



MEETING NOTICE & AGENDA

DATE: Thursday, April 18, 2024

TIME: 4:00 P.M.

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

I. Call to Order & Roll Call

Kirchner (Chair), Bains (Vice-Chair), Blaser, Buttacavoli, Flores, Fuhrer, Hudson, 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 the 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 removed from the Consent Calendar for discussion or specific action.

- A. Minutes from the Regular Meeting of March 21, 2024. (Attachment)
- B. Disbursement List for March 2024. (Attachment)
- C. Monthly Performance Report for March 2024. (Attachment)

IV. Reports

A. Revised Draft Operating and Capital Budget for FY 2025. (Attachment)

RECOMMENDATION: Review and provide direction to staff on the revised draft FY 2025 Operating and Capital Budget as proposed or amended.

B. NextGen On-Demand Scheduling and Dispatching System Procurement. (Attachment)

RECOMMENDATION: Authorize the Executive Director to release a Request for Proposals to acquire an on-demand scheduling and dispatching software solution.

C. Project & Program Updates.

1. Caltrans Binney Junction SR70 Project
2. NextGen Transit Facility Project
3. APTA Ridership Report

RECOMMENDATION: Information only.

V. Correspondence / Information

VI. Other Business

VII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MAY 16, 2024
AT 4:00 P.M. IN THE BOARD OF SUPERVISORS CHAMBERS, YUBA COUNTY GOVERNMENT CENTER**

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 by email at info@yubasuttertransit.com at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
MARCH 21, 2024**

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

Present: Blaser, Buttacavoli, Flores, Fuhrer, Hudson, Kirchner (Chair), Shaw, and Ziegenmeyer (for Bains)
Absent: Bains (Vice Chair)

II. Public Business from the Floor

None.

III. Consent Calendar

Director Shaw made a motion to approve the consent calendar. Director Flores seconded the motion and it carried unanimously.

Director Blaser inquired about the disbursement list not listing Storer's monthly expenses. Staff clarified that the expenses were not included due to the timing of the payment.

IV. Reports

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

Executive Director Mauk stated that this routine annual resolution designates the Executive Director or their designee to execute and file federal grant and contract related documents each year.

Director Shaw made a motion to adopt Resolution No 1-24 authorizing the Executive Director, or their designee to execute all federal grant and contract documents under sections 5307, 5309, 5310, 5311, 5317, 5339 and RAISE as proposed. Director Flores seconded the motion and it carried unanimously.

B. State Low Carbon Transit Operations Program (LCTOP) Project Selection.

Mauk stated that LCTOP is a state formula program to fund projects that reduce pollution. Yuba-Sutter Transit is eligible for an allocation of \$505,000 for FY 2024. Historically, these funds have been used for facility improvements, technology implementations, commuter service operations, reduced fare programs, and the zero emission bus elements of the planned transit facility.

Mauk stated that staff is recommending that the FY 2024 LCTOP funds be used to extend the reduced fare programs for the monthly local fix route passes for \$10 through July 2025 and subsidizing introductory fare discount programs for the new NextGen services launched during the period. In addition, staff is recommending an allocation of \$218,000 to supplement the operating expenses of the new Roseville Commuter service, and the remaining funds of \$127,000 be used for the NextGen transit facility project.

Director Shaw made a motion to authorize the submittal of specified projects for LCTOP funding as proposed, and adoption of Resolution No. 2-24 authorizing execution of the related LCTOP certifications and assurances

including designation of the Executive Director as the authorized agent as proposed. Director Hudson seconded the motion and it carried unanimously.

C. State of Good Repair (SGR) Project Designation.

Mauk stated that the State of Good Repair is an ongoing state program for capital projects. Mauk noted that there is a mistake in the FY 2023 historical figures in the staff report of \$4,800. Mauk stated that the staff is recommending the new cycle of funding of nearly \$317,000 be used for the design and engineering work on the new facility.

Director Flores made a motion to adopt Resolution No 3-24 approving the submittal of Yuba-Sutter Transit's SGR project list as proposed. Director Hudson seconded the motion and it carried unanimously.

Chair Kirchner stated that Director Fuhrer joined the meeting at 4:07pm.

D. NextGen Transit Facility Project Delivery Methodology.

Mauk stated that staff is recommending Design-Build (D/B) as the preferred project delivery method for the NextGen Transit Facility Project. D/B is an alternative to the traditional Design-Bid-Build (D/B/B) process, in which the final design and construction is procured from a single entity. The D/B methodology is allowed under state contracting code and recognized by the FTA.

Director Blaser stated he worked for a D/B company and inquired about prevailing wage requirements. Mauk responded that prevailing wage requirements apply to the project.

Director Buttacavoli inquired about doing an RFQ for contractors. Mauk confirmed that an RFQ/P will be used for selecting a D/B contractor to provide final design and construction.

Director Shaw inquired about the potential risks of the D/B method versus D/B/B. Mauk stated that the traditional D/B/B method can lead to project delays and increased administrative burden due to conflicts between the designer and the construction contractor. Mauk stated that D/B effectively transfers that risk to the D/B contractor and generally promotes expedited delivery.

Director Buttacavoli made a motion to approve the D/B methodology as the preferred project delivery alternative for the NextGen Transit Facility as proposed. Director Flores seconded the motion and it carried unanimously.

E. NextGen Transit Facility Project Management and Procurement Support Contract Award.

Mauk reported that staff is recommending award of a professional services contract to an experienced project management and procurement consultant firm to support staff in delivering the NextGen Facility project on time and on budget. Staff solicited offers from three California Multiple Award Schedule (CMAS) vendors and received two offers, with the LeFlore Group being determined as the best overall value. Staff is recommending a not to exceed amount of \$490,000 over a three to four contract term. With approval, staff will work with legal counsel to execute a professional services agreement and issue a notice to proceed to the LeFlore Group. Staff anticipates their work to commence with the evaluation of responses to the environmental/preliminary design RFQ due April 10th.

Director Hudson made a motion authorizing the Executive Director to execute a professional services contract with The LeFlore Group, in an amount not exceeding \$490,000 for NextGen Transit Facility Project

Management and Procurement support services, subject to final approval of legal counsel. Director Shaw seconded the motion and it carried unanimously.

F. NextGen Transit Plan Marketing and Public Outreach Support Contract Award.

Mauk stated that staff recommends contracting with a qualified consultant to provide Marketing and Public Outreach support for the NextGen Transit Plan implementation, on a task order basis. Following a CMAS firm solicitation similar to the last agenda item, staff is recommended award of a contract to Pro시오 Communications (determined to be the best value proposal), in an amount not exceeding \$150,000, for a maximum term of three years.

Director Flores made a motion authorizing the Executive Director to execute a professional services contract with Pro시오 Communications, in an amount not exceeding \$150,000 for NextGen Transit Plan Marketing and Public Outreach support services, subject to final approval of legal counsel. Director Shaw seconded the motion and it carried unanimously.

G. Preliminary Draft Yuba-Sutter Transit Operating and Capital Budgets for FY 2024-25.

Mauk reported that the current year operating expenses are projected to be \$9,000 less than the adopted budget, due in part to lower-than-expected administrative costs. Fare revenues are trending up from last fiscal year and higher than expected and capital expenses are lower than budgeted due to the delayed timing of the preliminary engineering and design work for the NextGen Transit Facility Project.

The total preliminary draft operating budget for FY 2025 is \$483,000 or 5.4% over the current fiscal year budget. The new budget assumes the operation of 78,000 service hours, the addition of administrative staff, new project related professional services expenses, Storer operations contract cost escalators, and early implementation of the NextGen Transit Plan recommendations.

On the capital side, FY 2025 budget assumes the start of the environmental and design work for the NextGen Facility, a dispatch/vehicle location system acquisition to support the on-demand services, and allowances for routine facility and bus stop repairs and improvements.

Director Flores requested staff bring a more detailed draft budget presentation to a future Board meeting. Mauk responded that a budget presentation will be prepared for the April Board meeting.

Director Shaw inquired about potential public safety issues and increased costs related to the deployment of battery electric buses and the need for our Fire Departments to upgrade equipment to handle vehicle or facility fires. Director Hudson responded that this will likely be discussed during the planning of the new transit facility.

H. MCI Bus Sale to Redding Area Bus Authority (RABA)

Mauk stated the staff is recommending the sale of two surplus MCI commuter coaches to RABA for \$30,000 each, contingent on related actions by the RABA Board of Directors. Mauk stated that if RABA doesn't get the approvals by May, staff will put the buses up for public auction as originally planned.

Director Hudson made a motion to authorize the Executive Director to execute the sale of two (2) surplus MCI commuter coaches to the Redding Area Bus Authority (RABA) as proposed. Director Flores seconded the motion and it carried unanimously.

I. Yuba-Sutter Transit Federal Title VI Plan Update.

Mauk reported that this item is a regular triennial update of the agency's Title VI Plan as required by FTA to assure nondiscrimination in the administration of federally funded programs. If approved, the plan will be submitted to FTA Region 9 by the April 1st deadline.

Director Flores made a motion to adopt Resolution No. 4-24 approving the Title VI Plan update as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

J. Project & Program Updates.

1. Caltrans Binney Junction SR70 Project

Mauk reported work is wrapping up on Phase 1 and the north yard should be back to pre-construction condition in three weeks. Discussions with Caltrans about the Phase 2 relocation are ongoing. Mauk reported that the previously approved Caltrans QuitClaim was rejected because the form was not notarized and staff will need to set up time with Chair Kirchner to have the form signed and notarized.

2. NextGen Transit Plan Implementation

Mauk reported that the first interviews for the new Program Analyst position will be held on March 27th. Staff has begun meeting regularly with front line operations staff to discuss the implementation of Phase 1 services changes. On March 12th we had the first meeting of the Microtransit Working Group, with representation from Freed and the Senior Commission. The plan is for the group to meet at least monthly through the implementation of the microtransit services.

3. National Renewable Energy Lab, Clean Bus Planning Assistance Award

Mauk reported that Yuba-Sutter Transit has been one of the first agencies to be selected for the National Renewable Energy Lab's \$5 million Clean Bus Planning Award program and will be receiving free technical assistance to update and customize its bus electrification plan. The updated plan will include a battery electric & hydrogen fuel cell feasibility analysis, infrastructure assessment, vehicle procurement & replacement timelines, analysis of available incentives, work force considerations, and a total cost of ownership analysis.

V. Correspondence / Information

None.

VI. Other Business

Mauk reminded Board members that their Form 700 is due by April 1st.

VII. Adjournment

The meeting was adjourned at 4:47 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 18, 2024 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 MARCH 2024**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 9,155.15	CALPERS HEALTH	HEALTH INSURANCE
EFT	\$ 4,523.94	CALPERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 729.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 41,377.38	PAYROLL	PAYROLL
EFT	\$ 1,806.78	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 36.86	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - MARCH 2024
EFT	\$ 297.69	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 5,337.00	INNOVATE MOBILITY	TRANSIT PLANNING SUPPORT
EFT	\$ 3,349.50	INNOVATE MOBILITY	AHSC GRANT PREPARATION: 2/28/2024 - 3/13/2024
EFT	\$ 1,335.59	PG&E	GAS - FEBRUARY 2024
EFT	\$ 363.90	COMCAST BUSINESS	INTERNET SERVICES - MARCH 2024
EFT	\$ 390.09	COMCAST BUSINESS	TELEPHONE SERVICES - MARCH 2024
EFT	\$ 3,481.36	RAMOS OIL COMPANY	BUS FUEL - GAS 2/11/2024 - 2/20/2024
EFT	\$ 4,340.31	RAMOS OIL COMPANY	BUS FUEL - GAS 2/21/2024 - 2/29/2024
EFT	\$ 3,663.51	RAMOS OIL COMPANY	BUS FUEL - GAS 3/01/2024 - 3/10/2024
EFT	\$ 100.00	BRAD HUDSON	SPECIAL BOARD MEETING - MARCH 11, 2024
EFT	\$ 100.00	DON BLASER	SPECIAL BOARD MEETING - MARCH 11, 2024
EFT	\$ 100.00	KARM BAINS	SPECIAL BOARD MEETING - MARCH 11, 2024
EFT	\$ 100.00	WADE KIRCHNER	SPECIAL BOARD MEETING - MARCH 11, 2024
EFT	\$ 350.73	MACQUARIE EQUIPMENT CAPITAL INC	COPY MACHINE RENTAL - FEBRUARY 2024
EFT	\$ 2,845.97	CARDMEMBER SERVICES	CREDIT CARD - SUBSCRIPTIONS, SUPPLIES & CALACT CONFERENCE
EFT	\$ 238.83	UTILITY MANAGEMENT SERVICES	SEWER - MARCH 2024
EFT	\$ 351.10	PRIMEPAY	PAYROLL FEES - FEBRUARY 2024
EFT	\$ 153.93	ELAVON	MERCHANT SERVICE FEE - MARCH 2024
18734	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL - FEBRUARY 2024
18735	\$ 2,150.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - MARCH 2024
18735	\$ 160.86	ALLIANT NETWORKING SERVICES INC	EQUIPMENT FOR COMPUTER AT PARK & RIDE
18736	\$ 200.00	APEX PRESSURE WASHING	CLEAN BUS STOP AT RIDEOUT HOSPITAL
18737	\$ 4,500.00	EVANS APPRAISAL SERVICE INC	APPRAISAL - 2100 B ST
18738	\$ 800.00	HOTSY OF SACRAMENTO	LABOR FOR SERVICE ON PRESSURE WASHER
18739	\$ 25,934.30	HUNT & SONS	BUS FUEL - DYED DIESEL
18740	\$ 325.00	LETTER PUBLICATION	ANNUAL RENEWAL FOR TRANSIT ACCESS REPORT
18741	\$ 170.00	LISA O'LEARY	VISION REIMBURSEMENT - LO
18742	\$ 1,222.14	PREMIER PRINT & MAIL	5000 COPIES OF NEWSLETTER MASTHEAD
18743	\$ 1,023.00	ROYAL AIRE INC	A/C MAINTENANCE TUNE UP
18744	\$ 822.05	SC FUELS	DEF FLUID
18745	\$ 511,006.10	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE - 1/2024
18745	\$ 358.83	STORER TRANSIT SYSTEMS	SPECIAL EVENT SHUTTLING - MLK MARCH 1/13/2024
18746	\$ 535.00	STREAMLINE	WEBSITE SERVICES - MARCH 2024
18747	\$ 1,670.20	T-MOBILE	WIFI SERVICES FOR BUSES - FEBRUARY 2024
18748	\$ 184.25	TEHAMA TIRE SERVICE INC	TUBES/TIRES
18749	\$ 280.78	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - FEBRUARY 2024
18750	\$ 2,721.82	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - FEBRUARY 2024
18751	\$ 310.00	LAMAR ADVERTISING	COMMUTER BUS ADS
18752	\$ 1,646.55	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS - 2/24
18753	\$ 612.54	QUILL CORPORATION	JANITORIAL SUPPLIES: TOILET PAPER, PAPER TOWELS, SOAP
18754	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - FEBRUARY 2024
18755	\$ 55.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - MARCH 2024
18756	\$ 7,473.56	SUTTER BUTTES COMMUNICATION INC	RADIO EQUIPEMENT FOR NEW DR BUSES
18757	\$ 84.18	SUTTER COUNTY LIBRARY	CONNECT CARD SALES COMMISSION - FEB 2024
18758	\$ 1,070.00	ALL SEASONS TREE & TURF CARE	SRAYED FOR WEED CONTROL & FRUIT REDUCTION
18759	\$ 2,150.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - APRIL 2024
18760	\$ 200.00	APEX PRESSURE WASHING	CLEAN BUS STOP AT SHASTA & ALTURAS
18761	\$ 100.00	BRUCE BUTTACAVOLI	SPECIAL BOARD MEETING - MARCH 11, 2024
18762	\$ 26,212.22	HUNT & SONS	BUS FUEL - DYED DIESEL
18763	\$ 565.47	SECURITAS TECHNOLOGY CORPORATION	SECURITY SERVICES - APRIL 2024
18764	\$ 7,483.50	SUTTER BUTTES COMMUNICATION INC	SERVICE AGREEMENT & REPEATER FEES - 4/24 TO 6/24
18765	\$ 3,725.00	THE LE FLORE GROUP	RFQ SOLICITATION SUPPORT - FEBRUARY 2024
	\$ 691,555.97		

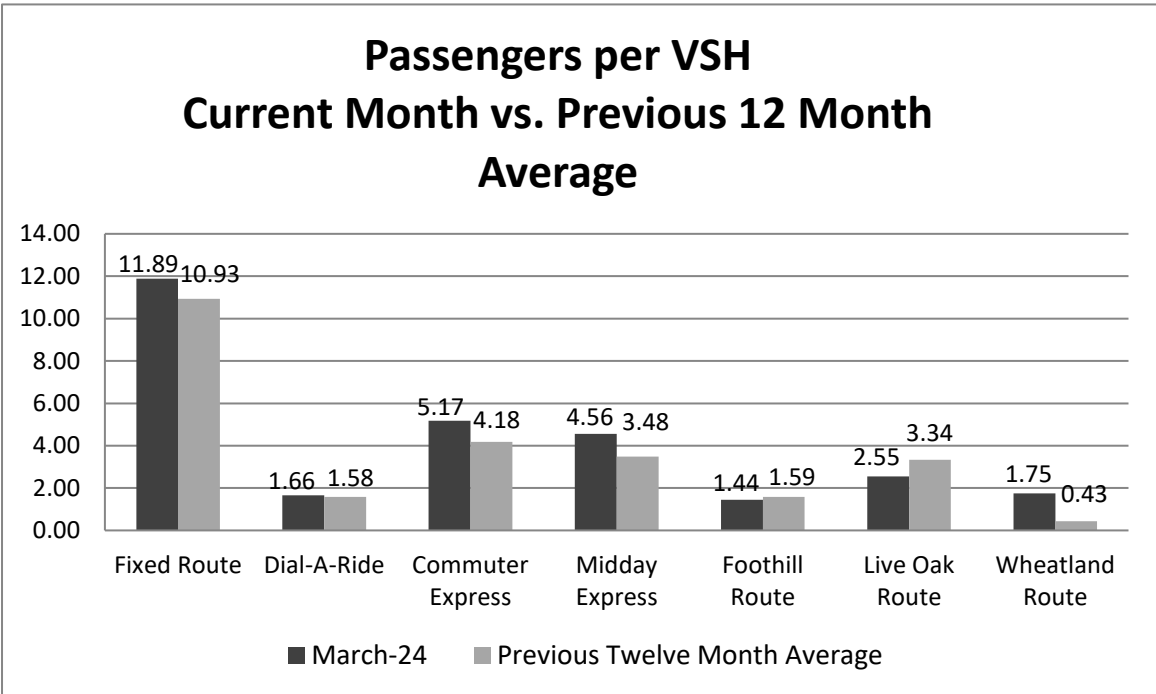
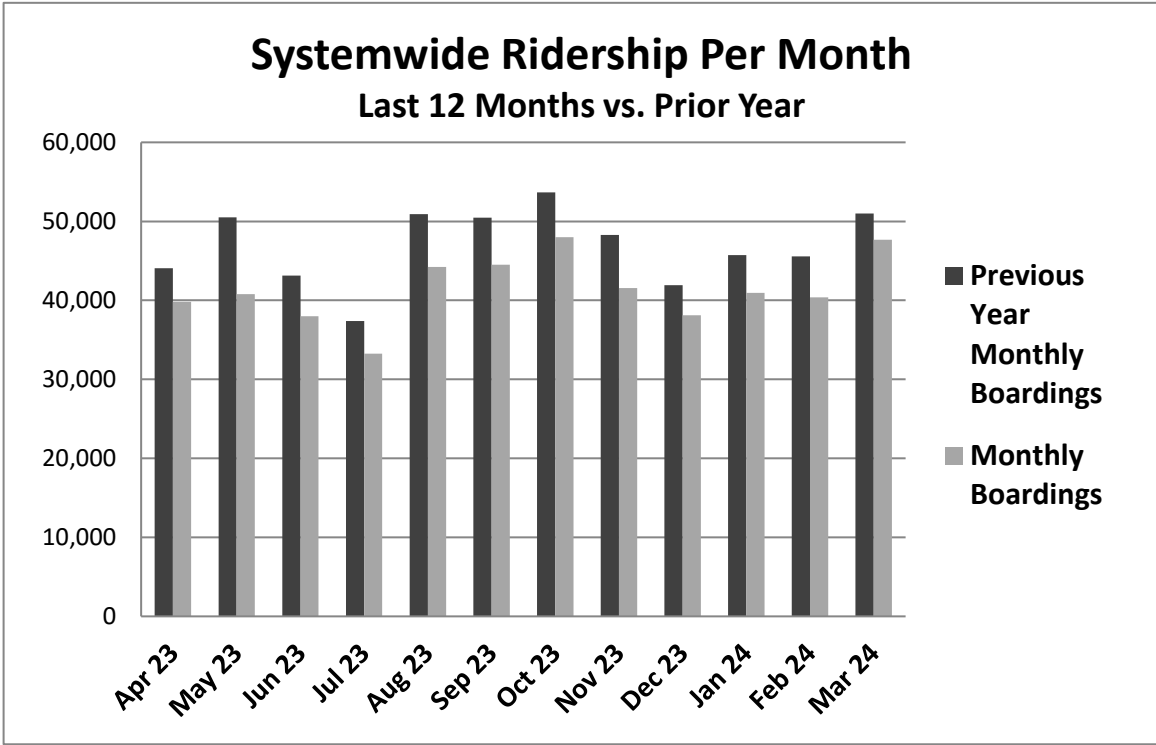
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TRANSFERS**

AGENDA ITEM III - C

MARCH 2024 PERFORMANCE REPORT

	March-24	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	44,200	40,129	366,996	324,860
Dial-A-Ride	2,567	2,597	22,464	22,096
Commuter Express	3,277	2,937	27,170	24,046
Midday Express	521	504	4,405	4,360
Foothill Route	120	139	1,224	902
Live Oak Route	202	286	2,366	2,251
Wheatland Route	91	21	288	125
Total Ridership:	50,978	46,613	424,913	378,640
Vehicle Service Hours:				
Fixed Route	3,718.88	3,670.20	32,777.87	32,720.45
Dial-A-Ride	1,549.94	1,648.14	14,669.27	12,140.39
Commuter Express	633.41	702.39	6,040.98	6,456.98
Midday Express	114.19	144.63	1,189.66	1,438.06
Foothill Route	83.06	87.92	787.48	768.38
Live Oak Route	79.30	85.86	758.30	672.32
Wheatland Route	52.04	48.45	444.03	437.09
Total VSH's:	6,230.82	6,387.60	56,667.59	54,633.67
Passengers Per Hour:				
Fixed Route	11.89	10.93	11.20	9.93
Dial-A-Ride	1.66	1.58	1.53	1.82
Commuter Express	5.17	4.18	4.50	3.72
Midday Express	4.56	3.48	3.70	3.03
Foothill Route	1.44	1.59	1.55	1.17
Live Oak Route	2.55	3.34	3.12	3.35
Wheatland Route	1.75	0.43	0.65	0.29
Total Passengers Per VSH:	8.18	7.30	7.50	6.93

MARCH 2024 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

REVISED DRAFT OPERATING AND CAPITAL BUDGET FOR FY 2025

Background

Attached for Board review is the revised draft Yuba-Sutter Transit Operating and Capital Budget for FY 2025 including the detailed assumptions being used for each revenue and expense line item. The Yuba-Sutter Transit Authority Joint Powers Agreement (JPA) stipulates that a proposed budget be submitted to the Board by the end of March prior to the start of each fiscal year and that a final budget be adopted by the end of May. This 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.

The preliminary draft Yuba-Sutter Transit Operating and Capital Budget for FY 2025 was presented to the Board for consideration at the March 21st meeting. The Board directed staff to return in April with a follow up budget presentation. The following summarizes the current FY 2024 budgetary projections and FY 2025 budget considerations. Attached are the detailed Budget Assumptions by line item, and the Budget Spreadsheet including comparison data from the current and preceding two budget cycles. All line-item revisions from the preliminary FY 2025 Budget presented in March are shown in bold on the spreadsheet.

Current Year-End Budget Estimates

Year-end operating expenses for FY 2024 are now projected to be \$8,000 lower than the adopted budget of \$8,937,000. Most notable operations expense fluctuations are services and other materials, up \$49,000 (14 percent) due to bus repairs and vegetation maintenance at the new Avondale property; tires, down \$20,000 (22 percent) due to lower average tire prices as compared to FY 2023; and Storer contract operating expenses (vehicle insurance, contract services, and out of contract service) are up \$71,000 (1 percent) due to operating more vehicle service hours and maintaining a larger fleet, yet operating fewer out of contract vehicle service hours. Fuel expenses are currently projected to end the year near the budgeted amount of \$1,005,000 and utilities are up \$3,000 (4 percent) due to increased energy costs. Of the administration expenditures, the notable fluctuations are a projected \$130,000 (14 percent) savings in salaries and benefits due to outsourcing information technology (IT) and marketing services needed for the NextGen Transit Plan and adding only one employee at the Program Analyst level. Due to a CalPERS valuation, \$5,000 (100 percent) was saved by not having an unfunded liability payment in FY 2024. However, this item can fluctuate greatly from year to year due to CalPERS calculations. Though unadjusted from budgeted amounts, additional savings are anticipated in miscellaneous professional services due to delays in project timelines. Insurance premiums were up \$22,000 (49 percent) due to few carriers and increased rates available state-wide. Staff expects even higher insurance rates for FY 2025.

FY 2024 operating revenues include a projected \$45,000 (6 percent) increase in fares and special fares; a \$25,000 (45 percent) increase in interest revenue due to continued higher interest rates, and a \$25,000 (20 percent) increase in Non-Transportation Revenue, which includes buses leased, temporary construction easements, and RWMA contract personnel revenue. Any savings resulting from the combination of lower than budgeted expenses and higher than budgeted revenues will allow more State Transit Assistance (STA) Funds from FY 2024 to be carried over to FY 2025, assuming current trends hold through June.

Capital expenditures through the end of the current fiscal year include completion of the recently delivered six demand-response buses (\$709,449 Federal, \$20,551 STA) that were continued from FY 2023 (\$550,000 PTMISEA); an allowance for start-up costs for the on-demand service technology (\$30,000 STA); and allowances for facility (\$50,000 STA) and bus stop (\$50,000 STA) repairs and improvements. Although the FY 2024 budget was adopted assuming the commencement of the early design and engineering phase of the NextGen Transit Facility project, significant capital expenditures related to the project are unlikely within the current fiscal year. The environmental and preliminary design phase expenditures are now expected to begin early summer 2024 (\$50,000 Federal, STA).

FY 2025 Operating Budget

The revised draft FY 2025 total Operating Budget of \$9,684,000 (attached) represents an increase of \$747,000 (8.4 percent) over the budgeted amount for FY 2024 and reflects an increase of \$264,000 (2.8 percent) over the preliminary draft budget presented in March. The preliminary draft budget was prepared assuming an estimated 78,000 vehicle service hours (VSH), which was based on predicted service levels but only 1,792 (2.3 percent) more than the projected year-end figure of 76,208 VSH for FY 2024. Based on previous Board comments related to the implementation of new services planned in the adopted NextGen Transit Plan, staff has increased the budget allocation an additional 4,000 VSH and revised related consumables proportionally. The result is a budget that accounts for up to 82,000 VSH, well above the level of service needs anticipated in the NextGen Transit Plan, but still well below the 92,571 VSH that was operated in the last full pre-pandemic fiscal year (FY 2019). This generous VSH figure assumes a combination of continued Dial-A-Ride ridership recovery trends and allows for significant demand for the new services set for implementation early in the fiscal year.

The most significant revenue assumptions in the revised draft Operating Budget are based on modest growth trends in systemwide ridership and fare revenue continuing through FY 2025 and LCTOP funding of fare and service projects approved in March. Also assumed are on-going federal funding at the authorized levels under the Infrastructure Investments and Jobs Act (IIJA) that was signed into law on November 14, 2021, and basic stability in transit funding streams that are based on population and economic factors at the state and local level. Due in part to the availability of Federal Section 5311 formula and American Rescue Plan Act (ARPA) funds, the projected combined Local Transportation Fund (LTF) contribution from the member jurisdictions is still budgeted at a flat \$4 million for FY 2025.

In addition to the above, the revised draft FY 2025 Operating Budget makes other noteworthy expense and revenue assumptions including:

- Consumer Price Index (CPI) based cost adjustments to the Storer Transit Systems contract.
- Professional services support to implement the NextGen Transit Plan and engineering and design of the NextGen Transit Facility.
- Administrative salary cost of living adjustments (COLA) to be considered on a later agenda.
- End of the long-standing shared staffing relationship with the Regional Waste Management Authority (RWMA).
- Continued funding from the Feather River Air Quality Management District (FRAQMD) for discounted monthly passes and FY 2024 Low Carbon Transit Operations Program (LCTOP) funding for general public monthly passes and other promotional fare subsidy programs.

- LCTOP funding to support the operation of a second daily run of the Roseville service, as recommended in the NextGen Transit Plan.

As presented, the revised draft Operating Budget for FY 2025 balances expected revenues to higher-than-expected operational expenses to fully meet or exceed the potential cost impacts related to major service changes and policy adjustments reflected in the NextGen Transit Plan.

FY 2025 Capital Budget

The primary component of the \$4,252,000 draft Capital Budget for FY 2025 is a \$4 million allowance for the environmental and design phases of the NextGen Facility project. This allowance assumes the engineering work commences in earnest by June 2024 based on the current procurement schedule. Other FY 2025 capital projects include allowances for facility repairs and improvements (\$50,000), bus stop repairs and improvements (\$50,000), the purchase of a non-revenue vehicle (\$45,000), and the completion of an on-demand service technology acquisition (\$90,000).

The highest priority capital issue continues to be the replacement of Yuba-Sutter Transit's existing maintenance and operations facility to comply with the state's zero-emission bus mandate, which for Yuba-Sutter Transit will commence with buses ordered after December 31, 2025. The most important immediate task is to obtain environmental clearance and begin the design phase of the project. These steps are necessary to both avoid jeopardizing future fleet replacement plans and stay on schedule for the facility replacement, as well as to maintain availability of funding secured earlier in the process.

Staff will provide a complementary budget presentation to the Board at the meeting and will be prepared to discuss the above issues and budget assumptions in as much detail as desired.

RECOMMENDATION: Review and provide direction to staff on the revised draft FY 2025 Operating and Capital Budget as proposed or amended.

Attachment: Revised Draft FY 2025 Operating and Capital Budget
Revised Draft FY 2025 Budget Assumptions Detail

YUBA-SUTTER TRANSIT AUTHORITY
REVISED FY 2025 DRAFT OPERATING AND CAPITAL BUDGET

Prepared April 11, 2024

OPERATING BUDGET		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2024	FY 2025
		Budget	Audited	Budget	Audited	Budget	Projected	Revised Draft
Operations Expenditures								
010.50300	Services - Other Maintenance	\$ 200,000	\$ 207,736	\$ 220,000	\$ 187,595	\$ 236,000	\$ 280,000	\$ 294,000
010.50401	Fuel and Lubricants	680,000	840,523	1,193,000	870,431	1,005,000	1,005,000	1,066,000
010.50402	Tires and Tubes	51,000	77,136	75,000	87,585	90,000	70,000	75,000
010.50499	Other Materials and Supplies Consumed	100,000	53,095	75,000	39,103	112,000	117,000	123,000
010.50500	Utilities - Electric and Gas	52,000	49,038	52,000	62,071	67,000	71,000	75,000
010.50501	Utilities - Water and Sewer	9,000	7,671	9,000	8,000	9,000	8,000	9,000
010.50502	Utilities - Telephone & Internet <i>(formerly in Administration Expenditures)</i>	9,000	8,295	9,000	8,597	9,000	9,000	10,000
010.50600	Casualty and Liability Costs - Operations	280,100	280,041	287,000	283,923	293,000	301,000	323,000
010.50800	Services - Contract Operations	5,883,000	5,474,770	5,850,000	5,605,904	5,805,000	5,891,000	6,373,000
010.50801	Services - Out of Contract	120,000	68,965	45,000	19,758	43,000	20,000	20,000
	Subtotal - Operations	\$ 7,384,100	\$ 7,067,270	\$ 7,815,000	\$ 7,172,967	\$ 7,669,000	\$ 7,772,000	\$ 8,368,000
Administration Expenditures								
160.50102	Salaries and Wages - Admin. Staff	\$ 433,500	\$ 429,259	\$ 455,000	\$ 486,121	\$ 670,000	\$ 580,000	\$ 625,000
160.50200	Fringe Benefits - Admin. Staff	160,000	158,510	175,000	170,340	250,000	210,000	277,000
160.50201	Fringe Benefits - Unfunded CalPERS Liability Payments	2,300	2,314	3,800	3,793	5,000	-	7,000
160.50301	Services - Accounting	4,500	3,827	4,800	4,681	6,000	6,000	8,000
160.50302	Services - Legal	12,000	6,804	12,000	12,134	12,000	12,000	12,000
160.50303	Services - Printing and Copying	20,000	15,772	20,000	14,804	24,000	24,000	24,000
160.50309	Services - Miscellaneous Professional	200,000	142,406	285,000	286,462	200,000	175,000	110,000
160.50499	Materials and Supplies - Office & Postage	15,000	6,063	10,000	8,385	12,000	14,000	14,000
160.50900	Miscellaneous Expense - Insurance and Bond	37,000	31,821	37,000	34,867	45,000	67,000	75,000
160.50901	Miscellaneous Expense - Dues & Subscriptions	6,000	5,608	6,000	6,430	7,000	7,000	8,000
160.50902	Miscellaneous Expense - Travel, Meetings and Training	5,000	3,904	5,000	2,679	6,000	8,000	10,000
160.50903	Miscellaneous Expense - Board of Directors	10,800	5,650	10,400	9,400	11,000	9,000	11,000
160.50904	Miscellaneous Expense - Media Adv. and Promo.	15,000	9,383	10,000	4,262	15,000	40,000	130,000
160.50909	Miscellaneous Expense - Other	6,000	2,729	6,000	2,500	5,000	5,000	5,000
	Subtotal - Administration	\$ 927,100	\$ 824,050	\$ 1,040,000	\$ 1,046,858	\$ 1,268,000	\$ 1,157,000	\$ 1,316,000
	Total Expenditures	\$ 8,311,200	\$ 7,891,320	\$ 8,855,000	\$ 8,219,825	\$ 8,937,000	\$ 8,929,000	\$ 9,684,000

	FY 2022 Budget	FY 2022 Audited	FY 2023 Budget	FY 2023 Audited	FY 2024 Budget	FY 2024 Projected	FY 2025 Revised Draft	
Operating Revenues								
40100	Passenger Fares	\$ 550,000	\$ 699,559	\$ 742,000	\$ 781,222	\$ 790,000	\$ 835,000	\$ 919,000
40200	Special Transit Fares	21,000	63,397	25,000	29,784	30,000	30,000	31,000
40600	Auxiliary Revenue (Bus, Shelter & Bench Advertising)	36,000	46,979	40,000	40,787	40,000	45,000	40,000
40700	Non-Transportation Revenue (Interest)	8,000	17,076	8,000	83,474	55,000	80,000	60,000
40709	Non-Transportation Revenue (RWMA, Misc.)	40,000	68,864	50,000	119,188	125,000	150,000	2,000
40900	TDA-Local Transportation Funds (LTF)	3,350,000	3,211,752	3,900,000	3,900,000	4,000,000	4,000,000	4,000,000
40901	Local Cash Grants/Reimbursements	28,000	34,632	39,000	42,290	43,000	42,000	42,000
41100	TDA-State Transit Assistance Funds (STA)	-	-	1,375,483	508,736	1,454,000	1,347,000	1,427,000
41109	State Cash Grants/Reimbursements	288,000	210,161	248,000	286,827	-	-	163,000
41300	General Operating Assistance - FTA Sect. 5307 (Urban)	-	-	1,500,000	1,500,000	2,200,000	2,200,000	2,500,000
41300	General Operating Assistance - FTA Sect. 5307 CARES Act (Urban)	2,693,010	2,693,010	-	-	-	-	-
41300	General Operating Assistance - FTA Sect. 5307 ARP (Urban)	1,297,190	845,890	727,517	727,517	-	-	-
41301	General Operating Assistance - FTA Sect. 5311 (Rural)	-	-	200,000	200,000	200,000	200,000	250,000
41301	General Operating Assistance - FTA Sect. 5311 CARES Act (Rural)	250,000	250,000	-	-	-	-	-
41301	General Operating Assistance - FTA Sect. 5311 ARP Act (Rural)	-	-	-	-	-	-	250,000
	Total Operating Revenue	<u>\$ 8,561,200</u>	<u>\$ 8,141,320</u>	<u>\$ 8,855,000</u>	<u>\$ 8,219,825</u>	<u>\$ 8,937,000</u>	<u>\$ 8,929,000</u>	<u>\$ 9,684,000</u>

CAPITAL BUDGET

	FY 2022 Budget	FY 2022 Audited	FY 2023 Budget	FY 2023 Audited	FY 2024 Budget	FY 2024 Projected	FY 2025 Revised Draft	
Capital Expenditures								
	Maintenance and Operations Facility	\$ 1,217,000	\$ 941,152	\$ 2,500,000	\$ 6,661	\$ 2,500,000	\$ 50,000	\$ 4,017,000
	Facility Repairs and Improvements <i>(formerly in Miscellaneous Capital)</i>	-	-	-	-	50,000	50,000	50,000
	Bus Stop Repairs and Improvements	-	-	-	-	-	-	50,000
	Vehicle Purchase/Replacement	570,000	-	960,000	550,000	730,000	730,000	45,000
	Miscellaneous Capital	100,000	1,341	50,000	86,353	30,000	30,000	90,000
	Total Capital Expenditures	<u>\$ 1,887,000</u>	<u>\$ 942,493</u>	<u>\$ 3,510,000</u>	<u>\$ 643,014</u>	<u>\$ 3,310,000</u>	<u>\$ 860,000</u>	<u>\$ 4,252,000</u>

Capital Revenues

	Federal (5307, 5310, 5311, 5317, 5339)	\$ 490,523	\$ -	\$ 2,037,569	\$ -	\$ 2,037,569	\$ 709,449	\$ 1,328,120
	SACOG - Maintenance & Mobilization						25,000	475,000
	State TIRCP							1,000,000
	TDA-State Transit Assistance (STA)	1,346,477	941,152	351,948	12,694	303,629	125,551	335,000
	TDA-State Transit Assistance (SGR)	50,000	1,341	1,120,483	73,659	968,802	-	1,113,880
	State PTMISEA	-	-	-	550,000			
	Capital Contribution Revenue	-	-	-	6,661			
	Total Capital Revenues	<u>\$ 1,887,000</u>	<u>\$ 942,493</u>	<u>\$ 3,510,000</u>	<u>\$ 643,014</u>	<u>\$ 3,310,000</u>	<u>\$ 860,000</u>	<u>\$ 4,252,000</u>

**YUBA-SUTTER TRANSIT
FY 2025 OPERATING & CAPITAL BUDGET ASSUMPTIONS
PREPARED APRIL 11, 2024**

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; Reclamation District levee assessments; minor facility repairs and services; landscape maintenance; janitorial expenses; routine 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 capital project expenditures below the capitalization threshold.

Fuel & Lubricants (Acct. #010.50401)

This account is based on the budgeted operation of 82,000 vehicle service hours (VSH) in FY 2025 at a combined average price of \$13.00 per VSH for diesel, diesel emission fluid, gasoline, and any applicable taxes. This hourly allowance is similar to the projected year-end figure for the current year (\$13.19/VSH). 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. Once executed, any additional fuel costs resulting from the Temporary Construction Easement (TCE) off-site parking arrangement coordinated with Caltrans will have offsetting revenue for consumables related to the TCE reflected in account 40709 Non-Transportation Revenue.

Tires & Tubes (Acct. #010.50402)

This account is based on the projected year-end expenditures for FY 2024, the budgeted operation of 82,000 VSH in FY 2025 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. The audited amounts may include non-labor capital project expenditures below the capitalization threshold.

Utilities – Electric & Gas (Acct. #010.50500)

Based on the projected year-end expenditures for FY 2024 and January 2024 rate increases.

Utilities – Water & Sewer (Acct. #010.50501)

Based on the projected year-end expenditures for FY 2024 with an allowance for increased usage or price.

Utilities – Telephone & Internet (Acct. #010.50502) *(Formerly #160.50502 in Administrative Expenditures)*

This account is based on current service agreements with potential expiration of bundling discounts.

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

This account is based on a projected fleet of 55 revenue vehicles and the vehicle insurance rates that are provided in the extended 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 82,000 VSH. This figure considers NextGen Transit Plan service changes to the existing operation including the launch of microtransit to replace Routes 2 and 5 in Yuba City and the launch of commuter service to Roseville, both anticipated in early FY 2025. The initial four-year contract with Storer Transit Systems which expired on September 30, 2023, was extended through September 30, 2025, with the exercising of the first of two available two-year options and is currently projected and budgeted at the maximum four percent increase.

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. While this figure can vary from year to year depending on community demand, audited figures for FY 2021 through FY 2023 include an allowance for COVID-19 related costs resulting from Amendment #1 to the Storer contract which ended in FY 2023.

ADMINISTRATIVE EXPENDITURES

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

The budgeted amount is based on the projected total salary figure for six administrative staff positions including any available step increases, longevity and cost of living (COLA) adjustments, and an allowance for payouts of accrued annual leave. The salary budget allows for a 3% COLA to be considered on a later agenda.

Fringe Benefits – Administrative Staff (Acct. #160.50200)

Fringe benefit expenses have been adjusted to account for known or anticipated changes in benefit rates based on the above salary assumptions and both current and projected employee demographics. This amount includes insurance for health, dental, long-term disability, life, and worker's compensation (\$174k). Also included are employer CalPERS retirement (\$63k) and 457 contributions (\$10k), Medicare and Medicare reimbursements (\$18k), vision reimbursements (\$3.5k), vehicle allowance (\$3.6k), health waiver medical allowance (\$3k), and retiree health benefits (\$2k). As most benefits are not salary based, the ratio of salary to benefits may vary from year to year based on mix of staff.

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 PEPRA) who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date. The projected UAL payment for FY 2025 is \$7,000.

Services – Accounting (Acct. #160.50301)

Based on past expenditures including payroll, miscellaneous accounting services, and electronic tax filing fees. 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 2025, this account also includes \$25,000 for procurement assistance and \$20,000 for information technology related professional services. Due to the timing of ongoing and upcoming projects, this account will be updated for the FY 2024 projected amounts prior to budget adoption. Note that the FY 2024 projections and FY 2025 budget amounts for NextGen Transit Plan branding and advertising have been moved to account 50904: Miscellaneous Expense – Media Advertising & Promotion.

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.

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

As we work to secure a new carrier, this account is based on the recommended Authority damage and liability insurance policies.

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

This account is for memberships and subscriptions for civic service, professional, and trade organizations and is based on past expenditures. Current memberships include the California Transit Association, the California Association for Coordinated Transportation (CalACT), the nationwide Bus Coalition, the Chamber of Commerce, the Government Finance Officers Association, and the AGA. This account also includes biennial CPA renewal fees. Paid subscriptions include the Transit Access Report, a digest related to compliance with the Americans with Disabilities Act (ADA) and the domain name annual fee.

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 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 four ad hoc committee meetings of two 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 presentation materials and supplies, specialized point of use passenger informational materials for bus stop shelters and information panels; special event promotional items; and other marketing opportunities. Beginning with the FY 2024 projections, this account also includes outside consultant services. When applicable, promotional expenses for grant funded services are reimbursed. Previously, Yuba-Sutter Transit's marketing activities have always been modest compared to similarly sized systems. Beginning with FY 2024, this account is expected to increase significantly with implementation of the NextGen Transit Plan.

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 modest growth in systemwide ridership over the year. The budgeted increase in vehicle service hours is due primarily to the impact of NextGen Transit Plan service changes and an off-setting increase in Dial-A-Ride service due to an anticipated increase in Dial-A-Ride ridership.

Special Transit Fares (Acct. #40200)

This account is used for direct fare payments by FREED Center for Independent Living, Yuba County Employment Services, Yuba County Child Protective Services (CPS) and other miscellaneous special transit services.

Auxiliary Transportation Revenue – Advertising (Acct. #40600)

This account is for revenue received through the contract with Lamar 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). This figure is based on the projected current year revenue which is expected to slightly exceed the guaranteed minimum annual payments of \$36,000. 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 49 buses.

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

This account represents the estimated interest earnings on available cash for FY 2025. 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. This income source increased significantly in FY 2023 and continued through 2024.

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

This account includes receipts from photo I.D. fees and bike locker rentals. For FY 2024 this amount included the consulting agreement with the Regional Waste Management Authority (RWMA) along with revenue from leasing out three buses from May through September 2023, revenue from Caltrans for a Temporary Construction Easement (TCE) and a reimbursement allowance for consumables such as fuel (account #010.50300) and additional labor costs (account #010.50801) due to relocating a portion of our vehicle fleet off-site.

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. Until FY 2021, the Yuba-Sutter Transit allocation of LTF revenue was historically based on the amount required to balance the budget after all other revenues are calculated. Since that time, available pandemic related federal stimulus funds have been used to off-set losses of passenger fare revenue allowing a strategic shift of State Transit Assistance (STA) funding to capital reserves. The CARES Act funding that was used for operating purposes was exhausted in FY 2022 and a significant amount from the American Rescue Plan Act (ARPA) allocation was expended in FY 2022 and FY 2023.

The remaining portion of the rural ARPA funds have been carried over into the FY 2025 operating budget.

For FY 2025, the annual LTF contribution to Yuba-Sutter Transit is being budgeted at \$4 million. This amount is the same as the FY 2024 allocation. For reference purposes, SACOG's draft LTF apportionments for FY 2025 project a total of just over \$8.9 million in the combined amount available to the four member jurisdictions. As a result, the budgeted \$4 million LTF allocation for Yuba-Sutter Transit in FY 2025 represents just 45 percent of the amount available (down from 50 percent in FY 2024, and much lower than the peak of 60 percent in FY 2018). A greater percentage of LTF revenue for Yuba-Sutter Transit will likely be necessary going forward to back-fill for federal and state funds that may be needed at least in part for the facility project and to comply with the state's zero-emission bus purchase mandate.

Local Cash Grants/Reimbursements (Acct. #40901)

This account is available for local contract service payments and other contributions for services or programs including 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.

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 was being committed to the operating budget in recent years especially since Senate Bill 1 (2017) provided more certainty to this funding source. After wildly fluctuating allocations from FY 2020 to FY 2023 due to the anticipated and actual impact of the pandemic on diesel fuel sales, SACOG's apportionments for FY 2025 includes a total of \$2,281,763 in STA for Yuba-Sutter Transit. This figure is up .3 percent (\$6,765) from the FY 2024 apportionment. The revised draft budget assumes the use of \$1,427,000 in STA funding for operations and \$335,000 for capital expenditures. A portion of these expenditures may be funded with deferred STA amounts claimed in prior years. It should be noted that a portion of the STA apportionment and 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)

This account is available for the receipt or accrual of state grant related reimbursement payments. For FY 2025, this account is for the receipt or accrual of miscellaneous state grant related reimbursements for Low Carbon Transit Operations Program (LCTOP) grant funded operating expenditures for the Roseville Commuter Service. There were no such budgeted projects for FY 2024.

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

This account is for federal operating assistance that is provided to transit systems in small urban areas. For FY 2025, these funds come through the five-year federal Infrastructure Investments and Jobs Act (IIJA) of 2021. While only partial year apportionments have been released, staff expects the full year apportionment to be similar to prior year of nearly \$3.6 million in Section 5307 funding that was available to Yuba-Sutter Transit for FY 2024, which was up 1.86 percent over the amount that was available for FY 2023. 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, but

COVID-19 stimulus funds (CARES Act and ARP funds) were available without restriction with no match requirement. As COVID-19 stimulus funds neared exhaustion in FY 2022, the federal share of the budget began being reduced to pre-pandemic federal funding levels especially as some portion of these funds will likely be needed to meet the needs of the transit facility project and to comply with the state zero-emission bus purchase mandate.

The FY 2025 budget assumes \$2.5 million being allocated from this source for operating purposes. This is similar to the amount of Section 5307 funds that were allocated for operating assistance prior to the pandemic. The FY 2024 budget assumed a total of \$2,200,000 million from this source.

Federal Rural General Operating Assistance / CARES Act / CRRSAA / ARP – FTA Section 5311 (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. It is also projected that some amount of these funds will be available for use towards the planned Roseville Commuter 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, ARP Act) did not require any match. The FY 2025 budget includes \$250,000 in Section 5311 and \$250,000 in Section 5311 ARP Act funds.

CAPITAL PROGRAM SUMMARY

The projected year-end capital budget for FY 2024 includes the environmental phase of the facility project (\$50,000); the completion of the purchase of six small profile low-floor buses (\$730,000), an allowance for start-up costs related to the planned on-demand service (\$30,000), and an allowance for facility repairs and improvements (50,000).

The FY 2025 capital budget of \$4,252,000 includes \$4,017,000 for the environmental and design phases of the facility project, \$90,000 for start-up costs related to the planned on-demand service, and allowances for facility repairs and improvements (\$50,000), bus stop repairs and improvements (\$50,000), and a non-revenue vehicle purchase (\$45,000).

(See capital program funding detail next page)

CAPITAL PROGRAM FUNDING DETAIL

	<u>FY 2024 Projected</u>	<u>FY 2025 Revised Draft</u>
<u>Maintenance & Operations Facility</u>		
Federal 5311		\$ 364,492
Federal 5311 CRRSAA		963,628
TIRCP		1,000,000
SACOG Maintenance & Mobilization	\$ 25,000	475,000
TDA-State Transit Assistance (SGR)		1,113,880
TDA-State Transit Assistance (STA)	<u>25,000</u>	<u>100,000</u>
Total Facility	<u>\$ 50,000</u>	<u>\$4,017,000</u>
<u>Facility Repairs and Improvements</u>		
TDA-STA (allowance)	\$ 50,000	\$ 50,000
<u>Bus Stop Repairs and Improvements</u>		
TDA-STA (allowance)		\$ 50,000
<u>Vehicle Purchase/Replacement</u>		
Federal 5339	\$558,399	
Federal 5311	151,050	
TDA-STA	<u>20,551</u>	<u>\$ 45,000</u>
Total Vehicles	<u>\$730,000</u>	<u>\$ 45,000</u>
<u>Miscellaneous Capital</u>		
On-Demand Start-up Costs		
TDA-STA	\$ 30,000	\$ 90,000
 Total Capital	 <u>\$860,000</u>	 <u>\$4,252,000</u>

AGENDA ITEM IV – B
STAFF REPORT

NEXTGEN TRANSIT ON-DEMAND SCHEDULING & DISPATCHING SYSTEM PROCUREMENT

The NextGen Transit Plan (Plan) adopted in May 2023 guides the development and implementation of Yuba-Sutter Transit's public transportation services through 2027 and beyond. While work has already started on the initial phases of the Plan, a few major service recommendations have yet to be deployed. Included in the Plan is the phasing out of multiple local fixed routes and rollout of new, replacement on-demand services. To facilitate this major service model change, the Plan recommends deployment of critical, passenger facing technology in Phase 1 planned for the fall of 2024. A key component is a scheduling and dispatching solution. This includes the necessary hardware and cloud-based software that is used to effectively optimize routing of the on-demand vehicles as well as provide the public with a smartphone/desktop application (app) for on-demand trip scheduling. Additional features of the technology may include fare payment through the app, coordinating the new on-demand system with fixed route for transfers, and automated communications.

The new on-demand, or "microtransit" service, is intended to be a dynamic, shared ride service with the backend software optimizing the routing of buses to pick up and drop off patrons in the most efficient way possible. This means that passengers may be directed to a nearby pickup location, bus stop or cross street to utilize the microtransit service. Much progress in the development of this type of software solution has occurred over recent years as the demand for this software has increased. There are already a number of agencies using similar software to operate an on-demand service in the Sacramento region including YoloBus, Placer County Transit, City of West Sacramento, and SacRT.

With the requested action, staff is now recommending Board approval of the attached technical Scope of Work (SOW) for an on-demand scheduling and dispatching software solution and authorization to release a Request for Proposals (RFP) to initiate the procurement process. As anticipated, proposals would be due May 20th. Staff will review proposals, conduct interviews/demonstrations and initiate contract negotiations with a preferred vendor. An award recommendation is anticipated for the June Board meeting.

Staff will be prepared at the meeting to discuss this project and the draft SOW and RFP in detail.

RECOMMENDATION: Authorize the Executive Director to release a Request for Proposals to acquire an on-demand scheduling and dispatching software solution.

Attachments: Draft Technical Scope of Work for an On-Demand Scheduling and Dispatching System.

YUBA-SUTTER TRANSIT
Request for Proposal (RFP) for “On-Demand Scheduling & Dispatching System”
PREPARED APRIL 11, 2024

3.0 SCOPE OF WORK

Yuba-Sutter Transit seeks a cloud hosted, on-demand scheduling and tracking platform that can be used in real time to aggregate riders traveling from multiple origins to multiple destinations in an exceptionally efficient way that optimizes the balance between maximizing vehicle utilization across the fleet and maintaining excellent quality of customer experience. The platform should support fully automated scheduling, dispatch, and reservations, allowing passengers to book trips in real-time via phone, internet, and mobile applications. The administrative interface should allow for real time monitoring and assessment of schedule adherence, vehicle locations, vehicle breakdowns, and operator performance. It should be accessible via standard web browsers and from any commonly used internet-enabled device and should provide options to generate reports and extract operational data for analysis.

3.1 Functional Requirements –Dial-A-Ride Scheduling & Dispatching

During the 12-month demonstration period Yuba-Sutter Transit intends to utilize the software for their Dial-A-Ride system in Yuba-City and systemwide. It is anticipated that the Dial-A-Ride service will be separate from the Phase 1 Microtransit service in Yuba City until proposer demonstrates that it can be comingled with the public Microtransit service and staff determines that our high standards for the Dial-A-Ride service can be met when comingled. The Scheduling and Dispatching platform should have the following functionality:

- Rider Interface Technology
- Text to Speech ability for the visually impaired
- Ability to show address and name of business when booking
- Ability to see vehicles in real time on Dispatch interface
- App should provide customers with estimated arrival / drop off times before booking
- Driver App should provide real time audio / visual directions and notifications for driver
- Admin/Dispatch software should have a display screen with live map designed so that rides are monitored
- Admin/Dispatch software should have the ability to intervene the booking algorithm and assign riders as needed
- Admin/Dispatch software should have the ability to increase, decrease, add or remove additional zones
- Software should have the ability to view trip details for dispatch, driver and customers
- App should have the ability to provide multiple languages for customer needs
- Ability to list hours of service
- Native mobile app for iPhone/Android that is accessible and ADA compliant
- Ability for riders to identify a PCA from a number of companions riding along
- Ability to view service zone in the mobile/web app on customer side
- Admin/Dispatch software should have the ability to enter client eligibilities, categories, disabilities, and equipment required

- Flexible booking methods such as an ADA Compliant web option, and call-in option
- App should allow customers with wheelchairs/mobility devices to identify type
- App should have the ability to enable/disable vehicles from dispatch screen
- Admin/Dispatch software should have the ability to add/cancel rides in the system
- Admin/Dispatch software should have the ability to modify rider zones
- Admin/Dispatch software should have the ability for agencies to modify service, service days, and service times
- Software should have the ability to create partner agencies if and when the need arises
- White Label App
- Ability to make scheduled appointments
- Ability to book in real time
- Admin/Dispatch software should have the ability to input client eligibility information for ADA purposes
- Ability to integrate with Interactive Voice Recognition (IVR) application for advance notification calls
- Ability to schedule re-occurring appointments
- Ability for system to keep a user audit log
- Admin/Dispatch software should have the ability to edit a trip without canceling the trip
- Ability for dispatcher to view and add details to a client log
- Ability for system to track which dispatcher created trip
- Ability for dispatcher to locate trips in proximity
- Ability for dispatcher to transfer block trips in event of a vehicle breakdown
- Ability for dispatcher to anchor trips as pick up or appointment
- Ability for dispatcher to change service window type to general or no earlier than according to anchor
- Ability for parameters to be set into system for 30-minute pickup windows as required by ADA
- Ability to add equipment details as needed for ADA purposes
- Ability to view suspension screen
- Ability to save common destinations when scheduling
- Ability to add different vehicle types as needed for service
- Ability to insert driver meal break, fuel break, breakdown, or out of service
- Ability to add a service animal
- Ability to enter holiday schedules for service
- Ability for rider to see when eligibility will expire on interface
- Ability to send mass email/text notices to passengers
- The App must be able to integrate with Android or Apple tablets for driver MDTs.
- Ability to auto batch trips throughout the service day.
- Ability for customers to use a pin drop to select locations when passengers are booking their own trip.
- Notification to passengers when they are booking their trip outside of the service area or service rules as not available.

Additionally, there are a number fare payment methods that may be provided through the passenger facing app that can increase the convenience of using the on-demand ride scheduling app. These options include:

- A mobile fare payment option
- Ability to save credit card information for user

- Driver App should notify driver need for payment and allow drivers to accept fare payment on vehicle
- Ability of app to accept payment and validate on a Kuba Devices

Agency Data & Reporting:

Dispatch and Administration will need full access to the data associated with trips requested and performed. It is desired to have access to both raw data and reports through a web-based graphical/dashboard mode and a quick tool for export of tabular source data into a flat file in either/both Excel and/or CSV format. If full access is not permissible, the vendor will need to provide customer service support to troubleshoot issues related to ride history, account information, and ride credit disputes.

The Authority should be able to gain valuable data and reporting inclusive of, but not limited to, the following:

- Total passenger counts
- Archives
- Manifests
- Operating Statistics
- Client Information Report
- Trips by Status and Date
- Travel Time Threshold
- On-time Performance Report
- Daily Average Vehicle Mileage
- The status of completed rides
- How many rides are serviced (per hour, etc.)
- How long your riders are on a vehicle
- Vehicle miles traveled (in total, by vehicle, etc.)
- Origin and destination information
- Fare payment data (if applicable)
- Financial Reconciliation Reporting by rider and/or by vehicle (if applicable)
- System must have a practical way of directly exporting data for S-10 NTD reports
- Reporting on Driver metrics (drive-time, idle-time, miles, breaks, number of passengers/no shows, etc.
- Metrics showing Business Intelligence-style data with information on number of vehicles out vs. number of riders, efficiency data, etc.
- Pull reports for trip denials, missed trips and excessively long trips as defined by the American Disabilities Act (ADA)
- Denials and refusals summary by time and date
- Subscription vs. total trips for date range
- Subscription information report
- Daily run efficiency
- Ability to run reports based off subscriptions
- Ability to run user-defined reports with up to five (5) criteria selected.

Data collection, computations, and reporting must comply with the most recent version of the Federal Transit Administration's National Transit Database Policy Manual guidance on Service Data (S-10) for Demand Response service, including, but not limited to NTD Software Upgrades / Technical Support.

At a minimum, the software shall collect, store and generate reports for Demand Response NTD required statistics such as vehicle revenue hours (VRH), vehicle revenue miles (VRM), total actual vehicle hours, total actual vehicle miles (TVM), unlinked passenger trips (UPT and/or boardings), passenger miles traveled (PMT) and vehicles operated in maximum service (VOMS) by day type.

Ride Data shall be provided at the trip level and include:

- Data associated with requested location of pick-up and drop-off
- Actual location of pick-ups and drop-offs
- Price of trip, including any discounts that were applied
- Fare payment data such as fare category or type, payment type, etc. Driver data shall be provided at the individual driver level and include:
 - Start and ends of shifts, including breaks
 - Total vehicle miles traveled (start of day to end of day, terminal to terminal, and deadhead)
 - Total revenue miles (miles with passengers on board)

Responsibilities of Contractor

At a minimum the following must be available to the Authority:

- Support services must be available via phone and email during all service hours.
- Contractor must provide a licensed software or technology platform that supports demand-response routing and dispatching of vehicles.
- Contractor must provide upgrades and new features to the platform it makes available to its licensees at no additional charge.
- Contractor must provide the Authority with prior notice to any system/software maintenance or outages that may disrupt service. If maintenance or upgrades are to be made, Contractor must coordinate a date and time that will have the least negative impact on revenue service.
- Contractor must identify and implement commercially available data security measures to protect customer personal information, including the use of multifactor authentication if applicable. These measures must comply with applicable federal, state, and local laws and regulations including the Authority's policies, procedures and practices.
- Contractor must be responsible for managing any changes to the algorithm set in system for service being provided.
- Contractor must provide full-suite training and support for all featured services for the length of the contract.
- Contractor must indicate in price proposal if upgrades and new features to platform are included or priced annually.
- Contractor must be able to provide agency staff and any associated contractors with training materials on how to use the rider app, driver app, and the back end system.

3.2 Functional Requirements – General Purpose Microtransit Scheduling & Dispatching

The General-Purpose Dial-a-Ride & Microtransit Scheduling and Dispatching platform will be implemented in Yuba City in Phase 1. The platform should have the following functionality:

- Rider Interface Technology
- Ability for riders to book wheelchair accessible vehicles
- App should allow rider to specify if children are riding under the age of 5.
- Ability to see vehicles in real time on Dispatch interface
- App should provide customer with estimated arrival/drop off times before and after booking
- App should provide real time audio/visual directions and notifications for driver
- Native mobile app for iPhone/Android that is accessible for ADA compliance
- Ability for riders to specify number of wheelchairs that will be riding
- Ability to view service zone in the mobile/web app on customer side
- Ability to integrate with the fixed route schedules to coordinate transfer of passenger from micro transit to fixed route and vice versa.
- App should require customers to create accounts
- Flexible booking methods such as a web option, mobile app and call-in option
- App should allow drivers to add walk up customers
- App should have the ability to enable/disable vehicles from both dispatch and driver screens
- Admin/Dispatch software should have a display screen with live map designed so that rides are monitored
- Admin/Dispatch software should have the ability to intervene the booking algorithm and assign riders as needed
- Admin/Dispatch software should have the ability to establish, increase, decrease, add or remove additional zones with varying eligibility requirements and service rules
- Software should have the ability to calculate price of the trip to the rider upon trip request and before final trip confirmation is made
- App should allow a rider profile to be created that identifies special needs of the rider in terms of fare payment, vehicle type, accessibility
- White Label App
- Ability to send mass email/text notices
- Admin/Dispatch software should have the ability to add/cancel rides in the system
- Admin/Dispatch software should have the ability to modify rider zone
- Admin/Dispatch software should have the ability to modify service, service days, and service times
- Software should allow discounts to be applied where the price is based on factors such as rider type, trip start/end, location or time of day
- Ability to show address and name of business when booking
- App should have the ability to provide multiple languages for customer needs
- Ability to create mileage/distance based fares
- The app must be able to integrate with Android or Apple tablets for driver MDTs.
- Ability to auto batch trips throughout the service day.
- Ability for customers to use a pin drop to select locations when passengers are booking their own trip.
- Notification to passengers when they are booking their trip outside of the service area or service rules as not available.

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