AGENDA
REGULAR MEETING
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

DATE: Thursday, March 18, 2021
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: 880-0844-7164

DIRECTORS: Chair Ignacio Velazquez, Vice Chair Mary Vazquez Edge, Rolan Resendiz, Mark Medina, and Bob Tiffany
Alternates: San Benito County: Kollin Kosmicki
City of San Juan Bautista: César E. Flores; City of Hollister: Rick Perez
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. Public Comment (Opportunity to address the Board on items of interest on a subject matter within the jurisdiction of the Council of Governments and not appearing on the agendas. No action may be taken unless provided by Govt. Code Sec. 54954.2 Speakers are limited to 3 minutes.)

E. Executive Director’s Report
F. Caltrans Report/Correspondence – Eades
G. Board of Directors’ Reports
CONSENT AGENDA:

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

1. **APPROVE** Council of Governments Draft Meeting Minutes Dated February 18, 2021 – Gomez

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

3. **ADOPT** Resolution 2021-03 to Approve Amended Bylaws of the Social Services Transportation Advisory Council – Valentine

4. **ADOPT** Resolution 2021-02, Amending the Council of Governments Rules and Regulations to Change the Regular Board Meeting Time to 4:00 p.m. – Rivera

REGULAR AGENDA:

5. **RECEIVE** Presentation on 2020 Measure G Activities and Update on Measure G Annual Report – Gilbert

6. **COG Legislative Activities** – Gilbert
   
a. **RECEIVE** Update on 2021 Legislative Advocacy Program
   
b. **AUTHORIZE** Executive Director to Offer Support on Behalf of COG for Legislation that is Consistent with Legislative Platform as Necessary

Adjourn to COG Meeting on April 15, 2021. Agenda Deadline is Tuesday, March 29, 2021 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:

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, **880-0844-7164**, 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/2021/03/COG_Packet_031821.pdf](http://www.sanbenitocog.org/wp-content/uploads/2021/03/COG_Packet_031821.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, 880-0844-7164** and include a name to join the meeting. The meeting agenda can be found at: [http://www.sanbenitocog.org/wp-content/uploads/2021/03/COG_Packet_031821.pdf](http://www.sanbenitocog.org/wp-content/uploads/2021/03/COG_Packet_031821.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 March 18, 2021 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 12th day of March 2021, on or before 5:00 P.M.

The meeting agenda was also posted on the Council of San Benito County Governments website, www.sanbenitocoq.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
Council of San Benito County Governments
March 10, 2021

Ms. Mary Gilbert, Executive Director
Council of San Benito County Governments
330 Tres Pinos Road, Suite C7
Hollister, CA 95023

Dear Ms. Gilbert:

This letter is in response to questions raised to the California Department of Transportation (Caltrans) during the Council of San Benito County Governments (SBCOG) Board Meeting held on February 18, 2021.

1. Director Edge inquired about the permit status of the installation of a right turn deceleration lane as a result of a development project proposed at the intersection of State Route (SR) 156 and The Alameda in San Juan Bautista.

Response: The development project was reviewed by Caltrans and a comment letter was provided requiring the installation of a right turn lane on eastbound SR 156 turning onto The Alameda. The project applicant has been actively working with Caltrans District 5 Permits Office in making the required design changes and a permit will be issued as soon as all final documentation has been received and reviewed.

2. Director Tiffany requested an update on the status of the SR 156 Improvement Project.

Response: Allocation for funding was approved at the CTC December 2020 meeting for the SR 156 Improvement Project. Advertise schedule for construction is Spring 2021, with utility relocations beginning April 2021. The construction contract is anticipated for award in Summer 2021, with main roadway work beginning in Fall 2021. Brandy Rider, Caltrans Project Manager will be working with SBCOG on a plan for public outreach prior to construction.

3. Chair Velazquez inquired about the sections of the current alignment that will be relinquished to San Benito County when the new alignment of SR 156 Improvement Project is completed. It was asked if the County would have
any opportunity to perhaps use part of the future County road alignment for a new sewer line prior to talking ownership of the roadway from Caltrans.

Response: Caltrans currently has a controlled access highway agreement that was previously approved by the County. It outlines the sections of the old roadway that the County will receive through a relinquishment. More details from the County regarding the sewer line would be needed. Caltrans intends to repave the existing SR 156 prior to the end of construction and then initiate the relinquishment process to change ownership with much of this is to be done near the end of construction. Since the existing highway will be remaining open throughout construction to maintain traffic through the corridor, Caltrans is unsure if this sewer project would create delays in the overall schedule of the project. Should the County want to discuss with us, they should reach out to Brandy Rider, Project Manager of the SR 156 Improvement Project to see if we can coordinate.

4. Chair Velazquez expressed concerns about high levels of trash and debris accumulating on SR 25 between Santa Ana and Hillcrest Roads and asked if Caltrans has any plans for further landscaping in this area.

Response: Ongoing needs for litter and debris collection, graffiti removal, and provide weed abatement on the State Highway System continue to exceed resources available to Caltrans for performing these activities. This is a statewide issue which has been exacerbated by the impacts of the pandemic on our maintenance crews. With respect to the location identified above, the local maintenance office has been notified of this need. For other State Highway segments of local concern, please consider the following actions:

A. Submit a Customer Service Request (CSR) via the Caltrans official website. CSRs can be utilized to notify Caltrans maintenance crews of problematic issues such as weeds, graffiti, trash, and debris. Any member of the public can submit a CSR at any time. Requests will receive acknowledgement within 10 days and our goal is to schedule service within 30 days. CSR link: https://csr.dot.ca.gov/.

B. Enter into a Landscape Maintenance Agreement with Caltrans to conduct maintenance on State highway. This option is available to any local agency (i.e. City or the County) where the State Highway

“Provide a safe, sustainable, integrated and efficient transportation system to enhance California’s economy and livability”
segment exists in the jurisdiction of the local agency. More information can be found at: https://dot.ca.gov/caltrans-near-me/district-5/district-5-programs/d5-maintenance.

C. Encourage adoption of a State Highway segment through Caltrans’ Adopt-a-Highway Program. This option is available to members of the public, businesses, community groups, or other organizations. If a segment already adopted is not receiving adequate attention, the adoptee may not be able to keep up with the demand of the route. In these cases, this should be brought to the attention of Caltrans and the adoptee. For more information: https://dot.ca.gov/programs/maintenance/adopt-a-highway

Regarding landscaping, Caltrans does not have any plans to install landscaping along SR 25. There has been past correspondence from the City of Hollister to Caltrans expressing their interest in landscaping in this area. The City could consider either an encroachment permit to install and maintain landscaping, or an Adopt-a-Highway approach if a local community group is interested. In either case, the landscaping would be managed indefinitely by the City or an approved third party. Caltrans would be responsible for review and approval of the landscape design and issuance of the encroachment permit.

I hope the information above adequately addresses each area of inquiry. We appreciate our partnership with the SBCOG and remain committed to working with your agency and local partners to deliver cost-effective and efficient improvements for this region.

Sincerely,

TIMOTHY M. GUBBINS
District Director

“Provide a safe, sustainable, integrated and efficient transportation system to enhance California’s economy and livability”
SAN BENITO COUNTY
COUNCIL OF GOVERNMENTS
REGULAR MEETING
(Zoom Platform)

February 18, 2021 at 6:00 P.M.

MINUTES

MEMBERS PRESENT:
Chair Ignacio Velazquez; Vice-Chair Mary Vazquez Edge; Rolan Resendiz; Mark Medina and Bob Tiffany; Ex Officio, Scott Eades, Caltrans District 5

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

OTHERS PRESENT:
Leona Medearis-Peacher, MV Transit Operations Manager

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

A. PLEDGE OF ALLEGIANCE
Director Bob Tiffany led the pledge of allegiance.

B. CERTIFICATE OF POSTING
Motion made to acknowledge Certificate of Posting:

Motion: Mary Vazquez Edge Second: Bob Tiffany

Motion carried: 5/0

Yes: Velazquez, Vazquez Edge, Tiffany, Medina, Resendiz
No: None
Recused: None
Abstention: None
Absent: None

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 can 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 COG received Joe Thompson’s public comment correspondence. The correspondence was entered into the public record.

E. EXECUTIVE DIRECTOR’S REPORT: Gilbert

Executive Director Mary Gilbert reported that COG staff wanted to take the time to acknowledge and thank Leona Medearis-Peacher MV’s Transit Operations Manager for all her hard work. Ms. Medearis-Peacher has led her transit team through the pandemic for almost one year. She helped with the Great Plates Program meal deliveries. She worked to get barriers installed in the transit vehicles to ensure both drivers and passengers were protected.

Ms. Gilbert provided an update on the Highway 156 project. Things continue to move forward with Caltrans working on public outreach and scheduling a groundbreaking ceremony for the project this Summer.

Lastly, Ms. Gilbert reminded the Board that COG staff is mostly working remotely. Staff may be reached via-email or cell phone if needed.

Chair Velazquez acknowledged Ms. Medearis-Peacher and all staff for their hard work during this challenging year.

F. Caltrans District 5 Report: Scott Eades

Scott Eades reported that the next major phase of work for the Highway 156 project will be utility relocations. Caltrans will be advertising the project for bids in the Summer and awarding the contract in the Fall with groundbreaking anticipated in late Fall.

Mr. Eades announced that Caltrans District 5 released its Draft Active Transportation Plan for public review on February 8, 2021. To find more information on the Plan go to Caltrans District 5 page at Catplan.org. Comments are due Tuesday, March 9, 2021.

Director Vazquez Edge inquired about the status of the deceleration lane that is supposed to be installed at the intersection of Highway 156 and the Alameda in San Juan Bautista.

Executive Director Mary Gilbert will be following up with the San Juan Bautista City Manager who is more familiar with the project and Caltrans staff and will report back.

Director Tiffany inquired if they were still on schedule with the anticipated construction start date for the Highway 156 project.

Mr. Eades stated that there is potential for delay on the utilities side however, they are hopeful to stay on schedule and will continue to provide updates to the COG Board.

Chair Velazquez inquired about the potential to add bike and pedestrian connectivity between Hollister and San Juan Bautista Highway 156 or as you move towards Highway 25.

Mr. Eades stated that it could be a range of different bicycle type facilities if there is room and funding sources which a lot of times occur through partnerships with COG or with the local agency.
Chair Velazquez stated that the City of San Juan Bautista and the City of Hollister are looking to work together on bringing a sewer line from San Juan Bautista to Hollister. He asked when Caltrans would be transferring the existing road over to the local jurisdiction because it could serve as a potential route for the sewer line and could also be a pathway between the two cities.

Mr. Eades stated that he would speak with the project manager and report back to the Board.

Ms. Gilbert added that both COG and the City of San Juan Bautista were awarded Caltrans Planning Grants and they will be working together and looking at potential areas of connectivity along the Highway.

Chair Velazquez expressed concerns about the amount of trash and debris accumulating along the Pinnacles National Park Highway between Santa Ana and Hillcrest Roads. He asked if Caltrans has any plans for further landscaping in this area.

Mr. Eades stated that he would look into it and report back to the Board.

G. Board of Directors’ Reports: None

CONSENT AGENDA:

1. APPROVE Council of Governments, Local Transportation Authority, Measure A Authority, Airport Land Use Commission, Service Authority for Freeways and Expressways Adjourned Draft Meeting Minutes Dated December 17, 2020 – Gomez

2. APPROVE Council of Governments Adjourned Draft Meeting Minutes Dated December 21, 2020 – Gomez

3. APPROVE Council of Governments Draft Meeting Minutes Dated January 21, 2021 – Gomez

4. RECEIVE Construction Projects Report – Caltrans District 5

5. APPROVE Administrative Procedure to Prepare “Action Style” Minutes for the Council of Governments Official Minutes as Outlined in the City Clerks Association of California “Guidelines for Preparing Minutes.” – Gilbert

6. RECEIVE Construction Projects Report – Caltrans District 5

7. Fiscal year 2021/2022 Draft Overall Work Program – Lezama
   a. RECEIVE Fiscal Year 2021/2022 Draft Overall Work Program, which Includes Planning Activities to be Performed by the Council of Governments; and
   b. AUTHORIZE Submittal of Fiscal Year 2021/2022 Draft Overall Work Program to the California Department of Transportation for Comment.

8. 2020-2045 Regional Transportation Plan – Lezama
   a. APPROVE Draft San Benito Regional Transportation Plan Revenue Projections through the Year 2045 for Inclusion in the Draft 2020-2045 San Benito Regional Transportation Plan.
   b. APPROVE the Draft Revenue Constrained Transportation Project List for Inclusion in the Draft 2020-2045 San Benito Regional Transportation Plan.
   c. DIRECT COG Staff to Submit the Approved Draft Revenue Projections and Revenue Constrained Project List to the Association of Monterey Bay Area Governments (AMBAG) for Inclusion in the Draft 2045 Metropolitan Transportation Plan/Sustainable Communities Strategy.
There was no public comment on the Consent Agenda.

Motion made to approve the Consent Agenda:

Motion: Bob Tiffany  Second:  Mark Medina

Motion carried:  5/0

Yes:   Velazquez, Vazquez Edge, Tiffany, Medina, Resendiz
No:    None
Recused:  None
Abstention:  None
Absent:  None

REGULAR AGENDA:

6:00 P.M. Public Hearing (Or As Soon Thereafter As the Matter May Be Heard)

   a. RECEIVE Report on the Transportation Development Act and the Unmet Transit Needs Process
   b. OPEN Public Hearing
   c. CLOSE Public Hearing

Receive presentation from Transportation Planner Veronica Lezama on the Transportation Development Act and the Unmet Transit Needs process.

Chair Velazquez opened the Public Hearing at 6:23 p.m.

There was no public comment.

Chair Velazquez closed the Public Hearing at 6:23 p.m.

Information only therefore no action was taken.

    a. RECEIVE Project Update
    b. APPROVE Submittal of Local Partnership Program Incentive Funding Project Programming Request to the California Transportation Commission
    c. APPROVE Draft Cooperative Agreement with Caltrans for Preparation of the Project Environmental Document

Receive presentation from Executive Director Mary Gilbert on the Highway 25 Widening Project. Staff provided background information on the project and answered questions from the Board.

There was no public comment.

Motion made to approve staff recommendation and delegated authority to COG Executive Director to sign contingent upon legal review.

Motion: Bob Tiffany  Second:  Mary Vazquez Edge
Motion carried: 5/0

Yes: Velazquez, Vazquez Edge, Tiffany, Medina, Resendiz
No: None

Recused: None
Abstention: None
Absent: None

The COG Board convened to Closed Session at 6:48 p.m.

**CLOSED SESSION:**

11. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
   Title: COG Executive Director
   Authority: Government Code Section: 54957 (B)

The COG Board reconvened from Closed Session at 7:13 p.m.

Deputy County Counsel, Shirley Murphy stated that there was no reportable action taken under Item 11.

There was no public comment.

There being no further business to discuss, Director Vazquez Edge motioned to adjourn at 7:13 p.m.
Motion seconded by Director Tiffany and carried by a unanimous vote.

**ADJOURN TO COG MEETING MARCH 18, 2021 AT 6:00 P.M.**
# PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR THE MARCH 18, 2021 SAN BENITO COUNTY COUNCIL OF GOVERNMENTS MEETING

## 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. None</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>2. Highway 25 Curve Alignment Restoration (1H810)</td>
<td>Near Hollister, just north of San Benito Lateral (PM 18.8/19.1)</td>
<td>Curve restoration</td>
<td>Begin in Fall 2021</td>
<td>$4.3 million</td>
<td>SHOPP</td>
<td>Brandy Rider</td>
<td>PA&amp;ED</td>
<td>PA&amp;ED completed October 10/26/2020. PS&amp;E work is moving quickly. The 60% Constructability Review is targeted for April 2021. Project Team is confident that the new slope design will work.</td>
</tr>
<tr>
<td>3. Highway 25 Expressway Conversion Project (48540)</td>
<td>Near Hollister and Gilroy in SBt &amp; SCL Counties (PM SBt 51.5 to SCL 2.6)</td>
<td>Conversion of 2-lane conventional highway to a 4-lane expressway</td>
<td>N/A</td>
<td>N/A</td>
<td>Local</td>
<td>Brandy Rider</td>
<td>PA&amp;ED</td>
<td>Caltrans is currently working with SBtCOG to execute a Cooperative Agreement to initiate work on Phase 1. The Cooperative Agreement will allow Caltrans staff to do the PA&amp;ED work.</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>
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<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</strong> (34490)</td>
<td>In and near San Juan Bautista, from The Alameda to slightly east of Fourth Street (PM 3.0/R8.2)</td>
<td>Construct four-lane expressway</td>
<td>Summer 2021 - Summer 2023</td>
<td>$60 million</td>
<td>STIP/Local</td>
<td>Brandy Rider</td>
<td>PS&amp;E/RW</td>
<td>Project received RW Cert and Ready to List in October 2020, allocation for funding was approved at the CTC Dec 2020 meeting. Advertise schedule for construction is Spring 2021, with utility relocations beginning April 2021. Construction contract anticipated for award in Summer 2021, with main roadway work beginning Fall 2021.</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: Regina Valentine, Transportation Planner  
Phone: (831) 637-7665 x 205  
Date: March 18, 2021  
Subject: Amended Social Services Transportation Advisory Council Bylaws

Recommendation:

ADOPT Resolution 2021-03 to Approve Amended Bylaws of the Social Services Transportation Advisory Council.

Summary:

The Social Services Transportation Advisory Council (SSTAC) and County Counsel reviewed the amended SSTAC’s Bylaws adjusting the meeting frequency from every two months to every three months. This change reflects the number of meetings needed for SSTAC to complete its mandated functions.

Financial Impact:

There is no financial impact of changing the meeting frequency.

Background:

The SSTAC Bylaws were created and adopted by the Council of Governments in June 1989. The Bylaws were last amended in 2009 to reflect changes to SSTAC membership, updates in California statues, and minor grammatical revisions.

Staff Analysis

SSTAC voted unanimously to approve the amended Bylaws on January 22, 2021. Meetings would occur on the fourth Friday of the month at 10:00 a.m. for the months of: March, June, September, and December. Because the fourth Friday will regularly fall close to the holiday in December, staff would work with the SSTAC Chair to identify a date for a special meeting.

Staff recommends that the Board adopt Resolution 2021-03 to approve the amended Social Services Transportation Advisory Council’s Bylaws.

Executive Director Review: M G  
Counsel Review: Yes

Attachment: Resolution 2021-03
BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

RESOLUTION OF THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
APPROVING SAN BENITO COUNTY SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL BYLAWS JANUARY 2021

RESOLUTION NO: 2021-03

WHEREAS, the Council of San Benito County Governments is the designated Regional Transportation Planning Agency (RTPA) for San Benito County; and

WHEREAS, the San Benito County Social Services Transportation Advisory Council (SSTAC) is the advisory committee to the Council of San Benito County Governments on matters related to transportation accessibility for the elderly, persons with disabilities, and persons of limited means; and

WHEREAS, the San Benito County Social Services Transportation Advisory Council (SSTAC) desires to amend its Bylaws of August 2009.

NOW, THEREFORE, BE IT RESOLVED that Council of San Benito County Governments hereby approves the San Benito County Social Services Transportation Advisory Council Bylaws of January 2021 attached hereto and incorporated herein by reference as Exhibit A.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS on this 18th day of March 2021, by the following vote:

AYES:
NOES:
ABSTAINING:
ABSENT:

__________________________________
Ignacio Velazquez, Chair

ATTEST:
Mary Gilbert, Executive Director

By:________________________________

Dated:__________________________

APPROVED AS TO LEGAL FORM:
San Benito County Counsel’s Office

By: Shirley L. Murphy, Deputy County Counsel

Dated: March 11, 2021
I. CREATION OF ADVISORY COUNCIL

A. AUTHORITY

The Social Services Transportation Advisory Council (SSTAC) is hereby established by the authority of the Council of San Benito County Governments (COG) pursuant to SB498 of 1987, Section 99238 of the Public Utilities Code, relating to transportation.

B. BYLAWS

The information set forth in this document shall serve as the bylaws for the SSTAC, subject to approval by the COG. These bylaws can be amended by a majority vote of the SSTAC members and subsequent approval by the COG.

II. PURPOSES AND DUTIES

The SSTAC is hereby created for the purpose of serving in an advisory capacity to the COG. Specifically, the SSTAC will carry out the following functions and assume the related duties, where not in conflict with state law:

A. Assist in identifying transit needs in the County, especially those of the elderly, handicapped/disabled, or persons of limited means, including unmet transit needs that may be reasonable to meet, by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services.

B. Propose methods of using transportation to integrate the elderly and handicapped/disabled and persons of limited means into the community.

C. Annually review and recommend action by the COG, within the County, which finds, by resolution, that:

1. There are no unmet transit needs;
2. There are no unmet transit needs that are reasonable to meet; or
3. There are unmet transit needs, including needs that are reasonable to meet.

D. Review specialized transit planning studies prepared by the COG, the Technical Advisory Committee, the public transit agency and others, as necessary.

E. Monitor transit programs initiated by the implementing agencies.

F. Operate as a forum for communication between agencies, users and providers, and to serve as a clearinghouse for information, facilitating coordination among the various entities.

G. Advise the COG on any other major transit issues, including the coordination and consolidation of specialized transportation services, particularly those regarding paratransit and other transportation for the elderly, handicapped/disabled and persons of limited means.

H. Serve as advocates, acting on behalf of elderly and handicapped/disabled persons and those of limited means residing in San Benito County, and referring related issues to the most appropriate other agencies; serve as advocates regarding accessibility issues with direct links to public transit; and provide systems planning and advocacy, emphasizing effective coordination among providers.

III. MEMBERSHIP

A. MEMBERS

The SSTAC shall consist of the following members, appointed by the COG, or by the Board of Supervisors should the COG choose to delegate this responsibility pursuant to state law, and to serve at the pleasure of the COG, or of the Board of Supervisors should the responsibility be so delegated by the COG:

1. One representative of potential transit users who is 60 years of age or older.
2. One representative of potential transit users who is handicapped/disabled.
3. Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
4. Two representatives of local social service providers for the handicapped/disabled, including one representative of a social service transportation provider, if one exists.
5. One representative of a local social service provider for persons of limited means.

6. Two representatives from the Consolidated Transportation Services Agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

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

In appointing SSTAC members, the COG shall strive to recruit candidates from a broad representation of social service and transit providers representing the elderly, handicapped/disabled persons and persons of limited means, and shall strive to attain geographic and ethnic minority representation among SSTAC members.

B. ALTERNATES

The COG, or the Board of Supervisors if the COG requests, may select an alternate for any SSTAC member. The alternate for a member shall meet the same criteria and shall represent the same category of membership as the regular member for whom he/she sits as alternate. Alternates shall have all the same rights and responsibilities as regular members. An alternate shall vote only in the absence of the regular member for whom he/she serves as an alternate.

C. TERMS OF OFFICE

The terms of SSTAC membership shall be three years. All members are eligible for reappointment at the end of a three year term. Members shall serve until qualified replacements have been appointed.

D. VACANCIES

A vacancy shall be created when an appointed member of the SSTAC misses three consecutive regular meetings without good cause so entered in the official minutes of the meetings, or when due to death, disability or extenuating circumstances, that a member can no longer carry out responsibilities as a SSTAC member. Vacancies are to be filled in the same manner as the original appointments were made.

E. OFFICERS

The SSTAC Chairperson and Vice-Chair shall be elected annually by an affirmative vote of a majority of those members present at the first meeting of the year at
which a quorum has been established. The Chairperson shall preside over all committee meetings, vote on all matters, appoint subcommittees, and call special meetings. In the absence of the Chairperson, the Vice-Chair-Person shall act as the Chairperson.

IV. ORGANIZATION AND PROCEDURES

A. MEETINGS

The SSTAC shall meet regularly every three months at a date and time regularly scheduled by order of the Chairperson, to carry out the duties and purposes described in these bylaws. Meetings are to be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.) Meetings shall be held in a freely accessible location in order to facilitate the attendance of physically handicapped or disabled members of the SSTAC and the community in general.

B. QUORUM

A majority of the voting members shall constitute a quorum for the transaction of business. No action shall be taken except by an affirmative vote of a majority of those members present at a meeting at which a quorum has been established.

C. VOTING

Voting on all matters shall be on a voice vote unless a roll call vote is requested by any member in attendance.

D. LIMITATION OF DISCUSSION

Discussion on any matter, by SSTAC members or others, may be limited, at the discretion of the Chairperson, to such length of time as the Chairperson may deem reasonable under the circumstances.

E. COG STAFF

Staff shall provide information, prepare meeting agendas, and minutes as directed, and generally assist SSTAC. Members of the Staff will be present at all meetings.

F. MINUTES

Official written minutes recording the members and visitors present, motions entertained and actions taken at each SSTAC meeting shall be prepared by staff and submitted to all SSTAC members and to the COG Board monthly.
G. REPORTS

In addition to reports and recommendations requested by the COG Board, the SSTAC shall submit an annual report containing the attendance record of each member, a summary of activities and projects undertaken during the preceding year, and the SSTAC’s final recommendations on particular programs or plans pertaining to specialized transportation.

H. SSTAC COMMUNICATIONS

The SSTAC may communicate freely with elected or appointed bodies, public or private agencies or individuals to obtain input or opinions regarding transportation planning proposals. Copies of all correspondence directed to COG by vote of the SSTAC should be included as it occurs in the COG agenda packets.

V. CONFLICT OF INTEREST

The SSTAC shall be subject to the Political Reform Act, the Fair Political Practices Committee’s (FPPC) Regulations and the Council of Government’s conflict of interest code. All members will be required to complete the FPPC Form 700.

A SSTAC member shall disqualify himself/herself from making, participating in, or attempting to influence any SSTAC decision which will foreseeably have a material effect on his/her financial interest, distinguishable from its effect on the public generally.

No SSTAC member shall be prevented from making or participating in the making of any decision to the extent that his/her participation is legally required for the decision to be made. The fact that the vote of a particular member of the voting body is needed to break a tie does not make his/her participation legally required for purposes for this section.
Staff Report

To: Council of Governments
From: Norma Rivera, Administrative Services Specialist  
Telephone: (831) 637-7665
Date: March 18, 2021
Subject: Regular Council of Governments Meeting Time

Recommendation:

ADOPT Resolution 2021-02, Amending the Council of Governments Rules and Regulations to Change the Regular Board Meeting Time to 4:00 p.m.

Summary:

The Council of Governments, Local Transportation Authority, Measure A Authority, Airport Land Use Commission, and Service Authority for Freeways and Expressways conduct their meetings on the third Thursday of each month at 6:00 pm. The Council of Governments Board of Directors may consider changing the time of the monthly regular meetings from 6:00 p.m. to 4:00 p.m.

Financial Considerations:

Staff estimates an annual savings of approximately $3,600 for 4:00 p.m., meetings. Some staff are paid overtime for attending meetings that take place at 6:00 p.m., which is outside of their regular work week. The regular work week is identified as Monday through Friday, 8:00 a.m. to 5:00 p.m. Staff estimated costs are based on a two-hour meeting and three staff receiving overtime pay.

Background:

In 2007, COG began holding regular meetings at 2:00 p.m. In 2013, the Board approved an amendment to the Council of Governments’ Rules and Regulations to hold meetings at 3:00 p.m. On May 21, 2020, COG adopted a resolution and began holding regular meetings at 6:00 pm.
Staff Analysis:

The COG meeting provides an opportunity for the public to participate in the local government process and the public is allowed to provide public comment on all agenda items. Staff reviewed meeting records and noted no additional public participation at 6:00 p.m. meetings when compared with prior, afternoon meetings.

COG staff prepared an amendment to COG’s rules and regulations to reflect a 4:00 p.m. meeting time. The COG Board of Directors is being asked to consider adopting Resolution 2021-02, which amends the rules and regulations. The COG Board will also be considering amending the Rules and Regulations for the LTA, ALUC, SAFE, and MEA A.

Executive Director Review: M G

Counsel Review: YES

Supporting Attachment: COG Resolution No. 21-02
BEFORE THE COUNCIL OF
SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF SAN
BENITO COUNTY GOVERNMENTS TO AMEND ITS
RULES AND REGULATIONS, SECTION 1: GENERAL
RULES AND REGULATIONS, AMENDING
SUBSECTION 1(C): MEETINGS

Resolution No. 21-02

WHEREAS, the Council of San Benito County Governments ("COG"), has adopted Rules and Regulations regarding the transaction of COG’s business; and

WHEREAS, Section 1 of COG’s Rules and Regulations sets forth COG’s General Rules and Regulations; and

WHEREAS, Subsection 1(C) identifies the date and time of regular COG meetings; and

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 Rules and Regulations, Section 1, Subsection 1(C) as set forth in Exhibit A, attached hereto and incorporated herein by reference.

PASSED AND ADOPTED BY THE SAN BENITO COUNCIL OF GOVERNMENTS THIS 18th DAY OF MARCH, 2021 BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAINING:
ABSENT:

Ignacio Velazquez, Chair

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

Dated: March 11, 2021
By: Shirley L. Murphy, Deputy County Counsel

ATTEST:
Mary Gilbert, Executive Director

Dated: ______________________
By: ______________________
Section I. GENERAL RULES AND REGULATIONS

A. GENERAL APPLICATION The Council of San Benito County Governments (Council) hereby declares that its procedures shall be governed by the regulations hereinafter set forth, together with such other regulations as may from time to time be prescribed by the Council.

B. PARTICULAR APPLICATION Unless otherwise particularly noted, the regulations hereinafter provided shall be implemented consistent with the intent and purpose of the “Joint Powers Agreement of the Council of San Benito County Governments”, dated December 31, 1973, and as amended, entered into by the participating incorporated cities and the County of San Benito.

C. MEETINGS Regular meetings of the Council shall be held on the third Thursday of each month commencing at the hour of 6:00 4:00 p.m. Unless otherwise particularly ordered by the Council, all meetings shall be held in the Chambers of the Board of Supervisors of San Benito County, 481 Fourth Street, Hollister, California.

D. CHAIR At its first meeting in January of each year, the Council shall, by majority vote of all appointed members, select one of its members who shall serve as Chair of the Council for the balance of the calendar year. Any Chair selected under the provisions of this section shall continue to act as such Chair until the selection of a successor. The Chair of the Council shall be rotated between the participating incorporated cities and the County of San Benito.

E. VICE CHAIR. The same procedure as heretofore set forth for the selection of a Chair shall be followed for the selection of a Vice-Chair of the Council.

F. CHAIR PRO TEMPORE In the absence of both the Chair and the Vice-Chair at any meeting, the members present and constituting a quorum, may by majority vote, select a Chair Pro Tempore to serve in the absence of such officers.

G. QUORUM A majority of the appointed members from the participating agencies shall constitute a quorum for the transaction of any business of the Council.

H. BROWN ACT All meetings of the Council shall be conducted pursuant to the provisions of the RALPH M. BROWN ACT, Chapter 9 of Part 1 of Division 2 of Title 5 of the Government Code, commencing with section 54950.
I. AGENDA The business of each regular meeting shall be transacted in accord with an agenda prepared by the Executive Director and transmitted to each member of the Council. All agenda items for any regular meeting shall be filed with the Executive Director not later than seven (7) calendar days prior to the meeting at which such item is to be considered, absent special circumstances.

J. RULES OF ORDER

1. When motions are made by directors, the motion shall be stated to the clerk by the moving director.

2. No question on a motion shall be debated or put to the Council unless the motion has been seconded. When a motion is seconded, it shall be stated by the Chair before debate.

3. A motion having been stated by the Chair, shall be deemed to be in possession by the Council, but it may be withdrawn at any time before decision or amendment with the assent of the second.

4. When a question is under debate, no motion shall be received unless the motion is:
   a. To adjourn;
   b. To lay on the table;
   c. To consider the previous question;
   d. To postpone to a certain date;
   e. To commit to committee;
   f. To amend; or
   g. To postpone indefinitely.
These motions shall have no preference in the above order.

5. A motion to adjourn or a motion to fix time of adjournment shall be decided with debate.

6. A motion to lay on the table shall include all amendments to the main question.

7. A motion to consider the previous question shall preclude all amendment from debate to the main question and shall be put in the form “shall the main question be put to a vote.”

8. A member called to order shall relinquish the floor unless permitted to explain, and the Council, if appealed to, shall decide on the case, but without debate. If there is no appeal, the decision of the Chair shall be final.

9. Upon demand of any Council member, or at the discretion of the Chair, the vote shall be by roll call, except that the vote on all ordinances or resolutions shall be by roll call.
10. Where a procedural issue arises which is not resolved by reference to the Council’s rules, the procedure to be followed shall be stated by the Chair. However, upon objection by any member, the procedure to be followed is determined by majority vote of the Council (“Rule of the Chair”).

K. VOTING Except on demand of a member, the roll need not be called upon voting upon a motion, unless the motion is to adopt an ordinance in which case the vote shall be by roll call. A Council order applies mainly as a directive to Council officers or employees. It need not be reviewed in writing, as it generally applies to one specific act only. Council resolutions and ordinances must be reviewed in written form before binding action is taken on them.

L. RECORDS OF PROCEEDINGS All proceedings of every meeting of the Council shall be reported in writing and recorded by means of audio tape or video tape. The Executive Director shall permanently maintain the written records (minutes) and the tape records in the Council file. The executive Director also shall keep a resolution file in which all resolutions shall be entered in full.

M. REPORTS AND RECOMMENDATIONS The Executive Director shall review all matters coming before the Council and shall make a report and recommendation on all items placed on the agenda.

N. FEES The Council may establish an appropriate fee schedule for services provided by the Council.

O. AMENDMENTS Rules and regulations herein enumerated may, from time to time, be amended by resolution of the Council. Prior notification by mail of specific changes proposed, to all members of the Council and the specific date on which such amendments will be considered shall be required. A vote of a majority of the membership of the board of directors is required to amend such rules or regulations.
Staff Report

To: Council of San Benito County Governments
From: Mary Gilbert, Executive Director    Phone Number: (831) 637-7665 x.207
Date: March 18, 2021
Subject: San Benito County Measure G Annual Report

Recommendation:

RECEIVE Presentation on 2020 Measure G Activities and Update on Measure G Annual Report

Background:

Measure G was approved by voters in November 2018 and COG began receiving funds in Summer 2019. Staff will give a presentation updating the Board on Measure G projects and the preparation of an annual report at the Board meeting.

Financial Analysis:

The balance of Measure G funds collected as of December 2020 is $13,249,932.68.

Staff Analysis

In June, the COG Board approved a distribution method to advance funds to Tier II and Tier III, Local Road Measure G projects in early years, with a trade off that in future years, funds would be diverted from local projects to Tier I, Highway 25. The table below illustrates the approved funding scenario:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier I - Hwy 25</td>
<td>30.20%</td>
<td>28.80%</td>
<td>27.40%</td>
<td>28.00%</td>
<td>26.60%</td>
</tr>
<tr>
<td>Tier II - Local Roads</td>
<td>62.19%</td>
<td>63.44%</td>
<td>64.69%</td>
<td>64.15%</td>
<td>65.40%</td>
</tr>
<tr>
<td>Tier III – Other</td>
<td>6.91%</td>
<td>7.05%</td>
<td>7.19%</td>
<td>7.13%</td>
<td>7.27%</td>
</tr>
<tr>
<td>Administration</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
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</tr>
</tbody>
</table>

Each local agency must have an approved agreement with COG for use of its share of Measure G funding. Each agency must also submit annual reporting to COG.

The Measure G Oversight Committee is assisting with preparation of the Measure G Annual Report. In January, the committee appointed two members to a subcommittee that will
collaborate with staff to prepare the Measure G Annual Report. The Committee will consider approval of the Annual Report at its April meeting and present the report to COG in May.

Executive Director Review: _____ M G _____  Counsel Review: _____ N/A _____
Staff Report

To: Council of San Benito County Governments
From: Mary Gilbert, Executive Director  Contact: (831) 637-7665 x. 207
Date: March 18, 2021
Subject: COG Legislative Activities

Recommendation:

a. RECEIVE Update on 2021 Legislative Advocacy Program
b. AUTHORIZE Executive Director to Offer Support on Behalf of COG for Legislation that is Consistent with Legislative Platform as Necessary

Summary:

In December 2020, staff provided a report to the Board with an update on the agency legislative platform developed with the Central Coast Coalition. Staff will provide an update on the Coalition's 2021 Advocacy meetings held on March 12 and is seeking approval to submit letters of support to legislators and state officials as needed to support the advocacy program.

Financial Impact:

COG contributes $10,000 annually to the Central Coast Coalition.

Background:

The Council of Governments, as the Regional Transportation Planning Agency for San Benito County, is a member of the Central Coast Coalition. The Coalition advocates for legislative issues of the group’s concern. COG does not have its own legislative advocate on contract.

Staff Analysis:

Staff developed legislative platform with the Central Coast Coalition. A copy of the legislative platform is attached (Attachment 1).

Staff will present the agenda and outcomes from advocacy efforts with the Coalition at the March Board meeting.

Executive Director Review: MG  Counsel Review: N/A

Supporting Attachments: 1. Central Coast Coalition Legislative Platform
1. **Protect Funding for Transportation Infrastructure and Transit Operations**
   - Support actions that preserve the intent of Senate Bill 1 (SB1) and local measure funding to allow the State, regions and locals to maintain, protect and improve existing transportation funds dedicated for congestion management on the state highway system, lifeline arterials, and goods movement routes while also addressing immediate and long-term unmet funding needs.
   - Explore and support gas tax replacement funding mechanisms for transportation investments that are equitable to disadvantaged and rural areas. Monitor policy proposals such as a pay-by-the-mile user fee, public private partnerships, vehicle registration fee, or wholesale energy taxes.
   - Support modification of the Transportation Development Act to allow public transportation systems the flexibility to access funds to maintain or expand service.

2. **Pursue State Funding for Transportation Infrastructure and Transit Operations**
   - Pursue increased availability of funding from competitive programs to maximize safety for residents, commerce and visitors on the Central Coast. Support legislation to allow for broader appropriation authority in the administration of competitive grant programs to expedite project delivery.
   - Monitor and support potential COVID relief/stimulus legislation pertaining to transportation infrastructure and transit operations.

3. **Support Multi-modal Transportation Investments**
   - Advocate for programs to increase active transportation and passenger rail service along the Central Coast, including innovative projects such as a new state-supported passenger rail service on the Coast Route, maximizing existing right of way through high-occupancy lanes or use of shoulders for managed lanes, and increased rail and bus transit service.
   - Support increased funding for active transportation projects, given the Active Transportation Program is severely oversubscribed.
4. **Seek funding for Energy Efficiency and Resilience**
   - Seek funding for regions and localities to build infrastructure and provide incentives for zero-emission vehicle purchases, considering cost of increased usage of electricity, electric power storage capacity, and proper safety protocols.
   - Monitor and support legislation that invests in projects and programs to improve the central coast’s resilience to the impacts of climate change on transportation infrastructure and utilization of public transit in emergencies that address scenarios such as severe storm events, public safety power shut off events, wildfires, and sea level rise.

5. **California Transportation Commission Representation**
   - Advocate for a Central Coast representative to be appointed to the California Transportation Commission (CTC) in order to ensure that the complexities of small, coastal, and rural jurisdictions addressing their infrastructure and mobility needs are considered, should a vacancy occur. The Central Coast has never had representation on the commission.

6. **Modernization of the Brown Act**
   - Enact legislation to allow the use of remote access to public meetings without requiring noticing of all remote Board or committee member locations, provided the public can participate via remote access software or in-person.