

## AGENDA ITEM III – A

### YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES SEPTEMBER 15, 2016

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

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

Present: Cleveland, Didbal (Vice-Chair), Fletcher, Griego (4:01), Samayoa, Sullenger, Whiteaker (4:06) and Whitmore

Absent: None

#### **II. Public Business from the Floor**

None

#### **III. Consent Calendar**

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

#### **IV. Reports**

##### **A. Special Service Authorization for the 2016 Sikh Parade Parking Shuttle.**

Martin stated that Yuba-Sutter Transit has been providing shuttle service for this event for a number of years. Martin noted that it has grown significantly over time and Yuba-Sutter Transit now provides an estimated 30,000 passenger trips for that one day event. Martin stated that staff had anticipated receiving a request from the Temple leadership regarding the shuttle service prior to this meeting and that he attended an event planning meeting today where he spoke with Temple representatives regarding the parade and the events of that weekend. While he has yet to receive a commitment from Temple leadership, Martin is now recommending that the Board give conditional authorization to provide the shuttle if the Temple provides a written commitment to purchase 6,750 full fare round trip tickets by September 30<sup>th</sup>.

Director Didbal made a motion for conditional authorization to provide the Shuttle Service for the Sikh Parade as proposed if a commitment for the purchase of tickets is received by September 30, 2016. Director Whiteaker seconded the motion and it carried unanimously.

##### **B. Draft Grant Applications for the FY 2016/2017 Cycle of the Feather River Air Quality Management District (FRAQMD) Blue Sky Grant Program.**

Martin stated that this item was discussed at the July meeting and that staff is now bringing back three proposed grant applications for Board consideration. The first project is the proposed continuation of the Discount Monthly Pass Program for area seniors, disabled and youth through 2017. Martin noted that the program is being recommended at a funding level of \$144,000 based

on an estimated 14,400 passes with a \$10 subsidy and an out-of-pocket expense of \$5 for the passenger rather than the current \$6.00 cost. The second proposed grant is for \$10,000 that would fund one-third of the additional cost for the Live Oak service expansion that began in July 2015 and extend the service for another year through 2017.

Martin stated that the third proposed grant comes from the Board conversation in July regarding the need to enhance Yuba-Sutter Transit's bus stops. Noting that a lot of bus stops are on road shoulders in unimproved areas without adequate sidewalks where bus stop shelters and benches do not easily fit, staff has identified a product to address this problem called a "Simme-Seat" with pictures provided in the staff report. Staff is recommending an application for \$12,000 from the Blue Sky Grant which is about half of the cost to put in up to 24 Simme-Seats in locations throughout the service area.

Martin invited Board input on the draft grant applications indicating that staff is recommending authorization to submit all three as proposed in the same priority order as they were discussed. Director Samayoa asked if the Simme-Seats were adjustable in height. Martin responded that they are fixed at the standard bench height.

Director Whiteaker made a motion to authorize the submittal of the FRAQMD grant applications as proposed. Director Cleveland seconded the motion and it carried unanimously

**C. Caltrans Sustainable Transportation Planning Grant Program Authorizing Resolution.**

Martin stated the draft resolution is a requirement of the grant to designate the position that is authorized to sign the contract. He noted that this project is for the Route 1 corridor study that will encompass all of the major transfer centers and that this is the first step in the process following grant award. A draft Request for Proposals (RFP) will soon be brought to the Board for the purpose of soliciting proposals for a project consultant.

Director Whiteaker made a motion to adopt Resolution No. 13-16 as proposed. Director Griego seconded the motion and it carried unanimously.

**D. Revised Connect Card Electronic Fare Card Transition Plan.**

Martin stated that the Board approved Connect Card related fare policies in 2012 and a transition plan in 2014. Martin continued that this program is getting very close to going live and that the first step will be a "soft launch" using a small number of volunteers using only the Sacramento Regional Transit District (RT) followed by a second soft launch phase for the remaining agencies a few months later. Assuming a successful soft launch, the system will be rolled out to all users a few months thereafter.

Because a soft launch was not anticipated when the Board adopted the initial transition plan, staff is now recommending revisions to that plan as noted in the attached table with an additional condition to recognize that future actions by the Connect Card consortium may preempt certain provisions of the transition plan and require a different approach systemwide. Martin added that as soon as Yuba-Sutter Transit has the go ahead during the soft launch phase, staff can begin to issue new Connect Card photo ID cards for discount passengers which is especially timely as approximately one-third of the existing cards will be expiring December 31<sup>st</sup>.

Director Whiteaker made a motion to approve the revised Connect Card transition plan including the conditional language as recommended by staff. Director Sullenger seconded the motion and it carried unanimously.

**E. Project & Program Updates.**

1. FY 2016 Fiscal Audit Site Work (September 19<sup>th</sup>-21<sup>st</sup>)

Martin noted that the on-site work for the annual fiscal audit will be conducted next week.

2. North Beale Transit Center Enhancement Project Shelter Installations (September 16<sup>th</sup>)

Martin noted that the two small older shelters were removed from the Walmart side and reallocated elsewhere in the system and two new larger shelters will be installed tomorrow at that same location.

3. Bogue Road Video Surveillance Project (Now Fully Operational)

Martin noted that the Park and Ride Video Surveillance Project is now complete.

**V. Correspondence/Information**

Director Samayoa stated that he had received a comment from a member of the community that buses stopping on the corner of 18<sup>th</sup> and B Streets near the high school were causing cars to back up along B Street. Martin responded that this stop has been in service for many years and that there are really no alternative sites as that is the only stretch of sidewalk in the vicinity and he has not heard of any issues regarding rear-end collisions.

**VI. Other Business**

None

**VII. Adjournment**

The meeting was adjourned at 4:26 p.m.

**The next meeting of the Yuba-Sutter Transit Authority is scheduled for 4:00 p.m. on Thursday, October 20, 2016 in the Yuba County Board of Supervisors Chambers**