



## MEETING NOTICE & AGENDA

**DATE:** Thursday, September 20, 2018

**TIME:** 4:00 P.M.

**PLACE:** Yuba County Board of Supervisors Chambers  
Yuba County Government Center  
915 8<sup>th</sup> Street  
Marysville, California

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

Cardoza (Chair), Cleveland, Fletcher, Leahy (Vice-Chair), Pedigo, Sullenger, Whiteaker and Whitmore

### **II. Presentations**

#### **A. Draft Corridor Enhancement Plan Presentation. (Attachment)**

RECOMMENDATION: Accept the Corridor Enhancement Plan as proposed or amended directing staff as desired.

### **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 Consent Calendar are considered to be 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 discussed or removed from the Consent Calendar for specific action.

**A.** Minutes from the Meeting of August 16, 2018. (Attachment)

**B.** Disbursement List for August 2018. (Attachment)

**C.** Monthly Performance Report for August 2018. (Attachment)

### **V. Reports**

#### **A. Special Service Authorization for the 2018 Sikh Parade Parking Shuttle. (Attachment)**

RECOMMENDATION: Authorize the operation of a parking lot shuttle service under the proposed terms and conditions.

**B. Draft Feather River Air Quality Management District (FRAQMD) Blue Sky Grant Program Project Applications for FY 2018/2019. (Attachment)**

RECOMMENDATION: Authorize the submittal of FRAQMD grant applications as proposed or amended.

**C. Final Federal Transit Administration (FTA) Triennial Review Report for Fiscal Years Ending 2015, 2016 and 2017. (Attachment)**

RECOMMENDATION: Information only.

**D. Project & Program Updates.**

1. Federal Low-No Vehicle Emission Grant Application
2. Punjabi Translation of Dial-A-Ride Brochure
3. Sacramento Service Promotional Campaign
4. CAD/AVL RFP Proposals Due Friday, September 21<sup>st</sup>
5. Annual Fiscal Audit Site Visit (September 24 – 26)
6. Annual Unmet Transit Needs Hearing (2:00 p.m. on Monday, October 29<sup>th</sup>)

RECOMMENDATION: Information only.

**VI. Correspondence/Information**

**VII. Other Business**

**VIII. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 18, 2018  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

**THE REGULAR MEETING OF THURSDAY, NOVEMBER 15, 2018 HAS BEEN CANCELLED**

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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 (TTY) 634-6889 at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM II – A  
STAFF REPORT

**DRAFT CORRIDOR ENHANCEMENT PLAN PRESENTATION**

Yuba-Sutter Transit has been working with the firms of AECOM and LSC Transportation Consultants since February 2017 to develop the Draft Route 1 Corridor Enhancement Plan which is enclosed with the agenda packet. The draft plan is also posted on the home page of the agency website. This plan provides in-depth analysis and the necessary pre-engineering to support potential capital improvements to the main facilities and bus stops along the approximately eight mile long Route 1 corridor. Route 1 is Yuba-Sutter Transit's primary route stretching from Harter Road in west Yuba City to Yuba College in Linda connecting with each of the five other local fixed routes along the way. This project has been funded through the California Department of Transportation (Caltrans) Sustainable Transportation Planning Grant program.

The draft plan contains an extensive review of the Route 1 corridor resulting in the development of general bus stop design standards and specifications; a developed design concept with cost estimates for the Alturas & Shasta Transit Center in Yuba City; and, recommended improvements to other Route 1 transit centers and bus stops. The Corridor Enhancement Plan recommendations will be used to develop an action plan to further consider and begin implementation of the recommended improvements in this corridor and, where applicable, throughout the local fixed route system. The proposed action plan will be brought back to the Board at a future meeting for consideration.

In addition to the specific corridor recommendations and in response to the pending California Air Resources Board (CARB) Innovative Clean Transit Regulations that will require the purchase of zero emission buses starting as early as 2026, the draft plan also includes a Battery Electric Bus (BEB) Feasibility analysis of Yuba-Sutter Transit's existing maintenance and operations facility. This timely component analyzed the space requirements, power needs, necessary operational modifications and risks associated with the introduction of BEBs at the current site. That analysis, which is included in Chapter 5 of the report, concludes with specific recommendations for incremental implementation and future facility needs which will also be addressed in the proposed action plan that is discussed above.

The consultant team will be presenting their findings at the meeting at which time they along with staff will be available to address any questions that the Board may have on the draft plan.

**RECOMMENDATION:**       Accept the Corridor Enhancement Plan as proposed or amended directing staff as desired.

## AGENDA ITEM IV – A

### YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES AUGUST 16, 2018

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

Present: Cardoza (Chair), Cleveland, Fletcher, Leahy (Vice-Chair), Pedigo, Whiteaker and Whitmore

Absent: Sullenger

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

None

#### **IV. Consent Calendar**

Martin noted that corrections to the July Disbursement List and the July Performance Report were necessary and copies of the revised versions were handed out prior to the meeting.

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

#### **V. Reports**

##### **A. Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) System Request for Proposals (RFP).**

Martin noted that staff is now seeking Board review and consideration of the draft Request for Proposals (RFP) for a Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) System to improve the efficiency and effectiveness of the Yuba-Sutter Transit operation. Martin continued by detailing how the new system would provide a host of benefits to both the transit operation as well as to the riding public.

Martin stated that funding for this project has been set aside in the budget from the final allocations from the Proposition 1B California Transit Security Grant Program. Approximately \$235,000 is expected to be available from this source and any authorized cost beyond this figure would have to be funded from other sources.

Martin continued to note that there has been a high level of vendor interest in this project and that staff anticipates a very competitive selection process that will potentially require multiple levels of review, interviews and negotiations with the selected vendor. An award recommendation for Board consideration is scheduled for presentation at the October meeting.

Director Pedigo made a motion to authorize the release of RFP #05-2018 for the design, provisions and implementation of a CAD/AVL system as proposed. Director Fletcher seconded the motion and it carried unanimously.

**B. FY 2018 Annual Performance Report.**

Martin stated that the recent downward ridership trend continued for a third year through FY 2018. While noting that other transit systems are reporting similar or worse ridership declines, some of the local contributing factors include the 2015 restructuring of Routes 1 and 4; elimination of the “transfer-for-a-transfer” policy; and, the introduction of the Connect Card electronic fare card system in 2017. Martin stated that there is some good news as ridership is up on the Sacramento services since the first of 2018. In addition, with the new commuter buses and Wi-Fi service, staff is planning a major marketing campaign this fall to reintroduce these services using a recently awarded \$10,000 mini-grant from SACOG.

Director Cardoza asked if Yuba-Sutter Transit needs to secure another piece of property to expand the Bogue Park & Ride Lot since it has reached capacity. Martin stated this lot is owned and operated by Caltrans, but that there is a vacant state-owned parcel north of the lot that was acquired during the last expansion that could be used for that purpose. While there are no immediate plans to expand the lot, staff has started that conversation with Caltrans though the funding responsibility will probably again fall to Yuba-Sutter Transit.

**C. Project & Program Updates.**

1. Connect Card Implementation

Martin noted that this item had been discussed earlier on the agenda.

2. Commuter Bus Wi-Fi Service Implementation

Martin noted that all 13 Sacramento Commuter buses will soon be equipped for Wi-Fi service and that staff has received positive feedback from the commuters.

3. California Air Resources Board (CARB) Innovative Clean Transit Initiative

Martin stated that the California Air Resources Board staff will be coming to Yuba-Sutter Transit, on August 29<sup>th</sup> [since moved to August 30<sup>th</sup>] to continue discussions on the issues that small operators will face when attempting to incorporate zero emission buses into their systems.

4. Route 1 Corridor Enhancement Plan

Martin stated that the draft final report should be available for presentation to the Board at the September meeting.

5. Triennial Review

Martin stated that the final report will be brought to Board at the September meeting.

6. Feather River Air Quality Management District (FRAQMD)

Martin stated that FRAQMD has released the RFP for the next round of Blue Sky grants and that staff will be bringing draft grant applications for Board consideration at the next meeting.

## 7. Surplus Buses

Martin reported that all seven surplus buses have been sold and removed from the property.

## **V. Correspondence/Information**

Director Cardoza asked Martin to provide the Board with a report on the recent discussions that occurred with other transit agencies regarding possible evacuation support for the Mendocino Complex fire. Martin stated the Yuba-Sutter Transit participated over the last weekend in a broad regional planning effort in anticipation of the possible evacuation of the City of Clear Lake. Ultimately, the fire threat subsided and the alert condition was cancelled on Sunday.

## **VI. Other Business**

None

## **VII. Adjournment**

The meeting was adjourned at 4:28 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, SEPTEMBER 20, 2018  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

**YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF AUGUST 2018**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,372.69	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,507.51	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 324.52	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.48	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 1,202.15	PG&E	ELECTRIC
EFT	\$ 4,499.45	PG&E	ELECTRIC #2
EFT	\$ 33.55	PG&E	GAS
EFT	\$ 515.61	TPX COMMUNICATIONS	FINAL BILLING
EFT	\$ 120.48	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 901.40	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 203.09	ELAVON	MERCHANT SERVICE FEE - AUGUST
EFT	\$ 400.00	FRANCOTYP-POSTALIA, INC.	POSTAGE RESET
EFT	\$ 152.85	PRIMEPAY	PAYROLL FEE
EFT	\$ 35,926.02	PAYROLL	PAYROLL
16125	\$ 111.47	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - JUNE
16126	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING MAINTENANCE
16127	\$ 968.16	ALLIANT NETWORKING SERVICES, INC.	ADDITIONAL IT SUPPORT SERVICES
16127	\$ 5,588.26	ALLIANT NETWORKING SERVICES, INC.	NEW SERVER - PARTIAL PAYMENT
16128	\$ 148.68	CETRA LANGUAGE SOLUTIONS	TRANSLATE ADA COMPLIANT PROCEDURES
16129	\$ 5,184.16	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES
16130	\$ 20,076.89	FLYERS ENERGY	BUS FUEL
16131	\$ 19,022.07	HUNT & SONS INC.	BUS FUEL
16132	\$ 358.74	QUILL CORP	JANITORIAL SUPPLIES
16133	\$ 1,100.00	R.C. JANITORIAL SERVICE	JANITORIAL SERVICES
16134	\$ 10,555.65	SIGNWORX	STRIPE & LETTER NEW COMMUTER BUSES (7)
16135	\$ 132.96	SIMONE REED	REIMBURSE VISION EXPENSES
16136	\$ 78.87	STAPLES CREDIT PLAN	OFFICE SUPPLIES
16137	\$ 3,260.17	SUTTER BUTTES COMMUNICATIONS, INC.	MOBILE RADIOS ON COMMUTER BUSES (7)
16138	\$ 148.04	SUTTER COUNTY LIBRARY COMMISSION	CONNECT CARD/TICKET SHEET COMMISSION
16139	\$ 299.00	THE DOOR COMPANY	SERVICE ON ROLL UP DOOR
16140	\$ 272.79	TIAA COMMERCIAL FINANCE, INC.	COPIER LEASE
16141	\$ 460,447.69	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - JUNE
16142	\$ 3,137.50	AECOM TECHNICAL SERVICERS, INC.	CORRIDOR ENHANCEMENT PROJECT
16143	\$ 1,750.00	ALLIANT NETWORKING SERVICES, INC.	IT SERVICES - SEPTEMBER
16144	\$ 329.04	APPEAL DEMOCRAT	LEGAL AD
16144	\$ 175.00	APPEAL DEMOCRAT	PROMOTION/ADVERTISING
16145	\$ 50.00	CHRISTOPHER PEDIGO	BOARD MEETING 8/16
16146	\$ 517.75	COMCAST	TELEPHONE - JULY
16147	\$ 50.00	DALE WHITMORE	BOARD MEETING 8/16
16148	\$ 103,175.36	DAY'S GENERATOR SERVICE	BACK-UP EMERGENCY GENERATOR - (PARTIAL)
16149	\$ 450.00	DIGITAL DEPLOYMENT	WEB SERVICES - AUGUST
16150	\$ 19,373.24	HUNT & SONS INC.	BUS FUEL
16151	\$ 50.00	JIM WHITEAKER	BOARD MEETING 8/16
16152	\$ 50.00	MANNY CARDOZA	BOARD MEETING 8/16
16153	\$ 50.00	MICHAEL LEAHY	BOARD MEETING 8/16
16154	\$ 216.25	MR. SECURITY CAMERA, INC.	CAMERA SERVICE - BOGUE P&R
16155	\$ 1,059.77	QU.EST	MAINTENANCE OF BUS STOPS/SHELTERS
16156	\$ 50.00	RANDY FLETCHER	BOARD MEETING 8/16
16157	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICE
16158	\$ 50.00	STANLEY CLEVELAND	BOARD MEETING 8/16
16159	\$ 465.99	STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES
16160	\$ 829.01	VERIZON	WI-FI ON COMMUTER BUSES
16161	\$ 239.39	COMCAST	INTERNET SERVICE - AUGUST
16162	\$ 10.00	YUBA COLLEGE BOOKSTORE	REIMBURSE CONNECT CARD FUNDS
	<b>\$ 713,850.70</b>		

**LAIF  
TRANSFERS**

NO LAIF TRANSFERS

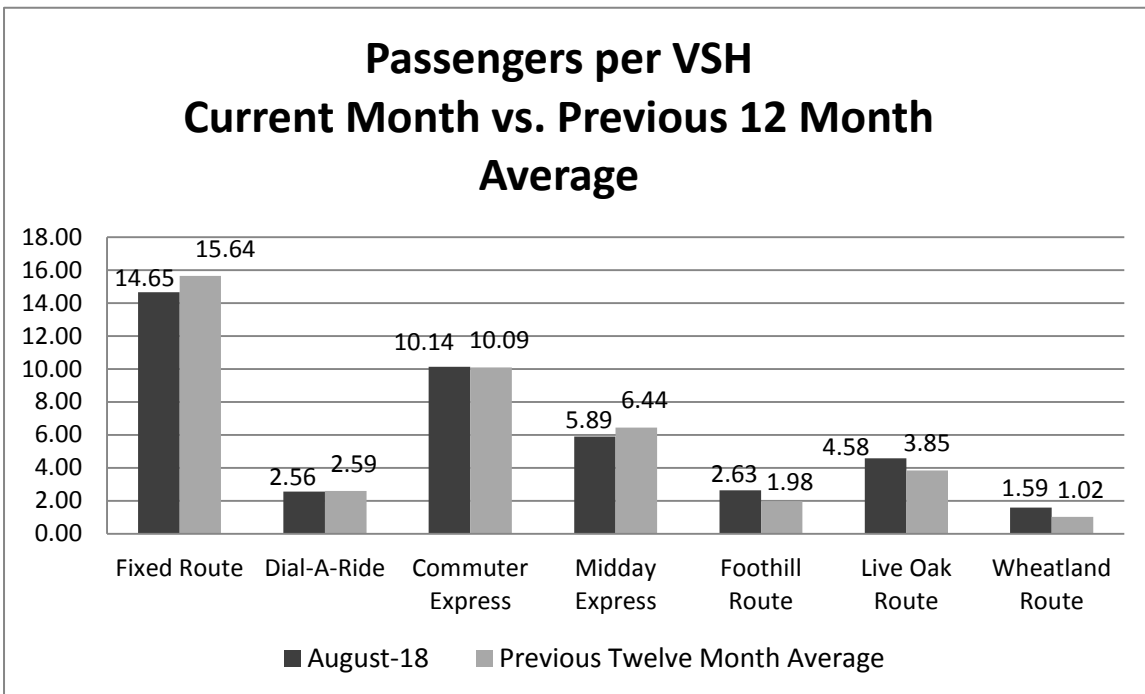
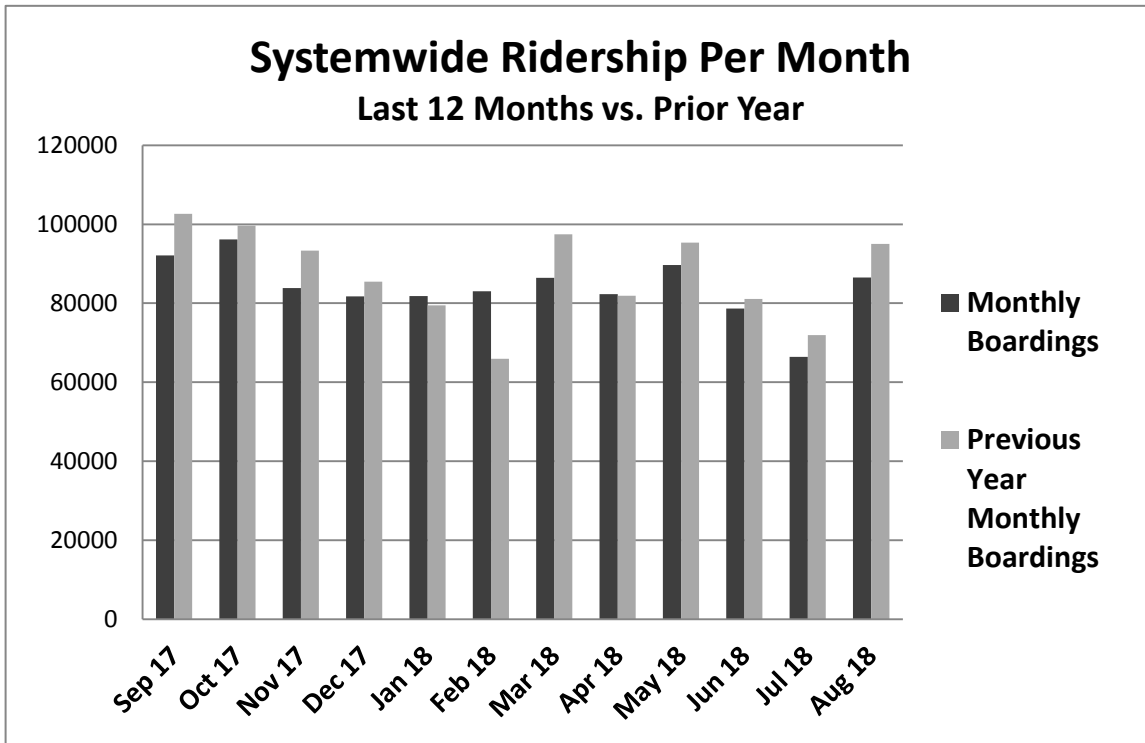
## AGENDA ITEM IV - C

### AUGUST 2018 PERFORMANCE REPORT

<b>Ridership:</b>	<b>August-18</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	67,839	67,663	117,737	132,052
Dial-A-Ride	5,721	5,459	10,593	11,822
Commuter Express	11,235	10,115	21,412	19,868
Midday Express	1,050	1,030	1,979	2,066
Foothill Route	229	162	405	439
Live Oak Route	393	293	701	599
Wheatland Route	76	40	137	73
<b>Total Ridership:</b>	<b>86,543</b>	<b>84,762</b>	<b>152,964</b>	<b>166,919</b>
 <b>Vehicle Service Hours:</b>				
Fixed Route	4,631.18	4,325.57	8,786.04	8,816.64
Dial-A-Ride	2,233.95	2,105.76	4,114.70	4,311.76
Commuter Express	1,108.35	1,002.48	2,097.15	1,994.04
Midday Express	178.14	159.97	336.42	327.87
Foothill Route	87.11	81.97	163.69	168.65
Live Oak Route	85.85	76.09	159.83	146.31
Wheatland Route	47.66	39.37	91.04	74.77
<b>Total VSH's:</b>	<b>8,372.24</b>	<b>7,791.19</b>	<b>15,748.87</b>	<b>15,840.04</b>
 <b>Passengers Per Hour:</b>				
Fixed Route	14.65	15.64	13.40	14.98
Dial-A-Ride	2.56	2.59	2.57	2.74
Commuter Express	10.14	10.09	10.21	9.96
Midday Express	5.89	6.44	5.88	6.30
Foothill Route	2.63	1.98	2.47	2.60
Live Oak Route	4.58	3.85	4.39	4.09
Wheatland Route	1.59	1.02	1.50	0.98
<b>Total Passengers Per VSH:</b>	<b>10.34</b>	<b>10.88</b>	<b>9.71</b>	<b>10.54</b>



## AUGUST 2018 PERFORMANCE REPORT



AGENDA ITEM V - A  
STAFF REPORT

**SPECIAL SERVICE AUTHORIZATION FOR THE  
2018 SIKH PARADE PARKING SHUTTLE**

**Summary**

Attached for Board review and consideration is a request from the Sikh Temple Gurdwara Yuba City for Yuba-Sutter Transit to again operate an off-site parking lot shuttle service for the 2018 Sikh Parade on Sunday, November 4<sup>th</sup>. Yuba-Sutter Transit has provided this service for every parade since 2010. As in the past, the advance sale of an allowance of full-fare round trip tickets at \$2.00 each would be used to off-set the cost of the service. If authorized as proposed, the 2018 service is expected to operate approximately 260 vehicle service hours and up to 25 buses which are both similar to that which has been provided in recent years. Since receiving this letter, the sponsor has provided a check for \$14,000 for a supply of 7,000 round trip tickets.

**Background**

Yuba-Sutter Transit provided a free parking shuttle for the 2007 and 2008 parades for which the sponsor reimbursed Yuba-Sutter Transit for the cost of each vehicle service hour operated. In February 2009, following changes in Federal charter regulations, Yuba-Sutter Transit adopted a Charter & Special Services Policy effectively eliminating such service unless it is operated consistent with the related Federal regulations. To be exempt from the Federal charter regulations, the policy (last updated in August 2015) requires that the service must be open to the public; the route, schedule and scope of work are set by Yuba-Sutter Transit; the customary fixed route fare is charged; and, no third party payment is made for the service provided. When the Board of Directors declined to operate the service at no cost to the either the passengers or the sponsor, no service was provided for the 2009 parade.

Beginning in 2010, the Board has each year authorized a shuttle service based on the assumed operation of a certain number of vehicle service hours and the pre-purchase of a certain number of round trip tickets. The service has grown significantly over the years from 164 vehicle service hours and 16 buses carrying 11,876 recorded passenger boardings in 2010. These figures have soared in recent years in response to steadily increasing demand to include up to 270 vehicle service hours and 27 buses for an estimated 30,000 or more passenger boardings for this one day event.

**Recommendation**

Staff is now recommending that the Board authorize a special parking lot shuttle service for the 2018 Sikh Parade on Sunday, November 4, 2018 assuming the operation of approximately 260 vehicle service hours and the use of up to 25 revenue vehicles. The

service would be open to the public and operate between the posted hours of 8:00 a.m. and 6:00 p.m. on a schedule and route to be set by Yuba-Sutter Transit. The shuttle would operate continuously between River Valley High School and the intersection of Hooper and True Roads with the first bus leaving River Valley High School by 8:00 a.m. and the last bus leaving the Hooper & True stop at no earlier than 6:00 p.m. The pre-purchase of 7,000 round trip tickets is expected to cover the direct operating cost for this service.

Based on past experience, this level of service should be sufficient to handle approximately 30,000 passenger boardings with a quality of service similar to that which was experienced in recent years assuming similar operating conditions. While more service hours and a longer operating period could easily be justified for additional capacity and shorter wait times, doing so would exceed the maximum practical capacity of both the existing bus fleet and the number of operating personnel available.

Staff will be prepared at the meeting to discuss this issue in detail.

**RECOMMENDATION:** Authorize the operation of a parking lot shuttle service under the proposed terms and conditions.



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ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਯੂਬਾ ਸਿਟੀ

SIKH TEMPLE GURDWARA YUBA CITY

(530) 673-9918

2468 Tierra Buena Road  
Yuba City, California 95993

P.O. Box 1353  
Yuba City, CA 95992

September 7, 2018

Mr. Keith Martin, Transit Manager  
YUBA-SUTTER TRANSIT  
2100 B Street  
Marvsville, CA 95901

Dear Mr. Martin,

Ref: 2018 Sikh Temple Gurdwara Parade

Sikh Temple Gurdwara Yuba City Annual Sikh Parade will be on November 4<sup>th</sup>, 2018, I am in charge of this parade. I have discussed the details of your service to our visitors at this parade with our executive committee. We are sending you a check for \$14,000.00 this year for your upcoming service. Please present our request for service to your Board of Directors for their approval.

For any questions about this subject please contact me at (530) 682-9300.

Sincerely,

Balbir S. Sohal  
President

AGENDA ITEM V – B  
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)  
BLUE SKY GRANT PROJECTS FOR FY 2018/2019**

**ISSUE**

The Feather River Air Quality Management District (FRAQMD) is now accepting proposals for the FY 2018/2019 cycle of Blue Sky (AB 2766) grants. Approximately \$250,000 is expected to be available in this cycle which is similar to the amount that was available in the previous cycle. Applications are due on October 15<sup>th</sup> with award decisions anticipated on December 3<sup>rd</sup>.

Potential grant concepts were discussed at the July meeting and three draft applications with a combined value of \$142,000 are now attached for Board review and consideration. The largest of these grant applications is for \$120,000 to extend the existing discount monthly local and rural route bus pass program for area youth (ages 5 through 18), seniors (age 65 and over) and persons with disabilities for another 12 months. The second application is for \$12,000 for a portion of the cost of purchasing and installing up to 24 unique, two seat bus stop benches at locations where there is now no bus stop furniture due to the lack of a sidewalk or inadequate right-of-way clearance. The last is for \$10,000 to fund a portion of the cost to extend the July 2015 expansion of the Live Oak Route from three to five days a week for one year through December 2019.

**BACKGROUND**

AB 2766 funds come from a \$4 annual Motor Vehicle Registration Fee that is collected on vehicles registered in Yuba and Sutter Counties to support a wide variety of air pollution reduction activities. Yuba-Sutter Transit has received FRAQMD funding for many projects over the years including discount bus pass programs for youth, seniors and persons with disabilities; local matching funds for expansions of the commuter and local fixed route bus fleets; local matching funds for the expansion of the Bogue Road Park & Ride Lot; non-advertising bus stop benches and shelters; bike racks for buses; bike lockers at bus stops; a multi-year vanpool subsidy program; enhanced bus stop passenger information materials; and, a Downtown Trolley demonstration service.

Yuba-Sutter Transit submitted three applications last year with a combined value of \$152,000 and was awarded two grants for a total of \$140,000. The largest of these grants was for \$130,000 for a one year extension of the Discount Monthly Pass Program for youth, seniors and persons with disabilities. The second grant was for \$10,000 toward the annual cost of operating an expanded level of service on the Live Oak Route which was increased in July 2015 from three to five days a week. A third application for a new demonstration program to purchase and install unique, two seat bus stop benches at up to 24 bus stops was not awarded.

Over the last five years, Yuba-Sutter Transit has been awarded an average of \$148,900 annually from this program (\$140,000 in FY 2018, \$150,000 in FY 2017, \$148,100 in FY 2016, \$136,203 in FY 2015 and \$170,000 in FY 2014). Because funding is limited, it is important that Yuba-Sutter Transit's proposals be limited in number and ranked in priority as the program is typically over-subscribed and some proposals may be rejected outright or funded at a level lower than requested.

## **DISCUSSION**

Based on the long-term success of the combined discount monthly bus pass program, staff is again recommending that the highest priority project be to continue this program for another twelve month period after the existing grant expires at the end of March 2019. In 2017, a total of 12,445 discount monthly passes were sold and 291,620 discount monthly pass boardings were taken representing 35 percent of all local fixed route trips. Of these discount monthly pass boardings; 50 percent were made by persons with disabilities, 30 percent by youth (ages 5 to 18) and 20 percent by seniors (age 65 and over).

Based on the first eight months of 2018, staff is now projecting the sale of 12,000 discount monthly passes and the provision of 300,000 discount monthly pass boardings over the proposed twelve month project period (April 2019 – March 2020). This figure allows for a small increase over the projected year-end figure for 2018 due to the expectation that more discount cash passengers will be converting to monthly passes following the recent (July 1, 2018) end of free local fixed route transfers with full implementation of the Connect Card electronic fare card system. To maintain the current subsidy of \$10 for each discount pass, staff is recommending a request for \$120,000 from FRAQMD with all other program expenses to again be provided by Yuba-Sutter Transit. An alternative approach would be to increase the out-of-pocket cost for each pass to reduce the FRAQMD subsidy by an equal amount. Depending on the amount of the increase, however, this could have a significant impact on the program through reduced pass sales and ridership.

Based on past Board discussions regarding the need to make bus stops more inviting, staff is recommending that the second priority application be for a new demonstration project to purchase and install unique, two seat bus stop benches at locations where traditional shelters and benches are not likely to be installed due to the lack of sidewalks or inadequate right-of-way clearances. This same proposed demonstration project was submitted for FRAQMD funding last year as a lower priority application, but it was unsuccessful in part due to the limited amount of funding available.

Designed for easy and relatively inexpensive installation at especially challenging locations, these benches are projected to cost an average of \$1,000 per stop (bench, pole, hardware, delivery, site preparation and installation). Based on this estimate, staff is recommending an application for \$12,000 in FRAMQMD funding for up to 24 of these special bus stop benches. The remaining cost of the projected \$24,000 project would be funded by Yuba-Sutter Transit from Low Carbon Transit Operations Program (LCTOP)

funding from the State Cap & Trade program revenues that have already been earmarked for bus stop improvements. The cost per unit would be higher at any level below 24 units and the minimum project size would be 12 units due to minimum purchase requirements by the manufacturer.

Finally, Yuba-Sutter Transit has received four FRAQMD grants to-date to fund a portion of the cost for the July 2015 expansion of the Live Oak Route from three to five days a week. Staff is again recommending the submittal of another grant for \$10,000 to extend that service for another year through December 2019. While the early success of this rural demonstration service has been promising, staff is recommending that this be a lesser priority behind the other two projects.

Staff will be prepared at the meeting to discuss the proposed grant applications in detail.

**RECOMMENDATION:** Authorize the submittal of FRAQMD grant applications as proposed or amended.

**YUBA-SUTTER TRANSIT  
2019 DISCOUNT MONTHLY BUS PASS PROGRAM**

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT  
BLUE SKY PROGRAM GRANT APPLICATION**

**SEPTEMBER 20, 2018**

**PROJECT DESCRIPTION**

The purpose of this proposed project is to continue the on-going Discount Monthly Bus Pass Program for a 12 month period of April 1, 2019 through March 31, 2020. This tremendously popular program began as a ridership incentive program for area youth in September 2005 under a grant from the Feather River Air Quality Management District (FRAQMD). It was extended and expanded over the years through a series of FRAQMD grants and now includes seniors and persons with disabilities. All three of these programs were ultimately combined into a single Discount Monthly Bus Pass Program which is now scheduled to end on March 31, 2019 without additional funding.

The purpose of the Discount Monthly Bus Pass Program continues to be the on-going development, implementation and promotion of a transit ridership incentive program for youth (ages 5 – 18), seniors (age 65 and over) and eligible persons with disabilities. The primary program goal is to encourage more ridership by significantly reducing the price of an unlimited use discount monthly fixed route and rural route bus pass (currently valued at \$15) to just \$5 using FRAQMD grant funds to off-set the \$10 subsidy on the sale of each monthly pass. The overwhelming success of this concept over the last 13 years can be measured by comparing the number of passes sold and the trips provided whether by eligibility category or as a combined program to the same numbers in prior years.

**FUNDING REQUEST**

Yuba-Sutter Transit is now requesting \$120,000 in Blue Sky funding to continue the combined Discount Monthly Bus Pass Program for 12 additional months. These discount monthly passes will be accepted on all local routes as well as on Yuba-Sutter Transit's three rural routes that serve Live Oak, Wheatland and the Yuba County foothills. Administrative costs and direct promotional expenses for the program with an estimated value of \$5,400 will be provided by Yuba-Sutter Transit as an in-kind contribution to the project. Alternative funding levels are possible by either incrementally reducing the number of months covered by the program or reducing the grant subsidy amount for each pass purchased or some combination thereof. Increasing the out-of-pocket cost for each pass would likely result in fewer passes sold and fewer passengers carried.



## **OBJECTIVES**

The primary objective of this proposal is to reduce the number of vehicle trips and vehicle miles traveled in the Yuba-Sutter area for the purpose of reducing vehicle emissions and improving air quality. This is to be accomplished by continuing the deeply discounted combined youth, senior and disabled monthly bus pass program for an additional 12 months. Assuming sales and use figures similar to those now being experienced, the proposed program is expected to result in the sale of 12,000 discount monthly bus passes and the provision of 300,000 passenger boardings over 12 months with each discount pass being used an average of 25 times a month.

The discount monthly pass subsidy program has far exceeded all expectations over the years proving that it is an extremely cost effective method of encouraging and maintaining transit ridership. For all of 2017, a total of 12,445 discount monthly passes were sold and 291,620 discount monthly pass boardings were taken representing 35 percent of all local and rural route trips. Of the discount monthly pass boardings; 50 percent were made by persons with disabilities, 30 percent by youth and 20 percent by seniors. While overall local and rural route ridership to date is now down 13.3 percent through August and discount pass sales are off 8.6 percent compared to the same eight months of 2017; all discount fare ridership (pass and cash fares combined) is still up slightly (1.1 percent) in comparison. The significant drop in overall ridership is due to a variety of factors unrelated to the discount monthly pass program including key service and policy changes that became effective in September 2015, continued operational challenges, a strong local economy and low fuel prices.

The secondary objective of the program is to continually introduce and reinforce the use of public transit as a viable alternative mode of transportation to the large and growing local population of youth, seniors and persons with disabilities as many who meet the discount fare eligibility requirements probably still have never used Yuba-Sutter Transit. The proposed 2019 program offers a low risk means by which the target population can experiment with alternative transportation modes as either their primary or occasional means of travel by reinforcing the experience of existing passengers while reaching out to new passengers.

FRAQMD has participated in the funding of a wide variety of public education, fleet replacement and miscellaneous capital projects for Yuba-Sutter Transit over the years and continuing this popular ridership incentive program would build on those very successful efforts. Yuba-Sutter Transit has generally met the stated objectives for each of the prior projects including the provision of all required performance reports.

## **BACKGROUND**

Created in 1975 as a Joint Powers Authority (JPA) by the Cities of Marysville and Yuba City and the Counties of Yuba and Sutter, Yuba-Sutter Transit is the local public transportation service provider for the Bi-County area. Yuba-Sutter Transit operates a variety of services to help meet the transportation needs of both urban and rural residents including local fixed routes; demand response service for seniors and persons with disabilities; rural route services; and, commuter services to downtown Sacramento.

The local fixed route service, which began in January 1993 with five small buses offering hourly service on three routes, now provides 30 or 60 minute service frequencies on six routes using a peak fleet of fourteen modern low-floor buses. Ridership on the local fixed route system has grown dramatically over time from 120,000 passenger trips during the first full fiscal year of service (FY 1994) to a high of 1,067,000 passenger trips in FY 2015. Among the many enhancements to the system during this period were the purchase of dedicated fixed route buses; the installation of passenger shelters and benches at many bus stops; ridership incentive programs for youth, seniors and persons with disabilities; conversion to an all low-floor fixed route bus fleet; and, numerous other improvements to increase the number of routes, the frequency of service and the days of operation.

While the local fixed route system has historically been used almost exclusively by transit dependent populations, the system continues to find a market among more casual and independent users especially area youth, seniors and persons with disabilities in part due to the discount monthly pass program. The requested Blue Sky Program funds are necessary to off-set lost fare revenues from the sale of a deeply discounted monthly bus pass to continue this trend.

**PROJECT ORGANIZATION**

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management being the responsibility of the Transit Manager.

**WORK STATEMENT AND COST BREAKDOWN**

The proposed scope of work for this project includes the replacement of lost fare revenues resulting from the sale of deeply discounted monthly bus passes to area youth, seniors and persons with disabilities. All direct and indirect project coordination and promotional expenses will be funded by Yuba-Sutter Transit as an in-kind contribution. Lost fare revenues will be based solely on the proposed \$10 reduction in the posted cost of up to 12,000 discount monthly bus passes to be sold over the proposed 12 month program period of April 1, 2019 through March 31, 2020.

1. Project Management

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management by the Transit Manager and staff as an in-kind program contribution.

	<u>Blue Sky</u>	<u>Other</u>
Project Management (10 hours @ \$115/hour)	\$ 0	\$ 1,150 (In-Kind)

2. Program Promotion

Yuba-Sutter Transit staff will coordinate the creative development and placement of advertising pieces as appropriate. Many local media outlets will provide some amount of matching value on paid advertising as an in-kind contribution.

	<u>Blue Sky</u>	<u>Other</u>
Project Management (20 hours @ \$75/hour)	\$ 0	\$ 1,500 (In-Kind)
Miscellaneous Promotional Expenses	0	2,000 (In-Kind)
Total	\$ 0	\$ 3,500

3. Fare Replacement

This task provides for the replacement of the \$10 loss in fare revenue due to the discount in the cost of each discount monthly pass. The total value is calculated on the projected sale of 15,000 discount monthly passes for the program period of up to 14 months based on past experience and expected future growth.

	<u>Blue Sky</u>	<u>Other</u>
Pass Discount Subsidy	\$120,000	\$ 0

5. Project Evaluation

The effectiveness of the program will be evaluated by the number of discount monthly passes sold and the number of discount monthly pass boardings for the program period of up to 14 months. Yuba-Sutter Transit will record every discount pass and discount cash fare boarding of the local fixed route and rural route system throughout the term of the program and this information will be compiled and presented in a final report along with the number of discount passes sold each month. In addition, the report will include a written program evaluation including any recommendations for future program modifications.

	<u>Blue Sky</u>	<u>Other</u>
Project Management (10 hours @ \$75/hour)	\$ 0	\$ 750 (In-Kind)

**COST BREAKDOWN**

	<u>Personnel</u>	<u>Materials</u>	<u>In-Kind</u>
1. Project Management	\$ 0	\$ 0	\$ 1,150
2. Program Promotion	0	0	3,500
3. Fare Replacement	0	120,000	0
4. Project Evaluation	0	0	750
Total	\$ 0	\$120,000	\$ 5,400

**TENTATIVE PROJECT SCHEDULE**

**ACTIVITY**

**KEY DATE**

1. Grant Submission Deadline	October 15, 2018
2. Grant Approved by FRAQMD	December 3, 2018
3. First Day of Program Period	April 1, 2019
6. Last Day of Program Period	March 31, 2020
7. Final Report & Project Close-out	April 30, 2020

/Common/FRAQMD/Combined Discount Pass Program/2019 Discount Monthly Pass Application 9-20-18/

**YUBA-SUTTER TRANSIT  
2019 BUS STOP ENHANCEMENT DEMONSTRATION PROJECT**

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT  
AB 2766 GRANT APPLICATION**

**SEPTEMBER 20, 2018**

**PROJECT DESCRIPTION**

The proposed project would assess the potential ridership impact of new passenger amenities at existing Yuba-Sutter Transit bus stops where such amenities have not been provided in the past. This demonstration project would result in the installation of up to 24 unique, two-seat bus stop benches at locations where there is now no bus stop furniture of any kind due to the lack of a sidewalk or inadequate right-of-way clearances. The bus stop seats being proposed are designed for easy and relatively inexpensive installation especially at challenging locations that would provide both passenger seating and a much higher public profile for the selected stops. Pictures of example bench installations are attached for reference.

This demonstration project will be integrated with a larger systemwide bus stop enhancement initiative that will include the redesign and replacement of all of Yuba-Sutter Transit's 272 existing bus stop signs many of which have been in service for over 25 years. The new bus stop signs will integrate route and stop identification features with new technology for passenger access to real-time bus arrival information at each stop from a smart phone. Combined with this proposed demonstration project, these advanced initiatives are expected to greatly enhance the passenger experience and encourage more frequent transit use by regular and casual passengers alike by providing important route and schedule information where passengers need it most – at the bus stop.

**FUNDING REQUEST**

A total of \$12,000 in Blue Sky funding is being requested as partial funding to purchase and install up to 24 two-seat bus stop benches at selected locations. The total direct cost of this demonstration project based on an estimated average cost of \$1,000 per site (bench, pole, hardware, delivery, site preparation and installation) is budgeted at \$24,000. Yuba-Sutter Transit would fund the remainder of the cost with State Low Carbon Transit Operations Program (LCTOP) revenues that have already been committed for bus stop enhancements. Administrative costs to manage this project with an estimated value of \$3,000 would be funded by Yuba-Sutter Transit as an in-kind contribution for a total project cost of \$27,000. Alternative funding levels are possible by reducing the scope of the project to match the desired funding level though the cost per unit would be higher at any level below 24 units and the minimum project size would be 12 units due to the manufacture's minimum purchase requirements.

## **OBJECTIVES**

The primary objective of this project is to increase ridership on the existing transit system through the purchase and installation of up to 24 unique, two-seat bus stop benches at locations where there is now no bus stop furniture of any kind due to the lack of a sidewalk or inadequate right-of-way clearances. While quantifiable reductions in mobile source emissions cannot easily be derived using the California Air Resources Board methodology, this project does support the FRAQMD Air Quality Attainment Plan by encouraging higher use of the existing public transportation system. This project is expected to increase transit use among regular and occasional riders as well as encourage first time riders who may all be attracted to a higher profile bus stop with available seating. Project effectiveness will be evaluated by comparing passenger activity before and after the installation of the new benches using Yuba-Sutter Transit's bi-annual one day surveys of all boardings and alightings at each affected stop.

Yuba-Sutter Transit has received previous grants from FRAQMD for similar projects including \$17,000 in 1997 for the purchase and installation of three bus stop shelters; \$18,000 in 2002 for the purchase and installation of two bus stop shelters at the Yuba College Transit Center; and, \$7,000 also in 2002 for the purchase and installation of bus stop information panels for placement throughout the local fixed route system. All of the stated project objectives were satisfied for these grants including the provision of all required performance reports.

## **BACKGROUND**

Created in 1975 as a Joint Powers Authority (JPA) by the Cities of Marysville and Yuba City and the Counties of Yuba and Sutter, Yuba-Sutter Transit is the local public transportation service provider for the Bi-County area. Yuba-Sutter Transit operates a variety of services to help meet the transportation needs of both urban and rural residents including local fixed routes; demand response service for seniors and persons with disabilities; rural route services; and, commuter services to downtown Sacramento.

The local fixed route service began in January 1993 with five 15 or 16 passenger buses offering hourly service on three routes. It now operates service every 30 or 60 minutes on six routes with a peak fleet of fourteen 27, 31 or 32 passenger buses. Ridership has grown dramatically from 120,000 passenger trips during the first full fiscal year of service (FY 1994) to a high of 1,067,000 passenger trips in FY 2015. Among the many system enhancements over time were the purchase of dedicated fixed route buses; the installation of passenger shelters and benches at many bus stops; ridership incentive programs for youth, seniors and persons with disabilities; conversion to an all low-floor fixed route bus fleet; and, numerous other improvements to increase the number of routes, the frequency of service and the days of operation.

While the local fixed route system has historically been used almost exclusively by transit dependent populations, the system continues to find a market among more casual and independent users especially by area youth, seniors and persons with disabilities in part due to similar projects. For this reason, the requested funding for the proposed provision of additional bus stop benches is expected to continue this trend through increased use by regular and casual passengers alike.

## **PROJECT ORGANIZATION**

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management assigned to the Transit Manager.

## **WORK STATEMENT AND COST BREAKDOWN**

The proposed scope of the work for this project includes the purchase and installation of up to 24 custom built bus stop benches. FRAQMD funding is being requested for 50 percent of the estimated direct cost of \$24,000 for this project with Yuba-Sutter Transit providing the matching funds out of budgeted State Transit Assistance revenues. Project management and evaluation expenses estimated at \$3,000 will be provided by Yuba-Sutter Transit as an in-kind contribution to the project.

	<b><u>Personnel</u></b>	<b><u>Materials</u></b>	<b><u>Match</u></b>
Simme-Seat Benches (24) – Including delivery & hardware at an estimated average of \$600 each	\$ 0	\$ 7,200	\$ 7,200
Site Preparation & Installation (Estimated at an average cost of \$400 per site)	4,800	0	4,800
Project Management & Evaluation (40 hours @ \$75/ hour)	0	0	3,000
Total	\$ 4,800	\$ 7,200	\$15,000

## **TENTATIVE PROJECT SCHEDULE**

### **Activities**

### **Key Dates**

- |                                             |                   |
|---------------------------------------------|-------------------|
| 1. Grant Submission Deadline                | October 15, 2018  |
| 2. Grant Award by FRAQMD                    | December 3, 2018  |
| 3. Site Selection Complete                  | February 28, 2019 |
| 4. Placement of Purchase Orders             | March 31, 2019    |
| 4. Installation                             | Summer 2019       |
| 5. Evaluation (Boarding & Alighting Survey) | October 2019      |
| 6. Final Report and Project Close-out       | January 2020      |

## **ATTACHMENTS**

Pictures of Sample Simme-Seat Bus Stop Installations

**YUBA-SUTTER TRANSIT  
2019 LIVE OAK SERVICE EXPANSION CONTINUATION PROJECT**

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT  
BLUE SKY PROGRAM GRANT APPLICATION**

**SEPTEMBER 20, 2018**

**PROJECT DESCRIPTION**

The proposed project is for partial funding to continue the July 2015 expansion of Yuba-Sutter Transit's Live Oak Route from three to five days a week for an additional twelve months through December 31, 2019. The initial one year demonstration project to assess the potential ridership response to daily weekday service on this rural route has since been extended annually with the support of additional FRAQMD grants that will now expire December 31, 2018. A copy of the current Live Oak Route service brochure is attached.

Prior to July 2015, this route provided just two scheduled round trips between the City of Live Oak and the Yuba City/Marysville urban area each Monday, Wednesday and Friday for many years. It was then expanded to all five weekdays and modified to add more Live Oak stops along with on-call service to Yuba College's Sutter County Center near Highway 99 and Pease Road in Yuba City.

The requested funding would provide approximately one-third of the required incremental cost to continue this expanded service for another year. The remaining cost would be funded by Yuba-Sutter Transit primarily with State Transit Assistance funding that is available through the City of Live Oak. The success of this project is determined by comparing the average number of passenger trips per day of service each month to the same period in prior years.

**FUNDING REQUEST**

A total of \$10,000 in Blue Sky funding is being requested to continue the expanded Live Oak Route for an additional twelve months from January 1, 2019 through December 31, 2019. The net operating cost of this service expansion (after accounting for projected passenger fare revenue) is estimated at \$30,000 with the remainder to be funded by Yuba-Sutter Transit primarily with State Transit Assistance (STA) funding available through the City of Live Oak. The actual net operating cost will be based on the applicable fully allocated cost per vehicle service hour as adjusted for fare revenue pursuant to the current operating agreement between the City of Live Oak and Yuba-Sutter Transit. Alternative funding levels are possible by incrementally reducing the FRAQMD contribution and increasing the Yuba-Sutter Transit contribution.



## **OBJECTIVES**

The primary objective of this extended demonstration project is to better determine if expansion of the Live Oak Route from three to five days a week will generate increased ridership comparable to, if not more than, the increase in service. If successful, the project would reduce the number of vehicle trips and vehicle miles traveled along this route resulting in less vehicle emissions and improved air quality. In the third year of the expanded Live Oak service (July 2017 – June 2018), annual ridership was up 69 percent to 3,455 passenger boardings while the number of vehicle service hours operated increased by 78 percent compared to the same 12 month period prior to the service expansion (July 2014 – June 2015). The results of this project will be used to evaluate the ridership potential for the possible expansion of other rural routes.

Yuba-Sutter Transit has received six previous FRAQMD grants for operating projects including four grants to support the expansion of the Live Oak Route. The other two grants were both related to the 1998 operation of the Downtown Trolley Project. Yuba-Sutter Transit has received full or partial FRAQMD funding for numerous capital projects and ridership incentive programs over the years. Yuba-Sutter Transit has consistently satisfied the stated objectives for all FRAQMD funded projects including the provision of all required performance reports.

## **BACKGROUND**

Created in 1975 as a Joint Powers Authority (JPA) by the Cities of Marysville and Yuba City and the Counties of Yuba and Sutter, Yuba-Sutter Transit is the local public transportation service provider for the Bi-County area. Yuba-Sutter Transit operates a variety of services to help meet the transportation needs of both urban and rural residents including local fixed routes; demand response service for seniors and persons with disabilities; rural route services; and, commuter services to downtown Sacramento. The Live Oak Route has been operated by Yuba-Sutter Transit under an agreement with the City of Live Oak since 1988.

## **PROJECT ORGANIZATION**

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management being the responsibility of the Transit Manager.

## **WORK STATEMENT AND COST BREAKDOWN**

The proposed scope of work for this project is a one year extension of the ongoing demonstration project to expand the Live Oak Route from three to five days a week (Monday – Friday). The proposed project period would be from January 1, 2019 through December 31, 2019. A total of \$10,000 which is approximately one-third of the estimated net operating cost for this extension is being requested. The remaining projected operating cost of \$20,000 will be provided by Yuba-Sutter Transit primarily with State Transit Assistance funding that is available through the City of Live Oak. All related marketing, administrative support and evaluation related expenses will be provided by Yuba-Sutter Transit as an in-kind contribution.

	<u>Personnel</u>	<u>Materials</u>	<u>Match</u>
Expanded Live Oak Route (Net Operating Cost)	\$ 0	\$ 10,000	\$ 20,000
Project Management, Marketing & Evaluation (10 hours @ \$75/ hour)	0	0	750
Total	\$ 0	\$ 10,000	\$ 20,750

### **TENTATIVE PROJECT SCHEDULE**

#### **Activities**

1. Grant Submission Deadline
2. Grant Approved by FRAQMD
3. Extension of Expanded Service Plan
5. Completion of Demonstration Period
5. Final Report and Project Close-out

#### **Key Dates**

October 15, 2018  
December 3, 2018  
January 1, 2019  
December 31, 2019  
March 31, 2020

### **ATTACHMENT**

Current Live Oak Route Brochure (July 1, 2018)

/Common/FRAQMD/2019 Live Oak Service Expansion Application 9-20-18/

AGENDA ITEM V – C  
STAFF REPORT

**FINAL FEDERAL TRANSIT ADMINISTRATION (FTA) TRIENNIAL REVIEW REPORT FOR  
FISCAL YEARS ENDING 2015, 2016 AND 2017**

Attached for Board review and discussion is the Final Report for the Federal Transit Administration (FTA) FY 2018 Triennial Review of the Yuba-Sutter Transit Authority (Exhibit A). This report follows and exhaustive review of Yuba-Sutter Transit's operation, administration and maintenance policies, procedures and practices that included a two day site visit on June 26<sup>th</sup> and 27<sup>th</sup>. FTA is the primary source of federal funds for public transportation providers and triennial reviews are designed to assess the management practices and program implementation activities of each grantee to establish their continued eligibility for federal funding.

The FY 2018 report found that Yuba-Sutter Transit was in compliance in eighteen of twenty review areas with just two corrective actions required which is the fewest number of corrective actions of any Yuba-Sutter Transit review. A summary of the two findings and corrective actions is provided in Section V (Page 12 of 15) of the report. The first finding is related to the lack of a convenient translation device for Yuba-Sutter Transit's website. The second finding requires the posting on the website of Spanish language translations of both the ADA complaint form and the instructions for completing that form. Both of the corrective actions were to be completed by September 5, 2018 and none of these measures required Board action.

Following the Final Triennial Review Report is the staff response dated September 5, 2018 (Exhibit B). As noted in the response, the first corrective action was in process on that date and has since been completed with the recent addition of instructions on the website homepage on how to translate the site using Google Chrome. The second corrective action was completed prior to September 5<sup>th</sup>. As a result, staff has requested FTA concurrence that this Triennial Review cycle be closed and that action will be reported to the Board at a future meeting.

Staff will be prepared at the meeting to review the findings of the FTA report as well as to discuss the compliance process in detail.

**RECOMMENDATION:** Information only.

9-20-18

EXHIBIT A



U.S. Department  
of Transportation

**Federal Transit  
Administration**

Mr. Keith Martin  
Transit Manager  
Yuba Sutter Transit Authority  
2100 B Street  
Marysville, CA 95901

REGION IX  
Arizona, California,  
Hawaii, Nevada, Guam,  
American Samoa,  
Northern Mariana Islands

90 7<sup>th</sup> Street  
Suite 15-300  
San Francisco, CA 94103-6701  
(415) 734-9490  
(415) 734-9489 (fax)

AUG 09 2018

RE: Federal Transit Administration (FTA)  
Fiscal Year 2018 Triennial Review –  
Final Report

Dear Mr. Martin:

The enclosed report documents the Federal Transit Administration's (FTA) Triennial Review of the Yuba Sutter Transit Authority (YSTA). This review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of YSTA's compliance with federal requirements determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on YSTA's compliance in 20 Areas. Deficiencies were found in two areas: Title VI and Americans With Disabilities Act (ADA) - General. There are no repeat findings from the FY 2015 Triennial Review.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Audrey Bredehoft, Director, Office of Financial Management and Program Oversight, at (415) 734-9453 or by email at [audrey.bredehoft@dot.gov](mailto:audrey.bredehoft@dot.gov), or your reviewer, Linda M. Barnes, at (703) 919-7884 or by email at [lmb421@outlook.com](mailto:lmb421@outlook.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Edward Carranza, Jr.", written in a cursive style.

Edward Carranza, Jr.  
Acting Regional Administrator

Enclosure

cc: Simone Reed, Yuba Sutter Transit Authority

**FINAL REPORT**

**FISCAL YEAR 2018  
TRIENNIAL REVIEW**

*of*

**Yuba Sutter Transit Authority  
(YSTA)  
Marysville, CA**

**Recipient ID: 5058**

*Performed for:*

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
REGION IX**

*Prepared By:*

**CDI/DCI Joint Venture**

**Scoping Meeting Date: February 20, 2018**

**Site Visit Date: June 26-27, 2018**

**Draft Report Date: July 17, 2018**

**Final Report Date: August 8, 2018**

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## I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Yuba Sutter Transit Authority (YSTA), Marysville, California. The review was performed by CDI/DCI Joint Venture. During the site visit, administrative and statutory requirements were discussed, and documents were reviewed.

The Triennial Review focused on YSTA's compliance in 20 areas. Deficiencies were found in the areas listed below.

Review Area	Deficiencies	
	Code	Description
Title VI	TVI2-1	Language Assistance Plan deficiencies
Americans With Disabilities Act (ADA) - General	ADA1-1	Insufficient ADA complaint process

## **Review Process and Background**

### **1. Background**

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f) (2)) requires that “At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.”

The Triennial Review includes a review of the recipient’s compliance in 20 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of the YSTA. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of awards. The specific documents reviewed and referenced in this report are available at FTA’s regional office or the recipient’s office.

### **2. Process**

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on site visit to the recipient’s location. A Recipient Information Request (RIR) package was sent to YSTA advising it of the review and site visit and containing a list of items and questions that the recipient was required to submit to the reviewer. The review scoping meeting was conducted with the Region IX Office on February 20, 2018. Additional files retained by the regional office were sent to the reviewer electronically. A Site Visit Agenda package was sent to YSTA advising it of the site visit date and indicating information that would be needed and issues that would be discussed. The site visit to YSTA occurred on June 26-27, 2018.

The on site portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. The reviewers visited YSTA’s maintenance facility to provide an overview of activities related to FTA-funded projects.

Upon completion of the review, FTA and the reviewer provided a summary of preliminary findings to YSTA at an exit conference. Section VI of this report lists the individuals participating in the review.



### 3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

## II. Recipient Description

### I. Organization and Services

The Yuba Sutter Transit Authority (YSTA) is a joint powers agency formed by Yuba and Sutter Counties and the Cities of Marysville and Yuba City. The Authority provides fixed route and Dial-A-Ride services in the urban areas and rural route deviation service to Live Oak, Wheatland, and the Yuba County foothills. It also provides commuter and mid-day service to downtown Sacramento. YSTA operates all services through a service contract with Transdev Services, Inc. (formerly Veolia Transportation). The population of its bi-county service area is approximately 168,690.

YSTA operates a network of six fixed routes in its local urban service. Service is provided weekdays from 6:30 a.m. to 6:30 p.m. and Saturdays from 8:30 a.m. to 5:30 p.m. There is no service on Sundays. YSTA's complementary paratransit service, known as Dial-A-Ride, operates during the same days and hours of service as the local fixed routes though it operates as a general public Dial-A-Ride service on weekdays from 6:00 p.m. to 9:30 p.m.

The basic adult one-way fare for bus service is \$1.00. A reduced fare of \$0.50 is offered to seniors (aged 65+), persons with disabilities, persons with a Medicare card, and youth between the ages of five and eighteen years of age. The basic one-way Dial-A-Ride fares are \$2.00 for eligible seniors, persons with disabilities and their companions. The weekday evening Dial-A-Ride fares are \$3.00 for the general public and \$1.50 for eligible reduced fare passengers. The Sacramento Commuter service has a cash fare of \$4.00 with a reduced fare of \$2.00 offered to the eligible populations during the midday. Children age four and under ride free with an adult on all services.

YSTA operates a fleet of twenty-two buses for fixed-route service, thirteen buses for commuter service, and sixteen Dial-A-Ride and rural route buses. Its bus fleet consists of 16, 27, 31, 32, 41, and 57 passenger buses. All services are operated by Transdev Services, Inc. The current peak hour requirement is for fourteen fixed route vehicles, ten commuter vehicles, and twelve demand response vehicles. Demand response buses are also used to supplement the local fixed route service as necessary.

YSTA operates from a single maintenance, operations, and administration facility in Marysville, CA. In December 2011, a \$3.3 million renovation and expansion on the facility was completed using local funds.

## 2. Award and Project Activity

Below is a list of YSTA's open awards at the time of the review.

<b>Award Number</b>	<b>Award Amount</b>	<b>Year Executed</b>	<b>Description</b>
CA-2017-048-00	\$458,950	6/7/2017	5339 Purchase One Replacement Intercity Commuter bus
CA-90-Z031-02	\$57,718	12/17/2013	Operating Assistance (SAFETEA-LU) (Closed 4-24-18)

### Projects Completed

- Adopted a new YSTA Short Range Transit Plan in May 2015. Participated in the implementation of the regional Connect Card electronic fare card program in 2017.

### Ongoing Projects

- Purchasing seven replacement intercity commuter buses for expected delivery this summer (est. July 2018) as part of a three-party joint procurement.

### Future Projects

- Planning for the replacement of ten paratransit vehicles in 2019 and the replacement of eleven local fixed route buses in 2020.

### III. Results of the Review

#### 1. Legal

Basic Requirement: The recipient must promptly notify the Federal Transit Administration (FTA) of legal matters and additionally notify the U.S. Department of Transportation (US DOT) Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of YSTA, no deficiencies were found with the FTA requirements for Legal.

#### 2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

Finding: During this Triennial Review of YSTA, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

#### 3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

Finding: During this Triennial Review of YSTA, no deficiencies were found with the FTA requirements for Technical Capacity - Award Management.

#### 4. Technical Capacity – Program Management and Subrecipient Oversight

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards; and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of YSTA, no deficiencies were found with the FTA requirements for Technical Capacity – Program Management and Subrecipient Oversight.

## 5. Technical Capacity – Project Management

**Basic Requirement:** The recipient must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices; and prepare force account plans.

**Finding:** During this Triennial Review of YSTA, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

## 6. Satisfactory Continuing Control

**Basic Requirement:** The recipient must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

**Finding:** During this Triennial Review of YSTA, no deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

## 7. Maintenance

**Basic Requirement:** Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

**Finding:** During this Triennial Review of YSTA, no deficiencies were found with the FTA requirements for Maintenance.

## 8. Procurement

**Basic Requirement:**

**States:** When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with 2 CFR §200.322 (*Procurement of Recovered Materials*) and ensure that every purchase order or other contract includes any clauses required by section 2 CFR §200.326 (*Contract Provisions*). All other non-Federal entities, including subrecipients of a state, will follow 2 CFR §§200.318 (*General Procurement Standards*) through 200.326 (*Contract Provisions*).

**Non-state recipients:** The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR part 200.

**Finding:** During this Triennial Review of YSTA, no deficiencies were found with the FTA requirements for Procurement.

## 9. Disadvantaged Business Enterprise

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. Recipients also must create a level playing field on which Disadvantaged Business Enterprises (DBEs) can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of YSTA, no deficiencies were found with the U.S. Department of Transportation (US DOT) requirements for Disadvantaged Business Enterprises (DBEs).

## 10. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of YSTA, a deficiency was found with the FTA requirements for Title VI.

TVI2-1: Language Assistance Plan (LAP) deficiencies

During the review of YSTA's Title VI program, it was determined the recipient has not implemented its Language Assistance Plan because the website has not been updated to include vital documents translated in Spanish.

Corrective Action(s) and Schedule: By September 5, 2018, YSTA must prepare and submit to the FTA Regional Civil Rights Officer (RCRO), documentation of implementing its LAP.

## 11. Americans With Disabilities Act – General

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of YSTA, a deficiency was found with the U.S. Department of Transportation (US DOT) requirements for Americans with Disabilities Act (ADA) - General.

ADA1-1: Insufficient ADA complaint process

YSTA's website instructions for filing an ADA complaint is not translated in Spanish.

Corrective Action(s) and Schedule: By September 5, 2018, YSTA must submit to the FTA RCRO, information for the public on filing an ADA complaint and documentation that the information has been made available to the public.

## 12. Americans With Disabilities Act – Complementary Paratransit

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of YSTA, no deficiencies were found with the U.S. Department of Transportation requirements for Americans with Disabilities Act (ADA) - Complementary Paratransit.

## 13. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability, be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

This review area only applies to recipients that are required to submit a full or abbreviated EEO Program based on the number of its transit-related employees and whether it reaches a monetary threshold. Therefore, the requirements of this review area are not applicable to the review of YSTA.

## 14. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of YSTA, no deficiencies were found with the FTA requirements for School Bus.

## 15. Charter Bus

Basic Requirement: Recipients are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the

service. Recipients are allowed to operate community-based charter services excepted under the regulations.

Finding: During this Triennial Review of YSTA, no deficiencies were found with the FTA requirements for Charter Bus.

#### 16. Drug-Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug-free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: During this Triennial Review of YSTA, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

#### 17. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of YSTA, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

#### 18. Section 5307 Program Requirements

Basic Requirements: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Recipients must ensure that least one percent of such funds are expended on associated transit enhancement projects.

YSTA had no deficiencies in its 5307 program implementation.



## 19. Section 5310 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all leases of Section 5310-funded vehicles and ensure that leases include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

This review area only applies to recipients that receive Section 5310 funds; therefore, the requirements of this review area are not applicable to the review of YSTA.

## 20. Section 5311 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects to support rural public transportation services and intercity bus transportation.

This review area only applies to recipients that receive Section 5311 funds; therefore, the requirements of this review area are not applicable to the review of YSTA.

## V. Summary of Findings

Review Area	Deficiencies		Corrective Action	Response Due Date	Date Closed
	Code	Description			
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	ND				
5. Technical Capacity – Project Management	ND				
6. Satisfactory Continuing Control	ND				
7. Maintenance	ND				
8. Procurement	ND				
9. Disadvantaged Business Enterprise (DBE)	ND				
10. Title VI	TVI2-1	Language Assistance Plan (LAP) deficiencies	YSTA must prepare and submit to the FTA Regional Civil Rights Officer (RCRO) documentation of implementing its LAP.	September 5, 2018	
11. Americans With Disabilities Act (ADA) - General	ADA1-1	Insufficient ADA complaint process	YSTA must submit to the FTA RCRO, information for the public on filing an ADA complaint and documentation that the information has been made available to the public.	September 5, 2018	
12. Americans With Disabilities Act (ADA) -Complementary Paratransit	ND				
13. Equal Employment Opportunity (EEO)	NA				
14. School Bus	ND				
15. Charter Bus	ND				
16. Drug-Free Workplace Act	ND				
17. Drug and Alcohol Policy	ND				
18. Section 5307 Program Requirements	ND				
19. Section 5310 Program Requirements	NA				

20. Section 5311 Program Requirements	NA				
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## VI. Attendees Lists

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>E-mail Address</b>
<b><i>YSTA</i></b>			
Keith Martin	Transit Manager	(530) 634-6880	Keith_martin@sbcglobal.net
Simone Reed	Finance Program Manager	(530) 634-6880	simone@yubasuttertransit.com
Adam Hansen	Planning Program Manager	(530) 634-6880	adam@yubasuttertransit.com
<b><i>Transdev</i></b>			
Arthur Leonard	Operations Supervisor	(530) 634-6885	Arthur.leonard@transdev.com
Dave Phillips	General Manager	(530) 634-6885	Dave.phillips@transdev.com
David Brodek	Maintenance Manager	(530) 634-6885	David.brodek@transdev.com
<b><i>FTA</i></b>			
Audrey Bredehoft	Director, Office of Financial Management and Program Oversight	(415) 734-9453	audrey.bredehoft@dot.gov
Lynette Little	Civil Rights Officer for Region IX	(415) 734-9464	lynette.little@dot.gov
<b><i>CDI/DCI Joint Venture</i></b>			
Linda Barnes	Lead Reviewer	(703) 919-7884	lmb421@outlook.com
Robert Padilla	ADA Specialist	(916) 803-1574	rp2sq@prodigy.net

## **VII. Appendices**

No appendices included in this report.

EXHIBIT B  
FY 2018 FTA TRIENNIAL REVIEW RESPONSE

**Keith Martin**

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**From:** Keith Martin <keith\_martin@sbcglobal.net>  
**Sent:** Wednesday, September 05, 2018 3:29 PM  
**To:** 'Barros, Philoki (FTA)'  
**Cc:** Simone Reed; 'Linda M Barnes'; 'Kay Luongo <kluongo6267@gmail.com> (kluongo6267@gmail.com)'; 'Kristin Coyner'; 'Bredenhof, Audrey (FTA)'  
**Subject:** RE: FY 2018 Triennial Review Final Report - Yuba-Sutter Transit Authority

Philoki,

Pursuant to the corrective action schedule from the Final Report dated August 9, 2018 for the FY 2018 Federal Transit Administration (FTA) Triennial Review of the Yuba-Sutter Transit Authority, responses to the two related findings were to be submitted by September 5, 2018. Those responses are detailed below for each of the two findings. Based on these responses, Yuba-Sutter Transit respectfully requests FTA concurrence that this Triennial Review cycle be closed.

**Finding #1**

***Section 10 – Title VI***

***Finding TVI 2-1: Language Assistance Plan (LAP) Deficiencies***

***During the review of YSTA's Title VI program, it was determined the recipient has not implemented its Language Assistance Plan (LAP) because the website has not been updated to include vital documents translated in Spanish.***

***Corrective Action(s) and Schedule: By September 5, 2018, YSTA must prepare and submit to the FTA Regional Civil Rights Officer (RCRO), documentation of implementing its LAP***

**AGENCY RESPONSE:**

While the stated corrective action is rather general, the specific finding was related to the lack of a translation device for use while viewing the agency website. While discussing this issue with the reviewer, it was believed by all present that the addition of Google Translate to the website would be sufficient to meet the reviewer's desire. As a result, staff accepted the finding even though full website translation was never envisioned nor required in Yuba-Sutter Transit's Language Assistance or Title VI Plans.

Since then, our website designer, Digital Deployment, has discovered that Google Translate does not work with the current website. When attempting to embed the Google Translate tab on the site they found that the HTML codes provided by Google to embed the translate tab were not updated or working correctly which was confirmed in related Google Help forums. They also found that Google's code makes the site structure or layout appear odd even though Google Translate does work on sites that were created in the past. Attempts by Digital Deployment's lead developer to try different codes and methods were all unsuccessful.

Other than translating the entire website into another language at great cost for both development and ongoing maintenance as the site contents are updated, the design team instead suggested that a link be added in the secondary menu (top right on each page) to provide the reader with information on how to let Google Chrome translate that page in their preferred language. If a visitor who normally browses in Spanish, for example, opens up the website in Google Chrome a notification will appear to the right of the URL (by

bookmarks) that asks if they would like to translate the page to their default language. For those who are not on Chrome, the link will instruct them to open the website through Chrome to translate.

Yuba-Sutter Transit has requested that these instructions be added to the website, but we are now awaiting confirmation that these instructions have been added as a menu item to the secondary navigation (on top of the search bar). This process is expected to be complete by October 1, 2018.

**Finding #2**

***Section 11 – Americans With Disabilities Act (General)***

***Finding ADA 1-1: Insufficient ADA Complaint Process***

***YSTA’s website instructions for filing an ADA complaint are not translated in Spanish.***

***Corrective Action(s) and Schedule: By September 5, 2018, YSTA must submit to the FTA RCRO information for the public on filing an ADA complaint and documentation that the information has been made available to the public.***

**AGENCY RESPONSE:**

Spanish language translations of both the ADA complaint form and the instructions for completing and ADA complaint form are now posted on the Yuba-Sutter Transit website at the following link: <https://www.yubasuttertransit.com/ada-customer-service-liaison>. This completes the required corrective action for this finding.

Yuba-Sutter Transit staff sincerely appreciates the professionalism exhibited by both the reviewer and all related FTA staff throughout this process as well the opportunity to test ourselves on compliance with all of the federal requirements related to grant management and program implementation practices.

Please contact me if you have any comments or questions.

Thanks,

**Keith Martin**  
*Transit Manager*



Yuba-Sutter Transit Authority  
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**From:** Barros, Philoki (FTA) [mailto:Philoki.Barros@dot.gov]  
**Sent:** Thursday, August 09, 2018 4:25 PM  
**To:** keith\_martin sbcglobal.net  
**Cc:** Simone Reed; Linda M Barnes; Kay Luongo <kluongo6267@gmail.com> (kluongo6267@gmail.com); Kristin Coyner; Bredehoft, Audrey (FTA)  
**Subject:** FY 2018 Triennial Review Final Report - Yuba-Sutter Transit Authority

Dear Mr. Martin:

Attached is a copy of the final report of the Federal Transit Administration's Triennial Review of the Yuba-Sutter Transit Authority (YSTA). We would like to thank the YSTA staff for their cooperation and assistance during the review.

Please contact Ms. Audrey Bredehoft at (415) 734-9453 or by e-mail at [Audrey.bredehoft@dot.gov](mailto:Audrey.bredehoft@dot.gov) if you have any questions or need any additional information.

Thank you.

Philoki Barros  
Transportation Program Specialist

Federal Transit Administration  
Region IX  
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San Francisco, CA 94103-6701

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