



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

**REGULAR
MEETING AGENDA**

DATE: Thursday, June 6, 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
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 May 2, 2019 – Gomez
2. **APPROVE** Cancellation of July 4, 2019 TAC Meeting Due to Holiday Schedule Conflict – Gilbert

REGULAR AGENDA:

3. **RECEIVE** Update on San Benito County Measure G Implementation and DISCUSS Scope of Work for Program Management Services – Gilbert
4. **RECEIVE** Update on 2022-2045 San Benito Regional Transportation Plan and Regional Housing Needs Allocation Process – Lezama

ADJOURN TO MEETING OF AUGUST 8, 2019 AT 2:00 P.M.

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

May 2, 2019 2:00 PM

DRAFT MINUTES

MEMBERS PRESENT:

Mary Gilbert Council of Governments; Sean Vienna, Association of Monterey Bay Area Governments; Mary Paxton, City of Hollister Development Services; Socorro Zendejas, City of Hollister Engineering Department; Scott Lines, San Benito County Resource Management Agency; Jill Morales, Caltrans District 5; Ed Tewes, City of San Juan Bautista; Chris Miceli, California Highway Patrol

OTHERS PRESENT:

Monica Gomez, Council of Governments

CALL TO ORDER:

Mary Gilbert called the meeting to order at 2:05 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. Vote: 8/0 motion passes

PUBLIC COMMENT: None

MEMBER ANNOUNCEMENTS:

Jill Morales announced that Caltrans District 5 is kicking off its Active Transportation Plan outreach. Kelly McClendon and Jill Morales with Caltrans District 5 and Veronica Lezama with COG were at the Farmer's Market in Hollister conducting a survey as part of their outreach efforts. Ms. Morales handed out an Active Transportation Plan survey for TAC members to complete and mentioned that the survey could also be completed by visiting: <https://bikewalkcentralcoast.mindmixer.com/>

Mary Paxton reported that the City of Hollister received a report on the Cycle 4 Active Transportation Program (ATP) unsuccessful grant application and items related to the grant request. City Council directed staff to return with a report on strategies and possible funding sources to close sidewalk gaps and consolidate ownership of right-of-way between Fairview Road and HWY 25 on Sunnyslope Road, Hillcrest Road and Santa Ana Road.

Mary Gilbert announced that COG, on behalf of the LTA, was awarded a Caltrans Sustainable Transportation Planning Grant for the completion of an Analysis of Public Transit Network Expansion Projects for Congestion Relief of the HWY 25 Corridor Study. COG approved a contract with Kimley-Horn and Associates to prepare the study.

Mary Paxton asked if it would be possible to have the contractor examine whether or not there can be shuttle service to Pinnacles National Park on the weekends, and to the wine trails in Hollister and San Juan Bautista on weekdays. Ms. Gilbert stated that she would ask the contractor to look into the possibility.

Ms. Gilbert credited everyone for getting their Local Streets and Roads Program under SB 1 project lists to CTC on time. Project Lists needed 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 March 7, 2019 – Gomez

Upon a motion duly made by Mary Paxton, and seconded by Jill Morales, the Committee unanimously approved Item 1. Vote: 8/0 motion passes.

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

Sean Vienna with the Association of Monterey Bay Area Governments, provided an update on AMBAG's Public Participation Plan (PPP) and asked the TAC to provide any input or feedback to assist in the development of the Plan. He reported that he's been working with COG staff, Veronica Lezama, to ensure that the San Benito County portion is updated. He went over the timeline stating that the COG Board will release the Draft 2019 PPP at their June meeting. AMBAG Board of Directors will be asked to release the Draft 2019 PPP for public comment in June. They will be holding a Public Hearing at AMBAG's Board Meeting on August 14th (anticipated) and closing the public comment period on August 23rd. AMBAG's Board of Directors is scheduled to adopt the Final 2019 PPP in October 2019.

The TAC stated that they looked forward to seeing the Draft PPP when it's available.

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

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 reported that membership applications for the Oversight Committee were due April 30th. COG received 14 applications. Staff will prepare a summary of the applications for the COG Board's review and consideration at the May meeting.

Mr. Tewes asked if it would be possible under the Strategic Plan to consider advancing funds or allow trades amongst the agencies, since the share for the City of San Juan is so small. He mentioned that it has worked for other counties.

Ms. Gilbert stated that it was something that could be addressed in the Strategic Plan. She mentioned that staff will be meeting with the local jurisdictions to ensure that they are aware of requirements to use the funding, including the use of each jurisdiction's Pavement Management Plan to select projects, as required by the ordinance.

Ms. Gilbert stated that staff held a kick-off meeting with Caltrans District 5 to move the Hwy 25 project forward. Caltrans is reviewing the project schedule and cost estimates for COG consideration.

Staff will provide the TAC with an update at the next meeting.

Upon a motion duly made by Jill Morales, and seconded by Scott Lines, the Committee voted to Adjourn the TAC meeting at 2:33 p.m.

ADJOURN TO MEETING ON JUNE 6, 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: June 6, 2019
Subject: **Approve Cancellation of July 4, 2019 TAC Meeting**

Recommendation:

APPROVE Cancellation of July 4, 2019 TAC Meeting due to Holiday Schedule Conflict.

Background:

N/A

Financial Impact:

N/A

Executive Director Review: _____

Counsel Review: _____ N/A



Staff Report

To: Technical Advisory Committee
From: Veronica Lezama, Transportation Planner **Telephone:** (831) 637-7665
Date: June 6, 2019
Subject: 2022-2045 Regional Transportation Plan

Recommendation:

RECEIVE update on 2022-2045 San Benito Regional Transportation Plan and Regional Housing Needs Allocation Process

Summary:

COG is beginning work on the next Regional Transportation Plan update, which is scheduled to be completed in June 2022.

Financial Considerations:

Planning funds are used to pay for staff time to develop the Regional Transportation Plan (RTP). COG's financial contribution to the preparation of the Environmental Impact Report for the RTP is \$40,000

Background:

As the Regional Transportation Planning Agency (RTPA) for the San Benito region, the Council of Governments (COG) is responsible for developing a state-mandated Regional Transportation Plan (RTP) every four years. The RTP is the blueprint for the regional transportation system, including addressing needs associated with highways, local streets and roads, bicycle facilities, walkways, public transit, aviation and other programs which support mobility for people and goods.

The existing 2018 San Benito Regional Transportation Plan and Environmental Impact Report were adopted by the COG Board on June 21, 2018. The next update is schedule for adoption for June 16, 2022.

Staff Analysis:

As a core function, COG is required to prepare a Regional Transportation Plan in order for local jurisdictions to be eligible for most state and federal transportation dollars.¹ The development of

¹ The amount of available funding to the region varies each year, depending on project readiness, state and federal budgets, and grants received for transportation projects and programs.

the Regional Transportation Plan consist of a two and a half year effort in part of COG staff. The 2022 Regional Transportation Plan preliminary project schedule is identified below:

Deadline	Task	Status
May 16, 2019	COG Board receives report on RTP Schedule	✓
April 2020	Refine RTP Vision, Goals, and Objectives	
March 2020	Meeting with local jurisdiction staff on RTP project list & financial assumptions. ²	
January 2021	Kick-off EIR process	
February 2021	COG Board considers draft Revenue Constrained Transportation Project List and Draft Regional Financial Assumptions for inclusion in the Draft 2022 San Benito RTP and Draft Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS). ³	
January – March 2022	Conduct extensive outreach to stakeholders, and the public on the Draft RTP and begin public comment period on Draft EIR Prior to release, the Board will receive regular updates on the development of the RTP.	
April—July 2022	Department of Housing and Community Development (HCD) provides COG with Regional Housing Needs Allocation for San Benito County	
June 2022	COG Board Considers RTP and EIR Adoption	
June 30, 2022	COG Submits Adopted RTP to Caltrans	
June 30, 2022	COG Submits RHNA to Department of Housing and Community Development	

The Committee will receive ongoing updates on the 2022 San Benito Regional Transportation Plan at future meetings.

The Regional Transportation Plan is also required to undergo California Environmental Quality Act review and disclosure. Sharing in the cost of the Environmental Impact Report is a cost savings to COG, as an independent report would cost substantially more. COG staff and staff from the other agencies work together to form a database of projects, complete financial projections, and complete a coordinated Environmental Impact Report.

Under an approved Memorandum of Understanding, AMBAG will be the lead agency on the EIR and will contract with a consulting firm to complete the environmental document. COG staff will assist with consultant selection and will contribute to the development of the document.

² Financial assumptions include all transportation funding each jurisdiction anticipates to receive between the years 2022 through 2045.

³ This item will appear before the board at least twice prior to approval.

Every eight years, COG is responsible for completing a Regional Housing Needs Allocation for San Benito County. After receiving a housing allocation from the Department of Housing and Community Development, COG will work with the local jurisdictions to allocate the housing types among each jurisdiction. The RHNA will also be due in June 2022.

In addition, language in the 2019 Housing Trailer Bill has established a new regional framework which includes funding set-aside for the Central Coast Region, including San Benito County.

Funds may be sub-allocated to local governments via grant programs, technical assistance to member agencies, update housing elements to comply with the law, support enhanced planning activities, provide funding for housing trusts, develop an improved methodology for the Sixth cycle RHNA. It is estimated that \$14.3 million will be available for the Central Coast Region. COG is coordinating with the other RTPAs on the Central Coast as well as AMBAG to determine next steps. More information is also expected from the State later this month.

Executive Director Review: _____

Counsel Review: N/A



Staff Report

To: Technical Advisory Committee
From: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x.207
Date: June 6, 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.
- **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.

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 extended the application period to June 7 for one membership category. COG will appoint the full committee in June and the committee will likely have its first meeting in July. Measure G requires that COG establish the committee prior to the expenditure of any Measure funds.

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. At its April meeting, the COG Board issued a Request for Proposals for financial services, including updating revenue forecasts. KNN Public Finance was awarded a contract and will be assisting COG with updating financial projections and finalizing the Strategic Plan in the Fall. Upon completion of the new financial forecasting, local jurisdictions will receive updated estimates for local streets and roads funding. The Scope of Work for the KNN contract is attached. (Attachment 1).

Executive Director Review: _____

Counsel Review: _____ N/A _____

Supporting Attachment: Scope of Work, Measure G Financial Services

ATTACHMENT A Scope of Services

Task 1: Goal Setting

CONTRACTOR will work with the COG staff, technical advisory committees, and Board of Directors to define the Measure G project delivery and implementation objectives.

CONTRACTOR will address the following areas:

- Preparing Measure G revenue projections and projected project costs and updating the Measure G Cash Flow Model prepared in 2018 by CONTRACTOR on behalf of COG
- Identifying sources of matching and leveraged funds for projects
- Identifying financing tools considered to deliver the Highway 25 project
- Developing policies surrounding the distribution of sales tax revenues based on percentage allocation targets and local funding agreements

Task 2: Strategic Plan

Task 2.1: Prepare a timetable setting forth the actions necessary to accomplish the financing objectives of COG.

CONTRACTOR shall prepare a detailed time and responsibilities schedule to ensure that objectives of the Strategic Plan process are met under the required timeframes and that the final Strategic Plan is complete no later than December 2019.

Targeted Timetable for the Development of the Strategic Plan

Month	Tasks and Deliverables
May	<ul style="list-style-type: none"> Select top ranked consultant, negotiate contract. Present municipal advisor contract to COG Board for approval (May 16).
June – July	<ul style="list-style-type: none"> <i>Kick-off meeting with COG staff and municipal advisor. Begin Goal Setting discussion.</i> <i>Finalize financial goals and objectives.</i> <i>Outline Strategic Plan sections and assign municipal advisor ownership of the Financial Section.</i> Discuss revenue projection model and methodology. Refine KNN’s Measure G cash flow model with COG staff. Update revenue and expenditure assumptions. Update assumptions for other funding sources (SB-1, TIF, and STIP). Cities/County Report 1-Year Expenditure Plans. Cities/County Provide Maintenance of Effort Documents. Present revenue projection and local agency allocation alternatives. Recommend growth assumptions and revenue allocation approach. Refine cash flow model with revenue projections, revenue allocations, and Highway 25 and other project expenditure schedules.
August – September	<ul style="list-style-type: none"> Distribute preliminary draft of Financial Section to Strategic Plan incorporating economic landscape, revenue estimates, and expectations for Measure G funding resources. Incorporate further refinements to cash flow model to incorporate into the Strategic Plan. Finalize Financial Section of Strategic Plan for COG to include in the broader document.
October	<ul style="list-style-type: none"> Draft Strategic Plan reviewed with COG Board Conduct Board training on draft Strategic Plan <i>Receive comments on draft Plan and incorporate additional feedback.</i>
November – December	<ul style="list-style-type: none"> COG adopts inaugural Strategic Plan Begin early launch of projects

Bold tasks represent KNN-specific tasks. *Italicized tasks will be conducted in tandem with the COG.*

Task 2.2: Evaluate and assist in refining the Strategic Plan’s financial and cash flow principles, goals and protocols; assist in the identification of financing alternatives and recommend adjustments where appropriate.

CONTRACTOR will assist COG in developing the following elements of the Measure G Strategic Plan:

- Program Allocation Methodology. CONTRACTOR shall assist COG with planning and budgeting Measure G revenues in the targeted percentage allocation established by the Measure G Expenditure Plan. To ensure Tier I/Tier II/Tier III funding categories receive their allocated percentages, capital programs will be planned and managed carefully within their respective allocations.
- Cash Balance Targets. CONTRACTOR shall review financial data and make recommendations to COG regarding a recommended minimum cash balance target.
- Inter-Program Loan Policy. CONTRACTOR shall make recommendations to COG regarding policy guidelines for loans that may be made within the Measure G programs to support the

delivery of shovel-ready projects.

Task 2.3 Financing Alternative Scenarios

CONTRACTOR shall review financial alternatives and scenarios available to COG and make recommendations on specific strategies to meet the Strategic Plan's financial and policy principles, goals and protocols including size and timing of recommended debt issuance and appropriate debt issuance instrument;

Task 2.4: Assist COG with the development of a Final Strategic Plan for the implementation of Measure G.

CONTRACTOR shall Assist COG in Drafting Financial Sections of the Strategic Plan.

Task 2.5 Board Training and Education Study Sessions.

CONTRACTOR shall conduct Board Training and Education Study Sessions related to development of the Strategic Plan as directed by COG.

Task 3: Other Services

CONTRACTOR shall provide on-call support for the following services to COG:

- Assist in the development of the financial plan and cash flow for the next Strategic Plan update.
- Assist in capital planning.
- Refine Measure G cash flow model and develop or refine plan of financing.
- Develop expertise of COG personnel and Board Members.
- Provide written and oral reports for COG staff and Board Members.
- Assist in planning for future debt financing.
- Analyze alternative financing structures and make recommendations.
- Provide transaction services as needed.
- Provide knowledge of markets and expertise on available resources.
- Dissemination Agency and Continuing Disclosure Consulting Services
- Other related services as determined necessary by COG.

END OF ATTACHMENT A.