

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
OCTOBER 18, 2018**

I. Call to Order & Roll Call

Present: Cardoza (Chair), Cleveland, Fletcher (4:01), Leahy (Vice-Chair), Pedigo, Sullenger, Whiteaker (4:02) & Whitmore

Absent:

II. Public Business from the Floor

None

III. Consent Calendar

Director Cleveland made a motion to approve the consent calendar. Director Leahy seconded the motion and it carried unanimously.

IV. Reports

A. Computer Assisted Dispatch & Automatic Vehicle Location (CAD/AVL) System Contract Award.

Martin stated that Board authorized the release of the RFP for this project in August and that proposals were received from six national vendors. The evaluation team analyzed these proposals and selected the top three to participate in the interview and presentation process. Staff is now recommending that DoubleMap be selected for this contract award as providing the best overall value and the lowest annual operating cost. Martin noted that the agenda item attachment summarizes the scope and pricing for each of the project components and provided a brief description of each.

Martin continued to state that this project is being funded with Proposition 1B state bond funds under the Transit Security Grant Program and that the initial budget was for about \$235,000, but that staff is recommending proceeding with the full scope at a first year cost of nearly \$250,000 with the difference to be funded with State Transit Assistance (STA) revenue from the agency contingency fund. Martin added that the whole system should be operational next summer.

Director Fletcher asked if there was a need for surge protectors or backup batteries; how the warranty works; and, if these units can be moved from bus to bus. Martin stated that there is no need for back up batteries as the system is tied directly into the bus so there is no need for a surge protector. The first year warranty is included in the base price and the annual warranty is included in the annual fee in each of years two through five. The units can be moved from bus to bus as the fleet changes over time for the cost of removal and reinstallation.

Director Fletcher made a motion to authorize the purchase of the CAD/AVL System from DoubleMap as proposed. Director Leahy seconded the motion and it carried unanimously.

B. Demand Response & Rural Route Bus Purchase.

Martin stated that ten 2009 model 16-passenger demand response and rural route buses need to be replaced and this purchase is programmed in the FY 2019 budget. The major difference between the current buses and the replacement buses is that the new buses will be gas powered as diesel engines are no longer available in this class of vehicle. Martin added that he is again recommending that these buses be purchased through the CalACT statewide bus procurement process as we did with the last purchase of similar buses in 2014. Based on this statewide bid process, A-Z Bus Sales has quoted a final delivery price of \$908,397.30 for the ten replacement buses (\$90,839.73 each) and staff is recommending that the Board authorize the purchase of ten replacement demand response and rural route buses as proposed. This purchase would be conditional upon this action being approved by Caltrans pursuant to federal funding requirements.

Director Leahy made a motion to authorize the purchase of ten replacement demand response and rural route buses as proposed. Director Whiteaker seconded the motion and it carried unanimously.

C. Corridor Enhancement Action Plan.

Martin stated that the Corridor Enhancement Plan report was received at last month's meeting and that staff is now proposing a related action or implementation plan for Board review and approval. Martin briefly summarized the key components of the action plan specifically noting the recommended transit center and bus stop improvements; the proposed agency partnership with the member jurisdictions for bus stop repairs; and, the need to advance the planning for the replacement of the current transit facility in Marysville.

Director Whiteaker made a motion to approve the Corridor Enhancement Action Plan as proposed. Director Leahy seconded the motion and it carried unanimously.

D. Adaptation Planning Grant Application.

Noting that Caltrans has released a call for projects for the Caltrans Adaptation Planning Grant Program, Martin stated that this is an excellent opportunity to fund a study for a Next Generation Zero Emission Transit Facility to advance the replacement of the current Marysville transit facility. Based on input from another transit agency, staff has set the budget for this project at \$200,000 which would be funded with \$177,060 from the proposed Caltrans grant with the required 11.47 percent local match of \$22,960 to be provided by Yuba-Sutter Transit from available State Transit Assistance (STA) revenues. Applications are due by November 30th with awards expected to be announced in the spring of 2019. Staff is now asking for authorization to submit a grant application as proposed.

Director Fletcher made a motion to authorize the submission of a grant application as proposed. Director Pedigo seconded the motion and it carried unanimously.

E. Operating & Maintenance Service Contract Consultant.

Martin stated that the current operating and maintenance contract with Transdev Services, Inc. will expire on September 30, 2019. He noted that the basic RFP that has been used for this process has been essentially unchanged for well over 20 years. To address this situation, the FY 2019 budget included an allowance to secure consulting services to develop and administer a new industry-standard RFP package and process. For this purpose, the attached proposal from Mr. Roy Glauthier of Transportation Planning & Policy was solicited to assist Yuba-Sutter Transit with the development and implementation of a new RFP package.

Mr. Glauthier has provided a comprehensive scope of work from concept through the award of a new service contract at a not-to-exceed cost of \$19,520. Staff is now recommending that the Board authorize the execution of a professional service contract with Mr. Roy Glauthier as Transportation Planning & Policy for the specified services at the not-to-exceed amount.

Director Fletcher made a motion to approve the execution of a contract with the firm of Transportation Planning & Policy for specified contract consulting services as proposed. Director Whiteaker seconded the motion and it carried unanimously.

F. Project & Program Updates.

1. Connect Card Implementation (New Sales Outlet in Yuba City)

Martin noted that the Bel-Air store in Yuba City will soon be another outlet for loading Connect Cards after their corporate office signs a contract with Sacramento Regional Transit.

2. Sacramento Service Promotional Campaign

In addition to direct mailers to approximately 12,000 homes in Yuba and Sutter Counties, Martin noted that promotional ads have now been installed on the back of ten Sacramento commuter buses. Staff will be attending two elementary school Harvest Festivals in Plumas Lake this month to promote the service and a social media campaign is in the works as well. This campaign is being funded primarily through a \$10,000 TDM grant from SACOG.

3. Annual Unmet Transit Needs Hearing (2:00 p.m. on Tuesday, October 30th)

Martin noted that the hearing will be held here in the Wheatland Room.

4. Sikh Parade Shuttle (8:00 a.m. – 6:00 p.m. on Sunday, November 4th)

Martin noted that the Sikh Parade Shuttle will be operating again on Sunday, November 4th.

5. November Board Meeting Cancellation Reminder

Martin noted that the November meeting has been canceled and that the next meeting is scheduled for December 20, 2018.

6. Feather River Air Quality Management District

Noting that the FRAQMD Finance Committee will be meeting on November 7, 2018, Martin encouraged any of the Directors who also serve on that Board to support the three Yuba-Sutter Transit projects.

VI. Other Business

None

VII. Adjournment

The meeting was adjourned at 4:32 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, DECEMBER 20, 2018
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

P:COMMON/YST AGENDA ITEMS/YST BOARD MINUTES/YST MINUTES 2018/YST MINUTES OCTOBER 2018