



## MEETING NOTICE & AGENDA

**DATE:** Thursday, May 20, 2021

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

**PLACE:** Yuba County Government Center  
Board of Supervisors Chambers  
915 Eighth Street  
Marysville, California

The Governor has declared a State of Emergency in California due to the threat of COVID-19 and issued executive orders regarding the following of public health directives including the cancellation of large gatherings. Executive Order N-33-20 allows local legislative bodies to hold meetings via conference calls while still meeting state transparency requirements. Yuba-Sutter Transit is providing multiple alternatives to viewing Board Meetings and providing comments on items on the agenda including:

- **Public Attendance:** This meeting will be open to in-person attendance. Due to COVID-19 restrictions, the public is encouraged to attend the board meeting via web conference or submit comments by email. In-person attendance will be limited to 25% of the room's capacity and will require 6 feet of social distancing inside and outside the Chambers. Face masks are encouraged and will be provided. Please participate via web conference or email if you are ill or have been exposed to COVID-19.
- **Email:** Comments can be emailed to [info@yubasuttertransit.com](mailto:info@yubasuttertransit.com) any time before the meeting. Please identify the agenda item that you wish to address in your comments.
- **Web Conference (Zoom):** Members of the public are encouraged to observe and participate in the board meeting via web conference or telephone by using the Zoom meeting link and/or numbers below.

To join the meeting from your computer, tablet, or smartphone, please use the following Zoom meeting link:

<https://us02web.zoom.us/j/89336710902?pwd=V1AyZGNnQ0lrZVRnaW56aUhrQ2NoZz09>

To join by telephone conference call: 1-669-900-6833  
Meeting ID: 893 3671 0902  
Passcode: 290309

Please note that the public will be muted by default. If you would like to speak during the public comment portion of the meeting, you have the following options:

Online: Raise your hand or use the Q&A panel to submit your comments.

Phone: Press \*9 to raise your hand or press \*6 to send a request to be unmuted to submit comments.

Board members and participants are encouraged to join the meeting 10 minutes early to resolve any technical issues before the session begins.

### I. Call to Order & Roll Call

Bains, Blaser, Buttacavoli, Fuhrer, Harris, Hudson (Vice-Chair), Micheli and Shaw (Chair)

### II. Presentations

#### A. Transit Worker Appreciation Proclamation

Presented to Storer Transit Systems – Yuba-Sutter Division

### 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.

**2100 B Street · Marysville, CA 95901 · (530) 634-6880 · FAX 634-6888**  
**[www.yubasuttertransit.com](http://www.yubasuttertransit.com)**

#### IV. Consent Calendar

All matters listed under Consent Calendar are considered 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 Regular Meeting of April 15, 2021. (Attachment)
- B. Disbursement List for April 2021. (Attachment)
- C. Monthly Performance Report for April 2021. (Attachment)

#### V. Reports

- A. **Yuba-Sutter Transit Operating and Capital Budget for FY 2021/2022.** Review and approval consideration of the final draft budget for the next fiscal year. (Attachment)

RECOMMENDATION: Adopt Resolution No. 5-21 approving the FY 2020/2021 budget as proposed or amended.

- B. **Local Transportation Fund (LTF) Apportionment for FY 2021/2022.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 6-21 establishing the LTF contributions for each member jurisdiction for FY 2021/2022 as proposed or amended.

- C. **Set a Public Hearing on Yuba-Sutter Transit's FY 2021/2022 Federal Funding Applications.**

RECOMMENDATION: Set a public hearing for 4:00 p.m. on Thursday, July 15, 2021 to receive comments on Yuba-Sutter Transit's FY 2021/2022 federal funding applications.

- D. **Regional Housing Authority Affordable Housing & Sustainable Communities (AHSC) Grant Application.** Review and consideration of amendments to a previously authorized Cooperative Agreement. (Attachment)

RECOMMENDATION: Authorize execution of a modified Cooperative Agreement and related representations with Sutter Community Affordable Housing for an AHSC Grant Application as proposed.

- E. **Federal Transit Administration (FTA) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program.** Discussion of a possible grant application for design and construction funds for the Next Generation Transit Facility project. (Attachment)

RECOMMENDATION: Information only.

- F. **Annual Yuba Sutter Transit Agency Safety Plan (ASP) Review.** Review and consideration of the Agency Safety Plan review report for 2021. (Attachment)

RECOMMENDATION: Accept the 2021 Agency Safety Plan review report as submitted.

- G. **Third Quarter Performance Report.** (Attachment)

RECOMMENDATION: Information only.

- H. **Project & Program Updates.**

1. COVID-19 Impacts & Response
2. Caltrans Planning Grant Application – Comprehensive Operational Analysis

RECOMMENDATION: Information only.

#### VI. Correspondence / Information

**VII. Other Business**

**VIII. Closed Session**

- A. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8.** Conference with Transit Manger (Agency Negotiator) and legal counsel to discuss price and terms of purchase for property located at 6035 Avondale Avenue, Linda (APN 020-030-048). Negotiating Parties: John Taylor for Carole Brazil
- B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957.**  
**Position Title: Transit Manager**

**IX. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JUNE 17, 2021  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS  
UNLESS OTHERWISE NOTICED**

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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 IV – A

### YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES APRIL 15, 2021

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

Present: Bains, Blaser, Fuhrer, Gilchrist (for Buttacavoli), Harris (4:02), Hudson, Micheli, and Shaw (Chair)

Absent: Buttacavoli

#### II. Public Business from the Floor

None.

#### III. Consent Calendar

Director Bains made a motion to approve the consent calendar. Director Fuhrer seconded the motion and it carried unanimously.

#### IV. Reports

##### A. Next Generation Transit Facility Project.

Prior to the discussion of the Next Generation Transit Facility Project, Director Bains recused himself from the discussion. Martin presented an update on the Next Generation Transit Facility Project noting that the property at 6035 Avondale Avenue has been designated as the preferred site. Since that time, staff has provided the property owner with a letter of intent to purchase the property and received authorization to enter for the appraisal and environmental assessment. Two vendors are now engaged at \$3,000 each for the appraisal and the environmental assessment and both are expected to be complete within 30 days.

On the funding side, an administrative amendment to add the facility project to the SACOG Metropolitan Transportation Improvement Plan (MTIP) has been completed to put the project into SACOG's five-year plan and make it eligible for funding. Staff is currently working with Congressman Garamendi's office to submit a request for a member designated project, formerly known as an earmark, as part of the surface transportation act reauthorization measure coming up later this year. This request is for \$4 million for the engineering and design portion of the project. Letters of support have already been received from Caltrans and SACOG for this project. Other funding sources being considered are the federal RAISE grant program, which is an annual Federal Transit Administration (FTA) program for transportation funding with a maximum award of \$25 million grant program limited to \$100 million maximum per state. This program will be presented on the May agenda and applications are due by July 12, 2021.

##### B. Regional Housing Authority Affordable Housing & Sustainable Communities (AHSC) Grant Application.

Martin presented the draft cooperative agreement that has been prepared by the Regional Housing Authority and reviewed by legal counsel. The total project is a \$30 million request toward a 176-unit affordable housing project in the Richland Housing area on Garden Highway in Yuba City. The scoring process for the program

depends on a variety of factors not directly tied to housing, including sustainable transportation infrastructure and transportation related amenities. The Yuba-Sutter Transit portion includes approximately \$6.5 million for four different projects. The first is \$3.9 million for three battery electric commuter buses and related charging equipment for replacement vehicles. The second is \$500,000 for two battery electric demand response (Dial-A-Ride) buses that would also be replacement vehicles. The third is \$195,000 for bus stop enhancements for stops in the Garden Highway area as well as at the new facility site on North Beale Road at Avondale Avenue. The last is for \$1.9 million for solar collection systems for the buses at the new facility including both support structures and solar panels. Martin noted that the project list is still being refined and that there may be some changes before the final filing date due on June 8, 2021. Staff will report on any significant changes at the May Board meeting.

Director Shaw asked for clarification that all the above projects are contingent on the Regional Housing Authority receiving the grant. Martin confirmed this is the case noting that awards are expected to be announced in the fall and that it could be up to one year later to receive a signed grant agreement.

Director Bains made a motion to authorize execution of a Cooperative Agreement with the Regional Housing Authority for the AHSC Grant Application as proposed. Director Hudson seconded the motion and it carried unanimously.

### **C. State of Good Repair (SGR) Project Designation.**

Martin noted that annual project designations are required for the annual State of Good Repair (SGR) program under SB1. Previous allocations have been used for vehicle replacements and other miscellaneous capital improvements. The current recommendation is to commit the current year allocation to the facility project for initial engineering and design as well as future construction. Approximately \$280,000 will be available this year and the project must be listed for the state to allow Yuba-Sutter Transit to qualify for the funds, but if a project falls off the list, the funds can be re-allocated to other eligible projects.

Director Fuhrer made a motion to adopt Resolution 4-21 authorizing the submittal of Yuba-Sutter Transit's FY 2021/2022 SGR Project List as proposed. Director Bains seconded the motion and it carried unanimously.

### **D. Project & Program Updates**

#### **1. COVID-19 Impacts & Response (Free Rides for COVID-19 Vaccinations)**

In discussing the current impacts of COVID-19 on the Yuba-Sutter Transit operation, Martin noted that there has been a small increase in ridership with area middle and high schools now in session at least part time with hybrid and remote options. In anticipation of an increase, the long standing 12-passenger capacity limit on the local fixed route buses has been informally waived, but there have been few cases to-date of exceeding the former limit. While crowding has not yet become an issue, staff is prepared to act if it does. Martin informed the Board that both school districts had previously reached out about adding supplemental service, but neither district has responded regarding any funding to do so. Looking to the future, Yuba College has announced that they will not be holding a significant number of in-person classes before the Spring 2022 semester. In addition, Sacramento Commuter ridership remains unchanged at approximately 10 – 15 percent of pre-pandemic levels as most state workers continue to work remotely and are likely to keep doing so for some time.

The fare free ride program for COVID-19 vaccination appointments did garner significant media attention including an interview with Good Day Sacramento that is now featured on our website. To date, nine free trips have been provided to vaccination appointments – all on the Dial-a-Ride service.

## **2. FY 2021-22 Operating & Capital Budget Development**

Martin stated that there have been no significant changes in the budget development process and that he sees no need for a special budget workshop. The final draft budget will be presented for Board review and action consideration at the next regular meeting on May 20<sup>th</sup>.

Director Blaser asked if there would be service to the Harmony Village Project on Highway 99 near Oswald Road south of Yuba City. Martin responded that Habitat for Humanity representatives had been informed early in the process that no service was available to that location and that he was informed that Harmony Village would provide its own van service for facility residents. Furthermore, there have been no conversations since the site opened regarding a need for public transportation service or how it would be funded.

### **V. Correspondence/Information**

None.

### **VI. Other Business**

None.

### **VII. Closed Session**

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

The meeting adjourned to closed session at 4:26 p.m. The Board returned from closed session at 4:30 p.m. and Chairman Shaw announced that no reportable action had been taken and that matter was continued to the next meeting.

#### **B. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8.**

A closed session was not held on this issue.

Director Fuhrer asked if SACOG's "Green Means Go" grant and loan program has been considered as a funding source for the facility project. Martin stated that all sources within SACOG's regional funding program is being considered, but the application due date was missed for the current cycle. Director Fuhrer asked why the filing date was missed. Martin responded that the site had not been selected when applications were due late last year, but that we will be ready for the next round of regional funding. He noted that many funding sources require property to actually be acquired before a grant award is considered as they want "shovel-ready" projects.

### **VII. Adjournment**

The meeting was adjourned at 4:39 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MAY 20, 2021 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**

**AGENDA ITEM IV-B  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF APRIL 2021**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,793.90	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,163.40	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 34,514.66	PAYROLL	PAYROLL
EFT	\$ 1,525.97	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 37.12	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - MARCH
EFT	\$ 313.21	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 447.00	CALIFORNIA DEPT OF TAX AND FEE ADMIN	FUEL TAX: JANUARY - MARCH 2021
EFT	\$ 2,789.35	PG&E	ELECTRIC
EFT	\$ 25.39	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS
EFT	\$ 537.73	PG&E	GAS
EFT	\$ 342.76	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS, CONFERENCE REGISTRATION & LANYARDS
EFT	\$ 50.00	BRAD HUDSON	BOARD MEETING 4/15/21
EFT	\$ 259.77	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 180.35	PRIMEPAY	PAYROLL FEES - MARCH 2021
EFT	\$ 50.00	KARM BAINS	BOARD MEETING 4/15/21
EFT	\$ 50.00	DON BLASER	BOARD MEETING 4/15/21
EFT	\$ 50.00	SETH FUHRER	BOARD MEETING 4/15/21
EFT	\$ 187.67	ELAVON	MERCHANT SERVICE FEE - APRIL
17532	\$ 320.00	ACTION FENCING	REMOVE & REPLACED DAMAGED POST @ BRIDGE & GRAY
17533	\$ 141.68	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES MARCH 21
17534	\$ 175.00	ALL SEASON'S TREE & TURF CARE	LANDSCAPING & WEED CONTROL MARCH 21
17535	\$ 31,310.23	CROMER MATERIAL HANDLING	FORKLIFT
17536	\$ 95.00	HANCOCK PETROLEUM ENGINEERING	REMOVE & RE-INSTALL PUMP #2 IN SYSTEM
17537	\$ 18,629.39	HUNT & SONS INC	BUS FUEL - DYED DIESEL
17538	\$ 51.95	QUILL CORPORATION	OFFICE SUPPLIES - LOST & FOUND TAGS
17539	\$ 4,378.47	RAMOS OIL COMPANY	BUS FUEL - GAS
17540	\$ 250.00	SIMONE REED	REIMBURSEMENT - LICENSE RENEWAL FOR CPA
17541	\$ 506.50	STATE COMPENSATION INSURANCE FUND	PREMIUM ADJUSTMENT 4/1/21 - 7/1/21
17542	\$ 455,079.42	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE 2/21
17543	\$ 450.00	STEAMLINE	WEBSITE SERVICES - APRIL 21
17544	\$ 1,559.16	T-MOBILE	WIFI SEVICES FOR BUSES - MARCH 21
17545	\$ 1,900.23	TEHAMA TIRE SERVICES INC	TUBES/TIRES
17546	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPIER LEASE - MARCH 21
17547	\$ 600.00	ALL SEASON'S TREE & TURF CARE	SPRAY FOR NUSIANCE FRUIT CONTROL
17548	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - MAY 21
17549	\$ 379.02	COMCAST BUSINESS	TELEPHONE SERVICE - APRIL 21
17550	\$ 301.65	COMCAST BUSINESS	INTERNET SERVICE - APRIL 21
17551	\$ 50.00	DAVID SHAW	BOARD MEETING 4/15/21
17552	\$ 335.59	HANCOCK PETROLEUM ENGINEERING	REPAIR ON PUMP #1
17553	\$ 18,134.68	INTERSTATE OIL COMPANY	BUS FUEL - DYED DIESEL
17554	\$ 287.10	LANDA & SONS GLASS INC	3 PIECES OF PLEXIGLASS CUT TO PATTERN
17555	\$ 50.00	NICHOLAS MICHELI	BOARD MEETING 4/15/21
17556	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17557	\$ 81.91	QUILL CORPORATION	OFFICE SUPPLIES - RECEIPT BOOKS & AIR FRESH
17557	\$ 468.59	QUILL CORPORATION	JANITORIAL & COVID SUPPLIES - PAPER TOWELS
17558	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - MARCH 21
17559	\$ 2,307.01	RAMOS OIL COMPANY	BUS FUEL - GAS
17560	\$ 3,252.30	RICH, FUIDGE, BORDSEN & GALYEAN INC	LEGAL SERVICES - JAN 21 TO MAR 21
17561	\$ 675.74	SC FUELS	DEF FLUID
17562	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - APRIL 21
17563	\$ 50.00	SHON HARRIS	BOARD MEETING 4/15/21
17564	\$ 8,472.22	STORER TRANSIT SYSTEMS	COVID-19 ADMIN LEAVE - MARCH 21
17564	\$ 2,065.50	STORER TRANSIT SYSTEMS	COVID-19 EXPENSES - MARCH 21
17565	\$ 50.00	STUART GILCHRIST	BOARD MEETING 4/15/21
17566	\$ 150.00	SWRCB	ANNUAL PERMIT FEE 4/1/21 - 3/31/22
	\$ 607,709.18		

**LAIF  
TRANSFERS**

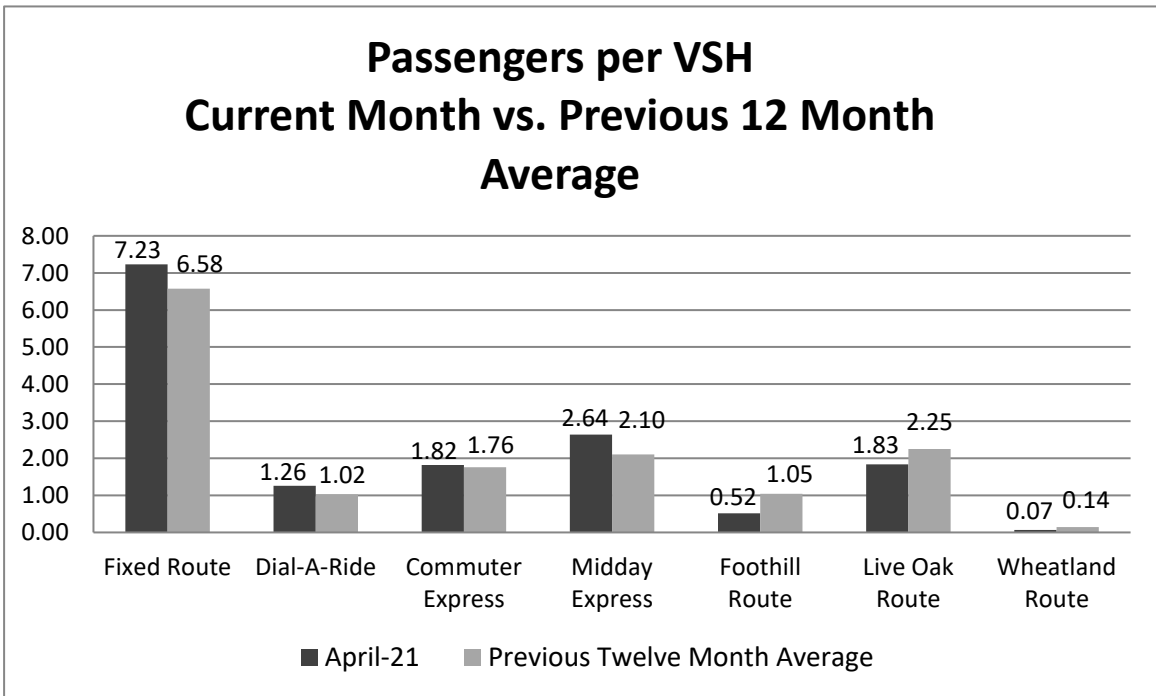
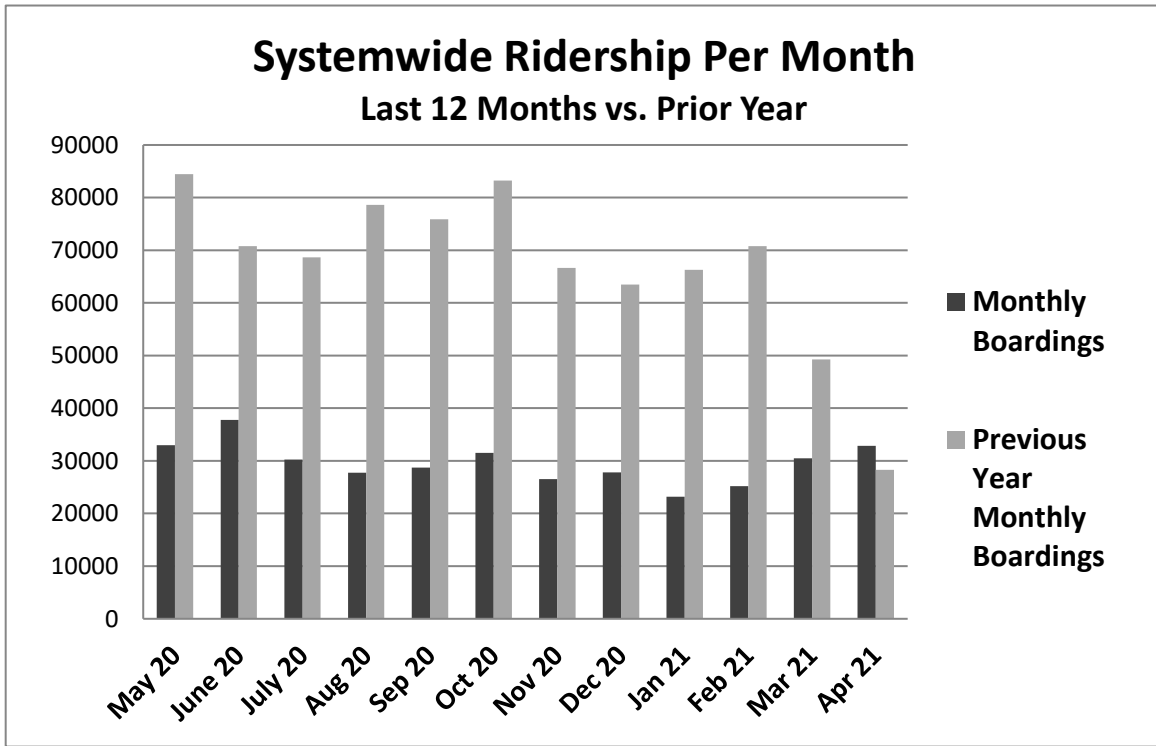
## AGENDA ITEM IV - C

### April 2021 PERFORMANCE REPORT

	<b>April-21</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
<b>Ridership:</b>				
Fixed Route	29,447	25,988	251,366	503,470
Dial-A-Ride	1,486	1,393	14,500	38,852
Commuter Express	1,345	1,262	12,764	94,495
Midday Express	411	311	3,305	10,030
Foothill Route	44	82	761	1,215
Live Oak Route	141	168	1,585	3,004
Wheatland Route	3	6	56	107
<b>Total Ridership:</b>	<b>32,877</b>	<b>29,209</b>	<b>284,337</b>	<b>651,173</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	4,073.79	3,951.20	39,636.89	42,230.57
Dial-A-Ride	1,182.83	1,359.42	14,303.74	17,727.08
Commuter Express	740.54	717.93	6,989.66	10,392.58
Midday Express	155.92	147.61	1,481.48	1,595.17
Foothill Route	85.23	78.11	792.38	798.21
Live Oak Route	76.96	74.46	738.05	788.43
Wheatland Route	43.43	42.58	413.45	458.33
<b>Total VSH's:</b>	<b>6,358.70</b>	<b>6,371.31</b>	<b>64,355.64</b>	<b>73,990.37</b>
<b>Passengers Per Hour:</b>				
Fixed Route	7.23	6.58	6.34	11.92
Dial-A-Ride	1.26	1.02	1.01	2.19
Commuter Express	1.82	1.76	1.83	9.09
Midday Express	2.64	2.10	2.23	6.29
Foothill Route	0.52	1.05	0.96	1.52
Live Oak Route	1.83	2.25	2.15	3.81
Wheatland Route	0.07	0.14	0.14	0.23
<b>Total Passengers Per VSH:</b>	<b>5.17</b>	<b>4.58</b>	<b>4.42</b>	<b>8.80</b>



## April 2021 PERFORMANCE REPORT



AGENDA ITEM V – A  
STAFF REPORT

**YUBA-SUTTER TRANSIT  
OPERATING AND CAPITAL BUDGET FOR FY 2021/2022**

**Background**

Attached for Board review and approval consideration is the final draft Yuba-Sutter Transit Operating and Capital Budget for FY 2022 which includes the detailed assumptions being used for each revenue and expense line item. Due primarily to the recent increase in fuel expenses and an increase in the projected number of vehicle services hours to be operated next year, the proposed final draft budget for FY 2022 as well as the year-end projections for FY 2021 have been revised upward from the preliminary draft versions that were presented at the March meeting. The final draft budget now includes proposed operating expenses of \$8,311,200 for FY 2022 which is \$367,200 more (4.6 percent) than what was presented in March. Year-end projections for FY 2021 now estimate total operating expenditures of \$7,577,300 which is \$62,300 (0.8 percent) more than in March. The proposed FY 2022 capital budget of \$1,887,000 is just \$10,000 (0.5 percent) more than in March.

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 schedule is designed to provide early notice to the member jurisdictions of the annual apportionment of Local Transportation Fund (LTF) contributions for inclusion in their own budget process. The LTF contribution for FY 2022 is being proposed at \$3.1 million in the final draft budget (up \$100,000 from March in response to the increase in operating cost) which is an increase over the FY 2021 allocation of \$2,800,000 which had been essentially unchanged since FY 2019.

**Current Year (FY 2021) Budget Projections**

Year-end operating expenses for FY 2021 are now projected to be around \$355,700 (4.5 percent) lower than the adopted budget of \$7,933,000. Contracted services costs, even after accounting for pandemic related expenditures, are down \$188,700 and year-end fuel expenses, typically the most volatile of all line items, are now being projected at \$81,000 below the amount budgeted despite the recent price increases. Another noteworthy item that accrued to the benefit of the FY 2021 budget is the nearly \$50,000 of savings in miscellaneous professional services for the Next Generation Facility Plan and the related state grant revenue that were recognized earlier in FY 2020 due to project timing. The most significant revenue variance for FY 2021 is the much higher than expected fare receipts due to the resumption of fare collection on the local and rural services early in the fiscal year. Unfortunately, even at over 400 percent of the budgeted amount, due to reduced ridership, projected fare receipts for FY 2021 are only 42 percent of the pre-COVID level of FY 2019.

Current year capital expenditures represent an anticipated \$1,000,000 payment for the purchase of land and related expenses for a new facility using State Transit Assistance (STA) funds as well as the recent purchase of a forklift primarily with California State of Good Repair (SGR) funds. The

vehicle project that was included in the FY 2021 budget for funding purposes and the surveillance system repair and enhancement project are now both expected to be completed in FY 2022.

### **FY 2022 Operating Budget Projections**

The draft FY 2022 operating budget of \$8,311,200 represents a 4.8 percent increase (\$378,200) over the budgeted amount for FY 2022 and a 9.7 percent increase (\$733,900) over the projected year-end figure for the current fiscal year. The draft budget was prepared using an estimated 85,000 vehicle service hours (VSH) which would be 9.0 percent more than the projected year-end figure of 78,000 VSH for FY 2021. This increase assumes only a gradual recovery from the pandemic, driven primarily by an increase in the number of Dial-A-Ride hours being operated, as local day-programs plan to resume in-person programs at reduced attendance levels June 1<sup>st</sup>. For reference, the budgeted 85,000 VSH for FY 2022 is almost 4,600 less than the 92,571 VSH that were operated in FY 2019 which was the last full fiscal year of pre-pandemic service.

Significant expense variances from FY 2021 include the annual adjustment in the Storer Transit Systems operating contract as well as cost increases related to the budgeted 7,000 increase in the number of vehicle service hours (fuel, tires, and vehicle repairs). In addition, the budget anticipates the award of a Caltrans planning grant and the initiation of the Comprehensive Operational Analysis (COA) this fall. The largest share of the operating budget is related to the operating contract with Storer Transit Systems which accounts for 75.6 percent (\$6,283,100) of the proposed operating budget. The next highest line items are fuel expenses and administrative staffing expenses (salaries and benefits) at about 8 and 7 percent of the budget respectively, but fuel is typically the most volatile expense item each year as prices can change quickly over the year.

Significant revenue assumptions in the draft operating budget include continued aggressive use of the federal CARES Act and the recently approved American Rescue Plan (ARP) funding to off-set revenue losses both known and expected; slowly growing systemwide ridership and fare revenue through FY 2022; continued shift of State Transit Assistance (STA) revenue to capital reserves; and receipt of the Caltrans planning grant for the COA. Based on these and other assumptions, the combined Local Transportation Fund (LTF) contribution from the member jurisdictions is being budgeted at \$3.1 million for FY 2022 which would be an increase of 10.7 percent (\$300,000) over the roughly \$2.8 million that has been budgeted from this source for the last three years even as the operating budget increased by 12 percent from FY 2019 to FY 2022.

In addition to the above, the draft FY 2022 operating budget makes other key expense and revenue assumptions including:

- Continuation of the consulting agreement with the Regional Waste Management Authority (RWMA) through FY 2022. The RWMA is currently studying organizational alternatives that will result in the end of this long-standing agreement, consulting revenues are expected to continue through a transition period for all or a part of FY 2022.
- Continued funding from the Feather River Air Quality Management District (FRAQMD) for the deeply discounted monthly pass program for youth, seniors and persons with disabilities. FRAQMD funding for this long-time program is currently available through

March 31, 2022 and higher out-of-pocket cost for passengers would likely have a significant impact on both ridership and fare revenue.

### **FY 2022 Capital Budget Projections**

The final draft capital budget for FY 2022 assumes the purchase of a site for the replacement transit facility by June 30, 2021 and the commencement of expenditures for the design phase of the project with an allowance of \$1,217,000 for FY 2022 with both expected to be funded with STA revenue. The capital budget also includes the planned replacement of six small demand response and rural route buses with six similarly sized buses for a total of \$570,000; surveillance system repairs and enhancements (\$50,000); and an allowance for unforeseen capitalized facility repairs and for office equipment and furnishings (\$50,000).

### **Future Outlook**

Looking to the future, the expected displacement of the existing transit facility sometime in 2023, 2024 or 2025 will make its replacement the agency's singular priority for the next few years. And if not the highway project, then the state's zero-emission bus mandate will lead to the same result just a few years later. For this reason, the most important immediate task will be to purchase property and quickly acquire the necessary funding for design and construction if a new facility is to be available for use when required, as any delay will increase the chance of having to move twice. This will require a laser-focused and continuous effort to identify and accumulate chunks of funding (large and small) from a host of sources (including our own) because no single source will be sufficient to fund this major project. While this process began with the identification and evaluation in the facility plan of a host of potential funding sources, it will take off in earnest once a site is purchased.

Separate from the facility replacement project, the pace and extent to which ridership returns to pre-pandemic levels will be the other major factor to watch in the future. While local middle schools and high schools are now largely expected to fully reopen for in-person instruction in the fall, Yuba College is still not expecting to do so before the spring 2023 semester. While local day-programs for developmentally disabled adults are now expected to begin gradually reopening in phases this summer, the State of California has yet to issue any notices regarding when, if ever, their downtown Sacramento offices will again be full. These and so many more decisions by organizations and individuals over the next year will certainly determine the future scope and design of Yuba-Sutter Transit's services in FY 2023 and beyond.

Staff will be prepared at the meeting to discuss the above issues as well as the budget assumptions in as much detail as desired.

**RECOMMENDATION:** Adopt Resolution No. 5-21 approving the FY 2021/2022 budget as proposed or amended.

**Attachment:** Draft Operating and Capital Budget for FY 2022  
Budget Assumptions for FY 2022

YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 5-21

**FISCAL YEAR 2021/2022 BUDGET ADOPTION**

WHEREAS, *The Yuba-Sutter Transit Authority was formed in 1975 for the purpose of providing public transit services to the residents of the Bi-County Area; and,*

WHEREAS, *Pursuant to Paragraph 4 of the Yuba-Sutter Transit Authority Joint Powers Agreement, as amended, the Board of Directors shall adopt a final budget on or before May 31 of each year for the fiscal year commencing July 1; and*

WHEREAS, *The proposed budget for the fiscal year ending June 30, 2022 reflects operating expenditures of \$8,311,200 and capital expenditures of \$1,887,000.*

*NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby adopt the Fiscal Year 2021/2022 budget by the following vote:*

*Ayes:*

*Noes:*

*THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MAY 20, 2021.*

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*Chairman of the Board*

ATTEST:

*Janet Frye  
Secretary to the Board*

**YUBA-SUTTER TRANSIT AUTHORITY  
FY 2021/2022 FINAL DRAFT OPERATING BUDGET**

PREPARED MAY 13, 2021

		FY 2018/2019 Budget	FY 2018/2019 Audited	FY 2019/2020 Budget	FY 2019/2020 Audited	FY 2020/2021 Budget	FY 2020/2021 Projected	FY 2021/2022 Final Draft
<b>Operations Expenditures</b>								
010.50300	Services - Other Maintenance	\$ 220,000	\$ 192,648	\$ 230,000	\$ 193,074	\$ 200,000	\$ 190,000	\$ 200,000
010.50401	Fuel and Lubricants	717,000	732,863	875,000	615,092	596,000	515,000	680,000
010.50402	Tires and Tubes	92,500	57,457	70,500	48,586	57,000	45,000	51,000
010.50499	Other Materials and Supplies Consumed	90,000	114,378	90,000	62,111	90,000	100,000	100,000
010.50500	Utilities - Electric and Gas	53,000	48,526	53,000	42,290	52,000	48,000	52,000
010.50501	Utilities - Water and Sewer	5,500	5,275	5,500	6,299	6,500	7,500	9,000
010.50600	Casualty and Liability Costs - Operations	292,000	292,429	304,000	277,224	270,500	270,400	280,100
010.50800	Services - Contract Operations	5,093,000	5,095,265	5,400,000	5,474,033	5,780,000	5,488,400	5,883,000
010.50801	Services - Out of Contract	15,000	12,759	15,000	50,675	17,000	120,000	120,000
	Subtotal - Operations	<u>\$ 6,578,000</u>	<u>\$ 6,551,600</u>	<u>\$ 7,043,000</u>	<u>\$ 6,769,384</u>	<u>\$ 7,069,000</u>	<u>\$ 6,784,300</u>	<u>\$ 7,375,100</u>
<b>Administration Expenditures</b>								
160.50102	Salaries and Wages - Admin. Staff	\$ 404,000	\$ 386,612	\$ 400,000	\$ 398,226	\$ 411,000	\$ 413,100	\$ 433,500
160.50200	Fringe Benefits - Admin. Staff	189,500	144,339	160,000	142,389	155,000	150,000	160,000
160.50201	Fringe Benefits - Unfunded CalPERS Liability Payments	-	28,464	425,000	390,541	-	-	2,300
160.50301	Services - Accounting	2,500	4,809	3,000	2,307	3,000	4,500	4,500
160.50302	Services - Legal	12,000	5,957	12,000	4,928	12,000	7,200	12,000
160.50303	Services - Printing and Copying	32,000	18,915	30,000	7,968	20,000	12,200	20,000
160.50309	Services - Miscellaneous Professional	103,000	84,304	130,000	157,629	170,000	125,000	200,000
160.50499	Materials and Supplies - Office & Postage	15,000	8,593	15,000	14,338	16,000	10,000	15,000
160.50502	Utilities - Telephone & Internet	20,000	8,724	20,000	7,168	10,000	8,000	9,000
160.50900	Miscellaneous Expense - Insurance and Bond	33,000	30,354	36,000	30,872	36,000	36,100	37,000
160.50901	Miscellaneous Expense - Dues & Subscriptions	5,000	4,146	5,000	5,106	5,000	5,900	6,000
160.50902	Miscellaneous Expense - Travel and Meetings	5,000	2,101	5,000	2,529	5,000	2,000	5,000
160.50903	Miscellaneous Expense - Board of Directors	4,800	4,350	4,800	3,700	5,000	4,400	10,800
160.50904	Miscellaneous Expense - Media Adv. and Promo.	10,000	9,495	10,000	6,686	10,000	12,000	15,000
160.50909	Miscellaneous Expense - Other	10,000	3,519	6,000	19,838	6,000	2,600	6,000
	Subtotal - Administration	<u>\$ 845,800</u>	<u>\$ 744,682</u>	<u>\$ 1,261,800</u>	<u>\$ 1,194,225</u>	<u>\$ 864,000</u>	<u>\$ 793,000</u>	<u>\$ 936,100</u>
	Total Expenditures	<u>\$ 7,423,800</u>	<u>\$ 7,296,282</u>	<u>\$ 8,304,800</u>	<u>\$ 7,963,609</u>	<u>\$ 7,933,000</u>	<u>\$ 7,577,300</u>	<u>\$ 8,311,200</u>

		FY 2018/2019 Budget	FY 2018/2019 Audited	FY 2019/2020 Budget	FY 2019/2020 Audited	FY 2020/2021 Budget	FY 2020/2021 Projected	FY 2021/2022 Final Draft
Operating Revenue								
40100	Passenger Fares	\$ 1,160,000	\$ 1,187,342	\$ 1,250,000	\$ 1,045,646	\$ 120,000	\$ 500,000	\$ 550,000
40200	Special Transit Fares	21,000	21,433	21,000	25,811	17,000	5,100	21,000
40600	Auxiliary Revenue (Bus, Shelter & Bench Advertising)	45,000	50,064	49,000	43,039	42,000	37,100	36,000
40700	Non-Transportation Revenue (Interest)	2,500	5,939	4,000	15,464	15,000	16,000	8,000
40709	Non-Transportation Revenue (RWMA, Misc.)	60,000	38,762	45,000	44,737	36,000	45,000	40,000
40900	Local Transportation Funds (LTF)	2,789,800	2,583,847	2,800,000	2,760,991	2,800,000	2,800,000	3,100,000
40901	Local Cash Grants/Reimbursements	34,500	37,558	41,000	40,529	35,000	32,600	28,000
41100	State Transit Assistance Funds (STA)	950,000	950,000	1,428,500	244,421	-	-	-
41109	State Cash Grants/Reimbursements	47,800	96,008	266,300	297,211	289,000	221,700	288,000
41300	General Operating Assistance - FTA Sect. 5307 (Urban)	2,100,000	2,100,000	2,200,000	2,200,000	-	-	-
41300	General Operating Assistance - FTA Sect. 5307 CARES Act (Urban)				1,000,000	4,284,000	3,673,115	2,693,010
41300	General Operating Assistance - FTA Sect. 5307 ARP (Urban)							1,297,190
41301	General Operating Assistance - FTA Sect. 5311 (Rural)	200,000	201,103	200,000	115,760	-	84,240	-
41301	General Operating Assistance - FTA Sect. 5311 CARES Act (Rural)	-	-	-	130,000	295,000	162,445	250,000
41310	Rural/Small Urban Planning Grant - FTA Sect. 5304 (Planning)	13,200	24,226	-	-	-	-	-
	Total Operating Revenue	<u>\$ 7,423,800</u>	<u>\$ 7,296,282</u>	<u>\$ 8,304,800</u>	<u>\$ 7,963,609</u>	<u>\$ 7,933,000</u>	<u>\$ 7,577,300</u>	<u>\$ 8,311,200</u>

		FY 2018/2019 Budget	FY 2018/2019 Audited	FY 2019/2020 Budget	FY 2019/2020 Audited	FY 2020/2021 Budget	FY 2020/2021 Projected	FY 2021/2022 Final Draft
	Deferred TDA Revenues, July 1	\$ 2,101,735	\$ 2,133,727	\$ 2,859,383	\$ 2,864,475	\$ 3,979,359	\$ 4,048,639	\$ 4,014,005
	LTF Revenues Received	2,789,800	2,789,800	2,800,000	2,800,000	2,800,000	2,800,000	3,100,000
	STA Revenues Received	1,281,568	1,530,001	1,770,356	1,599,196	1,602,620	966,676	1,216,354
	LTF Revenues Allocated - Operating	(2,789,800)	(2,583,847)	(2,800,000)	(2,760,991)	(2,800,000)	(2,800,000)	(3,100,000)
	STA Revenues Allocated - Operating	(950,000)	(950,000)	(1,428,500)	(244,421)	-	-	-
	LTF Revenues Allocated For Local Capital Outlays	-	-	-	-	-	-	-
	STA Revenues Allocated For Local Capital Outlays	(861,432)	(66,551)	(415,018)	(253,570)	(40,000)	(1,001,310)	(1,346,477)
	Proceeds from Sale of Vehicles	-	11,345	-	43,950	-	-	-
	Deferred TDA Revenues, June 30*	<u>\$ 1,571,871</u>	<u>\$ 2,864,475</u>	<u>\$ 2,786,221</u>	<u>\$ 4,048,639</u>	<u>\$ 5,541,979</u>	<u>\$ 4,014,005</u>	<u>\$ 3,883,882</u>
	Local Transportation Funds (LTF)	\$ 1,140,430	\$ 1,328,375	\$ 1,043,184	\$ 1,367,384	\$ 1,323,283	\$ 1,367,384	\$ 1,367,384
	State Transit Assistance Funds (STA)	\$ 431,441	\$ 1,536,100	\$ 1,169,711	\$ 2,681,255	\$ 4,218,696	\$ 2,646,621	\$ 2,516,498

Deferred STA Detail								
	Yuba-Sutter Transit Portion	\$ 390,608	\$ 1,479,974	\$ 1,093,032	\$ 2,571,759	\$ 4,000,466	\$ 2,471,488	\$ 2,341,365
	City of Live Oak Portion	32,657	41,557	51,561	76,104	152,737	122,363	122,363
	City of Wheatland Portion	8,176	14,569	25,118	33,392	65,493	52,770	52,770
	Total Deferred STA Revenue	<u>\$ 431,441</u>	<u>\$ 1,536,100</u>	<u>\$ 1,169,711</u>	<u>\$ 2,681,255</u>	<u>\$ 4,218,696</u>	<u>\$ 2,646,621</u>	<u>\$ 2,516,498</u>

\*Carryover revenues available and required for cash flow, contingencies and local capital match

**YUBA-SUTTER TRANSIT AUTHORITY  
FINAL DRAFT CAPITAL BUDGET  
FY 2021/2022  
PREPARED MAY 13, 2021**

	<b>FY 2019/2020 BUDGET</b>	<b>FY 2019/2020 AUDITED</b>	<b>FY 2020/2021 BUDGET</b>	<b>FY 2020/2021 PROJECTED</b>	<b>FY 2021/2022 FINAL DRAFT</b>
<b><u>EXPENDITURES</u></b>					
Maintenance and Operations Facility (1)	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,217,000
Vehicle Purchase/Replacement (2)	5,500,000	5,565,531	665,000		570,000
Miscellaneous Capital (3)	100,000	-	100,000	31,310	100,000
	<u>\$ 5,600,000</u>	<u>\$ 5,565,531</u>	<u>\$ 765,000</u>	<u>\$ 1,031,310</u>	<u>\$ 1,887,000</u>
<b><u>REVENUES</u></b>					
Federal (5307, 5310, 5311, 5317, 5339)	\$ 4,450,000	\$ 4,488,867	\$ 574,630	\$ -	\$ 490,523
State Transit Assistance (STA)	415,018	253,570	40,000	1,001,310	1,346,477
State Transit Assistance (SGR)	734,982	735,455	150,370	30,000	50,000
Low Carbon Transit Operation Program	-	-	-	-	-
Other Local	-	-	-	-	-
Proposition 1B (PTMISEA/Safety)	-	87,639	-	-	-
	<u>\$ 5,600,000</u>	<u>\$ 5,565,531</u>	<u>\$ 765,000</u>	<u>\$ 1,031,310</u>	<u>\$ 1,887,000</u>

- Notes:
- Assumes the purchase of land and related expenses in FY 2021 for the replacement transit facility and the commencement of the design phase of the facility project in FY 2022 using STA revenue for both.
  - The FY 2022 vehicle project, which was identified in FY 2021 for funding purposes, is for the programmed replacement of six 2014 model demand response/rural route buses with six similarly sized buses (\$570,000: \$490,523 Federal / \$79,477 STA) for delivery in FY 2022.
  - Planned miscellaneous capital expenditures for FY 2022 include surveillance system repairs and enhancements (\$50,000 State SGR) and an allowance for facility and office equipment & furnishings (\$50,000 STA). FY 2021 projects include the purchase of a forklift (\$30,000 State SGR, \$1,310 STA).



**YUBA-SUTTER TRANSIT  
FY 2021/2022 OPERATING & CAPITAL BUDGET ASSUMPTIONS  
PREPARED MAY 13, 2021**

**OPERATIONS EXPENDITURES**

**Services – Other Maintenance (Acct. #010.50300)**

This account is available for a variety of outside maintenance and operations related services. These include radio maintenance and repeater contracts; bus Wi-Fi service; AVL license fees; CHP inspection certificates; FRAQMD permit fees, minor facility repairs and services; landscape maintenance; janitorial expenses; bus stop shelter and sign maintenance, repairs, and relocations; mechanical warranties; and, storm water/pollution prevention related planning, permitting, monitoring, and reporting expenditures. The audited amounts for prior years may include the labor portion of state grant funded project expenditures below the capitalization threshold. This account also includes an estimated \$32,500 for Yuba-Sutter Transit's share of operating expenses for the regional Connect Card electronic fare card system which is expected to be covered with state funds from the Low Carbon Transit Operations Program (LCTOP).

**Fuel & Lubricants (Acct. #010.50401)**

This account is based on the budgeted operation of 85,000 vehicle service hours (VSH) in FY 2022 at a combined average price of \$8.00 per VSH for diesel, diesel emission fluid, gasoline, and any applicable taxes. While this hourly allowance is higher than the current year to date figure of about \$6.60 per VSH, fuel costs have been rising recently after an extended period of extremely low fuel prices. Because fuel expenses are so volatile and represent such a significant share of the budget, this account will always be among the greatest expenditure risks each year.

**Tires & Tubes (Acct. #010.50402)**

This account is based on the projected year-end expenditures for FY 2021, the budgeted operation of 85,000 VSH and projected tire replacement needs. Tire expenditures can vary significantly from year-to-year depending on when vehicles are replaced. The last new buses were delivered in June 2019 (ten demand-response / rural route buses) and November 2019 (eleven local fixed route buses).

**Other Materials & Supplies Consumed (Acct. #010.50499)**

This account is available to fund miscellaneous maintenance and operations materials and supplies such as the purchase of replacement vehicle components and non-capital maintenance equipment. The amount budgeted is based on recent expenditure levels with an allowance for major unforeseen expenses during the fiscal year. Most significant are the repair and replacement costs for major components (engines, transmissions, and differentials) on older Yuba-Sutter Transit buses. Though not included in the budget or year-end projections, the audited amounts may include non-labor state grant funded project expenditures below the capitalization threshold.

**Utilities – Electric & Gas (Acct. #010.50500)**

Based on the projected year-end expenditures for FY 2021.

**Utilities – Water & Sewer (Acct. #010.50501)**

Based on the projected year-end expenditures for FY 2021.

**Casualty & Liability Costs – Operations (Acct. # 010.50600)**

This account is based on the current fleet of 51 revenue vehicles and the vehicle insurance rates that are provided in the current operating contract with Storer Transit Systems.

**Services – Contract Operations (Acct. #010.50800)**

This figure is based on the rates in the existing Storer Transit Systems service contract assuming the operation of 85,000 VSH. This figure is almost 9 percent higher than the approximately 78,000 VSH now being projected for FY 2021 due to the expected increase in service demand especially for Dial-A-Ride service as programs resume post-pandemic. The current Storer contract will expire September 30, 2023 though it does contain options for a pair of two-year extensions with indexed cost increases.

The FY 2021 budget assumed the operation of 74,500 VSH with an allowance for expected COVID-19 related costs resulting from Amendment #1 to the Storer contract (these costs have since been shifted to the account below for the FY 2022 budget). Year-end service hours for FY 2021 are now projected at approximately 78,000 VSH, but total pandemic-related expenditures are coming in much lower than anticipated for a slightly lower overall cost.

**Services – Out of Contract (Acct. #010.50801)**

This account is available for the provision of out-of-contract service hours for special events and community services that are provided in partnership with a wide variety of organizations consistent with the applicable service procedures. This figure can vary from year to year depending on community demand. More significantly, beginning with the audited figures for FY 2020, this account now includes an allowance for expected COVID-19 related costs resulting from Amendment #1 to the Storer contract.

**ADMINISTRATIVE EXPENDITURES**

**Salaries & Wages – Administrative Staff (Acct. #160.50102)**

The budgeted amount is based on the projected total salary figure for the five administrative staff positions including any available step increases and longevity adjustments. This amount also includes allowances for the pay out of a portion of accrued annual leave consistent with previous years and any general staff salary scale adjustment to be considered at the June Board meeting.

**Fringe Benefits – Administrative Staff (Acct. #160.50200)**

Fringe benefit expenses have been adjusted to account for known changes in benefit rates based on the above salary assumptions and current employee demographics.

**Fringe Benefits – Unfunded CalPERS Liability Payments (Acct. #160.50201)**

Employer contributions to the CalPERS retirement program are made up of two components: the normal annual costs of benefits earned by employees currently working which are included in the fringe benefits account above and an amortized payment toward the employer's Unfunded Accrued Liability (UAL). The UAL is the amortized dollar amount needed to fund past service credit earned (or accrued) for members (both Classic PERS and PEPRAs) who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date.

For FY 2020, rather than monthly or annual payments, the Board approved a single payment to eliminate the projected combined UAL fund balance of approximately \$425,000 which was subsequently reduced to an actual balance of nearly \$391,000. By paying the annual payment and the UAL balance in full, the authority saved over \$320,000 in interest over 25 years. There was no UAL payment for FY 2021.

**Services – Accounting (Acct. #160.50301)**

Based on past expenditures including payroll and miscellaneous accounting services. This account varies from year to year due to Other Post-Employment Benefits (OPEB) actuarial services for which more in-depth services are required every other year or for additional professional services such as those that are required every ten years to audit financial reporting to the National Transit Database (NTD).

**Services – Legal (Acct. #160.50302)**

An allowance for contract legal services and notices based on recent expenditures with an allowance for unforeseen future legal services especially entering the facility project.

**Services – Printing & Copying (Acct. #160.50303)**

This account is for the lease and operating expenses for two office copiers as well as for the outside printing of ticket sheets, brochures and other miscellaneous materials based on projected current year expenses with an allowance for new passenger information materials in FY 2022.

**Services – Miscellaneous Professional (Acct. #160.50309)**

This account is for miscellaneous professional services such as computer/internet/website support and subscription services; graphic design work; and other administrative support services or consultants. For FY 2022, this account includes a projected \$124,500 for the first-year consultant expenses related to the anticipated state grant funded Comprehensive Operational Analysis (COA) and an allowance for other grant related professional services. For FY 2021, this account includes \$70,700 for completion of the Next Generation Facility Study that began in FY 2020.

**Materials & Supplies – Office & Postage (Acct. #160.50499)**

This account is for supplies and postage based on past expenditures which includes furnishings and equipment below the capitalization threshold.

**Utilities – Telephone & Internet (Acct. #160.50502)**

This account is based on current service agreements.

**Miscellaneous Expense – Insurance & Bond (Acct. #160.50900)**

This account is based on the existing facility damage and liability insurance policies.

**Miscellaneous Expense – Dues & Subscriptions (Acct. #160.50901)**

This account is based on past expenditures. Current memberships include the California Transit Association, the California Association for Coordinated Transportation (CalACT), the Bus Coalition, the Association of Government Accountants (AGA), and the Government Finance Officers Association. This account also includes biennial CPA renewal fees. Paid subscriptions include the weekly publication from the American Public Transportation Association (APTA) and the Transit Access Report a digest related to compliance with the Americans with Disabilities Act (ADA).

**Miscellaneous Expense – Travel & Meetings (Acct. #160.50902)**

This account is available to fund travel, lodging and meeting expenses on an as needed basis for Yuba-Sutter Transit staff and board. The budgeted amount is based on past expenditures and an allowance for expected future staff travel and training expenses.

**Miscellaneous Expense – Board of Directors (Acct. #160.50903)**

This account is based on an average of 12 regular meetings a year for each member and up to three ad hoc committee meetings of four members each as well as an allowance for any rate adjustment that may be considered for FY 2022 and beyond. Current policy limits compensation to a maximum of 15 regular, special, or ad hoc committee meetings per member each fiscal year.

**Miscellaneous Expense – Media Advertising & Promotion (Acct. #160.50904)**

This account is an allowance for a wide range of marketing and promotional expenses including specialized point of use passenger informational materials for bus stop shelters and information panels; special event promotional pieces; telephone directory advertising; and other marketing opportunities. When applicable, promotional expenses for grant funded services are reimbursed. Yuba-Sutter Transit's marketing activities have always been modest compared to similarly sized systems where such activities are typically 1 – 2 percent of the operating budget which would represent an annual marketing budget of at least \$85,000.

**Miscellaneous Expense – Other (Acct. #160.50909)**

This account is an allowance for miscellaneous expenses such as banking and merchant account fees; NSF check charges; annual CalPERS report expenses; and other undesignated expenses such as intergovernmental contributions for joint projects such as the installation of concrete bus pads at bus stops.

**OPERATING REVENUES**

**Passenger Fares (Acct. #40100)**

This account assumes continuation through FY 2022 of the currently reduced service levels for the local fixed route and Sacramento services; current passenger fares and fare policies; and a gradual increase in ridership over the year. The budgeted increase in vehicle service hours is due primarily to an anticipated increase in Dial-A-Ride service demand as local programs return to in-person activities.

**Special Transit Fares (Acct. #40200)**

This account is used for direct fare payments by Yuba County Employment Services, Yuba County Child Protective Services (CPS) and other miscellaneous special transit services. The FY 2022 budget assumes an increase in special services as the region slowly returns to pre-pandemic activity levels.

**Auxiliary Transportation Revenue – Advertising (Acct. #40600)**

This account is for revenue received through the contract with Stott Outdoor Advertising for the placement of advertisements on bus exteriors, bus stop shelters and bus stop benches. This figure is based on the projected current year revenue which is expected to barely exceed the guaranteed minimum annual payments of \$36,000. A total of 32 advertising bus stop shelters and 68 advertising bus stop benches are located throughout the service area and exterior ads are available on all 51 buses.

**Non-Transportation Revenue – Interest (Acct. #40700)**

This account represents the estimated interest earnings on available cash for FY 2022. Interest income is derived from the investment of operating and capital reserves (which varies from year to year) that are available for cash flow, contingencies, and future capital expenditures such as fleet replacement/expansion and the repair or replacement of major facility items.

**Non-Transportation Revenue – RWMA & Miscellaneous (Acct. #40709)**

This account includes receipts from the consulting agreement with the Regional Waste Management Authority (RWMA) along with miscellaneous income from photo I.D. fees and bike locker rentals. For FY 2022, this account assumes the continued waiver of all initial Connect Card discount photo I.D. fees (value of approximately \$3,000 annually) to encourage conversion to the Connect Card system. The RWMA agreement is expected to end by June 30, 2022 as that agency is planning to transition to full-time staffing in FY 2022 with Yuba-Sutter Transit staff assisting in that process over time.

### **Local Transportation Funds (Acct. #40900)**

The Local Transportation Fund (LTF) is a 0.25 percent portion of the state sales tax that is returned to the county of origin and distributed therein by population to meet “unmet transit needs that are reasonable to meet” after which the remainder, if any, can be used to maintain local streets and roads. The Yuba-Sutter Transit allocation of LTF revenue has historically been based on the amount required to balance the budget after all other revenues are calculated. This was not the case for FY 2021 nor is it proposed for FY 2022 as urban and rural funding from previous federal stimulus acts are again being recommended for this purpose as well as to off-set for the budgeted loss of passenger fare revenues and the strategic shift of State Transit Assistance (STA) funding to capital reserves. The urban and rural CARES Act funding that has been set aside for operating purposes will be exhausted in FY 2022 though a small amount from the American Rescue Plan (ARP) allocation is expected to be carried over to FY 2023.

For FY 2022, the third fiscal year to be impacted by the pandemic, the annual LTF contribution to Yuba-Sutter Transit would be \$3,100,000. This figure is up 10.7 percent (\$300,000) over the FY 2021 allocation of \$2,800,000 which has been essentially unchanged since FY 2019 even as the operating budget has increased by 12 percent. For reference purposes, SACOG’s adopted LTF apportionments for FY 2022 show healthy increases for all four member jurisdictions in the amount available to the member jurisdictions with the combined amount set at \$6,631,226 which is \$1,393,877 more (26.6 percent) from FY 2021. As a result, the budgeted \$3.1 million LTF allocation for Yuba-Sutter Transit represents 46.7 percent of the amount available (down from 53.5 percent for FY 2021) which is the lowest percentage since FY 2016 (46.3 percent). In the future, a much greater percentage of LTF revenue will likely be necessary to back-fill for federal and state funds that will need to be diverted at least in part to the facility project.

Prior to FY 2021, any LTF funds received over the amount needed to balance the operating budget were added to the deferred LTF revenue balance from prior years and any shortfall is shored up from the same source. These reserves are shown at the bottom of the operating budget as deferred TDA revenue (LTF and STA) with the STA further broken out to include the amounts that are restricted for Live Oak and Wheatland. Yuba-Sutter Transit’s STA reserves are typically used for capital purposes while LTF reserves are primarily used for contingency and cash flow. The LTF reserve is budgeted at 16.5 percent of budgeted operating expenditures for FY 2022 which is down slightly from the 16.7 percent figure for FY 2021. In addition to a contingency fund for unforeseen expenses, wild spikes in fuel prices, or a major economic crisis for which federal relief is not provided; an adequate cash reserve is essential due to the high level of federal funding used for operations since most of these funds are not typically received until the end or even after the fiscal year.

### **Local Cash Grants/Reimbursements (Acct. #40901)**

This account is available for local contract service payments and other contributions for services or programs. This account includes reimbursements from Mercy Housing that are received from the City of Wheatland to off-set the cost of the December 2015 expansion of the Wheatland Route from three to five days a week. Prior to FY 2022, this account also included grants from the Feather River Air Quality Management District (FRAQMD) to partially off-set the cost to expand the Live Oak Route from three to five days a week since July 2015, but this support ended on December 31, 2020.

### **State Transit Assistance (STA) Funds (Acct. #41100)**

Now derived from a tax on diesel fuel, the State Transit Assistance (STA) program is the only on-going state funding source for public transportation. Available with minimal restrictions for operating and capital purposes, STA funds have historically been the primary source of local matching funds for federal capital grants though more was being committed to the operating budget in recent years especially since Senate Bill 1 (2017) provided more certainty to this funding source. Prior to the pandemic, about \$1.6 million in STA funds was expected to be available to Yuba-Sutter Transit for FY 2021, but a drastic reduction in diesel sales resulted in a 40 percent cut in the amount available. Approximately \$1.2 million is expected to be available for FY 2022 all of which is programmed for capital purposes especially for the facility project.

### **State Cash Grants/Reimbursements (Acct. #41109)**

For FY 2022, this account is available for the receipt or accrual of miscellaneous state grant related reimbursements for Low Carbon Transit Operations Program (LCTOP) grant funded operating expenditures for the regional Connect Card electronic fare card system, Enhanced Peak-Hour Sacramento Commuter Service, Targeted Fare Subsidies, and Free Fare Events. This account also assumes the award of a state grant for the Comprehensive Operational Analysis that would begin in FY 2022. This account also includes any year-end posting of state funding for capital expenditures below the capitalization threshold. For FY 2021, this account included funding for the completion of the Next Generation Facility Siting Study.

### **Federal Urban General Operating Assistance / CARES Act / ARP – FTA Section 5307 (Acct. #41300)**

This account is for federal operating assistance that is provided to transit systems in small urban areas most recently through the Fixing America's Surface Transportation (FAST) Act of 2015. After a one-year extension, this act will now expire on September 30, 2021 unless otherwise extended or replaced. Past multi-year funding authorizations have typically been extended through continuing resolutions at previous year funding levels until they are finally replaced by a new authorization measure. Just over \$2.6 million in Section 5307 funding was available to Yuba-Sutter Transit for FY 2021 and at least this much is expected for FY 2022, but recent federal interest in major infrastructure legislation may result in a new authorization prior to the upcoming expiration of the FAST Act which would be expected to include an increase in this funding source for FY 2022 and beyond.

Due to the availability of federal funding for public transportation from the various COVID-19 stimulus packages, none of the regular Section 5307 allocation has been budgeted for FY 2021 or FY 2022 with the growing balances of these flexible funds being carried over to future years primarily for capital uses. Instead, the FY 2022 budget assumes the use of the projected FY 2021 year-end balance of \$2,693,010 in federal CARES Act funds for operating assistance along with the use of \$1,297,190 of the total \$1,537,407 that is available to Yuba-Sutter Transit from the new American Rescue Plan (ARP) funds being used to cover the remaining budget shortfall. Section 5307 funds can be used for up to 50 percent of eligible operating expenses and up to 80 percent of eligible capital expenses, but CARES Act and ARP funds are available without restriction with no match requirement. While some of the anticipated ARP funds will be carried over to FY 2023, the federal share of the budget may need to be reduced significantly compared to what is being budgeted for FY 2022.

### **Federal Rural General Operating Assistance / CARES Act / ARP – FTA Section 5311 (Acct. #41301)**

This account is for federal operating assistance that is provided specifically to rural transit systems. Yuba-Sutter Transit's rural services include the Foothill, Live Oak and Wheatland Routes and the Plumas Lake stop on the Sacramento Commuter and Midday Express service. These funds can be used for both operating and capital assistance subject to a 55.33 percent federal funding limitation for operations and 88.53 percent for capital expenditures though CARES Act funding does not require any match. This funding source, which is also received through the FAST Act that expires on September 30, 2021, has grown significantly in recent years, but the limited amount of rural service provided by Yuba-Sutter Transit limits its use for operations though the balance can be used for capital needs associated with rural services. A total of \$364,492 was received from this source for FY 2021 and a similar amount is expected for FY 2022. This revenue account is also used for miscellaneous CalACT scholarships for selected conference/training expenses.

Due to the availability of federal funding for public transportation from the various COVID-19 stimulus packages, none of the regular Section 5311 allocation is being budgeted for FY 2022 and instead will be carried over to future years primarily for capital uses. The FY 2022 budget assumes the use of \$250,000 from the remaining rural portion of the CARES Act funds that have been set aside for operating use to replace the regular annual Section 5311 allocation. Another \$705,402 in rural CARES Act funds have been designated for capital purposes for an upcoming commuter bus replacement project. Yuba-Sutter Transit has also been allocated \$963,628 in Section 5311 rural funding from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) which have been designated for the facility project and approximately \$470,000 in Section 5311 funding is expected from the recent American Rescue Plan (ARP). The FY 2021 amounts assume the use of the \$84,240 balance of Section 5311 funds that were originally budgeted in FY 2020 and a portion of rural CARES Act funds which were first used in FY 2020 and will be fully expended in FY 2022.

### **Federal Rural/Small Urban Planning Grant – FTA Section 5304 (Acct. #41310)**

This account was for a federal grant for the Route 1 Corridor Enhancement Plan that was fully expended in FY 2019.



## **DEFERRED REVENUE DETAIL**

1. Deferred TDA Revenues (July 1) – Carried forward from projected year-end figures for FY 2021 with LTF and STA revenues combined.
2. LTF Revenues Received – Amount set in annual apportionment adjusted for any prior year audit findings.
3. STA Revenues Received – Amount of STA revenues that are available and claimed for Yuba-Sutter Transit, Live Oak and Wheatland.
4. LTF Revenues Allocated (Operating) – Anticipated local share of actual or projected expenditures as set by the budget.
5. STA Revenues Allocated (Operating) – Amount allocated in the budget for operating expenditures, if any.
6. LTF Revenues Allocated for Local Capital Outlays – Amount of deferred or current year LTF revenues budgeted for capital acquisitions during the fiscal year, if any.
7. STA Revenues Allocated for Local Capital Outlays – Amount of deferred or current year STA revenues budgeted for capital acquisitions during the fiscal year, if any.
8. Proceeds from Sale of Vehicles (As Necessary).
9. Deferred TDA Revenues (June 30) – Amount available for cash flow, contingencies and future local capital expenditures itemized by LTF and STA share of the total available.

## **CAPITAL PROGRAM SUMMARY**

The capital budget of \$1,877,000 includes \$1,217,000 for the design phase of the facility project, \$570,000 for the replacement of six 2014 model 16-passenger demand response and rural route buses with six similar buses, and \$50,000 for surveillance system repairs and enhancements. Other capital projects include an allowance for miscellaneous office and shop equipment or for unforeseen facility repairs. The projected year-end capital budget for FY 2021 assumes the purchase of a property for the replacement transit facility and the recently completed purchase of a forklift.

AGENDA ITEM V – B  
STAFF REPORT

**LOCAL TRANSPORTATION FUND (LTF) APPORTIONMENT FOR FY 2021/2022**

Pursuant to the adopted Yuba-Sutter Transit Joint Powers Agreement (JPA), staff has prepared the Annual Apportionment of Local Transportation Fund (LTF) contributions for Board review and approval consideration. Based on the draft budget that is being submitted for review and approval consideration earlier on this same agenda, the annual LTF contribution to Yuba-Sutter Transit for FY 2022 would be \$3,100,000. This figure is up 10.7 percent (\$300,000) over the FY 2021 allocation of \$2,800,000 which has been essentially unchanged since FY 2019 even as the operating budget has increased by 12 percent.

The annual LTF figure has historically been based on the amount required to balance the budget after all other revenues are calculated. This was not the case for FY 2021 nor is it proposed for FY 2022 when urban and rural funding from previous federal stimulus acts are again being recommended for this purpose as well as to off-set the budgeted loss of passenger fare revenues and the strategic shift of State Transit Assistance (STA) funding to capital reserves. The urban and rural CARES Act funding that has been set aside for operating purposes will be exhausted in FY 2022 though a projected \$240,000 from the American Rescue Plan (ARP) allocation is expected to be carried over to FY 2023.

The JPA specifies a two part process to be followed in the apportionment of the annual LTF contribution among the member jurisdictions. First, a funding formula with four equally weighted factors is applied to determine the relative shares of the total LTF contribution necessary to balance the budget. These factors are: (1) service area population; (2) amount of LTF available to each jurisdiction; (3) fixed route miles; and, (4) demand response boardings. Second, if this formula results in a calculated contribution from one or more jurisdictions exceeding the amount of LTF available to such jurisdictions for the following fiscal year, the shortfall is then allocated to the remaining jurisdictions using the relative values of each funding formula component for the remaining jurisdictions. For the first time since FY 2014, this second step is not needed for FY 2022 as the calculated LTF apportionment for the City of Marysville does not exceed the amount available.

Applying the JPA funding formula to the budgeted LTF figure of \$3,100,000, the member contributions for FY 2022 have been calculated as follows:

City of Marysville	\$ 333,917
City of Yuba City	1,667,622
County of Yuba	928,859
County of Sutter	<u>169,602</u>
	\$ 3,100,000

The following table summarizes the calculations for each of the four funding formula factors for FY 2022. The column labeled “Base Formula Share of LTF” is the relative share (derived by averaging the four equally weighted factors) of the total amount of LTF required without regard to the amount of LTF actually available to any one or more jurisdictions. Without the need to reallocate any Marysville shortfall this year, the last column is the proposed LTF apportionment of the budgeted \$3,100,000 amount based on the calculated formula share for each of the four member jurisdictions for FY 2022.

**YUBA-SUTTER TRANSIT  
FUNDING FORMULA CALCULATIONS FOR FY 2021/2022**

	DIAL-A-RIDE TRIP ORIGINS	FIXED ROUTE MILES	SERVICE AREA POPULATION	LTF AVAILABLE	BASE FORMULA SHARE OF LTF	REALLOCATED FY 2022 LTF SHORTFALL	PROPOSED FY 2022 LTF APPORTIONMENT
Marysville	14.8831%	12.6844%	10.0087%	5.5099%	10.7715%	(\$0)	\$333,917
Yuba City	59.5326%	46.3068%	58.0588%	51.2789%	53.7943%	\$0	\$1,667,622
Yuba County	25.0923%	39.8761%	27.0237%	27.8607%	29.9632%	\$0	\$928,859
Sutter County	0.4920%	1.1327%	4.9088%	15.3506%	5.4710%	\$0	\$169,602
Total*	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	\$0	\$3,100,000

\*Any variance in percentages is due to rounding and has no effect on the dollar amounts calculated.

Staff will be prepared at the meeting to discuss the funding formula process in detail as desired. The detailed documentation for the funding formula calculation is available in the Yuba-Sutter Transit office and will be made a part of the permanent apportionment file.

**RECOMMENDATION:** Adopt Resolution No. 6-21 establishing the LTF contributions for each member jurisdiction for FY 2021/2022 as proposed or amended.

YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 6-21

**FISCAL YEAR 2022 LOCAL TRANSPORTATION FUND (LTF) APPORTIONMENT**

- WHEREAS, *The member jurisdictions of the Yuba-Sutter Transit Authority Joint Powers Agreement receive Local Transportation Fund (PUC 99230) monies for the provision of public transit services in the Marysville, Yuba City, Sutter County and Yuba County Area; and,*
- WHEREAS, *Pursuant to Paragraph 5 of the Yuba-Sutter Transit Authority Joint Powers Agreement, the Board of Directors must adopt an Annual Apportionment of those Local Transportation Fund monies for the operation of the Yuba-Sutter Transit Authority; and,*
- WHEREAS, *The total amount of Local Transportation Fund monies required by the Yuba-Sutter Transit Authority for fiscal year 2021/2022 is \$3,100,000; and,*
- WHEREAS, *The net apportionment of Local Transportation Fund monies for fiscal year 2021/2022 shall be as follows: City of Marysville, \$333,917; Yuba City, \$1,667,622; Yuba County, \$928,859; and Sutter County, \$169,602.*

*NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors approve the Fiscal Year 2021/2022 Apportionment of Local Transportation Fund (PUC 99230) monies by the following vote:*

*Ayes:*

*Noes:*

*THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MAY 20, 2021.*

\_\_\_\_\_  
*Chairman of the Board*

ATTEST:

*Janet Frye  
Secretary to the Board*

AGENDA ITEM V – D  
STAFF REPORT

**REGIONAL HOUSING AUTHORITY AFFORDABLE HOUSING  
& SUSTAINABLE COMMUNITIES (AHSC) GRANT APPLICATION**

On April 15, 2021, the Board of Directors authorized the Transit Manager to sign a Cooperative Agreement with the Regional Housing Authority as Sutter Community Affordable Housing to partner on an application under the Affordable Housing and Sustainable Communities (AHSC) program. This application would be requesting \$30,000,000 to construct the proposed 176-unit Richland Village affordable housing apartment complex at 470 Bernard Drive in the Richland Housing area of Yuba City. Part of the application sets aside funding for Sustainable Transportation Infrastructure (STI) and Transportation Related Amenities (TRA) to provide transportation benefits for future residents of the development with points being awarded based on greenhouse gas (GHG) emissions reductions. Because the housing consultant was still working with staff to identify and quantify the optimal mix of transit system investments for maximize point value and a competitive application, staff noted at the April meeting that the project scope was still subject to change and that anything significant would be reported back to the Board at the May 20<sup>th</sup> meeting as the grant applications are due on June 8<sup>th</sup>.

This item is now being brought back for Board for reauthorization as the scope of work and the level of funding being requested for Yuba-Sutter Transit has changed significantly. The original project scope as presented at the April meeting would have provided a total of \$6,545,000 from the grant proceeds for three replacement commuter buses; two replacement Dial-A-Ride shuttle buses; the installation of the related charging infrastructure for these buses; the installation of solar power generating capacity for these and future battery-electric buses; and the enhancement of up to 10 bus stops. The housing grant consultants have since determined that that contributing funds directly towards the Next Generation Transit Facility itself to enable the early transition of the fleet to zero emission buses through the installation of the solar power system to supply the fuel for the battery electric buses would net greater greenhouse gas savings and make the application more competitive compared with the previously proposed scope of work.

The new and enhanced scope of work includes a total of \$8.5 million towards the facility again separated into Sustainable Transportation Infrastructure (STI) and Transportation-Related Amenity (TRA) funding categories. A total of \$7 million from the STI portion of the grant would fund curb, gutter, and sidewalk improvements (\$450,000); the administration and maintenance buildings (\$2.92 million); the photo-voltaic system (\$2.16 million); and the bus charging equipment (\$1.47 million) in the new facility. A total of \$1.5 million from the TRA portion of the grant would fund other components of the facility project including trees, bioswales and landscaping (\$486,100); lighting (\$200,000); bus shelter, benches, signage, and bike parking (\$100,000); ITS technology (\$150,000); sidewalk, curb, and gutter improvements for two new North Beale Road bus stops (\$115,000); and public and employee EV charging infrastructure and facilities (\$448,900).

The major variable in this process is now the ability of Yuba-Sutter Transit to demonstrate control of the property through a fully executed purchase agreement or similar instrument prior to grant submission. Without such control, the scope of the project would have to be reduced to eliminate funding for all future facility improvements which would reduce the transit portion of the grant application by up to \$4 million. For this reason, the scope is still subject to change as necessary to maximize GHG savings and create a more

competitive application that is more like to be awarded while meeting all grant conditions. As a result, staff is recommending the broadest possible authorization to proceed with the Cooperative Agreement regardless of the final mix of projects in the June 8<sup>th</sup> application. AHSC grant awards are expected to be announced in the fall of 2021 and, if successful, the Regional Housing Authority is expected to execute a formal grant agreement in the fall of 2022 which will start the clock on a five-year expenditure period through the fall of 2027.

Staff will be prepared at the meeting to discuss the proposed grant application in detail.

**RECOMMENDATION:** Authorize execution of a Cooperative Agreement and related representations with Sutter Community Affordable Housing for an AHSC grant application as proposed.

AGENDA ITEM V – E  
STAFF REPORT

**FEDERAL TRANSIT ADMINISTRATION (FTA) REBUILDING AMERICAN INFRASTRUCTURE  
WITH SUSTAINABILITY AND EQUITY (RAISE) GRANT PROGRAM**

On April 13<sup>th</sup>, 2021, FTA released the Notice of Funding Opportunity for the annual Department of Transportation Nation Infrastructure Investments called Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants. Previously known as TIGER or BUILD grants, this competitive grant program will award \$1 billion in funds for eligible capital investments in surface transportation infrastructure that have significant local or regional impact. The maximum project award is \$25 million (no more than \$100 million per state) with a minimum grant of \$1 million in rural areas defined as under 200,000 population. This is a highly competitive program which in recent years has awarded projects to approximately 10 percent of all applicants, and funding requires a minimum 20 percent local match. Grant applications are due July 12, 2021.

RAISE grant applications consist of a project narrative not to exceed 30 pages including graphics and charts along with a detailed Benefit Cost Analysis of the project to determine the efficiency and effectiveness of the requested project funding allowing a variety of projects to be compared on an equal playing field. The Benefit Cost Analysis consists of multiple formulas and calculations to measure specific factors such as improvement to the quality of life, environmental sustainability, reductions in greenhouse gas emissions, reduced maintenance costs, travel time savings, fuel savings and safety. The Benefit Cost ratio must be over 1 for the project to be considered for funding. To assign a monetary value to each of the factors requires a significant amount of data and expertise to complete. For this reason, staff has met with consultants and requested proposals with two levels of support identified. The first level includes the consultant completing the entire application and the second is a lesser level of support including calculating the Benefit Cost Ratio will only minor input and editing of the narrative. The price quotes that have been received for preparing the entire application range from \$45,000-\$60,000 while the lesser level has been quoted at around \$25,000.

Based on an evaluation of past grant awards, staff would expect to be requesting \$15 million in a RAISE grant application to fund a significant portion of the design and construction of the Next Generation Transit Facility. However, the decision to pursue a RAISE grant in this cycle is dependent upon the procurement of a site as project readiness is a key selection criterion. Additional issues surrounding this decision is the likelihood of calculating a Benefit Cost ratio over 1 and the availability of staff time and/or the ability to hire a consultant to assist or complete the application. Staff is now seeking board input as to the level of expense or effort that should be put towards this project versus the likelihood of success. It is important to note that past grant awards have often been previously unsuccessful applicants that received feedback, improved their application, and reapplied.

Staff will be prepared to discuss this grant program and the possible grant application in more detail at the meeting. If the decision is made to pursue an application for this cycle, formal Board authorization will be requested at the June 17<sup>th</sup> meeting.

RECOMMENDATION: Information only.

AGENDA ITEM V – F  
STAFF REPORT

**ANNUAL YUBA SUTTER TRANSIT AGENCY SAFETY PLAN (ASP) REVIEW**

Pursuant to FTA regulation 49 C.F.R., Part 673, known as the Public Transportation Agency Safety Plan (PTASP) rule, and Yuba-Sutter Transit's current Agency Safety Plan (ASP), an annual review of the plan was conducted in April and May of 2021. After the initial Board adoption of the ASP, which occurred in November 2020, a review of the plan is required once each calendar year for certified compliance. Any changes or updates to the plan require Board approval, but if no changes are necessary because of the review, a memo report to this affect may be created for retention with the plan records.

The annual ASP review is conducted by collaboration of the designated Chief Safety Officer (CSO), the Transit Manager and key staff involved with plan management and agency safety. The purpose of the review is to update the agency's Safety Performance Targets (SPTs) as necessary or desired, to ensure policies are being followed and to ensure required documentation and record keeping is being maintained. Additionally, the agency updates any portions of the ASP that require it due to a determination of ineffective approaches to safety mitigation, significant changes to service delivery, introduction of new processes or procedures that may impact safety, a change or re-prioritization in resources to support the Safety Management System (SMS) or a significant change in our organizational structure. Updates or changes to federal and state policy or regulations may also require a change to the ASP.

The annual ASP review for the 2021 calendar year include updated SPT calculations that will be transmitted to Caltrans and SACOG as required, but no changes or updates to the ASP are required or being recommended at this time. This finding is now being presented to the Board for acceptance in accordance with the plan's stated timeline for annual reviews.

Staff will be prepared at the meeting to discuss elements of the ASP annual review in detail.

RECOMMENDATION:           Accept the 2021 Agency Safety Plan review report as submitted.



AGENDA ITEM V – G  
STAFF REPORT

**THIRD QUARTER PERFORMANCE REPORT FOR FY 2020-21**

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first three quarters of FY 2021 (July 2020 through March 2021) presented in comparison with the performance for the same period in the previous fiscal year. This is the third quarterly report to illustrate the full service and ridership impacts of the COVID-19 pandemic which first began to materialize in mid-March of last year. After several months of significant service and policy changes in response COVID-19 and the pandemic induced ridership free-fall in the fourth quarter of FY 2020, systemwide ridership levels on Yuba-Sutter Transit's services have been relatively stable through the first nine months of FY 2021.

Comparable to what has been reported by many transit systems in the Sacramento region and beyond, overall Yuba-Sutter Transit ridership dropped 60 percent through March 2021 compared to the first three quarters of FY 2020 while the number of vehicle service hours operated dropped 14 percent. As a result, other systemwide performance indicators were also down around 50 to 70 percent for the same period. Individually, the greatest ridership drop in terms of passenger trips continues to be on the local fixed route system. While the number of local fixed route service hours was reduced in May 2020 in response to lower ridership, much of that service has since been operated as supplemental limited stop Route 1 express service to reduce the number of passengers being left at bus stops because of on-board capacity limits that were imposed to encourage social distancing. Dial-A-Ride service hours have been reduced even more significantly due to the nature of this service, but similar passenger capacity limits restrict just how much those service hours can be reduced as well. Consistent with the experience of commuter service operators nationwide, Yuba-Sutter Transit's Sacramento service has experienced the most significant percentage reduction in ridership (down 86 percent) compared to the same period last year. This massive drop prompted the May 2020 reduction in the number of Sacramento schedules and the corresponding drop in the number of vehicle service hours operated (down 30 percent) compared to the same period last year. As always, rural route ridership continues to vary widely due to the limited nature of these services.

Looking forward, while monthly systemwide ridership totals have been trending upward a bit since hitting a pandemic-low in January 2021 (already among the historically lowest monthly total each year due to holidays and poor weather), they are still expected to remain well below pre-pandemic levels through the end of FY 2021 and well beyond due to externalities that remain well outside of our control. This recent trend as well as the full impact of the pandemic is graphically illustrated in the attached chart that tracks ridership by service type over the 15-month period of February 2020 through April 2021. Though the worst of the pandemic may now be behind us, it is impossible to make future projections or assess the long-term impacts with any degree of certainty at least until middle-school, high-school and Yuba College students return to class; when Dial-A-Ride dependent adult day programs re-open; and, when state and other downtown Sacramento employees return to their offices in large numbers.

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

RECOMMENDATION: Information only.

Attachments

**THIRD QUARTER PERFORMANCE REPORT  
FISCAL YEAR 2020-2021**

<b>Fixed Route:</b>	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
July 2020 - March 2021	221,919	35,563.10	6.24	\$171,059	\$4.81	5.5%
July 2019 - March 2020	477,940	37,997.78	12.58	\$445,128	\$11.71	13.3%
Percent Change	-53.6%	-6.4%	-50.4%	-61.6%	-58.9%	-58.9%
<b>Dial-A-Ride:</b>						
July 2020 - March 2021	13,014	13,120.91	0.99	\$38,105	\$2.90	3.3%
July 2019 - March 2020	37,828	16,730.96	2.26	\$111,282	\$6.65	7.6%
Percent Change	-65.6%	-21.6%	-56.1%	-65.8%	-56.3%	-56.6%
<b>Sacramento Services (Commuter &amp; Midday):</b>						
July 2020 - March 2021	14,313	7,574.68	1.89	\$98,084	\$12.95	14.7%
July 2019 - March 2020	102,987	10,844.99	9.50	\$474,676	\$43.77	49.7%
Percent Change	-86.1%	-30.2%	-80.1%	-79.3%	-70.4%	-70.4%
<b>Foothill Route:</b>						
July 2020 - March 2021	717	707.15	1.01	\$570	\$0.81	0.9%
July 2019 - March 2020	1,163	715.44	1.63	\$1,215	\$2.09	1.9%
Percent Change	-38.3%	-1.2%	-37.8%	-53.1%	-61.4%	-51.8%
<b>Live Oak Route:</b>						
July 2020 - March 2021	1,444	661.09	2.18	\$1,548	\$2.34	2.7%
July 2019 - March 2020	2,871	707.87	4.06	\$2,583	\$3.65	4.1%
Percent Change	-49.7%	-6.6%	-46.2%	-40.1%	-35.8%	-35.1%
<b>Wheatland Route:</b>						
July 2020 - March 2021	53	370.02	0.14	\$96	\$0.26	0.3%
July 2019 - March 2020	103	409.52	0.25	\$146	\$0.36	4.0%
Percent Change	-48.5%	-9.6%	-42.7%	-34.6%	-28.3%	-92.7%
<b>Systemwide Summary:</b>						
July 2020 - March 2021	251,460	57,997	4.34	\$309,461	\$5.34	6.1%
July 2019 - March 2020	622,892	67,407	9.24	\$1,035,030	\$15.36	19.2%
Percent Change	-59.6%	-14.0%	-53.1%	-70.1%	-65.3%	-68.4%

Notes:

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

**Yuba-Sutter Transit  
15-Month Ridership Chart  
February 2020 - April 2021**

