

AGENDA ITEM III-A
YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
MAY 21, 2026

I. **Call to Order & Roll Call** (4:01 p.m.)

Present: Bains, Buttacavoli, Cole (Vice-Chair), Flores, House (Chair) and Shaw (for Kirchner)

Absent: Bradford, Hudson and Kirchner

II. **Public Business from the Floor**

None.

III. **Consent Calendar**

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

IV. **Action Items**

A. **AB 2561 Public Hearing on Employee Vacancies, Recruitment and Retention.**

Executive Director Matthew Mauk stated that effective January 2025, government code section 3502.3 requires public agencies to report annually on the status of employee vacancies, recruitment and retention efforts at a public hearing prior to adopting an annual budget. Mauk stated that all six (6) full-time staff positions at the Authority are currently filled and there are no changes to hiring policies or procedures currently recommended.

B. **Final Draft Operating and Capital Budgets for FY 2027.**

Mauk provided a summary presentation of the final draft Fiscal Year (FY) 2027 Operating and Capital budgets. Mauk reported that expenses were projected to end the current fiscal year 5% under budget and the final FY 2027 Operating Budget recommended for adoption is approx. 1% more than the preliminary budget presented in March.

Mauk highlighted an increase to the fuel budget line item of 26%, or just under \$300,000, reflecting recent trends of \$14 per vehicle service hour combined cost for diesel and gas. Mauk reported the final administrative expenditure budget presented was approx. \$3,500 less despite the inclusion of a proposed 2% administrative wage cost-of-living increase and the provision of short-term disability insurance for employees. Mauk reported no changes to the Capital Budget from the preliminary draft presented in March.

Directors Shaw and House directed staff to consider fare increases in the future to offset rising costs and preserve local transportation funds otherwise available to the jurisdictions for road maintenance.

Director Bains made a motion to adopt Resolution No. 04-26 approving the final FY 2027 Operating and Capital Budgets as proposed. Director Flores seconded the motion, and it carried unanimously.

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

Mauk stated that the total of \$4.4 million in Local Transportation Funds (LTF) being presented for adoption was unchanged from the amount discussed at the March Board meeting and represent approximately 41% of revenues assumed in the final operating budget adopted in the previous item.

Director Flores made a motion to adopt Resolution No. 05-26 establishing the LTF contributions for each member jurisdiction for FY 2027 as proposed. Director Bains seconded the motion, and it carried unanimously.

D. FY 2025 Independent Financial Audit Report.

Mauk stated the item is a receive and file of the FY 2025 Independent Fiscal Audit performed in accordance with Transportation Development Act statute. Mauk reported on a single finding in the audit related to \$300,000 in grant funding that was advanced to Yuba-Sutter Transit by SACOG under their maintenance and modernization program in 2023 for environmental engineering of the NextGen Transit Facility. Mauk reported that the funding was retroactively pulled back by the California Department of Transportation (Caltrans) for non-compliance with its procurement preapproval procedures.

Director Bains made a motion to receive and file the Fiscal Year (FY) 2025 Independent Financial Audit report, as presented. Director Flores seconded the motion, and it carried unanimously.

E. Yuba-Sutter Transit Procurement Policies and Procedures Manual.

Mauk stated the requested action for approval of minor updates to the Authority's Procurement Manual, including revisions to Chapter 12 regarding Caltrans approval procedures for procurements using Federal Highway Administration grant funding, needed in response to the previous audit finding. Mauk reported the Manual updates also incorporate the current Federal Purchase Procedure Thresholds that became effective October 2025 and updates to the Capitalization Threshold to align with current locally adopted policy.

Director Shaw made a motion to adopt the revised Yuba-Sutter Transit Procurement Policies and Procedures Manual, effective May 21, 2026, as proposed. Director Buttacavoli seconded the motion, and it carried unanimously.

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

Mauk stated the requested action is retroactive approval for a rental agreement for three (3) monitored security camera towers placed at the Melody Road property being leased from Yuba County for remote operations due to the Caltrans Binney Junction project. Mauk stated that given the recent break-in and theft of electrical wiring, staff deemed it necessary to advance the installation of the cameras on an emergency basis to help prevent further losses.

Director Buttacavoli made a motion to ratify the lease of three (3) monitored security camera trailers for the Melody Road remote operations facility as proposed. Director Bains seconded the motion, and it carried unanimously.

G. FY 2026 Third Quarter Performance Report.

Mauk stated that after four years of continual growth following the pandemic, systemwide ridership was down approx. 3% fiscal year to date. Mauk reported commuter ridership increases of approx. 5%, local fixed route ridership down 6% and Dial-A-Ride down 21.5% over the period. Mauk reported that the MOD microtransit pilot program accounted for approx. 6,500 vehicle service hours and provided 11,000 trips through the 3rd quarter. Staff projects MOD will require 8,700 vehicle service hours for the full fiscal year.

Mauk stated that given budget conditions, staff will return to the Board later for discussion of previously planned service expansions including microtransit service in Yuba City.

H. Project and Program Updates.

1. NextGen Transit Facility Project

Mauk reported that the Federal Transit Administration (FTA) had not yet initiated the required 30-day U.S. Fish and Wildlife Service or Historical Resources consultation periods, but that staff were continuing to refine the project manual in the interim, and that the construction management procurement documents had been submitted to Caltrans for their initial review and approval. Mauk reported the process may still be on track to clear environmental in July, but staff were awaiting action by Caltrans and FTA.

2. Customer Satisfaction Survey

Mauk reported the launch of a customer satisfaction survey to be available to the public for one month. Mauk reported that 30 to 40 responses had been received to date with an average ranking of 4.4 out of 5 in overall satisfaction.

V. Correspondence/Information

None.

VI. Other Business

None.

VII. Adjournment

The meeting was adjourned at 5:01 p.m.