements Partially Funded by the Council of Governments

WORK ELEMENT NUMBER 624 **San Benito County Regional Transportation Planning**

Project Manager: Heather Adamson **Total Budget: $ 27,449**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014-2015

EXPENDITURES	Amount ($)	Change	REVENUE	Amount ($)	Change
Salaries	10,541		FHWA PL	27,449	
Fringe Benefits	4,744		In-Kind - Toll Credits	3,148	
Indirect	12,164		FTA 5303	-	
Professional Services*	-		In-Kind - Toll Credits	-	
Supplies	-		FHWA PL c/o	-	
Printing	-		FHWA PL c/o Non-Federal Local Match#	-	
Travel	-		FTA 5303 c/o	-	
Toll Credits	3,148		FTA 5303 c/o Non-Federal Local Match#	-	
In-Kind/Non-Federal Local Match	-				
TOTAL	**27,449**		**TOTAL**	**27,449**	
			% Federal	**100%**	

**Contracts are as follows:*

None

Project Description

This work element is programmed as per the Memorandum of Understanding (MOU) between AMBAG, the Council of San Benito County Governments (SBtCOG) and Caltrans. The main objective of this work element is to develop and maintain the federally mandated Metropolitan Transportation Plan (MTP) for the Metropolitan Transportation Planning Area which includes San Benito County (a rural county within the AMBAG metropolitan planning area). It also includes developing and maintaining a San Benito County database used for the AMBAG Regional Travel Demand Model (RTDM) in order to meet the metropolitan transportation planning requirements, including but not limited to evaluating transportation projects and carrying out air quality analysis in a regional context.

AMBAG conducts and coordinates metropolitan transportation planning activities for San Benito County in accordance with MAP-21 requirements and in conjunction with each county's RTP (SCCRTC, TAMC, and SBtCOG as detailed in the AMBAG MTP WE 622), to ensure that they have common formatting for the project database, financial forecasts, project selection criteria, modeling analysis and environmental review (EIR) with the MPO's MTP. Additionally under this work element planning is conducted for the sustainable communities strategy and air quality, including but not limited to strategies for reducing Vehicle Miles Travel (VMT) as well as greenhouse gases (GHG) emissions. This work element is developed in conjunction with WE 622.

Project Products

Draft work program and schedule, presentations, educational materials, charts, graphs, etc.

WORK ELEMENT NUMBER 642 **San Benito Transportation Improvement Program**

Project Manager: Bhupendra Patel **Total Budget: $ 13,500**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2014-2015

EXPENDITURES	Amount ($)	Change	REVENUE	Amount ($)	Change
Salaries	4,608		FHWA PL	13,500	
Fringe Benefits	2,074		In-Kind - Toll Credits	1,548	
Indirect	5,318		FTA 5303	-	
Professional Services*	-		In-Kind - Toll Credits	-	
Supplies	1,000		FHWA PL c/o	-	
Printing	-		FHWA PL c/o Non-Federal Local Match#	-	
Travel	500		FTA 5303 c/o	-	
Toll Credits	1,548		FTA 5303 c/o Non-Federal Local Match#	-	
In-Kind/Non-Federal Local Match	-				
TOTAL	**13,500**		**TOTAL**	**13,500**	
			% Federal	**100%**	

**Contracts are as follows:*
None

Project Description

This work element is programmed as per the Memorandum of Understanding (MOU) between AMBAG, the Council of San Benito County Governments (SBtCOG) and Caltrans. The main objective of this work element is to develop and maintain the federally mandated Metropolitan Transportation Improvement Program (MTIP) for SBtCOG (a rural county within the AMBAG metropolitan planning area) as per federal requirements. The products include FY 2013-14 MTIP, Formal Amendments, Administrative Modification, as well as all other state/federal reporting including, but not limited to Annual List of Federally Obligated Projects, Notice for Public Participation, presentations at the Interagency Technical Advisory Committee (ITAC) meetings, California Federal Programming Group (CFPG) meetings, etc.

Project Products

-One (1) Formal Amendment and three (3) Administrative Modifications to the FY 2012-13 MTIP
-Publication of the FY 2013-14 Annual List of Federally Obligated Projects report.
-Develop FY 2014/15-2017/18 MTIP - tasks include kick-off meeting, call for projects (RTPAs) and project data entry into CTIPS, public review/comments and public hearing, etc.
-Publication of the Public Participation Notice, web posting, Board resolution and approval of four (4) Formal Amendments to the FY 2012-13 MTIP.
-RTPA/ITAC consultation / coordination meetings - Agenda, staff reports, presentation materials and project documents.
-Participation in the CFPG, Regional Technical Advisory Committee Meetings.
-ITAC, RTPA coordination as well as AMBAG Board meeting staff reports, presentation materials and project documents.

Agenda Item: 6

PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR MAY 15, 2014 COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Implementing Agency	Project Manager (Resident Engineer)	Contractor	Comments
1.	**Hwy. 101/San Juan Road Interchange (31580_)**	On Route 101 near Prunedale.4 mile south of Dumbarton Road in Mon. Co. (PM 10.0-101.3)	Construct new interchange at San Juan Road and US 101	December 3, 2012 to Winter 2014	$46.2 Million	STIP/ CMIA/ ARRA	Caltrans	David Silberberger (JW)	Granite Construction /MCM	The new bridge continues to be utilized for transporting cut material across US 101. Most of the major drainage systems have been completed. The first two tiers of the large retaining wall along the new alignment of San Juan Road are complete and the third tier is underway. The retaining wall along the new frontage road near the Red Barn is also complete.

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Imple-menting Agency	Project Manager	Phase	Comments
2.	**Hwy. 156 Improvement Project (34490_)**	On SR 156 in and near San Juan Bautista from The Alameda to 0.2 mi east of 4th St. near Hollister (PM 3.0/R8.2)	Widen 2 to 4 Lanes	Summer 2017 to Summer 2019	$48.5 Million	STIP, IIP, RIP, Local	Caltrans	Richard Rosales	PS&E	Project design on-going. Right of Way appraisals in progress.

California Department of Transportation
District 5, 50 Higuera Street, San Luis Obispo, California 93401
District 5 Public Information Office (805) 549-3318
www.dot.ca.gov/dist05 email: Info-d5@dot.ca.gov

Agenda Item:_____

Staff Report

To:	Council of Governments	
From:	Lisa Rheinheimer, Executive Director	Telephone: (831) 637-7665
Date:	May 15, 2014	
Subject:	National Public Works Week	

Recommendation:

APPROVE Proclamation No. 14-01 Declaring May 18-24, 2014 as National Public Works Week in San Benito County.

Summary:

Every year, public works departments, agencies involved with public infrastructure, contractors, planners, and engineers celebrate National Public Works Week in May. This year's theme is "Building for Today, Planning for Tomorrow."

Financial Impact:

There is no financial impact to the Council of Governments in taking this action.

Discussion:

To honor public works professionals, communities across the nation celebrate National Public Works Week. Public works projects and the professionals who make them happen help sustain the quality of life we all enjoy.

Staff recommends that the Board PROCLAIM May 18-24, 2014 as National Public Works Week in San Benito County.

Executive Director Review:_____ Counsel Review:__N/A__

Attachment: Proclamation Number14-01

PROCLAMATION
BEFORE THE COUNCIL OF
SAN BENITO COUNTY GOVERNMENTS

PROCLAMATION OF THE BOARD OF DIRECTORS OF THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS DECLARING MAY 18-24, 2014 AS NATIONAL PUBLIC WORKS WEEK IN SAN BENITO COUNTY	))))))

Proclamation Number: COG 14-01

WHEREAS, the Board of Directors of the Council of Governments joins San Benito County, the Cities of Hollister and San Juan Bautista, and others in California and the Nation in celebrating National Public Works Week, May 18-24, 2014; and

WHEREAS, public works services provided in the San Benito County region are an integral part of our residents' everyday lives and are designed to protect and enhance our human environment; and

WHEREAS, public works provide the physical infrastructure we must have for social and economic development, representing the investment of taxpayer money in our own future; and

WHEREAS, public works employees plan for, build and maintain some of our county's most valued assets, such as water, sewers, streets and highways, public transit facilities, public buildings, and solid waste collection; and

WHEREAS, the quality and effectiveness of these facilities, as well as their financing, planning, design, and construction is dependent upon the efforts and skills of public works officials who keep our communities livable and economically vibrant; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments and agencies involved in public works projects is materially influenced by the citizen's attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, WE, the Board of Directors of the Council of San Benito County Governments, do hereby proclaim the week of May 18 through May 24, 2014 as "NATIONAL PUBLIC WORKS WEEK" in San Benito County; and

BE IT FURTHER PROCLAIMED THAT, we call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing public works services and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

PASSED AND PROCLAIMED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS on this 15th day of May 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Victor Gomez, Chair

ATTEST:

Council of Governments

By:_____
Lisa Rheinheimer, Executive Director

Dated: _____

Agenda Item:_____

Staff Report

To:	Council of Governments Board of Directors
From:	Lisa Rheinheimer, Executive Director
Date:	May 15, 2014
Subject:	**San Juan Highway Bike Lanes Project**

Recommendation:

AUTHORIZE COG Chair to Sign Release of Claim Associated with the San Juan Highway Bike Lanes Project.

Summary:

The Council of Governments was the lead agency for the environmental, design, and right-of-way phases of the San Juan Highway Bike Lanes Project. The County of San Benito constructed the project.

The project encountered several design oversights during construction resulting in project delay and causing additional project construction costs. Following negotiations with the design consultant, the consultants agreed to pay for the additional cost as a result of the oversight.

Financial Considerations:

A check has been accepted by the County in the amount of $21,500.

Background:

The County of San Benito asked that Public Works staff request compensation from the consultant for the cost overruns associated with the San Juan Highway Bike Lanes Project.

Staff Analysis:

Authorization for the COG Chair to sign the release of claim will allow the project to close out.

Executive Director Review:_____ Counsel Review:__Yes_

Supporting Attachment(s): Release of Claim

AECOM

AECOM
2025 Gateway Place
Suite 400
San Jose, CA 95110
www.aecom.com

408.490.2001 tel
408.490.2002 fax

March 11, 2014

Mr. Steve Wittry
Public Works Administrator
Council of San Benito County of Governments
2301 Technology Parkway
Hollister, CA 95023-9174

Subject: San Juan Highway Bike Lanes Project

Dear Mr. Wittry:

This payment to the County of San Benito (County) in the amount of $21,500.00 constitutes payment in full for amounts disputed in connection with Change Order #10, dated October 16, 2012, and any other change orders associated with the San Juan Highway Bike Lanes Project, that were paid by the County to its construction contractor, Wattis Construction. No additional compensation or payment will be forthcoming from the AECOM team to the County or to the Council of San Benito County Governments (COG), and the County and COG hereby release AECOM from any claims for further payment in connection with these change orders. This payment settles issues arising out of Wattis Construction's claims against the County for additional compensation as noted above. In making this payment, AECOM is not relieved of liability for claims or losses, or any costs and legal expenses related to any such claims or losses, arising out of AECOM's negligent performance of its services under the contract for engineering services between COG and AECOM, entered on July 16, 2009 and amended on July 16, 2010 and June 21, 2012, or under the prior contract between COG and Korve Engineering , entered on March 17, 2006, amended on April 26, 2007 with DMJM Harris (formerly doing business as Korve Engineering), copies of which were included as Attachment E to the July 16, 2009 contract with AECOM. The County and COG expressly reserve all of their rights under the contracts and amendments, and/or in law and/or in equity, to seek recovery for such claims, losses and associated costs and legal expenses."

Sincerely,

AECOM Technical Services

William Burton, Vice President

COUNTY OF SAN BENITO

Ray Espinosa, County Administrative Officer

COG BOARD OF DIRECTOR

Victor Gomez, Chair

Enclosures: Check #8206 from Allied Engineering Company in the amount of $6,500.00
Check #14385412 from AECOM in the amount of $15,000

APPROVED AS TO LEGAL FORM
SAN BENITO COUNTY COUNSEL
Shirley L. Murphy 4/28/14
DEPUTY COUNTY COUNSEL DATE

Agenda Item:_____

Staff Report

To:	Council of Governments Board of Directors
From:	Lisa Rheinheimer, Executive Director
Date:	May 15, 2014
Subject:	**2014 Regional Housing Needs Allocation Plan**

Recommendation:

HOLD Public Hearing on the Draft Regional Housing Needs Allocation Plan.

Summary:

The Council of Governments is required to hold a public hearing on the Draft Regional Housing Needs Allocation Plan. The COG Board of Directors set the public hearing for May 15, 2014.

Financial Considerations:

The cost of preparing the Regional Housing Needs Allocation Plan is absorbed as part of the Council of Governments budget by way of staff time. The Council of Governments may ask the local jurisdictions to pay for the reasonable cost of preparing the plan. The Council of Governments has not asked for a contribution from the local jurisdictions in the past.

The update of a local jurisdiction's Housing Element makes a city or county eligible to receive Community Development Block Grants.

Background:

The Regional Housing Needs Allocation Plan is a state mandated activity (Government Code 65584 et seq.) with the intent to "adequately plan to meet the existing and projected housing needs of all economic segments of the community". The Department of Housing and Community Development used population projections from the Department of Finance to estimate the housing need over the planning period. The planning period of this Regional Housing Need Allocation is January 1, 2014 – December 31, 2023.

The housing need is further distributed by very-low, low, moderate, and above moderate income levels. COG is then required to distribute the housing need, including all income categories, to the local jurisdictions.

Additionally, after the passage of Senate Bill 375, the Council of San Benito County Governments and other similar agencies across the state are required to coordinate their Regional Housing Needs Allocation with the Regional Transportation Plan. This new requirement meant that development of

the Regional Housing Needs Allocation Plan would coincide with the timing of the adoption of the Regional Transportation Plan.

At the April Council of Governments meeting, the Board released the Draft Regional Housing Needs Allocation Plan for public review and set the public hearing for May 15, 2014.

Staff Analysis:

The public hearing is a requirement of Government Code Section 65584.

Staff will respond to all public comments as a part of the final Regional Housing Needs Allocation Plan scheduled for adoption in July.

All of this work is the precursor for the subsequent General Plan Housing Element update which will be due December 31, 2015. The December 2015 date is 18 months after the anticipated Regional Transportation Plan adoption date of June 2014.

Executive Director Review:_____ Counsel Review:__N/A_____

Supporting Attachment(s): None

Agenda Item_____

Staff Report

To:	Council of San Benito County Governments
From:	Lisa Rheinheimer, Executive Director
Date:	May 15, 2014
Subject:	**Highway 25 Widening Project**

Recommendation:

a. **DIRECT** that COG Staff Work with Caltrans and Federal Highway Administration to Grant an Extension to the Complete the Environmental Document;
b. **REQUEST** that Caltrans Return to the Board with a Cost and Schedule to Complete the Environmental Document;
c. **DISCUSS** the Project Design and Steps for Moving Forward which Would Include Reaffirming the Route Adoption and Tiered Environmental Document; and
d. **DISCUSS** the Funding Outlook for the Project and **REQUEST** that the Ad-hoc Committee Return to the Board with a Recommendation on Possible New Funding for the Project.

Summary:

In order to conclude with the Highway 25 Widening environmental document, Caltrans is seeking action from the Council of Governments. At this point, a request for an extension from Federal Highway Administration is an important first step in moving this project forward. Additionally, a cost and schedule is needed to ensure that the project can meet an extension.

There are other project design and funding considerations which will have an impact on the completion of the environmental document which are discussed below.

Financial Impact:

There are several financial impacts regarding the Highway 25 Widening Project. COG staff time spent on this project is paid through Planning, Programming, and Monitoring and Rural Planning Assistance funds distributed by the State.

The environmental document was paid with Federal Highway Administration and Valley Transportation Authority funding in the amount of $6.8 million. There is a need for additional funding to conclude work associated with the environmental phase of the project. Part of the recommended action for consideration by the COG Board is to ask Caltrans to return to the COG Board with a cost and schedule to complete this work. A potential funding source to complete the environmental document is from monies in the Highway 25 Safety project account. There is $750,000 in the account.

The most challenging financial impact is funding the Highway 25 Project. Caltrans has identified a cost of $61.4 million to complete Phase I from San Felipe Road to Hudner Lane. Alternative designs may cost less but have not been considered by the Board or the public.

Both regional development impact fees and public investment must be made in order to pay for the project. New developments are not responsible for existing deficiencies (eg congestion) (Government Code 66000). The Council of Governments is contemplating an update of the Traffic Impact Mitigation Fee and will analyze the Highway 25 Widening project for future funding. The 2011 Traffic Impact Mitigation Fee identified an existing deficiency on the Highway 25 Passing Lanes project of 52.6 percent (Attachment 1 - Table 7: TIMF Project Level of Service (2011)). Based on Caltrans estimated project costs for Phase I, new development would be responsible for $29.1 million. The remaining project cost, $32.3 million must come from another source.

As a part of updating the Traffic Mitigation Impact Fee study, COG staff and the consultant team will review these assumptions and provide that information to the Board.

The Council of Governments outlook on transportation monies available for this project is bleak. Potential existing public funding sources include:

a. State Transportation Improvement Program - All STIP monies for San Benito have been advanced since 2008 for the Highway 156 Project. The average annual STIP share for the region is approximately $1 million. The Council of Governments may return to a $0 share in 2018 (See Attachment 2, County STIP Share Balances). The Caltrans STIP share is competitive and limited to the High Priority Interregional Focus Routes including State Routes 152 and 156, and US 101. Any funding from Caltrans will be limited to the Route 25/156 intersection.

b. Regional Surface Transportation Program - The Regional Surface Transportation Program is an annual allocation to the Council of Governments in the amount of approximately $548,000. This money has historically been distributed to the Cities and County for local streets and roads. The Council of Governments may consider using future shares to help pay for the Highway 25 Widening project. Over many years, this money could secure other monies by way of a local match. Over 10 years at this level of funding, $5.5 million could be raised for the project.

c. Sales Tax Measure for Transportation - If a sales tax measure for transportation were in place and at a rate of ½ cent, the Cities/County could generate as much as $2.6 million annually in non-escalated dollars. Over 10 years, $26 million for transportation could help pay for the Highway 25 Widening project. A sales tax measure was not included in the financial assumptions in the Draft Regional Transportation Plan because the Board directed staff to include only traditional funding sources.

Background:

The Council of Governments has reaffirmed its commitment to Highway 25 on several occasions by way of resolutions. The Highway 25 Widening project has been on the list of project in the Regional

Transportation Plan for many years. This commitment does not diminish simply because the funding is not available at this time.

In 2010, the COG Board selected Route Adoption 2 and Build Alternative B as the project to move forward. In 2011, the COG Board, City of Hollister and County removed the Highway 25 Widening project from the list of funded projects in the Traffic Impact Mitigation Fee. As a result, the project was moved from the constrained list of projects to the unconstrained list of projects in the Draft Regional Transportation Plan.

As a result of the January 2014 COG Board action on the Highway 25 Widening project, there have been many discussions amongst COG staff, Caltrans, and FHWA. The ad-hoc committee, Caltrans, and Parsons Transportation Group also met to discuss an alternative design idea.

Discussion:

Caltrans needs direction from the Council of Governments for moving forward with the environmental document on the Highway 25 Widening project. A request to Federal Highway Administration to extend the time period to complete the document will provide COG and Caltrans the following:

a. Time to discuss and refine the project by way of considering alternative designs.
b. Explore funding options including updating the Traffic Impact Mitigation Fee and other funding.
c. Recirculate the environmental document for public review in a manner that is consistent with CEQA and NEPA regulations.
d. Avoid returning $4.8 million in federal funds to FHWA.

Additionally, requesting that Caltrans return to the COG Board with a cost and schedule will help keep the project on track while providing time for the items outlined in a-d above.

Caltrans staff will be available at the COG meeting to answer questions and further explain the next steps.

Executive Director Review: _____ Counsel Review: N/A

Supporting Attachment(s):
1. Table 7 of TIMF
2. County Share Balances

Table 7: TIMF Project Level of Service - Table (footnotes) amended June 21, 2011.

Project	Improvement Description	Existing Conditions (2010)		Future (2035) No Project	Future (2035) with Projects	Deficiency Share[1]	Share Allocated to New Development
		LOS	Deficiency?	LOS	LOS		
1. Highway 156 - San Juan Bautista to Union Road	Widen to 4-lane rural highway	E	Yes	E	C	52.6%	47.4%
2. Highway 156/Fairview Road - Intersection Improvements	Intersection Improvements	C	No	F	C	0.0%	100.0%
3. Highway 25 Widening - Operational Improvements[2]	Passing lanes	E	Yes	F	C	52.6%	47.4%
4. Memorial Drive Extension - Meridian to Santa Ana[3]	Construct 4-lane road	N/A	No	N/A	N/A	0.0%	100.0%
5. Airline Highway (SR 25) - Sunset to Fairview[4]	Widen to 4-lane arterial	D	Yes	E	D	0.0%	100.0%
6. Westside Boulevard Extension[3]	Construct 2-lane road	N/A	No	N/A	N/A	0.0%	100.0%
7. North Street (Buena Vista)[3]	Construct 2-Lane road	N/A	No	N/A	N/A	0.0%	100.0%
8. Fairview Road	Widen to 4-lane arterial	B	No	D	A	0.0%	100.0%
9. Union Road (East)	Widen to 4-lane arterial	B	No	E	B	0.0%	100.0%
10. Union Road (West)	Widen to 4-lane arterial	B	No	E	B	0.0%	100.0%
11. Meridian St. Extension to Fairview Rd.[3]	Construct 2-Lane road	N/A	No	N/A	N/A	0.0%	100.0%
12. Intersection Signalization (16 total)	Add Signals	N/A		N/A	N/A	0.0%	100.0%

[1] San Benito County and its incorporated cities have an established level of service standard of C. For those segments that are currently deficient, only the share of project costs equal to new development's growth in trips relative to all trips at the planning horizon is charged to new development in the form of an impact fee (21,810 growth in trips / 46,023 = 47.4%). The cost of segments that are not currently deficient is fully funded by impact fees.

[2] Level of Service (LOS) calculated based on eventual widening of Highway 25. LOS shown as LOS C for calculation of the deficiency share. Operational improvements (passing lanes) alone will not achieve a LOS C.

[3] Projects involving construction of new roads or roadway segments do not have existing levels of service (Projects 4, 6, 7 and 11). As these road segments do not currently exist, no existing deficiency share is allocated. These projects are included because they have been identified in the General Plan Circulation Element as needed to improve overall traffic circulation in the County as projected new development occurs.

[4] Airline Highway is currently deficient because it is operating below a level of service standard C. However, because the project does not bring the level of service any higher than the existing level of service, no deficiency share is allocated to exisitng development.

Sources: Table 3; Kimley-Horn and Associates, Inc.; Draft San Benito County General Plan, 2010; Santana Ranch EIR, Transportation Impact Analysis; Willdan Financial Services.

Attachment 1

2014 STIP STAFF RECOMMENDATION - COUNTY SHARE

Does Not Include ITIP Interregional Share Funding (See Separate Listing)

($1,000's)

San Benito

Agency	Rte	PPNO	Project	Ext	Del.	Voted	Total	Prior	14-15	15-16	16-17	17-18	18-19	R/W	Const	E & P	PS&E	R/W Sup	Con Sup
								Project Totals by Fiscal Year						Project Totals by Component					
STIP Projects at Fund Estimate (August 2013)																			
San Benito COG		2043	Planning, programming, and monitoring	SB 184		Aug-12	45	45	0	0	0	0	0	0	45	0	0	0	0
San Benito COG		2043	Planning, programming, and monitoring			Jun-13	45	45	0	0	0	0	0	0	45	0	0	0	0
Caltrans	156	297	4-lane expressway, San Juan Bautista (RIP)				9,639	0	9,639	0	0	0	0	0	9,639	0	0	0	0
San Benito COG		2043	Planning, programming, and monitoring				156	0	45	45	66	0	0	0	156	0	0	0	0
			Total Programmed or Voted since July 1, 2012				9,885												
			PROPOSED 2014 PROGRAMMING																
Highway Project Proposals:																			
Caltrans	156	297	4-lane expressway, San Juan Bautista (RIP)				-9,639	0	-9,639	0	0	0	0	0	-9,639	0	0	0	0
Caltrans	156	297	4-lane expressway, San Juan Bautista (RIP)				9,639	0	0	0	9,639	0	0	0	9,639	0	0	0	0
San Benito COG		2043	Planning, programming, and monitoring				-156	0	-45	-45	-66	0	0	0	-156	0	0	0	0
San Benito COG		2043	Planning, programming, and monitoring				255	0	45	45	55	55	55	0	255	0	0	0	0
			Subtotal, Highway Projects				99	0	-9,639	0	9,628	55	55	0	99	0	0	0	0
			Total Proposed 2014 STIP Programming				99	0	-9,639	0	9,628	55	55	0	99	0	0	0	0

Notes:

RTIP adopted 11/21/13

Requesting more than Target

Balance of STIP County Share, San Benito	
Total County Share, June 30, 2013	3,066
Total Now Programmed or Voted Since July 1, 2012	9,885
Unprogrammed Share Balance	0
Share Balance Advanced or Overdrawn	6,819
Proposed New Programming	99
Target	0
Maximum	0
Under (Over) Target	(99)

Agenda Item_____

Staff Report

To:	Council of San Benito County Governments
From:	Lisa Rheinheimer, Executive Director
Date:	May 15, 2014
Subject:	***On the Move: 2035* – San Benito Regional Transportation Plan**

Recommendation:

a. **RATIFY** Action of April 17, 2014 COG Board Meeting to Rescind the March Draft Regional Transportation Plan and Release the February Draft Regional Transportation Plan for Public Review;
b. **RECEIVE** Information on Proposed Staff Changes for Inclusion in the Final Regional Transportation Plan; and
c. **RECEIVE** Information on the Status of the Environmental Document Associated with the Regional Transportation Plan.

Summary:

The Council of Governments is accepting comments on its February 2014 draft *On the Mover: 2035* – San Benito Regional Transportation Plan through May 30, 2014. A public hearing on the draft Regional Transportation Plan is scheduled for May 29, 2014 at 4:00 PM at the Board of Supervisors Chambers.

The Council of Governments received correspondence on May 5, 2014 from Jeff Gilles of the law firm L+G, LLP alleging that a violation of the Brown Act had occurred in connection with Board's action on April 17, 2014 to rescind the March 20, 2014 Draft Regional Transportation Plan.

Financial Impact:

As one of its core functions, the Council of Governments is required to prepare a long-range Regional Transportation Plan to be eligible for hundreds of millions of dollars in transportation funding. The amount of funding varies each year, depending on project readiness, State and Federal budgets, and grants received for transportation projects and programs.

Since the February draft Regional Transportation Plan, COG staff has received new information about additional funding for transportation projects in San Benito County. The result is that the financial projections will be updated in the Final Regional Transportation Plan.

Background:

As a result of the April 17, 2014 COG Board action, the February version of the draft *On the Move: 2035* – San Benito Regional Transportation Plan is now available for public review and comment until May 30, 2014.

Discussion:

The Council of Governments received correspondence on May 5, 2014 from Jeff Gilles of the law firm L+G, LLP alleging that a violation of the Brown Act had occurred in connection with Board's action on April 17, 2014 to rescind the March 20, 2014 Draft Regional Transportation Plan.

Without agreeing that any violation had occurred but in response to Mr. Gilles' allegations and out of an abundance of caution and in order to avoid the expense of and uncertainty of litigation, Counsel has advised that the Council of Governments avail itself of the provisions of Government Code section 54960.1(c)(2) and "cure or correct" the challenged action regarding the February Draft Regional Transportation Plan at this May meeting.

Per Government Code section 54960.1(f), the fact that the COG Board takes this action to cure or correction an alleged violation of the Brown Act shall not be construed or admissible as evidence of a violation of the Brown Action.

Public Hearing and Public Comment

As a part of the public review period, Government Code Section 65080.5 requires that a public hearing be held after publishing notice of the hearing and prior to the adoption of the Regional Transportation Plan. A public hearing has been scheduled for May 29, 2014 at 4:00 PM at the County Board of Supervisors Chambers. Staff provided the mandated notice in the local newspaper 30 days prior to the scheduled public hearing.

Proposed Staff Changes for the Final Regional Transportation Plan

Staff has received new financial information which should be included in the Final Regional Transportation Plan. In March, the California Transportation Commission approved its 2014 State Highway Operations and Protection Plan which includes $28 million for projects on the State Highway system in San Benito County over the next 5 years. As a result, the total financial projection for State Highway operations and maintenance has increased since the February Draft Plan from $65 million to $90 million. The Highway Bridge Program funding has also increased from $15.5 million to $50.4 million. Other refinements to the financial projections have been made for the final Regional Transportation Plan. All of these changes will be outlined and presented at the June COG meeting.

Additionally, staff will further refine the project list to show projects in a constrained, unconstrained, and funded by other list. The project list will include the increased amount of funding for the State Highway Operations and Protection Plan grouped project listing and the Highway Bridge Program grouped project listing. Further refinements to the transit projects have also been made to match

anticipated funding levels. Cienega Road Realignment will be deleted from the list because the project was opened to the public recently.

Status of the Environmental Impact Report

The associated Environmental Impact Report for the Regional Transportation Plan is scheduled to be certified by the Association of Monterey Bay Area Governments on the June 11 meeting. Any major changes to the San Benito Regional Transportation Plan project list would likely require recirculation of the EIR and cause significant delay.

Executive Director Review: _____ Counsel Review: ____Yes___

Supporting Attachment(s): N/A

Agenda Item:_____

Staff Report

To:	Council of San Benito County Governments
From:	Mary Gilbert, Transportation Planning Manager
Date:	May 15, 2014
Subject:	**Traffic Impact Mitigation Fee Study Update**

Recommendation:

CONSIDER Options for Updating the San Benito County Transportation Impact Mitigation Fee Nexus Study and **PROVIDE** Direction to Staff**.**

Summary:

The Council of Governments has prepared a traffic impact fee study for the City of Hollister and San Benito County since the mid-1990s, on a 4-5 year update schedule. The last comprehensive update was completed in 2011. Given new conditions in 2014, COG staff is proposing that the study be updated. Staff will pursue a contract with a consultant to complete the work.

Financial Considerations:

The budget for the last update to the fee study was $100,000. Staff anticipates that a 2014 update will require a smaller budget of up to $90,000. Traditionally, the study update has been paid for with impact fees collected by the City of Hollister and San Benito County. In the past, the City of San Juan Bautista has not participated in the funding and development of the study.

Background:

Traffic impact mitigation fees are collected from retail, commercial, industrial, and residential developers as a requirement for a building permit. The primary objective of the program is to ensure that new development pays its share of the transportation costs associated with growth. Authority to impose fees is granted in the *Mitigation Fee Act* contained in California Government Code Sections 66000 *et. seq.* The fee study provides necessary findings required by the *Act* for adoption of the fees.

Staff Analysis:

The last report was prepared in 2010 and finalized in March 2011. The report was based on the 2008 growth forecast and traffic model developed by the Association of Monterey Bay Area Governments. Since that time, several factors have changed:

- New Association of Monterey Bay Area Governments (AMBAG) Growth Forecast: In 2013, AMBAG began developing a new population, employment and housing forecast for the region. The final growth forecast is scheduled for adoption in June. Because this forecast is used in development of the fee study, changes may impact the outcome of the study and possibly the fee structure.

- AMBAG Model Improvement Plan Implementation: Since 2011, AMBAG has embarked on a comprehensive improvement plan for the Regional Travel Demand Model. The Improvement Plan enhanced the data that the model uses to predict vehicular travel and use of the new model could enhance the identification of growth impacts on the transportation network.

- Changing Economic Climate: the upswing in the economy has led to an increase in economic development and new construction activity. This upswing is expected to continue and the new economic climate will affect the development of a Nexus Study.

- San Benito County General Plan Update: The County General Plan is currently being updated and new information included in the update may affect the assumptions and conclusions in the Nexus Study.

Staff has also identified other considerations for implementation and administration of the Fee program. This includes the timing of identified projects, administration of fees collected, and .

The 2011 Study took approximately 12 months to complete. Staff anticipates that this update would take up to nine months. The update will require participation of staff from engineering and planning at each jurisdiction, as well as COG, through a technical working group. COG's Technical Advisory Committee discussed a potential update to the Study at its February 2014 meeting. Consensus among the Committee was that the Study should be updated and that COG should consider options for administration of the update.

The COG Board may choose one of the following options or direct staff in another manner to pursue a consultant contract to complete the study:

<u>Option 1: Issue a Request for Proposals for the Update</u>: in previous years, COG staff has developed and released a Request for Proposals for the completion of the fee study. An RFP process will incur costs to COG in the form of staff time to develop the RFP, review proposals, and complete the consultant selection process. The total time required for this process would be approximately 3-4 months. The COG Board would have approval authority over the scope included in the RFP as well as the Consultant contract.

<u>Option 2: Direct Staff to Negotiate a Contract with On-Call Consultants</u>: COG has an approved list of qualified on-call consulting firms to complete this type of work (Attachment 1). At the direction of the Board, COG staff may solicit cost, schedule, and staffing proposals from one or many of the firms on the list to complete a scope of work for the fee program update. Staff has attached a proposed scope of work for the Board's review (Attachment 2).

Option 2 would significantly cut down on processing time and work on the update could start in approximately 2 months. A team of staff from COG, the City of Hollister and San Benito County along with a representative from the COG Board would evaluate proposals and select a preferred firm. The COG Board could then consider approval of a contract with the selected firm.

To further save time and potentially save on contract costs, COG may direct staff to negotiate with the firm with past experience conducting the Fee Study in San Benito County. Kimley-Horn Associates, Inc. completed traffic analysis on the 2011 Study and is on the approved on-call consultant list.

As part of the fee study update, staff will bring regular reports to the Board on its development and ensure that the Board has the opportunity to vote on key decisions such as the project list.

Executive Director Review:_____ Counsel Review:__N/A_____

Supporting Attachments:
1. COG On-Call Consulting Firm List
2. Proposed Scope of Work for Fee Program Update

Council of San Benito County Governments
On-Call Consultants

Valid for 3 years
February 21, 2013 – February 21, 2016
(not ranked)

Consultant Name	San Benito Firm?	Name of local sub consultant
BKF	No, San Jose	No local sub consultants
Harris & Associates	No, Gilroy	San Benito Engineering, Hollister Earth Systems Pacific, Hollister
Hatch Mott MacDonald	No, Gilroy	San Benito Engineering, Hollister
Kimley-Horn and Associates, Inc.	No, San Jose	No local sub consultants
Mark Thomas & Company	No, San Jose	San Benito Engineering, Hollister
MNS Engineers Inc	No, San Luis Obispo	No local sub consultants
NV5 Beyond Engineering	No, San Jose	No local sub consultants
Quincy Engineering	No, Sacramento	No local sub consultants
RBF Consulting	No, Walnut Creek	No sub consultants
TJKM	No, Pleasanton	No sub consultants
TYLin International	No, San Jose	No local sub consultants
URS Corporation	No, San Jose	No local sub consultants
Wallace Group	No, San Luis Obispo	San Benito Engineering, Hollister Earth Systems Pacific, Hollister
WMH	No, San Jose	No local sub consultants
Wood Rodgers	No, Sacramento	No sub consultants

San Benito County Transportation Impact Mitigation Fee Nexus Study Scope of Work

Task 1: Define Study Area

Consultant will review background documentation, traffic analyses, and traffic data provided by Council of San Benito County Governments (SBCOG) staff, including the Draft Regional Transportation Plan and the Draft County General Plan to identify the fee program study area.

Task 2: Define Benefit Zones

Consultant will work with SBCOG staff to determine the benefit zone structure for the fee program. The benefit zone structure will align with TAZ boundaries and be generally consistent with supervisorial districts, city limits, or current traffic impact fee zone boundaries.

Task 3: Association of Monterey Bay Area Governments Regional Travel Demand Model Analysis

Task 3.1: Baseline Horizon Year Model Forecast

Consultant will project volumes at the study roadways and intersections for Horizon Year conditions based on the AM peak period, PM peak period and daily model outputs. Model volumes will be calibrated using existing count volumes obtained in Task 1. PM peak hour volumes will be calculated for state highway facilities within the study area, daily roadway segment volumes will be calculated for local roadways within the study area, and AM and PM peak hour turning movement volumes will be calculated for intersections within the study area.

Task 3.2: Conduct Deficiency Analysis

Consultant will conduct a Baseline existing conditions and Horizon Year deficiency analysis on the study area roadways and intersections. Consultant will prepare a table showing roadway deficiencies on the Existing and Horizon Year Baseline networks.

Task 4: Draft Project List

Task 4.1: Identify Project List

Based on the deficiencies identified in Task 3, and relying on the list of projects included in the 2035 San Benito County General Plan, the 2035 Regional Transportation Plan and various published Capital Improvement Programs, a list of proposed projects to be included in the fee program will be prepared. Consultant will work closely with SBCOG staff to identify the projects that should be included in the fee program.

Cost estimates for the fee program projects will be provided by SBCOG.

Task 4.2: With Improvements Analysis

Each project included in the fee program will be incorporated into the Baseline roadway network within the model utilized in Task 3.1 to create the Improved roadway network. Using this Improved

roadway network, the model will be run to determine traffic volumes with Base Year and Horizon Year land uses on the study area roadway network with the fee program projects

Task 4.3: Project Year of Expenditure

Consultant will work with staff to identify year of expenditure for projects identified in Task 4.1.

Task 4.4: Address Existing Deficiencies

For existing deficiencies, the share of traffic associated with future development will be calculated by identifying the proportional change in volumes on each segment between Base Year and Horizon Year with Improved network forecasts. The proportional cost of existing deficiencies will not be applied to impact fees assessed to future development.

Task 5: Select Link Analysis

For each project identified to be included in the fee program, Consultant will conduct two "select link" analyses to identify the origin and destination of each trip traversing a segment incorporated in an improvement project. One select link analysis will utilize the Improved network with Base Year land uses and the other will utilize the Improved network with Horizon Year land uses.

The trips will be categorized using the benefit zone structure determined in Task 2.

Task 6: Regional/Local Fee Calculation

Consultant will calculate travel demand by land use category.

A table indicating the fees by land use type and benefit zone will be prepared. Consultant will research traffic impact fees currently being imposed on development in nearby communities and counties of similar size and demographics that have instituted traffic impact fees. Consultant will prepare a comparison table for discussion with SBCOG staff.

Task 7: Advisory, Stakeholder & Policy Board Workshops

The Consultant project manager will prepare for, and attend, meetings with an advisory stakeholder group selected for review of this project. SBCOG staff will arrange the meeting location and be responsible for inviting participants and sending meeting notices.

The Consultant project manager will prepare for, and attend, meetings a minimum of one study session to include policymakers and development interests to discuss the fee program. SBCOG staff will arrange the location and be responsible for inviting participants and sending meeting notices.

The Consultant project manager will prepare for, and attend public presentation meetings of the fee program, potentially including Planning Commission, City Council, and/or Board of Supervisors meetings.

Task 8: Team Meetings and Project Management

The Consultant project manager or technical task manager(s) will attend up to five in-person meetings with SBCOG staff. Additional teleconference meetings may occur as needed.

Consultant will coordinate with SBCOG on the preparation of any environmental documentation and update to the fee program ordinances.

Task 9: Nexus Study Report

Task 9.1 Administrative Draft Report

Consultant will document the analysis and results of Tasks 1 through 8 in an Administrative Draft Traffic Impact Mitigation Fee Nexus Study report. The Nexus Study will be compliant with the requirements of California Government Code Section 66001. Consultant will submit the Administrative Draft to SBCOG staff for review and comment.

Task 9.2 Prepare Draft and Final Reports

Consultant will prepare responses to one round of staff comments on the Administrative Draft report and prepare a public review Draft Traffic Impact Mitigation Fee Nexus Study report.

It is anticipated that the draft report would be presented to project stakeholders and the public, as well as the City and County Planning Commissions, City Council, and County Board of Supervisors. Consultant will respond to up to one round of non-conflicting, consolidated comments on the Draft Report and prepare a Final Traffic Impact Mitigation Fee Nexus Study report.

Optional/Contingency Tasks

Consultant will notify COG staff of any potential contingencies needed for development of the final report and provide cost estimates for completion of the work upon request.

Agenda Item:_____

Staff Report

To:	Council of Governments Board of Directors	
From:	Kathy Postigo, Administrative Services Specialist	**Telephone:** (831) 637-7665
Date:	May 15, 2014	
Subject: Council	**of Governments Office Facilities Lease**	

Recommendation:

1. **DIRECT** staff to negotiate a new five year lease with cost savings between Council of San Benito County Governments and The Pivetti Company for office space located at 330 Tres Pinos Road, Suite C7
   OR
2. **DIRECT** staff to negotiate a two year lease at the existing amount between Council of San Benito County Governments and The Pivetti Company for office space located at 330 Tres Pinos Road Suite C7.

Summary:

The lease for COG's office facilities is set to expire on July 31, 2014. County Public Works has informed COG that the County Courthouse space will not be available for at least eighteen months.

Financial Considerations:

The current monthly lease is $3,009.34 per month for 1,879.2 square feet. The lease includes no Common Area Maintenance fees (CAM) or Triple Net fees (NNN). The current lease amount is $1.60 per square foot.

COG staff asked The Pivetti Company for a reduction of rent and they offered the amounts below if COG agreed to a five year lease:

08/01/2014 - 07/31/2015	$2,593.30	$1.38
08/01/2015 - 07/31/2016	$2,781.22	$1.48
08/01/2016 - 07/13/2017	$2,969.14	$1.58
08/01/2017 - 07/31/2018	$3,157.05	$1.68
08/01/2018 - 07/31/2019	$3,344.97	$1.78

Background:

The Council of Governments' moved to 330 Tres Pinos Road, Suite C7 in November 2007 and bought out the lease from Kasavan & Pope for nine months. Starting with August 1, 2008 the rent went to $2,950.24 per month with a two percent increase each year. In August of 2011, staff requested a reduction and Hidalgo, Inc. (now The Pivetti Company) agreed to the current amount of $3,009.34.

Last year, the COG Board extended the current lease for a year, to research the possibility of finding a less expensive rent also to evaluate the possibility of moving to the old courthouse. The Courts have currently completed their move to the new location. The space is not anticipated to be available for at least eighteen months.

Staff Analysis:

Staff has been in conversations with the Public Works Department regarding the move to the courthouse space and were informed that it would take at least eighteen months for the remodel. Staff then approached the current landlord and they offered extending the lease for another five years with a reduction for the first three years and an increase in year four and five. The cost to extend the lease for two years would remain at the current rent of $3,009.34. The cost to enter a new lease with The Pivetti Company for five years would start at $2,593.30 for the first year ending at $3,344.97 for the fifth year.

Staff has looked into the potential costs associated with the courthouse space. The Public Works Department had suggested that the rent would be one dollar per square foot for 2,500 square feet; totaling $2,500 per month. Other items to consider are the County's Cost Allocation Plan, utilities and janitorial services. With a square footage of 2,500, the cost estimates out to $520 per month or $6,240 per year for building and maintenance. Also, the courts were paying for the janitorial service which included cleaning of the restrooms. The courts the janitorial service will either be included in the County's Cost Allocation Plan or direct charged each month to the occupants of the courthouse. The courts were paying $1,122 per month for the janitorial service. If COG were to pay janitorial service according to space it would allocate out to approximately $171 per month.

Currently COG is paying on an average $245 per month for utilities. The courthouse space would average $418 per month for utilities an increase of $173. Below is a list of the costs associated with the courthouse space per month.

Rent	$2,500.00
San Benito County's Cost Allocation Plan	$ 520.00
Janitorial Service	$ 171.00
Increase in utilities	$ 173.00
TOTAL	**$3,364.00**

This cost is just an estimate of what may be charged to COG, it does not include any moving cost or additional cost for improvements that COG may be responsible for. COG was and will be charged a large increase in the County's Cost Allocation in fiscal year 2013/2014 and 2014/2015, with an increase of over $100,000 in 2013/2014 and another $30,000 increase for 2014/2015 fiscal year.

Staff is requesting direction from the COG Board to either negotiate a new five year lease or a new two year lease at the existing rent.

Executive Director Review:_____ Counsel Review: N/A