

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 31st and they will no longer be accepted as proof of eligibility for discount fares on February 1st 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 15th 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 15th 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**