

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
MARCH 17, 2022**

I. Call to Order & Roll Call (4:00 P.M.)

Present: Bains, Blaser, Buttacavoli, Fuhrer, Hudson (Chair), Kirchner (Vice-Chair), and Shaw
Absent: Micheli

Keith Martin introduced the newest Yuba-Sutter Transit staff member, Administrative Assistant Lisa O’Leary who would also be assuming the role of Board Secretary. She will be replacing Janet Frye in this position as she was recently promoted to the position of Program Analyst following the January departure of Amy White.

II. Public Business from the Floor

None.

III. Consent Calendar

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

IV. Reports

A. Preliminary Draft Yuba-Sutter Transit Operating and Capital Budgets for FY 2022-23.

Martin introduced the preliminary draft of the Yuba-Sutter Transit Operating and Capital Budget for FY 2022-23. The agency joint powers agreement requires a preliminary draft to be submitted to the Board by the end of March each fiscal year with the final budget to be adopted by the end of May. Martin noted that the projected year-end operating expenses for FY 2022 are now expected to be less than what had been budgeted due to a decrease in COVID related expenses, but this savings will partially be offset by significantly higher than anticipated fuel expenses. The primary feature of the current year capital budget is the July 2021 closing of the property purchase for the new transit facility.

Martin highlighted the preliminary draft operating expenses of nearly \$8.8 for FY 2023 which assumes an increase in vehicle service hours over the current year along with contractual cost increases and assumed higher fuel prices. Operating revenue assumptions for FY 2023 include modest systemwide ridership growth and an increase in Local Transportation Fund (LTF) contributions from the member jurisdictions. Martin did note that the preliminary draft LTF figure would likely increase as more State Transit Assistance (STA) funds will need to be set aside for capital uses. The new facility will continue to be the highest priority capital issue with environmental, engineering and design work being budgeted for FY 2023. Martin stated that a budget update may be on the agenda for the April meeting and, if necessary, a special budget workshop could still be scheduled for late-April or early-May prior to consideration of the final draft budget at the May 19th meeting.

Director Shaw asked how we are going to brace for fuel cost noting that we should be more conservative by overestimating that cost in the budget. Martin responded that fuel expenses in the preliminary draft budget is

based on the last purchase price which was 50 percent higher than what was budgeted for FY 2022 and these assumptions would be revisited for the final draft budget.

Director Shaw inquired as to when the funding from the Regional Housing Authority grant would be available for the facility project. Martin responded that that he has been told that it may take up to a year to receive the final grant agreement, but that this should not be a problem as these funds can only be used for construction expenses.

Director Blaser asked about inflation on capital expenditures. Martin responded that the only capital expenditures other than for facility design and engineering work is for the six replacement buses for which we already have price quotes, but any unforeseen cost increases would be covered from deferred revenues.

Director Hudson asked if we will be discussing the budget again. Martin responded that the final draft budget would be presented for adoption consideration at the May meeting, but a budget update would also be provided at the April meeting.

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

Director Shaw made a motion to adopt Resolution No. 2-22 authorizing the Executive Director, or their designee, to execute all federal grants and contract documents under Sections 5307, 5309, 5310, 5311, 5317, 5339 and RAISE as proposed. Director Bains seconded the motion and it carried unanimously.

C. Annual Authorization for the Executive Director to Certify as counsel for Federal Transit Administration (FTA) Grants.

Director Shaw made a motion to adopt Resolution No. 3-22 authorizing the Executive Director to certify as counsel for FTA grants as proposed. Director Bains seconded the motion and it carried unanimously.

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

Director Shaw made a motion to authorize the submittal of specified projects for LCTOP funding and to adopt Resolution No. 4-22 authorizing execution of the related LCTOP Certifications and Assurance including designation of the Executive Director as the Authorized Agent as proposed. Director Bains seconded the motion and it carried unanimously.

E. State of Good Repair (SGR) Project Designation.

Director Bains made a motion to adopt Resolution No. 5-22 approving the submittal of Yuba-Sutter Transit's SGR Project List as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

F. Federal Transit Administration (FTA) Section 5311 FFY 2022 and FFY 2023 Two-Year Cycle Consolidated Grant Application Program of Projects.

Director Bains made a motion to authorize the submittal of a consolidated two-year application and Program of Projects for the available FFY 2022 and FFY 2023 FTA Section 5311 funding as proposed. Director Kirchner seconded the motion and it carried unanimously.

G. Amended Yuba-Sutter Transit / Regional Waste Management Authority (RWMA) Consulting Agreement.

Director Kirchner made a motion to authorize the execution of the amended Yuba-Sutter Transit / RWMA Consulting Agreement as proposed. Director Shaw seconded the motion and it carried unanimously.

H. June Board of Directors Meeting Date Change.

Director Hudson made a motion to cancel the regular Board meeting on Thursday, June 16, 2022 as proposed. Director Kirchner seconded the motion and it carried unanimously.

I. Project & Program Updates

1. COVID-19 Impact & Response

Martin reported that January continued the positive year-over-year systemwide monthly ridership growth trend that started in July 2021. On the major services in February, average weekday ridership was up 30 percent on the local fixed route service, 66 percent on the local Dial-A-Ride service, and 51 percent on the Sacramento Commuter service over February 2021. Systemwide, average weekday ridership in February was up 46 percent compared to February 2020. Martin added that the recent spike in fuel prices appears to be contributing to a significant increase in Sacramento ridership through the first two weeks of March, but the average daily ridership figure is still just 25 percent of what it was in March 2019.

2. Next Generation Transit Facility Project (Grant Awards & Submissions)

Martin noted that a state TIRCP grant application for \$14.5 million was submitted on March 3, 2022 which includes \$12,325,000 for the facility project and \$2,175,000 for the incremental cost of three zero-emission replacement commuter buses over the cost of diesel-powered buses. TIRCP grant awards are expected to be announced in June 2022.

Staff is currently working on a second federal RAISE grant application that is due April 14, 2022. Our 2021 application for \$20 million was unsuccessful, but just 90 of 763 applications (12%) were selected. A debrief on the 2021 application is scheduled for March 30th.

Staff learned Monday morning that Yuba-Sutter Transit's 2021 grant application for \$14 million from the Federal Transit Administration (FTA) Buses & Bus Facilities Program was unsuccessful. The 2022 round of funding from this same program recently opened with applications due on May 31st. An authorizing resolution for the 2022 cycle is expected to be presented for Board consideration at the April meeting. As noted in the past, a Zero-Emission Fleet Transition Plan is now required to remain eligible for future awards from this program and staff is already working to develop this new plan for board consideration in May.

3. Yuba-Sutter Comprehensive Operational Analysis & Short-Range Transit Plan

The compressed schedule to award a consultant contract for this project at the March board meeting proved to be unrealistic given the current workload and reduced staff capacity. As a result, this work was paused until late March and staff will be working with ad hoc committee to set interviews of the four consulting teams that have submitted proposals. An award recommendation is now expected at the April meeting.

4. Federal Transit Administration (FTA) Triennial Review

The after months of data and information collecting, the four-day virtual on-site review meeting concluded at 1:00 p.m. today (March 17, 2022). Staff expects to provide the Board with the final report along with a schedule for all required responses at the April meeting.

5. Regional Waste Management Authority (RWMA) Staff Transition

A special meeting of the Regional Waste Management Authority (RWMA) Board of Directors has been set for March 23, 2022 to interview a candidate for the Executive Director position. Depending on when an appointment is made, the new Executive Director could be on-board by May 1st. Applications for the RWMA Management Analyst I/II position are due on March 29th. Staff will be reviewing those applications, but an appointment decision is expected to be delayed until the new Executive Director is on-board.

These hires will change Yuba-Sutter Transit's 34-year relationship with the RWMA, but we will continue providing administrative support services for the foreseeable future on a month-to month-basis (phone number, mailing address, basic financial services and support, consulting staff support, etc.) consistent with the amended consulting agreement.

6. Transit Appreciation Day

Noting that Friday, March 18th was Transit Appreciation Day, Martin presented each of the Board members with a branded stainless steel insulated bottle. This same gift will be presented to all our transit and contract staff tomorrow in appreciation for their service to our community.

V. Correspondence/Information

None

VI. Other Business

None.

VII. Adjournment

Director Buttacavoli moved to adjourn. Director Bains seconded the motion and it carried unanimously.

The meeting was adjourned at 4:39 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 21, 2022 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.