



## MEETING NOTICE & AGENDA

**EVERYONE IS INVITED TO ATTEND THE SECOND PUBLIC WORKSHOP ON THE ROUTE 1 CORRIDOR ENHANCEMENT PLAN THAT WILL BE HELD PRIOR TO THIS BOARD MEETING IN THE SAME ROOM FROM 3:00 – 4:00 PM**

**DATE:** Thursday, February 15, 2018

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

**PLACE:** Yuba County Board of Supervisors Chambers  
Yuba County Government Center  
915 8<sup>th</sup> Street  
Marysville, California

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

Cardoza (Chair), Cleveland, Fletcher, Leahy (Vice-Chair), Pedigo, Sullenger, Whiteaker and Whitmore

### **II. Presentations**

A. **Route 1 Corridor Enhancement Plan Update.** The consultant team will report on the project progress to date for discussion and direction as appropriate. (Attachment)

RECOMMENDATION: Direct staff as desired

### **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. Consent Calendar**

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

- A. Minutes from the Meeting of January 18, 2018. (Attachment)
- B. Disbursement List for January 2018. (Attachment)
- C. Monthly Performance Report for January 2018. (Attachment)

**V. Reports**

- A. **Feather River Air Quality Management District (FRAQMD) AB 2766 Grant Agreement for the 2018 Discount Monthly Pass Program.** (Attachment)

RECOMMENDATION: Authorize execution of FRAQMD Grant Agreement #VF17-01 as submitted.

- B. **Feather River Air Quality Management District (FRAQMD) AB 2766 Grant Agreement for a One Year Extension of the Expanded Live Oak Route .** (Attachment)

RECOMMENDATION: Authorize execution of FRAQMD Grant Agreement #VF17-02 as submitted.

- C. **FY 2018 Budget Preview.** Review and discussion of potential budget issues in preparation for the March submittal of the preliminary draft budget for FY 2018. (Attachment)

RECOMMENDATION: Direct staff as desired.

- D. **Bus Stop Enhancement Project.** Review and approval consideration for the purchase and installation of three bus stop shelters and related equipment and furnishings. (Attachment)

RECOMMENDATION: Authorize the purchase of specified bus stop furnishings as proposed.

- E. **Feather River Air Quality Management District (FRAQMD) Grant Close-Out Report for the Expanded Live Oak Service.** (Attachment)

RECOMMENDATION: Information only.

- F. **Mid-Year Performance Report.** (Attachment)

RECOMMENDATION: Information only.

**VI. Correspondence/Information**

**VII. Other Business**

**VIII. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 15, 2018  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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

AGENDA ITEM II – A  
STAFF REPORT

**ROUTE 1 CORRIDOR ENHANCEMENT PLAN UPDATE**

Yuba-Sutter Transit has been working with AECOM and LSC Transportation Consultants to develop the Route 1 Corridor Enhancement Plan. This plan will provide in-depth analysis and the necessary pre-engineering to support potential capital improvements to the main facilities along the approximately eight mile long Route 1 corridor. Route 1 is Yuba-Sutter Transit's primary route stretching from Harter Road in west Yuba City to Yuba College in Linda connecting with each of the five other local fixed routes along the way. The final plan will contain developed design concepts; facilitate and incorporate community input; assess feasibility; and, contain a prioritized plan with detailed cost estimates.

The consultant team will provide a report on the project progress to date for the purpose of seeking Board input and direction as the project moves toward completion this fall. The presentation will include a recap of input received from the public and stakeholders; analysis of four alternative sites for the Alturas and Shasta Transit Center; and, provide options for displaying real-time transit information at key transit centers. A more in depth version of the Board presentation will be given during a public workshop that will be held at 3:00 p.m. in the same location immediately preceding the Board meeting and Board members are invited to participate in that workshop.

Staff and the consultant team will be prepared at the meeting to discuss this project in detail.

**RECOMMENDATION:** Direct staff as desired.

## Route 1 Corridor Enhancement Plan – Community Workshop #2 and Yuba-Sutter Transit Board of Directors Meeting

### Overview

Yuba-Sutter Transit has been awarded a California Department of Transportation Sustainable Transportation Planning Grant to develop a Corridor Enhancement Plan for Route 1—the eight-mile-long key transit route that links all other routes in Yuba and Sutter counties. The Corridor Enhancement Plan will provide analysis and pre-engineering, focused on supporting recommended capital improvements to the route’s following five key transit centers and other bus facilities along Route 1.

- Walton Terminal
- Alturas & Shasta Terminal
- Yuba County Government Center
- North Beale Transit Center
- Yuba College Transit Center

To date, the AECOM/LSC team has completed the following work program components, as summarized in technical memorandums:

- An existing conditions analysis of the transit centers and bus stops along the Route 1 Corridor, including obtaining the right-of-way and utility locations at each of the five transit centers;
- Review of existing standards and identification of appropriate standards to be applied to all transit stops throughout the system;
- Transit center conceptual designs and studies for improvements needed at transit centers and bus stops along the Route 1 Corridor, in particular program needs for a new transit center at the Alturas and Shasta Terminal; and
- Vendor information and technical considerations for implementing real-time transit notification signs at Route 1 transit centers.

The purpose of the second community workshop and presentation to the Yuba-Sutter Transit Board is to share:

- Input from the community received to date from the first community workshop, which included a bus tour of the Route 1 corridor and an online survey to receive input on the priorities for physical improvements to the Route 1 transit centers and bus stops;
- Preliminary transit center design options and improvements that have been developed for the Alturas and Shasta Terminal, with the goal of receiving direction on a preferred site option, to be further developed in the Corridor Enhancement Plan; and
- Information and examples of real-time sign displays and the technology and cost considerations in procuring real-time sign display systems at the Route 1 transit centers.

### **Community Outreach**

Community input is a critical component of the Corridor Enhancement Plan. In an effort to engage the community early in the planning process, Yuba-Sutter Transit held a community open house and bus tour on September 20<sup>th</sup>, 2017 and conducted a public survey between August 29<sup>th</sup> and September 30<sup>th</sup>, 2017.

### **Community Workshop #1**

Yuba-Sutter Transit held a community open house on Wednesday, September 20<sup>th</sup> at the Yuba County Board of Supervisors Chambers. The community was encouraged to drop-by anytime between 9:00 a.m. and 10:30 a.m. to learn more about the Corridor Enhancement Plan and to provide input on physical improvements to Route 1 key transit centers and bus stops. Workshop participants were also invited to participate in bus a tour of Route 1 key transit centers from 10:30 a.m. to 12:30 p.m. At each site, participants were given the opportunity to analyze existing amenities and recommend future improvements.



***Community Workshop #1, September 20, 2017***

### **Public Survey**

Yuba-Sutter Transit also conducted a public survey to gain input on priorities for physical improvements to Route 1 key transit centers and other Route 1 bus stops. The survey was conducted between August 29<sup>th</sup> and September 30<sup>th</sup>, 2017. The survey was available at Yuba-Sutter Transit's website and could be completed in-person during the September 20<sup>th</sup> open house. Over the course of the month, 27 surveys were completed. The survey results will help inform the recommend improvements described in the Route 1 Corridor Enhancement Plan. A detailed summary of the survey results are attached.

### **Alturas and Shasta Terminal Site Alternatives**

Based on analysis of the five transit centers along the Route 1 corridor, the single transit stop at the Alturas and Shasta Terminal has been identified as warranting substantial improvements, to support the need for a new transit center.

Based on existing and future uses and design criteria, the following program is recommended for a new transit center facility:

- Space for a minimum of three buses at a time
- Drop-off curb space for 2-3 vehicles
- A sheltered waiting area for up to 30 passengers
- Outdoor waiting area, with a similar amount of seating capacity
- Single driver restroom
- Custodial space
- Bike lockers/lids
- Lighting
- Good line of sight for security purposes



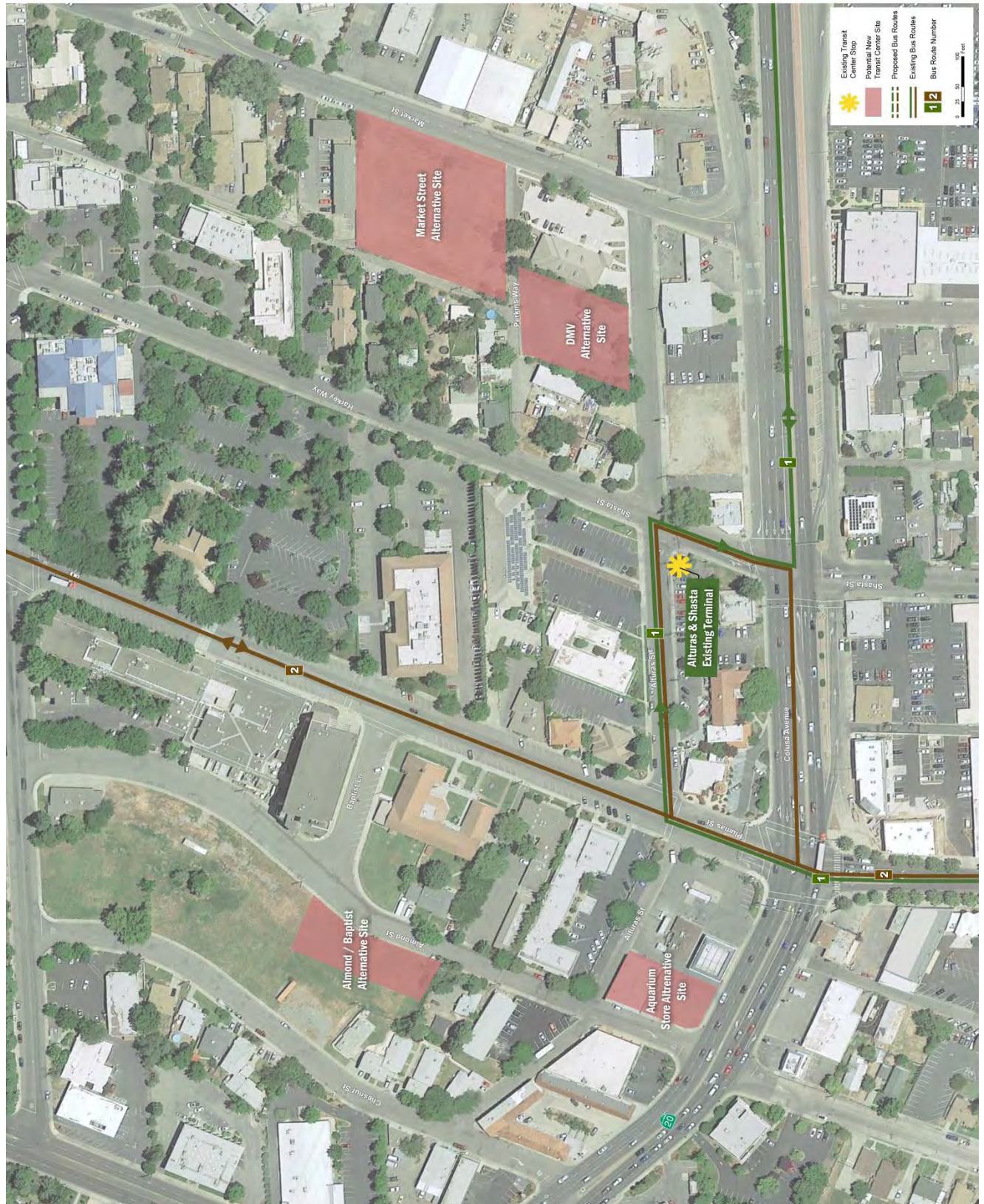
***Alturas-Shasta Bus Terminal Existing Condition***

Since there is no additional available land at the current site, a new site is clearly needed to accommodate the program. Based on site visits and discussions with Yuba-Sutter Transit staff, four potential sites have been identified (see Figure 1).

Conceptual designs have been developed for each of the site options for the Alturas/Shasta Terminal. These are briefly summarized below and qualitatively compared, in terms of the advantages and disadvantages of each site and quantitatively compared, in terms of impact on route length and running time, as presented in Table 1.



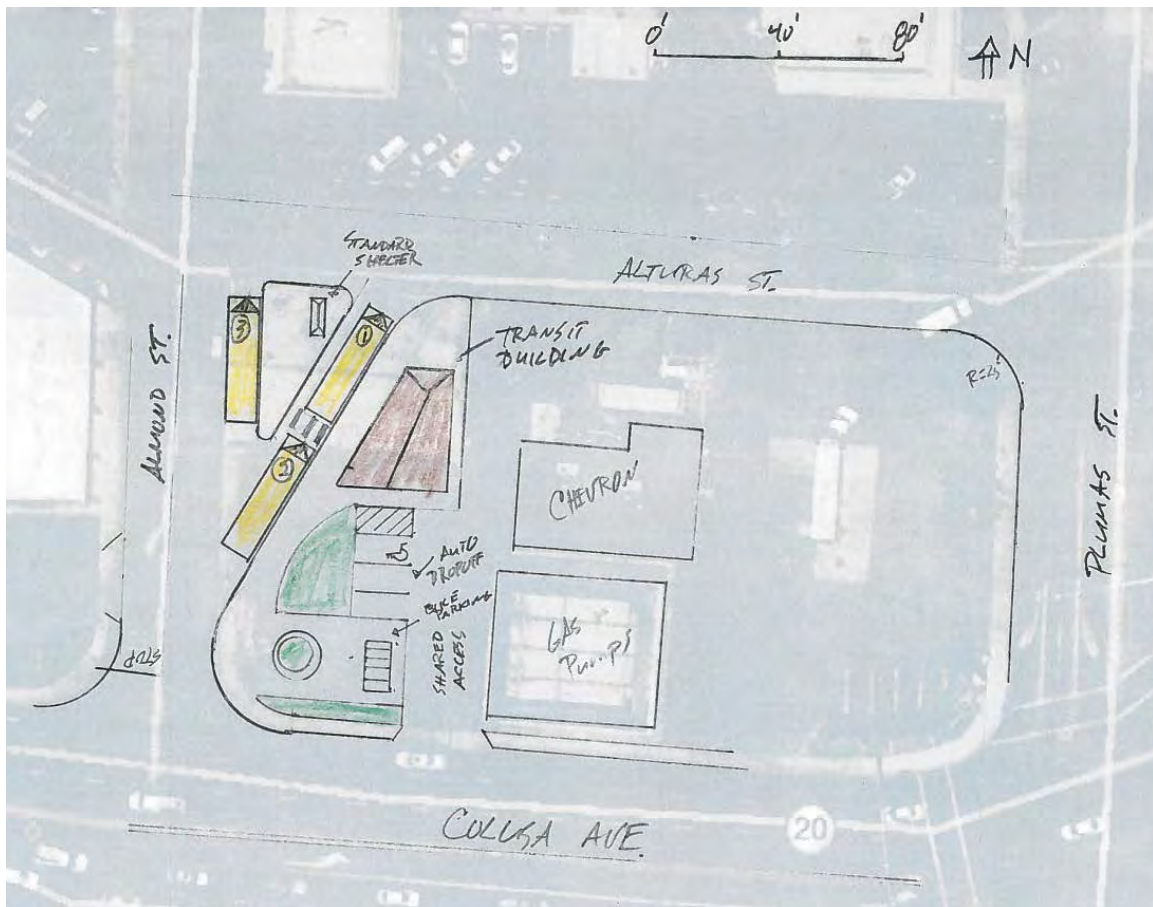
Figure 1: Alturas/Shasta Site Options





**Aquarium Store Site**

This site on the east side of Almond Street is located west of the Chevron gas station, on two parcels between Colusa Avenue and Alturas Street, including the site of an aquarium supply store. The potential site plan for the Aquarium Store Site is shown in Figure 2. It proposes adding a bus lane, accessed from Almond Street, to accommodate two bus bays and with a third bus bay located parallel to Almond Street. The buses would enter on Almond Street and exit eastbound on Alturas Street. A transit building would serve passengers waiting for buses, as well as accommodate a driver bathroom and custodial space. An additional shelter would be provided adjacent to Bay 3. Bike parking and passenger drop-off or pick-up areas is proposed to be accessed through a shared driveway with the Chevron Gas station.



**Figure 2: Aquarium Store Site Option Concept**

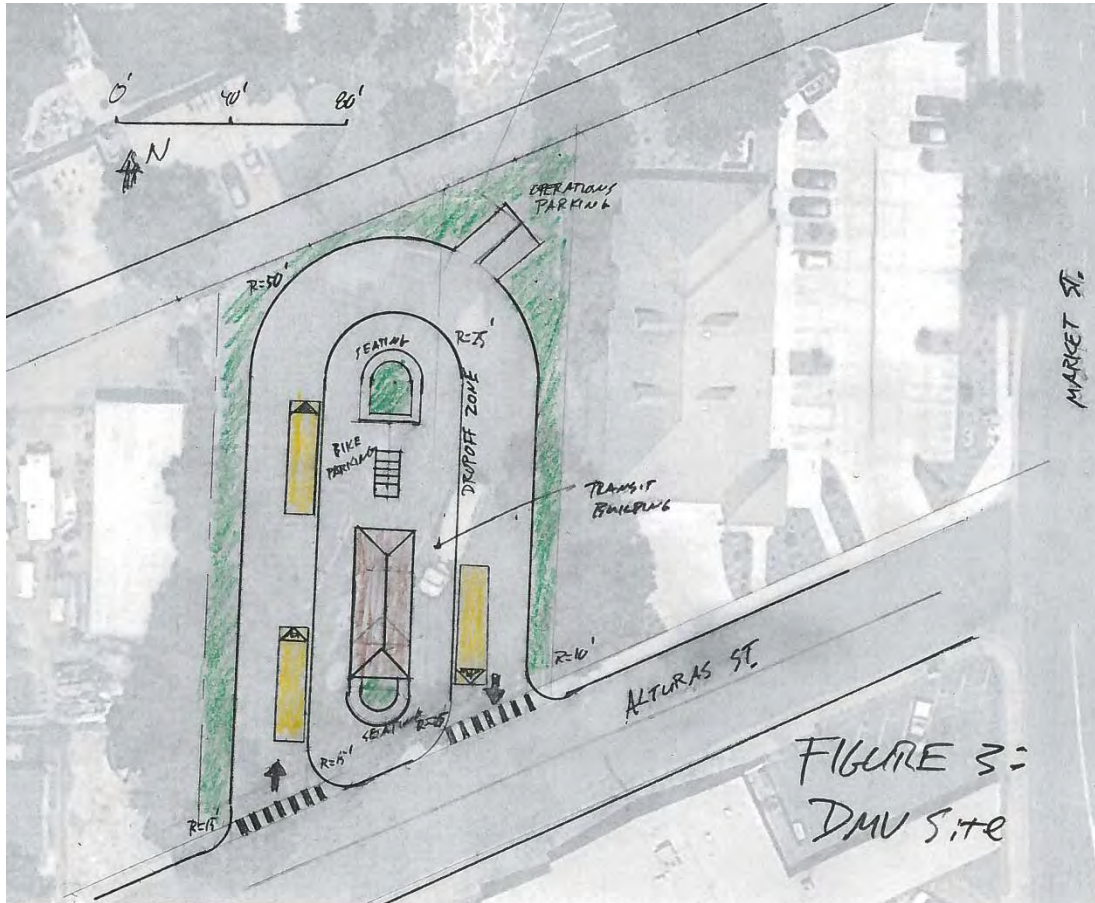


Performance Metrics	Advantages	Disadvantages
<b>Travel Performance- Impact on Route Length and Running Time</b>	<ul style="list-style-type: none"> <li>Reduces overall travel distance and travel time from the current site.</li> </ul>	<ul style="list-style-type: none"> <li>Impacts Route 1EB travel time, which may require revisions to the schedule.</li> </ul>
<b>Transit Program and Operations</b>	<ul style="list-style-type: none"> <li>Dedicated bus bays, separate from vehicular access</li> <li>High visibility along busy Colusa Avenue provides greater awareness of the transit system in the community.</li> </ul>	<ul style="list-style-type: none"> <li>Due to site constraints, it would not be possible for buses parked in Bay 2 to pass a bus stopped in Bay 1.</li> <li>Narrow width of Alturas Street and the southbound queues on Plumas Street could lead to operational issues at times.</li> </ul>
<b>Visibility / Security</b>	<ul style="list-style-type: none"> <li>Location next to a busy gas station and roadway provides more "eyes on the site," to aid in security and the ability for law enforcement to patrol the site.</li> </ul>	
<b>Land Use/ Neighborhood Compatibility</b>	<ul style="list-style-type: none"> <li>Compatible with surrounding uses</li> </ul>	

**DMV Site**

This site on the north side of Alturas Street, between Shasta Street and Market Street, consists of three individual trapezoidal parcels, totaling 120 feet in the east-west direction and 178 feet in the north-south direction. The site had been recently used by the Department of Motor Vehicles as a truck inspection facility and is surrounded by a medical office building to the east, the Caltrans office to the south, a workshop/storage yard to the west, and residential uses the north.

The site is sufficient in size, to accommodate a fully off-street transit loop (see plan concept in Figure 3). As shown in Figure 3, buses would enter the loop from Alturas Street on the west side and travel clockwise around the loop to access the individual bus bays. Auto traffic, parking for transit operators, and drivers picking up and dropping off vehicles could also use this loop. The center island area is of sufficient size to accommodate a transit building and necessary building program and outdoor shelter, landscaping, and bicycle parking.



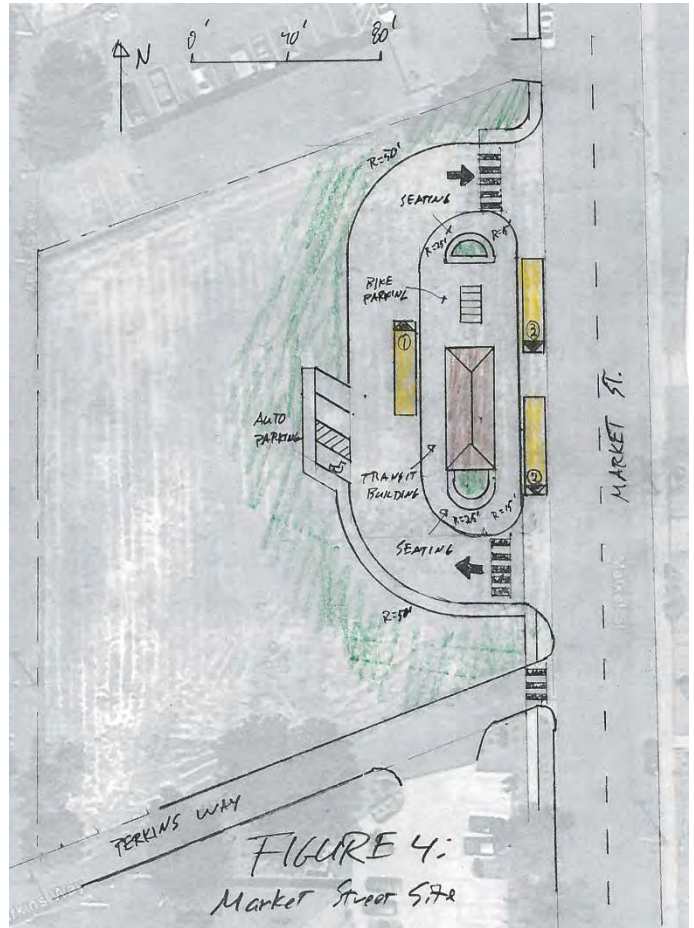
**Figure 3: DMV Site Option Concept**

Performance Metrics	Advantages	Disadvantages
<b>Travel Performance- Impact on Route Length and Running Time</b>	<ul style="list-style-type: none"> <li>Reduces overall travel time from the current site.</li> </ul>	<ul style="list-style-type: none"> <li>Increase in overall travel length from the current site.</li> </ul>
<b>Transit Program and Operations</b>	<ul style="list-style-type: none"> <li>Dedicated transit facility, with adequate space for buses to pass one other and adequate in size to comfortably accommodate the transit program.</li> </ul>	
<b>Visibility / Security</b>		<ul style="list-style-type: none"> <li>Transit activity is further from the public street, making it more difficult to see and secure.</li> </ul>
<b>Land Use/ Neighborhood Compatibility</b>		<ul style="list-style-type: none"> <li>Potential impact to nearby residences to the north, with nearest bus bay relatively close (approx. 150') from nearest residence.</li> </ul>

**Market Street Site**

This site, on two parcels on the northwest corner of Market Street and Perkins Way, can accommodate 220 feet parallel with Perkins Way and 250 feet in the north-south direction. Until 2013, the site was used as a construction materials storage yard. Land uses adjacent to the site consist of a new medical office building to the south, single family residences to the west, an apartment building to the north, and light industrial uses to the east.

The site can accommodate a one-way, clock-wise loop parallel to Market Street, with access from Market Street (see plan concept in Figure 4). As shown in Figure 4, buses would enter the south end of the loop from Market Street and exit back onto Market Street on the north end. The center island/plaza space formed by the loop can be designed to support a transit building, bike parking, and outside seating areas. Auto parking would be provided along the west side of the one-way loop.



**Figure 4: Market Street Site Option Concept**

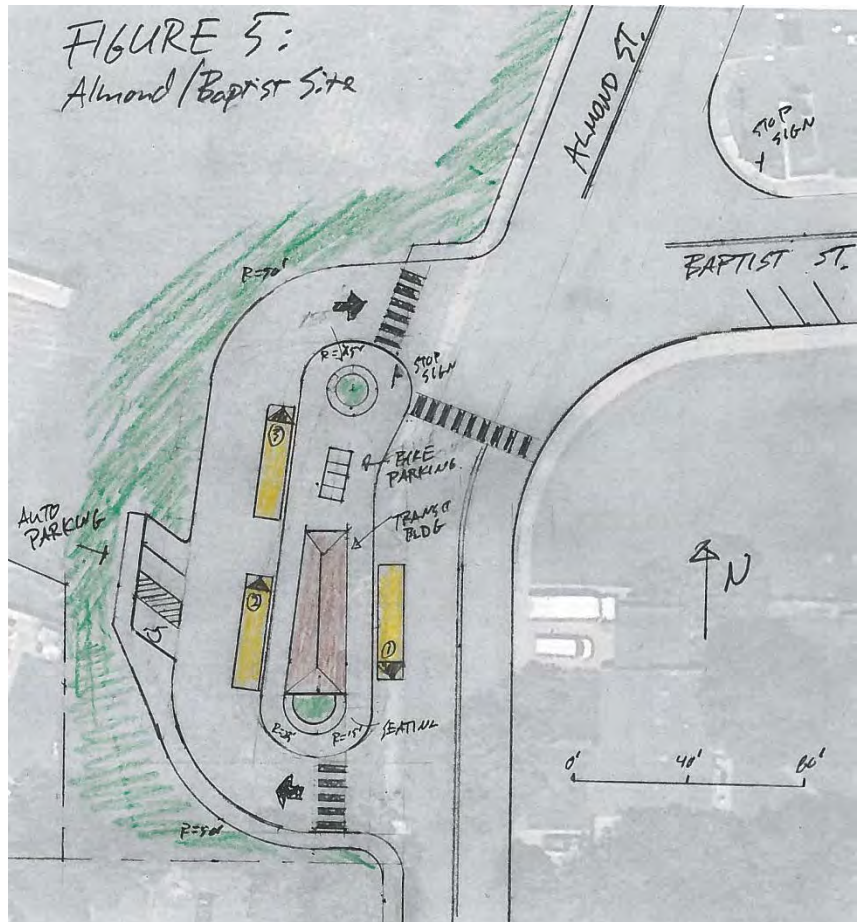
Performance Criteria	Advantages	Disadvantages
<b>Travel Performance- Impact on Route Length and Running Time</b>		<ul style="list-style-type: none"> <li>Increases overall travel distance and travel time from the current site.</li> </ul>
<b>Transit Program and Operations</b>	<ul style="list-style-type: none"> <li>Dedicated transit facility, with adequate space for buses to pass one other and adequate in size to comfortably accommodate the transit program.</li> </ul>	
<b>Visibility / Security</b>	<ul style="list-style-type: none"> <li>Site configuration makes the site easy to patrol, enhancing its security.</li> </ul>	
<b>Land Use/ Neighborhood Compatibility</b>	<ul style="list-style-type: none"> <li>Least costly site for land acquisition, based on current assessed value.</li> </ul>	<ul style="list-style-type: none"> <li>Leaves a remnant area west of the transit center.</li> <li>Nearby residences may have concerns about noise and lighting.</li> </ul>



**Almond/Baptist Site**

This site on a single parcel along the west side of Almond Street, south of and adjacent to Baptist Lane is approximately 120 feet in the east-west direction and 210 feet in the north-south direction. The site is currently vacant and is a portion of a larger parcel formed from older parcels as part of a previous plan to expand the Fremont Hospital. The site is surrounded by residential uses to the west, south, and east, while the site north of it is currently undeveloped.

The site can accommodate a one-way, transit drive that would loop northbound around the west side of an island/transit plaza, exiting and aligning with the Almond/Baptist Street intersection (see plan concept in Figure 5). As shown in Figure 5, buses would enter the south end of the loop from Almond Street and exit back onto Almond Street, to align with the Almond/Baptist Street intersection. The island/plaza space formed by the loop can be designed to support a transit building, bike parking, and outside seating areas. Auto parking would be provided along the west side of the one-way loop.



**Figure 5: Almond/Baptist Site Option Concept**

<b>Performance Criteria</b>	<b>Advantages</b>	<b>Disadvantages</b>
<b>Travel Performance- Impact on Route Length and Running Time</b>	<ul style="list-style-type: none"> <li>Reduces route running time, compared to the current and other site options.</li> </ul>	<ul style="list-style-type: none"> <li>Increases overall travel distance from the current site.</li> </ul>
<b>Transit Program and Operations</b>	<ul style="list-style-type: none"> <li>Dedicated transit facility, with adequate space for buses to pass one other and adequate in size to comfortably accommodate the transit program.</li> <li>Better transit operations and less likely for queues or delays than the Aquarium Store site.</li> </ul>	
<b>Visibility / Security</b>	<ul style="list-style-type: none"> <li>Site configuration makes the site</li> </ul>	



Performance Criteria	Advantages	Disadvantages
	easy to patrol, enhancing its security	
<b>Land Use/ Neighborhood Compatibility</b>	<ul style="list-style-type: none"> <li>Transit is more convenient to residential areas to the west.</li> </ul>	<ul style="list-style-type: none"> <li>Would split an existing parcel</li> <li>Nearby residences may have concerns about noise and lighting.</li> </ul>

**Comparison of Alturas/Shasta Transfer Center Site Alternatives**

Table 1 below identifies the characteristics of each of the sites and provides a comparison of the impacts of each site option on route length and estimated running times.

	Existing (Alturas/Shasta) <i>Figure 1</i>	Aquarium Store <i>Figure 2</i>	DMV <i>Figure 3</i>	Market St. <i>Figure 4</i>	Almond/Baptist <i>Figure 5</i>
<b>Impact on Route Length (Miles per Trip)</b>					
Route 1 EB	0.08	0.2	0.27	0.45	0.4
Route 1 WB	0.25	0.2	0.27	0.18	0.4
Route 2A Clockwise	0.21	0.2	0.35	0.54	0.2
Route 2B Counterclockwise	0.25	0.12	0.35	0.54	0.16
<b>Total Additional Miles per Weekday</b>	<b>20</b>	<b>18</b>	<b>31</b>	<b>42</b>	<b>29</b>
<b>Impact on Route Running Time (Minutes per Trip)</b>					
Route 1 EB	0.8	2.2	1.4	2.7	2.5
Route 1 WB	2.3	1.7	1.4	1.4	2.3
Route 2A Clockwise	1.7	1.7	2.2	2.3	0.7
Route 2B Counterclockwise	1.8	0.4	1.2	1.8	0.5
<b>Total Additional Minutes per Weekday</b>	<b>164</b>	<b>148</b>	<b>154</b>	<b>202</b>	<b>148</b>
<b>Acreage</b>		0.29	0.6	1.2	2.44 (1)
<b>Street Address</b>		529 Colusa Avenue	363 Alturas St.	894 Market St.	961 Almond St.
<b>Existing Assessment</b>		\$373,103	Not Available	\$73,942	\$778,858
<b>Use Type</b>		Retail Sales / Vacant	State Government	Vacant	Vacant
<p>Note 1: Acreage and assessment figures for total parcel. Approximately 0.6 acres would be required for the transfer center. Proportionate assessment for 0.6 acres is equal to \$191,522.</p>					

Weighing the pros and cons of each site, the Almond/Baptist site and Aquarium Store site appear to perform best, in terms of travel performance impact on overall route length and running time and in addressing key issues of land use compatibility and site visibility and security. The Almond/Baptist site performs better than the Aquarium Store site, in terms of accommodating the program and transit operation demands of the transit center by providing adequate space and a design configuration that will allow buses to pass each other and avoids the issues of queuing that may occur on the Aquarium Store site, due to its adjacency to Colusa Avenue.

## **Real-Time Traveler Information Systems Technology**

The technology study memo for Yuba-Sutter Corridor Enhancement Plan presents considerations that Yuba-Sutter Transit will need to make to incorporate Real-Time Signs (RTS) and web-based technologies to present real-time transit arrival information at the five transit centers along the Route 1 corridor.

As Yuba-Sutter Transit plans to procure an Automated Vehicle Locator (AVL) system, the following technical requirements should be considered. Preliminary planning costs for the sign technology options, E-Paper or LED signs are provided in Table 2 that follows.

1. Use of a General Transit Feed Specification (GTFS)-Realtime specification, developed by Google in 2006, or a JavaScript Object Notation (JSON) or Extensible Markup Language (XML) feed to export data from the AVL system to the real-time transit information sign. GTFS-Realtime reads data reported from an agency's AVL system, to communicate the location and estimated arrivals at specific bus stops, at intervals of time that are pre-defined by the agency (i.e. once every 15 or 30 seconds).
2. Procuring real-time signs from the future AVL system. This can reduce the processing time of exporting data to another server location (through GTFS Realtime or JSON/XML, noted above) from the AVL system using cellular or radio-based communication, before being received by the RTS manufacturer and sent to the RTS in the field. Requesting optional bids as part of the AVL system procurement to either purchase RTS at the same time as the AVL system or in the future from an AVL vendor is advised.
3. Verifying solar power at transit center location to support "E-Paper" display technology. E-Paper display presents information on electronic tablets, using solar power and has become widely deployed in recent years, given the lower power draw of E-Paper display versus more traditional LED or LCD type of RTS display. Some vendors provide a solar power panel built-in with the E-paper display, while others draw power from on-site solar panels already present at the shelter location. Use of existing solar panels can reduce overall cost of RTS implementation at transit center locations.
4. Determining whether to use cellular or radio-based communications for communicating real-time transit arrival information. Cellular communications are more widespread among transit agencies with RTS, but require a monthly cost for communications, per location, which is either managed by the RTS vendor or transit agency. Radio-based communications is an option with one of the RTS manufacturers interviewed, Connexionz, using a 450 MHz radio band for communications from a central location to the RTS installed at transit center locations. While this option would require an investment upfront for the infrastructure required to support radio communications (i.e. radio towers to relay information from a central office to sign locations), there would not be any monthly cellular costs required for transmitting data to the RTS.

Cost ranges for the various types of real-time signs are presented in the Table 2 below for consideration in budget planning.

**Table 2: Real-Time Sign Installation Cost Estimates**

<b>Real-Time Sign By Communication Type</b>	<b>Per Sign Estimate</b>	<b>Notes</b>
<b>E-Paper Signs</b>		
Cellular	\$10,000 to \$15,000	Cellular communications approach; assumes 10-inch or 13-inch E-Ink display at the shelters. Plus monthly cellular service costs.
Radio-based	\$3,000 to \$5,000	Would require radio-based infrastructure in place to support sign-to-server communications. Recommended for higher quantity of real-time signs (approximately 40).
<b>LED Signs</b>		
Cellular	\$10,000 to \$20,000	Cost range is for 2-line sign/4-line signs with either 16 or 24 characters per line. Wide range in cost reflects differences in how vendors incorporate solar power into the sign and text-to-speech annunciators are provided with the sign. Cost may be lower if either existing solar power or existing AC power is used on-site. Plus monthly cellular service costs.
Radio-based	\$5,000 to \$10,000	Would require radio infrastructure in place to support sign-to-server communications. Also recommended for higher quantity of real-time signs.

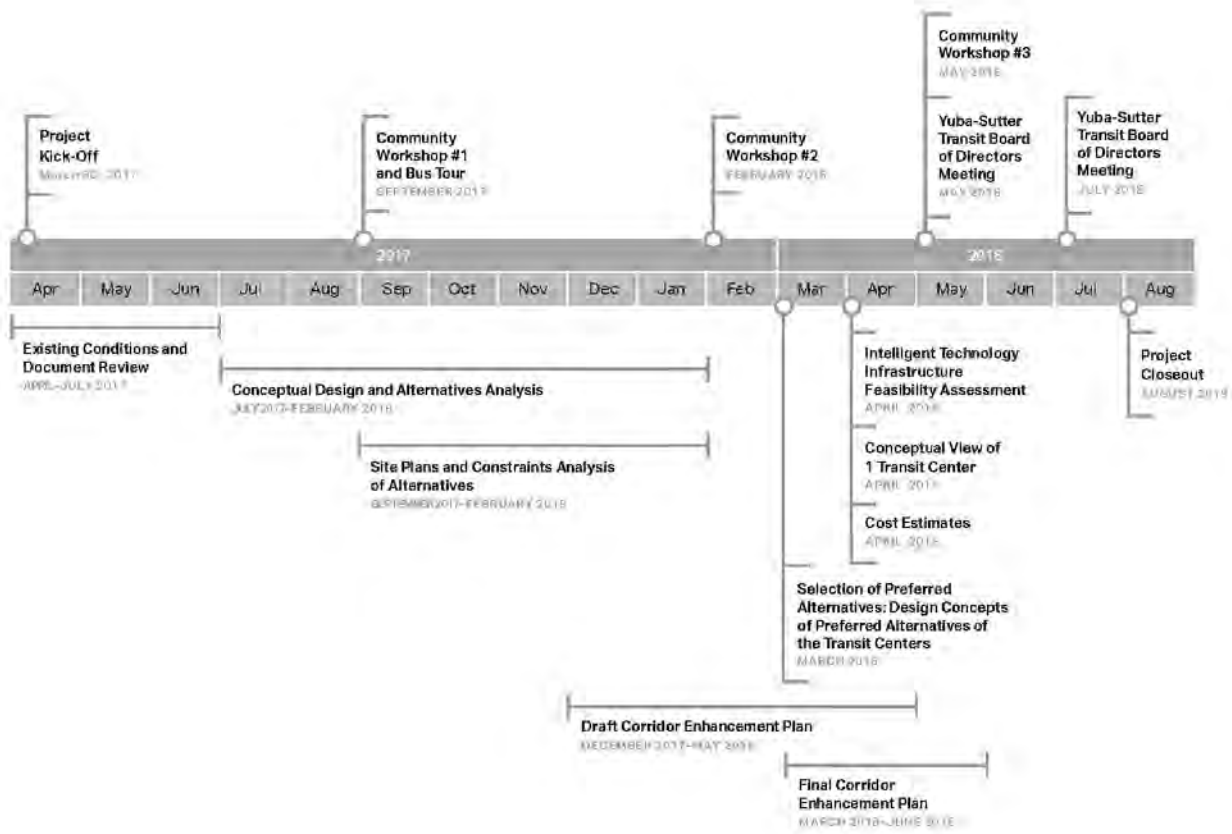
Vendors contacted for real-time sign information included:

- Connexionz – BusFinder E-Ink Displays
- GDS – GDS E-Ink Displays
- CHK America – ConnectPoint Digital Signage
- WaySine – WaySine Shelter-Mounted and Post-Mounted LED Signs

### **Schedule and Next Steps**

Following Community Workshop #2 and the Yuba-Sutter Transit Board of Directors meeting on February 15th, the preferred conceptual site plans will be refined and quantities and unit costs of the proposed improvements will be provided to arrive at cost estimates. One illustrative conceptual view of the preferred Alturas-Shasta transit center will be created.

The preferred route and transit center and bus stop design alternatives and the Draft Yuba-Sutter Transit Corridor Enhancement Plan will be presented in May 2018 during Community Workshop #3 and the Yuba-Sutter Transit Board of Directors meeting. See Figure 6 for a detailed schedule.



**Figure 6: Corridor Enhancement Plan Schedule**



**AGENDA ITEM IV – A**

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
JANUARY 18, 2018**

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

In the absence of both the Chair and Vice-Chair, Martin called the meeting to order at 4:00 p.m.

Present: Cardoza, Cleveland, Fletcher, McKenzie (for Whitmore) Leahy, Simmons (for Pedigo) and Sullenger

Absent: Pedigo, Whiteaker and Whitmore

**II. Board Business**

Director Cleveland nominated Director Simmons to serve as the acting chair and was unanimously elected.

A. Nomination and Election of Board Officers for 2018.

Director Leahy nominated Director Cardoza as Chair and was unanimously.

Director Sullenger nominated Director Fletcher as Vice-Chair. Director Cleveland nominated Director Leahy as Vice-Chair. Director Fletcher declined the nomination. Director Leahy was unanimously elected.

B. Statements of Economic Interest for 2018.

Martin noted that this information item is to remind the Directors of the requirement to file yearly statements and that any questions should be directed to the office.

C. Annual Board Report.

Martin stated that the annual report is provided for information only. There were no questions.

**II. Public Business from the Floor**

None

**IV. Consent Calendar**

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

## **V. Reports**

### **A. Backup Emergency Generator Request for Proposals (RFP).**

Martin noted that the Board approved the submittal of an application for the Proposition IB Transit System Safety, Security & Disaster Response Funding from the California Transit Assistance Fund (CTAF) in February 2017 for the purpose of installing an emergency generator at Yuba-Sutter Transit Facility in Marysville. The Board is now being asked to authorize the release of the RFP for this purpose. While the grant was for \$107,428, staff now anticipates a cost of around \$85,000 and that any excess funds would be reallocated to other approved CTAF projects. Martin noted that the project manager, Adam Hansen, was in attendance if there are any questions.

Director Fletcher made a motion to authorize the release of RFP #03-18 for the design, purchase and installation of a backup emergency generator system as proposed. Director Sullenger seconded the motion and it carried unanimously.

### **B. FY 2016-2017 Financial Audit Report.**

Martin stated that the Board received a copy of the FY 2017 Financial Audit Report adding that this was again a clean audit with no findings. He noted that our Finance Program Manager, Simone Reed, was in attendance if there are any questions.

Director Fletcher made a motion to accept the FY 2016-2017 audit report as presented. Director Sullenger seconded the motion and it carried unanimously.

### **C. Revised Transdev Services, Inc. Drug & Alcohol Policy.**

Martin stated the Federal Transit Administration (FTA) requires all transit operators to certify compliance with applicable Federal drug and alcohol regulations. Yuba-Sutter Transit contracts with Transdev Services, Inc. who employs people in safety sensitive positions and they are required to fully comply with all applicable provisions of these regulations. Martin added that Transdev Services, Inc. has recently updated their policy and the Board is now being asked to adopt the current policy by resolution for submittal to FTA. He noted that Transdev Site Manager, David Phillips, is in attendance if there are any questions.

Director Fletcher asked if the policy was compliant with State marijuana regulations. Martin responded that the Federal government does not recognize California laws on marijuana.

Director Fletcher made a motion to adopt Resolution No. 1-18 adopting the Transdev Service, Inc. Drug and Alcohol Policy for the Yuba-Sutter Division effective January 1, 2018. Director Leahy seconded the motion and it carried unanimously.

### **D. Revised Capitalization Policy for Useful Life.**

Martin stated that this item is to adjust the Capitalization Policy to reflect the useful life definition of Generally Accepted Accounting Principles (GAAP) which requires the capitalization of costs associated with the acquisition or construction of property, plant, and equipment with a useful life of one year or more. Yuba-Sutter Transit's current policy uses a definition of three years or more and staff is now recommending a one year definition.

Director Fletcher made a motion to approve the revised capitalization policy as proposed. Director Leahy seconded the motion and it carried unanimously.

E. **Revised Procurement Policy for Micro-Purchases.**

Martin stated the Yuba-Sutter Transit's micro-procurement policy uses a threshold of up to \$3,000 for any project using Federal funds. This ceiling value for micro-purchases is set by the Federal Acquisition Regulation (FAR) and is periodically adjusted for inflation. Most recently, the micro-purchase threshold has been increased from \$3,000 to \$3,500 and staff is now recommending that Yuba-Sutter Transit use this new threshold.

Director Fletcher made a motion to approve the threshold for micro-purchases as proposed. Director Leahy seconded the motion and it carried unanimously.

F. **Project & Program Updates.**

1. Connect Card Implementation

Martin stated that 25 percent of all boardings in December were with a Connect Card – up from 23 percent in November and 18 percent in October. Martin continued that 53 percent of all pass sales for December were on a Connect Card – up from 39 percent in November. Martin added that paper pass products are no longer being sold in our outlets and are now only available in the Administration office where staff attempts to convert them to a Connect Card.

Another factor that will accelerate the conversion process is that two-thirds of the old discount photo ID cards expired on December 31<sup>st</sup> and they will no longer be accepted as proof of eligibility for discount fares on February 1<sup>st</sup> after a one month grace period. Those with expired cards will need to come to the office for a replacement which will be issued as a Connect Card discount photo ID card.

2. Bus Exterior Advertising Program Changes

Martin stated that ads are now beginning to be installed on the exteriors of our local fixed route and commuter buses.

3. Route 1 Corridor Enhancement Plan Alternatives Workshop – February 15<sup>th</sup> Meeting

Martin noted that the second Route 1 Corridor Enhancement Plan public workshop will start at 3:00 p.m. with an informal presentation and discussion from the project consultant. The workshop will then continue into the Board meeting at 4:00 p.m. for more formal Board discussion and possible direction. Martin noted that this project is related to bus stop and transfer center enhancements along Yuba-Sutter Transit's major route. Martin encouraged all of the Board members to attend the workshop.

4. FY 2019 Budget Preview – February 15<sup>th</sup> Meeting

Martin noted that staff will be presenting a preview of the next budget at the next meeting and invited the Board to start thinking about any budget related issues or questions that they would like us to address in the upcoming budget process.

**V. Correspondence/Information**

None

**VI. Other Business**

None

**VII. Adjournment**

The meeting was adjourned at 4:22 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 15, 2018  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**



**YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF JANUARY 2018**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,380.04	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,596.38	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 247.29	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 38.04	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 647.62	PG&E	ELECTRIC
EFT	\$ 2,622.76	PG&E	ELECTRIC #2
EFT	\$ 337.15	PG&E	GAS
EFT	\$ 201.57	ATT - SECURITY LINE	SECURITY LINE - JANUARY
EFT	\$ 75.00	AT&T - UVERSE	INTERNET JANUARY
EFT	\$ 802.19	TPX COMMUNICATIONS	TELEPHONE JANUARY
EFT	\$ 112.70	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 300.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 17.87	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 400.00	FRANCOYTP-POSTALIA, INC.	POSTAGE RESET
EFT	\$ 138.13	ELAVON	MERCHANT SERVICE FEE - JANUARY
EFT	\$ 162.69	PRIMEPAY	PAYROLL FEE
EFT	\$ 34,468.88	PAYROLL	PAYROLL
15839	\$ 350.00	ACTION FENCEING	REMOVE & REPLACE BUS POST
15840	\$ 197.96	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - NOVEMBER
15841	\$ 1,895.00	ALL SEASON TREE & TURF CARE	LANDSCAPING MAINTENANCE & PRE/POST WEED CONTROL
15842	\$ 17,354.85	FLYERS ENERGY	BUS FUEL
15843	\$ 2,024.97	HANCOCK PETROLEUM ENGINEERING	REPAIR COMPRESSOR/MATERIALS
15844	\$ 1,236.94	KEITH MARTIN	REIMBURSE 2ND QTR EXPENSES
15845	\$ 185.00	MR. SECURITY CAMERA, INC.	REPAIR CAMERA AT PLUMAS LAKE P&R
15846	\$ 251.60	QUILL CORPORATION	JANITORIAL SUPPLIES
15847	\$ 1,100.00	R.C. JANITORIAL SERVICE	JANITORIAL SERVICE
15848	\$ 350.00	SMITH & NEWELL, CPA	CONSULTING SERVICE
15849	\$ 39.97	TEHAMA TIRE SERVICE INC	TIRES/TUBES
15850	\$ 35.93	AT&T	FIRE SUPPRESSION
15851	\$ 50.00	BILL SIMMONS	BOARD MEETING 1/18
15852	\$ 749.05	CALIF. DEPT OF TAX & FEE ADMINISTRATION	FUEL TAXES OCT-DEC 2017
15853	\$ 4,203.98	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - SUTTER CO LIBRARY
15854	\$ 450.00	DIGITAL DEPLOYMENT	WEB SERVICES - JANUARY
15855	\$ 502.28	DILLINGHAM TICKET CO.	PRINTING OF MONTHLY PASSES
15856	\$ 35,367.26	FLYERS ENERGY	BUS FUEL
15857	\$ 50.00	MANNY CARDOZA	BOARD MEETING 1/18
15858	\$ 50.00	MICHAEL LEAHY	BOARD MEETING 1/18
15859	\$ 2,109.83	PREMIER PRINT & MAIL	PRINTING OF TRANSFER & NEWSLETTER LETTERHEAD
15860	\$ 1,059.77	QU. EST	MAINTENANCE OF BUS STOPS/SHELTERS
15861	\$ 198.46	QUILL CORPORATION	OFFICE SUPPLIES
15862	\$ 50.00	RANDY FLETCHER	BOARD MEETING 1/18
15863	\$ 1,476.00	RICH, FUIDGE, LANE & BORDSEN, INC.	LEGAL SERVICES
15864	\$ 50.00	RON SULLENGER	BOARD MEETING 1/18
15865	\$ 45.00	SHELBY'S PEST CONTROL	PEST CONTROL
15866	\$ 1,313.74	SMART MARKETING & PRINTING	PRINTING OF BROCHURES
15867	\$ 50.00	STANLEY CLEVELAND	BOARD MEETING 1/18
15868	\$ 452.78	STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES
15869	\$ 609.00	STATE COMPENSATION INSURANCE FUND	STATE WORKERS COMP PREMIUMS
15870	\$ 50.00	STEPHANIE MCKENZIE	BOARD MEETING 1/18
15871	\$ 175.04	SUTTER COUNTY LIBRARY	CONNECT CARD/PAPER PASSES COMMISSION
15872	\$ 170.83	TEHAMA TIRE SERVICE INC	TIRES/TUBES
15873	\$ 476,040.34	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - NOVEMBER
15874	\$ 384.29	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE
15875	\$ 62.42	VERIZON	CONNECT CARD WIRELESS
15876	\$ 126.64	STATE COMPENSATION INSURANCE FUND	ADDITIONAL STATE COMP PREMIUM
	<b>\$ 600,417.24</b>		

**LAIF  
TRANSFERS**

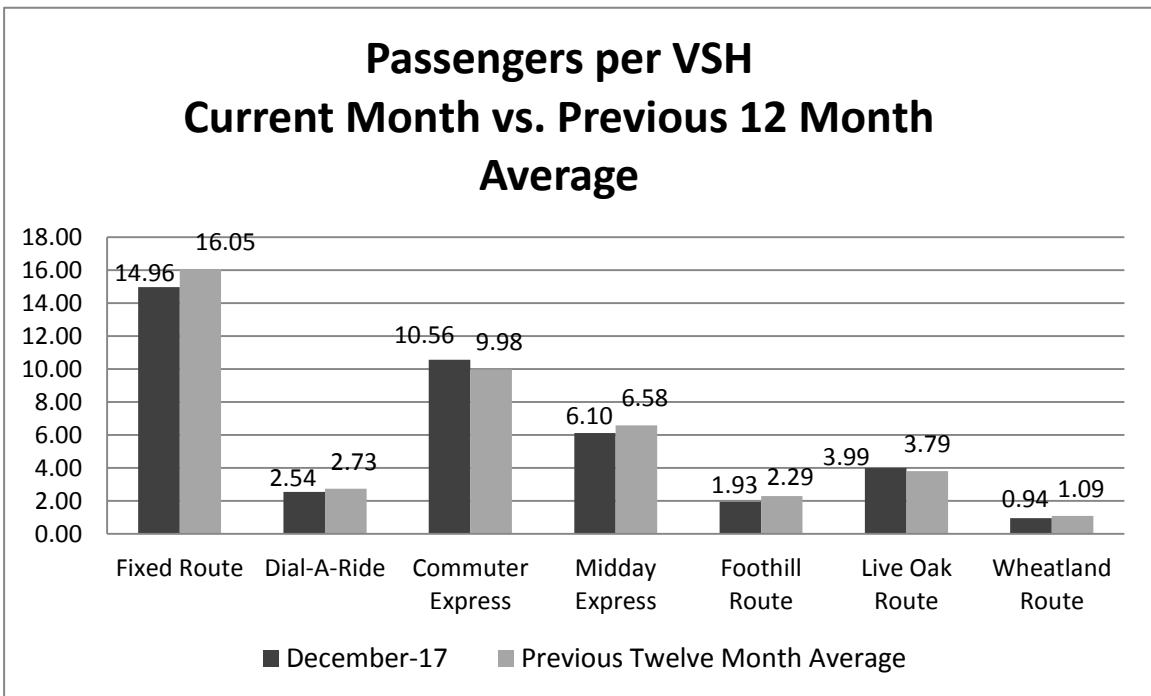
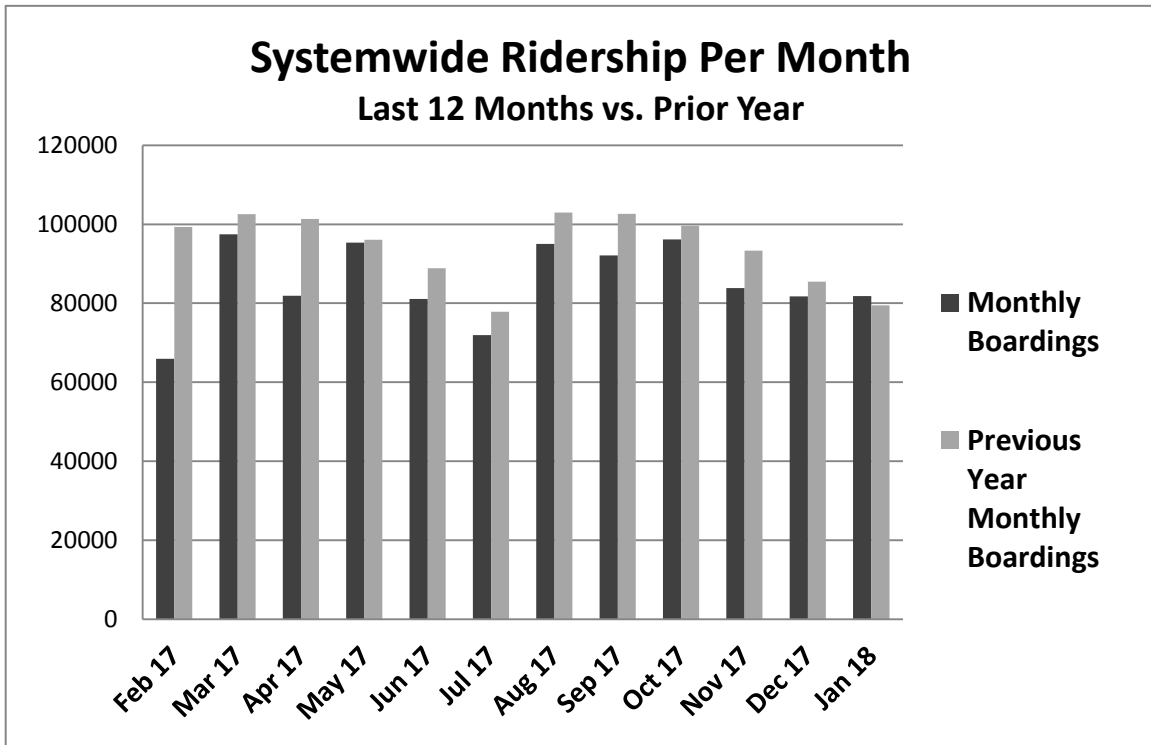
NO LAIF TRANSFERS

## AGENDA ITEM IV - C

### JANUARY 2018 PERFORMANCE REPORT

<b>Ridership:</b>	<b>December-17</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	64,521	68,287	484,569	521,840
Dial-A-Ride	5,294	5,635	39,092	39,660
Commuter Express	10,546	9,736	68,220	68,981
Midday Express	964	1,013	7,191	7,315
Foothill Route	173	185	1,213	1,037
Live Oak Route	299	272	2,024	2,252
Wheatland Route	34	42	300	381
<b>Total Ridership:</b>	<b>81,831</b>	<b>85,169</b>	<b>602,609</b>	<b>641,466</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	4,313.12	4,255.27	30,268.99	30,051.71
Dial-A-Ride	2,083.92	2,065.93	14,756.41	14,323.83
Commuter Express	998.70	975.15	6,871.82	6,819.92
Midday Express	157.92	153.87	1,107.24	1,066.40
Foothill Route	89.54	80.78	565.79	580.92
Live Oak Route	74.95	71.64	518.64	513.21
Wheatland Route	36.05	38.24	271.72	277.08
<b>Total VSH's:</b>	<b>7,754.20</b>	<b>7,640.89</b>	<b>54,360.61</b>	<b>53,633.07</b>
<b>Passengers Per Hour:</b>				
Fixed Route	14.96	16.05	16.01	17.36
Dial-A-Ride	2.54	2.73	2.65	2.77
Commuter Express	10.56	9.98	9.93	10.11
Midday Express	6.10	6.58	6.49	6.86
Foothill Route	1.93	2.29	2.14	1.79
Live Oak Route	3.99	3.79	3.90	4.39
Wheatland Route	0.94	1.09	1.10	1.38
<b>Total Passengers Per VSH:</b>	<b>10.55</b>	<b>11.15</b>	<b>11.09</b>	<b>11.96</b>

## JANUARY 2018 PERFORMANCE REPORT



AGENDA ITEM V – A  
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)  
AB 2766 GRANT AGREEMENT FOR THE 2018  
DISCOUNT MONTHLY PASS PROGRAM**

Attached for Board review and approval is the proposed Feather River Air Quality Management District (FRAQMD) Grant Agreement #VF17-01 for \$150,000 to extend the existing Discount Monthly Pass Program for up to 14 months through March 2019 just as requested. While this program has historically been funded on a calendar year basis (January – December), the time now required to make fare changes under the new regional Connect Card system makes the old schedule problematic since FRAQMD does not award these grants until the first week of December each year. The new 2018 grant, combined with the previously approved extension of the 2017 grant, will allow future program cycles to begin April 1<sup>st</sup> of each year.

The proposed scope of work for this project includes the sale of a projected 15,000 discount monthly bus passes for area youth (age 5 – 18), seniors (currently age 65 and over) and persons with disabilities at a deeply discounted price of just \$5 each. FRAQMD funds (up to the full grant amount) will be used to off-set the \$10 loss on the sale of each \$15 discount monthly pass. All related marketing and administrative support expenses will be provided by Yuba-Sutter Transit as an in-kind contribution. In addition, these discount passes will also be accepted as payment on Yuba-Sutter Transit's three rural routes to Live Oak, Wheatland and the Yuba County Foothills.

This is a standard FRAQMD grant agreement and it will have been reviewed by legal counsel prior to the meeting. Staff and counsel will be prepared at the meeting to discuss both this agreement and the project in detail.

**RECOMMENDATION:** Authorize execution of FRAQMD Grant Agreement #VF17-01 as submitted.



**AGREEMENT FOR USE OF MOTOR-VEHICLE  
REGISTRATION SURCHARGE FEES**

**FRAQMD Agreement No. VF17-01**

This Agreement, dated December 4, 2017, is between the Yuba-Sutter Transit Authority ("Participant"), a public agency of the State of California, and the Feather River Air Quality Management District ("FRAQMD"), a body corporate and politic and a public agency of the State of California.

**RECITALS**

- A. Participant proposes the 2018 Discount Monthly Bus Pass Program, which will continue the Discount Monthly Bus Pass Program for area youth, seniors and persons with disabilities through March 2019.
- B. As part of its effort to reduce local air pollution from motor vehicles, FRAQMD is willing to fund a portion of this work from revenues it may receive under Chapter 7 of Part 5 of Division 26 (commencing with section 44220) of the Health and Safety Code, subject to the terms and conditions herein.

**TERMS AND CONDITIONS**

1. FRAQMD shall pay to Participant a total amount not to exceed \$150,000.00, within thirty days of receiving Participant's written invoice for the work described in section 2. Payment shall be made exclusively from revenues as specified in section B above, and is conditioned upon such revenues being available. Participant may submit partial invoices as work is completed throughout the term of the Agreement.
2. Participant shall use the funds paid under section 1 solely for the 2018 Discount Monthly Bus Pass Program, which will continue the Discount Monthly Bus Pass Program for area youth, seniors and persons with disabilities through March 2019, as further described in Exhibit A, which is attached to this agreement and made part of it.
3. Participant shall include mention of FRAQMD's Blue Sky Program as a funding source for the 2018 Discount Monthly Bus Pass Program in all press releases, advertisements and other public outreach for the 2018 Discount Monthly Bus Pass Program. Participant shall provide FRAQMD notification of all such outreach prior to publication.
4. Participant shall submit a final "Project Evaluation" report that details the results of the 2018 Discount Monthly Bus Pass Program as further described in said Exhibit A, **with the final invoice**, within 90 days of project completion, but no later than June 30, 2019.
5. Participant acknowledges that in order to comply with Chapter 7 of Part 5 of Division 26 (commencing with Section 44220) of the Health and Safety Code the funds paid under section 1 must be used solely to reduce air pollution from motor vehicles, and for related planning, monitoring, enforcement, and technical studies necessary to implement the California Clean Air

Act of 1988. Participant agrees to use all funds paid hereunder for such purposes.

6. Participant shall complete the work described in paragraph 2 by **March 31, 2019**. If all or a portion of the work described in paragraph 2 is not complete, the funding allocated to the incomplete portion shall revert to back to the FRAQMD on July 1, 2019. Further, Participant shall refund to FRAQMD any funds paid hereunder which are not expended solely for the work described in paragraph 2, together with accrued interest, within 30 days of FRAQMD's written demand therefore.

7. If Participant requires an amendment to the agreement either to extend the grant beyond March 31, 2019, to complete the work described in paragraph 2, or for any other reason, then an extension request must be received by the FRAQMD no later than January 10, 2019.

8. Participant agrees to indemnify, defend (upon FRAQMD's written request), protect, and hold harmless FRAQMD and FRAQMD's officers, employees, and agents against all liabilities, claims, demands, damages, and costs (including reasonable attorneys' fees and litigation costs through final appeal) that arise in any way from acts or omissions by Participant or Participant's officers, employees, or agents while performing under this agreement. Participant's obligation under this section covers but is not limited to liabilities, claims, demands, damages, and costs arising from injury to, or death of, any person and from damage to, or destruction of, any property. Participant's obligation under this section will survive this agreement.

9. If Participant materially breaches this agreement, then FRAQMD may demand in writing that the breach be cured. If, within ten days after receiving such demand, Participant has failed to cure the breach to FRAQMD's reasonable satisfaction, then FRAQMD may give Participant written notice of termination. Upon such termination, Participant must submit to FRAQMD a final written report prepared in accordance with section 3 and must return to FRAQMD all funds paid under section 1 which have not been expended on the 2018 Discount Monthly Bus Pass Program. As used in this section, "material breach" includes but is not limited to Participant's use of funds paid under section 1 in a manner inconsistent with Chapter 7. FRAQMD's failure to insist on strict performance of this agreement, or to exercise any right or remedy upon breach of this agreement, shall not constitute a waiver of such performance, right, or remedy. No waiver is binding unless in writing, signed by FRAQMD.

10. Participant acknowledges that FRAQMD's sole responsibility concerning the 2018 Discount Monthly Bus Pass Program Project described in section 2 is to contribute a portion of the program costs. FRAQMD has no responsibility for, or control over, development, implementation, and promotion of the 2018 Discount Monthly Bus Pass Program.

11. All correspondence regarding this agreement, including invoices, payments, and notices, shall be directed to the following persons at the following addresses and phone numbers:

YSTA: Keith Martin, Transit Director  
2100 B Street, Marysville, CA 95901  
(530) 634-6880

FRAQMD: Christopher D. Brown, AICP, Air Pollution Control Officer  
541 Washington Avenue, Yuba City, California 95991  
(530) 634-7659

If written, correspondence shall be sent either by personal delivery (including overnight delivery service) or by U. S. Mail, postage prepaid, and shall be considered delivered when actually received.

12. For a period of three years after final payment to Participant, this agreement shall be subject to the examination and audit of the State Auditor or independent auditor selected by FRAQMD, whether at FRAQMD's request or as part of any audit of FRAQMD, and Participant shall retain copies of all documents and records pertinent to this agreement for such period.

13. This agreement reflects the contributions of both parties and accordingly the provisions of Civil Code section 1654 shall not apply in interpreting this Agreement.

14. This agreement shall be interpreted and applied in accordance with California law. If any conflict arises between sections 1 through 13 and Exhibit A, then sections 1 through 13 shall govern. Any litigation concerning it shall be brought in the Superior Court of Sutter County. The prevailing party in any such litigation shall be entitled to recover reasonable attorneys' fees in addition to any other relief to which it may be entitled.

15. This agreement sets forth the parties' entire understanding regarding the matters set forth in sections 1 through 14. It supersedes all prior agreements and representations, written and oral, and may be modified only by a written agreement signed by Participant and FRAQMD.

APPROVED FOR LEGAL FORM

FEATHER RIVER AIR QUALITY  
MANAGEMENT DISTRICT

By: \_\_\_\_\_  
District Counsel

By: \_\_\_\_\_  
Christopher D. Brown, AICP, APCO

YUBA-SUTTER TRANSIT AUTHORITY

By: \_\_\_\_\_  
Keith Martin, Transit Director



AGENDA ITEM V – B  
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)  
AB 2766 GRANT AGREEMENT FOR A ONE YEAR EXTENSION  
OF THE EXPANDED LIVE OAK ROUTE**

Attached for Board review and approval is Feather River Air Quality Management District (FRAQMD) Grant Agreement #VF17-02 for \$10,000 to support a one year extension of the existing level of service on the Live Oak Route through December 2018. FRAQMD has provided a total of \$25,000 in three previous funding cycles for a portion of the cost to expand the Live Oak Route from three to five days a week that became effective July 1, 2015.

The proposed scope of work for this project includes the continued operation of the Live Oak Route at the expanded five day a week service level including an on-call stop at Yuba College's Sutter County Center from January 1 through December 31, 2018. This FRAQMD grant will provide approximately one-third of the required operating cost for the twelve month extension. The remaining net operating cost will be provided by the City of Live Oak from available State Transit Assistance (STA) revenue that is claimed directly by Yuba-Sutter Transit. All related marketing and administrative support expenses will be provided by Yuba-Sutter Transit as an in-kind contribution.

This is a standard FRAQMD grant agreement and it will have been reviewed by legal counsel prior to the meeting. Staff and counsel will be prepared at the meeting to discuss both this agreement and the project in detail.

**RECOMMENDATION:** Authorize execution of FRAQMD Grant Agreement #VF17-02 as submitted.

**AGREEMENT FOR USE OF MOTOR-VEHICLE  
REGISTRATION SURCHARGE FEES**

**FRAQMD Agreement No. VF17-02**

This Agreement, dated December 4, 2017, is between the Yuba-Sutter Transit Authority ("Participant"), a public agency of the State of California, and the Feather River Air Quality Management District ("FRAQMD"), a body corporate and politic and a public agency of the State of California.

**RECITALS**

- A. Participant proposes the 2018 Live Oak Service Expansion Continuation project, which will continue the July 2015 expansion of Yuba-Sutter Transit's Live Oak Route from three to five days a week through December 2018.
- B. As part of its effort to reduce local air pollution from motor vehicles, FRAQMD is willing to fund a portion of this work from revenues it may receive under Chapter 7 of Part 5 of Division 26 (commencing with section 44220) of the Health and Safety Code, subject to the terms and conditions herein.

**TERMS AND CONDITIONS**

1. FRAQMD shall pay to Participant a total amount not to exceed \$10,000.00, within thirty days of receiving Participant's written invoice for the work described in section 2. Payment shall be made exclusively from revenues as specified in section B above, and is conditioned upon such revenues being available. Participant may submit partial invoices as work is completed throughout the term of the Agreement.
2. Participant shall use the funds paid under section 1 solely for the 2018 Live Oak Service Expansion Continuation project, as further described in Exhibit A, which is attached to this agreement and made part of it.
3. Participant shall include mention of FRAQMD's Blue Sky Program as a funding source for the 2018 Live Oak Service Expansion Continuation project in all press releases, advertisements and other public outreach for the 2018 Live Oak Service Expansion Continuation project. Participant shall provide FRAQMD notification of all such outreach prior to publication.
4. Participant shall submit a final "Project Evaluation" report that details the results of the 2018 Live Oak Service Expansion Continuation project as further described in said Exhibit A, **with the final invoice**, within 90 days of project completion, but no later than March 31, 2019.
5. Participant acknowledges that in order to comply with Chapter 7 of Part 5 of Division 26 (commencing with Section 44220) of the Health and Safety Code the funds paid under section 1 must be used solely to reduce air pollution from motor vehicles, and for related planning, monitoring, enforcement, and technical studies necessary to implement the California Clean Air Act of 1988. Participant agrees to use all funds paid hereunder for such purposes.



6. Participant shall complete the work described in paragraph 2 by **December 31, 2018**. If all or a portion of the work described in paragraph 2 is not complete, the funding allocated to the incomplete portion shall revert to back to the FRAQMD on July 1, 2019. Further, Participant shall refund to FRAQMD any funds paid hereunder which are not expended solely for the work described in paragraph 2, together with accrued interest, within 30 days of FRAQMD's written demand therefore.

7. If Participant requires an amendment to the agreement either to extend the grant beyond December 31, 2018, to complete the work described in paragraph 2, or for any other reason, then an extension request must be received by the FRAQMD no later than November 2, 2018.

8. Participant agrees to indemnify, defend (upon FRAQMD's written request), protect, and hold harmless FRAQMD and FRAQMD's officers, employees, and agents against all liabilities, claims, demands, damages, and costs (including reasonable attorneys' fees and litigation costs through final appeal) that arise in any way from acts or omissions by Participant or Participant's officers, employees, or agents while performing under this agreement. Participant's obligation under this section covers but is not limited to liabilities, claims, demands, damages, and costs arising from injury to, or death of, any person and from damage to, or destruction of, any property. Participant's obligation under this section will survive this agreement.

9. If Participant materially breaches this agreement, then FRAQMD may demand in writing that the breach be cured. If, within ten days after receiving such demand, Participant has failed to cure the breach to FRAQMD's reasonable satisfaction, then FRAQMD may give Participant written notice of termination. Upon such termination, Participant must submit to FRAQMD a final written report prepared in accordance with section 3 and must return to FRAQMD all funds paid under section 1 which have not been expended on the 2018 Live Oak Service Expansion Continuation project. As used in this section, "material breach" includes but is not limited to Participant's use of funds paid under section 1 in a manner inconsistent with Chapter 7. FRAQMD's failure to insist on strict performance of this agreement, or to exercise any right or remedy upon breach of this agreement, shall not constitute a waiver of such performance, right, or remedy. No waiver is binding unless in writing, signed by FRAQMD.

10. Participant acknowledges that FRAQMD's sole responsibility concerning the 2018 Live Oak Service Expansion Continuation project described in section 2 is to contribute a portion of the program costs. FRAQMD has no responsibility for, or control over, development, implementation, and promotion of the 2018 Live Oak Service Expansion Continuation project.

11. All correspondence regarding this agreement, including invoices, payments, and notices, shall be directed to the following persons at the following addresses and phone numbers:

YSTA: Keith Martin, Transit Director  
2100 B Street, Marysville, CA 95901  
(530) 634-6880

FRAQMD: Christopher D. Brown, AICP, Air Pollution Control Officer  
541 Washington Avenue, Yuba City, California 95991  
(530) 634-7659



If written, correspondence shall be sent either by personal delivery (including overnight delivery service) or by U. S. Mail, postage prepaid, and shall be considered delivered when actually received.

12. For a period of three years after final payment to Participant, this agreement shall be subject to the examination and audit of the State Auditor or independent auditor selected by FRAQMD, whether at FRAQMD's request or as part of any audit of FRAQMD, and Participant shall retain copies of all documents and records pertinent to this agreement for such period.

13. This agreement reflects the contributions of both parties and accordingly the provisions of Civil Code section 1654 shall not apply in interpreting this Agreement.

14. This agreement shall be interpreted and applied in accordance with California law. If any conflict arises between sections 1 through 13 and Exhibit A, then sections 1 through 13 shall govern. Any litigation concerning it shall be brought in the Superior Court of Sutter County. The prevailing party in any such litigation shall be entitled to recover reasonable attorneys' fees in addition to any other relief to which it may be entitled.

15. This agreement sets forth the parties' entire understanding regarding the matters set forth in sections 1 through 14. It supersedes all prior agreements and representations, written and oral, and may be modified only by a written agreement signed by Participant and FRAQMD.

APPROVED FOR LEGAL FORM

FEATHER RIVER AIR QUALITY  
MANAGEMENT DISTRICT

By: \_\_\_\_\_  
District Counsel

By: \_\_\_\_\_  
Christopher D. Brown, AICP, APCO

YUBA-SUTTER TRANSIT AUTHORITY

By: \_\_\_\_\_  
Keith Martin, Transit Director

AGENDA ITEM V – C  
STAFF REPORT

**FY 2019 BUDGET PREVIEW**

**Background**

The Yuba Sutter Transit Authority Joint Powers Agreement (JPA) stipulates that a proposed budget be submitted to the Board by the end of March prior to the start of each fiscal year and that a final budget be adopted by the end of May. This adoption schedule provides early notice to the member jurisdictions of the annual apportionment of Local Transportation Fund (LTF) contributions for inclusion in their own budget process.

The purpose of this agenda item is to provide a mid-year status report on the current budget cycle, to review potential issues related to the upcoming cycle and to invite input on other issues that the Board would like staff to consider when preparing the preliminary draft budget for presentation at the March meeting. As with any budget process, there are a number of issues for which early Board discussion is appropriate. For FY 2018, these include, but are not limited to, the following list of budget, service, policy and planning related issues that staff has identified for consideration.

- Projected year-end revenues and expenses for FY 2018
- Federal, state and local operating and capital funding outlook and potential risks for FY 2019
- Full implementation of the Connect Card electronic fare card system
- Implementation decisions regarding the recommendations of the 2015 Yuba-Sutter Short Range Transit Plan including planned fleet replacement projects
- Extension of the current Transdev Services, Inc. operating agreement through September 2019 and preparations for the next operating contract RFP process

**Projected Year-End Revenues and Expenses for FY 2018**

Complete year-to-date budget projections will be provided when the preliminary draft budget is submitted in March, but total operating expenses for FY 2018 are now expected to be slightly under the adopted \$7.2 million budget. Representing nearly 10 of the budget and typically the most volatile of all line items, fuel expenses are currently expected to end the year at or near the budgeted amount of \$699,000, but this can change quickly as fuel prices have been trending higher over the last two months. While most expense line items are relatively close to the amount budgeted at the mid-year mark, major component (engines and transmissions) expenses along with tire expenses are both up significantly with five months still to go in the fiscal year.

Operating revenues for FY 2018 are likely to come in slightly below budget primarily due to lower than expected fare receipts resulting from decreased ridership. State and Federal funding sources, representing 43 percent of budgeted operating revenues, are all expected to ultimately come in as budgeted, but none of these funds have been received to date. Due to on-going Federal budgeting challenges and delayed programming of State funding related to

the new Senate Bill 1 (SB 1), the cash flow challenges that we typically experience around this time each year are even more pronounced this fiscal year.

### **Federal, State and Local Operating and Capital Funding Outlook**

The 2015 Federal transportation funding measure known as Fixing America's Surface Transportation (FAST) Act established Federal transit funding authorization levels through FY 2020. Assuming that annual appropriations will match the authorized funding levels, the amount of Federal money available to Yuba-Sutter Transit will increase by 2 percent annually through FY 2020. While most Federal funds can be used for both operating and capital purposes, the largest Federal funding source has been used primarily for operating purposes since FY 2009 because other State and Federal funding have been available to satisfy fleet replacement needs. With the FY 2017 end of the State Proposition 1B bond program, more Federal funding will be needed to be programmed for capital purposes beginning in FY 2019.

State Transit Assistance (STA) revenue is the often threatened single source of on-going State transit funding that Yuba-Sutter Transit has historically used as the primary source of local matching funds for Federal capital grants. In just the last nine years, STA funding has been eliminated once, restored once and significantly reworked three times – most recently by Senate Bill (SB) 1 that was signed into law in April 2017. STA is now funded through a sales tax on diesel fuel and generally available exclusively for transit operating or capital purposes with only minimal restrictions. SB 1 resulted in a significant expansion in the amount of STA funding available through an increase in the sales tax on diesel and a portion of an increase in vehicle registration fees. Because these increases are now the subject of an initiative campaign that could result in their repeal, staff will be extremely cautious in programming these funds for operating purposes in FY 2019. Any excess above that which is designated for operations will still be available for future allocation though significant STA reserves will be needed for future capital replacement projects through FY 2020 and beyond.

Beginning in FY 2008, the State Proposition 1B (November 2006) bond measure created the Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA). Approximately \$7.6 million has been available to Yuba-Sutter Transit over the ten year life of this program (through FY 2017). To date, PTMISEA funds have been used for the remodel and expansion of Yuba-Sutter Transit's operations and maintenance facility and for all or part of two fleet replacement/expansion projects. The remaining funds from this source have been earmarked for planned fleet replacement projects in FY 2018 and FY 2019. Proposition 1B also included funding for the Transit Safety & Security Grant Program which also ended in FY 2017. This program has been used for a variety of smaller projects including on-board and parking lot video surveillance systems; facility security measures; and, a new mobile communications system. The last of the major projects to be funded from this source is the emergency back-up generator system and the computer assisted dispatch / automatic vehicle location (CAD/AVL) passenger information system.

A major portion of the annual operating budget is funded by Local Transportation Funds (LTF) contributed by the member jurisdictions. LTF revenue is derived from a one-quarter percent sales tax that is returned to the county of origin and distributed to the jurisdictions therein by population. These funds must be used first to meet local transit needs with the

remainder, if any, made available for the maintenance of local streets and roads. This funding source is used by Yuba-Sutter Transit to balance the annual operating budget after all other available revenue sources are accounted for.

Despite a significant increase in the budget over the years due to cost increases and service expansions, the combined annual LTF contribution by the member jurisdictions from FY 2006 to FY 2010 was relatively unchanged at an annual average of around \$2.0 million. This was made possible through a greater use of Federal funding for operations and increased fare revenues from passenger growth. This average dropped to about \$1.6 million annually from FY 2011 through FY 2015 with still higher use of Federal and State funds for operations before jumping to an average of about \$2.4 million from FY 2016 through FY 2018 as costs and reductions in other revenues forced greater LTF contributions. For FY 2019, LTF apportionments are expected to be up significantly in both counties by an average of 32.6 percent compared to FY 2018 though much of that increase (9.2 percent in Sutter County and 13.4 percent in Yuba County) is due to unclaimed carryover balances from FY 2018.

### **Connect Card Electronic Fare System**

The regional Connect Card electronic fare system, which has been operational locally since January 2017, is now expected to be fully implemented by July 2018 with the anticipated end of paper monthly passes and transfers. The most significant benefit will be to speed passenger boarding for improved on-time performance, but there is a cost to administer the program. In addition, while the new system is designed to essentially mirror Yuba-Sutter Transit's existing fare structure, there are differences that will certainly change how passengers purchase and use the available fare products. The combined impact of these factors, whether positive or negative, will not be known until well after the transition to the new system is complete which presents some risk to any ridership and fare revenue projections. For this reason, staff will continue to budget conservatively on Connect Card related factors for both the current year and beyond with the clear understanding that this will be a major and unavoidable risk.

### **Continued Implementation of the 2015 Yuba-Sutter Short Range Transit Plan**

The Yuba-Sutter Short Range Transit Plan (SRTP) is the blueprint for the development and operation of public transportation in the bi-county area. The most recent update was adopted in May 2015. As with previous plans, the new SRTP includes operational, capital, financial and policy recommendations for consideration and possible implementation over a five to ten year period. Due to reduced ridership and fare revenues since the beginning of FY 2016, the implementation of major service recommendations from the plan such as the proposed extension of the local fixed route service by one hour on both weekdays and Saturdays have been delayed indefinitely. A number of recommendations for technology improvements, bus stop enhancements, fleet replacements and an additional administrative staff position are expected to be completed or in the works by FY 2019 during which funding should be sought for a comprehensive update of the 2015 plan. Given the declining performance of the current operation, staff is not planning for any major service changes at least until the impact of the Connect Card system can be determined and possibly not until after the next transit plan is completed.

On the financial side, the SRTP recommended continued monitoring and evaluation of possible targeted future fare increases as the percentage of operating costs covered by passenger fares was expected to decline over the five year planning period. As part of the FY 2019 budget process, staff expects to conduct such an evaluation for the purpose of maintaining a systemwide farebox recovery ratio at or above the target goal of 20 percent and the more important minimum required ratio of 14.6 percent. Other than Connect Card related fare policy changes that began in September 2015 and will continue until full conversion this summer, the last fare increase was to the Sacramento service in 2010. While there is no immediate plan for increasing fares, staff anticipates bringing this issue to the Board for further discussion during FY 2019.

### **Operating & Maintenance Service Contracting Process**

The current contract with Transdev Services, Inc. will expire on September 30, 2019 if Yuba-Sutter Transit exercises the last of two one year extension options this spring. This indexed extension will be brought to the Board for consideration at the April meeting, but the greater issue will be the process to develop and implement a new Request for Proposal (RFP) process for the next service contract which will need to begin in FY 2019. Staff anticipates that this process will be significantly different from what has been done for all past contracts in anticipation of key personnel and procedure changes during the next contract period. For this purpose, consultant support is expected to be necessary to support the development of a “state-of-the-art” contracting process with the intent of creating a sustainable relationship between Yuba-Sutter Transit and the future contractor.

### **Recommendation**

Board input is now being requested on the development of the preliminary draft budget regarding the above or any other issues that members may desire staff to investigate further prior to the March meeting. If so directed, staff will initiate the appropriate budget, service or policy review process as part of the preliminary draft budget to be presented at the March 15<sup>th</sup> meeting. While a special Board workshop has been held from time to time to focus on the details of the draft budget prior to final consideration in May, the need and possible dates and times for such a meeting will also be discussed at the March meeting.

Staff will be prepared at the meeting to discuss these and other budget related issues in more detail as desired.

RECOMMENDATION:        Direct staff as desired.

AGENDA ITEM V – D  
STAFF REPORT

**BUS STOP ENHANCEMENT PROJECT**

Staff recently awarded a contract to B & M Builders, Inc. out of Rancho Cordova in the amount of \$20,000 for concrete work to improve three transit stops in Yuba County. Two of these sites (on the southeast corner of Evelyn and Martel Drives in Johnson Park in Olivehurst and on the northeast corner of North Beale Road and Woodland Drive in Linda) have sufficient ridership to warrant the installation of a bus stop shelter which will now be made possible by the new stop improvements. A third bus stop shelter is also being proposed as part of the long planned improvements on the northwest corner of North Beale Road and Lowe Avenue as part of Yuba County's North Beale Road Corridor Complete Streets Revitalization project that is now nearing completion.

For this purpose, staff has received the attached quote from Tolar Manufacturing, Inc. in the total amount of \$35,220 plus applicable sales tax for the purchase of these three bus stop shelters along with related furnishings and equipment. As proposed, due to the peak passenger loads at the Johnson Park stop, this site will receive a larger shelter similar to one of the shelters that were recently installed at the North Beale Transit Center in Linda except without the advertising box. The other two sites would receive smaller shelters that are similar in size to those that are installed throughout the system except without an advertising box. All three of these shelters will have map cases for display of transit information, a bus stop bench and dusk-to-dawn solar lighting. The lead time for the manufacturing of these shelters is approximately 12 weeks and staff is working with a separate contractor to arrange for their delivery and installation.

As with the related concrete work that will soon be underway, funding for the proposed purchase and installation of the specified bus stop furnishings is being provided by a combination of grants from the Sacramento Metropolitan Air Quality Management District (SMAQMD) and the State Low Carbon Transit Operations Program (LCTOP).

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

**RECOMMENDATION:** Authorize the purchase of specified bus stop furnishings as proposed.





Quote Number: 17482

February 1, 2018

Adam Hansen  
 Yuba Sutter Transit  
 2100 B Street  
 Marysville, CA 95993

Project: Shelter Pricing

Dear Adam:

As follow up to our correspondence, please review the quote outlined below for transit shelters and contact me with any questions or concerns.

<u>Qty:</u>	<u>Description:</u>	<u>Unit Price:</u>	<u>Ext Price:</u>
1	26' Dome roof non-advertising transit shelter (Model 26ALD-PM 27875-00 ) featuring: Roof dimensions are approximately 25' 9" x 5' 10", roof design features two circular shapes running horizontally with one serving as a rain gutter, the other houses electric wiring for optional overhead security lighting, 1/8" powder coated aluminum roof panels, roof ends closed off with clear acrylic, 16 gauge perforated metal panels at the rear and 2/3 end wall, rear screens to be supported by stainless steel glass stands which anchor to the concrete, durable baked powder coat finish in color RAL 6002 Leaf Green, adjustable leveling shoes, zinc anchors and all installation hardware- Seating and Illumination quoted below	\$12,900.00	\$ 12,900.00
2	13' Sierra Non-ad shelter, wide roof option, perforated metal at the rear and 1/2 end wall upstream and 2/3 wall downstream, roof ends closed off with clear acrylic, RAL 6002 Leaf Green	\$ 5,700.00	\$ 11,400.00
3	Custom Map case with 1/4" clear tempered safety glass, aluminum framing, tamper proof screws, 48"W x 18"H visible display area, secures to rear shelter end wall, powder coat finish in color RAL 6002 Leaf Green	\$540.00	\$1,620.00
4	Tolar USC RMS60F dusk to dawn LED solar illumination and mounting kit	\$ 1,700.00	\$ 6,800.00
4	8' Perforated metal bench, no back three anti-vagrant bars, RAL 6002 Leaf Green, zinc anchors	\$625.00	\$2,500.00

PRICING NOTES:

- Yuba County (Marysville) sales tax is additional
- If required, stamped and sealed structural engineering calculations from a CA licensed engineer are additional cost of \$1,100.00 per shelter design
- Products are shipped in knock down and unassembled condition with all necessary hardware for installation, by others, using standard tools and equipment. Detailed shop drawings and installation instructions are provided.
- FRIGHT IS ESTIMATED AT \$ 1,200.00. Freight is invoiced at actual cost, without mark up, at time of shipment. Client provides forklift and labor for unloading at destination as necessary.



Quote Number: 17482

- Standard terms are payment Net 30 days from receipt of invoice. Final terms and deposit to be determined based on credit history and bonding ability.
- Standard terms are 50% deposit upon order approval with balance due Net 30 days from date of invoice. Final terms and deposit to be determined based on credit history and bonding ability.
- Current lead-time for delivery for this project is estimated at 12 weeks from receipt of purchase order or signed agreement.
- This quote is valid for 30 days.

Thank you for this opportunity and for considering Tolar Manufacturing for your needs. Please contact me at [pmerrick@tolarmfg.com](mailto:pmerrick@tolarmfg.com) or 951-547-8209 with any questions or requests for clarification.

Best,

A handwritten signature in blue ink, appearing to read 'Patrick Merrick', written over a light blue horizontal line.

Patrick Merrick  
Executive Vice-President

Quote Approved/Accepted By:

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO No. \_\_\_\_\_

AGENDA ITEM V – E  
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD) GRANT  
CLOSE-OUT REPORT FOR THE EXPANDED LIVE OAK SERVICE**

**Background**

Yuba-Sutter Transit has provided rural route service to the City of Live Oak since 1988 under an agreement whereby the city pays the fully allocated cost (including depreciation) for each hour of service (as determined by the most recent fiscal audit) minus any fare revenue received. Prior to July 1, 2015, the Live Oak Route had offered two round trips every Monday, Wednesday and Friday. Until July 2015, these services have been funded exclusively from State Transit Assistance (STA) funds that are allocated to the city and claimed directly by Yuba-Sutter Transit. The expenses and fare revenue for this service are included in Yuba-Sutter Transit's systemwide farebox recovery ratio and Yuba-Sutter Transit is solely responsible for setting service levels and passenger fares up to the level of STA funds available. The cost for any service beyond that level would be the sole responsibility of the city.

Prior to the July 2015 expansion, the Live Oak Route had performed rather well and consistently cost less to operate than the amount of STA funding that had been available resulting in an FY 2015 year-end balance of just over \$107,000 for a service that had an annual net operating cost of around \$40,000. To determine if there would be enough ridership to justify a higher level of service, the Live Oak City Council requested the July 2015 expansion of the service from three to five days a week with additional local stops within the city and a new option for direct service to Yuba College's Sutter County Center.

Partially off-setting the projected additional first year cost (July 2015 through June 2016) of \$30,000 for the expanded service, Yuba-Sutter Transit received a \$10,000 grant from the Feather River Air Quality Management District (FRAQMD). Since that time, three additional grants, for a cumulative total of \$35,000 (including the original grant) have been awarded to continue supporting the expanded service level through December 2018. This report covers the completed 30 month demonstration period for the expanded Live Oak Route from June 2015 through December 2017.

**Expanded Service**

The Live Oak route was expanded from three to five days a week (Monday - Friday) offering two round trips each service day beginning July 1, 2015. The previous three Live Oak bus stops were modified and expanded to a total of six stops to provide scheduled service to more areas of the city while all service policies including route deviations particularly for seniors and persons with disabilities remained in effect. Another highlight of the expanded Live Oak service was the potential for direct service for Live Oak residents to Yuba College's Sutter County Center when the bus traveled to and from Marysville/Yuba City. A copy of the current Live Oak Route service brochure is attached for reference.

As shown in the table below, the response to the expanded Live Oak service has been fairly consistent through the first 30 months. Though average monthly ridership dipped a bit in 2017, it was still up 59 percent over the figure for the twelve months prior to the July 2015 service expansion and this still compares favorably with the increase in the 68 percent increase in the average monthly number of vehicle service hours (VSH) in the same period. Because much of the ridership growth has occurred among those who ride on discount fares (cash or pass) such as seniors, youth and persons with disabilities, the average monthly fare revenue increased by just 31 percent due in part to the acceptance of all discount monthly local fixed route passes on rural routes beginning January 2016. Prior to that date, only discount monthly youth passes had been accepted. While ridership has generally kept pace with the increase in VSH, the lower average fare combined with an increase in the contracted cost per VSH resulted in a 93 percent increase in the average monthly subsidy (compared to the 68 percent increase in VSH) and a 15 percent increase in the subsidy per VSH.

***Grant Periods Monthly Averages***

	Jul 15 – Dec 15	Jan 16 – Dec 16	Jan 17 – Dec 17
Passenger Trips / Month	285	280	272
Vehicle Service Hours (VSH) / Month	75.4	74	71.64
Trips per VSH	3.78	3.78	3.8
Total Operating Cost / Month	\$5,396	\$6,297	\$6,146
Passenger Fare Revenue / Month	\$321	\$326	\$277
Net Subsidy / Month	\$5,075	\$5,971	\$5,869
Net Subsidy per VSH	\$67.31	\$80.69	\$81.95
Net Subsidy per Trip	\$17.81	\$21.33	\$21.58

**Summary**

The City of Live Oak began FY 2018 with a deferred STA revenue balance of approximately \$50,000 (June 30, 2017). With increased STA allocations and continued FRAQMD funding, this balance is now projected to drop just under \$40,000 by June 30, 2018. While ridership on the expanded Live Oak Route has generally kept pace with the increase in VSHs, the long term sustainability of the expanded level of service remains in question given the Yuba-Sutter Transit operating agreement along with the existing fare structure and projected funding levels. Staff will continue to monitor this service closely while investigating other long term funding and operational options.

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

**RECOMMENDATION:** Information only.

## OTHER SERVICE CONNECTIONS

Yuba-Sutter Transit offers a wide range of other public transportation services. These include weekday and Saturday local fixed route service; weekday and Saturday Dial-A-Ride service for seniors and persons with disabilities; weekday commuter and midday service to downtown Sacramento; and, rural service to Wheatland and the Yuba County foothills.

Connections to and from the Live Oak Route are available at both the Alturas & Shasta Terminal in Yuba City and the Yuba County Government Center in Marysville with Routes 1, 2 and 4 for local route service throughout Yuba City, Marysville and Linda.

Connections are also available at the Yuba County Government Center for service to and from downtown Sacramento.

Applicable fares must be paid on other services.

## HOLIDAYS

Yuba-Sutter Transit does not operate any service on the following holidays:

New Year's Day	Independence Day
Martin Luther King's Birthday	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Day



## CONNECT CARD

The new Connect Card is the easy way to pay transit fares. It is a plastic, reloadable smart card with an embedded computer chip that can store cash value and/or monthly passes for any regular or discounted fares. It's accepted by Yuba-Sutter Transit, Sacramento Regional Transit and seven other transit providers in the greater Sacramento area.

Visit [ConnectTransitCard.com](http://ConnectTransitCard.com) to get started. Once you initially order and load your full fare\* Connect Card online, you'll receive it in the mail in 3 - 5 days. Just tap it on the Connect Card reader when you board any Yuba-Sutter Transit bus and reload as needed.

*\*Discount fare passengers must visit the Yuba-Sutter Transit office for their first Connect Card which will also become their new photo I.D. card for discount fare eligibility purposes.*



## PASS OUTLETS

All monthly passes and \$10 ticket sheets are available at the main Yuba and Sutter County Libraries as well as the Yuba College Bookstore. Passes, ticket sheets and single ride tickets are available at the Yuba-Sutter Transit Administrative Office or by mail. Call (530) 634-6880 for more information.



Service Information  
(530) 742-2877  
(TTY) 634-6889

[www.yubasuttertransit.com](http://www.yubasuttertransit.com)  
2100 B St., Marysville, CA 95901

Subject to change without notice.  
Materials available in accessible formats  
upon request, call (530) 634-6880.



# Live Oak Route Information



Service Information  
(530) 742-2877  
(TTY) 634-6889

[www.yubasuttertransit.com](http://www.yubasuttertransit.com)  
Effective September 1, 2017



## LIVE OAK ROUTE

The Live Oak Route is a combined fixed route and demand response service offering two round trips each weekday between Live Oak and the Cities of Yuba City and Marysville. Passengers can catch the bus at any of six designated stops in Live Oak without an advance reservation. Passengers may also request pick-up and drop-off at the Yuba College Sutter County Center on the way to or from Live Oak. Call at least one hour in advance for pick-up at the Sutter County Center or request drop-off there when you first board the bus.

Advance reservations are also available for demand response service within the city limits of Live Oak and anywhere within ¼ mile of the route to Yuba City and Marysville. This demand response service is provided in conjunction with the scheduled service.

For more information and trip planning assistance, call (530) 742-2877 (TTY 634-6889).

## LIVE OAK SCHEDULES

### MONDAY THROUGH FRIDAY

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
Yuba Co. Govt. Center	--	11:35	5:35
Alturas & Shasta Terminal (Yuba City)	--	11:40	5:40
Yuba College, Sutter Co. Center*	--	11:50	5:50
Ash St. & Hwy 99	7:00	12:00	6:00
Maple Park Neighborhood Center	7:02	12:02	6:02
Pennington Rd. & O St. (Live Oak Park)	7:05	12:05	6:05
Richard Ave. & Presley Ave.	7:07	12:07	6:07
Date & O Streets (Senior Village)	7:12	12:12	6:12
Butte View Estates (Larkin Rd.)	7:15	12:15	6:15
Yuba College, Sutter Co. Center*	7:25*	12:25*	--
Alturas & Shasta Terminal (Yuba City)	7:40	12:40	--
Yuba Co. Govt. Center	7:45	12:45	--

\*by request only (please call 742-2877 at least 1 hour in advance)

## GENERAL POLICIES

The Live Oak Route operates with or without reservations serving designated stops every weekday though curbside service is available by advance reservation in designated areas.

To reserve a ride, simply call (530) 742-2877 and give the dispatcher your pick-up point, where you want to go and let us know if you will be returning on a later run that day. The bus will stop at any safe location within the city limits of Live Oak and anywhere within ¼ mile of the route to Yuba City and Marysville. Passengers must call at least one hour in advance for alternate stop locations and service to the Yuba College Sutter County Center stop.

If you have a regular appointment, call and arrange with dispatch for a standing reservation. This scheduled pick-up and drop-off will continue until you adjust or cancel it. Repeated no shows or late cancellations for standing rides will result in suspension of the standing reservation.

## FARES

Basic One-Way Fare . . . . .	\$2.00
Senior (Age 65+)/Disabled Fare* . . . . .	\$1.00
Youth Fare (Age 5-18)* . . . . .	\$1.00
Children - Age 4 and Under With Adult . . . . .	Free
(Limit of two free fares per adult)	

Transfers . . . . .	None
Ticket Sheets (Twenty 50¢ tickets) . . . . .	\$10.00

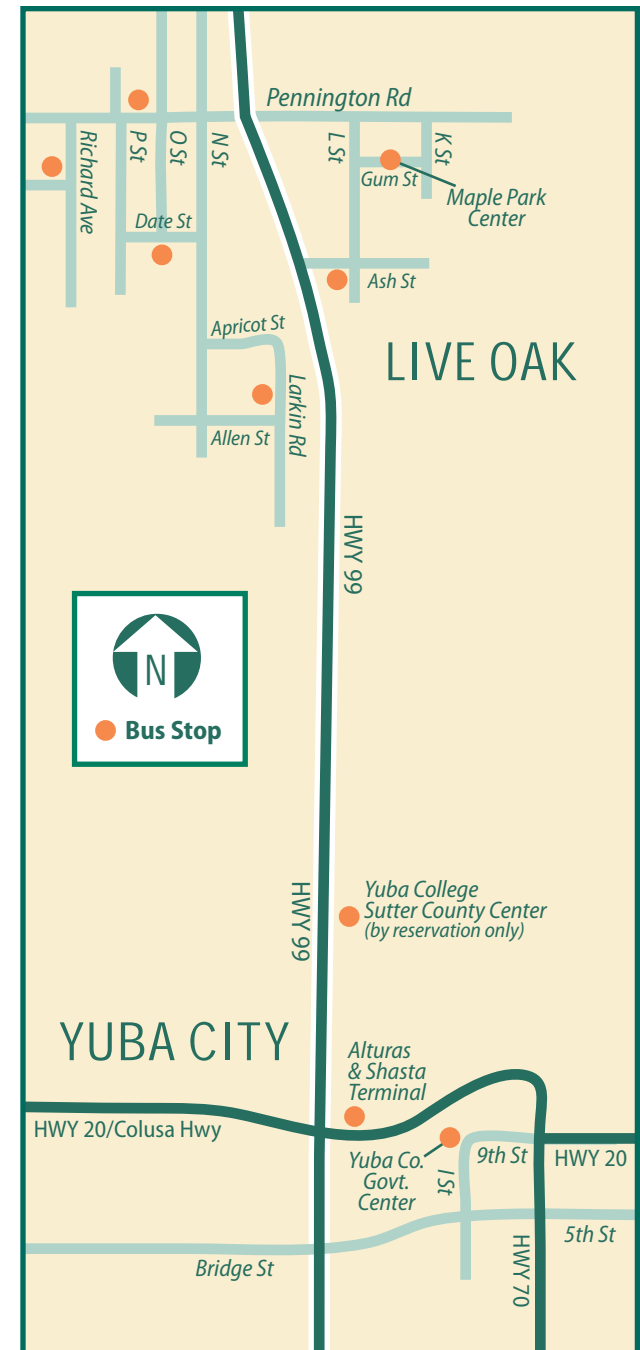
\*With a Yuba-Sutter Transit senior/disabled/youth photo identification (I.D.) card; Medicare card; or, DMV placard I.D. printout. Valid senior/disabled/youth photo I.D. cards issued by another transit agency will be honored for up to 21 days. Medicare card and DMV placard holders may be required to provide photo I.D.

**VALID LOCAL DISCOUNT MONTHLY PASSES FOR YOUTH, SENIORS AND PERSONS WITH DISABILITIES ARE ACCEPTED ON THE LIVE OAK ROUTE. PROOF OF ELIGIBILITY REQUIRED.**

**DEPOSIT EXACT FARE DRIVERS DO NOT MAKE CHANGE**

## ADDITIONAL INFORMATION

- All Yuba-Sutter Transit buses are wheelchair accessible. Please let us know if you will need to use the lift when you make your reservation.
- Bike racks are available on all Yuba-Sutter Transit buses.
- Don't be a no show! If you are unable to make a scheduled trip, please call (530) 742-2877 and cancel your trip.
- Deposit exact change. Drivers do not make change.





AGENDA ITEM IV – F  
STAFF REPORT

**MID-YEAR PERFORMANCE REPORT**

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first half of FY 2018 (July 2017 through December 2017) presented in comparison with the performance for the same period in the previous fiscal year. After an almost unbelievable quarter century run of annual ridership records that ended in FY 2015, the negative trend of year-over-year same quarter ridership reductions continued through the second quarter of FY 2018 with a 7.3 percent year-to-date drop in ridership compared to the same period last year.

Second quarter ridership was down 6.0 percent compared to the same quarter last year. This was the lowest one quarter decline in two years which hopefully indicates that the nearly three year trend in year-over-year quarterly ridership figures that began with the fourth quarter of FY 2015 may be slowing. While similar or worse (sometimes much worse) ridership declines have been experienced by many of the transit agencies in the greater Sacramento area and beyond over the last five years, local contributing factors certainly include both the restructuring of Routes 1 and 4 and the elimination of the “transfer-for-a-transfer” policy that occurred in September 2015. Other potential factors include continued on-time performance challenges; chronic reliability problems with the older fixed route and commuter buses; stable and relatively low fuel prices; and, the general lack of population and employment growth in the region.

Individually, the greatest ridership drop in terms of passenger trips was on the local fixed route system for all of the reasons noted above. Two of the three major services, the Sacramento Commuter and Midday Express (down 2.5 percent) and Dial-A-Ride (down 1.2 percent) services saw the lowest percentage drop. The decline in Sacramento ridership has slowed significantly from the nearly double digit (9.5 percent) drop from FY 2016 to FY 2017 and Dial-A-Ride ridership has held rather steady since FY 2014 especially compared to the two other major services. Rural route ridership continues to vary widely due to the limited nature of these services while the total number of vehicle service hours operated for all services during the quarter was essentially unchanged.

Systemwide fare revenue is down by 17.2 percent through the first half of the year, but much of this decrease is due to a single large institutional purchase of discount ticket books in the first quarter of FY 2017 that was not repeated this year. While this atypical purchase greatly improved the fiscal picture last year, it continues to impact the comparisons for FY 2018 which will have to be gradually absorbed into the financial report over the next two quarters just as the positive impact of the purchase was absorbed over all of FY 2017. The net result is that the estimated mid-year systemwide farebox recovery ratio is down 17.7 percent over the first half of last year.

Looking forward, the negative trend in year-to-year ridership is expected to continue to slow over the remainder of this fiscal year though many of the other underlying issues that were noted above are likely to continue for the indefinite future. The most significant near-term risk factor is the still uncertain short and long term ridership and financial impacts of the Connect Card electronic fare system. While this system is gaining significant traction, the full impact is not likely to be realized until FY 2019 after paper monthly passes and transfers are eliminated.

Staff will be prepared to discuss the performance summary in detail at the meeting.

**RECOMMENDATION:** Information only.

**MID-YEAR PERFORMANCE REPORT  
FISCAL YEAR 2017-2018**

	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
<b>Fixed Route:</b>						
July 2017 - December 2017	420,048	25,955.87	16.18	\$252,922	\$9.74	13.2%
July 2016 - December 2016	458,990	26,018.22	17.64	\$341,671	\$13.13	17.7%
Percent Change	-8.5%	-0.2%	-8.3%	-26.0%	-25.8%	-25.6%
<b>Dial-A-Ride:</b>						
July 2017 - December 2017	33,798	12,672.49	2.67	\$63,231	\$4.99	6.7%
July 2016 - December 2016	34,200	12,357.08	2.77	\$80,145	\$6.49	8.8%
Percent Change	-1.2%	2.6%	-3.7%	-21.1%	-23.1%	-23.4%
<b>Sacramento Services (Commuter &amp; Midday):</b>						
July 2017 - December 2017	63,901	6,822.44	9.37	\$276,992	\$40.60	54.9%
July 2016 - December 2016	65,546	6,778.82	9.67	\$295,312	\$43.56	58.9%
Percent Change	-2.5%	0.6%	-3.1%	-6.2%	-6.8%	-6.9%
<b>Foothill Route:</b>						
July 2017 - December 2017	1,040	476.25	2.18	\$920	\$1.93	2.6%
July 2016 - December 2016	869	494.30	1.76	\$1,019	\$2.06	2.8%
Percent Change	19.7%	-3.7%	24.1%	-9.7%	-6.2%	-6.8%
<b>Live Oak Route:</b>						
July 2017 - December 2017	1,725	443.69	3.89	\$1,705	\$3.84	5.2%
July 2016 - December 2016	2,020	447.28	4.52	\$1,930	\$4.31	5.8%
Percent Change	-14.6%	-0.8%	-14.0%	-11.7%	-10.8%	-10.5%
<b>Wheatland Route:</b>						
July 2017 - December 2017	266	235.67	1.13	\$357	\$1.51	2.0%
July 2016 - December 2016	338	240.38	1.41	\$257	\$1.07	1.4%
Percent Change	-21.3%	-2.0%	-20.0%	38.9%	41.6%	46.2%
<b>Systemwide Summary:</b>						
July 2017 - December 2017	520,778	46,606.41	11.17	\$596,127	\$12.79	17.3%
July 2016 - December 2016	561,963	46,336.08	12.13	\$720,335	\$15.55	21.0%
Percent Change	-7.3%	0.6%	-7.9%	-17.2%	-17.7%	-17.7%

Notes:

1. All financial calculations are estimates pending final fiscal audits.