

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
APRIL 21, 2016**

I. Call to Order & Roll Call

Director Samayoa called the meeting to order at 4:00 p.m.

Present: Cleveland, Dukes (for Didbal), Fletcher, Griego, Samayoa (Chair), Sullenger, Whiteaker and Whitmore

Absent: Didbal (Vice-Chair)

II. Public Business from the Floor

None

III. Consent Calendar

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

IV. Reports

A. Revised Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2017.

Martin stated that the revised draft budget is up about \$60,000 in operating expenses and about \$134,000 in capital expenses compared to the preliminary draft version that was presented in March. Martin noted that the most significant issue in the current year is still related to the cost of diesel fuel as prices are at their lowest level in many years. The resulting \$300,000 savings in fuel cost is partially offset by additional expenses in other areas such as contract costs.

Martin noted that the revised draft FY 2017 operating budget is now up about 4 percent compared to the FY 2016 budget mostly due to increases in the service contract and a slight increase in vehicle service hours. He highlighted the expense and revenue assumptions that are provided in the staff report and attachment adding that this is still a status quo budget. Martin discussed the anticipated shortfalls of STA funds for the City of Wheatland in FY 2017 and City of Live Oak in FY 2018. Director Griego inquired as to the size of the shortfall. Martin stated that Wheatland is expected to be about \$6,300 short by the end of FY 2017. Staff will be meeting with the officials from both cities to discuss these shortfalls.

The Board had no further questions or input on the revised draft FY 2017 budget. Martin noted that the final draft version will be presented for Board review and consideration at the regular May 19th meeting.

Director Samayoa recused himself from the next item due to a possible conflict of interest as he is a member of the ASYCC Board of Directors.

B. Reciprocal Parking Agreement Between Yuba-Sutter Transit and the Allyn Scott Youth and Community Center (ASYCC).

Martin stated that staff was authorized in December 2015 to submit a grant for State Safety & Security Bond Funds to in part provide revenue for improvements to the lighting in the parking lot that has long been informally shared by the Allyn Scott Youth and Community Center (ASYCC) and Yuba-Sutter Transit. Martin noted that this project has since been approved for funding. Because Yuba-Sutter Transit will soon be installing additional lighting on the ASYCC property and paying for the operation of those lights, staff was also directed to develop a reciprocal parking agreement to cover the joint use of this area.

Martin continued that the attached draft agreement was prepared by counsel; has been reviewed by the ASYCC Board of Directors; and, is now being brought to for Board review and consideration. Director Dukes asked who would be responsible for repaving the lot under the agreement. Martin responded that Yuba-Sutter Transit would be responsible for routine maintenance such as sealing or re-striping the lot, but not for reconstructing or resurfacing the lot.

Director Sullenger made a motion to authorize the execution of the reciprocal parking agreement as proposed or amended. Director Dukes seconded the motion and it carried unanimously.

Director Samayoa returned to the meeting.

C. Administrative Staff Salary and Benefit Adjustments.

Martin stated the last cost of living adjustment (COLA) for Yuba-Sutter Transit staff was effective in July 2008. He continued that a general salary scale adjustment might be appropriate for FY 2017 based on this eight year gap and recent salary scale adjustments by several related organizations including Yuba City, the Feather River Air Quality Management District and the Sacramento Area Council of Governments. Instead, staff is proposing to take this opportunity to better align the agency with the intent of the Public Employee Pension Reform Act (PEPRA) by eliminating Employer Paid Member Contributions (EPMC) for Classic CalPERS members which is equal to 7 percent of salary.

Martin stated that a revenue neutral adjustment with no change in employee take-home pay would require a 7.53 percent adjustment in the salary scale which would then be deducted as a tax deferred retirement contribution of 7 percent of the new base salary for the three Classic PERS members. The cost to the agency is about \$11,200 annually which is equal to a 2.3 percent increase in salary and benefit expenses. For comparison purposes, a 2 percent COLA with no change in the EPMC would have an estimated annual cost of \$7,800 or a 1.60 percent increase in salary and benefit expenses.

Martin added that staff is recommending that the Board approve the salary and benefit adjustments as proposed effective July 1, 2016 and adopt the required CalPERS resolution to establish that Yuba-Sutter Transit will pay 0 percent of the normal member contribution for Classic CalPERS members effective July 1, 2016.

Director Griego made a motion to approve the staff recommendation and adopt Resolution No. 7-16 as proposed. Director Dukes seconded the motion and it carried unanimously.

D. Projects & Program Updates.

1. North Beale Transit Center Enhancement Project

Martin stated that one bid was received for the concrete portion of this project and the contract has been awarded to Hilbers, Inc. of Yuba City. A site meeting is scheduled for next week. Once the concrete is in place, staff will confirm the pricing on the new shelters and benches. The furnishings will take 12 weeks for delivery after which they will need to be installed.

2. Bogue Park & Ride Video Surveillance Project

Martin stated that the pole foundations have been poured and the poles are being shipped for installation by Richall Electric upon delivery.

3. Pass & Ticket Sales Outlet Commissions

Martin noted that staff mentioned last month that Bel-Air Market has requested a commission on the sale of tickets and passes sold at their store. Tickets and passes are available at just two locations other than in the Yuba-Sutter Transit office – the Yuba College Bookstore in Linda and the Bel-Air Market customer service center in Yuba City – and no commission has ever been paid. Based on the discussion at last month’s meeting, staff offered a temporary 2 percent commission until it is replaced by whatever commission is provided with the Connect Card, but Bel Air has not yet responded to this offer. Martin stated that the Connect Card has since established an initial 1 percent commission for retail outlets.

Director Dukes asked if the Connect Card kiosk is provided by the authority. Martin responded that it will be provided through the Connect Card project budget.

V. Correspondence/Information

Director Cleveland provided a report on pending legislation to expand the definition of a Disadvantaged Community under the State Cap and Trade program.

VI. Other Business

None

VII. Adjournment

The meeting was adjourned at 4:25 p.m.

The next meeting of the Yuba-Sutter Transit Authority is scheduled for 4:00 p.m. on Thursday, May 19, 2016 in the Yuba County Board of Supervisors Chambers