

## AGENDA ITEM IV – A

### YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES JANUARY 17, 2019

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

Present: Cardoza, Fletcher, Leahy, McKenzie (Alternate), Shaw, Simmons (Alternate), Sullenger and Whiteaker

Absent: Hudson and Samayoa

#### **II. Board Business**

##### A. Nomination and Election of Board Officers for 2019.

Director Whiteaker nominated Director Leahy as Chair. There were no other nominations and Director Leahy was elected unanimously.

Director Fletcher nominated Director Whiteaker as Vice-Chair. There were no other nominations and Director Whiteaker was elected unanimously.

##### 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.

#### **III. Public Business from the Floor**

Ms. Peggy Costa addressed the Board in regards to providing bus service to Yuba College's Sutter Campus. Director Whiteaker thanked Ms. Costa for her comments noting that ridership is always the key for such extensions and how it is difficult to accommodate ever changing student schedules. He continued by mentioning that it is the hope that a bus stop at the Sutter Campus would be a possibility in the future.

Director Whiteaker then asked staff if there was a possibility of conducting a survey of the Yuba College students. Martin responded by stating that he is sure that surveys could be conducted as they have been done in the past as staff has spent a considerable amount of time on this issue with Yuba College representatives over the years. He then summarized some of that history noting that he can reach out to the college once again to revisit this issue. Director Shaw stated that he would like to see this placed on the agenda in the future and have a Yuba College Representative in attendance.

#### **IV. Consent Calendar**

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

#### **V. Reports**

##### **A. Bus Stop Improvement Project Authorization to Proceed.**

Martin stated that this project is being funded by the state Low Carbon Transit Operations Program (LCTOP) with a total allocation of \$180,417 from the FY 2016 funding cycle and approximately \$55,000 of that has already been spent on previously approved projects. About \$137,000 is now available for the bus stop enhancements that are included in the staff report with \$12,000 of that coming from the recently awarded Feather River Air Quality Management District Blue Sky Grant for installation of Simme Seats at local bus stops.

Director Whiteaker made a motion to authorize the purchase and installation of specified bus stop furnishing and related improvements as proposed. Director Fletcher seconded the motion and it carried unanimously.

##### **B. Fare Structure and Fare Policy Adjustments.**

Martin stated that the State Transportation Development Act (TDA) requires that public transportation operators achieve a certain minimum farebox recovery ratio which is the percentage of operating costs recovered from passenger fares and that SACOG has set Yuba-Sutter Transit's ratio at 14.6 percent. He noted that Yuba-Sutter Transit's fare box ratio has historically been in the mid-20 percent range for most of the last 20 years, but that in the last four years it has since slipped to 16.1 percent for FY 2018 and it is budgeted at 15.9 percent for FY 2019.

For comparison purposes, staff surveyed nine similar operators in the area and found that Yuba-Sutter Transit has among the lowest fares in the region. In addition, local fixed route fares were last increased in January 1993, Dial-A-Ride fares in July 2004 and Sacramento fares in 2010 so it is not unreasonable to consider some changes going forward. For this reason, Martin stated that staff is now requesting that an ad hoc committee be established to discuss and develop specific fare structure and fare policy recommendations for future Board consideration.

Director Leahy asked for volunteers to serve on the ad hoc committee. Director Cardoza and Director Fletcher volunteered and it was discussed that one Marysville representative be invited to join as well. [Staff Note: Director Samayoa ultimately agreed to serve on the committee.]

##### **C. Authorization to Fill the Vacant Program Analyst I/II Position.**

Martin informed the Board that Ms. Isabelle Markoe resigned her Program Analyst I/II position last month with December 31<sup>st</sup> as her last day. Pursuant to the provisions of the Yuba-Sutter Transit Personnel Manual, staff is now requesting authorization to immediately begin the process of filling the pending staff vacancy using the Sutter County Human Resource Department to support this recruitment.

Director Whiteaker made a motion to authorize the Transit Manger to fill the vacant Program Analyst I/II position as proposed. Director Fletcher seconded the motion and it carried unanimously.

**D. FY 2017/18 Financial Audit Report.**

Martin stated that the audit, which is completed annually on behalf of SACOG, included two findings, one corrected and one uncorrected, as noted in the staff report. Martin added that these were the first findings in five years. Martin noted that Financial Program Manager Simone Reed was unavailable for this meeting, but staff would try to address any questions today or provide a response either after the meeting or at a future meeting.

Director Whiteaker made a motion to accept the FY 2017/18 audit report as presented. Director Fletcher seconded the motion and it carried unanimously.

**E. Project & Program Updates.**

**1. Replacement Bus Purchases**

Martin stated that the replacement fixed route buses will be arriving sooner than expected due to a cancellation of an order that moved up the schedule. Martin added these buses will now be delivered in November/December of 2019. Martin added that the Dial-A-Ride buses that the Board approved a few months ago are scheduled to be delivered in March of 2019.

**2. Computer Assisted Dispatch/Automatic Vehicle Location (CAD/AVL) Project**

Martin stated this project is progressing well and that staff has had several meetings with the vendor. The first phase of installation is expected to begin in February with full system installation complete and operational in April.

**3. Transportation Development Act (TDA) Performance Audit – Site Visit January 16<sup>th</sup>**

Martin stated that the site visit went very well and that staff expects that a final report included should be presented to the Board at the June meeting.

**4. Ad Hoc Committee Meeting for the Low Carbon Transit Operations Program – January 24<sup>th</sup>**

Martin reminded Ad-Hoc Committee members Leahy, Whiteaker and Cardoza of the January 24<sup>th</sup> meeting to discuss future LCTOP project priorities.

**5. Special Night Board Meeting Reminder – 7:00 p.m. on Thursday, February 21<sup>st</sup>**

Martin reminded the Board of the special night meeting and public hearing that is scheduled for this date and time to discuss proposed Sacramento service changes.

**6. FY 2020 Budget Preview – February 21<sup>st</sup> Board Meeting**

Martin noted that staff will be preparing to discuss projections for the current year and a look at future issues in preparation for the presentation of the preliminary draft FY 2020 budget in March.

**V. Correspondence/Information**

None

**VI. Other Business**

None

**VII. Adjournment**

The meeting was adjourned at 4:33 p.m.

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 21, 2019  
AT 7:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**