

AGENDA ITEM III – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES OCTOBER 19, 2017

I. Call to Order & Roll Call

Director Whitmore as the Vice-Chair called the meeting to order at 4:00 p.m.

Present: Cardoza, Cleveland (for Didbal), Fletcher, Leahy, McKenzie (for Pedigo), Sullenger, Whiteaker, and Whitmore (Vice-Chair)

Absent: Didbal (Chair), and Pedigo

Director Whitmore presented Keith Martin with a plaque recognizing 30 years of service as Transit Manager for the Yuba-Sutter Transit Authority. Director Cleveland then presented a resolution recognizing the same on behalf of the City Council of the City of Yuba City.

II. Public Business from the Floor

None

III. Consent Calendar

Director Fletcher made a motion to approve the consent calendar. Director Whiteaker seconded the motion and the motioned carried with Director Munger abstaining.

IV. Reports

At the request of staff, Director Leahy made a motion to include an off-agenda item regarding a Yuba County application under the Caltrans Adaptation Planning Grant Program as the need to take action was not known until after the agenda had been posted. Director Whiteaker seconded the motion and it carried unanimously.

Off-Agenda Item: Caltrans Adaptation Planning Grant Application

Martin stated that the Yuba County Public Works Department is planning to submit an application under the Caltrans Adaptation Planning Grant Program and has asked Yuba-Sutter Transit to become a sub-applicant. The application is due tomorrow, October 20, 2017. Martin introduced Adam Hansen, Yuba-Sutter Transit Planning Program Manager who gave a quick overview of the project which will primarily address drainage issues in that county which would potentially impact specific bus stops. Yuba-Sutter Transit's only financial commitment for this project will be a small amount of staff time as no cash contribution will be required.

Director Whiteaker made a motion to authorize execution as a sub-applicant on the Yuba County Transportation and Transit Adaptation Planning Project. Director Leahy seconded the motion and it carried unanimously.

A. **Draft Yuba-Sutter Transit Passenger Policies & Procedures.**

Martin stated that the Board reviewed draft Passenger Policies & Procedures at the August meeting at which time staff was directed to release it for public input. That review period is now complete and the proposed policies and procedures that are now being recommended for approval are essentially unchanged from the previous version except for the addition of language to address the use of strong fragrances. Martin noted again that the proposed policies and procedures are generally consistent with those of other transit systems.

Director Whitmore asked how many violent incidents occur on the bus each year. Martin responded that such incidents are rare, but there are probably two or three a year. Director Cleveland inquired as to how the new policies and procedures would be communicated to the public suggesting that a condensed version be posted on the buses. Martin responded that staff is planning to develop a bullet point summary for that purpose.

Director Whiteaker made a motion to adopt the Passenger Policies & Procedures as proposed. Director Cleveland seconded the motion and it carried unanimously.

B. **State of Good Repair Program.**

Martin stated that State of Good Repair (SGR) Program is a new funding source under the recently approved Road Repair and Accountability Act of 2017 (SB 1) that will provide \$105 million annually to transit operators statewide for eligible transit maintenance, rehabilitation and capital projects. Martin added these funds will be managed through Caltrans with an initial list of projects due to SACOG by December 14, 2017 to meet the Caltrans submittal deadline of January 31, 2018.

Martin continued to state that eligible projects fall into three major areas that are listed in the formal draft guidelines that were included in the Board packet and staff has included a list of example projects under the main project categories in the staff report. Based on a preliminary staff calculation, Yuba-Sutter Transit is expected to be eligible for about \$190,000 annually from this program. Martin invited Board input on the project list, but noted that a full recommendation will be brought to the November meeting for Board consideration.

Director Whiteaker made a motion to direct staff to continue and bring back to the board a full recommendation next month. Director McKenzie seconded the motion and it carried unanimously.

C. **Connect Card Implementation Update.**

Martin highlighted the recent minor revisions to the attached Connect Card implementation schedule. The most significant of these changes is the ending of paper monthly pass sales in our retail outlets after December though paper passes will still be available at the Yuba-Sutter Transit office. He continued that the transition has been going smoothly with Yuba-Sutter Transit being the second most active of the nine participating systems after the Sacramento Regional Transit District. Martin added that Connect Cards can now be loaded at the Yuba and Sutter County Libraries and the Yuba College book store as well as at the administrative office.

D. Project & Program Updates.

1. Annual Unmet Transit Needs Hearing Results

The Annual Unmet Transit Needs Hearing was held on October 11th with little public input no unmet needs that were reasonable to meet.

2. North Beale Road Corridor Enhancement Project

Martin reported that the Yuba County enhancement project is continuing on North Beale Road between Avondale Avenue and Hamilton-Smartsville Road. This project will result in improvements to four bus stops with the most notable being to the westbound stop at Lowe Avenue near the Beale Star Apartments. Martin noted that Yuba-Sutter Transit is contributing about \$250,000 from Federal sources towards this project.

3. Sikh Parade Shuttle (Sunday, November 5th)

Martin stated that Yuba-Sutter Transit will be operating a non-stop off-site parking shuttle service between River Valley High School and the intersection of Hooper and True Roads from approximately 8:00 a.m. to 6:00 p.m. In recent years, this service has had about 30,000 or more passenger boardings.

Mr. Pamma of the Tierra Buena Sikh Temple made a request for regularly scheduled service to the Temple from various locations in Yuba City specifically for the elderly and persons with disabilities. Director Whiteaker responded that everything depends on ridership and Martin asked Mr. Pamma to provide his contact information to staff so they could follow-up with him. Martin noted that this was brought up at a meeting a couple of months ago and that staff had provided Dial-A-Ride service information which is available for eligible persons. Mr. Pamma responded that a lot of people are not aware of the Dial-A-Ride service. Director Whiteaker suggested some outreaches in Punjabi to make the community aware of what is available. Director Cleveland suggested having radio announcements on the Punjabi speaking radio broadcast.

4. Foothill Shuttle Service

Martin stated Yuba-Sutter Transit has been providing a shuttle service from Loma Rica to the Yuba County Government Center for the fire victims to attend the three day Resource Center that will end on Friday. He added that the regular Foothill Route was suspended for three service days last week due to the fire.

5. December Board Meeting Schedule

Noting that the December meeting is scheduled for December 21st, Martin asked if any of the Board members had a conflict with that date. There was none so the meeting will be held as scheduled.

V. Correspondence/Information

None

VI. Other Business

Director Cardoza mentioned that the last meal for the fire evacuees was served this morning at the Fair Grounds in Yuba City.

VIII. Adjournment

The meeting was adjourned at 4:40 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, NOVEMBER 16, 2017
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**