

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
APRIL 18, 2019**

I. Call to Order & Roll Call (4:00 pm)

Present: Cardoza, Fletcher, Hudson, Leahy (Chair), Shaw, and Sullenger.

Absent: Samayoa and Whiteaker

II. Public Hearings

A. Proposed Fare and Fare Policy Adjustments

Martin presented the fare and fare policy adjustments that had been introduced to the Board in February noting that no changes are being recommended. He stated that the one comment that had been received to date from a Ms. Susan Williams who was opposed to any fare increase. This comment was included in an attachment to the agenda packet. Martin invited questions from the Board noting that this was a public hearing.

Director Leahy opened the public hearing.

Mr. James Brinkley suggested that in exchange for higher fares that transfers should be reinstated. Martin responded that the proposed fare structure would replace the three tap daily cap with a two tap cap when using cash value on a Connect Card which would make transfers unnecessary for everyone except those who travel just one way each day and need to change buses to complete their trip. Mr. Brinkley asked how people would be able to use the daily cap if they purchased ticket sheets and Martin reminded him that the daily cap is available only with a Connect Card.

Phillip Steck asked if Yuba College students would be eligible for a discount fare under the new fare structure. Martin explained that such a discount has been discussed at length with Yuba College and we are still in conversation with them on this issue, but there is no timetable for when that might happen.

Director Leahy closed the public hearing. Absent any comments or questions from the Board, Director Sullenger made a motion to approve the staff recommendation. Director Fletcher seconded the motion and it carried unanimously.

III. Public Business from the Floor

None.

IV. Consent Calendar

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

V. Reports

A. Revised Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2020.

Martin presented the revised draft Yuba-Sutter Transit Operating and Capital Budget for FY 2020 highlighting the current year budget estimates and several key factors for consideration. He noted that the revised draft budget remains a work in progress and that a final draft budget be presented for approval at the May meeting.

B. Draft Service Contract Request for Proposals (RFP).

Martin introduced the Draft Service Contract Request for Proposals (RFP) noting that it has already been presented to Caltrans for their review and approval. As a result, any action to authorize the release of the RFP would be conditional upon Caltrans approval providing that no material changes to the RFP are required.

Martin noted that the firm Transportation Planning and Policy was engaged by the Board to prepare this RFP to meet State and Federal requirements as well as create a more sustainable system under this next contract term. The previous five-year contract is set to expire September 30, 2019 and the next contract is proposed for a four-year fixed price term with two indexed extension options of two years each for a maximum contract term of eight years. Martin noted that overall service quality will be the most important evaluation criteria over cost and that increases in the minimum wage over the next few years will have an effect upon contract pricing.

Martin asked for the Board to appoint an ad hoc committee with up to three members to assist in the proposal evaluation process including the formation of an award recommendation to the Board. Director Cardoza and Director Leahy were appointed to serve on the ad hoc committee.

Director Fletcher made a motion to authorize the release of the RFP as proposed. Director Hudson seconded the motion and it carried unanimously.

C. Disposal of Surplus Vehicles.

Director Fletcher made a motion to approve Resolution No. 4-19 as recommended. Director Cardoza seconded the motion and it carried unanimously.

D. Ticket Book Exchange Request.

Martin stated that this item was placed on the agenda by Board direction following a request by Mr. James Brinkley at the March meeting that the four \$10 discount ticket books that were recently found by his friend be accepted or exchanged. Martin noted that after more

than a year of extensive public outreach, these discount ticket books have not been accepted or exchanged since June 30, 2018. He continued that after the March meeting, Mr. Brinkley turned down an offer by an anonymous donor to exchange the ticket books for four \$10 ticket sheets with the provision that both he and his friend waive the right to such reimbursement for any future ticket books.

Mr. Brinkley then asked the Board for a grandfather clause so that anyone still in possession of books at any time could use them until they were gone. After some discussion, it was the general consensus of the Board that that there had been adequate notice and time to use or exchange any outstanding ticket books and that to do so now would set a precedent for any ticket books that might remain in the possession of passengers.

Director Fletcher made a motion to deny the exchange request. Director Hudson seconded the motion and it was carried unanimously.

E. Project & Program Updates

1. Bus Stop Enhancement Project

Martin stated that we are currently out to bid for the concrete work for this project and we have ordered three new shelters and forty-eight (48) Simme Seats for installation. These enhancements should be done by July. As part of this project, the large shelter at the Government Center will be moved to the Sutter Campus of Yuba College.

2. Computer Assisted Dispatch/Automated Vehicle Location (CAD/AVL)

Martin stated that we are close to going live with the Computer Assisted Dispatch/Automated Vehicle Location system. All of the equipment has been installed on the buses and staff will soon be trained on the new system. The Board will be given a demonstration of the new system at a future meeting most likely in June after the system is operational.

3. Adaptation Planning Grant Application

Martin stated the award announcements are expected this spring, mostly likely in April or May. We were well ranked at the district level and then it is a State-wide discretionary project.

VI. Correspondence/Information

None.

VII. Other Business

None.

VIII. Closed Session

A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957. Position Title: Transit Manager

The meeting was adjourned to closed session at 4:35pm.

The Board reconvened the meeting at 4:50 p.m. at which time Director Leahy announced that no reportable action had been taken in the closed session.

IX. Adjournment

The meeting was adjourned at 4:51pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MAY 16, 2019 AT 4:00PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS