



MEETING NOTICE & AGENDA

DATE: Thursday, February 18, 2016

TIME: 4:00 P.M.

PLACE: Yuba County Board of Supervisors Chambers
Yuba County Government Center
915 8th Street
Marysville, California

I. Call to Order & Roll Call

Cleveland, Didball (Vice-Chair), Fletcher, Griego, Samayoa (Chair), Sullenger, Whiteaker and Whitmore

II. 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.

III. Consent Calendar

All matters listed under Consent Calendar are considered to be 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 Meeting of January 21, 2016. (Attachment)
- B. Disbursement List for January 2016. (Attachment)
- C. Monthly Performance Report for January 2016 (Attachment)

IV. Reports

- A. **FY 2017 Budget Preview.** Review and discussion of potential budget issues in preparation for the March submittal of the preliminary draft budget for FY 2017. (Attachment)

RECOMMENDATION: Direct staff as desired.

- B. **Feather River Air Quality Management District (FRAQMD) Grant Agreement Amendment.** (Attachment)

RECOMMENDATION: Authorize the execution of Amendment #1 to Agreement #VF15-02 to add \$1,902 to the 2016 Discount Monthly Pass Program.

- C. **Bogue Road Park & Ride Video Surveillance Pole Installation.** Review and consideration of an award recommendation for the installation of three poles on the subject property for the future installation of a video surveillance system. (Attachment)

RECOMMENDATION: Authorize the Transit Manager to negotiate a contract with Richall Electric Company as proposed.

D. Authorizing Resolution for Federal Transit Administration (FTA) Grant Documents.
(Attachment)

RECOMMENDATION: Adopt Resolution No. 3-16 authorizing the Transit Manager to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5316, 5317 and 5339.

E. Annual Authorization for the Transit Manager to Certify as Counsel for Federal Transit Administration (FTA) Grants. (Attachment)

RECOMMENDATION: Adopt Resolution No. 4-16 authorizing the Transit Manager to certify as counsel for FTA grants.

F. Updated Transdev Services, Inc. Yuba-Sutter Division Drug and Alcohol Policy.
(Attachment)

RECOMMENDATION: Adopt Resolution No. 5-16 adopting the Transdev Services, Inc. Drug and Alcohol Policy for the Yuba-Sutter Division effective January 2016.

G. FY 2014-2015 California Transit Security Grant Program Governing Body Resolution and Authorized Agent Designation. (Attachment)

RECOMMENDATION: Adopt Resolution No. 6-16 and authorize the execution of the CalOES Authorized Agent Signature Authority Form to complete the FY 2014-2015 CTSGP application process.

H. 2015 Discount Monthly Pass Program Final Report. (Attachment)

RECOMMENDATION: Information only.

I. FY 2015-16 Mid-Year Performance Report. (Attachment)

RECOMMENDATION: Information only.

V. Correspondence/Information

VI. Other Business

VII. Adjournment

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY, MARCH 17, 2016
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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 III – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES JANUARY 21, 2016

I. Call to Order & Roll Call

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

Present: Cleveland, Didbal, Griego, Samayoa, Sullenger, Whiteaker, and Whitmore

Absent: Fletcher

II. Board Business

A. Nomination and Election of Board Officers for 2016.

Director Whiteaker made a motion to appoint Director Samayoa as Chair. Director Didbal seconded the motion and it carried unanimously.

Director Whiteaker made a motion to appoint Director Didbal as Vice-Chair. Director Samayoa seconded the motion and it carried unanimously.

B. Statements of Economic Interest for 2016.

Martin mentioned that this information item is to remind the Directors of the requirement to file yearly statements and that any questions should be directed to the office.

C. 2015 Annual Report.

Martin stated that the annual report is provided for information only.

II. Public Business from the Floor

Director Samayoa read a request by Karen Liggett requesting that the discounted green tickets be accepted any time on the Sacramento Commuter buses. Martin explained that these tickets, which are sold in discounted ticket books, are accepted on the Sacramento Midday schedules.

Martin informed the Board that David Hantusch, who regularly attended these meetings, passed away in December. He noted that his comments and gentle spirit will be missed.

III. Consent Calendar

Director Whiteaker made a motion to approve the consent calendar. Director Cleveland asked to pull Item C. Director Sullenger seconded the motion to approve A & B and it carried unanimously.

Director Cleveland, noting that ridership was down compared to the same time last year, asked if this was because of the rain. Martin stated that this reduction was likely the result of a combination of factors including the September changes to the local fixed routes and fare structure (no longer issuing a transfer for a transfer and increasing the age eligibility for a youth cash fare from 12 to 18 years of age) along with lower fuel prices.

Director Cleveland made a motion to accept Item C. Director Didbal seconded the motion and it carried unanimously.

V. Reports

A. Feather River Air Quality Management District (FRAQMD) AB2766 Grant Agreement for a Six Month Extension of the Expanded Live Oak Route.

Martin stated that this agreement with FRAQMD would provide \$5,000 in grant funding to extend the one year Live Oak demonstration service by six months through December 2016. Martin added that Yuba-Sutter Transit received \$10,000 grant last year for the period July 2015 through June 2016. This grant would extend the service another six months which would coincide with the typical grant process in the future. Staff is now recommending that the Board authorize the execution of FRAQMD Grant Agreement #VF15-01 as submitted.

Director Sullenger made a motion to authorize the execution of the grant as submitted. Director Cleveland seconded the motion and it carried unanimously.

B. Feather River Air Quality Management District (FRAQMD) AB2766 Grant Agreement for a Discount Monthly Pass Program for 2016.

Martin noted this \$141,198 grant is for the 2016 Discount Monthly Pass Program that now includes youth, seniors and persons with disabilities. Noting that this grant amount is slightly less than requested, Martin stated that the FRAQMD board is meeting on February 1st to consider extending the 2015 grant to off-set the difference due to a surplus in that grant. As a result, staff is not recommending any change in the fare structure which was increased last year \$5 to \$6 per month. New this year, all discount passes are now accepted on the rural routes. Staff is now recommending that the Board authorize the execution of FRAQMD Grant Agreement #VF15-02 as submitted.

Director Cleveland asked how long the passes were \$5. Martin responded since 2008.

Director Whiteaker made a motion to authorize the execution of the grant as submitted. Director Didbal seconded the motion and it carried unanimously.

C. Low Carbon Transit Operations Program (LCTOP) Funding Request.

Martin stated that this grant program item was discussed at length in the December board meeting and staff has further evaluated project options based on the comments received at that meeting. These funds are designed to increase or expand new services for the purpose of reducing greenhouse gas emissions and at least 50 percent of the available funding must be used to benefit the disadvantaged community shown on Exhibit B to the staff report. Martin continued to state that a request for these funds must be submitted by February 1st or they will be lost.

Martin highlighted the list of eligible projects in the staff report that were run through the provided greenhouse gas reduction calculator tool. Martin noted that only two of these projects were eligible for funding – the Rideout Regional Medical Center voucher program and Bus Stop Enhancements – and staff is recommending the later due to the need to the immediate requirement for submittal by February 1st. Martin noted that another option for future years could be to amass the funds (approximately \$240,000 annually beginning next year) over three years and put that amount towards an electric bus for future service expansion.

Director Samayoa asked if a bike share program would be eligible for funding. Martin noted that bike lockers or storage facilities could be a part of a bus stop enhancement project, but bike share programs would not be eligible.

Director Griego discussed the Yuba County Airport & Industrial Park and asked staff to keep this area in mind going forward in possibly putting a bus stop out there in the future.

Director Cleveland mentioned that he had just left a meeting of the California League of Cities where he is on the Environmental Quality Committee. He noted that they had discussed this program and how they will be working to expand their use for smaller cities and smaller operations recognizing rural concerns that would benefit the Yuba-Sutter area.

Director Whiteaker made a motion to adopt Resolutions No. 1-16 and No 2-16 as proposed. Director Cleveland seconded the motion and it carried unanimously.

D. Projects & Program Updates.

1. Connect Card Electronic Fare Card System.

Martin stated that they are in the testing and training phase, with maintenance training scheduled for next week. Martin noted that pilot testing is now underway with Regional Transit employees.

2. Bogue Park & Ride Video Surveillance Project.

Martin noted that staff has released an RFP for the pole installation for the video system, which will close on February 5th. Martin added that staff hopes to present an award recommendation at the February meeting.

3. State Transportation Development Act (TDA) Performance Audit.

Martin noted this audit is conducted every three years with the site visit now scheduled for February 23rd. Martin added that the auditor may be calling one or two members of the Board to interview regarding the operation.

4. Budget Preview at February 18th Meeting.

Martin noted that staff is looking for early Board input on the FY 2017 budget.

5. Allyn Scott Youth & Community Center Parking Lot Agreement.

Martin noted that a draft reciprocal parking agreement was submitted to the center staff earlier this week.

V. Correspondence/Information

None

VI. Other Business

None

VII. Adjournment

The meeting was adjourned in memory of David Hantusch at 4:30 p.m.

The next meeting of the Yuba-Sutter Transit Authority is scheduled for 4:00 p.m. on Thursday, February 18, 2016 in the Yuba County Board of Supervisors Chambers

**AGENDA ITEM III-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF JANUARY 2016**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,045.26	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,432.63	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 222.12	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 38.06	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 273.79	PG&E	GAS
EFT	\$ 465.47	PG&E	ELECTRIC
EFT	\$ 2,244.51	PG&E	ELECTRIC BILL #2
EFT	\$ 128.88	ATT - SECURITY LINE	SECURITY LINE
EFT	\$ 65.00	AT&T - UVERSE	INTERNET AUGUST
EFT	\$ 724.57	TELEPACIFIC COMMUNICATIONS	TELEPHONE
EFT	\$ 122.43	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 250.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 136.30	ELAVON	MERCHANT SERVICE FEE - OCT
EFT	\$ 400.00	FRANCOTYP-POSTALIA, INC	POSTAGE RESET
EFT	\$ 146.98	PRIMEPAY	PAYROLL FEE
EFT	\$ 29,285.11	PAYROLL	PAYROLL
14977	\$ 70.00	ADVANCED DOCUMENT CONCEPTS	COIN COUNTER - PAPER ROLL CLEANED
14978	\$ 1,050.00	ALL SEASONS TREE & TURF CARE	CLEANED UP LANDSCAPE
14979	\$ 1,050.00	BRIAN HANSEN	INSTALL WI-FI & FIREWALL
14980	\$ 50.50	FED-EX	DELIVERY SERVICE
14981	\$ 85.10	KEITH MARTIN	REIMBURSE 2ND QTR EXPENSES
14982	\$ 9,825.93	LAKEVIEW PETROLEUM CO.	BUS FUEL
14983	\$ 213.33	MATTHEW MAUK	REIMBURSE 2ND QTR EXPENSES
14984	\$ 57.57	PETTY CASH	REIMBURSE PETTY CASH
14985	\$ 214.99	QUILL CORP.	OFFICE SUPPLIES
14986	\$ 1,100.00	R.C. JANITORIAL SERVICE	JANITORIAL SERVICES
14987	\$ 800.00	SACRAMENTO REGIONAL TRANSIT	DECEMBER BUS PASSES
14988	\$ 18.69	SANDRA ANDERSON	REIMBURSE 2ND QTR EXPENSES
14989	\$ 225.78	SAPPHIRE MARKETING GROUP	POSTERS FOR DISCOUNT PASS PROGRAM
14990	\$ 46.58	SIMONE REED	REIMBURSE 2ND QTR EXPENSES
14991	\$ 61.22	STAPLES CREDIT PLAN	OFFICE SUPPLIES
14992	\$ 31.23	AT&T	FIRE LINE
14993	\$ 1,635.00	ALL SEASONS TREE & TURF CARE	WEED CONTROL
14994	\$ 14.99	CARDMEMEBER SERVICE	CREDIT CARD PAYMENT
14995	\$ 2,436.84	DILLINGHAM TICKET CO.	TICKET BOOK PRINTING
14996	\$ 343.50	HANCOCK PETROLEUM ENGINEERING	REPAIR FUEL HOSE REEL
14997	\$ 10,108.47	HUNT & SONS INC.	BUS FUEL
14998	\$ 957.34	QU.EST	MAINTENANCE OF BUS STOPS/SHELTERS
14999*	\$ 3,001.20	RICH, FUIDGE, LANE & BORDSEN, INC.	LEGAL SERVICES
15000	\$ 392.86	RICHALL ELECTRIC CO.	ELECTRICAL SERVICES
15001	\$ 10,054.34	SC FUELS	BUS FUEL
15002	\$ 40.00	SHELBY'S PEST CONTROL	PEST CONTROL
15003	\$ 1,189.28	SMART MARKETING & PRINTING	WHEATLAND, LIVE OAK & FOOTHILL BROCHURES
15004	\$ 404.03	STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES
15005	\$ 456.39	STAPLES PRINT SOLUTIONS	ID MACHINE RIBBON
15006	\$ 745.21	STATE BOARD OF EQUALIZATION	FUEL TAXES
15007	\$ 783.50	STATE COMP INSURANCE FUND	INSURANCE PREMIUM
15007	\$ 75.14	STATE COMP INSURANCE FUND	ADDITIONAL INSURANCE PREMIUM
15008	\$ 400,926.09	TRANSDEV SERVICES, INC.	NOVEMBER - CONTRACT SERVICES
15009	\$ 381.63	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE
	\$ 491,827.84		

*THIS CHECK INCLUDES A PORTION OF AN ELIGIBLE RWMA EXPENSE

**LAIF
TRANSFERS**

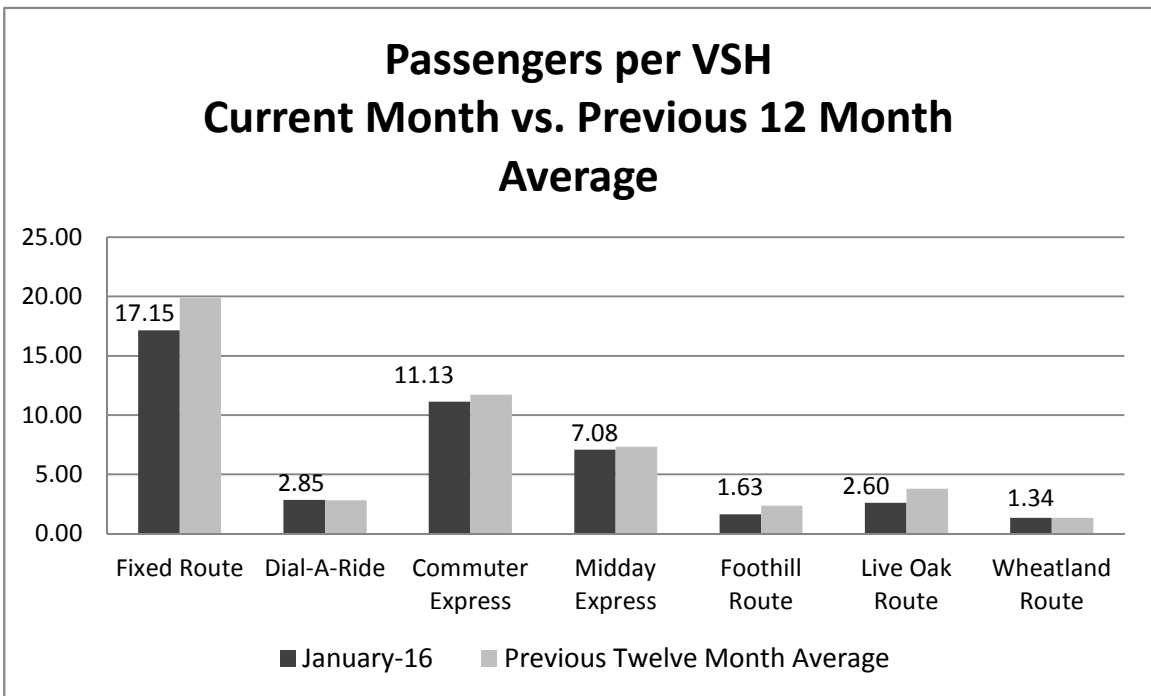
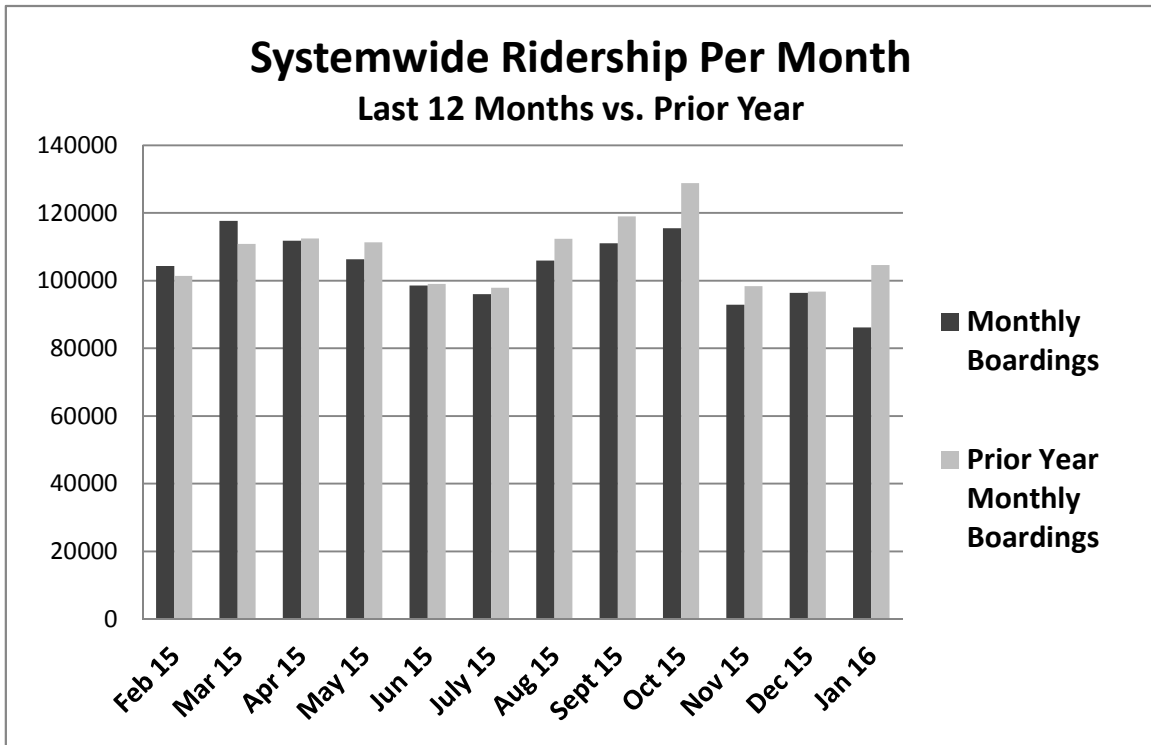
1/21/2016 \$ 190,000.00 TRANSFER FROM LAIF TO CHECKING

AGENDA ITEM III - C

JANUARY 2016 PERFORMANCE REPORT

Ridership:	January-16	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Fixed Route	69,411	86,309	574,545	622,402
Dial-A-Ride	5,456	5,902	40,958	40,530
Commuter Express	9,956	11,227	76,796	81,911
Midday Express	1,003	1,208	8,141	9,833
Foothill Route	131	199	1,394	1,670
Live Oak Route	168	222	1,875	1,238
Wheatland Route	56	37	330	265
Total Ridership:	86,181	105,105	704,039	757,849
Vehicle Service Hours:				
Fixed Route	4,046.73	4,341.03	30,303.27	29,893.97
Dial-A-Ride	1,915.45	2,088.91	14,495.31	14,391.20
Commuter Express	894.51	958.41	6,757.55	6,630.95
Midday Express	141.74	165.12	1,119.74	1,167.62
Foothill Route	80.53	84.18	593.92	602.37
Live Oak Route	64.60	58.55	517.00	299.03
Wheatland Route	41.88	27.99	232.52	183.46
Total VSH's:	7,185.44	7,724.18	54,019.31	53,168.60
Passengers Per Hour:				
Fixed Route	17.15	19.88	18.96	20.82
Dial-A-Ride	2.85	2.83	2.83	2.82
Commuter Express	11.13	11.71	11.36	12.35
Midday Express	7.08	7.32	7.27	8.42
Foothill Route	1.63	2.36	2.35	2.77
Live Oak Route	2.60	3.80	3.63	4.14
Wheatland Route	1.34	1.33	1.42	1.44
Total Passengers Per VSH:	11.99	13.61	13.03	14.25

JANUARY 2016 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

FY 2017 BUDGET PREVIEW

Background

The Yuba Sutter Transit Authority 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 a final 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 any other issues that the Board would like staff to consider when preparing the preliminary draft budget for presentation at the March meeting. As with any budget process, there are a number of issues for which early Board discussion is appropriate. For FY 2017, these include, but are not limited to, the following list of major budget, service, policy and planning related issues that staff has identified for consideration.

- Projected year-end revenues and expenses for FY 2016
- Federal, state and local operating and capital funding outlook for FY 2017
- Implementation of the Connect Card electronic fare card system
- Continued implementation of the 2015 Yuba-Sutter Short Range Transit Plan including planned fleet replacement and other capital projects

Projected Year-End Revenues and Expenses for FY 2016

Complete year-to-date budget projections will be provided when the preliminary draft budget is submitted in March, but total operating expenses for FY 2016 are now expected to be slightly less than the \$6.6 million budget. The major positive expense factor is much lower than expected fuel prices. Representing more than 12 percent of the operating budget, fuel is by far the most volatile line item over the years. The year-to-date average price for diesel fuel is now \$1.80 per gallon compared to a budgeted average of \$3.01 per gallon. Fuel prices have been well below the year-to-date average for the last two months so this average is not likely to increase through the end of the year. While staff is currently estimating a year end savings of up to \$300,000 in fuel costs, this could erode quickly if fuel prices suddenly spike upward.

Due to changes in accounting and billing procedures this year, staff expenses and special project expenses will be significantly higher than budgeted, but these should be off-set by outside revenues that were not anticipated in the FY 2016 budget. Examples include the change in how staff related expenses are treated under the new contract with the Regional

Waste Management Authority (RWMA) and how items that have been purchased for special grant funded projects are now being expensed rather than capitalized.

Budgeted operating revenues for FY 2016 are likely to be slightly lower primarily due to lower than expected fare receipts resulting from decreased ridership. Another factor is the drop in State Transit Assistance (STA) revenue collections. STA is derived from a sales tax on diesel fuel and lower than expected prices has reduced receipts well below projected levels and will likely impact both operating and capital funding plans. While two of the three budgeted sources of Federal operating funds have not yet been applied for due to delays in the Federal grant management systems, the combined \$2,328,000 in funding is assured though receipt of all but \$100,000 of this amount may not occur until after the close of the fiscal year. Not unlike the situation in past years, this does create a significant cash flow challenge because Yuba-Sutter Transit receives near the maximum amount of Federal funds (up to 50 percent of eligible operating expenses) representing 35 percent of all anticipated revenue for FY 2016.

Federal, State and Local Operating and Capital Funding Outlook

The 2015 Federal transportation funding measure known as Fixing America's Surface Transportation (FAST) Act has established Federal transit funding levels through FY 2020). While the amount of Federal money available to Yuba-Sutter Transit will increase by only 2 percent annually between FY 2015 and FY 2020, this measure at least provides a measure of funding security for the first time in about 10 years. The largest Federal funding source has historically been used primarily for capital purposes, but since FY 2009 it has been used primarily for operating purposes because other State and Federal funding have been available for capital purposes. This relationship will reverse again to the historical approach when the State Proposition 1B bond program ends in FY 2017.

State Transit Assistance (STA) funding, which has traditionally been used as the primary source of local funding to match Federal funds used for capital projects, was reduced dramatically in an FY 2009 State budget agreement and eliminated entirely for FY 2010 through at least FY 2013. This action was reversed in the 2010 "gas tax swap" measure and follow-up legislation and STA funds are now tied directly to diesel sales tax receipts. STA allocations in recent years were used almost entirely for operational expenses while less flexible State and Federal funds were available for capital purposes. This practice slowed in FY 2016 to provide more STA funding for major upcoming fleet replacement projects. Going forward, 2015 legislation has greatly improved the flexibility in the use of STA funding for operating purposes and this funding source will continue to play an important role in future budgets.

Beginning in FY 2008, the State Proposition 1B (November 2006) bond measure created the Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA). This account will provide \$3.6 billion statewide in capital funding over ten years for eligible public transportation projects. Up to \$7.6 million is expected to be available to Yuba-Sutter Transit over the ten year life of this program (through FY 2017). To date, PTMISEA funds have been used for the remodel and expansion of Yuba-

Sutter Transit's operations and maintenance facility and for all or part of two fleet replacement/expansion projects. The remaining funds from this source have been earmarked for planned fleet replacement projects in FY 2017 and FY 2019. Proposition 1B also included funding for the Transit Safety & Security Grant Program which also runs through FY 2017. This program has been used for a variety of smaller projects including on-board and parking lot video surveillance systems; facility security measures; and, a new mobile communications system.

A major portion of the annual operating budget is funded by Local Transportation Funds (LTF) 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 are to be used first to meet local transit needs with the remainder, if any, made available for the maintenance of local streets and roads. This funding source is used by Yuba-Sutter Transit to balance the annual operating budget after all other available revenue sources are accounted for.

Despite a significant increase in the budget over the years due to both cost increases and service expansion, the combined annual LTF contribution by the member jurisdictions from FY 2006 to FY 2010 was relatively unchanged at an annual average of around \$2.0 million. This was made possible through a greater use of Federal funding for operations and increased fare revenues from passenger growth. This average dropped to about \$1.6 million annually from FY 2011 through FY 2015 with still higher use of Federal and State funds for operations before jumping to \$2.3 million in FY 2016 as costs and reductions in other revenues forced a greater LTF contribution. Now representing 35 percent of the operating budget, this higher figure was still much less than the 47 percent figure from FY 2008. For FY 2017, LTF apportionments are decidedly mixed (up 8.8 percent in Sutter County and down 34.2 percent in Yuba County) compared to FY 2016 with a combined 2.0 percent (\$102,447) reduction for the four member jurisdictions.

Implementation of the Connect Card Electronic Fare Card System

The long anticipated public implementation of the regional Connect Card electronic fare card system, now expected by this summer, will have a transformational impact on how fares are purchased and collected region wide. While the system will result in operating cost savings by speeding passenger boarding and improving on-time performance, there will also be a cost impact for administration of the program. In addition, while the new system is designed to essentially mirror Yuba-Sutter Transit's existing fare structure, there are differences that will certainly change how passengers purchase and use the available fare products and these will have an impact on fare receipts. The full combined impact of the above factors, whether positive or negative, will not be known until the transition to the new system is complete. Because this transition process is expected to take six months or more, staff is likely to simply budget for the status quo for FY 2017 with the clear understanding that this will be a major and unavoidable budget risk.

Continued Implementation of the 2015 Yuba-Sutter Short Range Transit Plan

The Yuba-Sutter Short Range Transit Plan (SRTP) is the blueprint for the development and operation of public transportation in the bi-county area. The most recent update was adopted in May 2015. As with previous plans, the new SRTP includes operational, capital, financial and policy recommendations for consideration and possible implementation over the next five to ten years beginning with FY 2016.

SRTP recommendations for implementation consideration in FY 2017 include the extension of the local fixed route service by one hour each weekday and Saturday evening; a number of technology improvements and bus stop enhancements; the replacement of an accessible 1996 model supervisor minivan; key planning studies; and, an additional administrative staff position. One SRTP recommendation that is not currently being considered for implementation is the proposed Yuba College Student Fee program and the related Sutter County Center Shuttle because college leadership is not planning to place the fee proposal before the students for an April vote as expected nor have they offered any alternative. Staff continues to work on the replacement of the seven oldest commuter buses and other SRTP initiatives that began in FY 2016.

On the financial side, the SRTP did recommend continued monitoring and evaluation (beginning in FY 2017) of the need for a fare increase as the percentage of operating costs covered by passenger fares is expected to decline over the five year planning period. While no fare increase is anticipated for FY 2017, this will be watched closely to maintain a systemwide farebox recovery ratio above the target goal of 20 percent and the more important minimum required ratio of 14.6 percent. Other than the September 2015 fare policy changes regarding age eligibility for youth and senior discount fares and the elimination of the “transfer-for-a-transfer” policy, the last fare change was to the Sacramento service in 2010. Staff is not planning for any major service changes until the impact of the Connect Card system can be determined.

Recommendation

Staff is now requesting Board input on the development of the preliminary draft budget regarding the above or any other issues that members may desire for staff to investigate further prior to the March meeting. If so directed, staff will initiate the appropriate budget, service or policy review process as part of the preliminary draft budget to be presented at the March 19th meeting. While a special Board workshop has been held from time to time to focus on the details of the draft budget prior to final consideration in May, the 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.

AGENDA ITEM IV – B
STAFF REPORT

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

Attached for Board review and approval is a proposed amendment to Feather River Air Quality Management District (FRAQMD) Grant Agreement #VF15-02 to add \$1,902 to the budget for the 2016 Discount Monthly Pass Program. The attached grant amendment is using carry-over funds from the 2015 Discount Monthly Pass Program to increase the award amount for the 2016 program to the requested \$143,100 level.

The original grant award for this program had been reduced by \$1,902 during the grant review and approval process to match the amount of funding then available. At that time, it was recommended that carryover funds from the 2015 be used to make up the difference and the FRAQMD Board of Directors approved the attached amendment at their February 1, 2016 for that purpose.

Staff is now requesting Board authorization to execute this amendment as submitted. This is a standard FRAQMD grant agreement amendment and it will have been reviewed by legal counsel prior to the meeting. Staff and counsel will be prepared at the meeting to discuss this agreement in detail.

RECOMMENDATION: Authorize the execution of Amendment #1 to Agreement #VF15-02 to add \$1,902 to the 2016 Discount Monthly Pass Program.

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT
AMENDMENT TO AGREEMENT FOR USE OF MOTOR VEHICLE REGISTRATION
SURCHARGE FEES**

AGREEMENT NUMBER VF15-02

THE FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT AGREEMENT FOR USE OF MOTOR VEHICLE REGISTRATION SURCHARGE FEES - NUMBER VF15-02 (hereinafter "Agreement"), a copy of which is attached hereto as Exhibit 1 and incorporated herein by this reference, by and between the FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT, a body corporate and politic and a public agency of the State of California, and the Yuba-Sutter Transit Authority is hereby amended as follows:

For valuable consideration, including their mutual promises, receipt of which is hereby acknowledged, the parties agree as follows:

Section 1 of the agreement is deleted in its entirety and replaced with the following effective the date last signed below:

FRAQMD shall pay to Participant a total amount not to exceed \$143,100, within thirty days of receiving Participant's written invoice for the work described in section 2. Payment shall be made exclusively from revenues as specified in section B above, and in conditioned upon such revenues being available. Participant may submit partial invoices as work is completed throughout the term of the Agreement.

All other terms and conditions of the Agreement shall remain in full force and effect.

In the event of any conflict or inconsistency between the provisions of this Amendment and the Agreement, it shall be resolved such that the provisions of this Amendment shall control in all respects.

Keith Martin, Transit Manager
YSTA

Christopher D. Brown, AICP, APCO
FRAQMD

Date

Date

FRAQMD Legal Counsel

AGENDA ITEM IV - C
STAFF REPORT

**AWARD FOR BOGUE ROAD PARK & RIDE VIDEO SURVEILLANCE
POLE INSTALLATION PROJECT**

Background

Yuba-Sutter Transit received grant funds from the FY 2011-12 cycle of the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006 (Proposition 1B) under the Transit System Safety, Security and Disaster Response Account. These funds, which are administered by the California Office of Emergency Services (CalOES), are for the purchase and installation of video surveillance systems at three park and ride lots in Yuba and Sutter Counties. The proposed sites were the McGowan Parkway and Highway 70 Park & Ride in Olivehurst, the Feather River Boulevard and Highway 70 Park & Ride in Plumas Lake and the Caltrans owned Bogue Road and Highway 99 Park & Ride south of Yuba City.

Yuba-Sutter Transit contracted with Precision West Technologies, Inc. in December of 2013 to complete the installation of camera systems at all three sites. Installation was completed at both Yuba County sites by June 2014 and those systems are in operation.

Discussion

The original concept proposed for the Bogue Road lot was to install the camera systems on existing light poles and use a combination of solar power and the existing power supply, similar to the configuration used at the Yuba County sites. This plan was rejected by Caltrans permit section staff during their initial review. A new plan was agreed upon to house the surveillance hardware on a new set of poles, installed and configured to Caltrans specifications, and to use solar power exclusively. This stand-alone, solar powered solution eliminates the need to touch or modify existing Caltrans equipment and eliminates the need for major trenching work to run new electrical connections from the meter.

Formal plans were then drawn up and submitted to Caltrans for approval. After a lengthy process that required execution of a new Maintenance Agreement, staff obtained an Encroachment Permit in September 2015 allowing for the project to proceed. Staff recently located an approved source for the specified 30' steel poles and is currently in the process of approving engineering submittals for the purpose of placing an order. The three poles were quoted at \$6,100 including tax and delivery.

When this issue was last discussed by the Board in February 2015, prior to completing the engineering/permitting process, the costs of the poles and construction work needed to install the poles at the Bogue site was estimated at \$18,000. Based on the recently quoted cost for the Caltrans approved equipment and the specified permitting/construction requirements, the estimate has been revised to approximately \$30,000.

Yuba-Sutter Transit released a public Request for Proposals on January 11, 2016 seeking a qualified vendor to complete the construction, after which the surveillance and solar equipment can be installed to complete the project. Under the existing contract with Precision West, the cost for the remaining camera equipment and labor is estimated at \$37,310. With accrued interest to date, the remaining grant funds available for the project are \$47,750.37.

Recommendation

Yuba-Sutter Transit received one bid for the pole installation by the February 5, 2016 deadline. Richall Electric Company of Yuba City, acting as the general contractor, proposes to complete all work related to the pole installation/construction at a total cost of \$24,441 (including an estimated \$492 required for a double permit from Caltrans). Richall Electric Co. was the electrical sub-contractor on the first two Yuba County park and ride camera installations and their proposal demonstrates an understanding of the project conditions, scope and requirements. Staff anticipates that some clarification with regard to insurance requirements and contract terms will need to be made prior to final acceptance but the proposed price is considered reasonable.

Given the time restraints and budget factors outlined below, staff recommends that the Transit Manager be authorized to negotiate an award of a contract to Richall Electric Co. for the installation of three poles on the subject property for an amount not to exceed \$24,441.

Estimated Remaining Project Expenses:

Three (3) 30' Steel Poles, delivered (per Caltrans specifications)	\$ 6,138.25
Proposed Installation/Construction (incl. materials, labor and fees)	24,441.00
Camera/Solar Equipment and Installation	37,310.00
Engineering Review	500.00
	<u>\$68,389.25</u>

Funding Sources:

Remaining Proposition 1B Grant Funds (incl. interest)	\$47,750.37
Local funds (reserves)	20,638.88
	<u>\$68,389.25</u>

Staff will be prepared to discuss this project in detail at the meeting.

RECOMMENDATION: Authorize the Transit Manager to negotiate a contract with Richall Electric Company as proposed.

AGENDA ITEM IV – D
STAFF REPORT

**AUTHORIZING RESOLUTION FOR
FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT DOCUMENTS**

With every federal grant application, Yuba-Sutter Transit must submit a current resolution designating the person or position within the organization authorized to execute and file federal grant and contract related documents. The attached resolution references all relevant federal funding sources. The Transit Manager position is again being designated to represent Yuba-Sutter Transit for this purpose and the proposed resolution follows the currently prescribed language for such an authorization.

Staff will be prepared to discuss this routine resolution in detail at the meeting.

RECOMMENDATION: Adopt Resolution No. 3-16 authorizing the Transit Manager to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5316, 5317 and 5339.

2-18-16

YUBA-SUTTER TRANSIT AUTHORITY

RESOLUTION NO. 3-16

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C. chapter 53, title 23 United States Code, or other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY THE YUBA-SUTTER TRANSIT AUTHORITY BOARD OF DIRECTORS;

- 1. That the Transit Manager is authorized to execute and file an application for Federal assistance on behalf of Yuba-Sutter Transit Authority with the Federal Transit Administration for Federal Assistance authorized by 49 U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration. Yuba-Sutter Transit Authority has received authority from the State of California, Department of Transportation, the Designated Recipient, to apply for Urbanized and Non-Urbanized Area Formula and Non-Formula Program assistance pursuant to Sections 5307, 5309, 5310, 5311, 5316, 5317 and 5339.*
- 2. That the Transit Manager is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.*

3. *That the Transit Manager is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Yuba-Sutter Transit Authority.*

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT THE REGULAR MEETING THEREOF HELD ON FEBRUARY 18, 2016.

*Ricky Samayoa
Chairman of the Board of Directors*

Attest:

*Sandra Anderson
Secretary to the Board of Directors*

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AGENDA ITEM IV – E
STAFF REPORT

**ANNUAL AUTHORIZATION FOR THE TRANSIT MANAGER
TO CERTIFY AS COUNSEL FOR
FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS**

Since January 1, 1999, Federal Transit Administration (FTA) grants have been submitted and managed through an electronic award and management system. Since 1999, the Yuba-Sutter Transit Board of Directors has annually adopted resolutions authorizing the Transit Manager to certify as both the designated official and on behalf of counsel on electronic grant applications.

It is common practice for Transit Managers who certify as designated officials on grant applications to also certify on behalf of counsel on the current status of the agency's certifications and assurances. For small agencies like Yuba-Sutter Transit, legal counsel is typically off-site and it is inconvenient and costly for them to certify the application in person. In addition, the designated official would typically inform the counsel of the agency's compliance status prior to the certification anyway.

Staff will be prepared to discuss this issue in more detail at the meeting.

RECOMMENDATION: Adopt Resolution No. 4-16 authorizing the Transit Manager to certify as counsel for FTA grants.

2-18-16

YUBA-SUTTER TRANSIT AUTHORITY

RESOLUTION NO. 4-16

**TRANSIT MANAGER AUTHORIZATION TO CERTIFY AS COUNSEL
FOR FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS**

WHEREAS, The Federal Transit Administration has developed an electronic award and management system to enhance the ability to process and manage the grants program; and,

WHEREAS, Transit Managers who currently certify as designated officials on grant applications are also permitted to certify on behalf of counsel on the current status of the agency's certifications and assurances to streamline the electronic grant process; and

WHEREAS, The Yuba-Sutter Transit Authority Board of Directors did authorize the Transit Manager on February 18, 2016 to certify as counsel for this purpose:

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby continue to authorize the Transit Manager to certify as counsel for Federal Transit Administration (FTA) grants by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A MEETING HELD ON FEBRUARY 18, 2016.

*Ricky Samayoa
Chairman of the Board of Directors*

ATTEST:

*Sandra Anderson
Secretary to the Board*

AGENDA ITEM IV – F
STAFF REPORT

UPDATED TRANSDEV YUBA-SUTTER DRUG AND ALCOHOL POLICY

The Federal Transit Administration (FTA) requires all transit operators to certify compliance with applicable Federal drug and alcohol regulations. These regulations apply to any transit agency receiving Federal financial assistance and by extension, any contractors or sub-contractors that employ people in safety sensitive positions (i.e. drivers, dispatchers and maintenance personnel). As Yuba-Sutter Transit's operating contractor, Transdev Services, Inc. is required to fully comply with all applicable provisions of these regulations and the cost of compliance is included in the contract price. The Yuba-Sutter Transit Board of Directors last approved an update of the contractor's policy in December 2014.

A copy of the updated January 2016 version of the Transdev Services, Inc. Drug and Alcohol Policy (Policy) is attached for reference. Revisions from the previous version are minor and primarily related to recent regulatory updates and changes in contact information. As required by the Caltrans Division of Rail and Mass Transportation, the attached Policy was reviewed and approved by a 3rd party consultant in January. By adoption of the attached resolution, and implementation of the drug and alcohol program by Transdev, Yuba-Sutter Transit will be in full compliance with the related drug and alcohol testing and training provisions of the Federal regulations.

Transdev and Yuba-Sutter Transit staff will be available at the meeting to respond to any questions from the Board regarding the specific provisions of the drug and alcohol program.

RECOMMENDATION: Adopt Resolution No. 5-16 adopting the Transdev Services, Inc. Drug and Alcohol Policy for the Yuba-Sutter Division effective January 2016.



Yuba Sutter Division

ZERO TOLERANCE DRUG AND ALCOHOL POLICY FOR EMPLOYEES IN SAFETY-SENSITIVE JOB FUNCTIONS

Summary: This is a zero tolerance policy covering this transit system and is applicable to all Transdev Services, Inc., employees who are incumbents in safety-sensitive positions, to all applicants or employees who may apply for or who may transfer to a safety-sensitive position and to contractors who perform safety-sensitive job functions. This program was initially installed by this corporation January 1, 1995.

The Drug and Alcohol Program Manager/Designated Employer Representative for this location is David Phillips General Manager

Date this revision of the Transdev Services, Inc., Drug and Alcohol Policy was installed at this location: January 2016

Revision # 1: January 2007
Revision # 2: June 2007
Revision # 3: September 2008
Revision # 4: May 2010
Revision # 5: March 2012
Revision # 6: September 2014
Revision # 7: April 2015
Revision # 8: January 2016



I. INTRODUCTION

TRANSDEV is dedicated to providing safe, dependable transportation services to our passengers. We are also dedicated to providing a safe, drug and alcohol-free workplace for our employees.

Drug and alcohol testing is mandated by the Federal Transit Administration (FTA) and the U.S. Department of Transportation (DOT) in 49 CFR Part 40, and Part 655, as amended. In addition, drugs are prohibited in the workplace by the “Drug-Free Workplace Act of 1988.” The regulations implementing this Act are located in 49 CFR Part 29. TRANSDEV is required to comply with these regulations. The following policy and procedures will apply to you based upon the job functions you perform for TRANSDEV.

This program became effective on January 1, 1995.

II. POLICY ADOPTION

The TRANSDEV Board of Directors has adopted this policy.

Note: Additional requirements and/or disciplinary actions established under Transdev’s own authority are entered in *ITALICS*.

III. EMPLOYEE CATEGORIES SUBJECT TO TESTING

Employees subject to the provisions of the anti-drug and alcohol misuse prevention program are all safety-sensitive classifications. Safety sensitive function means any of the following duties, when performed by employees of TRANSDEV or its contractors or sub-contractors:

1. Operating a revenue service vehicle, including when not in service;
2. Operating a non-revenue service vehicle, when required to be operated by a CDL holder;
3. Controlling dispatch or movement of a revenue service vehicle;
4. Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service;
5. Carrying a firearm for security purposes.

A list of the job titles specifically considered to be safety sensitive is contained in Appendix A.



Supervisors are subject to the provisions **only** if they perform, or may be called upon to perform a safety-sensitive function.

Participation in the drug and alcohol testing program and submission to drug and alcohol testing administered in accordance with part 655 is a requirement of each safety sensitive employee, and therefore, is a condition of employment.

IV. PROHIBITED BEHAVIOR

The DOT prohibited drugs – marijuana, cocaine, opiates, amphetamines / methamphetamines, PCP and MDMA (Ecstasy) are always illegal and employees are prohibited from consuming any of them at any time. *In addition, under the Drug-Free Workplace Act, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited at any time. Use of prescription drugs which may impair job performance or mental or motor function by an employee or any other person to whom this Policy applies while on company premises or in the course of conducting company business, including while subject to being on-call in a paid status, at lunch or on breaks, is strictly prohibited.* Employees covered by this policy can be tested for prohibited drugs anytime while on duty.

Safety sensitive employees may not use alcohol from any source while on duty, within four (4) hours prior to performing safety-sensitive duty, while subject to being on-call in a paid status, or within eight (8) hours following an accident requiring an alcohol test, unless the test was completed within eight hours. *The possession or use of alcohol on company premises or while in the course of conducting company business is strictly prohibited.*

Transdev Services, Inc. strongly encourages employees to abstain from alcohol consumption for at least 8 hours prior to performing safety sensitive duties.

Alcohol tests may only be conducted just before, during, or just after an employee's performance of a safety-sensitive function. Covered employees are prohibited from performing or continuing to perform a safety-sensitive function while having an alcohol concentration of 0.04 or greater.

V. NOTICE OF CONVICTIONS

It is the policy of TRANSDEV that employees notify the company within 5 days of any criminal drug statute conviction for a felony or misdemeanor violation occurring in the workplace. Within 30 days, TRANSDEV will make a determination of action based upon the incident. Employees convicted of drug offenses will be subject to discipline up to and including termination.



VI. EMPLOYEE SELF-REFERRAL INTO A SUBSTANCE ABUSE TREATMENT PROGRAM

It is Transdev's policy that a safety sensitive employee may refer himself or herself, prior to being notified of or otherwise subject to an upcoming substance abuse test, into a substance abuse program, by reporting his or her substance abuse problem to the Employee Assistance Program (EAP), Substance Abuse Counselor, their immediate supervisor, or department manager. The Substance Abuse Program Administrator will make a referral to a substance abuse counselor and place the employee on unpaid Administrative Suspension. Once notice has been received from the substance abuse counselor that the employee is ready to return to duty and has been compliant with the prescribed treatment plan, the employee will be required to take a Non-DOT Return to Duty test and be subject to Non-DOT Follow-Up testing as directed by the substance abuse counselor.

In the instance of a self-referral, the employee will be subject to non-USDOT return-to-duty and follow-up testing modeled using the process described in 49 CFR Part 40. However, all non-USDOT return-to-duty and non-USDOT follow-up tests and all paperwork associated does not constitute a violation of the Federal regulations and will be conducted under the sole authority of Transdev on non-USDOT testing forms.

VII. CIRCUMSTANCES FOR TESTING

Any such testing, if done in addition to an FTA required test will be secondary and require totally separate void or breath sample from the FTA test. Policy mandates that employees selected for drug and /or alcohol testing be provided a notification form which documents the referral to testing. The form should specify the type of test required, the date and time the employee was notified, time the employee arrived at the collection site and authority mandating the test. The completed form should be returned to Transdev upon completion of the test, and filed for reference. (Formatted notification forms can be found in the Transdev Services, Inc., Safety Policies and Procedures Manual.

DOT tests must be completely separate from Non-DOT tests in all respects.

A. Pre-Employment

Following a conditional offer of employment, applicants for all safety-sensitive positions will undergo urine drug testing as a condition of employment. Applicants will be notified of the testing requirement during the application process.



A verified negative drug test result is required prior to performing any safety-sensitive functions and is a condition of employment. If the test is cancelled, the applicant must re-take the test and receive a verified negative test result prior to performing any safety-sensitive function. In the event that a pre-employment test is determined by the MRO to be a verified “negative dilute” result, the applicant is required by Transdev to re-test, and receive (the equivalent of) a verified negative test result before performing any safety sensitive function. Depending on the level of creatinine reported by the lab, the MRO may order a re-test to be conducted under direct observation. The results of the second test will be considered the test result of record. Contact your TPA or the corporate Drug and Alcohol Program Manager if there are questions.

Applicants will be asked whether he/she has ever been refused employment because of a positive DOT pre-employment drug or alcohol test. Applicants will be required to provide the name and complete contact information for all DOT covered employers for the previous two years. Applicants are required to provide a consent statement permitting the previous DOT covered employers to release drug and alcohol test results to TRANSDEV. Applicants who have previously failed a drug or alcohol test will not be considered for employment until he/she provides proof of having successfully completed a referral, evaluation and treatment plan as described in 49 CFR Part 655.62, subpart G.

Current employees transferring into safety-sensitive positions will not be allowed to perform safety sensitive duties until the employee undergoes a pre-employment drug test with a verified negative result. Additionally, any current employee returning to a safety sensitive position after not performing said safety-sensitive functions for a period of 90 days or more, regardless of the reason, and who has been out of the random pool during this time, must undergo a pre-employment drug test with a verified negative result before performing safety sensitive duties.

B. Reasonable Suspicion

A safety-sensitive employee shall be required to submit to a FTA reasonable suspicion drug and/or alcohol test when a supervisor or company official suspects the employee has used a prohibited drug or misused alcohol. The testing referral will be made by a trained supervisor or company official based upon specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or body odor of the employee. A reasonable suspicion test for drugs can be conducted anytime a covered employee is on duty. A reasonable suspicion alcohol test is authorized only if observations are made during, just preceding, or just after the performance of safety-sensitive functions.



It is Transdev's policy that in any Reasonable Suspicion circumstance, the supervisor will transport the employee to an appropriate collection site facility and await the completion of the collection procedure. The Supervisor will then transport the employee back to TRANSDEV premises, where a spouse, family member, or other individual will be contacted to transport the employee to his/her home. In the event no such individual is available, TRANSDEV will transport the employee to his/her home. If the employee refuses to agree to be transported and attempts to operate his/her own vehicle, TRANSDEV will make appropriate efforts to discourage the employee from doing so, up to and including contacting local law enforcement officials. Any employee, failing to cooperate with the procedures described above, will be subject to disciplinary action up to and including termination of employment.

It is the policy of TRANSDEV that any employee required to submit to a reasonable suspicion test may not perform safety sensitive duties pending the outcome of the drug and/or alcohol test. The employee will be placed on an Administrative Suspension pending the results of the drug tests. Employees placed on an Administrative Suspension must be in a position to be easily contacted by TRANSDEV once the results of the Substance Abuse Test are reported. Employees who cannot be easily contacted within a reasonable time period will be considered to have abandoned their job and are subject to termination.

If the employee tests negative, he or she may return to work in their position and will be reimbursed for any regularly assigned work lost.

C. Post-Accident (FTA)

All safety-sensitive employees will be required to undergo FTA post-accident drug and alcohol tests if they are involved in an accident with a Public Transportation vehicle (regardless of whether or not the vehicle is in revenue service) that results in a fatality. This includes all surviving safety-sensitive employees that operated the vehicle and any other whose performance could have contributed to the accident.

In addition, if the public transportation vehicle is a bus, electric bus, van or automobile (in the capacity of a Commercial Motor Vehicle) the driver (whether employee or contractor) will be required to undergo FTA post-accident drug and alcohol tests if an accident results in injuries requiring immediate transportation to a medical treatment facility, or one or more of the vehicles involved incur disabling damage and had to be towed away. In a non-fatality situation, testing may be waived if the operator can be completely discounted as a contributing factor to the accident, based upon the information available at the time of the decision. All other covered employees whose performance could have



contributed to the accident will also be required to undergo FTA post-accident drug and alcohol tests.

Post-accident alcohol tests will be conducted as soon as possible following the accident. If the post-accident alcohol test is not completed within two hours of the accident, the company will file a report as to the reason why. If the post-accident alcohol test is not completed within eight hours of the accident, the company will cease attempts to obtain a specimen and update the two-hour report as to why. Post-accident drug tests will be conducted as soon as possible, but no longer than 32 hours following the accident. If the company is unable to conduct the drug test within 32 hours, it will document the reason for the inability to test.

If TRANSDEV is unable to perform post-accident tests within the required period of compliance, TRANSDEV will use the test results administered by Federal, State or local law enforcement personnel under its own authority, provided the results are obtained by TRANSDEV in conformance with the law.

Any covered employee subject to post-accident testing who fails to remain readily available for such testing, including notifying the company of his or her location if he or she leaves the scene of the accident prior to submission to such test, will be deemed by the company to have refused to submit to the post-accident testing.

Accident testing is stayed while the employee assists in resolution of the accident or receives medical attention following the accident.

Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any safety sensitive employee who leaves the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test.

It is Transdev's policy that an employee may be placed on an Administrative Suspension at the discretion of the Company pending the results of post-accident drug tests. Employees placed on an Administrative Suspension must be in a position to be easily contacted by TRANSDEV once the results of the Substance Abuse Test are reported. Employees who cannot be easily contacted within a reasonable time period will be considered to have abandoned their job and are subject to termination.

D. Random

Employees in safety sensitive positions will be subjected to random, unannounced testing for drugs and alcohol. TRANSDEV will select employees for random drug and alcohol tests that will meet the minimum requirements set by



the FTA (currently 25% for drugs and 10% for alcohol, annually). The selection of safety-sensitive employees for random drug and alcohol testing will be made using a scientifically valid method that ensures each covered employee has an equal chance of selection each time selections are made. Management does not have any discretion as to who will be selected. The random tests will be unannounced and spread throughout the year, the random period, all days of the week, and all hours when safety sensitive functions are performed. Random drug tests may occur at any time the employee is on duty. Random alcohol tests may only occur just before, during, or just after the employee performs safety-sensitive work. Employees are required to proceed immediately to the collection site upon notification of their random selection.

E. Return to Duty and Follow-Up Testing

In general, TRANSDEV has a “zero tolerance” policy. However, in the event that an employee who has previously violated the policy is allowed to return to work for any reason, he or she will be required to complete the return-to-duty process. This includes evaluation by a SAP, successful completion of the rehabilitation, treatment or education program outlined by the SAP, and obtaining a verified negative return-to-duty drug test and/or alcohol test under 0.02.

In addition, upon return to work, the employee will be subject to follow-up testing for drugs and/or alcohol for a minimum period of 12 months to a maximum of five years. The minimum number of tests during the first 12 months is six. Although they are both unannounced, follow-up testing is apart and separate from random testing. The duration and frequency of testing will be designated by the SAP, but the actual follow-up testing dates will be decided by the employee’s manager or supervisor. Effective August 25, 2008: Follow-up and Return-to-Duty drug tests must be conducted using direct observation procedures. (Authority: Final Ruling United States Court of Appeals *FOR THE DISTRICT OF COLUMBIA CIRCUIT* Argued March 26, 2009 Decided May 15, 2009, No. 08-1264)

Under TRANSDEV authority, the requirements for return-to-duty and follow-up testing will apply to any employee who completes a self-referred substance abuse program. (Return to Duty and Follow Up testing conducted under Transdev Services, Inc., authority will be conducted using a non-DOT chain of custody form Contact your Corporate Drug and Alcohol Program Manager if there are questions.)



F. Post Industrial Accident/Employee Injury (TRANSDEV Policy)

In addition to the FTA post-accident testing requirements, local operating policy may require post-accident drug and alcohol tests under the following circumstances:

Work-Related Injury/Illness

-This location does not conduct post-industrial accident / injury testing

VIII. BEHAVIOR THAT CONSTITUTES A TEST REFUSAL

Behavior that constitutes a test refusal includes the following:

Failure to appear in a timely fashion for a drug or alcohol test (except for pre-employment); failure to remain until the drug or alcohol testing process is complete(except in pre-employment situations where leaving before the test begins is not considered a test refusal); failure to provide a breath specimen for an alcohol test; failure to provide a urine specimen for a drug test; failure to provide a sufficient specimen with no medical explanation in a drug or alcohol test; failure to undergo a medical evaluation as required by the Medical Review Officer or supervisor; failure to cooperate with any part of the testing process; failure to permit monitoring or observation in the case of a directly observed or monitored drug test collection; failure to take a second drug test as directed by the collector or supervisor; refusal to sign the certification at Step 2 of the Alcohol Testing Form; or leaving the scene of an accident without a valid reason before a drug and alcohol test has been conducted. In addition, the verification by the Medical Review Officer that an employee's or contractor's drug test is adulterated or substituted is also considered refusal to test.

Effective August 25, 2008, the following refusals to test are noted in the DOT Urine Specimen Collection Guidelines as additional behavior which constitutes a refusal to test:

- An employee admits to the collector or MRO that he or she adulterated or substituted their specimen.
- The employee fails to follow the observer's instructions to raise and lower their clothing and to turn around to permit the observer to determine if the employee has a prosthetic or other device that could be used to interfere with the collection process.
- The employee possesses or wears a prosthetic or other device that could be used to interfere with the collection process.



A refusal to test constitutes a violation of this policy and carries the same consequences as a positive test result. Any employee who refuses to submit to any drug or alcohol test will be removed from safety sensitive work, provided educational materials, and referred to a substance abuse professional. *It is Transdev's policy that refusal to submit to any drug or alcohol test will also result in termination of employment.*

IX. TESTING PROCEDURES

All drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended, which ensures the protection of the employee and the integrity of the testing process. A copy of this document is available for your review from either the corporate or the local Drug and Alcohol Program Administrator upon request. Following is a brief description of the drug and alcohol testing methodology.

A. Drug Testing Methodology

Testing for drugs will be conducted by urinalysis.

1. Initial Test: Initial testing will be performed on the primary sample using the EMIT Immunoassay technique. If the results are negative, no further testing will be required and a report will be provided to the Medical Review Officer (MRO). The MRO is responsible for evaluating, interpreting, and verifying laboratory test results and communicating them to TRANSDEV.
2. Confirmation Test: Whenever a positive result is obtained on the initial test, confirmation testing will be automatically performed using the state-of-the-art Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS). Results of confirmation testing will be sent to the Medical Review Officer (MRO).

Specimen Dilutes: A dilute specimen is a specimen with creatinine and specific gravity values that are lower than expected for human urine. If the test is reported as a **dilute positive**, the test should be treated as a verified positive test result. If the test is reported as a **negative dilute**, Transdev Services, Inc. will direct the employee to take another test. The retest must not be conducted under direct observation, unless otherwise instructed by the MRO. Since federal regulations give discretion in this manner, Transdev Services, Inc., has established the policy that retests will be required for negative dilutes. The second test will be considered the test of record. All employees must be treated the same for this purpose and must be informed in advance of the policy. Questions should be directed to the MRO, Drug and Alcohol TPA or the Corporate Drug and Alcohol Program Manager.



Validity Testing: The laboratory will conduct validity testing to determine if the specimen has been adulterated, tampered with, or diluted. If the MRO reports a “negative-dilute” test result with creatinine levels greater than or equal to 2mg/dL but equal to or less than 5 mg/dL, the employee will be required to take a second test immediately under direct observation with no advance notice. If the MRO reports a “negative-dilute” test result with creatinine levels greater than 5 mg/dL, the employee will be required to take a second test immediately (not observed) with no advance notice.

Drug Testing Split Specimen: The urine specimen collected for FTA testing will be split and poured into two specimen bottles. This provides the employee or applicant with the option of having an analysis of the split sample performed at a second laboratory that meets the requirements of 49 CFR Part 40. The employee or applicant has 72 hours after being informed by the MRO of a verified positive, adulterated, or substituted test result to request a test of the split sample. In the case of invalid test results, no split specimen testing is authorized by DOT. All requests for split specimen analysis will be processed by the MRO.

It is Transdev’s policy that employees awaiting the result of a split specimen test following a verified positive, adulterated, or substituted test result may not perform safety sensitive duties pending the outcome of the split specimen test. The employee will be placed on an Administrative Suspension pending the result of the split specimen test. Employees placed on an Administrative Suspension must be in a position to be easily contacted by TRANSDEV once the result of the split specimen test is reported. Employees who cannot be easily contacted within a reasonable time period will be considered to have abandoned their job and are subject to termination. Transdev will seek payment or reimbursement for the cost of the split specimen from the employee, should the employee request testing of the split sample.

B. Alcohol Testing Methodology

Testing for alcohol will be conducted by breath analysis. Alcohol tests will be performed by a breath alcohol technician (BAT) who is trained to proficiency in the operation of the Evidential Breath Testing device being used and in the alcohol testing procedures specified in the Federal regulations.

1. Initial Test: If the result of the initial test is an alcohol concentration of less than 0.02, no further testing is required and the test will be reported to TRANSDEV as a negative test.
2. Confirmation Test: If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. The confirmation test will be conducted at least 15 minutes, but not more than



30 minutes, after the completion of the initial test. This delay prevents any accumulation of alcohol in the mouth from leading to an artificially high reading. The employee is strongly advised not to eat, drink, belch, or put any object or substance into his or her mouth while awaiting the confirmation test.

3. If the initial test and the confirmation test results are not identical, the confirmation test is deemed to be the final result.
4. The alcohol breath sample is to be taken BEFORE the drug specimen is collected, in such cases that warrant both a drug collection and a breath alcohol sample.

C. ATTRIBUTING TEST RESULTS TO THE CORRECT COVERED EMPLOYEE (DRUG AND ALCOHOL COLLECTIONS AND TESTING)

Procedures that ensure that the test results are attributed to the correct covered employee include utilizing a chain of custody to ensure that each specimen is monitored throughout the collection process during both drug and alcohol collection and testing procedures.

X. CONSEQUENCES OF DRUG USE AND THE MISUSE OF ALCOHOL

Any covered employee who has a verified positive drug test, an alcohol test result of 0.04 or above, or has refused to submit to a drug or alcohol test (including substitution or adulteration) will be immediately removed from his or her safety sensitive position, provided educational materials, and referred to a Substance Abuse Professional (SAP). *It is Transdev's policy that positive drug or alcohol tests or refusal to test will also result in termination of employment.*

Any safety sensitive employee found to have an alcohol concentration of 0.02 or greater but less than 0.04 will not perform, nor be permitted to perform, a safety-sensitive function for at least 8 hours following administration of the breath alcohol test, or if the employee was re-tested, the result was less than 0.02. Is Transdev's policy that testing positive for alcohol on a return-to-duty breath alcohol test will result in termination of employment.

A. LIFE CONSEQUENCES OF ALCOHOL MISUSE

The chronic consumption of alcohol (average of three servings per day of beer, whiskey, or wine) over time may result in the following life consequences:

Health: *decreased sexual functioning, dependency on alcohol, fatal liver disease, increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and*



malignant melanoma, kidney disease, pancreatic dysfunctions, spontaneous abortion and neonatal mortality, ulcers, and birth defects.

Work: *the effects of alcohol misuse on an individual's work include impairment in coordination and judgment, and increased likelihood of having an accident than that of a sober person.*

Personal Life: *the effects of alcohol misuse on an individual's personal life include increased exposure to committing homicides, vehicle accidents, family problems including separation and divorce, increased likelihood of committing suicide, and greater exposure to other forms of accidents.*

Signs and Symptoms: *dulled mental processes, lack of coordination, odor of alcohol on breath, possible constricted pupils, sleepy or drowsy condition, slowed reaction rate, and slurred speech.*

When an alcohol problem is suspected, the available methods of intervention include the availability of a crisis response/employee assistance service offered by Substance Abuse Professionals that address family problems as well as substance abuse.

B. EMPLOYEE EDUCATION, TRAINING AND ASSISTANCE PROGRAM

SUPERVISOR TRAINING

Any supervisory personnel responsible for determining whether an employee must be tested for substance abuse based on Reasonable Cause/Suspicion will be required to complete at least one (1) session (2 hours) of training on the specific contemporaneous physical, behavioral, and performance indicators of probable drug/alcohol use. One 60-minute session will be devoted to indicators of probable alcohol use and one 60-minute session will be devoted to indicators of probable drug use.

Positions to receive training under this plan are: All Managers, Supervisors, First Line Dispatchers and Foremen. Training will be provided by qualified personnel or processes designated by Transdev Services, Inc.

EMPLOYEE EDUCATION

Transdev will provide an education program for its employees, which will include the following:

- Display and distribution of informational material on substance abuse;
- Display and distribution of a community service hot-line telephone number for employee assistance; and



- Display and distribution of Transdev's Substance Abuse Plan regarding the use of prohibited drugs and/or alcohol.
- Covered employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.
- Periodic updates and refresher training concerning substance abuse, life consequences and policy adherence.

XI. PRESCRIPTION AND OVER THE COUNTER MEDICATIONS

It is Transdev's policy that all safety sensitive employees must notify the Company in writing when they are taking prescription or non-prescription medication that may interfere with their ability to perform work safely. Failure to do so will result in disciplinary action up to and including termination of employment.

There is only one approved method of notification. Employees must use the Prescription / Non-Prescription notification form to inform the company of any medications used; as defined by Prescription and Over-The-Counter sections below.

Employees are required to obtain a Prescription / Non-Prescription Medication Notification Form, signed by a licensed Physician, licensed Physician Assistant, licensed Pharmacist, or licensed Registered Nurse, for each prescription medication taken by the employee. This form must indicate if the medication(s) will impair the employee's ability to safely perform safety sensitive function and/or operate a motor vehicle. The employee will provide the form to the physician or prescribing individual. The employee is required to advise the physician or prescribing individual of the safety-sensitive nature of his or her job. The employee is also encouraged to ask for alternative treatments that do not have performance altering side effects.

Transdev's Drug and Alcohol policy in no way implies that taking approved prescription or non-prescription medication will completely eliminate side effects even if determined to be safe by his/her treating physician. It is the employee's responsibility to fully discuss any and medications with his/her treating physician to reduce possible medication side effect(s).

Employees must submit the Prescription / Non-Prescription Medication Notification Form to the Substance Abuse Program Administrator prior to the beginning of his or her shift, if the Substance Abuse Program Administrator is not available, forms must be turned in to the appropriate Department Manager, Supervisor, or Foreman on duty.



Over-the-Counter Medications should be taken with extreme caution.

- Read all the warning labels before selecting a medication for use while performing safety sensitive functions.
- If the label has warnings such as “do not take this medication while operating a motor vehicle, may cause drowsiness, etc.” select another medication.
- If unsure which medication is safe to take while performing your job, ask your pharmacist. If still unsure, contact your physician for a suitable alternative.
 - If no suitable alternative is available, have your Physician complete a Prescription / Non-Prescription Medication Notification Form and submit the form to the Substance Abuse Program Manager, supervisor or manager. This form must indicate if the medication(s) will impair the employee’s ability to safely perform safety sensitive function and/or operate a motor vehicle.
- Ultimately, you are responsible for ensuring your safety and the safety of your co-workers and customers. Taking medication while performing your duties can impair your ability to meet this obligation.

Falsification of the Prescription / Non-Prescription Medication Notification Form in any way is cause for immediate termination.

During normal business hours a determination can usually be made immediately as to whether an employee will be allowed to work. If an immediate determination cannot be made, a Medical Review Officer (MRO) will be notified and will make a determination as to an employee's ability to safely work.

Employees will not be allowed to clock in until the Substance Abuse Program Administrator or the MRO has made a determination. All normal rules and regulations applying to Miss Outs, No Call No Shows, and Unauthorized Absences shall apply. Employees shall be allowed to use available PTO, EPTO, and vacation until they are cleared to return to work. All normal rules and regulations regarding the scheduling of PTO, EPTO, and vacation may apply.

XII. RECORD KEEPING

DRUGS & ALCOHOL

Records will be maintained as detailed in 49 CFR part 40 and Part 655, as revised.

A. RECORDS MAINTAINED FOR ONE (1) YEAR:

1. Records of Verified Negative and canceled Drug Test Results:
2. Alcohol test results with a concentration of less than 0.02



3. *Transdev's copy of custody and control form.*

B. RECORDS MAINTAINED FOR TWO (2) YEARS:

1. *Records Related to the Collection Process:*
2. *Education and Training Records:*

C. RECORDS MAINTAINED FOR THREE (3) YEARS

Information from previous employers concerning drug and alcohol test results

D. RECORDS MAINTAINED FOR FIVE (5) YEARS:

1. *Records of covered employee alcohol test results indicating an alcohol concentration of 0.02 or greater*
2. *Records of covered employee positive controlled substances test results*
3. *Documentation of refusals to take required alcohol and/or controlled substances tests*
4. *Records related to the administration of the alcohol and controlled substances testing programs*
5. *Covered Employee Referrals to Substance Abuse Professional for Return To Duty and Follow Up:*
6. *Annual MIS Reports.*

E. REQUIREMENTS FOR RECORDS AND SPECIMEN STORAGE BY LAB, MRO, AND TRANSDEV TRANSPORTATION.

Records are maintained for program administration and test results of individuals for whom Transdev Services has testing responsibility. Upon completion of the collection process, the specimen is to be placed in secure storage until dispatched to the laboratory. The MRO is to maintain all necessary records and send test result reports to Transdev Substance Abuse Program Administrator (DER), who maintains records in a secure location with controlled access. All negative test results will be maintained for a period of no less than one year. All positive test results will be maintained for a period of no less than five years.



XII. IDENTITY OF CONTACT PERSONS

A. Corporate Drug and Alcohol Program Manager

Louis P. Young Jr
Corporate Drug and Alcohol Program Manager
720 E. Butterfield Rd, Suite 300
Lombard, IL 60148
Telephone: (702) 208-8315
Fax: (630) 495-1377
Email: Louis.Young@transdev.com

B. Primary Drug and Alcohol Program Manager (DER) (Yuba -Sutter)

Name: David Phillips
Title: General Manager
Address: 2100 B Street
Marysville, CA 95901
530-634-6885
530-415-4585

C. Alternate Drug and Alcohol Program Manager (Yuba - Sutter)

Name: Arthur Leonard
Title: Operations Manager
Address: 2100 B Street
Marysville, Ca 95901
530-634-6885

D. Substance Abuse Program Medical Review Officer

Company Name: EDPM
MRO: Dr. Howard Strickler
Address: 505 20th Street North, Suite 200
Birmingham, AL 35255
Phone: 205-326-3100
FAX: 205-380-2502

Company Name: EDPM
MRO: Dr. Phillip Lopez
Address: 505 20th Street North, Suite 200
Birmingham, AL 35255
Phone: 205-326-3100
FAX: 205-380-2502



Company Name: EDPM
MRO: Dr. Paul Teynor
Address: 505 20th Street North, Suite 200
Birmingham, AL 35255
Phone: 205-326-3100
FAX: 205-380-2502

E. Corporate Drug and Alcohol Third Party Administrator

Name: SterlingBackcheck
Address: 6111 Oak Tree Blvd
Independence, OH 44131

Telephone: 216-685-7422 direct | 800-853-3228 toll free | 216-685-7470 fax

SterlingBackcheck Customer Service Directory:

Stacy Kail – Customer Service Representative
1-800-853-3228
Option 1 Extension 57412
stkail@sterlinginfosystems.com

Donna Piros – Random Administrator
1-800-853-3228 Option 1 Extension 57426
DID: 1-216-685-7426
dpiros@sterlinginfosystems.com

Liz Lastafka – Drug Screening Manager
1-800-853-3228 Option 1 Extension 57422
DID: 1-216-685-7422
llastafka@sterlinginfosystems.com

F. Testing Laboratory

Name: LabCorp
Address: 1904 Alexander Drive
RTP, North Carolina, 27709
Telephone: (800) 833-3984



G. Substance Abuse Professional

Duncan McPherson
Sacramento Ca Telephone 1-800-607-1010

H. Employee Assistance Program

Quantum Employee Assistance Program
14 Park Lake Road, Suite 2
Sparta, New Jersey 07871
Customer Service (Employee Assistance): 1-877-747-1200



Appendix A – Safety Sensitive Employees

The following positions are considered to be safety sensitive:

- Vehicle Operators
- Armed Security (Transdev Employees)
- Dispatchers
- Mechanics and other Maintenance Personnel

Appendix B - Definitions

Adulterated Specimen – A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol Use – The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol.

Breath Alcohol Technician – A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

Cancelled Test – A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which 49 CFR Part 40 otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.

Collector – A person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes the Custody and Control form.

Dilute Specimen – A specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling Damage – Damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

- 1) Inclusion: Damage to a motor vehicle, where the vehicle could have been driven, but would have been further damaged if so driven.
- 2) Exclusions:
 - a. Damage that can be remedied temporarily at the scene of the accident without special parts or tools.
 - b. Tire disablement without other damage even if no spare tire is available.
 - c. Headlamp or tail light damage.



- d. Damage to turn signals, horn, or windshield wipers, which make the vehicle inoperable.

DOT – The U.S. Department of Transportation.

Evidential Breath Testing (EBT) Device – A device approved by NHTSA for the evidential testing of breath at the .02 and .04 alcohol concentrations, placed on NHTSA’s Conforming Products List (CPL) for “Evidential Breath Measurement Devices” and identified on the CPL as conforming with the model specifications available from NHTSA’s Traffic Safety Program.

FTA – The Federal Transit Administration, an agency of the U.S. Department of Transportation.

HHS – The Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.

Medical Review Officer (MRO) – A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results.

Public Transportation Vehicle – a vehicle used to transport the public or one used for ancillary services.

Split Specimen – In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted specimen.

Substance Abuse Professional – A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare.

Substituted Specimen – A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

Verified Test – A drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.



Appendix C

TRANSDEV AGREEMENT WITH RESPECT TO SUBSTANCE ABUSE TESTING

I, the undersigned employee of TRANSDEV hereby certify that I have been furnished with a copy of Transdev's Substance Abuse Policy for Safety-Sensitive Employees, including its Employee Assistance Program (EAP) and that I have had training on the same. I understand that should I decide to use the services of the Employee Assistance Program (EAP) for a substance abuse problem, that the EAP is required to notify Transdev's Substance Abuse Program Administrator in order to protect my employment. I further certify that I have been provided with informational material, education and training on the dangers and problems of drug and/or alcohol use.

Executed this the _____ day of _____, 20_____

Employee Signature

Print Name



Appendix D

RESOLUTION AUTHORIZING THE ADOPTION OF SUBSTANCE ABUSE POLICY

WHEREAS, the purpose of Transdev's Substance Abuse Policy is to establish guidelines in implementing a drug and alcohol testing program that meets the requirements of the Federal Transit Administration (FTA); and

WHEREAS, the goal of the prohibited substance abuse testing program is to achieve a drug and alcohol-free work force in the interest of the health and safety of the employees and the public; and

WHEREAS, participation in the prohibited substance abuse testing program is a requirement of each safety sensitive employee, and, therefore is a condition of employment.

NOT THEREFORE BE IT RESOLVED by the Chief Operating Officer of TRANSDEV, as follows:

Section 1. That all testing under the FTA requirements are conducted in accordance with 49 CFR Part 40, as revised: Procedures for Transportation Workplace Drug and Alcohol Testing Programs and in accordance with 49 CFR Part 655: Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations; and

Section 2. That the amended policy of Substance Abuse becomes effective on January 1, 2007 or the date of Adoption.

Adopted: January 20, 2016



Michael Murray
President and Chief Operating Officer



YUBA-SUTTER TRANSIT AUTHORITY

RESOLUTION NO. 5-16

***ADOPTING THE TRANSDEV SERVICES, INC.
DRUG AND ALCOHOL POLICY FOR THE YUBA-SUTTER DIVISION
EFFECTIVE JANUARY 2016***

WHEREAS, The Federal Transit Administration (FTA) requires compliance with federal testing and training provisions of 49 CFR, Parts 653 and 754; and,

WHEREAS, The State Department of Transportation is responsible for FTA drug and alcohol compliance by all sub-grantees:

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority, through adoption of the Transdev Services, Inc. Drug and Alcohol Policy for the Yuba-Sutter Division effective January 2016, is in full compliance with the related federal testing and training provisions of 49 CFR Parts 653 and 654 and does hereby authorize the Transit Manager to certify same by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT THE MEETING THEREOF HELD ON FEBRUARY 18, 2016.

Chair, Board of Directors

ATTEST:

*Sandra Anderson
Secretary to the Board*

AGENDA ITEM IV - G
STAFF REPORT

**FY 2014-2015 CALIFORNIA TRANSIT SECURITY GRANT PROGRAM
GOVERNING BODY RESOLUTION AND
AUTHORIZED AGENT DESIGNATION**

Background

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006 (Proposition 1B) authorized \$19.9 billion in General Obligation Bonds for specified purposes over a ten year period. Proposition 1B included authorization for the annual California Transit Security Grant Program (CTSGBP) for eligible transit safety and security projects. This fund is administered by the California Office of Emergency Services (CalOES).

At the December 2015 meeting, the Board approved the submission of applications, referred to as Investment Justifications, for two projects totaling \$134,302 in FY 2014-15 cycle CTSGBP funds as follows:

- 1) Facility Security Upgrade/Expansion Project. This project will use a portion of the funds, to upgrade and add to the existing surveillance camera system purchased in 2011, add integrated access control systems at key exterior doors and add exterior lighting in and around the Yuba-Sutter Transit operations and maintenance facility. Consistent with program guidelines, the grant funds will go directly for the purchase, installation and support of physical security enhancements including the necessary hardware, software, warranty coverage and technical support.

- 2) Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) Project – Phase 1. This project will use the remaining portion of the FY 2015 funds to begin purchasing and implementing real-time vehicle location information technology for Yuba-Sutter Transit's fixed route system. Key elements of the system may include integrated GPS devices on each bus to collect real-time location data, wireless network capability to send the data back to operations and software to convey the data and output it in a public user format. In addition to improving efficiency through computer-aided vehicle dispatching, tracking and messaging; a CAD/AVL system would improve safety and security by providing real-time information to passengers and improve emergency response capabilities by expanding communication channels. Consistent with program guidelines, the grant funds will go directly for the purchase and installation of the necessary hardware, software, warranty coverage and technical support. Phase 2 of this project to complete the CAD/AVL implementation on the remaining fixed route bus fleet was included in the FY 2016 program cycle application that was submitted at the same time as the FY 2015 cycle application.

CalOES recently notified Yuba-Sutter Transit that the FY 2015 portion of the above projects meet the program guidelines and are eligible to receive Proposition 1B funding in the total allowable amount of \$134,302. Although the projects meet the pertinent criteria, the award is subject to available bond funding and there are currently no State funds to support these projects. In order to ensure an expedient process once funding is available, CalOES requires project sponsors to adopt and submit the attached Governing Body Resolution and Authorized Agent Signature Authority Form within six weeks of being notified of project eligibility to designate an authorized agent to execute all grant related documents.

Recommendation

Staff is now recommending that the Board of Directors adopt the attached Resolution No. 6-16 and authorize execution of the Authorized Agent Signature Authority Form designating the Transit Manager to act on behalf of the Authority for the purpose of obtaining FY 2014-15 CTSGP funds.

Staff will be prepared to discuss the grant program and planned projects in detail at the meeting.

RECOMMENDATION: Adopt Resolution No. 6-16 and authorize the execution of the CalOES Authorized Agent Signature Authority Form to complete the FY 2014-2015 CTSGP application process.

*YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 6-16*

***DESIGNATION OF AUTHORIZED AGENT FOR THE FY 2014-15
CALIFORNIA TRANSIT SECURITY GRANT PROGRAM (CTSGP) GRANT #6761-0002***

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the Yuba-Sutter Transit Authority is eligible to receive CTSGP funds; and

WHEREAS, the Yuba-Sutter Transit Authority will apply for FY 2014-15 CTSGP, Grant #6761-0002 funds in an amount up to \$134,302 for Automatic Vehicle Location and Facility Security Upgrade projects to provide increased protection for transit patrons, staff and facilities against security threats and to increase its capacity to provide disaster response transportation; and

WHEREAS, the Yuba-Sutter Transit Authority recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires the Yuba-Sutter Transit Authority to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of the Yuba-Sutter Transit Authority to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Yuba-Sutter Transit Authority that Transit Manager, and/or his/her designee, is hereby authorized to execute for and on behalf of the Yuba-Sutter Transit Authority, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP, by the following vote:

Ayes:

Nos:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON FEBRUARY 18, 2016.

Chair, Board of Directors

ATTEST:

*Sandra Anderson
Secretary to the Board*

Authorized Agent Signature Authority

AS THE _____ Chair, Board of Directors _____
(Chief Executive Officer / Director / President / Secretary)

OF THE _____ Yuba-Sutter Transit Authority _____
(Name of State Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named state organization, any actions necessary for the purpose of obtaining state financial assistance provided by the California Governor's Office of Emergency Services.

_____ Transit Manager _____, OR
(Name or Title of Authorized Agent)

_____ his or her designee _____, OR
(Name or Title of Authorized Agent)

(Name or Title of Authorized Agent)

Signed and approved this _____ 18th _____ day of _____ February _____, 2016 _____

(Signature)

AGENDA ITEM IV – H
STAFF REPORT

**2015 DISCOUNT MONTHLY PASS PROGRAM
ANNUAL REPORT**

Attached is the year-end performance summary for the 2015 Discount Monthly Pass Program that is funded through a grant from the Feather River Air Quality Management District (FRAQMD) through December 2015. Prior to 2015, three discount monthly pass programs for youth (ages 5 to 18), seniors (now age 63 and over) and persons with disabilities were operated under three separate FRAQMD grants. A total of \$170,000 was provided by FRAQMD to support the combined programs in 2014 when the regular \$15 discount monthly passes were offered for just \$5 each with the remaining cost being paid with grant funds.

Due to a shortage of available funding, FRAQMD combined the three discount monthly pass programs for the 2015 grant cycle and reduced the total grant amount to \$145,653 which included \$17,450 in carryover funds from the 2014 cycle. To help bridge the resulting \$23,347 gap between the requested and the actual grant amount, the cost of the discount monthly passes was increased from \$5 to \$6 beginning January 2015 with the now \$9 difference being paid with grant funds.

For 2015, a total of 15,260 discount passes were sold and 389,360 discount pass trips were taken or 38 percent of all local fixed route trips taken in 2015. At a subsidy of \$9 per pass, this left an unused balance of \$8,313 in FRAQMD funding with \$1,902 of this amount being carried over to the 2016 program as discussed earlier on this same agenda. Compared to 2014, discount pass sales were off by 3 percent while discount pass ridership was up 1 percent despite a systemwide ridership reduction of 2 percent for this same period.

While the \$1 increase in the cost of a discount monthly pass may have contributed to the flat performance for this program in 2015, several unrelated service and policy changes seem to have had a much more significant impact that continues into 2016. Most significantly, the eligibility age for a discount youth cash fare was increased from 12 to 18 effective September 2015 for consistency with the eligibility age for a discount youth pass in anticipation of Connect Card implementation. This resulted in a tremendous increase in youth cash ridership and some of those passengers were probably former youth pass riders. Changes to Routes 1 and 4 along with the ending of the policy of issuing a transfer for a transfer that were all designed to improve on-time performance have affected overall ridership and likely impacted discount pass ridership as well. As a result, the performance of each discount pass category varied significantly as shown in the following table.

	<u>Discount Pass Sales</u>			<u>Discount Pass Ridership</u>		
	2014	2015	% Change	2014	2015	% Change
Youth Pass	8,379	7,688	-8.2%	169,114	153,182	-9.4%
Senior Pass	2,528	2,494	-1.3%	78,297	79,695	1.8%
Disabled Pass	4,776	5,078	6.3%	138,109	156,586	13.4%
Total	15,683	15,260	-2.7%	385,520	389,463	1.0%

Staff will be prepared at the meeting to discuss this program in detail.

RECOMMENDATION: Information only.

/Discount Pass Annual Report Item IV-H 2-16/

**Combined Monthly Discount Pass Program Data Comparison
2015 Annual Report
Revised February 10, 2016**

January 2015 -- Discount Pass Price Increased from \$5 to \$6

September 2015 -- Discount Youth Cash Fare Extended from Age 12 to Age 18 & Transfer Policy Allowing for a Transfer to be Exchanged for a Transfer Ended

Discount Monthly Pass Sales

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Discount Monthly Passes Sold - 2014	1,272	1,273	1,296	1,295	1,319	1,271	836	1,378	1,455	1,475	1,479	1,334	15,683
Discount Monthly Passes Sold - 2015	1,300	1,354	1,383	1,299	1,235	1,106	867	1,315	1,448	1,385	1,322	1,246	15,260
Percent Change	2%	6%	7%	0%	-6%	-13%	4%	-5%	0%	-6%	-11%	-7%	-3%

Discount Monthly Local Fixed Route Pass Ridership*

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Discount Monthly Pass Boardings - 2014	27,411	29,487	33,703	33,165	34,464	26,782	23,859	32,583	38,903	43,308	32,144	29,711	385,520
Discount Monthly Pass Boardings - 2015	32,339	34,454	39,747	34,200	34,370	25,761	22,567	31,089	38,515	37,531	29,761	29,026	389,360
Percent Change	18%	17%	18%	3%	0%	-4%	-5%	-5%	-1%	-13%	-7%	-2%	1%

Discount Local Fixed Route Cash Fare Ridership*

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Discount Cash Fare Boardings - 2014	8,678	7,198	7,949	8,075	7,693	7,733	7,722	8,242	7,365	7,657	6,522	6,211	91,045
Discount Cash Fare Boardings - 2015	7,191	6,177	7,902	8,191	7,640	8,366	8,137	8,117	8,837	11,120	9,496	10,087	101,261
Percent Change	-17%	-14%	-1%	1%	-1%	8%	5%	-2%	20%	45%	46%	62%	11%

All Discount Local Fixed Route Ridership (Pass & Cash)*

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
All Discount Boardings - 2014	36,089	36,685	41,652	41,240	42,157	34,515	31,581	40,825	46,268	50,965	38,666	35,922	476,565
All Discount Boardings - 2015	39,530	40,631	47,649	42,391	42,010	34,127	30,704	39,206	47,352	48,651	39,257	39,113	490,621
Percent Change	10%	11%	14%	3%	0%	-1%	-3%	-4%	2%	-5%	2%	9%	3%

All Local Fixed Route Ridership

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Total Boardings All Fare Categories - 2014	86,581	82,767	91,377	90,893	91,388	79,789	77,627	92,721	98,285	106,792	82,286	78,426	1,058,932
Total Boardings All Fare Categories - 2015	86,397	86,528	98,359	91,994	88,265	79,032	76,066	87,037	91,632	96,032	76,689	78,273	1,036,304
Percent Change	0%	5%	8%	1%	-3%	-1%	-2%	-6%	-7%	-10%	-7%	0%	-2%

*Includes Rural Route Figures for Youth Pass & Youth Cash Ridership Only

AGENDA ITEM IV – I
STAFF REPORT

FY 2015-16 MID-YEAR PERFORMANCE REPORT

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first half of FY 2016 (July through December 2015) presented in comparison with the performance for the same period in the previous fiscal year. After 12 straight years of annual ridership records through FY 2015, FY 2016 got off to a slow start in the first quarter with a systemwide ridership decrease of 4.9 percent which was followed by a 5.9 percent decrease in the second quarter for a combined 5.4 percent reduction at the mid-year mark compared to the same period last year. This is the worst mid-year systemwide ridership decline since the Sacramento Commuter service was initiated in July 1990. As a result, all of the key systemwide mid-year performance indicators were down as well despite an overall 2.5 percent increase in vehicle service hours.

While systemwide ridership has been down in each of the last nine months in year-to-year comparisons, the highest percentage drops occurred in September, October and November due at least in part to the local fixed route service and policy changes that became effective September 1st. These included the restructuring of Routes 1 and 4 and the elimination of the “transfer-for-a-transfer” policy. Positive ridership impacts did result from the implementation of several Dial-A-Ride service and policy changes that also took effect in September. The July expansion of the Live Oak Route from three to five days a week and changes to the Wheatland Route including a similar expansion to five day a week service in December resulted in a significant jump in both ridership and service hours on both of these limited rural routes.

The greatest individual ridership drop in terms of passenger trips was on the local fixed route service for all of the reasons noted above. Of the major services, the Sacramento Commuter and Midday service saw the biggest percentage drop to extend a steady year-to-year ridership decline that began in January 2015. Dial-A-Ride ridership increased in the second quarter and is now up 2.1 percent year-to-date while rural route ridership continues to vary widely due to the limited nature of these services and the recent expansions of the Live Oak and Wheatland services. Systemwide vehicle service hours increased by 2.5 percent through the first six months of the fiscal year with about half of the increase related to the operation of supplemental local fixed route service to help with chronic on-time performance issues while the remaining increases were due mostly to continued demand for the specialized Dial-A-Ride service and the increases to the Live Oak and Wheatland services.

All systemwide financial performance indicators were also down through the first two quarters though total estimated fare revenue was off less than the percentage reduction in ridership because much of the lost fixed route ridership was among transfer passengers that had not been paying for those trips in the past. The estimated farebox recovery ratio (the percentage of operating costs covered by passenger fares) was down 6.3 percent due to the combination of reduced fare receipts and increased service hours, but it was still a relatively healthy 21.4 percent which is over the systemwide performance standard of 20 percent and the minimum requirement of 14.6 percent.

Based on this slow start, the current string of annual ridership increases is likely to come to an end in FY 2016. In addition, while the Feather River Air Quality Management District did extend funding for the discount monthly bus pass program through December 2016, other near term risk factors include the steady long term slide in Sacramento ridership; and, the anticipated implementation of the Connect Card electronic fare system near the end of FY 2016.

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

RECOMMENDATION: Information only.

MID-YEAR PERFORMANCE REPORT
Fiscal Year 2015-2016

	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
Fixed Route:						
July 2015 - December 2015	505,134	26,256.54	19.24	\$323,265	\$12.31	17.1%
July 2014 - December 2014	536,005	25,690.29	20.86	\$335,537	\$13.06	18.1%
Percent Change	-5.8%	2.2%	-7.8%	-3.7%	-5.7%	-5.7%
Dial-A-Ride:						
July 2015 - December 2015	35,502	12,579.86	2.82	\$70,961	\$5.64	7.8%
July 2014 - December 2014	34,766	12,325.25	2.82	\$68,725	\$5.58	7.7%
Percent Change	2.1%	2.1%	0.1%	3.3%	1.2%	1.2%
Sacramento Services (Commuter & Midday):						
July 2015 - December 2015	73,978	6,841.04	10.81	\$323,130	\$47.23	65.6%
July 2014 - December 2014	79,646	6,732.20	11.83	\$342,768	\$50.91	70.7%
Percent Change	-7.1%	1.6%	-8.6%	-5.7%	-7.2%	-7.2%
Foothill Route:						
July 2015 - December 2015	1,263	513.39	2.46	\$1,954	\$3.81	5.3%
July 2014 - December 2014	1,471	522.03	2.82	\$2,276	\$4.36	6.1%
Percent Change	-14.1%	-1.7%	-12.7%	-14.1%	-12.7%	-12.7%
Live Oak Route:						
July 2015 - December 2015	1,707	452.40	3.77	\$1,927	\$4.26	5.9%
July 2014 - December 2014	1,090	260.18	4.19	\$1,398	\$5.37	7.5%
Percent Change	56.6%	73.9%	-9.9%	37.8%	-20.7%	-20.7%
Wheatland Route:						
July 2015 - December 2015	274	190.64	1.44	\$294	\$1.54	2.1%
July 2014 - December 2014	242	162.59	1.49	\$292	\$1.80	2.5%
Percent Change	13.2%	17.3%	-3.4%	0.7%	-14.1%	-14.1%
Systemwide Summary:						
July 2015 - December 2015	617,858	46,833.87	13.19	\$721,531	\$15.41	21.4%
July 2014 - December 2014	653,220	45,692.54	14.30	\$750,996	\$16.44	22.8%
Percent Change	-5.4%	2.5%	-7.7%	-3.9%	-6.3%	-6.3%

Notes:

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