

BAGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
MAY 15, 2025**

I. Call to Order & Roll Call (4:00 p.m.)

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

Absent: None

II. Public Business from the Floor

None.

III. Consent Calendar

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

IV. Reports

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 on the status of employee vacancies, recruitment and retention efforts at a public hearing, at least once per year, before adopting an annual budget.

Mauk stated that that all 6 full-time staff positions at the agency are currently filled. The average tenure of those employees is over 5 years. There are no ongoing or planned recruitments and no changes to related hiring policies or procedures recommended at this time.

There was no public comment.

B. Yuba-Sutter Transit Operating and Capital Budgets for FY 2026.

Mauk stated the board received a preliminary budget presentation in March, and based on the questions received at that time, staff brought back a detailed history of the LTF proportion last month.

Mauk reviewed the significant changes to the budget from the March version. The final operating budget presented is down 3.5% from the March version due to a nearly \$400,000 reduction in direct operation expenses based on the projected operation of approx. 85,500 vehicle service hours. The vehicle service hour projections reflect the most up-to-date

information we have on the effects of service changes which have already been implemented and new services and programs recommended in the Next Gen Plan.

Mauk stated that administrative costs represent just under 13% of the overall operating budget and in the final version, these were adjusted up \$5,000 or just under 1%. Included is approximately \$18,000 for a COLA increase for administrative staff recommended later in this agenda.

The extra costs associated with a relocation of operations expected in September due to the Caltrans Binney Junction construction project are fully accounted for in this final budget on both the expense and revenue side.

Mauk stated the primary capital expense will continue to be the work needed to secure environmental clearances for the facility and subsequent procurement of the design builder for the project. The bus stop improvement line item was bumped up to \$235,000 in part to account for an equitable share in the cost of a Yuba City public works project to replace pavement, curb gutter and sidewalk around the Alturas and Shasta transfer point.

Director Flores made a motion to adopt Resolution No. 03-25 approving the FY 2026 Operating and Capital Budgets as proposed. Director Bradford seconded the motion, and it was carried unanimously.

C. Local Transportation Fund (LTF) Apportionment for FY 2026.

Mauk stated the total of \$4.2 million in LTF that is presented for adoption is unchanged from the amount discussed in March and April and represents approximately 41% of the operating budget adopted in the previous item.

Director Bradford made a motion to adopt Resolution No. 04-25 establishing the LTF contributions for each member jurisdiction for FY 2026 as proposed. Director Bains seconded the motion, and it was carried unanimously.

D. Administrative Staff Cost of Living Salary Adjustments.

Mauk stated that based on the survey of member jurisdictions and peer agencies, management is recommending approval of a 2.5% salary increase for administrative staff to be effective beginning July 1st. This represents a total annual cost of approximately \$18,000 in salary and salary-related benefits for the six administrative employees.

Director House made a motion to approve an administrative staff cost of living salary adjustment of 2.5% and adopt the resulting salary schedule effective July 1, 2025, as proposed. Director Bains seconded the motion, and it was carried unanimously.

E. Real-Time General Transit Feed Specification Project Award.

Mauk stated that staff is recommending the award of a contract to Passio Technologies as the responsible bidder representing the best value to Yuba-Sutter Transit for our Real-Time General specification project. This project is necessary to facilitate production of real-time vehicle location, including trip planning and prioritization functions within our new customer-

facing microtransit application. The total contract is not to exceed \$145,700 for a five-year term, including options.

Director Bradford made a motion to approve the award of a contract to Passio Technologies for an amount not to exceed \$145,669.33, to provide a real-time General Transit Feed Specification (GTFS-RT) in response to RFP# 24-12 GTFS Real Time Feed Development and Customer Facing Application as proposed. Director Flores seconded the motion, and it was carried unanimously.

F. Cooperative Agreement for the Affordable Housing and Sustainable Communities (AHSC) Grant Program.

Mauk stated staff is requesting board support to partner with the City of Live Oak and Pacific West Communities Developers on a grant application to the state's Affordable Housing and Sustainable Communities program for the Larkin Grove apartments project in Live Oak. Yuba-Sutter Transit is not a direct applicant, but a potential partnership would boost the projects greenhouse gas benefits by dedicating funds to support transit improvements.

Mauk stated the application includes up to \$2 million in operations funding for the initial 18-month pilot phase of micro transit services. To partner on the grant application, we need to sign on to a cooperative agreement with the City of Live Oak and the project developers.

The final agreement will be subject to our legal counsel's review and approval by the City of Live Oak.

Director Flores asked for clarification, is the authorization to finalize the draft and execute it, and we will get a copy of the final agreement before we vote? Mauk confirmed and stated that the requested action was for the authority to finalize and sign the agreement because the application is due at the end of May.

Director Flores asked to know if we vote on it today and when the final agreement comes out and for some reason, we don't like it can we come back? Legal counsel Brant Bordsen stated that it would require a special meeting.

Director House asked, if this hinges on some microtransit and we decide we don't want to move forward with micro transit in other areas, is this grant going to force us to operate some microtransit? Mauk stated that by signing this agreement we are agreeing to at least the operation of the initial 18-month microtransit pilot, so this agreement is the level of service that the board has committed to already.

Director Bains made a motion to continue this item to May 22nd at 4:00 PM so we can see the final draft of the agreement. Director House seconded the motion. The roll call vote for the motion was as follows:

Aye: Bains, Cole, Flores, House and Kirchner
Nay: Bradford Buttacavoli and Hudson

The motion to continue the item to May 22nd was carried.

G. State Low Carbon Transit Operations Program (LCTOP) Corrective Action Plan.

Mauk stated the requested action was to formally move \$218,000 plus interest earned to date of FY 2024 LCTOP grant funds to the monthly pass fare subsidy program from the Roseville Commuter Service since the launch of the service has been delayed causing a timing issue with the expenditure in the 2024 funds. Moving the funds will allow us to continue the fair subsidy program for an additional 15 months.

Director House made a motion to adopt Resolution No.05-25 authorizing the transfer of \$218,000 of FY 2024 LCTOP funds, plus interest earned, from the Roseville Commuter Service project to the Targeted Fare Subsidies project, extending the program for 15 months. as proposed or amended. Director Bradford seconded the motion, and it was carried unanimously

H. Commuter Service to Lincoln/Roseville Implementation Plan.

Mauk stated we are seeking comments and potential support for an innovative service concept for the Next Gen Roseville Commuter service. We are looking at a hybrid service model that combines the previously envisioned fixed express route element between Marysville, through Wheatland, Roseville and back, with an on-demand element.

Mauk stated the on-demand service could be performed with the same vehicle and made available to the public in the times in between fixed route stops. This concept could leverage the microtransit technology we're deploying elsewhere and could potentially replace the existing Wheatland route with a service that vastly improves coverage and convenience. This route modernizes and expands on the model to potentially serve the south county corridor and add new connectivity to Roseville.

Mauk stated the requested action was for support to work with the interested parties including Wheatland and Mercy Housing who co-sponsors the current Wheatland route. We have dedicated funding through the current cycle of LCTOP that would fund a significant amount of the inner-city elements of this service for a pilot period of up to two years.

Director Bradford stated he is very supportive and excited about Roseville Commuter Service, but that this also improves service for the Wheatland area, which is desperately needed. Director House stated he supports this but thinks we should look to include the Casino, and work with the marketing of commercial spaces and possibly the fairgrounds which may be in the future.

I. Third Quarter Performance Report

Mauk stated that ridership is still trending up 7% year-over-year and vehicle service hours are essentially flat year to date resulting in higher passengers per hour and the fare box ratio is up 12%. Commuter ridership is up 35% compared to last year and Dial-A-Ride productivity is up over 13% year to date. On the local fixed routes, the passenger per vehicle service hour productivity is up slightly.

For reference ridership has increased 80% cumulatively over the last four years since the depths of the pandemic.

J. Project and Program Updates.

1. NextGen Transit Facility Project

Mauk reported a second draft of the preliminary design documents are being developed and we will be conducting an internal review and returning comments to AECOM. Mauk reported progress with Yuba County staff on a potential statutory exemption for CEQA but that NEPA approval has been delayed.

2. Mobility on Demand (MOD) Service Launch

Mauk reported the microtransit pilot program in Linda and Olivehurst is officially going live to the public on Monday and reminder please mark your calendars for May 29th for the ribbon cutting ceremony at 5:30 PM at Yuba College Linda campus.

V. Correspondence / Information

None

VI. Other Business

Director House mentioned that during Spring break I took my kids on the on the Commuter bus to Sacramento. The buses to and from Sacramento were jammed packed and it's good to see full buses.

Director Bradford stated he had an opportunity to take Midday service to an A's game, and it was very useful.

VII. Adjournment

The meeting was continued to Thursday May 22, 2025, at 4:00 p.m.

The next regular meeting is scheduled for Thursday, June 19, 2025, at 4:00 p.m. in the Yuba County Board of Supervisors Chambers, unless otherwise noticed.