



MEETING NOTICE & AGENDA

DATE: Thursday, March 19, 2020

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**

Cardoza, Fletcher (Vice-Chair), Hudson, Leahy, Samayoa, Shaw, Sullenger and Whiteaker (Chair)

II. **Public Business from the Floor**

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

III. **Consent Calendar**

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

- A. Minutes from the Regular Meeting of February 20, 2020. (Attachment)
- B. Disbursement List for February 2020. (Attachment)
- C. Monthly Performance Report for February 2020. (Attachment)

IV. **Reports**

- A. **Preliminary Draft Yuba-Sutter Transit Operating and Capital Budget for FY 2021.** Discussion and possible direction for consideration in final draft budget. (Attachment)

RECOMMENDATION: Direct staff as desired.

- B. **Authorizing Resolution for Federal Transit Administration (FTA) Grant Documents.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 2-20 authorizing the Transit Manager to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317 and 5339.

- C. **Annual Authorization for the Transit Manager to Certify as Counsel for Federal Transit Administration (FTA) Grants.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 3-20 authorizing the Transit Manager to certify as counsel for FTA grants.

E. Project & Program Updates.

1. Yuba College Sutter Center Student Shuttle Start-Up
2. Next Generation Transit Facility Plan
3. Computer Assisted Dispatch System Implementation
4. COVID-19 Coronavirus Planning & Response (Renick House, Storer Transit Systems)

RECOMMENDATION: Information only.

V. Correspondence/Information

VI. Other Business

VII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 16, 2020
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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

AGENDA ITEM III – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES FEBRUARY 20, 2020

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

Present: Cardoza, Fletcher, Hudson, Leahy (Chair), Samayoa, Shaw (4:01 pm), Sullenger and Whiteaker

Absent: None

II. Public Business from the Floor

None.

III. Consent Calendar

Director Fletcher made a motion to approve the consent calendar. Director Leahy seconded the motion and it carried unanimously.

IV. Reports

A. State Low Carbon Transit Operations Program (LCTOP) Selection.

Martin presented the Low Carbon Transit Operations Program project considerations for this cycle. The funding amount is about the same as the previous cycle. The ad hoc committee consisting of Directors Cardoza, Leahy and Samayoa met on February 6, 2020 and are now recommending two projects for consideration. The first project is to continue the existing project to off-set ongoing operating costs for the Connect Card Electronic Fare Program for another 2 ½ years for the maximum allowed five year funding period.

The second project would be a combination of targeted fare subsidies and special free fare events and programs over a two-year demonstration period. The key portion of this project is to reduce the current \$30 price for a general monthly local fixed and rural route pass to just \$10 making it double the current \$5 price for a discounted monthly pass. This would be a relief for disadvantaged populations that don't qualify as senior, youth or disabled. The second part of this project would be a series of smaller free fare events over the same two years targeting special events or promotions such as free fares during the fair or free fares on specific route buses.

Director Fletcher asked how areas in Yuba County such as Camptonville and Brownsville that are extremely disadvantaged communities influence the decision for these programs. Martin explained that the determination of what is considered a disadvantaged community is determined by a complex algorithm and, despite how they may appear, those areas are not included within the state-identified DAC. Director Samayoa explained that there are a lot of factors that go into that determination. Adam Hansen explained that there are

approximately 20 factors that go into the calculation including home ownership rates, household incomes, and air and ground water pollution levels.

Martin explained that this is an ongoing funding program and invited anyone to submit ideas for future project consideration.

Director Cardoza made a motion to authorize the submittal of specified projects for LCTOP funding as proposed and adopt Resolution No. 1-20 authorizing execution of the related LCTOP Certifications and Assurances including the designation of the Transit Manager as the Authorized Agent. Director Leahy seconded the motion and it carried unanimously.

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

Martin presented the grant agreements for the extension of the discount pass program and the Live Oak expanded service.

Director Fletcher made a motion to authorize the execution of FRAQMD Grant Agreements #VF 19-02 and #VF 19-03 as submitted. Director Shaw seconded the motion and it carried unanimously.

C. FY 2018/2019 Financial Audit Report.

Martin presented the audit report for FY 2019. One finding in the report is regarding Other Post-Employment Benefits (OPEB) for retirees. Yuba-Sutter Transit does not offer any post-employment benefits except for the basic PERS requirement related to an option to receive a small contribution toward health care coverage. Yuba-Sutter Transit has just two active retirees and neither use the health plan that is offered. As noted in the finding, an Actuarial Review is required to establish the actual agency liability for this post-employment benefit and that analysis is now underway.

A second issue is regarding State Transit Assistance (STA) Claims. Previously, we were instructed to claim all STA funds available each year and to list any unused balance in the annual budget as deferred revenue. In this report, the auditor is now saying otherwise, but SACOG still supports our retention of those funds. Director Fletcher asked if we had a letter from SACOG that states the way they want it done. Martin advised that we have received an email from SACOG, and a copy of that email is in the file.

Director Fletcher made a motion to accept the FY 2018/2019 financial audit report as presented. Director Hudson seconded the motion and it carried unanimously.

D. FY 2021 Budget Preview.

Martin presented the budget preview noting that a more solid outline will be presented at the March board meeting as part of the JPA required Preliminary Draft Budget for FY 2021. Current year expenses are running slightly below budget and revenue is running slightly above budget.

Regarding next year, the Federal transportation funding measure known as the FAST Act will expire at the end of September and is not likely to immediately be renewed. Instead a series of continuing resolutions at the current funding level is expected. STA funding should remain the same and LTF funding levels will be known prior to the March meeting. On the capital side, there is one fleet replacement project for demand response buses to be programmed for funding in FY 2021 with delivery in FY 2022. The biggest consideration for next year will where ridership numbers will be in relation to fare revenues. The comprehensive operational analysis is awaiting a grant award decision from Caltrans, but this top to bottom systemwide review is so important that staff will recommend funding even without the grant. The last item of importance is the contract staffing relationship with the Regional Waste Management Authority which is now being evaluate for possible change as early as July 2021.

Director Samayoa stated that he was glad to hear about conducting a system review. He asked about a possible express bus between Yuba City and Marysville for people who work in one city and live in the other in the hopes of relieving some of the traffic congestion during peak times. He has requested a brief summary from SACOG about the commute patterns of people living in this area. Martin stated that this is the type of information that will be considered during the review.

E. Feather River Air Quality Management District (FRAQMD) Grant Close-out Report for the Expanded Live Oak Service.

Martin presented the close-out report for the expanded Live Oak service. Service has been mostly stable over the last few years. The expanded service has resulted in additional ridership that exceeds the increase in service hours though long-term sustainability remains in question.

F. Mid-year Performance Report for FY 2020.

Martin presented the mid-year performance report. Ridership has gone down again with a mid-year decrease of 7.3 percent compared to the same period last year. The good news is that ridership on the Sacramento commuter service is up about 9 percent despite the July 2019 fare increase.

G. Project & Program Updates

1. Yuba College Sutter Center Student Shuttle Start-Up

Martin explained that the Yuba College Shuttle Service has been averaging 14.3 passengers per day which is below what would be required for continued service. There has been a lot of outreach done by both Yuba-Sutter Transit and the college. The program is funded for two years through the Fall semester of 2021, but the program should be evaluated after the Summer semester since there is no commitment to continue the program.

Director Cardoza asked about advertising and if the college was assisting with getting the word out about the shuttle. Martin explained that they are doing multiple forms of advertising including on their website, signs on the marquee and flyers around the campus.

2. Next Generation Transit Facility Plan

Martin noted that the Next Generation Transit Plan consultants are under contract and that the first meetings were held in late January to define the scope of the future operation. This work will ultimately determine the necessary minimum size of the future site when looking for properties that are available.

3. Surplus Bus Sales

Martin noted that all 11 surplus buses were sold through an online auction site for a total of \$36,350 for an average of \$3,300 each.

4. Other Items

Martin briefly discussed several new initiatives that are now pending in the state legislature. The first is AB 1350 which has been circulating for a couple of cycles. It would require transit systems to offer free bus passes to youth ages 18 and under. AB 2012 was introduced in January to require free transit passes for seniors ages 65 and older. Finally, AB 2176 was introduced last week to require free transit passes for those attending any community college, CSU or UC school. For all three, non-compliance would make the transit agency ineligible for STA, LTF or LCTOP funds which this year would be equal to approximately 57 percent of Yuba-Sutter Transit's current revenue stream. In addition, none of these bills include any new funding to off-set the impact of the mandated loss of fare revenue.

V. Correspondence/Information

None.

VI. Other Business

None.

VII. Adjournment

The meeting was adjourned at 4:38 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 19, 2020 AT 4:00PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS.

**AGENDA ITEM III-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF FEBRUARY 2020**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,321.28	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 2,802.34	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 33,234.56	PAYROLL	PAYROLL
EFT	\$ 1,596.44	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 271.99	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.42	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 2,784.08	PG&E	ELECTRIC
EFT	\$ 38.74	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS
EFT	\$ 727.58	PG&E	GAS
EFT	\$ 38.23	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 213.72	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 135.18	ELAVON	MERCHANT SERVICE FEE - FEBRUARY
EFT	\$ 162.84	PRIMEPAY	PAYROLL FEE
16887	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING/WEED CONTROL DECEMBER 2019
16888	\$ 240.00	ANDERSON'S AUTOMATIC GATE SERVICE	SERVICE CALL - GATE VISUAL & AUDIO ALARM
16889	\$ 4,204.95	CONNECT CARD REGIONAL SERVICE CENTER	DEFERRED CREDITS CONNECT CARD
16890	\$ 475.00	HANCOCK PETROLEUM ENGINEERING	LABOR ON SERVICE CALLS FOR GAS TANKS
16891	\$ 240.25	QUILL CORPORATION	JANITORIAL SUPPLIES - TOILET PAPER/PAPER TOWELS
16892	\$ 1,100.00	R.C. JANITORIAL	JANITORIAL SERVICES - JANUARY 2020
16893	\$ 6,663.95	RAMOS OIL COMPANY	BUS FUEL - GAS
16894	\$ 384.98	SC FUELS	DEF FLUID
16895	\$ 494.79	STANLEY SECURITY SOLUTIONS, INC	SECURITY SERVICE 3/1/2020 - 3/31/2020
16896	\$ 325.02	STAPLES CREDIT PLAN	OFFICE SUPPLIES - RECEIPT BOOKS, PAPER
16897	\$ 66,588.00	STORER TRANSIT SYSTEMS	VEHICLE INSURANCE FOR OCT 2019 - DEC 2019
16898		VOID	
16899	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING/WEED CONTROL JANUARY 2020
16900	\$ 480,995.59	STORER TRANSIT SYSTEMS	CONTRACT SERVICES - DECEMBER 2019
16901	\$ 320.00	SUTTER BUTTES COMMUNICATIONS INC	LABOR - REPAIR OF BAD CHANNEL KNOB
16902	\$ 130.05	SUTTER COUNTY LIBRARY	DEFERRED CREDITS CONNECT CARD
16903	\$ 1,574.51	T-MOBILE	WIFI SERVICES FOR BUSES JANUARY 2020
16904	\$ 1,661.06	TEHAMA TIRE SERVICE INC	TUBES/TIRES
16905	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPIER LEASE - JANUARY 2020
16906	\$ 426.00	ACTION FENCING	CUT OFF POST & INSTALL NEW SIGN POST
16907	\$ 395.00	ALL SEASONS TREE & TURF CARE	APPLICATION OF WEED CONTROL & HERBICIDES
16908	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	MARCH IT SERVICES
16909	\$ 1,905.00	APPEAL DEMOCRAT	ADVERTISEMENT IN EXPLORE Y-S
16910	\$ 475.33	COMCAST BUSINESS	TELEPHONE FEBRUARY 2020
16911	\$ 250.86	COMCAST BUSINESS	INTERNET FEBRUARY 2020
16912	\$ 450.00	DIGITAL DEPLOYMENT	FEBRUARY WEBSITE SERVICES
16913	\$ 95.00	HANCOCK PETROLEUM ENGINEERING	LABOR - 1 HR TO CHECK NOZZLE #1 OPERATION
16914	\$ 17,000.95	INTERSTATE OIL COMPANY	BUS FUEL - DYED DIESEL
16915	\$ 425.00	MESSENGER PUBLISHING GROUP	ADVERTISEMENT IN GRIDLEY HERALD
16916	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
16917	\$ 2,690.88	RAMOS OIL COMPANY	BUS FUEL - GAS
16918	\$ 1,311.59	RICHALL ELECTRIC CO	REPLACE LAMP & BALLAST/RETROFITTED FIXTURES
16919	\$ 16,866.15	SC FUELS	BUS FUEL - DYED DIESEL
16920	\$ 635.79	SC FUELS	DEF FLUID
16921	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICE - FEBRUARY 2020
16922	\$ 432.35	TEHAMA TIRE SERVICE INC	TIRES/TUBES

\$ 660,202.01

**LAIF
TRANSFERS**

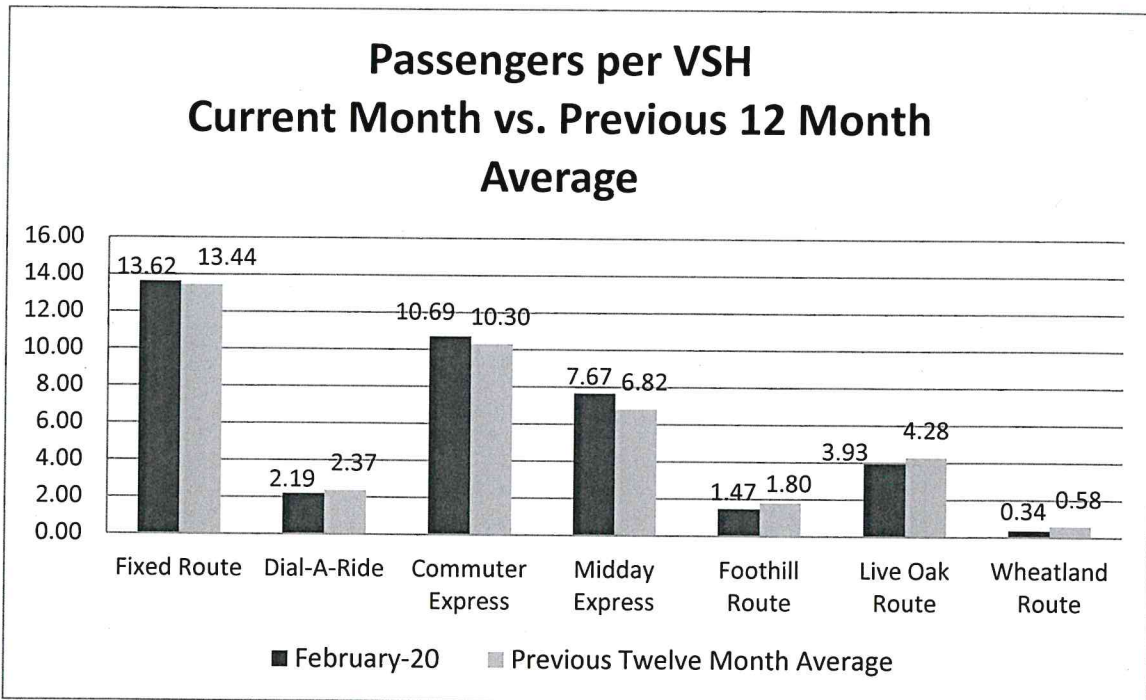
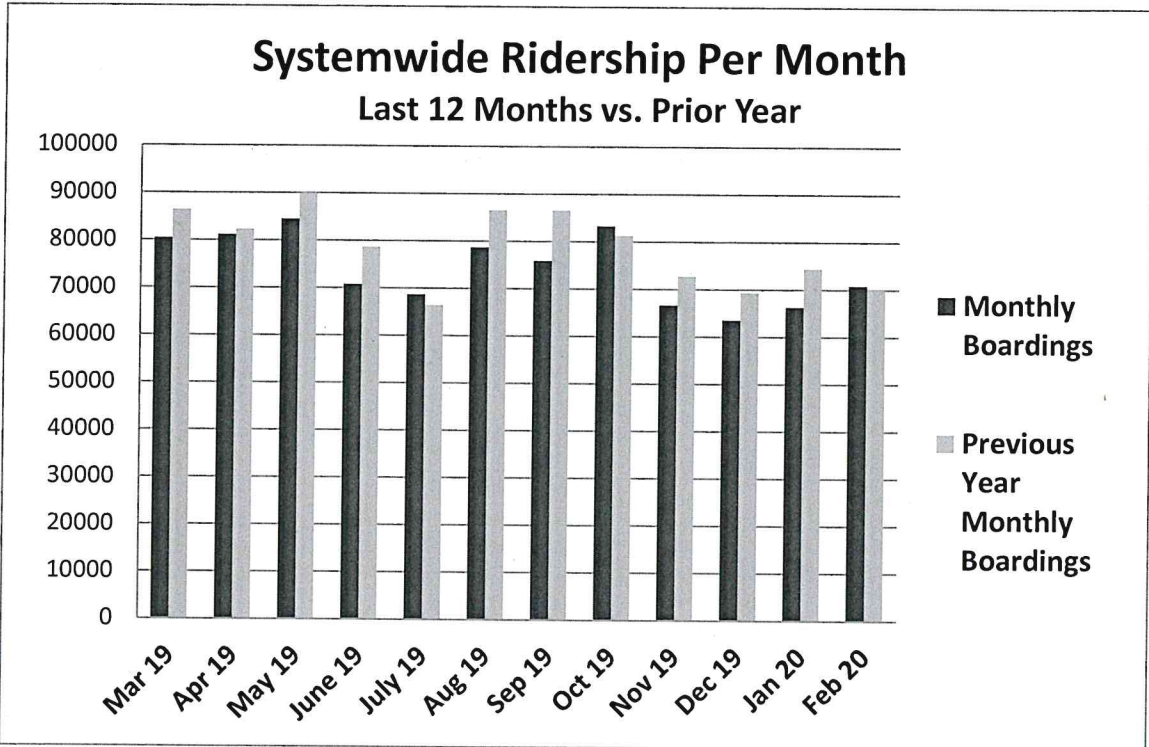
\$ (100,000.00) 2/5/2020 TRANSFER TO CHECKING

AGENDA ITEM III - C

FEBRUARY 2020 PERFORMANCE REPORT

Ridership:	February-20	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Fixed Route	54,992	57,259	438,967	482,864
Dial-A-Ride	4,037	4,584	35,244	39,743
Commuter Express	10,254	10,684	86,459	79,463
Midday Express	1,094	1,109	9,086	8,179
Foothill Route	113	143	1,089	1,555
Live Oak Route	297	330	2,686	2,919
Wheatland Route	13	26	97	439
Total Ridership:	70,800	74,135	573,628	615,162
Vehicle Service Hours:				
Fixed Route	4,038.44	4,261.70	33,663.49	34,189.77
Dial-A-Ride	1,839.47	1,936.55	15,246.50	16,236.89
Commuter Express	959.13	1,037.27	8,390.87	8,050.75
Midday Express	142.67	162.71	1,291.77	1,275.77
Foothill Route	77.07	79.34	631.44	640.14
Live Oak Route	75.63	77.08	624.63	616.34
Wheatland Route	37.96	45.37	363.38	341.30
Total VSH's:	7,170.37	7,600.02	60,212.08	61,350.96
Passengers Per Hour:				
Fixed Route	13.62	13.44	13.04	14.12
Dial-A-Ride	2.19	2.37	2.31	2.45
Commuter Express	10.69	10.30	10.30	9.87
Midday Express	7.67	6.82	7.03	6.41
Foothill Route	1.47	1.80	1.72	2.43
Live Oak Route	3.93	4.28	4.30	4.74
Wheatland Route	0.34	0.58	0.27	1.29
Total Passengers Per VSH:	9.87	9.75	9.53	10.03

FEBRUARY 2020 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

**PRELIMINARY DRAFT YUBA-SUTTER TRANSIT
OPERATING AND CAPITAL BUDGET FOR FY 2021**

Background

Attached for Board review and discussion is the preliminary draft Yuba-Sutter Transit operating and capital budget for FY 2021 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. While this submittal meets the JPA requirement, the budget is still a work in progress that will be further refined for the final draft budget that will be presented for Board review and adoption consideration at the May 21st meeting.

Current Year Budget Estimates

Year-end operating expenses for FY 2020 are now projected to be close though slightly higher than the \$8,304,800 budget (up 0.7 percent or \$61,200). The major budget variable this year is related to the new four-year contract with Storer Transit Services that began October 1, 2019 as the budget allowance was lower than that which resulted from the competitive bidding process. Anticipated savings in other areas including fuel, vehicle insurance and CalPERS payments are ultimately expected to make up most of this deficit. The most significant revenue variance is due to higher than expected fare receipts as a result of the July 1, 2019 fare increase. Based on these preliminary year-end budget projections for FY 2020, the net result would be an increase of \$109,450 in Yuba-Sutter Transit's deferred Local Transportation Fund (LTF) balance.

Preliminary FY 2021 Budget Projections

The preliminary draft FY 2021 operating budget of \$8,556,000 represents a 3.0 percent increase (\$251,200) over the budgeted amount and a 2.3 percent increase (\$190,000) over the projected year-end figure for FY 2020. Despite these increases, the preliminary draft budget is essentially a status quo budget with no major service or policy changes that should be viewed at this early date as a starting point for further analysis and discussion.

Significant expense variances from FY 2020 include adjustments for the higher than projected cost of the new operating contract; no unfunded CalPERS liability payment next year; and, initiation of the Comprehensive Operational Analysis (COA). The largest share of the operating budget is related to the operating contract with Storer Transit Systems which accounts for 74 percent (\$6,287,500) of the proposed FY 2021 operating budget. Fuel represents the next largest factor at 10 percent (\$875,000) of the budget. Fuel costs, typically the most volatile expense item each year, are currently being projected as fairly stable through FY 2021, but recent worldwide economic issues may result in changes to this line item before the final draft budget is presented in May.

The most significant revenue assumptions in the preliminary draft operating budget are the assumed stability in systemwide ridership and fare revenue; receipt of the pending state grant for the COA; some semblance of state and local economic stability; and, replacement or extension of the federal FAST Act at or above current funding levels. Based on these and other assumptions, the combined Local Transportation Fund (LTF) contribution from the member jurisdictions is expected to increase by 7.1 percent (\$300,000) over the amount budgeted to \$3,000,000 for FY 2020.

In addition to the above, the preliminary draft FY 2021 budget makes other significant expense and revenue assumptions including:

- Continuation of the consulting agreement with the Regional Waste Management Authority (RWMA) in FY 2021. While not likely to affect the FY 2021 budget, the RWMA is currently studying organizational alternatives that may result in the end of this long-standing agreement for FY 2022.
- Continued funding from the Feather River Air Quality Management District (FRAQMD) for the deeply discounted monthly youth, senior and disabled discount pass program at a level similar to what is currently being provided. This program will otherwise expire on March 31, 2021. Higher passenger out of pocket costs would likely have a significant impact on both ridership and fare revenue.
- State approval of two pending Low Carbon Transit Operations Program (LCTOP) applications for on-going reimbursement of Yuba-Transit's operating costs for the Connect Card program and for targeted reduced and free fare programs on the local fixed and rural routes.

After three years of significant capital investments including the replacement of 28 of Yuba-Sutter Transit's 51 buses, the preliminary draft capital budget for FY 2021 is just \$765,000. The primary project is the planned replacement of six small demand response and rural route buses with seven similarly sized buses. The FY 2021 budget includes the funding for this project with delivery of the new vehicles expected by December 2021.

Other Considerations

The following pending or potential expense and/or revenue issues are not currently factored into the preliminary draft budget though they may ultimately have a significant impact in both the near and long term:

- While still too early to make a final judgement, the long-term viability of the LCTOP funded Yuba College Sutter Center Shuttle will need to be addressed over the next few months which could result in service changes or even suspension of the service during FY 2021.
- Pending State legislation that if passed and signed by the Governor in their current form would result in up to 70 percent or more of Yuba-Sutter Transit's local fixed route passengers receiving free transit passes with no compensation to the agency for the lost

revenue. The three bills would apply to youth age 18 and under; seniors age 65 and over; and, students attending California Community Colleges, the California State University or the University of California.

- Unknown and uncertain local impacts of the still developing COVID-19 pandemic on ridership, fare revenue and operational capacity.
- Unknown and uncertain economic impacts of the pandemic on local, state and federal operating revenues.

Recommendation

This submittal initiates the formal Yuba-Sutter Transit budget process each year and Board questions and input continue to be invited as both the current and future budget year expense and revenue assumptions will continually be refined over the next two months. If more detailed discussions are desired, a special meeting could be scheduled for late April or early May in advance of the final budget presentation at the regular monthly meeting on May 21st.

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

RECOMMENDATION: Direct staff as desired.

Attachment: Preliminary Draft Operating and Capital Budget for FY 2021
Preliminary Draft Budget Assumptions for FY 2021

**YUBA-SUTTER TRANSIT AUTHORITY
PRELIMINARY DRAFT FY 2020/2021 OPERATING BUDGET**

PREPARED MARCH 11, 2020

		FY 2017/2018 Budget	FY 2017/2018 Audited	FY 2018/2019 Budget	FY 2018/2019 Audited	FY 2019/2020 Budget	FY 2019/2020 Projected	FY 2020/2021 Preliminary Draft
Operations Expenditures								
010.50300	Services - Other Maintenance	190,000	194,959	220,000	192,648	230,000	210,000	220,000
010.50401	Fuel and Lubricants	699,000	689,361	717,000	732,863	875,000	800,000	875,000
010.50402	Tires and Tubes	70,000	94,687	92,500	57,457	70,500	60,000	70,000
010.50499	Other Materials and Supplies Consumed	60,000	140,056	90,000	114,378	90,000	75,000	90,000
010.50500	Utilities - Electric and Gas	50,000	50,091	53,000	48,526	53,000	50,000	52,000
010.50501	Utilities - Water and Sewer	5,500	5,182	5,500	5,275	5,500	6,500	6,500
010.50600	Casualty and Liability Costs - Operations	284,500	282,051	292,000	292,429	304,000	278,000	270,500
010.50800	Services - Contract Operations	4,960,000	5,013,837	5,093,000	5,095,265	5,400,000	5,700,000	6,000,000
010.50801	Services - Out of Contract	12,000	13,163	15,000	12,759	15,000	16,000	17,000
	Subtotal - Operations	\$6,331,000	\$6,483,387	\$6,578,000	\$6,551,600	\$7,043,000	\$7,195,500	\$7,601,000
Administration Expenditures								
160.50102	Salaries and Wages - Admin. Staff	383,700	381,205	404,000	386,612	400,000	398,300	420,000
160.50200	Fringe Benefits - Admin. Staff	186,300	191,988	189,500	149,431	160,000	149,500	160,000
160.50201	Fringe Benefits - Unfunded CalPERS Liability Payments	0	22,353	0	28,464	425,000	391,000	0
160.50301	Services - Accounting	2,500	2,318	2,500	4,809	3,000	3,000	3,000
160.50302	Services - Legal	12,000	5,460	12,000	5,957	12,000	6,000	12,000
160.50303	Services - Printing and Copying	40,000	26,584	32,000	18,915	30,000	20,000	25,000
160.50309	Services - Miscellaneous Professional	114,000	77,275	103,000	84,304	130,000	115,000	237,000
160.50499	Materials and Supplies - Office & Postage	15,000	8,653	15,000	8,593	15,000	16,000	16,000
160.50502	Utilities - Telephone & Internet	15,000	14,729	20,000	8,724	20,000	8,000	10,000
160.50900	Miscellaneous Expense - Insurance and Bond	33,000	29,959	33,000	30,354	36,000	35,500	36,000
160.50901	Miscellaneous Expense - Dues & Subscriptions	6,000	4,191	5,000	4,146	5,000	5,200	5,000
160.50902	Miscellaneous Expense - Travel and Meetings	7,000	4,791	5,000	2,101	5,000	3,500	5,000
160.50903	Miscellaneous Expense - Board of Directors	4,800	3,700	4,800	4,350	4,800	4,500	5,000
160.50904	Miscellaneous Expense - Media Adv. and Promo.	20,000	4,703	10,000	9,495	10,000	10,000	15,000
160.50909	Miscellaneous Expense - Other	11,000	4,008	10,000	3,519	6,000	5,000	6,000
	Subtotal - Administration	\$850,300	\$781,917	\$845,800	\$749,774	\$1,261,800	\$1,170,500	\$955,000
	Total Expenditures	\$7,181,300	\$7,265,304	\$7,423,800	\$7,301,374	\$8,304,800	\$8,366,000	\$8,556,000

		FY 2017/2018 Budget	FY 2017/2018 Audited	FY 2018/2019 Budget	FY 2018/2019 Audited	FY 2019/2020 Budget	FY 2019/2020 Projected	FY 2020/2021 Preliminary Draft
Operating Revenue								
40100	Passenger Fares	1,275,000	1,147,721	1,160,000	1,187,342	1,250,000	1,400,000	1,400,000
40200	Special Transit Fares	21,000	20,704	21,000	21,433	21,000	27,500	27,500
40600	Auxiliary Revenue (Bus, Shelter & Bench Advertising)	50,000	37,025	45,000	50,064	49,000	42,000	42,000
40700	Non-Transportation Revenue (Interest)	2,000	7,804	2,500	5,939	4,000	12,000	7,500
40709	Non-Transportation Revenue (RWMA, Misc.)	67,000	54,890	60,000	38,762	45,000	40,000	45,000
40900	Local Transportation Funds (LTF)	2,500,000	2,803,703	2,789,800	2,588,939	2,800,000	2,690,550	3,000,000
40901	Local Cash Grants/Reimbursements	34,500	33,423	34,500	37,558	41,000	41,000	41,000
41100	State Transit Assistance Funds (STA)	755,000	755,000	950,000	950,000	1,428,500	1,428,500	1,282,400
41109	State Cash Grants/Reimbursements	93,600	45,121	47,800	96,008	266,300	284,450	510,600
41300	General Operating Assistance - FTA Sect. 5307 (Urban)	2,100,000	2,100,000	2,100,000	2,100,000	2,200,000	2,200,000	2,000,000
41301	General Operating Assistance - FTA Sect. 5311 (Rural)	200,000	200,997	200,000	201,103	200,000	200,000	200,000
41310	Rural/Small Urban Planning Grant - FTA Sect. 5304 (Planning)	83200	58,916	13,200	24,226	0	0	0
41399	Other Federal Financial Assistance	0	0	0	0	0	0	0
	Total Operating Revenue	\$7,181,300	\$7,265,304	\$7,423,800	\$7,301,374	\$8,304,800	8,366,000	\$8,556,000

		FY 2017/2018 Budget	FY 2017/2018 Audited	FY 2018/2019 Budget	FY 2018/2019 Audited	FY 2019/2020 Budget	FY 2019/2020 Projected	FY 2020/2021 Preliminary Draft
	Deferred TDA Revenues, July 1	\$2,003,900	\$2,093,011	\$2,101,735	\$2,133,727	\$2,859,383	\$2,859,383	\$2,929,909
	LTF Revenues Received	2,500,000	2,500,000	2,789,800	2,789,800	2,800,000	2,800,000	3,000,000
	STA Revenues Received	1,000,000	1,099,419	1,281,568	1,530,001	1,770,356	1,599,196	1,602,620
	LTF Revenues Allocated - Operating	(2,500,000)	(2,803,703)	(2,789,800)	(2,588,939)	(2,800,000)	(2,690,550)	(3,000,000)
	STA Revenues Allocated - Operating	(755,000)	(755,000)	(950,000)	(950,000)	(1,428,500)	(1,428,500)	(1,282,400)
	LTF Revenues Allocated For Local Capital Outlays	0	0	0	0	0	0	0
	STA Revenues Allocated For Local Capital Outlays	(467,747)	0	(861,432)	(66,551)	(415,018)	(253,570)	(100,000)
	Proceeds from Sale of Vehicles	0	0	0	11,345	0	43,950	0
	Deferred TDA Revenues, June 30*	\$1,781,153	\$2,133,727	\$1,571,871	\$2,859,383	\$2,786,221	\$2,929,909	\$3,150,129
	Local Transportation Funds (LTF)	1,347,093	1,122,422	1,140,430	1,323,283	1,043,184	1,432,733	1,432,733
	State Transit Assistance Funds (STA)	434,060	1,011,305	431,441	1,536,100	1,169,711	1,497,176	1,717,396

Deferred STA Detail								
	Yuba-Sutter Transit Portion	\$365,760	\$969,813	\$390,608	\$1,479,974	\$1,093,032	\$1,426,904	\$1,633,078
	City of Live Oak Portion	56,200	38,060	32,657	41,557	51,561	45,464	48,117
	City of Wheatland Portion	12,100	3,432	8,176	14,569	25,118	24,808	36,201
	Total Deferred STA Revenue	\$434,060	\$1,011,305	\$431,441	\$1,536,100	\$1,169,711	\$1,497,176	\$1,717,396

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

**YUBA-SUTTER TRANSIT AUTHORITY
PRELIMINARY DRAFT CAPITAL BUDGET
FY 2020/2021
PREPARED MARCH 11, 2020**

	FY 2018/2019 BUDGET	FY 2018/2019 AUDITED	FY 2019/2020 BUDGET	FY 2019/2020 PROJECTED	FY 2020/2021 DRAFT BUDGET
<u>EXPENDITURES</u>					
Maintenance and Operations Facility (1)	\$ 129,538	\$ 145,526	\$ -	\$ -	\$ -
Vehicle Purchase/Replacement (2)	\$ 10,825,000	\$ 848,352	\$ 5,500,000	\$ 5,565,531	\$ 665,000
Miscellaneous Capital (3)	\$ 474,559	\$ 387,774	\$ 100,000	\$ -	\$ 100,000
	<u>\$ 11,429,097</u>	<u>\$ 1,381,652</u>	<u>\$ 5,600,000</u>	<u>\$ 5,565,531</u>	<u>\$ 765,000</u>
<u>REVENUES</u>					
Federal (5307, 5310, 5311, 5317, 5339)	\$ 5,936,398	\$ 688,626	\$ 4,450,000	\$ 4,488,867	\$ 532,000
State Transit Assistance (STA)	\$ 861,432	\$ 66,551	\$ 415,018	\$ 253,570	\$ 100,000
State Transit Assistance (SGR)	\$ 489,107	\$ -	\$ 734,982	\$ 735,455	\$ 133,000
Low Carbon Transit Operation Program	\$ 124,917	\$ 125,406	\$ -	\$ -	\$ -
Other Local	\$ -	\$ 12,000	\$ -	\$ -	\$ -
Proposition 1B (PTMISEA/Safety)	\$ 4,017,243	\$ 489,069	\$ -	\$ 87,639	\$ -
	<u>\$ 11,429,097</u>	<u>\$ 1,381,652</u>	<u>\$ 5,600,000</u>	<u>\$ 5,565,531</u>	<u>\$ 765,000</u>

Notes:

- No facility projects are budgeted for FY 2021.
- The FY 2021 vehicle project is being identified for funding purposes for the programmed replacement and expansion of six 2014 model Glaval demand response/rural route buses with seven buses (\$665,000: \$532,000 Federal / \$133,000 State SGR) for delivery in FY 2022. The FY 2020 vehicle project includes the replacement of eleven 2008 model NABI/Opus fixed route buses (\$5,465,292: \$4,424,125 Federal / \$735,455 State SGR / \$52,142 State PTMISEA / \$253,570 State STA) and the completion (\$100,239: \$64,742 Federal / \$35,497 State PTMISEA) of the FY 2019 vehicle replacement of ten 2010 model Starcraft demand response/rural route buses.
- Planned miscellaneous capital expenditures for FY 2021 include an allowance for facility and office equipment & furnishings (\$100,000 State STA).

**YUBA-SUTTER TRANSIT
FY 2020/2021 OPERATING & CAPITAL BUDGET ASSUMPTIONS
PREPARED MARCH 11, 2020**

OPERATIONS EXPENDITURES

Services – Other Maintenance (Acct. #010.50300)

This account is available to fund a variety of outside maintenance and operations related services. These services include radio maintenance and repeater contracts; bus Wi-Fi service; CAD/AVL license fees; CHP inspection certificates; FRAQMD permit fees, minor facility repairs and services; landscape maintenance; janitorial expenses; bus stop shelter and sign maintenance, repairs and relocations; mechanical warranties; and, storm water/pollution prevention related planning, permitting, monitoring and reporting expenditures.

This account also includes an estimated \$40,000 for Yuba-Sutter Transit's share of operating expenses for the regional Connect Card electronic fare card system which is expected to be covered with state funds from the Low Carbon Transit Operations Program (LCTOP). The audited amounts for prior years may include the labor portion of state grant funded project expenditures below the capitalization threshold.

Fuel & Lubricants (Acct. #010.50401)

This account is based on the operation of 92,000 vehicle service hours (VSH) in FY 2021 at a combined average price of about \$9.50 per VSH for gasoline and diesel including diesel emission additives and applicable taxes. Because fuel expenses are volatile and represent over 10 percent of the proposed budget, this account will always be among the greatest expenditure risk each year as evidenced by the recent jump in fuel prices and the resulting impact on the current year budget.

Tires & Tubes (Acct. #010.50402)

This account is based on the projected year-end expenditures for FY 2020. While tire prices have increased significantly over the past few years, this figure can vary widely from year to year depending on when vehicles are replaced. The last new buses were delivered in June 2019 (ten demand-response / rural route buses) and November 2019 (eleven local fixed route buses).

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 as necessary. 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 Yuba-Sutter Transit's older buses that are nearing the end of their life cycle. Though not included in the budget or year-end projections, the audited amounts may include non-labor state grant funded project expenditures below the capitalization threshold.

Utilities – Electric & Gas (Acct. #010.50500)

Based on the projected year-end expenditures for FY 2020.

Utilities – Water & Sewer (Acct. #010.50501)

Based on the projected year-end expenditures for FY 2020.

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

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

Services – Contract Operations (Acct. #010.50800)

This figure is based on the current operating contract with Storer Transit Systems assuming the operation of 92,000 annual VSH for FY 2021.

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 community groups and organizations consistent with the applicable service procedures. This figure can vary from year to year depending on community demand.

ADMINISTRATIVE EXPENDITURES

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

The budgeted amount is based on a projected total salary figure for the five administrative staff positions including any available step increases and longevity adjustments; an allowance for the pay out of a portion of accrued annual leave; and any staff salary adjustments for FY 2021 to be considered at the May Board meeting. Required accounting adjustments for accrued compensated absences has been moved to Fringe Benefits.

Fringe Benefits – Administrative Staff (Acct. #160.50200)

Fringe benefit expenses have been adjusted to account for known changes in benefit rates based on the above salary assumptions and current employee demographics. Recent fluctuations in this account are due to annual GASB 68 year-end adjustments; and reclassification of required accounting adjustments for accrued compensated absences into this account. In addition, payments to CalPERS for the unfunded accrued retirement fund liability are now being recorded in the expense item below.

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 who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date.

In general, the UAL is billed monthly, but Yuba-Sutter Transit has been making annual lump sum payments at a reduced rate. For comparative purposes, the annual lump sum UAL payments are now being shown on this separate fringe benefit line item. While the normal cost payment is a predictable percentage of payroll, the UAL varies with plan experience and changes in actuarial assumptions.

For FY 2020, rather than monthly or annual payments, the Board approved a single payment to eliminate the projected combined UAL fund balance of approximately \$425,000 which was subsequently reduced to an actual balance of nearly \$391,000. By paying the annual payment and the UAL balance in full, the authority saved over \$320,000 in interest over 25 years. There is no UAL payment for FY 2021.

Services – Accounting (Acct. #160.50301)

Based on past expenditures including payroll and miscellaneous accounting services. The FY 2019 amount includes additional professional services 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.

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 passenger information materials.

Services – Miscellaneous Professional (Acct. #160.50309)

This account is for miscellaneous professional services such as computer/internet/website support services, graphic design work and other administrative support services or consultants. For FY 2020, this account now includes a projected \$67,000 for first year consultant expenses related to the State Adaptation Planning Grant for the Next Generation Facility Siting Study. For FY 2021, this account includes allowances of \$133,000 for completion of the Next Generation Facility Study and \$67,000 in first year expenses for the anticipated Comprehensive Operational Analysis.

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

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

Utilities – Telephone & Internet (Acct. #160.50502)

This account is based on current service agreements. The FY 2019 amount includes a monthly credit for internet service from our former contract service operator.

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

This account is based on the existing facility damage and liability insurance policy coverage limits.

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

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

Miscellaneous Expense – Travel & Meetings (Acct. #160.50902)

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

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

This account is based on an average of 12 meetings a year for each member including any ad hoc committee meetings. Current policy limits compensation to a maximum of 20 meetings per member each fiscal year.

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

This account is an allowance for a wide range of marketing and promotional expenses including specialized point of use passenger informational materials for bus stop shelters and information panels; special event promotional pieces; telephone directory advertising; and, other marketing opportunities. When applicable, promotional expenses for grant funded services are reimbursed. Yuba-Sutter Transit's marketing activities have always been modest compared to similarly sized systems where such activities are typically 1 – 2 percent of the operating budget which would represent an annual marketing budget of at least \$80,000 for Yuba-Sutter Transit.

Miscellaneous Expense – Other (Acct. #160.50909)

This account is an allowance for miscellaneous expenses such as banking fees, NSF check charges and otherwise undesignated expenses. It has been increasing in recent years due to credit/debit card merchant account fees and new annual CalPERS report expenses to comply with new accounting requirements. Prior to FY 2020, this account also included commissions paid to pass and ticket sales outlets.

OPERATING REVENUES

Passenger Fares (Acct. #40100)

This account assumes some stabilization of the five-year negative systemwide ridership trend along with the impact of the July 1, 2019 fare increase. The budget also assumes continued growth in the ridership on the Sacramento Commuter service along with continuation of the Feather River Air Quality Management District (FRAQMD) sponsored discount monthly pass program.

Special Transit Fares (Acct. #40200)

This account is based on current year revenue projections for direct fare payments by Yuba County Employment Services, Yuba County Child Protective Services (CPS) and other miscellaneous special transit service revenues.

Auxiliary Transportation Revenue – Advertising (Acct. #40600)

This account is for bus exterior, bus stop shelter and bus stop bench advertising program revenues. This figure is based on current year projected year revenue. A total of 32 advertising bus stop shelters and 68 advertising bus stop benches are located throughout the service area and exterior ads are now available on all 51 buses.

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

This account represents the estimated interest earnings on available cash for FY 2021. 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 such as fleet replacement/expansion and the repair or replacement of major facility items.

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

This account includes receipts from the consulting agreement with the Regional Waste Management Authority and miscellaneous income from photo I.D. fees, bike locker rentals and surplus property sales. For FY 2021, this account assumes the continued waiver of all initial Connect Card discount photo I.D. fees (approximately \$3,000 annually) to encourage conversion to the new Connect Card system.

Local Transportation Funds (Acct. #40900)

The allocation of Local Transportation Fund (LTF) revenues is based on the amount required to balance the budget after all other revenues are calculated. Despite just a 3.0 percent increase (\$251,200) in operating costs over FY 2020, the draft budget assumes a 7.1 percent increase (\$200,000) in the annual LTF allocation for FY 2021 due primarily to the budgeted decrease in the use of both State Transit Assistance (STA) funds and Federal funds for operating expenses. For reference, SACOG's draft LTF apportionments for FY 2021 for Yuba-Sutter Transit's four member jurisdictions is decidedly mixed with Yuba City and Sutter County up 2.4 and 1.7 percent respectively while Yuba County and Marysville down 12.2 and 10.0 percent. The total combined amount of LTF available to these four jurisdictions is set at \$5,850,212 which is \$107,000 less (1.8 percent) than for the current year.

Any LTF funds received in excess of the amount needed to balance the operating budget such as for FY 2020 are added to the deferred LTF revenue from prior years and any shortfall such as for FY 2019 is made up from the same source which is retained as a contingency fund primarily for such a purpose. These reserves are shown at the bottom of the operating budget as deferred TDA revenue (LTF and STA) with the STA further broken out to include the amounts that are restricted for Live Oak and Wheatland. Yuba-Sutter Transit's STA reserves are typically used for capital purposes while LTF reserves constitute Yuba-Sutter Transit's contingency and cash flow fund. The LTF reserve is budgeted at 16.8 percent of total operating expenditures for FY 2021 which is up from the 12.6 percent figure that was budgeted for FY 2020. In addition to providing a contingency fund for unforeseen expenses, wildly escalating fuel prices or a major economic crisis; an adequate cash reserve is essential due to the high level of Federal funding being used for operations (26 percent of all budgeted revenue) since most of these funds are not received until the end of the fiscal year or even beyond.

Local Cash Grants/Reimbursements (Acct. #40901)

This account is available for local contract service payments and other contributions for services or programs. This account includes grants from the Feather River Air Quality Management District (FRAQMD) to partially off-set the cost to expand the Live Oak Route from three to five days a week since July 2015 and reimbursements from Mercy Housing that are received from the City of Wheatland to off-set the cost to expand the Wheatland Route from three to five days a week since December 2015. FY 2019 included a grant from SACOG to promote our Sacramento commuter service.

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

Now derived from a sales 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 both operating and capital purposes, STA funds have historically been used as the primary source of local matching funds for Federal capital grants. For FY 2021, a total of \$1,602,620 in STA funds is expected to be available to Yuba-Sutter Transit – just \$3,424 more than the amount expected for FY 2020. The draft budget assumes the use of \$1,282,400 in STA funds for operations with the balance to be used for future capital expenditures. The FY 2021 allocation of STA funds for operating expenses is down approximately \$150,000 from FY 2020 to begin shifting more of these flexible funds to capital reserves in anticipation of greater capital needs in FY 2022 and beyond. It should be noted that a portion of the STA funding

budgeted for operating expenses is derived from specific allocations to Live Oak and Wheatland for operation of the contract services that Yuba-Sutter Transit provides to these non-member jurisdictions.

State Cash Grants/Reimbursements (Acct. #41109)

For FY 2021, this account is available for the receipt or accrual of miscellaneous grant related reimbursements for state Low Carbon Transit Operations Program (LCTOP) grant funded project operating expenditures for the regional Connect Card electronic fare card system; the Enhanced Peak-Hour Sacramento Commuter Service; the Yuba College Shuttle service; the State share for the completion of the Next Generation Facility Siting Study; and, the first year State share of the anticipated award of a grant for the Comprehensive Operational Analysis. This account also includes any year-end posting of State funding for capital expenditures below the capitalization threshold

Federal General Operating Assistance – FTA Section 5307 (Acct. #41300)

This account is for Federal operating assistance that is provided to transit systems in small urban areas through the Fixing America's Surface Transportation (FAST) Act that was signed on December 4, 2015. Yuba-Sutter Transit's FY 2020 allocation was up 2.4 percent (\$60,245) over the FY 2019 allocation. FY 2020 was the last year of the FAST Act funding authorization though continuing resolutions to extend such authorizations at previous year funding levels are typical. As a result, \$2.6 million is expected to again be available from this source for FY 2021. Historically used primarily for capital projects, a greater percentage of these flexible Federal funds have been used for operations over the last 13 years due to the availability of various one-time/discretionary and limited term State and Federal capital funding sources. The draft budget would shift this pattern a bit for FY 2021 with \$2.0 million being programmed for operating support (down \$200,000 from FY 2020). The remainder and any prior year carryover balance will remain available for future operating or capital expenses.

Federal General Operating Assistance – FTA Section 5311 (Acct. #41301)

This account is for Federal operating assistance that is provided specifically to rural transit systems including CalACT scholarships for conference attendance. Yuba-Sutter Transit's rural services include the Foothill, Live Oak and Wheatland Routes and the Plumas Lake stop on the Sacramento Commuter and Midday Express service. These funds can be used for both operating and capital assistance subject to a 55.33 percent Federal funding limitation for operations and 88.53 percent for capital expenditures. This funding source has grown significantly in recent years, but the limited amount of rural service provided by Yuba-Sutter Transit limits its use for operations though the balance can be used for capital needs associated with rural services.

Federal Rural/Small Urban Planning Grant – FTA Section 5304 (Acct. #41310)

This account was for a Federal grant for the Route 1 Corridor Enhancement Plan which was fully expended in FY 2019.

Other Federal Financial Assistance (Acct. #41399)

This account is for the receipt or accrual of Federal government payments to help cover the costs of operating transit service not included above.

DEFERRED REVENUE DETAIL

1. Deferred TDA Revenues (July 1) – Carried forward from projected year-end figures for FY 2020 with LTF and STA revenues combined.
2. LTF Revenues Received – Amount set in annual apportionment adjusted for any prior year audit findings.
3. STA Revenues Received – Amount of STA revenues that are available to Yuba-Sutter Transit, Live Oak and Wheatland.
4. LTF Revenues Allocated (Operating) – Maximum local share of actual or projected expenditures as set by the budget.
5. STA Revenues Allocated (Operating) – Amount allocated in the budget for operating expenditures, if any.
6. LTF Revenues Allocated for Local Capital Outlays – Amount of deferred or current year LTF revenues budgeted for capital acquisitions during the fiscal year, if any.
7. STA Revenues Allocated for Local Capital Outlays – Amount of deferred or current year STA revenues budgeted for capital acquisitions during the fiscal year, if any.
8. Proceeds from Sale of Vehicles (As Necessary).
9. Deferred TDA Revenues (June 30) – Amount available for cash flow, contingencies and future local capital expenditures itemized by LTF and STA share of the total available.

CAPITAL PROGRAM SUMMARY

The draft capital budget of \$765,000 includes the planned replacement of six 2014 model 16-passenger demand response and rural route buses with seven similar buses. This purchase is being programmed in FY 2021 for funding purposes with delivery expected to be completed in FY 2022. Other capital projects include an allowance for miscellaneous office and shop equipment or for unforeseen facility repairs.

AGENDA ITEM IV – B
STAFF REPORT

**AUTHORIZING RESOLUTION FOR
FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT DOCUMENTS**

As a recipient of Federal financial assistance from the FTA, Yuba-Sutter Transit must maintain a current resolution designating the person or position within the organization authorized to execute and file federal grant and contract related documents. The attached resolution references all relevant federal funding sources. The Transit Manager position, or designee, is again being designated to represent Yuba-Sutter Transit for this purpose and the proposed resolution follows the currently prescribed language for such an authorization.

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

RECOMMENDATION: Adopt Resolution No. 2-20 authorizing the Transit Manager, or designee, to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317 and 5339.

3-19-20

YUBA-SUTTER TRANSIT AUTHORITY

RESOLUTION NO. 2-20

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C. chapter 53, title 23 United States Code, or other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transportation Administration has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Yuba-Sutter Transit Authority, and may require the Yuba-Sutter Transit Authority to provide the local share of the project cost;

WHEREAS, the Yuba-Sutter Transit Authority has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY THE YUBA-SUTTER TRANSIT AUTHORITY BOARD OF DIRECTORS;

- 1. That the Transit Manager, or designee, is authorized to execute and file an application for Federal assistance on behalf of the Yuba-Sutter Transit Authority with the Federal Transit Administration for Federal Assistance authorized by 49 U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration. The Yuba-Sutter Transit Authority has received authority from the State of California, Department of Transportation, the Designated Recipient, to apply for Urbanized and Non-Urbanized Area Formula and Non-Formula Program assistance pursuant to Sections 5307, 5309, 5310, 5311, 5317 and 5339.*
- 2. That the Transit Manager, or designee, is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.*

3. *That the Transit Manager, or designee is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Yuba-Sutter Transit Authority.*

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT THE REGULAR MEETING THEREOF HELD ON MARCH 19, 2020.

Chair, Board of Directors

Attest:

*Janet Frye
Secretary to the Board of Directors*

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AGENDA ITEM IV – C
STAFF REPORT

**ANNUAL AUTHORIZATION FOR THE TRANSIT MANAGER
TO CERTIFY AS COUNSEL FOR
FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS**

Since January 1, 1999, Federal Transit Administration (FTA) grants have been submitted and managed through an electronic award and management system. Since 1999, the Yuba-Sutter Transit Board of Directors has annually adopted resolutions authorizing the Transit Manager to certify as both the designated official and on behalf of counsel on electronic grant applications.

It is common practice for Transit Managers who certify as designated officials on grant applications to also certify on behalf of counsel on the current status of the agency's certifications and assurances. For small agencies like Yuba-Sutter Transit, legal counsel is typically off-site and it is inconvenient and costly for them to certify the application in person. In addition, the designated official would typically inform the counsel of the agency's compliance status prior to the certification anyway.

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

RECOMMENDATION: Adopt Resolution No. 3-20 authorizing the Transit Manager to certify as counsel for FTA grants.

3-19-20

YUBA-SUTTER TRANSIT AUTHORITY

RESOLUTION NO. 3-20

**TRANSIT MANAGER AUTHORIZATION TO CERTIFY AS COUNSEL
FOR FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS**

WHEREAS, The Federal Transit Administration has developed an electronic award and management system to enhance the ability to process and manage the grants program; and,

WHEREAS, Transit Managers who currently certify as designated officials on grant applications are also permitted to certify on behalf of counsel on the current status of the agency's certifications and assurances to streamline the electronic grant process; and

WHEREAS, The Yuba-Sutter Transit Authority Board of Directors did authorize the Transit Manager on March 19, 2020 to certify as counsel for this purpose:

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby continue to authorize the Transit Manager to certify as counsel for Federal Transit Administration (FTA) grants by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A MEETING HELD ON MARCH 19, 2020.

Chair, Board of Directors

ATTEST:

*Janet Frye
Secretary to the Board*