

## AGENDA ITEM IV – A

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

**Staff Introduction:** Martin introduced Janet Frye as Yuba-Sutter Transit’s new Administrative Assistant, Board Clerk and Office Manager who started on Monday, March 18<sup>th</sup> replacing Sandra Anderson.

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

Present: Cardoza,, Espindola (4:02pm), Fletcher, Leahy (Chair), Samayoa (4:11pm), Sullenger and Whiteaker (Vice-Chair).

Absent: Hudson and Shaw

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

None

#### **III. Consent Calendar**

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

#### **IV. Reports**

##### **A. Preliminary Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2020.**

Martin presented the preliminary draft Yuba-Sutter Transit Operating and Capital Budget for FY 2020 highlighting the current year budget estimates and several key factors for consideration in the draft budget for FY 2019-20. He noted that the preliminary draft budget is a work in progress that meets the requirements of the JPA, but that a revised draft budget including detailed descriptions and assumptions for each budget category would be presented at the April meeting.

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

Director Whiteaker made a motion to approve Resolution No. 1-19 as recommended. Director Cardoza seconded the motion and it carried unanimously.

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

Director Whiteaker made a motion to approve Resolution No. 2-19 as recommended. Director Cardoza seconded the motion and it carried unanimously.

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

Martin explained that the Yuba College Sutter Center Shuttle and the expanded Sacramento Commuter Service were both approved in concept for LCTOP funding at the last meeting, but that action is now needed to authorize submission of the funding request, authorize execution of the related grant documents and designate the Transit Manager as the Authorized Agent.

Director Fletcher made a motion for approve Resolution No. 3-19 as recommended. Director Cardoza seconded the motion and it carried unanimously by acclamation.

**E. Project & Program Updates**

**1. Quantum Automatic Rear-Facing Wheelchair Securement System**

Martin noted that after this system had been demonstrated locally to good reviews, it was determined that it would not fit well on the 35' model replacement buses now on order. The new buses will still have upgraded securement systems over the buses being replaced, but they will be forward facing though they will still decrease the time needed to secure passengers in wheelchairs. Director Cardoza stated that he had attended the demonstration and thought the seats would be a great asset for the transit system in the future.

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

Martin updated the Board on the status of the project noting that free Wi-Fi service was now available on all commuter and local fixed route buses and that more features were expected by the end of April with project completion expected by the end of May. In response to a question as to how riders will know about the new services, Martin stated that signs could be placed at the bus stops to inform casual or newer riders, but that digital signs at stops would have to wait as they are not included in this project.

**3. Operations & Maintenance Contract Request for Proposals (RFP)**

Martin informed the Board that he had hoped to bring a draft RFP to the Board at the April meeting, but new DBE requirements from Caltrans may delay that process. While the existing agreement will expire September 30<sup>th</sup>, Yuba-Sutter Transit can extend it on a month to month basis for up to six months if necessary.

**V. Correspondence/Information**

Director Samayoa updated the Board on the traffic conditions through Marysville due to the Paradise debris removal and that the city will be working with Tetra Tech to determine the best routes through so as to minimize the disruption especially since the increased traffic might affect bus routes. He said that information regarding the times and routes can be received from Chief Sachs at Marysville PD.

## **VI. Other Business**

James Brinkley, representing Erica Friend who was not present, asked to discuss with the Board the status of old ticket books that his friend had located. After being invited to speak, Mr. Brinkley stated that he had requested that the office exchange them for new bus tickets, but that Mr. Martin informed him that the time for an exchange had expired in July 2018. After some discussion, because this was not on the agenda, the Board asked that this topic be place on the agenda for the next meeting on April 18<sup>th</sup>.

## **VII. Adjournment**

The meeting was adjourned at 4:29 p.m.

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