



**COUNCIL OF SAN BENITO COUNTY GOVERNMENTS  
SOCIAL SERVICES TRANSPORTATION  
ADVISORY COUNCIL  
REGULAR MEETING AGENDA**

**DATE:** Friday, May 24, 2019

**LOCATION:** Council of San Benito County Governments  
Conference Room  
330 Tres Pinos Road, Suite C-7  
Hollister, CA 95023

**MEMBERS:** Chair Mary Margaret Bilich, Vice Chair Jim Parker,  
Esther Alva, Clay Kempf, Leona Medearis-Peacher,  
Ann Ross and Pauline Valdivia

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**9:30 A.M. CALL TO ORDER**

- A) **ACKNOWLEDGE** Certificate of Posting
- B) 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.*)
- C) Member Announcements
- D) Executive Director's Report

**CONSENT AGENDA:**

*(These matters shall be considered as a whole and without discussion unless a particular item is removed from the consent agenda. A member of the public should seek recognition by the Chair if comment is desired. Approval of a consent item means approval of recommended as specified on the Staff Report.)*

- 1) **APPROVE** Social Services Transportation Advisory Council Special Meeting Minutes dated February 1, 2019 – Gomez

**REGULAR AGENDA:**

- 2) **RECEIVE** and **COMMENT** on the Draft 2019 Unmet Transit Needs Report – Lezama
- 3) **RECEIVE** Report on the Low Carbon Transit Operations Program (LCTOP) projects “Expansion of Intercounty Services,” “Token Transit Agency Fees,” and “Free Fixed Route and Intercounty Service Days” – Valentine
- 4) **RECEIVE** Update on the preparation of an Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study – Valentine

**Adjourn** to Regular Meeting of July 26, 2019

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

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**COUNCIL OF SAN BENITO COUNTY GOVERNMENTS  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

**SPECIAL MEETING**

**DRAFT MINUTES**

**DATE:** Friday, February 1, 2019  
10:00 AM

**LOCATION:** Council of San Benito County Governments  
Conference Room  
330 Tres Pinos Road, Suite C-7  
Hollister, CA 95023

**CALL TO ORDER**

Executive Director, Mary Gilbert called the meeting to order at 10:03 A.M.

<b>SSTAC Members 2019</b>	<b>*Jan. 25</b>	<b>Feb. 1 <i>Special</i></b>	<b>Mar. 22</b>	<b>May 24</b>	<b>July 26</b>	<b>Sept. 27</b>	<b>Nov. 22</b>
Maggie Bilich <i>Chair</i>		P					
Esther Alva		P					
Clay Kempf		P					
Leona Medearis- Pecher		P					
Jim Parker <i>Vice-Chair</i>		P					
Ann Ross		E					
Pauline Valdivia		P					

**\* Meeting Cancelled**

**P= Present A=Absent E= Excused (a) = alternate**

**STAFF PRESENT:**

Mary Gilbert, Executive Director; Veronica Lezama, Transportation Planner; Regina Valentine, Transportation Planner; Monica Gomez, Secretary II

**A. CERTIFICATE OF POSTING**

*Upon a motion duly made by Pauline Valdivia, and seconded by Clay Kempf, the Committee unanimously acknowledged the Certificate of Posting. Vote: 6/0 motion passes.*

**B. ELECT SSTAC Chairperson for 2019**

A motion was made by Clay Kempf and seconded by Pauline Valdivia, to elect Jim Parker as SSTAC Chairperson for 2019

A substitute motion was made by Jim Parker and seconded by Leona Medearis-Peacher, to elect Maggie Bilich as SSTAC Chairperson for 2019

A motion was made by Pauline Valdivia and seconded by Clay Kempf, to close nominations.

Election for SSTAC Chair:

Jim Parker \_\_\_\_\_ - 2 # of votes

Maggie Bilich \_\_\_\_\_ - 3 # of votes

*Maggie Bilich was elected SSTAC Chair for 2019*

**C. ELECT SSTAC Vice Chairperson for 2019**

A motion was made by Clay Kempf and seconded by Pauline Valdivia, to elect Jim Parker as SSTAC Vice Chairperson for 2019

There were no other nominations made.

A motion was made by Clay Kempf and seconded by Pauline Valdivia, to close nominations.

Election for SSTAC Vice Chairperson:

Jim Parker \_\_\_\_\_ - 5 # of votes

*Jim Parker was elected SSTAC Vice Chairperson for 2019*

**D. MEMBER ANNOUNCEMENTS: None**

**E. EXECUTIVE DIRECTOR'S REPORT:**

Executive Director, Mary Gilbert was pleased to report that the 30-year 1-cent San Benito County Measure G special transportation sales tax had been approved by voters in November 2018. 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.

The committee congratulated COG staff on the approval of the Measure G sales tax.

Transportation Planner, Veronica Lezama reported that COG will be conducting the annual Unmet Transit Needs process. Staff will be soliciting input onboard the buses during the month of February. Staff will hold three public meetings to allow additional public comment on February 14, 2019 at the Hollister Community Center, February 19, 2019 at the San Juan Bautista Community Center, and on February 21, 2019 at the COG Meeting in Hollister. Once the public comment period concludes, staff will review and analyze the public testimony with the SSTAC and provide the draft recommendations to the COG Board sometime in May or June.

## **CONSENT AGENDA**

- 1) **RECEIVE** SSTAC Specialized Transportation/Jovenes de Antaño October and November 2018 Monthly Service Reports – Valentine
- 2) **RECEIVE** County Express/MV Transportation October and November 2018 Monthly Service Reports – Valentine

There was brief discussion regarding the ridership passengers per/hr being down in every category.

Regina Valentine mentioned that they're seeing this occur industry wide. There is speculation that it is due to the drop in gas prices and that more people are using Uber or Lyft.

Jim Parker asked if County Express bus services are linking up with Caltrain services.

Ms. Valentine stated that staff works with the Valley Transportation Authority to coordinate our services to connect with Caltrain and Gavilan College.

Clay Kempf commented that it would nice to see a year to year comparison on the Jovenes de Antaño report as well.

*Upon a motion duly made by Clay Kempf, and seconded by Jim Parker, the Committee approved Items 1 and 2 from the Consent Agenda, with an abstention from Pauline Valdivia on Item 1. Vote: 5/0/1 motion passes.*

## **REGULAR AGENDA:**

- 3) **RECEIVE** Report on the 2019 Contracts with MV Transportation, Inc. for Operation of San Benito County Express and with Jovenes de Antaño for Operation of Specialized Transportation – Valentine

Regina Valentine reported that the Local Transportation Authority (LTA) operates and administers County Express and Specialized Transportation services through contracts. The previous contracts expired on December 31, 2018. In 2018, LTA completed a competitive process to procure operators for its transportation services. On November 15, 2018, the LTA Board approved contracts with MV Public Transportation, Inc. to operate County Express and with Jovenes de Antaño to operate Specialized Transportation for services effective January 1, 2019 based on the final scores provided by the Selection Committee.

There was brief discussion on how the 2019 contracts vary from the previous agreements.

*Upon a motion duly made by Clay Kempf, and seconded by Pauline Valdivia, the Committee unanimously adjourned the SSTAC meeting. The meeting was adjourned at 10:36 a.m. Vote: 6/0 motion passes.*

**Adjourn** to Regular Meeting of March 22, 2019



## Staff Report

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To: Social Services Transportation Advisory Council  
 From: Veronica Lezama, Transportation Planner **Telephone: (831) 637-7665**  
 Date: May 24, 2019  
 Subject: **2019 Unmet Transit Needs**

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### Recommendation:

**RECEIVE** and **COMMENT** on the Draft 2019 Unmet Transit Needs Report.

### Summary:

Each year, the Council of Governments (COG) is responsible for conducting an Unmet Transit Needs Hearing to provide a forum for residents, transit users, and community members to comment on the local bus service provided by County Express and Specialized Transportation Services (Jovenes de Antaño).

### Financial Considerations:

The primary funding source for transit services operated by County Express and Specialized Transportation Services is provided by Transportation Development Act (TDA) funds. Unmet Transit Needs that can be met are paid for with Transportation Development Act funds.

### Background:

The Council of Governments (COG) holds an annual Unmet Transit Needs hearing and public meetings to provide a forum for residents, transit users, and community members to express service needs provided by the County Express and Specialized Services (Jovenes de Antaño). Unmet Transit Needs are defined as "expressed or identified needs of a significant segment of the community for public transportation services to meet basic mobility needs which are not currently being met through existing transit services or other means of transportation" (Attachment 1, Page 1).

Each year, COG identifies any "Unmet Transit Need" that may exist in the San Benito County region. If an "unmet transit need" is identified, a further determination is needed to establish whether or not that need is "Reasonable to Meet" in accordance with COG adopted criteria (Attachment 1, Page 2-3). If an Unmet Transit Need is found "Reasonable to Meet," COG is responsible for ensuring that funds are expended to meet those needs. However, if those needs are determined as "Not Reasonable to Meet" then that determination is submitted to the State and the funds are allowed to maintain in the COG budget for existing transit operations.

The Council of Governments held one hearing, two public meetings, and rode on board the transit vehicles in February to receive public testimony on the bus services provided through County Express and Specialized Transportation.

**Staff Analysis:**

The Council of Governments (COG) received comments at the Unmet Transit Needs Hearing, two public meeting, and on-board buses. COG staff has prepared responses to all comments received, which will be presented at the meeting. The Social Services Transportation Advisory Council (SSTAC) may provide feedback and make recommendations on the Unmet Transit Needs Report, which will be submitted to the COG Board of Directors for consideration.

The final report will be presented to the COG Board at their June 2018 meeting for comment.

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

Counsel Review: N/A

Supporting Attachment(s):

1. "Unmet Transit Needs" and "Reasonable to Meet" criteria

## ADOPTED DEFINITIONS AND PROCEDURES FOR NOTICING AND CONDUCTING THE ANNUAL UNMET TRANSIT NEEDS HEARING

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As required by PUC section 9940 1.5, the Council of San Benito County Governments must adopt formal definitions of "unmet transit need" and "reasonable to meet." The first definition is the primary tool used to evaluate the public testimony received during the initial hearing.

The second definition is used to evaluate the reasonableness of meeting those requests. State law (PUC Section 994015(c)) has been modified to clarify that..."the fact that an identified transit need cannot fully be met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet."

Additionally, the Act specifies that..." An agency's determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need of streets and roads. "

### I. The "unmet needs" definition adopted by Council of San Benito County Governments:

"Unmet needs are defined as expressed or identified needs of a significant segment of the community for public transportation services to meet basic mobility needs which are not currently being met through existing transit services or other means of transportation.

Included, at a minimum, are those public transportation or specialized services that are identified in the Regional Transportation Plan, Short Range Transit Plan and/or Transit Development Plan, which have not been implemented or funded."

### II. The "unmet needs" threshold criteria adopted by the Council of San Benito County Governments:

The following criteria must be true for the COG to consider a request an "unmet need". If a request **fails** to satisfy any of the criteria below, the request is **not** an unmet need.

1. The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.
2. Sufficient *broad-based* community support exists.
3. Request is a *current* rather than *future* need.
4. Request is not operational in nature (i.e. minor route change, bus stop change, etc.)

### III. Adopted Definition of "Transit Needs That Are Reasonable To Meet Determination."

In making the reasonableness determination, an analysis will be conducted on existing transit services, available options, likely demand and general costs based on similar services in the area and available studies. Once completed, the following criteria shall be considered.

## REASONABLE TO MEET CRITERIA

In making a reasonableness determination, an analysis will be conducted on existing transit services, available options, likely demand and general costs based on similar services in the area and available studies. An Unmet Transit Need would be considered reasonable to meet if the proposed service is in general compliance with the following criteria:

### A. EQUITY

The proposed service would:

1. Benefit the general public.
2. Not unreasonably discriminate against nor favor any particular area or segment of the community at the exclusion of any other.
3. Not result in adversely affect existing services in other parts of the transit system that have an equal or higher priority immediately or within the foreseeable future.
4. Require a subsidy per passenger generally equivalent to other parts of the transit system, unless overriding reasons so justify.

### B. TIMING

The proposed service would:

1. Be in response to an existing rather than a future need.
2. Be implemented consistent with federal, state, or regional funding approval schedules, if such funds are the most appropriate primary method of funding.

### C. COST EFFECTIVENESS

The proposed service would:

1. Not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocated funds.
2. Not set a precedent for other service expansions without a reasonable expectation of available funding.
3. Have available funding on a long-term basis to maintain the service.

### D. SYSTEM PERFORMANCE

1. The efficiency of the new, expanded or revised transit service, excluding specialized transportation services, shall be measured on efficiency, such as:
  - Cost per passenger trip,
  - Cost per vehicle service hour,
  - Passenger trips per vehicle service hour,
  - Passenger trips per service mile,
  - On-time performance.
2. The proposed service would have a reasonable expectation of future increase in ridership.



## **E. OPERATIONAL FEASIBILITY**

1. The new, expanded or revised transit service must be safe to operate and there must be adequate roadways and turnouts for transit vehicles.
2. The new service would be provided with the existing vehicle fleet or with vehicles that can be acquired with available funds.
3. The new service would have the available maintenance staff to cover the additional vehicle maintenance hours incurred as a result of the proposed service.

## **F. COMMUNITY ACCEPTANCE**

A significant level of community support exists for the public subsidy of transit services designed to address the unmet transit need. Including but not limited to, community groups, community leaders, and community meetings reflecting support for the unmet transit need.

## **G. ADA CONFORMITY**

The new, expanded or modified service, excluding specialized transportation services, would conform to the requirements of the Americans with Disabilities Act. The COG shall consider the financial impact on the TDA claimant if complementary paratransit services are required as a result of the new, expanded, or modified service.

## **H. OTHER FACTORS**

Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.

## Staff Report

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To: Social Services Transportation Advisory Council  
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205  
Date: May 24, 2019  
Subject: Low Carbon Transit Operations Program

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### Recommendation:

**RECEIVE** Report on the Low Carbon Transit Operations Program (LCTOP) projects "Expansion of Intercounty Services," "Token Transit Agency Fees," and "Free Fixed Route and Intercounty Service Days."

### Summary:

The Low Carbon Transit Operations Program (LCTOP) provides funding for transit services that reduce greenhouse gas emissions. For Fiscal Year 2019/20, LTA submitted allocation requests to Caltrans to use the funds for additional trips for the County Express Intercounty service, to cover the agency costs of operating the Token Transit mobile ticketing app pilot program, and to offer free Fixed Route trips during the first week of the month and free Intercounty trips during the low-ridership months of December, January and June.

### Financial Considerations:

\$107,615 is earmarked for San Benito County LTA from the LCTOP.

### Background:

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project required to reduce greenhouse gas emissions.

### Staff Analysis:

With approval from the LTA Board, staff submitted LCTOP allocation requests to Caltrans by the March 28, 2019 deadline for the following projects:

- Continue the "Intercounty Service Expansion" project from the last cycle, which added trips to the County Express Intercounty service for people traveling between San Benito and Santa Clara Counties;
- Add the project "Token Transit Agency Fees" to cover the operating costs of the Token Transit mobile ticketing app pilot program approved by the Board at the December 2017 meeting, an app which has been popular addition with the passengers, especially those riding the Intercounty services; and to
- Add the project "Free Fixed Route and Intercounty Services Days," where LTA will offer free Fixed Route trips during the first week of the month and free Intercounty trips during the low-ridership months of December, January, and June, in an effort to spark a ridership increase systemwide.

At this time, staff is requesting SSTAC input on the implementation of these LCTOP projects.

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

Counsel Review:   N/A

## Staff Report

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To: Social Service Transportation Advisory Council  
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205  
Date: May 24, 2019  
Subject: Update on the Public Transit Projects for Congestion Relief of Hwy 25 Corridor Study

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### Recommendation:

**RECEIVE** update on the preparation of an Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study.

### Summary:

The Council of San Benito County Governments (COG), on behalf of the Local Transportation Authority (LTA), was awarded a Caltrans Sustainable Transportation Planning Grant Program Competitive Grant for the completion of an Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study. In March 2019, LTA entered into contract with Kimley-Horn and Associates, Inc. to prepare the study and a kick-off meeting was held April 22, 2019.

### Financial Considerations:

The grant award is \$150,000 with an 11.47% local in-kind or cash match. Time spent on the project by staff is considered by Caltrans as a cash match.

### Background:

Census information indicates that 48.9% of employed San Benito County residents commute outside of the county for employment. As the population of the county continues to increase at a rate higher than the employment opportunities, current congestion issues for personal automobiles will continue to increase, including along Highway 25.

During the August 2016 LTA Board meeting, it was requested that staff conduct preliminary research on the possibility of creating a County Express commuter rail service to Gilroy to relieve congestion. Staff provided a related report to the Board in October 2016 regarding possible County Express commuter services to the Silicon Valley, and further reported the information to the Technical Advisory Committee (TAC).

Upon further direction of the Board, staff incorporated comments received by the TAC on a draft Scope of Work for a Caltrans Sustainable Transportation Planning Grant. After, staff requested authorization from the Board at the September 2017 meeting to submit for the application for an Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25

Corridor Study. In January 2018, Caltrans awarded COG, on behalf of LTA, \$150,000, with an 11.47% local in-kind or cash match, for the completion of the project.

**Staff Analysis:**

In March 2019, at the Board's direction LTA entered into contract with Kimley-Horn and Associates, Inc. to prepare the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study. Through their proposal submittal, Kimley-Horn and Associates, Inc. demonstrated they are a highly-experienced team which will be able to successfully prepare a detailed, thoughtful analysis to address congestion on the Highway 25 Corridor using public transit, including the possibility of commuter rail. The firm has completed similar work for other agencies including Monterey-Salinas Transit, Santa Cruz County Regional Transportation Commission, and the Santa Clara Valley Transportation Authority.

The project kick-off meeting with LTA and Kimley-Horn and Associates, Inc. staff was held April 22, 2019. Anticipated to be completed no later than March 2020, the overall objectives of the study include:

- Encouraging stakeholder participation
- Determining the feasibility of proposed public transit network expansion projects
- Preparing high-level implementation strategies for each of the public transit network expansion projects determined to be feasible
- Calculating project costs estimates, and
- Identifying potential funding strategies and sources for project implementation

At this time, the firm is reviewing relevant previous studies and is beginning to develop the list of potential public transit projects to be evaluated. To incorporate community input, the team will evaluate local English and Spanish language community events that will be held beginning July 2019, but will also, at a minimum, hold one open house no later than December 2019. SSTAC can anticipate to have the draft report presented before the Council in early 2020.

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

Counsel Review:   N/A