



## MEETING NOTICE & AGENDA

**DATE:** Thursday, March 21, 2024

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

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

### I. Call to Order & Roll Call

Kirchner (Chair), Bains (Vice-Chair), Blaser, Buttacavoli, Flores, Fuhrer, Hudson, and Shaw

### II. 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.

### III. Consent Calendar

All matters listed under the Consent Calendar are considered 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 removed from the Consent Calendar for discussion or specific action.

- A. Minutes from the Regular Meeting of February 15, 2024. (Attachment)
- B. Minutes from the Special Meeting of March 11, 2024. (Attachment)
- C. Disbursement List for February 2024. (Attachment)
- D. Monthly Performance Report for February 2024. (Attachment)

### IV. Reports

#### A. Authorizing Resolution for Federal Transit Administration (FTA) Grant Documents. (Attachment)

RECOMMENDATION: Adopt Resolution No. 1-24 authorizing the Executive Director, or their designee, to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317, 5339 and RAISE.

#### B. State Low Carbon Transit Operations Program (LCTOP) Project Selection. Review and consideration of project alternatives/approaches for use of State Greenhouse Gas Reduction Fund revenue. (Attachment)

RECOMMENDATION: 1. Authorize the submittal of specified project(s) for LCTOP funding as proposed or amended.  
2. Adopt Resolution No. 2-24 authorizing execution of the related LCTOP Certifications and Assurances including designation of the Executive Director as the Authorized Agent.

#### C. State of Good Repair (SGR) Project Designation. Project discussion and consideration for use of SGR funding under the California Road Repair and Accountability Act of 2017 (SB 1). (Attachment)

RECOMMENDATION: Adopt Resolution No. 3-24 approving the submittal of Yuba-Sutter Transit's FY 2025 SGR Project List as proposed or amended.

- D. NextGen Transit Facility Project Delivery Methodology.** Review and consideration of the Design Build delivery method for the NextGen Transit Facility project. (Attachment)

RECOMMENDATION: Approve the Design Build methodology as the preferred project delivery alternative for the NextGen Transit Facility as proposed.

- E. NextGen Transit Facility Project Management and Procurement Support Contract Award.** (Attachment)

RECOMMENDATION: Authorize the Executive Director to execute a professional services contract with The LaFlore Group, in an amount not exceeding \$490,000 for NextGen Transit Facility Project Management and Procurement support services, subject to final approval of legal counsel.

- F. NextGen Transit Plan Marketing and Public Outreach Support Contract Award.** (Attachment)

RECOMMENDATION: Authorize the Executive Director to execute a professional services contract with Proso Communications, in an amount not exceeding \$150,000 for NextGen Transit Plan Marketing and Public Outreach support services, subject to final approval of legal counsel.

- G. Preliminary Draft Yuba-Sutter Transit Operating and Capital Budgets for FY 2024-25.** Review and possible direction regarding development of the final draft budget. (Attachment)

RECOMMENDATION: Direct staff as desired.

- H. MCI Bus Sale to Redding Area Bus Authority (RABA).** (Attachment)

RECOMMENDATION: Authorize the Executive Director to carry out the sale of two (2) surplus MCI commuter coaches to the Redding Area Bus Authority (RABA) as proposed.

- I. Yuba-Sutter Transit Federal Title VI Plan Update.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 4-24 approving the Title VI Plan Update as proposed.

- J. Project & Program Updates.**

1. Caltrans Binney Junction SR70 Project
2. NextGen Transit Plan Implementation
3. National Renewable Energy Lab, Clean Bus Planning Assistance Award

RECOMMENDATION: Information only.

**V. Correspondence / Information**

**VI. Other Business**

**VII. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 21, 2024  
AT 4:00 P.M. IN THE BOARD OF SUPERVISORS CHAMBERS, YUBA COUNTY GOVERNMENT CENTER**

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 by email at [info@yubasuttertransit.com](mailto:info@yubasuttertransit.com) at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
FEBRUARY 15, 2024**

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

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

**II. Public Business from the Floor**

None.

**III. Consent Calendar**

Director Shaw made a motion to approve the consent calendar. Director Flores seconded the motion and it carried unanimously.

**IV. Reports**

**A. Mid-Year Budget Report for FY 2024 and Budget Preview for FY 2025.**

Executive Director Mauk noted that the agenda packet included a copy of the Mid-Year Budget Report which covers the first half of the fiscal year and projections for the remaining six months of FY 2024. Reminding the Board that the Yuba-Sutter Transit JPA requires that a preliminary draft budget be submitted to the Board by the end of March and that a final budget be adopted by the end of May each year. Mauk noted that this report also looks forward to the potential budget issues for FY 2025.

Mauk stated the year end operating revenues and expenses are in good shape with our FY 2024 expenses projected to be below budget by approximately \$21,000 due in part to lower-than-expected administrative costs. The capital budget had assumed significant expenses for the environmental and preliminary design work on the new facility, but that effort was delayed until we obtained more funding, and the new front runner buses that were ordered in 2021 arrived about 2 weeks ago.

Mauk stated that looking forward to FY 2025, we expect federal funding for public transportation to remain steady and Transit still has \$545,000 available from the last round of Covid related federal funding. Local Transportation Fund (LTF) revenues have traditionally been used to balance the budget after all other revenue sources have been applied. For FY 2024 \$4 million in LTF revenue has been budgeted for that purpose, which is about 50% of the combined available funds from our four member jurisdictions.

Mauk stated the initial four-year contract with Storer Transportation ended in September and we are in the first of two, two-year options which will carry through September 2026. There is a cost escalator built into each year based on CPI but capped at no more than 4%.

The temporary construction easement for phase two of the Binney Junction project is scheduled to begin September 2024. Additional funding for the new facility was awarded last year which brings the total to \$41

million secured to date. Mauk stated that the work associated with the staffing agreement with the Regional Waste Management Authority is winding down significantly and will likely end by 2025.

Director Shaw commended staff on the budget and projections for FY 2025 but asked if there were any upcoming issues that could cause problems with the budget. Mauk stated there are no anticipated issues with our operating or capital budget.

The Board directed staff to proceed as proposed.

#### **B. Mid-Year Performance Report for FY 2024.**

Mauk stated that the attached report provided a detailed breakdown of ridership and service hours for the first half of FY 2024. System wide ridership was up 13% compared to the same period last year. The local fixed route service was up 14.2%, DAR was up 4.4% and the Sacramento Commuter was up 8.1%. In general ridership continues to grow steadily post pandemic in conjunction with a reduction in service hours.

#### **C. Project & Program Updates.**

1. Potential Surplus Commuter Bus Sale to Redding Area Bus Authority (RABA) and Fixed Route Bus Lease to Eastern Sierra Transit

Mauk stated we just got back the third bus we leased to YARTS which needed repairs due to an accident.

Mauk reported that Yuba-Sutter Transit was contacted by RABA with interest in purchasing the two MCI buses the Board approved for surplus in December. RABA is in the process of taking over operation of the Amtrak thruway bus route between Redding and Stockton with stops in Marysville and Sacramento and are looking for buses to support that service. Since the buses were purchased with federal funds, we have the responsibility to return FTA's share of what is considered the fair market value. Staff plans on preparing an item for board consideration in March to authorize a preferred action.

Director Bains inquired about how we ensure fair market return if we don't go to auction. Mauk stated that if the buses went to auction, the fair market value is the highest bid price. However, to determine a potential direct sale price, the staff is conducting market research and will pursue an appraisal from a dealer.

Mauk reported that Eastern Sierra Transit (EST) recently inquired about leasing or purchasing a few of our fixed route buses. They are currently short on buses and lead times on new buses are long. Since we have reduced our fixed route service and plan more reductions in the fall of 2024, we do have fixed route buses to spare. Mauk stated he was not comfortable selling any of the newer buses because they are well short of their useful life. EST is only interested in 2019 models or later, so the conversation is centered on leasing, which could bring additional income and reduce operating costs. The staff is anticipating a lease price of no less than \$3,500 a month for about two years. Staff will work with Eastern Sierra Transit to prepare a written proposal for Board consideration at a future meeting.

Director Hudson asked about the fair market value of the fixed route buses. Mauk stated the aftermarket is limited and finding a comparable bus is difficult. Staff will reach out to dealers to hopefully get an appraisal for the buses.

## 2. Caltrans Binney Junction SR70 Project Phase 2 Easements

Mauk reported that discussions are ongoing with Caltrans about phase two of the Binney Junction project which will start in September. The phase two TCEs will cover twenty-eight months and we have also confirmed from the latest plans that the area included in the two TCEs will encompass all but thirteen bus parking spaces in our yard, effectively displacing about forty buses.

Mauk stated that as a result, we will have to operate all our fixed route services (local and commuter) from an alternate location, keeping only DAR and rural routes at our B Street facility. The current area we are leasing from the Yuba County Airport will not be available for phase two which means an alternate site will need to be secured. The main parking lot at the Yuba County Airport has been proposed as a potential location and staff went to the airport with Caltrans staff to assess the site. The space identified is big enough but will require security fencing, additional lighting, security camera surveillance and a trailer with restrooms for operations staff working at the location. Mauk stated that the potential additional operational costs are still being worked out but the internal estimate for the term of the TCE would be north of \$500,000 not including site upgrades. Caltrans is also pursuing a shorter construction timeline.

Director Fuhrer suggested finding a location in Yuba City, Director Hudson suggested developing the land purchased for the new facility. Director Blaser suggested the property across the street from the new facility and Director Pasquale suggested reaching out to Yuba College. Mauk responded that we will suggest all of these locations to Caltrans staff.

## 3. NextGen Transit Facility Project

Mauk reported that an environmental and 30% design RFQ has been developed, drafted and planned for release by March 1, 2024. The current cost estimate is \$1 million which will be paid with monies from a SACOG grant. The staff has developed a scope of work and engaged two consultant firms that hold State contracts to provide project management and procurement support for the NextGen project which will be a 3–4-year contract estimated at \$500,000. Staff is expecting to bring a draft of Professional Services Agreement for consideration at the May board meeting.

## 4. NextGen Transit Plan Implementation

Mauk noted the six front runners that will support the new micro transit services have been delivered.

On staffing, we have been working with Sutter County on the recruitment for the open Program Analyst position and we have received 61 applications. Staff is still evaluating the applications currently.

We have developed a statement of work and have distributed to several State contract holders for marketing support. We are anticipating a two-year contract with an optional third year and the budget estimate is approximately \$85,000 per year.

Yuba-Sutter Transit is forming a Microtransit Working Group including representatives from Freed, the Senior Center, and front-line staff including drivers and dispatchers. The working group will discuss details of the demand-response service roll out, such as fares, ADA services, and Title VI policies among others. The first meeting will be on March 12<sup>th</sup> at the Senior Center.

Director Fuhrer asked if we will be changing the fares under the NextGen Transit Plan. Mauk stated this is yet to be determined but there was a recommendation in the NextGen Plan for fare increases in later phases.

V. Correspondence / Information

None.

VI. Other Business

Mauk reminded Board members that their Form 700 is due by April 1<sup>st</sup> and Monday, February 19<sup>th</sup>, the office will be closed for the President's Day Holiday.

VII. Adjournment

The meeting was adjourned at 4:47 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 21, 2024 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**

AGENDA ITEM III – B

**YUBA-SUTTER TRANSIT AUTHORITY  
SPECIAL MEETING MINUTES  
MARCH 11, 2024**

I. **Call to Order & Roll Call** (4:08 P.M.)

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

II. **Public Business from the Floor**

None.

III. **Reports**

A. **Cooperative Agreement for the Affordable Housing and Sustainable Communities (AHSC) Grant Program.**

Executive Director Mauk stated that Habitat for Humanity Yuba/Sutter (HFHYS) will be submitting a grant application to the California Department of Housing and Community Development's Affordable Housing and Sustainable Communities (AHSC) program which is due March 19, 2024. The AHSC grant is for approximately \$36 million and \$6.1 million would be for transit related projects. Mauk stated that for HFHYS to realize the Green House Gas (GHG) reduction benefits needed, Yuba-Sutter Transit needs to execute an MOU with HFHYS that would be included in the grant application. The overall grant application is for funding Phase 2 of the Merriment Village apartment complex in Yuba City.

Mauk stated that in reviewing the draft MOU with legal counsel, there were some potential issues that warranted Board consideration. Mauk provided a description of the following four projects that would be Yuba-Sutter Transit's responsibility to deliver under the MOU:

1. Purchase of microtransit buses in the amount of \$3 million. This amount is estimated at half of the cost of fifteen microtransit vehicles. Yuba-Sutter Transit was previously awarded \$3 million from the TIRCP grant for the other half for the microtransit vehicles. These will be low floor, battery electric cutaways for the purposes of running the new microtransit zones recommended in the NextGen Transit Plan.
2. Microtransit operating assistance in the amount of \$2 million. This would partly fund the expansion of microtransit services beyond the first year of the NextGen Plan, per the timing of this grant's award and five-year performance period.
3. Construction of mobility hub improvements in the amount of \$660,000 at the NextGen Transit Facility in Linda. This would include passenger amenities, landscaping/greening, vehicle charging for the public and vehicle share programs, and solar equipment at the NextGen Transit Facility.
4. Bus Stop Amenities in the amount of \$450,000 for stops within a mile of the Merriment Village development. Staff have identified five locations for possible infrastructure and technology improvements. These stops would still be served by fixed route bus routes and/or microtransit at major trip generators.

Mauk stated that per our legal counsel's analysis, the MOU commits Yuba-Sutter Transit to spending this money explicitly on microtransit service, even if down the road we decide that microtransit is not the direction we want to continue. With this agreement in place, it commits us to funding microtransit, or we could jeopardize HFHYS's grant. Brant Bordsen, Legal Counsel stated that this MOU does tie the hands of future Boards for the life of the grant, even if we decide a few years later we have a better way of providing service than the microtransit, because we are not going to jeopardize \$36 million dollar grant.

Mauk stated that HFHYS had proposed indemnity language and we are working with legal counsel on this. Mauk also stated that if any one of these transit projects were not approved by the Board for inclusion in the agreement, it would not preclude HFHYS from submitting their grant application. However, it would lower the GHG benefits and lower the competitiveness of the grant.

Director Blaser asked if the \$2 million is specifically for the Merriment Village project? Mauk stated the \$2 million is not specific to Merriment Village, and we can use it for any of the microtransit operations for the expansion after Phase One because the services would be interconnected.

Director Kirchner inquired about the public charging portion. Mauk stated that a mobility hub at the new NextGen facility is planned in conjunction with the new bus stop on North Beale, that would include bike amenities, passenger amenities, some urban greening, landscaping, and solar covered parking that could support public vehicle charging and vehicle share programs.

Director Bains made a motion to authorize the Executive Director to execute the attached Cooperative Agreement with HFHYS and any additional documents necessary to support a grant application to the Affordable Housing and Sustainable Communities (AHSC) program, pending approval of the indemnity clause by legal counsel. Director Hudson seconded the motion and it carried unanimously.

**B. Caltrans Temporary construction Easement (TCE) Agreement Extension No. 2.**

Mauk stated that because of a delay in construction, Caltrans has requested a one-month extension to the current TCE through April 30<sup>th</sup>. Mauk reported that staff had secured written approval from the Yuba County Airport for one more month on the lease for overflow parking of our buses. Per the attached TCE amendment, Caltrans will pay Yuba-Sutter Transit \$4,800 and pay the cost of the Airport lease for the additional month.

Director Bains made a motion to authorize the Executive Director to execute the attached Amendment to the Caltrans Binney Junction/SR 70 Phase 1 Temporary Construction Easement (TCE), identified as parcel #37882-4 as proposed. Director Hudson seconded the motion and it carried unanimously.

**IV. Adjournment**

The meeting was adjourned at 4:33 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 21, 2024 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**



AGENDA ITEM III - C  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF FEBRUARY 2024

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 9,155.15	CALPERS HEALTH	HEALTH INSURANCE
EFT	\$ 4,523.94	CALPERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 729.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 46,107.90	PAYROLL	PAYROLL
EFT	\$ 1,806.78	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 36.86	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - FEBRUARY 2024
EFT	\$ 297.69	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 5,252.60	PG&E	ELECTRIC #1 1/11/2024 - 2/11/2024
EFT	\$ 65.70	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS - FEBRUARY 2024
EFT	\$ 1,366.27	PG&E	GAS - JANUARY 2024
EFT	\$ 363.25	COMCAST BUSINESS	INTERNET SERVICES - FEBRUARY 2024
EFT	\$ 390.09	COMCAST BUSINESS	TELEPHONE SERVICES - FEBRUARY 2024
EFT	\$ 7,761.46	RAMOS OIL COMPANY	BUS FUEL - GAS 1/11/2024 - 1/31/2024
EFT	\$ 4,129.56	RAMOS OIL COMPANY	BUS FUEL - GAS 2/1/2024 - 2/10/2024
EFT	\$ 100.00	BRAD HUDSON	BOARD MEETING - FEBRUARY 2024
EFT	\$ 100.00	DAVID SHAW	BOARD MEETING - FEBRUARY 2024
EFT	\$ 100.00	DON BLASER	BOARD MEETING - FEBRUARY 2024
EFT	\$ 100.00	KARM BAINS	BOARD MEETING - FEBRUARY 2024
EFT	\$ 100.00	SETH FUHRER	BOARD MEETING - FEBRUARY 2024
EFT	\$ 1,030.00	RICH, FUIDGE, BORDSEN & GALYEAN, INC	LEGAL SERVICES 1/16/2024 - 2/15/2024
EFT	\$ 350.73	MACQUARIE EQUIPMENT CAPITAL INC	COPY MACHINE RENTAL - JANUARY 2024
EFT	\$ 668.93	CARDMEMBER SERVICES	CREDIT CARD - SUBSCRIPTIONS, COMPUTER & CTA CONFERENCE
EFT	\$ 238.83	UTILITY MANAGEMENT SERVICES	SEWER - FEBRUARY 2024
EFT	\$ 402.60	PRIMEPAY	PAYROLL FEES - JANUARY 2024
EFT	\$ 663.03	ELAVON	MERCHANT SERVICE FEE - FEBRUARY 2024
18704	\$ 483.49	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - JANUARY 2024
18705	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL - JANUARY 2024
18706	\$ 200.00	APEX PRESSURE WASHING	CLEAN BUS STOP AT MCGOWAN P&R
18707	\$ 3,017.67	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - JANUARY 2024
18708	\$ 25,548.00	HUNT & SONS INC	BUS FUEL - DYED DIESEL
18709	\$ 104.98	QUILL CORPORATION	OPERATION SUPPLIES: LIGHT BULBS & \$1 BILL STRAPS
18710	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - JANUARY 2024
18711	\$ 813.73	SC FUELS	DEF FLUID
18712	\$ 535.00	STREAMLINE	WEBSITE SERVICES - FEBRUARY 2024
18713	\$ 93.33	SUTTER COUNTY LIBRARY	CONNECT CARD SALES COMMISSION - JAN 2024
18714	\$ 1,670.20	T-MOBILE	WIFI SERVICES FOR BUSES - JANUARY 2024
18715	\$ 3,570.86	TEHAMA TIRE SERVICE INC	TUBES/TIRES
18716	\$ 750.00	THE BUS COALITION	MEMBERSHIP RENEWAL THROUGH 12/31/2024
18717	\$ 147.65	THRIFTY ROOTER	SERVICE FOR TOILET IN OPERATIONS MEN'S ROOM
18718	\$ 45.00	MARYSVILLE CHINESE COMMUNITY INC	ENTRY FEE FOR BOK KAI PARADE
18698	\$ (1,100.00)	VOID CHECK FOR RC JANITORIAL	VOID CHECK FOR DEC SERVICES- REISSUED #18719
18710	\$ (1,100.00)	VOID CHECK FOR RC JANITORIAL	VOID CHECK FOR JAN SERVICES - REISSUED #18719
18719	\$ 2,200.00	RC JANITORIAL	REISSUE CHECK FOR DEC AND JAN JANITORIAL SVS
18720	\$ 425.00	APPEAL DEMOCRAT	ADVERTISING - EXPLORE YS & EXPLORE F2F
18721	\$ 100.00	DAN FLORES	BOARD MEETING - FEBRUARY 2024
18722	\$ 178.12	FRANCOTYP-POSTALIA INC	POSTAGE RENTAL 1/13/2024 - 4/12/2024
18723	\$ 908.38	HANCOCK PETROLEUM ENGINEERING	REPAIRS ON SWIVEL ON #1 & BREAKAWAYS ON #1 & #3
18724	\$ 26,911.58	INTERSTATE OIL COMPANY	BUS FUEL - DYED DIESEL
18725	\$ 310.00	LAMAR ADVERTISING	COMMUTER BUS ADS
18726	\$ 100.00	MICHAEL PASQUALE	BOARD MEETING - FEBRUARY 2024
18727	\$ 1,646.55	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS - 1/24
18728	\$ 583.34	QUILL CORPORATION	JANITORIAL SUPPLIES - PAPER TOWELS, TOILET PAPER, TRASH BAGS
18729	\$ 950.75	SC FUELS	DEF FLUID
18730	\$ 565.47	SECURITAS TECHNOLOGY CORPORATION	SECURITY SERVICES - MARCH 2024
18731	\$ 55.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - FEBRUARY 2024
18732	\$ 250.00	SIMONE REED	VISION REIMBURSEMENT
18733	\$ 12,367.00	THE LE FLORE GROUP	RFQ SOLICITATION SUPPORT - JANUARY 2024
	\$ 169,446.47		

**LAIF  
TRANSFERS**

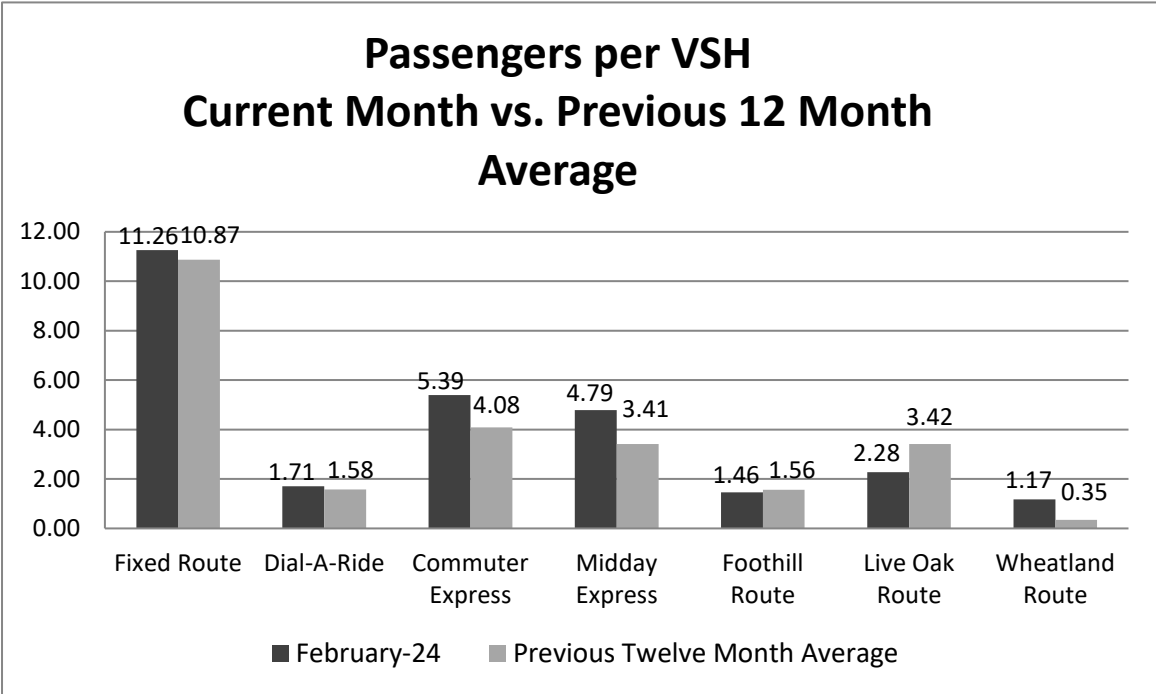
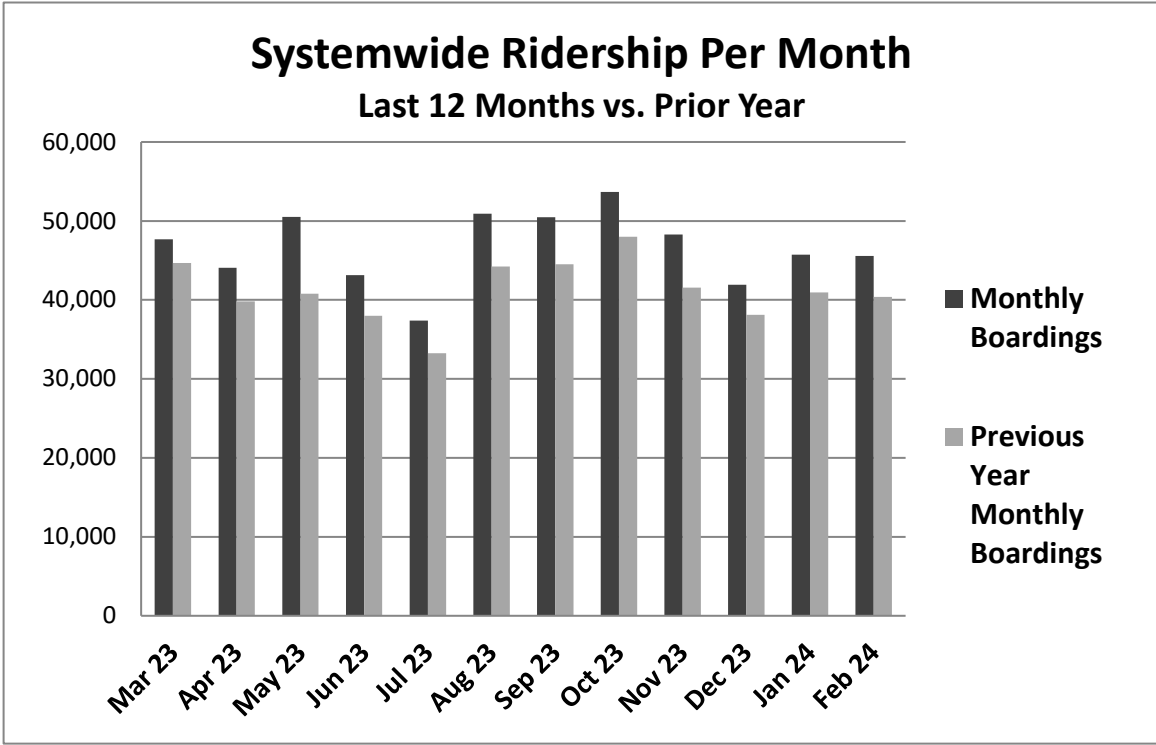
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AGENDA ITEM III - D

**FEBRUARY 2024 PERFORMANCE REPORT**

<b>Ridership:</b>	<b>February-24</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	38,987	39,765	322,796	283,917
Dial-A-Ride	2,459	2,582	19,897	19,212
Commuter Express	3,225	2,889	23,893	21,165
Midday Express	523	505	3,884	3,779
Foothill Route	130	136	1,104	814
Live Oak Route	185	288	2,164	1,963
Wheatland Route	58	17	197	106
<b>Total Ridership:</b>	<b>45,567</b>	<b>46,181</b>	<b>373,935</b>	<b>330,956</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	3,461.59	3,657.68	29,058.99	28,822.81
Dial-A-Ride	1,436.48	1,638.66	13,119.33	10,532.46
Commuter Express	598.28	707.50	5,407.57	5,687.39
Midday Express	109.27	147.83	1,075.47	1,267.97
Foothill Route	89.08	86.97	704.42	675.25
Live Oak Route	81.26	84.32	679.00	584.28
Wheatland Route	49.61	48.01	391.99	388.27
<b>Total VSH's:</b>	<b>5,825.57</b>	<b>6,370.97</b>	<b>50,436.77</b>	<b>47,958.43</b>
<b>Passengers Per Hour:</b>				
Fixed Route	11.26	10.87	11.11	9.85
Dial-A-Ride	1.71	1.58	1.52	1.82
Commuter Express	5.39	4.08	4.42	3.72
Midday Express	4.79	3.41	3.61	2.98
Foothill Route	1.46	1.56	1.57	1.21
Live Oak Route	2.28	3.42	3.19	3.36
Wheatland Route	1.17	0.35	0.50	0.27
<b>Total Passengers Per VSH:</b>	<b>7.82</b>	<b>7.25</b>	<b>7.41</b>	<b>6.90</b>

## FEBRUARY 2024 PERFORMANCE REPORT



AGENDA ITEM IV – A  
STAFF REPORT

**AUTHORIZING RESOLUTION FOR  
FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT DOCUMENTS**

As a recipient of Federal financial assistance from the Federal Transit Administration (FTA), Yuba-Sutter Transit must maintain a current resolution designating the person or position within the organization authorized to execute and file federal grant and contract related documents. The attached resolution references all relevant federal funding sources. The Executive Director position, or their designee, is again being designated to represent Yuba-Sutter Transit for this purpose and the proposed resolution follows the currently prescribed language for such an authorization.

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

RECOMMENDATION:            Adopt Resolution No. 1-24 authorizing the Executive Director, or their designee, to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317, 5339 and RAISE.

YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 1-24

**Resolution authorizing the filing of applications with the  
Federal Transit Administration, an operating administration of the  
United States Department of Transportation, for Federal transportation  
assistance authorized by 49 U.S.C. chapter 53, title 23 United States Code,  
or other Federal statutes administered by the Federal Transit Administration.**

WHEREAS, *the Federal Transportation Administration has been delegated authority to award Federal financial assistance for a transportation project;*

WHEREAS, *the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Yuba-Sutter Transit Authority, and may require the Yuba-Sutter Transit Authority to provide the local share of the project cost;*

WHEREAS, *the Yuba-Sutter Transit Authority has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;*

NOW, THEREFORE, BE IT RESOLVED BY THE YUBA-SUTTER TRANSIT AUTHORITY BOARD OF DIRECTORS;

1. *That the Executive Director, or their designee, is authorized to execute and file an application for Federal assistance on behalf of the Yuba-Sutter Transit Authority with the Federal Transit Administration for Federal Assistance authorized by 49 U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration. The Yuba-Sutter Transit Authority has received authority from the State of California, Department of Transportation, the Designated Recipient, to apply for Urbanized and Non-Urbanized Area Formula and Non-Formula Program assistance pursuant to Sections 5307, 5309, 5310, 5311, 5317, 5339 and RAISE.*
2. *That the Executive Director, or their designee, is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.*
3. *That the Executive Director, or their designee, is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Yuba-Sutter Transit Authority.*

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT THE REGULAR MEETING THEREOF HELD ON MARCH 21, 2024, BY THE FOLLOWING VOTE:

Ayes:

Noes:

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*Chair, Board of Directors*

*Attest:*

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*Lisa O'Leary*  
*Secretary to the Board of Directors*

AGENDA ITEM IV – B  
STAFF REPORT

**STATE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
PROJECT SELECTION**

**Background**

The Low Carbon Transit Operations Program (LCTOP) is one of several under the Transit, Affordable Housing, and Sustainable Communities Program that was established by the California Legislature in 2014 by Senate Bill (SB) 862. LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility with a priority on serving State identified disadvantaged and low-income communities (DAC's).

Agencies such as Yuba-Sutter Transit whose service area includes one or more disadvantaged communities must expend at least 50 percent of the money received on projects that will benefit those communities. Assembly Bill (AB) 1550 (2016) additionally requires that 10 percent of the funds must benefit low-income households that are within disadvantaged/low-income communities or within ½ mile of a disadvantaged or low-income community. SB 1119 (2018) increased project flexibility by allowing transit agencies to waive the requirement of expending 50 percent of the total allocation within and benefiting a DAC for the following:

- a) New or expanded transit service that connects with transit service serving disadvantaged communities, as identified in Section 39711 of, or in low-income communities, as defined in paragraph (2) of subdivision (d) of Section 39713, of the Health and Safety Code.
- b) Transit fare subsidies and network and fare integration technology improvements, including, but not limited to, discounted or free student transit passes.
- c) The purchase of zero-emission transit buses and supporting infrastructure.

Within the above parameters, LCTOP projects are primarily intended to support new or expanded bus or rail services; expand intermodal transit facilities; and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities with each project required to reduce greenhouse gas emissions. They can also be used to purchase zero-emission replacement vehicles and the provision of charging/fueling infrastructure for zero-emission vehicles. Recipients are encouraged to select those projects that maximize public benefits for transit ridership, greenhouse gas reductions, disadvantaged community benefits and other co-benefits.

LCTOP funding is distributed under the same formula that is used for the State Transit Assistance (STA) program and is available only to STA eligible recipients. As a result, Yuba-Sutter Transit is the only eligible claimant for LCTOP funding in the bi-county area. Caltrans, in coordination with the California Air Resources Board (CARB), is responsible for ensuring that the statutory requirements of the program are met in terms of project eligibility, greenhouse gas reductions, DAC benefits and other requirements of law. Statewide LCTOP funding levels have fluctuated wildly over the years as funding is provided through a continuous appropriation of five percent of the annual auction proceeds for the Greenhouse Gas (GHG) Reduction Fund.

### **FY 2023 LCTOP Funding Level**

The FY 2024 bi-county allocation of LCTOP funds for Yuba-Sutter Transit is projected to be \$505,420. Yuba-Sutter Transit's approved LCTOP projects by cycle are shown below along with three proposed projects for FY 2024.

FY 2015	\$60,305	North Beale Transit Center Improvements (Complete)
FY 2016	\$180,417	Bus Stop Enhancement Project (Complete)
FY 2017	\$82,455	Connect Card Implementation (Fully Expended 12/31/19)
FY 2018	\$226,068	Yuba College Sutter Center Shuttle (Cancelled / Remaining Funds Transferred to Other Active Projects)
FY 2019	\$336,962	Enhanced Peak Hour Sacramento Service (In Progress)
FY 2020	\$338,142	Connect Card Electronic Fare Program Years 3–5 (Funds transferred to Enhanced Peak Hour Sacramento Service) General Public Targeted Fare Subsidies (In Progress) Free Fare Events (Complete)
FY 2021	\$194,456	Next Generation Transit Facility Construction
FY 2022	\$618,225	Next Generation Transit Facility Construction
FY 2023	\$168,001	Targeted Fare Subsidies
	\$300,000	Next Generation Transit Facility Construction
FY 2024	\$127,420	Next Generation Transit Facility Construction
	\$218,000	Commuter Service (Roseville)
	\$160,000	Targeted Fare Subsidies

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### **Priority Projects**

Since July 1, 2020, LCTOP funds have been used to offset the lost revenue from lowering the cost of general-public monthly passes from \$30 to \$10. The \$10 monthly pass is more in line with the discount monthly passes available to youth, seniors, and persons with disabilities that have long been reduced from \$15 to \$5 with AB 2766 grant funding from the Feather River Air Quality Management District (FRAQMD). The discount monthly pass program was recently extended with another FRAQMD grant through March 2025, but continued FRAQMD funding for this program is uncertain. Consequently, staff is now recommending the allocation of \$160,000 from the FY 2024 LCTOP apportionment for a 12-month extension of the monthly pass discount program through July 31, 2025.

In addition, a portion of the funds will be utilized to replace lost fare revenues from free or reduced fares during the introductory period of the local on-demand service anticipated to launch in Yuba City this August and/or the Roseville Commuter Service. While fares for these new services have not been set, it is anticipated that funding



a reduced fare for an introductory period could be an effective way to encourage adoption of online trip booking and utilization of the new services.

Lastly, replacing Yuba-Sutter Transit's maintenance, operations and administration facility also continues to be a priority and staff is recommending that the remainder of the FY 2024 LCTOP allocation be committed to that effort. This funding source can be used for facility components such as vehicle chargers, switch gear, conduit, wiring, solar and battery backup systems to support zero emission buses and non-revenue vehicles. Because LCTOP funds can be saved/banked for up to four years before they need to be allocated, staff proposed last year that the FY 2021, 2022, 2023 and 2024 cycles be used for eligible facility construction/installation activities during the anticipated construction years of 2026 and 2027. Once allocated, the project must start within six months and the funds expire in four years from the date of allocation. If the facility construction timeline does not ultimately align with these deadlines, the funds can be redirected to another existing or alternative project. For this cycle of funding, LCTOP allocation requests are due to Caltrans by April 26th.

Staff will be prepared to discuss the LCTOP program and the proposed project in detail at the meeting.

- RECOMMENDATION:
- 1) Authorize the submittal of specified projects for LCTOP funding as proposed or amended; and,
  - 2) Adopt Resolution No. 2-24 authorizing execution of the related LCTOP Certifications and Assurances including the designation of the Executive Director as the Authorized Agent.

YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 2-24

**AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND  
AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FOR THE FOLLOWING PROJECT:**

**NEXT GENERATION TRANSIT FACILITY, ROSEVILLE COMMUTER SERVICE & TARGETED FARE  
SUBSIDY PROGRAM**

- WHEREAS,** the Yuba-Sutter Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and
- WHEREAS,** the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and
- WHEREAS,** Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and
- WHEREAS,** the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and
- WHEREAS,** the Yuba-Sutter Transit Authority wishes to delegate authorization to execute the Certifications and Assurances, Authorized Agent form and any amendments thereto to the agency Executive Director;
- WHEREAS,** the Yuba-Sutter Transit Authority wishes to implement the LCTOP projects listed above that will provide at least 50% of the funding to benefit disadvantaged communities and comply with Assembly Bill 1550 which requires 5% of the funds be allocated to a project that benefit low-income communities and 5% of the funds are allocated to a project that benefit these living within ½ mile of a low-income or disadvantaged community within Yuba and Sutter Counties;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Yuba-Sutter Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the agency Executive Director is authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW THEREFORE, BE IT FURTHER RESOLVED** by the Board of Directors of the Yuba-Sutter Transit Authority that it hereby authorizes the submittal of the following project nomination and allocation requests to the Department for FY 2023-24 funds:

**PROJECT NAME: NEXT GENERATION TRANSIT FACILITY & TARGETED FARE SUBSIDY PROGRAM**

**Amount of LCTOP funds requested: \$505,420** (\$481,095 in regional funds and \$24,325 in local funds).

**Contributing Sponsor:** Sacramento Area Council of Governments (SACOG)

**Project description:** Provide funding to construct facility components associated with the support and operation of zero emission buses and non-revenue vehicles, and

Provide funding for the launch and operation of the Roseville Commuter Service, and

Provide funding for a twelve-month extension of the Targeted Fare Subsidy Program which reduces the cost of a general-public monthly bus pass from \$30 to \$10 and the extension for the discounted monthly pass subsidy program which reduces the cost of a discounted pass from \$15 to \$5 and funding for introductory fare for the launch of new services including the on-demand service and Roseville Commuter Service.

**Disadvantaged Communities (DAC):** This project will provide systemwide benefits that consequently benefit disadvantaged communities in Yuba City, Marysville, Linda and Olivehurst.

*THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MARCH 21, 2024, BY THE FOLLOWING VOTE.*

*Ayes:*

*Nos:*

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*Chair, Board of Directors*

**ATTEST:**

*Lisa O'Leary*  
*Secretary to the Board*

AGENDA ITEM IV – C  
STAFF REPORT

**STATE OF GOOD REPAIR (SGR) PROJECT DESIGNATION**

The California Road Repair and Accountability Act of 2017, commonly known as Senate Bill 1 (SB 1), provides on-going funding under several programs for a variety of transportation purposes. These programs include approximately \$107 million annually to transit operators for eligible transit maintenance, rehabilitation, and capital projects under the State of Good Repair (SGR) Program. These funds are allocated to eligible agencies under the existing State Transit Assistance (STA) Program formula, half according to population and half according to transit operator revenues.

While SB 1 addresses a variety of transportation needs, the SGR program has a specific goal of keeping transit systems in a state of good repair including the purchase of new transit vehicles and the maintenance and rehabilitation of transit facilities and vehicles to rehabilitate and modernize California’s existing local transit systems. Program investments are intended to lead to cleaner transit vehicle fleets, increased reliability and safety, and reduced greenhouse gas emissions and other pollutants. Previous cycles of Yuba-Sutter Transit’s SGR funds were used for the 2019 replacement of local fixed route buses, surveillance system maintenance and upgrades at park & ride lots, and a shop forklift.

Prior to receiving an apportionment of SGR funds in a given fiscal year, a potential recipient agency must submit a list of proposed projects to Caltrans for funding. Each project proposal must include a description and location of the project, a proposed schedule for the project’s completion, the estimated useful life of the improvement and description of project benefits. To be eligible for SGR funding, the program guidelines require that all projects must fall into three major areas as shown below:

1. Replacement or rehabilitation of rolling stock, passenger stations and terminals, security equipment and systems, or maintenance facilities and equipment.
2. Preventative maintenance
3. New maintenance facilities or equipment, if needed to maintain the existing transit service.

Yuba-Sutter Transit’s combined SGR allocation for FY 2025 has been set at \$317,008 which is slightly more than the \$305,605 allocation for FY 2024. Staff is now recommending allocation of the FY 2025 SGR funds to design and engineering for the NextGen Transit Facility Project. These activities are allowable expenses under the SGR program and the funds have a four-year expenditure deadline which provides ample time to complete the engineering and design phase for the facility. If approved, a total of \$1,743,096 in SGR funds will have been designated for the new transit facility project, as shown below:

<b>Agency</b>	<b>Fiscal Year</b>	<b>Amount</b>	<b>Project</b>
SACOG	FY 2018	\$151,681	Facility Design & Engineering
SACOG	FY 2019	\$151,139	Facility Design & Engineering
SACOG	FY 2020	\$36,597	Facility Design & Engineering
SACOG	FY 2021	\$40,725	Facility Design & Engineering
Yuba-Sutter Transit	FY 2021	\$169,973*	Facility Design & Engineering
Yuba-Sutter Transit	FY 2022	\$281,576	Facility Design & Engineering
Yuba-Sutter Transit	FY 2023	\$288,792	Facility Design & Engineering

Yuba-Sutter Transit	FY 2024	\$305,605	Facility Design & Engineering
Yuba-Sutter Transit	FY 2025	\$317,008	Facility Design & Engineering

*\*FY 21-22 funds were transferred to the facility project from the following discontinued projects: Maintenance Facility Parking Lot Repairs, Replace/Upgrade Phone System, and Procurement of Seven Dial-A-Ride Buses.*

Staff will be prepared at the meeting to discuss this recommendation and the State of Good Repair Program in detail.

RECOMMENDATION:                    Adopt Resolution No. 3-24 approving the submittal of Yuba-Sutter Transit's FY 2025 SGR Project List as proposed or amended.

YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 3-24

**APPROVAL OF THE PROJECT LIST FOR THE FY 2024-25  
CALIFORNIA STATE OF GOOD REPAIR (SGR) PROGRAM**

**WHEREAS,** the Yuba-Sutter Transit Authority is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair (SGR) Account now or sometime in the future for transit projects; and,

**WHEREAS,** the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and,

**WHEREAS,** Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR Program; and,

**WHEREAS,** SGR funds are allocated through the Sacramento Area Council of Governments; and,

**WHEREAS,** Yuba-Sutter Transit's share of SGR funds for FY 2024-25 is estimated to be \$317,008.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Yuba-Sutter Transit Authority does hereby approve the SB1 State of Good Repair Project List for FY 2024-25 and agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations, and guidelines for all SGR funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the agency Executive Director be authorized to execute all required documents of the SGR program and any amendments thereto with the California Department of Transportation by the following vote:

Ayes:

Nos:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED, AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MARCH 21, 2024.

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Chair, Board of Directors

ATTEST:

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Lisa O'Leary, Secretary to the Board

AGENDA ITEM IV – D  
STAFF REPORT

**NEXTGEN TRANSIT FACILITY PROJECT DELIVERY METHODOLOGY**

**Background**

Yuba-Sutter Transit released a Request for Qualifications/Proposals on February 26, 2024, seeking a qualified consultant firm to complete the environmental approval and preliminary design phase of the NextGen Transit Facility (Facility) project. The environmental/preliminary design phase is expected to take at least six months to complete. Proposals are due by April 10, 2024, and an award is anticipated in May. In addition, a total of nearly \$41.1 million of the estimated \$55.8 million total project cost for design and construction of the Facility has already been secured. With the Facility project approaching full funding status and the work to secure the environmental clearance expected to begin soon, a critical decision point regarding the preferred project delivery methodology has been reached.

A project delivery methodology determines the following general project elements:

- Work done by the agency and the work that is contracted out to consultants and/or construction contractors.
- Degree of control the agency maintains over how the work is done and the control transferred to contractors.
- Assignment of risks associated with the project work undertaken by the agency and contractors.

According to Federal Transit Administration guidance, the delivery methodology should fit an agency's capability and capacity to deliver the project, taking into consideration the associated risks. For smaller agencies, it is often advantageous to choose to contract out the project work rather than hire an entire project staff. It is difficult to recruit qualified project staff for a single project. Using contracted services allows the staff to better match resources to project needs. A contractor can be retained when the need arises, and the project manager can immediately terminate their involvement and expense when the project need is over. Whatever delivery strategy is selected, it will be important that staff, through the project manager, retain the ultimate authority and accountability for the effective management of the project.

**Discussion**

Several types of project delivery methods are available to the owners of publicly funded transportation projects, but the Construction Industry Institute maintains that there are essentially only three fundamental project delivery methods: Design-Bid-Build (D/B/B), Design-Build (D/B), and Construction Manager-at-Risk (CMR), sometimes referred to as Construction Manager/General Contractor (CM/GC). Depending on the project's scope and preferred delivery method, the Public Contract Code (PCC) may require governing board approval. The following language is from PCC Section 22162: "...notwithstanding any other law, a local agency, with approval of its governing body, may procure design-build contracts for public works projects in excess of one million dollars (\$1,000,000)." In addition, SB 617 recently updated the PCC to allow for transit agencies, "to use the progressive design-build process for up to 10 public works projects in excess of five million dollars (\$5,000,000) for each project."

Design-Build (D/B) is a project delivery method in which the owner procures design and construction services in the same contract from a single legal entity referred to as the design-builder. The Progressive Design-Build (PD/B) Program is a delivery method that is a two-phase variation of D/B. PD/B involves the design-build team during the

earliest stages of project development to provide a design up to 100% design then agree to a price for final design and construction.

A variety of methods exist for selecting a D/B constructor. Common methods are the one-step and the two-step processes. The one-step process provides for competitive evaluation of technical proposals, with the contract award decision based on best value to the owner agency. The determination of best value is based on a combination of technical merit and price. The two-step process separates the technical proposal from the price. This method typically uses request for qualifications/proposal procedures rather than D/B/B invitation-for-bid procedures.

Considering the expedited delivery timeline for the NextGen Facility project, and the timely need for additional design to inform the environmental approval process, staff is now recommending Board approval to employ a Design-Build project delivery methodology, as authorized by PCC. This project delivery method allows for needed overlap in the environmental and preliminary design phase, and for completion of final design and early construction to occur concurrently. This potentially reduces the overall timeline for delivery of the project and likely minimizes the conflicts between designers and constructors typical with the traditional D/B/B method.

With Board endorsement of the D/B methodology, and the needed consultant support, staff will be able to advance the project from preliminary design and environmental approval immediately into retaining a D/B contractor to complete design and construct the Facility. This approach will reduce the administrative burden and cost of conducting numerous procurements and allow the agency control of the scope through major, early design decisions (typically +/- 30 percent design), after which control, and risk of design and construction will effectively be transferred to the selected D/B contractor.

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

**RECOMMENDATION:** Approve the Design Build methodology as the preferred project delivery alternative for the NextGen Transit Facility as proposed.



AGENDA ITEM IV – E  
STAFF REPORT

**NEXTGEN TRANSIT FACILITY PROJECT MANAGEMENT  
AND PROCUREMENT SUPPORT CONTRACT AWARD**

It is the Yuba-Sutter Transit Authority's desire to construct a new, state-of-the-art administrative, operations, and maintenance facility (NextGen Transit Facility) on a 19.2-acre property located at 6035 Avondale Avenue in Linda, Yuba County, California. Preliminary engineering estimates call for a 15,000 sq. ft. maintenance building and a 14,000 sq. ft. administration and operations building, along with covered bus parking, a fuel bay, and bus wash facility. The facility will be designed for the charging and maintenance of a future 100% zero-emission bus fleet and include energy efficiency and resiliency features such as on-site solar power generation and storage.

Given the extensive scope of the NextGen Transit Facility project, the Authority is seeking to retain a highly qualified and experienced consultant firm that will support staff in a range of procurement and project management tasks necessary for advancing the NextGen Transit Facility project through final delivery, acceptance, and closeout. The selected consultant will function as part of the Authority's project management team to effectively administer the remaining environmental engineering, design, and construction phases of the project. The selected consultant(s) will report directly to the Executive Director in both an advisory and project implementation role. The selected consultant may be responsible for policy development, planning, coordination, and directing the work of internal Authority staff and external project partners, as well as procurement and oversight of other contractors, as deemed necessary.

Following Board direction and in accordance with Public Contract Code, staff solicited offers from qualified firms holding current State of California Multiple Award Schedule (CMAS) contracts for the needed project management and procurement support services. CMAS contracting enables local government agencies to acquire non-IT services by leveraging Department of General Services (DGS) agreements and pricing without competitive bidding. After reaching out to three CMAS contractors to garner interest, staff sent the complete Statement of Work to two firms. Staff received two offers from qualified CMAS contractors prior to the stated deadline of March 7<sup>th</sup>. Both offers were independently evaluated by an internal panel and determined to be responsive. While both firms were well qualified and capable of performing the scope, the panel determined that the offer from The LaFlore Group (TLG) represents the best overall value to Yuba-Sutter Transit.

Staff is now recommending the Board authorize the Executive Director to work with legal counsel to draft and execute a professional services agreement with TLG (Contractor), for an amount not-to-exceed \$490,000, to provide project management and procurement support for the NextGen Transit Facility Project. If approved, the agreement will be for an initial term of three (3) years, with one (1) additional option year, to be exercised at the Authority's sole discretion, for a maximum performance period of four (4) years. The agreement will be an indefinite delivery/indefinite quantity contract, billed monthly for work completed at the quoted hourly rate(s), subject to approval by the Executive Director. Additional task orders for unforeseen project related work, with a value exceeding the Executive Director's regular purchasing authority, will be subject to prior Board approval.

Staff will be prepared to discuss the project management contract award recommendation in detail at the meeting.

Recommendation: Authorize the Executive Director to execute a professional services contract with The LaFlore Group, in an amount not exceeding \$490,000 for NextGen Transit Facility Project Management and Procurement support services, subject to final approval of legal counsel.

AGENDA ITEM IV – F  
STAFF REPORT

**NEXTGEN TRANSIT PLAN MARKETING AND PUBLIC OUTREACH SUPPORT CONTRACT AWARD**

The NextGen Transit Plan (Plan) was adopted in May 2023 to guide the development and implementation of Yuba-Sutter Transit's public transportation services through 2027 and beyond. While work has already started on the initial phases of the Plan, several major service recommendations have yet to be deployed. Implementation of the Plan's various service recommendations will present vital opportunities and pose potential challenges for Yuba-Sutter Transit in terms of marketing and communications with riders and stakeholders over the coming years. As some routes are replaced, new service models are launched, and service expanded into new areas, it will also be an important opportunity to rethink the existing brand and employ new marketing strategies.

In December, the Board endorsed staff's recommended approach for addressing the outreach and marketing needs for Fiscal Years 2024 through 2027 and full rollout of the NextGen Transit Plan. As proposed, the initial phase of the project included developing and implementing a transit marketing program with the support of qualified consultants and agency staff. To that end, staff recommended hiring additional staff and procurement of services from a qualified consulting firm to help fully develop and implement a marketing plan that builds on the recommendations in the NextGen Transit Plan.

Following Board direction and in accordance with Public Contract Code, staff solicited offers from qualified marketing and public outreach consulting firms holding current State of California Multiple Award Schedule (CMAS) contracts. CMAS contracting enables local government agencies to acquire non-IT services by leveraging Department of General Services (DGS) agreements and pricing without competitive bidding. After reaching out to several CMAS contractors to garner interest, staff sent the NextGen Transit Plan Marketing and Public Outreach Statement of Work to three firms. Staff received two offers from qualified CMAS contractors prior to the stated deadline of March 7<sup>th</sup> and one firm declined to bid. Both offers were independently evaluated by an internal panel and determined to be responsive. While both firms were well qualified and capable of performing the scope, staff selected the offer from Pro시오 Communications as representing the best value to Yuba-Sutter Transit.

Staff is now recommending the Board authorize the Executive Director to work with legal counsel to draft and execute a professional services agreement with Pro시오 Communications (Contractor), for an amount not-to-exceed \$150,000, to provide marketing and public outreach services in support of the NextGen Transit Plan implementation. If approved, the agreement will be for an initial term of two (2) years, with one (1) additional option year, to be exercised at the Authority's sole discretion, for a maximum performance period of three (3) years. The agreement will be an indefinite quantity contract with task orders being issued to the Contractor as needed through the term of the agreement. The Contractor will be expected to complete all tasks at the quoted hourly rate(s), or for a lump sum amount per task, subject to advance written approval by the Authority.

Staff will be prepared to discuss the marketing contract award recommendation in detail at the meeting.

Recommendation: Authorize the Executive Director to execute a professional services contract with Pro시오 Communications, in an amount not exceeding \$150,000 for NextGen Transit Plan Marketing and Public Outreach support services, subject to final approval of legal counsel.

AGENDA ITEM IV – G  
STAFF REPORT

**PRELIMINARY DRAFT YUBA-SUTTER TRANSIT  
OPERATING AND CAPITAL BUDGETS FOR FY 2025**

**Background**

Attached for Board review and discussion is the preliminary draft Yuba-Sutter Transit operating and capital budgets for FY 2025 including the detailed assumptions being used for each revenue and expense line item. The Yuba-Sutter Transit Authority Joint Powers Agreement (JPA) stipulates that a proposed budget be submitted to the Board by the end of March prior to the start of each fiscal year and that a final budget be adopted by the end of May. This schedule is designed to provide early notice to the member jurisdictions of the annual apportionment of Local Transportation Fund (LTF) contributions for inclusion in their own budget process. While this submittal meets the JPA requirement, the budget remains a work in progress that will be further refined for the final draft budget that is scheduled for Board review and adoption consideration at the May 16<sup>th</sup> meeting.

**Current Year-End Budget Estimates**

Year-end operating expenses for FY 2024 are now projected to be \$9,000 (.1 percent) lower than the adopted budget of \$8,937,000. Most notable operations expense fluctuations are services and other materials, up \$49,000 (14 percent) due to bus repairs and vegetation maintenance at the new Avondale property; tires, down \$20,000 (22 percent) due to lower average tire prices as compared to FY 2023; and Storer contract operating expenses (vehicle insurance, contract services, and out of contract service) are up \$71,000 (1 percent) due to operating more vehicle service hours and maintaining a larger fleet, yet operating fewer out of contract vehicle service hours. Fuel expenses are currently projected to end the year near the budgeted amount of \$1,005,000 and utilities are up \$3,000 (4 percent) due to increased energy costs. Of the administration expenditures, the notable fluctuations are a projected \$130,000 (14 percent) savings in salaries and benefits due to outsourcing information technology (IT) and marketing services needed for the NextGen Transit Plan and adding only one employee at the Program Analyst level. Due to a CalPERS valuation, \$5,000 (100 percent) was saved by not having an unfunded liability payment in FY 2024. However, this item can fluctuate greatly from year to year due to CalPERS calculations. Though unadjusted from budgeted amounts, additional savings are anticipated in miscellaneous professional services due to delays in project timelines. Insurance premiums were up \$22,000 (49 percent) due to few carriers and increased rates available state-wide. Staff expects even higher insurance rates for FY 2025.

FY 2024 operating revenues include a projected \$50,000 (6% percent) increase in fares and special fares; a \$25,000 (45 percent) increase in interest revenue due to continued higher interest rates, and a \$25,000 (20 percent) increase in Non-Transportation Revenue, which includes buses leased, temporary construction easements, and RWMA contract personnel revenue. Any savings resulting from the combination of lower than budgeted expenses and higher than budgeted revenues will allow more State Transit Assistance (STA) Funds from FY 2024 to be carried over to FY 2025, assuming current trends hold through June.

Capital expenditures through the end of the current fiscal year include completion of the recently delivered six demand-response buses (\$709,449 Federal) that were continued from FY 2023 (\$550,000 PTMISEA); an allowance for start-up costs for the on-demand service technology (\$30,000 STA); and allowances for facility (\$50,000 STA) and bus stop (\$50,000 STA) repairs and improvements. Although the FY 2024 budget was adopted assuming the commencement of the early design and engineering phase of the NextGen Transit Facility project, significant capital expenditures related to the project are unlikely within the current fiscal year. The

environmental/preliminary design phase expenditures are now expected to begin early summer 2024 (\$50,000 Federal, STA).

### **Preliminary Draft FY 2025 Operating Budget**

The preliminary draft FY 2025 operating budget of \$9,420,000 represents an increase of \$483,000 (5.4 percent) over the budgeted amount for FY 2024 and an increase of \$492,000 (5.5 percent) over the projected year-end figure for the current fiscal year. The preliminary draft budget was prepared using an estimated 78,000 vehicle service hours (VSH) which is 1,792 (2.3 percent) more than the projected year-end figure of 76,208 VSH for FY 2024 and 4,000 more than the 74,000 VSH that was budgeted for FY 2024. This figure is still well below the 92,571 VSH that was operated in the last full pre-pandemic fiscal year (FY 2019). The budgeted VSH figure assumes service changes as we begin to implement the NextGen Transit Plan.

The most significant revenue assumptions in the preliminary draft operating budget are based on modest growth in systemwide ridership and fare revenue through FY 2024 and LCTOP funding of fare and service projects discussed earlier on this agenda. Also assumed are on-going federal funding at the authorized levels of the Infrastructure Investments and Jobs Act (IIJA) that was signed into law on November 14, 2021, and some semblance of state and local economic stability. Due in part to the availability of \$500,000 in federal section 5311 American Rescue Plan Act (ARPA) funds, which does not require a local match, the projected combined Local Transportation Fund (LTF) contribution from the member jurisdictions is being budgeted once again at \$4 million for FY 2025.

In addition to the above, the preliminary draft FY 2025 operating budget makes other significant expense and revenue assumptions including:

- The initial four-year contract with Storer Transit Systems expired on September 30, 2023, was extended through September 30, 2025, with the exercising of the first of two available two-year options. The Caltrans approved contract provides for cost adjustments during each extension year based on changes in the Consumer Price Index with a minimum of two percent and a maximum of four percent each year.
- Implementation of Phase 1 of the Yuba-Sutter NextGen Transit Plan adopted in May 2023. While the Phase 1 service recommendations are not expected to have a dramatic net cost impact, changes to the existing operation include the launch of microtransit to replace Routes 2 and 5 in Yuba City and the launch of commuter service to Roseville, both anticipated in early in FY 2025.
- Professional services: Consultant support to develop and implement a transit marketing program and a project manager to assist in the procurement and project management for the design and construction of the replacement transit facility.
- Salary cost of living adjustments (COLA) to be considered on a later agenda.
- End of the long-standing shared staffing relationship with the Regional Waste Management Authority (RWMA).
- Continued funding from the Feather River Air Quality Management District (FRAQMD) for the discounted monthly pass program for youth, seniors, and persons with disabilities through March 31, 2025; and continued funding from the Low Carbon Transit Operations Program (LCTOP) for pass subsidies through

June 30, 2025. Without these funding sources, a higher out-of-pocket cost for passengers would likely have a significant impact on both ridership and fare revenue.

- LCTOP funding to support the operation of a second daily run of the Roseville service, as recommended in the NextGen Transit Plan.

Beyond the items listed above, the preliminary draft budget is essentially a status quo budget with no other major policy changes and adjustments except for anticipated operating cost increases. As a result, it should be viewed at this early date as a starting point for further analysis and discussion.

### **Preliminary Draft FY 2025 Capital Budget**

The primary component of the \$4,252,000 preliminary draft capital budget for FY 2025 is a \$4 million allowance for the environmental and design phases of the facility project. This allowance assumes the work commences by June 2024. Other FY 2025 capital projects include allowances for facility repairs and improvements (\$50,000), bus stop repairs and improvements (\$50,000), the replacement of a non-revenue vehicle (\$45,000), and the completion of an on-demand service technology acquisition (\$90,000).

The highest priority capital issue continues to be the replacement of Yuba-Sutter Transit's existing maintenance and operations facility to comply with the state's zero-emission bus mandate, which for Yuba-Sutter Transit will commence with buses ordered after December 31, 2025. For this reason, the most important immediate task is to obtain environmental clearance and begin the design phase of the project. These steps are necessary to both avoid jeopardizing future fleet replacement plans and stay on schedule for the facility replacement, as well as to maintain availability of funding secured earlier in the process.

### **Recommendation**

This submittal initiates the formal Yuba-Sutter Transit budget process each year and Board questions and input are invited as both the current and future budget year expense and revenue assumptions will be continually refined over the next two months. Should budget conditions or assumptions change significantly for any reason in the next few weeks, staff may place a revised draft budget on the agenda for discussion at the regular April 18<sup>th</sup> meeting. If more detailed discussions are desired, a special meeting could be scheduled for late April or early May in advance of the final budget presentation at the Board's regular meeting on May 16<sup>th</sup>.

Staff will be prepared at the meeting to discuss the above issues as well as the preliminary draft budgets in as much detail as desired.

RECOMMENDATION: Direct staff as desired.

Attachments: Preliminary Draft Operating and Capital Budget for FY 2025  
Preliminary Draft Budget Assumptions for FY 2025

**YUBA-SUTTER TRANSIT AUTHORITY**  
**FY 2025 PRELIMINARY DRAFT OPERATING AND CAPITAL BUDGET**

Prepared March 14, 2024

<b>OPERATING BUDGET</b>		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2024	FY 2025
		Budget	Audited	Budget	Audited	Budget	Projected	Preliminary Draft
Operations Expenditures								
010.50300	Services - Other Maintenance	\$ 200,000	\$ 207,736	\$ 220,000	\$ 187,595	\$ 236,000	\$ 280,000	\$ 280,000
010.50401	Fuel and Lubricants	680,000	840,523	1,193,000	870,431	1,005,000	1,005,000	1,025,000
010.50402	Tires and Tubes	51,000	77,136	75,000	87,585	90,000	70,000	70,000
010.50499	Other Materials and Supplies Consumed	100,000	53,095	75,000	39,103	112,000	117,000	117,000
010.50500	Utilities - Electric and Gas	52,000	49,038	52,000	62,071	67,000	71,000	75,000
010.50501	Utilities - Water and Sewer	9,000	7,671	9,000	8,000	9,000	8,000	9,000
010.50502	Utilities - Telephone & Internet <i>(formerly in Administration Expenditures)</i>	9,000	8,295	9,000	8,597	9,000	9,000	10,000
010.50600	Casualty and Liability Costs - Operations	280,100	280,041	287,000	283,923	293,000	301,000	323,000
010.50800	Services - Contract Operations	5,883,000	5,474,770	5,850,000	5,605,904	5,805,000	5,891,000	6,203,000
010.50801	Services - Out of Contract	120,000	68,965	45,000	19,758	43,000	20,000	20,000
	Subtotal - Operations	<u>\$ 7,384,100</u>	<u>\$ 7,067,270</u>	<u>\$ 7,815,000</u>	<u>\$ 7,172,967</u>	<u>\$ 7,669,000</u>	<u>\$ 7,772,000</u>	<u>\$ 8,132,000</u>
Administration Expenditures								
160.50102	Salaries and Wages - Admin. Staff	\$ 433,500	\$ 429,259	\$ 455,000	\$ 486,121	\$ 670,000	\$ 580,000	\$ 625,000
160.50200	Fringe Benefits - Admin. Staff	160,000	158,510	175,000	170,340	250,000	210,000	275,000
160.50201	Fringe Benefits - Unfunded CalPERS Liability Payments	2,300	2,314	3,800	3,793	5,000	-	7,000
160.50301	Services - Accounting	4,500	3,827	4,800	4,681	6,000	6,000	7,000
160.50302	Services - Legal	12,000	6,804	12,000	12,134	12,000	12,000	12,000
160.50303	Services - Printing and Copying	20,000	15,772	20,000	14,804	24,000	24,000	24,000
160.50309	Services - Miscellaneous Professional	200,000	142,406	285,000	286,462	200,000	200,000	170,000
160.50499	Materials and Supplies - Office & Postage	15,000	6,063	10,000	8,385	12,000	13,000	14,000
160.50900	Miscellaneous Expense - Insurance and Bond	37,000	31,821	37,000	34,867	45,000	67,000	75,000
160.50901	Miscellaneous Expense - Dues & Subscriptions	6,000	5,608	6,000	6,430	7,000	7,000	8,000
160.50902	Miscellaneous Expense - Travel, Meetings and Training	5,000	3,904	5,000	2,679	6,000	8,000	10,000
160.50903	Miscellaneous Expense - Board of Directors	10,800	5,650	10,400	9,400	11,000	9,000	11,000
160.50904	Miscellaneous Expense - Media Adv. and Promo.	15,000	9,383	10,000	4,262	15,000	15,000	45,000
160.50909	Miscellaneous Expense - Other	6,000	2,729	6,000	2,500	5,000	5,000	5,000
	Subtotal - Administration	<u>\$ 927,100</u>	<u>\$ 824,050</u>	<u>\$ 1,040,000</u>	<u>\$ 1,046,858</u>	<u>\$ 1,268,000</u>	<u>\$ 1,156,000</u>	<u>\$ 1,288,000</u>
	Total Expenditures	<u><u>\$ 8,311,200</u></u>	<u><u>\$ 7,891,320</u></u>	<u><u>\$ 8,855,000</u></u>	<u><u>\$ 8,219,825</u></u>	<u><u>\$ 8,937,000</u></u>	<u><u>\$ 8,928,000</u></u>	<u><u>\$ 9,420,000</u></u>

	FY 2022 Budget	FY 2022 Audited	FY 2023 Budget	FY 2023 Audited	FY 2024 Budget	FY 2024 Projected	FY 2025 Preliminary Draft	
<b>Operating Revenues</b>								
40100	Passenger Fares	\$ 550,000	\$ 699,559	\$ 742,000	\$ 781,222	\$ 790,000	\$ 840,000	\$ 924,000
40200	Special Transit Fares	21,000	63,397	25,000	29,784	30,000	30,000	31,000
40600	Auxiliary Revenue (Bus, Shelter & Bench Advertising)	36,000	46,979	40,000	40,787	40,000	42,000	40,000
40700	Non-Transportation Revenue (Interest)	8,000	17,076	8,000	83,474	55,000	80,000	60,000
40709	Non-Transportation Revenue (RWMA, Misc.)	40,000	68,864	50,000	119,188	125,000	150,000	2,000
40900	Local Transportation Funds (LTF)	3,350,000	3,211,752	3,900,000	3,900,000	4,000,000	4,000,000	4,000,000
40901	Local Cash Grants/Reimbursements	28,000	34,632	39,000	42,290	43,000	42,000	42,000
41100	State Transit Assistance Funds (STA)	-	-	1,375,483	508,736	1,454,000	1,344,000	1,358,000
41109	State Cash Grants/Reimbursements	288,000	210,161	248,000	286,827	-	-	163,000
41300	General Operating Assistance - FTA Sect. 5307 (Urban)	-	-	1,500,000	1,500,000	2,200,000	2,200,000	2,300,000
41300	General Operating Assistance - FTA Sect. 5307 CARES Act (Urban)	2,693,010	2,693,010	-	-	-	-	-
41300	General Operating Assistance - FTA Sect. 5307 ARP (Urban)	1,297,190	845,890	727,517	727,517	-	-	-
41301	General Operating Assistance - FTA Sect. 5311 (Rural)	-	-	200,000	200,000	200,000	200,000	-
41301	General Operating Assistance - FTA Sect. 5311 CARES Act (Rural)	250,000	250,000	-	-	-	-	-
41301	General Operating Assistance - FTA Sect. 5311 ARP Act (Rural)	-	-	-	-	-	-	500,000
	<b>Total Operating Revenue</b>	<u>\$ 8,561,200</u>	<u>\$ 8,141,320</u>	<u>\$ 8,855,000</u>	<u>\$ 8,219,825</u>	<u>\$ 8,937,000</u>	<u>\$ 8,928,000</u>	<u>\$ 9,420,000</u>

**CAPITAL BUDGET**

	FY 2022 Budget	FY 2022 Audited	FY 2023 Budget	FY 2023 Audited	FY 2024 Budget	FY 2024 Projected	FY 2025 Preliminary Draft	
<b>Capital Expenditures</b>								
	Maintenance and Operations Facility	\$ 1,217,000	\$ 941,152	\$ 2,500,000	\$ 6,661	\$ 2,500,000	\$ 50,000	\$ 4,017,000
	Facility Repairs and Improvements <i>(formerly in Miscellaneous Capital)</i>	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
	Bus Stop Repairs and Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	Vehicle Purchase/Replacement	570,000	-	960,000	550,000	730,000	709,449	45,000
	Miscellaneous Capital	100,000	1,341	50,000	86,353	30,000	30,000	90,000
	<b>Total Capital Expenditures</b>	<u>\$ 1,887,000</u>	<u>\$ 942,493</u>	<u>\$ 3,510,000</u>	<u>\$ 643,014</u>	<u>\$ 3,310,000</u>	<u>\$ 839,449</u>	<u>\$ 4,252,000</u>

**Capital Revenues**

	Federal (5307, 5310, 5311, 5317, 5339)	\$ 490,523	\$ -	\$ 2,037,569	\$ -	\$ 2,037,569	\$ 709,449	\$ 1,328,120
	Federal (SACOG - Maintenance & Mobilization)						25,000	475,000
	Federal (TIRCP)							1,000,000
	State Transit Assistance (STA)	1,346,477	941,152	351,948	12,694	303,629	105,000	335,000
	State Transit Assistance (SGR)	50,000	1,341	1,120,483	73,659	968,802	-	1,113,880
	State PTMISEA	-	-	-	550,000			
	Capital Contribution Revenue	-	-	-	6,661			
	<b>Total Capital Revenues</b>	<u>\$ 1,887,000</u>	<u>\$ 942,493</u>	<u>\$ 3,510,000</u>	<u>\$ 643,014</u>	<u>\$ 3,310,000</u>	<u>\$ 839,449</u>	<u>\$ 4,252,000</u>

**YUBA-SUTTER TRANSIT  
FY 2025 OPERATING & CAPITAL BUDGET ASSUMPTIONS  
PREPARED MARCH 14, 2024**

**OPERATIONS EXPENDITURES**

**Services – Other Maintenance (Acct. #010.50300)**

This account is available for a variety of outside maintenance and operations related services. These include radio maintenance and repeater contracts; on-bus Wi-Fi service; AVL license fees; CHP inspection certificates; FRAQMD permit fees; Reclamation District levee assessments; minor facility repairs and services; landscape maintenance; janitorial expenses; bus stop shelter and sign maintenance, repairs, and relocations; mechanical warranties; storm water/pollution prevention related planning, permitting, monitoring, and reporting expenditures; and Yuba-Sutter Transit's share of operating expenses for the regional Connect Card electronic fare card system. The audited amounts for prior years may include the labor portion of capital project expenditures below the capitalization threshold.

**Fuel & Lubricants (Acct. #010.50401)**

This account is based on the budgeted operation of 78,000 vehicle service hours (VSH) in FY 2025 at a combined average price of \$13.14 per VSH for diesel, diesel emission fluid, gasoline, and any applicable taxes. This hourly allowance is similar to the projected year-end figure for the current year. Because fuel expenses are so volatile and represent such a significant share of the budget, this account will always be among the greatest expenditure risks each year. Any additional fuel costs resulting from the Temporary Construction Easement (TCE) off-site parking arrangement coordinated with Caltrans will have offsetting revenue for consumables related to the TCE reflected in account 40709 Non-Transportation Revenue.

**Tires & Tubes (Acct. #010.50402)**

This account is based on the projected year-end expenditures for FY 2024, the budgeted operation of 78,000 VSH in FY 2025 and projected tire replacement needs. Tire expenditures can vary significantly from year-to-year depending on when vehicles are replaced.

**Other Materials & Supplies Consumed (Acct. #010.50499)**

This account is available to fund miscellaneous maintenance and operations materials and supplies such as the purchase of replacement vehicle components and non-capital maintenance equipment. The amount budgeted is based on recent expenditure levels with an allowance for major unforeseen expenses during the fiscal year. Most significant are the repair and replacement costs for major components (engines, transmissions, and differentials) on older Yuba-Sutter Transit buses. The audited amounts may include non-labor capital project expenditures below the capitalization threshold.

**Utilities – Electric & Gas (Acct. #010.50500)**

Based on the projected year-end expenditures for FY 2024 and January 2024 rate increases.



**Utilities – Water & Sewer (Acct. #010.50501)**

Based on the projected year-end expenditures for FY 2024.

**Utilities – Telephone & Internet (Acct. #010.50502)** *(Formerly #160.50502 in Administrative Expenditures)*

This account is based on current service agreements.

**Casualty & Liability Costs – Operations (Acct. # 010.50600)**

This account is based on a projected fleet of 55 revenue vehicles and the vehicle insurance rates that are provided in the extended operating contract with Storer Transit Systems.

**Services – Contract Operations (Acct. #010.50800)**

This figure is based on the rates in the existing Storer Transit Systems service contract assuming the operation of 78,000 VSH. This figure considers NextGen Transit Plan service changes to the existing operation including the launch of microtransit to replace Routes 2 and 5 in Yuba City and the launch of commuter service to Roseville, both anticipated in early in FY 2025. The initial four-year contract with Storer Transit Systems expired on September 30, 2023, was extended through September 30, 2025, with the exercising of the first of two available two-year options and is currently projected and budgeted at the maximum four percent increase.

**Services – Out of Contract (Acct. #010.50801)**

This account is available for the provision of out-of-contract service hours for special events and community services that are provided in partnership with a wide variety of organizations consistent with the applicable service procedures. While this figure can vary from year to year depending on community demand, audited figures for FY 2021 through FY 2023 include an allowance for COVID-19 related costs resulting from Amendment #1 to the Storer contract which ended in FY 2023.

**ADMINISTRATIVE EXPENDITURES**

**Salaries & Wages – Administrative Staff (Acct. #160.50102)**

The budgeted amount is based on the projected total salary figure for six administrative staff positions including any available step increases, longevity and cost of living (COLA) adjustments, and an allowance for payouts of accrued annual leave.

**Fringe Benefits – Administrative Staff (Acct. #160.50200)**

Fringe benefit expenses have been adjusted to account for known or anticipated changes in benefit rates based on the above salary assumptions and both current and projected employee demographics.

**Fringe Benefits – Unfunded CalPERS Liability Payments (Acct. #160.50201)**

Employer contributions to the CalPERS retirement program are made up of two components – the normal

annual costs of benefits earned by employees currently working which are included in the fringe benefits account above and an amortized payment toward the employer's Unfunded Accrued Liability (UAL). The UAL is the amortized dollar amount needed to fund past service credit earned (or accrued) for members (both Classic PERS and PEPRA) who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date. The projected UAL payment for FY 2025 is \$7,000.

**Services – Accounting (Acct. #160.50301)**

Based on past expenditures including payroll and miscellaneous accounting services. This account varies from year to year due to the need for Other Post-Employment Benefits (OPEB) actuarial services for which more in-depth services are required every other year or for additional professional services such as those that are required every ten years to audit financial reporting to the National Transit Database (NTD).

**Services – Legal (Acct. #160.50302)**

An allowance for contract legal services and notices based on recent expenditures with an allowance for unforeseen future legal services especially entering the facility project.

**Services – Printing & Copying (Acct. #160.50303)**

This account is for the lease and operating expenses for two office copiers as well as for the outside printing of ticket sheets, brochures and other miscellaneous materials based on projected current year expenses with an allowance for new passenger information materials.

**Services – Miscellaneous Professional (Acct. #160.50309)**

This account is for miscellaneous professional services such as computer/internet/website support and subscription services; graphic design work; and other administrative support services or consultants. For FY 2025, this account also includes \$25,000 for procurement assistance and a combined \$105,000 allowance for NextGen Transit Plan branding (\$85,000) and information technology related professional services (\$20,000). Due to timing of ongoing and upcoming projects, this account will be updated for the FY 2024 projected amounts prior to budget adoption.

**Materials & Supplies – Office & Postage (Acct. #160.50499)**

This account is for supplies and postage based on past expenditures which includes furnishings and equipment below the capitalization threshold.

**Miscellaneous Expense – Insurance & Bond (Acct. #160.50900)**

As we work to secure a new carrier, this account is based on the existing facility damage and liability insurance policies, with an allowance for increased cost.

**Miscellaneous Expense – Dues & Subscriptions (Acct. #160.50901)**

This account is based on past expenditures. Current memberships include the California Transit Association, the California Association for Coordinated Transportation (CalACT), the nationwide Bus Coalition, the

Association of Government Accountants (AGA), and the Government Finance Officers Association. This account also includes biennial CPA renewal fees. Paid subscriptions include the Transit Access Report, a digest related to compliance with the Americans with Disabilities Act (ADA) and the domain name annual fee.

**Miscellaneous Expense – Travel, Meetings and Training (Acct. #160.50902)**

This account is available to fund travel, lodging and meeting expenses on an as needed basis for staff and board. The budgeted amount is based on past expenditures and an allowance for expected future staff travel and training expenses.

**Miscellaneous Expense – Board of Directors (Acct. #160.50903)**

This account is based on an average of 12 regular Board meetings a year and up to four ad hoc committee meetings of two to four members each at a rate of \$100 per meeting. Current policy limits compensation to a maximum of 15 regular, special, or ad hoc committee meetings per member each fiscal year.

**Miscellaneous Expense – Media Advertising & Promotion (Acct. #160.50904)**

This account is an allowance for a wide range of marketing and promotional expenses including specialized point of use passenger informational materials for bus stop shelters and information panels; special event promotional items; and other marketing opportunities. When applicable, promotional expenses for grant funded services are reimbursed. Yuba-Sutter Transit's marketing activities have always been modest compared to similarly sized systems. Beginning with FY 2025, this account is expected to increase significantly with implementation of the NextGen Transit Plan.

**Miscellaneous Expense – Other (Acct. #160.50909)**

This account is an allowance for miscellaneous expenses such as banking and merchant account fees; NSF check charges; annual CalPERS report expenses; and other undesignated expenses such as intergovernmental contributions for joint projects such as the installation of concrete bus pads at bus stops.

**OPERATING REVENUES**

**Passenger Fares (Acct. #40100)**

This account assumes modest growth in systemwide ridership over the year. The budgeted increase in vehicle service hours is due primarily to the impact of NextGen Transit Plan service changes and an off-setting increase in Dial-A-Ride service due to an anticipated increase in Dial-A-Ride ridership.

**Special Transit Fares (Acct. #40200)**

This account is used for direct fare payments by FREED Center for Independent Living, Yuba County Employment Services, Yuba County Child Protective Services (CPS) and other miscellaneous special transit services.

**Auxiliary Transportation Revenue – Advertising (Acct. #40600)**

This account is for revenue received through the contract with Lamar Advertising for the placement of advertisements on bus exteriors, bus stop shelters and bus stop benches which includes a guaranteed minimum payment of \$3,000 per month (\$36,000 annually). This figure is based on the projected current year revenue which is expected to slightly exceed the guaranteed minimum annual payments of \$36,000. A total of 32 advertising bus stop shelters and 68 advertising bus stop benches are located throughout the service area and exterior ads are available on 49 buses.

**Non-Transportation Revenue – Interest (Acct. #40700)**

This account represents the estimated interest earnings on available cash for FY 2025. Interest income is derived from the investment of operating and capital reserves (which varies from year to year) that are available for cash flow, contingencies, and future capital expenditures. This income source increased significantly in FY 2023 and continued through 2024.

**Non-Transportation Revenue – RWMA & Miscellaneous (Acct. #40709)**

This account includes receipts from photo I.D. fees and bike locker rentals. For FY 2024 this amount included the consulting agreement with the Regional Waste Management Authority (RWMA) along with revenue from leasing out three buses from May through September 2023, revenue from Caltrans for a Temporary Construction Easement (TCE) and a reimbursement allowance for consumables such as fuel (account #010.50300) and additional labor costs (account #010.50801) due to relocating a portion of our vehicle fleet off-site.

**Local Transportation Funds (Acct. #40900)**

The Local Transportation Fund (LTF) is a 0.25 percent portion of the state sales tax that is returned to the county of origin and distributed therein by population to meet “unmet transit needs that are reasonable to meet” after which the remainder, if any, can be used to maintain local streets and roads. Until FY 2021, the Yuba-Sutter Transit allocation of LTF revenue was historically based on the amount required to balance the budget after all other revenues are calculated. Since that time, available pandemic related federal stimulus funds have been used to off-set losses of passenger fare revenue allowing a strategic shift of State Transit Assistance (STA) funding to capital reserves. The CARES Act funding that was used for operating purposes was exhausted in FY 2022 and a significant amount from the American Rescue Plan Act (ARPA) allocation was expended in FY 2022 and FY 2023. The remaining portion of the rural ARPA funds have been carried over into the FY 2025 operating budget.

For FY 2025, the annual LTF contribution to Yuba-Sutter Transit is being budgeted at \$4 million. This amount is the same as the FY 2024 allocation. For reference purposes, SACOG’s draft LTF apportionments for FY 2025 project a total of just over \$8.9 million in the combined amount available to the four member jurisdictions. As a result, the budgeted \$4 million LTF allocation for Yuba-Sutter Transit in FY 2025 represents just 45 percent of the amount available (down from 50 percent in FY 2023, and much lower than the peak of 60 percent in FY 2018). A greater percentage of LTF revenue for Yuba-Sutter Transit will likely be necessary going forward to back-fill for federal and state funds that may be needed at least in part for the facility project and to comply with the state’s zero-emission bus purchase mandate.

### **Local Cash Grants/Reimbursements (Acct. #40901)**

This account is available for local contract service payments and other contributions for services or programs including reimbursements from Mercy Housing that are received from the City of Wheatland to off-set the cost of the December 2015 expansion of the Wheatland Route from three to five days a week.

### **State Transit Assistance (STA) Funds (Acct. #41100)**

Now derived from a tax on diesel fuel, the State Transit Assistance (STA) program is the only on-going state funding source for public transportation. Available with minimal restrictions for operating and capital purposes, STA funds have historically been the primary source of local matching funds for federal capital grants though more was being committed to the operating budget in recent years especially since Senate Bill 1 (2017) provided more certainty to this funding source. After wildly fluctuating allocations from FY 2020 to FY 2023 due to the anticipated and actual impact of the pandemic on diesel fuel sales, SACOG's apportionments for FY 2025 includes a total of \$2,281,763 in STA for Yuba-Sutter Transit. This figure is up .3 percent (\$6,765) from the FY 2024 apportionment. The preliminary draft budget assumes the use of \$1,351,000 in STA funding for operations and \$335,000 for capital expenditures. A portion of these expenditures may be funded with deferred STA amounts claimed in prior years. It should be noted that a portion of the STA apportionment and funding being budgeted for operating expenses is derived from specific allocations to Live Oak and Wheatland for the operation of the contract services that Yuba-Sutter Transit provides to these non-member jurisdictions.

### **State Cash Grants/Reimbursements (Acct. #41109)**

This account is available for the receipt or accrual of state grant related reimbursement payments. For FY 2025, this account is for the receipt or accrual of miscellaneous state grant related reimbursements for Low Carbon Transit Operations Program (LCTOP) grant funded operating expenditures for the Roseville Commuter Service. There were no such budgeted projects for FY 2024.

### **Federal Urban General Operating Assistance / CARES Act / ARP – FTA Section 5307 (Acct. #41300)**

This account is for federal operating assistance that is provided to transit systems in small urban areas. For FY 2025, these funds come through the five-year federal Infrastructure Investments and Jobs Act (IIJA) of 2021. While only partial year apportionments have been released, staff expects the full year apportionment to be similar to prior year of nearly \$3.6 million in Section 5307 funding that was available to Yuba-Sutter Transit for FY 2024, which was up 1.86 percent over the amount that was available for FY 2023. Section 5307 funds can typically be used for up to 50 percent of eligible operating expenses and up to 80 percent of eligible capital expenses, but COVID-19 stimulus funds (CARES Act and ARP funds) were available without restriction with no match requirement. As COVID-19 stimulus funds neared exhaustion in FY 2022, the federal share of the budget began being reduced to pre-pandemic federal funding levels especially as some portion of these funds will likely be needed to meet the needs of the transit facility project and to comply with the state zero-emission bus purchase mandate.

The FY 2025 budget assumes \$2.3 million being allocated from this source for operating purposes. This is similar to the amount of Section 5307 funds that were allocated for operating assistance prior to the pandemic. The FY 2024 budget assumed a total of \$2,200,000 million from this source.

**Federal Rural General Operating Assistance / CARES Act / CRRSAA / ARP – FTA Section 5311 (Acct. #41301)**

This account is for federal operating assistance that is provided specifically to rural transit systems. Yuba-Sutter Transit's rural services include the Foothill, Live Oak and Wheatland Routes and the Plumas Lake stop on the Sacramento Commuter and Midday Express service. It is also projected that some amount of these funds will be available for use towards the planned Roseville Commuter service. These funds can be used for both operating and capital assistance subject to a 55.33 percent federal funding limitation for operations and 88.53 percent for capital expenditures though COVID-19 stimulus funding (CARES Act, CRRSAA, ARP Act) did not require any match. The FY 2024 budget includes \$500,000 in Section 5311 ARP Act funds.

**CAPITAL PROGRAM SUMMARY**

The FY 2025 capital budget of \$4,252,000 includes \$4,017,000 million for the environmental phase of the facility project and the first half of the design and engineering phase of the facility project. Other capital projects included \$90,000 for start-up costs related to the planned on-demand service and allowances for facility repairs and improvements (\$50,000), bus stop repairs and improvements (\$50,000), non-revenue vehicle replacement (\$45,000). The projected year-end capital budget for FY 2024 includes \$50,000 for the environmental phase of the facility project; the projected balance of \$709,449 for completion of the purchase of six small profile low-floor buses, an allowance of \$30,000 for start-up costs related to the planned on-demand service, and an allowance for facility repairs and improvements.

AGENDA ITEM IV – H  
STAFF REPORT

**MCI BUS SALE TO REDDING AREA BUS AUTHORITY (RABA)**

In December, the Board adopted Resolution No. 14-23 declaring two 2010 MCI heavy-duty intercity commuter buses to be surplus and authorizing their disposal. It was anticipated at the time that staff would offer the vehicles to bidders through an on-line government equipment auction service.

Shortly after the Board action in December, Yuba-Sutter Transit was contacted by the Redding Area Bus Authority (RABA) with interest in purchasing the two MCI buses. RABA is currently in negotiations with the San Joaquin Joint Powers Authority to assume operation of the Amtrak thruway bus route currently running between Redding and Stockton. Assuming the approval of the necessary partnership agreements by the RABA Board, their management is looking to acquire the two surplus MCIs by the end of May to potentially support the operations of that service.

Since the buses were originally purchased with Federal Transit Administration (FTA) grant funding, upon disposal, Yuba-Sutter Transit has the responsibility to return FTA's proportional share of the fair market value of the vehicles exceeding \$5,000. For the two buses in question, FTA funded 88.5% of the original purchase. Therefore, FTA is entitled to 88.5% of any sale proceeds above \$5,000, and Yuba-Sutter Transit will retain at least \$5,000 and an additional 11.5% of proceeds above that amount.

The selling of rolling stock, that is beyond its useful life, does not require prior FTA approval. However, as the original federal recipient, Yuba-Sutter Transit is required to estimate the fair market value and return the appropriate federal share, regardless of the method of sale. Acceptable methodologies for estimating fair market value are qualified appraisal, auction sale price, and comparable item sale price. How the recipient chooses to dispose of the rolling stock is discretionary (i.e. you can donate the vehicle but would still be required to pay back any fair market value over \$5,000).

Under the applicable federal regulations, there can be a recipient-to-recipient transfer of rolling stock. A recipient-to-recipient transfer requires prior FTA approval, and such a transfer would relieve the agency of paying back FTA the fair market value of the equipment over \$5,000. However, the new recipient would need to account for the federal share of the equipment when they dispose of the rolling stock.

Given the interest from RABA in purchasing the vehicles, Yuba-Sutter Transit staff conducted market research and solicited an appraisal from the MCI Western Region, Pre-Owned Sales office to determine if the fair market value was likely more than \$5,000. The staff was not able to find directly comparable vehicle sales information. However, MCI provided a recommended retail value appraisal of approximately \$30,000 each, assuming good mechanical condition. RABA management has accepted the \$30,000 sales price and is currently seeking approval from their governing Board for purchase of the MCIs. RABA management anticipates approval for the purchase in April, assuming additional agreements governing the funding and operation of the thruway bus service are also executed.

With the requested action, staff is now recommending Board authorization to execute the sale of the two 2010 MCI heavy-duty intercity commuter buses, declared surplus per Resolution No. 14-23, at a price of \$30,000 each, to the Redding Area Bus Authority (RABA), pending approval of the purchase by the RABA Board. If for unforeseen reasons, RABA management doesn't secure the necessary approvals for the purchase, staff will facilitate a public auction of the vehicles as originally planned.

Staff will be prepared to discuss the surplus vehicle recommendation in detail at the meeting.

RECOMMENDATION: Authorize the Executive Director to carry out the sale of two (2) surplus MCI commuter coaches to the Redding Area Bus Authority (RABA), as proposed.



AGENDA ITEM IV - I  
STAFF REPORT

**YUBA-SUTTER TRANSIT FEDERAL TITLE VI PLAN UPDATE**

In accordance with Section 601 of Title VI of the Civil Rights Act of 1964, Federal statute provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Under Title VI, the U.S. Department of Transportation (DOT) has the responsibility to provide oversight of recipients and to enforce their compliance with Title VI, to ensure that recipients do not use DOT funds to subsidize discrimination based on race, color, or national origin.

Title 49 CFR Section 21.9(b) requires all recipients of Federal funds to document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their Federal Transit Administration (FTA) regional civil rights officer once every three years or as otherwise directed by FTA. Yuba-Sutter Transit's Title VI Program was last updated in 2020.

For all recipients (including sub-recipients), the Title VI Program must be approved by the recipient's Board of Directors or appropriate governing entity or official prior to submission to FTA. Recipients are required to submit a copy of the Board resolution, meeting minutes, or similar documentation with the Title VI Program as evidence that the Board of Directors or appropriate governing entity or official has approved the Title VI Program. FTA will review and concur or request the recipient provide additional information.

Enclosed as a separate attachment to the agenda packet, is the draft Yuba-Sutter Transit Title VI Program document that has been prepared in accordance with FTA Circular 4702.1B, Title VI Requirements and Guidelines for FTA Recipients dated October 1, 2012. The direction, guidance and procedures in the document are intended to ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner, promote full and fair participation in public transportation decision-making without regard to race, color, or national origin, and ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

Staff will be prepared to discuss the draft Yuba-Sutter Transit Title VI Program update in detail at the meeting.

RECOMMENDATION:                    Adopt Resolution No. 4-24 approving the Title VI Plan Update as proposed.

YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 4-24

**ADOPTION OF THE YUBA-SUTTER TRANSIT TITLE VI PROGRAM  
AS REVISED MARCH 21, 2024**

WHEREAS, *Title VI of the Civil Rights Act of 1964, Federal statute provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance; and,*

WHEREAS, *Under Title VI, the U.S. Department of Transportation (DOT) has the responsibility to provide oversight of recipients and to enforce their compliance with Title VI, to ensure that recipients do not use DOT funds to subsidize discrimination based on race, color, or national origin; and,*

WHEREAS, *Title 49 CFR Section 21.9(b) requires all recipients of Federal funds to document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their Federal Transit Administration (FTA) regional civil rights officer once every three years or as otherwise directed by FTA; and,*

WHEREAS, *The Title VI Program must be approved by the recipient's Board of Directors or appropriate governing entity prior to submission to FTA:*

*NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby adopt the Yuba-Sutter Transit Title VI Program as presented March 21, 2024.*

*THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT THE REGULAR MEETING THEREOF HELD ON MARCH 21, 2024.*

Ayes:

Noes:

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Chair, Board of Directors

ATTEST:

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Lisa O'Leary  
Secretary to the Board

ATTACHMENT



**DRAFT**

# Title VI Program

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Adopted March 21, 2024

Yuba-Sutter Transit Authority  
2100 B Street  
Marysville, CA 95901  
Phone: (530) 634-6880  
[www.yubasuttertransit.com](http://www.yubasuttertransit.com)

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**EXHIBITS**

- Exhibit A**      Yuba-Sutter Transit Notice to the Public of Rights under Title VI
  
- Exhibit B**      Yuba-Sutter Transit Title VI Discrimination Complaint Forms and Instructions
  
- Exhibit C**      Table 1, Limited English Proficiency (LEP) Data; Statewide, Sutter/Yuba and Census Designated Places within Yuba-Sutter Transit Service Area

**APPENDICES**

- Appendix 1**      Resolution No. 4-24 of the Yuba-Sutter Transit Authority Adopting the Title VI Program, March 21, 2024
  
- Appendix 2**      List of Title VI Related Complaints/Lawsuits Filed Against the Yuba-Sutter Transit Authority
  
- Appendix 3**      Statement of the Racial Breakdown of Membership on Non-Elected Boards, Councils or Committees
  
- Appendix 4**      Title VI Assurances, Dated August 31, 2011

## **Section 1: Yuba-Sutter Transit Title VI Policy and Complaint Procedures**

### **Title VI Policy Statement**

The Yuba-Sutter Transit Authority (Yuba-Sutter Transit) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color or national origin. All persons, regardless of their citizenship, are covered under this regulation. In addition, Yuba-Sutter Transit prohibits discrimination on the basis of race, color or national origin in its employment and business opportunities.

Yuba-Sutter Transit will not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a Complaint or participated in an investigation under Title VI, and /or this regulation.

As a Federal Transit Administration (FTA) fund recipient, Yuba-Sutter Transit will ensure that its programs, policies and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964.

Yuba-Sutter Transit will ensure that the level and quality of its transportation service is provided without regard to race, color or national origin.

Yuba-Sutter Transit will promote the full and fair participation of all affected populations in the transportation decision-making process.

Yuba-Sutter Transit will make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within Yuba-Sutter Transit's service area as provided herein.

Yuba-Sutter Transit will ensure that Limited English Proficient (LEP) individuals have access to Yuba-Sutter Transit's programs, activities, and services.

In compliance with Title 49 CFR Section 21.9(d), Yuba-Sutter Transit will provide information to the public regarding its obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.

## **Applicability**

This policy is applicable to all Yuba-Sutter Transit employees, members of the public and all contractors hired by Yuba-Sutter Transit.

Failure of a Yuba-Sutter Transit employee to follow this policy and procedure may subject such employee to disciplinary action up to and including employment termination.

Yuba-Sutter Transit does not engage with any sub-recipient agencies.

Yuba-Sutter Transit has not identified a site or location for a new facility or constructed a new facility since August 1, 2017.

## **Definitions**

**Adverse Effect** means having a harmful or undesired effect.

**Discrimination** refers to any act or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuates the effects of prior discrimination based on race, color, or national origin.

**Limited English Proficient (LEP)** Persons are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

**Low-Income Population** means any readily identifiable groups of low-income individuals who live in geographic proximity, and if circumstances warrant, geographically dispersed transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy, or activity.

### **Minority Individuals**

- a) American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- b) Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

- c) Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
- d) Hispanic or Latino, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- e) Native Hawaiian and Other Pacific Islanders, which refers to people having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

**National Origin** means the particular nation in which a person was born, or where the person's parents or ancestors were born.

**Race** means a group of people united or classified together on the basis of common history, nationality, or geographic distribution.

**Recipient** means any public or private entity that receives Federal financial assistance from FTA, whether directly from FTA or indirectly through a primary recipient. This term includes sub recipients, direct recipients, designated recipients, and primary recipients. The term does not include any ultimate beneficiary under any such assistance program.

**Retaliation** Any adverse action taken against another individual because of his/her participation in the Complaint, investigation, or hearing relating to this policy or the provision of federal or state law.

**Vital Documents** are documents that convey information that critically affects the ability of the customer to make informed decisions about his/her participation in the program (e.g., public notices, consent forms, Complaint forms, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, and notices informing customers of the availability of free language assistance).

## **General Requirements and Guidelines**

Yuba-Sutter Transit will carry out its programs, activities, and services in compliance with Title VI of the Civil Rights Act of 1964. Yuba-Sutter Transit or any of its employees will not, on the grounds of race, color or national origin, exclude any person from participating in, deny the benefits of, or subject him/her to discrimination under any Yuba-Sutter Transit programs, services, or activities.

Yuba-Sutter Transit or any of its employees will not, on the grounds of race, color or national origin:



- a) Provide any service, financial aid, or benefit that is different from that provided to others
- b) Subject an individual to segregation or separate treatment
- c) Restrict an individual in the enjoyment of any advantage or privilege enjoyed by others
- d) Deny any individual service, financial aid, or benefits under any Yuba-Sutter Transit programs, services, or activities
- e) Treat individuals differently in terms of whether they satisfy admission or eligibility requirements
- f) Deny an individual the opportunity to participate as a member of a planning or advisory body

Yuba-Sutter Transit shall evaluate significant system-wide service and fare changes at the planning and programming stages to determine whether these changes have a discriminatory impact on low-income and Limited English Proficiency individuals. This applies to major service changes that affect 25 percent or more of system-wide service hours or miles.

Yuba-Sutter Transit schedules regular, public meetings of its Board of Directors to ensure that individuals are afforded an opportunity to participate in transportation decisions.

Yuba-Sutter Transit's legal counsel will maintain a list (a minimum of four years in active status) of any Title VI investigations, Complaints, or lawsuits filed which allege Yuba-Sutter Transit discriminated against a person or group on the basis of race, color, or national origin. This list will include, at a minimum:

- a) The date the investigation, Complaint, or lawsuit was filed
- b) A summary of the allegation(s)
- c) The status of the investigation, Complaint, or lawsuit
- d) Any actions or corrective actions taken by Yuba-Sutter Transit in response to the investigation, Complaint or lawsuit.

Yuba-Sutter Transit will keep the public informed of the protections against discrimination afforded to them by Title VI and Yuba-Sutter Transit's obligations under Title VI by posting a Title VI Notice (Exhibit A). Public locations where this notice is posted include:

1. The agency's website
2. On transit vehicles
3. In public areas of the agency's administrative office.

The Title VI Policy Statement (see page 4) and the Complaint Form (Exhibit B) will also both be posted on Yuba-Sutter Transit's website at [www.yubasuttertransit.com](http://www.yubasuttertransit.com) and available at the Yuba-Sutter Transit administrative offices. Versions of the statement are available in English and Spanish on demand and in other languages by request.

Yuba-Sutter Transit will take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs, activities and services for individuals who are Limited English Proficient (LEP). Notices detailing Yuba-Sutter Transit's Title VI obligations and Complaint procedures shall be translated into languages other than English, as needed, consistent with the DOT LEP Guidance and Yuba-Sutter Transit's Language Assistance Plan.

Yuba-Sutter Transit will provide information, upon request from FTA, in order to investigate Complaints of discrimination, or to resolve concerns about possible noncompliance with Title VI.

Yuba-Sutter Transit will submit its Title VI Program to the FTA's Regional Civil Rights Officer once every three years to ensure compliance with Title VI Requirements.

Yuba-Sutter Transit will ensure that minority and low-income individuals have meaningful access to Yuba-Sutter Transit programs, activities and services.

### **Environmental Justice Requirements**

Yuba-Sutter Transit shall integrate an environmental justice analysis into its National Environmental Protection Act (NEPA) documentation of construction projects. Yuba-Sutter Transit is not required to conduct environmental justice analyses of projects where NEPA documentation is not required. Yuba-Sutter Transit will consider preparing an environmental assessment (EA) or environmental impact statement (EIS) to integrate into its documents the following components:

- a) A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g., analysis of Census data, direct observation, or a public involvement process)
- b) A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income populations
- c) A discussion of all positive effects of the project that would affect the identified minority and low-income populations, such as improvements in transit service, mobility, or accessibility
- d) A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project

- e) A discussion of the remaining effects, if any, and why further mitigation is not proposed
- f) For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas

### **Limited English Proficient (LEP) Individuals and Public Participation Requirements**

Yuba-Sutter Transit will seek out and consider the viewpoints of minority, low-income and Limited English Proficient (LEP) populations in the course of conducting public outreach and involvement activities. Yuba-Sutter Transit's public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.

Yuba-Sutter Transit will ensure that individuals have access to its programs, activities and services by developing and carrying out the language plan herein. Yuba-Sutter Transit will continually assess the language assistance needs of the population to be served.

Yuba-Sutter Transit will use the following Four-Factor Analysis to determine the appropriate level of LEP assistance and outreach efforts needed:

- a) Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service
- b) Frequency with which LEP individuals come into contact with Yuba-Sutter Transit programs, activities, and services
- c) Importance of the program, activity, or service provided by Yuba-Sutter Transit to LEP individual's lives
- d) Resources available to provide effective language assistance and costs

Yuba-Sutter Transit will make every effort to employ bilingual staff to provide Spanish-speaking interpretation at its Administrative office and within its customer service/dispatch department to assist LEP individuals with questions and trip planning.

### **Service Standards and Policy Requirements**

FTA requires all fixed route transit providers of public transportation to develop quantitative standards for the following indicators. Individual public transportation providers will set these standards which are applicable to each individual agency rather than across the entire transit industry.

- Vehicle load for each mode: Generally expressed as the ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. Transit providers can specify vehicle loads for peak vs. off-peak times, and for different modes of transit.
- Vehicle headways for each mode: The amount of time between two vehicles traveling in the same direction on a given line or combination of lines.
- On-time performance for each mode: A measure of runs completed as scheduled.
- Service availability for each mode: A general measure of the distribution of routes within an agency's service area.

Yuba-Sutter Transit's service standards and policies are detailed in Section 4 of this document.

## **Complaint Procedures and Appeals**

### *How to File a Title VI Complaint with Yuba-Sutter Transit*

Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color or national origin with respect to Yuba-Sutter Transit programs, activities, services, or other transit related benefits, may file a written Complaint with Yuba-Sutter Transit. A Complaint may be filed by the individual or by a representative. A Complaint must be filed within 180 days after the date of the alleged discrimination, but Complainants are encouraged to submit Complaints as soon as possible. Yuba-Sutter Transit will promptly investigate all Complaints filed under Title VI, pursuant to this Regulation.

A Complaint must include the following information:

1. A Complaint must be in writing and signed and dated by the Complainant or his/her representative before any action can be taken.
2. A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the name and address of the Complainant, the date, time and location of the incident.
3. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

The Complaint Form can be used to file a Title VI Complaint with Yuba-Sutter Transit. A Complaint Form will be made in an accessible format upon request. A Complaint Form can be requested/obtained by the following:

- Electronic download from the Yuba-Sutter Transit website at [www.yubasuttertransit.com](http://www.yubasuttertransit.com)
- By calling Yuba-Sutter Transit at (530) 634-6880
- By picking up a Complaint form during normal business hours, Monday through Friday, at the Yuba-Sutter Transit Administrative Offices, 2100 B Street, Marysville, California, 95901.

Upon receipt of a completed Complaint Form, it shall be forwarded to the Executive Director or his/her designee as soon as practicable but within no later than two (2) business days of receipt. The Executive Director shall provide a copy of the Complaint to the Chair of the Board of Directors regarding the program, activity or service that is identified as being out of compliance.

#### *Procedures for Investigating Complaints*

The Executive Director or his/her designee shall promptly investigate the alleged Complaint and shall prepare a written response as soon as practicable, but within no later than ten (10) business days of his/her receipt of the Complaint. The Executive Director or his/her designee may consult with appropriate staff in the preparation of his/her response to the Complaint.

#### *Efforts to Contact Complainant*

The Executive Director or his/her designee shall make efforts to speak (meeting or by telephone conversation) with the Complainant, at which time the Complainant may give written or oral evidence supporting the allegation that his/her rights under Title VI have been violated. The Executive Director or his/her designee shall review and consider in the response prepared by the Executive Director or his/her designee, all the information provided by the Complainant, if any, and any other evidence available regarding the allegations of the Complaint. The Executive Director or his/her designee shall prepare a written report of his/her findings and if corrective action is required, a timetable for the completion of such action.

### *Completion of Investigation*

As soon as it is practicable, but no later than twenty (20) business days following receipt of the initial Complaint, the Executive Director or his/her designee shall inform the Complainant of his/her findings and any corrective action to be taken as a result of the Complaint together with the timetable for completion of such action.

### *Appeal to Chair*

If the Complainant is not satisfied with the findings and/or action of the Executive Director or his/her designee, then the Complainant may file his/her Complaint with the Chair of the Yuba-Sutter Transit Board of Directors or with the FTA's Office of Civil Rights.

### *Appeal Process*

If the Complainant chooses to file his/her Complaint with the Chair of the Yuba-Sutter Transit Board of Directors, then the Complaint and any supporting documentation should be submitted within five (5) business days of his/her receipt of the results of the Executive Director's investigation. Complaint submissions to the Chair of the Yuba-Sutter Transit Board of Directors should be made by providing all relevant documentation to the Executive Director at the Yuba-Sutter Transit Administrative offices during normal business hours. Upon review of the filing, the Chair of the Yuba-Sutter Transit Board of Directors shall notify the Complainant of what actions, if any, will be taken as a result of the review by the Chair within ten (10) business days of the Chair's notification that the Complainant is not satisfied with the results of the Executive Director's investigation. The decision of the Chair of Yuba-Sutter Transit Board of Directors shall be final.

### *Timeline Waiver*

Any timeline set forth herein may be extended by the Executive Director and/or Chair of the Yuba-Sutter Transit Board of Directors upon a showing of good cause.

### *Filing a Title VI Complaint with FTA Office of Civil Rights*

Any person who believes that he/she or as a member of any specific class of individuals, has

been subjected to discrimination on the basis of race, color or national origin, with respect to Yuba-Sutter Transit's programs, activities, or services, or other transit related benefits, may file a written Complaint directly with the Federal Transit Administration (FTA). A Complaint may be filed by the individual or by a representative. A Complaint must be filed within 180 days after the date of the alleged discrimination unless the time for filing is extended by FTA. FTA will promptly investigate all Complaints filed under Title VI in accordance with DOT regulations 49 CFR 21.11(b) and 21.11 (c). FTA may delay its investigation if the Complainant and the party complained against agree to postpone the investigation pending settlement negotiations.

- A. A Complaint must include the following information: A Complaint must be in writing and signed and dated by the Complainant or his/her representative before any action can be taken. In cases where a Complainant is unable or incapable of providing a written statement, but wishes FTA or DOT to investigate alleged discrimination, a verbal Complaint of discrimination may be made to the FTA Director, Office of Civil Rights. If necessary, the Civil Rights Official will assist the person in converting the verbal Complaint into writing. All Complaints must, however, be signed by the Complainant or his/her representative.

FTA Civil Rights Office Address:

Federal Transit Administration Office of Civil Rights  
Attn: Title VI Program Coordinator  
1200 New Jersey Avenue, S.E.  
East Building, 5<sup>th</sup> Floor-TCR  
Washington, DC 20590  
TTY: 1-800-877-8339  
Voice: 1-866-377-8642  
FTA.ADAAssistance@dot.gov

- B. A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the date, time and location of the incident. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

### *Complaint Acceptance*

Once a Complaint has been accepted by FTA for investigation, FTA will notify the recipient that it is the subject of a Title VI Complaint and ask the recipient to respond in writing to the

Complainant's allegations. If the Complainant agrees to release the Complaint to the recipient, FTA will provide the agency with the Complaint, which may have personal information redacted at the request of the Complainant. If the Complainant does not agree to release the Complaint to the recipient, FTA may choose to close the Complaint.

### *Investigations*

FTA will make a prompt investigation whenever a compliance review, report, Complaint, or any other information indicates a possible failure to comply with DOT's Title VI regulations. The investigation will include, where appropriate, a review of the pertinent practices and policies of the recipient, the circumstances under which the possible noncompliance with DOT's Title VI regulations occurred, and other factors relevant to a determination as to whether the recipient has failed to comply with DOT's Title VI regulations.

Following the investigation, FTA's Office of Civil Rights will transmit to the Complainant and Yuba-Sutter Transit one of the following letters based on its finding:

1. **Letter of Finding (Compliance)** indicating FTA did not find a violation of DOT's Title VI regulations. This letter will include an explanation of why FTA did not find a violation. If applicable, the letter may include a list of procedural violations or concerns, which will put the recipient on notice that certain practices are questionable and that without corrective steps, a future violation finding is possible.
2. **Letter of Finding (Noncompliance)** indicating the recipient is in violation of DOT's Title VI regulations. The letter will include each violation referenced to the applicable regulation, a brief description of proposed remedies, notice of the time limit on coming into compliance, the consequences of failure to achieve voluntary compliance, and an offer of assistance to the recipient in devising a remedial plan for compliance, if appropriate.

### *Administrative Closure*

FTA will administratively close Title VI Complaints before a resolution is reached where (1) the Complainant decides to withdraw the case; (2) the Complainant is not responsive to FTA's requests for information or to sign a consent release form; (3) FTA has conducted or plans to conduct a related compliance review of the agency against which the Complaint is lodged; (4) litigation has been filed raising similar allegations involved in the Complaint; (5) the Complaint was not filed within 180 days of the alleged discrimination; (6) the Complaint does not indicate



a possible violation of 49 CFR part 21; (7) the Complaint is so weak, insubstantial, or lacking in detail that FTA determines it is without merit, or so replete with incoherent or unreadable statements that it, as a whole, cannot be considered to be grounded in fact; (8) the Complaint has been investigated by another agency and the resolution of the Complaint meets DOT regulatory standards; (9) the Complaint allegations are foreclosed by previous decisions of the Federal courts, the Secretary, DOT policy determinations, or the U.S. DOT's Office of Civil Rights; (10) FTA obtains credible information that the allegations raised by the Complaint have been resolved; (11) the Complaint is a continuation of a pattern of previously filed Complaints involving the same or similar allegations against the same recipient or other recipients that have been found factually or legally insubstantial by FTA; (12) the same Complaint allegations have been filed with another Federal, state, or local agency, and FTA anticipates that the recipient will provide the Complainant with a comparable resolution process under comparable legal standards; or (13) the death of the Complainant or injured party makes it impossible to investigate the allegations fully.

### **Deficiencies with Title VI Compliance**

Compliance Reviews will be conducted periodically by FTA, as part of its ongoing responsibility pursuant to its authority under 49 CFR 21.11(a).

If FTA determines that Yuba-Sutter Transit is in noncompliance with Title VI, it will provide a Letter of Finding that describes FTA's determination and requests that Yuba-Sutter Transit voluntarily take corrective action(s) which FTA deems necessary and appropriate.

Yuba-Sutter Transit will submit a remedial action plan including a list of planned corrective actions and, if necessary, sufficient reasons and justification for FTA to reconsider any of its findings or recommendations within 30 days of receipt of FTA's Letter of Finding.

### **Administration of Regulation**

Yuba-Sutter Transit will integrate the provisions within its Title VI Program into all programs, activities, and services provided by Yuba-Sutter Transit.

Yuba-Sutter Transit will integrate the Title VI Program into its policies and procedures.

## **Section 2: Public Participation Plan**

### **Purpose of the Plan**

As an FTA grant recipient, Yuba-Sutter Transit complies with the public participation requirements of 49 U.S.C. Sections 5307(b) (requires programs of projects to be developed with public participation) and 5307(c)(1)(I) (requires a locally developed process to consider public comment before raising a fare or carrying out a major reduction in transportation service).

The content and considerations of Title VI, the Executive Order on LEP, and the DOT LEP Guidance shall be integrated into Yuba-Sutter Transit's public participation process. This document describes the proactive strategies, procedures, and desired outcomes that underpin Yuba-Sutter Transit's public participation activities. This plan provides guidelines for involving the public in Yuba-Sutter Transit planning efforts to ensure that all groups are represented and their needs considered. Yuba-Sutter Transit will make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program, and/or service under consideration, and the resources available.

### **Recent Public Outreach**

Over the last four years, Yuba-Sutter Transit has consistently informed and engaged the public. One of our main tools is our agency website, which was developed in 2016. We work with a provider that allows staff to manage content quickly and easily. Now public notices, press releases, email lists, newsletters, meeting notices, plans and project updates from the past and present can be accessed on our website by the public at any time. Additionally, document text is posted directly into the pages of the website, which can then be translated into about 100 various languages via an embedded Google Translate widget.

#### **Reduced Sacramento Commuter Service**

In the summer of 2023, needed changes to the commuter schedules to Sacramento necessitated outreach. Staff used our extensive email list of commuters to gather input, develop a draft schedule, held public hearings, and released a second draft schedule for a second round of comments before adopting our new schedule. Many comments were received via email as well as at the public hearings.

The website has also been a valuable tool in keeping the public informed on daily operations. Information is posted on our homepage on holiday schedules, service disruptions due to natural

disasters and special events. Passengers are increasingly learning that the website is maintained, updated and is a good source for up-to-date information.

### Fixed Route 2 Reduction

With the onset of the pandemic in March 2020, a number of routes experienced a precipitous drop in ridership. Consequently a temporary reduction in service occurred on local fixed routes and six commuter schedules while other routes received increased levels of service to maintain a minimum number of passengers on the bus to avoid the spread of the COVID-19 virus. In August 2022, a public hearing was held to gather input on the continuation of the temporary service changes and to reduce a temporary express service that had been added to Route 1 to keep passenger load levels at appropriate levels. Finally it was determined that ridership was not returning to pre-pandemic levels and the temporary reductions to the fixed route services needed to be made permanent. Route 2 consisted of a loop route with two buses doing the loop in each direction; clockwise and counter clockwise with 30 minute frequency. The reduction resulted in one bus in each direction with 1 hour frequencies. In June 2023 a public hearing notice was posted and an explanation of why service was being reduced. To reach a greater audience, the public hearing notice was also posted on social media platforms. The July 2023 newsletter also ....which is posted on our website, emailed out to stakeholders and the public and distributed on the buses. Due to the fact that the service had already been temporarily suspended for the past two years, only a few comments were received.

### Adoption of COA

In 2022 a Sustainable Communities Transportation Planning Grant was received to update the short range transit plan. For this plan a total four open houses/workshops were held at a centralized locations that was accessible by transit. The public meetings were held at various inflection points during the development of the NexGen Transit Plan to build community awareness about the Plan and discuss public perspectives about the current transit system. Learn about anticipated local and regional transportation needs, issues, preferences, and concerns as they relate to the current fixed route, Dial-A-Ride, and commuter services. Engage with disadvantaged communities within the Yuba-Sutter Transit service area. Obtain informed input on draft recommendations for extended evening hours, Sunday service, increased frequencies, on-demand micro-transit, or expanded service. The engagement team created a stakeholder database of representatives from 66 key stakeholder organizations and groups that were involved in outreach and education around the plan. The purpose of this database was to inform these stakeholders of updates in the project, invite their involvement in key milestones of the public engagement, and to encourage them to share about the engagement efforts within their networks. These stakeholders represent key perspectives in Yuba-Sutter Transit's

geographic service area, including those from the four member jurisdictions. Stakeholder contacts also included organizations that meet the following criteria: affordable housing advocates, community development, environmental concerns, education, economic and job development, transit and alternative transportation advocates, medical facilities, and social services agencies. In addition 13 interviews were conducted with key stakeholders. The purpose of the interviews was to obtain the input of key stakeholder groups representing clients in economically disadvantaged, disabled, and/or transit dependent communities on service needs, as well as the leadership of jurisdictions served by Yuba-Sutter Transit. All this input was considered by the technical advisory committee (TAC) as the plan was produced and finalized.

#### Site selection study-Purchase of property for NextGen Transit Facility

In 2019 a Caltrans Adaptation Planning grant was received to conduct a site selection study for the NextGen Transit Facility. A consultant was hired to conduct an analysis and determine the optimal location for a facility considering a substantial number of criterion. The original list of potential sites was reduced to ten for consideration in the study. After the analysis of the sites, the top three scoring sites were analyzed in more detail with draft facility designs taking into consideration compatibility with surrounding land uses. There were two public hearings held as the sites were narrowed down and considered by the Yuba-Sutter Transit Authority Board of Directors. Adjacent property owners and businesses were contacted and consulted with to determine if there were any objections to having a transit maintenance and operations facility in close proximity. The selected site is 6035 Avondale Ave, Marysville, CA 95901 is an old brownfield site that was an old log storage area for an adjacent lumber mill. The property has been vacant for nearly 30 years so no persons or businesses were displaced as a result of selecting this site. The nearby cement plant, gravel truck parking facility and residential areas were analyzed for compatibility with a fleet parking and maintenance facility. In fact, it was determined that with proper design of the fencing and landscaping the facility would reduce the noise impacts of the uses on the west side of Avondale Ave to adjacent residents. The future zero emission bus maintenance facility will be quieter and produce significantly less pollution than a diesel bus fleet thus further minimizing the impact to adjacent property owners as zero emission buses are purchased and used in operations. Consequently it was determined that there was not any disparate impacts to nearby neighbors including any specific race or ethnic community. Due to the 19.2 acre size of the parcel, the development of the parcel can be done in areas that will greatly minimize impacts to adjacent land owners.

## Approach to Public Participation

The desired outcome of public engagement programs is to ensure that the concerns and issues of those with a stake in transportation decisions are identified and addressed in the development of policies, programs and projects being proposed in their communities. As projects vary in time and size, the public participation process may vary for each, as well as the extent of public participation. The following sections outline proactive strategies, tools and procedures to ensure constructive, productive dialogue that will lead to practical decisions benefitting all members of the community, including low-income, traditionally underserved and limited English proficient populations.

### **Major Service/Fare Change Policy**

Yuba-Sutter Transit shall maintain an open and participative process including the consideration of public comment before a fare increase or major service reduction. Public input is solicited while proposals are under consideration. Affected community members are notified before the implementation of any major service changes or fare increases. In fact, in the spring of 2023 staff went through the process to reorganize and reduce the amount of commuter service provided. Public notices were posted online, distributed through email and handed out on the commuter service as the existing schedule times for the commuter service needed to be modified to fill in gaps left by schedules that were eliminated at the onset of the COVID-19 pandemic. Fortunately, staff maintains an extensive email distribution list to reach out to commuters. After receiving comments, a draft schedule of Sacramento commuter services was released and additional time was provided for comments to be received and considered. Finally a public hearing was held and public comments were heard before the final schedule was adopted.

It is the intent of Yuba-Sutter Transit to comply with the Federal Public Comment on Service Change and Fare Change policy cited in 49 U.S.C. Section 5307(c)(1)(I). For the purpose of this section, Yuba-Sutter Transit's definitions of a major service change and/or fare change is as follows:

**Major Service Change:** A change in service that is equal to or greater than 25 percent of any route or service.

**Fare Change:** Any increase of any amount compared to the existing fare.

In order to insure maximum opportunity for community input and involvement in the decision making process for major service changes or fare changes, Yuba-Sutter Transit adheres to the following, at a minimum:

- Provide a thirty (30) day advance notice of a public hearing to consider the proposal in appropriate local and/regional publications as appropriate.
- Provide customer information regarding the fare or service change proposal and the process for public comment on board service vehicles.
- Conduct at least one (1) formal public hearing to solicit public input and consider recommendations to the proposed fare or service change. The hearing includes a staff presentation of proposed changes and the opportunity for testimony from any interested individual in attendance. Minutes of the hearing are recorded.
- Following the conclusion of the public hearing, the Yuba-Sutter Transit Board of Directors will consider both the staff recommendations and the public comment before making the final decision regarding the proposed fare or service change by a simple majority vote. The effective date of any approved fare or service change shall be at least ten (10) days after the date of the Board action.

### **Outreach Requirements and Activities**

The following public outreach and involvement activities are intended to serve as guidelines for minimum levels of outreach so as to ensure that affected populations in the Yuba-Sutter Transit service area have equal access and opportunity to participate in transportation planning and decision-making processes. These also provide strategies for soliciting input and engaging various communities. These activities have been ongoing for at least the last three years and continue to be utilized as a key component of the Title VI plan.

- Notice for public events may include posters, email blasts, media releases to local papers, the Yuba-Sutter Transit website, or other means as appropriate and as time and funding allow.
- To the extent possible, notices will be posted at least one (1) week prior to the public event.
- Notices may be posted at the Yuba-Sutter Transit administrative offices, on buses and at bus shelters as is appropriate, and at key community centers as deemed appropriate.
- Comments will be accepted at public outreach events, via email, by mail, and by phone to ensure that all populations have the opportunity to participate.

## **Outreach to Engage Minority and Limited English Proficient Populations**

Considering the needs of and engaging minority and LEP populations in public participation activities supports Yuba-Sutter Transit's goals under Title VI. The following actions are a building block of this plan.

- Yuba-Sutter Transit will continue cultivating relationships with community agencies that serve LEP populations.
- Public outreach may include attending already existing community meetings and gatherings, such as school meetings, farmers markets, faith-based events, and other community activities in order to invite participation from LEP populations who may not attend hosted public events.
- Yuba-Sutter Transit will ensure that non-English language interpretation will be available at any public meeting or workshop, as is appropriate and necessary
- Notices will be made bilingual or Spanish language notices will be developed and posted with English notices, as deemed necessary.
- Spanish-language notices will be posted on vehicles that have been identified as key routes used by an LEP population and at bus shelters that have been identified as key destinations of LEP populations, if such information exists.
- Event information on Yuba-Sutter Transit's website will be posted in English and Spanish, as deemed necessary.
- Yuba-Sutter Transit will distribute event information to community groups and agencies that work with LEP populations, if such contacts exist.
- As identified in its Language Assistance Plan, Yuba-Sutter Transit will contract to provide language assistance for customers and callers that are non-English speaking, as deemed necessary.
- When it is appropriate or necessary, Yuba-Sutter Transit will insure non-English language interpretation in additional languages is available.

Yuba-Sutter Transit will continue assessing the language needs of citizens in its service area through its Language Assistance Plan. At such time, as additional groups with limited English proficiency reach significant mass, Yuba-Sutter Transit will review this plan and its strategies to engaging with non-English speaking populations.

The public participation process will be augmented with specific outreach activities appropriate for the particular projects; such as additional public workshops, focus groups and surveys. As funding allows, multiple public hearings or workshops may be held at different times to accommodate varying schedules. As is possible, public participation events will be held at

central locations close to a bus stop to enhance access for all individuals. These projects may also require the development of special materials such as fact sheets, newsletters, a project webpage, and additional media releases.

### **Benefits of Enhanced Outreach**

Changes to Transit policies, routes, schedules or capital projects can have significant impacts on non-English speaking populations. Enhanced outreach through multiple means of communication can enable the non-English speaking population to become directly engaged in the decision making process, provide a voice in the discussion to find consensus and potentially minimize unnecessary impacts. This is especially true if public outreach focuses on and is conducted during key decision points in the decision making process. This enables the non-English speaking population meaningful opportunities to influence the outcomes and not become disenfranchised with the public process.



## **Section 3: Limited English Proficiency (LEP) Plan**

### **Introduction**

Yuba-Sutter Transit is a joint powers agency formed in 1975 by the Counties of Yuba and Sutter and the Cities of Marysville and Yuba City for the purpose of providing public transportation services to the residents of the Bi-County area. Yuba-Sutter Transit offers a broad range of public transit services including fixed route, paratransit, rural and intercity commuter services.

The Yuba-Sutter Transit Limited English Proficiency (LEP) Plan has been developed in accordance with Title VI of the Civil Rights Act of 1964; DOT's implementing regulations, and Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency". This LEP Plan outlines the reasonable steps Yuba-Sutter Transit shall take to ensure meaningful access to benefits, services, information and other important portions of its programs and activities for individuals who are limited-English proficient.

### **Plan Summary**

As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance; the ways in which assistance may be provided; how to notify LEP persons that assistance is available; how staff monitors, evaluates and updates the language access plan; and, staff training that may be required.

In order to prepare this plan, Yuba-Sutter Transit first undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Yuba-Sutter Transit program, activity or service.
2. The frequency with which LEP persons come in contact with Yuba-Sutter Transit programs, activities or services.
3. The nature and importance of programs, activities or services provided by Yuba-Sutter Transit to the LEP population.
4. The resources available to Yuba-Sutter Transit and overall cost to provide LEP assistance.

## **Four-Factor Analysis**

This section outlines the results of Yuba-Sutter Transit’s Four-Factor Analysis, including, under Item 1, a description of the LEP populations served or potentially underserved due to language barriers.

### **1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Yuba-Sutter Transit program, activity or service.**

The data source for this analysis is the 2018-2021 American Community Survey (ACS) Census. For comparison and analysis purposes, Table 1 (Exhibit C) includes LEP data for the State of California; Sutter and Yuba Counties both individually and collectively; and, Census Data Places (CDP) within the two counties that are served by Yuba-Sutter Transit services of any kind. In terms of Census data, LEP is defined as persons age 5 and over for whom English is not their primary language and speak English well, not well, or not at all. The Yuba-Sutter Transit service area population has a generally equal percentage of LEP persons to the two counties as a whole and that area will be the focus of this analysis.

The data describing the LEP population shows the Bi-County area population speaks English at a significantly higher percentage than the state population as a whole (64 percent vs. 52.9 percent). Conversely, service area residents who speak languages other than English represent a similarly significant percentage less than the state population as a whole (28.8 percent vs. 41.6 percent). While LEP individuals as a percentage of the total population in the service area is slightly lower than that seen statewide (11.9 percent vs. 16.4 percent), the percentage of LEP persons among those that speak languages other than English is also lower (28.8 percent vs. 41.6 percent) in the Bi-County area.

In raw numbers, the data indicate that 21,428 people age five and over in the Yuba-Sutter Transit service area speak English “well,” “not well,” or “not at all.” Of those, 55.7 percent are Spanish speakers; 30.4 percent speak other Indo-European languages; and 13.3 percent speak Asian or Pacific Island languages. Compared to the statewide data, the percentage of the service area population of LEP persons is similar for Spanish language speakers; much higher for those who speak other Indo-European languages and less than half as much for those who speak Asian and Pacific Islander languages.

### **2. The frequency with which LEP persons come in contact with Yuba-Sutter Transit programs, activities or services.**

Yuba-Sutter Transit assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. This includes surveying vehicle operators, dispatch and

administrative staff regarding the frequency of contact with LEP individuals. As the primary front-line employees, drivers report having the most contact with Spanish-speaking, LEP individuals in the course of normal fixed route operations. The main points of contact with LEP persons includes:

- Buses
- Drivers
- Dispatchers
- Bus pass sales locations
- Website at [www.Yubasuttertransit.com](http://www.Yubasuttertransit.com)

Bus drivers and dispatchers are able to translate for passengers as needed or refer them to the printed ride guide brochures that are written in English and Spanish.

Incoming calls received from LEP individuals seeking general information, trip planning assistance and passenger materials/documents are routed to bi-lingual administrative staff.

Typical phone requests include the following:

- Requests for general service information/assistance
- Local, fixed route schedule and fare inquiries
- Dial-A-Ride reservation requests

To date, the most frequent contact between LEP persons is with bus drivers and administrative staff that either field incoming phone calls or handle walk-in customers at the front counter.

### **3. The nature and importance of programs, activities or services provided by Yuba-Sutter Transit to the LEP population.**

The vast majority of LEP persons in the Yuba-Sutter Transit service area (87.8 percent) reside within the Yuba City/Marysville/Olivehurst/Linda Urbanized Area where most of Yuba-Sutter Transit's service is provided (82.7 percent of all vehicle service hours operated) in the form of local fixed route and demand response services. These two services provided just under 473,144 passenger trips in FY 2023. The remainder of the Yuba-Sutter Transit system is operated as intercity commuter service to downtown Sacramento and rural routes to Live Oak and Wheatland and a number of Yuba County foothill communities.

Within the urban area, the largest concentration of LEP persons is in Yuba City CDP with 12,182 individuals representing 15.4 percent of the total population. As noted above, the urban area is served by a comprehensive network of local fixed route and complementary demand response services operating six days a week. The largest single concentration of LEP persons per capita is

found in Linda with 1,950 individuals representing 17.5 percent of the total population. Linda is served by a fixed route service that operates hourly, five days a week.

Based on the demographic analysis and the frequency of contact with the available services, Yuba-Sutter Transit considers access to its local fixed route services, demand response services within the urban area and the rural Live Oak deviated route as essential with respect to the LEP population. These services provide access to educational and employment opportunities, social services, shopping and other essential activities. Yuba-Sutter Transit will continue to assess the relative impact of these services on LEP individuals and employ effective means to provide language assistance for LEP persons to ensure meaningful access.

#### **4. The resources available to Yuba-Sutter Transit and the overall cost to provide LEP assistance.**

Yuba-Sutter Transit has in-house staff resources along with a number of outside community partners to assist LEP populations with accessing the agency's programs, activities and services. These include several bilingual bus drivers who represent a cross-section of the most common languages that are spoken in the service area including Spanish and Punjabi. Several office staff members are also bilingual to assist LEP persons calling for route or schedule information or service reservations. This includes staff in both the operating office as well as the administration office. These same staff members attend or accompany others to selected community events and outreaches where the need for their skills is expected.

In addition, local social service agencies, schools, job training centers and regional centers provide information, fares for clients and assistance with accessing and utilizing transit services. These partners extend the outreach into LEP populations beyond what Yuba-Sutter Transit has means to do to ensure LEP populations have access to transportation.

The primary passenger informational piece is the Ride Guide which covers both the local fixed route and demand response services is printed in both English and Spanish. Vital documents, on-board posters and instructional signs are printed in both English and Spanish. In addition, outreach materials are translated and printed in whatever language is deemed appropriate for selected community events expected to draw LEP populations.

#### **Language Assistance Plan (LAP)**

##### ***Identifying LEP Persons Who Need Language Assistance***

Yuba-Sutter Transit will use any or all of the following means to identify those who need language assistance:

- Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
- Regularly encourage and solicit input from bus drivers and other front-line staff and telephone personnel for feedback on how to identify LEP persons, what language issues are being encountered and how these issues might best be resolved. Vehicle operators and other front-line staff, like dispatchers, dial-a-ride schedulers, and service development planners, will be surveyed on their experience concerning any contacts with LEP persons during the previous year.
- Have bi-lingual staff available at Yuba-Sutter Transit meetings and/or Census Bureau Language Identification Flashcards available to assist staff in identifying language assistance needs for future meetings.
- Have a staff person greet participants as they arrive at Yuba-Sutter Transit sponsored outreach events. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English and determine the need for language services at future events.

### ***Language Assistance Measures***

Yuba-Sutter Transit provides language assistance to LEP persons via numerous measures, including both oral and written language services. The following list outlines the various ways in which Yuba-Sutter Transit facilitates these services to LEP persons, whether in person, by telephone or in writing:

- Yuba-Sutter Transit will continue to provide bilingual staffing, to the extent possible, at its Administrative offices and within its operations/dispatch staff to assist LEP persons with reservations, general information questions and trip planning.
- Yuba-Sutter Transit will continue to provide vital transit service information to groups and organizations likely to include a high percentage of LEP individuals.
- Yuba-Sutter Transit will network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on transit programs and services.
- Yuba-Sutter Transit will continue to provide bilingual staff, to the extent possible, at community events.
- Yuba-Sutter Transit will continue to encourage and solicit input, on no less than an annual basis, from bus drivers and other front-line staff on their experience concerning any contacts with LEP persons.
- Upon request, Yuba-Sutter Transit will make group training available to LEP persons with the assistance of bilingual staff.

- When an interpreter is needed for a language other than those spoken by available staff, in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers.

### ***Outreach Techniques***

While most often available or utilized in Spanish, which is by far our highest encountered LEP group at a rate of 55.7 percent, these actions will be applied to speakers of languages in other categories as they are encountered. Locally, this is likely to apply to speakers of Punjabi and Hmong.

In order to ensure that Spanish-speaking LEP individuals are made aware of the availability of Yuba-Sutter Transit's language assistance measures, the following will be provided:

- Information in Spanish included in passenger materials, where appropriate. Such materials include Ride Guides, Discount Card Applications, Complaint Forms, and notices for safety, meetings and public hearings.
- Spanish language assistance contact information, phone and email, posted on the agency website
- To the extent possible, bilingual staff will continue to be available for in-person or phone customer service at the administrative offices

Additionally, when staff prepares a vital document or schedules a meeting for which the target audience is expected to include LEP individuals of any language background, alternative language assistance information will be included in related documents, meeting notices, flyers, and/or agendas based on the known LEP population. These notices may be posted in the following locations:

- Yuba-Sutter Transit Administrative offices
- Yuba-Sutter Transit buses
- Yuba-Sutter Transit website

Such notices may also be posted or announced with local stakeholders, community centers and major route transfer points. A general notice in multiple languages may also be posted in publicly accessed areas and on our website.

Yuba-Sutter Transit will continue to work with in-house staff and community groups to identify opportunities to provide language assistance. Yuba-Sutter Transit will also look for opportunities for targeted outreach especially at special events and community meetings.

## ***Staff Training***

The following training will be provided to Yuba-Sutter Transit staff:

- Information on Yuba-Sutter Transit's Title VI and LEP procedures and responsibilities
- Description of language assistance services that are offered to the public
- Documentation of language assistance requests
- Use of the language-line service (over the phone interpretation provider)
- How to handle a potential Title VI/LEP Complaint

All training will emphasize the need to communicate effectively with LEP persons.

## ***Monitoring and Updating the Plan***

In order to accurately monitor the success of its LAP, Yuba-Sutter Transit will regularly survey key program areas and assess major points of contact with the public to determine:

- Overall use of essential services by LEP individuals
- Volume of requests for information, trip planning, general assistance and/or the purchase of passes and tickets, over the phone and in-person from LEP individuals
- Participation by LEP individual or groups in public meetings
- Customer service interactions

Yuba-Sutter Transit will update the LEP as required by applicable laws and regulations. At a minimum, the plan will be reviewed and updated every three (3) years in conjunction with the Title VI Plan submission, or when data is available indicating that higher concentrations of LEP individuals are present in the service area. Development of plan updates will include analysis of the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have or have not been addressed
- The current LEP population in the service area
- Whether the need for translation services has changed
- Whether local language assistance programs have been effective and sufficient to meet the need
- Whether Yuba-Sutter Transit's financial resources are sufficient to fund the language assistance resources needed
- Whether Yuba-Sutter Transit has fully complied with the goals of this LEP Plan
- Whether Complaints have been received concerning Yuba-Sutter Transit's failure to meet the needs of LEP individuals

Yuba-Sutter Transit will remain in contact with community organizations or advocacy groups and regularly encourage and solicit internal feedback on the provision of meaningful access to LEP individuals.



## **Section 4: Service Standards and Policies**

### **Introduction**

Title 49 CFR Section 21.5 states the general prohibition of discrimination on the grounds of race, color, or national origin. Section 21.5(b)(2) specifies that a recipient shall not “utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color, or national origin.” Section 21.5(b)(7) requires recipients to “take affirmative action to assure that no person is excluded from participation in or denied the benefits of the program or activity on the grounds of race, color, or national origin.” Finally, Appendix C to 49 CFR part 21 provides in Section (3)(iii) that “[n]o person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of service of transportation service furnished as a part of the project on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color, or national origin.”

All fixed route transit providers are required to set service standards and policies for each specific fixed route mode of service they provide. Yuba-Sutter Transit’s fixed route modes of service include local bus and commuter bus. The following standards and policies address how service is distributed across the transit system, and ensure that the manner of the distribution affords users access to these assets.

### **Service Standards**

FTA requires all fixed route transit providers to develop quantitative standards, for all fixed route modes of operation, for the indicators listed below.

#### **1. Vehicle Load**

Vehicle load can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a sixteen-seat bus, a vehicle load of 1.5 means all seats are filled and there are approximately eight standees. A vehicle load standard is generally expressed in terms of peak and off-peak times. Transit providers that operate multiple modes of transit must describe the specific vehicle load standards for peak and off-peak times for each mode of fixed route transit service, as the standard may differ by mode.

The average of all loads during the peak operating period should not exceed the vehicles' achievable capacities, which are 24 passengers for a 1600 cutaway bus, 46 passengers for a 3100 Gillig bus, 48 passengers for a 3200 Gillig bus, and 70 passengers for a 5700 MCI commuter coach.

*Fixed Route Vehicle Load Standards*

Vehicle Type	Average Passenger Capacities			Maximum Load Factor
	Seated	Standing	Total	
<b>Local Bus</b>				
1600 Cutaway	16	8	24	1.5
3100 Gillig	31	16	47	1.5
3200 Gillig	32	16	48	1.5
<b>Commuter Bus</b>				
5700 MCI	57	13	70	1.2

As expressed in the above table, Yuba-Sutter Transit's peak operating vehicle load standard is a factor of 1.5 for local bus routes and 1.2 for commuter routes.

**2. Vehicle Headway**

Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Vehicle headways are measured in minutes (e.g., every 15 minutes); service frequency is measured in vehicles per hour (e.g., 4 buses per hour). Headways and frequency of service are general indications of the level of service provided along a route.

As expressed in the 2015 Yuba-Sutter Short Range Transit Plan, the minimum standard is 60 minute headways for all local fixed routes. The target frequency goal is to provide 30 minute service for all local routes that can achieve at least 15 passengers per hour, after a two year implementation period. The current local route system configuration is detailed below.

Route 1: Yuba City and Yuba College

Route 1 operates primarily along an east / west alignment that connects Yuba City with Marysville and Linda. This route is the spine of the system that connects major activity centers across the service area. Route 1 has a headway frequency of 30 minutes. It operates from 6:24 am to 6:45 pm on weekdays and from 8:19 am to 5:45 pm on Saturdays.

Route 2: Yuba City Loop

Route 2 operates in two directions within central Yuba City extending from a northern boundary of Northgate Drive to the south along Lincoln Road. It serves the city center of Yuba City, including the Alturas & Shasta Terminal in the east and the Walton Terminal in the west. The service frequency is 60 minutes on weekdays and Saturdays in both the clockwise and counter clockwise directions. It operates from 6:17 am to 6:21 pm on weekdays and from 8:17 am to 5:21 pm on Saturdays.

#### Route 3: Yuba College and Olivehurst

Route 3 operates along a mostly north / south alignment in Linda and Olivehurst. Its northern terminal is located at Yuba College. From there, the route heads westbound along North Beale Road to the Feather River Center area, which includes Walmart. Two sheltered bus stops on either side of North Beale Road serve as the North Beale Transit Center. Route 3 has a headway frequency of 30 minutes. It operates from 6:09 am to 6:39 pm on weekdays and from 8:39 am to 5:39 pm on Saturdays.

#### Route 4: Marysville Loop

Route 4 operates in two directions in and around Marysville, extending from a northern boundary of 22<sup>nd</sup> St. to the south along North Beale Road and Lindhurst Avenue and to the Peach Tree Clinic in Linda. It serves major retail locations, government offices, schools and medical centers. The service frequency is 60 minutes in both the clockwise and counter clockwise directions. It operates from 6:33 am to 6:33 pm on weekdays and from 8:33 am to 5:33 pm on Saturdays.

#### Route 5: Southwest Yuba City

Route 5 serves the western and southern portions of Yuba City. It covers the area from Butte House Road in the north to Bogue Road in the south. The north / south alignment uses Harter Parkway, Stabler Lane and Walton Avenue as well as Lincoln Road and Garden Highway. Route 5 has a headway frequency of 60 minutes. It operates from 6:18 am to 6:22 pm on weekdays and 8:08 am to 5:22 pm on Saturdays.

#### Route 6: Linda Shuttle

Route 6 operates in Linda and serves Yuba College, Hammonton-Smartsville Road, North Beale Road and Feather River Boulevard. It extends on Island Avenue to Grand Avenue and Pasado Road, across Highway 70 to Edgewater Circle. Route 6 has a headway frequency of 60 minutes. It operates from 6:20 am to 6:13 pm on weekdays and 8:13 am to 5:13 pm on Saturdays.

#### Sacramento Commuter and Midday Express Services

The Sacramento Commuter express service operates peak hour weekday service in two corridors between Marysville/Yuba City and downtown Sacramento. There are three Highway 99 schedules in the morning and three in the afternoon. The primary Highway 99 stops on most runs in the Yuba-Sutter Transit service area are the Yuba County Government Center, Walton Terminal (Sam's Club Terminal) and the Bogue Road Park and Ride Lot. In the morning, the first run starts at 5:30 am with the first drop-off in Sacramento at 6:20 am. The last run leaves Walton Terminal (Sam's Club Terminal) at 6:45 am and the last drop-off in Sacramento for the Highway 99 commuter schedules is 7:53 am. In the afternoon, the first Highway 99 run starts at 2:40 pm at the Yuba County Government Center with the first stop in downtown Sacramento at 3:30 pm and the last drop off at the Yuba County Government Center in Marysville at 6:55 pm.

There are three Highway 70 Commuter schedules in the morning and three in the afternoon. The primary Highway 70 stops in the Yuba-Sutter Transit service area are the Yuba County Government Center, the McGowan Park and Ride, and the Plumas Lake Park and Ride. The first run starts at 5:25 am with the first drop-off in Sacramento at 6:15 am. The last run leaves Yuba County Government Center at 6:40 am and the last drop off in Sacramento for the morning Highway 70 schedules is 7:55 am. In the afternoon, the first Highway 70 run starts at 3:35 pm at the first stop in downtown Sacramento and the last drop off at the Yuba County Government Center in Marysville is at 6:30 pm.

There are also two round trip Midday Express schedules that operate to and from Sacramento. The first run starts at the Walton Terminal (Sunsweet) at 7:50 am with drop-offs in Sacramento starting at 8:50 am and returning to the Yuba/Sutter area based pm requests of those making the return trip. The second starts at the Yuba County Government Center at 11:10 am, arrives in downtown Sacramento at 12:05 noon and ends at the Yuba County Government Center.

### **3. On-Time Performance**

On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be "on time." Yuba-Sutter Transit considers it acceptable if a fixed route vehicle completes a scheduled run between zero and five minutes late in comparison to the established schedule. On-time performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along the route. An acceptable level of performance for each mode of fixed route service is expressed as a percentage of runs completed system-wide or on a particular route within the standard.

To ensure a high quality of service, Yuba-Sutter Transit's minimum on-time standards for fixed routes are as follows:

Fixed Routes – 0.5 percent of early stop departures within a given run and 95 percent of vehicles will complete their runs no more than 5 minutes late in comparison to the established schedule/published timetables

#### **4. Service Availability**

Service availability is a general measure of the distribution of routes within a transit provider's service area. Standards may be set such that a specified percentage of all residents in the service area are within a certain walking distance of bus service. A standard might also indicate the maximum distance between stops or stations. These measures related to coverage and stop/station distances might also vary by population density. Commuter service availability standards might include a threshold of residents within a certain driving distance as well as within walking distance of the stations or access to the terminal.

To the extent possible, Yuba-Sutter Transit will provide fixed route transit service to residential areas, major medical, shopping, government, employment centers, and activity centers that can support at least 15 passengers per revenue vehicle hour after a two year implementation period. The local route system will be designed such that 85 percent of the urban area population resides within three-quarters (3/4) of a mile from a fixed route. For inter-city or commuter services, the goal is to provide transit service to those employment centers that can support commuter service consistent with the service efficiency and effectiveness goals of Yuba-Sutter Transit.

With respect to complementary paratransit services required in conjunction with the local fixed route system, 100 percent of all trips requested by ADA-qualified patrons within three-quarters (3/4) of a mile of the fixed route shall be accommodated.

#### **Service Policies**

FTA requires fixed route transit providers to develop a policy for each of the following service indicators. Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. Fixed route transit providers must set a policy to ensure equitable distribution of transit amenities across the system. Vehicle assignment refers to the process by which transit vehicles are placed into service in depots and on routes throughout the transit provider's system.

#### ***Transit Amenities Policy***

The following policies will be applied as funding allows:

Installation of a shelter should be considered at bus stops with an average of 20 boardings per day or more. Seating/benches should be considered at bus stops with an average of 10 boardings per day or more. Passenger amenities such as system maps, signage, service messages, route schedules and/or waste receptacles will be posted at agency owned bus stops and shelters, based on average daily passenger boardings and space availability.

Priority for benches and shelters should be given to bus stops serving senior housing or activity centers, or facilities that serve clients with mobility impairments.

### ***Vehicle Assignment Policy***

Fixed Route [Local and Commuter]:

Bus assignments take into account the operating characteristics (i.e. physical size and passenger capacity) of the various buses within the Yuba-Sutter Transit local and commuter bus fleet, which are matched to the operating characteristics (i.e. turning restrictions and average passenger loads) of the route. In the absence of specific operating requirements, vehicle assignments will be done so as to ensure a random rotation of fleet vehicles through the applicable routes in the system.

Demand Response:

Except for situations requiring the assignment of a trip to a specific vehicle for reasons such as lift capacity, interior clearance or operating characteristics within the service area, demand response trips shall be assigned so as to ensure that vehicles are randomly operated in these services.

### **Policy Development and Adoption (Non-Discriminatory)**

Policies are developed and adopted by the Yuba-Sutter Transit Authority's Board of Directors in an open and public forum. Policies are made based on compliance to state and federal laws, industry standards, or have clear goals. There are multiple levels of review, a public comment period including public hearing and an opportunity for input from riders. The agency reviews policies from other similar sized transit agencies and demographic makeup. Additionally policies are reviewed and discussed amount administration staff, operations management, drivers and other staff. Key policy documents are translated into the appropriate languages to ensure access for all stakeholders. Additionally, the agency makes a point to continuously review LEP data as it becomes available

**Exhibit A**  
**Yuba-Sutter Transit Title VI Notice**

# **NOTICE**

## ***Notifying the Public of Rights Under Title VI***

The Yuba-Sutter Transit Authority (Yuba-Sutter Transit) operates its programs and services without regard to race, color or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Yuba-Sutter Transit.

For more information on Yuba-Sutter Transit's civil rights program, and the procedures to file a complaint, contact (530) 634-6880; send an email to: [info@yubasuttertransit.com](mailto:info@yubasuttertransit.com); or visit the administrative offices at 2100 B Street, Marysville, CA 95901. For more information visit our website: [www.yubasuttertransit.com](http://www.yubasuttertransit.com)

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.

If information is needed in other languages or formats, contact (530) 634-6880 for assistance.

Si require informacion en otro idioma, llame a (530) 634-6880.

# AVISO

## ***Aviso al público sobre los derechos previstos en el Título VI de la Ley de Derechos Civiles***

La Autoridad de Transporte Público de los condados de Yuba y Sutter opera sus programas y servicios sin distinción de raza, color o nacionalidad, de conformidad con el Título VI de la Ley de Derechos Civiles. Toda persona que considere que ha sido víctima de prácticas discriminatorias ilegales conforme a lo dispuesto en el Título VI puede presentar un reclamo a la Autoridad de Tránsito Público de los condados de Yuba y Sutter.

Para más información sobre el programa de derechos civiles de la Autoridad de Tránsito Público de los condados de Yuba y Sutter, y los procedimientos de presentación de reclamos, puede llamar al (530) 634-6880; enviar un mensaje de correo electrónico a la dirección [info@yubasuttertransit.com](mailto:info@yubasuttertransit.com), o visitar las oficinas administrativas que están ubicadas en 2100 B Street, Marysville, CA 95901. Para más información, visite nuestro sitio web en la dirección [www.yubasuttertransit.com](http://www.yubasuttertransit.com)

El reclamante puede presentar un reclamo directamente a la Administración de Transporte Público Federal en la Oficina de Derechos Civiles: Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.

Si necesita información en otros idiomas o formatos, llame al número (530) 634-6880 para obtener ayuda.





**TITLE VI DISCRIMINATION COMPLAINT FORM**  
*Yuba-Sutter Transit Authority, 2100 B Street, Marysville, CA 95901*

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
If you are filing on behalf of a third party, please confirm that you have obtained the permission of the aggrieved party.			Yes	No
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please attach additional pages.				
_____				
_____				
<b>Section IV:</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No

**BACK →**





*Yuba-Sutter Transit Authority, 2100 B Street, Marysville, CA 95901*

**How to File a Title VI Complaint with Yuba-Sutter Transit:**

Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color or national origin with respect to Yuba-Sutter Transit programs, activities, services, or other transit related benefits, may file a written Complaint with Yuba-Sutter Transit. A Complaint may be filed by the individual or by a representative. A Complaint must be filed within 180 days after the date of the alleged discrimination, but Complainants are encouraged to submit Complaints as soon as possible. Yuba-Sutter Transit will promptly investigate all Complaints filed under Title VI, pursuant to this Regulation.

A Complaint must include the following information:

1. A Complaint must be in writing and signed and dated by the Complainant or his/her representative before any action can be taken.
2. A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the name and address of the Complainant, the date, time and location of the incident.
3. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

The Complaint Form can be used to file a Title VI Complaint with Yuba-Sutter Transit. A Complaint Form will be made in an accessible format upon request. A Complaint Form can be requested/obtained by the following:

- Electronic download from the Yuba-Sutter Transit website at [www.yubasuttertransit.com](http://www.yubasuttertransit.com)
- By calling Yuba-Sutter Transit at (530) 634-6880
- By picking up a Complaint form during normal business hours, Monday through Friday, at the Yuba-Sutter Transit Administrative Offices, 2100 B Street, Marysville, California, 95901.

Upon receipt of a completed Complaint Form, it shall be forwarded to the Transit Manager or his/her designee as soon as practicable but within no later than two (2) business days of receipt. The Transit Manager shall provide a copy of the Complaint to the Chair of the Board of Directors regarding the program, activity or service that is identified as being out of compliance.

For more information on Yuba-Sutter Transit's Title Vi policies and procedures, please contact Yuba-Sutter Transit at (530) 634-6880 or email to [info@yubasuttertransit.com](mailto:info@yubasuttertransit.com).



**FORMULARIO DE RECLAMO POR DISCRIMINACIÓN CONFORME AL  
TÍTULO VI**

*Autoridad de Tránsito Público de los condados Yuba y Sutter, 2100 B Street, Marysville, CA 95901*

<b>Sección I:</b>			
Nombre:			
Dirección:			
Teléfono (casa):		Teléfono (oficina):	
Dirección de correo electrónico:			
¿Requisitos de formato accesible?	Letras grandes		Cinta de audio
	TDD (para sordos)		Otro
<b>Sección II:</b>			
¿Está presentando este reclamo en su propio nombre?		Sí*	No
*Si respondió "sí" a esta pregunta, pase directamente a la Sección III.			
Si su respuesta es negativa, indique el nombre de la persona por quien está presentando el reclamo y la relación que tiene con ella:			
Explique la razón por la que presenta el reclamo en nombre de un tercero:			
Si está presentando un reclamo en nombre de un tercero, confirme que ha obtenido la autorización de la parte agraviada.		Sí	No
<b>Sección III:</b>			
Creo que la discriminación de la que fui objeto ocurrió por motivos de (marque todos los motivos que correspondan):			
<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Nacionalidad			
Fecha de la supuesta discriminación (mes, día, año): _____			
Explique de la manera más clara posible lo que sucedió y por qué cree que fue objeto de discriminación. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona o las personas que le discriminaron (si conoce la información), y los nombres e información de contacto de los testigos, si procede. Si necesita más espacio, agregue hojas adicionales.			
_____			
_____			
<b>Sección IV:</b>			
¿Ha presentado anteriormente un reclamo a este organismo conforme a lo dispuesto en el Título VI?		Sí	No

CONTINÚA ATRÁS →





*Yuba-Sutter Transit Authority, 2100 B Street, Marysville, CA 95901*

**Cómo presentar reclamos relacionados con lo dispuesto en el Título VI a la Autoridad de Transporte Público de los condados de Yuba y Sutter:**

Cualquier persona o miembro de una clase específica de personas que considere que considera haber sido objeto de discriminación por motivos de raza, color o nacionalidad, en programas, actividades, servicios u otros beneficios de transporte puede presentar un Reclamo por escrito a la Autoridad de Transporte Público de los condados de Yuba y Sutter. La persona puede presentar el Reclamo directamente o por medio de un representante. El Reclamo debe presentarse en el transcurso de los 180 días siguientes a la fecha de la supuesta discriminación, pero se recomienda a los Reclamantes a presentar los Reclamos tan pronto como sea posible. La Autoridad de Transporte Público de los condados de Yuba y Sutter investigará sin demora todos los Reclamos presentados conforme a lo dispuesto en el Título VI, en virtud de este Reglamento.

El Reclamo debe incluir la siguiente información:

1. El Reclamo debe presentarse por escrito y debe estar firmado y fechado por el Reclamante o su representante antes de que pueda tomarse cualquier medida.
2. El Reclamo describirá de la manera más completa posible los hechos y las circunstancias en torno a la supuesta discriminación, incluso el nombre y la dirección del Reclamante y la fecha, hora y lugar del incidente.
3. El Reclamante incluirá una descripción del programa, la actividad o el servicio en el que ocurrió la supuesta discriminación.

El Formulario de reclamo puede utilizarse para presentar un Reclamo a la Autoridad de Transporte Público de los condados de Yuba y Sutter, conforme a lo dispuesto en el Título VI. El Formulario de reclamo se pondrá a disposición en un formato accesible previa solicitud. Para solicitar u obtener el Formulario de reclamo usted puede:

- Descargarlo por medios electrónicos del sitio web de la Autoridad de Transporte Público de los condados de Yuba y Sutter en [www.yubasuttertransit.com](http://www.yubasuttertransit.com).
- Llamar a la Autoridad de Transporte Público de los condados de Yuba y Sutter al (530) 634-6880 (TTY 634-6889).
- Retirarlo durante el horario de oficina normal, de lunes a viernes, en las oficinas administrativas de la Autoridad de Transporte Público de los condados de Yuba y Sutter, 2100 B Street, Marysville, California, 95901.



Una vez que se reciba el Formulario de reclamo lleno, será enviado al Gerente de transporte público o la persona designada tan pronto como sea posible, pero a más tardar dos (2) días hábiles después de la fecha de recepción. El Gerente de transporte público proporcionará una copia del Reclamo al Presidente de la Junta directiva a cargo del programa, la actividad o el servicio que se ha identificado en incumplimiento de la normativa.

Para más información sobre las políticas y los procedimientos de la Autoridad de Transporte Público de los condados de Yuba y Sutter relacionados con lo dispuesto en el Título VI, comuníquese con la Autoridad de Transporte Público al (530) 634-6880 o envíe un mensaje de correo electrónico a la dirección [info@yubasuttertransit.com](mailto:info@yubasuttertransit.com).

**Exhibit C**

**Yuba-Sutter Transit Title VI Program**

Table 1: Limited English Proficiency (LEP) Data - Statewide, Sutter/Yuba Counties and Census Designated Places within Yuba-Sutter Transit Service Area

	Age	Total Pop	Engl Only	Engl Only %	% Speak			Spanish LEP <sup>1</sup>	Other Indo-European	Other Indo-European LEP <sup>1</sup>	Asian and Pacific Island	Asian and Pacific Island LEP <sup>1</sup>	Other	Other LEP <sup>1</sup>	Total LEP <sup>1</sup>	% total pop	
					than English	Other than English	Spanish									5 and over LEP <sup>1</sup>	% non-English that are LEP <sup>1</sup>
California	5 - 17	2,909,270	3,807,286	130.9%	2,607,303	89.6%	1,968,363	404,000	215,981	356,559	356,756	85,572	66,203	9,702	534,933	18.4%	20.5%
	18 - 64	30,581,534	13,267,365	43.4%	11,491,009	37.6%	7,433,155	2,984,845	1,248,114	329,834	2,506,288	1,049,417	303,452	88,207	4,452,303	14.6%	38.7%
	65+	5,865,300	3,735,020	63.7%	2,272,164	38.7%	1,059,874	680,443	333,215	167,322	819,663	572,315	59,412	31,295	1,451,375	24.7%	63.9%
	<b>State Total</b>	<b>39,356,104</b>	<b>20,809,671</b>	<b>52.9%</b>	<b>16,370,476</b>	<b>41.6%</b>	<b>10,461,392</b>	<b>4,069,288</b>	<b>1,797,310</b>	<b>532,815</b>	<b>3,682,707</b>	<b>1,707,304</b>	<b>429,067</b>	<b>129,204</b>	<b>6,438,611</b>	<b>16.4%</b>	<b>39.3%</b>
Sutter County	5 - 17	18,921	12,691	67.1%	6,230	32.9%	3,856	579	2,129	270	211	83	34	0	932	4.9%	15.0%
	18 - 64	64,602	35,773	55.4%	22,508	34.8%	12,774	5,729	8,018	3,978	1,531	768	185	43	10,518	16.3%	46.7%
	65+	15,578	11,260	72.3%	4,318	27.7%	1,730	1,115	2,116	1,838	439	382	33	8	3,343	21.5%	77.4%
	<b>Sutter Total</b>	<b>99,101</b>	<b>59,724</b>	<b>60.3%</b>	<b>33,056</b>	<b>33.4%</b>	<b>18,360</b>	<b>7,423</b>	<b>12,263</b>	<b>6,086</b>	<b>2,181</b>	<b>1,233</b>	<b>252</b>	<b>51</b>	<b>14,793</b>	<b>14.9%</b>	<b>44.8%</b>
Yuba County	5 - 17	11,613	12,235	105.4%	3,873	33.4%	2,895	250	242	105	713	88	23	0	443	3.8%	11.4%
	18 - 64	59,542	35,574	59.7%	13,418	22.5%	9,267	3,518	918	216	3,117	1,243	116	14	4,991	8.4%	37.2%
	65+	10,550	8,861	84.0%	1,689	16.0%	1,119	742	127	102	340	280	103	77	1,201	11.4%	71.1%
	<b>Yuba Total</b>	<b>81,705</b>	<b>56,670</b>	<b>69.4%</b>	<b>18,980</b>	<b>23.2%</b>	<b>13,281</b>	<b>4,510</b>	<b>1,287</b>	<b>423</b>	<b>4,170</b>	<b>1,611</b>	<b>242</b>	<b>91</b>	<b>6,635</b>	<b>8.1%</b>	<b>35.0%</b>
Challenge-Brownsville CDP, California	5 - 17	174	174	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
	18 - 64	590	545	92.4%	52	8.8%	23	0	29	0	0	0	0	0	0	0.0%	0.0%
	65+	95	95	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
	<b>Total</b>	<b>859</b>	<b>814</b>	<b>94.8%</b>	<b>52</b>	<b>6.1%</b>	<b>23</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>
Dobbins CDP, California	5 - 17	28	28	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
	18 - 64	392	392	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
	65+	176	176	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
	<b>Total</b>	<b>596</b>	<b>596</b>	<b>100.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>
Linda CDP, California	5 - 17	5428	3291	60.6%	1,746	32.2%	1427	118	51	26	268	0	0	0	144	2.7%	8.2%
	18 - 64	15523	8901	57.3%	4,884	31.5%	3557	1333	119	0	1208	424	0	0	1,757	11.3%	36.0%
	65+	1738	1361	78.3%	377	21.7%	257	219	58	58	62	58	0	0	335	19.3%	88.9%
	<b>Total</b>	<b>22689</b>	<b>13553</b>	<b>59.7%</b>	<b>7007</b>	<b>30.9%</b>	<b>5241</b>	<b>1670</b>	<b>228</b>	<b>84</b>	<b>1538</b>	<b>482</b>	<b>0</b>	<b>0</b>	<b>2236</b>	<b>9.9%</b>	<b>31.9%</b>
Live Oak CDP, California	5 - 17	1423	1591	111.8%	575	40.4%	346	31	187	72	8	8	34	0	111	7.8%	19.3%
	18 - 64	7968	3318	41.6%	2,898	36.4%	1864	736	826	471	109	22	99	0	1,229	15.4%	42.4%
	65+	1752	1094	62.4%	658	37.6%	577	537	77	73	4	0	0	0	610	34.8%	92.7%
	<b>Total</b>	<b>11143</b>	<b>6003</b>	<b>53.9%</b>	<b>4131</b>	<b>37.1%</b>	<b>2787</b>	<b>1304</b>	<b>1090</b>	<b>616</b>	<b>121</b>	<b>30</b>	<b>133</b>	<b>0</b>	<b>1950</b>	<b>17.5%</b>	<b>47.2%</b>
Loma Rica CDP, California	5 - 17	290	275	94.8%	14	4.8%	14	0	0	0	0	0	0	0	0	0.0%	0.0%
	18 - 64	2170	1277	58.8%	168	7.7%	168	5	0	0	0	0	0	0	5	0.2%	3.0%
	65+	725	725	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
	<b>Total</b>	<b>3185</b>	<b>2277</b>	<b>71.5%</b>	<b>182</b>	<b>5.7%</b>	<b>182</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0.2%</b>	<b>2.7%</b>	
Marysville City, California	5 - 17	2121	2085	98.3%	722	34.0%	461	45	58	58	203	44	0	0	147	6.9%	20.4%
	18 - 64	9518	9599	62.6%	1,971	20.7%	1401	736	120	41	436	159	14	14	950	10.0%	48.2%
	65+	1588	1359	85.6%	229	14.4%	121	103	63	41	45	12	0	0	156	9.8%	68.1%
	<b>Total</b>	<b>13227</b>	<b>9403</b>	<b>71.1%</b>	<b>2922</b>	<b>22.1%</b>	<b>1983</b>	<b>884</b>	<b>241</b>	<b>140</b>	<b>684</b>	<b>215</b>	<b>14</b>	<b>14</b>	<b>1253</b>	<b>9.5%</b>	<b>42.9%</b>
Olivehurst CDP, California	5 - 17	4783	4150	86.8%	1,213	25.4%	935	75	106	21	149	0	23	0	96	2.0%	7.9%
	18 - 64	18147	15578	85.8%	4,572	25.2%	3254	1103	299	53	955	472	64	0	1,628	9.0%	35.6%
	65+	2569	1952	76.0%	617	24.0%	579	307	0	0	38	31	0	0	338	13.2%	54.8%
	<b>Total</b>	<b>25499</b>	<b>21680</b>	<b>85.0%</b>	<b>6402</b>	<b>25.1%</b>	<b>4768</b>	<b>1485</b>	<b>405</b>	<b>74</b>	<b>1142</b>	<b>503</b>	<b>87</b>	<b>0</b>	<b>2062</b>	<b>8.1%</b>	<b>32.2%</b>
Plumas Lake CDP, California	5 - 17	2289	1721	75.2%	159	6.9%	74	0	85	0	0	0	0	0	0	0.0%	0.0%
	18 - 64	5485	3908	71.2%	1,050	19.1%	500	135	207	21	315	130	28	0	286	5.2%	27.2%
	65+	527	365	69.3%	162	30.7%	155	147	0	0	7	0	0	0	147	27.9%	90.7%
	<b>Total</b>	<b>8301</b>	<b>5994</b>	<b>72.2%</b>	<b>1371</b>	<b>16.5%</b>	<b>729</b>	<b>282</b>	<b>292</b>	<b>21</b>	<b>322</b>	<b>130</b>	<b>28</b>	<b>0</b>	<b>433</b>	<b>5.2%</b>	<b>31.6%</b>
Wheatland city, California	5 - 17	1247	1019	81.7%	31	2.5%	31	0	0	0	0	0	0	0	0	0.0%	0.0%
	18 - 64	2609	2316	88.8%	293	11.2%	181	47	83	8	29	18	0	0	73	2.8%	24.9%
	65+	540	499	92.4%	41	7.6%	19	0	3	0	19	8	0	0	8	1.5%	19.5%
	<b>Total</b>	<b>4396</b>	<b>3834</b>	<b>87.2%</b>	<b>365</b>	<b>8.3%</b>	<b>231</b>	<b>47</b>	<b>86</b>	<b>8</b>	<b>48</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>81</b>	<b>1.8%</b>	<b>22.2%</b>
Yuba City city, California	5 - 17	6650	9770	146.9%	5,275	79.3%	3162	387	1937	198	176	55	0	0	640	9.6%	12.1%
	18 - 64	58938	28101	47.7%	18,546	31.5%	10016	4502	7107	3464	1342	713	81	43	8,722	14.8%	47.0%
	65+	13291	8772	66.0%	3,519	26.5%	1079	516	2017	1957	392	339	31	8	2,820	21.2%	80.1%
	<b>Total</b>	<b>78879</b>	<b>46643</b>	<b>59.1%</b>	<b>27340</b>	<b>34.7%</b>	<b>14257</b>	<b>5405</b>	<b>11061</b>	<b>5619</b>	<b>1910</b>	<b>1107</b>	<b>112</b>	<b>51</b>	<b>12182</b>	<b>15.4%</b>	<b>44.6%</b>

<sup>1</sup>LEP = Limited English Proficiency defined as persons for whom English is not their primary language and speak English well, not well, or not at all.

Source: 2018-2022 American Community Survey (ACS) Census (most recent available)



**Appendix 1**

**YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 4-24**

**ADOPTION OF THE YUBA-SUTTER TRANSIT TITLE VI PROGRAM  
AS REVISED MARCH 21, 2024**

*WHEREAS, Title VI of the Civil Rights Act of 1964, Federal statute provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance; and,*

*WHEREAS, Under Title VI, the U.S. Department of Transportation (DOT) has the responsibility to provide oversight of recipients and to enforce their compliance with Title VI, to ensure that recipients do not use DOT funds to subsidize discrimination based on race, color, or national origin; and,*

*WHEREAS, Title 49 CFR Section 21.9(b) requires all recipients of Federal funds to document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their Federal Transit Administration (FTA) regional civil rights officer once every three years or as otherwise directed by FTA; and,*

*WHEREAS, The Title VI Program must be approved by the recipient's Board of Directors or appropriate governing entity prior to submission to FTA:*

*NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby adopt the Yuba-Sutter Transit Title VI Program as presented March 21, 2024.*

*THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT THE REGULAR MEETING THEREOF HELD ON MARCH 21, 2024.*

Ayes:

Noes:

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*Chair, Board of Directors*

ATTEST:

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*Lisa O'Leary  
Secretary to the Board*

## **Appendix 2**

### **Yuba-Sutter Transit Title VI Program, March 21, 2024**

#### **List of Title VI Related Complaints/Lawsuits Filed Against the Yuba-Sutter Transit Authority**

Yuba-Sutter Transit has not been involved in any transit-related Title VI investigations, complaints, or lawsuits for the period of January 1, 2015 to the date of adoption of this plan by the Yuba-Sutter Transit Board of Directors.

## **Appendix 3**

### **Yuba-Sutter Transit Title VI Program, March 21, 2024**

#### **Statement of the Racial Breakdown of Membership on Non-Elected Boards, Councils or Committees**

The Board of Directors governing Yuba-Sutter Transit is composed of two elected representatives from each of the four-member jurisdictions.




**YUBA-SUTTER TRANSIT  
FEDERAL TRANSIT ADMINISTRATION  
TITLE VI CIVIL RIGHTS ASSURANCE**

The Yuba-Sutter Transit Authority HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance from the Federal Transit Administration (FTA), Department of Transportation (DOT) it will ensure that:

1. No person on the basis of race, color, or national origin will be excluded from participation in, denied the benefits of, or be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. Full and fair participation of all affected populations in transportation decision making is promoted and that meaningful access to programs and activities is provided to persons with limited English proficiency.
3. The Yuba-Sutter Transit authority will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1A, Title VI and Title VI-Dependent Guidelines for FTA Recipients and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
4. The Yuba-Sutter Transit Authority will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person whose signature appears below is authorized to sign this assurance on behalf of the grant applicant or recipient.

  
\_\_\_\_\_  
KEITH MARTIN  
Transit Manager

Date: 9/31/11



## DEPARTMENT OF TRANSPORTATION TITLE VI ASSURANCE

The Yuba-Sutter Transit Authority (hereinafter referred to as the “Recipient”) HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Federal Transit Administration (FTA), Department of Transportation (DOT) it will comply with Title VI of the Civil Rights Act of 1964, hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Transit Administration. Full and fair participation of all affected populations in transportation decision making will be promoted and meaningful access to programs and activities will be provided to persons with limited English proficiency. Recipient HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) of the Regulations.

More specifically, and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to all FTA programs.

1. That the Recipient agrees that each “program” and each “facility” as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all FTA programs and, in adapted form in all proposals for negotiated agreements.

The Yuba-Sutter Transit Authority, in accordance with Title VI of the Civil Rights Act of 1964, Title 49, Code of Federal Regulations, Department of Transportation, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to this Act and the Regulations.

4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient received Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient received Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under all FTA program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under all FTA programs.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under all

FTA programs and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in all FTA programs.

The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

YUBA-SUTTER TRANSIT AUTHORITY



Keith E. Martin, Transit Manager

8/31/11  
Date

Attachments: Appendices A, B, and C



**APPENDIX A**  
**TITLE VI ASSURANCE**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- (1) Compliance with Regulations: The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- (4) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Yuba-Sutter Transit Authority or the Federal Transit Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Yuba-Sutter Transit Authority or the Federal Transit Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the contractor's noncompliance with nondiscrimination provisions of this contract, the Yuba-Sutter Transit Authority shall impose contract sanctions as it or the Federal Transit Administration may determine to be appropriate, including, but not limited to:
  - (a) withholding of payments to the contractor under the contract until the contractor complies; and/or
  - (b) cancellation, termination or suspension of the contract in whole or in part.
- (6) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of



equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Yuba-Sutter Transit Authority or the Federal Transit Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Yuba-Sutter Transit Authority, to enter into such litigation to protect the interests of the Yuba-Sutter Transit Authority, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

**APPENDIX B**  
**TITLE VI ASSURANCE**

The following clauses shall be included in any and all deeds effecting or recordings the transfers of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Yuba-Sutter Transit Authority will accept title to the lands and maintain the project constructed thereon, in accordance with the State of California, the Regulations for the administration of all FTA programs and the policies and procedures prescribed by FTA of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Yuba-Sutter Transit Authority all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Yuba-Sutter Transit Authority and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the Yuba-Sutter Transit Authority, its successors and assigns.

THE YUBA-SUTTER TRANSIT AUTHORITY, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits or, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over or under such lands hereby conveyed and\* (2) that the Yuba-Sutter Transit Authority shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, and (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.\*

\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

**APPENDIX C  
TITLE VI ASSURANCE**

The following clauses shall be included in all deeds, licenses, leases, permits or similar instruments entered into by the Yuba-Sutter Transit Authority pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for herself/himself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provisions of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to title 49, Code of Federal Regulations, Department of Transportation, Part 21, Nondiscrimination of Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)\*

That in the event of breach of any of the above nondiscrimination covenants, the Yuba-Sutter Transit Authority shall have the right to terminate the (license, lease, permit, etc.) and to re-enter and repossess said land and the facilities thereon, and hold the same as if said (licenses, lease, permit, etc.) had never been made or issued.

(Include in deeds)\*

That in the event of breach of any of the above nondiscrimination covenants, the Yuba-Sutter Transit Authority shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Yuba-Sutter Transit Authority and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Yuba-Sutter Transit Authority pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for herself/himself, his/her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in case of deeds, and leases add "as a covenant runnings with the land") that (1) no person on the grounds of race, color or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishings services thereon, no person on the grounds of race, color or national origin shall be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination, and (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of

Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)\*

That in the event of breach of any of the above nondiscrimination covenants, the Yuba-Sutter Transit Authority shall have the right to terminate the (license, lease, permit, etc.) and to re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, lease, permit, etc.) had never been made or issued.

(Include in deeds)\*

That in the event of breach of any of the above nondiscrimination covenants, the Yuba-Sutter Transit Authority shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Yuba-Sutter Transit Authority and its assigns.

\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.



## TITLE VI SERVICE MONITORING PROCESS

Yuba-Sutter Transit conducts periodic passenger surveys for comments on the quality of service. In addition, surveys are often conducted before a service change to receive input on suggested bus stop locations and schedule changes.

To ensure that service is equitably distributed, buses are rotated daily, regardless of age. Twice a year boarding and alighting surveys are conducted to determine the numbers of passengers boarding and disembarking at each stop. A listing of fixed route boarding activity at major stops is compiled from the surveys. This listing is used to consider the placement of bus stop shelters and benches based on boarding counts and site restrictions.

Yuba County now has 20 bus stop shelters and 29 advertising benches while Sutter County has 21 shelters and 41 advertising benches.

August 31, 2011