

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.