



## MEETING NOTICE & AGENDA

**DATE:** Thursday, September 17, 2020

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

**PLACE:** Pursuant to state and local public health orders and directives, this meeting will be held remotely with members of the Board of Directors and staff attending from separate remote locations. The meeting will be live cast via Zoom for members of the public to observe and offer comment whether on-line or by telephone.

To join the meeting from your computer, tablet, or smartphone, please use the link below.

**<https://us02web.zoom.us/j/85716824722?pwd=S2owUll1a05JQkw3MEkyYzISdGh1Zz09>**

To join by telephone conference call: 1-669-900-6833  
Meeting ID: 857 1682 4722  
Password: 289382

Please note that the public will be muted by default. If you would like to speak during the public comment portion of the meeting, you have the following options:

Online: Raise your hand or use the Q&A panel to submit your comments.

Phone: Press \*9 to raise your hand or press \*6 to send a request to be unmuted to submit comments.

Board members and participants are encouraged to join the meeting 10 minutes early to resolve any technical issues before the session begins.

### **I. Call to Order & Roll Call**

Cardoza, Fletcher (Vice-Chair), Hudson, Leahy, Samayoa, Shaw, Sullenger and Whiteaker (Chair)

### **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 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 Regular Meeting of August 20, 2020. (Attachment)

B. Disbursement List for August 2020. (Attachment)

C. Monthly Performance Report for August 2020. (Attachment)

### **IV. Reports**

A. **Feather River Air Quality Management District (FRAQMD) Blue Sky Grant Projects for FY 2020/2021.** Discussion and direction regarding priority projects for the preparation and submittal of annual grant applications. (Attachment)

RECOMMENDATION: Direct staff as desired.

**2100 B Street · Marysville, CA 95901 · (530) 634-6880 · FAX 634-6888**

**[www.yubasuttertransit.com](http://www.yubasuttertransit.com)**

**B. Project & Program Updates.**

1. COVID-19 Impacts & Response
2. Annual Sikh Parade Parking Shuttle
3. Next Generation Transit Facility Plan (Consultant Presentation Postponed to October 15<sup>th</sup> Meeting)
4. Annual Fiscal Audit (Week of September 21<sup>st</sup>)

**V. Correspondence/Information**

**VI. Other Business**

**VII. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 15, 2020  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS  
UNLESS OTHERWISE NOTICED**

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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 AUGUST 20, 2020

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

Present: Cardoza, Fletcher (Vice-Chair), Leahy, Samayoa, Shaw (4:01), Sullenger, and Whiteaker (Chair)

Absent: Hudson

#### II. Public Business from the Floor

None.

#### III. Consent Calendar

Director Fletcher made a motion to approve the consent calendar. Director Cardoza seconded the motion and it carried unanimously.

#### IV. Reports

##### A. Yuba-Sutter Transit Federal Title VI Plan Update.

Martin presented the Federal Title VI Plan Update. The Title VI Program is designed to ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner, promotes full and fair participation in public transportation decision-making without regard to race, color, or national origin, and ensure meaningful access to transit-related programs.

Director Fletcher made a motion to adopt Resolution No. 8-20 approving the Title VI Plan Update as proposed. Director Cardoza seconded the motion and it carried unanimously.

##### B. FY 2020 Annual Performance Report.

Martin presented the FY 2020 Annual Performance Report. With the ongoing COVID-19 pandemic, systemwide ridership was down 22.5 percent compared to FY 2019. Ridership went down consistently beginning in March and hitting a low in April. Ridership increased from April to June before dropping again in July when fare collection resumed on the local fixed route service. Sacramento Service and Dial-a-Ride service has remained steady since the April low with only minimal growth since. Martin noted that with schools remaining on distance learning amid other factors that will limit ridership growth, staff is not expecting any significant ridership growth at least through the end of the year and probably well into 2021.

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

### **1. COVID-19 Impacts and Response**

Martin stated that average weekday local fixed route ridership dropped 23 percent in July with the resumption of fare collection and the early ridership numbers for August are similar to those experienced in July.

The first positive COVID-19 infection of a contract employee was reported by Storer in July. The facts of the case were reported to the Health Department who praised Storer for their handling of the situation. The employee has returned to work.

The installation of plexiglass sneeze guards (driver barriers) to the small Dial-a-Ride and rural route buses will be completed by next week. As a result, staff is planning to resume fare collection on these services starting September 1<sup>st</sup>. Similar barriers will soon be added to the large Sacramento Commuter buses, but fare collection was never paused on that service. No objections were expressed to the resumption of fare collection on the Dial-a-Ride and rural route services.

### **2. Next Generation Transit Facility Plan**

Martin stated that working papers one and two will be presented at the September board meeting. WSP is collaborating on developing the public comment process to receive public input on the sites. After the board meeting, the working papers will be released for public comment which will include a virtual open house to identify the priority sites and talk about the advantages of each.

### **3. Yuba College Sutter County Center Shuttle (Cancelled for Fall Semester)**

Martin stated that the Yuba College Sutter County Center Shuttle Service was cancelled for the Fall Semester.

### **4. Bank Change – River Valley Community Bank**

Martin reported that Yuba-Sutter Transit has changed banks from Mechanics Bank to River Valley Community Bank which has just opened a new branch in Marysville.

### **5. Yuba-Sutter Transit 45<sup>th</sup> Anniversary – Agency & Contractor Employee Appreciation Gift**

Martin discussed the appreciation gift for the agency and contractor employees. Each employee will be receiving a backpack embroidered with the Yuba-Sutter Transit logo and a gift card as a token of appreciation and celebration of the 45<sup>th</sup> Anniversary.

### **6. Off Agenda – Service Inquiry**

Martin noted that representatives from Pacific Coast Producers, a food processing company in Oroville, had contacted us to discuss the possibility of an employee shuttle service during their peak summer season. While it is probably too late for this season, there is potential to develop an employee sponsored service next year.

Director Fletcher asked if there was any news about the future of the Sikh Parade. Martin stated that while there has been no official word, it is not likely to occur this year though a smaller event may still be held. Due to current restrictions, Yuba-Sutter Transit has informed the event sponsors that we would not be able to provide the same service that we have in the past.

**V. Correspondence/Information**

None.

**VI. Other Business**

None.

**VII. Adjournment**

The meeting was adjourned at 4:19 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, SEPTEMBER 17, 2020 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**

**AGENDA ITEM III-B  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF AUGUST 2020**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,319.69	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,148.47	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 34,316.06	PAYROLL	PAYROLL
EFT	\$ 1,431.73	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 350.44	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.42	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 4,449.74	PG&E	ELECTRIC
EFT	\$ 58.53	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS
EFT	\$ 45.26	PG&E	GAS
EFT	\$ 230.86	CARDMEMBER SERVICES	CREDIT CARD - MS, ADOBE & ZOOM SUBSCRIPTIONS, SIGNS, PROMO SAMPLE
EFT	\$ 259.77	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 93.59	ELAVON	MERCHANT SERVICE FEE - AUGUST
	\$ (329.93)	ADD BACK VOIDED CHECK #17112	VOID CHECK #17112 AND REISSUE #17252
17140	\$ 400.00	ACTION FENCING	REPAIR CUT CHAIN LINK FENCE AT 2100 B STREET
17141	\$ 160.00	GOVERNMENT FINANCE OFFICERS ASSOC.	MEMBERSHIP RENEWAL FOR SR 8/1/20 - 7/31/21
17142	\$ 130,115.55	INTERSTATE OIL COMPANY	FUEL - DYED DIESEL
17143	\$ 347.89	LANDA & SONS GLASS INC	REPLACED GLASS - BUS STOP AT 202 D STREET
17144	\$ 280.40	PACIFIC PRODUCTS & SERVICES LLC	EQUIPMENT FOR BUS STOP SIGNAGE
17145	\$ 418.48	QUILL CORPORATION	JANITORIAL SUPPLIES - SOAP, PAPER TOWELS
17146	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - JULY 2020
17147	\$ 5,921.06	RAMOS OIL COMPANY	FUEL - GAS
17148	\$ 522.68	SC FUELS	DEF FLUID
17149	\$ 509.08	STANLEY SECURITY SOLUTIONS, INC	SECURITY SERVICES - SEPTEMBER 2020
17150	\$ 1,559.16	T-MOBILE	WIFI SERVICES FOR BUSES - JULY 2020
17151	\$ 5,463.02	TEHAMA TIRE SERVICE INC	TUBES-TIRES
17152	\$ 272.79	TIAA COMMERCIAL FINANCE, INC	COPIER LEASE - JULY 2020
17153	\$ 384,195.66	RIVER VALLEY COMMUNITY BANK	LCTOP TRANSFER FROM MECHANICS BANK
17252	\$ 329.93	ADAM HANSEN	REPLACES VOIDED CHECK #17112 FROM 7/20/20
17253	\$ 130.27	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - JULY 2020
17254	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - SEPTEMBER 2020
17255	\$ 13,765.57	BOYETT PETROLEUM	FUEL -DYED DIESEL
17256	\$ 371.60	COMCAST BUSINESS	TELEPHONE SERVICES AUGUST 2020
17257	\$ 297.55	COMCAST BUSINESS	INTERNET SERVICES AUGUST 2020
17258	\$ 450.00	DIGITAL DEPLOYMENT	WEBSITE SERVICES AUGUST 2020
17259	\$ 1,451.22	LANDA & SONS GLASS INC	PLEXIGLASS FOR DIAL-A-RIDE BUSES
17260	\$ 325.00	LETTER PUBLICATIONS INC	RENEWAL FOR TRANSIT ACCESS REPORT
17261	\$ 914.17	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17262	\$ 454.62	QUILL CORPORATION	OFFICE SUPPLIES - LEDGER SIZE CARDSTOCK
17263	\$ 1,943.37	RAMOS OIL COMPANY	FUEL - GAS
17264	\$ 155.57	RICHALL ELECTRIC CO	REPROGRAM CLOCK FOR PARKING LOT LIGHTS
17265	\$ 27,179.53	RIVER VALLEY INSURANCE/STIRNAMAN INS.	POLICY RENEWAL - GEN. LIABILITY & EXCESS LIABILITY
17266	\$ 14,126.88	SC FUELS	FUEL - DYED DIESEL
17267	\$ 444.05	SC FUELS	DEF FLUID
17268	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - AUGUST 2020
17269	\$ 1,262.96	SMART MARKETING & PUBLIC AFFAIRS	BROCHURE PRINTING - SAC COM & DIAL-A-RIDE
17270	\$ 3,543.46	STORER TRANSIT SYSTEMS	COVID-19 EXPENSES - JULY 2020
17270	\$ 12,913.20	STORER TRANSIT SYSTEMS	COVID-19 ADMINISTRATIVE LEAVE HOURS - JULY 2020
17271	\$ 12,966.61	WSP USA	NEXT GEN FACILITY PLAN SERVICES JULY 2020
17272		VOID	VOIDED CHECK
	\$ 676,099.96		

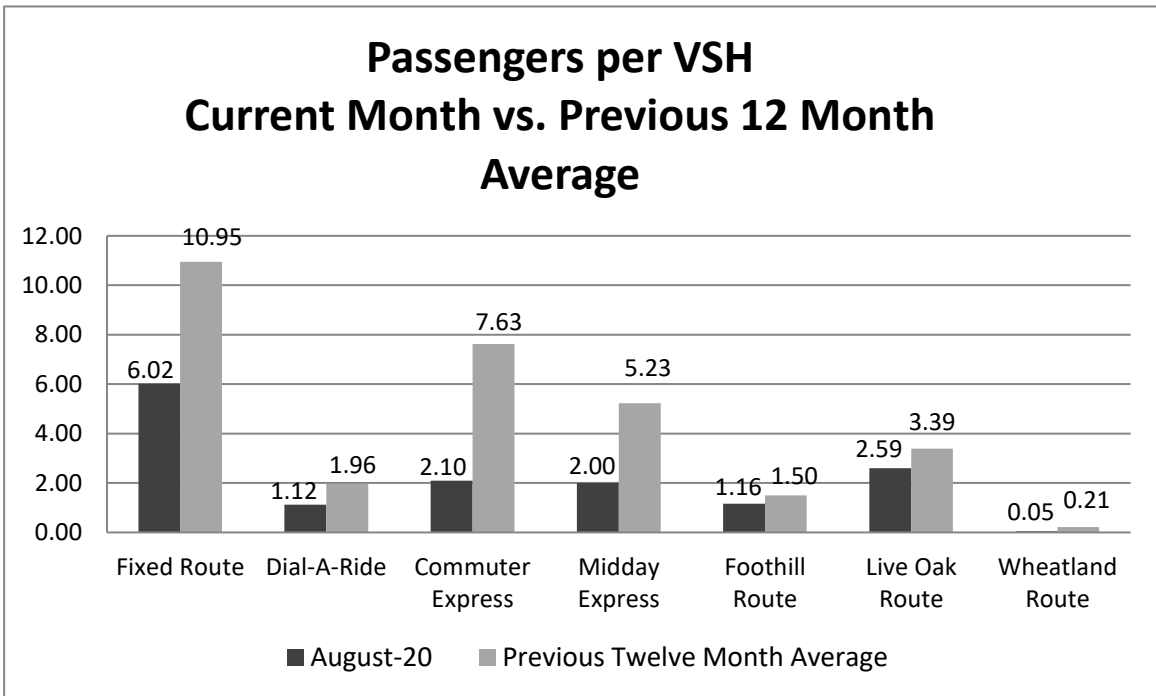
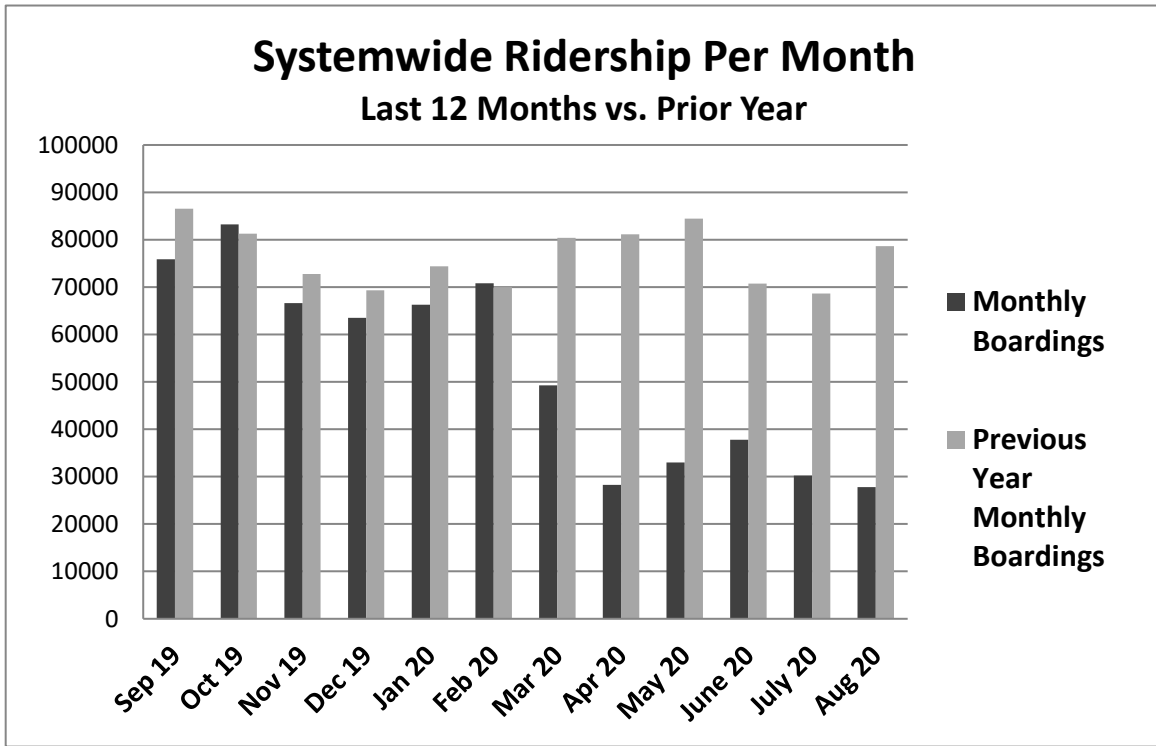
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TRANSFERS**

## AGENDA ITEM III - C

### AUGUST 2020 PERFORMANCE REPORT

<b>Ridership:</b>	<b>August-20</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	24,160	45,251	50,554	112,125
Dial-A-Ride	1,583	3,208	3,243	9,322
Commuter Express	1,464	7,281	2,948	22,471
Midday Express	296	821	654	2,250
Foothill Route	82	119	215	137
Live Oak Route	185	267	379	818
Wheatland Route	2	10	7	25
<b>Total Ridership:</b>	<b>27,772</b>	<b>56,957</b>	<b>58,000</b>	<b>147,148</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	4,016.35	4,132.61	8,130.83	8,861.23
Dial-A-Ride	1,413.42	1,635.08	3,020.45	3,852.41
Commuter Express	698.53	954.44	1,463.85	2,171.19
Midday Express	148.01	157.10	310.76	337.00
Foothill Route	70.72	79.14	156.92	167.50
Live Oak Route	71.36	78.76	155.74	160.68
Wheatland Route	42.45	45.53	85.63	94.09
<b>Total VSH's:</b>	<b>6,460.84</b>	<b>7,082.66</b>	<b>13,324.18</b>	<b>15,644.10</b>
<b>Passengers Per Hour:</b>				
Fixed Route	6.02	10.95	6.22	12.65
Dial-A-Ride	1.12	1.96	1.07	2.42
Commuter Express	2.10	7.63	2.01	10.35
Midday Express	2.00	5.23	2.10	6.68
Foothill Route	1.16	1.50	1.37	0.82
Live Oak Route	2.59	3.39	2.43	5.09
Wheatland Route	0.05	0.21	0.08	0.27
<b>Total Passengers Per VSH:</b>	<b>4.30</b>	<b>8.04</b>	<b>4.35</b>	<b>9.41</b>

## AUGUST 2020 PERFORMANCE REPORT





AGENDA ITEM IV – A  
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)  
BLUE SKY GRANT PROJECTS FOR FY 2020/2021**

**ISSUE**

The Feather River Air Quality Management District (FRAQMD) recently issued a Request for Proposals (RFP) for the FY 2020/2021 cycle of Blue Sky (AB 2766) grants. Approximately \$150,000 will be available for this cycle of funding which is down significantly from the \$250,000 that has been available in the last few annual cycles. Applications are due October 19<sup>th</sup> and staff is now requesting Board input on any proposed or suggested concepts so that they could be developed into formal grant applications for Board consideration at the October 15<sup>th</sup> meeting. The new grants are expected to be awarded at the December meeting of the FRAQMD Board of Directors, but instead of the typical calendar year grant period of the past, they will be set for a 12-month funding period from March 1, 2021 through February 28, 2022 unless otherwise established in the resulting grant agreement.

**BACKGROUND**

AB 2766 funds come from a \$4 annual Motor Vehicle Registration Fee that is collected on vehicles registered in Yuba and Sutter Counties to support a wide variety of air pollution reduction activities. Yuba-Sutter Transit has received FRAQMD funding for many projects over the years including discount bus pass programs for youth, seniors and persons with disabilities; local matching funds to expand the commuter and local fixed route bus fleets; local matching funds for the expansion of the Bogue Road Park & Ride Lot; non-advertising bus stop benches and shelters; bike racks for buses; bike lockers at bus stops; a multi-year vanpool subsidy program; bus stop passenger information panels; and, a Downtown Trolley demonstration service.

Yuba-Sutter Transit submitted two applications last year with a combined value of \$152,000 and both were awarded. The largest of these grants was for \$142,000 for a 12-month extension of the Discount Monthly Bus Pass Program for youth, seniors and persons with disabilities through March 2021. The second grant was for \$10,000 toward the annual cost of operating an expanded level of service on the Live Oak Route which was increased in July 2015 from three to five days a week.

Over the last five years, Yuba-Sutter Transit has been awarded an average of \$146,400 annually from this program (\$152,000 in FY 2020, \$142,000 in FY 2019, \$140,000 in FY 2018, \$150,000 in FY 2017 and \$148,100 in FY 2016). Because AB 2766 funding is always limited and even more so this year with a 40 percent reduction from recent allocations, it is important that Yuba-Sutter Transit's proposals be limited in number and ranked in priority as the program is typically over-subscribed and some proposals may be rejected outright or funded at a level lower than requested.

**DISCUSSION**

Based on the long-term success of the combined Discount Monthly Bus Pass Program, staff is again recommending that the highest priority project be to continue this program for area youth (ages 5

through 18), seniors (age 65 and over) and eligible persons with disabilities. Due to the COVID-19 pandemic, fare collection was eliminated for several months on the local and rural route systems and ridership continues to be down significantly systemwide. As a result, the current grant for this program that would have expired on March 31, 2021, has been administratively extended six months by FRAQMD through September 30, 2021. For this reason, the proposed FY 2020-2021 grant for this program would be for a six-month period from October 1, 2021 through March 31, 2022.

To maintain the current subsidy of \$10 for each discount monthly pass over the shortened project period, staff is recommending a request for \$72,000 in FRAQMD funding with all other program expenses to again be covered by Yuba-Sutter Transit. This amount is based on the projected sale of 7,200 discount monthly bus passes (1,200 per month) over the six-month grant period which is consistent with pass sales for January and February 2020 just prior to the start of the COVID-19 pandemic. While discount monthly bus pass sales have been averaging just over half of this amount since the July 1<sup>st</sup> resumption of fare collection on the local fixed route system, it is not unreasonable to expect both ridership and pass sales volume to return to pre-pandemic levels by October 2021 when the proposed grant will become effective. In addition, the recommended \$72,000 figure reflects the reduced funding situation as it is about half of what was requested for the current grant cycle.

This reduced grant request is only being recommended because of the uniqueness of the present funding circumstances as staff expects to again recommend a full 12-month project proposal for the next cycle. An alternative approach to reduce the grant amount would be to increase the out-of-pocket cost for each pass to reduce the FRAQMD subsidy amount. However, depending on the amount of the increase, this could have a significant negative impact on the program through reduced pass sales and ridership for this important and impactful project. For example, in 2019, this program resulted in the sale of 12,335 discount monthly bus passes and the provision of 295,495 discount pass boardings representing 42 percent of all one-way passenger trips. Of these trips, 55 percent were made by persons with disabilities, 24 percent by youth and 21 percent by seniors.

In addition, Yuba-Sutter Transit has received six FRAQMD grants since 2015 to fund a portion of the annual cost for the expanded Live Oak Route. Given the dramatically reduced value of the proposed Discount Monthly Bus Pass Program, staff is again recommending a request for \$10,000 for the same purpose in the new grant cycle. This is being recommended as a secondary priority project that would extend the expanded Live Oak service for another 12 months from March 2021 through February 2022.

In recognition of the 40 percent reduction in available funding, the combined \$82,000 value of the two proposed Yuba-Sutter Transit projects is 46 percent less than the \$152,000 that was received in the last grant cycle. Because of the reduced funding, new projects are not being recommended, but staff will be prepared at the meeting to discuss these and any other project concepts that Board members may wish to introduce for consideration.

**RECOMMENDATION:** Direct staff as desired.