



BOARD MEETING NOTICE & AGENDA

DATE: Thursday, June 18, 2020

TIME: 4:00 P.M.

PLACE: Pursuant to state and local public health orders and directives, this meeting will be held remotely with members of the Board of Directors and staff attending from separate remote locations. The meeting will be live cast via Zoom for members of the public to observe and offer comment whether on-line or by telephone.

To join the meeting from your computer, tablet or smartphone, please use the link below.

<https://us02web.zoom.us/j/86510763825?pwd=aXF1Y3RweEUwek8zSXc3aVJlSENGZz09>

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

Meeting ID: 865 1076 3825

Password: 956910

Please note that the public will be muted by default. If you would like to speak during the public comment portion of the meeting, you have the following options:

Online: Raise your hand or use the Q&A panel to submit your comments.

Phone: Press *9 to raise your hand or press *6 to send a request to be unmuted to submit comments.

Board members and participants are encouraged to join the meeting 10 minutes early to resolve any technical issues before the session begins.

I. Call to Order & Roll Call

Cardoza, Fletcher (Vice-Chair), Hudson, Leahy, Samayoa, Shaw, Sullenger and Whiteaker (Chair)

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

A. Minutes from the Regular Meeting of May 21, 2020. (Attachment)

B. Disbursement List for May 2020. (Attachment)

C. Monthly Performance Report for May 2020. (Attachment)

IV. Reports

A. **COVID-19 Impacts, Response & Outlook.** Discussion and consideration of COVID-19 related policy and operational changes including the possible reinstatement of local fixed route fare collection effective July 1, 2020. (Attachment)

RECOMMENDATION: Direct staff as desired.

2100 B Street · Marysville, CA 95901 · (530) 634-6880 · FAX 634-6888

www.yubasuttertransit.com

B. Transportation Development Act (TDA) Claim for FY 2020/2021. (Attachment)

RECOMMENDATION: Adopt Resolution No. 7-20 authorizing the submittal of Yuba-Sutter Transit's FY 2020/2021 TDA Claim as proposed or amended.

C. Project Updates/Additions for the Sacramento Metropolitan Transportation Improvement Plan (TIP) and the Metropolitan Transportation Plan (MTP). Review and approval consideration of proposed revisions to Yuba-Sutter Transit's Capital Improvement Plan. (Attachment)

RECOMMENDATION: Approve the revised Capital Improvement Plan and the FY 2021 – FY 2025 Transportation Improvement Plan as proposed or amended.

D. Project & Program Updates.

1. Caltrans Planning Grant – Comprehensive Operational Analysis
2. Next Generation Transit Facility Plan
3. Yuba College Shuttle (Summer Schedule Cancelled)

RECOMMENDATION: Information only.

V. Correspondence/Information

VI. Other Business

VII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JULY 16, 2020
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS
UNLESS OTHERWISE NOTICED**

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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 (TTY) 634-6889 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, 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.

**AGENDA ITEM III-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF MAY 2020**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,321.28	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 2,831.94	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 33,601.92	PAYROLL	PAYROLL
EFT	\$ 1,620.18	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 280.69	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.42	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 2,905.34	PG&E	ELECTRIC
EFT	\$ 41.98	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS
EFT	\$ 283.90	PG&E	GAS
EFT	\$ 183.91	CARDMEMBER SERVICES	CREDIT CARD - MS, ADOBE & ZOOM SUBSCRIPTIONS, SOLAR CONTROLLER
EFT	\$ 213.72	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 162.84	PRIMEPAY	PAYROLL FEE
17007	\$ 252.22	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - APRIL + SERVICE
17008	\$ 350.00	ALL SEASONS TREE & TURF CARE	LANDSCAPE & WEED CONTROL MARCH & APRIL
17009	\$ 210.00	APPEAL DEMOCRAT	ADVERTISING - KIDS PUZZLE BOOK
17010	\$ 10.00	DANA PARISI	REFUND FOR MAY & JUNE DISABLED PASSES
17011	\$ 7,845.84	HUNT & SONS INC	BUS FUEL - DYED DIESEL
17012	\$ 9,714.67	INTERSTATE OIL COMPANY	BUS FUEL - DYED DIESEL
17013	\$ 5.00	JOHN LUCERO	REFUND FOR APRIL DISABLED PASS
17014	\$ 5.00	KARLA BOOTH	REFUND FOR APRIL DISABLED PASS
17015	\$ 5.00	LUCKY OWYANG	REFUND FOR APRIL SENIOR PASS
17016	\$ 10.00	MARY COLTON	REFUND FOR APRIL & MAY DISABLED PASSES
17017	\$ 5.00	MICHELLE ROGER	REFUND FOR MAY DISABLED PASS
17018	\$ 922.06	QUILL CORPORATION	JANITORIAL SUPPLIES: PAPER TOWELS & TISSUES
17019	\$ 2,340.71	RAMOS OIL COMPANY	BUS FUEL - GAS
17020	\$ 256.32	SC FUELS	DEF FLUID
17021	\$ 509.08	STANLEY SECURITY SOLUTIONS INC	SECURITY SERVICES FOR JUNE 2020
17022	\$ 543.93	STAPLES CREDIT PLAN	JANITORIAL AND OFFICE SUPPLIES
17023	\$ 495,614.54	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE 3/20
17023	\$ 843.60	STORER TRANSIT SYSTEMS	COVID-19 REIMBURSEMENT EXPENSES
17023	\$ 2,512.18	STORER TRANSIT SYSTEMS	TIRE MOUNTING
17023	\$ 22,508.44	STORER TRANSIT SYSTEMS	VEHICLE REPAIR - BUS #3236 ENGINE REPAIR
17024	\$ 1,557.16	T-MOBILE	WIFI SERVICE FOR BUSES
17025	\$ 95.00	THRIFTY ROOTER	PLUMBING SERVICE IN OPERATIONS RESTROOM
17026	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPIER LEASE APRIL 2020
17027	\$ 265.75	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE COPY CHARGES APRIL 2020
17028	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES JUNE 2020
17029	\$ 363.86	COMCAST BUSINESS	TELEPHONE MAY 2020
17030	\$ 295.32	COMCAST BUSINESS	INTERNET SERVICES MAY 2020
17031	\$ 450.00	DIGITAL DEPLOYMENT	WEBSITE SERVICES MAY 2020
17032	\$ 10,224.08	FLYERS ENERGY	BUS FUEL - DYED DIESEL
17033	\$ 5,600.95	HOTSY OF CALIFORNIA	BUS WASH SUMP PUMP REPAIR
17034	\$ 10.00	MICHAEL RITTER	REFUND FOR APRIL & MAY DISABLED PASSES
17035	\$ 914.17	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17036	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES APRIL 2020
17037	\$ 1,462.77	RAMOS OIL COMPANY	BUS FUEL - GAS
17038	\$ 357.37	SC FUELS	DEF FLUID
17039	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - MAY 2020
17040	\$ 150.00	SWRCB	ANNUAL PERMIT FEE 4/1/20 - 3/31/21
17041	\$ 1,954.18	TEHAMA TIRE SERVICE INC	TUBES/TIRES
17042	\$ 16,707.50	YUBA COUNTY CDSA	BUS STOP IMPROVEMENTS - EVELYN DRIVE
	\$ 636,126.61		

**LAIF
TRANSFERS**

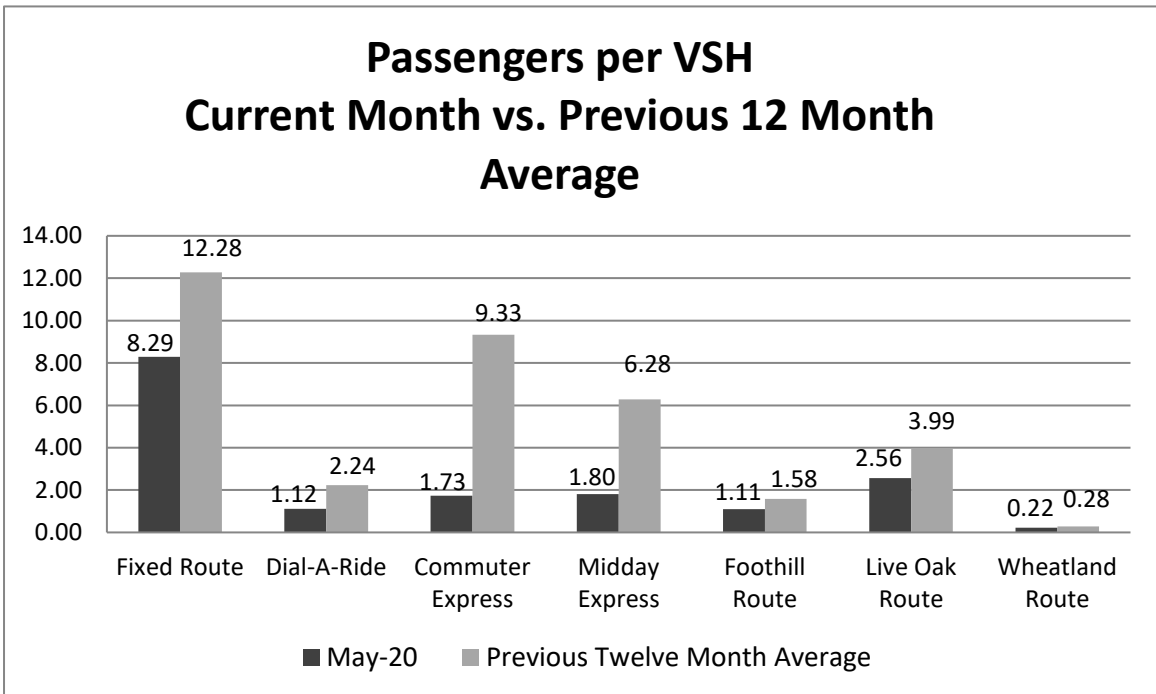
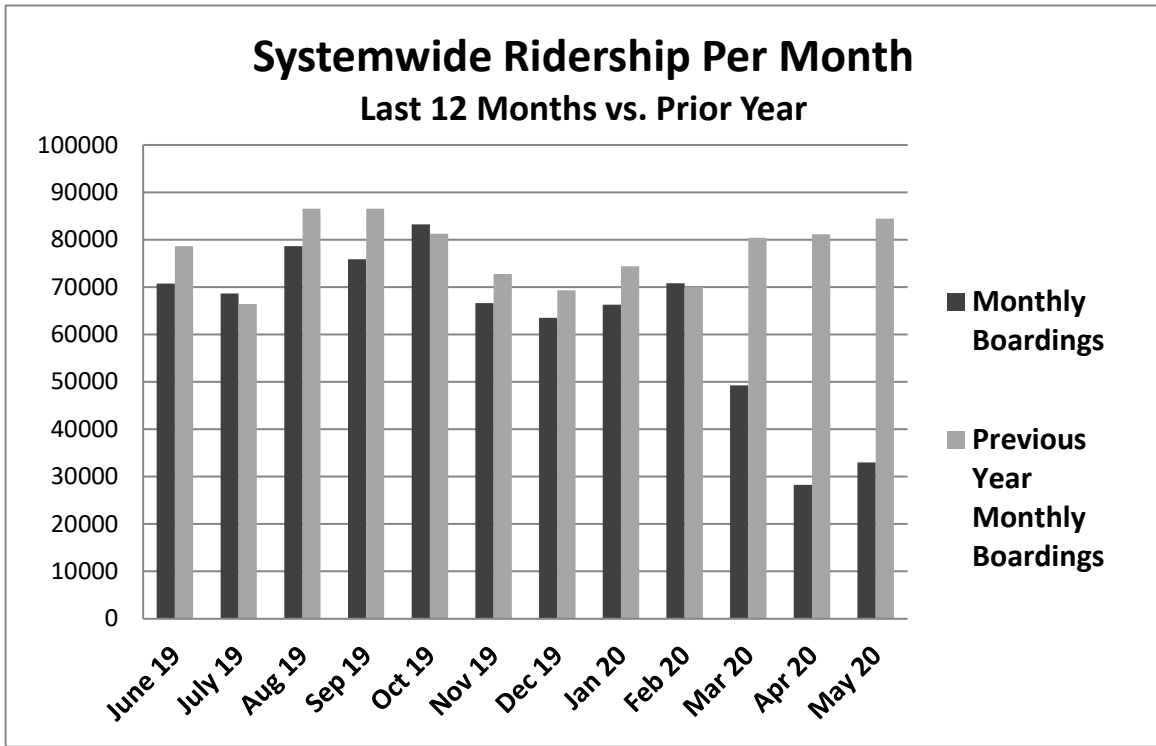
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AGENDA ITEM III - C

MAY 2020 PERFORMANCE REPORT

		Previous Twelve		Previous
Ridership:	May-20	Month Average	Fiscal YTD	Fiscal YTD
Fixed Route	30,156	52,056	533,626	677,045
Dial-A-Ride	1,204	4,033	40,056	54,647
Commuter Express	1,123	9,653	95,618	111,494
Midday Express	251	1,007	10,281	11,579
Foothill Route	77	127	1,292	1,984
Live Oak Route	183	312	3,187	3,828
Wheatland Route	10	13	117	615
Total Ridership:	33,004	67,201	684,177	861,192
Vehicle Service Hours:				
Fixed Route	3,639.48	4,240.45	45,870.05	47,618.60
Dial-A-Ride	1,077.04	1,804.46	18,804.12	22,441.83
Commuter Express	649.92	1,035.01	11,042.50	11,175.37
Midday Express	139.14	160.28	1,734.31	1,775.57
Foothill Route	69.66	80.26	867.87	888.92
Live Oak Route	71.39	78.18	859.82	847.16
Wheatland Route	44.94	45.83	503.27	477.03
Total VSH's:	5,691.57	7,444.47	79,681.94	85,224.48
Passengers Per Hour:				
Fixed Route	8.29	12.28	11.63	14.22
Dial-A-Ride	1.12	2.24	2.13	2.44
Commuter Express	1.73	9.33	8.66	9.98
Midday Express	1.80	6.28	5.93	6.52
Foothill Route	1.11	1.58	1.49	2.23
Live Oak Route	2.56	3.99	3.71	4.52
Wheatland Route	0.22	0.28	0.23	1.29
Total Passengers Per VSH:	5.80	9.03	8.59	10.10

MAY 2020 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

COVID-19 IMPACTS, RESPONSE & OUTLOOK

Background

In response to the COVID-19 pandemic, Yuba-Sutter Transit along with our service contractor, Storer Transit Systems, have made several policy, procedure, and service changes to help protect passengers and transit personnel alike. In March, these changes included reducing the Dial-A-Ride service in response to the sudden drop in ridership; ramping up the vehicle sanitation schedule and intensity; increasing related public and operating personnel education and training; eliminating fare collection on all but the Sacramento schedules; implementing rear door boarding on local fixed route buses; and, closing the administrative office except by appointment. In April, in response to a revised health order, Yuba-Sutter Transit expanded the public education campaign to limit service to essential travel only, established passenger capacity limits on local fixed route and Dial-A-Ride buses to allow for social distancing, and strongly encouraged the use of facial coverings by all passengers. Storer also provided personal protective equipment (PPE) and hand sanitizer for operating personnel and installed aisle barrier straps and large plexiglass sneeze guards near the driver's compartment on local fixed route buses. Finally, the local fixed route and Sacramento commuter services were reduced in May in response to steep ridership declines on both services.

Current Status

As shown in the table below, after an initial 65 percent drop in average weekday ridership (58 percent on Saturdays) from February (pre-COVID) to the last two weeks of March, local fixed route ridership has been climbing rather quickly with the gradual reopening of the Yuba-Sutter area and continued fare free service. Through the first week of June, average weekday ridership has increased by 58 percent over the March low (68 percent on Saturdays).

**Average Daily Local Fixed Route Ridership
(Month to Month)**

	Average Weekday	Percent Change	Average Saturday	Percent Change
February	2,558		1,279	
March 23 - 31	900	-64.8%	538	-57.9%
April	1,044	16.0%	640	19.0%
May	1,280	22.6%	913	42.7%
June 1 - 6	1,421	11.0%	904	-1.0%
Total Change March to June		57.9%		68.0%

As a result of these ridership increases and due to the capacity limits to provide the necessary social distancing, as many as 10 or more local fixed route passengers are now being passed by at local stops up

to 20 times a day especially on Route 1 which is the primary cross-town route. In response, the on-board capacity limit of local fixed route buses was recently increased from 10 to 12 under the assumption that at least a few passengers are traveling with a family member. In addition, staff is now working with our contractor to experiment with a supplemental Route 1 express service during peak ridership periods and front door boarding is now being resumed to make it easier for the drivers to enforce the capacity limit and directly engage with those being left behind. The intention of fare free service and rear door boarding was to limit contact between drivers and passengers in the early days of the pandemic, but plexiglass sneeze guards and strongly encouraging the use of face coverings largely meet the same goal. Using the front door to enter and the rear door to exit also improves passenger flow in and out of the bus greatly reducing the congestion that occurs due to the increasing number of passengers now using only the rear door to both enter and exit. A report on both the express service and the return to front door boarding will be provided at the meeting.

Recommendation

Despite the above changes, it will become more difficult to provide needed social distancing without operating significantly more service to avoid even more passengers being left behind as the community further opens and ridership increases across the entire local fixed route system. To further address this situation, staff is now recommending that fare collection be reinstated on the local fixed route system effective July 1st. Drivers report that with no fare many passengers are traveling more frequently without a specific purpose or destination. While this might not be an issue if there were no on-board capacity limit, as ridership increases others who ride for essential trips will more frequently be left behind as a result creating a real and growing customer service problem. Charging a fare is expected to free up space now and slow ridership growth in the future as passengers must decide if their trip is essential enough to warrant paying a fare.

While this recommendation will result in the collection of additional fare revenue which would help off-set the financial losses that are accruing and will accrue to Yuba-Sutter Transit, the new discounted General Public monthly bus pass can significantly mitigate the financial impact to passengers. At the February 20, 2020 meeting, the Board approved the use of Low Carbon Transit Operations Program (LCTOP) funding from the State Cap and Trade Program for a demonstration project to reduce the price of the General Public monthly pass from \$30 to \$10 effective July 2020. This was done to help reverse the declining ridership trend, better serve those from disadvantaged/low-income communities and to more equitably price the full fare monthly pass with the \$5 monthly pass for youth, seniors and persons with disabilities that has long been subsidized with local air quality funds. As a result, passengers can substantially reduce their cost per trip through the purchase of either a \$5 or \$10 monthly pass both of which are also accepted on all rural routes.

Assuming Board approval, the Yuba-Sutter Transit administrative office would again be open to the public effective Monday, June 22nd as a local Connect Card sales outlet and to process discount fare eligibility requests. In anticipation, office procedures are being adjusted and sneeze guards have been installed. Fare collection would continue to be waived on the Dial-A-Ride service and on all three rural routes at least until the smaller buses that are used to operate these services can be equipped with sneeze guards. Until such time, fares would be charged only on the local fixed routes and all Sacramento schedules.

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

RECOMMENDATION: Direct staff as desired.

AGENDA ITEM IV – B
STAFF REPORT

TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FOR FY 2020/2021

The adopted Yuba-Sutter Transit budget for FY 2021 includes the use of \$2,800,000 in Local Transportation Fund (LTF) revenue for operating assistance and \$1,602,650 in State Transit Assistance (STA) revenue for both operating and capital purposes. Both LTF and STA funds are made available for transit and transportation uses under the State Transportation Development Act (TDA). 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.

LTF revenue is a $\frac{1}{4}$ percent sales tax that is returned to the county of origin and distributed therein by relative population first to meet local transit needs after which the remainder is available for local streets and road maintenance. LTF funds can be used for both operating and capital purposes though Yuba-Sutter Transit has traditionally used them almost exclusively for operations. The relative annual allocation of LTF revenue among the four member jurisdictions is based on the prescribed LTF funding formula from the Yuba-Sutter Transit Joint Powers Agreement. The \$2,800,000 transit allocation for FY 2021 represents just 47.9 percent of the combined SACOG adopted LTF apportionment to the four member jurisdictions and is virtually unchanged from that which was allocated for both FY 2019 and FY 2020.

STA revenue is Yuba-Sutter Transit's single source of on-going State transit funding and has historically been the primary source of local matching funds for Federal capital grants. STA funds that are apportioned to Yuba-Sutter Transit and the member jurisdictions are available only for public transportation purposes and they are claimed in their entirety by Yuba-Sutter Transit. Under separate agreements, the STA funds that are available to Live Oak and Wheatland are also claimed by Yuba-Sutter Transit. STA funds can be used for both capital and operating assistance though specific eligibility criteria must normally be met to use them for operations without restriction. Since 2009, STA funding has been eliminated once, restored once and significantly reworked three times – most recently by Senate Bill (SB) 1 in 2017. STA funding is now tied to a sales tax on diesel fuel and a portion of vehicle registration fees, but the traditional purpose and flexibility of these funds is unchanged.

While Yuba-Sutter Transit has traditionally avoided committing a significant portion of STA funds for on-going operations, the relative allocation between operating and capital has always been an annual decision. SACOG's adopted STA apportionment for FY 2021 includes a total of \$1,602,620 in funding for Yuba-Sutter Transit which is nearly the same as the current revised amount of \$1,599,196 for the year ending June 30, 2020, although that number is expected to be adjusted downward for a third time this fiscal year. For FY 2021, the adopted budget assumes the use of \$40,000 in STA funding for capital expenditures with the balance of the STA allocation for FY 2021 (\$1,562,620) to be claimed for capital reserves for anticipated expenditures related to the new facility such as for the purchase of land as well as for operating reserves for Live Oak and Wheatland.

As noted above, no STA funding is being budgeted for operating expenses in FY 2021 including those incurred in the operation of the Live Oak and Wheatland services that are provided to these non-member jurisdictions. This is made possible by the availability of one-time money that is available to rural areas under the Federal CARES Act. Since FY 2008, Yuba-Sutter Transit has been the direct claimant for STA funds

that are apportioned for Live Oak and Wheatland pursuant to a Memorandum of Understanding with each of these jurisdictions. The accumulated STA reserve balances for both cities have diminished over the years due to a combination of service expansion and increased costs, but the new CARES Act revenue will result in an increase in the STA balances of both jurisdictions in FY 2021 to provide some much needed financial security for both of these services.

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

RECOMMENDED: Adopt Resolution No. 7-20 authorizing the submittal of Yuba-Sutter Transit's FY 2020/2021 TDA claim as proposed or amended.

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 7-20

**FISCAL YEAR 2020/2021
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 2020/2021 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 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 Transit Manager, or his designee, to submit the necessary Transportation Development Act claim forms to SACOG for FY 2020/2021 LTF and STA funds.

NOW, THEREFORE, BE IT FUTHER RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby authorize the Transit Manager, or his designee, to make any 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 2020/2021 LTF and STA apportionments 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, 2020.

Chairman of the Board

ATTEST:

*Janet Frye
Secretary to the Board*

AGENDA ITEM IV – C
STAFF REPORT

**PROJECT UPDATES/ADDITIONS FOR THE SACRAMENTO METROPOLITAN TRANSPORTATION
IMPROVEMENT PLAN (MTIP) AND THE METROPOLITAN TRANSPORTATION PLAN (MTP)**

Attached for Board review and consideration is the proposed Transportation Improvement Program (TIP) Program of Projects (POP) for Yuba-Sutter Transit for the five-year period FY 2021 through FY 2025 (Exhibit A). All projects for which federal funding will be requested must be identified in this program which will be incorporated into the three-year Sacramento Area Council of Governments (SACOG) Metropolitan Transportation Improvement Plan (MTIP). Also attached is the proposed Yuba-Sutter Transit Capital Improvement Plan (Exhibit B) for inclusion in SACOG's new long-range Metropolitan Transportation Plan (MTP 2040). Projects are supposed to flow from the long range MTP to the short-range MTIP, but approval of the draft program does not restrict the Board's future options as program amendments are possible should funding availability or priorities change.

The proposed Program of Projects is consistent with Yuba-Sutter Transit's FY 2021 operating and capital budget that was adopted on May 21st which reflected reduced service levels and the availability of new federal CARES Act funding resulting from the COVID-19 coronavirus pandemic. For programming purposes, staff is assuming that service will not begin to approach pre-pandemic levels until sometime in FY 2022. While staff does expect that some CARES Act funding (both urban and rural) will be available into FY 2022, because of their general uncertainty, the program assumes a return to more normal federal funding levels going forward beyond FY 2021. Even this is somewhat uncertain as Congress is just now beginning to discuss a new five-year transportation funding measure to replace the current five-year authorization measure known as the Fixing America's Surface Transportation (FAST) Act that will expire on September 30, 2020. As a result, the proposed program assumes almost no increase in the amount of federal funds used for operating purposes over the five-year period except for the CARES Act funding in FY 2021.

On the capital side, projects are programmed for the fiscal year in which funding authority will be requested with project delivery typically occurring the following fiscal year. The proposed capital program includes a carryover project to replace six 2014 model demand response buses with seven similar buses in FY 2022. While this project is being programmed for funding in FY 2021, the decision to proceed with the purchase of these buses will likely be deferred at least a year to allow time to assess the operational impacts of the pandemic. The key additions to the capital assistance portion of the program is the inclusion of a total of three capital replacement projects in the later years of the plan (FY 2024 and FY 2025). These projects include the replacement of three 2010 model commuter buses with up to five buses in FY 2025; the replacement of three 2012 model commuter buses with up to five buses in FY 2026; and, the replacement of ten demand response and rural route buses in FY 2026. The actual scope and funding package for these important projects will be the subject of further discussion as each will require specific Board approval for actual implementation.

The proposed long-range Capital Improvement Plan includes current projected cost estimates and procurement schedules through FY 2040 for the new MTP. Not yet incorporated into this plan is a specific strategy for compliance with the December 2019 mandate from the California Air Resources Board (CARD) to begin converting the Yuba-Sutter Transit fleet to zero emission buses beginning with purchase orders placed after December 31, 2025. This issue will certainly be the focus of all future long-range planning discussions especially concerning the programmed and unfunded replacement of Yuba-Sutter Transit's operating and maintenance facility in Marysville as the current facility cannot be adapted to accommodate a large number of zero emission buses.

The first step in this process is on-going Next Generation Transit Facility Study which is expected to result in the designation of a preferred site during the fiscal year. The purchase of a site will make it possible to begin seeking funds to design and develop the new facility the completion of which is seen as essential before large numbers of zero emission buses are delivered. The proposed Capital Improvement Plan moves the new facility up five years to 2030 and increases the estimated cost by \$5 million because of the new CARB requirements, but this project may have to be accelerated even more due to the recent Caltrans announcement of a project to widen Highway 70 (B Street) in front of the existing facility greatly impacting its utility. Separate from this issue, no other changes are proposed in the long-range capital plan in anticipation of a new Comprehensive Operational Assessment (COA) for which a Caltrans grant application is currently pending.

Staff will be prepared at the meeting to review the proposed program in detail.

RECOMMENDATION: Approve the revised Capital Improvement Plan and the FY 2021 – FY 2025 Transportation Improvement Plan Program of Projects as proposed or amended.

EXHIBIT A

YUBA-SUTTER TRANSIT TRANSPORTATION IMPROVEMENT PROGRAM Federally Funded Projects Only FY 2020/2021 - FY 2024/2025

Proposed June 18, 2020

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FIVE YEAR TOTAL
OPERATING ASSISTANCE							
Urbanized Area							
FTA Sections 5307 & 5339 (Small Urban)	\$2,200,000	\$0	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$8,800,000
CARES Act Section 5307 (Small Urban)	0	4,284,000					
Local (All Sources)	5,481,940	3,252,350	5,842,640	6,244,772	6,667,020	7,110,324	29,117,106
	0						
Urban Subtotal	\$7,681,940	\$7,536,350	\$8,042,640	\$8,444,772	\$8,867,020	\$9,310,324	\$42,201,106
Rural Area							
FTA Section 5311 (Rural)	\$200,000	\$0	\$250,000	\$260,000	\$270,000	\$280,000	\$1,060,000
CARES Act Section 5311 (Rural)		\$295,000					
Local (All Sources)	422,860	101,650	263,360	279,028	295,980	314,276	1,254,294
Rural Subtotal	\$622,860	\$396,650	\$513,360	\$539,028	\$565,980	\$594,276	\$2,609,294
Total Operating Assistance	\$8,304,800	\$7,933,000	\$8,556,000	\$8,983,800	\$9,433,000	\$9,904,600	\$44,810,400
CAPITAL ASSISTANCE							
Vehicle Replacement/Minor Expansion							
FTA Section 5307 (Small Urban)	\$3,567,868	\$0	\$0	\$0	\$1,030,000	\$4,510,000	\$5,540,000
FTA Section 5311 (Rural)	0	235,290	0	0	531,000	171,000	937,290
FTA Section 5339 (Small Urban)	882,132	339,340	0	0	920,000	1,279,000	2,538,340
State - State of Good Repair (SGR)	734,982	90,370	0	0	0	0	90,370
State - Cap & Trade (LCTOP)	0	0	0	0	0	0	0
Local - Transportation Development Act (TDA)	315,018	0	0	0	519,000	1,490,000	2,009,000
Other Local (FRAQMD, Prop. 1B, etc.)	0	0	0	0	0	0	0
Vehicle Subtotal	\$5,500,000	\$665,000	\$0	\$0	\$3,000,000	\$7,450,000	\$11,115,000
Property/Facility/Equipment/Furnishings							
FTA Section 5307 (Small Urban)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FTA Section 5317 (New Freedom)	0	0	0	0	0	0	0
State - Cap & Trade (LCTOP)	0	0	0	0	0	0	0
State - State of Good Repair (SGR)	0	60,000	0	0	0	0	60,000
Local - Transportation Development Act (TDA)	100,000	40,000	100,000	100,000	100,000	100,000	440,000
Other Local (FRAQMD, Prop. 1B, etc.)	0	0	0	0	0	0	0
Facility/Equipment Subtotal	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Total Capital Assistance	\$5,600,000	\$765,000	\$100,000	\$100,000	\$3,100,000	\$7,550,000	\$11,615,000

NOTES:

- Capital projects are listed in the year that funding authority will be requested with completion typically occurring in the following year.
- Operating costs are estimated based on the adopted FY 2019 Budget escalated 5 percent annually thereafter and capital costs are estimated at current dollar value.

EXHIBIT B
Draft Yuba-Sutter Transit Authority Capital Improvement Plan (CIP)
Fleet & Facility Replacement/Expansion Schedule for the Metropolitan Transportation Plan (MTP 2040)
Based on the Proposed FY 2021 - FY 2025 Program of Projects
Proposed June 18, 2020

Current Model / Vehicle # / Service Type	Y-E #	Project Completion Fiscal Year																				
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
2010 MCI Buses (5701 - 5703 -- Commuter) 2019 cost estimate of \$600,000 each (\$1,000) MTIP or MTP # (if any)	3						5 \$3,000 NA															5 \$3,000 NA
2012 MCI Buses (5704 - 5706 -- Commuter) 2019 cost estimate of \$600,000 each (\$1,000) MTIP or MTP # (if any)	3							5 \$3,000 10360														
2018 MCI Buses (5707 - 5713 -- Commuter) 2019 cost estimate of \$600,000 each (\$1,000) MTIP or MTP # (if any)	7													11 \$6,600 10425								
2014 Gillig Buses (3200 Series -- Fixed Route) 2019 cost estimate of \$500,000 each (\$1,000) MTIP or MTP # (if any)	11						13 \$6,500 10370													13 \$6,500 NA		
2019 Gillig Buses (3100 Series -- Fixed Route) 2019 cost estimate of \$500,000 each (\$1,000) MTIP or MTP # (if any)	11												15 \$7,500 10426									
2014 Glaval Buses (1681 - 1686 -- Paratransit/Rural) 2019 cost estimate of \$95,000 each (\$1,000) MTIP or MTP # (if any)	6		7 \$665 10400							10 \$950 10423								10 \$950 10428				
2019 Glaval Buses (1690 - 1699 -- Paratransit/Rural) 2019 cost estimate of \$95,000 each (\$1,000) MTIP or MTP # (if any)	10						10 \$950 10350							10 \$950 10427								10 \$950 NA
	2018	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	
Fixed Route (35')	22		22			22	24	24		24				28	28		28		28		28	
Commuter (45')	13		13			15	15	17		17				21	21		21		21		21	
Paratransit (25')	16		17			17	17	17		20				20	20		20		20		20	
Running Fleet Total	51		52			54	56	58		61				69	69		69		69		69	

Facility Expansion/Replacement Projects

2019 Cost Estimate (\$1,000)
MTP # (if any)

**Replace
Facility
\$30,000
10424**

[Five Year Totals -- Buses & Facilities]

\$3,665

\$41,400

\$15,050

\$11,400

Zero Emission Bus (ZEB) Notes: Effective December 2019, 25% of buses ordered after 12/31/25 and 100% of buses ordered after 12/31/28 must be ZEBs. Price differentials are not yet included in the above cost estimates.