

AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY

DATE: Thursday, October 15, 2026
4:00 P.M.

LOCATION: Council of San Benito County Governments
Conference Room
650 San Benito Street, Suite 120
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: 867-8192-5549 and Webinar Passcode: 368913

*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 September 17, 2026 – Gomez
5. ADOPT Resolution No. 2026-09 Authorizing the LTA’s Low Carbon Transit Operations Program (LCTOP) Project – Aceves

ACTION ITEMS:

6. ADOPT the San Benito County Local Transportation Authority Lost and Found Policy – Aceves

Adjourn to LTA Meeting on November 19, 2026. Agenda deadline is November 3, 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 October 15, 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 9th day of October 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
September 17, 2026, at 4:00 P.M.
ACTION MINUTES

MEMBERS PRESENT:

Chair Roxanne Stephens, Director Dom Zanger, Alternate Director Mindy Sotelo.

MEMBERS ABSENT:

Vice Chair Kollin Kosmicki, Director Jackie Morris-Lopez, Director Rolan Resendiz.

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:

Chair Stephens called the meeting to order at 4:31 p.m.

2. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Director Zanger Second: Director Sotelo

Motion carried: 3/0

Yes: Stephens, Zanger, Sotelo

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.

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

There was no public comment on the Consent Agenda.

Motion made to approve the Consent Agenda Item 4:

Motion: Director Zanger Second: Director Sotelo
Motion carried: 3/0
Yes: Stephens, Zanger, Sotelo
No: None
Recused: None
Abstention: None

ACTION ITEMS:

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

Administrative Services Specialist Norma Aceves presented the San Benito County Local Transportation Authority's (LTA) Transit Asset Management (TAM) Plan. As required by the Federal Transit Administration (FTA), the LTA's TAM Plan is required to be updated and submitted by October 1, 2026.

There was no public comment.

Motion made to approve Item 5:

Motion: Director Sotelo Second: Director Zanger
Motion carried: 3/0
Yes: Stephens, Zanger, Sotelo
No: None
Recused: None
Abstention: None

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

Executive Director Binu Abraham presented an overview of a proposed policy framework for third-party and community event transit services and sought Board input and policy direction prior to developing a formal policy. Staff will incorporate Board direction into a draft policy for future Board review and consideration.

The Board expressed support for developing the policy framework and emphasized the need for clear, objective, and consistent criteria for evaluating event service requests that align with LTA's mission and purpose. Board feedback included considering nonprofit organizations when there is a public benefit or governmental partnership; establishing criteria for prioritizing competing requests, including a potential first-come, first-served approach for requests with comparable public benefit; minimizing subjective interpretation and unnecessary Board involvement in individual requests; considering financial impacts, fees, and appropriate cost recovery; and prioritizing services that directly support children and day-to-day education, particularly in partnership with local schools. The Board also encouraged staff to incorporate operation input from LTA staff and return a draft policy for Board review.

Executive Director Abraham stated that staff will develop the policy through an iterative process that includes public and stakeholder input, with draft language anticipated in approximately three to six months. She noted that the policy will define parameters for staff authority and Board oversight, address competing or complex requests, and undergo legal and regulatory review, including compliance with Federal Transit Administration (FTA) requirements regarding charter service.

There was no public comment.

ADJOURNMENT:

There being no further business to discuss, Chair Stephens adjourned the LTA meeting at 4:58 p.m. **ADJOURN TO LTA MEETING ON OCTOBER 15, 2026, AT 4:00 P.M.**



STAFF REPORT

Consent

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Low Carbon Transit Operations Program

Agenda Item No. 5

Approved By: Binu Abraham, Executive Director

Meeting Date: October 15, 2026

Recommendation:

Adopt Resolution No. 2026-09 authorizing the LTA's Low Carbon Transit Operations Program (LCTOP) project.

Summary:

The LTA is eligible to receive LCTOP funding to support the continuation of intercounty transit service between Hollister, San Juan Bautista, and Gilroy. Staff is requesting Board approval of the resolution authorizing the LCTOP funding allocation.

Background/ Discussion:

The Low Carbon Transit Operations Program (LCTOP) is a State program established to provide funding to transit agencies for projects that reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Eligible LCTOP projects may include new or continuing transit services, improvements to intermodal transit facilities, and the acquisition of equipment and other costs associated with operating transit services or facilities. Each funded project must demonstrate a reduction in greenhouse gas emissions.

The State requires eligible transit agencies to adopt an annual resolution establishing eligibility and authorizing the receipt and use of LCTOP funds.

The LTA submitted an LCTOP allocation request for the continuation of intercounty transit service between Hollister, San Juan Bautista, and Gilroy. The LTA is eligible to receive \$187,251 in LCTOP funding through two cycles, Cycle A and Cycle B, for the continuation of this service. Staff is requesting that the LTA Board adopt Resolution No. 2026-09 authorizing the LTA's receipt and use of the combined LCTOP allocation for the project.

Financial Impact:

No financial impact. This LCTOP project is already included in the Board adopted budget for FY 26-27.

Attachments:

1. Resolution 2026-09

BEFORE THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY

A RESOLUTION OF THE OF THE SAN BENITO)
COUNTY LOCAL TRANSPORTATION AUTHORITY) Resolution No. 2026-09
AUTHORIZING THE SUBMITTAL OF THE LOW)
CARBON TRANSIT OPERATIONS PROGRAM PROJECT)
NOMINATION AND ALLOCATION REQUEST FOR USE)
IN FISCAL YEARS 2026-2027 AND 2027-2028:)
EXPANSION OF INTERCOUNTY SERVICES (\$187,251))
AND AUTHORIZING THE EXECUTIVE DIRECTOR TO)
ACCEPT SUCH ALLOCATIONS AND TO EXECUTE)
RELATED AGREEMENTS AND OTHER)
DOCUMENTS REQUIRED BY THE DEPARTMENT OF)
TRANSPORTATION)

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED by the Board of Directors of the LTA that it hereby authorizes its Executive Director to submit the following project nomination and allocation requests and any related documents, to the Department in Fiscal Year 2025-2026 for LCTOP funds to be used in Fiscal Years 2026-2027 and 2027-2028:

Project Name: *Expansion of Intercounty Services*

- Amount of LCTOP Funds Requested: \$114,129 Cycle A, \$73,122 Cycle B totaling \$187,251.

Short Description of Project: The San Benito County LTA will operate a 7:30am and a 1:00pm roundtrip from Hollister, through San Juan Bautista, to the Gavilan College Campus and Caltrain Station in Gilroy on all 254 operational weekdays in FY 2026-27 and for all 22 operational weekdays in July 2027.

- Benefit to Priority Populations: Project improves mobility between key destinations and communities.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY ON THIS 15TH DAY OF OCTOBER 2026 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

Roxanne Stephens, Chair

APPROVED AS TO LEGAL FORM:

Dated: 10/5/2026

By: 
Osman I. Mufti, SBCOG Counsel

ATTEST:

Binu Abraham, Executive Director

Dated: _____

By: _____



STAFF REPORT

Action

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: LTA Lost and Found Policy

Agenda Item No. 6

Approved By: Binu Abraham, Executive Director

Meeting Date: October 15, 2026

Recommendation:

Adopt the San Benito County Local Transportation Authority Lost and Found Policy.

Summary:

Staff recommends that the Board **adopt the San Benito County Local Transportation Authority (LTA) Lost and Found Policy to establish** standardized procedures for the collection, documentation, storage, return, and disposition of personal property found on the LTA vehicles, at transit facilities, and at LTA administrative offices.

Background/ Discussion:

The LTA routinely receives personal property that is left on LTA vehicles, at bus stops, within transit facilities, or at LTA administrative offices. Currently, the LTA does not have a formal written Lost and Found policy establishing procedures for how found property should be documented, stored, claimed, returned to its owner, or disposed of when it remains unclaimed.

Establishing a formal policy will provide LTA staff with clear and consistent procedures for handling lost property and will provide members of the public with a predictable process for reporting and reclaiming items.

The proposed policy has been developed to establish consistent administrative procedures while taking into consideration applicable California law governing lost property, including California Civil Code Sections 2080 et seq.

Financial Impact:

None.

Attachments:

1. San Benito County Local Transportation Authority Lost and Found Policy

San Benito County Local Transportation Authority

Lost and Found Policy

1. Purpose

The purpose of this policy is to establish procedures for the collection, storage, return, and disposal of personal property left on San Benito County LTA vehicles or other LTA facilities. The policy is intended to provide consistent customer service while ensuring compliance with applicable California law.

2. Scope

This policy applies to all personal property found on San Benito County LTA buses, bus stops, transit facilities, and administrative offices.

3. Found Property

Employees who discover or receive lost property shall:

- Secure the item as soon as practical.
- Deliver the item to the designated Lost and Found location by the end of their shift whenever possible.
- Complete a Lost Property Intake Form documenting:
 - Date and time found
 - Route or vehicle number (if applicable)
 - Location where the item was found
 - Description of the item
 - Name of the employee turning in the item

Items shall be logged into the Lost and Found inventory by LTA staff upon receipt.

4. Claiming Lost Property

Individuals seeking lost property may contact San Benito County LTA by telephone, email, or in person.

Claimants shall complete a Lost Property Claim Form and provide sufficient information to establish ownership, including, when applicable:

- Description of the item
- Date and approximate time the item was lost
- Bus route or vehicle information
- Unique identifying characteristics

Staff may require photo identification before releasing certain items.

Property will only be released to a person who reasonably demonstrates ownership.

A Lost Property Release Form shall be completed at the time property is returned.

5. Storage Period

Unless otherwise required by California Civil Code Section 2080 et seq. or other applicable law, found property shall be retained for ninety (90) calendar days. If required under applicable law, unclaimed property will be sold at public auction and a public notice of such sale will be given by the LTA at least five days before the sale by publication once in a newspaper of general circulation published in the county in which such property was found. Any property remaining unsold after being offered at such public auction will be destroyed or otherwise disposed of by the LTA.

Perishable items may be discarded immediately.

6. Special Categories of Property

Found property valued at \$100 or more

Found property reasonably believed to have a value of \$100 or more, where the owner is unknown or does not promptly claim the property, shall be processed in accordance with California Civil Code sections 2080 et seq., including transfer to the appropriate law enforcement agency when required by law.

Wallets, identification cards, passports, credit cards, and personal identification documents

Reasonable efforts may be made to contact the owner. If not claimed, these items may be returned to the issuing agency or delivered to local law enforcement when appropriate.

Cash

Cash totaling **\$100 or more** shall be handled in accordance with California Civil Code Sections 2080 et seq., including delivery to the appropriate law enforcement agency when required.

Cash under \$100 shall be retained for 90 days and, if unclaimed, disposed of in accordance with LTA procedures and applicable law.

Electronic Devices

Cell phones, laptops, tablets, and similar devices shall be securely stored due to the presence of personal information. Staff shall not access the contents of electronic devices, personal accounts, messages, photographs, or stored data. Staff may take reasonable steps to identify the owner without accessing private content, including

responding to incoming calls or reviewing owner identification displayed on a locked screen.

Medication

Prescription medications, controlled substances, medical sharps, and similar items shall be disposed of or transferred to the appropriate authority in accordance with applicable law and health and safety requirements.

Hazardous Materials

Hazardous, illegal, or dangerous items shall be immediately reported to law enforcement and handled in accordance with applicable laws.

Firearms and Weapons

Firearms, ammunition, explosives, and other prohibited weapons shall not be retained in the Lost and Found inventory. Such items shall be immediately secured and reported to law enforcement for recovery and disposition.

Suspicious Packages

Items that appear abandoned, dangerous, explosive, or otherwise suspicious shall not be opened or moved except as necessary for public safety. Staff shall immediately notify supervisory personnel and appropriate emergency responders.

7. Unclaimed Property

Following expiration of the applicable retention period, property shall be disposed of in accordance with California law and LTA procedures, which may include public sale, donation, recycling, destruction, return to a governmental agency, or other lawful disposition.

8. Liability

San Benito County LTA is not responsible for loss, theft, or damage to personal property left on its vehicles or facilities. To the fullest extent permitted by law, LTA assumes no responsibility for personal property left on its vehicles or facilities and shall not be liable for loss, theft, damage, deterioration, or disposition of property handled in good faith pursuant to this policy.

9. Records

Lost and Found records shall be maintained for a minimum of three years and shall include:

- Lost Property Reports
- Inventory log
- Property Release Forms

- Documentation of disposal or donation of unclaimed property

10. Authority and Release of Property

This policy shall be administered by the Executive Director or their designee and may be updated as necessary to remain consistent with applicable federal and California laws. The release of property by LTA is not a determination of legal ownership. LTA reserves the right to refuse release where ownership cannot reasonably be established or where competing claims are made. LTA may decline to release property where ownership cannot be reasonably established, where release may violate law, or where release may create a safety concern.

LOST PROPERTY INTAKE FORM

(Completed by Transit Staff)

1. Found Property Information

Date Item Found: _____

Time Item Found: _____

Found By (Employee Name): _____

Date Submitted to Office: _____

Route: _____

Vehicle Number: _____

Location Found:

☐ Bus Interior

☐ Bus Stop/Shelter

☐ Other: _____

2. Item Description

Category:

☐ Wallet/Purse

☐ Cell Phone

☐ Laptop/Tablet

☐ Keys

☐ Backpack/Bag

☐ Bicycle

☐ Clothing

☐ Electronics

☐ Identification Documents

☐ Other: _____

Detailed Description of Item:

(Include color, brand, size, identifying marks, serial numbers, contents, etc.)

3. Condition of Item

- ☐ Good Condition
- ☐ Damaged
- ☐ Wet/Contaminated
- ☐ Missing Parts
- ☐ Other: _____

4. Sensitive Items

Does the item contain any of the following?

- ☐ Cash
- ☐ Identification/Documents
- ☐ Credit/Debit Cards
- ☐ Medication
- ☐ Personal Information
- ☐ Electronic Device
- ☐ Other: _____

Estimated Value (if known): \$ _____

5. Staff Processing

(Completed by LTA ADMIN Staff)

Lost & Found Inventory Number: _____

Date Entered Into Inventory: _____

Stored Location: _____

Staff Member Entering Item: _____

Notes

Employee Signature: _____

Date: _____

LOST PROPERTY CLAIM FORM

Please complete this form if you believe you lost an item on a San Benito County LTA bus or at a transit facility. Submission of this form does not guarantee that your item has been found.

CUSTOMER INFORMATION

Name: _____

Phone Number: _____

Email Address: _____

LOST ITEM INFORMATION

Date Item Was Lost: _____

Approximate Time: _____

Bus Route: _____

Direction of Travel: _____

Bus Stop Where You Boarded: _____

Bus Stop Where You Exited: _____

ITEM DESCRIPTION

Type of Item (check one):

- ☐ Backpack
- ☐ Purse/Wallet
- ☐ Cell Phone
- ☐ Laptop/Tablet
- ☐ Keys
- ☐ Eyeglasses
- ☐ Bicycle
- ☐ Clothing
- ☐ Other: _____

Please describe the item in as much detail as possible. Include color, brand, size, identifying marks, serial number, contents, or any other information that would help identify the item.

ADDITIONAL INFORMATION

Where do you think you left the item?

Is there any other information that may help us identify your property?

CUSTOMER CERTIFICATION

I certify that the information provided above is true and accurate to the best of my knowledge. I understand that San Benito County LTA may require additional information or identification before releasing any property and that submission of this form does not guarantee recovery of my item.

Signature: _____

Date: _____

LOST PROPERTY RELEASE FORM

(Completed When Property Is Returned to owner)

Property Information

Inventory Number: _____

Date Property Returned: _____

Customer Information

Name: _____

Phone Number: _____

Email Address: _____

Property Released

Description of Item:

Ownership Verification

Method used to verify ownership:

- ☐ Customer provided description matching item
- ☐ Identification verified
- ☐ Serial number/unique identifier verified
- ☐ Other: _____

Customer Acknowledgment

I acknowledge that I have received the property described above from San Benito County LTA.

I understand that San Benito County LTA is not responsible for any future loss, damage, or malfunction of returned property.

Customer Signature: _____

Date: _____

Staff Certification

I confirm that the above property was released to the individual identified above.

Staff Name: _____

Staff Signature: _____

Date: _____