



## MEETING NOTICE & AGENDA

**DATE:** Thursday, July 21, 2016

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

**PLACE:** Yuba County Board of Supervisors Chambers  
Yuba County Government Center  
915 8<sup>th</sup> Street  
Marysville, California

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

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

### **II. Public Hearings**

#### **A. Federal Transit Administration (FTA) Sections 5307, 5311, 5316, 5317, and 5339 Grant Applications for FY 2017.** (Attachment)

1. Staff Presentation
2. Open /Close Public Hearing
4. Board Discussion and Action

RECOMMENDATION: Authorize federal funding applications as submitted.

### **III. 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.

### **IV. Consent Calendar**

All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff or public request specific items to be discussed or removed from the Consent Calendar for specific action.

- A. Minutes from the Meeting of June 16, 2016. (Attachment)
- B. Disbursement List for June 2016. (Attachment)
- C. Monthly Performance Report for June 2016 (Attachment)

### **V. Reports**

#### **A. Feather River Air Quality Management District (FRAQMD) Blue Sky Grant Projects for FY 2016/2017.** Discussion and direction regarding priority projects for the preparation and submittal of annual grant applications. (Attachment)

RECOMMENDATION: Direct staff as desired.

**B. Potential Initiative to Prohibit Smoking in Transit Facilities.** (Attachment)

RECOMMENDATION: Direct staff as desired.

**C. November Board of Directors Meeting Schedule Changes.** (Attachment)

RECOMMENDATION: Cancel the regular monthly meeting scheduled for November 17, 2016 and set a special meeting for November 10, 2016 as proposed.

**D. Live Oak Route Expansion Demonstration Project.** Final report for the Feather River Air Quality Management District (FRAQMD) funded service expansion from three to five days a week. (Attachment)

RECOMMENDATION: Information only.

**E. Project & Program Updates.**

1. North Beale Transit Center Enhancement Project
2. Connect Card Electronic Fare Card System
3. Bogue Park & Ride Lot Video Surveillance Project
4. State Bond Funded Safety & Security Projects

**VI. Correspondence/Information**

**VII. Other Business**

**VIII. Adjournment**

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY, AUGUST 18, 2016  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

P:\YST Agenda Items\AGENDA July 21 16.doc

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

AGENDA ITEM II – A  
STAFF REPORT

**FEDERAL TRANSIT ADMINISTRATION (FTA) SECTIONS 5307, 5311, 5317, AND  
5339 GRANT APPLICATIONS FOR FY 2017**

Federal funding requirements stipulate that a public hearing must be held prior to the submittal of grant applications. The purpose of the hearing is to provide an opportunity for public comment regarding the program or programs to be funded by the subject grants. This public hearing is for the federal grant applications to be submitted for FY 2017.

Attached is a copy of the public hearing notice which summarizes these applications for an estimated combined total of \$3,621,513 in federal funding for both operating (\$2,350,000) and capital (\$1,271,513) purposes. All of these projects for which federal funding will be requested are included in the adopted Yuba-Sutter Transit operating and capital budget for FY 2017.

The operating assistance portion of this program includes \$2,100,000 in Section 5307 (urban) funding and \$250,000 in Section 5311 (rural) funding. The capital portion of this program includes \$286,000 in Federal Section 5317 (New Freedom) funding for access improvements on North Beale Road in Linda; and \$526,573 in Section 5311 (rural) funding and \$458,940 in Section 5339 (urban capital) funding for the replacement of seven 2006/2007 model Blue Bird commuter buses.

Staff will be prepared at the meeting to review the entire federal program as desired.

**RECOMMENDATION:** Authorize the federal funding applications as submitted.

7-21-16

**NOTICE OF PUBLIC HEARING  
YUBA-SUTTER TRANSIT FEDERAL ASSISTANCE PROGRAM**

A public hearing will be held by the Yuba-Sutter Transit Authority in the Yuba County Board of Supervisors' Chambers at 915 Eighth Street, Marysville, California at 4:00 p.m. on Thursday, July 21, 2016 for the purpose of receiving comments on Yuba-Sutter Transit's proposed FY 2016-2017 operating and capital assistance projects to be partially funded by monies provided through Sections 5307, 5311, 5317 and 5339. This shall serve as the final program notice unless amended. The project is generally described as follows:

1. The projects include funding for the urbanized and non-urbanized area operating and capital expenses of Yuba-Sutter Transit including transportation, maintenance, administration, accessibility improvements, and other related expenses for the period July 1, 2016 to June 30, 2017. Yuba-Sutter Transit is the applicant and mass transportation operator to be assisted.
2. The projects will be administered at Yuba-Sutter Transit's headquarters at 2100 B Street, Marysville, but the projects will have area-wide implications.
3. The combined urbanized and non-urbanized federal operating and capital assistance for the period is estimated at \$3,621,513. The capital program includes \$526,573 in Section 5311 funds; \$286,000 in Section 5317 funds; and \$458,940 in Section 5339 funds. The operating program includes \$2,100,000 in Section 5307 funds and \$250,000 in Section 5311 funds. Local funds required to complete the proposed FY 2016-2017 project are estimated at \$8,446,387 for a total project cost of \$12,067,900. Local funding will be primarily derived from state and local Transportation Development Act funds, state bond funds and passenger fares.

No persons, families or businesses will be displaced by the projects. No significant environmental impact is anticipated by initiation of the proposed projects. The projects are in conformance with the comprehensive land use and transportation planning for the area and will be consistent with the adopted Transportation Improvement Program. The special needs of the elderly and persons with disabilities have been considered.

Interested persons or agencies will be given an opportunity to comment at the hearing on the social, environmental and economic aspects of the proposed projects. Interested persons may submit, orally or in writing, evidence and recommendations with respect to said projects.

A copy of the grant applications and the Transportation Improvement Program for the area will be available for public inspection at 2100 B Street, Marysville, California. Call (530) 634-6880 for more information.

**AGENDA ITEM IV – A**

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
JUNE 16, 2016**

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

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

Present: Cleveland, Didbal (Vice-Chair), Fletcher, Griego, Samayoa (Chair), Sullenger, Whiteaker and Whitmore

Absent: None

**II. Public Business from the Floor**

None

**III. Consent Calendar**

Director Whiteaker made a motion to approve the consent calendar. Director Sullenger seconded the motion and it carried unanimously.

**IV. Reports**

**A. Transportation Development Act (TDA) Claim for FY 2016/2017.**

Martin stated that the adopted FY 2016/17 budget included Transportation Development Act (TDA) funding including \$2,491,500 in Local Transportation Fund (LTF) revenue along with another \$760,000 in State Transit Assistance (STA) revenues. All of the LTF funding will be used for operating expenses while \$488,900 in STA revenue will be used for operating assistance with the balance earmarked for capital expenses. Martin noted that Yuba-Sutter Transit is the direct claimant for STA funds for both Wheatland and Live Oak in addition to those of the four member jurisdictions. Wheatland will be drawing down the last of their fund balance by the end of the fiscal year and Live Oak will do so until around the middle of the next fiscal year. Staff will be discussing this situation with both of these cities in the near future. Staff is recommending the adoption of Resolution No. 11-16 authorizing the submittal of the FY 2016/2017 TDA claim as proposed.

Director Whiteaker made a motion to adopt Resolution No. 11-16 authorizing the submittal of the FY 2016/17 TDA claim as proposed. Director Cleveland seconded the motion and it carried unanimously.

**B. City of Fairfield Joint Procurement Memorandum of Understanding (MOU).**

Martin stated that the Board authorized staff in September 2015 to work with the City of Fairfield on a joint procurement for the replacement of commuter buses. Since that time, this effort has expanded to include El Dorado County Transit and staff is now seeking Board approval of the

attached three-party MOU. Martin added that all the necessary funding for this purchase has been secured by Yuba-Sutter Transit.

Director Whiteaker made a motion to authorize the execution of a joint procurement MOU with the City of Fairfield for the opportunity to purchase replacement commuter buses as proposed. Director Griego seconded the motion and it carried unanimously.

C. **Marketing & Community Outreach Strategy Report.**

Martin introduced Yuba-Sutter Transit's Planning Program Manager, Matt Mauk, to present this item. Mauk stated that this item is being presented to obtain feedback from the Board regarding planned marketing efforts for FY 2016/17 and beyond. Mauk noted that staff has envisioned it as a three phase process. He then continued to discuss each phase before asking for input.

Director Whiteaker asked if Yuba-Sutter Transit has marketing personnel and, if not, are there funds to hire someone to do that and target certain groups like seniors. Martin stated that Matt Mauk serves as both the Marketing and Planning Program Manager and that there is no designated marketing staff, but that hiring a specific marketing person may be an outcome of the process.

Director Cleveland asked if Yuba College has a marketing class that could be utilized. Martin noted that this type of thing can be done, but that staff has not reached out to Yuba College as a possible resource. Director Samayoa added that if Yuba College does not have a marketing class, students could still be utilized to do the initial gathering of information. Regarding marketing to seniors, Director Cleveland inquired of counsel if it might be possible to glean information from the voting rolls. Legal Counsel Brant Bordsen stated that he does not believe you could use voting rolls, but that there is other data out there that can be used. Martin stated that marketing firms have the data to target certain groups.

Director Fletcher agreed with Director Whiteaker regarding obtaining professional marketing assistance stating that he would be willing to volunteer if the Board is looking for an ad hoc committee on the matter.

Director Samayoa stated that he would like to see how Yuba-Sutter Transit can expand ridership demographics and asked if the routes or times might change if the data that is gathered reveals that ridership would increase. Martin noted that it is a lot easier to understand who is riding the bus than it is understand who is not riding the bus, why they are not riding the bus and what it would take to get them to ride the bus. Martin noted the first step is to find out what is going on now and where the holes are before we take the next jump. Director Samayoa then asked to confirm that we are first looking at expanding our current ridership market rather than developing or going after a new market. Martin confirmed that this is the case especially since our current market already includes our local fixed route passengers who are significantly different from commuter, Dial-A-Ride and rural route passengers.

Director Fletcher left the meeting at 4:30 pm

**D. Projects & Program Updates.**

1. North Beale Transit Center Enhancement Project

Martin stated that all the concrete work is complete and that the new, larger shelters have been ordered. They should be arriving in about ten weeks for immediate installation.

2. Connect Card Electronic Fare Card System

Martin stated that there is no update on the schedule for Connect Card implementation.

3. Bogue Park & Ride Video Surveillance Project

Martin noted that staff is still waiting for equipment installation.

4. FY 2016 Low Carbon Transit Operations Program (LCTOP) Project Approval

Martin stated that staff has received funding for bus stop enhancements in various locations including the updating of our bus stop signage.

5. Allyn Scott Youth and Community Center Reciprocal Parking Agreement

Martin stated that the agreement has been executed and will be recorded on the deeds of both properties. Martin added that staff is waiting on State bond funding for the lighting upgrades in the shared parking area.

6. Yuba College Summer Shuttle Service

Martin stated that this service began on Monday, June 13<sup>th</sup> and that it will provide two round trips a day Monday through Thursday for six weeks this summer. Ridership has been modest for the first three days of the service with around seven boarding's a day.

**V. Correspondence/Information**

None.

**VI. Other Business**

None

**VII. Adjournment**

The meeting was adjourned at 4:33 p.m.

**The next meeting of the Yuba-Sutter Transit Authority is scheduled for 4:00 p.m. on Thursday, July 21, 2016 in the Yuba County Board of Supervisors Chambers**

**AGENDA ITEM IV-B  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF JUNE 2016**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,045.26	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,432.63	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 253.16	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 37.94	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 38.69	PG&E	GAS
EFT	\$ 746.53	PG&E	ELECTRIC
EFT	\$ 2,861.12	PG&E	ELECTRIC BILL #2
EFT	\$ 140.47	ATT - SECURITY LINE	SECURITY LINE
EFT	\$ 70.00	AT&T - UVERSE	INTERNET APRIL
EFT	\$ 738.52	TELEPACIFIC COMMUNICATIONS	TELEPHONE
EFT	\$ 122.43	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 400.00	FRANCOTYP-POSTALIA, INC.	POSTAGE RESET
EFT	\$ 53.69	CARDMEMBER SERVICE	RABOBANK CREDIT CARD
EFT	\$ 250.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 135.32	ELAVON	MERCHANT SERVICE FEE - JAN
EFT	\$ 126.26	PRIMEPAY	PAYROLL FEE
EFT	\$ 29,285.59	PAYROLL	PAYROLL
15143	\$ 155.00	ANDERSON'S AUTOMATIC GATE SERVICE	GATE SERVICE
15144	\$ 2,460.84	DILLINGHAM TICKET CO.	PRINTING - TICKETS BOOKS
15145	\$ 167.70	FRANCOTYP-POSTALIA, INC.	POSTAGE MACHINE RENTAL
15146	\$ 14,250.91	HUNT & SON INC.	BUS FUEL
15147	\$ 354.00	KEITH MARTIN	VISION REIMBURSEMENT
15148	\$ 203.09	QUILL CORP	JANITORIAL SUPPLIES
15149	\$ 1,100.00	R.C. JANITORIAL SERVICE	JANITORIAL SERVICES
15150	\$ 650.00	SACRAMENTO REGIONAL TRANSIT	MAY BUS PASSES
15151	\$ 155.48	STAPLES CREDIT PLAN	OFFICE SUPPLIES
15152	\$ 450,447.76	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - MARCH
15152	\$ 426,781.63	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - APRIL
15153	\$ 31.76	AT&T	FIRE LINE
15154	\$ 44.08	ADVANCED DOCUMENT CONCEPTS	POSTAGE LABELS
15155	\$ 360.00	APPEAL DEMOCRAT	COMMUTER AD
15156	\$ 3,027.18	COGENERATION TECHNOLOGIES, INC.	REPAIR & INSTALL BUS SHELTER SOLAR PANELS
15157	\$ 50.00	DALE WHITEMORE	BOARD MEETING 6/16
15158	\$ 10,247.00	HILBERS, INC.	N. BEALE TRANSIT CENTER - IMPROVEMENT PROJECT
15159	\$ 50.00	JIM WHITEAKER	BOARD MEETING 6/16
15160	\$ 50.00	MARYJANE GRIEGO	BOARD MEETING 6/16
15161	\$ 50.00	PREET DIDBAL	BOARD MEETING 6/16
15162	\$ 962.94	QU. EST	MAINTENANCE OF BUS STOPS/SHELTERS
15163	\$ 50.00	RANDY FLETCHER	BOARD MEETING 6/16
15164	\$ 7.28	RECOLOGY	HAZMAT FEE
15165	\$ 50.00	RICKY A. SAMAYOA	BOARD MEETING 6/16
15166	\$ 50.00	RON SULLENGER	BOARD MEETING 6/16
15167	\$ 15,332.62	ROSEVELT PETROLEUM, LLC	BUS FUEL
15168	\$ 40.00	SHELBY'S PEST CONTROL	PEST CONTROL
15169	\$ 50.00	STANLEY CLEVELAND	BOARD MEETING 6/16
15170	\$ 465,940.07	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - MAY
15171	\$ 381.63	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE
	<b>\$ 1,437,238.58</b>		

**LAIF  
TRANSFERS**

6/6/2016 \$ 800,000.00 TRANSFERRED TO LAIF

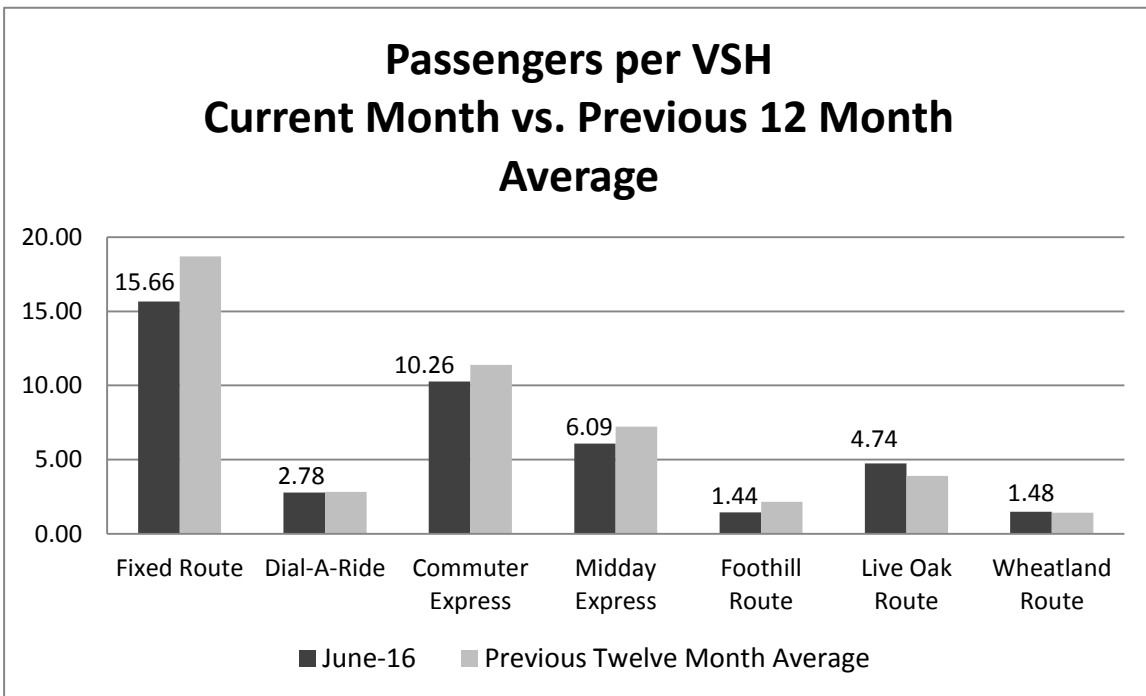
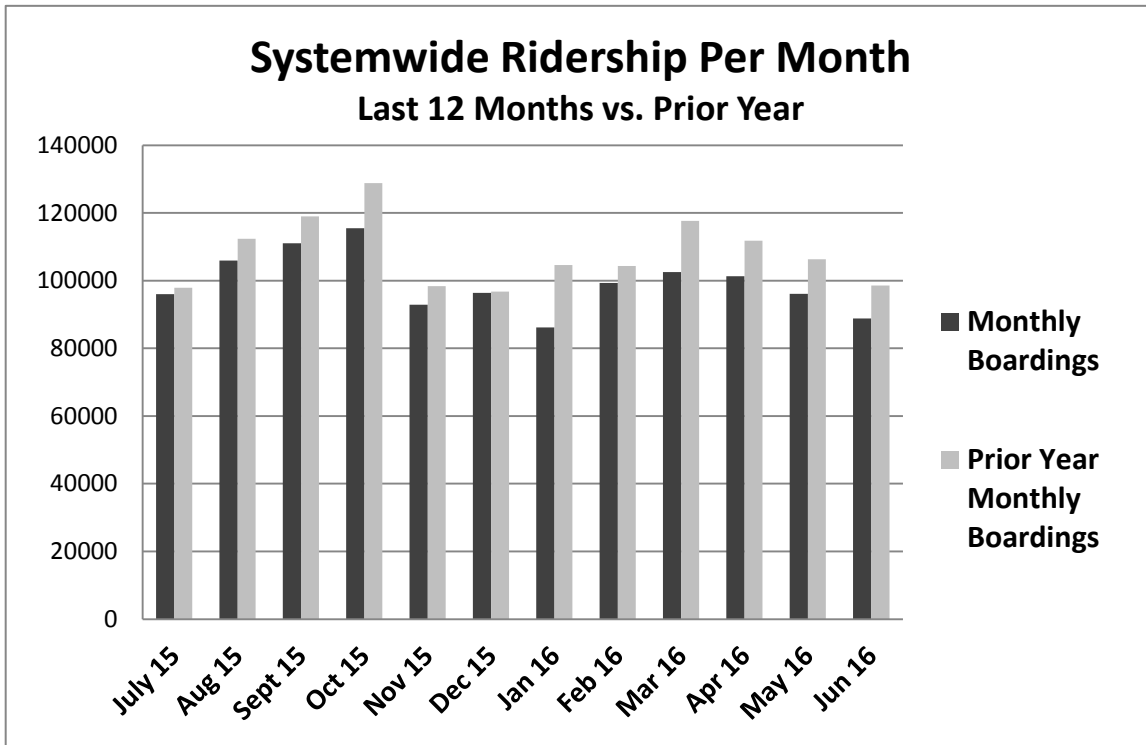


## AGENDA ITEM IV - C

### JUNE 2016 PERFORMANCE REPORT

<b>Ridership:</b>	<b>June-16</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	71,389	81,604	971,606	1,066,580
Dial-A-Ride	5,612	5,871	70,047	70,088
Commuter Express	10,294	11,027	130,850	138,830
Midday Express	984	1,151	13,477	16,066
Foothill Route	132	183	2,107	2,594
Live Oak Route	371	279	3,524	2,050
Wheatland Route	67	52	654	414
<b>Total Ridership:</b>	<b>88,849</b>	<b>100,166</b>	<b>1,192,265</b>	<b>1,296,622</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	4,559.62	4,364.85	52,472.09	51,526.09
Dial-A-Ride	2,020.19	2,074.25	24,771.22	24,812.27
Commuter Express	1,002.97	968.34	11,632.42	11,362.56
Midday Express	161.70	159.37	1,897.51	2,010.92
Foothill Route	91.93	85.18	1,026.60	1,018.84
Live Oak Route	78.35	71.65	893.15	510.32
Wheatland Route	45.21	36.40	453.90	307.80
<b>Total VSH's:</b>	<b>7,959.97</b>	<b>7,760.05</b>	<b>93,146.89</b>	<b>91,548.80</b>
<b>Passengers Per Hour:</b>				
Fixed Route	15.66	18.70	18.52	20.70
Dial-A-Ride	2.78	2.83	2.83	2.82
Commuter Express	10.26	11.39	11.25	12.22
Midday Express	6.09	7.22	7.10	7.99
Foothill Route	1.44	2.14	2.05	2.55
Live Oak Route	4.74	3.90	3.95	4.02
Wheatland Route	1.48	1.42	1.44	1.35
<b>Total Passengers Per VSH:</b>	<b>11.16</b>	<b>12.91</b>	<b>12.80</b>	<b>14.16</b>

## JUNE 2016 PERFORMANCE REPORT



AGENDA ITEM V – A  
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)  
BLUE SKY GRANT PROJECTS FOR FY 2016/2017**

**ISSUE**

The Feather River Air Quality Management District (FRAQMD) is expected to soon issue a Request for Proposals (RFP) for the FY 2016/2017 cycle of Blue Sky (AB 2766) grants. The amount available has not been announced, but \$200,000 was allocated in each of the last two cycles, but these figures were much reduced from both the \$300,000 that was available for the 2013/2014 cycle and the previous five year average of \$250,000. Applications are typically due in September so staff is now requesting early Board input on concepts that could be developed into formal grant applications for Board review and consideration at the August or September meetings.

**BACKGROUND**

AB 2766 funds come from a \$4 annual Motor Vehicle Registration Fee that is collected on vehicles registered in Yuba and Sutter Counties to support a wide variety of air pollution reduction activities. Yuba-Sutter Transit has received FRAQMD funding for many projects over the years including discount bus pass programs for youth, seniors and persons with disabilities; local matching funds for expansions of the commuter and local fixed route bus fleets; local matching funds for the expansion of the Bogue Road Park & Ride Lot; non-advertising bus stop benches and shelters; bike racks for buses; bike lockers at bus stops; a multi-year vanpool subsidy program; enhanced bus stop passenger information materials; and, the Downtown Trolley demonstration service.

Yuba-Sutter Transit was awarded two FRAQMD grants in the last cycle for a combined \$148,100 in funding. These grants were for the 2016 Monthly Discount Pass Program (\$143,100) for youth, seniors and persons with disabilities and for a portion (\$5,000) of the cost to extend the July 1, 2015 expansion of the Live Oak Route from three to five days a week for another six months through December 2016. Over the last five years, Yuba-Sutter Transit has been awarded an average of \$146,400 annually from this program (\$148,100 in FY 2016, \$136,203 in FY 2015, \$170,000 in FY 2014, \$105,000 in FY 2013 and \$172,495 in FY 2012). Because funding is limited, it is important that Yuba-Sutter Transit's proposals be limited in number and ranked in priority as the program is typically over subscribed and some proposals may be rejected outright or funded at a level lower than requested.

**DISCUSSION**

Based on the long-term success of the combined discount monthly bus pass program, staff is recommending that the highest priority continue to be the extension of this program for another twelve month period after the existing grant expires on December

31<sup>st</sup>. After a \$1 increase (from \$5 to \$6) in the cost to the customer for a monthly discount pass effective January 1, 2015, discount pass sales dropped by nearly 3 percent from 2014 to 2015 while discount pass ridership actually increased by 1 percent compared to a systemwide ridership reduction of 2 percent during the same period. For 2015, a total of 15,260 discount monthly passes were sold and 389,360 discount monthly pass trips were taken representing 38 percent of all local fixed route trips.

For 2016, staff is now projecting the sale of 14,300 discount monthly passes (down 6.2 percent from 2015) and the provision of 345,100 discount monthly pass trips (down 11.4 percent from 2015) which still represents 38 percent of all local fixed route trips. For comparison, overall fixed route ridership through June is down 11.9 percent compared to the same period in 2015. These reductions are due primarily to the policy changes that became effective last September to increase the youth cash fare eligibility from age 12 to 18 and to no longer issue a transfer for a transfer. Despite the recent decrease in the sale and use of discount monthly passes, what began as a discount monthly youth pass program in September 2005 is still an extremely cost effective method of encouraging transit ridership with each discount pass now being used about 24 times a month.

Based on our experience to date in 2016, staff is now projecting the sale of 15,000 discount monthly passes in 2017 (up about 5 percent over 2016). The assumed increase in pass sales over the projected year-end figure for 2016 is due to the expectation that some discount cash passengers will convert to monthly passes in 2017 with implementation of the Connect Card system and the phase out of free transfers. To maintain the current subsidy of \$9 for each \$15 discount pass, staff would recommend requesting \$135,000 from FRAQMD with all other program expenses provided by Yuba-Sutter Transit. An alternative approach would be to increase the out-of-pocket cost for each pass to reduce the FRAQMD subsidy by an equal amount. Depending on the amount of the increase, however, this could have a significant impact on the program through reduced pass sales and ridership.

Staff is also suggesting Board consideration of requesting FRAQMD funding to use for the long overdue project to replace and dramatically enhance Yuba-Sutter Transit's website which has been essentially unchanged since it was first developed by the Sacramento Area Council of Governments (SACOG) and deployed in 2002. This project would greatly enhance the existing customer experience while allowing for the implementation of new passenger information features in the future. The need for a new, modern website was outlined for the Board last month as part of the marketing and community outreach strategy presentation. Based on some early investigation, staff is anticipating that the four year cost of a new full-feature website including custom design, training, hosting and data storage might be around \$36,000. The Board might consider a request for half of this amount, but any funding from FRAQMD toward this project would reduce the local share from Yuba-Sutter Transit.

In addition, Yuba-Sutter Transit has received two FRAQMD grants to fund a portion of the cost to expand the Live Oak Route from three to five days a week from July 2015 through December 2016, so the Board may want to consider requesting additional funds

for that purpose for 2017. If so, staff would suggest that a minimum request of \$10,000 toward another 12 months of service would be appropriate.

Another project that the Board may want to consider is the purchase of additional bus stop furniture (shelters, benches and/or bike lockers) for placement at locations throughout the service area where advertising shelters and benches are not likely to be installed or where new or additional bike lockers would be welcome. In particular, the current FRAQMD funded bike lockers that Yuba-Sutter Transit maintains in three local commuter park and ride lots are in rough shape and ready for replacement with more durable high quality units. Prime locations for bus stop enhancements could include the Johnson Park bus stop in Olivehurst; bus stops along the soon to be rejuvenated North Beale Road or Olivehurst Avenue corridors; or, elsewhere within the service area. If so directed, staff will develop more specific site and cost estimates for Board consideration.

Staff will be prepared at the meeting to discuss these and any other project concepts that Board members may wish to introduce for consideration.

**RECOMMENDATION:** Direct staff as desired.

AGENDA ITEM V - B  
STAFF REPORT

**POTENTIAL INITIATIVE TO PROHIBIT  
SMOKING IN TRANSIT FACILITIES**

Ensuring the safety and comfort of the public are among Yuba-Sutter Transit's guiding principles. Success in these areas is largely dependent upon Yuba-Sutter Transit's operating personnel and the traveling public both behaving in a mutually safe, respectful and courteous manner. In an effort to improve the experience of our patrons, staff is now developing a comprehensive set of policies to be known as the Passenger Code of Conduct. With elements derived from existing law, current policies and established industry practices, the Code will define expected and prohibited behaviors while using Yuba-Sutter Transit services and facilities. It will also formalize the circumstances under which transit personnel are authorized to expel persons who commit certain violations as defined in the policy and/or to suspend their riding privileges.

As the Code is developed over the coming months, staff anticipates bringing some of the more complex and/or timely issues to the Board individually to give the public and stakeholders ample opportunity for input. These policies will ultimately be integrated into the final draft of the Code for formal consideration at a later date. The first of these issues is related to smoking prohibitions in transit vehicles and facilities.

Smoking is one of the most common prohibitions on board a public transit vehicle. Since it is widely accepted that second-hand smoke can be hazardous to one's health, smoking is now largely prohibited in most enclosed public places. In 1975, a federal law was passed in the United States banning smoking in all public transport vehicles. California Penal Code Section 640.A.2 specifically prohibits "Smoking in or on a system facility or vehicle in areas where those activities are prohibited by that system." (Emphasis added)

The introduction of electronic "e-cigarettes" initially complicated the issue of public smoking bans due in part to manufacturers' claims that these devices do not pose the same health risks as traditional cigarettes. Regardless of the health effects, these devices still typically emit vapor and/or odors that can affect others and are commonly modified or misused to consume other banned substances. Yuba-Sutter Transit has long prohibited the use of e-cigarettes on buses, but new smoking restrictions in California recently classified e-cigarettes as tobacco products making them subject to all applicable smoke-free laws.

While smoking on a public transit vehicle is a rare occurrence and relatively easy to control, smoking in or around a bus stop is one of the most common complaints Yuba-Sutter Transit receives. This is a particularly critical issue at enclosed bus stop shelters during inclement weather when patrons are likely to be in close and confined quarters while waiting for the bus. Until recently, staff understood that the banning of smoking at an on-street transit facility such as a bus stop shelter or bench required a separate

ordinance by the responsible local jurisdiction which for Yuba-Sutter Transit would require the coordinated action of six jurisdictions. Upon further review of the applicable California Penal and Public Utilities Codes, counsel has determined that Yuba-Sutter Transit has the legal authority to prohibit smoking at any on-street facility that is used primarily for public transit service.

Staff is now seeking Board input on a proposed expansion of the current on-board smoking ban to include all transit facilities particularly bus stop shelters and benches. As proposed, the formal policy would specifically prohibit smoking of any kind in or around all transit vehicles and facilities. If approved, no smoking signs will be installed at bus stops where practicable and staff will launch a public information campaign to alert patrons of the new policy. Following the initial public outreach, operating staff will be directed to respond to complaints as appropriate and will coordinate with local law enforcement when necessary to ensure compliance.

If so directed, staff will draft a resolution defining the specific nature of the recommended smoking prohibitions for formal consideration at the August meeting. Staff will be prepared to further discuss this initiative at the meeting.

**RECOMMENDATION:** Direct staff as desired.

AGENDA ITEM V – C  
STAFF REPORT

**NOVEMBER BOARD OF DIRECTORS MEETING  
SCHEDULE CHANGES**

Due to a schedule conflict in November, staff is recommending the cancelation of the regular November meeting of the Yuba-Sutter Transit Board of Directors and the scheduling of a special meeting one week earlier. The date for the regular November meeting falls during the annual statewide transit conference that the Transit Manager regularly attends. These same actions were taken last year due to a similar conflict. The public would be informed of any approved meeting schedule changes well in advance in upcoming agendas, press releases and passenger newsletters.

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

**RECOMMENDATION:** Cancel the regular monthly meeting scheduled for November 17, 2016 and set a special meeting for Thursday, November 10, 2016 as proposed.



AGENDA ITEM V – D  
STAFF REPORT

**LIVE OAK EXPANSION DEMONSTRATION PROJECT**

**Background**

Yuba-Sutter Transit has provided rural route service to the City of Live Oak since 1988 under an agreement with the city. Prior to FY 2016, the Live Oak Route offered two round trips every Monday, Wednesday and Friday. Pursuant to the existing and all past agreement, the city pays Yuba-Sutter Transit the fully allocated cost (including depreciation) for each hour of service (as determined by the most recent fiscal audit) minus any fare revenue received. Since 2007, these services have been funded exclusively from State Transit Assistance (STA) funds that are allocated to the jurisdiction and claimed directly by Yuba-Sutter Transit. The expenses and fare revenue for this service are included in Yuba-Sutter Transit's systemwide farebox recovery ratio. Yuba-Sutter Transit is solely responsible for the setting of service levels and passenger fares up to the level of STA funds available with the cost for any service beyond that level being the sole responsibility of the jurisdiction.

The Live Oak Route has performed rather well in recent years especially when compared to the two other rural routes operated by Yuba-Sutter Transit. In addition, this route had consistently cost less to operate than the amount of STA funding that had been available resulting in an FY 2015 year-end balance of just over \$107,000 for a service that had an annual cost of around \$40,000. To determine if there would be enough ridership to justify a higher level of service, the Live Oak City Council requested the July 2015 expansion of the service from three to five days a week with additional local stops within the city and a new option for direct service to Yuba College's Sutter County Center.

To partially off-set the projected additional first year cost of \$30,000 for the expanded service, Yuba-Sutter Transit received a \$10,000 grant from the Feather River Air Quality Management District (FRAQMD). A second FRAQMD grant for \$5,000 for a six month extension of the expanded service level is now being used to support this service through December 2016. This report covers the initial twelve month demonstration period for the expanded Live Oak Route from July 2015 through June 2016.

**Expanded Service**

The Live Oak route was expanded from three to five days a week (Monday - Friday) offering two round trips each service day beginning July 1, 2015. The previous three Live Oak bus stops were modified and expanded to a total of six stops to provide scheduled service to more areas of the city while all service policies including route deviations particularly for seniors and persons with disabilities remained in effect. Another highlight of the expanded Live Oak service was the potential for direct service for Live Oak residents to Yuba College's Sutter County Center when the bus traveled to and from Marysville/Yuba City. A copy of the current Live Oak Route service brochure is attached for reference.

As shown in the table below, the response to the expanded Live Oak service has been impressive through the first 12 months with a total of 3,524 passenger trips provided through June 2016. This figure is up 72 percent over the 2,050 trips that were provided during the previous twelve months – nearly equal to the 75 percent increase in the number of vehicle service hours operated. Much of this growth, however, occurred among those who ride on discount fares (cash or pass) such as seniors, youth and persons with disabilities as passenger fare revenue increased by just 53 percent compared to the same period last year. As a result, the average fare declined 10 percent from \$1.24 per passenger trip in FY 2015 to \$1.11 in FY 2016. Part of the reduction in the average fare is due to the acceptance of all discount monthly local fixed route passes (youth, senior and disabled) on rural routes beginning January 2016. In 2015, only discount monthly youth passes were similarly accepted.

***FY 2016 and FY 2015 Comparison***

	FY 2016	FY 2015	Change	% Change
Passenger Trips	3,524	2,050	1,474	72%
Vehicle Service Hours (VSH)	893.15	510.32	382.83	75%
Trips per VSH	3.95	4.02	- 0.07	- 2%
Total Operating Cost	\$74,721	\$39,065	\$35,656	94%
Passenger Fare Revenue	\$3,907	\$2,546	\$1,361	53%
Net Subsidy	\$70,814	\$36,519	\$34,295	94%
Net Subsidy per VSH	\$79.29	\$71.56	\$7.73	11%

While ridership growth generally kept pace with the increase in vehicle service hours (VSH), the lower average fare combined with an increase in the contracted cost per VSH for FY 2016 resulted in a 94 percent increase in the total subsidy required (compared to the 75 percent increase in VSH) and an 11 percent increase in the subsidy per VSH compared to the previous year. This resulted in a 20 percent decrease in the calculated farebox ratio (the percentage of operating costs that is recovered from passenger fares) for the Live Oak Route from the previous year (6.5 percent in FY 2015 versus 5.2 percent in FY 2016). However, without the contracted increase in the hourly cost, the adjusted subsidy would have increased by 79 percent (compared to the 75 percent increase in VSH). The contract rate per VSH was \$77.72 in FY 2015, \$83.66 in FY 2016 and is now \$85.96 for FY 2017. Ultimately, the additional first year cost (net of fares) to expand the Live Oak Route exceeded the initial \$30,000 projection by \$4,300.

The City of Live Oak began FY 2016 with a deferred STA revenue balance of approximately \$107,000. At the end of FY 2016, this balance is now estimated at around \$89,000 after accounting for \$43,000 in new STA revenue, the \$10,000 FRAQMD grant and a net operating cost of approximately \$71,000. Based on current cost and revenue projections including the current \$5,000 FRAQMD grant, Live Oak’s year-end STA balance is expected to drop to approximately \$56,000 by the end of FY 2017 and the current fund balance would be fully expended by December 2018.

## **Summary**

After one year, ridership growth on the expanded Live Oak Route has kept pace with the increase in the number of hours operated clearly demonstrating a strong demand for the service. While this route continues to be the best performing of the three rural routes in terms of passenger trips per hour of service and farebox recovery ratio, the long term sustainability of the expanded level of service given the existing contract relationship with Yuba-Sutter Transit is still in question based on current funding and ridership levels and the existing fare structure. Staff will continue to monitor this service closely while investigating other long term funding options.

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

**RECOMMENDATION:** Information only.