

AGENDA ITEM III – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES SEPTEMBER 21, 2017

I. Call to Order & Roll Call

Director Whitmore as the Vice-Chair called the meeting to order at 4:00 p.m.

Present: Cardoza, Cleveland (for Didbal), Fletcher, Munger (for Whiteaker), Sullenger and Whitmore (Vice-Chair)

Absent: Didbal (Chair), Leahy, Pedigo and Whiteaker

II. Public Business from the Floor

None

III. Consent Calendar

Director Fletcher made a motion to approve the consent calendar. Director Cardoza seconded the motion and the motioned carried with Director Munger abstaining.

IV. Reports

A. Special Service Authorization for the 2017 Sikh Parade Parking Shuttle.

Martin stated that Yuba-Sutter Transit has again been asked to provide an offsite parking shuttle service for the 2017 Sikh Parade. In anticipation, the Sikh Temple has already purchased 7,000 round-trip tickets for \$2 each. Staff is recommending that the Board authorize the operation of the parking lot shuttle service on Sunday, November 5th as proposed in the staff report.

Director Cardoza asked if Yuba-Sutter Transit is reimbursed by the Temple if the number of hours operated exceeds the estimated amount. Martin responded that the Temple is not reimbursing the agency and the amount paid will not change whether we operate more or less than the estimated number of hours.

Director Cardoza, noting that 27 buses were used last year compared to the projected 25 for this year, asked if this was a strain on the drivers. Martin stated that Yuba-Sutter Transit has been operating at its maximum capacity for years given the number of drivers and vehicles available on a Sunday.

Director Cleveland asked if Yuba-Sutter Transit would step away if someone wanted to come in and provide this service for a profit. Martin stated that we would welcome another provider as we provide the shuttle as a community service looking only to cover our direct costs.

In a response to Director Fletcher regarding potential traffic controls to create a “bus-only” corridor, Martin stated that the Yuba City Police Department has done a great job in recent years to provide a bus route with minimal conflicts. Martin stated that these controls worked really well last year, but that he was concerned that a new logistics contractor could prove problematic this year given the loss of institutional knowledge.

Director Fletcher made a motion to authorize the operation of a parking lot shuttle service under the proposed terms and conditions. Director Cardoza seconded the motion and it carried unanimously.

B. Draft Applications for the FY 2017/2018 Feather River Air Quality Management District (FROMD) Blue Sky Grant Program.

Martin stated that pursuant to the discussion at the July meeting, staff has prepared three grant applications for consideration with each presented in priority order as recommended by staff. The first and largest application is for \$130,000 to continue the Discount Monthly Bus Pass Program through 2018, but Martin noted that staff has recently become aware of some new factors to consider due to the recent implementation of the Connect Card program. FRAQMD will not consider the re-authorization of the discount monthly pass program until December 4th, it is possible that the current \$5 out-of-pocket cost for these passes may change on January 1st. Because passes are now sold up to three months in advance and it takes time to reprogram the Connect Card system for any fare change, staff is now seeking authorization to: 1.) request an extension of the existing grant using unused funds; and, 2.) adjust the funding level in the new grant application to extend that grant through March 2019. If approved as proposed, the one year project period for all future discount monthly pass programs will begin in April.

The second priority application is for \$12,000 toward a bus stop enhancement project to install up to 24 unique two-seat bus stop benches that are designed for locations where traditional shelters and benches cannot be installed due to the lack of a sidewalk or inadequate public right-of-way clearances. This same project was submitted for FRAQMD funding last year, but it was not selected. The third priority application is for another \$10,000 toward the continuation for another year of the July 2015 expansion of the Live Oak Route from three to five days a week.

Director Cleveland asked if ridership on the Live Oak Route has increased enough to justify the expanded service. Martin responded that after two years of operation, Live Oak ridership is up 74 percent while service hours have increased by 69 percent and that it is by far the best performing of Yuba-Sutter Transit’s three rural routes.

Director Cardoza made a motion to authorize the submittal of FRAQMD grant applications as proposed or amended. Director Fletcher seconded the motion and it carried unanimously.

C. Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Years (FFY) 2018, 2019 and 2020.

Martin stated that federal funding requirements dictate that Yuba-Sutter Transit periodically set Disadvantaged Business Enterprise (DBE) procurement participation goals and staff is now recommending adoption of Resolution No. 10-17 establishing a DBE contracting goal of 0.01 percent for the three-year period of FFY 2018 through FFY 2020.

Director Munger made a motion to adopt Resolution No. 10-17 establishing a DBE contracting goal of 0.01 percent for the three-year period of FFY 2018 through FFY 2020. Director Cardoza seconded the motion and it carried unanimously.

D. Project & Program Updates.

1. Annual Yuba-Sutter Unmet Needs Hearing (2:00 p.m. on Wednesday, October 11th in the Yuba County Government Center)

Martin stated that the local Unmet Needs Hearing that is held annually by the Sacramento Area Council of Governments (SACOG) has been set for 2:00 p.m. on Wednesday, October 11th in the Yuba County Government Center. He noted that while Yuba-Sutter Transit invites and receives comments, suggestions and service request at any time, this is the formal process that is required as a part of SACOG's administration of the State Transportation Development Act.

2. Route 1 Corridor Enhancement Plan Public Workshop Results

Martin reported that there was limited public participation at yesterday's workshop though two board members were in attendance. He noted staff that this project is looking to identify enhancement opportunities in the Route 1 corridor. The next step is to develop some alternatives and another workshop and project update is scheduled for February.

3. Connect Card Electronic Fare Card Implementation (New Retail Pass Outlets)

Martin stated that the retail Connect Card devices have been installed at all three of Yuba-Sutter Transit's sales outlets. Connect Card loads are now available from the Sutter County Library and soon will be at both the Yuba County Library and the Yuba College Bookstore.

4. FY 2017 Fiscal Audit Site Work (September 25-27)

Martin noted that the annual fiscal audit site work is next week and the final audit is typically presented to the Board in January.

Director Cleveland asked if Connect Cards are reloaded at the office or at self-serve kiosks. Martin responded that essentially any device with an internet connection is a "kiosk" for loading Connect Cards, but that people can also now load their cards with assistance at the Yuba-Sutter Transit office and will soon be able to do so at three other sales outlets as well.

V. Correspondence/Information

None

VI. Other Business

None

VIII. Adjournment

The meeting was adjourned at 4:29 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 19, 2017
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

P:COMMON/YST AGENDA ITEMS/YST BOARD MINUTES/YST MINUTES 2017/YST MINUTES SEPTEMBER 2017