AGENDA
REGULAR MEETING
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

DATE: Thursday, October 15, 2020
6:00 p.m.

LOCATION: Via-Zoom
Attendance at the COG meeting is closed to the public per Executive Order N-29-20. The public may join meeting by Zoom: https://zoom.us/join per the instructions provided at the end of the agenda:

Meeting ID: 884-1026-3621

DIRECTORS: Chair Ignacio Velazquez, Vice Chair Peter Hernandez,
Jaime De La Cruz, Mary Vazquez Edge, and Rolan Resendiz
Alternates: San Benito County: Mark Medina;
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 D. Public Comment.

6:00 P.M. CALL TO ORDER

A. Pledge of Allegiance

B. Verification of Certificate of Posting

C. NOTICE OF TEMPORARY PROCEDURES FOR COUNCIL OF GOVERNMENTS BOARD MEETINGS
*(Please see Zoom instructions at the end of the agenda)

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 COG Board are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

D. Present Certificate of Recognition to Administrative Services Specialist II, Kathy Postigo, in Recognition of over 36 years of Service with the County of San Benito Upon Her Retirement
E. **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.*)

F. **Executive Director’s Report**

G. **Caltrans Report** – Eades

H. **Board of Directors’ Reports**

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**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 September 17, 2020 – Gomez

2. **RECEIVE** Construction Projects Report – Caltrans District 5

3. **ADOPT** Resolution 2020-09 Authorizing the Filing of a Claim for Allocation of Transportation Development Act Funds for Fiscal Year 2019/2020. – Postigo

   b. **ADOPT** Resolution 2020-08 Making Findings and Recommendations Regarding Unmet Transit Needs as Required by the Transportation Development Act (TDA) for Fiscal Year 2020/21.

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**REGULAR AGENDA:**

5. **Highway 25 Widening Project** – Gilbert

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Adjourn to COG Meeting on November 19, 2020. Agenda Deadline is Tuesday, November 03, 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.*

**ZOOM INSTRUCTIONS:**

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Council of San Benito County Governments ▪ 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
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. **Council of Governments Board 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](https://zoom.us/join)

   3. **Smart device Application:**

**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**, 884-1026-3621, 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/2020/10/COG_Packet_101520.pdf](http://www.sanbenitocog.org/wp-content/uploads/2020/10/COG_Packet_101520.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](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**, 884-1026-3621 and include a name to join the meeting. The meeting agenda can be found at: [http://www.sanbenitocog.org/wp-content/uploads/2020/10/COG_Packet_101520.pdf](http://www.sanbenitocog.org/wp-content/uploads/2020/10/COG_Packet_101520.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 Council of Governments 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.
CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Council of San Benito County Governments on **October 15, 2020 at 6:00 P.M.** was posted at the following locations freely accessible to the public:

The front entrance of the Old San Benito County Courthouse, Monterey Street, Hollister, CA 95023, and the Council of Governments Office, 330 Tres Pinos Rd., Ste. C7, Hollister, CA 95023 at the following date and time:

On the **9th day of October 2020**, on or before 6:00 P.M.

The meeting agenda was also posted on the Council of San Benito County Governments website, [www.sanbenitocog.org](http://www.sanbenitocog.org), under Meetings, COG Board, Meeting Schedule.

I, Monica Gomez, swear under penalty of perjury that the foregoing is true and correct.

BY: Monica Gomez, Secretary II
Council of San Benito County Governments
MEMBERS PRESENT:
Chair Ignacio Velazquez; Vice-Chair Peter Hernandez; Jaime De La Cruz, and Mary Vazquez Edge; Ex Officio, Tim Gubbins, Caltrans District 5

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

OTHERS PRESENT:
Brandy Rider, Caltrans District 5; Harry Mavrogenes, San Benito County RMA Director,

CALL TO ORDER:
Chair Velazquez called the meeting to order at 6:00 P.M.

A. PLEDGE OF ALLEGIANCE  Director Vazquez Edge led the pledge of allegiance.

B. CERTIFICATE OF POSTING
A motion was made by Director De La Cruz, and seconded by Director Vazquez Edge, the Directors acknowledged the Certificate of Posting. Vote: 4/0 motion passes.

C. NOTICE OF TEMPORARY PROCEDURES FOR COUNCIL OF GOVERNMENTS 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 COG Board are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

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

D. PUBLIC COMMENT:
Executive Director Mary Gilbert stated for the record that the COG Board received Joe Thompson’s public comment correspondence. The correspondence was entered into public record.
E. EXECUTIVE DIRECTOR’S REPORT: Gilbert

Executive Director, Mary Gilbert reported that the County Transit’s “Great Plates Delivered” program ended in September. However, County Transit continues to provide essential trips during the pandemic. Additionally, staff is looking at options for a Short Range Transit Plan Grant that was recently awarded.

F. Caltrans District 5 Report: Tim Gubbins

Tim Gubbins said he was pleased to report that Caltrans received $493 million from the Federal Highway Administration redistributed funds that can be spent statewide. He said that this will help ensure that all programmed projects will continue to receive funds.

Mr. Gubbins reported that Caltrans crews continue to work together with local emergency providers in response to the many fires statewide. They continue to work on lane closures and getting emergency vehicles where they need to go, especially in the Monterey and Santa Cruz areas with the Dolan fire and Lightning Complex fire. He asked drivers to take their time while traveling because there is a lot of activity on the roads and emergency responders need to get to where they need to go.

Director Vazquez Edge inquired about the $493 million in Federal Highway funds and how much of those funds are distributed to San Benito County.

Mr. Gubbins stated that he would forward the information to COG staff so they can forward the information to Director Vazquez Edge.

Chair Velazquez asked for clarification on Highway 156 schedule delays.

Mr. Gubbins stated that they have experienced some delays due to utility relocation and some right of way issues. They will be going through a condemnation process with some of the property owners. He said that they expect to have right of way issues secured by December.

G. Board of Directors’ Reports:

Chair Velazquez reported out on the Mobility Partnership meeting. He reported that the Santa Clara Valley Transportation Authority (VTA) will be building a new off ramp from the 101 south to the Highway 25 south. It is a $100 million project scheduled for 2023. The other major item they discussed was the realignment route options for Highway 152. Out of the four realignment options, they were able to eliminate options 1 and 4. He noted that our local representatives recommended option 3. They will be further examining options 2 and 3 and making their recommendations on which of those best suits everyone. Chair Velazquez added that he was thankful for the great partnership with the VTA and the work that is being done to benefit both counties.

CONSENT AGENDA:

1. APPROVE Council of Governments Draft Meeting Minutes Dated August 20, 2020 – Gomez
2. RECEIVE Construction Projects Report – Caltrans District 5
3. ADOPT Resolution 20-07 Approving Projects for Funding and Authorizing the Executive Director to Apply for and Accept FY 2020-21 California State of Good Repair Program Funds Totaling $93,783 – Valentine
4. Amendment No. 1 to Fiscal Year 2020/21 Overall Work Program – Lezama
a. APPROVE Amendment No. 1 to Fiscal Year 2020/2021 Overall Work Program to Include New Work Element 306 for the San Benito County Local Transportation Authority Short Range Transit Plan Update; and

b. AUTHORIZE the COG Executive Director to Sign an Amended FY 2020/2021 Overall Work Program Agreement with the California Department of Transportation.

There was no public comment on the Consent Agenda.

A motion was made by Director De La Cruz, and seconded by Director Resendiz, the Directors approved Consent Agenda Items 1-4. Vote: 4/0 motion passes.

REGULAR AGENDA

5. Highway 25 Widening Project – Gilbert
   a. RECEIVE Presentation on the Highway 25 Widening Project Development Planning, and
   b. APPROVE Project Area Priorities, Identified as Alternative 1 in Attachment 1 to this Staff Report, and
   c. DIRECT STAFF to Pursue Necessary Agreements and Initiate Project Approval and Environmental Documents Phase of the Project

Executive Director Mary Gilbert provided a Power point presentation on the Highway 25 Widening project. She provided a brief overview of the Value Analysis report and the six alternatives that were identified for future study and implementation. She noted that the Technical Advisory Committee recommended that the COG Board move ahead with the environmental review process that would place the SR 25/156 intersection as the highest priority and to move forward with phasing proposed in alternative 1 and keep the option of relinquishment as identified in alternative 6 if necessary. Staff concurred with the Committee’s recommendation and recommended that the Board take action to support the project phasing and move forward with the environmental review as recommended.

Director Hernandez joined the COG meeting at 6:34 p.m.

There followed discussion from Board members and staff. Staff provided clarification and answers to Board members questions regarding project funding, phasing, timeline, and how the project ties into the ongoing coordination with Santa Clara Valley Transportation Authority and the Mobility partnership for the project area in Santa Clara County. There was brief discussion regarding the Highway 25/156 Roundabout safety project.

Director De La Cruz requested following today’s outcome on this item, that Ms. Gilbert provide a presentation on the outcome at the next Board of Supervisor’s meeting.

Public Comment:

Harry Mavrogenes, San Benito County RMA Director

Mr. Mavrogenes concurred with the recommendation made by the Technical Advisory Committee of moving forward with alternative 1, but also holding on to alternative 6 to keep things moving ahead. He said it would be preferable to have Caltrans build the highway, but in the event that the funding doesn’t happen there needs to be a backup. He urged the Board to consider alternative 6 as well as alternative 1, as they move along to get the 4-lanes built.

Chair Velazquez stated that this was one of the biggest projects to be moving forward in the history of San Benito County. He thanked Director De La Cruz who was one of a few people who were there early on supporting this effort. He thanked the current COG Board, COG staff, Caltrans District’s 4 and 5, the
passing of Measure G, and eventually the public for believing and supporting the need to widen Highway 25.

There was no further discussion.

_A motion was made by Director De La Cruz, and seconded by Director Hernandez, the Directors approved Items 5 b-c as recommended by staff. Vote: 5/0 motion passes._

_A motion was made by Director De La Cruz, and seconded by Director Vazquez Edge, to adjourn the COG meeting. The meeting was adjourned at 7:13 p.m. Vote: 5/0 motion passes._

**ADJOURN TO COG MEETING OCTOBER 15, 2020 AT 6:00 P.M.**
### CONSTRUCTION PROJECTS

<table>
<thead>
<tr>
<th>Project</th>
<th>Location/Post Mile (PM)</th>
<th>Description</th>
<th>Construction Timeline</th>
<th>Construction Cost</th>
<th>Funding Source</th>
<th>Project Manager (Resident Engineer)</th>
<th>Contractor</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

### PROJECTS IN DEVELOPMENT

<table>
<thead>
<tr>
<th>Project</th>
<th>Location/Post Mile (PM)</th>
<th>Description</th>
<th>Construction Timeline</th>
<th>Construction Cost</th>
<th>Funding Source</th>
<th>Project Manager</th>
<th>Phase</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Highway 25 Expressway Conversion Project (48540)</td>
<td>Near Hollister and Gilroy in SBT &amp; SCL Counties (PM SBT 51.5 to SCL 2.6)</td>
<td>Conversion of 2-lane conventional highway to a 4-lane expressway</td>
<td>N/A</td>
<td>N/A</td>
<td>Local</td>
<td>Brandy Rider</td>
<td>PA&amp;ED</td>
</tr>
</tbody>
</table>
# PROJECTS IN DEVELOPMENT (CONTINUED)

<table>
<thead>
<tr>
<th>Project</th>
<th>Location/Post Mile (PM)</th>
<th>Description</th>
<th>Construction Timeline</th>
<th>Construction Cost</th>
<th>Funding Source</th>
<th>Project Manager</th>
<th>Phase</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. <strong>Highway 156 Improvement Project (34490)</strong></td>
<td>In and near San Juan Bautista, from The Alameda to slightly east of Fourth Street (PM 3.0/R8.2)</td>
<td>Construct four-lane expressway</td>
<td>Summer 2021 - Summer 2023</td>
<td>$57.4 million</td>
<td>STIP/Local</td>
<td>Brandy Rider</td>
<td>PS&amp;E/RW</td>
<td>Project design continues with 95% completion. ROW acquisitions in progress. Utility relocation, design coordination ongoing.</td>
</tr>
</tbody>
</table>

**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: Kathy Postigo, Administrative Services Specialist
Date: October 15, 2020

Subject: Allocation of Transportation Development Act Funds for Fiscal Year 2019/2020

Recommendation:

ADOPT Resolution 2020-09 Authorizing the Filing of a Claim for Allocation of Transportation Development Act Funds for Fiscal Year 2019/2020.

Summary:

Each year the COG Board is required by the Transportation Development Act to allocate Local Transportation Funds to eligible claimants. The Council of Governments adopts a resolution in order to claim these funds for administrative purposes.

Financial Considerations:

The Local Transportation Fund in the amount $296,050 will be allocated to the Council of Governments for planning and administration purposes.

Background:

The Local Transportation Fund has been in existence since 1972 and is derived from a ¼ cent of the general sales tax collected statewide and returned to COG as Local Transportation Funds as defined under the Transportation Development Act.

Local Transportation Funds are to be used for statutory purposes in San Benito County and include (in priority order):

- TDA administration costs
- General public transit operations and capital
- Contract payments for transit services
October 15, 2020

Page 2

- Transit-related research and development projects
- Administration of transit contracts
- Elderly and disabled transit
- Bicycle and pedestrian projects
- Local streets and roads (Cities & County based on population)

Resolution 2020-09 is required under the Transportation Development Act pursuant to Public Utilities Code Article 4 and Article 4.5 which are a part of the claims process. Listed below are the requirements of the claimants for the Local Transportation Funds.

1. The Council of Governments' expenditures are in conformity with the Regional Transportation Plan.

2. The sum of the County of San Benito allocations from the Local Transportation Fund does not exceed the amount the claimant is eligible to receive during the fiscal year.

Staff Analysis:

Staff reviewed the request from the Council of Governments and found it to be in compliance with the Transportation Development Act requirements. The attached Resolution 2020-09 approves the request for this claimant.

Executive Director Review: ___MG____
Counsel Review: ___Yes___

Attachment:
1. Resolution 2020-09
2. Claim Form
BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS AUTHORIZING THE FILING OF A CLAIM WITH THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS, ACTING AS THE REGIONAL TRANSPORTATION PLANNING AGENCY, FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT FUNDS FOR FISCAL YEAR 2019/20

Resolution No. COG 20-09

WHEREAS, the Transportation Development Act (TDA), as amended (California Public Utilities Code commencing with Section 99200 et seq.) provides for the allocation of funds from the Local Transportation Fund by Regional Transportation Planning Agencies, for the use by eligible claimants for various transportation purposes; and

WHEREAS, the Council of San Benito County Governments is the Regional Transportation Planning Agency in and for the County of San Benito; and

WHEREAS, pursuant to the provisions of the TDA, as amended and pursuant to the applicable rules and regulations thereunder (Title 21, Division 3, Chapter 2 (commencing with section 6600) of the California Code of Regulations) a prospective claimant wishing to receive an allocation from the Local Transportation Fund shall file its claim with the Council of San Benito County Governments.

NOW, THEREFORE, BE IT RESOLVED that the Council San Benito County Governments is authorized to execute and file an appropriate claim pursuant to the terms of the Transportation Development Act, as amended and pursuant to applicable rules and regulations promulgated thereunder, together with all necessary supporting documents, with the Council of San Benito County Governments for an allocation of TDA funds in Fiscal Year 2019/2020.

BE IT FURTHER RESOLVED that the authorized claim includes $296,050 for transportation planning and administration purposes.

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to the Council of San Benito County Governments in conjunction with the filings of the claims.
PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS THIS 15TH DAY OF OCTOBER 2020 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

________________________________________
Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:

SAN BENITO COUNTY COUNSEL'S OFFICE

Dated: Oct 7, 2020

By: Shirley L. Murphy
Shirley L. Murphy, Deputy County Counsel

ATTEST:

Mary Gilbert, Executive Director

Dated: ________________

By: ____________________
CLAIM FOR LOCAL TRANSPORTATION FUNDS

TO: COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
330 TRES PINOS RD., SUITE C7, HOLLISTER, CA 95023

FROM: CLAIMANT: COG as the Regional Transportation Planning Authority
ADDRESS: 330 Tres Pinos Rd., Suite C7
Hollister, CA 95023

CONTACT PERSON: Kathy Postigo
Phone: (831) 637-7665 Email: kpostigo@sanbenitocog.org

The San Benito Co. Regional Transportation Planning Authority hereby request, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved in the amount of $296,050 for Fiscal Year 2019/2020, to be drawn from the Local Transportation Fund deposited with San Benito County Treasurer.

When approved, this claim will be transmitted to the San Benito County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:

SAN BENITO COUNTY COUNCIL
OF GOVERNMENTS BOARD OF DIRECTORS

BY: ____________________________ (signature)
TITLE: __________________________
DATE: __________________________

APPLICANT

BY: ____________________________ (signature)
TITLE: Administration Services Specialist
DATE: __________________________
ANNUAL VERIFICATION OF TDA COMPLIANCE TO ACCOMpany LTF AND STA CLAIMS FOR TRANSIT AND STREETS AND ROADS PURPOSES

PART I – ALL CLAIMANTS

1. Date annual TDA fiscal and compliance audit was approved by COG Board: 
   12/17/2020

2. Is the claimant’s retirement system fully funded?
   ☑ Yes
   O No

3. Is the claimant using the maximum Federal funds available for transit and/or streets and roads purposes?
   ☑ Yes
   O No

PART II – TRANSIT CLAIMANTS

4. Date Transit Operator’s Financial Transaction Report was submitted to State Controller’s Office: will be completed 12/30/2020 Attach copy of dated, signed cover sheet from report.

5. Are public transit vehicles routinely staffed with one driver?
   O Yes
   O No (explain) __________________________

6. Has the proposed transit operating budget changed by more than 15% compared to the previous year?
   O No
   O Yes (explain) __________________________

7. Did the transit operator meet its minimum fare box recovery requirement during the previous fiscal year (requirement for San Benito County is 10%)?
   O Yes
   O No (see below)

If the fare box recovery requirement was not met, then claimant must complete the following for the most recent fiscal year:

Transit operating expenses: +
Capital purchases/reserves: =
Subtotal: - LTF spent in most recent fiscal year cannot exceed result below.
Federal revenues: -
STA revenues: =
Total: x0.5= ————
TDA ANNUAL PROJECT AND FINANCIAL PLAN

This form will show the planned expenditures of all TDA funds claimed for the fiscal year. Briefly describe all projects which will be funded by current year TDA funds, provide the total cost of the project, and provide all sources of funding associated with the project. The project, costs, and funding should be consistent with the budget developed in the TDA Claim Worksheet completed for the submittal of this claim. The total project cost and total funding source(s) should balance for each project.

Claimant: San Benito County Regional Transportation Planning Authority
Fiscal Year: 2019/2020

<table>
<thead>
<tr>
<th>Brief Project Description</th>
<th>Project Cost</th>
<th>Source of Funding &amp; Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and Administrative Activities</td>
<td>$298,153</td>
<td>TDA (LTF) $296,050</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Misc $ 2,103</td>
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</tbody>
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|                                |              |                            |
|                                |              |                            |
|                                |              |                            |
Staff Report

To: Council of San Benito County Governments
From: Veronica Lezama, Transportation Planner
Date: October 15, 2020
Subject: 2020/2021 Unmet Transit Needs Report

Telephone: (831) 637-7665

Recommendation:

2. ADOPT Resolution 2020-08 Making Findings and Recommendations Regarding Unmet Transit Needs as Required by the Transportation Development Act (TDA) for Fiscal Year 2020/21.

Summary:

Each year, the Council of Governments (COG) is responsible for conducting at least one “Unmet Transit Need” hearing to provide a forum for residents, transit users, and community members to comment on the local bus service provided by County Express and Specialized Transportation. The process is done annually and entails a comprehensive public outreach program and a series of public meetings throughout the county to obtain comments on unmet transit needs that may be reasonable to meet.

Financial Considerations:

The primary funding source for transit services operated by County Express and Specialized Transportation is provided by Transportation Development Act (TDA) funds. TDA funds are administered by the California Department of Transportation (Caltrans). “Unmet Transit Needs” that can be met are paid for with TDA funds.

Background:

The Council of Governments (COG) holds an annual “Unmet Transit Need” hearing and public meetings to provide a forum for residents, transit users, and community members to express service needs provided by County Express and Specialized Transportation – a service operated by Jovenes de Antaño.

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

“Expressed or identified needs of a significant segment of the community for public transportation services to meet basic mobility needs which are not currently being met through existing transit services or other means of transportation.”
The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.

1. The request fills a gap in transit service or is identified as a deficiency in the Regional Transportation Plan.
2. Sufficient broad-based community support exists.
3. Request is a current rather than future need.
4. Request is not operational in nature (i.e. minor route change, bus stop change, etc.).

Presuming that an unmet transit need is identified, a further determination is conducted to establish whether or not that need is "Reasonable to Meet" in accordance with COG adopted criteria (Exhibit A, page 6). If an Unmet Transit Need is found “Reasonable to Meet,” then COG is responsible for ensuring that funds are expended to meet those needs before any TDA funds can be used for any other transportation purposes.

Staff Analysis:

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

1. Solicit testimony from the public on the Unmet Transit Needs of the community;
   During the month of February 2020 staff completed above-mentioned Step 1, which resulted in a total of 29 public comments (Exhibit A, Page 18).

2. Analyze the Unmet Transit Needs expressed by the public, in accordance with COG adopted definition of an Unmet Transit Need and Reasonable to Meet criterion; and
   For Step 2, staff analyzed the Unmet Transit Needs expressed by the public, in accordance with COG adopted definition of an Unmet Transit Need (Exhibit A, Page 6) and Reasonable to Meet criterion (Exhibit A, Page 7). The enclosed public comment was reviewed by the Social Services Transportation Advisory Council,1 as required by TDA.

3. Adopt findings regarding Unmet Transit Needs, found Reasonable to Meet, which may exist for implementation by the Local Transportation Authority in the 2020/2021 Fiscal Year.

Typically, COG staff evaluates the comments received and recommends those “Unmet Transit Needs” found “Reasonable to Meet” for implementation in the upcoming fiscal year. However, considering the COVID-19 health epidemic, staff consulted with Caltrans regarding the implementation uncertainty of those unmet needs for the upcoming fiscal year. Staff determined, with Caltrans approval, that at this time any “Unmet Transit Needs” typically found “Reasonable to Meet” be found “Not Reasonable to Meet” due to COVID-19’s financial and system-wide impacts in the upcoming fiscal year. Alternatively, any Unmet Need found

1 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.
“Not Reasonable to Meet” will be reevaluated during the next cycle, FY 2021/2022, of the “Unmet Transit Needs” process (Exhibit A, page 18). Any funds that would have been available for implementation of transit needs will be reserved for the 2021/2022 Fiscal Year with no penalty from Caltrans.

COG staff did identify one Unmet Transit Needs, Found Reasonable to Meet for implementation in the 2020/2021 Fiscal Year, which includes the following:

<table>
<thead>
<tr>
<th>Request</th>
<th>COG Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For the Intercounty Service to Gilroy, please add a stop at the San Juan Bautista Library.</td>
<td>The County Express Intercountry bus travels adjacent to the San Juan Bautista Library prior to heading to Gavilan College and the Gilroy Caltrain Station. During the preparation of the Short-Range Transit Plan update, the Local Transportation Authority will review its passengers’ policies and develop a flag stop policy to accommodate this and other similar requests. A Flag Stop is a request stop at which buses stop only on request; that is, only if there are passengers to be picked up or dropped off. This request can be accommodated as the modification would not have significant impacts on the transit system.</td>
</tr>
</tbody>
</table>

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

Upon approval, the FY 2020/2021 Unmet Transit Needs Report will be submitted to the California Department of Transportation, Division of Mass Transportation by October 30, 2020.

Executive Director Review: ___ Counsel Review: Yes

Attachments:

1. Resolution No. 20-08, Exhibit A 2020/2021 Unmet Transit Needs Report
RESOLUTION OF THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS CONCERNING UNMET PUBLIC TRANSPORTATION NEEDS FUNDING AND IMPLEMENTATION OF THE PROGRAM WITHIN FISCAL YEAR 2020/2021

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

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

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

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

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

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

WHEREAS, COG held a public hearing on February 20, 2020 and three public meetings on February 6 and 11, 2020, to determine whether there are any unmet public transportation needs, and all those who attended the public hearing and public meetings were given the opportunity to hear and be heard regarding all matters properly before the COG and COG considered all public testimony; and

WHEREAS, COG pursuant to Public Utility Code Section 99401.5:

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

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

3. Has determined that Unmet Needs found "Not Reasonable to Meet" will be reevaluated during the next cycle, FY 2021/2022, of the "Unmet Transit Needs" process;
Resolution 20-08
2020/2021 Unmet Transit Needs Report
Page 2

4. Has identified one Unmet Transit Needs that is Reasonable to Meet;

5. Has prepared the 2020/2021 Annual Unmet Transit Needs Report, attached hereto and incorporated herein by reference as Exhibit A, which provides the findings required by Section 99401.5 and the information developed by the COG that provides the basis for the findings.

NOW, THEREFORE, BE IT RESOLVED, that the Council of San Benito County Governments, acting as the Regional Transportation Planning Agency for the County of San Benito, hereby makes the following findings and determinations, based on all information in the record including, but not limited to the findings of the 2020/2021 Annual Unmet Transit Needs Report (Exhibit A):

A. There is one (1) “unmet transit need” that is “reasonable to meet,” as further explained in the 2020/2021 Annual Unmet Transit Needs Report (Exhibit A); and

B. There are ten (10) “unmet transit needs” that are not “reasonable to meet,” which will be re-evaluated during the 2021/2022 Unmet Transit Needs Process, and as further explained in the 2020/2021 Annual Unmet Transit Needs Report (Exhibit A); and

C. There are 18 comments that were not considered “unmet transit needs,” as further explained in the 2020/2021 Annual Unmet Transit Needs Report (Exhibit A).

BE IT FURTHER RESOLVED that the Council of San Benito County Governments, acting as the Regional Transportation Planning Agency, accepts and adopts the 2020/2021 Unmet Transit Needs Report (Exhibit A) and finds that there are no additional unmet regional and community public transit needs within the incorporated and unincorporated areas of the County that can be reasonably met at this time.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS on this 15th day of October 2020, by the following vote:

AYES:
NOES:
ABSTAINING:
ABSENT:

____________________
Ignacio Velazquez, Chair

ATTEST:

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

Shirley L. Murphy

Mary Gilbert, Executive Director
Dated: Oct. 7, 2020

Shirley L. Murphy, Deputy County Counsel
Dated: Oct. 7, 2020

Council of San Benito County Governments • 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
October 15, 2020

UNMET TRANSIT NEEDS REPORT

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

BOARD OF DIRECTORS

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

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

COG BOARD OF DIRECTORS

Ignacio Velazquez, Chair, City of Hollister
Peter Hernandez, Vice Chair, County of San Benito
Mary Vazquez Edge, City of San Juan Bautista
Rolan Resendiz, City of Hollister
Jaime De La Cruz, County of San Benito
Eileen Loe, Caltrans District 5 (Ex-Officio)

COG STAFF:

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

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

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

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

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

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

Dial-A-Ride
County Express transit system provides Dial-a-Ride service to parts of northern San Benito County, including Hollister, San Juan Bautista, and Tres Pinos, Monday through Friday from 6:00 a.m. to 6:00 p.m. where and when Fixed Route is not available and on weekends. Reservations for the Dial-A-Ride may be made up to 14 days in advance. Same-day service is available but is subject to availability and a convenience fee.
Paratransit
Complementary Americans with Disabilities Act Paratransit service is available for residents and visitors who are eligible for the service as determined by the Authority. The service is for individuals who are not able to access Fixed Route due to a physical or cognitive disability and have trips that begin or end in a location less than ¾ mile from a Fixed Route bus stop. Reservations for the Paratransit service may be made up to 14 days in advance. Same-day service is available but is subject to availability and a convenience fee.

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

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

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

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

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

---

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

TRANSPORTATION DEVELOPMENT ACT (TDA)

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

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

"Unmet Transit Needs" are defined as expressed or identified needs of a significant segment of the community for public transportation services to meet basic mobility needs which are not currently being met through existing transit services or other means of transportation. The “Reasonable to Meet” standard is based on several criteria that analyze how accommodating that transit need will affect the rest of the transit system that it relates to. If it passes the criteria then it is found reasonable to meet and changes will be made to accommodate the need.

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

As noted previously, COG staff typically evaluates the comments received and recommends those “Unmet Transit Needs” found “Reasonable to Meet” for implementation in the upcoming fiscal year. However, considering the COVID-19 health epidemic, staff consulted with Caltrans regarding the implementation uncertainty of those unmet needs for the upcoming fiscal year. Staff determined, with Caltrans approval, that at this time any “Unmet Transit Needs” typically found “Reasonable to Meet” be found “Not Reasonable to Meet” due to COVID-19’s financial and system-wide impacts in the upcoming fiscal year. Alternatively, any Unmet Need found “Not Reasonable to Meet” will be reevaluated during the next cycle, FY 2021/2022, of the “Unmet Transit Needs” process. Any funds that would have been available for implementation of transit needs will be reserved for the 2021/2022 Fiscal Year with no penalty from Caltrans. Staff will continue monitor the impacts of COVID-19 on transit services over the next year(s).

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

As required by PUC section 9940 1.5, the Council of San Benito County Governments must adopt formal definitions of "unmet transit need" and "reasonable to meet." The first definition is the primary tool used to evaluate the public testimony received during the initial hearing.

The second definition is used to evaluate the reasonableness of meeting those requests. State law (PUC Section 994015(c)) has been modified to clarify that..."the fact that an identified transit need cannot fully be met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet."

Additionally, the Act specifies that..."An agency's determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need of streets and roads."

I. The "unmet needs" definition adopted by Council of San Benito County Governments:

"Unmet needs are defined as expressed or identified needs of a significant segment of the community for public transportation services to meet basic mobility needs which are not currently being met through existing transit services or other means of transportation."

Included, at a minimum, are those public transportation or specialized services that are identified in the Regional Transportation Plan, Short Range Transit Plan and/or Transit Development Plan, which have not been implemented or funded."

II. The “unmet needs” threshold criteria adopted by the Council of San Benito County Governments:

The following criteria must be true for the COG to consider a request an “unmet need”. If a request fails to satisfy any of the criteria below, the request is not an unmet need.

1. The request fills a gap in transit service or is identified as a deficiency in the Regional Transportation Plan.
2. Sufficient broad-based community support exists.
3. Request is a current rather than future need.
4. Request is not operational in nature (i.e. minor route change, bus stop change, etc.)
III. Adopted Definition of "Transit Needs That Are Reasonable to Meet Determination."

In making the reasonableness determination, an analysis will be conducted on existing transit services, available options, likely demand, and general costs based on similar services in the area and available studies. Once completed, the following criteria shall be considered.

REASONABLE TO MEET CRITERIA
In making a reasonableness determination, an analysis will be conducted on existing transit services, available options, likely demand, and general costs based on similar services in the area and available studies. An Unmet Transit Need would be considered reasonable to meet if the proposed service is in general compliance with the following criteria:

A. EQUITY
   The proposed service would:
   1. Benefit the general public.
   2. Not unreasonably discriminate against nor favor any particular area or segment of the community at the exclusion of any other.
   3. Not result in adversely affect existing services in other parts of the transit system that have an equal or higher priority immediately or within the foreseeable future.
   4. Require a subsidy per passenger generally equivalent to other parts of the transit system, unless overriding reasons so justify.

B. TIMING
   The proposed service would:
   1. Be in response to an existing rather than a future need.
   2. Be implemented consistent with federal, state, or regional funding approval schedules, if such funds are the most appropriate primary method of funding.

C. COST EFFECTIVENESS
   The proposed service would:
   1. Not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocated funds.
   2. Not set a precedent for other service expansions without a reasonable expectation of available funding.
   3. Have available funding on a long-term basis to maintain the service.

D. SYSTEM PERFORMANCE
   1. The efficiency of the new, expanded, or revised transit service, excluding specialized transportation services, shall be measured on efficiency, such as:
      • Cost per passenger trip,
      • Cost per vehicle service hour,
      • Passenger trips per vehicle service hour,
      • Passenger trips per service mile,
      • On-time performance.
   2. The proposed service would have a reasonable expectation of future increase in ridership.
E. OPERATIONAL FEASIBILITY
1. The new, expanded, or revised transit service must be safe to operate and there must be adequate roadways and turnouts for transit vehicles.
2. The new service would be provided with the existing vehicle fleet or with vehicles that can be acquired with available funds.
3. The new service would have the available maintenance staff to cover the additional vehicle maintenance hours incurred as a result of the proposed service.

F. COMMUNITY ACCEPTANCE
A significant level of community support exists for the public subsidy of transit services designed to address the unmet transit need. Including but not limited to, community groups, community leaders, and community meetings reflecting support for the unmet transit need.

G. ADA CONFORMITY
The new, expanded, or modified service, excluding specialized transportation services, would conform to the requirements of the Americans with Disabilities Act. The COG shall consider the financial impact on the TDA claimant if complementary paratransit services are required as a result of the new, expanded, or modified service.

H. OTHER FACTORS
Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.
BEFORE THE BOARD OF DIRECTORS OF THE
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

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

Resolution No. 11-04

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

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

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

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

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

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

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

AYES: 19
NOES: 0
ABSTAINING: 0
ABSENT: 5

Jaime De La Cruz, Chair

ATTEST:
Lisa Rheinheimer, Executive Director

APPROVED AS TO LEGAL FORM:
San Benito County Counsel Office

By: Shirley L. Murphy, Deputy County Counsel

Dated: April 13, 2011

Dated: 4/26/11
Exhibit A

REASONABLE TO MEET CRITERIA

In making a reasonableness determination, an analysis will be conducted on existing transit services, available options, likely demand and general costs based on similar services in the area and available studies. An Unmet Transit Need would be considered reasonable to meet if the proposed service is in general compliance with the following criteria:

A. EQUITY

The proposed service would:
1. Benefit the general public.
2. Not unreasonably discriminate against nor favor any particular area or segment of the community at the exclusion of any other.
3. Not adversely affect existing services in other parts of the transit system that have an equal or higher priority immediately or within the foreseeable future.
4. Require a subsidy per passenger generally equivalent to other parts of the transit system, unless overriding reasons so justify.

B. TIMING

The proposed service would:
1. Be in response to an existing rather than a future need.
2. Be implemented consistent with federal, state, or regional funding approval schedules, if such funds are the most appropriate primary method of funding.

C. COST EFFECTIVENESS

The proposed service would:
1. Not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocated funds.
2. Not set a precedent for other service expansions without a reasonable expectation of available funding.
3. Have available funding on a long-term basis to maintain the service.
D. SYSTEM PERFORMANCE

1. The efficiency of the new, expanded or revised transit service, excluding specialized transportation services, shall be measured on efficiency, such as:
   - Cost per passenger trip,
   - Cost per vehicle service hour,
   - Passenger trips per vehicle service hour,
   - Passenger trips per service mile,
   - On-time performance.

2. The proposed service would have a reasonable expectation of future increase in ridership.

E. OPERATIONAL FEASIBILITY

1. The new, expanded or revised transit service must be safe to operate and there must be adequate roadways and turnouts for transit vehicles.
2. The new service would be provided with the existing vehicle fleet or with vehicles that can be acquired with available funds.
3. The new service would have the available maintenance staff to cover the additional vehicle maintenance hours incurred as a result of the proposed service.

F. COMMUNITY ACCEPTANCE

A significant level of community support exists for the public subsidy of transit services designed to address the unmet transit need, including but not limited to, community groups, community leaders, and community meetings reflecting support for the unmet transit need.

G. ADA CONFORMITY

The new, expanded or modified service, excluding specialized transportation services, would conform to the requirements of the Americans with Disabilities Act. The COG shall consider the financial impact on the TDA claimant if complementary paratransit services are required as a result of the new, expanded, or modified service.

H. OTHER FACTORS

Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.
Unmet Transit Needs Public Hearing

HEARING PROCESS

The Council of Governments held one public hearing and three public meetings to receive Unmet Transit Needs testimony. COG staff also conducted on-board bus surveys and social media outreach.

The COG Board held a hearing on February 20, 2020 at 3:00 p.m. during the Council of Governments regular Board meeting. Three public meetings were also held on: February 6, 2020 at 1 PM at San Juan Bautista Community Center and the second meeting at 1 PM at the San Juan Bautista Library. The third meeting was held on February 11, 2020 at 11:00 AM at the Hollister Community Center in Hollister, CA.

During the public comment period, COG received a total of 29 comments. Enclosed in this report is a summary of comments received, Unmet Transit Needs determination, COG response to comments, and relevant Unmet Transit Needs Policy.

Notice of the hearing and meetings was given and included the date, place, and specific purpose of the meeting through various means. The meetings were advertised by distributing bilingual flyers on social media and public spaces, including bus stop shelters and aboard transit vehicles. Spanish language translation was provided at all meetings.
PROOF OF PUBLICATION
(2015.5 C.C.P.)
STATE OF CALIFORNIA
County of San Benito

I am a citizen of the United States and a resident of the County aforesaid. I am over the age of eighteen years, and not a party to or interested in the above entitled matter.

I am the printer and principal clerk of the publisher of the Free Lance, published on line, printed and published in the city of Hollister, County of San Benito, State of California, FRIDAY, AND ON LINE for which said newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of San Benito, State of California, under the date of June 19, 1952, Action Number 5330, that the notice of which the annexed is a printed copy had been published in each issue thereof and not in any supplement on the following dates:

JANUARY 17, 2020
I declare under penalty of perjury that the foregoing is true and correct. This declaration has been executed ON JANUARY 17, 2020

HOLLISTER FREE LANCE
350 Sixth Street,
Hollister CA 95023

/S/ Stacy Sutherland
Legal Publications Specialist

Hollister Free Lance,
Gilroy Dispatch, Morgan Hill Times,
Phone # (408) 842-5079
Fax # (408) 842-3817
E-mail: ssutherland@newsgmedia.com
Website: www.sanbenitocountytoday.com

The notice below was published in the Hollister Freelance Newspaper on January 17, 2020 notifying the public of the February 20, 2020 Public Hearing.
COG Minutes, Relating to the Unmet Transit Needs Hearings

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

Pledge of Allegiance

A. Verification of Certificate of Posting
B. Ask for Moment of Silence for former COG Director and City of San Juan Bautista Council Member Tony Boch
C. ELECT COG Chairperson for 2020
D. ELECT COG Vice Chairperson for 2020
E. 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
F. 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.)
G. Executive Director’s Report
H. Caltrans Report – Gubbins/Loe
I. Board of Directors’ Reports
   1.
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:

2. 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

Veronica Lezama provided a PowerPoint presentation on the 2019 Draft Unmet Transit Needs Report and answered questions from the Board.

Chair Velazquez inquired about service to the dialysis center out of town and what will happen once the new center opens in town.

Director De La Cruz stated that he was grateful that a dialysis center would be opening in town and that staff should provide outreach to inform the public about the service to the future center.

Ms. Lezama stated that Local Transportation Authority currently provides transportation to the dialysis centers in Gilroy and Morgan Hill. Staff would be coordinating with the new dialysis center to provide transportation to their location once they open.

Director Hernandez inquired about the Dial-A-Ride service.

Ms. Lezama provided an overview of Dial-A-Ride services.
Ms. Lezama recommended that the COG Board open the public hearing to receive comments on the 2020 Unmet Transit Needs Hearing. Following public comments, the Board will close the public hearing. The public comment period will conclude March 3, 2020.

Chair Velazquez opened the public hearing at 3:35 p.m.

**Public Comment:**

**Ann Curry**

Ms. Curry stated she had been using County Express Dial-A-Ride for a few years now. She stated that drivers seemed rushed to meet the times posted on the Fixed route schedules and that the posted time schedules should be redone. Fixed route schedule does not provide enough time for passengers with mobility issues to board the bus. If they have bags, instead of using the lift to load their bags, passengers with walkers must load their bags on the bus instead of allowing the use of the lift. Drivers work 12-hour days and must be back at the yard by 6 p.m. and with two drivers in the evening or split days so drivers do not have to work 12-hours a day. Consider split days 6 a.m. to 2 p.m., and 1-7 p.m. to allow later service for rides to movies or other activities. If a person calls to request same day service by noon, by 1p.m. already booked for the day. Buses pick up regular riders first, then non-regular riders do not get picked up until 9 a.m. During the schoolyear they do a lot of the pick-ups and drop-offs for the schools so there are no buses available for Dial-A-Ride during those times. They should consider having a bus dedicated for Dial-A-Ride. She also stated that more benches are needed at bus stops near grocery stores.

Chair Velazquez closed the public hearing at 3:39 p.m.

In regards to the public comment concern about not providing enough time for passengers to board the bus, Director Richman recommended staff conduct a study and go out with a stop-watch to get estimated time it typically takes for passengers to get on and off the bus, especially for those who may have mobility issues. Director De La Cruz concurred with the recommendation.

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.*
To be inserted in the final report
Public Comments Received and COG Response
### COUNTY EXPRESS COMMENTS

#### Customer Service Comments

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<tr>
<th>No.</th>
<th>Comment</th>
<th>Unmet Transit Needs Determination and Criteria</th>
<th>CGG Response</th>
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| 1.  | I am happy with the transit services, thank you and keep providing us with this service. I use the bus to go to the doctor. | Not an Unmet Transit Need. The following criteria must be true for the CGG to consider a request as an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | Thank you for your comment. |

#### Gap in Service Comments

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| 2.  | The Fixed Route’s Red line frequency needs to increase, especially to 1111 San Felipe Road. It is a very busy bus stop. | Unmet Transit Need, Not Reasonable to Meet.  
H. OTHER FACTORS  
Other specific, formulated components that CGG determines to affect the reasonableness of meeting an unmet transit need. | This request is not reasonable to meet at this time as COVID-19 financial and system wide impacts for the upcoming 2020/2021 fiscal year are unknown. The LTA had planned to implement the restoration of the midday (11 AM -2PM) Fixed Route, which would have allowed for more frequent service to 1111 San Felipe Road. However, in light of the COVID-19 pandemic, the San Benito Local Transportation Authority discontinued the Fixed Route service for the meantime. The Fixed Route operates three routes within the City of Hollister, the Blue, Green, and Red routes. During the COVID-19 pandemic, all passengers are eligible for Dial-a-Ride services, which is being provided at no cost for essential trips. Dial-a-Ride is an on-demand service that allows County Express dispatch to monitor the number of passengers that board the bus. Riders are required to book their trips in advance. The San Benito Local Transportation Authority will continue to monitor the impacts of COVID-19 on transit services over the next year. This request will be reevaluated during the next cycle, FY 2021/2022, of the Unmet Transit Needs process. |
| 3.  | Restore midday Fixed Route service. There is a gap in service between 10 AM and 2 PM. | Unmet Transit Need, Not Reasonable to Meet.  
H. OTHER FACTORS  
Other specific, formulated components that CGG determines to affect the reasonableness of meeting an unmet transit need. | This request is not reasonable to meet at this time as COVID-19 financial and system wide impacts for the upcoming 2020/2021 fiscal year are unknown. The LTA had planned to implement the restoration of the midday (11 AM -2PM) Fixed Route. However, in light of the COVID-19 pandemic, the San Benito Local Transportation Authority discontinued the Fixed Route service for the meantime. The Fixed Route operates three routes within the City of Hollister, the Blue, Green, and Red routes. During the COVID-19 pandemic, all passengers are eligible for Dial-a-Ride services, which is being provided at no cost for essential trips. Dial-a-Ride is an on-demand service that allows County |
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H. Other Factors  
Other specific, formulated components that CDG determines to affect the reasonableness of meeting an unmet transit need. | This request is not reasonable to meet at this time as COVID-19 financial and system wide impacts for the upcoming 2020/2021 fiscal year are unknown. The LTA had planned to implement the restoration of the midday (11 AM - 2PM) Fixed Route. However, in light of the COVID-19 pandemic, the San Benito Local Transportation Authority discontinued the Fixed Route service for the meantime. The Fixed Route operates three routes within the City of Hollister, the Blue, Green, and Red routes.  
During the COVID-19 pandemic, all passengers are eligible for Dial-a-Ride services, which is being provided at no cost for essential trips. Dial-a-Ride is an on demand service that allows County Express dispatch to monitor the number of passengers that board the bus. Riders are required to book their trips in advance.  
The San Benito Local Transportation Authority will continue to monitor the impacts of COVID-19 on transit services over the next year. This request will be reevaluated during the next cycle, FY 2021/2022, of the Unmet Transit Needs process. |
H. Other Factors  
Other specific, formulated components that CDG determines to affect the reasonableness of meeting an unmet transit need. | Prior to COVID-19, the Local Transportation Authority provided weekend transit services. In particular, the following services were operated on the weekend:  
* County Express service Saturdays and Sundays to the Greyhound Bus Terminal in Gilroy.  
* General Public Dial-a-Ride on weekends from 10:00 a.m. - 2:00 p.m.  
However, due to COVID-19 impacts the Local Transportation Authority has reduced transit services, and is only operating intercounty Greyhound service on the weekends.  
The San Benito Local Transportation Authority will continue to monitor the impacts of COVID-19 on transit services over the next year. This request will be reevaluated during the next cycle, FY 2021/2022, of the Unmet Transit Needs process. |
H. Other Factors  
Other specific, formulated components that CDG determines to affect the reasonableness of meeting an unmet transit need. | This request is not reasonable to meet at this time as COVID-19 financial and system wide impacts for the upcoming 2020/2021 fiscal year are unknown. The Local Transportation Authority will continue to monitor the impacts of COVID-19 on transit services over the next year. This request will be reevaluated during the next cycle, FY 2021/2022, of the Unmet Transit Needs process.  
This request is also a system change that will be studied in greater detail during the update to the Short Range Transit Plan. The Local Transportation Authority was recently awarded a transportation planning grant to update the Short Range Transit Plan and work will commence in the Fall 2020. |
| 7. | Provide additional service to new housing developments in San Juan Bautista. | Not an Unmet Transit Need  
II. The "unmet needs" threshold criteria adopted by the Council of San Benito County Governments: | The Local Transportation Authority coordinates new transit infrastructure improvements for high density developments with the City of San Juan Bautista. Additionally, because this is a future rather than a current need, this request will be studied in greater detail during the update to the Short Range Transit Plan. The Local Transportation Authority was recently awarded a |
The following criteria must be true for the CDG 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 (e.g. minor route change, bus stop change, etc.).

transportation planning grant to update the Short Range Transit Plan and work will commence in the Fall 2020.

8. Would like later service for movies or other activities.

Unmet Transit Need, Not Reasonable to Meet.
D. SYSTEM PERFORMANCE
1. The efficiency of the new, expanded or revised transit service, excluding specialized transportation services, shall be measured on efficiency, such as:
   - Cost per passenger trip,
   - Cost per vehicle service hour,
   - Passenger trips per vehicle service hour,
   - Passenger trips per service mile,
   - On-time performance.
2. The proposed service would have a reasonable expectation of future increase in ridership.

This request is not reasonable to meet at this time as COVID-19 financial and system wide impacts for the upcoming 2020/2021 fiscal year are unknown. The Local Transportation Authority will continue to monitor the impacts of COVID-19 on transit services over the next year. This request will be reevaluated during the next cycle, FY 2021/2022, of the Unmet Transit Needs process.

This request classifies as a significant modification to the transit service, as such it will be studied in greater detail during the update on the Short Range Transit Plan. The Local Transportation Authority was recently awarded a transportation planning grant to update the Short Range Transit Plan and work will commence in the Fall 2020.

Operational Comments

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| 9.  | Fixed routes schedule does not provide enough time for drivers to board the bus that have mobility needs, instead of using the lift, people using walkers have to board like other riders. Drivers seem rushed. Redo time schedule. | Not an Unmet Transit Need. The following criteria must be true for the CDG 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. | As an option, bus riders may use the following services offered for persons with limited mobility:  
   - County Express’ ADA Paratransit services are meant to provide a transportation option for those individuals who are unable to use the fixed-route bus service. Paratransit services are flexible in their scheduling and routing, allowing them to accommodate the specific needs of their riders.  
   - Specialized Transportation Services’ Medical and Shopping Assistance Program provides personalized assistance to San Benito county residents, 60 years old or disabled, for medical appointments, shopping, and other essential trips.  
This request is a system modification that would need to be studied in greater detail during the update of the Short Range Transit Plan. The Local Transportation Authority was recently awarded a transportation planning grant to update the Short Range Transit Plan and work will commence in the Fall 2020. |
| 10. | If you request same day Dial-a-Ride service by 1 PM, the buses are already booked. | Unmet Transit Need, Not Reasonable to Meet. | This request is not reasonable to meet at this time as COVID-19 financial and system wide impacts for the upcoming 2020/2021 fiscal year are unknown. The San Benito Local Transportation Authority will continue to monitor the impacts of COVID-19 on transit services over the next year. This request will be reevaluated during the next cycle, FY 2022/2023, of the Unmet Transit Needs process. |
| 11. | Dial-a-Ride buses pick up “regular” riders first, then “non-regular riders” don’t get picked-up until 9 AM. | Unmet Transit Need, Not Reasonable to Meet. | County Express does not differentiate between “regular” and “non-regular” riders. Dial-a-Ride services are provided on a first come basis. In addition, school trips cannot be separated from |
For example, during the school year, they do a lot of the school drop off and pick ups and there are no buses for everyone else. Consider having a dedicated for Dial-a-Ride for everyone else.

H. OTHER FACTORS
1. Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.

Other trips. The Local Transportation Authority cannot operate as a School Bus Operation pursuant to 49 USC Section 5332(b) and 49 CFR Part 605. School transportation services have their own specific regulatory laws to abide by.

This request is not reasonable to meet at this time as COVID-19 financial and system wide impacts for the upcoming 2020/2021 fiscal year are unknown. The request for additional Dial-a-Ride services will be reevaluated during the next cycle, FY 2021/2022, of the Unmet Transit Needs process. The San Benito Local Transportation Authority will continue to monitor the impacts of COVID-19 on transit services over the next year.

12. Combine the Fixed Route Blue and Green service lines and have one that extend out more coverage area.

Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.

- The request fills a gap in transit service. or is identified as a deficiency in the Regional Transportation Plan.
- Sufficient broad-based community support exists.
- Request is a current rather than future need.
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.)

Fixed-Route - Service operates three Fixed Routes within the City of Hollister. Individuals with trips that begin or end beyond 3/4 mile of the Hollister fixed-route (orange shape in map) bus service area are eligible for the expanded Dial-A-Ride service (purple shape in map). Dial-a-Ride service is provided to parts of northern San Benito County, including Hollister, San Juan Bautista, and Tres Pinos. Fares between the two services differ.

This request is classified as a major system change and will need to be studied in greater detail during the update on the Short Range Transit Plan. The Local Transportation Authority was recently awarded a transportation planning grant to update the Short Range Transit Plan and work will commence in the fall 2020.

13. For the Intercounty Service to Gilroy, please add a stop at the San Juan Bautista Library.

Unmet Transit Need, Reasonable to Meet.

The County Express Intercounty bus travels adjacent to the San Juan Bautista Library prior to heading to Gavilan College and the Gilroy Caltrain Station. During the preparation of the Short Range Transit Plan update, the Local Transportation Authority will review its passengers policies and develop a flag stop policy to accommodate this and other similar requests. A Flag Stop is a request stop at which buses stop only on request; that is, only if there are passengers to be picked up or dropped off. This request can be accommodated as the modification would not have significant impacts on the transit system.

INFRASTRUCTURE COMMENTS

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| 14. | Add bench at 1111 San Felipe Road. | Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.) | The Local Transportation Authority has contacted the Department of Behavioral Health for the installation of a bus stop at their new facility to be located near 1111 San Felipe Road |
### General Comments

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| 15. | Add clipper card fare and/or advertise Token Transit more. | Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.). | The Local Transportation Authority is part of a statewide effort in the California Integrated Travel (CAL-ITP) partnership, which is a group of agencies and partners interested in making public transit easier to use, easier to access, and more cost-effective statewide. One of their focuses is streamlining the fare across transit systems. In addition, this request will be studied in greater detail during the update on the Short Range Transit Plan. The Local Transportation Authority was recently awarded a transportation planning grant to update the Short Range Transit Plan and work will commence in the fall 2020. |
| 16. | Dial-A-Ride. She also stated that more benches are needed at bus stops near grocery stores. | Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.). | The LTA developed a Bus Stop Improvement Plan, which evaluates each County Express bus stops for its accessibility and amenities and makes recommendations for priority improvements. The LTA has identified funding for the procurement of bus stop improvements, which are scheduled for implementation. |

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| 17. | Lower music volume for people with sensory issues (i.e. migraines). | Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.). | The Local Transportation Authority staff has communicated this concern to the General Manager at MV Transportation and the music will be discontinued. |
| 18. | Lower music volume. | Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists.  
- Request is a current rather than future need.  
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.). | The Local Transportation Authority staff has communicated this concern to the General Manager at MV Transportation and the music will be discontinued. |
| 19. | Coordinate future bus services for the new Hollister dialysis center. | Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.  
- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  
- Sufficient broad-based community support exists. | The Local Transportation Authority staff will coordinate future ADA Paratransit® and/or Specialized Transportation** services to the dialysis center prior to opening. Currently, Specialized Transportation Services provides bus services to the Gilroy and Morgan Hill dialysis centers. |
20. Drivers work 12 hours days and have to be at the yard by 6 PM. Two drivers in the evening or split days so drivers don’t have to work 12-hours a day. Consider split days 6 AM to 2 PM, 1-7 PM.

Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.

- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.
- Sufficient broad-based community support exists.
- Request is a current rather than future need.
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.)

*For persons unable to ride the Fixed-Route service due to a physical or cognitive disability, the ADA Paratransit service is available for trips within 3/4 mile of the fixed-route service.

** Jóvenes de Antaño provides Specialized Transportation to the elderly and disabled.

21. Do more outreach at the Windmill Market in San Juan Bautista.

Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.

- The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.
- Sufficient broad-based community support exists.
- Request is a current rather than future need.
- Request is not operational in nature (i.e. minor route change, bus stop change, etc.)

Once Covid-19 restrictions have been lifted, Local Transportation Authority (LTA) staff will plan transit outreach at the Windmill Market in San Juan Bautista.
### Customer Service Comments

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<td>22.</td>
<td>Bus rides to the GIlroy dialysis center are very helpful, thank you.</td>
<td>Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an &quot;unmet need.&quot; If a request fails to satisfy any of the criteria below, the request is not an unmet need.</td>
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<td>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</td>
<td>Thank you for your comment.</td>
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<td>• Sufficient broad-based community support exists.</td>
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<td>• Request is a current rather than future need.</td>
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<td>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.).</td>
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<td>23.</td>
<td>Specialized Transportation is doing a great job, Lourdes is a very helpful driver.</td>
<td>Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an &quot;unmet need.&quot; If a request fails to satisfy any of the criteria below, the request is not an unmet need.</td>
<td>Thank you for your comment.</td>
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<td>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</td>
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<td>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.).</td>
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<td>24.</td>
<td>I need Specialized Transportation, I don't know what I would do without it.</td>
<td>Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an &quot;unmet need.&quot; If a request fails to satisfy any of the criteria below, the request is not an unmet need.</td>
<td>Thank you for your comment.</td>
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<td>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</td>
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<td>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.).</td>
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<td>25.</td>
<td>Very good bus service for grocery and appointments. However, the service is restricted for hair or nail appointments. We need transportation for other recreational services.</td>
<td>Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an &quot;unmet need.&quot; If a request fails to satisfy any of the criteria below, the request is not an unmet need.</td>
<td>The commenter currently uses Specialized Transportation Services’ Medical and Shopping Assistance Program, which provides personalized assistance to San Benito county residents, 60 years old or disabled, for medical appointments, shopping, and other essential trips.</td>
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<td>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</td>
<td>They were informed that the County Express’ ADA Paratransit services is available to them as it provides a transportation option for those individuals who are wanting to use the bus service for non-essential trips, such as hair appointments, etc. ADA Paratransit services are flexible in their scheduling and routing, allowing them to accommodate the specific needs of their riders.</td>
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### Gap in Service Comments

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<th>Description</th>
<th>Details</th>
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<td>26</td>
<td>There is only one bus for in-town Medical Shopping Assistance. Maybe make bus services available later in the day.</td>
<td>Unmet Transit Need, Not Reasonable to Meet. Other specific, formulated components that CDG determines to affect the reasonableness of meeting an unmet transit need. The in-town Medical Shopping Assistance program currently operated between 7 AM and 4:30 PM, but vary depending on rider appointment needs. This request is not reasonable to meet at this time as COVID-19 Financial and system wide impacts for the upcoming 2020/2021 fiscal year are unknown. The San Benito Local Transportation Authority will continue to monitor the impacts of COVID-19 on transit services over the next year. This request will be reevaluated during the next cycle, FY 2021/2022, of the Unmet Transit Needs process. This request is also a system change that will be studied in greater detail during the update on the Short Range Transit Plan. The Local Transportation Authority was recently awarded a transportation planning grant to update the Short Range Transit Plan and work will commence in the fall 2020.</td>
</tr>
<tr>
<td>27</td>
<td>Need transportation to San Francisco doctor.</td>
<td>Unmet Transit Need, Not Reasonable to Meet. D. SYSTEM PERFORMANCE 1. The efficiency of the new, expanded or revised transit service, excluding specialized transportation services, shall be measured on efficiency, such as:  • Cost per passenger trip,  • Cost per vehicle service hour,  • Passenger trips per vehicle service hour,  • Passenger trips per service mile,  • On-time performance. 2. The proposed service would have a reasonable expectation of future increase in ridership. This request will be studied in greater detail during the update on the Short Range Transit Plan. The Local Transportation Authority was recently awarded a transportation planning grant to update the Short Range Transit Plan and work will commence in the fall 2020.</td>
</tr>
<tr>
<td>28</td>
<td>More bus services.</td>
<td>Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.  • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  • Sufficient broad based community support exists.  • Request is a current rather than future need.  • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) This request will be studied in greater detail during the update on the Short Range Transit Plan. The Local Transportation Authority was recently awarded a transportation planning grant to update the Short Range Transit Plan and work will commence in the fall 2020.</td>
</tr>
<tr>
<td>29</td>
<td>Service is needed to go to the casino.</td>
<td>Not an Unmet Transit Need. The following criteria must be true for the CDG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.  • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.  • Sufficient broad based community support exists.  • Request is a current rather than future need.  • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) Transportation Development Act funds cannot be used for charter purposes. Please contact Jovene de Anta as they periodically schedule trips to the casinos, independent of the Specialized Transportation program.</td>
</tr>
</tbody>
</table>
Council of San Benito County Governments Resolution

To be inserted in the final report
Staff Report

To: Council of San Benito County Governments
From: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x.207
Date: October 15, 2020
Subject: Highway 25 Widening Project

Recommendation

a. RECEIVE Report on Project Development Process for the Highway 25 Widening Project
b. ADOPT Resolution 2020-10, Affirming Approval of the Highway 25 Project Area Priorities As Presented in the Highway 25 Widening Alternatives And Project Phasing Report, Dated September 17, 2020, and Finding the Priorities Consistent With the San Benito County Transportation Safety and Investment Plan.

Background

COG has reviewed alternatives for the Highway 25 widening project at a Board meeting in August 2020. In September 2020, the Board approved a report that identified a preferred alternative and priorities for the project implementation.

Financial Analysis

The estimated cost of the project as approved is $241 million. COG is financing the first project development stage using a combination of local Measure G funds and State matching funds. COG is eligible for Local Partnership Program incentive funding totaling $5 million from Senate Bill 1. COG must match the incentive funds with Measure G revenues. These funds will support the environmental and design phases of the project.

Staff has prepared a funding plan to incorporate federal, state, and local funding opportunities.

Traffic Impact Mitigation Fee Program

Traffic Impact Mitigation Fees will also fund a portion of the Highway 25 project. Under this program, new development (housing, commercial and industrial) pays fees to obtain a permit to build. The fees are established to offset the impacts of new construction on the roadway network. The program identifies $80 million in Impact Fees for the project.

Summary

Resolution 2020-10 affirms the COG Board's approval at the September 17 Board meeting. It also makes a finding that the Project priorities are consistent with the San Benito County...
Transportation Safety and Investment Plan, which guides the COG’s authority to expend Measure G funding.

**Staff Analysis:**

COG’s work plan for the project development includes the following tasks:

- Entering into an agreement with Caltrans to start the project environmental study.
- Ongoing public outreach and improving communication on the project. Public engagement is an integral part of every stage of project development. The new HWY25.org website includes project information, updates, schedule, feedback, and contact information.
- Refining project funding strategy to maximize federal, state, and local funding opportunities.
- Ongoing coordination with Santa Clara Valley Transportation Authority and the Mobility Partnership for the project area in Santa Clara County.

**Staff Recommendation**


Development of the Highway 25 Widening project must follow a project approval process that is set forth in the Caltrans Project Development Procedures Manual (PDPM). The PDPM provides the functional framework of policies and essential procedures for developing State Highway System improvement projects.

Staff will provide an overview of the next steps in the process at the October meeting. A Caltrans guide with detailed information is attached (Attachment 1).

**b. Adopt Resolution 2020-10**

Staff has prepared a resolution that affirms the action unanimously approved by COG at its September 17 meeting. In addition, staff reviewed the Measure G Investment Plan (the “San Benito County Transportation Safety and Investment Plan”). The approved project approach is consistent with the Plan. Resolution 2020-10 affirms the Board’s approval and makes the finding that the Project is consistent with the Plan.

Executive Director Review:  M G  Counsel Review:  YES

**Supporting Attachments:**

1. How Caltrans Builds Projects Booklet
2. Resolution 2020-10
HOW CALTRANS BUILDS PROJECTS
THIS BOOKLET

This booklet gives a concise overview of the California Department of Transportation (Caltrans) project delivery process for projects that will improve or maintain the State Highway System (SHS) including the Interstate System. This booklet also provides a list of resources for further reference. In addition to contacting local district staff with questions pertaining to their area of expertise, information may be obtained via the Caltrans web portal: http://www.dot.ca.gov or http://www.dot.ca.gov/doingbusiness.htm.
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How Caltrans Builds Projects

INTRODUCTION

CALTRANS MISSION

Caltrans Mission is ‘Improve Mobility Across California’. It accomplishes this mission through a variety of programs set up by the California Legislature, including:

- The State Highway System (SHS) (includes the Interstate System)
- Mass Transit (bus and light rail)
- Aeronautics (airports)
- Rail (Amtrack and Caltrain)
- Local Roads (support for projects using state and federal funds)

CALTRANS ROLE IN DEVELOPING PROJECTS ON THE SHS

Caltrans, as owner-operator of the SHS, has the authority and obligation to ensure that all modifications or additions to the SHS, regardless of the project sponsor or funding source, are:

- Safe, operational, maintainable, compatible, and of good value
- Providing efficient multimodal movement of people and goods
- In the best interest of the general public
- Developed and constructed in compliance with laws and regulations that govern the use of state and federal transportation funds
- Developed and constructed in partnership with vested stakeholders
IDENTIFYING PROJECT NEED

HOW PROJECTS GET STARTED

Considerable planning is performed either by Caltrans, a local agency, or jointly before project development starts. A transportation need is identified, either as a structural or operating deficiency of the existing transportation system or as a response to planned land use changes such as a new subdivision, shopping center, or manufacturing center. Identification of such a need may result in a project as minor as a traffic signal or as major as a freeway or a multimodal connection (bus/rail/transit connection to the SHS).

If a major project such as a freeway or transit system on the SHS is needed, Caltrans or a regional planning agency must perform studies to compare potential transportation investments before deciding what to build.

Project needs are identified through Caltrans management systems, master plans, system and regional plans and prioritizing processes. These focus on transportation problems and solutions by establishing objectives and preliminary scoping. A feasibility planning estimate may be prepared to validate the project’s objectives. At this point, a project is little more than a planning concept with location and general deficiency identified.

SYSTEM AND REGIONAL TRANSPORTATION PLANNING

System and regional transportation planning, other processes mentioned above, and master plans identify the need for transportation projects.

Transportation planning is long-range (20+ years), area-wide, and developed with the involvement of federal, state, regional, and local agencies; public entities, private and community-based organizations; the general public and individuals working together to identify future transportation needs and to plan for how these needs can and will be met. The goal of transportation planning processes is to prepare and provide for mobility for all travelers in a fiscally and environmentally responsible manner consistent with environmental, social, economic, financial, political, land use, and equity information and addressing community goals. Transportation planning processes are based on federal transportation law: it is continuing, cooperative, and comprehensive. It is ongoing, not a single completed action. All modes of transportation are considered in the planning process, and all affected stakeholders are involved.
Some of the goals of the transportation planning process, under the overall mission to improve mobility across California are:

- **SAFETY**
  Provide the safest transportation system in the nation for users and workers.

- **MOBILITY**
  Maximize transportation system performance and accessibility.

- **DELIVERY**
  Efficiently deliver quality transportation projects and services.

- **STEWARDSHIP**
  Preserve and enhance California’s resources and assets.

In 1997, Senate Bill 45 placed 75 percent of State Transportation Improvement Program (STIP) funds under the control of California’s regional agencies through a program called the Regional Transportation Improvement Program (RTIP). In the regions, projects are nominated by cities, counties, Caltrans and others for inclusion in the RTIPs. Projects compete with one another through a process that is established by the region. Caltrans districts assist the regional agencies, where requested to do so, in developing regional plans. Caltrans is the steward for projects proposed on the State Highway System, and as such oversees the state and federal processes and approvals applicable for these projects, regardless of funding source or project sponsor.

**WHY BUILD IT?**

A project must satisfy a clearly defined purpose and need. Planning documents the regions’ transportation deficiencies and describe the underlying transportation needs. In parallel, projects are proposed to meet that need or resolve the transportation problem identified along with addressing environmental, social, cultural, economic community, aesthetic, historic, and scenic goals. The specific objective of the project becomes the purpose. Planning documents are required to be fiscally constrained, comprised of projects that are realistically fundable.
Projects from the planning documents are selected by each district or region for further study subject to various considerations, including regional agency priorities. The result of these studies is a Project Initiation Document (PID). Before committing resources to a PID, a short decision document discussing the feasibility of initiating the project is prepared. This document usually includes a strip map and feasibility planning estimates. All STIP (or RTIP) projects on the State Highway System require a PID in order to be programmed. Programming is the commitment to fund a project, usually with dollars from the State Highway Account (see the section on Secure Project Programming later in this booklet for more information on this subject and other funding sources).

**PROJECT INITIATION**

The PID is written to provide stakeholders, decision-makers, and “next-phase” PDT members with a broad understanding of the transportation deficiency and the proposed project’s objective to resolve the deficiency. The PID informs the reader of the key issues and assumptions regarding the commitments on the scope, schedule and estimated cost of the project. The PID must provide a sound basis for commitment of future state funding.

The PID is an analysis of major issues such as constructability, traffic operations, multimodal mobility, finance, railroad and utility involvement, transportation management, environmental questions, community involvement, and identification of individuals and institutions that are likely to be affected by the project. The PID analysis of these issues is against a framework of multimodal alternatives designed to meet the project purpose and need.

PIDs vary in outline and extent based on the funding source and the complexity of the project. Generally, the origination of any new STIP (or RTIP) project on the State Highway System requires a PID document called a Project Study Report (PSR). For larger, complex projects that take many years to program, another PID document, the Project Study Report (Project Development Support) can be prepared. For most projects proposed to use State Highway Operational and Protection Program (SHOPP) funds, a Project Scope and Summary Report (PSSR) is the PID that is prepared. These reports are substantial engineering documents that contain a report of preliminary engineering, a detailed alternatives analysis, and cost, schedule, and scope information. The format for these reports is contained in the appendices of the Project Development Procedures Manual (PDPM) and is covered briefly in the section on Prepare Project Initiation Document.
PIDs are prepared by project teams under the leadership of a project manager. Formal project development starts when a Caltrans project manager is named and secures an expenditure authorization. A project work plan is developed by the project manager, which covers the effort needed to produce a PID. The work plan includes the resources and disciplines needed to develop the PID, the identification of the affected stakeholders and a communication plan.

**FORM PROJECT DEVELOPMENT TEAM**

Project Development Teams (PDTs) are used throughout the project development process, from feasibility studies to the completion of the project. Essentially, the PDT is the steering committee for the project, with a larger project team performing the routine project development activities. In developing the PID, the PDT refines the project’s purpose and need, employs different disciplines (such as value analysis) to develop and evaluate alternatives, helps project managers direct studies, make recommendations, and carry out the project work plan through subsidiary team members. Members of the PDT participate in major meetings such as public hearings and community involvement. They are responsible for the conduct of studies and accumulation of data. For larger, more complex projects, PDTs are extended and formalized (as required by law) to include a wide range of disciplines and individuals from outside agencies and may even include representatives from community groups.

**PROJECT DEVELOPMENT TEAM FUNCTIONS**

In the PID stage, the PDT has these primary functions:

- Determine logical project limits
- Determine the need for participation of local, regional, state, or federal agency members, or the need for advisory committees
- Recommend alternatives, timetables, type of environmental document supporting studies, and the feasibility of environmental mitigation measures
- Call upon various disciplines as needed to ensure thorough analysis of the social, economic, environmental, and engineering aspects of the project
- Initiate community involvement designed to obtain input on the project and help plan public meetings and hearings
- Ensure that state and federal requirements are met
- Establish a Quality Assurance procedure to assure that stakeholder needs or expectations are met or exceeded
Subsequent to the PID development, PDTs:

- Participate in a reevaluation of preliminary engineering data and systems planning recommendations to confirm that the study should continue
- Recommend a preferred alternative to district management
- Ensure design of a quality project that can be safely and efficiently constructed and maintained within scope and budget and on schedule
- Ensure that right-of-way is acquired and cleared on schedule
- Provide advice during construction
- Ensure that the project history is preserved

**PREPARE PROJECT INITIATION DOCUMENT**

The main purpose of a PID is to define the project’s scope, cost and schedule and obtain conceptual approval within Caltrans, who is the owner/operator of the SHS. Secondarily, the PID is used to scope a project to be used as a candidate for programming.

Before a project team can perform its functions successfully, it is crucial to gain consensus on the project’s purpose and need. The PDT must identify the transportation deficiencies and describe the underlying transportation need.

The first step in this stage of project development is agreement on the primary objectives (the purpose of the project) that will be fulfilled by constructing the project. Once this is complete, decisions can be made as to the information necessary to develop alternatives that will address the project’s purpose and need. The result of this process is the PID. The study of each alternative, whether detailed or cursory, includes:

- Design concepts
  - Multimodal options
  - Operational improvements
  - Associated costs
- Environmental considerations
  - Feasible avoidance alternatives
  - Associated costs
- Right-of-way (R/W) needs
  - Associated costs
From these, a practicable alternative is selected by the PDT, and upon approval by the District Director, the cost, design concept or scope, and schedule as presented in the PID may be programmed. The cost includes capital (cost to construct), R/W, and project development/support costs.

The basic requirements for project initiation documents are similar, their difference lying in the level of detail necessary to provide adequate assurance that the cost, scope and schedule are suitable for programming. Outlines for the four main types of PIDs noted below are contained in the PDPM:

- Project Study Report (PSR)
- Project Study Report (Project Development Study) (PSR-PDS)
- Project Scope and Summary Report (PSSR)
- Small Value Capital Projects - Project Initiation Document (SVCP-PID)

Note that there are many sub-categories of these reports for special projects (see the PDPM for outlines of these as well). The PSR-PDS is only used to program the cost of the next step in project development, the Project Approval and Environmental Document stage (PA&ED). It is used for projects too complex to complete in one funding cycle.

**SECURE PROJECT PROGRAMMING**

**STATE-FUNDED PROJECTS**

Before detailed project studies can commence for state-funded projects, the project must be programmed. Programming is the process by which specific funds for a project are identified. Programming capacity is based on a projection of revenues expected to be available at specific times in the future. Projects may be listed in the STIP or in the SHOPP, both of which are approved by the California Transportation Commission (CTC).

Regional Transportation Planning Agencies are responsible for decisions to program 75 percent of funds in the STIP. The remaining 25 percent are projects funded and nominated by Caltrans through the Interregional Transportation Improvement Program. From the project sponsors’ perspective, a programmed project is a commitment to deliver a specific project to address a specific need on a specific date at a specific cost.

STIP projects concentrate on increasing capacity while SHOPP projects concentrate on improving or maintaining existing facilities. The State, by law, funds the SHOPP first; the remaining funds are available for the STIP.
PROJECTS FUNDED BY OTHERS

In this context, projects funded by others include locally funded, sales tax funded, or privately funded projects on the SHS. They can be projects ranging from new public road connections to freeways, signal modifications, or even a new freeway or expressway to be incorporated into the SHS. All projects involving the SHS are required to follow the project development process as established by Caltrans. However, local agencies may prepare and submit to Caltrans a draft PID at their own expense. As owner-operator responsible for assessing the impact of improvements on the existing SHS, Caltrans is responsible for reviewing those PIDs at Caltrans expense.

The District Director approves these PIDs. For projects funded by others, an executable Cooperative Agreement or Highway Improvement Agreement covering the work to be done in each phase of the project is required with the PID to outline the responsibilities of each party. If the project uses any STIP funds, the project is programmed as noted above. Projects using only local funds are programmed using a process established by the local agency. Small projects funded by others can use the Permit Engineering Evaluation Report process to gain project approval.

Projects off the SHS should use the Local Assistance Procedures Manual and supporting guidelines to learn more about local programs. Local assistance help is available in each Caltrans District Office as well as Headquarters in Sacramento.

PREPARE DRAFT PROJECT REPORT

Once a project is programmed, detailed project studies begin. Taking direction from the PDT, the project team refines the information in the PID. The result is a document that provides information for decisions regarding a project’s ultimate scope, schedule, and cost. For projects requiring a formal consideration of alternatives, the document is termed a Draft Project Report (DPR). This report, based on preliminary engineering analysis, contains information about the project’s background, purpose and need, alternatives investigated, and issues encountered in the engineering and environmental investigations. Issues encountered may be environmental issues such as air quality conformity, or issues regarding permits, right-of-way, traffic management, or various other engineering and/or funding issues.

The preliminary engineering activities in this phase include surveys and mapping, traffic forecasts and modeling, value analysis, hydraulic studies, right-of-way and utilities need/impact assessments, railroad issues, materials and geotechnical information studies, and multimodal alternatives.

Parallel to the development of the DPR or PR are environmental studies, which analyze in detail the impact of the alternatives.
ALTERNATIVE CONSIDERATION

Consideration of all reasonable and feasible alternatives that meet the purpose and need of the project is required to comply with federal and state law. Value analysis is the preferred method to identify the optimal fundable and stageable alternative that minimizes costs and adverse environmental impacts while maximizing public benefits. The concept and scope of alternatives can include location, geometric features, and mode or mix of modes (although mode or mix of modes should have been determined during system planning).

Alternatives studied in detail must comply with legal and administrative requirements, and be technically and economically feasible. The depth of the studies should be consistent with the project scale and its impacts. Studies should reflect the need for permits and consultation with other agencies and affected stakeholders.

Projects that do not have significant environmental impacts do not require public circulation of alternatives. See the next section about alternatives for more information about this topic. For projects without significant environmental impacts, alternatives are considered informally and the DPR is bypassed directly to a Project Report (PR).

PERFORM ENVIRONMENTAL STUDIES

Environmental studies are conducted by the project team to analyze the effect and impact of the various project alternatives. They are required by state and federal laws under the general heading of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). All projects must comply with CEQA and all projects using federal funds or requiring a federal action (such as a potential impact to a federal listed endangered species) must comply with NEPA.

The result of the studies is an Environmental Document (ED). The type of ED depends on the significance of the impacts. Simple projects with few or no environmental impacts can have a one-page ED, while larger, more complex projects with significant impacts will likely require a lengthy Environmental Impact Statement (EIS) or Environmental Impact Report (EIR). These projects will also likely require a DPR, and for these projects the EIR will be preceded by a Draft ED. Like the DPR, the Draft ED is a formal document. Both are prepared in parallel and form the basis for selecting the preferred alternative.

ALTERNATIVES MUST BE FORMALLY CONSIDERED:

When environmental laws require formal consideration of alternatives, the full range of options must be addressed. Formal consideration also means the DPR and the Draft ED are circulated for public comment via a formal process such as
How Caltrans Builds Projects

The environmental document must outline the need and purpose and the reasons why certain alternatives were set aside. All significant adverse effects of each reasonable alternative must be identified along with mitigation measures for each effect. The environmental document provides a record of the decision-making process in selecting the preferred alternative. Alternatives must be formally considered when an EIS or EIR is prepared or an adverse impact is expected on:

- Endangered species
- Public parks, recreation areas, Historic sites, or wildlife and waterfowl refuges
- Aquatic ecosystems, including wetlands and Floodplains
- Farmlands or agricultural preserves
- A hazardous waste site

Before starting the DPR and Draft ED, the project team reviews the project alternatives and considers the need for environmental mitigation. Excessive mitigation costs or long-term mitigation maintenance may be a factor in discarding alternatives. Effects that must be considered include those on the natural environment, architectural and cultural issues, social issues, and hazardous materials, involving as many as a dozen separate studies. Projects must comply with an extensive list of applicable environmental laws. Compliance is usually established in the ED after review by applicable agencies.

SECURE PROJECT APPROVAL

PROJECT APPROVAL/ENVIRONMENTAL APPROVAL

Once the environmental studies for the practicable alternatives are complete, the Draft ED is approved, and together with an approved DPR, the project is circulated for public comment. A preferred alternative is not usually recommended at this stage; however, if one is presented, a discussion of the preferred alternative should document factors considered in its selection.

The least environmentally damaging practicable alternative that satisfies the project’s purpose and need must be identified when a Draft ED is prepared. The impact of a ‘no-build’ project is included in the Draft ED and may be chosen as the preferred alternative if supported by engineering and environmental studies.

Projects that are determined to not have significant environmental impacts are not normally circulated for public comment. As noted before, these projects are not required to have a formal consideration of alternatives and as such, proceed directly to the PR and ED stage without going through the formal Draft stage.
FINAL PROJECT APPROVAL

For projects that undergo a public comment period, the PDT selects the preferred alternative after it has analyzed and responded appropriately to the public comments. Then the final ED is completed and attached to the final PR, which should also document the selection of the preferred alternative and discuss changes in the project as a result of public comment.

Approval of the PR by the District Director with an attached approved ED project must also be approved by the Federal Highway Administration (FHWA) unless this approval has been delegated to Caltrans pursuant to the Stewardship Agreement and/or the NEPA Delegation Program with FHWA. A one-month waiting period is allowed after final project approval of the document to provide an opportunity for objections by other federal agencies or legal action by project opponents. If the project contains no federal funds or federal action, final approval of the project is by Caltrans. For projects involving a new public road connection to a freeway or controlled access highway, the California Transportation Commission (CTC) has the final approving authority. The CTC is also the approving authority for new Route Adoptions, Relinquishments, and related route matters.

At this point, the project scope is established in enough detail to identify all affects and impacts, including right-of-way needs. The project has been approved to proceed to the next step where detailed design takes place and right-of-way is purchased. In essence, the PR and ED state what is to be built, when it will be built, why it is to be built, what it will cost to build, and what are the environmental impacts of building it. Completing the next milestone, detailed design, is called Plans, Specifications, and Estimate (PS&E).

PREPARE PS&E

Preparation of PS&E cannot begin until the PR and ED are approved. In this stage, project information is reviewed and updated; the scope of the selected alternative refined; design surveys and photogrammetric mapping obtained; and reports including traffic data, hydrology and hydraulic, geotechnical design, pavement design, and materials and soundwall design reports are completed. Final right-of-way requirements are determined and procurement is initiated. Any necessary pumping plant, special design culvert and bridge and structure site plans are also prepared.

If the detailed design uncovers issues that were not properly addressed during the PR and ED stage, both these documents may need revisions.
ISSUES TO BE CONSIDERED

Among the issues to be revisited and resolved during the detailed design phase are the following:

RAILROADS AND UTILITIES

Railroads and utilities present significant design issues that need to be resolved. For projects designed by Caltrans, the design unit provides the right of way unit with maps, profiles, and cross sections to determine railroad and utility involvement. The right of way unit uses this information in part for subsequent negotiations with the affected owner. The resolution of these issues can result in utility relocations, project re-design, or both. Exceptions to the Caltrans encroachment policy for utilities must be submitted to Headquarters Division of Design. If the project limits contain or are immediately adjacent to an existing railroad, the project manager should contact HQ Right of Way, Office of Railroads, early in the design phase as these negotiations typically require a long timeline.

TRAFFIC OPERATIONS

Caltrans policy requires consideration of high-occupancy vehicle lanes for all capacity additions to metropolitan freeways or new metropolitan freeways and at ramp meters where appropriate. Park and ride facilities must be considered for all new freeways, interchange modifications, lane additions, transit facilities, and high-occupancy vehicle lanes. Transit facilities including bus turnouts, passenger loading areas, benches and shelters, and traffic control devices should be considered where appropriate. All these considerations should take place in the prior Project Approval Stage. At the PS&E stage, the detailed design of these features will be required.

TRANSPORTATION MANAGEMENT PLANS

In general, a transportation management plan to minimize construction-related congestion is required for all projects, including projects on the SHS not funded by the State. These plans outline in detail when and how much of a facility can be closed for construction, and what measures must be placed in order to allow traffic to arrive at their intended destination without undue delay. Traffic Management Plans optimize traffic impacts, contractor efficiencies, and worker and traveler safety.

ACCESS TO NAVIGABLE WATERWAYS

Public access to any navigable river or waterway must be maintained. Section 84.5 of the Streets and Highways Code requires consideration of the feasibility of providing a means of public access to any navigable river over which a new bridge is being constructed.
FLOODPLAINS

The identification and discussion of any impacts or encroachments on base (100-year) floodplains is to be considered in the ED. The project engineer is responsible for initiating the floodplain evaluation process along with many other issues requiring cross-functional discussions. During this stage, the drainage system is designed in detail to minimize any impacts to the floodplain as outlined in the ED.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

All projects are required to implement, to the maximum extent practical, best management practices to prevent pollution from storm water runoff. The preferred method is to design the project to prevent erosion, and secondly, to prevent any pollution from reaching surface water. These requirements stem from a permit issued by the California Water Quality Control Board and apply to both construction and post-construction activities.

FINAL PS&E

At the completion of the PS&E stage, a complete set of project plans have been developed that allow a competent contractor to bid and build the project. These plans include a refined estimate of the construction costs and any required specifications on how the work is to proceed.

ACQUIRE RIGHTS OF WAY

ACQUISITION

Normally, acquisition of right-of-way can begin only after completion of the ED, although some preliminary work, such as appraisals, can be started beforehand. The State is required to purchase properties at fair market value. Where the State cannot reach an agreement to purchase a needed property, Caltrans is allowed to request a condemnation action from the CTC. An ordinary uncontested acquisition of a residential property, for example, is likely to take about eight months between appraisal and close of escrow. If an owner chooses to exhaust the condemnation process all the way to a court trial, such an acquisition can consume as much as two years or more. Other right-of-way considerations include the following:

RELOCATION IMPACT STUDIES

Relocation Impact Studies are required on all projects that displace any person or business. A final relocation impact study will have been completed for the preferred alternative and included in the Final ED.
AIRSPACE LEASE AREAS

The project development team determines whether the proposed project has potential for future airspace leases. If so, and if the geometric plans can accommodate airspace leases, the district airspace committee reviews the appropriateness of incorporating such provisions into the project.

RIGHT-OF-WAY COST DATA

Right-of-way cost estimates are subject to market variations and must be updated yearly to reflect changing market conditions. Good mapping and base data that is consistent as the project is developed is important as this directly impacts the quality and validity of the right-of-way cost estimates. Any changes in the design that require unplanned right-of-way acquisitions can lead to the need to revise both the PR and the ED.

OBTAIN APPROVALS, AGREEMENTS & PERMITS

APPROVALS AND PERMITS

Other agencies protect resources under their jurisdictions by requiring mitigation of project effects or through approvals and permits. Negotiations with other agencies occur throughout the engineering and environmental studies, project approval, and design stages. Some of these agreements are required when the ED is approved, while others are required when detailed design is complete. Again, a failure to properly anticipate necessary agreements may lead to a re-design of the project, which may affect both the project approval and the ED. Among the necessary permits and approvals, depending on the resources affected by the project, are:
### Resource

| Coastal Shoreline | Coastal Commission or City/County if authorized | Coastal Development Permit |
| San Francisco, San Pablo and Suisin Bays | San Francisco Bay Conservation and Development Commission | Development Permit |
| Lake Tahoe Watershed | Tahoe Regional Planning Agency | Project Permit |
| Floodways in the Central Valley | Reclamation Board | Encroachment Permit |
| Air | Air Pollution Control/Air Quality Management District | Authority to Construct and Permit to Operate Agreement on EIS |
| Fish and Wildlife Habitat | Department of Fish and Game | Stream and Lake Alteration Agreement |
| | U. S. Fish and Wildlife Agency National Marine Fisheries Agency | Biological Opinion |
| | | Biological Opinion |
| Water | Lands Commission | Land Use Lease |
| | U. S. Army Corps of Engineers | Section 404 Permit |
| | State Water Resources Control Board and Regional Water Quality Control Board | National Pollutant Discharge Elimination system Permit |
| | | Waste Discharge Requirements for non-storm discharges |
| | Department of Health Services | Permit to Operate a Public Water system |
| Cultural Issues | State Historic Preservation Office | Concurrence with National Historic Preservation Act |

See the next section for information on other project agreements which could be required as part of the project development process.

## AGREEMENTS

Agreements required for projects can include Freeway Agreements, Relinquishment Agreements, Cooperative Agreements, and Maintenance Agreements. These agreements are usually required by law to document the exchange of resources between agencies, the responsibilities of each agency, and the effects a project may have on a community.

These types of agreements are usually required to be in place shortly after the project is approved, and necessary before the project design is complete.
COOPERATIVE AGREEMENTS

A Cooperative Agreement is an agreement between Caltrans and a city, county, or other non-state agency to cooperate in a project or share its costs. It outlines responsibilities and obligations such as liability, ownership, right-of-way, utilities, maintenance, etc. A project may require more than one agreement to cover any combination of planning, design, right-of-way, or construction.

FREEWAY AND CONTROLLED ACCESS HIGHWAY AGREEMENTS

Local agencies must agree, in a Freeway Agreement or for expressways, a Controlled Access Highway Agreement, before Caltrans is allowed to close a city street or county road as a result of construction. These agreements may cover the entire facility or any part of it that lies within the local jurisdiction.

RELINQUISHMENT AGREEMENTS

When a project results in Caltrans’ transferring a portion of a state highway to a local agency, state laws requires the parties enter into a Relinquishment Agreement. A Relinquishment Agreement states the extent of rehabilitation of the road, miscellaneous alterations and corrections, installation of traffic signs, signals, and delineation necessary before the road can be transferred. The actual format of a Relinquishment Agreement is a Cooperative Agreement, supported by environmental reports and engineering studies that cover the details of a proposed relinquishment or a transfer of highway location.

MAINTENANCE AGREEMENTS

Maintenance Agreements are required when local forces maintain Caltrans facilities or visa versa. Maintenance agreements describe the work activities and cover liability issues and financial arrangements. They can cover, for example, who maintains and pays for electrical charges for a signal at the intersection of a local road and the SHS.
Projects for construction on the SHS are required to be awarded to the lowest responsible bidder, unless emergency conditions require suspending this requirement. In order to bid on a project, a detailed set of plans (see section on Prepare PS&E) needs to be developed that tell a prospective contractor what is to be built, where it is to be built, and, if relevant, how to build it.

These components comprise the plans and specifications. The third component, the estimate, is made up of an itemized listing or summary of what is to be built. When the project engineer attaches a price to these items, this becomes an estimate of the cost to build the project.

The plans consist of layouts, cross sections, elevations, and enough details to bid on and control the work to be performed. It is analogous to a set of house plans where every detail, down to where the traffic stripes need to go, how wide the stripe is, what color, etc., is shown. The project plans for a mile of new freeway can exceed 100 sheets, the specifications several inches thick, and the number of items well over 500.

Project plans for buildings and bridges are developed by special units called Structures Design, most of which are located in the Sacramento area. Plans for other specialties such as electrical, landscape, hydraulics, and stormwater can also be prepared outside of the normal design unit. Regardless, all these plan sheets make up a final plan set, the content of which is the responsibility of the project engineer.

The final design incorporates comments from a District-wide review. In addition, a safety review and a constructability review, when applicable, are conducted, and plans, specifications, and estimates are finalized. An environmental reevaluation is conducted to confirm that the design conforms to the ED. The plans, specifications, and estimates are then submitted to the HQ Office Engineer in the Division of Engineering Services to be combined, if necessary, with the Structures PS&E. At this time, the project is almost ready for advertisement, which is covered in the next section.
PREPARE AND ADVERTISE CONTRACT

At this stage, design is complete. The complete plans and specifications are once more reviewed to verify that the package contains full, complete, and accurate plans, specifications and estimates of cost, to enable any competent contractor or other builder to carry them out. Division of Engineering Services, Office of Office Engineers then assembles the PS&E into a bid package by adding boilerplate specifications and bidding instructions and this package is advertised to potential contractors. However, three more major items need to be complete before a project can be advertised:

1. The District Right of Way Office must certify that all needed properties have been obtained either by easement or acquisition, and all utility issues have been resolved. A right-of-way certification outlines this information and these come in a variety of types depending on the project. For complex projects involving utilities, this may entail utility relocations being performed during construction.

2. All permits must be acquired and any restrictions with regard to the construction of the project must be shown in the plans or specifications. Examples of these restrictions are work windows, where construction at certain locations are limited to specific time periods, or requirements to place specific erosion control measures at locations specified on the contract plans.

3. Funding for the construction phase, which includes funding the resources necessary to oversee the construction, needs to be in place. Depending on the funding source, this can be very straightforward where, for example, the CTC approves a fund request for a state-funded project only. Alternatively, it could be very complex if funding is coming from several sources, such as state, federal, and local, and each of these sources has within it different funding source such as STIP and SHOPP. A funding package combines all this information and is prepared by the project manager before a project can be advertised.

The PS&E project documents and bid package, consisting of boiler plate specifications, bid requirements and contractor responsibilities are then assembled for advertising. The Division of Engineering Services, Office of Office Engineers (DES-OE) prepares and advertises projects on the SHS unless an agreement to advertise, award, and administer the project by a local agency is in place. Projects are advertised and the bid packages made available to prospective bidders for a length of time commensurate with the complexity of the work, typically three to six weeks. Contractors assemble their bid package, which include prices, subcontractors, bonds, and possibly time frame (if required) and submits sealed packages to the ESC-OE. All the bids are opened publicly at predetermined times. After bids have been opened, the project manager reviews the bidding process and recommends approval and award to the lowest responsive bidder.
**CONTRACT ADMINISTRATION & CONSTRUCTION OF PROJECT**

When the bids are opened, the packages are examined to be sure the bid proposal meets the requirements of the project, which includes any subcontracting requirements, and is a balanced proposal that is in the best interest of the State. Contract award and approval authorizes construction of a project.

The construction phase of the project entails building the improvements as shown on the plans. The contractor’s work is overseen by construction inspectors under the auspices of the resident engineer. Care is taken to protect in-place resources and to construct a project that has the least impact. If changes are required during construction, the project engineer will be asked to prepare engineering details and calculations as required.

The resident engineer authorizes payments to the contractor based on successfully completing specific items of work or making significant progress on completing them. The contractor is responsible for employing their own resources or those of any approved subcontractors in order to complete the project. For most projects, it is advantageous to create a partnership arrangement whereby a win-win solution is aspired to when problems arise. The goal of the construction phase is to build the transportation improvement as efficiently as possible while still allowing the contractor to make a fair and reasonable profit.

**PROJECT CLOSE-OUT**

The resident engineer prepares the final construction project records when the project construction phase is complete. The project is not complete until the final contract estimate, project history file and as-built plans are completed, final right-of-way activities completed, claims are resolved and mitigation is completed. These items may take months or years following the actual construction of the project, but constitute a critical element of the project development process nonetheless.
CONCLUSION

A completed project may take many years to plan, design, and construct. All projects, even those that need only a short time from inception to completion, take many people and teams to complete. If the project development process seems complex, it is, and it is this way so that projects are developed and constructed to be in the best interest of the State, while efficiently utilizing finite resources. If you would like to know more about the project development process, a short on-line tutorial is available at www.dot.ca.gov/hq/oppd/pdp/index.htm.
<table>
<thead>
<tr>
<th>TITLE</th>
<th>INTERNET WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Funding in California</td>
<td><a href="http://www.dot.ca.gov/hq/tppp/offices/ote/fundchrt_files/Funding_Charts.pdf">www.dot.ca.gov/hq/tppp/offices/ote/fundchrt_files/Funding_Charts.pdf</a></td>
</tr>
<tr>
<td>Highway Capacity Manual</td>
<td>books.trbbookstore.org/hcm2ke.aspx</td>
</tr>
<tr>
<td>Standard Environmental Reference</td>
<td><a href="http://www.dot.ca.gov/ser/">www.dot.ca.gov/ser/</a></td>
</tr>
<tr>
<td>Federal Highway Administration (FHWA)</td>
<td><a href="http://www.fhwa.dot.gov/cadiv/">www.fhwa.dot.gov/cadiv/</a></td>
</tr>
<tr>
<td>Cooperative Agreements</td>
<td><a href="http://www.dot.ca.gov/hq/oppd/ca/">www.dot.ca.gov/hq/oppd/ca/</a></td>
</tr>
<tr>
<td>Transportation Management Plan Guidelines</td>
<td>Contact the Caltrans Office of System Management Operations <a href="http://www.dot.ca.gov/hq/traffops/systemops/">www.dot.ca.gov/hq/traffops/systemops/</a></td>
</tr>
<tr>
<td>Major Damage Restoration Program</td>
<td>Contact the Division of Maintenance, Office of Roadway Rehabilitation <a href="http://www.dot.ca.gov/hq/traffops/systemops/">www.dot.ca.gov/hq/traffops/systemops/</a></td>
</tr>
<tr>
<td>Project Development Workflow Tasks Manual</td>
<td><a href="http://www.dot.ca.gov/hq/oppd/pdwt/revised/pdwt.htm">www.dot.ca.gov/hq/oppd/pdwt/revised/pdwt.htm</a></td>
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<td>Local Assistance Program Guidelines</td>
<td><a href="http://www.dot.ca.gov/hq/LocalPrograms/lapm/lapg.htm">www.dot.ca.gov/hq/LocalPrograms/lapm/lapg.htm</a></td>
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<tr>
<td>PIO Toolbox</td>
<td>Contact the Caltrans Division of Public Affairs</td>
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<tr>
<td>California MUTCD</td>
<td><a href="http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/index.htm">www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/index.htm</a></td>
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<tr>
<td>Ramp Meter Design Manual</td>
<td><a href="http://www.dot.ca.gov/hq/traffops/systemops/ramp_meter/">www.dot.ca.gov/hq/traffops/systemops/ramp_meter/</a></td>
</tr>
<tr>
<td>Standard Plans</td>
<td><a href="http://www.dot.ca.gov/hq/esc/oe/project_plans/HTM/06_plans_disclaim_US.htm">www.dot.ca.gov/hq/esc/oe/project_plans/HTM/06_plans_disclaim_US.htm</a></td>
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# Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>CEQA</td>
<td>California Environmental Quality Act</td>
</tr>
<tr>
<td>CTC</td>
<td>California Transportation Commission</td>
</tr>
<tr>
<td>DES-OE</td>
<td>Division of Engineering Services, Office of Office Engineers</td>
</tr>
<tr>
<td>DPR</td>
<td>Draft Project Report</td>
</tr>
<tr>
<td>ED</td>
<td>Environmental Document</td>
</tr>
<tr>
<td>EIR</td>
<td>Environmental Impact Report</td>
</tr>
<tr>
<td>EIS</td>
<td>Environmental Impact Statement</td>
</tr>
<tr>
<td>FHWA</td>
<td>Federal Highway Administration</td>
</tr>
<tr>
<td>HQ</td>
<td>Headquarters</td>
</tr>
<tr>
<td>NEPA</td>
<td>National Environmental Policy Act</td>
</tr>
<tr>
<td>PA&amp;ED</td>
<td>Project Approval and Environmental Document</td>
</tr>
<tr>
<td>PDPM</td>
<td>Project Development Procedures Manual</td>
</tr>
<tr>
<td>PDT</td>
<td>Project Development Team</td>
</tr>
<tr>
<td>PID</td>
<td>Project Initiation Document</td>
</tr>
<tr>
<td>PR</td>
<td>Project Report</td>
</tr>
<tr>
<td>PS&amp;E</td>
<td>Plans, Specifications and Estimates</td>
</tr>
<tr>
<td>PSR</td>
<td>Project Study Report</td>
</tr>
<tr>
<td>PSR-PDS</td>
<td>Project Study Report (Project Development Study)</td>
</tr>
<tr>
<td>PSSR</td>
<td>Project Scope and Summary Report</td>
</tr>
<tr>
<td>RTIP</td>
<td>Regional Transportation Improvement Program</td>
</tr>
<tr>
<td>SHOPP</td>
<td>State Highway Operational and Protection Program</td>
</tr>
<tr>
<td>SHS</td>
<td>State Highway System</td>
</tr>
<tr>
<td>STIP</td>
<td>State Transportation Improvement Program</td>
</tr>
<tr>
<td>SVCP-PID</td>
<td>Small Value Capital Projects Project Initiation Document</td>
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</tbody>
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Produced by the Caltrans Office of Project Development Procedures
BEFORE THE BOARD OF DIRECTORS OF THE
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF SAN
BENITO COUNTY GOVERNMENTS AFFIRMING
APPROVAL OF THE HIGHWAY 25 PROJECT
AREA PRIORITIES AS PRESENTED IN THE
HIGHWAY 25 WIDENING ALTERNATIVES AND
PROJECT PHASING REPORT, DATED
SEPTEMBER 17, 2020, AND FINDING THE
PRIORITIES CONSISTENT WITH THE SAN BENITO
COUNTY TRANSPORTATION SAFETY AND
INVESTMENT PLAN

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

WHEREAS, a major function of COG is to undertake comprehensive regional planning
and to foster inter-governmental communication, cooperation, and consensus-building
in addressing problems that extend beyond jurisdictional boundaries; and

WHEREAS, COG adopted the San Benito County Transportation Safety and Investment
Plan ("Investment Plan") on July 19, 2018; and

WHEREAS, the Investment Plan was approved by San Benito County voters in the
November 2018 election as part of Measure G; and

WHEREAS, COG is responsible for ensuring that expenditure of Measure G funds is
consistent with the Investment Plan, and

WHEREAS the Investment Plan includes a project to widen Highway 25 to reduce traffic
congestion as a Tier 1 priority; and

WHEREAS, the Investment Plan provides funding for environmental review, design and
construction of the Highway 25 4-Lane Expressway Project; and

WHEREAS, COG’s adopted Regional Transportation Plan lists the Highway 25
Widening Project ("Project") on the financially constrained project list; and

WHEREAS, COG has worked cooperatively with the State of California Department of
Transportation ("Caltrans") on the proposed Project; and

WHEREAS, in December 2019, COG approved goals and objectives to be used in
preparing the Project’s Value Analysis; and

Resolution No. 20-10
WHEREAS COG, Caltrans, and other partners prepared alternatives for highway improvements that were determined to be consistent with COG’s approved goals for the Project; and

WHEREAS, the COG Board of Directors reviewed the alternatives at a special Board meeting on August 13, 2019: and

WHEREAS, the COG Board unanimously approved the Project Area Priorities, as presented in the Highway 25 Widening Alternatives and Project Phasing Report, attached hereto as “Exhibit A”, at a regular Board meeting on September 17, 2020.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Council of San Benito County Governments hereby affirms the approval of Project priorities, as previously approved by unanimous vote of the Board of Directors on September 17, 2020; and

BE IT FURTHER RESOLVED that the Board of Directors of the Council of San Benito County Governments hereby finds these priorities consistent with the Investment Plan previously adopted on July 19, 2019.

PASSED AND ADOPTED THIS 15TH DAY OF OCTOBER, 2020 BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAINING:
ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:
SAN BENITO COUNTY COUNSEL’S OFFICE
By: Shirley L. Murphy, Deputy County Counsel

ATTEST:
Mary Gilbert, Executive Director

Dated: Oct. 8, 2020

Dated: ____________________

By: ________________________
Baseline Project
Construct 4- Lane Expressway on New Alignment
$342 Million

Baseline = Route Adoption (RA), San Felipe to Bloomfield

Key
① - Improvements by Others
② - SR 25 (4-Lane Expressway, Route Adoption (RA))

Legend
- Proposed Caltrans Adopted Route
- Proposed Bridge
- Proposed Improvements to be Funded by Others

Capital Cost: $342M (2020 Dollars)
Duration: 10.5 yrs
Baseline Project: Potential Phasing

**Legend**
- Proposed Caltrans Adopted Route
- Proposed Bridge
- Proposed Improvements to be Funded by Others

---

**Potential Phasing (Baseline)** = Approximate Cost Per Area

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area no.1</td>
<td>SR25/SR156 Interchange to SR25/SR156 Interchange</td>
<td>$40M</td>
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<tr>
<td>Area no.2</td>
<td>San Felipe to SR25/SR156 Interchange</td>
<td>$66M</td>
</tr>
<tr>
<td>Area no.3</td>
<td>SR25/SR156 Interchange to Bloomfield</td>
<td>$236M</td>
</tr>
</tbody>
</table>

---

**Key**
1. Improvements by Others
2. SR 25 (4-Lane Expressway, Route Adoption (RA))

---

Highway 25 Widening Alternatives and Project Phasing

Council of San Benito County Governments
September 17, 2020
Page 3
Alternative 1: New 4-Lane Facility: Hollister to Shore Road
Split Alignment, North Segment
$241 Million

Key:
1. Improvements by Others
2. SR 25 (4-Lane Expressway, Route Adoption (RA))
3. SR 25 (2 New Lanes Northbound (RA), 2 Existing Lanes Southbound)

Alt 1) South Segment: RA
North Segment: Split Alignment

Legend:
- Proposed Caltrans Adopted Route
- Proposed Bridge
- Proposed Improvements to be Funded by Others
- Proposed Improvements along Existing SR25

Cost: $241M (2020 Dollars)
Duration: 10.5 yrs
Potential Phasing (Alt 1) = Approximate Cost Per Area

Area no.4
County Line
To Bloomfield
Cost = $70M

Area no.3
SR25/SR156
Interchange
To County Line
Cost = $65M

Area no.1
SR25/SR156
Interchange
Cost = $40M

Area no.2
San Felipe to
SR25/SR156
Interchange
Cost = $66M

Phasing:
Alt 1

Legend
- Proposed Caltrans Adopted Route
- Proposed Bridge
- Proposed Improvements to be Funded by Others
- Proposed Improvements along Existing SR25

Key
1) Improvements by Others
2) SR 25 (4-Lane Expressway, Route Adoption (RA))
3) SR 25 (2 New Lanes Northbound (RA), 2 Existing Lanes Southbound)
Alternative 6: Construct 4-Lane County Roadway on Existing Alignment
$126 Million

RECOMMENDED FOR FUTURE CONSIDERATION IF NECESSARY

Alt 6) South Segment: Relinquishment. Widen existing SR25 to 4-lane County Roadway
North Segment (ends at County Line): Relinquishment. Widen existing SR25 to 4-lane County Roadway

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Improvements by Others</td>
</tr>
<tr>
<td>2</td>
<td>SR 25 (4-Lane County Roadway along Existing Alignment)</td>
</tr>
<tr>
<td>3</td>
<td>No Improvements</td>
</tr>
</tbody>
</table>

Legend
- Proposed Caltrans Adopted Route
- Proposed Bridge
- Proposed Improvements to be Funded by Others
- Proposed Improvements along Existing SR25

Cost: $126M (2020 Dollars)
Duration: 9.0 yrs
Alternative 2: Interchange and North Segment with Route Adoption Alignment

$276 Million

NOT RECOMMENDED

Legend
- Proposed Caltrans Adopted Route
- Proposed Bridge
- Proposed Improvements to be Funded by Others

Key
1. Improvements by Others
2. SR 25 (4-Lane Expressway, Route Adoption)
3. No Improvements

Alt 2) South Segment: Interchange Only (with connection to North Segment)

North Segment: RA

Cost: $276M
(2020 Dollars)
Duration: 10.5 yrs
**Highway 25 Widening Alternatives and Project Phasing**

**Council of San Benito County Governments**
September 17, 2020

**Page 8**

**Alternative 3: Interchange and South Segment with Route Adoption Alignment**

**$116 Million**

**NOT RECOMMENDED**

---

**Legend**

- Proposed Caltrans Adopted Route
- Proposed Bridge
- Proposed Improvements to be Funded by Others
- Proposed Improvements along Existing SR25

**Cost:** $116M (2020 Dollars)
**Duration:** 9.5 yrs

**Key**

1. Improvements by Others
2. SR 25 (4-Lane Expressway along Existing Alignment)
3. No Improvements

**Alt 3) South Segment:** Widen existing SR25 to 4-Lane Expwy Stds

**North Segment:** (No Improvements)
Alternative 2: South Segment with Route Adoption Alignment
$106 Million

NOT RECOMMENDED

Legend
- Proposed Caltrans Adopted Route
- Proposed Bridge
- Proposed Improvements to be Funded by Others
- Proposed Improvements along Existing SR25

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>- Improvements by Others</td>
</tr>
<tr>
<td>2</td>
<td>- SR 25 (4-Lane Expressway, Route Adoption (RA))</td>
</tr>
<tr>
<td>3</td>
<td>- No Improvements</td>
</tr>
</tbody>
</table>

Alt 4) South Segment: RA
North Segment: (No Improvements)

Cost: $106M (2020 Dollars)
Duration: 9.25 yrs
Alternative 5: Interchange Only
$40 Million

NOT RECOMMENDED

Legend
- Proposed Caltrans Adopted Route
- Proposed Bridge
- Proposed Improvements to be Constructed by Others
- Interim Improvements

Key
① - Improvements by Others
② - SR 25/SR 156 Interchange Constructed Per RA Location
③ - No Improvements

Alt 5) South Segment: Interchange Only
North Segment: (No Improvements)

Cost: $40M
(2020 Dollars)
Duration: 8 yrs
Alternative 1:
Showing Only Improvements to County Line
$171 Million

Key
① - Improvements by Others
② - SR 25 (4-Lane Expressway, Route Adoption (RA))
③ - SR 25 (2 New Lanes Northbound (RA), 2 Existing Lanes Southbound)

Legend
- Proposed Caltrans Adopted Route
- Proposed Bridge
- Proposed Improvements to be Funded by Others
- Proposed Improvements along Existing SR25

Alt 1 (Revised to show Cost to Reach County Line) South Segment: RA
North Segment: Split Alignment

Cost: $171M (2020 Dollars)
Duration: 10.5 yrs
### Order of Magnitude - Project Cost & Schedule

(Costs Included: Construction and R/W Acquisition. **Does not include additional 30% soft costs**)

<table>
<thead>
<tr>
<th>ALTERNATIVE</th>
<th>COST</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(ALL ALTS INCL. NEW INTERCHANGE AT SR25/SR156)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseline= Route Adoption (RA), San Felipe to Bloomfield</td>
<td>342</td>
<td>10.5</td>
</tr>
<tr>
<td>1) South Segment: RA, San Felipe to Hudner.</td>
<td>241</td>
<td>10.5</td>
</tr>
<tr>
<td>North Segment: Split Alignment, Hudner to Bloomfield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2 new lanes northbound, existing 2 lanes southbound)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) South Segment: Interchange Only (San Felipe to Interchange remains as 2-</td>
<td>276</td>
<td>10.5</td>
</tr>
<tr>
<td>lane existing SR25)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Segment: RA, Hudner to Bloomfield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) South Segment: Widen existing SR25 to 4-Lane Expwy Stds, San Felipe to</td>
<td>116</td>
<td>9.5</td>
</tr>
<tr>
<td>Hudner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Segment: No Improvements, Hudner to Bloomfield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) South Segment: RA, San Felipe to Hudner.</td>
<td>106</td>
<td>9.25</td>
</tr>
<tr>
<td>North Segment: No Improvements, Hudner to Bloomfield</td>
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<td></td>
</tr>
<tr>
<td>5) South Segment: Interchange Only (San Felipe to Interchange remains as 2-</td>
<td>40</td>
<td>8.0</td>
</tr>
<tr>
<td>lane existing SR25)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Segment: No Improvements, Hudner to Bloomfield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) South Segment: State Relinquishes SR25 to County. Widen existing SR25</td>
<td>126</td>
<td>9.0</td>
</tr>
<tr>
<td>to 4-lane County Roadway, San Felipe to Hudner.</td>
<td></td>
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</tr>
<tr>
<td>North Segment: State Relinquishes SR25 to County. Widen existing SR25 to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-lane County Roadway, Hudner to <strong>County Line</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>