



AGENDA
REGULAR MEETING
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

DATE: Thursday, August 21, 2025
4:00 p.m.

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

DIRECTORS: Ignacio Velazquez, Chair (County of San Benito)
Roxanne Stephens, Vice-Chair (City of Hollister)
Jackie Morris-Lopez (City of San Juan Bautista)
Rolan Resendiz (City of Hollister)
Kollin Kosmicki (County of San Benito)
Ex Officio: Caltrans District 5

ALTERNATES: San Benito County: Dom Zanger
City of San Juan Bautista: Scott Freels
City of Hollister: Rudy Picha

NOTICE OF PROCEDURES FOR COUNCIL OF GOVERNMENTS BOARD 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: 854-1081-2966 and Webinar Passcode: 772929

*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. 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 5. Public Comment.***

1. CALL TO ORDER 4:00 P.M.
2. Pledge of Allegiance
3. Roll Call
4. Verification of Certificate of Posting

5. **Public Comment:** (Opportunity to address the Board on items of interest on a subject matter within the jurisdiction of the Council of Governments and not appearing on the 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.)

6. APPROVE Council of Governments Regular Meeting Action Minutes Dated June 19, 2025 – Gomez
7. ADOPT Resolution 2025-05 Authorizing the Annual Claim for Transportation Development Act Funds for Fiscal Year 2025/2026 – Aceves
8. ADOPT Resolution 2025-06 First Amendment to Social Services Transportation Advisory Council (SSTAC) Bylaws – Aceves
9. ADOPT Resolution 2025-07 Second Amendment to Technical Advisory Committee Bylaws – Aceves
10. ADOPT Resolution 2025-08 Amending to the Council of San Benito County Governments Rules and Regulations – Aceves

ACTION ITEMS:

11. ADOPT Resolution 2025-04 Approving Projects for Funding and Authorizing the Application and Acceptance of FY 2025-26 California State of Good Repair Program Funds Totaling \$118,552 - Borick
12. Traffic Impact Mitigation Fee (TIMF) Nexus Study Update – Arreola
 - a. APPROVE the TIMF Nexus Study Memorandum of Understanding.
 - b. AUTHORIZE Staff to Release a Scope of Work and Procure a Consultant for the Study.

INFORMATION ITEMS:

13. RECEIVE Monthly Caltrans District 5 Construction Projects Report/Correspondence – Caltrans Ex-Officio
14. Executive Director's Report (Verbal Report) – Abraham
15. Board of Directors' Reports – (Verbal Report)

Adjourn to SBCOG Meeting on September 18, 2025. Agenda Deadline is September 2, 2025, at 12:00 p.m.

In compliance with the Americans with Disabilities Act (ADA), if requested, the Agenda can be made available in appropriate alternative formats to persons with a disability. If an individual wishes to request an alternative agenda format, please contact the Clerk of the Council four (4) days prior to the meeting at (831) 637-7665. The Council of Governments Board of Directors meeting facility is accessible to persons with disabilities. If you need special assistance

to participate in this meeting, please contact the Clerk of the Council's office at (831) 637-7665 at least 48 hours before the meeting to enable the Council of Governments to make reasonable arrangements to ensure accessibility.

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 Council of San Benito County Governments on August 21, 2025, 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, 650 San Benito St., Ste. 120, Hollister, CA 95023 at the following date and time:

On the 15th day of August 2025, 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, COG Board, Meeting Schedule

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

Monica Gomez
BY: _____
Monica Gomez, Secretary II
Council of San Benito County Governments

COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
REGULAR MEETING
Board of Supervisors Chambers, 481 Fourth Street, Hollister, CA 95023, Zoom Platform
June 19, 2025, at 4:00 P.M.

ACTION MINUTES

MEMBERS PRESENT:

Chair Ignacio Velazquez, Director Jackie Morris-Lopez, Director Kollin Kosmicki, Alt. Director Rudy Picha, and Ex Officio David Silberberger; Caltrans District 5(via-Zoom).

MEMBERS ABSENT:

Vice-Chair Roxanne Stephens, Director Rolan Resendiz.

STAFF PRESENT:

Executive Director; Binu Abraham, Office Assistant; Griselda Arevalo, Secretary II; Monica Gomez, SBCOG Legal Counsel; Osman Mufti (via-Zoom).

OTHERS PRESENT:

Terry Thompson; Caltrans D5 (via-Zoom)

1. CALL TO ORDER:

Chair Velazquez called the meeting to order at 4:00 P.M.

2. PLEDGE OF ALLEGIANCE

Director Picha led the pledge of allegiance.

3. ROLL CALL

Secretary Gomez called the roll call and confirmed a quorum of Directors were present.

4. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Director Kosmicki Second: Director Picha

Motion carried: 4/0

Yes: Velazquez, Kosmicki, Morris-Lopez, Alt. Picha

No: None

Recused: None

Abstention: None

Absent: Stephens, Resendiz

5. **PUBLIC COMMENT:** (Opportunity to address the Board on items of interest on a subject matter within the jurisdiction of the Council of Governments and not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 54954.2)

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.)

6. APPROVE Council of Governments Regular Meeting Action Minutes Dated May 15, 2025

There was no public comment on the Consent Agenda.

Motion made to Approve Consent Agenda Item 6:

Motion: Director Kosmicki Second: Director Morris-Lopez

Motion carried: 4/0

Yes: Velazquez, Kosmicki, Morris-Lopez, Alt. Picha

No: None

Recused: None

Abstention: None

Absent: Stephens, Resendiz

ACTION ITEMS:

4:00 P.M. Public Hearing (Or As Soon Thereafter As the Matter May Be Heard)

7. Fiscal Year 2025/2026 Budget for the Council of San Benito County Governments – Aceves
- a. Receive Presentation on the Fiscal Year 2025-2026 Budget.
 - b. Hold Public Hearing on the Fiscal Year 2025-2026 Budget.
 - c. Adopt Resolution 2025-03 Adopting the Fiscal Year 2025-2026 Budget.

Administrative Services Specialist Norma Aceves presented the Fiscal Year 2025-2026 Budget for the Council of San Benito County Governments. The budget is balanced.

Chair Velazquez opened the public hearing at 4:04 p.m.

There was no public comment.

Chair Velazquez closed the public hearing at 4:05 p.m.

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

Motion: Director Kosmicki Second: Director Picha

Motion carried: 4/0

Yes: Velazquez, Kosmicki, Morris-Lopez, Alt. Picha

No: None

Recused: None

Abstention: None
Absent: Stephens, Resendiz

INFORMATION ITEMS:

8. RECEIVE Monthly Caltrans District 5 Construction Projects Report/Correspondence – Caltrans Ex-Officio

Caltrans Office Chief North for Project Management David Silberberger provided an update on Caltrans District 5 Construction Projects Report and major roadway projects. He provided an update on the Highway 156 work: they have opened two new westbound lanes on Highway 156, marking a major milestone. Some final work remains, including median barriers, guardrails, and landscaping, which may require occasional lane closures. A ribbon-cutting ceremony was held on June 7th. He highlighted that a countywide workshop is being planned for July 31st in Hollister for the State Route 25 Corridor Improvement Project. Official public notices will be sent out soon, and they'll keep the Board updated as details are finalized. An informational meeting on the San Benito 101 Pavement Rehabilitation Project was held today with participation from SBCOG, TAMC, and Monterey County. Caltrans Districts 4 and 5 will hold a stakeholder meeting for the 25 Safety Improvement Project on Tuesday, June 24 at 3:30 p.m. at the Community Foundation Epicenter. Stakeholders include Speaker Rivas' office, Senator Laird, and SBCOG. The meeting will cover traffic safety findings and planned improvements such as rumble strips, signage, and reflective pavement and barrier marker replacements, refreshed striping, and crash cushion upgrades.

The Board raised concern about the value of holding a July workshop for the State Route 25 Project, given limited new updates or a clear direction. It was suggested that fall may be a more appropriate time if more progress is made.

Executive Director Abraham stated that the July workshop is a follow-up to the Board's May action to explore all EIR alternatives and identify any additional options. The goal is to ensure all perspectives are considered before Board action in August or September. She noted that the July 31st date is tentative and meant to support planning. Staff are still developing the concept and gathering information. Board members will be fully briefed in advance.

The Board expressed that the public workshop is premature and should be delayed until fall, after they receive clear and realistic options. They emphasized the need to understand all viable alternatives before public engagement. Three potential options were outlined:

- Option A: New alignment under new state rules – estimated cost \$800 million, 50-year timeline?
- Option B: Use existing alignment under state rules – potential to keep cost at or under \$240 million, 30-year timeline?
- Option C: Reclassify as a county road – possible cost under \$240 million, 10-year timeline? further analysis needed on feasibility and consequences.

The Board emphasized that without clear, realistic options, public workshops could create false optimism. Accurate information is needed to present real choices and timelines to the public. Further discussions will take place once more details are confirmed.

Mr. Silberberger emphasized Caltrans' commitment to partnering with SBCOG, highlighting the importance of a unified approach moving forward.

The Board requested a clear timeline and regular updates from Caltrans on the Highway 156 Expansion Project, mentioning confusion over opening dates and ongoing construction delays and premature ribbon cutting. They emphasized the need for reliable information to communicate effectively with the public.

Mr. Silberberger and Project Manager Terry Thompson reported that the project is nearing completion but facing delays due to punch list items and challenges with striping removal. They will coordinate with the contractor and resident engineer to provide a regularly updated one page summary of remaining tasks and target dates, including a key date for when all lanes will be fully open to traffic, to keep the Board informed and improve public communication.

The Board expressed concerns that the Highway 156 and 25/156 roundabouts are too small for large vehicles, particularly for semi-trucks, causing congestion and safety issues. They also raised safety concerns about ongoing left turns into oncoming traffic at Mission Vineyard and Breen Road, recommending a review of the area to encourage use of the roundabout and prevent potential accidents, especially involving semi-trucks.

Mr. Silberberger acknowledged concerns about the size of the roundabouts, stating they are designed to accommodate large trucks and will be monitored for effectiveness and adjustments will be made if necessary. Ms. Thompson reported that she has referred the left-turn issue at Mission Vineyard and Breen Roads to the safety team, who plan to assess the situation.

There was no public comment.

9. Executive Director's Report (Verbal Report) – Abraham

Executive Director Abraham reminded the Board that there will be no Board meeting in July. The next meeting is scheduled for August 21st. Starting July 1st, Specialized Transportation Services will transition from Jovenes de Antaño to a new vendor, Transdev. Efforts are underway to ensure clear communication to seniors about the new provider and how to access services. A 5311 Grant application was submitted last week to support transit operations in non-urbanized areas, and staff is hopeful for approval. SBCOG staff participated in the Flag Day event on June 14th and the Kids at the Park Day on June 18th. Clarification was provided regarding the 25 Safety Improvement Project meeting on Tuesday, June 24 at the Community Foundation Epicenter: this is part of a safety study initiated by Speaker Rivas's office in coordination with Caltrans Districts 4 and 5, and is not an SBCOG meeting, though SBCOG will participate as a stakeholder to provide input on proposed safety improvements.

There was no public comment.

10. Board of Directors' Reports – (Verbal Report)

Director Morris-Lopez reported the City of San Juan Bautista has acquired property for a new right turn lane off Highway 156 onto Alameda to address a safety concern. A new gas station is planned at this location.

Director Kosmicki highlighted initial discussions about transit service options and funding possibilities for transportation to Pinnacles National Park. He recommended engaging with the Agricultural District at some point to explore the potential use of the old golf course property as a potential park-and-ride location. He also suggested looking into other ideas that could support such a service if funding is secured.

There was no public comment.

ADJOURNMENT:

There being no further business to discuss, Director Kosmicki motioned to adjourn at 4:57 p.m.

Motion seconded by Director Picha.

Motion carried: 4/0

Yes: Velazquez, Kosmicki, Morris-Lopez, Alt. Picha

No: None

Recused: None

Abstention: None

Absent: Stephens, Resendiz

ADJOURN TO SBCOG MEETING AUGUST 21, 2025, AT 4:00 P.M.



STAFF REPORT

Consent

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Fiscal Year 2025-05 TDA Claim

Agenda Item No. 7

Approved By: Binu Abraham, Executive Director

Meeting Date: August 21, 2025

Recommendation:

Adopt Resolution 2025-05 authorizing the annual claim for Transportation Development Act Funds for Fiscal Year 2025/2026.

Summary:

The Council of San Benito County Governments (SBCOG) will be submitting an annual claim for Local Transportation Funds for fiscal year 2025-2026 for administrative purposes.

Background/ Discussion:

Each year, the SBCOG Board is required by the Transportation Development Act to allocate Local Transportation Funds to eligible claimants. The Local Transportation Fund is derived from a ¼ cent of the general sales tax collected statewide and returned to the 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)

Resolution 2025-05 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 the Local Transportation Funds.

1. SBCOG's expenditures are in conformity with the Regional Transportation Plan.
2. The sum of the County of San Benito allocations from the Local Transportation Fund does not exceed the amount the claimant is eligible to receive during the fiscal year.

SBCOG will be submitting a claim for Local Transportation Funds for fiscal year 2025-2026 in the amount of \$523,277 for administrative purposes. The TDA claim amount is in line with the SBCOG Board approved budget for fiscal year 2025-2026. The claim request was reviewed and found consistent with the Transportation Development Act requirements. The attached Resolution 2025-05 approves the request for this claim.

Financial Impact:

The Local Transportation Fund will allocate \$523,277 to the Council of San Bentio County Governments for planning and administrative purposes. This amount is consistent with the FY 25/26 Board approved budget.

Attachment:

1. Resolution 2025-05
2. TDA Claim Form



BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF)	
SAN BENITO COUNTY GOVERNMENTS)	Resolution No. <u>2025-05</u>
AUTHORIZING THE FILING OF A CLAIM)	
WITH THE COUNCIL OF SAN BENITO)	
COUNTY GOVERNMENTS, ACTING AS THE)	
REGIONAL TRANSPORTATION PLANNING)	
AGENCY, FOR ALLOCATION OF)	
TRANSPORTATION DEVELOPMENT)	
ACT FUNDS FOR FISCAL YEAR 2025/2026)	
)	

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 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 shall file its claim with the Council of San Benito County Governments.

NOW, THEREFORE, BE IT RESOLVED that the Council of San Benito County Governments 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 2025/2026.

BE IT FURTHER RESOLVED that the authorized claim includes \$523,277 for transportation planning and administrative 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 COUNCIL OF SAN BENITO COUNTY GOVERNMENTS THIS 21ST DAY OF AUGUST 2025 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:

SBCOG COUNSEL

Dated: _____

By: 
Osman I. Mufti, SBCOG Counsel

ATTEST:

Binu Abraham, Executive Director

Dated: _____

By: _____

CLAIM FOR LOCAL TRANSPORTATION FUNDS

TO: COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

FROM: CLAIMANT: Council of San Benito County Governments
ADDRESS: 650 San Benito Street, Suite 120
Hollister, CA 95023
CONTACT PERSON: Norma Aceves
Phone: 831-637-7665 Email: norma@sanbenitocog.org

The Council of San Benito County Governments 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 in the amount of \$ 523,277 for Fiscal Year 2025-2026 to be drawn from the Local Transportation Fund deposited with 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:

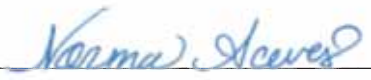
SAN BENITO COUNTY COUNCIL
OF GOVERNMENTS BOARD OF
DIRECTORS

APPLICANT

BY: _____
(signature)

TITLE: Chairperson

DATE: _____

BY: 
(signature)

TITLE: Administrative Services Specialist

DATE: 08/08/25



STAFF REPORT

Consent

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Amendment to SSTAC Bylaws

Agenda Item No. 8

Approved By: Binu Abraham

Meeting Date: August 21, 2025

Recommendation:

Adopt resolution 2025-06 First Amendment to Social Services Transportation Advisory Council (SSTAC) Bylaws.

Summary:

The Council of San Benito County Governments proposes to amend Section IV.B of the SSTAC bylaws to define a quorum as five (5) members, rather than a majority of the total membership.

Background/ Discussion:

The Social Services Transportation Advisory Council (SSTAC) was established by the Council of San Benito County Governments (SBCOG) by resolution 2021-03 to serve in an advisory capacity to the SBCOG. SSTAC advises SBCOG and the San Benito County Local Transportation Authority (LTA) on matters related to transportation accessibility for the elderly, the disabled, and persons of limited means. The membership consists of the following ten (10) members:

1. Representative of potential transit users sixty years of age or older.
2. Representative of potential transit users who are handicapped/disabled.
3. Representative of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
4. Representative of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
5. Representative of the local social service providers for the handicapped/disabled, including one representative of a social service transportation provider, if one exists.
6. Representative of the local social service providers for the handicapped/disabled, including one representative of a social service transportation provider, if one exists.
7. Representative of the local social service providers for persons of limited means.
8. Representative of the local consolidated transportation service agency, including one representative from an operator.
9. Representative of the local consolidated transportation service agency, including one representative from an operator.
10. Representative of concerned citizens from the community

SBCOG had to cancel two meetings in 2024 due to insufficient quorum. To ensure we fulfill our responsibilities as outlined in the SSTAC bylaws and to keep progress moving forward on projects related to the SSTAC, we are proposing a change to the quorum requirements. The bylaws can be amended by a majority vote of the SSTAC members and subsequent approval by the SBCOG Board. The SSTAC approved the amendment at its March 28, 2025 meeting.

Current bylaws read as follows:

§ IV. B. Quorum;

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

Proposed amendment reads as follows:

§ IV. B. Quorum;

A quorum of the Committee shall consist of five (5) members of the Committee. No action shall be taken except by an affirmative vote of a majority of those members present at a meeting at which a quorum has been established.

Financial Impact:

None.

Attachments:

1. Resolution 2025-06 First Amendment to the Social Services Transportation Advisory Council (SSTAC) Bylaws
2. Social Services Transportation Advisory Council (SSTAC) Bylaws



BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF)	
SAN BENITO COUNTY GOVERNMENTS)	Resolution No. <u>2025-06</u>
FIRST AMENDMENT TO THE SOCIAL SERVICES)	
TRANSPORTATION ADVISORY COUNCIL'S)	
BYLAWS, SECTION I(B))	
_____)	

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

WHEREAS, the Council of San Benito County Governments pursuant to COG Resolution No. 2021-03 established the Social Services Transportation Advisory Council (the "Advisory Council"); and

WHEREAS, the Council of San Benito County Governments pursuant to COG Resolution No. 2021-03 adopted Bylaws for the Social Service Services Transportation Advisory Council ("Bylaws"); and

WHEREAS, on March 28, 2025 the Advisory Council voted in favor of amending the Bylaws to revise quorum requirements for Advisory Council meetings from a majority of the Advisory Council to four (4) members; and

WHEREAS, pursuant to Section I(B) of the Bylaws, following a majority vote of the Advisory Council the Council of San Benito County Governments must approve the amendment to the Bylaws.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Council of San Benito County Governments, that it hereby approves the following amendment to the Advisory Council Bylaws:

1. Section 5.3, of the Bylaws is hereby amended in its entirety to read as follows:

" § IV. B. Quorum;



No *A quorum of the Committee shall consist of five (5) members of the Committee. action shall be taken except by an affirmative vote of a majority of those members present at a meeting at which a quorum has been established.*
"

2. Except as expressly amended herein, all other terms of the Bylaws shall remain in full force and effect.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS THIS 21ST DAY OF AUGUST 2025 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:

SBCOG COUNSEL

Dated: _____

By: Osman I. Mufti

Osman I. Mufti, SBCOG Counsel

ATTEST:

Binu Abraham, Executive Director

Dated: _____

By: _____

Exhibit A

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)

BYLAWS

Updated August 2025

I. CREATION OF ADVISORY COUNCIL

A. AUTHORITY

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

B. BYLAWS

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

II. PURPOSES AND DUTIES

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

- A. Assist in identifying transit needs in the County, especially those of the elderly, handicapped/disabled, or persons of limited means, including unmet transit needs that may be reasonable to meet, by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services.
- B. Propose methods of using transportation to integrate the elderly and handicapped/disabled and persons of limited means into the community.
- C. Annually review and recommend action by the COG, within the County, which finds, by resolution, that:
 - 1. There are no unmet transit needs;

2. There are no unmet transit needs that are reasonable to meet; or
 3. There are unmet transit needs, including needs that are reasonable to meet.
- D. Review specialized transit planning studies prepared by the COG, the Technical Advisory Committee, the public transit agency and others, as necessary.
 - E. Monitor transit programs initiated by the implementing agencies.
 - F. Operate as a forum for communication between agencies, users and providers, and to serve as a clearinghouse for information, facilitating coordination among the various entities.
 - G. Advise the COG on any other major transit issues, including the coordination and consolidation of specialized transportation services, particularly those regarding paratransit and other transportation for the elderly, handicapped/disabled and persons of limited means.
 - H. Serve as advocates, acting on behalf of elderly and handicapped/disabled persons and those of limited means residing in San Benito County, and referring related issues to the most appropriate other agencies; serve as advocates regarding accessibility issues with direct links to public transit; and provide systems planning and advocacy, emphasizing effective coordination among providers.

III. MEMBERSHIP

A. MEMBERS

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

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

5. One representative of a local social service provider for persons of limited means.
6. Two representatives from the Consolidated Transportation Services Agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.
7. One concerned citizen who has expressed interest in social service transportation.

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

B. ALTERNATES

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

C. TERMS OF OFFICE

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

D. VACANCIES

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

E. OFFICERS

The SSTAC Chairperson and Vice-Chair shall be elected annually by an affirmative vote of a majority of those members present at the first meeting of the year at

which a quorum has been established. The Chairperson shall preside over all committee meetings, vote on all matters, appoint subcommittees, and call special meetings. In the absence of the Chairperson, the Vice-Chair-Person shall act as the Chairperson.

IV. ORGANIZATION AND PROCEDURES

A. MEETINGS

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

B. QUORUM

A quorum of the Committee shall consist of five (5) members of the Committee. No action shall be taken except by an affirmative vote of a majority of those members present at a meeting at which a quorum has been established.

C. VOTING

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

D. LIMITATION OF DISCUSSION

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

E. COG STAFF

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

F. MINUTES

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

G. REPORTS

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

H. SSTAC COMMUNICATIONS

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

V. CONFLICT OF INTEREST

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

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

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



STAFF REPORT

Consent

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Amendment to TAC Bylaws

Agenda Item No. 9

Approved By: Binu Abraham

Meeting Date: August 21, 2025

Recommendation:

Adopt resolution 2025-07 Second Amendment to Technical Advisory Committee Bylaws.

Summary:

The Council of San Benito County Governments proposes to amend Section IV.B of the TAC bylaws to define a quorum as four (4) members, rather than a majority of the total membership.

Background/ Discussion:

The Technical Advisory Committee (TAC) was established by the Council of San Benito County Governments (SBCOG) in resolution 73-2 to provide technical assistance, advice, and recommendations to SBCOG to aid in fulfilling its responsibilities for a coordinated transportation planning process within San Benito County. The TAC reviews and provides input on transportation planning studies, including the Regional Transportation Plan, the Regional Transportation Improvement Program, and other special transportation and related studies. The membership consists of the following nine (9) members:

- 1) From the SBCOG Staff: the Executive Director.
- 2) From the County of San Benito: the Director of Public Works.
- 3) From the County of San Benito: the Director of Planning.
- 4) From the City of Hollister: the City Engineer
- 5) From the City of Hollister: the Development Services Director
- 6) From the City of San Juan Bautista: the City Manager
- 7) From the California Highway Patrol: the Captain of the District
- 8) From Caltrans: the Regional Planner
- 9) From the Association of Monterey Bay Area Governments: the Regional Planner.

To ensure we fulfill our responsibilities as outlined in the TAC bylaws and to keep progress moving forward on projects related to the TAC, we are proposing a change to the quorum requirements. The bylaws can be amended by a majority vote of the TAC members and subsequent approval by the SBCOG Board. The TAC approved the amendment at its June 5, 2025 meeting.

Current bylaws read as follows:

§ IV. B. Quorum;

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

Proposed amendment reads as follows:

§ IV. B. Quorum;

A quorum of the Committee shall consist of four (4) members of the Committee. No action shall be taken except by an affirmative vote of a majority of those members present at a meeting at which a quorum has been established.

Financial Impact:

None.

Attachments:

1. Resolution 2025-07 Second Amendment to the Technical Advisory Committee (TAC) Bylaws
2. Technical Advisory Committee (TAC) Bylaws



BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF)	
SAN BENITO COUNTY GOVERNMENTS)	Resolution No. <u>2025-07</u>
SECOND AMENDMENT TO THE TECHNICAL)	
ADVISORY COMMITTEE'S)	
BYLAWS, SECTION I(B))	
_____)	

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

WHEREAS, the Council of San Benito County Governments pursuant to COG Resolution No. 1973-02 established the Technical Advisory Committee; and

WHEREAS, the Council of San Benito County Governments pursuant to COG Resolution No. 1973-02 adopted Bylaws for the Technical Advisory Committee ("Bylaws"); and

WHEREAS, on June 5, 2025 the Technical Advisory Committee voted in favor of amending the Bylaws to revise quorum requirements for Technical Advisory Committee meetings from a majority of the members of the Technical Advisory Committee to four (4) members; and

WHEREAS, pursuant to Section I(B) of the Bylaws, following a majority vote of the Technical Advisory Committee members the Council of San Benito County Governments must approve the amendment to the Bylaws.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Council of San Benito County Governments, that it hereby approves the following amendment to the Technical Advisory Committee Bylaws:

1. Section 5.3, of the Bylaws is hereby amended in its entirety to read as follows:



" § IV. B. Quorum;

A quorum of the Committee shall consist of four (4) members of the Committee.

No action shall be taken except by an affirmative vote of a majority of those members present at a meeting at which a quorum has been established."

2. Except as expressly amended herein, all other terms of the Bylaws shall remain in full force and effect.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS THIS 21ST DAY OF AUGUST 2025 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:

SBCOG COUNSEL

Dated: _____

By: Osman I. Mufti

Osman I. Mufti, SBCOG Counsel

ATTEST:

Binu Abraham, Executive Director

Dated: _____

By: _____

TECHNICAL ADVISORY COMMITTEE (TAC)

BYLAWS

Updated August 2025

The Technical Advisory Committee (TAC) has been established by the Council of San Benito County Governments (COG) to act at its direction and discretion in response to State and Federal requirements.

I. CREATION OF ADVISORY COUNCIL

A. AUTHORITY

The Technical Advisory Committee (TAC) is hereby established by the authority of the Council of San Benito County Governments (COG) pursuant to Resolution No. 73-2 established in September of 1973.

B. BYLAWS

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

II. PURPOSE AND DUTIES

The purpose and duties of the TAC are as follows:

- To provide technical assistance, advice and recommendations to the COG to aid it in fulfilling its responsibilities for a coordinated transportation planning process within San Benito County.
- To review and provide input on transportation planning studies, including the Regional Transportation Plan, the Regional Transportation Improvement Program, and other special transportation and related studies.

III. MEMBERSHIP

A. MEMBERS

The TAC shall consist of the following members:

1. From the COG Staff: the Executive Director.
2. From the County of San Benito: the Director of Public Works.
3. From the County of San Benito: the Director of Planning.
4. From the City of Hollister: the City Engineer.
5. From the City of Hollister: the Development Services Director.
6. From the City of San Juan Bautista: the City Manager.
7. From the California Highway Patrol: the Captain of the District.
8. From Caltrans: the Regional Planner.
9. From the Association of Monterey Bay Area Governments: the Regional Planner.

B. ALTERNATES

The alternate for a member shall be appointed by the member and shall represent the same category of membership as the regular member for whom he/she sits as alternate. Alternates shall have all the same rights and responsibilities as regular members. An alternate shall vote only in the absence of the regular member for whom he/she serves as an alternate.

C. OFFICERS

The TAC Chair shall be the Executive Director of the Council of Governments. The Chair shall preside over all committee meetings, vote on all matters, appoint subcommittees, and call special meetings. In the absence of the Chair, the Executive Director shall appoint a member of COG staff to act as Chair.

Members and alternates to the Committee shall serve continuously until resignation or replacement by their respective appointing authorities.

IV. ORGANIZATION AND PROCEDURES

A. MEETINGS

The TAC shall meet regularly on the first Thursday of each month in order to carry out the duties and purposes described on Section II of these bylaws. Meetings are to be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.) Meetings shall be held in a freely accessible location in order to facilitate the attendance of physically disabled members of the TAC and the community in general.

B. QUORUM

A quorum of the Committee shall consist of four (4) members of the Committee. No action shall be taken except by an affirmative vote of a majority of those members present at a meeting at which a quorum has been established.

C. VOTING

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

D. LIMITATION OF DISCUSSION

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

E. COG STAFF

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

F. MINUTES

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

G. TAC COMMUNICATIONS

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

V. CONFLICT OF INTEREST

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

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

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



STAFF REPORT

Consent

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Amendment to SBCOG Rules and Regulations

Agenda Item No. 10

Approved By: Binu Abraham

Meeting Date: August 21, 2025

Recommendation:

ADOPT Resolution 2025-08 amending to the Council of San Benito County Governments Rules and Regulations.

Summary:

The Council of San Benito County Governments (SBCOG) proposes to amend Section I.C of the SBCOG Rules and Regulations to remove the listing of a specific address for its monthly meetings and to formally designate the official physical address of the SBCOG.

Background/ Discussion:

The SBCOG Rules and Regulations currently state that meetings shall be held at the County Chambers. The proposed language change will remove the physical address, providing SBCOG with flexibility to adjust meeting locations based on the needs of the SBCOG or the County.

Additionally, SBCOG must provide proof of its physical address in order to obtain a Unique Entity ID (UEI), which is required to apply for certain federal grants. As part of the UEI application process, SBCOG must demonstrate an official physical address. This can be accomplished by amending the SBCOG bylaws to include and display SBCOG's physical address.

Current Rules and Regulation do not list a physical address.

Current Rules and Regulation read as follows:

§ I. C. Meetings;

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

Proposed amendment reads as follows:

§ I. C. Meetings and Council Offices;

Regular meetings of the Council shall be held on the third Thursday of each month commencing at the hour of 4:00 p.m. at the location identified in the meeting notice. The Council's offices shall be located at 650 San Benito St., Ste. 120, Hollister, CA 95023.

Financial Impact:

None.

Attachments:

1. Resolution 2025-08 amending the Council of San Benito County Governments Rules and Regulations
2. Council of San Benito County Governments Rules and Regulations



BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

RESOLUTION OF THE COUNCIL OF SAN)	RESOLUTION NO: 2025- 08
BENITO COUNTY GOVERNMENTS TO		
AMEND ITS RULES AND REGULATIONS,)	
SECTION 1: GENERAL RULES AND)	
REGULATIONS, AMENDING SUBSECTION)	
1(C))	
_____)	

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

WHEREAS, Section 1 of SBCOG’s Rules and Regulations sets forth SBCOG’s General Rules and Regulations and subsection 1(C) identifies meeting information; and

WHEREAS, there is a need to amend Subsection 1(C) and modify meeting information and include information regarding SBCOGS’s office location.

NOW, THEREFORE, BE IT RESOLVED, by the SBCOG that it does hereby amend Section 1, Subsection 1(C) of SBCOGS’s Rules and Regulations, as set forth in Exhibit A attached hereto and incorporated herein by reference.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
THIS 21ST DAY OF AUGUST 2025 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:

SBCOG COUNSEL

Dated: _____

By: 
Osman I. Mufti, SBCOG Counsel

ATTEST:

Binu Abraham, Executive Director

Dated: _____

By: _____

Exhibit A to COG Resolution 2025-08

COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
RULES AND REGULATIONS

Section I. GENERAL RULES AND REGULATIONS

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

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

C. MEETING AND COUNCIL OFFICES Regular meetings of the Council shall be held on the third Thursday of each month commencing at the hour of 4:00 p.m. at the location identified in the meeting notice. The Council's offices shall be located at 650 San Benito St., Ste. 120, Hollister, CA 95023.

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

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

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

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

H. BROWN ACT All meetings of the Council shall be conducted pursuant to the provisions of the RALPH M. BROWN ACT, Chapter 9 of Part 1 of Division 2 of Title 5 of the Government Code, commencing with section 54950.

I. AGENDA The business of each regular meeting shall be transacted in accord with an agenda prepared by the Executive Director and transmitted to each member of the Council. All agenda items for any regular meeting shall be filed with the Executive Director not later than seven (7) calendar days prior to the meeting at which such item is to be considered, absent special circumstances.

J. RULES OF ORDER

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

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

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

4. When a question is under debate, no motion shall be received unless the motion is:

- a. To adjourn;
- b. To lay on the table;
- c. To consider the previous question;
- d. To postpone to a certain date;
- e. To commit to committee;
- f. To amend; or
- g. To postpone indefinitely.

These motions shall have no preference in the above order.

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

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

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

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

9. Upon demand of any Council member, or at the discretion of the Chair, the vote shall be by roll call, except that the vote on all ordinances or resolutions shall be by roll call.

10. Where a procedural issue arises which is not resolved by reference to the Council's rules, the procedure to be followed shall be stated by the Chair. However, upon objection by any member, the procedure to be followed is determined by majority vote of the Council ("Rule of the Chair").

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

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

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

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

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



STAFF REPORT

Action

Prepared By: Samuel Borick, Transportation Planner

Subject: State of Good Repair Funds for Transit

Agenda Item No. 11

Approved By: Binu Abraham, Executive Director

Meeting Date: August 21, 2025

Recommendation:

ADOPT Resolution 2025-04 approving projects for funding and authorizing the application and acceptance of FY 2025-26 California State of Good Repair Program Funds totaling \$118,552.

Summary:

The Council of San Benito County Governments (SBCOG) is eligible to receive and allocate a total of \$118,552 in State of Good Repair funds for FY 2025-26. Adoption of Resolution 2025-04 will approve the projects identified for funding.

Background/ Discussion:

Upon the signing of California Senate Bill 1 (SB1), the California State of Good Repairs (SGR) Program was established. The purpose of the SGR Program is to provide funding to transit operators for transit maintenance, rehabilitation, and capital projects. SGR funds are distributed via State Transit Assistance formulas. SBCOG is the agency that receives the SGR allocation for the region. A board resolution is required for SBCOG to accept and allocate SGR funds.

The FY 2025-26 SGR funds received by SBCOG will be allocated to the San Benito Local Transportation Authority (LTA). Staff have identified the LTA's Vehicle Replacement Project for the allocation of SGR funds. The project, which helps modernize and expand the LTA's fleet of service vehicles, aligns with the agency's goal of increasing operational efficiency.

Financial Impact:

SBCOG will receive a total of \$118,552 of FY 2025-26 SGR Program funds.

Attachment:

1. Resolution 2025-04



BEFORE THE COUNCIL OF SAN
BENITO COUNTY GOVERNMENTS

RESOLUTION OF THE COUNCIL OF SAN BENITO)	
COUNTY GOVERNMENTS APPROVING PROJECTS)	
FOR FUNDING, DESIGNATING THE LOCAL)	Resolution No. 2025-04
TRANSPORTATION AUTHORITY AS LEAD AGENCY,)	
AND AUTHORIZING THE EXECUTIVE DIRECTOR, OR)	
DESIGNEE TO APPLY FOR AND ACCEPT FY 2025-26)	
CALIFORNIA STATE OF GOOD REPAIR PROGRAM)	
FUNDS TOTALING \$118,552)	

WHEREAS, the Council of San Benito County Governments (SBCOG) is the designated Regional Transportation Planning Agency (RTPA) for San Benito County, pursuant to Government Code section 29532(b); and

WHEREAS, the San Benito County Local Transportation Authority (LTA) is the designated Consolidated Transportation Services Agency (CTSA) for San Benito County, pursuant to Government Code section 15975; and

WHEREAS, as the designated RTPA for San Benito County, SBCOG is an eligible project sponsor and may receive State Transit Assistance (STA) funding from the State of Good Repair Account (SGR) for transit projects calculated pursuant to the distribution formulas in Public Utilities Code (PUC) section 99313 based on the certification of population from the California Department of Transportation; and

WHEREAS, as the designated CTSA for San Benito County, LTA is an eligible project sponsor and may receive State Transit Assistance (STA) funding from the SGR Account for transit projects calculated pursuant to the distribution formulas in PUC section 99314 based on the qualifying revenue amounts for each STA-eligible operator determined from annual reports submitted to the State Controller pursuant to PUC section 99243; and

WHEREAS, SBCOG and LTA have identified a list of transit projects in San Benito County, attached hereto and incorporated herein by reference as Exhibit A, to be funded through the FY 2025-26 SGR Account; and

WHEREAS, the transit projects to be submitted for FY 2025-26 SGR funding total \$118,552, to be allocated to SBCOG and LTA pursuant to the distribution formulas in PUC sections 99313 and 99314; and

WHEREAS, SBCOG's portion of the FY 2025-26 allocation is \$116,719, as determined pursuant to the distribution formula in PUC section 99313; and

WHEREAS, LTA's portion of the FY 2025-26 allocation is \$1,833, as determined pursuant to the distribution formula in PUC section 99314; and

WHEREAS, upon receipt of SGR funds for the projects identified in EXHIBIT A, SBCOG desires to allocate its share of those funds to LTA, to administer the projects as the CTSA for San Benito County, for a total combined allocation of \$118,552.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Council of San Benito County Governments hereby approves the SGR funded transit projects identified in the project list attached hereto and incorporated herein by reference as Exhibit A; and

BE IT FURTHER RESOLVED THAT the Board of Directors of the Council of San Benito County Governments hereby designates the San Benito County Local Transportation Authority to be the lead agency for the SGR funded transit projects identified in Exhibit A, to be funded in part through SBCOG's SGR allocations; and

BE IT FURTHER RESOLVED THAT the Board of Directors of the Council of San Benito County Governments hereby authorizes the Executive Director of the San Benito County Local Transportation Authority, or designee, to apply for and accept SGR funds awarded by Caltrans for transit projects in San Benito County for FY 2025-26, and to execute the application and related materials, grant agreement and amendments, and all other documents necessary for the application submittal and acceptance of SGR funds awarded by Caltrans for transit projects in San Benito County, for and on behalf of the Council of Governments.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
THIS 21ST DAY OF AUGUST, 2025 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

Ignacio Velazquez, Chair

APPROVED AS TO LEGAL FORM:

Dated: _____

By: 
Osman I. Mufti, SBCOG Counsel

ATTEST:

Binu Abraham, Executive Director

Dated: _____

By: _____

Exhibit A

Project(s)	FY 2025-26 SGR Estimated Funding
LTA Vehicle Replacement Project	\$118,552
<i>Total</i>	\$118,552



STAFF REPORT

Action

Prepared By: Myranda Arreola

Subject: Traffic Impact Mitigation Fee Nexus Study Update

Agenda Item No. 12

Approved By: Binu Abraham, Executive Director

Meeting Date: August 21, 2025

Recommendation:

- a. Approve the Traffic Impact Mitigation Fee Nexus Study Memorandum of Understanding
- b. Authorize staff to release a Scope of Work and procure a consultant for the study

Summary:

SBCOG is coordinating the update of the Regional Traffic Impact Mitigation Fee Nexus Study. The County of San Benito and the Cities of Hollister and San Juan Bautista have participated in the development of a cost-sharing Memorandum of Understanding (MOU) and Scope of Work (SOW) for the update. The MOU has been executed by the participating agencies and is now presented to the Board for approval and execution by SBCOG. Additionally, staff is seeking authorization to release the SOW and procure a consultant to for the study.

Background/ Discussion:

Traffic impact mitigation fees are collected from retail, commercial, industrial, and residential developers as a requirement for a building permit. The primary objective of the program is to ensure that new development pays fair share of the transportation costs associated with growth. Authority to impose fees is granted in the Mitigation Fee Act contained in California Government Code Sections 66000 et. seq. The fee study provides the necessary findings required by the Act for adoption of the fees.

Traditionally, the study update has been paid for with impact fees collected by the participating agencies. The County of San Benito and Cities of Hollister and San Juan Bautista worked with staff to develop a cost-sharing MOU and SOW. A cost estimate for the study is forthcoming.

Under the MOU:

- SBCOG will lead the procurement process and manage the study update work;
- SBCOG staff time associated with procurement, contract administration, and oversight will be reimbursed by way of an administration fee of 5% of the total cost of the study;
- Participating agencies will remit payment to SBCOG no later than 30 days after a firm has been selected;

- The County and the Cities have executed the MOU in advance of final approval and execution by the SBCOG Board.

Staff will finalize the SOW and proceed with the process of securing a consultant through our established planning on-call bench. In the event proposals from the on-call bench do not result in a selection, we will rebid through a Request for Proposals (RFP). Staff from each participating agency will evaluate proposals to select the best responding firm(s). Staff will return to the Board with a recommendation for contract award.

Financial Impact:

The TIMF Nexus Study update will be funded by the participating agencies per the terms of the MOU.

Attachments:

1. Traffic Impact Mitigation Fee Nexus Study Memorandum of Understanding
2. Scope of Work

**MEMORANDUM OF UNDERSTANDING BETWEEN
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS, COUNTY OF SAN
BENITO, CITY OF HOLLISTER, AND CITY OF SAN JUAN BAUTISTA**

This Memorandum of Understanding by and between the Council of San Benito County Governments ("SBCOG"), the designated Regional Transportation Planning Agency for San Benito County; County of San Benito ("County"), a political subdivision of the State of California; the City of Hollister ("Hollister"), a municipal corporation; and City of San Juan Bautista ("San Juan Bautista"), a municipal corporation (SBCOG, County, Hollister, and San Juan Bautista are collectively hereinafter referred to as "the Parties" and individually as "Party") is entered into on this 21 day of August 2025 for the preparation of the San Benito County Traffic Impact Mitigation Fee (TIMF) Program ("MOU").

BACKGROUND AND PURPOSE OF MOU

- A. SBCOG represents the regional transportation interests of the San Benito County region.
- B. The selected consultant will prepare a TIMF Nexus Study Update (the "Study") that will serve as the basis for continuing to require impact fees under AB 1600 legislation, as codified by California Code Government Section 66000 et seq. The established procedures under AB 1600 require that a "reasonable relationship", or nexus, exist between the traffic infrastructure improvements required to mitigate the traffic impacts and the proposed development project. The last comprehensive TIMF Nexus Study was completed in 2016, with a minor amendment completed in 2019.
- C. SBCOG will be responsible for leading the procurement process to hire a technical consultant and managing the study update work, in cooperation with local agency staff participating in a study update working group.
- D. A working group for the study update will be established by SBCOG staff and include representatives from each participating agency. The working group will be involved in the procurement process and will provide feedback to the consultant team on all deliverables produced as part of the study update.
- E. SBCOG, the County, Hollister, and San Juan Bautista are participants in a collaborative effort to update and fund the Study. Proportional cost-sharing of the study will involve Hollister and the County each contributing 47.5% towards the cost of the consultant contract, while San Juan Bautista will contribute the 5% balance to fully fund the consultant contract.
- F. This purpose of this MOU is to define the rights and responsibilities of the Parties concerning the selection of a consultant and the Parties respective cost sharing responsibilities concerning the completion of the Study.

THEREFORE, SBCOG, the County, Hollister, and San Juan Bautista hereby agree as follows:

AGREEMENT

1. The County will contribute 47.5% of the total cost associated with the preparation of the Study. County will make payment to SBCOG no later than 30 days after a consultant for the Study has been selected and terms of the agreement have been agreed to by SBCOG and the consultant. SBCOG shall provide County with notice of the agreement and an invoice for the County's share of the total cost for the Study. The County acknowledges that SBCOG will not issue a Notice to Proceed ("NTP") to the consultant until the County's share of funds have been received by SBCOG.
2. Hollister will contribute 47.5% of the total cost associated with the preparation of the Study. Hollister will make payment to SBCOG no later than 30 days after a consultant for the Study has been selected and terms of the agreement have been agreed to by SBCOG and the consultant. SBCOG shall provide Hollister with notice of the agreement and an invoice for the Hollister's share of the total cost for the Study. Hollister acknowledges that SBCOG will not issue a NTP to the consultant until Hollister's share of funds have been received by SBCOG.
3. San Juan Bautista will contribute 5% of the total cost associated with the preparation of the Study. San Juan Bautista will make payment to SBCOG no later than 30 days after a consultant for the Study has been selected and terms of the agreement have been agreed to by SBCOG and the consultant. SBCOG shall provide San Juan Bautista with notice of the agreement and an invoice for the San Juan Bautista's share of the total cost for the Study. San Juan Bautista acknowledges that SBCOG will not issue a NTP to the consultant until San Juan Bautista's share of funds have been received by SBCOG.
4. SBCOG staff in consultation with Hollister, San Juan Bautista and County staff: (1) will review proposals from consultants who respond to the Request for Proposals; (2) will participate in the interview panel for the consultant applicants who are invited to meet with the committee; (3) will participate in rating the consultant applicants; (4) will recommend the preferred consultant for award of the contract to prepare the Study; and (5) will review and approve the consultants cost proposal and scope of work to be included in the contract between consultant and SBCOG. The Parties acknowledge that a portion of the Study will evaluate the state highway system, accordingly, the Parties may consult with Caltrans and seek input during the proposal evaluation process.

No consultant will be selected without written recommendation of the review committee which shall include representatives of Hollister, San Juan Bautista, and the County, SBCOG shall be responsible for the procurement of the consultant and managing the consultant's administration of the Study. SBCOG shall be reimbursed 5% of the total cost of the Study ("Administration Fee") by the County, Hollister, and San Juan Bautista in accordance with the cost sharing percentages established in this MOU for SBCOG staff time associated with procurement of the consultant, administering the contract with the selected

consultant, and oversight of the Study. The Administration Fee shall be included in the invoices issued in accordance with sections 1, 2 and 3 of this MOU.

5. This MOU contains the entire and complete understanding of the Parties hereto and supersedes any and all other previous agreements, oral or written.
6. Any amendments to this MOU must be in writing and signed by all Parties.
7. Each Party hereto agrees to cooperate with the other, and to execute and deliver, or cause to be executed and delivered, all such other instruments and documents, and to take all such other actions as may be reasonably requested of it from time to time, in order to effectuate the provisions and purposes of this MOU.
8. Time is of the essence in each and all of the provisions of this MOU.
9. Any waiver by any Party hereto of a breach of any of the terms of this MOU shall not be construed as a waiver of any succeeding breach of the same or other term of this MOU.
10. This MOU shall be binding upon the successors and assigns of the Parties.
11. Each Party has had the opportunity to participate in the drafting and preparation of this MOU and represents that it has reviewed this MOU with counsel. No Party shall deny the validity of this MOU on the ground that such Party did not have the advice of counsel. The provisions and terms of this MOU shall not be construed in favor or against any Party.
12. This MOU may be executed in one or more counterparts, all of which together shall constitute one and the same agreement.
13. In the event any provision of this MOU is held by a court of competent jurisdiction or arbitration to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.
14. This MOU is to be construed under California law.
15. Each Party certifies that each individual signing below has the authority to execute this MOU on behalf of his/her respective Party.
16. This MOU shall terminate automatically upon completion of the Study and fulfillment of all obligations by the Parties under this MOU.

SIGNATURE PAGES TO FOLLOW

COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

APPROVED AS TO LEGAL FORM

Sloan Sakai Yeung & Wong LLP

Ignacio Velazquez, Chair

Osman I. Mufti, SBCOG Legal Counsel

Date: _____

Date: _____

(Signatures continue on the following page)

COUNTY OF SAN BENITO, a political subdivision of the State of California

APPROVED AS TO LEGAL FORM

San Benito County Counsel's Office

Kollin Kosmicki, Chair

Dave Prentice, County Counsel

Date: _____

Date: _____

(Signatures continue on the following page)

CITY OF HOLLISTER, a municipal corporation

APPROVED AS TO LEGAL FORM

Hollister City Attorney's Office

Roxanne Stephens, Mayor

Mary F. Lerner, Attorney at Law

Date: _____

Date: _____

(Signatures continue on the following page)

CITY OF SAN JUAN BAUTISTA, a municipal corporation

APPROVED AS TO LEGAL FORM

Kennedy, Archer, & Giffen

Leslie Q. Jordan, Mayor

Jon Giffen, San Juan Bautista Legal Counsel

Date: _____

Date: _____

San Benito County Regional Traffic Impact Mitigation Fee Nexus Study Update

Scope of Work (August 11, 2025)

Tasks and deliverables subject to change

TASK 1: PROJECT MANAGEMENT AND STAKEHOLDER ENGAGEMENT

Deliverables

- Final project scope and schedule
- Project Team meetings and materials
 - Project Kick off meeting between consultant, SBCOG, Cities, and County staff to review project objectives.
 - Prepare meeting agendas & maintain detailed meeting notes
- Public meetings: prepare and attend meetings with the SBCOG policy board, the cities of Hollister and San Juan Bautista, and the County of San Benito.
 - Attendance at SBCOG board meeting to report on technical work completed, preliminary fee calculations, study session to address questions, presentation of draft and final report.
 - Prepare engagement materials

TASK 2: FEE PROGRAM APPROACH AND SCOPE

The Consultant will advise SBCOG staff on the relationship between Level of Service-based and Vehicle-Miles-Traveled (VMT)-based fees. SBCOG staff would be interested in evaluating three options in the Nexus Study Update:

- A. One Fee: maintain the current LOS-based traffic impact fee
- B. Two fees: maintain the current LOS-based traffic impact mitigation fee and establish a new VMT-based fee.
- C. A combined fee: combine the current traffic impact mitigation fee and the new VMT-based fee.

The SBCOG is interested in the Consultant's input on these and possibly other approaches and a recommendation on best practices from peer agencies with TIMF programs

Deliverables

- A report that summarizes the considerations in the methodology approach, methodologies used from successful TIMF programs in selected peer jurisdictions within 100 miles of San Benito County. The report offers recommendations on the preferred fee calculation methodology approach.

TASK 3: TRANSPORTATION IMPROVEMENTS PROJECT LIST

The Consultant will determine through interviews and team meetings the benefit zones and if the Transportation Mitigation Improvements Project List from 2016 should be updated for various fee program approaches, including those described under Task 2.

The Consultant should review the Regional Transportation Plan, Measure G Expenditure Plan, General Plans and other relevant plans and policies from the local member agencies to formulate a draft Project List or Lists, which include multimodal projects, depending on the fee approach. The Consultant should identify the transportation improvements and facilities needed to serve growth and achieve the Regional Transportation Plan, Expenditure Plan and General Plan goals.

The Consultant should assist SBCOG, local member agencies, and Caltrans in preparing order-of-magnitude project cost estimates and proposing timing of project implementation.

Deliverables:

- Report: confirms the benefit zones, proposes criteria for capital improvement projects and VMT-reducing programs or projects, used to develop the LOS fee and/or VMT fee.
- Map and list depicting the preliminary set of projects to be considered in this study.
- Report: identifies projects based on the project selection criteria.
- Project cost estimates and proposed timing for the needed projects

TASK 4: FEE REVENUE ESTIMATION

The Consultant should evaluate different fee calculation options and recommend a preferred option based on staff and stakeholder input. Consequently, the Consultant should develop an estimation of overall fee revenues based on the General Plan growth forecasts and the project list.

For residential development, the fee structure shall be based on the square footage of proposed units, in accordance with California Government Code 66015, unless the consultant can clearly justify an alternative metric by demonstrating a more accurate relationship to traffic impacts.

Deliverables:

- Report: fee calculation options, justification for the recommended approach, and fee revenue estimation. The report options should also include references to TIMF programs in selected peer jurisdictions.

TASK 5: TIMF NEXUS STUDY ANALYSIS

The purpose of this task is to allocate the expected unfunded costs of the transportation improvement projects in the draft project list by land use type. A portion of each project's cost must be allocated to the correction of existing deficiencies (if appropriate) and to growth in new trips and VMT. Additionally, the consultant shall also evaluate potential exemptions, credits, or fee reductions for specific land use categories or project types.

Once the project list is refined the allocated project costs will be used to construct a fee schedule by land use type. Recommendations will be provided on different strategies for allocating the fees and potential fee exemptions, credits, or reductions among residential, retail, and other commercial development.

Deliverables

- Technical Memorandum: documents the nexus analysis methods, quantification of the nexus and burden, proposed fee schedule by land use type, and any recommended exemptions or fee reductions. The memorandum also offers implementation best practices from successful TIMF programs in selected peer jurisdictions.

TASK 6: 2025 TRAFFIC IMPACT MITIGATION FEES (TIMF) NEXUS STUDY REPORTS

The Consultant shall prepare the draft and final reports containing background information, description of the methodology, findings, supporting justification, and recommendations for the traffic impact mitigation fees. The report should explain the purpose of the transportation impact fee, provide sufficient information and the necessary findings to determine the appropriate development impact fees based on the proposed infrastructure requirements to support General Plan growth projections. The report shall include calculations that demonstrate the legal nexus between the recommended fees and the impact created by new developments.

Deliverables

- Draft TIMF Nexus Study Report
 - Administrative review draft
 - Public review draft
- Final Report and recommendations
- Task 7: Potential Additional Services (identified earlier)

OPTIONAL TASKS

If the consultant would like to offer or recommend additional services, they shall be included as a separate line item. These tasks are optional depending on the project budget and project need.



PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE AUGUST 21, 2025 COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

Agenda Item: 13

If a Commissioner/Commissioner's Alternate of the SBCOG intends in advance to ask about a particular project at the Board meeting, it is kindly requested that they submit their inquiry in advance so that Caltrans staff have time to research details & nuances on the matter.

** Project information provided below is subject to change at any time **

CONSTRUCTION PROJECTS									
Project		Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Contractor	Comments
C1	SR 156 Improvement Project (34490)	In and near San Juan Bautista, from The Alameda to slightly east of Fourth Street (PM 3.0/R8.2)	Construct four-lane expressway	August 2022 - Fall 2025	\$89.7 million	STIP/Local	Terry Thompson	Teichert Construction	Construction activities continue. All four lanes are open. Caltrans is working with the Contractor to complete the planting and punch list items by the end of September.

PROJECTS IN DEVELOPMENT									
Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments	
D1	SR 156/Alameda EB Right-Turn Channelization (1P300)	In San Juan Bautista at the intersection of SR 156 and The Alameda (PM 2.9/3.1)	Installation of eastbound right-turn channelization from SR 156 onto the Alameda	Fall 2025	N/A	Oversight/ Local	Terry Thompson	PS&E	Caltrans is actively collaborating with the City’s design team regarding adjacent/affected property owners. The City’s design team provided the 6th PS&E submittal in late June and anticipates completing the Caltrans DEER review in late 2025.



PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE AUGUST 21, 2025 COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

PROJECTS IN DEVELOPMENT								
Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
D2	State Route 25 Corridor Improvement Project (48541)	San Felipe Road to 0.3 miles north of Hudner Lane to Highway 101 (PM SBt R52.0/60.1, SCI 0/2.6)	Conversion of 2-lane conventional highway to a 4-lane expressway	N/A	N/A	Local, potential grant funding	Terry Thompson	PA&ED While waiting for project direction from SBCOG, Caltrans and SBCOG are analyzing a range of alternatives that align with SB743 VMT guidelines. Environmental document is paused, except for critical path studies . Permit to enter local parcels for environmental surveys have been requested.
	US 101/ Rocks Road Wildlife Connectivity Project (1Q260)	In San Benito County in the Aromas Hills (PM 0.0/2.8)	Construct a wildlife crossing to connect important habitat on both sides of US 101 and improve safety for drivers and wildlife.	N/A	N/A	Other, potential grant funding	Terry Thompson	PA&ED Environmental Studies are underway and design work on the project is proceeding. The Wildlife Conservation Board has provided Grant Funding for this project.



PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE AUGUST 21, 2025 COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

PROJECTS IN DEVELOPMENT

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments	
D4	Hollister SR25 Median Barrier Project (1R540)	In Hollister, San Benito County on State Route 25, between north of Santa Ana Road, and east of San Felipe Road. (PM R51.22/R52.12)	Install median barrier	Early 2027	TBD	SHOPP	Terry Thompson	PS&E/RW	Design work has begun. RTL planned Summer 2026 and construction starting early 2027.
D5	San Benito 101 Pavement Rehabilitation Project (1J840)	US 101 in San Benito County from the Monterey County line to the Santa Clara County line. (PM 0.0/7.55)	Rehabilitate approx. 30 lane miles of pavement, upgrade median barrier and guardrail, improve drainage locations, remove wildlife barrier, and replace/repair traffic census stations	Winter 2030 – Winter 2033	TBD	SHOPP	Terry Thompson	PA&ED	Preliminary design work on the project is proceeding. The Draft Environmental Document will be undergoing review the first week of August. Public outreach planned for August/September.



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ACRONYMS USED IN THIS REPORT:

ADA	Americans with Disabilities Act	SHOPP	State Highway Operation and Protection Program
CEQA	California Environmental Quality Act	SR	State Route
CMAQ	Congestion Mitigation Air Quality	STIP	State Transportation Improvement Program
CMIA	Corridor Mobility Improvement Account	TBD	To Be Determined
CON	Construction, as a phase title	TMS	Traffic Management System
CTC	California Transportation Commission	VMT	Vehicle Miles Traveled
DEER	Design Engineering Evaluation Report		
ED	Environmental Document		
EIR	Environmental Impact Report		
HFST	High Friction Surface Treatment		
MON	Monterey County		
PA&ED	Project Approval and Environmental Document		
PID	Project Initiation Document		
PIR	Project Initiation Report		
PM	Post Mile or Project Manager (based on context)		
PS&E	Plans, Specifications, and Estimates		
RTL	Ready to List		
RW	Right of Way		
SB1	Senate Bill 1, the Road Repair and Accountability Act of 2017		
SBt	San Benito County		
SCL	Santa Clara County		



PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE AUGUST 21, 2025 COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

-Resources-

COMMUNICATIONS:

For General Caltrans' Inquiries, or to be added to the San Benito County News Release Distribution List:

Heidi Crawford, Public Information Officer assigned to San Benito County
heidi.crawford@dot.ca.gov

Public Information Office, District 5
Info-d5@dot.ca.gov

For Project Specific Questions or Partnering Opportunities:

Please reach out to the Project Manager listed via the Public Information Office.

REQUESTS:

Customer Service Requests:

To notify Caltrans of specific concerns regarding current roadway or facility conditions, please submit a customer service request through the following online portal: <https://csr.dot.ca.gov/>

Examples of Customer Service Requests:

Any of the following on the State's highway system:

- Streetlight issues
- Plant over-growth
- Damaged roadway
- Fallen trees on the roadway
- Other maintenance issues

For less specific concerns, please reach out to the Public Information Officer to be directed to the appropriate respondent **Public**

Records Requests:

For all public records requests, please submit your request through the Public Records Request portal:

[https://caltrans.mycusthelp.com/WEBAPP/rs/\(S\(4iui15cbqujv3ppvenlmgvx1\)\)/supporthome.aspx](https://caltrans.mycusthelp.com/WEBAPP/rs/(S(4iui15cbqujv3ppvenlmgvx1))/supporthome.aspx)



PROJECT UPDATE - SAN BENITO COUNTY

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INFORMATIONAL:

Quickmaps Mobile App/Caltrans Website: "Caltrans QuickMap"

- Available for free in the Apple App Store and Google Play Store
- Provides realtime conditions for the State Highway System
- Desktop Format: <https://quickmap.dot.ca.gov/>

Caltrans Lane Closures Reporting System: <https://lcswebreports.dot.ca.gov/>

- Provides a 7-day look-ahead for planned lane closures
- Does not include unanticipated emergency closures (see Quickmaps for in-the-moment roadway conditions)

Caltrans' Postmile Tool

- Postmiles or Post Miles are used to specify locations on California's State Highway System.
- Postmiles may have prefixes or suffixes and may use up to three decimal places.
- Use this website to locate or determine postmiles along the State Highway System (SHS) or to determine the closest highway postmile to a location off the system.
- <https://postmile.dot.ca.gov/PMQT/PostmileQueryTool.html>

Caltrans CCTV Camera Map: <https://cwwp2.dot.ca.gov/vm/iframeemap.htm>

- Allows the public to see current conditions along the State Highway System

The Caltrans District 5 Office of Local Assistance: <https://dot.ca.gov/programs/local-assistance/>

- Includes links to many Federal and State funding opportunities
- Can help guide interested folks through the above-mentioned program requirements

The Official Caltrans District 5 Webpage: <https://dot.ca.gov/caltrans-near-me/district-5>



PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE AUGUST 21, 2025 COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING





Caltrans Project Update San Benito County

C1. SR 156 Improvement Project

D1. SR 156/Alameda EB Right
Turn Channelization

D2. State Route 25 Corridor
Improvement Project

D3. US 101/Rocks Road Wildlife
Connectivity Project

D4. Hollister SR25 Median
Barrier Project

D5. SBT 101 Pavement
Rehabilitation Project

