



MEETING NOTICE & AGENDA

DATE: Thursday, October 19, 2017

TIME: 4:00 P.M.

PLACE: Yuba County Board of Supervisors Chambers
Yuba County Government Center
915 8th Street
Marysville, California

I. Call to Order & Roll Call

Cardoza, Didbal (Chair), Fletcher, Leahy, Pedigo, Sullenger, Whiteaker and Whitmore (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 September 21, 2017. (Attachment)
- B. Disbursement List for September 2017. (Attachment)
- C. Monthly Performance Report for September 2017. (Attachment)

IV. Reports

- A. **Draft Yuba-Sutter Transit Passenger Policies & Procedures.** (Attachment)

RECOMMENDATION: Adopt the Passenger Policies & Procedures as proposed or amended.

- B. **State of Good Repair Program.** Review and discussion of a new annual funding program under the California Road Repair and Accountability Act of 2017 (SB 1). (Attachment)

RECOMMENDATION: Direct staff as desired.

- C. **Connect Card Implementation Update.** (Attachment)

RECOMMENDATION: Information only.

D. Project & Program Updates.

1. Annual Unmet Transit Needs Hearing Results
2. North Beale Road Corridor Enhancement Project
3. Sikh Parade Shuttle (Sunday, November 5th)

RECOMMENDATION: Information only.

V. Correspondence/Information

VI. Other Business

VII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, NOVEMBER 16, 2017
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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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
SEPTEMBER 21, 2017**

I. Call to Order & Roll Call

Director Whitmore as the Vice-Chair called the meeting to order at 4:00 p.m.

Present: Cardoza, Cleveland (for Didbal), Fletcher, Munger (for Whiteaker), Sullenger and Whitmore (Vice-Chair)

Absent: Didbal (Chair), Leahy, Pedigo and Whiteaker

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 the motioned carried with Director Munger abstaining.

IV. Reports

A. Special Service Authorization for the 2017 Sikh Parade Parking Shuttle.

Martin stated that Yuba-Sutter Transit has again been asked to provide an offsite parking shuttle service for the 2017 Sikh Parade. In anticipation, the Sikh Temple has already purchased 7,000 round-trip tickets for \$2 each. Staff is recommending that the Board authorize the operation of the parking lot shuttle service on Sunday, November 5th as proposed in the staff report.

Director Cardoza asked if Yuba-Sutter Transit is reimbursed by the Temple if the number of hours operated exceeds the estimated amount. Martin responded that the Temple is not reimbursing the agency and the amount paid will not change whether we operate more or less than the estimated number of hours.

Director Cardoza, noting that 27 buses were used last year compared to the projected 25 for this year, asked if this was a strain on the drivers. Martin stated that Yuba-Sutter Transit has been operating at its maximum capacity for years given the number of drivers and vehicles available on a Sunday.

Director Cleveland asked if Yuba-Sutter Transit would step away if someone wanted to come in and provide this service for a profit. Martin stated that we would welcome another provider as we provide the shuttle as a community service looking only to cover our direct costs.

In a response to Director Fletcher regarding potential traffic controls to create a “bus-only” corridor, Martin stated that the Yuba City Police Department has done a great job in recent years to provide a bus route with minimal conflicts. Martin stated that these controls worked really well last year, but that he was concerned that a new logistics contractor could prove problematic this year given the loss of institutional knowledge.

Director Fletcher made a motion to authorize the operation of a parking lot shuttle service under the proposed terms and conditions. Director Cardoza seconded the motion and it carried unanimously.

B. Draft Applications for the FY 2017/2018 Feather River Air Quality Management District (FROMD) Blue Sky Grant Program.

Martin stated that pursuant to the discussion at the July meeting, staff has prepared three grant applications for consideration with each presented in priority order as recommended by staff. The first and largest application is for \$130,000 to continue the Discount Monthly Bus Pass Program through 2018, but Martin noted that staff has recently become aware of some new factors to consider due to the recent implementation of the Connect Card program. FRAQMD will not consider the re-authorization of the discount monthly pass program until December 4th, it is possible that the current \$5 out-of-pocket cost for these passes may change on January 1st. Because passes are now sold up to three months in advance and it takes time to reprogram the Connect Card system for any fare change, staff is now seeking authorization to: 1.) request an extension of the existing grant using unused funds; and, 2.) adjust the funding level in the new grant application to extend that grant through March 2019. If approved as proposed, the one year project period for all future discount monthly pass programs will begin in April.

The second priority application is for \$12,000 toward a bus stop enhancement project to install up to 24 unique two-seat bus stop benches that are designed for locations where traditional shelters and benches cannot be installed due to the lack of a sidewalk or inadequate public right-of-way clearances. This same project was submitted for FRAQMD funding last year, but it was not selected. The third priority application is for another \$10,000 toward the continuation for another year of the July 2015 expansion of the Live Oak Route from three to five days a week.

Director Cleveland asked if ridership on the Live Oak Route has increased enough to justify the expanded service. Martin responded that after two years of operation, Live Oak ridership is up 74 percent while service hours have increased by 69 percent and that it is by far the best performing of Yuba-Sutter Transit’s three rural routes.

Director Cardoza made a motion to authorize the submittal of FRAQMD grant applications as proposed or amended. Director Fletcher seconded the motion and it carried unanimously.

C. Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Years (FFY) 2018, 2019 and 2020.

Martin stated that federal funding requirements dictate that Yuba-Sutter Transit periodically set Disadvantaged Business Enterprise (DBE) procurement participation goals and staff is now recommending adoption of Resolution No. 10-17 establishing a DBE contracting goal of 0.01 percent for the three-year period of FFY 2018 through FFY 2020.

Director Munger made a motion to adopt Resolution No. 10-17 establishing a DBE contracting goal of 0.01 percent for the three-year period of FFY 2018 through FFY 2020. Director Cardoza seconded the motion and it carried unanimously.

D. Project & Program Updates.

1. Annual Yuba-Sutter Unmet Needs Hearing (2:00 p.m. on Wednesday, October 11th in the Yuba County Government Center)

Martin stated that the local Unmet Needs Hearing that is held annually by the Sacramento Area Council of Governments (SACOG) has been set for 2:00 p.m. on Wednesday, October 11th in the Yuba County Government Center. He noted that while Yuba-Sutter Transit invites and receives comments, suggestions and service request at any time, this is the formal process that is required as a part of SACOG's administration of the State Transportation Development Act.

2. Route 1 Corridor Enhancement Plan Public Workshop Results

Martin reported that there was limited public participation at yesterday's workshop though two board members were in attendance. He noted staff that this project is looking to identify enhancement opportunities in the Route 1 corridor. The next step is to develop some alternatives and another workshop and project update is scheduled for February.

3. Connect Card Electronic Fare Card Implementation (New Retail Pass Outlets)

Martin stated that the retail Connect Card devices have been installed at all three of Yuba-Sutter Transit's sales outlets. Connect Card loads are now available from the Sutter County Library and soon will be at both the Yuba County Library and the Yuba College Bookstore.

4. FY 2017 Fiscal Audit Site Work (September 25-27)

Martin noted that the annual fiscal audit site work is next week and the final audit is typically presented to the Board in January.

Director Cleveland asked if Connect Cards are reloaded at the office or at self-serve kiosks. Martin responded that essentially any device with an internet connection is a "kiosk" for loading Connect Cards, but that people can also now load their cards with assistance at the Yuba-Sutter Transit office and will soon be able to do so at three other sales outlets as well.

V. Correspondence/Information

None

VI. Other Business

None

VIII. Adjournment

The meeting was adjourned at 4:29 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 19, 2017
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

P:COMMON/YST AGENDA ITEMS/YST BOARD MINUTES/YST MINUTES 2017/YST MINUTES SEPTEMBER 2017

**YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF SEPTEMBER 2017**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,745.35	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,596.38	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 362.56	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 38.04	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 1,321.40	PG&E	ELECTRIC #1
EFT	\$ 8,011.15	PG&E	ELECTRIC #2
EFT	\$ 151.96	PG&E	ELECTRIC #2B 1st BILLING thru AUG
EFT	\$ 43.30	PG&E	ELECTRIC #2B SEPT
EFT	\$ 37.69	PG&E	GAS
EFT	\$ 201.49	ATT - SECURITY LINE	SECURITY LINE - SEPTEMBER
EFT	\$ 70.00	AT&T - UVERSE	INTERNET SEPTEMBER
EFT	\$ 1,613.35	TPX COMMUNICATIONS	TELEPHONE AUG & SEPT
EFT	\$ 112.70	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 300.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 700.00	CALPERS GASB-68	MEASUREMENT DATE 6/30/2017
EFT	\$ 133.59	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 400.00	FRANCOYTP-POSTALIA, INC.	POSTAGE RESET
EFT	\$ 237.64	ELAVON	MERCHANT SERVICE FEE - SEPTEMBER
EFT	\$ 146.15	PRIMEPAY	PAYROLL FEE
EFT	\$ 34,468.88	PAYROLL	PAYROLL
15686	\$ 200.16	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE JULY
15687	\$ 6,223.75	AECOM TECHNICAL SERVICES	CORRIDOR ENHANCEMENT PROJECT
15688	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING MAINTENANCE
15689	\$ 15,769.59	HUNT & SONS INC.	BUS FUEL
15689	\$ 16,681.58	HUNT & SONS INC.	BUS FUEL
15690	\$ 1,100.00	R.C. JANITORIAL SERVICE	JANITORIAL SERVICE
15691	\$ 26,358.31	RIVER VALLEY INSURNACE	GENERAL LIABILITY & COMMERCIAL INSURANCE
15692	\$ 385.00	SACRAMENTO RT	BUS PASSES
15693	\$ 382.24	STAPLES CREDIT PLAN	OFFICE SUPPLIES
15694	\$ 139.80	SUTTER COUNTY LIBRARY	AUGUST COMMISSION
15695	\$ 4,735.90	TRANSIT INFORMATION PRODUCTS	BUS STOP INFORMATION MATERIALS
15696	\$ 35.89	AT&T	FIRE LINE
15697	\$ 250.00	ADAM HANSEN	VISION REIMBURSEMENT
15698	\$ 850.00	APPEAL DEMOCRAT	ADVERTISING
15699	\$ 17,301.89	BOYETT PETROLEUM	BUS FUEL
15700	\$ 450.00	DIGITAL DEPLOYMENT INC	WEB SERVICES - SEPTEMBER
15701	\$ 218.62	HANCOCK PETROLEUM ENGINEERING	FUEL PUMP REPAIR
15702	\$ 1,700.99	PREMIER PRINT & MAIL	TRANSFER & NEWSLETTER LETTERHEAD PRINTING
15703	\$ 1,003.77	QU. EST	MAINTENANCE OF BUS STOPS/SHELTERS
15704	\$ 288.07	QUICK'S GLASS SERVICE, INC.	REPLACED GLASS AT SHELTER
15705	\$ 100.31	QUILL CORPORATION	OFFICE SUPPLIES
15705	\$ 345.22	QUILL CORPORATION	JANITORIAL SUPPLIES
15706	\$ 3,200.00	RICHARD'S TREE SERVICE	TRIM TREES ON WEST SIDE OF PROPERTY
15707	\$ 45.00	SHELBY'S PEST CONTROL	PEST CONTROL
15708	\$ 24.67	SIGNWORX	PRINTING "YOU ARE HERE" STICKERS FOR MAPS
15709	\$ 3,901.88	SMART MARKETING & PRINTING	PRINTING OF BROCHURES & MARKETING SACOG INFO
15710	\$ 446.97	STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES - OCT
15711	\$ 7,483.50	SUTTER BUTTES COMMUNICATIONS, INC.	SERVICE AGREEMENT & REPEATER FEE
15712	\$ 475,505.81	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - AUGUST
15713	\$ 384.29	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE
15714	\$ 62.42	VERIZON	CONNECT CARD WIRELESS
15715	\$ 50.76	YUBA COUNTY LIBRARY COMMISSION	AUGUST COMMISSION
	\$ 643,493.02		

**LAIF
TRANSFERS**

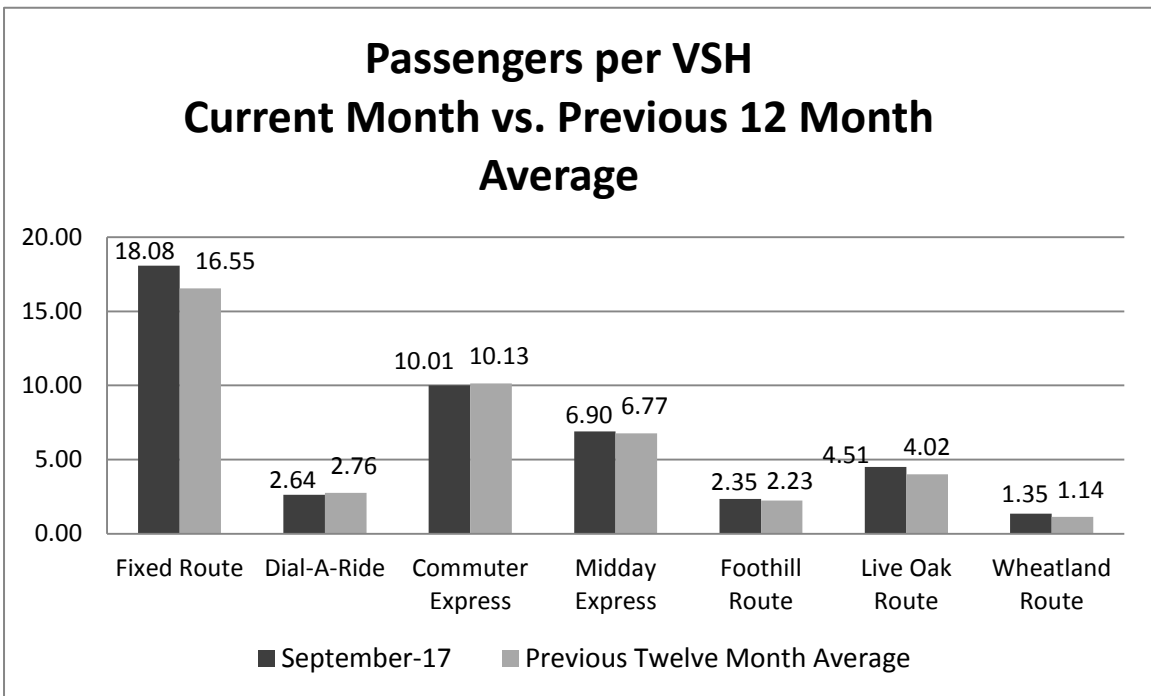
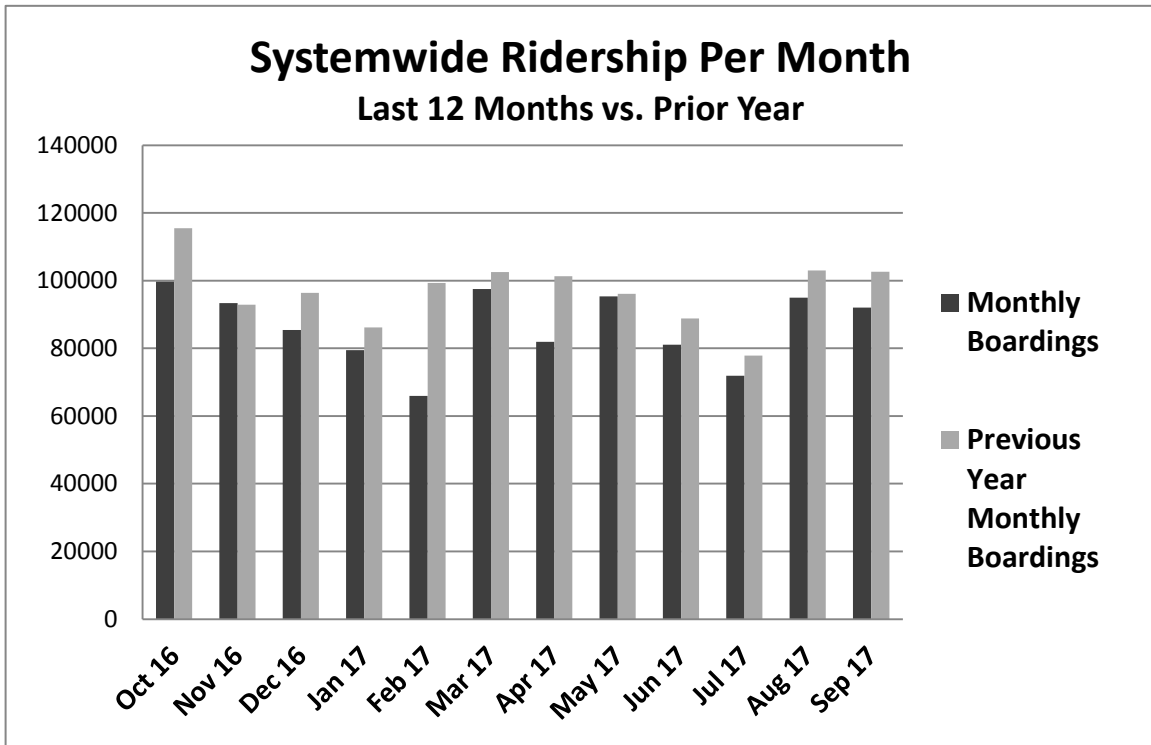
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AGENDA ITEM III - C

SEPTEMBER 2017 PERFORMANCE REPORT

Ridership:	September-17	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Fixed Route	75,448	70,399	207,500	230,469
Dial-A-Ride	5,523	5,651	17,345	17,722
Commuter Express	9,495	9,846	29,363	30,427
Midday Express	1,059	1,032	3,125	3,134
Foothill Route	183	185	622	464
Live Oak Route	317	286	916	1,074
Wheatland Route	58	43	131	217
Total Ridership:	92,083	87,442	259,002	283,507
Vehicle Service Hours:				
Fixed Route	4,173.55	4,253.13	12,990.19	13,134.27
Dial-A-Ride	2,095.33	2,048.73	6,407.09	6,281.59
Commuter Express	948.70	971.58	2,942.74	2,970.08
Midday Express	153.53	152.46	481.40	472.15
Foothill Route	77.84	82.66	246.49	251.09
Live Oak Route	70.23	71.31	216.54	230.03
Wheatland Route	42.95	37.75	117.72	129.55
Total VSH's:	7,562.13	7,617.63	23,402.17	23,468.76
Passengers Per Hour:				
Fixed Route	18.08	16.55	15.97	17.55
Dial-A-Ride	2.64	2.76	2.71	2.82
Commuter Express	10.01	10.13	9.98	10.24
Midday Express	6.90	6.77	6.49	6.64
Foothill Route	2.35	2.23	2.52	1.85
Live Oak Route	4.51	4.02	4.23	4.67
Wheatland Route	1.35	1.14	1.11	1.68
Total Passengers Per VSH:	12.18	11.48	11.07	12.08

SEPTEMBER 2017 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

DRAFT YUBA-SUTTER TRANSIT PASSENGER POLICIES & PROCEDURES

BACKGROUND

Ensuring the safety and comfort of the public are among Yuba-Sutter Transit’s guiding principles. Success in this area is largely dependent upon operating personnel and the traveling public both behaving in a mutually respectful and courteous manner. Passenger behavior in and around transit facilities and vehicles is governed by applicable Federal and State laws including California Penal Code Section 640, Public Utilities Code Sections 99170 - 99171 and other related statutes. Transit operators typically adopt formal passenger policies and procedures to establish the particular expectations for the system along with applicable enforcement provisions that are then broadly communicated internally and externally.

While Yuba-Sutter Transit has established numerous passenger policies and specific enforcement procedures over the years, some have not been revisited in a generation and there is no comprehensive set of current agency policies, practices and procedures. In October 2016, the Board of Directors received a report on a number of specific policy areas and how other transit operators had addressed them in their own passenger policies. Staff was then directed to develop a preliminary draft local policy document for future Board consideration. This process was delayed due to the development and implementation of the Connect Card electronic fare card system and staff turnover, but Preliminary Draft Passenger Policies & Procedures were presented for discussion and direction at the August 2017 meeting at which time staff was authorized to release them for public review and comment. Based on the input received, the attached Draft Passenger Policies & Procedures are now being presented for Board review and consideration.

PASSENGER POLICIES & PROCEDURES

For perspective, staff receives complaints from both operating personnel and the public on a number of issues. The most common are related to fare payment (failure to pay the full fare or to provide acceptable proof of eligibility for a discount fare); use of priority seating for seniors and persons with disabilities (failure to yield seats for the securement of mobility devices); health and safety issues (smoking at bus stops, passenger hygiene, animals); and, unacceptable on-board behavior (eating, drinking, taking up more than one seat, loud and/or profane conversations).

These same issues appear to be common to other transit systems as well because public transportation users in a 2015 national survey identified their top four most annoying behaviors as: (1) listening to someone talk on their cell phone; (2) passengers refusing to yield their seat to someone who needs it more than they do; (3) people taking up extra seats with personal items; and, (4) people eating messy meals on board the vehicle. Passenger policies and procedures typically address all of the above issues (and many more), yet they persist to some level in every operation, so it is clear that effective and appropriate enforcement is also important if we are to reach the desired level of compliance and service experience.

At the October 2016 meeting, the Board reviewed a worksheet on typical passenger issues and how they have been addressed by a number of other transit operators both big and small. For each, staff provided a brief description of the issue, some local history on how the issue is now being addressed and a possible policy statement for consideration in a comprehensive local passenger policy statement. Also discussed were the procedures necessary to enforce passenger policies, including a review of those that are now being used by Yuba-Sutter Transit and a number of other transit systems. As a result, staff presented Preliminary Draft Passenger Policies & Procedures at the August 2017 meeting at which time the Board authorized their release for public review and comment. The comments received were largely in support of the policies and procedures with most inquiring as to how they will be communicated and enforced.

The attached version of the Yuba-Sutter Transit Passenger Policies & Procedures is nearly identical to that which was presented in August with one minor addition to #8 to address a comment related to the use of fragrances on the bus. The document is divided into three sections related to expected passenger conduct when boarding and riding the bus; enforcement and disciplinary procedures; and, general operational policies. Staff is now recommending that the Board adopt the Yuba-Sutter Transit Passenger Policies & Procedures as proposed.

If approved as proposed (or as it may be amended at the meeting), the final version will be distributed to Yuba-Sutter Transit's staff and service contractor for training and enforcement purposes as the guiding policy document on this issue. A summary of the key policies will also be prepared for public notice and dissemination. The complete adopted version will be posted on the agency website and otherwise made available upon request.

Staff will be prepared at the meeting to discuss the Draft Yuba-Sutter Transit Passenger Policies & Procedures document in detail.

RECOMMENDATION: Adopt the Passenger Policies & Procedures as proposed or amended.

Yuba-Sutter Transit Passenger Policies & Procedures

Proposed October 19, 2017

I. Passenger Conduct

Yuba-Sutter Transit wants you to enjoy your trip and arrive safely at your destination. The following policies and procedures have been established to promote the safe, convenient and efficient provision of transit services.

Boarding the Bus

1. Passengers must pay the applicable fare; display a valid pass or transfer; and, provide acceptable proof of eligibility for any discount fare at the time of boarding. Connect Cards, passes, tickets and transfers are not valid if mutilated, damaged or changed in any manner.
2. Passengers must be able to personally lift and carry all items on board the bus in one trip. Passenger items, including utility carts, must remain firmly within passenger control at all times and not block the aisle, doorway or areas reserved for persons in wheelchairs or with other mobility aids.
3. Passengers may bring strollers onto the bus as long as children are removed from the stroller and it is collapsed and stored in a manner that does not block aisles, doorways or areas reserved for persons in wheelchairs or with other mobility aids.
4. Bicycles are allowed inside the bus only on the last trip of the day, provided that there is adequate interior space and the front mounted bike rack is full.
5. Passengers should utilize seating when available, make use of hand rails and stanchions, and remain seated or otherwise secured until the bus comes to a full and complete stop. Federal law mandates that no passenger may remain standing in front of the standee line at the front of the bus while the bus is in motion.

Bus Etiquette

6. Passengers may not obstruct, hinder, interfere with, or otherwise disturb other passengers or the operation of the vehicle, nor engage in indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct. Verbal or physical intimidation, harassment, or annoyance of transit personnel or other passengers is strictly prohibited.
7. Passengers using wheelchairs will be allowed to board and exit the bus before other passengers. Areas of the bus designed for wheelchairs may be used by any customer until a wheelchair needs to be secured. Customers occupying priority seating will be asked to move in order to accommodate a customer using a wheelchair. Customers with disabilities and seniors have seating priority within designated areas.
8. Passengers must maintain a reasonable standard of dress (e.g. shirt, shoes etc.) and personal hygiene that does not expose transit personnel or other passengers to unreasonable health and safety risks unless failure to comply is a result of disability, age,

or a medical condition. Please avoid the use of heavily scented perfumes or colognes while riding the bus.

9. Riding the system for more than one round trip without a defined destination is prohibited.
10. Loitering or solicitation of any kind, whether verbal or through distribution or posting of written material, is prohibited in or within 50' feet of any transit facility, bus stop, or vehicle without pre-approval from Yuba-Sutter Transit management.
11. Failure to comply with any lawful instructions or directions from operating staff; damage to any transit facilities, vehicles, or equipment; and theft is prohibited.
12. Consumption of food or beverages is prohibited on all services except when drinking non-alcoholic beverages from a spill-proof container. Litter must be properly disposed of in the appropriate trash receptacles.
13. Smoking, including the use of electronic and/or vapor devices, is prohibited on board or within 20' of a public transit vehicle or facility. Lighting an incendiary device (match, lighter or torch) is also prohibited.
14. Laptops and other portable or handheld electronic devices may be used on board, provided that they do not disturb the driver or other passengers and headphones are used that limit the sound to the hearing of the individual. Please keep cell phone or other personal conversation volume to a minimum. Speaker mode may be used only if required due to disability, age or medical condition.

Service Animals

15. Animals are prohibited on the bus with two specific exceptions: 1) It is a guide, service, or signal dog as such terms are defined in California Civil Code §54.1, that has been specially trained to assist persons with disabilities, provided that it can be demonstrated that the animal is vaccinated and licensed pursuant to the provisions of applicable state and local ordinance, and is on a leash or under the effective control of the person transporting it; or, 2) It is in a completely enclosed and secured cage or carrying case small enough to fit on the person's lap. Federal Department of Transportation regulations do not recognize companion, therapy or comfort animals as service animals.

II. Enforcement Procedures

Failure to comply with the Yuba-Sutter Passenger Code of Conduct may violate one or more of the following: California Penal Codes (CPC) 594, 640 or 640.5, or Public Utilities Code (PUC) 99170.

In addition to any civil and criminal penalties that may apply, violators of the Yuba-Sutter Transit Passenger Code of Conduct are subject to the following penalties.

A passenger that does not obey verbal commands from operating staff may be denied service.

Minor infractions may result in a verbal warning from operating staff and if unheeded, a written

warning may be issued. Multiple infractions may result in a suspension from all Yuba-Sutter Transit service for a minimum of 7 days.

Individuals who commit major infractions such as intimidation, harassment, physical abuse; causing physical injury to a driver or other passenger; or damaging transit vehicles or equipment may be subject to immediate removal from the vehicle, prolonged suspension from Yuba-Sutter Transit service, and/or criminal prosecution.

Review/Appeal of a Suspension

An initial review of any suspension may be requested within 10 days of the suspension notice. The request should include all information pertinent to the suspension. The request may be made in person at the Yuba Sutter Transit Administrative Office or in writing to:

Transit Manager
Yuba-Sutter Transit Authority
2100 B Street
Marysville, CA 95901
(530) 634-6880 FAX (530) 634-6888
info@yubasuttertransit.com

The Transit Manager will review available information to determine if the suspension from service is justified. Based on the review, the Transit Manager will enforce or revoke the suspension. If not satisfied with the outcome, a written appeal of a suspension should be directed to:

Board of Directors
Yuba-Sutter Transit Authority
2100 B Street
Marysville, CA 95901

The Board of Directors will seek to resolve the matter in a manner mutually agreeable to all parties concerned. An individual seeking an appeal of a suspension shall have the right to present any evidence relevant to the matter. The decision of the Board of Directors is final.

III. Operational Policies

Lost and Found

If you believe you have lost an item on the bus, please contact the Yuba-Sutter Transit Administrative Office at (530) 634-6880 the following business day. Please provide a description of the item including time, location and route information for when and where it was lost. Found, non-perishable items will be kept for a maximum of 30 days and may only be picked up in-

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person at the Yuba-Sutter Transit Administrative Office. Yuba-Sutter Transit does not assume responsibility for any lost or found items.

Refunds and Exchanges

Yuba-Sutter Transit does not issue any refunds or exchanges for pass products, tickets, cash fares or Connect Card products. All paper fare products are non-transferable and will not be replaced if lost, stolen or destroyed. Lost, stolen or damaged Connect Cards may be replaced at the Yuba-Sutter Transit Administrative Office for a fee.

Comments and Complaints

Comments or complaints regarding Yuba-Sutter Transit or its contractor may be submitted verbally by phone at (530) 634-6880; electronically at info@yubasuttertransit.com; or in person or in writing at the Yuba-Sutter Transit Administrative Office at 2100 B Street, Marysville, CA 95901.

AGENDA ITEM IV – B
STAFF REPORT

STATE OF GOOD REPAIR PROGRAM

On April 28, 2017 Governor Brown signed Senate Bill (SB) 1 known as the Road Repair and Accountability Act of 2017. SB 1 will provide new on-going funding under several programs for a variety of transportation purposes. These include approximately \$105 million annually to transit operators for eligible transit maintenance, rehabilitation and capital projects under the State of Good Repair (SGR) Program. This program is funded from a new Transportation Improvement Fee on vehicle registrations that are due on or after January 1, 2018. A portion of this fee will be transferred to the State Controller's Office (SCO) for the SGR Program that will be managed by Caltrans. These funds will be allocated to eligible agencies under the existing State Transit Assistance (STA) Program formula – half according to population and half according to transit operator revenues.

While SB 1 addresses a variety of transportation needs, the SGR program has a specific goal of keeping transit systems in a state of good repair, including the purchase of new transit vehicles, and maintenance and rehabilitation of transit facilities and vehicles to rehabilitate and modernize California's existing local transit systems. Program investments are intended to lead to cleaner transit vehicle fleets, increased reliability and safety, and reduced greenhouse gas emissions and other pollutants. Attached is a copy of the Formal Draft SGR Program Guidelines dated October 6, 2018 that provide general policies and procedures for eligible agency applicants to comply with the reporting requirements and other statutory objectives of the program.

Prior to receiving an apportionment of SGR funds in a given fiscal year, a potential recipient agency must submit a list of projects proposed to be funded to Caltrans. Each project proposal must include a description and location of the project, a proposed schedule for the project's completion, the estimated useful life of the improvement and description of project benefits. Caltrans will then establish a list of all agencies that have submitted the required information and are eligible to receive an apportionment of funds. Each recipient agency is required to annually report on all activities completed with those funds.

Based on the formal draft guidelines, funding estimates for the first fiscal year (FY 2017-18) are expected to be released by the end of October, but Yuba-Sutter Transit will be eligible for about \$190,000 annually from this program based on a preliminary staff calculation. SGR project lists are expected to be due to Caltrans by late January 2018, but the likely need for regional review may require the submittal of this list to SACOG by early December. For this reason, staff is now introducing this issue for Board information and discussion in anticipation of bringing a formal list of proposed projects for consideration at the November 16th meeting.

The criteria for SGR eligible projects fall into three major areas that are listed on page 8 of the formal draft guidelines. After discussing these criteria with Yuba-Sutter Transit's operating and maintenance staff, specific examples of possible projects that appear to be eligible under this program are identified below in italics under the three main project categories:

1. Replacement or rehabilitation of:

- Rolling stock

A.) Additional revenue for the planned 2019 replacement of 10 demand response & rural route buses with low-floor buses;

B.) Additional revenue to advance the planned 2020 replacement of 11 local fixed route buses to 2019.

- Passenger stations and terminals
- Security equipment and systems
- Maintenance facilities and equipment

2. Preventative Maintenance

A.) Engine and/or transmission replacements;

B.) Replacement bike racks for the demand response & rural route buses

3. New maintenance facilities or maintenance equipment if needed to maintain the existing transit service

A.) Shop fall prevention system;

B.) Diesel emission fluid (DEF) dispensing system for the fuel island;

C.) Shop forklift

While now seeking early Board input on potential projects, staff will be working over the next few weeks to develop scope and cost estimates for proposed projects as well as monitoring the development of the final revenue estimates and program guidelines including the regional submittal and approval process. Because failure to submit a project list by the prescribed deadline will result in the permanent loss of revenue for that funding period, the goal of this process will be to submit specific FY 2017-18 SGR project recommendations to the Board for approval consideration at the November 16th meeting.

Staff will be prepared at the meeting to discuss the State of Good Repair Program in detail.

RECOMMENDATION: Direct staff as desired.

California Department of Transportation

State of Good Repair Program Guidelines

October 6, 2017

FORMAL DRAFT



Guidelines for the State of Good Repair Program

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Executive Summary

On April 28, 2017 Governor Brown signed Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), known as the Road Repair and Accountability Act of 2017. Senate Bill 1 will provide over \$50 billion in new transportation funding over the next decade to repair highways, bridges and local roads, to make strategic investments in congested commute and freight corridors, and to improve transit service. These guidelines address the portion of SB 1 that will provide approximately \$105 million annually to transit operators in California for eligible transit maintenance, rehabilitation and capital projects. This investment in public transit will be referred to as State of Good Repair (SGR) Program.

The State of Good Repair Program is funded from a portion of a new Transportation Improvement Fee on vehicles registrations due on or after January 1, 2018. A portion of this fee will be transferred to the State Controller's Office (SCO) for the SGR Program. In collaboration with the SCO, the California Department of Transportation (Department) is tasked with the management and administration of the SGR Program. These funds will be allocated under the State Transit Assistance (STA) Program formula to eligible agencies pursuant to Public Utilities Code (PUC) section 99312.1. Half is allocated according to population and half according to transit operator revenues.

This program demonstrates California's commitment to clean, sustainable transportation, and the role that public transit plays in that vision. While SB 1 addresses a variety of transportation needs, this program has a specific goal of keeping transit systems in a state of good repair, including the purchase of new transit vehicles, and maintenance and rehabilitation of transit facilities and vehicles. These new investments will lead to cleaner transit vehicle fleets, increased reliability and safety, and reduced greenhouse gas emissions and other pollutants.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for SGR funding, eligible agencies must comply with various reporting requirements. These SGR Program Guidelines will describe the general policies and procedures in carrying out the reporting requirements and other statutory objectives of the Road Repair and Accountability Act of 2017.

I. Introduction

1. Program Background and Purpose

Senate Bill (SB) 1 (The Road Repair and Accountability Act of 2017) is a historic transportation measure that will provide over \$50 billion in the next decade to maintain and improve California's transportation system. The State of Good Repair (SGR) Program will provide approximately \$105 million annually to transit operators in California for eligible transit maintenance, rehabilitation and capital projects. The SGR Program will benefit the public by providing public transportation agencies with a consistent and dependable revenue source to invest in the upgrade, repair and improvement of their agency's transportation infrastructure and in turn improve transportation services.

Public Utilities Code (PUC) Section 99312.1 continuously appropriates revenues received for the State Transit Assistance (STA) Program to the State Controller's Office (SCO). The SGR Program is funded from the transportation improvement fee portion of this revenue, estimated to be approximately \$105 million per year. Future budget forecasts may include new revenue estimates.

The SCO will publish estimated funding levels per PUC 99313 and 99314 according to population and farebox revenues. Per PUC Section 99312.2 (c), the only entities eligible to receive direct allocations from the SCO under Sections 99313 and 99314 shall be transportation planning agencies, county transportation commissions and the San Diego Metropolitan Transit Development Board. Funds allocated per PUC 99313 shall be allocated to projects in the region based on the local needs. Funds allocated per PUC 99314 shall be sub-allocated to public transit operators, who have submitted the required project list, based on the amounts published by the SCO.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for SGR funding, statute requires potential recipients to provide basic SGR project reporting to the Department. These guidelines outline the process to request and report on the SGR Program funding. The Department may revise these guidelines in future years.

Note, the SGR Program is one of two programs that allocate SB 1 funds to transit agencies through the State Transit Assistance formula. The second program augments the base of the State Transit Assistance program by an estimated \$175 million in 2017-18 and \$274 million in 2018-19 with a portion of the new sales tax on diesel fuel. This latter program does not require pre-approval of projects before funding allocation; however, to provide for SB 1 reporting and transparency, transit agencies are asked to report on planned expenditures for this second program. This information will be reported on the SB 1 Program website: rebuildingca.ca.gov.

2. Program Objectives and Statutory Requirements

The goal of the SGR Program is to provide funding for capital assistance to rehabilitate and modernize California's existing local transit systems.

Prior to receiving an apportionment of SGR funds in a given fiscal year, a potential recipient agency must submit a list of projects proposed to be funded to the Department. Each project proposal must include a description and location of the project, a proposed schedule for the project's completion, and the estimated useful life of the improvement. The Department will provide the SCO a list of all agencies that have submitted the required information and are eligible to receive an apportionment of funds. Each recipient agency is required to annually report on all activities completed with those funds to the Department. Each agency also must include the SGR revenues and expenditures in their annual Transportation Development Act Audit.

3. Program Roles & Responsibilities

In collaboration with the SCO, the Department is tasked with the management and administration of the SGR Program.

Department of Transportation

- The Department is responsible for administering the SGR Program.
- The Department shall report to the SCO the recipient transit agencies that have submitted the required information and are eligible to receive an apportionment of funds for the applicable fiscal year.
- Develop and maintain program guidelines as necessary.

State Controller's Office

- The SCO shall establish a uniform system of accounts and records and reporting mechanism, as required.
- The SCO is responsible for calculating and publishing the SGR allocation amounts per PUC 99313 and PUC 99314.
- The SCO, upon receipt of the list of approved agencies from the Department, shall allocate funds on a quarterly basis.

Transportation Planning Agencies/County Transportation Commissions/San Diego Metropolitan Transit Development Board

- Provide the Department an annual list of all projects proposed to be funded with SGR apportionment made available to the region per PUC 99313. This list should include all proposed sub-allocations.
- Receive and allocate SGR funds to projects in their region based on their local needs. (PUC 99313).
- Receive and sub-allocate SGR funds to the transit operators under their jurisdiction based on the amounts published by the SCO. (PUC 99314).

- Ensure funds are expended on SGR eligible activities.
- Comply with all relevant federal and State laws, regulations, and policies for funding.

Eligible Transit Operators

- Provide the Department and their respective transportation planning agency, county transportation commission, or San Diego Metropolitan Transit Development Board their proposed annual list of projects to be funded with SGR apportionment made available to the operator per PUC 99314.
- Ensure funds are expended on SGR eligible activities.
- Submit to the Department all pertinent information on projects and expenditures each fiscal year.
- Comply with all relevant federal and State laws, regulations, and policies for funding.

4. Program Schedule

The following schedule lists the major milestones for the development of the Fiscal Year 2017-2018 and proposed Fiscal Year 2018-2019 SGR Reporting Guidelines. Staff intends to update these timelines during the guidelines development process.

FY 2017-2018	
Discussion Draft Guidelines available for review and discussion with collaborative partners	September 22, 2017
Public Workshops for Discussion Draft Guidelines	September 29, 2017 and October 2, 2017
Formal Draft Guidelines available for 30-day review	October 6, 2017
SCO releases estimated amounts for each potential recipient for FY 2017-18	Late October 2017
Public Workshops for Formal Draft Guidelines	Week of November 6th
Final Guidelines Adoption and Approval	Mid November 2017
Transportation Improvement Fee revenues begin	January 1, 2018
Project Lists due to the Department	January 31, 2018
List of agencies with approved projects due from Department to the SCO	March 16, 2018
SCO allocates funds for the quarter	May 2018
Agencies that did not submit a list by January 19 th , or that submitted incomplete information, may apply to receive funds for the following quarter of revenue	April 19, 2018
SCO allocates funds for the quarter	August 2018
Annual Expenditure Reports due from each agency for FY 2017-18 funding	December 31, 2018
Annual Financial Audit Report due from each Eligible Agency (pursuant to PUC 99245)	December 31 st of each year
Proposed FY 2018-19 and Beyond	

SCO releases estimated amounts for each potential recipient for the upcoming Fiscal Year	No later than each January 31 st
SCO releases revised estimate for current Fiscal Year	August 1 st
Project Lists due to the Department	September 1 st
List of Agencies with approved projects due from the Department to SCO	October 1 st
Quarterly Payments made (within each Fiscal Year)	1 st Quarter - November 2 nd Quarter - February 3 rd Quarter- May 4 th Quarter- August
Expenditure Reports due to the Department	December 31 st
Annual Financial Audit Report due from each Eligible Agency (pursuant to PUC 99245)	December 31 st

II. Funding

As specified in SB 1, the State of California imposes a transportation improvement fee, which is a supplemental charge on the registration of vehicles, as defined in subdivision (b) of Section 11050 of the Revenue & Taxation Code, effective on January 1, 2018.

A portion of the revenues generated from this fee, called the “Transportation Improvement Fee”, will be deposited into the Public Transportation Account which funds the STA Program, establishing the SGR Program. Funds from this program will be transferred to the SCO for allocation. The SCO will distribute program funds to each eligible recipient that meets program requirements on a quarterly basis.

III. Eligibility

1. Eligible Recipients

Eligible Recipients may include:

- A local agency including a transportation planning agency, county transportation commission, and the San Diego Metropolitan Transit Development Board, eligible for an allocation of SGR funds under the STA per Public Utilities Code (PUC), Section 99313.

Eligible Sub-Recipients may include:

- A transit operator including a rail transit, commuter rail, bus, or waterborne transit operator eligible for an allocation of SGR funds under the STA per PUC Section 99314.
- A local agency may sub-allocate SGR funds it receives to an entity operating local community transit services that is otherwise ineligible to directly receive SGR funds.

Eligible Recipients included in SCO’s annual SGR apportionment letter must prepare and submit a project list to qualify for funding or apportionments.

Eligible recipients assume responsibility and accountability for the use and expenditure of program funds. Applicants must comply with all relevant federal and state laws, regulation, policies and procedures.

2. Eligible Projects

SGR funds are available for capital projects that maintain the public transit system in a state of good repair. Statutes list the projects eligible for SGR funding, which are:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation or modernization of the existing vehicles or facilities.
- The design, acquisition and construction of new vehicles or facilities that improve existing transit services.
- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Examples include, but are not limited to, the following:

- Replacement or rehabilitation of:
 - Rolling stock
 - Passenger stations and terminals
 - Security equipment and systems
 - Maintenance facilities and equipment
 - Ferry vessels
 - Rail
- Preventative Maintenance
- New maintenance facilities or maintenance equipment if needed to maintain the existing transit service

The Department may approve other appropriate replacement and rehabilitations projects not listed here. Projects that solely expand capacity or service are not eligible projects. However, expansion of capacity within replacement projects to meet current or projected short-term service needs (for example replacing a maintenance facility with a larger facility, or replacing a bus with a larger bus) are eligible.

The SGR Program is a transit capital program. Transit operations, transit agency administration, and program management are **not** allowable. The following project phases are **not** allowable as a stand-alone project:

- Pre-planning
- Planning
- Environmental

Expenditures on these construction development phases are allowable when included in a large project. Project development costs should not exceed 20% of the total estimated project cost.

Eligible recipients must have the financial means to maintain and operate project services and the ability to accept their legal liabilities and fulfill financial obligations for the project's useful life.

IV. Project List Submittal

Pursuant to Public Utilities Code 99312.1(d)(1) prior to receiving an apportionment of the SGR monies from the SCO in a given fiscal year, a potential recipient must submit a list of projects proposed to be funded with SGR funds. The initial SGR Program project list must be submitted to the Department by January 19, 2018 for an agency to be eligible to receive FY 2017-18 SGR funding. If a potential recipient misses the January 19, 2018 submittal, or submits incomplete information, it may submit a compliant list by April 19, 2018 to be eligible for allocation in the following quarter. Note, the SCO will allocate all the revenue in the first quarter only to those potential recipients that have submitted timely and complete information. In subsequent years, a project list will be due to the Department on September 1st each year.

1. Required Documents from Potential Recipients

Each potential recipient must submit the following two documents to the Department prior to receiving their first allocation. This is a one-time requirement. However, a re-submittal of an amended Authorized Agent form is required once a local agency has a personnel change.

- **Authorized Agent Form**

The executive authority of the potential recipient must submit a signed and dated Authorized Agent Form identifying the agent who has the authority to act on behalf the Agency.

- **Certifications and Assurances:**

Each potential recipient must submit a signed, dated, and Board Approved Certifications and Assurances document.

Original signed documents should be mailed to:

State of Good Repair Program
California Department of Transportation
Division of Rail and Mass Transportation, MS 39
P.O. Box 942874
Sacramento, CA 94274-0001

2. Content and Format of Project List

Each potential recipient shall submit a list of projects to the Department including the following:

- A signed cover letter on agency letterhead, with original signature authorizing and approving the list of projects for funding.
- A signed and dated board resolution authorizing the list of projects for SGR funding commitment, or a copy of a publicly adopted document listing the applicable projects such as the Short Range Transit Plan.
- A proposed List of Projects to utilize at a minimum the estimated amount of funding available to the agency for the upcoming fiscal year. The potential recipient may include project information for future fiscal years but are expected to update the project list as needed each fiscal year and submit each year to the Department. This list must include the following information:
 1. Project Title
 2. Proposed Project Description (Scope of Work)
 3. Proposed Project Schedule (Start to Completion)
 4. Project Location
 5. Estimated Project Cost by Fiscal Year
 6. Estimated Useful Life of the Improvement
 7. Description of Projected Benefit Outcome
 8. Additional Project information required on the Project List template.
- Reporting on projects or service funded by the SB 1 Allocation pursuant to Public Utilities Code Section 99312.1(a).

If a recipient agency determines it wants to spend an allocation on a different project that was not included on an approved project list, it shall submit a modified project list to the Department. This new project list should be submitted along with a board approved resolution or any other publically adopted document as necessary. The Department shall respond within 30 days to the recipient agency, and once approved by the Department, the recipient agency may expend funds on the substitute project.

A SGR recipient agency may choose to contribute its fund apportionment (partial or whole) to a sub-recipient to carry out a project consistent with the Program's goals and objectives. The contributing agency must list the project on their own project list indicating the sub recipient. Funds can only be allocated from the SCO to the contributing agency's designated transportation planning agency, county transportation commission, or the San Diego Metropolitan Transit Development Board. The local agency must make their own arrangements for sub-allocation of funds to the alternate agency. The Department is not responsible for tracking funding agreements (borrowing, loaning, delegating, relinquishing funds, etc.) between the contributing and sub-recipient agencies. A pass-through arrangement to a sub-recipient does not relieve the contributing agency of its responsibilities to carry out the terms and conditions of the Program. The contributing agency is responsible for ensuring the project is completed as described on the project list and in compliance with all items in the Certifications and Assurances document.

3. Fund Accruals

If a potential recipient is not prepared to initiate a project in the current fiscal year, it may submit a project list that includes a substantial project scheduled to begin at a later date. Potential recipients must submit a project list every year or risk losing their share of the year's apportionment. The SCO will allocate each year's funding according to the regular quarterly payment schedule allowing the agency to accrue the needed funds and then begin on the project. Funds are expected to be expended within four years of receipt.

If an agency intends to hold funds for a more substantial project in the future, the agency must continue to submit a full project list each fiscal year. Eligible agencies who do not submit an annual project list will forfeit their apportionment for that specific fiscal year. Forfeited funds will be distributed amongst those agencies who have submitted their project lists.

4. Project List Submittal Information

All agencies must submit a project list and all supporting documentation by January 19, 2018 to the Department to be eligible for FY 2017-18 funding. Future year project lists will be due each September 1st. Project lists, supporting documentation or any questions may be remitted electronically to: SB1SGRcomments@dot.ca.gov.

If an agency misses the initial project list submittal deadline, the Department may accept a late project list to be considered for the following quarter of funding, however, funds from the first quarter will be allocated to other agencies.

V. Project List Approval, Allocation, and Delivery

1. Project List Approval

The Department will review and approve each project list that meets the requirements and objectives of the SGR Program. The Department will provide a list of eligible recipients with approved project lists to the SCO who are eligible to receive an apportionment of funds for the applicable fiscal year. This list of approved recipients and projects will be posted on the Department's State of Good Repair website: <http://www.dot.ca.gov/drmt/spstasgr.html>.

2. Allocation

After receiving the list of eligible recipients with approved projects from the Department, the SCO will apply the formula pursuant to PUC sections 99313 and 99314 including only those eligible recipients. The SCO will issue and release payments to the eligible recipient's County Treasurer's Office on a quarterly basis. Each county is expected to sub-allocate the funding pursuant to PUC 99314 to the applicable transit operator according to the amounts provided by the Controller.

Upon the receipt of funds, eligible recipients should deposit their SGR funds into a bank account dedicated only to SGR funds for transparency of fund receipt. If a separate account is not possible, the agency must show documents or a subaccount dedicated to SGR funds. Agencies will be asked to report the amount of accrued interest on allocated SGR funds. Interest can only be used on approved SGR projects.

3. Project Delivery

Each agency's project list shall not limit its flexibility to fund listed projects in accordance with local needs and priorities. If a recipient agency determines it wants to spend an allocation on a different project that was not included on an approved project list, it shall submit a modified project list to the Department. The Department shall respond within 30 days to the recipient agency, and once approved by the Department, the recipient agency may expend funds on the substitute project.

Funds are expected to be expended within four years of receipt. Any funds left unexpended at the end of the fiscal year should be applied to a project on the subsequent year's project list. Unexpended funds must be listed on the project list submitted each year until fully expended.

Eligible expenditures include costs directly related to construction or acquisition (design, construction, vehicle or equipment procurement).

VI. Project Status Reporting and Expenditure Reporting

Each year recipient agencies are required to submit a report on the activities and progress made toward implementation of SGR funded project(s) to the Department. The purpose of the reports is to ensure projects achieve the intended goals of the Program, are executed in a timely manner, and within the scope and budget identified.

1. Annual Expenditure Report

Eligible agencies must report on all SGR expenditures by December 31 each year. Given the emphasis SB 1 places on accountability and transparency, agencies are encouraged to clearly articulate how these funds are being utilized to provide a benefit to the public. The report must include the total amount of SGR funding received during the fiscal year and the amount of funding expended or carried over. If a balance of SGR funds are carried over to a future year, they must be listed on each year's report until fully expended. The report must include yearly progress on each funded project and the benefits achieved for each project once it is completed. This includes:

- Project Title
- Detailed Project Description (Scope of Work)
- Updated Project Schedule of Completion
- Project Location
- Actual Expenditures per Project
- Useful Life of the Project Improvement
- Description of Projected Benefit Outcome

In addition to the above, recipients may be asked to provide supplemental reporting on all State Transit Assistance funding received per fiscal year to allow for transparency and accountability of all SB 1 expenditures. Agencies will be asked to report on the general uses of all STA expenditures. All reports must reflect accurate and complete information. Any incomplete or inaccurate reports will not be accepted by the Department.

2. Financial Audit Report

Annual audit of public transportation operators required under the Transportation Development Act (TDA), per PUC 99245, must include verification of receipt and appropriate expenditure of funds. Any entity receiving SGR funds in a fiscal year for which a TDA Audit is conducted must submit a copy of the audit to the Department within six months after the close of the fiscal year (by December 31). SGR recipients may request a 90-day extension from the December 31st deadline to March 31st. They must notify the Department in writing via email or a formal letter.

3. SB 1 Accountability Reporting

Information from submitted reports will be provided to the public via the Department's SB1 accountability website. It is important the Department receives timely reports from each eligible recipient in order to demonstrate the benefits of the SGR Program to the public.

Additional reporting requirements may be added as needed to meet accountability measures.

VII. Spot Audits

All recipients and sub recipients are subject to an audit. The Department, the Bureau of State Audits, and their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Program's recipients and sub recipients. All recipients and sub recipients must maintain program records for possible audit for a minimum of three (3) years after final payment, unless a longer period of record retention is stipulated. Recipients and sub recipients shall allow the auditor(s) access to such records during normal business hours and allow interviews of any employees who might reasonably have information related to such records. Further, recipients and sub recipients must agree to include a similar right of the State to audit records and interview staff in any subcontract related to projects under the SGR Program.

Appendix A – State of Good Repair Project List Form (in development)

The SGR Program’s project list may include the elements mandated by statute: description, location, schedule for completion and useful life elements. However, the project list as described may include more detailed project information required by the Program.

Appendix B – State of Good Repair Completed Expenditure Report Form (in development)

The Expenditure Form described below, but more detailed information may be required by the Program.

General Information:

- City / County Name
- Point of Contact Information
- Legislative District(s)
- Fiscal Year

Completed Project:

- Project Title
- Project Description
 - Brief description (up to 5 sentences) written an understandable manner, which includes a quantifiable measurement about the project.
 - Geolocation information should be provided if available
- Project Location
 - Must be specific as possible (i.e. street names, project termini)
- Project Expenditure
 - Enter amount of SGR funds expended on the project and the total project cost
- Project Completion Date
 - Month and year the project is completed
 - Enter status update on multi-year projects
 - Enter expected completion date
- Project’s Estimated Benefits/Performance Outcomes
 - Provide clear legible information
 - Based on industry standards
- Signage
 - Provide signature of designated authority on the form

AGENDA ITEM IV – C
STAFF REPORT

CONNECT CARD IMPLEMENTATION UPDATE

BACKGROUND

Yuba-Sutter Transit has long participated in a working group of local transit service providers lead by the Sacramento Area Council of Governments (SACOG) to implement a universal electronic transit fare card system in the Sacramento region. A universal or “smart card” system allows passengers to travel seamlessly between multiple transit operators with just one card while purchasing the appropriate fare or pass on all systems with each system receiving the appropriate amount of revenue in return for each trip. The Board authorized execution of a Memorandum of Understanding (MOU) in 2010 to fully participate in the Connect Card program and a second MOU to establish the roles, responsibilities and financial obligations for the on-going operation and maintenance of the program was approved in March 2017.

In addition to Yuba-Sutter Transit, this program includes the Sacramento Regional Transit District (RT), El Dorado County Transit, Elk Grove Transit, Folsom Transit, Placer County Transit, Roseville Transit, South Sacramento County Transit and Yolo County Transit. After years of system planning, design, development and testing; implementation began in November 2016 with a two-phase soft launch with a relatively small number of passengers using Connect Cards in live service with real fare products and actual cash first on RT and then on the other operators in late January followed by full public roll-out on June 15th.

The Connect Card system has multiple benefits for transit passengers as well as the participating agencies. In the past, riders must pay their fare using either paper media (e.g., passes, tickets, transfers) purchased at limited distribution sites or with cash using exact change. The new system provides passenger more flexibility and new protections – passes or cash can be added from any Internet connection at home, work or on the run; passes or cash can be auto loaded when expiring or balances are diminished; passes and cash balances are protected as lost, damaged or stolen cards can be restored; and, exact change is no longer needed for cash fares. Transit operators pay a high cost to secure and process paper media (e.g., order, print, ship, distribute, collect and destroy media) and cash (e.g., collect, count, secure, deposit coins and currency) so electronic fare collection is an opportunity to reduce operating costs, improve controls, reduce fraud and streamline business processes. For Yuba-Sutter Transit, the new Connect Card leverages outside revenue sources for new operating benefits such as faster boarding; reduced cash handling; elimination of most paper fare products; reduced fare evasion; and, the potential for new fare products in the future such as daily, weekly or thirty day passes.

In addition to the two MOU’s, previous Connect Card related Board actions include the August 2012 approval of specific fare policies to maximize the benefits of the Connect Card; the April 2014 approval of a transition plan to bridge the period between the initial public roll-out and full conversion to the new system; and, the September 2016 and April 2017 revisions to the transition plan that were necessary with a two-step roll-out of the system. This plan is intended as a guide

for both Yuba-Sutter Transit and its passengers to allow a reasonable time for the transition to the new system while not providing incentives to delay that process and minimizing the financial impact of this transition period on our operation.

IMPLEMENTATION PLAN AND SCHEDULE UPDATE

Now three months after the full public roll-out and eight months after the systemwide soft-launch, the nine participating operators have made significant progress in implementing the new Connect Card system with total sales of approximately \$448,000 in September (up 21 percent over August) and earned revenue of approximately \$343,000 (also up 21 percent over August). After RT with 90,119 Connect Card boardings in September, Yuba-Sutter Transit was the most active of the participating operators with 14,190 Connect Card boardings which represented 15.4 percent of our September passenger trips.

Three local retail outlets are now available for passengers to load monthly passes or cash value to their Connect Card – the two county libraries and the Yuba College bookstore. These retail outlets, along with the Yuba-Sutter Transit Administrative Office, are especially important for those who either do not have electronic payment options or chose not to conduct business on-line for whatever reason. In addition, a growing number of corporate Connect Card accounts have been established region wide among employers and programs to facilitate the management of Connect Card accounts for large numbers of employees or consumers.

While general public Connect Cards can be requested and issued on-line from the Regional Connect Card Service Center as well as from any retail outlet, discount Connect Cards must be processed in person by each transit operator because they are also a photo identification card for proof of eligibility for any applicable discount senior, disabled or youth fare. To date, Yuba-Sutter Transit has issued 929 discount photo ID Connect Cards of the projected 3,000 discount photo ID cards that we anticipate will ultimately be issued by the end of 2018. Nearly two-thirds of all previous senior and disabled photo ID cards will be expiring on December 31st so those two discount fare groups will soon largely be converted, but we have never required a discount photo ID card for youth fares so that group is moving much slower. The pace of this process is expected to quicken significantly as we approach full system conversion as monthly passes will then be available only on a Connect Card.

Toward that end, attached is a copy of the adopted transition plan with all revisions to the previous version noted in red type as the plan has been revised with updated milestone dates that became known only with the full public roll-out of the system on June 15th and to reflect current program conditions and projections. The transition plan continues to compare the previous fare policy with the various stages of program implementation from soft-launch through full conversion to encourage passengers to quickly move from paper and cash based fares to the new Connect Card based system.

The major addition to the transition plan is a new “Pre-Conversion” step that was necessitated in part by RT’s decision to phase out the sale of paper monthly passes from their retail outlets by December as well as a request from one of Yuba-Sutter Transit’s outlets to do the same. As a result, paper Yuba-Sutter Transit and RT monthly passes will no longer be sold in any of our

three retail outlets beginning with the sale of January passes after which time they will only be available directly from Yuba-Sutter Transit. This step will also encourage more passengers to convert to the Connect Card which can be loaded on-line or at any sales outlet in advance of the upcoming full system conversion after which paper passes and local fixed route transfers will no longer be issued.

Pursuant to the adopted transition plan, monthly paper passes and local fixed route transfers were to be sold and accepted for at least six months following the public roll-out subject to extension at the discretion of the Transit Manager on a month-to-month basis for up to six additional months if it becomes apparent that an earlier date would create an unreasonable hardship on passengers. As noted in the revised transition plan, depending on the actual conversion rate, staff is now anticipating that full conversion will be effective as early as April 1, 2018, but no later than July 1, 2018.

Staff will be prepared at the meeting to discuss the Connect Card implementation plan and schedule in detail and will continue to provide regular updates on the transition process.

RECOMMENDATION: Information only.

P:\yst agenda items\Connect Card Update IV-C 10-19-17.doc

CONNECT CARD TRANSITION PLAN
REVISED OCTOBER 19, 2017

	Paper Monthly Passes	Monthly Pass Grace Period (Paper or Electronic)	\$10 Discount Ticket Books (\$12 Value)*	Daily Cap -- Three Times the Applicable Cash Fare (Local Fixed Routes Only)	Local Fixed Route Transfers	\$10 Ticket Sheets (No Discount)	Individual Single Ride Face Value Tickets	20-Ride Sacramento Punch Cards (No Discount)*	Old Discount Photo ID Cards -- Up to 3 Year Eligibility (Senior & Disabled)	Connect Card Discount Photo ID Cards -- Up to 5 Year Eligibility (Senior/ Disabled/Youth)	Replacement of Lost or Stolen Cards
Previous Fare Policy	Sold and accepted	First service day	Sold and accepted	Not available	Free transfers to another local route or Dial-A-Ride (transfers cannot be exchanged for a transfer)	Not available	Sold and accepted as cash fare on all services	Sold and accepted	Sold (\$5 each) & accepted until expired (Expiring 2016 cards have been extended through 2017)	Not available	\$5 Discount Cards
Yuba-Sutter Transit Soft Launch Policy (Effective January 24, 2017)	Sold and accepted	First calendar day for Connect Card holders only -- first service day for paper pass holders	Sold and accepted (no daily cap available)	Available only with a valid Connect Card (tracked only for the card holder, cannot be applied to additional riders on the same card)	Free transfers to another local route or Dial-A-Ride if no Connect Card is used (transfers cannot be exchanged for a transfer & no daily cap is available)	Not available	Sold and accepted as cash fare on all services (no daily cap available)	Sold and accepted	Accepted until expired for discount fares (cash or paper monthly passes & no daily cap is available on cash fares)	Issued at no charge to newly eligible or in exchange for an old, but still valid Yuba-Sutter Transit photo ID card	\$5 All Cards
Full Public Roll-Out Policy (Effective June 15, 2017)	Sold and accepted	First calendar day for all passes (Effective July 1, 2017)	Not sold, but will continue to be accepted or exchanged for monthly pass credit through June 30, 2018 (no daily cap available)	Available only with a valid Connect Card (tracked only for the card holder, cannot be applied to additional riders on the same card)	Free transfers to another local route or Dial-A-Ride if no Connect Card is used (transfers cannot be exchanged for a transfer & no daily cap is available)	Sold and accepted as cash fare on all services (no daily cap available)	Sold and accepted as cash fare on all services (no daily cap available)	Not sold, but will continue to be accepted or exchanged for monthly pass credit through June 30, 2018	Accepted until expired for discount fares (cash or paper monthly passes & no daily cap is available on cash fares)	Issued at no charge to newly eligible or in exchange for an old, but still valid Yuba-Sutter Transit photo ID card	\$5 All Cards
Pre-Conversion Policy (Effective December 18, 2017)	While still accepted on buses, paper passes will not be available in sales outlets and sold only in the Yuba-Sutter Transit office	First calendar day for all passes	Not sold, but will continue to be accepted or exchanged for monthly pass credit through June 30, 2018 (no daily cap available)	Available only with a valid Connect Card (tracked only for the card holder, cannot be applied to additional riders on the same card)	Free transfers to another local route or Dial-A-Ride if no Connect Card is used (transfers cannot be exchanged for a transfer & no daily cap is available)	Sold and accepted as cash fare on all services (no daily cap available)	Sold and accepted as cash fare on all services (no daily cap available)	Not sold, but will continue to be accepted or exchanged for monthly pass credit through June 30, 2018	Accepted until expired for discount fares (cash or paper monthly passes & no daily cap is available on cash fares)	Issued at no charge to newly eligible or in exchange for an old, but still valid Yuba-Sutter Transit photo ID card	\$5 All Cards
Full Conversion Policy (Tentatively April 1, 2018, but no later than July 1, 2018)	Not sold or accepted	First calendar day	Not sold, but will continue to be accepted or exchanged for monthly pass credit through June 30, 2018 (no daily cap available)	Available only with a valid Connect Card (tracked only for the card holder, cannot be applied to additional riders on the same card)	No transfers	Sold and accepted as cash fare on all services (no daily cap available)	Sold and accepted as cash fare on all services (no daily cap available)	Not sold, but will continue to be accepted or exchanged for monthly pass credit through June 30, 2018	Accepted until expired for discount cash fares only (no daily cap is available on cash fares)	Sold to newly eligible at \$5 each or exchanged at no charge for an old, but still valid Yuba-Sutter Transit photo ID card	\$5 All Cards

*Through June 30, 2018, unused \$10 discount ticket books and 20-ride Sacramento punch cards can be exchanged for the original purchase price only for Connect Card credit toward the purchase of Yuba-Sutter Transit pass products.