

## **AGENDA ITEM III – A**

### **YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES MARCH 15, 2018**

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

Present: Cardoza, Cleveland, Fletcher, Leahy, McKenzie (for Whitmore), Pedigo, Sullenger, and Whiteaker

Absent: Whitmore

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

None

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

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

#### **IV. Reports**

##### **A. Preliminary Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2019.**

Martin gave a brief overview of the current year budget noting that while Yuba-Sutter Transit's expenses are currently running just under budget, revenues are running behind budget due primarily to reduced farebox income due to declining ridership. The short-fall will be made up through the use of deferred revenue.

Martin continued by discussing the general budget projections for the preliminary draft FY 2019 budget highlighting some of the currently unknown factors for fuel, ridership and the impact of the new Connect Card system. Martin added that on the preliminary draft capital budget includes three vehicle replacement projects. Staff invited input on the preliminary draft budget, but stated that it will be discussed in detail including the various assumptions used in its development as part of the revised draft budget presentation at the April meeting.

##### **B. Low Carbon Transit Operations Program (LCTOP) Funding Request.**

Martin gave an over view of past projects for this annual funding program and listed possible future eligible projects noting that the recommended purchase of zero emissions buses over several funding cycles would be possible. He stated that the funding can be carried over and combined with future cycles, but that a project must be submitted to preserve the current cycle of funding and that the project can be modified in the future should priorities change. Director Leahy inquired as to how many electric buses the current facility can handle. Martin responded that staff hoped to do a study in the near future to answer that question.

Director Whiteaker made a motion to adopt Resolution No. 2-18 authorizing the execution of the related Certifications and Assurances including the designation of the Transit Manager as the Authorized Agent; and, authorizing the submission of the LCTOP funding request as proposed. Director Leahy seconded the motion and it carried unanimously.

**C. Connect Card Implementation Plan and Schedule.**

Martin reviewed the implementation status of the Connect Card electronic fare card program. Due to the progress that has been made to date, staff is recommending that full implementation of the Connect Card electronic fare card program be set for July 1, 2018. If approved as proposed, as of this date, Yuba-Sutter Transit would no longer issue or accept paper monthly pass or transfers.

After some discussion, Director Fletcher made a motion to approve the elimination of paper monthly passes and local fixed route transfers effective July 1, 2018 as proposed. Director Whiteaker seconded the motion and it carried unanimously.

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

Martin stated that this routine annual resolution would authorize the Transit Manager to submit FTA grants.

Director Whiteaker made a motion to adopt Resolution No. 3-18 authorizing the Transit Manager, or designee, to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317 and 5339. Director Pedigo seconded the motion and it carried unanimously.

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

Martin stated that this annual resolution would authorize the Transit Manager to sign as Legal Counsel for FTA Grants.

Director Whiteaker made a motion to adopt Resolution No. 4-18 authorizing the Transit Manager to certify as counsel for FTA grants. Director Cleveland seconded the motion and it carried unanimously.

**F. Grant Close-Out Report for the 2017 Discount Monthly Pass Program.**

Martin noted that this report completes the requirements for this grant funded program. There were no questions for staff.

**G. Project & Program Updates.**

1. Connect Card Implementation.

Martin noted this item has been previously discussed.

2. North Beale Road and Olivehurst Bus Stop Improvements

Martin noted that two new concrete bus stop shelter and bench pads have been installed in Olivehurst at Johnson Park and on southbound Olivehurst Avenue at Chestnut Road. A third pad will soon be installed on westbound North Beale Road at Woodland Drive. Martin added that shelters have been ordered for Johnson Park, North Beale and Lowe and North Beale and Woodland, and should arrive in the next two months.

3. California Air Resources Board Innovative Clean Transit (Zero-Emission Bus) Proposal

Martin referenced the staff comment letter that was passed out before the meeting earlier noting that staff continues to monitor this issue which is expected to be brought to the Air Resources Board this summer for action.

**V. Correspondence/Information**

None

**VI. Other Business**

None

**VII. Closed Session**

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

The meeting was adjourned to closed session at 4:29 p.m. The Board returned from closed session at 4:45 p.m. at which time Director Cardoza announced that no reportable action had been taken in closed session.

**VII. Adjournment**

The meeting was adjourned at 4:46 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 19, 2018  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**