



MEETING NOTICE & AGENDA

DATE: Thursday, May 21, 2026

TIME: 4:00 P.M.

PLACE: Wheatland Room (Change)
Yuba County Government Center
915 8th Street, Marysville, California

I. Call to Order and Roll Call

Bains, Bradford, Buttacavoli, Cole (Vice-Chair), Flores, House (Chair), Hudson and Kirchner

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

- A. Minutes from the Regular Meeting of March 19, 2026. (Attachment)
- B. Disbursement List for March 2026. (Attachment)
- C. Disbursement List for April 2026. (Attachment)
- D. Monthly Performance Report for March 2026. (Attachment)
- E. Monthly Performance Report for April 2026. (Attachment)
- F. Set Public Hearing for Review of FY 2027 FTA Grant Applications. (Attachment)

IV. Action Items

- A. AB 2561 Public Hearing on Employee Vacancies, Recruitment and Retention. (Attachment)

RECOMMENDATION: Receive and file a report on the status of Yuba-Sutter Transit Authority public employee vacancies, recruitment and retention, as required by California Government Code Section 3502.3.

- B. Final Draft Operating and Capital Budgets for FY 2027. (Attachment)

RECOMMENDATION: Adopt Resolution No. 04-26 approving the Fiscal Year (FY) 2027 Operating and Capital Budgets as proposed or amended.

C. Local Transportation Fund (LTF) Apportionment for FY 2027. (Attachment)

RECOMMENDATION: Adopt Resolution No. 05-26 establishing the LTF contributions for each member jurisdiction for Fiscal Year (FY) 2027 as proposed or amended.

D. FY 2025 Independent Financial Audit Report. (Attachment)

RECOMMENDATION: Receive and File the Fiscal Year (FY) 2025 Independent Financial Audit report, as presented.

E. Yuba-Sutter Transit Procurement Policies and Procedures Manual. (Attachment)

RECOMMENDATION: Adopt the revised Yuba-Sutter Transit Procurement Policies and Procedures Manual, effective May 21, 2026, as proposed or amended.

F. Ratification of Security Camera Trailer Lease for Melody Road Facility. (Attachment)

RECOMMENDATION: Ratify the lease of three (3) monitored security camera trailers for the Melody Road remote operations facility as proposed.

G. FY 2026 Third Quarter Performance Report. (Attachment)

RECOMMENDATION: Information only.

H. Project and Program Updates

1. NextGen Transit Facility Project
2. Customer Satisfaction Survey

V. Correspondence / Information

VI. Other Business

VII. Adjournment

The next regular meeting is scheduled for Thursday, June 18, 2026, at 4:00 P.M. at the Yuba-Sutter Transit Authority (Location Change), 2100 B Street, Marysville, California, 95901.

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 by email at info@yubasuttertransit.com at least 72 hours in advance so such aids or services can be arranged.

**AGENDA ITEM III-A
YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
MARCH 19, 2026**

I. Call to Order & Roll Call (4:00 p.m.)

Present: Bains, Bradford, Cole (Vice-Chair), Flores, House (Chair) and Kirchner
Absent: Buttacavoli and Hudson

II. Public Business from the Floor

None.

III. Consent Calendar

Director Bains made a motion to approve the consent calendar. Director Bradford seconded the motion, and it carried unanimously.

IV. Action Items

A. Authorizing Resolution for Federal Transit Administration (FTA) Grants.

Executive Director Mauk stated that this routine annual resolution designates the Executive Director or their designee to execute and file federal grant and contract related documents.

Director Bains made a motion to adopt Resolution No 02-26 authorizing the Executive Director, or their designee, to execute all federal grant and contract documents as needed for operating assistance and capital project programming as proposed. Director Kirchner seconded the motion, and it carried unanimously.

B. Preliminary Draft Operating and Capital Budgets for FY 2027.

Mauk stated that the Joint Powers Agreement requires that a preliminary draft budget be presented to the Board by the end of March, and a final budget be adopted by the end of each May, for the next fiscal year.

Mauk stated this item formally initiates the annual Yuba-Sutter Transit budget adoption process and presents the opportunity for input from the public and the Board. Mauk presented current and future year's expense and revenue assumptions and explained that should budget conditions change significantly in the interim period, a special meeting may be scheduled for late April or early May to request additional Board directions.

C. State Low Carbon Transit Operations Program (LCTOP) Project Selection.

Mauk stated that LCTOP is a state grant program to fund projects that reduce pollution and benefit disadvantaged communities. Mauk stated that Yuba-Sutter Transit is eligible for an

allocation of \$327,216 for the FY 2026 cycle and staff recommends allocating the funds to provide additional operating assistance for the planned Lincoln/Roseville service, to be combined with the previously allocated \$499,000 from FY 2025.

Director Bains made a motion to authorize the submittal of the specified project for LCTOP funding as proposed, and adoption of Resolution No. 03-26 authorizing execution of the related LCTOP certifications and assurances including designation of the Executive Director as the authorized agent. Director Bradford seconded the motion, and it carried unanimously.

D. Change Order for the NextGen Transit Facility Architectural and Engineering Services Contract.

Mauk reported that staff recently met with US Department of Transportation (USDOT) and the regional office of the Federal Transit Administration (FTA) regarding the pending obligation deadline and next steps for securing the \$15 million Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant awarded to the NextGen Facility Project in 2022. USDOT notified staff that the project had been flagged by federal officials for certain zero-emission vehicle and climate resiliency elements that were inconsistent with the current federal administration's priorities and the USDOT would only consider releasing the awarded RAISE funds for the project if the problematic components were eliminated or detached by way of the grant agreement.

Mauk stated that given the unforeseen changes to the requirements of the discretionary federal funding, and the remaining funding requirements from the state for delivery of zero-emission vehicle and climate resiliency elements of the project, it is necessary to have the current engineering consultants revise the preliminary design package documents to clearly separate the federally supported elements from the state required elements of the project. Mauk explained it is staff's understanding that these revisions will be beneficial in the effort to retain this significant amount of federal grant funding awarded to the project.

Director Bradford made a motion to approve a Change Order to the Architectural and Engineering Services Contract No. 081624 with AECOM Technical Services, Inc., in an amount not to exceed \$69,921.55, to complete revisions to the Yuba-Sutter NextGen Transit Facility preliminary design document package pursuant to updated federal discretionary funding guidance. Director Flores seconded the motion, and it carried unanimously.

E. Project and Program Updates.

1. Mobility on Demand (MOD) Performance Report

Mauk reported that there were 1455 trips completed on the MOD service in February, representing a net increase of 3% in all services in Olivehurst and Linda.

2. NextGen Transit Facility Project

Mauk reported that the 30-day Tribal Nation consultation period officially closed on March 16th, and the Authority received one email response that was referred to FTA. Mauk stated that environmental clearance is expected later this spring.

3. Operations and Maintenance Contractor Procurement

Mauk stated that with an operations contract procurement necessary next year, staff will be soliciting consultant services to help with the procurement. Staff anticipates award and issue of a notice to proceed next Spring for an operations contract period commencing October 1, 2027.

V. Correspondence/Information

1. Mauk stated that the Authority received confirmation of the granting of a 2026 Innovative Clean Transit waiver from the California Air Resources Board based on the hardship created by the Binny Junction relocation.
2. Mauk reported the SACOG Mobility Zones Grant Program awarded \$100,000 for additional study on a potential volunteer driver program and Sutter County received a grant to improve bus stops in South Yuba City.
3. Mauk reported a recent break in at the Melody Rd facility currently being leased from Yuba County that resulted in extensive damage to the electrical system.
4. Mauk reminded directors that Form 700's are due by April 1st.
5. Mauk announced that staff expect the April Board meeting to be cancelled due to lack of business.

VI. Other Business

None.

VII. Adjournment

The meeting was adjourned at 4:31 p.m.

AGENDA ITEM III - B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF MARCH 2026

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,116.12	CALPERS HEALTH	HEALTH INSURANCE - MARCH 2026
EFT	\$ 5,567.75	CALPERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE) - FEBRUARY 2026
EFT	\$ 854.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION - FEBRUARY 2026
EFT	\$ 758.33	CYPRESS DENTAL ADMINISTRATORS	DENTAL & VSP INSURANCE - MARCH 2026
EFT	\$ 56,637.72	PAYROLL	PAYROLL - FEBRUARY 2026
EFT	\$ 1,118.09	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE - MARCH 2026
EFT	\$ 1,893.07	CARDMEMBER SERVICES	CREDIT CARD: ADOBE, BRANDED CLOTHING, TAX FILINGS, AIRFARE, CONFERENCE REGISTRATION
EFT	\$ 41.49	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - MARCH 2026
EFT	\$ 395.80	CALIFORNIA WATER SERVICE	WATER: 2/12/2026 - 3/12/2026
EFT	\$ 281.44	COMCAST BUSINESS SERVICES	INTERNET SERVICES - MARCH 2026
EFT	\$ 3,837.56	PG&E	ELECTRIC AT 2100 B ST 1/12/2026 - 2/10/2026
EFT	\$ 56.43	PG&E	PARKING LOT LIGHTS - FEBRUARY 2026
EFT	\$ 32.76	PG&E	ELECTRICITY & GAS AT 1430 MELODY RD 1/13/2026 - 2/11/2026
EFT	\$ 1,191.14	PG&E	GAS AT 2100 B ST - FEBRUARY 2026
EFT	\$ 3,874.89	PG&E	ELECTRIC AT 2100 B ST 2/11/2026 - 3/12/2026
EFT	\$ 52.11	PG&E	PARKING LOT LIGHTS - MARCH 2026
EFT	\$ 350.73	VERDANT COMMERCIAL CAPITAL	COPY MACHINE LEASE - FEBRUARY 2026
EFT	\$ 8,447.44	RAMOS OIL COMPANY	BUS FUEL - GAS 2/11/2026 - 2/28/2026
EFT	\$ 5,965.20	RAMOS OIL COMPANY	BUS FUEL - GAS 3/1/2026 - 3/10/2026
EFT	\$ 322.10	THE LE FLORE GROUP	PROCUREMENT CONSULTING - JANUARY 2026
EFT	\$ 7,422.53	THE LE FLORE GROUP	NGTF CONSULTING - FEBRUARY 2026
EFT	\$ 251.50	UTILITY MANAGEMENT SERVICES	SEWER - MARCH 2026
EFT	\$ 136.02	PRIMEPAY	PAYROLL FEES - FEBRUARY 2026
EFT	\$ 2,630.00	VIA TRANSPORTATION INC	VEHICLE FEES - FEBRUARY 2026
EFT	\$ 354.92	ELAVON	MERCHANT SERVICE FEE - MARCH 2026
19565	\$ 220.59	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - FEBRUARY 2026
19566	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL - FEBRUARY 2026
19566	\$ 700.00	ALL SEASONS TREE & TURF CARE	SPRAYED TREES FOR FRUIT REDUCTION @ 2100 B ST - 2/28/2026
19567	\$ 3,298.00	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - FEBRUARY 2026
19568	\$ 26,753.33	HUNT & SONS INC	BUS FUEL - RENEWABLE DYED DIESEL
19569	\$ 39.69	LISA O'LEARY	VISION REIMBURSEMENT
19570	\$ 175.00	MESCHER DOOR COMPANY	MAINTENANCE ON FACILITY GATE
19571	\$ 379.86	QUILL CORPORATION	JANITORIAL SUPPLIES: DISH SOAP, PAPER TOWELS, TRASH BAGS & TOILET PAPER
19572	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - FEBRUARY 2026
19573	\$ 793.63	SC FUELS	DEF FLUID
19574	\$ 1,238.18	SECURITAS TECHNOLOGY CORPORATION	SECURITY SERVICES FOR MARCH AND APRIL 2026
19575	\$ 220.00	SIMONE REED	VISION REIMBURSEMENT
19576	\$ 573,714.28	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE - 1/2026
19577	\$ 703.50	STREAMLINE	WEBSITE SERVICES - MARCH 2026
19578	\$ 2,372.00	T-MOBILE	WIFI ON BUSES: 12/21/2025 - 2/20/2025
19579	\$ 4,425.29	TEHAMA TIRE SERVICE INC	TUBES/TIRES
19580	\$ 590.00	TELELINK BUSINESS TELEPHONE SYSTEMS	TELEPHONE SERVICES - MARCH 2026
19580	\$ 320.74	TELELINK BUSINESS TELEPHONE SYSTEMS	SERVICE: UPDATE EXTENSION ON 1/13/2026
19581	\$ 32,633.03	TOLAR MANUFACTURING CO, INC	2 BUS STOP SHELTERS & RELATED COMPONENTS
19582	\$ 2,150.00	ALLIANT NETWORKING SERVICES INV	IT SERVICES - APRIL 2026
19583	\$ 475.00	DANZERO'S ROOFING & COATING	LABOR FOR ROOF LEAK PATCH AT 2100 B ST FACILITY
19584	\$ 35,279.34	HUNT & SONS INC	BUS FUEL - RENEWABLE DYED DIESEL
19585	\$ 73.46	OLIVEHURST PUBLIC UTILITY DISTRICT	WATER & SEWER AT 1430 MELODY RD - FEBRUARY 2026
19586	\$ 2,125.00	PROSIO COMMUNICATIONS	MARKETING SERVICES - FEBRUARY 2026
19587	\$ 2,259.90	QUEST	MAINTENANCE OF BUS STOPS/SHELTERS - FEBRUARY 2026
19588	\$ 1,156.25	RICH, FUIDGE, BORDSEN & GALYEAN INC	LEGAL SERVICES: 2/17/2026 - 3/02/2026
19589	\$ 3,488.00	ROYAL AIRE INC	FACILITY: ANNUAL MAINTENANCE & HEATER REPAIR
19590	\$ 862.30	SC FUELS	DEF FLUID
19591	\$ 60.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - MARCH 2026
19592	\$ 7,483.50	SUTTER BUTTES COMMUNICATION INC	SERVICE AGREEMENT & REPEATER FEES - 4/2026 TO 6/2026
19593	\$ 426.80	T-MOBILE	WIFI ON BUSES: FEBRUARY 2026
19594	\$ 1,655.85	TEHAMA TIRE SERVICE INC	TUBES/TIRES
19595	\$ 22,872.00	TRANSIT FIXED/ON-DEMAND (PASSIO GO)	ANNUAL FEE FOR 33 VEHICLES & INTEGRATION OF EQUIPMENT
	\$ 839,808.66		

**LAIF
TRANSFERS**

3/17/2026 \$ 1,250,000.00 TRANSFER FROM CHECKING TO LAIF

AGENDA ITEM III - C
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF APRIL 2026

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 9,359.07	CALPERS HEALTH	HEALTH INSURANCE - APRIL 2026
EFT	\$ 5,567.75	CALPERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE) - MARCH 2026
EFT	\$ 854.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION - MARCH 2026
EFT	\$ 816.93	CYPRESS DENTAL ADMINISTRATORS	DENTAL & VSP INSURANCE - APRIL 2026
EFT	\$ 56,637.72	PAYROLL	PAYROLL - MARCH 2026
EFT	\$ 1,119.99	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE - APRIL 2026
EFT	\$ 449.82	CALIFORNIA AIR RESOURCES BOARD	FEES FOR 14 VEHICLES FOR CLEAN TRUCK CHECK
EFT	\$ 4,835.70	CARDMEMBER SERVICES	CREDIT CARD: ADOBE, BROCHURE PRINTING, UMBRELLAS, DECORATIONS & WATER FILTER
EFT	\$ 41.49	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - APRIL 2026
EFT	\$ 481.24	CALIFORNIA WATER SERVICE	WATER: 3/13/2026 - 4/14/2026
EFT	\$ 281.44	COMCAST BUSINESS SERVICES	INTERNET SERVICES - APRIL 2026
EFT	\$ 4,219.37	PG&E	ELECTRIC AT 2100 B ST 3/13/2026 - 4/12/2026
EFT	\$ 18.54	PG&E	PARKING LOT LIGHTS - APRIL 2026
EFT	\$ 32.76	PG&E	ELECTRICITY & GAS AT 1430 MELODY RD 2/12/2026 - 3/13/2026
EFT	\$ 453.69	PG&E	GAS AT 2100 B ST - MARCH 2026
EFT	\$ 463.00	CALIFORNIA DEPT OF TAX & FEE ADMIN	BUS FUEL TAX - JANUARY TO MARCH 2026
EFT	\$ 350.73	VERDANT COMMERCIAL CAPITAL	COPY MACHINE LEASE - MARCH 2026
EFT	\$ 14,973.19	RAMOS OIL COMPANY	BUS FUEL - GAS 3/1/2026 - 3/31/2026
EFT	\$ 7,183.01	RAMOS OIL COMPANY	BUS FUEL - GAS 4/1/2026 - 4/10/2026
EFT	\$ 5,109.40	THE LE FLORE GROUP	NGTF CONSULTING - MARCH 2026
EFT	\$ 963.75	STATE COMPENSATION INSURANCE FUND	PREMIUM CHARGE: 4/01/2026 - 7/01/2026
EFT	\$ 251.50	UTILITY MANAGEMENT SERVICES	SEWER - APRIL 2026
EFT	\$ 136.02	PRIMEPAY	PAYROLL FEES - MARCH 2026
EFT	\$ 2,820.00	VIA TRANSPORTATION INC	VEHICLE FEES - MARCH 2026
EFT	\$ 379.54	ELAVON	MERCHANT SERVICE FEE - APRIL 2026
19596	\$ 223.29	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - MARCH 2026
19597	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL - MARCH 2026
19598	\$ 39.75	BIDWELL WATER COMPANY	WATER SERVICE - 3/18/2026
19599	\$ 2,116.78	CALIFORNIA COMMUNICATIONS	SITE CALLS AT 1430 MELODY RD & 2100 B ST
19600	\$ 300.00	CHRIS JAEGER TESTING	BACKFLOW TESTING - 3/23/2026
19601	\$ 2,816.88	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - MARCH 2026
19602	\$ 100.00	DAN FLORES	BOARD MEETING - 3/19/2026
19603	\$ 37,391.55	HUNT & SONS INC	BUS FUEL - DYED RENEWABLE DIESEL
19604	\$ 100.00	KARM BAINS	BOARD MEETING - 3/19/2026
19605	\$ 625.00	PROSIO COMMUNICATIONS	MARKETING SERVICES - MARCH 2026
19606	\$ 88.75	QUILL CORPORATION	OPERATIONS SUPPLIES - LOST AND FOUND TAGS
19606	\$ 194.81	QUILL CORPORATION	ADMIN SUPPLIES: WIRELESS MOUSE, ENVELOPES, COPY PAPER
19607	\$ 1,061.35	SC FUELS	DEF FLUID
19608	\$ 551,246.02	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE - 2/2026
19609	\$ 710.00	STREAMLINE	WEBSITE SERVICES - APRIL 2026
19610	\$ 426.80	T-MOBILE	WIFI SERVICES ON BUSES - MARCH 2026
19611	\$ 1,186.00	T-MOBILE	WIFI SERVICES ON BUSES: 2/21/2026 - 3/20/2026
19612	\$ 1,660.63	TEHAMA TIRE SERVICE INC	TUBES/TIRES
19613	\$ 590.00	TELELINK BUSINESS TELEPHONE SYSTEMS	TELEPHONE SERVICES - APRIL 2026
19614	\$ 206.95	THRYV (YELLOW PAGES)	ADVERTISING CHARGES
19615	\$ 2,150.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - MAY 2026
19616	\$ 1,600.00	APEX PRESSURE WASHING	CLEAN & PRESSURE WASH SHELTERS
19617	\$ 43,213.15	HUNT & SONS INC	BUS FUEL - DYED RENEWABLE DIESEL
19618	\$ 73.46	OLIVEHURST PUBLIC UTILITY DISTRICT	WATER & SEWER SERVICE AT 1430 MELODY RD
19619	\$ 2,259.90	QUEST	MAINTENANCE OF BUS STOPS/SHELTERS - MARCH 2026
19620	\$ 632.00	QUILL CORPORATION	JANITORIAL SUPPLIES: TOILET PAPER, PAPER TOWELS, TRASH BAGS & HAND SOAP
19620	\$ 103.90	QUILL CORPORATION	OPERATIONS SUPPLIES - COINLOK BAGS & BILL STRAPS FOR DEPOSITS
19621	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - MARCH 2026
19622	\$ 1,933.75	RICH, FUIDGE, BORDSEN & GALYEAN, INC	LEGAL SERVICES: 3/18/2026 - 4/09/2026
19623	\$ 985.26	SC FUELS	DEF FLUID
19624	\$ 60.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - APRIL 2026
19625	\$ 7,684.96	TEHAMA TIRE SERVICE INC	TUBES/TIRES
	\$ 780,855.59		

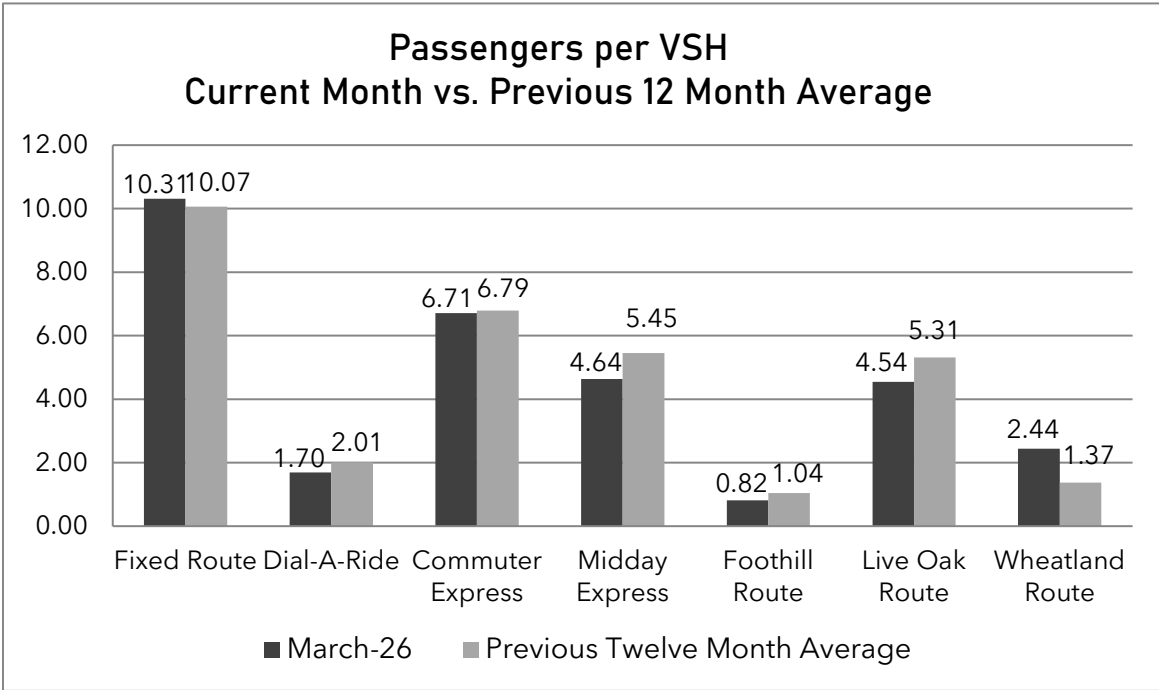
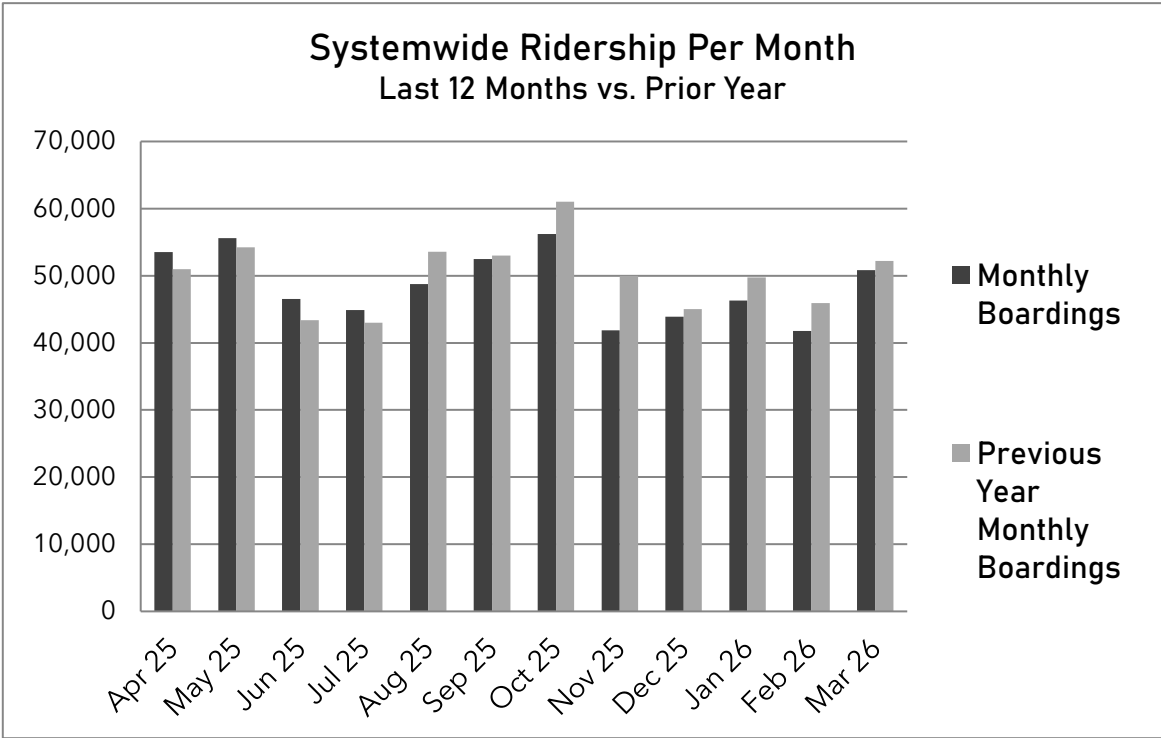
LAIF
TRANSFERS

AGENDA ITEM III- D

MARCH 2026 PERFORMANCE REPORT

	March-26	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	42,922	40,847	358,178	382,674
Dial-A-Ride	2,228	2,367	18,824	23,988
Commuter Express	4,516	4,170	39,273	37,899
Midday Express	547	927	5,295	4,664
Foothill Route	71	91	759	791
Live Oak Route	385	427	3,941	3,521
Wheatland Route	150	72	804	308
Total Ridership:	50,819	48,900	427,074	453,845
Vehicle Service Hours:				
Fixed Route	4,162.48	4,057.87	36,445.42	33,988.19
Dial-A-Ride	1,314.08	1,175.34	10,770.99	13,826.86
Commuter Express	672.89	614.49	5,905.86	5,655.72
Midday Express	117.93	170.13	1,069.41	997.29
Foothill Route	87.11	87.03	789.25	752.95
Live Oak Route	84.80	80.30	728.58	692.02
Wheatland Route	61.56	52.58	491.52	453.40
Total VSH's:	6,500.85	6,237.75	56,201.03	56,366.43
Passengers Per Hour:				
Fixed Route	10.31	10.07	9.83	11.26
Dial-A-Ride	1.70	2.01	1.75	1.73
Commuter Express	6.71	6.79	6.65	6.70
Midday Express	4.64	5.45	4.95	4.68
Foothill Route	0.82	1.04	0.96	1.05
Live Oak Route	4.54	5.31	5.41	5.09
Wheatland Route	2.44	1.37	1.64	0.68
Total Passengers Per VSH:	7.82	7.84	7.60	8.05

MARCH 2026 PERFORMANCE REPORT

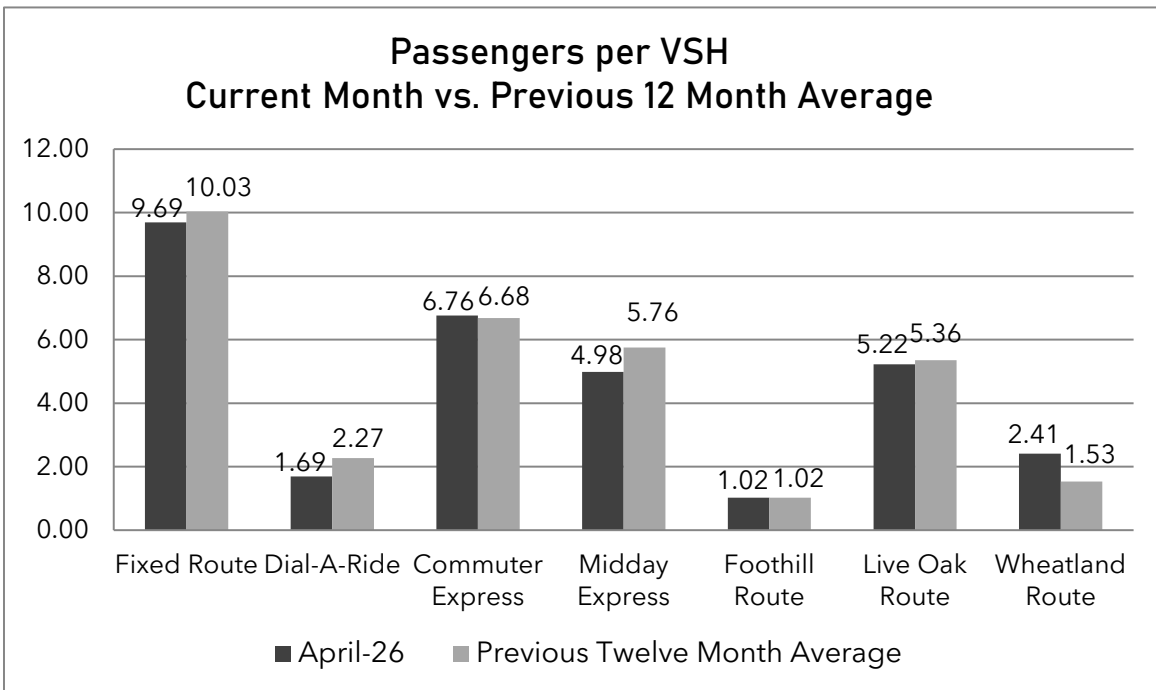
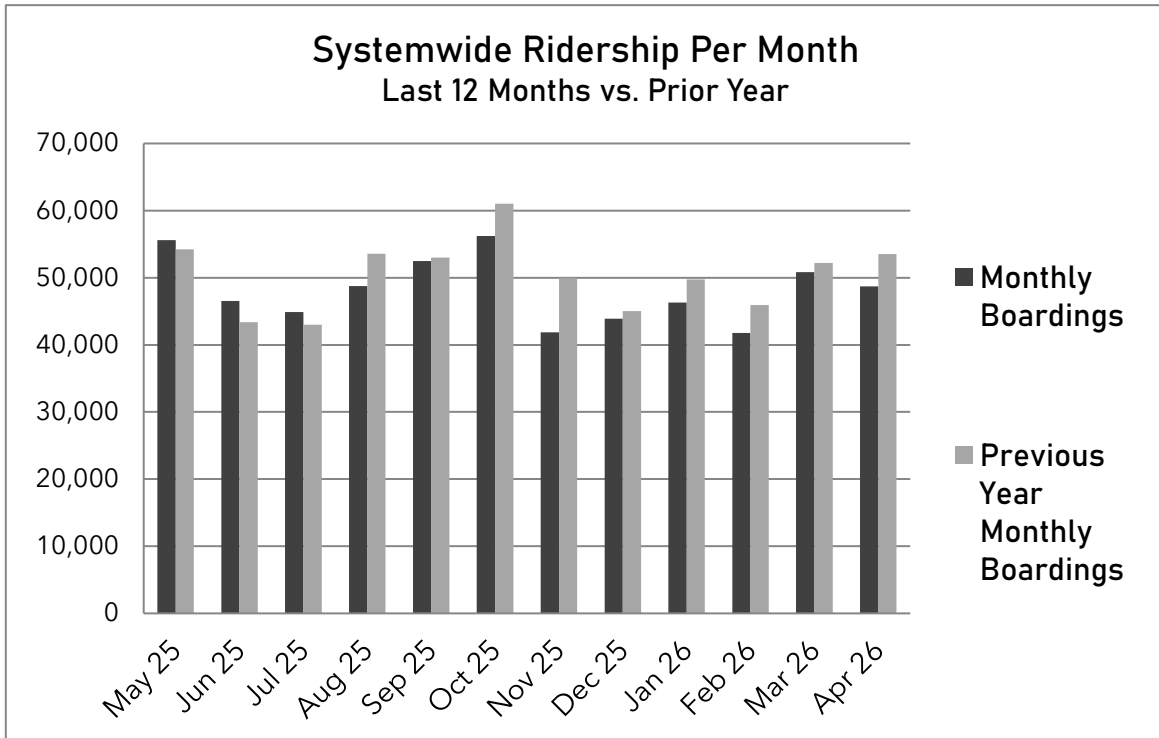


AGENDA ITEM III- E

APRIL 2026 PERFORMANCE REPORT

	April-26	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	40,425	40,728	398,603	427,345
Dial-A-Ride	2,161	2,547	20,985	26,605
Commuter Express	4,798	3,835	44,071	42,913
Midday Express	619	1,305	5,914	5,340
Foothill Route	97	89	856	880
Live Oak Route	450	434	4,391	3,926
Wheatland Route	146	82	950	363
Total Ridership:	48,696	49,020	475,770	507,372
Vehicle Service Hours:				
Fixed Route	4,171.26	4,061.03	40,616.68	38,154.84
Dial-A-Ride	1,280.35	1,124.27	12,051.34	15,187.75
Commuter Express	710.20	574.18	6,616.06	6,350.99
Midday Express	124.31	226.74	1,193.72	1,119.22
Foothill Route	95.04	87.56	884.29	846.76
Live Oak Route	86.14	81.05	814.72	776.12
Wheatland Route	60.46	53.58	551.98	505.94
Total VSH's:	6,527.76	6,208.41	62,728.79	62,941.62
Passengers Per Hour:				
Fixed Route	9.69	10.03	9.81	11.20
Dial-A-Ride	1.69	2.27	1.74	1.75
Commuter Express	6.76	6.68	6.66	6.76
Midday Express	4.98	5.76	4.95	4.77
Foothill Route	1.02	1.02	0.97	1.04
Live Oak Route	5.22	5.36	5.39	5.06
Wheatland Route	2.41	1.53	1.72	0.72
Total Passengers Per VSH:	7.46	7.90	7.58	8.06

APRIL 2026 PERFORMANCE REPORT



AGENDA ITEM III-F
STAFF REPORT

**SET PUBLIC HEARING FOR REVIEW OF
FY 2027 FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATIONS**

RECOMMENDATION: Set a public hearing for July 16, 2026, at 4:00 p.m. to receive public comment regarding Yuba-Sutter Transit's program of projects to be funded by federal grants in Fiscal Year (FY) 2027.

Background

Federal Transit Administration (FTA) requirements stipulate that a public hearing must be held prior to the submittal of grant applications. The purpose of the hearing is to provide an opportunity for public comment regarding the recipient's program or programs to be funded by the subject grants.

Discussion

With the requested action, the staff recommends setting the date and time of the required public hearing for the regular Board meeting on July 16, 2026, at 4:00 p.m. to receive public comment on Yuba-Sutter Transit's federal program of grant projects for FY 2027. If approved, a public hearing notice will be published locally and posted on the agency's website at least thirty days prior to the date of the meeting.

Fiscal Impact

None.

**AGENDA ITEM IV–A
STAFF REPORT**

AB 2561 PUBLIC HEARING ON EMPLOYEE VACANCIES, RECRUITMENT AND RETENTION

RECOMMENDATION: Receive and file a report on the status of Yuba-Sutter Transit Authority public employee vacancies, recruitment and retention, as required by California Government Code Section 3502.3.

Background

Effective January 1, 2025, California Assembly Bill (AB) 2561 added Government Code (GC) Section 3502.3 to the Meyers-Milias-Brown Act (MMBA), imposing new obligations on public agencies related to tracking and presenting information on their job vacancies. AB 2561 declares that job vacancies in local government are a widespread and significant problem for the public sector, and that job vacancies may undermine labor relations between public agencies and their employees. The law now requires a public agency to present the status of any vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year, and if applicable, entitles the labor union for an effected bargaining unit to make a presentation at the public hearing.

Specifically, GC Section 3502.3 (a) was added to the MMBA, to read as follows:

(1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

These affirmative obligations apply to all public agencies subject to the MMBA, even if the agency does not have any represented employees.

Discussion

In accordance with the applicable provisions of GC Section 3502.3, Yuba-Sutter Transit Authority staff will present the following information for Board consideration at the public meeting:

Number of staff as represented by full-time equivalents (FTE):	6
Current number of staff vacancies:	0
Number of open recruitments:	0
Average career tenure of current staff:	6.3 years

Based on the status of vacancies, recruitment and retention, no changes to policies, procedures, and/or recruitment activities are recommended at this time. Staff will be prepared at the meeting to discuss the information presented in detail.

Fiscal Impact

None.

AGENDA ITEM IV-B STAFF REPORT

FINAL DRAFT OPERATING AND CAPITAL BUDGETS FOR FY 2027

RECOMMENDATION: Adopt Resolution No. 04-26 approving the Fiscal Year (FY) 2027 Operating and Capital Budgets as proposed or amended.

Background

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

The preliminary draft Yuba-Sutter Transit Operating and Capital Budget for FY 2027 was presented to the Board for consideration at the regular March 19th meeting.

Discussion

Attached for Board review and discussion is the Authority's final draft Operating and Capital Budgets for FY 2027, including the detailed assumptions (attached) being used for each revenue and expense line item. The following summarizes the current FY 2026 budgetary projections and the final draft FY 2027 budget considerations, as well as comparison data from the current and preceding two budget cycles. All line-item revisions from the revised FY 2027 Budget presented in March are shown in bold on the attached spreadsheet.

Current Year-End Budget Estimates

Projected year-end operating expenses for FY 2026 are now expected to be approx. 5% less than the adopted \$10.2M budget. Notable operations expense fluctuations include fuel and contractor charges which both recognize savings due to the projected operation of approx. 2,500 less vehicle service hours (VSH) in FY 2026 compared to budgeted. In addition, the combined average price of fuel was \$10.37 per VSH through April, which is \$1.51 lower than the budgeted \$11.88 per VSH. Fuel prices are currently climbing but expenses are still expected to end the fiscal year within budget. Administrative expenditures are projected to end FY 2026 within \$27k (2%) of the \$1.3M budgeted.

FY 2026 operating revenues include a projected decrease in fares and an increase in interest and advertising revenue. The most notable downward revenue variances are the non-receipt of state cash grants/reimbursements that were budgeted from LCTOP for the Roseville Commuter Service and a decrease in the Caltrans Binney Junction SR 70 related revenues due to both projects being delayed. Savings resulting from the combination of lower than budgeted expenses and higher than budgeted revenues will allow more State Transit Assistance (STA) Funds to be carried over to FY 2027, assuming current trends hold.

Capital expenditures projected through the end of the current fiscal year include those necessary for the continuing environmental and preliminary design work on the NextGen Transit Facility project,

completion of the bus wraps/branding that was continued from the prior year, the purchase of a replacement maintenance truck, start-up costs for GTFS location technology, and budgeted allowances for facility and bus stop maintenance, including a share of the projected costs for the Shasta and Alturas Bus Stop Improvements contributed to Yuba City. The budgeted Cal-ITP Fare Card System Replacement Project is now expected to carry into FY 2027.

FY 2027 Operating Budget

The final draft FY 2027 Operating Budget total of \$10,801,500 represents an increase of \$608,500 (6%) over the budgeted amount for FY 2026 and an increase of approx. 12% over the projected year-end figure for the current fiscal year. Of the total budgeted expenditures in FY 2027, \$9.4M (87%) is allocated to direct operational costs and consumables such as fuel and tires. The final draft budget assumes the operation of an estimated 89,000 vehicle service hours (VSH) which is 6,000 (7.2%) more than the projected year-end figure of 83,000 VSH in FY 2026. This figure is still well below the 92,571 VSH that were operated in the last full pre-pandemic fiscal year (FY 2019). The budgeted VSH figure assumes service changes as we continue to meet returning ridership demand, implement the final elements of the NextGen Transit Plan, and commence offsite parking due to the Caltrans Binney Junction construction project.

Revenue projections in the final draft operating budget follow current fare revenue trends and include continued dedicated grant funding levels through FY 2027. Also assumed are on-going federal funding at generally historic levels, and stability in state and local revenue sources for transit operations. The projected combined Local Transportation Fund (LTF) contribution from the member jurisdictions is being budgeted at \$4.4 million for FY 2027, up from \$4.2 million in FY 2026, slightly less than the projected 6% increase in operating expenditures.

In addition to the above, the final draft FY 2027 operating budget makes other significant expense and revenue assumptions including:

- Variable hourly rate adjustments for the last year of the current Operations and Maintenance contract with Storer Transit Systems. Per the contract terms, variable rates escalate during each option year based on changes in the Consumer Price Index (CPI) with a cap of 4% per year. The applicable contract rate adjustment has been included in the FY 2027 budget using a CPI of 2.4% (all urban consumers U.S. City average, February 2025 to February 2026).
- Continued implementation of service initiatives outlined in the NextGen Transit Plan (Plan). The anticipated expansion of the microtransit pilot program to additional service areas and launch of a connector service to Lincoln/Roseville represent the bulk of the net operations cost impacts in FY 2027.
- Administrative salary cost-of-living adjustments (COLA) and a recommended addition of short-term disability insurance coverage for administrative employees, if approved, to be considered at the June Board of Director's meeting.
- Ongoing professional services support to assist in procurements and contract management for the NextGen Transit Facility project, management of the upcoming operations and maintenance contract procurement, as well as routine human resources, information technology, and website support.

- Caltrans Binney Junction project relocation expenses offset by revenues from the proposed Temporary Construction Easement agreement, projected at \$210,000 for FY 2027.
- Continued funding from the Feather River Air Quality Management District (FRAQMD) for the discounted monthly pass program for youth, seniors, and persons with disabilities through December 31, 2026, and continued funding from the Low Carbon Transit Operations Program (LCTOP) for general public pass subsidies.
- LCTOP funding to support the operation of the planned Lincoln/Roseville connector service.
- Extra accounting expenses are due in part to the requirement of the Sacramento Area Council of Governments (SACOG) for reimbursement for contracting independent financial and single audits required of the regional operators. These audits will be performed in conjunction with SACOG's audit and the FY 2027 estimate for these services is \$34K.

FY 2027 Capital Budget

The primary component of the \$1,925,000 preliminary draft capital budget for FY 2027 is an estimated \$1.06M for the continuing work on the NextGen Transit Facility project. Staff anticipate the start of both a Construction Management/Quality Assurance contract and a Design-Build contract leading to significant progress toward final design during the last half of FY 2027. In addition, two revenue vehicle purchases (\$405K) and two staff vehicle replacements (\$90K) are included for funding allocation purposes in FY 2027. Other FY 2027 capital projects include the Cal-ITP fare card system replacement being undertaken by the Sacramento region (\$220,000) and recurring annual allowances for facility repairs or improvements (\$50,000), and bus stop repairs or improvements (\$50,000).

The highest priority capital issue continues to be the replacement of Yuba-Sutter Transit's existing maintenance and operations facility. The most immediate task is to obtain environmental clearances, after which the final design phase of the project can begin in earnest. Continued progress on the project is necessary to both stay on schedule and maintain availability of funding.

Staff will be prepared at the meeting to discuss the above issues as well as the final draft budgets in as much detail as desired.

Attachments

- 1) Yuba-Sutter Transit Authority Board Resolution No. 04-26
- 2) Final Draft Operating and Capital Budgets for FY 2027
- 3) Budget Assumptions for FY 2027

**YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 04-26**

FISCAL YEAR 2027 BUDGET ADOPTION

WHEREAS, The Yuba-Sutter Transit Authority was formed in 1975 for the purpose of providing public transit services to the residents of the Bi-County Area; and,

WHEREAS, Pursuant to Paragraph 4 of the Yuba-Sutter Transit Authority Joint Powers Agreement, as amended, the Board of Directors shall adopt a final budget on or before May 31 of each year for the fiscal year commencing July 1; and

WHEREAS, The proposed budget for the fiscal year ending June 30, 2027, reflects operating expenditures of \$10,801,500 and capital expenditures of \$1,925,000.

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby adopt the Fiscal Year 2027 budget 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 MAY 21, 2026.

Chair, Board of Directors

ATTEST:

*Lisa O'Leary
Secretary to the Board*

YUBA-SUTTER TRANSIT AUTHORITY
 FY 2027 OPERATING AND CAPITAL BUDGET

Adopted May 21, 2026

OPERATING BUDGET

	FY 2025 Budget	FY 2025 Audited	FY 2026 Budget	FY 2026 Projected	FY 2027 Final Draft
Operations Expenditures					
50300 Services - Other Maintenance	\$ 263,000	\$ 181,953	\$ 268,000	\$ 268,000	\$ 275,000
50401 Fuel and Lubricants	1,066,000	780,945	\$ 1,016,000	\$ 966,000	\$ 1,324,000
50402 Tires and Tubes	75,000	89,400	\$ 76,000	\$ 90,000	\$ 94,000
50499: 10 Other Materials and Supplies Consumed	123,000	42,952	\$ 103,000	\$ 50,000	\$ 60,000
50500 Utilities - Electric and Gas	75,000	73,116	\$ 82,000	\$ 78,000	\$ 82,000
50501 Utilities - Water and Sewer	9,000	8,235	\$ 9,000	\$ 9,000	\$ 10,000
50502 Utilities - Telephone & Internet	11,000	13,966	\$ 12,000	\$ 11,000	\$ 12,000
50600 Casualty and Liability Costs - Operations	323,000	319,997	\$ 326,000	\$ 321,000	\$ 346,000
50800 Services - Contract Operations	6,373,000	6,105,648	\$ 6,696,000	\$ 6,540,000	\$ 7,013,000
50801 Services - Out of Contract	20,000	16,110	\$ 3,000	\$ 3,000	\$ 3,000
Caltrans Binney Junction SR 70 Improvements & Offsite Location			\$ 291,000	\$ 51,000	\$ 210,000
Subtotal - Operations	<u>\$ 8,338,000</u>	<u>\$ 7,632,322</u>	<u>\$ 8,882,000</u>	<u>\$ 8,387,000</u>	<u>\$ 9,429,000</u>
Administration Expenditures					
50102 Salaries and Wages - Admin. Staff	\$ 618,000	\$ 630,874	\$ 674,000	\$ 669,000	\$ 682,000
50200 Fringe Benefits - Admin. Staff	277,000	249,059	\$ 268,000	\$ 255,000	\$ 264,000
50201 Fringe Benefits - Unfunded CalPERS Liability Payments	7,000	6,313	\$ 14,000	\$ 14,000	\$ 20,000
50301 Services - Accounting	8,000	4,152	\$ 38,000	\$ 40,000	\$ 41,000
50302 Services - Legal	12,000	13,925	\$ 12,000	\$ 15,000	\$ 20,000
50303 Services - Printing and Copying	24,000	20,959	\$ 27,000	\$ 29,000	\$ 40,000
50309 Services - Miscellaneous Professional	110,000	85,088	\$ 80,000	\$ 70,000	\$ 105,000
50499: 11 Materials and Supplies - Office & Postage	14,000	9,205	\$ 12,000	\$ 11,000	\$ 12,000
50900 Miscellaneous Expense - Insurance and Bond	75,000	63,813	\$ 75,000	\$ 79,000	\$ 76,500
50901 Miscellaneous Expense - Dues & Subscriptions	8,000	6,540	\$ 8,000	\$ 7,000	\$ 8,000
50902 Miscellaneous Expense - Travel, Meetings and Training	10,000	6,478	\$ 12,000	\$ 10,000	\$ 12,000
50903 Miscellaneous Expense - Board of Directors	11,000	7,700	\$ 11,000	\$ 7,000	\$ 12,000
50904 Miscellaneous Expense - Media Adv. and Promo.	130,000	74,731	\$ 75,000	\$ 70,000	\$ 75,000
50909 Miscellaneous Expense - Other	5,000	10,793	\$ 5,000	\$ 5,000	\$ 5,000
Subtotal - Administration	<u>\$ 1,309,000</u>	<u>\$ 1,189,630</u>	<u>\$ 1,311,000</u>	<u>\$ 1,281,000</u>	<u>\$ 1,372,500</u>
Total Expenditures	<u>\$ 9,647,000</u>	<u>\$ 8,821,952</u>	<u>\$ 10,193,000</u>	<u>\$ 9,668,000</u>	<u>\$ 10,801,500</u>

		FY 2025 Budget	FY 2025 Audited	FY 2026 Budget	FY 2026 Projected	FY 2027 Final Draft
Operating Revenues						
40100	Passenger Fares	\$ 919,000	\$ 1,040,775	\$ 1,086,000	\$ 1,040,000	\$ 1,118,400
40200	Special Transit Fares	31,000	25,335	6,500	3,000	3,000
40600	Auxiliary Revenue (Bus, Shelter & Bench Advertising)	40,000	74,021	75,000	87,000	87,000
40700	Non-Transportation Revenue (Interest)	60,000	67,579	48,000	72,000	72,000
40709	Non-Transportation Revenue (TCE, Misc.)	2,000	31,672	13,000	19,000	15,000
40900	TDA-Local Transportation Funds (LTF)	4,000,000	4,000,000	4,200,000	4,200,000	4,400,000
40901	Local Cash Grants/Reimbursements	42,000	50,407	50,000	54,000	54,000
41100	TDA-State Transit Assistance Funds (STA)	1,390,000	532,163	1,108,500	1,047,000	1,306,100
41109	State Cash Grants/Reimbursements	163,000	-	220,000	-	236,000
41300	General Operating Assistance - FTA Sect. 5307 (Urban)	2,500,000	2,500,000	2,600,000	2,600,000	3,000,000
41301	General Operating Assistance - FTA Sect. 5311 (Rural)	250,000	250,000	200,000	200,000	300,000
41301	General Operating Assistance - FTA Sect. 5311 ARP Act (Rural)	250,000	250,000	295,000	295,000	-
	Caltrans Binney Junction SR 70 Improvements & Offsite Location			291,000	51,000	210,000
	Total Operating Revenue	\$ 9,647,000	\$ 8,821,952	\$ 10,193,000	\$ 9,668,000	\$ 10,801,500

CAPITAL BUDGET

		FY 2025 Budget	FY 2025 Audited	FY 2026 Budget	FY 2026 Projected	FY 2027 Final Draft
Capital Expenditures						
	Maintenance and Operations Facility	\$ 4,017,000	\$ 1,480,110	\$ 327,600	\$ 315,000	\$ 1,060,000
	Facility Repairs and Improvements <i>(formerly in Miscellaneous Capital)</i>	50,000	-	50,000	50,000	50,000
	Bus Stop Repairs and Improvements	50,000	-	235,000	259,000	50,000
	Vehicle Purchase/Replacement	45,000	80,704	45,000	707,500	495,000
	Miscellaneous Capital	310,000	119,985	310,770	109,900	270,000
	Leased Assets		25,000			
	Total Capital Expenditures	\$ 4,472,000	\$ 1,705,799	\$ 968,370	\$ 1,441,400	\$ 1,925,000

Capital Revenues

	Federal (5307, 5310, 5311, 5317, 5339)	\$ 1,328,120	\$ 38,105	\$ -	\$ 467,500	\$ 1,198,000
	SACOG - Maintenance & Mobilization	475,000	-	-	-	-
	State TIRCP / SB 125	1,072,648	1,480,110	500,248	315,000	172,648
	TDA-State Transit Assistance (STA)	482,352	162,584	468,122	658,900	554,352
	TDA-State Transit Assistance (SGR)	1,113,880	-	-	-	-
	Capital Contribution Revenue		25,000			
	Total Capital Revenues	\$ 4,472,000	\$ 1,705,799	\$ 968,370	\$ 1,441,400	\$ 1,925,000

**YUBA-SUTTER TRANSIT
FY 2027 OPERATING & CAPITAL BUDGET ASSUMPTIONS
PREPARED MAY 13, 2026**

OPERATIONS EXPENDITURES

Services – Other Maintenance (Acct. #50300)

This account is available for a variety of outside maintenance and operations related services. These include radio maintenance and repeater contracts; on-bus Wi-Fi service; dispatching software subscriptions, AVL license fees and GTFS locator service; CHP inspection certificates; FRAQMD permit fees; Reclamation District levee assessments; minor facility repairs and services; landscape maintenance; janitorial expenses; routine bus stop shelter and sign maintenance, repairs, and relocations; mechanical warranties; storm water/pollution prevention related planning, permitting, monitoring, and reporting expenditures; and Yuba-Sutter Transit's share of operating expenses for the regional Connect Card electronic fare card system. The audited amounts for prior years may include the labor portion of capital project expenditures below the capitalization threshold.

Fuel & Lubricants (Acct. #50401)

This account is based on the budgeted operation of 89,000 vehicle service hours (VSH) in FY 2027 at a combined average price of \$14 per VSH for diesel, diesel emission fluid, gasoline, and any applicable taxes. This hourly allowance is slightly higher than the projected year-end figure for the current year (\$11/VSH), with an allowance for increases in price or quantities due to demand or timing of deliveries. Because fuel expenses are so volatile and represent such a significant share of the budget, this account will always be among the greatest expenditure risks each year. Additional fuel costs resulting from the off-site parking arrangement required by the Caltrans Binney Junction construction project will have offsetting revenue for consumables under the settlement agreement. These are reflected in a separate line item for budget presentation.

Tires & Tubes (Acct. #50402)

This account is based on the projected year-end expenditures for FY 2026, the budgeted operation of 89,000 VSH in FY 2027 and projected tire replacement needs. Tire expenditures can vary significantly from year-to-year depending on when vehicles are replaced.

Other Materials & Supplies Consumed (Acct. #50499: 10)

This account is available to fund miscellaneous maintenance and operations materials and supplies such as the purchase of replacement vehicle components and non-capital maintenance equipment. The amount budgeted is based on recent expenditure levels with an allowance for any major unforeseen expenses during the fiscal year. Most significant are the repair and replacement costs for major components (engines, transmissions, and differentials) on older Yuba-Sutter Transit buses. The audited amounts may include non-labor capital project expenditures below the capitalization threshold.

Utilities – Electric & Gas (Acct. #50500)

Based on the projected year-end expenditures with an allowance for increased usage or price.

Utilities – Water & Sewer (Acct. #50501)

Based on the projected year-end expenditures with an allowance for increased usage or price.

Utilities – Telephone & Internet (Acct. #50502)

Based on the projected year-end expenditures and consideration of renewed service agreements.

Casualty & Liability Costs – Operations (Acct. # 50600)

This account is based on revenue vehicle insurance rates that are provided in the extended operating contract with Storer Transit Systems.

Services – Contract Operations (Acct. #50800)

This figure is based on the rates in the existing Storer Transit Systems service contract, assuming the operation of 89,000 VSH. This VSH figure considers existing service levels and the possible expansion of the Mobility-On-Demand (MOD) pilot program to additional service zones, and the potential launch of a new connector service along the Highway 65 corridor between Marysville, Wheatland, and Lincoln, originally budgeted for FY 2026. The initial four-year contract with Storer Transit Systems has been extended through September 30, 2027, with the exercising of the last available two-year option and is currently budgeted using the applicable 2.4% CPI based variable rate increase.

Services – Out of Contract (Acct. #50801)

This account is available for the provision of extra service hours for special events and community services that are provided in accordance with the applicable policies. This figure can vary from year to year depending on community demand.

Caltrans Binney Junction SR 70 Improvements & Offsite Location

This account is for direct expenditures reimbursable from the Caltrans settlement agreement for costs associated with relocating a portion of our vehicle fleet to an offsite operations facility.

ADMINISTRATIVE EXPENDITURES

Salaries & Wages – Administrative Staff (Acct. #50102)

The budgeted amount is based on the projected total salary for six (6) administrative staff positions including any applicable step increases and longevity adjustments, and an allowance for payouts of accrued annual leave. In addition, the budget allows for a 2% cost of living (COLA) adjustment, if approved.

Fringe Benefits – Administrative Staff (Acct. #50200)

Fringe benefit expenses have been adjusted to account for known or anticipated changes in benefit rates based on the above salary assumptions and current employee demographics. This amount includes insurance for health, dental, long-term disability, life, health waiver, vision, and worker's compensation (\$150k). Also included are employer CalPERS retirement (\$69k), 457 contributions (\$10.4k), Medicare and Medicare reimbursements (\$20k), vehicle allowance (\$3.6k), and retiree health benefits (\$2.1k). In addition, this budget item assumes a cost or reimbursement to offset the recommended addition of short-term disability Insurance coverage for administrative employees (\$8.9k), if approved.

Fringe Benefits – Unfunded CalPERS Liability Payments (Acct. #50201)

Employer contributions to the CalPERS retirement program are made up of the normal annual costs of benefits earned by employees currently working (included in the fringe benefits account above) and an amortized payment toward the employer's Unfunded Accrued Liability (UAL). The UAL is the amortized dollar amount needed to fund past service credit earned (or accrued) for both Classic PERS and PEPRA members who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date. The projected UAL payment for FY 2027 is \$20,000.

Services – Accounting (Acct. #50301)

Based on past expenditures including payroll, miscellaneous accounting services, and electronic tax filing fees. Beginning FY 2026, this account also includes expenditures for the financial and single audits (\$34k), which can vary depending on number and value of federal awards during the audit year. This account varies from year to year due to the timing of certain actuarial services related to Other Post-Employment Benefits (OPEB) and certifications of National Transit Database reporting procedures (next due 2029).

Services – Legal (Acct. #50302)

An allowance for contract legal services and notices based on recent expenditures with an allowance for any unforeseen legal service needs.

Services – Printing & Copying (Acct. #50303)

This account is for the lease and operating expenses for office copiers as well as for the outside printing of ticket sheets, brochures and other miscellaneous materials based on projected current year expenses with an allowance for new passenger information materials.

Services – Miscellaneous Professional (Acct. #50309)

This account is for miscellaneous professional services such as technical support and subscription services; graphic design work; and other administrative support services or consultants. Beginning in FY 2025, this account also includes amounts for procurement related professional services.

Materials & Supplies – Office & Postage (Acct. #50499)

This account is for supplies and postage based on past expenditures which include furnishings and

equipment below the capitalization threshold.

Miscellaneous Expense – Insurance & Bond (Acct. #50900)

This account is based on projected property and liability insurance premium rates for the new policy period.

Miscellaneous Expense – Dues & Subscriptions (Acct. #50901)

This account is for memberships and subscriptions for professional and trade organizations and is based on past expenditures. This account also includes biennial accounting certification renewals and paid subscriptions for publications related to Americans with Disabilities Act compliance, the Appeal-Democrat and the website domain name annual fee.

Miscellaneous Expense – Travel, Meetings and Training (Acct. #50902)

This account is available to fund staff travel, lodging and meeting expenses on an as needed basis. The budgeted amount is based on past expenditures and an allowance for additional travel and training needs.

Miscellaneous Expense – Board of Directors (Acct. #50903)

This account is based on an allowance for twelve (12) regular Board meetings a year and up to six (6) ad hoc committee meetings of two (2) to four (4) members each at a rate of \$100 per meeting. Current policy limits compensation to a maximum of fifteen (15) regular, special, or ad hoc committee meetings per member each fiscal year.

Miscellaneous Expense – Media Advertising & Promotion (Acct. #50904)

This account is an allowance for marketing and promotional expenses including presentation materials and supplies, specialized point of use passenger informational materials for bus stop shelters and information panels; special event promotional items; and other marketing opportunities. When applicable, promotional expenses for grant funded services are reimbursed.

Miscellaneous Expense – Other (Acct. #50909)

This account is an allowance for miscellaneous expenses such as banking and merchant account fees; Non-Sufficient Funds check charges; annual CalPERS report expenses; and other undesignated expenses. Audited amounts may include intergovernmental contributions for joint capital projects such as bus stop improvements.

OPERATING REVENUES

Passenger Fares (Acct. #40100)

This account assumes continuation of systemwide ridership trends over the year on existing services and increases in ridership anticipated with the planned launch of new demand-response and intercity services.

Special Transit Fares (Acct. #40200)

This account assumes revenue from third party fare voucher programs, and other miscellaneous special transit services.

Auxiliary Transportation Revenue – Advertising (Acct. #40600)

This account is for revenue received through the contract with Lamar Advertising for the placement of advertisements on bus exteriors, bus stop shelters, and bus stop benches which includes a guaranteed minimum payment of \$3,000 per month (\$36,000 annually). This figure is based on the projected current year's revenue which is expected to exceed the guaranteed minimum annual payments. A total of twenty-eight (28) advertising bus stop shelters, and sixty-nine (69) advertising benches are located throughout the service area. Exterior ads are available on forty-eight (48) buses.

Non-Transportation Revenue – Interest (Acct. #40700)

This account represents the estimated interest earnings on available cash for FY 2027. Interest income is derived from the investment of operating and capital reserves (which varies from year to year) that are available for cash flow, contingencies, and future capital expenditures.

Non-Transportation Revenue – Miscellaneous (Acct. #40709)

This account includes receipts from photo I.D. fees, bike locker rentals, and Caltrans for Permanent and Temporary Construction Easements, when applicable.

Local Transportation Funds (Acct. #40900)

The Local Transportation Fund (LTF) is a 0.25 percent portion of the state sales tax that is returned to the county of origin and distributed therein by population to fund transit service primarily. A significant amount of the available LTF revenue is typically required to balance the operating budget after all other revenues are allocated.

For FY 2027, the annual LTF revenue needed to fund operations is currently budgeted at \$4.4 million. This amount is \$200,000 (5%) higher than the FY 2026 allocation. For reference, projected LTF apportionments for Yuba and Sutter counties (including the incorporated cities within) total approx. \$7 million for FY 2027. As a result, the budgeted \$4.4 million in LTF represents just over 62% of the total amount available to the member jurisdictions. A greater percentage of LTF revenue will likely be necessary to balance the budget going forward as federal and state formula funds may be reduced, and costs continue to increase due to inflationary pressures and the requirement to comply with the state's zero-emission bus purchase mandate.

Local Cash Grants/Reimbursements (Acct. #40901)

This account is available for local contract service payments and other contributions for services or programs including reimbursements from Mercy Housing that are received from the City of Wheatland to offset the cost of the Wheatland Route.

State Transit Assistance (STA) Funds (Acct. #41100)

Derived from a statewide tax on diesel fuel, the State Transit Assistance (STA) program is the only on-going state funding source dedicated to public transportation. Available with minimal restrictions for operating and capital purposes, STA funds have historically been the primary source of local matching funds for federal capital grants though more has been committed to the operating budget in recent years since Senate Bill 1 (2017) provided more certainty to this funding source. Per the Sacramento Area Council of Governments (SACOG), the STA apportionments for FY 2027 include a total of \$1,768,760 available for Yuba-Sutter Transit. This figure is down \$193,606, (approx. 10%) from the FY 2026 apportionment. The draft budget assumes the use of \$1,306,100 in STA funding for operations and \$554,352 for capital expenditures. A portion of these expenditures may be funded with deferred STA amounts available from prior years. It should be noted that a portion of the STA funding 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.

State Cash Grants/Reimbursements (Acct. #41109)

This account is available for the receipt or accrual of state grant related reimbursement payments. For FY 2027, this account is for the receipt or accrual of miscellaneous state grant related reimbursements for Low Carbon Transit Operations Program (LCTOP) grant funded operating expenditures for the Roseville Commuter Service. Although it was first budgeted for in FY 2024, the project was delayed until FY 2027.

Federal Urban General Operating Assistance – FTA Section 5307 (Acct. #41300)

This account is for federal operating assistance that is provided to transit systems in small urban areas. Section 5307 funds can typically be used for up to 50 percent of eligible operating expenses and up to 80 percent of eligible capital expenses.

The FY 2027 budget assumes \$3 million being allocated from this source for operating purposes. The FY 2026 budget assumed a total of \$2.6 million from this source.

Federal Rural General Operating Assistance / ARP – FTA Section 5311 (Acct. #41301)

This account is for federal operating assistance that is provided specifically to rural transit systems. Yuba-Sutter Transit's eligible rural services include the Foothill, Live Oak and Wheatland Routes and a portion of the Sacramento Commuter and Midday Express service by formula. It is also anticipated that a small amount of these funds may be used to support the planned Roseville Commuter service. These funds can be used for both operating and capital assistance subject to a 55.33% federal funding limitation for operations, and 88.53% limit for capital expenditures. The FY 2027 budget assumes the use of \$300,000 in Section 5311 formula funds.

Caltrans Binney Junction SR 70 Improvements & Offsite Location

This account is for revenue received from Caltrans for consumables such as fuel (account #50300), additional labor costs (account #50801), and related costs for an offsite operations facility needed for the

temporary relocation of a portion of our vehicle fleet during the Binney Junction/SR 70 construction project.

CAPITAL PROGRAM SUMMARY

The projected year-end capital budget for FY 2026 includes the environmental and design phases of the facility project (\$315k), the purchase of five demand-response vans (\$612.5k), a non-revenue vehicle replacement (\$95k), bus stop signage (\$24k), bus wraps (\$80k), and allowances for facility repairs and improvements (\$50k), bus stop repairs and improvements (\$85k), and miscellaneous capital (\$29.9k). Also included is an allowance for half the cost of bus stop improvements at Alturas and Shasta in conjunction with the City of Yuba City Public Works Department (\$150k).

The FY 2027 capital budget assumes progression of the NextGen Transit Facility project into final design (\$1.06M), a demand-response bus purchase (\$405k), non-revenue vehicle replacements (\$90k), Cal-ITP fare card system replacement project (\$220k), and annual allowances for facility repairs and improvements (\$50k), bus stop repairs and improvements (\$50k), and other miscellaneous capital needs (\$50k).

Audited amounts include the lease agreement with the County of Yuba for the use of the Yuba County Airport Terminal Area for bus parking while Caltrans uses part of the Authority's bus parking area for its State Route (SR) 70 Improvement Project. The lease payments are paid by Caltrans on behalf of the Authority (Leased Assets and Contributed Capital \$25,000 for FY 2025).

(See capital program funding detail next page)

CAPITAL PROGRAM FUNDING DETAIL

	<u>FY 2026 Projected</u>	<u>FY 2027 Final Draft</u>
<u>Maintenance & Operations Facility</u>		
Federal 5311 CRRSAA		\$ 910,000
SACOG SB 125	\$ 315,000	
TDA-STA		<u>\$ 150,000</u>
Total Facility	\$ 315,000	\$1,060,000
<u>Facility Repairs, Improvements, Furnishings, Equipment</u>		
TDA-STA (allowance)	<u>\$ 50,000</u>	<u>\$ 50,000</u>
Total Facility Repairs and Improvements	\$ 50,000	\$ 50,000
<u>Bus Stop Repairs and Improvements</u>		
Bus Stop Signage		
TDA-STA	\$ 24,000	
Bus Pad and Corner Improvements Alturas & Shasta <i>(as contributed capital, Yuba City Public Works project)</i>		
TDA-STA	\$ 150,000	
TDA-STA (allowance)	<u>\$ 85,000</u>	<u>\$ 50,000</u>
Total Bus Stop Repairs and Improvements	\$ 259,000	\$ 50,000
<u>Vehicle Purchase/Replacement</u>		
Federal 5307		\$ 288,000
Federal 5339	\$ 467,500	
TDA-STA	<u>\$ 240,000</u>	<u>\$ 207,000</u>
Total Vehicles	\$ 707,500	\$ 495,000
<u>Miscellaneous Capital</u>		
Cal-ITP Fare Card System Replacement Project		
TIRCP		\$ 172,648
TDA-STA		<u>\$ 47,352</u>
		\$ 220,000
Bus Wraps/Branding		
TDA-STA	\$ 80,000	
TDA-STA (Allowance)	<u>\$ 29,900</u>	<u>\$ 50,000</u>
Total Miscellaneous Capital	\$ 109,900	\$ 270,000
Total Capital	<u>\$1,441,000</u>	<u>\$1,925,000</u>

**AGENDA ITEM IV-C
STAFF REPORT**

LOCAL TRANSPORTATION FUND (LTF) APPORTIONMENT FOR FY 2027

RECOMMENDATION: Adopt Resolution No. 05-26 establishing the LTF contributions for each member jurisdiction for Fiscal Year (FY) 2027 as proposed or amended.

Background

Pursuant to the Yuba-Sutter Transit Joint Powers Agreement (JPA), staff has prepared the jurisdictional apportionments of annual Local Transportation Funds (LTF) for Board review and approval consideration.

Discussion

Based on the final draft budget submitted for review and approval earlier on this agenda, the annual combined LTF allocation to Yuba-Sutter Transit for FY 2027 will be \$4,400,000, an increase of \$200,000 (5%) over FY 2026. While the FY 2027 final draft budget is up a total of \$608,500 (6%) over FY 2026, other revenue sources have been increased, including an increase in federal funds, State Transit Assistance (STA) funds, and other state grants and reimbursements.

The JPA specifies a two-part process to be followed in the apportionment of the annual LTF among the member jurisdictions. First, a funding formula with four equally weighted factors is applied to determine the relative shares of the total LTF contribution necessary to balance the budget. These factors are: (1) service area population; (2) amount of LTF available to each jurisdiction; (3) fixed route miles; and (4) demand response boardings. Second, if this formula results in a calculated contribution from one or more jurisdictions exceeding the amount of LTF available to said jurisdictions for the following fiscal year, the shortfall is then allocated to the remaining jurisdictions using the relative values of each funding formula component for the remaining jurisdictions. Once again, this second step was needed for FY 2027 as the calculated LTF apportionment for the City of Marysville would exceed the amount available.

Applying the two-step funding formula to the budgeted LTF figure of \$4,400,000, the member contributions for FY 2027 have been calculated as follows:

City of Marysville	\$ 300,544
City of Yuba City	\$2,436,898
County of Yuba	\$1,384,060
County of Sutter	<u>\$ 278,498</u>
	\$4,400,000

The following table summarizes the calculations for each of the four funding formula factors for FY 2027. The column labeled "Base Formula Share of LTF" is the relative share (derived by averaging the four equally weighted factors) of the total amount of LTF required without regard to the amount of LTF available to any one or more jurisdictions. Based on this calculation, the base share for the City of Marysville would be \$489,945, which is \$189,401 more than the \$300,544 available to Marysville for FY 2027. The reallocation of the Marysville shortfall amount to the remaining three jurisdictions is reflected in the final column, which is the actual proposed LTF apportionment for FY 2027.

**YUBA-SUTTER TRANSIT
FUNDING FORMULA CALCULATIONS FOR FY 2027**

	DIAL-A-RIDE TRIP ORIGINS	FIXED ROUTE MILES	SERVICE AREA POPULATION	LTF AVAILABLE	BASE FORMULA SHARE OF LTF	REALLOCATED FY 2027 LTF SHORTFALL	PROPOSED FY 2027 LTF APPORTIONMENT
Marysville	5.4918%	4.7959%	9.9829%	4.2698%	11.1351%	(\$189,401)	\$300,544
Yuba City	60.6557%	37.6820%	56.3528%	56.6119%	52.8256%	\$112,570	\$2,436,898
Yuba County	21.7213%	46.1797%	29.1291%	22.9301%	29.9900%	\$64,498	\$1,384,060
Sutter County	2.1311%	1.3424%	4.5352%	16.1882%	6.0492%	\$12,333	\$278,498
Total*	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	\$0	\$4,400,000

*Any variance in percentages is due to rounding and has no effect on the dollar amounts calculated.

The detailed documentation for the funding formula calculation is available for review in the Yuba-Sutter Transit office during normal business hours and will be made a part of the permanent apportionment file.

Staff will be prepared at the meeting to discuss the LTF funding formula calculation in detail.

Fiscal Impact

The combined jurisdictional apportionments of LTF to Yuba-Sutter Transit for FY 2027 total \$4,400,000, which represents approx. 41% of the final draft operating budget revenues.

Attachment

Yuba-Sutter Transit Authority Board Resolution No. 05-26.

**YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 05-26**

FISCAL YEAR 2027 LOCAL TRANSPORTATION FUND (LTF) APPORTIONMENT

WHEREAS, The member jurisdictions of the Yuba-Sutter Transit Authority Joint Powers Agreement receive Local Transportation Fund (PUC 99230) monies for the provision of public transit services in the Marysville, Yuba City, Sutter County and Yuba County Area; and,

WHEREAS, Pursuant to Paragraph 5 of the Yuba-Sutter Transit Authority Joint Powers Agreement, the Board of Directors must adopt an Annual Apportionment of those Local Transportation Fund monies for the operation of the Yuba-Sutter Transit Authority; and,

WHEREAS, The total amount of Local Transportation Fund monies required by the Yuba-Sutter Transit Authority for Fiscal Year 2027 is \$4,400,000; and,

WHEREAS, The net apportionment of Local Transportation Fund monies for Fiscal Year 2027 shall be as follows: City of Marysville, \$300,544; Yuba City, \$2,436,898; Yuba County, \$1,384,060; and Sutter County, \$278,498.

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors approve the Fiscal Year 2027 Apportionment of Local Transportation Fund (PUC 99230) monies 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 MAY 21, 2026.

Chair, Board of Directors

ATTEST:

*Lisa O'Leary
Secretary to the Board*

**AGENDA ITEM IV-D
STAFF REPORT**

FY 2025 INDEPENDENT FINANCIAL AUDIT REPORT

RECOMMENDATION: Receive and File the Fiscal Year (FY) 2025 Independent Financial Audit report, as presented.

Background

An Independent Financial Audit of the Yuba-Sutter Transit Authority (Authority) is completed annually on behalf of the Sacramento Area Council of Governments (SACOG) in accordance with the provisions of the State Transportation Development Act.

Discussion

Attached for Board review and acceptance is a copy of the Authority's Independent Financial Audit Report and Governance Letter for FY 2025. The report was prepared by the firm of Richardson & Company, LLP of Sacramento.

As noted in the financial statements, there was one audit finding, 2025-001, for the year ended June 30, 2025, with the recommendation that the Authority add additional language to its Procurement Policies and Procedures Manual documenting the requirement to follow Section 10 of the Caltrans Local Assistance Procurement Manual (LAPM) and the criteria under which it applies when grants are received from the Federal Highway Administration (FHWA) through a subrecipient agreement with Caltrans.

As presented in a later agenda item, management is seeking approval of the requisite update to the Procurement Policies and Procedures Manual documenting the applicable procedures. If approved, this action will serve to correct the audit finding 2025-001 prior to the specified June 18, 2026, deadline.

The full FY 2025 Independent Financial Audit report can be viewed in-person during normal business hours at the Authority's offices, located at 2100 B St., Marysville, CA, 95901, or found on the Yuba-Sutter Transit website at the following link: [Audited Financial Statements and Compliance Reports, fiscal year ending June 30, 2025](#)

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

Fiscal Impact

None.

Attachments

Governance Letter, Yuba-Sutter Transit Authority FY 2025 Independent Financial Audit



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GOVERNANCE LETTER

Board of Directors
Yuba Sutter Transit Authority
Marysville, California

We have audited the financial statements of the Yuba-Sutter Transit Authority (the Authority) for the year ended June 30, 2025, and have issued our report thereon dated March 27, 2026. Professional standards require that we provide you with the following information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in a letter dated July 30, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note A to the financial statements. The Authority implemented GASB Statement No. 101, *Compensated Absences*, during 2025, which required leave expected to be used for time off in the future to be accrued as part of the compensated absences liability in addition to leave payable at separation as done in the past. This had no effect on the Authority's compensated absences liability as all leave types are payable at separation. The application of existing policies was not changed during the year. We noted no transaction entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the determination of qualifying expenses incurred under grant agreements, which may be changed by the grantor, the discount rate used to compute the lease liability, the computation of the net pension and other postretirement healthcare benefits (OPEB) liabilities and related deferred inflows and outflows, and the useful lives used to calculate depreciation on capital assets. Management's estimate of qualifying expenses incurred under grant agreements is based on management's understanding of the qualifying expenses under the agreements. The pension and OPEB liabilities are based on actuarial valuations and the lives of capital assets is based on past experience and Federal Transit Administration guidance. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the disclosures

about the defined benefit pension plan, other post-retirement benefits, contingent liabilities and commitments and state grants described in notes H, I, J and K, respectively.

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No audit adjustments were identified during the audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 27, 2026.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to required supplementary information (RSI), as reported in the table of contents of the financial statements, the supplements the financial statements. Our procedures consisted of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the schedule of expenditures of federal awards, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of the Authority and is not intended to be and should not be used by anyone other than these specified parties.

Richardson & Company, LLP

March 27, 2026

AGENDA ITEM IV-E STAFF REPORT

YUBA-SUTTER TRANSIT PROCUREMENT POLICIES AND PROCUDURES MANUAL

RECOMMENDATION: Adopt the revised Yuba-Sutter Transit Procurement Policies and Procedures Manual, effective May 21, 2026, as proposed or amended.

Background

Yuba-Sutter Transit first developed and formally adopted a written Procurement Policies and Procedures Manual (Procurement Manual) in August of 2015 in response to a finding in that year's Federal Transit Administration (FTA) Triennial Review Report. The Procurement Manual articulates policy objectives, identifies roles and responsibilities, and details procedures by which Authority staff purchases all supplies, materials, and services needed to support transit operations and program administration. The Procurement Manual is periodically revised to reflect current public procurement practices, terms and conditions in accordance with all applicable federal, state and local requirements, as they may change from time to time. The Procurement Manual was last revised and adopted in June 2024.

Discussion

Attached for Board approval is an updated Procurement Manual reflecting recent changes to applicable federal and state requirements, and related adopted local policies. In addition to minor grammatical/formatting corrections, the three (3) substantive updates are as follows:

- 1) Addition of procedural language under Chapter 12, Federal Awarding Agency Review, to correct a deficiency identified in the fiscal year 2025 Independent Financial Audit related to purchases made with grant funding from the Federal Highway Administration (FHWA).
- 2) Update of the Micro-Purchase threshold (<\$15,000) and Simplified/Small Purchase threshold (\$15,000 to \$350,000) and related requisition limits to align with current Federal standards effective October 2025.
- 3) Update of the Capitalization Threshold (\$10,000) in Chapter 5, Capital Purchase Procedures, to align with the current locally adopted capitalization policy.

Staff is now recommending Board approval of the draft Procurement Manual, effective May 21, 2026. The full Procurement Manual can be viewed in-person during normal business hours at the Authority's offices, located at 2100 B St., Marysville, CA, 95901, or found on the Yuba-Sutter Transit website at the following link: https://www.yubasuttertransit.com/files/7a2b79270/Draft+Procurement+PPM_5-21-26.pdf

Staff will be prepared at the meeting to discuss the Manual in detail as desired.

Fiscal Impact

None. The requested action does not grant staff additional purchasing authority or responsibilities.

AGENDA ITEM IV-F STAFF REPORT

RATIFICATION OF SECURITY CAMERA TRAILER LEASE FOR MELODY ROAD FACILITY

RECOMMENDATION: Ratify the lease of three (3) monitored security camera trailers for the Melody Road remote operations facility as proposed.

Background

The adopted Yuba-Sutter Transit Authority (Authority) Procurement Policies and Procedures Manual requires that individual purchases exceeding \$50,000 be submitted to the Board of Directors for preapproval or, "In those instances where work must progress immediately, the Executive Director may approve any Purchase Order, Blanket Purchase Order, Contract, etc. within the budget and under an approved project. The facts and circumstances of such action shall be reported to the Board of Directors at its next meeting for ratification."

In February 2025, The Authority entered into a lease with the County of Yuba (funded by Caltrans) for an unoccupied property located at 1430 Melody Road in Olivehurst. The property and warehouse building are needed for relocating a significant portion of the Authority's vehicle fleet operations to an offsite facility during the next planned phase of the Caltrans Binney Junction construction project.

The current Fiscal Year (FY) 2026 Operations Budget adopted in May 2025 includes a \$291,000 line item for direct expenditures reimbursable from the Caltrans settlement agreement for costs associated with the Binney Junction relocation.

Discussion

As previously reported to the Board, a routine site inspection of the Melody Rd. property in late February revealed that the warehouse had been broken into and vandalized, likely multiple times since last inspected. Having gained entry through the property fence and two (2) exterior rollup doors, the perpetrators caused extensive damage, including the theft of most of the electrical wiring in the building. The incident was immediately reported to local law enforcement and a property insurance claim opened, under which repairs to the building have begun. Given the security issues demonstrated, repairs to date have been focused primarily on restoring the security integrity of the property. These include repairs to the rollup doors and exterior person doors, fencing and the placement of three (3) leased, remotely monitored security camera trailers covering the fencelines and building exterior.

With the requested action, staff recommends retroactive approval of a 12-month lease agreement with MSC Integrations, Inc., in an amount not exceed \$80,000, for three (3) monitored security camera trailers urgently needed to secure the Melody Road site from further vandalism while the building is being repaired and prepared for the Authority's eventual occupation. MSC Integrations, Inc. was selected from multiple bids in accordance with applicable procurement policies and procedures.

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

Fiscal Impact

The recommended action is ratification of an existing purchase order with MSC Integrations, Inc. in an amount not to exceed \$80,000, reimbursable from the Caltrans settlement agreement.

**AGENDA ITEM IV-G
STAFF REPORT**

FY 2026 THIRD QUARTER PERFORMANCE REPORT

RECOMMENDATION: Information only.

Discussion

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first nine (9) months of Fiscal Year (FY) 2026, July 2025 through March 2026, presented in comparison with the same period in the previous fiscal year.

Although slightly improved from the mid-year point, cumulative systemwide ridership continued to lag the previous year through the third quarter of FY 2026 with the 438,205 total passenger trips representing a 3.4% decrease over the same period in FY 2025. It's worth noting that commuter service ridership increased 4.7% over the reporting period, continuing a positive trend, but the year-over-year declines seen on the local fixed route (6.4%) and Dial-A-Ride (21.5%) exceeded the ridership gains elsewhere. For historical perspective, the systemwide ridership was 56% of the 776,715 passenger trips that were provided in the first three quarters of FY 2019 (the last full pre-pandemic fiscal year). Yuba-Sutter Transit's overall ridership recovery rate generally mirrors that of other transit systems regionally and across the country, especially when comparing similar services.

The number of vehicle service hours (VSH) operated systemwide increased (11.3%) compared to the same period in FY 2025, due entirely to the addition of the Mobility on Demand (MOD) service which accounted for over 6,500 VSH on its own. Launched in Linda and Olivehurst in May 2025, the MOD service now represents over 10% of the VSH operated systemwide. By comparison, the Sacramento Commuter service accounted for approx. 11% of the VSH operated systemwide over the same period.

With the decrease in overall ridership and significant addition of VSH, there was a resulting drop in productivity as demonstrated by a 13.2% decrease in trips per VSH systemwide. The Dial-A-Ride service was the exception to this trend with productivity increasing slightly (1%) despite the loss of ridership. In addition, two of the three rural routes saw ridership gains during the reporting period, with only the Foothill service losing ridership per service hour.

As a result of the lower overall ridership, the systemwide financial indicators declined significantly in the first three quarters, with fare revenue down nearly 7%, and farebox recovery ratio decreasing from 12.9% to 10.1%.

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

Attachments

FY 2026 Third Quarter Performance Report

**THIRD QUARTER PERFORMANCE REPORT
FISCAL YEAR 2026**

	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
Fixed Route:						
July 2025 - March 2026	358,178	36,445.42	9.83	\$454,182	\$12.46	10.6%
July 2024 - March 2025	382,674	33,988.19	11.26	\$491,249	\$14.45	12.2%
Percent Change	-6.4%	7.2%	-12.7%	-7.5%	-13.8%	-13.4%
Dial-A-Ride:						
July 2025 - March 2026	18,824	10,770.99	1.75	\$54,648	\$5.07	4.3%
July 2024 - March 2025	23,988	13,826.86	1.73	\$86,691	\$6.27	5.3%
Percent Change	-21.5%	-22.1%	1.0%	-37.0%	-19.1%	-18.9%
Sacramento Services (Commuter & Midday):						
July 2025 - March 2026	44,568	6,975.27	6.39	\$230,461	\$33.04	28.0%
July 2024 - March 2025	42,563	6,653.01	6.40	\$219,314	\$32.96	27.9%
Percent Change	4.7%	4.8%	-0.2%	5.1%	0.2%	0.4%
Foothill Route:						
July 2025 - March 2026	759	789.25	0.96	\$569	\$0.72	0.6%
July 2024 - March 2025	791	752.95	1.05	\$656	\$0.87	0.7%
Percent Change	-4.0%	4.8%	-8.4%	-13.3%	-17.2%	-12.7%
Live Oak Route:						
July 2025 - March 2026	3,941	728.58	5.41	\$2,814	\$3.86	3.3%
July 2024 - March 2025	3,232	692.02	4.67	\$2,184	\$3.16	2.7%
Percent Change	21.9%	5.3%	15.8%	28.9%	22.2%	21.2%
Wheatland Route:						
July 2025 - March 2026	804	491.52	1.64	\$441	\$0.90	0.8%
July 2024 - March 2025	308	453.40	0.68	\$364	\$0.80	0.7%
Percent Change	161.0%	8.4%	140.6%	21.2%	12.2%	8.6%
MOD Service						
July 2025 - March 2026	11,131	6518.98	1.71	\$2,367	\$0.36	0.3%
Systemwide Summary:						
July 2025 - March 2026	438,205	62,720	6.99	\$745,482	\$11.89	10.1%
July 2024 - March 2025	453,556	56,366	8.05	\$800,458	\$14.20	12.9%
Percent Change	-3.4%	11.3%	-13.2%	-6.9%	-16.3%	-22.0%

Notes:

1. All financial calculations are estimates pending final fiscal audits.
2. First available MOD service data is July 2025