



MEETING NOTICE & AGENDA

DATE: Thursday, March 18, 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/85984608982?pwd=Y0ZCdVIK3F2cIVCazJXWHN4SC81UT09>

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

Meeting ID: 859 8460 8982

Password: 863751

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, Buttacovoli, 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 February 18, 2021. (Attachment)

B. Disbursement List for February 2021. (Attachment)

C. Monthly Performance Report for February 2021. (Attachment)

IV. Reports

A. **Next Generation Transit Facility Project.** Review and consideration of the Ad Hoc Site Selection Committee's recommendation of a preferred site for the replacement transit facility. (Attachment)

- RECOMMENDATION: 1. Select the property at 6035 Avondale Avenue, Marysville, CA (APN 020-030-048) as the preferred site for a replacement maintenance, operations, and administration facility.
2. Authorize staff to draft and submit the Letter of Intent to purchase the subject site pending appraisal and environmental review.
3. 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.

- B. Preliminary Draft Yuba-Sutter Transit Operating and Capital Budgets for FY 2021-22.** Review and possible direction regarding development of the final draft budget. (Attachment)

RECOMMENDATION: Direct staff as desired.

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

RECOMMENDATION: Adopt Resolution No. 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.

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

RECOMMENDATION: Adopt Resolution No. 3-21 authorizing the Transit Manager to certify as counsel for FTA grants.

- E. Project & Program Updates.**

1. COVID-19 Impacts & Response
2. First Annual Zero Emission Bus Report (Due March 31, 2021)

RECOMMENDATION: Information only.

V. Correspondence / Information

- A.** "Honoring Transit Workers" – Article from Transit California (February 2021) magazine featuring Yuba-Sutter Transit among other agencies recognizing the 2020 Transit Professional of the Year Award. (Attached)
- B.** "Prioritizing Vaccines? Think of Public Transit Workers" – California Transit Association op-ed in Capital Weekly, March 8, 2021. (Attached)

VI. Other Business

VII. Adjournment

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

AGENDA ITEM III – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES FEBRUARY 18, 2021

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

Present: Bains, Blaser, Buttacavoli, Fuhrer, Harris, Hudson (Vice Chair), Micheli (Left at 4:32pm), and Shaw (Chair)

Absent: None

II. Presentations

A. Draft Next Generation Transit Facility Plan.

Martin introduced the Draft Next Generation Transit Facility Plan by stating that the need for the plan arose from the adoption of the Innovative Clean Transit Regulation by the California Air Resources Board which requires all new buses purchased in 2029 and thereafter be zero emission buses. The current facility is equipped to handle only 12 zero emission buses which would require renovations of several million dollars. Caltrans is also moving forward with the Highway 70 expansion project which would put the rail line directly on the current facility property. WSP was hired in December of 2019 to develop conceptual design criteria for a replacement facility and evaluate potential sites. They have developed a financial plan and a cost analysis for each site, including estimated costs for construction and off-site improvements that might be needed.

Martin introduced Alva Carrasco, Regional Transit and Rail Manager for WSP, for a PowerPoint presentation of the project including a review of the site selection process, the top three sites, design needs, and the site and building requirements. Carrasco introduced Jewels Carter who discussed the financial plan. Carter clarified that the financial plan strived to compare the cost of each site evenhandedly. Martin added that the charging and fueling infrastructure costs included in the financial plan is for the initial build and did not include additional fueling stations as the fleet is converted to zero emission over time. Carter discussed the differences in the three site costs.

Auden Kaehler discussed the cash flow analysis and funding sources for the project. WSP researched different federal, state, regional and local funding sources that could support different investments including the electric charging infrastructure to offset the cost of the facility. Project timing includes land acquisition in 2021 and construction in 2023 to 2025. If funding could not be met by federal or state grants, financing options are available. The financing option recommendation would be through the Transportation Infrastructure Finance and Innovation Act (TIFIA) which has very favorable rates and repayment options. This would be utilized only if all other finance options are exhausted. Martin added that the report includes a detailed breakdown of these revenue sources and how they would potentially be allocated for each of the three sites under the two different scenarios – fully funded by grant revenue or financing to make up any shortfall. He noted that Yuba-Sutter Transit is prohibited from any debt financing without the expressed written permission of the member jurisdictions.

Director Harris asked if consideration was made for funding from SACOG. Martin responded that the plan assumed a \$5 million contribution from SACOG which is the maximum that has been awarded under either the transformative or the maintenance and modernization revenue categories. Kaehler added that this does not include any other local match or funds from SACOG. Martin stated that some funds that are currently being used for operations may have to be diverted to capital, such as delaying vehicle purchases to fund the facility.

Carrasco presented the next steps and opened the floor for questions. Martin noted that an inconsistency in the consultant report was recently discovered regarding the land acquisition cost for Site 12 and the PowerPoint slide is the correct figure. The site consists of two parcels and the amount that had been used in the report for land acquisition was for just one parcel and the PowerPoint presentation was changed to include the entire preferred site configuration of 13.9 acres.

Director Shaw stated the project must move forward as a region and proposed creating an ad hoc committee that is representative of the region. Director Bains, Director Buttacavoli, Director Harris and Director Hudson were appointed to the ad hoc committee and Director Hudson was asked to chair that committee. Martin stated that the intention is to bring a recommendation before the board as quickly as possible and that he would like to meet with the committee in the first week of March with the intent to bring a recommendation before the board as early as the March meeting.

III. Public Business from the Floor

None.

IV. Consent Calendar

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

V. Reports

A. State Low Carbon Transit Operations Program (LCTOP) Project Selection.

Martin discussed the Low Carbon Transit Operations Program (LCTOP) project selection process. Instead of requesting funding for individual projects, the recommendation this year is to bank the funding to use on the facility project as needed. He continued that some flexibility is also be requested as the Housing Authority has reached out to discuss the purchase of some zero emission buses as a transit component for a grant for which they plan to apply. This would be for four cutaway buses that are typically used for Dial-a-Ride and rural route services. Some of the funding sources being considered for the facility project require that zero emission buses be present as an application requirement, so to compete for those funds, you must have zero emission buses. The grant the Housing Authority is applying for will not be awarded until later this year, so the staff recommendation to bank the LCTOP funding for the facility project could still be amended in the future.

Director Hudson made a motion to authorize submittal of specified projects for LCTOP funding as proposed and adopt Resolution No. 1-21 authorizing execution of the related LCTOP Certifications and Assurances including designation of the Transit Manager as the Authorized Agent. Director Bains seconded the motion and it carried unanimously.

B. FY 2022 Budget Review.

Martin introduced the fiscal year 2022 budget preview by noting that revenues are up while expenses are down for the current year compared to the FY 2021 budget. The funding outlook going forward remains unsure and CARES Act funds will still be used in FY 2022. He noted that the \$1.9 trillion federal relief bill that is now being discussed would provide approximately \$1.5 million in additional funding if passed as proposed. This federal funding would carry through FY 2022 and into FY 2023. He highlighted the pie charts showing how the funding mix has changed over time with it now representing over half of all revenue for FY 2021.

C. Feather River Air Quality Management District (FRAQMD) AB 2766 Grant Agreement.

Martin discussed the Feather River Air Quality Management District Grant Agreement for \$72,000 is to continue the discount monthly pass program for a six-month period through March 2022. This short extension of the program is possible because the existing grant has been extended six months because it is being spent down slowly due to the reduced ridership during the COVID-19 pandemic.

Director Hudson made a motion to authorize the execution of FRAQMD Grant Agreement #VF-20-07 as submitted. Director Bains seconded the motion and it carried unanimously.

D. Yuba-Sutter Transit Procurement Policy Revisions.

Martin presented the recommended revisions to the Yuba-Sutter Transit procurement policy. The thresholds for micro-purchases when using federal transit funds has increased from \$3,500 to \$10,000 and the thresholds for the simplified acquisitions has increased from \$50,000 to \$250,000 and staff is now recommending that the policy be amended to match these new federal levels.

Director Hudson asked for clarification that the thresholds have not been updated since 2018. Simone Reed answered that is correct and that this change will bring Yuba-Sutter Transit in line with the federal standards which is expected to be beneficial for the facility project.

Director Hudson made a motion to approve increases in the micro-purchase and simplified acquisition thresholds as proposed. Director Harris seconded the motion and it carried unanimously.

E. Feather River Air Quality Management District (FRAQMD) 2020 Grant Close-out Report for the Expanded Live Oak Service.

Martin presented the close-out report for the 2020 Feather River Air Quality Management District grant for support of Expanded Live Oak service. He noted that a grant to continue this support for another year was not awarded this year due to a lack of funding.

F. Mid-Year Performance Report for FY 2021.

Martin presented the mid-year report for the period July through December 2020. He noted that overall ridership is down 61 percent and that service hours have been reduced about 13 across all services. Sacramento ridership is down about 86 percent while Dial-a-Ride ridership is down around 70%. He stated that there is no expectation that performance will change significantly until local schools including Yuba College reopen to in-person instruction.

G. Project & Program Updates

1. COVID-19 Impacts & Response (Transportation Security Administration (TSA) Security Directive/COVID-19 Research Demonstration Grant Program Application)

Martin discussed the new TSA Security Directive mandating masks on all public conveyances noting that fines of \$250 for the first offense and up to \$1,500 per subsequent offenses are possible, but that they would be enforced by TSA only when reported. For Yuba-Sutter Transit, riders are still strongly being encouraged to wear masks, but no one is denied a ride for not wearing a mask and masks are available on the fixed route buses for those who do not have a mask.

2. Caltrans Planning Grant Application (Yuba-Sutter Transit Comprehensive Operational Analysis)

Martin discussed the Caltrans Planning Grant that was recently submitted for a comprehensive operational analysis that was previously approved by the Board. This would be a full top to bottom review of the Yuba-Sutter Transit system. Award announcements are expected in May.

VI. Correspondence/Information

None.

VII. Other Business

None.

VIII. Adjournment

The meeting was adjourned at 5:02 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 18, 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 FEBRUARY 2021**

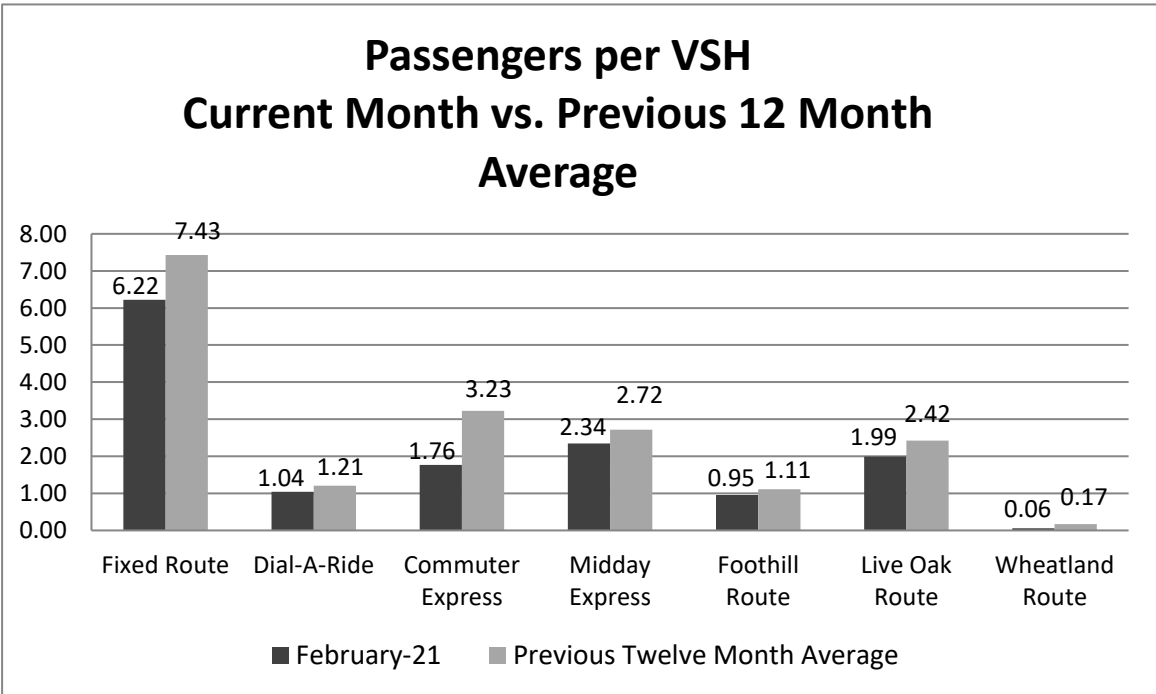
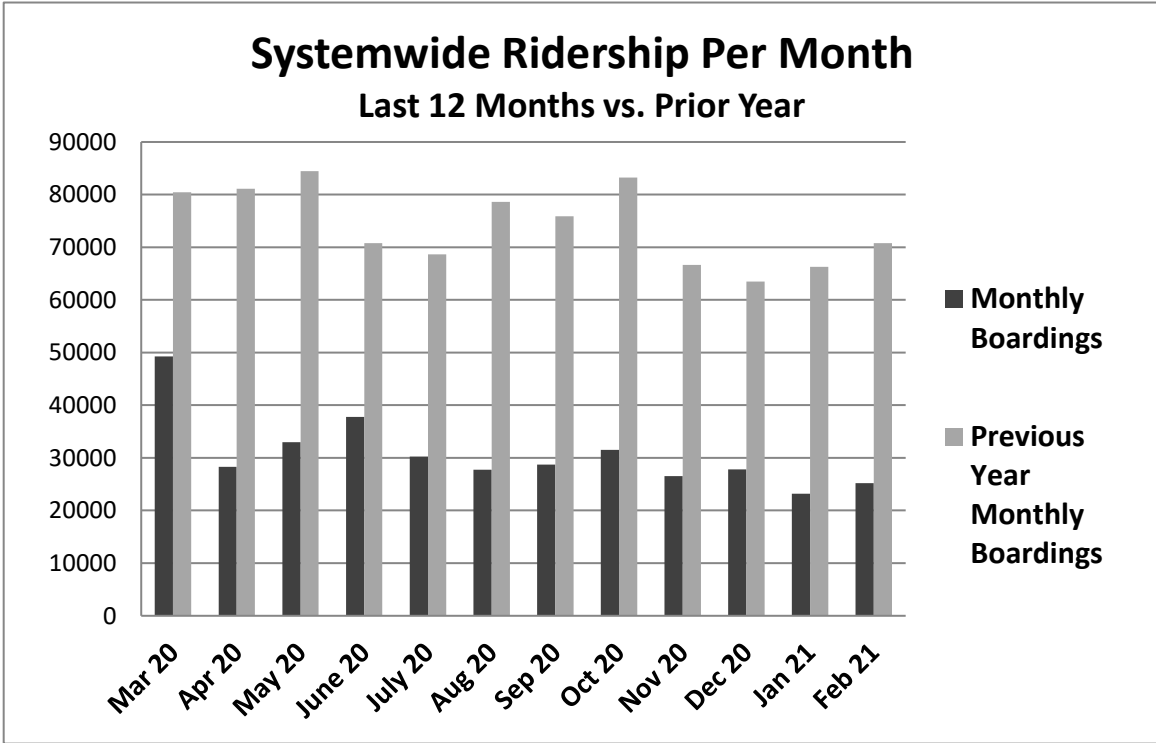
CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,793.90	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,148.47	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 34,316.06	PAYROLL	PAYROLL
EFT	\$ 1,525.97	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 34.49	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - JANUARY
EFT	\$ 285.43	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 2,703.00	PG&E	ELECTRIC
EFT	\$ 38.07	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS
EFT	\$ 954.09	PG&E	GAS
EFT	\$ 44.97	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS - ZOOM AND ADOBE
EFT	\$ 259.77	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 285.12	PRIMEPAY	PAYROLL FEES - JANUARY 2021
EFT	\$ 50.00	DON BLASER	BOARD MEETING 1/21/21
EFT	\$ 50.00	SETH FUHRER	BOARD MEETING 1/21/21
EFT	\$ 202.75	BATTERYJACK	RADIO BATTERIES
EFT	\$ 50.00	DON BLASER	BOARD MEETING 2/18/21
EFT	\$ 50.00	KARM BAINS	BOARD MEETING 2/18/21
EFT	\$ 50.00	SETH FUHRER	BOARD MEETING 2/18/21
EFT	\$ 13,686.41	WSP USA	NEXT GEN FACILITY PLAN SERVICES JAN 21
EFT	\$ 111.49	ELAVON	MERCHANT SERVICE FEE - FEBRUARY
17455	\$ 254.09	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE CHARGES JANUARY 2021
17456	\$ 710.00	ALL AMERICAN ROOFING SPECIALISTS	REPAIR & CLEANING GUTTERS AT FACILITY
17457	\$ 1,500.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING 1/21 & INDUSTRIAL WEED CONTROL
17458	\$ 72.68	BOB'S LOCK & KEY SHOP	REMOVE STUCK KEY FROM SHOP DOOR
17459	\$ 50.00	BRAD HUDSON	BOARD MEETING 1/21/21
17460	\$ 50.00	DAVID SHAW	BOARD MEETING 1/21/21
17461	\$ 623.85	HOTSY OF CALIFORNIA	RECYCLE PUMP REPAIR
17462	\$ 16,251.47	INTERSTATE OIL COMPANY	BUS FUEL - DIESEL
17463	\$ 50.00	KARM BAINS	BOARD MEETING 1/21/21
17464	\$ 1,250.86	PACIFIC PRODUCTS & SERVICES LLC	EQUIPMENT FOR BUS STOP SIGNAGE
17465	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES JANUARY 21
17466	\$ 3,645.03	RAMOS OIL COMPANY	BUS FUEL - GAS
17467	\$ 385.68	SC FUELS	DEF FLUID
17468	\$ 50.00	SHON HARRIS	BOARD MEETING 1/21/21
17469	\$ 364.96	STAPLES CREDIT PLAN	OFFICE SUPPLIES: COPY PAPER, RIBBON, PAPER CLIPS
17470	\$ 490,565.42	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE 12/2020
17471	\$ 450.00	STREAMLINE	WEBSITE SERVICES - FEBRUARY 21
17472	\$ 1,559.16	T-MOBILE	WIFI SERVICES FOR BUSES - JANUARY 21
17473	\$ 282.67	TEHAMA TIRE SERVICE	TUBES/TIRES
17474	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPIER LEASE - JANUARY 21
17475	\$ 400.00	ACTION FENCING	INSTALL BUS STOP - GARDEN HWY @ RIVER OAKS
17476	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - MARCH 21
17477	\$ 50.00	BRAD HUDSON	BOARD MEETING 2/18/21
17478	\$ 50.00	BRUCE BUTTACAVOLI	BOARD MEETING 2/18/21
17479	\$ 382.19	COMCAST BUSINESS	TELEPHONE SERVICES FEBRUARY 21
17480	\$ 301.40	COMCAST BUSINESS	INTERNET SERVICES FEBRUARY 21
17481	\$ 50.00	DAVID SHAW	BOARD MEETING 2/18/21
17482	\$ 382.80	LANDA & SONS GLASS INC	PLEXIGLASS CUT TO PATTERN
17483	\$ 17,211.32	MERRIMAC ENERGY GROUP	BUS FUEL - DIESEL
17484	\$ 50.00	NICHOLAS MICHELI	BOARD MEETING 2/18/21
17485	\$ 914.17	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17486	\$ 350.63	QUILL CORPORATION	JANITORIAL SUPPLIES - PAPER TOWEL, HAND SOAP
17487	\$ 2,386.40	RAMOS OIL COMPANY	BUS FUEL - GAS
17488	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - FEBRUARY 21
17489	\$ 50.00	SHON HARRIS	BOARD MEETING 2/18/21
17490	\$ 164.00	SIMONE REED	VISION REIMBURSEMENT
17491	\$ 6,631.74	STORER TRANSIT SYSTEMS	COVID-19 ADMIN HOURS REIMBURSEMENT JAN 21
17491	\$ 2,293.54	STORER TRANSIT SYSTEMS	COVID-19 EXPENSES JAN 21
17492	\$ 1,488.51	TEHAMA TIRE SERVICE	TUBES/TIRES
	\$ 618,685.35		
LAIF			
TRANSFERS	\$ 500,000.00	TRANSFER FROM CHECKING TO LAIF (2/3)	

AGENDA ITEM III - C

FEBRUARY 2021 PERFORMANCE REPORT

	February-21	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	22,219	29,709	194,831	438,967
Dial-A-Ride	1,326	1,707	11,488	35,244
Commuter Express	1,117	2,480	10,139	86,459
Midday Express	313	403	2,530	9,086
Foothill Route	69	87	659	1,089
Live Oak Route	130	183	1,275	2,686
Wheatland Route	2	7	48	97
Total Ridership:	25,176	34,576	220,970	573,628
Vehicle Service Hours:				
Fixed Route	3,573.05	3,998.04	31,325.40	33,663.49
Dial-A-Ride	1,269.41	1,416.37	11,749.81	15,246.50
Commuter Express	633.19	768.03	5,514.44	8,390.87
Midday Express	133.60	148.23	1,171.45	1,291.77
Foothill Route	72.44	78.29	620.65	631.44
Live Oak Route	65.31	75.63	581.59	624.63
Wheatland Route	36.01	42.93	326.15	363.38
Total VSH's:	5,783.01	6,527.50	51,289.49	60,212.08
Passengers Per Hour:				
Fixed Route	6.22	7.43	6.22	13.04
Dial-A-Ride	1.04	1.21	0.98	2.31
Commuter Express	1.76	3.23	1.84	10.30
Midday Express	2.34	2.72	2.16	7.03
Foothill Route	0.95	1.11	1.06	1.72
Live Oak Route	1.99	2.42	2.19	4.30
Wheatland Route	0.06	0.17	0.15	0.27
Total Passengers Per VSH:	4.35	5.30	4.31	9.53

FEBRUARY 2021 PERFORMANCE REPORT



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 this process 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 \$200,000 project started with the interviewing of Yuba-Sutter Transit and Storer Transit Systems staff about the space needs for the current and projected future systems. 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 (see website link below) 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 that will be necessary.

Once 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 (see website link below). 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 the WSP team for Board review and input in October 2020 as Working Papers #1 and #2. This meeting also marked 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 (see website link below) 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 18th Board meeting, the consultant team presented the contents of what is now Section 3 (Funding Plan & Cash Flow Analysis) of the Final Plan (see website link below). 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 each site with and without debt financing. The cost estimates and funding plans should be viewed as planning/conceptual level as they are intended primarily for comparing sites and both will be significantly refined during the architectural and engineering process following the purchase of a site.

For the immediate purpose, 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 featuring the charging infrastructure for just four battery-electric buses in the initial build-out.

The funding plan for each site was based only on the initial build-out scenario with an allowance for property acquisition under two different funding assumption scenarios. The first scenario 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. Following the consultant's presentation, an ad hoc committee was established to work with staff on the development of a preferred site recommendation for presentation to the full Board for consideration.

Discussion

The committee met on Monday, March 1st to further discuss and evaluate the top ranked sites for the purpose of making a preferred site recommendation. The top ranked sites are identified below along with their score from the site selection matrix and the estimated combined initial build-out cost including site acquisition (rounded) as updated by staff with the most current assumptions.

Site 3 – 6035 Avondale Avenue, Linda

Site Matrix Score of 365 / Initial Site Build-Out Estimate of \$48.7 million

(Based on the listing price of \$899,900 or approximately \$1.05 per square foot for the 19.72-acre property)

Site 7 – Goldfields Parkway & North Beale Road, Linda

Site Matrix Score of 312 / Initial Site Build-Out Estimate of \$55.6 million

(Based on the staff estimated purchase price of \$3 per square foot or \$2.7 million for the 21-acre property)

Site 12 – 1441 East Onstott Road, Yuba City

Site Matrix Score of 303 / Initial Site Build-Out Estimate of \$54.0 million

(Based on the asking price of \$11 per square foot or \$6.7 million for the preferred site configuration of 13.9-acres of the 17.43-acre property)

To assist in their deliberation, the committee was given the attached list of major pros and cons for each site that staff had compiled from the site evaluation process along with additional information that had been received or updated since the February 18th meeting along with the attached aerial photos showing surrounding land uses and sample conceptual facility layouts for each site. Because some of the listed pros and cons are more important than others, staff also presented the committee with the following key take-away comparisons for their consideration.

1. All three of these sites are generally suitable for the envisioned transit facility and none stands out as clearly superior in terms of either future operating cost or long-term development potential though Sites 3 and 7 are relatively more accessible to the growing and planned population centers in both Yuba County and Sutter Counties (i.e., Plumas Lake, Sutter Pointe, Wheatland, and the Highway 65 corridor).
2. Sites 3 and 12 offer the best configuration for a transit facility compared to the triangular shape of Site 7 though the large size of that site does somewhat mitigate that limitation. The smaller relative size of Site 12 does limit its solar generating capacity as well as the option for hydrogen fueling.
3. Due primarily to the lower purchase price, Site 3 is expected to be the least expensive site to develop by a significant margin (by \$5.3 million over Site 12 and by \$6.9 million over Site 7) though Yuba City is committed to minimize the development cost of Site 12 to the extent possible.

4. Sites 3 and 12 are actively for sale, but the owner of Site 7 is at least willing to entertain an offer.
5. Site 3 could be purchased immediately with existing non-federal cash reserves which would significantly advance the project timeline including the critical funding process. Those same reserves may not be sufficient to immediately purchase Site 7 and the much higher cost of Site 12 would require federal funding authorization that would create an estimated one-year delay in the purchase unless some form of financing is provided to cover the funding gap.
6. While Site 3 is likely to have had the most past industrial activity and therefore at greater risk for environmental contamination, recent groundwater testing resulted in a June 2020 letter of concurrence from the Regional Water Quality Control Board that no further remediation is required. Staff is not aware of any environmental reviews for Sites 7 or 12.

To highlight the urgency of this project, staff noted for the committee that the current schedule for the fully funded Caltrans highway expansion and railroad overcrossing replacement project that will ultimately displace the existing facility is now scheduled to begin construction in Spring 2024 with project completion scheduled for Fall 2026. Based on the assumption that this schedule will slide a bit and/or that the existing facility can still be used for a while even after the Caltrans work has begun, the facility funding plan assumed occupancy of the new facility in 2025 based on the following schedule:

Land Acquisition	2021
Soft Costs (Architectural & Engineering)	2021 – 2025
Construction	2023 – 2025

This timeline presumes that the project is funded in a timely manner as any delay will result in increased cost which would only add to the funding challenge. Furthermore, any delay beyond the date by which Caltrans requires the existing property will require the temporary relocation of Yuba-Sutter Transit's operations, maintenance, and administrative functions to an interim location (or locations) adding still more cost and complexity to the process. Even under the most optimistic funding scenarios, such an interim solution may still be necessary so every effort should be made to expedite this process.

PREFERRED SITE RECOMMENDATION

Based on the combination of lowest purchase price, immediate availability, future flexibility, and excellent location; the ad hoc committee unanimously chose to recommend Site 3 as the preferred site for the replacement transit facility. Should the Board accept this recommendation, a multi-step process will be necessary before a final purchase decision can be made.

This process begins with an Intent to Purchase letter to the property owner to lay out the acquisition procedures along with the principal rights and options available to the owner. This letter will specifically state that the agency has no intention of exercising the power of Eminent Domain to acquire the property. It will also inform the owner that an appraisal will be necessary, and that the owner will have the opportunity to accompany the appraiser during the inspection of the property. During this time, the services of a qualified firm will be secured to conduct a Phase 1 Environmental Site Assessment (ESA) which explores 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 firm will likely also be tasked with completing the appropriate level of environmental document (CEQA/NEPA) for the project. 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.

Staff and legal counsel as well as members of the ad hoc committee will be prepared at the meeting to discuss the preferred site recommendation in detail as well as the next steps in the process should the Board choose to proceed.

- RECOMMENDATION:
1. Select the property at 6035 Avondale Avenue, Marysville, CA (APN 020-030-048) as the preferred site for a replacement maintenance, operations, and administration facility.
 2. Authorize staff to draft and submit the Letter of Intent to purchase the subject site pending appraisal and environmental review.
 3. 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.

Attachments:

Exhibit A – Site Selection Comparison Pros & Cons (Revised March 11, 2021)

Exhibit B – Aerial Photos of Each Site

Exhibit C – Example Conceptual Site Layouts for Each Site (Two for Site 12)

Links:

Section 1 – Site Selection & Climate Resiliency (With Site Selection Matrix)
(Revised February 25, 2021)

<https://www.ybasuttertransit.com/files/a45ffa41b/Section+1+Final.pdf>

Section 2 – Final Design Criteria (With Sample Conceptual Site Layouts)
(Revised February 25, 2021)

<https://www.ybasuttertransit.com/files/9266dd86c/Section+2+Final.pdf>

Section 3 – Funding Plan and Cash Flow Analysis (With Detailed Construction Cost Estimates)
(Revised February 25, 2021)

<https://www.ybasuttertransit.com/files/66139ae7c/Section+3+Final.pdf>

Introductory Project Video

<https://www.ybasuttertransit.com/next-generation-transit-facility-site-selection-video>

EXHIBIT A
SITE SELECTION COMPARISON
Revised March 11, 2021

Site 3: 6035 Avondale Avenue, East Linda (Top Ranked Site – Matrix Site Score of #365)
19.72 Acres / \$899,900 (Listing Price)
Neighborhood Mixed Use Zoning

Pros

1. Actively being marketed
2. Large flat site (19.72 acres)
3. Excellent site configuration (well-proportioned, rectangular site)
4. Lowest projected initial site build-out cost (\$48.7 million) including land purchase which is approximately 13% less than Site 7 and 12% less than Site 12.
5. Lowest overall & per acre cost (\$899,900 listing price / \$1.05 per sq. ft. or \$45,738 per acre)
6. Adequate reserves of non-federal funds are immediately available to complete this purchase which greatly simplifies the project funding process and expedites project delivery.
7. Space available for expanded solar power generation and potential for hydrogen fuel use.
8. Multiple access/egress points (all on Avondale) with ability to separate bus and auto traffic.
9. Excellent pedestrian access from nearest transit stops (three routes operate on North Beale Rd. / two with half hour frequency Monday – Saturday from existing stops at Lowe Ave. approximately ¼ mile away) / Presumed future bus stops in both directions on North Beale Rd. at future signalized intersection with Avondale Ave. would be on or across North Beale Rd. from the property. [Note: The nearest bus stops to the existing facility are just under ¼ mile away and served by just one hourly route.]
10. Excellent access to downtown Sacramento (and for potential future service in the Highway 65 corridor) via Lindhurst Ave. and Erle Rd. for reduced commuter bus deadhead miles/hours.
11. Reasonably well located for a mobility hub to support transportation options such as car/bike/scooter share, or a vanpool commuter program.
12. After extensive ground water testing, the Central Valley Regional Water Quality Control Board concurred on June 1, 2020 with the resulting report that no further remediation is required on this site.

Cons

1. Backs up to a single-family residential area (nine single-story houses).
2. Will require signalized intersection (or fare share thereof) at North Beale Rd. and Avondale Ave.
3. Minor and insignificant increase in operating costs (+\$3,642 annually) compared to Site 12 due to increased vehicle deadhead miles/hours.
4. Moderate nearby retail/dining opportunities for transit employees.
5. Higher perceived security risk than the other top ranked sites due to the relatively remote location and immediate proximity to the Yuba River flood plain on the northern property boundary.

Site 7: Goldfields Parkway & North Beale Road, East Linda (Matrix Site Score of #312)
Approximately 21 Acres / \$2,744,280 (Estimated Price)
Neighborhood Mixed Use Zoning

Pros

1. Large flat site (Approximately 21 acres)
2. Multiple access/egress options on more than one side with ability to separate bus and auto traffic.
3. Moderate pedestrian access from nearest transit stops (the same three routes that serve Site 3 all terminate at the Yuba College Transit Center approximately ½ mile away) / One of these routes offer hourly service in both directions from stops on Alberta Rd. at North Beale Rd. approximately ¼ mile away. [Note: The nearest bus stops to the existing facility are just under ¼ mile away and served by just one hourly route.]
4. Space available for expanded solar power generation and potential hydrogen fueling option.
5. Excellent access to the Yuba College Terminal for enhanced operator shift changes.
6. Space available for future commercial development opportunities.
7. Excellent access to downtown Sacramento (and for potential future service in the Highway 65 corridor) via Goldfields Parkway and Erle Road for reduced commuter bus deadhead miles/hours.
8. Least flood risk of the top ranked sites.

Cons

1. Triangular shape limits usability of portions of the site.
2. Highest projected initial site build-out development cost (\$55.7 million) including land purchase and estimated off-site improvements / Approximately \$7 million (14%) more than Site 3 with the largest variables being construction and land acquisition costs.
3. Not actively being marketed so no firm cost comparison is possible but expected to be much closer to Site 3 than Site 12 based on comparable nearby property sales and listing prices (projected price of \$3 per square foot or \$130,680 per acre) / Approximate 21-acre site would cost \$2,744,280.
4. Available reserves from non-federal sources may not be immediately sufficient to cover the estimated purchase price which would result in delays to the overall project funding process and project delivery.
5. Access to North Beale Rd. problematic due to traffic speeds (may require signalized intersections at both Alberta and Goldfields Parkway).
6. Will ultimately require signalized intersection (or fare share thereof) at North Beale Rd. and Goldfields Parkway (possibly also at North Beale Rd. and Alberta Rd.)
7. Would require a lot line adjustment to create the 21-acre preferred parcel out of the existing 99-acre parcel.
8. Modest though relatively insignificant increase in operating costs (+\$15,243 annually) compared to Site 12 due to increased vehicle deadhead miles/hours.
9. Poorly located for a mobility hub to support transportation options such as car/bike/scooter share, or a vanpool commuter program.
10. Extremely limited nearby retail/dining opportunities for transit employees.

**Site 12: 1441 East Onstott Road, Yuba City (Matrix Site Score of #302)
13.9 Acres (Preferred Site Configuration) / \$6,660,324 (Asking Price of \$11 / Sq. Ft.)
Multi-Family Residential & General Commercial Zoning**

Pros

1. Actively being marketed
2. Oversized flat site (Preferred site configuration of approximately 13.9 acres / Combination of two parcels of approximately 10.11 acres and 7.32 acres)
3. Good configuration of the preferred site (square) / Much less optimal if purchasing just the southern 10.11-acre parcel.
4. Multiple access/egress options on more than one street with ability to separate bus and auto traffic.
5. Good pedestrian access from nearest transit stops (two routes operating nearby – one on Gray Avenue approximately 1/8th mile away from the nearest stop and two on Butte House Road approximately 1/2 mile from nearest stops) / One of these routes offer half hour frequency Monday – Saturday and the other half hour frequency Monday – Friday. [Note: The nearest bus stops to the existing facility are just under 1/4 mile away and served by just one hourly route.]
6. Smallest increase in operating cost (+\$2,320 annually) compared to the current site due to increased vehicle deadhead miles/hours.
7. Located near populated areas and the business district which is ideal for a mobility hub to support transportation options such as car/bike/scooter share, or a vanpool commuter program.
8. Excellent nearby retail/dining opportunities for transit employees.
9. Lowest perceived security risk due to site visibility.

Cons

1. Second highest projected initial site build-out cost (\$54.0 million) including land purchase and estimated off-site improvements / Approximately \$5.3 million (11%) more than Site 3 with the largest variable being the cost of land acquisition though Yuba City is committed to minimizing the development cost of this site to the extent possible.
2. Significantly higher overall and per acre cost (asking price of \$11 per square foot or \$479,160 per acre) / Approximate 13.9-acre preferred site configuration would cost \$6,660,324.
3. Would require a federal formula grant application/award to complete the purchase which would result in substantial delays to the overall project funding process and project delivery.
4. Would require a lot line adjustment to create the preferred 13.9-acre site out of the two existing parcels.
5. Limited space for expanded solar power generation potential.
6. Surrounding land uses and setback requirements significantly limits the option for hydrogen use.
7. Site borders on two two-story multi-family housing complexes (just one complex in preferred configuration)
8. Worst access of the three sites to downtown Sacramento (15 – 20% increase in one-way running time) for increased commuter bus deadhead miles/hours / Even greater travel penalty for potential future service in the Highway 65 corridor.

Site #3 6035 Avondale Avenue

Exhibit B



Site #7 Goldfields Parkway



Goldfields Parkway and North Beale Road
21 Acres
Estimated Cost: \$2.7M

Site #12 1441 East Onstott Road

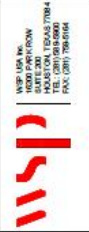


Exhibit C



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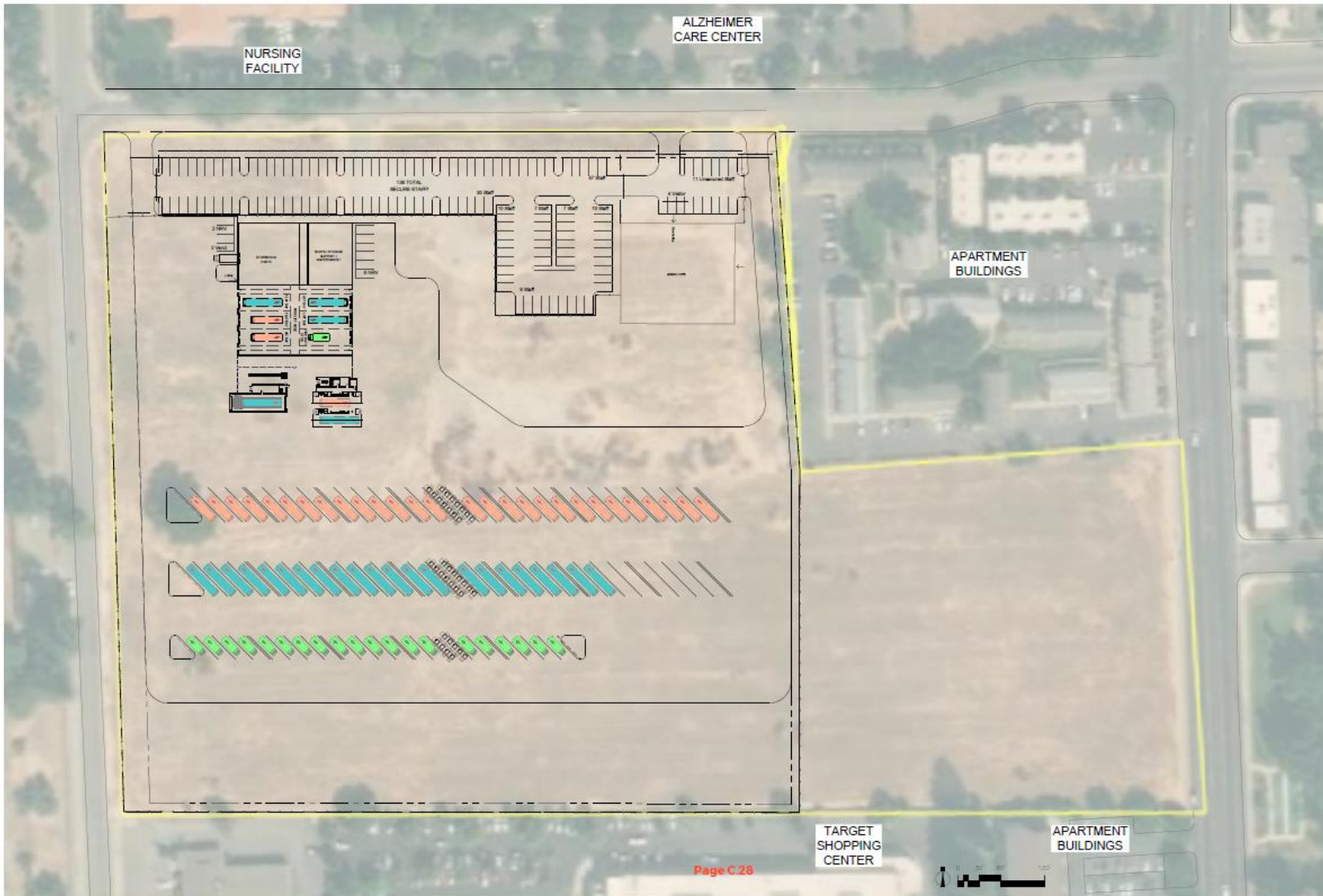
DRAWING NUMBER	DRAWING TITLE	PROJECT TITLE	PROJECT NO.	18275A
			DRAWN BY	RR
3.2	SITE 3 TEST FIT OPTION 2 WITH AERIAL	Yuba-Sutter Transit	DATE	6/21/2020
			SCALE	20M 1" = 60'-0" 11X17 1" = 12'-0"





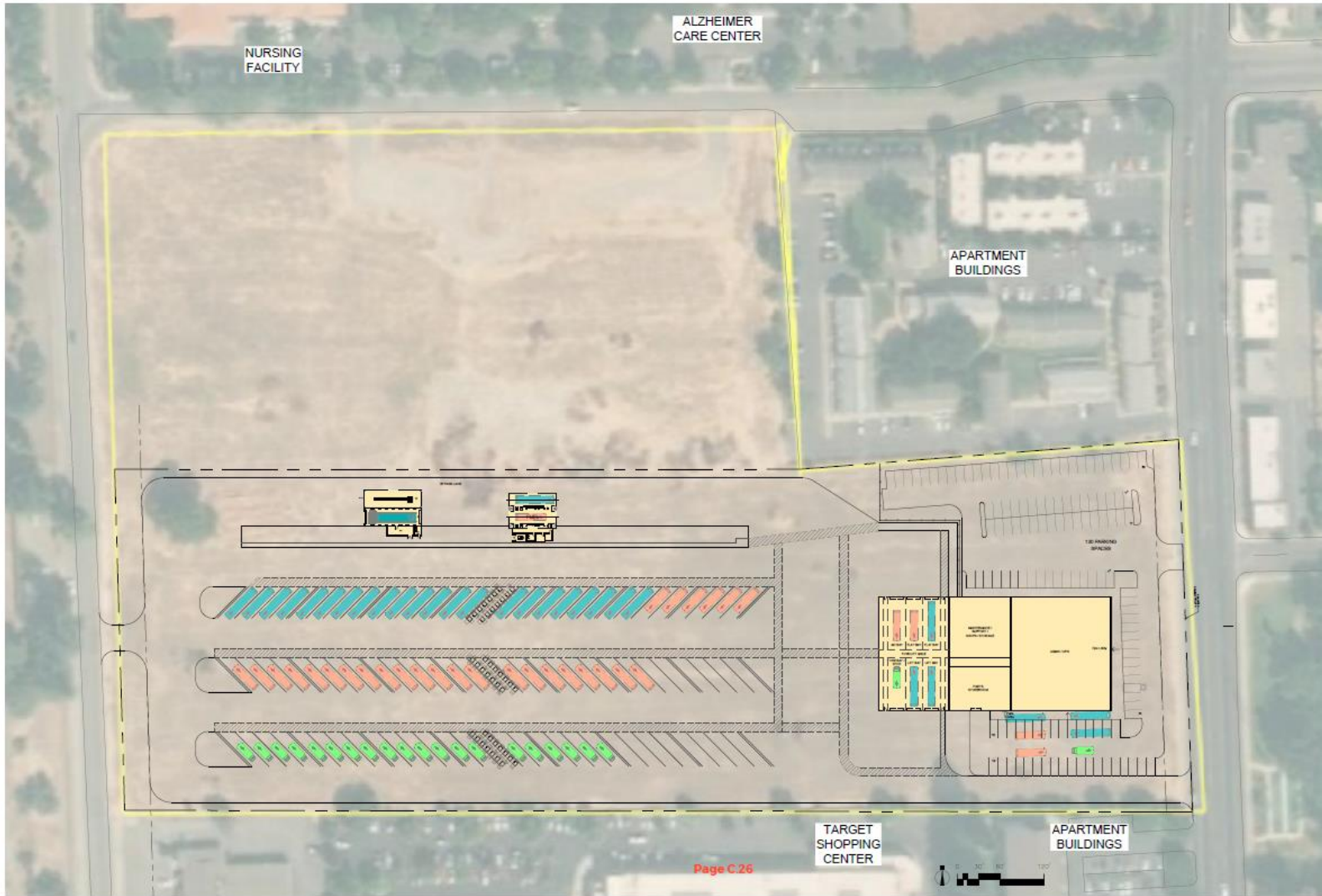
Page C.21

DRAWING NUMBER	DRAWING TITLE	WSP USA INC. 1000 PARKVIEW MARTIN LUTHER KING JR. BLVD, SUITE 200 FOLSOM, CA 95630 TEL: (916) 796-5100 FAX: (916) 796-5104			PROJECT TITLE	PROJECT NO.	180258A
					YUBA-SUTTER TRANSIT RESILIENT NEXT GENERATION TRANSIT FACILITY PLAN	DRAWN BY	RR
7.1	SITE 7 TEST FIT WITH AERIAL				DATE	7/20/20	1" = 60' 0"
					SCALE	1" = 60' 0"	1" = 120' 0"



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DRAWING NUMBER	12.1B	DRAWING TITLE	SITE 12 TEST FIT TARGET SITE OPTION 2 - W/ AERIAL	 <small>WSP USA, INC. 1400 PARK ROW HOUSTON, TEXAS 77064 TEL: 281.288.8800 FAX: 281.288.8808</small>		PROJECT TITLE	YUBA-SUTTER TRANSIT RESILIENT NEXT GENERATION TRANSIT FACILITY PLAN	PROJECT NO.	8925EA
	DESIGNED BY		JAC				DATE		01/16/2020



DRAWING NUMBER	12.1A
DRAWING TITLE	SITE 12 TEST FIT TARGET SITE OPTION 1 - W/ AERIAL
	
<small>WSP USA, INC. 10000 W. 170TH AVENUE SUITE 300 HOUSTON, TEXAS 77064 PHONE: (281) 784-5000 FAX: (281) 784-5004</small>	
	
PROJECT TITLE	YUBA-SUTTER TRANSIT RESILIENT NEXT GENERATION TRANSIT FACILITY PLAN
PROJECT NO.	90265A
DRAWN BY	JVC
DATE	09/08/2005
SCALE	1" = 100.0'

AGENDA ITEM IV – B
STAFF REPORT

**PRELIMINARY DRAFT YUBA-SUTTER TRANSIT
OPERATING AND CAPITAL BUDGET FOR FY 2022**

Background

Attached for Board review and discussion is the preliminary draft Yuba-Sutter Transit operating and capital budget for FY 2022 including the detailed assumptions being used for each revenue and expense line item. The Yuba Sutter Transit Authority 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 a final budget be adopted by the end of May. This schedule is designed to provide early notice to the member jurisdictions of the annual apportionment of Local Transportation Fund (LTF) contributions for inclusion in their own budget process. While this submittal meets the JPA requirement, the budget remains a work in progress that will be further refined for the final draft budget that will be presented for Board review and adoption consideration at the May 20th meeting.

Current Year Budget Estimates

Year-end operating expenses for FY 2021 are now projected to be around \$418,000 (5.3 percent) lower than the adopted budget of \$7,933,000. Contracted services costs, even after accounting for pandemic related expenditures, are down \$145,600 and reduced fuel expenses, typically our most volatile of all line items, represents an additional projected savings of \$121,000. Additional combined savings of \$64,000 are currently projected in tires, materials, and other services. Another noteworthy item is that nearly \$50,000 of savings in miscellaneous professional services for the Next Generation Facility Plan and the related state grant revenue were recognized in FY 2020 due to project timing, rather than in the budgeted FY 2021. The most significant revenue variance is higher than expected fare receipts due to the resumption of fare collection on local and rural services. However, even at 400 percent of the budgeted amount, the projected fare revenue total would still be less than half of the pre-COVID level due to reduced ridership.

Current year capital expenditures represent an anticipated \$1,000,000 payment for the purchase of land for a new facility using State Transit Assistance (STA) funds. Also included is a forklift and surveillance system repairs and enhancements using California State of Good Repair (SGR) funds and an allowance for office equipment and furnishings also funded with STA revenue. The vehicle project that was included in the FY 2021 budget for funding purposes is now expected to be completed in FY 2022.

Preliminary FY 2022 Budget Projections

The preliminary draft FY 2022 operating budget of \$7,944,000 represents just a 0.14 percent increase (\$11,000) over the budgeted amount for FY 2021 and a 5.71 percent increase (\$429,000) over the projected year-end figure for the current fiscal year. The preliminary draft budget was prepared using an estimated 80,000 vehicle service hours (VSH) which is only 1.27 percent more than the projected year-end figure of 79,000 VSH for FY 2021 assuming a slow recovery from the

pandemic. Despite these increases, the preliminary draft budget is essentially a status quo budget with no major service or policy changes. As a result, it should be viewed at this early date as a starting point for further analysis and discussion.

Significant expense variances from FY 2021 include the annual adjustment for the operating contract and the increase of 1,000 VSH with related increases to fuel, tires, and vehicle repairs. In addition, the budget anticipates the award of a Caltrans planning grant and the initiation of the Comprehensive Operational Analysis (COA) this fall. The largest share of the operating budget is related to the operating contract with Storer Transit Systems which accounts for 77 percent (\$6,127,500) of the proposed FY 2022 operating budget. Fuel costs and administrative staffing expenses (salaries and benefits) each represent about 7 percent of the budget, but fuel is typically the most volatile expense item each year as prices can change quickly over the year or even before the final draft budget is presented in May.

The most significant revenue assumptions in the preliminary draft operating budget are based on expected stability in systemwide ridership and fare revenue at the current pandemic-induced levels through FY 2022. Also assumed are the Caltrans planning grant for the COA; some semblance of state and local economic stability; and replacement or extension of the expiring federal Fixing America's Surface Transportation (FAST) Act at or above current funding levels. Based on these and other assumptions, the combined Local Transportation Fund (LTF) contribution from the member jurisdictions is being budgeted at \$3.0 million for FY 2022 which would be an increase of 7.1 percent (\$200,000) over the roughly \$2.8 million that has been budgeted from this source for the last three years. This stability was possible due to the availability of federal CARES Act funds since FY 2020 to off-set the loss of fare revenue from the pandemic. While the balance of CARES Act funds will be exhausted in FY 2022, the pending American Rescue Plan Act is likely to result in additional federal support that staff expects to account for in the final draft budget.

In addition to the above, the preliminary draft FY 2022 operating budget makes other significant expense and revenue assumptions including:

- Continuation of the consulting agreement with the Regional Waste Management Authority (RWMA) through FY 2022. While the RWMA is currently studying organizational alternatives that will result in the end of this long-standing agreement, consulting revenues are expected to continue through a transition period for all or a part of FY 2022.
- Continued funding from the Feather River Air Quality Management District (FRAQMD) for the deeply discounted monthly pass program for youth, seniors and persons with disabilities that has long been provided. Without FRAQMD funding, this program will otherwise expire on March 31, 2022 and a higher out-of-pocket cost for passengers would likely have a significant impact on both ridership and fare revenue.

The preliminary draft capital budget for FY 2022 assumes the purchase of a site for the replacement transit facility by June 30, 2021 and the commencement of expenditures for the design phase of the project with an allowance of \$1,217,000 for FY 2022 to be funded with STA revenue. It also includes the planned replacement of six small demand response and rural route buses with six similarly sized buses for a total of \$570,000 using State of Good Repair (SGR) funds (both federal and state); a

phone system upgrade (\$40,000 in state SGR); and an allowance for facility and office equipment & furnishings.

Looking to the future, the expected displacement of the existing transit facility sometime in 2023, 2024 or 2025 will make its replacement the agency's singular priority for the next few years. And if not the highway project, then the state's zero-emission bus mandate will lead to the same result just a few years later. For this reason, the most important immediate task will be to quickly acquire the necessary funding if a new facility is to be available for use when required as any delay will increase the chance of having to move twice. This will require a laser-focused and continuous effort to identify and accumulate chunks of funding (large and small) from a host of sources (including our own) because no single source will be sufficient to fund this major project. While this process began with the identification and evaluation in the facility plan of a host of potential funding sources, it will take off in earnest with the purchase of a site.

Recommendation

This submittal initiates the formal Yuba-Sutter Transit budget process each year and Board questions and input are invited as both the current and future budget year expense and revenue assumptions will continually be refined over the next two months. Should budget conditions or assumptions change significantly for any reason in the next few weeks, staff may place a revised draft budget on the agenda for discussion at the regular monthly meeting on April 15th. If more detailed discussions are desired, a special meeting could be scheduled for late April or early May in advance of the final budget presentation at the regular monthly meeting on May 20th.

Staff will be prepared at the meeting to discuss the above issues as well as the preliminary draft budget in as much detail as desired.

RECOMMENDATION: Direct staff as desired.

Attachment: Preliminary Draft Operating and Capital Budget for FY 2022
Preliminary Draft Budget Assumptions for FY 2022

**YUBA-SUTTER TRANSIT AUTHORITY
FY 2021/2022 PRELIMINARY DRAFT OPERATING BUDGET**

PREPARED MARCH 10, 2021

		FY 2018/2019 Budget	FY 2018/2019 Audited	FY 2019/2020 Budget	FY 2019/2020 Audited	FY 2020/2021 Budget	FY 2020/2021 Projected	FY 2021/2022 Preliminary Draft
Operations Expenditures								
010.50300	Services - Other Maintenance	\$ 220,000	\$ 192,648	\$ 230,000	\$ 193,074	\$ 200,000	\$ 175,500	\$ 198,500
010.50401	Fuel and Lubricants	717,000	732,863	875,000	615,092	596,000	475,000	560,000
010.50402	Tires and Tubes	92,500	57,457	70,500	48,586	57,000	40,000	48,000
010.50499	Other Materials and Supplies Consumed	90,000	114,378	90,000	62,111	90,000	67,600	75,000
010.50500	Utilities - Electric and Gas	53,000	48,526	53,000	42,290	52,000	48,000	52,000
010.50501	Utilities - Water and Sewer	5,500	5,275	5,500	6,299	6,500	7,500	9,000
010.50600	Casualty and Liability Costs - Operations	292,000	292,429	304,000	277,224	270,500	270,400	280,000
010.50800	Services - Contract Operations	5,093,000	5,095,265	5,400,000	5,474,033	5,780,000	5,520,000	5,700,000
010.50801	Services - Out of Contract	15,000	12,759	15,000	50,675	17,000	131,500	147,500
	Subtotal - Operations	<u>\$ 6,578,000</u>	<u>\$ 6,551,600</u>	<u>\$ 7,043,000</u>	<u>\$ 6,769,384</u>	<u>\$ 7,069,000</u>	<u>\$ 6,735,500</u>	<u>\$ 7,070,000</u>
Administration Expenditures								
160.50102	Salaries and Wages - Admin. Staff	\$ 404,000	\$ 386,612	\$ 400,000	\$ 398,226	\$ 411,000	\$ 413,000	\$ 429,000
160.50200	Fringe Benefits - Admin. Staff	189,500	144,339	160,000	142,389	155,000	145,300	155,700
160.50201	Fringe Benefits - Unfunded CalPERS Liability Payments	-	28,464	425,000	390,541	-	-	2,300
160.50301	Services - Accounting	2,500	4,809	3,000	2,307	3,000	5,000	5,000
160.50302	Services - Legal	12,000	5,957	12,000	4,928	12,000	6,000	12,000
160.50303	Services - Printing and Copying	32,000	18,915	30,000	7,968	20,000	11,000	20,000
160.50309	Services - Miscellaneous Professional	103,000	84,304	130,000	157,629	170,000	117,000	150,000
160.50499	Materials and Supplies - Office & Postage	15,000	8,593	15,000	14,338	16,000	10,000	15,000
160.50502	Utilities - Telephone & Internet	20,000	8,724	20,000	7,168	10,000	9,000	10,000
160.50900	Miscellaneous Expense - Insurance and Bond	33,000	30,354	36,000	30,872	36,000	36,000	37,000
160.50901	Miscellaneous Expense - Dues & Subscriptions	5,000	4,146	5,000	5,106	5,000	5,900	6,000
160.50902	Miscellaneous Expense - Travel and Meetings	5,000	2,101	5,000	2,529	5,000	2,000	5,000
160.50903	Miscellaneous Expense - Board of Directors	4,800	4,350	4,800	3,700	5,000	4,700	6,000
160.50904	Miscellaneous Expense - Media Adv. and Promo.	10,000	9,495	10,000	6,686	10,000	12,000	15,000
160.50909	Miscellaneous Expense - Other	10,000	3,519	6,000	19,838	6,000	2,600	6,000
	Subtotal - Administration	<u>\$ 845,800</u>	<u>\$ 744,682</u>	<u>\$ 1,261,800</u>	<u>\$ 1,194,225</u>	<u>\$ 864,000</u>	<u>\$ 779,500</u>	<u>\$ 874,000</u>
	Total Expenditures	<u><u>\$ 7,423,800</u></u>	<u><u>\$ 7,296,282</u></u>	<u><u>\$ 8,304,800</u></u>	<u><u>\$ 7,963,609</u></u>	<u><u>\$ 7,933,000</u></u>	<u><u>\$ 7,515,000</u></u>	<u><u>\$ 7,944,000</u></u>

		FY 2018/2019 Budget	FY 2018/2019 Audited	FY 2019/2020 Budget	FY 2019/2020 Audited	FY 2020/2021 Budget	FY 2020/2021 Projected	FY 2021/2022 Preliminary Draft
Operating Revenue								
40100	Passenger Fares	\$ 1,160,000	\$ 1,187,342	\$ 1,250,000	\$ 1,045,646	\$ 120,000	\$ 495,000	\$ 500,000
40200	Special Transit Fares	21,000	21,433	21,000	25,811	17,000	3,000	5,000
40600	Auxiliary Revenue (Bus, Shelter & Bench Advertising)	45,000	50,064	49,000	43,039	42,000	37,100	37,000
40700	Non-Transportation Revenue (Interest)	2,500	5,939	4,000	15,464	15,000	17,000	5,000
40709	Non-Transportation Revenue (RWMA, Misc.)	60,000	38,762	45,000	44,737	36,000	45,300	40,000
40900	Local Transportation Funds (LTF)	2,789,800	2,583,847	2,800,000	2,760,991	2,800,000	2,800,000	3,000,000
40901	Local Cash Grants/Reimbursements	34,500	37,558	41,000	40,529	35,000	33,400	28,000
41100	State Transit Assistance Funds (STA)	950,000	950,000	1,428,500	244,421	-	-	-
41109	State Cash Grants/Reimbursements	47,800	96,008	266,300	297,211	289,000	218,700	282,500
41300	General Operating Assistance - FTA Sect. 5307 (Urban)	2,100,000	2,100,000	2,200,000	2,200,000	-	-	1,049,190
41300	General Operating Assistance - FTA Sect. 5307 CARES Act (Urban)	-	-	-	1,000,000	4,284,000	3,618,815	2,747,310
41301	General Operating Assistance - FTA Sect. 5311 (Rural)	200,000	201,103	200,000	115,760	-	84,240	-
41301	General Operating Assistance - FTA Sect. 5311 CARES Act (Rural)	-	-	-	130,000	295,000	162,445	250,000
41310	Rural/Small Urban Planning Grant - FTA Sect. 5304 (Planning)	13,200	24,226	-	-	-	-	-
	Total Operating Revenue	<u>\$ 7,423,800</u>	<u>\$ 7,296,282</u>	<u>\$ 8,304,800</u>	<u>\$ 7,963,609</u>	<u>\$ 7,933,000</u>	<u>\$ 7,515,000</u>	<u>\$ 7,944,000</u>

		FY 2018/2019 Budget	FY 2018/2019 Audited	FY 2019/2020 Budget	FY 2019/2020 Audited	FY 2020/2021 Budget	FY 2020/2021 Projected	FY 2021/2022 Preliminary Draft
	Deferred TDA Revenues, July 1	\$ 2,101,735	\$ 2,133,727	\$ 2,859,383	\$ 2,864,475	\$ 3,979,359	\$ 4,048,639	\$ 3,995,315
	LTF Revenues Received	2,789,800	2,789,800	2,800,000	2,800,000	2,800,000	2,800,000	3,000,000
	STA Revenues Received	1,281,568	1,530,001	1,770,356	1,599,196	1,602,620	966,676	1,216,354
	LTF Revenues Allocated - Operating	(2,789,800)	(2,583,847)	(2,800,000)	(2,760,991)	(2,800,000)	(2,800,000)	(3,000,000)
	STA Revenues Allocated - Operating	(950,000)	(950,000)	(1,428,500)	(244,421)	-	-	-
	LTF Revenues Allocated For Local Capital Outlays	-	-	-	-	-	-	-
	STA Revenues Allocated For Local Capital Outlays	(861,432)	(66,551)	(415,018)	(253,570)	(40,000)	(1,020,000)	(1,267,000)
	Proceeds from Sale of Vehicles	-	11,345	-	43,950	-	-	-
	Deferred TDA Revenues, June 30*	<u>\$ 1,571,871</u>	<u>\$ 2,864,475</u>	<u>\$ 2,786,221</u>	<u>\$ 4,048,639</u>	<u>\$ 5,541,979</u>	<u>\$ 3,995,315</u>	<u>\$ 3,944,669</u>
	Local Transportation Funds (LTF)	\$ 1,140,430	\$ 1,328,375	\$ 1,043,184	\$ 1,367,384	\$ 1,323,283	\$ 1,367,384	\$ 1,367,384
	State Transit Assistance Funds (STA)	\$ 431,441	\$ 1,536,100	\$ 1,169,711	\$ 2,681,255	\$ 4,218,696	\$ 2,627,931	\$ 2,577,285

Deferred STA Detail								
	Yuba-Sutter Transit Portion	\$ 390,608	\$ 1,479,974	\$ 1,093,032	\$ 2,571,759	\$ 4,000,466	\$ 2,452,798	\$ 2,402,152
	City of Live Oak Portion	32,657	41,557	51,561	76,104	152,737	122,363	122,363
	City of Wheatland Portion	8,176	14,569	25,118	33,392	65,493	52,770	52,770
	Total Deferred STA Revenue	<u>\$ 431,441</u>	<u>\$ 1,536,100</u>	<u>\$ 1,169,711</u>	<u>\$ 2,681,255</u>	<u>\$ 4,218,696</u>	<u>\$ 2,627,931</u>	<u>\$ 2,577,285</u>

*Carryover revenues available and required for cash flow, contingencies and local capital match

**YUBA-SUTTER TRANSIT AUTHORITY
PRELIMINARY DRAFT CAPITAL BUDGET
FY 2021/2022
PREPARED MARCH 10, 2021**

	FY 2019/2020 BUDGET	FY 2019/2020 AUDITED	FY 2020/2021 BUDGET	FY 2020/2021 PROJECTED	FY 2021/2022 DRAFT
<u>EXPENDITURES</u>					
Maintenance and Operations Facility (1)	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,217,000
Vehicle Purchase/Replacement (2)	5,500,000	5,565,531	665,000		570,000
Miscellaneous Capital (3)	100,000	-	100,000	100,000	90,000
	<u>\$ 5,600,000</u>	<u>\$ 5,565,531</u>	<u>\$ 765,000</u>	<u>\$ 1,100,000</u>	<u>\$ 1,877,000</u>
<u>REVENUES</u>					
Federal (5307, 5310, 5311, 5317, 5339)	\$ 4,450,000	\$ 4,488,867	\$ 574,630	\$ -	\$ 484,500
State Transit Assistance (STA)	415,018	253,570	40,000	1,020,000	1,267,000
State Transit Assistance (SGR)	734,982	735,455	150,370	80,000	125,500
Low Carbon Transit Operation Program	-	-	-	-	-
Other Local	-	-	-	-	-
Proposition 1B (PTMISEA/Safety)	-	87,639	-	-	-
	<u>\$ 5,600,000</u>	<u>\$ 5,565,531</u>	<u>\$ 765,000</u>	<u>\$ 1,100,000</u>	<u>\$ 1,877,000</u>

- Notes:
- Assumes the purchase of land and related expenses in FY 2021 for the replacement transit facility and the commencement of the design phase of the facility project in FY 2022 using STA revenue for both.
 - The FY 2022 vehicle project, which was identified in FY 2021 for funding purposes, is for the programmed replacement of six 2014 model demand response/rural route buses with six similarly sized buses (\$570,000: \$484,500 Federal / \$85,500 State SGR) for delivery in FY 2022.
 - Planned miscellaneous capital expenditures for FY 2022 include a phone system upgrade (\$40,000 State SGR) and an allowance for facility and office equipment & furnishings (\$50,000 STA). FY 2021 projects include the purchase of a forklift (\$30,000 State SGR), surveillance system repairs and enhancements (\$50,000 State SGR), and an allowance for office equipment and furnishings (\$20,000 STA).

**YUBA-SUTTER TRANSIT
FY 2021/2022 OPERATING & CAPITAL BUDGET ASSUMPTIONS
PREPARED MARCH 10, 2021**

OPERATIONS EXPENDITURES

Services – Other Maintenance (Acct. #010.50300)

This account is available for a variety of outside maintenance and operations related services. These include radio maintenance and repeater contracts; bus Wi-Fi service; AVL license fees; CHP inspection certificates; FRAQMD permit fees, minor facility repairs and services; landscape maintenance; janitorial expenses; bus stop shelter and sign maintenance, repairs, and relocations; mechanical warranties; and, storm water/pollution prevention related planning, permitting, monitoring, and reporting expenditures. This account also includes an estimated \$30,500 for Yuba-Sutter Transit's share of operating expenses for the regional Connect Card electronic fare card system which is expected to be covered with state funds from the Low Carbon Transit Operations Program (LCTOP).

Fuel & Lubricants (Acct. #010.50401)

This account is based on the budgeted operation of 80,000 vehicle service hours (VSH) in FY 2022 at a combined average price of \$7.00 per VSH for diesel, diesel emission fluid, gasoline, and any applicable taxes. While this hourly allowance is higher than the current year to date figure of about \$6 per VSH, fuel costs have been rising recently after an extended period of extremely low fuel prices. Because fuel expenses are so volatile and represent such a significant share of the budget, this account will always be among the greatest expenditure risk each year.

Tires & Tubes (Acct. #010.50402)

This account is based on the projected year-end expenditures for FY 2021, the budgeted number of vehicle service hours and projected tire replacement needs. Tire expenditures can vary significantly from year-to-year depending on when vehicles are replaced. The last new buses were delivered in June 2019 (ten demand-response / rural route buses) and November 2019 (eleven local fixed route buses).

Other Materials & Supplies Consumed (Acct. #010.50499)

This account is available to fund miscellaneous maintenance and operations materials and supplies such as the purchase of replacement vehicle components and non-capital maintenance equipment. The amount budgeted is based on recent expenditure levels with an allowance for major unforeseen expenses during the fiscal year. Most significant are the repair and replacement costs for major components (engines, transmissions, and differentials) on older Yuba-Sutter Transit buses.

Utilities – Electric & Gas (Acct. #010.50500)

Based on the projected year-end expenditures for FY 2021.

Utilities – Water & Sewer (Acct. #010.50501)

Based on the projected year-end expenditures for FY 2021.

Casualty & Liability Costs – Operations (Acct. # 010.50600)

This account is based on the current fleet of 51 revenue vehicles and the vehicle insurance rates that are provided in the current operating contract with Storer Transit Systems.

Services – Contract Operations (Acct. #010.50800)

This figure is based on the rates in the existing Storer Transit Systems service contract assuming the operation of 80,000 VSH. The FY 2021 budget was based on 74,500 VSH with an allowance for expected COVID-19 related costs resulting from Amendment #1 to the Storer contract (these costs have since been shifted to the account below for the FY 2022 budget). Year-end service hours for FY 2021 are now projected at approximately 79,000 VSH, but total pandemic-related expenditures are coming in much lower than anticipated for a slightly lower overall cost.

Services – Out of Contract (Acct. #010.50801)

This account is available for the provision of out-of-contract service hours for special events and community services that are provided in partnership with a wide variety of organizations consistent with the applicable service procedures. This figure can vary from year to year depending on community demand. More significantly, beginning with the audited figures for FY 2020, this account now includes an allowance for expected COVID-19 related costs resulting from Amendment #1 to the Storer contract.

ADMINISTRATIVE EXPENDITURES

Salaries & Wages – Administrative Staff (Acct. #160.50102)

The budgeted amount is based on the projected total salary figure for the five administrative staff positions including any available step increases and longevity adjustments. This amount also includes allowances for the pay out of a portion of accrued annual leave consistent with previous years and any staff salary adjustment to be considered at the May Board meeting.

Fringe Benefits – Administrative Staff (Acct. #160.50200)

Fringe benefit expenses have been adjusted to account for known changes in benefit rates based on the above salary assumptions and current employee demographics.

Fringe Benefits – Unfunded CalPERS Liability Payments (Acct. #160.50201)

Employer contributions to the CalPERS retirement program are made up of two components: the normal annual costs of benefits earned by employees currently working which are included in the fringe benefits account above and an amortized payment toward the employer's Unfunded Accrued Liability (UAL). The UAL is the amortized dollar amount needed to fund past service credit earned (or accrued) for members who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date.

For FY 2020, rather than monthly or annual payments, the Board approved a single payment to eliminate the projected combined UAL fund balance of approximately \$425,000 which was subsequently reduced to an actual balance of nearly \$391,000. By paying the annual payment and the UAL balance in full, the authority saved over \$320,000 in interest over 25 years. There was no UAL payment for FY 2021.

Services – Accounting (Acct. #160.50301)

Based on past expenditures including payroll and miscellaneous accounting services. This account varies from year to year due to Other Post-Employment Benefits (OPEB) actuarial services for which more in-depth services are required every other year or for additional professional services such as those that are required every ten years to audit financial reporting to the National Transit Database (NTD).

Services – Legal (Acct. #160.50302)

An allowance for contract legal services and notices based on recent expenditures with an allowance for unforeseen future legal services especially entering the facility project.

Services – Printing & Copying (Acct. #160.50303)

This account is for the lease and operating expenses for two office copiers as well as for the outside printing of ticket sheets, brochures and other miscellaneous materials based on projected current year expenses with an allowance for new passenger information materials in FY 2022.

Services – Miscellaneous Professional (Acct. #160.50309)

This account is for miscellaneous professional services such as computer/internet/website support and subscription services; graphic design work; and other administrative support services or consultants. For FY 2022, this account includes a projected \$112,500 for the first-year consultant expenses related to the state grant funded Comprehensive Operational Analysis (COA). For FY 2021, this account includes \$84,600 for completion of the Next Generation Facility Study that began in FY 2020.

Materials & Supplies – Office & Postage (Acct. #160.50499)

This account is for supplies and postage based on past expenditures which includes furnishings and equipment below the capitalization threshold.

Utilities – Telephone & Internet (Acct. #160.50502)

This account is based on current service agreements.

Miscellaneous Expense – Insurance & Bond (Acct. #160.50900)

This account is based on the existing facility damage and liability insurance policies.

Miscellaneous Expense – Dues & Subscriptions (Acct. #160.50901)

This account is based on past expenditures. Current memberships include the California Transit Association, the California Association for Coordinated Transportation (CalACT), the Bus Coalition, the Association of Government Accountants (AGA), and the Government Finance Officers Association. This account also includes biennial CPA renewal fees. Paid subscriptions include the weekly publication from the American Public Transportation Association (APTA) and the Transit Access Report a digest related to compliance with the Americans with Disabilities Act (ADA).

Miscellaneous Expense – Travel & Meetings (Acct. #160.50902)

This account is available to fund travel, lodging and meeting expenses on an as needed basis for Yuba-Sutter Transit staff and board. The budgeted amount is based on past expenditures and an allowance for expected future staff travel and training expenses.

Miscellaneous Expense – Board of Directors (Acct. #160.50903)

This account is based on an average of 15 meetings a year for each member including any ad hoc committee meetings assuming more frequent meetings due to the facility project. Current policy limits compensation to a maximum of 20 meetings per member each fiscal year.

Miscellaneous Expense – Media Advertising & Promotion (Acct. #160.50904)

This account is an allowance for a wide range of marketing and promotional expenses including specialized point of use passenger informational materials for bus stop shelters and information panels; special event promotional pieces; telephone directory advertising; and, other marketing opportunities. When applicable, promotional expenses for grant funded services are reimbursed. Yuba-Sutter Transit's marketing activities have always been modest compared to similarly sized systems where such activities are typically 1 – 2 percent of the operating budget which would represent an annual marketing budget of at least \$80,000.

Miscellaneous Expense – Other (Acct. #160.50909)

This account is an allowance for miscellaneous expenses such as banking/merchant account fees, NSF check charges, CalPERS report expenses, and other undesignated expenses including intergovernmental contributions for joint projects such as the installation of concrete bus pads at bus stops.

OPERATING REVENUES

Passenger Fares (Acct. #40100)

This account assumes continuation of current service levels, passenger fares and fare policies through FY 2022 with no significant increase in ridership anticipated over the year.

Special Transit Fares (Acct. #40200)

This account is used for direct fare payments by Yuba County Employment Services, Yuba County Child Protective Services (CPS) and other miscellaneous special transit services. The FY 2022 budget assumes only limited special services as the region slowly returns to pre-pandemic activity levels.

Auxiliary Transportation Revenue – Advertising (Acct. #40600)

This account is for revenue received through the contract with Stott Outdoor Advertising for the placement of advertisements on bus exteriors, bus stop shelters and bus stop benches. This figure is based on the projected current year revenue which is expected to barely exceed the guaranteed minimum annual value of \$36,000. A total of 32 advertising bus stop shelters and 68 advertising bus stop benches are located throughout the service area and exterior ads are available on all 51 buses.

Non-Transportation Revenue – Interest (Acct. #40700)

This account represents the estimated interest earnings on available cash for FY 2022. Interest income is derived from the investment of operating and capital reserves (which varies from year to year) that are available for cash flow, contingencies and future capital expenditures such as fleet replacement/expansion and the repair or replacement of major facility items.

Non-Transportation Revenue – RWMA & Miscellaneous (Acct. #40709)

This account includes receipts from the consulting agreement with the Regional Waste Management Authority along with miscellaneous income from photo I.D. fees and bike locker rentals. For FY 2022, this account assumes the continued waiver of all initial Connect Card discount photo I.D. fees (value of approximately \$3,000 annually) to encourage conversion to the Connect Card system.

Local Transportation Funds (Acct. #40900)

The Local Transportation Fund (LTF) is a 0.25 percent portion of the state sales tax that is returned to the county of origin and distributed therein by population to meet “unmet transit needs that are reasonable to meet” after which the remainder, if any, can be used to maintain local streets and roads. The Yuba-Sutter Transit allocation of LTF revenue has historically been based on the amount required to balance the budget after all other revenues have been applied. This was not the case, however, in FY 2021 when urban and rural transit funding from the federal CARES Act was used for this purpose. The CARES Act funding that has been set aside for operating purposes will be fully exhausted in FY 2022. The preliminary draft budget now

assumes the use of a portion of annual federal urban formula funds (Section 5307) to make up the difference, but transit funding from the pending American Rescue Plan Act is expected to be fully substituted for the federal formula funds in the final draft budget.

For FY 2022, the third fiscal year to be impacted by the pandemic, staff is budgeting for the first real increase (\$200,000 or 7.1 percent) in the LTF allocation since FY 2019 to help off-set the continued loss of passenger fares and the planned dedication of State Transit Assistance (STA) revenue to capital purposes. For reference purposes, SACOG's draft LTF apportionments for FY 2022 show healthy increases for all four member jurisdictions in the amount available to the member jurisdictions with the combined amount set at \$6,631,226 which is \$1,393,877 more (26.6 percent) than for FY 2021. As a result, the budgeted \$3.0 million LTF allocation for Yuba-Sutter Transit represents 45.2 percent of the amount available (down from 53.5 percent for FY 2021) which is the lowest percentage since FY 2015. In the future, a much greater percentage of LTF revenue will likely be necessary to back-fill for federal and state funds being diverted to the facility project.

Prior to FY 2021, any LTF funds received in excess of the amount needed to balance the operating budget were added to the deferred LTF revenue balance from prior years and any shortfall is shored up from the same source. These reserves are shown at the bottom of the operating budget as deferred TDA revenue (LTF and STA) with the STA further broken out to include the amounts that are restricted for Live Oak and Wheatland. Yuba-Sutter Transit's STA reserves are typically used for capital purposes while LTF reserves are primarily used as the contingency and cash flow fund. The LTF reserve is budgeted at 17.2 percent of budgeted operating expenditures for FY 2022 which is up only slightly from the 16.7 percent figure for FY 2021. In addition to a contingency fund for unforeseen expenses, wild spikes in fuel prices or a major economic crisis for which federal relief is not provided; an adequate cash reserve is essential due to the high level of federal funding used for operations since most of these funds are not typically received until the end or even after the fiscal year.

Local Cash Grants/Reimbursements (Acct. #40901)

This account is available for local contract service payments and other contributions for services or programs. This account includes reimbursements from Mercy Housing that are received from the City of Wheatland to off-set the cost of the December 2015 expansion of the Wheatland Route from three to five days a week. Prior to FY 2022, this account also included grants from the Feather River Air Quality Management District (FRAQMD) to partially off-set the cost to expand the Live Oak Route from three to five days a week since July 2015, but this support ended on December 31, 2020.

State Transit Assistance (STA) Funds (Acct. #41100)

Now derived from a tax on diesel fuel, the State Transit Assistance (STA) program is the only on-going state funding source for public transportation. Available with minimal restrictions for operating and capital purposes, STA funds have historically been the primary source of local matching funds for federal capital grants though more was being committed to the operating budget in recent years especially since Senate Bill 1 (2017) which provided more certainty to this funding source. Prior to the pandemic, about \$1.6 million in STA funds was expected to be available to Yuba-Sutter Transit for FY 2021, but a drastic reduction in diesel

sales resulted in a 40 percent cut in the amount available. Approximately \$1.2 million is expected to be available for FY 2022 all of which is programmed for capital purposes especially for the facility project.

State Cash Grants/Reimbursements (Acct. #41109)

For FY 2022, this account is available for the receipt or accrual of miscellaneous state grant related reimbursements for Low Carbon Transit Operations Program (LCTOP) grant funded operating expenditures for the regional Connect Card electronic fare card system, Enhanced Peak-Hour Sacramento Commuter Service, Targeted Fare Subsidies, and Free Fare Events. This account also assumes the award of a state grant for the Comprehensive Operational Analysis that would begin in FY 2021. For FY 2021, this account included funding for the completion of the Next Generation Facility Siting Study.

Federal General Operating Assistance / CARES Act – FTA Section 5307 (Acct. #41300)

This account is for federal operating assistance that is provided to transit systems in small urban areas most recently through the Fixing America’s Surface Transportation (FAST) Act of 2015. After a one-year extension, this act will now expire on September 30, 2021 unless otherwise extended or replaced. Past multi-year funding authorizations have typically been extended through continuing resolutions at previous year funding levels until they are finally replaced by a new authorization measure. Approximately \$2.6 million in Section 5307 funding was available to Yuba-Sutter Transit for FY 2021 and at least this much is expected for FY 2022, but recent federal interest in major infrastructure legislation may result in a new authorization prior to the upcoming expiration of the FAST Act which would be expected to include an increase in this funding source for FY 2022 and beyond.

For FY 2022, the budget assumes the use of the projected year-end balance of \$2,747,310 in federal CARES Act funds for operating assistance with a portion of the regular annual Section 5307 allocation being used to cover the remaining budget shortfall, but the pending America Rescue Plan would appropriate approximately \$1.57 million in new Section 5307 funding which staff expects to substitute for the federal formula funds in the final draft budget. Section 5307 funds can be used for up to 50 percent of eligible operating expenses and up to 80 percent of eligible capital expenses, but CARES Act and American Rescue Plan funding is available without restriction with no match requirement. It should be noted that while some of the anticipated America Rescue Plan funds will be carried over to FY 2023, the federal share of the budget will be reduced significantly in FY 2023 and beyond compared to what is now being budgeted for FY 2022.

Federal General Operating Assistance / CARES Act – FTA Section 5311 (Acct. #41301)

This account is for federal operating assistance that is provided specifically to rural transit systems including CalACT scholarships for selected conference/training expenses. Yuba-Sutter Transit’s rural services include the Foothill, Live Oak and Wheatland Routes and the Plumas Lake stop on the Sacramento Commuter and Midday Express service. These funds can be used for both operating and capital assistance subject to a 55.33 percent federal funding limitation for operations and 88.53 percent for capital expenditures though CARES Act funding does not require any match. This funding source, which is also received through the FAST Act that expires on September 30, 2021, has grown significantly in recent years, but the limited amount of rural service provided by Yuba-Sutter Transit limits its use for operations though the balance can be used

for capital needs associated with rural services.

For FY 2022, the budget assumes the use of \$250,000 from the remaining rural portion of the CARES Act that has been set aside for operating use to replace the regular annual Section 5311 allocation which will be carried over for future operating and capital purposes. Staff was recently informed that the December 2020 Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) will result in another \$964,000 in Section 5311 funding for Yuba-Sutter Transit which staff is planning to earmark for the facility replacement project. Finally, the pending American Rescue Plan is expected to allocate \$317.2 million nationwide to rural transit service providers, but how this money will be allocated will ultimately be determined by Caltrans.

Federal Rural/Small Urban Planning Grant – FTA Section 5304 (Acct. #41310)

This account was for a federal grant for the Route 1 Corridor Enhancement Plan that was fully expended in FY 2019.

DEFERRED REVENUE DETAIL

1. Deferred TDA Revenues (July 1) – Carried forward from projected year-end figures for FY 2021 with LTF and STA revenues combined.
2. LTF Revenues Received – Amount set in annual apportionment adjusted for any prior year audit findings.
3. STA Revenues Received – Amount of STA revenues that are available and claimed for Yuba-Sutter Transit, Live Oak and Wheatland.
4. LTF Revenues Allocated (Operating) – Anticipated local share of actual or projected expenditures as set by the budget.
5. STA Revenues Allocated (Operating) – Amount allocated in the budget for operating expenditures, if any.
6. LTF Revenues Allocated for Local Capital Outlays – Amount of deferred or current year LTF revenues budgeted for capital acquisitions during the fiscal year, if any.
7. STA Revenues Allocated for Local Capital Outlays – Amount of deferred or current year STA revenues budgeted for capital acquisitions during the fiscal year, if any.
8. Proceeds from Sale of Vehicles (As Necessary).
9. Deferred TDA Revenues (June 30) – Amount available for cash flow, contingencies and future local capital expenditures itemized by LTF and STA share of the total available.

CAPITAL PROGRAM SUMMARY

The capital budget of \$1,877,000 includes \$1,217,000 for the design phase of the facility project, \$570,000 for the replacement of six 2014 model 16-passenger demand response and rural route buses with six similar buses, and \$40,000 for a phone system upgrade. Other capital projects include an allowance for miscellaneous office and shop equipment or for unforeseen facility repairs. The projected year-end capital budget for FY 2021 assumes the purchase of a property for the replacement transit facility as well as several miscellaneous capital projects.

AGENDA ITEM IV – C
STAFF REPORT

**AUTHORIZING RESOLUTION FOR
FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT DOCUMENTS**

As a recipient of Federal financial assistance from the FTA, Yuba-Sutter Transit must maintain a current resolution designating the person or position within the organization authorized to execute and file federal grant and contract related documents. The attached resolution references all relevant federal funding sources. The Transit Manager position, or their designee, is again being designated to represent Yuba-Sutter Transit for this purpose and the proposed resolution follows the currently prescribed language for such an authorization.

Staff will be prepared to discuss this routine resolution in detail at the meeting.

RECOMMENDATION: Adopt Resolution No. 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.

3-18-21

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 2-21

**Resolution authorizing the filing of applications with the
Federal Transit Administration, an operating administration of the
United States Department of Transportation, for Federal transportation
assistance authorized by 49 U.S.C. chapter 53, title 23 United States Code,
or other Federal statutes administered by the Federal Transit Administration.**

WHEREAS, *the Federal Transportation Administration has been delegated authority to award Federal financial assistance for a transportation project;*

WHEREAS, *the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Yuba-Sutter Transit Authority, and may require the Yuba-Sutter Transit Authority to provide the local share of the project cost;*

WHEREAS, *the Yuba-Sutter Transit Authority has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;*

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

1. *That the Transit Manager, or their designee, is authorized to execute and file an application for Federal assistance on behalf of the Yuba-Sutter Transit Authority with the Federal Transit Administration for Federal Assistance authorized by 49 U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration. The Yuba-Sutter Transit Authority has received authority from the State of California, Department of Transportation, the Designated Recipient, to apply for Urbanized and Non-Urbanized Area Formula and Non-Formula Program assistance pursuant to Sections 5307, 5309, 5310, 5311, 5317, 5339 and BUILD.*
2. *That the Transit Manager, or their designee, is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.*

3. *That the Transit Manager, or their designee, is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Yuba-Sutter Transit Authority.*

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT THE REGULAR MEETING THEREOF HELD ON MARCH 18, 2021.

Chair, Board of Directors

Attest:

*Janet Frye
Secretary to the Board of Directors*

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AGENDA ITEM IV – D
STAFF REPORT

**ANNUAL AUTHORIZATION FOR THE TRANSIT MANAGER
TO CERTIFY AS COUNSEL FOR
FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS**

Since January 1, 1999, Federal Transit Administration (FTA) grants have been submitted and managed through an electronic award and management system. Since 1999, the Yuba-Sutter Transit Board of Directors has annually adopted resolutions authorizing the Transit Manager to certify as both the designated official and on behalf of counsel on electronic grant applications.

It is common practice for Transit Managers who certify as designated officials on grant applications to also certify on behalf of counsel on the current status of the agency's certifications and assurances. For small agencies like Yuba-Sutter Transit, legal counsel is typically off-site and it is inconvenient and costly for them to certify the application in person. In addition, the designated official would typically inform the counsel of the agency's compliance status prior to the certification anyway.

Staff will be prepared to discuss this issue in more detail at the meeting.

RECOMMENDATION: Adopt Resolution No. 3-21 authorizing the Transit Manager to certify as counsel for FTA grants.

3-18-21

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 3-21

**TRANSIT MANAGER AUTHORIZATION TO CERTIFY AS COUNSEL
FOR FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS**

WHEREAS, *The Federal Transit Administration has developed an electronic award and management system to enhance the ability to process and manage the grants program; and,*

WHEREAS, *Transit Managers who currently certify as designated officials on grant applications are also permitted to certify on behalf of counsel on the current status of the agency's certifications and assurances to streamline the electronic grant process; and*

WHEREAS, *The Yuba-Sutter Transit Authority Board of Directors did authorize the Transit Manager on March 18, 2021 to certify as counsel for this purpose:*

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby continue to authorize the Transit Manager to certify as counsel for Federal Transit Administration (FTA) grants 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 MEETING HELD ON MARCH 18, 2021.

Chair, Board of Directors

ATTEST:

*Janet Frye
Secretary to the Board*

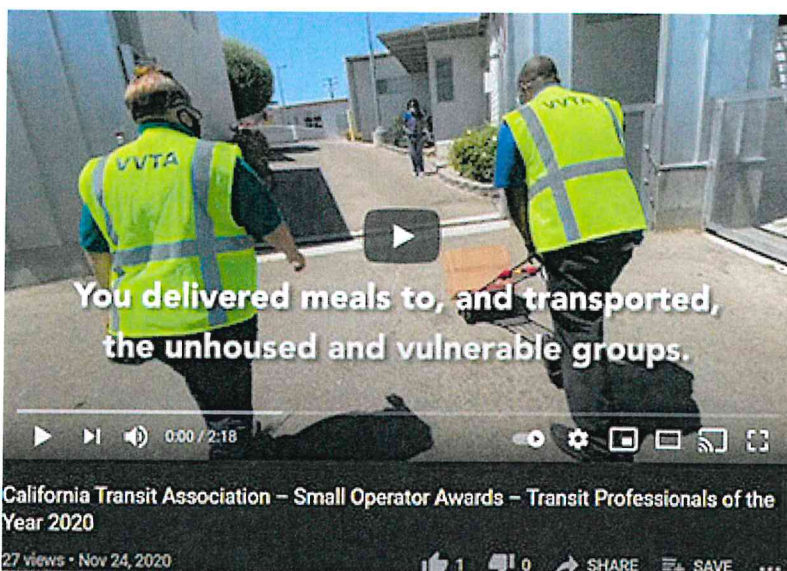
Transit California

Honoring Transit Workers Small Operators Celebrate Frontline Heroes Through Transit Professional of the Year Award

By Stephanie Jordan
Managing Editor
Transit California

During each California Transit Association Fall Conference & Expo, the Small Operators gather together for a special program and awards presentation. As reported earlier in *Education and Insight* from the November edition of *Transit California*, the Small Operators Committee made an unprecedented choice, which felt just right in an unprecedented year like 2020. The Small Operators Transit Professional of the Year Award was given to frontline public transit colleagues throughout the state, including operators, maintenance staff, customer service representatives, dispatchers, supervisors, utility workers, and other frontline employees.

At the virtual presentation ceremony, Rachel Ede, Deputy Director, City of Santa Rosa Transportation and Public Works (Santa Rosa CityBus) and California Transit Association Small Operators Committee Chair, said, "If we were all together, we'd be giving California's frontline transit workers a standing ovation for their incredible commitment and many contributions to our agencies and communities this year. Since we can't do that, we'd like to encourage everyone here today to find ways to celebrate this award back at your own agencies."



To illustrate the outstanding contributions Small Operator frontline workers made during 2020, the California Transit Association's Small Operators Committee produced this video that features operators, maintenance staff, customer service representatives, dispatchers, supervisors, and other frontline employees.

That day and in the days and weeks following the presentation, many small operators created ways to celebrate their frontline workers. Here are a few examples of how small operator agencies acknowledged this group of individuals for keeping systems operational and maintaining transit service to California communities throughout the pandemic.

Victor Valley Transit Authority

To celebrate the Transit Professional of the Year award, managers at Victor Valley Transit Authority (VVTA) and contract partner Keolis North America combined efforts to make the day extra special for all staff and operators at their Hesperia and Barstow locations.

In a tremendous coordinated effort, just as the award was officially announced at the Small Operators Program and Awards event by Ede, simultaneously, the VVTA lounge room screens, social media channels, and on-board bus messaging all announced the distinction in unison.

To tie-in the award, all agency operators and staff were presented with custom commemorative certificates and gift cards to Stater Bros. Markets, a supermarket chain located throughout Southern California.



Victor Valley Transit Authority operators and staff were presented with custom commemorative certificates, like the one Robin Murphy displays here, along with gift cards to a local supermarket.

Yuba-Sutter Transit Authority

Yuba-Sutter Transit Authority (Yuba-Sutter Transit) took the statewide award as an opportunity to especially recognize and thank local frontline transit workers from its contractor Storer Transit Systems Yuba-Sutter Division.

"I am too often guilty of focusing on the task at hand, especially in an emergency, to the neglect of those who make accomplishing that task possible," admits Keith Martin, Transit Manager, Yuba-Sutter Transit. "For that reason, it was critically important to me that we individually and as an industry publicly express our appreciation to our frontline staff (direct and contract) for their commitment to our passengers and the communities that we serve during this pandemic."

To commemorate the award, special banners were hung in the Yuba-Sutter Transit operations and maintenance areas and decals were attached to every bus. Frontline workers received special buttons and stickers to mark the award and Martin hosted a COVID-friendly grab and go continental breakfast.

The agency also produced an external campaign to highlight the award, including a newsletter article that noted, "These everyday local heroes have faithfully and creatively responded to the travel needs of our community during this unprecedented time, quickly adapting to new protocols and procedures to keep both them and our passengers safe. We are so proud of their continuing dedication and ask that you join us in congratulating our frontline transit workers for this award and thanking them for their service."

Martin believes the external campaign was very important. "While our frontline staff certainly appreciated the statewide industry acknowledgement of their collective role during this pandemic, they value even more our local efforts to highlight their character and worth to our own community for a job well done."

Culver CityBus

For Culver CityBus, November 19, the date of the Small Operators Program and Awards, was a day to celebrate. Not only did the frontline workers receive the Transit Professional of the Year Award, but also Culver CityBus was named the Small Operator Transit Agency of the Year.

"The double honor is a testament to the hard work of all Culver City Transportation Department Staff," believes Rolando Cruz, Culver CityBus Chief Transportation Officer. "We have worked tirelessly to imagine a vision for mobility in Culver City and to make that vision a reality. There is no denying the progress that we have made over the past year and a half. Whether it is implementing new technology systems such as SmartBus that enhance the experience of our riders, or electrifying our fleet to help reduce our carbon footprint and make Culver City a healthier place to live, or helping essential workers get to their place of employment during the COVID-19 pandemic, this Department has consistently demonstrated the ability to meet and overcome any challenge that comes its way."

The agency celebrated by providing individually wrapped burrito boxes placed on tables spaced apart, allowing the Culver CityBus team to touch only their own item. In addition, employees received a backpack, a water bottle, and a memo from Cruz thanking them for their part in the awards. Operations frontline workers also received a jacket, while Fleet frontline workers received a hoodie sweatshirt. Both items featured a patch with the words "California Small Operator Transit Professional of the Year" with the Association's logo.



Yuba-Sutter celebrated the Transit Professional of the Year Award in an internal and external campaign including placing banners in the break room, providing buttons and stickers to frontline staff, and more.



Operator Cortez of Culver CityBus models the Transit Professional of the Year Award recognition jacket, which features a custom commemorative patch.

"It was really important for us to recognize our frontline essential employees as they not only stepped up during these challenging times, they rose above and beyond the call of duty," explains Cruz. "They engaged us and proposed solutions on keeping the community forward. And they continue to put themselves forward, getting other essential workers and the transit dependent where they need to be."

Cruz goes on to say how it was the mechanics and operators that designed the operator barrier that Culver CityBus is using today. The frontline workers also requested and installed hand sanitizers on the buses and wore masks from the start to set the example on mask wearing. "They responded to an emergency bid and adjusted their hours. They willingly helped clean and sanitize the buses and facilities, when there was no operator work. The list goes on, I could share more and more examples," says Cruz.

What did the workers think about being named Transit Professional of the Year?

Cruz responds, "Frontline workers were so happy to receive the award. It was awesome to have something positive to celebrate and a way to honor them during such a challenging year."

Keith Martin

From: California Transit Association <info@caltransit.org>
Sent: Monday, March 8, 2021 1:54 PM
To: Keith Martin
Subject: Transit Watch: Prioritizing Vaccines? Think of Public Transit Workers

California Transit
Association



Transit Watch: Public Transit in Crisis



March 8, 2021



Prioritizing vaccines? Think of public transit workers

By Michael Pimentel and Art Aguilar

As the leader of the association representing California's public transit agencies and the head of the state's largest union representing public transit workers, we strongly urge Gov. Newsom and state and local health officials to provide priority access to the COVID-19 vaccine to public transit workers, like individuals age 65 and over and other essential workers in health care, emergency services, food and agriculture, and education.

There is no question that the workers of California's transit agencies are front-line heroes that have gone - and continue to go - to extraordinary lengths to keep Californians most in need moving during the grueling past year of the pandemic.

These workers have kept other essential workers moving - transporting them to their jobs in health care, education, food service and hospitality.

There is also no question that they will play a vital role in in the recovery - transporting millions of Californians to get vaccinated and getting our society and economy back on track as we emerge from this horrific year.

Unfortunately, the state's adoption of a new vaccine distribution plan in late January eliminated vaccine prioritization for workers in transportation and logistics, pushing public transit workers to the back of the line.

That's unfair for these workers who have selflessly done their duty, and it's unwise for a state that's trying to get its economy and way of life back on track.

Consider Kenneth Hale and Francisco Rendon. While the majority of their friends and neighbors were safely working from home or sheltering in place, both Mr. Hale and Mr. Rendon showed up to work as a bus operator and a utility worker for Riverside Transit Agency and SunLine Transit Agency, respectively.

Many of today's riders also lack access to a personal automobile.

Like tens of thousands of other public transit workers, Mr. Hale and Mr. Rendon chose to put the needs of their community above their own personal health and safety. They both deserve to be protected from this virus in recognition of their selfless service to others.

Even after more than a year of dealing with the global COVID-19 pandemic, tens of thousands of brave workers like Mr. Hale and Mr. Rendon that service, repair, and operate mass transit vehicles throughout California continue to face difficult conditions as they serve the public.

These workers have kept other essential workers moving - transporting them to their jobs in health care, education, food service and hospitality. Survey data has found that these essential workers are overwhelmingly people of color and/or low-income and simply cannot work from home.

Many of today's riders also lack access to a personal automobile. Additionally, public transit agencies have continued to provide critical paratransit service to elderly and disabled people throughout California, often serving as a lifeline to grocery stores, doctor's appointments, pharmacies, and recreation.

In recent weeks, many of California's public transit agencies have also stepped up to provide free trips to mass vaccination sites, ensuring that communities that have been hardest hit by the pandemic have physical access to these locations, helping ensure equitable distribution of the vaccine.

For many low-income people, disabled people, seniors, communities of color, and essential workers, accessing the vaccine will require a trip on a bus, rail car or paratransit vehicle. In the weeks ahead, public transit agencies will play a critical role in supporting the reopening of schools by transporting millions of students to the classroom.

Public transit workers are interacting daily with the very people the state has elevated for vaccine prioritization. It would be irresponsible for the state to fail to guarantee that those trips are as safe as possible by ensuring transit workers are vaccinated.

We respectfully call on Governor Newsom and state and local health officials to prioritize public transit workers for the COVID-19 vaccine alongside other essential workers.

*Editor's Note: **Michael Pimentel** is executive director of the California Transit Association, representing the state's public transit agencies. **Art Aguilar** is chairman of the California Conference Board of the ATU, the state's largest union representing public transit agency employees.*

For more information, please contact the California Transit Association at COVID-19@caltransit.org.