



SPECIAL MEETING NOTICE & AGENDA

DATE: Thursday, June 13, 2019

TIME: 4:00 P.M.

PLACE: Marysville Room
Yuba County Government Center
915 8th Street
Marysville, California

I. Call to Order & Roll Call

Cardoza, Fletcher, Hudson, Leahy (Chair), Samayoa, Shaw, Sullenger and Whiteaker (Vice-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 to be 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 Meeting of May 16, 2019. (Attachment)
- B. Disbursement List for May 2019. (Attachment)
- C. Monthly Performance Report for May 2019. (Attachment)

IV. Reports

- A. **Transportation Development Act (TDA) Claim for FY 2019/2020.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 8-19 authorizing the submittal of Yuba-Sutter Transit's FY 2019/2020 TDA Claim as proposed or amended.

- B. **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 for inclusion in the FY 2020 – FY 2024 TIP and the 2040 MTP. (Attachment)

RECOMMENDATION: Approve the revised Capital Improvement Plan and the FY 2020 – FY 2024 Transportation Improvement Plan as proposed or amended.

- C. **State Adaptation Planning Grant Authorizing Resolution.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 9-19 designating the Transit Manager or their designee as the authorized representative for the execution of all Adaptation Planning Grant related agreements and amendments.

D. Project & Program Updates.

1. Low-Carbon Transit Operations Program Funding Awards (Sacramento Service Expansion & Yuba College Sutter Center Shuttle)
2. Bus Stop Enhancement Project (Simme Seat Installations)
3. Computer Assisted Dispatch / Automatic Vehicle Location (CAD/AVL) Project
4. New Ride Guide & Service Brochures (July 1, 2019 Fare & Service Changes)

RECOMMENDATION: Information only.

V. Correspondence/Information

VI. Other Business

VII. Adjournment

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY, JULY 18, 2019
AT 4:00 P.M. AT THE YUBA COUNTY GOVERNMENT CENTER**

P:\YST Agenda Items\AGENDA June 13 2019.doc

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 16, 2019**

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

Present: Cardoza, Bradford (for Fletcher), Hudson, Leahy (Chair), Samayoa, Shaw, Sullenger, and Whiteaker.

Absent: Fletcher

II. Public Business from the Floor

None.

III. Consent Calendar

Martin stated that the Monthly Performance Report contained errors in the Previous Fiscal Year-to-Date column which have been corrected in the handout that has been provided. Director Whiteaker made a motion to approve the consent calendar. Director Cardoza seconded the motion and it carried unanimously.

Director Samayoa had a question about the increase in service hours between the current year and last year. Martin explained that this was due to the error in the report which was corrected in the handout which now shows a slight reduction in hours from the same period last year.

IV. Reports

A. Yuba-Sutter Transit Operating and Capital Budget for FY 2019/2020.

Martin presented the final draft Yuba-Sutter Transit Operating and Capital Budget for FY 2020 highlighting the current year budget estimates and several key factors for consideration. He noted that expenses have been increased by about \$300,000 over the April version due to rising fuel prices, the first year of the anticipated award of the State Adaptation Planning Grant and a revised CalPERS estimate of the year-end Unfunded Accrued Liability balance.

Director Cardoza made a motion to adopt Resolution No. 5-19 approving FY 2019/2020 budget as proposed. Director Bradford seconded the motion and it carried unanimously.

B. Local Transportation Fund (LTF) apportionment for FY 2019/2020.

Martin presented the annual apportionment of Local Transportation Fund (LTF) revenues for FY 2020. The overall increase is 0.4 percent more than what was required for FY 2019 while the adopted SACOG apportionment to all member jurisdictions is up by 6.8 percent over the previous fiscal year. Based on the LTF funding formula in the Yuba-Sutter Transit Joint Powers Agreement, Marysville's share is again greater than the amount of LTF revenue that is available.

The short-fall of about \$57,000 for FY 2020 has been reallocated among the three remaining jurisdictions in the final calculation which is detailed in the staff report.

Director Whiteaker made a motion to adopt Resolution No. 6-19 establishing the LTF contributions for each member jurisdiction as proposed. Director Cardoza seconded the motion and it carried unanimously.

C. **Set a Public Hearing on Yuba-Sutter Transit's FY 2019/2020 Federal Funding Applications.**

Director Whiteaker made a motion to set a public hearing for 4:00 p.m. on Thursday, July 18th as recommended. Director Cardoza seconded the motion and it carried unanimously.

D. **State of Good Repair (SGR) Project Designation.**

Martin started that one of the components of SB-1 was to create the State of Good Repair (SGR) Fund. In the third year of the SGR program, the FY 2020 allocation for Yuba-Sutter Transit is \$246,634. A project list is required to be submitted to SACOG which is then forwarded to Caltrans. The project list has several items listed, but it is proposed that this round of funding be combined with the first two rounds of funding as part of the local match for the replacement of eleven 2008 model fixed route buses later this year. The SGR list is due to SACOG by June 30, 2019 and will then be submitted to Caltrans by September 1, 2019.

Director Whiteaker made a motion to adopt Resolution No. 7-19 approving the Yuba-Sutter Transit SGR project list as proposed. Director Cardoza seconded the motion and it carried unanimously.

E. **Administrative Staff Salary Schedule Adjustments.**

Martin presented the annual review of the compensation package for the employees to determine if adjustments are warranted. He noted that a 2 percent cost of living adjustment was granted last year (the first since 2008) and based upon the current CPI and recent actions of a number of related jurisdictions, that a 2 percent adjustment is again being recommended effective July 1st. The first year cost of this increase would be about \$8,400.

In addition, pursuant to the Transit Manager's employment agreement, periodic surveys of the chief transit official positions at comparable public transportation agencies is conducted to determine if any specific adjustments to the compensation package is warranted. Based on the results of that survey which was last conducted in 2016, staff is recommending an increase of 5 percent in the Transit Manager salary which would include the general 2 percent increase above. The resulting Transit Manager salary would be approximately 90 percent of the average of the five most comparable agencies and the Transit Manager salary would rank 10th among all 12 surveyed agencies. The first year cost of the incremental increase of 3 percent would be about \$4,300 for a combined annual cost with the 2 percent adjustment of approximately \$14,300 and this cost was included in the FY 2020 budget.

Director Whiteaker had a question about the agencies that were used for the comparison study. Stating that he could provide the Director with a copy of the summary report from the survey, Martin provided the names of the agencies surveyed noting that the survey detail was provided during the Closed Session at the April meeting.

Director Cardoza made a motion to approve the staff salary adjustments as proposed and adopt the resulting salary schedule. Director Bradford seconded the motion and it carried unanimously.

F. **2018 Discount Monthly Pass Program Grant Close-Out Report.**

Martin presented the performance summary for the FRAQMD funded Discount Monthly Pass Program that ended March 31st. Except for disabled pass sales and ridership, there has been a reduction in both pass sales and ridership compared to the previous year. The 2018 grant was for \$150,000 over 15 months and approximately \$23,000 will be returned to FRAQMD. The current \$120,000 grant is for 12 months through March 2020. Martin noted that discount pass prices will not be changing with the July 1st fare changes.

G. **Third Quarter Performance Report.**

Martin presented the Third Quarter Performance Report noting that ridership is currently down 9 percent while Dial-A-Ride has seen a 4 percent service hours. On the positive side, Sacramento ridership is up 1.5 percent and should continue to grow if gas prices continue to rise. The biggest ridership reduction is on the local fixed routes while rural route ridership is doing well.

Director Samayoa asked if comparison studies had been done with other agencies to see if they are having similar types of ridership declines. Martin responded that he has not done any direct comparisons, but he is aware from industry publications and information from other systems in the Sacramento regions that similar and worse declines are being experienced nationwide. Studies indicate that there are a lot of contributing factors to this decline.

Director Samayoa asked about the effectiveness of the routes wondering if it would be advantageous to look at ways to make the services more attractive to people with additional services such as express buses or changing some of the stops to help with the traffic congestion. Martin stated that the Yuba-Sutter Transit Short Range Transit Plan, which was last adopted in 2015 at the systemwide ridership peak, is typically updated every five years and staff will be working with SACOG to find funding to for a comprehensive operational analysis.

H. **Project & Program Updates**

1. Bus Stop Enhancement Project

Martin stated construction will begin soon to install three large new bus stop shelters at key transit centers which will result in the relocation of five existing advertising shelters to new sites. The project will also include the installation of 48 new Simme Seats and the relocation of several existing advertising bus stop benches all of which should be completed in June.

2. Computer Assisted Dispatch/Automated Vehicle Location (CAD/AVL)

Martin stated that the automatic vehicle tracking system is now being fine-tuned with the hope that it can be released to the public in June. Training for the computer assisted dispatch portion of the system is now scheduled for June 12th with that system expected to be released to the public in July. A full demonstration of the entire program is expected to be made to the Board at the July 18th meeting.

3. Reminder of Special Early June Board Meeting at 4:00pm on Thursday, June 13, 2019

Martin reminded the Board of the change in the June Board meeting date to June 13th noting that the Board Chambers are unavailable so the meeting will be held in the Marysville Room.

4. Contract Request for Proposals (RFP) Process

Martin stated that Caltrans did sign off on the RFP that was approved at the April meeting and it was released on May 1st. Five firms were represented at a non-mandatory pre-proposal conference. Proposals are due on May 31st and interviews will be held in June. He gave special thanks to Directors Cardoza and Leahy for serving on the ad hoc committee. An award recommendation is expected to be presented for consideration at the July 18th meeting.

Director Cardoza asked for an update on the Yuba City Transit Center. Martin responded that while that project is still under consideration, it is really a matter of resource allocation as all of the available funding and staff time is currently committed to other projects. He noted that 2018 study did identify three possible sites, but there is currently no plan or schedule on how or when to proceed with the project.

Director Leahy asked if Yuba-Sutter Transit had been contacted by anyone from the Marysville Stampede in Riverfront Park as they are hoping to offer a shuttle service this year to address the parking situation. Martin stated that no one had contacted him on this issue.

VI. Correspondence/Information

None.

VII. Other Business

Director Samayoa invited everyone to attend the Gold Sox game on May 31st to see the new scoreboard.

IX. Adjournment

The meeting was adjourned at 4:33pm.

THE NEXT REGULAR MEETING HAS BEEN MOVED TO THURSDAY, JUNE 13th AT 4:00PM IN THE MARYSVILLE ROOM AT THE YUBA COUNTY GOVERNMENT CENTER

**AGENDA ITEM III-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF MAY 2019**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 6,527.23	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 2,514.69	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 31,955.52	PAYROLL	PAYROLL
EFT	\$ 1,401.18	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 289.62	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.42	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 12,260.07	PG&E	ELECTRIC (12/13/2018 - 4/14/2019)
EFT	\$ 41.15	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS
EFT	\$ 201.68	PG&E	GAS
EFT	\$ 3,216.83	PG&E	ELECTRIC (4/15/2019 - 5/13/2019)
EFT	\$ -	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 172.23	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 224.20	ELAVON	MERCHANT SERVICE FEE - APRIL
EFT	\$ 155.40	PRIMEPAY	PAYROLL FEE
16503	\$ 3,488.12	CONNECT CARD REGIONAL SERVICE CENTER	DEFERRED CREDITS CONNECT CARD
16504	\$ 21,730.07	FLYERS ENERGY	FUEL/LUBRICANTS
16505	\$ 21,338.40	HUNT & SONS, INC	FUEL/LUBRICANTS
16506	\$ 607.82	MAC'S APPLIANCE PARTS & SERVICE	ICE MAKER REPAIR - PARTS AND LABOR
16507	\$ 646.99	PREMIER PRINT & MAIL	PRINTING NEWSLETTER MASTERHEAD
16508	\$ 1,059.77	QuEST	SERVICES AND MAINTENANCE
16509	\$ 353.80	QUILL	ENVELOPES, CLEANING SUPP, CHAIR
16510	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES
16511	\$ 1,560.00	ROY E. GLAUTHIER	PROFESSIONAL SERVICES
16512	\$ 431.25	SMART MARKETING & PUBLIC AFFAIRS	PRINTING - BROCHURE REVISIONS
16513	\$ 140.76	STAPLES	COPY PAPER, HANGING FILE FOLDERS, POST IT
16514	\$ 107.88	SUTTER COUNTY LIBRARY	CONNECT CARD/DEFERRED CREDITS
16515	\$ 97.57	TEHAMA TIRE SERVICE INC	TUBES/TIRES
16516	\$ 272.79	TIAA COMMERCIAL FINANCE, INC	COPIER LEASE
16517	\$ 1,557.87	T-MOBILE	WIFI SERVICE FOR BUSES APRIL
16518	\$ 194.11	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE - APRIL
16519	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING MAINTENANCE/WEED CONTROL
16520	\$ 1,750.00	ALLIANT NETWORKING SERVICES, INC	JUNE IT SERVICES
16521	\$ 50.00	BRADLEY HUDSON	BOARD MEETING 5/16
16522	\$ 465.55	COMCAST BUSINESS	TELEPHONE - MAY
16523	\$ 242.67	COMCAST BUSINESS	INTERNET SERVICES - MAY
16524	\$ 50.00	DAVID SHAW	BOARD MEETING 5/16
16525	\$ 450.00	DIGITAL DEPLOYMENT	WEB SERVICES - MAY
16526	\$ 23,218.12	FLYERS ENERGY	FUEL/LUBRICANTS
16527	\$ 50.00	GARY BRADFORD	BOARD MEETING 5/16
16528	\$ 22,071.64	HUNT & SONS, INC	FUEL/LUBRICANTS
16529	\$ 50.00	JIM WHITEAKER	BOARD MEETING 5/16
16530	\$ 50.00	MANNY CARDOZA	BOARD MEETING 5/16
16531	\$ 50.00	MICHAEL LEAHY	BOARD MEETING 5/16
16532	\$ 302.75	QUILL CORPORATION	PAPER TOWELS, OFFICE SUPPLIES
16533	\$ 6.40	RECOLOGY	HAZMAT FEE
16534	\$ 50.00	RICKY SAMAYOA	BOARD MEETING 5/16
16535	\$ 50.00	RON SULLENGER	BOARD MEETING 5/16
16536	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL
16537	\$ 487.04	STANLEY SECURITY SOLUTIONS	SECURITY SERVICES
16538	\$ 36.91	TEHAMA TIRE SERVICE INC	TUBES/TIRES
16539	\$ 471,811.68	TRANSDEV SERVICES, INC	CONTRACT SERVICES - APRIL 2019

\$ 635,749.18

**LAIF
TRANSFERS**

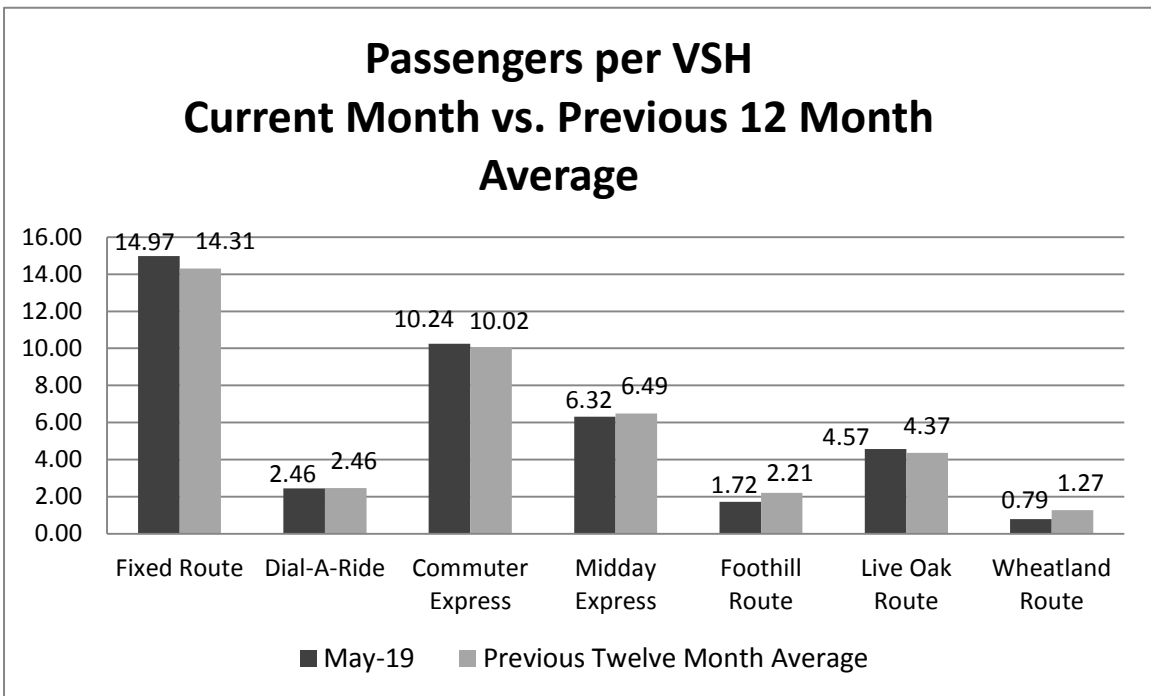
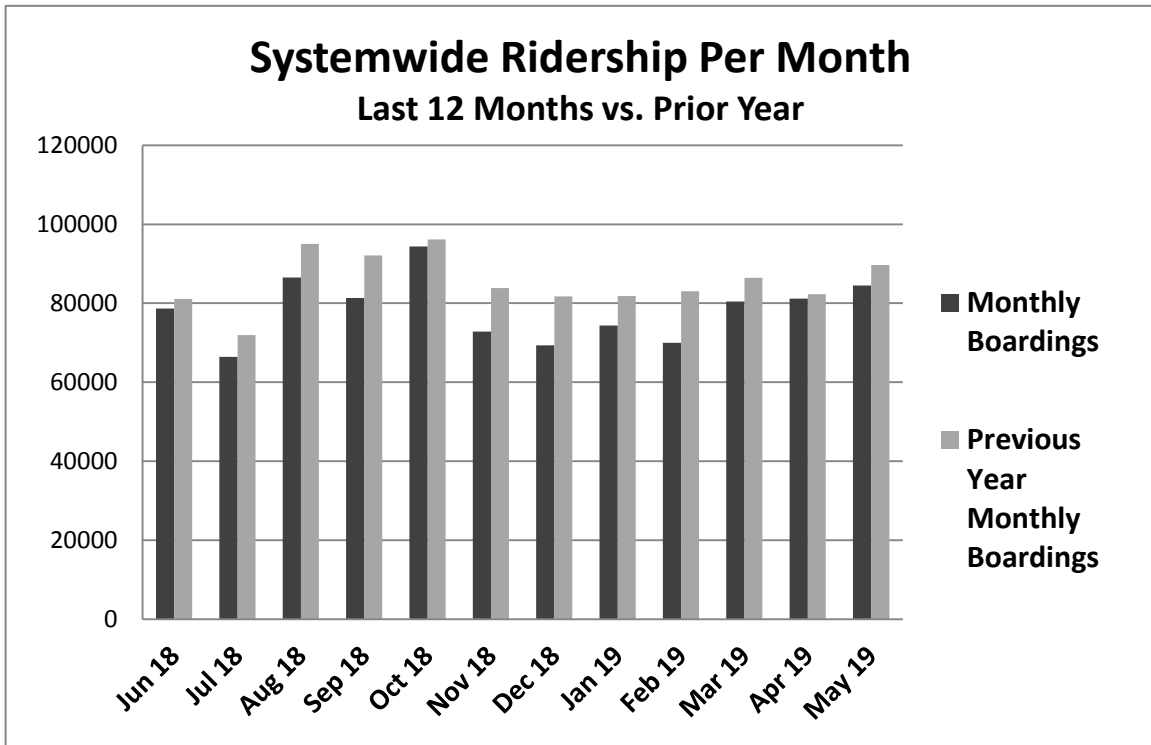
NO LAIF TRANSFERS

AGENDA ITEM III - C

MAY 2019 PERFORMANCE REPORT

	May-19	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	66,739	61,939	677,045	756,445
Dial-A-Ride	5,100	5,039	54,647	60,832
Commuter Express	10,995	10,161	111,494	109,927
Midday Express	1,097	1,046	11,579	11,420
Foothill Route	154	179	1,984	1,785
Live Oak Route	354	337	3,828	3,183
Wheatland Route	38	54	615	413
Total Ridership:	84,477	78,754	861,192	944,005
Vehicle Service Hours:				
Fixed Route	4,456.73	4,328.80	47,618.60	47,638.12
Dial-A-Ride	2,077.34	2,052.12	22,441.83	23,312.60
Commuter Express	1,073.26	1,014.35	11,175.37	10,904.13
Midday Express	173.53	161.21	1,775.57	1,754.12
Foothill Route	89.77	80.96	888.92	901.63
Live Oak Route	77.45	77.12	847.16	832.58
Wheatland Route	48.15	42.41	477.03	419.77
Total VSH's:	7,996.23	7,756.97	85,224.48	85,762.95
Passengers Per Hour:				
Fixed Route	14.97	14.31	14.22	15.88
Dial-A-Ride	2.46	2.46	2.44	2.61
Commuter Express	10.24	10.02	9.98	10.08
Midday Express	6.32	6.49	6.52	6.51
Foothill Route	1.72	2.21	2.23	1.98
Live Oak Route	4.57	4.37	4.52	3.82
Wheatland Route	0.79	1.27	1.29	0.98
Total Passengers Per VSH:	10.56	10.15	10.10	11.01

MAY 2019 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FOR FY 2019/2020

The adopted Yuba-Sutter Transit budget for FY 2020 includes the use of \$2,800,000 in Local Transportation Fund (LTF) revenue and \$1,843,518 in State Transit Assistance (STA) revenue. All of the LTF revenue and \$1,428,500 in STA revenue will be used for operating assistance. Another \$341,856 in STA revenues is being claimed for 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 ¼ 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 annual allocation of LTF revenue is based on the amount required to balance the budget after all other revenues have been accounted for and the relative share of that amount is then apportioned to each of the four member jurisdictions based on the prescribed LTF funding formula from the Yuba-Sutter Transit Joint Powers Agreement. While the individual LTF apportionments vary significantly between the member jurisdictions, the total FY 2020 allocation of \$2,800,000 for Yuba-Sutter Transit represents 47 percent of the combined amount that is expected to be available to the four member jurisdictions from this funding source.

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 which was the subject of a failed repeal effort in 2018. 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 2020 includes a total of \$1,770,356 in funding for Yuba-Sutter Transit which is up 38 percent over the expected amount for the year ending June 30, 2019. For FY 2020, the adopted budget assumes the use of \$1,428,500 in STA funding for operations (up 50 percent over FY 2019). The balance of the STA allocation for FY 2020 (\$341,856) along with \$73,162 from prior year STA reserves has been budgeted for capital expenditures.

As noted above, a portion of the STA funding that is being budgeted for operating expenses is derived from specific allocations to Live Oak and Wheatland in support of the contract services that Yuba-Sutter Transit provides to these non-member jurisdictions. 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. While the accumulated STA reserve balances for both cities had diminished over the years due to a combination of service expansion and reduced STA apportionments, the increase in STA funding for FY 2020 has provided 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. 8-19 authorizing the submittal of Yuba-Sutter Transit's FY 2019/2020 TDA claim as proposed or amended.

*YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 8-19*

***FISCAL YEAR 2019/2020
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 2019/2020 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 2019/2020 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 2019/2020 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 SPECIAL MEETING HELD ON JUNE 13, 2019.

Chairman of the Board

ATTEST:

*Janet Frye
Secretary to the Board*

AGENDA ITEM IV – B
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 2020 through FY 2024 (Exhibit A). This draft program would replace the FY 2019 version that was adopted in June 2018 (Exhibit B). 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 C) 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 2020 operating and capital budget that was adopted on May 16th. The proposed program is essentially a status quo document compared to the previous program and still includes a high level of federal funding for operating purposes though the percentage declines over time as budgets increase. The key change from the FY 2019 program is an adjustment to adjust the cost in the project to replace eleven local fixed route buses in FY 2020 to reflect the failure of the federal Low or No Emission Vehicle Program grant application for the incremental cost of including four battery electric buses (BEBs) as part of this purchase. For the proposed five year program, staff is projecting no increase in the total amount of federal Section 5307 funding available through the planning period as federal support for public transportation is uncertain at best under the current administration and the current five year authorization measure known as the Fixing America's Surface Transportation (FAST) Act will expire on September 30, 2020.

The proposed five year capital plan includes two carryover projects and one new project for which federal funding will be requested. The first carryover project is the replacement of eleven 2008 model local fixed route buses. These replacement buses are now on order with delivery expected by the end of 2019. As noted above, this project was envisioned in the last plan to include up to four BEBs, but the failure to secure the necessary additional federal funding resulted in the project scope being reduced to include only diesel powered buses. The second carryover project is the scheduled replacement of six 2014 model demand response buses in FY 2022 with seven similar buses. New for this five year Program of Projects is the planned replacement of three 2010 model commuter buses with up to five commuter buses in FY 2025. The specific funding package and scope of the last two of 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 (Exhibit C) has been updated from the FY 2019 version to include current projected cost estimates and procurement schedules through FY 2040 for the new MTP. Not yet accounted for in this plan is a specific strategy for compliance with the recently adopted California Air Resources Board mandate to begin converting the fleet to zero emission buses beginning with orders placed after January 1, 2026. This issue will certainly

be the focus of all future long range planning discussions especially concerning the currently programmed (and unfunded) 2035 replacement of Yuba-Sutter Transit's operating and maintenance facility in Marysville now that it has been determined that this facility cannot be adapted to accommodate a large number of zero emission buses. The recently awarded state Adaptation Planning Grant for the Next Generation Transit Facility Study will over the next two years identify and evaluate many of the issues related to this expensive and extremely complex project, but the agency's long term financial plan and work program will be dramatically impacted as a result. Separate from this issue, the proposed long range capital plan continues to take a conservative approach to fleet growth in response to declining ridership over the last four years, slow population growth and an uncertain economic outlook even without the new state mandate.

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

RECOMMENDATION: Approve the revised Capital Improvement Plan and the FY 2020 – FY 2024 Transportation Improvement Plan Program of Projects as proposed or amended.

EXHIBIT A

YUBA-SUTTER TRANSIT TRANSPORTATION IMPROVEMENT PROGRAM Federally Funded Projects Only FY 2019/2020 - FY 2023/2024

Proposed June 13, 2019

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FIVE YEAR TOTAL
OPERATING ASSISTANCE							
Urbanized Area							
FTA Sections 5307 & 5339 (Small Urban)	\$2,100,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$11,000,000
Local (All Sources)	4,767,015	5,481,940	5,866,000	6,269,300	6,692,765	7,137,413	31,447,418
Urban Subtotal	\$6,867,015	\$7,681,940	\$8,066,000	\$8,469,300	\$8,892,765	\$9,337,413	\$42,447,418
Rural Area							
FTA Section 5311 (Rural)	\$200,000	\$200,000	\$250,000	\$260,000	\$270,000	\$280,000	\$1,260,000
Local (All Sources)	356,785	422,860	404,000	426,700	451,035	477,088	2,181,683
Rural Subtotal	\$556,785	\$622,860	\$654,000	\$686,700	\$721,035	\$757,088	\$3,441,683
Total Operating Assistance	\$7,423,800	\$8,304,800	\$8,720,000	\$9,156,000	\$9,613,800	\$10,094,500	\$45,889,100
CAPITAL ASSISTANCE							
Vehicle Replacement/Minor Expansion							
FTA Section 5307 (Small Urban)	\$3,920,000	\$3,567,868	\$0	\$0	\$0	\$2,400,000	\$5,967,868
FTA Section 5311 (Rural)	901,572	0	152,000	0	0	0	152,000
FTA Section 5339 (Small Urban)	1,114,826	882,132	380,000	0	0	0	1,262,132
FTA Section 5339(c) (Low-No Grant)	1,350,000	0	0	0	0	0	0
State - State of Good Repair (SGR)	489,107	734,982	0	0	0	600,000	1,334,982
State - Cap & Trade (LCTOP)	226,068	0	0	0	0	0	0
Local - Transportation Development Act (TDA)	761,432	315,018	133,000	0	0	0	448,018
Other Local (FRAQMD, Prop. 1B, etc.)	3,638,063	0	0	0	0	0	0
Vehicle Subtotal	\$12,401,068	\$5,500,000	\$665,000	\$0	\$0	\$3,000,000	\$9,165,000
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)	124,917	0	0	0	0	0	0
Local - Transportation Development Act (TDA)	100,000	100,000	100,000	100,000	100,000	100,000	500,000
Other Local (FRAQMD, Prop. 1B, etc.)	379,180	0	0	0	0	0	0
Facility/Equipment Subtotal	\$604,097	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Total Capital Assistance	\$13,005,165	\$5,600,000	\$765,000	\$100,000	\$100,000	\$3,100,000	\$9,665,000

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

YUBA-SUTTER TRANSIT TRANSPORTATION IMPROVEMENT PROGRAM Federally Funded Projects Only FY 2018/2019 - FY 2022/2023

Adopted June 21, 2018

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FIVE YEAR TOTAL
OPERATING ASSISTANCE							
Urbanized Area							
FTA Sections 5307 & 5339 (Small Urban)	\$2,100,000	\$2,100,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$10,900,000
Local (All Sources)	4,542,703	4,767,015	5,010,375	5,371,125	5,749,450	6,147,200	27,045,165
Urban Subtotal	\$6,642,703	\$6,867,015	\$7,210,375	\$7,571,125	\$7,949,450	\$8,347,200	\$37,945,165
Rural Area							
FTA Section 5311 (Rural)	\$200,000	\$200,000	\$250,000	\$260,000	\$270,000	\$280,000	\$1,260,000
Local (All Sources)	338,598	356,785	334,625	353,875	374,550	396,800	1,816,635
Rural Subtotal	\$538,598	\$556,785	\$584,625	\$613,875	\$644,550	\$676,800	\$3,076,635
Total Operating Assistance	\$7,181,300	\$7,423,800	\$7,795,000	\$8,185,000	\$8,594,000	\$9,024,000	\$41,021,800
CAPITAL ASSISTANCE							
Vehicle Replacement/Minor Expansion							
FTA Section 5307 (Small Urban)	\$0	\$3,920,000	\$0	\$0	\$0	\$0	\$3,920,000
FTA Section 5311 (Rural)	901,573	901,572	0	152,000	0	0	1,053,572
FTA Section 5339 (Small Urban)	918,940	1,114,826	0	380,000	0	0	1,494,826
FTA Section 5339(c) (Low-No Grant)	0	1,350,000	0	0	0	0	1,350,000
State - State of Good Repair (SGR)	0	489,107	0	0	0	0	489,107
State - Cap & Trade (LCTOP)	0	226,068	0	0	0	0	226,068
Local - Transportation Development Act (TDA)	417,747	761,432	0	133,000	0	0	894,432
Other Local (FRAQMD, Prop. 1B, etc.)	3,636,740	3,638,063	0	0	0	0	3,638,063
Vehicle Subtotal	\$5,875,000	\$12,401,068	\$0	\$665,000	\$0	\$0	\$13,066,068
Property/Facility/Equipment/Furnishings							
FTA Section 5307 (Small Urban)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FTA Section 5317 (New Freedom)	286,000	0	0	0	0	0	0
State - Cap & Trade (LCTOP)	0	124,917	0	0	0	0	124,917
Local - Transportation Development Act (TDA)	0	100,000	100,000	100,000	100,000	100,000	500,000
Other Local (FRAQMD, Prop. 1B, etc.)	0	379,180	0	0	0	0	379,180
Facility/Equipment Subtotal	\$286,000	\$604,097	\$100,000	\$100,000	\$100,000	\$100,000	\$1,004,097
Total Capital Assistance	\$6,161,000	\$13,005,165	\$100,000	\$765,000	\$100,000	\$100,000	\$14,070,165

NOTES:

1. Capital projects are listed in the year that funding authority will be requested with completion typically occurring in the following year.
2. 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 C
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 2020 - FY 2024 Program of Projects
Proposed June 13, 2018

Current Model / Vehicle # / Service Type	Y-E #	Project Completion Fiscal Year																					
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	
2014 Gillig Buses (3200's -- 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		
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														
2014 Glaval (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					
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								
2008 NABI Opus (2700/3100 Series -- Fixed Route) 2019 cost estimate of \$500,000 each (\$1,000) MTIP or MTP # (if any)	11	11 \$5,500 10444													15 \$7,500 10426								
2019 Glaval (1690 - 1699 -- Paratransit/Rural) 2019 cost estimate of \$95,000 each (\$1,000) MTIP or MTP # (if any)	10							10 \$955 10350							10 \$955 10427							10 \$955 NA	
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 \$3,125 NA	
	2018	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	
Fixed Route (30 & 35')	22	22		22			22	24	24		24				28	28			28		28		28
Commuter (45')	13	13		13			15	15	17		17				21	21			21		21		21
Paratransit (25')	16	16		17			17	17	17		20				20	20			20		20		20
Running Fleet Total	51	51		52			54	56	58		61				69	69			69		69		69
Facility Expansion/Replacement Projects																							
2018 Budget Estimate (\$1,000) MTP # (if any)																							Replace Facility \$25,000 10424

/Common/TIP-MTP/MTP Replacement Schedule.xls/

[Five Year Totals -- Buses & Facilities]

\$6,165

\$14,405

\$15,055

\$32,450

AGENDA ITEM IV – C
STAFF REPORT

STATE ADAPTATION PLANNING GRANT AUTHORIZING RESOLUTION

Background

Since 1996, Yuba-Sutter Transit has operated from a now almost 60 year old converted Seven-Up bottling plant that is wholly unable to meet the service and technology needs of the next generation of public transportation especially given the recently adopted California Air Resources Board (CARB) Innovative Clean Transit Regulations. These regulations now require that at least half of all buses ordered by Yuba-Sutter Transit as of January 1, 2026 be of the zero emission variety and this mandate will increase to all buses ordered as of January 1, 2029.

In anticipation of the new regulations, the Corridor Enhancement Plan that was adopted last year analyzed the space requirements, power needs, necessary operational modifications and risks associated with the introduction of battery electric buses (BEBs) at Yuba-Sutter Transit's current Marysville site. That assessment concluded that the current site was already space constrained with minimal room for future growth or the introduction of more than 12 BEBs. As a result, the plan recommended that the current facility be replaced at a new site with a facility purposefully designed for the next generation of transit operations.

Discussion

Caltrans administers the Adaptation Planning Grant Program which has \$6 million available statewide in the FY 2019-20 cycle to assist agencies in preparing for climate change impacts by enhancing the resiliency of the transportation system. With Board authorization, staff submitted an Adaptation Planning Grant application to Caltrans in November 2018 entitled: Resilient Next Generation Transit Facility Plan. On May 17, 2019, Caltrans awarded Yuba-Sutter Transit \$177,060 in grant funds toward the budgeted \$200,000 multi-year effort. The funding requires a local match of 11.47% (\$22,940) which will be provided by Yuba-Sutter Transit from State Transit Assistance (STA) revenues.

As envisioned, the expected outcomes of this study include the identification of Yuba-Sutter Transit's future maintenance, operations and administrative functional needs; the determination of the property, building and power requirements for a site and facility that would meet those needs; the identification and evaluation of potential sites sufficient to accommodate such a facility; and, the creation of a realistic development and financing plan to fulfill that vision in appropriate phases. This analysis will assume compliance with the CARB Clean Transit Initiative assuming the operation of only zero emission revenue and support vehicles by 2040.

The next steps include entering into a contract with Caltrans to secure the funding and then the release of a Request for Proposals (RFP) to secure the services of a consultant team to work with staff to conduct the analysis and prepare the framework for the Next Generation Zero Emission Transit Facility. Staff anticipates having the contract in place by September after which the RFP will be released. All funds must be expended by April 2022.

Staff will be prepared to discuss the Caltrans Adaptation Planning Grant Program and the Next Generation Zero Emission Transit Facility Project in detail at the meeting.

RECOMMENDATION: Adopt Resolution 9-19 designating the Transit Manager or their designee as the authorized representative for the execution of all Adaptation Planning Grant related agreements and amendments.

*YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 9-19*

***AUTHORIZATION OF TRANSIT MANAGER TO EXECUTE AGREEMENTS FOR THE
FY 2019-20 CALIFORNIA DEPARTMENT OF TRANSPORTATION
ADAPTATION PLANNING GRANT PROGRAM***

WHEREAS, the Yuba-Sutter Transit Authority is eligible to receive Federal and/or California State funding for certain transportation planning related plans, through the California Department of Transportation (Caltrans); and

WHEREAS, the Yuba-Sutter Transit Authority has received an award of FY 2019-20 Caltrans planning grant funds to develop the Resilient Next Generation Transit Facility Plan; and

WHEREAS, a Restricted Grant Agreement is needed to be executed with Caltrans before such funds can be claimed through the Caltrans Adaptation Planning Grant Program; and

WHEREAS, the Yuba-Sutter Transit Authority wishes to delegate authorization to execute these agreements and any amendments thereto;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Yuba-Sutter Transit Authority that the Transit Manager, and/or his/her designee, is hereby authorized to execute for and on behalf of the Yuba-Sutter Transit Authority, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining grant funds provided by Caltrans under the Caltrans Adaptation Planning Grant Program, 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 SPECIAL MEETING HELD ON JUNE 13, 2019.

Chairman of the Board

ATTEST:

*Janet Frye
Secretary to the Board*