



COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
SOCIAL SERVICES TRANSPORTATION
ADVISORY COUNCIL
REGULAR MEETING AGENDA

DATE: Friday, March 22, 2024
10:00 a.m.

LOCATION: Council of San Benito County Governments
Conference Room
330 Tres Pinos Road, Suite C7
Hollister, CA 95023

MEMBERS: Leona Medearis-Peacher, Chair
Paulette Cobb, Vice-Chair
Clay Kempf
Connie Padron
Joshua Mercier
Maria Magaña
Stacey Romo

-
1. Call to Order and Introductions
 2. Verification of Certificate of Posting
 3. **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.*)
 4. Member Announcements

ACTION ITEMS:

5. ELECT SSTAC Chair and Vice-Chair for 2024

CONSENT AGENDA:

(These matters shall be considered as a whole and without discussion unless a particular item is removed from the consent agenda. A member of the public should seek recognition by the Chair if comment is desired. Approval of a consent item means approval of recommended as specified on the Staff Report.)

6. APPROVE Social Services Transportation Advisory Council Regular Meeting Minutes dated March 24, 2023 – Gomez

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

7. RECEIVE the 2024 Social Services Transportation Advisory Council and Council of San Benito County Governments (SBCOG) Board of Directors Meeting Calendar – Gomez

INFORMATION ITEMS:

8. Unmet Transit Needs Report – Kean
 - a. RECEIVE Report on the Unmet Transit Needs Process.
 - b. RETURN for Board Input and Action in April.
9. RECEIVE Report Regarding Ongoing Transit Improvements – Kean
10. RECEIVE an Overview of AMBAG’s 2024 Title VI Program Development Process – Valentine/AMBAG
11. Executive Director Report/Announcements (Verbal Report) – Abraham

Adjourn to Regular Meeting of June 28, 2024

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 Board's office at (831) 637-7665 at least 48 hours before the meeting to enable the Council of Governments to make reasonable arrangements to ensure accessibility.

CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Regular Meeting Agenda for the Council of San Benito County Governments Social Services Transportation Advisory Council on **March 22, 2024, at 10:00 a.m.** was posted at the following locations freely accessible to the public:

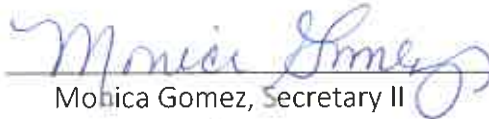
The front entrance of the San Benito County Administration Building, 481 Fourth Street, Hollister, CA 95023, and the Council of Governments Office, 330 Tres Pinos Road, Suite C-7, Hollister, CA 95023, at the following date and time:

On the 18th day of March 2024, 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, under Meetings, SSTAC, 2024 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
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

REGULAR MEETING

ACTION MINUTES

DATE: Friday, March 24, 2023
10:00 AM

LOCATION: Council of San Benito County Governments
Conference Room
330 Tres Pinos Road, Suite C7
Hollister, CA 95023

1. CALL TO ORDER:

SSTAC Vice Chair, Paulette Cobb called the meeting to order at 10:07 A.M.

MEMBERS PRESENT:

Paulette Cobb Vice Chair, Clay Kempf, Joshua Mercier, Regina Valentine, Vicki Rivera (alternate), Martina Martinez (alternate)

MEMBERS ABSENT:

Maria Magaña, Stacey Romo

STAFF PRESENT:

Binu Abraham; Executive Director, Veronica Lezama; Transportation Planning Manager, Monica Gomez; Secretary II.

2. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Regina Valentine Second: Joshua Mercier

Motion carried: 6/0

Yes: Cobb, Kempf, Mercier, Valentine, Rivera, Martinez

No: None

Abstention: None

Absent: Romo, Magaña

3. PUBLIC COMMENT:

None

4. MEMBER ANNOUNCEMENTS:

Member Valentine introduced Binu Abraham as the new Executive Director for the Council of San Benito County Governments.

ACTION ITEMS:

5. ELECT SSTAC Chair and Vice-Chair for 2023

Motion made to Elect Leona Medearis-Peacher as SSTAC Chairperson for 2023:

Motion: Regina Valentine Second: Clay Kempf

Motion carried: 6/0

Yes: Cobb, Kempf, Mercier, Valentine, Rivera, Martinez

No: None

Abstention: None

Absent: Romo, Magaña

Motion made to Elect Paulette Cobb as SSTAC Vice Chairperson for 2023:

Motion: Regina Valentine Second: Clay Kempf

Motion carried: 6/0

Yes: Cobb, Kempf, Mercier, Valentine, Rivera, Martinez

No: None

Abstention: None

Absent: Romo, Magaña

There was no public comment.

6. Discuss the Association of Monterey Bay Area Governments' (AMBAG) 2023 Public Participation Plan (PPP) Development Process – Valentine/AMBAG

Transportation Planner, Regina Valentine presented the Association of Monterey Bay Area Governments' (AMBAG) 2023 Public Participation Plan Development process on behalf of AMBAG.

There was no public comment.

7. 2023 Unmet Transit Needs Report – Lezama

- a. COMMENT on the Public Feedback Received During the 2023 Unmet Transit Needs Process.
- b. RECOMMEND to the COG Board the Unmet Transit Needs Found Reasonable to Meet for Implementation in Fiscal Year 2023/2024 by the Local Transportation Authority.

Transportation Planning Manager, Veronica Lezama provided an overview of the public feedback received during the 2023 Unmet Transit Needs process and answered questions from the Committee.

Transportation Planner, Regina Valentine provided a brief overview of the Jovenes de Antaño and County Express transportation services.

There was no public comment.

Motion made to recommend to the COG Board the Unmet Transit Needs found reasonable to meet for implementation in Fiscal Year 2023/2024 by the Local Transportation Authority.

Motion: Paulette Cobb Second: Clay Kempf

Motion carried: 6/0

Yes: Cobb, Kempf, Mercier, Valentine, Rivera, Martinez

No: None

Abstention: None

Absent: Romo, Magaña

CONSENT AGENDA:

(These matters shall be considered as a whole and without discussion unless a particular item is removed from the consent agenda. A member of the public should seek recognition by the Chair if comment is desired. Approval of a consent item means approval of recommended as specified on the Staff Report.)

- 8. **APPROVE** Social Services Transportation Advisory Council Regular Meeting Minutes dated March 25, 2022 – Gomez

- 9. **RECEIVE** the 2023 Council of Governments Board of Directors and Social Services Transportation Advisory Council Meeting Calendar – Gomez

There was no public comment on the Consent Agenda.

Motion made to approve the Consent Agenda:

Motion: Regina Valentine Second: Joshua Mercier
Motion carried: 6/0
Yes: Cobb, Kempf, Mercier, Valentine, Rivera, Martinez
No: None
Abstention: None
Absent: Romo, Magaña

INFORMATION ITEMS:

10. Executive Director Report/Announcements – Abraham

Executive Director Binu Abraham stated that she was pleased to meet everyone and looked forward to working collaboratively with SSTAC members in the future. Executive Director Abraham reported out on the COG Board Orientation Special meeting that was held on March 10, 2023.

There was no public comment.

Vice Chair Cobb adjourned the SSTAC meeting at 11:04 a.m.

The next regularly scheduled meeting date is June 23, 2023.



STAFF REPORT

Consent

Prepared By: Monica Gomez, Secretary
Subject: 2024 Social Services Transportation Advisory Council and Council of Governments Board Meeting Calendar

Agenda Item No. 7

Approved By: Binu Abraham, Executive Director
Meeting Date: March 22, 2024

Recommendation:

Receive the 2024 Social Services Transportation Advisory Council and Council of San Benito County Governments (SBCOG) Board of Directors meeting calendar.

Summary:

This report contains the 2024 Social Services Transportation Advisory Council and SBCOG Board of Directors meeting calendar.

Background/ Discussion:

The Social Services Transportation Advisory Council meets every three months on the fourth Friday at 10:00 a.m.

The SBCOG Board meets the third Thursday of each month at 4:00 p.m. The SBCOG meeting calendar will have a recess in the month of August 2024 and not hold a board meeting as the month typically does not have action items for the Board.

Financial Impact:

None.

Attachments:

1. 2024 Social Services Advisory Council and Council of Governments Board of Directors Meeting Calendar

Social Services Transportation Advisory Council (SSTAC)		
2024 Meeting Dates		
Meeting Date	Time	Meeting Location
Friday 03/22/2024	10:00 a.m.	COG Conference Room
Friday 06/28/2024	10:00 a.m.	COG Conference Room
Friday 09/27/2024	10:00 a.m.	COG Conference Room
Friday 12/27/2024	10:00 a.m.	COG Conference Room
*The Social Services Transportation Advisory Council meets every three months on the 4th Friday at 10:00 a.m. at the COG Office 330 Tres Pinos Road, Suite C-7		

Council of Governments (COG), Local Transportation Authority (LTA), Measure A (MEA), Airport Land Use Commission (ALUC), and Service Authority for Freeways and Expressways (SAFE)		
2024 Meeting Dates		
Meeting Date	Meeting Time	Meeting Location
Thurs: 01/18/2024	4:00 p.m.	San Benito Co. Board of Supervisors Chambers
Thurs: 02/15/2024	4:00 p.m.	San Benito Co. Board of Supervisors Chambers
Thurs: 3/21/2024	4:00 p.m.	San Benito Co. Board of Supervisors Chambers
Thurs: 04/18/2024	4:00 p.m.	San Benito Co. Board of Supervisors Chambers
Thurs: 05/16/2024	4:00 p.m.	San Benito Co. Board of Supervisors Chambers
Thurs: 06/20/2024	4:00 p.m.	San Benito Co. Board of Supervisors Chambers
Thurs: 07/18/2024	4:00 p.m.	San Benito Co. Board of Supervisors Chambers
Thurs: 08/15/2024	-----	In Recess
Thurs: 09/19/2024	4:00 p.m.	San Benito Co. Board of Supervisors Chambers
Thurs: 10/17/2024	4:00 p.m.	San Benito Co. Board of Supervisors Chambers
Thurs: 11/21/2024	4:00 p.m.	San Benito Co. Board of Supervisors Chambers
Thurs: 12/19/2024	4:00 p.m.	San Benito Co. Board of Supervisors Chambers
*The Council of Governments Board meets every 3 rd Thursday at 4:00 p.m. at the San Benito County Board of Supervisors Chambers at 481 Fourth Street, Hollister, CA 95023		



STAFF REPORT

Information

Prepared By: Douglas Kean,
Transportation Planner

Subject: Unmet Transit Needs Report

Agenda Item No. 8

Approved By: Binu Abraham, Executive Director

Meeting Date: March 22, 2024

Recommendation:

- a. RECEIVE Report on the Unmet Transit Needs Process.
- b. RETURN for Board Input and Action In April.

Summary:

In its role as the Transportation Development Act (TDA) fund administrator, the SBCOG is responsible for conducting the annual Unmet Transit Needs process. An *unmet transit need* is a need that is not being met through existing public bus services.

Background/ Discussion:

Each year, SBCOG receives a Transportation Development Act (TDA) funding allocation from the State to fund local public transit services. SBCOG must allocate TDA funding to projects and programs that comply with the TDA guidelines. Public participation is also a key component of the TDA guidelines.

Each year, SBCOG must hold at least one public hearing to receive comments from the public on the unmet transit needs of the community. A public hearing occurred on March 21, 2024 at the SBCOG Board meeting. The Unmet Transit Needs process serves a dual purpose, as it also provides a forum for public input on the services implemented by the Local Transportation Authority (LTA). Transit services offered locally are provided by County Express and Specialized Transportation.

The Unmet Transit Needs process consists of the following three steps:

1. Solicit testimony from the public on the Unmet Transit Needs of the community. Staff conduct the following outreach efforts to receive input from the public.
 - Public Hearing, bilingual
 - Online Survey, bilingual
 - Onboard Bus Surveys, bilingual
 - Newspaper notice
 - Social Media posts

2. Analyze the Unmet Transit Needs expressed by the public, in accordance with the SBCOG adopted definition of an Unmet Transit Need and Reasonable to Meet criterion. Staff evaluate all comments received with SBCOG's Social Services Transportation Advisory Council¹. Once comments are evaluated, the Board will receive the draft comments that have been classified as Unmet Transit Needs that are found Reasonable to Meet for implementation in the upcoming 2024/2025 fiscal year. The Board will receive opportunities to comment on the draft Unmet Transit Needs report at their April and May 2024 meetings.
3. SBCOG Board adopts findings regarding Unmet Transit Needs, found Reasonable to Meet, which may exist for implementation by the Local Transportation Authority (LTA) in the upcoming 2024/2025 Fiscal Year. The SBCOG Board of Directors adopts the Unmet Transit Needs Report.

Alternatives:

There are no alternatives to discuss.

Financial Impact:

SBCOG receives an annual allocation of Transportation Development Act (TDA) funds for the operations of the County Express and Specialized Transportation services. TDA funds are also used to finance the community's Unmet Transit Needs that are found Reasonable to Meet by the SBCOG Board of Directors. The California Public Utilities Code requires all Regional Transportation Planning Agencies conduct an Unmet Transit Needs process in order to be eligible for Transportation Development Act (TDA) funding.

Attachment:

1. Unmet Transit Needs Flyer (English)
2. Unmet Transit Needs Flyer (Spanish)

¹ The Social Services Transportation Advisory Council advises the Council of Governments on matters related to its public transportation services and is responsible for representing the concerns of all segments of the community, including the elderly, persons with disabilities, and persons of limited means.

Public Hearing on Unmet Transit Needs



March 21, 2024 | 4 PM

Board of Supervisors Chambers

481 Fourth Street, Hollister

Zoom:

<https://us02web.zoom.us/j/89105429490?pwd=QzUvckhiWE05dmtOTnB4Nkt0cjg1UT09>



What is an Unmet Transit Need?

Each year, the Council of Governments (COG) works with the public to identify any transit (bus) needs that are not currently being met by County Express or Specialized Transportation - a service provided by Jovenes de Antaño/Youth of Yesteryear.

We are accepting comments through March 28th.

**Written comments can be emailed to
Douglas Kean, Transportation Planner:**

dkean@sanbenitocog.org



Facebook.com/SanBenitoCOG

Audiencia Pública sobre la Necesidades de Tránsito Insatisfechas



21 de marzo de 2024 | 4 PM

Board of Supervisors Chambers

481 Fourth Street, Hollister

Zoom:

<https://us02web.zoom.us/j/89105429490?pwd=QzUvckhiWE05dmtOTnB4Nkt0cig1UT09>



¿Qué es una Necesidad de Tránsito Insatisfecha?

Cada año, el Consejo de Gobiernos (COG) trabaja con el público para identificar necesidades de tránsito que actualmente no está siendo atendida por County Express o Specialized Transportation, un servicio de Jóvenes de Antaño.

Aceptando comentarios hasta el 28 de marzo.

Comentarios escritos pueden enviarse por correo electrónico a Douglas Kean, Planificador de Transporte

dkean@sanbenitocog.org



Facebook.com/SanBenitoCOG



STAFF REPORT

Information

Prepared By: Douglas Kean,
Transportation Planner

Subject: Transit Improvements Update

Agenda Item No. 9

Approved By: Binu Abraham, Executive Director

Meeting Date: March 22, 2024

Recommendation:

RECEIVE Report regarding ongoing Transit Improvements

Summary:

Transit services will receive various improvements in the coming year. Improvements will be in the areas of new bus stop facilities for riders, technological hardware, and software.

Background/ Discussion:

The LTA is in the process of implementing TransTrack software to better format and organize our transit operations data. This will allow us to get a better picture of our transit performance. Technological hardware will be updated as well with new tablets installed in fleet vehicles.

In terms of rider amenities, new bus shelters and route signage are to be installed this summer, providing a more intuitive and thoughtful experience for riders.

In an operations sense, we have released an RFP to iron out a new contract for LTA transit operations and specialized transit operations. The new RFP, combined with these other improvements, will set a strong base for these enhancements, and allow us to carry out our goal of expanding our service to reach more people.

Financial Impact:

None



STAFF REPORT

Information

Prepared By: Douglas Kean,
Transportation Planner
Subject: AMBAG 2024 Title VI Program
Development Process

Agenda Item No. 10

Approved By: Binu Abraham, Executive
Director
Meeting Date: March 22, 2024

Recommendation:

RECEIVE an overview of AMBAG's 2024 Title VI Program development process.

Summary:

AMBAG will provide an overview of their 2024 Title VI Program development process. Social Services Technical Advisory Committee (SSTAC) members are asked to provide feedback on the development of the 2024 Title VI Program.

Background/ Discussion:

Title VI, a federal statute, prohibits discrimination based on race, color, or national origin from any program or activity receiving federal funds. AMBAG receives federal funding through Caltrans, making it subject to Title VI. The Title VI Program guides AMBAG in adhering to this mandate, incorporating guiding environmental justice principles that must be considered.

Alternatives:

Not applicable.

Financial Impact:

None

Attachments:

1A. AMBAG Staff Memo and Schedule

**MEMORANDUM**

TO: SBtCOG Social Services Transportation Advisory Council

FROM: Regina Valentine, Senior Planner

SUBJECT: AMBAG's 2024 Title VI Program Development Process

MEETING DATE: March 22, 2024

RECOMMENDATION:

Staff will provide an overview of AMBAG's 2024 Title VI Program development process. Members are asked to provide feedback on the development of the 2024 Title VI Program.

BACKGROUND:

Title VI is a federal statute that mandates that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The federally required Title VI Program is a comprehensive document that guides AMBAG in the Title VI process. AMBAG receives federal funding through Caltrans and therefore is subject to this federal requirement.

In 2012, the Federal Transit Administration (FTA) set new guidelines for Caltrans requiring sub-recipients of Caltrans Planning Grants to submit a Title VI Program every three years. AMBAG, as a sub-recipient of such funds and as the federally designated Metropolitan Planning Organization (MPO) for the Monterey Bay Region, must prepare and adopt a Title VI Program at least once every three years. The 2024 Title VI Program will cover the three-year period from 2024-2027 and must comply with FTA Circular 4702.1B. The 2024 Title VI Program emphasizes the AMBAG Title VI process and procedures, including the use of public outreach techniques and innovative strategies to specifically include Limited English Proficiency (LEP) populations within the region.

DISCUSSION:

The requirements for the 2024 Title VI Program under FTA Circular 4702.1B incorporate environmental justice principles into plans, projects, and activities that receive funding from

Planning Excellence!

FTA. The following guiding environmental justice principles must be considered through “all public outreach and participation efforts conducted by the FTA, its grantees and sub-grantees”:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision making process, and to prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low income populations.

A Title VI Program is the required guide for all Title VI related activities conducted by AMBAG. As such, this document will contain the procedures, strategies and techniques that will be used by AMBAG for increasing public involvement in all programs and projects that use federal funds and creating a more inclusive public participation process for LEP populations.

Below are key dates for developing the 2024 Title VI Program:

- **March – April 2024:** Present an overview of the 2024 Title VI Program development process
- **April – May 2024:** Prepare the Draft 2024 Title VI Program
- **May – June 2024:** Present the Draft 2024 Title VI Program to regional Advisory Committees, Planning Directors Forum, and to the AMBAG Board of Directors
- **June 3 – July 12, 2024:** Public Comment Period
- **July 2024:** Prepare the Final 2024 Title VI Program
- **July – August 2024:** Present the Final 2024 Title VI Program to regional Advisory Committees and Planning Directors Forum
- **September 11, 2024:** AMBAG Board of Directors will be asked to adopt the Final 2024 Title VI Program

ATTACHMENT:

1. 2024 Title VI Program Draft Outline

AMBAG 2024 Title VI Program Draft Outline

Introduction

- Roles and Responsibilities
 - Caltrans
 - AMBAG
- Purpose of Title VI Program
- Title VI Associated Regulations
 - Distinctions between Title VI and Environmental Justice

Title VI Program

- Title VI Responsibilities
 - Transit-Related Title VI Investigations, Complaints, and Lawsuits
 - Racial Composition of Non-Elected Committees and Councils
 - Nondiscriminatory Distribution of Federal Transit Administration Funds
 - Title VI Monitoring of Subrecipients
 - Nondiscriminatory Assistance to Subrecipients
 - Title VI Equity Analysis of Constructed Facilities
- Demographic Profile of the Metropolitan Area
 - 2020 Percent Race per County Chart
 - 2020 Percent Hispanic or Latino per County Chart
 - 2020 Minority Populations Map
- Identification of Mobility Needs of Minority Populations
- Language Assistance Plan (see Appendix)
- Title VI Notice to the Public, Complaint Procedures, and Form (see Appendices)
- Public Participation Plan
 - Summary of Outreach
 - Outreach Plan to Engage Minority and LEP
- Distribution of State and Federal Funding Map
- Transportation System Investment Disparate Impact Analysis
- Board Resolution (see Appendix)

Appendices

A. Language Assistance Plan

- Overview
- Language Demographics
 - 2020 Total Number and Percentage of LEP Households by Jurisdiction Table
 - Percentage Region Map
 - Percentage Monterey County Map
 - Percentage San Benito County Map
 - Percentage Santa Cruz County Map
 - 2020 LEP Households by Language by Jurisdiction Table

- Four Factor Analysis
 1. The Number or Proportion of LEP Persons Eligible to Be Served or Likely to Be Encountered by the Program or Recipient
 2. The Frequency with Which LEP Persons Come into Contact with the Program
 3. The Nature and Importance of the Program, Activity, or Service Provided by the Program to People's Lives
 4. The Resources Available to the Recipient for LEP Outreach, as well as the Costs Associated with That Outreach
 - Language Assistance Services
 - Safe Harbor Provision
 - 2020 LEP Population by Language Spoken by Jurisdiction Table
 - Notice of Language Assistance Availability
 - Language Assistance Employee Training
 - Monitoring, Evaluating, and Updating the Language Assistance Plan
- B. Title VI Notice to the Public
- English, Spanish, Tagalog, Chinese, Korean, Vietnamese
- C. Title VI Complaint Procedures
- English, Spanish, Tagalog, Chinese, Korean, Vietnamese
- D. Title VI Complaint Form
- English, Spanish, Tagalog, Chinese, Korean, Vietnamese
- E. Title VI Assurances
- F. Board Resolution
- G. Caltrans Title VI Program Checklist