



Council of San Benito County Governments  
Measure G Transportation Safety and Investment Plan Oversight  
Committee  
Regular Meeting Agenda

**DATE:** Wednesday, October 25, 2023  
6:00 p.m.

**LOCATION:** Council of San Benito County Governments  
330 Tres Pinos Road, Ste. C7, (Conference Room)  
Hollister, CA 95023

**MEMBERS:** Victor Gomez, Chair – Latinx Community  
Darlene Boyd, Vice Chair – Education  
Vacant – Senior/Disabled Community  
Vacant – Agriculture  
Neils Ash – Trade/Labor  
John Espinosa – Industry  
Jim Parker -- SBC District 1  
Jason Hopkins – SBC District 2  
Sandy Hughes – SBC District 3  
Kevin Stopper – SBC District 4  
Andrew Rollins – SBC District 5

*Persons who wish to address the Measure G Citizens Oversight Committee must address the Chairperson when public comment is called. Following recognition, persons desiring to speak are requested to state their name for the record. After hearing audience comments, the Public Comment portion of the agenda item will be closed. The opportunity to address the Citizens Oversight Committee on items of interest not appearing on the agenda will be provided during Item 4. Public Comment.*

1. Call to Order
2. Roll Call
3. Verification of Certificate of Posting
4. **Public Comment** *(Opportunity to address the committee on items of interest not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 56954.2. Speakers are limited to 3 minutes.)*
5. Member Announcements

## 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.)*

6. APROVE Action Minutes of the April 26, 2023, Measure G Transportation Safety and Investment Plan Oversight Committee Regular Meeting – Gomez
7. RECEIVE the 2024 Schedule of the Measure G Citizens Oversight Committee Meetings – Lezama

## ACTION ITEMS:

8. Committee Procedures and Election of Chairperson and Vice Chairperson – Lezama
  - a. RECEIVE 2023 Committee Membership List.
  - b. REVIEW Committee Bylaws and Procedures.
  - c. ELECT Measure G Citizen’s Oversight Committee Chairperson and Vice-Chairperson for 2024.
9. Measure G FY 2022/2023 Annual Report – Lezama/Aceves
  - a. RECEIVE and COMMENT on the Draft FY 2022/2023 Measure G Annual Report.
  - b. RECOMMEND the Draft FY 2022/2023 Measure G Annual Report for Presentation to the Council of Governments Board of Directors.

## INFORMATION ITEMS:

10. Executive Director Report/Announcements (Verbal Report) – Abraham

## ADJOURN TO MEETING OF JANUARY 31, 2024 AT 6:00 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 Measure G Committee 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.

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### Council of San Benito County Governments (COG)

Local Transportation Authority • Airport Land Use Commission • Service Authority for Freeways & Expressways  
330 Tres Pinos Road, Suite C7 • Hollister, CA 95023 • Phone: 831-637-7665  
sanbenitocog.org

## CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Regular Meeting Agenda for the Council of San Benito County Governments Measure G Transportation Safety and Investment Plan Oversight Committee on **October 25, 2023, at 6:00 p.m.** was posted at the following locations freely accessible to the public:

The front entrance of the San Benito County Administration Building, 481 Fourth Street, Hollister, CA 95023, and the Council of Governments Office, 330 Tres Pinos Road, Suite C-7, Hollister, CA 95023, at the following date and time:

On the 20th day of October 2023, on or before 5:00 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, Measure G Transportation Safety and Investment Plan Oversight Committee, 2023 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

Council of San Benito County Governments  
Measure G Transportation Safety and Investment Plan Oversight Committee  
REGULAR MEETING  
April 26, 2023 at 6:00 PM

ACTION MINUTES

**1. CALL TO ORDER:**

Chair Victor Gomez called the meeting to order at 6:00 p.m.

**ROLL CALL MEMBERS PRESENT:**

Chair Victor Gomez; Vice Chair Darlene Boyd; John Espinosa; Jim Parker; Jason Hopkins; Kevin Stopper; Andrew Rollins.

**MEMBERS ABSENT:**

Paul Scherer; Sandy Hughes.

**STAFF PRESENT:**

Binu Abraham, Executive Director; Veronica Lezama, Transportation Planning Manager; Norma Rivera, Administrative Services Specialist; Shirley Murphy, Deputy County Counsel

**2. Verification of Certificate of Posting:**

**Motion made to acknowledge Certificate of Posting:**

Motion:	Darlene Boyd	Second:	Jason Hopkins
Motion carried:	7/0		
Yes:	Gomez, Boyd, Espinosa, Parker, Hopkins, Stopper, Rollins		
No:	None		
Recused:	None		
Abstention:	None		
Absent:	Scherer, Hughes		

**3. PUBLIC COMMENT:**

None

**4. MEMBER ANNOUNCEMENTS:**

None

**ACTION:**

**CONSENT AGENDA:**

5. APPROVE Action Minutes of the October 26, 2022, Measure G Transportation Safety and Investment Plan Oversight Committee Regular Meeting – Gomez

**Motion made to Approve Item 5 from Consent Agenda:**

Motion: Jim Parker                      Second: Darlene Boyd  
Motion carried:                      7/0  
Yes:                      Gomez, Boyd, Espinosa, Parker, Hopkins, Stopper, Rollins  
No:                      None  
Recused:                      None  
Abstention:                      None  
Absent:                      Scherer, Hughes

**INFORMATION ITEMS:**

6. Measure G Financial Update - Rivera

- a) RECEIVE Measure G Financial update.
- b) HOLD an Open Discussion of the Measure G Oversight Committee Expectations.

The Committee received an update from Administrative Services Specialist, Norma Rivera, on the Measure G financials. She reported on revenues totaling \$43.3 million, which have been collected between May 2019 – March 2023. Expenditures made to date include allocations of Tier II funds to local agencies for road improvements, funding for the environmental phase of the Highway 25 Conversion Project, which includes technical support from the engineering firm March Thomas Co.

Staff will be presenting the updated cash flow model as well as the Measure G Annual Report to the Measure G Oversight Committee later this year.

There were questions regarding projects that have been completed using Measure G funds. Staff noted that the Measure G Annual Report, approved in October 2022, lists the projects that have been constructed using Measure G funds. Staff noted that the report can be found on the Measure G website at <http://sanbenitocog.org/measureg/>

The Committee requested that additional information and public outreach be provided to the public regarding completed Measure G projects. They suggested distribution of a mailer, or advertisement to be posted on social media, coordination with the Business Council, and BenitoLink.

Regarding Measure G Oversight Committee expectations, Committee members expressed the need for ongoing communication with the public on what is happening with Measure G funds, as well as being able to see a plan developed by the City of Hollister with some expectations of seeing some local roads repaved.

There was no public comment

## 7. Executive Director Report/Announcements (Verbal Report) – Abraham

Executive Director, Binu Abraham stated that she did not have any announcements, other than she was glad to be here.

### **ADJOURNMENT:**

There being no further business to discuss, Vice Chair Boyd motioned to adjourn the Measure G Transportation Safety and Investment Plan Oversight Committee Meeting at 6:42 p.m. Motion seconded by John Espinosa.

Motion carried:	7/0
Yes:	Gomez, Boyd, Espinosa, Parker, Hopkins, Stopper, Rollins
No:	None
Recused:	None
Abstention:	None
Absent:	Scherer, Hughes

**ADJOURNED TO MEETING OF JULY 26, 2023, AT 6:00 P.M.**



## STAFF REPORT

### Consent

**Prepared By:** Veronica Lezama,  
Transportation Planning Manager  
**Subject:** Measure G Meeting Calendar

### Agenda Item No. 7

**Approved By:** Binu Abraham, Executive Director  
**Meeting Date:** October 24, 2023

### Recommendation:

RECEIVE the 2024 schedule of the Measure G Citizens Oversight Committee meetings.

### Summary:

Measure G, the Transportation Safety and Investment Plan calls for a Measure G Transportation Safety and Investment Plan Oversight Committee to meet at least once per year, but no more than four times per year. The Council of Governments staff has prepared the enclosed 2024 meeting calendar for the Transportation Safety and Investment Plan Oversight Committee's information (Attachment 1).

### Discussion Background:

Measure G is the COG Ordinance 2018-01 and Transportation Safety and Investment Plan that was approved by San Benito County voters on November 6, 2018.

The measure consists of a one cent local transactions and use tax to be collected for 30 years to improve our local streets and roads, improve connectivity, and reduce congestion. Measure G calls for a Transportation Safety and Investment Plan Oversight Committee to be composed of San Benito County residents to oversee compliance with COG Ordinance 2018-01.

### Financial Considerations:

The Measure G Transportation Safety and Investment Plan Oversight Committee is a volunteer Committee and members are not compensated.

### Supporting Attachment(s):

1. 2024 Measure G Oversight Committee Meeting Calendar

# 2024 Measure G Committee Meeting Calendar

Meetings are held on the last Wednesday of the months of  
January, April, July, and October



## January

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

## February

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3

## March

MO	TU	WE	TH	FR	SA	SU
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

## May

MO	TU	WE	TH	FR	SA	SU
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

## June

MO	TU	WE	TH	FR	SA	SU
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

## August

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

## September

MO	TU	WE	TH	FR	SA	SU
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

## October

MO	TU	WE	TH	FR	SA	SU
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

## November

MO	TU	WE	TH	FR	SA	SU
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

## December

MO	TU	WE	TH	FR	SA	SU
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5





## STAFF REPORT

### Action

**Prepared By:** Veronica Lezama,  
Transportation Planning Manager

**Subject:** Committee Procedures and Election of  
Chairperson and Vice-Chairperson

### Agenda Item No. 8

**Approved By:** Binu Abraham, Executive Director

**Meeting Date:** October 24, 2023

### Recommendation:

- a. RECEIVE 2023 Committee Membership List.
- b. REVIEW Committee Bylaws and Procedures.
- c. ELECT Measure G Citizen's Oversight Committee Chairperson and Vice-Chairperson for 2024.

### Summary:

The bylaws require that the Measure G Citizen's Oversight Committee annually elect a Chairperson and Vice Chairperson.

### Background/ Discussion:

Measure G is the Council of San Benito County Governments (SBCOG) Ordinance 2018-01 and Transportation Safety and Investment Plan that was approved by San Benito County voters on November 6, 2018. Measure G calls for a Citizens Oversight Committee to be composed of San Benito County residents to oversee compliance with COG Ordinance 2018-01.

There are 11 members on the Measure G Citizens Oversight Committee. The Measure G Citizens Oversight Committee bylaws outline the process for electing the Chairperson and Vice Chairperson and role and responsibilities. Election of a Chairperson and Vice Chairperson shall take place at the Committee's last meeting of the calendar year to serve for a two-year term effective January 1 of the next calendar year. The Chairperson and Vice Chairperson are eligible to serve multiple terms.

The Chairperson shall preside at all meetings of the Committee and represent the Committee. In fulfilling this duty, all official communications shall come from the Chairperson acting on behalf of the Committee. The Chairperson shall only release information that reflects the majority view of the Committee. Opinions or statements from a Committee member must include a disclaimer that the opinion or statement is that of the individual only, and not of the Committee.

At the meeting, the acting Chair will ask the committee for Chairperson and Vice Chairperson nominations to serve for the 2024 term.

**Financial Impact:**

There are no financial impacts.

**Attachments:**

1. Membership Roster as of October 2023
2. Measure G Committee Bylaws



## MEASURE G CITIZENS OVERSIGHT COMMITTEE MEMBERS

**2023 COMMITTEE**  
(AS OF OCTOBER 2023)

	Committee Member
1.	Victor Gomez – Latinx Community (Committee Chair)
2.	Darlene Boyd – Education (Committee Vice Chair)
3.	Neils Ash – Trade/Labor*
4.	John Espinosa – Industry
5.	Vacant - Agriculture
6.	Vacant – Senior/Disabled Community
7.	Jim Parker – SBC District 1
8.	Jason Hopkins – SBC District 2
9.	Sandy Hughes – SBC District 3
10.	Kevin Stopper – SBC District 4
11.	Andrew Rollins – SBC District 5

\*Denotes new members

## Exhibit A

### Article I

#### GENERAL PROVISIONS

##### §1.1 Purpose

Measure G is a Transportation Safety and Investment Plan (COG Ordinance 2018-01 and Expenditure Plan) approved by San Benito County voters on November 6, 2018. The Measure consists of a one cent local transactions and use tax to be collected for 30 years to improve the City of Hollister, City of San Juan Bautista, and the unincorporated areas of San Benito County's local streets and roads. COG Ordinance 2018-01 specifies the Council of San Benito County Governments ("COG") as the administrator of the tax, shall establish and convene a citizens' oversight committee to be designated as the Measure G Transportation Safety and Investment Plan Oversight Committee to provide oversight, prior to expenditure of any funds collected.

The COG Ordinance also lists the Committee's specific duties and responsibilities, which are incorporated into these bylaws (§2.1). These Bylaws govern the proceedings of the Committee. The Committee shall be in existence during the term of the sales tax (June 20, 2019 – December 31, 2050) and for a reasonable period thereafter necessary for the Committee to complete its work.

##### §1.2 Definitions

- a. As used in these Bylaws, "Board of Directors" means the Board of Directors of the Council of San Benito County Governments (COG).
- b. As used in these Bylaws, "chairperson" means the chairperson of the Committee.
- c. As used in these Bylaws, "Member Agency" means the County of San Benito, a legal subdivision of the State of California, the City of Hollister, and incorporated city located within San Benito County and/or the City of San Juan Bautista, an incorporated city located within San Benito County.
- d. As used in these Bylaws, "2018 Measure G" or "Measure G" means the 2018 Measure G Transportation Safety and Investment Plan approved by San Benito County voters on November 6, 2018.

##### §2.1 Mission and Duties

The Committee is a citizens' oversight body, established by the COG Board of Directors in accordance with the provisions and intent of the 2018 Measure G ballot. Its purpose shall be to ensure that Measure G funds are being expended consistent with the Transportation Safety and Investment Plan.

Policy-related decisions for the Transportation Safety and Investment Plan, including the composition, implementation, completion schedule, and funding level of specific projects in the Program Categories specified in the 2018 Measure G ballot and Transportation Safety and Investment Plan, are the responsibility of the COG Board of Directors and/or Member Agencies.

The Committee shall be responsible for the following:

- a. Independent Audits: The Committee shall have full access to the COG's independent auditor and review the annual audits, have the authority to request and review the specific financial information, and provide input on the audit to assure the funds are being expended in accordance with the Transportation Safety and Investment Plan;
- b. Plan Changes: The Committee shall review and make recommendations on any proposed changes to the Transportation Safety and Investment Plan, prior to the COG Board of Directors' consideration, subject to 2/3 vote of the voting Committee members;
- c. Project Delivery and Priorities: The Committee shall review and comment on the project delivery schedules and make recommendations to the COG on any proposals for changing project delivery priorities; and
- d. Annual and Final Reports: The Committee shall prepare annual reports regarding the administration of the program, to be presented to the COG's Board of Directors. The committee shall submit the report to the COG Executive Director for inclusion in the next available meeting agenda and COG will ensure that the report shall be made available for public review on the COG website (SanBenitoCOG.org). The annual written report shall include at a minimum the following:
  - A statement indicating whether COG is in compliance with the requirements of the Transportation Safety and Investment Plan, per the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

## §2.2 Limitations on Authority

The Committee shall have no independent duties other than those specified in these bylaws, the 2018 Measure G ballot, and the Transportation Safety and Investment Plan. The Committee shall have no authority to take actions that bind COG or the COG Board of Directors. No expenditures or requisitions for services and supplies shall be authorized by the Committee. No individual member of the Committee shall be entitled to reimbursement for travel or other expenses.



## Article III

### MEMBERSHIP

#### §3.1 Membership

The Committee shall be composed of eleven (11) members. The Committee shall not have alternate members due to its need for expertise, specific experience and continuity of knowledge. To be a qualified person, members must be at least 18 years of age.

To assure independence, no member of the Board of Directors or alternate, or other elected public official shall be appointed to the Committee. Appointees to other COG committees are not eligible to serve. During their terms, Committee members may not be employed by COG or any of its Member Agencies, nor by any agency or organization that either oversees or benefits from the proceeds of the Transportation Safety and Investment Plan.

The membership shall be comprised of San Benito County residents with relevant expertise and experience needed to assist the Committee in its task of evaluating Measure G revenues and expenditures to determine compliance with the commitments made to and approved by voters in the Measure G Transportation Safety and Investment Plan.

The Expenditure Plan Oversight Committee shall include, at a minimum, representatives who are residents of the City of Hollister, the City of San Juan Bautista, and the unincorporated areas of San Benito County. The Committee will fairly represent the geographical, social, cultural and economic diversity of the County to ensure maximum benefit for road and transportation users. The Committee will gather information and input from outside sources and COG staff when necessary.

The membership will consist of individuals that fulfill the following areas-of-expertise, as defined in COG Resolution 19-03:

- Five (5) at-large members, representing each of the five San Benito County Supervisorial Districts.
- Six (6) members representing each of the following groups or interests:
  - a. Agriculture/Farm Bureau
  - b. Seniors and Persons with Disabilities
  - c. Industry
  - d. Trade/Labor
  - e. Latino/Hispanic
  - f. Education

The COG Board of Directors may redefine these areas of expertise. Each member shall represent only one of the eleven (11) specified areas of expertise.

Members will be required to complete and submit the California Fair Political Practices Commission's Form 700 – Statement of Economic Interests at the required intervals.

### §3.2 Members' Terms

Committee members shall be appointed for a two (2) year term commencing on January and can be reappointed. Terms shall be staggered to ensure continuity of knowledge and relevant expertise. Members whose terms have expired may continue to serve on the Committee until a successor has been appointed.

In order to achieve staggering of terms, four (4) of the original Committee members' initial terms shall be offset by a one-year interval from the remaining seven (7) original Committee members' terms, to be determined by consensus.

### §3.3 Vacancies

Vacancies shall be filled from the same category of expertise represented by the original appointee, in accordance with the criteria defined in §3.1. The application process shall be open, upon Committee vacancies, to provide qualified San Benito County residents the opportunity to participate. Applications received will be reviewed and appointed by the COG Board of Directors. The Board of Directors, in their exclusive discretion, may remove any Committee member for any reason, including, but not limited to, failure to attend Committee meetings without reasonable excuse.

## Article IV

### OFFICERS

#### §4.1 Chairperson and Vice Chairperson

Election of a Chairperson and Vice Chairperson shall be held at the initial meeting of the Committee and take effect immediately. Thereafter, election of a Chairperson and Vice Chairperson shall take place at the Committee's last meeting of the calendar year to serve for a two-year term effective January 1 of the next calendar year. The Chairperson and Vice Chairperson are eligible to serve multiple terms.

In the event of a vacancy in the Chairperson's position, the Vice Chairperson shall succeed as Chairperson for the balance of the Chairperson's term and the Committee shall elect a successor to fill the vacancy in the Vice Chairperson's position. In the event of a vacancy in the Vice Chairperson's position, the Committee shall elect a successor from its membership to fill the Vice Chairperson's position for the remainder of the Vice Chairperson's term. In the event that the Chairperson and Vice Chairperson are absent, the Committee may select a member to serve as Chairperson Pro Tempore for

that particular meeting. However, if the Chairperson or Vice Chairperson later arrives, the Chairperson or Vice Chairperson shall then assume responsibility for the meeting upon arrival.

The Chairperson shall preside at all meetings of the Committee and represent the Committee. In fulfilling this duty, all official communications shall come from the Chairperson acting on behalf of the Committee. The Chairperson shall only release information that reflects the majority view of the Committee. Opinions or statements from a Committee member must include a disclaimer that the opinion or statement is that of the individual only, and not of the Committee.

#### **§4.2 Secretary**

COG staff shall serve as the Committee's Secretary without any voting rights.

### **Article V**

#### **MEETINGS**

##### **§5.1 Regular Meetings**

Regular meetings shall be held in the County building located at 2301 Technology Parkway, Hollister, California, in the conference room on the second floor, or such other place as may from time to time be determined by the Committee. Meetings shall be open to the public and shall conform to the Ralph M. Brown Act (California Government Code sections 54950 et seq.).

The Committee shall meet at least once but no more than four times per year. Meetings will be held in the months of October, January, April, and July, on the last Wednesday starting at 6 PM at the San Benito County Resource Management Agency (upstairs conference room), 2301 Technology Parkway in Hollister. The calendar for the following fiscal year shall be adopted no later than the last meeting of the current fiscal year.

Whenever a regular meeting falls on a holiday observed by COG, the meeting shall be held on another day, in consultation with COG staff. A rescheduled regular meeting shall be designated a regular meeting.

##### **§5.2 Calling and Noticing of Meetings**

All regular and special meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). COG Staff shall be responsible for noticing all meetings.



### §5.3 Quorum; Vote; Committee of the Whole

A quorum of the Committee shall consist of a majority of the total membership. Committee action may be taken by a majority of those present and voting, and by no less than a majority of a quorum. A roll call vote shall be taken when requested by any member in attendance. At any regularly called meeting not held because of a lack of a quorum, the members present may constitute themselves a "committee of the whole" for the purpose of discussing matters on the agenda of interest to the committee members present. The Committee of the whole shall automatically cease to exist if a quorum is present at the meeting.

### §5.4 Twenty Minute Rule

If a quorum has not been established within twenty minutes of the noticed starting time for the meeting, the Committee may be excused from further attendance at the meeting.

### §5.5 Absences

Attendance at all Committee meeting is expected. Member representatives who miss more than two (2) regular meetings within a twelve (12) month period without due cause shall have their appointment automatically terminated. "Due cause" is defined as calling or emailing COG staff in advance of the meeting and providing a reason for not attending.

### §5.6 Matters Not Listed On the Agenda Requiring Committee Action

Except as provided below, a matter requiring Committee action shall be listed on the posted agenda before the Committee may act upon it. The Committee may take action on items not appearing on the posted agenda only upon a determination to add it as an urgency item, pursuant to Brown Act requirements.

### §5.7 Time Limits for Speakers

Each member of the public appearing at a Committee meeting shall be limited to three minutes. Any person addressing the Committee may submit written statements, petitions or other documents.

### §5.8 Impertinence; Disturbance of Meeting

Any person making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the Chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The Chairperson may order any person removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the Chairperson may direct the meeting room cleared when deemed necessary to maintain order.

## §5.9 Access to Public Records Distributed at Meeting

Writings distributed during a Committee meeting shall be made available for public inspection at the meeting, consistent with the Brown Act, and all records distributed at a meeting shall become public records and shall be treated as such, in compliance with the California Public Records Act.

## Article VI

### AGENDAS AND MEETING NOTICES

#### §6.1 Agenda Format and Content

The agenda shall specify the starting time and location of the meeting and shall contain a description of each item of business to be transacted or discussed at the meeting, consistent with Brown Act requirements.

Items may be referred for inclusion on an agenda by: (1) the COG Executive Director; (2) the Committee Chairperson, in consultation with the COG Executive Director; and (3) the Committee, with a quorum present and upon the affirmative vote of a majority of the members present.

#### §6.2 Agenda Posting and Delivery

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by COG at least 72 hours before the meeting is scheduled to begin, consistent with Brown Act requirements. The written agenda for every special meeting shall be posted by COG at least 24 hours before the special meeting is scheduled to begin, consistent with Brown Act requirements. The agenda shall be posted in a location that is freely accessible to members of the public, consistent with Brown Act requirements. The agenda together with supporting documents shall be delivered to each Committee member at least three days before each regular meeting and at least 24 hours before each special meeting.

#### §6.3 Minutes

Official minutes recording the members and visitors present, motions entertained, actions taken, and the votes cast at each Committee meeting, shall be prepared by COG staff and submitted to the Committee for approval.

## Article VII

### MISCELLANEOUS

#### §7.1 Adoption and Amendment of Bylaws

These Bylaws shall be adopted by the COG Board of Directors. Any subsequent amendment thereof shall require approval of the COG Board of Directors.

## Section 7.2. Termination.

The Committee shall be disbanded by the COG Board of Directors with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure G monies.

Adopted by the Board of Directors: September 19, 2019.



## STAFF REPORT

### Action

**Prepared By:** Veronica Lezama,  
Transportation Planning Manager  
**Subject:** Measure G Annual Report

### Agenda Item No. 9

**Approved By:** Binu Abraham, Executive Director

**Meeting Date:** October 24, 2023

### Recommendation:

- a. RECEIVE and COMMENT on the Draft FY 2022/2023 Measure G Annual Report.
- b. RECOMMEND the Draft FY 2022/2023 Measure G Annual Report for Presentation to the Council of Governments Board of Directors.

### Summary:

COG Ordinance 2018-01 specifies the Council of San Benito County Governments (COG) as the administrator of the tax, shall establish and convene a citizens' oversight committee to be designated as the Measure G Transportation Safety and Investment Plan Oversight Committee to provide oversight, prior to expenditure of any funds collected. The Committee shall prepare an annual report regarding the administration of the program, to be presented to the COG's Board of Directors.

### Discussion Background:

The preparation of an annual report requirement is included as part of the Measure G ordinance approved by voters in November 2018. The Measure G Citizens Oversight Committee ensures the completion and reviews the annual report of the Measure G sales and use tax revenues received by the COG.

Upon committee agreement, the annual report will be presented to the COG Board of Directors at their November 16, 2023 meeting. The report will be posted on the COG website for public information.

### Financial Considerations:

The annual report includes information on Measure G revenues and expenditures for Fiscal Year 2022/2023. During the reporting period, COG generated \$13,442,169 in revenue.

### Supporting Attachment(s):

1. FY 2022/2023 Measure G Annual Report



# MEASURE G ANNUAL REPORT



*Improving Mobility in San Benito County*



*The Measure G funded pavement milling and overlay of Church Street in the City of San Juan Bautista.*

# MEASURE G CITIZENS OVERSIGHT COMMITTEE STATEMENT

As the Measure G Citizens Oversight Committee, we look back on Fiscal Year 2022/2023 and we recognize that the cities of San Juan Bautista and Hollister and the County of San Benito made notable progress on the implementation of Measure G projects.

The projects implemented:

- Improved safety and circulation
- Improved pavement conditions
- Enhanced bicycle and pedestrian accessibility



The Council of San Benito County Governments continued to allocate local Measure G funds to leverage state and federal monies to plan, fund, and build transportation projects and programs in our community.

As the Measure G Citizens Oversight Committee, we continued our commitment to ensure that the agency's projects and programs enhance our local economy, improve the environment, and promote social equity in San Benito County – no matter what mode of transportation a person may use or where they may reside.

Sincerely,

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Victor Gomez, Chair  
Measure G Citizens Oversight Committee



# COUNCIL OF SAN BENITO COUNTY GOVERNMENTS(SBCOG)

The Council of San Benito County Governments is San Benito County's Regional Transportation Planning Agency. The Agency provides a public forum for discussion of regional issues such as transportation mobility at its monthly meetings and through public participation opportunities in all of its planning efforts.

## SBCOG Mission

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

Our locally elected Board of Directors is composed of five members representing all areas of San Benito County, including the City of Hollister, the City of San Juan Bautista, and the unincorporated areas of San Benito County. Both the SBCOG Board and staff are committed to maintaining and improving transportation for all of San Benito County.

## SBCOG BOARD OF DIRECTORS

Bea Gonzalez, Chair, County of San Benito

Scott Freels, Vice Chair, City of San Juan Bautista

Mia Casey, Director, City of Hollister

Dolores Morales Director, City of Hollister

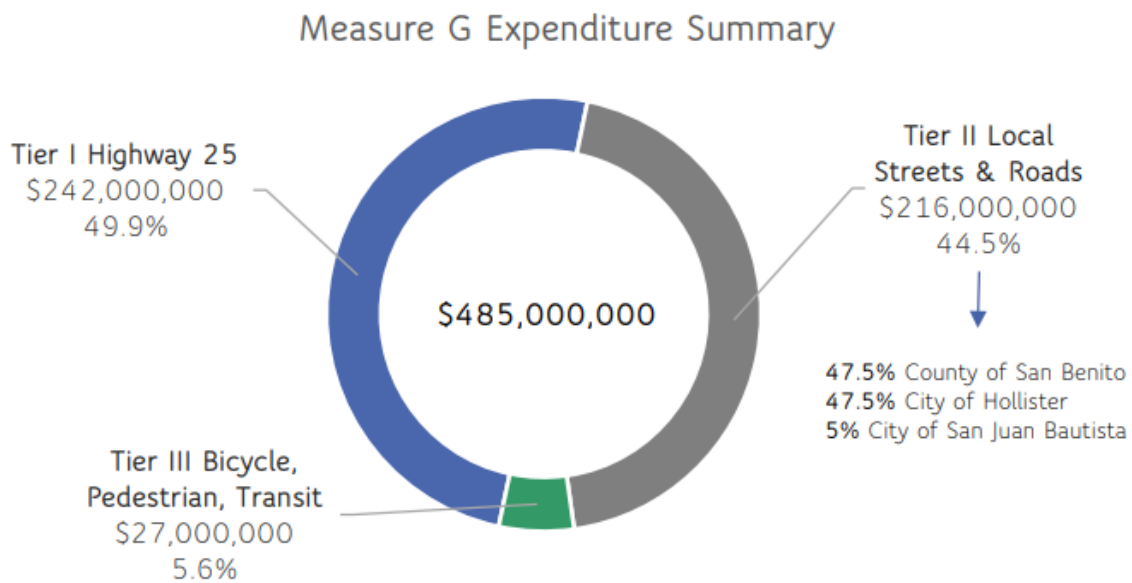
Mindy Sotelo, Director, County of San Benito

# MEASURE G

Measure G (COG Ordinance 2018-01 Roads, Transportation Safety Investment Plan) was approved by San Benito County voters on November 6, 2018. The measure is administered by the Council of San Benito County Governments and includes a one percent local transactions and use (sale) tax to be collected for 30 years to improve our local streets and roads, improve connectivity, and reduce congestion.



Measure G calls for a Transportation Safety and Investment Plan Oversight Committee to be composed of San Benito County residents to oversee compliance with the Ordinance.



The measure is expected to generate up to \$485 million over thirty years. Fifty percent of the revenues will be set aside for the Highway 25 Conversion Project between Hollister and Santa Clara County. The other nearly fifty percent of the revenue is being used by our two cities and the County to fix potholes and make road repairs, safety improvements, and fund mobility-for-all programs. Specifically, the Investment Plan includes a project list that divides transportation projects into three tiers: Tier I for Highway 25; Tier II for Local Street and Road Maintenance and Rehabilitation; and Tier III for bicycle, pedestrian, and transit improvements for seniors, youth, and persons with disabilities.





# CITIZENS OVERSIGHT COMMITTEE

Measure G calls for an independent Citizens Oversight Committee to oversee compliance with the Ordinance. The Committee consists of San Benito County residents that represent the geographical, social, cultural, and economic diversity of the County to ensure maximum benefit for transportation users. The Committee represents a diverse range of community interests to ensure that taxpayer safeguards are met as Measure G projects and programs are implemented.

The responsibilities of the 11-member Measure G Citizens Oversight Committee are to:

1. Ensure all transportation revenue collected from Measure G is spent in accordance with the Measure G Transportation Safety and Investment Plan
2. Have full access to the SBCOG’s independent auditor and review the annual audits, have the authority to request and review the specific financial information
3. Provide input on the audit to assure the funds are being expended in accordance with the Transportation Safety and Investment Plan
4. Review and make recommendations on any proposed changes to the Transportation Safety and Investment Plan
5. Review and comment on the project delivery schedules and make recommendations to SBCOG on any proposals for changing project delivery priorities
6. Prepare annual reports regarding the administration of the program, to be presented to the SBCOG Board of Directors and posted to the SBCOG’s website (SanBenitoCOG.org)

**2023 Committee Makeup (As of Oct. 2023)**

- Victor Gomez – Latinx Community (Committee Chair)
- Vacant – Senior/Disabled Community
- Darlene Boyd – Education (Committee Vice Chair)
- Neils Ash– Trade/Labor
- Vacant - Agriculture
- John Espinosa – Industry
- Jim Parker – SBC District 1
- Jason Hopkins – SBC District 2
- Sandy Hughes – SBC District 3
- Kevin Stopper – SBC District 4
- Andrew Rollins – SBC District 5

**2022 Committee Makeup**

- Victor Gomez – Latinx Community (Committee Chair)
- Paul Scherer – Senior/Disabled Community
- Darlene Boyd – Education (Committee Vice Chair)
- Al Gonzalez – Trade\Labor
- Vacant – Agriculture
- John Espinosa – Industry
- Jim Parker – SBC District 1
- Jason Hopkins – SBC District 2
- Sandy Hughes – SBC District 3
- Kevin Stopper – SBC District 4
- Andrew Rollins – SBC District 5

# MEASURE G OVERVIEW

Measure G includes a project list that divides San Benito County transportation projects into the following three tiers. An update on the progress made under each tier is provided below.



## FUTURE MATCHING FUNDS

- State Funding Programs
- Matching Developer Impact
- Fees
- Secure Federal Funds



## PRIORITIES

- Prioritize Local Road Improvements
- Fast-Track Highway 25
- Invest in Quality of Life: Transit & Bikeways



## OVERSIGHT COMMITTEE

- Meetings & Input
- Review Audit Reports & Expenditures
- Prepare Annual Report

## TIER 1: SR 25 CONVERSION PROJECT (HIGHWAY 25)

- Caltrans is the lead on the Project Approval & Environmental Documentation (PA&ED) phase of the project with SBCOG support. The PA&ED phase includes the completion of the Final Environmental Document and the Project Report, which documents the project alternative selection at a preliminary engineering level. PA&ED activities include collecting environmental and technical information within the area of project effect, defining the project purpose and need, conducting project development team meetings, consultation with regulatory and resource agencies/public, and stakeholder participation.
- SBCOG hired a project management consulting firm to provide support services to SBCOG in the fields of engineering and project management. The services are being provided during the PA&ED phase and design of the project.

## TIER 2: LOCAL STREETS & ROADS

The County of San Benito, City of Hollister, and City of San Juan Bautista received Measure G funds to make road repairs on the Measure G project list. Projects completed in FY 2022/2023 are summarized on page 10.

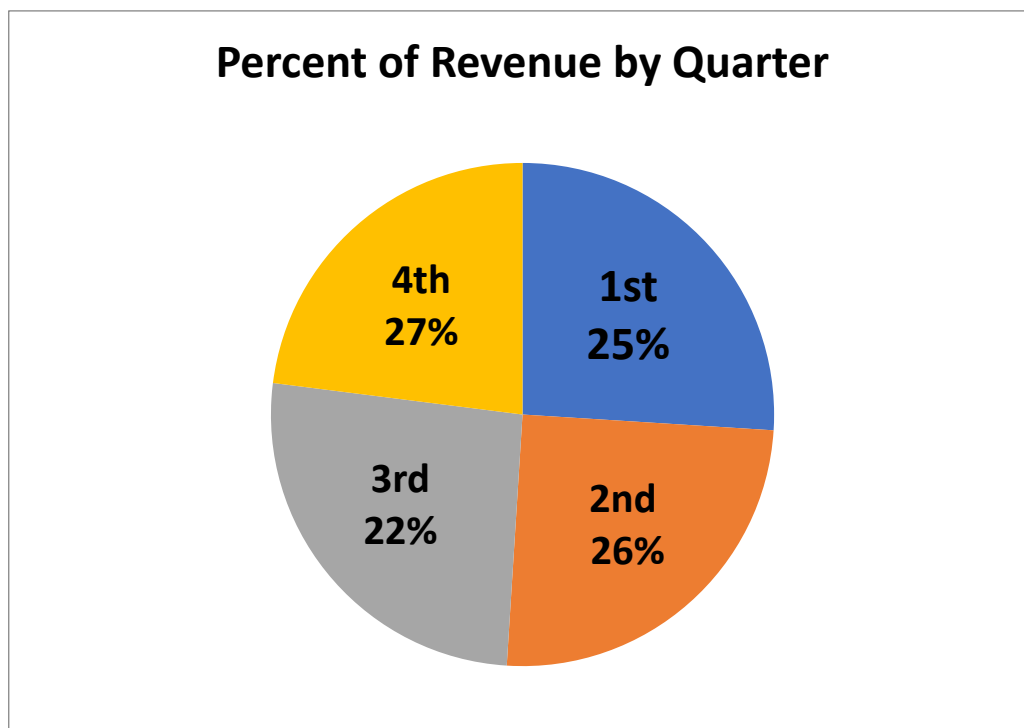
## TIER 3: TRANSIT, BICYCLE, PEDESTRIAN

Tier III funds are set-aside for improving pedestrian facilities and bicycle safety, and protecting and enhancing bus services for seniors, people with disabilities, and youth. No new projects were initiated during FY 2022/2023. SBCOG staff expenses related to the administration of Measure G funds are also funded from Tier III. This includes preparation of the annual audit, preparing financial statements, and disbursing funds to local agencies.

# MEASURE G FUNDING

Since the passage of Measure G, revenues collected total \$49.1 million. During the 2022/2023 fiscal year reporting period, tax revenues collected totaled \$13.4 million. A breakdown of the revenues by quarter is provided below.\*

Revenue by Quarter	2022/2023
First Quarter	\$3,412,546
Second Quarter	\$3,447,927
Third Quarter	\$2,988,754
Fourth Quarter	\$3,592,942
Total	\$13,442,169



*\*Numbers are unaudited*



## FUNDING DISTRIBUTION

Measure G funds were allocated to each tier of the program as follows:

Apportionment by Tier	2022/2023
Tier I: Highway 25	\$3,871,345
Tier II: Local Streets & Roads	\$8,451,092
Tier III:	
Transit, Bicycle, & Pedestrian	\$985,311
Administration	\$134,421
Total	\$13,442,169

Within Tier II, Measure G revenues are sub-apportioned to local agencies for local streets and road purposes according to percentages defined in the Roads, Transportation Safety and Investment Plan. San Benito County and the City of Hollister receive 47.5% each, and the City of San Juan Bautista, 5%.

Apportionment by Local Agency	2022/2023
City of San Juan Bautista	\$422,554
City of Hollister	\$4,014,269
County of San Benito	\$4,014,269
Total	\$8,451,092

## PROJECT SPONSORS

SBCOG disburses funds for local road projects to the County of San Benito, the City of Hollister, and the City of San Juan Bautista in accordance with the Roads and Transportation Safety Investment Plan. These sponsors are accountable for implementation of their Pavement Management Plans to rehabilitate area roadways within their jurisdiction.



Measure G funds for Highway 25 will be administered and spent by SBCOG. Caltrans is a partner in the delivery of the Highway 25 Project. SBCOG maintains an online, interactive map that identifies planned and completed projects funded under Measure G ([sanbenitocog.org](http://sanbenitocog.org)).

# FY 2022/2023 COMPLETED PROJECTS

## CENTRAL AVENUE TRAFFIC CALMING

Construction Date: 2022

The City of Hollister installed a roundabout, curb bump-outs, lane delineators and other traffic calming features at various locations on Central Avenue.

Measure G funded 100% of the \$737,000 construction cost.



## SPEED HUMPS

Construction Date: 2022, 2023

The City of Hollister installed speed humps at various locations.

Measure G funded 100% of the \$55,000 project cost.





# FY 2022/2023 COMPLETED PROJECTS

## CIENEGA ROAD

Construction Date: 2022

The County of San Benito completed road rehabilitation and embankment repairs at two locations on Cienega Road.

Measure G funded 75% (\$500,000) of the \$671,000 project cost.



## CITYWIDE STREET, CURB, GUTTER AND SIDEWALK PROJECT

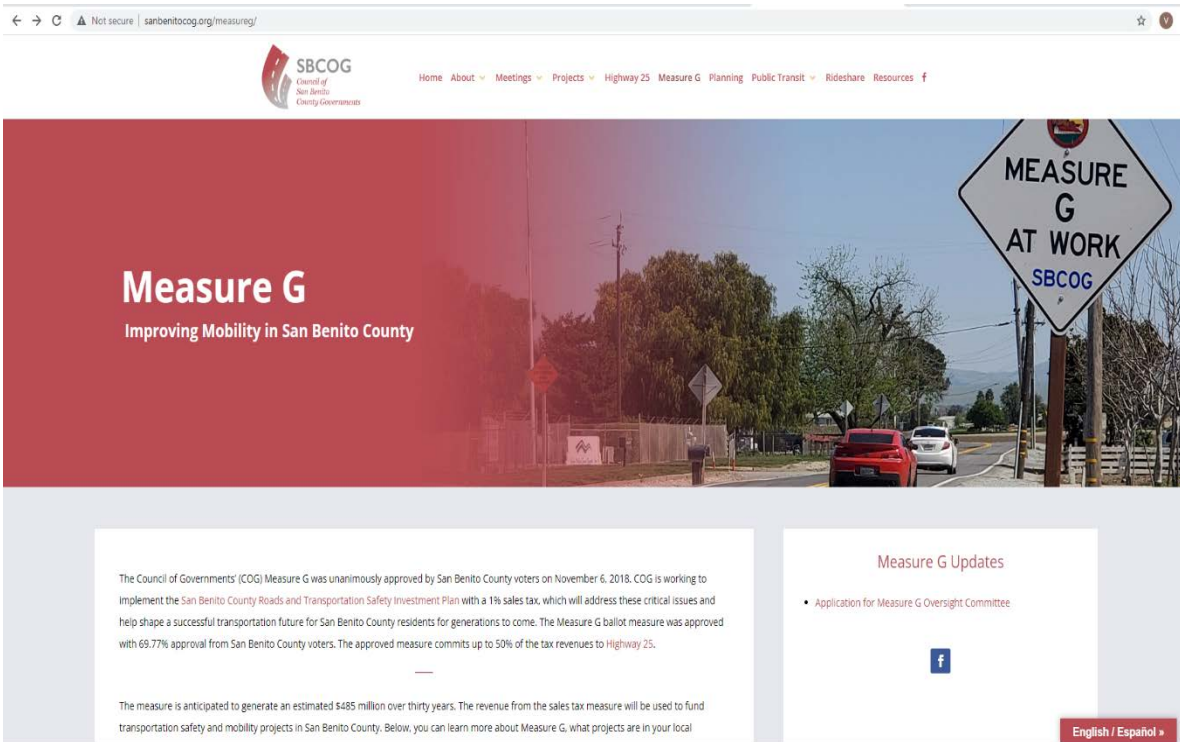
Construction Date: 2023

The City of San Juan Bautista overlaid or crack sealed 12 streets, modified curb, gutter or sidewalk on six streets, and installed Americans with Disability Act (ADA) compliant ramps at seven intersections.

Measure G funded 100% of the \$1,286,000 project.



# PUBLIC ENGAGEMENT



The Measure G website includes updates on complete projects, Measure G Citizens Oversight Committee meetings, Annual Reports, etc.