



**COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
TECHNICAL ADVISORY COMMITTEE**

**REGULAR
MEETING AGENDA**

DATE: Thursday, May 2, 2019
2:00 p.m.

LOCATION: Council of San Benito County Governments
Conference Room
330 Tres Pinos Road, Suite C7
Hollister, CA 95023

MEMBERS: Mary Gilbert, Council of Governments
John Guertin, San Benito County Resource Management Agency
Bryan Swanson, Development Services, City of Hollister
Danny Hillstock, City of Hollister Engineering Department
Ed Tewes, Interim City Manager, City of San Juan Bautista
Jill Morales, Caltrans District 5
Chris Miceli, California Highway Patrol
Heather Adamson, Association of Monterey Bay Area Governments

*Persons who wish to address the Technical Advisory Committee must address the Chairperson when public comment is called. Following recognition, persons desiring to speak are requested to state their name for the record. After hearing audience comments, the Public Comment portion of the agenda item will be closed. **The opportunity to address the Technical Advisory Committee on items of interest not appearing on the agenda will be provided during Section C. Public Comment.***

2:00 P.M. CALL TO ORDER:

- A. ACKNOWLEDGE** Certificate of Posting
- B.** Introductions
- C. Public Comment.** *(Opportunity to address the committee on items of interest not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 56954.2. Speakers are limited to 3 minutes.)*
- D.** Member Announcements

CONSENT AGENDA:

1. **APPROVE** TAC Meeting Minutes dated March 7, 2019 – Gomez

REGULAR AGENDA:

2. **RECEIVE** Update on the Association of Monterey Bay Area Government’s Federally-Required Public Participation Plan and **PROVIDE INPUT** on Development of the Plan – AMBAG

*Council of San Benito County Governments ▪ Measure A Authority
Airport Land Use Commission ▪ Service Authority for Freeways and Expressways*

*330 Tres Pinos Road, Suite C7 ▪ Hollister, CA 95023 ▪ Phone: 831-637-7665 ▪ Fax: 831-636-4160
www.SanBenitoCOG.org*

3. **RECEIVE** Update on San Benito County Measure G Implementation – Gilbert

ADJOURN TO MEETING OF JUNE 6, 2019 AT 2:00 P.M.

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Council of San Benito County Governments ■ *Measure A Authority*
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**COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING**

March 7, 2019 2:00 PM

DRAFT MINUTES

MEMBERS PRESENT:

Mary Gilbert Council of Governments; Heather Adamson, Association of Monterey Bay Area Governments; Mary Paxton, City of Hollister Development Services; John Guertin, San Benito County Resource Management Agency; Jill Morales, Caltrans District 5; Todd Kennedy, City of San Juan Bautista (via-teleconference)

OTHERS PRESENT:

Richard Rosales, Darron Hill, Orchid Monroy, Caltrans District 5; Veronica Lezama, Monica Gomez, Council of Governments

CALL TO ORDER:

Mary Gilbert called the meeting to order at 2:04 p.m.

CERTIFICATE OF POSTING:

Upon a motion duly made by Heather Adamson, and seconded by John Guertin, the Committee unanimously approved the Certificate of Posting.

PUBLIC COMMENT: None

MEMBER ANNOUNCEMENTS:

John Guertin was pleased to announce that he received notification from Caltrans stating that for the first time in a while, San Benito County has no projects on the inactive list. He expressed appreciation to the Local Assistance Department for all of their help.

Todd Kennedy announced that Michaele LaForge, City Manager for the City of San Juan Bautista's last day with the City is tomorrow. He said staff wishes her well as she moves on to a previous company she worked for. He noted that Ed Tewes will be the Acting Interim City Manager.

Heather Adamson announced that the Local Streets and Roads Program under SB 1 project lists are due May 1st to the CTC. The Project Lists need to go before Boards/City Council's in March or April to ensure that jurisdictions continue to receive SB 1 dollars.

CONSENT AGENDA:

1. APPROVE TAC Special Meeting Minutes dated February 14, 2019 – Gomez

Upon a motion duly made by Mary Paxton, and seconded by Jill Morales, the Committee unanimously approved Item 1.

REGULAR AGENDA:

2. RECEIVE Presentation from Caltrans on District 5 Asset Management and Local Partnering – Caltrans

Darron Hill with Caltrans District 5, provided a Power-Point presentation on the Asset Management and the Project Book.

Mr. Hill stated that this is an opportunity to plan and coordinate and partner-up with Caltrans. He asked that agencies review the Project Book(it is updated every quarter) to determine what projects they are interested in pursuing and to talk to your Regional Planner about partnering efforts, and what funding you will be bringing to the table. He said that the sooner agencies come forward the better because they have to go to the CTC with the project cost, scope, and schedule. The goal is to look at clear projects within the first five years of planning, preferably projects that are pavement, bridge, and mobility ADA projects.

3. RECEIVE Information Identifying Caltrans District 5 Projects In the 2018 SHOPP, 2020 SHOPP, Project Initiation Documents (PIDs) that are in Progress, and the Ten Year Book – Caltrans

Richard Rosales with Caltrans District 5, stated that Caltrans is requesting partners to identify any regionally or locally funded projects that Caltrans should be aware of to discuss proposed scope, funding scenarios, delivery timeframes, potential impacts to the State Highway System, and coordination responsibilities.

Mr. Rosales also mentioned that the Ten Year Project Book is available on the Caltrans website under Transportation Asset Management. You are able to see all of the projects around the state, as well as the ones in San Benito County.

Lastly, Mr. Rosales stated that you may contact the appropriate Project Managers for further information regarding specific projects. Their numbers are listed on the website.

Ms. Gilbert mentioned that Brandy Rider has been in contact with the County regarding upcoming work on the Curve Correction project on Highway 25 taking place in April/May. Caltrans will coordinate with staff to get information out to the public regarding the upcoming work.

4. San Benito County Measure G – Gilbert

- a. RECEIVE** Update on Measure G Outreach and Implementation
- b. DISCUSS** 2019 Work Plan and
- c. DISCUSS** Citizens Oversight Committee Application and Recruitment Process

Mary Gilbert provided an update on the San Benito County Measure G. Staff is continuing steps for implementation of Measure G. The tax will begin to be collected April 1, 2019 and first distributions to COG are anticipated to occur sometime in July or August.

Ms. Gilbert stated that staff is coordinating with the County and Cities for implementation of their Pavement Management Plans and other projects outlined in the investment plan. Staff will continue to work on developing a 2019 Strategic Implementation Plan. COG has a contract with KNN Finance, who will be providing a cash flow presentation to the Board in March. Staff held a kick-off meeting with Caltrans District 5 to move the Hwy 25 project forward. Membership applications for the Oversight Committee will be going before the Board. Staff is recommending 15-20 members to allow for greater diversity among the group. Staff asked the TAC for input regarding the Oversight Committee application and recruitment process.

There followed some discussion. The TAC members recommended the following to be included in the Oversight Committee application:

- Add District applicant is from to ensure Geographical representation

- Add area of expertise/interest (such as finance, engineer...)
- Add or make note that applicant must be a San Benito County resident

Ms. Gilbert stated that staff would incorporate the recommendations into the application prior to taking it before the COG Board.

5. RECEIVE Update on the State Highway Operations and Protection Program Project to Construct a Roundabout at the Intersection of SR 25 and SR 156 – Gilbert

Mary Gilbert reported that the project description in the Project Study Report states that the project will construct a two-lane roundabout in order to reduce the severity and frequency of collisions at the intersection.

There was consensus from TAC members to provide education efforts to the COG Board and members of the public that demonstrate how roundabouts work and to answer questions from the public. It should also be noted that the \$10 million in SHOPP funds cannot be used for any other projects.

Ms. Gilbert mentioned that Caltrans will provide public outreach/workshops to educate the public about highway roundabouts in advance of the project construction. Caltrans is currently planning a public workshop for the project to be held in April 2019.

Upon a motion duly made by Heather Adamson, and seconded by John Guertin, the Committee voted to Adjourn the TAC meeting at 3:01 p.m.

ADJOURN TO MEETING ON APRIL 4, 2019 AT 2:00 P.M.



Staff Report

To: Technical Advisory Committee
From: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x.207
Date: May 2, 2019
Subject: **Public Participation Plan**

Recommendation:

RECEIVE Update on the Association of Monterey Bay Area Government's Federally-Required Public Participation Plan and **PROVIDE INPUT** on Development of the Plan.

Background:

AMBAG is required to update a Public Participation Plan every four years.

Financial Impact:

There is no financial impact to COG for the Plan's development.

Summary

AMBAG has prepared a memorandum detailing the development of the 2019 Public Participation Plan (Attachment 1).

Executive Director Review: _____

Counsel Review: _____ N/A _____

Supporting Attachments:

1. Memorandum from AMBAG RE: 2019 Public Participation Plan



MEMORANDUM

TO: SBtCOG Technical Advisory Committee
FROM: Sean Reilly Vienna, Planner
MEETING DATE: May 2, 2019
SUBJECT: 2019 Public Participation Plan

RECOMMENDATION:

Receive an informational update regarding the federally required update for the AMBAG Public Participation Plan. TAC members are asked to provide any input or feedback to assist in the development of the 2019 PPP.

BACKGROUND/DISCUSSION:

The federally required 2019 Public Participation Plan (PPP) is a comprehensive document that aims to guide regional planning agencies and local jurisdictions in the public participation process for the tri-county Monterey Bay Region that either receive federal funds or are subject to a federally required action.

AMBAG, as the federally designated Metropolitan Planning Organization (MPO) for the Monterey Bay region, prepares and adopts the PPP at least once every four years. The last PPP, the *2015 Monterey Bay Area Public Participation Plan*, was last adopted in April 2015 and was originally adopted in 2008 to comply with Safe, Accountable, Flexible, Efficient Transportation Equality Act: A Legacy for Users (SAFETEA-LU) legislation. The *2019 Public Participation Plan* will cover a four-year period from 2019-2023 and must now comply with The Fixing America's Surface Transportation Act (FAST Act) which was enacted in 2015. The *2019 Public Participation Plan* emphasizes the transportation decision making process, including the expanded use of visualization techniques and innovative online marketing strategies in public outreach.

Next Steps

Prior to beginning the update to the next MTP/SCS Plan and as a requirement by AMBAG's Overall Work Program (OWP), AMBAG must first update the Public Participation Plan for 2019. The requirements include increased involvement and collaboration with members of

the public and decision makers and staff from all local jurisdictions and our partner agencies within the region.

AMBAG is required to have an updated Public Participation Plan to serve as a guide for all public involvement activities conducted by the MPO. As such, this plan will contain the procedures, strategies and techniques used by AMBAG for public involvement in all programs and projects that utilize federal funds.

Below are key dates for developing the 2019 Public Participation Plan:

- **June 12, 2019:** AMBAG Board of Directors will be asked to release the Draft 2019 PPP for public comment
- **August 14, 2019:** Public Hearing on Draft 2019 PPP at AMBAG's Board Meeting (anticipated)
- **August 23, 2019:** Close of the public comment period
- **October 9, 2019:** AMBAG Board of Directors scheduled to adopt the Final 2019 PPP

Staff will bring the draft 2019 Public Participation Plan to the AMBAG Board of Directors in June to release it for at least a minimum 45-day public review period.

ATTACHMENTS:

1. 2019 PPP Timeline

AMBAG 2019 Public Participation Plan Update - Draft Schedule

Date	Tasks/Objective	Due Dates
February and Early March 2019	Outreach to RTPAs by email and confirm point of contacts	3/4/2019
Early March 2019	Email Draft Schedule and Process to RTPAs	3/7/2019
March/April 2019	Email PPP to RTPAs document for changes/edits	3/19/2019
	Edits/Changes for Draft 2019 due on 4/12/2019 to AMBAG	4/12/2019
April/May/June 2019	Present 2019 PPP Update Process to all RTPA TAC/SSTAC meetings	
	April 18, 2019 SCCRTC ITAC Meeting	4/18/2019
	May 2, 2019 TAMC and SBtCOG TAC Meetings	5/2/2019
	May 24, 2019 SBtCOG SSTAC	5/24/2019
	May 29, 2019 TAMC/MST MAC	5/29/2019
	June 4, 2019 SCCRTC E&D TAC	6/4/2019
June 2019	Present Draft 2019 PPP to Boards, Release Public Notice (70 days) and Start Public Comment Period	Open Comment Period on: 6/12/2019
	June 12, 2019: AMBAG Board Meeting	
	June 20, 2019 - SCCRTC TPW and SBtCOG Board Meeting	6/20/2019
	June 26, 2019 - TAMC Board Meeting	6/26/2019
August 2019	Public Hearing on 2019 PPP at AMBAG's August Board Meeting RTPAs to Also Hold Public Hearings (if using AMBAG PPP as their plan)	
	August 1, 2019 - SCCRTC Public Hearing	8/1/2019
	August 1,4 2019 - AMBAG Public Hearing	8/14/2019
	August 15, 2019 - SBtCOG Public Hearing	8/15/2019
	August 21, 2019 TAMC Board Meeting	8/21/2019
August 23, 2019 Close Public Comment Period	Close Comment Period on: 8/23/2019	
September/October 2019	Summarize comments and make revisions to PPP	9/3/2019
	Adoption of PPP by SBtCOG (if using AMBAG PPP as their plan)	9/19/2019
	Adoption of PPP by TAMC (if using AMBAG PPP as their plan)	9/25/2019
	Adoption of PPP by SCCRTC (if using AMBAG PPP as their plan)	10/3/2019
	Final 2019 PPP for adoption by AMBAG Board	10/9/2019



Staff Report

To: Technical Advisory Committee
From: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x.207
Date: May 2, 2019
Subject: **San Benito County Measure G**

Recommendation:

RECEIVE Update on Measure G Implementation.

Background:

Measure G is a 1% sales tax approved by voters in the November 2018 election. COG is responsible for implementation of the measure and ensuring delivery of the projects in the approved expenditure plan.

Financial Impact:

Measure G is anticipated to generate an average of \$16 million annually over the 30-year term.

Summary

Staff is continuing steps for implementation of Measure G. The tax has been collected since April 1, 2019 and first distributions of funds to COG will occur in July 2019.

Updates on Measure G project categories in the Transportation Safety and Investment Plan priority order are provided below:

- **Category 1: Route 25 4-Lane Expressway Project:** Staff is working closely with the State and Federal government to ensure maximum investments in the Route 25 Project. Our first step is to prepare a work plan to most efficiently conduct an environmental study and design, formulate timely benchmark goals, and prepare a timeline. The next team meeting will be held in May.
- **Category 2: Maintain local roads, repair potholes, and improve traffic:** Staff is coordinating with local jurisdictions to ensure they are aware of requirements for receiving funds through this category.
- **Category 3: Mobility and More -** Improve transit options for seniors, youth, and people with disabilities, pedestrian and bicycle safety and traffic flow, administration, and future planning & contingency. Staff is in the process of outlining next steps in this category that are aligned with the needs in our Regional Transportation Plan.

- **Category 4: Administration** – Staff is reviewing administration requirements, ensuring that financing and accounting procedures are in place prior to receipt of sales tax dollars.

Staff Analysis

Project Management

At its January 24 special meeting the COG Board discussed the consideration of need for expanded staff resources for administration and implementation of the Measure. Staff is recommending that the COG Board prepare a Request for Proposals for on-call support services in the fields of engineering and project management. A preliminary draft scope of work will be provided at the meeting for the Committee's input. At its April meeting, the COG Board issued a Request for Proposals for financial services, including updating revenue forecasts.

Local Jurisdiction Funding – Street and Road Rehabilitation

Staff anticipates that funds for local jurisdictions will begin to be available for distribution in Fall 2019. It is anticipated that a total of \$216 million will be available for local street and road rehabilitation projects over the 30-year measure. The City of Hollister and County of San Benito will each receive 47.5% of those funds while the City of San Juan Bautista will receive 5%.

There are several requirements in place that local jurisdictions must adhere to, including the use of each jurisdiction's Pavement Management Plan to select projects, as required by the Measure G ordinance. Staff will be developing a Local Jurisdiction Funding Agreement with the input of local staff to ensure that all requirements for funding are clearly addressed by both COG and the local jurisdictions.

Citizens' Oversight Committee

COG is currently recruiting for the Oversight Committee and applications are due April 30th. Staff anticipates the Board making member appointments in May, as well as adopting a resolution establishing baseline goals and activities of the committee. A draft resolution is attached for the Committee's review (Attachment 1).

Strategic Plan

Staff is developing a Measure G Strategic Plan for Board approval later this year. The Strategic Plan will detail all anticipated funding sources, opportunities for bonding and project management, advocacy, and other strategies to ensure that Measure G is successfully implemented with sufficient oversight by COG. Part of the Strategic Plan will include updating financial forecasting and receiving support in developing a plan for distribution of funds from the Measure.

Executive Director Review: _____

Counsel Review: _____ N/A _____

Supporting Attachments:

1. DRAFT Oversight Committee Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE SAN BENITO COUNTY COUNCIL OF GOVERNMENTS ESTABLISHING THE MEASURE G TRANSPORTATION SAFETY AND INVESTMENT PLAN OVERSIGHT COMMITTEE

WHEREAS, the San Benito County General Election held November 6, 2018, resulted the voters approving Measure G, a 30-year Transactions and Use Tax (sales tax) in the amount of one percent (1%) for funding the San Benito County Roads and Transportation Safety and Investment Plan; and

WHEREAS, the Council of San Benito County Governments (COG) Ordinance 2018-01, the "Roads, Transportation, Safety and Investment Plan Transactions and Use Tax Ordinance", requires the establishment of a Measure G Transportation Safety and Investment Plan Oversight Committee to provide for taxpayer safeguards and oversight; and

WHEREAS, the make up and terms of the Committee members, organization, and their specific duties and responsibilities shall be established by resolution of the San Benito County COG; and

WHEREAS, COG intends to establish a Measure G Transportation Safety and Investment Plan Oversight Committee to receive and review the independent financial audit of the Measure G funding, operations and other related reports necessary to advise the San Benito COG and public of its findings and make recommendations for the thirty-year timeframe of the sales tax.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Establishment: There is hereby established, the Measure G Measure G Transportation Safety and Investment Plan Oversight Committee (hereafter referred to as "the Committee").

Membership: The full Committee shall be composed of 11 voting members and requires the votes of a quorum of at least 6 members to take Committee action. The Committee may appoint hoc sub-committees of less than a quorum as required for efficiency.

Terms: The term of the Committee existence shall be until the fulfillment of all Measure G obligations which is expected to be at least 30-years. The Committee members will serve staggered two-year terms and can be reappointed. The first

reappointments shall commence in one year after the Committee formation to establish the stagger.

Appointment of Members: The San Benito COG shall appoint all members of the Committee by majority vote. In the event any vacancies occur during the Term of the Committee, such vacancies shall be filled for the remaining unexpired terms in the same manner as original appointments.

Qualifications for Appointment: As established in COG Ordinance 2018-01, the Committee members shall be residents who are neither elected officials of any government, nor employees from any agency or organization that either oversees or benefits from the proceeds of the sales tax. The Committee shall include, at a minimum, representatives from the City of Hollister, the City of San Juan Bautista, and the unincorporated areas of San Benito County. The Committee will fairly represent the geographical, social, cultural and economic diversity of the County to ensure maximum benefit for road and transportation users.

The following types of individuals and organizations are eligible for appointment as members of the Committee:

- Five (5) at-large members, representing each of the five San Benito County Supervisorial Districts.
- Six (6) members representing each of the following groups or interests:
 - a. Agriculture/Farm Bureau
 - b. Seniors or Persons with Disabilities
 - c. Industry
 - d. Trade/Labor
 - e. Latino/Hispanic
 - f. Education

Organization of the Committee and Staff Support: At its first meeting following appointment of its members, the Committee shall organize itself by electing a chair, establish a regular meeting schedule, and arrange for the preparation and adoption of rules of procedure or by-laws. The COG Executive Director shall designate appropriate staff support for the Committee.

Meetings: The Committee shall meet at least once but no more than four times per year. All meetings of the Committee shall comply with the provisions of the Ralph M. Brown Act commencing with Section 54950 of the Government Code of the State of California.

Powers: The Committee shall act in an advisory capacity to the GOG and information source for the public, no express authority or power to act on behalf of the COG is hereby delegated.

Committee Responsibilities and Duties as Set Forth in COG Ordinance 2018-01:

- A. Independent Audits: The Committee shall have full access to the COG's independent auditor and review the annual audits, have the authority to request and review the specific financial information, and provide input on the audit to assure the funds are being expended in accordance with the Transportation Safety and Investment Plan
- B.
- C. Plan Changes: The Committee shall review and make recommendations on any proposed changes to the Transportation Safety and Investment Plan, prior to COG consideration, subject to 2/3 vote of the voting Committee members;
- D. Project Delivery and Priorities: The Committee shall review and comment on the project delivery schedules and make recommendations to the COG on any proposals for changing project delivery priorities; and
- E. Annual and Final Reports: The Committee shall prepare annual reports regarding the administration of the program, to be presented to the COG's Board of Directors and posted to the COG's website.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS on this 1th day of May 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

César E. Flores, 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

Date: _____

Date: _____

DRAFT