



## MEETING NOTICE & AGENDA

**DATE:** Thursday, June 15, 2017

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

**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, Didbal (Chair), Fletcher, Leahy, Pedigo, Sullenger, Whiteaker and Whitmore (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 May 18, 2017. (Attachment)
- B. Disbursement List for May 2017. (Attachment)
- C. Monthly Performance Report for March 2017 (Attachment)
- D. Monthly Performance Report for April 2017. (Attachment)
- E. Monthly Performance Report for May 2017. (Attachment)

### **IV. Reports**

**A. Transportation Development Act (TDA) Claim for FY 2017/2018.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 7-17 authorizing the submittal of Yuba-Sutter Transit's FY 2017/2018 TDA Claim as proposed or amended.

**B. Administrative Staff Benefit Adjustment.** Review and consideration of a recommended change to the existing longevity pay benefit. (Attachment)

RECOMMENDATION: Approve the adjusted longevity pay benefit program as proposed or amended.

**C. Third Quarter Performance Report.** (Attachment)

RECOMMENDATION: Information only.

**D. Project & Program Updates.**

1. New Staff Introduction (Isabelle Markoe, Program Analyst)
2. Connect Card Implementation
3. North Beale & Lowe Bus Stop Enhancements (Federal New Freedom Funded Project)

**V. Correspondence/Information**

**VI. Other Business**

**VII. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JULY 20, 2017  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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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 MAY 18, 2017

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

Director Didbal called the meeting to order at 4:02 p.m.

Present: Cardoza, Didbal, Fletcher (4:07), Leahy, Sullenger, and Whitmore

Absent: Pedigo and Whitmore

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

None

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

Martin referred to the Amended April Disbursement sheet that was passed out regarding a \$50.00 correction/reduction to one disbursement.

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

#### **IV. Reports**

Director Fletcher arrived while this item was being discussed

##### **A. Yuba-Sutter Transit Operating and Capital Budget for FY 2017/2018.**

Martin noted the budget is slightly different than what was presented last month with a resulting net increase in expenses of \$20,000. Martin added that the budget remains a conservative status quo budget with the exception of an additional administrative staff position that was discussed last month. Martin noted that it includes no major service or fare policy changes and that the most significant expense is the operating contract which represents 73 percent of the budget. He stated that the next largest expense is for fuel and that staff has left the budget projection at the same level as in the current budget with an adjustment for increased diesel sales and excise taxes that will take effect on November 1<sup>st</sup> under the recently signed Senate Bill (SB) 1. Martin noted that the capital budget is significantly higher from last month due to the addition of a \$1.7 million vehicle replacement project for which funds needed to be programmed for a FY 2019 purchase.

Martin stated that the budget was discussed in some detail at last month's meeting and invited Board questions for staff. Director Cardoza stated that the 12 cent sales excise tax hike from SB 1 could result in a 48 to 50 cent a gallon price increase. In noting that the 12 cent increase is for gasoline and that the excise tax on diesel fuel is actually going up 20 cents a gallon, Martin stated that staff is comfortable with the proposed diesel fuel budget it includes a partial year allowance for the new excise tax as well as the four percentage point increase in the sales tax on diesel fuel.

Director Leahy made a motion to adopt Resolution No. 5-17 approving the FY 2017/2018 budget as proposed. Director Cardoza seconded the motion and it carried unanimously.

**B. Local Transportation Fund (LTF) Apportionment for FY 2017/2018.**

Martin stated one of the revenues in the budget that was just adopted is derived from the Local Transportation Fund (LTF) apportionment from the four member jurisdictions. LTF is one of two components of the Transportation Development Act with the other being State Transit Assistance (STA) funds. Martin added that LTF revenue is made available through a ¼ percent state sales tax that is returned to the county of origin and distributed within the county by population. These funds are to be used first to meet the transit needs of the community and, if there are no transit needs that are reasonable to meet, the balance can be used for the maintenance of local streets and roads. He stated that the annual appropriation of these funds among the four Yuba-Sutter Transit member jurisdictions is determined by a two-step, four-part formula calculation that is detailed in the staff report.

Director Fletcher made a motion to adopt Resolution No. 6-17 establishing the LTF contributions for each member jurisdiction for FY 2018 as proposed. Director Leahy seconded the motion and it carried unanimously.

**C. Set a Public Hearing on Yuba-Sutter Transit's FY 2017/2018 Federal Funding Applications.**

Martin stated the purpose of this item is to set the date and time for the required annual public hearing for federal funding applications for FY 2017/18.

Director Leahy made a motion to set a public hearing for 4:00 p.m. on Thursday, July 20, 2017 to receive comments on Yuba-Sutter Transit's FY 2017/2018 federal funding application. Director Cardoza seconded the motion and it carried unanimously.

**D. Administrative Staffing Change.**

Martin stated that it was discussed at the last meeting that the 2015 Yuba-Sutter Short Range Transit Plan had recommended that an additional administrative staff position be added in FY 2017. Martin added that it was also discussed that this fifth position was not included in the FY 2017 budget or in the initial draft FY 2018 budget for financial reasons, but that the recent Planning Program Manager resignation revealed the need to hire additional staff. Martin continued that the recruitment for a replacement Planning Program Manager provided an opportunity to leverage that process saving time and money.

Martin stated that the attached job description and salary scale for a new Program Analyst I/II position has been reviewed by staff from the Yuba County Department of Human Resources who has concurred with the proposed process to leverage the Program Manager process for this purpose. Martin stated that the projected total net financial impact of this recommendation for FY 2018 is being budgeted at \$64,300 assuming the removal of the previously budgeted \$5,000 allowance for temporary staff to support the Connect Card program. Martin also mentioned that staff also intends to come back next month with proposed changes to the longevity program.

Director Cardoza made a motion to approve the Program Analyst I/II job description and salary scale and authorize the Transit Manager to immediately fill this position as proposed. Director Leahy seconded the motion and it carried unanimously.

E. **Targeted Green Infrastructure Fund (TGIF) Grant Program.**

Martin stated that the Targeted Green Infrastructure Fund (TGIF) grant program is a new lottery-like funding opportunity for small projects that is available through the Sacramento Metropolitan Air Quality Management District (SMAQMD) for transit operators in a six county region that includes both Sutter and Yuba Counties. Martin noted that a total of \$80,000 will be available for projects of up to \$40,000 in value and that only one project is allowed per applicant. Projects will be chosen by lottery until all \$80,000 is committed. There is no requirement for matching funds and applicants cannot be awarded projects in consecutive years.

Martin stated that staff has long sought funding to enhance the Johnson Park bus stop at Evelyn Drive and Martle Drive in Olivehurst. This is the only “Top Ten” boarding location without bus stop bench or shelter. Based on previous estimates for a large pad and shelter at this location, staff is estimating that a \$30,000 budget would be sufficient to develop this property which is owned by the Olivehurst Public Utility District (OPUD) from which permission was previously received for this purpose.

Director Leahy made a motion to authorize the submission of an application under the TGIF program for specified bus stop enhancements as proposed. Director Sullenger seconded the motion and it carried unanimously.

F. **Revised Transit Advertising Policy.**

Martin stated that the agenda packet includes a draft advertising policy that would result in several proposed changes to the current policy that was last revised in 1993. The proposed policy has been reviewed by counsel. Martin noted that significant changes to the current policy include an expanded definition of sexually explicit advertising; expanding the tobacco prohibition to include marijuana and electronic cigarettes; and, allowing alcohol when its depiction is incidental to the product or service being offered.

Director Leahy expressed his appreciation to staff in presenting the revised policy so clearly and in conveying the desire of the ad hoc committee of which he was a member. Director Cardoza made a motion to adopt the revised Transit Advertising Policy as proposed. Director Leahy seconded the motion and it carried unanimously.

G. **Transit Advertising Program Request for Proposal (RFP).**

Martin stated that attached to the agenda packet for Board review and approval consideration is the draft Transit Advertising Program Request for Proposals (RFP) for bus stop shelters, bus stop benches and bus exteriors. Noting that the current agreement has expired and continues on a month-to-month basis, Martin said that the draft RFP is consistent with the recommendations of the ad hoc committee to expand advertising opportunities on the bus exteriors to include all of Yuba-Sutter Transit’s current fleet of 51 vehicles along with a continuation of the current bus stop shelter and bus stop bench advertising program. He added that an expanded exterior program is

expected to result in a significant increase in advertising revenue potential to the agency while still containing the advertising area on each bus.

Director Fletcher asked counsel if the contractor will be required to obtain insurance for advertising legal liability. Mr. Bordsen responded that it was not in the current draft, but that it was a good idea that could be added if the Board so directs.

Director Leahy made a motion to authorize release of the Transit Advertising Program RFP with the addition of an advertising liability insurance requirement. Director Cardoza seconded the motion and it carried unanimously.

#### H. **Projects & Program Updates.**

##### 1. New Staff Introduction (Adam Hansen, Planning Program Manager)

Martin introduced Adam Hansen as the new Planning Program Manager. He noted that Adam comes to us after two years as a Transportation Planner at Caltrans District 3 and eight years as a planner for the Tehama County Transportation Commission before that. Adam has both a Bachelor's and Master's Degree in Geography. The Board welcomed him to the agency.

##### 2. Pass & Ticket Outlet Changes

Martin stated that an agreement has been signed with the Sutter County Library to become a pass outlet and they should begin selling passes next week.

##### 3. Connect Card Implementation

Martin stated that Board members may have already received an invitation to the June 15, 2017 regional Connect Card kick-off event at Raley's Field in West Sacramento. Martin added that about 1,700 Connect Cards are now in circulation region wide and that Yuba-Sutter Transit has issued about 300 of those cards. He also noted that discount ticket books and Sacramento punch cards would no longer be sold after May 31<sup>st</sup>.

Director Cardoza asked if those holding unused punch cards will be able to add the value to a Connect Card. Martin responded that whole cards will be accepted in exchange for Yuba-Sutter Transit pass products, but they will continue to be accepted on the bus for at least the next year.

##### 4. Transdev Contract Extension Authorization

Noting that the Board conditionally approved the one year extension of the current Transdev contract pending Caltrans approval, Martin reported that Caltrans has since approved the contract extension effective October 1, 2017.

#### V. **Correspondence/Information**

None

## **VI. Other Business**

Director Whitmore mentioned that the annual Marysville Fishing Derby would be held this Saturday morning at 6:00 a.m. at Ellis Lake and he encouraged all to attend.

## **VII. Adjournment**

The meeting was adjourned at 4:38 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JUNE 15, 2017  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

**YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF MAY 2017**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,153.87	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 738.68	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 247.93	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 38.04	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 535.89	PG&E	ELECTRIC
EFT	\$ 1,958.11	PG&E	ELECTRIC BILL #2
EFT	\$ 225.73	PG&E	GAS
EFT	\$ 182.81	ATT - SECURITY LINE	SECURITY LINE - MAY
EFT	\$ 70.00	AT&T - UVERSE	INTERNET MAY
EFT	\$ 800.69	TPX COMMUNICATIONS	TELEPHONE
EFT	\$ 108.81	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 200.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 118.99	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 400.00	FRANCOYTP-POSTALIA, INC.	POSTAGE RESET
EFT	\$ 141.83	ELAVON	MERCHANT SERVICE FEE - MAY
EFT	\$ 139.10	PRIMEPAY	PAYROLL FEE
EFT	\$ 23,418.83	PAYROLL	PAYROLL
15540	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING MAINTENANCE
15541	\$ 206.00	ANDERSON'S AUTOMATIC GATE SERVICE	AUTOMATIC GATE SERVICE
15542	\$ 31,624.20	BOYETT PETROLEUM	BUS FUEL
15543	\$ 896.41	DILLINGHAM TICKET CO.	PRINTING - BUS PASSES
15544	\$ 54.11	FEDERAL EXPRESS	FREIGHT CHARGES
15545	\$ 450.61	HANCOCK PETROLEUM ENGINEERING	FUEL PUMP REPAIR
15546	\$ 226.17	QUILL CORP	JANITORIAL SUPPLIES
15547	\$ 1,100.00	R.C. JANITORIAL SERVICE	JANITORIAL SERVICE
15548	\$ 330.00	SACRAMENTO REGIONAL TRANSIT	APRIL RT PASSES
15549	\$ 370.00	SMITH & NEWELL, CPAS	PROFESSIONAL SERVICES
15550	\$ 407.16	STAPLES CREDIT PLAN	OFFICE SUPPLIES
15551	\$ 467,947.13	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - MARCH
15552	\$ 62.44	VERIZON	CONNECT CARD WIRELESS
15553	\$ 168.12	RALEY'S	APRIL COMMISSION
15554	\$ 33.64	AT&T	FIRE LINE
15555	\$ 223.10	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - APRIL & POSTAGE LABELS
15556	\$ 6,634.48	AECOM TECHNICAL SERVICES, INC	CORRIDOR ENHANCEMENT PROJECT
15557	\$ 2.83	BOYETT PETROLEUM	BUS FUEL - ADJUSTMENT
15558	\$ 50.00	DALE WHITMORE	BOARD MEETING 5/18
15559	\$ 450.00	DIGITAL DEPLOYMENT	WEB SERVICES - MAY
15560	\$ 28,682.33	HUNT & SONS INC.	BUS FUEL
15561	\$ 50.00	MANNY CARDOZA	BOARD MEETING 5/18
15562	\$ 50.00	MICHAEL LEAHY	BOARD MEETING 5/18
15563	\$ 50.00	PREEET DIDBAL	BOARD MEETING 5/18
15564	\$ 1,790.81	PREMIER PRINT & MAIL	LETTERHEAD/ ENVELOPES & BUSINESS CARDS
15565	\$ 1,059.77	QU.EST	MAINTENANCE OF BUS STOPS/SHELTERS
15566	\$ 50.00	RANDY FLETCHER	BOARD MEETING 5/18
15567	\$ 34,525.00	RICHALL ELECTRIC COMPANY	FURNISHED & INSTALLED PARKING LIGHTS
15568	\$ 50.00	RON SULLENGER	BOARD MEETING 5/18
15569	\$ 45.00	SHELBY'S PEST CONTROL	PEST CONTROL
15570	\$ 446.97	STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES - JUNE
15571		VOID	
15572	\$ 444,435.71	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - APRIL
15573	\$ 384.29	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE
15574	\$ 62.42	VERIZON	CONNECT CARD WIRELESS
15575	\$ 1,898.00	YUBA COUNTY HUMAN RESOURCES	PROGRAM MANAGER RECRUITMENT SERVICES
	<b>\$ 1,059,471.01</b>		

**LAIF  
TRANSFERS**

NO LAIF TRANSFERS

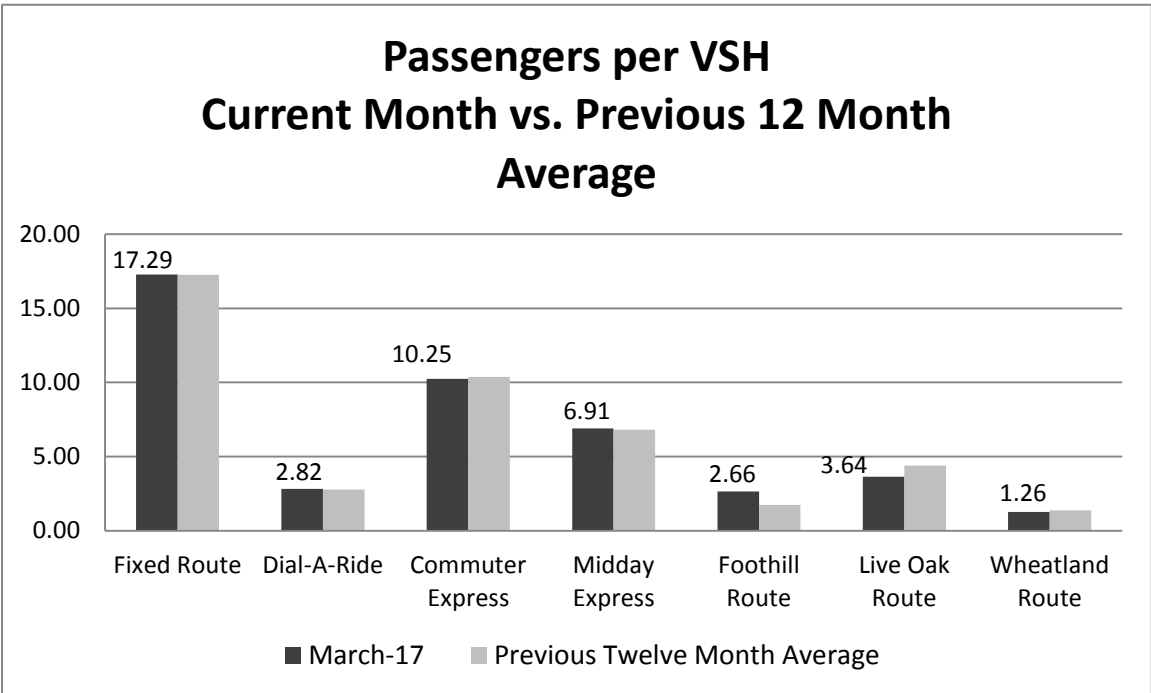
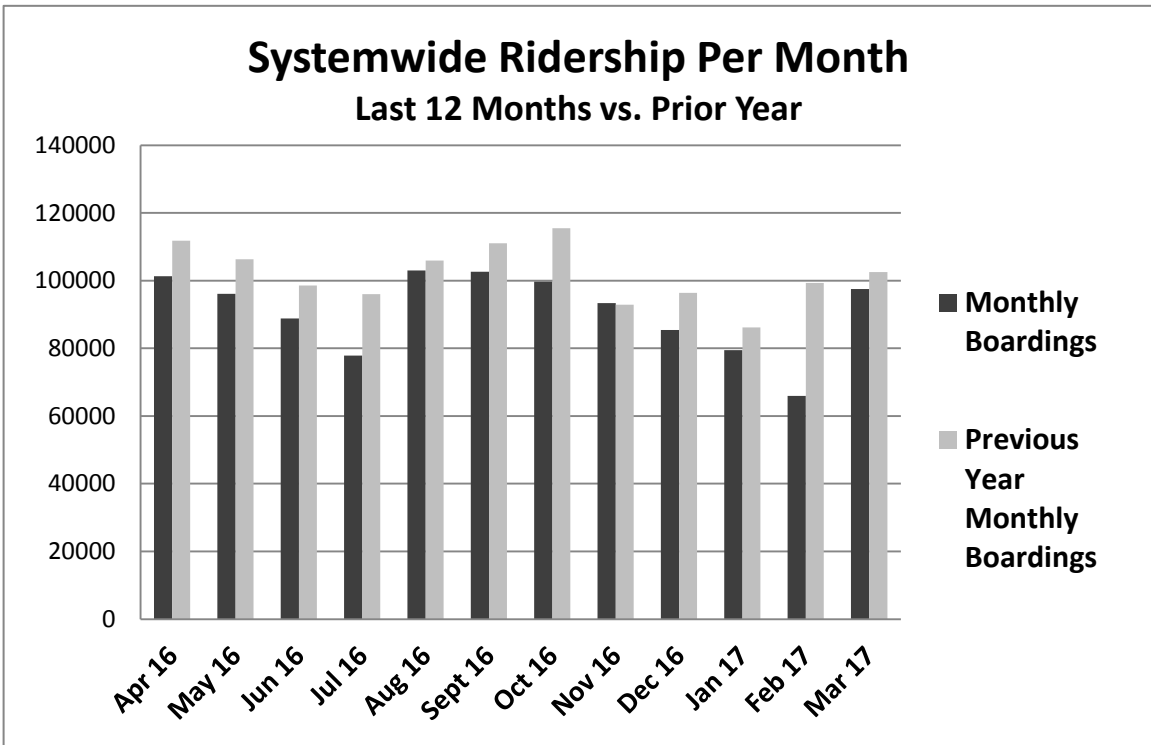


## AGENDA ITEM III - C

### MARCH 2017 PERFORMANCE REPORT

<b>Ridership:</b>	<b>March-17</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	78,719	74,221	653,672	738,743
Dial-A-Ride	6,366	5,605	50,198	53,140
Commuter Express	10,728	9,978	87,215	99,136
Midday Express	1,109	1,031	9,230	10,372
Foothill Route	240	145	1,404	1,686
Live Oak Route	277	320	2,703	2,431
Wheatland Route	53	56	472	472
<b>Total Ridership:</b>	<b>97,492</b>	<b>91,356</b>	<b>804,894</b>	<b>905,980</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	4,553.35	4,299.39	38,089.37	39,099.34
Dial-A-Ride	2,258.99	2,016.83	18,149.91	18,688.19
Commuter Express	1,046.20	961.49	8,630.80	8,696.13
Midday Express	160.57	151.45	1,345.64	1,428.00
Foothill Route	90.39	83.46	737.34	768.89
Live Oak Route	76.08	72.90	643.55	663.14
Wheatland Route	42.04	40.69	350.04	322.33
<b>Total VSH's:</b>	<b>8,227.62</b>	<b>7,626.21</b>	<b>67,946.65</b>	<b>69,666.02</b>
<b>Passengers Per Hour:</b>				
Fixed Route	17.29	17.26	17.16	18.89
Dial-A-Ride	2.82	2.78	2.77	2.84
Commuter Express	10.25	10.38	10.11	11.40
Midday Express	6.91	6.81	6.86	7.26
Foothill Route	2.66	1.74	1.90	2.19
Live Oak Route	3.64	4.39	4.20	3.67
Wheatland Route	1.26	1.37	1.35	1.46
<b>Total Passengers Per VSH:</b>	<b>11.85</b>	<b>11.98</b>	<b>11.85</b>	<b>13.00</b>

## MARCH 2017 PERFORMANCE REPORT

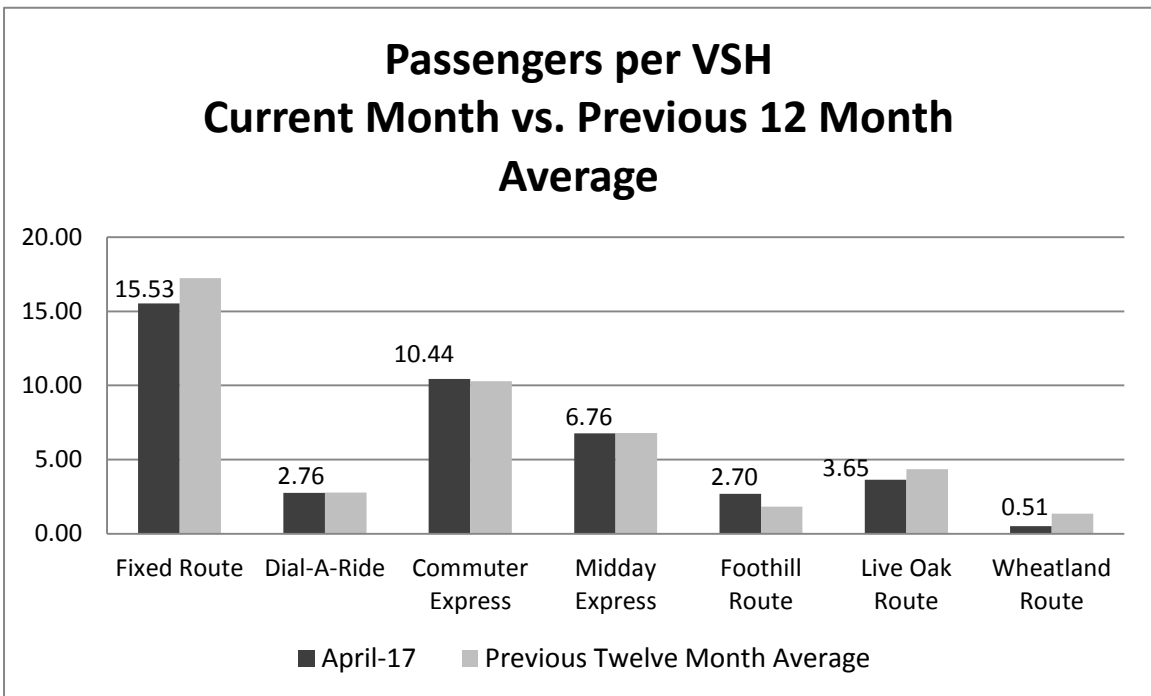
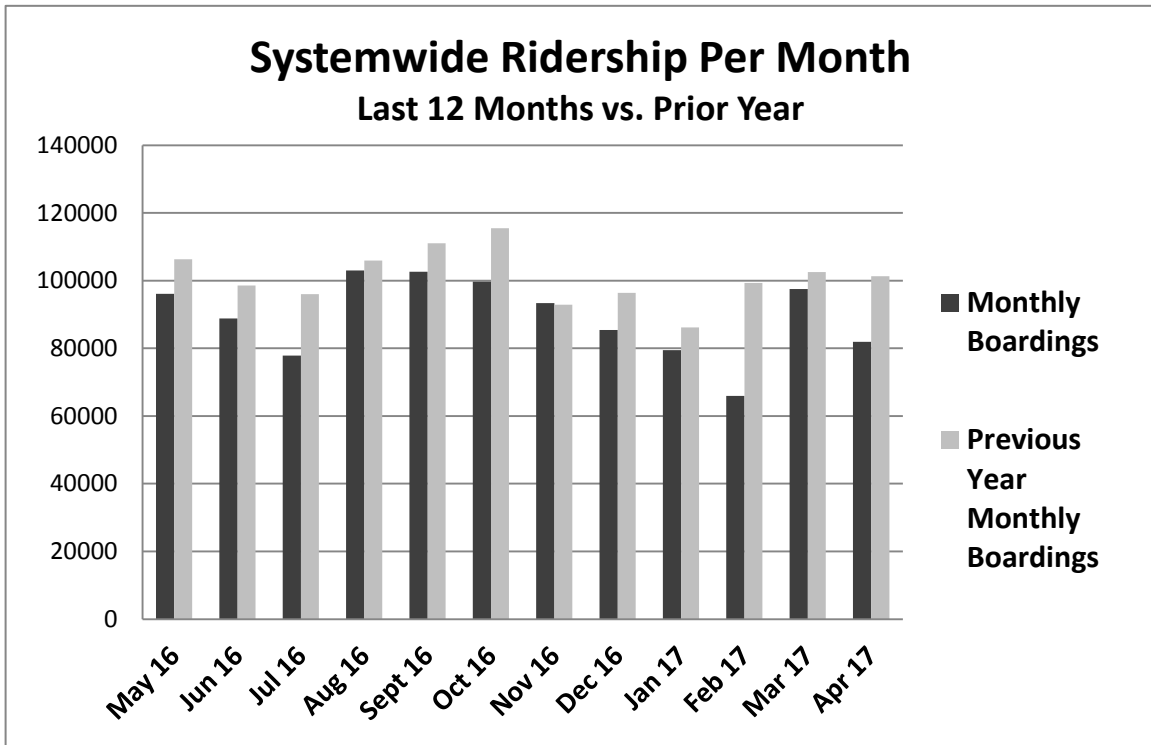


## AGENDA ITEM III - D

### APRIL 2017 PERFORMANCE REPORT

<b>Ridership:</b>	<b>April-17</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	65,164	73,878	718,836	821,935
Dial-A-Ride	5,504	5,592	55,702	58,827
Commuter Express	9,786	9,911	97,001	109,998
Midday Express	977	1,028	10,207	11,452
Foothill Route	203	152	1,607	1,838
Live Oak Route	264	316	2,967	2,750
Wheatland Route	18	55	490	522
<b>Total Ridership:</b>	<b>81,916</b>	<b>90,932</b>	<b>886,810</b>	<b>1,007,322</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	4,194.67	4,288.51	42,284.04	43,550.77
Dial-A-Ride	1,996.30	2,019.41	20,146.21	20,755.48
Commuter Express	937.32	963.92	9,568.12	9,659.01
Midday Express	144.53	151.26	1,490.17	1,581.82
Foothill Route	75.28	82.92	812.62	848.40
Live Oak Route	72.42	72.80	715.97	736.38
Wheatland Route	35.21	40.13	385.25	360.97
<b>Total VSH's:</b>	<b>7,455.73</b>	<b>7,618.96</b>	<b>75,402.38</b>	<b>77,492.83</b>
<b>Passengers Per Hour:</b>				
Fixed Route	15.53	17.23	17.00	18.87
Dial-A-Ride	2.76	2.77	2.76	2.83
Commuter Express	10.44	10.28	10.14	11.39
Midday Express	6.76	6.80	6.85	7.24
Foothill Route	2.70	1.83	1.98	2.17
Live Oak Route	3.65	4.35	4.14	3.73
Wheatland Route	0.51	1.36	1.27	1.45
<b>Total Passengers Per VSH:</b>	<b>10.99</b>	<b>11.93</b>	<b>11.76</b>	<b>13.00</b>

## APRIL 2017 PERFORMANCE REPORT

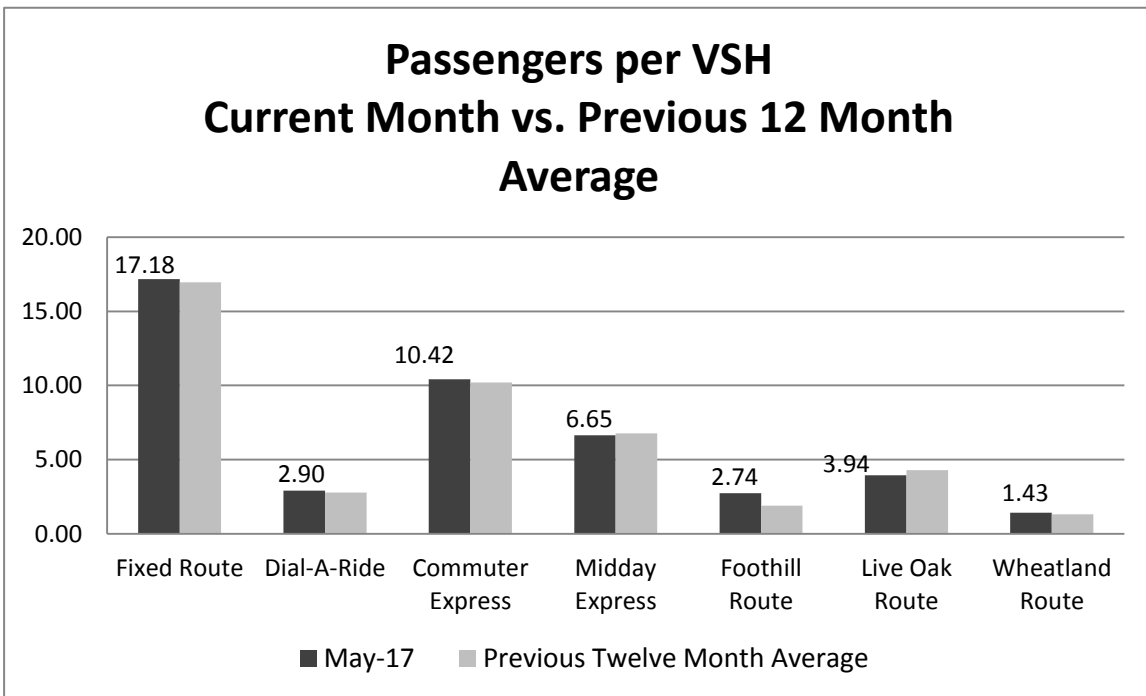
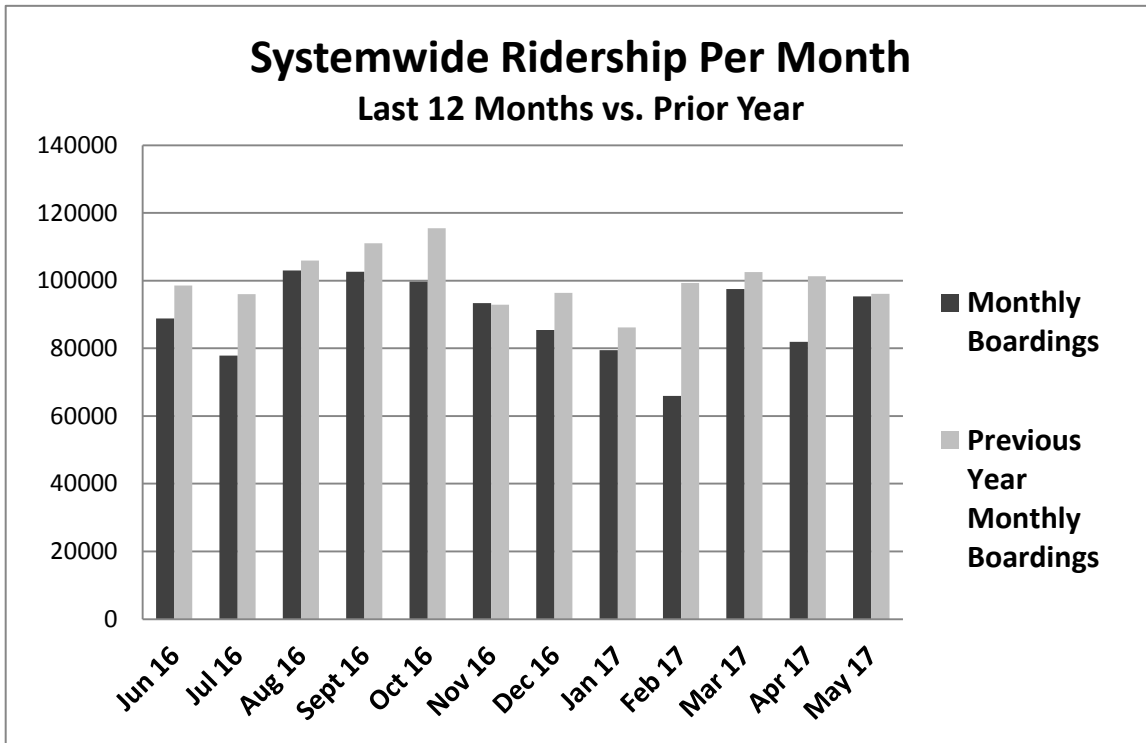


## AGENDA ITEM III - E

### MAY 2017 PERFORMANCE REPORT

<b>Ridership:</b>	<b>May-17</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	76,576	72,376	795,412	900,217
Dial-A-Ride	6,327	5,577	62,029	64,435
Commuter Express	10,743	9,821	107,744	120,556
Midday Express	1,109	1,019	11,316	12,493
Foothill Route	249	156	1,856	1,975
Live Oak Route	287	312	3,254	2,815
Wheatland Route	60	52	550	587
<b>Total Ridership:</b>	<b>95,351</b>	<b>89,313</b>	<b>982,161</b>	<b>1,103,078</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	4,456.85	4,267.11	46,740.89	47,912.47
Dial-A-Ride	2,181.41	2,013.50	22,327.62	22,751.03
Commuter Express	1,031.19	961.79	10,599.31	10,629.45
Midday Express	166.85	150.49	1,657.02	1,735.81
Foothill Route	90.99	82.57	903.61	934.67
Live Oak Route	72.89	72.73	788.86	814.80
Wheatland Route	42.00	39.85	427.25	408.69
<b>Total VSH's:</b>	<b>8,042.18</b>	<b>7,588.04</b>	<b>83,444.56</b>	<b>85,186.92</b>
<b>Passengers Per Hour:</b>				
Fixed Route	17.18	16.96	17.02	18.79
Dial-A-Ride	2.90	2.77	2.78	2.83
Commuter Express	10.42	10.21	10.17	11.34
Midday Express	6.65	6.77	6.83	7.20
Foothill Route	2.74	1.89	2.05	2.11
Live Oak Route	3.94	4.29	4.12	3.45
Wheatland Route	1.43	1.30	1.29	1.44
<b>Total Passengers Per VSH:</b>	<b>11.86</b>	<b>11.77</b>	<b>11.77</b>	<b>12.95</b>

## MAY 2017 PERFORMANCE REPORT



AGENDA ITEM IV – A  
STAFF REPORT

**TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FOR FY 2017/2018**

The adopted Yuba-Sutter Transit budget for FY 2018 includes the use of \$2,500,000 in Local Transportation Fund (LTF) revenue and a maximum of \$1,000,000 in State Transit Assistance (STA) revenue. All of the LTF revenue and \$755,000 in STA revenue will be used for operating assistance. Another \$50,000 in STA revenues is also being claimed for current year capital purposes while the remaining amount will be retained for future capital purposes. Both LTF and STA funds are made available for transit and transportation uses under the State Transportation Development Act (TDA). A claim for these funds can now be submitted to the Sacramento Area Council of Governments (SACOG) with the adoption of the attached authorizing resolution.

LTF revenue is a ¼ percent sales tax that is returned to the county of origin and distributed therein by relative population first to meet local transit needs after which the remainder is available for local streets and road maintenance. LTF funds can be used for both operating and capital purposes though Yuba-Sutter Transit has traditionally used them almost exclusively for operations. The annual allocation of LTF revenue is based on the amount required to balance the budget after all other revenues have been accounted for and the relative share of that amount is then apportioned to each of the four member jurisdictions based on the prescribed LTF funding formula from the Yuba-Sutter Transit Joint Powers Agreement. While the individual LTF apportionments vary significantly between the member jurisdictions, the total FY 2018 allocation of \$2,500,000 for Yuba-Sutter Transit represents 59.4 percent of the combined amount that is expected to be available to the four member jurisdictions from this funding source.

STA revenue is the single source of on-going State transit funding which has historically been Yuba-Sutter Transit's primary source of local matching funds for Federal capital grants. STA funds that are apportioned to Yuba-Sutter Transit and the member jurisdictions are available only for public transportation purposes and they are claimed in their entirety by Yuba-Sutter Transit. These funds can be used for both capital and operating assistance though specific eligibility criteria must normally be met to use them for operations without restriction. Yuba-Sutter Transit has traditionally used STA as the primary local funding source for capital projects especially for any required local match for Federal grants. In just the last eight years, STA funding has been eliminated once, restored once and significantly reworked three times – most recently by Senate Bill (SB) 1. Effective November 1, 2017, SB 1 will significantly expand STA funding through an increase in the sales tax on diesel and a portion of an increase in vehicle registration fees. The traditional purpose and flexibility in how these funds can be used is unchanged.

While STA funding has dropped significantly since FY 2015 and FY 2017 receipts are now expected to be almost \$300,000 less than the original allocation, SB 1 will significantly increase the level of funding dedicated to this account. Because SB 1 will not become effective until November 2017 and revised FY 2018 STA funding allocations have yet to be released by the State Controller, Yuba-Sutter Transit used a conservative \$1 million STA estimate for the FY 2018 budget which is still more than double the amount of STA revenue to be received for FY

2017. Any excess above that which is being designated for operations will still be available for future allocation though significant STA reserves will be needed for future capital replacement projects through FY 2020 and beyond.

It should be noted that a portion of the STA funding that is being budgeted for operating expenses is derived from specific allocations to Live Oak and Wheatland for the operation of the contract services that Yuba-Sutter Transit provides to these non-member jurisdictions. Since FY 2008, Yuba-Sutter Transit has been the direct claimant for STA funds that are apportioned for Live Oak and Wheatland pursuant to a Memorandum of Understanding with each of these non-member jurisdictions. Due to recent reductions in the amount of STA funding, the accumulated reserve balances for both cities has been drained much faster than expected following the expansion of both services in 2015. Most significantly, Wheatland's STA balance will be fully exhausted by the end of FY 2017, but the new infusion of revenue from SB 1 will provide immediate security for both of these services for FY 2018 and beyond. The future use of STA funds for operations will always be an annual decision, but because diesel consumption is subject to significant fluctuation from year to year staff will continue to be cautious regarding the allocation of these funds for operating purposes.

Staff will be prepared to discuss the proposed TDA claim in more detail at the Board meeting.

**RECOMMENDED:** Adopt Resolution No. 7-17 authorizing the submittal of Yuba-Sutter Transit's FY 2017/2018 TDA claim as proposed or amended.



**YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 7-17**

**FISCAL YEAR 2017/2018  
TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM AUTHORIZATION**

*WHEREAS, The Sacramento Area Council of Governments (SACOG) has approved allocations of Local Transportation Development Act (TDA) revenues for the Local Transportation Fund (LTF) and State Transit Assistance (STA) programs for FY 2017/2018 for the Counties of Yuba and Sutter; the Cities of Marysville and Yuba City; and, the Yuba-Sutter Transit Authority; and,*

*WHEREAS, SACOG has designated Yuba-Sutter Transit as the Consolidated Transportation Services Agency (CTSA) for Yuba and Sutter Counties and the cities therein; and,*

*WHEREAS, Yuba-Sutter Transit has been designated by the Cities of Live Oak and Wheatland as the claimant for all State Transit Assistance (STA) funds available to these non-member jurisdictions; and,*

*WHEREAS, The Yuba-Sutter Transit Board of Directors has adopted a budget for FY 2017/2018 that includes a total of \$2,500,000 in Local Transportation Fund (LTF) and a maximum of \$1,000,000 in State Transit Assistance (STA) revenues with \$755,000 to be used for operating purposes with the remainder to be used for capital purposes; and,*

*WHEREAS, The Board of Directors, pursuant to the provisions of the Yuba-Sutter Transit Joint Powers Agreement, has adopted the annual apportionment of LTF contributions between the member jurisdictions for FY 2017/2018 in the following amounts: City of Marysville - \$187,753; City of Yuba City - \$1,420,869 County of Yuba - \$731,047 and, County of Sutter - \$160,331; and,*

*NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby authorize the submittal to SACOG of a TDA claim for a maximum of \$2,500,000 in LTF revenue and \$1,000,000 in STA revenue for FY 2017/2018 by the following vote:*

*Ayes:*

*Noes:*

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON JUNE 15, 2017.**

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*Preet Didbal, Chairman of the Board*

**ATTEST:**

*Sandra Anderson  
Secretary to the Board*

AGENDA ITEM IV - B  
STAFF REPORT

**ADMINISTRATIVE STAFF BENEFIT ADJUSTMENT**

During the recent process of replacing the Planning Program Manager I/II position which resulted in the addition of a new Program Analyst I/II position, the essential contribution of each of the now five agency staff members was once again made crystal clear. While staff turnover is not easy for any organization, small agencies like Yuba-Sutter Transit are particularly challenged because there is virtually no margin for the remaining staff to pick up even the mission critical duties of the departing staff. Fortunately, Yuba-Sutter Transit has had little turnover in the last 30 years with just five staff resignations during that period with an average tenure of nearly 10 years for each. It is also a challenge in small organizations to properly recognize the accumulated knowledge, skill and experience of veteran staff members as few promotional opportunities are available.

Yuba-Sutter Transit began to address this situation in 2014 with a very modest longevity pay benefit program that provided a 2½ percent increase in base salary on an employee's 10<sup>th</sup> anniversary date and another 2½ percent on the 15<sup>th</sup> anniversary which now is applied to each permanent full-time employee except for the Transit Manager. When this program was adopted, it was either the same combined percentage or less than what was then being provided (though on different schedules) by Sutter County, Marysville, Yuba County, the Sacramento Area Council of Governments (SACOG) and the Feather River Air Quality Management District (FRAQMD).

As discussed at the May meeting, staff is now recommending that the existing longevity pay program be enhanced to better recognize and compensate long-term staff for their value and commitment to the agency similar to what was recently approved by FRAQMD, another small organization with few internal promotional opportunities. As proposed, the longevity pay program would be generally amended as follows effective July 1, 2017:

- Provide a five percent (5%) adjustment after seven (7) years of full time service providing that at least three of those years were at the top step of the applicable pay range within their current classification (Example: Step E of the Administrative Assistant II range) while maintaining satisfactory performance evaluations;
- Provide another five percent (5%) adjustment after twelve (12) years of full time service providing that at least seven (7) of those years were at the top step of the applicable pay range within their current classification (Example: Step E of the Administrative Assistant II range) while maintaining satisfactory performance evaluations;
- Provide another five percent (5%) adjustment after twenty (20) years of full time service providing that at least seventeen (17) of those years were at the top step of the applicable pay range within their current classification (Example: Step E of the Administrative Assistant II range) while maintaining satisfactory performance evaluations;

The proposed program, which starts one year later than the FRAQMD program, would still apply to all employees except the Transit Manager and any language necessary to incorporate the approved revisions into the Personnel Manual would be subject to the approval of legal counsel.

As proposed, the enhanced longevity pay benefit would apply to just one employee for a total estimated first year cost of \$2,930 which was assumed in the adopted FY 2018 operating budget. None of the existing employees will be eligible for the current longevity benefit for at least two years and it will be at least three years before the next employee would be eligible for the enhanced benefit.

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

**RECOMMENDATION:** Approve the adjusted longevity pay benefit program as proposed or amended.

AGENDA ITEM IV – C  
STAFF REPORT

**THIRD QUARTER PERFORMANCE REPORT**

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first three quarters of FY 2018 (July 2016 through March 2017) presented in comparison with the performance for the same period in the previous fiscal year. After an astounding string of 12 straight years of annual ridership records including an almost unbelievable run of ridership increases in 24 of the previous 25 years, ridership took a significant dip in FY 2016 finishing 8.0 percent below the record 1.3 million passenger trips that were provided in FY 2015 – the worst one year percentage decrease since FY 1989. Due in no small part to the impact of the Oroville Dam spillway related evacuation in February, that downward trend continued through the third quarter of FY 2017 with year-to-date systemwide ridership off by another 11.2 percent compared to the same period last year.

While similar or worse ridership declines are being experienced by many of the transit agencies in the greater Sacramento area and beyond in recent years, major local contributing factors certainly include the restructuring of Routes 1 and 4 and the elimination of the “transfer-for-a-transfer” policy with both becoming effective in September 2015. Other potential factors include continuing on-time performance challenges; chronic reliability problems of our older local fixed route and commuter buses; continued low fuel prices; and, the general lack of population and employment growth in the region. In addition to these systemic issues, the loss of two service days and the operation of a reduced (Saturday) level of service on a third weekday during the evacuation severely impacted quarterly ridership, but prolonged torrential rain prior to the evacuation; extended school closures following the evacuation; and, the delayed return of the local population may have been even more impactful. As a result, same month ridership was down 34 percent from February 2017 compared to February 2016 and third quarter ridership was down almost 16 percent over the same quarter last year.

Individually, the greatest ridership drop in terms of passenger trips was on the local fixed route system for all of the reasons noted above. Of the three major services, the Sacramento Commuter and Midday Express service saw the biggest percentage drop to extend a steady long term ridership decline that began in January 2015. Even though year-to-date Dial-A-Ride ridership was down 5.5 percent, it has held rather steady since FY 2014 especially when compared to the other two major services. Rural route ridership continues to vary widely due to the limited nature of these services, but the positive ridership impact of the 2015 expansions of the Live Oak and Wheatland services continues to be evident. Vehicle service hours were down 2.5 percent through the first nine months of the fiscal year due largely to the impact of the February evacuation. Even with the reduction in service hours, the major systemwide financial performance indicators are also down through the first three quarters of the year due to the significant drop in ridership and related fare receipts.

For the fourth quarter, having endured a historically stormy third quarter, systemwide ridership and performance figures are likely to be improved at year end as ridership was off just 0.8 percent in May compared to May 2016 which may indicate that the worst may be over nearly two years after the September 2015 service and transfer policy changes. Looking forward to the next fiscal year (FY 2018), the major potential risk factors continue to be the uncertain ridership and financial impacts of the ongoing roll-out of the Connect Card electronic fare system which will ramp up considerably this summer.

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

RECOMMENDATION:       Information only.

**QUARTERLY PERFORMANCE REPORT  
3RD QUARTER FISCAL YEAR 2016-2017**

	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
<b>Fixed Route:</b>						
July 2016 - March 2017	653,672	38,089.37	17.16	\$392,335	\$10.30	13.9%
July 2015 - March 2016	738,743	39,099.34	18.89	\$463,613	\$11.86	16.5%
Percent Change	-11.5%	-2.6%	-9.2%	-15.4%	-13.1%	-15.5%
<b>Dial-A-Ride:</b>						
July 2016 - March 2017	50,198	18,149.91	2.77	\$92,029	\$5.07	6.9%
July 2015 - March 2016	53,140	18,688.19	2.84	\$101,769	\$5.45	7.6%
Percent Change	-5.5%	-2.9%	-2.7%	-9.6%	-6.9%	-9.4%
<b>Sacramento Services (Commuter &amp; Midday):</b>						
July 2016 - March 2017	96,445	9,976.44	9.67	\$439,804	\$44.08	59.6%
July 2015 - March 2016	109,508	10,124.13	10.82	\$475,470	\$46.96	65.2%
Percent Change	-11.9%	-1.5%	-10.6%	-7.5%	-6.1%	-8.7%
<b>Foothill Route:</b>						
July 2016 - March 2017	1,404	737.34	1.90	\$1,574	\$2.13	2.9%
July 2015 - March 2016	1,686	768.89	2.19	\$2,536	\$3.30	4.6%
Percent Change	-16.7%	-4.1%	-13.2%	-37.9%	-35.3%	-37.0%
<b>Live Oak Route:</b>						
July 2016 - March 2017	2,703	643.55	4.20	\$2,734	\$4.25	5.7%
July 2015 - March 2016	2,431	663.14	3.67	\$2,791	\$4.21	5.8%
Percent Change	11.2%	-3.0%	14.6%	-2.0%	0.9%	-1.8%
<b>Wheatland Route:</b>						
July 2016 - March 2017	472	350.04	1.35	\$381	\$1.09	1.5%
July 2015 - March 2016	472	322.33	1.46	\$524	\$1.63	2.3%
Percent Change	0.0%	8.6%	-7.9%	-27.3%	-33.0%	-34.9%
<b>Systemwide Summary:</b>						
July 2016 - March 2017	804,894	67,946.65	11.85	\$928,858	\$13.67	18.5%
July 2015 - March 2016	905,980	69,666.02	13.00	\$1,046,703	\$15.02	20.9%
Percent Change	-11.2%	-2.5%	-8.9%	-11.3%	-9.0%	-11.5%

Notes:

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