

AGENDA ITEM III – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES SEPTEMBER 20, 2018

I. Call to Order & Roll Call

Present: Cardoza (Chair), Cleveland, Pedigo, Sullenger and Whitmore

Absent: Fletcher, Leahy (Vice-Chair), and Whiteaker

II. Presentations

A. Draft Corridor Enhancement Plan Presentation.

Martin introduced Matt Hurtell with AECOM and Gordon Shaw from LSC who presented to the board the Draft Corridor Enhancement Plan. Matt began with a brief summary and then Matt and Gordon both highlighted the plans key recommendations. Director Whitmore asked if there were any bathroom facilities that Yuba-Sutter Transit provides on the Routes for bus drivers. Martin stated there was not. Director Manny thanked Matt and Gordon for their presentation. Martin added that staff will be developing and preparing a draft action plan, with short term and long-term improvements for Board review hopefully for the October Board Meeting. Martin continued that the biggest issue is related to the facility plan, with the zero emission bus mandate, the current facility would not be able to support a full fleet of zero emission buses.

Director Cleveland made a motion to accept the Corridor Enhancement Plan as proposed or amended directing staff as desired. Director Pedigo seconded the motion and it carried unanimously.

III. Public Business from the Floor

None

IV. Consent Calendar

Director Cleveland made a motion to approve the consent calendar as corrected. Director Whitmore seconded the motion and it carried unanimously.

V. Reports

A. Special Service Authorization for the 2018 Sikh Parade Parking Shuttle.

Martin stated that staff has been approached once again to conduct an off-site shuttle for the 2018 Sikh Parade on Sunday, November 4th. Martin added Staff will be running 25 buses for approximately 260 vehicle service hours, which is similar to that which has been provided in recent years. Martin stated that a check for \$14,000 has already been provided to Yuba-Sutter

Transit Authority, for 7,000 round trip tickets. Staff is now recommending that the Board authorize the operation of a parking lot shuttle service as proposed.

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

B. Draft Feather River Air Quality Management District (FRAQMD) Blue Sky Grant Program Project Applications for FY 2018/2019.

Martin stated the FRAQMD board is now accepting proposals for the Blue Sky Grant Program, with approximately \$250,000 available. Martin added that applications are due October 15th Staff is recommending (3) projects for Board approval the first priority would be the Discount Pass Program for \$120,000, the second is for bus stop improvements for \$12,000, which includes placing Simme-Seats that are attached to a pole, in areas where there is no sidewalk or limited clearances and thirdly would be \$10,000 to extend the Live Oak service from three to five days, for a total of \$142,000. Staff asked if there were any comments or questions from the Board. There were none.

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

C. Final Federal Transit Administration (FTA) Triennial Review Report for Fiscal Years Ending 2015, 2016, and 2017.

Martin stated that attached to the Staff report is the copy of the Final FTA report. Martin noted that Yuba-Sutter Transit only had two corrective action findings, that were minor. Martin added that this Triennial Review was the best in his 30 years. Staff has submitted a response to the two findings by the September 5th date that the FTA required. Staff received notification today that one of the corrections was accepted the other the finding was expanded, Staff is in disagreement with that and will be discussing that with them.

D. Project & Program Updates.

1. Federal Low-No Vehicle Emission Grant Application

Martin stated that Staff had submitted an application and it did not get funded.

2. Punjabi Translation of Dial-A-Ride Brochure

Martin had passed out a copy of the Dial-A-Ride brochure to each Board member. Martin noted that he heard from several people that stated it was the best public document translation they had seen. Martin noted this is now being distributed to those who have need of it.

3. Sacramento Service Promotional Campaign

Martin stated that Staff received a grant for \$10,000 from SACOG for promoting the Sacramento Commuter Service. Staff showed a mailer that will be mailed out to those living in Plumas Lake and Edgewater promoting the service Sacramento Service, it will reach about 15,000 homes with other areas in South Yuba City included as well. Staff also presented

PowerPoint slides to the Board depicting several advertising slogans that will be appearing on the back of the buses. Staff will also be giving two commuter tickets to those who text their information to “Big Green Bus” included with their tickets will be a commuter schedule and a thank you letter from the Transit Manager.

4. CAD/AVL RFP Proposals Due Friday, September 21st

Martin stated that Staff has already received six proposals and the due date is tomorrow Friday, September 21st.

5. Annual Fiscal Audit Site Visit (September 24-26)

Martin added that the fiscal audits for both agencies will be conducted next week.

6. Annual Unmet Transit Needs Hearing (2:00 p.m. on Tuesday October 30th)

Martin stated this will take place in the Wheatland Room, here at the Yuba County Government Center. Director Manny mentioned that he would be attending.

VI. Other Business

None

VII. Adjournment

The meeting was adjourned at 4:46 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 18, 2018
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**