

AGENDA ITEM V – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
DECEMBER 15, 2022**

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

Present: Bains, Blaser, Boomgaarden (for Shaw), Buttacavoli, Fuhrer, Gilchrist (for Hudson), Kirchner (Vice Chair)

Absent: Hudson, Micheli, Shaw

II. Public Business from the Floor

A. State Transportation Development Act (TDA) Triennial Performance Audit.

Martin noted that the State Transportation Development Act (TDA) requires that a performance audit of Yuba-Sutter Transit be conducted by the Sacramento Area Council of Governments (SACOG) every three years to ensure compliance with all applicable state standards and to evaluate key performance indicators. The current triennial cycle covers the period FY 2018/2019 through FY 2020/2021.

Yuba-Sutter Transit was found to have fully complied with all applicable performance requirements. The review noted that the downward ridership trend during was largely due to the COVID-19 pandemic. Specific recommendations were made for Yuba-Sutter Transit to update and expand marketing efforts and to consider new mobile fare payment options, both of which are currently in process.

IV. Consent Calendar

Director Bains made a motion to approve the consent calendar items B - H. Director Fuhrer seconded the motion and it carried unanimously. Director Fuhrer made a motion to approve the consent calendar Item A. Director Buttacavoli seconded the motion and it carried unanimously with Director Bains abstaining.

V. Reports

A. FY 2021/2022 Financial Audit Report

Martin stated that the FY 2021/2022 audit included just one finding regarding Yuba-Sutter Transit's annual claim for Transportation Development Act (TDA) funds as the amount claimed exceeded actual expenses, less depreciation, by \$122,513. As in the past, these funds will be used for future expenses before additional TDA funds are claimed.

Martin explained that the farebox ratio represents the percentage of operating costs that is funded from passenger fares and other allowed local support. Yuba-Sutter Transit is required to reach a farebox ratio of 14.6 percent. Because of the pandemic, the state suspended this requirement now through FY 2023. In addition, the state has also changed the standards as to what can be included as "local support", so any non-state funds are now considered to be local support including what is received from the federal government. As a result, Yuba-Sutter Transit's audited farebox ratio for FY 2022 was calculated at 63.98 percent which far exceeds the 14.6 percent requirement as well as the 8.95 percent ratio that was calculated under the previous standard for FY 2021. For comparison purposes, under the previous standard, the FY 2022 farebox ratio

would have been 12.61 percent for FY 2022 which indicates a significant increase over FY 2021 as the system recovers from the pandemic. Conversely, under the new standard, the farebox ratio for FY 2021 would have been 61.54 percent.

Director Fuhrer made a motion to accept the FY 2021/2022 Financial Audit as presented. Director Bains seconded the motion and it carried unanimously.

B. Yuba-Sutter NextGen Transit Plan Update.

Martin stated that the NexGen Transit plan is at the phase where the data and feedback collected, and the analysis completed has been combined into a series of alternative service recommendations for early review and discussion. These preliminary service concepts, if implemented, would represent the most significant change to the system in 30 years. As a result, staff is recommending that a special board workshop be set for January 12th to discuss and review these concepts in detail for early policy input. The January 12th meeting, which will be open to the public, will be promoted on the NextGen Transit plan website and in the January passenger newsletter.

Based on input from the January 12th workshop, the project consultant will develop draft service plan recommendations which will be presented in an open house event on Thursday, February 16th and to the Board at your regular meeting on that same date. A preliminary draft plan is now scheduled for presentation to the Board at the March 16th meeting with adoption consideration expected at the April 20th meeting.

Director Bains made a motion to set a special meeting of the Yuba-Sutter Transit Board of Directors for Thursday January 12, 2023, at 4:00 pm in the Yuba County Government Center. Director Blaser seconded the motion and it carried unanimously.

C. Appoint of an Ad Hoc Personnel/Search Committee.

In the absence of a quorum for the October 20th meeting, the Yuba-Sutter Transit Board of Directors met as a committee. During that meeting, staff recommended the preparation of the first-ever Yuba-Sutter Transit staff classification and compensation study. Staff had already requested a work plan, schedule, and cost estimate from Bryce Consulting so with no objection from the committee, Bryce Consulting was directed to proceed with the study which should be complete by the end of December.

Staff is now recommending that an ad hoc personnel/search committee be appointed to review the Bryce Consulting report; make specific related personnel and Executive Director recruitment recommendations for Board consideration; and to assist in the screening process for the replacement Executive Director. This process will be supported by Yuba County Human Resources staff.

Directors Bains, Blaser, Buttacavoli, and Kirchner were appointed to the ad hoc committee.

D. First Quarter FY 2023 Budget Report.

Martin stated that revenues and expenses for the first quarter were generally tracking with the budget even though fuel costs have soared as the budget had assumed that a higher number of service hours would be operated. Looking forward, operating expenses for FY 2023 are expected to be under budget for the year. On the capital side, fiscal year-end expenses should be much lower than budgeted as no facility project expenditures are expected. Conversely, the vehicle project which was budgeted at \$960,000 has increased to \$1,259,449 due to inflation and supply chain issues, but delivery may be delayed until early in FY 2024. A mid-year report will be provided at the February meeting as part of the FY 2024 budget preview.

E. First Quarter Performance Report.

Martin indicated that systemwide ridership was up 12.5 percent through the first quarter compared to the same quarter last year.

F. Project & Program Updates.

1. Introduction of New Storer Transit Systems General Manager Doug Cook.

Martin introduced Rosa Garcia White, Storer Vice-President of Operations. She introduced the new Storer General Manager Doug Cook who replaced Renick House who resigned after three years with Storer.

2. Feather River Air Quality Management District (FRAQMD) Discount Monthly Pass Program Grant Award.

Martin reported that the FRAQMD in December awarded Yuba-Sutter Transit the full \$100,000 grant request to extend the existing discount pass program through March 2024.

3. Replacement Demand-Response / Rural Route Buses

Martin stated that this was discussed during the First Quarter FY 2023 Budget report.

4. Regional Waste Management Authority Staff Transition – Introduce RWMA Executive Director Scott Scholz

Martin introduced the new RWMA Executive Director Scott Scholz.

VI. Correspondence/Information

None

VII. Closed Session

A. Conference with Real Property Negotiators

The Board adjourned to closed session at 4:45 p.m.

The Board reconvened to open session at 5:05 p.m. with a statement that no reportable action was taken in closed session.

VII. Adjournment

The meeting was adjourned at 5:05 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.