



MEETING NOTICE & AGENDA

DATE: Thursday, March 15, 2018

TIME: 4:00 P.M.

PLACE: Yuba County Board of Supervisors Chambers
Yuba County Government Center
915 8th Street
Marysville, California

I. Call to Order & Roll Call

Cardoza (Chair), Cleveland, Fletcher, Leahy (Vice-Chair), Pedigo, Sullenger, Whiteaker and Whitmore

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 Consent Calendar are considered to be 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 discussed or removed from the Consent Calendar for specific action.

- A. Minutes from the Meeting of February 15, 2018. (Attachment)
- B. Disbursement List for February 2018. (Attachment)
- C. Monthly Performance Report for February 2018. (Attachment)

IV. Reports

- A. **Preliminary Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2019.** Discussion and possible direction for consideration in final draft budget. (Attachment)

RECOMMENDATION: Direct staff as desired.

- B. **Low Carbon Transit Operations Program (LCTOP) Funding Request.** Review and consideration of an LCTOP funding request under the State Greenhouse Gas Reduction Fund for two zero emission local fixed route buses. (Attachment)

RECOMMENDATIONS: Adopt Resolution No. 2-18 authorizing execution of the related Certifications and Assurances including the designation of the Transit Manager as the Authorized Agent; and, authorizing the submission of the LCTOP funding request as proposed or amended.

- C. **Connect Card Implementation Plan and Schedule.** Discussion and possible direction regarding full system conversion. (Attachment)

RECOMMENDATION: Approve the elimination of paper monthly passes and local fixed route transfers effective July 1, 2018 as proposed.

- D. **Authorizing Resolution for Federal Transit Administration (FTA) Grant Documents.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 3-18 authorizing the Transit Manager to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317 and 5339.

- E. **Annual Authorization for the Transit Manager to Certify as Counsel for Federal Transit Administration (FTA) Grants.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 4-18 authorizing the Transit Manager to certify as counsel for FTA grants.

- F. **Grant Close-Out Report for the 2017 Discount Monthly Pass Program.** (Attachment)

RECOMMENDATION: Information only.

- G. **Project & Program Updates.**

1. Connect Card Implementation
2. North Beale Road and Olivehurst Bus Stop Improvements
3. California Air Resources Board Innovative Clean Transit (Zero-Emission Bus) Proposal

RECOMMENDATION: Information only.

V. **Correspondence/Information**

VI. **Other Business**

VII. **Closed Session**

- A. **Public Employee Performance Evaluation Pursuant to Government Code Section 54957.**
Position Title: Transit Manager

VIII. **Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 19, 2018
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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 (TTY) 634-6889 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 18, 2018

I. Call to Order & Roll Call

Present: Cardoza, Cleveland, Leahy, Pedigo, Sullenger, Whiteaker and Whitmore (4:05)

Absent: Fletcher

II. Presentations

Martin introduced Matt Hertel of AECOM Technical Services, Inc. and Gordon Shaw of LSC Transportation Consultants, Inc. to present a status report on the Route 1 Corridor Enhancement Plan and four alternative sites for the Alturas & Shasta Transit Center for Board discussion and possible direction. Mr. Hertel presented an over view if the corridor enhancement plan Mr. Shaw went through the PowerPoint presentation outlining Alturas-Shasta Transit Center site options concepts. Mr. Hertel then discussed real-time traveler information technology.

Discussion followed with Board members giving input on the four site locations presented. It was the consensus of the Board to drop the Aquarium Store site as an alternative and to continue with more analysis of the other three sites. Regarding the real-time traveler information technology, the Board requested that more detailed cost figures be provided for each alternative approach when this item is next discussed.

III. Public Business from the Floor

None

IV. Consent Calendar

Director Whiteaker made a motion to approve the consent calendar. Director Leahy seconded the motion and it carried unanimously.

V. Reports

A. Feather River Air Quality Management District (FRAQMD) AB 2766 Grant Agreement for the 2018 Discount Monthly Pass Program.

Martin stated that this is a standard FRAQMD grant agreement for \$150,000 to extend the existing Discount Monthly Pass Program through March 2019.

Director Whiteaker made a motion to authorize execution of FRAQMD Grant Agreement #VF17-01. Director Leahy seconded the motion and it carried unanimously.

B. Feather River Air Quality Management District (FRAQMD) AB 2766 Grant Agreement for a One Year Extension of the Expanded Live Oak Route.

Martin stated that this is a standard FRAQMD grant agreement for \$10,000 to support a one year extension of the existing level of service on the Live Oak Route through December 2018.

Director Whiteaker made a motion to authorize execution of FRAQMD Grant Agreement #VF17-02. Director Cleveland seconded the motion and it carried unanimously.

C. FY 2018 Budget Preview.

Martin gave a brief overview of where Yuba-Sutter Transit revenues and expenses stand at the mid-year mark while also highlighting some of the future revenue and expense issues that staff will discuss in further detail as part of the preliminary draft FY 2019 budget that will be presented at the March meeting.

D. Bus Stop Enhancement Project.

Martin stated that staff is requesting authorization for the purchase, delivery and installation of three bus stop shelters and associated furnishings as detailed in the staff report. One shelter is to be installed in Johnson Park at the corner of Evelyn & Martel Drives and the others are to be installed on westbound North Beale Road at Lowe Avenue and at Woodland Drive. Funding is being provided by the Sacramento Metropolitan Air Quality Management District (SMAQMD) and the State Low Carbon Transit Operations Program (LCTOP).

Director Whiteaker made a motion to authorize the purchase of specified bus stop furnishings as proposed. Director Leahy seconded the motion and it carried unanimously.

E. Feather River Air Quality Management District (FRAQMD) Grant Close-Out Report for the Expanded Live Oak Service.

Martin stated that this item is for information only and offered to answer any questions. There were no questions.

F. Mid-Year Performance Report.

Martin stated that this item is for information only, but noted that the nearly three year negative ridership trend has continued through the second quarter of FY 2018.

V. Correspondence/Information

None

VI. Other Business

Martin noted that Yuba-Sutter Transit hosted a CalACT organized meeting on February 5th with representatives from the California Air Resources Board (CARB) regarding their Innovative Clean Transit proposal to require the purchase of zero emission buses. A total of ten small north state transit operators

were represented at this meeting to share with the CARB staff how this proposal will specifically impact small urban and rural transit systems.

VII. Adjournment

The meeting was adjourned at 4:59 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 15, 2018
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

**YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF FEBRUARY 2018**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,380.04	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,596.38	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT		CALIFORNIA WATER SERVICE	WATER
EFT		CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 678.95	PG&E	ELECTRIC
EFT		PG&E	ELECTRIC #2
EFT	\$ 467.18	PG&E	GAS
EFT		ATT - SECURITY LINE	SECURITY LINE - JANUARY
EFT		AT&T - UVERSE	INTERNET JANUARY
EFT		TPX COMMUNICATIONS	TELEPHONE JANUARY
EFT		UTILITY MANAGEMENT SERVICES	SEWER
EFT		CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT		CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT		FRANCOYTP-POSTALIA, INC.	POSTAGE RESET
EFT		ELAVON	MERCHANT SERVICE FEE - JANUARY
EFT		PRIMEPAY	PAYROLL FEE
EFT		PAYROLL	PAYROLL
15877	\$ 267.91	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - DECEMBER
15878	\$ 12,051.87	AECOM TECHNICAL SERVICES, INC.	CORRIDOR ENHANCEMENT PROJECT
15879	\$ 175.00	ALL SEASON TREE & TURF CARE	LANDSCAPING MAINTENANCE
15880	\$ 17,620.67	BOYETT PETROLEUM	BUS FUEL
15881	\$ 800.00	CALIFORNIA HIGHWAY PATROL	2018 GPPV INSPECTIONS
15882	\$ 4,109.89	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES
15883	\$ 60.62	FEDEX	SHIPPING
15884	\$ 267.90	FLETCHER'S PLUMBING & CONTRACTING, INC.	PLUMBING SERVICE CALL
15885	\$ 18,859.88	FLYERS ENERGY	BUS FUEL
15886	\$ 425.85	FM GRAPHICS, INC.	CARD HOLDERS
15887	\$ 450.00	HANCOCK PETROLEUM ENGINEERING	ANNAUL TANK MONITOR RE-CERTIFICATION
15888	\$ 501.14	QUICK'S GLASS SERVICE	GLASS SHELTER REPAIR AT 9TH & I ST
15889	\$ 225.31	QUILL CORPORATION	JANITORIAL SUPPLIES
15890	\$ 891.87	R&R HORN, INC.	REMOVE BUS STOP
15891	\$ 353.70	SIMONE REED	VISION REIMBURSEMENT
15892	\$ 145.03	STAPLES CREDIT PLAN	OFFICE SUPPLIES
15893	\$ 150.15	SUTTER BUTTES COMMUNICATION, INC.	(8) GAIN ANTENNA'S
15894	\$ 132.45	TEHAMA TIRE SERVICE INC	TIRES/TUBES
15895	\$ 12.69	YUBA COUNTY LIBRARY	CONNECT CARD/PAPER PASSES COMMISSION
15896		MICHAEL LEAHY	BOARD MEETING 1/18
15897		PREMIER PRINT & MAIL	PRINTING OF TRANSFER & NEWSLETTER LETTERHEAD
15898		QU. EST	MAINTENANCE OF BUS STOPS/SHELTERS
15899		QUILL CORPORATION	OFFICE SUPPLIES
15900		RANDY FLETCHER	BOARD MEETING 1/18
15901		RICH, FUIDGE, LANE & BORDSEN, INC.	LEGAL SERVICES
15902		RON SULLENGER	BOARD MEETING 1/18
15903		SHELBY'S PEST CONTROL	PEST CONTROL
15904		SMART MARKETING & PRINTING	PRINTING OF BROCHURES
15905		STANLEY CLEVELAND	BOARD MEETING 1/18
15906		STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES
15907		STATE COMPENSATION INSURANCE FUND	STATE COMP PREMIUMS
15908		STEPHANIE MCKENZIE	BOARD MEETING 1/18
15909		SUTTER COUNTY LIBRARY	CONNECT CARD/PAPER PASSES COMMISSION
15910		TEHAMA TIRE SERVICE INC	TIRES/TUBES
15911		TRANSDEV SERVICES, INC.	CONTRACT SERVICES - NOVEMBER
15912		U.S. BANK EQUIPMENT FINANCE	COPIER LEASE
15913		VERIZON	CONNECT CARD WIRELESS
15914		STATE COMPENSATION INSURANCE FUND	ADDITIONAL STATE COMP PREMIUM
	\$ 67,624.48		

**LAIF
TRANSFERS**

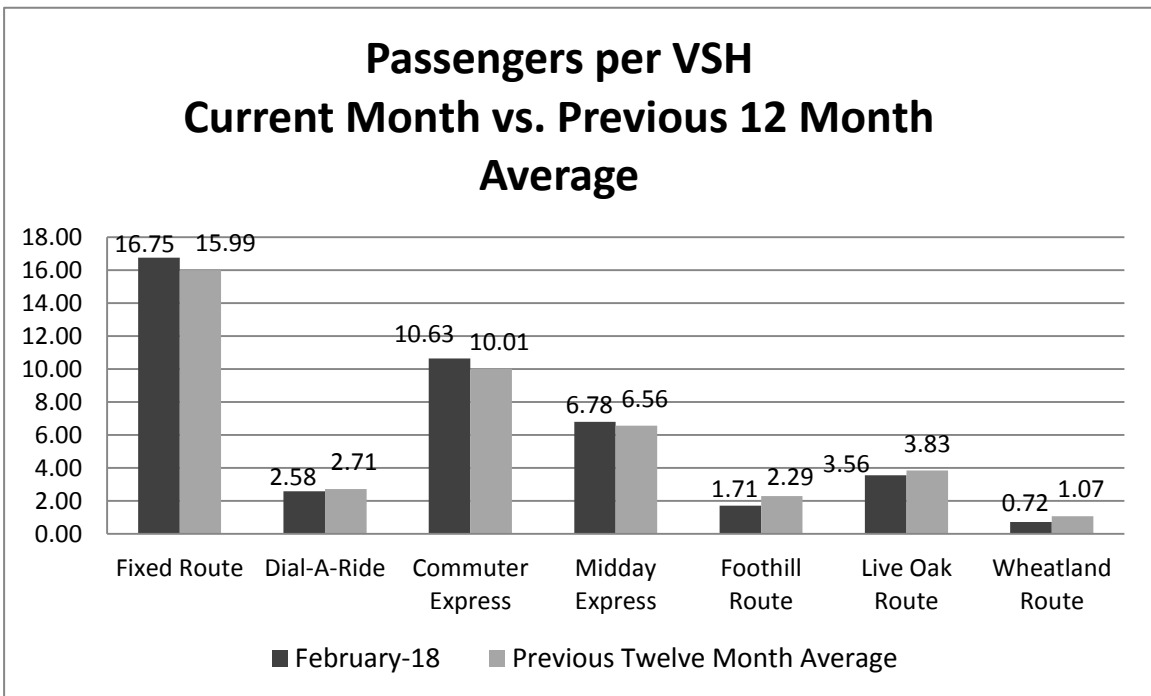
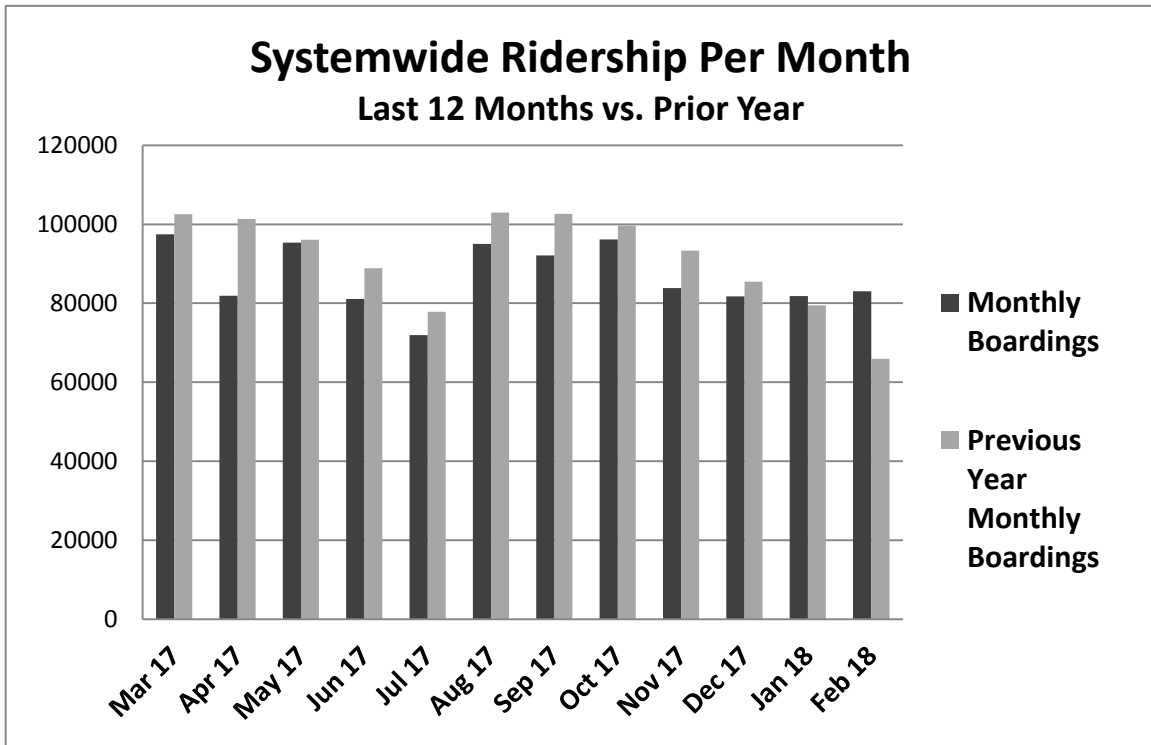
NO LAIF TRANSFERS

AGENDA ITEM III - C

FEBRUARY 2018 PERFORMANCE REPORT

Ridership:	February-18	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Fixed Route	66,821	68,426	551,390	574,953
Dial-A-Ride	5,078	5,621	44,170	43,837
Commuter Express	9,708	9,796	77,928	76,487
Midday Express	980	1,016	8,171	8,121
Foothill Route	130	186	1,343	1,164
Live Oak Route	252	277	2,276	2,426
Wheatland Route	23	41	323	419
Total Ridership:	82,992	85,363	685,601	707,407
Vehicle Service Hours:				
Fixed Route	3,989.22	4,278.58	34,258.21	33,536.02
Dial-A-Ride	1,966.77	2,075.70	16,723.18	15,890.92
Commuter Express	913.17	978.18	7,784.99	7,584.60
Midday Express	144.47	154.93	1,251.71	1,185.07
Foothill Route	76.03	81.03	641.82	646.95
Live Oak Route	70.83	72.40	589.47	567.47
Wheatland Route	31.93	38.19	303.65	308.00
Total VSH's:	7,192.42	7,678.99	61,553.03	59,719.03
Passengers Per Hour:				
Fixed Route	16.75	15.99	16.10	17.14
Dial-A-Ride	2.58	2.71	2.64	2.76
Commuter Express	10.63	10.01	10.01	10.08
Midday Express	6.78	6.56	6.53	6.85
Foothill Route	1.71	2.29	2.09	1.80
Live Oak Route	3.56	3.83	3.86	4.28
Wheatland Route	0.72	1.07	1.06	1.36
Total Passengers Per VSH:	11.54	11.12	11.14	11.85

FEBRUARY 2018 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

**PRELIMINARY DRAFT YUBA-SUTTER TRANSIT
OPERATING AND CAPITAL BUDGET FOR FY 2019**

Background

Attached for Board review and discussion is the preliminary draft Yuba-Sutter Transit operating and capital budget for FY 2019. 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 adoption 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. This submittal meets the JPA requirement, but it is still very much a work in progress. A revised draft budget with detailed descriptions of each revenue and expense account will be presented at the April meeting and a final draft budget is scheduled for adoption consideration at the regular monthly meeting on May 17th.

Current Year Budget Estimates

Projected year-end operating expenses for FY 2018 are now expected to be almost identical to the budgeted amount of \$7,181,300 though there are variances in some major line items. Bus engine and transmission repairs and replacements (Accounts #010.50300 & #010.50499) are running well over budget along with tire expenses while fuel expenses are running slightly below budget. Representing nearly 10 percent of the operating budget, fuel has been the most volatile line item over the years, but the year-to-date average price for diesel fuel is now \$2.31 per gallon compared to a budgeted average of \$2.50 per gallon. This situation can change quickly with fuel prices widely expected to increase so any projected year-end savings could erode quickly if fuel prices suddenly spike upward. The most significant revenue figures are the projected drop in passenger fare receipts due to decreased ridership. As a result, a significant contribution from Yuba-Sutter Transit's deferred Local Transportation Fund (LTF) revenue is now projected to balance the year-end budget.

Preliminary FY 2019 Budget Projections

The preliminary draft FY 2019 budget is essentially a status quo document that should be viewed at this early date as a starting point for further analysis and discussion. It does not include any significant service or fare changes for FY 2019 due to the operational and financial uncertainty surrounding the now three year negative ridership trend; the effort to repeal Senate Bill (SB) 1 and the resulting uncertainty of State Transit Assistance (STA) funding; and, the still unknown ultimate ridership and fare revenue impact of full implementation of the Connect Card system. With this conservative approach, the preliminary draft operating budget of \$7,320,300 for FY 2019 represents an increase of

just 1.9 percent (\$139,000) over the adopted FY 2018 budget and an increase of 2.1 percent (\$147,700) over the now projected year end figure for FY 2018.

As always, the largest piece of the operating budget is the service contract with Transdev Services, Inc. The initial three year contract expired on September 30, 2017 and is now in the first of two possible indexed one year extension options. The preliminary draft budget assumes approval of the second extension option which will be presented for consideration at the April meeting. For some perspective, all of the expenses related to the service contract combine to represent 74 percent of the proposed FY 2019 operating budget. Diesel fuel, which represents the next largest expense factor at 9 percent of the budget, is expected to be fairly stable in FY 2019 and the delivery of new commuter and demand response buses in 2018 and 2019 respectively should result in decreased tire and component expenses for the older vehicles that are being replaced.

The most significant revenue assumptions in the preliminary draft operating budget include the hoped for stabilization of ridership and the resulting impact on fare revenue; and, the relative distribution between operating and capital uses for the available STA and Federal funding. While the preliminary draft budget assumes that STA funds can be used by Yuba-Sutter Transit for FY 2019 operating expenditures, there is some uncertainty that must be resolved prior to the adoption of the final budget and staff is now working with the Sacramento Area Council of Governments (SACOG) to resolve these technical issues. Based on these and other preliminary draft assumptions, the amount of the Local Transportation Fund (LTF) contributions from the member jurisdictions is expected to increase by 10 percent (\$254,300) in FY 2019 over the budgeted amount for FY 2018.

The preliminary draft capital budget of nearly \$12.2 million includes two vehicle replacement projects (commuter and demand response buses) that were programmed in prior years that are now expected to be completed in FY 2019 along with the programming of a major fixed route bus replacement project that will not be completed until FY 2020. Other major capital projects include an emergency back-up generator and facility security enhancements funded by the State Transit Safety and Security Grant program; and, bus stop enhancements and a computer assisted dispatch / automatic vehicle location (CAD/AVL) passenger information system funded by the State Low Carbon Transit Operations Program.

Other Considerations

In addition to the above, the preliminary draft FY 2019 budget includes several other significant expense and revenue assumptions for consideration:

- Due to reduced ridership since FY 2015, most of the major service enhancement recommendations from the 2015 Yuba-Sutter Short Range Transit Plan (SRTP) have been delayed indefinitely. Other recommendations for specific technology improvements, bus stop enhancements, planning studies and fleet replacements are included in the preliminary draft budget.

- Continuation of the consulting agreement with the Regional Waste Management Authority in FY 2019.
- No fare increases or service reductions are included in the preliminary draft budget, but such consideration during the fiscal year for possible implementation in FY 2020 will likely be necessary given the budgeted farebox recovery ratio of just over 16 percent (compared to a 20 percent goal and a minimum requirement of 14.6 percent) for FY 2019.
- Full implementation of the Connect Card regional fare card system is expected to begin July 1, 2018. Because the combined net operational and financial impact of the system will not be fully known until well after this date, staff is budgeting for both Connect Card revenues and expenses rather conservatively with the understanding that this will be a major and unavoidable budget risk.
- Continued funding from the Feather River Air Quality Management District (FRAQMD) for the deeply discounted monthly youth, senior and disabled discount pass program at a level similar to what is being provided for 2018. This program will otherwise expire on March 31, 2019. Higher passenger out of pocket costs would likely have a significant impact on both ridership and fare revenue.

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 continually be refined over the next two months. For this reason, staff is recommending that any significant discussion on this issue be delayed until the next regular meeting on April 19th at which time a revised draft budget with detailed descriptions of each revenue and expense account will be provided for more discussion and further direction. If more detailed discussion is desired, a special meeting could be scheduled for early May in advance of the final budget presentation at the regular monthly meeting on May 18th.

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

RECOMMENDATION: Direct staff as desired.

Attachment: Preliminary Draft Operating and Capital Budget for FY 2019

**YUBA-SUTTER TRANSIT AUTHORITY
PRELIMINARY DRAFT FY 2018/2019 OPERATING BUDGET**

PREPARED MARCH 6, 2018

	FY 2015/2016 Budget	FY 2015/2016 Audited	FY 2016/2017 Budget	FY 2016/2017 Audited	FY 2017/2018 Budget	FY 2017/2018 Projected	FY 2018/2019 Preliminary Draft
Operations Expenditures							
010.50300 Services - Other Maintenance	100,000	127,934	120,000	158,284	190,000	200,000	190,000
010.50401 Fuel and Lubricants	828,000	513,681	651,000	540,844	699,000	680,000	695,000
010.50402 Tires and Tubes	64,400	71,218	70,000	62,040	70,000	90,000	80,000
010.50499 Other Materials and Supplies Consumed	70,000	121,744	120,000	185,514	60,000	120,000	90,000
010.50500 Utilities - Electric and Gas	48,000	43,929	48,000	46,067	50,000	52,000	53,000
010.50501 Utilities - Water and Sewer	5,500	4,752	5,500	4,711	5,500	5,500	5,500
010.50600 Casualty and Liability Costs - Operations	268,600	269,037	277,300	276,788	284,500	284,500	292,000
010.50800 Services - Contract Operations	4,647,000	4,697,981	4,856,000	4,795,226	4,960,000	4,960,000	5,085,000
010.50801 Services - Out of Contract	12,500	9,782	12,000	16,050	12,000	13,100	13,500
Subtotal - Operations	\$6,044,000	\$5,860,058	\$6,159,800	\$6,085,524	\$6,331,000	\$6,405,100	\$6,504,000
Administration Expenditures							
160.50102 Salaries and Wages - Admin. Staff	278,000	312,600	355,000	348,031	383,700	380,000	397,000
160.50200 Fringe Benefits - Admin. Staff	150,000	123,423	165,000	137,056	186,300	176,000	185,000
160.50301 Services - Accounting	2,000	2,067	2,300	2,031	2,500	2,500	2,500
160.50302 Services - Legal	12,000	9,266	12,000	4,389	12,000	10,000	12,000
160.50303 Services - Printing and Copying	35,000	36,119	40,000	29,020	40,000	32,000	32,000
160.50309 Services - Miscellaneous Professional	20,000	1,301	20,000	35,716	114,000	80,000	85,000
160.50499 Materials and Supplies - Office & Postage	15,000	9,123	15,000	10,472	15,000	15,000	15,000
160.50502 Utilities - Telephone & Internet	9,000	11,169	13,000	12,526	15,000	15,000	20,000
160.50900 Miscellaneous Expense - Insurance and Bond	33,000	22,552	33,000	28,225	33,000	33,000	33,000
160.50901 Miscellaneous Expense - Dues & Subscriptions	4,800	3,507	6,000	4,505	6,000	5,000	5,000
160.50902 Miscellaneous Expense - Travel and Meetings	6,000	4,675	7,000	3,504	7,000	4,000	5,000
160.50903 Miscellaneous Expense - Board of Directors	4,800	3,650	4,800	3,900	4,800	4,000	4,800
160.50904 Miscellaneous Expense - Media Adv. and Promo.	20,000	5,481	20,000	5,450	20,000	5,000	10,000
160.50909 Miscellaneous Expense - Other	3,500	2,840	5,000	8,919	11,000	6,000	10,000
Subtotal - Administration	\$593,100	\$547,773	\$698,100	\$633,744	\$850,300	\$767,500	\$816,300
Total Expenditures	\$6,637,100	\$6,407,831	\$6,857,900	\$6,719,268	\$7,181,300	\$7,172,600	\$7,320,300

		FY 2015/2016 Budget	FY 2015/2016 Audited	FY 2016/2017 Budget	FY 2016/2017 Audited	FY 2017/2018 Budget	FY 2017/2018 Projected	FY 2018/2019 Preliminary Draft
Operating Revenue								
40100	Passenger Fares	1,430,000	1,310,781	1,375,000	1,255,421	1,275,000	1,156,000	1,160,000
40200	Special Transit Fares	20,000	24,027	21,500	23,227	21,000	21,000	21,000
40600	Auxiliary Revenue (Bus, Shelter & Bench Advertising)	25,000	27,414	28,000	37,872	50,000	37,000	45,000
40700	Non-Transportation Revenue (Interest)	1,000	1,152	1,000	5,353	2,000	5,000	2,500
40709	Non-Transportation Revenue (RWMA, Misc.)	17,000	68,018	65,000	63,255	67,000	59,000	60,000
40900	Local Transportation Funds (LTF)	2,336,100	2,125,725	2,491,500	2,391,378	2,500,000	2,731,795	2,754,300
40901	Local Cash Grants/Reimbursements	0	20,333	23,400	27,738	34,500	34,500	34,500
41100	State Transit Assistance Funds (STA)	480,000	487,720	488,900	496,694	755,000	755,000	800,000
41109	State Cash Grants/Reimbursements	0	14,405	13,600	151,000	176,800	16,000	16,800
41300	General Operating Assistance - FTA Sect. 5307 (Urban)	2,000,000	2,000,000	2,100,000	2,100,000	2,100,000	2,100,000	2,200,000
41301	General Operating Assistance - FTA Sect. 5311 (Rural)	228,000	229,256	250,000	139,617	200,000	200,000	200,000
41309	Job Access Grant - FTA Sect. 5316 (JARC)	100,000	99,000	0	0	0	0	0
41310	Rural/Small Urban Planning Grant - FTA Sect. 5304 (Planning)	0	0	0	23,058	0	57,000	26,200
41399	Other Federal Financial Assistance	0	0	0	4,655	0	305	0
	Total Operating Revenue	\$6,637,100	\$6,407,831	\$6,857,900	\$6,719,268	\$7,181,300	\$7,172,600	\$7,320,300

		FY 2015/2016 Budget	FY 2015/2016 Audited	FY 2016/2017 Budget	FY 2016/2017 Audited	FY 2017/2018 Budget	FY 2017/2018 Projected	FY 2018/2019 Preliminary Draft
	Deferred TDA Revenues, July 1	\$1,383,042	\$1,358,293	\$1,761,843	\$2,013,110	\$2,003,900	\$2,093,011	\$2,155,635
	LTF Revenues Received	2,336,100	2,336,100	2,491,500	2,491,500	2,500,000	2,500,000	2,754,300
	STA Revenues Received	932,162	932,162	760,000	476,373	1,000,000	1,099,419	1,281,568
	LTF Revenues Allocated - Operating	(2,336,100)	(2,125,725)	(2,491,500)	(2,391,378)	(2,500,000)	(2,731,795)	(2,754,300)
	STA Revenues Allocated - Operating	(480,000)	(487,720)	(488,900)	(496,694)	(755,000)	(755,000)	(800,000)
	LTF Revenues Allocated For Local Capital Outlays	0	0	0	0	0	0	0
	STA Revenues Allocated For Local Capital Outlays	(100,000)	0	(100,000)	0	(467,747)	(50,000)	(1,147,317)
	Proceeds from Sale of Vehicles	0	0	0	100	0	0	0
	Deferred TDA Revenues, June 30*	\$1,735,204	\$2,013,110	\$1,932,943	\$2,093,011	\$1,781,153	\$2,155,635	\$1,489,886
	Local Transportation Funds (LTF)	1,164,777	1,326,003	1,319,778	1,426,125	1,347,093	1,194,330	1,194,330
	State Transit Assistance Funds (STA)	570,427	687,107	613,165	666,886	434,060	961,305	295,556

Deferred STA Detail								
	Yuba-Sutter Transit Portion		\$584,730	\$569,070	\$618,793	\$365,760	\$918,211	\$247,340
	City of Live Oak Portion		89,353	44,095	50,117	56,200	39,826	37,354
	City of Wheatland Portion		13,024	0	(2,024)	12,100	3,268	10,862
	Total Deferred STA Revenue		\$687,107	\$613,165	\$666,886	\$434,060	\$961,305	\$295,556

*Carryover revenues available and required for cash flow, contingencies and local capital match

**YUBA-SUTTER TRANSIT AUTHORITY
PRELIMINARY DRAFT CAPITAL BUDGET
FY 2018/2019
PREPARED MARCH 6, 2018**

	FY 2016/2017 BUDGET	FY 2016/2017 AUDITED	FY 2017/2018 BUDGET	FY 2017/2018 PROJECTED	FY 2018/2019 DRAFT BUDGET
<u>EXPENDITURES</u>					
Maintenance and Operations Facility (1)	\$ -	\$ 38,810	\$ 162,500	\$ 2,000	\$ 156,618
Vehicle Purchase/Replacement (2)	\$ 4,425,000	\$ -	\$ 5,875,000	\$ -	\$ 11,601,068
Miscellaneous Capital (3)	\$ 785,000	\$ 47,767	\$ 758,700	\$ 420,872	\$ 467,507
	<u>\$ 5,210,000</u>	<u>\$ 86,577</u>	<u>\$ 6,796,200</u>	<u>\$ 422,872</u>	<u>\$ 12,225,193</u>
<u>REVENUES</u>					
Federal (5307,5310,5311,5317,5339)	\$ 1,271,513	\$ -	\$ 2,106,513	\$ 286,000	\$ 6,200,513
Transportation Development Act (Local)	\$ 100,000	\$ -	\$ 467,747	\$ 50,000	\$ 1,147,317
State of Good Repair (SGR)	\$ -	\$ -	\$ -	\$ -	\$ 489,107
Low Carbon Transit Operation Program	\$ 180,400	\$ 47,767	\$ 180,400	\$ 35,472	\$ 371,013
Other Local	\$ -	\$ -	\$ -	\$ 30,000	\$ -
Proposition 1B (PTMISEA/Safety)	\$ 3,658,087	\$ 38,810	\$ 4,041,540	\$ 21,400	\$ 4,017,243
	<u>\$ 5,210,000</u>	<u>\$ 86,577</u>	<u>\$ 6,796,200</u>	<u>\$ 422,872</u>	<u>\$ 12,225,193</u>

Notes:

- The facility security projects include an emergency generator system (\$107,428) and the completion of facility security projects (\$49,190) that began in FY 2017. These projects are funded by a State Proposition 1B Transit Safety and Security Grants. Other than the FY 2017 parking lot lighting project, the last major facility project was the remodel and expansion of the facility that was completed in FY 2012.
- The FY 2019 vehicle projects include the replacement of the seven 2006/2007 model Blue Bird commuter buses (PTMISEA - \$3,389,487 / Section 5311 - \$526,573 / Section 5339 - \$458,940), the replacement of ten 2010 model Starcraft demand response/rural route buses (PTMISEA - \$248,576 / Section 5311 - \$375,000 / Section 5339 - \$460,000 / STA - \$170,203 / SGR - \$246,221), and the programmed replacement of eleven 2008 model NABI/Opus fixed route buses (Section 5307 - \$3,920,000 / Section 5339 - \$460,000 / STA - \$877,114 / SGR - \$242,886 / LCTOP - \$226,068). The commuter bus and demand response bus projects are carried over from the FY 2017 and FY 2018 budgets for completion in 2019. The fixed route bus project is being identified in the FY 2019 budget for funding purposes, but it will be completed in 2020. The last major vehicle projects were the purchases of six demand response/rural route buses and eleven heavy duty local fixed route buses that were both completed in FY 2014.
- Planned miscellaneous capital expenditures for FY 2019 include an allowance for facility and office equipment & furnishings (STA - \$100,000); the completion of bus stop enhancements (LCTOP - \$144,945); and the following State Proposition 1B Transit Safety and Security Grant funded system technology (AVL/CAD) upgrade projects Phase I (\$44,302) and Phase II (\$134,302) and completion of the mobile video surveillance and mobile video retrofit projects (combined \$43,958). Projected FY 2018 expenses include the completion of the North Beale Road accessibility improvements (Secion 5317 - \$86,000 / Section 5307 - \$200,000); bus stop enhancements (LCTOP \$35,472); continuation of the mobile video surveillance project (\$19,400); the Evelyn Drive bus stop enhancements funded through the Sacramento Metropolitan Air Quality Management District (\$30,000); and, an allowance for office equipment & furnishings (STA - \$50,000)

AGENDA ITEM IV – B
STAFF REPORT

LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING REQUEST

Background

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 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 1550 approved September 14, 2016 additionally requires that 10% 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.

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 now be used to purchase zero-emission replacement vehicles and the provision of fueling infrastructure for zero-emission vehicles.

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 is responsible for ensuring that the statutory requirements of the program are met in terms of project eligibility, greenhouse gas reductions, disadvantaged community benefits and other requirements of law. 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 levels have fluctuated wildly in the first four cycles as funding is provided through a continuous appropriation of five percent of the annual auction proceeds in the Greenhouse Gas (GHG) Reduction Fund. A statewide total of \$25 million was available in FY 2015, \$75 million in FY 2016 and \$34.6 million in FY 2017. For FY 2018, a total of \$97 million is now available for eligible projects. Yuba-Sutter Transit received \$60,305 in the first cycle to enhance the North Beale Transit Center; \$180,417 from the second cycle was allocated for bus stop enhancements throughout the system; \$82,455 was received for Connect Transit Card implementation expenses in the third cycle; and, a total of \$226,068 is now available to Yuba-Sutter Transit from the current cycle.

The guidelines for this funding cycle were released in January 2018 and the allocations were released on February 8th less than two months before the March 30th deadline for submission of project proposals. Caltrans in coordination with the California Air Resources Board (ARB) will determine whether those proposals are eligible for funding before authorizing the release of funds to the project leads. Eligible recipients are encouraged to request allocations in a timely manner to realize public benefit, but may also retain the continuous appropriation allocation across four fiscal years to accumulate funding for a larger capital expenditure. If an agency chooses to accrue their funds over several years for a capital project, they must still submit the project's Allocation Request in the first year, and re-apply each year that funds are included in the project. This same multi-year provision also applies to operating projects for now up to five years of a new or expanded service. All funds must be programmed each year in an Allocation Request even for a multi-year project or those funds are lost to the applicant.

Eligible Projects

The LCTOP was created to provide operating and capital assistance for transit agencies to reduce GHG emissions and improve mobility, with a priority on serving DACs. Per *Public Resource Code 75230 (f) (1-3)* moneys from the program shall be expended to provide transit operating or capital assistance that meets **any** of the following:

1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share.
3. Expenditures related to the purchase of zero-emission replacement buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support zero-emission buses.

Caltrans in coordination with the ARB will review Allocation Request to determine if the project supports at least one of the above listed criteria, decreases GHG emissions and, if applicable, provides a benefit to a DAC. LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility especially for disadvantaged communities, LCTOP requires transit agencies with a disadvantaged community to use 50 percent of their allocation on projects that benefit the disadvantaged community and 10 percent to benefit low-income communities. **Attached as Exhibit A is a list of eligible project types from the 2017-18 LCTOP guidelines.**

The California Environmental Protection Agency (CalEPA) has identified disadvantaged communities based on a census tract level assessment of geographic, socioeconomic, public health, and environmental hazard criteria to identify areas that are disproportionately affected by multiple types of pollution and areas with vulnerable

populations. Low income communities are identified as census tracts that are below 80 percent of the statewide median income. Based on these assessments, the identified designated disadvantaged community and low-income communities in the Yuba-Sutter urban area are shown on **Exhibit B**.

Discussion

The California Air Resources Board (ARB) is working on Innovative Clean Transit Regulations to meet the goals established by Assembly Bill 32 which set goals to reduce greenhouse gas emissions to 1990 levels by 2020 with a 40 percent reduction by 2030 and an 80 percent reduction by 2050. AB 32 also contains a goal of 50 percent reduction in petroleum use by 2030. One of the key components of the Innovative Clean Transit Proposal that was released on December 15, 2017 is the setting of specific zero emission bus (ZEB) purchase requirements per the table below.

Starting January 1	Percent of Bus Purchases	Fleet Size as of 2019
2020	25%	>100 buses
2023	50%	>30 buses
2026	75%	All fleets
2029	100%	All fleets

Because all of Yuba-Sutter Transit’s 51 buses would be covered by the current proposal, half of any number of buses purchased after January 1, 2023 and 75 percent of any buses purchased after January 1, 2026 would need to be ZEBs.

Acknowledging that ZEB buses cost significantly more than traditionally powered buses and that specialized fueling infrastructure would be needed, the ARB has implemented the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Program (HVIP). This program offers vouchers in the following amounts that are paid directly to the vehicle manufacturer based on the fuel source of the vehicle being purchased.

Vehicle Type	Price Reduction
Zero-Emission Truck or Bus	Up to \$95,000
New Zero-Emission Truck or Bus in a Disadvantaged Census Tract	Up to \$110,000
New Hybrid Truck or Bus	Up to \$30,000
New Low NOx Engine	Up to \$15,000

First-time participants can also receive up to \$10,000 in additional funding for their first three voucher requests.

Significantly, these vouchers are only available for purchases that are in advance or in excess of any compliance requirement. If the Innovative Clean Transit Proposal is adopted in its current form, Yuba-Sutter Transit would only be able to receive vouchers for ZEBs purchase either prior to January 1, 2023 or in excess of the applicable requirement after that date.

Recommendation

Yuba-Sutter Transit's current fleet plan has long assumed the replacement of eleven fixed route buses in 2020, so in light of the forthcoming ZEB regulation and to maximize the use of HVIP vouchers, staff is recommending that the current cycle of LCTOP funds (\$226,068) be earmarked for the purchase of two ZEBs. If authorized as proposed, it is envisioned that the next cycle of LCTOP funding would be used for another two buses for a total of four ZEBs of this eleven bus purchase. The combined funding (LCTOP and HVIP voucher) would help offset the incremental additional cost of the ZEBs bringing their cost more in line with that of a diesel powered bus. While this purchase will provide valuable local operating and maintenance experience in advance of what is likely to be their required operation in the future, it is important to note that additional costs will be incurred beyond their purchase price for the retrofit of the facility with the necessary charging infrastructure.

If approved as proposed, the current year cycle of LCTOP funding will simply be rolled over until next year to preserve it for Yuba-Sutter Transit's use while the ZEB regulatory process plays out this summer. Most significantly, this decision would not restrict the Board's options should the ZEB requirement be relaxed substantially or if other more pressing needs for these funds are identified as the funding allocation can simply be modified in the future. Alternatively, other potential eligible uses include transit center enhancement projects; short term (up to five years) demonstration of new or expanded services; or, any variety of free or reduced fare programs.

Staff will be prepared to discuss this funding source and the proposed project concept (or alternative projects) in detail at the meeting.

RECOMMENDATION: Adopt Resolution No. 2-18 authorizing execution of the related Certifications and Assurances including the designation of the Transit Manager as the Authorized Agent; and, authorizing the submission of the LCTOP funding request as proposed or amended.

Attachments

*YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 2-18*

***AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES
AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS
PROGRAM (LCTOP) FOR THE FOLLOWING PROJECTS:
YUBA-SUTTER TRANSIT ZEB PURCHASE (2)***

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 these documents and any amendments thereto to Keith Martin, Transit Manager;

WHEREAS, the Yuba-Sutter Transit Authority wishes to implement the LCTOP project 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 those 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 Keith Martin, Transit Manager be 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 request to the Department in FY 2017-18 for LCTOP funds:

Project Name: YUBA-SUTTER TRANSIT ZEB BUS PURCHASE (2)

Amount of LCTOP funds requested: \$226,068 (Regional - \$212,182 / Local - \$13,886)

Project description: Provide funding towards the purchase of two fixed route replacement zero emission buses (ZEB) as outlined in our Capital Replacement plan in 2020.

Contributing Sponsors: Sacramento Area Council of Governments (SACOG)

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 15, 2018.

Chair, Board of Directors

ATTEST:

Sandra Anderson, Secretary to the Board



FY 2017 - 2018 LCTOP Eligible Projects

The projects listed below are expected to meet the statutory requirements of Senate Bill 824 (SB 824) and Public Resource Code (PRC) 75230 (a) The Low Carbon Transit Operations Program is hereby created to provide operation and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. PRC 75230 (f) (1-3) Moneys for the program shall be expended to provide transit operating or capital assistance that meets any of the following:

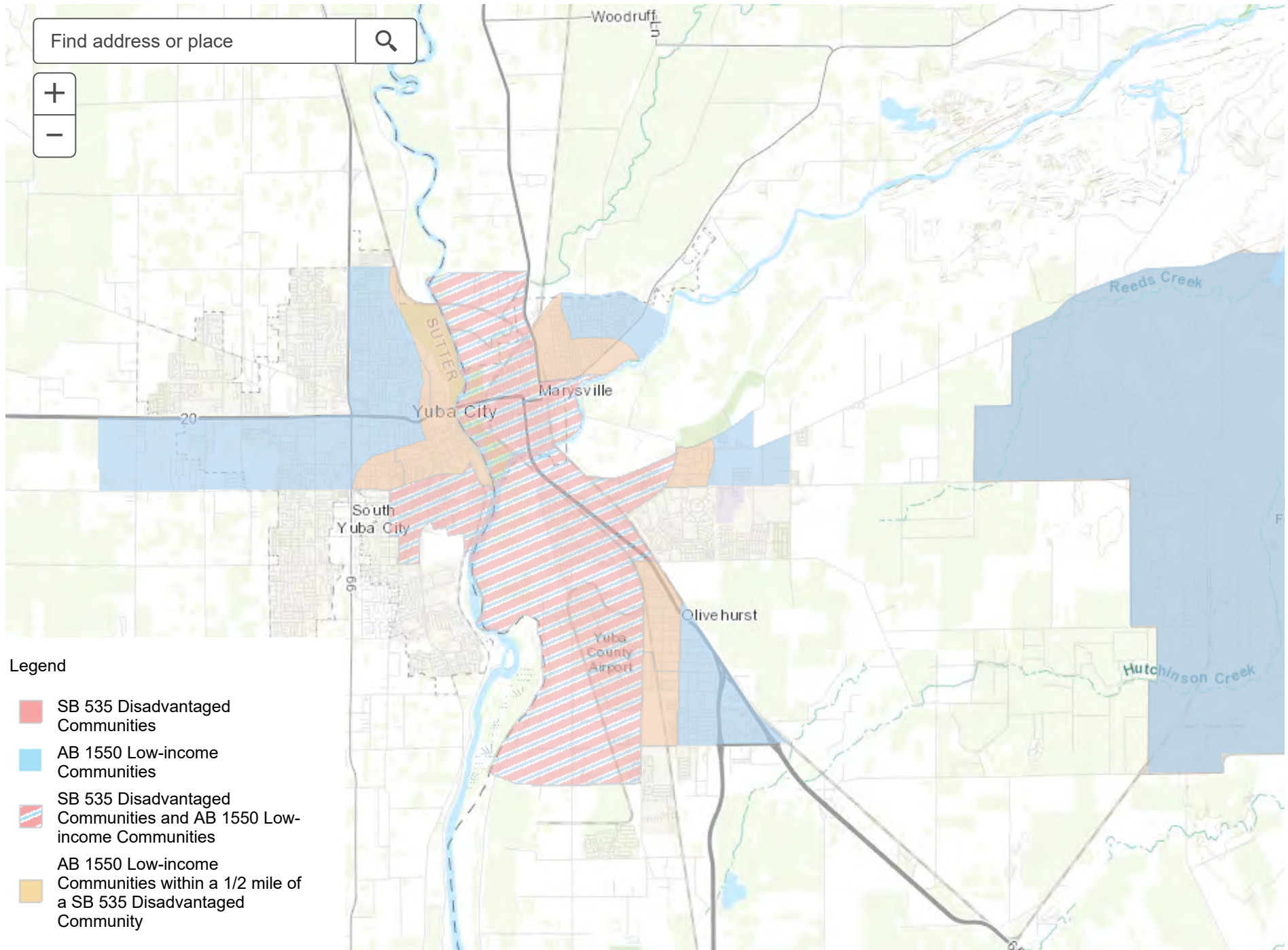
1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share
3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support these zero-emission buses.

A. Operational Projects

1. New expanded/enhanced transit service
2. Free or reduced fares
3. Network/fare integration
4. Alternative transportation services

B. Capital Projects

1. Purchase expansion zero-emission or low-emission vehicles and equipment in support of new expanded/enhanced transit service.
2. Purchase, construct, and/or install infrastructure to support zero-emission or low-emission vehicles in support of new expanded/enhanced transit service.
3. Purchase, construct, and/or install passenger amenities at transit stops/stations to encourage increased transit ridership.
4. Purchase, construct, and install renewable energy for transit facilities in support of new expanded/enhanced transit service.
5. Purchase and construct active transportation facilities that connect to stops/stations and encourage ridership.
6. Purchase, construct, and install equipment and facilities needed to provide expanded/enhanced transit service.
7. Purchase and install equipment on transit vehicles to encourage increased transit ridership.
8. Purchase Replacement zero-emission vehicles.
9. Purchase construct, and/or install infrastructure, equipment, or facilities to support zero-emission vehicles.



Legend

- SB 535 Disadvantaged Communities
- AB 1550 Low-income Communities
- SB 535 Disadvantaged Communities and AB 1550 Low-income Communities
- AB 1550 Low-income Communities within a 1/2 mile of a SB 535 Disadvantaged Community

AGENDA ITEM IV – C
STAFF REPORT

CONNECT CARD IMPLEMENTATION PLAN & SCHEDULE

BACKGROUND

Yuba-Sutter Transit has long participated in the Connect Card universal electronic fare card system for the Sacramento region that now includes the Sacramento Regional Transit District (RT), El Dorado County Transit, Elk Grove Transit, Folsom Transit, Placer County Transit, Roseville Transit, South Sacramento County Transit and Yolo County Transit. After years of system planning, design, development and testing; region-wide implementation began in late January 2017 with a relatively small number of passengers using Connect Cards in live service followed by a full public roll-out in June 2017. This “smart card” system allows passengers to travel seamlessly between multiple operators using just one card with each system receiving the appropriate amount of fare revenue (cash or pass) in return for each boarding.

The Connect Card system has multiple benefits for transit passengers as well as the participating agencies. Passengers have more flexibility and new protections as passes or cash can be added from any Internet connection at home, work or on the run; passes or cash can be auto loaded when expiring or balances are diminished; passes and cash balances can be protected and restored if the card is lost, damaged or stolen; and, exact change is no longer needed for cash fares. The new system also offers significant operating benefits to transit operators with faster boarding; reduced cash handling; elimination of most paper fare products; reduced fare evasion; and, the potential for new fare products in the future such as daily, weekly or thirty day passes. In addition, operators can realize reduced operating costs, improved controls, reduced fraud and streamlined business processes from the handling less cash and paper fare media.

Major Connect Card related actions to-date include signing on to project Memorandums of Understandings (MOU’s) in 2010 and again in 2017; the adoption of specific fare policies in 2012 to maximize the benefits of the Connect Card; and, regular approvals of updated transition plans (most recently in October 2017) to bridge the period between the initial public roll-out and full conversion to the new system. The transition plan is intended as a guide for both Yuba-Sutter Transit and its passengers to allow a reasonable time for the transition to the new system while not providing incentives to delay that process and minimizing the financial impact of this transition period on our operation. An update of the transition plan is now being proposed to essentially finalize the full conversion to the Connect Card system effective July 1, 2018.

IMPLEMENTATION PLAN AND SCHEDULE UPDATE

One year after the initial systemwide launch and almost nine months after the full public roll-out, the nine participating operators have made significant progress in implementing the new Connect Card system with total earned fare revenue of approximately \$609,000 in January (up 79 percent over September and 21 percent over December). After RT with 159,797 Connect Card

boardings in January, Yuba-Sutter Transit was the most active operator (nearly doubling the next third most active operator) with 27,905 Connect Card boardings which represented 34 percent of all passenger trips in January (up from 14 percent in September and 25 percent in December). On the revenue side, 50 percent (\$45,604) of all Yuba-Sutter Transit fare revenue in January was derived from Connect Card transactions and 69 percent of all monthly pass sales were on a Connect Card (up from 32 percent in September and 53 percent in December).

Four local retail outlets are available for passengers to load monthly passes or cash value to their Connect Card including the two county libraries, the Yuba College bookstore and the Yuba-Sutter Transit Administrative Office. These retail outlets are especially important for those who either do not have electronic payment options or choose not to conduct business on-line. In addition, corporate Connect Card accounts have already been established region wide among major employers such as the State of California and programs such as the Alta California Regional Center to facilitate the management of Connect Card accounts for large numbers of employees or consumers and all of the major state agencies are expected to be using corporate accounts by June. As a result, 75 percent of all monthly Sacramento commuter passes were sold on a Connect Card in January.

While general public Connect Cards can be requested and issued on-line from the Regional Connect Card Service Center as well as from any retail outlet, discount Connect Cards must be processed in person by each transit operator because they are also a photo identification card for proof of eligibility for any applicable discount senior, disabled or youth fare. Through February, Yuba-Sutter Transit has issued 1,733 Connect Card discount photo ID cards of the 3,000 cards that we anticipate may ultimately be issued by the end of 2018. Because nearly two-thirds of all previous senior and disabled photo ID cards expired at the end of December 2017, those two discount fare groups have now largely been converted as 96 percent of senior monthly passes and 87 percent of disabled monthly passes were issued on Connect Cards in January. While discount photo ID cards have until now not been required for youth fares, conversion of this group is still progressing with 50 percent of all monthly youth passes being issued on Connect Cards in January and the pace of this process is expected to quicken significantly as we approach full system conversion when monthly passes will only be available on a Connect Card.

Cash fare passengers in all categories (general public, senior, disabled and youth) and passengers who use general public monthly fixed route bus passes are the only groups for which conversion to the Connect Card is still problematic. These groups are unlikely to transition in great numbers until paper monthly passes are no longer being sold and local fixed route transfers are no longer being issued. Toward that end, staff is now seeking Board input and direction on the attached transition plan update in which all material revisions to the previous version are noted in red type. The transition plan continues to compare the previous fare policy (pre-Connect Card) with the various stages of program implementation from soft-launch through full conversion away from a primarily paper and cash based fare system. The major addition to the transition plan is the proposed effective date of July 1, 2018 for "Full Conversion" to the Connect Card system. In the most recent version of the plan (October 2017), full conversion had been tentatively set for April 1st, but by no later than July 1, 2018.

If approved as proposed, paper monthly passes would not be issued after the June pass period and paper local fixed route transfers would last be issued on June 30, 2018. Setting an effective date well in advance is important to provide adequate time to communicate this message to those who have yet to convert to the Connect Card system and to make the necessary changes to all passenger information materials. While many will continue paying cash as they go for whatever reason, the setting of a conversion date will encourage those on the fence to make the shift so passengers and agency alike can move past this protracted transition period and begin realizing the operational and financial benefits of a mature electronic fare card system.

Pursuant to the original 2014 transition plan, paper monthly passes and local fixed route transfers were to be sold and issued for at least six months following the public roll-out subject to extension on a month-to-month basis for up to six additional months at the discretion of the Transit Manager if it became apparent that an earlier date would create an unreasonable passenger hardship. While the proposed July 1, 2018 conversion date is consistent with the original plan, only recently has the data supported the setting of a firm conversion date.

Staff will be prepared at the meeting to discuss the Connect Card implementation plan and schedule in detail and will continue to provide regular updates on the transition process.

RECOMMENDATION: Approve the elimination of paper monthly passes and local fixed route transfers effective July 1, 2018 as proposed.

Attachment: Connect Card Transition Plan (Proposed March 15, 2018)

CONNECT CARD TRANSITION PLAN
PROPOSED MARCH 15, 2018

	Paper Monthly Passes	Monthly Pass Grace Period (Paper or Electronic)	\$10 Discount Ticket Books (\$12 Value)*	Daily Cap -- Three Times the Applicable Cash Fare (Local Fixed Routes Only)	Local Fixed Route Transfers	\$10 Ticket Sheets (No Discount)	Individual Single Ride Face Value Tickets	20-Ride Sacramento Punch Cards (No Discount)*	Old Discount Photo ID Cards -- Up to 3 Year Eligibility (Senior & Disabled)	Connect Card Discount Photo ID Cards -- Up to 5 Year Eligibility (Senior/ Disabled/Youth)	Replacement of Lost or Stolen Cards
Previous Fare Policy	Sold and accepted	First service day	Sold and accepted	Not available	Free transfers to another local route or Dial-A-Ride (transfers cannot be exchanged for a transfer)	Not available	Sold and accepted as cash fare on all services	Sold and accepted	Sold (\$5 each) & accepted until expired (Expiring 2016 cards have been extended through 2017)	Not available	\$5 Discount Cards
Yuba-Sutter Transit Soft Launch Policy (Effective January 24, 2017)	Sold and accepted	First calendar day for Connect Card holders only -- first service day for paper pass holders	Sold and accepted (no daily cap available)	Available only with a valid Connect Card (tracked only for the card holder, cannot be applied to additional riders on the same card)	Free transfers to another local route or Dial-A-Ride if no Connect Card is used (transfers cannot be exchanged for a transfer & no daily cap is available)	Not available	Sold and accepted as cash fare on all services (no daily cap available)	Sold and accepted	Accepted until expired for discount fares (cash or paper monthly passes & no daily cap is available on cash fares)	Issued at no charge to newly eligible or in exchange for an old, but still valid Yuba-Sutter Transit photo ID card	\$5 All Cards
Full Public Roll-Out Policy (Effective June 15, 2017)	Sold and accepted	First calendar day for all passes (Effective July 1, 2017)	Not sold, but will continue to be accepted or exchanged for monthly pass credit through June 30, 2018 (no daily cap available)	Available only with a valid Connect Card (tracked only for the card holder, cannot be applied to additional riders on the same card)	Free transfers to another local route or Dial-A-Ride if no Connect Card is used (transfers cannot be exchanged for a transfer & no daily cap is available)	Sold and accepted as cash fare on all services (no daily cap available)	Sold and accepted as cash fare on all services (no daily cap available)	Not sold, but will continue to be accepted or exchanged for monthly pass credit through June 30, 2018	Accepted until expired for discount fares (cash or paper monthly passes & no daily cap is available on cash fares)	Issued at no charge to newly eligible or in exchange for an old, but still valid Yuba-Sutter Transit photo ID card	\$5 All Cards
Pre-Conversion Policy (Effective December 18, 2017)	While still accepted on buses, paper passes will not be available in sales outlets and sold only in the Yuba-Sutter Transit office	First calendar day for all passes	Not sold, but will continue to be accepted or exchanged for monthly pass credit through June 30, 2018 (no daily cap available)	Available only with a valid Connect Card (tracked only for the card holder, cannot be applied to additional riders on the same card)	Free transfers to another local route or Dial-A-Ride if no Connect Card is used (transfers cannot be exchanged for a transfer & no daily cap is available)	Sold and accepted as cash fare on all services (no daily cap available)	Sold and accepted as cash fare on all services (no daily cap available)	Not sold, but will continue to be accepted or exchanged for monthly pass credit through June 30, 2018	Accepted until expired for discount fares (cash or paper monthly passes & no daily cap is available on cash fares)	Issued at no charge to newly eligible or in exchange for an old, but still valid Yuba-Sutter Transit photo ID card	\$5 All Cards
Full Conversion Policy (Effective July 1, 2018)	Not sold or accepted (monthly passes are available only on a Connect Card)	First calendar day for all passes	Not sold or accepted	Available only with a valid Connect Card (tracked only for the card holder, cannot be applied to additional riders on the same card)	No transfers (no fare charged after the third cash value tap each service day with a Connect Card)	Sold and accepted as cash fare on all services (no daily cap available)	Sold and accepted as cash fare on all services (no daily cap available)	Not sold or accepted	Accepted until expired for discount cash fares only (daily caps and discount monthly passes available only with a Connect Card Discount Photo ID)	Issued at no charge to eligible passengers at least through December 2018 (will ultimately be sold at \$5 each)	\$5 All Cards

*Through June 30, 2018, unused \$10 discount ticket books and 20-ride Sacramento punch cards can be exchanged for the original purchase price only for Connect Card credit toward the purchase of Yuba-Sutter Transit pass products.

AGENDA ITEM IV – D
STAFF REPORT

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

As a recipient of Federal financial assistance from the 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 Transit Manager position, or 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. 3-18 authorizing the Transit Manager, or designee, to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317 and 5339.

3-15-18

YUBA-SUTTER TRANSIT AUTHORITY

RESOLUTION NO. 3-18

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 Transit Manager, or 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 and 5339.*
- 2. That the Transit Manager, or 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 Transit Manager, or 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 15, 2018.

*Manny Cardoza
Chairman of the Board of Directors*

Attest:

*Sandra Anderson
Secretary to the Board of Directors*

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AGENDA ITEM IV – E
STAFF REPORT

**ANNUAL AUTHORIZATION FOR THE TRANSIT MANAGER
TO CERTIFY AS COUNSEL FOR
FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS**

Since January 1, 1999, Federal Transit Administration (FTA) grants have been submitted and managed through an electronic award and management system. Since 1999, the Yuba-Sutter Transit Board of Directors has annually adopted resolutions authorizing the Transit Manager to certify as both the designated official and on behalf of counsel on electronic grant applications.

It is common practice for Transit Managers who certify as designated officials on grant applications to also certify on behalf of counsel on the current status of the agency's certifications and assurances. For small agencies like Yuba-Sutter Transit, legal counsel is typically off-site and it is inconvenient and costly for them to certify the application in person. In addition, the designated official would typically inform the counsel of the agency's compliance status prior to the certification anyway.

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

RECOMMENDATION: Adopt Resolution No. 4-18 authorizing the Transit Manager to certify as counsel for FTA grants.

3-15-18

YUBA-SUTTER TRANSIT AUTHORITY

RESOLUTION NO. 4-18

**TRANSIT MANAGER AUTHORIZATION TO CERTIFY AS COUNSEL
FOR FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS**

WHEREAS, *The Federal Transit Administration has developed an electronic award and management system to enhance the ability to process and manage the grants program; and,*

WHEREAS, *Transit Managers who currently certify as designated officials on grant applications are also permitted to certify on behalf of counsel on the current status of the agency's certifications and assurances to streamline the electronic grant process; and*

WHEREAS, *The Yuba-Sutter Transit Authority Board of Directors did authorize the Transit Manager on March 15, 2018 to certify as counsel for this purpose:*

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby continue to authorize the Transit Manager to certify as counsel for Federal Transit Administration (FTA) grants by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A MEETING HELD ON MARCH 15, 2018.

*Manny Cardoza
Chairman of the Board of Directors*

ATTEST:

*Sandra Anderson
Secretary to the Board*

CERTIFICATE

The undersigned duly qualified and acting secretary of the Yuba-Sutter Transit Authority certifies that the foregoing is a true and correct copy of Resolution 4-18 adopted at a legally convened meeting of the Board of Directors held on March 15, 2018.

Sandra Anderson
Secretary to the Board of Directors

Date

AGENDA ITEM IV – F
STAFF REPORT

**DISCOUNT MONTHLY PASS PROGRAM
GRANT CLOSE-OUT REPORT**

Attached is the annual performance summary for the 2017 Discount Monthly Pass Program that was funded through a grant from the Feather River Air Quality Management District (FRAQMD). This popular program allows area youth (ages 5 to 18), seniors (age 65 and over) and persons with disabilities to purchase the regular \$15 discount monthly bus pass for just \$5 with FRAQMD grant being funds used to pay the remaining cost for each pass. While the 2017 grant was extended through February 2018 in conjunction with a new FRAQMD grant to continue the program through March 2019, for comparison purposes this report is for the period January through December 2017 as the short extension period will be included as part of the 2018 performance summary.

For 2017, a total of 12,445 discount passes were sold and 291,620 discount pass trips were taken which represents 35 percent of all local and rural fixed route passenger trips in 2017. At a subsidy of \$10 per pass, the 12,445 discount passes sold resulted in an unused year-end balance of \$15,550 from the original \$140,000 FRAQMD grant. Grant Amendment #1 extended the funding period through February 2018 to make full use of the available funding and begin shifting the annual start date for this program to April 1st of each year. As of February 28, 2018, these funds have been fully used and this grant is now closed-out with the sale of 996 passes in January and the first 559 passes sold in February.

Compared to 2016, total discount pass sales for 2017 were off by 11 percent while discount pass ridership was down 17 percent. For this same period, systemwide local and rural route ridership dropped by 11 percent. The performance of each discount pass category varied significantly as shown in the following table.

	<u>Discount Pass Sales</u>			<u>Discount Pass Ridership</u>		
	2016	2017	% Change	2016	2017	% Change
Youth Pass	6,496	5,215	-19.7%	122,202	88,470	-27.6%
Senior Pass	2,375	2,145	-9.7%	71,130	58,668	-17.5%
Disabled Pass	5,057	5,085	0.6%	156,213	144,482	-7.5%
Total	13,928	12,445	-10.6%	349,545	291,620	-16.6%

For the second year in a row, the most significant change was the reduction in the sale and use of discount monthly youth passes which is believed to be due primarily to the impact of just one 2015 policy change. Effective September 2015, the eligibility age for

a discount youth cash fare was increased from 12 to 18 for consistency with the eligibility age for a discount youth pass in anticipation of the implementation of the Connect Card electronic fare card system. This change resulted in a tremendous increase in youth cash ridership with many of those passengers being former youth pass riders. While discount youth pass ridership has dropped by 42 percent in the last two years from 2015 to 2017, discount youth cash ridership has increased by 111 percent during the same period. The resulting combined impact of these factors is a net two year decrease of 9 percent in all youth fare passenger trips (cash and pass). In fact, compared to overall systemwide local and rural route ridership which was down 21 percent in 2017 from the historical record highs of 2015, all three discount fare categories were better off with a reduction of 12 percent in ridership (cash and pass) over the last two years.

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

RECOMMENDATION: Information only.

**Combined Monthly Discount Pass Program Data Comparison
2017 Annual Report
Revised March 5, 2018**

January 2015 -- Discount Pass Price Increased from \$5 to \$6

September 2015 -- Discount Youth Cash Fare Extended from Age 12 to Age 18 & Transfer Policy Changed to Not Allow a Transfer to be Exchanged for a Transfer

January 2016 -- All Discount Monthly Passes Accepted on All Rural Routes

January 2017 -- Discount Pass Price Decreased from \$6 to \$5

Discount Monthly Pass Sales

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Discount Monthly Passes Sold - 2016	1,144	1,265	1,293	1,253	1,210	1,037	845	1,114	1,260	1,238	1,194	1,075	13,928
Discount Monthly Passes Sold - 2017	1,005	1,050	1,175	1,052	1,067	976	701	1,154	1,059	1,120	1,042	1,044	12,445
Percent Change	-12%	-17%	-9%	-16%	-12%	-6%	-17%	4%	-16%	-10%	-13%	-3%	-11%

Discount Monthly Local & Rural Route Pass Ridership*

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Discount Monthly Pass Boardings - 2016	24,537	31,107	31,995	32,475	31,662	26,249	20,316	30,806	33,859	32,029	29,308	25,202	349,545
Discount Monthly Pass Boardings - 2017	22,214	19,485	29,442	22,284	28,298	22,154	18,344	25,720	26,834	28,467	25,086	23,292	291,620
Percent Change	-9%	-37%	-8%	-31%	-11%	-16%	-10%	-17%	-21%	-11%	-14%	-8%	-17%

Discount Local & Rural Route Cash Fare Ridership*

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Discount Cash Fare Boardings - 2016	9,682	11,048	11,172	11,795	11,269	11,256	9,869	13,718	12,997	13,109	12,144	11,190	139,249
Discount Cash Fare Boardings - 2017	10,453	8,370	13,054	11,126	13,559	10,468	9,041	13,916	13,489	14,311	12,163	12,468	142,418
Percent Change	8%	-24%	17%	-6%	20%	-7%	-8%	1%	4%	9%	0%	11%	2%

All Discount Local & Rural Route Ridership (Pass & Cash)*

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
All Discount Boardings - 2016	34,219	42,155	43,167	44,270	42,931	37,505	30,185	44,524	46,856	45,138	41,452	36,392	488,794
All Discount Boardings - 2017	32,667	27,855	42,496	33,410	41,857	32,622	27,385	39,636	40,323	42,778	37,249	35,760	434,038
Percent Change	-5%	-34%	-2%	-25%	-3%	-13%	-9%	-11%	-14%	-5%	-10%	-2%	-11%

All Local & Rural Route Ridership*

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Total Boardings All Fare Categories - 2016	69,766	81,804	83,384	83,713	78,887	71,959	62,301	84,472	85,451	82,411	77,755	69,827	931,730
Total Boardings All Fare Categories - 2017	63,293	53,451	79,289	65,649	77,172	63,493	56,333	76,830	75,836	78,498	68,485	66,927	825,256
Percent Change	-9%	-35%	-5%	-22%	-2%	-12%	-10%	-9%	-11%	-5%	-12%	-4%	-11%

*All Discount Monthly Passes Accepted on All Rural Routes Effective January 2016 and Rural Discount Fare Ridership Figures Have Been Added to 2015 Totals for Comparison Purposes

February 2017 -- Oroville Dam Spillway Evacuation Week of February 13th (Missed 2 weekdays, operated Saturday service on a third weekday, weeklong school and program closures)