



MEETING NOTICE & AGENDA

DATE: Thursday, June 18, 2026

TIME: 4:00 P.M.

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

I. **Call to Order and Roll Call**

Bains, Bradford, Buttacavoli, Cole (Vice-Chair), Flores, House (Chair), Hudson and Kirchner

II. **Public Business from the Floor**

Members of the public may address the Authority on items of interest that are within the Authority's jurisdiction and are not on the agenda for this meeting. Public comment regarding agenda items will be permitted as each agenda item is considered by the Board.

III. **Consent Calendar**

All matters listed under the Consent Calendar are considered routine and can be enacted in one motion. There will be no separate discussion of these matters prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be removed from the Consent Calendar for discussion or specific action.

- A. Minutes from the Regular Meeting of May 21, 2026. (Attachment)
- B. Disbursement List for May 2026. (Attachment)
- C. Monthly Performance Report for May 2026. (Attachment)
- D. Surplus Declaration for Disposal of Cutaway Buses. (Attachment)

IV. **Action Items**

- A. Projects for the Sacramento Metropolitan Transportation Improvement Program (MTIP). (Attachment)

RECOMMENDATION: Approve Yuba-Sutter Transit's 5-Year MTIP Program of Projects and Long-Range Capital Improvement Plan as proposed or amended.

- B. Transportation Development Act (TDA) Claim for FY 2027. (Attachment)

RECOMMENDATION: Adopt Resolution No. 06-26 authorizing the submittal of Yuba-Sutter Transit's FY 2027 Transportation Development Act (TDA) claim as proposed or amended.

C. Administrative Salary and Benefit Recommendations. (Attachment)

RECOMMENDATION: 1) Approve an administrative cost of living salary adjustment of 2% and adopt the resulting administrative Salary Schedule, effective July 1, 2026, as proposed or amended.

2) Approve Resolution No. 08-26 authorizing the submittal of an Application for Elective Coverage of State Disability Insurance only, Local Public Entities and Indian Tribes (DE 1378M), to the Employment Development Department (EDD).

D. FY 2022-2024 Triennial Performance Audit Report. (Attachment)

RECOMMENDATION: Receive and File the Fiscal Year (FY) 2022-2024 Triennial Performance Report of the Yuba-Sutter Transit Authority, as presented.

E. Annual Agency Safety Plan (ASP) Update. (Attachment)

RECOMMENDATION: Receive and file the updated 2026 Agency Safety Plan (ASP) as proposed or amended.

F. NextGen Transit Plan Implementation. (Attachment)

RECOMMENDATION: Direct staff as to preferred alternatives for potential implementation of remaining NextGen Transit Plan service and fare recommendations.

G. Project and Program Updates

1. NextGen Transit Facility Project
2. Customer Satisfaction Survey
3. Yuba County Youth Pass Program Award

V. Correspondence / Information

VI. Other Business

VII. Adjournment

The next regular meeting is scheduled for Thursday, July 16, 2026, at 4:00 P.M. in the Yuba County Board of Supervisors Chambers, Yuba County Government Center, 915 8th Street, Marysville, California.

If you need assistance to attend the Yuba-Sutter Transit Board Meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, please contact the Yuba-Sutter Transit office at (530) 634-6880 or by email at info@yubasuttertransit.com at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM III-A
YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
MAY 21, 2026

I. **Call to Order & Roll Call** (4:01 p.m.)

Present: Bains, Buttacavoli, Cole (Vice-Chair), Flores, House (Chair) and Shaw (for Kirchner)

Absent: Bradford, Hudson and Kirchner

II. **Public Business from the Floor**

None.

III. **Consent Calendar**

Director Bains made a motion to approve the consent calendar. Director Flores seconded the motion, and it carried unanimously.

IV. **Action Items**

A. **AB 2561 Public Hearing on Employee Vacancies, Recruitment and Retention.**

Executive Director Matthew Mauk stated that effective January 2025, government code section 3502.3 requires public agencies to report annually on the status of employee vacancies, recruitment and retention efforts at a public hearing prior to adopting an annual budget. Mauk stated that all six (6) full-time staff positions at the Authority are currently filled and there are no changes to hiring policies or procedures currently recommended.

B. **Final Draft Operating and Capital Budgets for FY 2027.**

Mauk provided a summary presentation of the final draft Fiscal Year (FY) 2027 Operating and Capital budgets. Mauk reported that expenses were projected to end the current fiscal year 5% under budget and the final FY 2027 Operating Budget recommended for adoption is approx. 1% more than the preliminary budget presented in March.

Mauk highlighted an increase to the fuel budget line item of 26%, or just under \$300,000, reflecting recent trends of \$14 per vehicle service hour combined cost for diesel and gas. Mauk reported the final administrative expenditure budget presented was approx. \$3,500 less despite the inclusion of a proposed 2% administrative wage cost-of-living increase and the provision of short-term disability insurance for employees. Mauk reported no changes to the Capital Budget from the preliminary draft presented in March.

Directors Shaw and House directed staff to consider fare increases in the future to offset rising costs and preserve local transportation funds otherwise available to the jurisdictions for road maintenance.

Director Bains made a motion to adopt Resolution No. 04-26 approving the final FY 2027 Operating and Capital Budgets as proposed. Director Flores seconded the motion, and it carried unanimously.

C. Local Transportation Fund (LTF) Apportionment for FY 2027.

Mauk stated that the total of \$4.4 million in Local Transportation Funds (LTF) being presented for adoption was unchanged from the amount discussed at the March Board meeting and represent approximately 41% of revenues assumed in the final operating budget adopted in the previous item.

Director Flores made a motion to adopt Resolution No. 05-26 establishing the LTF contributions for each member jurisdiction for FY 2027 as proposed. Director Bains seconded the motion, and it carried unanimously.

D. FY 2025 Independent Financial Audit Report.

Mauk stated the item is a receive and file of the FY 2025 Independent Fiscal Audit performed in accordance with Transportation Development Act statute. Mauk reported on a single finding in the audit related to \$300,000 in grant funding that was advanced to Yuba-Sutter Transit by SACOG under their maintenance and modernization program in 2023 for environmental engineering of the NextGen Transit Facility. Mauk reported that the funding was retroactively pulled back by the California Department of Transportation (Caltrans) for non-compliance with its procurement preapproval procedures.

Director Bains made a motion to receive and file the Fiscal Year (FY) 2025 Independent Financial Audit report, as presented. Director Flores seconded the motion, and it carried unanimously.

E. Yuba-Sutter Transit Procurement Policies and Procedures Manual.

Mauk stated the requested action for approval of minor updates to the Authority's Procurement Manual, including revisions to Chapter 12 regarding Caltrans approval procedures for procurements using Federal Highway Administration grant funding, needed in response to the previous audit finding. Mauk reported the Manual updates also incorporate the current Federal Purchase Procedure Thresholds that became effective October 2025 and updates to the Capitalization Threshold to align with current locally adopted policy.

Director Shaw made a motion to adopt the revised Yuba-Sutter Transit Procurement Policies and Procedures Manual, effective May 21, 2026, as proposed. Director Buttacavoli seconded the motion, and it carried unanimously.

F. Ratification of Security Camera Trailer Lease for Melody Road Facility.

Mauk stated the requested action is retroactive approval for a rental agreement for three (3) monitored security camera towers placed at the Melody Road property being leased from Yuba County for remote operations due to the Caltrans Binney Junction project. Mauk stated that given the recent break-in and theft of electrical wiring, staff deemed it necessary to advance the installation of the cameras on an emergency basis to help prevent further losses.

Director Buttacavoli made a motion to ratify the lease of three (3) monitored security camera trailers for the Melody Road remote operations facility as proposed. Director Bains seconded the motion, and it carried unanimously.

G. FY 2026 Third Quarter Performance Report.

Mauk stated that after four years of continual growth following the pandemic, systemwide ridership was down approx. 3% fiscal year to date. Mauk reported commuter ridership increases of approx. 5%, local fixed route ridership down 6% and Dial-A-Ride down 21.5% over the period. Mauk reported that the MOD microtransit pilot program accounted for approx. 6,500 vehicle service hours and provided 11,000 trips through the 3rd quarter. Staff projects MOD will require 8,700 vehicle service hours for the full fiscal year.

Mauk stated that given budget conditions, staff will return to the Board later for discussion of previously planned service expansions including microtransit service in Yuba City.

H. Project and Program Updates.

1. NextGen Transit Facility Project

Mauk reported that the Federal Transit Administration (FTA) had not yet initiated the required 30-day U.S. Fish and Wildlife Service or Historical Resources consultation periods, but that staff were continuing to refine the project manual in the interim, and that the construction management procurement documents had been submitted to Caltrans for their initial review and approval. Mauk reported the process may still be on track to clear environmental in July, but staff were awaiting action by Caltrans and FTA.

2. Customer Satisfaction Survey

Mauk reported the launch of a customer satisfaction survey to be available to the public for one month. Mauk reported that 30 to 40 responses had been received to date with an average ranking of 4.4 out of 5 in overall satisfaction.

V. Correspondence/Information

None.

VI. Other Business

None.

VII. Adjournment

The meeting was adjourned at 5:01 p.m.

AGENDA ITEM III - B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF MAY 2026

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 9,359.07	CALPERS HEALTH	HEALTH INSURANCE - MAY 2026
EFT	\$ 5,567.75	CALPERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE) - APRIL 2026
EFT	\$ 854.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION - APRIL 2026
EFT	\$ 816.93	CYPRESS DENTAL ADMINISTRATORS	DENTAL & VSP INSURANCE - MAY 2026
EFT	\$ 56,637.72	PAYROLL	PAYROLL - APRIL 2026
EFT	\$ 1,119.99	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE - MAY 2026
EFT	\$ 1,202.59	CARDMEMBER SERVICES	CREDIT CARD: ADOBE, PRINTER RIBBONS, AGA FEES, OIL PUMP KIT & FIRE BOX
EFT	\$ 41.49	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - MAY 2026
EFT	\$ 446.13	CALIFORNIA WATER SERVICE	WATER: 4/15/2026 - 5/12/2026
EFT	\$ 281.44	COMCAST BUSINESS SERVICES	INTERNET SERVICES - MAY 2026
EFT	\$ 4,084.96	PG&E	ELECTRIC AT 2100 B ST 4/13/2026 - 5/11/2026
EFT	\$ 54.53	PG&E	PARKING LOT LIGHTS - MAY 2026
EFT	\$ 69.97	PG&E	GAS AT 2100 B ST - APRIL 2026
EFT	\$ 400.00	FRANCOTYP-POSTALIA, INC	POSTAGE RESET 5/15/2026
EFT	\$ 698.31	INTUIT MARKETPLACE (QUICKBOOKS)	1,000 CHECKS AND ENVELOPES
EFT	\$ 350.73	VERDANT COMMERCIAL CAPITAL	COPY MACHINE LEASE - APRIL 2026
EFT	\$ 39,764.35	TACENERGY	BUS FUEL - RENEWABLE DYED DIESEL
EFT	\$ 13,565.91	RAMOS OIL COMPANY	BUS FUEL - GAS 4/11/2026 - 4/30/2026
EFT	\$ 6,832.95	RAMOS OIL COMPANY	BUS FUEL - GAS 5/1/2026 - 5/10/2026
EFT	\$ 3,500.48	THE LE FLORE GROUP	NGTF CONSULTING - APRIL 2026
EFT	\$ 4,800.00	MSC INTEGRATION	DEPOSIT FOR 3 SOLAR SURVEILLIANCE TRAILERS AT 1430 MELODY RD
EFT	\$ 1,500.00	MSC INTEGRATION	ONE TIME FEE FOR SET-UP, DELIVERY FOR 3 TRAILERS AT 1430 MELODY
EFT	\$ 3,810.39	MSC INTEGRATION	LIVE VIDEO MONITORING - MAY 2026 PRORATED AT 1430 MELODY RD
EFT	\$ 251.50	UTILITY MANAGEMENT SERVICES	SEWER - MAY 2026
EFT	\$ 136.02	PRIMEPAY	PAYROLL FEES - APRIL 2026
EFT	\$ 2,820.00	VIA TRANSPORTATION INC	VEHICLE FEES - APRIL 2026
EFT	\$ 318.55	ELAVON	MERCHANT SERVICE FEE - MAY 2026
19626	\$ 93.39	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - APRIL 2026
19627	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL - APRIL 2026
19628	\$ 246.66	ALLIANT NETWORKING SERVICES, INC	APC BACKUPS 1500
19629	\$ 51.65	BIDWELL WATER COMPANY	WATER SERVICE: 3/30/2026 - 4/17/2026
19630	\$ 557.44	BOB'S LOCK & KEY SHOP	RE-KEY LOCKS & 5 KEYS FOR 1430 MELODY RD
19631	\$ 4,141.90	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - APRIL 2026
19632	\$ 178.63	FRANCOTYP-POSTALIA, INC	POSTAGE RENTAL 4/13/2026 - 7/12/2026
19633	\$ 875.72	HANCOCK PETROLEUM ENGINEERING	REPLACE BROKEN METER & FILTER
19634	\$ 36,966.83	HUNT & SONS INC	BUS FUEL - RENEWABLE DYED DIESEL
19635	\$ 492.68	MATTHEW MAUK	REIMBURSEMENT - CALACT CONFERENCE EXPENSES
19636	\$ 2,259.90	QUEST	MAINTENANCE OF BUS STOPS/SHELTERS - APRIL 2026
19637	\$ 249.88	QUILL CORPORATION	OFFICE SUPPLIES: PENS, ENVELOPES, TAPE, BATTERIES, STAPLES & PRINTER PAPER
19638	\$ 1,210.34	SC FUELS	DEF FLUID
19639	\$ 591,208.00	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE - 3/2026
19640	\$ 710.00	STREAMLINE	WEBSITE SERVICES - MAY 2026
19641	\$ 347.47	SUTTER COUNTY LIBRARY	COMMISSION FOR DECEMBER 2025, JANUARY & FEBRUARY 2026
19642	\$ 75.00	SWRCB	ANNUAL PERMIT FEE
19643	\$ 436.80	T-MOBILE	WIFI SERVICES ON BUSES - APRIL 2026
19644	\$ 1,186.00	T-MOBILE	WIFI SERVICES ON BUSES - 3/21/2026 - 4/20/2026
19645	\$ 4,790.63	TEHAMA TIRE SERVICE INC	TUBES/TIRES
19646	\$ 590.00	TELELINK BUSINESS TELEPHONE SYSTEMS	TELEPHONE SERVICE - MAY 2026
19647	\$ 550.00	ALL SEASONS TREE & TURF CARE	LANDSCAPE CLEAN UP AT 1430 MELODY RD
19648	\$ 2,150.00	ALLIANT NETWORKING SERVICES, INC	IT SERVICES - JUNE 2026
19649	\$ 88.40	BIDWELL WATER COMPANY	WATER SERVICE 5/11/2026
19650	\$ 415.12	HANCOCK PETROLEUM ENGINEERING	REPAIR ON PUMP #3
19651	\$ 75.09	JESSICA SOLIS	VISION REIMBURSEMENT
19652	\$ 73.46	OLIVEHURST PUBLIC UTILITY DISTRICT	WATER & SEWER AT 1430 MELODY RD - APRIL 2026
19653	\$ 545.46	QUILL CORPORATION	JANITORIAL SUPPLIES: PAPER TOWELS, TOILET PAPER & TRASH BAGS
19653	\$ 204.90	QUILL CORPORATION	OFFICE SUPPLIES: COIN ENVELOPES, CALCULATOR, RECEIPT BOOKS, CLEANING SUPPLIES, TISSUES
19654	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - APRIL 2026
19655	\$ 1,105.00	RICH, FUIDGE, BORDSEN & GALYEAN INC	LEGAL SERVICES: 4/15/2026 - 5/01/2026
19656	\$ 1,161.60	SC FUELS	DEF FLUID
19657	\$ 1,238.18	SECURITAS TECHNOLOGY CORPORATION	SECURITY SERVICES - MAY AND JUNE 2026
19658	\$ 60.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - MAY 2026
19659	\$ 582.13	STORER TRANSIT SYSTEMS	SPECIAL EVENT SHUTTLING: TOUCH-A-TRUCK 4/18/2026
19660	\$ 9,259.64	TEHAMA TIRE SERVICE INC	TUBES/TIRES
	\$ 824,738.66		

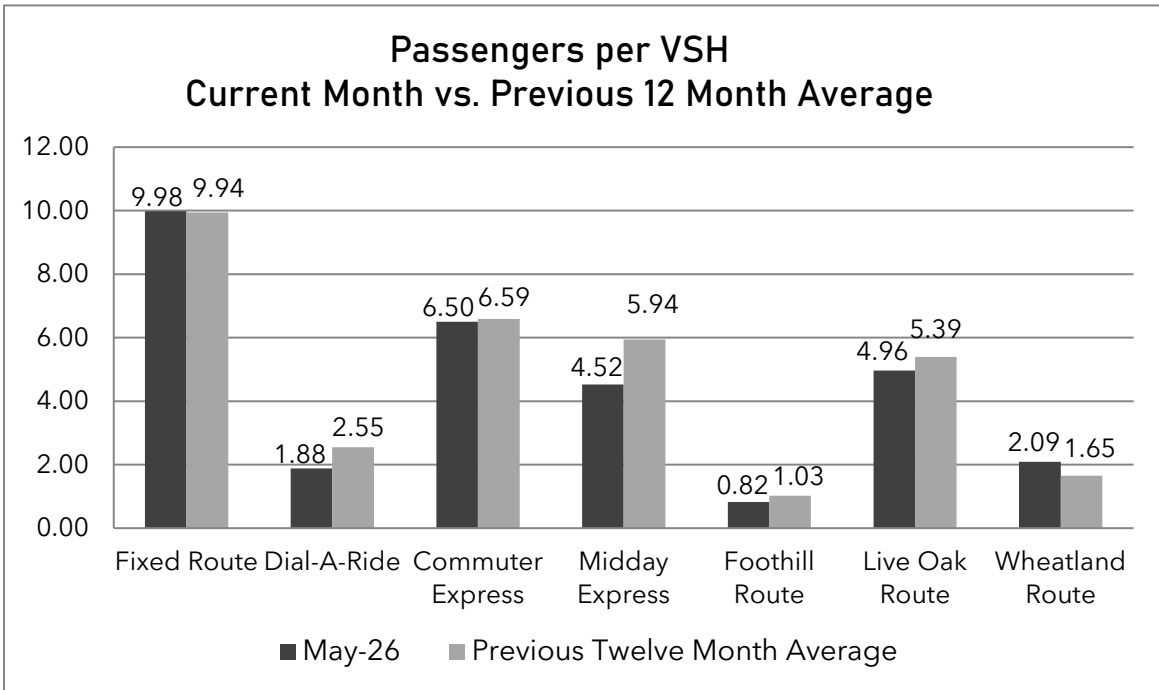
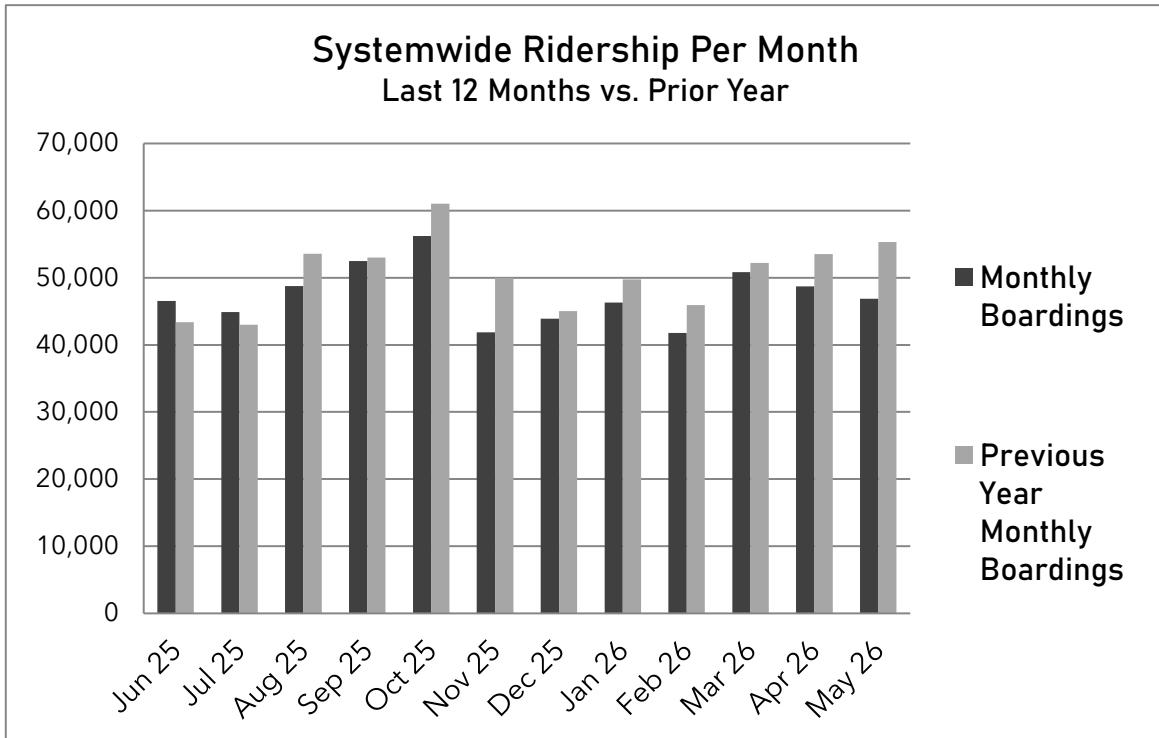
LAIF
TRANSFERS

AGENDA ITEM III- C

MAY 2026 PERFORMANCE REPORT

	May-26	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	39,427	40,374	438,030	474,709
Dial-A-Ride	2,224	2,729	23,209	29,097
Commuter Express	4,156	3,469	48,227	47,450
Midday Express	508	1,700	6,422	5,937
Foothill Route	66	90	922	1,003
Live Oak Route	367	438	4,841	4,074
Wheatland Route	115	90	1,065	425
Total Ridership:	46,863	48,889	522,716	562,695
Vehicle Service Hours:				
Fixed Route	3,951.38	4,061.41	44,568.06	42,275.69
Dial-A-Ride	1,182.24	1,070.04	13,233.58	16,507.58
Commuter Express	638.99	526.60	7,255.05	7,036.26
Midday Express	112.38	286.12	1,306.10	1,241.08
Foothill Route	80.06	87.66	964.35	933.86
Live Oak Route	73.97	81.22	888.69	857.26
Wheatland Route	54.91	54.24	606.89	557.94
Total VSH's:	6,093.93	6,167.30	68,822.72	69,409.67
Passengers Per Hour:				
Fixed Route	9.98	9.94	9.83	11.23
Dial-A-Ride	1.88	2.55	1.75	1.76
Commuter Express	6.50	6.59	6.65	6.74
Midday Express	4.52	5.94	4.92	4.78
Foothill Route	0.82	1.03	0.96	1.07
Live Oak Route	4.96	5.39	5.45	4.75
Wheatland Route	2.09	1.65	1.75	0.76
Total Passengers Per VSH:	7.69	7.93	7.60	8.11

MAY 2026 PERFORMANCE REPORT



**AGENDA ITEM III-D
STAFF REPORT**

SURPLUS DECLARATION FOR DISPOSAL OF CUTAWAY BUSES

RECOMMENDATION: Adopt Resolution No. 07-26 declaring revenue vehicles No. 1683 and No. 1684 to be surplus and authorizing their disposal, as proposed or amended.

Background

The Yuba-Sutter Transit Authority is the sole owner of two (2) Glaval Titan II (Chevy 4500) diesel cutaways that have been used in continuous demand-response and rural route passenger service since February 2014. The vehicles have surpassed their useful life in terms of age and mileage, and are both currently inoperable.

Discussion

With the requested action, staff recommends adoption of the attached Resolution No. 07-26 declaring revenue fleet vehicles No. 1683 and No. 1684 to be surplus property and authorizing the Executive Director to dispose of said vehicles under the specified terms and conditions.

Fiscal Impact

The subject vehicles were purchased with grant funds from the State's Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) program and they do not carry a federal financial interest.

With approval of the requested action, staff will post the vehicles for sale through an on-line government equipment auction service with the minimum bid set at \$500 each. Any sales proceeds will be used to offset the cost to prepare, advertise, and manage the sale of the buses.

Attachments

Resolution No. 07-26

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 07-26

SURPLUS DECLARATION FOR DISPOSAL OF CUTAWAY BUSES

WHEREAS: *The Yuba-Sutter Transit Authority is the owner of two (2) Glaval Titan II (Chevy 4500) cutaways that have been used in continuous service since February 2014; and,*

WHEREAS: *The buses have surpassed their useful life as revenue vehicles and are no longer needed by Yuba-Sutter Transit for that purpose effective June 1, 2026; and,*

WHEREAS: *The fleet and vehicle identification numbers of the subject vehicles are as follows:*

<u>Fleet Number</u>	<u>Make</u>	<u>Vehicle Identification (VIN)</u>
1683	Chevy/Glaval Titan II	1GB6G5BL9E1120783
1684	Chevy/Glaval Titan II	1GB6G5BL6E1120174

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby declare that the vehicle identified above is surplus property and authorizes the Executive Director to dispose of said vehicle under the specified terms and conditions established by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON JUNE 18, 2026.

Chair of the Board

ATTEST:

Lisa O'Leary
Secretary to the Board of Directors

Date

**AGENDA ITEM IV-A
STAFF REPORT**

**PROJECTS FOR THE SACRAMENTO METROPOLITAN TRANSPORTATION
IMPROVEMENT PROGRAM (MTIP)**

RECOMMENDATION: Approve Yuba-Sutter Transit's 5-Year MTIP Program of Projects and Long-Range Capital Improvement Plan as proposed or amended.

Background

Attached for Board review and consideration is Yuba-Sutter Transit's proposed Transportation Improvement Program of Projects (POP) for the five-year period FY 2027 through FY 2031 (Exhibit A). Once adopted, the POP will be incorporated into the three-year Sacramento Area Council of Governments (SACOG) Metropolitan Transportation Improvement Plan (MTIP). All projects for which federal funding will be requested must be identified in the MTIP. Also attached is the proposed Yuba-Sutter Transit long-range Capital Improvement Plan (Exhibit B) for inclusion in SACOG's long-range plan, referred to as the Blueprint. Federally funded projects are to flow from the long-range plan to the short-range MTIP, but approval of these programs does not restrict the Board's future options as program amendments are possible should funding availability or project priorities change.

Discussion

The proposed five-year POP is consistent with Yuba-Sutter Transit's adopted FY 2027 operating and capital budget and reflects anticipated service levels. The proposed program assumes small increases in the use of federal formula funds (Section 5307 and Section 5311) for operating purposes. Any federal money above the base level of funding may need to be diverted to mission-critical capital projects.

Capital project funds are programmed for the fiscal year of likely expenditure. The most significant component of the proposed capital program is the facility replacement project that is currently estimated for planning purposes at a final year-of-expenditure cost of \$71.4 million. With over 70% of the funding for this project allocated, the POP assumes continuation of environmental, design and engineering work through 2026 and construction to progress through 2029. The proposed vehicle replacement/expansion portion of the draft POP reflects expansion of the demand-response fleet, and partial replacements of heavy-duty commuter and local route buses.

The proposed long-range Capital Improvement Plan (CIP) includes projected cost estimates and procurement schedules through FY 2050 to inform the regional Blueprint. This plan assumes maintenance and/or minor increases to services, and continued compliance with the State's zero-emission bus purchase mandates effective calendar year 2026. The active revenue vehicle fleet is projected to number fifty (50) at the end of FY 2026 and ultimately increases to sixty (60) revenue vehicles by 2050. The plan to purchase smaller vehicles to replace some of the existing cutaway buses and cautious deployment of more expensive zero-emission buses will reduce the overall cost of the vehicle portion of the capital plan in the near- to mid-term.

Staff will be prepared at the meeting to discuss the proposed transportation and capital improvement programming in detail.

Fiscal Impact

The requested action is for approval of updates to the 5-Year MTIP Program of Projects and Long-Range CIP for financial planning and programming purposes. This action does not constitute final approval of any purchases or expenditures.

Attachment(s)

- 1) Exhibit A: Transportation Improvement Program, Program of Projects
- 2) Exhibit B: Yuba-Sutter Transit Authority Capital Improvement Plan (CIP)

EXHIBIT A

**YUBA-SUTTER TRANSIT
TRANSPORTATION IMPROVEMENT PROGRAM
PROGRAM OF PROJECTS
Federally Funded Projects Only
FY 2027 - FY 2031**

Proposed June 18, 2026

	FY 2026 Projected	FY 2027 Budgeted	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	Five Year Total
OPERATING ASSISTANCE							
Urbanized Area							
FTA Sections 5307 & 5339 (Small Urban)	\$ 2,600,000	\$ 3,000,000	\$ 3,200,000	\$ 3,400,000	\$ 3,600,000	\$ 3,800,000	\$ 17,000,000
Local (All Sources)	6,411,000	7,060,095	6,945,400	7,050,000	7,163,500	7,286,400	35,505,395
Urban Subtotal	\$ 9,011,000	\$ 10,060,095	\$ 10,145,400	\$ 10,450,000	\$ 10,763,500	\$ 11,086,400	\$ 52,505,395
Rural Area							
FTA Section 5311 (Rural)	\$ 495,000	\$ 300,000	\$ 400,000	\$ 430,000	\$ 445,000	\$ 460,000	\$ 2,035,000
Local (All Sources)	162,000	441,405	363,600	356,500	365,100	374,400	1,901,005
Rural Subtotal	\$ 657,000	\$ 741,405	\$ 763,600	\$ 786,500	\$ 810,100	\$ 834,400	\$ 3,936,005
Total Operating Assistance	\$ 9,668,000	\$ 10,801,500	\$ 10,909,000	\$ 11,236,500	\$ 11,573,600	\$ 11,920,800	\$ 56,441,400
CAPITAL ASSISTANCE							
Vehicle Replacement/Minor Expansion							
Federal - FTA Section 5307 (Small Urban)	\$ -	\$ 288,000	\$ 4,798,000	\$ -	\$ -	\$ -	\$ 5,086,000
Federal - FTA Section 5311 (Rural)	-	-	964,892	-	-	-	964,892
Federal - FTA CARES Section 5311 (Rural)	-	-	705,422	-	-	-	705,422
Federal - FTA Section 5339 (Small Urban)	467,500	-	827,438	510,000	480,000	-	1,817,438
State - TIRCP Grant	-	-	370,000	800,000	1,830,000	-	3,000,000
Local - Transportation Development Act (TDA)	145,000	112,000	1,471,748	90,000	90,000	-	1,763,748
Vehicle Subtotal	\$ 612,500	\$ 400,000	\$ 9,137,500	\$ 1,400,000	\$ 2,400,000	\$ -	\$ 13,337,500
Next Gen Transit Facility							
Federal - FTA Section 5307*	\$ -	\$ -	\$ 200,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 3,200,000
Federal - FTA Section 5311 (Rural)	-	-	641,255	-	-	-	641,255
Federal - CRRSAA Section 5311 (Rural)	-	910,000	53,628	-	-	-	963,628
Federal RAISE Grant	-	-	7,000,000	5,000,000	3,000,000	-	15,000,000
Federal Bus & Bus Facilities Grant	-	-	7,395,117	4,604,883	714,902	-	12,714,902
State - Cap & Trade (LCTOP)	-	-	-	620,050	620,051	-	1,240,101
State - TIRCP Grant	-	-	9,825,000	-	-	-	9,825,000
State - SB 125	315,000	-	860,977	4,529,512	3,914,401	-	9,304,890
State - AHSC Housing Grant	-	-	-	4,250,000	4,250,000	-	8,500,000
State Transit Assistance/State of Good Repair	-	150,000	1,127,820	326,189	326,189	-	1,930,198
Unfunded Need (Applied/Anticipated):							
Property Sale (State) <i>Appraised Value</i>	-	-	-	-	3,750,000	-	3,750,000
Unfunded	-	-	-	-	4,243,293	-	4,243,293
Facility Subtotal	\$ 315,000	\$ 1,060,000	\$ 27,103,797	\$ 20,830,634	\$ 22,318,836	\$ -	\$ 71,313,267
Total Capital Assistance	\$ 927,500	\$ 1,460,000	\$ 36,241,297	\$ 22,230,634	\$ 24,718,836	\$ -	\$ 84,650,767

NOTES:

1. Operating costs are estimated based on the adopted FY 2027 Budget escalated by 3% for FY 2028 and annually thereafter (adjusted for Caltrans).
 2. Vehicle projects are listed in the fiscal year in which funding is expected to be expended.
 3. Funding for the replacement facility project is shown in the year for which the funding is expected to be expended.
- * Funds transferred to the FTA from Federal Highway Administration Surface Transportation Block Grant Program (STBG).

Exhibit B

Yuba-Sutter Transit Authority Capital Improvement Plan (CIP)
 Fleet & Facility Replacement/Expansion Schedule for the Metropolitan Transportation Plan (MTP 2050)
 Based on the Draft FY 2027 - FY 2031 Program of Projects
 Proposed June 18, 2026

Current Model / Vehicle # / Service Type	Ending 2026	Project Completion Federal Fiscal Year																								
		ZEB 25%					ZEB 100%																			
	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	
Commuter																										
2010 MCI Buses (5701 - 5703 - Commuter) Diesel cost estimate of \$1.1m ea. (\$1100) Zero-Emission cost estimate of \$1.4m ea. (\$1400) MTIP or MTP # (if any)	1		3 \$3,300 Retire 3 10535															3 \$4,200 Retire 3 10527								
2012 MCI Buses (5704 - 5706 - Commuter) Diesel cost estimate of \$1.1m ea. (\$1100) Zero-Emission cost estimate of \$1.4m ea. (\$1400) MTIP or MTP # (if any)	3		1 \$110 Retire 3 10535															3 \$4,200 Retire 1 10527								
2018 MCI Buses (5707 - 5713 - Commuter) Zero-Emission cost estimate of \$1.4m ea. (\$1400) Mid-life battery replacement cost estimate of \$800k ea. (\$800) MTIP or MTP # (if any)	7												9 \$12,600 Retire 7 10523									9 \$7,200 Refurb N/A				
Fixed Route																										
2014 Gillig Buses (3200 Series - Fixed Route) Diesel/ Zero-Emission cost estimate of \$800k-\$1.4m ea. (\$800-\$1400) Mid-life battery replacement cost estimate of \$600k ea. (\$600) MTIP or MTP # (if any)	11		5 \$4,000 Retire 11 10544															7 \$9,800 Retire 5 N/A							7 \$4,200 Refurb N/A	
2019 Gillig Buses (3100 Series - Fixed Route) Zero-Emission cost estimate of \$1.4m ea. (\$1400) Mid-life battery replacement cost estimate of \$600k ea. (\$600) MTIP or MTP # (if any)	11												13 \$18,200 Retire 11 10525					13 \$7,800 Refurb N/A						13 \$18,200 Retire 13 N/A		
On-Demand/Paratransit																										
2014 Glaval Buses (1681 - 1686 - Paratransit/Rural)	1		Retire 1																							
2019 Glaval Buses (1690-1699 - Paratransit/Rural) Gas cost estimate \$123k-\$200k ea. (\$123-\$200) Zero-Emission cost estimate of \$185k-\$400k ea. (\$185-\$400) MTIP or MTP # (if any)	10		5 \$738 Retire 5 10538	5 \$1,400 Retire 5 10538					7 \$1,400 Retire 5 10524	5 \$2,000 Retire 5 10524							7 \$1,400 Retire 7 N/A	5 \$2,000 Retire 5 N/A					7 \$1,400 Retire 7 N/A	5 \$2,000 Retire 5 N/A		
2023 New England Wheels (1209-1219 - On-Demand/Paratransit) Zero-Emission cost estimate \$400k ea. (\$400) MTIP or MTP # (if any)	6				6 \$2,400 Retire 6 N/A							6 \$2,400 Retire 6 10526							6 \$2,400 Retire 6 N/A							
2026 Expansion (On-Demand/Paratransit Buses) Gas cost estimate \$123k-\$200k ea. (\$123-\$200) Zero-Emission cost estimate of \$400k ea. (\$400) MTIP or MTP # (if any)		7 \$1,013 New 10538							7 \$2,800 Retire 7 10524							7 \$2,800 Retire 7 N/A							7 \$2,800 Retire 7 N/A			
	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	
Commuter Diesel	11	11	11	11	11	11	11	11	11	11	11	11	4	4	4	4	4	-	-	-	-	-	-	-	-	
Commuter Zero-Emission	-	-	-	-	-	-	-	-	-	-	-	-	9	9	9	9	9	15	15	15	15	15	15	15	15	
Fixed Route Diesel	22	22	16	16	16	16	16	16	5	5	5	5	5	5	5	5	5	-	-	-	-	-	-	-	-	
Fixed Route Zero-Emission	-	-	-	-	-	-	-	-	13	13	13	13	13	13	13	13	13	20	20	20	20	20	20	20	20	
On-Demand/Paratransit Diesel	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
On-Demand/Paratransit Gas	16	23	21	19	13	13	13	13	6	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
On-Demand/Paratransit Zero-Emission	-	-	2	4	10	10	10	10	17	22	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	
Running Fleet Total	50	56	50	50	50	50	50	50	52	54	54	54	56	56	56	56	56	60	60	60	60	60	60	60	60	
Facility Replacement Project																										
2025 Cost Estimate (\$1,000): YOE \$71.5 Million MTIP # (if any)	Facility Replacement \$71,500 10533																									
Five Year Totals -- Buses & Facilities			\$84,460,000						\$22,400,000				\$17,000,000					\$34,600,000					\$35,800,000			

25-yr. Total
 \$194,260,000

NOTES:
 1. Pursuant to the California Innovative Clean Transit (ICT) regulation, 25% of buses ordered after 12/31/25 and 100% of buses ordered after 12/31/28 must be ZEBs. Yuba-Sutter Transit was granted an ZEB purchase waiver for 2026.
 2. ZEB & diesel Over-the-Road Coach 15 years; ZEB & Diesel Fixed Route Buses: 12 years; ZEB Cutaways: 10 years; Gasoline ≤14,000 GVW: 7 years.

**AGENDA ITEM IV-B
STAFF REPORT**

TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FOR FY 2027

RECOMMENDATION: Adopt Resolution No. 06-26 authorizing the submittal of Yuba-Sutter Transit's FY 2027 Transportation Development Act (TDA) claim as proposed or amended.

Background

Local Transportation Fund (LTF) and State Transit Assistance (STA) funds are made available for transit and transportation uses under the State Transportation Development Act (TDA). LTF revenue is a ¼ percent sales tax that is returned to the county of origin and distributed therein by relative population. LTF funds can be used for both operating assistance and capital purposes, but the Authority typically uses them for operations. The annual allocation of LTF revenue among the four member jurisdictions is based on the prescribed formula in the Authority's Joint Powers Agreement. The \$4,400,000 allocation for FY 2027, approved by the Board in May, represents 63% of the total LTF available to the four member jurisdictions.

STA revenue is the most stable source of on-going state transit funding and has historically been used as the primary source of local matching funds for the Authority's federal capital grants. STA funding is derived from a sales tax on diesel fuel and a portion of vehicle registration fees. These funds are annually apportioned by SACOG to Yuba-Sutter Transit and the member jurisdictions for public transportation purposes. As a result, they are claimed in their entirety by the Authority for both capital and operating assistance, subject to specific eligibility criteria. Under separate agreements, the STA funds that are apportioned for Live Oak and Wheatland are also claimed. SACOG's adopted STA apportionment for FY 2027 includes a total of \$1,768,760 in funding for Yuba-Sutter Transit. This figure is 10% lower than the revised apportionment for FY 2026. STA not claimed will be available for future capital projects.

Discussion

The adopted Yuba-Sutter Transit FY 2027 budget includes the use of \$4,400,000 in LTF revenue and \$1,306,100 in STA for operating assistance, and \$554,352 in STA revenue for capital purposes. A claim for these funds can now be submitted to the Sacramento Area Council of Governments (SACOG) with the adoption of the attached authorizing resolution.

Staff will be prepared to discuss the proposed TDA claim in more detail at the Board meeting.

Fiscal Impact

The TDA claim for Yuba-Sutter Transit for FY 2027 in the amount of \$6,260,452 represents 53% (\$5,706,100) of the operating budget revenues and 29% (\$554,352) of the capital budget revenues.

Attachment(s)

Yuba-Sutter Transit Authority Board Resolution No. 06-26

**YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 06-26**

FISCAL YEAR 2027 TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM AUTHORIZATION

WHEREAS, *The Sacramento Area Council of Governments (SACOG) has approved allocations of Local Transportation Development Act (TDA) revenues for the Local Transportation Fund (LTF) and State Transit Assistance (STA) programs for FY 2027 for the Counties of Yuba and Sutter; the Cities of Marysville and Yuba City; and, the Yuba-Sutter Transit Authority; and,*

WHEREAS, *SACOG has designated Yuba-Sutter Transit Authority as the Consolidated Transportation Services Agency (CTSA) for Yuba and Sutter Counties and the cities therein; and,*

WHEREAS, *Yuba-Sutter Transit has been designated by the Cities of Live Oak and Wheatland as the claimant for all State Transit Assistance (STA) funds available to these non-member jurisdictions; and,*

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby authorize the Executive Director, or their designee, to submit the necessary Transportation Development Act claim forms to SACOG for FY 2027 LTF and STA funds.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby authorize the Executive Director, or their designee, to make necessary budget amendments, transfers, accounting entries, and claim amendments to carry out the Board of Director's policies and directives pertaining to this matter and for any future revisions to FY 2027 LTF and STA apportionments by the following vote:

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 JUNE 18, 2026.

Chair, Board of Directors

ATTEST:

*Lisa O'Leary
Secretary to the Board*

AGENDA ITEM IV-C STAFF REPORT

ADMINISTRATIVE SALARY AND BENEFIT RECOMMENDATIONS

- RECOMMENDATION: 1) Approve an administrative cost of living salary adjustment of 2% and adopt the resulting administrative Salary Schedule, effective July 1, 2026, as proposed or amended.
- 2) Approve Resolution No. 08-26 authorizing the submittal of an Application for Elective Coverage of State Disability Insurance Only, Local Public Entities and Indian Tribes (DE 1378M), to the Employment Development Department (EDD).

Background

The Yuba-Sutter Transit Authority (Authority) reviews the salary and benefits package offered to its employees annually to determine if any adjustments are warranted. This review occurs in conjunction with the development and adoption of Yuba-Sutter Transit's annual budget so changes, if any, can be made effective July 1st of the fiscal year. Pursuant to the Yuba-Sutter Transit Joint Powers Agreement (JPA), the annual budget was adopted in May.

To inform salary and benefits recommendations, the staff tracks published inflation indexes as well as any salary and benefit adjustments granted by the member jurisdictions and relevant local agencies for comparable positions. Comparison organizations surveyed for this analysis include the JPA member jurisdictions, the Feather River Air Quality Management District (FRAQMD), and the Sacramento Area Council of Governments (SACOG).

Discussion

Based on the compensation benchmarks surveyed and considering recent inflationary pressures, management proposes ratification of a cost-of-living adjustment of 2% to the base salaries for the six (6) administrative staff, including the Executive Director. If approved, the related salary scale adjustment will be effective July 1, 2026. Pursuant to California Code of Regulations Section 570.5, the proposed monthly salary schedule for FY 2027 is attached (Appendix A) for Board consideration and approval.

In addition, management recommends the Authority begin participating in and providing reimbursement for administrative employee's participation in the State's short-term disability (STD) and paid family leave coverage program. Providing this common type of coverage offers strategic and practical benefits for the Authority including improving employee recruitment and retention, preventing premature return to work issues, minimizing business interruption, and mitigating legal and financial liabilities. Management recommends the benefit be initiated within the current fiscal quarter which would make the benefit available to the subject employees beginning October 1, 2026, or as determined by EDD, after completion of the required 6-month SDI initial contribution period (April 1 – September 30).

According to EDD program requirements, an electing entity agrees to remain a covered employer for not less than two complete calendar years. Coverage may be terminated at the end of the two-calendar-year period or at the end of any calendar year thereafter by giving the EDD a written notification by January 31st of the next year. If approved, staff will reevaluate program participation and available alternatives prior to the end of the two-calendar-year period for further Board consideration.

Staff will be prepared at the meeting to discuss these recommendations in detail as desired.

Fiscal Impact

The costs for all proposed changes to administrative salary and benefits are within the adopted FY 2026 and FY 2027 operating budgets, respectively. If approved, the recommended actions do not require budget adjustments.

The FY 2026 cost of providing the SDI contribution at 1.3% of current salaries for April – June is \$1,784.

The FY 2027 effect of a 2% COLA salary adjustment and the addition of the SDI contribution is \$23,780.

The following amounts show the effect of an FY 2027 2% COLA on salaries and benefits, with and without the provision of the SDI contribution based on 1.3% of salary, should the Board choose to approve one or the other:

2% COLA, Before SDI

Annual salary expenditures increase by \$13,165
Annual benefit expenditures increase by \$1,888
Total increase of \$15,053

SDI

SDI w/o COLA = \$8,557
SDI w/COLA = \$8,727
Difference: \$170

Attachment(s)

- 1) Draft Monthly Salary Schedule, Effective July 1, 2026
- 2) Resolution No. 08-26 for Election of State Disability Insurance Coverage

APPENDIX A

MONTHLY SALARY SCHEDULE
EFFECTIVE JULY 1, 2026
Proposed June 18, 2026

<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Administrative Assistant I	\$4,288	\$4,502	\$4,727	\$4,963	\$5,211
Administrative Assistant II	\$4,964	\$5,212	\$5,473	\$5,747	\$6,034
Program Analyst I	\$5,376	\$5,645	\$5,927	\$6,223	\$6,534
Program Analyst II	\$6,223	\$6,534	\$6,861	\$7,204	\$7,564
Planning Manager	\$7,823	\$8,214	\$8,625	\$9,056	\$9,509
Finance Manager	\$8,717	\$9,153	\$9,611	\$10,092	\$10,597

	<u>Minimum</u>	<u>Maximum</u>
Executive Director	\$12,563	\$15,256

Notes:

Longevity Pay: Pursuant to the terms and conditions set forth in Section 12.07.03 of the Yuba-Sutter Transit Personnel Manual, full time permanent employees (except for the Executive Director position) may be eligible for merit-based longevity pay adjustments beyond the top step of their current classification.

The Executive Director's salary is not determined by step, but at an amount within the adopted range as approved by the Board of Directors.

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 08-26

**Resolution electing to cover employees under
the California State Disability Insurance Program.**

WHEREAS, *the Yuba-Sutter Transit Authority is a local public entity as defined under the California Unemployment Insurance Code (CUIC); and*

WHEREAS, *the Board of Directors desires to provide State Disability Insurance (SDI) coverage for its eligible employees under the provisions of the CUIC;*

NOW, THEREFORE, BE IT RESOLVED, by the Yuba-Sutter Transit Authority Board of Directors as follows:

1. *Application is hereby made to the State of California Employment Development Department (EDD) under Section 710.5 of the CUIC for State Disability Insurance (SDI) coverage only.*
2. *This election of coverage applies to all eligible employees, but specifically excludes individuals elected to office by popular vote or appointed to fill a vacant elected position.*
3. *Upon approval of the election by the Director of the EDD, the Yuba-Sutter Transit Authority will become an employer subject to the CUIC for SDI purposes only and will remain a subject employer for at least two complete calendar years.*
4. *The Executive Director, or their designee, is hereby authorized and directed to execute and submit the official application (Form DE 1378M) and any required related documents to the EDD.*

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT THE REGULAR MEETING THEREOF HELD ON JUNE 18, 2026, BY THE FOLLOWING VOTE:

Ayes:

Noes:

Chair, Board of Directors

Attest:

Lisa O'Leary
Secretary to the Board of Directors

AGENDA ITEM IV-D STAFF REPORT

FY 2022-2024 TRIENNIAL PERFORMANCE AUDIT REPORT

RECOMMENDATION: Receive and File the Fiscal Year (FY) 2022-2024 Triennial Performance Report of the Yuba-Sutter Transit Authority, as presented.

Background

California's Transportation Development Act (TDA) requires that a triennial performance audit be conducted of public transit entities that receive TDA revenues. The performance audit serves to ensure accountability in the use of public transportation revenue.

As the administering authority, the Sacramento Area Council of Governments (SACOG) engaged the Michael Baker International audit team (Auditor) to conduct TDA triennial performance audits of the eight public transit operators under its jurisdiction, covering the most recent triennial period.

Discussion

Attached for Board review is a copy of the Yuba-Sutter Transit Authority's (Authority) FY 2022-2024 Triennial Performance Report prepared by the Auditor. The audit includes a comprehensive review of the Authority's compliance with TDA requirements, status of prior audit recommendations, system performance trends, functional and peer reviews.

Of the applicable TDA compliance requirements, the report states that the Authority fully complied with all nine requirements. Two additional compliance requirements did not apply to the Authority (i.e., exclusive rural and urbanized farebox recovery ratios). From the review, the Auditor made two recommendations that are summarized at the end of Section VI. These include, 1) working with member jurisdictions and SACOG to ensure timeliness of TDA fund disbursements and formalizing a cash-flow or operating reserve policy, and 2) continued periodic review of fare policies and fare media to ensure alignment with current travel patterns and customer preferences while balancing revenue performance.

The Executive Summary is attached for reference, and the full FY 2022-2024 Triennial Performance Report of the Yuba-Sutter Transit Authority can be found on the Yuba-Sutter Transit website at:

https://yubasuttertransit.specialdistrict.org/files/bfc76f295/FY+2022-24+TDA+Performance+Audit_Yuba-Sutter_Executive+Summary_FINAL.pdf

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

Fiscal Impact

None.

Attachments

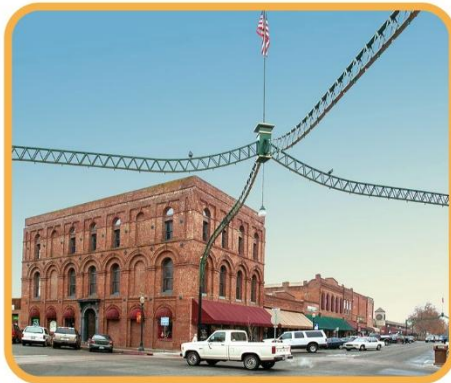
Executive Summary, FY 2022-2024 Triennial Performance Report of the Yuba-Sutter Transit Authority

FY 2022-2024
TRIENNIAL PERFORMANCE AUDIT OF
YUBA-SUTTER TRANSIT AUTHORITY

SUBMITTED TO



SACRAMENTO AREA COUNCIL
OF GOVERNMENTS



SUBMITTED BY

FINAL



June 2026

Executive Summary

The Sacramento Area Council of Governments (SACOG) engaged the Michael Baker International audit team (Michael Baker) to conduct the Transportation Development Act (TDA) triennial performance audit of the eight public transit operators under its jurisdiction. The performance audit serves to ensure accountability in the use of public transportation revenue. This performance audit is conducted for the Yuba-Sutter Transit Authority (Yuba-Sutter Transit or Authority), covering the most recent triennial period, fiscal years 2021-22 through 2023-24.

The audit includes a review of the following areas:

- Compliance with TDA requirements
- Status of prior audit recommendations
- Transit system performance trends
- Functional review
- Peer review

From the review, recommendations were developed to improve the operational efficiency and effectiveness of Yuba-Sutter Transit.

Compliance with TDA Requirements

Of the compliance requirements pertaining to Yuba-Sutter Transit, the operator fully complied with all nine requirements. Two additional compliance requirements did not apply to the Authority (i.e., exclusive rural and urbanized farebox recovery ratios).

Status of Prior Audit Recommendations

Yuba-Sutter Transit is in the process of implementing two prior audit recommendations, while two have been implemented. Recommendations currently in process relate to the implementation of new technology systems to enhance performance data analysis and the adoption of mobile and contactless fare payment options. Implemented recommendations pertained to enhancements to marketing and outreach efforts and improvements to safety performance in response to revised accident reporting protocols.

Transit System Performance Trends

1. Yuba-Sutter Transit's farebox recovery ratio remained above the required 14.6 percent standard throughout based on audited data reported in the Yuba-Sutter Transit Authority - Audited Financial Statements and Compliance Reports. The farebox recovery ratio was 63.96 percent in FY 2022; 42.99 percent in FY 2023; and 43.06 percent in FY 2024.¹ The average system-wide farebox recovery ratio was 50 percent during the triennial review period.
2. Operating costs increased 13.5 percent system-wide from the FY 2021 base year to FY 2024 using audited operating cost data. Fixed route and commuter operating costs increased by 8.0 percent, while Dial-A-Ride operating costs increased by 30.4 percent using unaudited modal data. On an average annual basis, system-wide operating costs increased by 4.5 percent, with the largest year-over-year increase of 11.1 percent occurring in FY 2023, reflecting inflationary pressures and service stabilization following the pandemic.
3. Ridership increased 65.0 percent system-wide, from 347,891 passenger trips in FY 2021 to 573,966 trips in FY 2024. Fixed route and commuter ridership increased by 64.4 percent, while Dial-A-Ride ridership increased by 74.9 percent, generally mirroring the system-wide recovery trend. Despite these gains, total ridership remains below pre-pandemic levels. Ridership declined from 931,948 trips in FY 2019 to 347,891 trips in FY 2021, representing a 66 percent reduction. By FY 2024, ridership had recovered to 61.6 percent of pre-pandemic levels, largely driven by fixed route and commuter services, which recovered to 62.2 percent of FY 2019 ridership.
4. Vehicle service hours and miles decreased slightly on a system-wide basis over the audit period, declining 0.8 percent and 1.6 percent, respectively. At the modal level, fixed route and commuter service hours declined by 7.3 percent, and service miles declined by 8.2 percent, reflecting reduced commuter frequencies. In contrast, Dial-A-Ride service hours increased by 19.7 percent and service miles increased by 29.2 percent, consistent with increased demand for demand-response services.
5. Operating cost per passenger, a key indicator of cost effectiveness, decreased 31.2 percent system-wide, from \$21.68 in FY 2021 to \$14.92 in FY 2024. Operating cost per passenger declined 34.3 percent for fixed route and commuter services and 25.5 percent for Dial-A-Ride. These improvements reflect substantial ridership gains as pandemic-related travel

¹ Assembly Bill 90, passed into law and signed by the governor in June 2020 in response to the COVID-19 pandemic impacts, prohibits the imposition of penalties on a transit operator that does not maintain the required ratio of fare revenues to operating cost during the FY 2019–20 or FY 2020–21. AB 149 extends the penalty exemption through FY 2022–23 and authorizes transit operators to include federal grant funds as local funds for the purpose of computing fare revenue ratios. This bill, until July 1, 2026, would exempt an operator from specified requirements related to fare box ratios and eligibility standards for a fiscal year in which the operator expended from local funding, as defined, an amount for transit operations not less than the amount the operator expended from local funding for transit operations during FY 2018–19.

restrictions eased, while operating costs increased more gradually.

6. Operating cost per vehicle service hour, an indicator of cost efficiency, increased 14.5 percent system-wide, from \$110.01 in FY 2021 to \$125.92 in FY 2024. This indicator increased 16.5 percent for fixed route and commuter services and 8.9 percent for Dial-A-Ride, largely attributable to inflation, labor cost growth, and changes in service delivery.

Functional Review

1. Yuba-Sutter Transit experienced continued ridership recovery, reaching approximately 65 percent of pre-pandemic levels by FY 2024, led by fixed-route and Sacramento commuter services. Service levels remained moderated to reflect evolving travel patterns, while rural services to non-member communities were maintained. Operations were also affected by State Route (SR) 70 construction activities, which temporarily constrained yard space and required operational adjustments.
2. During the audit period, Yuba-Sutter Transit advanced planning for a replacement operations, maintenance, and administration facility, including acquisition of a 19.72-acre site in Linda in 2021. The proposed next-generation facility is designed to support zero-emission fleet conversion, future service expansion, and integrated infrastructure such as solar energy generation. Progress included environmental review, preliminary design activities, and successful pursuit of significant federal and state grant funding to support project delivery.
3. Operations and maintenance personnel are fully contracted to Storer Transit Systems, which employs approximately 74 full-time staff to support Yuba-Sutter Transit services. Staffing levels were stable during the audit period, with low turnover and an experienced workforce, supported by structured recruitment, training, and performance evaluation practices. While management reported generally effective staffing and retention, ongoing attention to wage competitiveness was noted as an area to monitor to sustain workforce stability.
4. Maintenance services encompass fleet maintenance, staffing, and facility operations. The maintenance program is supported by certified mechanics and strengthened by improved coordination following the hiring of a new maintenance manager in February 2025. While the existing facility remains adequate for current operations, it is nearing capacity, and the Authority is planning for a new maintenance facility to support future fleet growth and electrification.
5. Yuba-Sutter Transit's planning efforts focused on post-pandemic service recovery, route performance evaluation, and long-term system planning through development and adoption of the NextGen Transit Plan. Adopted in May 2023, the Plan serves as the Authority's Comprehensive Operational Analysis (COA) and Short-Range Transit Plan (SRTP), providing a data-driven framework to guide service modernization, future capital investments, and system improvements over the next 5 to 10 years, with implementation approached through additional analysis and public engagement.

6. During the audit period, Yuba-Sutter Transit increased its focus on marketing and public outreach, consistent with priorities identified in the NextGen Transit Plan. Efforts included refreshed website content and improved messaging in advance of the Authority's 50th anniversary, laying the foundation for expanded visibility and communications improvements implemented after the audit period.
7. The Authority is administered by a six-person staff led by an executive director. The former executive director retired in June 2023 following nearly 44 years of public service, including approximately 36 years in that role. A planned leadership transition occurred in July 2023 with the appointment of the current executive director, who brought prior executive experience and previous service with Yuba-Sutter Transit, providing continuity during implementation of the NextGen Transit Plan.

Recommendations

Performance Audit Recommendation	Background	Timeline
1. Improve TDA Cash-Flow Management and Disbursement Coordination.	<p>Authority staff reported challenges with the timely receipt of TDA funds from local member jurisdictions. These timing delays have contributed to cash-flow constraints, particularly given that approximately 25 to 30 percent of the Authority's operating revenues are derived from federal sources received on a reimbursable basis. SACOG has recommended that transit operators maintain approximately six months of operating funds as a cash-flow float to address such timing differences.</p> <p>Improved coordination on TDA disbursement timing and establishment of a reasonable cash-flow framework would strengthen financial stability, reduce short-term liquidity risk, and support continuity of service delivery. It is recommended that the Authority work with its member jurisdictions together with SACOG education and mediation efforts to improve the timeliness of TDA fund disbursements and consider formalizing a cash-flow or operating-reserve policy to mitigate the impacts of reimbursable federal funding and support ongoing operations.</p>	High Priority

Performance Audit Recommendation	Background	Timeline
2. Periodically Review Fare Policy and Fare Media Performance.	<p>The Authority collects approximately 65 to 75 percent of fare revenues through electronic fare media, primarily the Connect Card, reflecting a largely cashless fare structure. Fare changes implemented in January 2025, including monthly passes valid on microtransit services, highlight the importance of ongoing evaluation of fare structures and fare media usage as travel patterns and customer preferences evolve. Regular monitoring will support data-informed adjustments to fare policies and technologies while balancing customer convenience and revenue performance. It is recommended that the Authority continue to periodically review fare policies and fare media performance to ensure alignment with ridership trends, revenue objectives, and service delivery models, including microtransit.</p>	Medium Priority

AGENDA ITEM IV-E STAFF REPORT

ANNUAL AGENCY SAFETY PLAN (ASP) UPDATE

RECOMMENDATION: Receive and file the updated 2026 Agency Safety Plan (ASP) as proposed or amended.

Background

FTA regulation 49 C.F.R., Part 673, known as the Public Transportation Agency Safety Plan rule, requires annual review and adoption of needed updates to Yuba-Sutter Transit's Agency Safety Plan (ASP). After the initial Board adoption in November 2020, a review of the ASP is required once each calendar year for continued compliance. Updates or changes to federal and state policy or regulations may also require a change to the ASP. Any changes or updates to the ASP require Board approval, but if no changes are necessary, a memo to that effect may be recorded.

The annual ASP review is conducted by the designated Chief Safety Officer (CSO), the Executive Director and key staff involved with plan management and agency safety. The purpose of the review is to update the agency's Safety Performance Targets (SPTs) as necessary or desired, to ensure policies are followed, and to ensure required documentation and record keeping are being maintained. Additionally, the agency updates any portions of the ASP that may be deemed necessary due to a determination of ineffective approaches to safety mitigation; significant changes to service delivery; introduction of new processes or procedures that may impact safety; a change or re-prioritization in resources to support the Safety Management System; or a significant change in organizational structure.

Discussion

In accordance with the rule, an annual review of the ASP was conducted in June of 2026. The internal review resulted in incorporation of updated SPTs based on recent performance and minor updates to the narrative to reflect current procedures. The draft ASP is now being recommended for approval in accordance with program requirements. If approved, the updated ASP will be transmitted to Caltrans and the Sacramento Area Council of Governments as required.

The draft ASP for 2026 can be found on the Yuba-Sutter Transit website at:
<https://www.yubasuttertransit.com/files/fd893e8ba/Combined+Draft+PTASP+for+FY+2026.pdf>.

Printed copies of the full plan will be made available at the Board meeting, by mail upon request, or for viewing in-person at the Yuba-Sutter Transit administrative offices at 2100 B Street, Marysville, CA, 95901, during normal business hours.

Staff will be prepared at the meeting to discuss elements of the ASP annual review in detail.

Fiscal Impact

None.



YUBA-SUTTER
T R A N S I T

Agency Safety Plan

Yuba-Sutter Transit Authority

2100 B Street

Marysville, CA 95901

Approved by Board of Directors

November 19, 2020

Annual Review/Approval Completed for Implementation

June 18, 2026

Signature of Accountable Executive

Matthew Mauk, Executive Director

Date

Contents

Section 1: Transit Agency Information	6
Subsection 1.1: Accountable Executive	6
Subsection 1.2: Chief Safety Officer	7
Subsection 2.1: Drafting the Plan.....	7
Subsection 2.2: Signature by the Accountable Executive and Approval by the Board.....	7
Subsection 2.3: Certification of Compliance	8
Subsection 2.4: Plan Review and Updates	8
Section 3: Safety Performance Targets (SPTs).....	9
Subsection 3.1: Target Development.....	9
Section 4: Overview of the Agency's Safety Management Systems (SMS)	10
Section 5: Safety Management Policy	11
Subsection 5.1: Safety Management Policy Statement	11
Subsection 5.2: Safety Management Policy Communication	12
Subsection 5.3: Employee Safety Reporting Program	13
Subsection 5.4: SMS Authorities, Accountabilities, and Responsibilities.....	14
Subsection 5.4.1: Accountable Executive	14
Subsection 5.4.2: Chief Safety Officer	15
Subsection 5.4.3: Agency Leadership and Executive Management.....	15
Subsection 5.4.4: Key Staff.....	16
Section 6: Safety Risk Management (SRM).....	17
Subsection 6.1: Safety Hazard Identification	17
Subsection 6.2: Safety Risk Assessment.....	18
Subsection 6.3: Safety Risk Mitigation.....	21
Subsection 6.4 Physical Systems and Hazard Control Strategies.....	21
Section 7: Safety Assurance.....	22
Subsection 7.1: Safety Performance Monitoring and Measurement	23
Section 8: Safety Promotion	24
Subsection 8.1: Safety Communication	24
Subsection 8.2: Competencies and Training.....	25
Section 9: Documentation	26
Section 10: Attachments	26

Definitions

Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; an evacuation for life safety reasons.

Accountable Executive means the single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of the transit agency. The Accountable Executive also has responsibility for carrying out the Agency's Transit Asset Management Plan and control or direction over the human and capital resources needed to develop and maintain both the Agency's Public Transportation Agency Safety Plan (PTASP), in accordance with 49 U.S.C. § 5329(d), and the Agency's Transit Asset Management Plan (TAM) in accordance with 49 U.S.C. § 5326.

Agency or Transit Agency means the Yuba-Sutter Transit Authority or Yuba-Sutter Transit.

Assault on a transit worker means, as defined under 47 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.

Board of Directors means governing body of the Yuba-Sutter Transit Authority.

Caltrans means the California Department of Transportation.

CDC means the Centers for Disease Control and Prevention of the United States Department of Health and Human Services.

Chief Safety Officer means the adequately trained individual who has responsibility for safety and reports directly to the Transit Agency's chief executive officer.

CFR means Code of Federal Regulations.

Direct Recipient means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

Emergency means, as defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency, and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert E. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170).

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death, damage to or loss of the facilities, equipment, rolling stock, or infrastructure of the system, or damage to the environment.

Injury means any harm to a person as a result of an event that requires immediate medical attention away from the scene.

Investigation means the process of determining the casual and contributing factors of a safety event, or hazard, for the purpose of preventing recurrence and mitigating safety risk.

Joint labor-management process means a formal approach to discuss topics affecting transit workers and the public transportation system.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. chapter 53.

Near-miss means a narrowly avoided safety event.

Operator of a public transportation system means a provider of public transportation.

Part 673 means 49 CFR (Code of Federal Regulations) Part 673.

Performance Measure means an expression based on a quantifiable indicator of performance or condition used to establish targets and to assess progress toward meeting the established targets.

Potential Consequence means the effect of a hazard.

Public Transportation means, as defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and does not include:

- (1) Intercity passenger rail transportation provided by the entity described in 49 U.S.C. chapter 243 (or a successor to such entity);
 - (2) Intercity bus service;
 - (3) Charter bus service;
 - (4) School bus service;
 - (5) Sightseeing service;
 - (6) Courtesy shuttle service for patrons of one or more specific establishments;
- or
- (7) Intra-terminal or intra-facility shuttle services.

Public Transportation Agency Safety Plan means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C 5329 and this part.

Recipient means a State or local government authority, or any other operator of a public transportation system, that receives financial assistance under 49 U.S.C. chapter 53.

Safety Assurance means processes within the Transit Agency's Safety Management Systems that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the Transit Agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Committee means the formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and this part.

Safety Event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Management Policy means the Transit Agency's documented commitment to safety, which defines the Transit Agency's safety objectives and the accountabilities and responsibilities for the management of safety.

Safety Management Systems (SMS) means the formal, organization-wide approach to managing safety risk and assuring the effectiveness of a Transit Agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety Performance Target (SPT) means a quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the Transit Agency's public transportation system.

Safety risk means the composite of predicted severity and likelihood of a potential consequence of a hazard.

Safety Risk Assessment (SRA) means the formal activity whereby the Transit Agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.

Safety Risk Management (SRM) means a process within the Transit Agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.

Safety risk mitigation means a method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.

Small public transportation provider means a recipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across all non-rail fixed route modes or in any one non-fixed route mode and does not operate a rail fixed guideway public transportation system.

State of Good Repair (SGR) means the condition in which a capital asset is able to operate at a full level of performance.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Transit worker means any employee, contractor, or volunteer working on behalf of the transit agency.

Urbanized area means, as defined under 49 U.S.C 5302, an area encompassing a population of 50,000 or more that has been defined and designated in the most recent decennial census as an urban area by the Secretary of Commerce.

U.S.C. means United States Code.

Section 1: Transit Agency Information

Yuba-Sutter Transit is a joint powers agency for the provision of public transportation. The Agency was formed in 1975 by an agreement between Yuba County, Sutter County, the City of Marysville, and the City of Yuba City under the authority of the Joint Exercise of Powers Act (Section 6500 et seq. of the California Government Code). The Agency operates fixed route and demand response services in designated areas of Yuba and Sutter Counties and operates a commuter service to downtown Sacramento. Yuba-Sutter Transit purchases transportation services from a designated contractor (currently Storer Transit Systems of Modesto, CA). Yuba-Sutter Transit is a direct recipient of Section 5307 and subrecipient Section 5310, and Section 5311 funds. Yuba-Sutter Transit also provides transportation services on behalf of the cities of Live Oak and Wheatland.

Subsection 1.1: Accountable Executive

Yuba-Sutter Transit's Accountable Executive is the Executive Director. The Executive Director is the single, identifiable person who has ultimate responsibility for carrying out this Agency Safety Plan and Yuba-Sutter Transit's Transit Asset Management (TAM) Plan. They provide control or direction over the human and capital resources needed to develop and maintain both this Plan and the TAM Plan.

The Executive Director is accountable for ensuring that the Agency's Safety Management Systems (SMS) are effectively implemented throughout the Agency's public transportation system. The Executive Director is accountable for ensuring action is taken, as necessary, to address substandard performance in the Agency's SMS. The Executive Director may delegate specific responsibilities, but the ultimate

accountability for the Transit Agency's safety performance cannot be delegated and always rests with the Executive Director.

Subsection 1.2: Chief Safety Officer

The Executive Director designates the General Manager of its contracting agency for operations as Yuba-Sutter Transit's Chief Safety Officer who has the authority and responsibility for day-to-day implementation and operation of the Agency's SMS. The Chief Safety Officer holds a direct line of reporting to the Accountable Executive, as shown in the organization charts in Attachment 1.1 and 1.2 and has a strong working relationship with the operations and asset management functions at Yuba-Sutter Transit.

Section 2: Plan Development, Approval, and Updates

Caltrans developed the contents of Yuba-Sutter Transit's Agency Safety Plan (ASP) to meet requirements specified in 49 CFR Part 673 and comply with Part 673.11(d) regarding Caltrans' responsibility to develop an ASP for any small public transportation provider that is located in California. This Plan is based on the four (4) principles or pillars of the Safety Management Systems (SMS). SMS is defined as the formal, top-down, organization-wide, data-driven approach to managing safety risk and assuring the effectiveness of safety mitigations. It includes systematic policies, procedures, and practices for the management of safety risk. The four principles or pillars of SMS are: (1) Safety Management Policy; (2) Safety Risk Management; (3) Safety Assurance; and (4) Safety Promotion.

Subsection 2.1: Drafting the Plan

Caltrans provided the template for this Plan, thus meeting the requirements of 49 CFR Part 673.11(d). FTA will oversee compliance with the requirements of Part 673 through the existing Triennial Review processes.

Should Yuba-Sutter Transit no longer meet the definition of a small public transportation provider or choose to opt-out of the Caltrans Agency Safety Plan, and within one year from the date of notifying the State of either development, Yuba-Sutter Transit will draft and certify its own Agency Safety Plan. If Yuba-Sutter Transit operates more than 100 vehicles, this plan would be modified to meet the additional requirements.

Subsection 2.2: Signature by the Accountable Executive and Approval by the Board

Pursuant to 49 CFR Part 673.11 (a)(1), this Agency Safety Plan and subsequent updates must be signed by the Accountable Executive and approved by Yuba-Sutter

Transit's Board of Directors. Documentation of Board approval is found in Attachment 2.

Subsection 2.3: Certification of Compliance

Pursuant to 49 CFR Parts 673.13(a) and 673.13(b), Caltrans certifies that it has established this Agency Safety Plan, meeting the requirements of 49 CFR Part 673 by July 20, 2020 and will certify its compliance with 49 CFR Part 673.

After Caltrans' initial certification, and on an annual basis, Yuba-Sutter Transit must update this Agency Safety Plan by July 20 in perpetuity. All Agency Safety Plan updates shall be signed by the Accountable Executive and approved by Yuba-Sutter Transit's Board of Directors.

The FTA does not require this plan to be submitted to the FTA. Instead, Caltrans will certify that it has established this Safety Plan, which fulfills the requirements under Part 673. FTA annually amends and issues the list of Certifications and Assurances. Caltrans will review such guidance for incorporation into the safety program as necessary.

Subsection 2.4: Plan Review and Updates

Yuba-Sutter Transit updates this Safety Plan when information, processes or activities change within the Agency and/or when Part 673 undergoes significant changes, or annually, whichever comes sooner. As Yuba-Sutter Transit collects data through its Safety Risk Management and Safety Assurance processes and shares it with Caltrans and the local Metropolitan Planning Organization (MPO) as described in subsection 3.1 below, the MPO and Caltrans will evaluate Yuba-Sutter Transit's safety performance targets (SPTs) to determine whether they need to be changed, as well.

Each May/June, this Plan will be jointly reviewed and updated by the Chief Safety Officer, Executive Director, and applicable support staff, including frontline employee representatives, with the assistance of subject matter experts. Coordination with frontline workers is multifaceted in that many avenues are used to gather input from frontline workers. First, frontline workers are encouraged to communicate any potential hazard to their supervisor or Safety Manager. There are two forms used to communicate potential hazards. The "Safety/Security Concern" form is designed to allow drivers to communicate concerns noticed at bus stops, along routes and on private property such as in parking lots where they may be expected to travel. The second form called "Report of Unsafe Condition or Hazard" pertains to potential hazards an employee may notice in daily operations at the transit facility. An employee may submit the form anonymously. These forms and concerns expressed are reviewed and investigated by the Safety Manager. If validated, the necessary changes are made to remedy the situation. Offsite potential hazards are recorded by

the Safety Manager in the Hazard Log, which is then reviewed each month during the Contractor Coordination Meeting. The Accountable Executive conducts this meeting and discusses new hazards identified since the last meeting. Any patterns, repeat or serious hazards are considered for inclusion into the PTASP.

Additional safety training includes, but is not limited to, additional follow-up training for new employees prior to the six, twelve, and eighteen month benchmark of employment, bi-monthly tailgate meetings for maintenance personnel, Rural Transit Assistance Program (RTAP) training for de-escalation techniques every two years, and weekly safety presentations for all frontline workers. There is also a Manager Safety Meeting once a month that includes any new employees or any drivers involved in a safety incident. All personnel, including supervisors, drivers, dispatchers, utility workers and maintenance personnel, must attend an all-day safety training session annually.

The Yuba Sutter Transit Safety Committee meets at least once every six months to train or educate employees, review hazards and discuss prevention measures. This committee consists of employees from dispatch, drivers, maintenance and utility workers. Information from these meetings as it pertains to preventing accidents and improving safety oversight at Yuba-Sutter Transit are passed on and incorporated into the PTASP during the annual update. The Accountable Executive will approve any changes then present the Plan to the Board of Directors at their June regular meeting for approval each year.

This Plan may need to be reviewed and updated more frequently based on the following:

- We determine our approach to mitigating safety deficiencies is ineffective.
- We make significant changes to service delivery.
- We introduce new processes or procedures that may impact safety.
- We change or re-prioritize resources available to support SMS.
- We significantly change our organizational structure.

Section 3: Safety Performance Targets (SPTs)

Subsection 3.1: Target Development

Yuba-Sutter Transit includes SPTs in this Safety Plan. These targets are specific numerical targets set by Yuba-Sutter Transit and based on the safety Performance Measures established by FTA in the National Public Transportation Safety Plan. In the most recent version, the 2017 NSP3, FTA adopted four initial safety Performance Measures: (1) Fatalities, (2) Injuries, (3) Safety Events, and (4) System Reliability.

Yuba-Sutter Transit developed safety performance targets that will be reviewed and updated annually. The specific safety performance targets are based on the safety performance measures established under the National Public Transportation Safety Plan and the safety performance goals set by Caltrans based on the past three (3) calendar years of data. The Safety Performance Targets for Yuba-Sutter Transit for the year 2026 are expected to stay within 1% +/- of the previous three years of data pertaining to fatalities, injuries, safety events, and system reliability.

Note: Baseline data for each target will need to be provided by each agency for Caltrans to develop goals.

FTA requires Caltrans to coordinate with Yuba-Sutter Transit and the Sacramento Area Council of Governments (SACOG) to the maximum extent practicable. Pursuant to 49 CFR Part 673.15(a), Yuba-Sutter Transit will make safety performance targets available to SACOG to aid in the planning process upon certification of this plan. Additionally, Yuba-Sutter Transit will transmit performance data against the safety performance targets to Caltrans and SACOG on an annual basis.

Caltrans will conduct coordination meetings with SACOG for the selection of State and MPO safety performance targets and goals.

Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability
Fixed Route Integer Target	0	2	0	34,496 (VRMs between incidents)
Fixed Route Target per Vehicle Revenue Mile (VRM)	0	0.22	0	
Demand Response Integer Target	0	0	0	4,470 (VRMs between incidents)
Demand Response Target per Vehicle Revenue Mile	0	0	0	

Section 4: Overview of the Agency’s Safety Management Systems (SMS)

SMS is a comprehensive, collaborative approach that brings management and labor together to build on the transit industry’s existing safety foundation to control risk better, detect and correct safety problems earlier, share and analyze safety data more

effectively, and measure safety performance more carefully. Yuba-Sutter Transit's SMS focuses on applying resources to risk and is based on ensuring that Yuba-Sutter Transit has the organizational infrastructure to support decision-making at all levels regarding the assignment of resources.

Some key parts of Yuba-Sutter Transit's SMS include:

- Defined roles and responsibilities,
- Strong executive safety leadership,
- Formal safety accountabilities and communication,
- Effective policies and procedures, and
- Active employee involvement.

Furthermore, Yuba-Sutter Transit's SMS has the following four distinct components, which it discusses in subsequent sections of this Safety Plan:

- Safety Policy
- Safety Risk Management
- Safety Assurance
- Safety Promotion

Section 5: Safety Management Policy

The first component of the Yuba-Sutter Transit's SMS is the Safety Management Policy, which is the foundation of the Yuba-Sutter Transit's safety management system. It clearly states the organization's safety objectives and sets forth the policies, procedures, and organizational structures necessary to accomplish the safety objectives. The Safety Management Policy clearly defines management and employee responsibilities for safety throughout the organization. It also ensures that management is actively engaged in the oversight of the system's safety performance by requiring regular review of the Safety Management Policy, budget, and program by the designated Accountable Executive.

Subsection 5.1: Safety Management Policy Statement

Safety is a core value at Yuba-Sutter Transit, and managing safety is a core business function. Yuba-Sutter Transit will develop, implement, maintain, and continuously improve processes to ensure the safety of our customers, employees, and the public. Yuba-Sutter Transit's overall safety objective is proactive management of safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations.

Yuba-Sutter Transit will:

- Clearly and continuously explain to all staff that everyone working within Yuba-Sutter Transit must take part and be responsible and accountable for the development and operation of the Safety Management System (SMS).
- Work continuously to minimize safety risks.
- Work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards for passengers and employees.
- Work to ensure provision to all employees' appropriate safety information and training, that all employees are competent in safety matters, and that all tasks assigned to employees are commensurate with duties and skills.
- Reaffirm that responsibility for making our operations safer for everyone lies with all employees - from executive management to frontline employees. Each manager is responsible for implementing the SMS in their area of responsibility and is accountable to ensure taking all reasonable steps to perform activities established through the SMS.

Yuba Sutter Transit establishes safety performance targets to help measure the overall effectiveness of our processes and ensure we meet our safety objectives. Yuba-Sutter Transit will keep employees informed about safety performance goals and objectives to ensure continuous safety improvement.

Subsection 5.2: Safety Management Policy Communication

The Agency communicates the Safety Management Policy throughout the organization, to all employees, managers, and executives, as well as contractors, and to the Board of Directors.

The Agency accomplishes this through various processes, such as:

- Workshops/training sessions - Conducted for Senior Management, Directors, Managers, Supervisors and all front line workers. Once the Executive Director signs this Plan or any update to this Plan, the Board of Directors approves the Plan or updates and Caltrans certifies the Plan or updates, it will become standard practice in perpetuity so that SMS becomes standard business practice.
- New Hire Safety Orientation - All new employees, regardless of their classifications, receive training about their roles and responsibilities pertaining to PTASP and the principles of SMS.
- Safety bulletins, email safety newsletter blasts to staff, toolbox/tailgate safety meetings and/or safety committee meetings for all employees.

Subsection 5.3: Employee Safety Reporting Program

Yuba-Sutter Transit implemented a process that allows Agency employees and contracted employees to report safety conditions to senior management and allows protections for employees who report safety conditions to senior management. The Agency describes the purpose, description, and protections for employees to report unsafe conditions and hazards in the Employee Safety Reporting Program, as shown in the following sections.

Purpose:

a) To establish a system for Yuba-Sutter Transit employees to identify unsafe conditions or hazards at work and report them to their department management without fear of reprisal. However, disciplinary action could result if the condition reported reveals the employee willfully participated in or conducted an illegal act, gross negligence or deliberate or willful disregard of regulations or procedures, including reporting to work under the influence of controlled substances, physical assault of a coworker or passenger, theft of agency property, unreported safety events, unreported collisions, and unreported passenger injuries or fatalities.

b) To provide guidelines for facilitating the timely correction of unsafe conditions or hazards by Yuba-Sutter Transit management.

Description:

a) This program provides a method for Yuba-Sutter Transit management to identify, evaluate, and correct or avoid unsafe conditions or hazards, procedural deficiencies, design inadequacies, equipment failures, or near misses that adversely affect the safety of employees.

Examples of voluntary safety reports include:

- Safety hazards in the operating environment (for example, county or city road conditions);
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

b) The program also involves recommending corrective actions and resolutions of identified unsafe conditions or hazards and/or near misses.

c) All employees have the obligation to report immediately any unsafe conditions or hazards and near misses to their immediate supervisor/department manager and may do so without fear of reprisal.

d) Unsafe conditions or hazards may also be identified as a result of occupational injury or illness investigations and/or by accident investigation.

e) Other means by which hazards may be identified are inspections/audits or observations made by the supervisors/management staff as referenced in agency's Safety Inspection Program.

f) Findings will be published immediately following mitigation actions. If employee identification is available, direct feedback regarding mitigation will be provided.

Subsection 5.4: SMS Authorities, Accountabilities, and Responsibilities

This Plan has assigned specific SMS authorities, accountabilities, and responsibilities to the designated Accountable Executive, Chief Safety Officer, Agency's Leadership/Executive Management, and Key Staff/Employees, as described below. Attachment 6 includes a table indicating names of staff currently in each role. Staff updates the table each year during the annual review and board approval process in time for the annual certification deadline of July 20 or as changes to staff require it.

Subsection 5.4.1: Accountable Executive

Yuba-Sutter Transit's Accountable Executive is the Executive Director. The Executive Director is accountable for ensuring effective implementation of the Agency's SMS throughout the Agency's public transportation system. The Executive Director is accountable for ensuring staff takes action, as necessary, to address substandard performance in the Agency's SMS. The Executive Director may delegate specific responsibilities, but the person in that position is ultimately accountable for the Yuba-Sutter Transit's safety performance. They cannot delegate safety performance accountability as it always rests with the Executive Director. The Executive Director is accountable for ensuring that employees effectively implement the Agency's SMS, and takes action, as necessary, to address substandard performance in the Agency's SMS. The Accountable Executive may delegate specific responsibilities, but not accountability for Yuba-Sutter Transit's safety performance.

The Accountable Executive roles include, but are not limited to, the following:

- Decision-making about resources (e.g. people and funds) to support asset management, SMS activities, and capital investments,
- Signing SMS implementation planning documents,

- Endorsing SMS implementation team membership,
- Ensuring consideration and addressing of safety concerns in the agency's ongoing budget planning process,
- Ensuring transparency in safety priorities for the Board of Directors and for the employees,
- Establishing guidance on the level of safety risk acceptable to the agency,
- Assuring appropriate communication of the safety policy throughout the agency, and
- Other duties as assigned/necessary.

Subsection 5.4.2: Chief Safety Officer

The Chief Safety Officer (CSO) is the General Manager for the contracting agency for operations. The CSO has the authority and responsibility for day-to-day implementation and operation of Yuba-Sutter Transit's SMS.

Chief Safety Officer's Roles include:

- Decision-making about resources (e.g., people and funds) to support asset management, SMS activities, and capital investments,
- Overseeing the safety risk management program by facilitating hazard identification, safety risk assessment, and the development and implementation of safety risk mitigations,
- Monitoring safety risk mitigation activities,
- Providing periodic reports on safety performance,
- Briefing the Accountable Executive and the Board of Directors on SMS implementation progress,
- Planning safety management training,
- Developing and organizing annual audits/reviews of SMS processes and the Agency Safety Plan to ensure compliance with 49 CFR Part 673 requirements,
- Maintaining safety documentation, and
- Other duties as assigned/necessary.

Subsection 5.4.3: Agency Leadership and Executive Management

The contracting agency's General Manager, Assistant Operations Manager, Safety & Training Manager and Human Resources Manager comprise Agency Leadership/Executive Management. Some of their responsibilities include:

- Day-to-day implementation of the Agency's SMS throughout their department and the organization;
- Communicating safety accountability and responsibility from the frontline employees to the top of the organization;

- Ensuring employees are following their working rules and procedures, safety rules and regulations in performing their jobs, and their specific roles and responsibilities in the implementation of this Agency Safety Plan and the Agency's SMS;
- Ensuring that employees comply with the safety reporting program and are reporting unsafe conditions and hazards to their department management;
- Ensuring reported unsafe conditions and hazards are addressed in a timely manner; and
- Ensuring that resources are sufficient to carry out employee training/certification and re-training as required by their job classifications.

Subsection 5.4.4: Key Staff

The agency Key Staff/Employees may include managers, supervisors, specialists, analysts, database administrators, and other key employees who are performing highly technical work and overseeing employees performing critical tasks and providing support in the implementation of this Agency Safety Plan and SMS principles in various departments throughout the agency.

Yuba-Sutter Transit's Key Staff/Employee responsibilities include:

- Ensuring that employees are complying with the safety reporting program;
- Ensuring supervisors are conducting their toolbox safety meetings;
- Promoting safety in employees' respective area of responsibilities, where safety means zero accidents, absence of any safety concerns, perfect employee performance and compliance with agency rules, procedures and regulatory requirements;
- Ensuring safety of passengers, employees, and the public;
- Responding to customer complaints and expectations for frequency, reliability, and convenience of service;
- Replacing and maintaining aging facilities, equipment, and infrastructure;
- Meeting increasing demands for fixed route, commuter service and paratransit service;
- Developing and maintaining programs to gather pertinent data elements to develop safety performance reports and conduct useful statistical analyses to identify trends and system performance targets;
- Utilizing infection prevention and control methods to prevent the spread of infectious diseases;
- Establishing clear lines of safety communication and holding accountability for safety performance; and
- Assisting as subject matter experts in safety risk assessment and safety risk mitigation processes.

Section 6: Safety Risk Management (SRM)

The second component of the Yuba-Sutter Transit's SMS is Safety Risk Management, which includes processes and procedures to provide an understanding of the Agency's operations and vehicle maintenance to allow individuals to identify hazards associated with those activities.

Yuba-Sutter Transit has implemented a Safety Risk Management process for all elements of its transportation system. The Safety Risk Management process includes the following activities: safety hazard identification, safety risk assessment, and safety risk mitigation. Attachments 3, 4, and 5 contain the plans, processes and documentation samples of the following programs that the agency and contractor utilize for successful implementation of Safety Risk Management: Employee Safety Reporting Program; Safety, Security-Awareness and First Observer Program; Accountability and Incentive Program; Injury and Illness Prevention Plan (IIPP).

Subsection 6.1: Safety Hazard Identification

Hazard identification is the first step in the Safety Risk Management process and a key component. It involves these fundamental safety-related activities: identifying safety hazards and their consequences; assessing the risks associated with the consequences of the hazards; and developing mitigations to reduce the potential consequences of the identified hazards.

The following are Yuba-Sutter Transit's methods and processes to identify hazards. The Agency considers, as a source for hazard identification, data and information provided by an oversight agency and the FTA. The Agency identifies hazards through a variety of sources, including:

- Employee safety reporting,
- Review of vehicle camera footage,
- Review of monthly performance data and safety performance targets,
- Observations from supervisors,
- Maintenance reports,
- Comments from customers, passengers, and third parties,
- Safety committee, driver and all-staff meetings,
- Results of audits and inspections of vehicles and facilities,
- Results of training assessments,
- Investigations into safety events, incidents and occurrences, and
- Information from FTA and oversight agency.

When a hazard has been identified, whatever the source, it is reported to the Yuba-Sutter Transit Chief Safety Officer, who enters it into the Hazard Log. The Chief Safety Officer also may enter hazards into this log based on reviews of operations and maintenance activities and procedures.

The Chief Safety Officer will investigate hazards to collect information and determine any need to enter the hazard information into the safety/risk assessment process. In following up on identified hazards, the Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard,
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary,
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard,
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.),
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard,
- Review any past reported hazards of a similar nature, and
- Evaluate tasks and/or processes associated with the reported hazard.

Any staff that identifies a hazard that poses an immediate risk to transit operations, the health and safety of employees or the public, or equipment must immediately bring it to the attention of the Accountable Executive. Responsible staff will place the hazard or hazards through the Safety Risk Management process for safety risk assessment and mitigation. Otherwise, responsible staff will prioritize any hazards for further Safety Risk Management activity.

Subsection 6.2: Safety Risk Assessment

Safety risk assessment defines the level or degree of the safety risk by assessing the likelihood and severity of the consequences of hazards and prioritizes hazards based on the safety risk. The Chief Safety Officer, with assistance from key staff subject matter experts, is responsible for assessing identified hazards and ratings using the Safety Risk Assessment Matrix below. Prioritizing safety risk provides the Accountable Executive with the information needed to make decisions about resource application.

The following matrix, adopted from the TSI Participation Guide - SMS Principles for Transit, facilitates the ranking of hazards based on their probability of occurrence and severity of their outcome. The measuring goes from A to F with A being frequent or likely to occur frequently and E being improbable or expected that this event will

most likely never occur. Agency staff use designation F when identifying and later eliminating potential hazards.

Probability Levels			
Description	Level	Specific Individual Item	Fleet Inventory
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced.
Probable	B	Will occur several times in the life of an item.	Will occur frequently.
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times.
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur.
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible.
Eliminated	F	Incapable of occurrence. The ranking uses this level when identifying and later eliminating potential hazards.	Incapable of occurrence. The ranking uses this level when identifying and later eliminating potential hazards.

The Safety Levels outlined below present a typical safety risk. It includes four categories to denote the level of severity of the occurrence, the meaning of each category, and the assignment of a value to each category using numbers. In this table, Level 1 is considered catastrophic meaning possible deaths and equipment destroyed and Level 4 is considered negligible or of little consequence with two levels in between.

Severity Levels		
Description	Level	Mishap Result Criteria
Catastrophic	1	Could Result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M
Critical	2	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible

Severity Levels

		significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M
Marginal	3	Could result in one or more of the following: injuries or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100k but less than \$1M
Negligible	4	Could result in one or more of the following: injuries or occupational illness not resulting in lost workday, minimum environmental impact; or monetary loss less than \$100k.

The Safety Risk Assessment Matrix and Safety Risk Index Ranking each combine the Safety Risk Probability and the Safety Risk Severity to help prioritize safety risks according to the tables below.

Safety Risk Assessment Matrix				
Severity → Probability ↓	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
A-Frequent	1A	2A	3A	4A
B- Probable	1B	2B	3B	4B
C-Occasional	1C	2C	3C	4C
D- Remote	1D	2D	3D	4D
E- Improbable	1E	2E	3E	4E
F- Eliminated				

Safety Risk Index Ranking		
1A, 1B, 1C, 2A, 2B	High	Unacceptable
1D, 2C, 3A, 3B	Serious	Undesirable - With management decision required
1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B,	Medium	Acceptable - with review by management
4C, 4D, 4E	Low	Acceptable - without review

The Chief Safety Officer documents recommendations regarding hazard rating and mitigation options and reports this information to the Accountable Executive.

Subsection 6.3: Safety Risk Mitigation

The Chief Safety Officer, assisted by Key Staff, or subject matter experts, reviews current safety risk mitigations and establishes procedures to 1) eliminate; 2) mitigate; and 3) accept specific risks. Involved staff base prioritization of safety remediation measures on risk analysis and a course of action acceptable to Yuba-Sutter Transit management.

Agency staff must mitigate the safety risk if ranked as Unacceptable (High-Red). Those safety risks that have been mitigated or even mitigated risks shown as Acceptable status (Low-Green) must undergo regular and consistent monitoring to ensure the mitigation strategy is effective.

Key strategies to minimize the types of risks that potentially exist include:

- Development and deployment of policies and procedures that address known hazards and risks,
- Development and deploy measures to minimize exposure of all workers to infectious disease,
- Discussion of other actions, strategies and procedures that might help safeguard against unknown/unforeseen risks,
- Training of drivers and other agency staff on all safety policies and procedures,
- Training of drivers and other agency staff on the prevention of infectious diseases,
- Training of drivers and other agency staff on methodologies for handling emergencies, and
- Training of drivers and staff on proper and effective use of emergency equipment and communication technologies and protocol.

The Chief Safety Officer tracks and updates safety risk mitigations in the Hazard Log, accessed through documentation associated with the contractor's Injury & Illness Prevention Program (IIPP). Attachment 5 contains a copy of this plan.

Subsection 6.4 Physical Systems and Hazard Control Strategies

The following methodologies are used to ensure system safety and security objectives to eliminate or control hazards. The specific actions in each methodology incorporate physical, administrative, and behavioral defenses, including strategies to minimize exposure to infectious diseases. These following controls are implemented throughout design, construction, procurement, and operations:

1. Design out hazards or design to minimize hazard severity to the extent permitted by cost and practicality. Identified hazards are eliminated or controlled by the design of equipment, systems, and facilities.
2. Develop mitigating provisions for hazards that cannot reasonably be eliminated or controlled through design which are controlled to an acceptable level using fixed, automatic, or other protective safety design features or devices. Provisions are made for periodic performance of functional checks of safety devices and employee training to meet system safety objectives.
3. When design, training, and safety devices cannot reasonably nor effectively eliminate or control an identified hazard, safety warning devices are used (to the extent practicable) to alert persons of the hazard.
4. Where it is impossible to reasonably eliminate or adequately control a hazard through design or the use of safety and warning devices, procedures and training are used to control the hazard. Cautionary notations are standardized for use by all persons involved and safety-critical issues will require certification of authorized personnel.

The Safety Risk Index defines the magnitude of any specific hazard item without implementation of design, construction, procurement, or operational measures to control or mitigate the risk. The Safety & Training Manager will identify sets of proposed mitigation actions to eliminate or control each identified risk and evaluate the Residual Risk Index, based on those mitigating actions, to assess the potential effectiveness, and inform the Chief Safety Officer of the determination of whether the hazard is adequately controlled or mitigated.

Section 7: Safety Assurance

The third component of the Agency's SMS is Safety Assurance, which ensures the performance and effectiveness of safety risk controls established under safety risk management. Safety assurance also helps ensure that the organization meets or exceeds its safety objectives through the collection, analysis, and assessment of data regarding the organization's performance. Safety assurance includes inspection activities to support oversight and performance monitoring.

Yuba-Sutter Transit monitors its operations and maintenance protocols and procedures, and any safety risk mitigations to ensure that it is implementing them as planned. Furthermore, the Agency investigates safety events (as defined in the contractor's Safety, Security-Awareness and First Observer Program - Attachment 5) and any reports of non-compliance with applicable regulations, standards, and legal authority. Finally, the Agency continually monitors information reported to it through

any internal safety reporting programs, including the employee safety-reporting program.

The following sub-section shows some of the key elements of Yuba-Sutter Transit's Safety Performance Monitoring and Measurement.

Subsection 7.1: Safety Performance Monitoring and Measurement

As part of the Safety Assurance Process, Yuba-Sutter Transit:

- Monitors the system for compliance with, and sufficiency of, the Agency's procedures for operations and maintenance through:
 - Safety audits,
 - Informal inspections,
 - Regular review of on-board camera footage to assess drivers and specific incidents,
 - Safety surveys,
 - Employee safety reporting program,
 - Investigation of safety occurrences,
 - Safety review prior to the launch or modification of any facet of service,
 - Daily data gathering and monitoring of data relating to the delivery of service,
 - Regular vehicle inspections and preventative maintenance, and
 - Continuous feedback loop between leadership and all levels of the agency.
- Monitors its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended through:
 - Reviewing results from accident, incident, and occurrence investigations,
 - Monitoring employee safety reporting,
 - Reviewing results of internal safety audits and inspections, and
 - Analyzing operational and safety data to identify emerging safety concerns.
- Conducts investigations of safety events to identify causal factors; and
- Monitors information reported through any internal safety reporting programs via the following:
 - The Chief Safety Officer routinely reviews safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer ensures that the issues and concerns are investigated or analyzed through the safety risk assessment process.
 - The Chief Safety Officer also reviews the results of internal and external reviews, including audits and assessments, with findings affecting safety performance, compliance with operations and maintenance procedures,

or the effectiveness of safety risk mitigations. The Chief Safety Officer discusses relevant safety issues and concerns with the Accountable Executive and executive management and documents the results of these reviews in the Hazard Log.

In the event of a fatality, Yuba-Sutter Transit complies with all FTA drug and alcohol requirements.

In California, every driver involved in an accident that results in death, injury, or property damage over \$1000, effective January 1, 2017, must report the accident on a Report of Traffic Accident Occurring in California (SR 1) form to DMV. The report forms are available at www.dmv.ca.gov, by calling 1-800-777-0133, and at CHP and DMV offices. Also, under California Vehicle Code §16002(b), the driver of a vehicle that is owned or operated by a publicly owned or operated transit system, or that is operated under contract with a publicly owned or operated transit system, and that is used to provide regularly scheduled transportation to the general public or for other official business of the system, shall, within 10 days of the occurrence of the accident, report to the transit system any accident of a type otherwise required to be reported pursuant to subdivision (a) of Section 16000. Drivers are required to notify Yuba-Sutter Transit administration immediately and maintain records of any report filed pursuant to this paragraph.

Section 8: Safety Promotion

The fourth component of the Agency's SMS is Safety Promotion, which includes a combination of training and communication of safety information to employees to enhance the Agency's safety performance. Safety Promotion sets the tone for the SMS and helps Yuba-Sutter Transit to establish and maintain a robust safety culture. Safety Promotion has two components: (1) Safety Communication; and (2) Competencies and Training.

Subsection 8.1: Safety Communication

Yuba-Sutter Transit communicates safety and safety performance information throughout the organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety-reporting program.

Ongoing safety communication is critical, and Yuba-Sutter Transit ensures communication occurs up, down, and across all levels of the organization. Key staff and management communicate any lessons learned to all concerned. Management also communicates its commitment to address safety concerns and hazards on a regular basis. Management encourages and motivates employees to communicate

openly, authentically, and without concern for reprisal; ensures employees are aware of SMS principles and understand their safety-related roles and responsibilities; conveys safety critical information such as accident data, injuries, and reported safety concerns and hazards and their resolutions to employees.

Yuba-Sutter Transit's tools to support safety communication include:

- Safety bulletins
- Safety notices
- Posters
- CDs or Thumb drives or online safety video access
- Newsletters
- Briefings or Toolbox talks
- Seminars and workshops
- New employee training and refresher training
- Intranet or social media
- Safety Committee Meetings
- Weekly safety presentations displayed in the employee break area

Subsection 8.2: Competencies and Training

Executive Management ensures that all employees attend the training provided to understand their specific roles and responsibilities for the implementation of SMS.

Yuba-Sutter Transit provides SMS training in the following areas:

- All Employees
 - Understanding of Safety Performance Targets
 - Understanding of fundamental principles of SMS
 - Understanding of Safety Reporting Program - Reporting unsafe conditions and hazards/near misses
 - Understanding of their individual roles and responsibilities under SMS
- Managers and Supervisors
 - Understanding of Safety Risk Management
 - Understanding of Safety Assurance
 - Understanding of Safety Promotion
 - Understanding of their individual roles and responsibilities for SMS
- Executive Management
 - Understanding of management commitment to and support of all SMS activities

All employees are required to acquire the competencies and knowledge for the consistent application of their skills as they relate to safety performance objectives.

Yuba-Sutter Transit dedicates resources to conduct effective safety-related skill training. The scope of the safety training is appropriate to each employee's individual safety-related job responsibilities and their role in SMS.

Components of Yuba-Sutter Transit's skill-related training include:

- Conducting training needs analyses to ensure that the right information is taught to the right employees using the most efficient training methods;
- Passenger Management training which includes de-escalation and conflict resolution tools;
- Assault Awareness and Prevention for Transit Operators training;
- Communicating purpose, objectives, and outcome;
- Defensive driving training for accident avoidance;
- Ensuring relevant content by directly linking training to the trainee's job experiences so trainees are more motivated to learn;
- Using active hands-on demonstrations and practice to demonstrate skills that are taught and provide opportunities for trainees to practice skills;
- Providing regular feedback during hands-on practice and exercises; and
- Reinforcing training concepts in the post-training work environment by giving employees opportunities to perform what they have learned.

Specific safety-related skill training programs include:

- Storer Transit Systems: Safety, Security-Awareness and First Observer Program
- Assault Awareness and Prevention for Transit Operators by Rutgers
- TSA First Observer Plus

Yuba-Sutter Transit conducts refresher training annually during employee safety meetings.

Section 9: Documentation

Pursuant to 49 CFR Part 673.31, Yuba-Sutter Transit maintains records related to this Safety Plan and SMS implementation for a minimum of three years. These documents include but are not limited to the results from SMS processes and activities. Yuba-Sutter Transit will make these documents available to FTA Region 9, Caltrans, and other Federal and state agencies upon request.

Section 10: Attachments

The following pages include all attachments referred to within and related to this Agency Safety Plan.

AGENDA ITEM IV-F STAFF REPORT

NEXTGEN TRANSIT PLAN IMPLEMENTATION

RECOMMENDATION: Direct staff as to preferred alternatives for potential implementation of remaining NextGen Transit Plan service and fare recommendations.

Background

The Yuba-Sutter NextGen Transit Plan (Plan) adopted in May 2023 includes operational and financial recommendations to address short-term transit needs in the post-pandemic environment. While the Plan was intended to serve as the local blueprint for transit development and operations through the upcoming Fiscal Year 2027, each recommendation is individually evaluated and approved as appropriate prior to implementation.

To date, several initiatives in Phases 0-3 of the Plan have been undertaken as originally recommended, or with slight modifications. These include the following:

- Recruitment of a new in-house Transit Technology Manager. With Board direction, staff conducted a competitive procurement resulting in a professional services agreement with a local private IT contractor to provide the additional support needed. Status: Completed
- Recruitment of a new, in-house Community Relations Manager. As an alternative, and with Board direction, staff took a two-pronged approach to addressing the increased community relations needs by 1) executing a professional services agreement with a qualified marketing and public outreach consultant under the terms of an existing State contract, and 2) recruited and hired an additional staff person under the existing Program Analyst I/II classification with a focus on public outreach. Status: Completed
- Permanent reduction from 30 to 60-minute frequency of local fixed Route 2 in Yuba City. This change was made effective as proposed in September 2023. Status: Completed
- Procurement of the technology necessary to schedule and dispatch demand-response services. The Authority contracted with a leading industry software provider in January 2025 and is currently using the software for microtransit and Dial-A-Ride services. Status: Ongoing
- Introduction of later weekday evening fixed route service and elimination of the weekday evening Dial-A-Ride service. Status: Completed
- New fare structure adopting the same local route one-way fares for the new on-demand service, maintaining the discount monthly pass program, and increasing the daily cap on local one-way fares. Status: Completed
- Launch of the first on-demand (microtransit) zone in Olivehurst and Linda. The service was launched in May 2025 as a complement (i.e., feeder service) to the existing fixed routes. This strategy left the fixed routes in place to better leverage constrained resources while maximizing the benefits of on-demand service to enhance the responsiveness and reach of the local system. Status: Completed
- Deployment of various marketing strategies to build awareness and support including a branding refresh and sub-branding of new services; updated logo, passenger materials, and bus stop signage; website redesign and development; and a 50th anniversary marketing campaign and open house event. Status: Completed

- Support for volunteer driver programs in Challenge and Dobbins. With the support of a Mobility Zones project grant from SACOG, and consultant support, staff is scheduled to kick off a volunteer program planning effort in July to study and address key implementation issues. Status: Ongoing

Discussion

Due to recent ridership trends and current operational constraints, staff now requests Board direction concerning alternatives to certain remaining and/or deferred elements of the Plan. Specifically, staff will be seeking Board input on the following topics at the meeting:

- Launch of flexible intercity service to Lincoln/Roseville and the applicable fare structure.
- Increases to the commuter single ride and monthly fare rates, and elimination of discounts on the midday commuter service for youth, seniors, and persons with disabilities. Considered a small change, it is intended to simplify the fare structure.
- Elimination of local Routes 2 and 5 in Yuba City and/or streamlining of the crosstown Route 1 from west Yuba City to Yuba College in Linda.
- Expansion of microtransit services to additional service zones
- Increase to local fares and/or elimination of monthly passes and introduction of monthly fare capping, coinciding with upgrades of the contactless payment system.

Staff will be prepared at the meeting to discuss the implementation alternatives and next steps in detail.

Fiscal Impact

None.