

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
OCTOBER 20, 2016**

I. Call to Order & Roll Call

Director Samayoa called the meeting to order at 4:00 p.m.

Present: Cleveland, Fletcher, Griego (4:03), Samayoa, Sullenger, Whiteaker and Whitmore

Absent: Didbal (Vice-Chair)

II. Public Business from the Floor

None

III. Consent Calendar

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

IV. Reports

A. Passenger Code of Conduct.

Matt Mauk, Yuba-Sutter Transit Planning Program Manager gave some background regarding the item and then continued to state that this is starting point in the development of a comprehensive Passenger Policies and Procedures document. Noting that Yuba-Sutter Transit does have a number of policies and procedures, Mauk stated that they have not been compiled together and are not as comprehensive or current as they could be and that staff is beginning the public process today to develop a draft Passenger Code of Conduct for adoption consideration by the Board within the next few months.

Mauk gave an overview of the attached exhibits and asked if there were any questions. Director Griego stated this is just common courtesy and supports the proposal. Director Samayoa asked if we have the authority to establish our own police department. Mauk responded that there are related statutes that are specific to transit districts which Yuba-Sutter Transit is not, but this is typically done by larger agencies. He noted that for those statues listed in Exhibit B, the agency would call upon the applicable local law enforcement agency for enforcement. Mr. Brant Bordsen, legal counsel, added that the agency Joint Powers Agreement would also need to be amended to establish a police department. The consensus direction of the Board to staff was to continue with the development of a new Passenger Code of Conduct as proposed.

B. Request for Quotes (RFQ) for the Allyn Scott Youth & Community Center (ASYCC)/ Yuba-Sutter Transit Parking Lot Lighting Project.

Mauk stated that Yuba-Sutter Transit has obtained a grant for a facility security project that includes updates to the existing surveillance camera systems, new access controls and enhanced lighting in the parking lot that is shared with Allyn Scott Youth & Community Center (ASYCC). Mauk added that this item is seeking Board approval to release a request for quotes for the lighting portion of this project.

Director Whiteaker made a motion to authorize the release of the RFQ as proposed. Director Fletcher seconded the motion and it carried unanimously

C. Pending Revenue Shortfall for the Live Oak and Wheatland Rural Routes.

Simone Reed, CPA, Yuba-Sutter Transit Financial Program Manager stated that this item is to inform the Board of pending revenue shortfalls for the Live Oak and Wheatland Routes. Reed stated that these services are provided to Wheatland and Live Oak using primarily State Transit Assistance (STA) funds that are available to each jurisdiction and claimed by Yuba-Sutter Transit. Reed added that because both services had cost less than the amount of STA funding available, the amount of service to both had recently been increased at the request of their respective councils to assess their potential.

Reed continued that due to increased operating cost and reduced STA funding, both services are now consuming the accrued revenue balance and are now facing impending deficits. At the current rate, Live Oak will exhaust the available revenue by October 2018, but Wheatland will face this situation much earlier by the August 2017 unless immediate action is taken to stretch it further. Referring to the staff report, Reed noted that possible measures include some combination of increased fares, additional funding from other sources or reducing the level of service provided.

Director Griego stated that since both of these cities are not members of the authority, this issue is something that them to resolve. Director Cleveland agreed and suggested that the cities are going to have to come up with additional revenue or reduce the service. Director Sullenger stated that the City of Live Oak may be able to obtain grants to off-set the additional cost. Director Cleveland also suggested that both cities better promote their service to increase ridership and fare revenue.

Director Griego noted that this is also a problem in other rural areas and SACOG is looking into how it should be addressed. She continued to state that Mercy Housing should be approached for additional support of the Wheatland Route. Director Samayoa asked why both of these communities were not members of Yuba-Sutter Transit JPA. Director Griego responded that they aren't members because they don't want to designate their Local Transportation Fund (LTF) money to Yuba-Sutter Transit. Director Samayoa suggested that maybe staff's communication with the cities should include options including possible JPA membership. Director Griego added that she would ask staff to look at what it would cost these cities to join the JPA to see if it is even reasonable to consider. Director Whiteaker agreed stating that it always comes down to ridership and the cities might say that there are just not enough riders.

D. Project & Program Updates.

1. Connect Card Electronic Fare Card System Soft-Launch

Mauk thanked those who were able to stop by the demonstration before the meeting and noted that in-house testing of the Connect Card system is wrapping up. A controlled group will begin in-service testing on Regional Transit after which the same thing will be done on the other participating systems. Assuming all goes well with the controlled testing, the soft roll out to the general public will begin early next year.

2. Sikh Parade Shuttle (Sunday, November 6th)

Mauk noted that there have been two meetings with the City of Yuba City and the leadership of the Sikh Temple to discuss arrangements for the shuttle service. He stated that the former logistics contractor is back on the project which should help with the logistics.

3. Annual Unmet Transit Needs Hearing (Friday, October 28th at 2:00 p.m. in the Yuba County Government Center)

Mauk noted this is the public outreach process by which SACOG determines if there are any unmet transit needs that are reasonable to meet. This year's hearing is set for Friday, October 28th at 2:00 p.m. Director Samayoa asked if he was supposed to be leading that hearing and Mauk stated that he would reach out to SACOG to confirm who will be conducting that hearing.

4. North Beale Transit Center Enhancement Project

Mauk noted that this project, which is now 99 percent complete, replaced two small shelters on the Walmart side of the street with two much larger shelters that offer increased covered seating and improved lighting at this the busiest of Yuba-Sutter Transit's stops. Mauk concluded by stating that this project was funded with Low Carbon Transit Operation Program (LCTOP) funds.

V. Correspondence/Information

None

VI. Other Business

None

VII. Adjournment

The meeting was adjourned at 4:28 p.m.

PLEASE NOTE THAT THE REGULAR NOVEMBER MEETING HAS BEEN CANCELLED AND A SPECIAL NOVEMBER MEETING HAS BEEN SCHEDULED FOR THURSDAY, NOVEMBER 10, 2015 AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS