

**AGENDA ITEM III – A**

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
April 21, 2022**

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

Present: Bains, Blaser, Buttacavoli, Fuhrer, Hudson (Chair), Kirchner (Vice-Chair), Micheli and Shaw  
Absent:

**II. Public Business from the Floor**

None.

**III. Consent Calendar**

Director Bains made a motion to approve the consent calendar. Director Micheli seconded the motion and it carried unanimously.

**IV. Reports**

**A. Comprehensive Operational Analysis / Short-Range Transit Plan Contract Award.**

Martin discussed the four proposals that were received in response to the Yuba-Sutter Comprehensive Operational Analysis/Short Range Transit Plan Request for Proposals (RFP). The proposals were reviewed by staff and the ad hoc committee of the Board of Directors composed of Directors Blaser and Kirchner and Chairman Hudson. All four firms were interviewed on March 29<sup>th</sup>. After an evaluation of proposals and the interviews, staff and ad hoc committee are unanimously recommending that the project be awarded to Innovate Mobility, LLC and their sub-contractors Accessible Avenue and AIM Consulting, Inc.

Martin stated that the Board of Directors will be receiving regular updates on this important project which will take about nine months to complete and will be the first comprehensive systemwide analysis since the local fixed route service was re-established in January 1993.

Director Bains made motion to authorize the Executive Director to execute a contract agreement with the recommended consultant team as proposed. Director Shaw seconded the motion and it carried unanimously.

**B. Federal Transit Administration (FTA) Section 5339(b) Buses and Bus Facilities Program and/or Section 5399(c) Low or No Emission Grant Application Authorization.**

Martin stated that an unsuccessful application for \$14 million in funding under this same program was submitted during the 2021 cycle and staff is recommending that a similar application be filed for the 2022 cycle. For the first time, applications can be submitted under both the Buses and Bus Facility Program as well as the Low or No Emission (Low-No) program, but we plan to submit under only the Buses and Bus Facilities Program.

Martin continued that in a recent debrief, our 2021 application received a “highly recommended” rating placing it in the top 166 of the 303 applications that were received though only 70 projects were awarded. Of the six

ranked criteria, five met the “highly recommended” rating and one was ranked as “recommended” so we now know what we need to work on for the next application which is due on May 31, 2022.

Director Bains made a motion to adopt Resolution No. 6-22 authorizing the submittal of one or more federal grant application as proposed. Director Shaw seconded the motion and it carried unanimously.

### **C. Revised Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2022-23.**

Martin reported that the preliminary draft FY 2022-23 budget that was discussed at the March board meeting has now been revised and is presented for discussion in the agenda packet. The revised operating budget has been increased by a total of \$61,000 due primarily to higher fuel costs as the budgeted number of vehicle service hours has been decreased from 85,000 to 80,300. There was no change to the capital budget. A final draft budget will be on the agenda for consideration at the May 19<sup>th</sup> board meeting as the agency JPA requires that the annual budget be adopted each year by the end of May.

Director Blaser asked why the Services – Miscellaneous Professional expense account has increased over the projected year-end figure for FY 2022. Martin responded that this is primarily due to the award of the COA consultant contract which is being funded primarily by state funds which is shown in the State Cash Grants/Reimbursements revenue account.

### **D. Project & Program Updates**

#### **1. COVID-19 Impact, Response & Recovery**

Martin reported that March continued the positive year-over-year systemwide monthly ridership growth trend that started in July 2021. On the major services in March, average weekday ridership was up 44 percent on the local fixed route service, 100 percent on the local Dial-A-Ride service, and 100 percent on the Sacramento Commuter service over March 2021. Compared to pre-pandemic levels, systemwide average weekday ridership in March was still just 53 percent of what it was in February 2020. Martin added that the spike in fuel prices appears to be contributing to an increase in Sacramento ridership, but the average daily ridership figure is still just 25 percent of what it was in March 2019.

#### **2. Regional Waste Management Authority (RWMA) Staffing Transitions**

Martin noted that the initial candidates for the Executive Director position have all withdrawn for various reasons. As a result, the position was re-posted with a revised job specification and a negotiable salary that is dependent on the candidate’s qualifications. The position is open until filled, but the first review date is May 16<sup>th</sup>. As a result, the new Executive Director is not expected to start before July 1<sup>st</sup> at the earliest. The Management Analyst position is not expected to be filled before June 1<sup>st</sup>.

#### **3. Next Generation Transit Facility Project (Grant Submission)**

A \$15 million USDOT RAISE Grant application was submitted April 14<sup>th</sup> with award notices due by August 12<sup>th</sup>. In a recent debrief, we found that our unsuccessful 2021 application for \$20 million under this program had been graded as “Highly Recommended” when 90 of 763 applications were awarded (12%).

Staff submitted a request to Congressman Garamendi’s office on April 11<sup>th</sup> for a \$3.76 million Community Project Funding earmark from the FFY 2023 federal budget for facility engineering and design work. A similar

\$4 million request for the same purpose was submitted in 2021, but it was not included in the FFY 2022 funding package.

Staff is currently working on a Federal Transit Administration (FTA) Buses & Bus Facilities Program grant application that is due May 31<sup>st</sup> with award notices due by August 1<sup>st</sup>. A Zero-Emission Fleet Transition Plan, which is now required to be eligible for a zero-emission related grant under this program, will be presented for Board consideration at the May meeting.

Award notices are expected in June on our \$14.5 million grant application under the state TIRCP funding program that was submitted on March 3<sup>rd</sup>. That application included \$12,325,000 for the facility project and another \$2,175,000 for the incremental cost of three zero-emission commuter buses over the cost of diesel-powered buses for the replacement vehicles.

#### **4. June 16, 2022 Board Meeting Cancellation Reminder**

Staff reminded the Board of the cancelled meeting.

#### **V. Correspondence/Information**

None

#### **VI. Closed Session**

##### **A. Public Employee performance Evaluation Pursuant To Government Code Section 54957. Position Title: Executive Director**

The Board adjourned to closed session at 4:20 p.m.

The Board reconvened at 4:40 p.m. stating that there was no reportable action from the closed session.

#### **VII. Other Business**

None

#### **VIII. Adjournment**

The meeting was adjourned at 4:41 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MAY 19, 2022 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**