



**AGENDA
REGULAR MEETING
AUTHORITY FOR FREEWAYS AND EXPRESSWAYS**

DATE: Thursday, June 18, 2020
6:00 P.M.

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

DIRECTORS: Chair Ignacio Velazquez, Vice Chair Peter Hernandez,
Jaime De La Cruz, Mary Vazquez Edge, and Rolan Resendiz
Alternates: San Benito County: Mark Medina
San Juan Bautista: César E. Flores,

**Attendance at the SAFE meeting is closed to the public per
Executive Order N-29-30. The public may join meeting by Zoom:
<https://zoom.us/join> per the instruction stated below:**

Meeting ID: 912-5561-3392

*Persons who wish to address the Board of Directors must complete a Speaker Card and give it to the Clerk prior to addressing the Board. Those who wish to address the Board on an agenda item will be heard when the Chairperson calls for comments from the audience. Following recognition, persons desiring to speak are requested to advance to the podium and state their name and address. After hearing audience comments, the Public Comment portion of the agenda item will be closed. **The opportunity to address the Board of Directors on items of interest not appearing on the agenda will be provided during Section C. Public Comment.***

6:00 P.M. CALL TO ORDER

A. ACKNOWLEDGE Certificate of Posting

**B. NOTICE OF TEMPORARY PROCEDURES FOR SERVICE AUTHORITY FOR
FREEWAYS AND EXPRESSWAYS BOARD MEETINGS**

Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Additionally, members of the SAFE Board are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

Members of the public are encouraged to participate in Board meetings in the following ways:

1. Remote Viewing

Members of the public who wish to watch the meeting can view the meeting online through Zoom. Instructions for participating via Zoom are included below.

2. Written Comments & Email Public Comment

- Members of the public may submit comments via email by 5:00 PM. on the Wednesday prior to the Board meeting to the Clerk of the Board at monica@sanbenitocog.org. Regardless

of whether the matter is on the agenda. Every effort will be made to provide Board Members with your comments before the agenda item is heard.

3. Service Authority for Freeways and Expressways meeting Zoom Instructions for remote Participants:

Three ways to attend zoom meetings: **1) over the phone, 2) on a web browser, or 3) through the Zoom Smart Device Application.** Each meeting will have a meeting ID, which is a unique number associated with an instant or scheduled meeting.

1. **Over the phone (Audio only):**
 - (669) 900-6833 or (408) 638-0968.
2. **On a Web-browser:**
 - <https://zoom.us/join>
3. **Smart device Application:**
 - Apple App store: <https://apps.apple.com/us/app/id546505307>
 - Android App store: <https://play.google.com/store/apps/details?id=u.s.zoom.videomeetings>

Zoom Audio Only (phone)

If you are **calling in as audio-only**, please dial **(669) 900-6833 or (408) 638-0968**.

1. It will ask you to enter the **Meeting ID**, 912-5561-3392, followed by the “#” **key**, which can be found at the top page of the agenda. The meeting agenda can be found at: http://www.sanbenitocog.org/wp-content/uploads/2020/06/SAFE_Packet_061820.pdf
2. It will then ask for a **Participant ID**, press the “#” **key** to continue.
3. Once you enter the zoom meeting, you will automatically be placed on mute.
4. **Public Comment:** If you are using a phone, please press the “*9” to raise your hand, zoom facilitator will unmute you when your turn arrives.

Zoom On Web-browser or Zoom app on Tablet or Smartphone

If joining through web-browser launch: <https://zoom.us/join> or launch the Zoom app on your Tablet or Smartphone

1. Select “**JOIN A MEETING**”
2. You will be prompted to enter **Meeting ID**, 912-5561-3392 and include a name to join the meeting. The meeting agenda can be found at: http://www.sanbenitocog.org/wp-content/uploads/2020/06/SAFE_Packet_061820.pdf
3. You can launch audio through your computer or set it up through the phone. Follow instructions provided by Zoom.
4. **Public Comment:** *click “**Raise hand**” icon, the zoom facilitator will unmute you when your turn arrives.*

Public Comment Guidelines

- If participating on Zoom: Once you are selected, you will hear that you have been unmuted: State your first name, last name, and county you reside in for the record.
- The Service Authority for Freeways and Expressways Board welcomes your comments.
- Each individual speaker will be limited to a presentation total of three (3) minutes.

- Please keep your comments, brief, to the point, and do not repeat prior testimony, so that as many people as possible can be heard. Your cooperation is appreciated.

If you have questions, contact the Council of Governments and leave a message at (831) 637-7665 x. 201, or email monica@sanbenitocog.org.

C. PUBLIC COMMENT: (Opportunity to address the Board on items of interest not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 54954.2. **Speakers are limited to 3 minutes.**)

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** Service Authority for Freeways and Expressways Draft Meeting Minutes Dated May 21, 2020 – Gomez
2. **RECEIVE** Service Authority for Freeways and Expressways FY 2019/20 Third Quarter Budget – Postigo
3. **APPROVE** Use of Current FY 2019/2020 Budget as Expenditure Authority for FY 2020/2021 until the Approval of the Final 2020/2021 Budget – Postigo

REGULAR AGENDA:

4. **RECEIVE** FY 2020/21 Service Authority for Freeways and Expressways Draft Budget – Postigo

ADJOURN TO MEETING OF THURSDAY AUGUST 20, 2020. AGENDA DEADLINE IS AUGUST 4, 2020 AT 12:00 P.M.

In compliance with the Americans with Disabilities Act (ADA), if requested, the Agenda can be made available in appropriate alternative formats to persons with a disability. If an individual wishes to request an alternative agenda format, please contact the Clerk of the Council four (4) days prior to the meeting at (831) 637-7665. The Service Authority for Freeways and Expressways 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 Board'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
SERVICE AUTHORITY FOR FREEWAYS
AND EXPRESSWAYS (SAFE)
REGULAR MEETING
(Zoom Platform)**

May 21, 2020 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

Chair, Ignacio Velazquez; Vice-Chair, Peter Hernandez; Jaime De La Cruz, Mary Vazquez Edge, and Rolan Resendiz

STAFF PRESENT:

Deputy County Counsel, Shirley Murphy; Executive Director, Mary Gilbert; Transportation Planner Regina Valentine; Secretary, Monica Gomez; Administrative Services Specialist, Kathy Postigo; Transportation Planner, Veronica Lezama; Office Assistant, Griselda Arevalo

CALL TO ORDER:

Director Velazquez called the meeting to order at 4:30 P.M.

A. Acknowledge Certificate of Posting

A motion was made by Director Vazquez Edge, and seconded by Director De La Cruz, the Directors acknowledged the Certificate of Posting. Vote: 5/0 motion passes.

B. Notice of Temporary procedures for Service Authority for Freeways and Expressways Meetings

Chair Velazquez reminded members of the public that an overview of temporary procedures (Zoom etiquette) for SAFE meetings was attached to the agenda.

C. PUBLIC COMMENT: NONE

CONSENT AGENDA:

- 1. Approve** Service Authority for Freeways and Expressways Draft Meeting Minutes Dated February 20, 2020 – Gomez
- 2. Approve** Amendment No. 1 to the Contract with Case Systems for an Amount not to Exceed \$47,465.16 to Upgrade San Benito County Emergency Call Boxes from a 3G Network to a 4G Network – Lezama

Chair Velazquez pulled Item 2 from the Consent Agenda for discussion.

A motion was made by Director De La Cruz, and seconded by Director Hernandez, the Directors approved the Consent Agenda as amended. Vote: 5/0 motion passes.

Regarding Item 2, Chair Velazquez stated that the contract is for an upgrade from 3G to 4G which expires in 2021. He asked staff if there was discussion with the contractor regarding an estimated time they would expect 4G to work before they need to upgrade to 5G.

Transportation Planner Veronica Lezama stated that based on previous upgrades, staff did not anticipate any upgrade changes beyond five years.

Chair Velazquez stated that since there is better cell coverage now, he asked if the current call box locations still lack cell coverage in those areas. He asked if it was possible to move some of the call boxes where there is now cell service to other areas where there is no cell service.

Ms. Lezama stated that staff had not explored other areas that may need call boxes. She mentioned that County Supervisor Gillio had mentioned the need for additional call boxes in the South County area. She stated that staff could look at other possible locations, such as Pinnacles National Park or San Juan Bautista area and report back to the Board.

Director De La Cruz agreed with Chair Velazquez' comments adding that at the rate at which technology advances he would recommend that any future upgrades from 4G to 5G should be included as part of the new contract.

Ms. Lezama stated that she would contact our service providers Verizon Wireless and AT&T, to see when and if they will be looking at moving from 4G to 5G. She will also look into how long we were in the 3G network.

Director Hernandez stated that moving to 5G should be vetted thoroughly because there have been reports that 5G is very unsafe.

Chair Velazquez clarified that the concern of exposure is in regards to cell towers and this just involves the use of emergency call boxes to make phone calls.

Chair Velazquez recommended tabling Item 2 to the August 20th SAFE meeting to allow staff time to look into the following: any future upgrades 4G-5G and that they're included as part of the contract, research call box locations, make sure current locations make sense, do they need to be moved to other areas, are there other areas that haven't been addressed. He said that if it's possible to negotiate the next contract to include it all now rather than later.

Ms. Lezama stated that she would look into the call box locations and stipulate that any upgrades would be included as part of the contract. She will report back to the Board in August.

A motion was made by Director Vazquez Edge, and seconded by Director Resendiz, to table Item 2 to the August 20, 2020 SAFE meeting. Vote: 5/0 motion passes.

A motion was made by Director De La Cruz, and seconded by Director Resendiz, the Directors unanimously adjourned the SAFE meeting at 4:37 p.m. Vote: 5/0 motion passes.

ADJOURN TO SAFE MEETING JUNE 18, 2020.



Staff Report

To: Service Authority for Freeways and Expressways
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: June 18, 2020
Subject: Third Quarter Budget Report

Recommendation:

RECEIVE Service Authority for Freeways and Expressways FY 2019/20 Third Quarter Budget Report.

Summary:

The FY 2019/20 Third Quarter Budget Report shows that overall expenditures for SAFE were low at 64.06% and revenues were high at 92.47%.

Financial Considerations:

During the Third quarter, total expenditures for SAFE were \$34,265 or 64.06%.

Revenues were \$243,814 or 92.47% which includes the previous year's fund balance. SAFE revenue is generated through a one dollar vehicle registration fee.

Background:

Staff has prepared the attached budget report for the Board to review. After each quarter the Trial Balances are reviewed and analyzed by staff for errors or corrections. Once the Trial Balances are reviewed, a budget report is prepared and analyzed by staff for budget adjustments/transfers if needed.

Staff Analysis:

The FY 2019/20 Third Quarter Budget Report, ending March 31, 2020, summarizes the quarterly expenditures and revenues. Staff has prepared this report for the Board's review. No budget adjustment/transfers are necessary at this time.

Third Quarter Budget Report shows lower than projected expenditures for SAFE as Maintenance of Equipment line item was lower than anticipated.

Revenues in the Third Quarter Budget report were higher due to carry over from FY 2019/20.

Executive Director Review: MG

Counsel Review: N/A

Attachment: Service Authority for Freeways and Expressways' Third Quarter Budget Report FY 2019/20

Service Authority for Freeways and Expressways (628.7380)
Third Quarter Budget Report
FY 2019/20

FISCAL SUMMARY	Budgeted FY 19/20	Expenses 3/31/2019	Balance FY 19/20	Projected % 75%	Actual %
EXPENDITURES					
Salaries & Benefits	17,170	12,179	4,991	75%	70.93%
Services & Supplies	36,166	22,038	14,128	75%	60.94%
Contracts	150	48	102	75%	32.08%
Capital	-	-	-		
Other	-	-	-	50%	
TOTAL EXPENDITURES	\$53,486	\$34,265	\$19,221	75%	64.06%
REVENUES					
Revenues	263,670	243,814	19,856	75%	92.47%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$263,670	\$243,814	\$19,856	75%	92.47%
TOTAL FUND BALANCE	\$210,184	\$209,550			

FUND BALANCE \$209,550
Only available for SAFE

Service Authority for Freeways and Expressways (628.7380)
Third Quarter Budget Report
FY 2019/20

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 19/20	3/31/2019	FY 19/20	75%	
550.109	registered Vehicle Revenue	63,670	37,728	25,942	75%	59.26%
	Fund Balance (Carryover previous years)	198,000	203,452	(5,452)	75%	102.75%
541.001	Interest	2,000	2,634	(634)	75%	131.71%
570.006	Reim for damages	-	-	-	-	-
TOTAL		263,670	243,814	19,856	75%	92.47%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 19/20	3/31/2019	FY 19/20	75%	
Personnel						
610.101	Salaries	17,170	12,179	4,991	75%	70.93%
Total		17,170	12,179	4,991	75%	70.93%
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.130	Clothing and Safety	-	-	-	-	-
619.132	Communications	3,570	2,351	1,219	75%	65.86%
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	346	338	8	75%	97.64%
619.152	Maintenance of Equipment	32,000	19,349	12,651	75%	60.47%
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.164	Medical/Dental/Lab Supplies & Services	-	-	-	-	-
619.166	Membership Dues	-	-	-	-	-
619.168	Office Furniture under \$700	-	-	-	-	-
619.170	Office Equipment under \$300	-	-	-	-	-
619.176	Special Project Supplies - Printing	-	-	-	-	-
619.174	Supplies	-	-	-	-	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	50	-	50	75%	0.00%
619.182	Permits & Legal	-	-	-	75%	-
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.188	Rent Space	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept Expense - Other	-	-	-	-	-
619.196	Travel Lodging	-	-	-	-	-
619.198	Travel Meals	50	-	50	75%	0.00%
619.194	Training	-	-	-	-	-
619.200	Travel Transportation	150	-	150	75%	0.00%
619.306	Utilities	-	-	-	-	-
Total		36,166	22,038	14,128	75%	60.94%
Contracts						
619.250	Special Dept Expense - Contracts	150	48	102	75%	32.08%
Total		150	48	102	75%	32.08%
Capital						
650.304	Furniture and Fixtures	-	-	-	-	-
650.302	Equipment other than Computer	-	-	-	75%	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
Total		-	-	-	75%	-
Other						
640.320	OPEB	-	-	-	-	-
640.513	Operating Transfers	-	-	-	-	-
Total		-	-	-	-	-
TOTAL		53,486	34,265	19,221	75%	64.06%

JE#

Staff Report

To: Service Authority for Freeways and Expressways
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: June 18, 2020
**Subject: Approve Current Budget 2019/2020 as Expenditure Authority for FY 2020/2021
Until Approval of Final 2020/2021 Budget**

Recommendation:

APPROVE use current Budget 2019/2020 Budget as Expenditure Authority for FY 2020/2021 until the approval of the Final 2020/2021 Budget.

Summary:

The Board may use expenditure authority as adopted in the FY 2019/2020 Budget for FY 2020/2021 until final FY 2020/2021 Budget is approved in August.

Financial Considerations:

There are no financial considerations with this recommendation.

Background:

Due to the Covid 19 pandemic, the budget process was delayed. The draft budget is being presented to the Board at the June 18th meeting and the final budget will be presented to the Board at the August 20th meeting for adoption

Staff Analysis:

Staff is recommending the COG Board use expenditure authority of the current year budget FY 2019/2020 for expenditures in FY 2020/2021 until the approval of the final 2020/2021 budget and to continue spending of expenditure under the parameters of FY 2019/2020.

Executive Director Review: MG

Counsel Review: N/A



Staff Report

To: Service Authority for Freeways and Expressways
From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date: June 18, 2020
Subject: Service Authority for Freeways and Expressways Draft Budget – FY 2020/21

Staff Recommendation:

RECEIVE FY 2020/21 Service Authority for Freeways and Expressways Draft Budget

Summary:

The Service Authority for Freeways and Expressways Draft Budget – FY 2020/21 has been prepared using revenue assumptions that match anticipated funding levels. The Draft Budget is balanced. A second fiscal year is included in the Draft Budget for financial planning purposes.

Financial Considerations:

The Service Authority for Freeways and Expressways' total draft budget for FY 2020/21 is \$166,383. Overall, the Draft Budget for FY 2020/21 is \$112,450 higher than the FY 2019/20 Budget.

Background:

The Service Authority for Freeways and Expressways receives funding from the Department of Motor Vehicles from vehicle registration fees. With this funding, the Service Authority for Freeways and Expressways maintains the emergency call box program for San Benito County.

The Authority maintains 40 call boxes: 8 located on Highway 25 north of Hollister, 6 along Highway 101, 17 along Highway 156, 5 along Highway 25 south of Hollister and 4 along Panoche Road.

The funds received from vehicle registration fees can only be used for Service Authority for Freeways and Expressways purposes.

Staff Analysis:

The Service Authority for Freeways and Expressways receives funding from the Department of Motor Vehicles from vehicle registration fees. The Draft Budget includes 10.6 percent for Personnel, 21.8 percent for Services and Supplies including maintaining equipment, and 67.6 percent for contracts.

The Personnel and Services and Supplies line items both increased slightly. Contracts line item has increased due to a new contract for increased safety patrolling on Highway 25 with the CHP and upgrade on call boxes to 4G.

Executive Director Review: MG

Counsel Review: N/A

Attachment: Service Authority for Freeways and Expressways Draft Budget – FY 2020/21

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
DRAFT BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION		Adopted Budget FY 19/20	Estimated Actual to June 30, 2019'	Proposed Budget FY 20/21	Budget Estimate for FY 21/20	Variance FY 19/20 FY 20/21
Personnel						
610.101	Salaries	17,170	16,780	17,650	18,550	480
619.226	Administrative Support	-	-	-	-	-
	Total	17,170	16,780	17,650	18,550	480
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.132	Communications	3,570	3,500	3,570	3,800	-
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	348	338	413	400	67
619.152	Maintenance of Equipment	32,000	30,000	32,000	32,500	-
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.166	Membership Dues	-	-	-	-	-
619.166	Office Furniture under \$3,000	-	-	-	-	-
619.168	Office Equipment under \$3,000	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	-	-	-
619.174	Supplies	-	-	-	-	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	50	50	50	50	-
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept. Expense - Other	-	-	-	-	-
619.196	Travel Lodging	-	-	-	-	-
619.198	Travel Meals	50	-	50	50	-
619.194	Training	-	-	-	-	-
619.200	Travel Transportation	150	-	150	100	-
619.306	Utilities	-	-	-	-	-
	Total	36,166	33,888	36,233	36,900	67
Contracts						
619.250	Special Dept. Expense - Contracts	150	150	112,500	57,000	112,350
	Total	150	150	112,500	57,000	112,350
Capital						
650.304	Furniture and Fixtures	-	-	-	-	-
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	-	-	-	-	-
Other						
640.320	OPEB	-	-	-	-	-
	Total	-	-	-	-	-
	TOTAL PROPOSED BUDGET	53,486	50,818	166,383	112,450	112,897

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
DRAFT BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVEUE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2019*	Proposed Budget FY 20/21	Budget Estimate for FY 21/20	Variance FY 19/20 FY 20/21
550.109 Registered Vehicle Revenue	63,670	64,200	65,000	64,030	1,330
Fund Balance(Carryover previous years)	198,000	203,452	220,000	122,200	22,000
541.001 Interest Revenue	2,000	4,000	3,500	3,000	1,500
TOTAL REVENUE	263,670	271,652	288,500	189,230	24,830

EXPENDITURES VS REVENUES	Adopted Budget FY 19/20	Estimated Actual to June 30, 2019*	Proposed Budget FY 20/21	Budget Estimate for FY 21/20	Variance FY 19/20 FY 20/21
EXPENDITURES					
Personnel	17,170	16,780	17,650	18,550	480
Services & Supplies	36,166	33,888	36,233	36,900	67
Contracts	150	150	112,500	57,000	112,350
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	53,486	50,818	166,383	112,450	112,897
REVENUES					
Revenues	263,670	271,652	288,500	189,230	24,830
TOTAL REVENUE	263,670	271,652	288,500	189,230	24,830
TOTAL PROPOSED BUDGET	53,486	50,818	166,383	112,450	112,897
FUND BALANCE			122,117		
DESIGNATED FUND BALANCE			-		
UNDESIGNATED FUND BALANCE			122,117	Only available for SAFE projects	

BUDGET NOTES

	Proposed Budget FY 20/21
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries.	
Total	17,650
Services and Supplies Services and Supplies include regular budget items to support call box operations.	
Total	36,233
Contracts Contracts includes a contract with CHP for patrolling of Hwy25 and Upgrade Call Boxes to 4G.	
Total	112,500
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other SAFE share of OPEB costs.	
TOTAL PROPOSED BUDGET	166,383