

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
MARCH 16, 2017**

I. Call to Order & Roll Call

Director Didbal called the meeting to order at 4:00 p.m.

Present: Cardoza, Didbal, Leahy, Sullenger, Whiteaker, Whitmore and Bradford (for Fletcher)

Absent: Fletcher, Pedigo

II. Public Business from the Floor

None

III. Consent Calendar

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

Martin called the Board's attention to the February monthly performance report and the significant impact that the Oroville Dam spillway crisis had both during and immediately following the evacuation order.

IV. Reports

A. Preliminary Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2018.

Martin stated that this preliminary draft budget is provided each year to meet the requirements of the JPA noting that staff will be refining these numbers in the next few weeks and bringing it back as a revised draft budget in April with details on every line item.

Director Whiteaker asked if the public is notified of the budget process. Martin responded that no specific outreach is conducted for that purpose beyond the normal posting of the agenda packet in its entirety on the website.

B. Connect Transit Card Memorandum of Understanding Yuba-Sutter Transit Corridor Enhancement Plan Consultant Selection.

Martin reviewed the history of the Connect Card project noting that the Board approved the original MOU for the development of this project in 2010. Now that the Connect Card project is nearing full implementation, the proposed draft Connect Card MOU would replace the earlier agreement for the on-going operations of the system. Martin added that five of the nine transit agencies have already approved this MOU with consideration of another three including Yuba-Sutter Transit scheduled for this week.

Martin continued by stating that this is a voluntary agreement that the agency can choose to exit in the future. He noted that this MOU covers program governance, operating rules, etc. and that full public roll-out of the system is now scheduled for July 1st. Martin added that the first year operating cost for Yuba-Sutter Transit, which was estimated at about \$78,000 in the staff report, was revised earlier this week to about \$65,000 and that staff is proposing that this cost be funded from the state Low Carbon Transit Operations Program to be discussed next on this same agenda.

Director Whiteaker made a motion to authorize the execution of the Connect Transit Card MOU as proposed. Director Leahy seconded the motion and it carried unanimously.

C. Low Carbon Transit Operations Program (LCTOP) Funding Request.

Martin stated that this is the third year of the LCTOP program which is part of the State Cap and Trade program to reduce greenhouse gases. The first two years of the program were used for bus stop enhancements and technology improvements. Martin added that about \$82,000 is now available – down from about \$180,000 in the previous cycle.

Martin continued by stating that these funds must be used to reduce greenhouse gas emissions and that, for those agencies like Yuba-Sutter Transit that have a disadvantaged community as defined by the State, half the funds have to benefit that community. As noted in the past, our region contains one large disadvantaged community that is located in Yuba County stretching from western Marysville to western Linda and Olivehurst as shown on the map that was included with the staff report. Martin stated the list of eligible projects was also attached and that staff is now recommending that any available funds be programmed to off-set Yuba-Sutter Transit's first year operating cost of the Connect Card system. Any unspent funds at the end of that year can be rolled over for use in the following year. For this reason, staff is recommending the adoption of Resolution No. 2-17 and No. 3-17 as proposed.

Director Leahy made a motion to authorize the adoption of Resolution No. 2-17 and Resolution No.3-17 as proposed. Director Cardoza seconded the motion and it carried unanimously.

D. Project & Program Updates.

1. Bus Shelter, Bench & Exterior Advertising Contract & Ad Content Policy Revisions

Martin stated that the Ad-Hoc Committee met on March 2nd and staff will be bringing back a recommendation for an expansion of the bus exterior advertising program in the future to include the additional bus tails and side advertising though at a smaller scale than what was proposed by the current contractor. Martin further added that a competitive procurement process will be required because federally funded buses will be used for this revenue contract. While Martin is hoping to bring this back in April, he noted that the staffing situation may make that impossible. The current provider, however, has agreed to continue under the current terms and conditions until such time as a new contract is signed.

2. Connect Card Implementation

Martin stated that the local soft-launch of the Connect Card began at Yuba-Sutter Transit in late January. As of March 9th a total of 201 Yuba-Sutter Transit issued Connect Cards were in circulation with about 4,000 local Connect Card boardings making Yuba-Sutter Transit the 2nd

most active system in the region behind only Sacramento Regional Transit. Martin added there have been some issues with the system, but that is what the soft-launch is all about. A full regional roll-out even is planned for June 15th prior to that month's meeting of the SACOG Board of Directors. Invitations will be sent to the entire Yuba-Sutter Transit Board for this regional event.

3. Administrative Staff Recruitment (Planning Program Manager)

Martin stated that Yuba County Personnel is handling the recruitment process for this vacancy and the application period will be closing on March 29th. Interviews have been tentatively scheduled for April 14th and staff is hoping to have someone on board by May 1st. Matt Mauk's last day is March 24th.

4. Allyn Scott Youth & Community Center (ASYCC) Parking Lot Lighting Project

Martin stated this is the project to add lighting in the parking lot between the two facilities. Because of the weather, the starting date has been pushed back, but staff hopes to hear something in the next day or two.

5. Feather River Air Quality Management District (FRAQMD) Mini-Grant BikeLid Project

Martin stated that the BikeLid unit arrived today and that he is looking forward to seeing the response from the public once it is installed at the Yuba County Government Center transit terminal.

V. Correspondence/Information

None

VI. Other Business

None

VII. Adjournment

The meeting was adjourned at 4:24 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 20, 2017
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**