



## MEETING NOTICE & AGENDA

**DATE:** Thursday, March 21, 2019

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

**PLACE:** Yuba County Board of Supervisors Chambers  
Yuba County Government Center  
915 8<sup>th</sup> Street  
Marysville, California

**Staff Introduction of Ms. Janet Frye as Yuba-Sutter Transit's Our New Administrative Assistant II, Board Clerk & Office Manager**

### **I. Call to Order & Roll Call**

Cardoza, Fletcher, Hudson, Leahy (Chair), Samayoa, Shaw, Sullenger and Whiteaker (Vice-Chair)

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

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

### **III. Consent Calendar**

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

- A. Minutes from the Meeting of February 21, 2019. (Attachment)
- B. Disbursement List for February 2019. (Attachment)
- C. Monthly Performance Report for February 2019. (Attachment)

### **IV. Reports**

- A. **Preliminary Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2020.**  
Discussion and possible direction for consideration in final draft budget. (Attachment)

RECOMMENDATION: Direct staff as desired.

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

RECOMMENDATION: Adopt Resolution No. 1-19 authorizing the Transit Manager to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317 and 5339

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

RECOMMENDATION: Adopt Resolution No. 2-19 authorizing the Transit Manager to certify as counsel for FTA grants.

D. **Low Carbon Transit Operations Program (LCTOP) Project Authorizing Resolution.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 3-19 authorizing execution of the related Certifications and Assurances including the designation of the Transit Manager as the Authorized Agent; and, authorizing the submission of the LCTOP funding request as proposed or amended.

E. **Project & Program Updates.**

1. Quantum Automatic Rear-Facing Wheelchair Securement System
2. Computer Assisted Dispatch/Automatic Vehicle Location (CAD/AVL) Project
3. Operations and Maintenance Service Contract Request for Proposals (RFP)

RECOMMENDATION: Information only.

V. **Correspondence/Information**

VI. **Other Business**

VII. **Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 18, 2019  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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

## AGENDA ITEM III – A

### YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES FEBRUARY 21, 2019

#### I. Call to Order & Roll Call

Present: Cardoza, Fletcher, Hudson, Leahy (Chair), Samayoa, Shaw, Sullenger and Whiteaker (Vice-Chair)

Absent:

#### II. Public Hearing

##### A. Proposed Sacramento Commuter & Midday Express Service Changes.

Martin introduced the item by stating that the comments that have been received since the draft Sacramento service plan was posted are included in the staff report as Exhibit C, but the handout includes those comments that have been received since the agenda for this meeting was posted. Another comment was received by email just before the meeting. That comment from Mr. Joel Phelps requested that the last evening Highway 99 schedule not be adjusted five minutes earlier to help with his connection from light rail. Martin noted that the posted time for the last downtown stop on this schedule (5:35 pm) was actually unchanged from the current last downtown stop time.

Martin summarized the major proposed service changes to include a new morning Highway 70 schedule and a new afternoon Highway 70 schedule to provide additional capacity where buses are now regularly operating at or near capacity. Staff is also recommending that the 6<sup>th</sup> 99 afternoon schedule be eliminated and that the remaining six afternoon Highway 99 schedules be adjusted by five or 10 minutes to narrow the resulting frequency gap. He continued by noting that other adjustments being recommended include the adjustment of the travel times to and from Marysville/Yuba City as well as within downtown Sacramento.

Director Leahy opened the public hearing at 7:04 pm.

Heather Esemann of Yuba City stated how much she and others enjoy the bus especially the new buses and the free Wi-Fi. She then suggested that the 7<sup>th</sup> PM 99 schedule should be left as it is instead of moving it five minutes earlier with the elimination of the 6<sup>th</sup> PM 99 schedule. She also requested the addition of a new morning schedule that would depart Yuba City between 6:55 and 8:00 am. She added that her vehicle had recently been vandalized at the Bogue Road Park & Ride Lot as someone drilled a hole in her gas tank and that of a friend as well. As a result, she would like to see more security at the lot. She also noted that the Bogue lot was also full and needed to be expanded.

Paul Tonn of Yuba City suggested that the 1<sup>st</sup> AM 99 schedule be moved up 5 minutes earlier to better facilitate connections to light rail.

There were no more comments and Director Leahy closed the public hearing at 7:14 pm.

Director Whiteaker addressed the vandalism issue suggesting that maybe law enforcement could be beefed up in the area. Director Samayoa suggested that technology be used to allow passengers to

track their bus so they would know if it is running late. Martin responded that this feature will soon be available on all fixed route buses.

Martin addressed the comments from Mr. Tonn and others regarding the 1<sup>st</sup> AM 99 schedule as those changes are included in the final draft service plan. Regarding Ms. Esemann comments regarding the vandalism, Martin stated that this has long been a concern and that the Board invested over \$160,000 to address security issues at the three park and ride lots (Bogue Road, Plumas Lake and McGowan) where this had been a problem in the past. While 3 or 4 cars have had their gas tanks drilled in the last ten days, vandalism did drop dramatically with the installation of video surveillance systems in those lots. He continued to state that staff is doing their best to keep them operational, but the systems are limited and staff is looking for ways to improve the situation all of which have a cost. Director Cardoza suggested that staff investigate the cost of providing security patrols at these facilities and bring it back to the Board for consideration.

Director Cardoza made a motion to approve the changes to the Sacramento service as proposed effective either April 1, 2019 or July 1, 2019 depending on the source of funding. Director Samayoa seconded the motion and it carried unanimously.

Director Samayoa left the meeting at 7:29 pm.

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

None.

### **IV. Consent Calendar**

Director Whiteaker made a motion to approve the consent calendar. Director Cardoza seconded the motion and it carried unanimously.

### **V. Reports**

#### **A. Low Carbon Transit Operations Program (LCTOP) Funding Projects.**

Martin stated that an Ad-Hoc Committee that was formed for this purpose met in January and are now recommending Board approval of the two submitted projects for LCTOP funding. Martin noted that Dr. Delmy Spenser was present to speak on behalf of Yuba College in support of the proposed Yuba College Sutter Center Campus Shuttle. Dr. Spencer stated that Yuba College whole heartedly supports this project and has committed staff resources to assist in the collection of data from the student body. Martin stated that, as planned, this bus would operate every 30 minutes each school attendance day between the Walton Terminal and the Sutter Campus with a stop near River Valley High School for students who are co-enrolled. Martin added that with state approval this service could begin as early as the Spring 2020 semester noting that the service could be changed or discontinued between semesters if the service is not warranted.

Martin stated that the second proposed project is the funding of the Enhanced Peak Hour Sacramento Commuter Service that was just approved. This includes the new morning and afternoon Highway 70 schedules and the new non-stop service between the Caltrans District 3 office in Marysville and the Gateway Oaks stop in Sacramento. Using LCTOP funds instead of local transportation funds would require the implementation date be delayed until July 1<sup>st</sup>.

Director Whiteaker made a motion to authorize the submittal of projects for LCTOP funding as proposed. Director Cardoza seconded the motion and it carried unanimously.

**B. Proposed Fare and Fare Policy Adjustments.**

Martin summarized the proposed fare and fare policy adjustments noting that they have been reviewed by an ad hoc committee who recommended that the Board set a public hearing in regards to those proposed adjustments.

Director Whiteaker made a motion to set a public hearing for 4:00 pm on Thursday, April 18, 2019 to receive comments on proposed fare and fare policy changes. Director Cardoza seconded the motion and it carried unanimously.

**C. FY 2020 Budget Preview.**

Martin stated that year-to-date expenditures are on budget, but revenues are down a bit because of reduced fare receipts due to lower than anticipated ridership. Martin added that the outlook for next year looks better primarily due to SB1 not being repealed.

**D. Feather River Air Quality Management District (FRAQMD) AB 2766 Grant Agreements.**

Martin stated these standard FRAQMD agreements can be acted upon in one motion.

Director Whiteaker made a motion to authorize execution of FRAQMD Grant Agreements #VF18-01, #VF18-02 and #VF18-03 as submitted. Director Cardoza seconded the motion and it carried unanimously.

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

Martin stated that Sandra Anderson, who has been with Yuba-Sutter Transit for nine years, has resigned noting that she has served with distinction and will be sorely missed. Staff is now requesting that the Board adopt the amended Administrative Assistant I/II job description and authorize the Transit Manager to fill the vacant Administrative Assistant I/II position as proposed.

Director Cardoza made a motion to adopt the amended Administrative Assistant I/II job description and authorize the Transit Manager to fill the vacant Administrative Assistant I/II position as proposed. Director Whiteaker seconded the motion and it carried unanimously.

**F. June Board Meeting Date Change.**

Martin requested that the Regular June 20, 2019 meeting be cancelled and that a Special Meeting be set for June 13, 2019.

Director Whiteaker made a motion to cancel the Regular Meeting of June 20, 2019 and set a Special Meeting at 4:00 pm on Thursday, June 13, 2019 as proposed. Director Cardoza seconded the motion and it carried unanimously.

**G. Feather River Air Quality Management District (FRAQMD) Grant Close-Out Report for the Expanded Live Oak Service.**

Martin stated this is an information item and that this report is required as a FRAQMD funding condition noting that the same funding will be provided for another year through December 2019.

**H. Mid-Year Performance Report.**

Martin noted that a yellow handout has been provided to correct a spreadsheet error.

**I. Project & Program Updates.**

**1. Quantum Automatic Rear-Facing Wheelchair Securement System Demo – February 28<sup>th</sup>**

A press release handout was provided for the February 28<sup>th</sup> demonstrations of an automatic rear-facing wheelchair securement system that passengers can control themselves. Martin encouraged the Board to come to one of the workshops which will be held at the Yuba County Government Center Transit Center (11:00 am) and at the FREED office (1:30 pm) that day.

**2. Connect Card Implementation (New Bel Air Sales Outlet)**

Martin stated that the new Bel Air Sales Outlet has been open since last month.

**3. Computer assisted Dispatch/Automatic Vehicle Location (CAD/AVL) Project**

Martin stated that this project was discussed earlier.

**4. Staff Vacancy – Program Analyst I/II Position**

Martin introduced Amy White, the new Program Analyst, who will begin work tomorrow.

**V. Correspondence/Information**

None

**VI. Other Business**

Director Leahy suggested that staff contact Transdev regarding the local provision of Jump bikes.

**VII. Adjournment**

The meeting was adjourned at 7:58 p.m.

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY, MARCH 21, 2019  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

**YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF FEBRUARY 2019**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 3,659.90	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,307.69	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 269.54	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.48	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 36.78	PG&E	ELECTRIC #2
EFT	\$ 771.81	PG&E	GAS
EFT	\$ 120.48	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 500.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 415.08	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 202.79	ELAVON	MERCHANT SERVICE FEE - FEBRUARY
EFT	\$ 264.48	PRIMEPAY	PAYROLL FEE
EFT	\$ 31,569.25	PAYROLL	PAYROLL
16359	\$ 448.00	ADAM HANSEN	VISION REIMBURSEMENTS
16360	\$ 112.00	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - DECEMBER
16361	\$ 1,535.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING MAINTENANCE & WEED CONTROL
16362	\$ 990.00	ANDERSON'S AUTOMATIC GATE SERVICE	SERVICE CALL ON FUEL GATE
16363	\$ 575.00	APPEAL DEMOCRAT	ADVERTISING/PROMOTION
16363	\$ 232.40	APPEAL DEMOCRAT	PUBLIC HEARING NOTICE
16364	\$ 4,978.64	BITIMEC INTERNATIONAL, INC.	WASHBAY PARTS
16365	\$ 605.43	CETRA LANGUAGE SOLUTIONS	TRANSLATE PASSENGER POLICIES INTO SPANISH
16366	\$ 6,676.46	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES
16367	\$ 2,590.94	FM GRAPHICS, INC.	PRINTING OF TICKET SHEETS
16368	\$ 481.46	HANCOCK PETROLEUM ENGINEERING	REPLACED/REPAIR FUEL PUMPS & FILTERS
16369	\$ 16,431.24	HUNT & SONS, INC.	BUS FUEL
16370	\$ 50.00	JIM WHITEAKER	AD-HOC COMMITTEE MEETING 1/24
16371	\$ 50.00	MANNY CARDOZA	AD-HOC COMMITTEE MEETING 1/24
16372	\$ 50.00	MICHAEL LEAHY	AD-HOC COMMITTEE MEETING 1/24
16373	\$ 279.20	QUILL CORPORATION	JANITORIAL SUPPLIES
16374	\$ 1,100.00	R.C. JANITORIAL SERVICE	JANITORIAL SERVICES
16375	\$ 4,030.00	ROY E. GLAUTHIER	PROFESSIONAL SERVICES
16376	\$ 16,771.73	SC FUELS	BUS FUEL
16377	\$ 88.00	SIMONE REED	VISION REIMBURSEMENTS
16378	\$ 473.30	STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES
16379	\$ 138.51	STAPLES CREDIT PLAN	OFFICE SUPPLIES
16380	\$ 211.59	SUTTER COUNTY LIBRARY	CONNECT CARD/TICKET SHEET COMMISSION
16381	\$ 66.07	TEHAMA TIRE SERVICE	TIRES/TUBES
16382	\$ 160.49	THRIFTY ROOTER	UNPLUGGED SHOP TOILET
16383	\$ 272.79	TIAA COMMERCIAL FINANACE, INC.	COPIER LEASE
16384	\$ 458,552.01	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - DECEMBER
16385		VOID	
16386		VOID	
16387	\$ 650.00	ACTION FENCING	GATE REPAIRS
16388	\$ 44.38	ADVANCED DOCUMENT CONCEPTS	POSTAGE LABELS
16388	\$ 161.84	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - JANUARY
16389	\$ 395.00	ALL SEASONS TREE & TURF CARE	WEED CONTROL
16390	\$ 1,750.00	ALLIANT NETWORKING SERVICES, INC.	MARCH IT SERVICES
16391	\$ 50.00	BRADLEY HUDSON	BOARD MEETING 2/22
16392	\$ 466.69	COMCAST BUSINESS	TELEPHONE - FEBRUARY
16393	\$ 242.66	COMCAST	INTERNET - FEBRUARY
16394	\$ 50.00	DAVID SHAW	BOARD MEETING 2/22
16395	\$ 450.00	DIGIITAL DEPLOYMENT	WEB SERVICES - FEBRUARY
16396	\$ 17,448.74	FLYERS ENERGY	BUS FUEL
16397	\$ 17,245.82	HUNT & SONS, INC.	BUS FUEL
16398	\$ 50.00	JIM WHITEAKER	BOARD MEETING 2/22
16399	\$ 100.00	MANNY CARDOZA	AD-HOC MTG 2/6 & BOARD MEETING 2/22

16400	\$	373.00	MCCUMBER'S GLASS, INC.
16401	\$	50.00	MICHAEL LEAHY
16402	\$	1,399.88	PREMIER PRINT & MAIL
16403	\$	1,059.77	QU.EST
16404	\$	153.34	QUILL CORPORATION
16405	\$	100.00	RANDY FLETCHER
16406	\$	17.30	RECOLOGY YUBA-SUTTER
16407	\$	100.00	RICKY SAMAYOA
16408	\$	50.00	RON SULLENGER
16409	\$	14.31	SANDRA ANDERSON
16410	\$	50.00	SHELBY'S PEST CONTROL
16411	\$	156.12	SIMONE REED
16412	\$	9.44	TEHAMA TIRE SERVICE
16413	\$	471,588.13	TRANSDEV SERVICES, INC.
16414	\$	519.60	URBAN SOLAR, INC.
16415	\$	1,171.20	YP (YELLOW PAGES)
		<u>\$ 1,073,019.76</u>	

SERVICE CALL - REPAIR DOOR  
BOARD MEETING 2/22  
LETTERHEAD ENVELOPES & NEWSLETTER LETTERHEAD  
MAINTENANCE OF BUS STOPS/SHELTERS  
OFFICE SUPPLIES  
AD-HOC MTG 2/6 & BOARD MEETING 2/22  
HAZMAT FEE  
AD-HOC MTG 2/6 & BOARD MEETING 2/22  
BOARD MEETING 2/22  
MILEAGE REIMBURSEMENTS  
PEST CONTROL  
VISION REIMBURSEMENTS  
TIRES/TUBES  
CONTRACT SERVICES - JANUARY  
SOLAR BATTERIES FOR BUS SHELTERS  
ANNUAL ADVERTISING

**LAIF  
TRANSFERS**

NO LAIF TRANSFERS

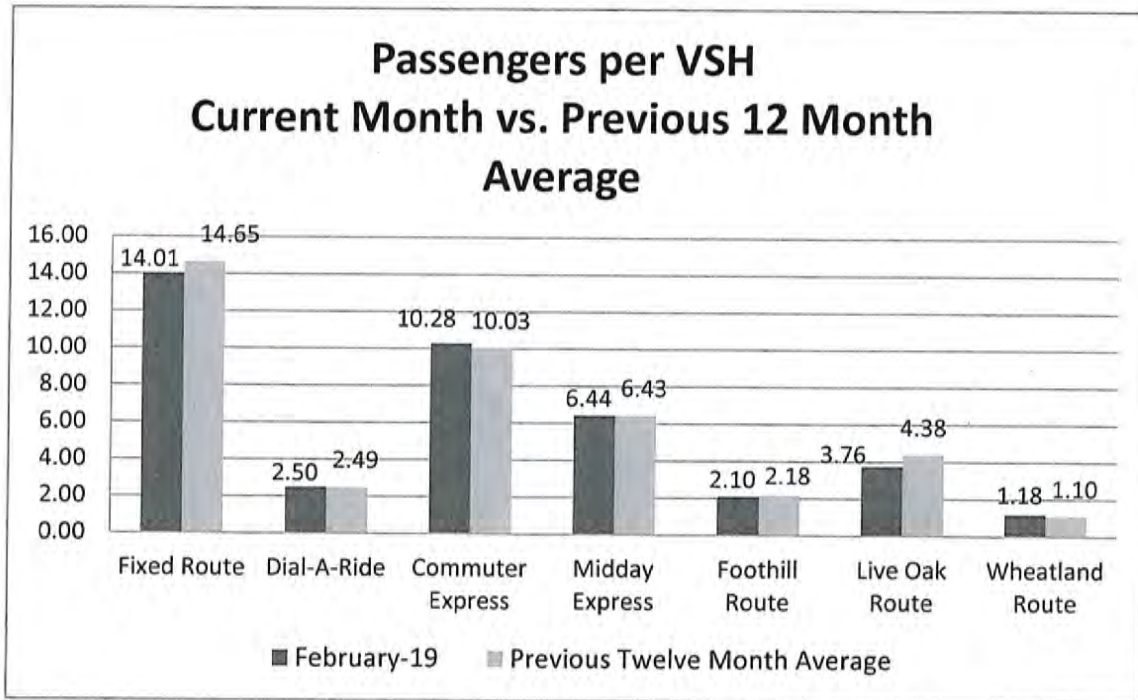
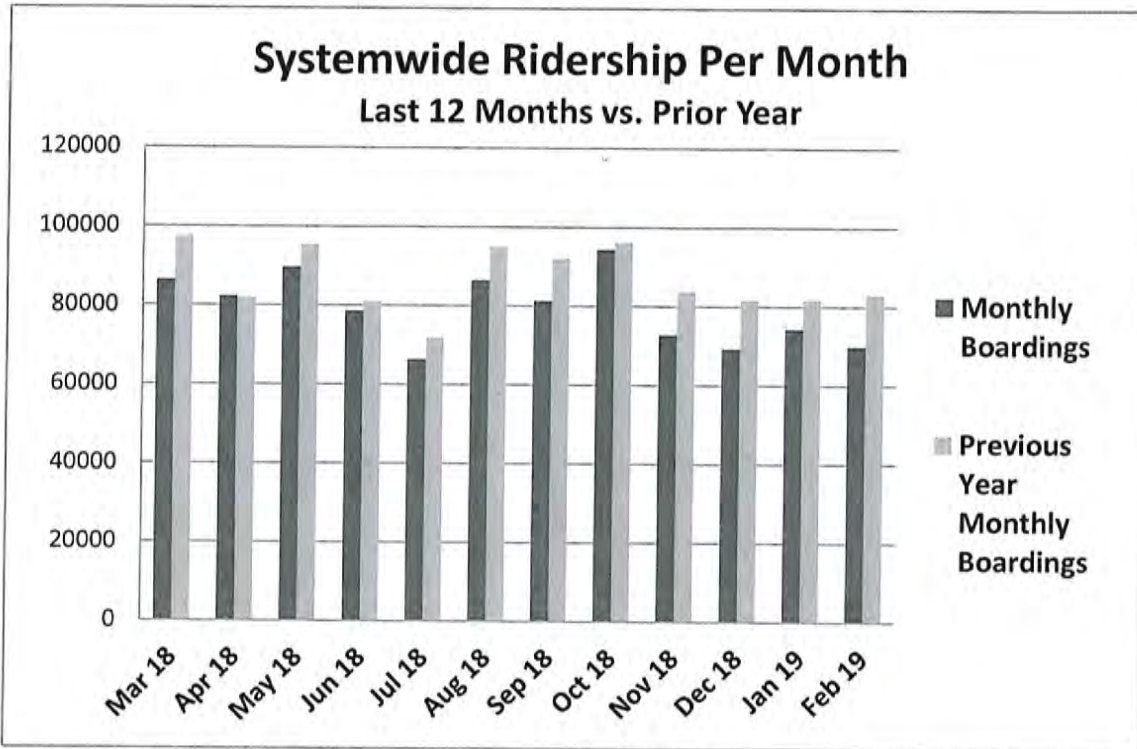


**AGENDA ITEM III - C**

**FEBRUARY 2019 PERFORMANCE REPORT**

<b>Ridership:</b>	<b>February-19</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	54,490	63,479	482,864	551,390
Dial-A-Ride	4,445	5,203	39,743	44,170
Commuter Express	9,627	10,154	79,463	77,928
Midday Express	959	1,035	8,179	8,171
Foothill Route	155	178	1,555	1,343
Live Oak Route	274	340	2,919	2,276
Wheatland Route	47	45	439	323
<b>Total Ridership:</b>	<b>69,997</b>	<b>80,433</b>	<b>615,162</b>	<b>685,601</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	3,888.39	4,333.16	34,189.77	34,258.21
Dial-A-Ride	1,777.47	2,090.83	16,236.89	16,723.18
Commuter Express	936.62	1,012.22	8,050.75	7,784.99
Midday Express	149.01	161.04	1,275.77	1,251.71
Foothill Route	73.78	81.49	640.14	641.82
Live Oak Route	72.83	77.57	616.34	589.47
Wheatland Route	39.87	40.79	341.30	303.65
<b>Total VSH's:</b>	<b>6,937.97</b>	<b>7,797.10</b>	<b>61,350.96</b>	<b>61,553.03</b>
<b>Passengers Per Hour:</b>				
Fixed Route	14.01	14.65	14.12	16.10
Dial-A-Ride	2.50	2.49	2.45	2.64
Commuter Express	10.28	10.03	9.87	10.01
Midday Express	6.44	6.43	6.41	6.53
Foothill Route	2.10	2.18	2.43	2.09
Live Oak Route	3.76	4.38	4.74	3.86
Wheatland Route	1.18	1.10	1.29	1.06
<b>Total Passengers Per VSH:</b>	<b>10.09</b>	<b>10.32</b>	<b>10.03</b>	<b>11.14</b>

## FEBRUARY 2019 PERFORMANCE REPORT



AGENDA ITEM IV – A  
STAFF REPORT

**PRELIMINARY DRAFT YUBA-SUTTER TRANSIT  
OPERATING AND CAPITAL BUDGET FOR FY 2020**

**Background**

Attached for Board review and discussion is the preliminary draft Yuba-Sutter Transit operating and capital budget for FY 2020. 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 adoption 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. This submittal meets the JPA requirement, but it is still very much a work in progress. As planned, a revised draft budget with detailed descriptions of each revenue and expense account will be presented at the April meeting and a final draft budget is scheduled for adoption consideration at the regular monthly meeting on May 16<sup>th</sup>.

**Current Year Budget Estimates**

Projected year-end operating expenses for FY 2019 are now expected to be almost identical (up just 0.28 percent or \$20,536) compared to the budgeted amount of \$7,423,800. Representing nearly 10 percent of the operating budget, fuel has been the most volatile line item over the years, but projected year-end expenditures are now the same as the amount budgeted though this situation can change quickly if fuel prices suddenly spike upward. The most significant revenue figures are the projected drop in passenger fare receipts due to decreased ridership. As a result, a contribution of approximately \$32,000 from Yuba-Sutter Transit's deferred Local Transportation Fund (LTF) revenue is now projected to be needed to balance the year-end budget.

**Preliminary FY 2020 Budget Projections**

The preliminary draft FY 2020 budget does represent a departure from the essentially status quo nature of past budgets though, as always, it should still be viewed at this early date as a starting point for further analysis and discussion. It does include the approved State Low Carbon Transit Operations Program (LCTOP) Sacramento service changes (effective July 1<sup>st</sup>) and the Yuba College Sutter Campus student shuttle (effective January 2020) and an allowance for the proposed July 1<sup>st</sup> fare changes that will be the subject of an April 18<sup>th</sup> public hearing. It also includes assumptions regarding expected increased operating costs from the upcoming re-bid of the system service contract that would become effective October 1, 2019 and eliminating Yuba-Sutter Transit's unfunded accrued liability balance with CalPERS. As a result, the preliminary draft operating budget of \$7,925,300 for FY 2020 represents an increase of 6.8 percent (\$501,500) over the adopted FY 2019 budget.

As always, the largest piece of the operating budget is the service contract with Transdev Services, Inc. The five year term of the current service contract will expire on September 30, 2019. Staff is currently working with a consultant on a new Request for Proposal (RFP) process for the next contract which is expected to be brought to the Board for review and approval consideration at the April meeting. While the intent of this process will be the development of a “state-of-the-art” contract to create a sustainable relationship between Yuba-Sutter Transit and the future contractor, it does create some amount of uncertainty regarding the cost of those services.

For some perspective, all of the expenses related to the transit service contract combine to represent 72 percent of the proposed FY 2020 operating budget. Diesel fuel, which represents the next largest expense factor at 9 percent of the budget, is expected to be fairly stable in FY 2020 and the recent and pending delivery of new commuter, demand response and fixed route buses in 2018 and 2019 should result in some stability in tire and component expenses.

The most significant revenue assumptions in the preliminary draft operating budget include the impact of the proposed July 2019 fare increase along with some expectation of ridership stabilization following the final implementation of the Connect Card electronic fare payment program in July 2018. Based on these and other preliminary draft assumptions and a substantial increase in State Transit Assistance (STA) revenue, the amount of the Local Transportation Fund (LTF) contributions from the member jurisdictions is expected to remain stable in FY 2020 compared to the amount budgeted for FY 2019.

The preliminary draft capital budget of nearly \$5.6 million primarily includes the local fixed route bus replacement project that is expected to be completed by January 2020. A number of other major capital projects are expected to be completed by the end of FY 2019 including the replacement of ten Dial-A-Ride buses; the installation of an emergency back-up generator funded by the State Transit Safety and Security Grant program; and, bus stop enhancements and a computer assisted dispatch / automatic vehicle location (CAD/AVL) passenger information system funded by the State Low Carbon Transit Operations Program.

### **Other Considerations**

In addition to the above, the preliminary draft FY 2019 budget includes several other significant expense and revenue assumptions for consideration:

- Continuation of the consulting agreement with the Regional Waste Management Authority in FY 2020.
- Continued funding from the Feather River Air Quality Management District (FRAQMD) for the deeply discounted monthly youth, senior and disabled discount pass program at a level similar to what is currently being provided. This

program will otherwise expire on March 31, 2020. Higher passenger out of pocket costs would likely have a significant impact on both ridership and fare revenue.

**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. For this reason, staff is recommending that any significant discussion on this issue be delayed until the next regular meeting on April 18<sup>th</sup> at which time a revised draft budget with detailed descriptions of each revenue and expense account is expected to be provided for more discussion and further direction. If more detailed discussion is desired, a special meeting could be scheduled for early May in advance of the final budget presentation at the regular monthly meeting on May 16<sup>th</sup>.

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 2020

**YUBA-SUTTER TRANSIT AUTHORITY  
PRELIMINARY DRAFT FY 2019/2020 OPERATING BUDGET**

PREPARED MARCH 14, 2019

	FY 2016/2017 Budget	FY 2016/2017 Audited	FY 2017/2018 Budget	FY 2017/2018 Audited	FY 2018/2019 Budget	FY 2018/2019 Projected	FY 2019/2020 Preliminary Draft
<b>Operations Expenditures</b>							
010.50300 Services - Other Maintenance	120,000	158,284	190,000	194,959	220,000	220,000	200,000
010.50401 Fuel and Lubricants	651,000	540,844	699,000	689,361	717,000	717,000	730,000
010.50402 Tires and Tubes	70,000	62,040	70,000	94,687	92,500	60,000	70,500
010.50499 Other Materials and Supplies Consumed	120,000	185,514	60,000	140,056	90,000	90,000	90,000
010.50500 Utilities - Electric and Gas	48,000	46,067	50,000	50,091	53,000	50,000	53,000
010.50501 Utilities - Water and Sewer	5,500	4,711	5,500	5,182	5,500	5,500	5,500
010.50600 Casualty and Liability Costs - Operations	277,300	276,788	284,500	282,051	292,000	294,000	300,000
010.50800 Services - Contract Operations	4,856,000	4,795,226	4,960,000	5,013,837	5,093,000	5,140,000	5,400,000
010.50801 Services - Out of Contract	12,000	16,050	12,000	13,163	15,000	14,000	15,000
Subtotal - Operations	\$6,159,800	\$6,085,524	\$6,331,000	\$6,483,387	\$6,578,000	\$6,590,500	\$6,864,000
<b>Administration Expenditures</b>							
160.50102 Salaries and Wages - Admin. Staff	355,000	348,031	383,700	389,937	404,000	390,000	400,000
160.50200 Fringe Benefits - Admin. Staff	165,000	117,528	186,300	183,256	189,500	170,000	160,000
160.50201 CalPERS Unfunded Accrued Liability Payoff	0	19,528	0	22,353	0	28,464	325,000
160.50301 Services - Accounting	2,300	2,031	2,500	2,318	2,500	5,500	2,500
160.50302 Services - Legal	12,000	4,389	12,000	5,460	12,000	8,000	12,000
160.50303 Services - Printing and Copying	40,000	29,020	40,000	26,584	32,000	25,000	25,000
160.50309 Services - Miscellaneous Professional	20,000	35,716	114,000	77,275	103,000	90,000	25,000
160.50499 Materials and Supplies - Office & Postage	15,000	10,472	15,000	8,653	15,000	15,000	15,000
160.50502 Utilities - Telephone & Internet	13,000	12,526	15,000	14,729	20,000	15,000	30,000
160.50900 Miscellaneous Expense - Insurance and Bond	33,000	28,225	33,000	29,959	33,000	35,000	36,000
160.50901 Miscellaneous Expense - Dues & Subscriptions	6,000	4,505	6,000	4,191	5,000	5,000	5,000
160.50902 Miscellaneous Expense - Travel and Meetings	7,000	3,504	7,000	4,791	5,000	3,000	5,000
160.50903 Miscellaneous Expense - Board of Directors	4,800	3,900	4,800	3,700	4,800	4,800	4,800
160.50904 Miscellaneous Expense - Media Adv. and Promo.	20,000	5,450	20,000	4,703	10,000	12,000	10,000
160.50909 Miscellaneous Expense - Other	5,000	8,919	11,000	4,008	10,000	6,000	6,000
Subtotal - Administration	\$698,100	\$633,744	\$850,300	\$781,917	\$845,800	\$812,764	\$1,061,300
Total Expenditures	\$6,857,900	\$6,719,268	\$7,181,300	\$7,265,304	\$7,423,800	\$7,403,264	\$7,925,300

	FY 2016/2017 Budget	FY 2016/2017 Audited	FY 2017/2018 Budget	FY 2017/2018 Audited	FY 2018/2019 Budget	FY 2018/2019 Projected	FY 2019/2020 Preliminary Draft
<b>Operating Revenue</b>							
40100 Passenger Fares	1,375,000	1,255,421	1,275,000	1,147,721	1,160,000	1,100,000	1,325,000
40200 Special Transit Fares	21,500	23,227	21,000	20,704	21,000	21,000	21,000
40600 Auxiliary Revenue (Bus, Shelter & Bench Advertising)	28,000	37,872	50,000	37,025	45,000	49,000	49,000
40700 Non-Transportation Revenue (Interest)	1,000	5,353	2,000	7,804	2,500	7,000	4,000
40709 Non-Transportation Revenue (RWMA, Misc.)	65,000	63,255	67,000	54,890	60,000	50,000	50,000
40900 Local Transportation Funds (LTF)	2,491,500	2,391,378	2,500,000	2,803,703	2,789,800	2,821,538	2,792,500
40901 Local Cash Grants/Reimbursements	23,400	27,738	34,500	33,423	34,500	48,500	41,000
41100 State Transit Assistance Funds (STA)	488,900	496,694	755,000	755,000	950,000	950,000	1,050,000
41109 State Cash Grants/Reimbursements	13,600	151,000	93,600	45,121	47,800	32,000	192,800
41300 General Operating Assistance - FTA Sect. 5307 (Urban)	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,200,000
41301 General Operating Assistance - FTA Sect. 5311 (Rural)	250,000	139,617	200,000	200,997	200,000	200,000	200,000
41309 Job Access Grant - FTA Sect. 5316 (JARC)	0	0	0	0	0	0	0
41310 Rural/Small Urban Planning Grant - FTA Sect. 5304 (Planning)	0	23,058	83,200	58,916	13,200	24,226	0
41399 Other Federal Financial Assistance	0	4,655	0	-	0	0	0
<b>Total Operating Revenue</b>	<b>\$6,857,900</b>	<b>\$6,719,268</b>	<b>\$7,181,300</b>	<b>\$7,265,304</b>	<b>\$7,423,800</b>	<b>\$7,403,264</b>	<b>\$7,925,300</b>

	FY 2016/2017 Budget	FY 2016/2017 Audited	FY 2017/2018 Budget	FY 2017/2018 Audited	FY 2018/2019 Budget	FY 2018/2019 Projected	FY 2019/2020 Preliminary Draft
Deferred TDA Revenues, July 1	\$1,761,843	\$2,013,110	\$2,003,900	\$2,093,011	\$2,101,735	\$2,133,727	\$2,329,365
LTF Revenues Received	2,491,500	2,491,500	2,500,000	2,500,000	2,789,800	2,789,800	2,792,500
STA Revenues Received	760,000	476,373	1,000,000	1,099,419	1,281,568	1,281,568	1,770,356
LTF Revenues Allocated - Operating	(2,491,500)	(2,391,378)	(2,500,000)	(2,803,703)	(2,789,800)	(2,821,538)	(2,792,500)
STA Revenues Allocated - Operating	(488,900)	(496,694)	(755,000)	(755,000)	(950,000)	(950,000)	(1,050,000)
LTF Revenues Allocated For Local Capital Outlays	0	0	0	0	0	0	0
STA Revenues Allocated For Local Capital Outlays	(100,000)	0	(467,747)	0	(861,432)	(104,192)	(660,893)
Proceeds from Sale of Vehicles	0	100	0	0	0	0	0
<b>Deferred TDA Revenues, June 30*</b>	<b>\$1,932,943</b>	<b>\$2,093,011</b>	<b>\$1,781,153</b>	<b>\$2,133,727</b>	<b>\$1,571,871</b>	<b>\$2,329,365</b>	<b>\$2,388,828</b>
Local Transportation Funds (LTF)	1,319,778	1,426,125	1,347,093	1,122,422	1,140,430	1,090,684	1,090,684
State Transit Assistance Funds (STA)	613,165	666,886	434,060	1,011,305	431,441	1,238,681	1,298,144

	FY 2016/2017 Budget	FY 2016/2017 Audited	FY 2017/2018 Budget	FY 2017/2018 Audited	FY 2018/2019 Budget	FY 2018/2019 Projected	FY 2019/2020 Preliminary Draft
<b>Deferred STA Detail</b>							
Yuba-Sutter Transit Portion	\$569,070	\$618,793	\$365,760	\$969,813	\$390,608	\$1,202,468	\$1,236,504
City of Live Oak Portion	44,095	50,117	56,200	38,060	32,657	28,829	41,635
City of Wheatland Portion	0	(2,024)	12,100	3,432	8,176	7,384	20,005
<b>Total Deferred STA Revenue</b>	<b>\$613,165</b>	<b>\$666,886</b>	<b>\$434,060</b>	<b>\$1,011,305</b>	<b>\$431,441</b>	<b>\$1,238,681</b>	<b>\$1,298,144</b>

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



**YUBA-SUTTER TRANSIT AUTHORITY  
PRELIMINARY DRAFT CAPITAL BUDGET**

**FY 2019/2020**

PREPARED MARCH 14, 2019

	FY 2017/2018 BUDGET	FY 2017/2018 AUDITED	FY 2018/2019 ADOPTED BUDGET	FY 2018/2019 PROJECTED	FY 2019/2020 DRAFT BUDGET
<b>EXPENDITURES</b>					
Maintenance and Operations Facility (1)	\$ 162,500	\$ -	\$ 129,538	\$ 148,795	\$ -
Vehicle Purchase/Replacement (2)	\$ 5,875,000	\$ 3,962,607	\$ 10,825,000	\$ 1,003,966	\$ 5,500,000
Miscellaneous Capital (3)	\$ 758,700	\$ 381,750	\$ 474,559	\$ 457,077	\$ 100,000
	<u>\$ 6,796,200</u>	<u>\$ 4,344,357</u>	<u>\$ 11,429,097</u>	<u>\$ 1,609,838</u>	<u>\$ 5,600,000</u>
<b>REVENUES</b>					
Federal (5307,5310,5311,5317,5339)	\$ 2,106,513	\$ 859,120	\$ 5,936,398	\$ 754,469	\$ 4,450,000
Transportation Development Act (Local)	\$ 467,747	\$ -	\$ 861,432	\$ 104,192	\$ 660,893
State of Good Repair (SGR)	\$ -	\$ -	\$ 489,107	\$ -	\$ 489,107
Low Carbon Transit Operation Program	\$ 180,400	\$ 55,250	\$ 124,917	\$ 125,350	\$ -
Other Local	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Proposition 1B (PTMISEA/Safety)	\$ 4,041,540	\$ 3,399,987	\$ 4,017,243	\$ 625,827	\$ -
	<u>\$ 6,796,200</u>	<u>\$ 4,344,357</u>	<u>\$ 11,429,097</u>	<u>\$ 1,609,838</u>	<u>\$ 5,600,000</u>

**Notes:**

- Facility security projects completed in FY 2019 are the emergency generator system (\$145,526) and access control projects (\$3,269). These projects are funded by State Proposition 1B Transit Safety and Security Grants. Other than the FY 2017 parking lot lighting project, the last major facility project was the remodel and expansion of the facility that was completed in FY 2012.
- The FY 2020 vehicle project includes the replacement of eleven 2008 model NABI/Opus fixed route buses (\$5,500,000: \$4,450,000 Federal / \$489,107 state / \$560,893 local). The FY 2019 vehicle projects include the replacement of ten 2010 model Starcraft demand response/rural route buses (\$950,000: \$701,424 Federal / \$248,576 state), and \$53,966 for the completion of the replacement of seven 2006/2007 model Blue Bird commuter buses (total cost \$4,016,573, of which \$3,962,607 was recognized in FY 2018: \$4,016,573: \$626,165 Federal / \$3,390,408 state & local). The last major vehicle projects were the purchases of six demand response/rural route buses and eleven heavy duty local fixed route buses that were both completed in FY 2014.
- Planned miscellaneous capital expenditures for FY 2020 include an allowance for facility and office equipment & furnishings (\$100,000 local). FY 2019 projects include the completion of bus stop enhancements (\$125,350 state); and the State Proposition 1B Transit Safety and Security Grant funded technology project for CAD/AVL (\$228,456 state / \$3,271 local).



AGENDA ITEM IV – B  
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 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. 1-19 authorizing the Transit Manager, or designee, to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317 and 5339.

3-21-19

**YUBA-SUTTER TRANSIT AUTHORITY**

**RESOLUTION NO. 1-19**

***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 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 and 5339.*
- 2. That the Transit Manager, or 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 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 21, 2019.*

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*Mike Leahy  
Chairman of the Board of Directors*

*Attest:*

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*Janet Frye  
Secretary to the Board of Directors*

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AGENDA ITEM IV – C  
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. 2-19 authorizing the Transit Manager to certify as counsel for FTA grants.

3-21-19

**YUBA-SUTTER TRANSIT AUTHORITY**

**RESOLUTION NO. 2-19**

**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 21, 2019 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 21, 2019.*

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*Mike Leahy  
Chairman of the Board of Directors*

*ATTEST:*

*Janet Frye  
Secretary to the Board*

AGENDA ITEM IV – D  
STAFF REPORT

**LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
PROJECT AUTHORIZING RESOLUTIONS**

**Background**

LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility with a priority on serving State identified disadvantaged and low-income communities (DAC's). Agencies such as Yuba-Sutter Transit whose service area includes one or more disadvantaged communities must expend at least 50 percent of the money received on projects that will benefit those communities. Assembly Bill 1550 (2016) additionally requires that 10 percent of the funds must benefit low income households that are within disadvantaged/low-income communities or within ½ mile of a disadvantaged or low income community. Senate Bill 1119 (2018) increased project flexibility by allowing transit agencies to waive the requirement of expending 50 percent of the total allocation within and benefiting a DAC for the following:

- a) New or expanded transit service that connects with transit service serving disadvantaged communities, as identified in Section 39711 of, or in low-income communities, as defined in paragraph (2) of subdivision (d) of Section 39713 of, the Health and Safety Code.
- b) Transit fare subsidies and network and fare integration technology improvements, including, but not limited to, discounted or free student transit passes.
- c) The purchase of zero-emission transit buses and supporting infrastructure.

This is the fifth cycle of the LCTOP program. The Yuba-Sutter Transit allocation and projects for each cycle are shown below.

FY 2015	\$60,305 – North Beale Transit Center Improvements (Complete)
FY 2016	\$180,417 – Bus Stop Enhancement Project (In Progress)
FY 2017	\$82,455 – Connect Card Implementation Expenses (In Progress)
FY 2018	\$226,068 – Zero Emission Bus Purchase (To be reallocated to the Yuba College Sutter Campus Shuttle)
FY 2019	\$336,962 –Enhanced Peak Hour Sacramento Commuter Service

At the February 21<sup>st</sup> meeting, the Board authorized the submission of two projects for LCTOP funding. The first project was to reallocation the FY 2018 cycle of LCTOP funding from the purchase of zero emission buses for the proposed operation of student shuttle service for the Yuba College Sutter Campus. The second authorized project was to allocate the FY 2019 cycle of LCTOP funding for enhanced peak hour Sacramento Commuter service.

## **Current Action**

Staff is now recommending Board adoption of the attached resolution for the two referenced projects for submission with the current LCTOP allocation request to be submitted to Caltrans by March 28<sup>th</sup>. Caltrans in coordination with the California Air Resources Board (ARB) will determine if proposals are eligible for funding before authorizing the release of funds to the various agencies for eligible expenditures starting July 1<sup>st</sup>.

Since the February meeting, to set a reasonable semester break in the term for the Yuba College shuttle service based on the combined value of \$563,030 in LCTOP funding from the two previous cycles and, staff has refined the two Board authorized projects as follows:

1. **Yuba College Sutter Center Campus Shuttle:** The 2015 Yuba-Sutter Transit Short Range Transit Plan (SRTP) examined a number of options for providing service to Yuba College's Sutter Center Campus in Yuba City. The maximum recommended service option, which was then envisioned to be funded in part through a small student fee each semester, includes service for a total of 36 weeks during the Spring and Fall Semesters from 7:15 am to 6:30 pm Monday-Thursday and from 7:15 am at 3:30 p.m. on Fridays. Service during the six week summer session would only operate Monday-Thursday as no summer classes are held on Fridays. Assuming no fare is charged, the annual cost of this service is estimated at \$170,607. Assuming June 2019 funding authorization, the shuttle would not start until January 2020 to allow enough time to finalize the schedule and routing; coordinate with Yuba College; and, advertise the service to students. As proposed, the service would operate through the summer semester of 2021 at a total projected cost of \$266,399. Ridership data would be closely monitored to determine if changes or discontinuation of the service is warranted between semesters.
2. **Enhanced Peak Hour Sacramento Commuter Service:** This project includes an additional morning and afternoon schedule in the Highway 70 corridor and more direct express service between the Caltrans District 3 office in Marysville and the Gateway Oaks stop in Sacramento. This service is designed to alleviate crowding on existing Highway 70 schedules and expand the availability of service in the Highway 70 corridor to attract additional ridership. In addition, more direct express service to and from the Caltrans District 3 headquarters is expected to attract more ridership among Caltrans employees who now commute to Marysville from Sacramento. The total cost to operate the enhanced service from July 1, 2019 through September 30, 2021 is projected at \$296,631.

Staff will be prepared to discuss the proposed projects in detail at the meeting.

**RECOMMENDATION:** Adopt Resolution No. 3-19 authorizing execution of the related Certifications and Assurances including the designation of the Transit Manager as the Authorized Agent; and authorizing the submission of the LCTOP funding request as proposed or amended.

*YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 3-19*

***AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES  
AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS  
PROGRAM (LCTOP) FOR THE FOLLOWING PROJECTS:***

***YUBA COLLEGE SUTTER CAMPUS SHUTTLE &  
ENHANCED PEAK HOUR SACRAMENTO COMMUTER SERVICE***

**WHEREAS**, the Yuba-Sutter Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

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

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Yuba-Sutter Transit Authority wishes to delegate authorization to execute the Certifications and Assurances, Authorized Agent form and any amendments thereto to Keith Martin, Transit Manager;

**WHEREAS**, the Yuba-Sutter Transit Authority wishes to implement the LCTOP projects listed above that will provide at least 50% of the funding to benefit disadvantaged communities and comply with Assembly Bill 1550 which requires 5% of the funds be allocated to a project that benefit low-income communities and 5% of the funds are allocated to a project that benefit these living within ½ mile of a low-income or disadvantaged community within Yuba and Sutter Counties;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Yuba-Sutter Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

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

**NOW THEREFORE, BE IT FURTHER RESOLVED** by the Board of Directors of the Yuba-Sutter Transit Authority that it hereby authorizes the submittal of the following project nominations and allocation requests to the Department for FY 2017-18 and FY 2018-19 LCTOP funds:



**PROJECT NAME: YUBA COLLEGE SUTTER CAMPUS SHUTTLE**

**Amount of LCTOP funds requested:** \$266,399 (Regional - \$250,661 / Local - \$15,738)

**Project description:** Provide operational funding for a new shuttle service from key transit center(s) to the Yuba College Sutter Campus.

**Contributing Sponsors:** Sacramento Area Council of Governments (SACOG)

**DAC:** The new shuttle service will connect to routes that serve disadvantaged communities in Yuba City, Marysville, Linda and Olivehurst.

**PROJECT NAME: ENHANCED PEAK HOUR SACRAMENTO COMMUTER SERVICE**

**Amount of LCTOP funds requested:** \$296,631 (Regional - \$279,108 / Local - \$17,523)

**Project description:** Provide operational funding new morning and afternoon SR 70 service and express Sacramento service for Caltrans District 3 employees.

**Contributing Sponsors:** Sacramento Area Council of Governments (SACOG)

**DAC:** The Enhanced Peak Hour Commuter Service departs/returns from a disadvantaged community within the City of Marysville. It also serves downtown Sacramento which is also classified as a disadvantaged community.

*Ayes:*

*Nos:*

*THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MARCH 21, 2019.*

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*Chair, Board of Directors*

*ATTEST:*

*Janet Frye, Secretary to the Board*