



MEETING NOTICE & AGENDA

DATE: Thursday, November 18, 2021

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, Harris, Hudson (Vice-Chair), Micheli and Shaw (Chair)

II. **Public Business from the Floor**

Members of the public may address the Authority on items of interest that are within the Authority's jurisdiction and are not on the agenda for this meeting. Public comment regarding agenda items will be permitted as each agenda item is considered by the Board.

III. **Consent Calendar**

All matters listed under Consent Calendar are considered 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 October 21, 2021. (Attachment)
- B. Disbursement List for October 2021. (Attachment)
- C. Monthly Performance Report for October 2021. (Attachment)

IV. **Reports**

A. **Replacement Bus Purchase Authorization.** (Attachment)

RECOMMENDATION: Authorize the replacement of six 2014 model 16-passenger buses as proposed

B. **First Quarter FY 2022 Budget Report.** (Attachment)

RECOMMENDATION: Information only.

C. **First Quarter Performance Report.** (Attachment)

RECOMMENDATION: Information only.

D. Project & Program Updates.

1. COVID-19 Impact & Response
2. Unmet Transit Needs Hearing Results
3. Sikh Parade Parking Shuttle Results
4. Next Generation Transit Facility Project (Grant Awards & Submissions)
5. Free Service Schedule for Thanksgiving (November 22 – 27) & Christmas (December 20 – 31) Holidays

RECOMMENDATION: Information only.

V. Correspondence / Information

VI. Other Business

VII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, DECEMBER 16, 2021
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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If you need assistance to attend the Yuba-Sutter Transit Board Meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, please contact the Yuba-Sutter Transit office at (530) 634-6880 or (TTY) 634-6889 at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
OCTOBER 21, 2021**

I. Call to Order & Roll Call (4:02 pm)

Present: Bains, Blaser, Buttacavoli, Fuhrer, Hudson, Micheli, and Shaw (Chair)
Absent: Harris

II. Public Business from the Floor

None.

III. Consent Calendar

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

IV. Reports

A. Federal Transit Administration (FTA) Section 5339(b) Buses and Bus Facilities Program Grant Application.

Martin presented the Federal Transit Administration (FTA) Section 5339(b) Buses and Bus Facilities Program Grant Application item noting that FTA released the Notice of Funding Opportunity on September 20, 2021, for the annual Department of Transportation National Infrastructure Investments called Grants for Buses and Bus Facilities Program. This national grant program will award a total of nearly \$410 million in federal funds on a competitive basis for eligible capital investments in public transportation buses and bus facilities. The proposed Yuba-Sutter Transit application request would be for a major portion of the design and construction of the Next Generation Transit Facility. AECOM has been engaged to help with the preparation of this application and the current plan is to apply for \$14 million with a scaled option of \$12 million should less funding be available. This is the same firm that prepared the RAISE grant application this summer and that grant will be used as the foundation for this new application.

Martin noted that award announcements are expected soon for two earlier grant applications for the facility project. The Housing Authority grant, with an expected award announcement on October 28th, would include \$8.5 million for Yuba-Sutter Transit for the solar and charging systems at the new facility among other items. If that grant is not received, the scalability options of this new application would need to be changed. RAISE grant recipients, a \$20 million request, are to be announced by November 22nd. The RAISE and Section 5339(b) grants are annual programs so, if unsuccessful in this round, applications can be submitted again in 2022 in the next grant cycle.

Director Bains made a motion to adopt Resolution No. 11-21 authorizing the submittal of a Buses and Bus Facilities Program grant application as proposed. Director Hudson seconded the motion and it carried unanimously.

B. Feather River Air Quality Management District (FRAQMD) AB 2766 Grant Amendment.

On August 2, 2021, the FRAQMD Board of Directors approved the consolidation and extension of two existing grants for Yuba-Sutter Transit's Discount Monthly Pass program for qualified persons including seniors over 65 years of age, youth under 19 years of age and persons with disabilities. This extension was made possible without changing the total funding amount of the two grants as monthly pass sales have been much less than anticipated due to decreased ridership during the pandemic. The proposed grant amendment would extend the program for an additional year through March 2023.

Director Bains made a motion to authorize execution of the amended FRAQMD grant agreement #VF20-07 as proposed. Director Micheli seconded the motion and it carried unanimously.

C. Project & Program Updates

1. COVID-19 Impacts & Response

Martin provided a chart to demonstrate the overall impact of the pandemic on ridership through the 1st quarter of FY 2022. He noted that September continued the recent year-over-year systemwide monthly ridership growth trend that started in July and really took off in August. After a 33 percent increase in average weekday systemwide boardings from August 2020 to August 2021, this same average was up 35 percent in September over September 2020. For the major services, average weekday ridership in September was up 35 percent on the local fixed route service, 57 percent on the local Dial-a-Ride service and 27 percent on the Sacramento Commuter service over September 2020.

Martin noted that while these are all encouraging numbers, there is still a long way to go as average weekday systemwide ridership in September was still just 47 percent of what it was in September 2019 prior to the pandemic. Some Sacramento Commuter riders have reported that they will be returning to in-person work by the first of the year and staff will be watching these numbers closely to see how they trend through the typically lower ridership holiday and winter months of November through February as the spring budget season approaches.

2. Next Generation Transit Facility Project

The project to remove all trees and shrubs from the Avondale property (and the trash and litter underneath them) should be completed by early November. This project will greatly improve sightlines across the property for security purposes. Staff will next be working to get the existing fence repaired and closed-in along the North Beale Road.

3. Annual SACOG Unmet Transit Needs Hearing (On-Line at 1:00 pm on Tuesday, November 9, 2021)

The annual SACOG public hearing has been scheduled for 1:00pm on Tuesday, November 9, 2021. As it was in 2020, the 2021 hearing will again be held only on-line. Copies of the English and Spanish language flyers for this hearing are available on the Yuba-Sutter Transit website and the Administration Office can make copies available for distribution purposes.

4. Free Service Holiday Schedule for Thanksgiving (November 22 – 27) & Christmas (December 20 – 31)

Yuba-Sutter Transit's local and rural routes will operate fare free during portions of the upcoming holiday season. The Thanksgiving period will be November 22 – 27 and the Christmas period will be December 20 – 31. This is part of an ongoing ridership promotion program with the lost fares being reimbursed with State Low Carbon Transit Operating Program (LCTOP) funding. Funding for this periodic program, which began in December 2020 is expected to be exhausted by the end of June 2022.

5. Regional Waste Management Authority (RWMA) Organizational Changes

Martin announced that the amended RWMA JPA has been approved as required and will become effective November 1, 2021. In anticipation, staff has already been working with the member jurisdiction administrators on the staff transition plan which will be discussed in more detail with the RWMA Board of Directors at their meeting to follow. There is much work to be done in the meantime, but it is currently envisioned that the new RWMA leadership will be in place around April 2022 and that Yuba-Sutter Transit's 34-year staff relationship with the RWMA will be reduced to a month-to-month agreement only for basic administrative services beginning July 1, 2022. The County Administrators for all six jurisdictions as well as the HR Directors for both counties are assisting and advising in this process. Staff will provide updates as this process continues.

Off-Agenda Items

Local School District Transportation Programs

Martin stated that despite a recent newspaper article, Yuba-Sutter Transit is not working on an agreement with any of the local school districts for special transportation services. Yuba-Sutter Transit is, however, working with both major districts and the county offices of education for the purchase of monthly bus passes and reimbursement for individual cash fares on our regularly scheduled service. These are being done on a school-by-school basis primarily for at-risk students.

Director Fuhrer asked about the cost for school bus service versus the cost of public transportation. Martin answered that he did not know the cost structure for school bus service. Many of the students that are currently using public transit are doing so because they do not qualify for school bus services because they are either attending a charter school or a school other than the one closest to their home. Director Fuhrer asked how difficult it would be to take over the school bus service. Martin answered that while Yuba-Sutter Transit cannot transport students unless the service is open to the public and does not stop on school property, such service is provided elsewhere under these conditions. Staff is familiar with such service that has long been operated by Sacramento Regional Transit District for Sacramento Unified School District middle and high school students. Martin added that there has been some discussion about adding supplemental service to Yuba-Sutter Transit routes if the school districts would provide funding to cover the additional cost of the service, but to-date only some schools have chosen to pay either the cash fare or provide monthly passes for their students on the regularly scheduled service.

Sustainable Transit for a Healthy Planet Challenge

Martin stated that the Federal Transit Administration (FTA) is encouraging transit agencies nationwide to sign on to this challenge by pledging to develop a climate action plan with measurable greenhouse gas (GHG) reduction goals and strategies, such as converting fleets to zero-emission buses and making facilities more energy efficient. Because Yuba-Sutter Transit is planning to design and construct a new zero-emission bus transit facility and has committed to a 100 percent zero-emission fleet by 2035 if adequate funding is available,

staff believes that signing this non-binding pledge would be another tangible indicator of our commitment to GHG reductions specifically for the purpose of enhancing any pending and future facility and bus grant applications. The requisite plan, which is due by April 15, 2022, can be developed in-house using the FTA provided template. Staff is now seeking the Board's consensus opinion as to whether Yuba-Sutter Transit signing the pledge and participating in the challenge.

Director Shaw asked if the pledge would need to come back before the board for ratification as an official action. Martin stated that it only requires his signature. Director Shaw asked if a declaration from the board or a press release would be helpful as grant applications are being submitted. Martin stated that there would be a press release about the pledge.

Director Blaser asked about the schedule for installing charging stations at the new facility. Martin stated that the concept is to phase the installations as the fleet of zero-emission buses grows over time. Funding from the Housing Authority grant application would add more to the initial phase due to the funds being available, so the actual schedule will depend on both need and funding. Director Blaser asked about PG&E's ability to supply power to the facility. Martin answered that staff has been in contact with PG&E regarding their Fleet Ready Program that currently helps to bring power to the property and pay for charging stations. Available site power was a component of the site selection process, and this site was comparable to any other property. Director Blaser asked about the status of the elderberry trees and Martin responded that they are still there. Director Micheli asked if they could be transplanted. Martin responded that transplanting is possible, but that a mitigation plan will be required, and the ultimate result will depend on final facility design.

Sikh Parade Service

Director Shaw asked if Yuba-Sutter Transit will be providing transportation for the Sikh Festival. Martin stated that Yuba-Sutter Transit has again be providing an off-site parking shuttle service on November 7th.

V. Correspondence/Information

None.

VI. Other Business

None.

VII. Adjournment

The meeting was adjourned at 4:28 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, NOVEMBER 18, 2021 AT 4:00 PM
IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS.**

**AGENDA ITEM III-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF OCTOBER 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	\$ 36,307.18	PAYROLL	PAYROLL
EFT	\$ 1,356.33	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 520.00	CALIFORNIA DEPT OF TAX & FEE ADMIN	FUEL TAX JULY 2021 - SEPT 2021
EFT	\$ 39.88	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 377.45	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 52.46	PG&E	GAS
EFT	\$ 252.77	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS AND ID HOLDERS
EFT	\$ 272.72	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 185.28	PRIMEPAY	PAYROLL FEES - SEPTEMBER 2021
EFT	\$ 171.35	ELAVON	MERCHANT SERVICE FEE - OCTOBER 2021
17736	\$ 196.40	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES SEPT 21
17737	\$ 22,723.49	HUNT & SONS INC	BUS FUEL - DYED DIESEL
17738	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17739	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES SEPT 21
17740	\$ 5,580.71	RAMOS OIL COMPANY	BUS FUEL - GAS
17741	\$ 1,039.02	SC FUELS	DEF FLUID
17742	\$ 540.95	STANLEY SECURITY SOLUTIONS INC	SECURITY SERVICES OCT 21
17743	\$ 206.25	STAPLES	OFFICE SUPPLIES: CARDSTOCK, COPY PAPER, PENS
17744	\$ 474,263.63	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLES INSURANCE 8/21
17745	\$ 450.00	STREAMLINE	WEBSITE SERVICES OCT 21
17746	\$ 1,559.16	T-MOBILE	WIFI SERVICE FOR BUSES SEPT 21
17747	\$ 351.82	TIAA COMMERCIAL FINANCE INC	COPIER LEASE & PROPERTY TAX SEPT 21
17748	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES NOVEMBER 21
17749	\$ 370.13	COMCAST BUSINESS	TELEPHONE SERVICE OCTOBER 21
17750	\$ 316.61	COMCAST BUSINESS	INTERNET SERVICES OCTOBER 21
17751	\$ 23,699.56	FLYERS ENERGY	BUS FUEL - DYED DIESEL
17752	\$ 538.23	FRAQMD	ANNUAL PERMIT RENEWAL - GENERATOR
17753	\$ 673.16	QUILL CORPORATION	JANITORIAL SUPPLIES - PAPER TOWELS, TOILET PAPER
17754	\$ 2,832.41	RAMOS OIL COMPANY	BUS FUEL - GAS
17755	\$ 2,582.70	RICH, FUIDGE, BORDSEN & GALYEAN, INC	LEGAL SERVICES 7/1/21 TO 9/30/21
17756	\$ 520.58	SC FUELS	DEF FLUID
17757	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES OCT 21
17758	\$ 540.95	STANLEY SECURITY SOLUTIONS INC	SECURITY SERVICES NOV 21
17759	\$ 506.50	STATE COMPENSATION INSURANCE FUND	WORKER'S COMP PREMIUM 10/1/21 TO 1/1/22
17760	\$ 5,919.61	STORER TRANSIT SYSTEMS	COVID-19 ADMIN HOURS SEPT 21
17760	\$ 138.00	STORER TRANSIT SYSTEMS	COVID-19 SUPPLIES SEPT 21
17761	\$ 9,625.53	TEHAMA TIRE SERVICE INC	TUBES/TIRES
	\$ 608,351.27		

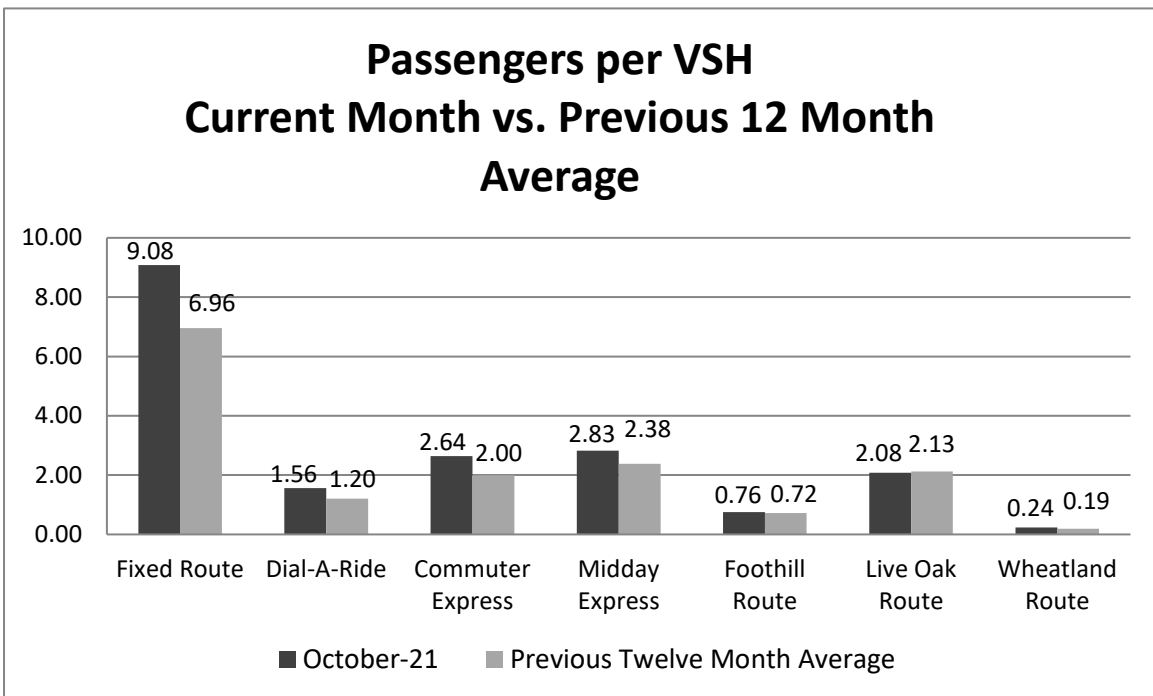
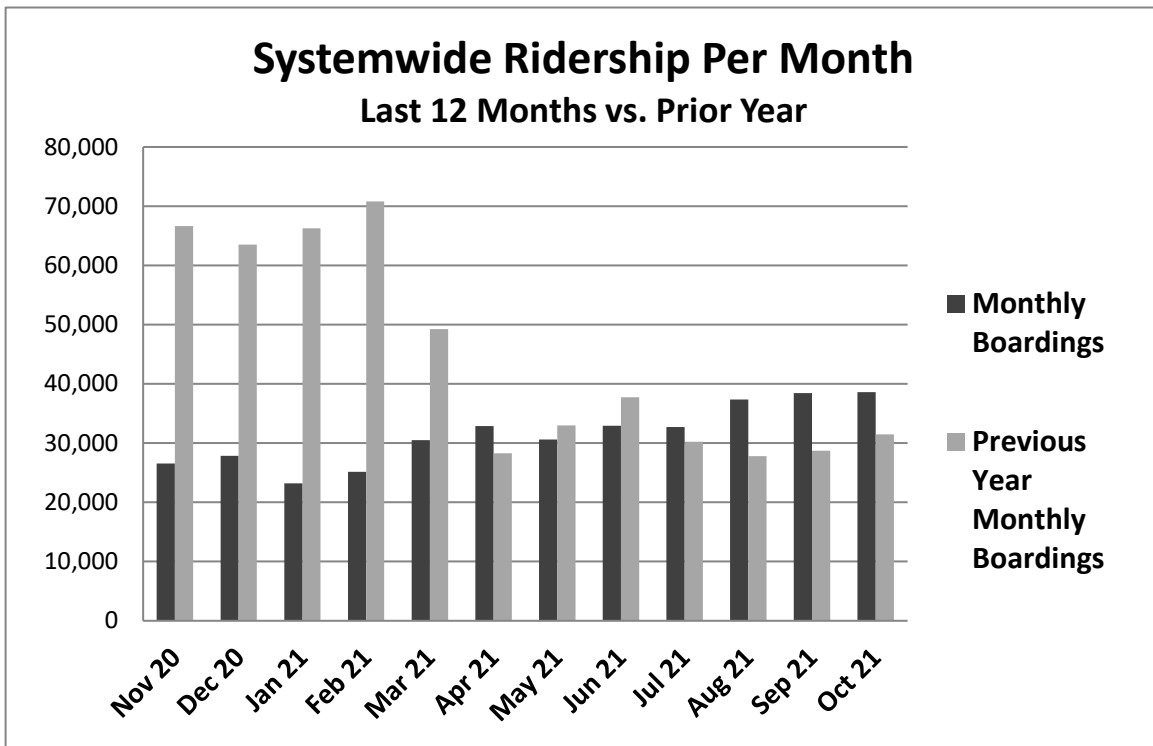
**LAIF
TRANSFERS**

\$ (600,000.00) TRANSFER FROM LAIF TO CHECKING

AGENDA ITEM III - C
OCTOBER 2021 PERFORMANCE REPORT

	October-21	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	33,618	26,997	125,934	103,618
Dial-A-Ride	2,334	1,661	9,304	6,153
Commuter Express	1,956	1,402	7,262	5,915
Midday Express	452	357	1,664	1,388
Foothill Route	57	59	225	395
Live Oak Route	152	155	648	730
Wheatland Route	12	8	46	19
Oroville Route	0	0	1,975	0
Total Ridership:	38,581	30,639	147,058	118,218
Vehicle Service Hours:				
Fixed Route	3,702.42	3,880.72	14,748.68	16,232.26
Dial-A-Ride	1,494.62	1,379.34	5,766.89	6,100.70
Commuter Express	741.00	702.59	2,930.61	2,915.40
Midday Express	159.86	149.66	628.92	617.76
Foothill Route	75.35	82.67	336.84	311.33
Live Oak Route	73.19	72.81	288.79	305.66
Wheatland Route	50.28	41.31	178.77	171.77
Oroville Route	0.00	0.00	427.39	0.00
Total VSH's:	6,296.72	6,309.09	25,306.89	26,654.88
Passengers Per Hour:				
Fixed Route	9.08	6.96	8.54	6.38
Dial-A-Ride	1.56	1.20	1.61	1.01
Commuter Express	2.64	2.00	2.48	2.03
Midday Express	2.83	2.38	2.65	2.25
Foothill Route	0.76	0.72	0.67	1.27
Live Oak Route	2.08	2.13	2.24	2.39
Wheatland Route	0.24	0.19	0.26	0.11
Oroville Route	0.00	0.00	4.62	0.00
Total Passengers Per VSH:	6.13	4.86	5.81	4.44

OCTOBER 2021 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

REPLACEMENT BUS PURCHASE AUTHORIZATION

Yuba-Sutter Transit's 51 bus revenue vehicle fleet currently includes 16 light-duty 16 passenger buses that are used to operate Dial-A-Ride and rural route services while occasionally backing up local fixed route buses when necessary. The FY 2022 capital budget includes funding for the purchase of six light-duty buses to replace the six 16 passenger 2014 model buses that have well exceeded their designed useful life of five years or 150,000 miles. If approved as proposed, by the time the new buses arrive in the Summer of 2022, the buses being replaced will be over eight years old and their life mileages already range from 178,000 to 201,000 miles for an average of nearly 190,000 miles each.

While it was long anticipated that the new light-duty buses would be essentially the same as those being replaced, staff has long searched for an alternative vehicle that would provide similar passenger capacity and utility in a more passenger friendly configuration especially for the seniors and persons with disabilities served by our Dial-A-Ride service. This search resulted in the discovery of a relatively new lightweight, low-floor, fuel-efficient, cut-away style bus that is a significant departure from the traditional high- or low-floor cutaway that has been the demand response industry standard for over 40 years. The Altoona-tested Frontrunner model from New England Wheels has been in the market since 2018, but it has only been available for a few months from a California based dealer on a statewide procurement contract.

An on-site demonstration of this product in August included taking it to a local transit center for responses from actual Yuba-Sutter Transit passengers. It was also thoroughly inspected and tested by our contractor's corporate staff in a separate visit and our local maintenance staff conducted a reference check with several transit agencies that are currently operating these buses, and all have enthusiastically endorsed the Frontrunner. The smaller size, low-profile, flat floor entry makes this unit ideal for demand response service including microtransit applications. Because of its light-weight design and construction, it is also below the GVWR threshold that is subject to the zero-emission bus mandate. A copy of a sales flyer along with the proposed floorplan is attached for reference, but much more information on this transformative product including photos, specifications and videos can be found at www.newenglandwheels.com.

Based on the 2018 purchase of ten standard high-floor cutaway buses, the FY 2022 budget assumed a per unit cost of \$95,000 for a six-bus total of \$570,000. For a current comparison, staff requested a quote for a standard cutaway bus and found that the per unit cost is now approximately \$120,000 for a six-bus total of \$720,000. The quoted price of a comparably equipped 12 passenger Frontrunner is approximately \$160,000 for a six-bus total of \$960,000, but the additional \$40,000 cost for each bus will be recovered quickly in fuel savings due to the lighter weight and the extremely fuel-efficient V-6 Pentastar gasoline engine compared to a typical V-10 Ford gasoline engine. Diesel engines are not currently available in either model of cutaway bus and both price quotes include an allowance for the aftermarket move of mobile radios, fare systems, CAD/AVL equipment, and surveillance video systems to the new buses along with the local application of vehicle decals and graphics.

The proposed purchase would be financed with a combination of currently available funding using approximately \$820,000 in formula funds from two federal sources over three years of appropriation to be matched with approximately \$140,000 in State Transit Assistance (STA) funds. As was done when the last

cutaway buses were purchased, staff is again recommending that Yuba-Sutter Transit leverage the buying power of the statewide Request for Proposal (RFP) that was issued by the Morongo Basin Transit Authority (MBTA) in association with the California Association for Coordinated Transportation (CalACT). This process results in lower unit costs by participating in a much larger order and less time and expense to Yuba-Sutter Transit for the development and administration of a local-only bid process. This cooperatively bid contract allows transit agencies to independently compare the products and quoted prices from a variety of manufacturers to select the one that best meets their needs. The requested Board action would be conditional upon the purchase being approved by Caltrans, which is required because of the federal rural transit funding being used for a portion of the project, but this should be simply a formality due to the use of the state approved purchasing contract.

Administrative and operating staff will be prepared at the meeting to discuss this project and this specific purchase recommendation in detail as desired.

RECOMMENDATION: Authorize the replacement of six 2014 model 16-passenger buses as proposed.



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- Easy entry & exit for ALL
- Smooth ride & comfortable Interior for a superior passenger experience
- Proven Reliability with limited downtime & low maintenance



NEW

NEW ENGLAND WHEELS

- Passed the FTA Altoona 5 yr / 150,000 mile durability test with astonishing 91% score
- Buy America compliant
- FMVSS compliant door
- GSA Approved

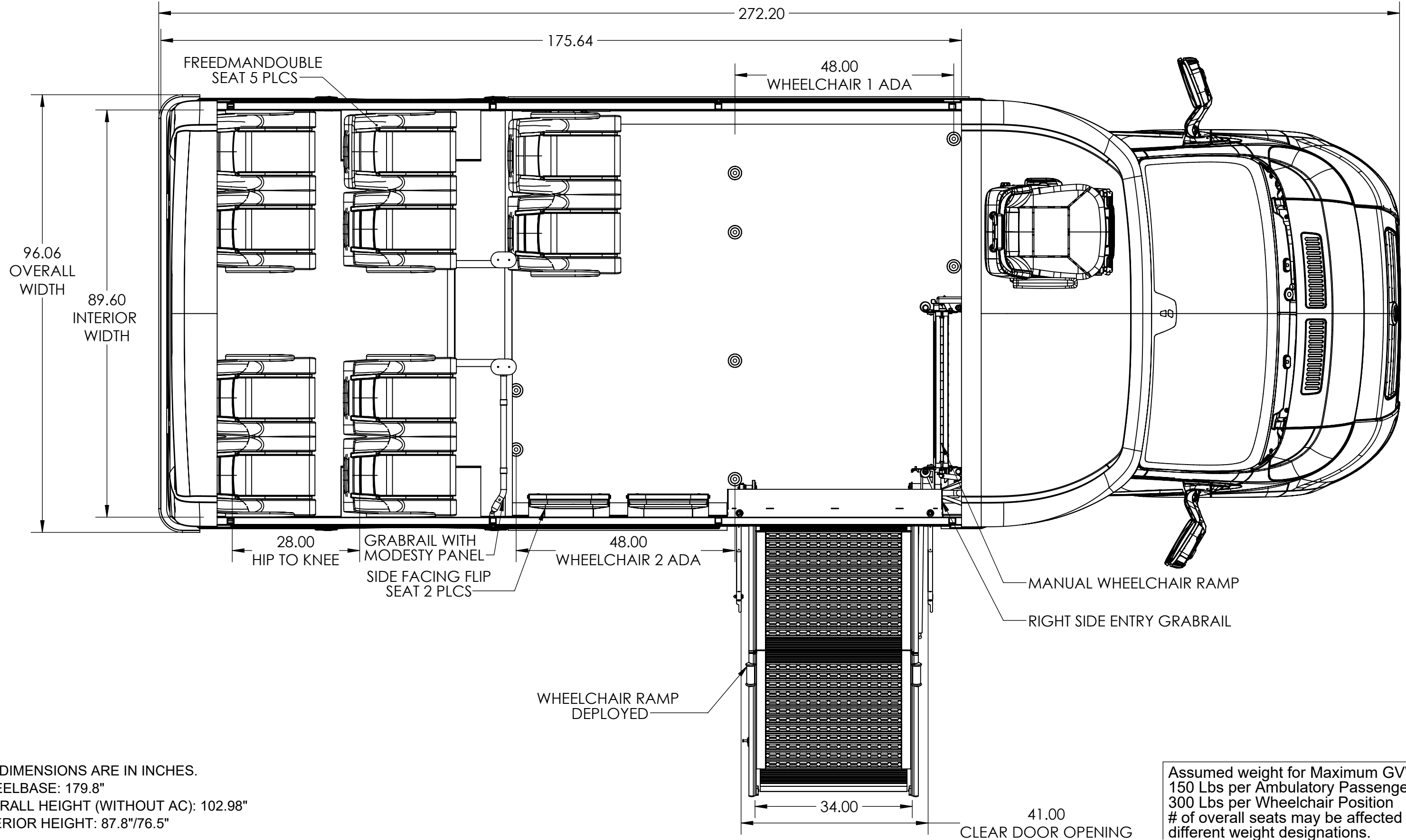


FrontRunner redefines the mini-bus passenger experience while meeting the rigors of metro transit. Its true low-floor design, full size transit door, low-profile fold out ramp and kneeling capabilities eliminate the need for steps and wheelchair lifts so people can quickly enter and comfortably move around. Passengers will notice a smooth ride and spacious interior while drivers will appreciate the tight turn radius, nimble handling and compact design. Built with advanced high strength, lightweight materials, Frontrunner offers best-in-class fuel economy and unprecedented durability.

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YUBA-SUTTER TRANSIT FLOORPLAN



ALL DIMENSIONS ARE IN INCHES.
WHEELBASE: 179.8"
OVERALL HEIGHT (WITHOUT AC): 102.98"
INTERIOR HEIGHT: 87.8"/76.5"

Assumed weight for Maximum GVWR:
150 Lbs per Ambulatory Passenger
300 Lbs per Wheelchair Position
of overall seats may be affected by
different weight designations.

AGENDA ITEM IV – B
STAFF REPORT

FIRST QUARTER FY 2022 BUDGET REPORT

FY 2022 Budget Background

The adopted FY 2022 Yuba-Sutter Transit operating budget of \$8,311,200 represented a 4.8 percent increase (\$378,200) over the budgeted amount for FY 2021. The primary basis of the current year budget was an estimated 85,000 vehicle service hours (VSH) which was 9.0 percent more than the originally projected year-end figure of 78,000 VSH for FY 2021. That increase assumed a gradual recovery from the pandemic, driven primarily by an increase in the number of Dial-A-Ride hours being operated in anticipation of local day-programs resuming in-person programs at reduced attendance levels. For comparison, the budgeted 85,000 VSH would still be 7,571 less (8.2 percent) than the 92,571 VSH that were operated in the last pre-pandemic fiscal year (FY 2019).

In addition to the various cost impacts of the projected VSH increase (labor, fuel, tires, and vehicle repairs), other significant expense considerations in the FY 2022 budget included the annual adjustment in the Storer Transit Systems operating contract and the expected initiation of the Comprehensive Operational Analysis (COA) this fall. The largest share of the operating budget was related to the operating contract with Storer Transit Systems which accounts for 75.6 percent (\$6,283,100) of the operating budget. The next highest line items are for fuel and administrative staffing expenses (salaries and benefits) at about 8 and 7 percent of the budget respectively, but fuel is typically the most volatile expense item as prices can change significantly over a year.

Significant revenue assumptions in the FY 2022 operating budget included continued aggressive use of the federal CARES Act and American Rescue Plan (ARP) funding to off-set revenue losses; slowly growing systemwide ridership and fare revenue; continuation of the staff consulting agreement with the Regional Waste Management Authority (RWMA); continued funding from the Feather River Air Quality Management District (FRAQMD) for the discount monthly pass program; continued shift of State Transit Assistance (STA) revenue to capital reserves; and the Caltrans planning grant for the COA. Based on these and other assumptions, the combined Local Transportation Fund (LTF) contribution from the member jurisdictions was set at \$3.1 million for FY 2022.

First Quarter FY 2022 Budget To Actual Comparison

Attached for Board review and discussion is the Yuba-Sutter Transit Operating and Capital Budget to Actual Comparison for the First Quarter of FY 2022 (July – September 2021). As shown, first quarter operating expenses for FY 2022 were 23.2 percent of the adopted budget. Contract service costs, which represent about three-quarters of all budgeted expenses, were also at 23.2 percent of the budgeted amount due in part to the operation of 10.5 percent less than the number of budgeted VSH. This occurred despite the unbudgeted service that was provided to Pacific Coast Producers, Inc. this summer, as the elimination of the Route 1 Express service in July and continued closure of most day-programs resulted in less local fixed route and Dial-A-Ride service being operated than was budgeted. Lower contract costs have been largely offset by soaring fuel prices as first quarter fuel expenses were up 55 percent over the same quarter in FY 2021. Another noteworthy first quarter

line item is tire expenses at 35.0 percent of the amount budgeted due to both increased tire prices and the timing of purchases.

Because nearly all key revenue sources were running at or over 25 percent through the first quarter, the most significant revenue variance is in the use of LTF revenue at 19.3 percent of budget. State Cash Grants/Reimbursements were at 15.2 percent due to the timing of the Caltrans planning grant funded COA. Notably, first quarter passenger fares were at 26.7 percent of the amount budgeted and special fares were at 186.5 percent. Special fares are high due to the unbudgeted Pacific Coast Producers payments for the employee shuttle service that was operated in July and August.

Capital expenditures in the first quarter are for survey fees (\$8,600) and the purchase of the 6035 Avondale property (\$892,700) that closed in July. The FY 2022 budget was adopted assuming the land purchase would be complete by the end of June 2021 and the budgeted FY 2022 expenses for the facility was for early design and engineering phase of the project. All first quarter capital expenditures were funded with State Transit Assistance (STA) funds.

FY 2022 Budget Outlook

Despite continued high fuel prices, overall operating expenses are likely to remain below the amount budgeted primarily due to the operation of less than the expected number of service hours at least through the second and third quarters of FY 2022. Key operating revenues are likely to continue running at or slightly over budget.

Capital expenditures through the end of the fiscal year include the planned replacement of six 2014 model demand response/rural route buses to be discussed earlier on agenda for this same meeting. Originally budgeted at \$570,000, this cost is now expected to increase to approximately \$960,000 (\$822,019 Federal / \$137,981 STA) due to higher than anticipated vehicle costs and a change in the type of vehicle being recommended. Additional capital expenditures related to the new transit facility through FY 2022 remain uncertain due to timing and funding issues. Finally, the surveillance system repair and enhancement project using California State of Good Repair (SGR) funds is now underway.

Staff is now seeking Board comments, questions, and suggestions regarding the format and content of this quarterly budget to actual comparison. This financial reporting process will continue with the expected presentation of the audited financial statements for FY 2021 at the January meeting and another quarterly budget to actual comparison at the February meeting which will also include a preview of the FY 2023 budget.

Staff will be prepared at the meeting to discuss the above issues in as much detail as desired.

RECOMMENDATION: Information only.

Attachment: First Quarter Operating & Capital Budget to Actual Comparison for FY 2022

YUBA-SUTTER TRANSIT AUTHORITY
FY 2021/2022 OPERATING BUDGET - 1ST QUARTER BUDGET TO ACTUAL COMPARISON

UPDATED NOVEMBER 9, 2021

		FY 2019/2020 Budget	FY 2019/2020 Audited	FY 2020/2021 Budget	FY 2020/2021 Preliminary Audit	FY 2021/2022 Budget	FY 2021/2022 1st Quarter Actual	FY 2021/2022 % of Budget
Operations Expenditures								
010.50300	Services - Other Maintenance	\$ 230,000	\$ 193,074	\$ 200,000	\$ 169,776	\$ 200,000	\$ 49,157	24.6%
010.50401	Fuel and Lubricants	875,000	615,092	596,000	499,026	680,000	186,595	27.4%
010.50402	Tires and Tubes	70,500	48,586	57,000	42,043	51,000	17,826	35.0%
010.50499	Other Materials and Supplies Consumed	90,000	62,111	90,000	94,826	100,000	5,299	5.3%
010.50500	Utilities - Electric and Gas	53,000	42,290	52,000	45,439	52,000	13,318	25.6%
010.50501	Utilities - Water and Sewer	5,500	6,299	6,500	7,296	9,000	1,969	21.9%
010.50600	Casualty and Liability Costs - Operations	304,000	277,224	270,500	270,402	280,100	67,938	24.3%
010.50800	Services - Contract Operations	5,400,000	5,474,033	5,780,000	5,435,685	5,883,000	1,343,455	22.8%
010.50801	Services - Out of Contract	15,000	50,675	17,000	106,663	120,000	44,662	37.2%
	Subtotal - Operations	\$ 7,043,000	\$ 6,769,384	\$ 7,069,000	\$ 6,671,156	\$ 7,375,100	\$ 1,730,219	23.5%
Administration Expenditures								
160.50102	Salaries and Wages - Admin. Staff	\$ 400,000	\$ 398,226	\$ 411,000	\$ 413,008	\$ 433,500	\$ 104,949	24.2%
160.50200	Fringe Benefits - Admin. Staff	160,000	142,389	155,000	148,556	160,000	37,870	23.7%
160.50201	Fringe Benefits - Unfunded CalPERS Liability Payments	425,000	390,541	-	-	2,300	579	25.2%
160.50301	Services - Accounting	3,000	2,307	3,000	4,300	4,500	545	12.1%
160.50302	Services - Legal	12,000	4,928	12,000	8,573	12,000	2,066	17.2%
160.50303	Services - Printing and Copying	30,000	7,968	20,000	11,929	20,000	3,188	15.9%
160.50309	Services - Miscellaneous Professional	130,000	157,629	170,000	131,108	200,000	27,822	13.9%
160.50499	Materials and Supplies - Office & Postage	15,000	14,338	16,000	7,732	15,000	1,288	8.6%
160.50502	Utilities - Telephone & Internet	20,000	7,168	10,000	8,104	9,000	2,066	23.0%
160.50900	Miscellaneous Expense - Insurance and Bond	36,000	30,872	36,000	31,546	37,000	7,941	21.5%
160.50901	Miscellaneous Expense - Dues & Subscriptions	5,000	5,106	5,000	5,843	6,000	459	7.7%
160.50902	Miscellaneous Expense - Travel and Meetings	5,000	2,529	5,000	2,398	5,000	415	8.3%
160.50903	Miscellaneous Expense - Board of Directors	4,800	3,700	5,000	4,400	10,800	950	8.8%
160.50904	Miscellaneous Expense - Media Adv. and Promo.	10,000	6,686	10,000	10,330	15,000	3,753	25.0%
160.50909	Miscellaneous Expense - Other	6,000	19,838	6,000	2,329	6,000	1,184	19.7%
	Subtotal - Administration	\$ 1,261,800	\$ 1,194,225	\$ 864,000	\$ 790,156	\$ 936,100	\$ 195,075	20.8%
	Total Expenditures	\$ 8,304,800	\$ 7,963,609	\$ 7,933,000	\$ 7,461,312	\$ 8,311,200	\$ 1,925,294	23.2%

	FY 2019/2020 Budget	FY 2019/2020 Audited	FY 2020/2021 Budget	FY 2020/2021 Preliminary Audit	FY 2021/2022 Budget	FY 2021/2022 1st Quarter Actual	FY 2021/2022 % of Budget
Operating Revenue							
40100 Passenger Fares	\$ 1,250,000	\$ 1,045,646	\$ 120,000	\$ 513,940	\$ 550,000	\$ 146,966	26.7%
40200 Special Transit Fares	21,000	25,811	17,000	22,032	21,000	39,155	186.5%
40600 Auxiliary Revenue (Bus, Shelter & Bench Advertising)	49,000	43,039	42,000	38,773	36,000	14,062	39.1%
40700 Non-Transportation Revenue (Interest)	4,000	15,464	15,000	15,392	8,000	2,317	29.0%
40709 Non-Transportation Revenue (RWMA, Misc.)	45,000	44,737	36,000	49,513	40,000	12,878	32.2%
40900 Local Transportation Funds (LTF)	2,800,000	2,760,991	2,800,000	2,651,032	3,100,000	598,391	19.3%
40901 Local Cash Grants/Reimbursements	41,000	40,529	35,000	35,538	28,000	8,401	30.0%
41100 State Transit Assistance Funds (STA)	1,428,500	244,421	-	-	-	-	-
41109 State Cash Grants/Reimbursements	266,300	297,211	289,000	215,292	288,000	43,624	15.1%
41300 General Operating Assistance - FTA Sect. 5307 (Urban)	2,200,000	2,200,000	-	-	-	-	-
41300 General Operating Assistance - FTA Sect. 5307 CARES Act (Urban)	-	1,000,000	4,284,000	3,673,115	2,693,010	980,000	36.4%
41300 General Operating Assistance - FTA Sect. 5307 ARP (Urban)	-	-	-	-	1,297,190	17,000	1.3%
41301 General Operating Assistance - FTA Sect. 5311 (Rural)	200,000	115,760	-	84,240	-	-	-
41301 General Operating Assistance - FTA Sect. 5311 CARES Act (Rural)	-	130,000	295,000	162,445	250,000	62,500	25.0%
41310 Rural/Small Urban Planning Grant - FTA Sect. 5304 (Planning)	-	-	-	-	-	-	-
Total Operating Revenue	\$ 8,304,800	\$ 7,963,609	\$ 7,933,000	\$ 7,461,312	\$ 8,311,200	\$ 1,925,294	23.2%

	FY 2019/2020 Budget	FY 2019/2020 Audited	FY 2020/2021 Budget	FY 2020/2021 Preliminary Audit	FY 2021/2022 Budget	FY 2021/2022 1st Quarter Actual	FY 2021/2022 % of Budget
Deferred TDA Revenues, July 1	\$ 2,859,383	\$ 2,864,475	\$ 3,979,359	\$ 4,048,639	\$ 4,014,005	\$ 5,145,965	128.2%
LTF Revenues Received	2,800,000	2,800,000	2,800,000	2,800,000	3,100,000	775,000	25.0%
STA Revenues Received	1,770,356	1,599,196	1,602,620	966,676	1,216,354	-	0.0%
LTF Revenues Allocated - Operating	(2,800,000)	(2,760,991)	(2,800,000)	(2,651,032)	(3,100,000)	(598,391)	19.3%
STA Revenues Allocated - Operating	(1,428,500)	(244,421)	-	-	-	-	-
LTF Revenues Allocated For Local Capital Outlays	-	-	-	-	-	-	-
STA Revenues Allocated For Local Capital Outlays	(415,018)	(253,570)	(40,000)	(18,318)	(1,346,477)	(901,302)	66.9%
Proceeds from Sale of Vehicles	-	43,950	-	-	-	-	-
Deferred TDA Revenues, June 30*	\$ 2,786,221	\$ 4,048,639	\$ 5,541,979	\$ 5,145,965	\$ 3,883,882	\$ 4,421,272	113.8%
Local Transportation Funds (LTF)	\$ 1,043,184	\$ 1,367,384	\$ 1,323,283	\$ 1,516,352	\$ 1,367,384	\$ 1,543,993	112.9%
State Transit Assistance Funds (STA)	\$ 1,169,711	\$ 2,681,255	\$ 4,218,696	\$ 3,629,613	\$ 2,516,498	\$ 1,779,953	70.7%

Deferred STA Detail							
Yuba-Sutter Transit Portion	\$ 1,093,032	\$ 2,571,759	\$ 4,000,466	\$ 3,454,480	\$ 2,341,365	\$ 1,604,820	68.5%
City of Live Oak Portion	51,561	76,104	152,737	122,363	122,363	122,363	100.0%
City of Wheatland Portion	25,118	33,392	65,493	52,770	52,770	52,770	100.0%
Total Deferred STA Revenue	\$ 1,169,711	\$ 2,681,255	\$ 4,218,696	\$ 3,629,613	\$ 2,516,498	\$ 1,779,953	70.7%

*Carryover revenues available and required for cash flow, contingencies and local capital match

YUBA-SUTTER TRANSIT AUTHORITY
CAPITAL BUDGET - 1ST QUARTER BUDGET TO ACTUAL COMPARISON
FY 2021/2022
UPDATED NOVEMBER 9, 2021

	FY 2020/2021 BUDGET	FY 2020/2021 PRELIMINARY AUDIT	FY 2021/2022 BUDGET	FY 2021/2022 1ST QTR ACTUAL	FY 2021/2022 % OF BUDGET
<u>EXPENDITURES</u>					
Maintenance and Operations Facility (1)	\$ -	\$ 17,008	\$ 1,217,000	\$ 901,302	74.06%
Vehicle Purchase/Replacement (2)	665,000		570,000	-	
Miscellaneous Capital (3)	100,000	31,310	100,000	-	
	<u>\$ 765,000</u>	<u>\$ 48,318</u>	<u>\$ 1,887,000</u>	<u>\$ 901,302</u>	<u>47.76%</u>
<u>REVENUES</u>					
Federal (5307, 5310, 5311, 5317, 5339)	\$ 574,630	\$ -	\$ 490,523	\$ -	
State Transit Assistance (STA)	40,000	18,318	1,346,477	901,302	66.94%
State Transit Assistance (SGR)	150,370	30,000	50,000	-	
Low Carbon Transit Operation Program	-	-	-	-	
Other Local	-	-	-	-	
Proposition 1B (PTMISEA/Safety)	-	-	-	-	
	<u>\$ 765,000</u>	<u>\$ 48,318</u>	<u>\$ 1,887,000</u>	<u>\$ 901,302</u>	<u>47.76%</u>

Notes:

- Assumes the purchase of land and related expenses in FY 2021 for the replacement transit facility and the commencement of the design phase of the facility project in FY 2022 using STA revenue for both. Using STA funds, 1st quarter expenditures include \$892,700 for the completion of the land purchase, and \$8,600 towards the FY 2022 budgeted expenditures.
- The FY 2022 vehicle project, which was identified in FY 2021 for funding purposes, is for the programmed replacement of six 2014 model demand response/rural route buses with six similarly sized buses (originally \$570,000: \$490,523 Federal / \$79,477 STA; now projected \$960,000: \$822,019 Federal / \$137,981 STA) for delivery in FY 2022.
- Planned miscellaneous capital expenditures for FY 2022 include surveillance system repairs and enhancements (\$50,000 State SGR) and an allowance for facility and office equipment & furnishings (\$50,000 STA). FY 2021 projects include the purchase of a forklift (\$30,000 State SGR, \$1,310 STA).

AGENDA ITEM IV – C
STAFF REPORT

FIRST QUARTER PERFORMANCE REPORT

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first quarter of FY 2022 (July 2021 through September 2021) presented in comparison with the performance for the same period in the previous fiscal year. Because FY 2021 was the first full fiscal year for the COVID-19 pandemic that started locally in March 2020, this is the first quarterly report to illustrate the extent to which the service and ridership is recovering (or not) from the extended impacts of the pandemic. It is important to note for this comparison that in the first quarter of FY 2021, both the Dial-A-Ride and rural route services were operated fare free for July and August. In addition, the Oroville Employee Shuttle service that was operated primarily for Pacific Coast Producers, Inc. operated for just six weeks during the first quarter of FY 2022.

The system seemed to stabilize a bit near the end of FY 2021 and began to show signs of recovery in the first quarter of FY 2022 as systemwide ridership was up 25 percent compared to the same quarter of FY 2021. While this is a positive sign, the 108,477 passenger trips in the first quarter of FY 2022 were still down 51 percent from the 223,198 trips in the first quarter of FY 2019 which is the last full pre-pandemic fiscal year so there is certainly lots of room for growth. Despite the increase in ridership and the operation of the Oroville service, systemwide vehicle service hours (VSH) were still off almost 4 percent due to the dropping of the Route 1 Express service in July and a much more efficient Dial-A-Ride operation resulting in the scheduling of more shared rides. Systemwide financial indicators also improved considerably from the first quarter of FY 2021 with the increase in ridership, largely due to the fare subsidy provided by Pacific Coast Producers for the employee shuttle.

Looking forward, while the positive systemwide month-over-month trend that began in July is expected to continue, ridership is still likely to remain well below pre-pandemic levels through FY 2022 and possibly beyond. This is based on both how far ridership dropped and the continued uncertainty as to the timing and extent of the return to classrooms, offices, and support programs as well as how many will use public transit to get there after not doing so for two years or more.

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

RECOMMENDATION: Information only.

**QUARTERLY PERFORMANCE REPORT
FIRST QUARTER 2021-2022**

	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
Fixed Route:						
July 2021 - Sept 2021	92,316	11,046.26	8.36	\$108,823	\$9.85	10.4%
July 2020 - Sept 2020	75,869	12,041.83	6.30	\$94,420	\$7.84	7.8%
Percent Change	21.7%	-8.3%	32.6%	15.3%	25.6%	32.3%
Dial-A-Ride:						
July 2021 - Sept 2021	6,970	4,272.27	1.63	\$14,839	\$3.47	3.7%
July 2020 - Sept 2020	4,589	4,501.97	1.02	\$5,999	\$1.33	1.3%
Percent Change	51.9%	-5.1%	60.1%	147.4%	160.7%	174.4%
Sacramento Services (Commuter & Midday):						
July 2021 - Sept 2021	6,518	2,658.67	2.45	\$36,376	\$13.68	14.4%
July 2020 - Sept 2020	5,417	2,631.25	2.06	\$41,569	\$15.80	15.8%
Percent Change	20.3%	1.0%	19.1%	-12.5%	-13.4%	-8.8%
Foothill Route:						
July 2021 - Sept 2021	168	261.49	0.64	\$173	\$0.66	0.7%
July 2020 - Sept 2020	286	232.01	1.23	\$80	\$0.34	0.3%
Percent Change	-41.3%	12.7%	-47.9%	115.6%	91.3%	101.4%
Live Oak Route:						
July 2021 - Sept 2021	496	215.60	2.30	\$653	\$3.03	3.2%
July 2020 - Sept 2020	554	228.24	2.43	\$230	\$1.01	1.0%
Percent Change	-10.5%	-5.5%	-5.2%	183.7%	200.3%	216.1%
Wheatland Route:						
July 2021 - Sept 2021	34	128.49	0.26	\$32	\$0.25	0.3%
July 2020 - Sept 2020	9	126.69	0.07	\$3	\$0.02	0.0%
Percent Change	277.8%	1.4%	272.5%	950.0%	935.3%	989.8%
Oroville Shuttle Service:						
July 2021 - Sept 2021	1,975	427.39	4.62	\$46,680	\$109.22	115.0%
Systemwide Summary:						
July 2021 - Sept 2021	108,477	19,010.17	5.71	\$207,574	\$10.92	11.5%
July 2020 - Sept 2020	86,724	19,761.99	4.39	\$142,301	\$7.20	7.2%
Percent Change	25.1%	-3.8%	30.0%	45.9%	51.6%	59.6%

Notes:

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