



MEETING NOTICE & AGENDA

DATE: Thursday, February 18, 2021

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/82669718588?pwd=c1QyWTZGTStoOVYvbWFaa2RYVWk3Zz09>

To join by telephone conference call: 1-669-900-6833

Meeting ID: 826 6971 8588

Password: 791580

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

Bains, Blaser, Buttacovoli, Fuhrer, Harris, Hudson (Vice-Chair), Micheli and Shaw (Chair)

II. Presentations

A. **Draft Next Generation Transit Facility Plan.** Consultant presentation and Board discussion of the final draft report including the financial plan. (Attachment)

RECOMMENDATION: Direct staff as desired.

III. 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.

IV. 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 January 21, 2021. (Attachment)

B. Disbursement List for January 2021. (Attachment)

C. Monthly Performance Report for January 2021. (Attachment)

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V. Reports

- A. State Low Carbon Transit Operations Program (LCTOP) Project Selection.** Review and consideration of project alternatives/approaches for funding under the State Greenhouse Gas Reduction Fund. (Attachment)

RECOMMENDATION: 1.) Authorize the submittal of specified project(s) for LCTOP funding as proposed or amended.
2.) Adopt Resolution No. 1-21 authorizing execution of the related LCTOP Certifications and Assurances including designation of the Transit Manager as the Authorized Agent.

- B. FY 2022 Budget Preview & Future Funding Outlook.** Review and discussion of potential budget issues for FY 2022 and the near-term future funding outlook. (Attachment)

RECOMMENDATION: Direct staff as desired.

- C. Feather River Air Quality Management District (FRAQMD) AB 2766 Grant Agreement.** Consider agreement to extend the Discount Monthly Pass Program through March 2022. (Attachment)

RECOMMENDATION: Authorize execution of FRAQMD Grant Agreement #VF20-__ as submitted.

- D. Yuba-Sutter Transit Procurement Policy Revisions.** (Attachment)

RECOMMENDATION: Approve increases in the micro-purchase and simplified acquisition thresholds as proposed or amended.

- E. Feather River Air Quality Management District (FRAQMD) 2020 Grant Close-Out Report for the Expanded Live Oak Service.** (Attachment)

RECOMMENDATION: Information only.

- F. Mid-Year Performance Report for FY 2021.** (Attachment)

RECOMMENDATION: Information only.

- G. Project & Program Updates.**

1. COVID-19 Impacts & Response (Transportation Security Administration (TSA) Security Directive / COVID-19 Research Demonstration Grant Program Application)
2. Caltrans Planning Grant Application (Yuba-Sutter Transit Comprehensive Operational Analysis)

RECOMMENDATION: Information only.

VI. Correspondence/Information

VII. Other Business

VIII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 18, 2021
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS
UNLESS OTHERWISE NOTICED**

AGENDA ITEM II – A
STAFF REPORT

DRAFT NEXT GENERATION TRANSIT FACILITY PLAN

Background

Yuba-Sutter Transit received an Adaptation Planning Grant from Caltrans in 2019 to develop the Yuba-Sutter Transit Resilient Next Generation Transit Facility Plan. The need for this plan resulted from the December 2018 adoption of the Innovative Clean Transit Regulation by the California Air Resources Board. This regulation now requires that all new buses purchased in 2029 or thereafter be zero emission buses (ZEBs). In anticipation of this regulation, the current facility was earlier analyzed for suitability to house and operate ZEBs. That analysis found that space and power constraints limited the facility to just 12 ZEBs after which a new facility would be needed. In addition, the fully funded B Street (Highway 70) expansion project and the resulting railroad realignment for the necessary overcrossing improvements is now expected to render the current facility useless by or before 2025.

In December 2019, the international planning and engineering firm of WSP was hired to conduct the planning process to develop conceptual design criteria for a replacement facility and to evaluate candidate sites to house Yuba-Sutter Transit for the next 30 – 50 years. This \$200,000 project started with the interviewing of Yuba-Sutter Transit and Storer Transit Systems staff about the space needs for the current and projected future systems. This information was fed into the development of the Space Needs Program that has been incorporated into Working Paper #2 (Design Criteria) which includes detailed descriptions of the size and functionality of each room of the envisioned transit facility to serve as a guide for the future design and engineering work that will be necessary.

Once the space needs were clearly defined, WSP worked with staff and a local commercial realtor to identify 16 potential sites of sufficient size within proximity (walking distance) of the existing service network. This list was then reduced to 10 candidate sites that were then processed through an extensive matrix of parameters that had been developed to score and rank each site. The analysis and steps taken to select the top three sites are included in Working Paper #1 (Site Selection). Using the facility design criteria, WSP then developed several facility lay-out concepts for some of the top ranked sites to determine the relative fit and feasibility of the envisioned transit facility on each site. Several layouts were shown in Working Paper #2.

The WSP consultant team presented Working Papers #1 and #2 at the October 15, 2020 meeting for Board review and input. This meeting also marked the beginning of the public engagement process that was made more difficult by the on-going pandemic. To facilitate that process, a short project video (see website link below) was created to introduce the project and highlight the top ranked sites for public input. That video has since been posted on the Yuba-Sutter Transit website along with the two working papers and all were publicized in a press release and in Yuba-Sutter Transit's newsletter inviting input from elected and appointed city and county officials as well as community stakeholders and the public-at-large.

Discussion

The WSP team will be at the February 18th meeting to present the final draft Next Generation Transit Facility Study. Due to the recent turnover among the Board of Directors, this presentation will cover the earlier work as well as the new work that has been done since the October meeting. The new work includes the development of detailed construction cost estimates for each of the top three sites along with a potential funding plan for each. It is critical that the consultant's cost estimates and funding plans be viewed as planning/conceptual level documents that are intended primarily for site comparison purposes to assist in the site selection process.

The cost and funding plan will be refined significantly during the engineering and design process following the purchase of a site. For the immediate purpose, cost estimates were developed for both the ultimate master planned facility at full build-out for an all-electric fleet as well as for a scaled-down version featuring much less charging infrastructure which would be anticipated in the initial build-out. The funding plan for each site is based only on the initial build-out scenario with an allowance for property acquisition under two different funding assumption scenarios. The first scenario assumes that there will be no gap in funding to complete the initial project while the second scenario assumes the use of gap financing to complete the initial project due to a shortfall in grant funding.

For ease of reference, the top ranked sites are identified below along with their score from the site selection matrix and the estimated combined initial build-out with site acquisition costs (rounded).

Site 3 – 6035 Avondale Avenue, Linda
Site Matrix Score of 365 / Initial Site Build-Out Estimate of \$48.7 million

Site 7 – Goldfields Parkway & North Beale Road, Linda
Site Matrix Score of 312 / Initial Site Build-Out Estimate of \$55.7 million

Site 12 – 1441 East Onstott Road, Yuba City
Site Matrix Score of 303 / Initial Site Build-Out Estimate of \$53.2 million

Due to their size, the final draft plan is available in hard-copy for review in the Yuba-Sutter Transit office or electronically in three section on the Yuba-Sutter Transit website at the links below. In addition to the final draft plan, a fourth link to the introductory project video is also provided below for reference. This video includes an overview of the top sites being considered. The original Working Papers #1 and #2 are also still available on the Yuba-Sutter Transit website.

Recommendation

The consultant has provided an excellent foundation for the selection of a site and the ultimate development of a new transit facility, but there is more to be done before a preferred site is recommended for Board consideration. For this reason, staff is now recommending the appointment of an ad hoc committee of up to four members to work with staff on the development of a preferred site recommendation for Board consideration as early as the March 18th meeting.

WSP and Yuba-Sutter Transit staff will be prepared at the meeting to review and discuss this project and the cost estimates and funding plan in as much detail as desired.

RECOMMENDATION: Direct staff as desired.

Attachments/Links:

Section 1 – Site Selection & Climate Resiliency (w/site selection matrix)

<https://www.yubasuttertransit.com/files/d7f2b01da/WSP+NextGen+Section+1+Final.pdf>

Section 2 – Final Design Criteria (w/sample site layouts)

<https://www.yubasuttertransit.com/files/0c919e025/WSP+NextGen+Section+2+Final.pdf>

Section 3 – Funding Plan and Cash Flow Analysis (w/detailed construction cost estimates)

<https://www.yubasuttertransit.com/files/3b39261d3/WSP+NextGen+Section+3+Final+with+Appendix+A+Costs.pdf>

Introductory Project Video

<https://vimeo.com/456312609/16d9e15314>

AGENDA ITEM IV – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES JANUARY 21, 2021

I. Call to Order & Roll Call

Due to the lack of a Board chair or vice-chair, the meeting was called to order by Transit Manager Keith Martin at 4:01 pm.

Present: Bains, Blaser, Fuhrer, Harris (4:04pm), Hudson and Shaw

Absent: Micheli (Marysville's second appointment and both alternate positions are vacant)

II. Board Business

A. Nomination and Election of Board Members for 2021

Director Shaw was nominated for Chairman by Director Hudson. This nomination was seconded by Director Bains. There were no additional nominations and it carried unanimously.

Director Hudson was then nominated for Vice Chair by Director Shaw. The nomination was seconded by Director Blaser. There were no additional nominations and it carried unanimously.

B. Statements of Economic Interest

Martin noted that this information item is to remind the Directors of the requirement to file yearly statements with FPPC. He stated Form 700 is due to the FPPC by April 1st for ongoing members or alternates and within 30 days from appointment for new members or alternates. A copy of the form should be provided to Janet Frye, Board Clerk, for public record requests. Any questions should be directed to the office.

C. Annual Board Report

Martin introduced staff present at the meeting and stated that the annual report is provided for information especially for new members of the Board of Directors. All new members and alternates should have received an invitation to meet with the Transit Manager for an orientation and introduction to the agency.

III. Public Business from the Floor

None.

IV. Consent Calendar

Martin stated that there was one change to the Consent Calendar. Item IV – E Monthly Performance Report for December 2020 has been corrected. A copy of the revised report was emailed to the board earlier today for review and consideration at the meeting.

Director Hudson made a motion to approve the consent calendar. Director Harris seconded the motion and it carried with five aye votes and Director Bains abstaining.

V. Reports

A. COVID-19 Related Service and Policy Update.

Martin discussed the COVID-19 related service and policy update for Yuba-Sutter Transit including service changes, passenger limits to allow for social distancing, and mask requirements since March 2020. Systemwide ridership is down approximately 60 percent, which is consistent with other transit systems. Policy initiatives include ensuring that travel is for essential services only which includes asking riders at the time of scheduling a Dial-a-Ride if the trip is essential. Due to the passenger limit of 12 riders per fixed route bus, the Route 1 Express was implemented to limit the number of people who are being passed by during peak hours.

Face masks are required for drivers and highly encouraged for riders. Face mask dispensers are now installed on the fixed route buses for riders who do not have a mask upon entering the bus, but boarding is not denied if no mask is worn to minimize conflict with operating personnel and to avoid impacting local law enforcement. The most recent survey showed 50-60 percent compliance with the mask mandate. Yuba-Sutter Transit's contract service provider, Storer Transit Systems, has increased the amount of cleaning on the buses, including fogging the buses at night and frequent cleaning of high touch points during the day. Driver screens have also been installed on most buses to minimize face-to-face contact with passengers as they board.

While local fixed route ridership dropped immediately following the stay-at-home order in March, it increased steadily over the three months of fare free service from the end of March until July 1, 2020 when fare collection was reinstated. Local fixed route ridership immediately dropped by about 20 percent and has since held steady. Significant ridership growth is not expected at least until middle, high school and college students are back in class and it is entirely unknown at this time as to if and when ridership numbers will return to pre-pandemic levels.

Martin introduced a new national campaign sponsored by the American Public Transportation Association (APTA) entitled the Health & Safety Commitments Program. Although we are not a member of this organization, they have made it available free of charge to any public transit agency. By signing on to this pledge, agencies are provided access to professional flyers and posters that remind staff and passengers of our commitment to their safety. Staff is recommending that the board authorize participation in this program.

Director Hudson made a motion to authorize participation in the American Public Transportation Association (APTA) "Health & Safety Commitments Program". Director Bains seconded the motion and it carried unanimously.

B. FY 2021/2022 Caltrans Planning Grant Application.

Martin introduced the Caltrans Planning Grant Application process noting that transit plans are used by local transit providers to evaluate their services for the purpose of guiding system development and innovation over the next five-to-ten-year period. Most transit plans are updated every three to five years and the most recent Yuba-Sutter Short Range Transit Plan was adopted in 2015 so a new plan is essential especially in response to a changing regulatory, funding and operating environment including a pandemic.

To fund the plan, staff is requesting Board authorization to submit a grant application to Caltrans' Sustainable Communities Planning Grant Program. Applications are due February 12, 2021. As proposed, this application would be for substantial funding to conduct a systemwide comprehensive operational analysis which is a more modern planning exercise and more performance based than the previous Short-Range Transit Plan. This effort would include a large amount of public engagement as it looks at overall community needs. The

grant program requires an 11.47 percent local match which would be included in the FY 2022 budget. Grants awards are expected to be announced in June and the project could start as early as this fall. The project cost is estimated to be approximately \$250,000 which would require a local match of \$28,675.

Director Bains made a motion to authorize the submittal of a Caltrans Sustainable Communities planning grant application as proposed. Director Hudson seconded the motion and it carried unanimously.

C. FY 2019/2020 Financial Audit Report.

Martin presented the annual audit report. There were no audit findings this year and all prior year findings have been resolved.

Director Hudson made a motion to accept the FY 2019/2020 Financial Audit as presented. Director Harris seconded the motion and it carried unanimously.

D. Mid-Year FY 2021 Budget Update.

Martin stated that the Yuba-Sutter Transit Joint Powers Agreement (JPA) specifies that the proposed budget must be presented to the Board by the end of March each year and that the final budget be adopted by the end of May. In a typical year, staff would present a mid-year budget status report and a preview of future budget issues in February for the purpose of inviting Board input for the budget development process. Due to the unusual circumstances of this past fiscal year, a mid-year budget update is now being provided for Board review.

Year-end expenditures for FY 2021 are now expected to be five percent below budget mostly due to lower than expected fuel prices to-date and hourly contract service rates well below what had been budgeted for COVID-19 related expenses. Fare revenues are now expected to be well over what was expected due to the resumption of fares on the local fixed routes in July and on the Dial-a-Ride and rural routes in September. The only fare revenue that was included in the adopted budget was for the Sacramento Commuter and Mid-Day schedules at greatly decreased ridership levels. The additional fare revenue will allow more funds from the CARES Act to be carried over to FY 2022 assuming expenses remain consistent through the end of the fiscal year. It was noted that none of the newest Federal COVID-19 transit funding will be available to Yuba-Sutter Transit.

E. Annual Investment Policy Review.

Martin presented the Investment Policy for review as recommended by the fiscal auditors. Staff has reviewed the policy and current holdings and is not recommending any policy changes at this time. There were no questions or discussion.

F. Project & Program Updates

1. FRAQMD Blue Sky Grant Award (Discount Monthly Bus Pass Program Extension)

Martin stated that the Feather River Air Quality Management District (FRAQMD) recently awarded a grant that will extend the Discount Monthly Bus Pass Program through March 2022. This program reduces the regular \$15 cost of a discount monthly bus pass for seniors (age 65+), youth (ages 5 through 18), and persons with eligible disabilities to just \$5 with the \$10 subsidy paid for with FRAQMD funds. Due to dramatically less funding being available, the requested \$10,000 grant to partially fund the extended Live Oak service was not awarded this year.

2. Next Generation Transit Facility Plan

Martin discussed the status of the Next Generation Transit Facility Plan which resulted from the need to relocate the current Marysville facility due to both the state's zero emission bus conversion requirement and the Caltrans project to realign Highway 70 in front of the building. This effort to identify and evaluate alternative sites has been in progress for almost a year. Staff recently met with the project contractor to finalize the funding plan and cash flow analysis and the final report will soon be presented to the Board to initiate the site acquisition process.

3. Results of the Local & Rural Route Fare Free Holiday Promotion

Martin presented the results of the Local & Rural Route Fare Free Holiday Promotion. Using funds provided by the Low Carbon Transit Operations Program from the state, passenger fares were not collected on local fixed route and rural route services during the last two weeks of December as a holiday promotion. Ridership is typically low during the holiday season, but 9,459 free trips were provided during the two-week period.

4. FY 2022 Budget Preview & Future Funding Outlook – February 18th Board Meeting

Martin stated that the budget preview and funding outlook for FY 2022 will be presented at the February meeting. Any questions or suggestions can be directed to the office at any time.

Director Harris asked if information is available on the site selection process for the new transit facility that he could review. Martin stated that he would provide him with the supporting documentation that was provided to the Board. This information is also still available on the agency website.

VI. Correspondence/Information

None.

VII. Other Business

None.

VIII. Adjournment

The meeting was adjourned at 4:45 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 18, 2021 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.

**AGENDA ITEM IV-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF JANUARY 2021**

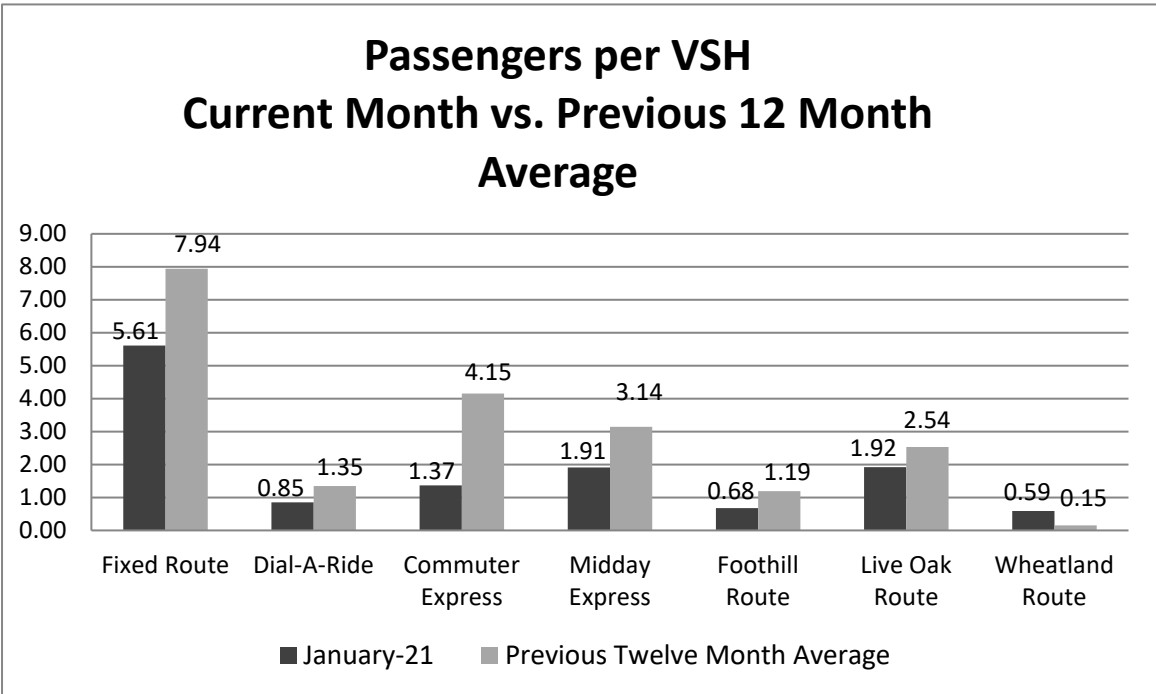
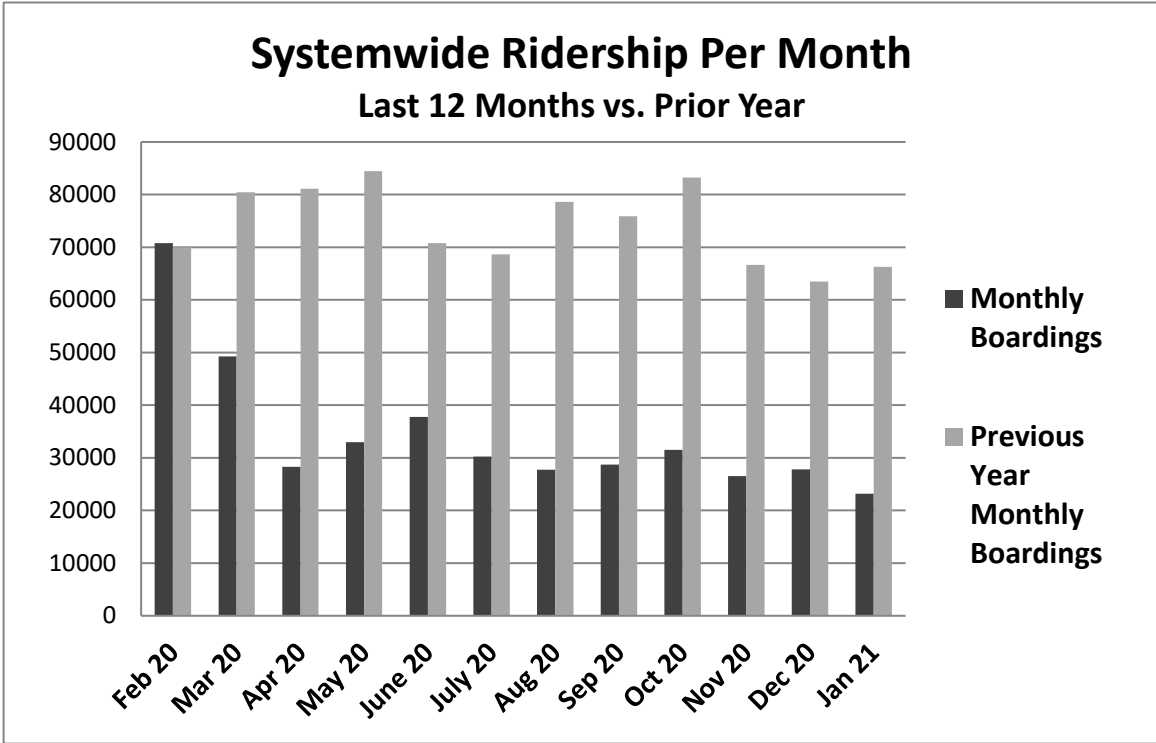
CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,793.90	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,148.47	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 34,316.06	PAYROLL	PAYROLL
EFT	\$ 1,525.97	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 34.49	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - DECEMBER
EFT	\$ 281.67	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 2,858.36	PG&E	ELECTRIC
EFT	\$ 42.72	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS
EFT	\$ 942.84	PG&E	GAS
EFT	\$ 1,150.45	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS, SIGN TABS, BANNERS, STICKERS & SNACKS
EFT	\$ 259.77	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 9,587.06	WSP USA	NEXT GEN FACILITY PLAN SERVICES DEC 2020
EFT	\$ 352.52	PRIMEPAY	PAYROLL FEES - OCTOBER & DECEMBER 2020
EFT	\$ 400.00	FRANCOTYP-POSTALIA INC	POSTAGE RESET 1/13/21
EFT	\$ 453.00	CALIFORNIA DEPT OF TAX & FEE ADMIN	FUEL TAX: OCTOBER - DECEMBER 2020
EFT	\$ 136.18	ELAVON	MERCHANT SERVICE FEE - JANUARY
17427	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL DECEMBER 2020
17428	\$ 15,925.30	HUNT & SONS	BUS FUEL - DYED DIESEL
17429	\$ 97.39	QUILL CORPORATION	OFFICE SUPPLIES - LAMINATING POUCHES
17430	\$ 3,954.38	RAMOS OIL COMPANY	BUS FUEL - GAS
17431	\$ 516.96	SC FUELS	DEF FLUID
17432	\$ 99.57	STAPLES	OFFICE SUPPLIES - LABELS, FILES, STICKY NOTES
17433	\$ 467,252.22	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE 11/2020
17434	\$ 450.00	STREAMLINE	WEBSITE SERVICES 1/21
17435	\$ 1,559.16	T-MOBILE	WIFI SERVICES FOR BUSES 12/2020
17436	\$ 297.99	TIAA COMMERCIAL FINANCE, INC	COPIER LEASE - DECEMBER 2020
17437	\$ 640.00	ACTION FENCING	REPAIR/REPLACE 2 BUS STOP SIGNS
17438	\$ 251.77	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES DECEMBER 2020
17439	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - FEBRUARY 2020
17440	\$ 382.19	COMCAST BUSINESS	TELEPHONE SERVICES - JANUARY 21
17441	\$ 301.40	COMCAST BUSINESS	INTERNET SERVICES - JANUARY 21
17442	\$ 1,223.72	HANCOCK PETROLEUM ENGINEERING	REPAIRS ON FUEL PUMP SYSTEMS
17443	\$ 16,325.32	INTERSTATE OIL COMPANY	BUS FUEL - DYED DIESEL
17444	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17445	\$ 424.64	QUILL CORPORATION	JANITORIAL SUPPLIES: PAPER TOWELS, SOAP
17446	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - DECEMBER 2020
17447	\$ 1,330.05	RAMOS OIL COMPANY	BUS FUEL - GAS
17448	\$ 1,124.60	RICH, FUIDGE, BORDSEN & GALYEAN INC	LEGAL SERVICES: 10/1/20 - 12/31/20
17449	\$ 344.04	SC FUELS	DEF FLUID
17450	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - JANUARY 21
17451	\$ 297.80	SIGNWORX	DECALS FOR BUS STOP SIGNS
17452	\$ 586.71	STATE COMPENSATION INSURANCE FUND	TOTAL PREMIUM 1/1/21 - 1/1/22
17453	\$ 2,092.62	STORER TRANSIT SYSTEMS	REIMBURSEMENT FOR LIFT REPAIR 12/15/20
17453	\$ 1,010.20	STORER TRANSIT SYSTEMS	COVID-19 EXPENSES - DECEMBER 2020
17453	\$ 14,222.10	STORER TRANSIT SYSTEMS	COVID-19 ADMINISTRATIVE HOURS - DECEMBER 2020
17454	\$ 2,299.83	TEHAMA TIRE SERVICE INC	TUBES/TIRES
	\$ 599,028.19		
LAIF TRANSFERS	\$ 1,200,000.00	TRANSFER FROM CHECKING TO LAIF (1/27)	

AGENDA ITEM IV - C

JANUARY 2021 PERFORMANCE REPORT

	January-21	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	20,692	32,093	172,612	383,975
Dial-A-Ride	1,181	1,970	10,162	31,207
Commuter Express	858	3,338	9,022	76,205
Midday Express	253	473	2,217	7,992
Foothill Route	51	93	590	976
Live Oak Route	127	194	1,145	2,389
Wheatland Route	21	7	46	84
Total Ridership:	23,183	38,168	195,794	502,828
Vehicle Service Hours:				
Fixed Route	3,690.02	4,040.86	27,752.35	29,625.05
Dial-A-Ride	1,383.64	1,460.95	10,480.40	13,407.03
Commuter Express	627.99	804.00	4,881.25	7,431.74
Midday Express	132.74	150.64	1,037.85	1,149.10
Foothill Route	75.36	78.28	548.21	554.37
Live Oak Route	66.16	76.32	516.28	549.00
Wheatland Route	35.71	44.20	290.14	325.42
Total VSH's:	6,011.62	6,655.25	45,506.48	53,041.71
Passengers Per Hour:				
Fixed Route	5.61	7.94	6.22	12.96
Dial-A-Ride	0.85	1.35	0.97	2.33
Commuter Express	1.37	4.15	1.85	10.25
Midday Express	1.91	3.14	2.14	6.96
Foothill Route	0.68	1.19	1.08	1.76
Live Oak Route	1.92	2.54	2.22	4.35
Wheatland Route	0.59	0.15	0.16	0.26
Total Passengers Per VSH:	3.86	5.73	4.30	9.48

JANUARY 2021 PERFORMANCE REPORT



AGENDA ITEM V – A
STAFF REPORT

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

Background

The Low Carbon Transit Operations Program (LCTOP) is one of several under the Transit, Affordable Housing, and Sustainable Communities Program that was established by the California Legislature in 2014 by Senate Bill 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 (2016) additionally requires that 10 percent of the funds must benefit low-income households that are within disadvantaged/low-income communities or within ½ mile of a disadvantaged or low-income community. Senate Bill 1119 (2018) increased project flexibility by allowing transit agencies to waive the requirement of expending 50 percent of the total allocation within and benefiting a DAC for the following:

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

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

LCTOP funding is distributed under the same formula that is used for the State Transit Assistance (STA) program and is available only to STA eligible recipients. As a result, Yuba-Sutter Transit is the only eligible claimant for LCTOP funding in the bi-county area. Caltrans, in coordination with the California Air Resources Board (CARB), is responsible for ensuring that the statutory requirements of the program are met in terms of project eligibility, greenhouse gas reductions, DAC benefits and other requirements of law.

LCTOP Funding Level

Statewide LCTOP funding levels fluctuated wildly (from \$25 to \$147 million) through the first five cycles as funding is provided through a continuous appropriation of five percent of the annual auction proceeds for the Greenhouse Gas (GHG) Reduction Fund. The State Controller’s Office has yet to release the final allocations for FY 2020, but Caltrans is anticipating that the amount will be similar to what was available for the last cycle. The actual figure should be available at the February 18th meeting. Yuba-Sutter Transit’s annual LCTOP allocation and approved projects by cycle are shown below.

FY 2015	\$60,305	North Beale Transit Center Improvements (Complete)
FY 2016	\$180,417	Bus Stop Enhancement Project (Complete)
FY 2017	\$82,455	Connect Card Implementation (Fully Expended 12/31/19)
FY 2018	\$226,068	Yuba College Sutter Center Shuttle (Cancelled / Remaining Funds Transferred to Other Active Projects)
FY 2019	\$336,962	Enhanced Peak Hour Sacramento Service (In Progress) Yuba College Sutter Center Shuttle (Cancelled / Remaining Funds Transferred to Other Active Projects)
FY 2020	\$338,142	Connect Card Electronic Fare Program Years Three through Five (In Progress) Targeted Fare Subsidies and Free Fare Events (In Progress)
FY 2021	\$225,000	Estimated Amount Available for Designation

Priority Project

Financing the replacement operations and maintenance facility is now Yuba-Sutter Transit’s priority project and some expected facility components are eligible uses for LCTOP funds including the chargers, switch gear, conduit, wiring, solar and battery backup systems to support zero emission buses and non-revenue vehicles. Because LCTOP funds can be saved/banked for up to four years before they need to be allocated, staff is proposing to bank the FY 2021, 2022, 2023 and 2024 cycles for construction/installation of eligible items during the anticipated construction years of 2024 and 2025. Once allocated, the project must start within six months and the funds expire in four years from date of allocation. If the facility construction timeline does not ultimately align with these deadlines, the funds can be redirected to another existing or alternative project.

Staff will be prepared to discuss the proposed projects in detail at the meeting.

- RECOMMENDATION:
- 1.) Authorize the submittal of specified projects for LCTOP funding as proposed or amended; and,
 - 2.) Adopt Resolution No. 1-21 authorizing execution of the related LCTOP Certifications and Assurances including the designation of the Transit Manager as the Authorized Agent.

*YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 1-21*

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

NEXT GENERATION TRANSIT FACILITY

WHEREAS, the Yuba-Sutter Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

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

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Yuba-Sutter Transit Authority wishes to delegate authorization to execute the Certifications and Assurances, Authorized Agent form and any amendments thereto to Keith Martin, Transit Manager;

WHEREAS, the Yuba-Sutter Transit Authority wishes to implement the LCTOP projects listed above that will provide at least 50% of the funding to benefit disadvantaged communities and comply with Assembly Bill 1550 which requires 5% of the funds be allocated to a project that benefit low-income communities and 5% of the funds are allocated to a project that benefit these living within ½ mile of a low-income or disadvantaged community within Yuba and Sutter Counties;

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

NOW THEREFORE, BE IT FURTHER RESOLVED that Keith Martin, Transit Manager is authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Yuba-Sutter Transit Authority that it hereby authorizes the submittal of the following project nomination and allocation requests to the Department for FY 2020-21 funds:

PROJECT NAME: NEXT GENERATION TRANSIT FACILITY

Amount of LCTOP funds requested: \$TBD (Regional - \$TBD / Local - \$TBD)

Project description: Provide funding to construct facility components associated with the support and operation of zero emission buses.

Contributing Sponsors: Sacramento Area Council of Governments (SACOG)

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

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 FEBRUARY 18, 2021.

Chair, Board of Directors

ATTEST:

*Janet Frye
Secretary to the Board*

AGENDA ITEM V – B
STAFF REPORT

FY 2022 BUDGET PREVIEW

Background

The Yuba Sutter Transit 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 provides early notice to the member jurisdictions of the annual apportionment of Local Transportation Fund (LTF) contributions for inclusion in their own budget process.

The purpose of this agenda item is to build upon the mid-year budget report from the January meeting with a review of potential issues related to the upcoming budget cycle and to invite input on other issues that the Board would like considered when staff is preparing the preliminary draft budget for presentation at the March 18th meeting. As with any budget process, there are several issues for which early Board discussion is appropriate, but due to the ongoing pandemic and the need to replace the existing operating facility, the following list of financial, service, policy and planning related issues is longer than usual for FY 2022.

- Projected year-end revenues and expenses for FY 2021
- Federal, state, and local operating and capital funding outlook for FY 2022 and beyond
- Funding and implementation status of multi-year planning studies
- Contract staffing relationship with the Regional Waste Management Authority
- Pandemic related service, policy, and funding issues

Projected Year-End Revenues and Expenses for FY 2021

Complete year-to-date budget projections will be provided with the preliminary draft budget in March, but total operating expenses for FY 2021 are now expected to be around \$500,000 (6 percent) less than the adopted \$7.93 million budget. Representing over 7.5 percent of the budget and typically the most volatile of all line items, fuel expenses are currently projected to end the year more than \$130,000 (21 percent) below the budgeted amount of \$596,000, but this can change quickly should fuel prices suddenly spike higher in the second half of the year. Most of the other major expense line items are close to or below the amount budgeted at the mid-year mark except for contract and out-of-contract services. While contract service expenses are down with reduced service levels, out-of-contract services are up exponentially due to the unforeseen pandemic related expenditures.

In addition to lower than budgeted operating expenses, operating revenues are likely to come in slightly higher than the amount budgeted for FY 2021 primarily due to much higher-than-expected fare receipts even with a 61 percent reduction in systemwide ridership. This resulted from the reinstatement of fare collection on the local and rural fixed routes and the Dial-A-Ride service early in the fiscal year after the budget had assumed that no fares would be collected on these services in FY 2021. The combination of lower than budgeted expenses and higher than budgeted fare revenue

will allow more of the federal CARES Act funding from FY 2020 to be carried over to FY 2022 assuming current trends hold through June.

For comparison purposes, staff created Exhibit A to graphically illustrate the impact of COVID-19 on both revenues and expenses over the last three fiscal years. For reference, FY 2019 was a COVID-free year, FY 2020 was a one-third COVID year and FY 2021 will be an all-COVID year. While the relative allocation by expense category has been stable over time, total expenses did drop from FY 2020 to FY 2021 and the relative allocation by revenue category has shifted dramatically toward federal funding sources primarily due to the availability of CARES Act funding and the huge drop in fare revenue.

Federal, State and Local Operating and Capital Funding Outlook for FY 2022 and Beyond

The 2015 federal transportation funding measure known as Fixing America's Surface Transportation (FAST) Act that established federal transit funding authorization levels through FFY 2020 was recently extended one year. As a result, future federal formula funding will depend on reauthorization prior to September 30, 2021 or additional continuing resolutions. Based on past practice and the current political climate, the continuing resolution route at previous year funding levels appears to be likely. However, this should not be an issue for Yuba-Sutter Transit's FY 2022 budget as the now projected remaining CARES Act balance at year-end combined with an anticipated \$1.57 million in new emergency funding relief from the proposed Budget Reconciliation Title is expected to allow any FY 2022 appropriation of federal formula funds to be carried over to future years.

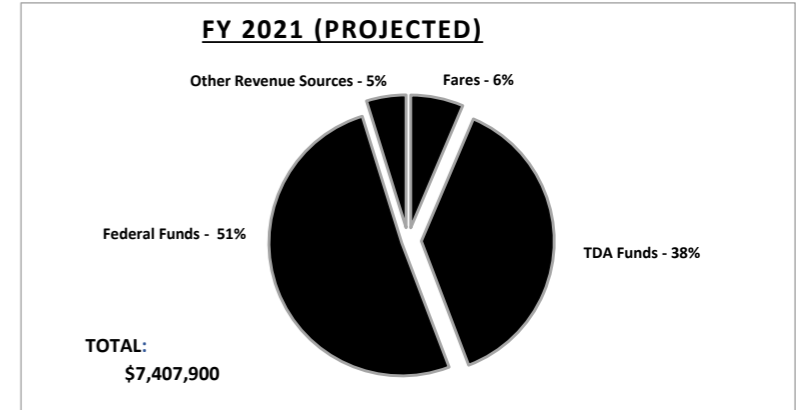
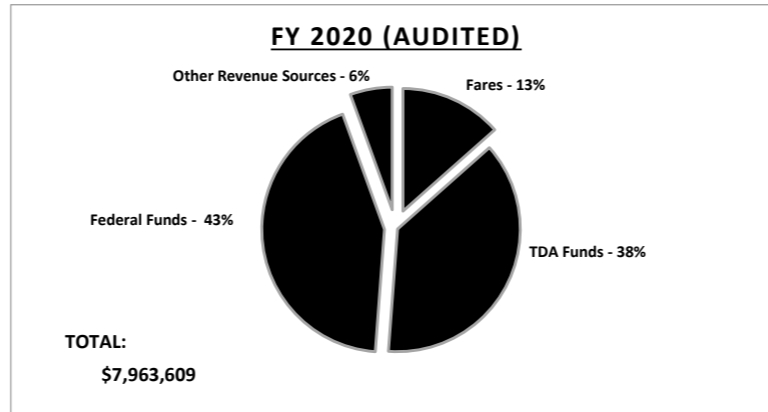
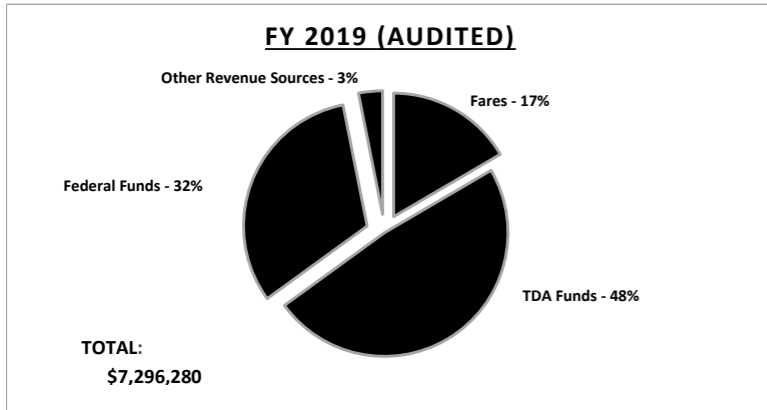
Most federal funds can be used for either operating or capital purposes, but the largest of these sources has been used primarily for operating purposes in recent years as other state funds have been available for capital purposes. The relative allocation of federal funds will now need to be revisited due to the massive upcoming capital expenses associated specifically with the new zero-emission fleet requirement and the related replacement of the current operating and maintenance facility. Staff is now planning to use most or all of the current and future balance of federal formula funding appropriations that has largely accrued due to the availability of CARES Act funding for these capital expenses.

State Transit Assistance (STA) revenue is the single on-going state transit funding source that Yuba-Sutter Transit has historically used as the primary source of local matching funds for federal capital grants. SB 1 (2017) resulted in a significant expansion in the amount of STA funding available through an increase in the sales tax on diesel and a portion of an increase in vehicle registration fees. STA funds are available exclusively for transit operating or capital purposes with only minimal restrictions. Due to the extraordinary capital needs cited above and the availability of federal COVID-19 relief funding, staff will be cautious in how much of these funds will be programmed for operating purposes in FY 2022 and beyond.

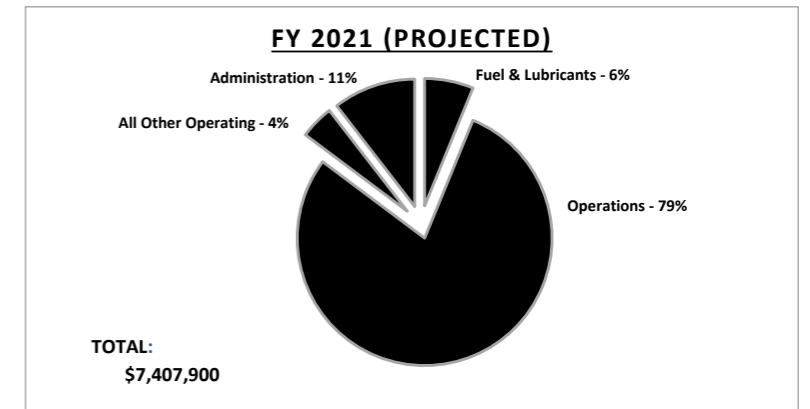
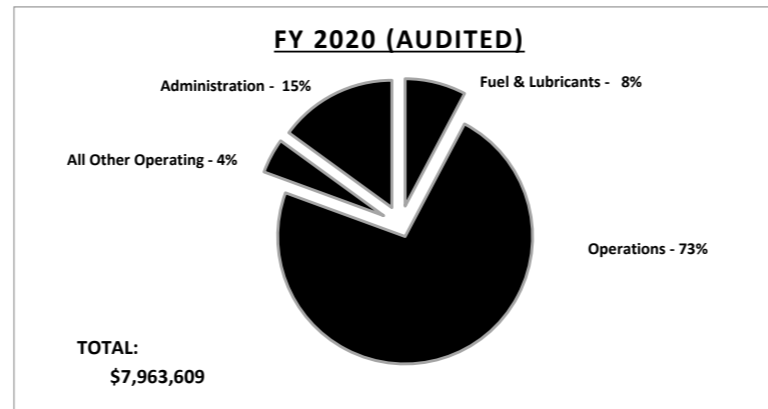
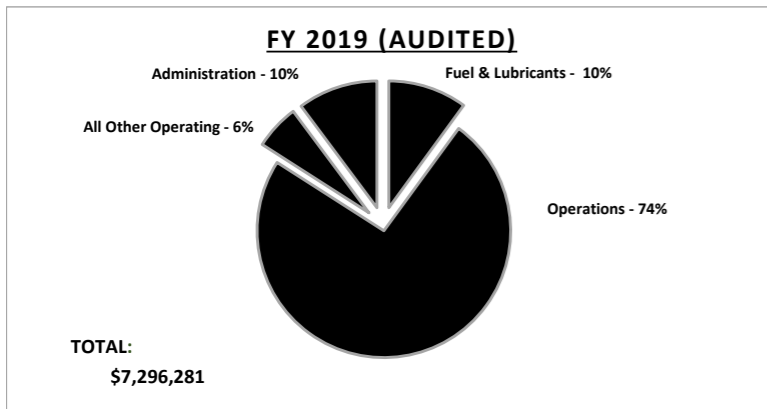
A major portion of the annual operating budget is funded by Local Transportation Funds (LTF) that are contributed by the member jurisdictions. LTF revenue is derived from a one-quarter percent sales tax that is returned to the county of origin and distributed to the jurisdictions therein by population. These funds must be used first to meet local transit needs with the remainder, if any, made available for the maintenance of local streets and roads. LTF funds are traditionally used by Yuba-Sutter Transit to balance the annual operating budget after all other available revenue sources have been

EXHIBIT A

OPERATING REVENUE



OPERATING EXPENSES



accounted for. Since FY 2019, approximately \$2.8 million has been claimed by Yuba-Sutter Transit for operating purposes. This amount now represents less than 50 percent of the combined LTF apportionment for the four member jurisdictions. As noted above, with a greater share of other funding sources to be allocated for capital purposes, a greater share of available LTF revenue will be needed to back-fill the operating budget in the future.

Funding and Implementation Status of Multi-Year Planning Studies

The Next Generation Transit Facility Study, which is being funded primarily through a Caltrans planning grant, will soon be completed with the intended result being the identification of preferred sites for the ultimate construction of a new Yuba-Sutter Transit operating and maintenance facility. Staff anticipates that property acquisition could occur by this summer so some financial flexibility will be important in the FY 2022 budget to initiate the engineering and design of the new facility. Additional federal, state and regional grants will certainly be necessary to complete this process and finance the new facility to meet the anticipated occupancy date of late 2025.

Staff recently applied for another Caltrans planning grant to fund a two-year Comprehensive Operational Analysis (COA) of the Yuba-Sutter Transit system. The last such effort was the Yuba-Sutter Short Range Transit Plan that was adopted in May 2015. The proposed COA would be a top-to-bottom assessment of the current operation to “right-size” the system for the projected service demand. Given the nearly six-year negative trend in systemwide ridership made even more pronounced by the pandemic, the need for this project is so important that staff would recommend that it be funded in the FY 2023 budget if the Caltrans grant is not awarded for FY 2022.

Contract Staffing Relationship with the Regional Waste Management Authority

Since March 1988, Yuba-Sutter Transit staff has provided administrative support for the Regional Waste Management Authority (RWMA). This approach has been mutually beneficial to date, but a study of potential alternative organizational scenarios in response to recent state legislation and related regulations as well as anticipated staffing changes resulted in recommendations that would end this relationship. Assuming the six member jurisdictions adopt the necessary amendments to the RWMA Joint Powers Agreement to implement the study recommendations, implementation is expected on July 1, 2021. While the Yuba-Sutter Transit staffing relationship is expected to continue month-to-month for some time thereafter to assist in the transition, the financial impact will begin to take hold in FY 2022.

Pandemic Related Service, Policy and Funding Issues

COVID-19 wreaked havoc on the Yuba-Sutter Transit operation over the last two fiscal years and the impact is expected to continue into FY 2022 as well. As a result, several budget assumptions will need to be made for the following pandemic related questions:

1. Will ridership continue at current levels, drop still farther, or grow to a new post-pandemic normal? What will these alternate ridership levels look like by service and how will they impact the budget?

2. How will these alternate ridership levels impact the size and scope of the operation? Will service continue to operate at currently reduced levels or will changes need to be made to either reduce it still further or return to pre-COVID service levels? What would that look like by service under each scenario?

While it is impossible to answer these questions with any degree of certainty, each will certainly impact both the revenue and expense assumptions for FY 2022 and possibly even beyond.

Recommendation

Board input is now being requested on the development of the preliminary draft budget regarding the above or any other issues that members may desire staff to investigate further prior to the next meeting on March 18th. If so directed, staff will also outline the related budget, service or policy review process that may be necessary for each as part of the preliminary draft budget. While a special Board workshop has been held at times in the past to focus on the details of the draft budget prior to final consideration in May, the relative need and possible dates and times for such a meeting will also be discussed at the March meeting.

Staff will be prepared at the meeting to discuss these and other budget related issues in more detail as desired.

RECOMMENDATION: Direct staff as desired.

AGENDA ITEM V – C
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)
AB 2766 GRANT AGREEMENT**

Attached for Board review and approval is Feather River Air Quality Management District (FRAQMD) Grant Agreement #VF20-07 to continue the existing Discount Monthly Pass Program. This grant was approved by FRAQMD in December for the requested amount of \$72,000 for a six-month period. When combined with the recent administrative extension through September 2021 of the existing FRAQMD grant for the same purpose, the program will now continue at least through March 2022.

This new grant assumes the sale of 7,200 discount monthly bus passes over the six-month program period for area youth (age 5 – 18), seniors (currently age 65 and over) and persons with qualifying disabilities at a grant funded subsidy of \$10 each. As a result, the out-of-pocket cost for a \$15 discount monthly pass is reduced to just \$5. Each discount pass is valid for unlimited use of Yuba-Sutter Transit's six local fixed routes and three rural routes for a calendar month. All related marketing and administrative support expenses will be provided by Yuba-Sutter Transit as an in-kind contribution.

This is a standard FRAQMD grant agreement that will have been reviewed by legal counsel prior to the meeting. Staff and counsel will be prepared at the meeting to discuss both the agreement and the project in detail.

RECOMMENDATION: Authorize execution of FRAQMD Grant Agreement #VF20-07 as submitted.

**AGREEMENT FOR USE OF MOTOR-VEHICLE
REGISTRATION SURCHARGE FEES**

FRAQMD Agreement No. VF20-07

This Agreement, dated March 1, 2021, is between the Yuba Sutter Transit Authority (“Participant”), a public agency of the State of California, and the Feather River Air Quality Management District (“FRAQMD”), a body corporate and politic and a public agency of the State of California.

RECITALS

A. Participant proposes the Discount Monthly Bus Pass Program, to discount the cost of the monthly bus pass for Yuba and Sutter County area youth, seniors, and eligible persons with disabilities, from October 1, 2021, to March 31, 2022.

B. As part of its effort to reduce local air pollution from motor vehicles, FRAQMD is willing to fund a portion of this work from revenues it may receive under Chapter 7 of Part 5 of Division 26 (commencing with section 44220) of the Health and Safety Code, subject to the terms and conditions herein.

TERMS AND CONDITIONS

1. FRAQMD shall pay to Participant a total amount not to exceed \$72,000.00, within thirty days of receiving Participant's written invoice for the work described in section 2, and the new equipment has been inspected and approved by FRAQMD staff. Payment shall be made exclusively from revenues as specified in section B above, and is conditioned upon such revenues being available. Participant may submit partial invoices as work is completed throughout the term of the Agreement.

2. Participant shall use the funds paid under section 1 solely for the Discount Monthly Bus Pass Program, as further described in Exhibit A, which is attached to this agreement and made part of it.

3. Participant shall include mention of FRAQMD’s Blue Sky Program as a funding source for the Discount Monthly Bus Pass Program in all press releases, advertisements and other public outreach for the Discount Monthly Bus Pass Program. Participant shall provide FRAQMD notification of all such outreach prior to publication.

4. Participant shall submit a final “Project Evaluation” report that details the results of the Discount Monthly Bus Pass Program objectives as further described in said Exhibit A, **with the final invoice**, within 90 days of project completion, but no later than June 30, 2022.

5. Participant acknowledges that in order to comply with Chapter 7 of Part 5 of Division 26 (commencing with Section 44220) of the Health and Safety Code the funds paid under section 1 must be used solely to reduce air pollution from motor vehicles, and for related planning, monitoring, enforcement, and technical studies necessary to implement the California Clean Air

Act of 1988. Participant agrees to use all funds paid hereunder for such purposes.

6. Participant shall complete the work described in paragraph 2 by **March 31, 2022**. If all or a portion of the work described in paragraph 2 is not complete, the funding allocated to the incomplete portion shall revert to back to the FRAQMD on July 1, 2022. Further, Participant shall refund to FRAQMD any funds paid hereunder which are not expended solely for the work described in paragraph 2, together with accrued interest, within 30 days of FRAQMD's written demand therefore.

7. If Participant requires an amendment to the agreement either to extend the grant beyond March 31, 2022, to complete the work described in paragraph 2, or for any other reason, then an extension request must be received by the FRAQMD no later than January 10, 2022.

8. Participant agrees to indemnify, defend (upon FRAQMD's written request), protect, and hold harmless FRAQMD and FRAQMD's officers, employees, and agents against all liabilities, claims, demands, damages, and costs (including reasonable attorneys' fees and litigation costs through final appeal) that arise in any way from acts or omissions by Participant or Participant's officers, employees, or agents while performing under this agreement. Participant's obligation under this section covers but is not limited to liabilities, claims, demands, damages, and costs arising from injury to, or death of, any person and from damage to, or destruction of, any property. Participant's obligation under this section will survive this agreement.

9. If Participant materially breaches this agreement, then FRAQMD may demand in writing that the breach be cured. If, within ten days after receiving such demand, Participant has failed to cure the breach to FRAQMD's reasonable satisfaction, then FRAQMD may give Participant written notice of termination. Upon such termination, Participant must submit to FRAQMD a final written report prepared in accordance with section 3 and must return to FRAQMD all funds paid under section 1 which have not been expended on the Discount Monthly Bus Pass Program. As used in this section, "material breach" includes but is not limited to Participant's use of funds paid under section 1 in a manner inconsistent with Chapter 7. FRAQMD's failure to insist on strict performance of this agreement, or to exercise any right or remedy upon breach of this agreement, shall not constitute a waiver of such performance, right, or remedy. No waiver is binding unless in writing, signed by FRAQMD.

10. Participant acknowledges that FRAQMD's sole responsibility concerning the Discount Monthly Bus Pass Program Project described in section 2 is to contribute a portion of the program costs. FRAQMD has no responsibility for, or control over, development, implementation, and promotion of the Discount Monthly Bus Pass Program.

11. All correspondence regarding this agreement, including invoices, payments, and notices, shall be directed to the following persons at the following addresses and phone numbers:

Yuba Sutter Transit
Authority:

Keith Martin, Transit Director
2100 B Street, Marysville, CA 95901
(530) 634-6880

FRAQMD:

Christopher D. Brown, AICP, Air Pollution Control Officer
541 Washington Avenue, Yuba City, California 95991
(530) 634-7659

If written, correspondence shall be sent either by personal delivery (including overnight delivery service) or by U. S. Mail, postage prepaid, and shall be considered delivered when actually received.

12. For a period of three years after final payment to Participant, this agreement shall be subject to the examination and audit of the State Auditor or independent auditor selected by FRAQMD, whether at FRAQMD's request or as part of any audit of FRAQMD, and Participant shall retain copies of all documents and records pertinent to this agreement for such period.

13. This agreement reflects the contributions of both parties and accordingly the provisions of Civil Code section 1654 shall not apply in interpreting this Agreement.

14. This agreement shall be interpreted and applied in accordance with California law. If any conflict arises between sections 1 through 13 and Exhibit A, then sections 1 through 13 shall govern. Any litigation concerning it shall be brought in the Superior Court of Sutter County. The prevailing party in any such litigation shall be entitled to recover reasonable attorneys' fees in addition to any other relief to which it may be entitled.

15. This agreement sets forth the parties' entire understanding regarding the matters set forth in sections 1 through 14. It supersedes all prior agreements and representations, written and oral, and may be modified only by a written agreement signed by Participant and FRAQMD.

APPROVED FOR LEGAL FORM

FEATHER RIVER AIR QUALITY
MANAGEMENT DISTRICT

By: _____
District Counsel

By: _____
Christopher D. Brown, AICP, APCO

YUBA SUTTER TRANSIT AUTHORITY

By: _____
Keith Martin, Transit Manager



Serving Sutter and Yuba Counties

1st Priority

541 Washington Avenue
Yuba City, CA 95991
(530) 634-7659
FAX (530) 634-7660
www.fraqmd.org

Christopher D. Brown, AICP
Air Pollution Control Officer

**BLUE SKY PROGRAM PROPOSAL APPLICATION FORM AB 2766
Fiscal Year 2020/2021**

PROJECT TITLE Discount Monthly Bus Pass Program

Agency/Company Name: Yuba-Sutter Transit Authority

Mailing Address: 2100 B Street, Marysville, CA 95901

Contact Person Name: Keith Martin Title: Transit Manager

Phone Number: (530) 634-6880 Fax Number: (530) 634-6888

Physical Address (if different from above):

E-Mail Address: keith@yubasuttertransit.com

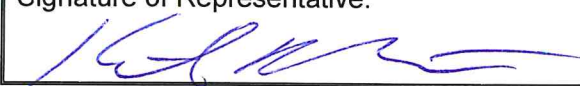
FUNDING REQUESTED

AB2766 Funding: \$ 72,000 OR AB 923 Funding: \$ _____

PROJECT TYPE (check one)

- | | | |
|---|---|--|
| <input type="checkbox"/> Alternative Fuel Infrastructure | <input type="checkbox"/> Bicycle or Pedestrian | <input type="checkbox"/> Public Transit |
| <input type="checkbox"/> Public Education or Outreach | <input type="checkbox"/> Vanpool/Shuttle | <input type="checkbox"/> Clean Fuel Vehicle Purchase |
| <input checked="" type="checkbox"/> Public Transit Fare Reduction | <input type="checkbox"/> Employer Rideshare Incentive | <input type="checkbox"/> Other |

Authorized Representative who will sign the Grant Agreement:

Name: Keith Martin	Title: Transit Manager
Signature of Representative: 	Date: October 16, 2020

Applicant Funding Disclosure:


Has the engine or vehicle in this application been awarded funding or is being considered for funding from another public agency? If yes, please provide agency name, amount of funding, and status of application for funding:

Not Applicable

Application Statement:

All information provided in this application will be used by the FRAQMD to evaluate the eligibility of your proposed project to receive grant funding. The FRAQMD reserves the right to request additional information and can deny the application if such requested information is not provided. An incomplete application is an application that is missing information critical to the evaluation of the project. If the applicant does not respond within 30 days, the application will be automatically terminated.

- I certify to the best of my knowledge that the information contained in this application is true and accurate.
- I certify that the existing vehicles/equipment/engines referred to in this application are operational.
- I understand that all technologies must either be verified or certified by CARB to reduce Oxides of Nitrogen and/or other criteria pollutants.
- I understand that there will be conditions upon receiving grant funding and agree to refund these funds if it is found that at any time the conditions/contract are not met, and if so directed by the District.
- I understand as a participant that programs have limited funds and shall terminate upon depletion of those funds. The FRAQMD shall be under no obligation to honor requests received following depletion of program funding. I acknowledge that in accepting any incentive funding, I will be prohibited from applying for any other form of emission reduction credits from the District.
- In the event that the project does not complete the minimum term of any agreement eventually reached from this application I agree to return to the FRAQMD a pro-rated portion of incentive received based on activity and/or usage up to and including the full amount of the original incentive provided as directed by the FRAQMD. I understand that the FRAQMD may relieve this obligation to return the funds depending on the circumstances.
- I understand I must be in compliance with all applicable federal, state, and local air quality rules and regulations.



Authorized Signature

October 16, 2020

Date

Keith Martin

Authorized Representative's Name

Transit Manager

Title

STATEMENT OF OBJECTIVES (fill out all sections that are applicable)

Description of Proposal: Six month extension of the Discount Monthly Bus Pass Program for youth, seniors and persons with disabilities
Explain the Need for this Project: To encourage/reinforce transit ridership among area youth, seniors and persons with disabilities
Estimated Emission Reductions/Vehicle Trip Reductions/Project Benefit: Unknown
Estimated Number of People Served: The program is expected to result in the sale of 7,200 monthly passes and provide 172,800 passenger trips
Regional Benefit of Proposal: Reduced number of vehicle trips and vehicle miles traveled for reduced vehicle emissions and improved air quality
Describe Previous Funding Received by Project from the Blue Sky Program: Yuba-Sutter Transit has received a number of grants for this and similar projects starting with a Discount Monthly Youth Pass program in September 2005 that has since been expanded to include seniors and persons with disabilities.
Number of Years to Achieve Estimated Emission Reductions/VMT Reductions/Benefits: Not Applicable

FUNDING REQUEST

Total Project Costs: \$74,500
List Project Costs by Tasks, Phase, and Alternative Funding Levels (if applicable): Fare Replacement (Sale of 7,200 passes) \$72,000 Project Management (20 hours @ \$75/Hr.) 1,500 Direct Project Promotional Expenses 1,000 Total \$74,500
List all funding sources including direct and in-kind (non-dollar) contributions and sources: Blue Sky Grant \$72,000 In-Kind 2,500 Total \$74,500
Itemized list of equipment to be purchased and proportion of cost to be funded by Blue Sky Grant: Not Applicable
Percent or Amount of Funding Requested that is for Project Administration: 0%
Names of any subcontractors, hourly or daily rates of compensation and number of hours. If specific contractors not yet known, list minimum qualifications: None

PROJECT ORGANIZATION (if not government agency)

Project Proponents Management Structure: Not Applicable
Project Proponents Tax Status (501 (C) 3, etc.) Not Applicable
Proposal Monitoring Procedures: Not Applicable
Description of Facilities Available (if applicable): Not Applicable

WORK STATEMENT

Describe each phase of the work to be performed, including tasks within each phase of work, the sequence of work activities (including starting and completion dates), and how the evaluation and monitoring of the work shall determine effectiveness of the proposal. Include all relevant information including the technology and parties involved. NOTE: The work statement, subject to modification by the Committee, Board, or FRAQMD staff, will be attached to the contract for successful applicants. The final report submitted to the FRAQMD will describe the success in implementing the work statement.

The proposed project is to extend the current Discount Monthly Bus Pass Program for six months from October 1, 2021 through March 31, 2022. The requested grant funds would be used to replace lost fare revenues that would result from deeply discounting the regular \$15 price for unlimited use monthly bus passes for area youth (ages 5 - 18), seniors (age 65 and over) and eligible persons with disabilities to just \$5. The primary objective of this project is to reduce the number of vehicle trips and vehicle miles traveled in the Yuba-Sutter area for the purpose of reducing vehicle emissions and improving air quality. Assuming sales and use figures similar to those experienced prior to the COVID-19 pandemic, the proposed program is expected to result in the sale of 7,200 discount monthly bus passes (1,200 per month) and the provision of up to 172,800 passenger boardings over the six month period as each discount pass is currently being used an average of 24 times a month.

In September 2005, this tremendously popular program began as a year-round youth ridership incentive program and has since been extended and expanded through a series of FRAQMD grants to also include seniors and persons with disabilities which will now end on September 30, 2021 without additional funding. The discount monthly pass subsidy program has far exceeded all expectations over the years proving to be an extremely cost effective method of encouraging and maintaining transit ridership. In 2019, Yuba-Sutter Transit sold 12,335 discount monthly passes and provided 295,495 discount monthly pass boardings which was 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.

The secondary objective of the program is to continually introduce and reinforce the use of public transit as a viable alternative mode of transportation to the large and growing local population of youth, seniors and persons with disabilities as many who meet the discount fare eligibility requirements probably still have never used Yuba-Sutter Transit. The proposed extension of this program offers a low risk means by which the target population can experiment with alternative transportation modes as either their primary or occasional means of travel by reinforcing the experience of existing passengers while reaching out to new passengers. The success of this program can be measured by comparing the number of discount monthly passes sold and passenger trips provided by eligibility category or as a combined program to the same numbers in prior years.

The requested \$72,000 in Blue Sky funding will replace the lost fare revenue from the proposed \$10 reduction in the regular \$15 price of up to 7,200 discount monthly bus passes that are expected to be sold over the six month program period. Discount monthly passes will be accepted on all six local routes as well as on Yuba-Sutter Transit's three rural routes that serve Live Oak, Wheatland and the Yuba County foothills. All direct and indirect project coordination and promotional expenses for the program with an estimated value of \$2,500 will be provided by Yuba-Sutter Transit as an in-kind contribution to the project. Alternative funding levels are possible by either incrementally reducing the number of months covered by the program or reducing the grant subsidy amount for each pass purchased or some combination thereof. Increasing the out-of-pocket cost for each pass would likely result in fewer passes sold and fewer passengers carried.

PROJECT SCHEDULE

Beginning of the Extended Discount Monthly Bus Pass Program -- October 1, 2021
Completion of the Proposed Project Period -- March 31, 2022
Final Report & Project Closeout -- May 31, 2022

ADDITIONAL INFORMATION ON SPECIFIC PROJECT TYPES

Alternative fuel infrastructure for CNG, LNG, or EVSE.

Fueling station address/city/ZIP: Not Applicable	
Estimated date of operation:	Total Cost:
Number of vehicles it will serve:	
Regional benefit of project:	
Will the fueling station be accessible to the public? If yes, describe accessibility (24/7; M-F, etc):	

EMPLOYER RIDESHARE INCENTIVE PROJECTS

Employer/TMA Name: Not Applicable	
Number of employees to be served:	Length of Project:
How will project encourage alternative commute modes:	

BICYCLE OR PEDESTRIAN FACILITIES OR IMPROVEMENTS

Description of Location and Major Origins and Destinations (attach map): Not Applicable
Commuter or Recreational Focus:
Describe Consistency or Implementation w/Adopted Bicycle or Other Plan:

EXPANSION OF TRANSIT SERVICES

Description of Bus Routes and Major Origins, Connections, and Destinations (attach map): Not Applicable
For New Service, Estimated Number of Passengers Per Trip:

PUBLIC EDUCATION/OUTREACH/INFORMATION

Target Audience: Not Applicable
Message to be Delivered:
How Message Results in Reduced Emissions:

VANPOOL/SHUTTLES

Describe the Proposed Route (attach map): Not Applicable	
Vehicle Capacity:	Vehicle Fuel Type:
Number of Vans/Shuttles:	Daily VMT for Each Van/Shuttle:
Submit copies of manufacture's descriptive literature that includes the vehicle GVWR, engine make, emissions certification or Executive Order (EO) and picture of proposed vehicle.	

TRANSIT FARE REDUCTION

Amount of Fare Reduction: Reduction of \$10 off the regular \$15 price of each discount monthly bus pass
Estimated Number of Riders to Benefit: Sale of up to 7,200 passes & the provision of up to 172,800 passenger trips
Describe Type of Routes, Riders, or Service Eligible for Fare Reduction: Discount monthly bus passes are accepted for fare payment on the six local fixed routes in the Marysville/Yuba City urban area as well as on the three rural routes serving Live Oak, Wheatland and the Yuba County foothills.

CLEAN FUEL VEHICLES PROJECTS (excluding School buses):

Project types include: replacement of existing vehicle with new OEM low-emission vehicle; repowering or retrofitting existing on-road vehicles with cleaner engines or other low-emission technology.

Existing Vehicle Type: Not Applicable	
Existing Vehicle VIN:	
Average Annual Miles Traveled (miles):	
Does the vehicle operate in an <u>AB 1550</u> area? If yes, please indicate address or lat/long coordinates: https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm	
Existing Vehicle Manufacturer:	
Existing Vehicle Model:	
Existing Vehicle Model Year:	Existing Vehicle License Plate:
Existing Vehicle Odometer:	Existing Vehicle GVWR:
Existing Engine Manufacturer:	Existing Engine Model:
Existing Engine Serial Number:	Existing Engine Horsepower:
Existing Engine CARB Executive Order Number:	
Existing Engine Model Year:	Existing Engine Fuel:

New Vehicle Manufacturer:	
New Vehicle VIN, ID Number, or License Plate (if known):	
New Vehicle Model:	New Vehicle Fuel Type:
New Vehicle Model Year:	New Vehicle GVWR:
New Vehicle Type:	Estimated Date of Delivery:
New Engine Manufacturer:	New Engine Model:
New Engine Model Year:	New Engine Horsepower:
New Engine CARB Executive Order Number:	
Incremental Cost of Project (cost difference between conventionally fueled new vehicle and the low emission vehicle):	
Number of Years Project to be under Contract:	

Project Requirements:

- i. All new vehicles must be Original Equipment Manufacturer (OEM) and the vehicles (or any conversion kit) must be certified by the California Air Resources Board to be cleaner than the standard (base) gasoline or diesel vehicle.*
- ii. Electric vehicles must meet all state and federal standards for on-road operation.*
- iii. Submit copies of the new vehicle manufacturer's descriptive literature that includes the engine make and series, certification standard and a picture of the proposed vehicle.*
- iv. Submit a copy of existing vehicle registration showing registration in CA for previous 24 months, proof of insurance for previous 24 months, existing engine Executive Order, new vehicle quote from vender, new vehicle warranty information, and new engine/retrofit Executive Order.*

AGENDA ITEM V – D
STAFF REPORT

**REVISED PROCUREMENT POLICY FOR MICRO-PURCHASE AND
SMALL PURCHASE PROCUREMENT THRESHOLDS**

Yuba-Sutter Transit follows micro-purchase policies for procurements up to \$3,500 and small purchase procedures for those greater than \$3,500 but not exceeding \$50,000 when using Federal Transit Administration (FTA) funds.

Micro-purchases may be made without obtaining competitive quotes if the recipient of FTA funds determines the price to be paid is fair and reasonable. These purchases should be distributed equitably among qualified suppliers in the local area and purchases should not be split to avoid the requirements for competition above the micro-purchase threshold.

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

Statutory changes set forth in the National Defense Authorization Acts (NDAA) for Fiscal Year 2018 raised both the threshold for micro-purchases under Federal financial assistance awards to \$10,000 and the threshold for simplified acquisitions to \$250,000 for all recipients. As a result, staff is now proposing that the micro-purchase threshold be increased to \$10,000 and the simplified acquisition threshold be increased to \$250,000 to coincide with the FTA thresholds. This change will be particularly beneficial given the pending facility replacement project.

Davis-Bacon prevailing wage requirements will continue to apply to construction contracts exceeding \$2,000, even if micro-purchase procurement procedures are used. Additionally, the increase in the simplified acquisition threshold to \$250,000 does not apply for Buy America purposes, as the small purchase amount is established at \$150,000 in FTA's statute at 49 U.S.C. 5323(j)(13) and is no longer tied to the simplified acquisition threshold. In all procurements, the Authority shall be limited to any more restrictive threshold set by Federal, state, or local law.

Staff will be prepared to discuss micro-purchases and small purchases in detail at the meeting.

RECOMMENDATION: Approve increases in the micro-purchase and simplified acquisition thresholds as proposed or amended.

AGENDA ITEM V – E
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)
GRANT CLOSE-OUT REPORT FOR THE EXPANDED LIVE OAK SERVICE**

Background

Yuba-Sutter Transit has provided rural route service to the City of Live Oak since 1988 under an agreement whereby the city pays the fully allocated cost (including depreciation) for each hour of service (as determined by the most recent fiscal audit) minus any fare revenue received. These services have traditionally been funded exclusively from State Transit Assistance (STA) funds that are allocated to the city and claimed directly by Yuba-Sutter Transit. The expenses and fare revenue for this service are included in Yuba-Sutter Transit's systemwide farebox recovery ratio and Yuba-Sutter Transit is solely responsible for setting service levels and passenger fares up to the level of STA funds available. The cost for any service beyond that level would be the sole responsibility of the city.

Prior to July 1, 2015, the Live Oak Route offered two round trips every Monday, Wednesday and Friday and had performed rather well consistently costing less to operate than the amount of STA funding that had been available resulting in an FY 2015 year-end balance (June 30, 2015) of just over \$107,000 for a service with an annual net operating cost of around \$40,000 at the time. To determine if there would be enough ridership to justify a higher level of service, the Live Oak City Council requested that the service be expanded as of July 2015 from three to five days a week with additional local stops within the city and a new option for direct service to Yuba College's Sutter County Center.

Partially off-setting the projected \$30,000 additional first year cost for the expanded service, Yuba-Sutter Transit received a \$10,000 grant from the Feather River Air Quality Management District (FRAQMD). Since that time, five additional grants, for a cumulative total of \$55,000 (including the original grant) have been awarded to continue supporting the expanded service level through December 2020. This report covers the complete 66-month demonstration period for the expanded Live Oak Route from July 2015 through December 2020. A recent application for a seventh FRAQMD grant to help support this program for another 12 months was unsuccessful.

Expanded Service

The Live Oak route was expanded from three to five days a week (Monday - Friday) offering two round trips each service day beginning July 1, 2015. The three previous Live Oak bus stops were modified and expanded to a total of six stops to provide scheduled service to more areas of the city while all service policies including route deviations for seniors and persons with disabilities remained in effect. For the first time, the expanded Live Oak service offered the potential for direct service for Live Oak residents to Yuba College's Sutter County Center when the bus traveled to and from Marysville/Yuba City. A copy of the current Live Oak Route service brochure is attached for reference.

As shown in the table below, the response to the expanded Live Oak service had been generally positive and recently trending upward until the COVID19 pandemic began to impact the system in March 2020. For the year, average monthly ridership was down 43 percent and average monthly fare revenue was down 61

percent. The difference between these two indicators is primarily due to the suspension of fare collection on Yuba-Sutter Transit's three rural routes and the Dial-A-Ride service from March 23, 2020 through August 31, 2020 until the small buses that are used for these services could be fitted with plexiglass barriers to minimize driver and passenger exposure to the coronavirus. As a result, the financial performance indicators were more severely impacted.

Monthly Averages by Grant Period

	Jul 15 – Dec 15	Jan 16 – Dec 16	Jan 17 – Dec 17	Jan 18 – Dec 18	Jan 19 – Dec 19	Jan 20 – Dec 20
Passenger Trips / Month	285	280	272	332	341	194
Vehicle Service Hours (VSH) / Month	75.4	74.0	71.64	77.26	77.43	76.32
Trips per VSH	3.78	3.78	3.8	4.31	4.40	2.54
Total Operating Cost / Month	\$5,396	\$6,297	\$6,146	\$6,760	\$7,070	\$7,094
Passenger Fare Revenue / Month	\$321	\$326	\$277	\$277	\$301	\$117
Net Subsidy / Month	\$5,075	\$5,971	\$5,869	\$6,483	\$6,769	\$6,976
Net Subsidy per VSH	\$67.31	\$80.69	\$81.95	\$83.90	\$87.44	\$91.40
Net Subsidy per Trip	\$17.81	\$21.33	\$21.58	\$19.86	\$19.87	\$36.05

Summary

Compared to pre-expansion performance levels (July 2014 – June 2015), Live Oak ridership generally kept pace with the increase in service hours that were funded in part with the FRAQMD grant funds at least until the pandemic. However, the combination of low average fares and increased operating costs has resulted in significantly increased operating subsidies over time. As a result, the continued uncertainty as to when or if Live Oak ridership will return to pre-COVID levels combined with the elimination of FRAQMD support certainly brings the long-term sustainability of the expanded service into question. There is, however, no need to take immediate action to reduce the existing service level as Live Oak's projected FY 2021 STA balance of approximately \$122,400 will be sufficient to cover the annual shortfall in operating costs for several years, but staff will continue to monitor this service closely while investigating other long-term funding and operational options.

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

RECOMMENDATION: Information only.

OTHER SERVICE CONNECTIONS

Yuba-Sutter Transit offers a wide range of other public transportation services. These include weekday and Saturday local fixed route service; weekday and Saturday Dial-A-Ride service for seniors and persons with disabilities; weekday commuter and midday service to downtown Sacramento; and, rural service to Wheatland and the Yuba County foothills.

Connections to and from the Live Oak Route are available at both the Alturas & Shasta Terminal in Yuba City and the Yuba County Government Center in Marysville with Routes 1, 2 and 4 for local route service throughout Yuba City, Marysville and Linda.

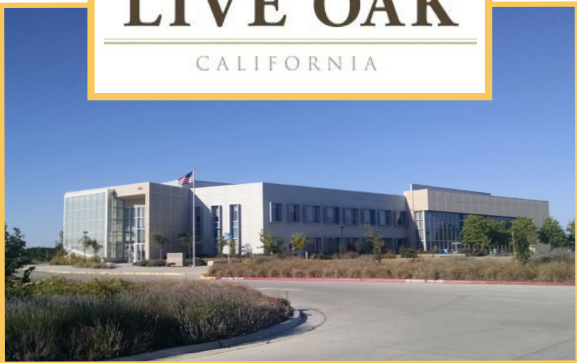
Connections are also available at the Yuba County Government Center for service to and from downtown Sacramento.

Applicable fares must be paid on other services.

HOLIDAYS

Yuba-Sutter Transit does not operate any service on the following holidays:

New Year's Day	Independence Day
Martin Luther King's Birthday	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Day



NEW REAL-TIME BUS TRACKER

Know where your bus is at and when it is expected to arrive at your stop in real-time! Just download the free **DoubleMap** app to your smart phone or tablet and select "Yuba-Sutter Transit" as your system. From the menu, select routes of interest and favorite stops to get service alerts so you will always know before you go! You can also access the Bus Tracker from any internet connected device at YubaSutterTransit.com where you will also find instructions and tips for using this exciting new service.



CONNECT CARD

The Connect Card is the easy way to pay transit fares. It is a plastic, reloadable smart card with an embedded computer chip that can store cash value and/or monthly passes for any basic or discounted fares. It is also accepted by Sacramento Regional Transit and other transit providers in the Sacramento area.



Visit ConnectTransitCard.com to get started. Once you initially order and load your full fare* Connect Card online, you'll receive it in the mail in 3 - 5 days. Just tap it on the Connect Card reader when you board any Yuba-Sutter Transit bus and reload as needed.

**Discount fare passengers must visit the Yuba-Sutter Transit office for their first Connect Card which will also become their new photo I.D. card for discount fare eligibility purposes.*

CONNECT CARD OUTLETS

You can load monthly passes or cash value on the Connect Card at the Bel Air Market in Yuba City, the main Yuba and Sutter County Libraries, the Yuba College Bookstore in Linda and the Yuba-Sutter Transit Administrative Office. In addition, \$10 and \$15 ticket sheets and single ride tickets are available at Yuba-Sutter Transit or by mail. Call (530) 634-6880 for more information.



**Subject to change without notice.
Materials available in accessible formats
upon request. Call (530) 634-6880.**



Live Oak Route Information



Service Information
(530) 742-2877
(TTY) 634-6889
www.yubasuttertransit.com
Effective July 1, 2019



LIVE OAK ROUTE

The Live Oak Route is a combined fixed route and demand response service offering two round trips each weekday between Live Oak and the Cities of Yuba City and Marysville. Passengers can catch the bus at any of six designated stops in Live Oak without an advance reservation. Passengers may also request pick-up and drop-off at the Yuba College Sutter County Center on the way to or from Live Oak. Call at least one hour in advance for pick-up at the Sutter County Center or request drop-off there when you first board the bus.

Advance reservations are also available for demand response service within the city limits of Live Oak and anywhere within ¼ mile of the route to Yuba City and Marysville. This demand response service is provided in conjunction with the scheduled service.

For more information and trip planning assistance, call (530) 742-2877 (TTY 634-6889).

GENERAL POLICIES

The Live Oak Route operates with or without reservations serving designated stops every weekday though curbside service is available by advance reservation in designated areas.

To reserve a ride, simply call (530) 742-2877 and give the dispatcher your pick-up point, where you want to go and let us know if you will be returning on a later run that day. The bus will stop at any safe location within the city limits of Live Oak and anywhere within ¼ mile of the route to Yuba City and Marysville. Passengers must call at least one hour in advance for alternate stop locations and service to the Yuba College Sutter County Center stop.

If you have a regular appointment, call and arrange with dispatch for a standing reservation. This scheduled pick-up and drop-off will continue until you adjust or cancel it. Repeated no shows or late cancellations for standing rides will result in suspension of the standing reservation.

ADDITIONAL INFORMATION

- All Yuba-Sutter Transit buses are wheelchair accessible. Please let us know if you will need to use the lift when you make your reservation.
- Bike racks are available on all Yuba-Sutter Transit buses.
- Don't be a no show! If you are unable to make a scheduled trip, please call (530) 742-2877 and cancel your trip.
- Deposit exact change. Drivers do not make change.

LIVE OAK SCHEDULES

MONDAY THROUGH FRIDAY

	1st	2nd	3rd
Yuba Co. Govt. Center	--	11:35	5:35
Alturas & Shasta Terminal (Yuba City)	--	11:40	5:40
Yuba College, Sutter Co. Center*	--	11:50	5:50
Ash St. & Hwy 99	7:00	12:00	6:00
Maple Park Neighborhood Center	7:02	12:02	6:02
Pennington Rd. & O St. (Live Oak Park)	7:05	12:05	6:05
Richard Ave. & Presley Ave.	7:07	12:07	6:07
Date & O Streets (Senior Village)	7:12	12:12	6:12
Butte View Estates (Larkin Rd.)	7:15	12:15	6:15
Yuba College, Sutter Co. Center*	7:25*	12:25*	--
Alturas & Shasta Terminal (Yuba City)	7:40	12:40	--
Yuba Co. Govt. Center	7:45	12:45	--

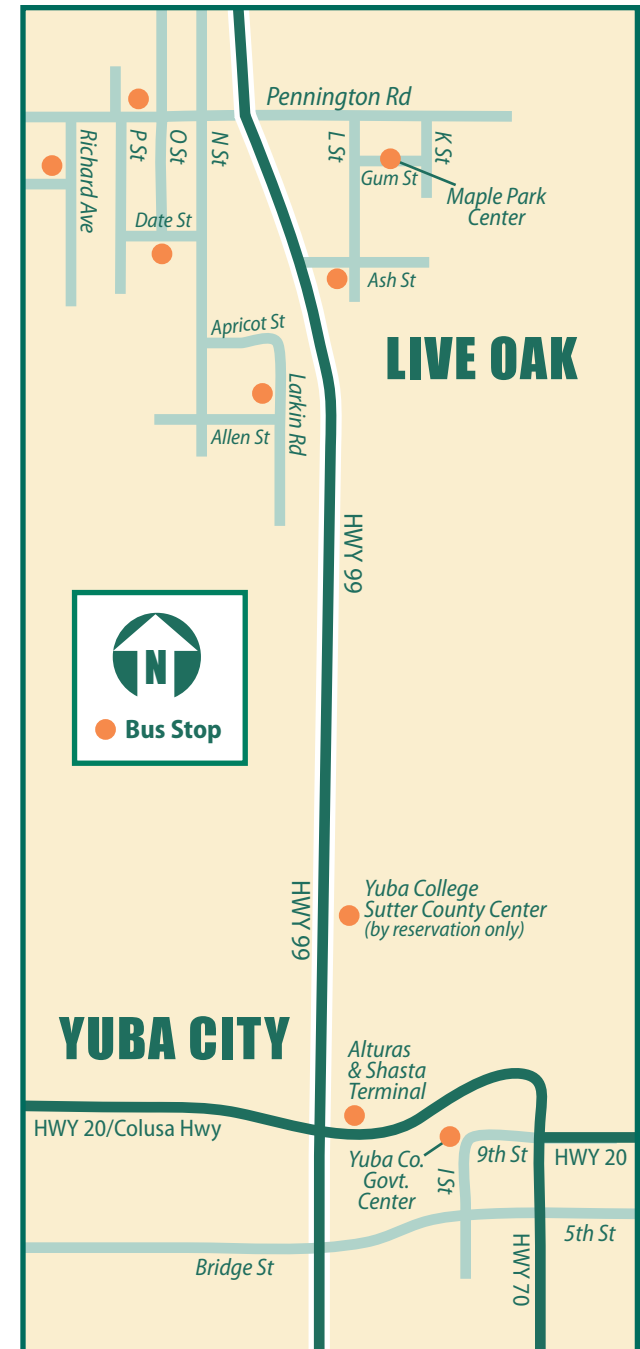
*by request only (please call 742-2877 at least 1 hour in advance)

FARES & PASSES

Basic Fare	\$3.00
Senior (Age 65+)/Disabled Fare*	\$1.50
Youth Fare (Age 5-18)*	\$1.50
Children - Age 4 and Under With Adult	Free
(Limit of two free fares per adult)	
Basic Monthly Pass (only with a Connect Card)	\$30.00
Discount Monthly Pass (only with a Connect Card)	\$15.00
Ticket Sheets -- Twenty 50¢ Tickets	\$10.00
Twenty 75¢ Tickets	\$15.00

*With a Yuba-Sutter Transit senior/disabled/youth photo identification (I.D.) card; Medicare card; or, DMV placard I.D. printout. Valid senior/disabled/youth photo I.D. cards issued by another transit agency will be honored for up to 21 days. Medicare card and DMV placard holders may be required to provide photo I.D.

**DEPOSIT EXACT FARE
DRIVERS DO NOT MAKE CHANGE**



AGENDA ITEM V – F
STAFF REPORT

MID-YEAR PERFORMANCE REPORT FOR FY 2020-21

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first two quarters of FY 2021 (July 2020 through December 2020) presented in comparison with the performance for the same period in the previous fiscal year. This is the second quarterly report to illustrate the full service and ridership impacts of the COVID-19 pandemic which first began to materialize in mid-March of last year. After several months of significant service and policy changes in response COVID-19 and the pandemic induced ridership free-fall in the fourth quarter of FY 2020, ridership levels on Yuba-Sutter Transit's services have been relatively stable over first six months of FY 2021.

Similar to what has been reported by many transit systems in the Sacramento region and beyond, overall Yuba-Sutter Transit ridership dropped 61 percent through December compared to the first half of FY 2020 while the number of vehicle service hours operated dropped 13 percent. As a result, other systemwide performance indicators were also down around 50 to 60 percent for the same period despite the first-time holiday ridership promotion where no fares were charged on the local and rural routes during the last two weeks of December.

Individually, the greatest ridership drop in terms of passenger trips continues to be on the local fixed route system. While the number of local fixed route service hours was reduced in May to reflect the lower ridership, much of that service has since been operated as supplemental limited stop Route 1 express service to reduce the number of passengers being left at bus stops because of on-board capacity limits to encourage social distancing. Dial-A-Ride service hours have been reduced even more significantly, but passenger capacity limits have also limited how much those service hours can be reduced as well. Consistent with the experience of commuter service operators nationwide, Yuba-Sutter Transit's Sacramento service has experienced the most significant percentage reduction in ridership (down 86 percent) compared to the same period last year. This massive drop prompted the May reduction in the number of Sacramento schedules resulting in a corresponding drop in the number of vehicle service hours operated (down 30 percent) compared to the same period last year. As always, rural route ridership continues to vary widely due to the limited nature of these services.

Looking forward, systemwide ridership is now expected to remain relatively unchanged through the end of FY 2021 as it largely depends on externalities that remain well outside of our control. Local fixed routes will likely not see much growth until middle-school, high-school and Yuba College students return to class in significant numbers; Dial-A-Ride ridership growth will depend largely on when the various adult day programs re-open; and Sacramento ridership levels will be tied to when state and other employees return to work in their downtown offices. With the recent decline in local infection rates and the staging of weekly mass vaccination events, these benchmarks do appear to be closer than they were for the last quarterly report, but conditions change daily so it is impossible to make projections with any degree of certainty.

Staff will be prepared to discuss the mid-year performance summary in detail at the meeting.

RECOMMENDATION: Information only.

**MID-YEAR PERFORMANCE REPORT
FISCAL YEAR 2020-2021**

	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
Fixed Route:						
July 2020 - December 2020	151,920	24,062.33	6.31	\$96,608	\$4.01	4.6%
July 2019 - December 2019	334,674	25,421.14	13.17	\$196,371	\$7.72	8.8%
Percent Change	-54.6%	-5.3%	-52.0%	-50.8%	-48.0%	-48.0%
Dial-A-Ride:						
July 2020 - December 2020	8,981	9,096.76	0.99	\$19,492	\$2.14	2.7%
July 2019 - December 2019	26,867	11,488.50	2.34	\$49,093	\$4.27	5.3%
Percent Change	-66.6%	-20.8%	-57.8%	-60.3%	-49.9%	-49.9%
Sacramento Services (Commuter & Midday):						
July 2020 - December 2020	10,128	5,158.37	1.96	\$72,027	\$13.96	17.5%
July 2018 - December 2019	71,939	7,359.48	9.78	\$201,380	\$27.36	34.2%
Percent Change	-85.9%	-29.9%	-79.9%	-64.2%	-49.0%	-49.0%
Foothill Route:						
July 2020 - December 2020	539	472.85	1.14	\$372	\$0.79	1.0%
July 2019 - December 2019	849	479.11	1.77	\$462	\$0.96	1.2%
Percent Change	-36.5%	-1.3%	-35.7%	-19.5%	-18.4%	-18.4%
Live Oak Route:						
July 2020 - December 2020	1,018	450.12	2.26	\$801	\$1.78	2.2%
July 2019 - December 2019	2,137	474.50	4.50	\$965	\$2.03	2.5%
Percent Change	-52.4%	-5.1%	-49.8%	-17.0%	-12.5%	-12.5%
Wheatland Route:						
July 2020 - December 2020	25	254.43	0.10	\$27	\$0.11	0.1%
July 2019 - December 2019	67	274.42	0.24	\$51	\$0.19	0.2%
Percent Change	-62.7%	-7.3%	-59.8%	-47.1%	-42.9%	-42.9%
Systemwide Summary:						
July 2020 - December 2020	172,611	39,494.86	4.37	\$189,327	\$4.79	6.0%
July 2019 - December 2019	436,533	45,497.15	9.59	\$448,321	\$9.85	12.3%
Percent Change	-60.5%	-13.2%	-54.4%	-57.8%	-51.4%	-51.4%

Notes:

1. All financial calculations are estimates pending final fiscal audits.