



AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY

DATE: Thursday, September 17, 2026
4:00 P.M.

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

DIRECTORS: Roxanne Stephens, Chair (City of Hollister)
Kollin Kosmicki, Vice-Chair (County of San Benito)
Jackie Morris-Lopez (City of San Juan Bautista)
Rolan Resendiz (City of Hollister)
Dom Zanger (County of San Benito)

ALTERNATES: San Benito County: Mindy Sotelo
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: 830-2300-6727 and Webinar Passcode: 624282

*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 August 20, 2026 – Gomez

ACTION ITEMS:

5. APPROVE the San Benito County Local Transportation Authority's Transit Asset Management Plan – Aceves

INFORMATION ITEMS:

6. Provide Direction to Staff Regarding Proposed Principles and Eligibility Considerations to Guide the Development of a Formal Policy Governing Third-Party and Community Event Transit Services for Future Board Consideration – Abraham

Adjourn to LTA Meeting on October 15, 2026. Agenda deadline is September 29, 2026, 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, for the record.
2. The Council of Governments Board welcomes your comments.
3. Each individual speaker will be limited to a presentation total of three (3) minutes.
4. Please keep your comments brief, to the point, and do not repeat prior testimony, so that as many people as possible can be heard. Your cooperation is appreciated.

If you have questions, contact the Council of Governments, and leave a message at (831) 637-7665 x. 201, or email monica@sanbenitocog.org.

CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Local Transportation Authority on September 17, 2026, 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 11th day of September 2026, on or before 5:00 P.M.

The meeting agenda was also posted on the Council of San Benito County Governments website, www.sanbenitocog.org, under Meetings, LTA Board, Meeting Schedule.

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

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
August 20, 2026, at 4:00 P.M.
ACTION MINUTES

MEMBERS PRESENT:

Chair Roxanne Stephens, Vice Chair Kollin Kosmicki, Director Jackie Morris-Lopez, Director Rolan Resendiz, Director Dom Zanger.

MEMBERS ABSENT:

None.

STAFF PRESENT:

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

1. CALL TO ORDER:

Vice Chair Stephens called the meeting to order at 4:39 p.m.

2. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Director Kosmicki Second: Director Morris-Lopez

Motion carried: 5/0

Yes: Stephens, Kosmicki, Morris-Lopez, Resendiz, Zanger

No: None

Recused: None

Abstention: None

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.)*

There was no public comment.

ACTION ITEMS:

4. HOLD Nomination and Election of San Benito County Local Transportation Authority (LTA) Chair and Vice Chairperson for the Remainder of the 2026 Meeting Calendar – Aceves

Motion made to Elect Roxanne Stephens as LTA Chairperson and Kollin Kosmicki as Vice Chairperson for the remainder of the 2026 meeting calendar:

Motion: Director Resendiz Second: Director Morris-Lopez

Motion carried: 5/0

Yes: Stephens, Kosmicki, Morris-Lopez, Resendiz, Zanger
No: None
Recused: None
Abstention: None

There was no public comment.

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.)

5. APPROVE Local Transportation Authority Regular Meeting Action Minutes Dated June 18, 2026 – Gomez
6. ADOPT Resolution 2026-06 Approving Projects for Funding and Authorizing the Application and Acceptance of FY 2026-27 California State of Good Repair Program Funds Totaling \$120,894 – Aceves
7. ADOPT Resolution 2026-07 Certifying the San Benito County Local Transportation Authority's 2026 Title VI Program – Aceves
8. ADOPT Resolution 2026-08 Approving an Amendment to the San Benito County Local Transportation Authority's Drug and Alcohol Testing Policy – Aceves
9. Surplus Vehicles – Aceves
 - a. DECLARE Five 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 or Salvage Surplus Vehicles for Sale or 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 5-9a,b,c.:

Motion: Director Resendiz Second: Director Zanger
Motion carried: 5/0
Yes: Stephens, Kosmicki, Morris-Lopez, Resendiz, Zanger
No: None
Recused: None
Abstention: None

ADJOURNMENT:

There being no further business to discuss, Chair Stephens adjourned the LTA meeting at 4:41 p.m.

ADJOURN TO LTA MEETING ON SEPTEMBER 17, 2026, AT 4:00 P.M.



STAFF REPORT

Action

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Transit Asset Management Plan

Agenda Item No. 5

Approved By: Binu Abraham, Executive Director

Meeting Date: September 17, 2026

Recommendation:

Approve the San Benito County Local Transportation Authority's Transit Asset Management Plan.

Summary:

As required by the Federal Transit Administration (FTA), the San Benito County Local Transportation Authority (LTA) has completed its Transit Asset Management (TAM) Plan update.

Background/ Discussion:

The FTA requires transit agencies that receive federal financial assistance to establish and maintain a TAM Plan. The TAM Plan is intended to support the management of transit assets and help ensure that public transportation systems are maintained in a state of good repair. The LTA's TAM Plan is required to be updated and submitted by October 1, 2026.

The TAM Plan provides a framework for managing its transit assets, including vehicles and other capital assets. As part of the current update, staff have reviewed and updated the LTA's asset inventory, vehicle conditions, useful life benchmarks, and anticipated replacement needs and established a multi-year strategy for maintenance, replacement, and capital investments.

The updated plan includes a five-year vehicle replacement schedule and identifies anticipated funding sources for planned replacements. The replacement strategy will prioritize the oldest vehicles while maintaining an appropriate number of active and spare vehicles to support reliable transit operations.

Financial Impact:

None.

Attachments:

1. LTA 2026 Transit Asset Management Plan

TAM Plan

TAM Plan Name: San Benito County Local Transportation Authority TAM Plan 2026
TAM Plan Type: Tier II
Agency Name: San Benito County Local Transportation Authority
Account Executive Name: Binu Abraham
Last Modified Date: 08/04/2026

Introduction

Brief Overview

The San Benito County Local Transportation Authority (LTA) administers public transportation services throughout San Benito County, California, through contracted service providers. LTA oversees two primary transit programs: San Benito County Express and Specialized Transportation. San Benito County Express provides a comprehensive range of public transit services, including fixed-route, ADA complementary paratransit, general public Dial-A-Ride, and intercounty service connecting the Cities of Hollister and San Juan Bautista in San Benito County with the City of Gilroy in Santa Clara County. Specialized Transportation offers mobility services that exceed the minimum requirements of the Americans with Disabilities Act (ADA). These programs include senior nutrition transportation, medical and shopping assistance, and out-of-county medical transportation, ensuring essential mobility for seniors and individuals with specialized transportation needs. Through these services, the LTA is committed to providing safe, reliable, and accessible transportation while maintaining its fleet and supporting infrastructure through sound asset management practices that promote long-term sustainability and service reliability.

Methods for Target-Setting

The San Benito County Local Transportation Authority (LTA) establishes Transit Asset Management (TAM) performance targets for its revenue vehicle fleet using asset condition, vehicle age, mileage, useful life benchmarks (ULB), maintenance history, planned replacements, and anticipated funding. Targets are reviewed annually and updated as needed to reflect changes in fleet condition, replacement schedules, and service needs. The LTA does not currently establish performance targets for facilities or equipment. These assets are maintained through routine inspections and preventative maintenance to support a continued state of good repair.

Performance Targets & Measures

Agency Name	Asset Category	Asset Class	2025 Target	2026 Target	2027 Target	2028 Target	2029 Target	2030 Target
San Benito County Local Transportation Authority	Equipment	Other Rubber Tire Vehicles		0%	0%	0%	0%	0%
San Benito County Local Transportation Authority	Facilities	Maintenance		0%	0%	0%	0%	0%
San Benito County Local Transportation Authority	Revenue Vehicles	BU - Bus		25%	25%	25%	25%	25%
San Benito County Local Transportation Authority	Revenue Vehicles	CU - Cutaway Bus		25%	25%	25%	25%	25%
San Benito County Local Transportation Authority	Revenue Vehicles	MV - Mini-van		25%	25%	25%	25%	25%

Capital Asset Inventory

Asset Inventory Summary

Asset Category/Class	Mode	Type of Service	Total Number	Avg Age	Avg Mileage	Avg Replacement Cost/Value	Total Replacement Cost/Value
Revenue Vehicles	N/A	N/A	29	6.3	155,112	\$99,776.03	\$2,893,505.00
BU - Bus	N/A	N/A	3	6.0	189,967	\$173,335.00	\$520,005.00
CU - Cutaway Bus	N/A	N/A	21	5.9	161,681	\$94,523.81	\$1,985,000.00
MV - Mini-van	N/A	N/A	4	10.3	132,031	\$73,750.00	\$295,000.00
VN - Van	N/A	N/A	1	0.0	4,938	\$93,500.00	\$93,500.00
Equipment	N/A	N/A	1	9.0	N/A	\$50,000.00	\$50,000.00
Other Rubber Tire Vehicles	N/A	N/A	1	9.0	N/A	\$50,000.00	\$50,000.00
Facilities	N/A	N/A	1	24.0	N/A	\$0.00	\$0.00
Maintenance	N/A	N/A	1	24.0	N/A	\$0.00	\$0.00

Condition Assessment

Asset Condition Summary

Asset Category/Class	Mode	Type of Service	Total Number	Avg Age	Avg Mileage	Avg Replacement Cost/Value	Total Replacement Cost/Value	% At or Exceeds ULB	% of Track Miles in Slow Zone	Number of Facilities less than 3 on TERM scale
Revenue Vehicles	N/A	N/A	29	6.3	155,112	\$99,776.03	\$2,893,505.00	12%	N/A	N/A
BU - Bus	N/A	N/A	3	6.0	189,967	\$173,335.00	\$520,005.00	0%	N/A	N/A
CU - Cutaway Bus	N/A	N/A	21	5.9	161,681	\$94,523.81	\$1,985,000.00	11%	N/A	N/A
MV - Mini-van	N/A	N/A	4	10.3	132,031	\$73,750.00	\$295,000.00	50%	N/A	N/A
VN - Van	N/A	N/A	1	0.0	4,938	\$93,500.00	\$93,500.00	0%	N/A	N/A
Equipment	N/A	N/A	1	9.0	N/A	\$50,000.00	\$50,000.00	0%	N/A	N/A
Other Rubber Tire Vehicles	N/A	N/A	1	9.0	N/A	\$50,000.00	\$50,000.00	0%	N/A	N/A
Facilities	N/A	N/A	1	24.0	N/A	\$0.00	\$0.00	N/A	N/A	0
Maintenance	N/A	N/A	1	24.0	N/A	\$0.00	\$0.00	N/A	N/A	0

Decision Support

Decision Support Tools

The following tools are used in making investment decisions:

Process/Tool	Brief Description
Preventative Maintenance Program	Perform routine vehicle condition assessments at scheduled mileage and time intervals to monitor asset condition, identify maintenance needs, and support state of good repair.
Short Range Transit Plan	The Short Range Transit Plan analyzes current transit assets, identifies near-term capital investment needs, and establishes priorities for vehicle, facility, technology, and equipment replacements to support reliable and sustainable transit operations.

Investment Prioritization

The San Benito County Local Transportation Authority (LTA) prioritizes capital investments using its Short Range Transit Plan, Transit Asset Management (TAM) Plan, preventive maintenance records, vehicle condition assessments, and asset inventory data. These resources are used to evaluate the agency's near-term capital needs, with a planning horizon of at least five years. LTA administrative and maintenance staff routinely assess the condition of vehicles, equipment, and facilities to identify maintenance needs and determine appropriate replacement or rehabilitation schedules. Capital investment decisions are based on asset condition, age, mileage, useful life benchmarks, maintenance history, safety considerations, and available funding, ensuring assets are maintained in a state of good repair.

Proposed Investments

Project Name	Project Year	Asset Category	Asset Class	Cost	Priority	Updated Date
FY 26-27 Bus Replacement Project (64, 70)	2027	Revenue Vehicles	BU - Bus	\$378,000.00	High	9/11/2026 2:41:14 PM
FY 26-27 Van Replacement Project (68, 740)	2027	Revenue Vehicles	VN - Van	\$115,000.00	High	9/11/2026 2:40:58 PM
FY 26-27 Cutaway Replacement Project (61, 66)	2027	Revenue Vehicles	CU - Cutaway Bus	\$195,000.00	High	9/11/2026 2:40:39 PM
FY 27-28 Bus Replacement Project (69)	2028	Revenue Vehicles	BU - Bus	\$189,000.00	High	9/11/2026 2:41:48 PM
FY 27-28 Cutaway Replacement Project (67, 71, 72, 73)	2028	Revenue Vehicles	CU - Cutaway Bus	\$390,000.00	High	9/11/2026 2:44:15 PM
FY 29-30 Cutaway Replacement Project (74, 76, 77, 78, 740)	2030	Revenue Vehicles	CU - Cutaway Bus	\$487,500.00	Medium	9/11/2026 2:43:52 PM
FY 2030-2031 Van Replacement Project (741)	2031	Revenue Vehicles	MV - Mini-van	\$57,500.00	Low	
FY 30-31 Bus Replacement Project (75)	2031	Revenue Vehicles	BU - Bus	\$189,000.00	Low	9/11/2026 2:48:19 PM
FY 2030-2031 Cutaway	3031	Revenue	CU -	\$292,500.00	Low	

Replacements Project (79, 80, 742)		Vehicles	Cutaway Bus			
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Signature

I, **Binu Abraham** , hereby confirm on **09/11/2026** that the information provided in this TAM Plan is complete.

STAFF REPORT

Information

Prepared By: Binu Abraham

Subject: Policy Direction for Third Party and
Community Event Transit Services

Agenda Item No. 6

Approved By: Binu Abraham, Executive Director

Meeting Date: September 17, 2026

Recommendation:

Provide direction to staff regarding proposed principles and eligibility considerations to guide the development of a formal policy governing third-party and community event transit services for future Board consideration.

Summary:

Staff is seeking Board input and policy direction regarding the development of a formal policy governing third-party requests for complimentary or subsidized transit services to support non-profit, community, governmental, and other events open to public. This discussion is intended to guide staff in drafting a full policy document for future Board consideration.

Background/ Discussion:

LTA periodically receives requests from community organizations, nonprofit organizations, governmental agencies, and other third parties seeking transportation support for events and activities within the community. These requests may range from dedicated shuttles and additional or extended service to route modifications, event transportation, and complimentary service.

LTA can provide meaningful community benefits through appropriate event transportation, including improved access to community events, reduced automobile dependence, and better mobility for people who may otherwise have difficulty attending.

At the same time, special or complimentary services have operational and financial implications for LTA, including operator and vehicle availability, fuel or energy, maintenance, dispatching, overtime, and potential impacts to regular transit service. Currently, LTA evaluates such requests on a case-by-case basis without a formalized policy framework. While staff strives to ensure consistent and equitable decision-making, the absence of an established policy guidelines can increase the potential for inconsistent outcomes, unclear expectations, and challenges related to transparency and fairness.

Staff recommends establishing a policy framework so requests can be evaluated equitably, transparently, and consistently with LTA's primary transportation mission.

Proposed Policy Principles

1. Public Benefit
2. Regular Transit Service Takes Priority
3. Consistent and Transparent Evaluation
4. Nonprofit Status should not Automatically Equal Free Service.
5. Financial Stewardship

Financial Impact:

There is no immediate financial impact.