



**AGENDA  
REGULAR MEETING  
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS**

**DATE:** Thursday, April 21, 2016  
3:00 p.m.

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

**DIRECTORS:** Chair Tony Boch, Vice Chair Ignacio Velazquez  
Directors Anthony Botelho, Victor Gomez, and Jerry Muenzer  
Alternates: San Benito County: Jaime De La Cruz;  
City of Hollister: Mickie Luna; City of San Juan Bautista: Jim West  
Ex Officio: Caltrans District 5

*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** (Pages 3-4)
- F. Board of Directors' Reports**

**CONSENT AGENDA:**

*(These matters shall be considered as a whole and without discussion unless a particular item is removed from the Consent Agenda. Members of the public who wish to speak on a Consent Agenda item must submit a Speaker Card to the Clerk and wait for recognition from the Chairperson. Approval of a consent item means approval as recommended on the Staff Report.)*

1. **APPROVE** Council of Governments Draft Meeting Minutes Dated March 17, 2016 – Gomez (Pages 5-8)
2. **ADOPT** Resolution 2016-02 to be Eligible to Receive Public Transportation Modernization, Improvement and Service Enhancement (PTMISEA) Funds – Vienna (Pages 9-12)

3. **RECEIVE** Construction Projects Report – Caltrans District 5 (Pages 13-14)

**REGULAR AGENDA:**

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

4. **2035 San Benito Regional Transportation Plan Amendment No. 1** – Lezama (Pages 15-16)
1. **RECEIVE** Report on Amendment No. 1 to the 2035 San Benito Regional Transportation Plan.
  2. **OPEN** Public Hearing on Amendment No. 1 to the 2035 San Benito Regional Transportation Plan for Public Comment.
  3. **CLOSE** Public Hearing on Amendment No. 1 to the 2035 San Benito Regional Transportation Plan for Public Comment.
5. **RECEIVE** Update on the Highway 25 Widening Design Alternatives Analysis – Gilbert (Page 17)
6. **RECEIVE** Update on Measure P/Ordinance No. 2016-01, the Council of San Benito County Governments Transportation Expenditure Plan and Transactions and Use Tax Ordinance – Gilbert (Page 18)
7. **APPROVE** Changes to COG Staff Positions and **DIRECT** Executive Director to Fill Positions for Fiscal Year 2016-2017 – Gilbert (Page 19-26)

**Adjourn to COG Meeting on May 19, 2016 Agenda Deadline is Tuesday, May 10, 2016 at 12:00 p.m.**

*In compliance with the Americans with Disabilities Act (ADA), if requested, the Agenda can be made available in appropriate alternative formats to persons with a disability. If an individual wishes to request an alternative agenda format, please contact the Clerk of the Council four (4) days prior to the meeting at (831) 637-7665. The 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) 637-7665 at least 48 hours before the meeting to enable the Council of Governments to make reasonable arrangements to ensure accessibility.*



Highway 1 near Big Sur in Monterey County

WINTER 2016

# Caltrans District 5



District Director  
Timothy Gubbins

Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.

## District Director's Report

A quarterly publication for our transportation partners



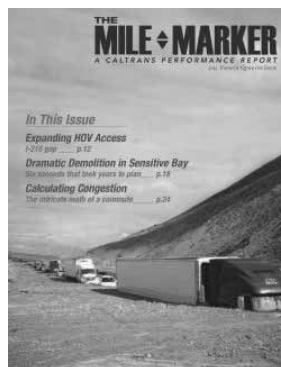
### Preparing for El Niño

Maintaining rapid and appropriate response to storm damages and keeping the traveling public informed are top priorities for the Caltrans Maintenance Division. This year's efforts are a bit more extensive than during an average rainy season, according to Senior Maintenance Engineer Lance Gorman, P.E.

Highway 1 at Big Sur frequently sustains winter storm damage, especially between San Carpoforo Creek, just south of Ragged Point in San Luis Obispo County, and the Carmel River Bridge in Monterey County. This location has a high concentration of endangered and protected resources requiring multi-agency emergency preparation. Every year, Maintenance crews diligently prepare for winter storms by doing the following:

- Keeping the public informed.

- Monitoring, clearing and repairing all highway culverts and drainage structures.
- Coordinating with emergency responders to expediently open closed roadways.
- Working collaboratively with local resource agencies on specific area needs.
- Providing a uniform approach regarding maintenance forces overseeing a major damage site.



### Mile Marker

### Winter Edition Released

The Mile Marker: A Caltrans Performance Report is now available online. This edition features closing the carpool lane gap on Interstate 215 in Southern California, the demolition of the largest pier on the old Bay Bridge and the new 2015 Strategic Highway

Safety Plan addressing reduced fatalities and severe injuries on all public roads. For more information:

<http://www.dot.ca.gov/MileMarker/2015-4/index.html>.

### Rosales leads Program Project Management



Deputy District Director  
Richard Rosales

Richard Rosales is the new Deputy District Director of Program Project Management. He has served Caltrans for more than 29 years, including 15 years as a project manager in four of the District's five counties. He's experienced in encroachment permits, construction, design and hydraulics, and holds a Bachelor's degree in civil engineering from CSU-Cal Poly, Pomona. He enjoys spending time with his family, basketball, hunting, and golfing.



## Highway 17 Access Management Plan

Addressing mobility, access and safety in coordination and partnership are the main goals for the multi-agency *Highway 17 Access Management Plan*. The study presents unique challenges as it considers access in a rural area carrying heavy traffic with mountainous terrain. So far, Caltrans has hosted three workshops in the communities of Happy



Valley, Loma Prieta and Scotts Valley, garnering public comment from those traversing the highway daily.

The second round of workshops, scheduled in the spring, will present potential concepts for addressing the public's identified needs and issues from the earlier sessions.

The plan focuses on preserving both the function and operation of the highway corridor and local road network, reducing conflict points, and coordinating land use



and transportation planning. Ultimately, the plan will allow Caltrans and its partners to proactively manage the highway's existing and future access from the Granite Creek Road interchange to the Santa Cruz-Santa Clara county line.

Caltrans' partners on this planning effort include Santa Cruz County Supervisor John Leopold, District 1; Santa Cruz County Supervisor Bruce McPherson, District 5; Santa Cruz County; Santa Cruz County Regional Transportation Commission; California Highway Patrol; and the City of Scotts Valley. Caltrans invites public input on this plan, which is available online at:

<http://www.ca-hwy17amp.org/>.



## Concrete pavement for Highway 46

The Highway 46 East (Whitley 2B) project will widen the highway to four lanes for more than four miles near Shandon in San Luis Obispo County. This is District 5's first project to feature Continuously Reinforced Concrete Pavement, which provides the following major benefits:

- Sustainable and minimal maintenance.
- Reduced worker safety risks, future maintenance costs and traffic closures.

- Tighter transverse cracks and fewer joints, resulting in smoother pavement and reduced water penetration and potential base damage.
- Lower life cycle costs despite higher initial costs.
- Ability to handle heavier truck loading and volumes.

Concrete pavement is now being installed across the nation and around the world, according to the Federal Highway Administration. It has the potential to provide a sustainable, long-term, *zero maintenance*, service life under heavy traffic loadings and challenging environmental conditions. Currently, the \$47 million project is being advertised for construction. It is scheduled for completion in summer 2018. More information on concrete pavement is available at:

[http://www.dot.ca.gov/hq/maint/Pavement/Offices/Pavement\\_Engineering/PD/F/CRCP-Design\\_Const-Guide-Jun-5-07.pdf](http://www.dot.ca.gov/hq/maint/Pavement/Offices/Pavement_Engineering/PD/F/CRCP-Design_Const-Guide-Jun-5-07.pdf).



**SAN BENITO COUNTY  
COUNCIL OF GOVERNMENTS  
REGULAR MEETING**

**March 17, 2016, 3:00 P.M.**

**DRAFT MINUTES**

**MEMBERS PRESENT:**

Chair Boch, Director Botelho, Director Gomez, Director Muenzer, and Director Velazquez  
Ex Officio: Brandy Rider, Caltrans District 5

**STAFF PRESENT:**

Deputy County Counsel, Shirley Murphy; Executive Director, Mary Gilbert; Transportation Planner, Veronica Lezama; Transportation Planner, Sean Vienna; Secretary I, Monica Gomez

**OTHERS PRESENT:**

Tony Mercado, MV Transportation; Heather Adamson, AMBAG

**CALL TO ORDER:**

Chair Boch 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 Velazquez, and seconded by Director Gomez, the Directors acknowledged the Certificate of Posting. Vote: 5/0 motion passes.*

**C. PUBLIC COMMENT:**

Chair Boch stated for the record that the COG Board received Joe Thompson's public comment correspondence dated February 19, 2016 through March 17, 2016. The correspondence was entered into the public record.

**D. EXECUTIVE DIRECTOR'S REPORT: Gilbert**

Ms. Gilbert reported that she forwarded information from the California Association of Councils of Governments (CalCOG) Regional Leadership forum which is being hosted in Monterey from March 30<sup>th</sup> to April 1<sup>st</sup>. All members of COG are invited and may let staff know if they are interested in attending.

Ms. Gilbert reported that the Regional Transportation Improvement Program was submitted to the California Transportation Commission as directed by the Board, showing existing STIP funding for the Highway 156 project. Ms. Gilbert mentioned that she will be speaking at the California Transportation Commission hearing in Sacramento on March 24<sup>th</sup>. She will be advocating for the Highway 156 project to remain funded with STIP funds.

Lastly, Ms. Gilbert announced that COG is partnering with Ecology Action, who will be hosting a Bike event on Monday, March 21<sup>st</sup>, at San Juan Elementary School in San Juan Bautista. They will provide

youth bicycle safety information and a bicycle rodeo. COG partially sponsored the event with some Rideshare funds. Veronica Lezama will be attending on behalf of COG.

**F. CALTRANS DISTRICT 5 REPORT:** Gubbins/Loe

Brandy Rider announced that Caltrans is kicking off a statewide Bicycle Plan, and District 5 will be participating in this effort. There will be some upcoming forums that they will be encouraging all of the local agencies to participate. They will be inviting local agencies as the dates are scheduled for these forums.

Ms. Rider announced that the California Transportation Plan 2040 is out for a final review until March 29<sup>th</sup>. If anyone has any questions or comments she asked to please call Caltrans District 5.

**G. BOARD OF DIRECTORS REPORTS:**

Director Muenzer reported out on the Mobility Partnership meeting. He stated that per discussion he had with VTA representatives, they also have a potential project for the overpass at Highway 25 and 101. If they are able to do it, it would not be the ultimate project. However, it would address some issues at the intersection. Also, they were pleased to hear about COG's sales tax measure and the potential monies that could go towards the project.

**CONSENT AGENDA:**

1. **APPROVE** Council of Governments Draft Meeting Minutes Dated February 18, 2016 – Gomez
2. **APPROVE** Council of Governments Draft Adjourned Meeting Minutes Dated February 24, 2016 – Gomez
3. **APPROVE** Council of Governments Draft Adjourned Meeting Minutes Dated February 26, 2016 – Gomez
4. **RECEIVE** Construction Projects Report – Caltrans District 5
5. **RECEIVE** Council of Governments FY 2015/16 Second Quarter Budget Report – Postigo
6. **Fiscal Year 2016/2017 Draft Overall Work Program – Lezama**
  - a. **RECEIVE** the Fiscal Year 2016/2017 Draft Overall Work Program, Which Includes Planning Activities to be Performed by the Council of Governments; and
  - b. **AUTHORIZE** Submittal of Fiscal Year 2016/2017 Draft Overall Work Program to the California Department of Transportation for Comment.

There was no public comment on the Consent Agenda.

*Upon a motion duly made by Director Muenzer, and seconded by Director Botelho, the Directors unanimously approved Items 1-6 from the Consent Agenda. Vote: 5/0 motion passes.*

**REGULAR AGENDA**

**TRANSPORTATION ITEMS:**

7. **Unmet Transit Needs Hearing – Lezama**
  - a. **RECEIVE** Report on Unmet Transit Needs Hearing
  - b. **OPEN** Public Hearing
  - c. **CLOSE** Public Hearing

Ms. Lezama stated that the COG Board was being asked to open a public hearing on the annual Unmet Transit Needs to obtain the public's input on the bus service needs provided by County Express and Specialized Transportations Services. In addition to this public hearing, COG held two public meetings. The first meeting was held at the Hollister Community Center on March 15<sup>th</sup> at 1:00 P.M. The second meeting took place at the San Juan Bautista City Hall on March 16<sup>th</sup> at 1:30 P.M.

Chair Boch opened the Public Hearing at 3:05 p.m.

There was no public comment or discussion on this item.

Chair Boch closed the Public Hearing at 3:05 p.m.

Ms. Lezama mentioned that after the hearings process, the Social Services Transportation Advisory Council and staff review all the testimony received and will provide a recommended determination of Unmet Transit Needs to the COG Board in May or June.

Chair Boch moved Item 11 up on the agenda, after Item 7 on the agenda.

*Upon a motion duly made by Director Muenzer, and seconded by Director Velazquez, the Directors unanimously approved moving Item 11 up on the agenda. Vote: 5/0 motion passes*

**11. RELEASE** Amendment No. 1 to the 2035 San Benito Regional Transportation Plan for Public Comment - Lezama

Ms. Lezama reported that an amendment to the 2035 Regional Transportation Plan (RTP) is being proposed in order to include the State Route 25 Corridor Improvements Project into the Regional Transportation Plan list of financially constrained projects.

Staff asked the COG Board to release the Amendment No. 1 for public review. Amendment No. 1 modifies the following RTP pages: 2-10, 2-11, 4-9, 4-12, 5-3, 6-5, 6-6, 8-6, C-1. By releasing the Amendment No.1, COG opens the 30-day public comment period, which commences March 18, 2016 and concludes April 21, 2016 at 5:00 p.m.

There was no public comment on this item.

*Upon a motion duly made by Director Muenzer, and seconded by Director Gomez, the Directors unanimously approved Item 11 per staff's recommendation. Vote: 5/0 motion passes*

**8. RECEIVE** Update on the Highway 25 Widening Design Alternatives Analysis – Gilbert

Ms. Gilbert reported that a project development team will meet in San Luis Obispo, Caltrans District 5, on March 21 to finalize recommendations for a final report of the study outcomes. Staff is also coordinating with the San Benito/Santa Clara Mobility Partnership on the study, as the new alignment of State Route 152 may directly impact State Route 25. Ms. Gilbert stated that the consultant will present a full report to the Board at the next meeting.

Ms. Gilbert provided an update on the status of the Environmental Impact Report (EIR) for the State Route 25 adoption. Caltrans has completed the Administrative Draft of the final EIR, which will be coming out soon. It will have to go through a new circulation process with responses to comments from the previous Draft EIR before it can be finalized.

There was no public comment.

**9. RECEIVE** Presentation on the Central Coast Coalition 2016 Sacramento Legislative Day – Gilbert

Ms. Gilbert provided a report on the Central Coast Coalition Day that she and Director Botelho attended last week in Sacramento. Ms. Gilbert stated the trip provided an opportunity to speak with transportation leaders and policymakers about funding needs in San Benito County and throughout the Central Coast.

They met with key officials from the Brown Administration, including California State Transportation Agency (CalSTA) Secretary Brian Kelly, staff to Assembly Transportation Committee Chairman Jim Frazier and staff to Senate Transportation Committee Chairman Jim Beal. They talked about different priorities and where they thought funding was heading for the State of California for transportation this year. At the moment, they did not have full information on what a funding proposal is going to look like. There are a few different proposals out there from the Senate, Assembly, and Governor's office, which they are watching closely with the Central Coast Coalition.

Ms. Gilbert reported that she and Director Botelho met with staff to Assembly Member Luis Alejo and Senator Anthony Canella, Assembly Member Mark Stone, and Senator Bill Monning. Primarily, they reiterated the need for secure ongoing funding for transportation, including the State Transportation Improvement Program. They reminded them about the need for funding for local street and road maintenance. They also provided information on proposed tax measures.

Director Botelho stated that Ms. Gilbert provided a great summary of their day. He added that unfortunately, after meeting with the different representatives and listening to the Secretary of Transportation he does not believe that anything will happen this year. He stated that he was not as optimistic this year for any of the bills to come out and address transportation at any level.

Reed Sanders, District representative for Senator Cannella's 12<sup>th</sup> District office stated that he was always available for anything that the Board would like to communicate to the Senators office or if they would like to have more discussion about things like CEQA. He also encouraged them to contact him if they're interested in talking about support for COG's tax measure.

Director Botelho stated that Senator Cannella did mention his support for the tax measure however, he indicated that he would like more information about the measure.

There was no public comment on this item.

**10. RECEIVE** Update on Ordinance No. 2016-01, the Council of San Benito County Governments Transportation Expenditure Plan and Transactions and Use Tax Ordinance – Gilbert

Ms. Gilbert reported that staff is continuing final steps necessary with the Elections office to ensure all information required has been provided. Documents were filed and accepted with the Elections office on March 10<sup>th</sup>. There was one argument in favor of the measure that was also submitted prior to the deadline. Per the Elections office, no argument against the measure was filed therefore, there is no rebuttal period that will be happening at this time. Staff also received notice today that the Measure was assigned the letter P, so it will be known as Measure P going forward.

Ms. Gilbert stated that staff will continue public education regarding Measure P.

There was no public comment.

Director Botelho noted that the only feedback from his District was in regards to one of the projects on the project list, which has been met with a bit of controversy. The project is in Aromas and some people are questioning the need and whether it's benefiting a local business. He stated that he would make it a point to clarify to his constituents that the intent of the measure is for everyone to receive a little bit of the benefits from it.

*Upon a motion duly made by Director Velazquez, and seconded by Director Muenzer, the Directors Unanimously adjourned the COG meeting. The meeting was adjourned at 3:27p.m. Vote: 5/0 motion passes.*

**ADJOURN TO COG MEETING APRIL 21, 2016 at 3:00 P.M.**





## Staff Report

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To: Council of San Benito County Governments  
From: Sean Reilly Vienna, Transportation Planner Telephone: (831) 637-7665 x. 205  
Date: April 21, 2016  
Subject: The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA)

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### **Recommendation:**

**Adopt:** Resolution 2016-02 to be eligible to receive Public Transportation Modernization, Improvement, and Service Enhancement (PTMISEA) funds

### **Summary:**

Public Transportation Modernization, Improvement, and Service Enhancement (PTMISEA) program provides funding for capital improvements for transit services. The LTA is proposing to use the funds to modernize and enhance the County Express' transit service.

### **Financial Impact:**

There is \$1,445,315 available to LTA for PTMISEA projects approved by CalTans.

### **Discussion:**

The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.925 billion available to Transportation, \$3.6 billion dollars was allocated to PTMISEA to be available to transit operators over a ten-year period. PTMISEA funds may be used for transit rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or rolling stock (buses and rail cars) procurement, rehabilitation or replacement. Funds in this account are appropriated annually by the Legislature to the State Controllers Office (SCO) for allocation in accordance with Public Utilities Code formula distributions: 50% allocated to Local Operators based on fare-box revenue and 50% to Regional Entities based on population.

### **Staff Analysis:**

The State is requiring that these forms be updated in order to apply for the funds.

Executive Director Review: \_\_\_\_\_

Counsel Review: Yes

Supporting Attachment:       A1. Resolution 16-02



DRAFT

**AUTHORIZATION FOR THE EXECUTION )  
OF THE CERTIFICATIONS AND ASSURANCES) )  
FOR THE PUBLIC TRANSPORTATION ) )  
MODERNIZATION, IMPROVEMENT, AND ) )  
SERVICE ENHANCEMENT ACCOUNT BOND ) )  
PROGRAM ) )**

**COG Resolution Number: 16-02**

**WHEREAS**, the Council of San Benito County Governments is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 88 (2007) named the Department of Transportation (Department) as the administrative agency for the PTMISEA; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing PTMISEA funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Council of San Benito County Governments wishes to delegate authorization to execute these documents and any amendments thereto to its Executive Director and/or his or her designee.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Council of the San Benito County Governments agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all PTMISEA funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director and/or his or her designee, are authorized to execute all required documents of the PTMISEA program and any Amendments thereto with the Department.

**PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS** on this 21<sup>st</sup> day of April 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Tony Boch, Chair

ATTEST:  
Mary Gilbert, Executive Director

APPROVED AS TO LEGAL FORM:  
San Benito County Counsel's Office

By: \_\_\_\_\_

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

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

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



# PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR APRIL 21, 2016 COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

## COMPLETED CONSTRUCTION PROJECTS

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Implementing Agency	Project Manager (Resident Engineer)	Contractor	Comments
1.	<b>Hwy. 25 Curve Realignment (0T6404)</b>	On Route 25 Near Hollister, from 0.8 mile north of San Benito Lateral to 2 miles south of Rte 146 (PM 18.8/19.5)	Realign roadway and widen lanes and shoulders	June 8, 2015- December 9, 2015	\$1.99 Million	SHOPP	Caltrans	David Silberberger (KB)	John Madonna Construction Co.	Project completed and accepted on Dec. 9, 2015 Note: Emergency roadwork completed to repave and reopen old roadway due to unstable cut slopes. Final design strategy to be determined in the spring.

## CONSTRUCTION PROJECTS

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Implementing Agency	Project Manager (Resident Engineer)	Contractor	Comments
2.	<b>Hwy. 101/San Juan Road Interchange (315804)</b>	On Route 101 near Prunedale .4 mile south of Dumbarton Road in Mon. Co. (PM 100.0-101.3)	Construct new interchange at San Juan Road and US 101	Dec. 3, 2012-Summer 2016 (Timeframe includes Plant Establishment Work)	\$46.2 Million	STIP/ CMIA/ ARRA	Caltrans	David Silberberger (JW)	Granite Construction/ MCM	The new interchange and related improvements were fully open to traffic on July 17, 2015. However, the project remains active due to a 1-year plant establishment process which is targeted to be completed by the summer of 2016.



# PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR APRIL 21, 2016 COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

## PROJECTS IN DEVELOPMENT

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Implementing Agency	Project Manager	Phase	Comments
3.	<b>Hwy. 25 Route Adoption Hollister to Gilroy (48540_)</b>	Near Hollister and Gilroy on SR 25 in SBT & SCL Counties (SBT-25-51.5/60.1) (SBT-156-R10.5/12.2) (SCL-25-0.0/2.6)	Route Adoption (SBT-25-51.5 to SCL-25-2.6)	N/A	N/A	Local	Caltrans	Richard Rosales	PA&ED	Internal Final Environmental Document complete. Need to provide consistency review with appropriate approval document, i.e. Project Report for Route Adoption.
4.	<b>Hwy. 156 Improvement Project (34490_)</b>	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)	Construct 4-Lane Expressway	Summer 2017 to Summer 2019	\$44.6 Million	STIP, IIP, RIP, Local	Caltrans	Richard Rosales	PS&E	Project design on-going. Right of Way appraisals in progress. Controlled Access Highway Agreement approved. Utility relocation design coordination almost complete. 95% design complete, target July 2016.



## Staff Report

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To: Council of San Benito County Governments  
 From: Veronica Lezama, Transportation Planner  
 Date: April 21, 2016  
 Subject: **2035 San Benito Regional Transportation Plan Amendment No. 1**

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### Recommendation:

1. **RECEIVE** Report on Amendment No. 1 to the 2035 San Benito Regional Transportation Plan.
2. **OPEN** Public Hearing on Amendment No. 1 to the 2035 San Benito Regional Transportation Plan for Public Comment.
3. **CLOSE** Public Hearing on Amendment No. 1 to the 2035 San Benito Regional Transportation Plan for Public Comment.

### Summary:

An amendment to the 2035 Regional Transportation Plan (RTP) is being proposed in order to include the State Route 25 Corridor Improvements Project into the Regional Transportation Plan list of financially constrained projects.

### Financial Impact:

Amendment No. 1 to the 2035 Regional Transportation Plan includes an estimated project cost of \$135 million for the State Route 25 Corridor Improvements Project.

### Background:

On June 18, 2014, the Council of Governments adopted the 2035 Regional Transportation Plan (RTP). The RTP is a blueprint for the regional transportation system including addressing needs associated with highways, local streets/roads, bicycle/pedestrian facilities, public transit, aviation and other programs which support mobility for people and goods. State law requires that Regional Transportation Planning Agencies, such as COG, complete a long-range regional planning document on a four-year cycle and is amended on an as needed basis.

For a project to be listed in the RTP list of financially constrained projects, it must demonstrate funding availability per Regional Transportation Plan Guidelines and because the projects are also included in the Monterey Bay Area Metropolitan Transportation Plan (MTP).

The Highway 25 Widening Project (Phase I and Phase II) are included on the RTP's list of unconstrained project due to funding deficiencies. In 2016, COG identified a new design alternative

for Highway 25 with a smaller project footprint that could be included in the RTP's list of financially constrained projects.

The design alternative resulted in the identification of the State Route 25 Corridor Improvements Project. The Project intended to enhance safety, improve traffic operations, and provide additional capacity to reduce congestion for all transportation modes on Highway 25 between San Felipe Road and the San Benito/Santa Clara County line.

The COG Board is currently pursuing a regional sales tax for transportation, which would identify funding for the State Route 25 Corridor Improvement Project. This funding source allows COG to include the State Route 25 Corridor Improvements Project in the RTP's financially constrained list of projects, via Amendment No.1.

### **Staff Analysis:**

As part of the 2035 Regional Transportation Plan Amendment No. 1 process, a public hearing is required in order to include the State Route 25 Corridor Improvements Project into the Plan's list of projects.

The COG Board is being asked to conduct a public hearing at the April 21, 2016 regular COG Board meeting. The notice to the public hearing was published in the local newspaper on March 18, 2016. All comments received during the public comment period will be made a part of the record.

The 30-day public comment period on Amendment No. 1 to the 2035 Regional Transportation Plan started on March 18, 2016 and concludes on April 21, 2016 at 5:00 p.m. The Amendment is available for public review at the COG Office, 330 Tres Pinos Road C7, Hollister and at [www.sanbenitocog.org](http://www.sanbenitocog.org).

The COG Board will consider adopting a resolution certifying Amendment No. 1 to the RTP at its May 19, 2016 meeting. As part of this action, the COG Board will be asked to direct COG staff to submit Amendment No. 1 to AMBAG, who will determine if a Supplemental Environmental Impact Report is needed.

Executive Director Review: \_\_\_\_\_

Counsel Review: \_\_\_\_\_ No \_\_\_\_\_





## Staff Report

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To: Council of San Benito County Governments  
From: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x207  
Date: April 21, 2016  
**Subject: Highway 25 Design Alternatives Study**

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### **Recommendation:**

**RECEIVE** Update on the Highway 25 Widening Design Alternatives Analysis

### **Summary:**

Staff will provide a presentation and update on next steps and outcomes for the Highway 25 Widening Design Alternatives Analysis.

### **Financial Impact:**

The engineering study contract is for an amount not to exceed \$135,982. There is currently a balance of approximately \$433,000 in funding in the Highway 25 Safety Project account budget that will be used for this project.

### **Staff Analysis:**

To date, the consultant has completed the following tasks:

- Project Kickoff
- Background Analysis
- Alternatives Development, including roadway improvements and alternative transportation modes
- Project Coordination
- Financial Analysis

Staff is coordinating with partner agencies, including Caltrans, throughout the development of the study. A project development team met on March 21 to finalize recommendations for a final report of the study outcomes. Staff is also coordinating with the San Benito/Santa Clara Mobility Partnership on the study, as the new alignment of State Route 152 may directly impact State Route 25.

Executive Director Review: \_\_\_\_\_

Counsel Review: N/A \_\_\_\_\_



## Staff Report

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To: Council of San Benito County Governments  
 From: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x.207  
 Date: April 21, 2016  
**Subject: Measure P**

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### Recommendation:

**RECEIVE Update on** Measure P/Ordinance No. 2016-01, the Council of San Benito County Governments Transportation Expenditure Plan and Transactions and Use Tax Ordinance

### Summary:

In February, the COG Board adopted Ordinance No. 2016-01, including an expenditure plan for a ½ cent transportation sales tax measure for inclusion on the June 2016 ballot.

### Financial Impact:

A ½ cent sales tax is estimated to generate approximately \$240 Million in thirty years.

### Staff Analysis

As reported at the last Board meeting, the Measure was placed on the ballot prior to the March 11 deadline and was assigned the letter P.

Staff is providing public education to the community on the measure through the COG website as well as attendance at community meetings and other events.

Staff is developing a COG work plan for implementation if the Measure passes. This will include identification of any outside needs for assistance with financial management, such as issuing bonds pursuant to the guidelines in the Measure P ordinance. The Board of Equalization will also require approval of agreements for implementation of the measure and collection of the funds.

There is no further update at this time.

Executive Director Review: \_\_\_\_\_

Counsel Review: \_\_\_\_\_ N/A \_\_\_\_\_



## Staff Report

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To: Council of San Benito County Governments  
From: Mary Gilbert, Executive Director      **Telephone:** (831) 637-7665  
Date: April 21, 2016  
**Subject: COG Staff Positions**

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### **Recommendation:**

**APPROVE Changes** to COG Staff Positions and **DIRECT** Executive Director to Fill Positions for Fiscal Year 2016-2017

### **Summary**

Staff is proposing to revise the COG staffing plan to reclassify two positions. The Administrative Services Specialist position would be reclassified to an Administrative Services Manager. The Secretary I position would be reclassified to Assistant Board Clerk – COG. Staff is proposing these changes to more accurately reflect the work that is required of the positions for the agency.

### **Financial Impact:**

The positions will be reclassified to higher salary ranges. The impact to COG's personnel budget is an increase of approximately 5 %. There is sufficient revenue to accommodate this change in the budget.

### **Background**

COG's core staffing plan has not been modified in several years. Staff has evaluated the needs of the agency and is proposing these changes to better fit with the core requirements of COG's work program.

COG contracts with San Benito County to provide personnel to allow the agency to administer the work program, including administrative management and Board clerk duties.

### **Staff Analysis:**

The Executive Director has reviewed the staffing needs for the agency and is proposing these changes. A short discussion is included for each position:

***Administrative Services Specialist (Reclassification to Administrative Services Manager):*** The existing position, as described in the San Benito County job listing, is not reflective of the actual work required for COG's benefit. Currently COG has an Administrative Services Specialist I responsible for all first line fiscal and administration management. At this time, COG is seeking to change the position's classification to an Administrative Services Manager.

Specifically, the definition of the Administrative Services Manager position and its associated assigned duties are more consistent with the needs of the Council of Governments as well as the four other agencies included in COG's function: the Local Transportation Authority, Measure A Authority, Airport Land Use Commission and Service Authority for Freeways and Expressways. The position is responsible for the development, maintenance and tracking of the agency's fiscal information and data, and performing a wide variety of administrative and staff management and duties.

When the existing Administrative Services Specialist position was established in 2004, it was done so in response to the needs of the agency at that time. As the agency's needs have evolved, it is recommended that the position be reclassified to meet the existing need.

***Secretary I (Reclassification to Assistant Clerk of the Board – COG):*** The existing Secretary I position, as described in the San Benito County job description, does not include the primary duties performed in this position. The existing position is responsible for providing some duties of a Board Clerk. This includes, but is not limited to, preparing agendas and minutes, maintaining Board records, and ensuring adherence to the Brown Act and other requirements. The existing secretary position, as described, is limited to providing a variety of administrative, staff, and office management support.

There is no existing Assistant Board Clerk for COG position in the San Benito County system and would be a new position. Staff prepared a job description (Attachment 2) which closely mirrors the San Benito County Assistant Board Clerk -- CAO position, but has been updated to include more duties as associated with the COG position.

Staff is seeking the Board's concurrence with the inclusion of new positions in the Fiscal Year 2016/2017 budget and COG's staffing plan. Staff will coordinate with the San Benito County Department of Human Resources to take necessary steps for changes to the existing personnel. Establishing the new position of the Clerk of the Board – COG will require approval by the San Benito County Board of Supervisors.

Reclassifications do not require a recruitment process under San Benito County Personnel Rules and Regulations.

Executive Director Review: \_\_\_\_\_

Counsel Review: N/A

Supporting Attachments:     1. Administrative Services Manager – Job Description  
  2. Assistant Clerk of the Board – COG – Proposed Job Description



# Administrative Services Manager

Class Code:  
M2

Bargaining Unit: Management

COUNTY OF SAN BENITO  
Established Date: Nov 1, 1999  
Revision Date: Oct 7, 2008

## **SALARY RANGE**

\$29.84 - \$38.10 Hourly  
\$2,387.54 - \$3,048.00 Biweekly  
\$5,173.00 - \$6,604.00 Monthly  
\$62,076.00 - \$79,248.00 Annually

## **DEFINITION:**

### DEFINITION

Under general direction, to be responsible for the development, maintenance, and tracking of a Department's fiscal information and data; to perform a variety of administrative and staff management duties; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, organization, analysis, and presentation assignments; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a highly specialized Administrative Services Manager classification. Incumbents have responsibilities for the fiscal management, personnel administration, payroll, building and equipment maintenance, inventory control in one of the County's larger departments or agencies. Responsibilities also include overseeing, supervising, and performing a variety of administrative and staff management functions.

### REPORTS TO

Department Head, Assistant Department Head, or designee

### CLASSIFICATIONS SUPERVISED

Accountant I, II; Staff Services Analyst I, II; Office Clerical Supervisor; Office Assistant I, II, III; Account Clerk I, II, III.; and other Department technical or clerical support, depending upon the Department or Agency to which assigned.

### TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff.

## **EXAMPLES OF DUTIES:**

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Serves as chief fiscal support person for a larger County Department or Agency;  
Develops, maintains, and tracks Department budget and fiscal information;  
Maintains and tracks a variety of fiscal and budget control journals and records;  
Keeps Department/Agency management aware of budget and fiscal status, including expenditure levels and the need to adjust expenditures for specific programs and operational areas; may have responsibility for the development, control, maintenance, and reporting for special grants and special funds;  
Coordinates Department/Agency fiscal data and information with the Auditor/Controller and other fiscal control agencies, such as the State and Federal government;  
Provides supervision, training, coordination, scheduling, and work evaluations for assigned staff;  
Serves as the Department/Agency Personnel Officer, coordinating recruitment efforts, conducting new employee orientations, and completing and submitting all personnel paperwork;  
Completes and submits the Civil Rights Plan;  
Investigates complaints as needed;  
Completes Worker's Compensation paperwork as needed;  
Trains, supervises and evaluates professional and administrative support staff; performs a wide variety of administrative and staff support functions;  
May assist with long term planning and establishing of Department goals and performance objectives;  
Coordinates and facilitates Department purchasing procedures;  
Performs a variety of accounting work;  
Works with and maintains computerized financial management systems;  
Establishes and updates information retrieval systems;  
Gathers, organizes, analyzes, and presents data and information for review and action by Department management;  
Performs special projects;  
Directs the development of a variety of reports  
Other duties as assigned

**TYPICAL QUALIFICATIONS- TRAINING & EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of experience in the Interagency Merit System performing duties comparable to Staff Services Analyst II.

OR

Two years of increasingly responsible analytical experience in staff services such as management, personnel, fiscal, staff development, or data processing analysis work, including the preparation of recommendations and reports.

**KNOWLEDGE OF/ABILITY TO:**

Knowledge of:

General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.

Laws, rules, regulations, and policies affecting the financial operations and transactions of an assigned Department.

Government cost accounting and budgeting.

Principles of account classification.

Budget development and control.

Computerized financial management systems.

Purchasing methods and procedures.

Public personnel administration policies and procedures.

Applicable Federal and State laws, policies and procedures regarding Civil Rights issues and complaint investigation techniques.

Principles of work direction, work coordination, supervision, training, and work evaluation.

Ability to:

Plan, organize, develop, and coordinate fiscal and personnel administration functions for an assigned County Department/Agency.

Perform a variety of accounting and financial transaction work.

Analyze and evaluate financial information, researching and gathering appropriate information to resolve problems.

Provide supervision, work coordination, performance evaluations, and training for other staff.

Monitor and update fiscal records.

Prepare a variety of financial reports and statements.

Gather, organize, analyze, and present a variety of information.

Use a computerized financial management system.

Effectively represent an assigned County department/agency in contacts with other County staff, the public, and other government agencies.

Establish and maintain cooperative working relationships.

**SPECIAL REQUIREMENTS:**

Possession of, or ability to obtain a valid class C California Drivers License

May be required to pass a fingerprint/background investigation.

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**Class Title:** Assistant Board Clerk – Council of Governments (COG)

**Bargaining Unit:** General

**Class Code:** G

**Salary:** \$19.32 – 24.67 Hourly

\$1,545.69 - \$1,973.54 Biweekly

\$3,349.00 - \$4,276.00 Monthly

\$40,188.00 - \$51,312.00 Annually

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### Definition

Under general supervision, receives and processes items for the Council of Governments' agenda; clerks COG Board meetings, prepares minutes and other COG Board related documents; performs a variety of administrative and office support work for the Council of Governments Board and the COG Executive Director; performs specialized COG Board support assignments; provides information the public and interested persons regarding the functions and business of the COG Board; and performs other related duties as required. This position also performs the above functions for the Local Transportation Authority Board (LTA), Safety Authority for Freeways and Expressways (SAFE) Board, and the Airport Land Use Commission (ALUC).

This position also receives and processes items for the Technical Advisory Committee, Social Services Transportation Advisory Committee's agendas and the Bike and Pedestrian Advisory Committee; clerks meetings and prepares minutes.

### DISTINGUISHING CHARACTERISTICS

This class reports to the Executive Director or other assigned management staff within the Council of Governments Office and provides clerical/secretarial support duties associated with the Council of Governments work program.

### REPORTS TO

Executive Director (as Clerk of the Boards) or other management staff as assigned.

### CLASSIFICATIONS SUPERVISED

No classification supervised.

### TYPICAL PHYSICAL REQUIREMENTS

Sits for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copies audio recording equipment, transcribers and FAX machine.

### TYPICAL WORKING CONDITIONS

Work is performed in an office environment. Continuous contact with other staff and the public and frequent contact with the COG Board.



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**Examples of Duties:**


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(The following is used as a partial description and is not restrictive as to duties required.)

Provides support functions of the COG, LTA, SAFE and ALUC Boards and committees.  
 Performs a variety of office and administrative support work for the Boards, receives processes and prepares a variety of documents related to the Boards functions, prepares and distributes the Boards and Committees agendas;  
 Transcribes and/or prepares letters, reports, memorandums and other documents; takes notes and prepares minutes of Boards and Committees proceedings;  
 Prepares minute orders, resolutions, and other records of COG, LTA, SAFE and ALUC Boards' action;  
 Distributes Boards' actions to entity, seeing that all documents are fully executed;  
 Reviews and /or prepares legal notices/publications for review;  
 Handles confidential paperwork;  
 Receives payments for various services provided to the public and makes deposits;  
 Reviews material for errors in grammar and English usage;  
 May compile statistical information;  
 Reviews clerical accuracy of written materials as submitted for COG, LTA, SAFE and ALUC Boards consideration;  
 Maintains and updates historical records of Boards' proceedings;  
 Researches historical information as needed; indexes material for reference;  
 Opens and routes mail;  
 Handles email communications on behalf of Executive Director and Boards, as needed;  
 Reviews the Brown Act for compliance from all Boards and Committees;  
 Maintains index of COG, LTA, SAFE and ALUC Boards resolutions;  
 Answers inquiries from the public, and governmental agencies regarding Boards' actions, procedures and methods;  
 Operates and uses computerized information systems;  
 Maintains COG website relating to the Council of Governments and other website duties as assigned;  
 Performs word processing, operates office equipment;  
 Orders supplies and forms as needed;  
 Other duties as assigned.

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**Typical Qualifications – Training & Experience:**


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Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of experience performing comparable duties for a public agency, board or commission.

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**Knowledge of/Ability to:**


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Knowledge of:

Functions, policies and procedures of a Clerk of a Board and the Council of Governments.

Laws, rules regulations and policies affecting the functions and procedures of the Council of Governments and Clerk of a Board.

Terminology related to the functions and operations of the Council of Governments Boards.

Good public relations techniques.

Maintenance of files and information retrieval systems.

Computerized information systems and maintenance of websites.  
Principles of work coordination.

Ability to:

Provide a variety of support work related to the functions and operations of Council of Governments Board.  
Read, understand, interpret, explain, and apply a variety of rules and regulations related to the functions and business of the Council of Governments Boards.

Maintain, update and research official records of the Council of Governments' action and business.

Gather and organize data and information.

Prepare clear, concise and accurate records.

Speak and write effectively.

Take and transcribe notes at meetings at a sufficient speed to meet job requirements.

Use a computer and appropriate software for word-processing, website functions, record keeping and Board support functions.

Deal tactfully and courteously with the public and other staff when explaining the functions, policies, and procedures of the Boards and Committees.

Establish and maintain cooperative relationships.

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**Special Requirements:**

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Possession of or ability to obtain a valid class C California Driver's License.

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