



MEETING NOTICE & AGENDA

DATE: Thursday, September 15, 2016

TIME: 4:00 P.M.

PLACE: Yuba County Board of Supervisors Chambers
Yuba County Government Center
915 8th Street
Marysville, California

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

Cleveland, Didball (Vice-Chair), Fletcher, Griego, Samayoa (Chair), Sullenger, Whiteaker and Whitmore

II. **Public Business from the Floor**

Members of the public may address the Authority on items of interest that are within the Authority's jurisdiction and are not on the agenda for this meeting. Public comment regarding agenda items will be permitted as each agenda item is considered by the Board.

III. **Consent Calendar**

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

- A. Minutes from the Meeting of August 18, 2016. (Attachment)
- B. Disbursement List for August 2016. (Attachment)
- C. Monthly Performance Report for August 2016 (Attachment)

IV. **Reports**

- A. **Special Service Authorization for the 2016 Sikh Parade Parking Shuttle.** (Attachment)

RECOMMENDATION: Authorize the operation of a parking lot shuttle service under the proposed terms and conditions.

- B. **Draft Grant Applications for the FY 2016/2017 Cycle of the Feather River Air Quality Management District (FRAQMD) Blue Sky Grant Program.** (Attachment)

RECOMMENDATION: Authorize the submittal of FRAQMD grant applications as proposed or amended.

- C. **Caltrans Sustainable Transportation Planning Grant Program Authorizing Resolution.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 13-16 authorizing the Transit Manager to execute a contract and all other necessary documentation for completion of the Yuba-Sutter Transit Corridor Enhancement Plan under the Caltrans Sustainable Transportation Planning Grant program.

D. Revised Connect Card Electronic Fare Card Transition Plan. (Attachment)

RECOMMENDATION: Approve the revised Connect Card transition plan as proposed or amended.

E. Project & Program Updates.

1. FY 2016 Fiscal Audit Site Work (September 19th – 21st)
2. North Beale Transit Center Enhancement Project Shelter Installations (September 16th)
3. Bogue Road Video Surveillance Project (Now Fully Operational)

V. Correspondence/Information

VI. Other Business

VII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 20, 2016
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

**PLEASE NOTE THAT THE REGULAR NOVEMBER MEETING HAS BEEN CANCELLED AND THAT
A SPECIAL NOVEMBER MEETING HAS BEEN SCHEDULED FOR THURSDAY, NOVEMBER 10, 2015
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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If you need assistance to attend the Yuba-Sutter Transit Board Meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, please contact the Yuba-Sutter Transit office at (530) 634-6880 or (TTY) 634-6889 at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM III – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES AUGUST 18, 2016

I. Call to Order & Roll Call

Director Didbal called the meeting to order at 4:01 p.m.

Present: Cleveland, Didbal (Vice-Chair), Sullenger, Whiteaker and Whitmore
Alternate: Nicoletti

Late: Samayoa (Chair) – Arrived at 4:08 p.m.

Absent: Griego and Fletcher

II. Presentations

A. State Transportation Development Act (TDA) Triennial Performance Audit.

Martin introduced Ms. Belynda Johnson from the Magic Consulting Group to present the report. Martin then noted that the report that was distributed is the draft final report as there have been some minor changes since it was released. Ms. Johnson presented a PowerPoint presentation highlighting the various points of the report and minor findings of the audit conducted. There were no comments or question from the Board.

III. Public Business from the Floor

None

IV. Consent Calendar

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

V. Reports

A. Smoking Prohibition Policy for Yuba-Sutter Transit Vehicles and Facilities.

Martin stated that this item was discussed at length at the July meeting at which time staff was directed to proceed with the development of a draft resolution to prohibit smoking in or near all transit facilities and vehicles including the use of electronic cigarettes. As proposed, the resolution would ban all forms of smoking in or within 20' of all transit facilities, bus stops, bus stop benches and bus stop shelters. If approved as proposed, staff will place signs where it is practical as well as communicate to the public and the local jurisdictions through press releases, newsletter articles and direct communication.

Director Samayoa asked how this resolution would be enforced. Martin stated that any violation will be an infraction that would be subject to action by local law enforcement, but staff is expecting voluntary compliance except in extreme cases. Director Didbal noted that Yuba City has changed their no smoking signs to include vaping and there has been no problem with enforcement.

Director Whiteaker made a motion to adopt Resolution No. 12-16 establishing specific smoking prohibitions for all Yuba-Sutter Transit vehicles and facilities as proposed. Director Nicoletti seconded the motion and it carried unanimously.

B. Year-end System Performance Report for FY 2015/2016.

Martin stated that after twelve consecutive years of setting annual ridership records and ridership increases in 24 of the last 25 years, ridership dropped significantly last year finishing down 8.0 percent below the previous year. While noting that many other systems have experienced similar or greater decreases, Martin stated that some possible local factors include low fuel prices, the general economy and reliability problems with some of the older buses. He also noted that recent conversations with some commuter passengers have confirmed that downtown Sacramento employment conditions are having an effect on ridership as the move of a number of employers to suburban locations combine with a general lack of growth in State employment figures. In response, staff is looking to expand ridership by promoting the service in other markets such as Butte County.

Director Didbal asked if staff had considered serving Yolo County. Martin stated that staff had looked into Yolo County in the past only to find that traditional scheduled commuter service did not fit well with the warehouse jobs with varying shifts that were typical to that area.

Director Samayoa stated that with the new downtown arena may be an opportunity to expand service especially on game nights. Martin responded that he recently attended a meeting in Sacramento on this subject and found that only Roseville was planning to offer special service to the games while Yolo County was going to be modifying their downtown service out of necessity for all major downtown arena events.

Director Samayoa asked if staff had any data regarding why passengers are no longer riding the bus – the relative percentage of passengers by reason. Martin responded that he does not have those percentages and that any information we do have is anecdotal based on passenger comments and staff observations. Director Samayoa stated that we somehow need to track the reasons so as to make informed decisions in the future possibly through a new marketing plan. Martin stated that staff will soon be updating the website so we may be better able to solicit and track passenger feedback and we are planning to include a new marketing plan in the next budget cycle.

Director Didbal stated that staff needs to go to the passengers, not wait for passengers to come to us to tell us what we should do. Director Whiteaker agreed that there needs to be a marketing plan, but he also commended staff for being proactive with limited resources. Martin noted that Yuba-Sutter Transit has saved lots of money over the last 25 years by not spending heavily on marketing, but declining ridership would seem to indicate that more deliberate and expansive marketing efforts are now necessary.

C. Project & Program Updates.

1. Feather River Air Quality Management District Blue Sky Grant Applications

Martin stated that the FRAQMD Request for Proposals (RFP) was released last week with grant applications due October 14, 2016. Staff will be bringing draft applications to the Board at the September meeting for consideration.

2. Connect Card Electronic Fare Card System Soft Launch

Martin stated that, if all goes well between now and then, the plan is to begin a soft launch of the system by the end of September. This would start with just the Sacramento Regional Transit (RT) District in Phase I followed approximately six weeks later by the remaining partners (including Yuba-Sutter Transit) in Phase II.

3. On-Board Video Surveillance System Expansion & Retrofit Project

Martin noted that new system installations have been completed on 9 of 10 Dial-A-Ride buses. Installation will continue next week to install new systems on the six newer commuter buses and to retrofit eleven fixed route buses with upgraded systems. Martin stated that this work is being funded with State Bond Funds from the Transit Safety and Security program.

4. Bogue Road Park & Ride Lot Video Surveillance Project

Martin noted the video surveillance system at this location is only about 60 percent operational due to some hardware issues that the installer still has to fix.

5. North Beale Transit Center

Martin stated that the new larger shelters are now scheduled to be installed on September 15th.

6. New Ride Guide

Martin stated each member has received a new Ride Guide which will be effective September 1st. The only major change is the increase in the minimum age for senior eligibility from 63 to 64 years old as part of a previously approved increase in one year increments from 62 to 65 on September 1, 2017. Director Whitmore inquired as to why this age is being increased. Martin stated that the decision was made in response to a recommendation from the 2015 Yuba-Sutter Short Range Transit Plan to gradually reduce the demand on the Dial-A-ride service by matching the minimum Federal senior eligibility requirement of 65 years old.

V. Correspondence/Information

None

VI. Other Business

None

VII. Adjournment

The meeting was adjourned at 4:46 p.m.

The next meeting of the Yuba-Sutter Transit Authority is scheduled for 4:00 p.m. on Thursday, September 15, 2016 in the Yuba County Board of Supervisors Chambers

**AGENDA ITEM III-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF AUGUST 2016**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,044.56	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,500.84	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 266.10	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 37.94	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 1,023.31	PG&E	ELECTRIC
EFT	\$ 3,364.69	PG&E	ELECTRIC BILL #2
EFT	\$ 167.60	ATT - SECURITY LINE	SECURITY LINE
EFT	\$ 70.00	AT&T - UVERSE	INTERNET APRIL
EFT	\$ 738.61	TELEPACIFIC COMMUNICATIONS	TELEPHONE
EFT	\$ 108.81	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 400.00	FRANCOTYP-POSTALIA, INC.	POSTAGE RESET
EFT	\$ 276.86	CARDMEMBER SERVICE	RABOBANK CREDIT CARD
EFT	\$ 250.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 1,300.00	CALPERS	GASB68 PREPAYMENT FY 16/17 MEAS DATE 6/30/16
EFT	\$ 117.16	ELAVON	MERCHANT SERVICE FEE - JULY
EFT	\$ 129.80	PRIMEPAY	PAYROLL FEE
EFT	\$ 30,826.55	PAYROLL	PAYROLL
15208	\$ 185.00	APPEAL DEMORAT	FAIR TAB
15209	\$ 50.00	DALE WHITMORE	BOARD MEETING 7/21/16
15210	\$ 1,079.00	FLETCHER'S PLUMBING & CONTRACTING INC.	REPAIR OUTSIDE WATER LEAK
15211	\$ 12,434.89	HUNT & SON INC.	BUS FUEL
15211	\$ 12,649.40	HUNT & SON INC.	BUS FUEL
15212	\$ 50.00	JIM WHITEAKER	BOARD MEETING 7/21/16
15213	\$ 50.00	PREET DIDBAL	BOARD MEETING 7/21/16
15214	\$ 946.14	QU. EST	MAINTENANCE OF BUS STOPS/SHELTERS
15215	\$ 56.37	QUILL CORP.	OFFICE SUPPLIES
15215	\$ 296.53	QUILL CORP.	JANITORIAL SUPPLIES
15216	\$ 1,100.00	R.C. JANITORIAL SERVICE	JANITORIAL SERVICE
15217	\$ 50.00	RANDY FLETCHER	BOARD MEETING 7/21/16
15218	\$ 50.00	RON SULLENGER	BOARD MEETING 7/21/16
15219	\$ 455.00	SACRAMENTO REGIONAL TRANSIT	JULY BUS PASSES
15220	\$ 40.00	SHELBY'S PEST CONTROL	PEST CONTROL
15221	\$ 50.00	STAN CLEVELAND	BOARD MEETING 7/21/16
15222	\$ 55.51	STAPLES CREDIT PLAN	OFFICE SUPPLIES
15222	\$ 49.64	STAPLES CREDIT PLAN	JANITORIAL SUPPLIES
15223	\$ 32.98	AT&T	FIRE LINE
15224	\$ 177.07	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - JULY
15225	\$ 2,423.84	DILLINGHAM TICKET CO.	TICKET BOOKS - PRINTING
15226	\$ 24,605.99	HUNT & SON INC.	BUS FUEL
15227	\$ 50.00	JIM WHITEAKER	BOARD MEETING 8/18
15228	\$ 50.00	JOHN NICOLETTI	BOARD MEETING 8/18
15229	\$ 349.00	LETTER PUBLICATIONS	ANNUAL SUBSCRIPTION
15230	\$ 65.63	PETTY CASH	REIMBURSE PETTY CASH
15231	\$ 50.00	PREET DIDBAL	BOARD MEETING 8/18
15232	\$ 539.04	RALEY'S	JULY COMMISSION
15233	\$ 50.00	RICKY A. SAMAYOA	BOARD MEETING 8/18
15234	\$ 50.00	RON SULLENGER	BOARD MEETING 8/18
15235	\$ 150.00	SACRAMENTO REGIONAL TRANSIT	JULY BUS PASSES - ADDITIONAL
15236	\$ 43.85	SANDRA ANDERSON	REIMBURSE EXPENSES
15237	\$ 40.00	SHELBY'S PEST CONTROL	PEST CONTROL
15238	\$ 275.17	SIMONE REED	VISION REIMBURSEMENT
15239	\$ 1,762.50	SMART MARKETING & PRINTING	RIDE GUIDE BROCHURES
15240	\$ 50.00	STAN CLEVELAND	BOARD MEETING 8/18
15241	\$ 421.68	STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES
15242	\$ 419,405.92	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - JULY
15243	\$ 381.63	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE
15244	\$ 50.00	DALE WHITMORE	BOARD MEETING 8/18
	\$ 528,294.61		

**LAIF
TRANSFERS**

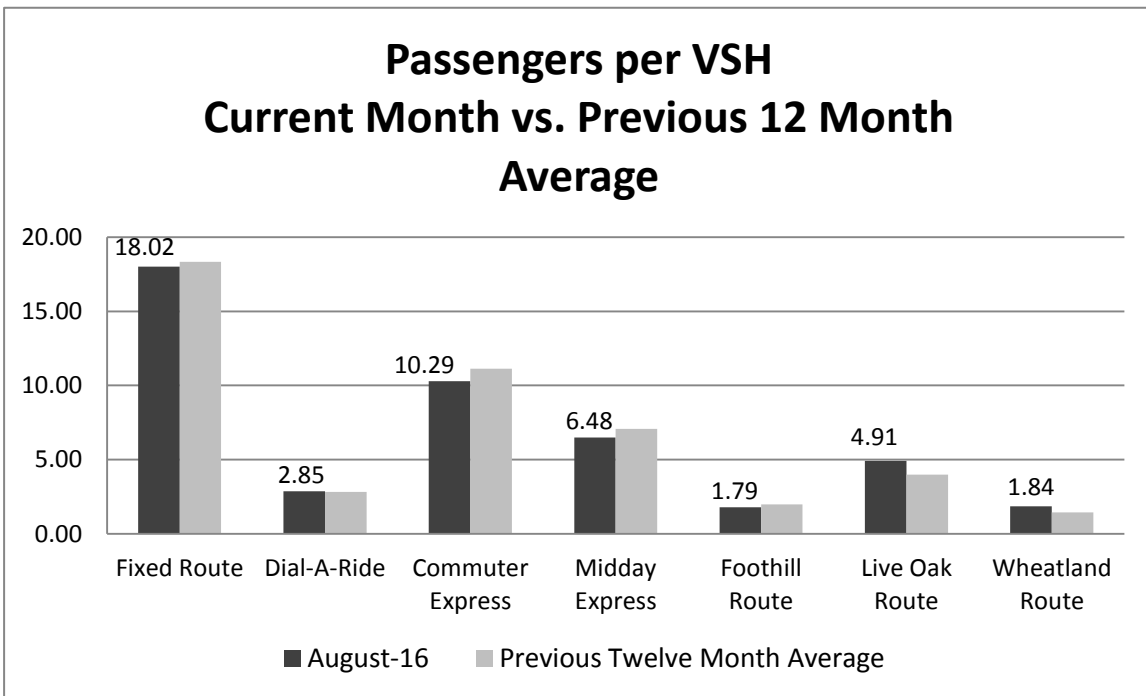
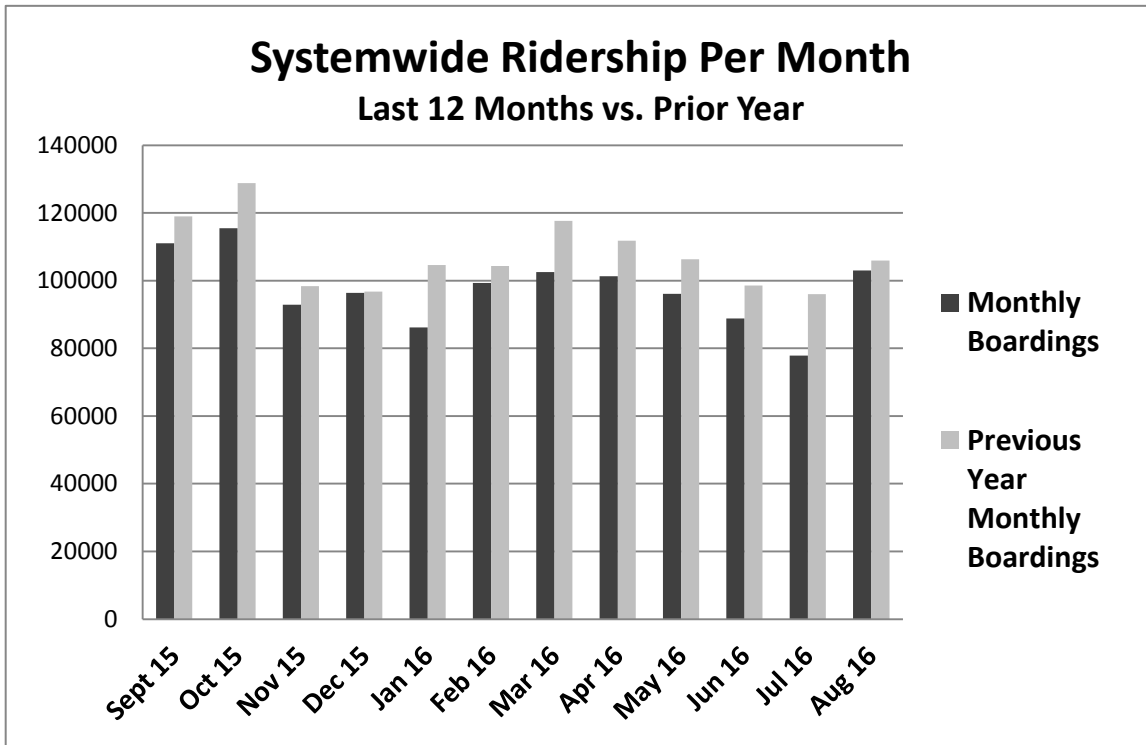
NO LAIF TRANSFERS

AGENDA ITEM III - C

AUGUST 2016 PERFORMANCE REPORT

Ridership:	August-16	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Fixed Route	83,814	79,781	145,650	163,103
Dial-A-Ride	6,497	5,781	12,039	12,247
Commuter Express	10,909	10,662	20,020	23,253
Midday Express	1,100	1,099	1,999	2,277
Foothill Route	159	167	276	447
Live Oak Route	411	293	719	623
Wheatland Route	88	56	128	44
Total Ridership:	102,978	97,839	180,831	201,994
Vehicle Service Hours:				
Fixed Route	4,650.34	4,353.39	8,904.66	8,858.12
Dial-A-Ride	2,276.26	2,044.10	4,202.72	4,276.44
Commuter Express	1,060.50	958.70	1,965.79	1,993.81
Midday Express	169.76	155.25	316.65	348.73
Foothill Route	88.90	84.49	164.17	162.69
Live Oak Route	83.78	73.39	153.92	155.76
Wheatland Route	47.74	38.85	85.37	47.85
Total VSH's:	8,377.28	7,708.16	15,793.28	15,843.40
Passengers Per Hour:				
Fixed Route	18.02	18.33	16.36	18.41
Dial-A-Ride	2.85	2.83	2.86	2.86
Commuter Express	10.29	11.12	10.18	11.66
Midday Express	6.48	7.08	6.31	6.53
Foothill Route	1.79	1.98	1.68	2.75
Live Oak Route	4.91	3.99	4.67	4.00
Wheatland Route	1.84	1.44	1.50	0.92
Total Passengers Per VSH:	12.29	12.69	11.45	12.75

AUGUST 2016 PERFORMANCE REPORT



AGENDA ITEM IV - A
STAFF REPORT

**SPECIAL SERVICE AUTHORIZATION FOR THE
2016 SIKH PARADE PARKING SHUTTLE**

Summary

Staff is anticipating that the Sikh Temple Gurdwara Yuba City will soon be asking Yuba-Sutter Transit to operate an off-site parking lot shuttle service for the Sikh Parade on Sunday, November 6th. Similar services have been provided since 2010. The advance sale of full-fare round trip tickets at \$2.00 each is used to off-set the cost of the service. If authorized as proposed, the 2016 service would require approximately 270 vehicle service hours and use up to 25 buses which would be similar to the level of service that was provided last year. The sponsor has been asked to purchase 6,750 round trip tickets for a total of \$13,500.

Background

Yuba-Sutter Transit provided a free parking shuttle for the 2007 and 2008 parades for which the sponsor reimbursed Yuba-Sutter Transit for the cost of each vehicle service hour operated. In February 2009, following changes in Federal charter regulations, Yuba-Sutter Transit adopted a Charter & Special Services Policy effectively eliminating such service unless it is operated consistent with the related Federal regulations. The policy (last updated in August 2015) requires that to be exempt from the Federal charter regulations the service must be open to the public; the route, schedule and scope of work are set by Yuba-Sutter Transit; the customary fixed route fare is charged; and, no third party payment is made for the service provided. No service was provided in 2009.

From 2010 through 2015, the Board has authorized a shuttle service based on the assumed operation of a certain number of vehicle service hours and the pre-purchase of a certain number of round trip tickets. The service has since grown significantly from 164 vehicle service hours and nearly 11,876 recorded passenger boardings in 2010 to around 260 vehicle service hours and an estimate of 30,000 passenger boardings in 2013 and 2014 with as many as 27 buses used for the service.

For 2015, with intermittent rain showers and generally threatening weather conditions throughout the day, shuttle ridership appeared to be slightly lower than what was experienced the previous two years, but extended passenger demand before and after the posted 8:00 a.m. to 6:00 p.m. schedule still required the operation of 274 service hours using a total of 27 buses. With more service capacity and smaller crowds, wait times during the busiest periods of the 2015 shuttle were reported at around 15 – 20 minutes compared to up to an hour long waits during peak boarding periods in 2013 when 15 – 30 minute waits were typical from start to finish.

Current Year Issues

Considering the recent change in temple leadership, it is not surprising that staff has not yet received a response to the attached e-mail dated August 12th regarding the temple's interest in a parking lot shuttle for this year's event. The recipient of this message did inform staff on September 6th that he will no longer be Yuba-Sutter Transit's contact; that he had forwarded the letter to the new leadership; and, that we should hear from them soon.

Assuming that a written commitment from the parade sponsor to pre-purchase 6,750 round trip tickets at a cost of \$13,500 is received prior to the September 15th meeting, staff would recommend that the Board authorize a special parking lot shuttle service for the 2016 Sikh Parade on Sunday, November 6, 2016 as detailed below. Without such a commitment, staff would recommend that the shuttle not be operated this year because it requires at least six to eight weeks to get commitments from the 50 or more personnel necessary to provide a quality service. Delaying Board consideration until the next scheduled meeting on October 20th will not allow enough time.

As proposed, staff is estimating that the 2016 shuttle will require the operation of approximately 270 vehicle service hours and the use of up to 25 revenue vehicles. The service would be open to the public and operate between the posted hours of 8:00 a.m. and 6:00 p.m. on a schedule and route set by Yuba-Sutter Transit. Based on past experience, this level of service should be sufficient to handle up to 30,000 passenger boardings with a quality of service similar to that which was experienced in 2014 and 2015. While more service hours and a longer operating period could easily be justified for additional capacity and shorter wait times, doing so would exceed the maximum practical capacity of both the existing bus fleet and the number of operating personnel available.

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

RECOMMENDATION: Authorize the operation of a parking lot shuttle service under the proposed terms and conditions.

Attachment

P:\yst agenda items\Sikh Parade Shuttle Item IV-A 9-16.doc

Matt Mauk

From: Keith Martin <keith_martin@sbcglobal.net>
Sent: Friday, August 12, 2016 4:34 PM
To: tejinderdosanjh@hotmail.com
Cc: 'Thomas Tappe'; Joel Mead - Precision Private Security (joel.mead@yahoo.com); Phillips, David G (david.phillips@transdev.com); Matt Mauk; Simone Reed (simone@yubasuttertransit.com)
Subject: 2016 Sikh Parade
Attachments: 2015 Post-Event Parade Shuttle Notes 11-14-15.docx

Good Afternoon, Tejinder!

I hope all is going well with you! November 6th may seem like a long way off, but you are probably already planning for the 2016 Sikh Parade. Assuming that you are still our contact for this event and that an off-site parking shuttle service will again be required, we need to start the discussion now so we can take this issue to our Board of Directors for approval consideration on a timely basis. If you are no longer responsible for this program, please forward this message to the appropriate contact as soon as possible.

Attached for your reference is a copy of the 2015 post-event report that I sent to you last year. As noted in that report, we are planning to operate a similar level of service this year with up to 25 buses providing an estimated 270 hours of service with posted hours from 8:00 a.m. to 6:00 p.m. Based on this scope of work, if we were to offer this service again this year, the parade sponsor will be responsible for the purchase of \$13,500 in pre-paid round-trip tickets to help offset the cost of this extremely popular service.

If it is your desire for the shuttle to operate again in 2016, please provide a written request along with a commitment to purchase the requested amount of pre-paid tickets by Monday, August 29th so that I can present it to the Yuba-Sutter Transit Board of Directors for consideration at their regular monthly meeting on Thursday, September 15th. This schedule is critical to the provision of a successful operation as we need a minimum of six weeks to adequately plan for and staff this service.

I look forward to working with you again this year and please give me a call if you have any questions.

Keith Martin

Transit Manager



Yuba-Sutter Transit Authority
2100 B Street, Marysville, CA 95901
(530) 634-6880, (530) 634-6888 fax
www.yubasuttertransit.com

AGENDA ITEM IV – B
STAFF REPORT

**DRAFT GRANT APPLICATIONS FOR THE FY 2016/2017 CYCLE OF THE
FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)
BLUE SKY PROGRAM**

ISSUE

The Feather River Air Quality Management District (FRAQMD) has released a Request for Proposals (RFP) for the FY 2016/2017 cycle of Blue Sky (AB 2766) grants. Approximately \$230,000 is expected to be available in this cycle which is up \$30,000 from the amount available in the previous two cycles though still down substantially from the \$300,000 that was available for the FY 2014 cycle. Applications are due on October 14th with award decisions anticipated on December 5th.

Several grant concepts were discussed at the July meeting and three draft applications with a combined value of \$166,000 are now attached for Board review and consideration. The largest grant for \$144,000 would be for a one year extension of the existing discount monthly local and rural route bus pass program for area youth (age 18 and under), seniors (age 64 and over) and eligible persons with disabilities. The second grant would provide \$10,000 in partial support of a one year continuation of the July 2015 expansion of the Live Oak Route from three to five days a week. The third is for a \$12,000 contribution toward the placement of 24 low impact bus stop benches throughout the service area.

BACKGROUND

AB 2766 funds come from a \$4 annual Motor Vehicle Registration Fee that is collected on vehicles registered in Yuba and Sutter Counties to support a wide variety of air pollution reduction activities. Yuba-Sutter Transit has received FRAQMD funding for many projects over the years including discount monthly bus pass programs for youth, seniors and persons with disabilities; local matching funds for expansions of the commuter and local fixed route bus fleets; local matching funds for the expansion of the Bogue Road Park & Ride Lot; non-advertising bus stop benches and shelters; bike racks for buses; bike lockers at bus stops; a multi-year vanpool subsidy program; enhanced bus stop passenger information materials; and, the Downtown Trolley demonstration service.

Yuba-Sutter Transit was awarded two FRAQMD grants in the last cycle for a combined \$148,100 in funding. These grants were for the 2016 Discount Monthly Bus Pass Program (\$143,100) and for a portion (\$5,000) of the cost to extend the July 1, 2015 expansion of the Live Oak Route from three to five days a week for another six months through December 2016. Over the last five years, Yuba-Sutter Transit has been awarded an average of \$146,400 annually from this program (\$148,100 in FY 2016, \$136,203 in FY 2015, \$170,000 in FY 2014, \$105,000 in FY 2013 and \$172,495 in FY 2012). Because funding is limited, it is important that Yuba-Sutter Transit's proposals be limited in number and ranked in priority as the program is typically over-subscribed and some proposals may be rejected outright or funded at a level lower than requested.

DISCUSSION

Based on the overall success of the combined discount monthly bus pass program, staff is again recommending that the highest priority be to continue this program for another twelve month period through December 31, 2017. The proposed grant amount of \$144,000 is similar to the \$143,100 that was provided in 2016 and would allow the out-of-pocket cost for each pass to return to \$5 after being \$6 in 2015 and 2016 when less FRAQMD funding was available. Discount monthly passes will again be accepted on all local routes as well as on Yuba-Sutter Transit's three rural routes that serve Live Oak, Wheatland and the Yuba County foothills.

For the current year, based on sales and ridership figures through July, staff is projecting the sale of 14,400 discount monthly passes (down 5.6 percent from 2015) and the provision of 345,800 discount monthly pass trips (down 11.2 percent from 2015). For comparison, overall fixed route ridership was down 12.7 percent compared to the same seven month period in 2015. These reductions are believed to be due primarily to the policy changes that became effective last September to increase the youth cash fare eligibility from age 12 to 18 and to no longer issue a transfer for a transfer. Despite the decrease in the sale and use of discount monthly passes, this program is still an extremely cost effective method of encouraging transit ridership as each discount pass is now being used about 25 times a month.

For 2017, staff is projecting the sale of 14,400 discount monthly passes (unchanged from 2016) and the provision of 360,000 discount pass boardings which would represent nearly 40 percent of all local and rural route passenger boardings. Assuming an out-of-pocket cost of \$5 and a \$10 subsidy for each \$15 discount pass, staff is recommending a request for \$144,000 from FRAQMD with all other program expenses to be provided by Yuba-Sutter Transit. An alternative approach would be to increase the out-of-pocket cost for each pass to reduce the FRAQMD subsidy by an equal amount, but this could have a significant impact on the program through reduced pass sales and ridership depending on the amount of the increase.

Yuba-Sutter Transit has received two FRAQMD grants to fund a portion of the cost to expand the Live Oak Route from three to five days a week beginning July 2015 with one grant for \$10,000 for the initial twelve months through June 2016 and the second for \$5,000 for six months through December 2016. Based on the early success of this rural demonstration service, staff is recommending an application for another \$10,000 toward a one year continuation of the expanded service.

Based in part on the discussion at the July meeting regarding the need to improve conditions at bus stops, the third application is for a new demonstration project to assess the potential ridership impact of new passenger amenities at existing Yuba-Sutter Transit bus stops where such amenities have not been provided in the past. As proposed, this project would result in the installation of up to 24 unique, two-seat bus stop benches at locations where there is now no bus stop furniture of any kind due to lack of a sidewalk

or inadequate right-of-way clearances. The bus stop seats being proposed (pictures attached to the draft application) are designed for easy and relatively inexpensive installation especially at challenging locations to provide both passenger seating and a much higher profile for the selected stops.

Staff is recommending an application for \$12,000 as partial funding to purchase and install up to 24 two-seat bus stop benches at selected locations. The total direct cost of this demonstration project based on an estimated average cost of \$1,000 per site (benches, poles, hardware, delivery, site preparation and installation) is budgeted at \$24,000. As proposed, Yuba-Sutter Transit would fund the remainder of the cost from State Transit Assistance revenue that has been budgeted for bus stop improvements. Alternative funding levels are possible by reducing the scope of the project to match the desired funding level though the cost per unit would be higher at any level below 24 units and the minimum project size would be 12 units due to minimum purchase requirements by the manufacturer.

Also discussed at the July meeting was the possible request for FRAQMD funding to replace and enhance Yuba-Sutter Transit's website which has been essentially unchanged since it was first developed by the Sacramento Area Council of Governments (SACOG) in 2002. Staff is not recommending an application for this purpose as an affordable alternative has been selected for which a significant upfront investment is not necessary. The new website, which was a priority finding in the 2016 Triennial Performance Audit, will be a vast improvement over the existing site and still allow for the implementation of new passenger information features in the future.

Staff will be prepared at the meeting to discuss the proposed grant applications in detail.

RECOMMENDATION: Authorize the submittal of FRAQMD grant applications as proposed.

**YUBA-SUTTER TRANSIT
2017 DISCOUNT MONTHLY BUS PASS PROGRAM**

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT
BLUE SKY PROGRAM GRANT APPLICATION**

SEPTEMBER 15, 2016

PROJECT DESCRIPTION

The purpose of this proposed project is to continue the on-going Discount Monthly Bus Pass Program for another twelve months through December 2017. This tremendously popular program began as a ridership incentive program for area youth in September 2005 under a grant from the Feather River Air Quality Management District (FRAQMD). It was extended and expanded over the years through a series of FRAQMD grants and now includes seniors and persons with disabilities. All three of these programs were ultimately combined into a single Discount Monthly Bus Pass Program which will now end on December 31, 2016 without additional funding.

The purpose of the Discount Monthly Bus Pass Program continues to be the on-going development, implementation and promotion of a transit ridership incentive program for youth (ages 5 – 18), seniors (age 64 and over) and eligible persons with disabilities. The primary program goal is to encourage more ridership by deeply discounting the existing \$15 unlimited use discount monthly fixed route and rural route bus pass to just \$5 with FRAQMD grant funds being used to off-set the \$10 revenue loss on the sale of each monthly pass. The overwhelming success of this concept over the last 11 years can be measured by comparing the number of passes sold and the trips provided whether by eligibility category or as a combined program to the same numbers in prior years.

FUNDING REQUEST

A total of \$144,000 in Blue Sky funding is being requested by Yuba-Sutter Transit to continue the combined Discount Monthly Bus Pass Program for an additional twelve months through December 2017. This figure is similar to the \$143,100 that was provided in 2016 and would result in returning the out-of-pocket cost of each pass to \$5 after being at \$6 for 2015 and 2016 when less FRAQMD funding was available. These discount monthly passes will be accepted on all local routes as well as on Yuba-Sutter Transit's three rural routes that serve Live Oak, Wheatland and the Yuba County foothills. Administrative costs and direct promotional expenses for the program with an estimated value of \$4,250 will be provided by Yuba-Sutter Transit as an in-kind contribution to the project. Alternative funding levels are possible by incrementally increasing the out-of-pocket cost for each pass thereby reducing the grant amount though this is likely to result in fewer passes sold and fewer passengers carried.

OBJECTIVES

The primary objective of this proposal is to reduce the number of vehicle trips and vehicle miles traveled in the Yuba-Sutter area for the purpose of reducing vehicle emissions and improving air quality. This is to be accomplished by continuing the deeply discounted combined youth, senior and disabled monthly bus pass program for an additional twelve months. Assuming sales and use figures similar to those now being experienced, this program is expected to result in the sale of 14,400 discount monthly bus passes and the provision of 360,000 passenger boardings in 2017 with each discount pass being used an average of 25 times a month.

The discount monthly pass subsidy program has far exceeded all expectations over the years to prove that it is an extremely cost effective method of encouraging transit ridership. While overall local and rural route ridership to date is down 12.7 percent through July compared to the same seven months of 2015, discount pass sales are off just 5.8 percent and discount fare ridership (pass and cash) is off by just 1.5 percent in comparison. The recent significant drop in Yuba-Sutter Transit ridership (the first such drop in over 25 years) is due to a variety of factors unrelated to the discount monthly pass program including key service and policy changes that became effective in September 2015 and continued low fuel prices.

The secondary objective of the program is to introduce and reinforce the use of public transit as a viable alternative mode of transportation to the large and growing local population of youth, seniors and persons with disabilities as few who meet the discount fare eligibility requirements have probably ever used Yuba-Sutter Transit. The proposed 2017 program offers a low risk means by which the target population can experiment with alternative transportation modes as either their primary or occasional means of travel by reinforcing the experience of existing passengers while reaching out to new passengers.

FRAQMD has participated in the funding of a wide variety of public education, fleet replacement and miscellaneous capital projects for Yuba-Sutter Transit over the years and continuing this popular ridership incentive program would build on those very successful efforts. Yuba-Sutter Transit has generally met the stated objectives for each of the prior projects including the provision of all required performance reports.

BACKGROUND

Created in 1975 as a Joint Powers Authority (JPA) by the Cities of Marysville and Yuba City and the Counties of Yuba and Sutter, Yuba-Sutter Transit is the local public transportation service provider for the Bi-County area. Yuba-Sutter Transit operates a variety of services to help meet the transportation needs of both urban and rural residents including local fixed routes; demand response service for seniors and persons with disabilities; rural route services; and, commuter services to downtown Sacramento.

The local fixed route service, which began in January 1993 with five 15 and 16 passenger buses offering hourly service on three routes, now operates 30 or 60 minute service frequencies on six routes using a peak fleet of fourteen 27 or 32 passenger buses. Ridership on the local fixed route system has grown dramatically over time from 120,000 passenger trips during the first full fiscal year of service (FY 1994) to a high of 1,067,000 passenger trips in FY 2015. Among the many enhancements to the system during this period were the purchase of dedicated fixed route buses; the installation of passenger shelters and benches at many bus stops; ridership incentive programs for youth, seniors and persons with disabilities; the placement of route and schedule information at key bus stops; conversion to an all low-floor fixed route fleet; and, numerous other improvements to increase the number of routes, the frequency of service and the days of operation.

While the local fixed route system has historically been used almost exclusively by transit dependent populations, the system is now finding a market among more casual and independent users especially by area youth, seniors and persons with disabilities. The requested Blue Sky Program funds are necessary to off-set lost fare revenues from the sale of a deeply discounted monthly bus pass to continue this trend.

PROJECT ORGANIZATION

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management assigned to the Transit Manager.

WORK STATEMENT AND COST BREAKDOWN

The proposed scope of work for this project includes the replacement of lost fare revenues resulting from the sale of deeply discounted monthly bus passes to area youth, seniors and persons with disabilities. All direct and indirect project coordination and promotional expenses will be funded by Yuba-Sutter Transit as an in-kind contribution. Based on the experience to date, lost fare revenues will be calculated only on the sale of each discount monthly pass sold for up to twelve months up to a total of 14,400 monthly passes.

1. Project Management

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management by the Transit Manager and staff as an in-kind program contribution.

	<u>Blue Sky</u>	<u>Other</u>
Project Management (10 hours @ \$75/hour)	\$ 0	\$ 750 (In-Kind)

2. Program Promotion

Yuba-Sutter Transit staff will coordinate the creative development and placement of advertising pieces as appropriate. Many local media outlets will provide some amount of matching value on paid advertising as an in-kind contribution.

	<u>Blue Sky</u>	<u>Other</u>
Project Management (20 hours @ \$50/hour)	\$ 0	\$ 1,000 (In-Kind)
Miscellaneous Promotional Expenses	0	2,000 (In-Kind)
Total	\$ 0	\$ 3,000

3. Fare Replacement

This task provides for the replacement of the \$10 loss in fare revenue due to the discount in the cost of each discount monthly pass. The total value is calculated on the projected sale of 14,400 discount monthly passes over the twelve month program period based on past experience and expected future growth.

	<u>Blue Sky</u>	<u>Other</u>
Pass Discount Subsidy	\$144,000	\$ 0

5. Project Evaluation

The effectiveness of the program will be evaluated by the number of discount monthly passes sold and the number of discount monthly pass boardings from January 2017 through December 2017. Yuba-Sutter Transit will record every discount pass and discount cash fare boarding of the local fixed route and rural route system throughout the term of the program and this information will be compiled and presented in a final report along with the number of discount passes sold each month. In addition, the report will include a written program evaluation including any recommendations for future program modifications.

	<u>Blue Sky</u>	<u>Other</u>
Project Management (10 hours @ \$50/hour)	\$ 0	\$ 500 (In-Kind)

COST BREAKDOWN

	<u>Personnel</u>	<u>Materials</u>	<u>In-Kind</u>
1. Project Management	\$ 0	\$ 0	\$ 750
2. Program Promotion	0	0	3,000
3. Fare Replacement	0	144,000	0
4. Project Evaluation	0	0	500
Total	\$ 0	\$ 144,000	\$ 4,250

TENTATIVE PROJECT SCHEDULE

ACTIVITY

KEY DATE

1. Grant Submission Deadline	October 14, 2016
2. Grant Approved by FRAQMD	December 5, 2016
3. First Day of Program Period	January 1, 2017
6. Last Day of Program Period	December 31, 2017
7. Final Report & Project Close-out	March 31, 2018

/Common/FRAQMD/Combined Discount Pass Program/2017 Discount Monthly Pass Application 9-15-16/

**YUBA-SUTTER TRANSIT
2017 LIVE OAK SERVICE EXPANSION CONTINUATION PROJECT**

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT
BLUE SKY PROGRAM GRANT APPLICATION**

SEPTEMBER 15, 2016

PROJECT DESCRIPTION

The proposed project is for partial funding to continue the July 2015 expansion of Yuba-Sutter Transit's Live Oak Route from three to five days a week for an additional twelve months through December 31, 2017. The initial one year demonstration project to assess the potential ridership response to daily weekday service on this rural route was extended another six months with the support of a second FRAQMD grant which will end December 31, 2016. While it typically takes a couple of years to determine the full impact of a service expansion, the early Live Oak results are very promising and an additional grant is now being requested to help continue the expanded service another year so the impact can be more accurately assessed. A copy of the current Live Oak Route service brochure is attached.

This route provided just two scheduled round trips between the City of Live Oak and the Yuba City/Marysville urban area each Monday, Wednesday and Friday for many years before it was expanded in July 2015 to operate all five weekdays and modified to add more Live Oak stops as well as on-call service to Yuba College's Sutter County Center near Highway 99 north of Pease Road. As proposed, the requested funding would provide approximately one-third of the required cost to continue this expanded service for another year. The remaining cost would be funded by Yuba-Sutter Transit primarily with State Transit Assistance funding available through the City of Live Oak. The success of this project will be determined by comparing the average number of passenger trips per day of service each month to the same period in prior years.

FUNDING REQUEST

A total of \$10,000 in Blue Sky funding is being requested to continue the expanded Live Oak Route for an additional twelve months from January 1, 2017 through December 31, 2017. The net annual direct cost of this service expansion (after accounting for projected passenger fare revenue) is estimated at \$29,200 with the remainder to be funded by Yuba-Sutter Transit primarily with State Transit Assistance funding available through the City of Live Oak. The actual net operating cost will be based on the applicable fully allocated cost per vehicle service hour as adjusted for fare revenue pursuant to the current operating agreement between the City of Live Oak and Yuba-Sutter Transit. Alternative funding levels are possible by incrementally reducing the FRAQMD contribution and increasing the Yuba-Sutter Transit contribution.

OBJECTIVES

The primary objective of this extended demonstration project is to better determine if expansion of the Live Oak Route from three to five days a week will generate increased ridership comparable to, if not more than, the increase in service. If successful, the project would reduce the number of vehicle trips and vehicle miles traveled along this route resulting in less vehicle emissions and improved air quality. The results of this project will be used to evaluate the ridership potential for other rural routes.

Yuba-Sutter Transit has received four previous FRAQMD grants for operating projects including the initial one year grant and the existing six month grant to support the expansion of the Live Oak Route. The current six month grant will expire at the end of December 2016. The other two grants were both related to the 1998 operation of the Downtown Trolley Project. Yuba-Sutter Transit has received full or partial FRAQMD funding for numerous capital projects and ridership incentive programs over the years. Yuba-Sutter Transit has consistently satisfied the stated objectives for all FRAQMD funded projects including the provision of all required performance reports.

BACKGROUND

Created in 1975 as a Joint Powers Authority (JPA) by the Cities of Marysville and Yuba City and the Counties of Yuba and Sutter, Yuba-Sutter Transit is the local public transportation service provider for the Bi-County area. Yuba-Sutter Transit operates a variety of services to help meet the transportation needs of both urban and rural residents including local fixed routes; demand response service for seniors and persons with disabilities; rural route services; and, commuter services to downtown Sacramento. The Live Oak Route has been operated by Yuba-Sutter Transit under an agreement with the City of Live Oak since 1988.

PROJECT ORGANIZATION

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management assigned to the Transit Manager.

WORK STATEMENT AND COST BREAKDOWN

The proposed scope of work for this project is a one year extension of the existing demonstration project to expand the Live Oak Route from three to five days a week (Monday – Friday). The extension period would be from January 1, 2017 through December 31, 2017. FRAQMD funding is being requested for approximately one-third of the estimated net operating cost for this extension up to a maximum of \$10,000. The remaining projected net operating cost of \$19,200 will be provided by Yuba-Sutter Transit primarily with State Transit Assistance funding available through the City of Live Oak while all related marketing, administrative support and evaluation related expenses will be provided by Yuba-Sutter Transit as an in-kind contribution.

	<u>Personnel</u>	<u>Materials</u>	<u>Match</u>
Expanded Live Oak Route (Net Operating Cost)	\$ 0	\$ 10,000	\$ 19,200
Project Management, Marketing & Evaluation (10 hours @ \$50/ hour)	0	0	500
Total	\$ 0	\$10,000	\$19,700

TENTATIVE PROJECT SCHEDULE

Activities

1. Grant Submission Deadline
2. Grant Approved by FRAQMD
3. Extension of Expanded Service Plan
5. Completion of Demonstration Period
5. Final Report and Project Close-out

Key Dates

- October 14, 2016
December 5, 2016
January 1, 2017
December 31, 2017
March 31, 2018

ATTACHMENT

Current Live Oak Route Brochure (July 2015)

/Common/FRAQMD/2017 Live Oak Service Expansion Application 9-15-16/

**YUBA-SUTTER TRANSIT
2017 BUS STOP ENHANCEMENT DEMONSTRATION PROJECT**

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT
AB 2766 GRANT APPLICATION**

SEPTEMBER 15, 2016

PROJECT DESCRIPTION

The proposed project would assess the potential ridership impact of new passenger amenities at existing Yuba-Sutter Transit bus stops where such amenities have not been provided in the past. This demonstration project would result in the installation of up to 24 unique, two-seat bus stop benches at locations where there is now no bus stop furniture of any kind due to the lack of a sidewalk or inadequate right-of-way clearances. The bus stop seats being proposed are designed for easy and relatively inexpensive installation especially at challenging locations that would provide both passenger seating and a much higher public profile for the selected stops. Pictures of example bench installations are attached for reference.

This demonstration project will be integrated with a larger systemwide bus stop enhancement initiative that will include the redesign and replacement of all of Yuba-Sutter Transit's 272 existing bus stop signs many of which have been in service for well over 20 years. The new bus stop signs will integrate route and stop identification features with new technology for passenger access to real-time bus arrival information at each stop from a smart phone. Combined with this proposed demonstration project, these advanced initiatives are expected to greatly enhance the passenger experience and encourage more frequent transit use especially by both regular and casual passengers by providing important route and schedule information where passengers need it most – at the bus stop.

FUNDING REQUEST

A total of \$12,000 in Blue Sky funding is being requested as partial funding to purchase and install up to 24 two-seat bus stop benches at selected locations. The total direct cost of this demonstration project based on an estimated average cost of \$1,000 per site (bench, pole, hardware, delivery, site preparation and installation) is budgeted at \$24,000. Yuba-Sutter Transit would fund the remainder of the cost from State Transit Assistance revenue that has been budgeted for bus stop improvements. Administrative costs to manage this project with an estimated value of \$2,000 would be funded by Yuba-Sutter Transit as an in-kind contribution for a total project cost of \$26,000. Alternative funding levels are possible by reducing the scope of the project to match the desired funding level though the cost per unit would be higher at any level below 24 units and the minimum project size would be 12 units due to minimum purchase requirements by the manufacturer.

OBJECTIVES

The primary objective of this project is to increase ridership on the existing transit system through the purchase and installation of up to 24 unique, two-seat bus stop benches at locations where there is now no bus stop furniture of any kind due to the lack of a sidewalk or inadequate right-of-way clearances. While quantifiable reductions in mobile source emissions cannot easily be derived using the California Air Resources Board methodology, this project does support the FRAQMD Air Quality Attainment Plan by encouraging higher use of the existing public transportation system. This project is expected to increase transit use among regular and occasional riders as well as encourage first time riders who may all be attracted to a higher profile bus stop with available seating. Project effectiveness will be evaluated by comparing passenger activity before and after the installation of the new benches using Yuba-Sutter Transit's bi-annual one day surveys of all boardings and alightings at each affected stop.

Yuba-Sutter Transit has received previous grants from FRAQMD for similar projects including \$17,000 in 1997 for the purchase and installation of three bus stop shelters; \$18,000 in 2002 for the purchase and installation of two bus stop shelters at the Yuba College Transit Center; and, \$7,000 also in 2002 for the purchase and installation of bus stop information panels for placement throughout the local fixed route system. All of the stated project objectives were satisfied for these grants including the provision of all required performance reports.

BACKGROUND

Created in 1975 as a Joint Powers Authority (JPA) by the Cities of Marysville and Yuba City and the Counties of Yuba and Sutter, Yuba-Sutter Transit is the local public transportation service provider for the Bi-County area. Yuba-Sutter Transit operates a variety of services to help meet the transportation needs of both urban and rural residents including local fixed routes; demand response service for seniors and persons with disabilities; rural route services; and, commuter services to downtown Sacramento.

The local fixed route service, which began in January 1993 with five 15 and 16 passenger buses offering hourly service on three routes, now operates 30 or 60 minute service frequencies on six routes using a peak fleet of fourteen 27 or 32 passenger buses. Ridership on the local fixed route system has grown dramatically over time from 120,000 passenger trips during the first full fiscal year of service (FY 1994) to a high of 1,067,000 passenger trips in FY 2015. Among the many enhancements to the system during this period were the purchase of dedicated fixed route buses; the installation of passenger shelters and benches at many bus stops; ridership incentive programs for youth, seniors and persons with disabilities; the placement of route and schedule information at key bus stops; conversion to an all low-floor fixed route fleet; and, numerous other improvements to increase the number of routes, the frequency of service and the days of operation.

While the local fixed route system has historically been used almost exclusively by transit dependent populations, the system is now finding a market among more casual and independent users especially by area youth, seniors and persons with disabilities. For this reason, the

requested funding for the proposed provision of additional bus stop benches is expected to continue this trend through increase use by regular and casual passengers alike.

PROJECT ORGANIZATION

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management assigned to the Transit Manager.

WORK STATEMENT AND COST BREAKDOWN

The proposed scope of the work for this project includes the purchase and installation of up to 24 custom built bus stop benches. FRAQMD funding is being requested for 50 percent of the estimated direct cost of \$24,000 for this project with Yuba-Sutter Transit providing the matching funds out of budgeted State Transit Assistance revenues. Project management and evaluation expenses estimated at \$2,000 will be provided by Yuba-Sutter Transit as an in-kind contribution to the project.

	<u>Personnel</u>	<u>Materials</u>	<u>Match</u>
Simme-Seat Benches (24) – Including delivery & hardware at an estimated average of \$600 each	\$ 0	\$ 7,200	\$ 7,200
Site Preparation & Installation (Estimated at an average cost of \$400 per site)	4,800	0	4,800
Project Management & Evaluation (40 hours @ \$50/ hour)	0	0	2,000
Total	\$ 4,800	\$ 7,200	\$14,000

TENTATIVE PROJECT SCHEDULE

Activities

Key Dates

- | | |
|---|-------------------|
| 1. Grant Submission Deadline | October 14, 2016 |
| 2. Grant Award by FRAQMD | December 5, 2016 |
| 3. Site Selection Complete | February 28, 2017 |
| 4. Placement of Purchase Orders | March 31, 2017 |
| 4. Installation | Summer 2017 |
| 5. Evaluation (Boarding & Alighting Survey) | October 2017 |
| 6. Final Report and Project Close-out | January 2018 |

ATTACHMENTS

Pictures of Sample Simme-Seat Bus Stop Installations





AGENDA ITEM IV – C
STAFF REPORT

**CALTRANS SUSTAINABLE TRANSPORTATION PLANNING GRANT PROGRAM
AUTHORIZING RESOLUTION**

Background

The 2015 update of the Yuba-Sutter Short Range Transit Plan (SRTP) recognized the importance of the five (5) existing transit centers in Yuba City, Marysville and Linda to the overall function and passenger experience of the local fixed route system. The local routes rely heavily on transfers at these major stops and the quality of the bus stops is a significant factor in the system's performance and passenger's perception of the transit service. In the on-board survey of local route passengers conducted during the development of the SRTP, the quality of passenger facilities ranked second from the bottom (behind only on-time performance) in customer satisfaction. The SRTP identified the need for improvements to these passenger facilities and recommends substantial investments particularly in transit centers over the next five years.

Chapter 7 of the SRTP (Capital Alternatives) identifies the need for improvements at the Alturas & Shasta Transit Center in Yuba City and the North Beale Transit Center in Linda. It cites various issues with these locations including a lack of adequate space for buses and for boarding passengers at peak times; issues with pedestrian and wheelchair access; insufficient amenities and covered waiting areas; and, passenger safety issues. With regard to the North Beale Transit Center, the SRTP raises specific concerns with the safety of passengers crossing busy North Beale Road mid-block to transfer between northbound and southbound buses. Among the recommended strategies for addressing these problems were negotiating easements with adjacent commercial properties for additional space; installing additional shelters/benches; and, installation of additional security measures such as overhead lighting. In addition to these more immediate solutions, the SRTP calls for a more detailed study of alternative sites including potential site configurations, access modifications and land availability. The opportunity to consolidate the North Beale Road stops into a single facility (potentially located on the old Peach Tree Mall property) was suggested as an optimal solution for addressing operational and safety concerns.

Discussion

At the direction of the Board, Yuba-Sutter Transit applied for and was awarded a Fiscal Year (FY) 2016-17 Caltrans Sustainable Transportation Planning Grant to undertake the planning efforts recommended in the SRTP. Under the Sustainable Communities portion of this grant program, State Highway Account (SHA) funds are awarded to support planning projects that identify and address mobility deficiencies in the transportation system; encourage stakeholder collaboration and public involvement; and, ultimately result in programmed system improvements. According to the stated goals of the grant program; the proposed Yuba-Sutter Transit Corridor Enhancement Plan project will utilize strong outreach to the public and stakeholders (especially in designated disadvantaged communities) to further State planning priorities including sustainability, improved mobility, safety and economy. A consultant team will be selected through a competitive process to work with Yuba-Sutter Transit staff to

conduct public outreach, develop options for system improvements; assess their feasibility; and, prepare a final prioritized corridor plan and cost estimate. It is anticipated that this planning project will establish the basis for significant improvements to the overall connectivity, mobility, access and safety of Yuba-Sutter Transit's local fixed route system. This \$120,000 project will be funded with \$106,200 from the Caltrans grant with the required 11.47 percent match to be provided by Yuba-Sutter Transit from State Transit Assistance (STA) revenues.

As a requirement of grant acceptance, the Yuba-Sutter Transit Authority is required to adopt a local resolution stating the title of the person authorized to enter into a contract with Caltrans to complete the project. Staff is now requesting Board authorization to name the Transit Manager as the authorized agent to execute the contract with Caltrans and all other grant related documentation.

Staff will be prepared to discuss the Caltrans Planning Grant Program and the project in detail at the meeting.

RECOMMENDATION: Adopt Resolution No. 13-16 authorizing the Transit Manager to execute a contract with Caltrans and all other necessary documentation for completion of the Yuba-Sutter Transit Corridor Enhancement Plan under the Caltrans Sustainable Transportation Planning Grant program.

*YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 13-16*

***AUTHORIZATION OF TRANSIT MANAGER TO EXECUTE AGREEMENTS FOR THE
FY 2016-17 CALIFORNIA DEPARTMENT OF TRANSPORTATION SUSTAINABLE
TRANSPORTATION PLANNING GRANT PROGRAM***

WHEREAS, the Yuba-Sutter Transit Authority is eligible to receive Federal and/or California State funding for certain transportation planning related plans, through the California Department of Transportation (Caltrans); and

WHEREAS, the Yuba-Sutter Transit Authority has received an award of FY 2016-17 Caltrans planning grant funds to develop the Yuba-Sutter Transit Corridor Enhancement Plan; and

WHEREAS, a Restricted Grant Agreement is needed to be executed with Caltrans before such funds can be claimed through the Sustainable Transportation Planning Grant Program; and

WHEREAS, the Yuba-Sutter Transit Authority wishes to delegate authorization to execute these agreements and any amendments thereto;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Yuba-Sutter Transit Authority that the Transit Manager, and/or his/her designee, is hereby authorized to execute for and on behalf of the Yuba-Sutter Transit Authority, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining grant funds provided by Caltrans under the Sustainable Transportation Planning Grant Program, by the following vote:

Ayes:

Nos:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON SEPTEMBER 15, 2016.

Ricky A. Samayoa, Chairman of the Board

ATTEST:

*Sandra Anderson
Secretary to the Board*

AGENDA ITEM IV – D
STAFF REPORT

REVISED CONNECT CARD ELECTRONIC FARE CARD TRANSITION PLAN

BACKGROUND

Yuba-Sutter Transit has long participated in a working group of local transit service providers lead by the Sacramento Area Council of Governments (SACOG) to evaluate and implement a universal transit fare card system in the Sacramento region. A universal or smart card system allows passengers to travel seamlessly between multiple transit operators with just one card while purchasing the appropriate fare or pass on all systems with each system receiving the appropriate amount of revenue in return for each trip. The project will fully equip the Yuba-Sutter Transit fleet and facility for the Connect Card program and distribute the new smart cards at no direct local cost.

In 2010, the Board authorized execution of a Memorandum of Understanding (MOU) to fully participate in the Connect Card program. Another agreement that is now being developed will be necessary to establish the roles, responsibilities and financial obligations for the on-going operation and maintenance of the program. At that point, Yuba-Sutter Transit will be fully informed of the financial and operational impacts of the decision to either continue or withdraw as a program partner. The initial program is being funded from federal and state sources that are largely unavailable to Yuba-Sutter Transit. Program costs following the implementation period will be covered through some combination of sources to be addressed in the second agreement.

While the new Connect Card is often viewed primarily as a system for making seamless transfers between different transit operators, the greatest benefits for Yuba-Sutter Transit will occur locally. Such benefits include faster boarding; reduced cash handling; elimination of most paper fare products; reduced potential for fare evasion; and, the potential for all new fare products in the future such as daily, weekly or thirty day passes. In addition to Yuba-Sutter Transit, the program includes the Sacramento Regional Transit, El Dorado County Transit, Elk Grove Transit, Folsom Transit, Placer County Transit, Roseville Transit, South Sacramento County Transit and Yolo County Transit.

In addition to the MOU, previous Connect Card related Board actions include the August 2012 approval of the specific fare policies to immediately maximize the benefits of the Connect Card and the April 2014 approval of a transition plan to bridge the period between the initial public roll-out and full conversion to the new system. These early decisions were necessary so any changes could be programmed into the system.

CURRENT IMPLEMENTATION STATUS

Following years of extensive system design, development and testing; actual implementation began with a limited pilot project on the Sacramento Regional Transit (RT) District and Elk Grove systems in May 2014 which resulted in another round of system development and testing.

The next step in the implementation process is being billed as a two-phase “soft launch” that is now expected to begin by October. The first phase of the soft launch will include a small number of volunteer passengers using only the RT system in live service with real fare products and actual cash. If this first phase is successful, the second phase of the soft launch will begin within two months when the remaining eight systems will be added. Assuming a successful soft launch, the full public roll out of the system is now expected to begin by early 2017.

Yuba-Sutter Transit staff is now rigorously testing all aspects of the Connect Card system from the issuance of a full range of electronic fare cards at the customer service workstation in the office to the processing of every possible combination of fare products on the bus to the back office reconciliation of all fare revenues collected region-wide by service provider. This process, which will be conducted at all nine participating transit agencies, has uncovered numerous glitches to date that will need to be addressed by the vendor before the soft launch begins. Additional testing is then required to confirm that the fix was successful and that it has not caused new problems elsewhere in the system.

The next step in the process will be to start issuing photo identification (ID) Connect Cards to discount fare passengers (seniors, persons with disabilities and youth) as soon as the office customer service workstation has been cleared for public use with the first phase of the system soft launch. While these early cards cannot be immediately used for fare payment since the first phase of the soft launch will only be for RT, early distribution will speed the transition to the Connect Card for the estimated 3,000 individuals for which discount photo ID cards will ultimately be necessary. This schedule is also timely for Yuba-Sutter Transit as 580 existing discount photo ID cards will expire on December 31st making this an excellent opportunity to jump-start the distribution of the new fare cards.

PROPOSED TRANSITION PLAN REVISIONS

The April 2014 transition plan was designed to maximize the impact of the new system by moving passengers as fast as possible from the current paper and cash based fare structure while also providing a reasonable time for them to do so without providing an incentive to delay that process. This is especially important to seniors, persons with disabilities and youth who will all ultimately need a new discount photo ID card to take full advantage of the Connect Card system. Minor revisions to the 2014 transition plan are now being proposed as it did not anticipate a soft launch phase of implementation when the system will be operational for in-service testing, but unavailable to the broader public. Attached is a table comparing current fare policies with those proposed for the soft launch; when the system is open to the public; and, when full conversion is achieved. Changes to the 2014 transition plan are noted in red type and explained below.

Under the proposed transition plan, all monthly paper passes will continue to be sold and accepted for at least six months from the date of Connect Card availability to the general public subject to extension at the discretion of the Transit Manager on a month-to-month basis for up to six additional months (total maximum of one year) if it becomes apparent that an earlier date would create an unreasonable hardship on passengers. This compares to a maximum of just six months in the original transition plan. The sale of discount ticket books and 20-ride Sacramento punch cards will still end when the system is open to the general public though they will

continue to be accepted as a valid cash fare for one year. Discount ticket books and Sacramento punch cards can be exchanged for the remaining face value as cash credit on a Connect Card for one year from the public roll-out date at which time they will no longer be accepted as fare payment nor will they be exchanged for Connect Card credit.

With the start of the first phase of the system soft launch, all new or renewed discount photo ID cards will be issued as a Connect Card discount photo ID card. All existing discount photo ID cards will continue to be accepted until their expiration date as valid proof of eligibility for any discount monthly pass (senior or disabled) for as long as paper monthly passes are sold or accepted. Because there is no existing photo ID card for youth, none will be required as long as paper monthly passes are accepted. When paper monthly passes are no longer sold or accepted, a Connect Card discount photo ID card will be required for all monthly senior, disabled and youth passes. Valid existing senior and disabled discount photo ID cards will continue to be accepted as proof of eligibility for discount cash fares until their expiration date – the last of which is now set to expire on December 31, 2019.

During the transition period, the current \$5 fee for processing new discount eligibility card applications will be waived for all new Connect Card photo ID cards. Valid existing photo ID cards will also be exchanged at no charge for a new Connect Card photo ID card, but the existing \$5 replacement fee for lost cards will still apply. At full conversion, the initial card processing fee is now set to return to \$5 per card. As required, Yuba-Sutter Transit will continue to accept valid Medicare cards; DMV disabled placard identification computer printouts; senior, disabled or youth photo identification cards issued by another transit agency; or other official documents as proof of eligibility for any available discount cash fare subject to current requirements. Discount photo ID cards are now issued for up to three years of eligibility, but staff is proposing that Connect Card versions be issued for up to a maximum of five years to reduce program costs due to the initial cost of these electronic fare cards and their expected five year useful life.

The new Connect Card based fare structure will offer an electronic daily cap equal to three cash fares in a single service day which is designed as a replacement for paper transfers. This no-risk daily pass, which is available only on the local fixed route system, will be automatically tracked for Connect Card users who pay a cash fare beginning with the soft launch. Once the applicable three fare limit has been reached, no additional fare will be deducted when using that Connect Card. It should be noted that daily caps can be tracked only for the first fare paid. Additional passengers using the same card (such as when family or friends travel together) will not receive credit toward multiple daily caps so everyone should have their own Connect Card. Paper transfers will continue to be issued and accepted as they are now for as long as paper monthly passes are accepted, but the daily cap will only be available to those using a Connect Card which will encourage quick conversion for regular cash passengers.

Due to Connect Card software limitations, the current policy to accept last month's pass on the first service day of the next month as a grace day for the purchase of a new monthly pass will change from the first service day to the first calendar day. While only an issue a few times a year when the first of the month falls on a weekend or holiday for Sacramento monthly pass users or on a Sunday or holiday for local fixed route monthly pass users, it is not insignificant especially for a Sacramento pass user who will have to pay \$8 a day in cash fares if they have not

secured their monthly pass by the 2nd of the month. To avoid confusion between Connect Card holders and paper pass holders, it is proposed that this policy change would be effective with the soft launch regardless of fare payment method (paper or plastic).

Staff will be prepared at the meeting to discuss the implementation status of the Connect Card program as well as the proposed revisions to the transition plan.

RECOMMENDATION: Approve the revised Connect Card transition plan as proposed or amended.

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**REVISED CONNECT CARD TRANSITION PLAN
PROPOSED SEPTEMBER 15, 2016**

	Paper Monthly Passes	Monthly Pass Grace Period (Paper or Electronic)	\$10 Discount Ticket Books (\$12 Value)*	Daily Cap -- Three Times the Applicable Cash Fare (Local Fixed Routes Only)	Local Fixed Route Transfers	\$10 Ticket Sheets (No Discount)	Individual Single Ride Face Value Tickets	20-Ride Sacramento Punch Cards (No Discount)*	Existing Discount Photo ID Cards -- Up to 3 Year Eligibility (Senior & Disabled)	Connect Card Discount Photo ID Cards -- Up to 5 Year Eligibility (Senior/Disabled/Youth)
Current Policy	Sold and accepted	First service day	Sold and accepted	Not available	Free transfers to another local route or Dial-A-Ride (transfers cannot be exchanged for a transfer)	Not available	Sold and accepted as cash fare on all services	Sold and accepted	Sold (\$5 each) & accepted until expired	Not available
Soft Launch Policy (Yuba-Sutter Transit Phase)	Sold and accepted	First calendar day	Sold and accepted (no daily cap available)	Available only with a valid Connect Card (tracked only for the card holder, cannot be applied to additional riders on the same card)	Free transfers to another local route or Dial-A-Ride if no Connect Card is used (transfers cannot be exchanged for a transfer & no daily cap is available)	Not available	Sold and accepted as cash fare on all services (no daily cap available)	Sold and accepted	Accepted until expired for discount fares (cash or paper monthly passes & no daily cap is available on cash fares)	Issued at no charge to newly eligible or in exchange for a valid existing ID card
Full Public Roll-Out Policy (Estimated 3 - 6 Months After Soft Launch)	Sold and accepted	First calendar day	Not sold, but will continue to be accepted or exchanged for Connect Card credit for one year from public roll-out (no daily cap available)	Available only with a valid Connect Card (tracked only for the card holder, cannot be applied to additional riders on the same card)	Free transfers to another local route or Dial-A-Ride if no Connect Card is used (transfers cannot be exchanged for a transfer & no daily cap is available)	Sold and accepted as cash fare on all services (no daily cap available)	Sold and accepted as cash fare on all services (no daily cap available)	Not sold, but will continue to be accepted or exchanged for Connect Card credit for one year from public roll-out	Accepted until expired for discount fares (cash or paper monthly passes & no daily cap is available on cash fares)	Issued at no charge to newly eligible or in exchange for a valid existing ID card
Full Conversion Policy (Estimated 6 - 12 Months After Roll-Out)	Not sold or accepted	First calendar day	Not sold, but will continue to be accepted or exchanged for Connect Card credit for one year from public roll-out (no daily cap available)	Available only with a valid Connect Card (tracked only for the card holder, cannot be applied to additional riders on the same card)	No transfers issued or accepted	Sold and accepted as cash fare on all services (no daily cap available)	Sold and accepted as cash fare on all services (no daily cap available)	Not sold, but will continue to be accepted or exchanged for Connect Card credit for one year from public roll-out	Accepted until expired for discount cash fares only (no daily cap is available on cash fares)	Sold to newly eligible at \$5 each or exchanged at no charge for a valid existing ID card

*The \$10 discount ticket books and the 20-ride Sacramento punch cards can be exchanged for the remaining face value for cash credit on a Connect Card for one year following the public roll-out.