



MEETING NOTICE & AGENDA

DATE: Thursday, October 16, 2025

TIME: 4:00 P.M.

PLACE: Board of Supervisors Chambers
Yuba County Government Center
915 8th Street
Marysville, California

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

Bains (Vice-Chair), Bradford, Buttacavoli, Cole, Flores, House, Hudson and Kirchner (Chair)

II. **Presentations**

A. **Employee Service Recognitions.**

Presentation of Board proclamations recognizing two (2) employees for forty (40) years of continuous service with Yuba-Sutter Transit.

III. **Public Business from the Floor**

Members of the public may address the Authority on items of interest that are within the Authority's jurisdiction and are not on the agenda for this meeting. Public comment regarding agenda items will be permitted as each agenda item is considered by the Board.

IV. **Consent Calendar**

All matters listed under the Consent Calendar are considered routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be removed from the Consent Calendar for discussion or specific action.

- A. Minutes from the Regular Meeting of September 18, 2025. (Attachment)
- B. Disbursement List for September 2025. (Attachment)
- C. Monthly Performance Report for September 2025. (Attachment)

V. **Reports**

A. **Surplus Declaration for Disposal of Two (2) Cutaway Buses.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 08-25 declaring certain vehicles to be surplus and authorizing their disposal, as proposed or amended.

B. Demand-Response Van Purchase Authorization. (Attachment)

RECOMMENDATION: 1) Authorize a purchase order with A-Z Bus Sales, in an amount not to exceed \$607,313.80, for purchase, delivery and warranty of five (5) Ford 350 EL Transit Style Shuttle Vans, as proposed or amended.

2) Approve the addition of said project to the Fiscal Year (FY) 2026 Capital Budget.

C. Bus Stop Cleaning and Maintenance Request for Proposals (RFP).

RECOMMENDATION: Authorize the release of a Bus Stop Cleaning and Maintenance Request for Proposals (RFP), as proposed or amended.

D. Shasta Street & Alturas Street Bus Pad Improvements Project. (Attachment)

RECOMMENDATION: Authorize the issuance of a Letter of Commitment to the City of Yuba City for cost sharing of the Shasta Street & Alturas Street Bus Pad Improvements Project, as proposed or amended.

E. Project & Program Updates.

1. Mobility On Demand (MOD) Performance Report
2. Lincoln/Roseville Service Planning
3. 50th Anniversary Event

RECOMMENDATION: Information only.

VI. Correspondence / Information

VII. Other Business

VIII. Adjournment

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, NOVEMBER 20, 2025, AT 4:00 P.M. IN THE BOARD OF SUPERVISORS CHAMBERS, YUBA COUNTY GOVERNMENT CENTER

If you need assistance to attend the Yuba-Sutter Transit Board Meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, please contact the Yuba-Sutter Transit office at (530) 634-6880 or by email at info@yubasuttertransit.com at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM IV – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
SEPTEMBER 18, 2025**

I. Call to Order & Roll Call (4:00 p.m.)

Present: Bains (Vice-Chair), Buttacavoli, Cole, Flores, House, Hudson, Kirchner (Chair) and Vasquez

Absent: Bradford, Flores and Hudson

II. Public Business from the Floor

None.

III. Consent Calendar

Director Vasquez made a motion to approve the consent calendar. Director Buttacavoli seconded the motion, and it was carried unanimously.

IV. Reports

A. Assignment Agreement for Receipt of Affordable Housing and Sustainable Communities Grant Funds.

Executive Director Matthew Mauk stated that Yuba-Sutter Transit entered into a cooperative agreement in 2021 with the developer of the planned Richland Housing Project in Yuba City, to partner on a grant application to the state's Affordable Housing and Sustainable Communities (AHSC) program. The partnership strengthened the grant application through inclusion of funding for sustainable transportation infrastructure and transportation related amenities, which resulted in an award of \$8.5 million for the Next-Gen Transit Facility project in FY 2022.

The next step is to authorize staff to execute the assignment agreement with the developer (Sutter Community Affordable Housing) necessary for distribution of the grant funds to Yuba-Sutter Transit. The funds will deliver elements of the NextGen Transit Facility project including solar infrastructure, electric vehicle charging, bus stop amenities and active transportation components.

Mauk stated that the execution of today's requested action is considered pending until we have received and mutually agree on the final distribution timelines. Legal counsel has reviewed the agreement.

Director Vasquez made a motion to authorize the Executive Director to execute an Assignment Agreement with Sutter Community Affordable Housing to accept \$8.5 in grant funding for the NextGen Transit Facility awarded pursuant to the Affordable Housing and Sustainable Communities (AHSC) program and authorize the Executive Director to certify and execute any

additional documents necessary for disbursement of the AHSC grant funding as proposed. Director Cole seconded the motion, and it was carried unanimously.

B. Feather River Air Quality Management District Blue Sky Grant Application for 2026.

Mauk stated that the Feather River Air Quality Management District (FRAQMD) is now accepting proposals for the current round of Blue Sky Grants. Approximately \$110,000 is available this year, which is slightly less than what was available last year. Yuba-Sutter Transit has long submitted grant applications to this program and most recently received funds to support the very successful Discount Monthly Pass Program for youth, seniors, and persons with disabilities. Under this program, regular \$20 discount monthly passes are sold for \$10 using FRAQMD funds to cover the lost fare on each pass. Based on current discount pass sales and allowing for continued growth in the future, staff is currently projecting the sale of 10,300 passes over a proposed continuation period through calendar year 2026. With approval, the grant request will be for \$103,000 for the calendar year 2026.

Director Bains arrived at 4:06 p.m.

Director House asked if we could ask for more funding to help increase transit usage and help to pay for transit fares when they can't pay for themselves. Mauk stated we have allocated funding from previous Low Carbon Transit Operations Program (LCTOP) for pass discount programs and these funds have been used in the past to supplement the FRAQMD program.

Director House made a motion to authorize submittal of a FRAQMD Blue Sky grant application for \$103,000 to continue the Discount Monthly Bus Pass Program for area youth, seniors, and eligible persons with disabilities, through the end of the calendar year 2026, as proposed. Director Vazquez seconded the motion, and it was carried unanimously.

C. Reimbursement Agreement with the Sacramento Area Council of Governments for Provision of Financial Audits.

Mauk stated that annual financial audits are a requirement of receiving state Transportation Development Act (TDA) funding. As the TDA administrator, the Sacramento Area Council of Governments (SACOG) has historically financed and contracted for these financial audits on behalf of the transit providers in its region. Starting this year, SACOG is now requiring the operators to pay for their own financial audits. SACOG is contracted with a qualified CPA, Richardson & Company, to conduct the FY 2025 through FY 2027 audits. Under the proposed reimbursement agreement, Yuba-Sutter Transit will reimburse SACOG up to \$100,620 for three years' financial audits.

Director House asked if this is a new requirement and how long have we been doing SACOG financial audits? Mauk stated that this has always been a requirement of the TDA and what's new is that SACOG is now requiring operators to pay for them.

Director Vasquez made a motion to authorize the Executive Director to enter into an agreement to reimburse the Sacramento Area Council of Governments (SACOG) a total amount not to exceed \$100,620.00 for costs associated with the performance of required annual independent financial

audits of the Yuba-Sutter Transit Authority for fiscal years 2025 through 2027, as proposed. Director Bains seconded the motion, and it carried with five aye votes and one nay vote.

D. Project and Program Updates.

1. Lincoln/Roseville Service Planning

Mauk reported that staff is continuing to coordinate with Placer County staff on the design and roll out timeline for our planned Roseville/Lincoln connector service, which is now planned as a hybrid intercity express/demand-response service model. Staff has been meeting with Wheatland City staff and Mercy Housing management to work on a potential funding agreement to offset some of the costs to the new service, on the basis the new service will replace the existing Wheatland service.

2. Cap-and-Trade and SB 125 Funding Agreement

Mauk reported that the Governor Newsom had introduced a proposal in the “May Revise” to eliminate Cap-and-Trade funding for several grant programs Yuba-Sutter Transit is depending on to deliver the NextGen Facility project. At that time, the programs on the chopping block included the Affordable Housing and State Communities Grant, the Transit Intercity Rail Capital Program (which was also the mechanism for the SB 125 one-time funds received), and the Low Carbon Transit Operations Program. On September 13, 2025, the legislature passed multiple bills to extend the Cap-and-Trade Program and how its proceeds are spent. Specifically, AB 1207 changes the name of the program to Cap-and-Invest and extends the greenhouse gas reduction through January 1, 2046, it also recasts funds to high-speed rail and CalFire as well as other legislature priorities as determined annually.

Mauk stated that if the governor signs the legislation, approx. \$30 million for the NextGen Facility that was in question would appear to be safe.

3. TDA Triennial Performance Audit

Mauk reported that we are now undergoing the Triennial TDA Performance Audit for FY 2022 – 2024, and we will be reporting on any audit findings early next year.

4. 50th Anniversary Event

Mauk stated that the date for our 50th anniversary open house will be Saturday October 18th. We will be sending more details soon.

V. Correspondence / Information

None

VI. Other Business

Director House mentioned the 40-year employee anniversary party for Art Leonard will be held at Yuba-Sutter Transit on Friday, September 26th.

VII. Adjournment

The meeting was adjourned at 4:20 p.m.

The next regular meeting is scheduled for Thursday, October 16, 2025, at 4:00 p.m. in the Yuba County Board of Supervisors Chambers, unless otherwise noticed.

AGENDA ITEM IV - B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF SEPTEMBER 2025

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 10,507.26	CALPERS HEALTH	HEALTH INSURANCE
EFT	\$ 5,525.48	CALPERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 854.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 350.00	CALPERS	FEES FOR GASB-68 REPORTS & SCHEDULES FY 2025
EFT	\$ 875.53	CYPRESS DENTAL ADMINISTRATORS	DENTAL & VSP INSURANCE - SEPTEMBER 2025
EFT	\$ 56,023.14	PAYROLL	PAYROLL - AUGUST 2025
EFT	\$ 1,121.89	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE - SEPTEMBER 2025
EFT	\$ 273.19	COMCAST BUSINESS	INTERNET SERVICES - SEPTEMBER 2025
EFT	\$ 7,225.21	CARDMEMBER SERVICES	CREDIT CARD: SUBSCRIPTIONS, QB, HYBRID BATTERY, TRAVEL & TOLL
EFT	\$ 46.83	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - SEPTEMBER 2025
EFT	\$ 482.50	CALIFORNIA WATER SERVICE	WATER: 8/13/2025 - 9/11/2025
EFT	\$ 6,681.96	PG&E	ELECTRIC 8/11/2025 - 9/09/2025
EFT	\$ 70.59	PG&E	PARKING LOT LIGHTS - SEPTEMBER 2025
EFT	\$ 56.84	PG&E	GAS - AUGUST 2025
EFT	\$ 89.61	PG&E	ELECTRIC & GAS AT 1430 MELODY RD 8/23/2025 - 9/10/2025
EFT	\$ 350.73	MACQUARIE EQUIPMENT CAPITAL INC	COPY MACHINE LEASE - AUGUST 2025
EFT	\$ 100.00	BRADLEY HUDSON	BOARD MEETING - AUGUST 21, 2025
EFT	\$ 100.00	GARY BRADFORD	BOARD MEETING - AUGUST 21, 2025
EFT	\$ 100.00	RENICK HOUSE	BOARD MEETING - AUGUST 21, 2025
EFT	\$ 100.00	TONI COLE	BOARD MEETING - AUGUST 21, 2025
EFT	\$ 100.00	WADE KIRCHNER	BOARD MEETING - AUGUST 21, 2025
EFT	\$ 100.00	RENICK HOUSE	BOARD MEETING - SEPTEMBER 18, 2025
EFT	\$ 100.00	TONI COLE	BOARD MEETING - SEPTEMBER 18, 2025
EFT	\$ 100.00	WADE KIRCHNER	BOARD MEETING - SEPTEMBER 18, 2025
EFT	\$ 12,147.46	RAMOS OIL COMPANY	BUS FUEL - GAS 8/10/2025 - 8/31/2025
EFT	\$ 11,268.22	RAMOS OIL COMPANY	BUS FUEL - GAS 9/01/2025 - 9/20/2025
EFT	\$ 251.50	UTILITY MANAGEMENT SERVICES	SEWER - SEPTEMBER 2025
EFT	\$ 136.02	PRIMEPAY	PAYROLL FEES - AUGUST 2025
EFT	\$ 1,500.00	VIA TRANSPORTATION INC	VEHICLE FEE - AUGUST 2025
EFT	\$ 399.15	ELAVON	MERCHANT SERVICE FEE - SEPTEMBER 2025
19353	\$ 297.80	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - AUGUST 2025
19354	\$ 51,380.99	AECOM TECHNICAL SERVICES INC	NEXT GEN FACILITY ENGINEERING SERVICES - JULY 2025
19355	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL - AUGUST 2025
19356	\$ 100.00	BRUCE BUTTACAVOLI	BOARD MEETING - AUGUST 21, 2025
19357	\$ 4,864.07	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - AUGUST 2025
19358	\$ 100.00	DAN FLORES	BOARD MEETING - AUGUST 21, 2025
19359	\$ 3,123.01	FM GRAPHICS INC	2,500 TICKET SHEETS
19360	\$ 24,121.50	HUNT & SONS INC	BUS FUEL - DYED DIESEL
19361	\$ 100.00	KARM BAINS	BOARD MEETING - AUGUST 21, 2025
19362	\$ 138.59	LISA O'LEARY	VISION REIMBURSEMENT - LO
19363	\$ 981.97	MATTHEW MAUK	REIMBURSEMENT - CALACT CONFERENCE
19364	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - AUGUST 2025
19365	\$ 1,234.79	SC FUELS	DEF FLUID
19366	\$ 571,415.44	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE - 7/2025
19367	\$ 670.00	STREAMLINE	WEBSITE SERVICES - SEPTEMBER 2025
19368	\$ 1,015.80	T-MOBILE	WIFI SERVICES FOR BUSES - AUGUST 2025
19369	\$ 810.93	T-MOBILE	WIFI ROUTER SERVICES FOR BUSES - AUGUST 2025
19370	\$ 1,098.26	TEHAMA TIRE SERVICES INC	TUBES/TIRES
19371	\$ 590.00	TELELINK BUSINESS TELEPHONE SERVICES	TELEPHONE SERVICES - SEPTEMBER 2025
19372	\$ 229.17	TRILLIUM SOLUTIONS	GTFS MANAGER - JULY 2025
19373	\$ 762.19	PG&E	ELECTRIC & GAS AT 1430 MELODY RD 7/12/2025 - 8/22/2025
19374	\$ 2,150.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - OCTOBER 2025
19375	\$ 34,898.98	ALLSTAR WRAPS LLC	CB BUS WRAPS #5706 #5708 #5709 #5710 #5711 #5712 #5713
19376	\$ 100.00	ANDY VASQUEZ	BOARD MEETING - SEPTEMBER 18, 2025
19377	\$ 58.65	BIDWELL WATER COMPANY	WATER SERVICE 8/13/2025 - 9/03/2025
19378	\$ 100.00	BRUCE BUTTACAVOLI	BOARD MEETING - SEPTEMBER 18, 2025
19379	\$ 280.00	CALIFORNIA COMMUNICATIONS	SITE CALL - MCGOWAN PARK & RIDE
19380	\$ 51,027.13	HUNT & SONS INC	BUS FUEL - DYED DIESEL DROPS ON 9/8/2025 & 9/17/2025
19381	\$ 100.00	KARM BAINS	BOARD MEETING - SEPTEMBER 18, 2025
19382	\$ 18,048.28	MARVIL CG LLC	EQUIPMENT - 33 MODEMS FOR WIFI ON BUSES
19383	\$ 5,767.50	PROSIO COMMUNICATIONS	MARKETING SERVICES - AUGUST 2025
19384	\$ 1,851.55	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS - 8/25
19385	\$ 717.56	QUILL CORPORATION	JANITORIAL SUPPLIES: PAPER TOWELS, SEAT COVERS, TOILET PAPER & SOAP
19386	\$ 1,293.75	RICH, FUIDGE, BORDSEN & GALYEAN INC	LEGAL SERVICES 8/21/2025 - 8/27/2025
19387	\$ 1,023.00	ROYAL AIRE INC	FACILITY - AC MAINTENANCE AND TUNE UP
19388	\$ 885.16	SC FUELS	DEF FLUID
19389	\$ 1,768.83	SECURITAS TECHNOLOGY CORPORATION	SECURITY SERVICES FOR AUG, SEPT & OCT 2025
19390	\$ 60.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - SEPTEMBER 2025
19391	\$ 7,483.50	SUTTER BUTTES COMMUNICATION INC	SERVICE AGREEMENT & REPEATER FEES - 10/2025 TO 12/2025
19392	\$ 118.89	SUTTER COUNTY LIBRARY	CONNECT CARD COMMISSION - JULY 2025
19393	\$ 2,558.31	TEHAMA TIRE SERVICES INC	TUBES/TIRES
	\$ 911,637.71		

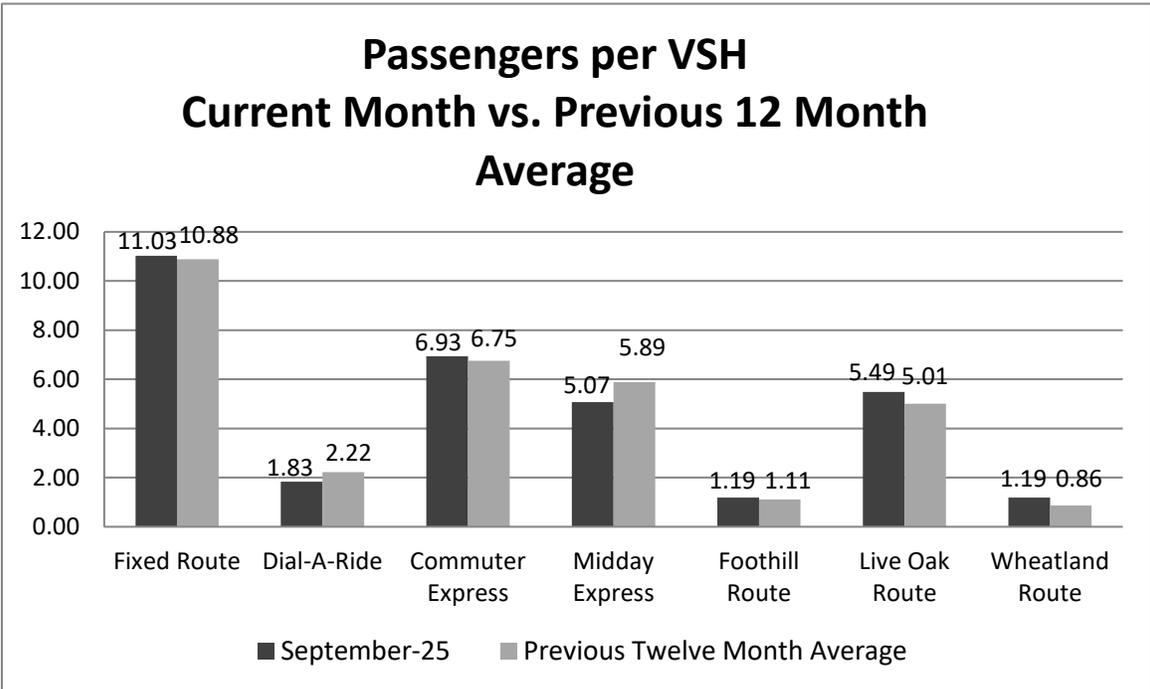
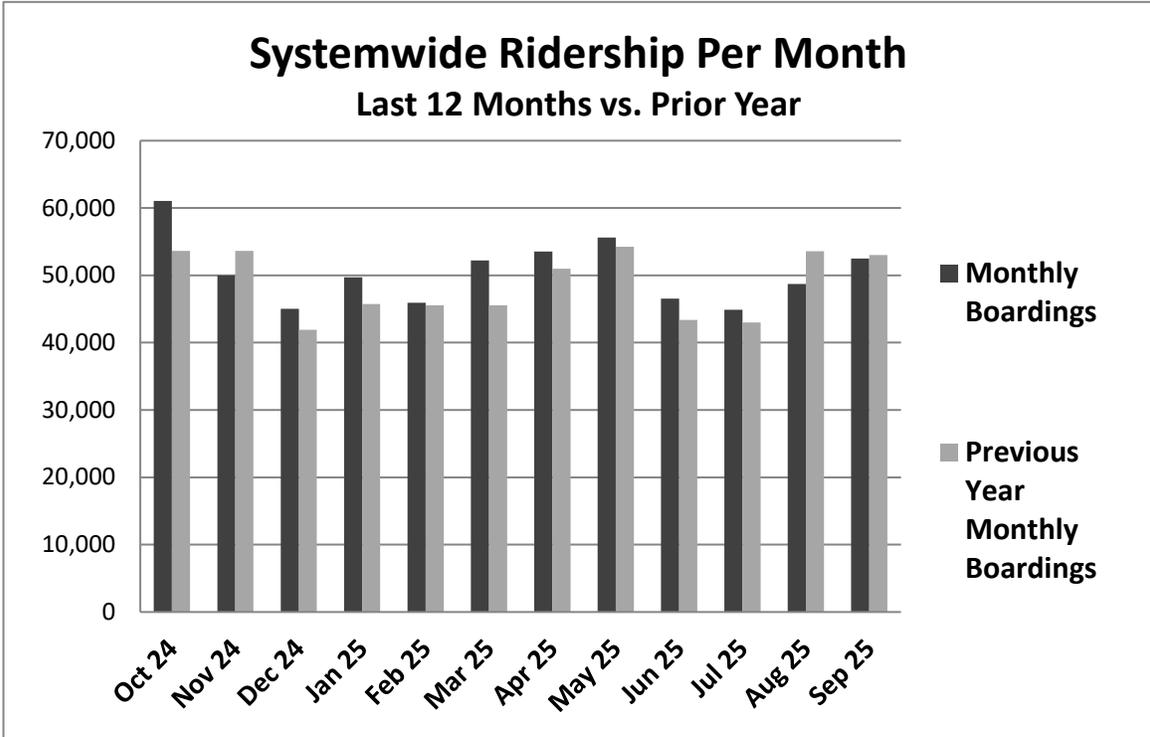
LAIF
TRANSFERS

AGENDA ITEM IV- C

SEPTEMBER 2025 PERFORMANCE REPORT

Ridership:	September-25	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Fixed Route	44,440	42,504	121,479	125,106
Dial-A-Ride	2,118	2,938	6,660	8,308
Commuter Express	4,719	3,721	14,208	12,928
Midday Express	632	1,346	1,841	1,566
Foothill Route	107	95	325	277
Live Oak Route	419	392	1,444	1,250
Wheatland Route	60	43	187	148
Total Ridership:	52,495	51,039	146,144	149,583
 Vehicle Service Hours:				
Fixed Route	4,027.54	3,906.74	12,326.26	11,192.46
Dial-A-Ride	1,158.29	1,322.34	3,523.49	4,732.31
Commuter Express	680.69	551.12	2,040.06	1,957.10
Midday Express	124.57	228.60	376.72	340.02
Foothill Route	89.88	85.54	272.82	251.06
Live Oak Route	76.39	78.28	240.68	237.33
Wheatland Route	50.57	49.72	152.66	161.83
Total VSH's:	6,207.93	6,222.33	18,932.69	18,872.11
 Passengers Per Hour:				
Fixed Route	11.03	10.88	9.86	11.18
Dial-A-Ride	1.83	2.22	1.89	1.76
Commuter Express	6.93	6.75	6.96	6.61
Midday Express	5.07	5.89	4.89	4.61
Foothill Route	1.19	1.11	1.19	1.10
Live Oak Route	5.49	5.01	6.00	5.27
Wheatland Route	1.19	0.86	1.22	0.91
Total Passengers Per VSH:	8.46	8.20	7.72	7.93

SEPTEMBER 2025 PERFORMANCE REPORT



AGENDA ITEM V – A
STAFF REPORT

SURPLUS DECLARATION FOR DISPOSAL OF TWO (2) CUTAWAY BUSES

RECOMMENDATION: Adopt Resolution No. 08-25 declaring certain vehicles to be surplus and authorizing their disposal, as proposed or amended.

Background

The Yuba-Sutter Transit Authority is the sole owner of two (2) Glaval Titan II (Chevy 4500) cutaways that have been used in continuous demand-response and rural route service since February and March 2014 respectively. These two buses have surpassed their useful life and were removed from active revenue service effective July 1, 2025.

Discussion

With the requested action, staff now recommends adoption of the attached Resolution No.08-25 declaring that Vehicle No. 1681 and 1685 are surplus property and authorizing the Executive Director to dispose of said vehicles under specified terms and conditions.

Staff will be prepared to discuss the surplus vehicle process in detail at the meeting.

Fiscal Impact

These buses were purchased with State grant funds from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) and do not carry a federal financial interest.

With approval of the requested action, staff will post the vehicles for sale through an on-line government equipment auction service with the minimum bid be set at \$500 per unit. Any sales proceeds will be used to offset the cost to prepare, advertise, and manage the sale of the buses.

Attachment(s)

Resolution No. 08-25

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 08-25

SURPLUS DECLARATION FOR DISPOSAL OF TWO CUTAWAY BUSES

WHEREAS: *The Yuba-Sutter Transit Authority is the owner of two (2) Glaval Titan II (Chevy 4500) cutaways that have been used in continuous service since February/March 2014; and,*

WHEREAS: *These two buses have surpassed their useful life as revenue vehicles and are no longer needed by Yuba-Sutter Transit for that purpose effective July 1, 2025; and,*

WHEREAS: *The fleet and vehicle identification numbers of the subject vehicles are as follows:*

<u>Fleet Number</u>	<u>Make</u>	<u>Vehicle Identification (VIN)</u>
1681	Chevy/Glaval Titan II	1GB6G5BL0E1121823
1685	Chevy/Glaval Titan II	1GB6G5BL8E1121696

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby declare that the vehicles identified above are surplus property and authorize the Executive Director to dispose of said vehicles under specified terms and conditions established by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON OCTOBER 16, 2025.

Chairman of the Board

ATTEST:

Lisa O'Leary
Secretary to the Board of Directors

Date

AGENDA ITEM V – B
STAFF REPORT

DEMAND-RESPONSE VAN PURCHASE AUTHORIZATION

RECOMMENDATION: 1) Authorize a purchase order with A-Z Bus Sales, in an amount not to exceed \$607,313.80, for the purchase, delivery and warranty of five (5) Ford 350 EL Transit Style Shuttle Vans, as proposed or amended.

2) Approve the addition of the project to the Fiscal Year (FY) 2026 Capital Budget.

Background

The adopted Yuba-Sutter Transit Authority Procurement Policy requires that individual purchases exceeding \$50,000 be submitted to the Board of Directors for approval prior to execution.

The current 5-Year MTIP Program of Projects and Long-Range Capital Improvement Plan (CIP) adopted in August 2025, includes the purchase of up to seven (7) new demand-response vehicles to support existing service demand and the launch of planned intercity service to Lincoln/Roseville.

Discussion

With the requested action, staff is recommending approval for the purchase of five (5) Ford 350 EL Transit style shuttle vans utilizing the Basin Transit/California Association of Coordinated Transportation (CalACT) Cooperative Purchasing Agreement #20-01. If approved, this purchase will be for gasoline powered vans with capacity for up to eight (8) ambulatory passengers, and up to two (2) wheelchairs, to be used primarily in Dial-A-Ride and microtransit service. The Ford 350 EL Transit model is recommended based on seating capacity, curb-side wheelchair accessibility, and the ready availability of parts and warranty support from the manufacturer. The vehicles will have standard features where possible, with customization and wheelchair accessibility modifications provided by Driverge Vehicle Innovations, based in Chico, CA.

Staff again recommends leveraging the Basin Transit/CalACT statewide cooperative solicitation for this purchase. The desired model of vehicle is available from three vendors on the contract and after internal evaluation of multiple bids, the quote from A-Z Bus Sales was chosen as providing the best overall value to the Authority. If approved, it is estimated that the vehicles will be delivered within six (6) months of the notice to proceed.

The requested action is conditional upon Caltrans' administrative approval of the purchases and the issue of a letter of assignment from CalACT. If approved, the recommended actions include the addition of the project to the current FY 2026 Capital Budget in case the vehicles are delivered and accepted prior to June 30, 2026. Staff will be prepared to discuss this purchase in detail at the meeting.

Fiscal Impact

The proposed vehicle purchase will be funded primarily with allocated Federal Section 5339 formula funding (\$467,000) with matching funds from available State Transit Assistance (139,813.80). The recommended Capital Budget line-item project total is \$658,000, to account for additional aftermarket equipment and branding to be acquired separately.

Attachment(s)

1) Yuba-Sutter Transit Purchase Order No. 100925



YUBA-SUTTER
TRANSIT

Safety · Service · Smiles

Purchase Order

Date: 10/9/2055
PO # 100925

Vendor

A-Z Bus Sales
Attn: Clay Hartman
PO Box 102479
Pasadena, CA 91189-2479
(800) 437-5522

Ship To

Yuba-Sutter Transit Authority

2100 B Street
Marysville, CA 95901
(530) 634-6880

Shipping Method	Shipping Terms	Delivery Date

Qty	Item #	Description	Job	Unit Price	Line Total
5		Ford Transit 350EL Vans Base Unit with Options		112,924.00	564,620.00
		CalACT MBTA Fee (1.5%)		1,693.86	8,469.30
		Tire Tax		12.25	61.25
		Sales Tax on Taxable Amount Including 8.25% City of Marysville Tax		6,832.65	
		Subtotal per Vehicle		121,462.76	
Total Due					607,313.80
Sales Tax					34,163.25
Total					\$607,313.80

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:

Name: Matthew Mauk
Contact Phone: (530) 634-6880
Contact Email: matt@yubasuttertransit.com
Billing POC: Janet Frye
Billing POC Email: janet@yubasuttertransit.com

Authorized by _____

Date _____

AGENDA ITEM V – C
STAFF REPORT

BUS STOP CLEANING AND MAINTENANCE REQUEST FOR PROPOSALS

RECOMMENDATION: Authorize the release of a Bus Stop Cleaning and Maintenance Request for Proposals (RFP), as proposed or amended.

Background

The Yuba-Sutter Transit Authority has partnered with Quality Education Services and Training (QuEST) since as early as 2003 to provide weekly cleaning and maintenance of the approximately two-hundred sixty (260) bus stops throughout the Yuba-Sutter Transit service area. The written agreement has been administratively renewed and extended from time to time with modifications to the reimbursement rates. The total annual reimbursement for services rendered now exceeds staff's delegated purchasing authority threshold.

Discussion

In accordance with adopted procurement policies and procedures, a competitive award process is needed to make certain the Authority is receiving fair market value for the service of bus stops in the Yuba City, Marysville, Linda and Olivehurst areas. The incumbent contractor visits every bus stop weekly and services the busiest stops in the system twice weekly. These weekly cleaning and maintenance services are needed to supplement the limited services provided for advertising stops (benches and shelters) under the current advertising contract. The selected vendor will augment the advertising contract cleaning and fill in the service gaps, such that all stops throughout the core service area are visited each week.

The attached Scope of Work will serve as the basis for an RFP leading to the award of a multi-year contract, and outlines the basic services desired including regular cleaning, litter removal, graffiti abatement, weed abatement, pest control as well as replacing damaged bus stop signs. With the requested action, staff is seeking Board authorization to release an RFP inviting proposals from qualified local organizations to help fill this essential role in keeping transit assets clean and functional. The incumbent contractor is eligible to submit a proposal. Staff will be prepared at the meeting to discuss the matter in detail.

Fiscal Impact

The current cost of the bus stop service contract is approx. \$22,300 annually. It is anticipated that there will be at least a marginal increase in this contract value due to anticipated future increases in labor costs.

The contract will be paid for using local funds.

Attachment(s)

Bus Stop Maintenance Scope of Services

Bus Stop Maintenance Scope of Services

1. PROJECT BACKGROUND

The Authority provides local fixed route, rural route, commuter, and paratransit services for the bi-county region. The fixed route and paratransit services are provided in the core service area, which consists of the cities of Marysville and Yuba City, as well as the communities of Linda and Olivehurst.

2. PROJECT SUMMARY

The Authority is seeking a Contractor to perform maintenance and cleaning of bus stops throughout the Yuba-Sutter Transit urbanized service area. The Authority maintains 285 bus shelters, with 260 located in the urban area of Yuba City, Marysville, and Yuba County (Linda and Olivehurst). Of these 260 stops, 100 feature advertisements on the shelter or bench due to an agreement with Lamar Advertising. This agreement includes a provision that Lamar will repair and maintain the stops with advertisements. Their responsibilities include weekly visits to check on the 100 stops they oversee, emptying trash cans, and performing necessary repairs and cleaning. Nevertheless, there is an additional need for cleaning and maintenance at Lamar Advertising-maintained stops, as well as at the other 160 stops throughout the urbanized areas.

There are three levels of amenities at the Authority's bus stops:

Level 1 Bus Stops – These key stops and transit hubs feature shelters, of which 31 have advertising and 23 are non-ad shelters. These stops include a shelter, bench, and a Recology garbage can or a garbage can mounted on the shelter, along with a post and bus stop sign.

Level 2 Bus Stops - These stops, which include benches, feature either advertising benches (69) or Simme Seats (47). Only a few of these stops have garbage cans. These stops also feature a post and bus stop sign.

Level 3 Bus Stops – These stops are marked by poles and bus stop signs that indicate a nearby bus stop. These stops are not always on the sidewalk but may be on the roadway shoulder.

3. PROJECT TASKS

The Contractor shall provide additional cleaning services at key bus stops with shelters—both advertising and non-advertising—and perform regular maintenance and cleaning of all remaining non-advertising stops. The contractor will be responsible for providing all labor and materials to complete the following tasks.

The Contractor shall perform the following services at all bus stops:

- Conduct a weekly visual inspection of each stop.
- Remove trash, graffiti, and weeds within a ten (10) foot radius of the stop area, including cracks in concrete surfaces.
- Repair or replace any bent, damaged, or vandalized signs (sign materials to be provided by Yuba-Sutter Transit).
- Trim nearby vegetation or branches that obstruct the visibility of bus stop signs or limit access to benches.
- Key stops and transit centers including Walmart in Linda (both sides of street), Alturas and Shasta in Yuba City, D & 2nd St. in Marysville, Yuba County Government Center and Sam's Club in Yuba City will be serviced twice weekly.

For all stops equipped with shelters (advertising and non-advertising), the Contractor shall:

- Clean and wipe down shelter surfaces, including map case glass, benches, and shelter panels.
- Remove graffiti, stickers, and taped signage from shelter structures.
- Apply pest control treatments (e.g., spray for wasps and ants) as needed to maintain a safe and clean environment.

At all bus shelters with benches, the Contractor shall:

- Inspect and wipe down benches to maintain a clean and usable condition.

For stops consisting solely of a signpost, the Contractor shall:

- Inspect the sign and pole for damage, vandalism, or wear.
- Remove weeds and debris within a three (3) foot radius of the sign pole.

Note: Not all signs are located on concrete surfaces; weed removal also applies to unpaved areas.

The Contractor shall provide weekly cleaning services at the following locations:

- Bogue Park & Ride (services only required in vicinity of shelter)
- Plumas Lake Park & Ride
- McGowan Park & Ride

Services shall include:

- Removal of trash and debris throughout the lots, including landscaped areas and perimeter edges.

Emergency Cleanup

- Upon request, the Contractor may be required to perform emergency cleaning services at specific bus stops due to incidents such as broken glass, excessive litter, or other waste-related hazards.
- The Contractor shall respond within two (2) hours of a request made during normal business hours (8:00 a.m. to 5:00 p.m. Monday - Friday). Requests received after business hours shall be addressed the following morning.
- Time and costs associated with emergency cleanup shall be itemized and billed at the end of each month.
- The Contractor shall not perform or invoice for any additional work beyond the defined scope without prior written authorization and agreement on pricing from the Authority.

4. PROJECT LOCATION

Appendix A lists the location and amenities of each bus stop.

- END OF SCOPE OF SERVICES -

AGENDA ITEM V – D
STAFF REPORT

SHASTA STREET & ALTURAS STREET BUS PAD IMPROVEMENTS PROJECT

RECOMMENDATION: Authorize the issuance of a Letter of Commitment to the City of Yuba City for cost sharing of the Shasta Street & Alturas Street Bus Pad Improvements Project, as proposed or amended.

Background

In October 2018, the Yuba-Sutter Transit Authority initiated a program to share costs on a 50/50 basis with member jurisdictions for improvements at transit stops when those improvements meet all of the following criteria:

1. The bus stop must be in need of improvements to address an immediate maintenance issue to enhance the access, functionality or usability of the stop by buses, passengers and the public.
2. Improvements must be made to provide long-term maintenance cost relief at the bus stop through the use of materials that far exceed the useful life of that which would be used for routine maintenance and repairs.
3. Need, scope and cost of improvements must be mutually agreed upon.

The adopted Yuba-Sutter Transit Fiscal Year (FY) 2026 Capital Budget includes a \$235,000 line item for “Bus Stop Repairs and Improvements,” to account for the 50% cost share of the planned Shasta Street & Alturas Street Bus Pad Improvements Project (Project).

Discussion

The pavement at the Alturas and Shasta Transit Center (SW corner of Alturas St. and Shasta St.) has been an ongoing maintenance issue for several years and has had to be repaired multiple times to address depressions that have formed adjacent to the stop from constant usage. A small cement patch was installed by Yuba City maintenance crews a few years ago as a temporary fix, but the asphalt around the patch has continued to degrade and needs more extensive improvements. Yuba-Sutter Transit Staff has worked with Yuba City Public Works engineers to scope the Project to address maintenance issues at the stop long term. Staff will be prepared at the meeting to discuss the matter in detail.

Fiscal Impact

The current engineers estimate for the construction and construction management of the Project is \$276,927, and with a 10% contingency (\$26,374), the total project cost is estimated at \$303,301.00, pending a competitive bidding process. The Project is included in the Yuba-Sutter Transit Authority Capital Budget line item for bus stop improvements. The proposed Letter of Commitment states a not to exceed amount of \$150,000 committed to the Project. The expense will be funded with available State Transit Assistance (STA) funds.

Attachment(s)

1. Letter of Commitment to the City of Yuba City Public Works

October 16, 2025

Josh Wolffe, PE
Public Works Director
City of Yuba City
1201 Civic Center Boulevard
Yuba City CA 95993

RE: Yuba-Sutter Transit cost sharing commitment for Shasta and Alturas Bus Pad
Improvements Project

Dear Mr. Wolffe:

The Yuba-Sutter Transit Authority is committed to assisting partner jurisdictions to improve transit stops that show signs of disrepair due to damage caused by bus use. As such, in October 2018 the Board of Directors adopted the Corridor Enhancement Action Plan which set the parameters for 50/50 cost sharing of construction costs for eligible bus stop improvement projects. The City of Yuba City's "Shasta and Alturas Bus Pad Improvements Project" has been identified as one such project and the project scope and cost have been agreed upon by the City of Yuba City and the Yuba-Sutter Transit Authority.

On behalf of the Yuba-Sutter Transit Board of Directors, please accept this letter as our agency's commitment to share fifty percent (50%) of the cost of the City of Yuba City's Shasta and Alturas Bus Pad Improvements Project, up to an amount not to exceed \$150,000.

Thank you for your cooperation and commitment to keeping transportation infrastructure in good working order and partnering with us on this essential project.

Sincerely,

Matthew Mauk
Executive Director