



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

**DATE:** Thursday, February 20, 2020  
3:00 p.m.

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

**DIRECTORS:** Jaime De La Cruz, Peter Hernandez, Marty Richman,  
Mary Vazquez Edge and Ignacio Velazquez  
Alternates: San Benito County: Mark Medina;  
City of Hollister: Rolan Resendiz; City of San Juan Bautista: César E. Flores  
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 G. 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 City Of San Juan Bautista Council Member Tony Boch
- D. ELECT COG Chairperson for 2020
- E. ELECT COG Vice Chairperson for 2020
- F. COMMITTEE APPOINTMENTS:
  - 1. Delegate and Alternate to the California Association of Councils of Governments (CALCOG)
  - 2. Two Representatives to the San Benito/Santa Clara Mobility Partnership (Once City of Hollister Representative and One Other Representative)
  - 3. Representative to Speak on Behalf of COG at California Transportation Commission and Central Coast Coalition Meetings
- G. **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.*)
- H. Executive Director's Report
- I. Caltrans Report – Gubbins/Loe
- J. 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 December 19, 2019 – Gomez
2. **RECEIVE** Construction Projects Report – Caltrans District 5
3. **REAPPOINT** Clay Kempf, Esther Alva, and Pauline Valdivia to the Social Services Transportation Advisory Council – Valentine
4. **APPROVE** and Authorize the Executive Director to Execute a Memorandum of Understanding (MOU) with the Association of Monterey Bay Area Governments (AMBAG) Defining Roles and Responsibilities Associated with the Administration of the Assembly Bill 101 Housing Planning and Production Grant Program Upon Determination of the Final Allocation Amount – Gilbert
5. **Fiscal Year 2020/2021 Draft Overall Work Program - Lezama**
  - a. **RECEIVE** Fiscal Year 2020/2021 Draft Overall Work Program, which Includes Planning Activities to be Performed by the Council of Governments; and
  - b. **AUTHORIZE** Submittal of Fiscal Year 2020/2021 Draft Overall Work Program to the California Department of Transportation for Comment.

## REGULAR AGENDA:

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

6. **2020 Unmet Transit Needs Hearing – Lezama**
  - a. **RECEIVE** Presentation on Unmet Transit Needs
  - b. **OPEN** Public Hearing
  - c. **CLOSE** Public Hearing
7. **2022- 2045 San Benito Regional Transportation Plan Goals – Lezama**
  - a. **RECEIVE** a Presentation on the 2022-2045 San Benito Regional Transportation Plan Update; and
  - b. **COMMENT** and **APPROVE** the Draft Goals for Inclusion in the Draft 2022-2045 San Benito Regional Transportation Plan.
8. **RECEIVE** Central Coast Coalition Legislative Platform and Information on Legislative Activities – Gilbert
9. **RECEIVE** Update on the State Route 156/State Route 25 Roundabout and Proposed Alternatives – Gilbert
10. **San Benito County Measure G – Gilbert**
  - a. **RECEIVE** Update on Measure G Activities
  - b. **DISCUSS** Project Funding for Tier I and Tier II Projects

**Adjourn to COG Meeting on March 19, 2020. Agenda Deadline is Tuesday, March 3, 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**

**December 19, 2019, 3:00 P.M.**

**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

**OTHERS PRESENT:**

Joe Arch, JJACPA, Inc.;

**CALL TO ORDER:**

Chair Flores called the meeting to order at 3:09 P.M.

**A. PLEDGE OF ALLEGIANCE**

**B. CERTIFICATE OF POSTING**

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

**C. PUBLIC COMMENT:**

**Chuck Wyatt**

Mr. Wyatt thanked the County for filling in the potholes on Fairview Road and paving on Fallon Road. He asked what was next for Fairview Road. He also asked if Caltrans had any plans to remediate Highway 25, as it is slowly falling apart with potholes.

Director Botelho gave Mr. Wyatt his business card so that he could speak with him after the meeting.

**D. EXECUTIVE DIRECTOR'S REPORT: Gilbert**

Ms. Gilbert acknowledged and thanked our Local Transportation Authority staff, Regina Valentine and our contractor, MV Transportation for helping with the effort in transporting/relocating patients from the Mabie Northside Skilled Nursing Facility to Hazel Hawkins Hospital after the flooding that occurred at their facility on December 4, 2019.

Also, related to transit planning, COG staff is working on an alternatives analysis looking at transit options on the Highway 25 Corridor. They'll be looking at the possibility of passenger rail as well as other transit alternatives. Staff has done some public outreach which included a well-attended evening meeting last week, as well as some pop-up outreach conducted by the consultant at two of the local grocery stores. Staff will provide more information to the COG Board at a future meeting once the study is completed.

Ms. Gilbert reminded the COG Board and members of the public that the COG office will be closed for the holidays starting Monday, December 23<sup>rd</sup> and will re-open January 2, 2020.

Lastly, Ms. Gilbert presented a certificate of appreciation to COG's 2019 outgoing Chair César E. Flores and thanked him for his leadership throughout the year.

#### **E. Caltrans District 5 Report: Aileen Loe**

Aileen Loe reported that the California Freight Mobility Plan is out for public review until the end of January. She encouraged the COG Board to review it. She mentioned that there is a follow-on companion document which will include the investment strategies and example projects. Caltrans is also looking at the SB 1 Discretionary Programs that are coming into focus for the next round of applications for the Congestive Corridors Program, Trade Corridor Program, and the Active Transportation Program. All of those programs have significant funding advanced into them from the SB 1 source of funds. Caltrans is working with their partners to identify projects that may be competitive for those programs and to facilitate applications going forward.

#### **F. Board of Directors' Reports**

Director Botelho requested that Caltrans prepare a letter to COG at the next Board meeting justifying the roundabout at Highway 156/25 and identifying which other safety alternatives have been explored in lieu of the roundabout.

Ms. Gilbert stated that staff would prepare correspondence to Caltrans on behalf of the COG Board. She noted that next steps for the project is engaging in a contract with an engineering firm to prepare a design plan for a potential interim interchange or a smaller footprint interchange project in lieu of the roundabout. This will be on the next COG agenda.

Director Velazquez thanked Caltrans for some of the improvements that that have been done along Pinnacles National Highway and Meridian with the dedicated left turn light. However, along Sunset Drive and Airline Highway, he requested that in the future they reconsider using bark because the recent downpour caused the bark to float into the roadway clogging the drains in the area.

Ms. Loe stated that she would follow up regarding the surface treatment in the area.

#### **CONSENT AGENDA:**

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 and Amended FY 2019/20 Overall Work Program Agreement with the California Department of Transportation.

Director Velazquez asked to pull Item 2 from the Consent agenda to discuss the Highway 156 project update.

There was no public comment on the Consent Agenda.

*A motion was made by Director Botelho, and seconded by Director Velazquez, the Directors approved Items 1, 3, and 4 from the Consent agenda. Vote: 4/0 motion passes.*

Regarding Item 2, Director Velazquez asked for more information about the delay in construction start date for the Highway 156 Improvement project.

Ms. Loe explained that the construction delay is due to the finalization of a few ongoing right of way negotiations and utility agreements.

Director Richman requested that Caltrans provide a history of delays for the project so that they are able to demonstrate to the voters.

Ms. Loe stated that she would put together a historical timeline milestone schedule of the project to bring back to the Board.

## **REGULAR AGENDA**

### **5. ACCEPT Council of Governments FY 2018/19 Basic Financial Statements – Postigo**

Ms. Postigo introduced Joe Arch of JJACPA, Inc. who provided a presentation on the Fiscal Year 2018/2019 Basic Financial Statements.

Mr. Arch reported that 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.

There was no discussion or public comment.

*A motion was by Director Velazquez, and seconded by Director Richman, the Directors accepted the Council of Governments FY 2018/19 Basic Financial Statements. Vote: 4/0 motion passes.*

### **6. San Benito County Measure G – Gilbert**

#### **RECEIVE** Update on Measure G Activities

#### **a. COMMENT** on Proposed Highway 25 Delivery Strategy and Value Analysis Goals

Mary Gilbert provided an update on Measure G activities. Staff is working on finalizing local agency agreements/tax sharing agreements which will come before the Board. Staff will also be working with local agencies on getting some project groundbreaking and publicity once projects get started. Staff will be submitting a request to the California Transportation Commission for programming Local Partnership Program Bonus Incentive funds.

Ms. Gilbert provided a PowerPoint presentation and overview of the Value Analysis Process and proposed goals for the Value Analysis. She stated that the goals were reviewed by the Technical Advisory

Committee. She asked the Board to provide feedback on the Draft Goals – State Route 25 Expressway Value Analysis Study. She mentioned that the Value Analysis is what’s driving the schedule.

**Public Comment:**

**Harry Mavrogenes  
SBC RMA Director**

Mr. Mavrogenes stated that he has been working with COG staff to develop something that will get us closer to where we need to be with the project. He recommended that the Board add a timeline goal to get the project done a lot sooner, closer to a 2023-2024 horizon. He said performance is also important and it needs to meet the needs of the community. He said he was concerned that on the Santa Clara side there would be no separation at the railroad at this time and there is no plan right now for 4-laning the section of the road between there and the County line. He said he and Ms. Gilbert would continue working with the partnership and pushing for that to see if they can get it moving along.

Director Botelho stated that Caltrans District 4 and the Valley Transportation Authority need to be involved in the Value Analysis discussions. He said it could help with compelling them into widening their side of Highway 25 all the way to Highway 101.

Director Richman asked for a better map with more detail of the Highway 25 adopted route.

Aileen Loe stated that she would look into it and report back.

Director Richman stated that building 4-lanes on Highway 25 will not matter if it becomes a bottleneck when we’re trying to get onto Highway 101. He said that he would like to over some time period adopt a reporting that tells the Board where Santa Clara County is on their improvement efforts of Highway 25/101 intersection.

Ms. Gilbert stated that a Value Analysis was done on this project before and both districts were included. She said she would speak with the project team that they are working with at District 5 as she did not see any reason why District 4 should not be included in that portion of the project in the Value Analysis. She said that currently the Valley Transportation Authority does not have funds programmed for the widening, but they are exploring opportunities as part of their discussions at the Mobility Partnership.

Director Velazquez stated that everyone needs to remember that part of a partnership is working together and it is going to be a process that is done in phases. He said it is going to take a lot of work and a combination of Santa Clara County, San Benito County, the State, and Federal Government all participating to make it happen.

Director Richman asked for more frequent Mobility Partnership updates to the COG Board.

**Public comment:**

**Wayne Norton**

Mr. Norton stated that he agreed with sentiments to keep pressure on state and federal government and all of the partners involved because all hands need to be on deck. He also agreed with the addition of “accelerating timeline” as a goal. He was glad to hear they are doing a Value Analysis. He said he was optimistic that it will result in a plan that will move this project forward. He stated however, that if they don’t start making progress on showing the community that some Highway 25 issues are going to be resolved there is going to be a larger problem because people are going to lose confidence in the government’s ability to get things done.

Ms. Gilbert stated that staff had consensus from the Board to add “accelerating the timeline” as a goal to the list of Draft Goals for the Value Analysis.

There was no further discussion or public comment.

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

Ms. Gilbert reported that the cooperative agreement outlines the roles and responsibilities of COG and Caltrans. Following approval by the COG Board, 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. She reported good news as far as programming for the State Route 156 project is that the State has fully committed their portion to the project.

Director Richman requested that staff bring back an update on the Highway 156 project at the February meeting. He wanted to discuss the connection at Union Road.

Ms. Gilbert stated that the Board approved the amendment to the Overall Work Program earlier in the meeting, which will allow them to kick off a grant that COG was awarded by the State to look at all the connections to Highway 156 such as, Union Road, the Alameda in San Juan Bautista, Monterey Road and Buena Vista Road. Staff will bring more information back to the Board in February.

There was no public comment.

*A motion was made by Director Richman, and seconded by Director Botelho, the Directors approved Item 7. Vote: 4/0 motion passes.*

*A motion was made by Director Velazquez, and seconded by Director Botelho, the Directors adjourned the COG meeting. The meeting was adjourned at 4:09 p.m. Vote: 4/0 motion passes.*

**ADJOURN TO COG MEETING FEBRUARY 20, 2020 AT 3:00 P.M.**





# PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR THE FEBRUARY 20, 2020 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/Joe Erwin (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/Joe Erwin (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/Barak Miles	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/Aaron Henkel	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 FEBRUARY 20, 2020 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/Aaron Henkel	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/Aaron Henkel	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: Regina Valentine, Transportation Planner Phone: (831) 637-7665 x 205  
Date: February 20, 2020  
Subject: **Social Services Transportation Advisory Council Membership**

---

### Recommendation:

**REAPPOINT** Clay Kempf, Pauline Valdivia, and Esther Alva to the Social Services Transportation Advisory Council

### Summary:

Staff is recommending reappointment of members to the Social Service Transportation Advisory Council (SSTAC). Per Public Utilities Code, the candidates for membership will be serving on SSTAC as, "two representatives of the local social service providers for seniors, including one representative of a social service transportation provider," and, "one representative of a local social service provider for persons of limited means."

### Financial Impact:

There is no financial impact.

### Background:

SSTAC members are appointed by the Council of San Benito County Governments (COG) Board of Directors. They are recruited from social service agencies and transit providers representing the elderly, persons with disabilities and persons of limited means, in accordance with the Public Utilities Code (Article 3, Section 99238).

COG strives to achieve a balanced geographic and minority representation when appointing committee members. This committee consists of 10 members, including:

- One representative of potential transit users who are 60 years of age or older;
- One representative of potential transit users who are disabled;
- Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;
- Two representatives of a local social service for persons with disabilities, including one representative of a social service transportation provider, if one exists;
- One representative of a local social service provider for persons of limited means;
- Two representatives for the Consolidated Transportation Services Agency, if one exists, including one representative from an operator, if one exists;

- One concerned citizen who has expressed interest in social service transportation.

### Staff Analysis

Staff recommends that the COG Board reappoint Clay Kempf, Pauline Valdivia, and Esther Alva to the SSTAC. Each member of SSTAC has a term of three years and is eligible for reappointment at the end of their term. The three members before the Board for consideration are seeking reappoint as they currently participate on SSTAC:

- Clay Kempf would continue to serve on SSTAC as a “representative of the local social service providers for seniors.” Mr. Kempf is the Executive Director for the Seniors Council of Santa Cruz and San Benito Counties.
- Pauline Valdivia would continue to serve on SSTAC as a “representative of the local social service providers for seniors, including one representative of a social service transportation provider.” Ms. Valdivia is the Executive Director for Jovenes de Antaño, a local nonprofit contracted by the San Benito County Local Transportation Authority (LTA) to operate Specialized Transportation.
- Esther Alva would continue to serve on SSTAC as a “representative of a local social service provider for persons of limited means.” Ms. Alva is an Employment Training Supervisor for the San Benito County Health and Human Services Agency.

Staff greatly appreciates the dedication the above members have provided to SSTAC and looks forward to working with them further if reappointed.

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:** February 20, 2020  
**Subject:** **Memorandum of Understanding with Association of Monterey Bay Area Governments for the Central Coast Housing Working Group**

---

### Recommendation:

**APPROVE** and authorize the Executive Director to execute a memorandum of understanding (MOU) with the Association of Monterey Bay Area Governments (AMBAG) defining roles and responsibilities associated with the administration of the Assembly Bill 101 housing planning and production grant program upon determination of the final allocation amount.

### 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. AMBAG was approved by the COG Board as the Fiscal Agent for the Working Group. The Memorandum of Understanding establishes the roles and responsibilities of COG and AMBAG for the program.

### 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 6<sup>th</sup> Cycle of the RHNA. It is estimated that the Central Coast mega region will receive approximately \$8.5 million which will be distributed by the working group based on population.

### Staff Analysis:

COG approved AMBAG as the fiscal agent for the program at its October 2019 meeting. Staff will finalize and sign the agreement with the Board's approval.

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

Counsel Review: Yes

---

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

330 Tres Pinos Road, Suite C7 ▪ Hollister, CA 95023 ▪ Phone: 831-637-7665 ▪ Fax: 831-636-4160  
[www.SanBenitoCOG.org](http://www.SanBenitoCOG.org)

MEMORANDUM OF UNDERSTANDING  
between  
THE ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS  
and  
THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

RECITALS

WHEREAS, Governor Gavin Newsom signed Assembly Bill 101 in September 2019, which established the Local Government Planning Support Grants Program which allocates \$125 million in housing planning funds to regional entities throughout the state; and

WHEREAS, the California Department of Housing and Community Development (HCD) has been assigned as the state agency overseeing this program; and

WHEREAS, the provisions of AB 101 require the California Central Coast's Councils of Governments form a multiagency group comprising three representatives from each of the region's five counties to administer approximately \$8 million in housing planning funds dedicated to the Central Coast region; and

WHEREAS, the Central Coast Housing Working Group has been established as the multiagency working group to administer these funds pursuant to AB 101; and

WHEREAS, the Association of Monterey Bay Area Governments (AMBAG) will serve as the fiscal agent of the Central Coast Housing Working Group and will staff the group; and

WHEREAS, AMBAG will use three percent of the AB 101 Central Coast regional funding to administer the mega regional grant program, staff the Central Coast Housing Working Group, provide required reporting, and provide oversight of the grant program from 2020 to 2024; and

WHEREAS, AMBAG will allocate AB 101 housing planning funds to the four COGs in the Central Coast area: AMBAG, the San Luis Obispo Council of Governments, the Santa Barbara County Association of Governments, and the Council of San Benito County Governments; and

WHEREAS, the COUNCIL OF SAN BENITO COUNTY GOVERNMENTS is eligible to submit a request for allocation for a portion of Central California AB 101 housing planning funds from AMBAG; and

WHEREAS, the amounts allocated to the COUNCIL OF SAN BENITO COUNTY GOVERNMENTS will be based on the allocation method approved by the Working Group; and

WHEREAS, AMBAG shall approve allocation requests subject to the terms and conditions of eligibility, guidelines, Notices of Funding Availability, program requirements.

THEREFORE, BE IT RESOLVED:

1. The Council of San Benito County Governments (Grantee) is hereby authorized to request an allocation not to exceed \$ **[Amount]** from the Association of Monterey Bay Area Governments which acts on behalf of the Central Coast Housing Working Group. A portion of that funding may be used by the Grantee to be used for administering the program.
2. When the Grantee receives an allocation of funds from AMBAG, it represents and certifies that it will use all such funds only for eligible activities as set forth in Health and Safety Code section 50515 and in accordance with all program requirements, guidelines, and all applicable state and federal statutes, rules, and regulations.
3. The Grantee shall be responsible for spending these funds as indicated below, per AB 101, Section 11, Chapter 3.1, Section 50515.02 within Part 2 of Division 31 of the California Health and Safety Code:
  - a. The Grantee may use a portion of the funds to develop an improved methodology for the distribution of the sixth cycle regional housing need assessment. Up to two percent of this funding may be used for administering the program.
  - b. The Grantee may also determine how to best suballocate the funding in the following ways:
    - I. Suballocating moneys directly and equitably to jurisdictions within their boundaries or other subregional entities (Subgrantees) in the form of

grants for planning that will accommodate the development of housing and infrastructure to accelerate housing production in a way that aligns with state planning priorities, housing, transportation, equity, and climate goals. Funds shall only be used for housing-related planning activities, including, but not limited to, the following:

- i. Technical assistance in improving housing permitting processes, tracking systems, and planning tools.
  - ii. Establishing regional or countywide housing trust funds for affordable housing.
  - iii. Performing infrastructure planning, including for sewers, water systems, transit, roads, or other public facilities necessary to support new housing and new residents.
  - iv. Performing feasibility studies to determine the most efficient locations to site housing consistent with Sections 65041.1 and 65080 of the Government Code.
  - v. Covering the costs of temporary staffing or consultant needs associated with the activities described in paragraphs (i) to (iv), inclusive.
- II. Providing jurisdictions and other 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.
- c. Funding may only be used for planning purposes and cannot be used for purposes such as construction or subsidizing building permits.
- d. Up to two percent of Subgrantee funding may be used for administering the program.
- e. All expenditures must comply with the HCD program guidance (expected in early 2020).



#### 4. Financial Oversight

- a. The Grantee and Subgrantees shall establish financial oversight practices and process for assuring appropriate use of funds per AB 101, and shall spend all funds towards approved purposes no later than December 31, 2023.
- b. The Grantee and Subgrantees shall establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support Invoices which segregate and accumulate the costs of work elements by line item which clearly identify reimbursable costs and other expenditures by OWP work element or project codes.
- c. The Grantee and subgrantees agree to include all costs associated with this Memorandum of Understanding and any amendments thereto to be examined in any annual audit and in the schedule of activities to be examined under a single audit prepared in compliance with Office of Management and Budget Circular A-133.
- d. The Grantee and Subgrantees agree to furnish documentation to AMBAG to support this requirement that any agreements with a Subgrantee contain provisions requiring adherence to this section in its entirety.
- e. The Grantee's and Subgrantees' use of funding shall be subject to the oversight by AMBAG and the Central Coast Housing Working Group.
- f. AMBAG shall monitor costs and performance of the Grantee and Subgrantees and take steps as necessary to ensure that the funds are spent towards eligible costs on time and on budget.

#### 5. Invoices and Progress Reports

- a. The Grantee and Subgrantees shall submit to AMBAG on a quarterly basis, each requisition for payment (Invoice) accompanied by a narrative progress report. Quarters are defined as July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30. All invoices shall be submitted to AMBAG by email to the designated contact(s). Subgrantees must copy the Grantee by email to the designated contact(s).

- I. The Grantee and Subgrantees shall submit the following relative to an Invoice:
  - i. An invoice with supporting documentation, including but not limited to reports from the accounting system that support the costs claimed; and
  - ii. A progress report that, in narrative form, describes progress toward completion of tasks, projects, and products, conformance with project schedules, and reporting of all costs incurred; and
  - iii. Upon request of AMBAG, additional information or documentation to support the costs contained in the Invoice.
- b. The Grantee and Subgrantees shall submit an invoice to AMBAG, no later than thirty (30) days after the close of each quarter. Invoices shall describe progress toward completion of tasks, projects, and products, conformance with project schedules and reporting of costs incurred.
  - I. The Grantee must indicate approval of Subgrantees' invoices before they will be considered complete.
- c. Year-end Invoices submitted in the fourth quarter and supporting documentation shall be received by AMBAG on or before July 31 of each fiscal year. Invoices received by AMBAG after July 31 for the preceding fiscal year shall not be paid.
- d. Payment of Invoices is contingent upon receipt by AMBAG of the above documentation provided by the Grantee or Subgrantees. Payment to the Grantee or Subgrantees is further contingent upon AMBAG's determination, that the performance of the Grantee or Subgrantees meets federal, state and AMBAG standards.
- e. Deadlines described in Sections 5 a-d may be waived if mutually agreed to by AMBAG and the Grantee or Subgrantees.
- f. All Grantee and Subgrantee funds must be spent by December 31, 2023.

- g. By April 1, 2024, if the Grantee or Subgrantees invoices less than allocated, AMBAG shall not disburse the remaining non-invoiced amount.

## 6. Project Records

- a. Financial records, supporting documents and other records pertinent to this Memorandum of Understanding shall be retained by the Grantee or Subgrantees for a period of three (3) years from the date of submission of the final expenditure report, except that records pertaining to audit, appeals, litigation or settlement of claims arising out of performance of this Memorandum of Understanding shall be retained until such audits, appeals, litigation or claims have been disposed of.
- b. The Grantee or Subgrantees shall make all project materials, documents, and financial records available to AMBAG upon request. All Project records, including but not limited to original data and primary data-yielding materials, secondarily derived tables and figures, and statistical tabulations and other summaries, pertinent to this Memorandum of Understanding, shall be made available by the the Grantee or Subgrantees to AMBAG for a period of three (3) years from the termination date of this Memorandum of Understanding.

## 7. Conflict of Interest

- a. The Grantee, Subgrantees and their respective officers, employees, and agents that perform work under this Memorandum of Understanding shall comply with Federal and State conflict of interest laws, regulations and policies, and applicable provisions of AMBAG's Conflict of Interest Policy.

## 8. Mutual Liability

- a. Each party hereto agrees to be responsible and assume mutual and proportional liability for its own wrongful or negligent acts or omissions, or those of its officers, agents or employees, to the full extent required by law.

9. Amendments

- a. This Memorandum of Understanding may be amended upon release of the California Department of Housing and Community Development grant program guidance in 2020 in order to conform with those guidelines. Any amendment shall be implemented upon written agreement of all parties.

10. Nonperformance

- a. If a grantee or subgrantee has not made sufficient project progress by June 30, 2023, funding may be reallocated to another grantee, subgrantee, and/or purpose in order to assure all funding dedicated to the Central Coast region is spent by the December 31, 2023 deadline.

11. Noncompliance

- a. In addition to such other remedies as provided by law, in the event of noncompliance with any grant condition or specific requirement of this Memorandum of Understanding, this Memorandum of Understanding may be terminated.

12. Term

- a. This Memorandum of Understanding shall end on March 31, 2025. The period of performance may be extended by written agreement of all parties.

SIGNATURES ARE ON THE FOLLOWING PAGE

\_\_\_\_\_  
Chairperson  
Council of San Benito County Governments

\_\_\_\_\_  
Steve McShane  
President, Board of Directors  
Association of Monterey Bay Area Governments

\_\_\_\_\_  
Mary Gilbert  
Executive Director  
Council of San Benito County Governments

\_\_\_\_\_  
Maura F. Twomey  
Executive Director  
Association of Monterey Bay Area Governments

APPROVED AS TO LEGAL FORM:

SAN BENITO COUNTY COUNSEL'S OFFICE

ASSOCIATION OF MONTEREY BAY AREA  
GOVERNMENTS

\_\_\_\_\_  
Shirley L. Murphy, Deputy County Counsel

\_\_\_\_\_  
Don Freeman, Legal Counsel



## Staff Report

---

To: Council of Governments  
From: Veronica Lezama, Transportation Planner      **Telephone: (831) 637-7665**  
Date: February 20, 2020  
Subject: **Fiscal Year 2020/2021 Draft Overall Work Program**

---

### Recommendation:

- a. **RECEIVE** Fiscal Year 2020/2021 Draft Overall Work Program, which Includes Planning Activities to be Performed by the Council of Governments; and
- b. **AUTHORIZE** Submittal of Fiscal Year 2020/2021 Draft Overall Work Program to the California Department of Transportation for Comment.

### Summary:

As the designated Regional Transportation Planning Agency (RTPA) for San Benito County, the Council of Governments is eligible to receive certain types of state and federal funds for preparing an Overall Work Program (OWP). This work program describes the Council of Governments' proposed transportation planning activities for the upcoming fiscal year.

### Financial Considerations:

The Council of Governments submits an Overall Work Program (OWP) each fiscal year in order to receive \$294,000 in Rural Planning Assistance funds for its planning activities. The OWP also includes grant funded planning activities for various planning studies. The OWP Fiscal Year 2020/2021 planning budget totals \$886,150, which consists of various federal, state, and local funding sources.

### Background:

The Overall Work Program is developed annually and serves as a reference to be used by members of the public, planners, and elected officials to understand the Council of Governments' objectives and how they will be met through the regional transportation planning process.

The Council of Governments' core regional transportation planning document is the Overall Work Program (OWP). The OWP must follow the guidance provided in the 2017 Regional Planning Handbook prepared by Caltrans Office of Regional Planning.

**Staff Analysis:**

The Overall Work Program (OWP) is a one-year statement of proposed work and budget for the Council of Governments transportation planning activities (Attachment 1). The OWP covers the fiscal year July 1, 2020 through June 30, 2021 and includes information on the agency’s previous fiscal year accomplishments (Page 7) and upcoming planning work referred to as Work Elements.

The FY 2020/2021 OWP consists of nineteen Work Elements and each element identifies a major planning activity, budget, specific tasks, deliverables, schedule, and responsible party (Figure 1: sample Work Element).

The Board is being asked to provide input on the Draft Overall Work Program and consider submittal to Caltrans for comment. Staff will consider all comments received and make the necessary revisions before bringing the final Overall Work Program before the Board for adoption in May/June of 2020.

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

Counsel Review: N/A

Supporting Attachment: Draft FY 2020/2021 Overall Work Program

**Work Element 201: Regional Transportation Plan**  
 Lead Agency: Council of Governments  
 Project Manager: Veronica Lazama, Transportation Planner

**Objective**  
 To update and maintain a Regional Transportation Plan, including both short range and long range elements, which is responsive to regional goals and policies and consistent with state and federal planning guidelines and requirements (i.e. California Transportation Commission Regional Transportation Plan Guidelines).

**Previous and Ongoing Work**  
 Previous work includes the development and adoption of Regional Transportation Plan (RTP) or RTPs with updates annually through 1978 and every 2-4 years thereafter. The San Benito RTP is updated every four years. The previous Regional Transportation Plan was adopted by the COG Board on June of 2018.

In January 2018, COG staff initiated the efforts to prepare the 2022 San Benito RTP. The development of the 2022 RTP is anticipated for completion by the end of the 2021/22 Fiscal Year (June 2022). The San Benito RTP is coordinated with the Association of Monterey Bay Area Governments' (AMBAG) Metropolitan Transportation Plan (MTP). The MTP covers the Regional Transportation Plans of Monterey, Santa Cruz and San Benito Counties. The COG will continue coordination with AMBAG, local jurisdictions, Caltrans, partner agencies, and the public on the development of the San Benito Regional Transportation Plan.

Work Element 201 Funding Source		Amount
Rural Planning Assistance		\$69,130
		<b>Total</b> \$69,130

Task	Deliverable	Deadline	Responsible Party
1. Implementation of the 2018 Regional Transportation Plan (RTP)	<ul style="list-style-type: none"> <li>Monitor delivery of projects</li> <li>Amendments</li> </ul>	Ongoing	COG
2. 2022 San Benito RTP Update			
a. Monitor updates and amendments to the RTP Guidelines	<ul style="list-style-type: none"> <li>Comments</li> </ul>	As needed	AMBAG/COG
b. AMBAG and COG collaboration on the development of the 2022 MTP and San Benito RTP	<ul style="list-style-type: none"> <li>ER Financial and collaborative agreement/MOU</li> </ul>	June 2020	COG

Figure 1: Sample Work Element





# OVERALL WORK PROGRAM

*Planning Activities for the San Benito Region*  
Fiscal Year 2020/21

Council of San Benito County Governments  
330 Tres Pinos Road, C7, Hollister, CA 95023  
Phone: 831.637.7665  
Web: [SanBenitoCOG.org](http://SanBenitoCOG.org)  
Draft February 2020



## BOARD OF DIRECTORS

Mary Vasquez Edge  
San Juan Bautista City Council

Marty Richman  
Hollister City Council

Ignacio Velazquez  
Hollister City Council

Jaime De La Cruz  
San Benito County Board of Supervisors

Peter Hernandez  
San Benito County Board of Supervisors

## AGENCY STAFF

Mary Gilbert  
Executive Director

Veronica Lezama  
OWP Project Manager/Transportation  
Planner

Regina Valentine  
Transportation Planner

Kathy Postigo  
Administrative Services Specialist

Monica Gomez  
Secretary

Griselda Arevalo  
Office Assistant

Chris McDonald  
Mechanic

## Mission Statement

*COG 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.*

*The COG Board also serves as the:*

- Local Transportation Authority (LTA)
- Airport Land Use Commission (ALUC)
- Service Authority for Freeways and Expressways (SAFE)
- Measure A Authority (MEA)

<b>TABLE OF CONTENTS</b>	
Council of San Benito County Governments	1
<b>CHAPTER 1: INTRODUCTION/PROSPECTUS</b>	<b>2</b>
A. Description of the Region	2
B. Snapshot of the San Benito Regional Transportation System	2
i. Transportation - Highways, Roads, and Funding	2
– County Express Transit System	3
iii. Active Transportation	5
iv. Aviation	6
– Hollister Municipal Airport	6
– Frazier Lake Airpark	6
v. Goods Movement	6
vi. Railroad	6
<b>CHAPTER 2: OVERALL WORK PROGRAM</b>	<b>7</b>
Previous Year 2019/2020 Overall Work Program Planning Accomplishments	7
i. Council of Governments (COG)	7
ii. Local Transportation Authority (LTA)	11
iv. Service Authority for Freeways and Expressways (SAFE)	12
v. Airport Land Use Commission (ALUC)	12
<b>CHAPTER 3: TRANSPORTATION PLANNING PRIORITIES AND GOALS</b>	<b>13</b>
A. Federal Planning Factors (FPF)	13
<b>CHAPTER 4: AGENCY ORGANIZATIONAL STRUCTURE</b>	<b>15</b>
A. Jurisdictional Boundaries	15
B. Agency Personnel	17
ii. Transportation Planning Staff	17
iii. Maintenance Staff	17
iv. Administrative Services Specialist	17
v. Administrative Support Staff	18
<b>C. INTERAGENCY AND COMMUNITY DECISION MAKING PROCESS</b>	<b>19</b>
D. Advisory Committees	19
E. Coordination	21

<b>CHAPTER 5: FUNDING ACTIVITIES</b>	<b>23</b>
A. Overall Work Program Funding	23
B. Overall Work Program Budget Distribution	23
C. Table I: OWP Financial Table	24
<b>CHAPTER 6: PLANNING PROGRAM FOR FISCAL YEAR 2020/2021</b>	<b>25</b>
A. Work Element Summary	25
Work Element 101: Transportation Development Act Administration	27
Work Element 102: Program Administration and Management	29
Work Element 103: Overall Work Program	30
Work Element 104: Public Participation	32
Work Element 105: Regional Coordination	34
Work Element 107: Airport Land Use Commission	42
Work Element 108: Emergency Motorist Aid System - SAFE	44
Work Element 109: Metropolitan Planning and Programming	45
Work Element 201: Regional Transportation Plan	51
Work Element 301: Bikeway and Pedestrian System Planning and Promotion	Lead
Agency: Council of Governments	54
Work Element 302: Road System Planning and Programming	56
Work Element 304: Regional Rideshare Program	59
Work Element 305: Regional Transportation Improvement Program	60
Category 400: Special Studies	62
AMBAG Work Elements Partially Funded by COG	66

## Council of San Benito County Governments

The Council of San Benito County Governments (COG) was formed in 1973 through a Joint Powers Agreement among the City of Hollister, City of San Juan Bautista, and the County of San Benito. COG consists of a five-member board that includes two representatives from the San Benito County Board of Supervisors, two representatives from the Hollister City Council, and one representative from the San Juan Bautista City Council. Caltrans serves as a non-voting ex-officio member.



COG provides a forum for addressing issues of area wide interest and builds consensus on transportation issues facing the region. Its mission is to improve the mobility of San Benito travelers by planning for and investing in a multi-modal transportation system that is safe, economically viable, and environmentally friendly. This mission is accomplished through planning and funding a variety of transportation projects and programs.

As the Regional Transportation Planning Agency for the San Benito region, COG is responsible for developing an annual Overall Work Program (OWP) that guides the collaborative planning process, which involves the three local jurisdictions, as well as the Association of Monterey Bay Area Governments (AMBAG), and the California Department of Transportation (Caltrans). Specifically, the OWP establishes the transportation planning objectives to be achieved and assigns the institutional responsibility and funding to complete the work. The OWP is organized in the following six chapters:

**Chapter 1: Introduction/Prospectus** describes the region and overview of the San Benito regional transportation system.

**Chapter 2: Overall Work Program** summarizes the purpose of the program and prior fiscal year planning accomplishments.

**Chapter 3 Transportation Planning Priorities and Goals** identifies the state and federal planning goals.

**Chapter 4: Agency Organizational Structure** describes the COG agency structure, institutional relationships, consultation, and outreach processes.

**Chapter 5: Funding Activities** shows the use of projected revenues to complete the OWP during the 2020/21 Fiscal Year and how those resources are allocated.

**Chapter 6: Planning Program for Fiscal Year 2020/21** contains Work Elements of major course work for the upcoming fiscal year. Each Work Element includes the project title, tasks, products/deliverables, schedule, staffing, and revenues for implementation of the OWP.

**Appendix** contains State required certifications and adopting resolution.

# CHAPTER 1: INTRODUCTION/PROSPECTUS

## A. Description of the Region

San Benito County is located in the Coast Range Mountains, south of San Jose and west of the Central Valley. The County is surrounded by Santa Cruz and Monterey Counties to the west, Santa Clara County to the north, and Merced and Fresno Counties to the east and south. The County encompasses over 890,000 acres (about 1,391 square miles) and is largely rural with the majority of the population living in Hollister (the County seat) and San Juan Bautista, or the unincorporated area of northern San Benito County. Combined with more affordable housing and its close proximity to Monterey and Santa Clara Counties, the County is an attractive home to 55,269<sup>1</sup> people and its regional highways and freeways include: 152, 156, 25, 101, 129, and 146.

## B. Snapshot of the San Benito Regional Transportation System

### i. Transportation - Highways, Roads, and Funding

San Benito County is home to many who work in other counties and its population center is geographically distant from neighboring counties. As such, traffic congestion continues to be an issue on its local highways. The most congested stretches of roadway occur during peak commute periods on State Route 156 between Hollister and San Juan Bautista and Highway 25 between Hollister and Santa Clara County. Deteriorating local streets and roads has been identified as another major area of concern statewide, including within the San Benito region.

One of the biggest challenge to solving transportation issues is funding at all levels. An increase in the use of more efficient vehicles combined with a diminished gas tax value has created an enormous gap in funding. In efforts to address these funding deficiencies, the State legislature passed Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017. This legislative package invests \$54 billion over the next decade to fix roads, freeways, and bridges in communities across California and puts more dollars toward transit and safety. SB1 is the first increase in state funds dedicated to transportation since the mid 1990's. SB 1 provides approximately \$2.3 million annually to the San Benito region for various transportation infrastructure and road resurfacing projects.

In November 2018, San Benito County voters passed Measure G, the San Benito County Roads and Transportation Safety and Investment Plan. The Measure was prepared by the Council of San Benito County Governments for a one percent local

---

<sup>1</sup> 2010 U.S. Census

transactions and use tax for transportation to be collected for the next 30 years. Measure G funds will be used to implement needed highway improvements, local road maintenance, new local roads, transit improvements (for youth, seniors, students, people with disabilities), pedestrian, and bicycle safety improvements. A maximum of one percent of Measure G funds will be used annually for COG administration of the program.<sup>2</sup>

## ii. Public Transit System

Despite San Benito County's common perception as an auto-oriented culture, the region's transit system includes an extensive network of services and options.

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

### - County Express Transit System

The County Express fleet includes 20 vehicles, all which are ADA-compliant and equipped with wheelchair lifts/ramps and bicycle racks. The LTA contracts with a private operator for management, dispatch, and driver hiring of the County Express transit service.



The County Express system currently provides the following services:

- o **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. There is no Fixed Route service between 11:00 a.m. to 2:00 p.m., although Dial-a-Ride services are available during this gap in service. Headways for each of the routes range from 40 to 50 minutes.
- o **Dial-A-Ride** - Dial-a-Ride service is provided 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

---

<sup>2</sup> See Work Element 210 for more information.

weekends from 9:00 a.m. to 3:00 p.m. 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 LTA. 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** - 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 weekend service to the Greyhound station in Gilroy. The weekday shuttle service to Gavilan College is from 6:55 a.m. to 8:25 p.m. with a limited schedule when school is not in session. There are three early morning and four evening runs to the Gilroy Caltrain station for connections to Caltrain and VTA bus services. Service to the Greyhound station operates four runs on Saturday and Sunday from 7:35 a.m. to 6:15 p.m.

#### – **Specialized Transportation Services**

The LTA contracts with Jovenes de Antaño, a local non-profit organization that has been providing Specialized Transportation Services to San Benito residents since 1990. Specialized Transportation services include Out-of-County Non-Emergency Medical Transportation (i.e. Dialysis Treatment), Medical Shopping Assistance Transportation, and Senior Lunch Transportation Program. These services are beyond the requirements of Americans with Disabilities Act, as they provide escort services, door-through-door, and minor translation services to the passengers.

Jovenes de Antaño also has a referral program that provides information about other senior 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 LTA allows for a reliable service for this critical need in the community. According to the 2010 U.S. Census, 10 percent of the total County population is aged 65 or older.<sup>3</sup> Many of these elderly individuals and persons with disabilities require specialized transportation services to travel to medical appointments, shop, and visit recreational centers.

---

<sup>3</sup> 2010 U.S. Census, San Benito County

### iii. Active Transportation

Another important component of the San Benito region’s transportation network is planning for *active transportation*, which includes pedestrian and bicycle projects and programs. The San Benito region has a modest bicycle network. Local jurisdictions continue to make great progress to implement *complete street* concepts into their planning methodologies. *Complete streets* is a transportation policy and design approach that requires streets to be planned, designed, and maintained to enable safe, convenient, and comfortable travel and access for users of all ages and abilities.

To help facilitate this process, COG assisted in the development of the Monterey Bay Area Complete Streets Guidebook. The Guidebook provides planning and implementation procedures for project sponsors, Cities and County, when developing streets in the San Benito County region. The Guidebook serves as a strategy to demonstrate that proposed projects meet the existing and future needs for all users of the transportation system.



Another important document that assists the region with promoting active transportation projects and programs is the San Benito County Bikeway and Pedestrian Master Plan. The Plan provides a blueprint for making bicycling and walking an integral part of the life of local residents and visitors. As the region works toward reducing congestion and air pollution, facilities to encourage active transportation will become essential to meet the future needs of residents.

Education is also an important element for increasing bicycling and walking, while also improving safety. COG has made great strides to encourage walking and bicycling within the San Benito region. Specifically, COG has implemented various educational programs and projects, including:

- Serving as a member agency of the Safe Kids Coalition of San Benito County. In this capacity, COG staff participates in assisting in the annual Kids at the Park event, helmet fittings at several local schools, pop-up events promoting bicycle safety, and Walk to School Day.
- COG serves on the City of Hollister and County of San Benito’s Development Review Committees to provide project specific comments to improve bicycle and pedestrian access and circulation.
- COG sponsors the annual Bike-to-School Day festivities by encouraging students to safely ride to and from school. The event aims to reduce childhood obesity and injury, traffic at school sites, and vehicle emissions.



#### iv. Aviation

Aviation plays a major role in regional transportation and serves several purposes in the region. The agricultural community, firefighting, commercial activities; such as goods movement or agricultural commodities, and medical agencies depend on the use of aircraft. Aviation facilities also meet the needs of private aircraft users for commercial and recreation uses. The local airport and airpark, include:

- **Hollister Municipal Airport**

The Hollister Municipal Airport is located approximately two miles north of Hollister adjacent to State Route 156 and is owned and operated by the City of Hollister. City officials view the airport as a "front door" through which many businesses, coming to Hollister for the first time, will pass before seeing the rest of the city.

- **Frazier Lake Airpark**

Frazier Lake Airpark is located approximately 4.5 nautical miles northwest of Hollister Municipal Airport and is privately-owned and operated by the Frazier Lake Airpark Corporation. Two runways are available for use at the airport, one waterway which is 3,000 feet long and a turf runway that is 2,500 feet long.

#### v. Goods Movement

The majority of commodities in the San Benito region are transported in and out of the county by truck, with a small portion transported by rail. The region experiences truck traffic in and around San Juan Bautista and Hollister. Commodity exports from the County are primarily agricultural products and quarry materials, and the transport of these products generates truck traffic in and out of the region. While this traffic is largely confined to state highways, it also impacts local streets and rural roads not designed to handle large heavy trucks, creating conflicts with local traffic and adding to congestion.

#### vi. Railroad

The sole rail line in the San Benito region is the 12-mile-long Hollister Branch Line running from Hollister to Carnadero Creek in Santa Clara County. With the advent of the state highway and the competitive shipping rates offered by truckers, rail has become a less viable form of commodity transport than it was in decades past.

Rail planning also plays a critical role in COG's planning activities, as the agency was awarded a Caltrans grant and completed the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor, which included an analysis of passenger rail, in June 2020.

## CHAPTER 2: OVERALL WORK PROGRAM

The Overall Work Program (OWP) details the transportation planning activities that the Council of Governments (COG) will undertake during the July 1, 2020 through June 30, 2021 Fiscal Year. The OWP defines the continuing, comprehensive, and coordinated planning process for the region, inclusive of the City of Hollister, City of San Juan Bautista, and the County of San Benito. The document also includes work undertaken directly by other agencies for the San Benito region, such as by the Association of Monterey Bay Area Governments (AMBAG) and Caltrans, in collaboration with COG.

Specifically, the OWP consists of an emphasis on monitoring activities funded with Office of Regional Planning-administered transportation planning funds, which include: State Rural Planning Assistance, federal Consolidated Planning grants, and Caltrans Transportation Planning grants. This document also includes other major planning activities performed by COG, outside of the above-mentioned funding sources.

The document serves as a reference to be used by the public, planners, and elected officials to understand how COG will meet its regional transportation planning objectives. The following section identifies the planning accomplishments completed by COG during the previous OWP, Fiscal Year 2019/2020.

### Previous Year 2019/2020 Overall Work Program Planning Accomplishments

As an agency, COG serves in a variety of capacities including as the Local Transportation Authority (LTA), the Airport Land Use Commission (ALUC), the Measure A Authority (MEA), and the Service Authority for Freeways and Expressways (SAFE) for the San Benito County region. The accomplishments for the above-mentioned agencies are included as follows:

#### i. Council of Governments (COG)

COG managed a number of transportation planning activities of significance, some of which include the following:

- a. On a regional level, COG continued coordination with Caltrans and the Santa Clara County Valley Transportation Authority (VTA) on the San Benito/Santa Clara Mobility Partnership,<sup>4</sup> which met every other month in the 2019/2020 Fiscal Year. In 2019, VTA approved a contract for Final Design and right-of-way engineering services for the US 101/SR 25 Interchange

---

<sup>4</sup> Meeting information <http://santaclaravta.ig2.com/Citizens/Board/1107-Mobility-Partnership>

Improvement Project (Phase 1 Project) in an amount not to exceed \$5,094,100. The Mobility Partnership considered several design alternatives for the US 101/SR 25 Interchange Improvements Project, design Alternative No. 2 was selected as the preferred alternative.

- a. COG entered into a contract with the California Highway Patrol (CHP) Hollister/Gilroy Office for additional traffic safety enforcement on State Route 25.
- b. Continued coordination with Central Coast Coalition, which is comprised of the six regional transportation planning agencies and metropolitan planning organizations for the counties of Monterey, San Benito, San Luis Obispo, Santa Barbara, and Santa Cruz whom are committed to making multi-modal investments and improving infrastructure along the Central Coast.
- c. COG continued to assist local jurisdictions with the implementation of the Traffic Impact Mitigation Fee Program.
- d. Ongoing implementation of the 2018-2040 San Benito Regional Transportation Plan (RTP). The RTP is the region's comprehensive transportation planning document, which serves as a guide for achieving public policy decisions that will result in balanced investments for a wide range of multimodal transportation improvements.
- e. Kicked off the 2022-2045 San Benito Regional Transportation Plan (RTP) update by releasing a community survey to obtain community feedback on the RTP goals.
- f. Established the Central Coast Housing Working Group - In the 2017, the Building and Homes and Jobs Act (SB2) established the Planning Grants Program under the authority of Housing and Community Development. These grants are meant to provide financial assistance to local governments to fund planning or zoning documenting in order to streamline housing production to help address the statewide housing crisis. In the Central Coast, approximately \$8.5 million in funding will be allocated to a Central Coast Housing Working Group, which is composed of representative from jurisdictions within the counties of San Benito, Monterey, Santa Cruz, Santa Barbara, and San Luis Obispo. Once funding is allocated to the working group, funding will be made available to jurisdictions within the region for housing planning purposes.
- g. Continued to provide transportation updates to COG's advisory committees, which include the Technical Advisory Committee, Social Services Transportation Advisory Council, Measure G Citizens Oversight Committee, and the Bicycle and Pedestrian Advisory Committee.

h. San Benito County Roads and Transportation Safety Investment Plan:

- Initiated Measure G Transportation Safety and investment Plan Oversight Committee meetings with the newly established citizens' oversight committee, which met on a quarterly basis.
- Monitored and tracked Measure G funds through the California Department of Tax and Fee Administration (CDTFA) and prepared quarterly reports.
- Continued coordination with the City of Hollister, City of San Juan Bautista, and County of San Benito on the implementation and delivery of the voter approved Measure G.

i. Highway 25 Widening Project:

- Re-established coordination with Caltrans to proceed with the Highway 25 Widening Project, including scheduling Project Development Team meetings.
- Initiated the Value Analysis (VA) Process - is a method for enhancing a project's value by improving the relationship of performance to cost. The VA analyzes the potential project alignment alternatives that optimize the project scope to meet the project need and purpose while addressing constraints and challenges.
- Participated in meetings with Assembly member Robert Rivas and Senator Anna Caballero to maximize State financing opportunities and coordination.

**i. Transportation Funding**

- Continued to prepare funding allocation requests for approval by the California Transportation Commission.
- Continued to provide local jurisdictions with grant support and information on various federal, state, regional, and local funding sources.
- Continued to assist local jurisdictions with amendments to the Metropolitan and Federal Transportation Improvement Program listing of federal and/or regionally significant projects.
- Assisted local jurisdictions with the project reporting and delivery requirements of Senate Bill 1 funding, the Road Repair and Accountability Act of 2017.
- Continued distribution of Transportation Block Grant Program funds, based on board adopted policies, to local jurisdictions for various transportation projects, including: bridge, road, bicycle, and pedestrian improvements.
- Transportation Development Act Funds:

- o Continued implementation of the recommendations from the 2016/17 – 2018/19 Triennial Performance Audit. As a Regional Transportation Planning Agency, COG is required by the Public Utilities Code to prepare and submit an audit of its performance on a triennial basis to the California Department of Transportation in order to continue receiving Transportation Development Act (TDA) funding. TDA funds include the Local Transportation Fund and State Transit Assistance. Two percent of TDA funds are allocated to local jurisdictions for bicycle and pedestrian projects and the funds determined to not be necessary for public transportation services by the annual Unmet Transit Needs process are allocated for local streets and roads repairs.
  - o Conducted the annual Unmet Transit Needs process and addressed unmet transit needs that were found *Reasonable to Meet*, in accordance with TDA. The Unmet Transit Needs process met all state-mandated processes and was certified by Caltrans.
  - o Continued administration and apportionment of TDA monies from the Local Transportation Fund and State Transit Assistance fund.
  - o Reviewed and approved claims for distribution of bicycle and pedestrian funds to the local jurisdictions.
  - o Completed the annual Financial Audit, with the assistance of an independent contractor. The audit was prepared in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- j. Continued to serve on the local jurisdictional Development Review Committees for transportation circulation input on proposed development.
  - k. Continued implementation of the San Benito County Bikeway and Pedestrian Master Plan and Complete Streets Guidebook.
  - l. Continued coordination as a member of the Safe Kids Coalition of San Benito County to promote bicycle and pedestrian safety on a regional basis.
  - m. Continued efforts to reduce congestion by assisting commuters with Rideshare commute alternatives programs such as the Vanpool Program and the 511 carpool matchlist.
  - n. Continued maintenance of the Council of Governments website (SanBenitoCOG.org) and social media.

ii. **Local Transportation Authority (LTA)**

COG allocated funding for public transit to the Local Transportation Authority, who oversees the local public transportation contractors, MV Transportation and Jovenes de Antaño. During the previous fiscal year, the Local Transportation Authority accomplished several major course work, including:

- a. Funded through the Caltrans' Low Carbon Transit Operating Assistance Program, offered free County Express Fixed Route rides the first weeks of the month in 2019-20 as well as free Intercounty service the months of December 2019, January 2020, and June 2020.
- b. Utilizing competitive Federal Transit Administration 5310 Operating Assistance funds, ran an additional Specialized Transportation Out-of-County Medical Transportation Program run three days per week to dialysis service not available in San Benito County.
- c. The transit system served 118,908 passengers on County Express and Specialized Transportation Services.<sup>5</sup>
- d. Continued work to implement the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan, upon funding availability.
- e. Continued implementation of the Intelligent Transportation Systems Technology for the 21<sup>st</sup> Century: Using Technology to Improve Safety and Efficiency of San Benito County's Transit System Plan, upon funding availability.
- f. Continued implementation of the San Benito County Short and Long Range Transit Plan based on funding availability and Board priorities. Additionally, applied for a Caltrans Transportation Planning Grant to prepare a five-year update the Short Range Transit Plan.
- g. Continued monitoring of contracts with transportation operators for County Express and Specialized Transportation Services.
- h. Maintained the Token Transit application, which allows bus riders to conveniently purchase and use bus passes on their smartphones or other mobile devices.
- i. Applied for various federal and state funding sources including Federal Transit Administration's 5311 and 5310 Programs, and Caltrans' Low Carbon Transit Operations Program and Senate Bill 1 State of Good Repair Program.

---

<sup>5</sup> FY 2018-2019

- j. Was awarded two replacement vehicles to be used for Specialized Transportation service during the most recent statewide competitive Caltrans Federal Transit Administration 5310 Call for Projects.
- k. Using Caltrans' Public Transportation Modernization, Improvement, and Service Enhancement Account Program and Senate Bill 1 State of Good Repair funds, received six replacement vehicles to be used for County Express service.
- l. Completed the preparation of the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor, which included a feasibility review of passenger rail service between the City of Hollister and Santa Clara County.

**iii. Measure A Authority (MEA)**

- a. There was no work conducted under the Measure A Authority during the 2019/2020 Fiscal Year as the measure has expired.

**iv. Service Authority for Freeways and Expressways (SAFE)**

- a. SAFE funds were used to fund the additional California Highway Patrol (CHP) traffic safety enforcement on State Route 25.
- b. Maintained the existing call box program, with 40 call boxes in total along Highways, 25, 101, 146, 156, and along Panoche Road in San Benito County.
- c. Initiated process for upgrading call boxes from Verizon's 3g network to 4g for operability.

**v. Airport Land Use Commission (ALUC)**

- a. Continued to attend City of Hollister and County of San Benito Development Review Committee meetings to coordinate Site and Architectural reviews for proposed development within the Hollister Municipal Airport and Frazier Lake Airpark's Airport Influence Areas.
- b. ALUC adopted the Airport Land Use Compatibility Plan for the Frazier Lake Airpark.
- c. Assisted the County of San Benito with the implementation and adoption of the Airport Land Use Compatibility Plan for the Frazier Lake Airpark.

## CHAPTER 3: TRANSPORTATION PLANNING PRIORITIES AND GOALS

### A. Federal Planning Factors (FPF)

COG is required to incorporate Federal Planning Factors (FPF) into the annual OWP. FPF are issued by Congress and emphasize planning factors from a national perspective. The FPF are revised or reinstated with any new reauthorization bill and include the following:

- i. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- ii. Increase the safety of the transportation system for motorized and non-motorized users.
- iii. Increase the security of the transportation system for motorized and non-motorized users.
- iv. Increase the accessibility and mobility of people and for freight.
- v. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- vi. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
- vii. Promote efficient system management and operation.
- viii. Emphasize the preservation of the existing transportation system.
- ix. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water and reduce or mitigate storm water impacts of surface transportation.
- x. Enhance travel and tourism.



The following chart shows how COGs Fiscal Year 2020/2021 Work Elements respond to the Federal Planning Factors (FPF):

		Transportation Development Act Administration	Program Administration and Management	Overall Work Program	Public Participation	Regional Coordination	Transit System Planning and Administration	Airport Land Use Commission	Emergency Motorist Aid System	Metropolitan Planning and	Measure G Implementation	Regional Transportation Plan	Bikeway and Pedestrian System	Road System Planning and Programming	Transportation System Modeling	Regional Rideshare Program	Regional Transportation Improvement Program	State Route 156 Multimodal Enhancement
		100	102	103	104	105	106	107	108	109	110	201	301	302	303	304	305	402
1.	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.																	
2.	Increase the safety of the transportation system for motorized and non-motorized users.																	
3.	Increase the security of the transportation system for motorized & non-motorized users.																	
4.	Increase the accessibility and mobility of people and for freight.																	
5.	Protects and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.																	
6.	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.																	
7.	Promote efficient system management and operation.																	
8.	Emphasize the preservation of the existing transportation system.																	
9.	Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water and reduce or mitigate storm water impacts of surface transportation.																	
10.	Enhance travel and tourism.																	

## CHAPTER 4: AGENCY ORGANIZATIONAL STRUCTURE

### A. Jurisdictional Boundaries

The Council of Governments' (COG) jurisdiction follows the boundaries within the San Benito region, which include the City of San Juan Bautista, City of Hollister, and County of San Benito. The actions of COG are governed by Transportation Development Act regulations, the California Code of Regulations, Memorandums of Understanding with Caltrans, and a Joint Powers Agreement with the City of Hollister, City of San Juan Bautista, and County of San Benito. COG serves in various capacities including as the:

- i. **Regional Transportation Planning Agency:** COG is designated as the Regional Transportation Planning Agency for San Benito County region and is charged by state law in meeting certain transportation planning requirements. In this capacity, COG is responsible for the development of the Overall Work Program and Regional Transportation Plan – a long-term blueprint of a region's transportation system. In addition, this entity is responsible for the annual allocation of State funds from the Transportation Development Act to local jurisdictions and transit operators.
- ii. **Consolidated Transportation Service Agency:** In September 1986, LTA entered into a Joint Powers Agreement to act as the Consolidated Transportation Service Agency for San Benito County. COG acts as a lead agency in providing, consolidating and coordinating social service transportation activities and is eligible for Transportation Development Act and Local Transportation Funds for such services.
- iii. **Area-wide Planning Organization:** COG is designated by the United States Department of Housing and Urban Development as the Area-wide Planning Organization for San Benito County. This designation carries with it the responsibility to comply with the comprehensive planning responsibilities of Section 701 of the Housing Act of 1954 and subsequent related legislation.
- iv. **Local Transportation Authority (LTA):** The LTA was formed by a Joint Powers Agreement between the Cities of Hollister and San Juan Bautista and the County of San Benito to administer the regional transit program. This agreement went into effect on July 1, 1990, removing responsibility for the regional transit system from the City of Hollister. The LTA Board is composed of the same members as the COG Board.
- v. **Airport Land Use Commission (ALUC):** The purpose of ALUC is to protect public health, safety, and welfare by ensuring the orderly expansion of airports and the adoption of land use measures that minimize the public's exposure to excessive noise and safety hazards within areas around public airports. ALUC reviews projects within the Airport Influence Area of the two local airports, which include the Hollister Municipal Airport and Frazier Lake Airpark. The ALUC Board is composed of the same members as the COG Board.

- vi. **Measure A Authority:** Measure A is a ballot measure that was passed by the voters of San Benito County in 1988. It consists of a one-half of one percent sales tax over a period of ten years to be used for a number of local transportation improvement projects. The MEA Board is composed of the same members as the COG Board.
- vii. **Service Authority for Freeways and Expressways (SAFE):** SAFE was established in September 1998 by the City Councils of Hollister and San Juan Bautista and the San Benito County Board of Supervisors. This agency is responsible for the area's emergency motorist aid call boxes. There are currently 40 call boxes in San Benito County along highways 25, 101, 129, 146, 156, and along Panoche Road. The SAFE Board is composed of the same members as the COG Board.

## B. Agency Personnel

The Council of San Benito County Governments consists of seven full-time equivalent positions, which include the following:

i. **Executive Director**

The Executive Director is appointed by the Council of Governments Board of Directors and serves as the Executive Director of the Local Transportation Authority, Measure A Authority, Airport Land Use Commission, and the Service Authority for Freeways and Expressways. The Executive Director is a top-management level position with responsibility for planning, organizing, directing, coordinating staff, and finances in accordance with the agency's objectives, plans, and policies adopted by the Board of Directors.

ii. **Transportation Planning Staff**

The Council of Governments' planning staff consists of two full-time Transportation Planners. The first Planner is primarily responsible for project management and transportation planning activities, including the development of the Regional Transportation Plan and Overall Work Program. This Planner is also responsible for staffing the Airport Land Use Commission, the Service Authority for Freeways and Expressways, and the Rideshare Program.

The second Transportation Planner is responsible for staffing the Local Transportation Authority (LTA), which includes transit system management, funding applications, performance reporting and operations. This full-time planner is responsible for overseeing the two public transportation system operations contracts with MV Transportation and Jovenes de Antaño.

iii. **Maintenance Staff**

The Local Transportation Authority employs one full-time mechanic to maintain the transit fleet and Vanpool Program vehicles.

iv. **Administrative Services Specialist**

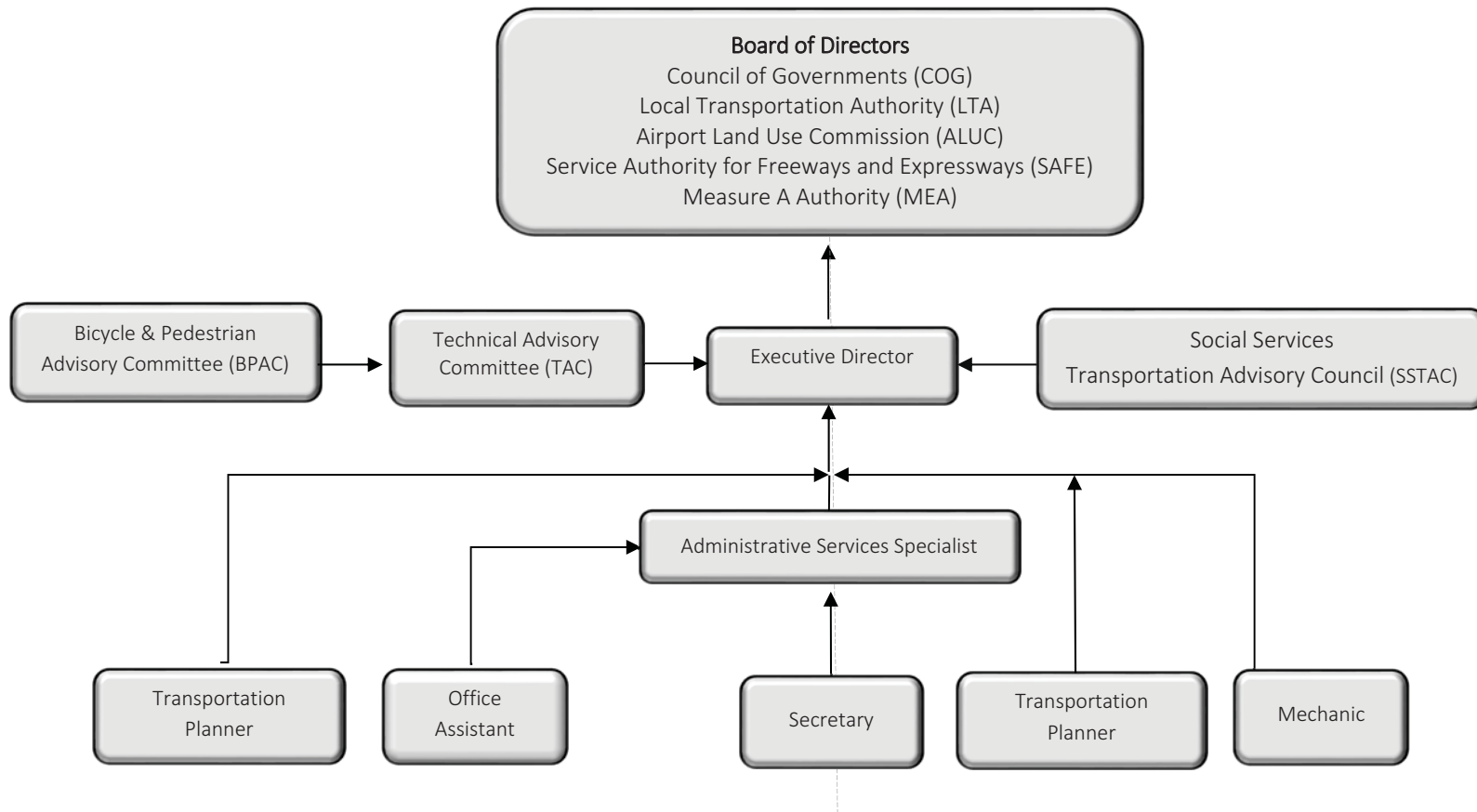
The Administrative Services Specialist position is a supervisory classification for coordinating and supervising the administrative support functions of COG. Under direction of the Executive Director, the Services Specialist organizes and participates in the support functions to prepare financial reports. This position is responsible for oversight of administrative staff, which includes the Secretary and Office Assistant.

v. **Administrative Support Staff**

The Council of Governments' administrative support staff consists of a full-time Secretary and Office Assistant. The Secretary provides office support and serves as clerk to the COG, LTA, ALUC, SAFE, and MEA Board Directors. The Office Assistant provides support to LTA and COG staff. These positions are primarily funded by Transportation Development Act funds.

vi. **Organizational Chart**

The Board of Directors, Advisory Committees, and agency personnel organizational structure are shown below.



## C. Interagency and Community Decision Making Process

The Council of Governments (COG) Board of Directors governs the agency by setting policy and guiding work activities. Members are represented on the Board of Directors by two City of Hollister Council representatives, one representative from the San Juan Bautista City Council, and two from the County Board of Supervisors. Consistency of local government actions with the regional objectives is assured by actively involving local decision-makers in the planning process.

The decision making process is also guided by COG staff and advisory committee representatives of staff from member agencies, residents, interest groups, and stakeholders. COG will continue to advance its public participation and consultation efforts through guidance from its advisory committees, which include the following:

## D. Advisory Committees

COG has three advisory committees that make recommendations to the Board of Directors on a variety of regional transportation issues. Those advisory committees include:

- i. **Technical Advisory Committee (TAC):** This committee advises COG on matters related to transportation planning. Committee members include:
  - Mary Gilbert, Executive Director, Council of San Benito County Governments
  - Don Reynolds, City Manager, City of San Juan Bautista
  - Brett Miller, Interim City Manager, City of Hollister
  - Danny Hillstock, City Engineer, City of Hollister
  - Harry Mavrogenes, Director, San Benito County Resource Management Agency
  - Chris Armstrong, Captain, California Highway Patrol
  - Jill Morales, Regional Planner, Caltrans
  - Heather Adamson, Director of Planning, Association of Monterey Bay Area Governments

ii. **Social Services Transportation Advisory Council (SSTAC):** Members on the advisory committee are appointed by COG. They are recruited from social service agencies and transit providers representing the elderly, persons with disabilities and persons of limited means, in accordance with the Public Utilities Code (Article 3, Section 99238). This committee consists of the following members:

- Leona Medearis-Peacher, General Manager, MV Transportation
- Pauline Valdivia, Executive Director, Jovenes de Antaño
- Esther Alva, Community Services and Workforce Development
- Clay Kempf, Executive Director, Area Agency on Aging
- Jim Parker, transit user

iii. **Bicycle and Pedestrian Advisory Committee (BPAC):** The Committee was established in 2008 and members are appointed by the COG Board of Directors. The Committee advises COG on bicycle and pedestrian issues in the San Benito County region. Committee members include:

- Chris Miceli, California Highway Patrol
- Hollister School District
- Cathy Buck, Sunnyslope County Water District
- San Benito County Resource Management Agency
- Danny Hillstock, City of Hollister
- Valerie Eglund, R.E.A.C.H
- Todd Kennedy, City of San Juan Bautista

## E. Coordination

The Council of San Benito County Governments (COG) has developed a number of mechanisms to promote coordination. These include the diversified membership of the agency committees, exchange of work programs, plans, informal day-to-day communication, and other means by which COG works to improve coordination and cooperation within the region.

Specifically, COG coordinates transportation related activities regularly through its Board meetings, which are published on the COG website at SanBenitoCog.org. Coordination is also maintained with staff from other departments of the cities and the county, primarily those connected with planning, public health, public works, airport, accounting, and administration.

In 1993, a Memorandum of Understanding between COG, Caltrans and the Association of Monterey Bay Area Governments (AMBAG) was adopted for meeting Intermodal Surface Transportation Efficiency Act (ISTEA)<sup>6</sup> requirements related to Metropolitan Planning Organization boundaries, planning, and programming for air quality non-attainment areas. This memorandum was revised and readopted in 1997. COG will coordinate with the AMBAG to perform specific studies relating to such items as traffic modeling, growth forecast, air quality conformity, and metropolitan transportation planning.

At the regional level, the many agencies directly associated with transportation financing, planning, and implementation, include:

- California Transportation Commission
- California Department of Transportation
- Association of Monterey Bay Area Governments
- Monterey Bay Air Resources District (MBARD)
- City of Hollister
- City of San Juan Bautista
- San Benito County
- Council of San Benito County Governments
- Service Authority for Freeways and Expressways
- Airport Land Use Commission
- Local Transportation Authority
- Measure A Authority

---

<sup>6</sup> The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 provided funding authorizations for highways, highway safety, and mass transit for the next six years.



## F. Public Participation

Public participation efforts center on seeking input from the public on COG planning activities, including: meetings, short and long range plans, and reports.

COG encourages public participation by holding meetings and gathering public input on a continuous basis. Reaching and engaging all traditional and nontraditional stakeholders in the community is important to the agency, including under-represented and under-served populations. To further ensure participation, every three years, COG prepares a Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP) individuals.<sup>7</sup> The Title VI component of the Plan ensures that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Language Assistance Plan for Limited English Proficiency portion of the Plan is aimed at ensuring meaningful access to programs and activities by persons with limited English proficiency. For example, in order to accommodate Spanish-speaking individuals; interpreters and/or bilingual staff are available at several public meetings conducted by COG.

Another resource consists of the Association of Monterey Bay Area Governments’ Monterey Bay Region Public Participation Plan. The Plan was prepared collaboratively with San Benito COG, Santa Cruz County Regional Transportation Commission, Transportation Agency for Monterey County, and the regional transit agencies. The purpose of the Plan is to provide guidelines for effective public participation on transportation planning related projects and studies conducted by the above-mentioned agencies.

This Overall Work Program also provides guidance in the structuring of regional planning processes to ensure that, to the greatest extent possible, interagency consultation and public participation are made an integral and continuing part of the regional decision making process. The participation policies and procedures described in this program are structured to comply with all applicable federal and state legislation and rules, and also express the genuine regional value and interest that all residents are provided an equal opportunity to participate in the shaping and implementation of regional policies, programs, and projects.

---

<sup>7</sup> Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP): <http://www.sanbenitocog.org/library.php>

## CHAPTER 5: FUNDING ACTIVITIES

### A. Overall Work Program Funding

The transportation planning work done by the Council of San Benito County Governments (COG) is largely funded with State Rural Planning Assistance (RPA) funds. The RPA fund estimated for the Fiscal Year 2020/2021 Overall Work Program is \$294,000. It is anticipated that COG will use the full apportionment of funding during the fiscal year in question. Other major funding contained in this Overall Work Program include federal, state, regional, and local sources. New planning grant funds awarded to COG, after the adoption of the OWP, will be amended into the Overall Work Program.

### B. Overall Work Program Budget Distribution

The budget for this Overall Work Program is estimated at \$886,150 for Fiscal Year 2020/2021.

### C. Table I: OWP Financial Table

The financial table below documents the planning funding sources identified for each of the Work Elements.

Work Element	Transportation Development Act Admin.	Program Administration and Management	Overall Work Program	Public Participation	Regional Coordination	Transit System Administration & Planning	Airport Land Use Commission	Emergency Motorist Aid System - SAFE	Metropolitan Planning & Programming	Measure G Implementation	Regional Transportation Plan	Bikeway and Pedestrian System Planning & Designation	Road System Planning	Transportation System Modeling	Regional Rideshare Program	Regional Transp. Improvement Program	State Route 156 Multimodal Enhancement Study	San Benito County Regional Transportation Planning	San Benito County Transp. Improvement Programming	Total	
Fund Source	101	102	103	104	105	106	107	108	109	110	201	301	302	303	304	305	402	624	642	Total	
RPA <sup>8</sup>			\$19,462	\$33,060	\$43,358	\$32,000			\$6,000		\$67,120	\$15,000	\$54,000	\$6,000		\$8,000					\$294,000
PPM <sup>9</sup>					\$8,880				\$4,020		\$3,330		\$4,860	\$4,070		\$11,840					\$37,000
TDA <sup>10</sup>	\$47,500	\$47,500	\$5,000			\$50,000	\$10,000										\$48,000				\$208,000
DMV <sup>11</sup>								\$47,000													\$47,000
Local Funds <sup>12</sup>							\$2,000								\$5,000						\$7,000
FHWA PL <sup>13</sup>																		\$27,650	\$13,500		\$41,150
SB1 RMRA <sup>14</sup>																	192,000				\$192,000
Measure G <sup>15</sup>										\$60,000											\$60,000
<b>TOTAL</b>	<b>\$47,500</b>	<b>\$47,500</b>	<b>\$24,462</b>	<b>\$33,060</b>	<b>\$52,238</b>	<b>\$82,000</b>	<b>\$12,000</b>	<b>\$47,000</b>	<b>\$10,020</b>	<b>\$60,000</b>	<b>\$70,450</b>	<b>\$15,000</b>	<b>\$58,860</b>	<b>\$10,070</b>	<b>\$5,000</b>	<b>\$29,840</b>	<b>\$240,000</b>	<b>\$27,650</b>	<b>\$13,500</b>		<b>\$886,150</b>

<sup>8</sup> Rural Planning Assistance, State funds.

<sup>9</sup> State Planning, Programming, & Monitoring.

<sup>10</sup> Transportation Development Act, State funds.

<sup>11</sup> Department of Motor Vehicles, Local funds.

<sup>12</sup> Local Funds: ALUC project review fees, Vanpool Program collected lease fees, and local match funds (i.e. in-kind staff time).

<sup>13</sup> Federal Highway Administration Planning Funds, Federal funds allocated to AMBAG for San Benito planning.

<sup>14</sup> Senate Bill 1, Road Maintenance and Rehabilitation Account, State funds.

<sup>15</sup> Local tax measure funds.

## CHAPTER 6: PLANNING PROGRAM FOR FISCAL YEAR 2020/2021

### A. Work Element Summary

This section of the Overall Work Program describes the specific planning tasks (Work Elements), which will be conducted by the Council of Governments (COG), Local Transportation Authority (LTA), Measure A Authority (MEA), Airport Land Use Commission (ALUC), and the Service Authority for Freeways and Expressways (SAFE) during the 2020/2021 Fiscal Year. The Work Elements identify specific tasks, products, budget, and staffing related to each project.

Work Element	Description	Page No.
<b>Category 100: Coordination and Information</b>		
101	Transportation Development Act Administration	27
102	Program Administration and Management	29
103	Overall Work Program	30
104	Public Participation	32
105	Regional Coordination	34
106	Transit System Planning and Administration	39
107	Airport Land Use Commission	42
108	Emergency Motorist Aid System - SAFE	44
109	Metropolitan Planning and Programming	45
110	Measure G Implementation	47
<b>Category 200: Transportation Plan Updates</b>		
201	Regional Transportation Plan	51
<b>Category 300: Short Range Planning</b>		
301	Bikeway and Pedestrian System Planning and Promotion	54
302	Road System Planning and Programming	56
303	Transportation System Modeling	58
304	Regional Rideshare Program	59
305	Regional Transportation Improvement Program	61
<b>Category 400: Special Studies</b>		
402	State Route 156 Multimodal Enhancement Study	64
<b>Association of Monterey Bay Area Governments (AMBAG) Work Elements Partially funded by COG:</b>		
624	San Benito County Regional Transportation Planning	67
642	San Benito Transportation Improvement Program	

## Category 100: Coordination and Information

## Work Element 101: Transportation Development Act Administration

Lead Agency: Council of Governments

Project Managers: Kathy Postigo, Administrative Specialist

Veronica Lezama, Transportation Planner



### Objective

To administer the requirements of the Transportation Development Act (TDA) in compliance with the statutes and the California Code of Regulations. The TDA of 1971, was enacted by the California Legislature to improve existing public transportation services and encourage regional transportation coordination. It provides funding to be allocated to transit and non-transit related purposes that comply with regional transportation plans.

### Previous and Ongoing Work

COG has been responsible for TDA administration since 1974. These funds support COG program administration, public transit operations, bicycle and pedestrian projects, and maintenance of local streets and roads. Under the TDA, COG is also responsible for carrying out the annual Unmet Transit Needs hearings, annual financial audit, and the performance triennial audit. The most recent triennial performance audit report (2015/16 through 2017/18 Fiscal Year) was adopted in June of 2019.

Work Element 101 Funding Source				Amount
Transportation Development Act (TDA)				\$47,500
<b>Total</b>				<b>\$47,500</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Allocate TDA funds consistent with state and COG policies.	<ul style="list-style-type: none"><li>Resolutions allocating funds</li><li>Assist local agencies with funding requests</li><li>Track funding expenditures and balances</li></ul>	June 30, 2021	COG
2.	Monitor changes in TDA statutes. Advise local jurisdictions, transit operators, and COG Board of changes to the TDA.	<ul style="list-style-type: none"><li>Staff reports</li><li>Memos</li></ul>	Quarterly	COG

3.	Conduct the annual TDA Financial Audit.	<ul style="list-style-type: none"> <li>• Hire independent auditor <ul style="list-style-type: none"> <li>– Request for Proposals</li> <li>– Contract</li> </ul> </li> <li>• Annual Financial Audit Report</li> <li>• Prepare for Implementation of audit recommendations</li> </ul>	June 2021	COG
4.	Triennial Performance Audit of transit operators for FY 2018/2019 through 2020/21	<ul style="list-style-type: none"> <li>• Initiate preparation of Request for Proposals</li> <li>• Award contract</li> <li>• Transit data collection</li> </ul>	January 2021	COG
5.	Conduct the annual Unmet Transit Needs process.	<ul style="list-style-type: none"> <li>• Bilingual newspaper notice</li> <li>• Meeting/Hearing flyers</li> <li>• Three bilingual public hearing/meetings</li> <li>• Onboard bus interviews with bus riders</li> <li>• Draft Report to Caltrans</li> <li>• Unmet Transit Needs draft report presented to the Social Services Transportation Advisory Council and COG Board</li> <li>• Final Report to COG Board</li> <li>• Report submitted to Caltrans</li> <li>• Prepare implementation transit recommendation by the LTA</li> </ul>	January 2021 January 2021 February 2021  February 2021  March 2021 March/April 2021  June 2021 June 2021  June 2021	COG/LTA
6.	Facilitate and monitor activities of the Social Services Transportation Advisory Council (SSTAC).	<ul style="list-style-type: none"> <li>• Meeting agendas, minutes</li> <li>• Staff reports, presentations</li> <li>• Member recruitments</li> </ul>	Bi-monthly	COG

**Work Element 102: Program Administration and Management**

Lead Agency: Council of Governments

Project Manager: Mary Gilbert, Executive Director and administrative staff



**Objective**

To manage, support, coordinate, and administer COG’s planning program in compliance with state and federal regulations.

**Previous and Ongoing Work**

This work element is a continuing activity of COG; it includes Board and committee meetings. This work element is intended to cover all of the day-to-day administrative duties of the agency and the governing Board of Directors.

Work Element 102 Funding Source				Amount
Transportation Development Act (TDA)				\$47,500
<b>Total</b>				<b>\$47,500</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Conduct monthly COG Board meetings.	<ul style="list-style-type: none"> <li>• Agenda, Staff reports</li> <li>• Meeting minutes</li> <li>• Presentations</li> <li>• Board payments</li> <li>• Website updates</li> <li>• Legal coordination</li> </ul>	Monthly	COG
2.	Conduct monthly Technical Advisory Committee and Bicycle and Pedestrian Advisory Committee meetings.	<ul style="list-style-type: none"> <li>• Agendas, minutes</li> <li>• Staff reports, presentations</li> <li>• Meeting minutes</li> <li>• Website updates</li> </ul>	Monthly	COG
3.	Prepare budget reports for Board review and approval.	<ul style="list-style-type: none"> <li>• Budget hearings</li> <li>• Technical reports</li> <li>• Quarterly budget reports</li> <li>• Final budget</li> </ul>	March-June 2021	COG
4.	Update COG Bylaws, Rules and Regulations.	<ul style="list-style-type: none"> <li>• Bylaws/rules and regulations</li> </ul>	As needed	COG



### Work Element 103: Overall Work Program

Lead Agency: Council of Governments

Project Manager: Veronica Lezama, Transportation Planner



### Objective

To prepare COG’s annual Overall Work Program in accordance with Caltrans’ Regional Planning Handbook, a reference manual for administering Overall Work Programs and specific transportation planning funds.

### Previous and Ongoing Work

This Work Element is a continuing activity of COG. Each fiscal year, COG prepares an Overall Work Program which describes the planning activities that the agency will perform in the upcoming year, in accordance with established policies.

Work Element 103 Funding Source				Amount
Rural Planning Assistance (RPA)				\$19,462
Transportation Development Act (TDA)				\$5,000
<b>Total</b>				<b>\$24,462</b>

	Task	Deliverable	Deadline	Responsible Party
1.	Quarterly Progress Reports	<ul style="list-style-type: none"><li>Track expenses</li><li>Track employee time studies</li><li>Prepare and submit Progress Reports to Caltrans</li></ul>	June 2021 Monthly Quarterly	COG
2.	Closing out of the FY 2019/2020 Overall Work Program.	<ul style="list-style-type: none"><li>Completes and signs the Grant Program Close-Out Report form.</li><li>Reviews the final Request for Reimbursement.</li><li>Sends copies to Caltrans Office of Regional Planning</li></ul>	July 2020	COG
3.	Prepare FY 2021/2022 OWP staff assignments and project schedule.	<ul style="list-style-type: none"><li>OWP staff assignments</li><li>OWP Schedule</li></ul>	November 2020	COG

4.	FY 2021/2022 OWP coordination and consultation with AMBAG, Federal Highway Administration (FHA), Federal Transit Administration, and Caltrans.	<ul style="list-style-type: none"> <li>• Annual Meeting</li> </ul>	January 2021	AMBAG
5.	Provide Draft FY 2021/2022 OWP to COG Board for comment and submittal to Caltrans for comment.	<ul style="list-style-type: none"> <li>• Staff reports</li> <li>• Draft OWP</li> </ul>	February 2021	COG
6.	Provide Draft OWP to Caltrans for comment.	<ul style="list-style-type: none"> <li>• Draft OWP</li> </ul>	March 2021	COG/Caltrans
7.	Prepare Draft OWP for public review.	<ul style="list-style-type: none"> <li>• Draft OWP</li> </ul>	April 2021	COG
8.	Update the Draft OWP per Caltrans and public comments.	<ul style="list-style-type: none"> <li>• Draft OWP update</li> </ul>	May 2021	COG
9.	Final FY 2021/2022 OWP to Board for adoption.	<ul style="list-style-type: none"> <li>• Final OWP</li> </ul>	June 2021	COG
10.	Submit final FY 2021/2022 OWP to Caltrans.	<ul style="list-style-type: none"> <li>• Final OWP, OWP Agreement</li> <li>• Certificates and Assurances</li> <li>• FHWA RTPA Certification</li> <li>• State Certification</li> </ul>	June 2021	COG
11.	Process OWP invoices to Caltrans.	<ul style="list-style-type: none"> <li>• Submittal of funding and grant invoices to Caltrans</li> <li>• Time studies</li> </ul>	Quarterly	COG
12.	Prepare OWP amendments.	<ul style="list-style-type: none"> <li>• Amendments</li> <li>• OWP Agreements</li> </ul>	As needed	COG

**Work Element 104: Public Participation**

Lead Agency: Council of Governments

Project Manager: Planning Staff



**Objectives**

To enhance public knowledge, understanding and participation in the state and regional transportation planning process as required by the federal transportation bill.

**Previous and Ongoing Work**

COG holds public hearings and meetings throughout the year to receive information and gather input on projects and planning activities. COG provides technical data and assistance regarding federal and state programs, traffic volumes, and finances to interested members of the public and organizations, including traditional and nontraditional stakeholders. COG also collaborates with AMBAG on its update to the Monterey Bay Area Public Participation Plan, which outlines public participation best practices for the Monterey Bay Area region.

Work Element 104 Funding Source				Amount
Rural Planning Assistance (RPA)				\$33,060
<b>Total</b>				<b>\$33,060</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Hold public hearings and meetings to provide information and gather input and comments on COG’s various projects and work elements.	<ul style="list-style-type: none"> <li>Public meetings</li> <li>Public hearings</li> <li>Flyers, newsletters</li> <li>Social media updates</li> </ul>	As needed	COG
2.	Provide information, reports, and presentations to stakeholder groups to increase public awareness of regional issues and activities.	<ul style="list-style-type: none"> <li>Consultant Contract</li> <li>Outreach Materials</li> <li>Website Update</li> </ul>	Monthly	COG
3.	Provide technical data to interested members of the public and organizations on regional issues, as it relates to federal and state programs, traffic volumes, and financial data.	<ul style="list-style-type: none"> <li>Technical data</li> <li>Reports</li> </ul>	Upon request	COG/Caltrans
4.	Maintain up-to-date COG’s website to project and activities.	<ul style="list-style-type: none"> <li>COG website</li> </ul>	As needed	COG
5.	Prepare news releases, newsletters, and public service announcements on key transportation issues and accomplishments.	<ul style="list-style-type: none"> <li>Press releases</li> <li>Public service announcements</li> </ul>	As needed	COG/Caltrans

6.	Publicize COG Board meetings, including agendas, and staff reports.	<ul style="list-style-type: none"> <li>• Agendas</li> <li>• Meeting highlights</li> </ul>	Monthly	COG
7.	Serve on various community organizational committees.	<ul style="list-style-type: none"> <li>• Meetings</li> </ul>	Monthly	COG
8.	Meet with community groups regarding key transportation issues.	<ul style="list-style-type: none"> <li>• Meetings</li> </ul>	As Requested	COG/Caltrans

## Work Element 105: Regional Coordination

Lead Agency: Council of Governments

Project Manager: Planning Staff



### Objectives

Improve coordination among local jurisdictions and regional partners on issues of concern, to serve as a coordinating agency for dissemination of technical information regarding federal and state guidelines and programs. COG insures that regional transportation planning activities are responsive to federal and state requirements and are coordinated with other planning efforts at the local, regional, state, and federal levels. Provide for effective interaction with staffs and policy boards of other agencies involved with transportation, land-use, air quality, and related planning activities.

### Previous and Ongoing Work

This work element consists of coordination with various local, regional, state, and federal agencies. In 1993, a Memorandum of Understanding between the COG, Caltrans, and the Association of Monterey Bay Area Governments was adopted for meeting the federal transportation bill requirements related to Metropolitan Planning Organization boundaries, planning and programming for non-attainment<sup>16</sup> areas.

Other ongoing work includes collaborating with the Santa Clara County Valley Transportation Authority on the San Benito/Santa Clara Mobility Partnership, which is tasked with reviewing the operational continuity of the highway transportation system between Santa Clara and San Benito Counties.

COG also continues to also partner with the Central Coast Coalition, which is comprised of the six regional transportation planning agencies and metropolitan planning organizations for the counties of Monterey, San Benito, San Luis Obispo, Santa Barbara, and Santa Cruz whom are committed to making multi-modal investments and improving infrastructure along the Central Coast.

COG also coordinates at the state level with other Regional Transportation Planning Agencies and COGs through participation at various statewide groups, including the California Regional Transportation Planning Agencies (CalRTPA) working group and the Rural Counties Task Force.

---

<sup>16</sup> A non-attainment area is an area considered to have air quality worse than the National Ambient Air Quality Standards as defined in the Clean Air Act Amendments of 1970.

Work Element 105 Funding Source				Amount
Rural Planning Assistance (RPA)				\$43,358
Planning, Programming, and Monitoring				\$8,880
<b>Total</b>				<b>\$52,238</b>
	Task	Deliverables	Deadline	Responsible Party
1.	Attend Rural County Task Force and California Regional Transportation Agency meetings.	<ul style="list-style-type: none"> <li>Meeting notes</li> </ul>	Bi-monthly	COG
2.	California Regional Transportation Planning Agencies (CalRTPA).	<ul style="list-style-type: none"> <li>Attend meetings</li> <li>Distribute information</li> </ul>	Monthly	COG
3.	Participate in meetings of the San Benito/Santa Clara Mobility Partnership.	<ul style="list-style-type: none"> <li>Agendas</li> <li>Meetings</li> <li>Correspondence</li> </ul>	Monthly	COG/VTA/ Caltrans
4.	Central Coast Coalition	<ul style="list-style-type: none"> <li>Legislative Day</li> <li>Letters</li> </ul>	Annual	COG
5.	COG Technical Advisory Committee (TAC) meeting agenda items coordination with AMBAG and Caltrans.	<ul style="list-style-type: none"> <li>Meetings</li> <li>Staff reports</li> <li>Presentations</li> <li>Technical documents</li> </ul>	As needed	COG
6.	Regional Growth Forecast monitoring and information dissemination.	<ul style="list-style-type: none"> <li>Review technical documents and provide comments to AMBAG for consistency with local planning efforts.</li> <li>Participate in meetings with AMBAG and local planning directors to ensure maximum collaboration</li> <li>Provide updates to local jurisdiction staff as</li> </ul>	As needed	AMBAG COG

		needed in conjunction with AMBAG		
7.	Review and participate in the development of technical studies and programs of regional significance.	<ul style="list-style-type: none"> <li>• Collaborate with AMBAG on various planning grant opportunities</li> <li>• Attend meetings associated with awarded planning studies that benefit the region as a whole</li> <li>• Utilize planning studies to improve planning efforts, such as: the Public Participation Plan updates, Monterey Bay Area Coordinated Public Transit Human Services Transportation Plan, Rural Transit Plan, etc.</li> </ul>	As needed	AMBAG COG Caltrans
8.	Participate in activities to improve regional travel, such as attending Central Coast Coalition meetings.	<ul style="list-style-type: none"> <li>• Meeting notes</li> <li>• Correspondence</li> </ul>	Monthly	COG
9.	Complete Streets Needs Assessment Guidebook Local Implementation.	<ul style="list-style-type: none"> <li>• Monitor amendments to the Guidebook for consistency with the latest Complete Street design standards</li> <li>• Assist local jurisdictions with development review and project planning to</li> </ul>	June 2021	COG

		<p>accommodate Complete Streets</p> <ul style="list-style-type: none"> <li>• Participate in the County and the City of Hollister’s Development Review Committees to ensure local transportation projects consider Complete Street Elements</li> <li>• Provide comment letters for proposed development</li> </ul>		
10.	Coordinate with local jurisdictions to mitigate transportation impacts resulting from land-use decisions. Review and comment on the transportation and land use element of proposed developments to ensure maximum efficiency in the regional transportation network.	<ul style="list-style-type: none"> <li>• Development Review Committee, Planning Commission meetings</li> <li>• Comment letters</li> <li>• Technical data</li> </ul>	As needed	COG
11.	Review governmental planning, policy, legislation, ordinances, etc.	<ul style="list-style-type: none"> <li>• Comment on local General Plan Circulation Elements</li> <li>• Ensure local plans are consistent with the adopted San Benito Regional Transportation Plan</li> <li>• Review and comment on local transportation plan</li> </ul>	<p>As needed</p> <p>Monthly</p> <p>As needed</p>	COG
12.	Coordinate with local jurisdictions on grant opportunities and project to plan for and develop policies to enhance the transportation network.	<ul style="list-style-type: none"> <li>• Grant applications</li> <li>• Technical data</li> </ul>	Monthly	COG/Caltrans



13.	Collaborate with partners on issues surrounding goods movement.	<ul style="list-style-type: none"> <li>• Meetings</li> </ul>	Monthly	COG/Caltrans
14.	Coordinate with local jurisdictions, CHP, and Caltrans to improve truck routes-enhancing the movement of agricultural goods.	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Correspondence</li> </ul>	As needed	COG/Caltrans
15.	Research methods to reduce vehicle miles traveled and promote alternative modes of transportation.	<ul style="list-style-type: none"> <li>• Technical documentation</li> </ul>	Monthly	COG
16.	Participate with AMBAG to identify and seek out non-traditional funding for priority projects.	<ul style="list-style-type: none"> <li>• Meeting notes</li> <li>• Grant applications</li> </ul>	Monthly	COG
17.	Review proposed work programs, certify planning process and undertake coordination activities with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Caltrans and regional agencies the Association of Monterey Bay Area Governments (AMBAG) and the Monterey Bay Air Resources District (MBARD).	<ul style="list-style-type: none"> <li>• Plans</li> <li>• Program activities</li> </ul>	Monthly	COG

**Work Element 106: Transit System Planning and Administration**

Lead Agency: Local Transportation Authority

Project Manager: Regina Valentine, Transportation Planner



**Objective**

To develop and maintain a comprehensive regional transit system that will serve the needs of county residents, with particular emphasis on serving transit dependent populations and improving the transit component of the multimodal transportation network.

**Previous and On-going Work**

LTA staff continues to collaborate with COG in preparing funding and grant applications for Federal Transit Administration and Caltrans funds. Funds include operational, capital and planning activities for County Express and Specialized Transportation services. Funding for the monitoring and preparation of such applications is funded through the Local Transportation Fund.

Staff will continue various activities that would include improve current bus service levels and the size of its vehicle fleet, service efficiency, increase accessibility of services, and develop a flexible plan for the future of its public transportation services.

Work Element 106 Funding Source				Amount
Rural Planning Assistance (RPA)				\$32,000
Transportation Development Act (TDA)				\$50,000
<b>Total</b>				<b>\$82,000</b>
	Task	Deliverables	Deadline	Responsible Party
1.	Communicate with Association of Monterey Bay Area Governments (AMBAG) and the Valley Transportation (VTA) to help ensure regional transit planning coordination.	<ul style="list-style-type: none"> <li>Meetings</li> <li>Comments</li> <li>Plans</li> </ul>	Quarterly	LTA
2.	Coordinate with COG during the Unmet Transit Needs process. <sup>17</sup>	<ul style="list-style-type: none"> <li>Attend all public meetings</li> <li>Comment on draft reports</li> <li>Assist in the distribution of flyers on social media, buses, and throughout the community</li> </ul>	November 2020 - June 2021	LTA

<sup>17</sup> See Work Element 101

		<ul style="list-style-type: none"> <li>• Assist with response to comments received</li> <li>• Work on the implementation of Board approved recommendations</li> </ul>		
3.	Ensure project consistency with Regional Transportation Plan (RTP) policies for improved access to elderly and disabled individuals.	<ul style="list-style-type: none"> <li>• Project comments</li> <li>• Input on Transit RTP narrative and projects</li> </ul>	Monthly	LTA
4.	Work with the Social Services Transportation Advisory Council (SSTAC) to ensure that transportation planning and programming considers and incorporate the needs of the elderly, disabled, and low-income communities.	<ul style="list-style-type: none"> <li>• Staff reports</li> <li>• Planning &amp; Programming documents</li> <li>• Presentations</li> <li>• Grant Applications &amp; Budgets</li> </ul>	Bi-monthly	LTA
5.	Prepare planning grant applications for feasibility studies and implementation plans for various types of transit services; work done with grants from successful applications may be performed under separate work elements.	<ul style="list-style-type: none"> <li>• Grant Applications</li> <li>• Capital, Operational &amp; Planning Grants</li> </ul>	As Necessary	LTA
6.	Conduct Transit Needs Assessments and prepare Transit Development Plans and Marketing Plans as appropriate.	<ul style="list-style-type: none"> <li>• Needs Assessments</li> <li>• Development &amp; Marketing Plans</li> </ul>	Monthly	LTA
7.	Identify funding sources for and implementing the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan.	<ul style="list-style-type: none"> <li>• Grant Applications</li> <li>• Implementation of Improvements, per funding availability</li> </ul>	Quarterly	LTA
8.	Implement Short and Long Range Transit Plan recommendations.	<ul style="list-style-type: none"> <li>• Project List</li> <li>• Project Schedule</li> <li>• Project implementation, per funding availability</li> </ul>	Monthly	LTA
9.	Identify funding sources for and implementing the Intelligent Transportation Systems (ITS) Technology for the 21 <sup>st</sup> Century: Using Technology to Improve Safety and Efficiency of San Benito County's Transit System Plan.	<ul style="list-style-type: none"> <li>• Grant Applications</li> <li>• ITS improvements, per funding availability</li> </ul>	Quarterly	LTA

10.	Implement and update as required the Federal Transit Administration (FTA) mandated Transit Asset Management Plan.	<ul style="list-style-type: none"> <li>• Project List</li> <li>• Project Schedule</li> <li>• Project implementation, per funding availability</li> <li>• Plan Updates</li> </ul>	Quarterly	LTA
11.	Manage LTA's County Express and Specialized Transportation public transportation operations contracts.	<ul style="list-style-type: none"> <li>• Monthly Operator Meetings</li> <li>• System Performance Review &amp; Reports</li> <li>• Contractor Coordination</li> <li>• Attend driver safety meetings, as necessary</li> </ul>	Monthly	LTA

## Work Element 107: Airport Land Use Commission

Lead Agency: San Benito County Airport Land Use Commission

Project Manager: Veronica Lezama, Transportation Planner



### Objective

The role of the San Benito Airport Land Use Commission (ALUC) is to ensure the orderly expansion of the land surrounding the public use airports, Hollister Municipal Airport and Frazier Lake Airpark, by guiding future development.

### Previous and Ongoing Work

In 2012, the ALUC adopted the Hollister Municipal Airport Land Use Compatibility Plan. The basic function of this Compatibility Plan is to promote compatibility between Hollister Municipal Airport and the land uses surrounding it to the extent that these areas have not already been devoted to incompatible uses. In 2019, ALUC adopted the Airport Land Use Compatibility Plan for Frazier Lake Airpark.

Airport Land Use Commission staff will continue to conduct development reviews, that are refereed by the City of Hollister and County of San Benito, for compatibility determinations and ensure that the local General Plans are made consistent with the Compatibility Plan.

Work Element 107 Funding Source				Amount
Transportation Development Act (TDA)				\$10,000
Airport Land Use Commission Application Fees				\$2,000
<b>Total</b>				<b>\$12,000</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Conduct Site and Architectural Reviews in accordance with the 2012 Hollister Municipal Airport Land Use Compatibility Plan.	<ul style="list-style-type: none"> <li>Staff report, maps, comment letters, presentations</li> </ul>	Monthly	ALUC
2.	Conduct Site and Architectural Reviews in accordance with the Frazier Lake Airpark's Comprehensive Land Use Plan.	<ul style="list-style-type: none"> <li>Staff report, maps, letters, and presentations</li> </ul>	Monthly	ALUC
3.	Coordinate with the GIS analyst for precise project reviews and mapping.	<ul style="list-style-type: none"> <li>GIS mapping</li> </ul>	Monthly	ALUC
4.	Review environmental documents (i.e. Initial Studies, Environmental Impact Reports, etc.).	<ul style="list-style-type: none"> <li>Comment letter</li> </ul>	Monthly	ALUC
5.	Refer projects to the FAA for review.	<ul style="list-style-type: none"> <li>Correspondence</li> </ul>	Monthly	ALUC/FAA

6.	Coordinate with Caltrans Division of Aeronautics for topics related to engineering, land use, noise, environment and compatible land use planning.	<ul style="list-style-type: none"> <li>Attend Caltrans sponsored training</li> <li>Submit draft and final Compatibility plan amendments or updates to Caltrans Department of Aeronautics for review</li> </ul>	Monthly	ALUC/Caltrans
7.	Administer ALUC Fee Structure.	<ul style="list-style-type: none"> <li>Invoices</li> </ul>	Monthly	ALUC
8.	Attend the California Airport Land Use Consortium (Cal-ALUC).	<ul style="list-style-type: none"> <li>Attend workshops</li> </ul>	Annual	ALUC
9.	Process amendments to the Airport Land Use Compatibility Plans for the Hollister Municipal Airport and Frazier Lake Airpark.	<ul style="list-style-type: none"> <li>Amendments</li> <li>Resolutions</li> <li>Staff reports</li> </ul>	As needed	ALUC/Caltrans
10.	Initiate discussion on updating the 2012 Hollister Municipal Airport Land Use Compatibility Plan.	<ul style="list-style-type: none"> <li>Contract, meetings, presentations.</li> <li>Compatibility Plan</li> </ul>	June 2021	ALUC

**Work Element 108: Emergency Motorist Aid System - SAFE**

Lead Agency: Service Authority for Freeways and Expressways

Project Manager: Veronica Lezama, Transportation Planner



**Objective**

The objective is to maintain the Emergency Motorist Aid System within San Benito County, which including maintenance and monitoring of call boxes.

**Previous and Ongoing Work**

In 1998, the Council of San Benito County Governments established the San Benito County Service Authority for Freeways and Expressways (SAFE) to administer the \$1 vehicle registration fee collected by the Department of Motor Vehicles for operating a Motorist Aid Program in San Benito County. Specifically consisting of an Emergency Call Box that include 40 call boxes, which help motorists in distress by providing a direct connection to the Monterey County California Highway Patrol communications center. The motorist aid system operates along major roadways throughout the State.

Work Element 108 Funding Source				Amount
Department of Motor Vehicles (DMV)				\$47,000
<b>Total</b>				<b>\$47,000</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Work with Caltrans and the CHP on call box operations.	<ul style="list-style-type: none"> <li>• Encroachment permits</li> <li>• CHP, Verizon Wireless and AT&amp;T administration</li> </ul>	Monthly	SAFE
2.	Work with call box maintenance service provider to maintain the call boxes.	<ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Reports</li> <li>• Contracts &amp; amendments</li> </ul>	Quarterly	SAFE/ Contractor
3.	Upgrade Call Boxes from 3g to 4g network for operability.	<ul style="list-style-type: none"> <li>• Contract</li> </ul>	October 2020	Contractor
4.	CHP Agreement for emergency call box answering services.	<ul style="list-style-type: none"> <li>• Agreement &amp; Resolution</li> </ul>	Triennially	SAFE
5.	Prepare report on call box usage to the Board.	<ul style="list-style-type: none"> <li>• Call box usage reports</li> </ul>	Quarterly	SAFE
6.	Participate in statewide CalSAFE meetings.	<ul style="list-style-type: none"> <li>• Meetings &amp; presentations</li> </ul>	Annually	SAFE
7.	Track DMV collection of funds for budget.	<ul style="list-style-type: none"> <li>• Budget reports</li> </ul>	Quarterly	SAFE

## Work Element 109: Metropolitan Planning and Programming

Lead Agency: Council of Governments

Project Manager: Veronica Lezama, Transportation Planner



### Objective

To work with the Metropolitan Planning Organization, Monterey Bay Area Governments (AMBAG) is required to produce a long range (20+ years) Metropolitan Transportation Plan (MTP) that maintains the region’s eligibility for transportation assistance. The MTP is built on a set of integrated policies, strategies, and investments to maintain and improve the transportation system to meet the diverse needs of the region. AMBAG coordinated the development of the MTP with the Regional Transportation Planning Agencies in San Benito, Monterey, and Santa Cruz Counties and organizations having in interest in or responsibly for transportation planning and programming.

Another objective is to continue work with AMBAG on program development, and adoption of regionally significant or federally funded transportation projects for inclusion in the Metropolitan Transportation Improvement Program (MTIP) through amendments and updates. The MTIP is a four year program of surface transportation projects that receive federal funds, are subject to a federally required action, or are regionally significant.

### Previous and Ongoing Work

Regionally significant or federally funded transportation projects within the San Benito County region have been included in the MTIP since Fiscal Year 1993/94.

Work Element 109 Funding Source				Amount
Rural Planning Assistance (RPA)				\$6,000
Planning, Programming, and Monitoring				\$4,020
<b>Total</b>				<b>\$10,020</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Consult with the local jurisdictions to include projects in the Metropolitan Transportation Improvement Program (MTIP). Projects that are regionally significant or have been approved by COG, Caltrans, and/or other agencies for Federal transportation funds are included in the Federal Transportation Improvement Program (FTIP). The FTIP for the Monterey Bay Area is prepared by AMBAG and is called the	<ul style="list-style-type: none"> <li>Identify <i>regionally significant</i> projects and those funded with federal funds</li> <li>Assist local jurisdictions with project applications (i.e. meetings and coordination)</li> <li>Amendments</li> </ul>	<p>As Needed</p> <p>As Needed</p> <p>As Needed</p>	COG/AMBAG



	Monterey Bay Metropolitan Transportation Improvement Program (MTIP).			
2.	<p>AMBAG prepares the Metropolitan Transportation Plan (MTP) with COG input. The MTP is the federally mandated long-range transportation plan for the Monterey Bay Area. This plan lays out a financially constrained list of transportation projects over the following 20+ years that will enhance regional mobility as well as reduce greenhouse gas emissions. AMBAG coordinates the development of the MTP with the Regional Transportation Plans<sup>18</sup> for San Benito, Santa Cruz and Monterey Counties.</p> <p>The preparation of the MTP is a multi-year effort and tasks will be identified based on the fiscal year in which they will be delivered. The deliverables and deadlines reflect COGs role in AMBAGs development of the MTP.</p>	<ul style="list-style-type: none"> <li>• Comments on the Regional Growth Forecast</li> <li>• Comment of Notice of Preparation for EIR</li> <li>• Provide AMBAG with San Benito list of financially constrained and unconstrained transportation projects</li> <li>• Provide AMBAG San Benito’s transportation revenue projections</li> </ul>	<p>January 2021</p> <p>January 2021</p> <p>June 2021</p> <p>June 2021</p>	
3.	Federal Obligation Authority Plan. Federal legislation requires AMBAG to publish an annual listing of obligated transportation projects for which Federal funds have been given in the prior year. COG coordinates this effort with local agencies that received federal funds for their projects.	<ul style="list-style-type: none"> <li>• List federally funded projects obligated within the requested time frame</li> </ul>	Annually	COG/AMBAG
4.	Monitor implementation of Fixing America Surface Transportation (FAST) Act. On December 4, 2015, the Fixing America’s Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs.	<ul style="list-style-type: none"> <li>• Monitor update and requirements</li> </ul>	Annually	COG

<sup>18</sup> See Work Element 201

## Work Element 110: Measure G Implementation

Lead Agency: Council of Governments

Project Manager: Mary Gilbert, Executive Director



### Objective

This Work Element addresses the implementation of the voter approved Measure G, the San Benito County Transportation Safety and Investment Plan. COG, as the Regional Transportation Planning Agency is responsible for ensuring that funds are apportioned, allocated, and expended according to the Measure G Ordinance 2018-01 and the Expenditure Plan. The detailed Plan outlines the most pressing needs and a prudent solution to address them with a 1 percent sales tax over the next 30 years to ensure a stable source of local funding for the San Benito County region. Rural Planning Assistance funds will not be used for this Work Element.

### Previous and Ongoing Work

On November 6, 2018, San Benito County voters passed Measure G, the San Benito County Roads and Transportation Safety and Investment Plan. Measure G funds will be used to implement needed Highway 25 improvements, local street and road maintenance, new local roads, transit improvements (for youth, seniors, students, and people with disabilities) pedestrian, and bicycle safety improvements.

- Initiated a work plan of resources needed to implement Measure G, including staffing levels and strategies to inform the public of the progress of implementation.

Work Element 110 Funding Source				Amount
Measure G funds				\$60,000
<b>Total</b>				<b>\$60,000</b>
	Task	Deliverable	Deadline	Responsible Party
<b>1.</b>	<b>Program Administration</b>			
a.	Measure G Administrative Tasks  Provide for cost-effective administration of the program through the Council of San Benito County Governments.	<ul style="list-style-type: none"> <li>Board agendas, minutes, special meetings, presentations, staff reports</li> </ul>	Monthly	COG

b.	Establish COG policies and guidelines and update them as necessary to ensure sound implementation of Measure G.	<ul style="list-style-type: none"> <li>Guidelines</li> <li>Policies</li> <li>Produce, maintain, and update agreements with local agencies for funding allocations</li> <li>Amendments</li> </ul>	<p>Continuous Continuous Continuous</p> <p>Continuous</p>	COG
<b>2. Financial Management</b>				
a.	Receive funds from State Board of Equalization.	<ul style="list-style-type: none"> <li>Payments received</li> </ul>	Quarterly	COG
b.	Produce reports of funding availability. Reports to include formula distributions for each category of projects and implementing agency.	<ul style="list-style-type: none"> <li>Revenue reports</li> <li>Presentations</li> <li>Local agency meetings</li> </ul>	Continuous	COG
c.	Distribute the funds to local agencies and projects in accordance with Measure G (COG Ordinance 2018-01).	<ul style="list-style-type: none"> <li>Funding requests</li> <li>Process payments</li> </ul>	Continuous	COG
d.	Produce and publish annual reports and audit reports per Measure G ordinance. This work will include analyzing funds receipts, producing reports, and audit the use of the funds.	<ul style="list-style-type: none"> <li>Secure Independent Audit Contractor <ul style="list-style-type: none"> <li>Request for Proposals</li> <li>Contract</li> </ul> </li> <li>Project funding and data collection</li> <li>Board meeting updates</li> <li>Website updates</li> </ul>	<p>Annually</p> <p>Continuous</p> <p>Continuous Continuous</p>	COG

3. Measure G Project Management				
a.	<p><b>Tier I: Highway 25 Project Administration</b></p> <p>The project development process will span from planning to construction and will include the following multi-year processes.</p>	<ul style="list-style-type: none"> <li>• Funding agreements with Caltrans and VTA</li> <li>• Project Management <ul style="list-style-type: none"> <li>– Project Development</li> <li>– Team meetings</li> <li>– Agendas</li> <li>– Reports</li> </ul> </li> <li>• Process project expenditures</li> <li>• Board reports <ul style="list-style-type: none"> <li>– Presentations</li> <li>– Staff reports</li> <li>– Agendas</li> <li>– Minutes</li> <li>– Website updates</li> </ul> </li> <li>• Financial allocations and invoices</li> <li>• Consultant contracts</li> <li>• Process project funding updates in AMBAGs Transportation Improvement Program</li> <li>• Funding requests</li> </ul>	<p>As necessary</p> <p>Monthly</p> <p>Continuous</p> <p>Monthly</p> <p>Continuous</p> <p>As necessary</p> <p>As necessary</p> <p>As necessary</p>	<p>COG, Caltrans/LTA</p>
b.	<p><b>Tier II: Local Project Administration</b></p> <ul style="list-style-type: none"> <li>• Local Street and Road Maintenance</li> <li>• New roadways</li> </ul> <p>Administer funds through the approved process to apportion and allocate local controlled funds to the City of Hollister, City of San Juan Bautista, and County of San Benito according to Measure G Ordinance and the Expenditure Plan. Review reports submitted by all agencies to tracking projects, costs, timelines and completion dates.</p>	<ul style="list-style-type: none"> <li>• Project Performance Management</li> <li>• Process and monitor local agency funding allocations and balances</li> </ul>	<p>Continuous</p> <p>Continuous</p>	<p>COG</p>

c.	<b>Tier III: Other Categories</b> <ul style="list-style-type: none"> <li>• Public Transit</li> <li>• Bicycle and Pedestrian Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Project Performance Management</li> <li>• Board Meetings</li> <li>• LTA project oversight</li> <li>• Process and monitor local agency funding allocations and balances</li> </ul>	Continuous  Monthly Continuous Continuous	COG/LTA
4.	Produce and implement bilingual outreach plan to inform voters on the use Measure G funds.  Update the public with news regarding projects, programs, and actions taken as part of the implementation of Measure G.	<ul style="list-style-type: none"> <li>• Press releases</li> <li>• Fact sheets</li> <li>• Website updates</li> <li>• Public meetings, hearings, presentations</li> <li>• Press releases, social media outreach</li> </ul>	As necessary Continuous Continuous Continuous  As necessary	COG
5.	Hold meetings with the Citizens Oversight Committee (COC) in accordance with Measure G ordinance.	<ul style="list-style-type: none"> <li>• Member recruitment (i.e. applications, bylaws, appointments)</li> <li>• Meeting agendas, reports, presentations, minutes</li> <li>• Project updates</li> <li>• Annual financial audit report</li> </ul>	July 2019  Quarterly  Quarterly Annually	COG

## Work Element 201: Regional Transportation Plan

Lead Agency: Council of Governments

Project Manager: Veronica Lezama, Transportation Planner



### Objective

To update and maintain a Regional Transportation Plan, including both short range and long range elements, which is responsive to regional goals and policies and consistent with state and federal planning guidelines and requirements (i.e. California Transportation Commission Regional Transportation Plan Guidelines).

### Previous and Ongoing Work

Previous work includes the development and adoption of the Regional Transportation Plan (RTP) every four years. The previous Regional Transportation Plan was adopted by the COG Board on June 21, 2018.

In January 2020, COG staff initiated the efforts to prepare the 2022 -2045 San Benito RTP. The development of the RTP is anticipated for completion by the end of the 2021/2022 Fiscal Year (June 2022). The San Benito RTP is coordinated with the Association of Monterey Bay Area Governments' (AMBAG) Metropolitan Transportation Plan (MTP). The MTP covers the Regional Transportation Plans of Monterey, Santa Cruz and San Benito Counties. The COG will continue coordination with the COG Board, AMBAG, local jurisdictions, Caltrans, partner agencies, and the public on the development of the San Benito Regional Transportation Plan.

Work Element 201 Funding Source				Amount
Rural Planning Assistance				\$67,120
Planning, Programming, and Monitoring				\$3,330
<b>Total</b>				<b>\$70,450</b>
Task		Deliverable	Deadline	Responsible Party
1.	2018 San Benito RTP			
	a. Implementation of the existing 2018-2040 San Benito Regional Transportation Plan (RTP).	<ul style="list-style-type: none"><li>• Monitor delivery of projects</li><li>• Amendments</li></ul>	June 30, 2021 (2022)	COG
2.	2022 San Benito RTP Update			
	a. Monitor updates and amendments to the RTP Guidelines.	<ul style="list-style-type: none"><li>• Comments</li></ul>	As needed	AMBAG/COG

	b. Meetings with Association of Monterey Bay Area Governments (AMBAG), Transportation Agency for Monterey County (TAMC), Caltrans, Santa Cruz County Regional Transportation Commission (SCCRTC), and local transit providers on the development of RTPs and AMBAG's Metropolitan Transportation Plan. The preparation of the RTP is a multi-year effort and tasks will be identified based on the fiscal year in which they will be delivered.	<ul style="list-style-type: none"> <li>• Monthly meetings</li> <li>• Plan schedule</li> <li>• Action items</li> </ul>	Monthly July 2020 – June 2021	AMBAG/COG
	c. Transportation Financial projections.	<ul style="list-style-type: none"> <li>• Funding assumptions spreadsheet</li> <li>• Meetings with local agencies</li> <li>• Comments</li> </ul>	July 2020	AMBAG/COG
	d. 2022 project List, financially constrained and unconstrained.	<ul style="list-style-type: none"> <li>• Local agency meetings</li> <li>• Project lists</li> <li>• Meetings with local agencies</li> <li>• Comments</li> </ul>	July 2020	AMBAG/COG
3.	Professional Development.	<ul style="list-style-type: none"> <li>• Attend trainings and conferences, as appropriate, to enhance knowledge and skills to benefit the RTP development carrying out the agency's mission.</li> </ul>	Monthly	COG

## Category 300: Short Range Planning



## Work Element 301: Bikeway and Pedestrian System Planning and Promotion

Council of Governments

Project Manager: Veronica Lezama, Transportation Planner



### Objective

Plan for a comprehensive regional bikeway and pedestrian system that promotes that serves the needs of county-wide residents, with particular emphasis on promoting walking and bicycling as a an integral part of the transportation network.

### Previous Work and Ongoing Work

Previous planning work includes the adoption and ongoing implementation of the San Benito County Bikeway and Pedestrian Master Plan, which identifies Active Transportation (i.e. bicycle and pedestrian) facilities within the San Benito County region.

Other efforts include the adoption of the Monterey Bay Area Complete Streets Guidebook, which builds upon best practices from across the nation and was developed to assist local jurisdictions in planning, designing and implementing complete streets projects. Complete streets are roadways designed to safely and comfortably accommodate all users regardless of age or ability.

Work Element 301 Funding Source				Amount
Rural Planning Assistance (RPA)				\$15,000
<b>Total</b>				<b>\$15,000</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Bicycle and Pedestrian Advisory Committee.	<ul style="list-style-type: none"> <li>Meetings</li> <li>Agendas</li> <li>Minutes</li> </ul>	Quarterly	COG
2.	San Benito County Bikeway and Pedestrian Master Plan Implementation. Conduct planning activities to improve bikeway and pedestrian facilities.	<ul style="list-style-type: none"> <li>Amendments</li> <li>Local agency coordination</li> <li>Technical reports</li> <li>Funding applications</li> </ul>	Monthly	COG
3.	Assist in planning of Safe Routes to School concepts.	<ul style="list-style-type: none"> <li>Public outreach with schools and community partners</li> </ul>	Quarterly	COG
4.	Provide planning assistance to local jurisdictions for implementation of Complete Streets concepts.	<ul style="list-style-type: none"> <li>Planning and stakeholder meetings</li> <li>Attend County and City of Hollister Development Review</li> </ul>	Monthly	COG

		Committees and provide development reviews comments		
5.	Provide grant application assistance to local jurisdictions.	<ul style="list-style-type: none"> <li>• Grant applications</li> <li>• Traffic Data, technical reports</li> <li>• Grant application review assistance</li> <li>• Letters of support</li> <li>• Public outreach</li> </ul>	As needed	COG
6.	Participate and attend local Safe Kids California San Benito Partners.	<ul style="list-style-type: none"> <li>• Outreach activities</li> <li>• Attend meetings</li> <li>• Lead event planning</li> <li>• Kids at the Park event planning and helmet fittings</li> <li>• Walk to School Day</li> <li>• Bicycle and pedestrian safety campaigns</li> </ul>	Monthly	COG
7.	Caltrans District 5 Active Transportation Plan	<ul style="list-style-type: none"> <li>• Participate in discussions</li> <li>• Regional committee meetings</li> <li>• Review draft documents</li> <li>• Public meetings</li> </ul>	June 2021	Caltrans/ COG input

## Work Element 302: Road System Planning and Programming

Lead Agency: Council of Governments

Project Manager: Mary Gilbert, Executive Director



### Objective

To plan for and finance improvements to and preservation of the road systems within the San Benito County region with the assistance of the Cities and County, Caltrans, and the Association of Monterey Bay Area Governments.

### Previous and Ongoing Work

Continue to conduct ongoing traffic monitoring activities and technical studies on specific projects and coordination with Caltrans on regionally significant projects.

COG is also responsible for the development of the Transportation Impact Mitigation Fee Program update. Regional developer impact fees are assessed on new development to pay for new transportation infrastructure needs, as governed by AB1600 (1987). Fee levels are calculated based on a selected list of projects to be funded; due to nexus rules requiring a demonstrated reasonable relationship between the impact and improvement, these are almost exclusively road and highway system expansion.

Other COG efforts includes the distribution of Surface Transportation Block Grant Program (STBG) funds, which provides flexible funding that may be used by localities for projects to preserve and improve the conditions on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. COG also works with local jurisdictions to plan for local roadway improvements.

Other work includes ongoing coordination with AMBAG on the implementation of the U.S. 101 Central Cost California Freight Strategy aimed to:

- Generate long term and short term strategies for the future development of the US 101 corridor by generating a cohesive goods movement and freight infrastructure plan.
- Develop freight data for the US 101 corridor which can be used to help refine planning, forecasting, modeling, land-use and economic development practices within the Central Coast.
- Expand the knowledge base on freight along US 101 for planners and decision makers.

Work Element 302 Funding Source				Amount
Rural Planning Assistance (RPA)				\$54,000
Planning, Programming, and Monitoring				\$4,860
<b>Total</b>				<b>\$58,860</b>
Task	Deliverable	Deadline	Responsible Party	
1.	Assist local agencies with technical data and planning support on future street and road realignments and traffic circulation improvements.	<ul style="list-style-type: none"> <li>• Technical data</li> <li>• Comment letters</li> <li>• Meetings</li> </ul>	Monthly	COG
2.	Distribute Surface Transportation Block Grant Program (STBG) funds to the Cities and County, and to special projects based on COG Board approved policies.	<ul style="list-style-type: none"> <li>• Track STBG funding allocations and expenditures</li> <li>• Special projects assessments</li> <li>• Local agency funding request application assistance</li> <li>• Track invoicing</li> </ul>	Monthly	COG
3.	Continue planning and monitoring of projects on the State Highway System.	<ul style="list-style-type: none"> <li>• Project development team meetings</li> </ul>	Monthly	COG
4.	Initiate discussion on the Regional Transportation Impact Mitigation Fee Nexus Study update.	<ul style="list-style-type: none"> <li>• Meetings with local jurisdictions</li> </ul>	June 2021	COG
5.	Coordinate with Caltrans on Statewide planning efforts.	<ul style="list-style-type: none"> <li>• Coordinate and meet with California Transportation Commission staff and Board</li> <li>• California Transportation Plan</li> <li>• Transportation concept reports</li> <li>• Statewide bicycle plans</li> <li>• Statewide freight plans</li> <li>• California State Rail Plan</li> </ul>	Monthly  June 2020	COG
6.	Coordinate with San Benito County on development to enhance GIS capabilities for Road System Planning.	<ul style="list-style-type: none"> <li>• GIS coordination</li> <li>• Meetings</li> <li>• Data review</li> </ul>	Quarterly	COG

**Work Element 303: Transportation System Modeling**

Lead Agency: Council of Governments

Contact: Mary Gilbert, Executive Director



**Objective**

Continue to coordinate with AMBAG to develop and refine the regional traffic model to enhance transportation planning activities.

**Previous and Ongoing Work**

Staff provided assistance to AMBAG in the development of its Regional Travel Demand Model. COG will continue to provide assistance for AMBAG’s current model update process and for transit and goods movement studies.

COG coordinates with AMBAG and its member agencies, as well as the Santa Clara Valley Transportation Authority and other RTPAs to study transportation corridors in the area. Data from these studies is used to enhance the Regional Travel Demand Model. The Model is also used to conduct corridor studies and identify system needs.

Work Element 303 Funding Source				Amount
Rural Planning Assistance (RPA)				\$6,000
Planning, Programming, and Monitoring				\$4,070
<b>Total</b>				<b>\$10,070</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Participate in Model Technical Advisory Committee meetings.	• Meeting notes	Quarterly	COG
2.	Review Model Framework.	• Comments to AMBAG	As needed	COG
3.	Model Impacts of Development while conducting update to the Regional Traffic Impact Fee Program.	• Model analysis reports	Ongoing	COG
4.	Work with local jurisdictions to facilitate model Development.	• Model development reports	As needed	COG

**Work Element 304: Regional Rideshare Program**

Lead Agency: Council of Governments

Project Manager: Veronica Lezama, Transportation Planner



**Objective**

To provide a countywide program to foster ridesharing through the use of carpools, vanpools, bicycling, transit, walking, teleworking, and employer outreach programs. COG recognizes that these alternatives to driving alone can play a significant factor in reducing vehicle emissions, vehicle miles traveled, and improve sustainability.

**Previous and Ongoing Work**

The Rideshare Program is a continuing activity of COG since January 1987. Ongoing activities will include to providing Safe Routes to Schools outreach, bicycles and pedestrian encouragement, planning of Bike Week and Kids at the Park events. Staff will also continue to serve as a partner agency to Safe Kids Coalition of San Benito County on various activities related to active transportation and safety.

Work Element 304 Funding Source				Amount
Local Funds				\$5,000
<b>Total</b>				<b>\$5,000</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Data entry for carpool and vanpool.	<ul style="list-style-type: none"> <li>Match list</li> </ul>	Daily	COG
2.	Administer Vanpool Program.	<ul style="list-style-type: none"> <li>Process lease fees</li> <li>Procure vehicles</li> <li>Administer driver and rider applications</li> <li>Track maintenance records</li> <li>Process payments</li> </ul>	Daily	COG
3.	Serve as a member of the Safe Kids Coalition of San Benito County.	<ul style="list-style-type: none"> <li>Coordination with partner agencies</li> <li>Bicycle and Pedestrian event planning</li> </ul>	Monthly	COG
4.	Promote annual Bike Week and Walk to School/Work Day events.	<ul style="list-style-type: none"> <li>Promotional materials</li> <li>Helmets fittings</li> </ul>	May 2021	COG

## Work Element 305: Regional Transportation Improvement Program

Lead Agency: Council of Governments

Project Manager: Mary Gilbert, Executive Director



### Objectives

Planning activities associated with the preparation of the State Transportation Improvement Program (STIP), including the Regional Transportation Improvement Program (RTIP) and the Transportation Alternatives Program.

The RTIP is a five-year planning and programming document that is adopted every two years (odd years) and commits transportation funds to road, transit, bike and pedestrian projects. Funding comes from a variety of federal, state and local sources. Regional and local projects cannot be programmed or allocated by the California Transportation Commission without a current RTIP. Rural Planning Assistance (RPA) funds will not be used for Work Element 305.

### Previous and Ongoing Work

This work element is a continuing activity. The primary objective of this work element is to:

- Ensure the RTIP is consistent with the Regional Transportation Plan and the State Transportation Improvement Program (STIP) guidelines;
- Coordinate with statewide, regional, and local planning agencies for future projects;
- Amend existing RTIPs if projects have a change in scope, cost and/or delivery;
- Participate in quarterly STIP related meetings with Caltrans;
- Preparation of final RTIP and Manage and monitor RTIP Projects.

Work Element 305 Funding Source			Amount
Rural Planning Assistance (RPA)			\$8,000
Planning, Programming, and Monitoring			\$11,840
<b>Total</b>			<b>\$29,840</b>
Task	Deliverable	Deadline	Responsible Party
1. Coordinate with statewide, regional, and local planning agencies for future projects.	<ul style="list-style-type: none"><li>• Staff reports to committees/board</li><li>• Coordination with Caltrans</li></ul>	June 2021	COG

2.	Amend existing RTIPs if projects have a change in scope, cost and/or delivery.	<ul style="list-style-type: none"> <li>• Amendments, staff reports, resolutions, draft RTIP</li> </ul>	June 2021	COG
3.	Quarterly STIP meetings with Caltrans.	<ul style="list-style-type: none"> <li>• Provide project updates</li> </ul>	Quarterly	COG/Caltrans
4.	Manage and monitor RTIP Projects SR 156 Improvement Project.	<ul style="list-style-type: none"> <li>• Track allocation &amp; delivery</li> </ul>	Ongoing	COG
5.	Attend planning meetings for STIP Guidelines updates.	<ul style="list-style-type: none"> <li>• Meeting notes &amp; staff reports</li> </ul>	Monthly	COG
6.	Begin Preparation of 2022 Regional Transportation Improvement Program for submission to the California Transportation Commission.	<ul style="list-style-type: none"> <li>• 2022 RTIP</li> </ul>	June 2021	COG



## Category 400: Special Studies

## 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
<b>Total</b>				<b>\$240,000</b>
Task	Deliverable	Deadline	Responsible Party	
2.0	Project Management and Fiscal Administration			
2.A	Kickoff meeting with Caltrans.	• Meeting agenda and meeting notes	July 2020	COG/Consultant
2.1	Project Management.	• Kick-off meeting, agenda, meeting notes, update project schedule, identify data needs, communication protocol, sign-in sheet, and action items list.	June 2021	COG
2.2	Fiscal Administration of project and consultant contract.	• Quarterly reports, invoices, process payments, and	June 2021	COG

		consultant project summary reports.		
3.0	State Route 156 Multimodal Enhancement Study Components			
3.1	Project Goals, Policies, and Objectives.	<ul style="list-style-type: none"> <li>• Project goals, policies, and objectives.</li> </ul>	August 2020	COG/Consultant
3.2	Needs Analysis.	<ul style="list-style-type: none"> <li>• Summary of existing bicycle, pedestrian, and traffic circulation issues.</li> <li>• Analyze all existing data pertinent to the project (e.g. Caltrans traffic data).</li> <li>• Bicycle and pedestrian counts.</li> <li>• Analysis of existing plans (i.e. Bike Plan, San Juan Bautista General Plan, etc.).</li> <li>• Review roadway needs based on future development planned in the City of San Juan Bautista, and County of San Benito.</li> </ul>	September-October 2020	COG/Consultant
3.3	Public Participation Summary.	<ul style="list-style-type: none"> <li>• Summarize of public received comments and response to comments.</li> </ul>	November 2020 - March/April 2021	COG/Consultant
3.4	Conceptual Design Recommendations.	<ul style="list-style-type: none"> <li>• Identify conceptual design project recommendations.</li> </ul>	May/June 2021	COG/Consultant
3.5	Adoption of the Plan.	<ul style="list-style-type: none"> <li>• Identify implementation plan steps.</li> </ul>	June 2021	COG/Consultant
4.0	<b>Collaboration and Public Outreach</b>			
4.1	Conduct public workshop #1.	<ul style="list-style-type: none"> <li>• Bilingual flyer, sign-in sheet, meeting location, printed maps, press release, PowerPoint presentation</li> </ul>	November 2020	COG/Consultant

		materials, Spanish language translator, and public comment summary.		
4.2	Conduct public workshop #2.	<ul style="list-style-type: none"> <li>Bilingual flyer, sign-in sheet, draft conceptual designs, public comment summary, press release, Spanish language translator, printed maps, and PowerPoint presentation materials. Invitation list to include stakeholders.</li> </ul>	March 2021	COG/Consultant
5.0				
5.1	Administrative Draft State Route 156 Multimodal Enhancement Study.	<ul style="list-style-type: none"> <li>Administrative draft for COG staff review. COG</li> <li>Staff provides administrative draft comments to the consultant.</li> </ul>	June/July 2021	Consultant COG

To be included upon availability of AMBAGs draft OWP

## AMBAG Work Elements Partially Funded by COG

# Appendices



To be inserted with the final OWP

## Appendix A

### Certifications and Assurances

To be inserted with the final OWP

## Appendix B

FHWA and FTA State and Metropolitan  
Transportation Planning Process Self-Certification



To be inserted with the final OWP

## Appendix C

Department of Transportation  
Debarment and Suspension Certification

To be inserted with the final OWP

## Appendix D

### Overall Work Program Agreement

To be inserted with the final OWP

## Appendix E

### Resolution



## Staff Report

---

To: Council of Governments  
 From: Veronica Lezama, Transportation Planner Telephone: (831) 637-7665  
 Date: February 20, 2020  
 Subject: 2020 Unmet Transit Needs Hearing

---

### Recommendation:

- a. **RECEIVE** Report on Unmet Transit Needs
- b. **OPEN** Public Hearing
- c. **CLOSE** Public Hearing

### 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, which consists of the following three key steps:

1. Solicit testimony from the public on the Unmet Transit Needs of the community;
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
3. Adopt findings regarding Unmet Transit Needs, found Reasonable to Meet, which may exist for implementation by the Local Transportation Authority (LTA) in the upcoming 2020/2021 Fiscal Year.

### Financial Considerations:

The Council of Governments receives an annual allocation of approximately \$2,200,000 in Transportation Development Act (TDA) funds. About, \$1,553,000 of the total is budgeted for the San Benito County Local Transportation Authority for operations of County Express and Specialized Transportation services. An additional \$233,000 finances COG agency administration, while two percent of all funds, ≈ \$36,000, is reserved for bicycle and pedestrian projects.<sup>1</sup>

Any remaining TDA funds must be used to finance the community's Unmet Transit Needs that are found Reasonable to Meet before being allocated to other transportation needs.<sup>2</sup> The

---

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

<sup>2</sup>TDA Guidebook states that TDA fund 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

Council of Governments must also conduct an independent financial audit<sup>3</sup> and performance audit<sup>4</sup> to ensure that TDA funds are spent and used in compliance. These processes occur independent of the Unmet Transit Needs process.

**Background:**

Assembly Bill 325 was enacted by the California Legislature to improve existing public transportation services and encourage regional transportation coordination. Known as the Transportation Development Act (TDA) of 1971, this law provides funding to be allocated to transit and non-transit related purposes that comply with regional transportation plans. TDA continues to be a major funding source for public transportation in California.

Public participation is a key component of TDA. Each year, COG must hold at least one Unmet Transit Need hearing to ensure that there are no Unmet Transit Needs that are found Reasonable to Meet in the community. The unmet transit needs process accomplishes more than simply meeting a state requirement. It also provides a forum for public input on the public transportation services provided by the San Benito County Local Transportation Authority (LTA).

The LTA was formed by a joint powers agreement between the Cities and County of San Benito in 1990 and is responsible for the administration and operation of the [County Express](#) and [Specialized Transportation](#) public transportation services. Both County Express and Specialized Transportation Services are operated through their respective contracts with MV Transportation and Jovenes de Antaño.

In its role as the Transportation Development Act 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.

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 (Attachment 1). 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.

---

Passenger Service, 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).

<sup>3</sup> Fiscal audits are conducted annually, and include transit operator's revenue-to-expense ratio, known as farebox recovery.

<sup>4</sup> Performance audits are conducted every three years and include performance measures that verify the efficiency and effectiveness of COG and LTA.

**Staff Analysis:**

The COG Board is being asked to open a public hearing on the annual Unmet Transit Needs to obtain public input on the public transportation service needs provided by County Express and Specialized Transportation.

In addition to today’s hearing, the public had opportunity to provide input on their unmet transit needs at three additional bilingual meetings (Attachment 2). COG staff will also be soliciting input onboard the buses during the month of February. Additional outreach ensures that those unable to attend any of the three in-person meetings will be able to provide comment through other means. Comments are also being accepted by mail, email, or phone.

Once the public comment period concludes, staff will review and analyze the public testimony received with the Social Services Transportation Advisory Council<sup>5</sup> and provide the draft recommendations to the COG Board of Directors for consideration, see timeline below.

UNMET TRANSIT NEEDS PROCESS TIMELINE	SCHEDULE 2020
Onboard passenger outreach	February 3-7
Public meeting, San Juan Bautista Community Center	February 6
Public meeting, San Juan Bautista Library	February 6
Public meeting, Hollister Community Center	February 11
Public hearing, COG meeting in Hollister	February 20
Public comment period concludes	March 3
Social Services Transportation Advisory Council meeting to review all comments received	March 27
COG Board receives draft Unmet Transit Needs Report	April 16
COG Considers Adoption the Unmet Transit Needs Report	May 21
COG submits adopted Unmet Transit Needs Report to Caltrans	June 22
Report due to Caltrans	August 1

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

Counsel Review:  N/A

1. Adopted Definitions and Procedures for Conducting the Annual Unmet Transit Needs
2. Unmet Transit Needs Bilingual Meeting Flyer

<sup>5</sup> 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.

## **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.

# TRANSIT MEETINGS



2020

## What are your bus needs?

We want to hear your thoughts on the unmet service needs for Specialized Transportation Services (operated by Jovenes de Antaño) and County Express.

### Thursday, February 6

**San Juan Bautista Community Center at 12 p.m.— 1 p.m.**

10 San Jose Street, San Juan Bautista, CA

**San Juan Bautista Library at 1 p.m.— 2 p.m.**

801 2nd St, San Juan Bautista, CA 95045

### Tuesday, February 11

**Hollister Community Center at 11 a.m.—12 p.m.**

300 West Street, Hollister, CA

### Thursday, February 20

**County Administration Building at 3 p.m.**

481 Fourth Street, Hollister, CA

## Comment Deadline

March 3, 2020



Attn: Transit Needs  
330 Tres Pinos Road, C7  
Hollister, CA 95023

.....



[veronica@sanbenitocog.org](mailto:veronica@sanbenitocog.org)



County Express Bus

## Contact:

Veronica Lezama  
Transportation Planner

## Council of Governments

330 Tres Pinos Road, C7  
Hollister, CA 95023  
831.637-7665, Ext. 204  
[veronica@sanbenitocog.org](mailto:veronica@sanbenitocog.org)

# JUNTAS SOBRE EL SERVICIO DE TRÁNSITO



2020

## ¿Cuáles son sus necesidades de los servicios de autobús?

Queremos escuchar sus opiniones sobre las necesidades de los servicios de autobús Jovenes de Antaño y County Express.

### Jueves, febrero 6

**Centro Comunitario de San Juan Bautista, 12 p.m.— 1 p.m.**

10 San Jose Street, San Juan Bautista, CA

**Biblioteca en San Juan Bautista at 1 p.m.— 2 p.m.**

801 2nd Street, San Juan Bautista, CA 95045

### Martes, febrero 11

**Centro Comunitario de Hollister, 11 a.m.—12 p.m.**

300 West Street, Hollister, CA

### Jueves, febrero 20

**Edificio de Administración del Condado, 3 p.m.**

481 Fourth Street, Hollister, CA

## Fecha Límite de Comentarios

**3 de marzo del 2020**



Attn: Necesidades de Transito  
330 Tres Pinos Road, C7  
Hollister, CA 95023



[veronica@sanbenitocog.org](mailto:veronica@sanbenitocog.org)

## Información de Contacto:

Veronica Lezama  
Planificadora de Transporte

## Concilio de Gobiernos

330 Tres Pinos Road, C7  
Hollister, CA 95023

831.637-7665, Ext. 204

[veronica@sanbenitocog.org](mailto:veronica@sanbenitocog.org)



Autobús County Express



## Staff Report

---

To: Council of San Benito County Governments  
From: Veronica Lezama, Transportation Planner     **Telephone:** (831) 637-7665, Ext. 204  
Date: February 20, 2020  
**Subject: 2022-2045 Regional Transportation Plan Goals**

---

### Staff Recommendation:

1. **RECEIVE** a Presentation on the 2022-2045 San Benito Regional Transportation Plan Update; and
2. **COMMENT** and **APPROVE** the Draft Goals for Inclusion in the Draft 2022-2045 San Benito Regional Transportation Plan.

### Summary:

The Regional Transportation Plan (Plan) is a long-range transportation plan that is developed and updated by the Council of Governments (COG). COG staff is seeking feedback from the COG Board of Directors on the draft goals for inclusion in the draft 2022-2045 San Benito Regional Transportation Plan.

### Financial Considerations:

The 2022-2045 San Benito Regional Transportation Plan is being prepared with staff time funded by state planning funds. The completion of a Regional Transportation Plan is a requirement of all Regional Transportation Planning Agencies in California, such as COG, in order for local projects to be eligible for state and federal funding.

### Background:

As a state-designated Regional Transportation Planning Agency, the Council of Governments is required by law to prepare a Regional Transportation Plan (Plan). The Plan provides a vision for transportation investments and considers the role of transportation in the broader context of economic, environmental, and quality-of-life goals for the future.

State law requires an update every four years, this ensures that the Plan identifies the most current transportation needs and strategies to address those needs. It is also an opportunity to ask the public, community leaders, and other agencies how they would like to see the future of

transportation unfold in San Benito. The Council of Governments adopted the last Plan update in 2018.<sup>1</sup>

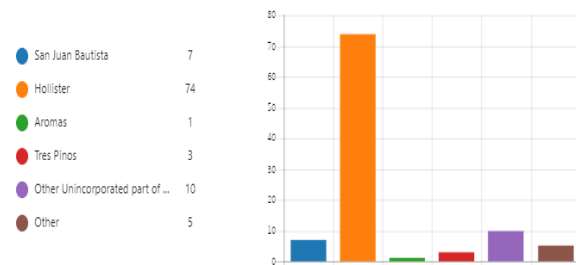
**Staff Analysis:**

With each Regional Transportation Plan update, COG begins the planning process by establishing a framework of *goals* to guide the development of the Plan (Attachment 1). The proposed policy *goals* are broken down into the six categories and the bolded text represents proposed language based on community feedback.

COG staff released a *Help Shape the Future of San Benito County* bilingual survey seeking feedback from the community as to their vision and priorities for the 2022-2045 Regional Transportation Plan. COG received 101 survey responses between January 17, 2020 and February 13, 2020. Below is a snapshot of the results.

1. Where do you live?

[More Details](#)

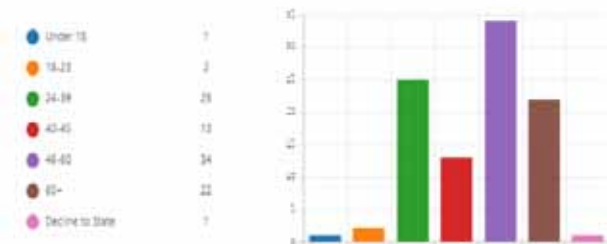


2. Please enter your County Supervisor district, if you know it.



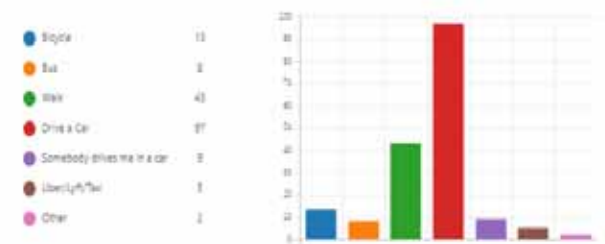
3. What is your age group?

[More Details](#)



4. What modes of transportation do you use? Please check all that apply.

[More Details](#)



The Regional Transportation Plan goals were ranked in the following priority:

- 1. Economic Vitality
- 2. Healthy Communities
- 3. Access & Mobility
- 4. System Preservation
- 5. Environment
- 6. Social Equity

<sup>1</sup> <http://sanbenitocog.org/san-benito-regional-transportation-plan/>

Those surveyed were also asked: *What other transportation priority would you like to see addressed in the Regional Transportation Plan?* A summary of responses are in Attachment 2.

The survey was distributed through various community partners and agencies, including:

- Safe Kids Coalition of San Benito County
- Hollister Downtown Association
- Public Health
- Health and Human Services, Community Action Board
- REACH
- Behavioral Health
- City of San Juan Bautista
- City of Hollister
- Hollister Gavilan College
- Chamber of Commerce
- Social Media
- COG Committees: Technical Advisory Committee, Social Services Transportation Advisory Council, Measure G Citizens Oversight Committee
- County of San Benito

While the Plan focuses on the San Benito County region, COG works closely with its regional partners at the Association of Monterey Bay Area Governments (AMBAG), the Santa Cruz Regional Transportation Commission, and the Transportation Agency for Monterey County on the development of various components of the Plan, such as the environmental document.

## **ENVIRONMENTAL REVIEW**

---

As a part of developing the Plan, COG is required to prepare a program-level Environmental Impact Report. COG is coordinating preparation of this Environmental Impact Report with AMBAG, the Santa Cruz County Regional Transportation Commission, and the Transportation Agency for Monterey County.

## **PUBLIC OUTREACH**

---

The public will have an opportunity to provide their comments as the Plan is being developed. Public outreach will include several outreach methods including, but not limited to: bilingual public meetings, online/social media outreach, and targeted meetings with community groups.

## **SCHEDULE**

---

The San Benito Regional Transportation Plan update is a 2-year effort. The next steps of the process include: presenting draft regional project list to the COG Board. The list will include all transportation investment planned over the next 20+ years in the City of Hollister, City of San Juan Bautista, and County of San Benito. COG staff is also updating the transportation revenue forecast assumptions for local, state, and federal funds.

The anticipated adoption of the 2022-2045 Regional Transportation Plan by the Council of Governments Board of Directors is June of 2022.

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

Counsel Review:  N/A





# Council of Governments (COG) *focus*

The Council of San Benito County Governments (COG) started work on the 2022-2045 San Benito Regional Transportation Plan (RTP), a long-range transportation plan that serves as a guide for future transportation improvement projects by assessing the transportation challenges we face now and those we will face in the future.

## Help Shape the Future of San Benito County

Seeking Public Input on Draft 2022-2045 Regional Transportation Plan Goals

1

### Economic Vitality

Raise the region's standard of living by enhancing the performance of the transportation system. **Pursue suitable and flexible funding to maintain and improve the System.**

2

### Healthy Communities

Protect the health of our residents; foster efficient development patterns that optimize travel, housing, and employment choices. Encourage active transportation (i.e. walking, biking, and Safe Routes to School.)

3

### Accessibility and Mobility

Provide convenient, accessible, and **diverse** travel options while maximizing productivity for all people and goods in the region. **Promote cross jurisdictional coordination to bring about improved efficiencies and connectivity.\***

4

### System Preservation & Safety

Preserve, **maintain**, and ensure a sustainable and safe regional transportation system.

5

### Environment

Promote environmental sustainability and protect the natural environment.

6

### Social Equity

Provide an equitable level of transportation services **and projects** to all segments of the population. **Encourage community participation, including traditionally underrepresented communities.**

\*proposed text in bold.



# Concilio de Gobiernos (COG) *Enfoque*

El Concilio de Gobiernos del Condado de San Benito (COG) ha comenzado a trabajar en el Plan de Transporte Regional de San Benito que cubrirá los años 2022 al 2045. El documento es un plan de largo plazo que sirve como guía para implementar futuros proyectos de del transporte al evaluar los desafíos de transporte que enfrentamos ahora y los que enfrentaremos en el futuro.

## Ayuda a Dar Forma al Futuro del Condado de San Benito

### 1 Vitalidad Económica

Eleve el nivel de vida de la región mejorando el sistema de transporte. **Buscar fondos adecuados y flexibles para mantener y mejorar el Sistema.**

### 2 Comunidades Saludables

Proteger la salud de nuestros residentes; formar patrones de desarrollo cuales resultan en mejoran la transportación, desarrollo de vivienda y empleo y incita el transporte activo (como caminar y andar en bicicleta, Incluyendo rutas seguras a la escuela.

### 3 Accesibilidad y Movilidad

Proporcione opciones de viaje, accesibles, y confiables mientras maximiza la productividad para las personas y comercio de productos en la región. **Promueva la coordinación jurisdiccional para lograr eficiencias y conectividad.\***

### 4 Preservación y Seguridad del Sistema

Preservar, **mantener**, y garantizar un sistema de transporte regional sostenible y seguro.

### 5 Ambiente

Promover la sostenibilidad ambiental y proteger el medio ambiente natural.

### 6 Igualdad Social

Proporcionar un nivel equitativo de servicios y **proyectos** de transporte para todos los segmentos de la población. **Fomentar la participación comunitaria, y atención a las comunidades no representadas.**

\*\* texto propuesto



**What other transportation priority would you like to see addressed in the Regional Transportation Plan?**

Pay toll between Hollister/Gilroy

Road improvement throughout county.

I'd like to see the accomplishments of the transportation systems that exist celebrated more often, including the work of COG and related organizations.

BRT to Gilroy Transit Center

Expanded bicycle paths and lanes. Stripe on top of a rumble strip so noise would alert a cyclist when a car is a threat.

Train

Sustainable transportation for agri-tourism, which may soon become one of our most important economic engines.

Ecological restoration paralleled with environmentally conscious decision making, CEQA & NAGPRA - AB52 considerations

Road improvement in essential. Too many of our roads are riddled with potholes which make transportation dangerous and uncomfortable.

Rail improvements/repairs and Caltrain service to Hollister.

Fix the pot holes.... Cienega Road. Union Road.

Wide main arteries. Union go to 4 lanes.

An increase of safe bike lanes on the Westside of town/rural roads

More visible bike lanes

More Out of town

More trees coming and greenery coming into Hollister from HWY 25/San Felipe. Make it more inviting.

Fix the roads!!!!!! The county and city keep allowing more houses to be built but do not improve or enlarge the roads to and from San Benito County. Horrible planning on the county's part. Where does all the impact fees go to? As to your question on the affordable housing, where is it? Why hasn't that been a priority over the track housing that locals can't afford? Maybe if COG would look to counties that have their stuff together and bring some new ideas to the community, instead of the same good old boy traditions., would be a step in the right direction.

school areas are always too congested maybe by providing transportation for the kids are families too and from n school would have in overall areas

More stop signs specially on Cushman st and tres Pinos rd, and Fairview rd and Fallon rd.

Walking

Easing the commute to Silicon Valley, primarily through a Caltrain connection to San Benito County.

The traffic issues coming into and out of Hollister. It is awful. The road conditions are also atrocious

Bicycles

Bus system

Free Transportation for Homeless

There is a desperate need for a bike path and sidewalk from town to the Community Building located at 1111 San Felipe Road. Many clients walk or bike and literally have to walk/bike on the highway because there is no other route.

I would like to see walking and biking trails.

accessible public transportation to our neighboring cities

Safe bike and walking trails

Widening highways 25 and 156

Walking paths

Public Transportation, taxi

commuter rail and expand 25 and 156 NOW!

Safer roads

Widening Rte 156, repairs & widening of 25, repairs to Fairview/Shore Road, Link public transit to CalTrain station in Gilroy.

Regional aesthetics/ beautification

More bus travel to Gilroy cal train station. I need a bust route that brings me back to Hollister by 5, right now the bus doesn't get back until after 6 because it stops in San Juan / anzar first even though no one ever gets on or off at those stops.

Size the roads to projected population. To many of are roads are to small to safely handle the amount of increased traffic.

Rail

Train to reach gilroy

Someone needs to get beyond Caltrans or there is no way to be successful. If it is always 20 years behind, which it is, then what is the point? Invite a tech company to create a solution in San Benito (as a statewide experiment) and let them do it. Complete the new highway that will go from Pacheco Pass to 101 north and south, leave poor (established in 1700s) San Juan Bautista alone and stop worrying about 25. Just get it done.

A better Bus System

San Benito River Parkway / recreation trail from Aromas to Tres Pinos.

Caltrain station in hollister

Priority to resolve commute traffic to strengthen families by allowing parents to spend more time with family rather than stuck in standstill traffic

High speed rail

Electric 🚌 bus

I would like to see more trains or even trams. Having a subway from here to Gilroy and San Jose would relieve a lot of congestion I believe. Widening road ways will just cause more pollution and accidents as more people will be driving. More bypasses so people don't take residential roads to escape traffic. Repave the roads to make them nicer. More bike and pedestrian walkways. Perhaps make the bike and pedestrian walkways closed off by a fence so it lessens the possibility of someone getting hit by a car.

Better roads

Provide achievable sources of funds to build the roads we need for economic development and traffic accomodation.

Train station in Hollister

Cost and convenience of public transportation.

Safe transportation for school aged kids

Extend CalTrain to Hollister. Offer incentives for using alternative modes of transportation, ie., bus, train, ride-sharing.

safe bicycle and walking paths

Bring the train back

Bike routes and Crosswalks at busy intersections such as Westside and Central

Hiking Trails

Trains, clean buses, rideshares

Road conditions

---



Agenda Item \_\_\_\_\_

## Staff Report

---

To: Council of San Benito County Governments  
From: Mary Gilbert, Executive Director Contact: (831) 637-7665 x. 207  
Date: February 20, 2020  
Subject: **Central Coast Coalition Legislative Activities**

---

### Recommendation:

**RECEIVE** Central Coast Coalition Legislative Platform and Information on Legislative Activities

### Summary:

Staff is providing the Board with an update on the Central Coast Coalition legislative platform and legislative activities. The Central Coast Coalition was established in 2010 and includes the transportation agencies for the Counties of Santa Barbara, San Luis Obispo, Monterey, San Benito, and Santa Cruz. More information about the Coalition is included in Attachment 1.

### Financial Impact:

The Council of Governments funds its participation in the Central Coast Coalition with state transportation funds allocated to the agency.

### Background:

The Council of Governments, as the Regional Transportation Planning Agency for San Benito County, is a member of the Central Coast Coalition. Every year, the group organizes a legislative day in Sacramento to provide an opportunity to meet with transportation officials and advocate for the Central Coast. This year, the Coalition will meet in Sacramento on February 19.

### Staff Analysis:

Staff developed legislative platform with the Central Coast Coalition. A copy of the legislative platform is attached (Attachment 2). The four primary components of the platform are:

- Protect State Funding for Transportation
- Support State Funding to Facilitate Goods Movement and Tourism on the Central Coast
- Support Multi-modal Transportation Investments
- Acquire Funding to Reduce Greenhouse Gas Emissions
- Support Transportation Reforms

Staff will provide an update on the Legislative Day at the February 20 meeting.

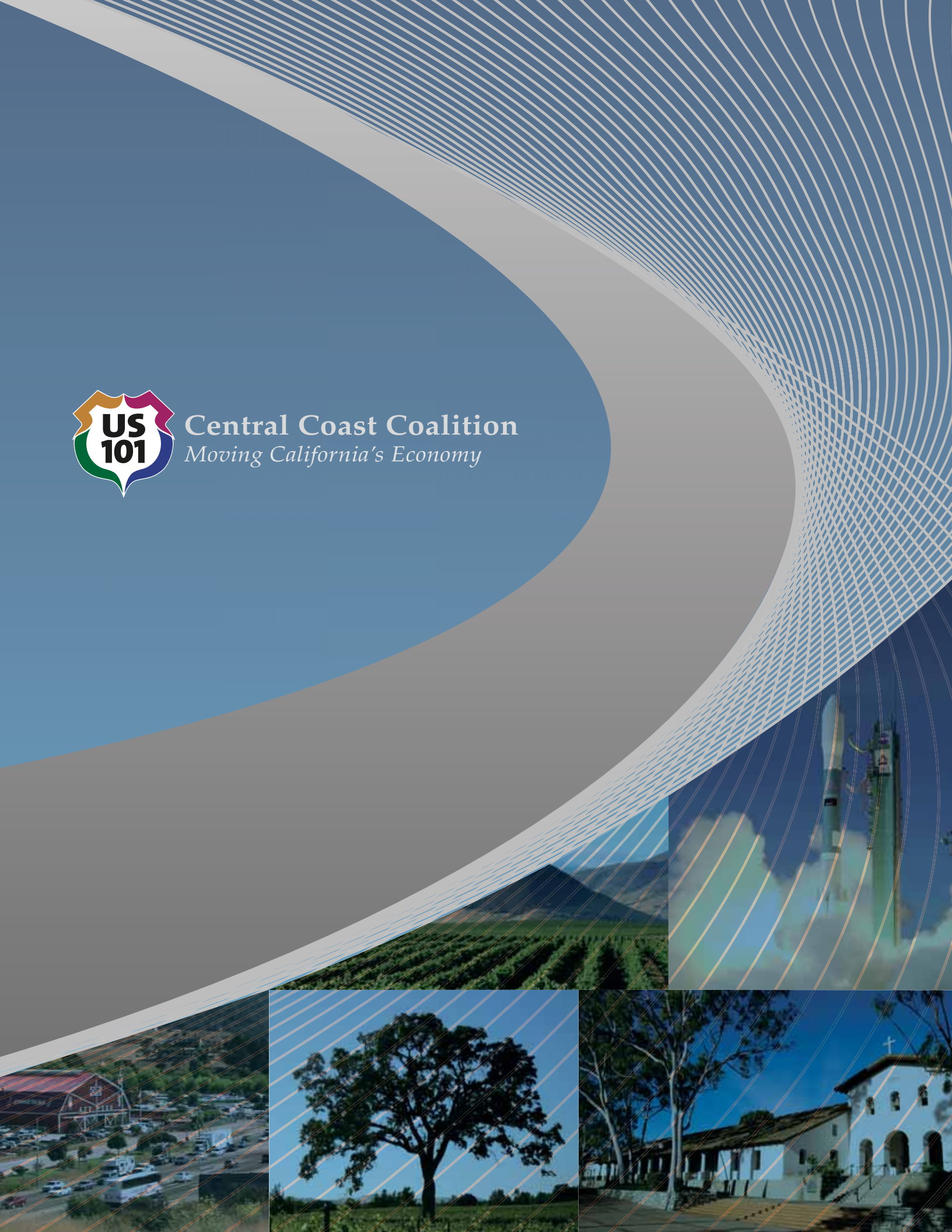
Executive Director Review: \_\_\_\_\_

Counsel Review:     N/A    

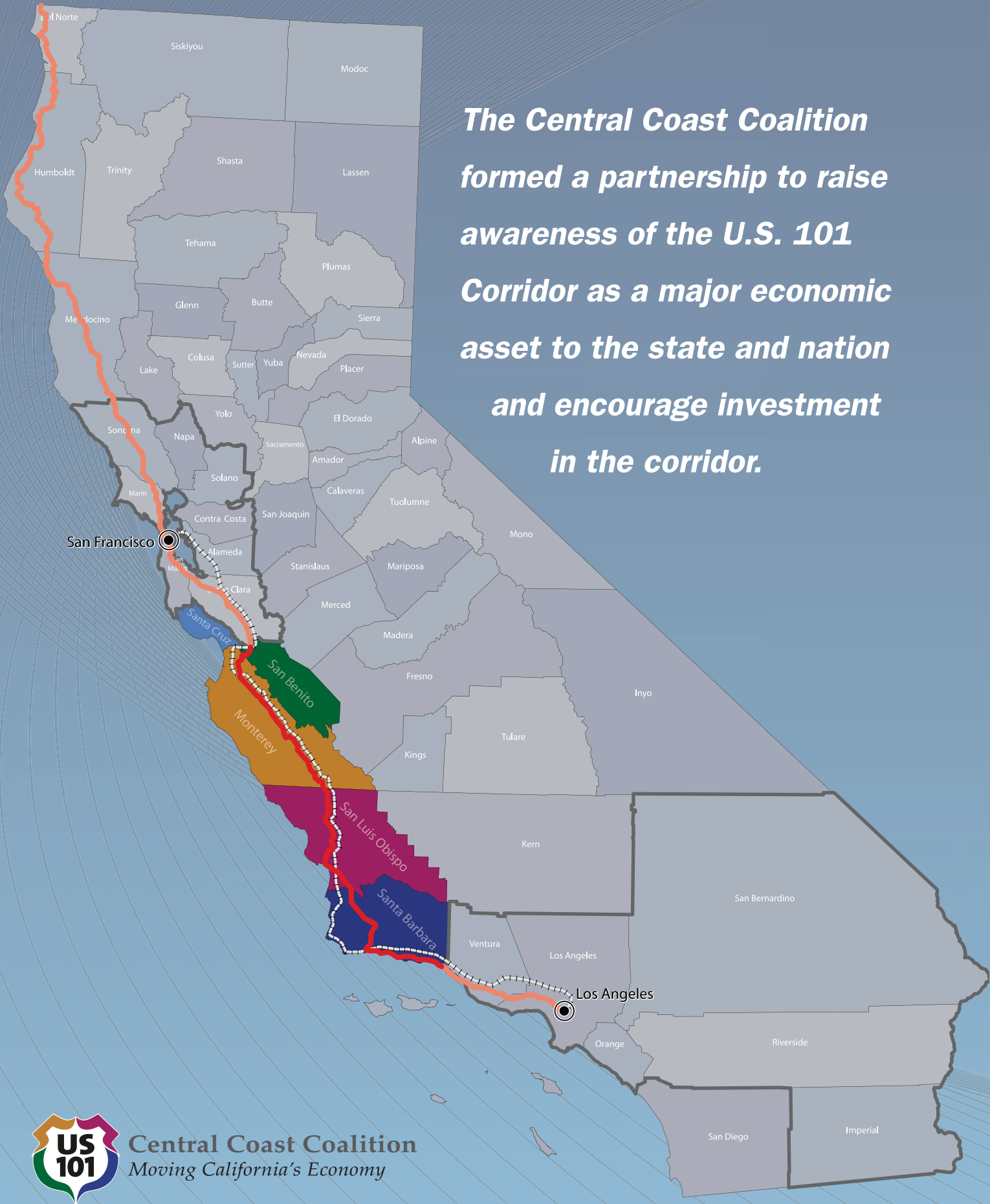
- Supporting Attachments:
1. Central Coast Coalition Brochure
  2. Central Coast Coalition Legislative Platform



**Central Coast Coalition**  
*Moving California's Economy*



***The Central Coast Coalition  
formed a partnership to raise  
awareness of the U.S. 101  
Corridor as a major economic  
asset to the state and nation  
and encourage investment  
in the corridor.***



**Central Coast Coalition**  
*Moving California's Economy*



*The Coalition consists of the transportation agencies of the Central Coast counties: Santa Cruz, San Benito, Monterey, San Luis Obispo and Santa Barbara, working together to bring attention to the U.S. 101 Corridor.*

### **U.S. 101 is the most direct route between two of the country's most populous metro areas:**

- San Francisco Bay Area, population 7.5 million
- Greater Los Angeles Basin, population 15.5 million

U.S. 101 is the most direct north-south alternative to Interstate 5 and in need of investment to make it a safer and more reliable facility. When Interstate 5 is closed because of accidents, fires, snow, or other inclement weather, north-south traffic between Los Angeles and the Bay Area is diverted to the U.S. 101 freeway.

### **The facts about the Central Coast U.S. 101 Corridor:**

- **150,000 vehicles per day** travel the corridor.
- **\$6.5 billion, and growing, worth of agricultural production per year** - one of the largest values in California and the nation.
- **25,000 military personnel** and employees at **6 military bases**, deemed essential for the nation's defense.
- **\$5.5 billion tourism industry** with some of the country's most premier tourist destinations.
- **130,000 students** enrolled at 12 colleges and universities.



### **Official U.S. 101 designations include:**

- U.S. Department of Defense Strategic Highway Network Corridor
- Strategic Interregional Corridor and Priority Interregional Highway
- Principal arterial on the National Highway System
- State Highway Extra Legal Load Route as part of the National Truck Network

*The Central Coast Coalition recognizes U.S. 101 as a vital transportation asset and is working with the California Department of Transportation to facilitate improvements throughout the corridor.*



For more information about the Central Coast Coalition,  
please contact coalition members:

**Guy Preston**, Executive Director  
*Santa Cruz County Regional Transportation Commission*  
831.460.3200 • [www.sccrtc.org](http://www.sccrtc.org)

**Mary Gilbert**, Executive Director  
*Council of San Benito County Governments*  
831.637.7665 • [www.sanbenitocog.org](http://www.sanbenitocog.org)

**Debra Hale**, Executive Director  
*Transportation Agency for Monterey County*  
831.775.0903 • [www.tamcmonterey.org](http://www.tamcmonterey.org)

**Maura Twomey**, Executive Director  
*Association of Monterey Bay Area Governments*  
831.883.3750 • [www.ambag.org](http://www.ambag.org)

**Pete Rodgers**, Executive Director  
*San Luis Obispo Council of Governments*  
805.781.4219 • [www.slocog.org](http://www.slocog.org)

**Marjie Kirn**, Executive Director  
*Santa Barbara County Association of Governments*  
805.961.8900 • [www.sbcag.org](http://www.sbcag.org)

*In cooperation with:*

**Timothy M. Gubbins**, District 5 Director  
*California Department of Transportation*  
805.549.3127 • [www.dot.ca.gov/dist05](http://www.dot.ca.gov/dist05)



**Central Coast Coalition**  
*Moving California's Economy*



## 2020 State Legislative Platform

---

### 1. Protect State Funding for Transportation

- Senate Bill 1 (SB1) restored funding for transportation that will allow the State, Regions, transit agencies and Local Jurisdictions to improve transportation for all Californians. These funds are critical for maintaining roads and transit service, while also addressing some of the backlog of active transportation, highway, and transit needs. We urge the legislature to maintain its commitment to these programs and support funding to projects on the Central Coast.
- The Coalition supports creating flexibility within the Transportation Development Act to eliminate the farebox recovery penalty in order to ensure public transportation systems can access funds needed to maintain existing service.

### 2. Support State Funding to Facilitate Goods Movement and Tourism on the Central Coast

- The Central Coast has many projects on the state highway system that support tourism and goods movement. The Coalition supports increased funding from SB 1 competitive programs to maximize safety for residents, commerce and visitors.

### 3. Support Multi-modal Transportation Investments

- The Coalition will seek to reduce greenhouse gas emissions and improve mobility by acquiring funding through existing programs to increase alternative transportation and passenger rail service connecting the Central Coast and other areas of California.

### 4. Acquire Funding to Reduce Greenhouse Gas Emissions

- The Coalition supports efforts to increase passenger vehicle emission standards and build infrastructure and provide incentives for electric vehicles.

### 5. Support Transportation Reforms

- The Coalition supports streamlining the encroachment permitting process to fast track project delivery.

## Staff Report

---

**To:** Council of San Benito County Governments  
**From:** Mary Gilbert, Executive Director      **Telephone:** (831) 637-7665 x. 207  
**Date:** February 20, 2020  
**Subject:** State Route 156/State Route 25 Roundabout Project

---

### Recommendation:

RECEIVE Update on the State Route 156/State Route 25 Roundabout and Proposed Alternatives

### Summary:

At its October 2019 meeting, the Board adopted a resolution in opposition to the State Route 156/State Route 25 roundabout project. The resolution included the following concerns with the project:

- 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 roundabout project is fully funded with State Highway Operation 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.

The SHOPP is the State's "fix-it-first" funding mechanism for the rehabilitation and reconstruction of all state highways and bridges, including Interstate highways; the supporting infrastructure for those facilities such as culverts, traffic operations systems, safety roadside rest areas, and maintenance stations; and most importantly, to address safety and emergency repair needs.

### Staff Analysis:

Staff initiated a contract with WMH Engineering to develop potential interchange designs for a short-term project delivery at the intersection in lieu of the roundabout. Staff will present the proposal at the February Board meeting.

Staff met with representatives from Sen. Anna Caballero's office, Asm. Robert Rivas, Sen. Jim Beall, and Caltrans Director Toks Omishakin in Sacramento in February. The group discussed the preliminary proposals and staff will continue to work with the state to accelerate the delivery of an interchange project. The interchange will be reviewed as part of the Value Analysis effort to be conducted with Caltrans and local representatives in March.

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

Counsel Review: N/A



## Staff Report

---

To: Council of San Benito County Governments  
From: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x.207  
Date: February 20, 2020  
Subject: **San Benito County Measure G**

---

### Recommendation:

- a. **RECEIVE Update** on Measure G Activities
- b. **DISCUSS** Project Funding for Tier I and Tier II Projects

### 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 \$5,142,325 to the Council of San Benito County Governments' Measure G fund, which is maintained 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

Measure G has generated approximately \$5.1 million since collection began in April 2019. Staff is coordinating with local jurisdictions to distribute local roads funding and is continuing development of the Tier I Highway 25 Widening project.

### Staff Analysis

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 2019 meeting. Staff is updating revenue forecasts while matching forecasts to anticipated expenditures. The strategic plan will be presented for adoption in March 2020. The Board may consider establishing a Measure G Strategic Plan ad-hoc committee of up to two board members to assist staff in the final development of the Plan.

In late 2019, the COG Board approved goals for a value analysis of the State Route 25 Widening project. Staff is coordinating with Caltrans on the Value Analysis effort and the project kickoff is scheduled for March 10.

Measure G funding is divided into three tiers in the voter-approved expenditure plan (Attachment 1):

*Tier 1 – Highway 25 Widening*

Financing the Highway 25 Widening project will require issuance of bonds and matching state funds. Staff is updating the financing plan. The first project phase requiring funding is the project environmental document, which will be funded with a combination of Measure G and State/Local Partnership program funds awarded to COG. The environmental document preparation will begin following the completion of the Value Analysis and preferred project identification.

*Tier II – Local Street and Road Maintenance:*

Staff has prepared a draft of the local agency funding agreement which outlines the agency responsibilities and reporting requirements for Measure G funding. The agreement will be routed to the local agencies for review and approval.

The below table includes amounts available to date and projected through FY 19/20.

<b>Jurisdiction</b>	<b>To Date</b>	<b>FY 19/20 Projected</b>
San Benito County	\$ 2,152,178.71	\$ 2,869,571.62
City of Hollister	\$ 2,152,178.71	\$ 2,869,571.62
City of San Juan Bautista	\$ 226,545.13	\$ 302,060.17

*Tier III – Other Projects*

Staff will begin soliciting proposals for projects in the Tier III category in Spring/Summer 2020. Eligible projects include transit operations, active transportation, and other projects that met the goals of Measure G.

Executive Director Review: \_\_\_\_\_ Counsel Review:     N/A    

Supporting Attachments:     Transportation Safety and Investment Plan





# Transportation Safety and Investment Plan

330 Tres Pinos Road, Suite C7, Hollister, CA 95023

(831) 637-7665 • [info@sanbenitocog.org](mailto:info@sanbenitocog.org)

[sanbenitocog.org/sbcog/TransportationNeedsConversation/](http://sanbenitocog.org/sbcog/TransportationNeedsConversation/)



**FINAL  
DRAFT  
6/7/18**







# Table of Contents

Page

<b>i</b>	<b>Governing Body</b>
<b>1</b>	<b>Executive Summary Letter</b>
<b>3</b>	<b>Community Engagement and Accomplishments</b>
<b>4</b>	<b>Transportation Needs, Projects, and Funding</b>
<b>6</b>	<b>Goals and Objectives</b>
<b>8</b>	<b>Expenditure Plan Introduction</b>
<b>9</b>	<b>Expenditure Plan Summary</b>
<b>10</b>	<b>Expenditure Plan Projects</b>
<b>12</b>	<b>Administrative Provisions and Taxpayer Safeguards</b>

# Governing Body

The Board of Directors for the Council of Governments is composed of five members with the following representation:



## San Benito County

Two representatives  
plus one alternate



## City of Hollister

Two representatives  
plus one alternate



## City of San Juan Bautista

One representative  
plus one alternate





**S**an Benito County is home to about 60,000 residents, who rely on our transportation system to get to work, school, home, and so much more every day. There are significant transportation needs throughout the county, from local streets and roads to major highways. The fact is, San Benito County roads are crumbling under the weight of decades of underinvestment, and average daily traffic on Highway 25 has doubled since the mid 1990's.

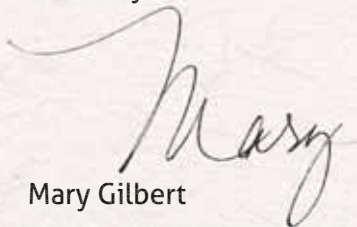
The Council of San Benito County Governments is the County's transportation planning agency. Our locally elected Board of Directors is composed of five members representing all areas of San Benito County, including the City of Hollister, the City of San Juan Bautista, and the unincorporated areas of San Benito County including Aromas, Ridgemark, Tres Pinos, Bitterwater, and Dunneville. Both the Board and Staff are committed to maintaining and improving transportation for all of San Benito County.

We are committed to community input and we are listening. The San Benito County Regional Transportation Plan (RTP) 2040 identifies projects that recognize the transportation needs from public input. The investments proposed are reflective of the Council of Governments' policy goals, as well as the suggestions expressed by interested community groups, policy makers, partner agencies, stakeholders and the public. We heard a need for local roadway maintenance, improvements to State Route 25, as well as a desire for a healthier, more walkable and bike-friendly community. Community members also emphasized the importance of transportation to support the economic vitality of the region.

Our Regional Transportation Plan has identified a need of more than \$1.8B in projects across multiple modes of transportation and areas throughout the county. Our transportation needs are a shared responsibility of federal, state, regional, and local funding sources including commercial, industrial and residential developers to ensure that new developments pay their fair share of the transportation costs. Even with this, we have gap of \$700M in needs to address the most critical issues — including improving and maintaining local roads and widening Highway 25 to increase safety and relieve traffic.

The following Transportation Safety and Investment Plan details the most pressing needs and a prudent solution to address them. We're in the process of evaluating all possible funding sources, including a possible one-cent transportation sales tax measure on the November 2018 ballot which would raise approximately \$485M over the next 30 years. No final decisions have been made yet, but the following document provides a blueprint for how the county can address its pressing transportation needs. San Benito County has a major transportation crisis to solve. This is a vital step in addressing these issues and setting up the transportation future of San Benito County residents for generations to come.

Sincerely,



Mary Gilbert  
Executive Director  
Council of San Benito County Governments



# Community Engagement

*The San Benito COG staff and Board of Directors involves the community in planning.*

- The Board of Directors has had ongoing public meetings leading up to June 7, 2018 in which they engaged in many study sessions to continue researching San Benito County's transportation needs, continued a larger conversation with the community by receiving community input, and prioritized the needs for this plan.
- Public engagement for the San Benito Regional Transportation Plan was conducted to identify projects with the recognized transportation needs of the public. The investments proposed are reflective of the Council of Governments' policy goals as well as the suggestions expressed by interested community groups, policy makers, partner agencies, stakeholders and the public. The Council of Governments conducted ongoing public outreach between 2017 and 2018. Interested parties expressed support for local roadway maintenance and improvements to State Route 25, as well as a desire for a healthier, more walkable and bike-friendly community. Community members also emphasized the importance of transportation to support the economic vitality of the region.
- This Transportation Safety and Investment Plan has been built with the help of community input gathered during the ongoing transportation needs conversation happening around the county. This process has included three community engagement meetings, as well as multiple smaller conversations with opinion leaders and key stakeholders around the county.
- The basis for the projects identified in this TSIP is the San Benito County Regional Transportation Plan, input from residents and a countywide survey of voters conducted in March 2018.

## Proud of Our Accomplishments:

- ✓ Highway 156 construction (CalTrans project approved and funded)
- ✓ Highway 25 Bypass (complete)
- ✓ Highway 156 Bypass (complete)
- ✓ Additional roads constructed (complete)
- ✓ Highway 25 Safety Improvements (complete)
- ✓ Highway 25 Widening Development
- ✓ Other Local Roads
- ✓ Public Transit: 130,000 Rides a Year to Commuters, Students, Seniors, People with Disabilities
- ✓ Safe Routes to School Planning
- ✓ Bike and Pedestrian Improvements



# Transportation Needs

*Over the next 22 years, the 2040 San Benito Regional Transportation Plan identifies a transportation system need of over \$1.8 billion in projects across all modes (i.e. highways, roads, transit, and others).*

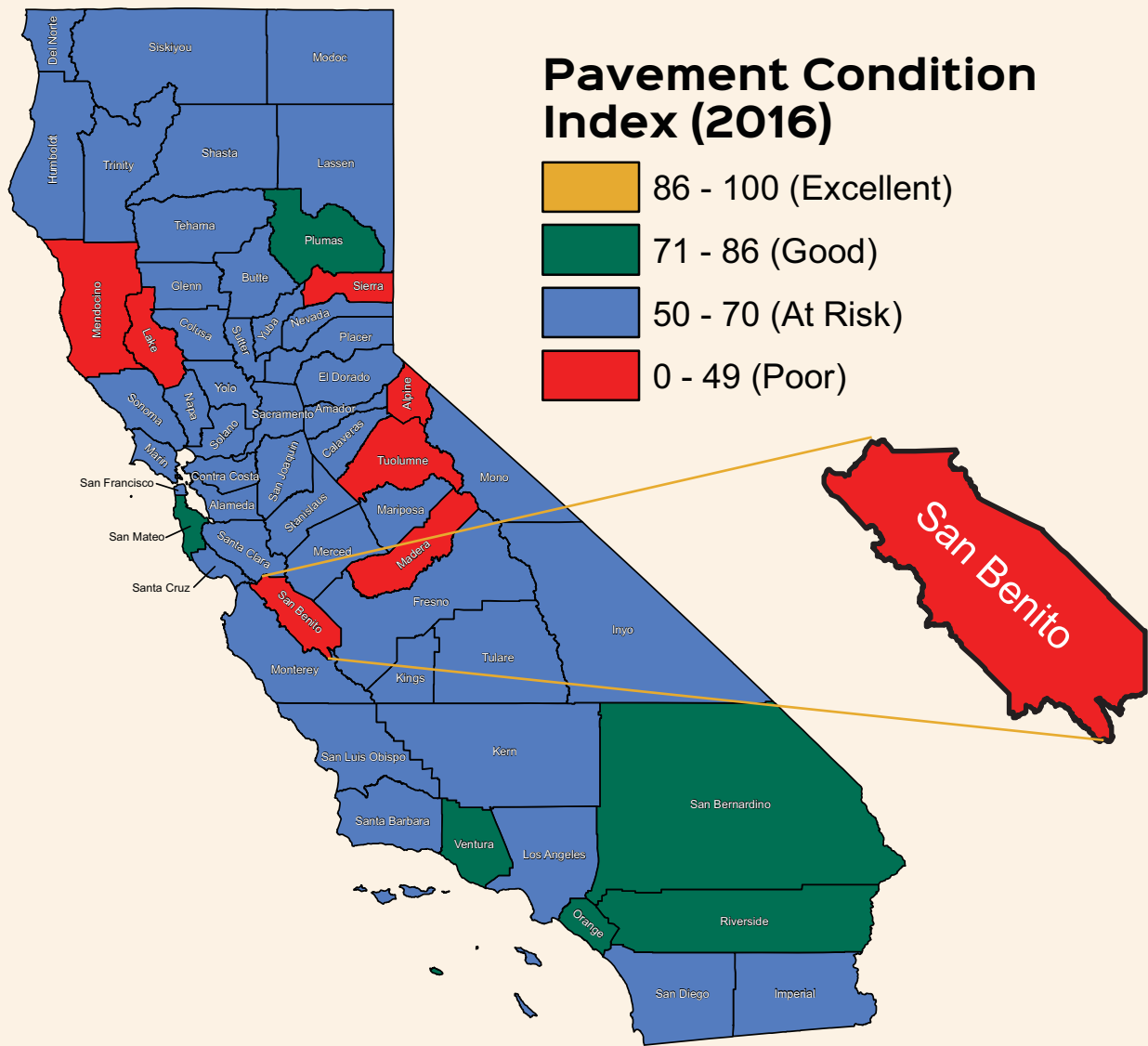
## Transportation Needs, Projects, and Funding

The 2040 San Benito Regional Transportation Plan identifies the greatest financial need (90%) for local roads and the regional highway system. San Benito region's network of roads is crumbling under the weight of decades of underinvestment due to funding deficiencies. In 2016, the California Statewide Needs Assessment Project surveyed California's 58 counties and 482 cities on the condition of local streets and roads infrastructure. The survey concluded that San Benito County ranked one of seven counties in the State of California to have an average pavement condition of 46 ("poor"), which is significantly worse than the statewide average.

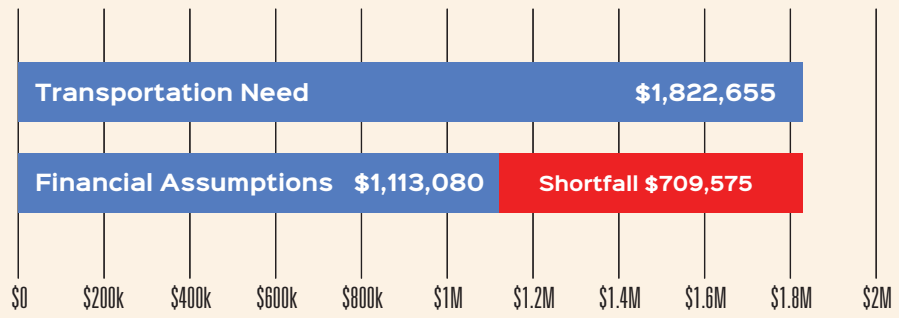
Funding inadequacies continue to be a challenge facing the San Benito highway system. State Route 25 is a primary commuter route between Hollister to points north. When traffic volumes exceed the capacity of a two-lane roadway, 100 percent of time is spent following other vehicles and average travel speeds of less than 30 mph. Commercial trucks travel through the area on SR 25 and are also subject to delays due to the congestion. The lack of adequate funding is the biggest challenge facing the San Benito region in its delivery of transportation projects and programs.

Transportation projects in the San Benito region are funded through a variety of federal, state, regional, and local funding sources. Based on projected revenue sources, \$1.1 billion is reasonably anticipated to be available to finance \$1.8 billion in transportation projects between the years 2018 and 2040. **There is a \$709 million deficit in transportation funding needed to meet the entire needs of the San Benito region over the next 22 years.** A 1¢ sales tax for transportation would generate approximately \$485 million dollars over a 30-year period, and qualify San Benito County to compete for Federal and State matching funds. Agencies in San Benito County are working to reduce congestion, greenhouse gas emissions and enhancing the overall quality of life by improving safety, access and mobility for all residents.

1. Highway 25 Widening Design Alternatives Analysis Study, 2016



## Transportation Funding Needs Vs. Financial Assumptions (000's)



# Goals and Objectives

## **I. Improve and Maintain the Quality of Life in San Benito County by Supplementing Existing Transportation Funds with a New Local Funding Source**

- a. Generate new, locally controlled funding for high priority transportation projects only in San Benito County.
- b. Enhance the ability of the Council of San Benito County Governments (“Council of Governments”), the County of San Benito, the City of Hollister and the City of San Juan Bautista to secure additional State and Federal funding for transportation projects in San Benito County by leveraging matching local funds.
- c. Combine existing local fund sources to enhance the Council of Governments’ and County’s ability to deliver high priority transportation projects in San Benito County.

## **II. Provide for Equity in the Distribution of Revenues**

- a. Provide funds to the Unincorporated County, City of Hollister, and City of San Juan Bautista based on an equitable formula distribution of funds.
- b. Adopt Improvement Plan proposals from the local jurisdictions which address the unique needs of each of these areas of the County.
- c. Provide for a reasonable balance of funds based on identified needs between highways, road maintenance, local street and road improvements, transit services (for youth, seniors, students, and people with disabilities) and pedestrian and bicycle safety improvements.

## **III. Provide for Local Control of the Revenues and Transportation Safety and Investment Plan Program Through the Council of Governments’s Administration**

- a. Provide for cost-effective, local administration of the program through the Council of San Benito County Governments, which previously administered local Measure A funding.
- b. Delegate appropriate administrative responsibility to cities, the County, and other local agencies for local programs.
- c. Limit administrative costs to a maximum percentage annually. Not to exceed 1%.





















# Introduction

This Transportation Safety and Investment Plan was prepared by the Council of San Benito County Governments for the proposed one percent (1%) local transactions and use tax for transportation to be collected for the next 30 years if approved by the voters on November 6, 2018. This is proposed by the Council of Governments as a means to fill the funding shortfall of over \$700 million to implement needed highway, local street and road maintenance, local road improvements and safety measures, transit improvements for youth, seniors, students, and people with disabilities, and pedestrian and bicycle safety improvements.

# Expenditure Summary

	Priority 	How to Address the Need 	Improve Safety 	Reduce Traffic Congestion & Improve Traffic Flow 	Estimated Project Investment 
 <p><b>Widen Highway 25 to reduce traffic congestion</b></p>	Tier I	Provide funding for environmental, design and construction of the Route 25 4-Lane Expressway Project. Local funds will be used to match with State and Federal funds as well as Traffic Impact Mitigation Fees.			\$242M*
 <p><b>Maintain local roads, repair potholes, and improve traffic flow</b></p>	Tier II	Funding will be provided to each local jurisdiction (City of Hollister, City of San Juan Bautista, and San Benito County) based on a population-based formula. 47.5 percent to San Benito County, 47.5 percent to the City of Hollister, and 5 percent to the City of San Juan Bautista. Funds will be distributed annually by COG and local jurisdictions will implement cost-effective improvements based on their Pavement Management Plans, General Plan Circulation Elements, and the Regional Transportation Plan. Local funds will be used to match with state gas tax funds already provided to the local jurisdictions.			\$216M
 <p><b>Other categories</b></p>	Tier III	<ul style="list-style-type: none"> <li>• Pedestrian and Bicycle Safety</li> <li>• Mobility, bus and paratransit services for seniors, people with disabilities, and youth</li> <li>• Other Projects</li> <li>• Administration (capped at 1%)</li> <li>• Future planning &amp; Contingency</li> </ul>			\$27M

\* Highway 25 improvements funding to be based on maximum use of matching State and Federal Funds and Traffic Impact Mitigation Fees to reduce the burden of local funds and maximize our investment, with remaining funds to Tier II and Tier III.

**Total Approximate Investment \$485M**

# Transportation Safety and Investment Plan

*The Council of Governments shall prioritize investment plan projects in the following way:*



## 1. Widen Highway 25: Relieve Traffic and Improve Safety

The Council of Governments shall conduct an environmental study, design and construction of the Route 25 4-Lane Expressway Project, building a new 4-lane highway between Hollister and Santa Clara County. Local funds will be used to match with State and Federal funds as well as local Traffic Impact Mitigation Fees. The Council of Governments and its local jurisdictions will work closely with the California Department of Transportation and the California Transportation Commission to maximize the State contributions to project development and funding the project. In addition, local developers will be required to pay their "fair share" for project impacts of new housing and retail development on the highway, which is identified as 40% of the total cost.



## 2. Local Street and Road Repair, Maintenance and Rehabilitation, and Improvements: Improve Safety & Traffic Flow

Funding will be provided to each local jurisdiction (City of Hollister, City of San Juan Bautista, and San Benito County) based on a formula. Funds will be distributed annually by Council of Governments and local jurisdictions will implement based on their Pavement Management Plans, which identify specific priority roadway segments for maintenance and rehab. Local funds will be used to match with state gas tax funds already provided to the local jurisdictions.

Funds will be distributed in order to ensure county-wide equity, including, but not limited to:



### San Benito County

**Local neighborhood street and road maintenance by priority from San Benito County pavement index study and capital improvement projects, re-evaluated on an annual bases, including but not limited to:**

- Anzar Road Repair from Searle Road to Gannon Road
- Buena Vista Road
- Carr Avenue Bridge Replacement
- Carr Avenue Heavy Rehab
- Cienega Road at Bird Creek Bridge Replacement



- Cienega Road Heavy Rehab and Seal Cracks
- Cole Road Heavy Rehab/Repair from Ricardo Ct. to Anzar Road
- F Street - Tres Pinos Heavy Rehab and Seal Cracks
- Fairview & Fallon Road Intersection Realignment and/or Signalization
- Fairview Road Heavy Rehab and Seal Cracks
- Frazier Lake Road
- Nash Road
- San Benito Street Heavy Rehab from Southside Road to Union Road
- San Felipe Road Heavy Rehab
- San Juan Canyon Road Heavy Rehab from Salinas Road to end of PCC
- San Juan Highway from Anzar Road to Hwy 101
- Shore Road Heavy Rehab and Seal Cracks from Hwy 25 to San Felipe Road
- Southside Road Heavy Rehab
- Union Road Heavy Rehab and Seal Cracks



## City of Hollister

**Local neighborhood street and road maintenance by priority from San Benito County pavement index study and capital improvement projects, re-evaluated on an annual bases, including but not limited to:**

- Complete streets project for Nash/Tres Pinos/Sunnyslope Roads and McCray Street
- Gateway Drive and San Felipe Road Intersection
- Memorial Drive Extension: Meridian St. to Santa Ana Road
- Memorial Drive North Extension: Santa Ana Road to Flynn Road/Shelton Intersection

### **High-Priority Pavement Rehabilitation Projects**

- Buena Vista Road
- College Street from Second Street to South Street Heavy Maintenance
- East Street from Santa Ana Road to Seventh Street Heavy Maintenance
- Hawkins Street from San Benito Street to Prospect Street Heavy Maintenance
- Haydon Street from San Benito Street to Prune Street Heavy Maintenance
- Powell Street from South Street to Fourth Street Heavy Maintenance
- San Felipe Road from North of Hwy 25 to County Boundary Medium/Heavy Maintenance
- Lana Way from Fallon Road to Shelton Drive Heavy Maintenance
- Shelton Drive from Fallon Road to Lana Way Heavy Maintenance
- Airport Drive from Skyline Drive to San Felipe Road Heavy Maintenance

- Aerostar Way from Airport Limits to Flynn Road Heavy Maintenance
- Airport Drive from West End to Flynn Road Heavy Maintenance
- Locust Avenue from Buena Vista Road to Fourth Street Heavy Maintenance
- Monterey Street from Haydon Street to Third Street Heavy Maintenance
- West Street from Third Street to Nash Road Heavy Maintenance
- Chappell Road from Maple Road to Meridian Road Heavy Maintenance
- Fremont Way from East Street to Locust Avenue Heavy Maintenance
- South Street from McCray Street to Powell Street Heavy Maintenance
- Nash Road from Westside Street to East of Cushman Street Heavy Maintenance
- Powell Street from Nash Road to A Street Heavy Maintenance
- Line Street from Nash Road to South Street Heavy Maintenance
- Monterey Street from Nash Road to B Street Heavy Maintenance
- Monterey Street from B Street to Haydon Street Heavy Maintenance
- West Street from Third Street to Nash Road Heavy Maintenance
- Hawkins Street from San Benito Street to West Street Heavy Maintenance
- B Street from West Street to Line Street Heavy Maintenance
- Central Avenue from Miller Street to Felice Street Medium/Heavy Maintenance
- Hawkins Street from San Benito Street to Prospect Avenue
- Nash Road from Westside Street to East of Cushman Street
- Tres Pinos Road from East of Cushman Street to Hwy 25
- Prospect Avenue from South Street to Park Street
- Memorial Drive from Hillcrest Street to Verdun Street
- Hillcrest Road from McCray Street to Industrial Avenue
- McCray Street from Santa Ana Road to Hillcrest Road
- San Benito Street from Nash Road to 280 FT. County Boundary
- Olive Street from San Benito Street to Sherwood Street
- Sally Street from Nash Road to Tracks
- Victoria Street from Haydon Street to Olive Street
- Haydon Street from Sherwood Street to West Street
- Ladd Lane from Talbot Street to Tres Pinos Road
- Verdun Avenue from Versailles Drive to Memorial Drive
- Valley View Road from Crescent Street to Crestview Street
- Sunnyslope Road from Airline Hwy 25 to Memorial Drive
- Sunset Drive from Clearview Street to Memorial Drive
- Hilltop Street from Cerra Vista Street to Sunset Drive

- Highland Drive from Hilltop Street to Vallejo Street
- Gabilan Drive from Clearview Street to Highland Drive
- El Toro Drive from Sunnyslope Road to Meridian Street
- Calistoga Drive from Vallejo Street to Union Road



## City of San Juan Bautista

**Local neighborhood street and road maintenance by priority from San Benito County pavement index study and capital improvement projects, re-evaluated on an annual bases, including but not limited to:**

- Complete Third Street
- Replace and widen San Juan-Hollister Road and add bike lanes
- Replace South Fifth Street
- Replace Mission Street
- Replace East Church Street
- Restore and restripe for diagonal parking on Muckulemi Street
- Speed control on Fourth Street
- Crosswalk and safe pedestrian travel traversing east side of Hwy 156 traffic light
- Bike lanes through the city
- Downtown crosswalk restoration and beautification
- Local street and roadway maintenance and life span protection (pothole repair, road conditioning, chip sealing, crack mitigation, asphalt shoulders) 2019-2040



### 3. Mobility, Transit, and Paratransit

- Projects that enhance pedestrian and bicycle safety, including implementation of Safe Routes to School projects and projects identified in the Countywide Bicycle, Pedestrian Master Plan, and Regional Transportation Plan in Hollister, San Juan Bautista, and San Benito County.
- Services for seniors, people with disabilities, and youth as described in the Regional Transportation Plan for the community.
- Projects that enhance safety and improve traffic flow on local roadways, including operational improvements, traffic calming, and “complete streets” measures.
- Administration (capped at one percent)
- Future Planning & Contingencies, to be reviewed by the COG Board and Oversight Committee before funds are expended.

# Administrative Provisions and Taxpayer Safeguards

## 1. Funds will be administered by the Council of San Benito County Governments (Council of Governments)

The revenue raised for the purposes described in this Plan will be administered by the Council of Governments and an account shall be created to hold all funds collected. The Council of Governments is a Joint Powers Authority created in 1973 for the purpose of forming consensus on regional issues facing San Benito County.

In order to ensure accountability, transparency and public oversight of all funds collected and allocated, and to comply with state law, all of the following shall apply:

- a. The Council of Governments will commission an independent annual audit of its revenue and expenditures and will also prepare a publicly available annual report on past and upcoming activities and publish an annual financial statement.
- b. Prior to expenditure of any funds collected, the Council of Governments Board shall convene an Expenditure Plan Oversight Committee to provide oversight.
- c. Members of the Expenditure Plan Oversight Committee shall be appointed by the Council of Governments Board of Directors and shall be residents who are neither elected officials of any government, nor employees from any agency or organization that either oversees or benefits from the proceeds of the sales tax. The Committee shall include, at a minimum, representatives from the City of Hollister, the City of San Juan Bautista, and the unincorporated areas of San Benito County.
- d. Expenditure Plan Oversight Committee shall meet at least once but no more than four times per year.
- e. The Oversight Committee members will serve staggered two year terms and can be reappointed.
- f. All actions, including decisions about selecting projects for funding, will be made by the Council of Governments Board in public meetings, subject to the Brown Act and closed session requirements, with proper advanced notice and with meeting materials available in advance to the public.



**The responsibilities of the Oversight Committee include:**

- Advising the Council of Governments Board.
- Making recommendations regarding annual expenditure priorities.
- Reviewing Plan expenditures on an annual basis to ensure they conform to the Plan.
- Reviewing the annual audit and report prepared by an independent auditor, describing how funds were spent.
- Producing a publicly available Annual Report of Oversight Activities.

## 2. Additional Allocation Criteria and Community Benefits

The Council of Governments shall ensure that the revenue generated is spent in the most efficient and effective manner possible, consistent with serving the public interest and in accordance with existing law and this Plan.

- a. The Council of Governments shall give priority to projects within its jurisdiction that meet multiple objectives of the Council of Governments Expenditure Plan document and including one or more of the following objectives:
  - Provide for geographic distribution of projects.
  - Increase impact by leveraging state and federal funding resources as well as public/private partnerships.
  - Benefit the economy and sustainability of the region by investing in infrastructure and local quality of life.
- b. The Council of Governments Governing Board shall conduct one or more public meetings annually to gain public input on selection of project grants to expend revenues generated.
- c. The Council of Governments may accumulate revenue over multiple years so that sufficient funding is available for larger and long-term projects. All interest income shall be used for the purposes identified in this Plan. The Council of Governments can bond against these funds as the laws allow.

- d. Costs of performing or contracting for project-related work shall be paid from the revenues allocated to the appropriate purpose and project.
- e. An annual independent audit shall be conducted to assure that the revenues expended by the Council of Governments under this section are necessary and reasonable in carrying out its responsibilities under this Expenditure Plan/Ordinance.
- f. Sales tax proceeds are intended to augment annual support for the Council of Governments and do not substitute for individual city or County maintenance obligations. Monies from this program may not go to a city's or the County's "General Fund."
- g. Revenues provided from the sales tax shall not be used to replace private developer or foundation funding which has been or will be committed for any project.
- h. Examples of similar projects eligible for funding may be found at [www.sanbenitocog.org](http://www.sanbenitocog.org).

### 3. CEQA Compliance

The approval of this Expenditure Plan does not commit the Council of Governments to funding or approving any specific project or activity listed herein. Prior to approving or authorizing funding for any specific project or activity identified in this Expenditure Plan, the Council of Governments shall comply with all applicable provisions of the California Environmental Quality Act (CEQA).

### 4. Amendments

Expenditure Plan Amendments. The Council of Governments may annually review and propose amendments to the Expenditure Plan to provide for the use of additional Federal, State and local funds, to account for unexpected revenues, or to take into consideration unforeseen circumstances. Amendments to the list of projects in the Expenditure Plan will only be considered for projects that are included in the established Regional Transportation Plan at the time the amendment is proposed and/or by the priorities established in this Transportation Safety and Investment Plan.

The Expenditure Plan may only be amended, if required, by the following process set forth in Section 180207 of the Public Utilities Code: (1) Initiation of amendments by the Council of Governments reciting findings of necessity; (2) Provision of notice and a copy of the amendments provided to the Board of Supervisors and the City Councils of the Cities of Hollister and San Juan Bautista; (3) The proposed amendments shall become effective 45 days after notice is given.