



## MEETING NOTICE & AGENDA

**DATE:** Thursday, January 19, 2023

**TIME:** 4:00 P.M.

**PLACE:** Yuba County Government Center  
Board of Supervisors Chambers  
915 Eighth Street  
Marysville, California

**A remote option for audience participation is being provided only as a courtesy. Members of the Yuba-Sutter Transit Board of Directors must attend in person. If the remote connection fails for any reason, the meeting will continue as noticed so the public must attend in person to assure access to the meeting.**

To join the meeting from your computer, tablet, or smartphone, please use the Zoom Meeting link below.

**<https://us02web.zoom.us/j/81185004605?pwd=Q2k3U01UUW5Nems5SE1zd29TcUkrZz09>**

To join by telephone conference call: 1-669-900-6833  
Meeting ID: 811 8500 4605  
Password: 52166

The public will be muted by default. The following options are available to speak during the public comment portions of the meeting:

Online: Raise your hand or use the Q&A panel to submit your comments.  
Phone: Press \*9 to raise your hand or press \*6 to send a request to be unmuted to submit comments.

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

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

### **II. Board Business**

#### **A. Nomination and Election of Board Officers for 2023.**

1. Chair
2. Vice-Chair

#### **B. Statements of Economic Interest for 2023. (Attachment)**

#### **C. Annual Board Report. (Attachment)**

### **III. 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.

### **IV. Closed Session**

#### **A. Public Employee Appointment (Pursuant to Government Code Section 54957)**

Position Title: Executive Director

**V. Consent Calendar**

All matters listed under Consent Calendar are considered 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 Regular Meeting of December 15, 2022. (Attachment)
- B. Disbursement List for December 2022. (Attachment)
- C. Monthly Performance Report for December 2022. (Attachment)
- D. Annual Investment Review. (Attachment)

**VI. Reports**

- A. **State Transit & Intercity Rail Capital Program (TIRCP) Grant Application.** Authorization consideration for a grant application under the supplemental round of TIRCP funding for construction the Next Generation Transit Facility and the purchase of small zero-emission buses. (Attachment)

RECOMMENDATION: Adopt Resolution No. 1-23 authorizing the Executive Director to submit a TIRCP grant application as proposed.

- B. **Sacramento Area Council of Governments (SACOG) Regional Funding Round Grant Application.** Authorization consideration for a SACOG grant application under the Maintenance & Modernization Program for the Next Generation Transit Facility. (Attachment)

RECOMMENDATION: Authorize submission of a SACOG Regional Funding Grant Application as proposed.

- C. **Regional Waste Management Authority (RWMA) Consulting Agreement.** Review and consideration of an agreement termination notice effective on or before June 30, 2023. (Attachment)

RECOMMENDATION: Authorize written notice to terminate the RWMA Consultant Agreement under the proposed terms and conditions effective on or before June 30, 2023.

- D. **Executive Director Recruitment Authorization.** (Attachment)

RECOMMENDATION: Direct staff as desired.

- E. **Project & Program Updates.**

- 1. NextGen Transit Plan – Community Open Houses & Board Workshop on Thursday, February 16<sup>th</sup>

RECOMMENDATION: Information only.

**VII. Correspondence / Information**

**VIII. Other Business**

**IX. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 16, 2023  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

AGENDA ITEM II – B  
STAFF REPORT

**STATEMENTS OF ECONOMIC INTEREST FOR 2023**

Members of the Yuba-Sutter Transit Board of Directors and alternates are required to file annual Statements of Economic Interest with the Fair Political Practices Commission. For continuing members and alternates, these annual statements are due April 1, 2023. An Assuming Office Statement must be filed by new members and alternates to the Board within 30 days. For those leaving office, a Leaving Office Statement must be filed within 30 days.

These requirements may be met by filing an extended statement, which is a copy of the FPPC Form 700 that will be prepared for your individual jurisdiction. It must, however, include your position as a member or alternate of the Yuba-Sutter Transit Board Directors and have an original signature and date on the verification on Page 1. The information reported must cover all reportable interests in the service area which includes all of Yuba and Sutter Counties. Form 700 is available on-line, and a copy of the Yuba-Sutter Transit Conflict of Interest Statement Code is available upon request.

If you have any questions regarding the filing of your Statement of Economic Interest, please contact Lisa O'Leary in the administrative office at 530-634-6880.

RECOMMENDATION: Information only.

## **AGENDA ITEM II – C STAFF REPORT**

### **YUBA-SUTTER TRANSIT AUTHORITY ANNUAL REPORT JANUARY 2023**

#### **Organizational History**

Yuba-Sutter Transit, known as the Hub Area Transit Authority (HATA) until January 1993, was formed in 1975 by Sutter and Yuba Counties and the Cities of Marysville and Yuba City as a joint powers agency (JPA) for the provision of public transit services. Since its inception, Yuba-Sutter Transit has carried out this charge by contracting with private transportation companies for the operation of all services.

From 1975 to 1979, service was provided exclusively to seniors and persons with disabilities through a contract with a local taxicab company for the "Our Car" taxi subsidy program. As a condition of a legal settlement with California Rural Legal Assistance (CRLA), this service was replaced and expanded in 1979 with the purchase of thirteen mini-buses to implement a general-public demand response service known as Dial-A-Ride. A network of local fixed routes was added in 1982. Since 1979, a regional or national transportation provider (currently Storer Transit Systems) has operated Yuba-Sutter Transit's core services.

In January 1988, following an independent operational analysis prompted by poor system performance, the service was significantly reduced through the elimination of the local fixed routes, Sunday service and most rural area services in lieu of a general-public zonal dial-a-ride system for the urban area. At the same time, Sutter County withdrew from the Authority to establish a taxi subsidy program for service to the unincorporated urban areas of the county. That service was discontinued when Sutter County rejoined the Authority in January 1991.

In response to the 1988 operational and organizational changes, CRLA filed another lawsuit against the Authority, the member jurisdictions and the Sacramento Area Council of Governments (SACOG). The resulting settlement agreement in 1990 led to the 1992 completion of a fixed route feasibility study and a comprehensive marketing plan. As a result of these studies, local fixed route service was reinstated, and the agency name was changed to the Yuba-Sutter Transit Authority (Yuba-Sutter Transit) effective January 1993.

#### **Services Provided**

In FY 2019, the last full fiscal year before the COVID-19 pandemic, which took hold locally in March 2020, Yuba-Sutter Transit operated a combined 92,571 vehicle service hours and provided 931,951 one-way passenger trips with our six local fixed routes; local demand response (Dial-A-Ride) service; intercity express commuter and midday service to downtown Sacramento; and, three rural routes serving Live Oak, Wheatland, and the Yuba County foothills. In FY 2021, the first full fiscal year of the pandemic, the fleet operated a combined 76,888 vehicle service hours (down 17 percent from FY 2019) and provided just 347,891 one-way passenger trips (down 63 percent from FY 2019). While systemwide ridership was up 29 percent from FY 2021 to FY 2022 and is up another 14 percent through the first half of FY 2023, full recovery remains uncertain as it is still just a little more than half of the pre-pandemic level of FY 2019.

Yuba-Sutter Transit has a fleet of 51 buses ranging in seated capacity from 16 to 57 passengers. In a typical year (FY 2019), approximately 56 percent of the operation would be provided as urban fixed route service. The local fixed route system provides service every 30 to 60 minutes on six routes with 14 buses in all day service Monday through Friday (12 on Saturdays) in Yuba City, Marysville, Linda and Olivehurst. Since early in the pandemic, due to reduced ridership levels, just 12 buses have been used each weekday as Route 2 continues to operate on a reduced Saturday service level with hourly service rather than the previously scheduled half-hour service. Local fixed route service is provided each weekday from approximately 6:30 a.m. to 6:30 p.m. and from approximately 8:30 a.m. to 5:30 p.m. on Saturdays. Yuba-Sutter Transit does not operate any service on Sundays or major holidays.

After being reintroduced in 1993, the local fixed route system experienced steady and often spectacular annual ridership growth in response to numerous service expansions and enhancements. Fixed route ridership peaked in FY 2015 at 1,066,580 passenger trips before dropping each year since to 731,507 trips in FY 2019 – a four-year reduction of 31 percent. During the peak of the pandemic, local fixed route ridership dropped to just 307,518 passenger trips in FY 2021 – down 58 percent from FY 2019. Through the first six months of FY 2023, however, local fixed route ridership is up 41 percent compared to the same period in FY 2021, but it is still just 57 percent of the pre-pandemic level of FY 2019.

The local Dial-A-Ride service typically accounts for approximately 26 percent of the operation. This service is provided only within the urban area during regular weekday and Saturday fixed route service hours and weekday evenings from 6:00 p.m. to 9:30 p.m. Dial-A-Ride service is available only to seniors age 65 and over and persons with disabilities except during the weekday evening service hours when it is open to the general-public without restriction. Dial-A-Ride is also Yuba-Sutter Transit's complimentary paratransit service as required under the Americans with Disabilities Act (ADA). Before COVID-19, Dial-A-Ride carried 59,093 passenger trips in FY 2019, but ridership dropped during the peak of the pandemic to just 17,556 trips in FY 2021 – down 70 percent from FY 2019 – and the number of Dial-A-Ride service hours operated were also cut by 31 percent due to reduced passenger demand. Through the first half of FY 2023, Dial-A-Ride ridership is up 60 percent over the same period in FY 2021, but it is still just 48 percent of the pre-pandemic level of FY 2019.

Before the pandemic, approximately 15 percent of the operation was provided as service between Marysville/Yuba City and downtown Sacramento primarily as peak hour weekday commuter service. The Sacramento commuter service provides ten morning and ten afternoon peak hour schedules with another three midday schedules. Due to the pandemic induced collapse in ridership, peak hour commuter service was temporarily reduced to seven morning and seven afternoon trips. The midday schedules are used by many daily or occasional commuters, but they are also popular with those traveling to and from Sacramento for medical, education and other non-work purposes. These Sacramento services are provided with a fleet of 13 specially equipped 57 seat tour-style buses.

Sacramento ridership plateaued at just under 160,000 annual passenger trips from FY 2011 through FY 2014 and then gradually declined to a ten year low of 130,627 boardings in FY 2017 due to a combination of factors including the move of many state offices out of downtown Sacramento; changing state employee demographics; lack of local population growth; stable and relatively low fuel prices; and service reliability challenges from an aging fleet of commuter buses. Sacramento ridership had since grown to 134,381 passenger trips in FY 2019 following the introduction of new commuter buses, new Highway 70 schedules, and other service adjustments in July 2019 to address capacity problems and persistent schedule adherence issues. Unfortunately, the Sacramento service was the most impacted by the pandemic as FY 2021 ridership dropped to just 20,003 passenger trips – down 85 percent from FY 2019 – with the long-term closure of government offices and businesses in downtown Sacramento. While Sacramento ridership has since recovered a bit, it is still just 29 percent of the FY 2019 pre-pandemic level.

Limited route deviation services to the Yuba County foothills and the Cities of Live Oak and Wheatland account for the remaining operation. The Foothill Route provides two round trips every Tuesday, Wednesday, and Thursday between selected foothill communities from Brownsville to Marysville. The Live Oak Route provides two round trips each weekday into Yuba City and Marysville. The Wheatland Route offers one round trip each weekday to Marysville. The Live Oak and Wheatland Routes operate under a fully allocated cost reimbursement agreement with those cities since they are not members of the Authority. Ridership on these limited rural services has historically varied significantly from year to year, but they were also impacted by the pandemic as their combined ridership dropped to just 2,814 passenger trips in FY 2021 (down 60 percent from FY 2019) and has since recovered to 60 percent of the pre-pandemic level of FY 2019.

## **Administration and Finance**

Yuba-Sutter Transit is governed by a Board of Directors composed of two elected representatives from each of the four member jurisdictions. The Authority operates with a five person staff of Executive Director, two Program Managers (Finance & Administration and Planning & Marketing), a Program Analyst and an Administrative Assistant. Since 1988, Yuba-Sutter Transit's staff has also served as contract administrative staff to the Regional Waste Management Authority (RWMA) concurrent with their transit duties. Both agencies have realized reduced administrative overhead expenses, but this shared staffing relationship is ending in FY 2023 as the RWMA is now transitioning to direct staffing. In addition to this transition, Yuba-Sutter Transit will soon be actively seeking a replacement Executive Director for the first time in 36 years as the long-time incumbent expects to retire by the end of June 2023 after nearly 44 years of public service.

In the last full fiscal year before the pandemic, Yuba-Sutter Transit's FY 2019 operating expenses were just under \$7.3 million with nearly 75 percent accounted for in direct payments to the service contractor and another 15 percent in fuel and other direct operating expenses. For the same fiscal year, the operating revenue mix was about 29 percent federal (Federal Transit Administration); 51 percent state and local (Transportation Development Act); 15 percent passenger fares; and 5 percent miscellaneous income from special state grants, advertising, interest, and contract service payments. The capital budget varies substantially from year to year (from less than \$1 million to over \$8 million in recent years) with funding derived from a mix of federal, state, and local sources depending on the project.

The COVID-19 pandemic has since significantly impacted operating expenses and revenues alike due to increased pandemic related expenses; reduced operating hours and fare revenues; and the availability of new federal transit funds for COVID relief. The FY 2023 operating budget of \$8.8 million is funded through a revenue mix of about 27 percent federal; 60 percent state and local; 9 percent passenger fares; and 4 percent miscellaneous income.

## **Major Projects**

**Facilities:** Yuba-Sutter Transit relocated in May 1996 from an undersized, rented facility in Yuba City to its existing combined maintenance, operating, and administration facility (a remodeled former Seven-Up Bottling Company plant) at 2100 B Street in Marysville. This facility was remodeled and expanded again in 2011 to serve the site's projected ultimate maximum capacity of approximately 70 buses. Due to the 2018 adoption of state regulations requiring the purchase of only zero emission buses starting as early as 2026 and a state highway project that could render the current facility unusable even earlier, Yuba-Sutter Transit conducted a state funded Next Generation Transit Facility Site Selection planning process resulting in the purchase of a 19.7-acre site at 6035 Avondale Avenue in Linda. This site will be used to construct a replacement transit facility for occupancy by the end of 2027. Approximately \$26 million has been secured for this estimated \$47.5 million project and the current focus is on securing the remainder of the necessary funding.

A Caltrans owned and operated park and ride lot opened on the northeast corner of Bogue Road and Highway 99 south of Yuba City in 1997 largely with federal funds obtained by Yuba-Sutter Transit. In 2012, this facility was nearly doubled in size to the current 164 spaces with federal and local funds obtained exclusively by Yuba-Sutter Transit. Until the pandemic, this facility was operating at near capacity levels, but the facility site does have capacity for further expansion when funding is available. Yuba County opened the McGowan Park & Ride Lot on Powerline Road at McGowan Parkway in 2008 and the Plumas Lake Park & Ride Lot on Feather River Boulevard east of Highway 70 in 2009. Both lots were sited and constructed by the county in coordination with Yuba-Sutter Transit. Project funding was provided through development impact fees collected by Yuba County from projects in both the North Arboga Study Area and the Plumas Lake Specific Plan and they are maintained with revenue provided through related local Community Service District assessments.

Yuba-Sutter Transit serves 285 designated (signed) bus stops including nine that are owned by the Sacramento Regional Transit District in or near downtown Sacramento. Among the local and rural Yuba-Sutter Transit bus stops, 54 bus stop shelters, and 132 bus stop benches/seats have been placed at high boarding locations and other key points. Of these, 32 shelters and 68 benches are owned and/or maintained by Lamar Advertising. Except for five Wheatland owned shelters, the remaining units are owned by Yuba-Sutter Transit. The ad shelters and benches are provided at no cost to Yuba-Sutter Transit in exchange for the exclusive right to sell and place advertising on them while paying a small commission on the sale of each ad. In addition, 50 pole-mounted route information panels are located throughout the system and bike lockers are available at three of the five local commuter bus stops.

**Vehicles:** The current revenue vehicle fleet includes 22 local fixed route buses, 16 demand response (Dial-A-Ride) buses and 13 specially equipped intercity commuter buses. The local fixed route buses are all modern, heavy-duty low-floor buses with seated capacities of 31 or 32 passengers. The demand response buses are on cutaway van chassis with a seated capacity of 16 passengers. Primarily used for the Dial-A-Ride service, these small buses are also used on rural routes and to back-up the local fixed route fleet. The commuter buses are all high-floor, tour-style buses with a seated capacity of 57 passengers. Six replacement demand response buses are now on order for delivery later this year, but the next major fleet replacement project is not scheduled until 2025.

**Services:** Following the 1993 reintroduction of local fixed route service, Yuba-Sutter Transit's operation steadily expanded over time in response to passenger demand as recommended in a series of short-range (five year) transit plans. The last plan in 2015 included a variety of service and policy recommendations for consideration through 2020 and beyond. Due to generally declining ridership, many of the plan recommendations regarding system growth were deferred indefinitely while others for fleet replacement; enhanced and expanded passenger facilities; and several technology projects have since been completed. A pandemic later, a Caltrans planning grant is being used to conduct the NextGen Transit Plan to reimagine the current system for the future. This process, which is now well underway, is expected to conclude by the end of FY 2023.

**Technology:** Yuba-Sutter Transit has added new technology in recent years as cost/benefit ratios have improved including on-board video surveillance systems on all buses; the replacement of an obsolete mobile radio system; the installation and ongoing upgrade of video surveillance systems at three park and ride lots; the regional Connect Card electronic fare payment system; free passenger Wi-Fi service on all commuter and local fixed route buses; and a real-time bus tracking passenger information system with both visual and audio automatic bus stop announcements. Technology projects still being considered include a computer aided dispatch software system for the Dial-A-Ride service with an on-line trip reservation system and real-time passenger information.

## **Current and Future Issues**

Until the COVID-19 pandemic, steady growth in federal transit funding, enhanced state transportation funding, special state greenhouse gas reduction funding programs, 2019 fare increases, and a conservative budgeting approach had all combined to establish a strong financial foundation. Due to the still ongoing impacts of the pandemic, that foundation is much less certain for the foreseeable future despite an influx of federal relief funding and the promise of still more federal funding in the future with the 2021 reauthorization of the federal transportation funding measure. The most immediate question for 2023 and beyond is when, if ever, will ridership and fare revenues return to pre-pandemic levels and what, if any, strategic service adjustments or operational approaches could be implemented to right-size the system and more quickly recover from the pandemic.

As noted earlier under “Major Projects”, the most immediate organizational challenge resulted from the 2018 decision by the California Air Resources Board (CARB) to mandate the purchase of zero-emission buses (ZEBs) by all public transit agencies. For agencies like Yuba-Sutter Transit with a fleet of under 100 buses, the Innovative Clean Transit (ICT) regulation requires that at least 25 percent of all buses purchased be powered by either battery electric or hydrogen fuel cell systems beginning in 2026. All transit agencies, regardless of fleet size, will be required to purchase only ZEBs starting in 2029. While this regulation will significantly increase the cost of buses, the greater impact to Yuba-Sutter Transit is the need to replace the current operating and maintenance facility within the next seven or eight years to accommodate the infrastructure to support the large-scale conversion to zero-emission buses.

Beyond these immediate issues, the ability to meet the anticipated demand for transit services both effectively and efficiently in the future will be a challenge as the approved or planned large scale developments in Yuba and Sutter Counties are largely in areas where public transportation is largely non-existent. The potential demand for services of every kind from these projects will severely stretch what in most cases is still just a minimal level of service. To compound the problem, except for the fees that are being collected by Yuba County for the development and operation of their two park and ride lots, routine impact fees have not otherwise been required from new developments for the capital and operating revenue necessary to serve those developments which will result in even more pressure on the limited available local transit funding sources.

Plumas Lake and Sutter Pointe are two examples of this challenge because of their size and locations well outside of the existing transit service area; their low density, single-family residential nature; and their primary market being out-of-area commuters. Many of those attracted by the lower cost of living and proximity to employment centers in the mid-valley, will be commuting to work in Placer, Sacramento, and Yolo Counties and beyond. In addition to these developments, thousands of new homes along with many hundreds of thousands of square feet of new commercial projects have either been approved or are under consideration across the region. Even recent projects such as Yuba College’s Sutter County Center or the Hard Rock Hotel & Casino Sacramento at Fire Mountain present significant operational and financial challenges because of the placement of these obvious trip generators far from any existing service with no additional funding to support any related service expansion.

Even without population growth, the demand for specialized services for seniors and persons with disabilities is expected to grow significantly according to all population projections. Also, specialized services that are now provided through the Alta California Regional Center for the developmentally disabled are limited and Yuba-Sutter Transit’s own Dial-A-Ride service was already operating at or near capacity levels during peak periods prior to the pandemic.



## **Summary**

After five years of steady decline between FY 2015 and FY 2020, systemwide ridership fully cratered to a 25 year low in FY 2021 due almost exclusively to the COVID-19 pandemic. While ridership has since recovered significantly through the first half of FY 2023, it remains well below the pre-pandemic level of FY 2019. Given continued work-at-home orders by the state of California and others; the embracing of remote or hybrid work as a long-term employment and education model; and the threat of still more COVID-19 variants; there is no way of knowing when or even if ridership will return to anything approaching pre-pandemic levels and it is looking that no reliable answer to this question may be possible for several years at best.

While 25 years of extraordinary ridership growth from 1990 to 2015 and a historically conservative fiscal and operational approach has allowed Yuba-Sutter Transit to weather the pandemic better than many other systems to-date, reversing the current operational situation and positioning the agency with new leadership for the future including the provision of a new facility will be the focus of the organization over the next five years. Compared to other urban systems in California, despite the pandemic, Yuba-Sutter Transit still operates among the widest range of services at what is likely still among the lowest cost per vehicle service hour; but the mix and level of these services must continually be evaluated in response to both demonstrated passenger demand as well as ever-changing federal, state, and local funding and policy priorities and mandates; and now an uncertain recovery from a global pandemic.

## **Additional Informational Resources**

Yuba-Sutter Transit Ten-Year System Fact Sheet (Revised January 2023)

Summary of Key Events (Revised January 2023)

Ride Guide and Individual Service Brochures (Effective October 2021 & November 2022)

FY 2023 Operating and Capital Budgets (Adopted May 2022)

FY 2023 – FY 2027 Transportation Improvement Plan Program of Projects (Adopted July 2022)

FY 2020 Capital Improvement Plan (Adopted July 2022)

Website: [www.yubasuttertransit.com](http://www.yubasuttertransit.com)

## **Contact**

Keith Martin, Executive Director

Yuba-Sutter Transit Authority

2100 B Street

Marysville, CA 95901

Voice: (530) 634-6880

Fax: (530) 634-6888

E-mail: [keith@yubasuttertransit.com](mailto:keith@yubasuttertransit.com)

**AGENDA ITEM V – A**

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
DECEMBER 15, 2022**

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

Present: Bains, Blaser, Boomgaarden (for Shaw), Buttacavoli, Fuhrer, Gilchrist (for Hudson), Kirchner (Vice Chair)

Absent: Hudson, Micheli, Shaw

**II. Public Business from the Floor**

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

Martin noted that the State Transportation Development Act (TDA) requires that a performance audit of Yuba-Sutter Transit be conducted by the Sacramento Area Council of Governments (SACOG) every three years to ensure compliance with all applicable state standards and to evaluate key performance indicators. The current triennial cycle covers the period FY 2018/2019 through FY 2020/2021.

Yuba-Sutter Transit was found to have fully complied with all applicable performance requirements. The review noted that the downward ridership trend during was largely due to the COVID-19 pandemic. Specific recommendations were made for Yuba-Sutter Transit to update and expand marketing efforts and to consider new mobile fare payment options, both of which are currently in process.

**IV. Consent Calendar**

Director Bains made a motion to approve the consent calendar items B - H. Director Fuhrer seconded the motion and it carried unanimously. Director Fuhrer made a motion to approve the consent calendar Item A. Director Buttacavoli seconded the motion and it carried unanimously with Director Bains abstaining.

**V. Reports**

**A. FY 2021/2022 Financial Audit Report**

Martin stated that the FY 2021/2022 audit included just one finding regarding Yuba-Sutter Transit's annual claim for Transportation Development Act (TDA) funds as the amount claimed exceeded actual expenses, less depreciation, by \$122,513. As in the past, these funds will be used for future expenses before additional TDA funds are claimed.

Martin explained that the farebox ratio represents the percentage of operating costs that is funded from passenger fares and other allowed local support. Yuba-Sutter Transit is required to reach a farebox ratio of 14.6 percent. Because of the pandemic, the state suspended this requirement now through FY 2023. In addition, the state has also changed the standards as to what can be included as "local support", so any non-state funds are now considered to be local support including what is received from the federal government. As a result, Yuba-Sutter Transit's audited farebox ratio for FY 2022 was calculated at 63.98 percent which far exceeds the 14.6 percent requirement as well as the 8.95 percent ratio that was calculated under the previous standard for FY 2021. For comparison purposes, under the previous standard, the FY 2022 farebox ratio

would have been 12.61 percent for FY 2022 which indicates a significant increase over FY 2021 as the system recovers from the pandemic. Conversely, under the new standard, the farebox ratio for FY 2021 would have been 61.54 percent.

Director Fuhrer made a motion to accept the FY 2021/2022 Financial Audit as presented. Director Bains seconded the motion and it carried unanimously.

**B. Yuba-Sutter NextGen Transit Plan Update.**

Martin stated that the NexGen Transit plan is at the phase where the data and feedback collected, and the analysis completed has been combined into a series of alternative service recommendations for early review and discussion. These preliminary service concepts, if implemented, would represent the most significant change to the system in 30 years. As a result, staff is recommending that a special board workshop be set for January 12<sup>th</sup> to discuss and review these concepts in detail for early policy input. The January 12<sup>th</sup> meeting, which will be open to the public, will be promoted on the NextGen Transit plan website and in the January passenger newsletter.

Based on input from the January 12<sup>th</sup> workshop, the project consultant will develop draft service plan recommendations which will be presented in an open house event on Thursday, February 16<sup>th</sup> and to the Board at your regular meeting on that same date. A preliminary draft plan is now scheduled for presentation to the Board at the March 16<sup>th</sup> meeting with adoption consideration expected at the April 20<sup>th</sup> meeting.

Director Bains made a motion to set a special meeting of the Yuba-Sutter Transit Board of Directors for Thursday January 12, 2023, at 4:00 pm in the Yuba County Government Center. Director Blaser seconded the motion and it carried unanimously.

**C. Appoint of an Ad Hoc Personnel/Search Committee.**

In the absence of a quorum for the October 20<sup>th</sup> meeting, the Yuba-Sutter Transit Board of Directors met as a committee. During that meeting, staff recommended the preparation of the first-ever Yuba-Sutter Transit staff classification and compensation study. Staff had already requested a work plan, schedule, and cost estimate from Bryce Consulting so with no objection from the committee, Bryce Consulting was directed to proceed with the study which should be complete by the end of December.

Staff is now recommending that an ad hoc personnel/search committee be appointed to review the Bryce Consulting report; make specific related personnel and Executive Director recruitment recommendations for Board consideration; and to assist in the screening process for the replacement Executive Director. This process will be supported by Yuba County Human Resources staff.

Directors Bains, Blaser, Buttacavoli, and Kirchner were appointed to the ad hoc committee.

**D. First Quarter FY 2023 Budget Report.**

Martin stated that revenues and expenses for the first quarter were generally tracking with the budget even though fuel costs have soared as the budget had assumed that a higher number of service hours would be operated. Looking forward, operating expenses for FY 2023 are expected to be under budget for the year. On the capital side, fiscal year-end expenses should be much lower than budgeted as no facility project expenditures are expected. Conversely, the vehicle project which was budgeted at \$960,000 has increased to \$1,259,449 due to inflation and supply chain issues, but delivery may be delayed until early in FY 2024. A mid-year report will be provided at the February meeting as part of the FY 2024 budget preview.

**E. First Quarter Performance Report.**

Martin indicated that systemwide ridership was up 12.5 percent through the first quarter compared to the same quarter last year.

**F. Project & Program Updates.**

**1. Introduction of New Storer Transit Systems General Manager Doug Cook.**

Martin introduced Rosa Garcia White, Storer Vice-President of Operations. She introduced the new Storer General Manager Doug Cook who replaced Renick House who resigned after three years with Storer.

**2. Feather River Air Quality Management District (FRAQMD) Discount Monthly Pass Program Grant Award.**

Martin reported that the FRAQMD in December awarded Yuba-Sutter Transit the full \$100,000 grant request to extend the existing discount pass program through March 2024.

**3. Replacement Demand-Response / Rural Route Buses**

Martin stated that this was discussed during the First Quarter FY 2023 Budget report.

**4. Regional Waste Management Authority Staff Transition – Introduce RWMA Executive Director Scott Scholz**

Martin introduced the new RWMA Executive Director Scott Scholz.

**VI. Correspondence/Information**

None

**VII. Closed Session**

**A. Conference with Real Property Negotiators**

The Board adjourned to closed session at 4:45 p.m.

The Board reconvened to open session at 5:05 p.m. with a statement that no reportable action was taken in closed session.

**VII. Adjournment**

The meeting was adjourned at 5:05 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JANUARY 19, 2023 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**

**AGENDA ITEM V-B  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF DECEMBER 2022**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 6,472.61	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,482.50	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 61,508.78	PAYROLL	PAYROLL - INCLUDES SUPPLEMENTAL LEAVE BUY BACK
EFT	\$ 1,573.75	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 37.12	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - DECEMBER 2022
EFT	\$ 313.74	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 4,060.66	PG&E	ELECTRIC 11/10/2022 - 12/11/2022
EFT	\$ 53.74	PG&E	ELECTRIC PARKING LOT LIGHTS DEC 2022
EFT	\$ 400.00	FRANCOTYP-POSTALIA, INC	POSTAGE RESET 12/08/2022
EFT	\$ 62.63	PG&E	GAS NOVEMBER 2022
EFT	\$ 8,334.36	INNOVATE MOBILITY	COA - PROFESSIONAL SERVICES - 11/16/22 - 12/14/22
EFT	\$ 100.00	DON BLASER	BOARD MEETING 12/15/2022
EFT	\$ 100.00	KARM BAINS	BOARD MEETING 12/15/2022
EFT	\$ 100.00	SETH FUHRER	BOARD MEETING 12/15/2022
EFT	\$ 100.00	WADE KIRCHNER	BOARD MEETING 12/15/2022
EFT	\$ 817.33	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS, LABOR POSTERS 2023, CHECKS
EFT	\$ 228.38	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 41.36	PETTY CASH	Q 1&2 - HARDWARE FOR SIGNS & PARKING
EFT	\$ 198.72	PRIMEPAY	PAYROLL FEES - NOVEMBER 2022
EFT	\$ 118.26	ELAVON	MERCHANT SERVICE FEE - DECEMBER
18223	\$ 175.00	ALL SEASONS TREE &TURF CARE	LANDSCAPING & WEED CONTROL NOVEMBER 2022
18224	\$ 860.00	CALACT	2023 MEMBERSHIP RENEWAL FEE - KM
18225	\$ 1,479.25	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - NOVEMBER 2022
18226	\$ 27,934.26	INTERSTATE OIL COMPANY	BUS FUEL - DYED DIESEL
18227	\$ 1,026.93	KEITH MARTIN	FY 23 1ST & 2ND QTR REIMBURSEMENTS
18228	\$ 272.77	QUILL CORPORATION	OFFICE SUPPLIES - BINDER TABS, CALENDARS, ENVELOPES
18229	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - NOVEMBER 2022
18230	\$ 6,231.72	RAMOS OIL COMPANY	BUS FUEL - GAS
18231	\$ 150.00	RICH, FUIDGE, BORDSEN, GALYEAN, INC	LEGAL SERVICES 10/16/2022 - 11/15/2022
18232	\$ 619.34	RICHALL ELECTRIC CO	FACILITY - RETROFIT 3 POLE LIGHTS WITH LEDS
18233	\$ 891.45	SC FUELS	DEF FLUID
18234	\$ 3,429.33	SMART MARKETING AND PUBLIC AFFAIRS	PRINTING 5000 RIDE GUIDES
18235	\$ 488,612.89	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE 10/22
18236	\$ 450.00	STREAMLINE	WEBSITE SERVICES - DECEMBER 2022
18237	\$ 45.75	SUTTER COUNTY LIBRARY	CONNECT CARD SALES COMMISSION - NOV 2022
18238	\$ 1,629.48	T-MOBILE	WIFI SERVICES FOR BUSES - NOVEMBER 2022
18239	\$ 5,565.51	TEHAMA TIRE SERVICE INC	TUBES/TIRES
18240	\$ 252.66	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - NOVEMBER 2022
18241	\$ 1,890.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - JANUARY 2023
18242	\$ 100.00	BRUCE BUTTACAVOLI	BOARD MEETING 12/15/2022
18243	\$ 2,565.00	BRYCE CONSULTING INC	CLASS & COMP STUDY 2023
18244	\$ 3,500.00	CALIFORNIA TRANSIT ASSOCIATION	SYSTEM MEMBERSHIP DUES 1/1/2023 - 1/1/2024
18245	\$ 765.22	COMCAST BUSINESS	TELEPHONE SERVICES - NOV & DEC 2022
18246	\$ 334.30	COMCAST BUSINESS	INTERNET SERVICES - DECEMBER 2022
18247	\$ 189.74	HANCOCK PETROLEUM ENGINEERING	REPAIRS ON SWIVEL #2 & NOZZLE #4
18248	\$ 100.00	MARC BOOMGAARDEN	BOARD MEETING 12/15/2022
18249	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
18250	\$ 113.14	QUILL CORPORATION	OFFICE SUPPLIES - CARDSTOCK, TISSUES, HIGHLIGHTERS
18250	\$ 469.70	QUILL CORPORATION	JANITORIAL SUPPLIES - PAPER TOWELS, TOILET PAPER, TRASH LINERS
18251	\$ 3,505.44	RAMOS OIL COMPANY	BUS FUEL - GAS
18252	\$ 450.00	RICH, FUIDGE, BORDSEN, GALYEAN, INC	LEGAL SERVICES 11/17/22 - 12/10/22
18253	\$ 689.87	SC FUELS	DEF FLUID
18254	\$ 55.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - DECEMBER 2022
18255	\$ 565.47	STANLEY SECURITY SOLUTIONS INC	SECURITY SERVICES - JANUARY 2023
18256	\$ 6,405.38	STORER TRANSIT SYSTEMS	BUS #3238 REPAIR REIMBURSEMENT
18257	\$ 100.00	STUART GILCHRIST	BOARD MEETING 12/15/2022
18258	\$ 7,483.50	SUTTER BUTTES COMMUNICATION INC	SERVICE CHARGES & REPEATER FEE 1/23 - 3/23
18258	\$ 472.50	SUTTER BUTTES COMMUNICATION INC	TROUBLESHOOT RADIOS FOR #3234, #1694 & #1685
18259	\$ 28,172.33	TACENERGY	BUS FUEL - DYED DIESEL
18260	\$ 3,259.29	TEHAMA TIRE SERVICE INC	TUBES/TIRES
18261	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPIER LEASE - NOVEMBER 2022
	\$ 691,675.93		

**LAIF  
TRANSFERS**

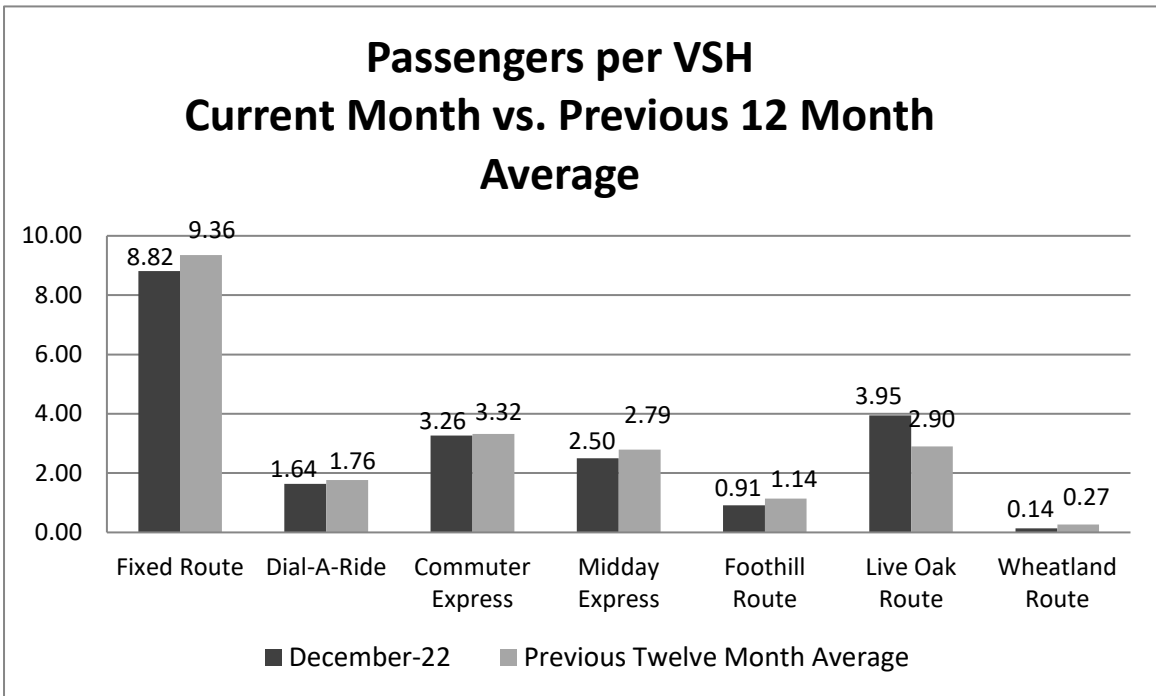
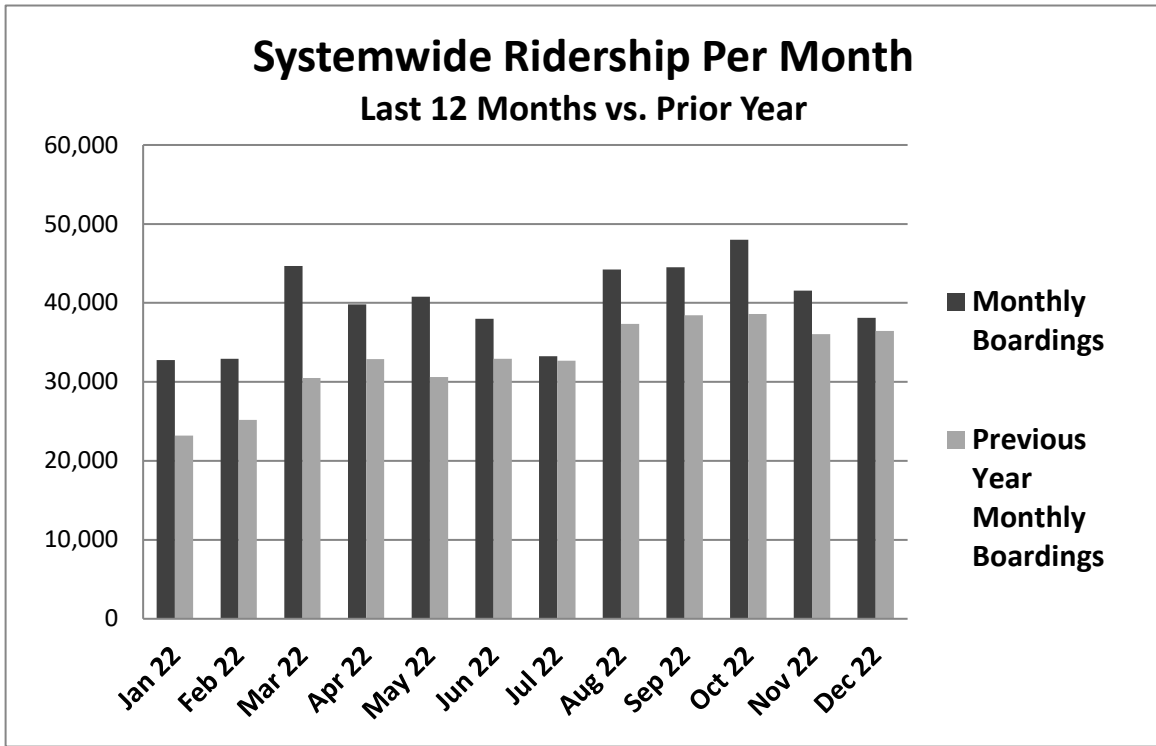
12/5/2022 \$ 125,000.00 TRANSFER FROM LAIF TO CHECKING

## AGENDA ITEM V- C

### DECEMBER 2022 PERFORMANCE REPORT

	December-22	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
<b>Ridership:</b>				
Fixed Route	32,738	34,112	214,101	188,874
Dial-A-Ride	2,231	2,456	14,381	14,010
Commuter Express	2,348	2,411	16,102	10,846
Midday Express	418	442	2,788	2,498
Foothill Route	77	99	637	384
Live Oak Route	279	220	1,547	900
Wheatland Route	7	12	87	75
Oroville Route	0	0	0	1,975
<b>Total Ridership:</b>	<b>38,098</b>	<b>39,750</b>	<b>249,643</b>	<b>219,562</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	3,713.05	3,645.66	22,055.29	22,112.93
Dial-A-Ride	1,362.25	1,394.01	7,735.25	8,890.80
Commuter Express	719.68	725.70	4,331.90	4,406.67
Midday Express	167.27	158.15	967.57	944.13
Foothill Route	84.61	86.65	507.92	511.62
Live Oak Route	70.63	75.82	448.29	436.60
Wheatland Route	49.31	46.09	295.41	269.86
Oroville Route	0.00	0.00	0.00	427.39
<b>Total VSH's:</b>	<b>6,166.80</b>	<b>6,132.07</b>	<b>36,341.63</b>	<b>38,000.00</b>
<b>Passengers Per Hour:</b>				
Fixed Route	8.82	9.36	9.71	8.54
Dial-A-Ride	1.64	1.76	1.86	1.58
Commuter Express	3.26	3.32	3.72	2.46
Midday Express	2.50	2.79	2.88	2.65
Foothill Route	0.91	1.14	1.25	0.75
Live Oak Route	3.95	2.90	3.45	2.06
Wheatland Route	0.14	0.27	0.29	0.28
Oroville Route	0.00	0.00	0.00	4.62
<b>Total Passengers Per VSH:</b>	<b>6.18</b>	<b>6.48</b>	<b>6.87</b>	<b>5.78</b>

## DECEMBER 2022 PERFORMANCE REPORT



AGENDA ITEM V – D  
STAFF REPORT

**ANNUAL INVESTMENT POLICY REVIEW**

It is recommended that the Yuba-Sutter Transit investment policy be reviewed at least annually and amended as needed. The review should ensure that the policy is consistent with the overall objectives of preservation of principal, liquidity, and return, and is in conformance with the law, financial and economic trends, and the cash flow needs of the agency.

The Yuba-Sutter Transit investment policy (copy attached) was adopted in April 2014 and provides formal guidelines and objectives for the investment of funds not immediately required to meet the agency's financial obligations. These investments are limited to passbook savings and money market accounts; the State Local Agency Investment Fund (LAIF); and certificates of deposit. While not a policy update, any references to Transit Manager have been replaced with Executive Director to maintain alignment with the Personnel Manual revision effective July 1, 2021.

At December 31, 2022, the Authority's account balances in financial institutions and LAIF were \$1,515,585 and \$3,126,196, respectively. Of the amount in financial institutions, \$970,071 is Low Carbon Transit Operations Program (LCTOP) funds being held in Money Market accounts until earned. Staff considers these deposits to be in alignment with the current policy and is not currently recommending any policy modifications.

Staff will be prepared to discuss the agency investment policy in detail at the meeting.

**RECOMMENDATION:** Accept the Investment Policy Review as presented.



# YUBA-SUTTER TRANSIT AUTHORITY INVESTMENT POLICY

Adopted April 17, 2014

(Updated July 1, 2021)

## I. INTRODUCTION

The following is the investment policy and guidelines of the Yuba-Sutter Transit Authority, presented in accordance with California Government Code Sections 53600 et seq.

This investment policy is intended to provide a guideline for the prudent investment of Yuba-Sutter Transit funds not immediately required to meet the financial obligations of the Authority.

## II. SCOPE

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds.

## III. OBJECTIVES

The primary objectives, in priority order, of the investment activities of the Authority shall be:

- 1) **Safety.** Safety of principal is the foremost objective of the investment program. Investments of the Authority shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.
- 2) **Liquidity.** The investment portfolio of the Authority will remain sufficiently liquid to enable the Authority to meet its cash flow requirements.
- 3) **Return on Investment.** Investments shall be undertaken to attain market rates of return consistent with constraints imposed by the safety objectives and cash flow consideration.

## IV. PRUDENCE

Section 53600.3 of the California Government Code identifies as trustees those persons authorized to make investment decisions on behalf of a local agency. As a

trustee, the standard of prudence shall be the “prudent investor” standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

## **V. DELEGATION OF AUTHORITY**

The management responsibility for the investment program is hereby delegated to the Executive Director who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy.

## **VI. ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

## **VII. PERMITTED INVESTMENT INSTRUMENTS**

- 1. Passbook Savings Accounts and Money Market Accounts:** These savings accounts may be maintained in local branches of commercial banks and/or savings and loans associations. Amounts maintained in such accounts shall be fully insured by the United States Government or collaterally in a manner acceptable to the Authority.
- 2. State Local Agency Investment Fund (LAIF):** The LAIF was established by the State of California to enable treasurers to place funds in a pool for investments. There is a limitation of \$50 million per agency subject to a maximum of 15 transactions per month.
- 3. Certificates of Deposit:** Cash may be invested only in federally insured or fully collateralized certificates of deposit. Collateral for given investment,

when applicable, must be in accordance with California Government Code Section 53600 et seq.

## **VIII. PROHIBITED INVESTMENT PRACTICES AND INSTRUMENTS**

Certain investment practices and instruments are inconsistent with the first objective of this policy (safety of invested funds), and therefore are prohibited.

Yuba-Sutter Transit Authority shall not engage in leveraged investing, such as margin accounts or any form of borrowing for the purpose of investment.

## **IX. SUMMARY**

Yuba-Sutter Transit Authority will strive to maintain the level of investment of funds not immediately active as near to 100% as possible. However, the basic premise underlying the Authority's investment policy is to insure the safety of principal and to provide funds when needed.

In order that the Yuba-Sutter Transit Authority Board of Directors may monitor the handling of invested funds, a full report detailing all investments will be submitted on at least an annual basis or as required by law.

The Authority will review the Policy at least once a year and may modify the Policy as appropriate to the Authority's needs and current law.

AGENDA ITEM VI – A  
STAFF REPORT

**STATE TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM (TIRCP)  
GRANT APPLICATION**

Due to the surplus of revenue in the California state budget, additional funding has been allocated to the 2022 Transit and Intercity Rail Capital Program (TIRCP) which has necessitated a supplemental call for projects in 2022 to allocate those funds. The final guidelines and a call for projects was announced on November 15<sup>th</sup>. TIRCP grants from the Greenhouse Gas (GHG) Reduction Fund to fund transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems, and bus and ferry transit systems to significantly reduce greenhouse gas emissions by reducing vehicle miles traveled and congestion.

With the assistance of our grant consultant AECOM, Yuba-Sutter Transit unsuccessfully applied for the previous round of TIRCP funding (Cycle 5) that was due March 3, 2022. Staff since met with TIRCP administrators from the California State Transportation Agency (CalSTA) and Caltrans to receive feedback on that application. While the Yuba-Sutter Transit project was ranked high overall and scored well in many categories, it was not successful because of insufficient GHG reductions compared to other applications. Cycle 5 resulted in the award of \$796 million to 23 projects from a total of 50 applications.

AB 180 amended the Budget Act of 2021 to appropriate another \$3.63 billion for the new TIRCP Cycle 6 grants. Out of this amount, \$1,831,500,000 has been designed for high priority projects in Southern California and \$1,498,500,000 for projects outside of seven designated Southern California counties. For each of these two regions, a minimum of \$900 million (\$1.8 billion combined) has been set aside to fund existing TIRCP projects that are leveraging federal and local funds. As a result, \$148.5 to \$598.5 million will be available in Cycle 6 for new projects outside of the designated Southern California counties – potentially more than what was awarded outside of those counties in Cycle 5.

Based on the Cycle 5 feedback, the last Yuba-Sutter Transit application will be modified to increase GHG savings and enhance other portions of the application that were not rated as high to make the resulting application as competitive as possible. Yuba-Sutter Transit's Cycle 5 application requested a total of \$14.5 million in funding which would have provided \$12.3 million for the construction of the next generation transit facility and \$2.2 million for the incremental costs to replace three commuter buses with battery electric commuter buses. Based on the preliminary service concepts from the NextGen Transit Plan, staff is recommending that the Cycle 6 application include \$8 – \$12 million to complete the Next Gen Transit Facility as well as funding to offset a portion of the cost to purchase small battery-electric buses (BEBs) to implement an on-demand service in the local urban area. This would require the purchase of 8 – 16 smaller BEBs depending on the number of on-demand zones in Phase one of implementation. These BEBs would replace a portion of both our Dial-A-Ride and local fixed route bus fleet.

For this purpose, to leverage the work that was done for the Cycle 5 application, staff is again working with AECOM in an iterative quantitative process to test various project approaches for potential greenhouse gas reduction levels before deciding to complete and submit a grant application. As a result, staff is now seeking authorization to proceed with the development and submittal of a Cycle 6 grant application with the optimal project and funding mix still to be determined. Cycle 6 grant applications will be due on February 10, 2023.

Staff will be prepared to discuss this grant program and the potential grant application in more detail at the meeting.

**RECOMMENDATION:** Adopt Resolution No. 1-23 authorizing the Executive Director to submit a TIRCP grant application as proposed.

YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 1-23

CALIFORNIA TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM GRANT  
APPLICATION AUTHORIZATION

- WHEREAS, *The Yuba-Sutter Transit Authority (Authority) was formed in 1975 for the purpose of providing public transit services to the residents of the Bi-County Area; and,*
- WHEREAS, *It has long been the Authority's mission to provide safe and cost-effective public transportation services that increase mobility and improve the quality of life for all Yuba and Sutter County residents; and,*
- WHEREAS, *The Authority strives to meet or exceed community expectations by adhering to the guiding principles of operating a safe, reliable and comfortable quality of service; providing an effective and efficient level of service in response to demonstrated community needs; and, enhancing quality of life through improved mobility; and,*
- WHEREAS, *The Authority has consistently improved and expanded the quality and scope of the services provided through the development and introduction of new and enhanced services, facilities, vehicles, equipment, and technology; and,*
- WHEREAS, *The Authority is currently operating out of a 60-year old facility, a converted 7-Up Company bottling plant, that was not designed for transit use and is now undersized, obsolete and unsuitable either for future growth or the large-scale conversion to a zero-emission bus fleet; and,*
- WHEREAS, *The December 2018 California Air Resources Board (CARB) Innovative Clean Transit (ICT) regulation requires all public transit agencies to transition to a 100 percent zero-emission bus (ZEB) fleet with a statewide goal for full transition by 2040; and,*
- WHEREAS, *For the Authority, the ICT regulation requires that 25 percent of all buses purchased beginning January 1, 2026, be ZEBs until January 1, 2029, when 100 percent of all buses purchased must be ZEBs; and,*
- WHEREAS, *A replacement transit facility is essential to assure continued operation and future expansion of the Authority's regionally significant services with the added benefit of enabling an early transition to an all zero-emission bus fleet; and,*
- WHEREAS, *The Authority's adopted capital improvement plan provides for the complete turnover of the fleet between 2025 and 2035, which is an excellent opportunity for an early 100 percent conversion of the vehicle fleet to ZEB operation for enhanced service quality and passenger experience; reduced operating and maintenance costs; reduced greenhouse gas emissions; improved air quality; and enhanced quality of life for all Yuba and Sutter County residents well in advance of the statewide goal of 2040.*
- WHEREAS, *The California State Transportation Agency is authorized to make grants to support capital projects to fund the design and construction of a Next Generation Zero-Emission Bus Operations, Maintenance and Administration Facility and the purchase of zero-emission buses; and,*

WHEREAS, *A combination of local, state and federal funding sources will be necessary to fund the Next Generation Zero-Emission Bus Operations, Maintenance and Administration Facility and the purchase of zero-emission buses.*

NOW, THEREFORE, BE IT RESOLVED BY THE YUBA-SUTTER TRANSIT AUTHORITY BOARD OF DIRECTORS:

1. That the Executive Director of the Authority, or their designated representative, is hereby authorized to sign and submit a grant application and any related documentation and to provide any additional information that may be required by the California State Transportation Agency Transit under Cycle 6 of the Transit & Intercity Rail Capital Program for the design and construction of the Next Generation Zero-Emission Bus Operations, Maintenance and Administration Facility and the purchase of small zero-emission buses to replace both gasoline- and diesel-powered buses; and,
2. That the small zero-emission buses will be used to convert some of Yuba-Sutter Transit's local fixed routes to an on-demand system in the Yuba City/Marysville urban area for the purpose of greatly improved access, significantly expanded service areas, increased transit ridership, reduced congestion and vehicle miles traveled, and reduced generation of greenhouse gases for the benefit of all Yuba-Sutter residents; and,
3. That the necessary matching funds for the grant, if awarded, will be appropriated; and,
4. That the obligations, deadlines, and requirements of the subsequent grant agreement will be met, and that the Next Generation Zero-Emission Bus Operations, Maintenance, and Administration Facility will be designed and constructed, and that the zero-emission buses will be purchased in a timely manner; and,
5. That upon completion of the facility and delivery of the zero-emission vehicles, adequate funding will be allocated on an annual basis to operate and maintain both the facility and vehicles in a State of Good Repair thereafter; and,
6. The Authority does hereby commit to the 100 percent conversion to zero-emission buses by 2035, well in advance of the statewide goal of 2040 contingent upon the availability of sufficient funding by 2025 for the design and construction of the Next Generation Zero-Emission Bus Operations, Maintenance, and Administration Facility and the incremental cost of future zero-emission replacement buses by the following vote:

Ayes:

Noes:

*THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON JANUARY 19, 2023.*

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*Chairman of the Board*

ATTEST:

*Lisa O'Leary  
Secretary to the Board*

AGENDA ITEM VI – B  
STAFF REPORT

**SACRAMENTO AREA COUNCIL OF GOVERNMENTS (SACOG)  
REGIONAL FUNDING ROUND GRANT APPLICATION**

On November 1, 2022, the Sacramento Area Council of Governments (SACOG) released guidelines for the 2022-23 Maintenance & Modernization Category Funding Program. This program is a significant potential funding source for the environmental and design phase of the Next Generation Transit Facility. This regional funding program is opened every 2 years to provide grants to local government agencies and their partners to implement SACOG Blueprint Principals. The current call for projects is for \$57.55 million and applications are due on January 25, 2023. A similar item was brought before the Board at the October 20, 2022 meeting as a potential Community Design Grant application, but after conferring with SACOG staff, it has been determined that the Maintenance & Modernization Category is the best fit for the initial phases of the Next Gen Transit Facility project.

Architectural design and engineering expenses are generally estimated at 7 – 12 percent of the total project cost. For the Next Generation Transit Facility, approximately \$5.2 million has been budgeted for environmental, plans, specifications, and architecture/engineering which is well within the expected range especially when including the environmental work based on the current project cost estimate of \$47.5 million. Based on funding commitments and lapse dates, approximately \$1.5 million of the funding that has already been secured must be used specifically for the environmental and design phases of the project. For this reason, staff is recommending an application for \$3.5 million in Maintenance & Modernization funds to clear the project environmentally, complete the facility design, and develop an updated cost estimate.

Securing these funds to complete the early phases of this project will reduce the unfunded balance and significantly advance the project to make it much more competitive for future rounds of regional, state, and federal grant programs. Assuming award of these funds by July 1, 2023, this work can commence by Fall of 2023 allowing the project to remain on schedule for completion by the end of 2027 assuming adequate funding has been secured to fully fund the project.

Staff will be prepared to discuss this grant opportunity in more detail at the meeting.

**RECOMMENDATION:** Authorize the submission of a SACOG Regional Funding Grant Application as proposed.

AGENDA ITEM VI – C  
STAFF REPORT

**REGIONAL WASTE MANAGEMENT AUTHORITY (RWMA) CONSULTANT AGREEMENT**

Attached is a copy of the existing consultant agreement between Yuba-Sutter Transit and the Regional Waste Management Authority (RWMA). Since March 1988, Yuba-Sutter Transit has provided the RWMA with administrative and executive staff support on a time and materials basis. While this support was originally intended to end with the hiring of RWMA employees, to ease the transition, Yuba-Sutter Transit agreed in March 2022 to continue providing basic administrative support on a month-to-month basis as the RWMA works to become fully self-sufficient. As a result, the subject agreement remains in effect until terminated by either party upon ninety (90) day notice or at any time by mutual agreement.

Now that direct full-time RWMA employees including an Executive Director are on-board, it is time to start planning for the close-out of the long-time consulting staff relationship between the RWMA and Yuba-Sutter Transit. This is especially important with the pending retirement of the Yuba-Sutter Transit Executive Director. To initiate this process, staff is now recommending that official notice be provided to terminate the existing agreement effective no later than June 30, 2023, though this date could be advanced by mutual agreement should the RWMA secure the necessary administrative support earlier. While this action would officially end the administrative relationship between the agencies, staff would also recommend that all Yuba-Sutter Transit staff continue to be made available thereafter on a time and materials basis as necessary at their then applicable hourly rate at least through the end of 2023 to assist with the transition. This would be especially important for the processing and close-out of all RWMA financial reporting activities for FY 2022-23.

Staff has discussed these recommendations with the RWMA Executive Director, and he has stated that he understands the need for this action; expects to meet the schedule to provide independent administrative support; and appreciates the commitment of extended staffing support. Staff will be prepared to discuss this issue in more detail at the meeting.

RECOMMENDATION: Authorize written notice to terminate the RWMA Consultant Agreement under the proposed terms and conditions effective on or before June 30, 2023.

Attachment: Amended Consultant Agreement (Effective April 1, 2022)



## CONSULTANT AGREEMENT

This agreement (“Agreement”) is entered into effective April 1, 2022 and is between the **Yuba-Sutter Transit Authority**, 2100 B Street, Marysville, CA 95901 (hereinafter “Consultant”) and the **Regional Waste Management Authority** (hereinafter “Client”).

### RECITALS

1. WHEREAS, Client is a joint powers authority responsible for coordinating all solid waste program planning and reporting for the jurisdictions of Yuba County, Sutter County and the cities of Marysville, Yuba City, Wheatland and Live Oak.
2. WHEREAS, Client desires to obtain staff support services from Consultant and Consultant has the ability to provide the same.
3. WHEREAS, Consultant represents it is qualified and willing to provide those services, as set forth on Exhibit A and attached hereto pursuant to the terms and conditions of this Agreement;
4. WHEREAS, the parties previously entered into a Consultant Agreement effective July 1, 2015 which will be superceded in its entirety by this Agreement.

NOW, THEREFORE, IT IS AGREED by and between Client and Consultant as follows:

### AGREEMENT

1. **INCORPORATION OF RECITALS.** The foregoing recitals as set forth above are not merely recitals but are contractual in nature and are incorporated into this Agreement.
2. **SCOPE OF SERVICE.** Consultant will perform the services set forth on Exhibit A attached hereto and incorporated herein by reference. In the performance of services with respect to this Agreement it is agreed and acknowledged that this Agreement is strictly between Client and Consultant and does not involve any individuals employed by Consultant. It is further agreed that Client has no control whatsoever over who is assigned a particular task pursuant to this Agreement nor does Client have any control over how the task is to be performed. Consultant is solely responsible for oversight of its employees, the review of their performance as well as matters relating to their selection, evaluation and/or termination. Client has no power or ability to deal with, oversee or interact with any particular employee of Consultant. Either party may terminate this Agreement without cause upon the giving of ninety (90) days advance notice.

It is further agreed that Client has no right whatsoever to control the manner or means of accomplishing the tasks pursuant to this Agreement and no control over Consultant’s operations.

Consultant agrees that it will supply the instrumentalities, tools and place of work for the individuals doing work under this Agreement.

All work performed by Consultant under this Agreement shall be in accordance with all legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals.

Consultant shall comply with all applicable state, federal and local laws, codes, ordinances, regulations, orders and decrees.

3. **COMPENSATION.** The compensation to be paid by Client to Consultant for the services rendered hereunder shall be subject to annual adjustments as follows:

A. Contract Personnel by Classification:

Executive Director \$115.00 per hour, which shall increase to \$120.00 per hour effective July 1, 2022;

Program Manager \$75.00 per hour, which shall increase to \$80.00 per hour effective July 1, 2022;

Program Analyst \$40.00 per hour, which shall increase to \$50.00 per hour effective July 1, 2022;

Administrative Assistant \$40.00 per hour, which shall increase to \$45.00 per hour effective July 1, 2022.

B. Administrative and Overhead Allowance for Indirect Office and Administrative Expenses:

\$1,000.00 per month, which shall increase to \$1,500.00 per month, effective July 1, 2022.

C. Direct Expenses Attributable to Client shall be reimbursed to Consultant in full.

The terms of compensation set forth above shall be effective commencing April 1, 2022 and for each month thereafter until this Agreement is terminated by either party upon ninety (90) days advance written notice. Consultant shall invoice Client for services provided pursuant to this Agreement and Client shall pay such invoice within thirty (30) days of receipt thereof.

Consultant may adjust the rates and amounts of compensation pursuant to this Agreement by giving notice to Client of amended rates and items of compensation. Such notice shall be in writing and shall take effect ninety (90) days after the giving of such written notice.

4. **TERM OF AGREEMENT.** This Agreement shall be effective April 1, 2022 and shall remain in effect until terminated pursuant to Section 5.

5. **TERMINATION.**

(a) Either party shall have the right to terminate this Agreement for any reason, such termination to be effective ninety (90) days following written notice from one party to the other. The notice shall be deemed served and effective for all purposes on the date it is deposited in the U.S. mail, certified, return receipt requested, addressed to the other party at the address indicated in Section 10.

(b) Either party shall have the right to terminate this Agreement for cause at any time by serving the other party three (3) days advance written notice of termination. If Client issues a notice of termination for cause, Consultant shall be reimbursed for work performed up the effective date of such notice for cause, less any compensation for damages suffered as a result of Consultant's failure to comply with the terms of this Agreement. If Consultant issues a notice of termination for cause, Client shall pay Consultant for work actually performed up to the date of the notice of termination. As used herein "cause" shall mean that a party has committed a material breach of this Agreement.

(c) By mutual agreement the parties may terminate this Agreement at any time.

6. **AMENDMENTS.** Modifications or amendments to the terms of this Agreement shall be in writing and executed by both parties.

7. **NONDISCLOSURE OF CONFIDENTIAL INFORMATION.** Consultant shall not, either during or after the term of this Agreement, disclose to any third party any confidential information relative to the work of Client without the prior written consent of Client.

8. **INSPECTION.** Client's representatives shall, with reasonable notice, have access to the work and work records of Consultant, including time records, for purposes of inspecting same and determining that the work is being performed in accordance with the terms of this Agreement.

9. **INDEPENDENT CONTRACTOR.** In the performance of the services in this Agreement, Consultant is an independent contractor and is not an agent or employee of Client. Consultant, its officers, employees, agents, and subcontractors, if any, shall have no power to bind or commit Client to any decision or course of action, and shall not represent to any person or business that they have such power. Consultant has and shall retain the right to exercise full control of the supervision of the services and over the employment, direction, compensation, and discharge of all persons assisting Consultant in the performance of said service hereunder. Consultant shall be solely responsible for all matters relating to the payment of its employees, including compliance with social security or other retirement and other benefits and income tax withholding, workers' compensation insurance, unfunded pension liability, accrued compensated absences liability, and any other accrued employment related benefit expense, and all other regulations governing such matters.

10. **NOTICE.** Any notices or other communications to be given to either party under this Agreement shall be in writing, shall be delivered to the addresses set forth below, and shall be effective, as follows:

(a) by personal delivery, effective upon receipt by addressee;

(b) by facsimile, effective upon receipt by the addressee, so long as a copy is provided by certified U.S. mail, return receipt requested, postmarked the same day as the facsimile;

(c) by certified U.S. mail, return receipt requested, effective upon deposit in the mail:

CLIENT: REGIONAL WASTE MANAGEMENT AUTHORITY  
2100 B Street  
Marysville, CA 95901  
Phone: (530) 634-6890  
Fax: (530) 634-6888

with copies to: Kevin Mallin, Yuba County CAO  
YUBA COUNTY  
915 8<sup>th</sup> Street, Suite 115  
Marysville, CA 95901

Steve Smith, Sutter County CAO  
SUTTER COUNTY  
1160 Civic Center Blvd, Suite A  
Yuba City, CA 95993

Jim Schaad, City Manager  
CITY OF MARYSVILLE  
P.O. Box 150  
Marysville, California 95901

Diana Langley, City Manager  
CITY OF YUBA CITY  
1201 Civic Center Boulevard  
Yuba City, CA 95993

Aaron Palmer, City Manager  
CITY OF LIVE OAK  
9955 Live Oak Boulevard  
Live Oak, CA 95953

Jim Goodwin, City Administrator  
CITY OF WHEATLAND  
111 C Street  
Wheatland, CA 95692

CONSULTANT            YUBA-SUTTER TRANSIT AUTHORITY  
2100 B Street  
Marysville, CA 95901  
Phone: (530) 634-6880  
Fax: (530) 634-6888

Either party may change its address for notices by complying with the notice procedures in this Section.

11.    **OWNERSHIP OF MATERIALS.** Client is the owner of all records and information created, produced, or generated as part of the services performed under this Agreement. At any time during the term of this Agreement, at the request of Client, Consultant shall deliver to Client all writings, records and information created or maintained pursuant to this Agreement.

12.    **ASSIGNMENT; SUBCONTRACTING; EMPLOYEES.**

(a)    Assignment. Consultant shall not assign, delegate, or transfer its duties, responsibilities, or interests in this Agreement without the prior express written consent of Client. Any assignment without such approval shall be void and, at Client's option, shall terminate this Agreement and any license or privilege granted herein.

(b)    Subcontracting. Consultant shall not subcontract or otherwise assign any portion of the work to be performed under this Agreement without the prior express written consent of Client. If Client consents to Consultant's hiring of subcontractors, Consultant agrees to be responsible for their performance. Consultant shall give its personal attention to the fulfillment of the provisions of this Agreement by all of its employees and subcontractors, if any, and shall keep the work under its control.

13.    **BINDING AGREEMENT.** This Agreement shall bind the successors of Client and Consultant in the same manner as if they were expressly named herein.

14.    **WAIVER.**

(a)    Effect of Waiver. Waiver by either party of any default, breach, or condition precedent shall not be construed as a waiver of any other default, breach, or condition precedent or any other right under this Agreement.

(b)    No Implied Waivers. The failure of either party at any time to require performance by the other party of any provision hereof shall not affect in any way the right to require such performance at a later time.

15.    **NONDISCRIMINATION.**

(a)    Consultant shall not discriminate in the conduct of the work under this Agreement against any employee, applicant for employment, or volunteer because of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, medical condition, or physical or mental disability.

(b) Consultant shall comply with all federal and state anti-discrimination and civil rights laws.

16. **MUTUAL INDEMNITY.** The parties specifically agree to indemnify, defend and hold harmless each of their respective officers, agents and employees from and against any and all actions, claims, demands, losses, expenses including attorneys' fees, damages and liabilities resulting from injury or death of a person or injury to property, arising out of or in any way connected with the negligence or fault of the party providing the indemnity, whether active or passive. The indemnifying party shall pay all costs that may be incurred by the indemnified party in enforcing this indemnity, including reasonable attorneys' fees.

17. **INSURANCE.** Consultant, at its sole cost and expense, shall obtain and maintain in full force and effect throughout the entire term of this Agreement insurance coverage at least as broad as insurance services, office, commercial, general liability coverage (\$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate); automobile liability \$1,000,000.00 per accident for bodily injury and property damage and workers' compensation insurance as required by the State of California and employer's liability insurance. Consultant shall furnish Client with original amendatory endorsements effecting coverage required by this clause. Client shall be an additional insured with respect to the general liability and auto liability insurance coverage policies.

18. **CONFLICT OF INTEREST.** Consultant shall exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with Client's interest. During the term of this Agreement, Consultant shall not accept any employment or engage in any consulting work which creates a conflict of interest with Client or in any way compromises the services to be performed under this Agreement. Consultant shall immediately notify Client of any and all violations of this Section upon becoming aware of such violation.

19. **SEVERABILITY.** If any court of competent jurisdiction or subsequent preemptive legislation holds or renders any of the provisions of this Agreement unenforceable or invalid, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected.

20. **GOVERNING LAW AND CHOICE OF FORUM.** This Agreement shall be administered and interpreted under California law as if written by both parties. Any litigation arising from this Agreement shall be brought in the Superior Court of Yuba County, California.

21. **COSTS AND ATTORNEYS' FEES.** If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

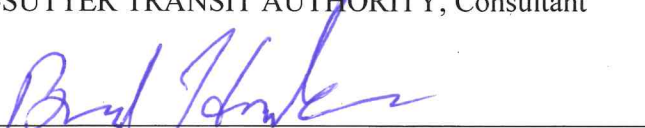
22. **INTEGRATION.** This Agreement represents the entire understanding of Client and Consultant as to those matters contained herein and supersedes all prior negotiations, representations, or agreements, both written and oral. This Agreement may not be modified or altered except in accordance with Section 6.

Executed by Client and Consultant on the date shown next to their respective signatures. The effective date of this Agreement shall be April 1, 2022.

REGIONAL WASTE MANAGEMENT AUTHORITY, Client

DATE: 3/17/22 BY:   
Jay Pendergraph, its Chairman of the Board

YUBA-SUTTER TRANSIT AUTHORITY, Consultant

DATE: 3/17/22 BY:   
Brad Hudson, its Chairman of the Board

## **Exhibit A**

### **Scope of Services**

#### Contract Personnel by Classification:

Consultant will provide professional and executive level services as needed to perform the functions required by the Regional Waste Management Authority acting as the liaison for the participating entities for solid waste planning, programming and other related services with the local solid waste collection contractor, the State of California and the public. All services rendered by the Consultant's Executive Director, Program Managers and Program Analysts will be billed by the hour at set hourly rates. Non-ordinary or special services provided by the Administrative Assistant will be billed by the hour at the established hourly rate.

#### Administrative and Overhead Allowance:

Consultant will provide routine general office and administrative support services required for the daily operation of the agency. This allowance includes, but is not limited to, manage correspondence, emails, faxes and general phone inquiries from whatever source; accounts receivable and accounts payable bookkeeping; maintenance of client files, records, and reports; and, Board meeting preparation, attendance, and follow up as the Secretary of the Board. This allowance does not include Administrative Assistant time spent on special projects, nor any Executive Director, Program Manager or Program Analyst time.



## STAFF REPORT VI – D

### EXECUTIVE DIRECTOR RECRUITMENT AUTHORIZATION

A first-ever agency-wide classification and compensation study was initiated in October to provide a comprehensive evaluation of the job descriptions and salary ranges for Yuba-Sutter Transit's five-member, four classification staff. Such studies review internal alignments and external competitiveness based on current job duties with deliverables that include new job descriptions, salary and benefit surveys of comparable agencies, and market-based recommendations.

While it is a best organizational practice to periodically evaluate and review classification and compensation programs, Yuba-Sutter Transit has never conducted such a study with individual adjustments having been made over time when new classifications are created, or new employees are hired for the now five-member, four-classification staff. The study was expected to be complete for presentation at this meeting, but it has been delayed a month due to a slow response from the surveyed transit agencies over the holidays.

Despite the delayed study, pursuant to Section 6.02 (Filling Vacant Positions) of the Yuba-Sutter Transit Personnel Manual, staff is now seeking Board authorization to initiate the process to fill the pending vacancy due to the announced retirement of the Executive Director on or before June 30, 2023. Due to the extended time that is required to recruit, screen, select, and install a new Executive Director; this process must begin immediately.

Attached for Board review and approval consideration is the draft updated job description for the Yuba-Sutter Transit Executive Director that was prepared as part of the classification and compensation study consultant. This and other particulars of the appointment process, which will be guided by the Yuba County Department of Human Resources and the previously appointed ad hoc committee, will be discussed in closed session earlier on this agenda with any resulting action to be considered in open session as part of this agenda item.

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

RECOMMENDATION:            Direct staff as desired.

Attachment

# **YUBA–SUTTER TRANSIT AUTHORITY**

## **EXECUTIVE DIRECTOR Proposed January 19, 2023**

### DEFINITION

To plan, organize, direct and review the overall activities and operations of the Authority; to advise and assist the Board of Directors; to represent the Authority's interests at local, regional, State, and Federal levels; and to coordinate activities with outside agencies and the community

### DISTINGUISHING CHARACTERISTICS

This is a single-position chief executive classification. The Executive Director's duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent is responsible for representing the Board's policies and programs with employees, community organizations and the public. This is an at-will position under contract with the Board of Directors.

### SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors.

Provides supervision over management, professional and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develops, plans and implements Authority goals, and objectives; develops and administers policies and procedures.

Coordinates activities within the Authority and with outside agencies and organizations; makes appropriate decisions or recommendations for Board of Directors consideration and adoption; provides assistance and advice to the Board of Directors; prepares and presents staff reports and other necessary correspondence.

Directs, oversees, and participates in the development of Authority-wide work plans; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.

Directs and performs contract management, facility planning and development.

Directs the development and administration of the Authority's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.

Prepares and submits to the Board of Directors annual reports of financial, administrative, and operational activities; keeps the Board of Directors advised of financial conditions, program progress, and the present and future needs of the Authority.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Authority.

Coordinates with outside counsel on legal issues affecting the Authority.

Represents the Authority to outside groups, organizations, and the public; participates in community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.

Builds and maintains positive working relationships with the Board of Directors, co-workers, Authority contractors and the public using principles of good customer service.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of modern and highly complex transit administration, organization, and services.

Principles and practices of effective public relations and interrelationships with community groups, local, regional, State and Federal agencies, and the public.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of organization, administration, and personnel management.

Policy, regulatory, and compliance issues affecting the transit industry.

Principles and practices of budget preparation and administration.

English grammar, punctuation, spelling, and usage.

Technical report writing.

Modern office equipment and methods including use of computer applications.

Ability to:

Plan, direct, and control the administration and operations of the Authority.

Prepare and administer Authority budget.

Use a variety of personal computer applications.

Develop and implement Authority policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Authority, local, regional, State, Federal, and District policies, procedures, rules, and regulations.

Communicate clearly and concisely, both orally and in writing.

Serve effectively as the administrative agent of the Board of Directors.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Ten years of administrative or management experience that involved the planning, implementing, and supervising of varied programs within the transit industry.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, urban, regional or transportation planning or a related field.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

The Authority may conduct a background check on candidates prior to appointment that may include personal and professional reference checks, credit history checks, Social Security verifications, professional license/registration verification, military service information, and driving history.