

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
OCTOBER 16, 2025**

**I. Call to Order & Roll Call (4:04 p.m.)**

Present: Bains (4:05 pm), Flores, Gilchrist, House, Shaw and Vasquez

Absent: Bradford, Buttacavoli, Cole, Hudson and Kirchner

Director Flores nominated Director Shaw to Chair the meeting. Director Gilchrist seconded the motion, and it carried unanimously.

Vice-Chair Director Bains arrived at 4:05pm, Director Shaw deferred to the Vice-Chair.

**II. Presentations**

**A. Employee Service Recognitions.**

Director Bains presented proclamations recognizing Arthur Leonard and Patrice Moniz for their 40 years of service to Yuba-Sutter Transit.

**III. Public Business from the Floor**

None.

**IV. Consent Calendar**

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

**V. Reports**

**A. Surplus Declaration for Disposal of Two (2) Cutaway Buses.**

Executive Director Matthew Mauk stated the requested action is for approval to surplus two 2014 Chevy cutaways with over 230,000 miles. Mauk stated that the vehicles were no longer operational and had already been replaced. If approved, the vehicles were to be advertised for government auction based on scrap value.

Director House made a motion to adopt Resolution No. 08-25 declaring the vehicles to be surplus and authorizing their disposal, as proposed. Director Shaw seconded the motion, and it carried unanimously.

**B. Demand-Response Van Purchase Authorization.**

Mauk stated the requested action for approval to purchase five paratransit vans from A-Z Bus Sales. The recommended vans are eight passenger, gasoline engine, Ford 350 EL models. If approved, the vehicles will be purpose built for demand response service and will be equipped with a side wheelchair lift and two wheelchair tiedown positions.

Mauk stated these vehicles are new to the fleet and were selected due to their smaller size and flexibility, accessibility features and relative fuel efficiency. These vehicles are small enough to not be subject to the zero-emission bus mandate. The purchase will be completed under the statewide CalACT/Basin Transit cooperative purchasing contract and will be compliant with all state and federal procurement requirements. The purchase will be funded with available federal section 5339 grant funds and matched with available STA. The requested action does include a capital budget revision to add the project to the current year because these vehicles are readily available, and delivery/acceptance could occur before the end of the fiscal year.

Director House asked about comparative capacity of the buses, if the contractor had been consulted, and warranty issues. Mauk stated the buses were selected in consultation with operations, would be used in combination with larger cutaways, and the purchase will include an extended manufacturers' warranty on the drive train.

Director Vasquez made a motion to authorize the issuance of a purchase order with A-Z Bus Sales, in an amount not to exceed \$607,313.80, for delivery and warranty of five Ford 350 EL Transit Style Shuttle Vans, and the addition of said project to the Fiscal Year (FY) 2026 Capital Budget. Director Flores seconded the motion, and it carried unanimously.

**C. Bus Stop Cleaning and Maintenance Request for Proposals (RFP).**

Mauk stated the requested action is for the release of an RFP for extra bus stop cleaning and maintenance services, including routine inspection, cleaning, minor repairs and weed abatement for all 260 local bus stops.

Mauk stated that this work has been historically provided by a local non-profit but because the value of the contract exceeds staff's delegated purchasing authority, staff recommends conducting this competitive procurement in keeping with the purchasing policies and procedures. Mauk stated that staff expects the same organization to submit a proposal.

Director House asked if the contract included abatement of homelessness, or just basic cleaning and maintenance. Mauk affirmed it was for basic cleaning and maintenance.

Director House made a motion to authorize the release of a Bus Stop Cleaning and Maintenance Request for Proposal (RFP), as proposed. Director Flores seconded the motion, and it carried unanimously.

**D. Shasta Street & Alturas Street Bus Pad Improvements Project.**

Mauk stated that the requested action was for Board commitment to share half the cost (not to exceed \$150,000) for a pavement and sidewalk improvement project being undertaken by the City of Yuba City at the Alturas and Shasta Street transfer center and intersection.

Mauk stated this site is an important transfer point immediately over the bridge in Yuba City and that it has been a long-standing pavement maintenance issue due to the frequency of bus use. Mauk stated the action is in keeping with the board adopted procedures to support local projects that address immediate maintenance and access issues at bus stops and that staff worked with Yuba City Public Works to scope the project to provide long-term maintenance cost relief. The project was included in the capital budget and will be backed with available STA funds.

Director Flores made a motion to authorize the issuance of a Letter of Commitment to the City of Yuba City for cost sharing of the Shasta Street & Alturas Street Bus Pad Improvements Project as proposed. Director House seconded the motion, and it carried unanimously.

**E. Project and Program Updates.**

1. Mobility on Demand (MOD) Performance Report

Mauk reported that September MOD ridership jumped exponentially with 943 trips provided, most to discount riders, 324 riders with disabilities and 168 youth riders. The best weekday ridership was 61 trips and the best Saturday was 44 trips.

2. Lincoln/Roseville Service Planning

Mauk reported that a meeting has been scheduled with Mercy Housing and City of Wheatland for October 27<sup>th</sup> to discuss the ongoing funding partnership and an early November meeting is planned with Placer County and Roseville transit to discuss service coordination and operational matters at the Lincoln Park and Ride lot located on Lincoln Blvd and Industrial Avenue, which will likely serve as the connection point for the regional operators.

3. 50<sup>th</sup> Anniversary Event

Mauk reminded attendees that the anniversary open house was taking place at Yuba-Sutter Transit on Saturday, October 18<sup>th</sup> starting at 6:30 PM, plans included food, music and several family friendly activities.

**VI. Correspondence / Information**

None

**VII. Other Business**

Mauk stated that the next regular board meeting on November 20<sup>th</sup> at 4:00 PM will take place in the Linda Room because of a scheduling conflict.

Director Bains asked if the Sikh Parade organizers had found transportation. Mauk stated that on the previous afternoon, he had sent the organizers additional names and contact numbers for private charter operators but was unaware of any progress.

**VIII. Adjournment**

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

**The next regular meeting is scheduled for Thursday, November 20, 2025, at 4:00 p.m. in Yuba County Board of Supervisors Chambers, unless otherwise noticed.**

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