

AGENDA ITEM III – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES APRIL 20, 2017

I. Call to Order & Roll Call

Keith Martin called the meeting to order at 4:00 p.m. With the absence of the Chair and Vice-Chair, Director Leahy nominated Director Cardoza as the Acting Chair for the meeting. Director Fletcher seconded the motion and it carried unanimously.

Present: Cardoza, Fletcher, Leahy, Sullenger, Whiteaker, Cleveland (for Didbal), and McKenzie (for Whitmore)

Absent: Didbal, Pedigo and Whitmore

II. Public Business from the Floor

None

III. Consent Calendar

Director Whiteaker made a motion to approve the consent calendar. Director Leahy seconded the motion and it carried unanimously with Director Fletcher abstaining.

Martin noted that there is no performance report due to the staffing shortage. He stated that March ridership was down compared to last year, but that it was improved over the year-to-date trend. Martin noted that staff expects to catch up with all performance reports by the June meeting.

IV. Reports

A. Revised Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2018.

Martin introduced the revised draft operating and capital budget for FY 2018 which includes detailed assumptions regarding each of the revenue and expense items. He noted that the major change from the preliminary draft budget that was presented at the March meeting is the recognition of the recently passed and soon to be signed Senate Bill (SB) 1. While this measure will result in increased State Transit Assistance (STA) revenue, it will also increase the cost for diesel fuel due to a 20 cent per gallon increase in the excise tax on diesel fuel as well as a new 3.5 percent sales tax on diesel fuel sales.

Martin added that the SB 1 impacts have yet to be fully calculated and that staff has been rather conservative in budgeting for the new revenue as any surplus can be carried forward into future years. He did note that staff is no longer recommending an immediate fare increase for the Live Oak and Wheatland services as the new STA projections would reverse the negative trend that had been projected for these two non-member jurisdictions.

After reviewing a number of the budget considerations listed in the staff report, Martin noted that he would like to reconsider a recommendation from the 2015 Yuba-Sutter Short Range Transit Plan (SRTP) to add a new junior or mid-range administrative staff position in FY 2017. While this position was not included in the FY 2017 or the draft FY 2018 budget, staff is now recommending that it be considered as the loss of the incumbent Planning Program Manager and the number of major projects in the pipeline has illustrated the immediate need for additional staffing. This new position would assist in project implementation; data development and analysis; and, compliance with ever increasing Federal and State mandates and reporting requirements.

To illustrate this issue, Martin provided the Board with a handout from the 2015 SRTP in which Yuba-Sutter Transit's administrative staffing level was compared to similar agencies with most having two times or more full-time equivalent positions. While it is likely that this disparity has certainly not improved since this comparison was done, Martin noted that additional professional staff capacity is needed now. He added that the interviews that were held last Friday for the vacant Planning Program Manager position revealed an opportunity to leverage that process for this purpose. As a result, staff is now recommending that a proposed job description and salary scale for a new Program Analyst position be developed for Board consideration at the May meeting and that an allowance be provided for that position in the revised final draft budget to be presented at the same meeting. With Board consent, staff would then select from the Program Manager interview list along with anyone internally who would desire to compete for this position.

In response to an invitation for Board comments or questions, Director Fletcher asked what caused the jump under the miscellaneous professional expenditures from \$10,000 in FY 2016/17 to \$140,000 in FY 2017/18. Martin responded that that \$120,000 of that increase is for consultant services to complete the Route 1 Corridor Enhancement Plan with nearly all of this cost off-set by a State planning grant.

Director Whiteaker inquired as to how soon new staff could be brought on board. Martin responded that it could happen rather quickly assuming the Board authorizes the position at the May meeting and the Program Manager I/II list is used exclusively. He added that the Yuba County Personnel Department staff who has been assisting with the Program Manager hiring process has confirmed that a lesser position than that which was applied for can be offered and accepted with no obligation to advertise the new position.

It was the consensus of the Board that a job description and salary scale be developed for a new Program Analyst position for consideration at the May meeting.

B. Connect Card Implementation Plan and Schedule.

Martin stated that a copy of the most recent version of the adopted Connect Card Implementation Plan was included in the agenda packet with proposed changes to that plan noted in red for Board consideration. The first proposed change would occur June 1st when Sacramento punch cards and discounted ticket books would no longer be sold. These fare products would still be accepted on the bus as they are now for one year. The second change would be to limit the exchange of these products only for pass products loaded on a Connect Card. For accounting purposes, they could not be exchanged for cash value on a Connect Card. The last change would be to establish that all monthly passes whether paper or plastic would expire on the first calendar day of the following

month which is now the case with a Connect Card due to software limitations. Staff is proposing that this policy become effective on July 1st.

Director Cleveland asked if the money is deducted from the card when it is tapped on the bus. Martin responded that the tap device on the bus deducts the fare with each boarding as appropriate whether it is a cash or monthly pass transaction.

Director Whiteaker made a motion to approve the revised Connect Card transition plan as proposed. Director Leahy seconded the motion and it carried unanimously.

C. **Sub-Recipient Agreement with the Sacramento Area Council of Governments (SACOG) for State Proposition 1B (PTMISEA) Bond Funds.**

Martin stated that this is a routine agreement with SACOG for the transfer of approximately \$3.4 million in State PTMISEA funds towards the purchase of seven replacement commuter buses for approximately \$4.4 million dollar with the balance to be funded from Federal and State sources. Martin added that the project is currently out to bid as part of a three agency joint procurement process lead by the City of Fairfield.

Director Leahy made a motion to authorize execution of the sub-recipient agreement as submitted. Director Whiteaker seconded the motion and it carried unanimously.

D. **One Year Indexed Extension of the Transdev Services, Inc. Transit Operations Agreement.**

Martin stated that the current Transdev contract includes three years with fixed rates followed by two optional years at Yuba-Sutter Transit's sole discretion. The initial three year period will end September 30, 2017 and staff is now seeking Board authorization to exercise the first one year option. Pursuant to the contract, the pricing for option years are to be increased based on a defined consumer price index within a range of between 2 and 4 percent.

Martin noted that a copy of the referenced index table was provided in the agenda packet and that the resulting change for the first year option has been calculated at 2.74 percent. Based on this relatively low percentage figure and satisfactory performance over the last three years, Martin stated that staff is recommending that the Board conditionally authorize a one year extension of the Transdev Services, Inc. agreement subject to Caltrans concurrence.

Director Whiteaker made a motion to approve the conditional indexed extension of the existing Transdev Services, Inc. agreement as proposed. Director Fletcher seconded the motion and it carried unanimously.

E. **California Governor's Office of Emergency Services Disaster Relief Grant Application Authorization.**

Martin stated that Yuba-Sutter Transit's expenses during the February Lake Oroville emergency spillway incident was about \$6,200 and that the agency is eligible for the reimbursement of 75 percent of these expenses with certain conditions. He noted that the attached resolution would authorize the Transit Manager and the Finance Program Manager to execute all required assurances and agreements pertaining to state disaster assistance on behalf of the Yuba-Sutter Transit Authority.

Director Whiteaker made a motion to approve Resolution No. 4-17 authorizing the Transit Manager and the Finance Program Manager to execute all required assurances and agreements pertaining to state disaster assistance on behalf of the Yuba-Sutter Transit Authority. Director Fletcher seconded the motion and it carried unanimously.

F. **Projects & Program Updates.**

1. **Pass & Ticket Outlet Changes**

Martin stated staff had received notice from the Bel-Air Market about a month ago that the Yuba City store would not sell transit passes and tickets at their customer service counter after April 22, 2017. This resulted in a search for locations with extended (evening and weekend) hours which included approaching the two counties about using their main libraries for this purpose. Martin is happy to report that the Yuba County Board of Supervisors will be considering this issue at their April 25th meeting and Sutter County is not far behind. Both counties would receive a 3 percent commission on sales which is the same amount that was paid to Bel Air Market.

2. **Administrative Staff Recruitment (Planning Program Manager I/II)**

Martin stated that a conditional offer has been made to a well-qualified candidate and he is currently undergoing the necessary back ground checks. Staff hopes to have him on board in time to introduce him at the May 18th meeting.

3. **Allyn Scott Youth & Community Center (ASYCC) Parking Lot Lighting Project**

Martin stated that lighting project for the shared parking lot between a Yuba-Sutter Transit and the ASYCC was completed today. Martin noted that this project, which will be a great asset for both organizations, was completed with State bond funds.

4. **Feather River Air Quality Management District (FRAQMD) Mini-Grant BikeLid Project**

Martin invited the Board to check out the new BikeLid that is now installed at the Government Center Transit Center. He noted that this project was funded primarily through a mini-grant from FRAQMD.

5. **Commuter Bus Replacement Request for Proposals (Proposals Due June 21st)**

Noting that this project was discussed earlier on the agenda, Martin stated that manufacturer proposals will be due June 21st.

6. **Connect Card Public Kick-Off Event (9:30 a.m. on Thursday, June 15th in the Raley Field Parking lot in West Sacramento**

Martin informed the Board that they would be receiving invitations to the public kick-off event for the Connect Card program in June.

7. Targeted Green Infrastructure Program Funding from the Sacramento Metropolitan Air Quality Management District

Martin stated this is a new lottery based source for small projects up to a maximum of \$40,000 and that is available for projects from throughout the six county SACOG region. Martin added that staff is looking at this as a possible funding source for the long anticipated Johnson Park bus stop improvements and that he is planning on bringing a project at the May meeting for authorization consideration.

V. Correspondence/Information

None

VI. Other Business

None

VI. Closed Session

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

The meeting was adjourned to closed session at 4:38 p.m. The Board returned from closed session at 4:45 p.m. and Director Cardoza announced that no reportable action had been taken in closed session.

VII. Adjournment

The meeting was adjourned at 4:45 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MAY 18, 2017
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**