



MEETING NOTICE & AGENDA

DATE: Thursday, May 21, 2020

TIME: 4:00 P.M.

PLACE: The meeting will be held remotely via Zoom. Members of the public are invited to participate via Zoom.

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

<https://zoom.us/j/99968244364?pwd=VUxHVWoweDhiNSlZDBWRG11RWF3Zz09>

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

Meeting ID: 999 6824 4364

Password: 019934

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, *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

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

II. Public Business from the Floor

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

III. Consent Calendar

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

- A. Minutes from the Regular Meeting of March 19, 2020. (Attachment)
- B. Disbursement List for March 2020. (Attachment)
- C. Disbursement List for April 2020. (Attachment)
- D. Monthly Performance Report for March 2020. (Attachment)
- E. Monthly Performance Report for April 2020. (Attachment)

IV. Reports

- A. **First Amendment to the Storer Transit System Operating Agreement.** Review and approval consideration of a draft amendment to address contractual issues resulting from the COVID-19 pandemic and the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. (Attachment)

RECOMMENDATION: Authorize execution of the contract amendment as proposed or amended.

2100 B Street · Marysville, CA 95901 · (530) 634-6880 · FAX 634-6888
www.yubasuttertransit.com

- B. Yuba-Sutter Transit Operating and Capital Budget for FY 2020/2021.** Review and approval consideration of the final draft budget for the next fiscal year. (Attachment)

RECOMMENDATION: Adopt Resolution No. 4-20 approving the FY 2020/2021 budget as proposed or amended.

- C. Local Transportation Fund (LTF) Apportionment for FY 2020/2021.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 5-20 establishing the LTF contributions for each member jurisdiction for FY 2020/2021 as proposed or amended.

- D. Set a Public Hearing on Yuba-Sutter Transit's FY 2020/2021 Federal Funding Applications.**

RECOMMENDATION: Set a public hearing for 4:00 p.m. on Thursday, July 16, 2020 to receive comments on Yuba-Sutter Transit's FY 2020/2021 federal funding applications.

- E. State of Good Repair (SGR) Project Designation.** Project discussion and authorization consideration for the FY 2020/2021 cycle of SGR funding under the California Road Repair and Accountability Act of 2017 (SB 1). (Attachment)

RECOMMENDATION: Adopt Resolution No. 6-20 approving the submittal of Yuba-Sutter Transit's FY 2020/2021 SGR Project List as proposed or amended.

- F. Capitalization Policy Amendments.** (Attachment)

RECOMMENDATION: Approve the amended Yuba-Sutter Transit Capitalization Policy as proposed effective July 1, 2019.

- G. Proposed Computer Assisted Dispatch / Automatic Vehicle Location (CAD/AVL) Project Change.** Discussion and consideration of a staff recommendation to terminate the TapRide dispatch portion of the DoubleMap CAD/AVL project. (Attachment)

RECOMMENDATION: Authorize staff to terminate the TapRide portion of the DoubleMap project as proposed.

- H. 2019/2020 Discount Monthly Pass Program Grant Close-Out Report.** (Attachment)

RECOMMENDATION: Information only.

- I. Third Quarter Performance Report.** (Attachment)

RECOMMENDATION: Information only.

- J. Project & Program Updates.**

1. COVID-19 Transit Impact, Response and Outlook
2. Caltrans Planning Grant – Comprehensive Operational Analysis
3. Next Generation Transit Facility Plan
4. Yuba College Shuttle

RECOMMENDATION: Information only.

V. Correspondence/Information

VI. Other Business

VII. Closed Session

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

VIII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JUNE 18, 2020
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS
UNLESS OTHERWISE NOTICED**

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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 MARCH 19, 2020

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

Present: Cardoza, Fletcher (Vice-Chair via teleconference), Leahy, Shaw, Sullenger and Whiteaker (Chair)

Absent: Hudson and Samayoa.

II. Public Business from the Floor

None.

III. Consent Calendar

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

IV. Reports

A. Preliminary Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2021.

Martin presented the preliminary draft of the operating and capital budget for FY 2021. Pursuant to the agency Joint Powers Agreement, the preliminary draft is due by the end of March and the budget is to be adopted by the end of May so that the local jurisdictions will know their LTF apportionments for the next fiscal year. He noted that this preliminary budget will likely change due to the current uncertainties regarding the COVID-19 coronavirus.

The preliminary draft operating budget of \$8,556,000 represents a 3 percent increase in expenditures compared to the FY 2020 budget. Budgeted revenues for FY 2021 are similar to what are currently being projected for FY 2020, but that is likely to change before May's final budget. The draft capital budget is much smaller this year than it has been in the past due to the recent bus replacement projects. Just one small bus replacement and minor fleet expansion project is scheduled for FY 2021. Factors for consideration include the long term status of the Yuba College Sutter Campus Shuttle which is now suspended due to the recent move by Yuba College to on-line classes only; and pending state legislation which has now been suspended that combined would impose free fare requirements for youth, seniors and college students.

Director Cardoza asked if any of the relief funding being considered by the federal government would be available to Yuba-Sutter Transit. Martin stated that conversations are ongoing at both the federal and state level to assist transit operators to continue providing service. While there is yet no concrete proposal, we are a part of the conversation.

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

Director Fletcher made a motion to adopt Resolution No. 2-20 authorizing the Transit Manager to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317 and 5339. Director Cardoza seconded the motion and it carried unanimously.

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

Director Cardoza made a motion to adopt Resolution No. 3-20 authorizing the Transit Manager to certify as counsel for FTA grants. Director Sullenger seconded the motion and it carried unanimously.

E. Project & Program Updates

1. Yuba College Sutter Center Student Shuttle Start-Up

Martin noted that the Yuba College Sutter Center Student Shuttle has suspended service as of March 12, 2020 due to the closure of the campus to in-person classes because of the COVID-19 outbreak. Ridership was poor prior to the suspension and the service will most likely not be in operation until the summer semester, but it will need to be re-evaluated during the fall semester to determine if the shuttle is necessary.

2. Next Generation Transit Facility Plan

Martin noted that the Next Generation Transit Plan consultants are currently working on a scoping plan, but their early assessment is that the site needs to be roughly eight to ten acres based on the preliminary plan. Staff is meeting with the consultant team tomorrow to further discuss site parameters.

3. Computer Assisted Dispatch System Implementation

Martin discussed the current status of the computer assisted dispatch system noting that Tap Ride was to be an automated dispatching system for the Dial-A-Ride service. Ultimately, the system did not work as promised by DoubleMap, but Storer has experience working with a system call Strategen and is testing it for our use. After testing this system, staff will be bringing this issue back to the board in a few months for discussion of the related contractual issues.

4. COVID-19 Coronavirus Planning & Response

Martin introduced Renick House, Storer General Manager, to discuss the steps Storer is taking regarding driver and rider safety and staffing. House detailed the sanitation process for cleaning the buses every night, including deep cleaning all high touch areas every night and additional cleaning between drivers. Social distancing is also being practiced by

creating some defensible space on the buses for drivers and riders to try and stop the spread as much as possible. The drivers have also been discouraged from congregating in the break room and are encouraged to take their breaks outside or in their vehicles. Starting Friday, March 20, 2020, dispatch will be screening riders on the demand response vehicles for symptoms of COVID-19 by asking if they are feeling well or if this is a necessary trip to lessen the chance of transmission. Due to reduced ridership and a corresponding reduction in Dial-A-Ride service hours, Storer is offering voluntary layoffs for those who are concerned about contracting the virus and wanting to stay at home. There are other contingency plans in case other layoffs are needed.

Director Leahy asked if there was a redeployment plan for when this is all over. House explained that there is a plan in place and all employees understand that they are subject to recall. In addition, new employees that are now in training will also be available.

Director Cardoza asked if Storer was supplying masks for the drivers. House responded that Storer is supplying gloves and cleaning materials, but not masks though drivers are allowed to wear their own masks if they so choose.

Director Shaw asked if Storer was assisting the drivers in applying for unemployment benefits when they are being laid off. House stated that Storer is providing laid off employees with the information and materials necessarily to file correctly with EDD.

Director Shaw asked if drivers could deny someone access to the bus if they are sick. Martin stated that drivers always have the ability to refuse service, but they are not medical personnel, so it is difficult to screen someone at the bus stop. Screening will be happening when customers call in to schedule a Dial-a-Ride since that is a more personal connection in a smaller bus and sometimes requires close contact to secure a wheelchair. House added that drivers have all been trained to recognize the virus symptoms.

Martin then addressed how the services have been impacted to date. Compared to a similar week in February, weekday fixed route service is currently down 63 percent; Saturday fixed route service was down 38 percent; weekday Dial-a-Ride ridership is down 61 percent; and, Saturday Dial-a-Ride ridership was down 51 percent. For the Sacramento services, commuter ridership was down 56 percent on Wednesday and down 66 percent Thursday morning with midday ridership down 64 percent. He stated that we will continue to operate as we can because we are an essential service in this area.

Martin noted that a draft contingency plan has been developed that will continue to be adapted as circumstances change. Currently, Dial-A-Ride service hours have been reduced in response to much lower ridership and the Sutter Campus Shuttle has been suspended indefinitely. Ideas being considered include making services fare free which would allow for the closure of the Administration Office to the public and rear-door boarding on the fixed route buses to reduce driver and passenger exposure. Most of the service options will be dependent on driver availability.

Martin noted that dropping fares for the rest of the month of March if ridership remained steady would reduce cash fare receipts by approximately \$10,500. For April, this cost

would be approximately \$21,800. Including a loss of pass sales revenue commensurate with the current ridership reduction, the total exposure in terms of lost revenue through April has been estimated at less than \$50,000. Martin continued that similar actions have been taken and are under consideration across the country.

Director Leahy stated that he was confident in the direction that staff has laid out and believes that the lost revenue can be recouped. Martin stated that services like meal delivery and other necessary services would be a possibility as well.

Director Whiteaker stated that with information and directives changing almost hourly, the draft plan is acceptable.

Director Fletcher stated that he felt it would be difficult to shut down all service, but that he would like an update in approximately five days to see what direction the services are headed.

Martin stated that he would provide an update, but he also recommended that board members register on our website for service updates for the most real time information from our office.

V. Correspondence/Information

None.

VI. Other Business

None.

VII. Adjournment

The meeting was adjourned at 4:46 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 16, 2020 AT 4:00PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS.

**AGENDA ITEM III-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF MARCH 2020**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,321.28	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 2,802.34	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 33,234.56	PAYROLL	PAYROLL
EFT	\$ 1,596.44	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 270.62	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.42	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 2,515.40	PG&E	ELECTRIC
EFT	\$ 34.40	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS
EFT	\$ 573.77	PG&E	GAS
EFT	\$ 1,675.86	CARDMEMBER SERVICES	CREDIT CARD - STARBUCKS FOR SHUTTLE, NEWSPAPER ADS, LANYARDS
EFT	\$ 213.72	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 80.11	ELAVON	MERCHANT SERVICE FEE - MARCH
EFT	\$ 283.59	PRIMEPAY	PAYROLL FEE
16923	\$ 407.63	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE - JANUARY
16924	\$ 105.00	AGA	ANNUAL DUES
16925	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING/WEEED CONTROL FEBRUARY 2020
16926	\$ 10.71	ALLIANT NETWORKING SERVICES INC	VIDEO ADAPTER FOR PLUMAS LAKE PARK & RIDE
16927	\$ 50.00	BRAD HUDSON	BOARD MEETING 2/20/2020
16928	\$ 180.00	CHRIS JAEGER TESTING	BACKFLOW TESTING
16929	\$ 3,868.36	CONNECT CARD REG SERVICE CENTER	DEFERRED CREDITS CONNECT CARD
16930	\$ 50.00	DAVID SHAW	BOARD MEETING 2/20/2020
16931	\$ 302.68	FLETCHER'S PLUMBING & CONTRACTING INC	REPAIR ON TOILET IN OPERATIONS
16932	\$ 16,556.04	FLYERS ENERGY	BUS FUEL - DIESEL
16933	\$ 168.87	FRANCOTYPP-POSTALIA INC	POSTAGE RENTAL 2/16/20 - 5/15/20
16934	\$ 50.00	JIM WHITEAKER	BOARD MEETING 2/20/2020
16935	\$ 100.00	MANNY CARDOZA	AD HOC COM 2/6/20 & BOARD MEETING 2/20/20
16936	\$ 100.00	MIKE LEAHY	AD HOC COM 2/6/20 & BOARD MEETING 2/20/20
16937	\$ 958.75	MR SECURITY CAMERA INC	SERVICE AT MCGOWAN AND PLUMAS LAKE PARK & RIDE
16938	\$ 5,823.05	NORTH VALLEY DIESEL	TRANSMISSION REPAIR ON DR #1681
16939	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
16940	\$ 343.05	QUILL CORPORATION	JANITORIAL SUPPLIES: PAPER TOWELS, HAND SOAP
16941	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - FEBRUARY 2020
16942	\$ 6,428.40	RAMOS OIL COMPANY	BUS FUEL - GAS
16943	\$ 50.00	RANDY FLETCHER	BOARD MEETING 2/20/2020
16944	\$ 100.00	RICKY SAMAYOA	AD HOC COM 2/6/20 & BOARD MEETING 2/20/20
16945	\$ 50.00	RON SULLENGER	BOARD MEETING 2/20/2020
16946	\$ 377.92	SC FUELS	DEF FLUID
16947	\$ 509.08	STANLEY SECURITY SOLUTIONS, INC	SECURITY SERVICE 4/1/2020 - 4/30/2020
16948	\$ 155.61	STAPLES CREDIT PLAN	OFFICE SUPPLIES - PRINTER RIBBONS & TAPE
16949	\$ 508,392.47	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE JAN 20
16950	\$ 119.64	SUTTER COUNTY LIBRARY	DEFERRED CREDITS CONNECT CARD
16951	\$ 1,574.51	T-MOBILE	WIFI FOR BUSES - FEBRUARY 2020
16952	\$ 1,729.39	TEHAMA TIRE SERVICE INC	TUBES/TIRES
16953	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPIER LEASE - FEBRUARY 2020
16954	\$ 12,432.06	WSP USA	NEXT GEN FACILITY PLAN SERVICES 11/26/19 - 1/31/20
16955	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	APRIL IT SERVICES
16956	\$ 364.66	COMCAST BUSINESS	TELEPHONE SERVICES - MARCH 2020
16957	\$ 340.20	COMCAST BUSINESS	INTERNET SERVICES - MARCH 2020
16958	\$ 50.00	DAVID SHAW	BOARD MEETING 3/19/2020
16959	\$ 450.00	DIGITAL DEPLOYMENT	WEBSITE SERVICES - MARCH 2020
16960	\$ 4,328.50	DOUBLEMAP	SUBSCRIPTION AVA
16961	\$ 16,490.36	FLYERS ENERGY	BUS FUEL - DIESEL
16962	\$ 95.00	HANCOCK PETROLEUM ENGINEERING	1 HOUR LABOR - RESET PASSWORD
16963	\$ 13,464.74	HUNT & SONS INC	BUS FUEL - DIESEL
16964	\$ 50.00	JIM WHITEAKER	BOARD MEETING - 3/19/2020
16965	\$ 250.00	KEITH MARTIN	VISION REIMBURSEMENT
16966	\$ 50.00	MANNY CARDOZA	BOARD MEETING - 3/19/2020
16967	\$ 50.00	MIKE LEAHY	BOARD MEETING - 3/19/2020
16968	\$ 1,211.57	PRECISION CLEANING SYSTEMS, INC	REPAIR OF PRESSURE WASHER
16969	\$ 248.87	QUILL CORPORATION	JANITORIAL SUPPLIES: PAPER TOWELS
16970	\$ 2,831.60	RAMOS OIL COMPANY	BUS FUEL - GAS
16971	\$ 50.00	RANDY FLETCHER	BOARD MEETING - 3/19/2020
16972	\$ 50.00	RON SULLENGER	BOARD MEETING - 3/19/2020
16973	\$ 385.00	SC FUELS	DEF FLUID
16974	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICE - MARCH 2020
16975	\$ 7,483.50	SUTTER BUTTES COMMUNICATION INC	SERVICE AGREEMENT & REPEATER FEES 4/20 - 6/20
16976	\$ 8,175.14	WSP USA	NEXT GEN FACILITY PLAN SERVICES 2/1/20 - 2/29/20
	\$ 671,056.43		

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**AGENDA ITEM III-C
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF APRIL 2020**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,321.28	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 2,815.19	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 33,423.90	PAYROLL	PAYROLL
EFT	\$ 1,620.18	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 267.37	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.42	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 2,748.31	PG&E	ELECTRIC
EFT	\$ 32.16	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS
EFT	\$ 378.33	PG&E	GAS
EFT	\$ 400.00	FRANCOTYP-POSTALIA, INC	POSTAGE RESET
EFT	\$ 858.23	CARDMEMBER SERVICES	CREDIT CARD - MS & ADOBE SUBSCRIPTIONS, NEWSPAPER ADS
EFT	\$ 213.72	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ -	ELAVON	MERCHANT SERVICE FEE - APRIL
EFT	\$ 257.84	PRIMEPAY	PAYROLL FEE
16977	\$ 156.92	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - FEBRUARY
16978	\$ 600.00	ALL SEASONS TREE & TURF CARE	SPRAY PEAR TREES FOR NUSIANCE FRUIT CONTROL
16979	\$ 2,236.33	CONNECT CARD REGIONAL SERVICE CENTER	DEFERRED CREDITS CONNECT CARD
16980	\$ 12,004.88	INTERSTATE OIL COMPANY	BUS FUEL - DYED DIESEL
16981	\$ 1,059.77	QUEST	MAINTENANCE OF BUS STOPS/SHELTERS
16982	\$ 285.70	QUILL CORPORATION	JANITORIAL & OFFICE SUPPLIES
16983	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - MARCH
16984	\$ 2,775.98	RAMOS OIL COMPANY	BUS FUEL - GAS
16985	\$ 1,559.70	RICH, FUIDGE, BORDSEN & GALYEAN, INC	LEGAL SERVICES - JAN - MAR 2020
16986	\$ 418.90	SC FUELS	DEF FLUID
16987	\$ 509.08	STANLEY SECURITY SOLUTIONS, INC	SECURITY SERVICES - MAY 2020
16988	\$ 176.82	STAPLES	OFFICE SUPPLIES - CARDSTOCK & THERMAL PAPER
16989	\$ 492.75	STATE COMPENSATION INSURANCE FUND	TOTAL PREMIUM FOR 4/1/20 - 7/1/20
16990	\$ 495,755.25	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE 3/20
16991	\$ 325.00	SUTTER BUTTES COMMUNICATIONS	LABOR - MOTOROLA REPAIR
16992	\$ 1,574.51	T-MOBILE	WIFI SERVICE FOR BUSES - MARCH 2020
16993	\$ 5,268.16	TEHAMA TIRE SERVICE INC	TUBES/TIRES
16994	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPIER LEASE - MARCH 2020
16995	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	MAY IT SERVICES
16966	\$ 598.00	CALIFORNIA DEPT OF TAX AND FEE ADMIN	FUEL TAXES JANUARY - MARCH 2020
16997	\$ 363.47	COMCAST BUSINESS	TELEPHONE SERVICES - APRIL 2020
16998	\$ 143.73	COMCAST BUSINESS	INTERNET SERVICES - APRIL 2020
16999	\$ 450.00	DIGITAL DEPLOYMENT	WEBSITE SERVICES - APRIL 2020
17000	\$ 1,013.81	RAMOS OIL COMPANY	BUS FUEL - GAS
17001	\$ 507.89	SC FUELS	DEF FLUID
17002	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - APRIL 2020
17003	\$ 788.64	TEHAMA TIRE SERVICE INC	TUBES/TIRES
17004	\$ 23,627.64	WSP USA	NEXT GEN FACILITY PLAN SERVICES 3/1/20 - 3/31/20
17005	\$ 742.50	YP (YELLOW PAGES)	ADVERTISING 4/1/2020 - 6/30/2021
17006	\$ 1,787.30	LANDA & SONS GLASS INC	20 PIECES OF PLEXIGLASS FOR BUSES
	\$ 607,366.45		

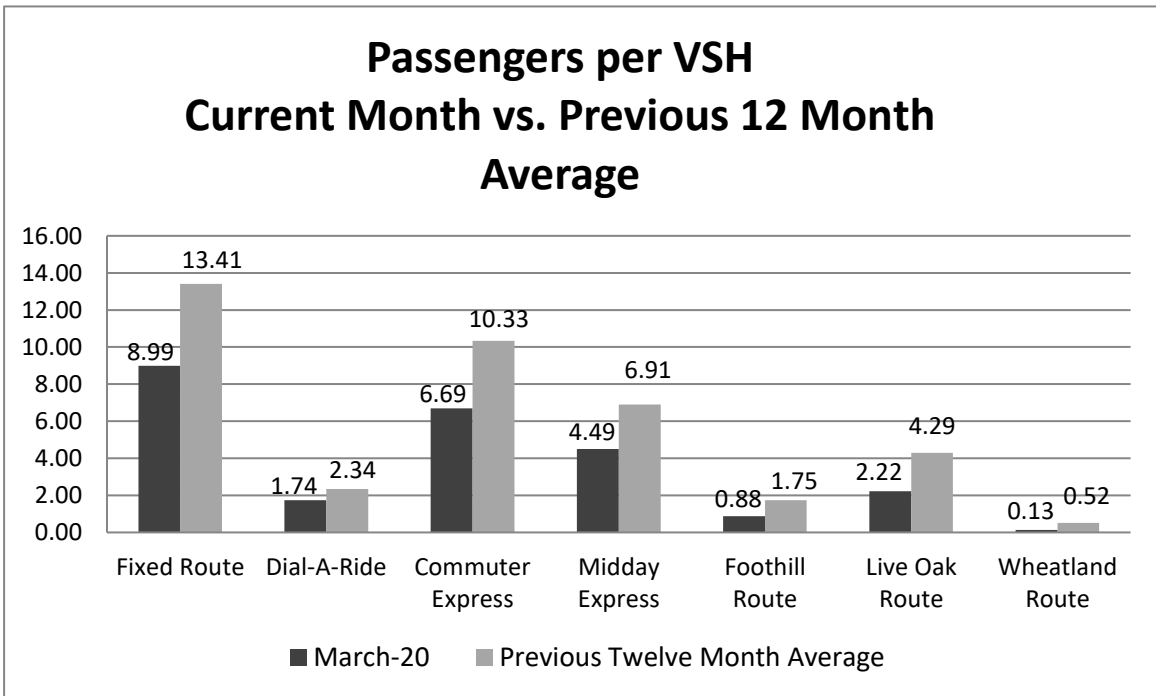
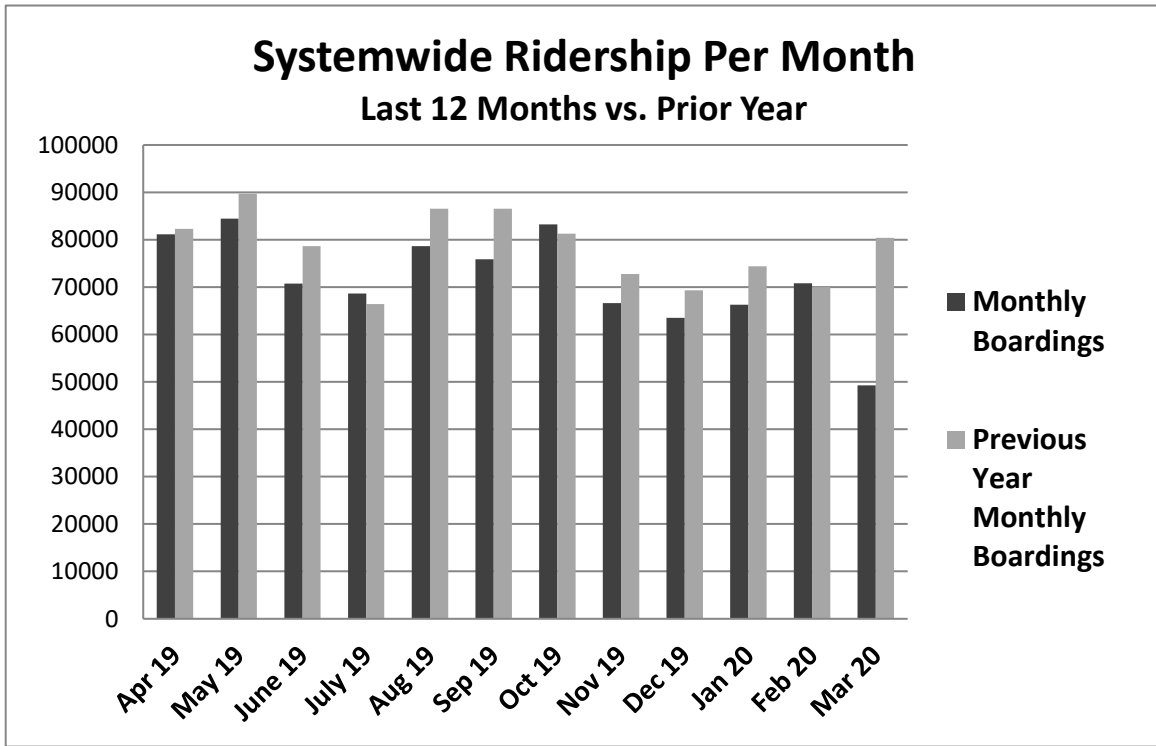
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AGENDA ITEM III - D

MARCH 2020 PERFORMANCE REPORT

Ridership:	March-20	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Fixed Route	38,973	57,301	477,940	546,498
Dial-A-Ride	2,584	4,550	37,828	44,458
Commuter Express	6,757	10,737	93,216	90,021
Midday Express	685	1,121	9,771	9,271
Foothill Route	74	139	1,163	1,693
Live Oak Route	185	332	2,871	3,135
Wheatland Route	6	24	103	512
Total Ridership:	49,264	74,201	622,892	695,588
Vehicle Service Hours:				
Fixed Route	4,334.29	4,274.21	37,997.78	38,678.34
Dial-A-Ride	1,484.46	1,941.71	16,730.96	18,249.25
Commuter Express	1,009.88	1,039.15	9,400.75	9,083.95
Midday Express	152.47	162.19	1,444.24	1,440.49
Foothill Route	84.00	79.61	715.44	716.58
Live Oak Route	83.24	77.31	707.87	690.67
Wheatland Route	46.14	45.21	409.52	384.32
Total VSH's:	7,194.48	7,619.38	67,406.56	69,243.60
Passengers Per Hour:				
Fixed Route	8.99	13.41	12.58	14.13
Dial-A-Ride	1.74	2.34	2.26	2.44
Commuter Express	6.69	10.33	9.92	9.91
Midday Express	4.49	6.91	6.77	6.44
Foothill Route	0.88	1.75	1.63	2.36
Live Oak Route	2.22	4.29	4.06	4.54
Wheatland Route	0.13	0.52	0.25	1.33
Total Passengers Per VSH:	6.85	9.74	9.24	10.05

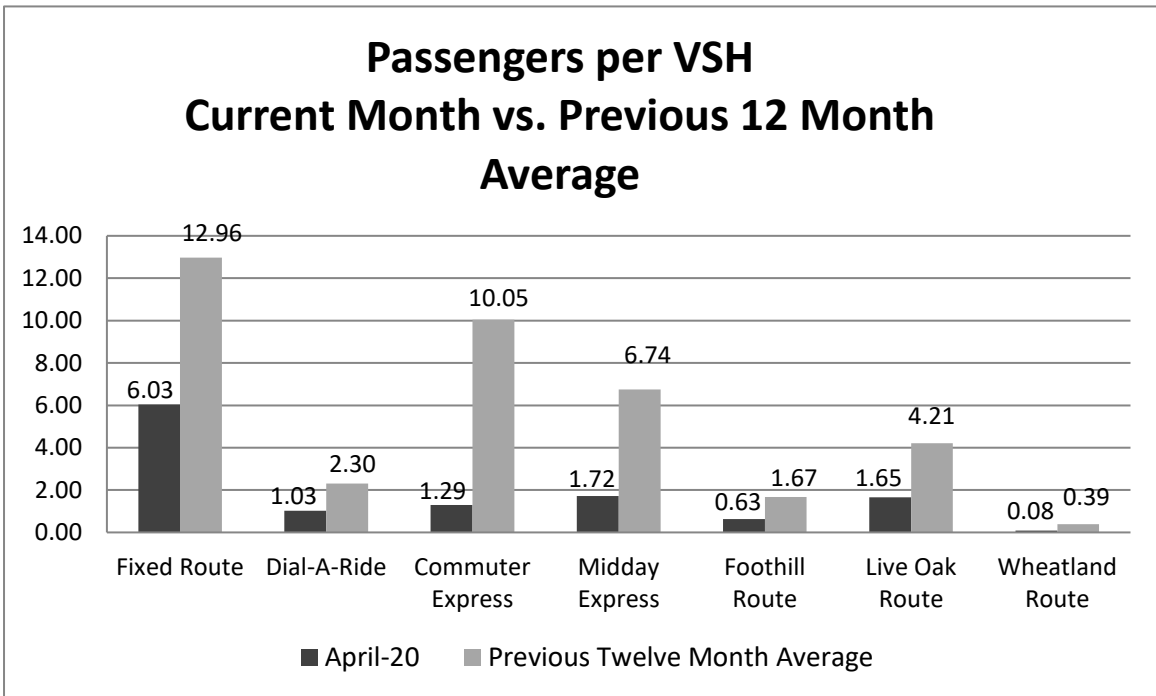
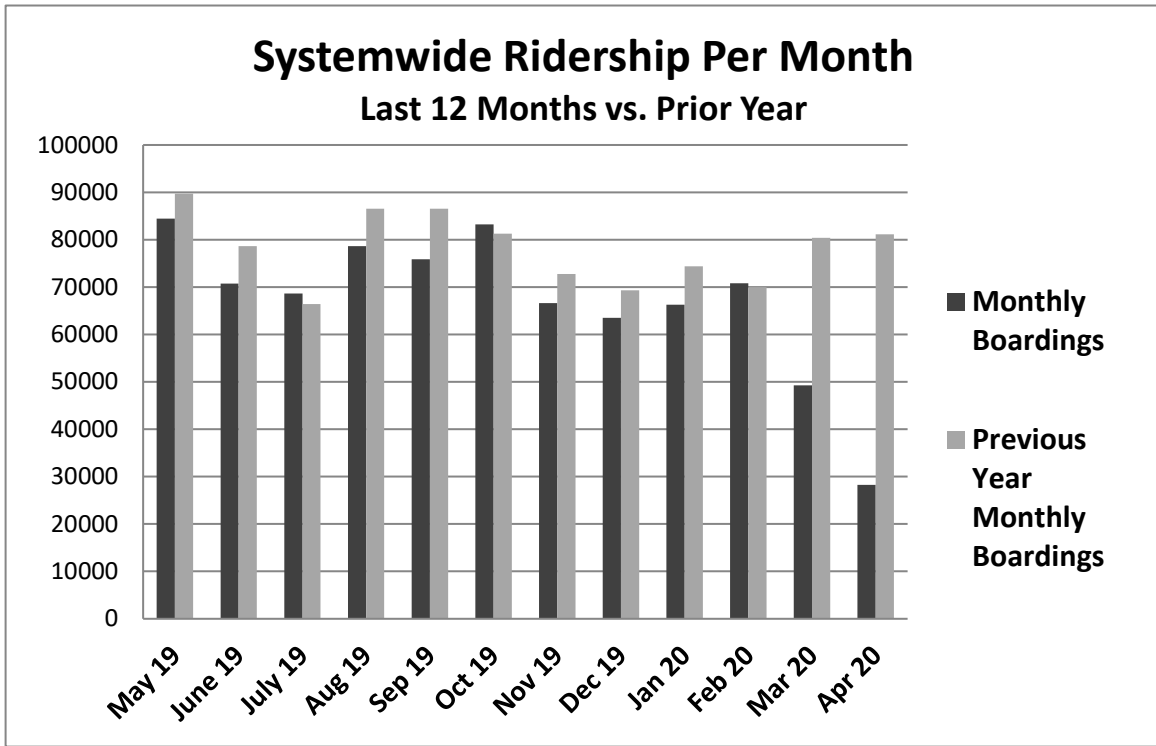
MARCH 2020 PERFORMANCE REPORT



AGENDA ITEM III - E
APRIL 2020 PERFORMANCE REPORT

	April-20	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	25,530	55,246	503,470	610,306
Dial-A-Ride	1,024	4,372	38,852	49,547
Commuter Express	1,279	10,420	94,495	100,499
Midday Express	259	1,087	10,030	10,482
Foothill Route	52	134	1,215	1,830
Live Oak Route	133	329	3,004	3,474
Wheatland Route	4	18	107	577
Total Ridership:	28,281	71,605	651,173	776,715
Vehicle Service Hours:				
Fixed Route	4,232.79	4,261.35	42,230.57	43,161.87
Dial-A-Ride	996.12	1,897.72	17,727.08	20,364.49
Commuter Express	991.83	1,037.21	10,392.58	10,102.11
Midday Express	150.93	161.16	1,595.17	1,602.04
Foothill Route	82.77	80.24	798.21	799.15
Live Oak Route	80.56	78.05	788.43	769.71
Wheatland Route	48.81	45.47	458.33	428.88
Total VSH's:	6,583.81	7,561.20	73,990.37	77,228.25
Passengers Per Hour:				
Fixed Route	6.03	12.96	11.92	14.14
Dial-A-Ride	1.03	2.30	2.19	2.43
Commuter Express	1.29	10.05	9.09	9.95
Midday Express	1.72	6.74	6.29	6.54
Foothill Route	0.63	1.67	1.52	2.29
Live Oak Route	1.65	4.21	3.81	4.51
Wheatland Route	0.08	0.39	0.23	1.35
Total Passengers Per VSH:	4.30	9.47	8.80	10.06

APRIL 2020 PERFORMANCE REPORT



AGENDA ITEM IV - A
STAFF REPORT

FIRST AMENDMENT TO THE STORER TRANSIT SYSTEMS OPERATING AGREEMENT

The current agreement with Storer Transit Systems for the operation and maintenance of the Yuba-Sutter Transit system became effective on October 1, 2019. The contract term is for four years with two Yuba-Sutter Transit options of two years each for a maximum term of eight years. Attached for Board review and approval consideration is a draft amendment to this agreement to address certain extraordinary issues related to the COVID-19 pandemic including the related use of funds available under the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act that was signed into law on March 27, 2020.

As a result of the COVID-19 pandemic, Yuba-Sutter Transit's ridership has dropped significantly (approximately 60 – 90 percent depending on the service), the amount of service being operated has been reduced in response, and the manner of how the remaining service is operated has been modified to minimize contact between passengers and operating personnel as well as between passengers themselves. As a result, some Storer personnel have been furloughed and are now on unemployment while others have had their hours reduced.

While Yuba-Sutter Transit is not contractually obligated to compensate third party contractors for the cost of providing administrative leave to their employees without loss of pay or available leave, it has been established that CARES Act funding can be used to do so if such authority is provided for in the contract. The draft amendment would provide such authority which is deemed necessary for Storer to maintain a sufficient, qualified workforce during the extended period of time when service is reduced and especially when a greater demand requires a return to something approximating normal operation.

In addition to memorializing the amendment's purpose and funding source, it would establish Storer's commitment to maintaining an acceptable level of staffing; Yuba-Sutter Transit's commitment to compensate Storer for the additional cost incurred for both administrative leave and other COVID-19 related expenses; and, establish documentation requirements for such reimbursements. It would also set the term of the amendment to the earlier of when the available CARES Act funding has been exhausted or two weeks after a termination notice is given to the contractor. Finally, the amendment would correct an internal inconsistency in the original agreement with Storer to establish that changes in the number of vehicle service hours to be operated within a range of 20 percent (up or down) from the number specified in the contract could occur without a change in the agreement. This figure was used in two places in the agreement while a 10 percent figure was used in another.

The draft amendment was drafted by agency counsel and it has been accepted by Donald Storer of Storer Transit Systems. It has also been approved by the Caltrans Division of Mass Transportation for compliance with Federal contracting requirements. Assuming Board approval, the amendment will become effective as of May 1, 2020. Staff will be prepared at the meeting along with counsel and Storer representatives to discuss this issue and the draft amendment in detail.

RECOMMENDATION: Authorize execution of the contract amendment as proposed.

5-21-20

FIRST AMENDMENT TO TRANSIT OPERATIONS AGREEMENT BETWEEN THE YUBA- SUTTER
TRANSIT AUTHORITY AND STORER TRANSIT SYSTEMS

This amendment (“Amendment”) is made effective May 1, 2020 by and between the Yuba-Sutter Transit Authority (hereinafter referred to as the “Authority”) and Storer Transit Systems (hereinafter referred to as “Contractor”).

RECITALS

On August 19, 2019, the parties entered the certain “Transit Operations Agreement between the Authority and Contractor (the “Original Agreement”).

The Original Agreement set forth the terms under which the Contractor would provide management, technical personnel, and expertise to provide transportation services to the Authority.

Following the execution of the Original Agreement, a worldwide pandemic involving the COVID-19 coronavirus has greatly impacted transit operations of the Authority.

As a result of the COVID-19 pandemic the Director of the California Department of Public Health issued her order March 19, 2020 directing all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of critical infrastructure.

On April 6, 2020, the Health Officer for the Counties of Yuba and Sutter issued a “stay at home” order (following a similar directive issued March 8, 2020).

Due to the pandemic, transit ridership has dropped significantly, the amount of service operated has been reduced, and the manner of how these services are operated has been modified to minimize contact between passengers and transit operating personnel as well as between passengers themselves.

There is a grave concern that if the Contractor does not maintain adequate staffing levels, the transit system will be unable to scale up services when needed in the future and accordingly, this Amendment is deemed necessary to allow Contractor to maintain a sufficient, qualified workforce when a greater demand for transit services resumes.

Funding under the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act has been made available to the Authority for all operating expenses (net of fare revenue) that occur on or after January 20, 2020 including the cost of administrative leave for transit workers whether employed by the Authority or Contractor.

NOW, THEREFORE, in consideration of the foregoing recitals, covenants and agreements of the parties, the parties do agree as follows:

Section 1
Incorporation of Recitals

The foregoing recitals are not merely recitals but are contractual in nature and are incorporated into this Agreement.

Section 2
Contractor Commitment to Maintain Workforce Staffing Levels Combined with Temporary
Adjustment of Section 5(a) of the Original Agreement

Section 5 of the Original Agreement specified a price formula whereby the Authority agreed to pay Contractor for performance of services. Section 5(a) specified a variable hourly rate payment for service hours operated. The hourly rate included vehicle operator wages, fringe benefits, indirect labor and all consumable material costs that can be tracked by vehicle service hours such as maintenance, parts and supplies including oil. Effective May 1, 2020 and until payments under this section are terminated as provided for below, Contractor shall maintain a level of staffing including payment of wages and fringe benefits at staffing levels acceptable to the Authority Transit Manager to meet Contractor's obligations under the Original Agreement.

Effective May 1, 2020, and thereafter Contractor shall pay wages and fringe benefits for employees (at an acceptable staffing level) per the Original Agreement whether or not such employees are directly involved in the provision of transit services including the provision of transit services different from those which might be otherwise assigned to such employees (for example, a bus driver maybe assigned duties different from driving a bus but still performing services for the benefit of the Authority). It is the intent of this Amendment to compensate the Contractor for the additional costs incurred by Contractor to maintain its workforce staffing levels at acceptable levels for the term of this Amendment.

The price formulas set forth in Section 5 of the Original Agreement provided for a variable rate payment based upon the number of vehicle service hours operated (Section 5(a)) and a fixed monthly rate (Section 5(b)) as each may be adjusted over the term of the Original Agreement. For the duration of time that this Section 2 remains in effect, Contractor shall receive the agreed upon fixed monthly payment as well as the variable rate payment pursuant for the number of vehicle service hours operated as well as additional payments as defined above to maintain its workforce at an acceptable level of staffing.

These additional compensation measures are being taken to maintain a highly trained and skilled workforce during and beyond the current pandemic. As such, Contractor shall maintain its workforce to the best of their abilities. Any reduction or addition to the workforce must be disclosed to the Authority and may result in adjustments to any compensation due under Section 5(b) of the Original Agreement. During this period, Contractor shall not simply lay off employees who would have been compensated by virtue of the fixed monthly rate as set forth in the Original Agreement and retain employees under the administrative leave provisions of this Amendment who are compensated through the variable rate.

For the duration of time that this Section 2 remains effective, Contractor shall provide Authority with documentation which shall include:

1. A census identifying the name and job title of all employees receiving wages and benefits for the payroll period in question.
2. Documentation as may be requested by the Authority's Transit Manager to substantiate the payment of wages and fringe benefits.
3. An invoice reflecting the difference between the number of vehicle service hours operated by each employee for the period in question and the number of regular payroll hours of each employee for the purpose of calculating the additional administrative leave cost in terms of their regular wages and benefits. Such costs are not to include overtime, bonuses, or other special compensation.
4. An invoice reflecting the cost of those fringe benefits that have been paid by the Contractor for those employees that remain on unemployment because of reduced service hours being operated due to the pandemic.

Upon execution of this Agreement, Contractor shall provide the Authority with a roster of its employees by name and job title for those employees who were responsible for providing services to the Authority under the Original Agreement as of March 1, 2020.

With the advance approval of the Authority Transit Manager, Contractor may seek reimbursement for unforeseen, extraordinary pandemic related expenses to accomplish the intent of this Amendment and the Original Agreement.

The modified price structure under Section 5(a) of the Original Agreement shall remain in effect under this Amendment until the earlier of the available funding under the Federal CARES Act has been fully expended or two weeks after the Authority's notice to Contractor that payments under this Section 2 shall terminate.

Section 3 Correction of Changes Provision in the Original Agreement

To correct an internal inconsistency between the Authority's Request for Proposals (RFP), the related Scope of Work and the executed Original Agreement that resulted from the RFP; Section 19 (CHANGES) of the Original Agreement is hereby amended to read as follows:

AUTHORITY, without invalidating this agreement may order additions to or deletions from the work to be performed. Such changes shall be specified to CONTRACTOR in writing. If justified, the "Maximum Obligation" will be adjusted accordingly. New provisions must be mutually agreeable to both AUTHORITY and CONTRACTOR. A shift of vehicle service hours between services within the maximum value or an increase or decrease of up to twenty (20) percent within the current span of service would not constitute a change as defined in this agreement, but any such shift or change shall only occur at the direction of AUTHORITY.

The provisions of this Section 3 shall continue for the duration of the Original Agreement notwithstanding the termination of modified payments under Section 2 above.

Section 4
Original Agreement Unchanged

Except as modified by this Amendment, the terms and provisions of the Original Agreement remain in full force and effect.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed as set forth below.

Date: _____

STORER TRANSIT SYSTEMS

By: _____
Its _____

Date: _____

YUBA-SUTTER TRANSIT AUTHORITY

By: _____
Its _____

AGENDA ITEM IV – B
STAFF REPORT

**YUBA-SUTTER TRANSIT
OPERATING AND CAPITAL BUDGET FOR FY 2020/2021**

Background

Attached for Board review and approval consideration is the final draft Yuba-Sutter Transit Operating and Capital Budget for FY 2021 which includes the detailed assumptions being used for each revenue and expense line item. Due to the operating and economic impacts of the COVID-19 pandemic, the proposed budget for FY 2021 as well as the year-end projections for FY 2020 have been revised significantly from the versions that were presented at the March meeting. The final draft budget now includes proposed operating expenses of \$7,933,000 for FY 2021 which is \$623,000 less (-7.3 percent) than what was presented in March. Year-end projections for FY 2020 now estimate total operating expenditures of \$8,102,000 which is \$264,000 less (-3.2 percent) than in March. The proposed capital expenses of \$765,000 for FY 2021 are unchanged from March.

In addition to expense assumptions, major changes were also made to a number of revenue assumptions to reflect dramatically reduced ridership, the suspension of fare collection except on the Sacramento service, and the availability of emergency transit relief funding under the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act that became law on March 27th. The \$2 trillion CARES Act included \$25 billion for urban and rural transit systems for “operating costs to maintain service and lost revenue due to the coronavirus public health emergency, including the purchase of personal protective equipment, and paying the administrative leave of operations personnel due to reductions in service.” The final draft budget includes allocations of CARES Act funding for both FY 2020 and FY 2021 with carryover funding expected to be available for FY 2022.

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. The LTF contribution for FY 2021 is set at \$2.8 million in the final draft budget which is down \$200,000 from the March version and unchanged from that which was allocated for FY 2020.

Current Year (FY 2020) Budget Projections

The projected year-end operating expenses of \$8,102,000 for FY 2020 are heavily impacted by the COVID-19 pandemic. Since the March version of the budget, the Yuba College Shuttle has been suspended, ridership has fallen by 60 – 90 percent depending on service, fare collection has been suspended on all but the Sacramento services, service has been reduced by approximately 30 percent, and staff anticipates other reductions in local and state funding. In addition, the budget assumes approval of the proposal to be considered earlier on this same agenda to amend the existing operating and maintenance contract with Storer Transit Systems to address several COVID-19 related issues with both cost and revenue implications for both FY 2020 and FY 2021.

FY 2021 Budget Projections

Following a host of COVID-19 related changes in expense and revenue assumptions, the final draft FY 2021 operating budget of \$7,933,000 represents a 4.5 percent decrease (-\$371,800) from the budgeted amount and a 2.1 percent decrease (-\$169,000) from the now projected year-end figure for FY 2020. These figures result from the budgeted reduction in the number of vehicle service hours to be operated in FY 2021 compared to FY 2020. The final draft budget assumes the continued operation of the current May 2020 level of service for all of FY 2021 with an allowance for some service growth over the year. The current service level is approximately 30 percent less than what was being operated in February 2020 while the budgeted projection of 74,500 vehicle service hours (VSH) in FY 2021 is about 15 percent less than what is now projected for all of FY 2020 and about 20 percent less than what we had initially expected to operate in FY 2021.

While obscured by the COVID-19 related service reductions, significant expense variances from FY 2020 include adjustments for the higher than projected cost of the new operating contract that became effective September 29, 201, lower fuel costs and no unfunded CalPERS liability payment next year. The largest share of the operating budget is related to the Storer operating contract which now accounts for 76 percent of the proposed FY 2021 operating budget. Fuel represents the next largest factor at 7.5 percent of the budget. Fuel costs, typically the most volatile expense item each year, are currently being projected as stable through FY 2021, but certainly higher than we are currently experiencing.

The most significant revenue assumptions in the preliminary draft operating budget are related to the aggressive use of CARES Act funding to off-set revenue losses both known and expected; the continued suspension of fare collection except on our Sacramento service where ridership is just a fraction of what it was; and, the shift of State Transit Assistance (STA) revenue to capital reserves. Based on these and other assumptions, the combined Local Transportation Fund (LTF) contribution from the member jurisdictions will be unchanged from the \$2.8 million that was budgeted for FY 2020.

After three years of significant capital investments including the replacement of 28 of Yuba-Sutter Transit's 51 buses, the preliminary draft capital budget for FY 2021 is just \$765,000. The primary project is the planned replacement of six small demand response and rural route buses with seven similarly sized buses. The FY 2021 budget includes the funding for this project with delivery of the new vehicles expected by December 2021, but this purchase will certainly be re-evaluated prior to award considering the recent service reductions.

Other Considerations

In addition to the above, there are several expense and revenue issues that were not factored into the final draft FY 2021 budget, but may still have an impact in both the near and long term:

- While still too early to make a final judgement, the long-term viability of the LCTOP funded Yuba College Sutter Center Shuttle which has been suspended since March 12th due to COVID-19 will need to be addressed at some point which could result in changes or even suspension of this service by the end of FY 2021.

- Continued funding from the Feather River Air Quality Management District (FRAQMD) for the deeply discounted monthly bus passes for youth, seniors and persons with disabilities. Because fares are not being collected, the current program that was to expire on March 31, 2021 is now expected to be extended through June 2021.
- Despite the assumptions used for the FY 2021 budget, the actual short and long-term local impacts of the COVID-19 pandemic on ridership, fare revenue and operational capacity remain unknown and uncertain. Any variation up or down from what is being budgeted is now expected to be addressed by adjusting the use of CARES Act funding which will affect how much of these one-time funds are carried over to FY 2022.
- Despite the new CARES Act which certainly provides financial and some amount of operational stability for Yuba-Sutter Transit at least through FY 2021, the actual economic impacts of the pandemic on local, state and federal operating revenues remain largely unknown and uncertain.

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

RECOMMENDATION: Adopt Resolution No. 4-20 approving the FY 2020/2021 budget as proposed or amended.

Attachment: Draft Operating and Capital Budget for FY 2021
Draft Budget Assumptions for FY 2021

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**YUBA-SUTTER TRANSIT AUTHORITY
FINAL DRAFT FY 2020/2021 OPERATING BUDGET**

UPDATED MAY 11, 2020

	FY 2018/2019 Budget	FY 2018/2019 Audited	FY 2019/2020 Budget	FY 2019/2020 Projected 7/1/19-1/30/20	FY 2019/2020 Projected 2/1/20-6/30/20	FY 2019/2020 Projected Total	FY 2020/2021 Final Draft
Operations Expenditures							
010.50300 Services - Other Maintenance	\$ 220,000	\$ 192,648	\$ 230,000	\$ 109,500	\$ 80,500	\$ 190,000	\$ 200,000
010.50401 Fuel and Lubricants	717,000	732,863	875,000	440,300	267,700	708,000	596,000
010.50402 Tires and Tubes	92,500	57,457	70,500	30,900	19,100	50,000	57,000
010.50499 Other Materials and Supplies Consumed	90,000	114,378	90,000	14,600	60,400	75,000	90,000
010.50500 Utilities - Electric and Gas	53,000	48,526	53,000	25,700	20,300	46,000	52,000
010.50501 Utilities - Water and Sewer	5,500	5,275	5,500	3,700	2,800	6,500	6,500
010.50600 Casualty and Liability Costs - Operations	292,000	292,429	304,000	166,200	111,100	277,300	270,500
010.50800 Services - Contract Operations	5,093,000	5,095,265	5,400,000	3,221,900	2,347,300	5,569,200	5,780,000
010.50801 Services - Out of Contract	15,000	12,759	15,000	15,400	300	15,700	17,000
Subtotal - Operations	\$ 6,578,000	\$ 6,551,600	\$ 7,043,000	\$ 4,028,200	\$ 2,909,500	\$ 6,937,700	\$ 7,069,000
Administration Expenditures							
160.50102 Salaries and Wages - Admin. Staff	\$ 404,000	\$ 386,612	\$ 400,000	\$ 236,700	\$ 163,300	\$ 400,000	\$ 411,000
160.50200 Fringe Benefits - Admin. Staff	189,500	149,431	160,000	84,100	75,900	160,000	155,000
160.50201 Fringe Benefits - Unfunded CalPERS Liability Payments	-	28,464	425,000	390,500	-	390,500	-
160.50301 Services - Accounting	2,500	4,809	3,000	1,300	1,700	3,000	3,000
160.50302 Services - Legal	12,000	5,957	12,000	2,000	4,000	6,000	12,000
160.50303 Services - Printing and Copying	32,000	18,915	30,000	5,000	7,000	12,000	20,000
160.50309 Services - Miscellaneous Professional	103,000	84,304	130,000	19,000	91,000	110,000	170,000
160.50499 Materials and Supplies - Office & Postage	15,000	8,593	15,000	12,500	2,500	15,000	16,000
160.50502 Utilities - Telephone & Internet	20,000	8,724	20,000	3,900	4,100	8,000	10,000
160.50900 Miscellaneous Expense - Insurance and Bond	33,000	30,354	36,000	35,300	-	35,300	36,000
160.50901 Miscellaneous Expense - Dues & Subscriptions	5,000	4,146	5,000	5,000	200	5,200	5,000
160.50902 Miscellaneous Expense - Travel and Meetings	5,000	2,101	5,000	2,400	1,100	3,500	5,000
160.50903 Miscellaneous Expense - Board of Directors	4,800	4,350	4,800	2,100	1,700	3,800	5,000
160.50904 Miscellaneous Expense - Media Adv. and Promo.	10,000	9,495	10,000	4,400	3,600	8,000	10,000
160.50909 Miscellaneous Expense - Other	10,000	3,519	6,000	2,600	1,400	4,000	6,000
Subtotal - Administration	\$ 845,800	\$ 749,774	\$ 1,261,800	\$ 806,800	\$ 357,500	\$ 1,164,300	\$ 864,000
Total Expenditures	\$ 7,423,800	\$ 7,301,374	\$ 8,304,800	\$ 4,835,000	\$ 3,267,000	\$ 8,102,000	\$ 7,933,000

	FY 2018/2019 Budget	FY 2018/2019 Audited	FY 2019/2020 Budget	FY 2019/2020 Projected 7/1/19-1/30/20	FY 2019/2020 Projected 2/1/20-6/30/20	FY 2019/2020 Projected Total	FY 2020/2021 Final Draft
Operating Revenue							
40100 Passenger Fares	\$ 1,160,000	\$ 1,187,342	\$ 1,250,000	\$ 807,200	\$ 229,800	\$ 1,037,000	\$ 120,000
40200 Special Transit Fares	21,000	21,433	21,000	23,500	2,300	25,800	17,000
40600 Auxiliary Revenue (Bus, Shelter & Bench Advertising)	45,000	50,064	49,000	23,700	19,800	43,500	42,000
40700 Non-Transportation Revenue (Interest)	2,500	5,939	4,000	11,100	2,900	14,000	15,000
40709 Non-Transportation Revenue (RWMA, Misc.)	60,000	38,762	45,000	23,100	15,900	39,000	36,000
40900 Local Transportation Funds (LTF)	2,789,800	2,588,939	2,800,000	1,633,300	1,166,700	2,800,000	2,800,000
40901 Local Cash Grants/Reimbursements	34,500	37,558	41,000	23,900	16,300	40,200	35,000
41100 State Transit Assistance Funds (STA)	950,000	950,000	1,428,500	269,600	-	269,600	-
41109 State Cash Grants/Reimbursements	47,800	96,008	266,300	103,800	142,200	246,000	289,000
41300 General Operating Assistance - FTA Sect. 5307 (Urban)	2,100,000	2,100,000	2,200,000	1,800,000	-	1,800,000	-
41300 General Operating Assistance - FTA Sect. 5307 CARES Act (Urban)					1,547,100	1,547,100	4,284,000
41301 General Operating Assistance - FTA Sect. 5311 (Rural)	200,000	201,103	200,000	115,800	-	115,800	-
41301 General Operating Assistance - FTA Sect. 5311 CARES Act (Rural)	-	-	-	-	124,000	124,000	295,000
41310 Rural/Small Urban Planning Grant - FTA Sect. 5304 (Planning)	13,200	24,226	-	-	-	-	-
Total Operating Revenue	<u>\$ 7,423,800</u>	<u>\$ 7,301,374</u>	<u>\$ 8,304,800</u>	<u>\$ 4,835,000</u>	<u>\$ 3,267,000</u>	<u>\$ 8,102,000</u>	<u>\$ 7,933,000</u>

	FY 2018/2019 Budget	FY 2018/2019 Audited	FY 2019/2020 Budget	FY 2019/2020 Projected Total	FY 2020/2021 Final Draft
Deferred TDA Revenues, July 1	\$ 2,101,735	\$ 2,133,727	\$ 2,286,057	\$ 2,859,383	\$ 3,979,359
LTF Revenues Received	2,789,800	2,789,800	2,800,000	2,800,000	2,800,000
STA Revenues Received	1,281,568	1,530,001	1,770,356	1,599,196	1,602,620
LTF Revenues Allocated - Operating	(2,789,800)	(2,588,939)	(2,800,000)	(2,800,000)	(2,800,000)
STA Revenues Allocated - Operating	(950,000)	(950,000)	(1,428,500)	(269,600)	-
LTF Revenues Allocated For Local Capital Outlays	-	-	-	-	-
STA Revenues Allocated For Local Capital Outlays	(861,432)	(66,551)	(415,018)	(253,570)	(40,000)
Proceeds from Sale of Vehicles	-	11,345	-	43,950	-
Deferred TDA Revenues, June 30*	<u>\$ 1,571,871</u>	<u>\$ 2,859,383</u>	<u>\$ 2,212,895</u>	<u>\$ 3,979,359</u>	<u>\$ 5,541,979</u>
Local Transportation Funds (LTF)	\$ 1,140,430	\$ 1,323,283	\$ 1,043,184	\$ 1,323,283	\$ 1,323,283
State Transit Assistance Funds (STA)	\$ 431,441	\$ 1,536,100	\$ 1,169,711	\$ 2,656,076	\$ 4,218,696

Deferred STA Detail					
Yuba-Sutter Transit Portion	\$ 390,608	\$ 1,479,974	\$ 1,093,032	\$ 2,546,580	\$ 4,000,466
City of Live Oak Portion	32,657	41,557	51,561	76,104	152,737
City of Wheatland Portion	8,176	14,569	25,118	33,392	65,493
Total Deferred STA Revenue	<u>\$ 431,441</u>	<u>\$ 1,536,100</u>	<u>\$ 1,169,711</u>	<u>\$ 2,656,076</u>	<u>\$ 4,218,696</u>

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

**YUBA-SUTTER TRANSIT AUTHORITY
FINAL DRAFT CAPITAL BUDGET
FY 2020/2021
PREPARED MAY 11, 2020**

	FY 2018/2019 BUDGET	FY 2018/2019 AUDITED	FY 2019/2020 BUDGET	FY 2019/2020 PROJECTED	FY 2020/2021 FINAL DRAFT
<u>EXPENDITURES</u>					
Maintenance and Operations Facility (1)	\$ 129,538	\$ 145,526	\$ -	\$ -	\$ -
Vehicle Purchase/Replacement (2)	10,825,000	848,352	5,500,000	5,565,531	665,000
Miscellaneous Capital (3)	474,559	387,774	100,000	-	100,000
	<u>\$ 11,429,097</u>	<u>\$ 1,381,652</u>	<u>\$ 5,600,000</u>	<u>\$ 5,565,531</u>	<u>\$ 765,000</u>
<u>REVENUES</u>					
Federal (5307, 5310, 5311, 5317, 5339)	\$ 5,936,398	\$ 688,626	\$ 4,450,000	\$ 4,488,867	\$ 574,630
State Transit Assistance (STA)	861,432	66,551	415,018	253,570	40,000
State Transit Assistance (SGR)	489,107	-	734,982	735,455	150,370
Low Carbon Transit Operation Program	124,917	125,406	-	-	-
Other Local	-	12,000	-	-	-
Proposition 1B (PTMISEA/Safety)	4,017,243	489,069	-	87,639	-
	<u>\$ 11,429,097</u>	<u>\$ 1,381,652</u>	<u>\$ 5,600,000</u>	<u>\$ 5,565,531</u>	<u>\$ 765,000</u>

Notes:

1. No facility projects are budgeted for FY 2021.

2. The FY 2021 vehicle project is being identified for funding purposes for the programmed replacement and expansion of six 2014 model Glaval demand response/rural route buses with seven buses (\$665,000: \$574,630 Federal / \$90,370 State SGR) for delivery in FY 2022. The FY 2020 vehicle project includes the replacement of eleven 2008 model NABI/Opus fixed route buses (\$5,465,292: \$4,424,125 Federal / \$735,455 State SGR / \$52,142 State PTMISEA / \$253,570 State STA) and the completion (\$100,239: \$64,742 Federal / \$35,497 State PTMISEA) of the FY 2019 vehicle replacement of ten 2010 model Starcraft demand response/rural route buses.

3. Planned miscellaneous capital expenditures for FY 2021 include an allowance for facility and office equipment & furnishings (\$40,000 State STA, \$60,000 State SGR).

**YUBA-SUTTER TRANSIT
FY 2020/2021 OPERATING & CAPITAL BUDGET ASSUMPTIONS
PREPARED MAY 11, 2020**

OPERATIONS EXPENDITURES

Services – Other Maintenance (Acct. #010.50300)

This account is available to fund a variety of outside maintenance and operations related services. These services include radio maintenance and repeater contracts; bus Wi-Fi service; CAD/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 \$40,000 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). The audited amounts for prior years may include the labor portion of state grant funded project expenditures below the capitalization threshold.

Fuel & Lubricants (Acct. #010.50401)

This account is based on the budgeted operation of 74,500 vehicle service hours (VSH) in FY 2021 at a combined average price of \$8.00 per VSH for diesel including diesel emission additives, gasoline, and applicable taxes. While this cost per VSH is higher than what we are now experiencing during this period of extremely low fuel prices, it is less than the current year-to-date figure of about \$9.00 per VSH for FY 2020. 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 2020, the budgeted number of vehicle service hours and projected tire replacement needs. Tire prices have increased significantly over the last few years and this figure can vary widely 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 as necessary. 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. Though not included in the budget or year-end projections, the audited amounts may include non-labor state grant funded project expenditures below the capitalization threshold.

Utilities – Electric & Gas (Acct. #010.50500)

Based on the projected year-end expenditures for FY 2020.

Utilities – Water & Sewer (Acct. #010.50501)

Based on the projected year-end expenditures for FY 2020.

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 74,500 VSH with an allowance for the expected COVID-19 related cost impacts of Amendment #1 to the contract. Due to current and projected COVID-19 related service reductions, this figure is almost 15 percent lower than the 86,500 VSH that is now expected to be operated for FY 2020 and almost 20 percent less than the preliminary draft budget projection from March of 92,000 VSH for FY 2021.

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 community groups and organizations consistent with the applicable service procedures. This figure can vary from year to year depending on community demand.

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 with an allowance for the pay out of a portion of accrued annual leave.

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. Recent fluctuations in this account are due to annual GASB 68 year-end adjustments; and required accounting adjustments for accrued compensated absences.

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 is no UAL payment for FY 2021.

Services – Accounting (Acct. #160.50301)

Based on past expenditures including payroll and miscellaneous accounting services. The FY 2019 amount includes additional professional services 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.

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 passenger information materials.

Services – Miscellaneous Professional (Acct. #160.50309)

This account is for miscellaneous professional services such as computer/internet/website support services, graphic design work and other administrative support services or consultants. For FY 2020, this account now includes a projected \$67,000 for first year consultant expenses related to the State Adaptation Planning Grant for the Next Generation Facility Siting Study. For FY 2021, this account includes allowances of \$133,000 for completion of the Next Generation Facility Study.

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

This account is for supplies, postage and express mail expenses 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 policy coverage limits.

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) and the Association of Government Accountants (AGA). 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 12 meetings a year for each member including any ad hoc committee meetings. 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 fees, NSF check charges and otherwise undesignated expenses. It has been increasing in recent years due to credit/debit card merchant account fees and new annual CalPERS report expenses to comply with new accounting requirements. Prior to FY 2020, this account also included commissions paid to pass and ticket sales outlets.

OPERATING REVENUES

Passenger Fares (Acct. #40100)

This account assumes continuation of the May 2020 service level and fare policies through FY 2021 including the collection of fares only on Yuba-Sutter Transit's Sacramento services. Following the July 2019 fare increase, fare receipts of \$1.4 million or more were projected for both FY 2020 and FY 2021, but the sudden 65 percent systemwide drop in ridership and the nearly universal suspension of fare collection to minimize the exposure of passengers and staff alike has nearly zeroed out this account. This is expected to remain the case through FY 2021 as ridership is now not expected to return to anything approaching pre-COVID levels before FY 2022. Should fare collection resume at any point in the fiscal year, the resulting revenue will simply reduce the amount of CARES Act funding needed to balance the budget which would allow more of these flexible federal funds to be carried over to FY 2022.

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. For FY 2021, based on the above assumption that fares will be collected only on the Sacramento service, this account only includes special transit service revenue.

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 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 2021. 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 2021, 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 allocation of Local Transportation Fund (LTF) revenues has historically been based on the amount required to balance the budget after all other revenues are calculated, but this is not the case for FY 2020 and FY 2021. Federal CARES Act funding from both urban and rural sources will instead be used for this purpose through FY 2021 as the amount available is expected to be exhausted in FY 2022 when LTF revenue will again be used for that purpose.

For FY 2021, despite significant reductions expected in both fare receipts and State Transit Assistance (STA) revenue, the budget assumes no change in the amount of LTF revenue that was allocated to Yuba-Sutter Transit for FY 2020 as the new CARES Act funds are being used to make up the difference and balance the budget. In addition, the projected total amount of LTF available to the member jurisdictions for both FY 2020 and FY 2021 is expected to be revised significantly downward after the adoption of this budget because of the economic impact of COVID-19.

Any LTF funds received in excess of the amount needed to balance the operating budget such as for FY 2020 are added to the deferred LTF revenue balance from prior years and any shortfall such as occurred in FY 2018 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 16.7 percent of budgeted operating expenditures for FY 2021 which is up from the 12.7 percent figure for FY 2020. In addition to providing a contingency fund for unforeseen expenses, wild spikes in fuel prices or a major economic crisis; an adequate cash reserve is essential due to the high level of Federal funding being used for operations since most of these funds are not typically received until the end of the fiscal year or even beyond.

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 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 and reimbursements from Mercy Housing that are received from the City of Wheatland to off-set the cost to expand the Wheatland Route from three to five days a week since December 2015.

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 has been committed to the operating budget in recent years especially since the 2017 enactment of Senate Bill 1. Prior to the COVID-19 pandemic, about \$1.6 million in STA funds was expected to be available to Yuba-Sutter Transit for both FY 2020 and FY 2021, but both are now expected to be revised significantly downward after the adoption of this budget as fuel consumption has dropped dramatically.

Due to uncertainty regarding the ultimate amount of STA funding that will be available for both FY 2020 and FY 2021 and the availability of CARES Act funds, the draft budget assumes that whatever STA is received will be placed in reserve for future capital expenditures as well as a budget hedge against the future when CARES Act funds are no longer available. Though at a more gradual pace, a shift of these flexible funds to capital reserves was already planned for FY 2021 in anticipation of greater capital needs in FY 2022 and beyond most notably for the purchase of land for Yuba-Sutter Transit's future home.

State Cash Grants/Reimbursements (Acct. #41109)

For FY 2021, this account is available for the receipt or accrual of miscellaneous grant related reimbursements for state Low Carbon Transit Operations Program (LCTOP) grant funded project operating expenditures for the regional Connect Card electronic fare card system; the Enhanced Peak-Hour Sacramento Commuter Service; and, the State share for the completion of the Next Generation Facility Siting Study. This account also includes any year-end posting of State funding for capital expenditures below the capitalization threshold.

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 that will expire on September 30, 2020 unless otherwise extended or replaced. Past 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 in FY 2020 and the same amount through a continuing resolution is expected to again be available from this source for FY 2021. Historically used primarily for capital projects, a greater percentage of these flexible Federal funds have been used for operations over the last 13 years due to the availability of various one-time, discretionary, and limited term State and Federal capital funding sources.

For FY 2021, the budget assumes the use of \$4,284,000 in new Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act to more than replace the regular annual Section 5307 allocation which will be carried over for future operating and capital purposes. While Section 5307 funds can be used for up to 50 percent of eligible operating expenses and up to 80 percent of eligible capital expenses, CARES Act funding is available without restriction with no match requirement. Due to the COVID-19 impact on fare and other operating revenues, the Federal share of the budget is now approaching 60 percent. A portion of the nearly \$7.4 million that is available to Yuba-Sutter Transit from this portion of the CARES Act will be used to off-set urban expenses and revenue losses in FY 2020 with the expected balance of approximately \$1.5 million available for use in FY 2022 when COVID-19 impacts are still expected.

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. This funding source, which are also received through the FAST Act that will expire on September 30, 2020, have 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 2021, the budget assumes the use of \$295,000 from the rural portion of the CARES Act to more than replace the regular annual Section 5311 allocation which will be carried over for future operating and capital purposes. As with the urban portion, CARES Act funding is available without restriction with no match requirement and the budgeted amount will cover all rural operating expenses for FY 2021. A portion of the \$542,000 that is now available to Yuba-Sutter Transit from this portion of the CARES Act will be used to off-set rural expenses and revenue loses in FY 2020 with the balance of \$123,000 available for use in FY 2022 when COVID-19 impacts are still expected.

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 which was fully expended in FY 2019.

DEFERRED REVENUE DETAIL

1. Deferred TDA Revenues (July 1) – Carried forward from projected year-end figures for FY 2020 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 to Yuba-Sutter Transit, Live Oak and Wheatland.
4. LTF Revenues Allocated (Operating) – Maximum 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 draft capital budget of \$765,000 includes the planned replacement of six 2014 model 16-passenger demand response and rural route buses with seven similar buses. This purchase is being programmed in FY 2021 for funding purposes with delivery expected to be completed in FY 2022. Other capital projects include an allowance for miscellaneous office and shop equipment or for unforeseen facility repairs.

YUBA-SUTTER TRANSIT AUTHORITY

RESOLUTION NO. 4-20

FISCAL YEAR 2020/2021 BUDGET ADOPTION

WHEREAS, *The Yuba-Sutter Transit Authority was formed in 1975 for the purpose of providing public transit services to the residents of the Bi-County Area; and,*

WHEREAS, *Pursuant to Paragraph 4 of the Yuba-Sutter Transit Authority Joint Powers Agreement, as amended, the Board of Directors shall adopt a final budget on or before May 31 of each year for the fiscal year commencing July 1; and*

WHEREAS, *The proposed budget for the fiscal year ending June 30, 2021 reflects operating expenditures of \$7,933,000 and capital expenditures of \$765,000.*

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby adopt the Fiscal Year 2020/2021 budget by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MAY 21, 2020.

Chairman of the Board

ATTEST:

*Janet Frye
Secretary to the Board*

AGENDA ITEM IV – C
STAFF REPORT

LOCAL TRANSPORTATION FUND (LTF) APPORTIONMENT FOR FY 2020/2021

Pursuant to the adopted Yuba-Sutter Transit Joint Powers Agreement (JPA), staff has prepared the Annual Apportionment of Local Transportation Fund (LTF) contributions for Board review and approval consideration. Based on the draft budget that is being submitted for review and approval consideration earlier on this same agenda, the annual LTF contribution to Yuba-Sutter Transit for FY 2021 would be \$2,800,000.

The annual LTF figure is typically based on the amount required to balance the budget after all other revenues are calculated, but the final LTF figure for FY 2021 was simply left unchanged from FY 2020 due to the uncertainty surrounding the operational and financial impacts of the COVID-19 pandemic in FY 2021 and beyond. While FY 2021 expenses are budgeted at 4.2 percent (\$348,800) less than what was budgeted for FY 2020, the use of \$4.6 million in Federal CARES Act funding (urban and rural combined) was necessary to off-set the budgeted loss of passenger fare revenue and the strategic shift of State Transit Assistance (STA) funds to capital reserves. While future reductions to the SACOG apportionment of LTF revenues for both FY 2020 and FY 2021 are almost certain in response to the economic impacts of the pandemic, CARES Act funding will be available to cover any LTF deficit that results in the budget.

The JPA specifies a two part process to be followed in the apportionment of the annual LTF contribution among the member jurisdictions. First, a funding formula with four equally weighted factors is applied to determine the relative shares of the total LTF contribution necessary to balance the budget. These factors are: (1) service area population; (2) amount of LTF available to each jurisdiction; (3) fixed route miles; and, (4) demand response boardings. Second, if this formula results in a calculated contribution from one or more jurisdictions exceeding the amount of LTF available to such jurisdictions for the following fiscal year, the shortfall is then allocated to the remaining jurisdictions using the relative values of each funding formula component for the remaining jurisdictions. This second step was again needed for FY 2021 as the calculated LTF apportionment for the City of Marysville would exceed the amount available.

Applying the two step JPA funding formula to the budgeted LTF figure of \$2,800,000, the member contributions for FY 2021 have been calculated as follows:

City of Marysville	\$ 257,846
City of Yuba City	1,557,374
County of Yuba	804,375
County of Sutter	<u>180,405</u>
	<u>\$ 2,800,000</u>

The following table summarizes the calculations for each of the four funding formula factors for FY 2021. The column labeled “Base Formula Share of LTF” is the relative share (derived by averaging the four equally weighted factors) of the total amount of LTF required without regard to the amount of LTF actually available to any one or more jurisdictions. Based on this calculation, the base share for the City of Marysville would be \$334,685 which is \$76,839 more than the \$257,846 available to Marysville for FY 2021. The reallocation of the Marysville shortfall among the remaining three jurisdictions is reflected in the final column which is the actual proposed LTF apportionment for FY 2021.

**YUBA-SUTTER TRANSIT
FUNDING FORMULA CALCULATIONS FOR FY 2020/2021**

	DIAL-A-RIDE TRIP ORIGINS	FIXED ROUTE MILES	SERVICE AREA POPULATION	LTF AVAILABLE	BASE FORMULA SHARE OF LTF	REALLOCATEDFY 2021 LTF SHORTFALL	PROPOSED FY 2021 LTF APPORTIONMENT
Marysville	20.4858%	12.6844%	10.2345%	4.4075%	11.9530%	(\$76,839)	\$257,846
Yuba City	54.9393%	46.3068%	58.0412%	56.4483%	53.9339%	\$47,225	\$1,557,374
Yuba County	23.2389%	39.8761%	26.8071%	21.4966%	27.8547%	\$24,444	\$804,375
Sutter County	1.3360%	1.1327%	4.9171%	17.6476%	6.2584%	\$5,170	\$180,405
Total*	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	\$0	\$2,800,000

*Any variance in percentages is due to rounding and has no effect on the dollar amounts calculated.

Staff will be prepared at the meeting to discuss the funding formula process in detail as desired. The detailed documentation for the funding formula calculation is available in the Yuba-Sutter Transit office and will be made a part of the permanent apportionment file.

RECOMMENDATION: Adopt Resolution No. 5-20 establishing the LTF contributions for each member jurisdiction for FY 2020/2021 as proposed or amended.

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 5-20

FISCAL YEAR 2021 LOCAL TRANSPORTATION FUND (LTF) APPORTIONMENT

- WHEREAS, *The member jurisdictions of the Yuba-Sutter Transit Authority Joint Powers Agreement receive Local Transportation Fund (PUC 99230) monies for the provision of public transit services in the Marysville, Yuba City, Sutter County and Yuba County Area; and,*
- WHEREAS, *Pursuant to Paragraph 5 of the Yuba-Sutter Transit Authority Joint Powers Agreement, the Board of Directors must adopt an Annual Apportionment of those Local Transportation Fund monies for the operation of the Yuba-Sutter Transit Authority; and,*
- WHEREAS, *The total amount of Local Transportation Fund monies required by the Yuba-Sutter Transit Authority for fiscal year 2020/2021 is \$2,800,000; and,*
- WHEREAS, *The net apportionment of Local Transportation Fund monies for fiscal year 2020/2021 shall be as follows: City of Marysville, \$257,846; Yuba City, \$1,557,374; Yuba County, \$804,375 and, Sutter County, \$180,405.*

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors approve the Fiscal Year 2020/2021 Apportionment of Local Transportation Fund (PUC 99230) monies by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MAY 21, 2020.

Chairman of the Board

ATTEST:

*Janet Frye
Secretary to the Board*

AGENDA ITEM IV – E
STAFF REPORT

STATE OF GOOD REPAIR (SGR) PROJECT DESIGNATION

The California Road Repair and Accountability Act of 2017, commonly known as Senate Bill 1 (SB 1), provides on-going funding under several programs for a variety of transportation purposes. These programs include approximately \$107 million annually to transit operators for eligible transit maintenance, rehabilitation and capital projects under the State of Good Repair (SGR) Program. These funds are allocated to eligible agencies under the existing State Transit Assistance (STA) Program formula – half according to population and half according to transit operator revenues. Yuba-Sutter Transit’s combined SGR allocation for FY 2021 has been set at \$256,386 which is slightly higher than the previous allocations of \$246,221 for FY 2018, \$242,886 for FY 2019 and \$246,634 for FY 2020.

While SB 1 addresses a variety of transportation needs, the SGR program has a specific goal of keeping transit systems in a state of good repair including the purchase of new transit vehicles and the maintenance and rehabilitation of transit facilities and vehicles to rehabilitate and modernize California’s existing local transit systems. Program investments are intended to lead to cleaner transit vehicle fleets, increased reliability and safety, and reduced greenhouse gas emissions and other pollutants. The first three cycles of SGR funds were expended on the 2019 replacement of 11 local fixed route buses.

Prior to receiving an apportionment of SGR funds in a given fiscal year, a potential recipient agency must submit to Caltrans a list of projects proposed to be funded. Each project proposal must include a description and location of the project, a proposed schedule for the project’s completion, the estimated useful life of the improvement and description of project benefits. Caltrans will then establish a list of all agencies that have submitted the required information and are eligible to receive an apportionment of funds. Each recipient agency is required to annually report on all activities completed with those funds. SGR project lists are due to Caltrans by September 1st each year, but the need for regional review requires a much earlier submittal of this list to SACOG.

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

1. Replacement or rehabilitation of:

- Rolling stock

*A.) Funding for the 2021 replacement of six demand response buses
(Estimated SGR Share – \$90,370)*

- Passenger stations and terminals
- Security equipment and systems

*B.) Repairs and enhancements to surveillance systems at the maintenance and operations facility and three local park and ride lots
(Estimated SGR Share – \$50,000)*

- Maintenance facilities and equipment

*C.) Upgraded phone system to better manage call volume, employee training and customer service
(Estimated SGR Share – \$40,000)*

*D.) Repair, seal and stripe bus and employee parking lots
(Estimated SGR Share – \$46,016)*

2. Preventative Maintenance

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

*E.) Shop forklift to upgrade the current pallet jack system
(Estimated SGR Share – \$30,000)*

Staff is recommending this list of project options at the fully allocated amount to provide flexibility should priorities or funding amounts change. Because of the economic impacts of the COVID-19 pandemic, staff anticipates that the FY 2021 SGR allocation may be reduced prior to award and the list of projects and/or the relative allocation of funding between the projects would be adjusted accordingly. Failure to submit a project list for the allocated amount by the prescribed deadline may result in the permanent loss of revenue for that funding period so action at this meeting is critical.

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

RECOMMENDATION: Adopt Resolution No. 6-20 approving the submittal of Yuba-Sutter Transit's FY 2020-21 SGR Project List as proposed or amended.

Attachment

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 6-20

**APPROVAL OF THE PROJECT LIST FOR THE 2020-2021
CALIFORNIA STATE OF GOOD REPAIR (SGR) PROGRAM**

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

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

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

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

WHEREAS, Yuba-Sutter Transit's share of SGR funds for fiscal year 2020-21 is estimated to be \$256,386.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Yuba-Sutter Transit Authority does hereby approve the SB1 State of Good Repair Project List for 2020-21, and agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

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

Ayes:

Nos:

THE FORGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MAY 21, 2020.

Chair, Board of Directors

ATTEST:

Janet Frye
Secretary to the Board

AGENDA ITEM IV – F
STAFF REPORT

YUBA-SUTTER TRANSIT CAPITALIZATION POLICY REVISION

While preparing FY 2020 financial projections and planning year-end journal entries, Yuba-Sutter Transit's financial staff discussed a potential revision to the depreciation method of the existing Capitalization Policy. Depreciable assets are depreciated (expensed) over their useful life. The annual expense is calculated by taking the historical cost less residual value, divided by useful life. The current policy uses the straight-line depreciation method with half-year convention, which takes one half of the typical annual depreciation expense in both the first and last years of an asset's useful life. Staff is proposing that the half-year convention be removed and assets be depreciated using straight-line depreciation according to the month an asset was placed into service. This change would impact only the years of acquisition and disposal.

As depreciation expense is not a budget item, this recommendation would not pose any impact in terms of budgeted amounts for revenues and expenditures, rather the guidance would only impact required annual financial reporting. For perspective, with over \$22 million in depreciable assets as of July 1, 2019, staff calculates that accumulated depreciation would have been approximately \$104,000 higher (\$11,272,500 compared to \$11,168,500) on July 1, 2019 had straight-line depreciation been used since inception. If approved, this amount may be disclosed in financial reporting for FY 2020.

Staff also recommends modifying the procedures for disposing of surplus property to read as follows:

For any item valued over \$1,000, there will be an attempt to secure at least two quotes (bids). The Authority may use a public auction or solicit sealed bids with a published date and time of the bid opening unless otherwise directed by the Board.

If approved as proposed, the revised policy would be made effective on July 1, 2019 to cover the most recent fiscal year in advance of the next audit. Staff will be prepared to discuss the revised policy in detail at the meeting.

RECOMMENDATION: Approve the revised capitalization policy as proposed effective July 1, 2019.

AGENDA ITEM IV – G
STAFF REPORT

**PROPOSED COMPUTER AIDED DISPATCH/AUTOMATIC VEHICLE LOCATION (CAD/AVL)
SYSTEM PROJECT CHANGE**

At the October 10, 2018 Board meeting, the Board approved the award of the Yuba-Sutter Transit CAD/AVL System and Paratransit Scheduling Software Request for Proposals (RFP) #05-18 to DoubleMap. This project included several technological improvements such as computer aided dispatch software (CAD); automatic vehicle location (AVL); automatic voice annunciation system (AVA); real time service monitoring and management tools; and public Wi-Fi.

Staff has since worked with DoubleMap to implement all aspects of this project, but the CAD software known as TapRide has not been able to perform to the standards set in the RFP despite extensive training and effort and does not meet the needs of our Dial-A-Ride system. The list below highlights some of the key aspects of the RFP that TapRide has not been able to meet.

- Section 3.32 – Rural Routes: Advanced reservations are available for alternate stop locations for anyone within ¼ miles of the route
- Section 3.6 – Project Objectives: Streamline the collection and accuracy of information required for National Transit Database (NTD) reporting and other requirements for grant reporting
- Section 3.72 – Paratransit Scheduling Software:
 - Show available capacity to assist dispatchers in scheduling same day trips
 - Offer the ability to either automatically or manually schedule trips
- Attachment C: Dial-A-Ride Brochure:
 - Schedule to provide client with a 15-minute pickup window
 - Schedule Trip up to 14 days in advance

Based on these findings, it is proposed that staff work with DoubleMap to develop an amendment to the contract to eliminate TapRide from the contract. Doing so would reduce the annual service fee by \$12,800 for a total savings of \$64,000 over the five-year contract, but all other aspects of the contract will remain in place until it expires on May 7, 2024. Yuba-Sutter Transit would still need to seek a service provider for a suitable CAD system in the future though Storer is now testing a less sophisticated dispatching software system that does not include many of the desired functionalities.

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

RECOMMENDATION: Authorize staff to terminate the TapRide portion of the DoubleMap project as proposed.

AGENDA ITEM IV – H
STAFF REPORT

**2019 DISCOUNT MONTHLY PASS PROGRAM
GRANT CLOSE-OUT REPORT**

Attached is the calendar year performance summary for the 2019 Discount Monthly Pass Program that was funded through a grant from the Feather River Air Quality Management District (FRAQMD). This popular program allows area youth (ages 5 to 18), seniors (age 65 and over) and persons with disabilities to purchase the regular \$15 discount monthly bus pass for just \$5 with FRAQMD grant funds being used to pay the remaining cost for each pass. The 2017 and 2018 grants were both extended into a portion of the following year to adjust the funding cycles to begin April 1st of each year, but for historical comparison purposes this report is for the period January through December 2019 as the first three months of each calendar year are included with the report for the respective calendar year.

For 2019, a total of 12,335 discount passes were sold and 295,496 discount pass trips were taken which represents 42 percent of all local and rural fixed route passenger trips in 2019. Compared to 2018, total discount pass sales for 2019 was up 9 percent while discount pass ridership was up 6 percent. For this same period, total systemwide local and rural route ridership dropped by 10 percent. Much of this upward swing in discount pass sales occurred after the July 1, 2019 fare change when cash fares increased by 50 percent (from \$0.50 to \$0.75 on the local fixed route service) while the price of a discount monthly pass was unchanged at just \$15 each (actually \$5 with the FRAQMD grant subsidy). For the year, total discount ridership (cash and pass combined) was virtually unchanged (down 0.1 percent) from 2018.

Looking forward, the current FRAQMD grant to continue this program through at least March 2021 became effective April 1st. Due to the COVID-19 coronavirus pandemic, to minimize the exposure of both passengers and staff alike, fare collection has been suspended on all but our Sacramento service so discount monthly passes are no longer being sold. Because this fare free policy is expected to continue at least through June 2020, staff is now planning to request an extension of the current program through June 2021 with any funds available at that time to be carried over to the next program cycle. This extension request could be considered by the FRAQMD Board of Directors as early as their June 1st meeting.

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

RECOMMENDATION: Information only.

Attachment

**Combined Monthly Discount Pass Program Data Comparison
2019 Annual Report
Revised April 13, 2020**

Discount Monthly Pass Sales

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Discount Monthly Passes Sold - 2018	1,003	977	893	902	953	875	717	1,153	994	1,056	944	833	11,300
Discount Monthly Passes Sold - 2019	1,062	943	940	970	958	897	895	1,459	973	1,155	1,125	958	12,335
Percent Change	6%	-3%	5%	8%	1%	3%	25%	27%	-2%	9%	19%	15%	9%

Discount Monthly Local & Rural Route Pass Ridership*

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Discount Monthly Pass Boardings - 2018	21,052	23,279	23,759	22,128	25,007	20,339	17,451	25,147	25,201	30,713	22,537	20,857	277,470
Discount Monthly Pass Boardings - 2019	21,997	22,262	25,073	25,138	27,091	20,998	22,189	26,983	27,258	29,753	24,063	22,691	295,496
Percent Change	4%	-4%	6%	14%	8%	3%	27%	7%	8%	-3%	7%	9%	6%

Discount Local & Rural Route Cash Fare Ridership*

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Discount Cash Fare Boardings - 2018	12,843	12,659	13,145	12,843	15,069	11,645	10,148	14,619	14,118	15,825	12,300	12,032	157,246
Discount Cash Fare Boardings - 2019	12,567	11,553	13,148	13,346	14,790	11,794	8,755	11,396	10,730	12,073	9,552	8,909	138,613
Percent Change	-2%	-9%	0%	4%	-2%	1%	-14%	-22%	-24%	-24%	-22%	-26%	-12%

All Discount Local & Rural Route Ridership (Pass & Cash)*

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
All Discount Boardings - 2018	33,895	35,938	36,904	34,971	40,076	31,984	27,599	39,766	39,319	46,538	34,837	32,889	434,716
All Discount Boardings - 2019	34,564	33,815	38,221	38,484	41,881	32,792	30,944	38,379	37,988	41,826	33,615	31,600	434,109
Percent Change	2%	-6%	4%	10%	5%	3%	12%	-3%	-3%	-10%	-4%	-4%	0%

All Local & Rural Route Ridership*

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Total Boardings All Fare Categories - 2018	65,027	67,226	68,890	65,644	71,737	61,954	50,443	68,537	65,962	76,302	58,117	55,242	775,081
Total Boardings All Fare Categories - 2019	58,208	54,966	64,061	64,349	67,285	55,005	51,830	61,427	59,551	64,543	51,993	48,199	701,417
Percent Change	-10%	-18%	-7%	-2%	-6%	-11%	3%	-10%	-10%	-15%	-11%	-13%	-10%

July 1, 2019 -- Fare & Fare Policy Changes Effective (50% Cash Fare Increase / No Increase in Monthly Pass Rates / Daily Cap Reduced to Two Taps / Local Monthly Pass Valid on Rural Routes)

AGENDA ITEM IV – I
STAFF REPORT

THIRD QUARTER PERFORMANCE REPORT

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first three quarters of FY 2020 (July 2019 through March 2020) presented in comparison with the performance for the same period in the previous fiscal year. Ridership was already down 6.8 percent fiscal year-to-date through February compared to the same period last year, but the impact of the COVID-19 coronavirus began to take hold in March when ridership fell by 38.8 percent compared to March 2019. As a result, systemwide ridership was off 17.1 percent for the quarter and 10.5 percent through three quarters compared to the same periods last year, but unfortunately the worst is yet to come as April ridership was down 65 percent from April 2019 when the full brunt of the pandemic hit.

Based on industry reports, similar or worse (sometimes much worse) ridership declines have been experienced by transit agencies nationwide and around the world. For Yuba-Sutter Transit, like most other systems, the largest ridership drop occurred on commuter type services as our average daily Sacramento ridership was down by 87 percent in April 2020 compared to April 2019. In the same monthly comparison, the Dial-A-Ride service which is used primarily by seniors and persons with disabilities was down around 80 percent, local fixed route ridership was off by around 60 percent and the three rural routes saw a combined 65 percent reduction in ridership. Despite these figures, Yuba-Sutter Transit still provided a total of 28,281 passenger trips in April for those in need of our essential services.

Due specifically to the sudden drop in Dial-A-Ride demand, Yuba-Sutter Transit operated 18 percent less service in April 2020 compared to April 2019. Combined with the targeted reductions in both the local fixed route and Sacramento commuter services that were implemented May 1st, we are now operating around 30 percent less vehicle service hours than what was provided pre-COVID. With such a large drop in ridership and to minimize contact between passengers and drivers, fare collection was suspended effective March 23rd on all services except for the Sacramento schedules. As a result, while the year-to-date fare revenue indicators look good because of the impact of the July 2019 fare changes, the fourth quarter figures will be particularly grim in comparison as the fare collection suspension has been extended at least through June.

Looking to the future, staff is anticipating that the current COVID-19 level of operation and performance will continue well into FY 2021. Even with the recent efforts to open the community, prognosticators nationwide expect transit to be one of the last industries to return to some semblance of normal which may be even more of a problem locally as many of our passengers fall into “at-risk” categories of seniors and persons with chronic pre-existing health conditions. As a result, the draft FY 2021 budget to be considered earlier on this same agenda assumes only a small increase over the current level of service next year and nothing even approaching our pre-COVID service level is expected before the end of 2021 or even into 2022.

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

RECOMMENDATION: Information only.

**THIRD QUARTER PERFORMANCE REPORT
FISCAL YEAR 2019-2020**

Fixed Route:	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
July 2019 - March 2020	477,940	37,997.78	12.58	\$445,128	\$11.71	13.3%
July 2018 - March 2019	546,498	38,678.34	14.13	\$373,776	\$9.66	12.1%
Percent Change	-12.5%	-1.8%	-11.0%	19.1%	21.2%	10.2%
Dial-A-Ride:						
July 2019 - March 2020	37,828	16,730.96	2.26	\$111,282	\$6.65	7.6%
July 2018 - March 2019	44,458	18,249.25	2.44	\$89,811	\$4.92	6.2%
Percent Change	-14.9%	-8.3%	-7.2%	23.9%	35.2%	22.9%
Sacramento Services (Commuter & Midday):						
July 2019 - March 2020	102,987	10,844.99	9.50	\$474,676	\$43.77	49.7%
July 2018 - March 2019	99,292	10,524.44	9.43	\$419,144	\$39.83	49.8%
Percent Change	3.7%	3.0%	0.7%	13.2%	9.9%	-0.1%
Foothill Route:						
July 2019 - March 2020	1,163	715.44	1.63	\$1,215	\$1.70	1.9%
July 2018 - March 2019	1,693	716.58	2.36	\$1,497	\$2.09	2.6%
Percent Change	-31.3%	-0.2%	-31.2%	-18.8%	-18.7%	-26.1%
Live Oak Route:						
July 2019 - March 2020	2,871	707.87	4.06	\$2,583	\$3.65	4.1%
July 2018 - March 2019	3,135	690.67	4.54	\$2,486	\$3.60	4.5%
Percent Change	-8.4%	2.5%	-10.6%	3.9%	1.4%	-7.8%
Wheatland Route:						
July 2019 - March 2020	103	409.52	0.25	\$146	\$0.36	0.4%
July 2018 - March 2019	512	384.32	1.33	\$658	\$1.71	2.1%
Percent Change	-79.9%	6.6%	-81.1%	-77.9%	-79.2%	-81.1%
Systemwide Summary:						
July 2019 - March 2020	622,892	67,407	9.24	\$1,035,029	\$15.36	17.4%
July 2018 - March 2019	695,588	69,244	10.05	\$887,371	\$12.82	16.0%
Percent Change	-10.5%	-2.7%	-8.0%	16.6%	19.8%	8.9%

Notes:

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