



Please plan to arrive early or stay late for one of two identical Yuba-Sutter NextGen Transit Plan Community Open House events that will be held from 2:00 – 4:00 pm and from 5:00 – 6:30 pm on this same date and in this same location.

## MEETING NOTICE & AGENDA

**DATE:** Thursday, February 16, 2023

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

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

A remote option for audience participation is being provided only as a courtesy. Members of the Yuba-Sutter Transit Board of Directors must attend in person. If the remote connection fails for any reason, the meeting will continue as noticed so the public must attend in person to assure access to the meeting.

To join the meeting from your computer, tablet, or smartphone, please use the Zoom Meeting link below.

<https://us02web.zoom.us/j/84199180629?pwd=ME0rWXRTdDFHQXJzcytDR2RWYXNuQT09>

To join by telephone conference call: 1-669-900-6833  
Meeting ID: 841 9918 0629  
Password: 427991

The public will be muted by default. The following options are available to speak during the public comment portions of the meeting:

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.

### I. Call to Order & Roll Call

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

### II. Presentations

**A. Yuba-Sutter NextGen Transit Plan Draft Service Recommendations.** Consultant presentation and Board discussion regarding draft service plan deployment recommendations. (Attachment)

Recommendation: Direct staff as desired.

### III. Public Business from the Floor

Members of the public may address the Authority on items of interest that are within the Authority's jurisdiction and are not on the agenda for this meeting. Public comment regarding agenda items will be permitted as each agenda item is considered by the Board.

#### IV. Consent Calendar

All matters listed under Consent Calendar are considered 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 Special Meeting of January 12, 2023. (Attachment)
- B. Minutes from the Regular Meeting of January 19, 2023. (Attachment)
- C. Disbursement List for January 2022. (Attachment)
- D. Monthly Performance Report for January 2022. (Attachment)

#### V. Reports

- A. **Feather River Air Quality Management District (FRAQMD) AB 2766 Grant Agreement.** Consider agreement to extend the Discount Monthly Pass Program through March 2024. (Attachment)

RECOMMENDATION: Authorize execution of FRAQMD Grant Agreement #VF23-01.

- B. **Federal Transit Administration (FTA) Section 5339(b) Buses and Bus Facilities and/or Section 5339(c) Low or No Emission Funding Program Application.** Consider authorization of an application for design and construction funds for the Next Generation Zero-Emission Operations, Maintenance, and Administration Facility. (Attachment)

RECOMMENDATION: Direct staff as desired.

- C. **Mid-Year Budget Report for FY 2023 and Budget Preview for FY 2024.** Review and discussion of the mid-year financial report and potential budget issues for FY 2024. (Attachment)

RECOMMENDATION: Direct staff as desired.

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

RECOMMENDATION: Information only.

- E. **Project & Program Updates.**

1. Yosemite Area Regional Transportation System (YARTS) Commuter Bus Lease Proposal
2. Next Generation Transit Facility Project (Grant Submissions)
3. Executive Director Recruitment (Brochure Link: <https://online.fliphtml5.com/iamax/fdem/>)

RECOMMENDATION: Information only.

#### VI. Correspondence / Information

#### VII. Closed Session

- A. **Conference with Real Property Negotiators (Pursuant to Government Code Section 54956.8)**  
Subject Property: 2100 B Street, Marysville, CA / Agency Negotiator: Keith Martin, Executive Director  
Negotiation Parties: Yuba-Sutter Transit Authority and the California Department of Transportation  
Under Negotiation: Price and Terms of Payment for Temporary Construction Easement
- B. **Public Employee Performance Evaluation (Pursuant to Government Code Section 54597)**  
Position Title: Executive Director

#### VIII. Other Business

**IX. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 16, 2023  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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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 II – A  
STAFF REPORT

**YUBA-SUTTER NEXTGEN TRANSIT PLAN  
DRAFT SERVICE RECOMMENDATIONS**

**Background**

Yuba-Sutter Transit received a \$199,192 Fiscal Year 2021/22 Sustainable Communities Planning Grant from the California Department of Transportation (Caltrans) to develop a Comprehensive Operational Analysis (COA)/Short Range Transit Plan (SRTP). Transit plans are normally conducted every three to five years as a guide for future transit improvements and system modifications. A current transit plan is required to remain eligible for federal funding and the last Yuba-Sutter Transit SRTP was adopted in April 2015. The \$225,000 project budget includes the Caltrans grant and the required local match of \$25,808.

On April 21, 2022, a consulting team led by Innovate Mobility, LLC was selected to develop the now Yuba-Sutter NextGen Transit Plan in close collaboration with the Board of Directors, member jurisdictions, community stakeholders, and the public at large. The resulting plan is expected to shape the Yuba-Sutter Transit system for the next 5 to 10 years through pandemic recovery; construction of a new transit operating, maintenance, and administration facility; and transition to the large-scale operation of zero-emission buses. This top-to-bottom examination of the entire system (local, rural and commuter routes along with the Dial-A-Ride service) will result in recommendations that could include modifications to existing routes, new service areas, alternative service models, and more modern technology-based transportation delivery tools.

The project purpose is to develop an operational plan that will improve the customer travel experience by reducing travel time; improving service frequencies and connections (where possible); and introduce new and innovative transit options (where feasible). On October 20, 2022, an early progress report was provided to the Board which was meeting as a committee due to the lack of a quorum. That presentation included a review of the existing conditions data that was being analyzed as well as an update on public outreach, stakeholder interviews, and general system observations. Critical to the planning process is the extensive public outreach effort that includes an initial public survey, two rounds of community open houses, multiple Board workshops, and on-going solicitation of public input.

Innovate Mobility president, Rahul Kumar, will be present at the meeting to update the Board on the plan progress to-date and receive feedback on both the draft service recommendations and the proposed implementation schedule. Attached for Board reference is a copy of the PowerPoint slides that Mr. Kumar will follow for this purpose. This same information will be part of two identical community open house events that will be held in the Yuba County Board of Supervisors Chambers from 2:00 – 4:00 p.m. and from 5:00 – 6:30 p.m. on Thursday, October 20<sup>th</sup> before and after this meeting of the Yuba-Sutter Transit Board of Directors. These events have been widely promoted as part of the extensive and on-going public outreach effort for this plan. Additional plan information is also available on the project website at [www.yubasutternextgen.com](http://www.yubasutternextgen.com)

## **Draft Service Recommendations**

A key deliverable of the NextGen Transit Plan is not only the overall service plan, but also how and when the services will be deployed and what measures will be used to measure their success. As a refresher, the project team previously presented the following themes to guide the overall service recommendation framework:

- **Improve Rider Experience** - Provide better information, faster travel time, and connections to previously unserved areas.
- **Provide More Regional Connections** - Connect more communities that are farther away and create a network where riders can seamlessly travel to these locations.
- **Improve Local Access** - Serve new, growing areas and connect them with fast, modern, cost-effective transit solutions.
- **Improve Operating Performance** - Reduce delays from bridge crossings and speed up routes to ensure layover time and expected travel times.

These themes along with the data analyses and public feedback gathered throughout this project resulted in the following service concepts:

**Service Concept 1** – New on-demand zones throughout Yuba and Sutter Counties

**Service Concept 2** – Redesigned fixed route services connecting major trip generators

**Service Concept 3** – A Volunteer Driver Program to extend rural service into more communities

**Service Concept 4** – New service to Placer County and the Roseville Galleria Transit Center

These concepts were chosen from an exhaustive list of options including increased fixed routes, decreased commuter service, serving new areas, etc. Ultimately, these four concepts were settled on because, when combined, they appear to best address the four project themes. These service concepts were generally well received when they were presented at to the Board at the special meeting on January 12<sup>th</sup>. While the project team is still receiving feedback on these concepts including during this meeting and the second open house, they are sharing the deployment plan below along with the associated costs and justification.

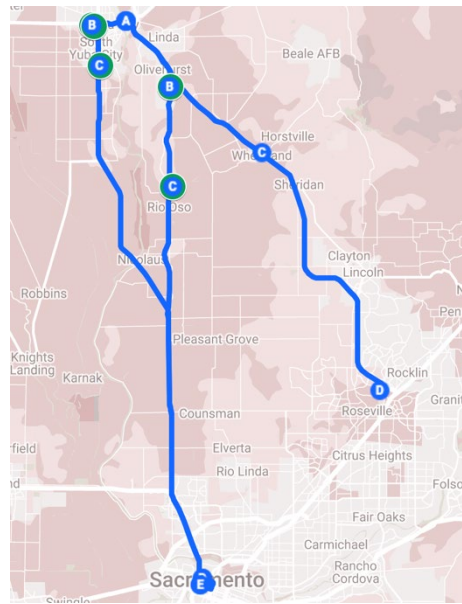
The NextGen Transit Plan is broken into four phases as detailed below. When fully implemented, Yuba-Sutter Transit's ridership is projected to increase by 45% and increase its coverage area by 60% at approximately the same operating cost (inflation adjusted).

### **Phase 0 – July 1, 2023**

- No operating cost changes
- +\$250,000 in staffing costs

This phase is about preparing for the deployment of the major service changes to come by procuring new technology and beginning the recruitment of new staff. The major tasks in this phase are as follows:

- Transit technology continues to evolve at a rate faster than before. As a result, the plan calls for the recruitment of a Transit Technology Manager. Yuba-Sutter Transit is leanly staffed and major changes such as those envisioned by the NextGen Transit Plan call for the simultaneous deployment of technology and service. Combined with the new facility project, this dictates a need for the recruitment of a Transit Technology Manager – the position is planned to come on board in Q3 FY 2024.
- Given the heightened need for community involvement when deploying a large-scale change such as that envisioned by the plan, the plan would also recommend recruiting a Community Relations Manager. This position can be delayed to Q4 or later but should be brought on prior to the start of roll out of the Community on-demand zones.
- The plan also calls for beginning the procurement for the technology necessary to support the transition from fixed route to on-demand service. The technology has become much more widely available in the past 10 years with more than 10 prospective vendors.
- Finally, in Phase 0, the plan recommends deploying the new service to the Roseville Galleria Transit Center. Along with this change, Yuba-Sutter Transit will also need to further consolidate its existing commuter services. This consolidation will include permanently removing the trips that are no longer being operated from the schedule as well as reducing one additional AM and PM trip from the existing schedule to transition it to the new Roseville service.



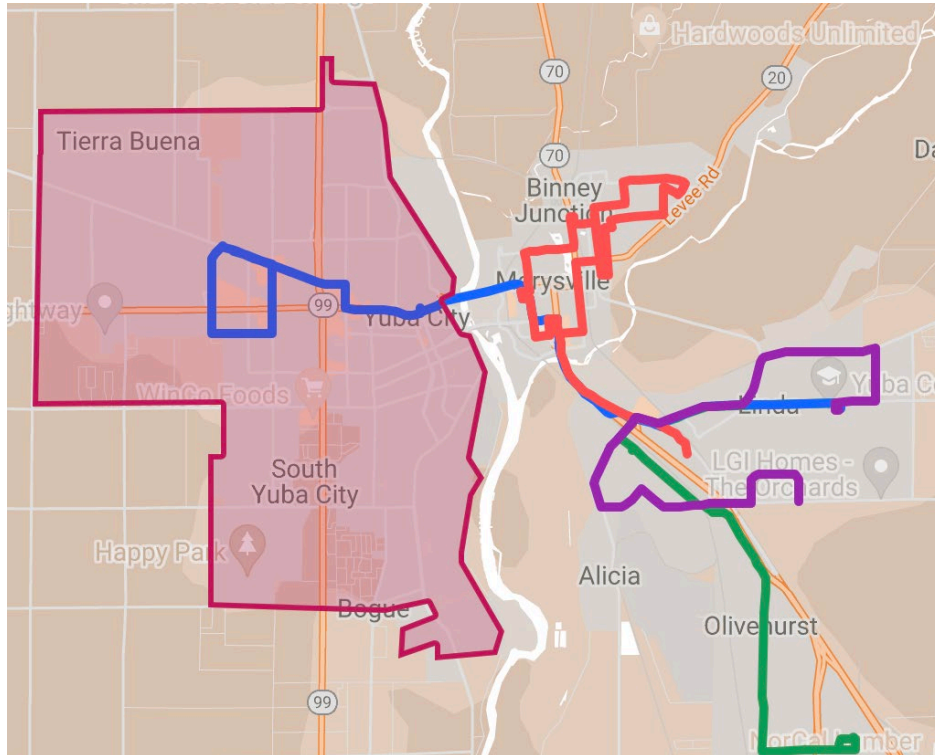
Phase 1 – August 1, 2024

- 76,781 annual operating hours (only slightly more than what is being now being operated for FY 2023)
- \$115.99 fully loaded cost per hour
- \$9.2M annual operating budget

Phase 1 of the plan includes major changes in Yuba City including the deployment of the first on-demand Community Zone and expanding the span of service from 6:30 to 8:00 p.m. on weekdays. The major tasks in this phase are as follows:

- Yuba-Sutter Transit to begin procurement of 10 electric 14-16 seat “cutaway” buses. These buses are expected to cost between \$350,000 and \$450,000 per vehicle. This procurement is in line with the authority’s fleet replacement plan. The expected delivery time of these vehicles is 18-24 months and would be scheduled to coincide with the full deployment of the plan. Yuba-Sutter Transit will begin construction of its NextGen Facility in Summer 2025 with an expected completion date in Fall 2027. Should this schedule change, the authority would need to consider alternatives to the electric vehicles as there will be no charging infrastructure to support these vehicles without the new facility.

- In Yuba City, the plan recommends streamlining Route 1 to reduce total travel time between Yuba City and Yuba College by up to 20%. In addition, in this phase, the plan recommends deploying the first Community on-demand zone in Yuba City. This zone will replace the existing Routes 2 and 5.



- Finally, in Phase 1, the plan calls for the elimination of the lightly used evening Dial-A-Ride service. This change will not have a material impact because of the deployment of the Yuba City Community on-demand zone and the expansion of the span of service to 8:00 p.m.

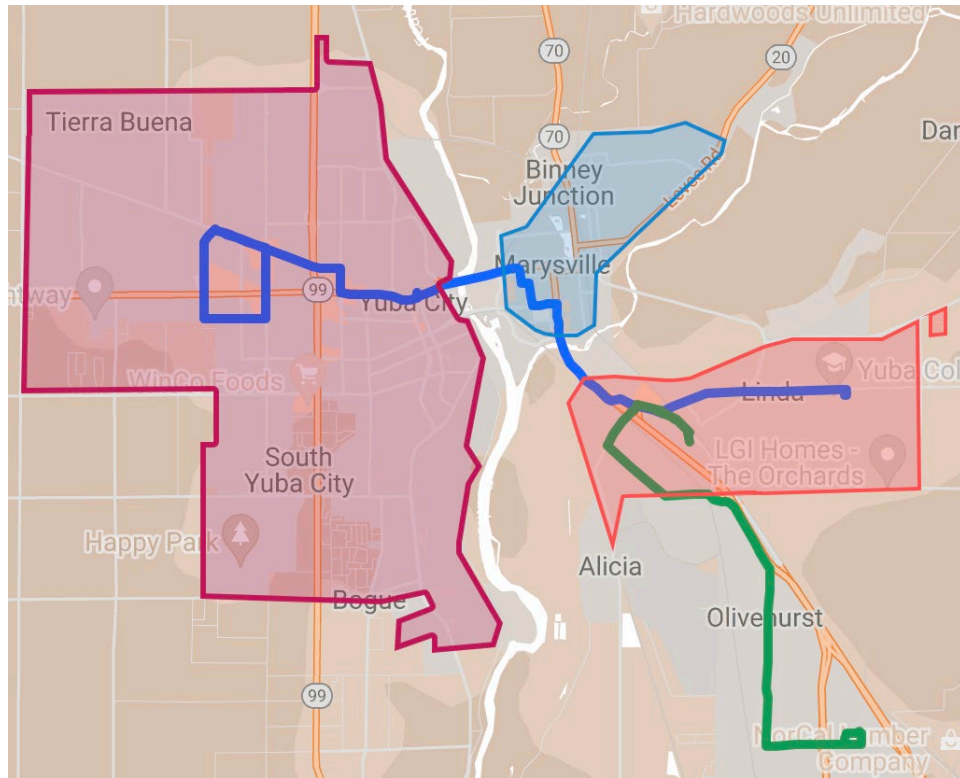
#### Phase 2 – July 1, 2025

- 75,354 annual operating hours
- \$122.07 fully loaded cost per hour
- \$9.2M annual operating budget

Phase 2 includes an expansion of the Community on-demand zones to Marysville and Linda and supporting the volunteer driver program in Challenge and Dobbins. The major tasks in this phase include:

- New Community on-demand zones in Marysville and Linda that will replace Routes 4 and 6 in those areas. With these new zones, Route 3 will be truncated at the Peachtree Clinic (Yuba County Health & Human Services) for direct service from Olivehurst to this location.
- With the near full deployment of the Community on-demand zones, the existing DAR/ADA service will be comingled with the new on-demand services providing ADA-eligible residents of Yuba and Sutter Counties a faster and better experience.





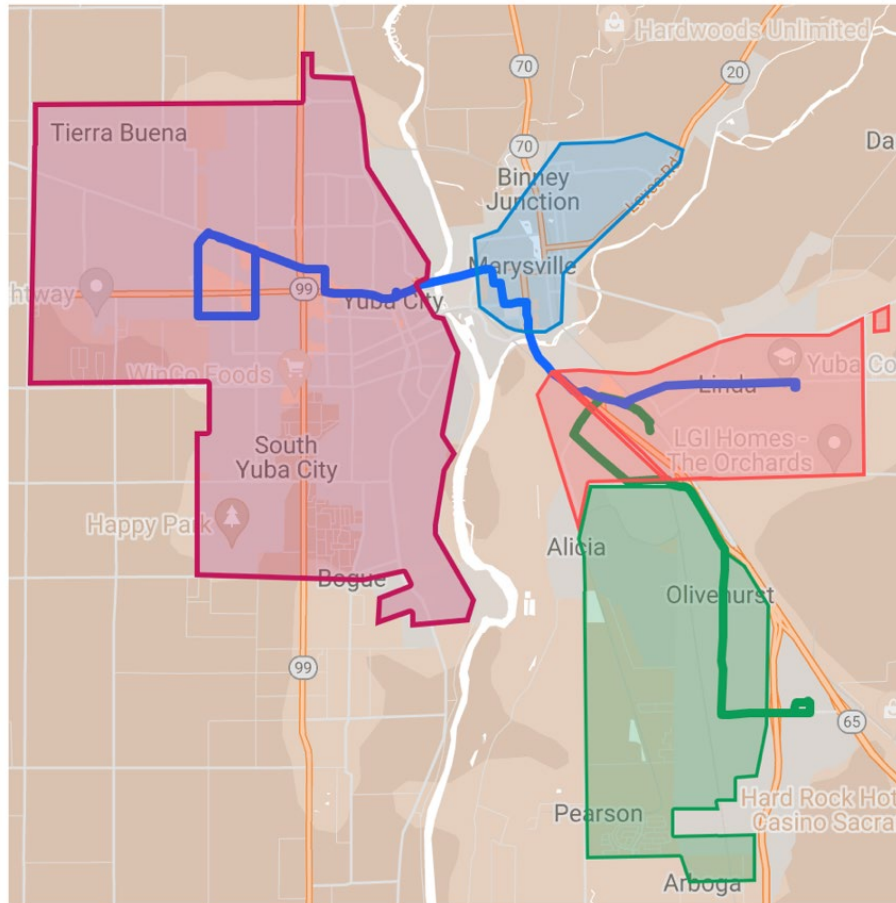
Phase 3 – July 1, 2026

- 75,268 annual operating hours
- \$127.27 fully loaded cost per hour
- \$9.6M annual operating budget (Yuba-Sutter Transit’s operating contract is expected to be renewed in FY27 and the plan has incorporated an expected industry-standard rate increase)

The final phase of the plan recommends the creation of a fourth Community on-demand zone in Olivehurst and expansion of the Roseville service (if demand warrants)

- The final Community on-demand zone in Olivehurst provides residents of that area with expanded services over Route 3 increasing and significantly expanding the coverage of Yuba-Sutter Transit’s services especially to the Yuba County Airport Industrial Park and new housing developments in North Arboga.
- Should the Roseville service be successful, phase 3 of the plan calls for an additional trip to and from the Roseville Galleria Transit Center.





**Next Steps**

Depending on Board and community feedback at the February 16<sup>th</sup> meeting and open house, the dates below reflect the anticipated schedule for additional input opportunities as well as formal Board consideration of the resulting plan to complete the process. Additional input is certainly welcome throughout the process by either contacting project staff directly or by providing comments through the project website.

**March 16, 2023 – Yuba-Sutter Transit Board Meeting**

Presentation of the preliminary draft plan for Board and public input. The complete plan will include detailed financial, marketing, and implementation components.

**April 20, 2023 – Yuba-Sutter Transit Board Meeting**

Presentation of the Final Draft 2023 Yuba-Sutter Transit NextGen Transit Plan for Board adoption consideration.

Staff and members of the project team will be prepared at the meeting to discuss the Yuba-Sutter NextGen Transit Plan in detail.

RECOMMENDATION: Direct staff as desired.



**NEXTGEN**  
TRANSIT PLAN

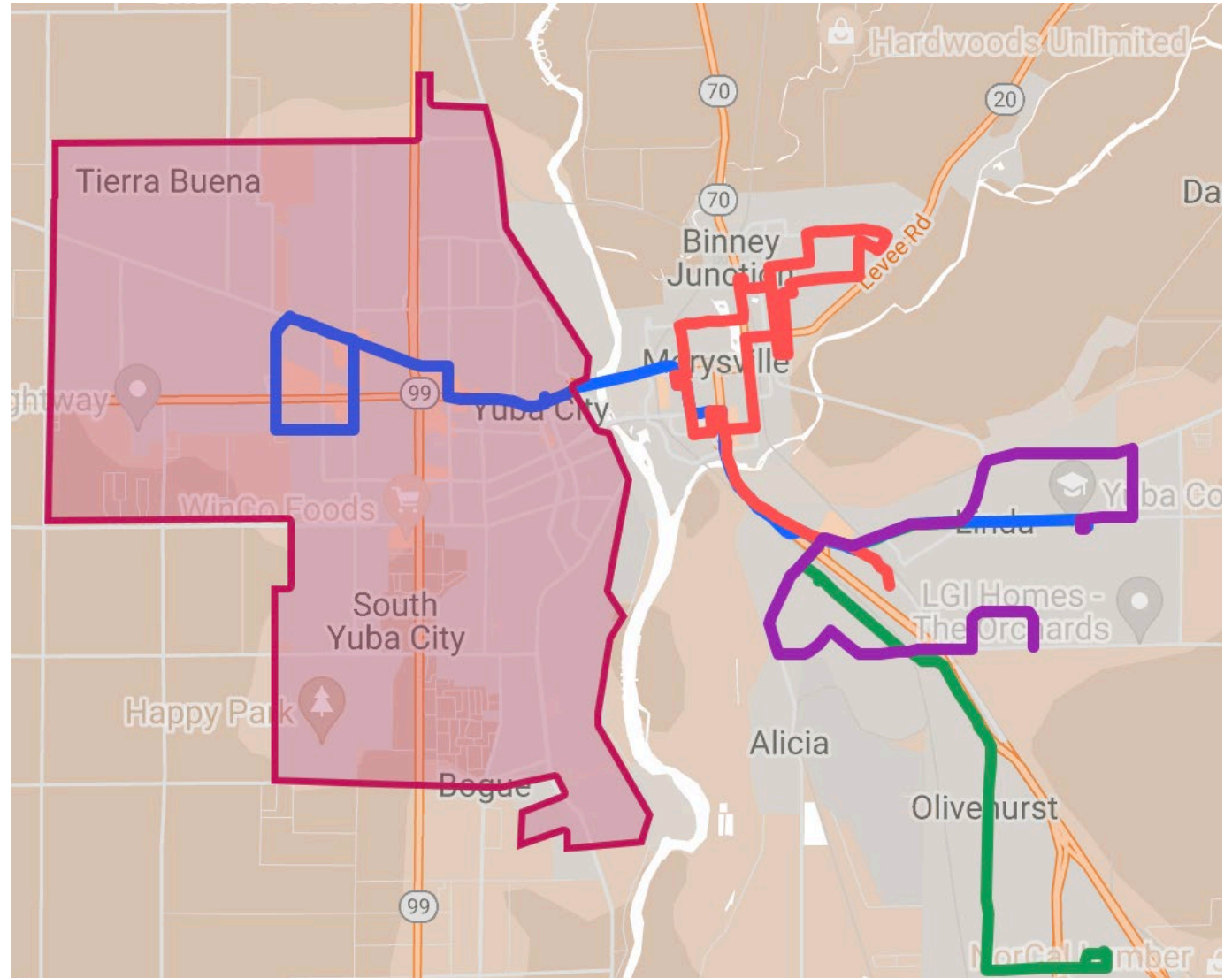


Mode	Phase 0	Phase 1	Phase 2	Phase 3
Deployment Period	<ul style="list-style-type: none"> <li>FY24</li> </ul>	<ul style="list-style-type: none"> <li>FY 25</li> </ul>	<ul style="list-style-type: none"> <li>FY 26</li> </ul>	<ul style="list-style-type: none"> <li>FY27</li> </ul>
Phase Overview	<ul style="list-style-type: none"> <li>Procure On-Demand Technology</li> <li>Develop Job Descriptions for new staff</li> <li>New commuter service</li> </ul>	<ul style="list-style-type: none"> <li>Replace routes with on-demand zone</li> <li>Extend Service Span</li> <li>Eliminate evening DAR</li> </ul>	<ul style="list-style-type: none"> <li>Replace routes with on-demand zones</li> <li>Support Volunteer Driver Program</li> </ul>	<ul style="list-style-type: none"> <li>Expand Commuter service service (if necessary)</li> <li>Full on-demand zone deployment</li> </ul>
Service Changes	<ul style="list-style-type: none"> <li>New Roseville Service</li> <li>Consolidate Commuter Service (Q3)</li> </ul>	<ul style="list-style-type: none"> <li>Streamline Route 1</li> <li>Cancel Routes 2,5</li> <li>Implement Yuba City Community On-Demand Zone</li> <li>Operate service till 8pm</li> </ul>	<ul style="list-style-type: none"> <li>Reroute 3 to serve HHS</li> <li>Cancel Routes 4,6</li> <li>Implement Marysville and Linda Community On-Demand Zones</li> </ul>	<ul style="list-style-type: none"> <li>Implement second Roseville trip (if necessary)</li> <li>Implement Olivehurst community zone</li> </ul>
Capital/Operations/Costing (3.75% annual inflation included)	<ul style="list-style-type: none"> <li>Additional \$250,000 in fixed costs (additional staffing beginning Q2)</li> <li>No additional operating costs</li> </ul>	<ul style="list-style-type: none"> <li>Procurement of 10 electric cutaway vehicles</li> <li>Procurement of on-demand technology \$168k</li> <li>\$119.30 per hour</li> <li>76,781 hours</li> <li>\$9.2M Annual</li> </ul>	<ul style="list-style-type: none"> <li>\$122.07 per hour</li> <li>75,354 hours</li> <li>\$9.2M Annual</li> </ul>	<ul style="list-style-type: none"> <li>\$127.27 per hour</li> <li>75,268 hours</li> <li>\$9.6M Annual</li> </ul>

Change	Costing
Expanding Service to 8pm	\$300k per year
New Microtransit Technology	\$168k per year
Additional Staffing	\$250k per year
Inflation	\$260k per year
New Operations Contract	\$150k per year

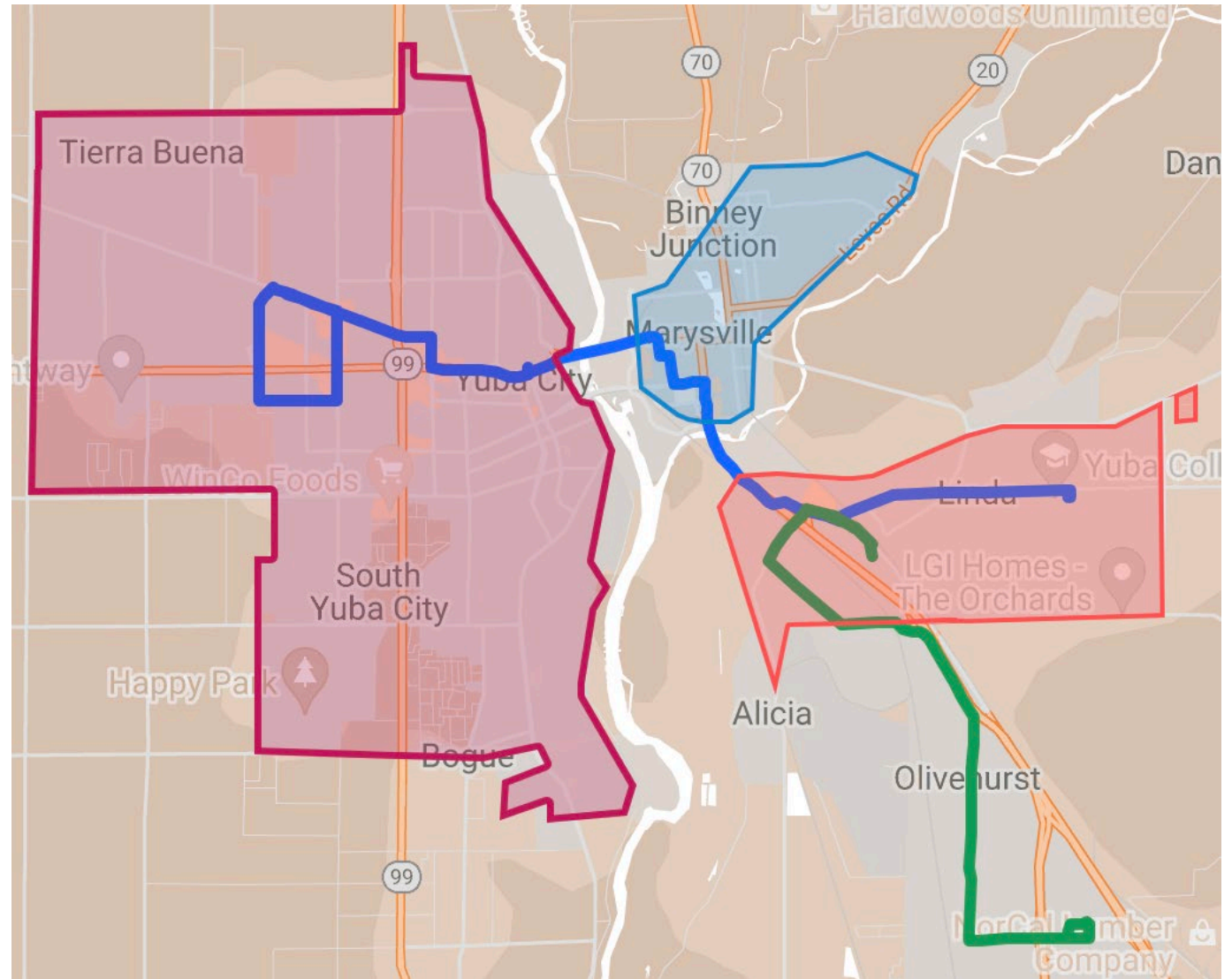
## Phase 1

- Streamline Route 1
- Implement Yuba City Community On-Demand Zone
- Extend service span to 8:00pm
- Eliminate Evening Dial-A-Ride
- Cancel Routes 2 and 5



## Phase 2

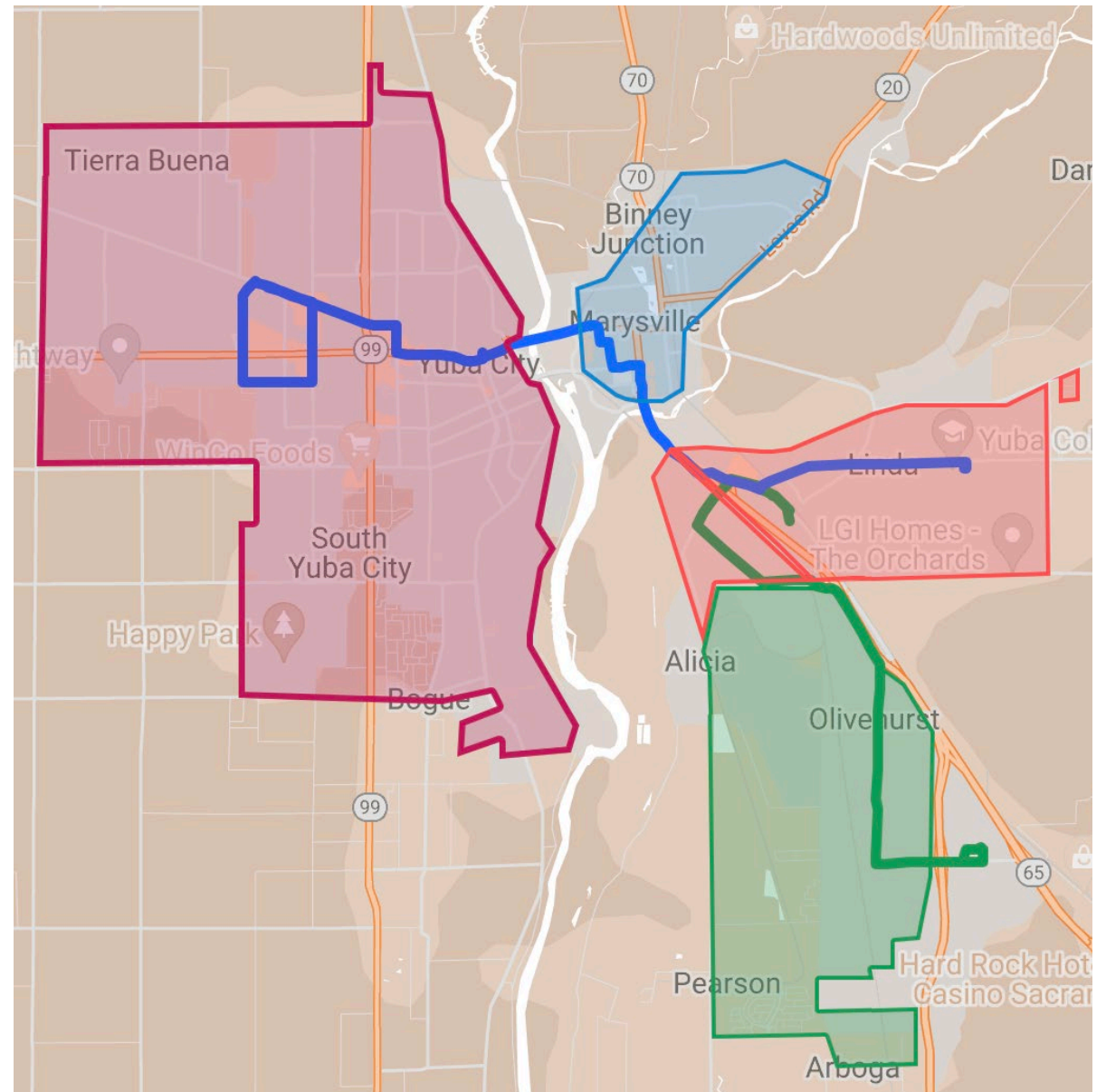
- Implement Marysville Community On-Demand Zone
- Implement Linda Community On-Demand Zone
- Cancel Routes 4, 6
- Reroute 3 to serve HHS
- Support Volunteer Driver Program
- Consolidate DAR/ADA service into on-demand comingled service





## Phase 3

- Implement Olivehurst Community Zone
- Expand Roseville service to 2 trips daily (if necessary)





## AGENDA ITEM IV – A

### YUBA-SUTTER TRANSIT AUTHORITY SPECIAL MEETING MINUTES JANUARY 12, 2023

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

Present: Bains, Blaser, Fuhrer, Harris (for Shaw), Hudson (Chair), Kirchner (Vice-Chair), and Micheli  
Absent: Buttacavoli and Shaw

#### II. Public Business from the Floor

Ms. Brittany Gray addressed the Board as an advocate for her daughter, a high school freshman who also attends classes at the Yuba College Sutter Center. Noting that no transportation is available for her daughter and other students to the campus and the lack of sidewalk make it unsafe to walk, she asked that the shuttle that had previously been offered be reinstated.

#### III. Reports

##### A. Yuba-Sutter NextGen Transit Plan Service Alternatives Workshop.

Martin stated that the purpose of this special meeting is to present and receive early policy input on preliminary service concepts that are being considered for the NextGen Transit Plan. Martin introduced Raul Kumar from Innovate Mobility for the NextGen Transit Plan presentation.

Mr. Kumar began by reviewing the goals for the NextGen Transit plan:

- Improve Rider Experience – faster travel time and connections to previously unserved areas.
- Provide More Regional Connections – Connect more communities that are farther away.
- Improve Local Access – Serve new areas and connect them with fast and effective transit solutions.
- Improve operating Performance – Reduce expected travel times.

Yuba-Sutter Transit now offers six fixed routes, Dial-A-Ride, and commuter service to Sacramento. While the current transit system is accessible to the general-public as most of the population is within a quarter mile away from a bus stop, we are looking at Yuba-Sutter Transit as a single network of services composed of the following components:

- Core – Service the major urban communities of Yuba City, Marysville, Linda, and Olivehurst.
- Community – Service the smaller and more distant areas of Live Oak, Wheatland, and the Foothills.
- Commuter – Service Sacramento and look at new areas to connect.

The first new service concept would be creating an on-demand transit zones which is an Uber like service throughout both counties. This new on-demand service would be accessible to the public by calling dispatch, text message, email, smartphone application, and other methods to book a ride within the zone

or using the Core routes to travel outside the zone. The new on-demand zones would include the following:

- Yuba City – Generally following the entire urban area boundary
- Marysville
- Linda – Both West and East Linda
- Olivehurst – Would include Wheeler Ranch and the Yuba County Airport Industrial Park.
- Plumas Lake – This future service area would be added as Plumas Lake further develops.

The second new service concept would be the creation of two new Core routes. With the new on-demand service covering a large area in Yuba City, Marysville, Linda and Olivehurst, four of the six existing fixed routes would be eliminated with the other two being modified and rebranded as Core routes as follows:

- Yuba City to Yuba College – This new route would be like the current Route 1, but about 30 minutes faster in roundtrip travel time.
- Linda to Olivehurst – This new route would be like the current Route 3, but would begin and end at the Yuba County Health & Human Services (Peach Tree Clinic) instead of Yuba College.

The third new service concept is a Volunteer Driver Program to expand rural service in the Yuba County Foothills. This program would allow residents of these communities to use new technology to coordinate a volunteer driver program with Yuba-Sutter Transit's service.

The fourth new service concept is to initiate a new service between Marysville and the Roseville Galleria Transit Center. This would be made possible by making permanent the pandemic-related service reductions on the Sacramento service and further consolidating that service by one AM and one PM trip with those service hours being used to offer an AM and PM trip to Roseville where passengers can connect to both the Roseville and Placer County transit systems.

Director Blaser asked if we have coordinated these concepts with the affordable housing plan and with new housing developments. Mr. Kumar stated that they have been in touch with them, but the new on-demand system that is being proposed is easy to expand as population increases.

Director Blaser left the meeting at 4:38 p.m.

In response to a question if the new on-demand service is door to door, Mr. Kumar explained that it is not door to door for ambulatory passengers as it will use the technology to create nearby virtual bus stops for pick-up. When a passenger requests an on-demand ride, the system will direct them to walk to a certain place to get picked up.

Director Hudson asked how this new system will be implemented and would it have to wait for the new transit facility to be complete. Martin stated that this new system could happen before the new facility is complete because the on-demand service requires smaller vehicles. The smaller vehicles are low profile, hold up to 12 passengers, and can be gas powered buses as they are below the state mandated zero-emission bus purchase threshold of 14,000 GVWR.

He also stated that the new system can be rolled out in phases, but we would need to have the on-demand software to make the system work. The software offers on-demand scheduling with app and

website-based reservations, but passengers could still call dispatch to schedule their rides. Mr. Kumar said that the new software package would cost about \$5,000 - \$6,000 per year per vehicle.

Director Micheli left the meeting at 4:57 p.m.

Director Fuhrer wanted to know if the number of passengers per vehicle is usually around two per ride. Mr. Kumar stated we are building the on-demand system to operate around four to six passengers per ride with a normal trip time of about 15 – 20 minutes.

Director Fuhrer also asked if smartphones are required to make this on-demand system work. Mr. Kumar explained a passenger that doesn't have a smartphone can still call in to dispatch or use texting to schedule their ride.

Martin stated that Yuba Sutter Transit will be conducting two community open house events for the transit plan on Thursday February 16, 2023, from 2:00 – 4:00 p.m. and from 5:00 – 6:30 p.m. and asked the Board for their help to get the word out. He also stated that public outreach on the plan will continue through our newsletter, website, Facebook, and the project website page. Mr. Kumar also mentioned that he has about 440 email address from people who took the survey or requested information and that the project advisory committee members are also doing public outreach through their own network of contacts.

#### **IV. Adjournment**

The meeting was adjourned at 5:14 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JANUARY 19, 2023 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**

**AGENDA ITEM IV – B**

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
JANUARY 19, 2023**

**I. Call to Order & Roll Call (4:00 P.M.)**

Present: Bains, Blaser, Buttacavoli, Fuhrer, Hudson (Chair), Kirchner (Vice-Chair), and Shaw  
Absent: Micheli

**II. Board Business**

**A. Nomination and Election of Board Officers 2023.**

Director Hudson made a motion to nominate Director Karm Bains as Chairman. Director Fuhrer seconded the motion and it carried unanimously.

Director Hudson made a motion to nominate Director Seth Fuhrer as Vice-Chair. Director Kirchner seconded the motion and it carried unanimously.

**B. Statement of Economic Interest for 2023.**

Martin noted that this is a reminder of the requirement to file yearly statements with the FPPC. Form 700 is due to the FPPC by April 1<sup>st</sup> for ongoing members or alternates and within 30 days from appointment for new members or alternates. A copy of the form should be provided to Lisa O'Leary, Board Clerk, for public record requests and any related questions should be directed to her.

**C. Annual Board Report**

Martin stated that the annual report is provided only for information and that all members and alternates are invited to contact him at any time if they have any questions regarding the agency.

**III. Public Business from the Floor**

None.

**IV. Closed Session**

**A. Public Employee Appointment (Pursuant to Government Code Section 54957)**

The Board adjourned to closed session at 4:05 p.m.

The Board reconvened at 4:23 p.m. stating that there was no reportable action from the closed session.

**V. Consent Calendar**

Director Kirchner made a motion to approve the consent calendar. Director Hudson seconded the motion and it carried unanimously.

## **VI. Reports**

### **A. State Transit & Intercity Rail Capital program (TIRCP) Grant Application.**

Martin stated that Yuba-Sutter Transit applied for the last round of TIRCP funding asking for a total of \$14.5 million with \$12.3 million for the construction of the new transit facility and \$2.2 million to replace three commuter buses with battery-electric powered commuter buses. Though the application scored highly, it was unsuccessful as grants were awarded to just 23 of 50 applicants. With a lot more money allocated for the next cycle of TIRCP grants, staff is recommending the submission of another application though we are still working to determine the optimal mix of facility and zero-emission vehicle funding that should be included for the best chance of success. These figures will range from \$8 to 12 million for the facility and the purchase of between 8 and 16 smaller battery-electric smaller buses for a new on-demand service.

Director Blazer made a motion to adopt Resolution No. 1-23 authorizing the Executive Director to submit a TIRCP grant application as proposed. Director Kirchner seconded the motion and it carried unanimously.

### **B. Sacramento Area Council of Governments (SACOG) Regional Funding Round Grant Application.**

Martin discussed that this funding is available every two years under several different funding categories. After discussing the options with SACOG, it was determined that the Maintenance & Modernization category would best fit the recommended request for \$3.5 million towards the environmental, design and engineering phases of the project. This funding, when combined with the \$1.5 million that has already been reserved for this work, would complete the environmental clearance and design work including an updated engineer's cost estimate to make the project more competitive for future grant applications. The SACOG grant application is due January 25, 2023.

Director Blazer asked if we know of any environmental issues with which we will have to deal. Martin stated that the only known issue is some Elderberry bushes that are on the property as a past groundwater contamination issue was previously cleared.

Director Shaw made a motion to authorize the submission of a SACOG Regional funding Grant Application as proposed. Director Fuhrer seconded the motion and it carried unanimously.

### **C. Regional Waste Management Authority (RWMA) Consulting Agreement.**

Noting that the agenda packet included a copy of the current consulting agreement between Yuba-Sutter Transit and the Regional Waste Management Authority, Martin noted that we had previously agreed to continue that relationship during the RWMA's transition to direct staffing. Now that the new RWMA staff are in place, staff is now recommending that the agreement be terminated on or before June 30, 2023. Yuba-Sutter Transit staff will remain available beyond June 30<sup>th</sup> on a time and materials basis at their then hourly rate at least through December 2023 to help with the close-out of FY 2023.

Director Fuhrer inquired as to the impact of this action on the RWMA in terms of staff levels. Martin responded that Scott Scholz, the new RWMA Executive Director, is still working on this calculation, but the two member RWMA staff will probably need to increase by one position to provide the necessary office coverage and administrative support.

Director Shaw made a motion to terminate the consultant agreement as proposed. Director Kirchner seconded the motion and it carried unanimously.

**D. Executive Director Recruitment Authorization.**

Martin stated that, pursuant to the Yuba-Sutter Transit Personnel Manual, the Board is now being asked to authorize the filling of the Executive Director position which will be vacant on or before June 30, 2023. For this purpose, the board must adopt a revised Executive Director Job description, authorize the filling of the pending vacancy, and set the salary range for the recruitment. It is being recommended that the annual salary range be set at \$140,000 - \$170,000 annually. Martin noted that Yuba County Human Resources staff will be assisting with the recruitment process.

Director Blazer made a motion to approve the fill the pending vacancy of the Executive Director position as proposed. Director Hudson seconded the motion and it carried unanimously.

**E. Project & Program Updates.**

1. NextGen Transit Plan- Community Open Houses & Board Workshop on Thursday, February 16<sup>th</sup>

Martin stated that the next transit plan open house will be in this room on February 16, 2023, from 2:00 – 4:00 p.m. and from 5:00 – 6:30 p.m. on each side of the regular 4:00 p.m. monthly Board meeting. The project consultant will also be making a presentation during the board meeting.

Director Blaser inquired as to how the open house will be publicized. Martin stated that it will be advertised on our website, in buses, in social media, and in a newsletter article. Notice will also be sent directly via our email lists.

**VII. Correspondence / Information**

None.

**VIII. Other Business**

Director Fuhrer ask how much the smaller buses are that we just purchased. Martin responded that the new buses were around \$230,000 - \$240,000 each.

Director Fuhrer asked if the preliminary on-demand service model, which involves having less than 12 passengers on a bus, would make it possible to use even smaller vans than these small buses and, if so, would the current facility still need replacement.

Martin responded that we will continue to have large buses that are subject to the zero emission mandate and to modify the current facility for their use would not be cost effective. He also stated that small vans typically do not adhere to ADA regulations like the smaller buses that have wheelchair access and are in compliance with ADA regulations.

**IX. Adjournment**

The meeting was adjourned at 4:48 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 16, 2023 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**

**AGENDA ITEM IV-C  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF JANUARY 2023**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,620.69	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,482.50	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 38,749.98	PAYROLL	PAYROLL
EFT	\$ 1,573.75	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 454.00	CALIFORNIA DEPT OF TAX AND FEE ADMIN	FUEL TAX - OCT - DEC 2022
EFT	\$ 37.12	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - JANUARY 2023
EFT	\$ 292.06	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 3,903.80	PG&E	ELECTRIC 12/12/2022 - 1/10/2023
EFT	\$ 49.52	PG&E	ELECTRIC PARKING LOT LIGHTS JAN 2023
EFT	\$ 1,531.82	PG&E	GAS DECEMBER 2022
EFT	\$ 5,992.34	INNOVATE MOBILITY	PROFESSIONAL SERVICES - TIRCP GRANT
EFT	\$ 5,782.60	INNOVATE MOBILITY	COA - PROFESSIONAL SERVICES - 12/12/22 - 1/18/23
EFT	\$ 100.00	BRAD HUDSON	SPECIAL BOARD MEETING 1/12/2023
EFT	\$ 100.00	DON BLASER	SPECIAL BOARD MEETING 1/12/2023
EFT	\$ 100.00	KARM BAINS	SPECIAL BOARD MEETING 1/12/2023
EFT	\$ 100.00	SETH FUHRER	SPECIAL BOARD MEETING 1/12/2023
EFT	\$ 100.00	WADE KIRCHNER	SPECIAL BOARD MEETING 1/12/2023
EFT	\$ 100.00	BRAD HUDSON	BOARD MEETING 1/19/2023
EFT	\$ 100.00	DAVID SHAW	BOARD MEETING 1/19/2023
EFT	\$ 100.00	DON BLASER	BOARD MEETING 1/19/2023
EFT	\$ 100.00	KARM BAINS	BOARD MEETING 1/19/2023
EFT	\$ 100.00	SETH FUHRER	BOARD MEETING 1/19/2023
EFT	\$ 100.00	WADE KIRCHNER	BOARD MEETING 1/19/2023
EFT	\$ 400.00	FRANCOTYP-POSTALIA INC	POSTAGE RESET 1/27/2023
EFT	\$ 1,059.06	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS, LANYARDS
EFT	\$ 228.38	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 213.30	PRIMEPAY	PAYROLL FEES - DECEMBER 2022
EFT	\$ 121.85	ELAVON	MERCHANT SERVICE FEE - JANUARY 2023
18262	\$ 1,325.00	ALL SEASONS TURF & TREE CARE	APPLIED HERBICIDE TO PERIMETER FENCE
18262	\$ 175.00	ALL SEASONS TURF & TREE CARE	LANDSCAPING & WEED CONTROL DECEMBER 2022
18263	\$ 1,052.45	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - DECEMBER 2022
18264	\$ 29,859.54	INTERSTATE OIL COMPANY	BUS FUEL - DYED DIESEL
18265	\$ 55.00	JANET FRYE	MILEAGE REIMBURSEMENT - FY 23 Q1 & Q2
18266	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES DECEMBER 2022
18267	\$ 6,779.77	RAMOS OIL COMPANY	BUS FUEL - GAS
18268	\$ 687.37	RICHALL ELECTRIC CO	RETROFIT 2 POLE LIGHTS WITH LED LIGHTS
18269	\$ 337.50	SAWYER'S HANDYMAN SERVICES	REPAIRS AT N BEALE & COLLEGE VIEW, BRIDGE & OJI
18270	\$ 810.48	SC FUELS	DEF FLUID
18271	\$ 33.53	STAPLES CREDIT PLAN	OFFICE SUPPLIES: CALENDARS
18272	\$ 479,907.72	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE 11/22
18273	\$ 450.00	STREAMLINE	WEBSITE SERVICES - JANUARY 2023
18274	\$ 32.55	SUTTER COUNTY LIBRARY	CONNECT CARD SALES COMMISSION - DEC 2022
18275	\$ 1,650.84	T-MOBILE	WIFI SERVICES FOR BUSES - DECEMBER 2022
18276	\$ 297.99	TIAA COMMERCIAL FINANCE INC	COPIER LEASE - DECEMBER 2022
18277	\$ 1,425.00	WOW COMMERCIAL MAINTENANCE	PRESSURE WASHING BUS STOPS
18278	\$ 519.52	A-Z BUS SALES	INSTALL GAT CLAMP #1692
18279	\$ 341.29	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - DECEMBER 2022
18280	\$ 1,870.00	ALLIANT NETWORKING SERVICES, INC	IT SERVICES - FEBRUARY 2023
18281	\$ 100.00	BRUCE BUTTACAVOLI	BOARD MEETING 1/19/2023
18282	\$ 855.00	BRYCE CONSULTING INC	CLASS & COMP STUDY 2023
18283	\$ 379.65	COMCAST BUSINESS	TELEPHONE SERVICES - JANUARY 2023
18284	\$ 345.38	COMCAST BUSINESS	INTERNET SERVICES - JANUARY 2023
18285	\$ 28,441.80	HUNT & SONS	BUS FUEL - DYED DIESEL
18286	\$ 100.00	NICHOLAS MICHELI	SPECIAL BOARD MEETING 1/12/2023
18287	\$ 2,000.00	NICHOLAY CONSULTING GROUP INC	FY 22 GASB 75 DISCLOSURE REPORT FOR AUDIT
18288	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
18289	\$ 345.24	QUILL CORPORATION	OFFICE SUPPLIES: COPY PAPER AND ENVELOPES
18289	\$ 429.10	QUILL CORPORATION	JANITORIAL SUPPLIES: TRASH BAGS, PAPER TOWELS & TOILET PAPER
18290	\$ 2,687.38	RAMOS OIL COMPANY	BUS FUEL - GAS
18291	\$ 760.00	RICH, FLUIDGE, BORDSEN & GALYEAN INC	LEGAL SERVICES - 12/13/2022 - 1/15/2023
18292	\$ 1,647.92	SC FUELS	DEF FLUID
18293	\$ 55.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - JANUARY 2023
18294	\$ 100.00	SHON HARRIS	SPECIAL BOARD MEETING 1/12/2023
18295	\$ 42.50	SMART MARKETING & PUBLIC AFFAIRS	MARKETING LABOR - PRINT COORDINATION
18296	\$ 565.47	STANLEY SECURITY SOLUTIONS INC	SECURITY SERVICES - FEBRUARY 2023
18297	\$ 944.47	STATE COMPENSATION INSURANCE FUND	WORKER'S COMP - PREMIUM & NEW CHARGES
18298	\$ 42.00	STORER TRANSIT SYSTEMS	REIMBURSEMENT - SMOG INSPECTION
18299	\$ 1,974.20	TEHAMA TIRE SERVICES INC	TUBES/TIRES
18300	\$ 455.00	THE DOOR COMPANY	SERVICE CALL ON TAKE UP REEL
	\$ 645,233.20		

**LAIF**

**TRANSFERS**

1/20/2023 \$ 100,000.00 TRANSFER FROM LAIF TO CHECKING

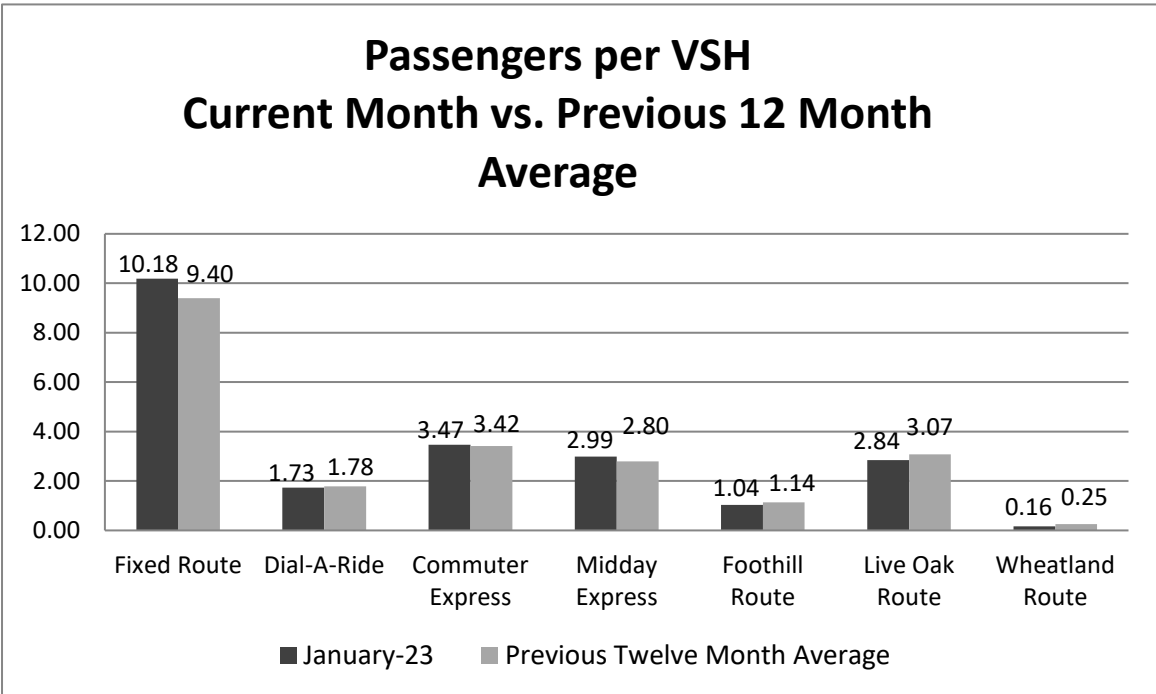
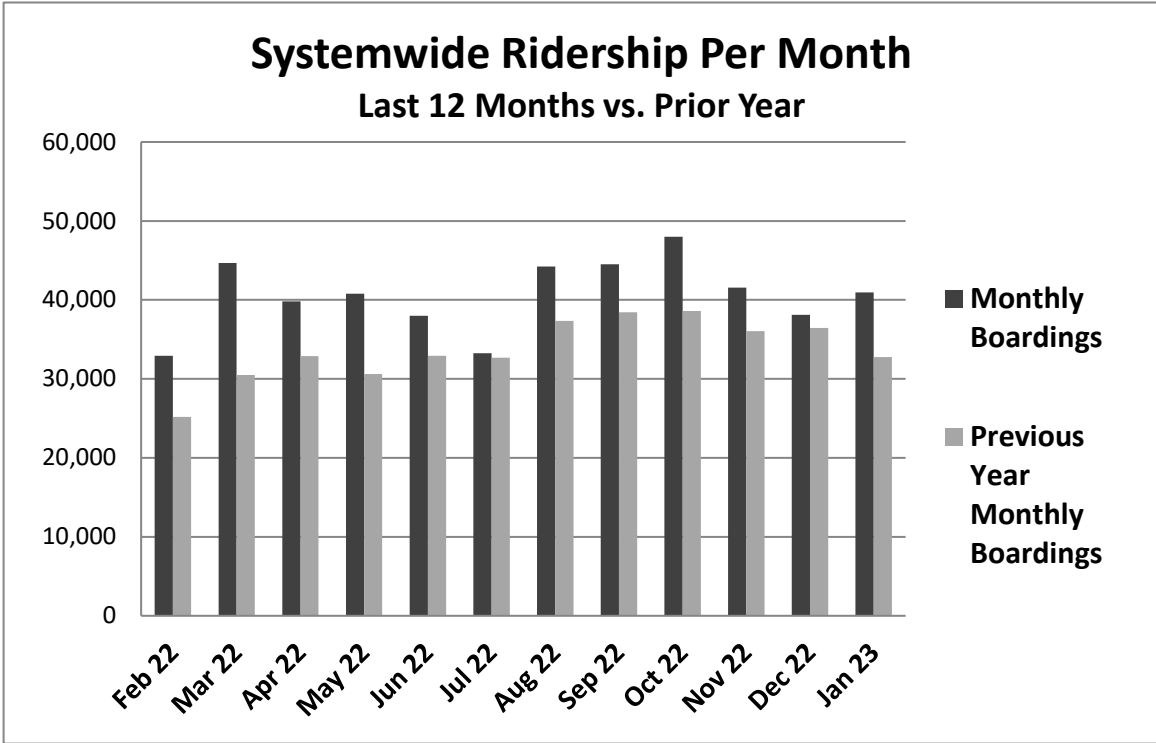


## AGENDA ITEM IV- D

### JANUARY 2023 PERFORMANCE REPORT

	January-23	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
<b>Ridership:</b>				
Fixed Route	35,194	34,212	249,295	217,317
Dial-A-Ride	2,557	2,439	16,938	16,244
Commuter Express	2,416	2,455	18,518	12,366
Midday Express	456	442	3,244	2,817
Foothill Route	93	98	730	475
Live Oak Route	208	231	1,755	1,067
Wheatland Route	8	12	95	81
Oroville Route	0	0	0	1,975
<b>Total Ridership:</b>	<b>40,932</b>	<b>39,888</b>	<b>290,575</b>	<b>252,342</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	3,456.15	3,640.70	25,511.44	25,552.57
Dial-A-Ride	1,474.52	1,367.20	9,209.77	10,231.48
Commuter Express	695.97	718.43	5,027.87	5,087.38
Midday Express	152.76	157.91	1,120.33	1,087.64
Foothill Route	89.64	85.73	597.56	589.75
Live Oak Route	73.19	75.28	521.48	508.76
Wheatland Route	48.52	46.27	343.93	312.75
Oroville Route	0.00	0.00	0.00	427.39
<b>Total VSH's:</b>	<b>5,990.75</b>	<b>6,091.52</b>	<b>42,332.38</b>	<b>43,797.72</b>
<b>Passengers Per Hour:</b>				
Fixed Route	10.18	9.40	9.77	8.50
Dial-A-Ride	1.73	1.78	1.84	1.59
Commuter Express	3.47	3.42	3.68	2.43
Midday Express	2.99	2.80	2.90	2.59
Foothill Route	1.04	1.14	1.22	0.81
Live Oak Route	2.84	3.07	3.37	2.10
Wheatland Route	0.16	0.25	0.28	0.26
Oroville Route	0.00	0.00	0.00	4.62
<b>Total Passengers Per VSH:</b>	<b>6.83</b>	<b>6.55</b>	<b>6.86</b>	<b>5.76</b>

## JANUARY 2023 PERFORMANCE REPORT



AGENDA ITEM V – A  
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)  
AB 2766 GRANT AGREEMENT**

Attached for Board review and approval is Feather River Air Quality Management District (FRAQMD) Grant Agreement #VF23-01 to continue the existing Discount Monthly Pass Program. This grant was approved by FRAQMD in December for the requested amount of \$100,000 to extend the program for one year from April 2023 through March 2024. This extremely successful program, which has long been supported by FRAQMD funding, would otherwise end on March 31, 2023.

The primary objective of the Discount Monthly Bus Pass Program continues to be a reduction in vehicle trips and vehicle miles traveled by encouraging youth (ages 5 – 18), seniors (age 65 and over), and eligible persons with disabilities to ride public transportation as much as possible. This is to be accomplished by continuing to reduce the regular \$15 price of Yuba-Sutter Transit's unlimited use discount monthly local and rural fixed route bus pass to just \$5 using the requested FRAQMD funds to off-set the \$10 in lost fare revenue on each pass sold.

The success of this project will be measured by comparing the number of passes sold and the trips provided to prior years whether by individual eligibility category or for all categories combined. Based on current pass sales and ridership data allowing for anticipated growth as the Yuba-Sutter Transit system continues to move toward pre-pandemic ridership levels, the one-year program is expected to result in the sale of up to 10,000 discount monthly bus passes and provide approximately 200,000 passenger trips to area youth, seniors, and persons with disabilities. Each discount pass is valid for unlimited use of Yuba-Sutter Transit's six local fixed routes and three rural routes for a calendar month. All related marketing and administrative support expenses will be provided by Yuba-Sutter Transit as an in-kind contribution.

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

**RECOMMENDATION:** Authorize execution of FRAQMD Grant Agreement #VF23-01.



*Serving Sutter and Yuba Counties*

541 Washington Avenue  
Yuba City, CA 95991  
(530) 634-7659  
FAX (530) 634-7660  
[www.fraqmd.org](http://www.fraqmd.org)

Christopher D. Brown, AICP  
Air Pollution Control Officer

February 8, 2023

Yuba Sutter Transit Authority  
2100 B Street  
Marysville, CA 95901

**RE: VF23-01 BLUE SKY GRANT AGREEMENT**

Dear Keith Martin,

Feather River Air Quality Management District (District) has enclosed two copies of the Agreement VF23-01. Please sign both copies of the Agreement and return to FRAQMD. Once the Agreements have been signed by all parties, one Agreement will be returned to you.

If you have any questions, please call me at (530) 634-7659 ext 209.

Sincerely,

Peter Angelonides  
Air Quality Planner

Enclosures: (2) Agreement VF23-01; Exhibit A Work Statement

File: Chron

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

**FRAQMD Agreement No. VF23-01**

This Agreement, dated December 5, 2022, is between the Yuba Sutter Transit Authority (“Participant”), a public agency of the State of California, and the Feather River Air Quality Management District (“FRAQMD”), a body corporate and politic and a public agency of the State of California.

**RECITALS**

- A. Participant proposes the Discount Monthly Bus Pass Program, to discount the cost of the monthly bus pass for Yuba and Sutter County area youth, seniors, and eligible persons with disabilities, from April 1, 2023 to March 31, 2024.
- B. As part of its effort to reduce local air pollution from motor vehicles, FRAQMD is willing to fund a portion of this work from revenues it may receive under Chapter 7 of Part 5 of Division 26 (commencing with section 44220) of the Health and Safety Code, subject to the terms and conditions herein.

**TERMS AND CONDITIONS**

1. FRAQMD shall pay to Participant a total amount not to exceed \$100,000.00, within thirty days of receiving Participant's written invoice for the work described in section 2, and the new equipment has been inspected and approved by FRAQMD staff. Payment shall be made exclusively from revenues as specified in section B above, and is conditioned upon such revenues being available. Participant may submit partial invoices as work is completed throughout the term of the Agreement.
2. Participant shall use the funds paid under section 1 solely for solely for the Discount Monthly Bus Pass Program, as further described in Exhibit A, which is attached to this agreement and made part of it.
3. Participant shall include mention of FRAQMD’s Blue Sky Program as a funding source for the Discount Monthly Bus Pass Program in all press releases, advertisements and other public outreach for the Discount Monthly Bus Pass Program Participant shall provide FRAQMD notification of all such outreach prior to publication.
4. Participant shall submit a final “Project Evaluation” report that details the results of the Discount Monthly Bus Pass Program objectives as further described in said Exhibit A, **with the final invoice**, within 90 days of project completion, but no later than June 30, 2024.
5. Participant acknowledges that in order to comply with Chapter 7 of Part 5 of Division 26 (commencing with Section 44220) of the Health and Safety Code the funds paid under section 1 must be used solely to reduce air pollution from motor vehicles, and for related planning, monitoring, enforcement, and technical studies necessary to implement the California Clean Air Act of 1988. Participant agrees to use all funds paid hereunder for such purposes.

6. Participant shall complete the work described in paragraph 2 by March 31, 2024. If all or a portion of the work described in paragraph 2 is not complete, the funding allocated to the incomplete portion shall revert to back to the FRAQMD on July 1, 2024. Further, Participant shall refund to FRAQMD any funds paid hereunder which are not expended solely for the work described in paragraph 2, together with accrued interest, within 30 days of FRAQMD's written demand therefore.

7. If Participant requires an amendment to the agreement either to extend the grant beyond March 31, 2024, to complete the work described in paragraph 2, or for any other reason, then an extension request must be received by the FRAQMD no later than January 10, 2024.

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

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

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

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

Yuba Sutter Transit  
Authority:

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

FRAQMD:

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

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

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

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

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

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

APPROVED FOR LEGAL FORM

FEATHER RIVER AIR QUALITY  
MANAGEMENT DISTRICT

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

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

YUBA SUTTER TRANSIT AUTHORITY

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





October 3, 2022

Lakhvir Ghag, Chairman  
Feather River Air Quality Management District  
541 Washington Avenue  
Yuba City CA 95991

**RECEIVED**

OCT 04 2022

FEATHER RIVER  
AQMD

RE: 2022/2023 Blue Sky (AB 2766) Program Grant Application  
Discount Monthly Bus Pass Program

Dear Chairman Ghag:

On behalf of the Yuba-Sutter Transit Board of Directors, I am pleased to submit the attached application for \$100,000 in 2022/2023 Blue Sky (AB 2766) Program funds to extend the existing Discount Monthly Bus Pass Program for another twelve months from April 2023 through March 2024. This extremely successful program, which has long been supported by FRAQMD funding, will otherwise end on March 31, 2023.

The primary objective of the Discount Monthly Bus Pass Program continues to be a reduction in vehicle trips and vehicle miles traveled by encouraging youth (ages 5 – 18), seniors (age 65 and over), and eligible persons with disabilities to ride public transportation as much as possible. This is to be accomplished by continuing to reduce the regular \$15 price of Yuba-Sutter Transit's unlimited use discount monthly local and rural fixed route bus pass to just \$5 using the requested FRAQMD funds to off-set the \$10 in lost fare revenue on each pass sold.

The success of this project will be measured by comparing the number of passes sold and the trips provided to prior years whether by individual eligibility category or for all categories combined. Based on current pass sales and ridership data allowing for anticipated growth as the Yuba-Sutter Transit system continues to move toward pre-pandemic ridership levels, the proposed one-year program is expected to result in the sale of up to 10,000 discount monthly bus passes and provide approximately 200,000 passenger trips to area youth, seniors, and persons with disabilities.

Thank you for your consideration and please feel free to contact me if you have any questions or need additional information.

Sincerely,

KEITH MARTIN  
Executive Director

Attachment

F:\USERS\Common\FRAQMD\Discount Pass Cover Letter 10-3-22\



Serving Sutter and Yuba Counties

541 Washington Avenue  
Yuba City, CA 95991  
(530) 634-7659  
FAX (530) 634-7660  
[www.fraqmd.org](http://www.fraqmd.org)

Christopher D. Brown, AICP  
Air Pollution Control Officer

**BLUE SKY PROGRAM PROPOSAL APPLICATION FORM AB 2766**  
**Fiscal Year 2022/2023**

PROJECT TITLE Discount Monthly Bus Pass Program

Agency/Company Name: Yuba-Sutter Transit Authority

Mailing Address: 2100 B Street, Marysville, CA 95901

Contact Person Name: Keith Martin Title: Executive Director

Phone Number: (530) 634-6880 Fax Number: (530) 634-6888

Physical Address (if different from above):

E-Mail Address: keith@yubasuttertransit.com

**FUNDING REQUESTED**

AB2766 Funding: \$ 100,000 OR AB 923 Funding: \$ \_\_\_\_\_

**PROJECT TYPE** (check one)

- |  |  |   |
|--|--|---|
| <input type="radio"/> Alternative Fuel Infrastructure          | <input type="radio"/> Bicycle or Pedestrian        | <input type="radio"/> Public Transit              |
| <input type="radio"/> Public Education or Outreach             | <input type="radio"/> Vanpool/Shuttle              | <input type="radio"/> Clean Fuel Vehicle Purchase |
| <input checked="" type="radio"/> Public Transit Fare Reduction | <input type="radio"/> Employer Rideshare Incentive | <input type="radio"/> Other                       |

Authorized Representative who will sign the Grant Agreement:

Name: <u>Keith Martin</u>	Title: <u>Executive Director</u>
Signature of Representative: 	Date: <u>October 3, 2022</u>



**Applicant Funding Disclosure:**

Has the project in this application been awarded funding or is being considered for funding from another public agency? If yes, please provide agency name, amount of funding, and status of application for funding:

No

---

**Application Statement:**

All information provided in this application will be used by the FRAQMD to evaluate the eligibility of your proposed project to receive grant funding. The FRAQMD reserves the right to request additional information and can deny the application if such requested information is not provided. An incomplete application is an application that is missing information critical to the evaluation of the project. If the applicant does not respond within 30 days, the application will be automatically terminated.

- I certify to the best of my knowledge that the information contained in this application is true and accurate.
- I certify that the existing vehicles/equipment/engines referred to in this application are operational.
- I understand that all technologies must either be verified or certified by CARB to reduce Oxides of Nitrogen and/or other criteria pollutants.
- I understand that there will be conditions upon receiving grant funding and agree to refund these funds if it is found that at any time the conditions/contract are not met, and if so directed by the District.
- I understand as a participant that programs have limited funds and shall terminate upon depletion of those funds. The FRAQMD shall be under no obligation to honor requests received following depletion of program funding. I acknowledge that in accepting any incentive funding, I will be prohibited from applying for any other form of emission reduction credits from the District.
- In the event that the project does not complete the minimum term of any agreement eventually reached from this application I agree to return to the FRAQMD a pro-rated portion of incentive received based on activity and/or usage up to and including the full amount of the original incentive provided as directed by the FRAQMD. I understand that the FRAQMD may relieve this obligation to return the funds depending on the circumstances.
- I understand I must be in compliance with all applicable federal, state, and local air quality rules and regulations.

  
\_\_\_\_\_  
Authorized Signature

Keith Martin  
\_\_\_\_\_  
Authorized Representative's Name

October 3, 2022  
\_\_\_\_\_  
Date

Executive Director  
\_\_\_\_\_  
Title

**STATEMENT OF OBJECTIVES** (fill out all sections that are applicable)

Description of Proposal:	One year extension of the existing Discount Monthly Bus Pass Program for area youth, seniors, and persons with disabilities.
Explain the Need for this Project:	To reduce vehicle miles traveled by encouraging and reinforcing greater transit ridership among area youth, seniors, and persons with disabilities.
Estimated Emission Reductions/Vehicle Trip Reductions/Project Benefit:	Unknown
Estimated Number of People Served:	The program is expected to result in the sale of 10,000 monthly bus passes and provide 200,000 passenger trips.
Regional Benefit of Proposal:	Reduced number of vehicle trips and vehicle miles traveled for reduced air emissions and improved air quality.
Describe Previous Funding Received by Project from the Blue Sky Program:	Blue Sky grants have been received for similar transit fare reduction projects beginning with youth in September 2005 which was expanded over time to include seniors and persons with disabilities.
Number of Years to Achieve Estimated Emission Reductions/VMT Reductions/Benefits:	Not Applicable

**FUNDING REQUEST**

Total Project Costs:	\$103,000
List Project Costs by Tasks, Phase, and Alternative Funding Levels (if applicable):	Fare Replacement (Sale of 10,000 monthly passes) - \$100,000 / Project Management (20 Hours at \$75/Hr) - \$1,500 / Direct Promotional Expenses - \$1,500 / Total - \$103,000
List all funding sources including direct and in-kind (non-dollar) contributions and sources:	Blue Sky Grant - \$100,000 / Yuba-Sutter Transit - \$3,000 / Total - \$103,000
Itemized list of equipment to be purchased and proportion of cost to be funded by Blue Sky Grant:	Not Applicable
Percent or Amount of Funding Requested that is for Project Administration:	0%
Names of any subcontractors, hourly or daily rates of compensation and number of hours. If specific contractors not yet known, list minimum qualifications:	None

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**PROJECT ORGANIZATION (if not government agency)**

Project Proponents Management Structure:	Not Applicable
Project Proponents Tax Status (501 (C) 3, etc.)	Not Applicable (Public Agency)
Proposal Monitoring Procedures:	Project monitoring will conducted by comparing the number of passes sold and the number of passenger trips provided to prior years by individual fare category and by all categories combined.
Description of Facilities Available (if applicable):	Not Applicable

**WORK STATEMENT**

*Describe each phase of the work to be performed, including tasks within each phase of work, the sequence of work activities (including starting and completion dates), and how the evaluation and monitoring of the work shall determine effectiveness of the proposal. Include all relevant information including the technology and parties involved. NOTE: The work statement, subject to modification by the Committee, Board, or FRAQMD staff, will be attached to the contract for successful applicants. The final report submitted to the FRAQMD will describe the success in implementing the work statement.*

<p>The proposed project would extend the existing Discount Monthly Bus Pass Program by one year from April 2023 through March 2024. The requested funds would be used to replace the lost fare revenue that would result from deeply discounting the regular \$15 price for unlimited use monthly bus passes for area youth (ages 5 - 18), seniors (age 65 and over), and eligible persons with disabilities to just \$5. Based on current trends, the project is expected to result in the sale of 10,000 discount monthly bus passes and the provision of approximately 200,000 passenger trips.</p> <p>The primary objective of this project is to reduce the number of vehicle trips and vehicle miles traveled in the Yuba-Sutter area for the purposes of reducing vehicle emissions and improving local air quality. The secondary objective is to continuously introduce and reinforce the use of public transit as a viable alternative mode of transportation to the large and growing population of youth, seniors, and persons with disabilities.</p> <p>Discount monthly bus passes are accepted on Yuba-Sutter Transit's six local and three rural routes. All direct and indirect project coordination and promotional expenses will be provided by Yuba-Sutter Transit. Alternative funding levels are possible by changing the proposed project scope (fewer passes), term (fewer months), and/or pass subsidy amount (lower value).</p> <p><b>Project Schedule:</b></p> <p>Beginning of the Extended Discount Monthly Bus Pass Program - April 1, 2023 Completion of the Proposed Project Period - March 31, 2024 Final Report &amp; Project Closeout - May 31, 2024</p>
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**ADDITIONAL INFORMATION ON SPECIFIC PROJECT TYPES**

**Alternative fuel infrastructure for CNG, LNG, or EVSE.**

Fueling station address/city/ZIP: Not Applicable	
Estimated date of operation:	Total Cost:
Number of vehicles it will serve:	
Regional benefit of project:	
Will the fueling station be accessible to the public? If yes, describe accessibility (24/7; M-F, etc):	

**EMPLOYER RIDESHARE INCENTIVE PROJECTS**

Employer/TMA Name: Not Applicable	
Number of employees to be served:	Length of Project:
How will project encourage alternative commute modes:	

**BICYCLE OR PEDESTRIAN FACILITIES OR IMPROVEMENTS**

Description of Location and Major Origins and Destinations (attach map): Not Applicable
Commuter or Recreational Focus:
Describe Consistency or Implementation w/Adopted Bicycle or Other Plan:

**EXPANSION OF TRANSIT SERVICES**

Description of Bus Routes and Major Origins, Connections, and Destinations (attach map): Not Applicable
For New Service, Estimated Number of Passengers Per Trip:

**PUBLIC EDUCATION/OUTREACH/INFORMATION**

Target Audience: Not Applicable
Message to be Delivered:
How Message Results in Reduced Emissions:

### VANPOOL/SHUTTLES

Describe the Proposed Route (attach map): Not Applicable	
Vehicle Capacity:	Vehicle Fuel Type:
Number of Vans/Shuttles:	Daily VMT for Each Van/Shuttle:
Submit copies of manufacture's descriptive literature that includes the vehicle GVWR, engine make, emissions certification or Executive Order (EO) and picture of proposed vehicle.	

### TRANSIT FARE REDUCTION

Amount of Fare Reduction: \$10 reduction on the sale of each \$15 discount monthly bus pass
Estimated Number of Riders to Benefit: 10,000 passes sold and 200,000 passenger trips provided
Describe Type of Routes, Riders, or Service Eligible for Fare Reduction: Discount monthly bus passes are accepted on Yuba-Sutter Transit's six local and three rural routes serving the Marysville/Yuba City urban area, Live Oak, Wheatland, and the Yuba County foothills.

### CLEAN FUEL VEHICLES PROJECTS (excluding School buses):

*Project types include: replacement of existing vehicle with new OEM low-emission vehicle; repowering or retrofitting existing on-road vehicles with cleaner engines or other low-emission technology.*

Existing Vehicle Type: Not Applicable	
Existing Vehicle VIN:	
Average Annual Miles Traveled (miles):	
Does the vehicle operate in an <a href="#">AB 1550</a> area? If yes, please indicate address or lat/long coordinates: <a href="https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm">https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm</a>	
Existing Vehicle Manufacturer:	
Existing Vehicle Model:	
Existing Vehicle Model Year:	Existing Vehicle License Plate:
Existing Vehicle Odometer:	Existing Vehicle GVWR:
Existing Engine Manufacturer:	Existing Engine Model:
Existing Engine Serial Number:	Existing Engine Horsepower:
Existing Engine CARB Executive Order Number:	

Existing Engine Model Year:	Existing Engine Fuel:
New Vehicle Manufacturer:	
New Vehicle VIN, ID Number, or License Plate (if known):	
New Vehicle Model:	New Vehicle Fuel Type:
New Vehicle Model Year:	New Vehicle GVWR:
New Vehicle Type:	Estimated Date of Delivery:
New Engine Manufacturer:	New Engine Model:
New Engine Model Year:	New Engine Horsepower:
New Engine CARB Executive Order Number:	
Incremental Cost of Project (cost difference between conventionally fueled new vehicle and the low emission vehicle):	
Number of Years Project to be under Contract:	

**Project Requirements:**

- i. All new vehicles must be Original Equipment Manufacturer (OEM) and the vehicles (or any conversion kit) must be certified by the California Air Resources Board to be cleaner than the standard (base) gasoline or diesel vehicle.
- ii. Electric vehicles must meet all state and federal standards for on-road operation.
- iii. Submit copies of the new vehicle manufacturer's descriptive literature that includes the engine make and series, certification standard and a picture of the proposed vehicle.
- iv. Submit a copy of existing vehicle registration showing registration in CA for previous 24 months, proof of insurance for previous 24 months, existing engine Executive Order, new vehicle quote from vender, new vehicle warranty information, and new engine/retrofit Executive Order.



AGENDA ITEM V – B  
STAFF REPORT

**FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5339(b) BUSES AND BUS FACILITIES AND/OR SECTION 5339(C) LOW OR NO EMISSION FUNDING PROGRAM APPLICATION**

On January 27, 2022, FTA released the Notice of Funding Opportunity (NOFO) for the annual Department of Transportation National Infrastructure Investments known as the Buses and Bus Facilities Competitive Program and the Low or No Emission (Low-No) Grant Program. These competitive grant programs will award a combined total of \$1.7 billion as part of the federal Infrastructure Investments & Jobs Act (also known as the Bipartisan Infrastructure Law) for eligible capital investments in public transportation buses and bus facilities. This total includes \$1.2 billion for the Low-No Program and \$469 million (up \$97 million from 2022) for the Buses and Bus Facilities Program. This is a highly competitive program which in recent years has awarded projects to approximately 30 percent of all applicants and most projects will require a minimum 20 percent non-federal local match. Grant applications are due April 13<sup>th</sup> with awards expected to be announced by no later than June 27<sup>th</sup>.

The Buses and Bus Facilities Program has long been identified as a potential major source of funding for the Next Generation Zero-Emission Maintenance, Operations and Administration Facility and unsuccessful applications were submitted for both the 2021 and 2022 grant cycles. The follow-up FTA debrief on the 2022 application was extremely positive as it scored “highly recommended” on all six criteria with an overall score of “highly recommended” which only underscores the highly competitive nature of the program. Yuba-Sutter Transit’s absolute near-term need for a new facility to incorporate zero emission buses into the fleet continues to be a compelling story and the clean-transit nature of the project and the site location within the service area also address many of the greenhouse gas reduction and disadvantaged population benefit goals of the grant program to further enhance the quality of the proposed application. In addition, because more funding is available in this cycle and the fact that an award from this program may complete the funding package (last-dollar) and advance the project to construction (shovel-ready), a positive award decision is now even more likely.

Staff is recommending that a grant application for the facility project be submitted in response to the new NOFO, but it only requires the answer to one additional question to apply for both grant programs. Because of this streamlined approach, additional research is still needed to determine if the timing is appropriate to also submit an application under the Low-No Program to acquire small battery electric buses (BEBs) to implement the NextGen Transit Plan. Based on an evaluation of past grant awards, staff expects to recommend a request for between \$9 and \$12 million in federal funding from the Bus Facilities Program to fund a major portion of the design and construction of the Next Generation Transit Facility. Staff intends to rewrite the 2022 application and only engage AECOM to assist with specific technical aspects of the project. This is the same firm that assisted in the preparation of both previous Bus Facilities grant applications, two federal RAISE grant applications, and two state TIRCP grant applications. Work from these applications will be heavily leveraged for this new application to limit the time and cost of this effort.

Staff will be prepared to discuss this grant program and the grant application in more detail at the meeting. Assuming positive Board direction, a formal authorizing resolution will be presented at the March meeting for consideration.

RECOMMENDATION: Direct staff as desired.

AGENDA ITEM V – C  
STAFF REPORT

**MID-YEAR BUDGET REPORT FOR FY 2023 AND BUDGET PREVIEW FOR FY 2024**

**Background**

The Yuba-Sutter Transit 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 the budget be adopted by the end of May. This adoption schedule provides early notice to the member jurisdictions of the annual apportionment of Local Transportation Fund (LTF) contributions for inclusion in their own budget process.

The purpose of this agenda item is to provide a mid-year status report on the current budget cycle, to review potential issues related to the upcoming cycle and to invite input on other issues that the Board would like staff to consider when preparing the preliminary draft budget for presentation at the March 16<sup>th</sup> meeting. The list of financial, service, policy, and planning related issues for the FY 2024 budget process include, but are certainly not limited to, the following:

- Projected year-end revenues and expenses for FY 2023
- Federal, state, and local operating and capital funding outlook for FY 2024 and beyond
- Storer Transit Systems contract expiration/extension effective September 30, 2023
- Funding and implementation schedule for the transit facility project
- Funding and implementation schedule for compliance with the zero-emission bus mandate
- Implementation schedule for the adopted Yuba-Sutter NextGen Transit Plan
- End of the contract staffing relationship with the Regional Waste Management Authority

**Projected Year-End Revenues and Expenses for FY 2023**

Yuba-Sutter Transit's current year-end operating expense and revenue projections by line-item for FY 2023 are attached for Board review and information. Projected year-end operating expenses for FY 2023 are now expected to be around \$376,000 (4.25 percent) less than the adopted \$8,855,000 budget. While most of the major expense line items are close to or less than the amount budgeted, contract operating expenses, by far the largest share of the budget, are down due to the operation of reduced service levels compared to that which was budgeted. Fuel expenses are currently projected to end the year \$145,000 (12 percent) below the budgeted amount of \$1,193,000 due primarily to lower than expected fuel prices combined with the operation fewer than expected service hours. Out-of-contract services are projected at 49 percent below budget due to reductions in pandemic related expenditures. Tire expenses are up 40 percent due to price increases based on supply chain availability, but staff has been working with suppliers to stabilize prices going forward. Other overages are utilities (up 23 percent) due to increased energy costs and administrative salaries (up nearly 6.6 percent) due to actual and projected payment for unused leave.

Projected year-end FY 2023 operating revenues are expected to come in near the amounts budgeted with few exceptions. Interest revenue jumped significantly due to LAIF interest rates that increased

from 0.75 percent at 6/30/22 to 2.07 percent at 12/31/22. State Cash Grant Reimbursements are up due to the timing of the FY 2022 NextGen Transit Plan project and projected completion of LCTOP funded projects. Any savings resulting from the combination of lower than budgeted expenses and higher than budgeted revenues will allow more State Transit Assistance (STA) Funds from FY 2023 to be carried over to FY 2024 assuming current trends hold through June.

Capital expenditures in the first half of FY 2023 are for the surveillance system repairs and enhancements (State SGR funds) that were continued from FY 2022. Additional capital expenditures through the end of the fiscal year are the expected delivery of the recently ordered six replacement demand response/rural route buses due for delivery this summer (Federal, PTMISEA, STA). Although the FY 2023 budget was adopted assuming the commencement of the early design and engineering phase of the facility project using Federal, State SGR, and STA funds, at this time, significant additional capital expenditures related to the new transit facility through FY 2023 are unlikely due to still uncertain project funding and timing issues.

### **Federal, State and Local Operating and Capital Funding Outlook for FY 2024 and Beyond**

On November 15, 2021, President Biden signed a five-year transportation funding reauthorization measure called the Infrastructure Investments & Jobs Act (IIJA) which is also known as the Bipartisan Infrastructure Law (BIL). The IIJA significantly increased the total funding authorization over the previous reauthorization measure known as the Fixing America's Surface Transportation (FAST) Act. Yuba-Sutter Transit receives annual apportionments for both urban (Section 5307) and rural (Section 5311) transit assistance which can be used for both operating and capital purposes. In addition to these formula programs, discretionary federal capital program funding levels have also been increased significantly which has improved Yuba-Sutter Transit's chances for grants for both the Next Generation Transit Facility and future fleet replacement projects.

Most federal funds can be used for either operating or capital purposes, but the largest of these sources has been used primarily for operating purposes in recent years as other state funds have been available for capital purposes. The relative allocation of federal funds will need to be revisited due to the massive upcoming capital expenses associated specifically with the replacement of the current operating and maintenance facility and the state's zero-emission fleet requirement. Staff is now planning to use most or all the current balance of federal formula funding appropriations that has largely accrued due to the availability of CARES and American Rescue Plan (ARP) Act funding for these capital expenses.

State Transit Assistance (STA) revenue is the single on-going state transit funding source that Yuba-Sutter Transit has historically used as the primary source of local matching funds for federal capital grants. SB 1 (2017) resulted in a significant expansion in the amount of STA funding available through an increase in the sales tax on diesel and a portion of an increase in vehicle registration fees. STA funds are available exclusively for transit operating or capital purposes with minimal restrictions. Due to the extraordinary capital needs cited above, staff will continue to be cautious in how much of these funds will be programmed for operating purposes in FY 2024 and beyond.

A major portion of the annual operating budget is funded by Local Transportation Funds (LTF) that are contributed by the member jurisdictions. LTF revenue is derived from a one-quarter percent sales tax that is returned to the county of origin and distributed to the jurisdictions therein by population.

These funds must be used first to meet local transit needs with the remainder, if any, made available for the maintenance of local streets and roads. LTF funds are traditionally used by Yuba-Sutter Transit to balance the annual operating budget after all other available revenue sources have been applied. For FY 2023, \$3.9 million from this source has been claimed by Yuba-Sutter Transit for operating purposes which represents just 40 percent of the combined available LTF apportionment for the four member jurisdictions (significantly lower than the previous five-year average of 51 percent). As noted above, with a greater share of other funding sources to be allocated for capital purposes, more LTF revenue will need to be allocated for Yuba-Sutter Transit to back-fill the operating budget in the future beginning as early as FY 2024.

### **Storer Transit Systems Contract Expiration/Extension Effective September 30, 2023**

The initial four-year contract with Storer Transit Systems will expire on September 30, 2023, though it can be extended by Yuba-Sutter Transit with an available two two-year options for a maximum of eight years. To exercise the first of these options, Yuba-Sutter Transit must provide a notice of intent to the contractor by May 1<sup>st</sup>. The contract provides for cost adjustments during each extension year based on changes in the Consumer Price Index with a minimum of two percent and a maximum of four percent each year. Staff is currently in discussions with the contractor regarding such an extension which would ultimately require Caltrans approval.

### **Funding and Implementation Schedule for the Transit Facility Project**

The Next Generation Transit Facility Study resulted in the July 2021 purchase of a 19.7-acre site at 6035 Avondale Avenue in Linda. The need for this project resulted from the state requirement for the purchase of zero-emission buses (ZEBs) beginning as early as January 2026 as the existing undersized and functionally obsolete facility cannot support the large-scale operation of ZEBs. Staff is now working to complete the estimated \$47.5 million funding package from federal, state, regional, and local sources to design and construct the facility, but more progress is needed on that front before the design and engineering work can commence.

The largest outside funding commitments to-date for the facility project include the 2021 award of \$8.5 million from the state Affordable Housing & Sustainable Communities (AHSC) program and the 2022 award of a \$15 million USDOT RAISE grant. Grant applications have recently been submitted for \$3.5 million from SACOG's Maintenance & Modernization Regional Funding program and for \$13.7 million (\$9.3 million for the facility) from the state Transit & Intercity Rail Capital Program (TIRCP). Award announcements for both programs are expected later this spring. Another major grant application under the federal Buses & Bus Facilities Grant program will be discussed earlier on this agenda.

### **Funding and Implementation Schedule for Compliance with the Zero-Emission Bus Mandate**

The Innovative Clean Transit (ICT) rule that was adopted by the California Air Resources Board (CARB) in 2018 requires that only zero-emission buses (ZEBs) be ordered by public transit operators effective January 1, 2029, with the goal of eliminating internal combustion engines in public transit use by 2040. The first compliance date is January 1, 2026, when 25 percent of all buses ordered must be ZEBs. The ICT rule started a chain-reaction that will impact budget decisions for the next 15 – 20 years including, for Yuba-Sutter Transit, the need for a replacement transit facility. Even if

the existing fleet is extended well beyond its useful life, new buses and charging systems (and a new transit facility) will ultimately be necessary. In addition, if funding is available for the new facility and for the incremental cost of ZEBs, the Board has committed to the early transition to ZEB operation by 2035 to position the agency in a more favorable position for competitive grant applications.

### **Implementation Schedule for the Adopted Yuba-Sutter NextGen Transit Plan**

The Yuba-Sutter NextGen Transit Plan is in the final stages of development with adoption consideration now scheduled for the April meeting. Funded primarily through a Caltrans planning grant, this project is a top-to-bottom assessment of the current system to “right-size” the operation for the projected service demand over the next five to ten years. The last such effort was adopted in May 2015. While the preliminary service recommendations are not expected to have a dramatic net cost impact, significant changes to the existing operation are expected, but most of these will not be implemented before early in FY 2025. The plan-related focus for FY 2024 will be in preparation for those service changes.

### **End of the Contract Staffing Relationship with the Regional Waste Management Authority**

Since March 1988, Yuba-Sutter Transit staff has provided administrative support for the Regional Waste Management Authority (RWMA). While this approach has been mutually beneficial, it was ultimately not sustainable due to significant changes in waste management regulations and anticipated staffing changes. As a result, the RWMA has hired its first direct employees – an Executive Director and a Management Analyst – and Yuba-Sutter Transit’s role has been reduced to providing basic administrative support on a month-to-month basis. The staffing agreement will now end on or before June 30, 2023.

### **Recommendation**

Board input is now being requested for the development of the preliminary draft budget regarding the above or any other issues that members may desire staff to investigate prior to the March meeting. If so directed, staff will outline the related budget, service, or policy review process that may be necessary for each as part of the preliminary draft budget. While a special Board workshop has been held at times in the past to focus on the details of the draft budget prior to final consideration in May, the relative need and possible dates and times for such a meeting will also be discussed at the March meeting.

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

RECOMMENDATION: Direct staff as desired.

**YUBA-SUTTER TRANSIT AUTHORITY**  
**FY 2023 MID-YEAR BUDGET REVIEW**

Prepared 2-8-2023

	FY 2023 Budget	7/1/22-12/31/22 Year to Date	% of Budget	FY 2023 Projected
<b>Operations Expenditures</b>				
Services - Other Maintenance	\$ 220,000	\$ 110,403	50%	\$ 220,000
Fuel and Lubricants	1,193,000	504,991	42%	1,048,000
Tires and Tubes	75,000	52,697	70%	105,000
Other Materials and Supplies Consumed	75,000	26,732	36%	75,000
Utilities - Electric and Gas	52,000	32,094	62%	64,000
Utilities - Water and Sewer	9,000	3,737	42%	9,000
Casualty and Liability Costs - Operations	287,000	142,827	50%	287,000
Services - Contract Operations	5,850,000	2,756,580	47%	5,575,000
Services - Out of Contract	45,000	19,215	43%	23,000
<b>Subtotal - Operations</b>	<b>\$ 7,806,000</b>	<b>\$ 3,649,276</b>	<b>47%</b>	<b>\$ 7,406,000</b>
<b>Administration Expenditures</b>				
Salaries and Wages - Admin. Staff	\$ 455,000	\$ 244,801	54%	485,000
Fringe Benefits - Admin. Staff	175,000	84,821	48%	175,000
Fringe Benefits - Unfunded CalPERS Liability Payments	3,800	3,793	100%	3,800
Services - Accounting	4,800	3,215	67%	4,800
Services - Legal	12,000	1,711	14%	8,000
Services - Printing and Copying	20,000	9,898	49%	20,000
Services - Miscellaneous Professional	285,000	190,502	67%	285,000
Materials and Supplies - Office & Postage	10,000	4,478	45%	10,000
Utilities - Telephone & Internet	9,000	4,203	47%	9,000
Miscellaneous Expense - Insurance and Bond	37,000	39,857	108%	40,000
Miscellaneous Expense - Dues & Subscriptions	6,000	5,595	93%	6,000
Miscellaneous Expense - Travel and Meetings	5,000	1,573	31%	5,000
Miscellaneous Expense - Board of Directors	10,400	3,000	29%	10,400
Miscellaneous Expense - Media Adv. and Promo.	10,000	1,501	15%	5,000
Miscellaneous Expense - Other	6,000	1,743	29%	6,000
<b>Subtotal - Administration</b>	<b>\$ 1,049,000</b>	<b>\$ 600,691</b>	<b>57%</b>	<b>\$ 1,073,000</b>
<b>Total Expenditures</b>	<b>\$ 8,855,000</b>	<b>\$ 4,249,967</b>	<b>48%</b>	<b>\$ 8,479,000</b>
<b>Operating Revenue</b>				
Passenger Fares	\$ 742,000	\$ 393,678	53%	\$ 758,000
Special Transit Fares	25,000	25,316	101%	30,000
Auxiliary Revenue (Bus, Shelter & Bench Advertising)	40,000	20,325	51%	40,000
Non-Transportation Revenue (Interest)	8,000	31,965	400%	52,000
Non-Transportation Revenue (RWMA, Misc.)	50,000	37,773	76%	53,000
Local Transportation Funds (LTF)	3,900,000	1,950,000	50%	3,900,000
Local Cash Grants/Reimbursements	39,000	21,635	55%	44,000
State Transit Assistance Funds (STA)	1,375,483	468,524	34%	892,883
State Cash Grants/Reimbursements	248,000	86,993	35%	281,600
General Operating Assistance - FTA Sect. 5307 (Urban)	1,500,000	386,241	26%	1,500,000
General Operating Assistance - FTA Sect. 5307 ARP (Urban)	727,517	727,517	100%	727,517
General Operating Assistance - FTA Sect. 5311 (Rural)	200,000	100,000	50%	200,000
Rural/Small Urban Planning Grant - FTA Sect. 5304 (Planning)	-	-		-
<b>Total Operating Revenue</b>	<b>\$ 8,855,000</b>	<b>\$ 4,249,967</b>	<b>48%</b>	<b>\$ 8,479,000</b>

AGENDA ITEM V – D  
STAFF REPORT

**MID-YEAR PERFORMANCE REPORT**

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first half of FY 2023 (July 2022 through December 2022) presented in comparison with the performance for the same period in the previous fiscal year. Because FY 2021 was the first full fiscal year for the COVID-19 pandemic that started locally in March 2020, this report marks the half-way point of the third full fiscal year (FY 2023) which well illustrates the extent to which service and ridership levels are recovering (or not) from the extended impacts of the pandemic. It is important to note for this comparison that the Oroville Employee Shuttle service that was operated primarily for Pacific Coast Producers, Inc. operated for just six weeks early in FY 2022.

For perspective, systemwide ridership finally stabilized a bit near the end of FY 2021 from the initial pandemic-induced collapse and then it improved significantly with FY 2022 ridership up 29 percent over FY 2021. While such a steep growth trend was probably not sustainable, ridership through the first half of FY 2023 is still up almost 14 percent compared to the same period in FY 2022. Compared to pre-pandemic ridership, there is still plenty of room for growth as the 249,643 systemwide passenger trips provided in the first six months of FY 2023 were just 57 percent of the 436,533 passenger trips that were provided in same period of FY 2019 (the last full pre-pandemic fiscal year). Yuba-Sutter Transit's pandemic recovery rate generally mirrors that of other transit systems whether regionally or across the country especially when comparing similar services as local services have generally responded much better than commuter services. This pattern is reflected in the mid-year ridership figures for Yuba-Sutter Transit's three major services with local fixed route at 64 percent, Dial-A-Ride at 54 percent, and Sacramento at 26 percent of FY 2019 levels.

Despite the increase in ridership, the number of vehicle service hours (VSH) operated systemwide was still down 4.4 percent compared to the same period in FY 2023. While one quarter of this reduction in service hours was due to the absence of the Oroville service, most of this decrease was due to a reduced amount of Dial-A-Ride service hours being provided. Despite a small increase in Dial-A-Ride ridership, more group trips and shared rides being provided have resulted in significant performance improvements on this service. Due to the combination of higher ridership and fewer service hours being operated, all systemwide financial indicators are up significantly through the first half of the year even with the fare subsidy that was provided by Pacific Coast Producers for the employee shuttle in the first quarter of FY 2022.

Looking forward, while the positive systemwide month-over-month trend is expected to continue, ridership is still likely to remain well below pre-pandemic levels through the remainder of FY 2023 and probably well beyond. This is based on how far ridership dropped and the continued uncertainty as to the timing and extent of the full return to classrooms, offices, stores, restaurants, medical offices, and in-person support programs as well as how many will use public transit to get there after not doing so for well over three years.

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

RECOMMENDATION: Information only.

**MID-YEAR PERFORMANCE REPORT  
FISCAL YEAR 2022-2023**

	<b>Passenger Trips</b>	<b>Vehicle Serv. Hours</b>	<b>Pass. Trips Per VSH</b>	<b>Est. Fare Revenue</b>	<b>Fare Rev. Per VSH</b>	<b>Est. Farebox Ratio</b>
<b>Fixed Route:</b>						
July 2022 - December 2022	214,101	22,055.29	9.71	\$270,707	\$12.27	12.9%
July 2021 - December 2021	188,874	22,112.93	8.54	\$244,668	\$11.06	11.6%
Percent Change	13.4%	-0.3%	13.7%	10.6%	11.0%	11.4%
<b>Dial-A-Ride:</b>						
July 2022 - December 2022	14,381	7,735.25	1.86	\$47,772	\$6.18	6.5%
July 2021 - December 2021	14,010	8,890.80	1.58	\$33,364	\$3.75	4.0%
Percent Change	2.6%	-13.0%	17.7%	43.2%	64.7%	62.5%
<b>Sacramento Services (Commuter &amp; Midday):</b>						
July 2022 - December 2022	18,890	5,299.47	3.56	\$98,820	\$18.65	19.6%
July 2021 - December 2021	13,344	5,350.80	2.49	\$73,235	\$13.69	14.4%
Percent Change	41.6%	-1.0%	43.2%	34.9%	36.2%	36.3%
<b>Foothill Route:</b>						
July 2022 - December 2022	637	507.92	1.25	\$518	\$1.02	1.1%
July 2021 - December 2021	384	511.62	0.75	\$372	\$0.73	0.8%
Percent Change	65.9%	-0.7%	67.2%	39.1%	39.6%	34.1%
<b>Live Oak Route:</b>						
July 2022 - December 2022	1,547	448.29	3.45	\$1,113	\$2.48	2.6%
July 2021 - December 2021	900	436.60	2.06	\$995	\$2.28	2.4%
Percent Change	71.9%	2.7%	67.5%	11.9%	8.9%	8.9%
<b>Wheatland Route:</b>						
July 2022 - December 2022	87	295.41	0.29	\$65	\$0.22	0.2%
July 2021 - December 2021	75	269.86	0.28	\$57	\$0.21	0.2%
Percent Change	16.0%	9.5%	5.2%	13.2%	4.0%	14.9%
<b>Oroville Shuttle Service:</b>						
July 2021 - Sept 2021	1,975	427.39	4.62	\$46,680	\$109.22	115.0%
<b>Systemwide Summary:</b>						
July 2022 - December 2022	249,643	36,341.63	6.87	\$418,994	\$11.53	12.1%
July 2021 - December 2021	219,562	38,000.00	5.78	\$399,370	\$10.51	11.1%
Percent Change	13.7%	-4.4%	18.8%	4.9%	9.7%	9.3%

Notes:

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