



**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, September 19, 2024
4:00 P.M.

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

Teleconference Location:
Doubletree by Hilton
One Doubletree Drive
Rohnert Park, CA 94928

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: 811-8182-7288 and Passcode: 382116

*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 June 20, 2024 – Gomez
5. ADOPT Resolution 2024-04 Authorizing the filing of a Claim for Allocation of Transportation Development Act funds for fiscal year 2024/2025 – Aceves

Adjourn to LTA Meeting on October 17, 2024. Agenda deadline is October 01, 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, 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.

CERTIFICATE OF POSTING

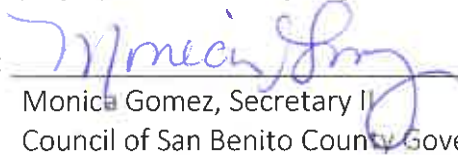
Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Local Transportation Authority on **September 19, 2024**, at **4:00 P.M.** was posted at the following locations freely accessible to the public:

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 13th day of September 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, 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
June 20, 2024, at 4:00 P.M.

ACTION MINUTES

MEMBERS PRESENT:

Vice Chair Mia Casey, Director Angela Curro, Director Mindy Sotelo, Director Dolores Morales

MEMBERS ABSENT:

Chair Scott Freels

STAFF PRESENT:

Executive Director; Binu Abraham, 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:

Chair Pro Tempore Curro called the meeting to order at 4:45 p.m.

2. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Director Sotelo Second: Director Morales

Motion carried: 4/0

Yes: Casey, Curro, Sotelo, Morales

No: None

Recused: None

Abstention: None

Absent: Freels

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 April 18, 2024 – Gomez
- 5. APPROVE Donation Agreement with the City of Hollister to Provide County Express Shuttle Service to the City’s 2024 Fireworks Display Community Event – Aceves

There was no public comment on the Consent Agenda.

Motion made to approve the Consent Agenda Item 4 and 5:

Motion: Director Sotelo Second: Director Morales
Motion carried: 4/0
Yes: Casey, Curro, Sotelo, Morales
No: None
Recused: None
Abstention: None
Absent: Freels

ACTION ITEMS:

- 6. ADOPT Resolution 2024-03 Authorizing the San Benito County Local Transportation Authority’s Executive Director to apply for and accept Federal Transit Administration Section 5311 Funds through the California Department of Transportation – Borick

Transportation Planner, Samuel Borick reported on Resolution 2024-03, authorizing LTA’s executive director to apply for and accept Federal Transit Administration Section 5311 Funds through the California Department of Transportation.

There was no public comment.

Motion made to approve Item 6:

Motion: Director Morales Second: Director Sotelo
Motion carried: 4/0
Yes: Casey, Curro, Sotelo, Morales
No: None
Recused: None
Abstention: None
Absent: Freels

7. Fiscal Year 2024-2025 Local Transportation Authority (LTA) Budget – Aceves
 - a. RECEIVE Presentation on the Fiscal Year 2024-2025 Budget.
 - b. HOLD Public Hearing on the Fiscal Year 2024-2025 Budget.
 - c. ADOPT Resolution 24-02 Adopting the FY 2024-2025 Budget.

Administrative Services Specialist Norma Aceves provided a presentation on the 2024-2025 LTA Budget. She noted that one change was made to the LTA Budget since the draft budget was presented to the Board back in May. Additional funding was added to the Contracts line item for the Triennial Performance Audit, which will need to be completed in FY 24/25.

Chair Pro Tempore Curro opened the public hearing at 4:49 p.m.

There was no public comment.

Chair Pro Tempore Curro closed the public hearing at 4:49 p.m.

Motion made to Approve Item 7. a,b,c:

Motion: Director Morales Second: Director Sotelo

Motion carried: 4/0

Yes: Casey, Curro, Sotelo, Morales

No: None

Recused: None

Abstention: None

Absent: Freels

INFORMATION ITEMS:

8. Receive Report on Bus Stop Signage Upgrades – Aceves

Administrative Services Specialist, Norma Aceves reported on the bus stop signage upgrades. Ms. Aceves expressed appreciation to Hollister and San Juan Bautista Public Works staff, along with SBCOG staff members Griselda Arevalo and Rich Alves for their valuable assistance in implementing the upgrades.

Executive Director Abraham also expressed gratitude to the staff of the City of Hollister, City of San Juan Bautista, and San Benito County for their collaboration and readiness to assist SBCOG staff.

The Board expressed appreciation to staff for their assistance in implementing the bus stop signage upgrades.

There was no public comment.

ADJOURNMENT:

There being no further business to discuss, Director Sotelo motioned to adjourn at 4:55 p.m. Motion seconded by Vice Chair Casey.

Motion carried: 4/0
Yes: Casey, Curro, Sotelo, Morales
No: None
Recused: None
Abstention: None
Absent: Freels

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



STAFF REPORT

Consent

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Fiscal Year 2024-2025 TDA Claim

Agenda Item No. 5

Approved By: Binu Abraham, Executive Director

Meeting Date: September 19, 2024

Recommendation:

Adopt Resolution 2024-4 authorizing the filing of a claim for allocation of Transportation Development Act funds for fiscal year 2024/2025.

Summary:

The Local Transportation Authority will be submitting an annual claim for Transportation Development Act funds for fiscal year 2024-2025 for transit operations.

Background/ Discussion:

Each year the SBCOG Board is required by the Transportation Development Act to allocate Local Transportation Funds and State Transit Assistant Funds to eligible claimants.

The Local Transportation Fund is derived from a ¼ cent of the general sales tax collected statewide and returned to SBCOG. Local Transportation Funds are to be used for statutory purposes in San Benito County and include (in priority order):

- TDA administration costs
- General public transit operations and capital
- Contract payments for transit services
- Transit-related research and development projects
- Administration of transit contracts
- Elderly and disabled transit
- Bicycle and pedestrian projects
- Local streets and roads (Cities & County based on population)

State Transit Assistance funds are appropriated by the legislature to the State Controller's Office (SCO). The SCO then allocates the tax revenue, by formula, to planning agencies and other selected agencies. Statute requires that 50% of STA funds be allocated according to population and

50% be allocated according to transit operator revenues from the prior fiscal year. State Transportation Assistant Funds are to be used for the following purposes:

- Capital requirements of public transportation system
- Transit operations
- Contract payments for public transit services
- Administrative and planning cost of contracted public transportation

Resolution 2024-10 is required under the Transportation Development Act pursuant to Public Utilities Code Article 4 and Article 4.5 which are a part of the claims process. Listed below are the requirements of the claimants for Transportation Development Act Funds:

1. The Local Transportation Authority is in conformity with the Regional Transportation Plan.
2. The level of passenger fares and charges are sufficient to enable the Local Transportation Authority to meet the fare box revenue requirements of the Public Utilities Code.
3. The sum of the County of San Benito allocations from the State Transit Assistance Fund and from the Local Transportation Fund does not exceed the amount the claimant is eligible to receive during the fiscal year.
4. The Local Transportation Authority has submitted the certification required by the Department of California Highway Patrol verifying that the operator is in compliance with Section 1801.1 of the Vehicle Code.

The Local Transportation Authority is submitting an annual claim for Transportation Development Act funds for fiscal year 2024-2025 in the amount of \$1,405,880 for transit operations. The claim amount is in line with the COG Board approved budget for fiscal year 2024-2025. Staff reviewed the request from the Local Transportation Authority as the claimant and found it consistent with the Transportation Development Act requirements. The attached Resolution 2024-4 approves the request for this claim.

Financial Impact:

The SBCOG Transportation Development Act fund will allocate \$606,327 in Local Transportation Funds and \$799,553 in State Transit Assistance funds for transit operations, totaling \$1,405,880. The total amount of TDA funds being transferred is consistent with the FY 24/25 Board approved budget.

Attachment:

1. Resolution 2024-4
2. TDA Claim Form

BEFORE THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY

A RESOLUTION OF THE SAN BENITO COUNTY)	
LOCAL TRANSPORTATION AUTHORITY)	
AUTHORIZING THE FILING OF A CLAIM WITH)	Resolution No. <u>24-4</u>
THE COUNCIL OF SAN BENITO COUNTY)	
GOVERNMENTS, ACTING AS THE REGIONAL)	
TRANSPORTATION PLANNING AGENCY, FOR)	
ALLOCATION OF TRANSPORTATION)	
DEVELOPMENT ACT FUNDS FOR FISCAL)	
<u>YEAR 2024/2025</u>)	

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the San Benito County Local Transportation Authority is authorized to execute and file an appropriate claim pursuant to the terms of the Transportation Development Act, as amended and pursuant to applicable rules and regulations promulgated thereunder, together with all necessary supporting documents, with the Council of San Benito County Governments for an allocation of TDA funds in Fiscal Year 2024/2025.

BE IT FURTHER RESOLVED that the authorized claim includes \$1,405,880 for transit purposes.

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to the Council of San Benito County Governments in conjunction with the filings of the claims.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY THIS 19TH DAY OF SEPTEMBER 2024 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

Scott Freels, Chair

APPROVED AS TO LEGAL FORM:

SBCOG COUNSEL



By: _____
Osman I. Mufti, SBCOG Counsel

Dated: September 9, 2024

ATTEST:

Binu Abraham, Executive Director

Dated: _____

By: _____

CLAIM FOR STATE TRANSIT ASSISTANCE FUNDS

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

FROM: CLAIMANT: San Benito Local Transportation Authority

ADDRESS: 330 Tres Pinos Road, Suite C7
Hollister, CA 95023

CONTACT PERSON: Norma Aceves

Phone: (831)637-7665 Email: acevesnorma@yahoo.com

The San Benito Local Transportation Authority hereby request, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for State Transit Assistance be approved in the amount of \$ 799,553 for Fiscal Year 2024-2025, to be drawn from the State Transit Assistance fund deposited with the San Benito County Treasurer.

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

APPROVED:

COUNCIL OF SAN BENITO COUNTY
GOVERNMENTS BOARD OF
DIRECTORS

APPLICANT

BY: _____
(signature)

BY: _____
(signature)

TITLE: Chairperson

TITLE: Executive Director

DATE: _____

DATE: _____

CLAIM FOR LOCAL TRANSPORTATION FUNDS
TRANSIT PURPOSES

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

FROM: CLAIMANT: San Benito Local Transportation Authority
ADDRESS: 330 Tres Pinos Road, Suite C7
Hollister, CA 95023

CONTACT PERSON: Norma Aceves

Phone: 831-637-7665 Email: norma@sanbenitocog.org

The San Benito Local Transportation Authority hereby request, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2024-2025, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with San Benito County Treasurer.

P.U.C. 99260a, Article 4, Transit Operation/Capital: \$ _____
P.U.C. 99275, Article 4.5, Community Transit Services: \$ _____
P.U.C. 66400c, Article 8c, Contracted Transit Services: \$ _____
C.C.R. 6648, Capital Reserve: \$ _____
P.U.C. 99400e, Article 8e, Capital for Contracted Services: \$ _____

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

APPROVED:

SAN BENITO COUNTY COUNCIL
OF GOVERNMENTS BOARD OF
DIRECTORS

APPLICANT

BY: _____
(signature)

BY: _____
(signature)

TITLE: Chairperson

TITLE: Executive Director

DATE: 09/19/24

DATE: _____