

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
MAY 16, 2024**

I. Call to Order & Roll Call (4:00 P.M.)

Present: Blaser, Buttacavoli, Hudson, Kirchner (Chair), and Ziegenmeyer (for Flores)
Absent: Bains, Flores, Fuhrer and Shaw

II. Public Business from the Floor

None.

III. Consent Calendar

Director Hudson made a motion to approve the consent calendar. Director Blaser seconded the motion, and it was carried unanimously. Director Ziegenmeyer abstained.

Director Fuhrer and Director Shaw arrived at 4:02 p.m.

IV. Reports

A. Final Operating and Capital Budgets for FY 2025.

Executive Director Mauk reviewed the budget process year-to-date and presented the final draft budget of \$9.6 million for operating and administration expenses and \$4.5 million for capital projects.

Mauk stated the operations expenditures reflect cost escalators for the service contract and an increase in service hours expected with the implementation of phase one of the NextGen Transit Plan. The administrative expenditures include a 3.2% increase over the FY 2024 budget, due to the addition of a full-time staff position and cost of living salary adjustment.

Mauk noted three items changed from the last version of the operating budget, including services and other maintenance decreased \$30,000, telephone and internet adjusted up \$1,000, and Administration salaries and wages adjusted down for known salary expenses.

Mauk noted the budget assumes status quo for federal and state revenues and includes a marginal increase in fair revenue based on the current ridership trends.

Mauk stated the capital budget assumes the ramp up of the environmental and design work for the new transit facility and startup of the new NextGen on demand technology. New to the final version of the budget is a grant funded project to implement a new open fair payment system, that is part of the state's integrated travel project, to be almost fully funded under a SACOG agreement.

Director Hudson made a motion to adopt Resolution No. 5-24 approving the final Yuba-Sutter Transit Operating and Capital Budgets for FY 2025 as proposed. Director Shaw seconded the motion and it carried unanimously.

B. Local Transportation Fund (LTF) Apportionment for FY 2025.

Mauk stated pursuant to our JPA, staff has prepared the annual local Transportation Fund (LTF) apportionments based on the adopted budget. The total annual LTF contribution to Yuba-Sutter Transit is \$4 million. The calculation of the LTF apportionment is based on four criteria, service area population, the amount LTF available to the jurisdiction, fixed route miles, and demand response trips. Due to the relatively low amount of LTF available to the City of Marysville, the apportionments include the reallocation of \$101,000 shortfall among the other three jurisdictions.

Director Hudson made a motion adopt Resolution No. 6-24 establishing the FY 2025 LTF Contributions for each member jurisdiction as proposed. Director Fuhrer seconded the motion and it carried unanimously.

Director Bains arrived at 4:09 p.m.

C. Administrative Staff Cost of Living Salary Adjustments.

Mauk presented the proposed administrative staff salary and benefits adjustments. Yuba-Sutter Transit annually reviews the compensation package for the agency's employees to determine if any adjustments are warranted. The recommendation is for a 3 percent cost of living adjustment for all positions including the Executive Director. The estimated total cost of the proposed salary adjustment is \$20,000 which includes salary and any associated benefits.

Director Hudson made a motion to approve the staff cost of living salary adjustments and adopt the resulting salary schedule effective July 1, 2024 as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

D. SACOG Subrecipient Agreement for Cal-ITP Project Funds.

Director Mauk stated the requested action is authorization to execute a subrecipient agreement with SACOG to accept up to a \$172,000 in grant funds to participate in regional procurement of open fair payment technology. The project is part of a statewide initiative to promote seamless travel on public transit. The California integrated travel project (Cal-ITP) allows riders to pay fares at the door with a credit card or an e-wallet such as Apple Pay.

Mauk stated the funds are for Yuba-Sutter Transit to acquire the hardware and payment processing software. Sacramento Regional Transit and SACOG are leveraging this project to potentially replace the aging connect card system. The goal is to have one piece of electronic fare payment hardware on all the buses across the region.

Director Hudson made a motion to authorize the Executive Director to execute SACOG Subrecipient Agreement No. CT240031 for Cal-ITP project funding, pending final review and approval by legal counsel. Director Shaw seconded the motion and it carried unanimously.

Director Ziegenmeyer left meeting at 4:41 p.m.

E. Yuba-Sutter NextGen Transit Plan Phase 1 Implementation and Schedule.

Mauk noted that in this last year staff has been working diligently to implement the initial phases of the NextGen Short-Range Transit Plan, including commuter and Route 2 schedule reductions done last November. Staff additions and technology acquisitions are ongoing.

Mauk noted we are now ready for Phase 1 of the Plan, which includes replacement of Routes 2 and 5 in Yuba City with on demand service, streamlining Route 1 by reducing the number of stops and rerouting it off some of the side streets, restructuring of fares during the initial phases and a subsequent increase to base fare rates in 2027, and the launch of a weekday commuter service to the Roseville Galleria.

Mauk summarized staff's recommendations to adopt a revised implementation plan pushing the launch of Phase 1 service changes from August to early next calendar year to allow for additional planning and marketing, and to develop fare policy alternatives for Board discussion in June and a public hearing in July.

Director Hudson made a motion to 1) Set a Public Hearing for 4:05 p.m. on Thursday, July 18, 2024, to receive comments on the local service changes and fare policies recommended for implementation during Phase 1 of the adopted NextGen Transit Plan. 2) Adopt an updated Implementation Plan and Timeline for the NexGen Transit Plan Phase 1 local services changes and Marysville/Roseville service launch as proposed. 3) Direct staff to prepare alternative fare policy recommendations for the proposed NextGen Transit Plan local service initiatives. Director Fuhrer seconded the motion and it carried unanimously.

F. Discount Monthly Pass Program Grant Closeout Report.

Mauk stated that we are required to bring this information item to the Board per our FRAQMD grant which ended March 2024. The program ended with just over 9300 passes sold, resulting in a \$6,830 surplus which was returned to FRAQMD. Mauk noted the FRAQMD program has been funded again at \$98,000 through March 2025.

G. Third Quarter Performance Report.

Mauk noted that ridership continues trend up 13% over the first three quarters of the fiscal year, despite the amount of service hours remaining relatively flat. Fare revenues also went up with the increased ridership but so did inflationary pressures, so the ratio of fare revenues to operating costs dropped by 1%.

H. Project & Program Updates.

1. Caltrans Binney Junction SR70 Project

Mauk reported the Caltrans temporary construction easements estimates for phase 2 have been provided to Caltrans. The estimate is \$58,000 for one-time moving and set up costs for the alternate facility, \$7,500 a month for facility related expenses, and \$9,300 a month for direct labor and additional fuel costs. Monthly lease costs for the alternate location will be reimbursed by Caltrans.

Caltrans estimates the construction timeline will be 18-22 months starting in March of 2025. We will need to finalize the TCE and get Board approval by September 2024.

2. NextGen Transit Facility Project

Mauk reported the negotiations are about to begin with the proposer on our A&E contract and an award is now expected in July.

The SB125 funding that we were recently awarded by SACOG was not cut in the Governor's May revised budget, but payments were frozen by the State. The funds should be released when the budget is adopted.

3. Commuter Service Request

Mauk reported we have received numerous commuter service requests from state workers who are moving to a new office complex on Richard's Blvd. north of downtown Sacramento. Mauk reported that another regional agency recently started to serve the new complex, which led to an influx of requests. Staff is analyzing potential demand for new service and may bring an item back to the Board if warranted.

V. **Correspondence / Information**

None.

VI. **Other Business**

Mauk noted that Memorial Day is a service and office holiday.

Mauk reported that Yuba-Sutter Transit received a petition from Operating Engineers, Local 3 union representation requesting representation for transit drivers and maintenance staff. This petition was filed with the Public Employment Labor Relations Board. Legal counsel has responded.

VII. **Adjournment**

The meeting was adjourned at 4:56 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JUNE 20, 2024 AT 4:00 PM
IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE
NOTICED.**