



MEETING NOTICE & AGENDA

DATE: Thursday, May 19, 2022

TIME: 4:00 P.M.

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

A remote option for audience participation is being provided only as a courtesy. Members of the Yuba-Sutter Transit Board of Directors must attend in person. If the remote connection fails for any reason, the meeting will continue as noticed so the public must attend in person to assure access to the meeting.

To join the meeting from your computer, tablet, or smartphone, please use the Zoom Meeting link below.

<https://us02web.zoom.us/j/88687319434?pwd=THFTd0hka2x6djRwM2h1K3FyaIRQZz09>

To join by telephone conference call: 1-669-900-6833
Meeting ID: 886 8731 9434
Password: 807575

The public will be muted by default. The following options are available to speak during the public comment portions of the meeting:

Online: Raise your hand or use the Q&A panel to submit your comments.
Phone: Press *9 to raise your hand or press *6 to send a request to be unmuted to submit comments.

I. Call to Order & Roll Call

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

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 April 21, 2022. (Attachment)
- B. Disbursement List for April 2022. (Attachment)
- C. Monthly Performance Report for April 2022. (Attachment)

IV. Reports

- A. **Yuba-Sutter Transit Operating and Capital Budget for FY 2022/2023.** Review and approval consideration of the final draft budget for the next fiscal year. (Attachment)

RECOMMENDATION: Adopt Resolution No. 7-22 approving the FY 2022/2023 budget as proposed or amended.

B. Local Transportation Fund (LTF) Apportionment for FY 2022/2023. (Attachment)

RECOMMENDATION: Adopt Resolution No. 8-22 establishing the LTF contributions for each member jurisdiction for FY 2022/2023 as proposed or amended.

C. Set a Public Hearing on Yuba-Sutter Transit's FY 2022/2023 Federal Funding Applications.

RECOMMENDATION: Set a public hearing for 4:00 p.m. on Thursday, July 21, 2022 to receive comments on Yuba-Sutter Transit's FY 2022/2023 federal funding applications.

D. Federal Transit Administration (FTA) Triennial Review Report for Fiscal Years Ending 2018, 2019, 2020 and 2021. (Attachment)

RECOMMENDATION: Set a public hearing for 4:00 p.m. on Thursday, July 21, 2022 to receive comments on the May 1, 2020 COVID-19 pandemic related service reductions.

E. Annual Public Transportation Agency Safety Plan (PTASP) Review. Review and consideration of the Yuba-Sutter Transit agency safety plan review report for 2022. (Attachment)

RECOMMENDATION: Accept the 2022 Agency Safety Plan review report as submitted.

F. Third Quarter Performance Report. (Attachment)

RECOMMENDATION: Information only.

G. Project & Program Updates.

1. COVID-19 Impact, Response & Recovery
2. Comprehensive Operational Analysis / Short-Range Transit Plan Kick-Off
3. Regional Waste Management Authority (RWMA) Staff Transition
4. June 16, 2022 Board Meeting Cancellation Reminder

RECOMMENDATION: Information only.

V. Correspondence / Information

VI. Closed Session

**A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957.
Position Title: Executive Director**

VII. Other Business

VIII. Adjournment

THE REGULAR MONTHLY MEETING OF JUNE 16, 2022 HAS BEEN CANCELLED

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JULY 21, 2022
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
April 21, 2022**

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

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

II. Public Business from the Floor

None.

III. Consent Calendar

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

IV. Reports

A. Comprehensive Operational Analysis / Short-Range Transit Plan Contract Award.

Martin discussed the four proposals that were received in response to the Yuba-Sutter Comprehensive Operational Analysis/Short Range Transit Plan Request for Proposals (RFP). The proposals were reviewed by staff and the ad hoc committee of the Board of Directors composed of Directors Blaser and Kirchner and Chairman Hudson. All four firms were interviewed on March 29th. After an evaluation of proposals and the interviews, staff and ad hoc committee are unanimously recommending that the project be awarded to Innovate Mobility, LLC and their sub-contractors Accessible Avenue and AIM Consulting, Inc.

Martin stated that the Board of Directors will be receiving regular updates on this important project which will take about nine months to complete and will be the first comprehensive systemwide analysis since the local fixed route service was re-established in January 1993.

Director Bains made motion to authorize the Executive Director to execute a contract agreement with the recommended consultant team as proposed. Director Shaw seconded the motion and it carried unanimously.

B. Federal Transit Administration (FTA) Section 5339(b) Buses and Bus Facilities Program and/or Section 5399(c) Low or No Emission Grant Application Authorization.

Martin stated that an unsuccessful application for \$14 million in funding under this same program was submitted during the 2021 cycle and staff is recommending that a similar application be filed for the 2022 cycle. For the first time, applications can be submitted under both the Buses and Bus Facility Program as well as the Low or No Emission (Low-No) program, but we plan to submit under only the Buses and Bus Facilities Program.

Martin continued that in a recent debrief, our 2021 application received a “highly recommended” rating placing it in the top 166 of the 303 applications that were received though only 70 projects were awarded. Of the six

ranked criteria, five met the “highly recommended” rating and one was ranked as “recommended” so we now know what we need to work on for the next application which is due on May 31, 2022.

Director Bains made a motion to adopt Resolution No. 6-22 authorizing the submittal of one or more federal grant application as proposed. Director Shaw seconded the motion and it carried unanimously.

C. Revised Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2022-23.

Martin reported that the preliminary draft FY 2022-23 budget that was discussed at the March board meeting has now been revised and is presented for discussion in the agenda packet. The revised operating budget has been increased by a total of \$61,000 due primarily to higher fuel costs as the budgeted number of vehicle service hours has been decreased from 85,000 to 80,300. There was no change to the capital budget. A final draft budget will be on the agenda for consideration at the May 19th board meeting as the agency JPA requires that the annual budget be adopted each year by the end of May.

Director Blaser asked why the Services – Miscellaneous Professional expense account has increased over the projected year-end figure for FY 2022. Martin responded that this is primarily due to the award of the COA consultant contract which is being funded primarily by state funds which is shown in the State Cash Grants/Reimbursements revenue account.

D. Project & Program Updates

1. COVID-19 Impact, Response & Recovery

Martin reported that March continued the positive year-over-year systemwide monthly ridership growth trend that started in July 2021. On the major services in March, average weekday ridership was up 44 percent on the local fixed route service, 100 percent on the local Dial-A-Ride service, and 100 percent on the Sacramento Commuter service over March 2021. Compared to pre-pandemic levels, systemwide average weekday ridership in March was still just 53 percent of what it was in February 2020. Martin added that the spike in fuel prices appears to be contributing to an increase in Sacramento ridership, but the average daily ridership figure is still just 25 percent of what it was in March 2019.

2. Regional Waste Management Authority (RWMA) Staffing Transitions

Martin noted that the initial candidates for the Executive Director position have all withdrawn for various reasons. As a result, the position was re-posted with a revised job specification and a negotiable salary that is dependent on the candidate’s qualifications. The position is open until filled, but the first review date is May 16th. As a result, the new Executive Director is not expected to start before July 1st at the earliest. The Management Analyst position is not expected to be filled before June 1st.

3. Next Generation Transit Facility Project (Grant Submission)

A \$15 million USDOT RAISE Grant application was submitted April 14th with award notices due by August 12th. In a recent debrief, we found that our unsuccessful 2021 application for \$20 million under this program had been graded as “Highly Recommended” when 90 of 763 applications were awarded (12%).

Staff submitted a request to Congressman Garamendi’s office on April 11th for a \$3.76 million Community Project Funding earmark from the FFY 2023 federal budget for facility engineering and design work. A similar

\$4 million request for the same purpose was submitted in 2021, but it was not included in the FFY 2022 funding package.

Staff is currently working on a Federal Transit Administration (FTA) Buses & Bus Facilities Program grant application that is due May 31st with award notices due by August 1st. A Zero-Emission Fleet Transition Plan, which is now required to be eligible for a zero-emission related grant under this program, will be presented for Board consideration at the May meeting.

Award notices are expected in June on our \$14.5 million grant application under the state TIRCP funding program that was submitted on March 3rd. That application included \$12,325,000 for the facility project and another \$2,175,000 for the incremental cost of three zero-emission commuter buses over the cost of diesel-powered buses for the replacement vehicles.

4. June 16, 2022 Board Meeting Cancellation Reminder

Staff reminded the Board of the cancelled meeting.

V. Correspondence/Information

None

VI. Closed Session

A. Public Employee performance Evaluation Pursuant To Government Code Section 54957. Position Title: Executive Director

The Board adjourned to closed session at 4:20 p.m.

The Board reconvened at 4:40 p.m. stating that there was no reportable action from the closed session.

VII. Other Business

None

VIII. Adjournment

The meeting was adjourned at 4:41 p.m.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MAY 19, 2022 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.

**AGENDA ITEM III-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF APRIL 2022**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 6,467.45	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,165.65	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 500.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 34,581.74	PAYROLL	PAYROLL
EFT	\$ 1,230.79	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 453.00	CALIFORNIA DEPT OF TAX A & FEE ADMIN	FUEL TAX JANUARY - MARCH 2022
EFT	\$ 39.88	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - APRIL 2022
EFT	\$ 359.68	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 100.00	BRAD HUDSON	AD HOC MEETING 3/29/2022
EFT	\$ 100.00	DON BLASER	AD HOC MEETING 3/29/2022
EFT	\$ 100.00	WADE KIRCHNER	AD HOC MEETING 3/29/2022
EFT	\$ 529.83	PG&E	GAS MARCH 2022
EFT	\$ 2,351.08	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS, CONFERENCE REGISTRATION, BRANDED ITEMS
EFT	\$ 272.72	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 178.15	PRIMEPAY	PAYROLL FEES - MARCH 2022
EFT	\$ 203.98	ELAVON	MERCHANT SERVICE FEE - APRIL
17937	\$ 294.06	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - MARCH 2022
17938	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL MARCH 2022
17939	\$ 38,806.85	FLYERS ENERGY	BUS FUEL - DYED DIESEL
17940	\$ 425.00	GREEN CLEAN COMMERCIAL BUILDING MAINT.	PRESSURE WASH 3 BUS STOPS & REMOVE GRAFFITI
17941	\$ 1,400.00	NICOLAY CONSULTING GROUP	FY21 GASB 75 DISCLOSURE REPORT
17942	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - MARCH 2022
17943	\$ 8,523.62	RAMOS OIL COMPANY	BUS FUEL - GAS
17944	\$ 1,350.63	SC FUELS	DEF FLUID
17945	\$ 456,516.17	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLES INSURANCE 2/22
17946	\$ 450.00	STREAMLINE	WEBSITE SERVICES - APRIL 2022
17947	\$ 3,311.28	T-MOBILE	WIFI SERVICES FOR BUSES - FEB & MAR 2022
17948	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPIER LEASE - MARCH 2022
17949	\$ 11,764.13	AECOM TECHNICAL SERVICES INC	TIRCP GRANT CONSULTATION 2/5/22 - 3/4/22
17950	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - MAY 2022
17951	\$ 180.00	CHRIS JAEGER TESTING	BACKFLOW TESTING
17952	\$ 368.09	COMCAST BUSINESS	TELEPHONE SERVICES - APRIL 2022
17953	\$ 332.68	COMCAST BUSINESS	INTERNET SERVICES - APRIL 2022
17954	\$ 32,812.80	HUNT & SONS	BUS FUEL - DYED DIESEL
17955	\$ 82.00	KEITH MARTIN	VISION REIMBURSEMENT
17956	\$ 532.80	LISA O'LEARY	VISION REIMBURSEMENT
17957	\$ 131.16	PREMIER PRINT & MAIL	BUSINESS CARDS FOR LISA O'LEARY
17958	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17959	\$ 389.59	QUILL CORPORATION	JANITORIAL SUPPLIES - PAPER TOWELS & TOWEL PAPER
17960	\$ 3,445.87	RAMOS OIL COMPANY	BUS FUEL - GAS
17961	\$ 55.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - APRIL 2022
17962	\$ 565.47	STANLEY SECURITY SOLUTIONS INC	SECURITY SERVICES - MAY 2022
17963	\$ 544.75	STATE COMPENSATION INSURANCE FUND	PREMIUM CHARGE 4/1/2022 - 7/1/2022
17964	\$ 7,889.86	STORER TRANSIT SYSTEMS	COVID-19 EMPLOYMENT REIMBURSEMENT MAR 2022
17964	\$ 194.83	STORER TRANSIT SYSTEMS	BATTERY BACKUP REIMBURSEMENT
17965	\$ 75.00	STATE WATER RESOURCES CONTROL BOARD	ANNUAL PERMIT FEES
17966	\$ 3,937.61	TEHAMA TIRE SERVICE INC	TUBES/TIRES
	\$ 629,370.76		

**LAIF
TRANSFERS**

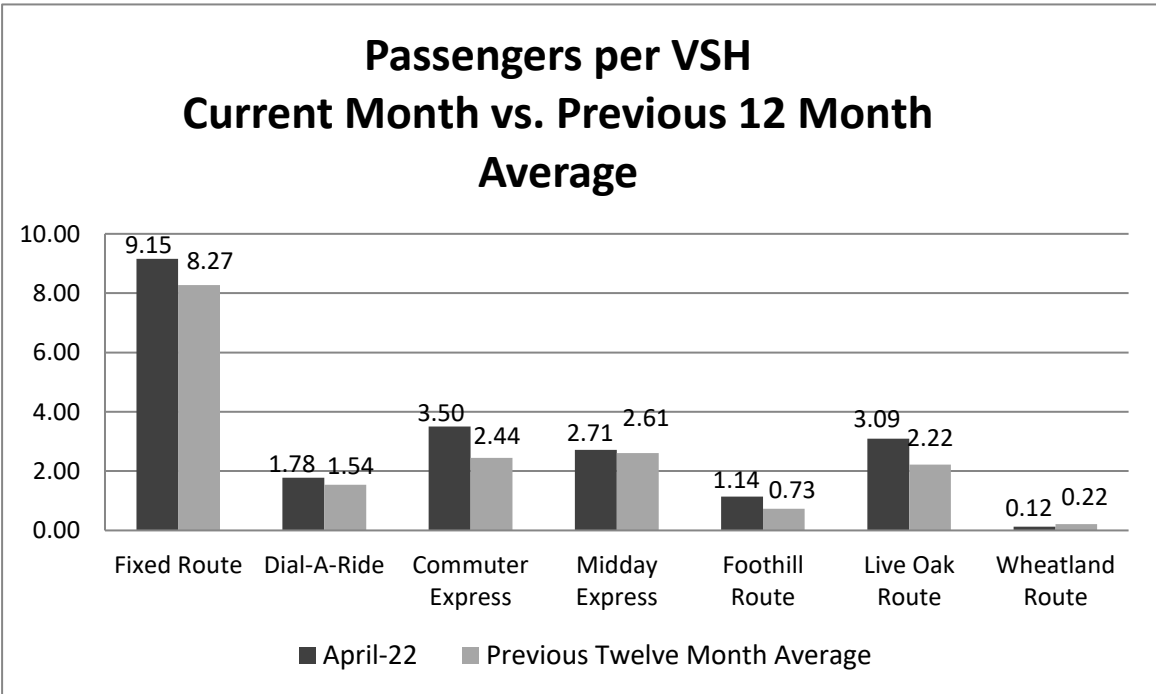
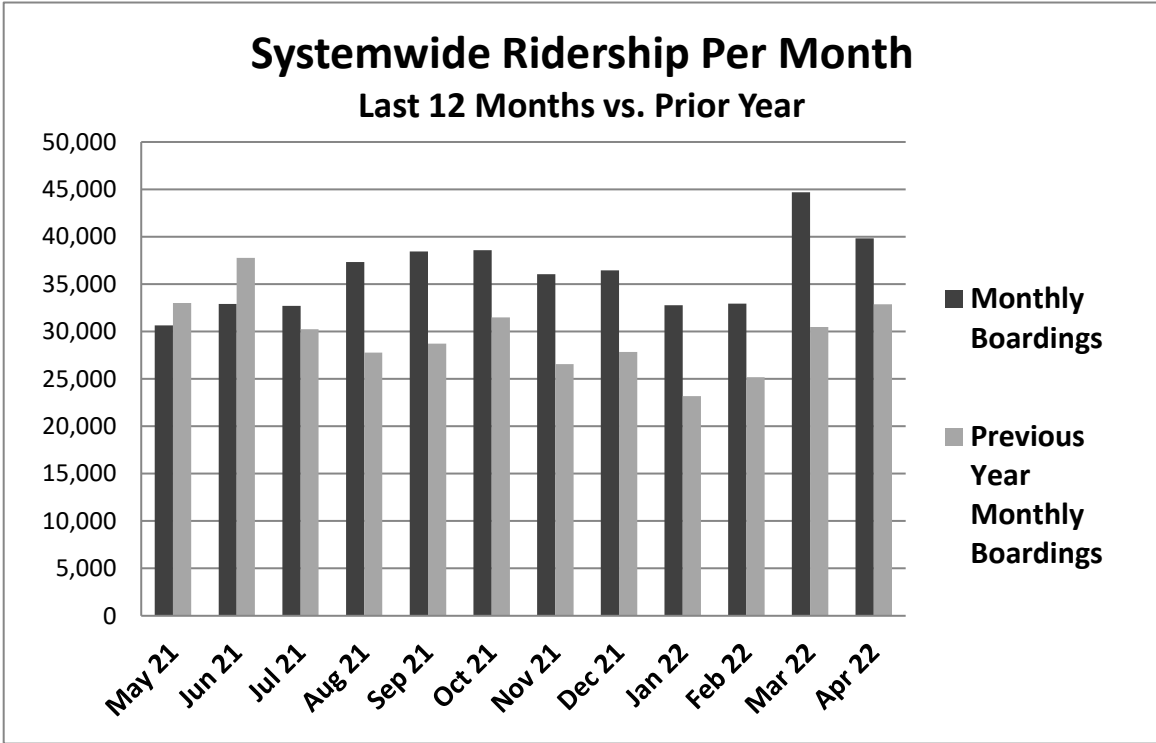
4/5/2022 \$ (350,000.00) TRANSFER FROM LAIF TO CHECKING

AGENDA ITEM III- C

APRIL 2022 PERFORMANCE REPORT

	April-22	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	33,875	30,817	318,074	251,366
Dial-A-Ride	2,645	2,151	23,912	14,500
Commuter Express	2,541	1,763	19,162	12,764
Midday Express	433	402	4,102	3,305
Foothill Route	94	62	731	761
Live Oak Route	239	164	1,734	1,585
Wheatland Route	5	9	100	56
Oroville Route	0	0	1,975	0
Total Ridership:	39,832	35,368	369,790	284,337
Vehicle Service Hours:				
Fixed Route	3,701.31	3,727.35	36,428.38	39,636.89
Dial-A-Ride	1,484.77	1,398.97	14,611.52	14,303.74
Commuter Express	725.96	721.90	7,225.06	6,989.66
Midday Express	159.64	154.25	1,549.49	1,481.48
Foothill Route	82.17	85.76	855.82	792.38
Live Oak Route	77.31	73.79	737.52	738.05
Wheatland Route	41.22	43.42	438.40	413.45
Oroville Route	0.00	0.00	427.39	0.00
Total VSH's:	6,272.38	6,205.42	62,273.58	64,355.64
Passengers Per Hour:				
Fixed Route	9.15	8.27	8.73	6.34
Dial-A-Ride	1.78	1.54	1.64	1.01
Commuter Express	3.50	2.44	2.65	1.83
Midday Express	2.71	2.61	2.65	2.23
Foothill Route	1.14	0.73	0.85	0.96
Live Oak Route	3.09	2.22	2.35	2.15
Wheatland Route	0.12	0.22	0.23	0.14
Oroville Route	0.00	0.00	4.62	0.00
Total Passengers Per VSH:	6.35	5.70	5.94	4.42

APRIL 2022 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

**YUBA-SUTTER TRANSIT
OPERATING AND CAPITAL BUDGET FOR FY 2022/2023**

Background & Summary

Attached for Board review and approval consideration is the final draft Yuba-Sutter Transit Operating and Capital Budget for FY 2023 including the detailed assumptions that are now being used for each revenue and expense line item. A preliminary draft was presented at the March meeting and a revised draft version was discussed at the April meeting. The Yuba-Sutter Transit Joint Powers Agreement (JPA) stipulates that a proposed budget be submitted to the Board by the end of March prior to the start of each fiscal year and that a final budget be adopted by the end of May. This schedule is designed to provide early notice to the member jurisdictions of the annual apportionment of Local Transportation Fund (LTF) contributions for inclusion in their own budget process.

Due primarily to the continued spike in fuel expenses, despite a decrease in the projected number of vehicle services hours to be operated both years, budgeted expenditures for FY 2023 as well as the projected year-end expenditures for FY 2022 have both been revised upward slightly from the preliminary draft version that was presented at the March meeting. Projected year-end expenditures for FY 2022 are now estimated at \$8,004,000 which is \$71,000 (0.9 percent) more than what was presented in March. The final draft budget for FY 2023 now includes operating expenses of \$8,855,000 for FY 2023 which is \$85,000 more (1.0 percent) than what was presented in March. The year-end projection for FY 2022 operating expenditures of \$8,015,000 is \$82,000 (1 percent) more than what was presented in March. The final draft capital budget for FY 2023 and the projected year-end capital budget for FY 2022 are unchanged from what was presented in March.

FY 2022 Year-End Budget Projections

Year-end operating expenses for FY 2022 are now projected at \$8,004,000 which is \$307,200 (3.7 percent) less than the budgeted amount of \$8,311,200. The most significant expense variance between the budgeted and year-end projections for FY 2022 is a \$383,000 savings in contract operations expenses due to less than the expected number of vehicle services hours (VSHs) being operated (from a budgeted 85,000 to a projected 75,000 VSH), but this savings was nearly cut in half by the recent spike in fuel prices which resulted in a projected \$180,000 increase in fuel costs over the amount budgeted. On the revenue side, the reduced operating expenses and higher than expected passenger and special transit fare receipts have helped to more than balance the budget allowing more federal American Rescue Plan (ARP) funding to be carried over to FY 2023. The variance in the FY 2022 capital budget between budgeted and year-end projected is primarily the result of the facility property purchase closing in July instead of June 2021 and the delayed purchase of replacement Dial-A-Ride buses to FY 2023.

FY 2023 Operating Budget

The final draft FY 2023 operating budget of \$8,855,000 represents an increase of \$85,000 (1.0 percent) over the preliminary draft figure from March. Despite soaring fuel prices, this relatively small increase is due to a reduction in the presumed level of service in FY 2023 from 85,000 to 80,300 VSH which has the effect of reducing service-related expenses such as contract labor, fuel, and tires. While the 80,300 VSH figure presumes continued slow growth in systemwide ridership, it still allows for a modest increase (5,300 VSH or 7.1 percent) over the projected year-end figure for FY 2022 with most of this expected to occur in the Dial-A-Ride service.

For comparison purposes, the FY 2023 budget is up 6.5 percent (\$543,800) over the amount budgeted and up 10.6 percent (\$851,000) over projected year expenditures for FY 2022 despite a reduction from 85,000 VSH in the FY 2022 budget to 80,300 VSH in the FY 2023 budget. Most of this increase (\$513,000) is due to an allowance for the historically high price of diesel and gasoline fuel now being experienced. Another major change compared to the FY 2022 budget is found in the Miscellaneous Professional Account that has been increased significantly (\$85,000) for the Comprehensive Operational Analysis (COA) that is now getting underway though this cost is largely offset by a state planning grant.

Significant expense variances from the preliminary draft budget include an increase of \$182,000 (18 percent) in fuel expenses to reflect escalating fuel prices now estimated at \$14.85 per VSH which is up 86 percent from the current year budget of \$8 per VSH and 29 percent from the current year projection of \$11.47 per VSH. Tire expenses have also been adjusted upwards by \$10,000 (15 percent) over the preliminary draft budget to reflect the 57 percent increase in the cost per VSH. As noted above, fuel and tire increases have been partially offset by the reduction in the budgeted number of service hours. Contract operations expenses have been reduced by \$138,000 (2 percent) from the preliminary draft budget due to this reduction. As noted previously, the budget for Miscellaneous Professional Services was increased by \$25,000 largely due to the anticipated compressed COA schedule which is now under contract.

Significant revenue adjustments were made since the preliminary draft budget to increase the annual allocation of LTF revenue by \$400,000 and to decrease the allocation of STA for operating assistance by about \$397,500. These changes were made to correct for an overallocation of STA funds for operating use in the preliminary draft budget as well as to offset the budget increase. Even with the increase in LTF, the combined allocation of \$3.9 million represents just 40 percent of the combined amount available to the four member jurisdictions for FY 2023 (down from 47 percent in FY 2022). In fact, after peaking at nearly 60 percent in FY 2018, this 40 percent figure would be the lowest percentage allocation since the 36.2 percent figure of FY 2014. The increase in the LTF allocation is necessary as all federal COVID-19 pandemic relief funds will be exhausted in FY 2023 and more STA funds will be needed for major upcoming projects such as the Next Generation Transit Facility and meeting the state zero-emission bus purchase requirements.

Key assumptions in the final draft budget include continuation of the now month-to-month consulting agreement with the Regional Waste Management Authority (RWMA) through FY 2023, but this could change over the year as new staff assesses the organizational needs of the RWMA. Also assumed is continued funding from the Feather River Air Quality Management District (FRAQMD) for the deeply discounted \$5 monthly pass program for youth, seniors, and persons with disabilities. Funding

for this long-time program is currently available through March 2023 and a higher out-of-pocket cost would likely have a significant impact on both ridership and fare revenue

FY 2023 Capital Budget

The primary component of the \$3.5 million capital budget for FY 2023 is a \$2.5 million allowance for the design phase for the facility project. This allowance assumes the work commences by early 2023 which would only occur if a substantial portion of the necessary funding has been secured for facility construction by the end of 2022. With two major grant applications now pending award announcements and another under development, such a schedule is possible. The capital budget also includes the completion of the approved purchase to replace six small demand response and rural route buses with six similarly sized low-floor buses for a total of \$960,000. Originally budgeted for funding purposes as a seven-bus purchase in FY 2021 for standard cutaway style buses, this project was changed in November 2021 when the Board approved the purchase of six smaller profile and fuel-efficient low-floor buses. The budget also includes a \$50,000 allowance for facility and office equipment & furnishings.

Future Outlook

Looking to the future, the highest priority issue is the need to replace Yuba-Sutter Transit's existing maintenance and operations facility which is expected to be displaced within the next few years by the Caltrans Highway 70 (B Street) project, and if not the highway project, then compliance with the state's zero-emission bus mandate will necessitate relocation just a few years later. For this reason, the most important immediate task is to quickly acquire the necessary funding to minimize the risk of having to move twice, jeopardize future fleet replacement plans or both. This requires a continuous effort to identify and accumulate chunks of funding (large and small) from a host of sources (including our own) because no single source will be sufficient to fund this large capital investment. Separate from the facility replacement project, the pace and extent to which ridership returns to pre-pandemic levels will be the other major factor to watch in the future and the COA work that is now underway will help to determine the scope and design of Yuba-Sutter Transit's services in FY 2024 and beyond.

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

RECOMMENDATION: Adopt Resolution No. 7-22 approving the FY 2022/2023 budget as proposed or amended.

Attachments: Yuba-Sutter Transit Authority Board Resolution No. 7-22
Final Draft FY 2022/2023 Operating and Capital Budget
Final Draft FY 2022/2023 Operating and Capital Budget Assumptions

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 7-22

FISCAL YEAR 2022/2023 BUDGET ADOPTION

WHEREAS, *The Yuba-Sutter Transit Authority was formed in 1975 for the purpose of providing public transit services to the residents of the Bi-County Area; and,*

WHEREAS, *Pursuant to Paragraph 4 of the Yuba-Sutter Transit Authority Joint Powers Agreement, as amended, the Board of Directors shall adopt a final budget on or before May 31 of each year for the fiscal year commencing July 1; and*

WHEREAS, *The proposed budget for the fiscal year ending June 30, 2023 reflects operating expenditures of \$8,855,000 and capital expenditures of \$3,510,000.*

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby adopt the Fiscal Year 2022/2023 budget by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MAY 19, 2022.

Chairman of the Board

ATTEST:

*Lisa O'Leary
Secretary to the Board*

**YUBA-SUTTER TRANSIT AUTHORITY
FY 2022/2023 FINAL DRAFT OPERATING BUDGET**

Prepared May 11, 2022

	FY 2019/2020 Budget	FY 2019/2020 Audited	FY 2020/2021 Budget	FY 2020/2021 Audited	FY 2021/2022 Budget	FY 2021/2022 Projected	FY 2022/2023 Final Draft	
Operations Expenditures								
010.50300	Services - Other Maintenance	\$ 230,000	\$ 193,074	\$ 200,000	\$ 169,776	\$ 200,000	\$ 210,000	220,000
010.50401	Fuel and Lubricants	875,000	615,092	596,000	499,026	680,000	860,000	1,193,000
010.50402	Tires and Tubes	70,500	48,586	57,000	42,043	51,000	70,000	75,000
010.50499	Other Materials and Supplies Consumed	90,000	62,111	90,000	94,826	100,000	65,000	75,000
010.50500	Utilities - Electric and Gas	53,000	42,290	52,000	45,439	52,000	50,000	52,000
010.50501	Utilities - Water and Sewer	5,500	6,299	6,500	7,296	9,000	8,000	9,000
010.50600	Casualty and Liability Costs - Operations	304,000	277,224	270,500	270,402	280,100	280,000	287,000
010.50800	Services - Contract Operations	5,400,000	5,474,033	5,780,000	5,435,685	5,883,000	5,500,000	5,850,000
010.50801	Services - Out of Contract	15,000	50,675	17,000	106,663	120,000	75,000	45,000
	Subtotal - Operations	<u>\$ 7,043,000</u>	<u>\$ 6,769,384</u>	<u>\$ 7,069,000</u>	<u>\$ 6,671,156</u>	<u>\$ 7,375,100</u>	<u>\$ 7,118,000</u>	<u>\$ 7,806,000</u>
Administration Expenditures								
160.50102	Salaries and Wages - Admin. Staff	\$ 400,000	\$ 398,226	\$ 411,000	\$ 413,008	\$ 433,500	\$ 430,000	455,000
160.50200	Fringe Benefits - Admin. Staff	160,000	142,389	155,000	148,556	160,000	160,000	175,000
160.50201	Fringe Benefits - Unfunded CalPERS Liability Payments	425,000	390,541	-	-	2,300	2,300	3,800
160.50301	Services - Accounting	3,000	2,307	3,000	4,300	4,500	4,000	4,800
160.50302	Services - Legal	12,000	4,928	12,000	8,573	12,000	9,000	12,000
160.50303	Services - Printing and Copying	30,000	7,968	20,000	11,929	20,000	17,000	20,000
160.50309	Services - Miscellaneous Professional	130,000	157,629	170,000	131,108	200,000	180,000	285,000
160.50499	Materials and Supplies - Office & Postage	15,000	14,338	16,000	7,732	15,000	10,000	10,000
160.50502	Utilities - Telephone & Internet	20,000	7,168	10,000	8,104	9,000	8,300	9,000
160.50900	Miscellaneous Expense - Insurance and Bond	36,000	30,872	36,000	31,546	37,000	36,100	37,000
160.50901	Miscellaneous Expense - Dues & Subscriptions	5,000	5,106	5,000	5,843	6,000	6,000	6,000
160.50902	Miscellaneous Expense - Travel, Meetings and Training	5,000	2,529	5,000	2,398	5,000	3,500	5,000
160.50903	Miscellaneous Expense - Board of Directors	4,800	3,700	5,000	4,400	10,800	5,800	10,400
160.50904	Miscellaneous Expense - Media Adv. and Promo.	10,000	6,686	10,000	10,330	15,000	10,000	10,000
160.50909	Miscellaneous Expense - Other	6,000	19,838	6,000	2,329	6,000	4,000	6,000
	Subtotal - Administration	<u>\$ 1,261,800</u>	<u>\$ 1,194,225</u>	<u>\$ 864,000</u>	<u>\$ 790,156</u>	<u>\$ 936,100</u>	<u>\$ 886,000</u>	<u>\$ 1,049,000</u>
	Total Expenditures	<u><u>\$ 8,304,800</u></u>	<u><u>\$ 7,963,609</u></u>	<u><u>\$ 7,933,000</u></u>	<u><u>\$ 7,461,312</u></u>	<u><u>\$ 8,311,200</u></u>	<u><u>\$ 8,004,000</u></u>	<u><u>\$ 8,855,000</u></u>

		FY 2019/2020 Budget	FY 2019/2020 Audited	FY 2020/2021 Budget	FY 2020/2021 Audited	FY 2021/2022 Budget	FY 2021/2022 Projected	FY 2022/2023 Final Draft
Operating Revenue								
40100	Passenger Fares	\$ 1,250,000	\$ 1,045,646	\$ 120,000	\$ 513,940	\$ 550,000	\$ 675,000	\$ 742,000
40200	Special Transit Fares	21,000	25,811	17,000	22,032	21,000	63,400	25,000
40600	Auxiliary Revenue (Bus, Shelter & Bench Advertising)	49,000	43,039	42,000	38,773	36,000	50,000	40,000
40700	Non-Transportation Revenue (Interest)	4,000	15,464	15,000	15,392	8,000	10,400	8,000
40709	Non-Transportation Revenue (RWMA, Misc.)	45,000	44,737	36,000	49,513	40,000	65,000	50,000
40900	Local Transportation Funds (LTF)	2,800,000	2,760,991	2,800,000	2,651,032	3,100,000	3,100,000	3,900,000
40901	Local Cash Grants/Reimbursements	41,000	40,529	35,000	35,538	28,000	34,300	39,000
41100	State Transit Assistance Funds (STA)	1,428,500	244,421	-	-	-	-	1,375,483
41109	State Cash Grants/Reimbursements	266,300	297,211	289,000	215,292	288,000	217,000	248,000
41300	General Operating Assistance - FTA Sect. 5307 (Urban)	2,200,000	2,200,000	-	-	-	-	1,500,000
41300	General Operating Assistance - FTA Sect. 5307 CARES Act (Urban)	-	1,000,000	4,284,000	3,673,115	2,693,010	2,693,010	-
41300	General Operating Assistance - FTA Sect. 5307 ARP (Urban)	-	-	-	-	1,297,190	845,890	727,517
41301	General Operating Assistance - FTA Sect. 5311 (Rural)	200,000	115,760	-	84,240	-	-	200,000
41301	General Operating Assistance - FTA Sect. 5311 CARES Act (Rural)	-	130,000	295,000	162,445	250,000	250,000	-
	Total Operating Revenue	<u>\$ 8,304,800</u>	<u>\$ 7,963,609</u>	<u>\$ 7,933,000</u>	<u>\$ 7,461,312</u>	<u>\$ 8,311,200</u>	<u>\$ 8,004,000</u>	<u>\$ 8,855,000</u>

		FY 2019/2020 Budget	FY 2019/2020 Audited	FY 2020/2021 Budget	FY 2020/2021 Audited	FY 2021/2022 Budget	FY 2021/2022 Projected	FY 2022/2023 Final Draft
	Deferred TDA Revenues, July 1	\$ 2,859,383	\$ 2,864,475	\$ 3,979,359	\$ 4,048,639	\$ 4,014,005	\$ 5,145,965	4,204,813
	LTF Revenues Received	2,800,000	2,800,000	2,800,000	2,800,000	3,100,000	3,100,000	3,900,000
	STA Revenues Received	1,770,356	1,599,196	1,602,620	966,676	1,216,354	-	-
	LTF Revenues Allocated - Operating	(2,800,000)	(2,760,991)	(2,800,000)	(2,651,032)	(3,100,000)	(3,100,000)	(3,900,000)
	STA Revenues Allocated - Operating	(1,428,500)	(244,421)	-	-	-	-	(1,375,483)
	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)	(941,152)	(351,948)
	Proceeds from Sale of Vehicles	-	43,950	-	-	-	-	-
	Deferred TDA Revenues, June 30*	<u>\$ 2,786,221</u>	<u>\$ 4,048,639</u>	<u>\$ 5,541,979</u>	<u>\$ 5,145,965</u>	<u>\$ 3,883,882</u>	<u>\$ 4,204,813</u>	<u>\$ 2,477,382</u>
	Local Transportation Funds (LTF)	\$ 1,043,184	\$ 1,367,384	\$ 1,323,283	\$ 1,516,352	\$ 1,367,384	\$ 1,516,352	\$ 1,516,352
	State Transit Assistance Funds (STA)	\$ 1,169,711	\$ 2,681,255	\$ 4,218,696	\$ 3,629,613	\$ 2,516,498	\$ 2,688,461	\$ 961,030

Deferred STA Detail (Carryover revenues available and required for cash flow, contingencies, and local capital match)

Yuba-Sutter Transit Portion	\$ 1,093,032	\$ 2,571,759	\$ 4,000,466	\$ 3,454,480	\$ 2,341,365	\$ 2,513,328	\$ 917,497
City of Live Oak Portion	51,561	76,104	152,737	122,363	122,363	122,363	16,363
City of Wheatland Portion	25,118	33,392	65,493	52,770	52,770	52,770	27,170
Total Deferred STA Revenue	<u>\$ 1,169,711</u>	<u>\$ 2,681,255</u>	<u>\$ 4,218,696</u>	<u>\$ 3,629,613</u>	<u>\$ 2,516,498</u>	<u>\$ 2,688,461</u>	<u>\$ 961,030</u>

Additional STA Cumulative Balances at SACOG Available for Claim

Yuba-Sutter Transit Portion						\$ 1,216,354	\$ 2,851,824
City of Live Oak Portion						\$ 63,518	\$ 147,274
City of Wheatland Portion						\$ 25,138	\$ 59,281

YUBA-SUTTER TRANSIT AUTHORITY
FINAL DRAFT CAPITAL BUDGET (NO REVISIONS)
FY 2022/2023
PREPARED MAY 11, 2022

	FY 2020/2021 BUDGET	FY 2020/2021 AUDITED	FY 2021/2022 BUDGET	FY 2021/2022 PROJECTED	FY 2022/2023 FINAL DRAFT
<u>EXPENDITURES</u>					
Maintenance and Operations Facility (1)	\$ -	\$ 17,008	\$ 1,217,000	\$ 941,152	\$ 2,500,000
Vehicle Purchase/Replacement (2)	665,000		570,000	-	960,000
Miscellaneous Capital (3)	100,000	31,310	100,000	125,000	50,000
	<u>\$ 765,000</u>	<u>\$ 48,318</u>	<u>\$ 1,887,000</u>	<u>\$ 1,066,152</u>	<u>\$ 3,510,000</u>
<u>REVENUES</u>					
Federal (5307, 5310, 5311, 5317, 5339)	\$ 574,630	\$ -	\$ 490,523	\$ -	\$ 2,037,569
State Transit Assistance (STA)	40,000	18,318	1,346,477	991,152	351,948
State Transit Assistance (SGR)	150,370	30,000	50,000	75,000	1,120,483
Low Carbon Transit Operation Program	-	-	-	-	-
Other Local	-	-	-	-	-
	<u>\$ 765,000</u>	<u>\$ 48,318</u>	<u>\$ 1,887,000</u>	<u>\$ 1,066,152</u>	<u>\$ 3,510,000</u>

- Notes:
- Assumes the commencement of the design phase of the facility project in FY 2023 (\$1,328,120 Federal / \$968,802 State SGR / \$203,078 STA). FY 2022 expenditures include \$941,152 (STA) for the completion of the land purchase including capitalized survey and land clearing expenses.
 - The FY 2023 vehicle project, which was first budgeted in FY 2021, is for the programmed replacement of six 2014 model demand response/rural route buses with six similarly sized low-floor buses for delivery in FY 2023 (now budgeted at \$960,000: \$709,499 Federal / \$151,681 State SGR / \$98,870 STA).
 - FY 2023 Miscellaneous capital expenditures includes an allowance for facility and office equipment and furnishings (\$50,000 STA). FY 2022 projects include surveillance system repairs and enhancements (\$75,000 State SGR) and an allowance for facility and office equipment & furnishings (\$50,000 STA).

**YUBA-SUTTER TRANSIT
FY 2022/2023 OPERATING & CAPITAL BUDGET ASSUMPTIONS
PREPARED MAY 11, 2022**

OPERATIONS EXPENDITURES

Services – Other Maintenance (Acct. #010.50300)

This account is available for a variety of outside maintenance and operations related services. These include radio maintenance and repeater contracts; on-bus Wi-Fi service; AVL license fees; CHP inspection certificates; FRAQMD permit fees; minor facility repairs and services; landscape maintenance; janitorial expenses; bus stop shelter and sign maintenance, repairs, and relocations; mechanical warranties; storm water/pollution prevention related planning, permitting, monitoring, and reporting expenditures; and, Yuba-Sutter Transit's share of operating expenses for the regional Connect Card electronic fare card system. The audited amounts for prior years may include the labor portion of state grant funded project expenditures below the capitalization threshold.

Fuel & Lubricants (Acct. #010.50401)

This account is based on the budgeted operation of 80,300 vehicle service hours (VSH) in FY 2023 at a combined average price of \$14.86 per VSH for diesel, diesel emission fluid, gasoline, and any applicable taxes. While this hourly allowance is higher than the current year projected figure of about \$11.47 per VSH, fuel costs continue to rise after a period of extremely low fuel prices. Because fuel expenses are so volatile and represent such a significant share of the budget, this account will always be among the greatest expenditure risks each year.

Tires & Tubes (Acct. #010.50402)

This account is based on the projected year-end expenditures for FY 2022, the budgeted operation of 80,300 VSH and projected tire replacement needs. Tire expenditures can vary significantly from year-to-year depending on when vehicles are replaced.

Other Materials & Supplies Consumed (Acct. #010.50499)

This account is available to fund miscellaneous maintenance and operations materials and supplies such as the purchase of replacement vehicle components and non-capital maintenance equipment. The amount budgeted is based on recent expenditure levels with an allowance for major unforeseen expenses during the fiscal year. Most significant are the repair and replacement costs for major components (engines, transmissions, and differentials) on older Yuba-Sutter Transit buses. Though not included in the budget or year-end projections, the audited amounts may include non-labor state grant funded project expenditures below the capitalization threshold.

Utilities – Electric & Gas (Acct. #010.50500)

Based on the projected year-end expenditures for FY 2022.

Utilities – Water & Sewer (Acct. #010.50501)

Based on the projected year-end expenditures for FY 2022.

Casualty & Liability Costs – Operations (Acct. # 010.50600)

This account is based on the current fleet of 51 revenue vehicles and the vehicle insurance rates that are provided in the current operating contract with Storer Transit Systems.

Services – Contract Operations (Acct. #010.50800)

This figure is based on the rates in the existing Storer Transit Systems service contract assuming the operation of 80,300 VSH. This figure is around 7 percent higher than the approximately 75,000 VSH now being projected for FY 2022 due to an assumed increase in service demand especially for Dial-A-Ride service as programs resume post-pandemic. The current Storer contract will expire September 30, 2023, though it does contain options for a pair of two-year extensions with indexed cost increases.

Services – Out of Contract (Acct. #010.50801)

This account is available for the provision of out-of-contract service hours for special events and community services that are provided in partnership with a wide variety of organizations consistent with the applicable service procedures. This figure can vary from year to year depending on community demand. More significantly, beginning with the audited figures for FY 2020, this account now includes an allowance for expected COVID-19 related costs resulting from Amendment #1 to the Storer contract.

ADMINISTRATIVE EXPENDITURES

Salaries & Wages – Administrative Staff (Acct. #160.50102)

The budgeted amount is based on the projected total salary figure for the five administrative staff positions including any available step increases and longevity adjustments. This amount also includes allowances for the pay out of a portion of accrued annual leave consistent with previous years and any general staff salary scale adjustment to be considered at the July Board meeting.

Fringe Benefits – Administrative Staff (Acct. #160.50200)

Fringe benefit expenses have been adjusted to account for known changes in benefit rates based on the above salary assumptions and current employee demographics.

Fringe Benefits – Unfunded CalPERS Liability Payments (Acct. #160.50201)

Employer contributions to the CalPERS retirement program are made up of two components – the normal annual costs of benefits earned by employees currently working which are included in the fringe benefits account above and an amortized payment toward the employer’s Unfunded Accrued Liability (UAL). The

UAL is the amortized dollar amount needed to fund past service credit earned (or accrued) for members (both Classic PERS and PEPRAs) who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date.

For FY 2020, rather than monthly or annual payments, the Board approved a single payment to eliminate the projected combined UAL fund balance of approximately \$425,000 which was subsequently reduced to an actual balance of nearly \$391,000. By paying the annual payment and the UAL balance in full, the authority saved over \$320,000 in interest over 25 years. The required UAL payment for FY 2023 is \$3,800.

Services – Accounting (Acct. #160.50301)

Based on past expenditures including payroll and miscellaneous accounting services. This account varies from year to year due to the need for Other Post-Employment Benefits (OPEB) actuarial services for which more in-depth services are required every other year or for additional professional services such as those that are required every ten years to audit financial reporting to the National Transit Database (NTD).

Services – Legal (Acct. #160.50302)

An allowance for contract legal services and notices based on recent expenditures with an allowance for unforeseen future legal services especially entering the facility project.

Services – Printing & Copying (Acct. #160.50303)

This account is for the lease and operating expenses for two office copiers as well as for the outside printing of ticket sheets, brochures and other miscellaneous materials based on projected current year expenses with an allowance for new passenger information materials.

Services – Miscellaneous Professional (Acct. #160.50309)

This account is for miscellaneous professional services such as computer/internet/website support and subscription services; graphic design work; and other administrative support services or consultants. For FY 2023, this account includes a projected \$175,000 for consultant expenses related to the state grant funded Comprehensive Operational Analysis (COA) and a \$75,000 allowance for grant related professional services. For FY 2022, this account includes a projected \$50,000 for the first-year consultant expenses related to the COA and a projected \$100,000 for grant related professional services.

Materials & Supplies – Office & Postage (Acct. #160.50499)

This account is for supplies and postage based on past expenditures which includes furnishings and equipment below the capitalization threshold.

Utilities – Telephone & Internet (Acct. #160.50502)

This account is based on current service agreements.

Miscellaneous Expense – Insurance & Bond (Acct. #160.50900)

This account is based on the existing facility damage and liability insurance policies.

Miscellaneous Expense – Dues & Subscriptions (Acct. #160.50901)

This account is based on past expenditures. Current memberships include the California Transit Association, the California Association for Coordinated Transportation (CalACT), the Bus Coalition, the Association of Government Accountants (AGA), and the Government Finance Officers Association. This account also includes biennial CPA renewal fees. Paid subscriptions include the weekly publication from the American Public Transportation Association (APTA) and the Transit Access Report a digest related to compliance with the Americans with Disabilities Act (ADA).

Miscellaneous Expense – Travel, Meetings and Training (Acct. #160.50902)

This account is available to fund travel, lodging and meeting expenses on an as needed basis for Yuba-Sutter Transit staff and board. The budgeted amount is based on past expenditures and an allowance for expected future staff travel and training expenses.

Miscellaneous Expense – Board of Directors (Acct. #160.50903)

This account is based on an average of 12 regular Board meetings a year and up to two ad hoc committee meetings of up to four members each at a rate of \$100 per meeting. Current policy limits compensation to a maximum of 15 regular, special, or ad hoc committee meetings per member each fiscal year.

Miscellaneous Expense – Media Advertising & Promotion (Acct. #160.50904)

This account is an allowance for a wide range of marketing and promotional expenses including specialized point of use passenger informational materials for bus stop shelters and information panels; special event promotional pieces; telephone directory advertising; and other marketing opportunities. When applicable, promotional expenses for grant funded services are reimbursed. Yuba-Sutter Transit's marketing activities have always been modest compared to similarly sized systems where such activities are typically 1 – 2 percent of the operating budget which would represent an annual marketing budget approaching at least \$100,000.

Miscellaneous Expense – Other (Acct. #160.50909)

This account is an allowance for miscellaneous expenses such as banking and merchant account fees; NSF check charges; annual CalPERS report expenses; and other undesignated expenses such as intergovernmental contributions for joint projects such as the installation of concrete bus pads at bus stops.

OPERATING REVENUES

Passenger Fares (Acct. #40100)

This account assumes continuation through FY 2023 of the currently reduced service levels for the local fixed route and Sacramento services; current passenger fares and fare policies; and a gradual increase in ridership over the year. The budgeted increase in vehicle service hours is due primarily to an anticipated increase in Dial-A-Ride service demand as local programs return to in-person activities.

Special Transit Fares (Acct. #40200)

This account is used for direct fare payments by Yuba County Employment Services, Yuba County Child Protective Services (CPS) and other miscellaneous special transit services. The FY 2022 projected amount includes \$36,800 in what were unbudgeted special fares from Pacific Coast Producers.

Auxiliary Transportation Revenue – Advertising (Acct. #40600)

This account is for revenue received through the contract with Lamar Advertising (formerly Stott Outdoor Advertising) for the placement of advertisements on bus exteriors, bus stop shelters and bus stop benches which includes a guaranteed minimum payment of \$3,000 per month (\$36,000 annually). Despite a projected current year figure of \$50,000, the FY 2023 budget now assumes \$40,000 based on recent sales activity. A total of 32 advertising bus stop shelters and 68 advertising bus stop benches are located throughout the service area and exterior ads are available on all 51 buses.

Non-Transportation Revenue – Interest (Acct. #40700)

This account represents the estimated interest earnings on available cash for FY 2023. Interest income is derived from the investment of operating and capital reserves (which varies from year to year) that are available for cash flow, contingencies, and future capital expenditures.

Non-Transportation Revenue – RWMA & Miscellaneous (Acct. #40709)

This account includes receipts from the consulting agreement with the Regional Waste Management Authority (RWMA) along with miscellaneous income from photo I.D. fees and bike locker rentals. For FY 2023, this account assumes the continued waiver of all initial Connect Card discount photo I.D. fees (value of approximately \$3,000 annually) to encourage use of the Connect Card system. This account has been adjusted to reflect the RWMA's delayed transition to full-time staffing.

Local Transportation Funds (Acct. #40900)

The Local Transportation Fund (LTF) is a 0.25 percent portion of the state sales tax that is returned to the county of origin and distributed therein by population to meet “unmet transit needs that are reasonable to meet” after which the remainder, if any, can be used to maintain local streets and roads. The Yuba-Sutter Transit allocation of LTF revenue has historically been based on the amount required to balance the budget after all other revenues are calculated. This was not the case for FY 2021 or FY 2022 budgets as urban

and rural funding from pandemic related federal stimulus funds were used for this purpose to off-set for the sudden loss of passenger fare revenues and the strategic shift of State Transit Assistance (STA) funding to capital reserves. The urban and rural CARES Act funding that has been set aside for operating purposes will be exhausted in FY 2022 though the final remaining portion from the American Rescue Plan (ARP) allocation is being carried over to FY 2023.

For FY 2023, the fourth fiscal year to be impacted by the pandemic, the annual LTF contribution to Yuba-Sutter Transit is being budgeted at \$3.9 million which is up 25.8 percent (\$800,000) over the FY 2022 allocation of \$3.1 million. For reference purposes, SACOG's adopted LTF apportionments for FY 2023 project a total of over \$9.7 million in the combined amount available to the four member jurisdictions which is an increase of \$3.1 million (47 percent) over FY 2022. As a result, the budgeted \$3.9 million LTF allocation for Yuba-Sutter Transit represents just 40 percent of the amount available (down from 47 percent for FY 2022). After having peaked at nearly 60 percent in FY 2018, this 40 percent figure would be the lowest percentage LTF allocation since FY 2014 (36.2 percent). In the future, however, a much greater percentage of LTF revenue will likely be necessary to back-fill for federal and state funds that will need to be diverted at least in part to the facility project and to comply with the state's zero-emission bus mandate.

Prior to FY 2021, any LTF funds received over the amount needed to balance the operating budget were added to the deferred LTF revenue balance from prior years and any shortfall is shored up from the same source. These reserves are shown at the bottom of the operating budget as deferred TDA revenue (LTF and STA) with the STA further broken out to include the amounts that are restricted for Live Oak and Wheatland. Yuba-Sutter Transit's STA reserves are typically used for capital purposes while LTF reserves are primarily used for contingency and cash flow. The LTF reserve is budgeted at 17.1 percent of budgeted operating expenditures for FY 2023 which is up slightly from the budgeted 16.5 percent figure for FY 2022. In addition to a contingency fund for unforeseen expenses, wild spikes in fuel prices, or a major economic crisis for which federal relief is not provided; an adequate cash reserve is essential due to the high level of federal funding used for operations since most of these funds are not typically received until the end or even after the fiscal year.

Local Cash Grants/Reimbursements (Acct. #40901)

This account is available for local contract service payments and other contributions for services or programs. This account includes reimbursements from Mercy Housing that are received from the City of Wheatland to off-set the cost of the December 2015 expansion of the Wheatland Route from three to five days a week. Prior to FY 2022, this account also included grants from the Feather River Air Quality Management District (FRAQMD) to partially off-set the cost to expand the Live Oak Route from three to five days a week since July 2015, but this support ended on December 31, 2020.

State Transit Assistance (STA) Funds (Acct. #41100)

Now derived from a tax on diesel fuel, the State Transit Assistance (STA) program is the only on-going state funding source for public transportation. Available with minimal restrictions for operating and capital purposes, STA funds have historically been the primary source of local matching funds for federal capital grants though more has been committed to the operating budget in recent years since Senate Bill 1 (2017) provided more certainty to this funding source. After wildly fluctuating allocations from FY 2020 to FY 2022

(between \$1.8 million and \$900,000) due to the impact of the pandemic on diesel fuel sales, about \$1.6 million in STA funds is now expected to be available to Yuba-Sutter Transit for FY 2023. The revised draft budget assumes the use of \$1,375,483 in STA funding for operations and \$351,948 for capital expenditures. A portion of these expenditures will be funded with deferred STA amounts claimed in prior years. It should be noted that a portion of the STA funding being budgeted for operating expenses is derived from specific allocations to Live Oak and Wheatland for the operation of the contract services that Yuba-Sutter Transit provides to these non-member jurisdictions.

State Cash Grants/Reimbursements (Acct. #41109)

For FY 2023, this account is available for the receipt or accrual of miscellaneous state grant related reimbursements for Low Carbon Transit Operations Program (LCTOP) grant funded operating expenditures for the regional Connect Card electronic fare card system and Enhanced Peak-Hour Sacramento Commuter Service. This account also includes reimbursements from a state grant for the Comprehensive Operational Analysis (COA) that is began late in FY 2022. Also included are year-end postings of state funding for capital expenditures below the capitalization threshold, when applicable.

Federal Urban General Operating Assistance – FTA Section 5307 / CARES Act / ARP (Acct. #41300)

This account is for federal operating assistance that is provided to transit systems in small urban areas. For FY 2013, these funds primarily come through the five-year Infrastructure Investments and Jobs Act (IIJA) of 2021 (previously the Fixing America's Surface Transportation or FAST Act of 2015). Approximately \$3.5 million in Section 5307 funding is expected to be available to Yuba-Sutter Transit for FY 2023 along with the last of the funding from American Rescue Plan (ARP).

The FY 2023 budget assumes a total of \$2,227,517 million from this source including \$1,500,000 of regular Section 5307 funds along with projected FY 2022 year-end balance of \$727,517 in ARP funds for operating assistance. This is nearly the same amount of Section 5307 funds that were allocated for operating prior to the pandemic (\$2.2 million). Section 5307 funds can typically be used for up to 50 percent of eligible operating expenses and up to 80 percent of eligible capital expenses. With the COVID-19 stimulus funds nearly exhausted in FY 2022, the federal share of the budget is being reduced to more pre-pandemic federal funding levels especially as these funds will likely be needed to meet the needs of the transit facility project and to comply with the state zero-emission bus mandate.

Federal Rural General Operating Assistance – FTA Section 5311 / CARES Act (Acct. #41301)

This account is for federal operating assistance that is provided specifically to rural transit systems. Yuba-Sutter Transit's rural services include the Foothill, Live Oak and Wheatland Routes and the Plumas Lake stop on the Sacramento Commuter and Midday Express service. These funds can be used for both operating and capital assistance subject to a 55.33 percent federal funding limitation for operations and 88.53 percent for capital expenditures though COVID-19 stimulus funding (CARES Act, CRRSAA) does not require any match. This funding source has grown significantly in recent years, but the limited amount of rural service provided by Yuba-Sutter Transit limits the amount used for operations though the balance can be used for capital needs associated with rural services.

Under a new two-year call for projects program, SACOG apportioned the combined two-county figures for Yuba-Sutter Transit at \$473,841 for FFY 2022 and \$483,317 for FFY 2023 for a combined two-year allocation of \$957,158 for the rural service program. For comparison, a total of \$364,492 was received from this source for FY 2021. The FFY 2023 budget assumes \$200,000 in Section 5311 funds for operating assistance with the balance of the two-year apportionment to be used for FY 2024 operating assistance and the programmed FY 2025 demand response/rural route bus replacement project. It should be noted that the preliminary FY 2023 capital budget includes the previously Board-approved amounts of \$963,628 in Section 5311 rural funding from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the entire regular FY 2021 Section 5311 allocation of \$364,492 for the facility project.

DEFERRED REVENUE DETAIL

1. Deferred TDA Revenues (July 1) – Carried forward from projected year-end figures for FY 2022 with LTF and STA revenues combined.
2. LTF Revenues Received – Amount set in annual apportionment adjusted for any prior year audit findings.
3. STA Revenues Received – Amount of STA revenues that are available and claimed for Yuba-Sutter Transit, Live Oak and Wheatland.
4. LTF Revenues Allocated (Operating) – Anticipated local share of actual or projected expenditures as set by the budget.
5. STA Revenues Allocated (Operating) – Amount allocated in the budget for operating expenditures, if any.
6. LTF Revenues Allocated for Local Capital Outlays – Amount of deferred or current year LTF revenues budgeted for capital acquisitions during the fiscal year, if any.
7. STA Revenues Allocated for Local Capital Outlays – Amount of deferred or current year STA revenues budgeted for capital acquisitions during the fiscal year, if any.
8. Proceeds from Sale of Vehicles (As Necessary).
9. Deferred TDA Revenues (June 30) – Amount available for cash flow, contingencies and future local capital expenditures itemized by LTF and STA share of the total available.
10. Additional STA Cumulative Balances at SACOG Available for Claim – Sacramento Area Council of Governments (SACOG) allocations of STA funds that are available to be claimed as projects are known or budgeted. Balances shown are cumulative total amounts available.

CAPITAL PROGRAM SUMMARY

The capital budget of \$3,510,000 includes \$2.5 million for the design phase of the facility project, \$960,000 for the replacement of six 2014 model 16-passenger demand response and rural route buses with six similarly sized, but smaller profile low-floor buses. Other capital projects include an allowance for miscellaneous facility and office equipment and furnishings or for unforeseen facility repairs. The projected year-end capital budget for FY 2022 assumes the completion of the surveillance system repairs and enhancements, the July 2021 purchase of the property for the replacement transit facility, and an allowance for facility and office equipment & furnishings.

AGENDA ITEM IV – B
STAFF REPORT

LOCAL TRANSPORTATION FUND (LTF) APPORTIONMENT FOR FY 2022/2023

Pursuant to the Yuba-Sutter Transit Joint Powers Agreement (JPA), staff has prepared the Annual Apportionment of Local Transportation Fund (LTF) contributions for Board review and approval consideration. Based on the draft budget that is being submitted for review and approval consideration earlier on this same agenda, the annual LTF contribution to Yuba-Sutter Transit for FY 2023 would be \$3,900,000. This figure is up 25.8 percent (\$800,000) over the FY 2022 allocation of \$3,100,000. Prior to FY 2022, the LTF allocation had been unchanged for three years at \$2,800,000 annually from FY 2019 to FY 2021 even as the operating budget increased by 12 percent.

Prior to the pandemic, the annual LTF figure was historically based on the amount required to balance the budget after all other revenues were calculated. This was not the case for FY 2022 nor is it proposed for FY 2023 when the last of the federal stimulus funds are again being recommended for this purpose. These federal funds from several stimulus measures have also been used instead of LTF revenues to help off-set the pandemic related loss of passenger fare revenues. This shift has allowed for a strategic shift of State Transit Assistance (STA) funds for projects such as the 2021 purchase of property for the new facility as well as to increase capital reserves for the facility and vehicle replacement needs. The proposed increase in the LTF allocation is due in part to the exhaustion of all available federal relief funding in FY 2023.

The JPA specifies a two part process to be followed in the apportionment of the annual LTF contribution among the member jurisdictions. First, a funding formula with four equally weighted factors is applied to determine the relative shares of the total LTF contribution necessary to balance the budget. These factors are: (1) service area population; (2) amount of LTF available to each jurisdiction; (3) fixed route miles; and, (4) demand response boardings. Second, if this formula results in a calculated contribution from one or more jurisdictions exceeding the amount of LTF available to such jurisdictions for the following fiscal year, the shortfall is then allocated to the remaining jurisdictions using the relative values of each funding formula component for the remaining jurisdictions. For the second year in a row and just the third time since FY 2011, there is no need for the second step in the allocation formula as the calculated LTF apportionment for the City of Marysville does not exceed the amount available for FY 2023.

Applying the JPA funding formula to the budgeted LTF figure of \$3,900,000, the member contributions for FY 2023 have been calculated as follows:

City of Marysville	\$ 452,160
City of Yuba City	2,102,271
County of Yuba	1,115,870
County of Sutter	<u>229,699</u>
	\$ 3,900,000

The following table summarizes the calculations for each of the four funding formula factors for FY 2023. The column labeled “Base Formula Share of LTF” is the relative share (derived by averaging the four equally weighted factors) of the total amount of LTF required without regard to the amount of LTF actually available to any one or more jurisdictions. Without the need to reallocate any Marysville shortfall this year, the last column is the proposed LTF apportionment of the budgeted \$3,900,000 amount based on the calculated formula share for each of the four member jurisdictions for FY 2023.

**YUBA-SUTTER TRANSIT
FUNDING FORMULA CALCULATIONS FOR FY 2022/2023**

	DIAL-A-RIDE TRIP ORIGINS	FIXED ROUTE MILES	SERVICE AREA POPULATION	LTF AVAILABLE	BASE FORMULA SHARE OF LTF	REALLOCATED FY 2023 LTF SHORTFALL	PROPOSED FY 2023 LTF APPORTIONMENT
Marysville	18.5383%	12.6844%	10.4892%	4.6634%	11.5938%	(\$0)	\$452,160
Yuba City	56.7736%	46.3068%	56.9799%	55.5573%	53.9044%	\$0	\$2,102,271
Yuba County	23.0838%	39.8761%	27.8810%	23.6074%	28.6121%	\$0	\$1,115,870
Sutter County	1.6043%	1.1327%	4.6500%	16.1719%	5.8897%	\$0	\$229,699
Total*	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	\$0	\$3,900,000

*Any variance in percentages is due to rounding and has no effect on the dollar amounts calculated.

Staff will be prepared at the meeting to discuss the funding formula process in detail as desired. The detailed documentation for the funding formula calculation is available in the Yuba-Sutter Transit office and will be made a part of the permanent apportionment file.

RECOMMENDATION: Adopt Resolution No. 8-22 establishing the LTF contributions for each member jurisdiction for FY 2022/2023 as proposed or amended.

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 8-22

FISCAL YEAR 2023 LOCAL TRANSPORTATION FUND (LTF) APPORTIONMENT

- WHEREAS, *The member jurisdictions of the Yuba-Sutter Transit Authority Joint Powers Agreement receive Local Transportation Fund (PUC 99230) monies for the provision of public transit services in the Marysville, Yuba City, Sutter County and Yuba County Area; and,*
- WHEREAS, *Pursuant to Paragraph 5 of the Yuba-Sutter Transit Authority Joint Powers Agreement, the Board of Directors must adopt an Annual Apportionment of those Local Transportation Fund monies for the operation of the Yuba-Sutter Transit Authority; and,*
- WHEREAS, *The total amount of Local Transportation Fund monies required by the Yuba-Sutter Transit Authority for fiscal year 2022/2023 is \$3,900,000; and,*
- WHEREAS, *The net apportionment of Local Transportation Fund monies for fiscal year 2022/2023 shall be as follows: City of Marysville, \$452,160; Yuba City, \$2,102,271; Yuba County, \$1,115,870; and Sutter County, \$229,699.*

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors approve the Fiscal Year 2022/2023 Apportionment of Local Transportation Fund (PUC 99230) monies by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MAY 19, 2022.

Chairman of the Board

ATTEST:

*Lisa O'Leary
Secretary to the Board*

AGENDA ITEM IV – D
STAFF REPORT

**FEDERAL TRANSIT ADMINISTRATION (FTA) TRIENNIAL REVIEW REPORT
FOR FISCAL YEARS ENDING 2018, 2019, 2020 AND 2021**

Attached as Exhibit A for Board review and direction is the Draft Report for the Federal Transit Administration (FTA) FY 2022 Triennial Review of the Yuba-Sutter Transit Authority. This report follows an exhaustive review of Yuba-Sutter Transit's operation, administration and maintenance policies, procedures and practices that included a four-day virtual site visit March 14 – 17, 2022. FTA is the primary source of federal funds for public transportation providers and triennial reviews are designed to assess the management practices and program implementation activities of each grantee to establish their continued eligibility for federal funding. This report covers the four-year period of FY 2018 through FY 2021 because the previously scheduled FY 2021 report process was delayed due to the COVID-19 pandemic. The next review will return to the normal three-year schedule and be conducted in FY 2025.

The FY 2022 Triennial Review covered a total of 23 review areas, four of which were not applicable to Yuba-Sutter Transit. Deficiencies were found in two areas requiring just two corrective actions which is tied with the FY 2018 review for the fewest number of corrective actions of any Yuba-Sutter Transit review. A summary of the two findings and corrective actions is provided in Section V (Page 14 and 15) of the draft report. The first finding is for the lack of documentation of staff training on the Language Assistance Program (LAP) in the Yuba-Sutter Transit Limited English Proficiency (LEP) Plan. The second finding is for the failure to provide a public comment opportunity or return to normal service within one year of the pandemic related emergency service reductions that became effective on May 1, 2020. Corrective action responses to both findings are due to FTA by August 22, 2022.

Exhibit B is a copy of the staff response to the first finding which staff expects to be marked as closed in the final report that is due from FTA by May 24th. To close the second finding, staff is now recommending that the Board set a public hearing for 4:00 p.m. on Thursday, July 21, 2022 to receive comments on the May 1, 2020 COVID-19 pandemic related reductions to the local fixed route and Sacramento Commuter services. Due to continued low ridership on both, there is no schedule for when they might return to pre-pandemic service levels. The hearing will simply satisfy the FTA required public comment opportunity for what continues to be temporary emergency service reductions. Following the public hearing, staff will submit the necessary documentation for FTA concurrence to close-out this Triennial Review cycle.

Staff will be prepared at the meeting to review the findings of the FTA report as well as to discuss the compliance process in detail.

RECOMMENDATION: Set a public hearing for 4:00 p.m. on Thursday, July 21, 2022 to receive comments on the May 1, 2020 COVID-19 pandemic related service reductions.

5-19-22

EXHIBIT A



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IX
Arizona, California,
Hawaii, Nevada, Guam,
American Samoa,
Northern Mariana Islands

90 7th Street
Suite 15-300
San Francisco, CA 94103-6701
415-734-9490

888 South Figueroa Street
Suite 440
Los Angeles, CA 90017-5467
213-202-3950

April 14, 2022

Mr. Keith Martin
Executive Director
Yuba Sutter Transit Authority
2100 B St
Marysville, CA 95901

Re: FY 2022 Triennial Review – Draft Report

Dear Mr. Martin:

I am pleased to provide you with a copy of this Federal Transit Administration (FTA) report as required by 49 U.S.C. Chapter 53 and other federal requirements. The enclosed draft report documents the FTA's Fiscal Year (FY) 2022 Triennial Review of the Yuba Sutter Transit Authority (YSTA) in Marysville, California. Although not an audit, the Triennial Review is the FTA's assessment of the YSTA's compliance with federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, a virtual site visit was conducted for this Triennial Review. In addition, the review was expanded to address the YSTA's compliance with the administrative relief and flexibilities the FTA granted and the requirements of the [COVID-19 Relief](#) funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act; Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021; and American Rescue Plan (ARP) Act of 2021.

The Triennial Review focused on the YSTA's compliance in 23 areas. Deficiencies were found in two (2) areas: (i) Title VI and (ii) Section 5307 Program Requirements. Four (4) areas were not applicable. The YSTA had no repeat deficiencies from the FY 2018 Triennial Review.

Please review this draft report for accuracy and provide your comments **within 10 business days from the date of this letter** to both the Calyptus reviewer, Mr. Jameson Beekman, at 401-258-3865 or by email at jamesonb@calyptusgroup.com, and the FTA Transportation Program Specialist, Ms. Philoki Barros, at 415-734-9452 or by email at philoki.barros@dot.gov. A final report that incorporates your comments to the draft report will be provided to you within 14 business days of your response.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Mr. Beekman or Ms. Barros.

Sincerely,

DARIN J
ALLAN

Digitally signed by DARIN
J ALLAN
Date: 2022.04.14
13:28:16 -0700'

For Ray Tellis
Regional Administrator

Enclosure

DRAFT REPORT

**FISCAL YEAR 2022
TRIENNIAL REVIEW**

of

**Yuba Sutter Transit Authority
YSTA
Marysville, CA
ID: 5058**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION 9**

Prepared By:

Calyptus Consulting Group, Inc.

Scoping Meeting Date: February 28, 2022

Site Visit Date: March 14-17, 2022

Draft Report Date: April 14, 2022

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I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the Yuba Sutter Transit Authority (YSTA) of Marysville, California. The FTA wants to ensure that awards are administered in accordance with the requirements of federal public transportation law in 49 U.S.C. Chapter 53. The review was performed by Calyptus Consulting Group, Inc. (the Reviewers). During the virtual site visit, administrative and statutory requirements were discussed and documents were reviewed.

Due to the Coronavirus 2019 (COVID-19) Public Health Emergency, a virtual site visit was conducted for this Triennial Review. In addition, the review was expanded to address the YSTA’s compliance with the administrative relief and flexibilities the FTA granted and the requirements of the COVID-19 Relief funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act; Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021; and American Rescue Plan (ARP) Act of 2021. The YSTA was also requested to share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The Triennial Review focused on the YSTA’s compliance in 23 areas. Four (4) areas were not applicable. Deficiencies related to the COVID-19 Relief funds have been clearly identified as part of the deficiency description in the respective review area.

Deficiencies were found in the area(s) listed below.

Review Area	Deficiencies	
	Code	Description
Title VI (TVI)	TVI2-1	Language Assistance Plan implementation deficiencies
Section 5307 Program Requirements (5307)	5307:3-3	Public comment process not followed

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review process includes a review of the recipient’s compliance in 23 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of the YSTA. The review concentrated on procedures and practices employed since the YSTA’s previous Triennial Review; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available through the FTA’s regional office or the recipient’s office.

2. Process

The Triennial Review includes a pre-review assessment, a desk review and scoping meeting with the FTA regional office, and a virtual site visit. Due to the COVID-19 Public Health Emergency, a virtual site visit was conducted of each recipient. In addition, the review was expanded to address the recipient’s compliance with the administrative relief and flexibilities the FTA granted and the requirements of the COVID-19 relief funds received through the CARES Act, CRRSAA of 2021, and ARP Act of 2021. Recipients were also requested to share if and/or how it suspended, deviated from, or significantly updated or altered its transit program due to the public health emergency.

The Fiscal Year (FY) 2022 process began with the regional office transmitting a Recipient Information Request (RIR) to the YSTA on November 23, 2021 indicating a review would be conducted. While the YSTA prepared its response to the RIR, the regional office and review team conducted a desk review and scoping meeting on February 28, 2022. Necessary files retained by the regional office were sent to the Reviewers electronically. Following the desk review and scoping meeting, the Reviewers and the recipient corresponded and exchanged information and documentation in preparation for the virtual site visit. As a result of this review, an agenda package indicating the issues that would be discussed, records to be reviewed, and interviews to be conducted was then sent to the YSTA on February 28, 2022. The virtual site visit occurred on March 14-17, 2022.

The virtual site visit portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The Reviewers conducted additional interviews and reviewed documentation to evidence YSTA’s compliance with FTA requirements.

Upon completion of the review, the FTA and the Reviewers provided a summary of findings to the YSTA at an exit conference. Section VI of this report lists the individuals participating in the site visit.

3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

III. Recipient Description

1. Organization

The Yuba Sutter Transit Authority (YSTA) is a joint powers agency formed by Yuba and Sutter Counties and the Cities of Marysville and Yuba City. The YSTA, as Yuba-Sutter Transit, provides fixed route and Dial-A-Ride services in the urban areas and rural route deviation service to Live Oak, Wheatland, and the Yuba County foothills. It also provides commuter and mid-day service to downtown Sacramento. The YSTA operates all services through a service contract with Storer Transit Systems. The population of the bi-county service area is approximately 181,000.

The YSTA operates a network of six fixed routes in its local urban service. Service is provided weekdays from 6:30 a.m. to 6:30 p.m. and Saturdays from 8:30 a.m. to 5:30 p.m. There is no service on Sundays or major holidays. The YSTA's complementary paratransit service, known as Dial-A-Ride, operates during the same days and hours of service as the local fixed routes.

The basic adult one-way cash fare for bus service is \$1.50. A reduced fare of \$0.75 is offered to seniors (aged 65+), persons with disabilities, persons with a Medicare card, and youth from five (5) through 18 years of age. The one-way cash Dial-A-Ride fare is \$3.00 for eligible seniors, persons with disabilities and their companions. Weekday evening Dial-A-Ride fares are \$4.00 for the general-public and \$2.00 for eligible reduced fare passengers including youth. The Sacramento Commuter service has a cash fare of \$4.50 with a reduced fare of \$2.25 offered to eligible reduced fare passengers during the off-peak midday service. Children aged four and under ride free with an adult on all services with a limit of two free fares per paid adult fare.

The YSTA's fleet of 51 revenue vehicles includes 22 heavy-duty local fixed-route buses with seated capacities of 31 or 32 passengers; 13 heavy-duty, over-the-road commuter buses with seated capacities of 57 passengers; and 16 cut-away style Dial-A-Ride and rural route buses with seated capacities of 16 passengers. Since October 2019, all services are operated by Storer Transit Systems. The current peak hour requirement is for 14 fixed route vehicles, 10 commuter vehicles, and 12 demand response vehicles. Demand response buses are also used to supplement the local fixed route service as necessary.

The YSTA operates from a single maintenance, operations, and administration facility at 2100 B Street in Marysville, California. This 60-year-old former Seven-Up Bottling Plant was converted for transit use in 1996 and expanded to its current and ultimate capacity in 2011.

2. Award and Project Activity

Below is a list of the YSTA’s open awards at the time of the review.

Federal Award Identification Number	Award Amount	Federal Fiscal Year Executed	Award Name
CA-2021-238	\$1,573,407	2021	ARPA Section 5307-9 Yuba-Sutter Transit Operating Assistance
CA-2020-083	\$7,366,125	2020	Yuba-Sutter Transit FFY20 5307-6 CARES Act Grant - Operating Assistance

The YSTA received Supplemental Funds for operating assistance in award numbers CA-2020-083 and CA-2021-238. This is not the YSTA’s first time receiving operating assistance from the FTA.

Projects Completed

In the past few years, the YSTA completed the following noteworthy projects:

- 2018 – Purchased seven (7) replacement intercity commuter buses (FTA)
- 2019 – New Purchased Transportation Management contractor (FTA)
- 2019 - Purchased 10 replacement paratransit vehicles (FTA)
- 2019 - Purchased 11 replacement local fixed route buses (FTA)
- 2020 – Purchased a site for a replacement transit facility

Ongoing Projects

The YSTA is currently implementing the following noteworthy projects:

- Working on the funding package for the design and construction of a replacement transit facility for occupancy between 2025 and 2030.
- Just released an RFP for a Comprehensive Operational Analysis / Short-Range Transit Plan for completion in mid-2023.
- Preparing to execute a purchase agreement for six (6) replacement paratransit vehicles for delivery in late-2022 or early 2023.

Future Projects

The YSTA plans to pursue the following noteworthy projects with FTA assistance in the next three to five years:

- Rolling Stock:
 - FY 2022 Purchase six (6) Demand Response buses
 - FY 2025/2026 Purchase six (6) Commuter buses
 - FY 2025/2026 Purchase 10 Paratransit buses
 - FY 2025/2026 Purchase 13 Local Fixed Route buses

- FYs 2022-2026 Design & Construction of the new Next-Generation Zero-Emission Bus Operations, Maintenance, and Administration Facility

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters and additionally notify the U.S. Department of Transportation (US DOT) Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Legal.

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates fiduciary authority; and financial management systems in place to manage, match, and charge only allowable costs to the award. The recipient must conduct required Single Audits, as required by 2 CFR part 200, and provide financial oversight of subrecipients.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the Federal Transit Administration (FTA) and close awards timely.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: States must document and follow a public involvement process for the development of the long-range statewide transportation plan and State Transportation Improvement Program (STIP). Designated recipients of Sections 5310, 5311, and 5339 funds must develop and submit a State Management/ Program Management Plan to the FTA for approval. Recipients must enter into an agreement with each subrecipient, obtain required certifications from subrecipients, report in the Federal Funding Accountability and Transparency

Act Subaward Reporting System (FSRS) on subawards, and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of the YSTA, the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight were found to be not applicable.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must be able to implement the Federal Transit Administration (FTA)-funded projects in accordance with the award application, the FTA Master Agreement, and applicable laws and regulations using sound management practices.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Transit Asset Management.

7. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that Federal Transit Administration (FTA)-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Satisfactory and Continuing Control.

8. Maintenance

Basic Requirement: Recipients must keep federally-funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Maintenance.

9. Procurement

Basic Requirement: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. State recipients can use the state's overall policies and procedures. When applied to Federal procurements, those policies and procedures must still be compliant with all Federal requirements as applied to non-state recipients. The flexibility afforded by 2 CFR Part 200 should not be misconstrued as absolving a state from Federal requirements. For example, the FTA does not require each State DOT to have policies and procedures separate from the state education department.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Procurement.

10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US Department of Transportation (US DOT)-assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the US DOT requirements for DBE.

11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of the YSTA, one (1) deficiency was found with the FTA requirements for Title VI.

Deficiency Description: Language Assistance Plan implementation deficiencies (TVI2-1)

The YSTA Title VI program submitted in TrAMS states the following training will be provided to Yuba-Sutter Transit staff:

- Information on Yuba-Sutter Transit's Title VI program and LEP procedures,
- Description of language assistance services that are offered to the public,
- Use of the language-line service, and
- How to handle potential Title VI/LEP complaints provided during the review.

No documentation of staff training on these topics was provided during the review, and both the YSTA and operating contractor staff indicated training had not been provided on these topics.

FTA Circular 4702.1B Chapter III.9.b Developing a Language Assistance Plan

After completing the Four Factor Analysis, the recipient shall use the results of the analyses to determine which language assistance services are appropriate. Additionally, the recipient shall develop an assistance plan to address the identified needs of the LEP population(s) it serves. The DOT LEP Guidance recognizes that certain recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written plan. However, FTA has determined it is necessary to require its recipients to develop an assistance plan in order to ensure compliance.

Corrective Action(s) and Schedule: By August 22, 2022, the YSTA must prepare and submit to the FTA Regional Civil Rights Officer (RCRO) documentation of implementing the staff training measures described in its LAP for both its own staff and its contractor's staff.

12. Americans with Disabilities Act (ADA) - General

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the US DOT requirements for ADA – General.

13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the US DOT requirements for ADA – Complementary Paratransit.

14. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under

any project, program or activity receiving Federal financial assistance under the Federal transit laws.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Equal Employment Opportunity.

15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the Federal Transit Administration (FTA) Administrator under an allowable exemption. Federally-funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for School Bus.

16. Charter Bus

Basic Requirement: Recipients are prohibited from using the FTA-funded equipment and facilities to provide charter service that unfairly competes with private charter operators. Recipient may operate charter only when the service meets a specified exception defined in rule.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Charter Bus.

17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug free awareness program.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

19. Section 5307 Program Requirements

Basic Requirement: The recipient must participate in the transportation planning process in accordance with Federal Transit Administration (FTA) requirements and the metropolitan and statewide planning regulations.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of the YSTA, one (1) deficiency was found with the FTA requirements for Section 5307 Program Requirements.

Deficiency Description: Public comment process not followed (5307:3-3)

The YSTA implemented major service reductions as a result of the COVID-19 Public Health Emergency that took effect in May 2020 and were ongoing as of March 16, 2022. No public comment process was implemented once it was determined service reductions due to the COVID-19 Public Health Emergency would last more than 12 months.

FTA Circular 9030.1E, Chapter VI, Program Management and Administrative Requirements

1.a.(12) The recipient is responsible for defining a major service reduction. The policy should provide an opportunity for a public hearing or public meeting for any fare increase or major service reduction and should describe how the recipient will conduct such meetings and how the recipient will consider the results of such meetings in the process of changing fares and service. A public meeting is not mandatory; however, an opportunity for a public meeting in order to solicit comment must be provided.

FTA Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19), CR2

Under FTA's Title VI Circular 4702.1B, transit providers that operate 50-or-more fixed route vehicles in peak service and are located in an urbanized area (UZA) with a population of 200,000 or more, must perform a service equity analysis whenever they make a major service change. The service equity analysis evaluates the impacts of the proposed service changes on Title VI-protected populations and low-income populations. Temporary service changes in response to an emergency do not rise to the level of a major service change, so a service equity analysis is not required. Similarly, FTA exempts all temporary fare changes enacted as a result of an emergency from the fare equity analysis requirement. However, if a transit agency chooses to make permanent any changes made during an emergency, or if changes last longer than 12

months (service) or 6 months (fare), then the transit agency must perform a service or fare equity analysis.

FTA does expect that all transit agencies take reasonable measures to implement temporary service or fare changes equitably to prevent unintentional discrimination. FTA does not require a transit agency to document this process, get board approval prior to implementing changes, or share documentation on the changes with FTA, but FTA recommends that transit agencies document the rationale for specific service reductions, as well as steps taken to ensure equitable reductions in service, in the event someone files a complaint.

Changes directly or indirectly related to an emergency, including ridership and budget reductions, that continue longer than 12 months (service) or 6 months (fare), or are planned in advance as permanent require an equity analysis. As outlined in the Title VI Circular Chapter IV, Section 7, any major service change that lasts longer than 12 months is considered permanent and requires a service equity analysis. This timeframe applies to major service changes initially enacted in response to the COVID-19 public health emergency. Similarly, any fare change - even if initially enacted in response to an emergency - that lasts longer than 6 months is considered permanent and requires a fare equity analysis. Further, transit agencies must prepare an equity analysis during the planning process for planned major service changes or fare changes consistent with the Circular.

Corrective Action(s) and Schedule: By August 22, 2022, the YSTA must submit to the FTA regional office documentation that it followed its policy for soliciting public comment and considering the results of public meetings or hearings for major service changes as a result of the COVID-19 Public Health Emergency that have lasted more than 12 months.

20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend Section 5310 funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all subrecipient leases of Section 5310-funded vehicles. Leases of Section 5310-funded vehicles must include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

This section only applies to recipients that receive Section 5310 funds directly from the FTA; therefore, the related requirements are not applicable to the review of the YSTA.

21. Section 5311 Program Requirements

Basic Requirement: States must expend Section 5311 funds on eligible projects to support rural public transportation services and intercity bus transportation.

This section only applies to recipients that receive Section 5311 funds directly from the FTA; therefore, the related requirements are not applicable to the review of the YSTA.

22. Public Transportation Agency Safety Plan (PTASP)

Basic Requirement: Recipients must comply with the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) to ensure public transportation providers develop and implement an Agency Safety Plan (ASP).

Finding: During this Triennial Review of the YSTA, no deficiencies were found with the FTA requirements for Public Transportation Agency Safety Plan Requirements.

23. Cybersecurity

Basic Requirement: Recipients that operate rail fixed guideway public transportation systems must certify compliance with the requirements for establishing a cybersecurity process under 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019).

This section only applies to recipients that operate rail; therefore, the related requirements are not applicable to the review of the YSTA.

V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	NA				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	ND				
10. Disadvantaged Business Enterprise	ND				
11. Title VI	D	TVI2-1	The YSTA must prepare and submit to the FTA RCRO documentation of implementing the staff training measures described in its LAP for both its own staff and its contractor’s staff.	Aug. 22, 2022	
12. Americans with Disabilities Act (ADA) – General	ND				
13. ADA – Complementary Paratransit	ND				
14. Equal Employment Opportunity	ND				
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug-Free Workplace	ND				
18. Drug and Alcohol Program	ND				

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
19. Section 5307 Program Requirements	D	5307:3-3	The YSTA must submit to the FTA regional office documentation that it followed its policy for soliciting public comment and considering the results of public meetings or hearings for major service changes as a result of the COVID-19 public health emergency that have lasted more than 12 months.	Aug. 22, 2022	
20. Section 5310 Program Requirements	NA				
21. Section 5311 Program Requirements	NA				
22. Public Transportation Agency Safety Plan	ND				
23. Cybersecurity	NA				

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>Yuba Sutter Transit Authority</i>			
Keith Martin	Executive Director	530-634-6880	keith@yubasuttertransit.com
Simone Reed	Finance Program Manager	530-634-6880	simone@yubasuttertransit.com
Adam Hansen	Planning Program Manager	530-634-6880	adam@yubasuttertransit.com
<i>Contractors/Lessees</i>			
Renick House	General Manager	530-634-6885	rhous@storerbus.com
Bill Harris	Ops Manager	530-634-6885	bharris@storerbus.com
Gerard Guzman	Maintenance Manager	530-844-3913	gguzman@storerbus.com
Arthur Leonard	Safety Training	530-634-6885	aleonard@storerbus.com
Maryann Myers	Compliance Manager	209-609-8755	maryann@storerbus.com
<i>FTA</i>			
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Karin Vosgueritchian	Regional Civil Rights Officer, Region 9	415-734-9475	karin.vosgueritchian@dot.gov
Nicholas Sun	Program Manager, Office of Civil Rights	312-705-1267	nicholas.sun@dot.gov
Darin Allan	Director, Office of Financial Management and Program Oversight (OFM)	415-734-9470	darin.allan@dot.gov
Bernardo Bustamante	Director, Office of Program Management and Project Oversight (OPM)	415-734-9456	bernardo.bustamante@dot.gov
Philoki Barros	Transportation Program Specialist, OFM	415-734-9452	philoki.barros@dot.gov
Jean Mazur	Transportation Program Specialist, OPM	415-734-9456	jean.mazur@dot.gov
<i>Calyptus Consulting Group, Inc.</i>			
Jameson Beekman	Lead Reviewer	401-258-3865	jameson.beekman@gmail.com
Sherry Snyder	Associate Reviewer	814-325-1747	ssnyderconsulting@outlook.com

VII. Appendices

No appendices are included in this report.

EXHIBIT B

From: [Keith Martin](#)
To: [Barros, Philoki \(FTA\)](#); region9civilrights@dot.gov
Cc: [Vosqueritchian, Karin \(FTA\)](#); [Sun, Nicholas \(FTA\)](#); [Jameson Beekman](#); [ssnyderconsulting](#); [Mazur, Jean \(FTA\)](#); [Simone Reed](#); [Renick House](#)
Subject: Yuba-Sutter Transit Authority - FY 2022 Triennial Review Corrective Action Response
Date: Friday, May 6, 2022 9:26:55 AM
Attachments: [TVI2-1 Title VI and LEP training sign in sheet Yuba-Sutter Transit staff and Storer staff.pdf](#)
[Yuba-Sutter Transit New Hire Checklist.pdf](#)
[Storer New hire sign off sheet.pdf](#)
[Yuba-Sutter Transit Quarterly Contractor Mtg Agenda 21-22.4.pdf](#)

Philoki,

Pursuant to the Draft Report dated April 14, 2022 for the FY 2022 Federal Transit Administration (FTA) Triennial Review of the Yuba-Sutter Transit Authority, please accept the following corrective action response for one of the two related findings. Based on this response, Yuba-Sutter Transit respectfully requests FTA concurrence that this finding be marked as closed in the final report.

Finding #1

Section 11 – Title VI

Finding TVI 2-1: Language Assistance Plan (LAP) Implementation Deficiencies

During the review of YSTA's Title VI program, no documentation of staff training was provided and both the YSTA and operation contractor staff indicated that training had not been provided on these topics.

Corrective Action(s) and Schedule: By August 22, 2022, the YSTA must prepare and submit to the FTA Regional Civil Rights Officer (RCRO), documentation of implementing the staff training measures described in its LAP for both its own staff and its contractor's staff.

AGENCY RESPONSE:

Yuba-Sutter Transit and its contractor, Storer Transit Systems, Inc., began the process of correcting this finding shortly after the March 14 – 17, 2022 Triennial Review site visit. This effort included a Title VI refresher course for all contractor and agency staff with a focus on the Language Assistance Program (LAP) components. This training was completed on April 14, 2022 as documented in the attached training sign-in sheets.

Title VI training including the language assistance program is now being provided to all new agency and contractor employees during the on-boarding process as documented in the Yuba-Sutter Transit New Hire Checklist and Storer Safety Training Record Sign-Off Sheet which are both attached.

In addition to all new employees, Title VI and LAP training will be provided to any agency or contractor employee being promoted to a position that includes a significant change in job duties and remedial training will be provided to any employees for which such training is deemed necessary and appropriate.

To institutionalize this training and assure on-going emphasis of LAP related issues, a new

LAP sub-heading has been added to the standing Title VI agenda item for all future contractor coordination meetings. A copy of the new agenda template for these quarterly meetings is attached.

In regards to the second finding from the Triennial Review, Yuba-Sutter Transit will soon be setting and appropriately noticing a public hearing for July 21, 2022 to receive comments on the temporary pandemic related service reductions that unexpectedly lasted longer than 12 months. Documentation regarding that hearing will be provided as a corrective action prior to the August 22, 2022 deadline to close-out the 2022 Triennial Review.

Yuba-Sutter Transit staff sincerely appreciates the professionalism exhibited by both the reviewer and all related FTA staff throughout this process as well the opportunity to test ourselves on compliance with all of the federal requirements related to grant management and program implementation practices.

Please contact me if you have any comments or questions.

Thanks,

Keith Martin
Executive Director



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AGENDA ITEM IV – E
STAFF REPORT

ANNUAL YUBA SUTTER TRANSIT AGENCY SAFETY PLAN (ASP) REVIEW

Pursuant to FTA regulation 49 C.F.R., Part 673, known as the Public Transportation Agency Safety Plan (PTASP) rule, and Yuba-Sutter Transit's current Agency Safety Plan (ASP), an annual review of the plan was conducted in April and May of 2022. After the initial Board adoption of the ASP, which occurred in November 2020, a review of the plan is required once each calendar year for continued compliance. Any changes or updates to the plan require Board approval, but if no changes are necessary because of the review, a memo report to this affect may be created for retention with the plan records.

The annual ASP review is conducted by collaboration of the designated Chief Safety Officer (CSO), the Executive Director and key staff involved with plan management and agency safety. The purpose of the review is to update the agency's Safety Performance Targets (SPTs) as necessary or desired, to ensure policies are being followed and to ensure required documentation and record keeping is being maintained. Additionally, the agency updates any portions of the ASP that may require it due to a determination of ineffective approaches to safety mitigation; significant changes to service delivery; introduction of new processes or procedures that may impact safety; a change or re-prioritization in resources to support the Safety Management System (SMS); or a significant change in organizational structure. Updates or changes to federal and state policy or regulations may also require a change to the ASP.

While the annual ASP review for the 2022 calendar year included updated SPT calculations that will be transmitted to Caltrans and SACOG as required, no changes or updates to the ASP are required or are being recommended at this time. This finding is now being presented to the Board for acceptance in accordance with the plan's stated timeline for annual reviews.

Staff will be prepared at the meeting to discuss elements of the ASP annual review in detail.

RECOMMENDATION: Accept the 2022 Agency Safety Plan review report as submitted.

AGENDA ITEM IV – F
STAFF REPORT

THIRD QUARTER PERFORMANCE REPORT

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first nine months of FY 2022 (July 2021 through March 2022) presented in comparison to 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, FY 2022 is the first fiscal year to illustrate the extent to which the service and ridership is or is not recovering from the extended impacts of the pandemic. It is important to note for this comparison that in FY 2021, both the Dial-A-Ride and rural route services were operated fare free for July and August. Also, the Oroville Employee Shuttle service that was operated primarily for Pacific Coast Producers, Inc. ran for just six weeks in early FY 2022.

At the third-quarter mark, systemwide ridership which had stabilized a bit near the end of FY 2021 and began showing signs of recovery in the first quarter of FY 2022, continued to improve ending the nine-month period up more than 31 percent compared to the same period of FY 2021. While this is an encouraging trend, the 329,958 passenger trips that were provided through March 2022 were just 47 percent of the 695,588 trips that were provided in the first three quarters of FY 2019 (the last full pre-pandemic fiscal year) so there is plenty of room for growth. Despite the increase in ridership and the operation of the Oroville service, the number of vehicle service hours (VSH) operated systemwide was still down 3.4 percent compared to the same period in FY 2021 due to the dropping of the Route 1 Express service in July the more efficient operation of the Dial-A-Ride service. With higher ridership and fewer service hours, all systemwide financial indicators have improved significantly compared to the first nine months of FY 2021 even after accounting for the fare subsidy that was provided by Pacific Coast Producers for the employee shuttle.

To illustrate just how much the COVID-19 pandemic has impacted ridership and the potentially long road ahead to any semblance of recovery, the attached graph has been updated through April 2022 to compare systemwide ridership by month over the last four fiscal years (FY 2019 to FY 2022). Specifically, the gap between the monthly data points for FY 2021 and FY 2022 is the actual ridership increase for each month of FY 2022 compared to the same month in the previous fiscal year. For the ten-month period shown on the graph, systemwide ridership has increased by an average of more than 30 percent each month ranging from a low of 8 percent in July 2021 to a high of 47 percent in March 2022.

Looking forward, while the recent positive systemwide ridership growth trend is certainly expected to continue, ridership is now expected to remain well below pre-pandemic levels into FY 2023 despite the recent spike in fuel prices. This assumption is based on how far ridership initially dropped and continued uncertainty as to the timing and extent of the return to classrooms, offices, and support programs as well as how many will choose to use public transit to get there after not doing so for over two years.

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

RECOMMENDATION: Information only.

Attachments

**THIRD QUARTER PERFORMANCE REPORT
FISCAL YEAR 2021-2022**

Fixed Route:	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
July 2021 - March 2022	284,199	32,727.07	8.68	\$358,356	\$10.95	11.5%
July 2020 - March 2021	221,919	35,563.10	6.24	\$171,059	\$4.81	5.5%
Percent Change	28.1%	-8.0%	39.2%	109.5%	127.6%	109.6%
Dial-A-Ride:						
July 2021 - March 2022	21,267	13,126.75	1.62	\$48,867	\$3.72	3.9%
July 2020 - March 2021	13,014	13,120.91	0.99	\$38,105	\$2.90	3.3%
Percent Change	63.4%	0.0%	63.6%	28.2%	28.4%	18.7%
Sacramento Services (Commuter & Midday):						
July 2021 - March 2022	20,290	7,888.95	2.57	\$112,770	\$14.29	15.0%
July 2020 - March 2021	14,313	7,574.68	1.89	\$98,084	\$12.95	14.7%
Percent Change	41.8%	4.1%	36.1%	15.0%	10.4%	2.4%
Foothill Route:						
July 2021 - March 2022	637	773.65	0.82	\$738	\$0.95	1.0%
July 2020 - March 2021	717	707.15	1.01	\$570	\$0.81	0.9%
Percent Change	-11.2%	9.4%	-18.5%	29.5%	17.8%	11.6%
Live Oak Route:						
July 2021 - March 2022	1,495	660.21	2.26	\$1,602	\$2.43	2.6%
July 2020 - March 2021	1,444	661.09	2.18	\$1,548	\$2.34	2.7%
Percent Change	3.5%	-0.1%	3.9%	3.5%	3.7%	-5.4%
Wheatland Route:						
July 2021 - March 2022	95	397.18	0.24	\$88	\$0.22	0.2%
July 2020 - March 2021	53	370.02	0.14	\$96	\$0.26	0.3%
Percent Change	79.2%	7.3%	70.8%	-8.3%	-14.8%	-22.3%
Oroville Shuttle Service:						
July 2021 - Sept 2021	1,975	427.39	4.62	\$46,680	\$109.22	115.0%
Systemwide Summary:						
July 2021 - March 2022	329,958	56,001.20	5.89	\$569,100	\$10.16	10.7%
July 2020 - March 2021	251,460	57,996.95	4.34	\$309,462	\$5.34	6.1%
Percent Change	31.2%	-3.4%	35.9%	83.9%	90.5%	76.4%

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

Yuba-Sutter Transit Month Over Month Ridership FY 2019 - FY 2022

