



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

DATE: Thursday, December 19, 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 C. Public Comment.***

3:00 P.M. CALL TO ORDER

- A. Pledge of Allegiance
- B. Verification of Certificate of Posting
- C. **Public Comment** *(Opportunity to address the Board on items of interest on a subject matter within the jurisdiction of the Council of Governments and not appearing on the agendas. No action may be taken unless provided by Govt. Code Sec. 54954.2 Speakers are limited to 3 minutes.)*
- D. Executive Director's Report
- E. Caltrans Report – Gubbins/Loe
- F. Board of Directors' Reports

CONSENT AGENDA:

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

1. **APPROVE** Council of Governments Draft Meeting Minutes Dated November 21, 2019 – Gomez
2. **RECEIVE** Construction Projects Report – Caltrans District 5
3. **APPROVE** Cancellation of January 16, 2020 Board Meeting – Gilbert

4. **Amendment No. 1 to Fiscal Year 2019/20 Overall Work Program – Lezama**
 - a. **APPROVE** Amendment No. 1 to the Fiscal Year 2019/20 Overall Work Program to Include New Work Element 402 for the State Route 156 Multimodal Enhancement Study, Carry Over \$122,010.06 of SB 1 Sustainable Communities Funding from Fiscal Year 2018/19 to the 2019/20 Fiscal Year for the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study, and **AUTHORIZE** the COG Executive Director to Sign an Amended FY 2019/20 Overall Work Program Agreement with the California Department of Transportation.

REGULAR AGENDA:

5. **ACCEPT** Council of Governments FY 2018/19 Basic Financial Statements – Postigo
6. **San Benito County Measure G – Gilbert**
 - a. **RECEIVE** Update on Measure G Activities
 - b. **COMMENT** on Proposed Highway 25 Delivery Strategy and Value Analysis Goals
7. **APPROVE** Cooperative Agreement with Caltrans for Local Contribution of Funds to the State Route 156 Improvement Project – Gilbert

Adjourn to COG Meeting on February 20, 2020. Agenda Deadline is Tuesday, February 4, 2020 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.

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

November 21, 2019, 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

Chair César E. Flores, Anthony Botelho, Marty Richman, and Ignacio Velazquez
Ex Officio, Aileen Loe, Caltrans District 5 Director

MEMBERS ABSENT:

Jim Gillio

STAFF PRESENT:

Deputy County Counsel, Shirley Murphy; Executive Director, Mary Gilbert; Administrative Services Specialist, Kathy Postigo; Transportation Planner, Veronica Lezama; Secretary, Monica Gomez

CALL TO ORDER:

Chair Flores called the meeting to order at 3:00 P.M.

A. PLEDGE OF ALLEGIANCE

B. CERTIFICATE OF POSTING

A motion was made by Director Velazquez, and seconded by Director Richman, the Directors acknowledged the Certificate of Posting. Vote: 4/0 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.

Victor Gomez stated that he invited COG's Executive Director, Mary Gilbert to join them at the Business Advocacy Committee Meeting of the Chamber of Commerce on November 7th. She provided a presentation on Measure G and other COG projects. He thanked the COG Board for their leadership and Ms. Gilbert and staff for a successful and very informational presentation.

Chair Flores stated that it was important to hear positive feedback because people don't realize that there is a lot of work that is done behind the scenes before the information goes out to the public.

D. EXECUTIVE DIRECTOR'S REPORT: Gilbert

Ms. Gilbert stated that she was grateful to be able to provide a Measure G update to the Chamber of Commerce and thanked Victor Gomez for the invitation.

Ms. Gilbert reported that she attended the Self Help County's Coalition annual meeting in San Diego earlier this week. She said it was a great opportunity as she was invited to be on a panel at the conference

to talk about the outreach efforts to put the Measure G program together in our community. She noted that of the 25 counties, San Benito County is the smallest county to pass a tax measure.

Ms. Gilbert reported that the California Transportation Commission (CTC) is updating the guidelines for the Local Partnership Program (formula funding vs. competitive funding). The CTC is responsible for making the decision now that the legislation did not pass. There was another meeting of the transportation planning agencies and there seems to be more consensus to still have more formula funding. They're trying to keep it so at least 40% of the funds will be competitive and open to the entire state to compete for these funds. She will provide an update to the Board next month.

Regarding Item 4 on the agenda, Ms. Gilbert asked the Board to include December 26th and 27th as part of their approval to the Office closure days, in addition to the December 23rd, 24th, 30th, and 31st dates that were listed on the agenda.

Ms. Gilbert also asked to pull Item 5 from the Consent agenda and address as a regular agenda item.

E. Caltrans District 5 Report: Aileen Loe

Aileen Loe reported that the new Director of Caltrans, Taks Omishakin has been very active in promoting the Administration's priorities for reducing greenhouse gas emissions and promoting active transportation and finding ways to lessen the burden of transportation costs on lower income Californians those are some of the features of the Governor's executive order that was published in October. She stated that there is a lot of activity going on at their office to also take that new direction as well as delivering on the promises of SB 1. She noted that the project update report was included in the Boards packet as well as an updated fact sheet on the Highway 156 Improvement Project.

Director Botelho asked if Caltrans could follow up on a historical district signage for the City of San Juan Bautista. Apparently, the signs were removed and never put back. He said they had received a response from Caltrans stating that they needed to get an encroachment permit.

Chair Flores clarified that the City of San Juan Bautista received the designation by the National Park Service some time ago. The signage was for the 3rd Street Historical District recognized by the United States Department of Interior so they need to have them reinstated.

Ms. Loe stated that she would follow up on the signage for the City of San Juan Bautista and report back.

Director Botelho asked about plans for a 156 Improvement Project groundbreaking ceremony to let the public know that the project is moving forward.

Ms. Loe stated that the logistics for a groundbreaking ceremony are usually tied into when a contract has been advertised and awarded however, planning discussion could begin at an earlier timeframe.

Director Richman expressed concern over the Right-of-Way schedule for the 156 Improvement Project being delayed two months from October to December, stating that a slip at the beginning could mean a slip towards the end.

Ms. Loe stated that the construction start date still is anticipated to begin in July however, they will keep an eye on it and do their best to keep the project on schedule.

F. Board of Directors' Reports

None

CONSENT AGENDA:

1. **APPROVE** Council of Governments Draft Meeting Minutes Dated October 17, 2019 – Gomez
2. **RECEIVE** Measure G Transportation Safety and Investment Plan Oversight Committee Minutes Dated August 5, 2019 – Gomez
3. **RECEIVE** Construction Projects Report and SR 156 Project Status Report – Caltrans District 5
4. **APPROVE** COG Office Closure Days December 23rd, 24th, 30th, and 31st – Postigo
5. **APPROVE** Revised Council of San Benito County Governments Purchasing Policy – Postigo

Chair Flores noted that Item 5 was moved to the regular agenda per staff's request.

There was no public comment on the Consent Agenda.

A motion was made by Director Velazquez, and seconded by Director Botelho, the Directors approved Items 1-4 from the Consent agenda with the amendment to Item 4 to include the additional dates of December 26th and 27th. Vote: 4/0 motion passes.

REGULAR AGENDA

TRANSPORTATION ITEMS:C

5. **APPROVE** Revised Council of San Benito County Governments Purchasing Policy – Postigo

Ms. Gilbert stated that staff pulled the item because staff was asking the Board to adopt Resolution No. COG 19-12. She said that the Board would be taking the same action, except that it was in resolution form.

COG is revising its purchasing policy to provide more flexibility in purchases and to expedite project and program deliver. San Benito County recently updated their Purchasing Policy. COG's new policy is consistent with San Benito County's new policy.

There was no public comment.

A motion was by Director Richman, and seconded by Director Botelho, the Directors approved Item 5 adopting Resolution No. COG 19-12. Vote: 4/0 motion passes.

6. Measure G Update – Gilbert

- a. **RECEIVE** Fiscal Year 2018/2019 Fourth Quarter (April, May, June) and Fiscal Year 2019/2020 First Quarter (July, August, September) Measure G Revenue Statements
- b. **RECEIVE** Update on Measure G Projects and Activities

Mary Gilbert provided a Power-point presentation on Measure G, which included a strategic plan update, strategies to deliver the Tier 1 Highway 25 project, and an overview of the public engagement approach for 2020.

Director Botelho asked if the Value Analysis of the Highway 25 project will look at adding a lane on each side of the existing corridor. He said that he didn't like putting a lot of time and resources towards something that cannot be built. He would prefer working on something that can be built and focused towards building a flyover at Highway 156 and 25.

Ms. Gilbert stated that they will be evaluating alternatives to the ultimate Highway 25 Expressway proposal, which would include using the existing corridor. She stated that they would be making an investment of

time and resources to work towards a project that can be funded with Measure G. She noted that prior to going through the Value Analysis process with Caltrans, staff would be putting together a list of goals that will be presented to the Board for review at their next meeting.

Director Richman stated that they need to ensure that they outline the performance criteria for the project so when they do the Value Analysis they have a performance base line.

Aileen Loe stated that she was not sure if they had outlined the specific performance measures for this project, but it was certainly within the realm of what they should be doing especially if they are looking for some of the other funding sources to fill a gap such as the solutions for Congested Corridors funding (funding source supplied by Senate Bill 1). She said that the goal is to be migrating towards the ultimate facility and the Value Analysis will help identify the potential of phasing strategies where you will be building towards the ultimate facility and minimizing throw-away.

Director Velazquez stated that they need to make sure to stick to what they decided as a Board, working towards the ultimate expressway project. He said that they need to do it right and get the Value Analysis process completed keeping in mind the ultimate goal of building towards the expressway facility. He thanked Caltrans District 4 and 5 for their collaboration.

Ms. Gilbert commented on the Value Analysis effort. She stated that it is tentatively scheduled for February 2020. Also, in regards to the public engagement approach in 2020 she reported that with the recommendation from the Citizens Oversight Committee, staff will be recommending to have a public engagement firm working with COG to help with strategies when talking to the public and the media. They will also be providing training for the Board and the Oversight Committee about their role in really being ambassadors of the Measure G program. Staff will be bringing the item to the Board at a future meeting.

There was no further discussion or public comment.

- 7. 2020 Regional Transportation Improvement Program – Gilbert**
 - a. **RECEIVE** Funding Presentation
 - b. **ADOPT** 2020 Regional Transportation Improvement Program

Ms. Gilbert provided a Power-point presentation on the State Transportation Improvement Program (STIP) and asked that the Board adopt the 2020 Regional Transportation Improvement Program (RTIP).

Director Richman commented that one of the difficulties in getting community support for some of these projects and funding is the fact that it's "alphabet soup". He stated that in order to get community support the State has to develop a simplified method of explaining how things get funded.

There was no public comment.

A motion was made by Director Botelho, and seconded by Director Velazquez to approve Item 7, adopting the 2020 Regional Transportation Improvement Program. Vote: 4/0 motion passes.

A motion was made by Director Velazquez, and seconded by Director Richman, the Directors Unanimously adjourned the COG meeting. The meeting was adjourned at 3:51 p.m. Vote: 4/0 motion passes.

ADJOURN TO COG MEETING DECEMBER 19, 2019 AT 3:00 P.M.



PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR THE DECEMBER 19, 2019 SAN BENITO COUNTY COUNCIL OF GOVERNMENTS MEETING

CONSTRUCTION PROJECTS

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager (Resident Engineer)	Contractor	Comments
1. Highway 25 Super Elevation Adjustment and Culvert Extension (1C260)	Just north of La Gloria Road (PM 25.9/R26.2)	Curve correction	Spring 2019— Summer 2020	\$2.1 million	SHOPP	Brandy Rider (RJ)	Granite Rock Company, San Jose, CA	Construction anticipated for completion Summer 2020.
2. Highway 25 Roadway Safety Improvements 1F4304	In Hollister from Sunnyslope/Tres Pinos Road to San Felipe Road (PM R49.9/R52.2)	Route deficiency corrections	Spring 2019 – Spring 2020	\$6.9 million	SHOPP	Brandy Rider (BB)	Granite Rock Company, San Jose, CA	Construction anticipated for completion March 2020.

PROJECTS IN DEVELOPMENT

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
3. Highway 25 Curve Alignment Restoration (1H810)	Near Hollister, just north of San Benito Lateral (PM 18.8/19.1)	Curve restoration	Begin in Fall 2020	\$4.3 million	SHOPP	Brandy Rider	PA&ED	Environmental phase anticipated for completion June 2020.
4. Highway 25 Expressway Conversion Project (48540)	Near Hollister and Gilroy in SBt & SCL Counties (PM SBt 51.5 to SCL 2.6)	Conversion of 2-lane conventional highway to a 4-lane expressway	N/A	N/A	Local	Brandy Rider	PA&ED	Caltrans is currently working with SBtCOG to develop a workplan for PA&ED and develop a cooperative agreement to initiate work on Phase 1.



PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR THE DECEMBER 19, 2019 SAN BENITO COUNTY COUNCIL OF GOVERNMENTS MEETING

PROJECTS IN DEVELOPMENT (CONTINUED)

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
5. Highway 25/156 Roundabout (1J480_)	Intersection of SR 25/156, north of Hollister (PM 54.048)	Construct roundabout	Spring 2021- Fall 2021	\$10.7 million	SHOPP	Brandy Rider	PS&E/RW	Final design phase anticipated Summer 2020.
6. Highway 156 Improvement Project (34490)	In and near San Juan Bautista, from The Alameda to slightly east of Fourth Street (PM 3.0/R8.2)	Construct four-lane expressway	Summer 2020 - Summer 2022	\$57.4 million	STIP/Local	Brandy Rider	PS&E/RW	Project design continues with 95% completion. ROW appraisals in progress. Utility relocation, design coordination under way.

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: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x.207
Date: December 19, 2019
Subject: **Approve Cancellation of January 16, 2020 Board Meeting**

Recommendation:

APPROVE Cancellation of January 16, 2020 Board Meeting.

Background:

In the past, COG has cancelled meetings if no action items are anticipated or a quorum cannot be achieved.

Financial Impact:

There is no financial impact to COG for cancelling the July meeting.

Staff Analysis:

COG Directors are appointed every year by the local jurisdiction governing bodies in December or January, depending on the local meeting schedule. In 2019, COG was not able to convene at its regular meeting time because all local jurisdiction appointments were not completed. Staff anticipates a similar issue in 2020 due to meeting schedules. In order to allow time for each jurisdiction to make COG Board appointments, staff is recommending that the COG Board cancel the January 16, 2020 Board meeting. COG's first meeting will be February 20, 2020.

In the event any pertinent items become necessary for COG action, staff will consult with the Chairperson and convene a special meeting.

Executive Director Review: _____

Counsel Review: _____ N/A _____



Staff Report

To: Council of Governments
From: Veronica Lezama, Transportation Planner Telephone: (831) 637-7665
Date: December 19, 2019
Subject: **Amendment No. 1 to Fiscal Year 2019/20 Overall Work Program**

Recommendation:

APPROVE Amendment No. 1 to the Fiscal Year 2019/20 Overall Work Program to Include New Work Element 402 for the State Route 156 Multimodal Enhancement Study, Carry Over \$122,010.06 of SB 1 Sustainable Communities Funding from Fiscal Year 2018/19 to the 2019/20 Fiscal Year for the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study, and **AUTHORIZE** the COG Executive Director to Sign an Amended FY 2019/20 Overall Work Program Agreement with the California Department of Transportation.

Summary:

Newly awarded funding for planning purposes must be identified in COG's Overall Work Program. In addition, any funds unspent during the previous fiscal year Overall Work Program must be carried over to the next fiscal year. An amendment to the current Overall Work Program (FY 2019/20) is required in order to receive the above-mentioned funds.

Financial Impact:

COG was awarded a Federal Highway Administration State Planning and Research – Strategic Partnership grant in the amount of \$192,000. Funds will be amended into the FY 2019/20 budget once Caltrans has issued the Notice to Proceed. As part of the grant, COG identified an in-kind match of staff time in the amount of \$48,000. The total budget for the State Route 156 Multimodal Enhancement Study is \$240,000.

The second component of the amendment is to carry over \$122,010.06 of unspent FY 2018/19 SB1 Road Maintenance Rehabilitation Account Sustainable Communities funding into the FY 2019/20 Overall Work Program for the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study.

Background:

As the designated Regional Transportation Planning Agency, the Council of Governments prepares an annual Overall Work Program that identified the planning work that the agency will perform during the next fiscal year. The document may be amended if changes occur during the current fiscal year to reflect priorities, funding changes, and staffing modifications.

Staff Analysis

Amendment No. 1 to the FY 2019/20 Overall Work Program consists of three actions requiring Board approval.

The first action is for the Council of Governments (COG) to amend its adopted FY 2019/20 Overall Work Program to include the State Route 156 Multimodal Enhancements Study under a new Work Element (Attachment 1). The Study will include the following key conceptual design goals:

- Improve access and circulation at SR 156 and The Alameda Intersection.
- Improve access to and from San Juan Bautista at SR 156 and Monterey Street.
- Improve circulation through the intersections of SR 156 and Union/Mitchell Road & Buena Vista Road.
- Improve circulation and access for bicyclists and pedestrians traveling north/south of The Alameda, including *Safe Routes* to San Juan School.
- Improve connectivity and access to the De Anza Trail from The Alameda.
- Improve bicycle connectivity on the existing SR 156 from Hollister to San Juan Bautista once it is relinquished to the County of San Benito.

Work on the State Route 156 Multimodal Enhancements Study will begin in the spring of 2020.

The second action is to carry over \$122,010.06 of unspent FY 2018/19 SB1 Road Maintenance Rehabilitation Account Sustainable Communities funding into FY 2019/20 for the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study. The Local Transportation Authority, as lead agency on the project, will conclude project tasks in the 2019/20 Fiscal Year. In order to continue to receive these funds, COG must reflect the funds in the year in which they are spent.

The third action for the Board's consideration is authorizing the COG Executive Director to sign an amended FY 2019/20 Overall Work Program Agreement with the California Department of Transportation (Attachment 3).

Executive Director Review: _____

Counsel Review: Yes

Supporting Attachments:

1. OWP Work Element No. 402
2. OWP Work Element No. 401
3. Overall Work Program Agreement

Work Element 402: State Route 156 Multimodal Enhancement Study

Lead Agency: Council of Governments

Project Manager: Mary Gilbert, Executive Director



Project Objective:

The SR 156 Multi-modal Enhancement Study area will focus on the SR 156 corridor near San Juan Bautista and West Hollister. The goal is to identify conceptual designs that will integrate and connect the transportation system on this interregional focus route to best serve all modes and reduce travel time. The study will focus on connecting the non-auto system by providing safe connections for bicyclists and pedestrians traveling across SR 156 at The Alameda, including Safe Routes to a Juan School and the National Historic De Anza Trail from The Alameda, which encourages active, healthy, and environmentally sound transportation choices.

Previous and Ongoing Work

Construction of a new four lane expressway is planned in 2020 to the south of the existing SR 156 between the Alameda in San Juan Bautista and Union/Mitchell Road in San Benito County. Once the expressway is constructed, the existing SR156 will serve as the northern frontage road, which would entail less disruption of traffic, and would provide a safer route for any pedestrians, bicyclists, and school bus routes.

Work Element 401 Funding Source		Amount	
Senate Bill 1: Road Maintenance Rehabilitation Account Sustainable Communities Grant		\$192,000	
In-Kind Local Match: Transportation Development Act		\$48,000	
Total		\$240,000	
Task	Deliverable	Deadline	Responsible Party
1.0 Request for Proposals for Consultant Services			
1.1	Prepare detailed scope of work and consult with stakeholders. Local funds used for this task.	February 2020	COG
1.2	Release Request for Proposals (RFP). Local funds used for this task.	March/April 2020	COG
1.3	Review responses and interview respondents. Local funds used for this task.	May 2020	COG
1.4	Execute contract with successful proposer. Local funds used for this task.	June/July 2020	COG

Project Management and Fiscal Administration			
2.0	Project Management and Fiscal Administration		COG/Consultant
2.A	Kickoff meeting with Caltrans.	<ul style="list-style-type: none"> Meeting agenda and meeting notes 	July 2020
2.1	Project Management.	<ul style="list-style-type: none"> Kick-off meeting, agenda, meeting notes, update project schedule, identify data needs, communication protocol, sign-in sheet, and action items list. 	January 2021- May 2020
2.2	Fiscal Administration of project and consultant contract.	<ul style="list-style-type: none"> Quarterly reports, invoices, process payments, and consultant project summary reports. 	January 2021- May 2020
3.0	State Route 156 Multimodal Enhancement Study Components		
3.1	Project Goals, Policies, and Objectives.	<ul style="list-style-type: none"> Project goals, policies, and objectives. 	August 2020
3.2	Needs Analysis.	<ul style="list-style-type: none"> Summary of existing bicycle, pedestrian, and traffic circulation issues. Analyze all existing data pertinent to the project (e.g. Caltrans traffic data). Bicycle and pedestrian counts. Analysis of existing plans (i.e. Bike Plan, San Juan Bautista General Plan, etc.). Review roadway needs based on future development planned in the City of San Juan Bautista, and County of San Benito. 	August, September, October 2020
3.3	Public Participation Summary.	<ul style="list-style-type: none"> Summarize of public received comments and response to comments. 	November 2020 -

				Mach/April 2021	
3.4	Conceptual Design Recommendations.	<ul style="list-style-type: none"> Identify conceptual design project recommendations. 		December 2020 - March 2021 and May/June 2021	COG/Consultant
3.5	Implementation Plan.	<ul style="list-style-type: none"> Identify implementation plan steps. 		June 2021	COG/Consultant
4.0	Collaboration and Public Outreach				
4.1	Conduct public workshop #1.	<ul style="list-style-type: none"> Bilingual flyer, sign-in sheet, meeting location, printed maps, press release, PowerPoint presentation materials, Spanish language translator, and public comment summary. 		November 2020	COG/Consultant
4.2	Conduct public workshop #2.	<ul style="list-style-type: none"> Bilingual flyer, sign-in sheet, draft conceptual designs, public comment summary, press release, Spanish language translator, printed maps, PowerPoint presentation materials. Invitation list to include stakeholders. 		April 2021	COG/Consultant
5.0					
5.1	Administrative Draft State Route 156 Multimodal Enhancement Study.	<ul style="list-style-type: none"> Administrative draft for COG staff review. COG Staff provides administrative draft comments to the consultant. 		June/July 2021	Consultant COG

5.2	Draft #1 of the State Route 156 Multimodal Enhancement Study.	<ul style="list-style-type: none"> Draft #1 to be provided to the Caltrans, City of San Juan Bautista, and County of San Benito staff for review and comment. 	October 2021	COG
5.3	Draft #2 of the State Route 156 Multimodal Enhancement Study.	<ul style="list-style-type: none"> Consultant incorporates COG, Caltrans, City of San Juan Bautista, and County of San Benito staff comments and provides Draft #2 for public review. 20 printed copies of the Study. Draft Study presentations to COG Board and City of San Juan Bautista City Council in PowerPoint format. Presentation materials include: staff reports, printed drafts, handouts, etc. 	October – December 2021	Consultant COG COG/Consultant
6.0				
6.1	Final State Route 156 Multimodal Enhancement Study.	<ul style="list-style-type: none"> Review, respond, and incorporate public comments received from the Draft Study 	December 2021- January 2022	COG/Consultant
6.2	Process Final Study for Adoption.	<ul style="list-style-type: none"> Final Study, staff report, and Board resolutions. 	February 2022	COG/Consultant

Work Element 401: Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor

Lead Agency: Council of Governments

Project Manager: Regina Valentine, Transportation Planner



Project Objective:

State Route 25 in northern San Benito County is congested during commute hours due to the many residents commuting into Santa Clara County and beyond. There is a need to identify feasible public transit projects increasing ridership, lowering vehicle miles traveled, reducing emissions, lessening commute times, providing greater economic opportunity, and increasing access between affordable housing in San Benito County and job centers in Silicon Valley. For this reason, an in-depth analysis identifying opportunities to expand the public transit network providing alternatives to driving along the corridor will be completed.

Previous and Ongoing Work

The Council of Governments and the Local Transportation Authority were awarded a Caltrans Senate Bill 1 Sustainable Communities Transportation Planning Grant to develop the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor. The Analysis will include stakeholder participation, feasibility analysis of public transit network expansion projects, implementation strategies, project cost estimates, and the identification of potential funding strategies and sources.

Work Element 401 Funding Source		Amount	
Senate Bill 1: Road Maintenance Rehabilitation Account Sustainable Communities Grant		\$122,010.06	
In-Kind Local Match: Transportation Development Act		\$11,551.17	
Total		\$133,561.23	
Task	Deliverable	Deadline	Responsible Party
1. Consultant development of Analysis	<ul style="list-style-type: none"> Correspondence Administrative Draft 	October 2019	LTA/Consultant
2. Hold Project Development Team meetings	<ul style="list-style-type: none"> Agendas, Notes 	June 2019 to January 2020	LTA/Consultant
3. Receive feedback on Analysis at local English and Spanish language community events	<ul style="list-style-type: none"> Community Event Calendar Open House Comments 	September 2019	LTA/Consultant
4. Draft Analysis for public review	<ul style="list-style-type: none"> Public Draft Public Review Period Noticing 	May 2020	LTA/Consultant

5.	Draft Analysis to the Board and Advisory Committees for comment	<ul style="list-style-type: none"> • Comments • Presentation Materials • Agendas, Minutes 	May 2020	LTA/Consultant
6.	Final Analysis for Board of Directors to adopt	<ul style="list-style-type: none"> • Final for Adoption 	June 2020	LTA/Consultant
7.	Provide quarterly reports and invoicing	<ul style="list-style-type: none"> • Quarterly Reports and Invoices 	Quarterly	LTA/Caltrans

OVERALL WORK PROGRAM AGREEMENT (OWPA) FOR
 Council of San Benito County Governments

If this is an amendment, please identify the amendment number in the space provided: Amendment # 1

- The undersigned signatory Council of San Benito County Governments, Regional Transportation Planning Agency (RTPA), hereby commits to complete, this fiscal year (FY) (beginning July 1, 2019 and ending June 30, 2020), the annual Overall Work Program (OWP), a copy of which was approved on May 16, 2019 and is attached as part of this OWPA.
- All of the obligations, duties, terms and conditions set forth in the Master Fund Transfer Agreements (MFTA), numbered 74A0801 and executed with effective dates of January 1, 2014 to December 31, 2024 between the MPO and the Department of Transportation (STATE), are incorporated herein by this reference as part of this OWPA for this FY.
- This OWP Agreement obligates and encumbers only these following funding sources: State Highway Account – Rural Planning Assistance (RPA) funds, State Highway Account (SHA) - Sustainable Communities, Road Maintenance and Rehabilitation Account (RMRA) SB1 SC State funds, Public Transportation Account (PTA) State funds, Federal Transit Administration (FTA) Section 5304 Transit Planning/Sustainable Communities*, Federal Highway Administration (FHWA) State Planning and Research (SP&R) – Partnership Planning/Strategic Partnerships*. RTPA agrees to comply with FHWA and FTA matching requirements for “Consolidated Planning Grant”, SHA SC, RMRA, and ATP funds obligated and encumbered against this OWP Agreement: SHA SC, SB1 SC, SB1 Adaptation, state/local 88.53/11/47; FTA Section 5304, federal/local – 88.53/11.47; and FHWA – SP&R Part, federal/local – 80/20. All local match funds are to be provided from non-federal sources when using federal funds.
- Subject to the availability of funds this FY OWPA funds encumbered by STATE include, but may not exceed, the following:

Funding Source	Match %	Fed/State Programmed Amount	Local Match	Total Estimated Expenditures
RPA	0.00%	\$294,000.00		\$294,000.00
RPA Grant	0.00%	\$0.00		\$0.00
SHA Sustainable Communities	11.47%	\$0.00	\$0.00	\$0.00
SB1 Sustainable Communities (Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25	11.47%	\$ 122,010.06	\$11,551.17	\$133,561.23
Adaptation Funds	11.47%	\$0.00	\$0.00	\$0.00
FTA 5304 Funds*	11.47%	\$0.00	\$0.00	\$0.00
FHWA SPR Funds* State Route 156 Multimodal Enhancement Study	20.00%	\$192,000.00	\$48,000.00	\$240,000.00
Total Programmed Amount		\$608,010.06	\$59,551.17	\$667,561.23

- Should RTPA expend funds in excess of those available and programmed in this FY OWPA, those costs shall be borne solely by RTPA.

Caltrans District #5
 Department of Transportation (STATE)
 Authorized Signature
 Printed Name of Caltrans District
 Title
 Date

Council of San Benito County Governments
 Name of Agency (RTPA)

Authorized Signature
 Mary Gilbert
 Printed Name of Authorized Signatory
 Executive Director
 Title

Date: December 19, 2019

APPROVED AS TO LEGAL FORM
SAN BENITO COUNTY COUNSEL
Shirley J. Murphy 12/11/19
 DEPUTY COUNTY COUNSEL DATE

(For Use by Caltrans Accounting Only)			
The total amount of all FEDERAL funds encumbered by this document are \$ _____		The total amount of all STATE funds encumbered by this document are \$ _____	
Fund Title: _____		Fund Title: _____	
Item	Chapter Statute Fiscal Year	Item	Chapter Statute Fiscal Year
	19/20		19/20
Project ID#	Encumbrance Document Number	Project ID#	Encumbrance Document Number

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and expenditure purpose stated above.

Signature of Department of Transportation Accounting Officer

Date

*CFDA for Federal Funds 20.505 Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research



Agenda Item: _____

P: 831-637-7665

F: 831-636-4160

E: info@sanbenitocog.org

Staff Report

To: Council of Governments
From: Kathy Postigo, Administrative Services Specialist Telephone: (831) 637-7665
Date: December 19, 2019
Subject: Council of Governments FY 2018/19 Basic Financial Statements

Recommendation:

ACCEPT Council of Governments FY 2018/19 Basic Financial Statements.

Summary:

As required by Federal/State Statutes all local governments are required to perform an audit of their financial statements. Joe Arch with JJACPA, Inc. will present the FY 2018/19 Basic Financial Statements.

Financial Consideration:

The cost of the financial audit for FY 2018/19 is \$15,045, which was included in COG's FY 2018/19 Budget.

Background:

As required by Federal and State Statutes all local governments are required to have an audit of their financial statements performed by an outside auditor. COG hired JJACPA, Inc. to provide financial audit services for fiscal year ending June 30, 2019.

Staff Analysis:

The audit was completed and the Basic Financial Statements report is attached for the Board's information. There were no findings by the auditors and the financial statements were presented in conformity with accounting principles generally accepted in the United States of America.

A representative with JJACPA, Inc. will present the opinions of the financial statements based on their audit.

Executive Director Review: _____

Counsel Review: N/A

*Council of San Benito County Governments
330 Tres Pinos Rd, Suite C7
Hollister, CA 95023*



Staff Report

To: Council of San Benito County Governments
From: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x.207
Date: December 19, 2019
Subject: **San Benito County Measure G**

Recommendation:

- a. **RECEIVE Update** on Measure G Activities
- b. **COMMENT** on Proposed Highway 25 Delivery Strategy and Value Analysis Goals

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:

The State Board of Equalization has collected and remitted a total of \$2,717,680.53 to the Council of San Benito County Governments' Measure G fund, which is housed at the County of San Benito Auditor's Office. Interest on Measure G funds has not yet been allocated by the County Auditor's Office.

Summary

Staff is continuing steps for implementation of Measure G. The tax has been collected since April 1, 2019 and COG has received approximately \$2.7 million in the separate tax account. No Measure G funds have been expended to date, with first distributions to local agencies and COG administration anticipated later this year.

Staff Analysis

Since the passage of Measure G, the CDTFA has collected \$2,717,680.53. Once collected, funds are remitted to the Council of San Benito County Governments' Measure G account, which is housed by the County of San Benito. The first payment of Measure G funds was deposited in May of 2019. The funds collected to date are detailed below:

- Fiscal Year 2018/2019 Fourth Quarter (April, May, June) – Revenue: \$2,193,232.77.

- Fiscal Year 2019/2020 First Quarter (July, August, September) – Revenue: \$524,447.76. Funds for the First Quarter FY 2019/20 only reflect revenue received for the month of July. The DTFA has not yet disbursed funds to COG for any revenues collected in August and September.

The Measure G Strategic Plan includes updating financial forecasting and receiving support in developing a plan for distribution of funds from the Measure. KNN Public Finance, under contract to COG, provided a detailed presentation to the Board at its November meeting. Staff is updating revenue forecasts while matching forecasts to anticipated expenditures. The strategic plan will be presented for adoption in early 2020.

Measure G Tier 1: Highway 25 4-Lane Expressway

The Expressway project is currently included in the model at full build-out from San Felipe Road to the San Benito/Santa Clara County line. In September, COG requested review of the proposed project design. Staff has initiated a contract with WMH Engineering to provide engineering consulting services to COG for the project review. WMH Engineering previously completed the Council of Governments Alternatives Analysis for the highway.

Caltrans has committed to complete a Value Analysis of the project with representatives from Caltrans functional units, COG staff, County and City staff, and regional partners at Santa Clara Valley Transportation Authority to review project delivery alternatives. An overview of the Value Analysis Process is included with this item (Attachment 1). There are many reasons to use a Value Analysis process, including:

- Building consensus with transportation partners
- Solving difficult transportation problems
- Cost reduction while maintaining or improving project quality
- Elimination of detrimental design influences

Staff has prepared local agency goals for the effort for the Board's review and approval (Attachment 2). These goals were reviewed by the Technical Advisory Committee.

In addition to State Route 25, COG has the following priorities for Measure G:

- Finalize Local Agency Funding/Tax Sharing Agreements
- Local Agency Project Groundbreaking
- Submit request for programming Local Partnership Program Bonus/Incentive funds to the California Transportation Commission

Executive Director Review: _____

Counsel Review: N/A

Attachments:

1. Frequently Asked Questions – Value Analysis
2. DRAFT Goals – Highway 25 Value Analysis Study

FREQUENTLY ASKED QUESTIONS ABOUT VA STUDY

Q. What is Value Analysis?

A. Value Analysis/ Value Engineering is a function-oriented, systematic team approach, used to analyze and improve value in a product, facility design, system or service. It is a powerful methodology for solving problems and/or reducing costs while improving performance/quality requirements.

Q. Why use VA?

A. There are several reasons why Caltrans uses Value Analysis. They include:

MAINTAIN FEDERAL FUNDING. Value analysis studies are now required on all projects greater than \$25 million (capital and support costs) on the National Highway Systems (NHS).

The project is defined by the environmental

document and may include multiple contracts over many phases. The NHS Act of 1995, the subsequent Federal Rule (February 1997- Subpart 627) and the Federal Aid Policy Guide, which added a new Chapter 6- "Value Engineering" define the application of this regulation.

BUILDING CONSENSUS WITH OUR TRANSPORTATION PARTNERS is the way we do business in Caltrans. Federal and state legislation over the last several years has given the local authorities a greater role in deciding local transportation issues. Value Analysis is an effective tool to break down the conflicts and build consensus with project stakeholders and partners.

SOLVING DIFFICULT TRANSPORTATION PROBLEMS. Value Analysis provides an excellent tool to focus on and solve our most difficult transportation problems. The more complex a project is in terms of geometry, staging, environmental impacts, the more opportunity it provides for a skilled, well-led VA team to provide an in-depth analysis and subsequent innovative solutions for the project.

COST REDUCTION WHILE MAINTAINING OR IMPROVING PROJECT QUALITY is a big part of the Project Development process, as the public is demanding more for less cost. Project costs should include the total cost of ownership, which includes both the construction cost and subsequent operation and maintenance costs. VA recommendations should not include cost reduction at the expense of project functions.

ELIMINATION OF DETRIMENTAL DESIGN INFLUENCES. The following influences can negatively affect a project's design:

- Lack Of Information
- Time Pressures
- Wrong Beliefs
- Negative Attitudes
- Habitual Thinking
- Rapidly Changing Technology
- Risk Of Personal Loss
- Strict Adherence To "Requirements"
- Reluctance To Ask For Advice
- Poor Human Relations

The VA review process can overcome these influences by use of an objective, multi-disciplined team applying the VA methodology in a controlled environment.

Q. What types of projects does Caltrans VA study?

A. Caltrans does three types of VA studies:

- Highway construction projects. Highway VA studies are broken down into two categories:
 1. NHS studies which are mandated by the NHS Act of 1995.
 2. District-Identified studies which are identified by the Districts.
- Product studies. The VA process can be used to improve the quality of highway products. Typically, engineering products are items and systems as described in Caltrans' standard plans and specifications. Value Analysis can help identify products that need to be updated due to changing technology, outdated application, or any other changes that affect our standard engineering products.
- Process studies. The VA process can be used to improve the quality of Caltrans' processes, such as policy and procedures and business practices.

Q. What are the steps in VA?

A. Although we do several different types of studies, there are basic steps that are included in each study. These are broken up into three stages: Pre-study Preparation, Study and Report.

Steps to each stage are as follows:

1. Pre-Study Preparation

- Initiate Study
- Organize Study
- Prepare Data

2. Study

- Inform Team
- Analyze Functions
- Create Ideas
- Evaluate Ideas
- Develop Alternatives
- Critique Alternatives
- Present Alternatives
- Assess Alternatives
- Resolve Alternatives
- Present Results

3. Report

- Publish Results
- Close out Studies

For more information, take a look at the [VA Activities Chart](#). It has a more detailed explanation of each step in the VA Process.

Q. At what stage should VA studies be performed?

A. The best time for a VA study to be performed on highway construction projects is in the earlier stages of the project development phases to maximize the implementation rates of the highway project studies. The three main project development milestones are:

- Project Initiation Document (PID). Project scope, schedule and budget are identified resulting in a programmed project.
- Project Report (PR). Project alternatives are identified and analyzed according to federal and state requirements and the preferred alternative is selected. The environmental clearance allows the project to be carried forward into the design phase.
- Design Phase. Final design is prepared as established by the Project Report's selected alternative. Completion of plans, specifications, and estimates leads to the award and construction of the highway project.

Q. What about training?

A. The VA program assesses training needs on an ongoing basis every fiscal year. The following are the training modules presently available:

- VA Training Workshop
The VA Training Workshop, known as Module I Training by Society of Value Engineers (SAVE) International, is a 40-hour workshop that teaches VA principles and techniques. The workshop trainee spends equal time in lecture and conducting value analysis on an actual highway project.
- Team Leader Coaching
Team Leader coaching is available for those employees who are interested in leading VA studies. To qualify for coaching, team leader trainees must have successfully completed the VA Training Workshop and have served on VA studies in the recent past.

Q. How has the NHS Mandate for Value Engineering studies affected Caltrans?

A. The NHS Act of 1995 provided a much needed boost in the number of VA study starts. This Act included a value engineering provision (later codified in Subchapter G Part 627 of Title 23, CFR) requiring the Secretary to "establish a program to require states to carry out a value engineering analysis for all projects on the National Highway System with an estimated total cost of \$25 million or more." The FHWA published its regulation establishing this program on February 14, 1997 requiring that all projects over \$25 million on the National Highway System (NHS) be value analyzed to receive federal participation on the project funds.

The NHS Act has greatly increased the commitment required to the VA program within Caltrans. Major highway improvement projects in the urban Districts have required an intensive effort by Caltrans to comply with the law.

In response to the NHS mandate the VA procedures were updated to include a formalized implementation phase, requiring Project Managers to review and respond to the VA recommendations in writing to close out the VA process.



DRAFT Goals

State Route 25 Expressway Value Analysis – 2020

1. Ensure that project alternatives meet the need to improve safety and reduce congestion on the corridor
2. Identify fundable, constructible phases of the project, including opportunities to ensure expressway conversion in the future.
3. Reduce project cost.
4. Minimize right of way impacts, identify ways to use as much existing right of way as feasible.
5. Reduce impacts to agricultural land.
6. Maintain planned grade separation at intersection of SR 25 & SR 156
7. Ensure project is eligible for State and Federal matching funds, currently or in the future.
8. Ensure Stakeholder Acceptance
9. Public Acceptance- deliver a project as committed to the voter-approved Measure G Transportation Safety and Investment Plan.
10. Ensure project concepts are coordinated with San Benito/Santa Clara Mobility Partnership efforts for the State Route 152 Trade Corridor planning.



Staff Report

To: Council of San Benito County Governments
 From: Mary Gilbert, Executive Director Telephone: (831) 637-7665 x. 207
 Date: December 19, 2019
 Subject: **State Route 156 Improvement Project**

Recommendation:

APPROVE Cooperative Agreement with Caltrans for Local Contribution of Funds to the State Route 156 Improvement Project.

Summary:

Caltrans requires a cooperative agreement for local contribution of funding to State Highway Projects. The agreement allows the State to invoice for local funds.

Financial Impact:

The local funding identified for the project totals \$24,339,000. The funding is broken down as follows:

Traffic Impact Fees – Hollister and County	\$9,639,000
STIP/RIP	\$14,700,000

Background:

Traffic Impact Fees and STIP/RIP funds have been allocated for this project locally for several years. Caltrans is nearing construction of the project and will seek reimbursement of the funds upon contract award, anticipated in Spring 2020.

Staff Analysis:

The cooperative agreement outlines the roles and responsibilities of COG and Caltrans. Following approval by COG, staff will seek an agreement with the City of Hollister and San Benito County to collect their portion of the traffic impact fee funds to be distributed to the State.

Executive Director Review: _____

Counsel Review: Yes

Supporting Attachment(s):

1. Cooperative Agreement No. 05-0308

05-SBT-156-3.0/R8.2
EA: 34490
Project Number: 0500000505
Agreement 05 - 0308

COOPERATIVE AGREEMENT

Local Contribution Only

This AGREEMENT, effective on _____, is between the State of California, acting through its Department of Transportation, referred to as CALTRANS, and:

San Benito County Council of Governments, a public corporation/entity, referred to hereinafter as SBCOG.

RECITALS

1. PARTIES are authorized to enter into a cooperative agreement for improvements to the State Highway System (SHS) per the California Streets and Highways Code sections 114 and 130.
2. The term AGREEMENT, as used herein, includes this document and any associated attachments, exhibits, and amendments.
3. For the purpose of this AGREEMENT, widening State Route 156 from a two lane conventional Highway to a four lane Expressway will be referred to hereinafter as PROJECT. This description only serves to identify the PROJECT. The project scope of work is defined in the appropriate authorizing documents per the Project Development Procedures Manual.
4. SBCOG will contribute an amount of \$24,339,000 to the PROJECT. Contributed funds will be used for the PROJECT.
5. PARTIES agree that funds will be contributed to the following PROJECT COMPONENTS:
 - CONSTRUCTION CAPITAL
6. PARTIES hereby set forth the terms, covenants, and conditions for SBCOG's contribution toward the PROJECT.

ROLES AND RESPONSIBILITIES

7. CALTRANS is the SPONSOR and IMPLEMENTING AGENCY for the PROJECT.
8. SBCOG is a FUNDING PARTY contributing a fixed amount toward the PROJECT as shown in the FUNDING TABLE.
9. CALTRANS is responsible for completing all work for the PROJECT.

GENERAL CONDITIONS

10. All obligations of CALTRANS under the terms of this AGREEMENT are subject to the appropriation of resources by the Legislature, the State Budget Act authority, and the allocation of funds by the California Transportation Commission.
11. The cost of any engineering support performed by CALTRANS includes all direct and applicable indirect costs. CALTRANS calculates indirect costs based solely on the type of funds used to pay support costs. State and federal funds administered by CALTRANS are subject to the current Program Functional Rate. All other funds are subject to the current Program Functional Rate and the current Administration Rate. The Program Functional Rate and Administration Rate are adjusted periodically.
12. Neither SBCOG nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by CALTRANS, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon CALTRANS under this AGREEMENT. It is understood and agreed that CALTRANS, to the extent permitted by law, will defend, indemnify, and save harmless SBCOG and all of its officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by CALTRANS, its contractors, sub-contractors, and/or its agents under this AGREEMENT.
13. This AGREEMENT is intended to be PARTIES' final expression and supersedes any oral understanding or writings pertaining to PROJECT.

INVOICE AND PAYMENT

14. SBCOG will contribute the funds listed below:

FUNDING TABLE			
Fund Source	Fund Type	Project Component	Amount
LOCAL	Local	Construction Capital	\$9,639,000
STATE	STIP/RIP	Construction Capital	\$14,700,000
Total Funds			\$24,339,000

15. CALTRANS will draw from state and federal funds that are provided by SBCOG without invoicing SBCOG when CALTRANS administers those funds and CALTRANS has been allocated those funds by the CTC and whenever else possible. Otherwise invoicing and payment will occur in accordance with the following:

CALTRANS will invoice SBCOG for a lump sum (single payment), as a fixed cost \$9,639,000, after execution of this AGREEMENT.

16. SBCOG will pay the invoiced amount within forty-five (45) calendar days of receipt of the invoice unless SBCOG is paying with Electronic Funds Transfer (EFT). When paying with EFT, SBCOG will pay the invoiced amount within five (5) calendar days of receipt of the invoice.
17. If SBCOG has received Electronic Funds Transfer (EFT) certification from CALTRANS then SBCOG will use the EFT mechanism and follow all EFT procedures to pay all invoices issued from CALTRANS.
18. This AGREEMENT will terminate upon CALTRANS' receipt of the PROJECT funds. However, all indemnification articles will remain in effect until terminated or modified in writing by mutual agreement.

DEFINITIONS

FUNDING PARTY – A PARTY who commits a defined dollar amount to the PROJECT.

IMPLEMENTING AGENCY – The party responsible for managing the scope, cost, and schedule of a project component to ensure the completion of that component.

PARTY – The term that references a signatory agency to this AGREEMENT.

PARTIES – The term that collectively references all of the signatory agencies to this AGREEMENT. This term only describes the relationship between these agencies to work together to achieve a mutually beneficial goal. It is not used in the traditional legal sense in which one party's individual actions legally bind the other PARTIES.

SPONSOR – The PARTY that accepts the obligation to secure financial resources to fully fund PROJECT. This includes any additional funds beyond those committed in this AGREEMENT necessary to complete the full scope of PROJECT.

PROJECT COMPONENT – A distinct portion of the planning and project development process of a capital project as outlined in California Government Code, section 14529(b).

- **PID (Project Initiation Document)** – The activities required to deliver the project initiation document for PROJECT.
- **PA&ED (Project Approval and Environmental Document)** – The activities required to deliver the project approval and environmental documentation for PROJECT.
- **PS&E (Plans, Specifications, and Estimate)** – The activities required to deliver the plans, specifications, and estimate for PROJECT.
- **R/W (Right of Way) SUPPORT** – The activities required to obtain all property interests for PROJECT.

- **R/W (Right of Way) CAPITAL** – The funds for acquisition of property rights for PROJECT.
- **CONSTRUCTION SUPPORT** – The activities required for the administration, acceptance, and final documentation of the construction contract for PROJECT.
- **CONSTRUCTION CAPITAL** – The funds for the construction contract.

CONTACT INFORMATION

The information provided below indicates the primary contact information for each PARTY to this AGREEMENT. PARTIES will notify each other in writing of any personnel or location changes. Contact information changes do not require an amendment to this AGREEMENT.

The primary AGREEMENT contact person for CALTRANS is:

Brandy K Rider, Project Manager
50 Higuera Street
San Luis Obispo, CA 93401
Office Phone: 805-549-3620

The primary AGREEMENT contact person for SBCOG is:

Mary Gilbert, Executive Director
330 Tres Pinos Rd.
Hollister, CA 95023
Fax Number: 831-636-4160
Office Number: 831-637-7665

SIGNATURES

PARTIES declare that:

1. Each PARTY is an authorized legal entity under California state law.
2. Each PARTY has the authority to enter into this AGREEMENT.
3. The people signing this AGREEMENT have the authority to do so on behalf of their public agencies.

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

By: _____
TIMOTHY M. GUBBINS
District Director

VERIFICATION OF FUNDS AND
AUTHORITY:

By: _____
Julia Bolger
Resource Manager

CERTIFIED AS TO FINANCIAL TERMS
AND POLICIES:

By: _____
Gina Schumacher
HQ Accounting Supervisor

SAN BENITO COUNTY COUNCIL OF
GOVERNMENTS

By: _____
Cesar Flores
Chairperson

ATTEST:

By: _____
Mary Gilbert
Executive Director

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

By: Shirley L. Murphy 12/12/19
Shirley L. Murphy
Deputy County Counsel