

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
MAY 16, 2019**

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

Present: Cardoza, Bradford (for Fletcher), Hudson, Leahy (Chair), Samayoa, Shaw, Sullenger, and Whiteaker.

Absent: Fletcher

II. Public Business from the Floor

None.

III. Consent Calendar

Martin stated that the Monthly Performance Report contained errors in the Previous Fiscal Year-to-Date column which have been corrected in the handout that has been provided. Director Whiteaker made a motion to approve the consent calendar. Director Cardoza seconded the motion and it carried unanimously.

Director Samayoa had a question about the increase in service hours between the current year and last year. Martin explained that this was due to the error in the report which was corrected in the handout which now shows a slight reduction in hours from the same period last year.

IV. Reports

A. Yuba-Sutter Transit Operating and Capital Budget for FY 2019/2020.

Martin presented the final draft Yuba-Sutter Transit Operating and Capital Budget for FY 2020 highlighting the current year budget estimates and several key factors for consideration. He noted that expenses have been increased by about \$300,000 over the April version due to rising fuel prices, the first year of the anticipated award of the State Adaptation Planning Grant and a revised CalPERS estimate of the year-end Unfunded Accrued Liability balance.

Director Cardoza made a motion to adopt Resolution No. 5-19 approving FY 2019/2020 budget as proposed. Director Bradford seconded the motion and it carried unanimously.

B. Local Transportation Fund (LTF) apportionment for FY 2019/2020.

Martin presented the annual apportionment of Local Transportation Fund (LTF) revenues for FY 2020. The overall increase is 0.4 percent more than what was required for FY 2019 while the adopted SACOG apportionment to all member jurisdictions is up by 6.8 percent over the previous fiscal year. Based on the LTF funding formula in the Yuba-Sutter Transit Joint Powers Agreement, Marysville's share is again greater than the amount of LTF revenue that is available.

The short-fall of about \$57,000 for FY 2020 has been reallocated among the three remaining jurisdictions in the final calculation which is detailed in the staff report.

Director Whiteaker made a motion to adopt Resolution No. 6-19 establishing the LTF contributions for each member jurisdiction as proposed. Director Cardoza seconded the motion and it carried unanimously.

C. **Set a Public Hearing on Yuba-Sutter Transit's FY 2019/2020 Federal Funding Applications.**

Director Whiteaker made a motion to set a public hearing for 4:00 p.m. on Thursday, July 18th as recommended. Director Cardoza seconded the motion and it carried unanimously.

D. **State of Good Repair (SGR) Project Designation.**

Martin started that one of the components of SB-1 was to create the State of Good Repair (SGR) Fund. In the third year of the SGR program, the FY 2020 allocation for Yuba-Sutter Transit is \$246,634. A project list is required to be submitted to SACOG which is then forwarded to Caltrans. The project list has several items listed, but it is proposed that this round of funding be combined with the first two rounds of funding as part of the local match for the replacement of eleven 2008 model fixed route buses later this year. The SGR list is due to SACOG by June 30, 2019 and will then be submitted to Caltrans by September 1, 2019.

Director Whiteaker made a motion to adopt Resolution No. 7-19 approving the Yuba-Sutter Transit SGR project list as proposed. Director Cardoza seconded the motion and it carried unanimously.

E. **Administrative Staff Salary Schedule Adjustments.**

Martin presented the annual review of the compensation package for the employees to determine if adjustments are warranted. He noted that a 2 percent cost of living adjustment was granted last year (the first since 2008) and based upon the current CPI and recent actions of a number of related jurisdictions, that a 2 percent adjustment is again being recommended effective July 1st. The first year cost of this increase would be about \$8,400.

In addition, pursuant to the Transit Manager's employment agreement, periodic surveys of the chief transit official positions at comparable public transportation agencies is conducted to determine if any specific adjustments to the compensation package is warranted. Based on the results of that survey which was last conducted in 2016, staff is recommending an increase of 5 percent in the Transit Manager salary which would include the general 2 percent increase above. The resulting Transit Manager salary would be approximately 90 percent of the average of the five most comparable agencies and the Transit Manager salary would rank 10th among all 12 surveyed agencies. The first year cost of the incremental increase of 3 percent would be about \$4,300 for a combined annual cost with the 2 percent adjustment of approximately \$14,300 and this cost was included in the FY 2020 budget.

Director Whiteaker had a question about the agencies that were used for the comparison study. Stating that he could provide the Director with a copy of the summary report from the survey, Martin provided the names of the agencies surveyed noting that the survey detail was provided during the Closed Session at the April meeting.

Director Cardoza made a motion to approve the staff salary adjustments as proposed and adopt the resulting salary schedule. Director Bradford seconded the motion and it carried unanimously.

F. **2018 Discount Monthly Pass Program Grant Close-Out Report.**

Martin presented the performance summary for the FRAQMD funded Discount Monthly Pass Program that ended March 31st. Except for disabled pass sales and ridership, there has been a reduction in both pass sales and ridership compared to the previous year. The 2018 grant was for \$150,000 over 15 months and approximately \$23,000 will be returned to FRAQMD. The current \$120,000 grant is for 12 months through March 2020. Martin noted that discount pass prices will not be changing with the July 1st fare changes.

G. **Third Quarter Performance Report.**

Martin presented the Third Quarter Performance Report noting that ridership is currently down 9 percent while Dial-A-Ride has seen a 4 percent service hours. On the positive side, Sacramento ridership is up 1.5 percent and should continue to grow if gas prices continue to rise. The biggest ridership reduction is on the local fixed routes while rural route ridership is doing well.

Director Samayoa asked if comparison studies had been done with other agencies to see if they are having similar types of ridership declines. Martin responded that he has not done any direct comparisons, but he is aware from industry publications and information from other systems in the Sacramento regions that similar and worse declines are being experienced nationwide. Studies indicate that there are a lot of contributing factors to this decline.

Director Samayoa asked about the effectiveness of the routes wondering if it would be advantageous to look at ways to make the services more attractive to people with additional services such as express buses or changing some of the stops to help with the traffic congestion. Martin stated that the Yuba-Sutter Transit Short Range Transit Plan, which was last adopted in 2015 at the systemwide ridership peak, is typically updated every five years and staff will be working with SACOG to find funding to for a comprehensive operational analysis.

H. **Project & Program Updates**

1. Bus Stop Enhancement Project

Martin stated construction will begin soon to install three large new bus stop shelters at key transit centers which will result in the relocation of five existing advertising shelters to new sites. The project will also include the installation of 48 new Simme Seats and the relocation of several existing advertising bus stop benches all of which should be completed in June.

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

Martin stated that the automatic vehicle tracking system is now being fine-tuned with the hope that it can be released to the public in June. Training for the computer assisted dispatch portion of the system is now scheduled for June 12th with that system expected to be released to the public in July. A full demonstration of the entire program is expected to be made to the Board at the July 18th meeting.

3. Reminder of Special Early June Board Meeting at 4:00pm on Thursday, June 13, 2019

Martin reminded the Board of the change in the June Board meeting date to June 13th noting that the Board Chambers are unavailable so the meeting will be held in the Marysville Room.

4. Contract Request for Proposals (RFP) Process

Martin stated that Caltrans did sign off on the RFP that was approved at the April meeting and it was released on May 1st. Five firms were represented at a non-mandatory pre-proposal conference. Proposals are due on May 31st and interviews will be held in June. He gave special thanks to Directors Cardoza and Leahy for serving on the ad hoc committee. An award recommendation is expected to be presented for consideration at the July 18th meeting.

Director Cardoza asked for an update on the Yuba City Transit Center. Martin responded that while that project is still under consideration, it is really a matter of resource allocation as all of the available funding and staff time is currently committed to other projects. He noted that 2018 study did identify three possible sites, but there is currently no plan or schedule on how or when to proceed with the project.

Director Leahy asked if Yuba-Sutter Transit had been contacted by anyone from the Marysville Stampede in Riverfront Park as they are hoping to offer a shuttle service this year to address the parking situation. Martin stated that no one had contacted him on this issue.

VI. Correspondence/Information

None.

VII. Other Business

Director Samayoa invited everyone to attend the Gold Sox game on May 31st to see the new scoreboard.

IX. Adjournment

The meeting was adjourned at 4:33pm.

THE NEXT REGULAR MEETING HAS BEEN MOVED TO THURSDAY, JUNE 13th AT 4:00PM IN THE MARYSVILLE ROOM AT THE YUBA COUNTY GOVERNMENT CENTER