



**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, August 21, 2025
4:00 P.M.

LOCATION: 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)

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

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: 854-1081-2966 and 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 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 19, 2025 – Gomez
5. 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
6. APPROVE Resolution 2025-05 Amending to the San Benito County Local Transportation Authority Rules and Regulations – Aceves
7. ADOPT Resolution 2025-07 Authorizing the Annual Claim Filing for Transportation Development Act Funds for FY 2025/2026 – Aceves

ACTION ITEMS:

8. ADOPT Resolution 25-06 Authorizing the Application for Federal Transit Administration Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant Fund and Acceptance of Funds, if Awarded – Arreola

Adjourn to LTA 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 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 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, LTA Board, Meeting Schedule

I, Norma Aceves, 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

San Benito County
LOCAL TRANSPORTATION AUTHORITY
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

MEMBERS ABSENT:

Vice-Chair Roxanne Stephens, Director Rolan Resendiz.

STAFF PRESENT:

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

1. CALL TO ORDER:

Chair Velazquez called the meeting to order at 4:57 p.m.

2. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

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

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.)*

Chair Velazquez stated for the record that LTA received Ms. Hernandez's public comment correspondence. The correspondence was entered into public record.

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 May 15, 2025 – Gomez
5. Surplus Vehicles – Arreola
 - a. DECLARE Three Vehicles Surplus Property to be Auctioned or Salvaged to Donate to Eligible Local Nonprofits and other Eligible Local Government Agencies;
 - b. DIRECT Staff to Prepare a Solicitation for Eligible Local Nonprofits and Other Eligible Local Government Agencies to Indicate Interest in and Eligibility for Donation of Surplus Vehicles;
 - c. AUTHORIZE Executive Director to Execute all Necessary Documents to Auction of Salvage Surplus Vehicles for Sale of for Donation to Eligible Local Nonprofits or other Eligible Local Government Agencies.

There was no public comment on the Consent Agenda.

Motion made to approve the Consent Agenda Items 4&5:

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

ACTION ITEMS:

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

6. Fiscal Year 2025-2026 Budget for the Local Transportation Authority – 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, provided a presentation on the Fiscal Year 2025-2026 Budget for the Local Transportation Authority. The budget is balanced for fiscal year 2025-26.

Chair Velazquez opened the public hearing at 5:00 p.m.

There was no public comment.

Chair Velazquez closed the public hearing at 5:00 p.m.

Motion made to approve Item 6. a, 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

7. ADOPT Resolution 2025-02 Authorizing the 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 2025-02, which authorized the 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 7:

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

ADJOURNMENT:

There being no further business to discuss, Director Kosmicki motioned to adjourn at 5:02 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 LTA MEETING AUGUST 21, 2025 AT 4:00 P.M.

STAFF REPORT

Consent

Prepared By: Samuel Borick, Transportation Planner

Subject: State of Good Repair Funds for Transit

Agenda Item No. 5

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:

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

Attachment:

1. Resolution 2025-04



BEFORE THE SAN BENITO COUNTY LOCAL
TRANSPORTATION AUTHORITY

RESOLUTION OF THE SAN BENITO COUNTY LOCAL)
 TRANSPORTATION AUTHORITY APPROVING)
 PROJECTS FOR FUNDING AND AUTHORIZING THE) Resolution No. 2025-04
 EXECUTIVE DIRECTOR, OR DESIGNEE TO APPLY FOR)
 AND ACCEPT FY 2025-26 CALIFORNIA STATE OF)
 GOOD REPAIRS (SGR) 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 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 2024-25 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, SBCOG has approved the SGR funded transit projects identified in Exhibit A and designated LTA as the lead agency for the project list, to be funded in part through SBCOG's SGR allocations, and has indicated its desire, upon receipt of SGR funds for those projects, to allocate SBCOG's share of SGR funds to LTA, to administer the projects as the CTSA for San Benito County

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Benito County Local Transportation Authority 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 San Benito County Local Transportation Authority shall 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 in part through the LTA's SGR allocations; and

BE IT FURTHER RESOLVED THAT the Board of Directors of the San Benito County Local Transportation Authority 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 agreements 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 San Benito County Governments and San Benito Local Transportation Authority.

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

Consent

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Amendment to LTA Rules and Regulations

Agenda Item No. 6

Approved By: Binu Abraham

Meeting Date: August 21, 2025

Recommendation:

Approve Resolution 2025-05 amending to the San Benito County Local Transportation Authority Rules and Regulations.

Summary:

The San Benito County Local Transportation Authority (LTA) proposes to amend Section I.C of the LTA 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 LTA.

Background/ Discussion:

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

Additionally, the LTA 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, the LTA must demonstrate an official physical address. This can be accomplished by amending the LTA bylaws to include and display the Authority'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 LTA 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 LTA, 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 LTA Offices;

Regular meetings of the LTA 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 LTA's offices shall be located at 650 San Benito St., Ste. 120, Hollister, CA 95023.

Financial Impact:

None.

Attachments:

1. Resolution 2025-05 amending the San Benito County Local Transportation Authority Rules and Regulations
2. San Benito County Local Transportation Authority Rules and Regulations



BEFORE THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY

RESOLUTION OF THE SAN BENITO	)	RESOLUTION NO: 2025-05
COUNTY LOCAL		
TRANSPORTATION AUTHORITY TO AMEND	)	
ITS RULES AND		
REGULATIONS, SECTION 1: GENERAL	)	
RULES AND		
REGULATIONS, AMENDING SUBSECTION	)	
1(C)		

WHEREAS, the San Benito County Local Transportation Authority (LTA), has adopted Rules and Regulations regarding the transaction of LTA's business; and

WHEREAS, Section 1 of LTA's Rules and Regulations sets forth LTA'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 LTA's office location.

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

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY THIS 21ST DAY OF AUGUST 2025 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

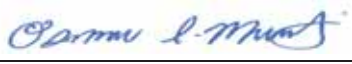
ABSENT:

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 LTA Resolution 2025-05

SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY RULES AND REGULATIONS

SECTION I. GENERAL RULES AND REGULATIONS

- A. GENERAL APPLICATION: The San Benito County Local Transportation Authority (LTA) 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 LTA.
- 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 to Create the San Benito County Local Transportation Authority", dated June 5, 1990, entered into by the participating incorporated cities and the County of San Benito.
- C. MEETINGS AND LTA OFFICES: Regular meetings of the LTA 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 LTA'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 LTA shall, by majority vote of all appointed members, select one of its members who shall serve as Chair of the LTA 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 LTA 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 LTA.
- 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 LTA.

- H. BROWN ACT: All meetings of the LTA 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 LTA. 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 LTA 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 LTA, but it may be withdrawn by the maker of the motion 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 LTA, 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 LTA 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 LTA’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 LTA (“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. An LTA order applies mainly as a directive to LTA officers or employees. It need not be reviewed in writing, as it generally applies to one specific act only. LTA 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 LTA shall be reported in writing and recorded by means of audio or video. The Executive Director shall permanently maintain the written records (minutes) and the audio or video records in the LTA 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 LTA and shall make a report and recommendation on all items placed on the agenda.
- N. FEES: The LTA may establish an appropriate fee schedule for services provided by the LTA.
- O. AMENDMENTS: Rules and regulations herein enumerated may, from time to time, be amended by resolution of the LTA. Prior notification by mail of specific changes proposed, to all members of the LTA 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

Consent

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Fiscal Year 2025-2026 TDA Claim

Agenda Item No. 7

Approved By: Binu Abraham, Executive Director

Meeting Date: August 21, 2025

Recommendation:

Adopt Resolution 2025-07 Authorizing the Annual Claim Filing for Transportation Development Act Funds for FY 2025/2026.

Summary:

The San Benito County Local Transportation Authority (LTA) will be submitting an annual claim for Transportation Development Act funds for fiscal year 2025-2026 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 2025-07 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 LTA is submitting an annual claim for Transportation Development Act funds for fiscal year 2025-2026 in the amount of \$2,249,161 for transit operations. The claim amount is in line with the SBCOG Board approved for fiscal year 2025-2026. Staff reviewed the request from the LTA as the claimant and found it consistent with the Transportation Development Act requirements. The attached Resolution 2025-07 approves the request for this claim.

Financial Impact:

The SBCOG Transportation Development Act fund will allocate \$2,249,161 in Local Transportation Funds and \$689,937 in State Transit Assistance funds for transit operations, totaling \$2,939,098. The total amount of TDA funds being transferred is consistent with the FY 25/26 Board approved budget.

Attachment:

1. Resolution 2025-07
2. TDA Claim Form
3. STA 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. 2025-07
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 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 2025 / 2026.

BE IT FURTHER RESOLVED that the authorized claim includes \$2,249,161 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 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

TRANSIT PURPOSES

TO: COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

FROM: CLAIMANT: Local Transportation Authority
 ADDRESS: 650 San Benito Street, Suite 120
Hollister, CA 95023
 CONTACT PERSON: Norma Aceves
 Phone: (831)637-7665 Email: norma@sanbenitocog.org

The 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 2025-2026, 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: \$ \$1,640,260
 P.U.C. 99275, Article 4.5, Community Transit Services: \$ \$608,901
 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: Administrative Services Specialist

DATE: _____

DATE: 08/08/2025

CLAIM FOR STATE TRANSIT ASSISTANCE FUNDS

TO: COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

FROM: CLAIMANT: Local Transportation Authority

ADDRESS: 650 San Benito Street, Suite 120

Hollister, CA 95023

CONTACT PERSON: Norma Aceves

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

The 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 \$ 689,937 for Fiscal Year 2025-2026, 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

APPLICANT

GOVERNMENTS BOARD OF

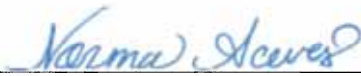
DIRECTORS

BY: _____

(signature)

TITLE: Chairperson

DATE: _____

BY: 

(signature)

TITLE: Norma Aceves

DATE: 8/8/25

STAFF REPORT

Action

Prepared By: Myranda Arreola

Subject: Federal Transit Administration
Section 5310 Grant

Agenda Item No. 8

Approved By: Binu Abraham, Executive Director

Meeting Date: August 21, 2025

Recommendation:

Adopt Resolution 25-06 Authorizing the Application for Federal Transit Administration Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant Fund and Acceptance of Funds, if awarded.

Summary:

The California Department of Transportation (Caltrans) has announced their Call for Projects for Federal Transit Administration (FTA) Section 5310 Grant Funds. The purpose of the Section 5310 program is to improve the mobility of seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. The 5310 program provides grant funds for eligible capital, mobility management, and operating expense projects. Adoption of Resolution 25-06 authorizes the Executive Director to apply for the grant and execute any documents necessary for acceptance of grant funds.

Background/ Discussion:

The FTA Section 5310 Program provides funding to states and designated recipients to improve mobility for seniors and individuals with disabilities. The Governor of California has designated the Caltrans Division of Rail and Mass Transportation as the recipient of FTA Section 5310 apportionment funds. The current 5310 funding cycle includes FTA apportionment funds for Federal Fiscal Years 2024 and 2025. Caltrans is responsible for administration of program funds, including releasing the Call for Projects, in accordance with federal and State laws, statutes, and regulations.

There are two types of applications under this program:

- Traditional (Capital) Projects: Eligible activities include the purchase of ADA-accessible vans and buses, vehicle replacements, related equipment, and vehicles for service expansion.
- Expanded Projects: Eligible activities mobility management projects such as travel training, and operating assistance such as expansion of existing services.

For this grant cycle, approximately \$7.1 million in funding is available for available for Rural areas. Of this amount, 55% has been allocated to traditional projects and 45% has been allocated to expanded projects.

The required local match varies by project type:

- 10% for equipment,
- 15% for vehicles,
- 20% for mobility management, and
- 50% for operating assistance.

While toll credits are not currently available, if they become available before the project awards, the awarded amount will be covered at 100%.

As required by Section 5310 program guidelines, staff reviewed its County Express and Specialized Transportation needs for services that go above and beyond the minimum requirements of the Americans with Disabilities Act (ADA). Based on review, staff identified both capital and operating needs eligible for Section 5310 funding.

Staff is proposing to submit an application for both traditional and expanded projects under Section 5310. The applications will focus on efforts to expand service for the LTA's Specialized Transportation services.

Applications are due to Caltrans by September 3, 2025. As a part of the grant application, a resolution must be adopted by Local Transportation Authority's Board of Directors. Resolution 25-06 authorizes staff to apply for the grant and execute any documents necessary for acceptance of grant funds.

Financial Impact:

All projects awarded will require a local match.

Attachments:

1. Resolution 25-06

RESOLUTION OF THE SAN BENITO COUNTY LOCAL)
TRANSPORTATION AUTHORITY AUTHORIZING THE)
APPLICATION FOR FEDERAL TRANSIT)
ADMINISTRATION SECTION 5310 ENHANCED)
MOBILITY FOR SENIORS AND INDIVIDUALS WITH)
DISABILITIES GRANT FUNDS)
_____)

RESOLUTION NO: 25-06

WHEREAS, the San Benito County Local Transportation Authority (LTA) provides public transit services in San Benito County; and

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

WHEREAS, the SBCOG has designated the LTA as the Consolidated Transportation Services Agency for San Benito County; and

WHEREAS, the LTA desires to apply for Federal Transit Administration Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities grant funds for eligible traditional and/or expanded projects in accordance with the terms and conditions of the grant agreement with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED that the San Benito County Local Transportation Authority hereby authorizes the Executive Director to apply for Federal Transit Administration Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities grant funds for and on behalf of the LTA; and

BE IT FURTHER RESOLVED THAT the San Benito County Local Transportation Authority hereby authorizes the Executive Director to accept such grant funds, if awarded, for and on behalf of the LTA; and

BE IT FURTHER RESOLVED THAT the San Benito County Local Transportation Authority hereby authorizes the Executive Director to execute all documents necessary to make such applications and accept such grant funds, if awarded, including but not limited to the execution of the grant agreement and any amendments of the grant agreement.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY on this 21st day of August 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

—

Ignacio Velazquez, Chair

ATTEST:
Binu Abraham, Executive Director

APPROVED AS TO LEGAL FORM:
Sloan Sakai Yeung & Wong LLP

By: _____

By: 
Osman I. Mufti, SBCOG Legal Counsel

Dated: _____

Dated: 8/12/2025