

AGENDA ITEM IV – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES JUNE 17, 2021

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

Present: Bains, Blaser, Buttacavoli, Fuhrer, Hudson, Micheli and Shaw (Chair)

Absent: Harris

II. Public Business from the Floor

None.

III. Consent Calendar

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

IV. Reports

A. FREED Center for Independent Living Senior Transportation Voucher Program Memorandum of Understanding (MOU).

Martin presented the FREED Center for Independent Living Senior Transportation Voucher Program Memorandum of Understanding (MOU). This is an extension of the program which has been in place since 2009. The current MOU is unchanged from the previous one. The program provides vouchers to eligible seniors to be redeemed for Dial-A-Ride services. FREED then reimburses Yuba-Sutter Transit for the vouchers at face value. All current eligibility criteria remain the same. The new MOU would extend the program through June 30, 2024.

Director Hudson made a motion to authorize execution of the FREED Dial-A-Ride Voucher MOU as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

B. Transportation Development Act (TDA) Claim for FY 2021/2022.

Martin presented the Transportation Development Act (TDA) Claim for FY 2021/2022. With adoption of the FY 2021/2022 budget at the May 20th meeting, a claim can now be submitted for the TDA funds that were set in the budget which includes both Local Transportation Fund (LTF) and State Transit Assistance (STA) revenues. The budget included \$3.1 million in LTF funding for operating assistance and \$1.3 million in STA funds for capital assistance in FY 2021/2022.

Director Bains made a motion to adopt Resolution No. 7-21 authorizing the submittal of Yuba-Sutter Transit's FY 2021/2022 TDA Claim proposed. Director Hudson seconded the motion and it carried unanimously.

C. Project Updates/Additions for the Sacramento Metropolitan Transportation Improvement Plan (TIP) and the Metropolitan Transportation Plan (MTP).

Martin introduced the annual review of Yuba-Sutter Transit's five-year Transportation Improvement Plan (TIP) Program of Projects and twenty-year Capital Improvement Plan (CIP). The TIP Program and Projects includes both operating and capital projects for which federal funding will be requested. It is consistent with the adopted FY 2021/2022 budget and includes programmed future projects for the following four years such as the facility project. The five-year plan shows the year in which the funding will be requested with projects typically being completed in the following year. FY 2025 includes several planned bus replacement projects all of which are intended to be ordered by December 31, 2025 to avoid the state zero-emission bus purchase mandate. The twenty-year CIP goes through FY 2041 showing the planned completion year for each project. The CIP is generally consistent with SACOG's MTP. Some possibilities that would impact these plans is the inclusion of some small electric buses in the upcoming purchase of replacement Dial-A-Ride buses that could be charged at the current facility without any extra power needs. Martin also noted that previous fleet expansion plans for commuter buses is now being reduced to a vehicle replacement-only project due to the changes in Sacramento commuter service due to COVID-19.

Director Blaser asked for clarification on the bus purchases and how long the diesel buses would be allowed to operate. Martin stated that there is no current regulation that would limit how long diesel buses could be operated, only on how many can be purchased. With some exceptions that may no longer apply by these dates, 25 percent of the buses ordered after December 31, 2025 must be zero-emission and 100 percent of the buses ordered after December 31, 2028 must be zero emission buses.

Director Bains made a motion to approve the revised Capital Improvement Plan and the FY 2022 – FY 2026 Transportation Improvement Plan Program of Projects as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

D. Federal Transit Administration (FTA) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program.

Martin discussed the annual discretionary Federal Transit Administration (FTA) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program which was formerly known as the TIGER and BUILD program. A notice of funding opportunity was issued on April 13, 2021 with applications due July 12, 2021. With the property for the facility in escrow, staff has brought on the consulting firm of AECOM to assist with this project. The maximum project award is \$25 million for any one project (\$100 million for any one state) and staff is planning to request up to \$20 million.

Director Fuhrer made a motion to authorize the submittal of a RAISE grant application as proposed. Director Bains seconded the motion and it carried unanimously.

E. Administrative Staff Salary and Benefits Adjustments.

Martin presented the proposed administrative staff salary and benefits adjustments. Yuba-Sutter Transit annually reviews the compensation package for the agency's five employees to determine if any adjustments are warranted. The first recommendation is for a 3 percent cost of living adjustment for all positions including the Transit Manager. The agency did not provide an adjustment last year due to COVID-19. The second recommendation is for an upward shift in the salary schedule for the Administrative Assistant II range for a two-step overlap instead of the current three-stop overlap with the Administrative Assistant I range similar the overlap for other flexibly staffed positions. In addition, to maintain the seniority for longevity eligibility, staff is

also recommending that the incumbent Administrative Assistant II remain at the C Step of the new range which would result in about an 8 percent increase for this one position. Third, staff is recommending a change in the accrual of annual leave to match other local surveyed agencies to top 20 years of service. Fourth, it is being recommended that the Transit Manager title be changed to Executive Director to match the current industry standard. Finally, staff is seeking authorization to review and update the personnel manual for necessary changes subject to legal counsel approval.

Director Buttacavoli made a motion to approve the staff salary, benefit, and title adjustments as proposed and adopt the resulting salary schedule effective July 1, 2021. Director Bains seconded the motion and it carried unanimously.

F. Next Generation Transit Facility Project.

Director Bains recused himself at 4:23 p.m. prior to the discussion of the Next Generation Transit Facility Project. Martin stated that this is information only item and that there is no need for a closed session. He noted that escrow was opened on Friday, May 28, 2021, after the Special Board Meeting on that date. The owner's representative has already begun to clean up the property. MHM Engineering has been engaged for a survey that is required for the ALTA insurance policy. The survey, which should be completed in two weeks, is required before a title insurance policy can be issued. Staff hopes to close escrow on or before July 12th when the RAISE grant application is due. Martin noted that the \$4 million earmark request from Congressman Garamendi did not move forward in the committee mark-up of the surface transportation reauthorization measure, but that he is now seeking a congressional letter of support for the RAISE grant application.

Martin reported that he has spoken with Mrs. Peggy Shockley who is a neighbor of the property. She and her husband have lived across Avondale from this property for 47 years and is pleased to hear of the possible new facility and is willing to provide a letter of support for the grant application to construct the project.

Director Bains returned to the meeting at 4:28 p.m.

G. Project & Program Updates

1. COVID-19 Impacts & Response (Suspension of Route 1 Express Service Effective July 1, 2021)

Martin reported that average daily systemwide ridership was steady from April to May, but that is still only 40 percent of pre-pandemic levels. While there was a 26 percent increase in weekday ridership on the Sacramento Commuter service, that is still just 15 percent of pre-pandemic levels. Even with the relaxation of COVID-19 protocols, systemwide ridership levels are not expected to go up much if at all until August or September as June and July are traditionally low ridership months.

With the suspension of the 12-passenger limit on the fixed route buses and continued low ridership, the Route 1 Express service will be cancelled as of July 1, 2021. This service is no longer necessary for social distancing, and the operators are needed elsewhere as the Dial-A-Ride service is beginning to ramp up again.

Martin noted that 74 trips were provided free of charge for River Valley High School students with the high school later reimbursing us for those trips. A total of 37 free trips have been provided for vaccination appointments and this program has been extended at least through September. TSA has extended the mask mandate on all public conveyances at least through September 13th regardless of vaccination status. Mask use will continue to be encouraged and the drivers are still required to wear masks when passengers are on board.

As a ridership promotion, staff has declared the week of June 21st as Fare Free Fair Week as a sponsor for the Yuba-Sutter Fair. This will include fare free service for both the local fixed route and Dial-a-Ride services all week. State Low Carbon Transit Operations Program grant funding will be used to replace the lost fares.

2. Sponsored Employment Shuttle Discussions with Pacific Coast Producers in Oroville

Staff has been in discussions with Pacific Coast Producers regarding the provision of a seasonal employment shuttle service to their cannery in Oroville. They employ approximately 1,500 people during the peak season with approximately 25 percent of them coming from Sutter County. They are willing to sponsor the service so that it would be fully funded with a credit for any fares collected. The buses would travel from Sam's Club in Yuba City with stops in Live Oak and Gridley before arriving in the heart of Oroville. The shuttle would operate three roundtrips, seven days a week with service for three shifts. It would operate for approximately two months. This would be an out of contract service for Storer Transit Systems and Martin thanked Storer and their local General Manager, Renick House, for being so supportive in getting this project off the ground.

3. Regional Housing Authority Affordable Housing & Sustainable Communities (AHSC) Grant Application

It was reported that the Regional Housing Authority did submit the grant application on or before the June 8th deadline and that it included \$8.5 million toward the Next Generation Transit Facility Project. The funding is mainly for solar power generation and vehicle changing infrastructure along with bus stop enhancements. Staff anticipates an award announcement this fall.

4. Caltrans Planning Grant Application – Comprehensive Operational Analysis

It was reported that staff has yet to receive notice regarding the award of a Caltrans grant for the Comprehensive Operational Analysis.

V. Correspondence/Information

None.

VI. Other Business

Director Fuhrer requested hybrid meetings instead of in-person meetings with an option for Board members to attend via Zoom. In response to the ensuing discussion, Martin summarized the three meeting approaches are currently available: full hybrid meetings with a remote option for everyone; full in-person meetings with no remote option for anyone; or partial hybrid with board members attending in person while the public would have a remote option.

Director Micheli posed the question to legal counsel as to whether a board member attended remotely would have to post the location from where they would be attending and provide public access from that location. Mr. Bordsen responded that that would technically be the case under the Brown Act as the location would have to be listed on the agenda so the public would be able to access that location to address the board.

Director Shaw polled the board as to their preference and it was the consensus to continue forward with full in-person only meetings beginning in July. Martin stated that such notice would be provided in the July newsletter so that the public will be made aware of that change.

VII. Closed Session

A. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8.

There was no closed session.

VIII. Adjournment

Director Bains made a motion to adjourn the meeting. The motion was seconded by Director Hudson and carried unanimously. The meeting was adjourned at 4:48 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JULY 15, 2021 AT 4:00 PM
IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS.**