

## AGENDA ITEM III – A

### YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES APRIL 19, 2018

#### **I. Call to Order & Roll Call**

Present: Cardoza (Chair), Fletcher, Leahy (Vice-Chair), Simmons (for Pedigo), Sullenger, and Whiteaker

Absent: Pedigo & Whitmore

#### **II. Public Business from the Floor**

Gary Rico, a resident of 1132 Rideout Way in Marysville, expressed his concern regarding the bus that operates on Rideout Way between Hall and Hansen Streets in east Marysville. Mr. Rico stated that this is a narrow road and that a better alternative would be to use the much wider Harris Street. Martin directed Mr. Rico to Adam Hansen to get his contact information for further discussion.

#### **III. Consent Calendar**

Director Whiteaker made a motion to approve the consent calendar. Director Leahy seconded the motion and it carried unanimously.

#### **IV. Reports**

##### **A. Revised Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2019.**

Martin stated that the revised draft budget includes detailed descriptions of each revenue and expense item. He gave a brief overview of the revised current year projections noting that expenses are now expected to be a bit higher than budgeted. Martin mentioned that revenue is currently running behind budget due primarily to reduced farebox income resulting from declining ridership. This short-fall will be made up through the use of deferred revenue.

Martin then discussed the revised draft budget for FY 2019 stating that it is basically a status quo budget with no proposed expansions or changes. He highlighted the detailed expense and revenue descriptions in the report and invited Board questions and input. Director Simmons inquired as to the expenditure projections for street repairs at bus stops in Marysville. Martin responded that the budget does not include any funding for street renovations as those have always been the responsibility of each jurisdiction. Discussion continued regarding past history on this subject including a similar request that was ultimately rejected by the member jurisdictions. After much discussion, the consensus was to have staff organize a conversation with the member jurisdiction administrators on the issue of transit agency funding for local street repairs at bus stops.

**B. One Year Indexed Extension of the Transdev Services, Inc. Transit Operations Agreement.**

Martin stated this item is to consider exercising the second of two one year extension options that are part of the existing operating contract with Transdev Services, Inc. The initial three year term that began in October 2014 expired in September 2017 and the first one year extension option will run through September 2018. The option years are at the sole discretion of Yuba-Sutter Transit with a maximum five year term that would run through September 2019. Each option is based on a CPI adjustment with of a minimum increase of 2 percent and a maximum increase of 4 percent. Based on the designated CPI, the second one year extension would result in a cost increase of 2.21 percent effective October 2018. This would result in a projected cost increase of \$136,207 for the year based on the current fleet size and service level.

Director Whiteaker made a motion to authorize a one year indexed extension of the existing Transdev Services, Inc. agreement. Director Leahy seconded the motion and it carried unanimously.

**C. Information Technology (IT) Support Services Contract Award.**

Martin described the ongoing process to select an IT support contractor including the December release of an RFP which resulted in the receipt of four proposals. After interviewing two firms, based upon the information available and reference checks, the selection committee is now recommending Alliant Networking Services, Inc. of Yuba City for this contract.

Director Leahy made a motion to authorize the execution of a contract with Alliant Networking Services, Inc. for IT support services. Director Whiteaker seconded the motion and it carried unanimously.

**D. Back-Up Emergency Generator Contract Award.**

Martin stated that the Board had authorized an RFP for this project in January and that three proposals were received in response. Staff is now recommending Day's Generator Service for this project at a total cost of \$129,558. Martin added this project is being funded with an allocation of \$107,428 from the California Transit Assistance Fund (CTAF) bond program and that any short-fall will be made up through the anticipated transfer of excess prior year CTAF funding.

Director Fletcher made a motion to award the project and authorize the execution of a contract with Day's Generator Service as proposed. Director Leahy seconded the motion and it carried unanimously.

**E. Administrative Staff Salary and Benefit Adjustments.**

Martin stated that employee compensation and benefits are periodically reviewed for possible changes and the attached staff report details recommendations for a 2.0 percent cost of living adjustment (COLA) for the five administrative employees including the Transit Manager. It also recommends adjustments to the car allowance for the Transit Manager; a new step to the annual leave schedule after 25 years of service; and, an increase to the deferred compensation contributions by Yuba-Sutter Transit on behalf of the employees. Martin added that the combined first year cost of these changes would be approximately \$14,300.

Director Leahy made a motion to approve the proposed staff salary and benefit adjustments effective July 1, 2018. Director Whiteaker seconded the motion and it carried unanimously.

F. **Project & Program Updates.**

1. Connect Card Implementation.

Martin stated that full implementation of the Connect Card has been set for July 1, 2018 and staff has been communicating this in various ways to passengers. The primary change on that date will be that local fixed route transfers will no longer be issued and that monthly passes will only be available on a Connect Card.

2. North Beale Road and Olivehurst Bus Stop Improvements

Martin stated that the concrete work is complete on North Beale Road at Lowe Avenue and at Woodland Drive in Linda and at Johnson Park in Olivehurst. The new bus stop shelters for these locations have been ordered and are expected to be installed by the end of June.

3. California Air Resources Board Innovative Clean Transit (Zero-Emission Bus) Proposal

Martin stated that the California Air Resources Board (CARB) is looking to take action on their proposal in July or August, but that they are considering backing-off or delaying some components in response to the input that they have already received. These include possibly eliminating cut-away buses from the proposal as well as delaying the initial implementation date. Staff is watching this issue closely and will report on any new developments.

4. Replacement Commuter Buses

Martin stated that the seven replacement commuter buses are now on the assembly line and are expected to be delivered in June.

V. **Correspondence/Information**

None

VI. **Other Business**

Director Cardoza asked if anyone had contacted staff about providing a shuttle service to Beale Air Force Base for the upcoming open house. Martin responded that he had not been contacted.

VII. **Adjournment**

The meeting was adjourned at 4:35 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MAY 17, 2018  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**