



## MEETING NOTICE & AGENDA

**DATE:** Thursday, February 17, 2022

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

**PLACE:** Yuba County Government Center  
Board of Supervisors Chambers  
915 Eighth Street  
Marysville, California

A remote option for audience participation is being provided only as a courtesy. Members of the Yuba-Sutter Transit Board of Directors must attend in person. If the remote connection fails for any reason, the meeting will continue as noticed so the public must attend in person to assure access to the meeting.

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

<https://us02web.zoom.us/j/87119958073?pwd=NHc3WVRQdUlsL2g1VW93MIE3UU5OZz09>

To join by telephone conference call: 1-669-900-6833  
Meeting ID: 871 1995 8073  
Password: 323971

The public will be muted by default. The following options are available to speak during the public comment portions of the meeting:

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.

### I. Call to Order & Roll Call

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

### 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 January 20, 2022. (Attachment)
- B. Disbursement List for January 2022. (Attachment)
- C. Monthly Performance Report for January 2022. (Attachment)

### IV. Reports

- A. State Transit & Intercity Rail Capital Program (TIRCP) Grant Application. Review and authorization consideration of a TIRCP grant application concept for the Next Generation Transit Facility project. (Attachment)

RECOMMENDATION: Adopt Resolution No. 1-22 authorizing the Executive Director to submit a TIRCP grant application as proposed.

**B. Capitol Corridor Joint Powers Authority (CCJPA) Transit & Intercity Rail Capital Program (TIRCP) Grant Application for a Regional Contactless Fare Payment Program.** (Attachment)

RECOMMENDATION: Endorse the CCJPA project concept and authorize the Executive Director to sign a letter of support for a related TIRCP grant application.

**C. U.S. Department of Transportation Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program.** Discussion and authorization consideration for a 2022 cycle RAISE grant application for the Next Generation Transit Facility project. (Attachment)

RECOMMENDATION: Authorize the submittal of a 2022 RAISE grant application as proposed.

**D. Ad Hoc Committee of the Yuba-Sutter Transit Board of Directors for the Comprehensive Operational Analysis / Short-Range Transit Plan (COA/SRTP).** Attachment)

RECOMMENDATION: Appoint an ad hoc committee for the COA/SRTP project as proposed.

**E. Mid-Year Budget Report for FY 2022 and Budget Preview for FY 2023.** Review and discussion of the mid-year financial report and potential budget issues for FY 2023. (Attachment)

RECOMMENDATION: Direct staff as desired.

**F. Mid-Year Performance Report.** (Attachment)

RECOMMENDATION: Information only.

**G. Local & Rural Route Fare Free Holiday Service Report.** (Attachment)

RECOMMENDATION: Information only.

**H. Project & Program Updates.**

1. COVID-19 Impact & Response
2. Next Generation Transit Facility Project (Grant Awards & Submissions)
3. Administrative Assistant I/II Recruitment & Selection
4. Regional Waste Management Authority (RWMA) Staff Transition

RECOMMENDATION: Information only.

**V. Correspondence / Information**

**A. Letter received January 31, 2022 from Marysville People First.** (Attachment)

**VI. Other Business**

**VII. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 17, 2022  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

P:\YST Agenda Items\AGENDA Feb 17 2022.doc

If you need assistance to attend the Yuba-Sutter Transit Board Meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, please contact the Yuba-Sutter Transit office at (530) 634-6880 or (TTY) 634-6889 at least 72 hours in advance so such aids or services can be arranged.

**AGENDA ITEM III – A**

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

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

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

**II. Board Business**

**A. Nomination and Election of Board Members for 2022**

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

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

**B. Statements of Economic Interest**

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

**C. Annual Board Report**

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

**III. Presentations**

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

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

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

#### **IV. Public Business from the Floor**

None.

#### **V. Consent Calendar**

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

#### **VI. Reports**

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

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

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

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

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

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

##### **B. FY 2020/2021 Financial Audit Report.**

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

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

**C. Annual Investment Policy Review.**

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

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

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

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

**E. Board Member Meeting Stipend Rate Adjustment.**

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

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

**F. Remote Board Meeting Attendance Option.**

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

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

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

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

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

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

## **G. Project & Program Updates**

### **1. COVID-19 Impact & Response**

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

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

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

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

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

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

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

**3. Regional Waste Management Authority (RWMA) Organizational Transition**

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

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

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

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

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

**VII. Correspondence/Information**

None.

**VIII. Other Business**

None.

**IX. Adjournment**

The meeting was adjourned at 4:54 pm.

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

**AGENDA ITEM III-B  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF JANUARY 2022**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,170.43	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,286.20	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 36,307.18	PAYROLL	PAYROLL
EFT	\$ 1,356.33	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 450.00	CALIFORNIA DEPT OF TAX & FEE ADMIN	FUEL TAXES 10/2021 - 12/2021
EFT	\$ 39.88	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - JANUARY 2022
EFT	\$ 294.73	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 400.00	FRANCOTYP-POSTALIA INC	POSTAGE RESET 1/5/22
EFT	\$ 50.00	DON BLASER	BOARD MEETING 1/20/2022
EFT	\$ 50.00	KARM BAINS	BOARD MEETING 1/20/2022
EFT	\$ 50.00	SETH FUHRER	BOARD MEETING 1/20/2022
EFT	\$ 50.00	BRAD HUDSON	BOARD MEETING 1/20/2022
EFT	\$ 50.00	WADE KIRCHNER	BOARD MEETING 1/20/2022
EFT	\$ 50.00	DAVE SHAW	BOARD MEETING 1/20/2022
EFT	\$ 2,712.30	PG&E	ELECTRIC 12/13/2021 - 1/10/2022
EFT	\$ 43.76	PG&E	ELECTRIC #2 JANUARY 2022
EFT	\$ 1,244.27	PG&E	GAS DECEMBER 2021
EFT	\$ 3,384.92	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS & LAMINATING
EFT	\$ 272.72	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 10.73	PRIMEPAY	PAYROLL FEES - DECEMBER 2021
EFT	\$ 160.83	ELAVON	MERCHANT SERVICE FEE - JANUARY
17833	\$ 164.64	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES DECEMBER 2021
17834	\$ 1,915.00	AECOM TECHNICAL SERVICES INC	BUS & BUS FACILITIES GRANT CONSULT 11/27 - 12/24/21
17835	\$ 175.00	ALL SEASON'S TREE & TURF CARE	LANDSCAPING & WEED CONTROL DEC 2021
17836	\$ 666.50	APPEAL DEMOCRAT	ADVERTISING FOR FREE FARE WEEKS
17837	\$ 171.88	HANCOCK PETROLEUM ENGINEERING	REPLACED LEAKING OPW SWIVEL ON PUMP #1
17838	\$ 23,377.07	HUNT & SONS INC	BUS FUEL - DYED DIESEL
17839	\$ 112.25	KEITH MARTIN	QTR 1 & 2 REIMBURSEMENTS
17840	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES DECEMBER 2021
17841	\$ 6,975.36	RAMOS OIL COMPANY	BUS FUEL - GAS
17842	\$ 170.42	STAPLES	OFFICE SUPPLIES - TAPE, LABELS, PRINTER RIBBON
17843	\$ 476,684.02	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLES INSURANCE 11/21
17844	\$ 450.00	STREAMLINE	WEBSITE SERVICES - JANUARY 2022
17845	\$ 1,559.16	T-MOBILE	WIFI SERVICES FOR BUSES - DECEMBER 2021
17846	\$ 3,800.66	TEHAMA TIRE SERVICES INC	TUBES/TIRES
17847	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPIER LEASE DECEMBER 2021
17848	\$ 46.99	AMY WHITE	MILEAGE REIMBURSEMENT DECEMBER 2021
17849	\$ 4,285.22	AMY WHITE	FINAL PAY - WAGES & LEAVE/HOLIDAY PAYOUT
17850	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - FEBRUARY 2022
17851	\$ 50.00	BRUCE BUTTACAVOLI	BOARD MEETING 1/20/2022
17852	\$ 367.95	COMCAST BUSINESS	TELEPHONE SERVICE - DECEMBER 2021
17853	\$ 318.48	COMCAST BUSINESS	INTERNET SERVICES - JANUARY 2022
17854	\$ 25,202.61	HUNT & SONS INC	BUS FUEL - DYED DIESEL
17855	\$ 50.00	NICHOLAS MICHELI	BOARD MEETING 1/20/2022
17856	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17857	\$ 346.30	QUILL CORPORATION	JANITORIAL SUPPLIES: PAPER TOWELS & CAN LINERS
17858	\$ 4,969.02	RAMOS OIL COMPANY	BUS FUEL - GAS
17859	\$ 3,847.50	RICH, FUIDGE, BORDSEN & GALYEAN INC	LEGAL SERVICES 10/2021 - 12/2021
17860	\$ 1,041.36	SC FUELS	DEF FLUID
17861	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - JANUARY 2022
17862	\$ 804.99	STATE COMPENSATION INSURANCE FUND	POLICY PREMIUM 1/1/2022 - 1/1/2023
17863	\$ 277.75	STORER TRANSIT SYSTEMS	REIMBURSEMENT - SMOG SUPERVISOR'S VEHICLES
17864	\$ 3,288.85	TEHAMA TIRE SERVICES INC	TUBES/TIRES
	\$ 623,385.82		

**LAIF  
TRANSFERS**

1/6/2022 \$ 500,000.00 TRANSFER FROM LAIF TO CHECKING

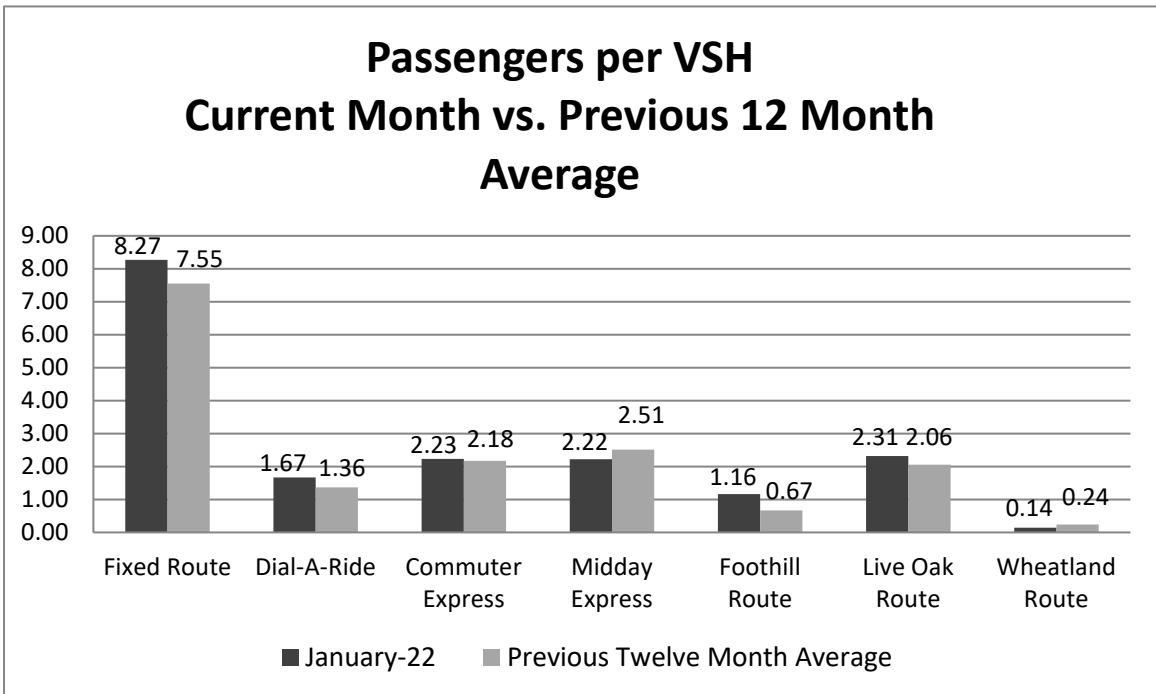
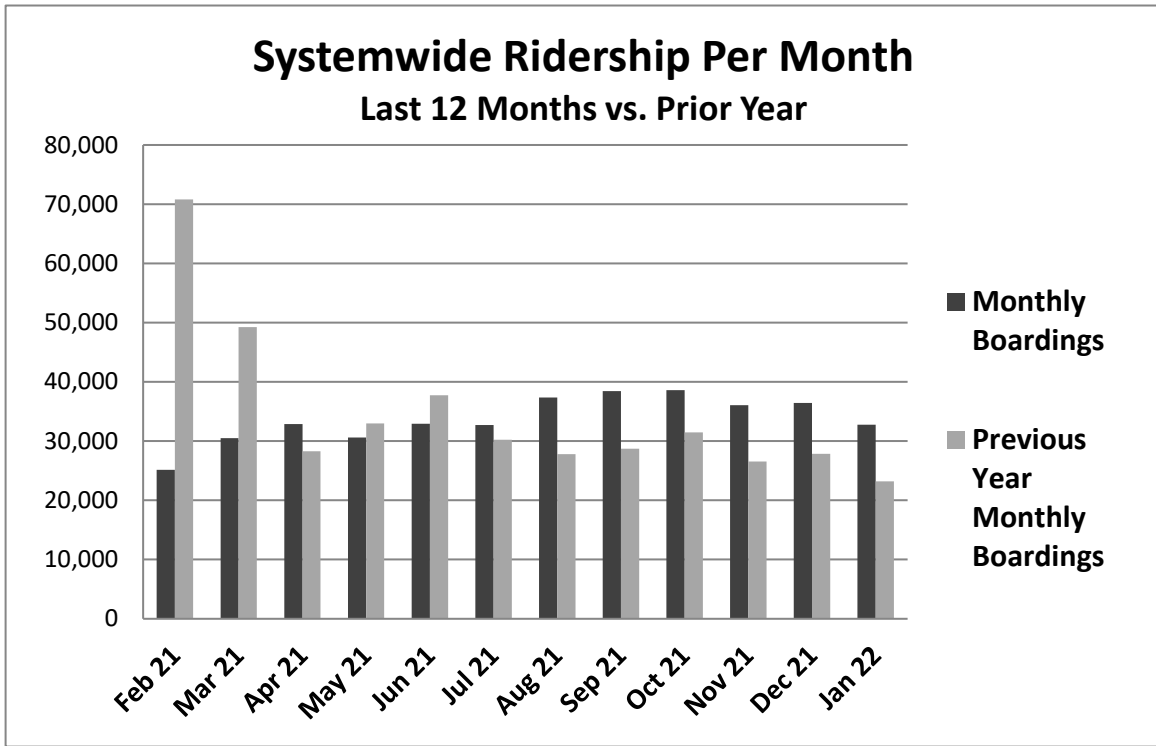


## AGENDA ITEM III- C

### JANUARY 2022 PERFORMANCE REPORT

	January-22	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
<b>Ridership:</b>				
Fixed Route	28,443	28,706	217,317	172,612
Dial-A-Ride	2,234	1,882	16,244	10,162
Commuter Express	1,520	1,553	12,366	9,022
Midday Express	319	382	2,817	2,217
Foothill Route	91	56	475	590
Live Oak Route	167	150	1,067	1,145
Wheatland Route	6	10	81	46
Oroville Route	0	0	1,975	0
<b>Total Ridership:</b>	<b>32,780</b>	<b>32,739</b>	<b>252,342</b>	<b>195,794</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	3,439.64	3,801.23	25,552.57	27,752.35
Dial-A-Ride	1,340.68	1,381.32	10,231.48	10,480.40
Commuter Express	680.71	713.85	5,087.38	4,881.25
Midday Express	143.51	152.14	1,087.64	1,037.85
Foothill Route	78.13	83.45	589.75	548.21
Live Oak Route	72.16	72.74	508.76	516.28
Wheatland Route	42.89	42.44	312.75	290.14
Oroville Route	0.00	0.00	427.39	0.00
<b>Total VSH's:</b>	<b>5,797.72</b>	<b>6,247.17</b>	<b>43,797.72</b>	<b>45,506.48</b>
<b>Passengers Per Hour:</b>				
Fixed Route	8.27	7.55	8.50	6.22
Dial-A-Ride	1.67	1.36	1.59	0.97
Commuter Express	2.23	2.18	2.43	1.85
Midday Express	2.22	2.51	2.59	2.14
Foothill Route	1.16	0.67	0.81	1.08
Live Oak Route	2.31	2.06	2.10	2.22
Wheatland Route	0.14	0.24	0.26	0.16
Oroville Route	0.00	0.00	4.62	0.00
<b>Total Passengers Per VSH:</b>	<b>5.65</b>	<b>5.24</b>	<b>5.76</b>	<b>4.30</b>

## JANUARY 2022 PERFORMANCE REPORT



AGENDA ITEM IV – A  
STAFF REPORT

**STATE TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM (TIRCP)  
GRANT APPLICATION**

On November 19, 2021, the California State Transportation Agency (CalSTA) released the biennial call for projects for the 2022 Transit and Intercity Rail Capital Program (TIRCP). This program is potentially a significant funding source for the Next Generation Transit Facility. The program was created by Senate Bill (SB) 862 and modified by SB 9, to provide grants from the Greenhouse Gas (GHG) Reduction Fund to fund transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems, and bus and ferry transit systems. The program's goal is to significantly reduce greenhouse gas emissions by reducing vehicle miles traveled and congestion. The current call for projects is for \$100 million and applications are due by March 3<sup>rd</sup>. For the last round of funding in 2020, 45 projects were submitted of which 17 were funded (38%). Six of the funded projects included the purchase of zero emission buses.

This funding source was first discussed at the December meeting at which time the Board authorized the submission of a 2022 TIRCP grant application. Staff has since met twice with CalSTA representatives to determine if the Next Generation Transit Facility would be an eligible project under this program and, if so, to discuss alternative project approaches to make the resulting application as competitive as possible. Staff has also been working with our grant consultant, AECOM, in an iterative quantitative process to test various project approaches before making the decision to complete and submit a grant application. These consultations and deliberations all have since arrived at the same conclusions that the project is eligible and that it could be competitive with other projects compared to what has been funded in previous rounds.

Based on input from CalSTA, an evaluation of past grant awards, and a test run of the GHG Reduction Tool; staff is recommending the submission of a TIRCP grant application for approximately \$14 million which would include approximately \$10 million for the Next Generation Transit Facility with the remainder being used for the purchase of three replacement zero-emission commuter buses. The proposed replacement of the three oldest commuter buses, which is consistent with the current fleet replacement plan, with comparable ZEBs would help the project reach the targeted cost per metric ton of GHG reductions while demonstrating a commitment to ZEB conversion when the new facility is open for business. The exact figures for the two major components of the grant application will continue to be adjusted until all project details are finalized prior to the March 3<sup>rd</sup> submittal date.

Staff will be prepared to discuss this grant program and the grant application in more detail at the meeting.

**RECOMMENDATION:** Adopt Resolution No. 1-22 authorizing the Executive Director to submit a TIRCP grant application as proposed.

YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 1-22

CALIFORNIA TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM GRANT  
APPLICATION AUTHORIZATION

- WHEREAS, *The Yuba-Sutter Transit Authority (Authority) was formed in 1975 for the purpose of providing public transit services to the residents of the Bi-County Area; and,*
- WHEREAS, *It has long been the Authority's mission to provide safe and cost-effective public transportation services that increase mobility and improve the quality of life for all Yuba and Sutter County residents; and,*
- WHEREAS, *The Authority strives to meet or exceed community expectations by adhering to the guiding principles of operating a safe, reliable and comfortable quality of service; providing an effective and efficient level of service in response to demonstrated community needs; and, enhancing quality of life through improved mobility; and,*
- WHEREAS, *The Authority has consistently improved and expanded the quality and scope of the services provided through the development and introduction of new and enhanced services, facilities, vehicles, equipment, and technology; and,*
- WHEREAS, *The Authority is currently operating out of a 60-year old facility, a converted 7-Up Company bottling plant that was not designed for transit use and is now undersized, obsolete and unsuitable for the operation of a zero-emission bus fleet; and,*
- WHEREAS, *The Authority's existing operations, maintenance, and administration facility at 2100 B Street, Marysville, California, is expected to be displaced by 2025 as the result of the State Route 70 Binney Junction Roadway and Complete Streets Project; and,*
- WHEREAS, *A new facility is also needed to comply with the December 2018 California Air Resources Board (CARB) Innovative Clean Transit (ICT) regulation requiring all public transit agencies to transition to a 100 percent zero-emission bus (ZEB) fleet with a statewide goal for full transition by 2040; and,*
- WHEREAS, *For the Authority, the ICT regulation requires that 25 percent of all buses purchased beginning January 1, 2026 be ZEBs until January 1, 2029, when 100 percent of all buses purchased be ZEBs; and,*
- WHEREAS, *A replacement transit facility is essential to assure continued operation and future expansion of the Authority's regionally significant services with the added benefit of enabling an early transition to an all zero-emission bus fleet; and,*
- WHEREAS, *The Authority's adopted capital improvement plan provides for the complete turnover of the fleet between 2025 and 2035, which is an excellent opportunity for an early 100 percent conversion of the vehicle fleet to ZEB operation for enhanced service quality and passenger experience; reduced operating and maintenance costs; reduced greenhouse gas emissions; and improved air quality and enhanced quality of life for all Yuba and Sutter County residents well in advance of the statewide goal of 2040.*
- WHEREAS, *The California State Transportation Agency is authorized to make grants to support capital projects*

*to fund the design and construction of a Next Generation Zero-Emission Bus Operations, Maintenance and Administration Facility and the purchase of zero-emission buses; and,*

*WHEREAS, A combination of local, state and federal funding sources will be necessary to fund the Next Generation Zero-Emission Bus Operations, Maintenance and Administration Facility and the purchase of zero-emission buses.*

*NOW, THEREFORE, BE IT RESOLVED BY THE YUBA-SUTTER TRANSIT AUTHORITY BOARD OF DIRECTORS:*

- 1. That the Executive Director of the Authority, or their designated representative, is hereby authorized to sign and submit a grant application and any related documentation and to provide any additional information that may be required by the California State Transportation Agency Transit under the Transit & Intercity Rail Capital Program for the design and construction of the Next Generation Zero-Emission Bus Operations, Maintenance and Administration Facility and the purchase of three zero-emission commuter buses to replace three diesel powered buses; and,*
- 2. That the necessary matching funds for the grant, if awarded, will be appropriated; and,*
- 3. That the obligations, deadlines, and requirements of the subsequent grant agreement will be met, and that the Next Generation Zero-Emission Bus Operations, Maintenance, and Administration Facility will be designed and constructed, and that the zero-emission commuter buses will be purchased in a timely manner; and,*
- 4. That upon completion of the facility and delivery of the zero-emission vehicles, adequate funding will be allocated on an annual basis to operate and maintain both the facility and vehicles in a State of Good Repair thereafter; and,*
- 5. The Authority does hereby commit to the 100 percent conversion to zero-emission buses by 2035, well in advance of the statewide goal of 2040 contingent upon the availability of sufficient funding by 2025 for the design and construction of the Next Generation Zero-Emission Bus Operations, Maintenance, and Administration Facility and the incremental cost of future zero-emission replacement buses by the following vote:*

*Ayes:*

*Noes:*

*THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON FEBRUARY 17, 2022.*

---

*Chairman of the Board*

*ATTEST:*

*Janet Frye  
Secretary to the Board*

AGENDA ITEM IV – B  
STAFF REPORT

**CAPITAL CORRIDOR JOINT POWERS AUTHORITY (CCJPA) TRANSIT & INTERCITY RAIL CAPITAL PROGRAM (TIRCP) GRANT APPLICATION FOR A REGIONAL CONTACTLESS FARE PAYMENT PROGRAM**

The Capital Corridor Joint Powers Authority (CCJPA) in coordination with the City of Sacramento and SACOG has reached out to transit agencies in the region regarding their proposed Transit & Intercity Rail Capital Program (TIRCP) grant that would include a regionwide contactless payment system on buses that could provide feeder service to their Capital Corridor trains in downtown Sacramento. The idea came from the California Integrated Travel Project (Cal-ITP) which was conducted to make riding trains or buses simpler for passengers and more cost effective for service providers. The study found that implementing universally compatible contactless payment systems would be a key step in developing an integrated transportation system in California. Consequently, the California State Transportation Agency (CalSTA), through the State Department of General Services (DGS) released a request for proposals and secured the services of vendors that transit agencies can contract with to implement contactless payment systems.

A contactless payment system allows customers to tap a bank card or their smartphone on a reader/validator as they board the bus or train, and the reader automatically applies any discounts for which the rider may be eligible and charge the appropriate fare. Future steps include allowing a passenger to plan a trip across multiple jurisdictions/travel agencies on their smartphone or computer, paying the cost of the trip in one transaction and then making the trip by tapping their phone on each device as they board. Such systems support SACOG's Next Generation Transit Strategy by working toward the goals of making transit fast and reliable, equitable, user friendly, cost effective and interconnected. By implementing this regionwide, the scale and standardization will lead to efficiencies, interoperability and ultimately convenience for riders accessing multiple service providers daily.

To implement the state vision in the SACOG region, a portion of the proposed CCJPA grant would be for funding to purchase and install contactless readers on all CCJPA trains as well as the buses that would potentially connect with them in downtown Sacramento. To provide a truly seamless system that would be useful to all Yuba-Sutter Transit passengers, this project would include both commuter and local fixed route buses to provide a contactless, account-based fare payment option across most of our system with no financial commitment other than staff time for the necessary capital equipment. This system is now being successfully piloted on several California transit systems including the Sacramento Regional Transit District's (SacRT) light rail service.

To participate in the proposed CCJPA project, Yuba-Sutter Transit has been asked for data on both our commuter and local fixed route bus fleet for the number of readers that would be needed and for a letter of support endorsing the project concept for the TIRCP grant application. If the grant is successful, Yuba-Sutter Transit will be expected to work with DGS to select a reader and payment processor compatible with the regional system; purchase and install the readers; and roll-out project for public use. Yuba-Sutter Transit would be reimbursed for all eligible project expenses with TIRCP grant funds.

Staff will be prepared to discuss this project and the CCJPA grant application in more detail at the meeting.

**RECOMMENDATION:** Endorse the CCJPA project and authorize the Executive Director to sign a letter of support for a related TIRCP grant application.

AGENDA ITEM IV – C  
STAFF REPORT

**U.S. DEPARTMENT OF TRANSPORTATION REBUILDING AMERICAN INFRASTRUCTURE  
WITH SUSTAINABILITY AND EQUITY (RAISE) GRANT PROGRAM**

On January 27<sup>th</sup>, 2021, a Notice of Funding Opportunity was released for the annual U.S. Department of Transportation (USDOT) national infrastructure investment program entitled Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants. Previously known as TIGER or BUILD grants, the 2022 round of this competitive grant program will award \$1.5 billion in funds (50 percent more than was available in the previous round) for eligible capital investments in surface transportation infrastructure that have significant local or regional impact.

The maximum project award of \$25 million is unchanged from 2021, but the maximum statewide allocation has been increased from \$100 to \$225 million per state. The minimum grant value is still \$5 million in urban areas and \$1 in rural areas defined as under 200,000 population and half of the available funds must still be awarded in rural areas. New for the 2022 round, the program requires a local match of at least 20 percent unless the project is in a rural area, a historically disadvantaged community, or an area of persistent poverty. Grant applications are due by April 14, 2022, three months earlier than in 2021.

Yuba-Sutter Transit submitted an unsuccessful application for \$20 million in RAISE grant funding under the previous round for the design and construction of the Next Generation Transit Facility. Despite the significant increase in funding and the more generous match requirement for 2022, this will remain a highly competitive program which in recent years has awarded projects to approximately 10 percent of all applicants, but staff is again recommending that another grant be submitted for the facility in the 2022 round of funding. The potential for success with the next application has increased because winners are often former losers as persistence shows commitment and continued need. In addition, the project site that was being purchased when the last application was submitted has since been secured and the recent \$8.5 million award from the state Affordable Housing Sustainable Communities grant program demonstrates greater financial feasibility and broader partnerships for the project.

RAISE grant applications consist of a project narrative not to exceed 30 pages including graphics and charts along with a detailed Benefit Cost Analysis (BCA) of the project to determine the efficiency and effectiveness of the requested project funding. This allows for a variety of project types to be compared on an equal playing field. The BCA consists of multiple formulas and calculations to measure specific factors such as improvement to the quality of life, environmental sustainability, reductions in greenhouse gas emissions, reduced maintenance costs, travel time savings, fuel savings and safety. The Benefit Cost ratio must be over 1 or have a significant impact on sustainability or quality of life for the project to be considered for funding. To assign a monetary value to each of the factors requires a significant amount of data and expertise to complete.

For the 2021 RAISE grant application, Yuba-Sutter Transit received quotes and ultimately retained the services of AECOM to assist in the development of the application including the BCA. AECOM has since assisted, or is still assisting, with grant applications under the Federal Transit Administration (FTA) Buses & Bus Facilities Program and the state Transit & Intercity Rail Capital Program (TIRCP). Staff has again requested a cost proposal from AECOM for the proposed 2022 RAISE grant application, but it is expected to be considerably less than the \$49,410 cost for the development of the 2021 application as the approach for the 2022 application will be very similar.

The specific grant request and funding total has not yet been determined, but staff is still considering a request for around \$20 million to fund a significant portion of the approximately \$45 million Next Generation Transit Facility project. The grant funding level and the approach itself will likely be adjusted after staff meets next month with the RAISE grant program staff for a debrief on Yuba-Sutter Transit's unsuccessful 2021 application. The request may also be modified if Yuba-Sutter Transit receives good news by the end of March on our application for \$14 million from the FTA Buses & Bus Facilities Program.

Staff will be prepared at the meeting to discuss this issue in detail as well as to provide a progress update on the grant application.

**RECOMMENDATION:** Authorize the submittal of a 2022 RAISE grant application as proposed.



AGENDA ITEM IV – D  
STAFF REPORT

**AD HOC COMMITTEE OF THE YUBA-SUTTER TRANSIT BOARD OF DIRECTORS FOR THE  
COMPREHENSIVE OPERATIONAL ANALYSIS/SHORT RANGE TRANSIT PLAN (COA/SRTP)**

Yuba-Sutter Transit was awarded \$199,192 in State Sustainable Communities Planning Grant funds in June 2021 to develop the Comprehensive Operation Analysis/Short Range Transit Plan (COA/SRTP) which is budgeted at \$225,000 including the required 11.47 percent local match. Caltrans issued a Notice to Proceed for this multi-year planning effort on January 3, 2022, and the Request for Proposals (RFP) for this project was authorized for release at the January 20<sup>th</sup> Board meeting. Consultant proposals are due on February 25<sup>th</sup> with an award recommendation scheduled for award consideration at the March 17<sup>th</sup> meeting. While the state funding for this project will expire on March 30, 2024, the project is now expected to be completed in mid-2023.

Staff is now recommending the appointment of an ad hoc committee of the Board of Directors to participate in both the review of the consultant proposals as well as the on-going development of the plan over the next 18 months. Due to the intensity and length of this effort, a smaller committee of two to three members is being recommended though up to four members could be appointed. The committee would initially review the consultant proposals and participate in any interviews that may be necessary to form an award recommendation to the full Board. The committee would continue to meet as necessary (potentially two or three times) during the planning period to provide early policy input and feedback to the consultant and staff.

For some perspective on the potential impact of this effort, the last transit plan that was adopted in April 2015 resulted in a host of transit improvements. Some of the key plan recommendations are listed below followed by the year of implementation.

- Revise Route 4B (Marysville Loop) to serve Linda and the Peach Tree Clinic rather than Yuba City. [2015]
- Expand Live Oak and Wheatland service to five days per week. [2015]
- Implemented the Connect Card electronic fare card system. [2017]
- Install Wi-Fi service on commuter and fixed route buses. [2018 & 2019]
- Improve key transit centers as well as increase the number of shelters and benches throughout the system. [The Route 1 Corridor Enhancement Plan was completed in 2018 and four key transit centers and several major bus stops have since been enhanced with larger shelters that include solar-powered lighting and 48 new benches were installed at less utilized stops in 2019.]
- Implement an automatic vehicle location (AVL) system with real-time passenger information system. [2019]
- Implement a Yuba-College Sutter County Center Shuttle [2019]
- Expand and enhance the Sacramento Commuter service. [2019]
- Transition the Dial-A-Ride fleet to low-floor vehicles. [The first six low floor Dial-A-Ride buses are now being ordered for delivery in 2022.]

Other plan recommendations to expand the local fixed route system through increased service frequency and expanded hours of service were deferred indefinitely as ridership began to decline soon after the plan was adopted.

Compared to the 2015 plan, the new COA/SRTP has the potential for far more significant near- and long-term impacts on transit operations in the bi-county area due to the changing landscape in how transportation services are delivered including recent technology developments and the pending transition to zero emission fuels. For this reason, the COA/SRTP is designed as a top-to-bottom analysis of the current system with the following objectives.

1. Analyze the current service model to determine if resources are being used efficiently and that the transportation needs of low-income/disadvantaged communities are being met.
2. Enhance transit service to better serve low-income, transit dependent and disabled populations within the urban core and outlying rural communities.
3. Provide opportunities to engage the public, transit users and stakeholders in transit planning to identify transit needs both locally and regionally.
4. Develop recommendations for restructuring the transportation network for greater system coverage, frequency, and operational efficiency to enhance regional connectivity.
5. Develop a framework to provide transit services to recently built and planned developments and commercial districts.
6. Fulfill regional, state, and federal goals by enhancing Yuba-Sutter Transit's services to promote increased local and regional travel options to reduce single occupant vehicle use and greenhouse gas emissions.

The envisioned outcome of the project is the development of the following potential service plans.

1. Cost Neutral Service Plan (No change in net operating costs compared to the existing network)
2. Moderate Cost Increase Service Plan (An increase of approximately 5 to 10 percent in the net operating costs beyond the base service level)
3. Unconstrained Service Plan with increase of budget of greater than 10 percent compared to the base service level (This would presumably represent the optimum level of services and service methods to effectively meet the identified current and expected demand and the needs of the population types within the service area through the study period.)

While the first option would simply reallocate the current funding level (adjusted for inflation), it could still greatly impact the type and level of services provided to the public. The second option has the potential to expand the overall system through an increased investment though possibly with a different mix of services. The third level would represent the optimal level and mix of services if funding were not a restriction.

Staff will be prepared to further discuss the goals and objectives of the COA/SRTP and the need for an ad hoc committee at the meeting.

**RECOMMENDATION:** Appoint an ad hoc committee for the COA/SRTP project as proposed.

For more information on this project, a copy of the Comprehensive Operational Analysis RFP is available on the Yuba-Sutter Transit website at the following link:

<https://www.yubasuttertransit.com/yuba-sutter-transit-comprehensive-operational-analysis-short-range-transit-plan-request-for-proposals>

AGENDA ITEM IV – E  
STAFF REPORT

**MID-YEAR BUDGET REPORT FOR FY 2022 AND BUDGET PREVIEW FOR FY 2023**

**Background**

The Yuba-Sutter Transit Joint Powers Agreement (JPA) stipulates that a proposed budget be submitted to the Board by the end of March prior to the start of each fiscal year and that the budget be adopted by the end of May. This adoption schedule provides early notice to the member jurisdictions of the annual apportionment of Local Transportation Fund (LTF) contributions for inclusion in their own budget process.

The purpose of this agenda item is to provide a mid-year status report on the current budget cycle, to review potential issues related to the upcoming cycle and to invite input on other issues that the Board would like staff to consider when preparing the preliminary draft budget for presentation at the March 17<sup>th</sup> meeting. The list of financial, service, policy, and planning related issues for the FY 2023 budget process include, but are certainly not limited to, the following:

- Projected year-end revenues and expenses for FY 2022
- Federal, state, and local operating and capital funding outlook for FY 2023 and beyond
- Funding and implementation schedule for the transit facility project
- Funding and implementation schedule for compliance with the zero-emission bus mandate
- Development of the Comprehensive Operational Analysis / Short-Range Transit Plan
- Pandemic related service, policy, and funding issues
- Contract staffing relationship with the Regional Waste Management Authority

**Projected Year-End Revenues and Expenses for FY 2022**

Yuba-Sutter Transit's current year-end operating expense and revenue projections by line-item for FY 2022 are attached for Board review and information. Projected year-end operating expenses for FY 2022 are now expected to be around \$309,000 (4 percent) less than the adopted \$8.31 million budget. While most of the major expense line items are close to or less than the amount budgeted, fuel expenses are currently projected to end the year more than \$70,000 (10 percent) above the budgeted amount of \$680,000. Contract operating expenses, the largest share of the budget by far, are down due to the operation of reduced service levels compared to that which was budgeted. Out-of-contract services and materials and supplies consumed are down due to reductions in pandemic related expenditures. Miscellaneous professional services were impacted by the delayed start of the Comprehensive Operational Analysis (COA) project, but the savings is being offset by additional professional services required to assist in the preparation of several grant applications for the Next Generation Transit Facility project.

FY 2022 operating revenues are expected to come in slightly higher than the amount budgeted. This is due primarily to much higher-than-expected fare receipts from increased ridership, the LCTOP funded free fare events, and \$36,800 in unbudgeted special fares from the Pacific Coast Producers

employee shuttle. Nearly all the \$80,000 projected shortfall in State Cash Grants is due to the delayed start of the COA project, resulting in both lower revenues and expenses. Any savings resulting from the combination of lower than budgeted expenses and higher than budgeted fare revenue will allow more of the federal American Rescue Plan (ARP) Act funding from FY 2022 to be carried over to FY 2023 assuming current trends hold through June.

Capital expenditures in the first half of FY 2022 are for the purchase of the 6035 Avondale property (\$892,700) that closed in July and related survey and site clean-up (\$48,450) expenses. These facility expenditures were funded with State Transit Assistance (STA) funds. The FY 2022 budget was adopted assuming the land purchase would be complete by the end of June 2021 and the budgeted FY 2022 expenses for the facility (\$1,217,000) was for early design and engineering of the project using STA funds. At this time, significant additional capital expenditures related to the new transit facility through FY 2022 are unlikely due to still uncertain project funding and timing issues. Additional capital expenditures through the end of the fiscal year include ordering the recently approved replacement of six demand response/rural route buses for delivery in FY 2023 and completion of the park & ride lot and facility surveillance system repair and enhancement project that is now underway.

### **Federal, State and Local Operating and Capital Funding Outlook for FY 2023 and Beyond**

On November 15, 2021, President Biden signed a five-year transportation funding reauthorization measure known as the Infrastructure Investments & Jobs Act (also known as the Bipartisan Infrastructure Law). Effective with the federal fiscal year beginning October 1, 2021, the new law represents a significant increase in the total authorization over the previous authorization measure known as the Fixing America's Surface Transportation (FAST) Act. Yuba-Sutter Transit receives annual apportionments for both urban (Section 5307) and rural (Section 5311) transit assistance which can be used for both operating and capital purposes. In addition to these formula programs, discretionary federal capital program funding levels have also been increased significantly which should improve Yuba-Sutter Transit's chances for grants for both the Next Generation Transit Facility and future fleet replacement projects.

Most federal funds can be used for either operating or capital purposes, but the largest of these sources has been used primarily for operating purposes in recent years as other state funds have been available for capital purposes. The relative allocation of federal funds will need to be revisited due to the massive upcoming capital expenses associated specifically with the replacement of the current operating and maintenance facility and the state's zero-emission fleet requirement. Staff is now planning to use most or all the current balance of federal formula funding appropriations that has largely accrued due to the availability of CARES and American Rescue Plan (ARP) Act funding for these capital expenses.

State Transit Assistance (STA) revenue is the single on-going state transit funding source that Yuba-Sutter Transit has historically used as the primary source of local matching funds for federal capital grants. SB 1 (2017) resulted in a significant expansion in the amount of STA funding available through an increase in the sales tax on diesel and a portion of an increase in vehicle registration fees. STA funds are available exclusively for transit operating or capital purposes with only minimal restrictions. Due to the extraordinary capital needs cited above, staff will continue to be cautious in how much of these funds will be programmed for operating purposes in FY 2023 and beyond.

A major portion of the annual operating budget is funded by Local Transportation Funds (LTF) that are contributed by the member jurisdictions. LTF revenue is derived from a one-quarter percent sales tax that is returned to the county of origin and distributed to the jurisdictions therein by population. These funds must be used first to meet local transit needs with the remainder, if any, made available for the maintenance of local streets and roads. LTF funds are traditionally used by Yuba-Sutter Transit to balance the annual operating budget after all other available revenue sources have been applied. For FY 2022, \$3.1 million from this source has been claimed by Yuba-Sutter Transit for operating purposes which represents just 47 percent of the combined available LTF apportionment for the four member jurisdictions. As noted above, with a greater share of other funding sources to be allocated for capital purposes, a greater share of available LTF revenue will be needed to back-fill the operating budget in the future beginning as early as FY 2023.

### **Funding and Implementation Schedule for the Transit Facility Project**

The Next Generation Transit Facility Study resulted in the purchase of a 19.7-acre site at 6035 Avondale Avenue in Linda that closed on July 20, 2021. The need for this project resulted from the state requirement for the purchase of zero-emission buses beginning as early as January 2026 as well as the expected displacement from our existing undersized and functionally obsolete transit facility by 2025 due to the Caltrans State Route 70 (B Street) Binney Junction. Staff is now working to cobble together a funding package from federal, state, regional, and local sources of an estimated \$45 million to design and construct the facility, but until more progress is made on that front it will be difficult to know when the design and engineering work should commence. The first big chunk of outside funding is the recently awarded \$8.5 million from the state Affordable Housing & Sustainable Communities (AHSC) program. An award announcement is expected soon on a \$14 million application under the federal Buses & Bus Facilities Grant program and two other major near-term grant opportunities (one state and one federal) will be discussed earlier on this same agenda.

### **Funding and Implementation Schedule for Compliance with the Zero-Emission Bus Mandate**

The Innovative Clean Transit (ICT) rule that was adopted by the California Air Resources Board (CARB) in 2018 requires that only zero-emission buses (ZEBs) be ordered by public transit operators effective January 1, 2029, with the goal of eliminating internal combustion engines in public transit use by 2040. The first compliance date is January 1, 2026, when 25 percent of all buses ordered must be ZEBs. The ICT rule started a chain-reaction that will impact budget decisions for the next 15 – 20 years including, for Yuba-Sutter Transit, the need for a replacement facility. Even if the existing fleet is extended well beyond its useful life, new buses and charging systems (and a new transit facility) will ultimately be necessary. In addition, if funding is available for the new facility and for the incremental cost of ZEBs, the Board has committed to the early transition to ZEB operation by 2035 to position the agency in a more favorable position for competitive grant applications.

### **Development of the Comprehensive Operational Analysis / Short-Range Transit Plan**

Consultant proposals are due by February 25<sup>th</sup> for the Yuba-Sutter Transit Comprehensive Operational Analysis / Short-Range Transit Plan (COA/SRTP). Funded primarily through a Caltrans planning grant, this project will be a top-to-bottom assessment of the current system to “right-size” the operation for the projected service demand over the next five to ten years. The last such effort

was adopted in May 2015. This 18-month project is expected to begin during the 4<sup>th</sup> quarter of FY 2022 and continue into the first quarter of FY 2024. While this effort will be a major focus of FY 2023, the results are not expected to impact the budget significantly before FY 2024 or FY 2025.

### **Pandemic Related Service, Policy and Funding Issues**

COVID-19 wreaked havoc on the Yuba-Sutter Transit operation over the last three fiscal years and the impact will likely continue to be felt in FY 2023 as well. As a result, several budget assumptions will need to be made for the following pandemic related questions:

1. Will ridership continue at current levels, drop once again, or grow to a new post-pandemic normal? What will these alternate ridership levels look like by service and how will they impact the budget?
2. How will these alternate ridership levels impact the size and scope of the operation? Will service continue to operate at currently reduced levels or will changes need to be made to either reduce it still further or return to pre-COVID service levels? What would that look like by service under each scenario?

### **Contract Staffing Relationship with the Regional Waste Management Authority**

Since March 1988, Yuba-Sutter Transit staff has provided administrative support for the Regional Waste Management Authority (RWMA). This approach has been mutually beneficial, but a study of potential alternative organizational scenarios in response to significant changes in waste management regulations as well as anticipated staffing changes resulted in recommendations that would significantly impact this relationship. To implement the recently amended RWMA joint powers agreement, the RWMA is currently in the process of hiring full-time employees for the first time – initially an Executive Director and a Management Analyst. Once the new staff is in place later this spring, Yuba-Sutter Transit's role will be reduced to providing administrative support for the RWMA on a month-to-month basis until such time as the RWMA is able to assume that role as well presumably some time in FY 2023.

### **Recommendation**

Board input is now being requested for the development of the preliminary draft budget regarding the above or any other issues that members may desire staff to investigate prior to the March meeting. If so directed, staff will outline the related budget, service, or policy review process that may be necessary for each as part of the preliminary draft budget. While a special Board workshop has been held at times in the past to focus on the details of the draft budget prior to final consideration in May, the relative need and possible dates and times for such a meeting will also be discussed at the March meeting.

Staff will be prepared at the meeting to discuss these and other budget related issues in more detail as desired.

RECOMMENDATION: Direct staff as desired.

# YUBA-SUTTER TRANSIT AUTHORITY

## FY 2021/2022 MID-YEAR BUDGET REVIEW

Prepared 2-8-2022

	FY 2021/2022 Budget	7/1/21-12/31/21 Year to Date	% of Budget	FY 2021/2022 Projected
<b>Operations Expenditures</b>				
Services - Other Maintenance	\$ 200,000	\$ 88,175	44%	\$ 187,000
Fuel and Lubricants	680,000	367,359	54%	750,000
Tires and Tubes	51,000	35,620	70%	55,000
Other Materials and Supplies Consumed	100,000	9,637	10%	75,000
Utilities - Electric and Gas	52,000	24,642	47%	52,000
Utilities - Water and Sewer	9,000	3,912	43%	9,000
Casualty and Liability Costs - Operations	280,100	138,639	49%	280,000
Services - Contract Operations	5,883,000	2,736,194	47%	5,600,000
Services - Out of Contract	120,000	60,440	50%	80,000
<b>Subtotal - Operations</b>	<b>\$ 7,375,100</b>	<b>\$ 3,464,618</b>	<b>47%</b>	<b>\$ 7,088,000</b>
<b>Administration Expenditures</b>				
Salaries and Wages - Admin. Staff	\$ 433,500	\$ 224,045	52%	433,500
Fringe Benefits - Admin. Staff	160,000	75,980	47%	160,000
Fringe Benefits - Unfunded CalPERS Liability Payments	2,300	2,300	100%	2,300
Services - Accounting	4,500	927	21%	4,000
Services - Legal	12,000	3,413	28%	9,000
Services - Printing and Copying	20,000	9,431	47%	20,000
Services - Miscellaneous Professional	200,000	50,051	25%	200,000
Materials and Supplies - Office & Postage	15,000	2,479	17%	10,000
Utilities - Telephone & Internet	9,000	4,127	46%	8,500
Miscellaneous Expense - Insurance and Bond	37,000	36,370	98%	36,400
Miscellaneous Expense - Dues & Subscriptions	6,000	5,489	91%	6,000
Miscellaneous Expense - Travel and Meetings	5,000	543	11%	3,500
Miscellaneous Expense - Board of Directors	10,800	1,950	18%	7,000
Miscellaneous Expense - Media Adv. and Promo.	15,000	5,086	34%	10,000
Miscellaneous Expense - Other	6,000	1,687	28%	4,000
<b>Subtotal - Administration</b>	<b>\$ 936,100</b>	<b>\$ 423,878</b>	<b>45%</b>	<b>\$ 914,200</b>
<b>Total Expenditures</b>	<b>\$ 8,311,200</b>	<b>\$ 3,888,496</b>		<b>\$ 8,002,200</b>
<b>Operating Revenue</b>				
Passenger Fares	\$ 550,000	\$ 339,104	62%	\$ 678,200
Special Transit Fares	21,000	60,266	287%	63,400
Auxiliary Revenue (Bus, Shelter & Bench Advertising)	36,000	27,103	75%	54,200
Non-Transportation Revenue (Interest)	8,000	4,436	55%	8,900
Non-Transportation Revenue (RWMA, Misc.)	40,000	32,370	81%	64,000
Local Transportation Funds (LTF)	3,100,000	1,189,319	38%	3,100,000
Local Cash Grants/Reimbursements	28,000	17,650	63%	35,300
State Transit Assistance Funds (STA)	-	-	-	-
State Cash Grants/Reimbursements	288,000	87,298	30%	207,800
General Operating Assistance - FTA Sect. 5307 (Urban)	-	-	-	-
General Operating Assistance - FTA Sect. 5307 CARES Act (Urban)	2,693,010	1,978,000	73%	2,693,010
General Operating Assistance - FTA Sect. 5307 ARP (Urban)	1,297,190	17,000	1%	847,390
General Operating Assistance - FTA Sect. 5311 (Rural)	-	-	-	-
General Operating Assistance - FTA Sect. 5311 CARES Act (Rural)	250,000	125,000	50%	250,000
Rural/Small Urban Planning Grant - FTA Sect. 5304 (Planning)	-	-	-	-
<b>Total Operating Revenue</b>	<b>\$ 8,311,200</b>	<b>\$ 3,877,546</b>	<b>47%</b>	<b>\$ 8,002,200</b>

AGENDA ITEM IV – F  
STAFF REPORT

**MID-YEAR PERFORMANCE REPORT**

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first six months of FY 2022 (July 2021 through December 2021) presented in comparison with the performance for the same period in the previous fiscal year. Because FY 2021 was the first full fiscal year for the COVID-19 pandemic that started locally in March 2020, this is the first mid-year report to illustrate the extent to which the service and ridership is or is not recovering from the extended impacts of the pandemic. It is important to note for this comparison that in FY 2021, both the Dial-A-Ride and rural route services were operated fare free for July and August. In addition, the Oroville Employee Shuttle service that was operated primarily for Pacific Coast Producers, Inc. operated for just six weeks in FY 2022.

At the mid-year mark, system ridership which had stabilized a bit near the end of FY 2021 and began showing signs of recovery in the first quarter of FY 2022, continued to improve during the second quarter and ended the period up more than 27 percent compared to the same six months of FY 2021. While this is certainly an encouraging trend, the 219,477 passenger trips through December 2021 were still 50 percent less than the 436,533 trips that were provided in the first half of FY 2019 (the last full pre-pandemic fiscal year) so there is plenty of room for growth. Despite the increase in ridership and the operation of the Oroville service, the number of vehicle service hours (VSH) operated systemwide were still down 3.8 percent compared to the same period in FY 2021 due to dropping the Route 1 Express service in July and a more efficient Dial-A-Ride operation with more shared rides. With higher ridership and fewer service hours, all systemwide financial indicators at the mid-year mark improved significantly compared to the first half of FY 2021 even after accounting for the fare subsidy that was provided by Pacific Coast Producers for the employee shuttle.

To illustrate just how much the COVID-19 pandemic has impacted ridership and the potentially long road ahead to any semblance of recovery, staff prepared the attached graph which has been updated through January 2022 to compare systemwide ridership by month over the last four fiscal years (FY 2019 to FY 2022). Specifically, the gap between the monthly data points for FY 2021 and FY 2022 is the actual ridership increase for each month of FY 2022 compared to the same month in the previous fiscal year. For the seven-month period shown on the graph, systemwide ridership has increased by an average of about 30 percent each month ranging from a low of 10 percent in July to a high of 41 percent in January.

Looking forward, while the recent positive systemwide month-over-month trend that began in July is expected to continue and hopefully increase through FY 2022, ridership is now expected to remain well below pre-pandemic levels at least into FY 2023. This is based on both how far ridership dropped and the continued uncertainty as to the timing and extent of the return to classrooms, offices, and support programs as well as how many will use public transit to get there after not doing so for two years or more.

Staff will be prepared to discuss the performance summary in detail at the meeting.

RECOMMENDATION: Information only.

Attachments



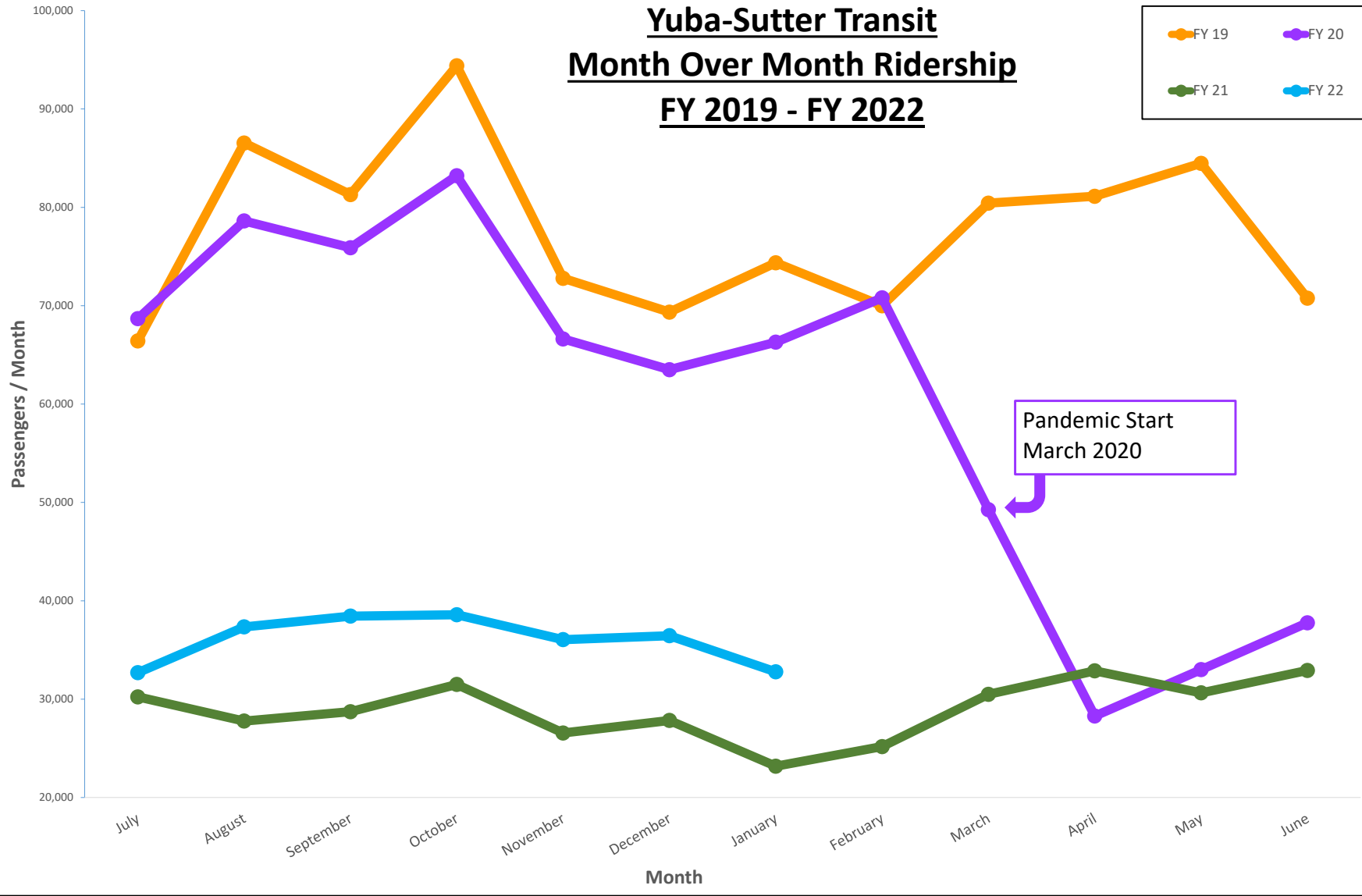
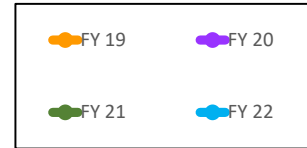
**MID-YEAR PERFORMANCE REPORT  
FISCAL YEAR 2021-2022**

	<b>Passenger Trips</b>	<b>Vehicle Serv. Hours</b>	<b>Pass. Trips Per VSH</b>	<b>Est. Fare Revenue</b>	<b>Fare Rev. Per VSH</b>	<b>Est. Farebox Ratio</b>
<b>Fixed Route:</b>						
July 2021 - December 2021	188,874	22,112.93	8.54	\$244,668	\$11.06	11.6%
July 2020 - December 2020	151,920	24,062.33	6.31	\$96,608	\$4.01	4.6%
Percent Change	24.3%	-8.1%	35.4%	153.3%	175.9%	153.2%
<b>Dial-A-Ride:</b>						
July 2021 - December 2021	14,010	8,890.80	1.58	\$33,364	\$3.75	4.0%
July 2020 - December 2020	8,981	9,096.76	0.99	\$19,492	\$2.14	2.7%
Percent Change	56.0%	-2.3%	59.2%	71.2%	75.4%	46.3%
<b>Sacramento Services (Commuter &amp; Midday):</b>						
July 2021 - December 2021	13,344	5,350.80	2.49	\$73,235	\$13.69	14.4%
July 2020 - December 2020	10,128	5,158.37	1.96	\$72,027	\$13.96	17.5%
Percent Change	31.8%	3.7%	27.2%	1.7%	-2.0%	-17.7%
<b>Foothill Route:</b>						
July 2021 - December 2021	384	511.62	0.75	\$372	\$0.73	0.8%
July 2020 - December 2020	539	472.85	1.14	\$372	\$0.79	1.0%
Percent Change	-28.8%	8.2%	-34.2%	0.0%	-8.0%	-23.5%
<b>Live Oak Route:</b>						
July 2021 - December 2021	900	436.60	2.06	\$995	\$2.28	2.4%
July 2020 - December 2020	1,018	450.12	2.26	\$801	\$1.78	2.2%
Percent Change	-11.6%	-3.0%	-8.8%	24.2%	28.0%	9.0%
<b>Wheatland Route:</b>						
July 2021 - December 2021	75	269.86	0.28	\$57	\$0.21	0.2%
July 2020 - December 2020	25	254.43	0.10	\$27	\$0.11	0.1%
Percent Change	200.0%	6.1%	177.9%	111.1%	92.0%	71.0%
<b>Oroville Shuttle Service:</b>						
July 2021 - Sept 2021	1,975	427.39	4.62	\$46,680	\$109.22	115.0%
<b>Systemwide Summary:</b>						
July 2021 - December 2021	219,562	38,000.00	5.78	\$399,370	\$10.51	11.1%
July 2020 - December 2020	172,611	39,494.86	4.37	\$189,327	\$4.79	6.0%
Percent Change	27.2%	-3.8%	32.2%	110.9%	119.4%	84.4%

Notes:

1. All financial calculations are estimates pending final fiscal audits.

# Yuba-Sutter Transit Month Over Month Ridership FY 2019 - FY 2022



AGENDA ITEM IV – G  
STAFF REPORT

**LOCAL & RURAL ROUTE FARE FREE HOLIDAY SERVICE REPORT**

On February 20, 2020, the Yuba-Sutter Transit Board of Directors approved funding from the State Low Carbon Transit Operations Program (LCTOP) for a series of local fixed route free fare events to promote transit ridership. LCTOP funds, which are available for transit operating and capital assistance to reduce greenhouse gas emissions and improve mobility, with a priority on serving State identified disadvantaged and low-income communities (DAC's), were used to off-set any lost fare revenue from these events. Approximately \$42,000 in LCTOP funds was set aside for these free fare events which have since been offered for the two-week Christmas holidays in 2020 and 2021; for the one-week Yuba-Sutter Fair in 2021; and for the Thanksgiving holiday week in 2021. The initial LCTOP funding allocation will be fully expended in June 2022 after another one-week free fare event during the Yuba-Sutter Fair.

To assess the ridership impact of the free fare events, staff calculated the change in ridership during the events to the period just prior to the event and compared that change to the same changes that were experienced during the same periods in 2019 when fares were charged for all services. While the prior year periods were pre-pandemic, the relative change in ridership between the free fare days and the same number of days just prior to each event controlled for this factor. This analysis found that ridership did increase significantly during the free fare events compared to the same periods in 2019. For reference, average weekday local fixed route ridership typically declines over the course of any month and ridership during the major holiday periods typically drops dramatically during the actual holiday weeks compared to the weeks just prior. During the free fare events, the expected decrease in holiday ridership was reduced by 40 – 55 percent while ridership **increased** by nearly 20 percent during the Yuba-Sutter Fair week event near the end of June 2021. Based on the positive ridership impact of the past events, staff will be working to extend the free fare program for another 12 – 18 months through the transfer of funds that will soon be lapsing from another LCTOP funded activity.

Staff will be prepared at the meeting to discuss the free fare program results in more detail.

RECOMMENDATION: Information only.

2-17-22

AGENDA ITEM V - A

Dear Chairperson Shaw and Members of the Yuba-Sutter Transit Board of Directors,

RECEIVED

JAN 31 2022

YUBA SUTTER TRANSIT

I am writing to you today on behalf of Marysville People First to request your assistance addressing transportation barriers faced by people with intellectual and developmental disabilities who depend on Yuba Sutter Transit.

People First is part of a self-advocacy movement with chapters in 43 countries. In the United States alone, there are estimated to be well over 800 self-advocacy groups. Many of our members don't drive which makes access to public transportation vital in order to move about freely in our communities.

Marysville People First promotes self-advocacy. We hold special events and provide education and training to people with intellectual and developmental disabilities in our community. We reach out to policy makers to let

them know about the services we need to be able to participate fully in our community.

At a recent chapter meeting we heard from the majority of our membership about the challenges and lived experience of our valued community members in accessing both Yuba-Sutter Transit bus and Dial-a-Ride services in our communities. People with disabilities want to be able to travel, work, visit our family and friends, and participate in community events like the Marysville Peach Festival and Cinco de Mayo celebrations.

Unfortunately, we are often not able to because the bus service on the weekdays ends at approximately 9:30 pm and on Saturdays ends at 5:30 pm with no services on Sundays. This impacts our ability to participate in everyday life including special events and religious services.

The Marysville People First chapter would welcome the opportunity to work with you to develop solutions with

the goal of making it possible to increase access to bus and Dial-a-Ride services in the evenings and on weekends. In thinking about next steps, the Marysville People First chapter would like to invite you to attend our chapter meeting February 18<sup>th</sup> at 5:30 pm. Due to Covid-19 Marysville People First meetings take place via Zoom. We look forward to hearing from you and working together to make transportation services better for everyone, including people with disabilities.

If you have any questions or need any further information, please feel free to reach out to our Chapter Advisor, Amy Fulk at [amyf@myeasterseals.org](mailto:amyf@myeasterseals.org), who can share the Zoom invitation with you as well.

Sincerely,

On Behalf of Marysville People First,

Karen Young, Chapter President

A handwritten signature in cursive script that reads "Karen Young". The signature is written in black ink and is positioned below the typed name.