



**AGENDA  
REGULAR MEETING  
LOCAL TRANSPORTATION AUTHORITY**

**DATE:** Thursday, April 18, 2024  
4:00 P.M.

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

**DIRECTORS:** Scott Freels, Chair (City of San Juan Bautista)  
Mia Casey, Vice-Chair (City of Hollister)  
Angela Curro (County of San Benito)  
Dolores Morales (City of Hollister)  
Mindy Sotelo (County of San Benito)

**ALTERNATES:** San Benito County: Kollin Kosmicki  
City of San Juan Bautista: Jackie Morris-Lopez  
City of Hollister: Rick Perez

**NOTICE OF PROCEDURES FOR LOCAL TRANSPORTATION AUTHORITY MEETINGS**

The meeting will be available through Zoom, for those who wish to join or require accommodations.

**Members of the public may participate remotely via Zoom at the following link: <https://zoom.us/join> with the following: Webinar ID: 844-2257-2141 and Passcode: 108625**

*Those participating by phone who would like to make a comment can use the "raise hand" feature by dialing "\*9" (star-nine) . In order to receive full Zoom experience, please make sure your application is up to date.*

*Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the COG Board of Directors reserves the right to conduct the meeting without remote access.*

*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 3. Public Comment.***

1. CALL TO ORDER
2. Verification of Certificate of Posting

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

#### **CONSENT AGENDA:**

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

4. APPROVE Local Transportation Authority Regular Meeting Action Minutes Dated March 21, 2024 – Gomez
5. ADOPT Resolution 2024-01 Authorizing the Execution of the Low Carbon Transit Operations Program Project “Expansion of Intercounty Services.” – Kean

#### **Adjourn to LTA Meeting on May 16, 2024. Agenda deadline is April 30, 2024, 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 Local Transportation Authority 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.*

#### **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 Secretary at [monica@sanbenitocog.org](mailto: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.

#### **Public Comment Guidelines**

1. If participating on Zoom: once you are selected, you will hear that you have been unmuted. At this time, state your first name, last name, and county you reside in for the record.
2. The Council of Governments Board welcomes your comments.
3. Each individual speaker will be limited to a presentation total of three (3) minutes.
4. 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](mailto:monica@sanbenitocog.org).

CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Local Transportation Authority on **April 18, 2024, at 4:00 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 Rd., Ste. C7, Hollister, CA 95023 at the following date and time:

On the 15<sup>th</sup> day of April 2024, on or before 2:00 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, LTA Board, Meeting Schedule

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

BY:



Monica Gomez, Secretary II  
Council of San Benito County Governments

San Benito County  
LOCAL TRANSPORTATION AUTHORITY  
REGULAR MEETING  
Board of Supervisors Chambers, 481 Fourth Street,  
Hollister, CA 95023 & Zoom Platform  
March 21, 2024, at 4:00 P.M.

ACTION MINUTES

**MEMBERS PRESENT:**

Vice-Chair Mia Casey, Director Angela Curro, Director Mindy Sotelo, Alternate Director Jackie Morris-Lopez

**MEMBERS ABSENT:**

Chair Scott Freels, Director Dolores Morales

**STAFF PRESENT:**

Executive Director; Binu Abraham, Administrative Services Specialist; Norma Rivera, Transportation Planner; Douglas Kean, Transportation Planner; Samuel Borick, Office Assistant; Griselda Arevalo; Secretary; Monica Gomez  
COG Legal Counsel; Osman Mufti (via-Zoom).

**OTHERS PRESENT:**

Leona Medearis-Peacher, MV Transportation

**1. CALL TO ORDER:**

Vice Chair Casey called the meeting to order at 5:32 p.m.

**2. CERTIFICATE OF POSTING**

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

Motion: Alt. Director Jackie Moriss-Lopez      Second: Director Angela Curro

Motion carried: 4/0

Yes: Casey, Curro, Sotelo, Alt. Morris-Lopez

No: None

Recused: None

Abstention: None

Absent: Freels, Morales

**3. PUBLIC COMMENT: None**

**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.)*

- 4. APPROVE Local Transportation Authority Draft Action Regular Meeting Minutes Dated January 18, 2024 – Gomez

There was no public comment on the Consent Agenda.

**Motion made to approve the Consent Agenda Item 4:**

Motion: Director Mindy Sotelo      Second: Director Angela Curro

Motion carried: 4/0

Yes: Casey, Curro, Sotelo, Alt. Morris-Lopez

No: None

Recused: None

Abstention: None

Absent: Freels, Morales

**ACTION ITEMS:**

- 5. APPROVE Transit Operations Request for Proposals Packet – Kean

Transportation Planner, Douglas Kean, reported on the Transit Operations Request for Proposals and answered questions from the Board. Mr. Kean noted that there was an amendment to the motion. Staff requested that the Board “Approve release of the Request for Proposal subject to minor modifications from staff.”

The Board inquired about the minor modifications and expressed the importance to sticking to the proposed schedule of events that are listed in the proposal, noting that any modifications to the schedule of events would need to come back to the Board.

Transportation Planner, Samuel Borick stated that the core of the document would not change. Staff is waiting to receive and input information under the appendix, regarding benefits and wages for non-exempt employees at MV Transportation. Executive Director Abraham stated that staff did not plan on deviating from the listed schedule, once they input the information, it will go to Caltrans for both state and federal review.

**Motion made to Approve Item 5 with modification made by staff:**

Motion: Director Mindy Sotelo      Second: Director Angela Curro

Motion carried: 4/0

Yes: Casey, Curro, Sotelo, Alt. Morris-Lopez

No: None

Recused: None

Abstention: None  
Absent: Freels, Morales

**ADJOURNMENT:**

There being no further business to discuss, Vice Chair Casey motioned to adjourn at 5:39 p.m.

Motion seconded by Director Curro.

Motion carried: 4/0

Yes: Casey, Curro, Sotelo, Alt. Morris-Lopez

No: None

Recused: None

Abstention: None

Absent: Freels, Morales

**ADJOURN TO LTA MEETING April 18, 2024 AT 4:00 P.M.**



## STAFF REPORT

### Consent

**Prepared By:** Douglas Kean, Transportation Planner

**Subject:** Low Carbon Transit Operations Program

### Agenda Item No. 5

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

**Meeting Date:** April 18, 2024

### Recommendation:

ADOPT Resolution 2024-01 Authorizing the Execution of the Low Carbon Transit Operations Program Project "Expansion of Intercounty Services."

### Summary:

The Low Carbon Transit Operations Program (LCTOP) provides State funding for transit services that reduce greenhouse gas emissions. For Fiscal Year 2024/25, LTA is proposing to use the funds for additional trips for the County Express Intercounty service between Hollister/San Juan Bautista and Gilroy.

### Background/ Discussion:

The LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Eligible projects in LCTOP support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project required to reduce greenhouse gas emissions.

The State requires local agencies to adopt an annual resolution to establish eligibility and receive funds for LCTOP projects. Staff submitted one project for allocation:

*Expansion of Intercounty Services:* During FY 2024-2025, San Benito LTA will operate two roundtrips from Hollister through San Juan Bautista to the Gavilan College campus and Caltrain Station in Gilroy for all 254 operational weekdays.

Timetables of connecting services (Caltrain, VTA) may change throughout the year; to ensure that riders can make their connections, scheduled times are subject to adjustments.

Staff is requesting that the LTA Board ratify the submittal of the allocation request with the adoption of Resolution 2024-01.

**Financial Impact:**

\$176,676 in State LCTOP funding is identified in the FY 2023-24 LTA Budget.

Attachment:

1. Resolution 2024-01



RESOLUTION OF THE SAN BENITO COUNTY LOCAL )  
TRANSPORTATION AUTHORITY AUTHORIZING THE )  
SUBMITTAL OF THE LOW CARBON TRANSIT )  
OPERATIONS PROGRAM (LCTOP) PROJECT )  
NOMINATION AND ALLOCATION REQUEST FOR USE IN )  
FISCAL YEAR 2024-2025: EXPANSION OF INTERCOUNTY )  
SERVICES (\$176,676) AND AUTHORIZING THE )  
EXECUTIVE DIRECTOR TO ACCEPT SUCH ALLOCATIONS )  
AND TO EXECUTE RELATED AGREEMENTS AND OTHER )  
DOCUMENTS REQUIRED BY THE DEPARTMENT OF )  
TRANSPORTATION )

Resolution No. 2024-01

**WHEREAS**, the San Benito County Local Transportation Authority (LTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the LTA wishes to delegate authorization to execute documents and any amendments thereto to Binu Abraham, Executive Director; and

**WHEREAS**, the LTA wishes to implement the LCTOP project listed above.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Local Transportation Authority that it hereby agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations, and guidelines for all LCTOP funded transit projects.

**BE IT FURTHER RESOLVED** by the Board of Directors of the Local Transportation Authority that it hereby authorizes the submittal of the following project nomination and allocation requests to the Department in Fiscal Year 2023-2024 for LCTOP funds to be used in Fiscal Year 2024-2025:

*Project Name: Expansion of Intercounty Services*

- Amount of LCTOP funds requested: \$176,676

- Short Description of project: During FY 2024-2025 San Benito LTA will operate a 7:30am roundtrip and a 1pm roundtrip from Hollister through San Juan Bautista to the Gavilan College campus and Caltrain Station in Gilroy all 254 operational weekdays. Timetables of connecting services (Caltrain, VTA) may change throughout the year; to ensure that riders can make their connections, scheduled times are subject to adjustments.
- Benefit to Priority Populations: Project provides improved transit or passenger rail service for stations or stops within a disadvantaged or low-income community (e.g., new transit lines, more frequent service, greater capacity on existing lines that are nearing capacity, improved reliability, improved accessibility, bus rapid transit service).

**BE IT FURTHER RESOLVED** by the Board of Directors of the Local Transportation Authority that it hereby authorizes the Executive Director to accept LCTOP funds allocated for use in Fiscal Year 2024-2025 and to execute agreements and other required documents with the Department related to such allocations, for and on behalf of the Local Transportation Authority.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY on this 18<sup>th</sup> day of April 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:


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Scott Freels, Chair

ATTEST:  
Binu Abraham, Executive Director

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

By: \_\_\_\_\_

  
By: [Osman Mufti \(Apr 12, 2024 15:55 PDT\)](#)

Date: \_\_\_\_\_

Osman I. Mufti, General Counsel  
Date: 04/12/24