

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
JANUARY 20, 2022**

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

Present: Bains, Blaser, Buttacavoli, Fuhrer, Hudson (Vice-Chair), Kirchner, Micheli and Shaw (Chair)
Absent: None

II. Board Business

A. Nomination and Election of Board Members for 2022

Director Hudson was nominated for Chairman by Director Shaw. This nomination was seconded by Director Bains. There were no additional nominations and the motion carried unanimously.

Director Kirchner was then nominated for Vice-Chair by Director Shaw. The nomination was seconded by Director Fuhrer. There were no additional nominations and the motion carried unanimously.

B. Statements of Economic Interest

Martin noted that this item is reminder of the requirement to file yearly statements with the FPPC. Form 700 is due to the FPPC by April 1st for ongoing members or alternates and within 30 days from appointment for new members or alternates. A copy of the form should be provided to Janet Frye, Board Clerk, for public record requests. Any questions should be directed to the office.

C. Annual Board Report

Martin stated that the annual report is provided only for information and that all members and alternates are welcome to contact the Executive Director for a facility tour or if they have any questions regarding the agency.

III. Presentations

A. Sacramento Area Council of Governments (SACOG) Next Generation Transit Strategy Report Presentation

Chris Dougherty, Funding and Grants Program Manager from Sacramento Area Council of Governments (SACOG) presented the Next Generation Transit Strategy Report. The goal of the plan is to articulate a long-term vision for transit in the Sacramento region which includes Yuba and Sutter Counties. The project used both a qualitative and quantitative approach to get the information, including one-on-one discussions with operators and utilizing broad data platforms to understand transit ridership and how people move around the entire six-county region. The data included both pre-pandemic ridership as well as pandemic ridership. Noting that he was part of the technical advisory committee for this project, Martin stated that the landscape of public transportation is changing, and that this study correlates well with Yuba-Sutter Transit's upcoming Comprehensive Operational Analysis which will look at the universe of options available.

Director Blaser asked how the SACOG report relates to the Comprehensive Operational Analysis. Martin stated that the work SACOG did covered the entire region, but many of the same issues will apply to our local situation issues as well. He added, however, that what works in downtown Sacramento might not work in the Yuba-Sutter area so the final approach that is selected by the board will have to work technically as well as socially and politically.

IV. Public Business from the Floor

None.

V. Consent Calendar

Director Bains made a motion to approve the consent calendar. Director Shaw seconded the motion and it carried unanimously.

VI. Reports

A. Draft Comprehensive Operational Analysis (COA) Request for Proposals (RFP).

Martin discussed the Comprehensive Operational Analysis (COA) / Short Range Transit Plan (SRTP) which is being funded with a Sustainable Communities Planning Grant from Caltrans. This multi-year planning effort is budgeted at \$225,000 made up of the state grant of \$199,192 and the required 11.47 percent local match of \$25,808 from State Transit Assistance (STA) funds. While the state funding will expire in March 2024, the project is expected to be completed in mid-2023.

The draft Request for Proposals (RFP) that is attached for Board consideration will be used to solicit proposals from consultants familiar with this type of work which will set the direction of the agency for the next five to ten years. The COA is a top-to-bottom assessment of the system focusing on the scope and level of services that are currently being provided and what would best serve the community in the future. The SRTP is a set the detailed recommendations for implementation consideration over the next five to ten years understanding that they are recommendations that would require later action by the Board to fund and implement.

Public outreach during the planning process will be a priority despite the pandemic with regular opportunities for meaningful input from the Board of Directors; other elected and appointed officials from the member jurisdictions; passengers and their advocates; and the community at-large. A current Short Range Transit Plan is a requirement for federal eligibility for funding and the last analysis on this scale was completed in 2015. The intended result of this process will be three different service model recommendations – a cost neutral or status quo option, a moderate cost option that would represent a five to ten percent increase in expenses, and an unconstrained cost option of more than ten percent.

Director Blaser asked how helpful the last plan was to the system. Martin stated that the 2015 plan was helpful, but some of the major service expansion recommendations were deferred indefinitely as system ridership began to decline immediately following its adoption. Even so, several major fleet, technology and policy recommendations were in fact implemented.

Director Shaw made a motion to authorize the release of the COA RFP as proposed. Director Kirchner seconded the motion and it carried unanimously.

B. FY 2020/2021 Financial Audit Report.

Martin introduced the annual fiscal audit report noting that there were no audit findings this year.

Director Shaw made a motion to accept the FY 2020/2021 Financial Audit as presented. Director Kirchner seconded the motion and it carried unanimously.

C. Annual Investment Policy Review.

Martin presented the Investment Policy for review as recommended by the fiscal auditors noting that staff has reviewed both the policy and current holdings and is not recommending any policy changes at this time. There were no questions or discussion.

D. Authorization to Fill the Vacant Administrative Assistant I/II Position.

Martin stated that at the December 16th meeting, the Board approved the promotion of Ms. Janet Frye from Administrative Assistant II to Program Analyst II effective January 1, 2022, to fill the vacancy that resulted from the resignation of Ms. Amy White from that position. Staff has since reviewed the job description and salary scale for now vacant Administrative Assistant position. Staff is now recommending Board adoption of the attached job description which has been updated slightly to match the current position and authorization to proceed with the recruitment process. Staff is not recommending any change in the salary scale as it remains comparable with similar positions in the area.

Director Bains made a motion to adopt the revised Administrative Assistant I/II job description and authorize the Executive Director to fill the vacant position as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

E. Board Member Meeting Stipend Rate Adjustment.

Martin introduced this item noting that the stipend has not been changed since it was first effective in September 1988. The current stipend is received for up to fifteen meetings per year including duly called standing and ad hoc committee meetings. Due to the time that has passed since this stipend was set, staff is recommending that it be increased from \$50 to \$100 per meeting effective February 1, 2022. This increase was included in the FY 2022 budget.

Director Shaw made a motion to increase the Board Member Meeting Stipend Rate as proposed. Director Kirchner seconded the motion and it carried unanimously.

F. Remote Board Meeting Attendance Option.

Regarding the provision of an option for Board Members to attend meetings remotely via Zoom, Director Fuhrer stated that this item was placed on the agenda at his request as he would like such an option. Director Micheli asked if that would mean a hybrid style meeting with members attending in person or remotely. Martin stated that this would be the case as both the public and the Directors could attend remotely with this option. Director Fuhrer stated that other agencies are offering remote options. Director Blaser stated that this has worked well with other agencies and Director Bains stated that SACOG meetings are all conducted via Zoom.

Director Shaw stated that there are other issues that need to be considered including proper meeting postings and issues with the Brown Act. Legal Counsel Brant Bordsen stated that due to the pandemic related emergency declaration of the governor, Brown Act rules have been amended to allow remote attendance if the agency declares a continuing emergency no less than every 30 days which is problematic for agencies that meet monthly. In some months, this would require the calling of a special meeting just to declare that a

remote meeting option is still required. In addition, with a remote meeting option, the meeting would have to be suspended if there is a technical issue that breaks the link until that issue is resolved.

Noting the technology that is available in the Yuba County Board Chambers, Martin recommended that the public be provided the option to attend meetings remotely only as a courtesy which would not require the meeting to be suspended if a connection was lost. Board members would still be required to attend in person, but the public could view and even participate in the meeting without coming in person.

Director Bains asked what would happen if someone were sick, but still wanted to attend the meeting and how that would affect the quorum requirement. Martin responded that only five members are required for a quorum, that each agency has designated alternates when members are going to be absent, and this has not been much of a problem in the past.

Based on the discussion, Chairman Hudson stated that the consensus of the Board appeared to be in favor of requiring the members to attend in person and to offer a remote option as a courtesy for the public.

G. Project & Program Updates

1. COVID-19 Impact & Response

December continued the positive year-over-year systemwide average weekday ridership growth trend that started in July and really took off in August. On the major services in December, average weekday ridership was up 25 percent on the local fixed route service, 78 percent on the local Dial-A-Ride service, and 68 percent on the Sacramento Commuter service over December 2020. Despite this growth, average systemwide weekday ridership in December was still just 53 percent of the pre-pandemic figure of December 2019.

Despite the recent local increase in the number of positive test results and exposures among employees, Martin recognized Storer Transit Systems for being able to maintain all scheduled service. This has not been the case at many other transit agencies as significant blocks of service have been cut elsewhere since the first of the year due to the recent surge.

2. Next Generation Transit Facility Project (Grant Applications & Award Announcements)

While the formal award announcement is expected next week, last summer's Regional Housing Authority grant application received the second highest score and is being recommended for award. This grant included \$8.5 million for the new transit facility as part of the \$30 million total funding request for the Richland Village project in Yuba City.

An award announcement is expected sometime this calendar quarter on our \$14 million application under the federal Buses & Bus Facilities Grant Program. This is an annual program, and an increased level of funding will be available in the next cycle if we are unsuccessful in this cycle. As noted last month, the new Infrastructure Investments & Job Access Act requires a Zero-Emission Fleet Transition Plan to be eligible for future awards from such programs and staff is already working on this new plan for Board consideration by early summer in case we need to make another run at funding from this program.

Staff is still working with grant consultant, AECOM, on a state grant application under the discretionary Transit & Intercity Rail Capital Program (TIRCP). This will be an iterative process as we determine if we can craft a viable project that can reasonably compete for these funds. The next step in this process is a project consultation meeting with CalSTA staff on January 26th. Staff will update the board at the February meeting as applications for this program are due by March 3rd.

Finally, the opening of the 2022 round was just announced for the U.S. Department of Transportation RAISE grant program. Grant applications, which were due in July last year, will be due April 14th this year so that process will need to get started soon.

3. Regional Waste Management Authority (RWMA) Organizational Transition

Recruitment is underway for the first RWMA Executive Director. The position will remain open until filed, but the first application review will be on February 11th and the target start date remains April 1st. This hire will change Yuba-Sutter Transit's nearly 34-year staffing relationship with the RWMA, but Yuba-Sutter Transit will continue providing administrative services for the foreseeable future on a month-to-month basis. This will include a phone number and mailing address; basic financial services and support; and consulting staff as necessary. As a result, the current consulting agreement is now being reviewed for possible amendments.

4. Federal Transit Administration (FTA) Triennial Review (Virtual On-Site Visit March 14 – 17)

Originally scheduled for 2021, this comprehensive review of Yuba-Sutter Transit's compliance with all applicable federal funding requirements covering 26 program areas was delayed a year due to the pandemic. Staff has been compiling a massive amount of information for submittal by Friday, January 21st and the on-site portion of the review, which will be conducted virtually this year, is scheduled for March 14 – 17, 2022.

5. State Transportation Development Act (TDA) Triennial Performance Audit (Spring 2022)

This state mandated oversight process, which is not being delayed due to the pandemic, will be conducted by consultants under contract to the Sacramento Area Council of Governments (SACOG). The purpose of this audit, which will begin soon, is to review Yuba-Sutter Transit's performance under a series of state required indicators over the last three fiscal years.

VII. Correspondence/Information

None.

VIII. Other Business

None.

IX. Adjournment

The meeting was adjourned at 4:54 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 17, 2022 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.