



## MEETING NOTICE & AGENDA

**DATE:** Thursday, April 15, 2021

**TIME:** 4:00 P.M.

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

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

<https://us02web.zoom.us/j/82345729198?pwd=bHhIOUVZemtBZDIwc1VINGhHRFF2Zz09>

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

Meeting ID: 823 4572 9198

Passcode: 152261

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

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

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

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

### I. Call to Order & Roll Call

Bains, Blaser, Buttacavoli, Fuhrer, Harris, Hudson (Vice-Chair), Micheli and Shaw (Chair)

### II. Public Business from the Floor

Members of the public may address the Authority on items of interest that are within the Authority's jurisdiction and are not on the agenda for this meeting. Public comment regarding agenda items will be permitted as each agenda item is considered by the Board.

### III. Consent Calendar

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

- A. Minutes from the Regular Meeting of March 18, 2021. (Attachment)
- B. Disbursement List for March 2021. (Attachment)
- C. Monthly Performance Report for March 2021. (Attachment)
- D. Transit Worker Appreciation Proclamation. (Attachment)

### IV. Reports

- A. **Next Generation Transit Facility Project.** (Attachment)

RECOMMENDATION: Direct staff as desired.

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

**[www.yubasuttertransit.com](http://www.yubasuttertransit.com)**

**B. Regional Housing Authority Affordable Housing & Sustainable Communities (AHSC) Grant Application.**  
(Attachment)

RECOMMENDATION: Authorize execution of a Cooperative Agreement with the Regional Housing Authority for the AHSC Grant Application as proposed.

**C. State of Good Repair (SGR) Project Designation.** Project discussion and consideration for the FY 2021/2022 cycle of SGR funding under the California Road Repair and Accountability Act of 2017 (SB 1). (Attachment)

RECOMMENDATION: Adopt Resolution No. 4-21 approving the submittal of Yuba-Sutter Transit's FY 2021/2022 SGR Project List as proposed or amended.

**D. Project & Program Updates.**

1. COVID-19 Impacts & Response (Free Rides for COVID-19 Vaccinations)
2. FY 2021-22 Operating & Capital Budget Development

RECOMMENDATION: Information only.

**V. Correspondence / Information**

**VI. Other Business**

**VII. Closed Session**

**A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957.**  
Position Title: Transit Manager

**B. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8.** Conference with Transit Manger (Agency Negotiator) and legal counsel to discuss price and terms of purchase for property located at 6035 Avondale Avenue, Linda (APN 020-030-048). Negotiating Parties: John Taylor for Carole Brazil

**VII. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR 4:00 P.M. ON THURSDAY, MAY 20, 2021  
IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED**

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  
MARCH 18, 2021**

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

Present: Bains, Blaser, Buttacavoli, Fuhrer, Harris (4:04), Micheli, and Shaw (Chair)

Absent: Hudson

**II. Public Business from the Floor**

None.

**III. Consent Calendar**

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

**IV. Reports**

**A. Next Generation Transit Facility Project.**

Prior to the presentation of the Ad Hoc Committee recommendations, Director Bains recused himself from the discussion. Chairman Shaw asked Director Micheli to replace Director Bains on the ad hoc committee for any other meetings or discussions. Director Micheli accepted the appointment.

Martin presented the recommendations from the March 1, 2021 meeting of the Ad Hoc Facility Committee. The top three sites were presented to the committee and after careful consideration of site size and configuration; land price; and development and construction costs; Site 3 located at 6035 Avondale Avenue in Linda is the committee's recommendation as the preferred site for the replacement transit facility. This site is currently available for purchase and at the listed price could be purchased without federal funds which will expedite the process since the Caltrans Highway 70 expansion project will require the relocation of the current facility by 2024 or 2025.

Ad Hoc Committee member Buttacovoli stated that the biggest factors for him to recommend Site 3 were the lower price of the site compared to the others considered and the fact that it could be purchased with current funds to avoid any delay in moving forward with the project.

Ad Hoc Committee member Harris concurred with those statements and the overall recommendation.

Director Blaser asked about the elevation of the property in relation to any possible flooding issues. Director Harris stated that it is a higher elevation than the Walmart property. Blaser asked if the building will be one or two stories in size. Martin responded that the conceptual plans assumed a single-story building for space planning purposes, but that part of the facility plan was to look at flood protection and that issue will be considered further during the design and engineering of the facility.

Director Fuhrer asked why Director Bains had recused himself. Martin responded that Director Bains and/or his family has an interest in another site that was being considered. Although it was not one of the three top-ranked sites, until a property is acquired all sites remain in consideration. Director Fuhrer also asked if there would be any issues with the nine homes that abut Site 3. Martin responded that county staff has not expressed any significant concerns and the noise or visual impact of the facility on these single-story homes would certainly be addressed in the design to include a high masonry sound wall.

Director Buttacavoli made a motion to select the property at 6035 Avondale Avenue, Marysville, CA as the preferred site for a replacement maintenance, operations, and administration facility; to authorize staff to draft and submit a Letter of Intent to purchase the subject site pending appraisal and environmental review; and authorize staff to solicit quotes and select a qualified appraiser to ascertain the current fair market value of the property and qualified Registered Environmental Assessor to conduct a Phase 1 Environmental Site Assessment (ESA) and the appropriate environmental document for the project. Director Harris seconded the motion and it carried unanimously.

Martin reviewed the next steps for the project including producing a letter of intent to purchase the property and securing a consultant for the Phase 1 environmental study. Assuming the appraisal and environmental review support proceeding with this site, the Board would be asked to authorize the start of negotiations and the final contract would require Board approval.

**B. Preliminary Draft Yuba-Sutter Transit Operating and Capital Budgets for FY 2021-22.**

Martin introduced the preliminary draft of the Yuba-Sutter Transit Operating and Capital Budget for FY 2021-22. The agency JPA requires a preliminary draft to be submitted to the Board by March each fiscal year with the final budget to be adopted by the end of May. Martin noted that the projected year-end operating expenses for FY 2021 are now expected to be 5.3 percent less than what had been budgeted due to a decrease in COVID related expenses as well as a decrease in projected fuel expenses with lower than anticipated fuel prices.

Recent changes that will be incorporated into the final draft budget include the American Rescue Plan funds which will add \$1.57 million in urban funds and nearly \$500,000 in rural funds to the revenue stream. On the service side, the recently announced reopening of schools for students in 6<sup>th</sup> through 12<sup>th</sup> grades may require the operation of additional service hours in both the projected budget for FY 2021 as well as the final draft budget for FY 2022. He also noted that the facility project will now be the singular priority focus for the agency and will dominate the budget for the next few years.

Director Shaw recommended once the budget is adopted in May that it be revisited in August or sooner if necessary due to the changing circumstances due to the American Rescue Plan and the facility project. There were no further questions and Martin stated that a budget update may be on the agenda for the April meeting and a special budget workshop could still be scheduled for late-April or early-May if necessary.

**C. Authorizing Resolution for Federal Transit Administration (FTA) Grant Documents.**

Director Bains made a motion to adopt Resolution 2-21 authorizing the Transit Manager, or their designee, to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317, 5339 and BUILD as submitted. Director Buttacavoli seconded the motion and it carried unanimously.

**D. Annual Authorization for the Transit Manager to Certify as Counsel for Federal Transit Administration (FTA) Grants.**

Director Bains made a motion to adopt Resolution 3-21 authoring the Transit Manager to certify as counsel for FTA grants as proposed. Director Micheli seconded the motion and it carried unanimously.

**E. Project & Program Updates**

**1. COVID-19 Impacts & Response**

Martin discussed the impacts of COVID-19 one year into the pandemic noting that Yuba City schools are preparing to open for 6th through 12th grades on March 23<sup>rd</sup> and that Marysville will be reopening in early April. Because neither district will be providing general school bus transport, Yuba-Sutter Transit could become the default bus service for students needing transportation. The expected increase in ridership could result in passengers being left behind due to the current 12 passenger limit. While the passenger limit is not a regulation, it is a best practice to encourage social distancing.

In anticipation of regularly exceeding the current on-board passenger limit as schools reopen, staff is proposing to informally waive the limit to determine the actual impact before any changes are made in the amount of service being provided. This is important because our contractor's ability to suddenly increase service is hampered by staffing availability after a year of reduced service. Staff has been in discussion with both school districts about the possibility of seeking funding from them if additional service is needed. If buses are at capacity during peak periods, one option is to add trailer buses following the regular route to carry the extra passengers. Another option is to return Route 2 to the half-hour weekday service frequency that was operated pre-COVID. In addition, without a strict passenger limit, the Route 1 Express service may no longer be needed, and those two buses could be re-allocated elsewhere.

There were no questions from the Board, but Director Buttacavoli stated that the options were covered very well and that he would be in favor of moving forward with those suggestions.

Martin discussed an issue regarding Marysville Joint Unified School District's foothill students noting that before the pandemic the district was transporting 160 students per day to Marysville High School from the foothills to Marysville. The absence of school bus service may add demand on Yuba-Sutter Transit's Foothill Route which is operated with just one 16 passenger bus. In addition, MJUSD will be in session Tuesday through Friday and the Foothill Route only runs Tuesday through Thursday. Options include use one or more larger buses and adding Friday service if necessary, but funding has been requested from the district if additional service is added.

Finally, Martin proposed offering free rides for those travelling to and from COVID vaccination appointments. This service is now being offered by several transit services elsewhere and the Bi-County Public Health Department is very supportive. As proposed, the service would be offered through the end of June and then be reevaluated to determine if it needs to continue. While it would be available on all services, it is not expected to result in a big increase in demand, but it would be a high-profile service that would take away one barrier for people to receive their vaccination. Riders would simply need to provide proof of appointment to the driver. With Board concurrence, the service would be effective starting Monday, March 22<sup>nd</sup>. Director Bains and Harris stated they thought it was a good idea and the board concurred with moving forward with the service. Martin thanked the Board for their support stating that a press release would be sent on Monday announcing the new service.

## **2. First annual Zero Emission Bus Report (Due March 31, 2021)**

Martin stated that the first report is due at the end of March. This annual report provides a baseline for how many zero emission buses are in the fleet which will be zero. A compliance plan is due July 1, 2023 and any bus orders made beginning January 2026 must include at least 25 percent zero emission buses. Beginning January 2029, all buses ordered must be zero emission buses.

Though not on the agenda, staff briefed the Board on a proposed grant application by the Regional Housing Authority for a major low-income housing project in Yuba City. This grant requires significant expenditures to reduce greenhouse gas emissions with transit playing a significant role in that process. Details on the project are expected to be presented to the Board in April, but as currently proposed it would include funding for the purchase three battery electric commuter buses and related charging equipment; two battery electric Dial-a-Ride buses and related charging equipment; and improvements and enhancements for up to eight bus stops in the Garden Highway area of Yuba City. It could also ultimately include additional solar capacity at the new facility to provide direct charging for the buses. Applications are due June 8<sup>th</sup> with award announcements expected in October 2021. This package of transit projects would provide an obvious financial benefit to the Yuba-Sutter Transit, improve the Housing Authority application, and make us more competitive for some facility fund sources.

## **V. Correspondence/Information**

**A.** Martin shared the article from Transit California's February 2021 publication featuring Yuba-Sutter Transit among other agencies recognizing the 2020 Transit Professional of the Year award that was given to frontline transit workers.

**B.** Martin shared the California Transit Association op-ed that was published in Capital Weekly regarding prioritizing transit workers for COVID-19 vaccinations. The association has been working for some time to elevate transit workers to the list of essential workers who are automatically eligible for vaccinations. Since the posting of the agenda, transit workers were added to the list on March 11<sup>th</sup>. Renick House, Storer Transit Systems General Manager, stated that it has been over two months since the last reported positive COVID test among employees and that approximately 18 to 20 employees have or are now in the process of being vaccinated.

Director Shaw expressed the Board's gratitude to all of the Yuba-Sutter Transit and Storer Transit Systems employees for all of the hard work that has been done over this past year.

## **VI. Other Business**

None.

## **VII. Adjournment**

The meeting was adjourned at 4:57 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 15, 2021 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**

**AGENDA ITEM III-B  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF MARCH 2021**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,793.90	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,148.47	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 34,316.06	PAYROLL	PAYROLL
EFT	\$ 1,525.97	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 37.12	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - FEBRUARY
EFT	\$ 294.44	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 668.19	PG&E	GAS
EFT	\$ 830.16	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS & MEMBERSHIP DUES
EFT	\$ 50.00	BRAD HUDSON	AD HOC COMMITTEE MEETING 3/1/21
EFT	\$ 400.00	FRANCOTYP-POSTALIA INC	POSTAGE RESET 3/11/21
EFT	\$ 259.77	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 270.35	PRIMEPAY	PAYROLL FEES - FEBRUARY 2021
EFT	\$ 50.00	KARM BAINS	BOARD MEETING 3/18/21
EFT	\$ 50.00	DON BLASER	BOARD MEETING 3/18/21
EFT	\$ 50.00	SETH FUHRER	BOARD MEETING 3/18/21
EFT	\$ 7,678.41	WSP USA	NEXT GEN FACILITY PLAN SERVICES FEB 21
EFT	\$ 136.18	ELAVON	MERCHANT SERVICE FEE - MARCH
17493	\$ 324.43	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES FEBRUARY 21
17494	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL FEBRUARY 21
17495	\$ 50.00	BRUCE BUTTACAVOLI	AD HOC COMMITTEE MEETING 3/1/21
17496	\$ 168.87	FRANCOTYP-POSTALIA INC	POSTAGE RENTAL 2/16 - 5/15/21
17497	\$ 604.90	HANCOCK PETROLEUM ENGINEERING	REPAIRS ON PUMPS #1 AND #3
17498	\$ 460.78	HOTSY OF CALIFORNIA	RECIRCULATING PUMP REPAIR
17499	\$ 18,250.90	HUNT & SONS, INC	BUS FUEL - DYED DIESEL
17500	\$ 2,695.94	MISSION WATER COMPANY	WATER BOTTLE FILLER & INSTALLATION
17501	\$ 120.53	QUILL CORPORATION	OFFICE SUPPLIES - STAPLES, BINDER CLIPS, TISSUES
17502	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - FEBRUARY 2021
17503	\$ 3,007.43	RAMOS OIL COMPANY	BUS FUEL - GAS
17504	\$ 536.53	SC FUELS	DEF FLUID
17505	\$ 50.00	SHON HARRIS	AD HOC COMMITTEE MEETING 3/1/21
17506	\$ 5.80	STAPLES CREDIT PLAN	OFFICE SUPPLIES - WALL BUMPER
17507	\$ 463,631.71	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE 1/21
17508	\$ 450.00	STREAMLINE	WEBSITE SERVICES - MARCH 21
17509	\$ 1,559.16	T-MOBILE	WIFI SEVICES FOR BUSES - FEBRUARY 21
17510	\$ 2,074.47	TAPCO	50 ROUTE SIGNS
17511	\$ 3,712.34	TEHAMA TIRE SERVICES INC	TUBES/TIRES
17512	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPIER LEASE - FEBRUARY 21
17513	\$ 1,750.00	ALLIANT NETWORKING SERVICES	IT SERVICES - APRIL 21
17514	\$ 180.00	CHRIS JAEGER TESTING	ANNUAL BACKFLOW TESTING
17515	\$ 377.39	COMCAST BUSINESS	TELEPHONE SERVICES MARCH 21
17516	\$ 301.40	COMCAST BUSINESS	INTERNET SERVICE MARCH 21
17517	\$ 20,263.75	FLYERS ENERGY	BUS FUEL - DYED DIESEL
17518	\$ 385.20	HANCOCK PERTOLEUM ENGINEERING	REPAIRS ON PUMPS #1 AND #2
17519	\$ 1,511.17	PREMIER PRINT & MAIL	NEWSLETTER MASTERHEAD & ENVELOPES
17520	\$ 914.17	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17521	\$ 443.24	QUILL CORPORATION	JANITORIAL & OFFICE SUPPLIES
17522	\$ 2,332.82	RAMOS OIL COMPANY	BUS FUEL - GAS
17523	\$ 635.68	SC FUELS	DEF FLUID
17524	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL - MARCH 21
17525	\$ 4,906.85	STORER TRANSIT SYSTEMS	COVID-19 ADMIN HOURS REIMBURSEMENT FEB 21
17526	\$ 7,483.50	SUTTER BUTTES COMMUNICATION INC	SERVICE AGREEMENT & REPEATER FEE APR-JUN 21
17527	\$ 3,018.30	TEHAMA TIRE SERVICES INC	TUBES/TIRES
17528	\$ 50.00	BRUCE BUTTACAVOLI	BOARD MEETING 3/18/21
17529	\$ 50.00	DAVID SHAW	BOARD MEETING 3/18/21
17530	\$ 50.00	NICHOLAS MICHELI	BOARD MEETING 3/18/21
17531	\$ 50.00	SHON HARRIS	BOARD MEETING 3/18/21
	\$ 600,164.07		
<b>LAIF TRANSFERS</b>	\$ 130,000.00	TRANSFER FROM LAIF TO CHECKING (3/4)	

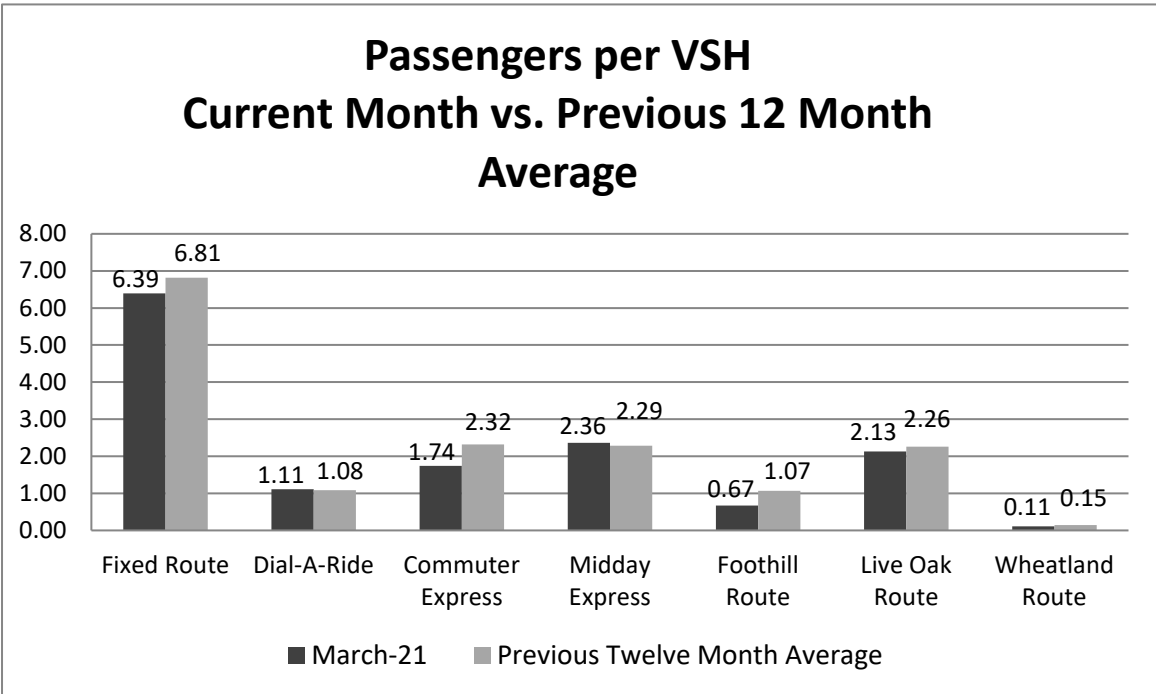
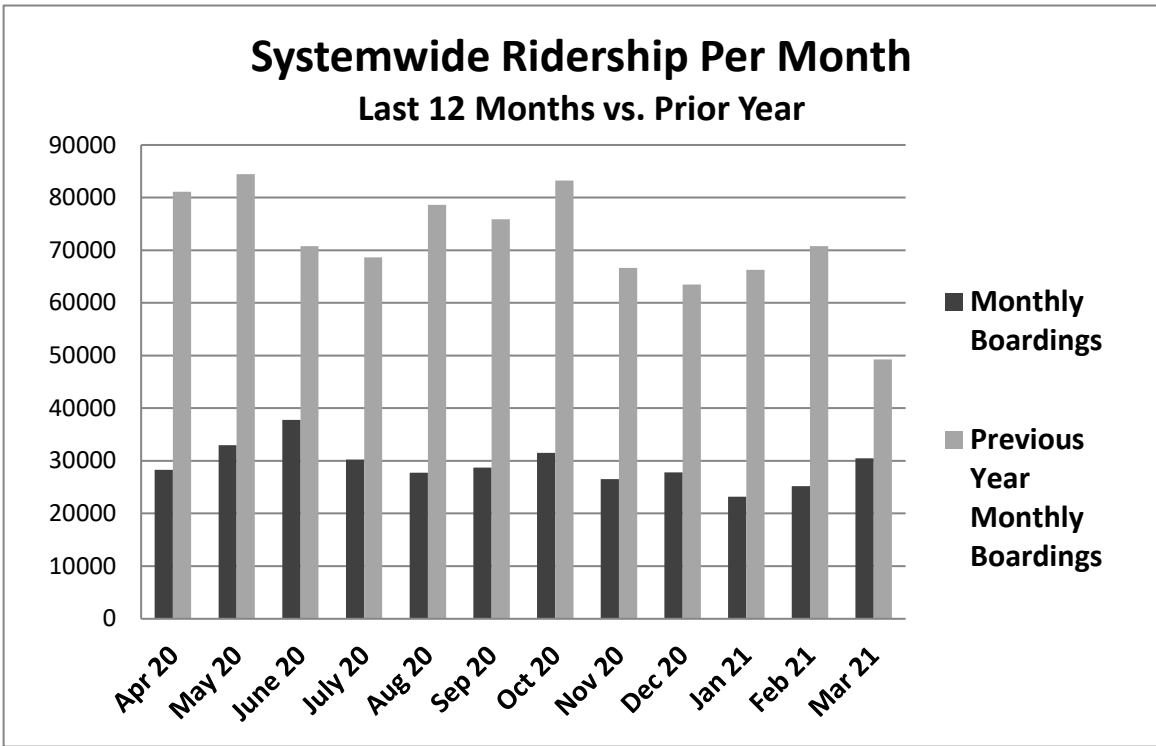
## AGENDA ITEM III - C

### MARCH 2021 PERFORMANCE REPORT

<b>Ridership:</b>	<b>March-21</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	27,088	26,978	221,919	477,940
Dial-A-Ride	1,526	1,481	13,014	37,828
Commuter Express	1,280	1,719	11,419	93,216
Midday Express	364	337	2,894	9,771
Foothill Route	58	83	717	1,163
Live Oak Route	169	169	1,444	2,871
Wheatland Route	5	6	53	103
<b>Total Ridership:</b>	<b>30,490</b>	<b>30,774</b>	<b>251,460</b>	<b>622,892</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	4,237.70	3,959.25	31,325.40	37,997.78
Dial-A-Ride	1,371.10	1,368.87	11,749.81	16,730.96
Commuter Express	734.68	740.87	5,514.44	9,400.75
Midday Express	154.11	147.47	1,171.45	1,444.24
Foothill Route	86.50	77.90	620.65	715.44
Live Oak Route	79.50	74.77	581.59	707.87
Wheatland Route	43.87	42.76	326.15	409.52
<b>Total VSH's:</b>	<b>6,707.46</b>	<b>6,411.89</b>	<b>51,289.49</b>	<b>67,406.56</b>
<b>Passengers Per Hour:</b>				
Fixed Route	6.39	6.81	7.08	12.58
Dial-A-Ride	1.11	1.08	1.11	2.26
Commuter Express	1.74	2.32	2.07	9.92
Midday Express	2.36	2.29	2.47	6.77
Foothill Route	0.67	1.07	1.16	1.63
Live Oak Route	2.13	2.26	2.48	4.06
Wheatland Route	0.11	0.15	0.16	0.25
<b>Total Passengers Per VSH:</b>	<b>4.55</b>	<b>4.80</b>	<b>4.90</b>	<b>9.24</b>



## MARCH 2021 PERFORMANCE REPORT





## PROCLAMATION

### IN APPRECIATION FOR THE FRONTLINE TRANSIT WORKERS OF STORER TRANSIT SYSTEMS – YUBA-SUTTER DIVISION DURING THE COVID-19 PANDEMIC

**WHEREAS,** since March 2020 and continuing to this day, the COVID-19 pandemic has wreaked havoc on our local residents, businesses and organizations;

**WHEREAS,** the safe, efficient and cost-effective operation of public transportation even during a pandemic plays an important role of getting people to and from where they need to go including work, school, medical appointments, grocery stores and other essential services making our community more accessible and equitable to all regardless of age, income or disability;

**WHEREAS,** throughout this pandemic, the employees of Yuba-Sutter Transit's contractor, Storer Transit Systems – Yuba-Sutter Division, continued on despite personal risk and family hardship; multiple service and fare policy changes; and shifting passenger policies and safety protocols to operate a quality service without interruption for the benefit of local residents by providing access to routine, essential and even critical services such as COVID-19 testing and vaccination appointments;

**WHEREAS,** these same men and women have always gone above and beyond the call of duty to safely operate our local public transit system day in and day out even in heavy rain, extreme heat, high winds, natural disasters and now during a global pandemic; and

**WHEREAS,** on November 19, 2020, the California Transit Association recognized frontline public transit workers – bus operators, maintenance technicians, utility workers, customer service representatives and road supervisors – as California's Transit Professionals of the Year for 2020.

**NOW, THEREFORE,** the Yuba-Sutter Transit Authority Board of Directors does hereby recognize and express their appreciation to the employees of Storer Transit Systems – Yuba-Sutter Division for their faithful and dedicated service to the Yuba-Sutter community during the COVID-19 pandemic of 2020 and 2021.

**IN WITNESS WHEREOF,** the foregoing proclamation was duly introduced and adopted by the Yuba-Sutter Transit Board of Directors at the regular meeting on this 15<sup>th</sup> day of April 2021.

Dave Shaw  
Chairman of the Board

Keith Martin  
Transit Manager

AGENDA ITEM IV – A  
STAFF REPORT

**NEXT GENERATION TRANSIT FACILITY PROJECT**

**Background**

Yuba-Sutter Transit received an Adaptation Planning Grant from Caltrans in 2019 to develop the Yuba-Sutter Transit Resilient Next Generation Transit Facility Plan. The need for this plan resulted from the December 2018 adoption of the Innovative Clean Transit Regulation by the California Air Resources Board. This regulation now requires that all new buses purchased in 2029 or thereafter be zero emission buses (ZEBs). In anticipation of this regulation, the current facility was earlier analyzed for suitability to house and operate ZEBs. That analysis found that space and power constraints limited the facility to just 12 ZEBs after which a new facility would be needed. In addition, the fully funded B Street (Highway 70) expansion project and the resulting railroad realignment for the necessary overcrossing improvements is now expected to render the current facility useless by or before 2025.

In December 2019, the international engineering and planning firm of WSP was hired to conduct a site selection analysis including the development of conceptual design criteria for a replacement facility and the evaluation of candidate sites to house Yuba-Sutter Transit for the next 30 – 50 years. This project began with the consultant team guiding staff through an exercise to establish a vision for the future facility. This information was fed into the development of the Space Needs Program that has since been incorporated into Section 2 (Design Criteria) of the Final Plan which includes detailed descriptions of the size and functionality of each room of the envisioned transit facility to serve as a guide for the future design and engineering work.

After the space needs were clearly defined, WSP worked with staff and a local commercial realtor to identify 16 potential sites of sufficient size within proximity (walking distance) of the existing service network. This list was then reduced to 10 candidate sites that were then processed through an extensive matrix of parameters that had been developed to score and rank each site. That analysis is now included in Section 1 (Site Selection & Climate Resiliency) of the Final Plan. Using the facility design criteria, WSP then developed conceptual site layouts for some of the top ranked sites to determine the relative fit and feasibility of the envisioned transit facility on each site.

The above work was presented by WSP in two working papers at the October 18, 2020 Board meeting marking the beginning of the public engagement process that was made more difficult by the on-going pandemic. To facilitate that process, a short project video was created and posted on the Yuba-Sutter Transit website along with the two working papers to introduce the project and highlight the top ranked sites for public input. All were publicized in a press release and in Yuba-Sutter Transit's newsletter inviting input from elected and appointed city and county officials; community stakeholders; and the public-at-large.

At the February 18<sup>th</sup> meeting, the consultant team presented the contents of what is now Section 3 (Funding Plan & Cash Flow Analysis) of the Final Plan. This section includes an exhaustive discussion of a variety of federal, state, regional and local funding options; detailed construction cost estimates; and a cash flow analysis for the development of the three top ranked sites with and without debt financing. These planning level cost estimates and funding plans were intended primarily for comparing sites as both will be significantly refined during the architectural and engineering process after the purchase of a site. The cost estimates were developed for both the ultimate master planned facility at full build-out for an all-electric fleet as well as for a scaled-down version in the initial build-out featuring the charging infrastructure for just four battery-electric buses. The funding plan was based only on the initial build-out scenario with an allowance for property acquisition under two different funding assumption

scenarios. The first assumes that there will be no gap in funding to complete the initial project while the second scenario assumes the use of gap financing to complete the initial project due to a shortfall in grant funding. An ad hoc committee was then established to work with staff on the development of a preferred site recommendation for future Board consideration.

The committee met on Monday, March 1<sup>st</sup> to further discuss and evaluate the top ranked sites for the purpose of making a preferred site recommendation. The committee was provided with a list of major pros and cons for each site that staff had compiled from the site evaluation process; additional information that had been received or updated since the February 18<sup>th</sup> meeting; and a summary of the key take-away comparisons for the three sites. Based on the combination of lowest purchase price, immediate availability, future flexibility, and ideal location; the ad hoc committee unanimously chose to recommend the property at 6035 Avondale Avenue in Linda as the preferred site for the replacement transit facility. At the March 18<sup>th</sup> meeting, Board accepted this recommendation and directed staff to initiate the necessary multi-step process before a final purchase decision can be made.

### **Current Project Status**

On Friday, March 19<sup>th</sup>, staff provided the property owner with an Intent to Purchase letter in which the acquisition procedures along with the principal rights and options available to the owner were detailed specifically noting that the agency has no intention of exercising the power of Eminent Domain to acquire the property. They were also informed that an appraisal will be necessary and that the services of a qualified firm will be secured to conduct a Phase 1 Environmental Site Assessment (ESA) to explore the geological setting, topography, past uses and history of property to determine the potential for water or soil contamination issues including the presence of underground storage tanks as well as the potential for wetland, endangered species, and historical resource issues. This same firm may also be tasked with completing the appropriate level of environmental document (CEQA/NEPA) for the project. Staff has since received the owner's written permission to enter the property along with a preliminary title report. Solicitations are now being circulated for appraisal and environmental services with proposals due on Friday, April 9<sup>th</sup> with award decisions possible as early as the week of April 12<sup>th</sup>. Assuming the site appraisal and ESA support proceeding with the purchase, the Board will be asked to approve a formal offer to the property owner to start negotiations and the final contract will be subject to Board ratification.

On the funding side, the project is being added to the Sacramento Area Council of Governments (SACOG) five-year Metropolitan Transportation Improvement Plan (MTIP) as part of an administrative amendment that will be approved on Tuesday, April 13<sup>th</sup>. While the project had long been identified in the 20-year Metropolitan Transportation Plan (MTP), this step is critical for the project to be eligible for most federal, state, and regional funding sources. As an example, staff is working with Congressman Garamendi's office on a proposed Member Designated Project for funding to cover the architectural and engineering portion of the project as part of the 2021 reauthorization of the FAST Act. Additional funding opportunities will be discussed later in this agenda, but the project funding plan will continue to be a work in progress throughout this process as funding opportunities arise.

No specific action is now being recommended, but staff and legal counsel will be prepared at the meeting to discuss the status of the project. Should it be necessary to discuss confidential information for the purpose of giving direction to staff regarding property negotiations, a closed session opportunity will be noticed on all future meetings until a property is purchased.

**RECOMMENDATION:** Direct staff as desired.

AGENDA ITEM IV – B  
STAFF REPORT

**REGIONAL HOUSING AUTHORITY AFFORDABLE HOUSING  
& SUSTAINABLE COMMUNITIES (AHSC) GRANT APPLICATION**

The Regional Housing Authority is working on a grant application through the Affordable Housing and Sustainable Communities (AHSC) program requesting \$30,000,000 to construct the proposed 176-unit Richland Village affordable housing apartment complex at 470 Bernard Drive in the Richland Housing area of Yuba City. Part of the application sets aside funding for Sustainable Transportation Infrastructure and Transportation Related Amenities to provide transportation benefit future residents of the development with points being awarded based on greenhouse gas (GHG) emissions savings. Consequently, the Regional Housing Authority along with their consultant reached out to Yuba-Sutter Transit staff to identify applicable transit system investments that would create a competitive application.

Attached for Board review and consideration is the draft Cooperative Agreement to establish the necessary partnership between the two agencies should the requested funding be awarded. The details of this partnership are covered in the agreement, but the Regional Housing Authority is committing to the contribution of up to \$3.9 million toward the purchase of three battery electric commuter buses and associated charging infrastructure; \$550,000 toward the purchase of two battery electric Dial-A-Ride shuttle vehicles and associated charging infrastructure; \$195,000 toward the enhancement of up to 10 bus stops; and \$1.9 million toward the installation of a solar collection system in the new facility to power these and future battery electric buses.

Staff is now recommending Board authorization to execute the attached agreement, but the scope is still subject to change as the application is finalized as the mix of investments may change to maximize GHG savings, application scoring and the likelihood of securing funding. Any significant change will be reported to the Board at the May 20<sup>th</sup> meeting as AHSC grant applications are due June 8<sup>th</sup>. An award decision is expected to be announced in the fall of 2021. If successful, the Regional Housing Authority is expected to execute a formal grant agreement in the fall of 2022 which will start the clock on a five-year expenditure period through the fall of 2027.

Legal counsel will have reviewed the draft agreement prior to the April 15<sup>th</sup> Board meeting and staff will be prepared at the meeting to discuss these projects, the draft cooperative agreement and the proposed grant application in detail.

**RECOMMENDATION:** Authorize execution of a Cooperative Agreement with the Regional Housing Authority for the AHSC Grant Application as proposed.

Attachment

COOPERATIVE AGREEMENT  
BETWEEN THE YUBA-SUTTER TRANSIT AUTHORITY  
AND THE REGIONAL HOUSING AUTHORITY FOR  
THE AFFORDABLE HOUSING AND SUSTAINABLE  
COMMUNITIES PROGRAM

This Cooperative Agreement (AGREEMENT) is entered into as of the 15th day of April 2021, between the Yuba-Sutter Transit Authority (AUTHORITY) and the Regional Housing Authority (DEVELOPER) each of which is referred to herein individually as "Party" and jointly as "Parties."

**RECITALS**

**WHEREAS**, The State of California, Department of Housing and Community Development (HCD) issued a Notice of Funding Availability dated February 26, 2021 (NOFA), under the Affordable Housing and Sustainable Communities (AHSC) Program; and

**WHEREAS**, DEVELOPER is applying for AHSC Funds in response to the NOFA to provide funding for development of the Richland Village Housing project (PROJECT) in the City of Yuba City. The PROJECT is to be described in more detail in the Final Application (APPLICATION) to be submitted to the AHSC Program by DEVELOPER on or by June 8, 2021; and

**WHEREAS**, The DEVELOPER is seeking an award from the AHSC Program in an aggregate amount of \$30,000,000 for development of the PROJECT, which includes a request for \$3,900,000 for the purpose of purchasing electric commuter buses and associated charging infrastructure (BUSES); \$550,000 for purchasing electric Dial-A-Ride Shuttle vehicles and associated charging infrastructure (VEHICLES); and \$1,900,000 for the installation of a solar charging system at the AUTHORITY'S new bus maintenance facility to power the AUTHORITY'S transit system (SOLAR) under the Sustainable Transportation Infrastructure (STI) portion of the AHSC Program. The DEVELOPER is also seeking in the same request an award for \$145,000 for upgraded local bus stops in the vicinity of the PROJECT and \$50,000 for the construction of a new bus stops near the proposed Transit Operations Facility (together BUS STOPS) under the Transportation Related Amenities (TRA) portion of the AHSC Program; and

**WHEREAS**, the AUTHORITY and DEVELOPER wish to cooperate on the submittal of the APPLICATION to allow the AUTHORITY to be reimbursed for the purchase of the BUSES, VEHICLES, SOLAR and BUS STOPS; and

**WHEREAS**, the AUTHORITY is not a direct applicant for the AHSC funds, but, as set forth herein, if and only if the APPLICATION is funded, will purchase the BUSES, VEHICLES, SOLAR and BUS STOPS to enhance transit service in and in close proximity to the PROJECT; and

**WHEREAS**, as the AUTHORITY is not a direct applicant of the funds, the AHSC Program requires the AUTHORITY and DEVELOPER to enter into this AGREEMENT under the specific AHSC Program Threshold Requirement stated in Section 106 (a) (12) of the Fiscal Year 2019-20 AHSC Program Guidelines dated February 24, 2021; and

**WHEREAS**, Section 106 (a) (12) of the AHSC Program Guidelines requires applicants to provide evidence of at least two prior projects that are similar to the proposed AHSC project in scope and size, which have been completed by the applicant, or joint applicant, during the ten (10) years preceding the application due date. This section of the Guidelines also states that the applicants may demonstrate the requisite experience by using the past experience of work completed by a Locality or Transportation Agency non-applicant so long as the applicants can provide an executed agreement with that specific non-applicant for the completion of the related work in the APPLICATION for which funding is sought; and

**WHEREAS**, the AUTHORITY, as a non-applicant, can demonstrate prior experience and provide evidence of at least two prior projects that are similar in scope and size to the PROJECT which have been completed during the ten (10) years preceding June 8, 2021, as follows:

1. The AUTHORITY has been operating local fixed route and paratransit bus service, including intercity commuter express service, since 1975.
2. The AUTHORITY has completed numerous bus procurement projects, including the purchase of seven 45-foot MCI commuter buses in 2018 and eleven 35-foot Gillig fixed route buses in 2019.
3. The AUTHORITY has completed numerous construction projects including the enhancement of numerous local bus stops and two major projects to remodel and expand the current transit facility.

**NOW, THEREFORE**, the Parties to this AGREEMENT agree as follows:

**I. AUTHORITY Responsibilities**

If a grant award is received from the AHSC Program in the amount of \$3,900,000 for the purpose of purchasing and operating BUSES, \$550,000 for purchasing and operating VEHICLES, and \$1,900,000 for SOLAR under the STI portion of the AHSC Program and \$195,000 for BUS STOPS under the TRA portion of the AHSC Program, the AUTHORITY will have sole responsibility to procure and operate no less than three BUSES, and two VEHICLES in accordance with the agreed upon schedule of performance and any specific award requirements related to the procurement and operation of said BUSES and VEHICLES, as well as to design and construct the BUS STOPS. In addition, the AUTHORITY will have sole responsibility to install 1,328 PV panels of SOLAR to charge the electric buses in accordance with the agreed upon schedule of performance and specific award requirements.

**II. DEVELOPER Responsibilities**

If a grant award is received from the AHSC Program, the DEVELOPER will have sole responsibility to complete the PROJECT in accordance with the terms of the AHSC award documents.

### **III. Joint Responsibilities**

All Parties will provide the other Parties with copies of the notice of completion, and other documents related to their respective work that the other Parties may reasonably request, including quarterly progress reports on the Party's work.

The AUTHORITY and DEVELOPER each acknowledge and agree that the inability or failure by any Party to fully and timely meet each Party's respective responsibilities as required by the AHSC award documents may affect the timing and right of the other parties to receive disbursement of AHSC funds.

### **IV. Implementation Agreements**

In the event a grant award is received from the AHSC Program, the AUTHORITY and the DEVELOPER recognize that each Party will need additional assurances from the other (including assurances for the PROJECT's lenders and investors) regarding the specific grant award before commencement of construction of the PROJECT and procurement of the BUSES and VEHICLES, construction of BUS STOPS and installation of the SOLAR. The Parties agree to cooperate in amending this AGREEMENT and/or entering into Implementation Agreements or other documents necessary to provide reasonable assurances and indemnifications related to the procurement of BUSES and VEHICLES, construction of BUS STOPS and installation of SOLAR and disbursement of grant funds. The Parties recognize that any such amendments to this AGREEMENT or execution of additional agreements may require approval of the AUTHORITY's Board of Directors and the Developer's Board of Directors.

### **V. Miscellaneous**

- A. Waiver. No waiver of any default or breach of any covenant of this AGREEMENT by any Party will be implied from any omission by any Party to take action on account of such default if such default persists or is repeated. Express waivers are limited in scope and duration to their express provisions. Consent to one action does not imply consent to any future action.
- B. Events of Default. The occurrence of any of the following events shall constitute an Event of Default under this AGREEMENT: (i) A Party fails to perform any of its obligations under this AGREEMENT and does not cure or set forth a plan of action to cure such failure within 30 days after written notice of such failure has been delivered to the defaulting Party; or (ii) A Party purports to revoke this AGREEMENT or this AGREEMENT becomes ineffective for any reason. Upon an Event of Default, any Party may terminate this Agreement as to the defaulting Party by giving notice to the other Party.
- C. Termination. This AGREEMENT shall terminate upon the earlier of: (i) failure to receive an AHSC award, or (ii) mutual written agreement of the Parties hereto to terminate the AGREEMENT or (iii) termination pursuant to paragraph V B, above.
- D. Assignment. No Party can assign, transfer or otherwise substitute its interest or obligations under this AGREEMENT without the written consent of the other Party. Notwithstanding the foregoing, the Parties acknowledge that DEVELOPER intends to form a limited partnership for



the development and operation of the PROJECT (the "Partnership"), and the Parties hereby agree that DEVELOPER may assign its interest or obligations under this AGREEMENT to said Partnership, provided the managing general partner of such limited partnership is controlled by DEVELOPER.

- E. Governing Law. This AGREEMENT is governed by the laws of the State of California as applied to contracts that are made and performed entirely in California and any action shall be venued in the County of Sutter.
- F. Amendments. This AGREEMENT may only be amended in writing and must be executed by both Parties.
- G. Disputes. If a question arises regarding interpretation of this AGREEMENT or its performance, or the alleged failure of a Party to perform, the Party raising the question or making the allegation must give written notice thereof to the alleged breaching Party. The Parties will promptly meet in an effort to resolve the issues raised. If the Parties fail to resolve the issues raised, alternative forms of dispute resolution, including mediation or binding arbitration, may be pursued by mutual agreement. It is the intent of the Parties, to the extent possible, that litigation be avoided as a method of dispute resolution.
- H. Attorneys' Fees. In the event legal proceedings are instituted to enforce any provision of this AGREEMENT, the prevailing Party or Parties in said proceedings will be entitled to its costs, including reasonable attorneys' fees, in addition to such other remedies to which it may be entitled.
- I. Warranty of Authority to Execute Agreement. Each Party to this AGREEMENT represents and warrants that each person whose signature appears hereon is duly authorized and has the full authority to execute this AGREEMENT on behalf of the entity that is a Party to this AGREEMENT.
- J. Severability. If any portion of this AGREEMENT, or the application thereof, is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining portions of this AGREEMENT, or the application thereof, will remain in full force and effect.
- K. Counterparts. This AGREEMENT may be executed in counterparts.
- L. Entire Agreement. This AGREEMENT constitutes the entire agreement between the Parties pertaining to its subject matter and supersedes any prior or contemporaneous written or oral agreement between the Parties on the same subject.
- M. Notices. Formal notices, demands, and communications between the Parties shall be sufficiently given if, and shall not be deemed given unless, dispatched by registered or certified mail, postage prepaid, return receipt requested; or delivered by express delivery service, return receipt requested, or delivered personally, to the principal offices of the Parties as follows:

AUTHORITY:

Yuba-Sutter Transit Authority  
2100 B Street, Marysville, CA 95901  
Attn: Keith Martin, Transit Manager  
keith@yubasuttertransit.com  
(530) 634-6880

DEVELOPER:

Regional Housing Authority  
1455 Butte House Road, Yuba City, CA 95993  
Attn: Gus Becerra, Executive Director  
g.becerra@regionalha.org  
530-671-0220 ext. 113

Each of the undersigned hereby executes this AGREEMENT in the spaces provided below to evidence their respective agreement to the terms of this AGREEMENT.

IN WITNESS WHEREOF, the Parties have entered into this AGREEMENT as of the date first noted above.

**Yuba-Sutter Transit Authority**

\_\_\_\_\_  
**By: Keith Martin, Transit Manager**

Date: \_\_\_\_\_

**Regional Housing Authority**

\_\_\_\_\_  
**By: Gustavo Becerra, Executive Director**

Date: \_\_\_\_\_

AGENDA ITEM IV – C  
STAFF REPORT

**STATE OF GOOD REPAIR (SGR) PROJECT DESIGNATION**

The California Road Repair and Accountability Act of 2017, commonly known as Senate Bill 1 (SB 1), provides on-going funding under several programs for a variety of transportation purposes. These programs include approximately \$107 million annually to transit operators for eligible transit maintenance, rehabilitation, and capital projects under the State of Good Repair (SGR) Program. These funds are allocated to eligible agencies under the existing State Transit Assistance (STA) Program formula – half according to population and half according to transit operator revenues. Yuba-Sutter Transit’s combined SGR allocation for FY 2022 has been set at \$279,111 which is slightly higher than the previous allocations of \$246,221 for FY 2018, \$242,886 for FY 2019, \$246,634 for FY 2020 and \$274,973 in FY 2021.

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 the 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. The first three cycles of SGR funds were expended on the 2019 replacement of local fixed route buses and the FY 2021 funds are programed for five projects which include surveillance system maintenance and repairs, facility parking lot repairs, a phone system upgrade, a shop forklift, and replacement of demand response buses. The FY 2021 SGR funds are now being expended on these projects in order of priority and any dropped projects or remaining funds from completed projects can be transferred to future projects.

Prior to receiving an apportionment of SGR funds in a given fiscal year, a potential recipient agency must submit to Caltrans a list of projects proposed to be funded. 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. SGR project lists are due to Caltrans by September 1<sup>st</sup> each year, but the need for regional review requires a much earlier submittal of this list to SACOG.

To be eligible for SGR funding, the program guidelines require that all projects must fall into three major areas. The proposed list of eligible Yuba-Sutter Transit projects is identified below in italics for each relevant category:

1. Replacement or rehabilitation of:
  - *Rolling stock*
  - *Passenger stations and terminals*
  - *Security equipment and systems*
  - *Maintenance facilities and equipment*

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

Staff is now recommending that FY 2022 SGR funds be allocated to the engineering and design phase of the Next Generation Transit Facility. Engineering and design are allowable expenses under the SGR program and the funds have a four-year expenditure deadline which provides ample time to complete the engineering and design phase for the facility. Failure to submit a project list for the allocated amount by the prescribed deadline may result in the permanent loss of revenue for that funding period so early action is critical.

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

RECOMMENDATION:                    Adopt Resolution No. 4-21 approving the submittal of Yuba-Sutter Transit's FY 2021-22 SGR Project List as proposed or amended.

Attachment

YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 4-21

**APPROVAL OF THE PROJECT LIST FOR THE 2021-2022  
CALIFORNIA STATE OF GOOD REPAIR (SGR) PROGRAM**

**WHEREAS**, the Yuba-Sutter Transit Authority is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair (SGR) Account now or sometime in the future for transit projects; and,

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and,

**WHEREAS**, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR Program; and,

**WHEREAS**, SGR funds are allocated through the Sacramento Area Council of Governments; and,

**WHEREAS**, Yuba-Sutter Transit's share of SGR funds for fiscal year 2021-22 is estimated to be \$274,973.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Yuba-Sutter Transit Authority does hereby approve the SB1 State of Good Repair Project List for 2021-2022 and agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations, and guidelines for all SGR funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the agency Transit Manager be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

Ayes:

Nos:

THE FORGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON APRIL 15, 2021.

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Chair, Board of Directors

ATTEST:

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Janet Frye  
Secretary to the Board