



## MEETING NOTICE & AGENDA

**DATE:** Thursday, January 20, 2022

**TIME:** 4:00 P.M.

**PLACE:** Yuba County Government Center  
Board of Supervisors Chambers  
915 Eighth Street  
Marysville, California

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

Bains, Blaser, Buttacavoli, Fuhrer, Hudson (Vice-Chair), Kirchner, Micheli and Shaw (Chair)

### II. **Board Business**

#### A. **Nomination and Election of Board Officers for 2022.**

1. Chair
2. Vice-Chair

#### B. **Statements of Economic Interest for 2022.** (Attachment)

#### C. **Annual Board Report.** (Attachment)

### III. **Presentations**

#### A. **Sacramento Area Council of Governments (SACOG) Next Generation Transit Strategy Report Presentation** – Chris Dougherty, Funding and Grants Program Manager, SACOG (Attachment)

### IV. **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.

### V. **Consent Calendar**

All matters listed under Consent Calendar are considered 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 Regular Meeting of December 16, 2021. (Attachment)
- B. Disbursement List for December 2021. (Attachment)
- C. Monthly Performance Report for December 2021. (Attachment)

### VI. **Reports**

#### A. **Draft Comprehensive Operational Analysis (COA) Request for Proposals (RFP).** (Attachment)

RECOMMENDATION: Authorize the release of the COA RFP as proposed.

**2100 B Street · Marysville, CA 95901 · (530) 634-6880 · FAX 634-6888**  
**[www.yubasuttertransit.com](http://www.yubasuttertransit.com)**

**B. FY 2020/2021 Financial Audit Report.** (Attachment)

RECOMMENDATION: Accept the FY 2020/2021 Financial Audit as presented.

**C. Annual Investment Policy Review.** (Attachment)

RECOMMENDATION: Direct staff as desired.

**D. Authorization to Fill the Vacant Administrative Assistant I/II Position.** (Attachment)

RECOMMENDATION: Adopt the revised Administrative Assistant I/II job description and authorize the Executive Director to fill the vacant position as proposed.

**E. Board Member Meeting Stipend Rate Adjustment.** (Attachment)

RECOMMENDATION: Direct staff as desired.

**F. Remote Board Meeting Attendance Option.** Discussion and direction regarding a request from Director Fuhrer to offer a remote attendance option for future meetings.

RECOMMENDATION: Direct staff as desired.

**G. Project & Program Updates.**

1. COVID-19 Impact & Response
2. Next Generation Transit Facility Project (Grant Applications & Award Announcements)
3. Regional Waste Management Authority (RWMA) Organizational Transition
4. Federal Transit Administration (FTA) Triennial Review (Virtual On-Site Visit March 14 – 17)
5. State Transportation Development Act (TDA) Triennial Performance Audit (Spring 2022)

RECOMMENDATION: Information only.

**VII. Correspondence / Information**

**VIII. Other Business**

**IX. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 17, 2022  
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 II – B  
STAFF REPORT

**STATEMENTS OF ECONOMIC INTEREST FOR 2022**

Members of the Yuba-Sutter Transit Board of Directors and alternates are required to file annual Statements of Economic Interest with the Fair Political Practices Commission. For continuing members and alternates, these annual statements are due April 1, 2022. An Assuming Office Statement must be filed by new members and alternates to the Board within 30 days. For those leaving office, a Leaving Office Statement must be filed within 30 days.

These requirements may be met by filing an extended statement, which is a copy of the FPPC Form 700 that will be prepared for your individual jurisdiction. It must, however, include your position as a member or alternate of the Yuba-Sutter Transit Board Directors and have an original signature and date on the verification on Page 1. The information reported must cover all reportable interests in the service area which includes all of Yuba and Sutter Counties. Form 700 is available on-line, and a copy of the Yuba-Sutter Transit Conflict of Interest Statement Code is available upon request.

If you have any questions regarding the filing of your Statement of Economic Interest, please contact Janet Frye in the administrative office at 530-634-6880.

RECOMMENDATION: Information only.

## **AGENDA ITEM II – C STAFF REPORT**

### **YUBA-SUTTER TRANSIT AUTHORITY ANNUAL REPORT JANUARY 2022**

#### **Organizational History**

Yuba-Sutter Transit, known as the Hub Area Transit Authority (HATA) until January 1993, was formed in 1975 by Sutter and Yuba Counties and the Cities of Marysville and Yuba City as a joint powers agency (JPA) for the provision of public transit services. Since its inception, Yuba-Sutter Transit has carried out this charge by contracting with private transportation companies for the operation of all services.

From 1975 to 1979, service was provided exclusively to seniors and persons with disabilities through a contract with a local taxicab company for the operation of the "Our Car" taxi subsidy program. As a condition of a legal settlement with California Rural Legal Assistance (CRLA), this service was replaced and expanded in 1979 with the purchase of thirteen mini-buses to implement a general-public demand response service known as Dial-A-Ride. The system expanded again in 1982 to add a network of local fixed routes. Since 1979, a regional or national transportation provider (currently Storer Transit Systems) has operated Yuba-Sutter Transit's core services.

In January 1988, following an independent operational analysis prompted by poor system performance, the service was significantly reduced through the elimination of the local fixed route system, Sunday service and most rural area services in lieu of a general-public zonal dial-a-ride system for the urban area. At the same time, Sutter County withdrew from the Authority to establish a taxi subsidy program for service to the unincorporated urban areas of the county. That service was discontinued when Sutter County rejoined the Authority in January 1991.

In response to the 1988 operational and organizational changes, CRLA filed another lawsuit against the Authority, the member jurisdictions and the Sacramento Area Council of Governments (SACOG). The resulting settlement agreement in 1990 led to the 1992 completion of a fixed route feasibility study and a comprehensive marketing plan. As a result of these studies, local fixed route service was reinstated, and the agency name was changed to the Yuba-Sutter Transit Authority (Yuba-Sutter Transit) effective January 1993.

#### **Services Provided**

In FY 2019, the last full fiscal year before the COVID-19 pandemic, this fleet operated a combined 92,571 vehicle service hours and provided 931,951 one-way passenger trips with our six local fixed routes; local demand response (Dial-A-Ride) service; intercity express commuter and midday service to downtown Sacramento; and, three rural routes serving Live Oak, Wheatland, and the Yuba County foothills. In FY 2021, the first full fiscal year of the pandemic, the fleet operated a combined 76,888 vehicle service hours (down 17 percent from FY 2019) and provided just 347,891 one-way passenger trips (down 63 percent from FY 2019). While the worst appears to be over as systemwide ridership is up 27 percent through the first six months of FY 2022 compared to the same period in FY 2021, full recovery remains uncertain as ridership is still just half of what it was pre-pandemic.

Yuba-Sutter Transit has a fleet of 51 buses ranging in seated capacity from 16 to 57 passengers. In a typical year (FY 2019), approximately 56 percent of the operation would be provided as urban fixed route service. The local fixed route system provides service every 30 to 60 minutes on six routes with 14 buses in all day service Monday through Friday (12 on Saturdays) in Yuba City, Marysville, Linda and Olivehurst. Local fixed route service is provided each weekday from approximately 6:30 a.m. to 6:30 p.m. and from approximately 8:30 a.m. to 5:30 p.m. on Saturdays. Yuba-Sutter Transit does not operate any service on Sundays or major holidays.

After being reintroduced in 1993, the local fixed route system experienced steady and often spectacular annual ridership growth in response to numerous service expansions and enhancements. Fixed route ridership peaked in FY 2015 at 1,066,580 passenger trips before dropping each year since to 731,507 trips in FY 2019 – a four-year reduction of 31 percent. During the peak of the pandemic, local fixed route ridership dropped to just 307,518 passenger trips in FY 2021 – down 58 percent from FY 2019. Through the first six months of FY 2022, however, local fixed route ridership is up 24 percent compared to the same period in FY 2021, but it remains at just 51 percent of the pre-pandemic level.

The local Dial-A-Ride service typically accounts for approximately 26 percent of the operation. This service is provided only within the urban area during regular weekday and Saturday fixed route service hours and weekday evenings from 6:00 p.m. to 9:30 p.m. Dial-A-Ride service is available only to seniors age 65 and over and persons with disabilities except during the weekday evening service hours when it is open to the general-public without restriction. Dial-A-Ride is also Yuba-Sutter Transit's complimentary paratransit service as required under the Americans with Disabilities Act (ADA). Before COVID-19, Dial-A-Ride carried 59,093 passenger trips in FY 2019, but during the peak of the pandemic ridership dropped to just 17,556 trips in FY 2021 – down 70 percent from FY 2019 – and the number of Dial-A-Ride service hours operated were also cut by 31 percent due to reduced passenger demand. Through the first half of FY 2022, Dial-A-Ride ridership is up 56 percent over the same period in FY 2021, but it is still just 52 percent of the pre-pandemic level.

Before the pandemic, approximately 15 percent of the operation was provided as service between Marysville/Yuba City and downtown Sacramento primarily as peak hour weekday commuter service. The Sacramento commuter service provides ten morning and ten afternoon peak hour schedules with another three midday schedules. Due to the pandemic induced collapse in ridership, peak hour commuter service was temporarily reduced to seven morning and seven afternoon trips. The midday schedules are used by many daily or occasional commuters, but they are also popular with those traveling to and from Sacramento for medical, education and other non-work purposes. These Sacramento services are provided with a fleet of 13 specially equipped 57 seat tour-style buses.

Sacramento ridership plateaued at just under 160,000 annual passenger trips from FY 2011 through FY 2014 before gradually declining to a ten year low of 130,627 boardings in FY 2017 likely due to a combination of factors including the move of many State offices out of downtown Sacramento; changing State employee demographics; the lack of local population growth; stable and relatively low fuel prices; and service reliability challenges from an aging commuter bus fleet. Sacramento ridership had since grown to 134,381 passenger trips in FY 2019 following the introduction of new commuter buses which led to the addition of new Highway 70 schedules and other service adjustments in July 2019 to address capacity problems and persistent schedule adherence issues. Unfortunately, the Sacramento service was the most impacted by the pandemic as FY 2021 ridership dropped to just 20,003 passenger trips – down 85 percent from FY 2019 – with the long-term closure of government offices and businesses in downtown Sacramento. While Sacramento ridership has since recovered a bit, it is still just 19 percent of the pre-pandemic level for FY 2019.

Limited route deviation services to the Yuba County foothills and the Cities of Live Oak and Wheatland account for the remaining operation. The Foothill Route provides two round trips every Tuesday, Wednesday, and Thursday between selected foothill communities from Brownsville to Marysville. The Live Oak Route provides two round trips each weekday into Yuba City and Marysville. The Wheatland Route offers one round trip each weekday to Marysville. The Live Oak and Wheatland Routes operate under a fully allocated cost reimbursement agreement with those cities since they are not members of the Authority. These rural services were also impacted by the pandemic as their combined ridership dropped to just 2,814 passenger trips in FY 2020 – down 60 percent from FY 2019.

## **Administration and Finance**

Yuba-Sutter Transit is governed by a Board of Directors composed of two elected representatives from each of the four member jurisdictions. The Authority operates with a five person staff of Executive Director, two Program Managers (Finance & Administration and Planning & Marketing), a Program Analyst and an Administrative Assistant. Since 1988, Yuba-Sutter Transit's staff has also served as contract administrative staff to the Regional Waste Management Authority concurrent with their transit duties. Approximately 10 percent of the available staff time is now budgeted for waste management responsibilities. Through this shared staffing relationship, both agencies have realized reduced administrative overhead expenses.

In the last full fiscal year before the pandemic, Yuba-Sutter Transit's FY 2019 operating expenses were just under \$7.3 million with nearly 75 percent accounted for in direct payments to the service contractor and another 15 percent in fuel and other direct operating expenses. For the same fiscal year, the operating revenue mix was about 29 percent Federal (Federal Transit Administration); 51 percent State and local (Transportation Development Act); 15 percent passenger fares; and 5 percent miscellaneous income from special State grants, advertising, interest, and contract service payments. The capital budget varies substantially from year to year (from less than \$1 million to over \$8 million in recent years) with funding derived from a mix of Federal, State, and local sources depending on the project.

The COVID-19 pandemic has since significantly impacted operating expenses and revenues alike due to increased pandemic related expenses; reduced operating hours and fare revenues; and the availability of new Federal transit funds for COVID relief. For FY 2022, year-end operating expenses are now projected at \$7.7 million (a three-year increase of just 5.3 percent due to reduced service levels) with an operating revenue mix of about 55 percent Federal (primarily CARES Act and ARP funds); 31 percent State and local; 10 percent passenger fares; and 4 percent miscellaneous income.

## **Major Projects**

**Facilities:** Yuba-Sutter Transit relocated in May 1996 from a rented facility in Yuba City to its existing combined maintenance, operating, and administration facility (a remodeled former Seven-Up Bottling Company plant) at 2100 B Street in Marysville. The facility was remodeled and expanded again in 2011 to serve the site's projected ultimate maximum capacity of approximately 70 buses. Due to the 2018 adoption of State regulations requiring the purchase of only zero emission buses starting by no later than 2029 and the now programmed and fully-funded State highway project that could soon render the current facility unusable, Yuba-Sutter Transit conducted a State funded Next Generation Transit Facility Site Selection planning process resulting in the purchase of a 19.7-acre site at 6035 Avondale Avenue in Linda for the purpose constructing a replacement transit facility within the next three years. The current focus is the identification and solicitation of adequate funding for this estimated \$42.5 million project.

A Caltrans owned and operated park and ride lot opened on the northeast corner of Bogue Road and Highway 99 south of Yuba City in 1997 largely with Federal funds obtained by Yuba-Sutter Transit. In 2012, this facility was nearly doubled in size to the current 164 spaces with Federal and local funds obtained exclusively by Yuba-Sutter Transit. Until the pandemic, this facility was operating at near capacity levels, but the facility site does have capacity for further expansion when funding is available. Yuba County opened the McGowan Park & Ride Lot on Powerline Road at McGowan Parkway in 2008 and the Plumas Lake Park & Ride Lot on Feather River Boulevard east of Highway 70 in 2009. Both lots were sited and constructed by the county in coordination with Yuba-Sutter Transit. Project funding was provided through development impact fees collected by Yuba County from projects in both the North Arboga Study Area and the Plumas Lake Specific Plan and they are maintained with revenue provided through related local Community Service District assessments.

Yuba-Sutter Transit serves 285 designated (signed) bus stops including nine that are owned by the Sacramento Regional Transit District in or near downtown Sacramento. Among the local and rural Yuba-Sutter Transit bus stops, 54 bus stop shelters, and 131 bus stop benches/seats have been placed at high boarding locations and other key points. Of these, 32 shelters and 68 benches are owned and/or maintained by Stott Outdoor Advertising. Except for five Wheatland owned shelters, the remaining units are owned by Yuba-Sutter Transit. The ad shelters and benches are provided at no cost to Yuba-Sutter Transit in exchange for the exclusive right to sell and place advertising on them while paying a small commission on the sale of each ad. In addition, 50 pole-mounted route information panels are located throughout the system and bike lockers are available at four of the five local commuter bus stops.

**Vehicles:** The current revenue vehicle fleet includes 22 local fixed route buses, 16 demand response (Dial-A-Ride) buses and 13 specially equipped intercity commuter buses. The local fixed route buses are all modern, heavy-duty low-floor buses with seated capacities of 31 or 32 passengers. The demand response buses are on cutaway van chassis with a seated capacity of 16 passengers. Primarily used for the Dial-A-Ride service, these small buses are also used on rural routes and to back-up the local fixed route fleet. The commuter buses are all high-floor, tour-style buses with a seated capacity of 57 passengers. More than half the fleet was replaced in the last four years and the next major fleet replacement project is not scheduled until 2025.

**Services:** Following the 1993 reintroduction of local fixed route service, Yuba-Sutter Transit's operation steadily expanded over time in response to passenger demand as recommended in a series of short-range (five year) transit plans. The last plan in 2015 included a variety of service and policy recommendations for consideration through 2020 and beyond. Due to generally declining ridership ever since, many of the plan recommendations regarding system growth were deferred indefinitely while most of the others for fleet replacement; enhanced and expanded passenger facilities; and several technology projects have been completed. Seven years and a pandemic later, a Caltrans planning grant will be used to conduct a new comprehensive operational analysis to assess the current system and make recommendations for the future. This process is expected to conclude in 2023.

**Technology:** Yuba-Sutter Transit has added new technology in recent years as cost/benefit ratios have improved including on-board video surveillance systems on all buses; the replacement of an obsolete mobile radio system; the installation and ongoing upgrade of video surveillance systems at three park and ride lots; the regional Connect Card electronic fare payment system; free passenger Wi-Fi service on all commuter and local fixed route buses; and a real-time bus tracking passenger information system with both visual and audio automatic bus stop announcements. Technology projects still being considered include a computer aided dispatch software system for the Dial-A-Ride service with an on-line trip reservation system and real-time passenger information.

## **Current and Future Issues**

Until the COVID-19 pandemic, steady growth in Federal transit funding, enhanced State transportation funding, special State greenhouse gas reduction funding programs, recent fare increases, and a conservative budgeting approach had all combined to establish a strong financial foundation. Now in the middle of a pandemic, that foundation is much less certain for the foreseeable future despite an influx of Federal relief funding and the promise of still more Federal funding in the future with the recent reauthorization of the Federal transportation funding measure. The most immediate question for 2022 and beyond is when, if ever, will ridership and fare revenues return to pre-pandemic levels and what, if any, strategic service adjustments or operational approaches could be implemented to right-size the system and more quickly recover from the pandemic.

As noted earlier under “Major Projects”, the most immediate organizational challenge resulted from the 2018 decision by the California Air Resources Board (CARB) to mandate the purchase of zero-emission buses (ZEBs) by all public transit agencies. For agencies like Yuba-Sutter Transit with a fleet of under 100 buses, the Innovative Clean Transit (ICT) regulation requires that at least 25 percent of all buses purchased be powered by either battery electric or hydrogen fuel cell systems beginning in 2026. All transit agencies, regardless of fleet size, will be required to purchase only ZEBs starting in 2029. While this regulation will significantly increase the cost of buses, the greater impact to Yuba-Sutter Transit is the need to replace the current operating and maintenance facility within the next eight to ten years to accommodate the infrastructure to support these new buses. This situation became even more pressing with the now programmed and fully funded Caltrans Highway 70 project that may soon require the replacement of the facility within the next three to four years.

Beyond these immediate issues, the ability to meet the anticipated demand for transit services both effectively and efficiently in the future will be a challenge as all the approved or planned large scale developments in Yuba and Sutter Counties are in areas where public transportation is largely non-existent. The potential demand for services of every kind from these projects will severely stretch what in most cases is still just a minimal level of service. To compound the problem, except for the fees that are being collected by Yuba County for the development and operation of their two park and ride lots, routine impact fees have not otherwise been required from new developments for the capital and operating revenue necessary to serve those developments which will result in even more pressure on the limited available local transit funding sources.

Plumas Lake and Sutter Pointe are two examples of this challenge because of their size and locations well outside of the existing service area; their low density, single-family residential nature; and their primary market being out-of-area commuters. Many of those attracted by the lower cost of living and proximity to employment centers in the mid-valley, will be commuting to work in Placer, Sacramento, and Yolo Counties and beyond. In addition to these developments, thousands of new homes along with many hundreds of thousands of square feet of new commercial projects have either been approved or are under consideration across the region. Even recent projects such as Yuba College’s Sutter County Center or the Hard Rock Hotel & Casino Sacramento at Fire Mountain present significant operational and financial challenges because of the placement of these obvious trip generators far from any existing service with no additional funding to support any related service expansion.

Even without population growth, the demand for specialized services for seniors and persons with disabilities is expected to grow significantly according to all population projections. Also, specialized services that are now provided through the Alta California Regional Center for the developmentally disabled are limited and Yuba-Sutter



Transit's own Dial-A-Ride service was already operating at or near capacity levels during peak periods prior to the pandemic. The above issues and more will all be considered and evaluated at some level in the upcoming Comprehensive Operational Analysis which is expected to be completed in 2023.

## **Summary**

After five years of steadily declining ridership between FY 2015 and FY 2020, it fully cratered to a 25 year low in FY 2021 due almost exclusively to the COVID-19 pandemic. While ridership did recover significantly through the first half of FY 2022, it remains well below the pre-pandemic level of FY 2019. Given continued work-at-home orders by the State of California and others; the embracing of remote work as a long-term employment and education model; and the threat of still more COVID-19 variants; there is no way of knowing when or even if ridership will return to anything approaching pre-pandemic levels and it is looking that no reliable answer to this question is possible before FY 2023 at best.

While 25 years of extraordinary ridership growth from 1990 to 2015 and a historically conservative fiscal and operational approach has allowed Yuba-Sutter Transit to weather the pandemic better than many other systems to-date, reversing the current operational situation and positioning the agency for the future including the provision of a new facility will be the key focal points for the organization over the next few years. Compared to other urban systems in California, despite the pandemic, Yuba-Sutter Transit still operates among the widest range of services at what is likely among the lowest cost per vehicle service hour; but the mix and level of these services must continually be evaluated in response to both demonstrated passenger demand as well as ever-changing Federal, State, and local funding and policy priorities and mandates; and now an uncertain recovery from a global pandemic.

## **Additional Informational Resources**

Yuba-Sutter Transit Ten-Year System Fact Sheet (Revised January 2022)

Summary of Key Events (Revised January 2022)

Ride Guide and Individual Service Brochures (Effective October 1, 2021)

FY 2022 Operating and Capital Budgets (Adopted May 2021)

FY 2022 – FY 2026 Transportation Improvement Plan Program of Projects (Adopted June 2021)

FY 2040 Capital Improvement Plan (Adopted June 2021)

Website: [www.yubasuttertransit.com](http://www.yubasuttertransit.com)

## **Contact**

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**YUBA-SUTTER TRANSIT  
SUMMARY OF KEY SYSTEM EVENTS  
REVISED JANUARY 10, 2022**

July 1, 1975	Effective date of the Hub Area Transit Authority joint powers agreement (JPA) and the "Our Car" subsidized taxi service for seniors and persons with disabilities
August 1979	Replacement of "Our Car" with a general public Dial-A-Ride service
September 1982	First urban fixed routes introduced
January 1988	Replacement of fixed route service with a general public "Zonal" Dial-A-Ride system which, when combined with other cuts, resulted in a 37 percent service reduction from FY 1986-87 to FY 1988-89 / Sutter County withdraws from the JPA
July 1990	Sacramento Commuter service begins on Highway 70 with two 15-passenger buses
January 1991	Sutter County rejoins the JPA
January 1993	Agency renamed as the Yuba-Sutter Transit Authority with the reintroduction of urban fixed route service and the restructuring of the Dial-A-Ride service
Aug./Sept. 1994	Expansion of the Sacramento Commuter service into the Highway 99 corridor and the start of a subsidized vanpool program which ended December 2000
November 1994	Weekday evening subsidized taxi service begins (ended June 1999)
March 1995	New Marysville route and all local fixed route and commuter buses equipped with bike racks (on all buses by June 1997)
May/June 1996	Occupied the remodeled former Seven-Up plant in Marysville as the operations, maintenance, and administration facility / First summer youth bus pass program.
August 1997	Opened the Bogue Road Park & Ride Lot (nearly doubled in sized in March 2012)
April 1998	Initiation of Downtown Trolley demonstration service (ended December 1998)
July/August 1998	Added bi-directional Route 4 service, Saturday fixed route service and an expanded Dial-A-Ride boundary / Monthly passes & discount ticket book programs initiated
Aug./Sep. 1999	Introduction of weekday evening general public Dial-A-Ride service and weekday commuter service to the Lincoln Airport Industrial Park which ended January 2004
April 2001	Introduction of Route 5 and half hour service frequencies on Routes 1 and 3
September 2003	Introduction of monthly fixed route pass for youth with deep discounts in other pass rates; Saturday Route 4B service; the North Beale Transit Center; and, bus stop information panels
July 2004	Saturday service hours extended one hour to 5:30 p.m. and a noon Sacramento schedule is added
September 2005	Initiation of the FRAQMD funded Discount Monthly Youth Pass Program (combined in 2015 with similar discount pass programs for seniors and persons with disabilities)
October 2006	Route 6 (Linda Shuttle) is added to allow Route 1 to be extended to the Yuba City Marketplace and River Valley High School (school segment was delayed until Oct. 2007) and half hour service frequencies are added to Routes 1 & 3 on Saturdays

December 2008	Opening of the McGowan Parkway Park & Ride Lot and delivery of 12 low-floor local fixed route buses to replace 8 old buses to greatly enhance accessibility, speed passenger boarding and allow for Route 2 expansion
January 2008	Expansion of the Wheatland Route to two days a week with other route, schedule, stop and policy changes to eliminate advance reservation requirement
January 2009	Expansion of Route 2 to half-hour service each weekday; expansion of the Live Oak Route from one to two round trips three days a week; and, Foothill route, schedule, stop and policy changes to eliminate advance reservation requirement
October 2009	Opening of the Plumas Lake Park & Ride Lot
January 2010	Install video surveillance system on all local fixed route buses (now on all buses)
April 2010	Introduction of the first tour-bus style, 57-seat, 45' commuter buses (now standard)
January 2012	Completion of the remodel and expansion of the existing operations, maintenance and administration facility for the ultimate capacity of up to 70 revenue vehicles
April 2013	Initiation of the FRAQMD funded Discount Monthly Senior Pass Program
January 2014	Initiation of a FRAQMD funded one-year demonstration Discount Monthly Disabled Pass Program (combined in 2015 with similar discount pass programs) / Delivery of 11 heavy duty low floor replacement & expansion fixed route buses for an all low-floor fixed route fleet
July 2015	Expansion of the Live Oak Route from three to five days a week with service to Yuba College's Sutter County Center
September 2015	Local fixed route changes to move Route 1 out of the mall; realign Route 4A with Route 4B; and other related and miscellaneous changes
December 2015	Mercy Housing funded expansion of the Wheatland route to one round trip each weekday
June 2017	Introduction of the regional Connect Card and related fare policy changes
July 2018	Complete the conversion to an all tour-bus style commuter bus fleet / Full Connect Card conversion (drop paper passes & transfers) / Installation of free Wi-Fi service on all commuter buses (added to the local fixed route fleet in March 2019)
June/July 2019	Added a bus tracking system with predictive arrival times for passenger use on all local, rural and Sacramento schedules / Systemwide fare and fare policy changes / Sacramento service expansion in the Highway 70 corridor for a total of 23 weekday schedules / Significant bus stop enhancements (new shelters and Simme seats)
November 2019	Delivery of 11 replacement buses for an all Gillig heavy-duty local fixed route fleet
March 2020	Local start of the on-going COVID-19 pandemic leading to a host of temporary operational and policy changes many of which remain in effect for FY 2022.
July 2021	Purchased a 19.7-acre replacement facility site at 6035 Avondale Avenue in Linda.
Early 2022	Using a Caltrans planning grant, initiating a comprehensive operational analysis to evaluate current and emerging service approaches and technologies. Continuing to seek grant funds for the design and construction of the replacement facility.

**YUBA-SUTTER TRANSIT -- SYSTEM FACT SHEET**

Revised January 10, 2022 with Audited Figures For FY 2021 and Projected Year-End Operational & Financial Figures for FY 2022

	AUDITED FY 11/12	AUDITED FY 12/13	AUDITED FY 13/14	AUDITED FY 14/15	AUDITED FY 15/16	AUDITED FY 16/17	AUDITED FY 17/18	AUDITED FY 18/19	AUDITED FY 19/20	AUDITED FY 20/21	PROJECTED FY 21/22
<b>REVENUE FLEET</b>											
Dial-A-Ride / Rural Buses (16 Seats)	15	15	16	16	16	16	16	16	16	16	16
Local Fixed Route Buses (31 or 32 Seats)	18	17	22	22	22	22	22	22	22	22	22
Intercity Commuter Buses (57 Seats)	13	13	13	13	13	13	13	13	13	13	13
Total	46	45	51	51	51	51	51	51	51	51	51

<b>SERVICE HOURS</b>											
Fixed Route	50,049	50,383	50,542	50,623	51,526	52,472	51,126	51,966	51,817	47,564	44,500
Dial-A-Ride	22,878	23,414	24,054	24,674	24,812	24,771	24,476	25,387	24,291	16,782	18,000
Sacramento (Commuter & Midday)	13,558	13,729	13,731	13,536	13,373	13,530	13,449	13,817	14,060	10,199	10,700
Rural (Foothill, Live Oak & Wheatland)	1,744	1,752	1,810	1,811	1,837	2,374	2,314	2,343	2,404	2,343	2,800
Total	88,229	89,278	90,136	90,644	91,549	93,147	91,365	93,513	92,571	76,888	76,000

<b>PASSENGER TRIPS</b>											
Fixed Route	975,805	986,356	1,045,508	1,066,580	971,606	858,384	817,937	731,507	567,842	307,518	385,000
Dial-A-Ride	63,979	65,537	69,672	70,088	70,047	68,023	66,230	59,093	41,526	17,556	30,000
Sacramento (Commuter & Midday)	159,949	157,797	158,213	154,896	144,327	130,627	132,626	134,381	107,551	20,003	30,000
Rural (Foothill, Live Oak & Wheatland)	4,797	6,144	6,218	5,058	6,285	6,181	5,843	6,970	4,991	2,814	5,000
Total	1,204,530	1,215,834	1,279,611	1,296,622	1,192,265	1,063,215	1,022,636	931,951	721,910	347,891	450,000

<b>PASSENGER TRIPS / SERVICE HOUR</b>											
Fixed Route	19.5	19.6	20.7	21.1	18.9	16.4	16.0	14.1	11.0	6.5	8.7
Dial-A-Ride	2.8	2.8	2.9	2.8	2.8	2.7	2.7	2.3	1.7	1.0	1.7
Sacramento (Commuter & Midday)	11.8	11.5	11.5	11.4	10.8	9.7	9.9	9.7	7.6	2.0	2.8
Rural (Foothill, Live Oak & Wheatland)	2.8	3.5	3.4	2.8	3.4	2.6	2.5	3.0	2.1	1.2	1.8
Total	13.7	13.6	14.2	14.3	13.0	11.4	11.2	10.0	7.8	4.5	5.9

<b>OPERATING EXPENSES*</b>	\$5,836,452	\$5,976,479	\$6,283,876	\$6,350,674	\$6,407,831	\$6,719,268	\$7,265,304	\$7,296,280	\$7,963,609	\$7,461,312	\$7,685,332
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<b>OPERATING REVENUES</b>											
Federal	\$2,162,536	\$2,235,000	\$2,407,718	\$2,386,000	\$2,328,256	\$2,267,330	\$2,359,913	\$2,325,329	\$3,445,760	\$3,919,800	\$4,240,200
State & Local (TDA)	2,247,926	2,296,830	2,394,870	2,478,966	2,613,445	2,888,072	3,558,703	3,533,844	3,005,412	2,651,032	2,381,012
Miscellaneous	51,028	49,103	42,432	39,029	131,322	285,218	178,263	190,773	440,980	354,508	334,396
Fares	1,374,962	1,395,546	1,438,856	1,446,679	1,334,808	1,278,648	1,168,425	1,246,334	1,071,457	535,972	729,724
Total	\$5,836,452	\$5,976,479	\$6,283,876	\$6,350,674	\$6,407,831	\$6,719,268	\$7,265,304	\$7,296,280	\$7,963,609	\$7,461,312	\$7,685,332

<b>AVERAGE FARE / PASSENGER</b>	\$1.14	\$1.15	\$1.12	\$1.12	\$1.12	\$1.20	\$1.14	\$1.34	\$1.48	\$1.54	\$1.62
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<b>FARE RECOVERY RATIO**</b>	23.6%	23.4%	22.9%	22.6%	20.8%	19.0%	17.9%	18.5%	16.6%	9.0%	9.5%
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<b>OPERATING COST / PASSENGER</b>	\$4.85	\$4.92	\$4.91	\$4.90	\$5.37	\$6.32	\$7.10	\$7.83	\$11.03	\$21.45	\$17.08
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<b>OPERATING COST / SERVICE HOUR</b>	\$66.15	\$66.94	\$69.72	\$70.06	\$69.99	\$72.14	\$79.52	\$78.02	\$86.03	\$97.04	\$101.12
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\* Operating expenses do not include non-cash audit adjustments for GASB 68 and 75, depreciation, gain/loss on disposal, or compensated absences

\*\* Calculated Pursuant to the Transportation Development Act (Legislatively waived for FYs 2020 through 2023 due to COVID-19 / Yuba-Sutter Transit's minimum required farebox recovery ratio is 14.6%)

AGENDA ITEM III – A  
STAFF REPORT

**SACRAMENTO AREA COUNCIL OF GOVERNMENTS (SACOG)  
NEXT GENERATION TRANSIT STRATEGY REPORT PRESENTATION**

Mr. Chris Dougherty, Funding and Grants Program Manager for the Sacramento Area Council of Governments (SACOG) will be presenting highlights from SACOG's recently completed Next Generation Transit Strategy report. A copy of the Executive Summary from that report is attached for Board information and the full plan is available from the SACOG website through the link below.

[https://www.sacog.org/sites/main/files/file-attachments/20210702\\_sacog-report.pdf](https://www.sacog.org/sites/main/files/file-attachments/20210702_sacog-report.pdf)

Mr. Dougherty was invited to this meeting specifically to illustrate the connection between this regional study and Yuba-Sutter Transit's upcoming Comprehensive Operational Analysis / Short-Range Transit Plan that will be discussed later at this same meeting.

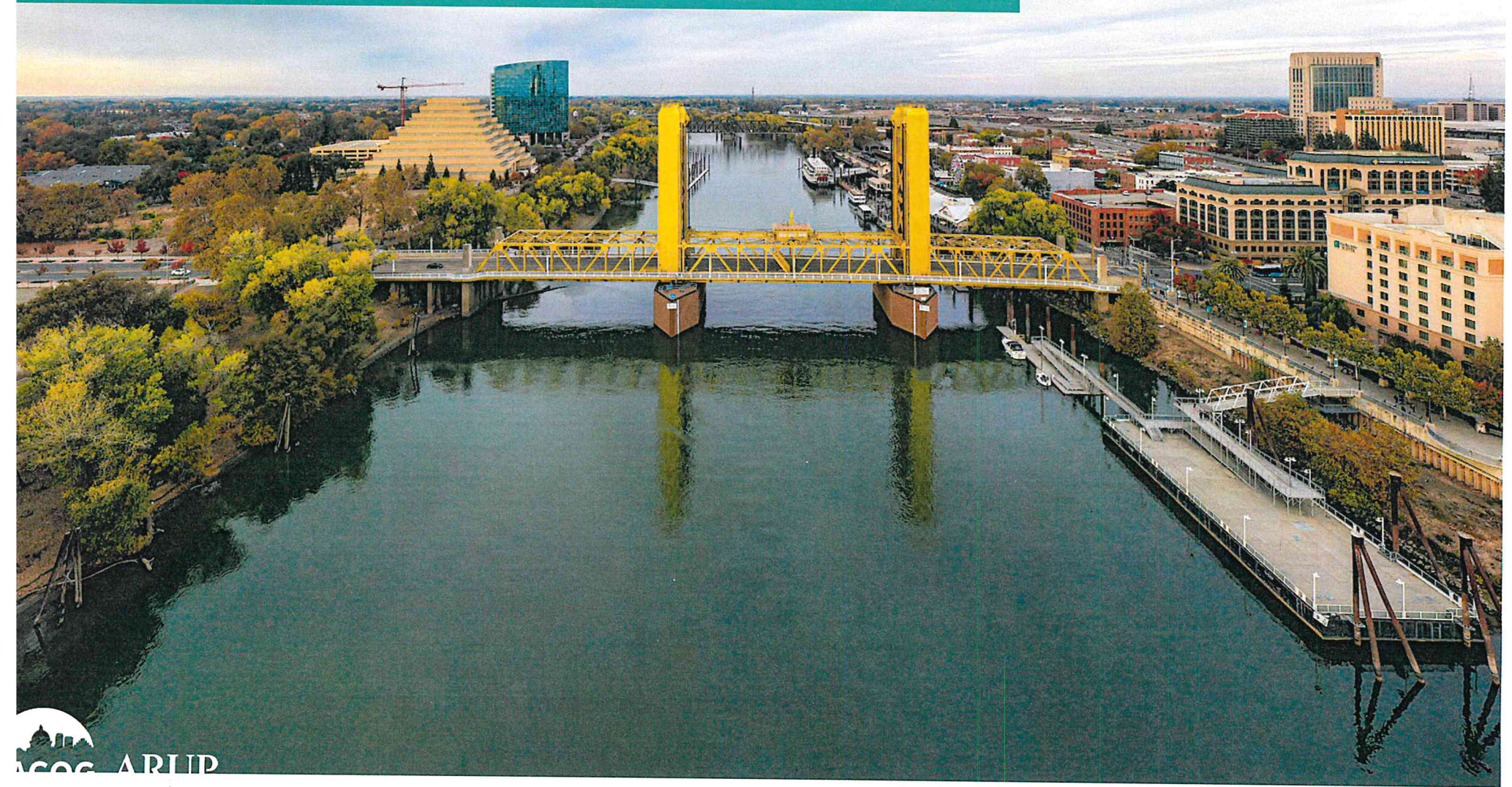
RECOMMENDATION: Information only.



Sacramento Area Council of Governments (SACOG)

# Next Generation Transit Strategy

Final Report | September 2021













# Executive Summary

In 2020 the Sacramento Area Council of Governments (SACOG) adopted a visionary 20-year plan, known as the Metropolitan Transportation Plan and Sustainable Communities Strategy (MTP/SCS), to chart future growth of the six-county region. Central to this vision is a high quality, resilient, and sustainable public transit system that connects travelers to key destinations across the region and enables continued housing and job growth. While the COVID-19 pandemic has upended our world in so many ways, this fundamental aspiration for a prosperous, thriving region of diverse urban, suburban and rural communities connected by an effective multimodal transportation network remains unchanged.

The Next Generation Transit Strategy refines this 2040 vision for public transit and includes an actionable set of four Focus Areas, each with a several strategies for implementation. The plan was developed collaboratively over the course of eight months with input from transit operators, county transportation authorities, advocates and business groups.

Goals for the Next Generation Transit Strategy		Key Performance Indicators
	<b>FAST AND RELIABLE</b> Getting around by transit is fast, reliable and competitive with driving	<ul style="list-style-type: none"> <li>▲ Average speed of transit</li> <li>▲ Frequency and span of service</li> </ul>
	<b>EQUITABLE</b> Reduced disparities in travel time and cost; more travel options for disadvantaged communities	<ul style="list-style-type: none"> <li>▼ Travel cost as a share of income</li> <li>▲ Speed, frequency, and span of service in DACs</li> <li>▲ Travel options in DACs</li> </ul>
	<b>MOVES THE ECONOMY</b> Improved transit access to top employment centers and destinations	<ul style="list-style-type: none"> <li>▲ Jobs within a 30 min transit ride</li> <li>▲ Jobs within a 1/2 mile of transit</li> </ul>
	<b>USER FRIENDLY</b> Transit feels easy, seamless, and safe for all users	<ul style="list-style-type: none"> <li>▲ Customer satisfaction and on-time performance</li> <li>▲ Vehicle and asset state of good repair</li> <li>▲ % of stops and vehicles that are ADA-compliant</li> </ul>
	<b>INTERCONNECTED</b> More coordination between agencies leads to better service for all	<ul style="list-style-type: none"> <li>▼ Transfer penalties (wait time, cost) across operators</li> <li>▲ Connect Card usage</li> <li>▲ Consistency of plans, processes, and metrics</li> </ul>
	<b>COST-EFFECTIVE</b> Makes the best use of public dollars by minimizing cost while maintaining or increasing ridership	<ul style="list-style-type: none"> <li>▲ Passengers per mile</li> <li>▼ Cost per revenue mile</li> </ul>
	<b>FINANCIALLY SUSTAINABLE</b> Service is adequately and consistently funded	<ul style="list-style-type: none"> <li>▲ Transit operating funding per capita</li> <li>▲ Transit capital funding per capita</li> </ul>
	<b>CLIMATE SMART</b> Meets or exceeds targets for renewable energy, emissions and VMT	<ul style="list-style-type: none"> <li>▲ % of fleet that is zero emission vehicles</li> <li>▲ Non-auto mode share</li> <li>▼ Per capita VMT</li> </ul>

### **A challenging time for transit**

We began with a review of the state of transit in the region, including a detailed analysis of travel data from before the onset of the COVID-19 pandemic and midway through the pandemic. This review identified that transit faced major challenges before the pandemic, and that these challenges have accelerated and compounded over the last year, including:

- Trips on transit are 4-6 times slower than trips by car.
- Trips on transit declined by 70-90% during the pandemic; with express buses traveling from suburban areas to downtown Sacramento being the hardest hit.
- The region has been successful at piloting innovative, demand-responsive transit models such as SacRT's SmartRide and West Sacramento On-Demand, as well as with shared e-bike and scooter programs.
- These services were more resilient during the pandemic than fixed-route transit, seeing smaller drops in service and recovering more quickly to pre-pandemic levels.
- According to 2020 Census data, fewer than half of the residents in Placer, El Dorado, Yolo, Yuba and Sutter counties work in the same county where they live. However, the region's eight transit operators are largely oriented toward local trips, making it difficult to serve trips that cross operator boundaries. Express commuter buses to downtown Sacramento face an uncertain future as remote work increases.

### **A collaborative effort**

Utilizing the data and trends gleaned from this review, the Next Generation Transit Strategy team engaged with key stakeholders to discuss these challenges and identify potential solutions. Two advisory committees were formed to advise and provide guidance to the project team throughout this process.

**A Policy Advisory Committee (PAC)** comprised of business interests, transit advocates, social justice and community leaders, and regional agency voices.

**A Technical Advisory Committee (TAC)** comprised of senior staff from each of the transit operators in the region.

Over the span of four meetings each, the PAC and TAC provided input on project goals and scope of work, reviewed and commented on the existing conditions analysis, and reviewed multiple iterations of strategy recommendations.



## Overview of Recommended Strategies



### Seamless User Experience

#### Cohesive

Simplify fares and trip planning

#### Comfortable

Make vehicles, stations and stops attractive, safe and easy to navigate

#### Connected

Improve access to stations

### Planning and Funding

#### Strategic

Advocate for new funding by articulating consistent priorities across the region

#### Responsive

Invest in data and analyses to respond to changing conditions

### Transit Design and Delivery

#### Targeted

Focus limited resources to deliver high-quality transit in key corridors

#### Fast

Prioritize transit on roads and in traffic operations

#### Flexible

Pilot new service models in low-density areas

### Reduce Mobility Disparities

#### Inclusive

Elevate and prioritize the needs of disadvantaged travelers

#### Equitable

Speed up transit, make it more affordable, and add travel choices for low-income travelers

## Implementation

While the project was envisioned before the pandemic, the crisis has brought forth a new level of complexity and challenge. As transit agencies across the world grapple with how to sustain themselves in the face of declines in ridership, the Next Generation Transit Strategy provides a roadmap to shape the recovery in the near term, while positioning for longer-term shifts that are necessary for transit to thrive.

Implementing the plan will require continued coordination across jurisdictional boundaries. Regional planning entities like SACOG, along with transit operators, municipalities, county transportation authorities, the private sector and community advocates all have a role to play in delivering a resilient, equitable and sustainable mobility network for the region.

## AGENDA ITEM V – A

### YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES DECEMBER 16, 2021

#### I. Call to Order & Roll Call (4:07 pm)

Martin called the meeting to order due to the absence of the Board Chair and Vice-Chair. A motion and a second was received to nominate Director Fuhrer as Acting Chair. Prior to a vote being taken, the Vice-Chair, Director Hudson, arrived at 4:08 p.m. at which time he assumed the role of Board Chair.

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

Absent: Buttacavoli, Micheli, and Shaw (Chair)

#### II. Public Business from the Floor

None.

#### III. Consent Calendar

Director Bains made a motion to approve the consent calendar. Director Kirchner seconded the motion and it carried unanimously.

#### IV. Reports

##### A. State Transit & Intercity Rail Capital Program (TIRCP) Grant Application.

Martin introduced the State Transit and Intercity Rail Capital Program (TIRCP) as a possible funding source for the Next Generation Transit Facility. On November 19, 2021, the California State Transportation Agency (CalSTA) released a call for projects for the 2022 Transit and Intercity Rail Capital Program (TIRCP). These funds are from the State Greenhouse Gas Reduction Fund provided through SB 862 that also funds the LCTOP program. While this program normally funds projects with rail components, it has also been used for bus projects that result in reduced greenhouse gas emissions. Staff met with CalSTA and Caltrans representatives for an early consultation to determine if the facility project could be eligible for funding under this program.

In 2020, 45 projects were submitted of which 17 were funded. Six of the 17 funded projects included the purchase of zero emission buses, so the need for a zero-emission bus facility would qualify this project for funding. For a rail connection, the Sacramento commuter service utilizes a stop at J and 4<sup>th</sup> Streets which is one block from the rail station and some Yuba-Sutter Transit passengers have used the service to make that connection. The funding is very flexible, and they are looking for big vision projects. Staff believes that it is possible to pitch a project to the state that will be attractive enough to be funded and the comprehensive operational analysis that will be completed this coming year can help with that recommendation. The case can also be made that CalSTA and Caltrans are part of the Highway 70 expansion project that is a reason for the facility move.

Director Kirchner asked if there was a deadline for the facility to move due to the Caltrans Highway 70 Expansion Project. Martin answered that while there is no solid timeline at this time, the draft project EIR noted that the current facility property would be taken for the project which was expected to begin construction by 2023.

Director Bains made a motion to authorize the Executive Director to sign and submit a 2022 TIRCP grant application as proposed. Director Kirchner seconded the motion and it carried unanimously.

**B. Legal Services Agreement Amendment.**

Martin presented the amendment of the current Legal Services Agreement with Rich, Fuidge, Bordsen & Galyean, Inc. The two purposes of this amendment are to separate Yuba-Sutter Transit from the Regional Waste Management Authority (RWMA) and to adjust the agreement rates with both effective January 1, 2022. Since 1999, legal services for the RWMA have been attached to the Yuba-Sutter Transit agreement since the two agencies share administrative staff. With the RWMA soon to have separate staff, it is necessary to have separate legal agreements. In addition, the rates for services have not been amended since 2007. The request is to increase the rates to \$200 per hour for basic services and \$225 per hour for specific contested matters such as litigation.

Director Bains made a motion to authorize the execution of the legal services agreement as proposed. Director Harris seconded the motion and it carried unanimously.

**C. Authorization to Fill the Vacant Program Analyst I/II Position.**

Martin announced Amy White, who has been the Program Analyst since February 22, 2019, recently announced that she has accepted an Assistant Planner position with the Butte County Association of Governments in Chico and her last day at Yuba-Sutter Transit will be January 14, 2022. To address the vacancy, staff is recommending that the incumbent Administrative Assistant, Janet Frye, be promoted to Step A of the Program Analyst II range effective January 1, 2022. If approved as proposed, this would result in an open Administrative Assistant position and staff anticipates bringing this issue back to the Board at the January meeting for consideration after a review of the job description and salary scale for that open position.

Director Fuhrer made a motion to authorize the Executive Director to fill the vacant Program Analyst I/II position as proposed. Director Bains seconded the motion and it carried unanimously.

**D. Project & Program Updates**

**1. COVID-19 Impacts & Response**

Martin reported that November continued the year-over-year systemwide monthly ridership growth trend that started in July and took off in August. Average systemwide weekday ridership was up 30% in November over November 2020. On the major services, average weekday ridership was up 29% on the local fixed route service, 75% on the local Dial-A-Ride service, and up 37% on the Sacramento Commuter service over November 2020. While the recovery is still very gradual, November broke the 50% barrier for the first time with average weekday systemwide ridership of 52% of what it was in November 2019. Hopefully this trend will continue. The Sacramento Commuter Service ridership remains at 18% of pre-pandemic levels. With the lack of employees commuting to work for the State and the new COVID-19 variant, it does not appear this will change significantly anytime soon.

Martin noted that since March 2021, Yuba-Sutter Transit has offered free rides on all services for those traveling to or from a COVID-19 vaccination appointment. Originally slated to run through June 2021, the program was extended twice and will now end on December 31, 2021. Use of this program has always been light peaking at 19 trips in April and 11 in May, but no one has used it over the last three months so unless the Board objects, staff intends to let it expire. There were no objections.

Director Blaser asked if the buses were still running at reduced capacities. Martin stated that bus capacity limits ended in July, but drivers still report when they reach a certain capacity or have a standing load on the bus.

## **2. Regional Waste Management Authority (RWMA) Organizational Transition**

At their meeting today, the RWMA Board of Directors will be considering a host of recommendations regarding direct staff for the organization which will change the nearly 34-year joint staffing relationship with Yuba-Sutter Transit. If approved as proposed, recruitment for the new RWMA Executive Director will begin in January with a target start date of April 1, 2022, with a Management Analyst to follow soon after. Yuba-Sutter Transit will continue to provide administrative services for the foreseeable future on a month-to-month basis to provide a phone number, mailing address, basic financial services, and consulting staff support, among other things. Staff will be revisiting the current agreement in the first quarter of the year with any changes to be effective on July 1, 2022.

## **3. Next Generation Transit Facility Project**

The official announcement of awards for the 2021 round of the federal RAISE grant program was released on November 19, 2021, confirming that the Yuba-Sutter Transit's \$20 million grant application was not selected. That same day, staff applied for \$14 million from the federal Buses & Bus Facilities Grant Program. Award announcements for that annual program are expected by the end of March. If unsuccessful this year, an increased level of funding is expected to be available in the next cycle. The new Infrastructure Investments & Job Access Act, however, now requires that we have a Zero-Emission Fleet Transition Plan to be eligible for future awards from such programs so that is a new challenge to complete by early summer if the current application is unsuccessful and it becomes necessary to apply for funding from this program again.

The award notification for the Regional Housing Authority grant application is expected by late January. This application included \$8.5 million for the transit facility. As noted last month, grant scoring sheets were released which indicate that the local application with a score of 79 out of a possible 85 points will likely be funded.

## **4. Local & Rural Route Fare Free Service Schedule for the Christmas Holidays (December 20 – 31)**

Yuba-Sutter Transit's local and rural routes will operate fare free during the upcoming holiday period of December 20<sup>th</sup> to 31<sup>st</sup>. This is part of the ongoing ridership promotion with the lost fares being reimbursed with State Low Carbon Transit Operating Program (LCTOP) funding. Funding for this program, which began during the 2020 Christmas season is expected to be exhausted at the end of June 2022. A full report on the Thanksgiving and Christmas free fare promotions is expected to be presented at the January Board meeting.

## **V. Correspondence/Information**

None.

**VI. Other Business**

Director Fuhrer requested that a discussion regarding an option for board members to attend meetings via Zoom be added to the next meeting's agenda.

**VII. Adjournment**

The meeting was adjourned at 4:30 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JANUARY 20, 2022 AT 4:00 PM  
IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS.**

**AGENDA ITEM V-B  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF DECEMBER 2021**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,794.48	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,286.20	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 50,864.65	PAYROLL	PAYROLL
EFT	\$ 1,356.33	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 39.88	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - DECEMBER 21
EFT	\$ 305.05	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 50.00	BRAD HUDSON	BOARD MEETING 12/16/21
EFT	\$ 50.00	DON BLASER	BOARD MEETING 12/16/21
EFT	\$ 50.00	KARM BAINS	BOARD MEETING 12/16/21
EFT	\$ 50.00	SETH FUHRER	BOARD MEETING 12/16/21
EFT	\$ 50.00	WADE KIRCHNER	BOARD MEETING 12/16/21
EFT	\$ 2,759.71	PG&E	ELECTRIC 11/12/21 - 12/12/21
EFT	\$ 43.76	PG&E	ELECTRIC #2 DECEMBER 2021
EFT	\$ 458.04	PG&E	GAS NOVEMBER 2021
EFT	\$ 270.20	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS & LAMINATING
EFT	\$ 272.72	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 196.01	PRIMEPAY	PAYROLL FEES - NOVEMBER 2021
EFT	\$ 159.96	ELAVON	MERCHANT SERVICE FEE - DECEMBER
17800	\$ 38,500.00	A BEAUTIFUL TREE SERVICE	INITIAL TREE REMOVAL AT 6035 AVONDALE AVE
17801	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL NOV 2021
17802	\$ 666.50	APPEAL DEMOCRAT	ADVERTISING FOR FARE FREE WEEK
17803	\$ 3,500.00	CALIFORNIA TRANSIT ASSOCIATION	MEMBERSHIP DUES - KEITH MARTIN
17804	\$ 26,325.88	HUNT & SONS	BUS FUEL - DYED DIESEL
17805	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - NOVEMBER 2021
17806	\$ 5,863.75	RAMOS OIL COMPANY	BUS FUEL - GAS
17807	\$ 635.81	SC FUELS	DEF FLUID
17808	\$ 486,539.22	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLES INSURANCE 10/21
17809	\$ 450.00	STREAMLINE	WEBSITE SERVICES - DECEMBER 2021
17810	\$ 1,559.16	T-MOBILE	WIFI SERVICES FOR BUSES - NOVEMBER 2021
17811	\$ 5,158.97	TEHAMA TIRE SERVICE INC	TUBES/TIRES
17812	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPIER LEASE NOVEMBER 2021
17813	\$ 317.38	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES NOVEMBER 2021
17814	\$ 10,588.25	EACOM TECHNICAL SERVICES INC	BUS & BUS FACILITIES GRANT CONSULT 10/23 - 11/26/21
17815	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - JANUARY 2022
17816	\$ 370.13	COMCAST BUSINESS	TELEPHONES SERVICES - DECEMBER 2021
17817	\$ 316.61	COMCAST BUSINESS	INTERNET SERVICES - DECEMBER 2021
17818	\$ 23,723.29	HUNT & SONS	BUS FUEL - DYED DIESEL
17819	\$ 369.41	LANDA & SONS INC	TEMPERED GLASS REPLACED @ BEHAV HEALTH
17820	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17821	\$ 478.43	QUILL CORPORATION	JANITORIAL AND OFFICE SUPPLIES
17822	\$ 3,140.34	RAMOS OIL COMPANY	BUS FUEL - GAS
17823	\$ 1,322.87	SC FUELS	DEF FLUID
17824	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - DECEMBER 2021
17825	\$ 50.00	SHON HARRIS	BOARD MEETING 12/16/21
17826	\$ 110.00	SIMONE REED	VISION REIMBURSEMENT
17827	\$ 540.95	STANLEY SECURITY SOLUTIONS INC	SECURITY SERVICES JANUARY 2022
17828	\$ 15,777.94	STORER TRANSIT SYSTEMS	SPECIAL EVENT SHUTTLLING - SIKH FESTIVAL
17829	\$ 50.00	STUART GILCHRIST	BOARD MEETING 12/16/21
17830	\$ 7,483.50	SUTTER BUTTES COMMUNICATION INC	SERVICE CHARGES & REPEATER FEE 1/22 - 3/22
17831	\$ 4,460.14	TEHAMA TIRE SERVICE INC	TUBES/TIRES
17832	\$ 96.00	THE DOOR COMPANY	SERVICE CALL ON SHOP DOOR
	\$ 709,459.08		

**LAIF  
TRANSFERS**

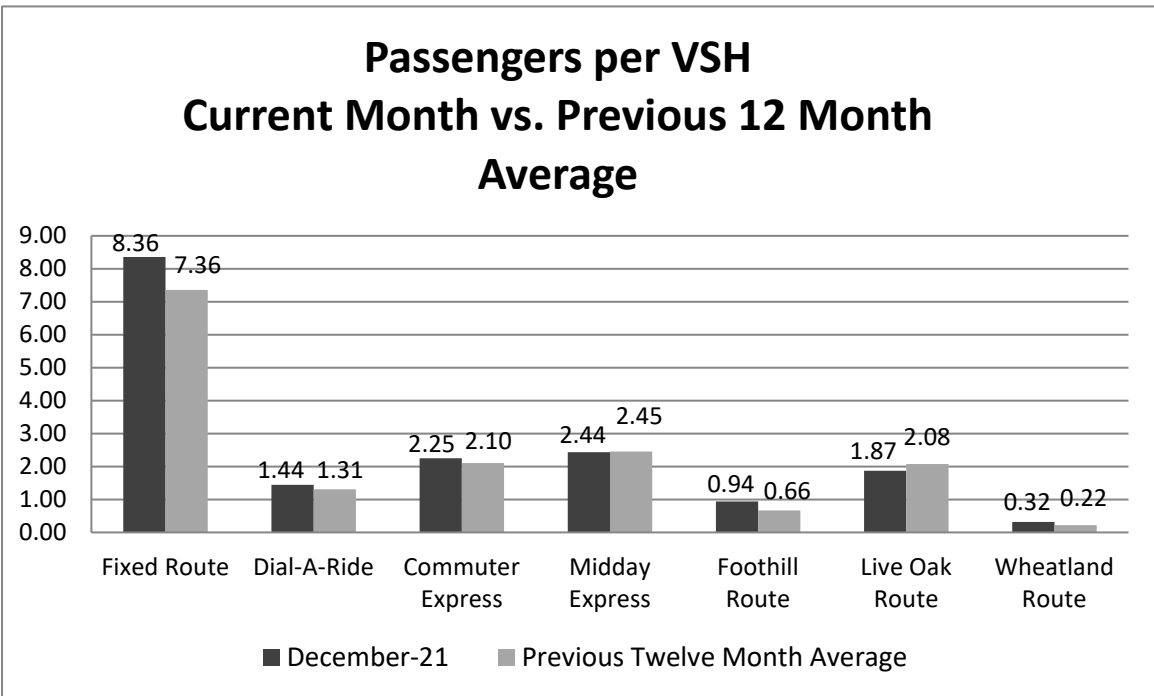
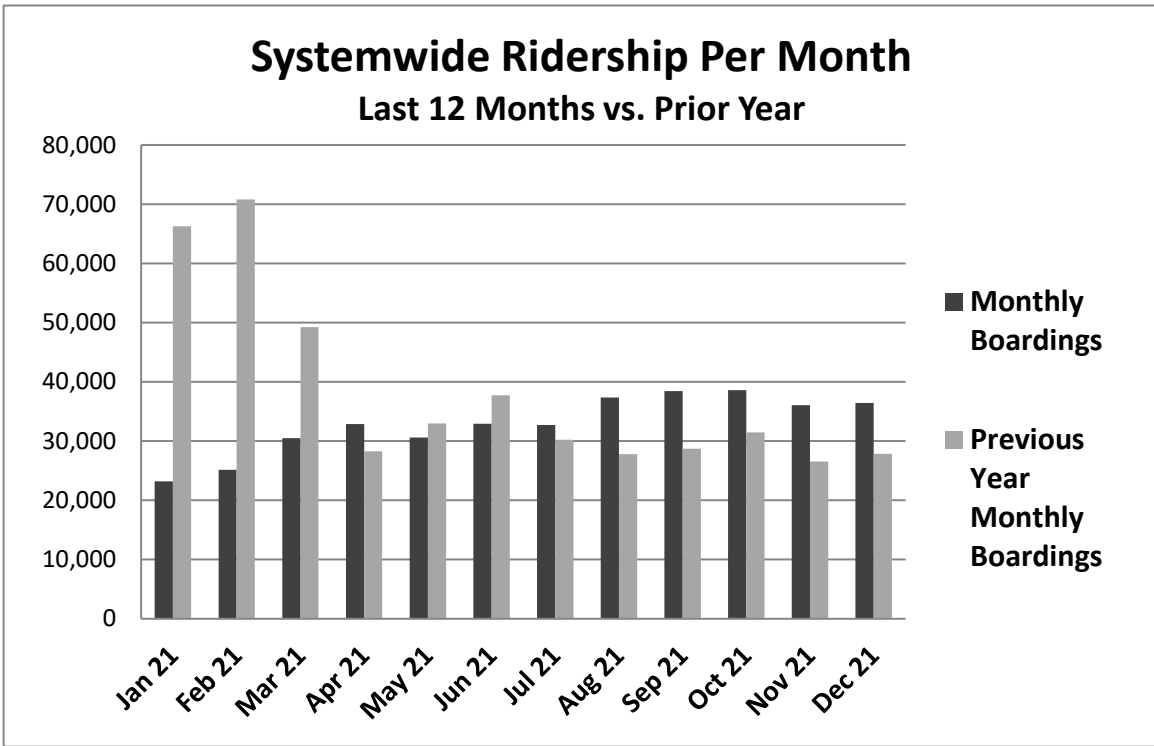
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## AGENDA ITEM V - C

### DECEMBER 2021 PERFORMANCE REPORT

		Previous Twelve		Previous
<b>Ridership:</b>	<b>December-21</b>	<b>Month Average</b>	<b>Fiscal YTD</b>	<b>Fiscal YTD</b>
Fixed Route	31,538	28,150	188,874	151,920
Dial-A-Ride	2,432	1,798	14,010	8,981
Commuter Express	1,817	1,487	10,846	8,164
Midday Express	415	371	2,498	1,964
Foothill Route	90	55	384	539
Live Oak Route	144	151	900	1,018
Wheatland Route	15	9	75	25
Oroville Route	0	0	1,975	0
<b>Total Ridership:</b>	<b>36,451</b>	<b>32,021</b>	<b>219,562</b>	<b>172,611</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	3,772.54	3,827.22	22,112.93	24,062.33
Dial-A-Ride	1,683.97	1,370.03	8,890.80	9,096.76
Commuter Express	806.94	707.33	4,406.67	4,253.26
Midday Express	170.12	151.01	944.13	905.11
Foothill Route	95.60	82.56	511.62	472.85
Live Oak Route	77.03	72.70	436.60	450.12
Wheatland Route	47.17	42.16	269.86	254.43
Oroville Route	0.00	0.00	427.39	0.00
<b>Total VSH's:</b>	<b>6,653.37</b>	<b>6,253.01</b>	<b>38,000.00</b>	<b>39,494.86</b>
<b>Passengers Per Hour:</b>				
Fixed Route	8.36	7.36	8.54	6.31
Dial-A-Ride	1.44	1.31	1.58	0.99
Commuter Express	2.25	2.10	2.46	1.92
Midday Express	2.44	2.45	2.65	2.17
Foothill Route	0.94	0.66	0.75	1.14
Live Oak Route	1.87	2.08	2.06	2.26
Wheatland Route	0.32	0.22	0.28	0.10
Oroville Route	0.00	0.00	4.62	0.00
<b>Total Passengers Per VSH:</b>	<b>5.48</b>	<b>5.12</b>	<b>5.78</b>	<b>4.37</b>

## DECEMBER 2021 PERFORMANCE REPORT





AGENDA ITEM VI – A  
STAFF REPORT

**DRAFT COMPREHENSIVE OPERATIONAL ANALYSIS (COA) REQUEST FOR PROPOSALS (RFP)**

Yuba-Sutter Transit was awarded a Caltrans Sustainable Communities Planning Grant to develop a Comprehensive Operational Analysis / Short-Range Transit Plan on June 22, 2021. This multi-year planning effort is budgeted at \$225,000 using the state grant of \$199,192 and a required local match of \$25,808 (11.47 percent) which will be provided by Yuba-Sutter Transit from available State Transit Assistance (STA) revenues. Caltrans issued a Notice to Proceed for this project on January 3, 2022. While the state funding will expire on March 30, 2024, this project is expected to be completed by mid-2023.

This major planning project includes two distinct, but related components. A Comprehensive Operational Analysis (COA) is a top-to-bottom assessment of the system that focuses primarily on the scope and level of service provided to the public addressing the conflict of transit service frequency versus coverage; traditional mass transit services versus specialized and emerging service models; and local versus regional interconnectivity. Yuba-Sutter Transit has never conducted a COA. A Short-Range Transit Plan (SRTP) is a plan for the operation and maintenance of the recommended services over the next five to ten years including the necessary capital projects and a financial plan to support those recommendations. In addition to service recommendations, the SRTP would also evaluate the need to modify or enhance passenger amenities, system technology, and marketing materials. The SRTP recommendations are generally more specific in the early years and less so in the out years, but the actual implementation of any of the recommendations are still subject to future Board approval action. A current SRTP is required to remain eligible for federal transit funding and the last Yuba-Sutter Transit SRTP was adopted in April 2015.

To initiate this lengthy planning process, attached for Board review and discussion is the draft Request for Proposals (RFP) that staff has developed to solicit proposals from transit consultants who specialize in this work. In close collaboration with the Board, member jurisdictions, and community stakeholders this project is expected to result in a plan that will shape Yuba-Sutter Transit for the next 5 to 10 years through recovery from the pandemic, the construction of a new transit operating, maintenance and administration facility and the transition to the large-scale operation of zero-emission buses. The plan will examine the entire system (local, rural and commuter routes as well as the Dial-A-Ride service) for inefficiencies and new opportunities resulting in recommendations that could potentially include modifications to existing routes, new service areas, alternative service models, and more modern technology-based transportation delivery tools.

Staff is now requesting Board authorization to release the RFP. As proposed, proposals would be due by February 25<sup>th</sup> an award recommendation is tentatively scheduled for presentation to the Board at the March 17<sup>th</sup> meeting. Staff will be prepared at the meeting to discuss this landmark project and the draft COA/SRTP RFP in detail.

RECOMMENDATION: Authorize the release of the COA RFP as proposed.

January 20, 2022



# Request for Proposals

## YUBA-SUTTER TRANSIT COMPREHENSIVE OPERATIONAL ANALYSIS/ SHORT RANGE TRANSIT PLAN

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January 21, 2022

**Release Date: January 21, 2021**

**Proposal Due Date: By 4:00 p.m. (PST) on Friday, February 25, 2022**

**Presentations (If Necessary): March 7 – 9, 2022**

**Contract Award (Tentative): March 17, 2022**

## Notice of Request for Proposals

This Request for Proposals (RFP) is issued by the Yuba-Sutter Transit Authority (Yuba-Sutter Transit or Authority) to select a qualified firm (Consultant) to perform a Comprehensive Operational Analysis (COA)/Short-Range Transit Plan (SRTP). The work product resulting from this effort will guide the Authority's emergence from depressed pandemic ridership and the possible transition to alternative operating models. The goal of this solicitation is to enter a Contract with the firm that will be able to best meet the needs of the Authority. The Board of Directors and their constituents have high expectations for the Authority to deliver a plan to greatly improve transit system efficiency, effectiveness, and accessibility.

The Consultant will need to effectively manage the COA/SRTP and provide innovative transit solutions for the Authority to become a true mobility integrator for the region. The COA/SRTP should generate recommendations based on extensive data analysis, public outreach, and industry best practices for deploying various public transportation modes. The COA/SRTP shall consider an entire spectrum of service options ranging from minor modifications to a full "reset" of the system. Finally, the documents produced through this contract will capture the vision that most successfully explores the relationships between effective transit and land-use, population growth and employment patterns as well as social equity and areas of high transit need.

The Authority seeks a Consultant with the ability to bring a collaborative and truly innovative approach to this project. The selected firm is expected to design a framework and timeline that will most efficiently deliver/implement the COA/SRTP. The recommendations adopted from the COA/SRTP will be the foundation for revitalizing the region's transit services. Concurrent with this procurement is another major activity – the search for funding to construct the Next Generation Maintenance, Operations and Administration facility at the recently purchased site at 6035 Avondale Ave in Linda, CA. This facility will be constructed as funding becomes available, but the current timeline is for completion in 2025. The facility is anticipated to modernize transit operations and serve as a mobility hub for the bi-county region.

Proposals shall be received by Yuba-Sutter Transit at 2100 B Street, Marysville, CA at or before 4:00 p.m. PST, Friday, February 25, 2022, for the Yuba-Sutter Transit COA/SRTP as described in this Request for Proposals (RFP) document. Proposals received after the date and time specified above shall be considered unresponsive and shall be returned to the proposer unopened.

Yuba-Sutter Transit reserves the right, in its sole and exclusive discretion, to postpone, to accept or to reject any and all proposals, in whole or in part. The total proposal amount is not to exceed \$225,000.

All proposals shall be subject to all applicable State and Federal laws. The award to be let under this solicitation is subject to the terms of a financial assistance agreement between Yuba-Sutter Transit and the California Department of Transportation (Caltrans) under the Fiscal Year 2020-21 Sustainable Transportation Planning Grant program.

Proposal documents shall be clearly marked "**Yuba-Sutter Transit COA/SRTP PROPOSAL**" and can be sent electronically, mailed or delivered to:

Yuba-Sutter Transit  
ATTN: Keith Martin, Executive Director  
2100 B Street  
Marysville, CA 95901

Electronic submission to: [adam@yubasuttertransit.com](mailto:adam@yubasuttertransit.com)

Questions should be directed to Adam Hansen, Planning Program Manager at (530) 634-6880, or by email at [adam@yubasuttertransit.com](mailto:adam@yubasuttertransit.com). Responses may be shared through the Yuba-Sutter Transit website with other prospective bidders.

DRAFT

Request for Proposals  
Yuba-Sutter Transit COA/SRTP

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## Project Overview

### Introduction

The Yuba-Sutter Transit Authority (Yuba-Sutter Transit or the Authority) is the sole provider of public transit service in Yuba and Sutter Counties under a joint powers agreement between Sutter and Yuba Counties and the Cities of Marysville and Yuba City. Under the current operating contract with Storer Transit Systems, Inc., Yuba-Sutter Transit provides four distinct public transit services within the urbanized and rural areas of the counties as listed below:

- Urban fixed route service in the cities of Yuba City and Marysville and the unincorporated communities of Linda and Olivehurst.
- Urban demand responsive Dial-A-Ride service, which includes service to seniors and persons with disabilities and complementary paratransit service as required by the Americans with Disabilities Act (ADA) along with a general-public weekday evening Dial-A-Ride service within the same urban service area.
- Weekday peak hour commuter and midday service to downtown Sacramento.
- Limited rural route deviation service consisting of three separate routes between Marysville/Yuba City and the Yuba County foothills, Live Oak and Wheatland. The Live Oak and Wheatland services are operated by contract with the Cities of Live Oak and Wheatland.

Yuba-Sutter Transit currently operates a fleet of 51 buses ranging in capacities of 16 to 57 seated passengers. Annual ridership increased significantly over the organization's first 40-year history, reaching a system-wide high of 1,296,622 one-way passenger trips in FY 2014-15, but slowly declined thereafter to 931,951 in FY 2019, the last full fiscal year before the COVID-19 pandemic. Due to the pandemic, ridership dropped to a 25-year low of just 347,891 trips in FY 2020-21 but has since begun to recover and is on pace for approximately 450,000 trips in FY 2022.

The local fixed route system provides service every 30 to 60 minutes on six routes with 14 buses in all day service Monday through Friday in Yuba City, Marysville, Linda and Olivehurst. Local fixed route service is provided each weekday from approximately 6:30 a.m. to 6:30 p.m. and from approximately 8:30 a.m. to 5:30 p.m. on Saturdays. No service is provided on Sunday or major holidays.

Yuba-Sutter Transit has sought to continually improve the convenience and accessibility of its services which include a full conversion to modern low-floor fixed route buses in 2015; conversion to an all-MCI over the road commuter bus fleet in 2018; implementation of the regional electronic fare card system in 2017; installation of free Wi-Fi on fixed route and commuter buses in 2018, implementation of the highly successful discount monthly pass programs for area youth, seniors and persons with disabilities; and, a new discount general public monthly pass program in 2020. Despite these efforts, there is still room for improvement to design a system to serve the current clientele while providing services to growing outlying areas.

## Instructions to Proposers

### General

All proposals will be controlled by the Terms and Conditions contained herein. Contractor terms and conditions that may be included as a part of other documents submitted as a part of the proposal are waived and will have no effect either on the

proposal, or any contract which may be awarded as a result of the proposal when in conflict with those of this document. The attachment of any other terms and conditions may be grounds for rejection of the proposal.

Compliance with Laws: Yuba-Sutter Transit will comply with all applicable Federal, State, and local laws, codes, ordinances, regulations, orders, circulars, and directives, including, without limitation, all Federal and State regulatory requirements associated with the funding provided for this project. These regulations, orders, circulars, and directives include, without limitation, the following: 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; Office of Management and Budget Circular A-87, Revised "Cost Principles for State, Local, and Indian Tribal Governments"; and FTA Circular No. 4220.1E, "Third Party Contracting Requirements." Further, Yuba-Sutter Transit will require the appropriate debarment certification form from all contractors and Yuba-Sutter Transit certifies that it will not knowingly enter into any transaction with a contractor, subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State agency.

Contractor specifically agrees to the conditions set forth in the above paragraph by signature of the required "Transmittal Letter" described herein.

Yuba-Sutter Transit invites and encourages participation in this procurement by disadvantaged business enterprises.

## Due Date

Proposals can be submitted either by mail which must include one unbound original and two (2) bound copies or electronically to [adam@yubasuttertransit.com](mailto:adam@yubasuttertransit.com). A verification of receipt email will be sent in return. All proposals must be received at or before 4:00 p.m. PST on Friday, February 25, 2022:

Yuba-Sutter Transit  
ATTN: Keith Martin, Executive Director  
2100 B Street  
Marysville, CA 95901

## Required Proposal Contents

To be considered responsive, proposals must include the following components, at a minimum:

1. Transmittal Letter  
Proposer specifically agrees to the conditions set forth in this RFP by signature of the Transmittal Letter. The letter must be signed by a representative authorized to bind the proposer's company and contain, at a minimum:
  - a. A representation as to the type of business the proposer/firm is (individual, partnership, sole proprietorship);
  - b. A representation as to the DBE status of the proposer/firm; and
  - c. Display an understanding of the conditions under which the proposal is offered.
2. Technical Approach/Deliverables  
Provide an original, detailed description of the level of work to be performed including, but not limited to, the Scope of Work described herein. Technical factors including methods for demographic, transit demand and performance analysis and development of service alternatives should be explained sufficiently to support meaningful comparison and discrimination between competing proposals.
3. Key Personnel /Previous Performance  
Yuba-Sutter Transit considers the qualifications, experience and past performance of key personnel and

subcontractors that will perform major or critical aspects of the work as a key indicator of a proposer's ability to perform the contract successfully. Provide the names and profiles of the staff to be assigned as well as project descriptions and client contact information for at least three (3) relevant contracts, recently completed by your firm, requiring efforts similar to those of this project. Proposers are encouraged to provide information on problems encountered on the identified contracts and corrective measures taken.

#### 4. Project Schedule

The contractor shall provide a detailed schedule for the work including personnel assigned, the estimated time commitment from each, and anticipated completion dates of each major phase/milestone. The draft Yuba-Sutter Transit COA/SRTP needs to be completed in 2023.

Funding for all work to be completed under this project will expire on March 30, 2024, unless otherwise terminated or extended by written agreement between the parties, subject to approval by Caltrans.

#### 5. Cost Proposal

Provide detailed cost breakdown of all labor necessary for the delivery of this project. The contracting budget for this project is not to exceed \$225,000.

#### 6. Sub-Contractors

Provide names, addresses and descriptions of sub-contractors to be employed in the delivery of the project. Any subcontract in excess of \$25,000 entered into as a result of this solicitation must contain all of the applicable provisions of the primary agreement. Clearly indicate if no sub-contractors are to be used.

### **Proposal Evaluation**

Proposals shall be prepared in accordance with the requirements contained in this RFP. Yuba-Sutter Transit reserves the right, in its sole and exclusive discretion, to reject any or all proposals on the basis of responsiveness and/or cost; to award this contract to a single overall consultant/firm on all items; or, to make an award on the basis of individual tasks/deliverables or groups of tasks/deliverables, whichever shall be considered to be the best value to Yuba-Sutter Transit. Award may be made on the basis of initial proposals submitted without any negotiations or discussions.

Yuba-Sutter Transit shall evaluate all proposals using the factors listed below and shall select the proposal that represents, in the sole opinion of Yuba-Sutter Transit, the "best value" to Yuba-Sutter Transit. Pursuant to applicable purchasing guidelines, Yuba-Sutter Transit will make an award to the responsible consultant(s) whose proposal is most advantageous to Yuba-Sutter Transit with price and other factors considered. Accordingly, Yuba-Sutter Transit may not necessarily make an award to the proposer with the highest technical ranking nor award to the proposer with the lowest price proposal if doing so would not be in the overall best interest of Yuba-Sutter Transit.

### **Consultant Selection**

A. Firm Capability and Experience (20%). -- Consultant shall describe in detail how the proposed service will satisfy the functions and features described in the Scope of Work. Consultant shall provide a comprehensive explanation of the Consultant's ability to perform the Scope of Work outlined in this RFP, including a description of the Consultant's methods and resources that will be utilized to perform the services described in this RFP.

B. Project Team (25%). -- This factor evaluates the relevant experience and knowledge of the Consultant's proposed lead assigned to this project as well as key personnel identified as being assigned to the project. The full resume for the project manager should be included in the proposal. This will include an assessment of the Consultant's understanding of the staffing



needs and requirements for providing the services required under this RFP and for meeting the Authority's performance and quality standards.

C. Project Approach and Schedule<sup>[KM1]</sup> (40%). – This factor evaluates both the Consultant's understanding of the Authority's goals and needs and the work products required from this planning process and the specific details of the Consultant's approach to completing the scope of work to meet those goals. The Consultant's approach will provide the Authority with an understanding of how the consultant translates their understanding of the Authority's needs into action. The schedule should include relative durations and activities allocated per task, adherence to the Authority's set timeline and the influence concurrent procurements may have on this process.

F. Cost (15%). – The factor evaluates the value delivered to the Authority by the Consultant by measuring cost proposal elements such as the number of hours, hourly rates, the distribution of Consultant team members' time across tasks, number of trips, differences in reimbursable expenditures, etc. As a Best Value procurement, the cost evaluation will not be based on the lowest price.

### **Presentations/Interviews (If Necessary)**

Award may be made on the basis of initial proposals submitted without any interviews, negotiations or discussions. If deemed necessary, one or more proposers may be asked to provide an in-person<sup>[KM2]</sup> or virtual presentation in support of their proposal to Yuba-Sutter Transit's selection committee members. Presentations are tentatively scheduled for March 7 – 9, 2022. Proposers are encouraged to prepare a presentation which demonstrates their understanding of the required scope of work for this project, experience and qualifications of assigned staff and the proposed management plan/schedule. To the extent possible, key personnel should be available during the presentation for relevant questions to determine the depth of their knowledge in critical areas.

Yuba-Sutter Transit will not be contractually bound by oral discussions during the evaluation process.

### **Assignment**

The selected Contractor may not assign or subcontract its rights or obligations under the Contract without the prior written permission of Yuba-Sutter Transit, and no such assignment or subcontract will be effective until approved in writing by Yuba-Sutter Transit. Notwithstanding the foregoing, Contractor may assign its right to receive the payments from Yuba-Sutter Transit without such consent; however, Yuba-Sutter Transit shall not be under any obligation to pay any third party unless Contractor and/or its assignee have given Yuba-Sutter Transit at least thirty (30) days' notice of such assignment.

### **Protest Procedures**

Yuba-Sutter Transit has on file a set of written protest procedures<sup>[KM3]</sup> applicable to this solicitation that may be obtained by contacting Yuba-Sutter Transit. Any protest filed by a proposer in connection with this RFP must be submitted in accordance with Yuba-Sutter Transit's written procedures.

### **Cancellation**

Yuba-Sutter Transit reserves the right to cancel this solicitation at any time before the Contract is fully executed and approved on behalf of Yuba-Sutter Transit.

## Questions

Questions regarding the requirements or terms of this RFP should be referred to Adam Hansen, Planning Program Manager, in writing by email, fax or U. S. mail:

Yuba-Sutter Transit  
ATTN: Adam Hansen, Planning Program Manager  
2100 B Street  
Marysville, CA 95901

Telephone: 530-634-6880  
Fax: 530-634-6888  
[adam@yubasuttertransit.com](mailto:adam@yubasuttertransit.com)

Questions regarding the requirements or terms of this RFP are due to Yuba-Sutter Transit on or before Friday, February 11, 2022. Responses to any substantive questions received by this date will be posted on the Yuba-Sutter Transit Website by Tuesday, [K4]February 14, 2022 as an addendum to this RFP.

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## Terms and Conditions

### General

1. Acceptance and Rejection: Yuba-Sutter Transit reserves the right to reject any and all proposals, to waive any informality in proposals, and unless otherwise specified by the proposer, to accept any item in the proposal. If a unit price or extended price is obviously in error and the other price is obviously correct, the incorrect price will be disregarded.
2. Time for Consideration: Unless otherwise indicated in the proposal, the offer shall be valid for 90 days from the due date of the solicitation.
3. Payment Terms: Payment terms are Net 30 days after receipt of a correct invoice or acceptance of goods, whichever is later. Yuba-Sutter Transit is responsible for all payments under the contract.
4. Funding Requirements: Any contract or subcontract to be funded in whole or in part using funds provided under this Agreement will require the contractor and its subcontractors, if any, to:
  - (a) Comply with applicable State and Federal requirements that pertain to, among other things, labor standards, non-discrimination, the Americans with Disabilities Act, Equal Employment Opportunity, Drug-Free Workplace, and Office of Management and Budget Circular A-87, Revised "Cost Principles for State, Local and Indian Tribal Governments."
  - (b) Maintain at least the minimum state-required Workers' Compensation Insurance for those employees who will perform the work or any part of it.
  - (c) Maintain unemployment insurance and disability insurance as required by law, along with liability insurance in an amount that is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the contractor or any subcontractor in performing work associated with this Agreement or any part of it.
  - (d) Retain all books, records, accounts, documentation, and all other materials relevant to this Agreement for a period of three (3) years from the date of termination of this Agreement, or three (3) years from the conclusion or resolution of any and all audits or litigation relevant to this Agreement and any amendments, whichever is later.
  - (e) Permit Yuba-Sutter Transit, Caltrans and/or its representatives, upon reasonable notice, unrestricted access to any or all books, records, accounts, documentation, and all other materials relevant to this Agreement for the purpose of monitoring, auditing, or otherwise examining said materials.
  - (f) Comply with all applicable requirements of Title 49, Part 26 of the Code of Federal Regulations, as set forth in Section 28.
5. Specifications: Any deviation from specifications indicated herein must be clearly stated by the proposer in writing; otherwise, all items or work offered by the proposer shall be deemed to be in strict compliance with these specifications, and the successful proposer will be held responsible therefore. Deviations must be explained in detail in the proposal or on an attached sheet(s). This paragraph shall not be construed as inviting or permitting any deviation whatsoever by proposer or implying that any such deviation will be acceptable to Yuba-Sutter Transit.
6. Award of Contract: Qualified proposals will be evaluated and acceptance made of the best value proposal to Yuba-Sutter Transit as determined upon consideration of such factors as: price offered; the quality of the articles offered; the general reputation and performance capabilities of the proposer; the substantial conformity with the specifications and other conditions set forth in the proposal; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by Yuba-Sutter Transit, within its sole and exclusive discretion, to

be pertinent or peculiar to the purchase in question. Unless otherwise specified by Yuba-Sutter Transit or the proposer, Yuba-Sutter Transit reserves the right to accept any items or groups of items on a multi-item proposal.

Yuba-Sutter Transit reserves the right to make partial, progressive, or multiple awards where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; or other factors deemed by Yuba-Sutter Transit to be pertinent or peculiar to the purchase in question.

7. Governmental Restrictions: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify Yuba-Sutter Transit at once, indicating the specific regulation which required such alterations.

Yuba-Sutter Transit reserves the right, within its sole and exclusive discretion, to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

8. Exceptions: All proposals are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions and the submission of other terms and conditions, price catalogs, and other documents as part of a proposer's response will be waived and have no effect on this Request for Proposal or any other contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a proposer may be grounds for rejection of the proposal. The proposer specifically agrees to the conditions set forth in this paragraph by affixing his name and signature on the proposal Transmittal Letter.

9. Confidentiality of Proposals: Access to government records is governed by the California Public Records Act (Gov. Code 6250 et seq.). Except as otherwise required by the California Public Records Act, Yuba-Sutter Transit will exempt from disclosure proprietary information, trade secrets and confidential commercial and financial information submitted in the proposal. Any such proprietary information, trade secrets or confidential commercial and financial information which a proposer believes should be exempted from disclosure shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not assure confidentiality. The specific proprietary information, trade secrets, or confidential commercial and financial information must be clearly identified as such. The Price Proposal and its contents shall not be considered proprietary information.

10. Clarifications/Interpretations: Any and all questions regarding this document must be addressed to Adam Hansen, Planning Program Manager. Any and all revisions to this document shall be made only by written addendum issued by Yuba-Sutter Transit. The Vendor is cautioned that the requirements of this proposal can be altered only by written addendum and that verbal communications, regardless of their source, shall be of no force or effect.

11. Situs: The place of all contracts, transactions, agreements, their situs and forum, shall be Yuba County, California, wherein all 47ers shall be determined, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement of this Request for Proposal, or any contract which may be awarded as a result of this solicitation.

## Insurance

During the term of this Agreement, Contractor shall at all times maintain, at its expense, the following coverage requirements (the comprehensive general liability insurance shall include broad form property damage insurance):

1. Minimum Coverage (as applicable) - Insurance coverage shall be with limits not less than the following:

- (a) Comprehensive General Liability - \$2,000,000/occurrence and \$2,000,000/aggregate, including ongoing and completed operations coverage
- (b) Automobile Liability - \$2,000,000/occurrence (general) and \$2,000,000/ occurrence (property) (include coverage for hired and non-owned vehicles)
- (c) Professional Liability/Malpractice/Errors and Omissions - \$1,000,000/occurrence and \$2,000,000/aggregate (if any engineer, architect, attorney, or other licensed professional performs work under a contract, the contractor must provide this insurance. If not, then this requirement automatically does not apply.)
- (d) Workers' Compensation - Statutory Limits/Employers' Liability - \$1,000,000/ accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)
2. Yuba-Sutter Transit, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation and professional liability coverage. (Evidence of additional insured may be needed as a separate endorsement due to wording on the certificate negating any additional writing in the description box.)
3. Any available insurance proceeds in excess of the specified minimum limits and coverage set forth above shall be available to the Authority as an additional insured. All coverage available shall be as broad as the coverage afforded to the named insured and nothing in any agreement with the Authority shall limit or lessen the coverage afforded to the Authority as an additional insured to the extent coverage would be available to the named insured under the policy in question. All insurance policies required to be carried shall provide for severability of interests; shall provide that an act or omission of any of the named or additional insured's shall not reduce or avoid coverage to the other named or additional insured's and shall afford coverage for all claims based on acts, omissions, injury or damage which claims occurred or arose (or the onset of which occurred or arose) in whole or in part during the policy. All insurance shall be primary and non-contributory.
4. Said policies shall remain in force through the life of this Agreement and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis.
5. The Contractor shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and Yuba-Sutter Transit reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement are available throughout the performance of this Agreement.
6. Any deductibles or self-insured retentions must be declared to and are subject to the approval of Yuba-Sutter Transit.
7. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Yuba-Sutter Transit or after ten (10) days for delinquent insurance premium payments.
8. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise approved by Yuba-Sutter Transit.
9. The policies shall cover all activities of Contractor, its officers, employees, agents and volunteers arising out of or in connection with this Agreement.
10. For any claims relating to this Agreement, the Contractor's insurance coverage shall be primary, including as respects Yuba-Sutter Transit, its officers, agents, employees and volunteers. Any insurance maintained by Yuba-Sutter Transit shall apply in excess of, and not contribute with, insurance provided by Contractor's liability insurance policy.
11. The insurer shall waive all rights of subrogation against Yuba-Sutter Transit, its officers, employees, agents and volunteers.

12. Prior to commencing services pursuant to this Agreement, Contractor shall furnish Yuba-Sutter Transit with original endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by and are subject to the approval of Yuba-Sutter Transit before work commences. Upon request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

13. During the term of this Agreement, Contractor shall furnish Yuba-Sutter Transit with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

DRAFT

## Scope of Work

### Introduction

Yuba-Sutter Transit has a fleet of 51 revenue vehicles (22 fixed route, 16 demand response/rural route and 13 commuter buses), Yuba-Sutter Transit operates six urban fixed routes; three rural routes; an urban Dial-A-Ride service; and an intercity commuter service between Marysville/Yuba City and downtown Sacramento. Yuba-Sutter Transit's six local fixed routes serve the Cities of Yuba City and Marysville and the unincorporated Yuba County communities of Linda and Olivehurst. A total of 931,951 passenger trips were provided by these services in FY 2019, the last full fiscal year before the start of the COVID-19 pandemic.

Yuba-Sutter Transit's service area consists largely of disadvantaged/low-income communities with a high percentage of transit dependent persons and/or single vehicle households. (See attached map). For many of these residents, transit service is often the sole means to access essential services, shopping, recreation, and social life. CalEnviroScreen 3.0 shows that the disadvantaged census tracts within the Yuba-Sutter Transit service area have some alarming trends that can be mitigated by increased access to jobs and health services and by encouraging active transportation. For example, the unemployment rate in the disadvantaged census tracts within the service area is in the 94<sup>th</sup> percentile and in the 93<sup>rd</sup> percentile for poverty and cardiovascular disease. In addition, the area ranks in the 80<sup>th</sup> percentile for education. These figures show that certain communities within our service area are in dire need of safe and effective transit service.

In recent years, Yuba-Sutter Transit has taken steps to assist those from disadvantaged communities. For example, a route was expanded into disadvantaged areas for service to Yuba College's main campus and access to the Yuba College extension campus in Sutter County was enhanced with a direct shuttle connection to the local fixed route system as well as allowing the Live Oak rural route to deviate upon request. In addition, free Wi-Fi service was installed on all local fixed route and intercity commuter buses to provide access for those without cellular data plans. We have also aggressively pursued grants to greatly reduce the cost for low-income riders. This has resulted in rates for an unlimited use monthly local and rural route pass of \$5 for seniors, youth, and those with disabilities and \$10 for the general-public. The additional amenities and service modifications have enhanced the transit service, but more is needed to ensure that all available transit funds are being spent equitably and effectively to provide services that are needed the most.

### Relocation of Maintenance and Operations Facility

The State Route 70 Binney Junction Roadway and Complete Streets Project is anticipated to have a significant impact on the ability of Yuba-Sutter Transit to operate from the current site. The roadway adjacent to the facility is being expanded, but more importantly, two railroad overcrossings are being reconstructed which will require additional right-of-way which may have significant impact on Yuba-Sutter Transit's current operations. As a result, it is anticipated that the current maintenance and operations facility will need to be relocated in 2025. Consequently, Yuba-Sutter Transit has purchased 6035 Avondale Ave and is now seeking funds to construct the Next-Generation Transit Facility that will enable the implementation of ZEBs.

### Project Stakeholders

The COA/SRTP will be spearheaded by the Yuba-Sutter Transit staff along with the selected consultant team who will provide subject matter expertise and be an unbiased third party to provide an accurate and thorough assessment

of the transit system resulting in recommendations for improvements. Other stakeholders include the four member jurisdictions (Yuba and Sutter Counties, and the Cities of Marysville and Yuba City); the FREED Center for Independent Living; the Yuba Community College District; the Marysville and Yuba City school districts; the Regional Housing Authority for Sutter and Yuba Counties; the Sutter-Yuba Homeless Consortium; Enterprise Rancheria and Caltrans District 3.

## Overall Project Objectives

1. Analyze the current service model to determine if resources are being used efficiently and that the transportation needs of low-income/disadvantaged communities are being met.
2. Enhance transit service to better serve low-income, transit dependent and disabled populations within the urban core and outlying rural communities.
3. Provide opportunities to engage the public, transit users and stakeholders in transit planning to identify transit needs both locally and regionally.
4. Develop recommendations for restructuring the transportation network for greater system coverage, frequency, and operational efficiency to enhance regional connectivity.
5. Develop a framework to provide transit services to recently built and planned developments and commercial districts.
6. Fulfill regional, state, and federal goals by enhancing Yuba-Sutter Transit's services to promote increased local and regional travel options to reduce single occupant vehicle use and greenhouse gas emissions.

## Task 1: Existing Conditions

The consultant will set up interviews with staff and stakeholders to ascertain the general role and direction of the agency over the next five to ten years. This effort should evaluate and refine the current mission statement, goals, policies, and objectives from the previous short range transit plan. Also review performance measures used in the 2015 Yuba-Sutter Short Range Transit Plan to determine which measures are applicable to be carried forward to measure future performance of transit services.

The consultant will gather statistical data and empirical data from existing transit riders to analyze the existing transit system.

- Utilizing electronic fare card data to determine where transit riders live.
- Use the Adept dispatch software to analyze the origin and destination of Dial-A-Ride trips.
- Conduct an origin and destination study to determine trip patterns for fixed route and commuter service which will provide the information needed to support alternative service models. This task will include passenger counts, onboard/online surveys and purchased data.

Staff will work with the consultant to utilize data sources to determine the current state and performance of the transit system analyzing current data on operating costs, ridership, trips, passengers per hour, revenue miles, hours, farebox recovery ratios and remaining system capacity for all services. Information from the Connect Card system, the DoubleMap AVL system, the recently completed TDA Triennial Performance Audit and any other data sources will be used to identify both unproductive and peak demand periods by route to determine usage trends for further analysis.

### **Fixed Route**

An in-depth look at the existing routes will be conducted to analyze current schedules regarding travel time, frequency, service span, transfer points and on-time performance. Additionally, the consultant will explore public access to essential services such as medical facilities, social services, employment centers, shopping, low-income housing, and other large trip generators to determine how well they are served by the existing services. To do this,



the consultant will pull bus stop ridership data from our DoubleMap passenger counting system to determine ridership trends.

### **Dial-A-Ride**

The Dial-A-Ride system provides trips to seniors (65+), persons with disabilities and ADA passengers weekdays and Saturdays. After 6:30 pm on weekdays, this service is open to the general public enabling evening travel throughout the urban area. The consultant will study the current operating parameters, procedures, and our Dial-A-Ride dispatching and trip assignment process to apply best industry practices to improve efficiency and passengers per hour.

### **Regional Commuter Service**

On the regional level, the consultant will gather data on the current and potential market demand for commuter and midday service in the Highway 70 and Highway 99 corridors between Marysville/Yuba City and the downtown Sacramento business district to determine if alternative destinations, schedules, or services would be beneficial. Additionally, the consultant will study the market demand for service from the Yuba-Sutter area to both the Lincoln/Rocklin/Roseville area on the Highway 65 corridor as well as to Butte County for potential service expansion. The focus should be on key trip generators/destinations to determine viability of additional services with the goals of reduced GHG emissions, improved economic opportunity and greatly improve connectivity in Northern California.

### **Rural Routes**

The consultant will analyze the existing network of three rural routes to identify any untapped demand or potential within the bi-county area.

### **Marketing Materials**

The consultant will provide input on the agency website and printed materials such as the current Ride Guide and individual service brochures to determine how well they achieve their purpose of quickly and clearly providing information needed to navigate the transit system.

Task Deliverables
1. Analysis of the current administration practices, goals and organization of Yuba-Sutter Transit.
2. Analysis of the current system regarding performance measures, operational efficiency, scheduling, service area and service levels especially for low-income/disadvantaged communities.

## **Task 2: Analysis**

### **Fixed Assets**

The consultant will start with a review of capital assets as they play a large role in the success of a transit system. The consultant will take inventory of bus stop and transfer station amenities to ensure they are sufficient to meet riders needs and provide specific recommendations for repair, upgrades, and improved amenities or technology at bus stops to enhance the passenger experience. The Consultant will identify minimally used bus stops for potential removal or relocation.

## **Vehicle Fleet**

The consultant will provide an analysis of the bus fleet to determine if it meets the current needs of the system and provide recommendations to meet future transit needs (5-10 years) in the region with consideration to Yuba-Sutter Transit's future operations including the necessary transition to zero emission vehicles. This COA/SRTP should contain sufficient data to guide the transition to ZEBs and enable Yuba-Sutter Transit to comply with the California Innovative Clean Transit regulation.

Analyze current fares and the fare collection system to determine if it is reasonable; equitable; and convenient and accessible to seniors, disabled, youth, and disadvantaged community members including the unbanked and, if necessary, provide recommendations for changes to the collection method and/or fare structure.

## **Operations**

**Fixed Route:** The analysis of the fixed route system will be from the ground up looking at changes that can have a large impact on route efficiency, ridership, operating costs, service area, service hours, and route frequency. This analysis should include review of services to determine if/what type of computer aided dispatch and scheduling software could be implemented to improve service delivery. Consultant should use cell phone data or ridership surveys to analyze rider demographics, ride time and frequency of patrons and origin-destination information.

A large part of this analysis will include looking at recent and planned growth areas that are now either not served or underserved by transit especially those with large potential trip generators. Examples include the City of Live Oak; Plumas Lake; the Yuba College Sutter Campus; and northwest Yuba City. In addition, a recently completed expansion of the Fifth Street bridge between Yuba City and Marysville may provide an opportunity to modify routes. The consultant will use the resulting data and research to develop redesigned routes, schedules, and frequencies to improve the fixed route service or consider switching low performing routes to new macro- or micro-transit service delivery methods.

## **Commuter Service**

Ridership on the current commuter service from the Yuba-Sutter area to downtown Sacramento has been hit hard by the pandemic. Once state workers return to work, we anticipate a large portion of the ridership will return. To capture a larger share of the commuter traffic between the Yuba-Sutter and Sacramento regions, the consultant will identify and analyze the ridership potential of key destinations in the Sacramento area that could support commuter service such as existing and planned state office buildings on Richards Boulevard as well as in Natomas and West Sacramento.

Additionally, the consultant will analyze the ridership potential and potential expansion of commuter service on the Highway 65 corridor which is experiencing congestion especially in the city of Wheatland. This corridor contains major trip generator such as the Hard Rock Casino & Hotel, Thunder Valley Casino, key shopping centers such as the Westfield Galleria (which is also a transit hub) along with warehousing, office, medical and commercial centers in the Cities of Lincoln, Rocklin, and Roseville. The consultant will evaluate the ridership potential for new or expanded service in this corridor and others.

The analysis of the commuter service will include coordination with surrounding transit agencies to evaluate the potential for improved service connections. This is especially relevant as there is no current connection to Butte County to the north. This analysis should include coordinating connections with both regional train and light rail services in Sacramento; bus services operated by Sacramento Regional Transit, Yolobus and B-Line. Additionally, the ability to charge BEBs that serve downtown Sacramento has been discussed in various plans such as Sacramento's Grid 3.0 plan which designates a potential bus layover area under the WX Freeway where the farmers market is held on weekends. This plan and other options to lower deadhead miles of the current and future BEB operated commuter service to downtown Sacramento should be explored.

## **Rural Routes**

Yuba-Sutter Transit's rural routes that serve the Cities of Live Oak and Wheatland as well as the foothill communities of Yuba County now provide just one or two round trip schedules each weekday. The consultant will analyze and provide recommendations on how to better serve these and possibly other rural communities within the current funding limitations. Adjustments to frequency, coverage or schedule of existing routes and/or consideration of a new service model such as, on-demand service, flexible routes, community shuttles and volunteer driver programs. The analysis would consider the expansion of rural routes for under- or un-served areas such as Plumas Lake, Browns Valley, Loma Rica, Sutter, the Hard Rock Hotel and Casino or connections to Butte County (Oroville and/or Gridley) or Nevada Counties. Additionally, coordination with Nevada County Connects to determine if extending service to the northeastern portion of Yuba County (i.e. Camptonville) is possible if a cost sharing agreement was in place.

In the Fall of 2021, Yuba-Sutter Transit contracted with Pacific Coast Producers of Oroville to provide a seasonal shift service between Yuba City and their facility. The consultant will analyze the service and determine if there are additional opportunities for seasonal service to agricultural or other employment centers. These potential additional services would provide access to educational and economic opportunities while promoting equity for those living in rural areas.

## **Dial-A-Ride**

The consultant will study the current operating parameters, boundaries, procedures, dispatch software, and our Dial-A-Ride dispatching and trip assignment process to apply best industry practices to improve customer service, efficiency and explore ways to increase passengers per hour. The analysis should include the impact of any contraction or expansion of the existing service area on paratransit service levels as there have been requests to extend the Dial-A-Ride service area to Harmony Village (transitional housing south of Yuba City on SR 99), Plumas Lake and Country Village Mobile Park north of Marysville. The analysis will also include an evaluation of the current evening publicly available Dial-A-Ride service exploring ways to enhance its operation, utilization, and public benefit.

## **Non-Emergency Medical Transportation (NEMT)**

Local social service agencies have brought it to our attention that there may be an NEMT shortage in the Yuba-Sutter Region. It seems that the local providers cannot provide a prompt reliable service to Medi-Cal clients seeking transportation. Yuba-Sutter Transit is considering providing this service, but the parameters of the service need to be defined such as service area, shared trips, operation hours and dispatching. If recommended, the consultant will provide the NEMT framework, and the steps required to become a provider. The analysis will include a financial analysis of the costs and revenue sources for such trips based on location, especially areas outside of the current Dial-A-Ride service area boundary.

## **Volunteer Driver Program**

Due to the rural nature of the Yuba and Sutter County region, not all transit trips can be provided by Yuba-Sutter Transit due to distance, fleet limitations and funding. To provide service in outlying areas or service for essential trips to outside of the service area, a sponsored volunteer driver program has been considered. The consultant will find examples of successful volunteer driver programs and evaluate the potential for such a program to serve the Yuba-Sutter region. The Hilltop Gang is a current volunteer driver program that is independently run for the Sierra Nevada foothill communities east of Marysville. The program requires patrons to pay the cost of gas and only provides service for medical appointments. The expansion of this program or the implementation of similar programs in other areas or regionwide should be examined. The analysis should include the pros of cons of such a program; projected administrative burden, necessary policies/guidelines that need to be in place for such a program; and potential cost and revenue sources.

## **Mobility Hubs**

The Next Generation Transit Facility has ample space to be home base for multiple modes/types of transportation and installing the infrastructure in preparation for these further transportation models is ideal. Preliminary plans show ample space for onsite solar power generation to power the facility, the future BEB bus fleet and potentially other forms of battery electric powered transportation included battery electric vans for vanpools, car share vehicles, bikes, or scooters. The consultant should analyze the potential for the new facility to be a transportation hub including where additional transportation hubs should be located within the bi-county service area. Planning level space needs assessment and potential layouts of the infrastructure on the site should be provided. The active shared transportation industry is quickly expanding, but as has been observed, it must be implemented judiciously. The analysis should include successful program examples in similar communities including steps to implement, demand analysis and a financial model.

## **Service Models**

The consultant will develop three service plans that will include recommendations to improve or modify the existing services as well as for any additional services to improve equity and increased accessibility for Yuba-Sutter residents under specific cost scenarios. For each service plan, the consultant will develop a financial plan to analyze the cost and revenue impacts of each along with a proposed implementation schedule. Each service model would be generally defined as follows:

1. Cost Neutral Service Plan (No change in net operating costs compared to the existing network)
2. Moderate Cost Increase Service Plan (An increase of approximately 5 to 10 percent in the net operating costs beyond the base service level)
3. Unconstrained Service Plan with increase of budget of greater than 10 percent compared to the base service level (This would presumably represent the optimum level of services and service methods to effectively meet the identified current and expected demand and the needs of the population types within the service area through the study period.)

The analysis of each service level should provide details on service hours, revenue hours, service/revenue miles, makeup of fleet percentage utilization/spare ratio for each service level, expected fares/farebox ratio and overall costs. Along with the service model analysis, the consultant will provide recommendation for cost efficiencies that can be achieved through contracting, alternative fuels/vehicles, or operational changes.

The financial analysis for each plan should compare current revenue projections to projected expenses (adjusted for inflation) to measure sustainability at each of the three specified service levels. Secondly, the analysis should identify potential funding to help implement the proposed service alternatives while not ignoring the need to convert the feet to zero-emission vehicles and construct a replacement transit facility. Long term, each proposed service model should contain an analysis of feasibility to operate the proposed service using BEBs.

If applicable, due to Yuba-Sutter Transit's impending move to 6035 Avondale Avenue in Linda, the recommended service changes should be analyzed based on the future facility location.

Task Deliverables
1. Recommendations for improvements to capital assets including bus stop amenities, revenue vehicles and operations facility.
2. Analysis of current operations with recommendations to better serve low-income disadvantaged communities, low-income/rural housing, new developments, and commercial centers.
3. Proposed new service models to expand service area, hours of service, improve convenience, connectivity and reduce travel times on transit.
4. Analyze recently developed and planned development area for appropriate level of transit service and provide potential service models to serve these areas.
5. Conduct origin and destination study to determine if transit routes and services are efficiently servicing key centers in the region.

- |   |
|---|
| 6. Develop a financial plan with sufficient detail to assist Yuba-Sutter Transit staff in funding and implementing the recommended service modifications. |
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**Task 3: Public Outreach**

Due to the on-going pandemic, public outreach will likely need to be conducted in a variety of ways. The main goal will be to facilitate continuous outreach with disadvantaged communities within the service area throughout the planning process. This will be achieved by engaging with agencies that currently have contact with members of the disadvantage communities such as the regional housing authority, senior services, social service agencies, transit riders and minorities populations. Outreach will be conducted through these agencies for the duration of the planning process. Outreach will be conducted through on-board/on-line surveys, meetings, workshops, focus groups, interviews, and outreach directly to key social service agencies, church groups (Sikh), and Punjabi and Spanish-speaking communities. This outreach plan will be adjusted as conditions permit.

The outreach will focus on gathering the data needed to improve transit services for those that need it most. The outreach will help identify public uses, preferences and transportation needs especially as they relate to the current fixed route, Dial-A-Ride, and commuter services. The outreach will be sufficient to gauge the public’s interest and ridership potential for extended evening service hours, Sunday service, increased service frequencies, on-demand micro-transit or expanded service areas. Specific questions at key milestones in the project will allow members of the disadvantaged communities to give insightful and meaningful input into the planning process.

To encourage additional and continued input throughout the development of the COA/SRTP, early public input received will be posted online for the public to see and comment on. This is in addition to maps, graphics, survey results and pictures that will be posted online to solicit input. This allows the conversation on transit needs to progress and mature as opposed to receiving redundant input.

Task Deliverables
1. Interaction and input from the public, key stakeholders, and disadvantage community members through in-person and online meetings, workshops, and group meetings.
2. Post survey results from transit riders, stakeholders, and the public on current views of the system and future expectations to allow for input on the outcomes of surveys.
3. Post data as it is developed on the project website, especially maps, graphics, pictures, and draft documents to solicit meaningful comments.

**Task 4: Advisory Committee Meetings**

The development of an advisory committee will not only be beneficial to the development of the COA/SRTP, but to enhance Yuba-Sutter Transit’s long-term relationship with the many communities it serves. The advisory committee is expected to meet every other month during the project period and bi-annually thereafter to stay engaged with key stakeholders during the implementation phase of the plan.

During the grant period, the committee will help coordinate public outreach with community members that committee members represent. Additionally, the committee will review and discuss public input from surveys, meetings, or online comments to further help the consultant and Yuba-Sutter Transit staff understand the challenges they face.

The advisory committee will also review and provide input on interim work products and the draft COA/SRTP to shape the final product.

Task Deliverables
1. Meeting notes with action items to complete for the consultant and committee members.
2. Refined public outreach plan and schedule to engage those impacted most by changes to the transit system.
3. Input from committee members on the development of the COA/SRTP.

### Task 5: Draft and Final Plan

The final plan will aggregate the data and recommendations from the COA/SRTP development process including any public comments; the operational analysis; suggested service alternatives; cost analysis of service recommendations; and the financing and implementation plan. The draft COA/SRTP will be reviewed by the advisory committee and Yuba-Sutter Transit staff to ensure that the recommendations are realistic, sustainable, and equitable. The committee will also work with the consultant to refine and develop the implementation schedule to help establish the priority for the recommended service enhancements.

The draft plan and project materials will be posted on the Yuba-Sutter Transit project website for public and stakeholder review and comment. This will initiate the final round of outreach to ensure that the public and key groups have input on the COA/SRTP before it is considered for adoption. Staff will then work with the consultant to complete the final draft of the COA/SRTP in a format that will help implement the recommended enhancements to the transit system.

Task Deliverables
1. Draft COA/SRTP for review by Advisory Committee, stakeholders, staff, and the public.
2. Review and comment on the draft COA/SRTP with emphasis on recommendation for improvements. Review will also focus on improvement priority tiers to assist the implementation process.
3. Final round of public outreach on the draft plan.

### Task 6: Board Review/Approval

Staff will work with the consultant on the final draft COA/SRTP to set priorities for short and long-term service and policy recommendations as well as an implementation schedule. This process is important as plan completion is likely to coincide with the construction of Yuba-Sutter Transit’s new maintenance and operations facility to allow for the introduction of zero emission buses to the operation. Staff will advertise and promote the consultant’s

presentation of the final draft COA/SRTP to the Board of Directors and invite the public, stakeholders, and advisory committee members who contributed to the plan to attend the presentation to encourage the Board to adopt the COA/SRTP and support the timely implementation of the COA/SRTP recommendations.

Staff will assist the consultant in the preparation of the Board agenda item and the final presentation to ensure that it accurately represents the COA/SRTP and the next steps toward its implementation.

Task Deliverables
1. Draft COA/SRTP for review by stakeholders the public and staff.
2. Review and comment on the draft COA/SRTP with emphasis on recommendation for improvements. Review will also focus on prioritization of improvements into tiers to help focus efforts of the implementation process.
3. Yuba-Sutter Transit Board of Directors meeting agenda, staff report, final draft COA/SRTP, and consultant PowerPoint presentation for the final draft COA/SRTP.

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## **APPENDIX Required Federal Forms**

### **YUBA-SUTTER TRANSIT AUTHORITY FEDERAL PROPOSAL & CONTRACT CERTIFICATIONS**

1. Certification of Lower Tier Participants Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion
2. Certification of Restrictions on Lobbying
3. Drug-Free Workplace Act Certification
4. Non-Collusion Affidavit
5. Eligible Bidder Certification
6. Worker's Compensation Insurance Certification
7. DBE Participation

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**YUBA-SUTTER TRANSIT AUTHORITY**

**CERTIFICATION OF LOWER TIER PARTICIPANTS REGARDING DEBARMENT,  
SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature

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Date

## YUBA-SUTTER TRANSIT AUTHORITY

### INSTRUCTIONS FOR FORM 1

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom the proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal” and “voluntarily excluded”, as used in this clause, have the meanings set out in Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the List of Parties Excluded from Procurement of Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**YUBA-SUTTER TRANSIT AUTHORITY  
CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. A 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. A 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Bidder understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official: \_\_\_\_\_

Name and Title of Contractor's Authorized Official: \_\_\_\_\_

Date: \_\_\_\_\_

**YUBA-SUTTER TRANSIT AUTHORITY**  
**DRUG-FREE WORKPLACE CERTIFICATION**

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COMPANY/ORGANIZATION NAME

The contractor named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355 (a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355 9b), to inform employees about all the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355 (c), that every employee who works on the proposed contract:
  - (a) Will receive a copy of the company's drug-free policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract.

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CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME: \_\_\_\_\_

DATE EXECUTED: \_\_\_\_\_

EXECUTED IN THE COUNTY OF: \_\_\_\_\_

CONTRACTOR SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ FEDERAL I.D. NUMBER: \_\_\_\_\_

**YUBA-SUTTER TRANSIT AUTHORITY  
NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_,

Being first duly sworn, deposes and says:

That he is \_\_\_\_\_ of the firm of \_\_\_\_\_  
\_\_\_\_\_  
(Firm Name)

the party making the foregoing Bid, that such Bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham Bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the Bid price of affiant or of any other proposer, or to fix any overhead, profit or cost element of said Bid price, or of that of any other proposer, or to secure any advantage against the Yuba-Sutter Transit Authority or any person interested in the proposed contract; and that all statements in said Bid are true.

That neither any officer, director or employee of the Yuba-Sutter Transit Authority is in any manner interested, directly or indirectly, in the Bid to which this Non-Collusion Affidavit is attached, nor in the Contract which may be made pursuant to said Bid, nor in any expected profits which may arise therefrom.

Dated: \_\_\_\_\_

Name of Bidder

Official Address:

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2022.

By \_\_\_\_\_  
Public Notary

My Commission Expires: \_\_\_\_\_

**YUBA-SUTTER TRANSIT AUTHORITY  
ELIGIBLE BIDDER CERTIFICATION**

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer hereby certifies that they are not on the Comptroller General of the United States of America list of ineligible bidders.

The certification in this clause is a material representation of fact relied upon by the Yuba-Sutter Transit Authority. If is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the Yuba-Sutter Transit Authority, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Name of Bidder/Proposer

By \_\_\_\_\_

Title \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Official Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**YUBA-SUTTER TRANSIT AUTHORITY**  
**WORKER'S COMPENSATION INSURANCE**  
**CERTIFICATION**

The Contractor shall secure the payment of Workmen's Compensation to its employees in accordance with the provisions of Section 3700 of the California Labor Code and shall furnish Yuba-Sutter Transit with a certificate evidencing such coverage together with verification thereof as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workmen's Compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract."

---

Signed (Contractor)                      Date

---

**YUBA-SUTTER TRANSIT AUTHORITY**

**DBE PARTICIPATION**

The following stated dollar (\$) amount will be the compensation paid to Disadvantaged Business Enterprise (DBE) Firms certifiable or certified under the provisions of the "Yuba-Sutter Transit Authority DBE Program".

\$ \_\_\_\_\_ Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Description of Work \_\_\_\_\_

\$ \_\_\_\_\_ Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Description of Work \_\_\_\_\_

\$ \_\_\_\_\_ Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Description of Work \_\_\_\_\_

Total DBE percentage participation \_\_\_\_\_%

Total dollar value of DBE participation \$ \_\_\_\_\_

The undersigned hereby certifies that the foregoing statements and information are true and correct.

Name of Bidder: \_\_\_\_\_

Company Name: \_\_\_\_\_



AGENDA ITEM VI – B  
STAFF REPORT

**FY 2020-2021 FINANCIAL AUDIT REPORT**

Attached for Board review and acceptance is a copy of Yuba-Sutter Transit's Independent Audit Report and related letters for FY 2020-2021. This report is completed annually on behalf of the Sacramento Area Council of Governments (SACOG) in accordance with the provisions of the State Transportation Development Act. The report was prepared by the firm of Richardson & Company of Sacramento.

As noted in the financial statements and letters, there are no audit findings or Management Letter comments for the year ended June 30, 2021.

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

RECOMMENDATION: Accept the FY 2020-2021 audit report as presented.

**YUBA-SUTTER TRANSIT AUTHORITY**

Audited Financial Statements  
and Compliance Reports

June 30, 2021

YUBA-SUTTER TRANSIT AUTHORITY

Audited Financial Statements  
and Compliance Reports

June 30, 2021 and 2020

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Yuba-Sutter Transit Authority  
Marysville, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Yuba-Sutter Transit Authority (the Authority) as of and for the years ended June 30, 2021 and 2020, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of June 30, 2021 and 2020, and changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

To the Board of Directors  
Yuba-Sutter Transit Authority

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that required supplementary information, as listed in the accompanying table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

### *Other Information*

Our audits were conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements. The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated January 10, 2022 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters, the Transportation Development Act and other state grant program guidelines. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

*Richardson & Company, LLP*

January 10, 2022

YUBA-SUTTER TRANSIT AUTHORITY

BALANCE SHEETS

June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 4,938,363	\$ 2,762,716
Accounts receivable	7,682	3,570
Interest receivable	3,158	3,837
Due from other governmental agencies	1,035,367	2,055,151
Prepaid expenses and other assets	37,421	45,498
TOTAL CURRENT ASSETS	<u>6,021,991</u>	<u>4,870,772</u>
NONCURRENT ASSETS		
Restricted cash and cash equivalents	511,925	395,956
Capital assets:		
Nondepreciable	922,578	905,570
Depreciable, net	13,755,295	15,583,011
Total Capital Assets	<u>14,677,873</u>	<u>16,488,581</u>
TOTAL NONCURRENT ASSETS	<u>15,189,798</u>	<u>16,884,537</u>
TOTAL ASSETS	<u>21,211,789</u>	<u>21,755,309</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension plan	300,499	482,198
Other post employment benefits	23,057	3,869
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 21,535,345</u>	<u>\$ 22,241,376</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION		
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable	\$ 586,757	\$ 524,505
Accrued payroll	38,877	37,305
Accrued compensated absences	47,935	42,058
Unearned revenue	3,019,036	1,964,638
Deposits payable	25,050	25,050
TOTAL CURRENT LIABILITIES	<u>3,717,655</u>	<u>2,593,556</u>
NONCURRENT LIABILITIES		
Net pension liability	20,745	367,031
Other post employment benefits liability	115,155	78,575
TOTAL LIABILITIES	<u>3,853,555</u>	<u>3,039,162</u>
DEFERRED INFLOWS OF RESOURCES		
Pension plan	236,888	15,049
Other post employment benefits	820	
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>237,708</u>	<u>15,049</u>
NET POSITION		
Investment in capital assets	14,677,873	16,488,581
Restricted for operations in specified service areas	109,496	109,496
Unrestricted	2,656,713	2,589,088
TOTAL NET POSITION	<u>17,444,082</u>	<u>19,187,165</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u>\$ 21,535,345</u>	<u>\$ 22,241,376</u>

The accompanying notes are an integral part of these financial statements.

YUBA-SUTTER TRANSIT AUTHORITY

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

For the Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
<b>OPERATING REVENUES</b>		
Passenger fares	\$ 513,940	\$ 1,045,646
Special transit fares	22,032	25,811
<b>TOTAL OPERATING REVENUES</b>	<u>535,972</u>	<u>1,071,457</u>
<b>OPERATING EXPENSES</b>		
Operations		
Purchased transportation	5,542,348	5,524,708
Depreciation	1,859,026	1,738,696
Fuel and lubricants	499,026	615,092
Maintenance and supplies	306,646	303,771
Vehicle insurance	270,402	277,224
Total operations	<u>8,477,448</u>	<u>8,459,491</u>
General administration		
Personnel costs	642,906	623,572
Services	155,910	172,835
Utilities	60,839	55,757
Casualty and liability insurance	31,546	30,872
Materials	7,732	14,338
Miscellaneous	25,300	21,151
Total general and administration	<u>924,233</u>	<u>918,525</u>
<b>TOTAL OPERATING EXPENSES</b>	<u>9,401,681</u>	<u>9,378,016</u>
<b>NET LOSS FROM OPERATIONS</b>	(8,865,709)	(8,306,559)
<b>NONOPERATING REVENUES (EXPENSES)</b>		
Federal transit administration operating grants	3,919,800	3,445,760
Local Transportation Fund	2,800,000	2,800,000
State Transit Assistance Fund operating		244,421
State operating grants	215,292	297,211
Advertising	38,773	43,039
Other revenues	85,051	85,266
Interest	15,392	15,464
Gain (loss) on disposal of capital assets		4,539
Intergovernmental expenses		(16,707)
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<u>7,074,308</u>	<u>6,918,993</u>
<b>NET LOSS BEFORE CAPITAL CONTRIBUTIONS</b>	(1,791,401)	(1,387,566)
<b>CAPITAL CONTRIBUTIONS</b>		
Federal Transit Administration capital grants		4,488,867
State of California PTMISEA grant		87,639
State Transit Assistance Fund and State of Good Repair capital	48,318	989,025
<b>TOTAL CAPITAL CONTRIBUTIONS</b>	<u>48,318</u>	<u>5,565,531</u>
<b>CHANGE IN NET POSITION</b>	(1,743,083)	4,177,965
Net position at beginning of year	<u>19,187,165</u>	<u>15,009,200</u>
<b>NET POSITION AT END OF YEAR</b>	<u><u>\$ 17,444,082</u></u>	<u><u>\$ 19,187,165</u></u>

The accompanying notes are an integral part of these financial statements.

YUBA-SUTTER TRANSIT AUTHORITY

STATEMENTS OF CASH FLOWS

For the Year Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash receipts from customers	\$ 531,860	\$ 1,074,028
Cash paid to suppliers for goods and services	(6,978,142)	(8,397,883)
Cash paid to employees for services	(411,271)	(396,209)
<b>NET CASH USED FOR OPERATING ACTIVITIES</b>	<u>(6,857,553)</u>	<u>(7,720,064)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>		
Operating grants and subsidies	8,070,970	6,115,444
Cash paid to other government agencies		(16,707)
Other nonoperating revenue	123,824	128,305
<b>NET CASH PROVIDED BY NONCAPITAL FINANCING ACTIVITIES</b>	<u>8,194,794</u>	<u>6,227,042</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Capital grants received	986,622	7,380,117
Proceeds from sale of capital assets		43,950
Purchase of capital assets	(48,318)	(5,565,531)
<b>NET CASH PROVIDED BY CAPITAL AND RELATED FINANCING ACTIVITIES</b>	<u>938,304</u>	<u>1,858,536</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest earnings received	16,071	14,634
<b>NET CASH PROVIDED BY INVESTING ACTIVITIES</b>	<u>16,071</u>	<u>14,634</u>
<b>INCREASE IN CASH AND CASH EQUIVALENTS</b>	2,291,616	380,148
Cash and cash equivalents at beginning of year	<u>3,158,672</u>	<u>2,778,524</u>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<u><u>\$ 5,450,288</u></u>	<u><u>\$ 3,158,672</u></u>
<b>RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE BALANCE SHEETS</b>		
Cash and cash equivalents	\$ 4,938,363	\$ 2,762,716
Restricted cash and cash equivalents	511,925	395,956
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<u><u>\$ 5,450,288</u></u>	<u><u>\$ 3,158,672</u></u>
<b>RECONCILIATION OF NET LOSS FROM OPERATIONS TO NET CASH USED FOR OPERATING ACTIVITIES:</b>		
Net loss from operations	\$ (8,865,709)	\$ (8,306,559)
Adjustments to reconcile net loss from operations to net cash used for operating activities:		
Depreciation	1,859,026	1,738,696
Changes in operating assets, deferred outflows, liabilities and deferred inflows:		
Accounts receivable	(4,112)	2,571
Prepaid expenses	8,077	379
Deferred outflows of resources	162,511	(358,617)
Accounts payable	62,252	(849,432)
Accrued payroll	1,572	1,890
Accrued compensated absences	5,877	4,519
Deposits payable		(25)
Net pension liability	(346,286)	28,546
OPEB liability	36,580	18,466
Deferred inflows of resources	222,659	(498)
<b>NET CASH USED FOR OPERATING ACTIVITIES</b>	<u><u>\$ (6,857,553)</u></u>	<u><u>\$ (7,720,064)</u></u>
<b>NONCASH INVESTING, CAPITAL AND FINANCING ACTIVITIES:</b>		
Capital asset purchases payable	\$ -	\$ 866,486

The accompanying notes are an integral part of these financial statements.



YUBA-SUTTER TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS

June 30, 2021 and 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Yuba-Sutter Transit Authority (the Authority) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting principles of the Authority are described below.

Description of Reporting Entity: The Authority is a joint powers agency formed by Yuba and Sutter Counties and the Cities of Marysville and Yuba City, to provide transportation services in the Yuba-Sutter Bi-County Area. The Authority is governed by an eight-member Board of Directors consisting of two members each from the Board of Supervisors of the counties of Yuba and Sutter and the City Councils of the cities of Yuba City and Marysville. The Authority operates a wide range of public transit services in both the rural and urbanized areas of Yuba and Sutter Counties, including the cities of Marysville, Yuba City, Wheatland, and Live Oak through the use of a transit contractor. These services include fixed routes and dial-a-ride in the urban areas, rural route deviation service to Live Oak, Wheatland, and the Yuba County foothills, and both commuter and midday service to Sacramento.

Basis of Presentation: The Authority's resources are allocated to and accounted for in these financial statements as an enterprise fund type of the proprietary fund group. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other policies. Unrestricted net position for the enterprise fund represents the net position available for future operations.

Basis of Accounting: The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Enterprise funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, deferred outflows of resources, liabilities and deferred inflows of resources associated with the operation of this fund are included on the balance sheet. Net position is segregated into the investment in capital assets, amounts restricted and amounts unrestricted. Enterprise fund-type operating statements present increases (i.e., revenue) and decreases (i.e., expenses) in net position.

The Authority uses the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Grant revenue is recognized when program expenditures are incurred in accordance with program guidelines. When such funds are received they are recorded as unearned revenues until earned. Transportation Development Act (TDA) revenues are recognized when all eligibility requirements have been met.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Authority are charges to customers for transportation services. Operating expenses include the cost of purchased transportation, fuel and lubricants, administrative expenses, maintenance, insurance and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, then unrestricted resources as they are needed.

Cash and Cash Equivalents: For the purposes of reporting cash flows, the Authority considers all cash and highly liquid investments purchased with an original maturity of three months or less and the investment in the Local Agency Investment Fund (LAIF) to be cash equivalents.

Restricted Cash and Cash Equivalents: Restricted cash and cash equivalents represents the unexpended amounts received under the Low Carbon Transit Operations Program.

YUBA-SUTTER TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

**Capital Assets:** Capital assets are valued at historical cost. Capital assets are defined by the Authority as assets with an initial, individual cost of more than \$5,000 and an estimated useful life of one year or more. Provision is made for depreciation on the straight-line method over the estimated useful lives of the assets. The estimated useful lives are as follows:

Buildings and improvements	5-30 years
Vehicles	4-12 years
Equipment	5-10 years

Maintenance and repairs are charged to operations when incurred. Costs of assets sold or retired (and the related amounts of accumulated depreciation) are eliminated from the accounts in the year of sale or retirement and the resulting gain or loss is included in the operating statement.

**Unearned Revenue:** Unearned revenue represents resources received before the Authority has legal claim to them (i.e. when cost reimbursement grant revenues are received prior to the incurrence of qualifying expenditures) or when exchange revenues are received before the exchange takes place. Unearned revenue consisted of the following at June 30, 2021 and 2020:

	2021	2020
State Transit Assistance capital	\$ 1,086,699	\$ 203,978
State Transit Assistance operating	1,420,412	1,354,775
Low Carbon Transit Operations Program	511,925	395,956
Prepaid fares		9,929
	<u>\$ 3,019,036</u>	<u>\$ 1,964,638</u>

**Compensated Absences:** It is the Authority’s policy to permit employees to accumulate earned but unused annual leave benefits up to a maximum of 384 hours. Unused annual leave is paid to the employees upon termination. The Authority considers the entire balance of compensated absences to be a current liability.

**Deferred Outflows and Inflows of Resources:** In addition to assets and liabilities, the statement of net position reports separate sections for deferred outflows and deferred inflows of resources. *Deferred outflows of resources* represent a consumption of net position by the government that is applicable to a future reporting period. *Deferred inflows of resources* represent an acquisition of net position that is applicable to a future reporting period. These amounts will not be recognized as an outflow of resources (expense) or an inflow of resources (revenue) until the earning process is complete. Deferred outflows and inflows of resources represent amounts deferred related to the Authority’s pension and OPEB plan as described in Notes G and H.

**Pension Plan:** For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to the pension plan, and pension expense, information about the fiduciary net position of the Authority’s California Public Employees’ Retirement System (CalPERS) plan (the Plan) and additions to/deductions from the Plan’s fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Postemployment Benefits Other Than Pensions (OPEB):** For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the OPEB plan and additions to/deductions from the OPEB plan’s fiduciary net position have been determined on the same basis as they were reported by the plan. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms.

**Restricted Net Position:** Restrictions of net position show amounts that are legally restricted for specific uses. The amount restricted for operations is for State Transit Assistance funds claimed on behalf of Wheatland and Live Oak that have not been spent.

YUBA-SUTTER TRANSIT AUTHORITY  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates: The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE B – CASH AND CASH EQUIVALENTS

Cash and cash equivalents reported on the balance sheet was as follows at June 30:

	2021	2020
Cash and cash equivalents	\$ 4,938,363	\$ 2,762,716
Restricted cash and cash equivalents	511,925	395,956
Total cash and cash equivalents	\$ 5,450,288	\$ 3,158,672

Cash and cash equivalents consisted of the following at June 30:

	2021	2020
Cash on hand	\$ 200	\$ 200
Deposits in financial institutions:		
Unrestricted	1,070,227	480,635
Restricted	511,925	395,956
Total	1,582,352	876,791
Investment in Local Agency Investment Fund (LAIF):		
Unrestricted	3,867,936	2,281,881
Total	3,867,936	2,281,881
Total cash and cash equivalents	\$ 5,450,288	\$ 3,158,672

Investment Policy: California statutes authorize districts to invest idle or surplus funds in a variety of credit instruments as provided for in the California Government Code, Section 53600, Chapter 4 - Financial Affairs. The Authority's investment policy permits investments only in time deposits and the State of California Local Agency Investment Fund (LAIF).

Interest Rate Risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. As of June 30, 2021 and 2020, the weighted average maturity of the investments contained in the LAIF investment pool was approximately 291 and 191 days, respectively.

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. LAIF does not have a rating provided by a nationally recognized statistical rating organization.

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the Authority's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a

YUBA-SUTTER TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE B – CASH AND CASH EQUIVALENTS (Continued)

financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure public agency deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

At June 30, 2021 and 2020, the carrying amount of the Authority’s deposits was \$1,582,152 and \$876,591 and the balance in financial institutions was \$1,589,014 and \$877,843, respectively. Of the balance in financial institutions, \$250,000 was covered by federal depository insurance. The remaining amount of \$1,339,014 and \$627,843 at June 30, 2021 and 2020, respectively, was collateralized by securities pledged by the financial institution, but not in the name of the Authority.

Investment in LAIF: LAIF is stated at amortized cost, which approximates fair value. The LAIF is a special fund of the California State Treasury through which local governments may pool investments. The total fair value amount invested by all public agencies in LAIF was \$193,321,015,759, which is managed by the State Treasurer. Of that amount, 2.31% was invested in asset-back securities and structured financial instruments. The Local Investment Advisory Board (the Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State Statute. The fair value of the Authority’s investment in this pool is reported in the accompanying financial statements at amounts based upon the Authority’s pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

NOTE C – DUE FROM OTHER GOVERNMENTAL AGENCIES

Amounts due from other governmental agencies consisted of the following at June 30:

	<u>2021</u>	<u>2020</u>
Federal Transit Administration (FTA) grants	\$ 533,115	\$ 400,000
State Department of Transportation (FTA pass-through) grants	362,445	320,531
Sacramento Area Council of Governments (LTF)	49,965	388,115
Sacramento Area Council of Governments (STA)	21,851	891,653
Other	<u>67,991</u>	<u>54,852</u>
Total due from other governmental agencies	<u>\$ 1,035,367</u>	<u>\$ 2,055,151</u>

YUBA-SUTTER TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE D – CAPITAL ASSETS

Capital asset activity was as follows for the years ended June 30:

	Balance at July 1, 2020	Additions	Retirements	Transfers	Balance at June 30, 2021
Capital assets, not being depreciated					
Land	\$ 905,570				\$ 905,570
Work in progress		\$ 17,008			17,008
Total capital assets not being depreciated	<u>905,570</u>	<u>17,008</u>			<u>922,578</u>
Capital assets, being depreciated:					
Buildings and improvements	4,691,997				4,691,997
Vehicles	19,169,401				19,169,401
Maintenance tools and equipment	260,344	31,310			291,654
Office equipment	146,732				146,732
Total capital assets being depreciated	<u>24,268,474</u>	<u>31,310</u>			<u>24,299,784</u>
Less accumulated depreciation for:					
Buildings and improvements	(1,961,958)	(174,728)			(2,136,686)
Vehicles	(6,460,555)	(1,658,770)			(8,119,325)
Maintenance tools and equipment	(125,565)	(21,315)			(146,880)
Office equipment	(137,385)	(4,213)			(141,598)
Total accumulated depreciation	<u>(8,685,463)</u>	<u>(1,859,026)</u>			<u>(10,544,489)</u>
Total capital assets being depreciated, net	<u>15,583,011</u>	<u>(1,827,716)</u>			<u>13,755,295</u>
Capital assets, net	<u>\$ 16,488,581</u>	<u>\$ (1,810,708)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 14,677,873</u>
	Balance at July 1, 2019	Additions	Retirements	Transfers	Balance at June 30, 2020
Capital assets, not being depreciated					
Land	\$ 905,570				\$ 905,570
Work in progress	803,111			\$ (803,111)	
Total capital assets not being depreciated	<u>1,708,681</u>			<u>(803,111)</u>	<u>905,570</u>
Capital assets, being depreciated:					
Buildings and improvements	4,691,997				4,691,997
Vehicles	17,061,917	\$ 5,565,531	\$ (4,261,158)	803,111	19,169,401
Maintenance tools and equipment	260,344				260,344
Office equipment	146,732				146,732
Total capital assets being depreciated	<u>22,160,990</u>	<u>5,565,531</u>	<u>(4,261,158)</u>	<u>803,111</u>	<u>24,268,474</u>
Less accumulated depreciation for:					
Buildings and improvements	(1,785,697)	(176,261)			(1,961,958)
Vehicles	(9,146,168)	(1,536,134)	4,221,747		(6,460,555)
Maintenance tools and equipment	(105,227)	(20,338)			(125,565)
Office equipment	(131,422)	(5,963)			(137,385)
Total accumulated depreciation	<u>(11,168,514)</u>	<u>(1,738,696)</u>	<u>4,221,747</u>		<u>(8,685,463)</u>
Total capital assets being depreciated, net	<u>10,992,476</u>	<u>3,826,835</u>	<u>(39,411)</u>	<u>803,111</u>	<u>15,583,011</u>
Capital assets, net	<u>\$ 12,701,157</u>	<u>\$ 3,826,835</u>	<u>\$ (39,411)</u>	<u>\$ -</u>	<u>\$ 16,488,581</u>

YUBA-SUTTER TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE E – FARE REVENUE RATIO

The Authority is required by the Sacramento Area Council of Governments (SACOG) to maintain a fare revenue ratio to operating expense ratio of 14.6% in accordance with the Transportation Development Act (TDA). The operating exemption is based on the net operation expense per vehicle service hour. The fare revenue ratios were as follows for the years ended June 30:

	<u>2021</u>	<u>2020</u>
Fare revenues	\$ 535,972	\$ 1,071,457
Local funds:		
Advertising	38,773	43,039
Other revenues	85,051	85,266
Interest	15,392	15,464
Proceeds from sale of capital assets		43,950
	<u>675,188</u>	<u>1,259,176</u>
Total fare revenues and local funds	<u>\$ 675,188</u>	<u>\$ 1,259,176</u>
Total operating expenses	\$ 9,401,681	\$ 9,378,016
Less: New service exemptions		(41,841)
Less: depreciation	<u>(1,859,026)</u>	<u>(1,738,696)</u>
Net operating expenses	<u>\$ 7,542,655</u>	<u>\$ 7,597,479</u>
Fare revenue ratio	<u>8.95%</u>	<u>16.57%</u>

The Authority did not comply with the required 14.6% fare revenue for the year ended June 30, 2021. However, Assembly Bill No. 90 (AB 90), signed into legislation on June 29, 2020, was enacted in response to the COVID-19 pandemic’s impact on transit operators to hold them harmless for significant decreases in ridership and fare revenues. AB 90 prohibits the implementation of a penalty for failure to meet the required minimum fare revenue ratio during the years ended June 30, 2020 and 2021. No penalties will be applied to future years for the failure to meet the minimum required fare revenue ratio during these fiscal years. AB 149 approved in July 2021 extends the prohibition of the penalties for not meeting the fare revenue ratio through the fiscal year ended June 30, 2023.

NOTE F – INSURANCE

The Authority is exposed to the ordinary risk of loss in the normal course of business: general liability, automobile, and property. Commercial insurance is purchased to cover these potential areas of risk. There have been no significant reductions in insurance coverage from coverage in the prior fiscal year. Also, there have not been any settlements in excess of the insurance coverage for the past three fiscal years.

NOTE G – PENSION PLAN

Plan Descriptions: All qualified permanent and probationary employees are eligible to participate in the Authority’s cost-sharing multiple employer defined benefit pension plan administered by the California Public Employees’ Retirement System (CalPERS). The Authority participates in the Miscellaneous Risk Pool and the following rate plans:

- Miscellaneous rate plan
- PEPRM Miscellaneous rate plan

Benefit provisions under the Plan are established by State statute and Board resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

YUBA-SUTTER TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE G – PENSION PLAN (Continued)

**Benefits Provided:** CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 (52 for PEPRA Miscellaneous Plan) with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 5 years of service. The death benefit is one of the following: the 1959 Survivor Benefit level 3, or the Optional Settlement 2W Death Benefit. The cost-of-living adjustments for the Plan are applied as specified by the Public Employees’ Retirement Law. The Plan’s provisions and benefits in effect at June 30, 2021 and 2020 are summarized as follows:

	Miscellaneous	PEPRA Miscellaneous
	Prior to January 1, 2013	On or after January 1, 2013
CalPERS membership date		
Benefit formula (at full retirement)	2.0% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 63	52 - 67
Final average compensation period	Three years	Three years
Monthly benefits, as a % of eligible compensation	1.426% to 2.418%	1.426% to 2.418%
Required employee contribution rates 2020	7.000%	6.750%
Required employer contribution rates 2020	9.680%	6.985%
Required employee contribution rates 2021	6.908%	6.750%
Required employer contribution rates 2021	10.484%	7.732%

The Miscellaneous rate plan is closed to new members that are not already CalPERS participants. The Miscellaneous rate plan contribution percentages above do not include the required payment of the Employer Unfunded Accrued Liability (UAL). The contribution percentages, including the UAL payment, would have been 19.399% and 22.270% for the years ended June 30, 2021 and 2020, respectively, for the miscellaneous plan and 10.852% and 7.982%, respectively, for the PEPRA plan.

**Contributions:** Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Authority is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The employer contributions for the Plan were \$37,935 and \$424,303 for the years ended June 30, 2021 and 2020, respectively.

**Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions:** As of June 30, 2021 and 2020, the Authority reported a net pension liability for its proportionate share of the net pension liability of the Plan of \$20,745 and \$367,031, respectively.

The Authority’s net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan for the years ended June 30, 2021 and 2020 was measured as of June 30, 2020 and 2019, respectively, and the total pension liability for the Plan used to calculate the net pension liability was determined by actuarial valuations as of June 30, 2019 and 2018 rolled forward to June 30, 2020 and 2019, respectively, using standard update procedures. The Authority’s proportion of the net pension liability was based on a projection of the Authority’s long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The Authority’s proportionate share of the net pension liability as of the June 30, 2020, 2019 and 2018 measurement dates were as follows:

YUBA-SUTTER TRANSIT AUTHORITY  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE G – PENSION PLAN (Continued)

Proportion - June 30, 2019	0.00898%
Proportion - June 30, 2020	<u>0.00917%</u>
Change	0.00019%
Proportion - June 30, 2021	<u>0.00049%</u>
Change	-0.00868%

For the years ended June 30, 2021 and 2020, the Authority recognized pension expense of \$95,188 and \$97,603, respectively. The Authority reported deferred outflows of resources and deferred inflows of resources related to the Plan from the following sources as of June 30:

	2021		2020	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 37,935		\$ 424,303	
Differences between expected and actual experience	1,069		25,492	\$ (1,975)
Changes in assumptions		\$ (148)	17,502	(6,204)
Net differences between projected and actual earnings				
on pension plan investments	616			(6,417)
Change in employer's proportion	2,911	(236,740)	8,561	(453)
Difference between actual contributions and proportionate share of contributions.	<u>257,968</u>		<u>6,340</u>	
Total	<u>\$ 300,499</u>	<u>\$ (236,888)</u>	<u>\$ 482,198</u>	<u>\$ (15,049)</u>

The amounts above reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Plan will be recognized as pension expense as follows as of June 30:

Year Ended June 30	2021	2020
2021		\$ 36,678
2022	\$ 10,328	588
2023	9,361	5,284
2024	5,691	1,296
2025	<u>296</u>	
	<u>\$ 25,676</u>	<u>\$ 43,846</u>



YUBA-SUTTER TRANSIT AUTHORITY  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE G – PENSION PLAN (Continued)

Actuarial Assumptions: The total pension liabilities in actuarial valuations for the Plan was determined using the following actuarial assumptions at June 30:

	2021	2020
Valuation date	June 30, 2019	June 30, 2018
Measurement date	June 30, 2020	June 30, 2019
Actuarial cost method	Entry-Age Normal Cost Method	
Amortization method	Level percentage of payroll	
Asset valuation method	Market value	
Actuarial assumptions:		
Discount rate	7.15%	7.15%
Inflation	2.50%	2.50%
Payroll growth	2.75%	2.875%
Projected salary increases	0.4% - 8.5% (1)	3.2% - 12.2% (1)
Investment rate of return	7.15%	7.15%
Mortality	CalPERS Table	CalPERS Table

(1) Depending on age, service and type of employment

The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 actuarial experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website. All other actuarial assumptions used in the valuation were based on the results of an actuarial experience study for the period 1997 to 2015, including updates to salary increase, mortality and retirement rates. The Experience Study can be found on the CalPERS website under Forms and Publications.

Discount Rate: The discount rate used to measure the total pension liability for PERF C was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from the plan members will be made at the current member contribution rates and that contributions from the employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) were developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class for the Plan for the years ended June 30. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

YUBA-SUTTER TRANSIT AUTHORITY  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE G – PENSION PLAN (Continued)

Asset Class	2021			2020		
	New Strategic Allocation	Real Return Years 1 - 10(a)	Real Return Years 11+(b)	New Strategic Allocation	Real Return Years 1 - 10(a)	Real Return Years 11+(b)
Global equity	50.0%	4.80%	5.98%	50.0%	4.80%	5.98%
Fixed income	28.0%	1.00%	2.62%	28.0%	1.00%	2.62%
Inflation assets	0.0%	0.77%	1.81%	0.0%	0.77%	1.81%
Private equity	8.0%	6.30%	7.23%	8.0%	6.30%	7.23%
Real estate	13.0%	3.75%	4.93%	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%	1.0%	0.00%	-0.92%
Total	<u>100.0%</u>			<u>100.0%</u>		

(a) An expected inflation of 2.0% used for this period.

(b) An expected inflation of 2.92% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the Authority’s proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the Authority’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	2021	2020
1% decrease	6.15%	6.15%
Net pension liability	\$ 256,920	\$ 592,958
Current discount rate	7.15%	7.15%
Net pension liability	\$ 20,745	\$ 367,031
1% increase	8.15%	8.15%
Net pension liability	\$ (174,398)	\$ 180,543

Pension Plan Fiduciary Net Position: Detailed information about each pension plan’s fiduciary net position is available in the separately issued CalPERS financial reports.

Payable to the Pension Plan: At June 30, 2021 and 2020, the Authority reported a payable of \$5,563 and \$5,134, respectively, for the outstanding amount of contributions to the Plan.

NOTE H – OTHER POST-RETIREMENT BENEFITS

Plan Description: The Authority administers a single-employer defined benefit postemployment healthcare plan. Healthcare benefits are provided to eligible retirees and their dependents through the California Public Employees’ Retirement System healthcare program (PEMHCA). Benefit provisions are established and may be amended by the Authority. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75. No prefunding contributions are being made to the Plan.

Benefits Provided: The Authority provides a retiree medical contribution for employees who retire within 120 days of separation from the Authority under CalPERS. The Authority’s contribution is capped at the CalPERS Minimum Employer Contribution, which was \$1,668 and \$1,632 for the years ending June 30, 2021 and 2020. The benefit continues to surviving spouses and dependents. Retirees may select any retiree medical plan and coverage category

YUBA-SUTTER TRANSIT AUTHORITY  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE H – OTHER POST-RETIREMENT BENEFITS (Continued)

offered by CalPERS, including spouse and family coverage, but must incur the cost of premiums exceeding the Authority's contribution.

For employees hired by the Authority on or before January 1, 2013, upon retirement from Authority service, regular full-time or eligible part-time employees who have reached age fifty (50), have served a minimum of five (5) years of accumulated CalPERS service, may be eligible for benefits. For employees hired by the Authority after January 1, 2013, upon retirement from Authority service, regular full-time or eligible part-time employees who have reached age fifty-two (52), have served a minimum of five (5) years of continuous service with the Authority are eligible.

Employees Covered by Benefit Terms: As of the June 30, 2019 actuarial valuation, the following current and former employees were covered by the benefit terms under the Plan:

Inactive participants with deferred benefits	2
Active employees	5
	7
Total	7

Total OPEB Liability: The Authority's total OPEB liability at June 30, 2021 and 2020 was measured as of June 30, 2020 and 2019, and was determined by an actuarial valuation as of June 30, 2019 for both years.

Actuarial Assumptions and Other Inputs: The total OPEB liability at the June 30, 2020 and 2019 measurement date was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

	2021	2020
Valuation date	June 30, 2019	June 30, 2019
Measurement date	June 30, 2020	June 30, 2019
Actuarial cost method	Entry-age normal cost method	Entry-age normal cost method
Actuarial assumptions:		
Inflation	2.26%	2.26%
Salary increases	3.25%	3.25%
Discount rate	2.21%	3.50%
Mortality rate	CalPERS 2017 Experience Study	CalPERS 2017 Experience Study
Mortality improvement	Post-retirement mortality projected fully generational with Scale MP-2018.	Post-retirement mortality projected fully generational with Scale MP-2018.
Healthcare trend rate	7.2% for 2021, decreasing to an ultimate rate of 4.5% in 2032	7.2% for 2021, decreasing to an ultimate rate of 4.5% in 2032
Participation rate	100%	100%

The Plan has no assets. Consequently, the discount rate was based on the Bond Buyer 20-Bond GO Index, a 20-year, an index of tax-exempt general obligation municipal bonds with an average rating of AA/Aa or better. The only change in assumptions during 2021 was the change in the discount rate above.

Retirement mortality information was derived from data during 2017 CalPERS experience study. The Experience Study Report may be accessed on the CalPERS website [www.calpers.ca.gov](http://www.calpers.ca.gov) under Forms and Publications.

YUBA-SUTTER TRANSIT AUTHORITY  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE H – OTHER POST-RETIREMENT BENEFITS (Continued)

Changes in the Total OPEB Liability: The changes in the net OPEB liability for the plan are as follows:

	2021		2020	
	Increase (Decrease)		Increase (Decrease)	
	Total OPEB Liability		Total OPEB Liability	
Balance at July 1	\$	78,575	\$	60,109
Changes during the year:				
Service cost		12,956		11,483
Interest		3,203		2,770
Differences between expected and actual experience		(895)		
Changes in assumptions		21,316		4,213
Net change		<u>36,580</u>		<u>18,466</u>
Balance at June 30	\$	<u>115,155</u>	\$	<u>78,575</u>

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate: The following presents the total OPEB liability of the Authority, as well as what the Authority's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current discount rate:

	2021			2020		
	Current			Current		
	1% Decrease 1.21%	Discount Rate 2.21%	1% Increase 3.21%	1% Decrease 2.50%	Discount Rate 3.50%	1% Increase 4.50%
Net OPEB liability	\$ 135,733	\$ 115,155	\$ 98,512	\$ 67,885	\$ 78,575	\$ 91,734

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates: The following presents the total OPEB liability of the Authority, as well as what the Authority's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	2021			2020		
	Current			Current		
	1% Decrease	Healthcare Cost Trend Rates	1% Increase	1% Decrease	Healthcare Cost Trend Rates	1% Increase
Net OPEB liability	\$ 94,898	\$ 115,155	\$ 141,309	\$ 95,125	\$ 78,575	\$ 65,646

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB: For the years ended June 30, 2021 and 2020, the Authority recognized OPEB expense of \$18,212 and \$14,597.

At June 30, 2021 and 2020, the Authority reported deferred outflows of resources related to OPEB from the following sources:

	2021		2020	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between actual and expected experience		\$ (820)		
Changes in assumptions	\$ 23,057		\$ 3,869	
Total	<u>\$ 23,057</u>	<u>\$ (820)</u>	<u>\$ 3,869</u>	<u>\$ -</u>

YUBA-SUTTER TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE H – OTHER POST-RETIREMENT BENEFITS (Continued)

The amount reported as deferred outflows of resources related to contributions after the measurement date will be recognized as a reduction of the net OPEB liability in the following fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ended June 30</u>	<u>2021</u>	<u>2020</u>
2021		\$ 344
2022	\$ 2,053	344
2023	2,053	344
2024	2,053	344
2025	2,053	344
2026	2,053	344
Thereafter	<u>11,972</u>	<u>1,805</u>
	<u>\$ 22,237</u>	<u>\$ 3,869</u>

Recognition of Deferred Outflows and Deferred Inflows of Resources: Gains and losses related to changes in total OPEB liability are recognized in OPEB expense systematically over time. Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense.

The recognition period differs depending on the source of the gain or loss. The net difference between projected and actual earnings on OPEB plan investments is recognized over 5 years. All other amounts are recognized over the expected average remaining service lifetime (EARSL), which was 11.949 and 12.258 years at June 30, 2021 and 2020, respectively.

NOTE I – CONTINGENT LIABILITIES AND COMMITMENTS

Contingencies: The Authority has received Federal and State grants for specific purposes that are subject to review and audit by the grantor agencies or their designee. Such audits could lead to a request for reimbursement to the grantor agency for expenditures disallowed under terms of the grant. Based on prior experience, the Authority believes such disallowance, if any, will be immaterial.

On March 11, 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) pandemic. The COVID-19 outbreak is disrupting supply chains and affecting production and sales across a range of industries. The extent of the impact of COVID-19 on the Authority’s operation and financial performance will depend on certain developments, including the duration and spread of the outbreak, and the impact on customers, employees, and vendors, all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact the financial condition or results of operations is uncertain.

Commitments: On August 19, 2019, the Authority entered into a four-year agreement with Storer Transit Systems to provide transit services through September 30, 2023. The amounts payable to Storer for the period of October 1, 2019 through September 30, 2023 will not exceed \$26,013,770, with \$14,935,983 of the maximum commitment remaining at June 30, 2021. This agreement, upon approval from the Authority, may be extended for up to two option terms of two years each for a maximum contract term of eight years through September 30, 2027.

Concentration: A significant amount of the Authority’s revenue is obtained under the Transportation Development Act (Local Transportation Fund and State Transit Assistance) and from the Federal Transit Administration. A significant reduction of these revenue sources would have a significant impact on the Authority’s operations.

YUBA-SUTTER TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE J – OTHER STATE GRANTS

PTMISEA: As approved by the voters in the November 2006 general election, Proposition 1B enacts the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 to authorize \$19.925 billion of state general obligation bonds for specified purposes, including, among other purposes, transit and passenger rail improvements, state-local partnership transportation projects, and transit security projects. Qualifying expenses must be encumbered within three years from the date of the allocation and expended within three years from the date of the encumbrance.

Of the \$19.925 billion of State general obligation bonds authorized by Proposition 1B, \$4 billion was set aside by the State as instructed by the statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation or replacement. There were no PTMISEA funds received during the year ended June 30, 2021 and 2020. As of June 30, funds received and expended were verified in the course of the audit as follows:

	2021	2020
Beginning balance		\$ 87,116
Interest earnings		523
Expenses incurred:		
One fixed route bus		(52,142)
Demand response/rural route buses		(35,497)
	\$ -	\$ -
Unexpended proceeds		

There is no unearned revenue related to PTMISEA funds at June 30, 2021 and 2020.

State of Good Repair: State of Good Repair (SGR) was established by the California Legislature in 2017 by Senate Bill 1. SGR provides public transportation agencies with a consistent and dependable revenue source to invest in the upgrade, repair, and improvement of the transportation infrastructure and improve transportation services. Sacramento Area Council of Governments (SACOG) has elected to treat these funds on a cost reimbursement basis. Unexpended SGR funds held by SACOG at June 30, 2021 were \$244,973. There were no unexpended SGR funds held by SACOG at June 30, 2020. As of June 30, SGR funds received and expended were verified in the course of the of the audit as follows:

	2021	2020
Beginning balance	\$ -	\$ -
SGR received	30,000	735,455
Expenses incurred:		
Forklift	(30,000)	
Fixed route bus purchases		(735,455)
	\$ -	\$ -
Unexpended proceeds		

LCTOP: The Low Carbon Transit Operations Program (LCTOP) was established by the California Legislature in 2014 by Senate Bill 862. The LCTOP provides funds to transit agencies to reduce greenhouse gas emission and improve mobility through operating and capital grants. Projects approved for LCTOP will support bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions. The Authority received \$338,142 and \$336,962 of LCTOP funding for the programs in the tables below during the years ended

YUBA-SUTTER TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE J – OTHER STATE GRANTS (Continued)

June 30, 2021 and 2020. LCTOP funds received and expended were verified in the course of the audit as follows for the years ended June 30:

	2021					Total
	FY17/18 Zero-Emissions Bus Changed to Yuba College Shuttle	FY18/19 Enhanced Sac Com Peak Service	FY19/20 Connect Card Program	FY19/20 Targeted Fare Subsidies	FY19/20 Fare Free Events	
Beginning balance	\$ 230,086	\$ 165,870				\$ 395,956
LCTOP funds received			\$ 100,000	\$ 196,000	\$ 42,142	338,142
LCTOP funds transferred in (out)	(229,836)	189,513		40,323		
Changes in unspent interest	(250)	639	124	340	51	904
Expenses incurred:						
Yuba College shuttle						
Enhanced Sacramento service		(128,635)				(128,635)
Targeted fare subsidies				(52,920)		(52,920)
Fare free events					(17,473)	(17,473)
Connect Card program			(24,049)			(24,049)
Unexpended proceeds, including interest	\$ -	\$ 227,387	\$ 76,075	\$ 183,743	\$ 24,720	\$ 511,925

	2020				Total
	FY16/17 Connect Card Program	FY17/18 Zero-Emissions Bus Changed to Yuba College Shuttle	FY18/19 Enhanced Sac Com Peak Service		
Beginning balance	\$ 15,888	\$ 226,183			\$ 242,071
LCTOP funds received		40,331	\$ 296,631		336,962
LCTOP funds transferred in (out)					
Changes in unspent interest	(58)	135	125		202
Expenses incurred:					
Yuba College shuttle		(36,563)			(36,563)
Enhanced Sacramento service			(130,886)		(130,886)
Fare free events					
Connect Card program	(15,830)				(15,830)
Unexpended proceeds, including interest	\$ -	\$ 230,086	\$ 165,870	\$ 395,956	

NOTE K – SUBSEQUENT EVENTS

On July 23, 2021, the Authority closed escrow on a 19.72 acre parcel of land at 6035 Avondale Avenue in Marysville, California for a new transit operations, maintenance, and administration facility using State Transit Assistance (STA) funds of \$903,377. The new Next Generation Zero-Emission Bus Operations, Maintenance, and Administration Facility Project (Project) will replace the existing transit facility and support a zero-emission public bus fleet conversion and future service expansion in the Yuba-Sutter bi-county area. The site also has sufficient space for solar power generation to meet the Project’s energy needs and/or for other future co-developments, such as a mobility hub that could support multiple transportation modes, such as shared vehicles, vehicle charging, and bike or scooter sharing.

YUBA-SUTTER TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE K – SUBSEQUENT EVENTS (Continued)

The preliminary cost estimate for final Project facility design, environmental assessment, construction, and battery electric bus (BEB) infrastructure is \$42.5 million. This estimate includes all items needed to move into the facility and operate electric buses. As additional electric buses are purchased, additional chargers will be installed. The Authority intends to fund the Project with a mix of federal, state, and local funds and has begun applying for funds at all levels. To date, the Authority has secured \$194,456 in State Low Carbon Transit Operations Program (LCTOP) funds and has begun setting aside STA funds for this Project.

Yuba-Sutter Transit's current transit facility is a 60-year-old remodeled 7-Up Company bottling plant that is located on State Route (SR) 70 in Yuba County. This facility was purchased and transformed in 1996 into a transit maintenance, operations, and administration facility and then expanded in 2011 to its maximum capacity. Now operating at that capacity with no room for significant growth, the Project, originally scheduled for not earlier than 2030, is now under consideration for earlier implementation due to potential hinderance or displacement from a programmed and fully funded California Department of Transportation (Caltrans) SR 70 project.

The Authority's transit facility may be affected by the California Department of Transportation (Caltrans) SR 70 Binney Junction Roadway Rehabilitation and Complete Streets project to widen and improve SR 70. As currently designed, the Caltrans SR 70 project may require removal of the bus wash and service bays and/or reduction of the bus parking area and can critically impact on-site circulation and functionality. Any amount of loss to the small 3.2-acre transit facility will have a significant impact on transit operations, requiring the Authority to lease additional space or move its facility to a new location. The Caltrans project is now scheduled to be awarded in the Fall of 2023 with construction to start in the Spring of 2024. Once design and impacts are known, any change in duration of use of the Authority's existing facility would be evaluated for any effect on the depreciable lives of the facility assets and/or reporting of impairment loss under GASB Statement No 42.

Additionally, the State of California Air Resources Board Innovative Clean Transit Regulation (2018) mandates that all public transit agencies begin to transition to a zero-emission bus (ZEB) fleet. For the Authority, this requires that a minimum 25% of all covered bus purchases be ZEBs starting in 2026, increasing to 100% in 2029.

Since the Authority is a small transit agency with limited funds, and given the impending displacement, it is essential for the Authority to invest in a new build-to-suit transit facility to continue current operations, support an all-ZEB fleet, and allow for future service expansion as demand warrants. In addition, the new facility will allow for the early adoption of ZEBs to significantly advance the environmental benefits of this State initiative.

NOTE L – NEW PRONOUNCEMENTS

In May 2020, the GASB issued Statement No. 96, Subscription-Based Information Technology Arrangements (SBITA). This Statement 1) defines the term SBITA; 2) establishes that a SBITA results in a right-to-use subscription asset – an intangible asset – and a corresponding subscription liability; 3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs to a SBITA; and 4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITA are based on the standards established in Statement No. 87, Leases, as amended. This statement is effective for fiscal years beginning after June 15, 2022.

In June 2020, the GASB issued Statement No. 97, Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans. This Statement requires for the purposes of determining whether a primary government is financially accountable for a potential component unit, except for a potential component unit that is a defined contribution plan, a defined contribution OPEB plan, or an other employee benefit plan (for example, certain Section 457 plans, the absence of a governing board should be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform. This Statement also requires that the financial burden criterion in paragraph 7 of Statement No. 84, Fiduciary Activities, be applicable to only defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of



YUBA-SUTTER TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2021 and 2020

NOTE L – NEW PRONOUNCEMENTS (Continued)

Statement No. 67, Financial Reporting for Pension Plans, or paragraph 3 of Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, respectively. This Statement (1) requires that a Section 457 plan be classified as either a pension plan or an other employee benefit plan depending on whether the plan meets the definition of a pension plan and (2) clarifies that Statement 84, as amended, should be applied to all arrangements organized under IRC Section 457 to determine whether those arrangements should be reported as fiduciary activities.

The Authority is currently analyzing the impact of these new Statements on the Authority's financial statements.

**REQUIRED SUPPLEMENTARY INFORMATION**

YUBA-SUTTER TRANSIT AUTHORITY  
REQUIRED SUPPLEMENTARY INFORMATION

For the Years Ended June 30, 2021 and 2020

SCHEDULE OF THE PROPORTIONATE SHARE OF THE  
NET PENSION LIABILITY - MISCELLANEOUS PLAN (UNAUDITED)  
Last 10 Years

	2021	2020	2019	2018	2017	2016	2015
Proportion of the net pension liability at measurement date	0.00049%	0.00917%	0.00898%	0.00903%	0.008904%	0.008949%	0.003920%
Proportionate share of the net pension liability	\$ 20,745	\$ 367,031	\$ 338,485	\$ 356,041	\$ 309,326	\$ 245,520	\$ 243,615
Covered payroll for measurement period	\$ 385,549	\$ 371,157	\$ 370,163	\$ 323,320	\$ 301,224	\$ 290,280	\$ 279,533
Proportionate share of the net pension liability as a percentage of covered payroll	5.38%	98.89%	91.44%	110.12%	102.69%	84.58%	87.15%
Plan fiduciary net position	\$ 1,753,922	\$ 1,312,693	\$ 1,225,636	\$ 1,075,838	\$ 959,081	\$ 923,112	\$ 876,269
Plan fiduciary net position as a percentage of the total pension liability	98.83%	78.15%	78.36%	75.13%	75.61%	78.99%	78.25%
Notes to Schedule:							
Valuation date	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014	June 30, 2013
Measurement date	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014

Benefit changes: There were no changes to benefit terms.

Changes in assumptions: The discount rate used for financial reporting purposes was changed from 7.50% in 2016 to 7.65% in 2017 and 2018 and to 7.15% in 2019 and 2020.

Omitted years: GASB Statement No. 68 was implemented during the year ended June 30, 2015. No information was available prior to this date.

SCHEDULE OF CONTRIBUTIONS TO THE PENSION PLAN - MISCELLANEOUS PLAN (UNAUDITED)  
Last 10 Years

	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution during employer's fiscal year (actuarially determined)	\$ 37,935	\$ 65,976	\$ 58,912	\$ 51,091	\$ 45,090	\$ 40,421	\$ 42,571
Contributions in relation to the actuarially determined contributions	(37,935)	(424,303)	(58,912)	(51,091)	(45,090)	(40,421)	(42,571)
Contribution deficiency (excess)	\$ -	\$ (358,327)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll for employer's fiscal year	\$ 398,240	\$ 385,549	\$ 371,157	\$ 370,163	\$ 323,320	\$ 301,224	\$ 290,280
Contributions as a percentage of covered payroll	9.53%	17.11%	15.87%	13.80%	13.95%	13.42%	14.67%
Notes to Schedule:							
Valuation date for contribution percentages	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014	June 30, 2013	June 30, 2012

Methods and assumptions used to determine contribution rates:

	Actuarial method		Entry age normal cost method				
	Amortization method		Level percentage of payroll, closed				
	Remaining amortization period		Varies, not more than 30 years				
Asset valuation method	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value	15-year smoothed market
Inflation	2.50%	2.625%	2.75%	2.75%	2.75%	2.75%	2.75%
Salary increases			Varies depending on entry age and service				
Payroll growth	2.75%	2.875%	3.00%	3.00%	3.00%	3.00%	3.00%
Investment rate of return and discount rate used to compute contribution rates.	7.00%	7.25%	7.375%	7.50%	7.50%	7.50%	7.50%
Investment rate of return and discount rate							
Retirement age	50-67. Probabilities of retirement are based on the most recent CalPERS Experience Study.						
Mortality	Most recent CalPERS Experience Study.						

Omitted years: GASB Statement No. 68 was implemented during the year ended June 30, 2015. No information was available prior to this date. Additional years will be added prospectively as they become available until 10 years are reported.

YUBA-SUTTER TRANSIT AUTHORITY

REQUIRED SUPPLEMENTARY INFORMATION (UNAUDITED)  
SCHEDULE OF CHANGES IN THE TOTAL OPEB LIABILITY AND RELATED RATIOS

June 30, 2021

	<u>2021</u>	<u>2020</u>
Service cost	\$ 12,956	\$ 11,483
Interest	3,203	2,770
Differences between expected and actual experience	(895)	
Assumption changes	21,316	4,213
Net change in total OPEB liability	<u>36,580</u>	<u>18,466</u>
Total OPEB liability - beginning	<u>78,575</u>	<u>60,109</u>
Total OPEB liability - ending	<u><u>\$ 115,155</u></u>	<u><u>\$ 78,575</u></u>

Notes to schedule:

Valuation date	June 30, 2019	June 30, 2019
Measurement date	June 30, 2020	June 30, 2019
Discount Rate	2.21%	3.50%
Inflation	2.26%	2.26%
Salary increases	3.25%	3.25%
Healthcare trend:		
Initial rate	7.20%	7.20%
Trends down to	4.50%	4.50%
Mortality	2017 CalPERS Study	
Participation percentage	100%	100%

Note: No assets are accumulated in a trust that meets the criteria in GASB Statement 75, paragraph 4, to pay related benefits.

Benefit changes: Monthly minimum PEMHCA benefits increased to \$139 per month in 2020 from \$136 in 2019.

Omitted years: GASB Statement No. 75 was implemented during the year ended June 30, 2020. No information was available prior to this date. Information will be added prospectively as it becomes available until 10 years are reported.

## **COMPLIANCE REPORTS**



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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*, THE TRANSPORTATION  
DEVELOPMENT ACT AND OTHER STATE PROGRAM GUIDELINES

To the Board of Directors  
Yuba-Sutter Transit Authority  
Marysville, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Yuba-Sutter Transit Authority (the Authority), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated January 10, 2022.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters (including State grant programs)**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. Our audit was further made to determine that Transportation Development Act (TDA) Funds allocated and received by the Authority were expended in conformance with the applicable statutes, rules and regulations of the TDA and Section 6667 of the California Code of Regulations. We also tested the receipt and appropriate expenditures of other state grant funds, as presented in Note J of the financial statements, in accordance with State grant program statutes and guidelines. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, the TDA or State grant program requirements.

To the Board of Directors  
Yuba-Sutter Transit Authority

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards*, the TDA and State grant programs in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Richardson & Company, LLP*

January 10, 2022



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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors  
Yuba-Sutter Transit Authority  
Marysville, California

**Report on Compliance for Each Major Federal Program**

We have audited the Yuba-Sutter Transit Authority's, (the Authority) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended June 30, 2021. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Authority's compliance.

**Opinion on Each Major Federal Program**

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

**Report on Internal Control Over Compliance**

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal



To the Board of Directors  
Yuba-Sutter Transit Authority

program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Richardson & Company, LLP*

January 10, 2022

YUBA-SUTTER TRANSIT AUTHORITY  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 For the Year Ended June 30, 2021

**A. Summary of Auditor's Results**

Financial Statements

- |   |               |
|---|---------------|
| 1. Type of auditor's report issued:   | Unmodified    |
| 2. Internal controls over financial reporting:  |               |
| a. Material weaknesses identified   | No            |
| b. Significant deficiencies identified not considered to be material weaknesses?                    | None Reported |
| 3. Noncompliance material to financial statements under <i>Government Auditing Standards</i> noted? | No            |

Federal Awards

- |  |            |
|--|------------|
| 1. Internal control over major programs:   |            |
| a. Material weaknesses identified?   | No         |
| b. Significant deficiencies identified not considered to be material weaknesses?                                       | No         |
| 2. Type of auditor's report issued on compliance for major programs:   | Unmodified |
| 3. Any audit findings disclosed that are required to be reported in accordance with Circular 2 CFR Section 200.516(a)? | No         |

4. Identification of major programs:

<u>AL Number</u>	<u>Name of Federal Program</u>
20.507	Federal Transit Formal Grants

- |   |            |
|---|------------|
| 5. Dollar Threshold used to distinguish between Type A and Type B programs? | \$ 750,000 |
| 6. Auditee qualified as a low-risk auditee under 2 CFR Section 200.516(a)?  | Yes        |

**B. Current Year Findings – Financial Statements**

**Internal Control Over Financial Reporting**

None

**Compliance and Other Matters**

None

YUBA-SUTTER TRANSIT AUTHORITY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
For the Year Ended June 30, 2021

**C. Current year Findings and Questioned Costs – Federal Awards Programs**

None

**D. Prior Year Findings**

None

YUBA-SUTTER TRANSIT AUTHORITY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2021

Federal Grantor/Pass-through Grantor, if Applicable/ Program Title/Grant or Pass-through Number	Federal Assistance Listing (AL) Number	Pass-through Entity Identifying Number/Grant Number	Expenses
<b>U. S. Department of Transportation, Federal Transit Administration</b>			
Federal Transit Formula Grants, Direct Program			
Section 5307 - CARES Act	20.507		\$ 3,673,115
Total AL 20.507			<u>3,673,115</u>
Formula Grants for Rural Areas			
Section 5311 - CARES Act	20.509	64VO20-01054	162,445
Section 5311	20.509	64BO20-01463	84,240
Total AL 20.509			<u>246,685</u>
Total passed-through the State of California, Department of Transportation			<u>246,685</u>
<b>Total U. S. Department of Transportation, Federal Transit Administration</b>			<u>3,919,800</u>
<b>TOTAL FEDERAL AWARDS</b>			<u><u>\$ 3,919,800</u></u>

The accompanying notes to the schedule of expenditures of federal awards are an integral part of this schedule.

YUBA-SUTTER TRANSIT AUTHORITY

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2021

NOTE A – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of the Yuba-Sutter Transit Authority under programs of the federal government for the year ended June 30, 2021. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the Authority's operations, it is not intended to be and does not present the financial position, changes in net position, or cash flows of the Authority.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenses reported on the Schedule are reported on the accrual basis of accounting. Such expenses are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenses are not allowable or are limited as to reimbursement.

NOTE C – INDIRECT COSTS

The Authority did not charge indirect costs to its federal programs.

NOTE D – SUBRECIPIENTS

There were no subrecipients of the Authority's programs during the year ended June 30, 2021.



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## MANAGEMENT LETTER

To the Board of Directors and Management  
Yuba-Sutter Transit Authority  
Marysville, California

In planning and performing our audit of the financial statements of the Yuba-Sutter Transit Authority (the Authority) as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

We noted no matters that warrant consideration.

\* \* \* \* \*

This communication is intended solely for the information and use of the Board of Directors, management and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

*Richardson & Company, LLP*

January 10, 2022



550 Howe Avenue, Suite 210  
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## GOVERNANCE LETTER

Board of Directors  
Yuba Sutter Transit Authority  
Marysville, California

We have audited the financial statements of Yuba Sutter Transit Authority (the Authority) for the year ended June 30, 2021, and have issued our report thereon dated January 10, 2022. Professional standards require that we provide you with the following information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to a member of the Board of Directors on December 21, 2021. Professional standards also require that we communicate to you the following information related to our audit.

### *Our Responsibility under U.S. Generally Accepted Auditing Standards*

As stated in our engagement letter dated May 21, 2020 our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Schedule of the Proportionate Share of the Net Pension Liability and Schedule of Contributions to the Pension Plan, which supplement(s) the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transaction entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the determination of qualifying expenses incurred under grant agreements, which may be changed by the

grantor, the computation of the net pension other postretirement healthcare benefits (OPEB) liabilities and related deferred inflows and outflows, the computation of the and the useful lives used to calculate depreciation on capital assets. Management's estimate of qualifying expenses incurred under grant agreements is based on management's understanding of the qualifying expenses under the agreements. The pension and OPEB liabilities are based on actuarial valuations and the lives of capital assets is based on past experience and Federal Transit Administration guidance. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the disclosures about the defined benefit pension plan, other post-retirement benefits, contingent liabilities and commitments and state grants described in notes G, H, I and J, respectively.

The financial statement disclosures are neutral, consistent and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No audit adjustments were noted as a result of our audit.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated January 10, 2022.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.



*Other Matters*

We applied certain limited procedures to required supplementary information (RSI), as reported in the table of contents of the financial statements that supplements the basic financial statements. Our procedures consisted of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of the Authority and is not intended to be and should not be used by anyone other than these specified parties.

*Richardson & Company, LLP*

January 10, 2022

AGENDA ITEM VI – C  
STAFF REPORT

**ANNUAL INVESTMENT POLICY REVIEW**

It is recommended that the Yuba-Sutter Transit investment policy be reviewed at least annually and amended as needed. The review should ensure that the policy is consistent with the overall objectives of preservation of principal, liquidity, and return, and is in conformance with the law, financial and economic trends, and the cash flow needs of the agency.

The Yuba-Sutter Transit investment policy (copy attached) was adopted in April 2014 and provides formal guidelines and objectives for the investment of funds not immediately required to meet the agency's financial obligations. These investments are limited to passbook savings and money market accounts; the State Local Agency Investment Fund (LAIF); and certificates of deposit. While not a policy update, any references to Transit Manager have been replaced with Executive Director to maintain alignment with the Personnel Manual revision effective July 1, 2021.

At December 31, 2021, the Authority's account balances in financial institutions and LAIF were \$789,142 and \$5,023,412, respectively. Of the amount in financial institutions, \$644,749 is Low Carbon Transit Operations Program (LCTOP) funds being held in Money Market accounts until earned. Staff considers these deposits to be in alignment with the current policy and is not recommending any policy modifications at this time.

Staff will be prepared to discuss the agency investment policy in detail at the meeting.

RECOMMENDATION: Direct staff as desired.

# YUBA-SUTTER TRANSIT AUTHORITY INVESTMENT POLICY

Adopted April 17, 2014

(Updated July 1, 2021)

## I. INTRODUCTION

The following is the investment policy and guidelines of the Yuba-Sutter Transit Authority, presented in accordance with California Government Code Sections 53600 et seq.

This investment policy is intended to provide a guideline for the prudent investment of Yuba-Sutter Transit funds not immediately required to meet the financial obligations of the Authority.

## II. SCOPE

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds.

## III. OBJECTIVES

The primary objectives, in priority order, of the investment activities of the Authority shall be:

- 1) **Safety.** Safety of principal is the foremost objective of the investment program. Investments of the Authority shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.
- 2) **Liquidity.** The investment portfolio of the Authority will remain sufficiently liquid to enable the Authority to meet its cash flow requirements.
- 3) **Return on Investment.** Investments shall be undertaken to attain market rates of return consistent with constraints imposed by the safety objectives and cash flow consideration.

## IV. PRUDENCE

Section 53600.3 of the California Government Code identifies as trustees those persons authorized to make investment decisions on behalf of a local agency. As a

trustee, the standard of prudence shall be the “prudent investor” standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

## **V. DELEGATION OF AUTHORITY**

The management responsibility for the investment program is hereby delegated to the Executive Director who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy.

## **VI. ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

## **VII. PERMITTED INVESTMENT INSTRUMENTS**

- 1. Passbook Savings Accounts and Money Market Accounts:** These savings accounts may be maintained in local branches of commercial banks and/or savings and loans associations. Amounts maintained in such accounts shall be fully insured by the United States Government or collaterally in a manner acceptable to the Authority.
- 2. State Local Agency Investment Fund (LAIF):** The LAIF was established by the State of California to enable treasurers to place funds in a pool for investments. There is a limitation of \$50 million per agency subject to a maximum of 15 transactions per month.
- 3. Certificates of Deposit:** Cash may be invested only in federally insured or fully collateralized certificates of deposit. Collateral for given investment,

when applicable, must be in accordance with California Government Code Section 53600 et seq.

## **VIII. PROHIBITED INVESTMENT PRACTICES AND INSTRUMENTS**

Certain investment practices and instruments are inconsistent with the first objective of this policy (safety of invested funds), and therefore are prohibited.

Yuba-Sutter Transit Authority shall not engage in leveraged investing, such as margin accounts or any form of borrowing for the purpose of investment.

## **IX. SUMMARY**

Yuba-Sutter Transit Authority will strive to maintain the level of investment of funds not immediately active as near to 100% as possible. However, the basic premise underlying the Authority's investment policy is to insure the safety of principal and to provide funds when needed.

In order that the Yuba-Sutter Transit Authority Board of Directors may monitor the handling of invested funds, a full report detailing all investments will be submitted on at least an annual basis or as required by law.

The Authority will review the Policy at least once a year and may modify the Policy as appropriate to the Authority's needs and current law.

## STAFF REPORT VI – D

### **AUTHORIZATION TO FILL THE VACANT ADMINISTRATIVE ASSISTANT I/II POSITION**

As authorized at the December 16<sup>th</sup> meeting of the Board of Directors, Ms. Janet Frye was promoted effective January 1<sup>st</sup> from Administrative Assistant II to Program Analyst II following the resignation of Ms. Amy White, who had served in the Program Analyst position since February 22, 2019. At the same time, staff recommended the Administrative Assistant I/II job description and salary scale be reviewed before recruiting to fill that position and that this process should be completed prior to the January 20<sup>th</sup> meeting. Pursuant to Section 6.02 (Filling Vacant Positions) of the Yuba-Sutter Transit Personnel Manual, staff is now requesting authorization to fill this vacancy as soon as possible.

The very diverse Administrative Assistant I/II position, one of just five Yuba-Sutter Transit employees, is critical to the day-to-day administration of the agency as they serve (typically concurrently) as receptionist, counter sales staff, bookkeeper, gate keeper, office manager, clerk of the Board and so much more. Since the last meeting, staff has reviewed the past and current job duties along with the salary scale for this position all of which were last adjusted in 2019. While no change in the salary scale is being recommended, attached is a slightly modified job description for which staff is now seeking Board approval. The primary change is an update in the description to match current technology including a greater role for this position in the maintenance and operation of the agency website. With no change in the salary scale, filling this vacant position will result in a slightly positive budget impact the nature of which will depend on the salary range and step of the new hire.

For all past staff openings, Yuba-Sutter Transit has contracted with the Human Resource Departments of either Yuba or Sutter Counties on a time and materials basis to guide the recruiting and hiring process along with assisting as necessary with the setting of job descriptions and salary scales. In the last five years, Yuba County supported the hiring for two positions in 2017 while Sutter County supported a recruitment in 2019. Because Sutter County was already working with staff in support of the upcoming recruitment of the new Executive Director and Management Analyst I/II positions for the Regional Waste Management Authority, they agreed to take on the Administrative Assistant recruitment process as well. In the interest of time, because staff is recommending no change in the salary scale and only small changes in the job description, this process has already been initiated as the attached job announcement is now being circulated with a January 28<sup>th</sup> closing date. Should this recruitment not be authorized, this process will immediately be suspended pending further Board direction.

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

**RECOMMENDATION:** Adopt the revised Administrative Assistant I/II job description and authorize the Executive Director to fill the vacant position as proposed.

Attachments

# Yuba-Sutter Transit Authority

## JOB DESCRIPTION

### ADMINISTRATIVE ASSISTANT I/II (Updated January 20, 2022)

#### **Definition**

Under direction, performs a wide range of administrative and clerical support functions required for the Yuba-Sutter Transit Authority. Responsibilities involve daily clerical, office management, customer service, light bookkeeping, and specialized functions and projects essential for efficient and effective operations.

#### **Class Characteristics**

Administrative Assistant I is the entry level position. Initially under close supervision, incumbents learn daily routine tasks, policies and procedures and functions of Yuba-Sutter Transit. As experience is gained, incumbents are expected to take on additional responsibilities and handle more complex issues under more general supervision. Administrative Assistant II is the journey level position, independently performing the more complex, specialized, or technical duties which include receiving and resolving more difficult or sensitive customer complaints; processing a variety of financial data and preparing related reports; maintaining the agency website; assisting with budget preparation and audit activities; conducting research and preparing, coordinating, and maintaining official board records. This position reports directly to the Executive Director.

#### **Fair Labor Standards Act (FLSA) Status:**

This is a non-exempt position and eligible for overtime.

#### **Examples of Duties**

##### **Administrative Assistant I:**

Serves as the primary public contact for the office by answering phones, greeting visitors and answering basic transit questions or directing inquiries to the appropriate resource; processes electronic fare card (Connect Transit Card) orders and ticket sale requests from both the public and outside agencies; monitors and maintains inventory of bus tickets and electronic fare cards; processes and produces photo identification cards; maintains petty cash records; receives and balances payments; using QuickBooks software, enters data to maintain and process accounts receivable, accounts payable and financial records which includes preparing and processing invoices, payments, resolving discrepancies and preparing checks for signature; monitors account balances; coordinates records for payroll; assists with the preparation and coordination of materials for Board agendas, meetings and minutes; attends Board meetings to take and produce minutes from recordings for staff review; coordinates and manages agency Fair Political Practice Commission (FPPC) records for board members and affected staff; schedules and conducts Zoom meetings; prepares general correspondence, reports, and public notices; maintains inventory of office supplies; orders and stocks office supplies; processes and distribute incoming and outgoing correspondence; responsible for occasional mass mailings and emails; maintains administrative files; manages lost and found program; and, performs other related duties as assigned.

##### **Administrative Assistant II (in addition to the above):**

Receives, researches and responds to sensitive and/or complex customer complaints; prepares and compiles financial and statistical reports using QuickBooks software and data management software for spreadsheets; assists with annual fiscal audits; assists with the preparation of the budget and maintains on-

going budget records; conducts research, compiles data and prepare reports for consideration and presentation to management and outside agencies; assists in the processing of marketing materials; maintains the agency website; coordinates the selection and maintenance of office equipment (printers and copiers); and assists with asset inventories.

## Qualifications

### **Administrative Assistant I:**

**Knowledge of:** Standard office administrative and clerical procedures and systems such as word processing and spreadsheets; office procedures and terminology; principles and processes for providing customer services which includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; basic bookkeeping; principles of business letter writing; structure and content of the English language including the meaning and spelling of words, rules of composition and grammar; record keeping, report preparation, filing methods and records management techniques.

**Ability To:** Prioritize a variable workload with frequent interruptions, meet critical deadlines, and follow up assignments with minimal direction; use initiative and independent judgment within general guidelines; use patience, tact and courtesy to maintain effective working relationships with the general public and staff and present oneself in a professional manner; compose professional correspondence and letters independently or from brief instructions; understand and carry out oral and written directions; communicate information and ideas verbally and in writing so others will understand; apply general rules to specific problems to produce answers that make sense and tell when something is wrong or likely to go wrong; maintain confidentiality; operate a variety of modern office equipment including, but not limited to, personal computer, calculator, copy machine and FAX; efficiently use word processing and spreadsheet software specifically Microsoft Word and Excel.

### **Administrative Assistant II (in addition to the above):**

**Knowledge of:** Basic organization and function of public agencies, including the role of appointed boards and commissions; record-keeping, reporting and clerical procedures related to board and/or commission meetings; applicable statutes, rules, ordinances, codes and regulations; website maintenance practices; basic bookkeeping practices and terminology; principle and practices of the administration of Yuba-Sutter Transit, including but not limited to, claims, legislation, budget, and grants; principles and practices of basic analytical research and project coordination.

**Ability To:** Use logic and reasoning to identify the strengths and weaknesses or alternative solutions or conclusion or approaches to problems; research, compile, and summarize a variety of informational materials; analyze and resolve office administrative situations and problems. Operate a variety of modern office equipment and efficiently use word processing and spreadsheet software.

### **Physical Demands:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical history questionnaire which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body



mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

- Occasionally lift items, such as, boxes of paper weighing up to 20 pounds with or without assistance.
- Climb stairs to access file storage area.
- Drive a motor vehicle to attend meetings or training and assist with outreach activities related to marketing, passenger surveys and community relations.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally, a typical office environment working weekdays from 8:00 a.m. to 5:00 p.m. (closed for lunch between Noon and 1:00 p.m.)

**Special Requirements:**

- May be required to participate in outreach activities outside of the office and normal working hours.
- May be required to travel on occasion for training primarily in the Sacramento region.
- May be required to occasionally attend meetings after normal work hours.

**Desirable Education and Experience**

**Administrative Assistant I** – Education equivalent to graduation from high school and two years of recent, increasingly responsible clerical experience, preferable dealing with the public or an equivalent combination of education, training and/or experience which demonstrates the ability to perform the required duties. Functional Spanish or Punjabi language skill a plus.

**Administrative Assistant II** – Education equivalent to graduation from high school and three years of increasingly responsible clerical experience, preferably dealing with the public or an equivalent combination of education, training and/or experience which demonstrates the ability to perform the required duties. Bookkeeping and website management experience a plus.

**License**

Must always possess and maintain a valid California Class C Driver’s License. Employee will be required to use his/her personal automobile (with mileage reimbursement from employer). Employee must maintain adequate insurance coverage of vehicle (minimum of \$100,000 per person, \$300,000 per accident) and provide proof of insurance annually.

**Salary Range (Monthly)**

Administrative Assistant I	\$3,241 – \$3,940
Administrative Assistant II	\$3,752 – \$4,561



is seeking applications for the position of  
**ADMINISTRATIVE ASSISTANT I/II**

**Closing Date: January 28, 2022**

***The Position***

The Yuba-Sutter Transit Authority is recruiting for a new Administrative Assistant to serve as the public face and voice of the agency while performing a wide range of clerical, office management and customer service duties in support of the agency's programs and activities. Duties will include a significant amount of public and related agency interactions in person, over the phone and by email; light bookkeeping; website maintenance; and administrative support for the Executive Director, the Board of Directors and other agency staff.

***Compensation & Benefits***

Level I : \$3,241 - \$3,940/Month

Level II: \$3,752 - \$4,561/Month

- CalPERS Retirement Plan – 2% @ 62 (for those entering the CalPERS system after 12-31-12) or 2% @ 55 (for Classic PERS eligible employees)
- No Social Security
- Longevity pay program
- Employer paid Medicare premium of 1.45%
- Employer paid health, dental, vision (reimbursement allowance), life and long term disability insurance coverage available to employee and dependents (\$250 a month allowance if health insurance is waived in lieu of other coverage subject to specific limitations)
- Employer contribution of \$100 a month to the available deferred compensation plan
- Twelve paid holidays annually
- Annual leave (combined vacation & sick leave) program starting at 24 days a year (less than five years) up to 36 days a year (at least 20 years) up to a maximum accrual of 48 days
- Limited annual leave sell back program
- Frequent BBQs, potlucks and goodies!

***The Ideal Candidate***

We are looking for a highly motivated, enthusiastic individual with excellent interpersonal and communication abilities; someone who is especially adept at customer service, office management and clerical skills; who is organized, disciplined, and detail oriented; who has outstanding written, oral, and computer skills; who highly values their integrity and has a strong work ethic; and who is flexible and customer focused. We are looking for an individual who will enjoy working in a small, busy office with frequent telephone and counter interruptions where everyone must be ready, willing, and able to do anything at anytime all while maintaining their sense of humor. The ability to communicate in Spanish or Punjabi would be a plus.

***Application Process***

If you are interested in joining our team, please review the complete job announcement and position description that is available at [www.suttercounty.org](http://www.suttercounty.org) or from the Sutter County Human Resources Department.

To be considered, interested candidates must submit the completed Application and any additional information by no later than 5:00 p.m. on the above Closing Date to:

**Sutter County Human Resources**  
**1160 Civic Center Blvd, Ste. B**  
**Yuba City, CA. 95993**

**Phone: (530) 822-7113 Fax: (530) 822-7191**  
**[www.suttercounty.org](http://www.suttercounty.org)**

A screening panel will select those most qualified to be considered further in the selection process which may include an application screening and/or interviews. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam, credit check and fingerprinting in addition to other appropriate requirements of the position.



AGENDA ITEM VI – E  
STAFF REPORT

**BOARD MEMBER MEETING STIPEND RATE ADJUSTMENT**

Since September 1988, members of the Yuba-Sutter Transit Board of Directors have received a stipend of \$50 per meeting including duly called standing and ad hoc committee meetings up to a maximum of 15 meetings per fiscal year. A copy of the adopted policy is attached for reference. Recognizing the time that has passed since this rate was set; the significant increase in the scope and scale of the organization over the intervening 33 plus years; and the anticipated increase in the Board workload in the future; staff included an allowance in the FY 2022 budget for an increase in the stipend rate to \$100 per meeting.

The same increase is also being recommended for the Regional Waste Management Authority Board of Directors which first set a stipend in July 2000. If approved as proposed by both agencies, this figure will be consistent with the stipend now being provided by both the Feather River Air Quality Management District (FRAQMD) and the Sacramento Area Council of Governments (SACOG). The Regional Housing Authority would then be the only known local agency among stipend granting agencies with a rate of \$50 per meeting.

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

RECOMMENDATION: Direct staff as desired.

Attachment

HUB AREA TRANSIT AUTHORITY

REMUNERATION PROGRAM

Purpose: To provide remuneration to duly appointed members of the Hub Area Transit Authority Board of Directors, and duly appointed alternates, for serving as members to the Board of Directors at scheduled meetings of the Board and its various committees.

Amount: Fifty Dollars (\$50.00) per Board or committee meeting per member, or alternate when serving as a member, within the conditions set forth below.

Conditions: Each member of the Board of Directors shall receive a remuneration for no more than fifteen (15) meetings per fiscal year. Each duly appointed alternate, when serving as a member of the Board of Directors, shall not be subject to this limitation nor shall their attendance on behalf of an appointed member count toward the fifteen (15) meeting limitation of that member.

Date of  
Adoption:

Effective  
Date: September 1, 1988