

# Yuba-Sutter Transit



## SPECIAL NIGHT MEETING NOTICE & AGENDA

**DATE:** Thursday, February 21, 2019

**TIME:** 7:00 P.M. **[NOTE SPECIAL NIGHT MEETING TIME]**

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

### I. Call to Order & Roll Call

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

### II. Public Hearings

#### A. Proposed Sacramento Commuter & Midday Express Service Changes. (Attachment)

1. Staff Presentation
2. Open / Close Public Hearing
3. Board Discussion and Action

RECOMMENDATION: Approve changes to the Sacramento service as proposed or amended effective either April 1, 2019 or July 1, 2019 depending on the funding source.

### III. 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.

### IV. Consent Calendar

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

- A. Minutes from the Meeting of January 17, 2019. (Attachment)
- B. Disbursement List for January 2019. (Attachment)
- C. Monthly Performance Report for January 2019. (Attachment)

### V. Reports

#### A. Low Carbon Transit Operations Program (LCTOP) Funding Projects. Authorization consideration for the submittal of specific projects for LCTOP funding under the State Greenhouse Gas Reduction Fund. (Attachment)

RECOMMENDATION: Authorize the submittal of projects for LCTOP funding as proposed.

- B. Proposed Fare and Fare Policy Adjustments.** Review and discussion of proposed fare and fare policy adjustments. (Attachment)

RECOMMENDATION: Set a public hearing for 4:00 p.m. on Thursday, April 18, 2019 to receive comments on proposed fare and fare policy changes

- C. FY 2020 Budget Preview.** Review and discussion of potential budget issues in preparation for the March submittal of the preliminary draft budget for FY 2020. (Attachment)

RECOMMENDATION: Direct staff as desired.

- D. Feather River Air Quality Management District (FRAQMD) AB 2766 Grant Agreements.** Approve agreements to extend the Discount Monthly Pass Program through March 2020; purchase and install Simme Seat bus stop benches; and, extend the expanded Live Oak Route through December 2019. (Attachment)

RECOMMENDATION: Authorize execution of FRAQMD Grant Agreements #VF18-01, #VF18-02 and #VF18-03 as submitted.

- E. Authorization to Fill the Vacant Administrative Assistant I/II Position.** (Attachment)

RECOMMENDATION: Adopt the amended Administrative Assistant I/II job description and authorize the Transit Manager to fill the vacant Administrative Assistant I/II position as proposed.

- F. June Board Meeting Date Change.** (Attachment)

RECOMMENDATION: Cancel the Regular Meeting of June 20, 2019 and set a Special Meeting for 4:00 p.m. on Thursday, June 13, 2019 as proposed.

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

RECOMMENDATION: Information only.

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

RECOMMENDATION: Information only.

- I. Project & Program Updates.**

1. Quantum Automatic Rear-Facing Wheelchair Securement System Demo – February 28<sup>th</sup>
2. Connect Card Implementation (New Bel Air Sales Outlet)
3. Computer Assisted Dispatch/Automatic Vehicle Location (CAD/AVL) Project
4. Staff Vacancy – Program Analyst I/II Position

RECOMMENDATION: Information only.

**VI. Correspondence/Information**

**VII. Other Business**

**VIII. Adjournment**

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

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**VI. Correspondence/Information**

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AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

AGENDA ITEM II – A  
STAFF REPORT

**PROPOSED SACRAMENTO COMMUTER & MIDDAY EXPRESS  
SERVICE CHANGES**

**Background**

Yuba-Sutter Transit's Sacramento Commuter and Midday services were last adjusted in October 2015 when a supplemental afternoon schedule was converted to a regular schedule along with a number of other minor schedule and stop changes. Annual Sacramento ridership has since dropped by 9.8 percent from 2015 through 2018 with likely contributing factors being some combination of the large-scale disbursement of state employment from downtown Sacramento to suburban office parks; changing state employee demographics; slow local population growth; relatively low fuel prices; and, chronic reliability problems with the older commuter buses that were recently replaced. Despite these recent challenges, Sacramento ridership has been generally trending upward since January 2018 in same month comparisons.

Despite this recent growth, plenty of seats are still available on 18 of the 22 daily schedules due to the larger replacement buses that went into service this summer with seated capacities of 57 compared to 41 on the seven buses that were replaced. To address this underused capacity as well as to attract new passengers and better reflect current operating conditions, staff began looking for options to provide additional space where schedules are regularly operating at or near their seated capacity. The ultimate result could include some combination of consolidating some schedules, adjustments to others and/or the addition of one morning schedule.

To start this process, current commuters and those who have expressed an interest in our service were asked for their early input on what schedule changes, if any, might be desired. This was done through an article in our December passenger newsletter as well as in an email blast to the well over 400 people who have registered to receive Sacramento Service Alerts. At their December 20, 2018 meeting, keeping with past practice when specific Sacramento service or policy changes are to be considered, the Board of Directors set a special night meeting and public hearing for 7:00 p.m. on Thursday, February 21, 2019.

The Draft Sacramento Service Plan was released for formal public comment on Tuesday, January 22, 2019. Based on early comments on the draft plan, a revised draft plan was released on February 4<sup>th</sup> for continued public input. The original public hearing notice and the revised draft service plan are both attached for Board reference as Exhibit A. Minor changes to the February 4<sup>th</sup> version are now included in the Final Draft Sacramento Service Plan dated February 12, 2019 that is attached as Exhibit B for final public comment and Board consideration. The original and the initial revised draft service plans were posted on the Yuba-Sutter Transit website and their availability was promoted in two emails to our Sacramento Service Alert mailing list as well as in the February passenger newsletter that is available both electronically as well as on all buses. Also attached for Board reference is a summary of the comments that have been received since the release of the original draft service plan (Exhibit C) along with a copy of the current Sacramento service brochure. Any additional public comments received after the posting of this agenda will be summarized in a Board handout at the meeting.

## **Recommended Service Changes**

Based on the comments that have been received to date, staff is recommending Board approval of the February 12, 2019 version of the Draft Sacramento Service Plan (Exhibit B). Should the Board authorize the use of State funding from the Low Carbon Transit Operations Program (LCTOP) to support specific proposed service expansions and enhancements under the draft service plan, staff is further recommending that these changes not become effective until Monday, July 1, 2019 so that these components can be funded with LCTOP revenue for up to five years. The use of LCTOP revenue for this purpose will be discussed later on this same agenda. Absent LCTOP funding, staff would alternatively recommend an effective date of Monday, April 1, 2019.

A number of changes to the existing Sacramento Commuter Express service are being recommended to reflect current passenger demand and travel times. Most significant among these changes are the proposed addition of new morning and afternoon Highway 70 schedules and a reduction in the number of afternoon Highway 99 schedules. As proposed, a new morning Highway 70 schedule would have a first downtown stop time of 7:15 a.m. which is 25 minutes after the current 2<sup>nd</sup> AM Highway 70 schedule and 25 minutes earlier than the proposed 4<sup>th</sup> AM Highway 70 schedule (formerly the 3<sup>rd</sup> AM Highway 70 schedule). A new afternoon Highway 70 schedule would have a first downtown stop time of 3:35 p.m. which is 30 minutes earlier than the current 1<sup>st</sup> PM Highway 70 schedule. Ridership on the existing 2<sup>nd</sup> and 3<sup>rd</sup> AM and 1<sup>st</sup> PM Highway 70 schedules is now typically the highest of all 19 peak hour schedules and they regularly operate near their seated capacity. The two new proposed Highway 70 schedules will provide more capacity on the Highway 70 corridor while offering more frequent morning service and an expanded afternoon service day to make the service more attractive to future passengers.

As proposed, one of the seven existing afternoon Highway 99 schedules (the current 6<sup>th</sup> PM Highway 99 schedule) would be eliminated and the other afternoon Highway 99 schedules would be adjusted by five to 10 minutes to narrow the resulting frequency gap between the six remaining PM Highway 99 schedules. Ridership on the existing 6<sup>th</sup> and 7<sup>th</sup> PM Highway 99 schedules is now typically the lowest of all 19 peak hour schedules no longer justifying the use of two 57 passenger commuter buses when one of these buses is needed to operate a fourth afternoon Highway 70 schedule. The direct annual operating cost of adding two new schedules and eliminating one schedule is estimated at approximately \$31,000 not including any potential fare impact.

In addition to the changes noted above, most of the other Sacramento Commuter schedules are proposed to be adjusted slightly to reflect more realistic travel times between Marysville/Yuba City and downtown Sacramento as well as within downtown Sacramento. A shift in how Yuba-Sutter Transit serves passengers leaving Caltrans District 3 in the afternoon is also being proposed to improve operations in response to specific passenger requests. While improving the overall quality and reliability of the service, these minor schedule and stop changes are expected to have little, if any, impact on operating costs.

Staff will be prepared at the meeting to discuss the proposed Sacramento schedule and stop changes in detail as desired as well as to review the related comments that have been received.

**RECOMMENDATION:** Approve changes to the Sacramento service as proposed or amended effective either April 1, 2019 or July 1, 2019 depending on the source of funding.



**YUBA-SUTTER TRANSIT AUTHORITY  
PUBLIC HEARING NOTICE**

**PROPOSED SACRAMENTO COMMUTER SERVICE CHANGES**

DATE: Thursday, February 21, 2019  
TIME: 7:00 p.m.  
PLACE: Yuba County Government Center  
Board of Supervisors Chambers  
915 – 8<sup>th</sup> Street  
Marysville, CA 95901

The Yuba-Sutter Transit Board of Directors has set a public hearing at the above date, place and time to accept comments on proposed Sacramento route and schedule changes that, if approved, would become effective on or after April 1, 2019. The proposed changes are available online at [www.yubasuttertransit.com](http://www.yubasuttertransit.com), from the Yuba-Sutter Transit Administrative Office at 2100 B Street, Marysville, CA during normal business hours or call (530) 634-6880 to request by mail.

Interested persons may submit testimony regarding the proposed changes, either verbally or in writing, before or at the public hearing. Written testimony can be provided by mail to Yuba-Sutter Transit at 2100 B Street, Marysville, CA 95901; by FAX at (530) 634-6888; or, by e-mail to [info@yubasuttertransit.com](mailto:info@yubasuttertransit.com). Testimony can be provided in person at the hearing or by telephone at (530) 634-6880 prior to the hearing. All communication must be received either at or prior to the hearing to be considered. Call (530) 634-6880 for more information.

**REVISED DRAFT SERVICE PLAN**  
**SACRAMENTO COMMUTER SERVICE CHANGES**  
**Revised February 4, 2019**

Yuba-Sutter Transit is considering several schedule changes to the existing Sacramento Commuter Express service to reflect current passenger demand and travel times. Most significant among these changes are the proposed addition of new morning and afternoon Highway 70 schedules and a reduction in the number of afternoon Highway 99 schedules. A number of other minor schedule changes are also being proposed. Any changes that may result from this process are scheduled for implementation on April 1, 2019. A copy of the proposed schedule as revised February 4, 2019 is attached.

As proposed, a new morning Highway 70 schedule would have a first downtown stop time of 7:15 a.m. which is 25 minutes after the current 2<sup>nd</sup> AM Highway 70 schedule and 25 minutes earlier than the proposed 4<sup>th</sup> AM Highway 70 schedule (formerly the 3<sup>rd</sup> AM Highway 70 schedule). A new afternoon Highway 70 schedule would have a first downtown stop time of 3:35 p.m. which is 30 minutes earlier than the current 1<sup>st</sup> PM Highway 70 schedule. Ridership on the existing 2<sup>nd</sup> and 3<sup>rd</sup> AM and 1<sup>st</sup> PM Highway 70 schedules is now typically the highest of all 19 peak hour schedules and regularly operating near their seated capacity. The two proposed new Highway 70 schedules will provide more capacity on the Highway 70 corridor while offering more frequent morning service and an expanded afternoon service day to attract still more passengers in the future.

As proposed, one of the seven existing afternoon Highway 99 schedules (the current 6<sup>th</sup> PM Highway 99 schedule) would be eliminated and the other afternoon Highway 99 schedules would be adjusted by five to 10 minutes to narrow the resulting frequency gap between the six remaining PM Highway 99 schedules. Ridership on the existing 6<sup>th</sup> and 7<sup>th</sup> PM Highway 99 schedules is now typically the lowest of all 19 peak hour schedules no longer justifying the use of two 57 passenger commuter buses when one of these buses is needed to operate a fourth afternoon Highway 70 schedule. The direct annual operating cost of adding two new schedules and reducing one schedule is estimated at approximately \$32,000 not including any potential fare impact.

In addition to the changes noted above, most of the other Sacramento Commuter schedules are proposed to be adjusted slightly to reflect more realistic travel times between Marysville/Yuba City and downtown Sacramento as well as within downtown Sacramento. A shift in how Yuba-Sutter Transit serves passengers leaving Caltrans District 3 in the afternoon is also being proposed to improve operations and respond to specific passenger requests. While improving the overall quality and reliability of the service, these minor schedule and stop changes are expected to have little, if any, impact on operating costs.

Public input is now being solicited on the Draft Service Plan before a final recommendation is presented to the Yuba-Sutter Transit Board of Directors at a special night meeting and public hearing at 7:00 p.m. on Thursday, February 21, 2019 in the Yuba County Board of Supervisors Chambers at 915 Eighth Street in Marysville. Interested persons may submit comments regarding the proposed changes, either verbally or in writing, before or at the February 21<sup>st</sup> hearing. Written testimony can be provided by mail to Yuba-Sutter Transit at 2100 B Street, Marysville, CA 95901, by FAX at (530) 634-6888 or by e-mail to Transit Manager Keith Martin at [keith@yubasuttertransit.com](mailto:keith@yubasuttertransit.com). Testimony can also be provided in person at the hearing or by telephone at (530) 634-6880. All communication must be received either at or prior to the hearing to be considered.

Contact Keith Martin at (530) 634-6880 or at [keith@yubasuttertransit.com](mailto:keith@yubasuttertransit.com) for more information.

**Yuba-Sutter Transit**  
**Draft Sacramento Service Plan**  
**Proposed Effective Date of April 1, 2019**  
**Revised February 4, 2019 (Changes to January 22, 2019 Version in Red)**

<b>MORNING [Bold Type on the Schedule Represents a Change from Existing Schedule]</b>							
<b>Highway 70 (A.M.)</b>	<b>170</b>	<b>270</b>	<b>370</b>	<b>470</b>	<b>1MD</b>		
<b>(1<sup>st</sup> Downtown Stop Change)</b>	<b>(+5 Min.)</b>	<b>(No Change)</b>	<b>(All New)</b>	<b>(+5 Min.)</b>	<b>(No Change)</b>		
				Was 3 <sup>rd</sup> 70			
Walton (Sunsweet)	---	---	---	---	7:55		
Yuba Co. Govt. Center	5:20	5:55	6:20	6:40	8:02		
McGowan P & R	5:30	6:05	6:30	6:50	8:15		
Plumas Lake P & R	5:42	6:17	6:42	7:02	8:27		
J & 4 <sup>th</sup>	6:15	6:50*	7:15*	7:40*	9:00		
J & 8 <sup>th</sup>	6:17	6:52*	7:17*	7:43*	9:02		
J & 11 <sup>th</sup>	6:19	6:54*	7:19*	7:45*	9:04		
15 <sup>th</sup> & K	6:22	6:57*	7:22*	7:49*	9:07		
15 <sup>th</sup> & N	6:23	6:58*	7:23*	7:50*	9:08		
P & 13 <sup>th</sup>	6:25	7:00*	7:25*	7:53*	9:10		
P & 9 <sup>th</sup>	6:27	7:02*	7:27*	7:56*	9:12		
P & 5 <sup>th</sup>	6:30	7:05*	7:30*	8:00*	9:15		
2379 Gateway Oaks (NB)	6:35	---	---	---	9:45*		
Plumas Lake P & R	---	---	---	---	9:57*		
McGowan P & R	---	---	---	---	---		
Caltrans District 3 (B & 8 <sup>th</sup> )	7:25*	---	---	---	---		
Yuba Co. Govt. Center	7:30*	---	---	---	10:10*		
<b>Highway 99 (A.M.)</b>	<b>199</b>	<b>299</b>	<b>399</b>	<b>499</b>	<b>599</b>	<b>699</b>	<b>2MD</b>
<b>(1<sup>st</sup> Downtown Stop Change)</b>	<b>(No Change)</b>	<b>(No Change)</b>	<b>(No Change)</b>	<b>(- 5 Min.)</b>	<b>(- 5 Min.)</b>	<b>(-5 Min.)</b>	<b>(No Change)</b>
Yuba Co. Govt. Center	---	5:35	---	---	---	---	11:00
Walton Terminal (Sam's)	5:30	5:45	6:00	6:15	6:25	6:40	11:10
Bogue P & R	5:40	5:55	6:10	6:25	6:35	6:50	11:20
J & 4 <sup>th</sup>	6:20*	6:35*	6:50*	7:05*	7:20*	7:35	12:00
J & 8 <sup>th</sup>	6:22*	6:37*	6:52*	7:07*	7:22*	7:38	12:02
J & 11 <sup>th</sup>	6:24*	6:39*	6:54*	7:09*	7:24*	7:40	12:04
15 <sup>th</sup> & K	6:27*	6:42*	6:57*	7:12*	7:27*	7:44	12:07
15 <sup>th</sup> & N	6:28*	6:43*	6:58*	7:13*	7:28*	7:45	12:08
P & 13 <sup>th</sup>	6:30*	6:45*	7:00*	7:15*	7:30*	7:48	12:10
P & 9 <sup>th</sup>	6:32*	6:47*	7:02*	7:17*	7:32*	7:51	12:12
P & 5 <sup>th</sup>	6:35*	6:50*	7:05*	7:20*	7:35*	7:55	12:15
	(To 1MD)						
Caltrans District 3 (B & 8 <sup>th</sup> )	---	---	---	---	---	8:45*	---
Bogue P & R	---	---	---	---	---	---	1:00*
Walton (Sunsweet)	---	---	---	---	---	---	1:10*
Yuba County Govt. Center	---	---	---	---	---	8:50*	1:15*

Notes: Morning reverse service is available only on the 170, 699, 1MD & 2MD schedules. Locations marked by an asterisk are served only for drop off by passenger request.



<b>AFTERNOON [Bold Type on the Schedule Represents a Change from Existing Schedule]</b>							
<b>Highway 70 (P.M.)</b>	<b>3MD</b>	<b>170</b>	<b>270</b>	<b>370</b>	<b>470</b>		
<b>(1<sup>st</sup> Downtown Stop Change)</b>	<b>(No Change)</b>	<b>(All New)</b>	<b>(No Change)</b>	<b>(No Change)</b>	<b>(No Change)</b>		
			Was 1 <sup>st</sup> 70	Was 2 <sup>nd</sup> 70	Was 3 <sup>rd</sup> 70		
Caltrans District 3 (B & 8 <sup>th</sup> )	---	---	---	---	4:05		
Yuba Co. Govt. Center	1:15	---	---	---	---		
2379 Gateway Oaks (SB)	---	---	---	---	4:50		
J & 4 <sup>th</sup>	2:00	3:35	4:05	4:35	5:05		
J & 8 <sup>th</sup>	2:02	3:37	4:07	4:38	5:08		
J & 11 <sup>th</sup>	2:04	3:39	4:09	4:40	5:10		
15 <sup>th</sup> & K	2:07	3:42	4:12	4:44	5:15		
15 <sup>th</sup> & N	2:08	3:43	4:13	4:45	5:16		
P & 13 <sup>th</sup>	2:10	3:45	4:15	4:48	5:20		
P & 9 <sup>th</sup>	2:12	3:47	4:17	4:51	5:25		
P & 5 <sup>th</sup>	2:15	3:50	4:20	4:55	5:30		
Plumas Lake P & R	2:50*	4:25*	4:55*	5:35*	6:10*		
McGowan P & R	3:00*	4:40*	5:10*	5:50*	6:25*		
Yuba County Govt. Center	3:15*	4:55*	5:25*	6:05*	6:35*		
Walton Terminal	3:30*	---	---	---	---		
	(To 699)						
<b>Highway 99 (P.M.)</b>	<b>199</b>	<b>299</b>	<b>399</b>	<b>499</b>	<b>599</b>		<b>699</b>
<b>(1<sup>st</sup> Downtown Stop Change)</b>	<b>(No Change)</b>	<b>(+5 Min.)</b>	<b>(+10 Min.)</b>	<b>(+10 Min.)</b>	<b>(+10 Min.)</b>	<b>(Deleted)</b>	<b>(-5 Min.)</b>
						Was 6 <sup>th</sup> 99	Was 7 <sup>th</sup> 99
Yuba Co. Govt. Center	2:40	---	---	---	---	---	4:15
Caltrans District 3 (B & 8 <sup>th</sup> )	---	---	---	---	---	---	---
2379 Gateway Oaks (SB)	---	---	---	---	---	---	---
J & 4 <sup>th</sup>	3:30	3:50	4:10	4:30	4:50	---	5:10
J & 8 <sup>th</sup>	3:32	3:52	4:12	4:33	4:53	---	5:13
J & 11 <sup>th</sup>	3:34	3:54	4:14	4:35	4:55	---	5:15
15 <sup>th</sup> & K	3:37	3:57	4:17	4:39	5:00	---	5:20
15 <sup>th</sup> & N	3:38	3:58	4:18	4:40	5:01	---	5:21
P & 13 <sup>th</sup>	3:40	4:00	4:20	4:43	5:05	---	5:25
P & 9 <sup>th</sup>	3:42	4:02	4:22	4:46	5:10	---	5:30
P & 5 <sup>th</sup>	3:45	4:05	4:25	4:50	5:15	---	5:35
Bogue P & R	4:25*	4:50*	5:10*	5:40*	6:05*	---	6:25*
Walton Terminal	4:40*	5:05*	5:25*	5:55*	6:20*	---	6:40*
Yuba Co. Govt. Center	4:50*	5:15*	5:35*	6:05*	6:30*	---	6:50*

Notes: Afternoon reverse service available only on the 2MD, 3MD, 199, 470 & 699 afternoon schedules. Locations marked by an asterisk are served only for drop off by passenger request.

# EXHIBIT B

## Final Draft Sacramento Service Plan

Proposed Effective Date of April 1 or July 1, 2019

**Revised February 12, 2019 (Changes to February 4, 2019 Version in Red)**

<b>MORNING [Bold Type on the Schedule Represents a Change from Existing Schedule]</b>							
<b>Highway 70 (A.M.)</b>	<b>170</b>	<b>270</b>	<b>370</b>	<b>470</b>	<b>1MD</b>		
<b>(1<sup>st</sup> Downtown Stop Change)</b>	<b>(+5 Min.)</b>	<b>(No Change)</b>	<b>(All New)</b>	<b>(+5 Min.)</b>	<b>(No Change)</b>		
				Was 3 <sup>rd</sup> 70			
Walton (Sunsweet)	---	---	---	---	7:55		
Yuba Co. Govt. Center	5:20	5:55	6:20	6:40	8:02		
McGowan P & R	5:30	6:05	6:30	6:50	8:15		
Plumas Lake P & R	5:42	6:17	6:42	7:02	8:27		
J & 4 <sup>th</sup>	6:15	6:50*	7:15*	7:40*	9:00		
J & 8 <sup>th</sup>	6:17	6:52*	7:17*	7:43*	9:02		
J & 11 <sup>th</sup>	6:19	6:54*	7:19*	7:45*	9:04		
15 <sup>th</sup> & K	6:22	6:57*	7:22*	7:49*	9:07		
15 <sup>th</sup> & N	6:23	6:58*	7:23*	7:50*	9:08		
P & 13 <sup>th</sup>	6:25	7:00*	7:25*	7:53*	9:10		
P & 9 <sup>th</sup>	6:27	7:02*	7:27*	7:56*	9:12		
P & 5 <sup>th</sup>	6:30	7:05*	7:30*	8:00*	9:15		
2379 Gateway Oaks (NB)	6:35	---	---	---	---		
Plumas Lake P & R	---	---	---	---	9:45*		
McGowan P & R	---	---	---	---	9:57*		
Caltrans District 3 (B & 8 <sup>th</sup> )	7:25*	---	---	---	---		
Yuba Co. Govt. Center	7:30*	---	---	---	10:10*		
<b>Highway 99 (A.M.)</b>	<b>199</b>	<b>299</b>	<b>399</b>	<b>499</b>	<b>599</b>	<b>699</b>	<b>2MD</b>
<b>(1<sup>st</sup> Downtown Stop Change)</b>	<b>(-5 Min.)</b>	<b>(No Change)</b>	<b>(No Change)</b>	<b>(- 5 Min.)</b>	<b>(- 5 Min.)</b>	<b>(-5 Min.)</b>	<b>(No Change)</b>
Yuba Co. Govt. Center	---	5:35	---	6:05	---	---	11:00
Walton Terminal (Sam's)	5:25	5:45	6:00	6:15	6:25	6:40	11:10
Bogue P & R	5:35	5:55	6:10	6:25	6:35	6:50	11:20
J & 4 <sup>th</sup>	6:15*	6:35*	6:50*	7:05*	7:20*	7:35	12:00
J & 8 <sup>th</sup>	6:17*	6:37*	6:52*	7:07*	7:22*	7:38	12:02
J & 11 <sup>th</sup>	6:19*	6:39*	6:54*	7:09*	7:24*	7:40	12:04
15 <sup>th</sup> & K	6:22*	6:42*	6:57*	7:12*	7:27*	7:44	12:07
15 <sup>th</sup> & N	6:23*	6:43*	6:58*	7:13*	7:28*	7:45	12:08
P & 13 <sup>th</sup>	6:25*	6:45*	7:00*	7:15*	7:30*	7:48	12:10
P & 9 <sup>th</sup>	6:27*	6:47*	7:02*	7:17*	7:32*	7:51	12:12
P & 5 <sup>th</sup>	6:30*	6:50*	7:05*	7:20*	7:35*	7:55	12:15
	(To 1MD)						
Caltrans District 3 (B & 8 <sup>th</sup> )	---	---	---	---	---	8:45*	---
Bogue P & R	---	---	---	---	---	---	1:00*
Walton (Sunsweet)	---	---	---	---	---	---	1:10*
Yuba County Govt. Center	---	---	---	---	---	8:50*	1:15*

Notes: Morning reverse service is available only on the 170, 699, 1MD & 2MD schedules. Locations marked by an asterisk are served only for drop off by passenger request.

**AFTERNOON [Bold Type on the Schedule Represents a Change from Existing Schedule]**

<b>Highway 70 (P.M.)</b>	<b>3MD</b>	<b>170</b>	<b>270</b>	<b>370</b>	<b>470</b>		
(1 <sup>st</sup> Downtown Stop Change)	(No Change)	(All New)	(No Change)	(No Change)	(No Change)		
			Was 1 <sup>st</sup> 70	Was 2 <sup>nd</sup> 70	Was 3 <sup>rd</sup> 70		
Caltrans District 3 (B & 8 <sup>th</sup> )	---	---	---	---	4:05		
Yuba Co. Govt. Center	1:15	---	---	---	---		
2379 Gateway Oaks (SB)	---	---	---	---	4:50		
J & 4 <sup>th</sup>	2:00	3:35	4:05	4:35	5:05		
J & 8 <sup>th</sup>	2:02	3:37	4:07	4:38	5:08		
J & 11 <sup>th</sup>	2:04	3:39	4:09	4:40	5:10		
15 <sup>th</sup> & K	2:07	3:42	4:12	4:44	5:15		
15 <sup>th</sup> & N	2:08	3:43	4:13	4:45	5:16		
P & 13 <sup>th</sup>	2:10	3:45	4:15	4:48	5:20		
P & 9 <sup>th</sup>	2:12	3:47	4:17	4:51	5:25		
P & 5 <sup>th</sup>	2:15	3:50	4:20	4:55	5:30		
Plumas Lake P & R	2:50*	4:25*	4:55*	5:35*	6:10*		
McGowan P & R	3:00*	4:40*	5:10*	5:50*	6:25*		
Yuba County Govt. Center	3:15*	4:55*	5:25*	6:05*	6:35*		
Walton Terminal	3:30*	---	---	---	---		
	(To 699)						
<b>Highway 99 (P.M.)</b>	<b>199</b>	<b>299</b>	<b>399</b>	<b>499</b>	<b>599</b>		<b>699</b>
(1 <sup>st</sup> Downtown Stop Change)	(No Change)	(+5 Min.)	(+10 Min.)	(+10 Min.)	(+10 Min.)	(Deleted)	(-5 Min.)
						Was 6 <sup>th</sup> 99	Was 7 <sup>th</sup> 99
Yuba Co. Govt. Center	2:40	---	---	---	---	---	4:15
Caltrans District 3 (B & 8 <sup>th</sup> )	---	---	---	---	---	---	---
2379 Gateway Oaks (SB)	---	---	---	---	---	---	---
J & 4 <sup>th</sup>	3:30	3:50	4:10	4:30	4:50	---	5:10
J & 8 <sup>th</sup>	3:32	3:52	4:12	4:33	4:53	---	5:13
J & 11 <sup>th</sup>	3:34	3:54	4:14	4:35	4:55	---	5:15
15 <sup>th</sup> & K	3:37	3:57	4:17	4:39	5:00	---	5:20
15 <sup>th</sup> & N	3:38	3:58	4:18	4:40	5:01	---	5:21
P & 13 <sup>th</sup>	3:40	4:00	4:20	4:43	5:05	---	5:25
P & 9 <sup>th</sup>	3:42	4:02	4:22	4:46	5:10	---	5:30
P & 5 <sup>th</sup>	3:45	4:05	4:25	4:50	5:15	---	5:35
Bogue P & R	4:25*	4:50*	5:10*	5:40*	6:05*	---	6:25*
Walton Terminal	4:40*	5:05*	5:25*	5:55*	6:20*	---	6:40*
Yuba Co. Govt. Center	4:50*	5:15*	5:35*	6:05*	6:30*	---	6:50*

Notes: Afternoon reverse service available only on the 2MD, 3MD, 199, 470 & 699 afternoon schedules. Locations marked by an asterisk are served only for drop off by passenger request.

## EXHIBIT C

### Public Comments on Proposed Sacramento Commuter Service Changes

	<b>Name</b>	<b>Date</b>	<b>Comment</b>
1	Sukhraj Kaur	1/22/2019	Please only add 5 minutes to the 399 pm as most childcare centers close at 5:30 and sufficient time is needed to pick up our children. The early am routes concentrates the return trips to the early afternoon. A 7:15-7:30 departure from Bogue Road would be ideal.
2	Brian Lau	1/22/2019	Last am bus arrives downtown at 7:40 am when manager start work between 8:30 & 9:00 am. Employees often schedule their work to coincide with their managers. A later SR 99 bus would allow parents more flexibility in dropping children off at daycare or school.
3	Chason Wainwright	1/22/2019	Moving the last 699 pm bus 5 minutes earlier only allows me 8 minutes to go from Capital to P & 13th St. Please move last 99 bus 5 minutes later instead.
4	Judy Birdsong	1/22/2019	A bus at P & 5th at 3:30 would be great instead of 3:55 so those that get off at 3:00 pm do not have to wait as long.
5	Mohammad Chechi	1/22/2019	Leave the 699 pm as is and use small bus on 799 pm schedule to save fuel and even move it later for commuters that work a later schedule.
6	Carol Covington	1/23/2019	Please include stops in Natomas on West El Camino Blvd.
7	Lisa Perry	1/23/2019	Add additional bus on SR 70 as the buses are packed. I support the 270 am being 10 minutes earlier allowing me to arrive at work at 7:00 am. The 370 pm is proposed 5 minutes later which will add time to my 1.5 hour commute due to traffic.
8	Michael Ashby	1/27/2019	Do not alter the 270 am as I need to be at Capital Mall at 7:00 am.
9	Bill Vanooyen	2/5/2019	New schedule times look great!
10	Kristine Scully	2/5/2019	Please extend the 3rd Midday bus to Bogue Road by request.
11	Chad Baker	2/5/2019	Delay the 299 pm bus 10 minutes or move the 399 bus 5 minutes earlier as 4:10 is a perfect pickup time for an 8 hour workday.
12	Chason Wainwright	2/5/2019	The 470 and 699 pm arrive downtown at the same time. Please delay the 470 pm a few minutes to allow time to catch the last SR 70 bus.
13	Sushila White	2/6/2019	Do not alter the bus that leaves the Yuba County Government Center at 6:10 am
14	Lorena Ford	2/6/2019	There is a 30 minute gap between the 270 and 370 am and pm buses when a 15 minute gap would better meet commuter needs.
15	Paul Tonn	2/6/2019	Please move the 199 am 5 minutes earlier to help ensure that commuters like myself can make light rail and Sac RT bus connections.

## AGENDA ITEM IV – A

### YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES JANUARY 17, 2019

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

Present: Cardoza, Fletcher, Leahy, McKenzie (Alternate), Shaw, Simmons (Alternate), Sullenger and Whiteaker

Absent: Hudson and Samayoa

#### **II. Board Business**

##### A. Nomination and Election of Board Officers for 2019.

Director Whiteaker nominated Director Leahy as Chair. There were no other nominations and Director Leahy was elected unanimously.

Director Fletcher nominated Director Whiteaker as Vice-Chair. There were no other nominations and Director Whiteaker was elected unanimously.

##### B. Statements of Economic Interest for 2018.

Martin noted that this information item is to remind the Directors of the requirement to file yearly statements and that any questions should be directed to the office.

##### C. Annual Board Report.

Martin stated that the annual report is provided for information.

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

Ms. Peggy Costa addressed the Board in regards to providing bus service to Yuba College's Sutter Campus. Director Whiteaker thanked Ms. Costa for her comments noting that ridership is always the key for such extensions and how it is difficult to accommodate ever changing student schedules. He continued by mentioning that it is the hope that a bus stop at the Sutter Campus would be a possibility in the future.

Director Whiteaker then asked staff if there was a possibility of conducting a survey of the Yuba College students. Martin responded by stating that he is sure that surveys could be conducted as they have been done in the past as staff has spent a considerable amount of time on this issue with Yuba College representatives over the years. He then summarized some of that history noting that he can reach out to the college once again to revisit this issue. Director Shaw stated that he would like to see this placed on the agenda in the future and have a Yuba College Representative in attendance.

#### **IV. Consent Calendar**

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

#### **V. Reports**

##### **A. Bus Stop Improvement Project Authorization to Proceed.**

Martin stated that this project is being funded by the state Low Carbon Transit Operations Program (LCTOP) with a total allocation of \$180,417 from the FY 2016 funding cycle and approximately \$55,000 of that has already been spent on previously approved projects. About \$137,000 is now available for the bus stop enhancements that are included in the staff report with \$12,000 of that coming from the recently awarded Feather River Air Quality Management District Blue Sky Grant for installation of Simme Seats at local bus stops.

Director Whiteaker made a motion to authorize the purchase and installation of specified bus stop furnishing and related improvements as proposed. Director Fletcher seconded the motion and it carried unanimously.

##### **B. Fare Structure and Fare Policy Adjustments.**

Martin stated that the State Transportation Development Act (TDA) requires that public transportation operators achieve a certain minimum farebox recovery ratio which is the percentage of operating costs recovered from passenger fares and that SACOG has set Yuba-Sutter Transit's ratio at 14.6 percent. He noted that Yuba-Sutter Transit's fare box ratio has historically been in the mid-20 percent range for most of the last 20 years, but that in the last four years it has since slipped to 16.1 percent for FY 2018 and it is budgeted at 15.9 percent for FY 2019.

For comparison purposes, staff surveyed nine similar operators in the area and found that Yuba-Sutter Transit has among the lowest fares in the region. In addition, local fixed route fares were last increased in January 1993, Dial-A-Ride fares in July 2004 and Sacramento fares in 2010 so it is not unreasonable to consider some changes going forward. For this reason, Martin stated that staff is now requesting that an ad hoc committee be established to discuss and develop specific fare structure and fare policy recommendations for future Board consideration.

Director Leahy asked for volunteers to serve on the ad hoc committee. Director Cardoza and Director Fletcher volunteered and it was discussed that one Marysville representative be invited to join as well. [Staff Note: Director Samayoa ultimately agreed to serve on the committee.]

##### **C. Authorization to Fill the Vacant Program Analyst I/II Position.**

Martin informed the Board that Ms. Isabelle Markoe resigned her Program Analyst I/II position last month with December 31<sup>st</sup> as her last day. Pursuant to the provisions of the Yuba-Sutter Transit Personnel Manual, staff is now requesting authorization to immediately begin the process of filling the pending staff vacancy using the Sutter County Human Resource Department to support this recruitment.

Director Whiteaker made a motion to authorize the Transit Manger to fill the vacant Program Analyst I/II position as proposed. Director Fletcher seconded the motion and it carried unanimously.

**D. FY 2017/18 Financial Audit Report.**

Martin stated that the audit, which is completed annually on behalf of SACOG, included two findings, one corrected and one uncorrected, as noted in the staff report. Martin added that these were the first findings in five years. Martin noted that Financial Program Manager Simone Reed was unavailable for this meeting, but staff would try to address any questions today or provide a response either after the meeting or at a future meeting.

Director Whiteaker made a motion to accept the FY 2017/18 audit report as presented. Director Fletcher seconded the motion and it carried unanimously.

**E. Project & Program Updates.**

**1. Replacement Bus Purchases**

Martin stated that the replacement fixed route buses will be arriving sooner than expected due to a cancellation of an order that moved up the schedule. Martin added these buses will now be delivered in November/December of 2019. Martin added that the Dial-A-Ride buses that the Board approved a few months ago are scheduled to be delivered in March of 2019.

**2. Computer Assisted Dispatch/Automatic Vehicle Location (CAD/AVL) Project**

Martin stated this project is progressing well and that staff has had several meetings with the vendor. The first phase of installation is expected to begin in February with full system installation complete and operational in April.

**3. Transportation Development Act (TDA) Performance Audit – Site Visit January 16<sup>th</sup>**

Martin stated that the site visit went very well and that staff expects that a final report included should be presented to the Board at the June meeting.

**4. Ad Hoc Committee Meeting for the Low Carbon Transit Operations Program – January 24<sup>th</sup>**

Martin reminded Ad-Hoc Committee members Leahy, Whiteaker and Cardoza of the January 24<sup>th</sup> meeting to discuss future LCTOP project priorities.

**5. Special Night Board Meeting Reminder – 7:00 p.m. on Thursday, February 21<sup>st</sup>**

Martin reminded the Board of the special night meeting and public hearing that is scheduled for this date and time to discuss proposed Sacramento service changes.

**6. FY 2020 Budget Preview – February 21<sup>st</sup> Board Meeting**

Martin noted that staff will be preparing to discuss projections for the current year and a look at future issues in preparation for the presentation of the preliminary draft FY 2020 budget in March.

**V. Correspondence/Information**

None

**VI. Other Business**

None

**VII. Adjournment**

The meeting was adjourned at 4:33 p.m.

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 21, 2019  
AT 7:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**



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

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,039.04	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,307.69	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 260.50	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.48	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 36.94	PG&E	ELECTRIC #2
EFT	\$ 529.25	PG&E	GAS
EFT	\$ 120.48	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 372.74	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 245.57	ELAVON	MERCHANT SERVICE FEE - JANUARY
EFT	\$ 400.00	FRANCOYTP-POSTALIA, INC.	POSTAGE RESET
EFT	\$ 170.56	PRIMEPAY	PAYROLL FEE
EFT	\$ 35,984.94	PAYROLL	PAYROLL
16317	\$ 123.72	ADAM HANSEN	2ND QTR REIMBURSEMENTS
16318	\$ 153.04	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - NOVEMBER
16319	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING MAINTENANCE
16320	\$ 395.75	ALLIANT NETWORKING SERVICES, INC.	WINDOWS LICENSE & (2) HARD DRIVES NVR COMPUTER
16321	\$ 4,030.35	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES
16322	\$ 15,629.33	HUNT & SONS INC.	BUS FUEL
16323	\$ 0.83	ISABELLE MARKOE	MEDICARE REIMBURSEMENT
16324	\$ 107.09	KEITH MARTIN	2ND QTR REIMBURSEMENTS
16325	\$ 1,059.77	QU. EST	MAINTENANCE OF BUS STOPS/SHELTERS
16326	\$ 288.07	QUICK'S GLASS SERVICE	BUS SHELTER REPAIRS
16327	\$ 134.96	QUILL CORP	OFFICE SUPPLIES
16327	\$ 369.01	QUILL CORP	JANITORIAL SUPPLIES
16328	\$ 1,100.00	R.C. JANITORIAL	JANITORIAL SERVICES
16329	\$ 7,800.00	REI	LICENSE RENEWAL & TECH SUPPORT FOR 2019
16330	\$ 258.14	SIGNWORX	COVER UP PROMOTIONAL DECALS
16331	\$ 124.44	STAPLES CREDIT PLAN	OFFICE SUPPLIES
16332	\$ 125.55	SUTTER COUNTY LIBRARY	CONNECT CARD/TICKET SHEET COMMISSION
16333	\$ 272.79	TIAA COMMERCIAL FINANCE, INC.	COPIER LEASE
16334	\$ 455,337.63	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - NOVEMBER
16335	\$ 4.50	YUBA COUNTY LIBRARY	CONNECT CARD/TICKET SHEET COMMISSION
16336	\$ 1,750.00	ALLIANT NETWORKING SERVICES, INC.	IT SERVICES - FEBRUARY
16337	\$ 50.00	BILL SIMMONS	BOARD MEETING 1/17
16338	\$ 678.89	CALIFORNIA DEPT OF TAX & FEE ADMIN.	BUS FUEL - TAXES
16339	\$ 466.69	COMCAST BUSINESS	TELEPHONE
16340	\$ 242.66	COMCAST	INTERNET SERVICE - JANUARY
16341	\$ 50.00	DAVID SHAW	BOARD MEETING 1/17
16342	\$ 7,136.90	DAY'S GENERATOR	BACK-UP EMERGENCY GENERATOR
16343	\$ 450.00	DIGITAL DEPLOYMENT	WEB SERVICES - JANUARY
16344	\$ 50.00	JIM WHITEAKER	BOARD MEETING 1/17
16345	\$ 50.00	MANNY CARDOZA	BOARD MEETING 1/17
16346	\$ 14,882.85	MERRIMAC ENERGY GROUP	BUS FUEL
16347	\$ 50.00	MICHAEL LEAHY	BOARD MEETING 1/17
16348	\$ 50.00	RANDY FLETCHER	BOARD MEETING 1/17
16349	\$ 2,323.70	RICH, FUIDGE, LANE & BORDSEN, INC.	LEGAL SERVICES
16350	\$ 50.00	RON SULLENGER	BOARD MEETING 1/17
16351	\$ 3,511.82	ROY E. GLAUTHIER	PROFESSIONAL SERVICES
16352	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL
16353	\$ 473.30	STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES
16354	\$ 550.75	STATE COMP INSURANCE FUND	STATE COMP INSURANCE
16354	\$ 19.06	STATE COMP INSURANCE FUND	ADDITIONAL PREMIUMS
16355	\$ 50.00	STEPHANIE MCKENZIE	BOARD MEETING 1/17
16356	\$ 7.12	TEHAMA TIRE SERVICE	TIRES/TUBES
16357	\$ 470.70	TITAN SHRED	SHREDDED BOXES ON SITE

16358    \$    82,603.56    DOUBLEMAP, INC.  
          \$    648,610.16

CAD/AVL

**LAIF  
TRANSFERS**

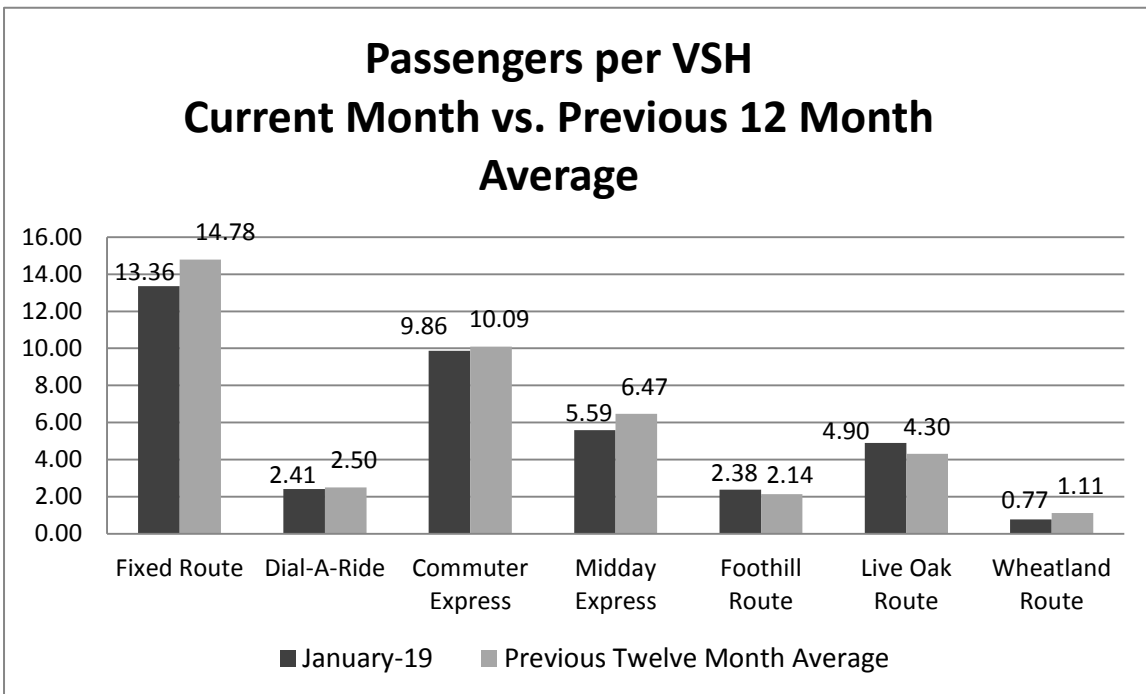
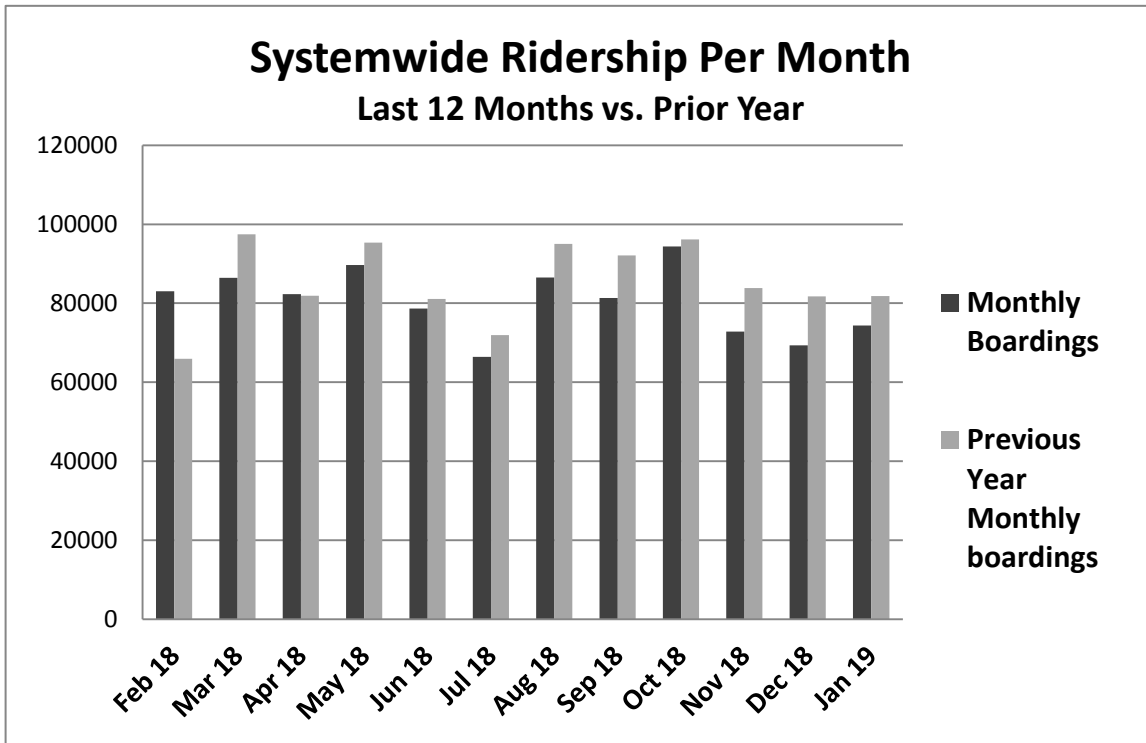
NO LAIF TRANSFERS

## AGENDA ITEM IV - C

### JANUARY 2019 PERFORMANCE REPORT

<b>Ridership:</b>	<b>January-19</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	57,581	64,057	428,374	484,569
Dial-A-Ride	5,082	5,221	35,298	39,092
Commuter Express	10,168	10,185	69,836	68,220
Midday Express	909	1,040	7,220	7,191
Foothill Route	211	174	1,400	1,213
Live Oak Route	386	332	2,645	2,024
Wheatland Route	30	45	392	300
<b>Total Ridership:</b>	<b>74,367</b>	<b>81,055</b>	<b>545,165</b>	<b>602,609</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	4,310.64	4,333.37	30,301.38	30,268.99
Dial-A-Ride	2,111.17	2,088.56	14,459.42	14,756.41
Commuter Express	1,030.78	1,009.54	7,114.13	6,871.82
Midday Express	162.47	160.66	1,126.76	1,107.24
Foothill Route	88.62	81.57	566.36	565.79
Live Oak Route	78.72	77.26	543.51	518.64
Wheatland Route	38.72	40.57	301.43	271.72
<b>Total VSH's:</b>	<b>7,821.12</b>	<b>7,791.52</b>	<b>54,412.99</b>	<b>54,360.61</b>
<b>Passengers Per Hour:</b>				
Fixed Route	13.36	14.78	14.14	16.01
Dial-A-Ride	2.41	2.50	2.44	2.65
Commuter Express	9.86	10.09	9.82	9.93
Midday Express	5.59	6.47	6.41	6.49
Foothill Route	2.38	2.14	2.47	2.14
Live Oak Route	4.90	4.30	4.87	3.90
Wheatland Route	0.77	1.11	1.30	1.10
<b>Total Passengers Per VSH:</b>	<b>9.51</b>	<b>10.40</b>	<b>10.02</b>	<b>11.09</b>

## JANUARY 2019 PERFORMANCE REPORT



AGENDA ITEM V – A  
STAFF REPORT

**LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FUNDING PROJECTS**

**Background**

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving State identified disadvantaged and low-income communities (DAC's). Agencies such as Yuba-Sutter Transit whose service area includes one or more disadvantaged communities must expend at least 50 percent of the money received on projects that will benefit those communities. Assembly Bill 1550 (2016) additionally requires that 10 percent of the funds must benefit low income households that are within disadvantaged/low-income communities or within ½ mile of a disadvantaged or low income community. Senate Bill 1119 (2018) increased project flexibility by allowing transit agencies to waive the requirement of expending 50 percent of the total allocation within and benefiting a DAC for the following:

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

Within the above parameters, LCTOP projects are primarily intended to support new or expanded bus or rail services; expand intermodal transit facilities; and, may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities with each project required to reduce greenhouse gas emissions. They can also be used to purchase zero-emission replacement vehicles and the provision of fueling infrastructure for zero-emission vehicles.

LCTOP funding is distributed under the same formula that is used for the State Transit Assistance (STA) program and is available only to STA eligible recipients. As a result, Yuba-Sutter Transit is the only eligible claimant for LCTOP funding in the bi-county area. Caltrans is responsible for ensuring that the statutory requirements of the program are met in terms of project eligibility, greenhouse gas reductions, disadvantaged community benefits and other requirements of law. Recipients are encouraged to select those projects that maximize public benefits for transit ridership, greenhouse gas reductions, disadvantaged community benefits and other co-benefits.

Statewide LCTOP funding levels have fluctuated wildly (from \$25 to \$147 million) in the first five cycles as funding is provided through a continuous appropriation of five percent of the annual auction proceeds in the Greenhouse Gas (GHG) Reduction Fund. The Yuba-Sutter Transit allocation and projects for each cycle are shown below.

FY 2015	\$60,305 – North Beale Transit Center Improvements (Complete)
FY 2016	\$180,417 – Bus Stop Enhancement Project (In Progress)
FY 2017	\$82,455 – Connect Card Implementation Expenses (In Progress)
FY 2018	\$226,068 – Zero Emission Bus Purchase (Suspended)
FY 2019	\$336,962 – Not Yet Designated (Now Available for Allocation)

The 2018 cycle was designated toward the purchase of zero emission buses which needs to be reallocated because zero emission buses are not being pursued at this time due primarily to the unsuccessful federal grant application that was necessary to complete the purchase of these buses. Additionally, the facility assessment that was conducted as part of the Corridor Enhancement Plan identified many challenges with implementing charging infrastructure at the current facility and an Adaption Planning Grant was recently submitted to Caltrans for funding to conduct a site analysis and high level design to replace the current facility with a Next Generation Transit Facility. As a result, zero emission buses are on hold until questions about the future facility can be answered.

LCTOP allocation requests will need to be submitted to SACOG by February 19<sup>th</sup> before their final submittal to Caltrans by March 28<sup>th</sup>. Caltrans in coordination with the California Air Resources Board (ARB) will determine if proposals are eligible for funding before authorizing the release of funds to the various agencies for eligible expenditures starting July 1<sup>st</sup>.

### **Eligible Projects**

The LCTOP was created to provide operating and capital assistance for transit agencies to reduce GHG emissions and improve mobility with a priority on serving DACs. Per **Public Resource Code 75230 (f) (1-3)** moneys from the program shall be expended to provide transit operating or capital assistance that meets **any** of the following:

1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share.
3. Expenditures related to the purchase of zero-emission replacement buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support zero-emission buses.

Caltrans, in coordination with the ARB, reviews Allocation Requests to determine if the project supports at least one of the above listed criteria; decreases GHG emissions; and, if applicable, provides the requisite DAC benefits.

### **Proposed Projects**

Since two cycles of funding are available for the current cycle (\$336,962) and the proposed reallocation of the previous cycle (\$226,068), two project concepts are proposed for funding.

1. **Yuba College Sutter Center Campus Shuttle**: The 2015 Yuba-Sutter Transit Short Range Transit Plan (SRTP) examined a number of options for providing service to Yuba College's Sutter Center Campus in Yuba City. The maximum recommended service option, which was then envisioned to be funded in part through a small student fee each semester, includes service for a total of 36 weeks during the Spring and Fall Semesters from 7:15 am to 6:30 pm Monday-Thursday and from 7:15 am at 3:30 p.m. on Fridays. Service during the six week summer session would only operate Monday-Thursday as no summer classes are held on Fridays. Assuming no fare is charged, the annual cost of this service is estimated at \$169,200. Assuming June 2019 funding authorization, the shuttle would not start until January 2020 to allow enough time to finalize the schedule and routing; coordinate with Yuba College; and, advertise the service to students. The FY 2018 allocation of \$226,068 would be sufficient to operate this demonstration service through the Spring Semester of 2021. Ridership data would be closely monitored to determine if changes or discontinuation of the service is warranted between semesters.
2. **Enhanced Peak Hour Sacramento Commuter Service**: This project proposes an additional morning and afternoon schedule in the Highway 70 corridor and more direct express service between the Caltrans District 3 office in Marysville and the Gateway Oaks stop in Sacramento. Due to crowding on the current 270 and 370 am schedules each morning and afternoon, additional schedules are now being considered. This new service is designed to alleviate crowding and expand the availability of service in the Highway 70 corridor to attract additional ridership. In addition, Caltrans District 3 has expanded staffing and is experiencing parking shortages. More direct express service will attract more ridership among Caltrans employees who now commute to Marysville from Sacramento. The maximum annual cost of the additional service and modified express route changes is estimated at \$124,100. If this project is approved as proposed, these enhanced services could not begin before July 1, 2019. The FY 2019 allocation of \$336,962 would be sufficient to fund the proposed services through March 2022.

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

RECOMMENDATION: Authorize the submittal of projects for LCTOP funding as proposed.

**AGENDA ITEM V – B  
STAFF REPORT**

**PROPOSED FARE & FARE POLICY ADJUSTMENTS**

**Background**

The State Transportation Development Act (TDA) requires that public transportation operators achieve a certain minimum farebox recovery ratio which is the percentage of operating costs recovered from passenger fares. The basic figure is 20 percent for urban fixed route services and 10 percent for rural and specialized demand response services unless otherwise modified based on the mix of service and/or the size of the subject urban area. The Sacramento Area Council of Governments (SACOG) has set the combined farebox recovery ratio for all services operated by Yuba-Sutter Transit at 14.6 percent. While there are some exemptions and waivers in the TDA, if an operator fails to meet the required ratio, it must make up the difference with local (non-federal and non-state) funds.

Yuba-Sutter Transit's audited farebox recovery ratio, which held steady with only a couple of exceptions between 22 and 28 percent for 20 years (FY 1996 through FY 2015), has since steadily declined to an audited figure of 16.1 percent for FY 2018 and it is now budgeted at 15.9 percent for FY 2019 though it will likely be even lower. This long period of farebox ratio stability was possible through increased passenger fare revenue from a long period of ridership growth, a few strategic fare increases and aggressive cost containment. Because operating costs have continued to increase over time and the last fare increase of any kind was in 2010, the nearly four year systemwide ridership decline and the resulting decrease in passenger fare receipts is now bringing the minimum farebox recovery ratio into play.

The farebox recovery ratio can be increased through some combination of reduced operating expenses or increased passenger fare receipts. Operating expenses can be reduced most directly through service cuts and fare receipts can be increased most directly through a fare increase though both will have a negative impact on ridership. Because Yuba-Sutter Transit already operates what is essentially a base level of service with limited days and hours of operation and hourly service frequencies on most local fixed routes at what is among the lowest hourly cost of any comparable transit system in California, there is little room to reduce operating expenses without seriously impacting the level and quality of the service. In addition, each dollar increase in fare revenue whether through passenger growth or a fare increase has more than six times the impact on the farebox recovery ratio than a dollar decrease in operating costs.

For comparison purposes, a recent survey of nine similarly sized and larger mid-valley systems revealed that Yuba-Sutter Transit's fare structure has the lowest local fixed route cash and monthly pass fares; among the lowest Dial-A-Ride fares; and, commuter cash and monthly pass fares that are generally less than other systems when travel distance is considered. Yuba-Sutter Transit's local fixed route fares have not been increased since the service was reinstated in January 1993; Dial-A-Ride fares have not been increased since July 2004; and, Sacramento fares were last increased in July 2010. In addition, while the financial element of the 2015 Yuba-



Sutter Short Range Transit Plan recommended consideration of a general fare increase be considered for implementation in July 2017 to maintain the Board adopted farebox recovery goal of 20 percent, that was delayed until now to avoid complicating the Connect Card electronic fare card system which is now fully implemented.

For the purpose of developing specific recommendations to increase the agency's farebox recovery ratio and avoid future financial sanctions related to non-compliance, the Board of Directors established an ad hoc committee at the January 17<sup>th</sup> meeting. Should this process result in a recommendation to increase fares or significantly reduce service, a public hearing will be required which would need to be conducted in April for the result to be included in the FY 2020 budget that is scheduled for adoption in May. For this reason, the required public hearing must be set at the February 21<sup>st</sup> meeting to provide the required 30 day notice. At their February 6<sup>th</sup> meeting, the unanimous direction of the ad hoc committee was to forward a specific fare adjustment recommendation to the Board for consideration at the February 21<sup>st</sup> meeting.

### **Current Fare Structure, Fare Policies & Estimated Fare Box Recovery Rates**

Exhibit A is the current Yuba-Sutter Transit fare structure and fare policy table which reflects the final step in the full implementation of the Connect Card electronic fare card system that became effective on July 1, 2018. Local fixed route fares include both cash and monthly pass rates for both general and discount fare categories along with a daily cap rate for all fare categories. Discount fares are available for seniors (age 65 and over), youth (ages 5 through 18) and persons with eligible disabilities. By law, during non-peak hours on any fixed route system, Yuba-Sutter Transit cannot charge a cash fare to seniors, persons with disabilities or an individual presenting a Medicare card that is more than half the peak hour general public cash fare. While lower age thresholds are permitted, senior eligibility must include, at a minimum, all persons 65 years of age or over. Local fixed route monthly passes have long been deeply discounted and are based on 15 roundtrips each month to break even. Due to the FRAQMD funded subsidy, just five monthly roundtrips are needed to break even on discount passes. Approximately 45 percent of local fixed route passengers now ride with a monthly pass while 51 percent use cash or tickets. The daily cap (or no-risk daily pass) is now set at three trips per day, but it is available only with a Connect Card. The estimated farebox recovery rate for the local fixed route system was 12.8 percent for FY 2018.

Dial-A-Ride fares are now at the Americans with Disabilities Act (ADA) maximum of twice the base local fixed route fare and cannot be increased without an increase in the local fixed route cash fare. Dial-A-Ride service is only available to seniors and persons with disabilities within an established service area boundary that is largely defined by the Marysville/Yuba City urban area. In many areas, this boundary well exceeds the ADA mandated boundary of three-quarters of a mile from a local fixed route. In addition, the ADA mandate only requires such service for persons with disabilities without regard to age. The weekday evening Dial-A-Ride service uses the same boundary, but it is open to the general public and youth as the local fixed route service ends at 6:30 p.m. each weekday. No monthly passes are available for the Dial-A-Ride service because unlike a fixed route system there are little, if any, economies of scale for each additional trip. The estimated farebox recovery rate for the local Dial-A-Ride service (including weekday evenings) was 6.4 percent for FY 2018.

Sacramento fares are set higher than local fares due to the premium nature of the service and the distance traveled. No discount fares are available for the peak-hour commuter service, but the Midday service does have the same half-fare requirement as the local fixed route system. Monthly passes for the combined Sacramento services are based on an average of 16 days of use (four days a week) which is common for long distance commuters. These same monthly passes are also accepted on the local fixed route system. Over 80 percent of Sacramento commuter passengers and up to 40 percent of Midday passengers use a monthly pass. The estimated farebox recovery rate for the combined Sacramento services was 50.9 percent for FY 2018.

Yuba-Sutter Transit’s three rural route deviation services from Live Oak, Wheatland and the Yuba County Foothills operate with identical fare structures offering half-fare discounts to seniors, persons with disabilities and youth. In recent years, the deeply discounted monthly local fixed route passes have also been accepted on all three rural services though this same privilege has never been extended to general public pass holders. Under a long-standing operating agreement with the Cities of Live Oak and Wheatland, Yuba-Sutter Transit is compensated for the fully allocated cost of the service provided (minus any cash fares received), but the farebox recovery rate for these two services is included in the overall farebox recovery ratio requirement for Yuba-Sutter Transit. The estimated FY 2018 farebox recovery rates for these three routes were 4.6 percent for Live Oak, 2.2 percent for Foothill and 1.7 percent for Wheatland for a combined 2.9 percent. As a result, even doubling the cash fare on these routes would not increase their farebox recovery ratios to anywhere close to the targeted 10 percent standard for such services.

The following chart illustrates the relative ridership, cost and fare revenue share of Yuba-Sutter Transit’s four basic service types for FY 2018.

	<u>Ridership</u>	<u>Service Hours</u>	<u>Fare Receipts</u>	<u>Estimated Farebox Ratio</u>
Local Fixed Routes	80%	56%	43%	12.8%
Dial-A-Ride	6%	27%	10%	6.4%
Sacramento	13%	15%	46%	50.9%
Rural Routes	<1%	2%	<1%	2.9%

As shown, the local fixed route system has a disproportionate impact on ridership, the Dial-A-Ride service has a disproportionate impact on operating costs as measured in service hours and the Sacramento service has a disproportionate impact on fare receipts. These relationships are critical to note when assessing the relative impact of any potential fare policy adjustment.

**Fare Adjustment Recommendation**

Based on the current year operating budget, roughly \$75,000 in additional fare revenue is needed for each percentage point increase in the projected farebox recovery ratio. With a budgeted FY 2019 farebox recovery ratio of 15.9 percent, it would take an increase of more than \$300,000 in annual fare receipts for the farebox ratio to approach the Board established goal of 20 percent

and an increase of at least \$150,000 would be needed to appreciably widen the distance between the budgeted ratio and the required minimum farebox recovery ratio of 14.6 percent. This potential range would represent an overall increase of 12.5 to 25.0 percent in the \$1.2 million in budgeted fare revenue for FY 2019 without accounting for any resulting impact on ridership in FY 2020. To reach these figures, some combination of fare increases on all major Yuba-Sutter Transit services will be necessary.

Based on the internal relationship between Yuba-Sutter Transit’s services, comparisons with the fare structures for other agencies and Federal requirements; staff is recommending the following cash and monthly pass fare structure with the resulting percentage increase noted for each. In general, due to the half-fare requirement, cash fixed route fares (unchanged since 1993) have to increase to allow for any increase in Dial-A-Ride fares (unchanged since 2004). The increase in Sacramento fares (unchanged since 2010) reflects the significant 2018 upgrade in service quality and features with both to be further improved in 2019. While they will not have much impact on the systemwide farebox recovery ratio due to light ridership, the proposed fare increases on the weekday evening Dial-A-Ride (unchanged since 2005) and rural route services (unchanged since 1993) reflect the extremely low farebox recovery ratios now experienced on these services and general cost increases over the years.

<u>Cash Fares</u>	<u>General</u>	<u>Discount</u>	<u>Daily Cap</u>
Local Fixed Routes	\$1.50 (+50%)	\$0.75 (+50%)	\$3.00 (NC)
Dial-A-Ride	NA	\$3.00 (+50%)	NA
Weekday Evening DAR	\$4.00 (+33%)	\$2.00 (+33%)	NA
Sacramento Commuter	\$4.50 (+12.5%)	NA	NA
Sacramento Midday	\$4.50 (+12.5%)	\$2.25 (+12.5%)	NA
Rural Routes	\$3.00 (+50%)	\$1.50 (+50%)	NA

<u>Monthly Pass Fares</u>	<u>General</u>	<u>Discount</u>	<u>Notes</u>
Local Fixed Routes	\$30 (NC)	\$15 (NC)	\$5 Discount Pass thru 3/20
Dial-A-Ride	NA	NA	
Weekday Evening DAR	NA	NA	
Sacramento Commuter	\$135 (+5.5%)	NA	15 Day Break Even Basis
Sacramento Midday	\$135 (+5.5%)	NA	15 Day Break Even Basis
Rural Routes	\$30 (All New)	\$15 (NC)	New General Pass Eligibility

As recommended, Yuba-Sutter Transit’s local fixed route, Dial-A-Ride and Sacramento cash fares would still be among the lowest in the region while monthly pass fares would easily remain the lowest in the region. While the 50 percent increase in cash fares on the local fixed route and rural route systems is rather steep (even though they have not increased in over 25 years), with no increase in the local monthly pass and daily cap rates and the ability to use all monthly fixed route passes (both general and discount) on rural routes, most passengers will either experience

no fare increase or be able to significantly mitigate the increase by changing fare media from cash to pass. The lack of an increase in monthly pass rates also provides an option to raise additional fare revenue in future years without another large cash fare increase. Similarly high percentage increases are also being recommended for the Dial-A-Ride services due to the high cost per passenger and low farebox recovery ratio for these highly specialized services. In addition, the vast majority of Dial-A-Ride fares are paid for by sponsoring programs and not by individual passengers so the personal impact of any increase is much less than what would appear to be the case on the surface. Finally, some Dial-A-Ride passengers who can make use of the local fixed route system may do so more often with the greater disparity in fares especially when compared to a discount monthly pass or a discount capped daily cash fare.

Based on current ridership and fare patterns, these proposed fare and fare policy changes would be expected to result in approximately \$246,000 in additional fare revenue annually. This figure, which is broken down by service and fare type in the table below, does not account for any changes in ridership or fare media used that might result from changes in the fare structure which could include some unknown combination of passengers moving from cash fares to monthly passes; moving from cash fares to daily capped fares; or, riding less frequently.

	<u>Cash</u>	<u>Pass</u>	<u>Total Increase</u>
Local Fixed Routes	\$148,000	\$0	\$148,000
Dial-A-Ride	\$53,000	NA	\$53,000
Weekday Evening DAR	\$3,000	NA	\$3,000
Sacramento Commuter	\$13,000	\$23,000	\$36,000
Sacramento Midday	\$3,000	Included Above	\$3,000
Rural Routes	\$3,000	\$0	\$3,000
<b>Total Increase</b>	<b>\$223,000</b>	<b>\$23,000</b>	<b>\$246,000</b>

The actual amount of fare revenue generated by the recommended changes will vary based on all of the above variables, but this table indicates that the result is likely to at least be within the referenced range of \$150,000 - \$300,000 in additional fare revenue. While modifications to this recommendation are possible, each would have an impact on the fare revenue potential of the resulting fare structure. These could include changing the level of increase on some or all services; changing the pricing approach for monthly passes or daily capped fares; phasing in any increase over time; or, not making any changes and delaying this decision a year or more until the system has failed to meet the minimum farebox recovery ratio standard.

Staff will be prepared at the meeting to discuss in detail both the recommended fare structure as well as the potential impact of any modifications.

**RECOMMENDATION:** Set a public hearing for 4:00 p.m. on Thursday, April 18, 2019 to receive comments on proposed fare and fare policy changes.

**EXHIBIT A**  
**YUBA-SUTTER TRANSIT**  
**FARE STRUCTURE**  
**Effective July 1, 2018**

	<u>Basic One-Way Fare</u>			<u>Senior (65+)/Disabled &amp; ADA Eligible</u>			<u>Youth (Age 5-18)</u>		
	<u>Cash</u>	<u>Daily</u>	<u>Monthly</u>	<u>Cash</u>	<u>Daily</u>	<u>Monthly</u>	<u>Cash</u>	<u>Daily</u>	<u>Monthly</u>
		<u>Cap*</u>	<u>Pass*</u>		<u>Cap*</u>	<u>Pass*</u>		<u>Cap*</u>	<u>Pass*</u>
<b><u>Urban Services</u></b>									
Fixed Route	\$1.00	\$3.00	\$30.00	\$0.50	\$1.50	\$5.00	\$0.50	\$1.50	\$5.00
Dial-A-Ride	NA	NA	NA	\$2.00	NA	NA	NA	NA	NA
Evening Dial-A-Ride (Weekdays after 6:00 p.m.)	\$3.00	NA	NA	\$1.50	NA	NA	\$1.50	NA	NA

\* **The daily cap and all monthly passes are available only with a Connect Card.**

Non-attendant companions traveling with eligible Dial-A-Ride passengers pay the same cash rate of \$2.00 per boarding. Discount monthly passes for eligible seniors, disabled and youth that are normally priced at \$15 are now \$5 through March 2019 with the difference being provided by a FRAQMD grant. These same discount passes are also valid on the three rural routes under the same program.

**Rural & Sacramento Routes**

Sacramento Commuter**	\$4.00	NA	\$128.00	\$4.00	NA	NA	\$4.00	NA	NA
Sacramento Midday**	\$4.00	NA	\$128.00	\$2.00	NA	NA	\$2.00	NA	NA
Live Oak Route	\$2.00	NA	NA	\$1.00	NA	\$5.00	\$1.00	NA	\$5.00
Foothill Route	\$2.00	NA	NA	\$1.00	NA	\$5.00	\$1.00	NA	\$5.00
Wheatland Route	\$2.00	NA	NA	\$1.00	NA	\$5.00	\$1.00	NA	\$5.00

\*\* A combined monthly pass good for unlimited use of Sacramento Regional Transit (RT) District's bus and light rail system as well as Yuba-Sutter Transit's Sacramento and local fixed route system is available on a Connect Card for \$183.00.

**Monthly Passes**

The basic monthly pass is valid for use only on the local fixed route service. The Sacramento Commuter monthly pass is valid on all Sacramento services as well as on the local fixed route service. Discount monthly passes are also valid on the three rural routes through March 2019 under the FRAQMD funded program.

**Individual Ride Tickets**

Passengers can purchase \$10 sheets of 50 cent tickets or individual ride tickets in specific denominations to pay the applicable cash fare on any service.

**Children**

Children age 4 and under ride free on all services (limit of two free fares per adult). Additional eligible children may ride at the applicable discount youth rate, if any, for each service.

**Discount (Senior/Disabled/Youth) Fare Eligibility**

As applicable, a valid Yuba-Sutter Transit photo I.D. card, Medicare card, DMV disabled placard identification computer printout, or senior/disabled/youth photo I.D. card issued by another transit agency will be accepted as proof of eligibility for any available discount cash fare. Medicare card and DMV printout holders are required to produce photo identification upon boarding to confirm that they are the one to whom the card or printout was issued. Discount monthly passes can only be issued on a Yuba-Sutter Transit discount photo Connect Card ID card that are available with valid proof of eligibility from the Yuba-Sutter Transit office. Personal care attendants of persons with disabilities may ride free of charge on any service if the photo I.D. of the person being attended has an **ATTENDANT** stamp.

**Americans with Disabilities Act (ADA) Eligibility**

Passengers with disabilities that prevent them from using the fixed route system may apply for ADA status on the Yuba-Sutter Transit Dial-A-Ride service. ADA passengers must show the driver a Yuba-Sutter Transit ADA Discount Photo ID card (with or without an attendant endorsement). Yuba-Sutter Transit will honor valid ADA cards issued by another transit agency for up to 21 days.

AGENDA ITEM V – C  
STAFF REPORT

**FY 2020 BUDGET PREVIEW**

**Background**

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

The purpose of this agenda item is to provide a mid-year status report on the current budget cycle, to review potential issues related to the upcoming cycle and to invite input on other issues that the Board would like staff to consider when preparing the preliminary draft budget for presentation at the March meeting. As with any budget process, there are a number of issues for which early Board discussion is appropriate. For FY 2020, these include, but are not limited to, the following list of budget, service, policy and planning related issues that staff has identified for consideration.

- Projected year-end revenues and expenses for FY 2019
- Federal, state and local operating and capital funding outlook for FY 2020
- Implementation decisions regarding recommendations from the 2015 Yuba-Sutter Short Range Transit Plan including programmed fleet replacement projects and possible fare structure changes
- Expiration of the current Transdev Services, Inc. operating agreement on September 30, 2019 and the related Request for Proposals (RFP) process

**Projected Year-End Revenues and Expenses for FY 2019**

Complete year-to-date budget projections will be provided when the preliminary draft budget is submitted in March, but total operating expenses for FY 2019 are now expected to be close to the adopted \$7.2 million budget. Representing nearly 10 of the budget and typically the most volatile of all line items, fuel expenses are currently expected to end the year at or near the budgeted amount of \$699,000, but this can change quickly as fuel prices have trended higher since the first of the year. Most expense line items are relatively close to the amount budgeted at the mid-year mark, but major component (engines and transmissions) expenses can still present a challenge with five months still to go in the fiscal year.

Operating revenues for FY 2019 are likely to come in slightly below budget primarily due to lower than expected fare receipts resulting from decreased ridership. State and Federal funding sources, representing 45 percent of budgeted operating revenues, are all expected to ultimately come in as budgeted, but only 10 percent of these funds have been

received to date. Due to on-going Federal budgeting challenges, the cash flow challenges that we typically experience around this time each year are even more pronounced this fiscal year.

### **Federal, State and Local Operating and Capital Funding Outlook**

The 2015 Federal transportation funding measure known as Fixing America's Surface Transportation (FAST) Act established Federal transit funding authorization levels through FY 2020. Assuming that annual appropriations will match the authorized funding levels, the amount of Federal money available to Yuba-Sutter Transit should increase slightly from FY 2019 to FY 2020. While most Federal funds can be used for both operating and capital purposes, the largest Federal funding source has been used primarily for operating purposes since FY 2009 because other State and Federal funding have been available to satisfy fleet replacement needs. Due to the end of the State Proposition 1B bond program in FY 2017, more Federal funding has recently been programmed for capital purposes, but this could shift again with the recent failure of the effort to repeal Senate Bill (SB) 1.

State Transit Assistance (STA) revenue is the often threatened single source of on-going State transit funding that Yuba-Sutter Transit has historically used as the primary source of local matching funds for Federal capital grants. In the last ten years, STA funding has been eliminated once, restored once and significantly reworked three times – most recently by SB 1 that was signed into law in April 2017. STA is now funded through a sales tax on diesel fuel and generally available exclusively for transit operating or capital purposes with only minimal restrictions. SB 1 resulted in a significant expansion in the amount of STA funding available through an increase in the sales tax on diesel and a portion of an increase in vehicle registration fees. Because of the now-failed campaign to repeal SB 1, staff has been extremely cautious in programming these funds for operating purposes so how these funds are programmed next year and beyond will be a key FY 2020 budget discussion item.

A major portion of the annual operating budget is funded by Local Transportation Funds (LTF) contributed by the member jurisdictions. LTF revenue is derived from a one-quarter percent sales tax that is returned to the county of origin and distributed to the jurisdictions therein by population. These funds must be used first to meet local transit needs with the remainder, if any, made available for the maintenance of local streets and roads. This funding source is used by Yuba-Sutter Transit to balance the annual operating budget after all other available revenue sources have been accounted for.

Despite a significant increase in the budget over the years due to cost increases and service expansions, the combined annual LTF contribution by the member jurisdictions from FY 2006 to FY 2010 was relatively unchanged at an annual average of around \$2.0 million. This was made possible through a greater use of Federal funding for operations and increased fare revenues from passenger growth. This average dropped to about \$1.6 million annually from FY 2011 through FY 2015 with still higher use of Federal and State funds for operations before jumping to an average of about \$2.4 million from FY

2016 through FY 2018 as cost increases and reductions in other revenues required greater LTF contributions. For FY 2019, Yuba-Sutter Transit will receive \$2,789,800 in LTF funds (up 11.6 percent over FY 2018) while the total LTF apportionment for both counties was up by an average of 32.6 percent over FY 2018 though much of that increase (9.2 percent in Sutter County and 13.4 percent in Yuba County) was due to unclaimed carryover balances from FY 2018. Staff has not yet received any estimate of the LTF apportionments for FY 2020.

### **Continued Implementation of the 2015 Yuba-Sutter Short Range Transit Plan**

The Yuba-Sutter Short Range Transit Plan (SRTP) is the blueprint for the development and operation of public transportation in the bi-county area. The most recent update was adopted in May 2015. The SRTP includes operational, capital, financial and policy recommendations for consideration and possible implementation over a five to ten year period. Due to reduced ridership and fare revenues since FY 2015, the implementation of major service recommendations from the plan such as the proposed extension of the local fixed route service by one hour on both weekdays and Saturdays were delayed indefinitely. A number of recommendations for technology improvements, bus stop enhancements, fleet replacements and an additional administrative staff position have been or are now expected to be completed by the end of 2019 during which funding should be sought for a comprehensive update of the 2015 plan. Given the continued decline in systemwide performance, staff is not currently planning for any major service changes in FY 2020 unless non-LTF funding can be used for their support.

On the financial side, the SRTP recommended continued monitoring and evaluation of possible targeted future fare increases as the percentage of operating costs covered by passenger fares was expected to decline over the five year planning period. That issue is now under discussion and will be the subject of another item on this same agenda. The result of that discussion, which will significantly shape the FY 2020 budget outlook, will include an evaluation of how Yuba-Sutter Transit can maintain a systemwide farebox recovery ratio at or above the target goal of 20 percent and the more important above the minimum required ratio of 14.6 percent. Other than Connect Card related fare policy changes that were implemented in phases from September 2015 to July 2018, the last fare increase was for the Sacramento service in 2010.

### **Operating & Maintenance Service Contracting Process**

The current five year contract with Transdev Services, Inc. will expire on September 30, 2019. Staff is currently working with a consultant on a new Request for Proposal (RFP) process for the next service contract which is expected to be brought to the Board for review and approval consideration in March or April. This process will be different from what has been done for all past contracts in anticipation of key personnel and procedure changes during the next contract period. While the intent of this process will be the development of a “state-of-the-art” contract to create a sustainable relationship between Yuba-Sutter Transit and the future contractor, it does create some amount of uncertainty regarding the cost of those services.



## **Recommendation**

Board input is now being requested on the development of the preliminary draft budget regarding the above or any other issues that members may desire staff to investigate further prior to the March meeting. If so directed, staff will initiate the appropriate budget, service or policy review process as part of the preliminary draft budget to be presented at the March 21<sup>st</sup> meeting. While a special Board workshop has been held from time to time to focus on the details of the draft budget prior to final consideration in May, the need and possible dates and times for such a meeting will also be discussed at the March meeting.

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

RECOMMENDATION: Direct staff as desired.

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AGENDA ITEM V – D  
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)  
AB 2766 GRANT AGREEMENTS**

Attached for Board review and approval are three Feather River Air Quality Management District (FRAQMD) Grant Agreements (#VF18-01, #VF18-02 and #VF18-03) to extend the existing Discount Monthly Pass Program for twelve months through March 2020 (\$120,000); to purchase and install Simme Seat bus stop benches (\$12,000); and, to extend the expanded Live Oak Route for twelve months through December 2019 (\$10,000). All three of these grants were approved by FRAQMD in December for the full amount requested for a total of \$142,000.

The largest of these grants assumes the sale of a projected 12,000 discount monthly bus passes for area youth (age 5 – 18), seniors (currently age 65 and over) and persons with disabilities at a grant funded subsidy of \$10 each. Based on the current price of \$15 for a discount monthly fixed route pass, the out-of-pocket cost to the passenger would remain at \$5 each. All related marketing and administrative support expenses will be provided by Yuba-Sutter Transit as an in-kind contribution. In addition, these discount passes will also be accepted as payment on Yuba-Sutter Transit's three rural routes to Live Oak, Wheatland and the Yuba County Foothills.

The second grant is for the purchase and installation of up to 24 unique, two seat bus stop benches at locations where traditional shelters and benches are not likely to be installed due to the lack of sidewalks or inadequate right-of-way clearances. Designed for easy and relatively inexpensive installation at especially challenging locations, these benches are projected to cost an average of \$1,000 per stop (bench, pole, hardware, delivery, site preparation and installation). The remaining cost of the projected \$24,000 project would be funded by Yuba-Sutter Transit from Low Carbon Transit Operations Program (LCTOP) funding from the State Cap & Trade program revenues that have already been earmarked for bus stop improvements.

The final grant is for the continued operation of the Live Oak Route at the expanded five day a week service level including an on-call stop at Yuba College's Sutter County Center from January 1 through December 31, 2019. FRAQMD has provided funding in previous grant cycles for a portion of the cost to expand this route from three to five days a week which became effective July 1, 2015. The grant will provide approximately one-third of the required operating cost for the twelve month extension with the remaining net operating cost provided by the City of Live Oak from available State Transit Assistance (STA) revenue that is claimed directly by Yuba-Sutter Transit. All related marketing and administrative support expenses will be provided by Yuba-Sutter Transit as an in-kind contribution.

These are standard FRAQMD grant agreements that will have been reviewed by legal counsel prior to the meeting. Staff and counsel will be prepared at the meeting to discuss both the agreements and the projects in detail.

RECOMMENDATION: Authorize execution of FRAQMD Grant Agreements #VF18-01, #VF18-02 and #VF-03 as submitted.

P:\yst agenda items\FRAQMD Agreements Item V-D 2-19/

AGENDA ITEM V – D  
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)  
AB 2766 GRANT AGREEMENTS**

Attached for Board review and approval are three Feather River Air Quality Management District (FRAQMD) Grant Agreements (#VF18-01, #VF18-02 and #VF18-03) to extend the existing Discount Monthly Pass Program for twelve months through March 2020 (\$120,000); to purchase and install Simme Seat bus stop benches (\$12,000); and, to extend the expanded Live Oak Route for twelve months through December 2019 (\$10,000). All three of these grants were approved by FRAQMD in December for the full amount requested for a total of \$142,000.

The largest of these grants assumes the sale of a projected 12,000 discount monthly bus passes for area youth (age 5 – 18), seniors (currently age 65 and over) and persons with disabilities at a grant funded subsidy of \$10 each. Based on the current price of \$15 for a discount monthly fixed route pass, the out-of-pocket cost to the passenger would remain at \$5 each. All related marketing and administrative support expenses will be provided by Yuba-Sutter Transit as an in-kind contribution. In addition, these discount passes will also be accepted as payment on Yuba-Sutter Transit's three rural routes to Live Oak, Wheatland and the Yuba County Foothills.

The second grant is for the purchase and installation of up to 24 unique, two seat bus stop benches at locations where traditional shelters and benches are not likely to be installed due to the lack of sidewalks or inadequate right-of-way clearances. Designed for easy and relatively inexpensive installation at especially challenging locations, these benches are projected to cost an average of \$1,000 per stop (bench, pole, hardware, delivery, site preparation and installation). The remaining cost of the projected \$24,000 project would be funded by Yuba-Sutter Transit from Low Carbon Transit Operations Program (LCTOP) funding from the State Cap & Trade program revenues that have already been earmarked for bus stop improvements.

The final grant is for the continued operation of the Live Oak Route at the expanded five day a week service level including an on-call stop at Yuba College's Sutter County Center from January 1 through December 31, 2019. FRAQMD has provided funding in previous grant cycles for a portion of the cost to expand this route from three to five days a week which became effective July 1, 2015. The grant will provide approximately one-third of the required operating cost for the twelve month extension with the remaining net operating cost provided by the City of Live Oak from available State Transit Assistance (STA) revenue that is claimed directly by Yuba-Sutter Transit. All related marketing and administrative support expenses will be provided by Yuba-Sutter Transit as an in-kind contribution.

These are standard FRAQMD grant agreements that will have been reviewed by legal counsel prior to the meeting. Staff and counsel will be prepared at the meeting to discuss both the agreements and the projects in detail.

**RECOMMENDATION:** Authorize execution of FRAQMD Grant Agreements #VF18-01, #VF18-02 and #VF-03 as submitted.

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# AGREEMENT FOR USE OF MOTOR-VEHICLE REGISTRATION SURCHARGE FEES

## FRAQMD Agreement No. VF18-01

This Agreement, dated December 3, 2018, is between the Yuba-Sutter Transit Authority ("Participant"), a public agency of the State of California, and the Feather River Air Quality Management District ("FRAQMD"), a body corporate and politic and a public agency of the State of California.

### RECITALS

- A. Participant proposes to continue the Discount Monthly Bus Pass Program, which will continue the Discount Monthly Bus Pass Program for area youth, seniors and persons with disabilities from April 2019 through March 2020.
- B. As part of its effort to reduce local air pollution from motor vehicles, FRAQMD is willing to fund a portion of this work from revenues it may receive under Chapter 7 of Part 5 of Division 26 (commencing with section 44220) of the Health and Safety Code, subject to the terms and conditions herein.

### TERMS AND CONDITIONS

1. FRAQMD shall pay to Participant a total amount not to exceed \$120,000.00, within thirty days of receiving Participant's written invoice for the work described in section 2. Payment shall be made exclusively from revenues as specified in section B above, and is conditioned upon such revenues being available. Participant may submit partial invoices as work is completed throughout the term of the Agreement.
2. Participant shall use the funds paid under section 1 solely for the Discount Monthly Bus Pass Program, which will continue the Discount Monthly Bus Pass Program for area youth, seniors and persons with disabilities from April 2019 through March 2020, as further described in Exhibit A, which is attached to this agreement and made part of it.
3. Participant shall include mention of FRAQMD's Blue Sky Program as a funding source for the Discount Monthly Bus Pass Program in all press releases, advertisements and other public outreach for the Discount Monthly Bus Pass Program. Participant shall provide FRAQMD notification of all such outreach prior to publication.
4. Participant shall submit a final "Project Evaluation" report that details the results of the Discount Monthly Bus Pass Program objectives as further described in said Exhibit A, **with the final invoice**, within 90 days of project completion, but no later than June 30, 2020.
5. Participant acknowledges that in order to comply with Chapter 7 of Part 5 of Division 26 (commencing with Section 44220) of the Health and Safety Code the funds paid under section 1 must be used solely to reduce air pollution from motor vehicles, and for related planning, monitoring, enforcement, and technical studies necessary to implement the California Clean Air

Act of 1988. Participant agrees to use all funds paid hereunder for such purposes.

6. Participant shall complete the work described in paragraph 2 by **March 31, 2020**. If all or a portion of the work described in paragraph 2 is not complete, the funding allocated to the incomplete portion shall revert to back to the FRAQMD on July 1, 2020. Further, Participant shall refund to FRAQMD any funds paid hereunder which are not expended solely for the work described in paragraph 2, together with accrued interest, within 30 days of FRAQMD's written demand therefore.

7. If Participant requires an amendment to the agreement either to extend the grant beyond March 31, 2020, to complete the work described in paragraph 2, or for any other reason, then an extension request must be received by the FRAQMD no later than January 10, 2020.

8. Participant agrees to indemnify, defend (upon FRAQMD's written request), protect, and hold harmless FRAQMD and FRAQMD's officers, employees, and agents against all liabilities, claims, demands, damages, and costs (including reasonable attorneys' fees and litigation costs through final appeal) that arise in any way from acts or omissions by Participant or Participant's officers, employees, or agents while performing under this agreement. Participant's obligation under this section covers but is not limited to liabilities, claims, demands, damages, and costs arising from injury to, or death of, any person and from damage to, or destruction of, any property. Participant's obligation under this section will survive this agreement.

9. If Participant materially breaches this agreement, then FRAQMD may demand in writing that the breach be cured. If, within ten days after receiving such demand, Participant has failed to cure the breach to FRAQMD's reasonable satisfaction, then FRAQMD may give Participant written notice of termination. Upon such termination, Participant must submit to FRAQMD a final written report prepared in accordance with section 3 and must return to FRAQMD all funds paid under section 1 which have not been expended on the Discount Monthly Bus Pass Program. As used in this section, "material breach" includes but is not limited to Participant's use of funds paid under section 1 in a manner inconsistent with Chapter 7. FRAQMD's failure to insist on strict performance of this agreement, or to exercise any right or remedy upon breach of this agreement, shall not constitute a waiver of such performance, right, or remedy. No waiver is binding unless in writing, signed by FRAQMD.

10. Participant acknowledges that FRAQMD's sole responsibility concerning the Discount Monthly Bus Pass Program Project described in section 2 is to contribute a portion of the program costs. FRAQMD has no responsibility for, or control over, development, implementation, and promotion of the Discount Monthly Bus Pass Program.

11. All correspondence regarding this agreement, including invoices, payments, and notices, shall be directed to the following persons at the following addresses and phone numbers:

YSTA

Keith Martin, Transit Director  
2100 B Street, Marysville, CA 95901  
(530) 634-6880

FRAQMD:

Christopher D. Brown, AICP, Air Pollution Control Officer  
541 Washington Avenue, Yuba City, California 95991  
(530) 634-7659

If written, correspondence shall be sent either by personal delivery (including overnight delivery service) or by U. S. Mail, postage prepaid, and shall be considered delivered when actually received.

12. For a period of three years after final payment to Participant, this agreement shall be subject to the examination and audit of the State Auditor or independent auditor selected by FRAQMD, whether at FRAQMD's request or as part of any audit of FRAQMD, and Participant shall retain copies of all documents and records pertinent to this agreement for such period.

13. This agreement reflects the contributions of both parties and accordingly the provisions of Civil Code section 1654 shall not apply in interpreting this Agreement.

14. This agreement shall be interpreted and applied in accordance with California law. If any conflict arises between sections 1 through 13 and Exhibit A, then sections 1 through 13 shall govern. Any litigation concerning it shall be brought in the Superior Court of Sutter County. The prevailing party in any such litigation shall be entitled to recover reasonable attorneys' fees in addition to any other relief to which it may be entitled.

15. This agreement sets forth the parties' entire understanding regarding the matters set forth in sections 1 through 14. It supersedes all prior agreements and representations, written and oral, and may be modified only by a written agreement signed by Participant and FRAQMD.

APPROVED FOR LEGAL FORM

FEATHER RIVER AIR QUALITY  
MANAGEMENT DISTRICT

By: \_\_\_\_\_  
District Counsel

By: \_\_\_\_\_  
Christopher D. Brown, AICP, APCO

YUBA-SUTTER TRANSIT AUTHORITY

By: \_\_\_\_\_  
Keith Martin, Transit Director



EXHIBIT A

# FEATHER RIVER AQMD PROPOSAL SUMMARY FORM

Fiscal Year 2018-2019

The following information must be provided with each project application:

PROJECT TITLE Discount Monthly Bus Pass Program

Agency/Company Name: Yuba-Sutter Transit Authority

Mailing Address: 2100 B Street, Marysville, CA 95901

Phone Number: (530) 634-6880 Fax Number: (530) 634-6888

## CONTACT PERSON

Name: Keith Martin E-Mail Address: Keith@yubasuttertransit.com

Mailing Address: 2100 B Street, Marysville, CA 95901

Phone Number: (530) 634-6880 Fax Number: (530) 634-6888

**BRIEF DESCRIPTION OF PROJECT:** Continue the Discount Monthly Bus Pass Program for area youth, seniors, and person with disabilities for 12 months (April 2019 - March 2020).

## FUNDING

AB2766 Funding (Requested): \$ 120,000

OR


AB 923 Funding (Requested): \$ \_\_\_\_\_

Other Funding: \_\_\_\_\_ Source: \_\_\_\_\_  
\$ 5,400 \_\_\_\_\_ In-Kind \_\_\_\_\_

\$ \_\_\_\_\_ \_\_\_\_\_

TOTAL PROJECT COST: \$ 125,400

## SIGNATURE

Signature of Responsible Official:   
(Original Signature Required/No Photocopies)

Print Name and Title: Keith Martin, Transit Manager

**NOTE:** Read Section VIII, Contents of Proposals, carefully. Detailed project information is required. Incomplete applications will not be accepted. A proposal summary form is required for each separate project. **ATTACH REQUIRED INFORMATION TO THIS FORM** including Statement of Objectives, Background, Project Organization, Work Statement, and Cost Breakdown.



RECEIVED

OCT 05 2018

FEATHER RIVER  
AQMD

October 2, 2018

Larry Munger, Chairman  
Feather River Air Quality Management District  
541 Washington Avenue  
Yuba City CA 95991

RE: 2018/2019 Blue Sky Program Grant Application  
Discount Monthly Bus Pass Program

Dear Chairman Munger:

On behalf of the Yuba-Sutter Transit Board of Directors, I am pleased to submit the attached application for \$120,000 in FY 2018-2019 Blue Sky Program funds to extend the Discount Monthly Pass Program for 12 months from April 2019 through March 2020. This tremendously popular program, which began as a ridership incentive program for area youth in September 2005, has been expanded over the years to now include seniors and persons with disabilities. These three programs were combined for 2015 into a single Discount Monthly Bus Pass Program that will now end on March 31, 2019 without additional funding.

The primary objective of the program continues to be reduced vehicle trips and vehicle miles traveled by encouraging youth (ages 5 – 18), seniors (age 65 and over) and eligible persons with disabilities to ride public transit as much as possible. This is to be accomplished by discounting Yuba-Sutter Transit's unlimited use monthly local and rural fixed route discount bus pass (currently valued at \$15) by \$10 using FRAQMD grant funds to off-set the lost fare on each pass. The success of this concept will be measured by comparing the number of passes sold and the trips provided whether by individual eligibility category or for all categories combined to prior years and before the program began. Based on current pass sales and ridership data, the proposed 12 month cycle of this program is expected to result in the sale of up to 12,000 discount monthly bus passes and provide up to 300,000 passenger trips to area youth, seniors and persons with disabilities.

Thank you for your consideration and please feel free to contact me if you have any questions or need additional information.

Sincerely,

KEITH MARTIN  
Transit Manger

Attachment

F:\USERS\Common\FRAQMD\2018 Discount Pass Cover Letter 10-2-17\

**YUBA-SUTTER TRANSIT  
DISCOUNT MONTHLY BUS PASS PROGRAM**

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT  
BLUE SKY PROGRAM GRANT APPLICATION**

**OCTOBER 2, 2018**

**PROJECT DESCRIPTION**

The purpose of this proposed project is to continue the on-going Discount Monthly Bus Pass Program for a 12 month period of April 1, 2019 through March 31, 2020. This tremendously popular program began as a ridership incentive program for area youth in September 2005 under a grant from the Feather River Air Quality Management District (FRAQMD). It was extended and expanded over the years through a series of FRAQMD grants and now includes seniors and persons with disabilities. All three of these programs were ultimately combined into a single Discount Monthly Bus Pass Program which is now scheduled to end on March 31, 2019 without additional funding.

The purpose of the Discount Monthly Bus Pass Program continues to be the on-going development, implementation and promotion of a transit ridership incentive program for youth (ages 5 – 18), seniors (age 65 and over) and eligible persons with disabilities. The primary program goal is to encourage more ridership by significantly reducing the price of an unlimited use discount monthly fixed route and rural route bus pass (currently valued at \$15) by \$10 using FRAQMD grant funds to off-set the \$10 subsidy on the sale of each monthly pass. The overwhelming success of this concept over the last 13 years can be measured by comparing the number of passes sold and the trips provided whether by eligibility category or as a combined program to the same numbers in prior years.

**FUNDING REQUEST**

Yuba-Sutter Transit is now requesting \$120,000 in Blue Sky funding to continue the combined Discount Monthly Bus Pass Program for 12 additional months. These discount monthly passes will be accepted on all local routes as well as on Yuba-Sutter Transit's three rural routes that serve Live Oak, Wheatland and the Yuba County foothills. Administrative costs and direct promotional expenses for the program with an estimated value of \$5,400 will be provided by Yuba-Sutter Transit as an in-kind contribution to the project. Alternative funding levels are possible by either incrementally reducing the number of months covered by the program or reducing the grant subsidy amount for each pass purchased or some combination thereof. Increasing the out-of-pocket cost for each pass would likely result in fewer passes sold and fewer passengers carried.

## **OBJECTIVES**

The primary objective of this proposal is to reduce the number of vehicle trips and vehicle miles traveled in the Yuba-Sutter area for the purpose of reducing vehicle emissions and improving air quality. This is to be accomplished by continuing the deeply discounted combined youth, senior and disabled monthly bus pass program for an additional 12 months. Assuming sales and use figures similar to those now being experienced, the proposed program is expected to result in the sale of 12,000 discount monthly bus passes and the provision of 300,000 passenger boardings over 12 months with each discount pass being used an average of 25 times a month.

The discount monthly pass subsidy program has far exceeded all expectations over the years proving that it is an extremely cost effective method of encouraging and maintaining transit ridership. For all of 2017, a total of 12,445 discount monthly passes were sold and 291,620 discount monthly pass boardings were taken representing 35 percent of all local and rural route trips. Of the discount monthly pass boardings; 50 percent were made by persons with disabilities, 30 percent by youth and 20 percent by seniors. While overall local and rural route ridership to date is now down 13.3 percent through August and discount pass sales are off 8.6 percent compared to the same eight months of 2017; all discount fare ridership (pass and cash fares combined) is still up slightly (1.1 percent) in comparison. The significant drop in overall ridership is due to a variety of factors unrelated to the discount monthly pass program including key service and policy changes that became effective in September 2015, continued operational challenges, a strong local economy and low fuel prices.

The secondary objective of the program is to continually introduce and reinforce the use of public transit as a viable alternative mode of transportation to the large and growing local population of youth, seniors and persons with disabilities as many who meet the discount fare eligibility requirements probably still have never used Yuba-Sutter Transit. The proposed 2019 program offers a low risk means by which the target population can experiment with alternative transportation modes as either their primary or occasional means of travel by reinforcing the experience of existing passengers while reaching out to new passengers.

FRAQMD has participated in the funding of a wide variety of public education, fleet replacement and miscellaneous capital projects for Yuba-Sutter Transit over the years and continuing this popular ridership incentive program would build on those very successful efforts. Yuba-Sutter Transit has generally met the stated objectives for each of the prior projects including the provision of all required performance reports.

## **BACKGROUND**

Created in 1975 as a Joint Powers Authority (JPA) by the Cities of Marysville and Yuba City and the Counties of Yuba and Sutter, Yuba-Sutter Transit is the local public transportation service provider for the Bi-County area. Yuba-Sutter Transit operates a variety of services to help meet the transportation needs of both urban and rural residents including local fixed routes; demand response service for seniors and persons with disabilities; rural route services; and, commuter services to downtown Sacramento.

The local fixed route service, which began in January 1993 with five small buses offering hourly service on three routes, now provides 30 or 60 minute service frequencies on six routes using a peak fleet of fourteen modern low-floor buses. Ridership on the local fixed route system has grown dramatically over time from 120,000 passenger trips during the first full fiscal year of service (FY 1994) to a high of 1,067,000 passenger trips in FY 2015. Among the many enhancements to the system during this period were the purchase of dedicated fixed route buses; the installation of passenger shelters and benches at many bus stops; ridership incentive programs for youth, seniors and persons with disabilities; conversion to an all low-floor fixed route bus fleet; and, numerous other improvements to increase the number of routes, the frequency of service and the days of operation.

While the local fixed route system has historically been used almost exclusively by transit dependent populations, the system continues to find a market among more casual and independent users especially area youth, seniors and persons with disabilities in part due to the discount monthly pass program. The requested Blue Sky Program funds are necessary to off-set lost fare revenues from the sale of a deeply discounted monthly bus pass to continue this trend.

**PROJECT ORGANIZATION**

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management being the responsibility of the Transit Manager.

**WORK STATEMENT AND COST BREAKDOWN**

The proposed scope of work for this project includes the replacement of lost fare revenues resulting from the sale of deeply discounted monthly bus passes to area youth, seniors and persons with disabilities. All direct and indirect project coordination and promotional expenses will be funded by Yuba-Sutter Transit as an in-kind contribution. Lost fare revenues will be based solely on the proposed \$10 reduction in the posted cost of up to 12,000 discount monthly bus passes to be sold over the proposed 12 month program period of April 1, 2019 through March 31, 2020.

1. Project Management

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management by the Transit Manager and staff as an in-kind program contribution.

	<u>Blue Sky</u>	<u>Other</u>
Project Management (10 hours @ \$115/hour)	\$ 0	\$ 1,150 (In-Kind)

2. Program Promotion

Yuba-Sutter Transit staff will coordinate the creative development and placement of advertising pieces as appropriate. Many local media outlets will provide some amount of matching value on paid advertising as an in-kind contribution.

	<u>Blue Sky</u>	<u>Other</u>
Project Management (20 hours @ \$75/hour)	\$ 0	\$ 1,500 (In-Kind)
Miscellaneous Promotional Expenses	0	2,000 (In-Kind)
Total	\$ 0	\$ 3,500

3. Fare Replacement

This task provides for the replacement of the \$10 loss in fare revenue due to the discount in the cost of each discount monthly pass. The total value is calculated on the projected sale of 15,000 discount monthly passes for the program period of up to 14 months based on past experience and expected future growth.

	<u>Blue Sky</u>	<u>Other</u>
Pass Discount Subsidy	\$120,000	\$ 0

5. Project Evaluation

The effectiveness of the program will be evaluated by the number of discount monthly passes sold and the number of discount monthly pass boardings for the program period of up to 14 months. Yuba-Sutter Transit will record every discount pass and discount cash fare boarding of the local fixed route and rural route system throughout the term of the program and this information will be compiled and presented in a final report along with the number of discount passes sold each month. In addition, the report will include a written program evaluation including any recommendations for future program modifications.

	<u>Blue Sky</u>	<u>Other</u>
Project Management (10 hours @ \$75/hour)	\$ 0	\$ 750 (In-Kind)

**COST BREAKDOWN**

	<u>Personnel</u>	<u>Materials</u>	<u>In-Kind</u>
1. Project Management	\$ 0	\$ 0	\$ 1,150
2. Program Promotion	0	0	3,500
3. Fare Replacement	0	120,000	0
4. Project Evaluation	0	0	750
Total	\$ 0	\$120,000	\$ 5,400

**TENTATIVE PROJECT SCHEDULE**

**ACTIVITY**

**KEY DATE**

1. Grant Submission Deadline	October 15, 2018
2. Grant Approved by FRAQMD	December 3, 2018
3. First Day of Program Period	April 1, 2019
6. Last Day of Program Period	March 31, 2020
7. Final Report & Project Close-out	April 30, 2020

/Common/FRAQMD/Combined Discount Pass Program/2019 Discount Monthly Pass Application 10-20-18/



**AGREEMENT FOR USE OF MOTOR-VEHICLE  
REGISTRATION SURCHARGE FEES**

**FRAQMD Agreement No. VF18-02**

This Agreement, dated December 3, 2018, is between the Yuba-Sutter Transit Authority ("Participant"), a public agency of the State of California, and the Feather River Air Quality Management District ("FRAQMD"), a body corporate and politic and a public agency of the State of California.

**RECITALS**

- A. Participant proposes the 2019 Bus Stop Enhancement Demonstration Project, which would install up to 24 unique, two-seat bus stop benches at locations with difficult site conditions.
- B. As part of its effort to reduce local air pollution from motor vehicles, FRAQMD is willing to fund a portion of this work from revenues it may receive under Chapter 7 of Part 5 of Division 26 (commencing with section 44220) of the Health and Safety Code, subject to the terms and conditions herein.

**TERMS AND CONDITIONS**

1. FRAQMD shall pay to Participant a total amount not to exceed \$12,000.00, within thirty days of receiving Participant's written invoice for the work described in section 2. Payment shall be made exclusively from revenues as specified in section B above, and is conditioned upon such revenues being available. Participant may submit partial invoices as work is completed throughout the term of the Agreement.
2. Participant shall use the funds paid under section 1 solely for the 2019 Bus Stop Enhancement Demonstration Project, as further described in Exhibit A, which is attached to this agreement and made part of it.
3. Participant shall include mention of FRAQMD's Blue Sky Program as a funding source for the 2019 Bus Stop Enhancement Demonstration Project in all press releases, advertisements and other public outreach for the 2019 Bus Stop Enhancement Demonstration Project. Participant shall provide FRAQMD notification of all such outreach prior to publication.
4. Participant shall submit a final "Project Evaluation" report that details the results of the 2019 Bus Stop Enhancement Demonstration Project objectives as further described in said Exhibit A, **with the final invoice**, within 90 days of project completion, but no later than March 31, 2020.
5. Participant acknowledges that in order to comply with Chapter 7 of Part 5 of Division 26 (commencing with Section 44220) of the Health and Safety Code the funds paid under section 1

must be used solely to reduce air pollution from motor vehicles, and for related planning, monitoring, enforcement, and technical studies necessary to implement the California Clean Air Act of 1988. Participant agrees to use all funds paid hereunder for such purposes.

6. Participant shall complete the work described in paragraph 2 by **December 31, 2019**. If all or a portion of the work described in paragraph 2 is not complete, the funding allocated to the incomplete portion shall revert to back to the FRAQMD on July 1, 2020. Further, Participant shall refund to FRAQMD any funds paid hereunder which are not expended solely for the work described in paragraph 2, together with accrued interest, within 30 days of FRAQMD's written demand therefore.

7. If Participant requires an amendment to the agreement either to extend the grant beyond December 31, 2019, to complete the work described in paragraph 2, or for any other reason, then an extension request must be received by the FRAQMD no later than November 10, 2019.

8. Participant agrees to indemnify, defend (upon FRAQMD's written request), protect, and hold harmless FRAQMD and FRAQMD's officers, employees, and agents against all liabilities, claims, demands, damages, and costs (including reasonable attorneys' fees and litigation costs through final appeal) that arise in any way from acts or omissions by Participant or Participant's officers, employees, or agents while performing under this agreement. Participant's obligation under this section covers but is not limited to liabilities, claims, demands, damages, and costs arising from injury to, or death of, any person and from damage to, or destruction of, any property. Participant's obligation under this section will survive this agreement.

9. If Participant materially breaches this agreement, then FRAQMD may demand in writing that the breach be cured. If, within ten days after receiving such demand, Participant has failed to cure the breach to FRAQMD's reasonable satisfaction, then FRAQMD may give Participant written notice of termination. Upon such termination, Participant must submit to FRAQMD a final written report prepared in accordance with section 3 and must return to FRAQMD all funds paid under section 1 which have not been expended on the 2019 Bus Stop Enhancement Demonstration Project. As used in this section, "material breach" includes but is not limited to Participant's use of funds paid under section 1 in a manner inconsistent with Chapter 7. FRAQMD's failure to insist on strict performance of this agreement, or to exercise any right or remedy upon breach of this agreement, shall not constitute a waiver of such performance, right, or remedy. No waiver is binding unless in writing, signed by FRAQMD.

10. Participant acknowledges that FRAQMD's sole responsibility concerning the 2019 Bus Stop Enhancement Demonstration Project Project described in section 2 is to contribute a portion of the program costs. FRAQMD has no responsibility for, or control over, development, implementation, and promotion of the 2019 Bus Stop Enhancement Demonstration Project.

11. All correspondence regarding this agreement, including invoices, payments, and notices, shall be directed to the following persons at the following addresses and phone numbers:

YSTA

Keith Martin, Transit Director

2100 B Street, Marysville, CA 95901  
(530) 634-6880

FRAQMD: Christopher D. Brown, AICP, Air Pollution Control Officer  
541 Washington Avenue, Yuba City, California 95991  
  
(530) 634-7659

If written, correspondence shall be sent either by personal delivery (including overnight delivery service) or by U. S. Mail, postage prepaid, and shall be considered delivered when actually received.

12. For a period of three years after final payment to Participant, this agreement shall be subject to the examination and audit of the State Auditor or independent auditor selected by FRAQMD, whether at FRAQMD's request or as part of any audit of FRAQMD, and Participant shall retain copies of all documents and records pertinent to this agreement for such period.

13. This agreement reflects the contributions of both parties and accordingly the provisions of Civil Code section 1654 shall not apply in interpreting this Agreement.

14. This agreement shall be interpreted and applied in accordance with California law. If any conflict arises between sections 1 through 13 and Exhibit A, then sections 1 through 13 shall govern. Any litigation concerning it shall be brought in the Superior Court of Sutter County. The prevailing party in any such litigation shall be entitled to recover reasonable attorneys' fees in addition to any other relief to which it may be entitled.

15. This agreement sets forth the parties' entire understanding regarding the matters set forth in sections 1 through 14. It supersedes all prior agreements and representations, written and oral, and may be modified only by a written agreement signed by Participant and FRAQMD.

APPROVED FOR LEGAL FORM

FEATHER RIVER AIR QUALITY  
MANAGEMENT DISTRICT

By: \_\_\_\_\_  
District Counsel

By: \_\_\_\_\_  
Christopher D. Brown, AICP, APCO

YUBA-SUTTER TRANSIT AUTHORITY

By: \_\_\_\_\_  
Keith Martin, Transit Director

**EXHIBIT A**

# FEATHER RIVER AQMD PROPOSAL SUMMARY FORM

Fiscal Year 2018-2019

The following information must be provided with each project application:

PROJECT TITLE 2019 Bus Stop Enhancement Demonstration Project

Agency/Company Name: Yuba-Sutter Transit Authority

Mailing Address: 2100 B Street, Marysville, CA 95901

Phone Number: (530) 634-6880 Fax Number: (530) 634-6888

## CONTACT PERSON

Name: Keith Martin E-Mail Address: keith@yubasuttertransit.com

Mailing Address: 2100 B Street, Marysville, CA 95901

Phone Number: (530) 634-6880 Fax Number: (530) 634-6888

**BRIEF DESCRIPTION OF PROJECT:** This demonstration project would result in the installation of up to 24 unique, two-seat bus stop benches at locations with difficult site conditions.

## FUNDING

AB2766 Funding (Requested): \$ 12,000

OR


AB 923 Funding (Requested): \$ \_\_\_\_\_

Other Funding: \_\_\_\_\_ Source: \_\_\_\_\_  
\$ 12,000 State Transit Assistance

\$ 3,000 In-Kind

TOTAL PROJECT COST: \$ 27,000

## SIGNATURE

Signature of Responsible Official:   
(Original Signature Required/No Photocopies)

Print Name and Title: Keith Martin, Transit Manager

**NOTE:** Read Section VIII, Contents of Proposals, carefully. Detailed project information is required. Incomplete applications will not be accepted. A proposal summary form is required for each separate project. ATTACH REQUIRED INFORMATION TO THIS FORM including Statement of Objectives, Background, Project Organization, Work Statement, and Cost Breakdown.



RECEIVED

OCT 05 2018

FEATHER RIVER  
AQMD

October 2, 2018

Larry Munger, Chairman  
Feather River Air Quality Management District  
541 Washington Avenue  
Yuba City CA 95991

RE: 2018/2019 Blue Sky Program Grant Application  
2019 Bus Stop Enhancement Demonstration Project

Dear Chairman Munger:

On behalf of the Yuba-Sutter Transit Board of Directors, I am pleased to submit the attached application for \$12,000 in FY 2018-2019 Blue Sky Program funds for a demonstration project to assess the ridership impact of new passenger amenities where they have not be provided in the past. This demonstration project would result in the purchase and installation of up to 24 unique, two-seated bus stop benches at locations where there is now no bus stop furniture of any kind due to the lack of a sidewalk or inadequate right-of-way clearances. The requested funding will provide approximately half of the required cost of the proposed scope of work.

Due to the nature of Yuba-Sutter Transit's service area, many of the 272 local fixed route bus stops are in locations where the placement of traditional bus stop benches and shelters are problematic. The bus stop seats being proposed for this exciting new demonstration project are specifically designed for easy and relatively inexpensive installation at challenging locations to provide both passenger seating and a much higher public profile for these stops. FRAQMD funds have been provided in the past for a variety of bus stop shelter, bench and information panel projects. As with these previous projects, the primary objective is to increase transit use among regular and occasional riders as well as encourage first time riders who may be attracted to a more comfortably equipped bus stop.

Thank you for your consideration and please feel free to contact me if you have any questions or need additional information.

Sincerely,

KEITH MARTIN  
Transit Manger

Attachment

F:\USERS\Common\FRAQMD\2018 Bus Stop Enhancement Demonstration Project Cover Letter 10-2-18/

**YUBA-SUTTER TRANSIT  
2019 BUS STOP ENHANCEMENT DEMONSTRATION PROJECT**

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT  
AB 2766 GRANT APPLICATION**

**OCTOBER 2, 2018**

**PROJECT DESCRIPTION**

The proposed project would assess the potential ridership impact of new passenger amenities at existing Yuba-Sutter Transit bus stops where such amenities have not been provided in the past. This demonstration project would result in the installation of up to 24 unique, two-seat bus stop benches at locations where there is now no bus stop furniture of any kind due to the lack of a sidewalk or inadequate right-of-way clearances. The bus stop seats being proposed are designed for easy and relatively inexpensive installation especially at challenging locations that would provide both passenger seating and a much higher public profile for the selected stops. Pictures of example bench installations are attached for reference.

This demonstration project will be integrated with a larger systemwide bus stop enhancement initiative that will include the redesign and replacement of all of Yuba-Sutter Transit's 272 existing bus stop signs many of which have been in service for over 25 years. The new bus stop signs will integrate route and stop identification features with new technology for passenger access to real-time bus arrival information at each stop from a smart phone. Combined with this proposed demonstration project, these advanced initiatives are expected to greatly enhance the passenger experience and encourage more frequent transit use by regular and casual passengers alike by providing important route and schedule information where passengers need it most – at the bus stop.

**FUNDING REQUEST**

A total of \$12,000 in Blue Sky funding is being requested as partial funding to purchase and install up to 24 two-seat bus stop benches at selected locations. The total direct cost of this demonstration project based on an estimated average cost of \$1,000 per site (bench, pole, hardware, delivery, site preparation and installation) is budgeted at \$24,000. Yuba-Sutter Transit would fund the remainder of the cost with State Low Carbon Transit Operations Program (LCTOP) revenues that have already been committed for bus stop enhancements. Administrative costs to manage this project with an estimated value of \$3,000 would be funded by Yuba-Sutter Transit as an in-kind contribution for a total project cost of \$27,000. Alternative funding levels are possible by reducing the scope of the project to match the desired funding level though the cost per unit would be higher at any level below 24 units and the minimum project size would be 12 units due to the manufacture's minimum purchase requirements.

## **OBJECTIVES**

The primary objective of this project is to increase ridership on the existing transit system through the purchase and installation of up to 24 unique, two-seat bus stop benches at locations where there is now no bus stop furniture of any kind due to the lack of a sidewalk or inadequate right-of-way clearances. While quantifiable reductions in mobile source emissions cannot easily be derived using the California Air Resources Board methodology, this project does support the FRAQMD Air Quality Attainment Plan by encouraging higher use of the existing public transportation system. This project is expected to increase transit use among regular and occasional riders as well as encourage first time riders who may all be attracted to a higher profile bus stop with available seating. Project effectiveness will be evaluated by comparing passenger activity before and after the installation of the new benches using Yuba-Sutter Transit's bi-annual one day surveys of all boardings and alightings at each affected stop.

Yuba-Sutter Transit has received previous grants from FRAQMD for similar projects including \$17,000 in 1997 for the purchase and installation of three bus stop shelters; \$18,000 in 2002 for the purchase and installation of two bus stop shelters at the Yuba College Transit Center; and, \$7,000 also in 2002 for the purchase and installation of bus stop information panels for placement throughout the local fixed route system. All of the stated project objectives were satisfied for these grants including the provision of all required performance reports.

## **BACKGROUND**

Created in 1975 as a Joint Powers Authority (JPA) by the Cities of Marysville and Yuba City and the Counties of Yuba and Sutter, Yuba-Sutter Transit is the local public transportation service provider for the Bi-County area. Yuba-Sutter Transit operates a variety of services to help meet the transportation needs of both urban and rural residents including local fixed routes; demand response service for seniors and persons with disabilities; rural route services; and, commuter services to downtown Sacramento.

The local fixed route service began in January 1993 with five 15 or 16 passenger buses offering hourly service on three routes. It now operates service every 30 or 60 minutes on six routes with a peak fleet of fourteen 27, 31 or 32 passenger buses. Ridership has grown dramatically from 120,000 passenger trips during the first full fiscal year of service (FY 1994) to a high of 1,067,000 passenger trips in FY 2015. Among the many system enhancements over time were the purchase of dedicated fixed route buses; the installation of passenger shelters and benches at many bus stops; ridership incentive programs for youth, seniors and persons with disabilities; conversion to an all low-floor fixed route bus fleet; and, numerous other improvements to increase the number of routes, the frequency of service and the days of operation.

While the local fixed route system has historically been used almost exclusively by transit dependent populations, the system continues to find a market among more casual and independent users especially by area youth, seniors and persons with disabilities in part due to similar projects. For this reason, the requested funding for the proposed provision of additional bus stop benches is expected to continue this trend through increased use by regular and casual passengers alike.



**PROJECT ORGANIZATION**

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management assigned to the Transit Manager.

**WORK STATEMENT AND COST BREAKDOWN**

The proposed scope of the work for this project includes the purchase and installation of up to 24 custom built bus stop benches. FRAQMD funding is being requested for 50 percent of the estimated direct cost of \$24,000 for this project with Yuba-Sutter Transit providing the matching funds out of budgeted State Transit Assistance revenues. Project management and evaluation expenses estimated at \$3,000 will be provided by Yuba-Sutter Transit as an in-kind contribution to the project.

	<u>Personnel</u>	<u>Materials</u>	<u>Match</u>
Simme-Seat Benches (24) – Including delivery & hardware at an estimated average of \$600 each	\$ 0	\$ 7,200	\$ 7,200
Site Preparation & Installation (Estimated at an average cost of \$400 per site)	4,800	0	4,800
Project Management & Evaluation (40 hours @ \$75/ hour)	0	0	3,000
Total	\$ 4,800	\$ 7,200	\$15,000

**TENTATIVE PROJECT SCHEDULE**

**Activities**

**Key Dates**

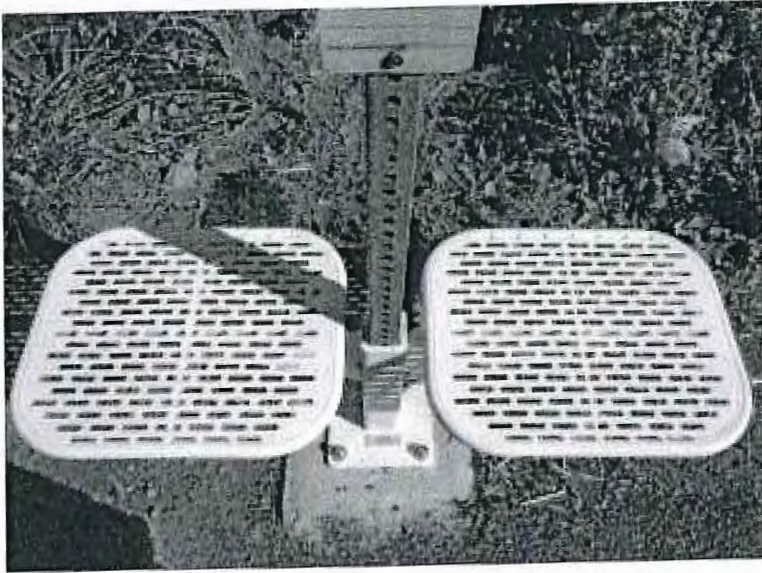
- |                                             |                   |
|---------------------------------------------|-------------------|
| 1. Grant Submission Deadline                | October 15, 2018  |
| 2. Grant Award by FRAQMD                    | December 3, 2018  |
| 3. Site Selection Complete                  | February 28, 2019 |
| 4. Placement of Purchase Orders             | March 31, 2019    |
| 4. Installation                             | Summer 2019       |
| 5. Evaluation (Boarding & Alighting Survey) | October 2019      |
| 6. Final Report and Project Close-out       | January 2020      |

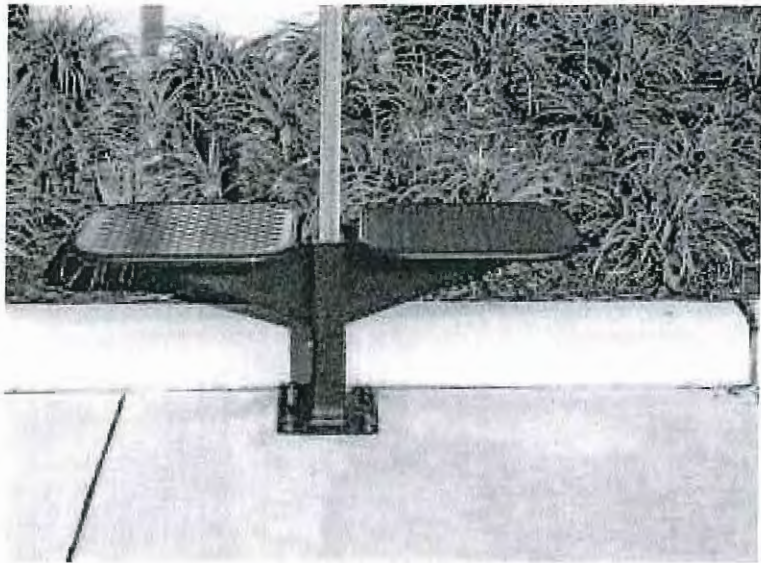
**ATTACHMENTS**

Pictures of Sample Simme-Seat Bus Stop Installations

## Sample Simme-Seat Bus Stop Installations

<http://simmeseat.com/photo-gallery/>





**AGREEMENT FOR USE OF MOTOR-VEHICLE  
REGISTRATION SURCHARGE FEES**

**FRAQMD Agreement No. VF18-03**

This Agreement, dated December 3, 2018, is between the Yuba-Sutter Transit Authority ("Participant"), a public agency of the State of California, and the Feather River Air Quality Management District ("FRAQMD"), a body corporate and politic and a public agency of the State of California.

**RECITALS**

- A. Participant proposes the 2019 Live Oak Service Expansion Continuation, which would continue the July 2015 expansion of Yuba-Sutter Transit's Live Oak Route from three to five days a week through December 2019.
- B. As part of its effort to reduce local air pollution from motor vehicles, FRAQMD is willing to fund a portion of this work from revenues it may receive under Chapter 7 of Part 5 of Division 26 (commencing with section 44220) of the Health and Safety Code, subject to the terms and conditions herein.

**TERMS AND CONDITIONS**

1. FRAQMD shall pay to Participant a total amount not to exceed \$10,000.00, within thirty days of receiving Participant's written invoice for the work described in section 2. Payment shall be made exclusively from revenues as specified in section B above, and is conditioned upon such revenues being available. Participant may submit partial invoices as work is completed throughout the term of the Agreement.
2. Participant shall use the funds paid under section 1 solely for the 2019 Live Oak Service Expansion Continuation, as further described in Exhibit A, which is attached to this agreement and made part of it.
3. Participant shall include mention of FRAQMD's Blue Sky Program as a funding source for the 2019 Live Oak Service Expansion Continuation in all press releases, advertisements and other public outreach for the 2019 Live Oak Service Expansion Continuation. Participant shall provide FRAQMD notification of all such outreach prior to publication.
4. Participant shall submit a final "Project Evaluation" report that details the results of the 2019 Live Oak Service Expansion Continuation objectives as further described in said Exhibit A, **with the final invoice**, within 90 days of project completion, but no later than March 31, 2020.
5. Participant acknowledges that in order to comply with Chapter 7 of Part 5 of Division 26 (commencing with Section 44220) of the Health and Safety Code the funds paid under section 1 must be used solely to reduce air pollution from motor vehicles, and for related planning, monitoring, enforcement, and technical studies necessary to implement the California Clean Air Act of 1988. Participant agrees to use all funds paid hereunder for such purposes.

6. Participant shall complete the work described in paragraph 2 by **December 31, 2019**. If all or a portion of the work described in paragraph 2 is not complete, the funding allocated to the incomplete portion shall revert to back to the FRAQMD on July 1, 2020. Further, Participant shall refund to FRAQMD any funds paid hereunder which are not expended solely for the work described in paragraph 2, together with accrued interest, within 30 days of FRAQMD's written demand therefore.

7. If Participant requires an amendment to the agreement either to extend the grant beyond December 31, 2019, to complete the work described in paragraph 2, or for any other reason, then an extension request must be received by the FRAQMD no later than November 10, 2019.

8. Participant agrees to indemnify, defend (upon FRAQMD's written request), protect, and hold harmless FRAQMD and FRAQMD's officers, employees, and agents against all liabilities, claims, demands, damages, and costs (including reasonable attorneys' fees and litigation costs through final appeal) that arise in any way from acts or omissions by Participant or Participant's officers, employees, or agents while performing under this agreement. Participant's obligation under this section covers but is not limited to liabilities, claims, demands, damages, and costs arising from injury to, or death of, any person and from damage to, or destruction of, any property. Participant's obligation under this section will survive this agreement.

9. If Participant materially breaches this agreement, then FRAQMD may demand in writing that the breach be cured. If, within ten days after receiving such demand, Participant has failed to cure the breach to FRAQMD's reasonable satisfaction, then FRAQMD may give Participant written notice of termination. Upon such termination, Participant must submit to FRAQMD a final written report prepared in accordance with section 3 and must return to FRAQMD all funds paid under section 1 which have not been expended on the 2019 Live Oak Service Expansion Continuation. As used in this section, "material breach" includes but is not limited to Participant's use of funds paid under section 1 in a manner inconsistent with Chapter 7. FRAQMD's failure to insist on strict performance of this agreement, or to exercise any right or remedy upon breach of this agreement, shall not constitute a waiver of such performance, right, or remedy. No waiver is binding unless in writing, signed by FRAQMD.

10. Participant acknowledges that FRAQMD's sole responsibility concerning the 2019 Live Oak Service Expansion Continuation Project described in section 2 is to contribute a portion of the program costs. FRAQMD has no responsibility for, or control over, development, implementation, and promotion of the 2019 Live Oak Service Expansion Continuation.

11. All correspondence regarding this agreement, including invoices, payments, and notices, shall be directed to the following persons at the following addresses and phone numbers:

YSTA

Keith Martin, Transit Director  
2100 B Street, Marysville, CA 95901  
(530) 634-6880

FRAQMD:

Christopher D. Brown, AICP, Air Pollution Control Officer  
541 Washington Avenue, Yuba City, California 95991  
(530) 634-7659

If written, correspondence shall be sent either by personal delivery (including overnight delivery service) or by U. S. Mail, postage prepaid, and shall be considered delivered when actually received.

12. For a period of three years after final payment to Participant, this agreement shall be subject to the examination and audit of the State Auditor or independent auditor selected by FRAQMD, whether at FRAQMD's request or as part of any audit of FRAQMD, and Participant shall retain copies of all documents and records pertinent to this agreement for such period.

13. This agreement reflects the contributions of both parties and accordingly the provisions of Civil Code section 1654 shall not apply in interpreting this Agreement.

14. This agreement shall be interpreted and applied in accordance with California law. If any conflict arises between sections 1 through 13 and Exhibit A, then sections 1 through 13 shall govern. Any litigation concerning it shall be brought in the Superior Court of Sutter County. The prevailing party in any such litigation shall be entitled to recover reasonable attorneys' fees in addition to any other relief to which it may be entitled.

15. This agreement sets forth the parties' entire understanding regarding the matters set forth in sections 1 through 14. It supersedes all prior agreements and representations, written and oral, and may be modified only by a written agreement signed by Participant and FRAQMD.

APPROVED FOR LEGAL FORM

FEATHER RIVER AIR QUALITY  
MANAGEMENT DISTRICT

By: \_\_\_\_\_  
District Counsel

By: \_\_\_\_\_  
Christopher D. Brown, AICP, APCO

YUBA-SUTTER TRANSIT AUTHORITY

By: \_\_\_\_\_  
Keith Martin, Transit Director

EXHIBIT A

# FEATHER RIVER AQMD PROPOSAL SUMMARY FORM

Fiscal Year 2018-2019

The following information must be provided with each project application:

PROJECT TITLE 2019 Live Oak Service Expansion Continuation

Agency/Company Name: Yuba-Sutter Transit Authority

Mailing Address: 2100 B Street, Marysville, CA 95901

Phone Number: (530) 634-6880

Fax Number: (530) 634-6888

## CONTACT PERSON

Name: Keith Martin

E-Mail Address: keith@yubasuttertransit.com

Mailing Address: 2100 B Street, Marysville, CA 95901

Phone Number: (530) 634-6880

Fax Number: (530) 634-6888

**BRIEF DESCRIPTION OF PROJECT:** Continue the July 2015 expansion of Yuba-Sutter Transit's Live Oak Route from three to five days a week through December 2019.

## FUNDING

AB2766 Funding (Requested): \$ 10,000

OR

AB 923 Funding (Requested): \$ \_\_\_\_\_

Other Funding:

Source:


\$ 20,000 State Transit Assistance (STA)

\$ 750 In-Kind

TOTAL PROJECT COST: \$ 30,750

SIGNATURE

Signature of Responsible Official:

  
(Original Signature Required/No Photocopies)

Print Name and Title: Keith Martin, Transit Manager

**NOTE:** Read **Section VIII, Contents of Proposals**, carefully. Detailed project information is required. Incomplete applications will not be accepted. A proposal summary form is required for each separate project. **ATTACH REQUIRED INFORMATION TO THIS FORM** including Statement of Objectives, Background, Project Organization, Work Statement, and Cost Breakdown.





RECEIVED

OCT 05 2018

FEATHER RIVER  
AQMD

October 2, 2018

Larry Munger, Chairman  
Feather River Air Quality Management District  
541 Washington Avenue  
Yuba City CA 95991

RE: 2018/2019 Blue Sky Program Grant Application  
2019 Live Oak Service Expansion Continuation Project

Dear Chairman Munger:

On behalf of the Yuba-Sutter Transit Board of Directors, I am pleased to submit the attached application for \$10,000 in FY 2018-2019 Blue Sky Program funds to extend the demonstration period for the July 2015 expansion of the Live Oak Route from three to five days a week for another year to better assess the ridership potential of daily weekday service on this rural route. The requested funding would provide approximately one-third of the required cost of the proposed service with the remainder to be funded by Yuba-Sutter Transit using available revenue from the State Transit Assistance (STA) program received through the City of Live Oak.

As proposed, the July 2015 expansion of the Live Oak Route from three to five days of service each week, including an on-call stop at the Yuba College Sutter County Center off Highway 99 between Pease and Eager Roads, would be continued through December 2019. The primary objective of this project is to determine if expansion of the Live Oak Route will generate increased ridership comparable to, if not more than, the increase in service. If successful, this project will reduce vehicle trips and vehicle miles traveled resulting in less vehicle emissions and improved air quality. The results will also be used to evaluate the ridership potential on other rural routes.

Thank you for your consideration and please feel free to contact me if you have any questions or need additional information.

Sincerely,

KEITH MARTIN  
Transit Manger

Attachment

**YUBA-SUTTER TRANSIT  
2019 LIVE OAK SERVICE EXPANSION CONTINUATION PROJECT**

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT  
BLUE SKY PROGRAM GRANT APPLICATION**

**OCTOBER 2, 2018**

**PROJECT DESCRIPTION**

The proposed project is for partial funding to continue the July 2015 expansion of Yuba-Sutter Transit's Live Oak Route from three to five days a week for an additional twelve months through December 31, 2019. The initial one year demonstration project to assess the potential ridership response to daily weekday service on this rural route has since been extended annually with the support of additional FRAQMD grants that will now expire December 31, 2018. A copy of the current Live Oak Route service brochure is attached.

Prior to July 2015, this route provided just two scheduled round trips between the City of Live Oak and the Yuba City/Marysville urban area each Monday, Wednesday and Friday for many years. It was then expanded to all five weekdays and modified to add more Live Oak stops along with on-call service to Yuba College's Sutter County Center near Highway 99 and Pease Road in Yuba City.

The requested funding would provide approximately one-third of the required incremental cost to continue this expanded service for another year. The remaining cost would be funded by Yuba-Sutter Transit primarily with State Transit Assistance funding that is available through the City of Live Oak. The success of this project is determined by comparing the average number of passenger trips per day of service each month to the same period in prior years.

**FUNDING REQUEST**

A total of \$10,000 in Blue Sky funding is being requested to continue the expanded Live Oak Route for an additional twelve months from January 1, 2019 through December 31, 2019. The net operating cost of this service expansion (after accounting for projected passenger fare revenue) is estimated at \$30,000 with the remainder to be funded by Yuba-Sutter Transit primarily with State Transit Assistance (STA) funding available through the City of Live Oak. The actual net operating cost will be based on the applicable fully allocated cost per vehicle service hour as adjusted for fare revenue pursuant to the current operating agreement between the City of Live Oak and Yuba-Sutter Transit. Alternative funding levels are possible by incrementally reducing the FRAQMD contribution and increasing the Yuba-Sutter Transit contribution.

## **OBJECTIVES**

The primary objective of this extended demonstration project is to better determine if expansion of the Live Oak Route from three to five days a week will generate increased ridership comparable to, if not more than, the increase in service. If successful, the project would reduce the number of vehicle trips and vehicle miles traveled along this route resulting in less vehicle emissions and improved air quality. In the third year of the expanded Live Oak service (July 2017 – June 2018), annual ridership was up 69 percent to 3,455 passenger boardings while the number of vehicle service hours operated increased by 78 percent compared to the same 12 month period prior to the service expansion (July 2014 – June 2015). The results of this project will be used to evaluate the ridership potential for the possible expansion of other rural routes.

Yuba-Sutter Transit has received six previous FRAQMD grants for operating projects including four grants to support the expansion of the Live Oak Route. The other two grants were both related to the 1998 operation of the Downtown Trolley Project. Yuba-Sutter Transit has received full or partial FRAQMD funding for numerous capital projects and ridership incentive programs over the years. Yuba-Sutter Transit has consistently satisfied the stated objectives for all FRAQMD funded projects including the provision of all required performance reports.

## **BACKGROUND**

Created in 1975 as a Joint Powers Authority (JPA) by the Cities of Marysville and Yuba City and the Counties of Yuba and Sutter, Yuba-Sutter Transit is the local public transportation service provider for the Bi-County area. Yuba-Sutter Transit operates a variety of services to help meet the transportation needs of both urban and rural residents including local fixed routes; demand response service for seniors and persons with disabilities; rural route services; and, commuter services to downtown Sacramento. The Live Oak Route has been operated by Yuba-Sutter Transit under an agreement with the City of Live Oak since 1988.

## **PROJECT ORGANIZATION**

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management being the responsibility of the Transit Manager.

## **WORK STATEMENT AND COST BREAKDOWN**

The proposed scope of work for this project is a one year extension of the ongoing demonstration project to expand the Live Oak Route from three to five days a week (Monday – Friday). The proposed project period would be from January 1, 2019 through December 31, 2019. A total of \$10,000 which is approximately one-third of the estimated net operating cost for this extension is being requested. The remaining projected operating cost of \$20,000 will be provided by Yuba-Sutter Transit primarily with State Transit Assistance funding that is available through the City of Live Oak. All related marketing, administrative support and evaluation related expenses will be provided by Yuba-Sutter Transit as an in-kind contribution.

	<u>Personnel</u>	<u>Materials</u>	<u>Match</u>
Expanded Live Oak Route (Net Operating Cost)	\$ 0	\$ 10,000	\$ 20,000
Project Management, Marketing & Evaluation (10 hours @ \$75/ hour)	0	0	750
Total	\$ 0	\$ 10,000	\$ 20,750

### TENTATIVE PROJECT SCHEDULE

#### Activities

1. Grant Submission Deadline
2. Grant Approved by FRAQMD
3. Extension of Expanded Service Plan
5. Completion of Demonstration Period
5. Final Report and Project Close-out

#### Key Dates

October 15, 2018  
December 3, 2018  
January 1, 2019  
December 31, 2019  
March 31, 2020

### ATTACHMENT

Current Live Oak Route Brochure (July 1, 2018)

## OTHER SERVICE CONNECTIONS

Yuba-Sutter Transit offers a wide range of other public transportation services. These include weekday and Saturday local fixed route service; weekday and Saturday Dial-A-Ride service for seniors and persons with disabilities; weekday commuter and midday service to downtown Sacramento; and, rural service to Wheatland and the Yuba County foothills.

Connections to and from the Live Oak Route are available at both the Alturas & Shasta Terminal in Yuba City and the Yuba County Government Center in Marysville with Routes 1, 2 and 4 for local route service throughout Yuba City, Marysville and Linda.

Connections are also available at the Yuba County Government Center for service to and from downtown Sacramento.

Applicable fares must be paid on other services.

## HOLIDAYS

Yuba-Sutter Transit does not operate any service on the following holidays:

New Year's Day	Independence Day
Martin Luther King's Birthday	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Day



## CONNECT CARD

The Connect Card is the easy way to pay transit fares. It is a plastic, reloadable smart card with an embedded computer chip that can store cash value and/or monthly passes for any regular or discounted fares. It's accepted by Yuba-Sutter Transit, Sacramento Regional Transit and seven other transit providers in the greater Sacramento area.

Visit [ConnectTransitCard.com](http://ConnectTransitCard.com) to get started. Once you initially order and load your full fare\* Connect Card online, you'll receive it in the mail in 3 - 5 days. Just tap it on the Connect Card reader when you board any Yuba-Sutter Transit bus and reload as needed.

*\*Discount fare passengers must visit the Yuba-Sutter Transit office for their first Connect Card which will also become their new photo I.D. card for discount fare eligibility purposes.*



## CONNECT CARD OUTLETS

All monthly passes and \$10 ticket sheets are available at the main Yuba and Sutter County Libraries as well as the Yuba College Bookstore. Passes, ticket sheets and single ride tickets are available at the Yuba-Sutter Transit Administrative Office or by mail. Call (530) 634-6880 for more information.



Service Information  
**(530) 742-2877**  
(TTY) 634-6889

[www.yubasuttertransit.com](http://www.yubasuttertransit.com)  
2100 B St., Marysville, CA 95901

Subject to change without notice.  
Materials available in accessible formats  
upon request, call (530) 634-6880.



# Live Oak Route Information



Service Information  
**(530) 742-2877**  
(TTY) 634-6889

[www.yubasuttertransit.com](http://www.yubasuttertransit.com)  
Effective July 1, 2018



## LIVE OAK ROUTE

The Live Oak Route is a combined fixed route and demand response service offering two round trips each weekday between Live Oak and the Cities of Yuba City and Marysville. Passengers can catch the bus at any of six designated stops in Live Oak without an advance reservation. Passengers may also request pick-up and drop-off at the Yuba College Sutter County Center on the way to or from Live Oak. Call at least one hour in advance for pick-up at the Sutter County Center or request drop-off there when you first board the bus.

Advance reservations are also available for demand response service within the city limits of Live Oak and anywhere within ¼ mile of the route to Yuba City and Marysville. This demand response service is provided in conjunction with the scheduled service.

For more information and trip planning assistance, call (530) 742-2877 (TTY 634-6889).

## LIVE OAK SCHEDULES

### MONDAY THROUGH FRIDAY

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
Yuba Co. Govt. Center	--	11:35	5:35
Alturas & Shasta Terminal (Yuba City)	--	11:40	5:40
Yuba College, Sutter Co. Center*	--	11:50	5:50
Ash St. & Hwy 99	7:00	12:00	6:00
Maple Park Neighborhood Center	7:02	12:02	6:02
Pennington Rd. & O St. (Live Oak Park)	7:05	12:05	6:05
Richard Ave. & Presley Ave.	7:07	12:07	6:07
Date & O Streets (Senior Village)	7:12	12:12	6:12
Butte View Estates (Larkin Rd.)	7:15	12:15	6:15
Yuba College, Sutter Co. Center*	7:25*	12:25*	--
Alturas & Shasta Terminal (Yuba City)	7:40	12:40	--
Yuba Co. Govt. Center	7:45	12:45	--

\*by request only (please call 742-2877 at least 1 hour in advance)

## GENERAL POLICIES

The Live Oak Route operates with or without reservations serving designated stops every weekday though curbside service is available by advance reservation in designated areas.

To reserve a ride, simply call (530) 742-2877 and give the dispatcher your pick-up point, where you want to go and let us know if you will be returning on a later run that day. The bus will stop at any safe location within the city limits of Live Oak and anywhere within ¼ mile of the route to Yuba City and Marysville. Passengers must call at least one hour in advance for alternate stop locations and service to the Yuba College Sutter County Center stop.

If you have a regular appointment, call and arrange with dispatch for a standing reservation. This scheduled pick-up and drop-off will continue until you adjust or cancel it. Repeated no shows or late cancellations for standing rides will result in suspension of the standing reservation.

## FARES

Basic Fare . . . . .	\$2.00
Senior (Age 65+)/Disabled Fare* . . . . .	\$1.00
Youth Fare (Age 5-18)* . . . . .	\$1.00
Children - Age 4 and Under With Adult . . . . .	Free
(Limit of two free fares per adult)	

Ticket Sheets (Twenty 50¢ tickets) . . . . . \$10.00

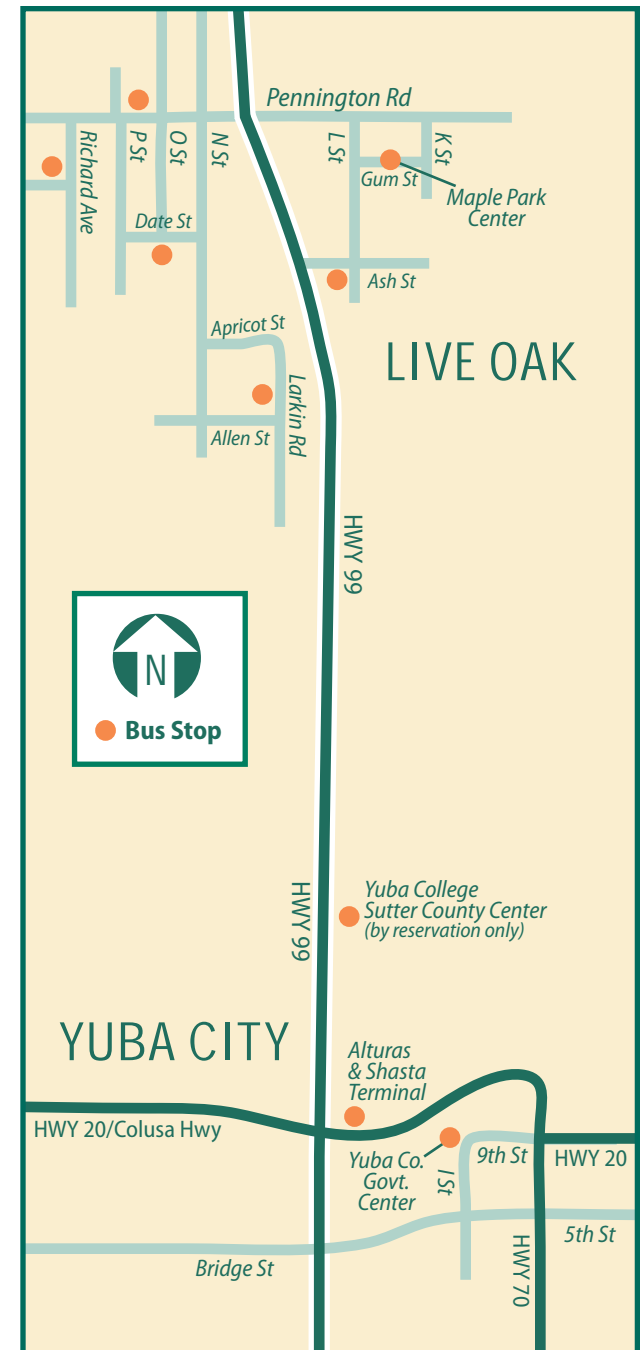
\*With a Yuba-Sutter Transit senior/disabled/youth photo identification (I.D.) card; Medicare card; or, DMV placard I.D. printout. Valid senior/disabled/youth photo I.D. cards issued by another transit agency will be honored for up to 21 days. Medicare card and DMV placard holders may be required to provide photo I.D.

**VALID LOCAL DISCOUNT MONTHLY PASSES FOR YOUTH, SENIORS AND PERSONS WITH DISABILITIES ARE ACCEPTED ON THE LIVE OAK ROUTE. PROOF OF ELIGIBILITY REQUIRED.**

**DEPOSIT EXACT FARE DRIVERS DO NOT MAKE CHANGE**

## ADDITIONAL INFORMATION

- All Yuba-Sutter Transit buses are wheelchair accessible. Please let us know if you will need to use the lift when you make your reservation.
- Bike racks are available on all Yuba-Sutter Transit buses.
- Don't be a no show! If you are unable to make a scheduled trip, please call (530) 742-2877 and cancel your trip.
- Deposit exact change. Drivers do not make change.



## STAFF REPORT V - E

### **AUTHORIZATION TO FILL THE VACANT ADMINISTRATIVE ASSISTANT I/II POSITION**

Ms. Sandra Anderson, Yuba-Sutter Transit's Administrative Assistant since February 18, 2010, has resigned to accept a Records Officer position with the Sacramento County Sheriff's Department. Her last day will be Friday, March 1<sup>st</sup>. Our very diverse Administrative Assistant I/II position, one of just five Yuba-Sutter Transit employees, is absolutely critical to the day-to-day administration of the agency as they serve (typically concurrently) as receptionist, counter sales staff, bookkeeper, gate keeper, office manager, clerk of the Board and so much more. Just the fourth person to fill this position in the agency's 44 year history, Sandra has performed these duties with distinction for nine years and will be sorely missed.

Pursuant to the provisions of the Yuba-Sutter Transit Personnel Manual, staff is now requesting authorization to fill the pending Administrative Assistant I/II vacancy as soon as possible. An equity study for this position was conducted in 2015 so no change in the current salary scale is being proposed at this time, but the job duties have changed a bit since they were last adopted in 2009. As a result, staff is recommending that the Board now adopt the amended Administrative Assistant I/II job description which is attached. As the Board is aware, the Program Analyst I/II position has been vacant since January 1<sup>st</sup>, but that position is expected to be filled soon.

For all past openings, Yuba-Sutter Transit has contracted with the Human Resource Departments of either Yuba or Sutter Counties on a time and materials basis to guide the recruiting and hiring process along with assisting as necessary with the setting of job descriptions and salary scales. Yuba County assisted with the 2017 recruitment of two positions and Sutter County provided similar support for the previous recruitment process in 2013. In the interest of time and because Sutter County was already supporting the Program Analyst recruitment process, they have already initiated the process for the Administrative Assistant position and the attached job announcement is now being circulated with a February 19<sup>th</sup> closing date. Should this recruitment not be authorized, this process will immediately be suspended pending further Board direction.

Staff will be prepared at the meeting to discuss this issue in detail, but to avoid the need for specific Board action on every recruitment or minor changes in job descriptions; staff will be presenting a proposal at a future meeting to amend the personnel procedures accordingly.

**RECOMMENDATION:** Adopt the amended Administrative Assistant I/II job description and authorize the Transit Manager to fill the vacant Administrative Assistant I/II position as proposed.

Attachment

JOB DESCRIPTION  
ADMINISTRATIVE ASSISTANT I  
ADMINISTRATIVE ASSISTANT II  
(Updated ~~December~~ February 21, 2019-12/14/09)

**Definition**

Under direction, performs a wide range of administrative and clerical support functions required for the Yuba-Sutter Transit Authority ~~and the Regional Waste Management Authority~~. Responsibilities involve daily clerical, office management, customer service, operational, light bookkeeping accounting, and specialized functions and projects essential for efficient and effective operations.

**Class Characteristics**

Administrative Assistant I is the entry level position. Initially under close supervision, incumbents learn daily routine tasks, policies and procedures and functions of Yuba-Sutter Transit ~~and the Regional Waste Management Authority~~. As experience is gained, incumbents are expected to take on additional responsibilities and handle more complex issues under more general supervision. Administrative Assistant II is the journey level position, independently performing the more complex, specialized or technical duties which include receiving and resolving more difficult or sensitive customer complaints; processing a variety of financial data and preparing related statistical reports; assisting with budget preparation and audit activities; conducting research ~~for executives~~ and preparing, coordinating and maintaining official board records. This position reports directly to the Transit Manager.

**Examples of Duties**

**Administrative Assistant I:**

Serves as the primary public contact for the office by answering phones, greeting visitors and answering basic transit questions or directing inquiries to the appropriate resource; processes electronic fare card (Connect Transit Card) orders bus pass and ticket sale requests from both the public and outside agencies; monitors and maintains inventory of bus pass tickets and electronic fare cards; processes and produces photo identification cards; maintains petty cash records; receives and balances payments; using Quick Books software, enters data to maintain and process accounts receivable, accounts payable and financial records which includes preparing and processing invoices, payments, resolving discrepancies and preparing checks for signature; ~~prepares bank deposits; reviews and reconciles bank statements~~; monitors account balances; coordinates records for payroll; assists with the preparation and coordination of materials for Board agendas, meetings and minutes; attends Board meetings to take and produce minutes from recordings for staff review; coordinates and manages agency Fair Political Practice Commission (FPPC) records for board members and affected staff; prepares general correspondence and reports; maintains inventory of office supplies; orders and stocks office supplies; processes and distribute incoming and outgoing correspondence; responsible for occasional mass mailings; maintains administrative files; manages lost and found program; and, performs other related duties as assigned.

**Administrative Assistant II (in addition to the above);**

Receives, researches and responds to sensitive and/ or complex customer complaints; prepares and compiles financial and statistical reports using Quick Books software and data management software for spreadsheets; assists with annual fiscal audits; assists with the preparation of the budget and maintains on-going budget records; conducts research, compiles data and prepare reports for consideration and presentation to management ~~and the Board~~; assists in the processing of marketing materials;



coordinates the selection and maintenance of office equipment (printers and copiers); ~~maintains back-up of network mainframe computer system.~~

**Qualifications:**

**Administrative Assistant I:**

**Knowledge of:** Standard office administrative and clerical procedures and systems such as word processing and spreadsheets; office procedures and terminology; principles and processes for providing customer and personal services which includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; basic ~~accounting and~~ bookkeeping; principles of business letter writing; structure and content of the English language including the meaning and spelling of words, rules of composition and grammar; record keeping, report preparation, filing methods and records management techniques.

**Ability To:** Prioritize a variable workload with frequent interruptions, meet critical deadlines, and follow up assignments with minimal direction; use initiative and independent judgment within general guidelines; use patience, tact and courtesy to maintain effective working relationships with the general public and staff and present oneself in a professional manner; compose professional correspondence and letters independently or from brief instructions; understand and carry out oral and written directions; communicate information and ideas ~~verbally~~ and in writing so others will understand; apply general rules to specific problems to produce answers that make sense and tell when something is wrong or likely to go wrong; maintain confidentiality; ~~type at a net rate of 50 words per minute from printed copy;~~ operate a variety of modern office equipment ~~which include~~ ing, but not limited to, personal computer, calculator, copy machine and FAX; efficiently use word processing and spreadsheet software.

**Administrative Assistant II (in addition to the above):**

**Knowledge of:** Basic organization and function of public agencies, including the role of appointed boards and commissions; record-keeping, reporting and clerical procedures related to board and/or commission meetings; applicable statutes, rules, ordinances, codes and regulations; ~~basic data sampling and statistical analysis techniques;~~ basic ~~bookkeeping~~ budgetary and accounting practices and terminology; principle and practices of the administration of Yuba-Sutter Transit ~~and the Regional Waste Management Authority~~, including but not limited to, claims, legislation, budget, and grants; principles and practices of basic analytical research and project coordination.

**Ability To:** Use logic and reasoning to identify the strengths and weaknesses or alternative solutions or conclusion or approaches to problems; research, compile, and summarize a variety of informational ~~and statistical~~ materials; analyze and resolve office administrative situations and problems. Operate a variety of modern office equipment and efficiently use word processing and spreadsheet software.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical history questionnaire which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to

repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

- Occasionally lift items, such as, boxes of paper weighing up to 20 pounds with or without assistance.
- [Climb stairs to access file storage area.](#)
- Drive a motor vehicle to attend meetings or training and assist with outreach activities related to marketing, passenger surveys and community relations.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office environment

**Special Requirements:**

- May be required to participate in outreach activities outside of the normal working hours.
- May be required to travel occasionally for training primarily in the Sacramento region.

**Desirable Education and Experience**

**Administrative Assistant I** – Education equivalent to graduation from high school and two years of recent, increasingly responsible clerical experience, preferable dealing with the general public, or an equivalent combination of education, training and/or experience which demonstrates the ability to perform all of the required duties. [Functional Spanish language skill a plus.](#)

**Administrative ~~Assistant~~Secretary II** – Education equivalent to graduation from high school and three years of increasingly responsible clerical experience, preferably dealing with the general public, or an equivalent combination of education, training and/or experience which demonstrates the ability to perform all of the required duties. [Bookkeeping experience a plus.](#)

**License**

Must possess a valid California Class C Drivers License at all times. Employee will be required to use his/her personal automobile (with mileage reimbursement from employer). Employee must maintain adequate insurance coverage of vehicle (~~per State guidelines~~[minimum of \\$100,000 per person, \\$300,000 per accident](#)) and provide proof of insurance annually.

**Salary Range (Monthly)**

Administrative Assistant I	<del>\$3,0852.550</del> - <del>\$3,750401</del>
Administrative Assistant II	<del>\$3,4012,812</del> - <del>\$4,1343,419</del>



is seeking applications for the position of  
**ADMINISTRATIVE ASSISTANT I/II**

**Closing Date: February 19, 2019**

***The Position***

The Yuba-Sutter Transit Authority is recruiting for a new Administrative Assistant to serve as the public face and voice of the agency while performing a wide range of clerical, office management and customer service duties in support of the agency's programs and activities. Duties will include a significant amount of public and related agency interactions in person, over the phone and electronically as well as light bookkeeping and administrative support for the Transit Manager, other agency staff and the Board of Directors.

***Compensation & Benefits***

Level I: \$3,085 - \$3,750/Month

Level II: \$3,401 - \$4,134/Month

- CalPERS Retirement Plan – 2% @ 62 (for those entering the CalPERS system after 12-31-12) or 2% @ 55 (for Classic PERS eligible employees)
- No Social Security
- Longevity pay program
- Employer paid Medicare premium of 1.45%
- Employer paid health, dental, vision (reimbursement allowance), life and long term disability insurance coverage available to employee and dependents (Limited \$250 a month payment if unused)
- Employer contribution of \$100 a month to the available deferred compensation plan
- Twelve paid holidays annually
- Annual leave (combined vacation & sick leave) program starting at 24 days a year (less than five years) up to 34.5 days a year (at least 25 years) up to a maximum accrual of 48 days
- Limited annual leave sell back program
- Frequent BBQs, potlucks and goodies!

***The Ideal Candidate***

We are looking for a highly motivated, enthusiastic individual with excellent interpersonal and communication abilities; someone who is especially adept at customer service, office management and clerical skills; who is organized, disciplined and detail oriented; who has outstanding written, oral and computer skills; who highly values their integrity and has a strong work ethic; and, who is flexible and customer focused. We are looking for an individual who will enjoy working in a small, busy office with frequent telephone and counter interruptions where everyone must be ready, willing and able to do anything at anytime all while maintaining their sense of humor. The ability to communicate in Spanish is a plus.

***Application Process***

If you are interested in joining our team, please review the complete job announcement and position description that is available at [www.suttercounty.org](http://www.suttercounty.org) or from the Sutter County Human Resources Department.

To be considered, interested candidates must submit the completed Application, Supplemental Questionnaire, and any additional information by no later than 5:00 p.m. on the Final Closing Date to:

**Sutter County Human Resources  
1160 Civic Center Blvd, Ste. B  
Yuba City, CA. 959993**

**Phone: (530) 822-7113 Fax: (530) 822-7191  
[www.suttercounty.org](http://www.suttercounty.org)**

A screening panel will select those most qualified to be considered further in the selection process which may include an application screening and/or interviews. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam, credit check and fingerprinting in addition to other appropriate requirements of the position.



AGENDA ITEM V – F  
STAFF REPORT

**JUNE BOARD MEETING DATE CHANGE**

Due to an unavoidable personal schedule conflict, staff is recommending that the regular June 2019 meeting date be moved one week earlier from Thursday, June 20<sup>th</sup> to Thursday, June 13<sup>th</sup>. The regular June meeting of the Yuba-Sutter Transit Board of Directors falls this year during an annual event that the Transit Manager has attended for years. The last such change or cancellation of a Board meeting date for personal reasons occurred in November 2018 and October 2015. If approved as proposed, the public would be informed of any meeting schedule change well in advance in upcoming agendas, press releases and passenger newsletters.

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

**RECOMMENDATION:** Cancel the Regular Meeting of June 20, 2019 and set a Special Meeting for 4:00 p.m. on Thursday, June 13, 2019 as proposed.

AGENDA ITEM V – G  
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD) GRANT  
CLOSE-OUT REPORT FOR THE EXPANDED LIVE OAK SERVICE**

**Background**

Yuba-Sutter Transit has provided rural route service to the City of Live Oak since 1988 under an agreement whereby the city pays the fully allocated cost (including depreciation) for each hour of service (as determined by the most recent fiscal audit) minus any fare revenue received. Prior to July 1, 2015, the Live Oak Route had offered two round trips every Monday, Wednesday and Friday. Until July 2015, these services have been funded exclusively from State Transit Assistance (STA) funds that are allocated to the city and claimed directly by Yuba-Sutter Transit. The expenses and fare revenue for this service are included in Yuba-Sutter Transit's systemwide farebox recovery ratio and Yuba-Sutter Transit is solely responsible for setting service levels and passenger fares up to the level of STA funds available. The cost for any service beyond that level would be the sole responsibility of the city.

Prior to the July 2015 expansion, the Live Oak Route had performed rather well and consistently cost less to operate than the amount of STA funding that had been available resulting in an FY 2015 year-end balance of just over \$107,000 for a service that had an annual net operating cost of around \$40,000. To determine if there would be enough ridership to justify a higher level of service, the Live Oak City Council requested the July 2015 expansion of the service from three to five days a week with additional local stops within the city and a new option for direct service to Yuba College's Sutter County Center.

Partially off-setting the projected additional first year cost (July 2015 through June 2016) of \$30,000 for the expanded service, Yuba-Sutter Transit received a \$10,000 grant from the Feather River Air Quality Management District (FRAQMD). Since that time, four additional grants, for a cumulative total of \$45,000 (including the original grant) have been awarded to continue supporting the expanded service level through December 2019. This report covers the completed 42 month demonstration period for the expanded Live Oak Route from July 2015 through December 2018.

**Expanded Service**

The Live Oak route was expanded from three to five days a week (Monday - Friday) offering two round trips each service day beginning July 1, 2015. The previous three Live Oak bus stops were modified and expanded to a total of six stops to provide scheduled service to more areas of the city while all service policies including route deviations particularly for seniors and persons with disabilities remained in effect. Another highlight of the expanded Live Oak service was the potential for direct service for Live Oak residents to Yuba College's Sutter County Center when the bus traveled to and from Marysville/Yuba City. A copy of the current Live Oak Route service brochure is attached for reference.

As shown in the table below, the response to the expanded Live Oak service has been fairly consistent over the three and one half years of the expanded operation. Monthly ridership was up significantly in 2018 with the net subsidy per passenger trip actually dropping a bit as ridership growth outpaced the increase in cost that resulted from an increase in both the operating costs per hour of service and the number of hours operated. Because much of the ridership growth has occurred among those who ride on discount fares (cash or pass) such as seniors, youth and persons with disabilities; average monthly fare revenue remained unchanged despite the increase in ridership as all discount monthly local fixed route passes have been accepted on all rural routes since January 2016. Prior to that date, only discount monthly youth passes had been accepted.

***Grant Periods Monthly Averages***

	Jul 15 – Dec 15	Jan 16 – Dec 16	Jan 17 – Dec 17	Jan 18 – Dec 18
Passenger Trips / Month	285	280	272	332
Vehicle Service Hours (VSH) / Month	75.4	74	71.64	77.26
Trips per VSH	3.78	3.78	3.8	4.31
Total Operating Cost / Month	\$5,396	\$6,297	\$6,146	\$6,760
Passenger Fare Revenue / Month	\$321	\$326	\$277	\$277
Net Subsidy / Month	\$5,075	\$5,971	\$5,869	\$6,483
Net Subsidy per VSH	\$67.31	\$80.69	\$81.95	\$83.90
Net Subsidy per Trip	\$17.81	\$21.33	\$21.58	\$19.86

**Summary**

Compared to pre-expansion performance levels (July 2014 – June 2015), Live Oak ridership has generally kept pace (up 94 percent) with the increase in service hours (up 82 percent), but when combined with the low average fare and an increase in the contracted cost per VSH the net average monthly subsidy to operate the service has increased by 113 percent. The City of Live Oak began FY 2019 with a deferred STA revenue balance of approximately \$38,000 (June 30, 2018). With continued FRAQMD funding, this balance is now projected to drop to just under \$25,000 by June 30, 2019. As a result, the long term sustainability of the expanded Live Oak service remains in question given the existing fare structure, projected funding levels and the Yuba-Sutter Transit operating agreement. Staff will continue to monitor this service closely while investigating other long term funding and operational options.

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

**RECOMMENDATION:** Information only.

## OTHER SERVICE CONNECTIONS

Yuba-Sutter Transit offers a wide range of other public transportation services. These include weekday and Saturday local fixed route service; weekday and Saturday Dial-A-Ride service for seniors and persons with disabilities; weekday commuter and midday service to downtown Sacramento; and, rural service to Wheatland and the Yuba County foothills.

Connections to and from the Live Oak Route are available at both the Alturas & Shasta Terminal in Yuba City and the Yuba County Government Center in Marysville with Routes 1, 2 and 4 for local route service throughout Yuba City, Marysville and Linda.

Connections are also available at the Yuba County Government Center for service to and from downtown Sacramento.

Applicable fares must be paid on other services.

## HOLIDAYS

Yuba-Sutter Transit does not operate any service on the following holidays:

New Year's Day	Independence Day
Martin Luther King's Birthday	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Day



## CONNECT CARD

The Connect Card is the easy way to pay transit fares. It is a plastic, reloadable smart card with an embedded computer chip that can store cash value and/or monthly passes for any regular or discounted fares. It's accepted by Yuba-Sutter Transit, Sacramento Regional Transit and seven other transit providers in the greater Sacramento area.

Visit **ConnectTransitCard.com** to get started. Once you initially order and load your full fare\* Connect Card online, you'll receive it in the mail in 3 - 5 days. Just tap it on the Connect Card reader when you board any Yuba-Sutter Transit bus and reload as needed.

*\*Discount fare passengers must visit the Yuba-Sutter Transit office for their first Connect Card which will also become their new photo I.D. card for discount fare eligibility purposes.*



## CONNECT CARD OUTLETS

All monthly passes and \$10 ticket sheets are available at the main Yuba and Sutter County Libraries as well as the Yuba College Bookstore. Passes, ticket sheets and single ride tickets are available at the Yuba-Sutter Transit Administrative Office or by mail. Call (530) 634-6880 for more information.



Service Information  
**(530) 742-2877**  
(TTY) 634-6889

[www.yubasuttertransit.com](http://www.yubasuttertransit.com)  
2100 B St., Marysville, CA 95901

Subject to change without notice.  
Materials available in accessible formats  
upon request, call (530) 634-6880.



# Live Oak Route Information



Service Information  
**(530) 742-2877**  
(TTY) 634-6889

[www.yubasuttertransit.com](http://www.yubasuttertransit.com)  
Effective July 1, 2018



## LIVE OAK ROUTE

The Live Oak Route is a combined fixed route and demand response service offering two round trips each weekday between Live Oak and the Cities of Yuba City and Marysville. Passengers can catch the bus at any of six designated stops in Live Oak without an advance reservation. Passengers may also request pick-up and drop-off at the Yuba College Sutter County Center on the way to or from Live Oak. Call at least one hour in advance for pick-up at the Sutter County Center or request drop-off there when you first board the bus.

Advance reservations are also available for demand response service within the city limits of Live Oak and anywhere within ¼ mile of the route to Yuba City and Marysville. This demand response service is provided in conjunction with the scheduled service.

For more information and trip planning assistance, call (530) 742-2877 (TTY 634-6889).

## LIVE OAK SCHEDULES

### MONDAY THROUGH FRIDAY

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
Yuba Co. Govt. Center	--	11:35	5:35
Alturas & Shasta Terminal (Yuba City)	--	11:40	5:40
Yuba College, Sutter Co. Center*	--	11:50	5:50
Ash St. & Hwy 99	7:00	12:00	6:00
Maple Park Neighborhood Center	7:02	12:02	6:02
Pennington Rd. & O St. (Live Oak Park)	7:05	12:05	6:05
Richard Ave. & Presley Ave.	7:07	12:07	6:07
Date & O Streets (Senior Village)	7:12	12:12	6:12
Butte View Estates (Larkin Rd.)	7:15	12:15	6:15
Yuba College, Sutter Co. Center*	7:25*	12:25*	--
Alturas & Shasta Terminal (Yuba City)	7:40	12:40	--
Yuba Co. Govt. Center	7:45	12:45	--

\*by request only (please call 742-2877 at least 1 hour in advance)

## GENERAL POLICIES

The Live Oak Route operates with or without reservations serving designated stops every weekday though curbside service is available by advance reservation in designated areas.

To reserve a ride, simply call (530) 742-2877 and give the dispatcher your pick-up point, where you want to go and let us know if you will be returning on a later run that day. The bus will stop at any safe location within the city limits of Live Oak and anywhere within ¼ mile of the route to Yuba City and Marysville. Passengers must call at least one hour in advance for alternate stop locations and service to the Yuba College Sutter County Center stop.

If you have a regular appointment, call and arrange with dispatch for a standing reservation. This scheduled pick-up and drop-off will continue until you adjust or cancel it. Repeated no shows or late cancellations for standing rides will result in suspension of the standing reservation.

## FARES

Basic Fare . . . . .	\$2.00
Senior (Age 65+)/Disabled Fare* . . . . .	\$1.00
Youth Fare (Age 5-18)* . . . . .	\$1.00
Children - Age 4 and Under With Adult . . . . .	Free
(Limit of two free fares per adult)	

Ticket Sheets (Twenty 50¢ tickets) . . . . . \$10.00

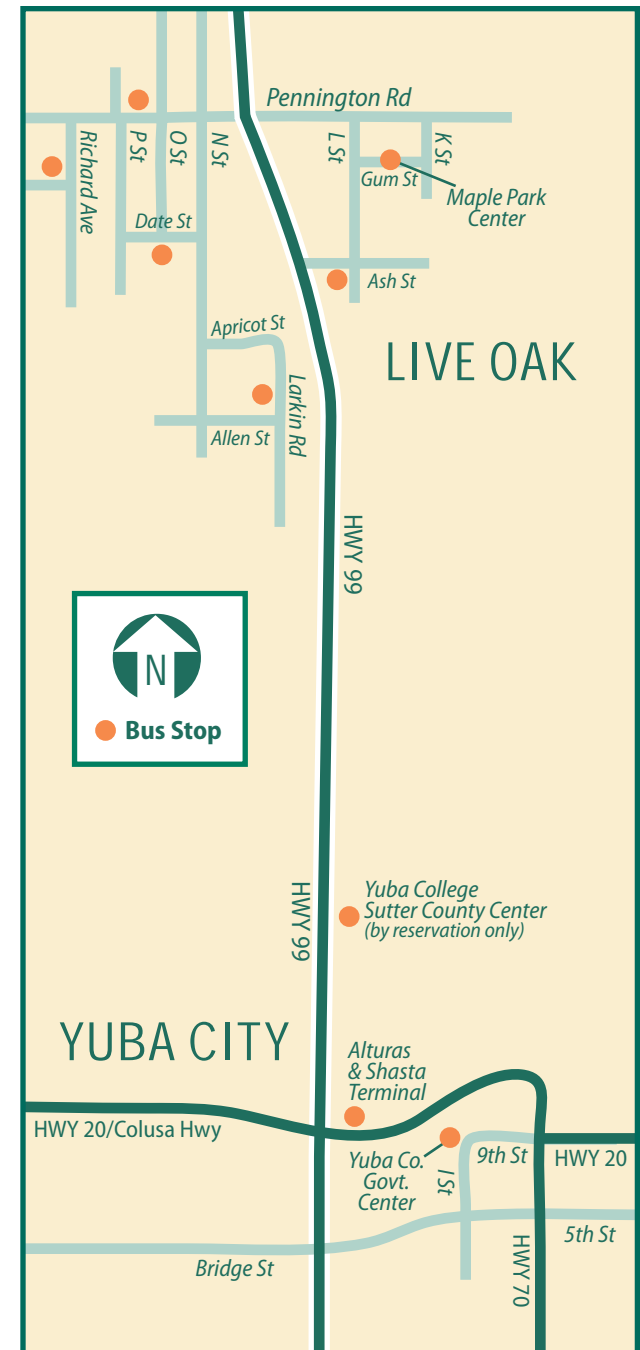
\*With a Yuba-Sutter Transit senior/disabled/youth photo identification (I.D.) card; Medicare card; or, DMV placard I.D. printout. Valid senior/disabled/youth photo I.D. cards issued by another transit agency will be honored for up to 21 days. Medicare card and DMV placard holders may be required to provide photo I.D.

**VALID LOCAL DISCOUNT MONTHLY PASSES FOR YOUTH, SENIORS AND PERSONS WITH DISABILITIES ARE ACCEPTED ON THE LIVE OAK ROUTE. PROOF OF ELIGIBILITY REQUIRED.**

**DEPOSIT EXACT FARE DRIVERS DO NOT MAKE CHANGE**

## ADDITIONAL INFORMATION

- All Yuba-Sutter Transit buses are wheelchair accessible. Please let us know if you will need to use the lift when you make your reservation.
- Bike racks are available on all Yuba-Sutter Transit buses.
- Don't be a no show! If you are unable to make a scheduled trip, please call (530) 742-2877 and cancel your trip.
- Deposit exact change. Drivers do not make change.





AGENDA ITEM V – H  
STAFF REPORT

**MID-YEAR PERFORMANCE REPORT**

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first half of FY 2019 (July through December 2018) presented in comparison with the performance for the same period in the previous fiscal year. After setting the high water mark in FY 2015 at nearly 1.3 million annual passenger trips, systemwide ridership dropped 21.1 percent in the following three years through FY 2018 and that trend continued through the first half of FY 2019 with a systemwide ridership decrease of 10.6 percent compared to the first half of FY 2018.

Similar or worse (sometimes much worse) ridership declines have been experienced by most transit agencies in the greater Sacramento area and across the nation in recent years and there may be some common causal factors at play, but staff can certainly point to a number of local contributing factors that may have contributed to Yuba-Sutter Transit's losses. These include the restructuring of Routes 1 and 4 and the elimination of the "transfer-for-a-transfer" policy that occurred in September 2015; chronic on-time performance and reliability problems with the older fixed route and commuter buses; relatively low and stable fuel prices; and, the general lack of population and employment growth in the region. More specifically, the recent ridership drop was made worse by the July 1<sup>st</sup> elimination of free transfers with the full and final conversion to the Connect Card electronic fare card system. Second quarter ridership in particular was significantly impacted by the extremely unhealthy wild fire related smoke conditions in November that resulted in extended school and program closures throughout the valley.

Individually, the greatest ridership drop in terms of passenger trips was on the local fixed route system for all of the reasons noted above. The Dial-A-Ride service also experienced a significant percentage reduction in ridership although that did result in at least some reduction in service hours as well. The most significant good news is that ridership on Yuba-Sutter Transit's Sacramento services is up 3.1 percent compared to the mid-year mark from last year. Rural route ridership, which continues to vary widely due to the limited nature of these services, fared pretty well overall especially when compared to the major services. Systemwide fare revenue and farebox recovery ratio figures were relatively flat or down slightly.

The long-term negative year-to-year quarterly ridership trend is likely to continue in the third quarter though it should be less than what has been experienced to date. Now that the Connect Card has been fully implemented, the long term ridership and financial impacts of this initiative which has been gradually rolled-out over the last two years should become evident over the next six months so they can be factored into the planning for the next budget cycle.

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

**RECOMMENDATION:** Information only.

**MID-YEAR PERFORMANCE REPORT  
FISCAL YEAR 2018-2019**

	<b>Passenger Trips</b>	<b>Vehicle Serv. Hours</b>	<b>Pass. Trips Per VSH</b>	<b>Est. Fare Revenue</b>	<b>Fare Rev. Per VSH</b>	<b>Est. Farebox Ratio</b>
<b>Fixed Route:</b>						
July 2018 - December 2018	370,793	25,990.74	14.27	\$258,154	\$9.93	13.1%
July 2017 - December 2017	420,048	25,955.87	16.18	\$252,922	\$9.74	13.2%
Percent Change	-13.3%	0.1%	-13.4%	2.0%	1.9%	-1.0%
<b>Dial-A-Ride:</b>						
July 2018 - December 2018	30,216	12,348.25	2.45	\$64,538	\$5.23	6.9%
July 2017 - December 2017	33,798	12,672.49	2.67	\$63,231	\$4.99	6.7%
Percent Change	-11.9%	-2.6%	-9.1%	2.0%	4.5%	2.6%
<b>Sacramento Services (Commuter &amp; Midday):</b>						
July 2018 - December 2018	65,979	7,047.64	9.36	\$275,502	\$39.09	51.4%
July 2017 - December 2017	63,901	6,822.44	9.37	\$276,992	\$40.60	54.9%
Percent Change	3.1%	3.2%	-0.1%	-0.5%	-3.9%	-6.7%
<b>Foothill Route:</b>						
July 2018 - December 2018	1,189	477.74	2.49	\$1074	\$2.25	3.0%
July 2017 - December 2017	1,040	476.25	2.18	\$920	\$1.93	2.6%
Percent Change	12.5%	0.3%	12.4%	14.3%	14.1%	12.1%
<b>Live Oak Route:</b>						
July 2018 - December 2018	2,259	464.79	4.86	\$1,877	\$4.04	5.3%
July 2017 - December 2017	1,725	443.69	3.89	\$1,705	\$3.84	5.2%
Percent Change	23.6%	4.5%	20.0%	9.2%	4.9%	2.1%
<b>Wheatland Route:</b>						
July 2018 - December 2018	362	262.71	1.38	\$457	\$1.74	2.3%
July 2017 - December 2017	266	235.67	1.13	\$357	\$1.51	2.0%
Percent Change	26.5%	10.3%	18.0%	21.9%	13.2%	12.6%
<b>Systemwide Summary:</b>						
July 2018 - December 2018	470,798	46,591.87	10.10	\$601,602	\$12.91	17.0%
July 2017 - December 2017	520,778	46,606.41	11.17	\$596,127	\$12.79	17.3%
Percent Change	-10.6%	0.0%	-10.5%	0.9%	0.9%	-1.8%

Notes:

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