

**AGENDA ITEM III – A**

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
FEBRUARY 16, 2017**

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

Director Didbal called the meeting to order at 4:00 p.m.

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

Absent: Whitmore

**II. Public Business from the Floor**

None

**III. Consent Calendar**

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

**IV. Reports**

At the request of staff, Director Whiteaker made a motion to include an off-agenda item regarding the need to fill a Program Manager I/II position was not known until after the agenda had been posted. Director Leahy seconded the motion and it carried unanimously.

**Off-Agenda Item: Authorization to Fill a Pending Vacant Position of Program Manager I/II.**

Martin stated that Matt Mauk, Yuba-Sutter Transit's Planning & Marketing Program Manager II since July 2013 has accepted a conditional offer to become the Transit Chief for the City of Folsom. Martin continued that Matt must still complete Folsom's employment process (background check, physical, etc.), but his anticipated departure date could be around the middle of March and that staff is now seeking authorization to immediately begin the process to replace this position pursuant to the personnel rules. Martin added that Matt has been a tremendous asset to Yuba-Sutter Transit and even though we wish him well he will still be sorely missed. Director Whiteaker thanked Matt Mauk for his service and wished him all the best.

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

**A. FY 2018 Budget Preview.**

Martin gave an overall of the projected year-end revenues and expenses for FY 2017 and then highlighted the budget outlook for FY 2018. He mentioned that while Federal funding appears to be stable, that State Transit Assistance (STA) funds which are derived from the sales tax on diesel

fuel has been down in recent years and that the Proposition 1B bond fund program will expire this year. Martin noted that the combined appropriation for Local Transportation Fund (LTF) revenues for the four member jurisdictions, which is a major source of income, will see a reduction of 16 percent from FY 2017 to FY 2018.

Martin then highlighted some of the key issues going forward such as the Connect Card which is now operational though the impact will be a factor in the next year. He also noted that staff will be recommending that implementation of the 2015 Yuba-Sutter Short Range Transit Plan be on hold due to ongoing funding and ridership concerns. On the revenue side, Martin added that the SRTP did suggest that a future fare increase may be necessary and that the need for an increase will be evaluated in the FY 2018 budget. Martin invited Board comments or questions for staff going forward and there were none.

**B. Yuba-Sutter Transit Corridor Enhancement Plan Consultant Selection.**

Martin stated that a grant was received from Caltrans to develop a Corridor Enhancement Plan for Route 1 which is Yuba-Sutter Transit's busiest route between western Yuba City and Yuba College in Linda. Martin noted that this project came out of the 2015 SRTP and is fully funded in the FY 2017 budget. Two proposals were received in response to the Request for Proposals (RFP) that was approved by the Board in December. These proposals have been reviewed and staff is now recommending that the project be awarded to AECOM/LSC Transportation Consultants, Inc.

Director Whiteaker made a motion to authorize execution of a contract with AECOM/LSC Transportation Consultants, Inc. for the preparation of the Corridor Enhancement Plan as proposed. Director Leahy seconded the motion and it carried unanimously.

**C. Bus, Shelter, Bench and Exterior Advertising Program Contract.**

Martin stated that the current contract with Stott Outdoor Advertising will expire at the end of this month adding that Stott has expressed an interest to continue under the current terms until another contract is in place. This issue was discussed briefly at the February meeting and staff has since asked Stott for a proposal to continue the program. Stott is looking to expand the availability of advertising on bus exteriors as shown in the proposal that was included in the agenda packet. Martin noted that staff is now seeking Board direction as the decision on how to proceed comes down to a local policy choice balancing community values with the realistic revenue potential. Director Fletcher asked where the additional revenue would go and Martin responded that they would go in the general fund as advertising revenue has never been earmarked for a specific purpose.

In response to the staff recommendation, Director Didbal asked for Board volunteers to sit on an Ad Hoc Committee for this purpose. Directors Whiteaker, Pedigo and Leahy volunteered and were so appointed.

**D. Wheatland Rural Route Revenue Short-Fall.**

Martin stated that Mercy Housing has agreed to increase their support for the expanded Wheatland service from two to three days a week beginning in July 2017. Martin continued to state that Wheatland is still looking at a short-fall of \$3,500.00 dollars for FY 2018, but that he is recommending that we continue this service at least through FY 2018.

Director Whiteaker made a motion to authorize the continued operation of the Wheatland Rural Route through June 2018 under the proposed terms and conditions. Director Leahy seconded the motion and it carried unanimously.

E. **Transit System Safety, Security & Disaster Response Funding Request from the California Transit Assistance Fund (CTAF).**

Martin stated that this will be the final year of this funding source which has been used for a variety of safety and security projects over the previous nine cycles. After looking at possible projects for this last year of funding, staff is recommending the purchase and installation of an emergency generator as Yuba-Sutter Transit has experienced prolonged loss of power on several occasions in the last few years that have made it difficult to continue operations. Martin added that the approximately \$107,000 available would cover the cost for an emergency generator.

Director Leahy made a motion to authorize the submittal of an Investment Justification for the design, purchase and installation of an emergency generator as proposed. Director Fletcher seconded the motion and it carried unanimously.

F. **Authorizing Resolution for Federal Transit Administration (FTA) Grant documents.**

Martin stated that this is a routine annual resolution authorizing the Transit Manager to execute all federal grants and contract documents under Sections 5307, 5309, 5310 5311, 5317 and 5339.

Director Whiteaker made a motion to adopt Resolution No. 1-17 authorizing the Transit Manager, or designee, to execute all federal grant and contract documents under Sections 5307, 5309, 5310 5311, 5317 and 5339. Director Sullenger seconded the motion and it carried unanimously

G. **Discount Monthly Pass Program Grant Close-Out Report.**

Martin stated that this is the required annual report for Feather River Air Quality Management District (FRAQMD) funded discount monthly pass program for 2016 under which the regular \$15 monthly passes for youth, seniors and persons with disabilities were sold for \$6 each with FRAQMD funding used for the \$9 difference. Martin noted that the program ended with an \$11,000 surplus which was returned to FRAQMD. Martin continued that the program was funded again for 2017 at a cost of \$5 per pass after two years at \$6 each.

H. **Live Oak Route Expansion Demonstration Project Grant Close-Our Report.**

Martin noted that this is a similar grant closeout report for the FRAQMD funded portion of the Live Oak Expansion Project. Martin added that ridership has grown significantly as a result of the July 2015 expansion, but that this level of service will not be sustainable over time without an increase in STA revenue. Martin stated that Live Oak's STA balance will be exhausted by the end of FY 2018 if nothing else changes and that staff will be monitoring this issue closely.

I. **FY 2016-17 Mid-Year Performance Report.**

Martin stated that ridership continues to be down in part due to the September 2015 policy changes, bit that the downward trend should begin to slow going forward.

## J. Project & Program Updates.

### 1. Connect Card Electronic Fare System Implementation (Local Soft-Launch January 24, 2017)

Martin stated that the soft-launch of the Connect Card program began for Yuba-Sutter Transit on January 24<sup>th</sup> and that the full public roll out of the system is now expected in June 2017.

### 2. FY 2016-17 Low Carbon Transit Operations Program (LCTOP) Funding

Martin stated that staff currently has a grant for bus stop enhancements for about \$180,000.00 from the previous cycle. Martin added the next cycle is for about \$82,500 for which staff was just informed that a project needed to be submitted to SACOG by today. An allocation request is due to Caltrans by the end of March and staff had planned on bringing this item to the March meeting, but the SACOG Board apparently must approve the project at their March meeting. Staff is planning to use these funds to off-set the first year operating cost for the Connect Card Program. Martin noted that the operating cost through June 30, 2017 is expected to be funded by regional funding through SACOG and other sources. Martin continued that Yuba-Sutter Transit will be responsible for a share of the operating costs which is now projected at between \$65,000 and \$75,000 and that staff will at the March meeting recommend using all of the LCTOP funding for this purpose.

### 3. Feather River Air Quality Management District (FRAQMD) Mini-Grant Award

Martin stated that the FRAQMD mini-grant for \$2,000 was awarded for the “BikeLid” project and it has already been ordered for installation at the Yuba County Government Center Transfer Center. If they are well received, more “BikeLids” may be considered in the future for installation at this and other locations.

### 4. Commuter Bus Replacement Project

Noting that the Board had previously approved participation in a joint procurement with Fairfield and Eldorado Transit for the purchase of new commuter buses which Yuba-Sutter Transit will use to replace our the oldest commuter buses, Martin stated that it looks like the RFP will be released on March 6, 2017 and that those buses are now expected to be delivered by the end of 2018.

### 5. Disaster Response Update

Martin informed the Board that Yuba-Sutter Transit was involved in the response to the Oroville Dam Spillway Event evacuation orders at the direction of the local Offices of Emergency Services. Compared to the 1997 flood event, he noted that it went a lot smoother in terms of evacuating people especially those with special needs. Martin thanked the Transdev team as well as Matt Mauk who was involved through the whole process. Martin added that staff will be looking at Federal funding to recover a portion of the cost which has yet to be determined.

Martin noted that service was suspended Monday and Tuesday and a Saturday level of service was operated on Wednesday. All scheduled service was up and running on Thursday. Director Fletcher asked if there is a policy in place to move buses out of Marysville to higher ground. Martin noted that the general policy in a slow rise flood situation is to split the fleet between Yuba City and Marysville, but they are first used to assist the community during the evacuation.

**V. Correspondence/Information**

None

**VI. Other Business**

None

**VII. Adjournment**

The meeting was adjourned at 4:50 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 16, 2017  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**