

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
MAY 21, 2020**

I. Call to Order & Roll Call (4:02 pm)

Present: Cardoza, Fletcher, Leahy, Samayoa, Shaw, Sullenger (4:06) and Whiteaker (Chair)

Absent: Hudson

II. Public Business from the Floor

None.

III. Consent Calendar

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

IV. Reports

A. First Amendment to the Storer Transit System Operating Agreement.

Martin presented the First Amendment to the Storer Transit System Operating Agreement. As a result of the recently adopted CARES Act, funding is available under that program for COVID-19 related expenses including administrative leave costs for employees who have reductions in service hours or leaving for other purposes. This includes contract employees if the contract so states.

The existing contract includes both a fixed monthly rate and a variable hourly rate. The variable rate covers the cost for each vehicle service hour operated by the contractor. The proposed amendment would add a provision to compensate the contractor for the cost of administrative leave for those employees who are not driving but are either providing other services such as cleaning or have been otherwise furloughed due to a reduction in service due to COVID-19. The amendment also provides for the reimbursement of the contractor for additional costs incurred due to COVID-19 including cleaning supplies, extra work, and other services. These provisions would remain in effect until the earlier of the CARES Act funding was fully expended or with a two week notice to the contractor.

Separate from the COVID-19 provisions, the proposed amendment would also correct an inconsistency in the original contract documents regarding the allowed percentage change in the number of vehicle service hours operated without triggering a contract change. This figure was 20 percent in both the Request for Proposals (RFP) and the Scope of Work, but it was 10 percent in both the draft and final agreement which takes precedent over the other documents. The amendment would set this figure at 20 percent in the agreement as originally intended.

Martin noted that the proposed amendment has been approved by legal counsel, Storer Transit Systems and Caltrans.

Director Leahy made a motion to authorize the execution of the contract amendment as proposed. Director Cardoza seconded the motion and it carried unanimously.

B. Yuba-Sutter Transit Operating and Capital Budget for FY 2020/2021.

Due to the impact of COVID-19, Martin stated that the proposed FY 2021 budget has been changed significantly from the preliminary draft version that was submitted at the March meeting. Budgeted expenditures have been reduced by 7.3 percent (\$623,000) from the earlier version and are now 4.5 percent less than the FY 2020 budget. Budgeted revenues have also been updated to include the CARES Act funding that is now available. The main expense adjustments are related to the reduction in the budgeted number of vehicle service hours (VSH) to be operated in FY 2021 from 92,000 in the March version to 74,500 in the proposed budget. The capital budget is unchanged from the March version.

State and local revenues have been projected as they are currently allocated as shown in the original March budget, but staff expects them to be revised downward for both FY 2020 as well as FY 2021. New figures will not be available until September or October, but CARES Act funding will protect against any reductions through FY 2021.

Director Cardoza asked if the approved budget can be reviewed in three months and adjusted accordingly. Martin said that this would be possible, but the key issue would be the LTF apportionment which one set would be almost impossible to change because the adopted apportionments will soon be set in each of the budgets for the local jurisdictions.

Director Fletcher made a motion to adopt Resolution No. 4-20 approving the FY 2020/2021 budget as proposed. Director Cardoza seconded the motion and it carried unanimously.

C. Local Transportation Fund (LTF) Apportionment for FY 2020/2021.

Martin presented the proposed Local Transportation Fund (LTF) Apportionments for FY 2021. Based on the adopted budget, the total LTF contribution has been set at \$2,800,000 for FY 2021. The staff report details how this figure is allocated among the four member jurisdictions using a four-part formula with each equally weighted and how any shortfall in the amount of LTF available to any jurisdiction is reallocated between the remaining jurisdictions. For FY 2021, this process was again used to reallocate the shortfall of \$76,839 for the City of Marysville.

Director Fletcher made a motion to adopt Resolution No. 5-20 establishing the LTF contributions for each member jurisdiction for FY 2020/2021 as proposed. Director Leahy seconded the motion and it carried unanimously.

D. Set a Public Hearing on Yuba-Sutter Transit's FY 2020/2021 Federal Funding Applications.

Martin noted that this request is to set a public hearing on Yuba-Sutter Transit's FY 2020/2021 Federal Funding applications.

Director Whiteaker made a motion to set a public hearing for 4:00 p.m. on Thursday, July 16, 2020 to receive comments on the Yuba-Sutter Transit's FY 2020/2021 federal funding applications. Director Fletcher seconded the motion and it carried unanimously.

E. State of Good Repair (SGR) Project Designation.

Martin noted that the State of Good Repair program was established in SB-1 and funded through gas tax revenues to help keep transit systems in good condition. The first three cycles of SGR funds were part of the funding package to replace eleven local fixed route buses last year. Staff is proposing a series of projects for the combined projected allocation of \$256,000 this year which may be adjusted due to state gas tax proceeds.

The proposed projects include the purchase of replacement vehicles; repairs, replacements and enhancements to the existing surveillance systems at the facility and three local park and ride lots; replacement and upgrade to the phone system; repairs of the bus and employee parking lots at the facility; and, the purchase of a shop forklift.

Director Fletcher asked for clarification that funds would not be spent until they are received. Martin confirmed that this would be the case.

Director Fletcher made a motion to adopt Resolution No. 6-20 approving the submittal of Yuba-Sutter Transit's FY 2020/2021 SGR Project List as proposed. Director Cardoza seconded the motion and it carried unanimously.

F. Capitalization Policy Amendments.

Martin noted that the proposed changes would modify the depreciation policy from half-year to straight-line based on the month that an asset was placed in service and the procedure for the disposal of surplus property to increase the threshold to \$1,000 from \$250 under which multiple bids are required to sell any surplus item and to allow for the use of a public auction rather than only soliciting sealed bids.

Director Fletcher made a motion to approve the amended Yuba-Sutter Transit Capitalization Policy as proposed effective July 1, 2019. Director Cardoza seconded the motion and it carried unanimously.

G. Proposed Computer Assisted Dispatch/Automatic Vehicle Location (CAD/AVL) Project Change.

Martin presented the proposed project change to terminate the Computer Assisted Dispatch (CAD) system of the DoubleMap contract noting that there are multiple issues with the TapRide system including functions that were promised and not delivered. This action would result in a savings of \$64,000 over the five-year contract. Martin noted that Storer is now using another software program that does not have all the desired features so the agency will still need a new dispatching software system at some time in the future.

Director Fletcher made a motion to authorize staff to terminate the TapRide portion of the DoubleMap project as proposed. Director Shaw seconded the motion and it carried unanimously.

H. 2019/2020 Discount Monthly Pass Program Grant Close-Out Report.

Martin presented the 2019/2020 Discount Monthly Pass Program Grant Close-Out Report as written.

I. Third Quarter Performance Report.

Martin presented the Third Quarter Performance Report noting that the COVID-19 pandemic has had a huge impact beginning in March and continuing in April with systemwide ridership now down 65 percent compared to April 2019. Most significantly, Sacramento commuter ridership is down by 87 percent.

J. Project & Program Updates

1. COVID-19 Transit Impact, Response and Outlook

Martin discussed the current impacts and response to the COVID-19 pandemic. All fixed route buses now have Plexiglass “sneeze shields” to protect the drivers. Riders are currently loading from the rear doors which can cause issues with the flow of passengers through the bus during loading and unloading. The fixed route buses are currently limited to 10 riders per bus to allow for social distancing and limited to essential travel only. It is highly recommended though not required that riders use a facial covering. PPE has been provided for the drivers and hand sanitizer dispensers are available on buses for driver use.

Renick House stated that Storer is working on staying ahead of all the new regulations and determining which supplies need to be stocked on the buses.

Director Samayoa asked what information has been shared with the public about the steps being taken to ensure the safety of the drivers and the riders and if any advertisements will be done to promote the transit system in this regard. Martin stated that we have described our procedures in our monthly newsletter. Director Samayoa suggested using social media or local media to help promote the transit system. Director Whiteaker recommended using the counties’ Public Information Officers.

2. Caltrans Planning Grant – Comprehensive Operational Analysis

Martin stated that no word has received regarding the award of a planning grant to conduct a comprehensive operational analysis.

Director Samayoa asked if those were State or Federal funds. Martin stated they are State funds and they may get caught up in the expected State budget revisions.

3. Next Generation Transit Facility Plan

Martin stated the scoping for the future facility plan has been done and that the next step is the identification and ranking of potential sites. Approximately ten potential sites have been identified in the bi-county area.

4. Yuba College Shuttle

Martin stated that while he has been unable to reach any Yuba College officials regarding their Summer Schedule, it appears that there will very few on campus classes so the assumption is that there will be no shuttle service to the Sutter Campus for the Summer Semester.

Director Samayoa asked if the funds that would not be used for the Yuba College Shuttle could be used for something else. Martin stated that it would be possible to reallocate any unused funds to another project should the shuttle service be permanently be suspended.

V. Correspondence/Information

None.

VI. Other Business

None.

VII. Closed Session

No reportable action was taken.

VIII. Adjournment

The meeting was adjourned at 5:02 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JUNE 18, 2020 AT 4:00PM VIA ZOOM.