



## MEETING NOTICE & AGENDA

A NEW LOCAL FIXED ROUTE BUS WILL BE ON DISPLAY IN THE PARKING LOT  
FROM 3:30 – 4:00 PM PRIOR TO THE MEETING

**DATE:** Thursday, November 21, 2019

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

**PLACE:** 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 Business from the Floor

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

### III. Consent Calendar

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

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

### IV. Reports

#### A. Next Generation Transit Facility Site Study Consulting Contract Award. (Attachment)

RECOMMENDATION: Award the Next Generation Transit Facility Site Study Consulting Contract to WSP USA as proposed.

#### B. State Transit Assistance (STA) State of Good Repair (SGR) Fund Claim Authorization. (Attachment)

RECOMMENDATION: Adopt Resolution No. 12-19 authorizing the submittal of Yuba-Sutter Transit's FY 2017/2018, FY 2018/2019 and FY 2019/2020 STA-SGR claim as proposed.

#### C. Holiday Office Schedule Change. (Attachment)

RECOMMENDATION: Authorize closure of the administrative office on Monday, December 23, 2019 as proposed.

D. First Quarter Performance Report for FY 2019-20. (Attachment)

RECOMMENDATION: Information only.

E. Project & Program Updates.

1. FRAQMD Finance Committee Project Recommendations
2. Sikh Parade Parking Shuttle Results
3. Unmet Transit Needs Hearing Results

RECOMMENDATION: Information only.

V. Correspondence/Information

VI. Other Business

VII. Adjournment

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY, DECEMBER 19, 2019  
AT 4:00 P.M. AT THE YUBA COUNTY GOVERNMENT CENTER**

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

**AGENDA ITEM III – A**

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
OCTOBER 17, 2019**

**I. Call to Order & Roll Call** (4:10 pm)

Present: Cardoza, Leahy (Chair), Simmons (for Fletcher), Sullenger and Whiteaker (Vice-Chair)

Absent: Fletcher, Hudson, Samayoa, and Shaw

**II. Public Business from the Floor**

None

**III. Consent Calendar**

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

**IV. Reports**

**A. Yuba College Sutter Campus Student Shuttle Service Plan**

Martin presented the Yuba College Shuttle Service Plan for the Sutter County Campus. Starting in January 2020, shuttle service will operate Monday through Thursday for all three semesters. It is timed to offer half hour service using one 16 passenger bus between the Sutter Center and the Walton Terminal with one additional stop adjacent to River Valley High School. No fare will be charged on the shuttle as the funding is being provided through the Low Carbon Transit Operations Program (LCTOP). While this is the proposed initial service plan, it can be adjusted or eliminated entirely as necessary. Yuba College is helping to market the service.

Director Whiteaker asked if there was any idea of what ridership might look like. Martin stated that there is no projection for ridership, but two previous shuttle services that were operated only during summer semesters were only sparsely used. He noted that this is an experimental demonstration service and changes will be made as needed.

Director Cardoza asked if Yuba College had done any type of outreach to know how many people might be using the service. Martin answered that there is no way to know at this time, but the hope is to have Yuba College promote the service as students register for the Spring Semester to encourage strong ridership numbers.

Director Simmons asked if this service is a direct response to someone asking for transportation for their student from one college campus to the other. Martin responded

that access between home and the Sutter campus has been a common request since it opened in 2012, but not for service between the two campuses.

Director Whiteaker gave kudos to Martin for continuing to work toward providing the service to the campus as enrollment as increased and he is pleased to see this pilot program moving forward. Martin noted that this program has been funded as a two-year demonstration to determine if the service is viable.

Director Whiteaker made a motion to authorize the operation of a student shuttle as proposed. Director Cardoza seconded the motion.

Yuba Community College Trustee Brent Hasteley congratulated the Board on approving this exciting program to help students get to the campus and thanked Martin for his work on this project.

The motion carried unanimously.

## **B. Storer Transit Systems Drug & Alcohol Policy**

Martin presented the Drug & Alcohol Policy for Storer Transit Systems. Storer Transit Systems is now the operations contractor as of the end of September. Adoption of the new contractor's policy is necessary to remain in compliance with federal regulations.

Director Whiteaker made a motion to adopt Resolution No. 10-19 adopting the Storer Transit Systems Drug and Alcohol Policy for the Yuba-Sutter Division effective September 30, 2019. Director Cardoza seconded the motion and it carried unanimously.

## **C. Disposal of Surplus Buses**

Martin stated that new buses are being purchased and will be arriving starting next week. This resolution would declare the older buses that are being replaced as surplus and authorize their disposal in the most expedient manner possible.

Director Whiteaker made a motion to adopt Resolution No. 11-19 declaring certain vehicles to be surplus and authorizing their disposal. Director Sullenger seconded the motion and it was approved unanimously.

## **D. Project & Program Updates**

### **1. Service Contractor Transition**

Martin introduced Acting General Manager and Vice President for Storer Transit Systems, Steven Fernandez. Fernandez thanked the Board for the opportunity to serve Yuba-Sutter Transit and the community. He stated that the transition has been successful and there is excitement among the staff to continue serving Yuba-Sutter Transit. Martin stated that he agrees that the transition has been successful though certainly not without challenges. He has received positive feedback from some of the employees who continued on with the new contractor which was a key focus of the transition.

## **2. Replacement of Local Fixed Route Buses**

Martin stated that he will be with Storer staff on Monday to inspect the first of the buses for the replacement of 11 local fixed route buses. The first bus will be delivered next week and all of them will be delivered and in service by the end of November.

## **3. Next Generation Facility Site Study**

Martin stated that proposals for the Next Generation Facility Site Study are due tomorrow (October 18<sup>th</sup>). At least two or three firms are expected to submit proposals and an award recommendation is scheduled to be presented to the Board for approval consideration at the November Meeting.

## **4. Annual Unmet Transit Needs Hearing (2:00 p.m. on Tuesday, November 5<sup>th</sup> in the Yuba County Government Center)**

Martin announced that the Annual Unmet Transit Needs Hearing will be conducted in the Yuba County Government Center on Tuesday, November 5<sup>th</sup> at 2:00 p.m. This is the annual SACOG hearing.

Martin reminded the Board that the parking shuttle service for the Sikh Parade would be operating on November 3<sup>rd</sup>. He also reported that an application under the Sustainable Communities Grant has been submitted to Caltrans for the proposed Comprehensive Operational Analysis.

## **VI. Correspondence/Information**

None

## **VII. Other Business**

None

## **IX. Adjournment**

The meeting was adjourned at 4:34 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, NOVEMBER 21, 2019  
AT 4:00PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

**AGENDA ITEM III-B  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF OCTOBER 2019**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,440.52	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 2,802.34	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 33,234.56	PAYROLL	PAYROLL
EFT	\$ 1,596.44	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 332.20	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.42	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 3,515.04	PG&E	ELECTRIC
EFT	\$ 50.19	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS
EFT	\$ 45.08	PG&E	GAS
EFT	\$ 169.77	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 213.72	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 228.86	ELAVON	MERCHANT SERVICE FEE - OCTOBER
EFT	\$ 167.84	PRIMEPAY	PAYROLL FEE
16715	\$ 580.00	ACTION FENCING	MOVE BUS STOP SIGNAGE AT 798 RICE WY, YC
16716	\$ 548.00	ADAM HANSEN	1ST QUARTER REIMBURSEMENTS
16717	\$ 214.99	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE - AUGUST AND SEPTEMBER
16718	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING MAINTENANCE/WEED CONTROL
16719	\$ 42.39	AMY WHITE	1ST QUARTER REIMBURSEMENTS
16720	\$ 2,891.08	CONNECT CARD REGIONAL SERV CENTER	DEFERRED CREDITS CONNECT CARD
16721	\$ 85.73	FEDEX	SHIPPING PAPERWORK & PAYMENT FOR VEHICLES
16722	\$ 246.97	FRAQMD	ANNUAL GENERATOR PERMIT RENEWAL
16723	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
16724	\$ 353.87	QUILL CORPORATION	JANITORIAL SUPPLIES
16725	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES
16726	\$ 7,719.82	RAMOS OIL COMPANY	FUEL/LUBRICANTS - GAS
16727	\$ 1,701.06	RICH, FUIDGE, BORDSEN & GALYEAN, INC	LEGAL SERVICES 7/1/19 AND 9/30/19
16728	\$ 19,703.92	SC FUELS	FUEL/LUBRICANTS - DIESEL
16729	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL - SEPTEMBER
16730	\$ 150.41	STAPLES CREDIT PLAN	ROLLER COLOR RIBBON, CLEANER & ENVELOPES
16731	\$ 550.75	STATE COMPENSATION INSURANCE FUND	WORKERS COMP PREMIUM 10/19 - 1/20
16732	\$ 89.42	SUTTER COUNTY LIBRARY	CONNECT CARD/DEFERRED CREDITS
16733	\$ 1,574.51	T-MOBILE	WIFI SERVICES FOR BUSES SEPTEMBER 2019
16734	\$ 272.79	TIAA COMMERCIAL FINANCE, INC	COPIER LEASE - SEPTEMBER 2019
16735	\$ 9,093.12	TRANSDEV SERVICES, INC	NEW BUS MICHELIN TIRES
16736	\$ 1,750.00	ALLIANT NETWORKING SERVICES, INC	IT SERVICE FOR NOVEMBER 2019
16737	\$ 18.35	BOB'S LOCK & KEY SHOP	3 DUPLICATE KEYS FOR OPERATIONS
16738	\$ 66.84	CALIFORNIA DEPT OF TAX & FEE ADMIN	TAX PENALTY PAYMENT
16739	\$ 671.73	CALIFORNIA DEPT OF TAX & FEE ADMIN	BUS FUEL - TAXES
16740	\$ 470.35	COMCAST BUSINESS	TELEPHONE SERVICE FOR OCTOBER
16741	\$ 243.25	COMCAST BUSINESS	INTERNET SERVICE FOR OCTOBER
16742	\$ 2,829.50	EAST BAY TIRE CO	BUS TIRES
16743	\$ 235.00	MESCHER DOOR COMPANY	SERVICE ON SHOP DOORS
16744	\$ 4,406.10	RAMOS OIL COMPANY	FUEL/LUBRICANTS - GAS
16745	\$ 11.42	RECOLOGY YUBA-SUTTER	HAZMAT FEE - SEPTEMBER
16746	\$ 487.04	STANLEY SECURITY SOLUTIONS, INC	SECURITY SERVICES
16747	\$ 20,705.47	STORER TRANSIT SYSTEMS	CONTRACT SERVICES - SEPTEMBER 2019
16748	\$ 3,033.00	STORER TRANSIT SYSTEMS	TRANSDEV PAYABLE FOR DEFECTS
16749	\$ 446,809.37	TRANSDEV SERVICES, INC	CONTRACT SERVICES - SEPTEMBER 2019
16750	\$ 24,948.34	TRANSDEV SERVICES, INC	NEW BUS MICHELIN TIRES
	\$ 603,320.34		

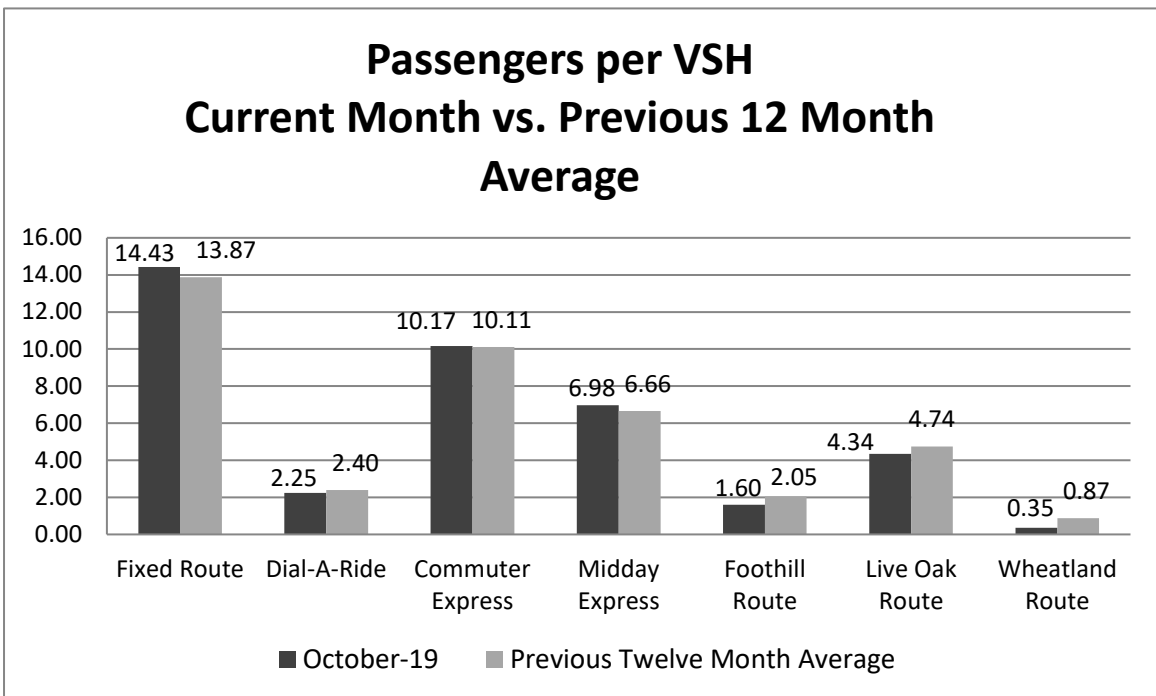
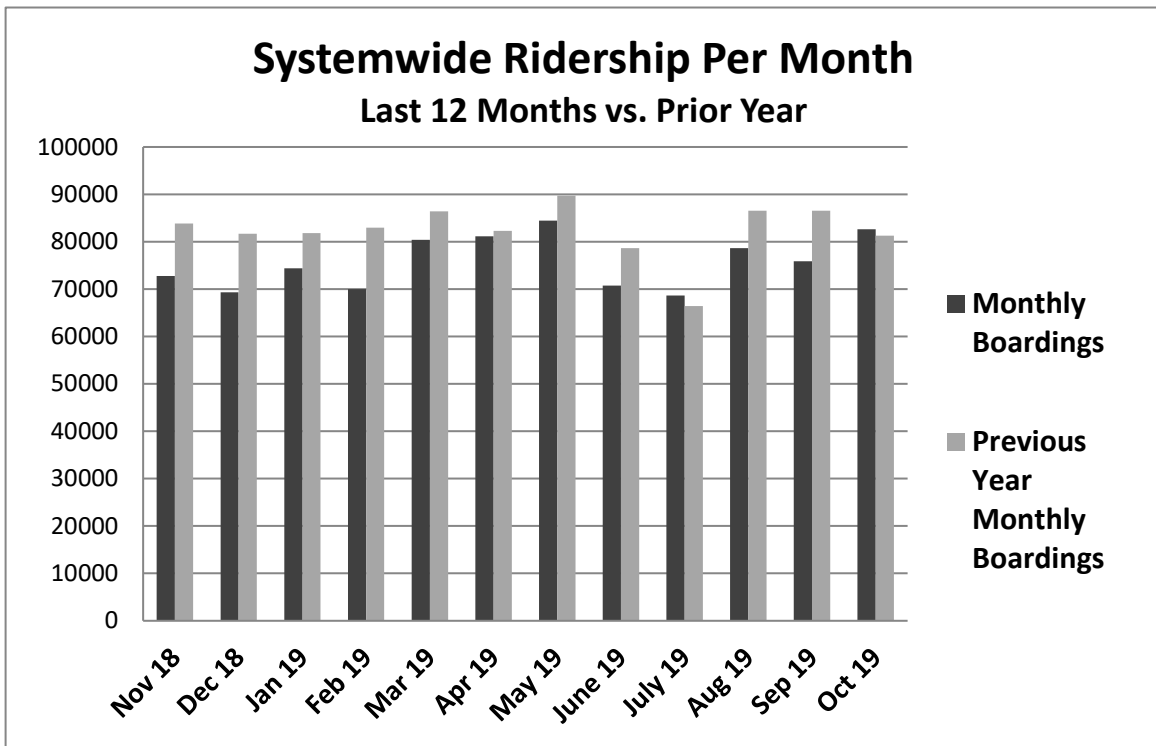
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TRANSFERS**

## AGENDA ITEM III - C

### OCTOBER 2019 PERFORMANCE REPORT

<b>Ridership:</b>	<b>October-19</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	64,011	59,960	235,091	258,625
Dial-A-Ride	4,942	4,777	18,554	20,879
Commuter Express	11,882	10,358	45,334	42,379
Midday Express	1,281	1,077	4,607	4,162
Foothill Route	147	166	591	842
Live Oak Route	367	365	1,610	1,488
Wheatland Route	18	38	59	289
<b>Total Ridership:</b>	<b>82,648</b>	<b>76,740</b>	<b>305,846</b>	<b>328,664</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	4,436.53	4,323.51	17,313.77	17,450.96
Dial-A-Ride	2,198.23	1,988.97	7,816.47	8,313.32
Commuter Express	1,168.15	1,024.36	4,363.62	4,173.73
Midday Express	183.63	161.81	677.87	659.59
Foothill Route	91.71	80.73	335.54	329.48
Live Oak Route	84.62	76.99	318.51	312.19
Wheatland Route	51.42	43.69	187.91	183.85
<b>Total VSH's:</b>	<b>8,214.29</b>	<b>7,700.05</b>	<b>31,013.69</b>	<b>31,423.12</b>
<b>Passengers Per Hour:</b>				
Fixed Route	14.43	13.87	13.58	14.82
Dial-A-Ride	2.25	2.40	2.37	2.51
Commuter Express	10.17	10.11	10.39	10.15
Midday Express	6.98	6.66	6.80	6.31
Foothill Route	1.60	2.05	1.76	2.56
Live Oak Route	4.34	4.74	5.05	4.77
Wheatland Route	0.35	0.87	0.31	1.57
<b>Total Passengers Per VSH:</b>	<b>10.06</b>	<b>9.97</b>	<b>9.86</b>	<b>10.46</b>

## OCTOBER 2019 PERFORMANCE REPORT





AGENDA ITEM IV – A  
STAFF REPORT

**YUBA-SUTTER TRANSIT NEXT GENERATION TRANSIT FACILITY SITE STUDY  
CONSULTING CONTRACT AWARD**

**Background**

Yuba-Sutter Transit has received a Fiscal Year 2019/20 Adaptation Planning Grant from the California Department of Transportation (Caltrans) to develop the Next Generation Zero Emission Resilient Transit Facility Plan. The Innovative Clean Transit Regulations being implemented by the California Air Resources Board will require all new buses purchased in 2029 or thereafter to be zero emission buses (ZEB). In response to these regulations, the current facility was analyzed for suitability to house and operate ZEBs. The analysis found that space constraints limited the fleet conversion to 12 ZEBs after which a new facility would be needed. In addition, planned Highway 70 projects and resulting railroad realignment/overcrossing improvements have the potential to further reduce the size and functionality of our current facility.

The State Adaptation Planning Grant will be used to engage consultants to conduct the planning process that will result in the identification of preferred sites and a conceptual design for a replacement facility to house Yuba-Sutter Transit for the next 30-50 years. The consultants will develop design concepts; identify potential sites; facilitate and incorporate community input; assess feasibility; prepare a site plan with detailed cost estimates for up to three sites; and, develop a detailed funding plan. The total project budget for this effort is \$200,000 based on \$177,200 in grant funding and the required local match of \$22,800. The local match is included in Yuba-Sutter Transit's FY 2019/20 budget.

A Request for Proposals (RFP) for this project was released in September and proposals were received from four qualified consulting firms by the October 21<sup>st</sup> deadline. Following the selection of a consultant and execution of a professional services agreement, work can start immediately. Working papers #1 and #2 will be brought before the board and will be available for public review and discussion. The draft final plan is scheduled to be complete by March 2021 for Board review and approval. The scope of work for this project is comprehensive and the resulting plan will help set the direction for Yuba-Sutter Transit to pursue the acquisition of property and funding necessary to construct the Next Generation Resilient Transit Facility.

**Discussion**

The four proposing firms are shown below in alphabetical order. The firms submitted responsive, competitive written proposals and three out of four are priced within the available budget. The written proposals were reviewed by an evaluation committee and all four firms were invited to be interviewed before the very same committee.

ARUP (San Francisco) -- \$199,957  
Green DOT Transportation Solutions (Chico) -- \$180,010  
Indio- Hammond + Playle Architects, LLP (Davis) -- \$209,074  
WSP (Sacramento) -- \$199,413

The analysis of the prospective firms began with a comprehensive review of the written proposals. Based on this initial review, all four firms were invited to make a presentation to the proposal review panel. The proposals were evaluated independently by the review panel which consisted of Yuba County Community Development Director Kevin Mallen, Yuba City Public Works Director Diana Langley and Yuba-Sutter Transit staff using three primary criteria including: responsiveness & overall proposal quality; technical approach; and, deliverables. They also considered each team's qualifications, experience and past performance.

While all four firms are well qualified and meet or exceed the requirements of the evaluation process, the following factors weighed heavily in determining an award recommendation:

1. A detailed and individualized technical approach;
2. Experience of key staff that will be responsible to complete the diverse tasks needed to develop a feasible plan;
3. A demonstrated understanding of the unique challenges associated with siting a facility in a bi-county area, planning for transition to ZEBs, and experience with maintenance and operations facilities;
4. Proposal price; and,
5. Quality of presentation demonstrating understanding of project scope and action plan to complete the project within budget and on schedule.

### **Recommendation**

Based on this analysis, the review panel is unanimously recommending the selection of WSP USA for this project. WSP is believed to offer the best combination of demonstrated skill; organizational focus; recent comparable work experience; and, price which provides the best overall value to Yuba-Sutter Transit.

Staff will be prepared to discuss the proposal review process and the overall project in detail at the meeting.

RECOMMENDATION:                      Authorize the execution of a contract with WSP USA for the preparation of the Next Generation Zero Emission Resilient Transit Facility as proposed.

AGENDA ITEM IV – B  
STAFF REPORT

**STATE OF GOOD REPAIR (SGR) FUNDS CLAIM AUTHORIZATION**

The California Road Repair and Accountability Act of 2017, commonly known as Senate Bill 1 (SB 1), provides on-going funding under several programs for a variety of transportation purposes. These programs include approximately \$107 million annually to transit operators for eligible transit maintenance, rehabilitation and capital projects under the State of Good Repair (SGR) Program. These funds are allocated to eligible agencies under the existing State Transit Assistance (STA) Program formula – half according to population and half according to transit operator revenues.

While SB 1 addresses a variety of transportation needs, the SGR program has a specific goal of keeping transit systems in a state of good repair including the purchase of new transit vehicles and the maintenance and rehabilitation of transit facilities and vehicles to rehabilitate and modernize California's existing local transit systems. Program investments are intended to lead to cleaner transit vehicle fleets; increased reliability and safety; and, reduced greenhouse gas emissions and other pollutants.

The Board of Directors has previously approved the programming of SGR funding cycles FY 2017/2018, FY 2018/2019, and FY 2019/2020 as part of the funding package for the long-planned replacement of 11 local fixed route buses. The new buses, which will be replacing 11 2008 model NABI buses that have reached the end of their useful lives, are now being delivered and are expected to be in service by the end of November. Staff is now requesting authorization to submit a claim to the Sacramento Area Council of Governments (SACOG) for the referenced SGR funds for the purchase of these replacement fixed route buses.

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

RECOMMENDATION:            Adopt Resolution No. 12-19 authorizing the submittal of Yuba-Sutter Transit's FY 2017/2018, FY 2018/2019 and FY 2019/2020 STA-SGR claim as proposed.

Attachment

YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 12-19

**STATE OF GOOD REPAIR (SGR) FUND CLAIM AUTHORIZATION**

WHEREAS, *The Yuba-Sutter Transit Authority is an eligible project sponsor and may receive State Transit Assistance (STA) funding from the State of Good Repair Account (SGR) for transit projects; and,*

WHEREAS, *SGR funds can only be used for projects associated with public transportation; and*

WHEREAS, *to access SGR funds, jurisdictions within the Sacramento Area Council of Governments (SACOG) region are required to submit a claim to SACOG for the use of such funds; and*

WHEREAS, *Yuba-Sutter Transit is eligible to receive SGR funds for approved projects; and*

WHEREAS, *Yuba-Sutter Transit has identified the purchase of fixed route buses as an eligible project for SGR FY 2017-2018, FY 2018-2019, and FY 2019-2020 STA funding which are available to Yuba-Sutter Transit as the transit operator for public transportation projects; and*

WHEREAS, *it is in the best interests of Yuba-Sutter Transit and its customers to claim available SGR funds.*

*NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby authorize the Transit Manager, or his designee, be authorized and directed to submit a claim to SACOG for available SGR funds, for match for fixed route buses.*

*Ayes:*

*Noes:*

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

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*Chair, Board of Directors*

*ATTEST:*

*JANET FRYE  
Secretary to the Board*

AGENDA ITEM IV – C  
STAFF REPORT

**HOLIDAY OFFICE SCHEDULE CHANGE**

During the year-end holiday period, Yuba-Sutter Transit's administration office is closed on Christmas Eve, Christmas Day and New Year's Day for paid holidays. This year, because Christmas Eve is on a Tuesday, staff is requesting that the Board of Directors authorize the closure of the office on Monday, December 23<sup>rd</sup> as well. If approved as proposed, each of the five administrative employees would use eight hours of accrued annual leave. This would result in a commensurate cost reduction for the agency with little anticipated public impact as this is well before the end of the month crunch for loading Connect Cards with monthly passes and cash value.

All of Yuba-Sutter Transit's services would continue to operate as scheduled on that date and the public would be informed well in advance of the additional office closure along with the regular holiday service and office closures. Public business in the office near Christmas is traditionally very light regardless of the day of the week with just two or three administrative staff often scheduled to work. Due to the juxtaposition of these dates, which last occurred in 2013 and will next occur in 2030, public activity is expected to be virtually non-existent this year.

For Board information, assuming approval of the proposed change, the remaining November/December holiday service and office closure schedule will be as follows:

Thursday, November 28<sup>th</sup> – No Service / Office Closed  
Friday, November 29<sup>th</sup> – No Sacramento Service / All Others as Scheduled / Office Closed  
Monday, December 23<sup>rd</sup> – Full Service / Office Closed  
Tuesday, December 24<sup>th</sup> – Full Service / Office Closed  
Wednesday, December 25<sup>th</sup> – No Service / Office Closed  
Wednesday, January 1<sup>st</sup> – No Service / Office Closed

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

RECOMMENDATION: Authorize closure of the administrative office on Monday, December 23, 2019 as proposed.

AGENDA ITEM IV – D  
STAFF REPORT

**FIRST QUARTER PERFORMANCE REPORT FOR FY 2019-20**

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first quarter of FY 2020 (July 2019 through September 2019) presented in comparison with the performance for the same period in the previous fiscal year. Just over four years removed from the end of an almost unbelievable quarter century run of annual ridership records, the negative overall ridership trend continued in the first quarter of FY 2020. After setting the highwater mark in FY 2015 at nearly 1.3 million passenger trips, systemwide ridership then dropped 28.1 percent in the following four years through FY 2019. That trend continued through the first quarter of FY 2020 with a systemwide ridership decrease of 4.7 percent compared to the first quarter of FY 2019.

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 factors include the restructuring of Routes 1 and 4 and the elimination of the "transfer-for-a-transfer" policy that occurred in September 2015; the elimination of free transfers entirely with the full and final conversion to the Connect Card electronic fare card system in July 2018; 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 recently, the 4.7 percent first quarter ridership drop (the seventeenth year-to-year quarterly decrease in the last eighteen quarters) was certainly due in no small part to the July 2019 systemwide fare increase. This fare increase, however, was also the primary factor in the 23.7 percent increase in systemwide fare revenues and the 16.3 percent increase in the systemwide farebox recovery ratio (the percentage of operating costs that are covered by fare revenue).

Individually, the greatest ridership drop in terms of passenger trips was on the local fixed route system for all the reasons noted above. The Dial-A-Ride service also experienced a significant percentage reduction in ridership although that did result in a reduction in service hours as well for this flexible service. While the local services continued to struggle in the first quarter, the nearly two year positive trend in ridership on the Sacramento services continued with an 8.4 percent first quarter increase (despite the July fare increase) due, in part, to the modest July restructuring of the commuter schedules that resulted in one new Highway 70 schedule both AM and PM. Rural route ridership, which continues to vary widely due to the limited nature of these services, had mixed results for the quarter.

Looking forward, the long-term negative year-to-year quarterly ridership trend is likely to continue in the second quarter due to the extended impact of the July fare increase, but the replacement of half the local fixed route fleet (11 of 22 buses) by the end of November will certainly enhance the quality and reliability of this core service which should start paying off in 2020. In addition, the upcoming January 13<sup>th</sup> introduction of the new Yuba College Shuttle to and from the Sutter Center Campus connecting with the local fixed route system at the Walton Terminal in Yuba City should inject new life into the system as well.

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

RECOMMENDATION: Information only.

**QUARTERLY PERFORMANCE REPORT  
FIRST QUARTER 2019-2020**

	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
<b>Fixed Route:</b>						
July 2019 - Sept 2019	171,080	12,877.24	13.29	\$167,436	\$13.00	14.8%
July 2018 - Sept 2018	183,065	12,811.85	14.29	\$120,820	\$9.43	11.8%
Percent Change	-6.5%	0.5%	-7.0%	38.6%	37.9%	25.3%
<b>Dial-A-Ride:</b>						
July 2019 - Sept 2019	13,612	5,618.24	2.42	\$41,859	\$7.45	9.3%
July 2018 - Sept 2018	15,384	6,041.57	2.55	\$30,205	\$5.00	6.2%
Percent Change	-11.5%	-7.0%	-4.9%	38.6%	49.0%	49.0%
<b>Sacramento Services (Commuter &amp; Midday):</b>						
July 2019 - Sept 2019	36,778	3,689.71	9.97	\$158,406	\$42.93	53.7%
July 2018 - Sept 2018	33,940	3,515.65	9.65	\$143,284	\$40.76	50.9%
Percent Change	8.4%	5.0%	3.2%	10.6%	5.3%	5.3%
<b>Foothill Route:</b>						
July 2019 - Sept 2019	444	243.83	1.82	\$434	\$1.78	2.2%
July 2018 - Sept 2018	591	239.15	2.47	\$581	\$2.43	3.0%
Percent Change	-24.9%	2.0%	-26.3%	-25.4%	-26.8%	-26.8%
<b>Live Oak Route:</b>						
July 2019 - Sept 2019	1,243	233.89	5.31	\$1,242	\$5.31	6.6%
July 2018 - Sept 2018	1,079	229.46	4.70	\$941	\$4.10	5.1%
Percent Change	15.2%	1.9%	13.0%	32.0%	29.5%	29.5%
<b>Wheatland Route:</b>						
July 2019 - Sept 2019	41	136.49	0.30	\$62	\$0.45	0.6%
July 2018 - Sept 2018	207	132.63	1.56	\$242	\$1.82	2.3%
Percent Change	-80.2%	2.9%	-80.8%	-74.6%	-75.3%	-75.3%
<b>Systemwide Summary:</b>						
July 2019 - Sept 2019	223,198	22,799.40	9.79	\$369,438	\$16.20	20.3%
July 2018 - Sept 2018	234,266	22,970	11.07	\$296,074	\$12.89	17.4%
Percent Change	-4.7%	-0.7%	-11.6%	24.8%	25.7%	16.3%

Notes:

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