AGENDA
REGULAR MEETING
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

DATE: Thursday, August 15 2019
3:00 p.m.

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

DIRECTORS: Chair César E. Flores, Vice Chair Jim Gillio
Directors, Anthony Botelho, Marty Richman, and Ignacio Velazquez
Alternates: San Benito County: Mark Medina;
City of Hollister: Rolan Resendiz; City of San Juan Bautista: Mary Vazquez Edge, 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 D. Public Comment.

3:00 P.M. CALL TO ORDER

A. Pledge of Allegiance
B. Verification of Certificate of Posting
C. Ask for Moment of Silence for former COG Director and Social Services Transportation Advisory Committee Member Maggie Bilich and former COG Director Robert Scattini
D. 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.)
E. Executive Director’s Report
F. Caltrans Report – Gubbins/Loe
G. 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 June 20, 2019 – Gomez
2. RECEIVE Construction Projects Report – Caltrans District 5
3. **ADOPT** Resolution 19-06 Approving Projects for Funding and Authorizing the Executive Director to Apply for and Accept FY 2019-20 California State of Good Repair Program Funds Totaling $85,767 – Valentine

   b. **ADOPT** Resolution 2019-05 Making Findings and Recommendations Regarding Unmet Transit Needs that are Reasonable to Meet as Required by the Transportation Development Act (TDA) for Fiscal Year 2019/20.

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### REGULAR AGENDA:

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

5. **HOLD** Public Hearing to Receive Input on the Draft 2019 Public Participation Plan – Lezama

6. **RECEIVE** Update on Local Government Planning Support Grants Program – Gilbert

7. **DISCUSS and DIRECT** Staff Regarding the State Highway Operation and Protection Program Project to Construct a Roundabout at the Intersection of SR 25 and SR 156 – Gilbert

8. **RECEIVE** Update on Measure G Work Plan and Strategic Plan – Gilbert

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**Adjourn to COG Meeting on September 19, 2019. Agenda Deadline is Tuesday, September 3, 2019 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.
District Director’s Report

A quarterly publication for our transportation partners

Fix-it-First

In 2018, Caltrans completed more than 50 projects and began work on another 500 statewide—all funded through Senate Bill 1, the Road Repair and Accountability Act of 2017, and the State Highway Operation and Protection Program.

In District 5, these projects included:
- US 101 – 5.2 miles of repairs, shoulder pavement and striping, Santa Barbara County, $4.4 million
- US 101 – 4.5 miles of pavement, San Benito County, $1.4 million
- US 101, revamp two bridges, Santa Barbara County, $1.2 million
- Highway 41 – 9.32 miles of pavement preservation, San Luis Obispo County, $4.8 million
- US 101 – 16.2 miles of pavement, San Luis Obispo County, $9.1 million
- US 101 – 367 miles of striping, Santa Barbara and San Luis Obispo counties, $4.9 million
- US 101 – 379 miles of striping, San Luis Obispo and Monterey counties, $5.2 million
- US 101 – 281 miles of striping, Monterey and San Benito counties, $4.4 million

SB 1 invests $5.4 billion annually to fix the state’s transportation system. More information: http://rebuildingca.ca.gov/

District 5 Kicks Off Active Transportation Plan

Caltrans is developing active transportation plans in all 12 districts statewide. Its consultant, Toole Design Group, will create and implement a route prioritization—emphasizing social equity—to identify bicycle and pedestrian network gaps, performance metrics and improvements. District 5 will work with multiple stakeholders and the public to identify needs and develop active transportation solutions on, across, and parallel to, the state highway system. The District plan will establish a vision with local partners for a safe network supporting healthy communities for all users, especially in disadvantaged areas. Main goals for the plan include safety improvements, developing long-term strategies for multimodal options, better connectivity and accessibility, exploring shared mobility systems for short trips, identifying needs unique to rural and main street corridors, coordinating with trail networks, and maintaining long-term active transportation facilities. The District will roll out the major planning effort in early spring 2019. For more information, contact Terri Persons, District 5 Active Transportation Coordinator at terri.person@dot.ca.gov

Asset Management Coming

District 5 is engaging local partners in asset management implementation. The District’s strategies are based on the Caltrans 2018 California Transportation Asset Management Plan developed in partnership statewide. Nearly $2.7 billion in SB 1 funding is expected to be available statewide through 2027 to address pavement, culverts and transportation management systems as well as office buildings, roadside rest facilities and weigh stations.

Asset management calls for investing in highway infrastructure based on total life-cycle costs from design to long-term upkeep. It also stresses the fix-it-first approach using preventive maintenance to improve or preserve existing assets and not expand highway capacity. More information: http://www.dot.ca.gov/assetmgmt/documents/TA_MP_Final_03_30_18.pdf

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

<table>
<thead>
<tr>
<th>CALTRANS SAFETY &amp; HEALTH OBJECTIVES</th>
<th>TARGETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero worker fatalities</td>
<td>Zero work zone-related worker fatalities every year</td>
</tr>
<tr>
<td>Reduce user fatalities and injuries by adopting a Toward Zero Deaths practice</td>
<td>Maintain 0.5 or less fatalities per 100 million vehicle miles traveled on the state highway system every year</td>
</tr>
<tr>
<td>Promote health through active transportation and reduced pollution in communities</td>
<td>10 percent reduction in number of fatalities every year for each mode: vehicle, transit, pedestrian and bicycle</td>
</tr>
</tbody>
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**State Rail Plan Serves Central Coast**

The Caltrans 2018 California State Rail Plan sets a long-term vision for prioritizing state investment in an efficient, effective passenger and freight rail system consistent with the California Transportation Plan 2040. The plan’s regional goals support:

- Running two daily intercity trains connecting the San Francisco Bay Area to Salinas via San Jose plus new stations in Pajaro, Watsonville and Castroville.
- Adding local stops along the coastal route in Soledad and King City.
- Enhancing rail connections to Gilroy.
- Providing express bus service to:
  - San Jose, Salinas, San Luis Obispo and Santa Barbara.
  - Central Valley to Paso Robles.
  - Hollister, Monterey and Santa Cruz to the statewide rail network.

More information:


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**Caltrans Funds Multimodal Plans**

**Downtown Multimodal Streetscape Plan**

The City of Santa Maria recently completed its downtown multimodal plan. The $265,590 grant project emphasizes beautification efforts, activities and partnerships to connect the downtown’s retail and civic areas to Allan Hancock College, the transit center and surrounding residences. The comprehensive plan also identifies Complete Streets priorities for these locations with recommendations for future funding and implementation.

**Alisal Corridor Complete Streets Plan**

The City of Salinas is nearing completion on its corridor plan addressing pedestrian, transit, bicycle and vehicular needs along Alisal Street, a major local arterial. The $262,782 grant project focuses on improving safety and access for all users with recommendations for parking, infill development opportunities, funding and implementation.
SAN BENITO COUNTY
COUNCIL OF GOVERNMENTS
REGULAR MEETING

June 20, 2019, 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:
César E. Flores, Jim Gillio, Marty Richman, Ignacio Velazquez, and Alternate Mark Medina
Ex Officio, John Olejnik, Caltrans District 5

MEMBERS ABSENT:
Anthony Botelho

STAFF PRESENT:
Deputy County Counsel, Shirley Murphy; Executive Director, Mary Gilbert; Administrative Services Specialist, Kathy Postigo; Transportation Planner, Veronica Lezama; Transportation Planner, Regina Valentine; Secretary II, Monica Gomez

OTHERS PRESENT:
Leona Medearis-Peacher, MV Transportation

CALL TO ORDER:
Chair Flores 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 Gillio, and seconded by Director Richman, the Directors acknowledged the Certificate of Posting. Vote: 5/0 motion passes.

C. PUBLIC COMMENT:

Warren Budenbender Sr.

Mr. Budenbender provided a handout to the Board with his comments regarding the proposed roundabout at the intersection of Highways 25/156. He stated that he was strongly opposed to the proposed project. He recommended an alternative of installing Advance Warning Flasher System (AWS) and/or Truck Priority System (TPS), currently in operation in the State of Minnesota. He requested that the Board try alternative methods for a few years and see what happens. He also stated that traffic may subside once the new 4 lane Highway to 101 is constructed.

Chair Flores stated for the record that the COG Board received Joe Thompson’s public comment correspondence, which was entered into public record.
D. EXECUTIVE DIRECTOR’S REPORT: Gilbert

Ms. Gilbert noted that the Caltrans representative would be reporting under Item E. as an Ex-officio member of COG.

Ms. Gilbert stated that Caltrans provided a news release today announcing a public information meeting/open house for the State Route 25/156 Roundabout Project. She noted that John Olejnik with Caltrans Dist. 5 would provide more information under his report. The flyer was handed out to the COG Board and copies were made available to members of the public.

Ms. Gilbert noted that the Board had requested that perhaps COG staff could do some travel to observe operations at roundabouts; particularly one out in Santa Barbara. Ms. Gilbert stated that after speaking with some colleagues in the area, it sounds like that roundabout is very different from the one that will be constructed at State Route 25/156. She stated that at this time it would not be a great use of our resources, however, staff would continue to gather as much information possible about other roundabouts.

Ms. Gilbert stated that the Board and staff have received requests from the public about the adopted State Route 25 Corridor. She informed the Board that staff would be posting the adopted State Route 25 Corridor information on the COG website tomorrow for anyone interested.

Ms. Gilbert reported that staff continues tracking the development of guidelines for the SB1 funding program. The new gas tax funding will become available after the first of the year in 2020. There is funding through the Local Partnership Program that COG is eligible to receive as a self-help county with our sales tax measure. Currently, there is a formula funding share and a competitive share. We would receive a small amount of funding through the formula share, but there is 50% of the program right now with approximately $100 million available for competitive grant awards, which staff is targeting for the Highway 25 project. There is some legislation being discussed to change the program so that the majority of it is formula funding. That would reduce our opportunity to compete statewide for a significant amount of money. Staff is tracking with the Central Coast Coalition and is advocating to keep it as much competitive funding as possible. Staff will provide an update to the Board at their next meeting.

Lastly, Ms. Gilbert reported that there is a Budget Trailer Bill related to housing and the Regional Housing Needs Assessment process that COG will be undergoing in the next couple of years. The trailer bill language offers new funding to help local jurisdictions with their housing planning. San Benito COG would be part of a Central Coast mega-region under this new program. As part of the mega-region COG could get a $2 million bonus of additional funding that could be used by the whole region. This would require some appointments by COG and the local jurisdictions to be part of the mega-region joint powers agency. Staff will continue to track and will have more information next week.

Director Richman asked if the first cut of RHNA numbers go to AMBAG.

Ms. Gilbert stated that San Benito COG does the RHNA for San Benito alone and gets its own set of numbers from the Department of Housing and Community Development (HCD). She would work with the City of Hollister, San Juan Bautista, and the County. AMBAG is the COG doing the RHNA on behalf of Santa Cruz and Monterey and gets its own set of numbers for them.

E. Board of Directors’ Reports &
Caltrans District 5 Report: John Olejnik

Mr. Olejnik reported that Caltrans District 5 will be holding a public information meeting/open house for a proposed safety roundabout project at the intersection of Highways 25 and 156. The meeting will be held Tuesday, June 25th from 6p.m.-8p.m. at the Veterans Memorial Building in Hollister. He mentioned that their engineers, project design, and project management teams will be present to answer any
questions from the public. He noted that he would turn in the letter submitted under public comment to the project management team.

Mr. Olejnik reported that COG was awarded a $200,000 competitive transportation planning grant from Caltrans to prepare a Highway 156 Multimodal Enhancement study. The study will focus on the Highway 156 corridor near San Juan Bautista and West Hollister. The plan will identify conceptual designs that will integrate and connect the transportation system, including: addressing circulation issues at major intersections, providing safe connections for bicyclists and pedestrians providing access to the existing National Historic De Anza Trail, and improving bicycle connectivity on the existing SR 156 corridor between Hollister to San Juan Bautista once the new SR 156 Expressway project is completed.

Regarding the Caltrans open house meeting, Ms. Gilbert added that staff also invited staff from the City of Hollister to attend the public workshop to offer any information they may have on the upcoming City roundabout projects.

Director Gillio stated that several Board members, current and from past years, have expressed their concerns and displeasure with the roundabout at Highways 25 and 156, due to potential impacts to traffic and especially because of the ultimate master plan to connect with Highway 152. He mentioned that Caltrans recently put in new lights and warning signs on HWY 25/156 and asked if they could wait to see how much of an impact they have on safety in the area. He asked if there was any additional information/data or roundabouts that are currently in operation that they could go look at.

Director Velazquez agreed with Director Gillio’s comments and asked if additional safety measures could be considered such as the rumble strips that Caltrans installed right before the lights at HWY 101 to the 1 in Castroville.

Mr. Olejnik said that he would relay the Boards comments to the Caltrans Project Manager, Brandy Rider. He also stated that it would be ideal to bring those questions and comments up at the open house meeting. He mentioned that the Board may be interested in seeing one of the more recent roundabouts located on the State Highway system near the entrance of Pebble Beach at HWY 68 and 1 interchange. He said it does not have the same amount of truck traffic however, it was also met with a lot of reservation from the community and through the design process, public vetting process, and an advance warning sign package, and it now functions very well and has alleviated some concerns at the interchange.

Director Richman stated that he did not have a roundabout phobia and thinks drivers will be more comfortable the more they drive through them. However, he was concerned about the accidents. He wanted to know what type of accidents are occurring in the area and asked if there was a statistical analysis that shows what the problem is at that intersection so that they can look at what alternative may work.

Director Gillio reported that he met with Assembly member Rivas while in Sacramento last month. The County later received a request for accident data on Highway 25 because Assembly member Rivas was meeting with a director from the California Transportation Commission along with other colleagues to try to lobby for funds for our area. Also, regarding Senate Bill 277 he learned that they are looking at changing the formula to being formulaic vs. competitive awards for SB 1. It may be going through to the senate in early July. He mentioned that the Central Coast Coalition is going to oppose it. He said it was critical that fellow Board members discuss this at all of their meetings because if they lose the competitive funding for SB 1 and it turns to formulaic, they could potentially lose a lot of funding to the larger counties. He mentioned that the Board may want to agendize Senate Bill 277.

Director Richman wanted to remind the public that aside from the very important Highway 156 and 25 large projects, there is an entire Regional Transportation Plan which lists several smaller projects that also need to get done. There are many feeder roads that get us on an off of Highways 156 and 25 and they
also need to be completed because they can’t handle the traffic. He said that funding for the Regional Transportation Plan is absolutely critical. He reminded everyone to have a little patience as it may be inconvenient for some people, but is necessary to get our roads fixed.

Director Velazquez provided an update on the Mobility Partnership meeting. He thanked Santa Clara County for acknowledging San Benito County and recommending Alternative 2 for the new interchange, which would be a flyover from Highway 25 onto the 101. He said that there is still work to be done as Caltrans will have to look at some issues with entering and exiting from fast lanes, however, this was a very important big step moving forward. He also reported that unfortunately, the request they made to restrict left turns from Bolsa Road onto Hwy 25 was not supported by Santa Clara County and will continue to occur. He reminded drivers to be very careful near the area.

Director Gillio mentioned that he was informed that if there are enough legitimate complaints about how our local roads are being negatively impacted, Google Waze app will work with you on addressing the issue. He asked staff to look into it.

F. **PRESENT Certificate of Recognition to Outgoing COG Employee Chris Thomson – Gilbert**

Ms. Gilbert reported that on behalf of the COG Board and COG staff she wanted to present a Certificate of Recognition to outgoing COG employee Chris Thomson. Mr. Thomson served as the LTA’s Heavy Equipment Mechanic for almost six years and has done an outstanding job maintaining all of our vehicles. She said that staff was very grateful for all of his hard work, dedication, and ability to work independently. Ms. Gilbert noted that because Mr. Thomson was not able to attend she would present the Certificate to him at a later date.

**CONSENT AGENDA:**

1. **APPROVE** Council of Governments Draft Meeting Minutes Dated May 16, 2019 – Gomez
2. **RECEIVE** Construction Projects Report – Caltrans District 5
3. **APPROVE** Cancellation of July 18, 2019 COG Board Meeting – Gilbert
4. **APPROVE** Addendum #3 for a Five Year Lease between Council of San Benito County Governments and Hidalgo, Inc. for Office Space Located at 330 Tres Pinos Road, Suite C7 – Postigo
5. **RECEIVE** Council of Governments FY 2018/19 Third Quarter Budget Report – Postigo
6. **APPROVE** Amendment No. 1 to Contract with JJACPA, Inc., Extending the Contract Ending Date to December 31, 2020 – Postigo
8. **REAPPOINT** Mr. Jim Parker and Ms. Ann C. Ross to the Social Services Transportation Advisory Council – Valentine

There was no public comment on the Consent Agenda.

*Upon a motion duly by made by Director Gillio, and seconded by Director Richman, the Directors approved Items 1-8 from the Consent agenda. Vote: 5/0 motion passes.*
REGULAR AGENDA
TRANSPORTATION ITEMS:

Director Medina asked to move Item 10 up on the agenda before Item 9 due to Director Gillio having to leave the meeting early. Chair Flores moved Item 10 up on the agenda.

10. San Benito County Measure G – Gilbert
   a. RECEIVE Update on Measure G Implementation
   b. ADOPT Resolution 2019-03, Establishing the Measure G Transportation Safety and Investment Plan Oversight Committee
   c. APPOINT 11 Members to the Measure G Transportation Safety and Investment Plan Oversight Committee
   d. APPROVE 3-Year Contract with KNN Public Finance for Financial Services for an Amount Not to Exceed $75,000

Ms. Gilbert provided a Power-Point presentation on Measure G Implementation. She noted there was a typo on the agenda Resolution number 2019-03. The correct Resolution number is 2019-04.

Ms. Gilbert reported that last month the Board directed staff to extend the application period to June 7th to try to fill the one membership for the Trade/Labor category. Staff received three applications for the final membership category of Trade/Labor in advance of the June 7 deadline. Ms. Gilbert noted that staff was very grateful for all of those who applied and reminded them that this is a two year term so staff will be recruiting again in the future and will keep those applicants in mind.

There followed some Board discussion. Director Gillio stated that he recommended Al Gonzales to fill the Trade/Labor category. Mr. Gonzales is a Union representative, representing over 2500 people. Chair Flores stated that there was only one member from San Juan Bautista, so he liked the fact that Mr. Gonzales is also from San Juan Bautista.

Public Comment:

John Freeman
San Juan Bautista

Mr. Freeman stated that he would highly recommend Steve Harris for the Trade/Labor category. He said that he has interviewed Mr. Harris at least four times and noted that he is also a resident of San Juan Bautista. He added that Mr. Harris has been a union tradesman in the road construction industry and should be placed higher on the list. He said Mr. Harris is in a position where he’s almost a lobbyist for the Union to go out and organize various shops, he’s very well versed in political maneuvering’s.

Director Velazquez stated that he would like to have someone with road construction experience on the committee as it will be a critical point as they go through the process. He recommended Steve Harris to fill the Trade/Labor category.

Director Medina stated that he met Mr. Gonzales three years ago. He said he was not sure if he had road construction experience, but that he definitely had experience with people and at being able to build teams. He recommended Mr. Gonzales to fill the Trade/Labor category.

Upon a motion duly by made by Director Gillio, and seconded by Director Medina, the Directors accepted the application of Al Gonzales to fill the one membership for the Trade/Labor category on the Measure G Citizens Oversight Committee. Vote: 4/1 Motion passes, with Director Velazquez voting No.
Upon a motion duly made by Director Gillio, and seconded by Director Medina, the Directors approved and appointed the list of applicants noted below to the Measure G Citizens Oversight Committee Item 10c. Vote: 4/1 Motion passes, with Director Velazquez voting No.

John Eade – Agriculture
Judi Johnson – Senior/Disabled Community
Jose Mario Ortega – Industry
Victor Gomez – Latino Community
Darlene Boyd – Education
Al Gonzales – Trade/Labor
Tim Burns – District 1
Hamdy Abbass – District 2
Sandy Hughes – District 3
Kevin Stopper – District 4
Andrew Rollins – District 5

Director Richman and Director Gillio thanked everyone for volunteering to serve on the Committee. They mentioned that those who were not selected should not be discouraged because it is a two year term and if still interested they could be selected to serve on the committee in two years.

There was no public comment on Item 10d. - APPROVE Scope of Work for On-Call Project Management and Engineering Services and AUTHORIZE the Executive Director to Issue Procurement Documents Pending County Counsel Approval.

Director Gillio noted that the Board of Supervisors recently selected Vanir Consultants to handle their Measure G implementation and other County roadwork. He wanted to mention it so that they can hopefully, come up with a coalition to work together and have a similar more streamlined management between the County, City of San Juan Bautista, City of Hollister, and COG.

Upon a motion duly made by Director Richman, and seconded by Director Gillio, the Directors unanimously approved Item 10d as noted above. Vote: 5/0 motion passes.

There was no public comment on Item 10b. - ADOPT Resolution 2019-04, Establishing the Measure G Transportation Safety and Investment Plan Oversight Committee

Ms. Gilbert reminded the Board that there was a typo on the agenda Resolution number 2019-03. The correct Resolution number is 2019-04.

Upon a motion duly made by Director Medina, and seconded by Director Gillio the Directors unanimously approved Item 10b. Adopting Resolution 2019-04. Vote: 5/0 motion passes.

9. APPROVE FY 2019/20 Council of Governments Final Budget – Postigo

Kathy Postigo presented the Fiscal Year 2019/20 Council of Governments Final Budget. Ms. Postigo stated that the Final Budget meets the goals and objectives of the agency and matches revenues with expenses.

There was no discussion or public comment.

Upon a motion duly made by Director Gillio, and seconded by Director Richman, the Directors approved Item 9. Vote: 5/0 motion passes.
ADDENDUM TO THE JUNE 20, 2019 AGENDA:


Veronica Lezama provided a power-point presentation on the Unmet Transit Needs Process. She provided an overview of all the comments received and staff’s recommendation on Unmet Transit Needs that are reasonable to meet which included: funding additional bus service during the midday, providing additional weekend Dial-A-Ride services, more out-of-county medical transportation, and additional service to and from Gavilan College in Gilroy.

Director Gillio inquired about the request to restore the Fixed Route mid-day service. He asked if the ridership justified the request.

Ms. Gilbert stated that the Short Range Transit Plan that was completed a couple of years ago included projections that did justify the ridership, however staff will continue to track to ensure that they are meeting certain required thresholds.

Director Gillio asked for clarification in regards to the additional Intercounty run to be implemented as Low Carbon Transit Operations Program (LCTOP) funding becomes available.

Ms. Valentine explained that LCTOP is a cap-and-trade program that provides funds to public transportation agencies. Under the program, as certain projects phase out of no longer being eligible for the five year “new project” time period, staff would be able to implement the additional Intercounty run.

Ms. Lezama noted that once the COG Board adopts the 2019 Unmet Transit Needs Report, staff will submit the adopted Unmet Transit Needs Report to Caltrans in August.

Public Comment:

John Freeman

Mr. Freeman stated that he was speaking as a representative of Monterey Bay Community Power. He said that he spoke with Alan Romero, who works for the Air Pollution Control District and was informed that they have enough funds to purchase an electric bus. He said it was free money and recommended that COG take advantage of these funds as soon as possible.

Valerie Egland

Ms. Egland asked if more funds have been allocated for advertising. She asked if there was an advertising plan in place to really get the word out about the transportation services that are available to our public.

There was no further discussion.

Upon a motion duly made by Director Gillio, and seconded by Director Medina, the Directors Unanimously adjourned the COG meeting. The meeting was adjourned at 4:10 p.m. Vote: 5/0 motion passes.

ADJOURN TO COG MEETING AUGUST 15, 2019 at 3:00 P.M.
### CONSTRUCTION PROJECTS

<table>
<thead>
<tr>
<th>Project</th>
<th>Location/Post Mile (PM)</th>
<th>Description</th>
<th>Construction Timeline</th>
<th>Construction Cost</th>
<th>Funding Source</th>
<th>Project Manager (Resident Engineer)</th>
<th>Contractor</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Highway 25 Repair and Replace Culverts Project (1K340)</td>
<td>From south of San Benito River to south of Murphy Road in the town of Paicines (PM 29.9-32.0.5)</td>
<td>Drainage project to repair and replace 2 culverts</td>
<td>Summer 2019 - Fall 2019</td>
<td>$120K</td>
<td>Highway Maintenance SB1</td>
<td>Kelly McClain (TBD)</td>
<td>Conley General Engineering</td>
</tr>
</tbody>
</table>

### PROJECTS IN DEVELOPMENT

<table>
<thead>
<tr>
<th>Project</th>
<th>Location/Post Mile (PM)</th>
<th>Description</th>
<th>Construction Timeline</th>
<th>Construction Cost</th>
<th>Funding Source</th>
<th>Project Manager</th>
<th>Phase</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Highway 25 Curve Alignment Restoration (1H810)</td>
<td>Near Hollister, just north of San Benito Lateral (PM 18.8/19.1)</td>
<td>Curve restoration</td>
<td>Begin in Fall 2020</td>
<td>$4.3 million</td>
<td>SHOPP</td>
<td>Brandy Rider</td>
<td>PA&amp;ED</td>
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</table>
## PROJECTS IN DEVELOPMENT (CONTINUED)

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Location/Post Mile (PM)</th>
<th>Description</th>
<th>Construction Timeline</th>
<th>Construction Cost</th>
<th>Funding Source</th>
<th>Project Manager</th>
<th>Phase</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highway 25 Expressway Conversion Project (48540)</td>
<td>Near Hollister and Gilroy in Sbt &amp; SCL Counties (PM Sbt 51.5 to SCL 2.6)</td>
<td>Conversion of 2-lane conventional highway to a 4-lane expressway</td>
<td>N/A</td>
<td>N/A</td>
<td>Local</td>
<td>Brandy Rider</td>
<td>PA&amp;ED</td>
<td>Caltrans is currently working with SBtCOG to develop a workplan for PA&amp;ED and develop a cooperative agreement to initiate work on Phase 1.</td>
</tr>
<tr>
<td>Highway 25/156 Roundabout (1J480_)</td>
<td>Intersection of SR 25/156, north of Hollister (PM 54.048)</td>
<td>Construct roundabout</td>
<td>Spring 2021-Fall 2021</td>
<td>$10.7 million</td>
<td>SHOPP</td>
<td>Brandy Rider</td>
<td>PS&amp;E/RW</td>
<td>Community roundabout workshop was held June 25, 2019. Ongoing design work.</td>
</tr>
<tr>
<td>Highway 156 Improvement Project (34490)</td>
<td>In and near San Juan Bautista, from The Alameda to slightly east of Fourth Street (PM 3.0/R8.2)</td>
<td>Construct four-lane expressway</td>
<td>Summer 2020-Summer 2022</td>
<td>$57.4 million</td>
<td>STIP/Local</td>
<td>Brandy Rider</td>
<td>PS&amp;E/RW</td>
<td>Project design continues with 95% completion. ROW appraisals in progress. Utility relocation, design coordination under way.</td>
</tr>
</tbody>
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### ACRONYMS USED IN THIS REPORT:

- **PA&ED**: Project Approval and Environmental Document
- **PS&E**: Plans, Specifications, and Estimate
- **ROW**: Right of way
- **SB1**: Senate Bill 1
- **Sbt**: San Benito County
- **SCL**: Santa Clara County
- **SR**: State Route
- **SHOPP**: Statewide Highway Operation and Protection Program
- **STIP**: Statewide Transportation and Improvement Program
**Staff Report**

To: Council of San Benito County Governments  
From: Regina Valentine, Transportation Planner Phone: (831) 637-7665 x 205  
Date: August 15, 2019  
Subject: Senate Bill 1 State of Good Repair Program Funds for Transit

**Recommendation:**

ADOPT Resolution 19-06 Approving Projects for Funding and Authorizing the Executive Director to Apply for and Accept FY 2019-20 California State of Good Repair Program Funds Totaling $85,767.

**Summary:**

With the signing of Senate Bill 1, many new funding sources were established including the State of Good Repair (SGR) Program for transit operators to fund eligible transit maintenance, rehabilitation and capital projects. Distributed through the use of the State Transit Assistance formulas, COG, as the Regional Transportation Planning Agency (RTPA), and the Local Transportation Authority (LTA), as the transit operator, are eligible to receive a total of $85,767 for FY 2019-20. Allocation requests are due to Caltrans September 1, 2019.

**Financial Impact:**

COG and LTA are eligible to receive a total of $85,767 of FY 2019-20 SGR Program funds for eligible transit projects. There is no local match required.

**Background:**

With the signing of Senate Bill 1, many new funding sources were established including the SGR Program for transit operators to fund eligible transit maintenance, rehabilitation and capital projects. Funds are distributed using the State Transit Assistance formulas, so both COG, as the RTPA, and LTA, as the transit operator, receive allocations in this program. For this reason, Caltrans is requiring both COG and LTA to submit Board resolutions approving the project list.

**Staff Analysis**

After reviewing LTA’s adopted Short Range/ Long Range Transit Plan and 2018 Transit Asset Management Plan, staff has prepared a list of eligible SGR Program projects detailed in Exhibit A of Resolution 19-06. At this time, staff recommends the COG Board approve the list of eligible projects for the allocation request due September 1, 2019. Additionally, staff recommends the Board authorize the Executive Director to apply for and accept the SGR Program funds for the list of projects when distributed by Caltrans.
Staff recommends that the Board of Directors adopt Resolutions 19-06 to be eligible to receive a total of $85,767 for FY 2019-20 SB1 Program funds.

Executive Director Review: ________________ Counsel Review: _____ Yes _____

Attachment: Resolution 19-06 FY 2019-20 SB1 Project List
BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS APPROVING PROJECTS FOR FUNDING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO APPLY FOR AND ACCEPT FY 2019-20 CALIFORNIA STATE OF GOOD REPAIR (SGR) PROGRAM FUNDS TOTALING $85,767

WHEREAS, the Council of San Benito County Governments (COG) is the designated Regional Transportation Planning Agency (RTPA) for San Benito County, pursuant to Government Code section 29532(b); and

WHEREAS, the San Benito County Local Transportation Authority (LTA) is the designated Consolidated Transportation Services Agency (CTSA) for San Benito County, pursuant to Government Code section 15975; and

WHEREAS, as the designated RTPA for San Benito County, COG is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) for transit projects calculated pursuant to the distribution formulas in Public Utilities Code (PUC) section 99313 based on the certification of population from the California Department of Transportation; and

WHEREAS, as the designated CTSA for San Benito County, LTA is an eligible project sponsor and may receive State Transit Assistance funding from the SGR Account for transit projects calculated pursuant to the distribution formulas in PUC section 99314 based on the qualifying revenue amounts for each STA-eligible operator determined from annual reports submitted to the State Controller pursuant to PUC section 99243; and

WHEREAS, COG and LTA have identified a list of transit projects in San Benito County, attached hereto and incorporated herein by reference as Exhibit A, to be funded through the FY 2019-20 SGR Account; and

WHEREAS, the transit projects to be submitted for FY 2019-20 SGR funding total $85,767, to be allocated to COG and LTA pursuant to the distribution formulas in PUC sections 99313 and 99314; and

WHEREAS, COG's portion of the FY 2019-20 SGR allocation is $83,960, as determined pursuant to the distribution formula in PUC section 99313; and

WHEREAS, LTA's portion of the FY 2019-20 SGR allocation is $1,807, as determined pursuant to the distribution formula in PUC section 99314; and
WHEREAS, upon receipt of SGR funds for the projects identified in Exhibit A, COG desires to allocate its share of those funds to LTA, to administer the projects as the CTSA for San Benito County, for a total combined allocation of $85,767.

NOW, THEREFORE, BE IT RESOLVED that the Council of San Benito County Governments hereby designates the San Benito County Local Transportation Authority to be the lead agency for the SGR funded transit projects identified in Exhibit A, to be funded in part through COG's SGR allocations; and

BE IT FURTHER RESOLVED THAT the Council of San Benito County Governments hereby authorizes the Executive Director of the San Benito County Local Transportation Authority to execute all documents necessary for the application submittal and acceptance of SGR funds awarded by Caltrans for transit projects in San Benito County, for and on behalf of the Council of Governments.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS THIS 15TH DAY OF AUGUST 2019 BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAINING:  
ABSENT:  

______________________________
César E. Flores, Chair

ATTEST:  
Mary Gilbert, Executive Director

By: ____________________________

Dated: ________________________

______________________________
Approve as to Legal Form:
San Benito County Counsel's Office

By: Shirley L. Murphy, Deputy County Counsel

Dated: Aug. 8, 2019
# Exhibit A

<table>
<thead>
<tr>
<th>Projects</th>
<th>FY 2019-20 SGR Estimated Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling Stock, Replacement, Two Vehicles</td>
<td>$85,767</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$85,767</strong></td>
</tr>
</tbody>
</table>
Staff Report

To: Council of Governments
From: Veronica Lezama, Transportation Planner  Telephone: (831) 637-7665 Ext. 204
Date: August 15, 219
Subject: 2019/20 Unmet Transit Needs Report

Recommendation:

2. ADOPT Resolution 2019-05 Making Findings and Recommendations Regarding Unmet Transit Needs that are Reasonable to Meet as Required by the Transportation Development Act (TDA) for Fiscal Year 2019/20.

Summary:

In its role as the Transportation Development Act fund administrator, the Council of Governments is responsible for conducting the annual Unmet Transit Needs process.

Financial Impact:

The Transportation Development Act (TDA) of 1971 provides funding to be allocated to transit and non-transit related purposes that comply with regional transportation plans.

For the 2019/20 Fiscal Year, the Council of Governments anticipates to receive a Transportation Development Act (TDA) allocation of approximately $2,496,413. TDA provides two major sources of funding to COG, including: the Local Transportation Fund (LTF) and the State Transit Assistance (STA) fund. The Local Transportation Fund (LTF) accounts for $1,930,820 which is allocated in the following order of priority as set forth in TDA statues: $299,010 for COG Administration, $38,616 (2% of LTF) for local jurisdiction bicycle and pedestrian projects, and $954,792 to the Local Transportation Authority (LTA).

The second fund source, State Transit Assistance fund (STA), can only be allocated for public transit purposes to the LTA for County Express and Specialized Transportation services. This allocation totals $565,553. All funds are allocated in accordance with the Transportation Development Act.

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1 Two percent of the funds is made available to the Cities and County for facilities provided for the exclusive use of pedestrians and bicycles.

2 TDA law requires that TDA funds shall be allocated by the designated transportation planning agency for the purposes specified in the PUC in the following priority: Administration Allocations (i.e. COG administration), Planning and Programming Allocations (i.e. COG planning and administration), Pedestrian and Bicycle Allocations (i.e. for Cities and County use), Rail Passenger Service,
Any remaining TDA funds must be used to finance the community’s expressed comments (Exhibit A, Page 20) on the Unmet Transit Needs (Exhibit A, Page 6) that are found Reasonable to Meet (Exhibit A, Page 7) before being allocated to other transportation needs. Apart from the Unmet Transit Needs process, COG must also conduct an independent financial audit and performance audit to ensure that TDA funds are spent and used in compliance.

Background:

In its role as the Transportation Development Act (TDA) fund administrator, COG is responsible for conducting the annual Unmet Transit Needs process. 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.

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.).”

Presuming that an unmet transit need is identified, a further determination is conducted to establish whether or not that need is "Reasonable to Meet" in accordance with COG adopted criteria (Exhibit A, page 7). If an Unmet Transit Need is found “Reasonable to Meet,” then COG is responsible for ensuring that funds are expended to meet those needs before any TDA funds can be used for any other transportation purposes.

Staff Analysis

The Unmet Transit Need process consists of the following three key steps:

1. Solicit testimony from the public on the Unmet Transit Needs of the community;
   During the months of February and March 2019 staff completed above-mentioned Step 1, which resulted in a total of 75 public comments (Exhibit A, Page 20).

Transit Development Board Area Allocations (i.e. LTA administration), Community Transit Service Allocations (i.e. Specialized Transportation service), Public Transportation and Grade Separation Allocations (i.e. County Express service), and Miscellaneous Transportation Allocations (i.e. local streets and roads, bicycle and pedestrian projects, rail, and transit).

3 Fiscal audits are conducted annually, and include transit operator’s revenue-to-expense ratio, known as farebox recovery.

4 Performance audits are conducted every three years and include performance measures that verify the efficiency and effectiveness of COG and LTA.
2. **Analyze the Unmet Transit Needs expressed by the public, in accordance with COG adopted definition of an Unmet Transit Need and Reasonable to Meet criterion; and**

   For Step 2, staff analyzed the Unmet Transit Needs expressed by the public, in accordance with COG adopted definition of an Unmet Transit Need (Exhibit A, Page 6) and Reasonable to Meet criterion (Exhibit A, Page 7). The enclosed public comment was reviewed by the Social Services Transportation Advisory Council,\(^5\) as required by TDA.

3. **Adopt findings regarding Unmet Transit Needs, found Reasonable to Meet, which may exist for implementation by the Local Transportation Authority in the 2019/20 Fiscal Year.**

   For Step 3, the COG Board is being asked to consider adopting Resolution No. 2019-05 (Attachment 1) making findings and determinations based on the Unmet Transit Needs Report (Exhibit A).

   The following were identified as Unmet Transit Needs, Found Reasonable to Meet for implementation in the 2019/20 Fiscal Year.

<table>
<thead>
<tr>
<th>Request</th>
<th>COG Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Restore the Fixed Route mid-day service (Comment received 2x)</td>
<td>Fixed Route will be restored between the current gap in service, 11 AM and 2 PM</td>
</tr>
<tr>
<td>2. Provide additional weekend Dial-A-Ride services.</td>
<td>One additional vehicle available on Saturday and Sunday</td>
</tr>
<tr>
<td>3. More Intercounty Gavilan College service in the afternoon. (Comment received 5x)</td>
<td>One additional run will be implemented.</td>
</tr>
<tr>
<td>4. More out-of-county medical transportation</td>
<td>One additional bus, three days/week.</td>
</tr>
</tbody>
</table>

For those Unmet Transit Needs found “Not Reasonable to Meet,” or not unmet transit needs, the Local Transportation Authority makes an effort to accommodate the request or responds as to the reason the request cannot be accommodated.

Upon approval, the FY 2019/20 Unmet Transit Needs Report will be submitted to the California Department of Transportation, Division of Mass Transportation.

   Executive Director Review: _______                                      Counsel Review: Yes


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\(^5\) The Social Services Transportation Advisory Council advises the Council of Governments on matters related to its public transportation services and is responsible for representing the concerns of all segments of the community, including the elderly, persons with disabilities, and persons of limited means.
BEFORE THE BOARD OF DIRECTORS OF THE
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

RESOLUTION OF THE COUNCIL OF SAN BENITO } )
COUNTY GOVERNMENTS CONCERNING UNMET } )
PUBLIC TRANSPORTATION NEEDS FUNDING } )
AND IMPLEMENTATION OF THE PROGRAM } )
WITHIN FISCAL YEAR 2019/2020 ) )

RESOLUTION NO: 19-05

WHEREAS, the Council of San Benito County Governments (COG), has been designated as the Regional Transportation Planning Agency for the San Benito County region; and

WHEREAS, COG has adopted a Regional Transportation Plan directed at the achievement of a balanced coordinated transportation system; and

WHEREAS, COG shall, in implementation of its Plan, allocate monies in the Local Transportation Fund and State Transit Assistance Fund in accordance with the rules and regulations which implement the Transportation Development Act of 1972 as amended; and

WHEREAS, COG adopted the definition of “unmet needs” and “reasonable to meet” in Resolution 1992-01: Unmet Needs Findings Required; and

WHEREAS, COG adopted Resolution No. 11-04 Amending its Unmet Transit Needs “Reasonable to Meet” Criteria; and

WHEREAS, California Public Utilities Code, Section 99401.5 requires COG to hold a public hearing to determine whether there are any unmet public transportation needs that are reasonable to meet prior to allocation of Local Transportation Funds for other purposes; and

WHEREAS, COG held a public hearing on April 18, 2019 and two public meetings on February 14 and 19, 2019, to determine whether there are any unmet public transportation needs, and all those who attended the public hearing and public meetings were given the opportunity to hear and be heard regarding all matters properly before the COG and COG considered all public testimony; and

WHEREAS, COG pursuant to Public Utility Code Section 99401.5:

1. Has consulted with the Social Services Transportation Advisory Council established pursuant to Public Utilities Code Section 99238; and

2. Has conducted a transit analysis including an assessment of the size and location of identifiable groups likely to be transit dependent or transit disadvantaged, including but not limited to the elderly, the disabled and persons of limited means, an analysis of the adequacy of existing and specialized public and private transportation services in meeting the transit demands of those groups, and an analysis of the potential alternative public and specialized transportation services and service improvements that would meet all or part of the demand, in order to identify the transit needs of the County of San Benito;

3. Has identified unmet transit needs that are reasonable to meet;
4. Has prepared the 2019/20 Annual Unmet Transit Needs Report, attached hereto and incorporated herein by reference as Exhibit A, which provides the findings required by Section 99401.5 and the information developed by the COG that provides the basis for the findings.

NOW, THEREFORE, BE IT RESOLVED, that the Council of San Benito County Governments, acting as the Regional Transportation Planning Agency for the County of San Benito, hereby makes the following findings and determinations, based on all information in the record including, but not limited to the findings of the 2019/20 Annual Unmet Transit Needs Report (Exhibit A):

A. There are nine (9) “unmet transit needs” that are “reasonable to meet,” as further explained in the 2019/20 Annual Unmet Transit Needs Report (Exhibit A); and

B. There are five (5) “unmet transit needs” that are not “reasonable to meet,” as further explained in the 2019/20 Annual Unmet Transit Needs Report (Exhibit A); and

C. There are 61 comments that were not considered “unmet transit needs,” as further explained in the 2019/20 Annual Unmet Transit Needs Report (Exhibit A).

BE IT FURTHER RESOLVED that the Council of San Benito County Governments, acting as the Regional Transportation Planning Agency, accepts and adopts the 2019/20 Unmet Transit Needs Report (Exhibit A) and finds that there are no additional unmet regional and community public transit needs within the incorporated and unincorporated areas of the County that can be reasonably met at this time.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS on this 15th day of August 2019, by the following vote:

AYES:
NOES:
ABSTAINING:
ABSENT:

______________________________
César E. Flores, Chair

ATTEST:

APPROVED AS TO LEGAL FORM:
SAN BENITO COUNTY COUNSEL’S OFFICE

Mary Gilbert, Executive Director
Shirley L. Murphy, Deputy County Counsel

Dated:  Aug. 9, 2019
The Council of San Benito County Governments improves the mobility of San Benito County travelers by planning for and investing in a multi-modal transportation system that is safe, economically viable, and environmentally friendly.
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About the Council of San Benito County Governments (COG)

BOARD OF DIRECTORS

The Council of San Benito County Governments (COG) is the Regional Transportation Planning Agency (RTPA) for San Benito County. COG serves as the forum for regional decision-making. In this capacity, COG builds consensus among local and regional agencies, develops long-term strategic plans, programs Federal and State funding for allocation to transportation projects.

The governing board for COG is made up of five members. Two members are appointed by the San Benito County Board of Supervisors, two from the City of Hollister and one from the City of San Juan Bautista.

COG BOARD OF DIRECTORS

César E. Flores, Chair, City of San Juan Bautista  
Jim Gillio, Vice Chair, County of San Benito  
Anthony Botelho, County of San Benito  
Ignacio Velazquez, City of Hollister  
Marty Ritchman, City of Hollister  
Eileen Loe, Caltrans District 5 (Ex-Officio)

COG STAFF:

Mary Gilbert, Executive Director  
Kathy Postigo, Administrative Services Specialist  
Veronica Lezama, Transportation Planner  
Regina Valentine, Transportation Planner  
Monica Gomez, Secretary  
Griselda Arevalo, Office Assistant  
Chris McDonald, Mechanic
Area Profile and Transit System Overview

REGIONAL SETTING
San Benito County is ideally located inland from the Central California Coast. The County borders Monterey, Santa Cruz, Fresno, Merced, and Santa Clara Counties. Combined with more affordable housing and its close proximity to Monterey, Santa Cruz, and Santa Clara Counties, San Benito County is an attractive home to 55,269 people (2010). Although the County consists of 1,390 square miles, the majority of the population lives in Hollister (the County seat) San Juan Bautista, or the unincorporated area of northern San Benito County.

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

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

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

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

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

Complementary Americans with Disabilities Act Paratransit service is available for residents and visitors who are eligible for the service as determined by the Authority. The service is for individuals who are not able to access Fixed Route due to a physical or cognitive disability and have trips that begin or end in a location less than ¼ mile from a Fixed Route bus stop. Reservations for the Paratransit service may be made up to 14 days in advance. Same-day service is available but is subject to availability and a convenience fee.

Intercounty

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

SPECIALIZED TRANSPORTATION SERVICES

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

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

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

The LTA makes great strides to provide a comprehensive and adequate public transit service. This continued effort to meet the needs of the community is accomplished through the annual Unmet Transit Needs Process, which is outlined in this Report.

---

1 U.S. Census, San Benito County
Unmet Transit Needs Overview

TRANSPORTATION DEVELOPMENT ACT (TDA)

The Transportation Development Act of 1971 (TDA), also known as SB 325, is administered by the California Department of Transportation (Caltrans) through the county’s designated regional transportation planning agency (RTPA).

As the administrator of Transportation Development Act (TDA) funds, the Council of San Benito County Governments (COG), as the regional transportation planning agency, is charged with performing the Unmet Transit Needs (UTN) process. The purpose of this process is to ensure that all unmet transit needs that are "reasonable to meet" are met before funds are expended for non-transit uses, such as streets and roads.

"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.

The “Reasonable to Meet” standard is based on several criteria that analyze how accommodating that transit need will affect the rest of the transit system that it relates to. If it passes the criteria then it is found reasonable to meet and changes will be made to accommodate the need.

The process is done annually and entails a comprehensive outreach program and a series of public hearings throughout the county to obtain comments on unmet transit needs that may be reasonable to meet. Once the comments are received, the Social Services Transportation Advisory Committee (SSTAC) analyzes them to determine if there are any transit needs that meet the adopted definitions of "reasonable to meet" and "unmet transit need" and makes a recommendation of findings to the COG Board. If the Board determines there are unmet transit needs that are reasonable to meet, the affected jurisdiction must satisfy the needs before any TDA funds are expended for non-transit purposes.

This Report documents the Unmet Transit Needs process which is submitted annually to the California Department of Transportation (Caltrans).
Adopted Definitions and Procedures for Noticing and Conducting the Annual Unmet Transit Needs Hearing

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.
BEFORE THE BOARD OF DIRECTORS OF THE
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

RESOLUTION OF THE BOARD OF
DIRECTORS OF THE COUNCIL OF SAN
BENITO COUNTY GOVERNMENTS
AMENDING RESOLUTION NO. 90-12 TO
REVISE THE CRITERIA FOR
DETERMINING UNMET TRANSIT NEEDS
THAT ARE "REASONABLE TO MEET"

Resolution No. 11-04

WHEREAS, the Council of San Benito County Governments, herein referred to as ("COG") is the Regional Transportation Planning Agency (RTPA) for San Benito County; and

WHEREAS, the COG is responsible for the allocation to claimants of funds received from the Transportation Development Act (T.R.C. 99200, et seq.) and

WHEREAS, Transportation Development Act funds can be allocated to eligible claimants for support of public transportation systems, bicycle and pedestrian facilities, and for streets and roads; and

WHEREAS, COG identifies unmet transit needs within the San Benito County region and those needs that are reasonable to meet in accordance with Public utilities Code, Section 99401.5; and

WHEREAS, COG, on July 12, 1990, adopted Resolution No. 90-12, adopting the definition of "unmet needs" and the criteria for determining unmet transit needs that are "reasonable to meet" in San Benito County.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Council of San Benito County Governments, that it does hereby amend COG’s Resolution 90-12 to amend the criteria for determining what unmet transit needs are "reasonable to meet", as set forth in Exhibit A, attached hereto and incorporated herein by reference.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS THIS 21ST DAY OF APRIL, 2011 BY THE FOLLOWING VOTES

AYES: [Signature]
NOES: [Signature]
ABSTAINING: [Signature]
ABSENT: [Signature]

Alfredo De La Cruz, Chair

ATTERT: Lisa Rheinheimer, Executive Director
APPROVED AS TO LEGAL FORM:
San Benito County Counsel Office

By: Shirley L. Murphy, Deputy County Counsel

Dated: April 13, 2011
Exhibit A

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 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.
Unmet Transit Needs Public Hearing

HEARING PROCESS

The Council of Governments held one public hearing and two public meetings to receive Unmet Transit Needs testimony. Translation services were available at both hearings, and transportation was available to those persons in need by San Benito County Transit. COG also conducted on-board bus surveys.

The hearing was originally scheduled for February 21, 2019 at 3:00 p.m. during the Council of Governments regular Board meeting, but due to the lack of a Board quorum, the meeting was rescheduled to April 18, 2019.

Two public meetings were also held, the first on: February 14, 2019 at 12:30 PM at San Juan Bautista Community Center, 10 San Jose Street in San Juan Bautista, CA. and the second meeting was held on February 19, 2019 at 1:00 PM at the Hollister Community Center, 300 West Street, Hollister, CA.

During the public comment period, the Council of Governments received a total of 75 comments. Enclosed in this report is a summary of comments received, Unmet Transit Needs determination, COG response to comments, and relevant Unmet Transit Needs Policy.

Notice of the hearing and meetings was given and included the date, place and specific purpose of the meeting through various means. Spanish language translation was provided at all meetings. The meetings were advertised by distributing bilingual flyers on social media and public spaces, including bus stop shelters and aboard transit vehicles.
The notice below was published in the Hollister Freelance Newspaper on January 18, 2019 notifying the public of the February 21, 2019 Public Hearing. However, since meeting was cancelled, due to the lack of a Board quorum, a second notice was published on March 8, 2019 for the April 18, 2019 Hearing.
REGULAR MEETING
April 18, 2019, 3:00 P.M.

MEMBERS PRESENT:
César E. Flores, Jim Gillio, Marty Richman, Ignacio Velazquez, and Alternate Anthony Botelho.

MEMBERS ABSENT:
Mark Medina; Ex Officio, Caltrans District 5

STAFF PRESENT:
Deputy County Counsel, Shirley Murphy; Executive Director, Mary Gilbert; Transportation Planner, Veronica Lezama; Transportation Planner, Regina Valentine; Secretary II, Monica Gomez

OTHERS PRESENT:
Leona Medearis-Peacher, MV Transportation

CALL TO ORDER:
Chair Flores 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 Gillio, and seconded by Director Botelho, the Directors acknowledged the Certificate of Posting. Vote: 5/0 motion passes.

C. PUBLIC COMMENT:
Chair Flores stated for the record that the COG Board received Joe Thompson’s public comment correspondence. The correspondence was entered into public record.

D. EXECUTIVE DIRECTOR’S REPORT: Gilbert

Ms. Gilbert reminded the Board that the SB 1 Local Streets and Roads funding resolutions for their respective jurisdictions are due to the California Transportation Commission by May 1st. She stated that it is very important to get the list in on time.

Ms. Gilbert reported that Regina Valentine of COG staff attended a San Benito County Library event where the Local Transportation Authority was given a certificate of recognition from Congressman Jimmy Panetta for providing free public transit service to their Summer Reading program.

Lastly, Ms. Gilbert requested that the Chair move the ALUC meeting up before the LTA meeting.

E. CALTRANS DISTRICT 5 REPORT: Aileen Loe

Ms. Gilbert stated that Caltrans apologized for their absence, but they were stuck in traffic due to an accident on HWY 101. They did not think they would be able to make it to the meeting in time.
F. BOARD OF DIRECTORS REPORTS:

Director Botelho reported that the County Board of Supervisors identified a number of roads that will be better serviced in fixing potholes. He said that they have expanded their road crew which will help address the roads in a timelier manner. He said they are also looking into contracting to get outside help to assist with getting caught up with some of the road work.

Director Richman reported that he worked with the City manager on getting some estimates using the KNN cash flow model. He let him know that the funds won’t be available until September. He thanked the Executive Director for updating that information on the agenda. He said it’s important because the public is interested in what is going on with the roads.

Director Velazquez reported that the City also approved their list of streets and roads that they will be repairing with SB 1 funds on Monday. He said that the report should have been forwarded to the CTC.

Director Gillio stated that the County also approved their SB 1 funds list of streets and roads and has forwarded it the CTC. He noted that the roads Director Botelho mentioned were specifically to catch up on repairing potholes. This will be coming out of their General fund.

Board members discussed sharing their SB 1 project lists with each jurisdiction to help answer questions from the public. They also talked about working together on any City/County bordering projects to take advantage and share the mass scope of work.

Board members asked that COG help coordinate the communication between the jurisdictions regarding their SB1 project lists.

CONSENT AGENDA:

1. **APPROVE** Council of Governments Draft Meeting Minutes Dated March 21, 2019 – Gomez
2. **RECEIVE** Construction Projects Report – Caltrans District 5

There was no public comment on the Consent Agenda.

*Upon a motion duly by made by Director Gillio, and seconded by Director Richman, the Directors approved Items 1 and 2 from the Consent agenda. Vote: 5/0 motion passes.*

REGULAR AGENDA

TRANSPORTATION ITEMS:

3. **2019 Unmet Transit Needs Hearing** – Lezama
   a. **RECEIVE** Report on Unmet Transit Needs
   b. **OPEN** Public Hearing
   c. **CLOSE** Public Hearing

Veronica Lezama provided a PowerPoint presentation on the 2019 Draft Unmet Transit Needs Report and answered questions from the Board. Director Richman asked if Jovenes de Antaño was a member of the Social Services Transportation Advisory Committee. Ms. Lezama confirmed that the Executive Director of Jovenes de Antaño, Pauline Valdivia was a member of the Social Services Transportation Advisory Committee.
Ms. Lezama recommended that the COG Board open the public hearing to receive comments on the 2019 Unmet Transit Needs Hearing. Following public comments, the Board will close the public hearing. The public comment period will conclude April 18, 2019.

Chair Flores opened the public hearing at 3:14 p.m.
There was no public comment.
Chair Flores closed the public hearing at 3:14 p.m.

Ms. Lezama stated that as part of the Unmet Transit Needs process, staff will review and analyze all testimony received with COG’s Social Services Transportation Advisory Council and provide draft recommendations to the COG Board at its June meeting. The COG Board will consider adoption of the 2019 Unmet Transit Needs Report at its July/August meeting. The final report is due to Caltrans in August.

4. **CONSIDER** Authorizing Executive Director to Sign Letter of Support for AB1783 (R. Rivas) the Farm Worker Housing Act of 2019 – Lezama

Veronica Lezama provided a Power-Point presentation on Assembly Bill 1783, the Farm Worker Housing Act of 2019. The Bill would create a streamlined process for farm owners and operators to develop quality employee housing on their agricultural lands. From a transportation perspective, a key issue for sustainable development is closing the commute gap between where people live and work.

Ms. Lezama noted that along with other surrounding cities, the City of Hollister and the City of San Juan Bautista have also provided letters of support.

There was no discussion or public comment on this item.

*Upon a motion duly by made by Director Gillio, and seconded by Director Botelho, the Directors approved Item 4 as noted above. Vote: 5/0 motion passes.*

5. **San Benito County Measure G** – Gilbert
a. **RECEIVE** Update on Measure G Outreach and Implementation
b. **APPROVE** Request for Proposals 2019-01 for Financial Services Citizens Oversight Committee Application and Recruitment Process

Ms. Gilbert reported that COG is currently recruiting for the Oversight Committee and applications are due April 30th. Staff had received four applications to date. Staff is also working closely with State and Federal government to ensure maximum investments in the Route 25 Project. Staff is also working with local jurisdictions to ensure they are aware of requirements for receiving funds. Lastly she stated that staff is recommending approval of a RFP for a qualified Financial Services firm to help develop the Strategic Plan for implementing Measure G.

Ms. Gilbert noted that she had provided Assembly member Rivas, at his request, a letter stating our most immediate needs for HWY 25, so he has it readily available when lobbying for matching funds for our regional projects.

**PUBLIC COMMENT:**
Stephen Rosati
Mr. Rosati asked if the proposal for Financial Services was a second service from what KNN Finance is already doing for COG, or if the Board was looking for another agency to do the work. He also questioned the factors to be considered in selecting the consultant, specifically the 10% cost factor and 10% in references.

Ms. Gilbert stated that staff would be looking at expanding the scope for what KNN Finance had already done for COG. This would be under a separate contract with much more extensive work being done by the contractor.

Deputy County Counsel, Shirley Murphy responded regarding the 10% cost factor and 10% references. She stated that there is a Government Code section that somewhat ties the Boards hands when hiring a professional consultant which states you cannot use cost as a primary factor. You have to primarily focus on their professional qualifications for doing the work. However, you can consider the cost, it just can’t be the primary factor.

Director Richman stated that he was concerned that the 1% available for administration won’t cover the option of hiring staff with engineering and technical support. He asked if staff was working on finding other funds.

Ms. Gilbert stated that there are some local funds available at COG, and there is also the opportunity within the MOU between the Cities and County where each jurisdiction can pay dues to COG as another option.

Director Richman said he was glad to hear that staff is working on some plans because he wants to ensure that the public understands that the Board is complying with the Measure G limitations of keeping the actual administration expenses to 1% or less of the collected funds. He asked if staff had a deadline for an RFP for on-call support services for engineering and project management.

Ms. Gilbert stated that staff plans on bringing an RFP for on-call support engineering and project management to the Board in May or June.

Deputy County Counsel, Shirley Murphy, noted that there is a formula in the Joint Powers Agreement that specifies what percentage of costs and how it would be spread among the entities, however, the two City Councils and Board of Supervisors would have to authorize allocating that money through their budget process for it to come forward. She mentioned that to her knowledge that formula has never been triggered before. All of the budget for COG and the rest of the agencies has all been managed through federal and state grant funds. She said that it would be a new precedent that hasn’t been done before, but it would be a potential funding option.

There was some discussion about “administrative cost”. The Board asked staff to report back on a clear definition of what “administrative cost” is for Measure G.

Upon a motion duly by made by Director Botelho, and seconded by Director Velazquez, the Directors unanimously approved Item 5b. Vote: 5/0 motion passes.

6. RECEIVE UPDATE on Regional Surface Transportation Program and Transportation Development Act Funding Available to Local Jurisdictions for Local Street and Roadway Projects – Gilbert
Ms. Gilbert provided a quarterly update to the Board on the status of apportionments and claims under the two programs as of April 1, 2019. Ms. Gilbert reported that since the last update to the Board, COG has received one claim for RSTP funds from the City of Hollister in the amount of $1,725,270 to fund the City’s Road Rehabilitation Program at various locations throughout the City. Ms. Gilbert stated that the balance of Local Streets and Roads funds allocated by COG and available to local jurisdictions totals $4,244,191. She noted that staff is available for assistance to jurisdictions as they prepare and process claims.

COG Board members stated that COG staff should be expecting a claim submittal from their respective jurisdictions.

Regarding TDA funds, Director Gillio asked if there was a trigger or need that has to be met before you can use the funds for roads versus public transportation.

Ms. Gilbert stated that the Unmet Transit Needs process actually dictates it. If an Unmet Transit Need is found, COG is responsible for ensuring that funds are expended to meet those needs before any TDA funds can be used for any other transportation purposes, therefore, transit gets top priority under that program.

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

_Upon a motion duly made by Director Gillio, and seconded by Director Botelho, the Directors Unanimously adjourned the COG meeting. The meeting was adjourned at 3:35 p.m. Vote: 5/0 motion passes._

**ADJOURN TO COG MEETING MAY 16, 2019 at 3:00 P.M.**
Public Comments Received and COG Response
### COUNTY EXPRESS COMMENTS

<table>
<thead>
<tr>
<th>No.</th>
<th>Comment</th>
<th>Unmet Transit Needs Determination and Criteria</th>
<th>COG Response</th>
</tr>
</thead>
</table>
| 1.  | Commenter praised Rachel the County Express red line bus driver.        | Not an Unmet Transit Need. 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.  
  - The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
  - Sufficient *broad-based* community support exists.  
  - Request is a current rather than future need.  
  - Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Thank you for your comment.                                        |
| 2.  | Good service, use County Express daily.                                 | Not an Unmet Transit Need. 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.  
  - The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
  - Sufficient *broad-based* community support exists.  
  - Request is a current rather than future need.  
  - Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Thank you for your comment.                                        |
| 3.  | First time rider on County Express – good service, it picked me up. I have also taken Specialized Transportation, provided by Jovenes de Antano, services to go to doctor. | Not an Unmet Transit Need. 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.  
  - The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
  - Sufficient *broad-based* community support exists.  
  - Request is a current rather than future need.  
  - Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Thank you for your comment.                                        |
| 4.  | I am very pleased with the rides.                                       | Not an Unmet Transit Need. 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.  
  - The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
  - Sufficient *broad-based* community support exists.  
  - Request is a current rather than future need.  
  - Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Thank you for your comment.                                        |
<table>
<thead>
<tr>
<th>ID</th>
<th>Comment</th>
<th>Requires Unmet Transit Need?</th>
<th>Criteria Met</th>
</tr>
</thead>
</table>
| 5. | I am very satisfied with the County Express, I take it everywhere, great drivers take me to doctors/Safeway/Kmart. | No | - The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) |
| 6. | San Juan really needs the service, I am glad you can provide it, thank you. My grandfather used in the 1980s. | No | - The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) |
| 7. | I'm very satisfied with the bus service I receive. | No | - The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) |
| 8. | I think dial-a-ride is great. I love that they will pick us up wherever. | No | - The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) |
| 9. | Very good service! | No | - The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) |
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Restore midday Fixed Route service.</td>
<td>Unmet Transit Need, Reasonable to Meet.</td>
<td>The LTA will be implementing the restoration of the midday Fixed Route Service in the 2019/20 Fiscal Year. The cost of restoring the Fixed Route midday weekday service is estimated at $128,790 annually (2,862 service hours x contractor hourly rate of $45). The cost does not include fuel, maintenance, or monthly contract fixed rate of $30,000 for all transit services. The LTA is expected to receive State Transit Assistance from Senate Bill 1, Road Repair and Accountability Act of 2017 for the implementation of the Fixed Route service.</td>
</tr>
</tbody>
</table>
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.  
 | At this time, it would be cost prohibited to implement additional dial-a-ride services during the week. During the week, the Dial-a-Ride fleet is at capacity and not enough drivers to accommodate the increase in service. On the weekend, supplemental Dial-a-Ride services will be implemented in fiscal year 2019/20. The cost of providing an additional weekend Dial-a-Ride service vehicle is estimated at $28,080 annually ($45/contractor hourly rate x 6 hours/day x 104 weekend days/year). The costs does not include fuel, maintenance, or monthly contract fixed rate of $30,000 for all transit services. |
| 12. | I would love if the bus or dial-a-ride would run a little later. | Unmet Transit Need, Not Reasonable to Meet. | 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.  
 | At this time, the proposed service would not have a reasonable expectation of future increase in ridership during later hours. This request will be studied in greater detail during the update on the Short and Long Range Transit Plan. |
| 13. | There should be more frequency on the bus schedules. | Unmet Transit Need, Reasonable to Meet. | The LTA will be implementing the restoration of the midday Fixed Route Service in the 2019/20 Fiscal Year, which will increase Fixed Route frequency. |
| 14. | More times for inter-county – preferably between 1:15 p.m. and 3:35 p.m. (Additional number of times comment received: 4) | Unmet Transit Need, Reasonable to Meet. | There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students. |
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. | Buses operate: Monday through Friday 5:30 a.m. to 8:30 p.m., Saturdays and Sundays 7:40 a.m. to 6:00 p.m. |
| 16. | More Routes – time schedules variety | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | The LTA will be implementing the restoration of the midday Fixed Route Service in the 2019/20 Fiscal Year, which will increase Fixed Route frequency. |
| 17. | During winter and summer times, adding more available bus times. Possibly adding a time interval that the bus must be there at the stop so people could still arrive to their stop. | Unmet Transit Need, Not Reasonable to Meet.  
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. | The demand for bus service to/from Gavilan College decreases due to the summer and winter breaks. It would not be operationally efficient to continue providing full service. |
| 18. | More buses in between current Gavilan College schedule. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students |
There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As a result, both Gavilan College and GECA students are boarding the 3:35 p.m. run. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students.

### Operational Comments

<table>
<thead>
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<th>COG Response</th>
</tr>
</thead>
</table>
| 19. | Need more stop to Gavilan College it’s overcrowded. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | |
| 20. | Earlier pickup time for 8:00 a.m. preschool schedule and keeping to promised pick up time. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Dial-a-Ride services are not recommended for morning school drop off trips as the service operates on a 30 minute service window. The County Express cannot guarantee on-time school trip and recommends passengers use the Fixed Route Service.

In the new County Express contract term – County Express will use the Transit Miner a real-time reporting platform, which provides dispatchers clear views of on-time performance by route, vehicle operator, and vehicle identification throughout the service day for Demand Response services. |
| 21. | Anzar High School to Gavilan Route: How about a stop in Gilroy (Monterey Road) before going to Gavilan College? | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | The Monterey Rd configuration provides limited bus stop spacing and causes a safety issue for passengers. The location is also compliant with the Americans with Disabilities Act. |
<p>| 22. | Intercounty scheduled (North/Southbound to Hollister) that better matches the GECA | Not an Unmet Transit Need. 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. | Each quarter, staff reviews the schedules and will now include review of the GECA Program schedule. There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As a result, both Gavilan College and GECA students |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Criteria</th>
<th>Example</th>
</tr>
</thead>
</table>
| 23. | Bus schedule (North/South bound to Hollister) that better match evening classes | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient *broad-based* community support exists.  
- Request is a *current* rather than *future* need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Each quarter, staff reviews the schedules and will now include review of the Gavilan College evening class schedule. |
| 24. | Bus schedule (North/South bound to Hollister) that better match summer classes | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient *broad-based* community support exists.  
- Request is a *current* rather than *future* need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Each quarter, staff reviews the schedules and will now include review of the Gavilan College summer class schedule. |
| 25. | Improve punctuality (busses often late) | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient *broad-based* community support exists.  
- Request is a *current* rather than *future* need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | In the new County Express contract term – County Express will use Transit Miner, a real-time reporting platform, which provides dispatchers clear views of on-time performance by route, vehicle operator, and vehicle identification throughout the service day for Demand Response services. |
| 26. | Direct routes from Gilroy to Hollister and vice versa | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient *broad-based* community support exists.  
- Request is a *current* rather than *future* need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Some routes are directed towards San Juan Bautista before heading to Gilroy to ensure San Juan Bautista residents are provided with transportation services. There are a few routes that provide direct service between Gilroy and Hollister. |
| 27. | Can you have bus for pick-up 8 p.m. or around that time for Gavilan College. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Currently the last bus leaving Gavilan College departs at 7:35 p.m. There is a possibility to reroute the bus. Currently, the bus stops at the Gavilan College first, prior to picking up at Gavilan College. The LTA may consider picking up at the Caltrain station first, then heading to Gavilan College for a closer arrival to 8:00 p.m. |  
28. | More buses on the same Gavilan route. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students. |  
29. | More buses needed for weekend. Dial-A-Ride shouldn't have to reserve so far in advance—they always tell me they're booked up. | Unmet Transit Need, Reasonable to meet. | The weekend Dial-a-Ride service has reached capacity. There is currently one vehicle available on the weekend between 9 a.m. to 3 p.m. The cost of providing an additional weekend Dial-a-Ride service vehicle is estimated at $28,080 annually ($45/contractor hourly rate x 6 hours/day x 104 weekend days/year). The costs does not include fuel, maintenance, or monthly contract fixed rate of $30,000 for all transit services. The supplemental Dial-a-Ride services will be implemented in fiscal year 2019/20. |  
30. | More pick up times around 2:00-3:00 at Gavilan. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students. |  
31. | More pick up times around 7:00 a.m. -10:00 a.m. in Hollister to Gavilan College. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | County Express provides several time runs in the 7 a.m. to 10 a.m. timeframe to accommodate passengers. |  
32. | Be nice to have the Red Line run on Saturdays and Sundays. | Unmet Need, Not reasonable to meet.  
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: | Supplemental weekend Dial-a-Ride services will be implemented in fiscal year 2019/20. New Dial-a-Ride services will be able to provide transportation for passengers wanting to reach destination areas along the Red Line. |
<table>
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<th>No.</th>
<th>Comment</th>
<th>Unmet Transit Needs Determination and Criteria</th>
<th>COG Response</th>
</tr>
</thead>
</table>
| 33. | Would be nice if Dial-A-Ride to St. Francis Retreat in San Juan. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need. | St. Frances Retreat is outside of the County Express service area. Sufficient community support does not currently exists to extend the County Express service area. |
| 34. | More buses to central Hollister. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need. | The Hollister Fixed Route operates Monday through Friday in the City of Hollister between the hours of 6:15 a.m. to 11:15 a.m. and 2:10 p.m. to 5:51 p.m. |
| **Infrastructure Comments** | | | |
| 35. | More benches | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | The LTA developed a Bus Stop Improvement Plan, which evaluates each County Express bus stops for its accessibility and amenities and makes recommendations for priority improvements. The LTA has identified funding for the procurement of bus stop improvements, which are scheduled for implementation in the Winter of 2019. |
| 36. | Wi-Fi on Gavilan College bus (Additional number of times comment received: 4). | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | The LTA currently does not have an identified fund source to implement Wi-Fi on County Express buses.  
The estimated cost of implementing Wi-Fi includes a one-time cost of $15,000 to $20,000 (dependent on equipment and data usage on 6 vehicles). The annual and ongoing cost totals between $5,000 and $8,500 (dependent on carrier network fees). |
| 37. | Some of the buses don't have bike racks. | Not an Unmet Transit Need. 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.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | All buses have bicycle racks, except for buses 46, 47, 61. Buses 46 and 47 will soon be replaced. LTA staff will research the possibility of installing a bicycle rack on bus 61. |
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| 38. | **Heater/Air conditioning** *(Additional number of times comment received: 1).* Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient *broad-based* community support exists.  
- Request is a *current* rather than *future* need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) |
|   | **Due to the nature of LTA’s services, cutaways are the predominant vehicle type in the LTA fleet. Cutaways are produced using a truck chassis with custom-made fiberglass bodies and floorplans. For this reason, the same amount of effort to ensure rider comfort, including HVAC performance that goes into mass produced vehicles unfortunately is not possible in cutaway vehicles. Although this is the case, LTA works to ensure that the HVAC systems in the vehicles are working to their maximum potential as reported in the driver Daily Vehicle Inspections. If heating and AC upgrades are available and if the budget allows, the LTA will select the upgrades.** |
| 39. | **More space for wheelchairs please.** Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient *broad-based* community support exists.  
- Request is a *current* rather than *future* need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) |
|   | **LTA’s fleet meets all ADA requirements. If Dial-a-ride or Fixed Route services are at wheelchair capacity at any given time, County Express will dispatch a second vehicle. On Intercounty services, once the ADA securement area slots have been occupied, a passenger must wait for the next bus as permitted by ADA law regarding shuttle services.** |
| 40. | **Better seats.** Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient *broad-based* community support exists.  
- Request is a *current* rather than *future* need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) |
|   | **Due to the nature of LTA’s services, cutaways are the predominant vehicle type in the LTA fleet. Cutaways are produced using a truck chassis with custom-made fiberglass bodies and floorplans. For this reason, the same amount of effort to ensure rider comfort, including HVAC performance that goes into mass produced vehicles unfortunately is not possible in cutaway vehicles. Although this is the case, LTA works to ensure that the HVAC systems in the vehicles are working to their maximum potential as reported in the driver Daily Vehicle Inspections.** |
| 41. | **Seating area on 4th & San Benito is often dirty and littered. Need frequent clean-up.** Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient *broad-based* community support exists.  
- Request is a *current* rather than *future* need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) |
<p>|   | <strong>The LTA will work with the contractor to improve cleanliness.</strong> |</p>
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<th>Description</th>
<th>Not an Unmet Transit Need. 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.</th>
</tr>
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</table>
| 42. | Being part of times for the bus. Learning routes for the bus.              | • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
• Sufficient broad-based community support exists.  
• Request is a current rather than future need.  
• Request is not operational in nature (i.e. minor route change, bus stop change, etc.) |
| 43. | Bus overcrowded sometimes (space) in the afternoon Gavilan bus.           | Thank you for your comment.  
| 44. | Allow Food/Drinks.                                                         | There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As a result, both Gavilan College and GECA students are boarding the 3:35 p.m. run. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students. |
| 45. | Allow music on the bus.                                                    | In order to maintain a sanitary environment food should be consumed prior or after boarding the bus. The American with Disabilities Act provides for exceptions for people with medical conditions. |
| 46. | Monthly transfer rides.                                                   | For the comfort of all passengers, rides are encouraged to use headphones.  
<p>|  |                                                                             | The monthly bus passes for Fixed Route and Intercounty services offer unlimited rides. The Dial-a-Ride service currently does not allow for monthly transfers because it is more costly to operate a curb-to-curb service as it does not operate on a fixed schedule. |</p>
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<th>Description</th>
<th>Criteria for COG Consideration</th>
<th>Details</th>
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| 47. | Go Pass for San Benito Bus Pass | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | The Valley Transportation Authority (VTA) Go Pass program allows companies, educational institutions and residential complexes (“Participants”) to purchase annual unlimited-ride passes for all eligible employees, residents or students (“Users”). A Go Pass sticker is affixed to an approved identification badge and the user presents it on the train as proof of payment. County Express Token Transit users can also have other parties’ purchase their bus passes. Intercounty services and Fixed route services provide unlimited rides with the purchase of the month pass, respectively. |
| 48. | Using larger buses with more room (more seats). | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As a result, both Gavilan College and GECA students are boarding the 3:35 p.m. run. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students. |
| 49. | Allow student to eat (certain foods) | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | In order to maintain a sanitary environment food should be consumed prior or after boarding the bus. The American with Disabilities Act provides for exceptions for people with medical conditions. |
| 50. | Lower price for students. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Staff has recognized requests from the community for free or reduced fares for students and low-income residents. During FY 2019/20, County Express will offer free Fixed Route service the first week of each month and free Intercounty service during the lower-ridership months of December, January and June, a project only made possible by the use of FY 2018/19 Low Carbon Transit Operations Program (LCTOP) funding. |
| 51. | Have more space on the Gavilan run. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As a result, both Gavilan College and GECA students are boarding the 3:35 p.m. run. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students. |
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| **52.** | Have driver play the radio. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | For the comfort of all passengers, rides are encouraged to use headphones. |
| **53.** | Would like the Intercounty schedule posed further in advace. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | LTA staff will work on improving the timely distribution of schedules. |
| **54.** | Drivers should get paid more. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Drivers are compensated based on a contract between MV Transportation and the San Benito County Local Transportation Authority. Additionally, MV Transportation’s drivers and dispatchers are unionized with a Memorandum of Understanding between the union and the contractor. |
| **55.** | It would be nice if you had the meeting during the time of day when the bus is actually running that people could ride the bus to the event this should be one of your items on the list. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.). | During this meeting time, we offer Dial-A-Ride service although Fixed Route is not running. This is one of three public meetings to be held, one of which will be on Thursday, February 21st at 481 Fourth Street, Hollister at 3pm when Fixed Route is running. Also, understanding it is difficult to attend meetings in person, we welcome Unmet Transit Needs comments by mail: 330 Tres Pinos Road, Suite C7, Hollister; by email veronica@sanbenitocog.org; and by phone (831) 637-7665 x 204. |
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<th>Statement</th>
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<th>COG Response</th>
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| 56. | I live on Pacheco Pass and Jovenes de Antaño senior Lunch Program transportation doesn’t go out where I live. (Senior lunch Program has service boundary.) I don’t want to use Dial-A-Ride because of $1.00 convenience fee. I can’t always call in advance because lady has special needs. Sometimes she changes her mind and decides the day of that she wants to go to senior lunch program. | Not an Unmet Transit Need. 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.  
* The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
* Sufficient broad-based community support exists.  
* Request is a current rather than future need.  
* Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | County Express transportation services are provided to the area near Pacheco Pass. The advance reservation policy was developed to allow dispatchers to establish the pickup schedule prior to providing Dial-a-Ride trips. The $1.00 convenience fee is aimed at discouraging interruptions in the established schedule. The advance reservation policy reduces operational cost and increases efficiency in transit services. Specialized Transportation provides services as far as Fairview Road and Santa Ana Road at no cost to passengers. |
| 57. | Need bus that will go to Pacheco and Fairview Rd for the senior lunch program. | Not an Unmet Transit Need. 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.  
* The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
* Sufficient broad-based community support exists.  
* Request is a current rather than future need.  
* Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | County Express transportation services are provided to the area near Pacheco Pass. The advance reservation policy was developed to allow dispatchers to establish the pickup schedule prior to providing Dial-a-Ride trips. The $1.00 convenience fee is aimed at discouraging interruptions in the established schedule. The advance reservation policy reduces operational cost and increases efficiency in transit services. |
| 58. | Good Driver Carlos                                                                 | Not an Unmet Transit Need. 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.  
* The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
* Sufficient broad-based community support exists.  
* Request is a current rather than future need.  
* Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Thank you for your comment. |
| 59. | Doctors’ appointments  
Pick up prescriptions  
Grocery shopping | Not an Unmet Transit Need. 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.  
* The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
* Sufficient broad-based community support exists.  
* Request is a current rather than future need.  
* Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Thank you for your comment. |
| 60. | 1. To come to center  
2. To go to Dr. appointments  
3. To go to groceries food | Not an Unmet Transit Need. 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.  
* The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
* Sufficient broad-based community support exists.  
* Request is a current rather than future need.  
* Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Thank you for your comment. |
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<th>No.</th>
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<th>Unmet Transit Need</th>
<th>Reasonable to Meet</th>
<th>Staff Response</th>
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| 61. | To come to Community Center | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | | Thank you for your comment. |
| 62. | Being pick up on time. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | | The LTA will work with the contractor to improve on-time performance. |
| 63. | Need more medical bus service. | Unmet Transit Need, Reasonable to meet. | | The LTA has increased Out of County Medical Transportation Services effective May 2019, as FTA Section 5310 operational funding became available. |
| 64. | Being pick up after doctor’s appt. (long wait) How can time be improved. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | | The LTA will work with the contractor to improve on-time performance. |
| 65. | To pick me up and take me to my address. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | | Thank you for your comment. |
| 66. | That they bring me to the dining room (Community Center) and that they take me to my home because I do not have a car and I am of low income. | Not an Unmet Transit Need. 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.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | | Thank you for your comment. |
Staff Report

To: Council of Governments
From: Veronica Lezama, Transportation Planner
Date: August 15, 2019
Subject: 2019 Draft Public Participation Plan

Recommendation:


Summary:

The Association of Monterey Bay Area Governments (AMBAG) is the lead agency in the preparation of the Draft 2019 Public Participation Plan. The Plan was prepared in coordination and consultation with our partner agencies: Santa Cruz County Regional Transportation Commission (SCCRTC), Transportation Agency for Monterey County (TAMC), San Benito County Local Transportation Authority (LTA), Santa Cruz Metropolitan Transit District (SCMTD) and Monterey-Salinas Transit (MST).

Financial Considerations:

The update of the Public Participation Plan is financed by the Federal Highway Administration and Federal Transit Administration planning funds, which AMBAG receives directly. San Benito COG provides no direct financial contribution for the development of the Plan.

Background:

The federally required 2019 Public Participation Plan is a comprehensive document that guides 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 Public Participation Plan at least once every four years. The current Public Participation Plan was adopted by AMBAG and accepted by San Benito COG in 2015. The 2019 Public Participation Plan will cover the four-year period from 2019-2023 and must comply with the current Federal Surface Transportation Act, Fixing America’s Surface Transportation Act (FAST Act), which was enacted in 2015.
Staff Analysis:
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 within the tri-county region.

Key sections of the 2019 Public Participation Plan are listed below:

- Public Participation Plan Guiding Principles
- 2019 Public Participation Plan Timeline
- Incorporating Limited-English Proficiency (LEP) Populations into the PPP
- PPP Procedures and Development Process
- Interested Parties and Public Engagement
- Online and Visualization Outreach Strategies

In particular, the Public Participation Plan will play a key role in the public outreach strategy for the upcoming update to the 2022-2045 San Benito Regional Transportation Plan.

Below are key dates for developing the 2019 Public Participation Plan. The items in bold are applicable to San Benito COG.

- June 12, 2019: AMBAG Board of Directors released the Draft 2019 Public Participation Plan for public comment.
- June 20, 2019: San Benito COG Board of Directors provided comments on the Draft 2019 Public Participation Plan.
- August 14, 2019: AMBAG Public Hearing on Draft 2019 Public Participation Plan scheduled to be held at the AMBAG Board of Directors August Meeting.
- August 28, 2019: Close of the public comment period.
- October 9, 2019: AMBAG Board of Directors scheduled to adopt the Final 2019 Public Participation Plan.
- October 17, 2019: San Benito COG accepts the Final 2019 Public Participation Plan.

Executive Director Review: ____________  Counsel Review: No

Supporting Attachments:

1. Draft 2019 Public Participation Plan (Appendices are available online at: www.ambag.org)
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I. Introduction

Background Summary

The 2019 Public Participation Plan has been prepared by AMBAG in collaboration with the Council of San Benito County Governments (SBtCOG), the Santa Cruz County Regional Transportation Commission (SCCRTC), the Transportation Agency for Monterey County (TAMC), and the California Department of Transportation (Caltrans) District 5, with additional input and review by Monterey-Salinas Transit (MST), Santa Cruz Metropolitan Transit District (Santa Cruz METRO or SCMTD), San Benito County Express/Local Transportation Authority (LTA) and the cities and counties in the tri-county Association of Monterey Bay Area Governments (AMBAG) metropolitan planning region. The above agencies are defined as Partners in this plan. SBtCOG, SCCRTC and TAMC are referred to as RTPAs in this plan.

The purpose of this plan is to establish the process by which the public can participate in transportation planning, programming and project implementation including the development of the Metropolitan Transportation Plan/Sustainable Communities Strategy for the AMBAG region and the Regional Transportation Plans for Monterey, San Benito, and Santa Cruz counties. The 2019 Public Participation Plan incorporates strategies to ensure that, to the greatest extent possible, interagency consultation and public participation are an integral part of the regional transportation planning and decision making process.

The public participation policies and procedures described in this plan are structured to comply with all applicable federal and state legislation, rules, and express the genuine regional value and interest for all residents of the Monterey Bay region to participate in the shaping and implementation of regional policies and decisions regarding the region’s multimodal transportation system.

The 2019 Public Participation Plan was developed to conform to the 2015’s Fixing America’s Surface Transportation Act (FAST Act) legislation and pursuant to changes in the California Government Code 65080 that occurred with the passage of Senate Bill (SB) 375 in 2008.

The “Monterey Bay region” covers the 18 cities and three counties within AMBAG’s tri-county area of Santa Cruz, Monterey and San Benito Counties (Figure 1-1).

The Association of Monterey Bay Area Governments (AMBAG) is a federal designated Metropolitan Planning Organization (MPO), and also serves as the regional forum for the study and discussion of regionally significant issues, which include but are not limited to: housing, transportation, energy efficiency, water conservation, and environmental quality. Elected officials within the Monterey Bay region’s 18 cities and three counties form the AMBAG’s Board of Directors.

In pursuing its mission, “AMBAG provides strategic leadership and services to analyze, plan and implement regional policies for the benefit of the Counties and Cities of the Monterey Bay region balancing local control with regional collaboration.” AMBAG strives to inform and involve its local jurisdictions and the general public throughout its various programs, projects, and work activities conducted by the agency.
AMBAG and RTPAs in the Monterey Bay region seek the participation of a diverse set of communities with an interest in regional planning efforts, including low income households, minority populations, Limited English Proficiency (LEP) populations, persons with disabilities, representatives from community and service organizations, tribal organizations, and other public agencies.

Figure 1-1: AMBAG Tri-County Region of Monterey, San Benito and Santa Cruz Counties Map
The seven guiding principles for public participation are as follows:

1. Valuing public participation and promoting *broad based involvement* by members of the community
2. Providing varied *opportunities for public review and input*
3. *Treating all members of the public fairly*, and respecting and considering all public input as an important component of the planning and implementation process
4. Promoting a *culture of dialogue and partnership* among residents, property owners, the business community, organizations, other interested members of the public, and public officials
5. *Involving underserved communities and community groups*, as well as other organizations
6. *Encouraging active public participation* throughout the entire process
7. Providing communications and agency reports that are *clear, timely and broadly distributed*

AMBAG and the RTPAs perform a broad range of public participation and stakeholder engagement activities, such as:

- Conducting public meetings
- Establishing standing and ad hoc committees
- Partnering on studies and projects
- Providing educational and informational programs in accordance with statutory and regulatory directives

All of the activities listed above are open to public involvement and review. AMBAG and the RTPAs (TAMC, SBtCOG and SCCRTC) have taken this opportunity to update the 2019 Public Participation Plan to further improve transportation decision making in the region and to reach out to underserved communities within the Monterey Bay region more effectively.
II. Regional Roles and Responsibilities

AMBAG, as the designated MPO, must follow federal and state legislation when developing and programming transportation projects. SBCOG, SCCRTC and TMC, the RTPAs within the AMBAG region, are required to follow federal legislation and state legislation as well if they are utilizing federal funding. Federal and state legislation requirements related to the Public Participation Plan can be found in Appendix E.

State Department of Transportation
The California Department of Transportation (Caltrans) - District 5

Caltrans oversees the state transportation planning, and the MPO’s transportation planning and programming processes. Caltrans’ primary responsibility is to ensure the function of the state highway system and develop transportation projects of statewide importance, including intercity rail projects.

The State Transportation Improvement Program (STIP) includes transportation projects from throughout California, including those from all Monterey Bay Area jurisdictions for approval to the California Transportation Commission (CTC), a policy making body appointed by the Governor and State legislature. In the Monterey Bay region, Caltrans District 5 is the liaison between our partner agencies and Caltrans Headquarters.

Metropolitan Planning Organization
Association of Monterey Bay Area Governments (AMBAG)

Formed under a joint powers agreement in 1968, AMBAG is a voluntary association of cities and counties for the Monterey Bay region. Established by a joint powers agreement, AMBAG provides a forum for policy and planning issues of regional significance. AMBAG acts as the regional Council of Governments (COG) for Santa Cruz and Monterey Counties and since 1968 has been designated by the Governor as the MPO for the Monterey Bay region.

Membership of the Association of Monterey Bay Area Governments includes 21 jurisdictions within Monterey, San Benito and Santa Cruz Counties. An elected official from each jurisdiction is appointed by that jurisdiction’s City Council or Board of Supervisors, with each of the 18 cities represented by one member and each of the three counties by two members, forming the 24 member AMBAG Board of Directors. A representative from TMC, SBtCOG, SCCRTC, Caltrans, Monterey Salinas Transit, Santa Cruz Metropolitan Transit District, Monterey Bay Air Resources District and the Monterey Bay Community Power each serve as an ex-officio member.

AMBAG, as the MPO for the Monterey Bay region, is charged with developing and periodically updating a federal long range transportation plan and transportation improvement program for the region, as well as developing an annual Overall Work Program (OWP). These statutory requirements are satisfied throughout the development process of updating the Metropolitan Transportation Plan and Sustainable Communities Strategy (MTP/SCS), the Metropolitan Transportation Improvement Program (MTIP) and the OWP.
The Metropolitan Transportation Plan and Sustainable Communities Strategy (MTP/SCS)

Adopted in June 2018, the 2040 Metropolitan Transportation Plan/Sustainable Communities Strategy (also known as Moving Forward 2040 Monterey Bay or MTP/SCS) is the long range transportation plan for the Monterey Bay region that looks ahead at the possible transportation needs the region will have in coordination with the proposed growth of the region for the next 20 years. Proposed transportation projects must be included in this plan to be eligible for federal funding. The Sustainable Communities Strategy (SCS) contained in this Plan requires the proposed transportation solutions to meet or further reduce the adopted greenhouse gas (GHG) emissions target goals specifically allocated for the Monterey Bay region set forth by the state. AMBAG is beginning the process to update the 2045 MTP/SCS and anticipates the plan to be completed by mid-2022.

The Metropolitan Transportation Improvement Program (MTIP)

The MTIP is the Monterey Bay region’s short range transportation project programming document that contains transportation projects proposed for funding. The MTIP is required to be updated at least every four years; AMBAG typically updates this document every two years.
Federal regulations require that the MTIP be prepared in consultation and coordination with our partner agencies in the region, and be subject to an adequate public outreach and review process.

The MTIP programs transportation improvement projects are proposed to implement the adopted MTP/SCS. The RTIPs and SRTPs are prepared and approved by our partner agencies with extensive interagency consultation, as well as formal public review and hearings on the documents and their adoptions. The projects in the MTIP are, however, not simply a compilation of transportation projects already approved in other programs, but are part of a new program, subject to its own interagency consultation and public comments and review processes.

In addition, the MTIP is developed in consultation and coordination with the following agencies: Caltrans, San Benito County Express, MST (including their paratransit program RIDES), Santa Cruz METRO, SBtCOG, SCCRTC and TAMC.

Federal regulations require the MTIP to be prepared by AMBAG staff in cooperation and consultation with the above agencies as well as federal (FHWA/FTA) oversight agencies. As per federal regulations, AMBAG conducts a proactive interagency consultation and public involvement process to ensure that complete information, timely public notice, full public access at key decisions, and early and continuing involvement of the public be provided during development of this MTIP.

Once developed, the MTIP does not become a static document. It can be amended through a “Formal Amendment” or an “Administrative Modification” within the two to four year cycle.

Formal amendments are changes to projects that are considered significant in nature such as adding or deleting regionally significant or federally funded projects or major changes to the cost or scope of projects and therefore must go through a 14-day public review and a comment period. Formal amendments require AMBAG Board approval, as well as state and federal approval. AMBAG processes formal amendments to the MTIP on a quarterly schedule, and more often if warranted by special circumstances.

Administrative modifications to the MTIP are processed for minor program revisions. The criteria for administrative modifications and amendments are defined in the FAST Act. The administrative modifications are minor changes to projects and are not required to go through public review. AMBAG’s Executive Director is authorized to approve administrative modifications to the MTIP.

The use of technical corrections and advancement or delay of funds using Expedited Project Selection Procedures (EPSP) can also be utilized to update the MTIP. No public review is necessary for AMBAG to use agreed-upon EPSP. EPSP is used to advance projects from the later years of the MTIP and delay the implementation of other projects from earlier years. These changes occur without modification or amendment, based on agreements between AMBAG, Caltrans, local transit operators, and RTPAs.
Air Quality Conformity Analysis

Currently, the Monterey Bay region is in attainment for federal air quality standards. However, if the region becomes non-attainment for federal air quality standards, additional public involvement and interagency consultation is required.

Interagency Consultation

The conformity rule requires that Federal, State and local transportation and air quality agencies establish formal procedures to ensure interagency coordination on critical issues. Typical participants in interagency consultation include the FHWA, FTA, EPA, State DOTs, MPOs, and other local transportation agencies, and State and regional air quality agencies. In addition, public transportation operators are often active participants in interagency consultation.

Interagency consultation is a forum for discussing key assumptions to be used in conformity analyses, strategies to reduce mobile source emissions, specific impacts of major projects, issues associated with travel demand and emissions modeling, and the development of motor vehicle emissions budgets. The specific process that will be followed in each area must be adopted as part of the SIP and must be used to develop MTPs, TIPS and the SIP. These adopted interagency consultation procedures are included in the “conformity SIP.”

Public Involvement

The air quality conformity analysis must be provided for public review and comment, similar to the MTP/SCS and MTIP public outreach process. MPOs must then respond to public comment and provide adequate notice of relevant meetings.

Overall Work Program (OWP)

OWP, produced by AMBAG and each of the RTPAs, include federal and state funded planning activities as well as transportation and air quality planning activities proposed for each fiscal year. The OWP incorporates the MPO’s and RTPA’s transportation planning and air quality related work to be accomplished by each. AMBAG coordinates the OWP development process with the region’s RTPAs, transit operators, Caltrans, and is also available for the general public to review and provide comments.

The OWP establishes transportation, air quality, and other regional planning objectives, the methods and timing for achieving those objectives, and identifies planning responsibilities and funding to complete the work. The OWP also serves as a management tool for AMBAG and the RTPA’s in that it identifies all projects and services to be provided during the year beyond those mandated by the metropolitan planning process. The OWP, therefore, presents an annual guide for the agency’s use of resources for the fiscal year.

The OWP is a constantly evolving document; changes occur during the year to reflect priority, funding and staffing changes. As a working document, the OWP must be amended prior to making changes in work scope, budget and completion dates for key tasks.

* FHWA’s Key Elements of a MTP/TIP Conformity Determination Guide (March 2012):
http://www.fhwa.dot.gov/environment/air_quality/conformity/guide/guide08.cfm
Regional Transportation Planning

In the Monterey Bay region, the responsibility for transportation planning and programming is shared between:

- California Department of Transportation (Caltrans)
- Metropolitan Planning Organization (AMBAG)
- Regional Transportation Planning Agencies (RTPAs):
  - Transportation Agency for Monterey County (TAMC)
  - Council of San Benito County Governments (SBtCOG)
  - Santa Cruz County Regional Transportation Commission (SCCRTC)
- Public Transit Operators:
  - Monterey-Salinas Transit (MST)
  - San Benito County Express
  - Santa Cruz Metropolitan Transit District (Santa Cruz METRO)

Collectively, these eight agencies are referred to as our “partner agencies.”

AMBAG, in consultation and coordination with our partner agencies develop the Monterey Bay region’s MTP/SCS to ensure that both state and federal requirements for regional transportation planning are met for the Monterey Bay region. The RTPAs are each required to prepare a Regional Transportation Plan (RTP) for their respective counties.

AMBAG and RTPAs work together to make sure that all planning products and programming documents are consistent and meets state and federal requirements. The transportation improvement project included in the countywide RTPs are selected to receive State Transportation Improvement Program (STIP) funds and they are incorporated into each RTPA’s respective Regional Transportation Improvement Programs (RTIP), then forwarded to the California Transportation Commission (CTC) for inclusion in the State Transportation Improvement Program (STIP).

The STIP covers a five year period and is updated biannually. Federally funded and/or regionally significant projects selected to receive a variety of state and federal transportation funds by Caltrans, RTPAs, the transit districts, and other entities are included in the federally required Monterey Bay region’s MTIP, adopted by AMBAG.

The public transit operators prepare Short Range Transit Plans (SRTP) and operate and maintain scheduled transit services in their respective service areas. AMBAG is responsible for meeting federal metropolitan planning and programming requirements for the Monterey Bay region.
AMBAG’s public involvement activities and public hearing notices for the MTIP will satisfy the program of projects requirement of the FTA’s Urbanized Area Formula Program.*

Below is a flow chart of how planning documents relate across regional, county and local jurisdictions within the Monterey Bay region (Figure 2-2).

Regional Transportation Planning Agencies (RTPAs)

Regional Transportation Planning Agencies (RTPAs) are designated by the Governor of California, are funded directly through local and state funding, and are responsible for selecting projects to receive state and federal funds. The three RTPAs within the AMBAG region include:

Transportation Agency for Monterey County (TAMC)

The Transportation Agency for Monterey County (TAMC) is the state-designated Regional Transportation Planning Agency and Local Transportation Commission for Monterey County. TAMC is also the Congestion Management Agency and the Service Authority for Freeways and Expressways (SAFE). TAMC is a 24 member agency with 17 voting members on the Board of Directors, which is composed of elected officials from each of Monterey County’s 12 incorporated cities and five county supervisorial districts. TAMC also includes seven ex-officio members, one each from the Association of Monterey Bay Area Governments (AMBAG), California State University, Monterey Bay (CSUMB), Caltrans District 5, the Monterey Bay Air Resources District (MBRD)--, the Monterey Peninsula Airport District (MPAD), Monterey-Salinas Transit (MST) and the City of Watsonville.

* Please refer to FTA’s 49 USC 5307(C) (1)–(C) (7).
TAMC is responsible for developing and implementing a Regional Transportation Plan, and a Regional Transportation Improvement Program, as well as administration of Local Transportation Funds and programming of federal funds, including Regional Surface Transportation Program (RSTP) funding. TAMC operates a Freeway Service Patrol (FSP) program on congested Highway 1 and U.S. 101 segments in Monterey County to clear vehicle collisions and respond to other freeway emergencies that are a source of traffic congestion, as well as operating and maintaining Monterey County’s call box network on state highways.

With the passage of the voter-approved “Transportation Safety & Investment Plan” through Measure X in November 2016, TAMC and local jurisdictions are investing the estimated $20 million annually into the community, with 60 percent of the revenues dedicated to local road maintenance, pothole repairs and safety projects, and 40 percent dedicated to regional safety and mobility projects.

Another major emphasis of the Transportation Agency is to bring more passenger rail service to Monterey County, so that residents can travel to jobs, health services and entertainment. The rail program includes local commuter service options as well as greater regional access. Trains will also be a popular choice for visitors to Monterey County, helping to ease traffic during the busiest summer months. The result of this effort will remove vehicle trips from Highways 1, 101 and 156.

**Council of San Benito County Governments (SBtCOG)**

The Council of San Benito County Governments is the state-designated RTPA and the Council of Governments (COG) for San Benito County. SBtCOG is an eight-member agency with a five-member Board of Directors, composed of two representatives each from the San Benito County Board of Supervisors and the Hollister City Council and one representative from the San Juan Bautista City Council. SBtCOG also has one ex-officio representative from Caltrans District 5. SBtCOG is responsible for county-level transportation plans and programs.

SBtCOG adopts a Regional Transportation Plan (RTP) every four years. The RTP is a twenty year planning document that establishes transportation goals and policies for the region, and identifies projects to be implemented with available funding.

In June 2018, SBtCOG adopted their 2040 RTP which includes chapters that address state and federal transportation policies. In addition, topics discussed in SBtCOG’s 2040 RTP include Complete Streets, Healthy Communities, Active Transportation, etc.

SBtCOG is responsible for programming State Transportation Improvement Program (STIP) funding in its biennial Regional Transportation Improvement Program, and administration of Transportation Development Act funding. Additionally, SBtCOG allocates transportation funds, including State Surface Transportation Block Grant Program (STBG) funds, to local jurisdictions.

SBtCOG solicits public input on the development of all programs and plans, including the Regional Transportation Plan, Regional Transportation Improvement Program, and Transportation Development Act funding allocations.
SBTCOG is also responsible for administering several multimodal programs. One such program includes the Rideshare Program and the Vanpool Program, which encourages residents to use alternative modes of transportation. The Board of Directors also serves as the following entities:

- Service Authority for Freeways and Expressways (SAFE) administers the emergency call box program
- Local Transportation Authority (LTA) administers public transit services
- Airport Land Use Commission (ALUC) ensures orderly growth around the airport and protects the general welfare of local inhabitants, pilots, and members of the public
- Measure A Authority governs a 1/2 cent sales tax that was established in 1989 to raise money for specific transportation projects in San Benito County. The Measure A Authority no longer operates as the tax expired.

**Santa Cruz County Regional Transportation Commission (SCCRTC)**

The Santa Cruz County Regional Transportation Commission (SCCRTC) is the state-designated RTPA and Local Transportation Commission for Santa Cruz County. As an RTPA, SCCRTC is responsible for transportation planning, policy, coordination and programming. The SCCRTC Board of Directors consists of all five members of the County Board of Supervisors, one representative from each of the four cities in the county, and three representatives appointed by the Santa Cruz Metropolitan Transit District Board of Directors. SCCRTC also has one ex-officio representative from Caltrans District 5. Board meetings are held the first Thursday of the month, with workshops scheduled for the third Thursday of the month, as needed. SCCRTC is also the Service Authority for Freeway Emergencies (SAFE) which administers the call box program, the Local Transportation Authority which governs a 1/2 cent sales tax established in 2016 for specific transportation projects in Santa Cruz County, and the Rail/Trail Authority.

Members of the public and representatives from local transportation organizations sit on SCCRTC’s Bicycle Advisory Committee and Elderly and Disabled Transportation Advisory Committee (E&D TAC) which also serves as the state-mandated Social Service Transportation Advisory Council. The public is also encouraged to attend meetings and address the Board or advisory body. With input from the community, SCCRTC develops and implements a Regional Transportation Plan (RTP), a Regional Transportation Improvement Program (RTIP), and Unmet Transit Needs.

SCCRTC also implements several regional transportation projects and programs. These include ongoing programs such as the Cruz511 Traveler Information Service, the SAFE Callbox Program, and the Freeway Service Patrol (FSP) Program. The Call Box and FSP programs provide assistance to motorists. SCCRTC implements and/or evaluates various regional highway, passenger-rail, and bicycle and pedestrian projects.

In preparing transportation planning and programming documents and implementing specific projects and programs, SCCRTC uses a variety of public participation tools, including public meetings and workshops, public hearings, committee meetings, public notices, press releases,
the SCCRTC website, social media, email notifications, newsletters, surveys, door-to-door canvassing and televised meetings.

**Public Transit Operators**

**Monterey-Salinas Transit (MST)**

Monterey-Salinas Transit (MST) provides public transit service to a 280 square-mile area of Monterey County with 62 routes, 122 fixed route fleet buses, 34 minibuses for paratransit service, and six trolleys; all of which are Americans with Disabilities Act (ADA) compliant and serve a service area of approximately 437,907 people. In 2010, MST became the countywide transit district overseen by an 13-member voting Board of Directors, composed of one representative each from the County of Monterey and all twelve county cities: Carmel-by-the-Sea, Del Rey Oaks, Gonzales, Greenfield, King City, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside and Soledad.

MST’s fixed routes provide service primarily in the Monterey Peninsula jurisdictions and in the Salinas Valley. Intercity service is provided via Highway 68 and Highway 1 between these two urban areas of Monterey County. MST provides rural transit service to Carmel Valley and Big Sur, and seasonally along the Monterey waterfront – the MST Trolleys. In addition, inter-city routes connect MST with Santa Cruz METRO at their Transit Center in Watsonville. Also, MST operates service between Downtown Monterey and the San Jose Diridon Train Station and service between King City and Paso Robles via Fort Hunter Liggett providing timed transfer connections to San Luis Obispo County transit to the south and San Francisco Bay Area transit and rail services to the north.

MST is also responsible, under the Americans with Disabilities Act (ADA), for the provision of complementary paratransit service in Monterey County. To that end, MST operates and administers the RIDES paratransit program that provides service within ¾ mile of MST fixed transit routes. The RIDES program also serves Special Transit service areas in unincorporated rural North and South Monterey County by extending paratransit service to one mile of fixed routes in rural North Monterey County, and two miles of fixed route in South Monterey County. The RIDES program Special Transit service also extends paratransit service to two miles along Highway 68 east between Canyon Del Rey Boulevard and River Road in Salinas.

**San Benito County Local Transportation Authority (LTA)**

The San Benito County Local Transportation Authority (LTA) is the designated Consolidated Transportation Services Agency for San Benito County. The LTA is a Joint Powers Authority between the City of Hollister, City of San Juan Bautista, and the County of San Benito. The Board of Directors consists of two elected officials each from the City of Hollister City Council and the County of San Benito Board of Supervisors; and one elected official from the City of San Juan Bautista City Council.

The LTA is responsible for the administration and operation of County Express, the primary public transportation service for the County which operates seven days a week. County Express services include Fixed Route service, complementary paratransit service, Dial-A-Ride, and inter-
county transit services to the City of Gilroy in Santa Clara County. The LTA also provides three specialized transportation services: out-of-county non-emergency medical transportation, senior lunch program transportation, and a medical-shopping assistance program. The LTA seeks public input on the development of operations and plans, which include a Short Range Transit Plan and a Long Range Transit Plan. The LTA also solicits input on potential route changes, fare increases, and other service and policy changes.

**Santa Cruz Metropolitan Transit District (SCMTD or Santa Cruz METRO)**

The Santa Cruz Metropolitan Transit District (SCMTD or Santa Cruz METRO) provides public transit service in Santa Cruz County and connects with Monterey-Salinas Transit (MST), the Monterey County public transit provider, at the Watsonville Transit Center. Santa Cruz METRO provides service using 94 buses on 26 routes throughout the County. In addition to service throughout Santa Cruz County, Santa Cruz METRO operates, in coordination with the Santa Clara Valley Transportation Authority (VTA), Amtrak, Caltrans and the Capitol Corridor Joint Powers Authority, an express bus service to and from Santa Clara County over State Route 17 (Highway 17) seven days a week.

Santa Cruz METRO has an 11 member Board of Directors composed of one representative from each of the cities of Capitola and Scotts Valley, five approved by the Santa Cruz County Board of Supervisors, two representatives from the City of Santa Cruz and two representatives from the City of Watsonville. In addition to its regular membership, Santa Cruz METRO also has one ex-officio member representing the University of California, Santa Cruz (UCSC). Board meetings are held on the second and fourth Friday of each month. Comments from the general public on any issue can be made during the public comment period at the Board meetings.

Santa Cruz METRO is also responsible for the provision of complementary paratransit to fixed route transit service under the Americans with Disabilities Act (ADA). Santa Cruz METRO ParaCruz provides shared ride, door-to-door service for people certified as unable to use the regular service.

**Local Planning Coordination and Sustainability**

In 2008, Senate Bill 375 (SB 375, Steinberg) was passed, which requires AMBAG to include a Sustainable Communities Strategy (SCS) in the Metropolitan Transportation Plan. The SCS aims to incorporate regional growth and housing demand with long range planning scenarios in the joint effort to decrease greenhouse gas emissions at the state and regional level, as set forth by the California Air Resource Board (CARB). AMBAG is required to include SB 375 specific public participation requirements and process into the official Public Participation Plan (PPP) to include greater participation and coordination with local and regional agencies during the MTP/SCS development process.

SB 375 also requires AMBAG to conduct a minimum of two informal meetings in each of our three counties within the Monterey Bay region for members of the board of supervisors and council of governments on the SCS. The purpose of these meetings is to present a draft of the SCS to members of the Board of Supervisors and city council members in each county and to consider their input and recommendations.
III. Public Participation Requirements

AMBAG and PARTNERS identified and updated various information, techniques and strategies for effective public outreach which were compiled in AMBAG’s 2015 Monterey Bay Public Participation Plan to shape and inform the bulk of this 2019 Public Participation Plan (PPP). This PPP provides interested parties with reasonable opportunities to be involved in the MPO transportation planning* and countywide transportation planning process.

To accomplish the consultation requirements of the FAST Act, AMBAG and RTPAs conducted the following actions to ensure all public participation requirements would be met.

1. Research

AMBAG and RTPAs regularly gather information about how to improve public participation for our major plans and projects throughout the planning process. For instance, in 2013, EMC Planning was hired to survey the public in Monterey, San Benito, and Santa Cruz Counties about priorities for funding and projects being considered for the county-level Regional Transportation Plans (RTPs) and AMBAG’s 2035 MTP/SCS. The group surveyed 1,200 voters (450 in Monterey County, 450 in Santa Cruz County, and 300 in San Benito County) in spring 2013.

The survey focused on: level of concern about community issues, use of the local transportation system, transportation infrastructure needs, proposed projects for transportation investment, and themes or messages that may assist public information efforts. Obtaining current trends and opinions from a statistically accurate sample of voters in the Monterey Bay region was very useful and was an inclusive public outreach approach.

In addition, AMBAG staff conducted extensive research in preparation for the 2019 Public Participation Plan by reviewing other California MPOs’ recently updated Public Participation Plans, researching new Federal and State legislation that may have affected the implementation process of the Public Participation Plan update, and sought new strategies in technological innovation that we can include to improve public outreach for the Monterey Bay region.

2. Surveys

Online surveys have been used by the SCCRTC in development of its RTP and for projects such as the 2019 Unified Corridor Investment Study, 2019 Highway 9 San Lorenzo Valley Complete Streets Corridor Plan and 2015 Santa Cruz Branch Rail Line Passenger Rail Study. Multiple telephone surveys of likely voters have also been used by the Santa Cruz and Monterey County RTPAs in their evaluation of local funding options for implementing the RTPs.

Overall, online and telephone surveys are great tools to elicit public input as these surveys provide us with a decent sample size of residents from each of our three counties, which allows us to gauge how to best reach the public and address pertinent issues in regards to our major

* Please refer to FHWA’s 23 CFR 450.316(a).
plans and projects. For this reason, these survey methods will continue to be used for future plans and projects.

3. Direct Outreach

Providing public access to and participation in the planning processes of the Monterey Bay region is a responsibility shared between AMBAG, SBtCOG, SCCRTC, TAMC, MST, San Benito County Express, Santa Cruz METRO and Caltrans.

Each partner agency solicits public input to its planning, policy, and programming processes. Various methods are used to engage stakeholders and the general public, and provide affected agencies and interested parties with timely information and opportunities to participate in the transportation planning process.

Each federally funded transportation plan, study, program or project prepared or developed by AMBAG or RTPAS must have its own specified public participation process that defines the avenues for reasonable involvement in the transportation planning process.

The following slate of procedures and strategies represents a compilation of the public participation efforts and opportunities that may be offered to residents in the Monterey Bay region. These procedures and strategies also provide guidance for realizing the desired outcome of a robust and informed level of broad based public involvement in the development and implementation of plans, programs and projects in the region.

Additional information for how to engage in public participation opportunities for each county are summarized in Appendix B.

*Required Procedures and Methods for Public Participation*

The following public participation activities must be included in every transportation plan, transportation improvement program and Environmental Impact Reports/Study:

1. Define Purpose and Identify Stakeholders
2. Consultation and Coordination with Other Agencies
3. Consultation with Interested Parties (Policy Bodies and Advisory Committees)
4. Public Notice, Public Hearings, Comment Periods (utilizes the Brown Act)
5. Use of Media and Informational Materials and Visualization Techniques
6. Encourage Bilingual Participation
7. Respond to Public Comments/Input
8. Web Posting/Distribution of Draft and Final Documents

*Please refer to Title 23: 450.316 from Federal Register Vol. 72 No. 30 in Appendix D for more information.
These activities are further explained in the following text, followed by a special section pertaining to new requirements for the MTP/SCS development pursuant to SB 375.

1. Define Purpose and Identify Stakeholders

Prior to initiating public outreach on transportation plans, programs and projects, AMBAG and RTPAs define the purpose, objectives and stakeholders for public involvement. Individuals and groups that have an interest in transportation decisions may include, but are not limited to:

- Landowners
- Neighborhood and community groups
- Environmental advocates
- Affordable housing advocates
- Transportation advocates
- Home builder representatives
- Business organizations
- Commercial property interests
- Educational organizations
- Tourism representatives
- Trucking and Agriculture representatives

These groups can be represented through direct outreach, advisory committees, or other methods described in the following text. AMBAG and our partner agencies recognize that the public expects a clear understanding of their involvement and purpose throughout the transportation planning process.

As with many transportation projects, funding for public outreach is limited; therefore practical and economical options can be used to expand toolbox skill sets, as well as leverage existing resources and technological advances. For instance, AMBAG, SbTCOG and SCCRTC have added a Google Translation Widget on their webpage so users can switch from English to Spanish while browsing their website.

Also, SCCRTC utilizes Caltrans QuickMap on the Cruz511 traveler information traffic map page. This map includes visuals from the live traffic camera, and road closure information from Caltrans. Tools such as these are cost-effective and helpful, and can reach multiple audiences.

2. Consultation and Coordination with Other Agencies

AMBAG and RTPAs seek input from state and federal resource management agencies during development of transportation planning studies and projects in their respective regions. AMBAG leads the outreach efforts with federal, state and local agencies during development of the Metropolitan Transportation Plan/Sustainable Communities Strategy and the associated Environmental Impact Report which also serves as the RTPA’s Regional Transportation Plan
Environmental Impact Report. Appropriate consultation is undertaken with agencies and officials responsible for planning activities within the region, as well as state and federal resource management agencies. These agencies include but are not limited to:

- Federal and State Resource Agencies (Water, Fish and Game, Coastal Commission, etc.)
- Local Tribal Governments
- Housing, Economic Development and Community Planning Agencies
- Airports
- Freight Industry Stakeholders

*Transportation Plan and Sustainable Communities Strategy Staff Working Group*

AMBAG, RTPAs and transit agencies within the Monterey Bay region participate in regular coordination group meetings to discuss the preparation of transportation plan updates, policy issues and coordinate development of the SCS for the region that is required by Senate Bill 375.

*NEPA and CEQA Consultation*

The public participation process defined by the National Environmental Policy Act (NEPA) for federal consultation serves as the primary process for consultation to occur with federal, state and local resource management agencies. The California Environmental Quality Act (CEQA) requires environmental documents to be prepared across all jurisdictions for regional and local transportation plans and projects, such as Environmental Impact Reports (EIRs).

3. Consultation with Interested Parties (Policy Bodies and Advisory Committees)

AMBAG and our partner agencies hold regularly scheduled meetings that are open to the public and noticed per Brown Act requirements. General meeting notices, agendas and materials are posted at agency offices at least 72 hours before regular meetings and 24 hours before special meetings. All Board meeting and standing committee meeting notices are typically posted on agency websites. Some special meetings or on hearings are also published in general circulation newspapers.

Agendas and materials are made available in advance of meetings by regular mail, email or by links to the host agency website. Agendas are also posted at each agency’s respective offices. The agenda of each meeting provides an opportunity for members of the general public to provide comment to the Board/Committee concerning matters within the agency’s purview.

Staff reports, transportation plans and studies can be viewed at AMBAG or Partners’ offices and are also made available upon request. Transportation plans and some major documents are also available at local public libraries.

In addition, public input to the transportation planning and programming process can include notification and early solicitation through each of the agency’s technical advisory committees and through project sponsors, such as city councils and city committees (refer to Figure 3-1).
AMBAG and the region’s three public transit operators also use the RTPA technical advisory committees to notify and solicit input on their planning and programming processes.

**Technical Advisory Committees (TACs)**

TAMC, SBT COG and SCCR TC, the three Regional Transportation Planning Agencies (RTPAs) for the Monterey Bay region, each appoints a Technical Advisory Committee (TAC) which meets regularly to help guide the technical aspects of transportation planning, project selection and programming within their respective region. The TAC members are usually planners and engineers representing affected agencies and jurisdictions in each county.

Additional agency representation on these committees includes some combination of the following: AMBAG staff, transit operators, regional agencies, Transportation Management Agencies, educational institutions, redevelopment agencies, Caltrans and the California Highway Patrol (CHP). Recommendations of each committee are provided to the respective Board.

**Social Service Transportation Advisory Councils (SSTACs)**

As required by the Transportation Development Act (TDA), each Regional Transportation Planning Agency appoints a Social Services Transportation Advisory Council (SSTAC) to advise the agencies on specialized transportation and unmet transit needs. Candidates are recruited from a broad representation of social services, transportation providers, and the general public representing the elderly, the disabled, and persons of limited means. The Transportation Development Act requires an annual unmet needs public hearing if Local Transportation Funds are to be used for local road projects.

In Monterey and San Benito Counties, the primary purpose of each committee is to ensure that there are no unmet transit needs which are reasonable to meet in areas which use Local Transportation Funds for purposes other than transit. Santa Cruz County does not divert any Local Transportation Funds to road projects, therefore they do not require a formal unmet transit needs process. However, SCCR TC regularly conducts unmet needs process to understand priority transportation needs for seniors, people with disabilities and low income individuals.

In addition to the unmet needs activities of the SSTACs, the three agencies’ committees regularly review and comment on proposed planning documents and matters affecting the groups they represent. For instance, the public transit operators’ on-going compliance in meeting the complementary paratransit goal provisions of the Americans with Disabilities Act is of interest to SSTAC members. As such, a transit operator representative attends the SSTAC meetings to address complementary paratransit as well as other public transit issues of interest to the committee. SSTAC committee actions are reported to and considered by each Regional Transportation Planning Agency.

In Santa Cruz County, the Elderly and Disabled Transportation Advisory Committee (E&D TAC) serves as the Social Services Transportation Advisory Council. In addition to fulfilling the requirements of the SSTAC as required by California Code, the E&D TAC advises SCCR TC, the
Santa Cruz Metropolitan Transit District (Santa Cruz METRO), the Consolidated Transportation Services Agency, social service agencies and the local jurisdictions in Santa Cruz County on transportation issues, policies, plans, programs, and projects for the elderly, disabled and persons of limited means populations.

In Monterey County, the MST Mobility Advisory Committee serves as the Transportation Agency’s Social Services Transportation Advisory Council and advises the agency on the transportation needs of the elderly, persons with disabilities and limited means populations. The Mobility Advisory Committee includes representatives from the County’s social service providers and MST RIDES paratransit program customers. The committee serves as an advisory body to MST regarding the delivery of coordinated transportation and mobility management services provided through MST’s Consolidated Transportation Services Agency.

In San Benito County, SBtCOG maintains its own SSTAC committee for the purposes of advising the COG and the Local Transportation Authority on matters related to transportation accessibility for the elderly, the disabled, and persons of limited means. Transit issues that may require more attention from the Advisory Council are specialized transportation services, and related planning and studies.

On the following page is a flow chart of the Building Blocks of Transportation Planning and Public Input (Figure 3-1).
Key:
- Public
- Committees
- Agencies & Staff
- Governing Boards (Decision Makers)

Final Plan (§)
- **What:** The Final Plan incorporates comments on the draft plan and is adopted by the governing board.
- **Input:** All board meetings are open to the public, per the Brown Act and there is always an opportunity to comment on items on the agenda, however substantive comments on the plan are more helpful when made earlier in the process.

Draft Plan (§)
- **What:** The draft plan combines the goals & policies, funding estimates, project lists and other relevant information into a cohesive short and long range transportation plan.
- **Input:** An extensive notification process is employed and a public hearing is held at this stage to solicit broad participation into the review of this plan.

Project Lists (§)
- **What:** Generally, projects are initiated by the entity that will construct, operate and/or own it, however the public can also nominate projects. The project list is then prioritized and placed into two priority tiers: one called *Constrained* which consists of projects that are within the projected revenues and that are highest priority, and *Unconstrained* projects for which no funding source is projected within the planning timeframe.
- **Input:** There is a high level of interest at this stage when decisions about which projects/programs will be included prioritized.

Funding Estimates (§)
- **What:** Planning agencies estimate the amount of federal, state and local transportation funding available for the next 25 years based on historical data, current trends and/or state and federal actions.
- **Input:** Partner agencies are involved in identifying and agreeing to the revenue projections.

Goals & Policies (§)
- **What:** *Goals & Policies* provide a consistency framework, and are used to determine project priorities.
- **Input:** This is a chance for the public to participate in establishing a regional vision, defining tools to guide progress towards achieving this vision, and by which the expenditure of the projected funding will be consistent.

Figure 3-1 (AMBAG, 2019)
Bicycle and Pedestrian Advisory Committees

SCCRTC appoints a Bicycle Advisory Committee while TAMC appoints a Bicycle and Pedestrian Facilities Advisory Committee, and SBtCOG appoints a Bicycle and Pedestrian Advisory Committee. These committees meet either monthly or semi-monthly to review, discuss and make recommendations on bicycle and pedestrian related projects, plans and in some cases funding programming. Recommendations of each committee are forwarded to the respective Board of Directors or member jurisdictions. These committees are composed of community volunteers and local agencies.

In Santa Cruz County, accessible pedestrian issues are also discussed by the Elderly and Disabled Transportation Advisory Committee (E&D TAC). As needed, the E&D TAC has established standing or temporary subcommittees to discuss pedestrian safety and accessibility.

Rail Policy Committee

The TAMC Rail Policy Committee meets monthly to advise the Agency on plans and issues associated with commuter and passenger rail services being developed in Monterey County. The Rail Policy Committee is composed of TAMC Board Members or their alternates from the following jurisdictions on the rail lines: Cities of Salinas, Marina, Sand City, Seaside, and Monterey, Supervisorial District 1, Supervisorial District 2, Supervisorial District 4, Supervisorial District 5, and two representatives from South Monterey County: either (a) the 3rd District County Supervisor and a voting TAMC Board member from one of the South Monterey County Cities, or (b) two voting TAMC Board members from South Monterey County Cities. The TAMC Chair may appoint annually ex-officio members as needed.

Transit Citizens Advisory Committee

Each member of the Santa Cruz METRO Board of Directors appoints one person to the Santa Cruz METRO Advisory Committee (MAC) for a two-year appointment to represent Santa Cruz County. MAC provides advice to Santa Cruz METRO’s Board of Directors on matters of Santa Cruz METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform such additional duties as assigned by the Board. MAC also may address issues which members or the public raise with respect to the quantity and quality of services provided by Santa Cruz METRO and meets on the third Wednesday of each month.

In Monterey County, the Monterey-Salinas Transit (MST) Mobility Advisory Committee fulfills this role.

Budget, Administration & Personnel Committee

In order to ensure efficient and effective operations, SCCRTC’s Budget, Administration & Personnel Committee serves to review and monitor issues relating to the budget, work program, and other administrative functions of SCCRTC and makes recommendations to SCCRTC regarding such items. The Committee is also responsible for reviewing personnel matters and conducting the annual performance evaluation of the Executive Director. The
Budget, Administration & Personnel Committee is made up of six SCCRTC commissioners elected to the committee annually. The committee meets the second Thursday of each month.

**Traffic Operations System (TOS) Oversight Committee**

SCCRTC has a Traffic Operations System (TOS) Oversight Committee that includes representatives from Caltrans, the California Highway Patrol (CHP), local law enforcement, legislators’ representatives and the media. The purpose of the Committee is to identify opportunities to improve the efficiency and safety of the transportation system through implementing operational improvements including the integration of technology into transportation infrastructure to monitor road conditions and inform motorists of potential hazards or delays.

In addition, the Committee monitors the Freeway Service Patrol (FSP) program that improves operations by deploying tow trucks during peak hours to remove hazards from the roadway. The Committee routinely discusses ways to improve communication among the various agencies and to enhance the existing TOS system. The Committee meets biannually. In addition, the SCCRTC staffs the Safe on 17 Task Force to discuss safety improvements and programs for Highway 17. Task Force members include Caltrans, the CHP, the Metropolitan Transportation Commission and other interests on both sides of the hill.

**San Benito COG Regional Transportation Plan Advisory Committee**

In 2010, SBtCOG established the Regional Transportation Plan Advisory Committee (RTPAC). It is a standing committee with members appointed by the COG Board of Directors. The purpose of the RTPAC is to review and provide input on the development of SBtCOG’s Regional Transportation Plan. The committee is made up of representatives of many community interests, including economic development, education, goods movement, public health, resource management, and underrepresented groups such as the elderly and disabled. The RTPAC meets quarterly with its agenda meetings open to the public in accordance with the Brown Act.

**Taxpayer Oversight Committee**

In compliance with state law, the SCCRTC established a Taxpayer Oversight Committee in order to ensure accountability, transparency and public oversight of all funds collected and allocated under Measure D. A Taxpayer Oversight Committee was formed by the Commission to review the annual independent fiscal audit of the expenditure of the Transportation Tax funds. The Oversight Committee issues an annual report on its findings to the Commission regarding compliance with the requirements of the Expenditure Plan and the Ordinance. Members of the Independent Oversight Committee are residents of Santa Cruz County who are neither elected officials of any government, nor employees from any agency or organization that either oversees or implements projects funded from the proceeds of the sales tax. Members are required to fairly represent the geographical, social, cultural and economic diversity of Santa Cruz County to ensure maximum benefit for transportation users. The meetings are announced in advance on the SCCRTC website and are open to the general public.
Ad Hoc Committees

All the standing advisory committees, like those noted above, must meet requirements of the Brown Act in public involvement and participation requests. In addition to these standing committees, our partner agencies may appoint special ad-hoc committees for specific programs/plans. Although ad-hoc committees do not necessarily have to meet the Brown Act public involvement requirements, they typically do because political leaders and the communities in the region have a strong commitment to the public participation process (CA Government Code § 54952(b)). Additional public input and involvement may occur through these special ad-hoc committees.

4. Public Hearings

Public hearings are held prior to a major decision point to gather comments for the public record, as well as input into the decision making process. Each partner agency holds public hearings prior to adoption of their major plans, programs and major service revisions (e.g. Metropolitan/Regional Transportation Plans, Transportation Improvement Programs, Short Range Transit Plans, Americans with Disabilities Act, Complementary Paratransit Plans, Unmet Transit Needs, Transit Program of Projects, and Transit Service Revisions).

For instance, Santa Cruz METRO and MST hold public hearings when there is a service change greater than 25 percent, elimination of routes, fare changes, adoption of an ordinance, adoption of a resolution authorizing application for grant funding, adopting the annual budget, environmental documents, eminent domain resolutions, or short range transit plans. All Santa Cruz METRO public hearings are published as a legal notice in local newspapers. For adoption of an ordinance, legal notices are published in both local newspapers and are posted at public places, such as Santa Cruz METRO transit centers.

For some regional and local jurisdictions, public meetings are sometimes broadcast live on public access television, such as city council meetings. These meetings are generally rebroadcasted and available to view on the respective jurisdiction’s website, providing the public additional opportunities to view the proceedings.

Public Hearing Notices *

AMBAG and the RTPAs publish legal notices of public hearings in newspapers of general circulation citing the time, date and place of the hearings. For transportation matters of particular interest to our Spanish-speaking communities, public hearing notices are translated and displayed in both English and Spanish in newspapers and radio. For items of wide public interest, public display advertisements may also be used for legal notices. Unless indicated otherwise, public hearing notices are made available at least seven days in advance of a hearing.

*Please refer to Title 23: 450.316 from Federal Register Vol. 72 No. 30 in Appendix D for more information.
Public Hearings*

Public hearings are conducted by the AMBAG Board and RTPAs during their regular meetings or at special meetings scheduled to attract greater community participation. Public hearings may also be conducted by each agency’s standing committees. Meetings are held in facilities that are accessible to people with disabilities and along transit routes, when possible.

As part of a public hearing, the policy board will generally receive a report from agency staff prior to opening the hearing for comments from the public. The hearing will be concluded when all members of the public wishing to speak have been provided the opportunity to comment. Agency staff may respond, as appropriate, to comments provided at the hearing prior to the policy board taking action with respect to the subject of the hearing.

Public Comment Period: AMBAG and our partner agencies publish legal notices of public comment periods in local newspapers of general circulation citing the dates when they will be accepting comments on regional plans, MTIP, studies and transportation projects. The public comment period for adoption or revision of the Public Participation Plan, Transportation Plans, the Transportation Improvement Program and other key decision points must be “timely” and for the AMBAG region are as follows:

• AMBAG Public Participation Plan: 45 Days
• The Metropolitan Transportation Plan /Sustainable Community Strategy: 55 days
• Approval of Transportation Improvement Programs and Other Plans or Studies: 30 days
• Regional Transportation Plans: 30 days
• Formal Amendments to the MTIP: 2 weeks

AMBAG and RTPAS accept prepared comments (oral, written and emailed) from the public during the public review period for plans that require public hearings; all such comments are then made part of the public record.

Amendment or Modification to Draft Plans (MTP/MTIP/PPP) or Projects: If draft plans or projects differ significantly from the initial draft which was made available for public comment and raises new issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plans or other plans will be made available within schedule constraints. Minor changes in the draft plans or projects generally can be made after AMBAG, our partner RTPAs, and/or our Transit Agencies have completed its public comment process without further opportunities for public

*Please refer to Title 23: 450.316 from Federal Register Vol. 72 No. 30 in Appendix D for more information.
involvement. AMBAG or respective agencies can define what is considered a minor change during the development of the public involvement process for the plan.

5. Use of Media and Informational Materials, and Visualization Techniques

Media notification is used by AMBAG and RTPAs to inform the public of upcoming decision points, decisions made and their potential ramifications regarding transportation planning, funding, project implementation and/or service provision. Media coverage can help deliver information regarding actions or events. All plans and projects should utilize at least one of the following methods to communicate details about the project and inform the public. The following public participation methods are employed within the Monterey Bay region:

- **Websites** – AMBAG and RTPAs maintain websites on the internet that provides the public with information about the agencies’, their programs, and special projects.

  Project and program information - including reports, documents, plans, fact sheets, maps, graphs, charts and presentations - is posted on the websites and made available to the public. In addition, interactive functions have been added for members of the public to participate online such as submitting comments, voting and completing surveys on major projects and plans within the Monterey Bay region.

  Meeting notices and agendas/minutes for the agency, as well as their advisory committees, are also posted and available for downloading or review. TARC also provides viewers the ability to watch their board meetings on demand on their website. Most of our partner agencies also have a “What’s New” section on their web page to provide reviewing parties a quick way to read more about the latest developments.

  Agency websites also provide a forum for graphic materials that assist viewers in visualizing programs and projects. The partner agency websites include:

  1. **Council of San Benito County Governments**: [www.sanbenitocog.org](http://www.sanbenitocog.org)
  2. **Santa Cruz County Regional Transportation Commission**: [www.sccrtc.org](http://www.sccrtc.org)
  3. Transportation Agency for Monterey County: [www.tamcmonterey.org](http://www.tamcmonterey.org)
  4. Association of Monterey Bay Area Governments: [www.ambag.org](http://www.ambag.org)
  5. Monterey-Salinas Transit: [www.mst.org](http://www.mst.org)
  6. Santa Cruz METRO: [www.scmtd.org](http://www.scmtd.org)
  7. San Benito County Express: [www.sanbenitocountyexpress.org](http://www.sanbenitocountyexpress.org)

- **News Releases** – AMBAG and our partner agencies prepare and forward news releases to print and broadcast media of issues or events that affect the region, including proposed actions, notification of workshops, completion of major projects and legislative actions affecting the transportation planning and service providers. This is perhaps the most frequently used media outreach method. Board meeting highlights are also sent by two
agencies to media contacts as well as elected officials, advisory committees and a range of other interests in the county following each meeting.

- **Articles** in the weekly county business council distributions.

- **Press Conferences** – All of our partner agencies hold press conferences to focus press attention on newsworthy special events and occasions.

- **Radio and Television** Some of the Partners provide televised broadcasts of their Board meetings on community access television. Agencies also work with television and radio stations, special programs, and/or public access media within the region to interview and/or film special segments and upload webcasts/podcasts to spread the word about their agency and/or programs. For instance, AMBAG developed a video about the 2035 MTP/SCS prior to its adoption in 2014.

- **Newsletters, Brochures, and eNews** AMBAG and Partners use newsletters, brochures or eNews to provide information on their transportation programs and particular project development. News releases and eNews are often sent to entities for inclusion in their electronic newsletters.

- **Agency Reports** Several Partners prepare and distribute an annual agency report sent to a broad range of their constituents and planning partners. These reports serve to communicate to the public the agency’s accomplishments, revenue/expenditures and future directions.

- **Posters and Inserts** – Posters and inserts are generally used by our partner agencies to focus attention on a particular program.

- **Project Flyers and Folders** – Several of the Partners develop and distribute information flyers and/or folders at public workshops, meetings, community events, and other significant events. Some agencies are now preparing and distributing fact sheets on various projects, programs and agency information as a way to provide the most current information to the public. Many of the flyers and folders will also be printed in Spanish.

- **Advertising** Many of the Partners use advertising means, such as display ads in newspapers, outdoor advertisements on the sides of buses, “car cards” inside the buses, posters placed in high travel corridors, and business card-sized materials with web links or QR codes to capture people’s attention.

- **Online Social Media Networks** The RTPAs distribute information on their respective plans, programs and projects through online social media networks such as Facebook, Twitter and Nextdoor.

- **Mapping** – AMBAG provides internet users with access to regional planning data available through our website, such as statistical information for multiple geographies ranging from the neighborhood-level to the tri-county level. In addition, the AMBAG 2019 Title VI Plan includes a spatial analysis utilizing U.S. Census data and GIS on our Limited English Proficiency (LEP) populations within the Monterey Bay region. AMBAG and our partner agencies provide GIS mapping tools on each agency’s website and include display maps in planning documents to
help with project visualization. AMBAG’s mapping tool can be found on our website at: http://ambag.org/programs- services/gis.

6. Bilingual Participation
The Monterey Bay region is home to a significant Spanish speaking population; therefore, AMBAG and our partner agencies employ a number of bilingual outreach methods to include participation of the Spanish speaking community. These methods could include:

• Publishing printed information regarding services, projects, programs and meetings in Spanish.

• Spanish language media in the distribution of news releases.

• Advertising public hearings, meetings, projects and programs in the Spanish language print, radio and television media.

• Providing simultaneous Spanish language translation services at meetings.

• Producing Spanish language website content and physical publications such as flyers.

• Providing language identification flashcards at public meetings.

• Ensure that transit contractors recruit bilingual (English/Spanish) personnel.

7. Response to Public Input
Timely response to public input is important to encourage public participation and ensure that agencies communicate that public input is valued.

Responses to public input are made directly when public input level permits, or a consolidated response is prepared for specific issues if the volume of public comment does not allow individual responses. Written responses to public or agency input are reported to the respective policy Board for information.

In some cases, as with the transportation plans and Transportation Improvement Program, when significant written and oral comments are received on the draft plan or program as a result of the public involvement process, a summary analysis and report on the disposition of comments is made and reported to the Board of Directors of the agency that received the comments or is approving the document.

8. Distribution of Final Documents
Final documents are available on agency websites or agency libraries. Members of the public can request a copy of our final documents from the appropriate agency. Written materials provided to a partner agency board of directors may also be available for review upon request.
IV. PPP Procedures and Development Process

AMBAG’s and the RTPA’s 2019 Public Participation Plan (PPP) aims to give the public ample opportunities for early and continuing participation in critical transportation projects, plans, and decisions, and to provide full public access to key decisions. Engaging the public early and often in the decision making process is critical to the success of any transportation plan or program, and is required by numerous state and federal laws.

Preparation of the 2019 Public Participation Plan

AMBAG initiated development of the plan by compiling information from various MPO’s research and federal transportation regulation. Consultation with our partner agencies on their existing public participation and policy decision making processes was conducted throughout the PPP Process. AMBAG and the RTPAs also consulted with interested parties at the federal, state, regional, and local level to identify opportunities for improving or building upon existing practices. The Draft 2019 Public Participation Plan will be circulated for public review and comment for minimum of 45 days.

The timeline for the 2019 PPP process is shown in Figure 4-1

The passage of SB 375 resulted in changes in Government Code § 65080, which required an update to the Public Participation Plan. The specific requirements of SB 375 are discussed in detail in Section II, “Statutory and Regulatory Environments.”

AMBAG and RTPAs (TAMC, SBtCOG and SCCRTC) worked together to restructure the 2019 Monterey Bay Area Public Participation Plan to make the plan more useful for transportation decision making in the Monterey Bay region.

Public Participation Plan Guiding Principles

AMBAG and RTPAs established a set of activities and goals to achieve our guiding principles for the 2019 Public Participation Plan by creating a framework and action plan for each outreach goal. These goals are agencywide and are utilized and implemented in major plans and projects, including the Metropolitan Transportation Plan/Sustainable Communities Strategies, Regional Transportation Plans (RTP), Metropolitan Transportation Improvement Plan (MTIP) and Regional Transportation Improvement Plan (RTIP).

1. Involvement
Goal: Value public participation and promoting broad based involvement by members of the community.

Activity: In addition to having a list of stakeholders and working collaboratively with partner agencies, AMBAG and RTPAs will also interact and outreach to community groups within the Monterey Bay region, as input from a variety of perspectives helps to enhance the process. AMBAG and RTPAs structure their major planning initiatives and funding decisions to provide for meaningful opportunities to help shape outcomes. For example, because AMBAG’s 2045 MTP/SCS is the blueprint for both new policies and investments for the Monterey Bay region,
updating and developing the MTP/SCS is one of the best projects for interested persons to get involved. The list of all groups, stakeholders and councilmembers can be found in Appendix D.

2. Opportunity
Goal: Provide varied opportunities for public review and input.

Activity: AMBAG and RTPAs will engage with partner agencies, committees, working groups, and the public to obtain comments and suggestions during the development of the MTP/SCS, MTIP, RTP and RTIP. When the drafts of major plans, programs, and documents are released, the public review periods for each document tend to vary from 30-60 days. AMBAG and RTPAs will announce these public review periods through various media outlets, thereby providing as many opportunities as possible for the public to read and provide comments on the drafts of our major documents to be implemented in the future. To find out more about our public participation practices by agency, please refer to Appendix B.

3. Environmental Justice

Goal: Treat all members of the public fairly, and respect and consider all citizen input as an important component of the planning and implementation process.

Activity: AMBAG and RTPAs plan to actively reach out to the traditionally underserved and underrepresented communities within the Monterey Bay region and enhance efforts to involve rural communities in all major transportation planning processes. AMBAG and the RTPAs will undertake specific strategies to involve all members of the general public in regional transportation planning and investment decisions. One size does not fit all as input from diverse perspectives enhances the process.

4. Engagement

Goal: Promote a culture of dialogue and partnership among residents, property owners, the business community, organizations, other interested citizens, and public officials.

Activity: Early engagement is best. Create support materials that are easy to understand and visually engaging in both print and electronic format and make them accessible at meetings and on AMBAG’s website. Plan workshops and/or public hearings at convenient venues and times across the region and/or provide virtual participation if feasible; and ensure such events are fully accessible to the general public, including low income, minority, and rural communities, disabled and Limited English Proficiency (LEP) populations.

5. Involvement

Goal: Involve underserved communities and local community groups, as well as other organizations.
Activity: Make a greater effort to reach out to local community groups and smaller/rural communities that feel like they don’t have a voice and involve them in the public participation process as much as possible. An open and transparent public participation process will help empower affected low income communities and communities of color to participate in the decision making process. Engaging interested persons in regional transportation issues is challenging, yet possible, by making it relevant, removing barriers to participation, and saying it simply.

6. Encouragement

Goal: Encouraging active public participation throughout the whole process.

Activity: Ask thought provoking questions in workshops and outreach meetings and engage audiences in strong discussions. Public participation is a dynamic activity that requires teamwork and commitment from all of the Monterey Bay region’s agencies, from the regional level to the local level.

7. Communication

Goal: Providing communications and agency reports that are clear, timely and broadly distributed.

Activity: Make all types of communication clear, accessible, and easy to understand. Potential methods include: add a translation link in Spanish for Limited English Proficiency (LEP) citizens through a Google Translation Widget on websites, and distribute flyers, online notices, announcements and other materials in both English and Spanish as feasible to engage diverse populations. We will also provide hearing impaired and visually impaired citizens assistance in online and physical media distributions through physical outreach materials printed in larger font and in braille, upon request. Effective public outreach and involvement requires collaborating with regional local governments, stakeholders and advisory groups such as partner agencies.
**2019 Public Participation Plan**

The **2019 Public Participation Plan** was developed by AMBAG in collaboration with RTPAs. The AMBAG Board of Directors is scheduled to release the **Draft 2019 Public Participation Plan** for public review in June 2019 and will hold a minimum of a 45-day comment period from June 12, 2019 2015 through the August 21, 2019. A public hearing on the **Draft 2019 Public Participation Plan** is scheduled for August 14th, 2019 at the AMBAG Board of Directors meeting. Following is a list of the dates for the AMBAG and RTPAs:

- **Draft Release Date For Public Comment**
  - June 12, 2019: AMBAG
  - June 20, 2019: SCCRTC and SBtCOG
  - June 26, 2019: TAMC
- **Public Hearing at Board Meeting**
  - August 1, 2019: SCCRTC
  - August 14, 2019: AMBAG
  - August 15, 2019: SBtCOG
  - August 21, 2019: TAMC
- **Close of Public Comment Period**
  - August 21, 2019: All Agencies

**Figure 4-1 shows the important dates for the PPP**

AMBAG and our partner agencies, building upon the work completed as part of the **2015 Monterey Bay Public Participation Plan**, circulated the preliminary Draft PPP to RTPAs advisory committees. Information about the **Draft 2019 Public Participation Plan** was circulated to stakeholder groups and interested parties who have expressed interest in the regional transportation planning process. A list of advisory committees and stakeholders who will receive notification about the availability of the **Draft 2019 Public Participation Plan** is included in Appendix D.

The **Draft 2019 Public Participation Plan** was also made available online on AMBAG’s and RTPA’s website, and was promoted through AMBAG’s and RTPA’s online media pages to target social network users.

The main differences between the **2015 Monterey Bay Public Participation Plan** and the **2019 Public Participation Plan** are:

- Expanding each of the seven guiding principles to show how to actively meet each of the goals and foster continued engagement with the public
- Incorporating LEP Populations within the Monterey Bay region into the Plan and creating a more inclusive public participation process. This will coordinate well with the LEP Plan, which will be included in our 2020 Title VI Plan.
- A timeline of the 2019 Public Participation Plan process from conception to execution (Figure 4-1)
• Updating and enhancing our online and visualization outreach strategies

The strategies identified in this Plan will be used by AMBAG and RTPAs during the update of our 2045 MTP/SCS and 2020 MTIP, as well as in each of the RTPAs’ RTPs. This 2019 Public Participation Plan will supersede the 2015 Monterey Bay Public Participation Plan.

AMBAG 2019 Public Participation Plan Update - Draft Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Tasks/Objective</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>February and Early March 2019</td>
<td>Outreach to RTPAs by email and confirm point of contacts</td>
<td>3/4/2019</td>
</tr>
<tr>
<td>Early March 2019</td>
<td>Email Draft Schedule and Process to RTPAs</td>
<td>3/7/2019</td>
</tr>
<tr>
<td>March/April 2019</td>
<td>Email PPP to RTPAs document for changes/edits</td>
<td>3/19/2019</td>
</tr>
<tr>
<td></td>
<td>Edits/Changes for Draft 2019 due on 4/12/2019 to AMBAG</td>
<td>4/12/2019</td>
</tr>
<tr>
<td>April/May/June 2019</td>
<td>Present 2019 PPP Update Process to all RTPA TAC/SSTAC meetings and AMBAG Board:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4/18/19 - Present 2019 PPP Update Process at SCCRTC ITAC Meeting</td>
<td>4/18/2019</td>
</tr>
<tr>
<td></td>
<td>5/2/19 - Present 2019 PPP Update Process at TAMC and SBtCOG TAC Meetings</td>
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</tr>
<tr>
<td></td>
<td>5/24/19 - Present 2019 PPP Update Process at SBtCOG SSTAC</td>
<td>5/24/2019</td>
</tr>
<tr>
<td></td>
<td>5/29/19 - Present 2019 PPP Update Process at TAMC/MST MAC</td>
<td>5/29/2019</td>
</tr>
<tr>
<td>June 2019</td>
<td>Present Draft 2019 PPP to Boards, Release Public Notice (70 days) and Start Public Comment Period</td>
<td>Open Comment Period on: 06/12/2019</td>
</tr>
<tr>
<td></td>
<td>June 12, 2019: AMBAG Board Meeting</td>
<td>Close Comment Period on: 08/21/2019</td>
</tr>
<tr>
<td></td>
<td>June 20, 2019 - SCCRTC TPW and SBtCOG Board Meeting</td>
<td></td>
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<tr>
<td></td>
<td>June 26, 2019 - TAMC Board Meeting</td>
<td></td>
</tr>
<tr>
<td>August 2019</td>
<td>Public Hearing on 2019 PPP at AMBAG’s August Board Meeting</td>
<td>8/14/2019</td>
</tr>
<tr>
<td></td>
<td>RTPAs to Also Hold Public Hearings (If using AMBAG PPP as their plan)</td>
<td></td>
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<tr>
<td></td>
<td>August 1, 2019 - SCCRTC Public Hearing</td>
<td>8/1/2019</td>
</tr>
<tr>
<td></td>
<td>August 15, 2019 - SBtCOG Public Hearing</td>
<td>8/15/2019</td>
</tr>
<tr>
<td></td>
<td>August 21, 2019 TAMC Board Meeting</td>
<td>8/21/2019</td>
</tr>
<tr>
<td></td>
<td>Summarize comments and make revisions to PPP</td>
<td>9/3/2019</td>
</tr>
</tbody>
</table>

Figure 4-1 (AMBAG, 2019)
V. Interested Parties and Public Engagement

Senate Bill 375 and Sustainable Communities Strategy (SCS) Public Outreach

In addition to the required methods for public participation employed to seek public input on plans, programs and projects in the Monterey Bay region, AMBAG is required to undertake outreach defined in Senate Bill 375. This legislation requires that the transportation plans prepared by AMBAG be consistent with a Sustainable Communities Strategy (SCS) for achieving greenhouse gas emissions targets approved by the California Air Resources Board (CARB) for the region. AMBAG and our partner agencies coordinated to undertake the specific outreach strategies identified below in preparation for the Moving Forward 2040 Monterey Bay Plan (or MTP/SCS), which was adopted in June 2018. For more information on specific outreach activities, please see Chapter 6 and Appendix D of the 2040 MTP/SCS.

Engagement of Minority, Low Income, and Limited English Proficiency (LEP) Communities

Pursuant Executive Order 13166 and FTA Circular 4703.1, AMBAG and RTPAs must strive to make more of a conscious effort to incorporate LEP populations within the Monterey Bay region in all regional and local planning projects and programs. This can be done by:

- Increasing publication of information in Spanish and other languages as necessary
- Establishing special bilingual committees
- Increasing outreach to Spanish-language media
- Assessing what is needed to expand cultural diversity at meetings

More information as to how AMBAG will conduct outreach to the LEP populations in our region can be found in the LEP Plan within the AMBAG 2018 Title VI Plan.

Additional Methods for Public Participation

In addition to the required methods and procedures for engaging public participation, our partner agencies in the Monterey Bay region may utilize some or all of the following optional methods to seek public input on plans, programs, projects and the regional Sustainable Communities Strategy. Methods chosen will depend on the size of the project or the anticipated level of community interest expressed after the initial outreach purpose and list of stakeholders are identified.

1. Public Workshops and Public Meetings

The purpose of public workshops and public meetings is to present information and obtain input from the public, usually on specific issues, policies, programs, plans or projects. Such meetings are held throughout the planning process and are tailored to specific issues or geographic areas. The Brown Act governs the general conduct of all public meetings, including public workshops.

For public workshops and meetings of particular interest to members of the community, the distribution of notices, agendas and materials via email and on websites is widely used. Public notice ads in local newspapers (online or printed) may also be used depending on the project.
2. Community Outreach Events and Strategies

Community activities are used to encourage public engagement in regional planning activities and goals. For example, several of the regional rideshare providers within the Monterey Bay region have worked with the Monterey Bay Unified Air Pollution Control District (MBUAPCD) to promote the annual Rideshare Week and Clean Air Month in the past.

MST and other rideshare agencies within the regional transportation network also attend community meetings, set up displays at Earth Day, at university/community college in-person registration periods, at transportation fairs at employers’ work sites and job fairs, at community events, and sponsor related events such as Bike Week and Bike to Work Day. Other community outreach strategies may include:

- Working with community based organizations to enhance outreach, either through direct contact or through the release of Request for Proposals (RFPs) as funding allows
- Incorporating visualization techniques and interactive activities into planning and programming processes
- Outreach through disadvantaged communities, especially in underserved areas of the Monterey Bay region
- Using health services programs to combine outreach efforts
- Working with leadership groups in each county to educate a broader audience of community leaders about transportation issues
- Targeting large employers and colleges/universities
- Holding public hearings and/or focus group meetings outside of typical work hours and at more convenient locations to provide a wider range of public meeting times and multiple locations in each jurisdiction
- Hosting meetings in facilities that are already established activity centers, such as senior centers
- Provide information at high-traffic locations such as Farmer’s Markets, First Friday Art Gatherings, neighborhood block parties and parades.
- Increase involvement with local schools including parent groups and charter schools.

3. Other Activities

AMBAG and RTPAs also use other public involvement methods as appropriate, including:

- **Public Opinion Surveys** – Public opinion or attitude surveys are used to assess public attitudes or to obtain socioeconomic or demographic information for specific purposes. Electronic deliberative polling and charrettes may be employed at meetings to provide instant feedback from the public regarding opinions and attitudes to proposed plans, policies and projects.
• **Stakeholder Meetings** – In the development of special studies, our partner agencies may hold meetings with affected stakeholders to gain their perspective and insights on the study subject.

• **Open Houses** - In an open house, one-to-one exchanges between the public and policy makers and/or staff take place in an informal setting. Members of the public ask questions, express concerns, react to proposed plans and policies and make suggestions.

• **Conferences** – Some partner agencies have hosted conferences on transportation issues for educational purposes, soliciting media coverage, and/or soliciting input on specific funding topics.

• **Speaker’s Bureau** – Designed to have people on staff able to visit various community and interest groups, several agencies employ this method to discuss their agency, its purpose, and upcoming projects/programs/issues.

• **Expert Panels** - Individuals with specific expertise, with or without a stake in the outcome of the process, are invited to sit on expert panels to provide advice to staff on policy and technical issues in an informal, roundtable setting.

• **Focus Groups** – Agencies conduct periodic Focus Groups to determine detailed public opinion on transportation topics in the county or reports written by the agency and transportation in the county.

• **Ribbon Cuttings and Ground Breakings** – Agencies hold ceremonies to commemorate the opening of a new project or the beginning of construction. This provides a great opportunity to demonstrate agency accomplishments to the public.

**Additional Strategies to Increase Involvement**

Although the listing at the beginning of this section provides a summary of the procedures and methods currently used by AMBAG and RTPAs to provide information on their transportation planning processes in the region, each of these methods has varying levels of success, depending on the agency and its constituents. Some of the following methods were particularly successful in eliciting public participation into the transportation arena:

• Agency websites and web postings (such as eNews, videos, visual graphics and blogs)

• Extensive email distribution lists

• Flyers/inserts in paychecks, bills, or other mailers

• Collaborative outreach with other agencies

• Online and mail-in surveys

• Targeted focus group or community meetings

• Interviews on the radio

• Presentations at standing events

• Public service announcements
In addition to these successful methods, the list below incorporates potential methods AMBAG and RTPAs will work to incorporate into their transportation planning, programming and service delivery projects.

1. Marketing and Visualization Strategies
   - Online publication and web based comment of plans/programs, including an increased use of illustrations on agency websites and on affiliated social media networks, such as Twitter, Facebook and Nextdoor
   - Increased emphasis on public access television, radio and internet radio
   - Coordinated media stories between partner agencies and media outlets
   - Prepare weekly or monthly transportation column in local newspapers or newsletters
   - Develop public service announcements for distribution
   - Write articles for company newsletters and special interest publications
   - Target marketing/notices highlighting how planning documents may impact them
   - Broadcast hearings on the internet, through webcasts and drone overviews
   - Distribute electronic neighborhood newsletters
   - Use newspaper articles and active communication with published news sources
   - “Word of mouth” is most effective, through direct phone calls and e-mails
   - Use direct communication and website information
   - Use of video on websites like YouTube, Vimeo and others
   - Tap into crowdsourcing and news group opportunities for public opinion

2. Coordination Strategies
   - Better incorporation between transportation and land use programs and policies
   - Establish special commissions/task forces to engage the public in a less formal setting on certain topics
   - Notify and make presentations to other government agencies about high priority projects and to publicize upcoming topical meetings
   - Provide thorough explanations of the proposals or project needs in an easy to understand method

3. Feedback and Evaluation Strategies
   - Constituent survey requesting feedback on their notification preferences
   - Follow up with contacts after each public input is received to ensure participants that their efforts are meaningful and are appreciated

4. Language Assistance Strategies
   - Provide outreach materials in larger fonts and in braille at public outreach meetings for the visually impaired populations upon request
• Upload audio recordings of the public outreach meetings on our website for our hearing impaired populations

• Ensure all public meetings are held in wheelchair accessible locations to comply with ADA standards and accommodate the physically disabled populations

• Offer translation services online and in printed outreach materials. The Google Translator widget for instance is a potentially great tool that can be used on agency websites that is cost effective and helpful to residents

These strategies are not an exclusive summary of what could be done in the Monterey Bay region, but a list of what AMBAG and RTPAs believe could further enhance public outreach in our region. As our mission statement entails, AMBAG strives to provide “strategic leadership and services to analyze, plan and implement regional policies for the benefit of the Counties and Cities of Monterey, San Benito and Santa Cruz, balancing local control with regional collaboration.”

By updating the PPP, AMBAG and the RTPAs hope to achieve broad public participation on the various transportation planning, programming and project implementation activities within the region.
VI. Accountability

The 2019 Public Participation Plan has been adopted by AMBAG, TAMS, SBTBCOG and SCCRTC. The participation procedures, strategies and goals incorporated into this Public Participation Plan are intended to provide interested parties with reasonable opportunities for involvement in transportation planning, programming and project implementation in the region.

The 2019 Public Participation Plan contains a comprehensive list of interested parties to encourage participation among a diverse range of stakeholders and community groups. AMBAG is required to comply with state and local legislation in the development of its MTPs and MTIPs. RTPAs are required to comply with state and federal legislation in the development of their RTPs and RTIPs. AMBAG is specifically required to consult with agencies and officials responsible for other planning activities within the region that are affected by AMBAG’s MTP/SCS and MTIP (including, as appropriate, state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation).

The 2019 Public Participation Plan is intended to act as a guide for the public participation process. The Plan will be reviewed biennially to determine its effectiveness in meeting a full and open participation process in transportation planning, programming and service delivery need.

The 2019 Public Participation Plan will also be considered as a mandated document that requires AMBAG to continue its commitment to involve minority, low income and Limited English Proficiency (LEP) communities by sharing this Public Participation Plan with these populations and staying connected with current stakeholders and local community groups who represent these populations on an ongoing basis.
Staff Report

To: Council of San Benito County Governments
From: Mary Gilbert, Executive Director  Telephone: (831) 637-7665 x. 207
Date August 15, 2019
Subject: Local Government Planning Support Grants Program

Recommendation:
RECEIVE Update on Local Government Planning Support Grants Program

Summary:

The adopted FY 2019-20 California Budget includes a new Local Government Planning Support Grants Program (Program). The Program is established for the purpose of providing regions and jurisdictions with one-time funding, including grants for planning activities, to enable jurisdictions to meet the 6th Cycle of the Regional Housing Needs Assessment (RHNA). The Program will be administered by the California Department of Housing and Community Development (HCD). Under this new Program, funding will be allocated to mega-regions throughout the state. In the Central Coast, the funding will be allocated to a Central Coast Housing Working Group. Representatives to the Central Coast Housing Working Group who represent jurisdictions within Monterey and Santa Cruz Counties will need to be selected.

Financial Considerations:

Under the Program, HCD shall allocate $250 million dollars to regions and local jurisdictions for technical assistance, preparation and adoption of planning documents, and process improvements to accelerate housing production and facilitate compliance to implement the 6th Cycle of the RHNA. Of this, $125 million will go directly to local jurisdictions and the remaining $125 million will go to regions. It is estimated that the Central Coast mega region will receive approximately $8.5 million.

Staff Analysis:

Staff is coordinating with the other Central Coast COGs to ensure that the requirements of the Program are met to maximize funding for the region. Association of Monterey Bay Area Governments staff prepared a detailed analysis of the program, which is included in this report for the Board’s review:
Central Coast Region Grants

The Central Coast Working Group will select one of the four Central Coast COGs to be the fiscal agent which will staff the Central Coast Working Group. The working group must be composed of one supervisor from each county, and two city members from each county. The city members must represent one smaller and one larger city in the county. The city members will be appointed by the City Selection Committee. There are four COGs in the Central Coast Region: AMBAG, Council of San Benito County Governments (SBtCOG), San Luis Obispo County of Governments (SLOCOG) and Santa Barbara County Association of Governments (SBCAG). Once formed, the Central Coast Housing Working Group shall notify all member cities and counties of its purpose, the composition of its members, its timeline for action and proposed meeting schedule. In the absence of agreement within the membership, HCD may select a fiscal agent for the multi-jurisdictional working group. HCD’s decision shall be based on factors such as capacity and experience in administering programs. Staff from the four of the Central Coast COGs met to discuss these new requirements and recommend that AMBAG serve as the fiscal agent.

In consultation with HCD, each mega-region shall establish priorities and use funds allocated to:

- Sub-allocate funds directly and equitably to local agencies or sub-regional entities in a grant program for planning that will accommodate and develop housing and infrastructure that will accelerate housing production in a way that aligns with state planning priorities, housing, transportation, equity and climate goals.

- Provide local agencies with technical assistance, planning, temporary staffing or consultant needs associated with updating local planning and zoning documents, expediting application processing and other actions to accelerate additional housing production.

- Update a housing element to comply with state law.

- Supporting enhanced local planning activities, and environmental analysis that will support housing development and location-efficient housing consistent with adopted regional plans, including sustainable communities strategies.

- Providing funding for the formation or augmentation of regional, subregional, or local housing trust funds.

- Develop an improved methodology for the distribution of the 6th Cycle RHNA to further the statutory objectives per Government Code 65584(d).

The region shall develop an education and outreach strategy to inform local agencies of the need and benefits of taking early action related to the 6th Cycle RHNA. By January 31, 2021, the Central Coast Housing Working Group must request all program funds and document strategies to meet housing goals.
Local Jurisdictions Grants

Of the total $250 million available under this new Program, $125 million shall be available directly for local jurisdictions to assist in planning or other activities related to meeting their 6th Cycle of the RHNA. Local jurisdictions may request an allocation of funds from HCD through July 1, 2020, which must identify specific strategies to meet their 6th Cycle of the RHNA and prepare to be effective at meeting their long-term housing goals, as well as promote sufficient supply of a range of housing types affordable to a variety of incomes.

Expenditures shall be limited to housing-related planning activities to promote and streamline development, including staffing or contracts. These activities include but are not limited to:

- Rezoning and encouraging development by updating planning documents and zoning ordinances, such as general plans, community plans, specific plans, sustainable communities’ strategies, and local coastal programs.
- Completing environmental clearance to eliminate the need for project-specific review.
- Establishing Workforce Housing Opportunity Zones pursuant to Article 10.10 (commencing with Section 65620) of Chapter 3 of Division 1 of Title 7 of the Government Code or Housing Sustainability Districts pursuant to Chapter 11 (commencing with Section 66200) of Division 1 of Title 7 of the Government Code.
- Performing infrastructure planning, including for sewers, water systems, transit, roads, or other public facilities necessary to support new housing and new residents.
- Revamping local planning processes to speed up production.
- Creation or improvement of accessory dwelling unit ordinances.

Maximum grant amounts shall be set as follows, according to 2019 population estimates:

<table>
<thead>
<tr>
<th>Locality Size</th>
<th>Population</th>
<th>Funding Maximum</th>
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</thead>
<tbody>
<tr>
<td>Very Large</td>
<td>&gt; 750,000</td>
<td>$1,500,000</td>
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<tr>
<td>Large</td>
<td>300,000 – 749,000</td>
<td>$750,000</td>
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<td>Medium - Large</td>
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<tr>
<td>Very Small</td>
<td>&lt; 20,000</td>
<td>$65,000</td>
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Housing Element Compliance & Long Term RHNA Reform
Compared to the May revise, the final budget bill does not link transportation funds to housing outcomes. However, new RHNA compliance enforcement measures are included.

Beginning July 1, 2019, the Attorney General, prior to bringing a suit to enforce compliance with the requirement for a jurisdiction to zone for sites adequate to accommodate its allocation of regional housing needs, must provide a city or county with written findings regarding the violation and offer two meetings to discuss the violation. If a court finds that a jurisdiction is out of compliance with this housing requirement, it can, after one year, impose fines ranging from $10,000-$100,000 per month. If a jurisdiction continues to fail to have a compliant housing element, these fines can be increased by a factor of three or six after specified timelines. If a jurisdiction fails to pay fines, the State Controller may intercept state and local funds due to the local agency if those funds are not constitutionally-protected.

It is critical that jurisdictions bring their housing elements in compliance with RHNA by zoning for the appropriate housing to avoid potential litigation from the Attorney General.

By December 31, 2022, HCD and the State Office of Planning and Research (OPR) shall develop a revised RHNA process and methodology to streamline housing development and address the housing shortage. This updated process will be submitted as a recommendation to the Legislature. It’s unclear at this point what those changes and processes may entail.

**Timeline**

**Local Government Planning Support Grants: Regional Funds**

- **November 30, 2019** – Deadline to form the Central Coast Housing Working Group and assign a fiscal agent in order to secure regional housing planning grant funds.
- **Early 2020** – HCD releases guidelines and notice of funding availability.
- **January 31, 2021** – Deadline to request Program funds and include a budget for the planning funds, amounts retained by the regional agency and any sub-allocations, identification of best practices at the regional and state level, a strategy for increasing adoption of best practices at the regional level where feasible, and an education and outreach strategy. HCD has 30 days to review the application and award regional funds.
- **December 31, 2023** – Deadline for regions to expend funds.
- **December 31, 2024** – Deadline for regions to submit final report on status of plans and use of planning grant funds.

**Local Government Planning Support Grants: Local Jurisdictional Funds**

- **Early 2020** – HCD releases guidelines and notice of funding availability
• July 1, 2020 - Deadline for local jurisdictions to submit applications to secure jurisdictional housing planning grant funds.

State RHNA Update in 2022

• December 31, 2022 - Deadline for HCD and OPR to develop a revised RHNA process and methodology to streamline housing development and address the housing shortage. Revisions will be submitted to the legislature with recommendations.

Next Steps

The Board of Directors will be asked to approve County supervisor appointments to the Central Coast Housing Working Group at its meeting on September 19, 2019. Staff will work with the City Selection Committees to finalize the two city representative appointments. Staff will continue to work the other Central Coast COGs to work out the details of the new multi-agency working group formation, including a charter, schedule and draft outreach strategy.

Executive Director Review:__________  Counsel Review: N/A
Staff Report

To: Council of San Benito County Governments
From: Mary Gilbert, Executive Director  Telephone: (831) 637-7665 x. 207
Date August 15, 2019
Subject: State Route 156/State Route 25 Roundabout Project

Recommendation:
DISCUSS and DIRECT STAFF Regarding the State Highway Operations and Protection Program Project to Construct a Roundabout at the Intersection of SR 25 and SR 156

Summary:

COG has requested updates and information about the proposed State Route 156/State Route 25 roundabout project. At various COG Board meetings, the Board has expressed concern with the following items:

- Use of funds for a project with a short-term useful life.
- Preference to use SHOPP funds along with Measure G funds to construct an interchange in lieu of the roundabout.
- Requests for information about alternatives to the roundabout that may have been considered, such as rumble strips near the intersection and improved lighting
- Concerns about the effective operations of roundabouts connecting two highly-traveled state highways.

Financial Considerations:

The project is fully funded with State Highway Operations and Protection (SHOPP) funds made available through the State. SHOPP funds are programmed independently by Caltrans and are not available to local agencies or RTPAs for projects. The project budget is $10 million.

Staff Analysis:


The Project Description in the Project Study Report states that the project will construct a roundabout in order to reduce the severity and frequency of collisions at the intersection.

Caltrans describes the purpose of the project is to improve the intersection or Route 25/156 by reducing the number and severity of collisions. The need for the project is triggered by the signalized intersection experiencing a pattern of broadside and rear end collisions due to a recurrence of red light runs. The project has a projected useful life of ten years.
COG’s Technical Advisory Committee discussed the project at its March 2019 meeting and there was consensus among the group that the project was a viable solution to the safety concerns at the intersection. The TAC recommended that there be extensive public outreach and education about highway roundabouts in advance of project construction. The ten-year useful life of the project aligns with the potential construction schedule for the future interchange to be funded with State and Local (Measure G) funds.

Caltrans held a public open house on the project in June 2019. There were many community members in attendance, and following the open house COG has received verbal concerns from the public about the project, as well as some supportive comments. At the August TAC meeting, there was a short discussion among members of the Technical Advisory Committee and a request to bring an item to COG for discussion and public comment, and to allow COG to take formal action regarding the project.

COG last received a presentation by Caltrans on the project in March 2019. There was no action taken at that time. An updated project fact sheet is attached for the Board’s review (Attachment 1).

Staff has contacted the Caltrans District 5 Director to discuss opportunities for coordination and public outreach in light of the perceived public opposition to the project.

Staff is seeking input and direction from the Board on any preferred action regarding the roundabout project. There is no official public comment period for the project at this time or in the future, and the project is in the design phase. The Board may still direct staff to prepare a resolution or other correspondence to be sent to Caltrans and/or the California Transportation Commission.

Executive Director Review: N/A

Counsel Review: N/A

Supporting Attachments: Project Fact Sheet
Project Description

This project is intended to address the existing safety needs at this intersection. The long-term vision to realign and widen State Route 25 would include an interchange at this location. The long-term vision to realign, widen and construct an interchange project is part of San Benito Council of Governments 40-year plan and dependent on future funding.

Project Cost

<table>
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<td>Total</td>
<td>$10.7 million</td>
</tr>
</tbody>
</table>

The project is fully funded through State Highway Operations and Protection Program (SHOPP).

Project Schedule

<table>
<thead>
<tr>
<th>Phase</th>
<th>Completion Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental</td>
<td>Completed June 2018</td>
</tr>
<tr>
<td>Design *</td>
<td>August 2020</td>
</tr>
<tr>
<td>Right-of-way*</td>
<td>April 2020</td>
</tr>
<tr>
<td>Construction start</td>
<td>Summer 2021</td>
</tr>
<tr>
<td>Construction end</td>
<td>Winter 2021</td>
</tr>
<tr>
<td>Open to public</td>
<td>Winter 2021</td>
</tr>
</tbody>
</table>

*current phase

Brandy K. Rider, Project Manager
Department of Transportation - District5
50 Higuera Street, San Luis Obispo, CA 93401
805-549-3620

Last Updated June 25, 2019
**Comparable Existing Roundabout Intersections**

**Intersection of Palmdale Blvd, 50th Street, and 47th Street in Palmdale, CA**

This intersection is located near Palmdale, CA and experiences traffic and truck volumes similar to the SR 25/156 location. While there are some similarities between roundabout locations each location is unique in it’s own way and requires a thoughtful and attentive approach in order to accommodate it’s own unique elements.

To review this location and the surrounding area follow this link:

https://goo.gl/maps/7MavTbUTFS5Lr7zE7

**Intersection of I-205/ West Grant Line Road/ South Kasson Road**

This intersection is located just outside Tracy, CA and is adjacent to Amazon, Crate & Barrel, and Kelloggs warehouses and therefore experiences high truck volumes.

https://goo.gl/maps/Ne7JPAUNehAPDMgB6
Frequently Asked Questions

Why a roundabout?
A roundabout will offer a good solution to safety and capacity problems at the intersection. At intersections where roundabouts have been installed in California replace existing intersections, collisions have been reduced. The purpose of this project is reduce the severity of collisions and fatalities, the roundabout would accomplish this.

How will a roundabout be better than a signal?
Since 2011, Caltrans implemented several small projects that modified the existing signal. These modifications include adjusting the signal timing, installing “signal ahead” signs, installing flashing beacons, and upgrading the size of the signal heads. Although these countermeasures have had some benefit, the replacement of the signalized intersection with a roundabout will achieve the safety benefit to reduce the severity of collisions at this location.

How will large trucks be accommodated?
The roundabout is a 2-lane design, the design reflects the need to address both traffic volumes, including truck volumes that use the intersection today and into the future. Features to accommodate all the turning movements of a tractor trailer rig are including in this design. An example of a design feature to accommodate the sweep of the trailer wheels as it makes it way through the roundabout, a truck apron (mountable truck apron) is constructed around the inside of the roundabout.

Why is an interchange not being considered for this intersection?
An interchange at SR25/156 is the long-range improvement planned as part of the larger SR 25 Expressway Conversion Project. Prior to Measure G being passed, funding for the widening and the interchange was not available. The Caltrans State Highway Operation and Protection Program, which funds safety projects identified the need to address safety at this location in the interim. The proposal to place an interchange at this location will not be finalized, under best case scenarios, until 2028. In the short-term, Caltrans is addressing this safety need until the long-range plan of an interchange can be implemented.

How will the roundabout operate in a high-speed setting?
Although the proposed roundabout is located at the junction of two high speed rural routes, the roundabout design would emphasize speed control. Design features would control the speed that vehicles enter, navigate and exit the roundabout. Lower vehicle speeds could provide the following safety benefits:
Staff Report

To: Council of San Benito County Governments
From: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x.207
Date: August 15, 2019
Subject: San Benito County Measure G

Recommendation:

RECEIVE Update on Measure G Work Plan and Strategic Plan

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. Since the tax became effective in April 2019, COG has received $1,028,542.63. These funds have been deposited into a separate, interest-bearing account. No Measure G funds have been expended to date.

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 were made 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. Local jurisdiction funding agreements will be before the Board in September for approval.

- **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**

Staff is issuing Requests for Qualifications for support services in the fields of engineering and program/project management with contracts to be before the Board in September.

**Local Jurisdiction Funding - Street and Road Rehabilitation**

Staff anticipates that funds for local jurisdictions will begin to be available for distribution in late Fall 2019. The City of Hollister and County of San Benito will each receive 47.5% of funds set-aside for Tier II projects, and 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 is 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. The project management firm will be responsible for ensuring compliance by the jurisdictions.

**Citizens’ Oversight Committee**

The COG Board appointed members to the Oversight Committee in June 2019. The Committee’s first meeting was held on August 5. The Committee agenda is attached to this report (Attachment 1). Victor Gomez was selected as Committee chair and Judi Johnson as vice-chair.

**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. KNN Public Finance, under contract to COG, will provide a detailed update on the Strategic Plan and financial forecasts at the September Board meeting. COG’s Technical Advisory Committee reviewed the financial forecasts and provided input in August and KNN is updating the model and analysis to reflect TAC’s recommendations.

- **Strategic Plan Objectives:**
  - Establish priority projects, estimated construction schedules and costs, targeted implementation timing
  - Develop and/or review revenue projection models and allocation targets
Integration of financial and project data with outside funding sources and other planning documents

In December, SBCOG staff will deliver to the Board a Strategic Plan document that provides further detail around Measure G implementation expectations:

- Measure G revenue allocations – Tier I, Tier II, and Tier III projects/programs
- Sales tax revenue projections
- Project priorities, timelines, and costs
- Sources of matching and leveraged funds for projects
- Financing options and bonding capacity
- Policies surrounding measure implementation

Many transportation sales tax agencies provide updates to their strategic plan on a bi-annual basis based on changes to project costs, delivery schedules, and outside funding sources.

The cash flow model shows different scenarios for distribution of funds to the different project tiers. The COG Board will be asked to make a policy decision on how to fund the tiers in the early years of the program.

Staff is seeking direction on implementation of a contract for communication services. In March, staff proposed a contract with CliffordMoss to provide post-election communication services and establishing a community outreach program. CliffordMoss previously completed work for COG in 2018, assisting with community outreach and development of the Transportation Safety and Investment Plan. The Board previously directed staff to delay the contract until there was further development of the Strategic Plan. The Citizen's Oversight committee was in favor of contracting for communication services to ensure a consistent message for the public. If directed by the board, staff will prepare a contract for approval in September. The previously proposed contract is attached for the Board's review (Attachment 2).

The second quarter Measure G report to the public is attached (Attachment 3).

Executive Director Review: 
Counsel Review: N/A

Supporting Attachments:
1. Measure G Transportation Safety and Investment Plan Agenda
2. Draft Contract with Clifford Moss
3. Second Quarter Measure G Report
DATE: Monday, August 5, 2019
6:00 p.m.

LOCATION: San Benito County Planning Department (Upstairs conference room)
2301 Technology Parkway
Hollister, CA 95023

MEMBERS: Darlene Boyd – Education
John Eade – Agriculture
Victor Gomez – Latinx Community
Al Gonzales – Trade/Labor
Judi Johnson – Senior/Disabled Community
Jose Mario Ortega – Industry
Tim Burns – SBC District 1
Hamdy Abbass – SBC District 2
Sandy Hughes – SBC District 3
Kevin Stopper – SBC District 4
Andrew Rollins – SBC District 5

Persons who wish to address the Measure G Citizens Oversight 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 Citizens Oversight Committee on items of interest not appearing on the agenda will be provided during Section C. Public Comment.

6:00 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. Introduction of Staff and Background on the Council Of Governments
E. Executive Director Announcements
F. Member Announcements
REGULAR AGENDA:

1. **ELECT** Measure G Transportation Safety and Investment Plan Oversight Committee Chairperson and Vice Chairperson.

2. **COMMENT** on Draft Measure G Transportation Safety and Investment Plan Oversight Committee Bylaws.

3. **DISCUSS** Measure G Transportation Safety and Investment Plan Oversight Committee Member Initial Terms.

4. **DISCUSS** Measure G Transportation Safety and Investment Plan Oversight Committee 2019/2020 Fiscal Year Meeting Calendar.

5. **RECEIVE** Presentation on Measure G Transportation Safety and Investment Plan.

ADJOURN TO MEETING OF __________ AT _________ 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 Technical Advisory Committee 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.
CONTRACT

The COUNCIL OF SAN BENITO COUNTY GOVERNMENTS ("COG") and Clifford Moss ("CONTRACTOR") enter into this contract which shall be effective on the date stated in Paragraph 1.

1. **Duration of Contract.**

   This contract shall commence on March 21, 2019, and end on ___September 30, 2019__, unless sooner terminated as specified herein.

2. **Scope of Services.**

   CONTRACTOR, for COG’s benefit shall perform the services specified on Attachment A to this contract. Attachment A is made a part of this contract.

3. **Compensation for Services.**

   In consideration for CONTRACTOR’s performance, COG shall pay compensation to CONTRACTOR according to the terms specified in Attachment B. Attachment B is made a part of this contract.

4. **General Terms and Conditions.**

   The rights and duties of the parties to this contract are governed by the general terms and conditions mutually agreed to and listed in Attachment C. Attachment C is made a part of this contract.

5. **Insurance Limits.**

   CONTRACTOR shall maintain the following insurance policy limits of coverage consistent with the further insurance requirements specified in Attachment C.

   (a) Comprehensive general liability insurance:  $1,000,000
   (b) Professional liability insurance:  $1,000,000
   (c) Comprehensive motor vehicle liability insurance:  $1,000,000

6. **Termination.**

   The number of days of advance written notice required for termination of this contract is  THIRTY (30) days.

7. **Specific Terms and Conditions** *(check one)*

   [ x ] There are no additional provisions to this contract.

   [ ] The rights and duties of the parties to this contract are additionally governed by the specific, additional terms mutually agreed to and listed in Attachment D. Attachment D is made a part of this contract.

   [ ] The rights and duties of the parties to this contract are additionally governed by the specific, additional terms mutually agreed to and listed in Attachment E. Attachment E is made a part of this contract.
8. **Information about Contract Administrators.**

The following names, titles, addresses, and telephone numbers are the pertinent information for the respective contract administrators for the parties.

**Contract Administrator for COG:**

Name: Mary Gilbert  
Title: Executive Director  
Address: 330 Tres Pinos Road, Suite C-7, Hollister, California 95023  
Telephone No.: 831-637-7665  
Fax No.: 831-636-4160

**Contract Administrator for CONTRACTOR:**

Name: Laura Crotty  
Title: Senior Advisor  
Address: 5111 Telegraph Ave No. 307, Oakland, CA 94609  
Telephone No.: 408-839-5556  
Fax No.: ________________________

**SIGNATURES**

**APPROVED BY COG:**

Name: Cesar E. Flores  
Chair, COG  
Date: ________________________

**APPROVED BY CONTRACTOR:**

Name: Bonnie Moss  
Title: Principal  
Date: ________________________

**APPROVED AS TO LEGAL FORM:**

SAN BENITO COUNTY COUNSEL’S OFFICE

By: Shirley L. Murphy, Deputy County Counsel  
Date: ________________________
ATTACHMENT A
Scope of Services

CONTRACTOR shall complete the following tasks on behalf of COG:

Task 1. COMMUNICATIONS ASSESSMENT

CONTRACTOR shall conduct Board Member Interviews of all COG Board members and alternates. CONTRACTOR shall complete a Communications Inventory and provide to COG Staff for review. CONTRACTOR shall prepare an Assessment Memo with Conclusions & Recommendations for COG Staff and COG Board review.

Task 2. ANNUAL COMMUNICATIONS PLAN

CONTRACTOR shall prepare an annual communications plan and submit to COG. The plan will identify key dates and strategies for communications over the course of a year.

Task 3. MEASURE G COMMUNICATIONS TOOLKIT

CONTRACTOR shall Prepare and Produce a Measure G Communications Toolkit, which will include the following items:
- Talking Points
- Frequently Asked Questions (FAQ) Sheet
- Factsheet, a visual one page document summarizing communications
- Measure G Communications Calendar

Task 4. MEASURE G “ANNUAL REPORT”

CONTRACTOR shall assist COG in developing an Annual Report to communicate progress on Measure G implementation. CONTRACTOR will be responsible for the Annual Report concept and messaging. CONTRACTOR will work with the COG to recommend a prudent program budget at an additional cost, subject to COG approval (including design, print and postage costs) to mail the annual report to the community.

Task 5. MEDIA COMMUNICATIONS

CONTRACTOR shall prepare up to three press releases to help tell the story and promote Measure G implementation.

Task 6. TRAINING, COACHING, AND ON CALL GUIDANCE

CONTRACTOR shall conduct up to four in-person meetings for the COG Board, COG staff and/or identified ambassadors to help communicate with discipline. CONTRACTOR will also provide up to 40 hours of telephone communications guidance to COG staff and COG Board members.

END OF ATTACHMENT A.
ATTACHMENT B
Payment Schedule

B-1. BILLING

Charges for services rendered pursuant to the terms and conditions of this contract shall be invoiced on the following basis: (check one)

[ ] One month in arrears.
[ ] Upon the complete performance of the services specified in Attachment A.
[ x] The basis specified in paragraph B-4.

B-2. PAYMENT

Payment shall be made by COUNCIL OF GOVERNMENTS to CONTRACTOR at the address specified in paragraph 8 of this contract, net thirty (30) days from the invoice date.

B-3. COMPENSATION

COUNCIL OF GOVERNMENTS shall pay to CONTRACTOR: (check one)

[ ] a total lump sum payment of $ ________________________________, or
[ x] a total sum not to exceed $ 40,000,

for services rendered pursuant to the terms and conditions of this contract and pursuant to any special compensation terms specified in this attachment, Attachment B.

B-4. SPECIAL COMPENSATION TERMS: (check one)

[ ] There are no additional terms of compensation.
[ x] The following specific terms of compensation shall apply: (Specify)

The total contract amount shall be billed monthly and shall not exceed the following amounts:

For Professional Consulting Services CONTRACTOR shall bill COG an amount not to exceed $6,000 a month for a total amount not to exceed $36,000.

Travel costs will be at the IRS rates applicable to government employees and other direct expenses will be at actual cost not to exceed $4,000.

END OF ATTACHMENT B.
ATTACHMENT C
General Terms and Conditions

C-1. INDEMNIFICATION.
CONTRACTOR and COG each agree to indemnify, defend and save harmless the other party and the other party's officers and employees, from and against any and all claims and losses whatsoever arising out of, or in any way related to, the indemnifying party's performance under this contract, including, but not limited to, claims for property damage, personal injury, death, and any legal expenses (such as attorneys' fees, court costs, investigation costs, and experts' fees) incurred by the indemnitee in connection with such claims or losses. A party's "performance" includes the party's action or inaction and the action or inaction of that party's officers and employees.

C-2. GENERAL INSURANCE REQUIREMENTS.
Without limiting CONTRACTOR's duty to indemnify COG, CONTRACTOR shall comply with the insurance coverage requirements set forth in the contract and in this attachment. Those insurance policies mandated by Paragraph C-3 shall satisfy the following requirements:

(a) Each policy shall be issued by a company authorized by law to transact business in the State of California.

(b) Each policy shall provide that COG shall be given notice in writing at least thirty (30) days in advance of any change, cancellation, or nonrenewal thereof.

(c) The comprehensive motor vehicle and comprehensive general liability policies shall each provide an endorsement naming COG and its officers, agents and employees as additional insureds.

(d) The required coverage shall be maintained in effect throughout the term of this contract.

CONTRACTOR shall require all subcontractors performing work under this contract to obtain substantially the identical insurance coverage required of CONTRACTOR pursuant to this agreement.

C-3. INSURANCE COVERAGE REQUIREMENTS.
If required by paragraph 5 of the contract, CONTRACTOR shall maintain the following insurance policies in full force and effect during the term of this contract:

(a) Comprehensive general liability insurance. CONTRACTOR shall maintain comprehensive general liability insurance, covering all of CONTRACTOR's operations with a combined single limit of not less than the amount set out in paragraph 5 of this contract.

(b) Professional liability insurance. CONTRACTOR shall maintain professional liability insurance with liability limits of not less than the amount set out in paragraph 5 of this contract.
(c) Comprehensive motor vehicle liability insurance. CONTRACTOR shall maintain comprehensive motor vehicle insurance covering all motor vehicles (including owned, non-owned and hired) used in providing services under this contract, with a combined single limit of not less than the amount set out in Paragraph 5 of this contract.

(d) Workers' compensation insurance. CONTRACTOR shall maintain a workers' compensation plan covering all of its employees as required by California Labor Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If CONTRACTOR elects to be self-insured, the certificate of insurance otherwise required by this contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations.

C-4. CERTIFICATE OF INSURANCE.
Prior to the commencement of performance of services by CONTRACTOR and prior to any obligations of COG, CONTRACTOR shall file certificates of insurance with COG, showing that CONTRACTOR has in effect the insurance required by this contract. CONTRACTOR shall file a new or amended certificate promptly after any change is made in any insurance policy which would alter the information on the certificate then on file. In lieu of providing proof of insurance, CONTRACTOR may provide proof of self-insurance meeting requirements equivalent to those imposed herein. CONTRACTOR warrants that CONTRACTOR's self-insurance provides substantially the same protection to COG as the insurance required herein. CONTRACTOR further agrees to notify COG in the event any change in self-insurance occurs that would alter the obligations undertaken in this contract within thirty (30) days of such change.

C-5. RECORDS TO BE MAINTAINED.
CONTRACTOR shall keep and maintain accurate records of all costs incurred and all time expended for work under this contract. CONTRACTOR shall contractually require that all of CONTRACTOR's subcontractors performing work called for under this contract also keep and maintain such records. All such records, whether kept by CONTRACTOR or any subcontractor, shall be made available to COG or its authorized representative, or officials of the State of California for review or audit during normal business hours, upon reasonable advance notice given by COG, its authorized representative, or officials of the State of California.

C-6. RETENTION OF RECORDS.
CONTRACTOR shall maintain and preserve all records related to this contract for a period of three years from the close of the fiscal year in which final payment under this contract is made. CONTRACTOR shall also contractually require the maintenance of such records in the possession of any third party performing work related to this contract for the same period of time. Such records shall be retained beyond the three-year period, if any audit involving such records is then pending, until the audit findings are resolved. The obligation to insure the maintenance of the records beyond the initial three year period shall arise only if COG notifies CONTRACTOR of the commencement of an audit prior to the expiration of the three year period.

C-7. TITLE TO DOCUMENTS; COPYRIGHT.
All reports and other materials collected or produced by the CONTRACTOR or any subcontractor of CONTRACTOR shall, after completion and acceptance of the contract, become the property of COG, and shall not be subject to any copyright claimed by the CONTRACTOR, subcontractor, or
their agents or employees. CONTRACTOR may retain copies of all such materials exclusively for administrative purposes. Any use of completed or uncompleted documents for other projects by CONTRACTOR, any subcontractor, or any of their agents or employees, without the prior written consent of COG is prohibited.

C-8. INDEPENDENT CONTRACTOR.

CONTRACTOR and its officers and employees, in the performance of this contract, are independent contractors in relation to COG and not officers or employees of COG. Nothing in this contract shall create any of the rights, powers, privileges or immunities of any officer or employee of COG. CONTRACTOR shall be solely liable for all applicable taxes or benefits, including, but not limited to, federal and state income taxes, Social Security taxes, or ERISA retirement benefits, which taxes or benefits arise out of the performance of this contract. CONTRACTOR further represents to COG that CONTRACTOR has no expectation of receiving any benefits incidental to employment.

C-9. CONFLICT OF INTEREST.

CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. CONTRACTOR further covenants that, in the performance of this contract, no subcontractor or person having such an interest shall be used or employed.

C-10. COMPLIANCE WITH APPLICABLE LAWS.

CONTRACTOR shall comply with all applicable federal, state and local laws now, or hereafter, in force, and with any applicable regulations, in performing the work and providing the services specified in this contract. This obligation includes, without limitation, the acquisition, and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this contract.

C-11. NONDISCRIMINATION.

CONTRACTOR shall not discriminate in the employment of persons necessary to perform this contract on any legally impermissible basis, including on the basis of the race, color, national origin, ancestry, religion, age, sex, or disability of such person.

C-12. BANKRUPTCY.

CONTRACTOR shall immediately notify COG in the event that CONTRACTOR ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

C-13. PROHIBITION AGAINST ASSIGNMENT AND DELEGATION OF DUTIES.

Except as specifically authorized herein, no rights under this contract may be assigned and no duties under this contract may be delegated by CONTRACTOR without the prior written consent of COG, and any attempted assignment or delegation without such consent shall be void.
C-14. NEGOTIATED CONTRACT.
This contract has been arrived at through negotiation between the parties. Neither party is to be
deemed the party which prepared this contract within the meaning of California Civil Code Section
1654.

C-15. SEVERABILITY.
Should any provision herein be found or deemed to be invalid, this contract shall be construed as
not containing such provision, and all other provisions which are otherwise lawful shall remain in
full force and effect. To this end, the provisions of this contract are declared to be severable.

C-16. ENTIRE CONTRACT.
This contract is the entire agreement of the parties. There are no understandings or agreements
pertaining to this contract except as are expressly stated in writing in this contract or in any
document attached hereto or incorporated herein by reference.

C-17. TIME IS OF THE ESSENCE.
Time is of the essence in the performance of this contract.

C-18. TERMINATION.
Either party may terminate this contract, with or without cause, at any time. In order to terminate
this contract, the terminating party shall give advance written notice to the other party. The
termination shall be effective no earlier than the expiration of the number of days specified in
paragraph 6 of this contract. The termination notice shall be made as specified in paragraph C-
19, below. In the event of termination, COG shall pay CONTRACTOR for all work satisfactorily
performed prior to the effective date of the termination.

C-19. NOTICES.
Notices to the parties in connection with the administration of this contract shall be given to the
parties’ contract administrator personally, by regular mail, or by facsimile transmission as more
particularly specified in this paragraph. Notices will be deemed given on:

(a) The day the notice is personally delivered to the contract administrator or the office
    of the party's contract administrator; or

(b) Five days after the date the notice is deposited in the United States mail, addressed
to a party's contract administrator as indicated in this contract, with first-class
    postage fully prepaid; or

(c) On the day that the notice is transmitted by facsimile to a party's facsimile number
    specified in paragraph 8 of this contract, provided that an original of such notice is
    deposited in the United States mail, addressed to a party's contract administrator as
    indicated in this contract, on the same day as the facsimile transmission is made.
C-20. RESPONSIBILITY OF CONTRACT ADMINISTRATORS.
All matters concerning this contract which are within the responsibility of the parties shall be under the direction of, or shall be submitted to, the respective contract administrators or to the party's employee specified, in writing, by the contract administrator. A party may, in its sole discretion, change its designation of its contract administrator and shall promptly give written notice to the other party of any such change.

C-21. MATERIALITY.
The parties consider each and every term, covenant, and provision of this contract to be material and reasonable.

C-22. WAIVER.
Waiver by either party of a breach of any covenant of this contract will not be construed to be a continuing waiver of any subsequent breach. COG's receipt of consideration with knowledge of CONTRACTOR's violation of a covenant does not waive its right to enforce any covenant of this contract. The parties shall not waive any provisions of this contract unless the waiver is in writing and signed by all parties.

C-23. AUTHORITY AND CAPACITY.
CONTRACTOR and CONTRACTOR's signatory each warrant and represent that each has full authority and capacity to enter into this contract.

C-24. BINDING ON SUCCESSORS.
All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of CONTRACTOR. CONTRACTOR and all of CONTRACTOR's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under this contract.

C-25. CUMULATION OF REMEDIES.
All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.

C-26. INDEPENDENT ADVICE.
Each party hereby represents and warrants that in executing this contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with respect to the matters set forth in this contract and the rights and duties arising out of this contract, or that such party willingly foregoes any such consultation.
C-27. NO RELIANCE ON REPRESENTATIONS.
Each party hereby represents and warrants that it is not relying, and has not relied, upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this contract may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

C-28. REDUCTION OF CONSIDERATION.
CONTRACTOR agrees that COG shall have the right to deduct from any payments specified in Attachment B any amount owed to COG by CONTRACTOR as a result of any obligation arising prior to, or after, the execution of this contract. For purposes of this paragraph, obligations arising prior to, or after, the execution of this contract may include, without limitation, any property tax, secured or unsecured, which tax is in arrears. If COG exercises the right to reduce the consideration specified in Attachment B, COG, at the time of making a reduced payment, shall give CONTRACTOR notice of the amount of any off-set and the reason for the reduction.

C-29. COUNTERPARTS.
This contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original. The counterparts shall together constitute one contract.

END OF ATTACHMENT C.
2nd Quarter Report 2019

Measure G Activities and Projects

July 2019

- Work with the State and Federal governments to ensure maximum investments in our region. Staff has received confirmation of $5 million in Local Partnership Program funding to be provided through the California Transportation Commission as part of the incentive funding formulaic program. Funds must be programmed by COG to specific projects in accordance with the Local Partnership Program guidelines developed by the State.

- Coordinate with our local governments – San Benito County, the City of Hollister, and the City of San Juan Bautista for implementation of their Pavement Management Plans and other projects outlined in the Investment Plan. A funding agreement for local agencies will be developed with the input of the Technical Advisory Committee and brought before the COG Board for approval in September 2019.

- Convene a Measure G Citizens Oversight Committee the first Committee meeting is scheduled for August 5, 2019.

- Develop a 2-Year Strategic Implementation Plan to guide COG’s work program and investment strategies. The Plan will be adopted in December 2019.

- Pursue professional consulting services to assist COG staff with program and project management.

- Continue updates to the community on implementation plans, projects, and programs through various channels including: COG interactive website, press releases, social media, and in-person. Staff regularly updates its website with Measure G information.

ABOUT MEASURE G:

Measure G is the Transportation Safety and Investment Plan approved by San Benito County voters on November 6, 2018. The measure is a one cent local transactions and use tax to be collected for 30 years to improve our local streets and roads, improve connectivity, and reduce congestion. This money is administered by the Council of San Benito County Governments (COG) and pays for specific voter-approved transportation projects, including: Highway 25, local road maintenance and regional projects, bicycle and pedestrian improvements, and transit projects specified in the Plan.

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