



MEETING NOTICE & AGENDA

DATE: Thursday, March 16, 2023

TIME: 4:00 P.M.

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

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

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

<https://us02web.zoom.us/j/88599414385?pwd=OFE2ZmgxNlV6MXorNzIPdW9acHFqZz09>

To join by telephone conference call: 1-669-900-6833
Meeting ID: 885 9941 4385
Password: 136338

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

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

I. Call to Order & Roll Call

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

II. Presentations

A. **Draft Yuba-Sutter NextGen Transit Plan Service and Financial Recommendations.** Consultant presentation and Board discussion/direction regarding draft service, deployment, and financial recommendations. (Attachment)

RECOMMENDATION: Direct staff as desired.

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 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 16, 2023. (Attachment)
- B. Disbursement List for February 2022. (Attachment)
- C. Monthly Performance Report for February 2022. (Attachment)

V. **Reports**

- A. **Preliminary Draft Yuba-Sutter Transit Operating and Capital Budgets for FY 2023-24.** Review and possible direction regarding development of the final draft budget. (Attachment)

RECOMMENDATION: Direct staff as desired.

- B. **Yosemite Area Regional Transportation System (YARTS) Bus Lease Agreement.** Review and consideration of an agreement to lease three Yuba-Sutter Transit commuter buses to YARTS. (Attachment)

RECOMMENDATION: Authorize execution of the YARTS bus lease agreement as proposed or amended.

- C. **State Low Carbon Transit Operations Program (LCTOP) Project Selection.** Review and consideration of project alternatives/approaches for use of State Greenhouse Gas Reduction Fund revenue. (Attachment)

RECOMMENDATION: 1.) Authorize the submittal of specified project(s) for LCTOP funding as proposed or amended.

2.) Adopt Resolution No. 2-23 authorizing execution of the related LCTOP Certifications and Assurances including designation of the Executive Director as the Authorized Agent.

- D. **Federal Transit Administration (FTA) Section 5339(b) Buses and Bus Facilities Program Competitive Grant Application Authorization.** Consider authorization of a grant application for design and construction funds for the Next Generation Zero-Emission Operations, Maintenance, and Administration Facility. (Attachment)

RECOMMENDATION: Adopt Resolution No. 3-23 authorizing the submittal of a Buses and Bus Facilities Program grant application as proposed.

- E. **State of Good Repair (SGR) Project Designation.** Project discussion and consideration for use of SGR funding under the California Road Repair and Accountability Act of 2017 (SB 1). (Attachment)

RECOMMENDATION: Adopt Resolution No. 4-23 approving the submittal of Yuba-Sutter Transit's SGR Project List as proposed or amended.

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

RECOMMENDATION: Adopt Resolution No. 5-23 authorizing the Executive Director, or their designee, to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317, 5339 and RAISE.

- G. **Annual Authorization for the Executive Director to Certify as Counsel for Federal Transit Administration (FTA) Grants.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 6-23 authorizing the Executive Director to certify as counsel for FTA grants.

H. Appointment of an Interim Retired Annuitant to the Vacant Executive Director Position. (Attachment)

- RECOMMENDATIONS: 1.) Adopt the revised Yuba-Sutter Transit Monthly Salary Schedule effective April 1, 2023.
- 2.) Authorize execution of the Interim Retired Annuitant Employment Agreement with Keith Martin effective May 1, 2023, as proposed.
- 3.) Adopt Resolution No. 7-23 authorizing the appointment of an Interim Retired Annuitant to the Vacant Executive Director position under the 180-day wait period exception of Government Code Sections 7522.56 and 21221(h).

I. Staff Classification and Compensation Study. Review and consideration of study recommendations including any related changes to staff job descriptions and salary ranges. (Attachment)

- RECOMMENDATIONS: 1.) Adopt revised job classifications and job descriptions for the four non-executive positions as proposed; and,
- 2.) Adopt a revised staff salary schedule effective July 1, 2023, reflecting both equity and cost-of-living adjustments as proposed or amended.

VI. Project & Program Updates

1. Caltrans Temporary Construction Easement Agreement

VII. Correspondence / Information

VIII. Other Business

IX. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 20, 2023
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 II – A
STAFF REPORT

**DRAFT YUBA-SUTTER NEXTGEN TRANSIT PLAN
SERVICE AND FINANCIAL RECOMMENDATIONS**

Background

Yuba-Sutter Transit received a \$199,192 Fiscal Year 2021/22 Sustainable Communities Planning Grant from the California Department of Transportation (Caltrans) to develop a Comprehensive Operational Analysis (COA)/Short Range Transit Plan (SRTP). Transit plans are normally conducted every three to five years as a guide for future transit improvements and system modifications. A current transit plan is required to remain eligible for federal funding and the last Yuba-Sutter Transit SRTP was adopted in April 2015. The \$225,000 project budget includes the Caltrans grant and the required local match of \$25,808.

On April 21, 2022, a consulting team led by Innovate Mobility, LLC was selected to develop the now Yuba-Sutter NextGen Transit Plan in close collaboration with the Board of Directors, member jurisdictions, community stakeholders, and the public at large. The resulting plan is expected to shape the Yuba-Sutter Transit system for the next 5 to 10 years through pandemic recovery; construction of a new transit operating, maintenance, and administration facility; and transition to the large-scale operation of zero-emission buses. This top-to-bottom examination of the entire system (local, rural and commuter routes along with the Dial-A-Ride service) will result in recommendations that could include modifications to existing routes, new service areas, alternative service models, and more modern technology-based transportation delivery tools.

The project purpose is to develop an operational plan that will improve the customer travel experience by reducing travel time; improving service frequencies and connections (where possible); and introduce new and innovative transit options (where feasible). Critical to the planning process is the extensive public outreach effort that includes an initial public survey, two rounds of community open houses, stakeholder interviews, general system observations, multiple Board workshops, and on-going solicitation of public input. Three Board workshops on held on October 20th, January 12th, and February 16th, and community open houses were held on October 20th and February 16th.

Innovate Mobility president, Rahul Kumar, will be virtually attending the March 16th meeting to present the draft service recommendations, ridership estimates, implementation plan, and cost estimates for Board discussion and direction. Attached for Board reference are copies of two reports for this purpose. Based on the Board and public feedback from this meeting, the final draft Yuba-Sutter NextGen Transit Plan is expected to be presented for adoption consideration at the Board's April 20th meeting. Both the March and April meetings will be widely promoted as part of the extensive and on-going public outreach effort for this plan. Additional plan information is also available on the project website at www.yubasutternextgen.com.

Draft Service Recommendations

Based on the input received to date including Board workshop and community open house on February 16th, the project team has prepared the attached deployment plan and cost estimate sections of the plan which are summarized as follows. The plan recommendations are not significantly different from what has been presented to the Board in the past. The attached documents, however, provide clarity on when each phase is scheduled to launch, the contents of each phase and the cost for each phase.

A brief breakdown of each phase and change is listed below with the cumulative cost of each year compared to the base year of FY 2022 until the COA is fully implemented in FY 2027.

Phase.Quarter	Date	Change	Anticipated Cost
FY 2024			
0.1	July 2023	Recruit Transit Technology Manager	\$0.00
0.2	September 2023	Hire Transit Technology Manager	\$104,167
0.2	September 2023	Consolidate Commuter Service	-\$181,769
0.2	January 2024	Recruit Community Relations Manager	\$0.00
0.3	March 2024	Hire Community Relations Manager	\$41,667
0.3	March 2024	Award On-Demand Technology Contract	\$25,000
FY 2024 Total		(\$10,935)	
FY 2025			
1.1	July 2024	Deploy On-Demand Technology	\$30,450
1.1	July 2024	Full year of staffing costs (annual)	\$250,000
1.1	July 2024	Previous phase service changes	-\$198,293
1.1	August 2024	Streamline route 1. Launch Yuba City Community On-Demand Zone and cancel routes 2,5 and Evening Dial-A-Ride	-\$34,092
1.1	August 2024	Extend service to 8pm (annual)	\$288,750
1.2	September 2024	Launch Roseville Service (2 runs)*	\$583,188
FY 2025 Total		\$920,003	
FY 2026			
2.1	July 2025	On-Demand Technology	\$57,600
2.1	July 2025	Previous phase service changes	\$715,721
2.1	July 2025	Full year of staffing costs (annual)	\$250,000
2.1	August 2025	Launch Linda and Marysville Community On-Demand Zones and cancel routes 4,6.	\$47,579
FY 2026 Total		\$1,070,900	

*The decision to implement one or two initial weekday Roseville roundtrips will be determined by whether federal grant funds will be received to effectively cover the cost of the second trip.

FY 2027			
3.1	July 2026	Full year of staffing costs (annual)	\$250,000
3.1	July 2026	Previous phase(s) service changes	\$767,725
3.1	August 2026	Launch Olivehurst Community On-Demand Zone. Additional software licenses.	\$213,101
3.1	August 2026	On-Demand Technology	\$72,000
FY 2027 Total			\$1,302,726

The key component of the proposed service plan is the launch of “on-demand transit” throughout the urban service area. On-demand service is sometimes difficult to define because it can look very different from city to city. A simple way to think of on-demand transit would be using an app to book your trip – like UberX Share (formerly Uber Pool) or Lyft Shared, but for buses. Using a dedicated app, an online booking tool, or calling a dispatch center, riders can request a pickup anywhere within a given service area, or only at existing bus stops (depending on the agency’s setup). The designated vehicle may be an existing fixed route bus, paratransit vehicle, or dedicated vehicle, allowing agencies to maximize the use of their fleet.

Many transit agencies are looking at on-demand transit to replace or support their existing fixed route service and this is the approach that the NextGen Transit Plan is recommending. The deployment of on-demand community zones throughout the urban service area will increase access for all residents and keep up with new development and population travel patterns with the following expected benefits:

- **Cost-Effective:** Adding additional fixed routes is expensive with often low performance during off peak service times. Providing service on an “as needed” basis cuts costs while maintaining reliable and dependable service.
- **Increase Service Area:** On-demand transit can add service to lower density areas with no existing fixed route service without having to provide regularly scheduled routes.
- **Flexible:** Accommodates customer needs during a particular service window or area at times that are more convenient.
- **Economical:** Share vehicles across multiple service modes by grouping paratransit, demand response and conventional customers together.
- **Efficient:** Only provide service to areas when customers need the service including utilizing common locations and stops and reducing travel times.

While new technology has enabled this type of service to be deployed in a more efficient manner, on-demand transit is not a new concept. In fact, Yuba-Sutter Transit operated an entirely on-demand urban service for five years from 1988 to 1993 prior to converting to the existing fixed route service concept. The NextGen Transit Plan would use new data and new technology to support a new type of on-demand transit, one that provides more control to the Authority to keep up with changes that the population demands.

Mr. Kumar will provide an overview of the plan recommendations including the proposed deployment schedule and cost estimates at the March 16th meeting.

Public Engagement

A key component of the NextGen Transit Plan is the public engagement activities that helped form the basis for the recommendations. The following is a summary of the second community open house that was held on February 16th.

On Thursday, February 16, 2023, Yuba-Sutter Transit hosted its second community open house for the NextGen Transit Plan, wherein participants had a chance to provide feedback on proposed alternatives, participate in a feedback survey, and ask questions of the project team. The open house was held from 2:00 - 4:00 p.m. and from 5:00 - 6:30 p.m. In between, the public was invited to attend the Yuba-Sutter Transit Board meeting during which a formal presentation on the status of the plan was provided. Twenty community members attended the open house, which was located inside the Yuba County Government Center in Marysville, near a transit stop to maximize accessibility.

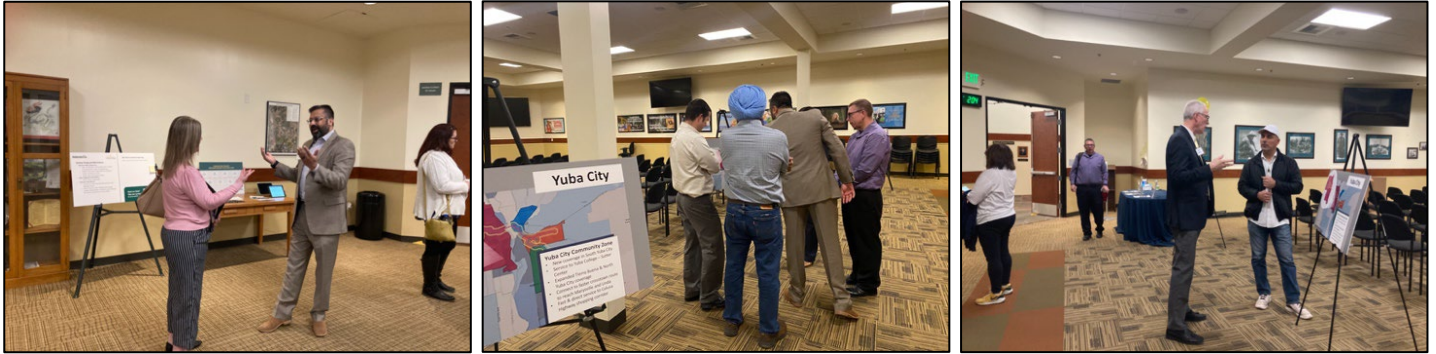


The purpose of this second community open house was to update the community on the proposed transit alternatives, such as on-demand micro-transit; share new service zones and route updates; and receive input from community members on the NextGen Transit Plan. Representatives from Yuba-Sutter Transit and the project consultant team were available to discuss the project and answer questions.

AIM Consulting created and utilized a stakeholder database of 67 unique contacts spanning human services, large employers, education, elected/public officials, community members, and more. Three rounds of personal phone calls were made to inform stakeholders about the open house and encourage their attendance. The first round was on January 25, the second on February 1, and the third on February 13. People in the stakeholder database also received three emails, sent on the same days identified above. Emails included the event flyer and social media graphic and encouraged them to share in their organization. Furthermore, the social media graphic and event information was shared weekly via Facebook groups specific to the Yuba-Sutter region.



Those who attended the open house were greeted at the welcome table and provided a handout that included the proposed route updates and on-demand zones for Yuba City, Marysville, Linda, Olivehurst, and Roseville (commuter options). The handout also included a link to a five-question feedback survey. Attendees were encouraged to view the proposed routes on six display boards spaced around the room. These exhibits provided them with the opportunity to see the maps in greater detail and point out any questions or comments they had for the project team. Attendees were encouraged to provide input on the project proposals. Project team members were available at each station and throughout the room to answer questions and discuss the project.



Members from the project team engage community members at each station during the event.

Next Steps

Depending on the feedback received at the March 16th meeting, a complete final draft plan is expected to be compiled and presented to the Board of Directors for public comment and adoption consideration at the April 20th meeting. Additional input is certainly welcome throughout the process by either contacting project staff directly or by providing comments through the project website.

Staff and members of the project team will be prepared at the meeting to discuss the Yuba-Sutter NextGen Transit Plan in detail.

RECOMMENDATION: Direct staff as desired.



Service Recommendations, Ridership Estimation, and Deployment Plan



innovate mobility

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INTRODUCTION

At its onset, this plan has looked at data to substantiate changes and investment into transit for the Yuba and Sutter regions. Beyond external data, the plan project team has worked to better understand the existing system, how it operates, and how it meets the need of current riders. Finally, combining the internal and external data, the plan has endeavored to build a service framework to attract new riders, better meet the needs of current riders, and generally provide a more beneficial transit experience.

This section lays out the structure for the service recommendations resulting from the data collected throughout the project, staff input, public engagement, and sound transit planning practices. When fully implemented, the proposed changes will result in ridership coming closer to pre-covid levels on a per vehicle service hour basis, fare revenues exceeding previous highs, and a greater service coverage area and span. Prior to providing details in the recommendations, this plan will address the information used to guide the project team to developing those recommendations. This starts with a review of two key transit metrics:

Coverage vs Frequency

Coverage is often defined as the area a transit system covers, this plus a ½ mile walkshed are considered the catchment area for the service.

Frequency is defined as how often buses arrive. This is more of a customer experience indicator as often customers who are required to wait long times for buses will choose other modes.

These two indicators act in a push/pull fashion. With greater coverage (and cost) acting as an inhibitor to faster, more frequent service, and vice versa. One of the reasons why most systems in the United States have seen declining ridership isn't for a lack of coverage, it is because the service is not fast enough and doesn't provide a sufficiently good experience compared to other modes.

For the plan recommendations, we will address both coverage and frequency, but also address two additional areas to attract new riders:

Experience and Access

Providing customers expansive coverage that results in greater access with fast, frequent service will result in a greater experience. However, doing these under the auspices of an existing budget, or a constrained financial position, is the challenge this plan aims to solve.

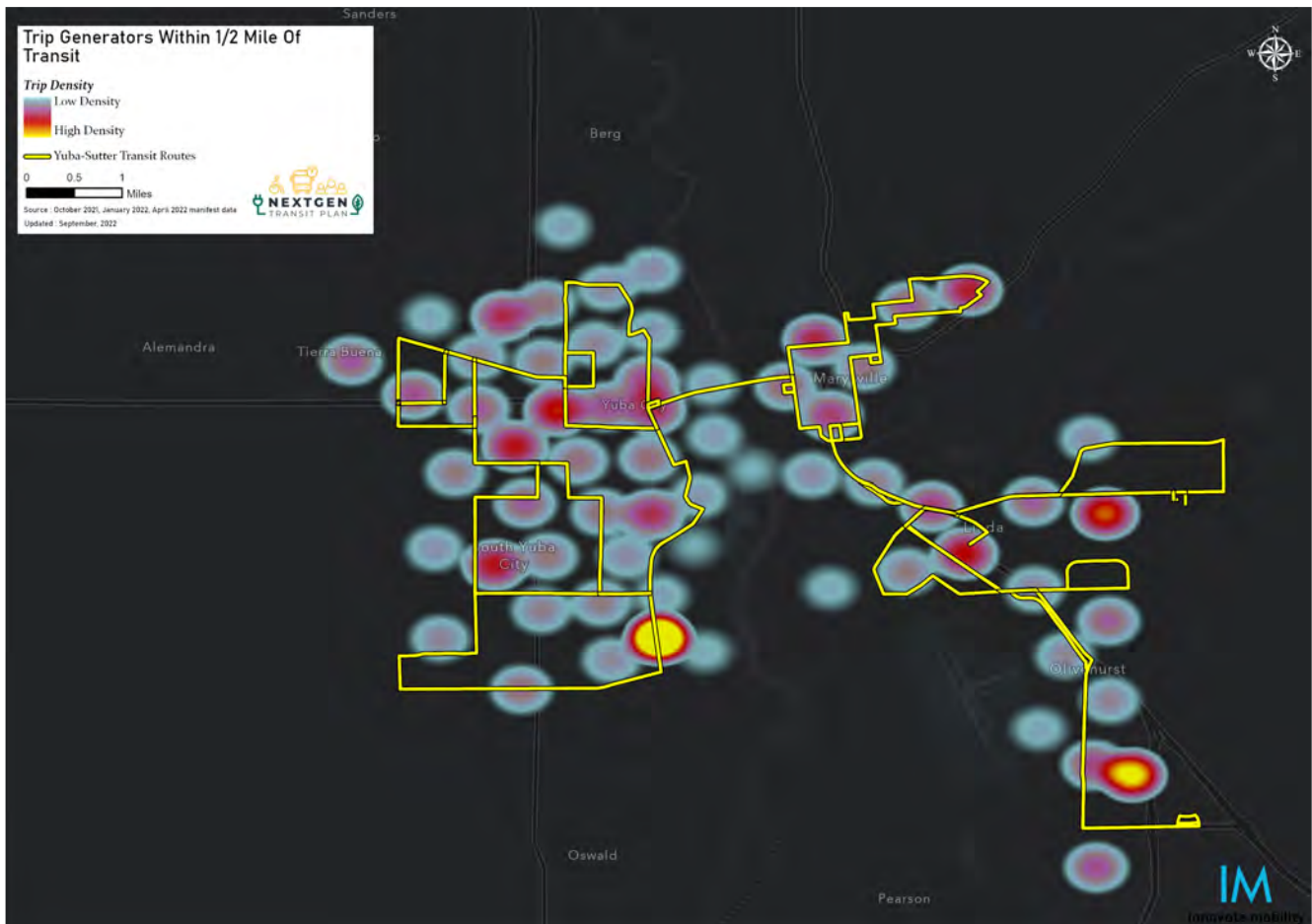
TRAVEL PATTERNS

This plan has used cellular data to understand travel patterns in Yuba and Sutter Counties as well as to major destinations in Sacramento and Roseville. The function of this analysis is to understand travel patterns. Knowing when people travel, how often, and where they go is key to designing services that will meet those needs.

TRIP GENERATION

The first step in understanding travel patterns is to understand what the trip generators, or major origins/destinations, are in the service area. We use a ½ mile walkshed around these trip generators to determine how convenient the service is for riders wishing to go to those locations.

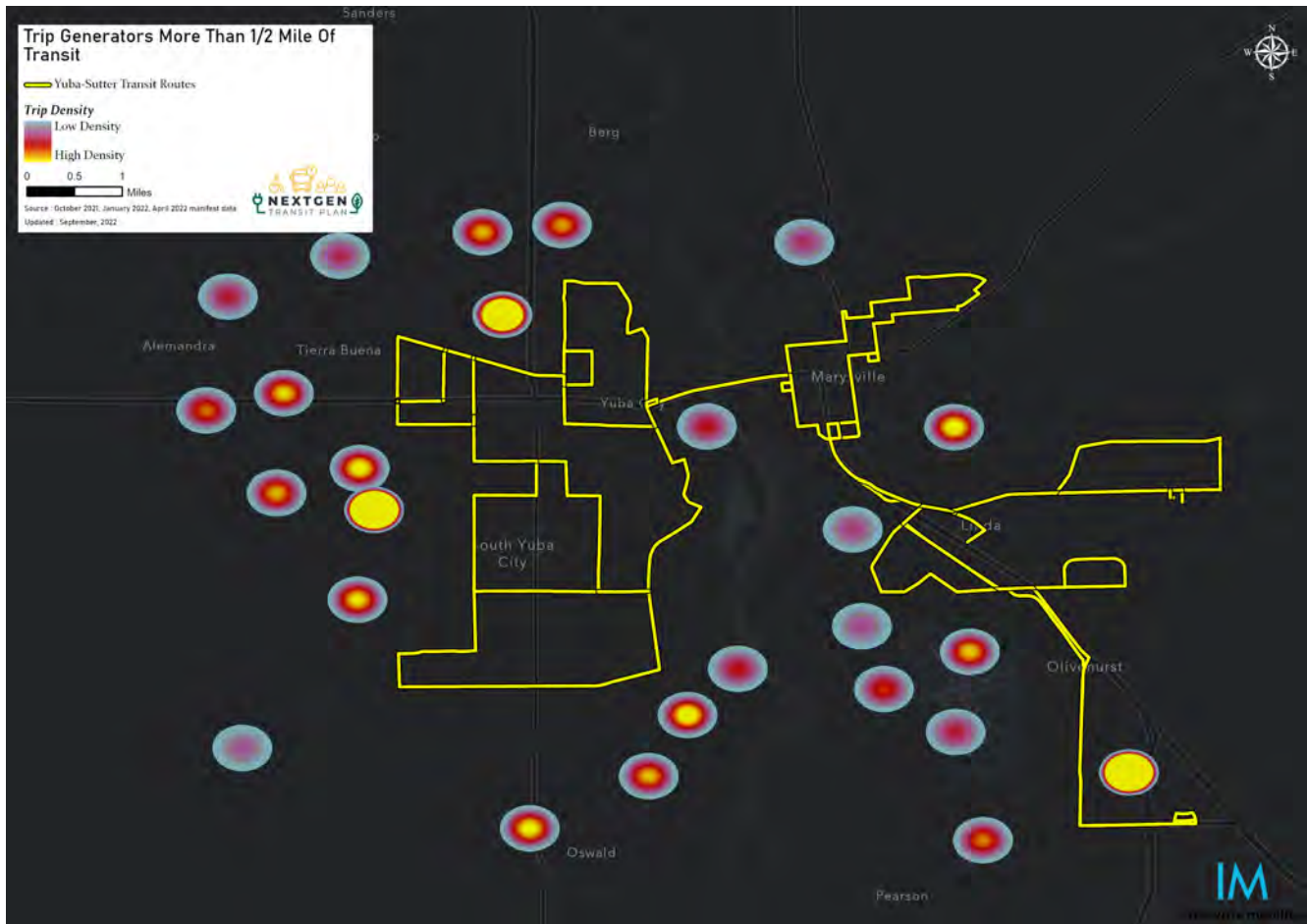
Figure 1 - Trip Generators Accessible by Existing Transit



As shown above Yuba-Sutter Transit’s system provides convenient access to a number of high-density trip generators in the region.

Conversely, the project team also looked at which trip generators are not covered by existing transit.

Figure 2 - Trip Generators Greater than 1/2 Mile from Transit

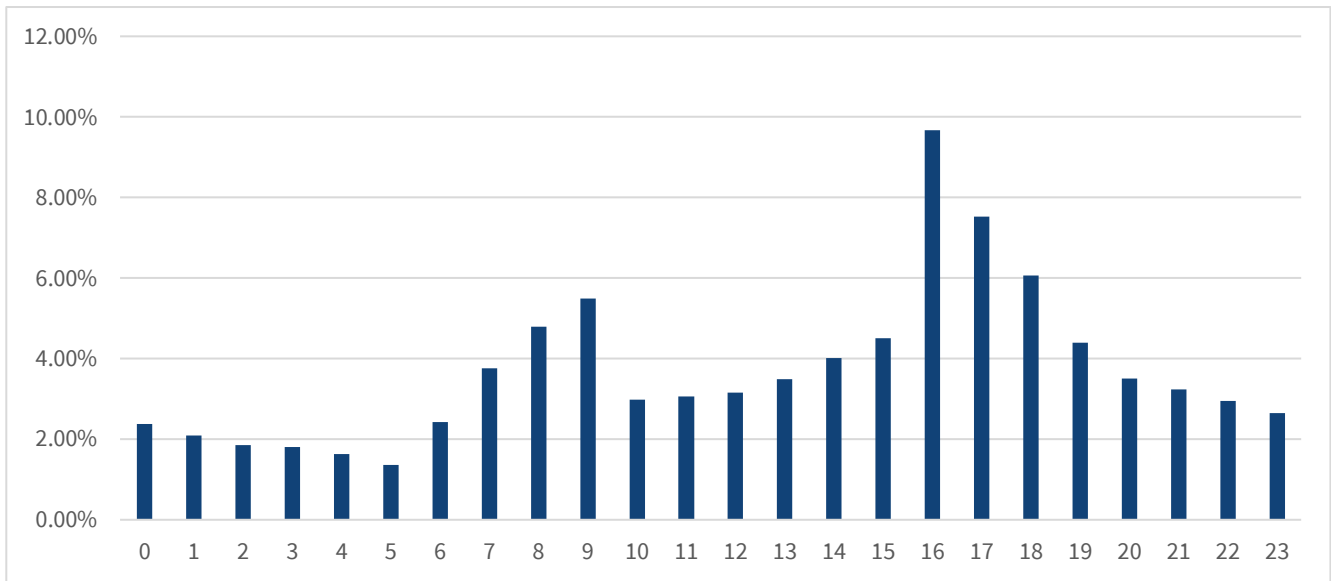


As shown above, there are a number of trip generators that are greater than 1/2 mile from existing transit. Many of these unserved areas are in newly developed regions indicating that the system has not kept up with population growth and economic development.

TRAVEL BY TIME OF DAY

When reviewing travel patterns by time of day, it is clear that travelers in the Yuba and Sutter regions are moving more in the middle of the day than at typical AM and PM peak periods.

Figure 3 - Travel by Time of Day



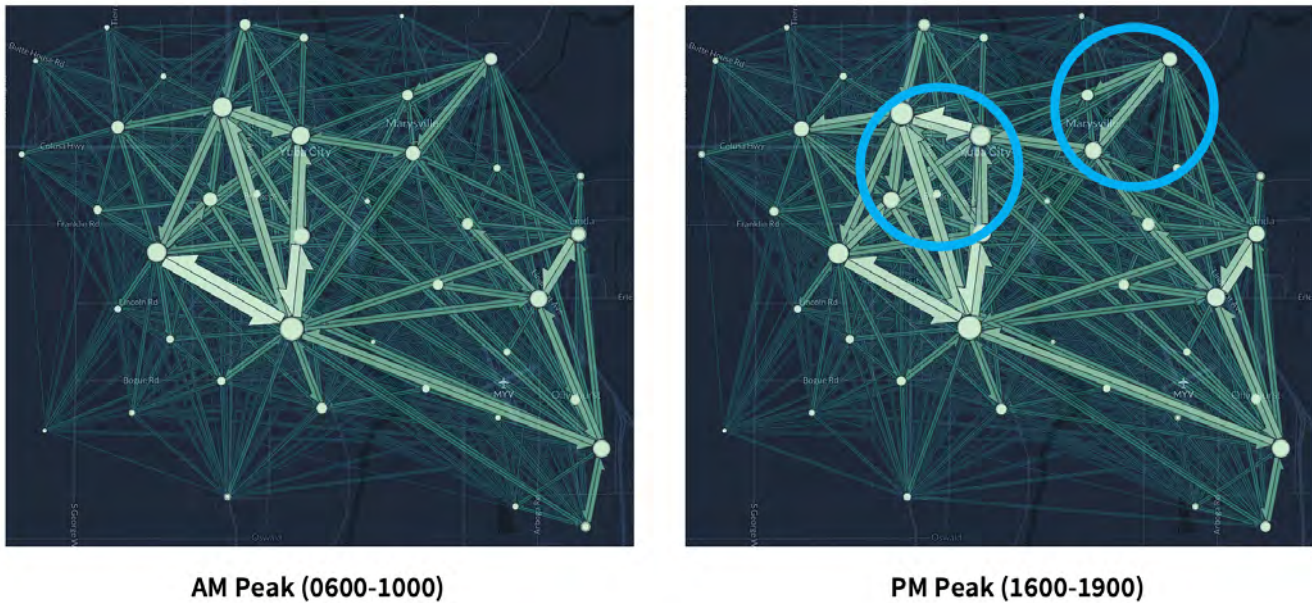
Travel patterns have also changed since the pandemic. For the Yuba and Sutter regions specifically, travel in the morning hours (6am-10am) has increased dramatically and is higher than even the pre-pandemic period. Whereas travel during the midday (10am-4pm) and PM Peak (4pm-6pm) has stayed relatively steady. One item of note is that there are approximately 18% more trips being made every day now compared to the pre-pandemic period indicating a greater work from home population in addition to the shifting travel times mentioned earlier.

Table 1 - Trip Proportion by Time of Day

	Pre-Pandemic	Pandemic	Post-Pandemic
AM Peak	9.02%	5.75%	16.48%
Midday	35.81%	30.27%	30.87%
PM Peak	21.98%	33.38%	21.48%

This data shows that improving service during the AM peak and expanding service hours can help capture a greater proportion of riders.

Figure 4 - Travel Patterns by Time of Day



Within the day travel patterns do change from morning to afternoon, intensifying in North Yuba City and Marysville. Looking at both geospatial travel demand as well as temporal travel demand provides key insight into travel patterns for the region.

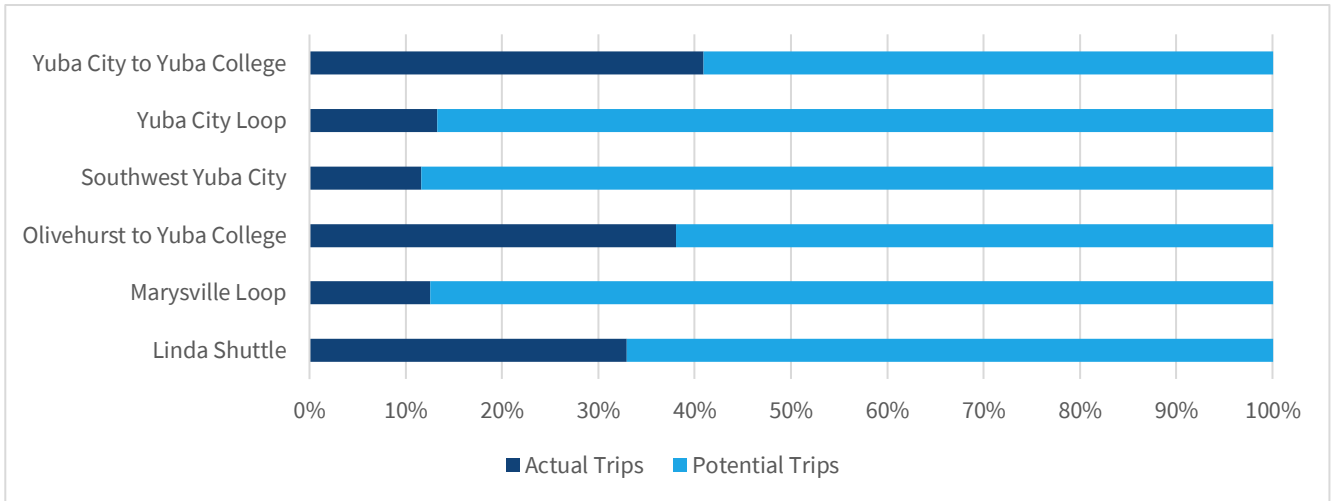
TRANSIT POTENTIAL

The chart below provides an overall comparison of the total number of trips that can be completed using transit, compared to the actual number of trips being taken on transit. Potential trips are derived from calculating total population within $\frac{1}{2}$ mile of each stop and total travel demand within $\frac{1}{2}$ mile of existing stops and comparing them to the actual number of trips taking place on transit.

Compared to the other Routes, the Yuba City to Yuba College Route is the best performing with over 40% of all potential transit trips translating into actual trips, followed closely by the Olivehurst to Yuba College Route. It is not surprising that there is higher transit use to and from campus destinations, given that staff and students must purchase parking permits to park on campus during most of the day.

Since all of these are “eligible” trips, in that they are close enough to existing transit stops and Routes, we can assume that there are other factors besides proximity to transit that prevent people from taking transit, such as wait times, familiarity or understanding of the transit network, access to a personal vehicle etc.

Figure 5 - Existing Transit Usage Compared to Potential Transit Usage



SERVICE FRAMEWORK

Given the data presented above, the following four guiding principles helped focus the project team on the service recommendations:

- **Improve Rider Experience:** Provide better information, faster travel time, and connections to previously unserved areas.
- **More Regional Connections:** Connect more communities that are farther away and create a network where riders can seamlessly travel to these locations.
- **Improve Local Access:** Serve new, growing areas and connect them with fast, modern, cost-effective transit solutions.
- **Improve Operating Performance:** Reduce delays from bridge crossings and speed up Routes to ensure layover time and expected travel times.

Based on the above guiding principles, the following framework supports the service recommendations. The framework below defines the new service types and the expected performance standards.

Figure 6 - Service Framework Recommendations

	Crosstown	Community	Commuter
Segment Overview	Crosstown Services service the major communities of Yuba City, Marysville, Linda and Olivehurst	Community services connect smaller, more distant areas with the Crosstown. These services will be technology enabled allowing riders to book online (or via telephone). Paratransit eligible customers will get curb-to-curb service, all others will get connections to mobility hubs and major transfer points.	Peak only outbound and return service to major regional locations. Connect to Crosstown and Community services at hubs.
Performance Standards	12-20 PAX per hour 15%+ farebox recovery 0.75-2 seat turnover per trip	3-7 PAX per hour 10%+ farebox recovery 20%+ trip sharing	25-30 PAX per hour 25%+ farebox recovery 0 seat turnover
Span of Service	6:30am-8:00pm Weekdays 8:00am-6:00pm Saturdays	6:30am-8:00pm Weekdays 8:00am-6:00pm Saturdays	5:20am-5:30pm Weekdays
Frequency/Wait/Travel Time	30-minute frequency	15-30-minute wait time 10-30-minute travel time	Commuter services arrive at pre-scheduled times.
Other	Connects to other segments at mobility hubs	Non-paratransit customers cannot travel to destinations on Crosstown Services (other than to hubs)	
Vehicles req. (at full plan)	5 fixed route	10-11 On Demand+2 Flex+2-3 DAR	8 Commuter Buses

As this is a major functional change, the following section describes each mode and how it is different from today's service framework:

- **Crosstown Service** – This service type replaces what is currently known as “fixed-route”. It will be referred to as both fixed-route and crosstown as they are interchangeable throughout the rest of the report. What is important is the guiding criteria behind what constitutes a crosstown service. Crosstown services should traverse more than one city or community and provide connections at major stops known as “super stops” or “mobility hubs”. These are locations where the Community services can transfer to these Routes. Stop spacing will be based on population density and should operate and no higher than a 30-minute frequency.
- **Community Services** – The Community services segment encompasses what is currently known as “Dial-a-Ride” and “Rural” services. The current dial-a-ride system provides daytime service to ADA-eligible customers **within ¾ of a mile of existing fixed-routes**. Yuba-Sutter Transit goes beyond this ¾ mile requirement with its current dial-a-ride service and includes seniors as an eligible population. As Yuba-Sutter Transit launches its future on-demand zones this will also be under the banner of “Community” services. These services are designed for short point to point service connecting riders to longer crosstown Routes. They also serve less dense populations such as Live Oak, the Foothills, and Wheatland. These services generally operate in an on-demand fashion or flex routing as the current rural service is operated.
- **Commuter Services** – The last criteria of service is Yuba-Sutter Transit’s existing Commuter service. Apart from the expansion to a new destination (Roseville Galleria Transit Center) and consolidation of some schedules, no changes are recommended to this service criteria.

SERVICE RECOMMENDATIONS

IMPLEMENT YUBA CITY COMMUNITY ON-DEMAND ZONE

A core part of this plan is the introduction of new on-demand zones throughout Yuba and Sutter Counties. The largest zone would operate in Yuba City and replace Routes 2 and 5.

- 4-5 Vehicles – Monday-Saturday
- Average wait times of 15-20 minutes
- Will connect to crosstown service at Alturas & Shasta/Walmart
- Average trip length is 2.4 miles
- New areas north of Butte House Rd, West of Harter Rd and South of Bogue Rd would now have general public service.
- New service to Yuba College Sutter Center

According to travel demand data, over 30% of all trips take place within Yuba City. This new Community service would cover that travel demand and help riders get throughout the system quicker than before.

Deploying this zone includes the cancellation of Routes 2 and 5. While these Routes are well used, they are mainly ridden to feed current Route 1. These two Routes have the third and fourth highest subsidy per passenger of all the Routes in the system at \$8.85 and \$11.17 respectively.

Ridership on both Routes has also not recovered to pre-pandemic levels and aside from stops where transfers to Route 1 can be made, ridership remains 30-60% below 2019 levels. Route productivity is also below average with Route 2 averaging 9.7 passengers per hour and Route 5, 7.9.

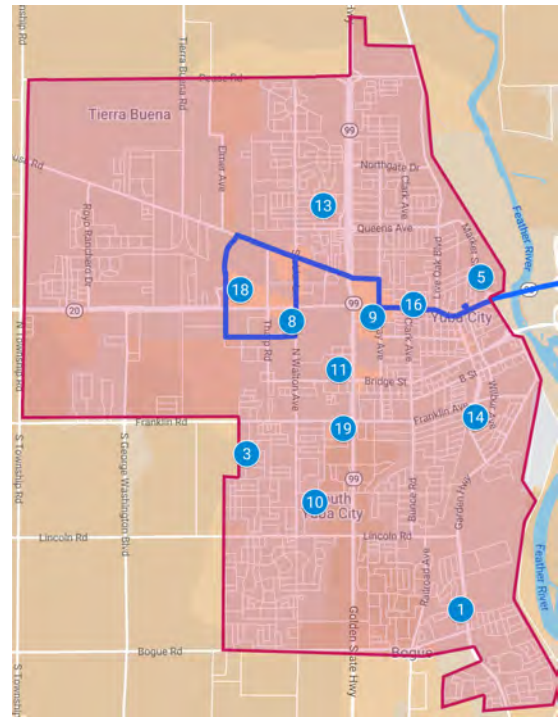


Figure 7 - Yuba City Community Service

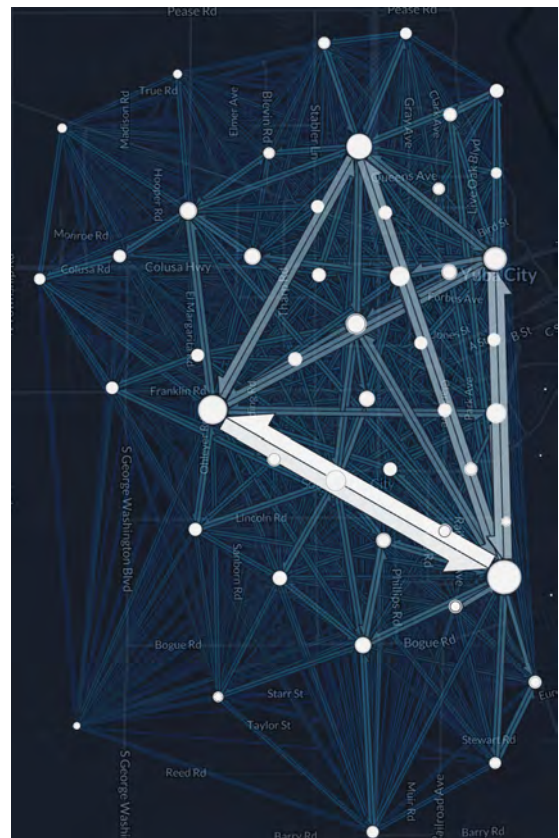
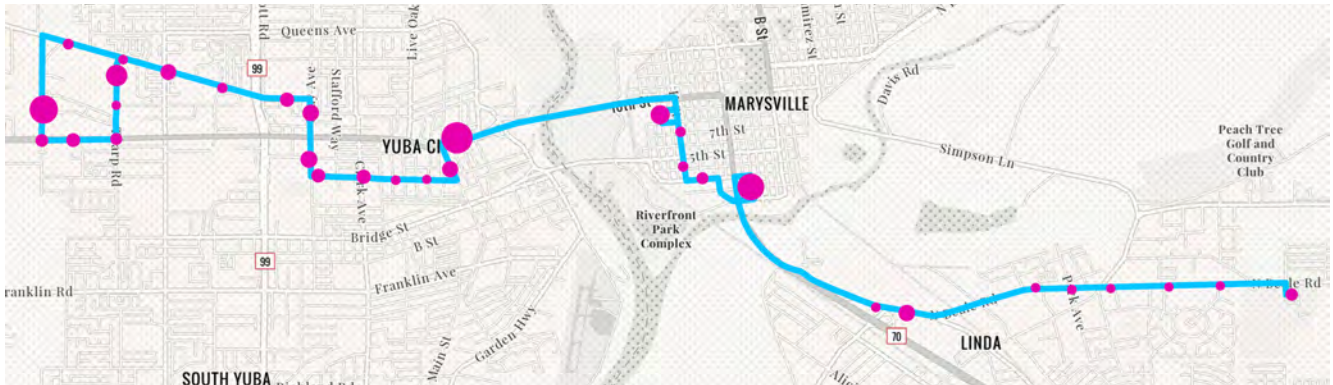


Figure 8 - Yuba City Travel Patterns

STREAMLINE ROUTE 1

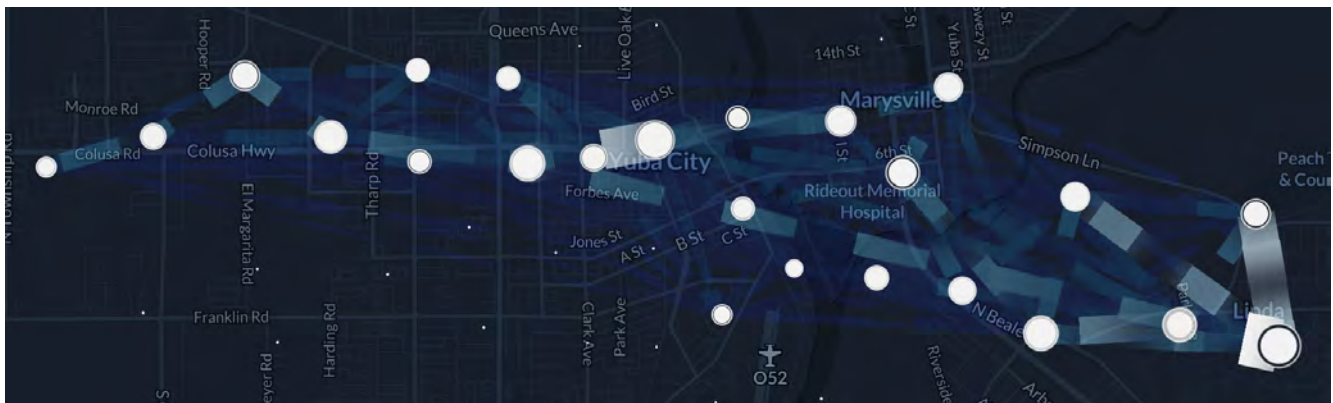
Route 1 is Yuba-Sutter Transit's most productive Route averaging 11.4 passengers per hour and for the most part, ridership on Route 1 is back to pre-pandemic levels.

Figure 9 - Existing Route 1 Ridership



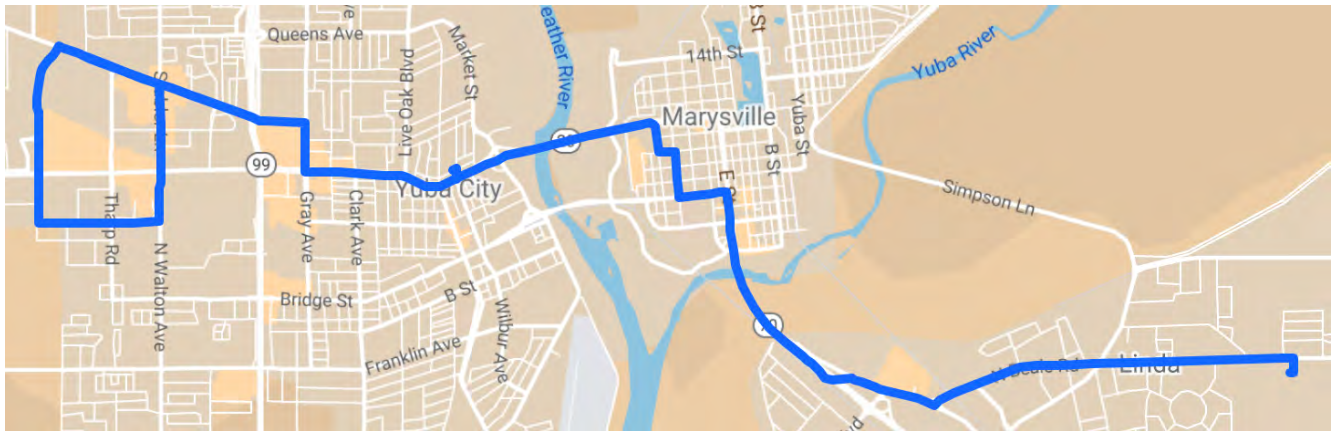
Travel on Route 1 is primarily between Alturas and Shasta and Marysville continuing to Yuba College. Shorter trips are made within Yuba City shopping centers.

Figure 10 - Route 1 Travel Patterns



Under the proposed routing, stops on Forbes and Gray in Yuba City and D and 2nd in Marysville would be removed allowing the Route to travel faster. Travel times between major trip generators would reduce by 10-17% each way. Riders traveling to Yuba College would save approximately 30 minutes per day.

Figure 11 - Proposed Route 1 Routing



The Yuba City Community on-demand service would provide transfers at major stops along Route 1. And in an effort to not cannibalize either service, riders wishing to start and end their trips within ¼ mile of Route 1 would be instructed to use crosstown service rather than the on-demand service.

IMPLEMENT MARYSVILLE COMMUNITY ON-DEMAND ZONE

As described earlier, the plan calls for new Community on-demand zones throughout the service area. Marysville is a good example of where an on-demand zone would operate successfully allowing riders to travel throughout the city and transfer to Crosstown services easily. The profile of the zone would be as follows:

- 2 Vehicles – Mon.-Sat.
- 2% of all daily trips occur within Marysville
- Average trip length is only 1.65 miles
- Route 4 ridership is mostly concentrated between the Yuba Gov’t Center and North Beale transit center.
- Ridership to Marysville High and McKenney intermediate school may need a tripper for morning and afternoon release times during the school year.
- Connections to Foothills and new commuter services will be made at Yuba Gov’t Center hub.



Figure 13 - Marysville Community Zone

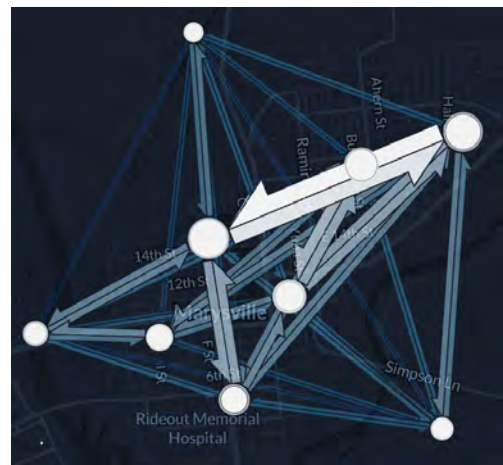


Figure 12 - Marysville Travel Patterns

Travel patterns in Marysville shows strong east to west movement, and the current Route 4 does not meet those needs. As a result, the plan recommends replacing Route 4 with this new citywide on-demand zone. Route 4 has the highest subsidy per passenger at \$14.23. Route productivity is also the lowest of Yuba-Sutter Transit’s existing services at 6.4 passengers per hour. Ridership on the Route is back to pre-pandemic levels, however, this Route was underperforming prior to the pandemic.

IMPLEMENT LINDA COMMUNITY ON-DEMAND ZONE

Linda is a smaller unincorporated community in the service area, however, three major trip generators, the North Beale Transit Center, Yuba College and Yuba County HHS are in the area. The profile of the zone is as follows:

- 2 Vehicles – Mon.-Sat.
- 1.7% of all daily trips occur within Linda Zone
- Average trip length is 1.9 miles
- Provides faster more frequent connections to Yuba College and North Beale Transit center
- Replaces Route 6 and expands general public service to all of Edgewater and east Linda to Griffith Road

Travel patterns within the city show trips between the Edgewater area and East Linda. Currently, Route 6, provides coverage in that area, however, it requires tremendous out of direction travel for potential riders.

The new Community service would allow riders to travel in any direction and as a result significantly reduce travel time to major trip generators in the area. The new Community zone would connect riders to new Crosstown Routes connecting riders to Marysville, Yuba City and Olivehurst quickly and conveniently.

This new zone would replace Route 6. This route currently averages 7.4 passengers per hour at a subsidy per passenger of \$12.09.

Figure 14 - Linda Community Service

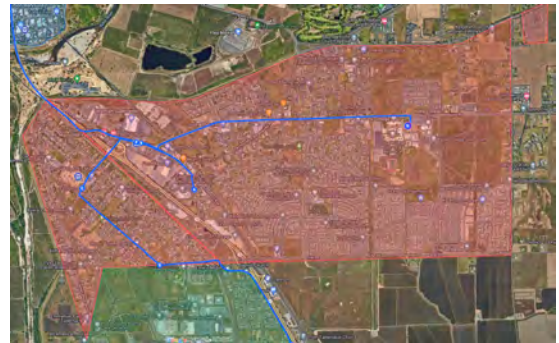
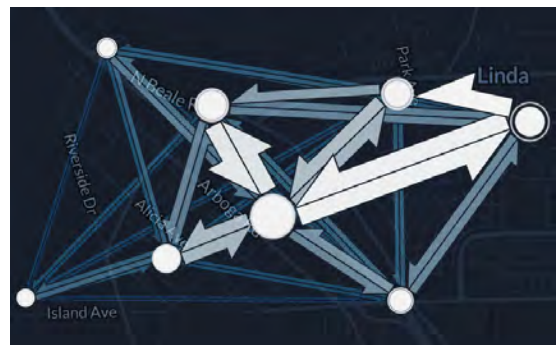


Figure 15 - Linda Travel Patterns



RE-ALIGN ROUTE 3

The current Route 3 is Yuba-Sutter Transit’s second most productive Route averaging 10 passengers per hour at a subsidy per passenger of \$8.49. Route 3 currently overlaps Route 1 along North Beale. With the new Community zone in Linda and the elimination of Route 4, this Route needs to be re-aligned to serve the Peachtree Clinic/Yuba County HHS. This rerouting will provide direct access to Olivehurst residents to the medical offices located here. Moving the Route from Arboga road to Alicia Avenue provides more coverage to east Linda residents.

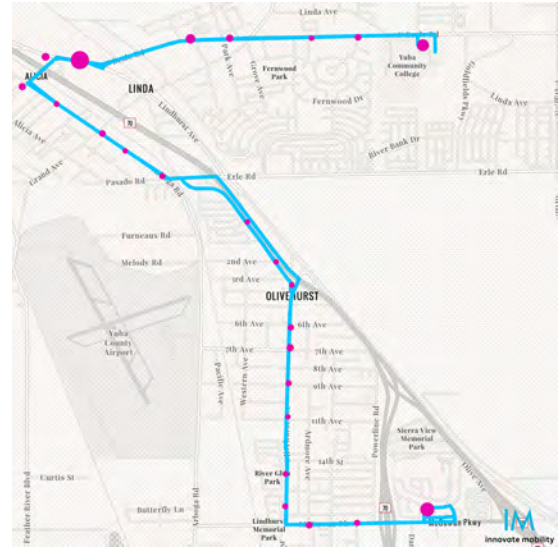


Figure 16 - Existing Route 3 Ridership



Figure 18 - Olivehurst Travel Patterns

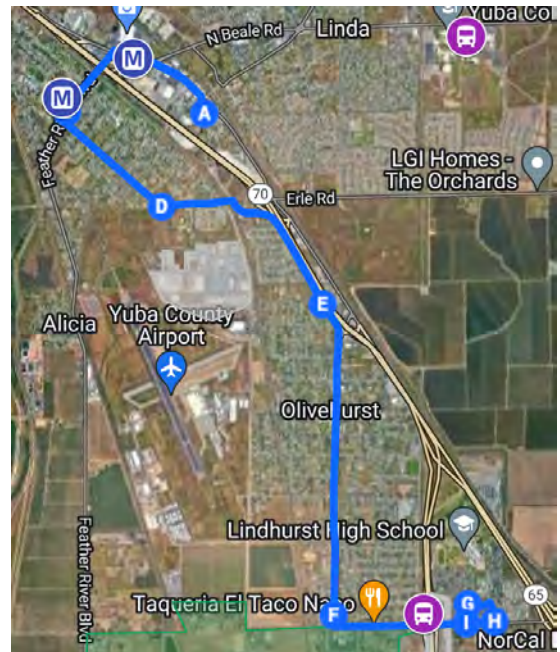


Figure 17 - Linda-Olivehurst Crosstown Service

Travel patterns in Olivehurst show a need for travel along Arboga which the new Route 3 would continue to provide.

IMPLEMENT OLIVEHURST COMMUNITY ON-DEMAND ZONE

As shown in the travel patterns above there is still a need beyond the existing Route 3 to provide greater coverage within Olivehurst. There is also a growing community within and near Wheeler Ranch in the south that has no service currently. The profile of the zone would be as follows:

- 2 Vehicles – Mon.-Sat.

- 1% of all daily trips occur within zone
- Connects to McGowan Park and Ride hub
- Average trip length is 3.71 miles – higher than other zones
- Growing areas of Wheeler Ranch and North Arboga would be covered by this zone
- Connections to new Commuter service
- Service to Yuba County Airport Industrial Park

This new zone would greatly expand coverage within Olivehurst and provide easy connections to Crosstown Route 3 allowing riders wishing to travel beyond the zone throughout the service area. This zone also has potential for service increases as currently undeveloped parcels are sold and developed upon.

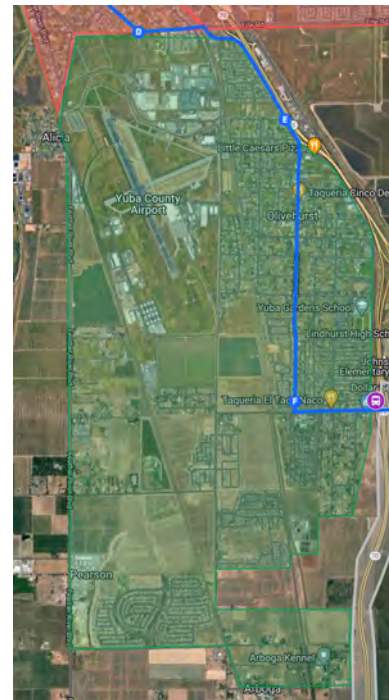


Figure 19 - Olivehurst Community Zone

IMPLEMENT NEW COMMUTER SERVICE TO ROSEVILLE

As shown earlier, commuter ridership has been the slowest to return since the pandemic began. With that in mind, the project team is recommending reallocating resources from the existing commuter schedule to the Galleria Transit Center in Roseville. This new Route would connect riders from Yuba and Sutter counties to Placer County Transit and Roseville Transit services allowing for even greater regional connections.

The service profile of the new Route would be as follows:

- 1 AM and 1 PM trip would operate from Yuba County Gov't Center to McGowan Park and Ride to Wheatland to Galleria Transit Center in Roseville to transfer to Placer County and Roseville services.
- Trip timings would be designed to target Roseville arrival and departure times to simplify transfers for riders. The first Roseville trip would depart at 6:20am from Marysville, arriving in Roseville by 7:25am in order to facilitate these transfers. The PM trip would leave Roseville at 5:35pm, arriving back in Marysville at 6:40pm.
- Second AM and PM trips could be added based on demand at a future date.

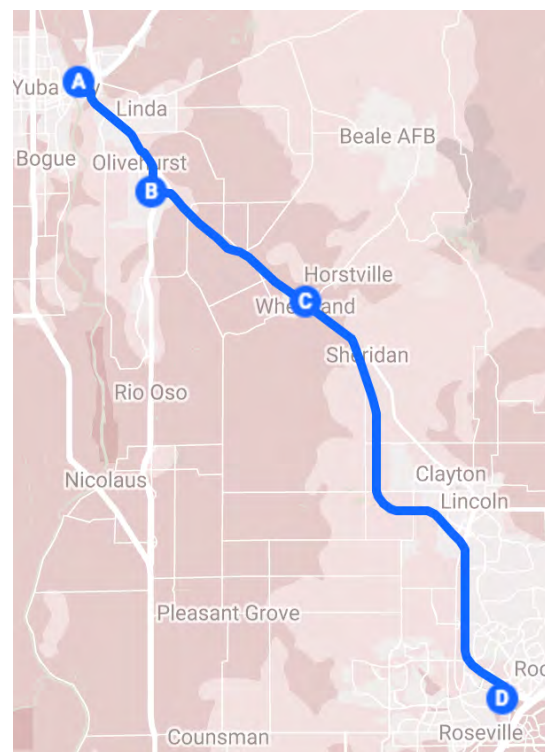


Figure 20 - New Roseville Commuter Service

SUPPORT VOLUNTEER DRIVER PROGRAM IN THE FOOTHILLS

The plan reviewed in detail what are currently known as “rural” services to Live Oak, Wheatland and the Foothills. With the Live Oak and Wheatland services being externally funded, no changes are being recommended to those services. In the Foothills, there is a need for extensions to the existing service to Dobbins and Challenge. Doing so with Yuba-Sutter Transit’s buses would create additional cost without material benefit. The plan calls for Yuba-Sutter Transit supporting the organization of a volunteer driver program in Challenge and Dobbins to connect to the existing Foothills Community service. Following is a quick overview of a typical volunteer driver program:



Figure 21 - Wheatland Volunteer Driver Program

- Volunteer drivers provide individuals in need of transportation with a means of connecting to and from existing transit services.
- Volunteer driver vehicles must be safe, dependable and clean. Volunteer drivers use all different types of vehicles from small subcompacts to large SUVs.
- Volunteer drivers typically provide rides three to four times per week. Rides vary in length and frequency, depending on the needs of riders and driver availability.
- Volunteer drivers are required to provide enough insurance to allow them to drive legally in the state of Minnesota.
- Volunteer drivers submit mileage reimbursement forms for all rides provided and receive reimbursement directly from the cities in which they operate.

Yuba-Sutter Transit’s role in supporting these programs would be to provide connecting technology and administrative support to the areas to be served.

SUMMARY OF RECOMMENDATIONS

These concepts were chosen from an exhaustive list of options including increased fixed-routes, decreased commuter service, serving new areas, etc. Ultimately, these concepts were settled on because, when combined, they address the four themes discussed previously in the best manner.

DEPLOYMENT PLAN

The plan calls for a phased rollout of changes beginning with a preparatory phase beginning in July 2023. All major changes would be concluded by FY2028 coinciding with the construction completion of Yuba-Sutter Transit's NextGen Transit Facility. Details as to the costing of each phase can be found in the Cost Estimation section of this report.

PHASE 0 – JULY 1, 2023

This phase is about preparing for the deployment of the major service changes by procuring new technology and beginning the recruitment of new staff. The major tasks in this phase are as follows:

- Transit technology continues to evolve at a rate faster than before. As a result, the plan calls for the recruitment of a Transit Technology Manager. Yuba-Sutter Transit is staffed leanly and major changes such as those envisioned by the NextGen Transit Plan call for simultaneous deployment of technology, and service. This combined with the new facility dictates a need for the recruitment of a Transit Technology Manager – the position is planned to come on board by Q2 FY 2024.
- Given the heightened need for community involvement when deploying a large-scale change such as that envisioned by the plan, we are recommending recruiting a Community Relations Manager as well. This position can be delayed to Q4 or later but should be brought on prior to the start of roll out of the Community on-demand zones.
- The plan also calls for beginning the procurement for the technology necessary to support the transition from fixed-route to on-demand service. The technology has become much more widely available in the past 10 years with more than 10 prospective vendors.
- Finally, in Phase 0, it is recommended that Yuba-Sutter Transit consolidate its existing commuter services. This consolidation will include removing the trips that are no longer operated from the schedule as well as reducing one AM and PM trip from the existing schedule to transition it to the new Roseville service which will launch in Phase 1. There is adequate capacity in the commuter schedule to carry current passenger loads as well future loads should ridership on these services grow.

PHASE 1 – AUGUST 1, 2024

Phase 1 of the plan includes major changes in Yuba City including the deployment of the first on-demand Community Zone and expanding the span of service to 8pm on weekdays. The major tasks in this phase are as follows:

- Yuba-Sutter Transit to begin procurement of 10 electric 14-16 seat “cutaway” buses. These buses are expected to cost between \$350,000 and \$450,000 per vehicle. This procurement is in line with the authority’s fleet replacement plan. The expected delivery time of these vehicles is 18-24 months coinciding with the full deployment of the plan. Yuba-Sutter Transit will begin construction of its NextGen Facility in Summer 2025 with an expected completion date in Fall 2027. Should this schedule change, the authority would need to consider alternatives to the electric vehicles as there will be no charging infrastructure to support these vehicles.
- In Yuba City, the plan recommends streamlining Route 1 to reduce total travel time between Yuba City and Yuba College by up to 20%. In addition, in this phase, the plan recommends deploying the first Community on-demand zone in Yuba City. This zone will replace the existing Routes 2 and 5.
- In Phase 1, the plan recommends deploying new service to the Roseville Galleria Transit Center. The plan calls for one initial trip to be funded by the commuter service consolidation that took place in Phase 0. A second trip can be funded through an intercity grant that Yuba-Sutter Transit can apply for. If this application is successful, the Authority would launch the Roseville service with two trips.
- Finally, in Phase 1, the plan calls for the elimination of the evening Dial-A-Ride service. With the deployment of the Yuba City Community on-demand zone and the expansion of the span of service to 8pm, and the current limited utilization of the evening DAR – the change will not result in a material impact.

Figure 22 - Phase 1 Proposed Changes

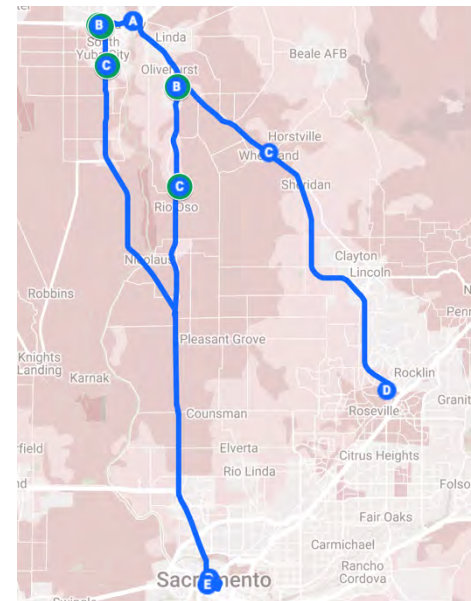
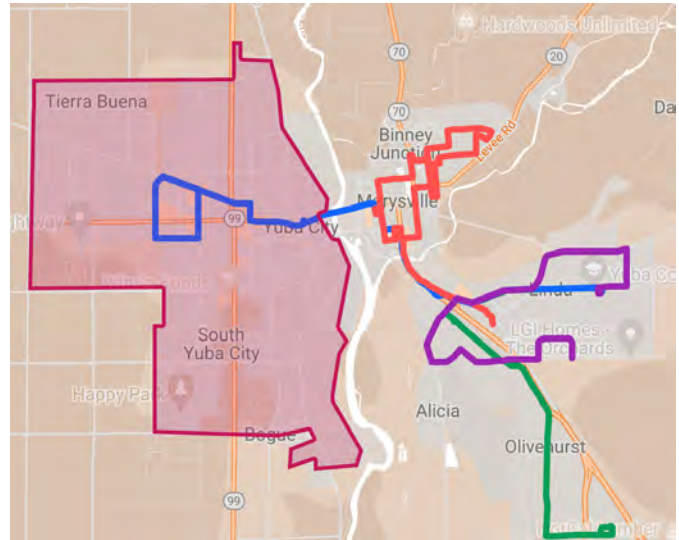


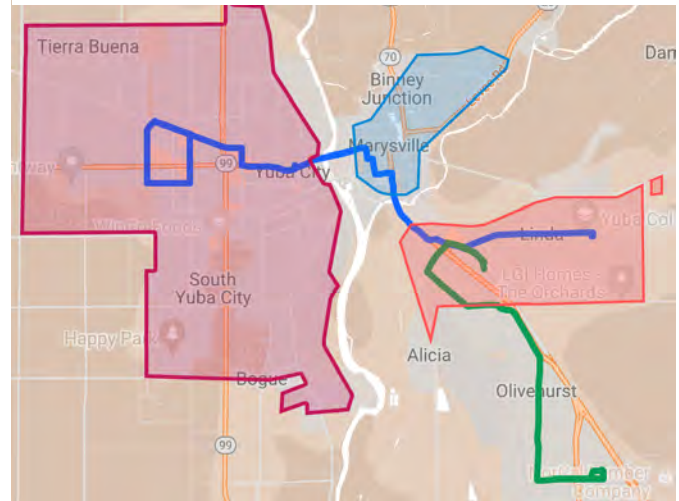
Figure 23 - Phase 1 Commuter Service Map

PHASE 2 – JULY 1, 2025

Phase 2 includes an expansion of the Community on-demand zones to Marysville and Linda and supporting the volunteer driver program in Challenge and Dobbins. The major tasks in this phase include:

- New Community on-demand zones in Marysville and Linda that will replace Routes 4 and 6 in those communities. With these new zones, Route 3 will be truncated at Peachtree Clinic/HHS providing riders from Olivehurst a direct Route to this location.
- With the near full deployment of the Community on-demand zones, the existing DAR/ADA service will be comingled with the new on-demand services providing ADA-eligible residents of Yuba and Sutter Counties a faster and better experience.

Figure 24 - Phase 2 Proposed Changes

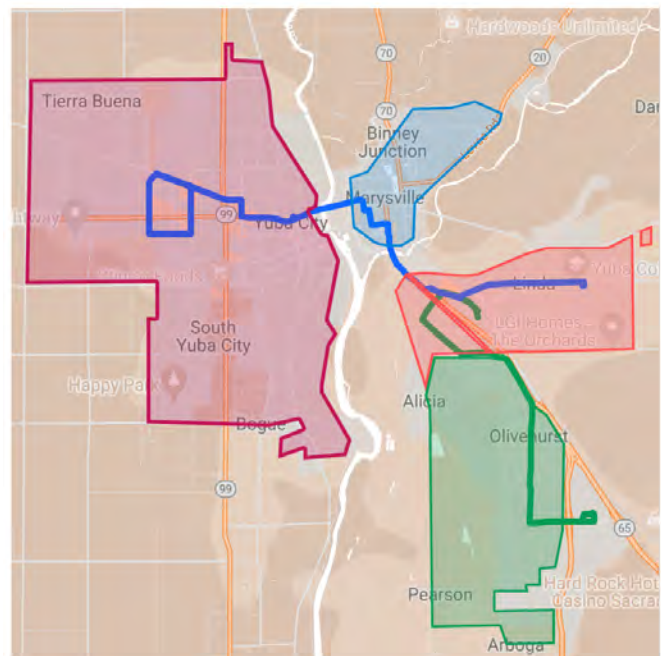


PHASE 3 – JULY 1, 2026

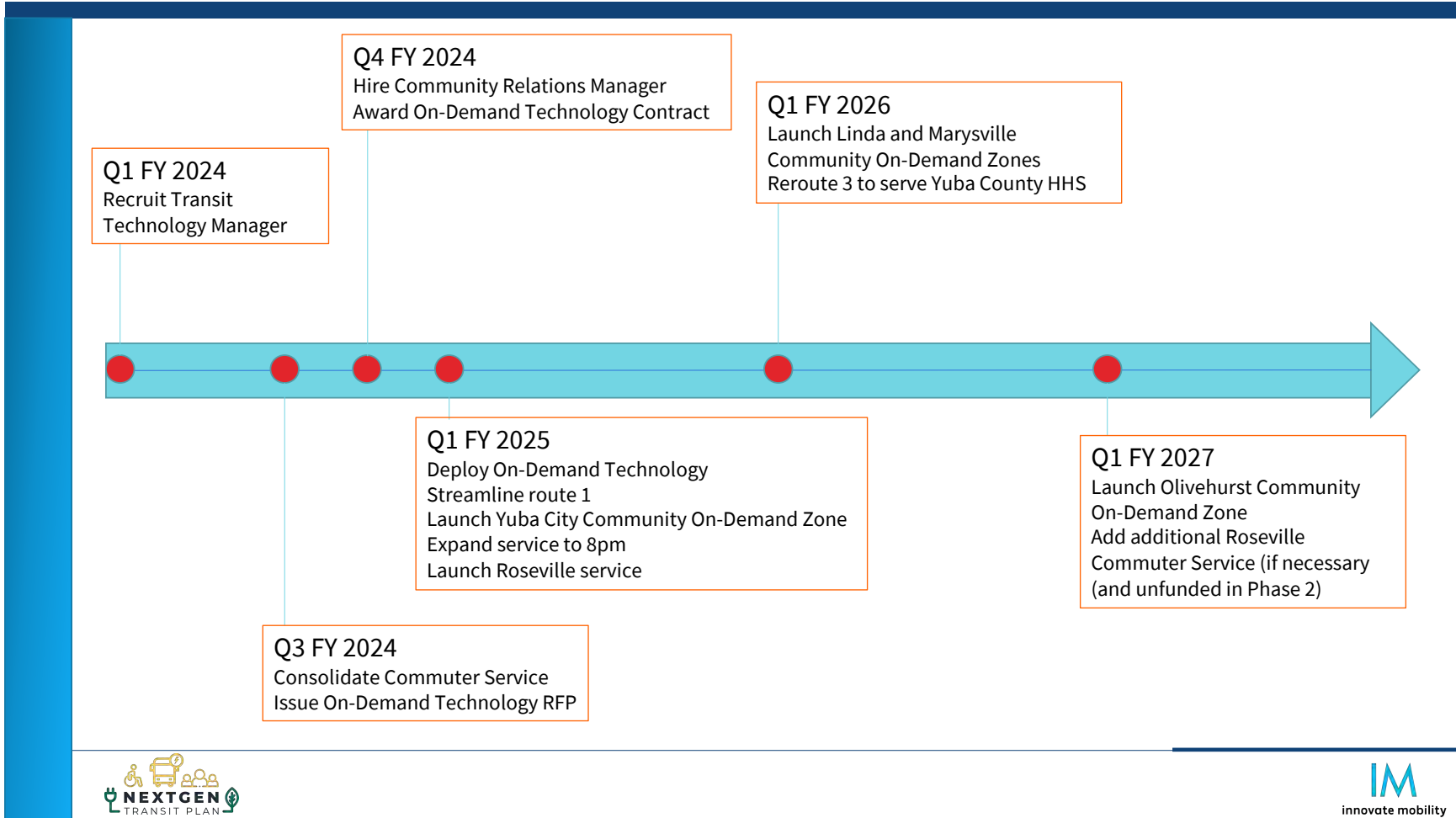
The final phase of the plan recommends the creation of a Community on-demand zone in Olivehurst and expansion of the Roseville service (if necessary and if not funded in a previous phase).

- The final Community on-demand zone in Olivehurst provides residents of that area expanded services over Route 3 increasing the coverage of Yuba-Sutter Transit's services.
- Should the Roseville service be successful, phase 3 of the plan calls for an additional trip to and from the Roseville Galleria Transit Center. This would only be necessary if the grant application the Authority is pursuing is not successful.

Figure 25 - Phase 3 Proposed Service Changes



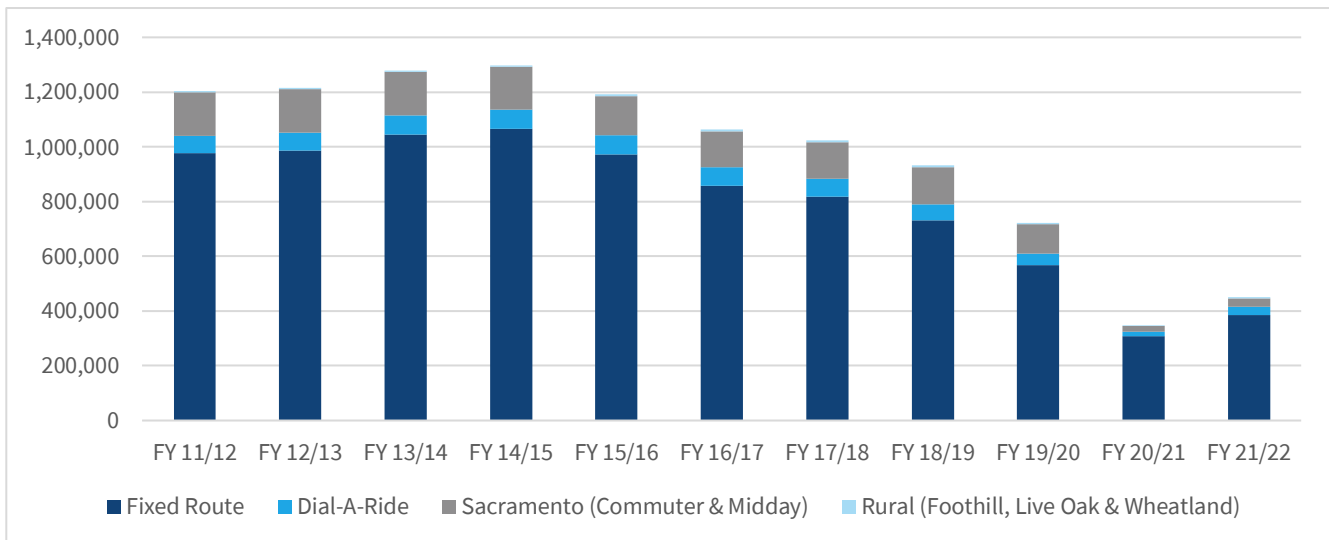
DEPLOYMENT TIMELINE



RIDERSHIP ESTIMATION

This section covers ridership estimation for the proposed changes in the plan. To set a baseline, a review of existing ridership was completed. Like many other agencies throughout the country, COVID-19 had a significant impact on Yuba-Sutter Transit’s daily ridership across the entire network. Overall, Yuba-Sutter Transit’s ridership is projected to be 46% below pre-pandemic (FY 18/19) levels in FY 22/23. This does represent a 44% improvement over FY 20/21 totals. Commuter services have been hit the hardest in terms of ridership drops. Commuter ridership is projected to be 72% below FY 22/23 levels. This represents a 90% improvement over FY 20/21, indicating some riders are coming back. On the fixed-route side, ridership is projected to be 41% below pre-pandemic levels. This does represent a 40% improvement over FY 20/21. Similarly, ridership on dial-a-ride services is projected to be approximately 51% below FY 19/20, but is over 65% higher than FY 20/21 indicating riders are returning to the service.

Figure 26 - Passenger Trips by Mode by Year



The plan calls for a dramatic change in the types of services (new on-demand service) offered and a restructuring of modes (Community, Crosstown, and Commuter). Under the proposed plan, ridership would begin rising with Phase 0 and continuing to increase regularly as more demand services are added and travel patterns are met.

Ridership is projected to increase 20% in the first year of the plan where new Yuba City services are launched (FY 2025). By the end of the service launch phase in FY 2027, ridership is projected to be approximately 40% higher than current while service levels stay in line with existing levels. As such, productivity systemwide should increase 30-40%. With the fare plan proposed in the Cost Estimation section of this report, both average fares and farebox recovery are projected to increase. While ridership is not projected to return to pre-covid levels during the plan, this is more of a result of current work from home patterns and less service being operated. There is no data to support that work from home levels will drop appreciably during the plan period, however, anecdotally more and more employers are requiring employees to be in the office 3-5 days per week. Should this occur, Yuba-Sutter Transit would see a gradual annual increase of approximately 50,000 trips which would return ridership to FY 14/15 levels before the end of the plan period.

Beyond the next three years, the plan models increasing service each year in line with population and demand growth.

Table 2 – Plan Projected Ridership and Service Levels

	Ridership	Hours	Miles	Fare Revenue	Annual Cost	Productivity	Average Fare	Cost per Hour	Farebox Recovery	Subsidy per Passenger
FY25	607,413	76,781	1,153,083	\$998,337.47	\$ 9,159,499	7.9	\$1.64	\$119.29	11%	\$13.44
FY26	634,515	75,354	1,152,478	\$956,944.06	\$ 9,198,562	8.4	\$1.51	\$122.07	10%	\$12.99
FY27	759,147	75,268	1,268,463	\$1,116,342.10	\$ 9,578,984	10.1	\$1.47	\$127.27	12%	\$11.15
FY28	762,285	76,397	1,282,271	\$1,170,096.42	\$10,014,349	10.0	\$1.53	\$131.08	12%	\$11.60
FY29	787,804	77,543	1,291,895	\$1,209,268.37	\$10,240,799	10.2	\$1.53	\$132.07	12%	\$11.46
FY30	807,687	78,706	1,301,745	\$1,239,788.56	\$10,472,369	10.3	\$1.53	\$133.06	12%	\$11.43
FY31	828,159	79,887	1,311,825	\$1,271,213.34	\$10,709,175	10.4	\$1.53	\$134.05	12%	\$11.40
FY32	850,754	81,085	1,322,136	\$1,305,895.25	\$10,951,336	10.5	\$1.53	\$135.06	12%	\$11.34
FY33	865,157	82,301	1,332,682	\$1,328,003.45	\$11,198,973	10.5	\$1.53	\$136.07	12%	\$11.41



Cost Estimation



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INTRODUCTION

The overall goal of the NextGen Transit Plan is to allocate transit resources to provide existing and future riders with the best experience under a set of financial constraints. Initially, the plan set forth three targets for financial modeling; those were:

- 1) A marginal (5-10%) increase in inflation-adjusted operating costs
- 2) An unconstrained financial plan
- 3) A cost neutral plan

The service recommendations presented earlier were arrived at with a combination of items 2 and 3 above. Ultimately, the future demand-based system recommended allows Yuba-Sutter Transit to grow with population and economic development. In other words, the overall expansion of the system (and associated costs) will occur as demand develops.

The proposed service plan increases both coverage – the overall addressable service area and frequency – the timeliness of the service along with the overall transit experience and does so at an inflation-adjusted cost that is in line with historical budget increases.

This cost estimation plan includes both the methodology to determine the overall efficiency of the service plan, along with the requisite benefits from deploying the service, i.e. new riders and new areas served.

OPERATING COSTS

As stated previously, it was Yuba-Sutter Transit’s goal to redesign service and reallocate existing operational costs with a potential for increasing costs as necessary. The service plan is predicated on increased costs at the beginning of the plan and adjusting costs for inflation. The following table breaks down the major cost drivers of the plan and their anticipated spend date:

Table 1 - Operating Cost Items

Phase.Quarter	Date	Change	Anticipated Cost
FY 2024			
0.1	July 2023	Recruit Transit Technology Manager	\$0.00
0.2	September 2023	Hire Transit Technology Manager	\$104,167
0.2	September 2023	Consolidate Commuter Service	-\$181,769
0.2	January 2024	Recruit Community Relations Manager	\$0.00
0.3	March 2024	Hire Community Relations Manager	\$41,667
0.3	March 2024	Award On-Demand Technology Contract	\$25,000
FY 2024 Total		(\$10,935)	
FY 2025			
1.1	July 2024	Deploy On-Demand Technology	\$30,450
1.1	July 2024	Full year of staffing costs (annual)	\$250,000
1.1	July 2024	Previous phase service changes	-\$198,293
1.1	August 2024	Streamline route 1. Launch Yuba City Community On-Demand Zone and cancel routes 2,5 and Evening Dial-A-Ride	-\$34,092
1.1	August 2024	Extend service to 8pm (annual)	\$288,750
1.2	September 2024	Launch Roseville Service (2 runs)*	\$583,188
FY 2025 Total		\$920,003	
FY 2026			
2.1	July 2025	On-Demand Technology	\$57,600
2.1	July 2025	Previous phase service changes	\$715,721
2.1	July 2025	Full year of staffing costs (annual)	\$250,000
2.1	August 2025	Launch Linda and Marysville Community On-Demand Zones and cancel routes 4,6.	\$47,579
FY 2026 Total		\$1,070,900	

FY 2027			
3.1	July 2026	Full year of staffing costs (annual)	\$250,000
3.1	July 2026	Previous phase(s) service changes	\$767,725
3.1	August 2026	Launch Olivehurst Community On-Demand Zone. Additional software licenses.	\$213,101
3.1	August 2026	On-Demand Technology	\$72,000
FY 2027 Total		\$1,302,726	

* - Yuba-Sutter Transit will be applying for a competitive grant to expand the Roseville service. Should this application be successful, the Authority could add a second run to the service.

The above table does not include inflation adjustments that are expected to average \$260,000 per year over the life of the plan. Additionally, in FY 2028, Yuba-Sutter Transit is expected to rebid its operating contract and will see between a 7.5% and 10% increase resulting in an additional \$225,000 per year over the life of the plan.

SERVICE PLAN COSTING AND OPERATIONS PROJECTIONS BY PHASE

The following tables break down the service costs by type for the first three years of the plan.

Table 2 – FY 2025 - Phase 1 Service Costing

	Weekday Cost	Saturday Cost	Annual Cost	Annual Hours	Annual Miles
Route 1	\$ 1,364,146	\$ 272,829	\$ 1,636,975	13,113	196,700
Route 3	\$ 688,625	\$ 137,725	\$ 826,350	6,557	104,906
Route 4	\$ 668,969	\$ 133,794	\$ 802,763	6,557	85,236
Route 6	\$ 701,728	\$ 140,346	\$ 842,074	6,557	118,020
DAR/Rural	\$ 1,964,870	\$ 392,974	\$ 2,357,843	21,173	169,380
Commuter	\$ 934,814	\$ -	\$ 934,814	8,325	232,801
On-Demand	\$ 1,335,735	\$ 267,147	\$ 1,602,883	13,113	236,040
		Annual Totals	\$ 9,003,702	75,395	1,153,083
		Cost per Hour	\$ 119.42		

Table 3 - FY 2026 - Phase 2 Service Costing

	Weekday Cost	Saturday Cost	Annual Cost	Annual Hours	Annual Miles
Route 1	\$ 1,374,117	\$ 274,823	\$ 1,648,940	13,113	170,473
Route 3	\$ 1,050,931	\$ 210,186	\$ 1,261,117	6,557	98,350
DAR/Rural	\$ 1,568,347	\$ 313,669	\$ 1,882,017	16,468	131,740
Commuter	\$ 1,485,380	\$ -	\$ 1,485,380	12,949	243,661
On-Demand	\$ 2,743,674	\$ 548,735	\$ 3,292,409	26,227	472,079
		Annual Totals	\$ 9,569,863	75,314	1,103,303
		Cost per Hour	\$ 127.07		

Table 4 – FY 2027 - Phase 3 Service Costing

	Weekday Cost	Saturday Cost	Annual Cost	Annual Hours	Annual Miles
Route 1	\$ 1,450,550	\$ 290,110	\$ 1,740,660	13,113	196,700
Route 3	\$ 732,294	\$ 146,459	\$ 878,752	6,557	104,906
DAR/Rural	\$ 972,647	\$ 194,529	\$ 1,167,176	9,865	78,923
Commuter	\$ 1,532,045	\$ -	\$ 1,532,045	12,949	297,836
On-Demand	\$ 3,550,292	\$ 710,058	\$ 4,260,350	32,783	590,099
		Annual Totals	\$ 9,578,984	75,268	1,268,463
		Cost per Hour	\$ 127.27		

CAPITAL COSTS

FLEET REQUIREMENTS

The overall plan doesn't change the number of peak vehicles dramatically, however, the vehicles by mode will change mainly in the shift from fixed route and dial-a-ride to the on-demand service.

Table 5 - Peak Fleet Requirements

Service	FY 2023 (current)	FY 2024	FY 2025	FY 2026	FY 2027
Crosstown/Fixed Route	12	12	10	8	5
Dial-a-Ride/Rural	12	12	10	7	6
Commuter	7	6	8	8	8
Community On-Demand	0	0	4	9	11
Total	31	30	32	32	30

The majority of the expenses expected by the Authority are for fleet and the new facility. The NextGen Transit plan recommendations augment the fleet replacement plan as outlined in the following table. The full fleet replacement plan is included in the appendix.

Table 6 - Capital Plan

Year	Replacement	Expenses/(Savings)
FY 2025	Procure 11 ZEB Paratransit/Cutaway	\$5.25M
FY 2026	Mobility Hub and SuperStop deployment <ul style="list-style-type: none"> • Alturas and Shasta • North Beale 	\$4M
FY 2026	Procure 13 Fixed Route	(\$6.5M)
FY 2026	Procure 10 Paratransit/Cutaway	(\$1.6M)
FY 2030	Procure 10 Paratransit/Cutaway	(\$1.6M)
FY 2032	Procure 5 ZEB Fixed Route	\$5.5M
FY 2032	Procure 15 ZEB Fixed Route	(\$15M)
FY 2033	Procure 6 ZEB Paratransit/Cutaway	\$3M
Total NGTP Capital Requirements/Changes		(\$6.95M)

FARE OVERVIEW AND RECOMMENDATIONS

Yuba-Sutter Transit employs a robust fare and ticketing system known as Connect Card and also accepts cash on board.

LOCAL FIXED ROUTE FARES

The fare structure for single ride rural and fixed route service is distributed by fare type as follows:

Table 7 - Local Fixed Route Fares

Criteria	Fare	Daily Cap
Non-Discount Single Ride	\$1.50	\$3.00
Senior (age 65+)/Disabled/Youth/Medicare Single Ride	.75¢	\$1.50
Children (age 4-under)	Free with paying adult (limit 2)	

Yuba-Sutter Transit offers a daily cash fare cap (or daily pass) for Connect Card users on the local fixed route system. Once the Connect Card has been used for two cash fare trips in one day, no additional fare will be deducted for additional trips for the remainder of the day. Using a Connect Card to pay cash fare is the only way to access the daily cap. Transfers are no longer issued to any passengers.

Regarding multi-use tickets and passes, Yuba-Sutter Transit provides a variety of options for its riders including:

Table 8 - Passes and Ticket Sheet Costs

Criteria	Fare	Term/Rides Allowed
Non-Discounted Monthly Pass	\$30 (discounted to \$10 until June 2024)	Monthly/Unlimited
Senior/Disabled/Youth Monthly Pass	\$15 (discounted to \$5 until April 2024)	Monthly/Unlimited
Ticket Sheets (valid on all services)	\$10-\$15	20 tickets (\$0.50 and \$0.75)

DIAL-A-RIDE FARES

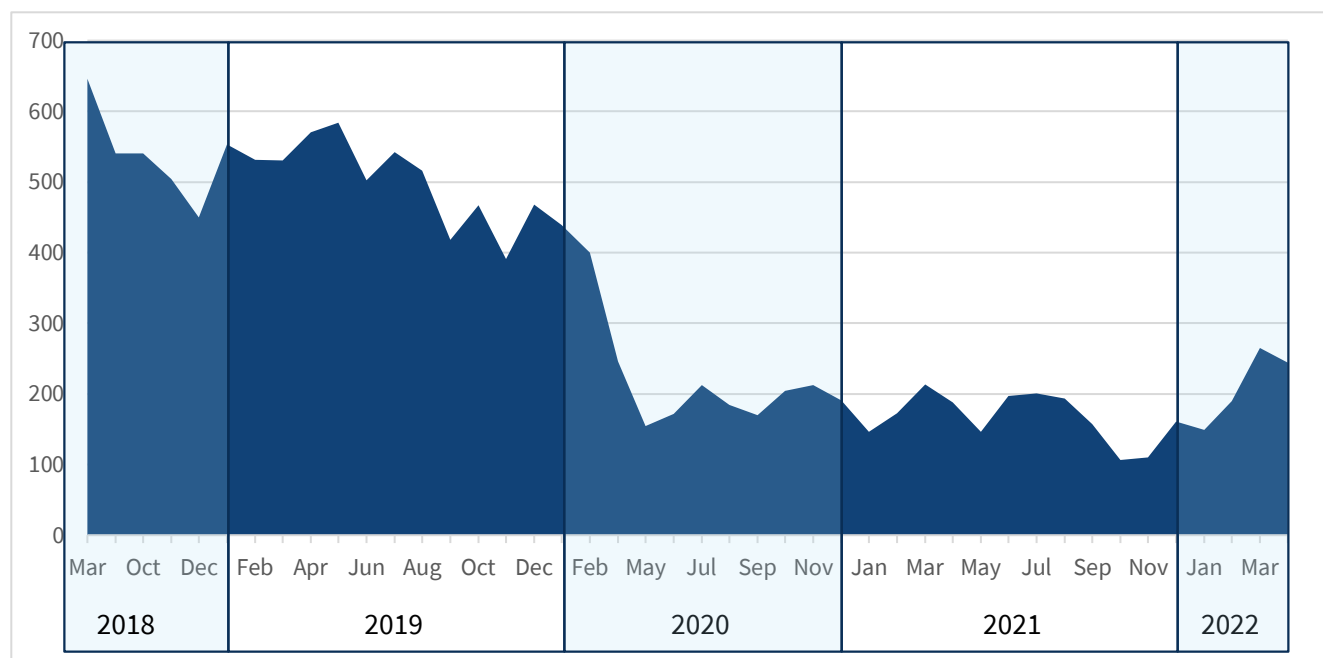
Yuba-Sutter Transit employs a Dial-A-Ride service for ADA and Medicare eligible customers and also opens the service up to seniors 65+. Fares for the service include:

Table 9 - Dial-a-Ride Fares

Criteria	Fare
Disabled and ADA-eligible Single Ride	\$3.00 (\$2.00 after 6pm)
Medicare Cardholders Single Ride	\$3.00 (\$2.00 after 6pm)
Seniors (Age 65+) Single Ride	\$3.00 (\$2.00 after 6pm)
Youth Single Ride	N/A (\$2.00 after 6pm)
Non-Discount Single Ride (only eligible after 6:00pm)	N/A (\$4.00 after 6pm)

Yuba-Sutter Transit’s Dial-a-Ride service is open to all riders after 6pm – this is known as evening dial-a-ride. The evening dial-a-ride service extends the Authority’s weekday service span by approximately 3 hours. Ridership on evening dial-a-ride is relatively scant. With the recommended extension of the fixed-route, dial-a-ride and on-demand service span to 8:00pm, the plan is also recommending cancelling the weekday evening dial-a-ride service.

Figure 1 – Monthly Evening Dial-a-Ride Ridership



COMMUTER SERVICE FARES

Yuba-Sutter Transit’s Commuter service only runs on weekdays and generally in the peak direction (to Sacramento in the morning and back in the afternoon). The plan recommends expanding the commuter service to the Roseville Galleria Transit Center to connect with Placer County’s and the City of Roseville’s transit services. Yuba-Sutter Transit’s current commuter fare structure is as follows:

Table 10 - Commuter Service Fares

Criteria	Fare
Non-Discount Single Ride	\$4.50
Senior/Disabled/Youth (Midday only) Single Ride	\$2.25
Monthly Commuter Pass	\$135.00
Monthly Combined Pass (including SacRT)	\$185.00

RURAL SERVICE FARES

Yuba-Sutter Transit’s rural service only runs to the communities of Live Oak, Wheatland and the areas of the Foothills including Brownsville, Oregon House, Willow Glen, and Loma Rica. The service operates on weekdays only, with the Foothills service only operating Tuesdays, Wednesdays and Thursdays. The service operates in a combination of advanced reservation, scheduled, and flex. Yuba-Sutter Transit’s current rural fare structure is as follows:

Table 11 - Rural Service Fares

Criteria	Fare
Non-Discount Single Ride	\$3.00
Senior/Disabled/Youth Single Ride	\$1.50
Children (age 4-under)	Free with paying adult (limit 2)
Non-Discounted Pass	\$30 (discounted to \$10 until June 2024)
Senior/Disabled/Youth Pass	\$15 (discounted to \$5 until April 2024)

ON-DEMAND SERVICE FARE PEER REVIEW

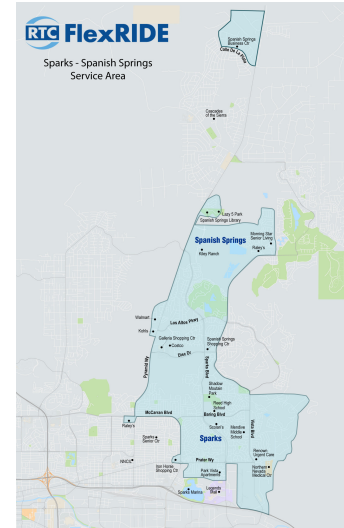
As the NextGen Transit Plan calls for the deployment of Community on-demand zones, a peer review of local systems was conducted to determine the proper fare structure for Yuba-Sutter Transit's future services.

RTC FLEX RIDE – RENO, NV

RTC's FlexRIDE curbside-to-curbside public transit service is available in select areas of Sparks/Spanish Springs, Somerset/Verdi and the North Valley regions of the Reno, NV area.

Riders must schedule their ride at their desired travel time and the ride can be expected to arrive to the curbside closest to a prescribed location within 8-15 minutes. Fares are the same as the standard RTC RIDE fares: \$2 per ride, or \$1 per ride for people who qualify for reduced fares. Drivers do not accept cash. Only Token Transit or Bus Passes are accepted.

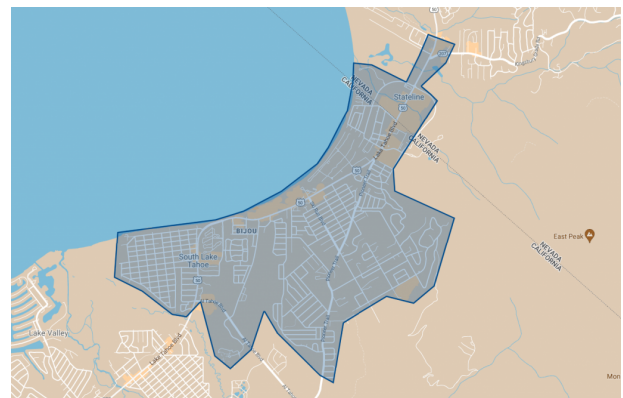
All trips must be booked at least 15 minutes prior to the close of the hours of operations to ensure transportation.



LAKE LINK – SOUTH LAKE TAHOE, CA

Lake Link is an on-demand rideshare service that riders utilize for trips within highly congested traffic areas within Stateline, Nev. and South Lake Tahoe, Calif. Riders use a mobile app to book their trips in real-time.

Dedicated branded ADA accessible vans with bike racks will pick up and drop off riders at any location within the service area.



The service operates between 7am-9pm Monday-Sunday. Currently the Lake Link system is free, but initially a \$3 fare was proposed.

SACRT SMART RIDE – VARIOUS COMMUNITIES, SACRAMENTO, CA

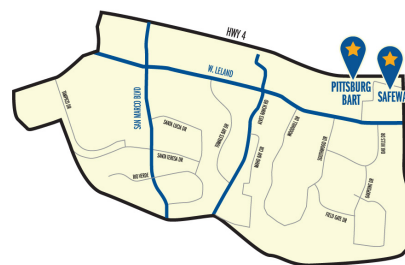
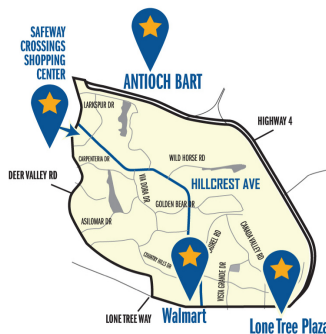
SmaRT Ride service is only available within each designated service zone. SmaRT Ride shuttles cannot travel outside the service boundaries. Citrus Heights-Antelope-Orangevale offers curb-to-curb service where passengers are picked up and dropped off at the address they indicated when scheduling.

All other service areas offer corner-to-corner service where passengers are picked up and dropped off at the nearest corner or ‘virtual bus stop,’ which is usually within a block or two of their pickup or drop-off location. The Downtown Core (north of S Street, west of 20th Street in downtown Sacramento) is a limited stop zone, where Smart Ride will pick up and drop off at specific destinations as noted on the map. SacRT does provide free service to students under a funding program.

If you are:	Your fare is	Single	Daily Pass
Age 19 – 61	Basic	\$2.50	\$7.00
Senior (age 62+)	Discount	\$1.25	\$3.50
Person with Disabilities	Discount	\$1.25	\$3.50
Student (Grades K -12)*	Discount	\$1.25	\$3.50

TRIMYRIDE – TRIDELTA TRANSIT – ANTIOCH, CA

TriMyRide is a flexible and dynamic on-demand shuttle service operating in neighborhoods near the Antioch BART Station and Pittsburg Bay Point BART Station. TriMyRide operates Monday thru Friday from 5am to 8pm. The service uses small, neighborhood-friendly shuttle buses that easily maneuver on residential streets. TriMyRide operators undergo the same background screening as other Tri-Delta Transit operators, and all vehicles are equipped with surveillance cameras to ensure safe transport. The shuttle buses are wheelchair accessible and accommodate people with disabilities. The cost to ride is \$2 per trip. Payment may be made through the app or with cash. The low-cost makes Tri-Delta Transit’s TriMyRide more affordable than traditional ride-hailing services, which could cost riders more than three times the amount for a similar trip.



ON-DEMAND FARE SUMMARY

In the preceding cases, all the agencies in question charged the same fare as the local bus service. No discounts are offered for the various on-demand services.

FARE STRUCTURE SCENARIOS

Yuba-Sutter Transit’s fares are well priced for the level of services provided. This plan calls for a restructuring of fares rather than any increases during the first three years of service deployment. This restructuring would align with the new types of services provided. To arrive at the proposed recommendations, the plan compared a number of different scenarios. The following tables summarize the various scenarios:

SCENARIO 1: CURRENT FARE STRUCTURE

Yuba-Sutter Transit has been offering significantly discounted monthly passes since the pandemic began. Subsidy funding for these discounts is set to expire in 2024, however there are alternative sources that could maintain the subsidy. Scenario 1 projects maintaining the discounts for monthly passes.

Table 12 - Scenario 1 - Maintain Existing Fares

	Ridership	Fare Revenue	Productivity	Average Fare	Farebox Recovery	Subsidy per Passenger
FY25	570,968	\$586,315.91	7.4	\$1.03	6%	\$15.02
FY26	585,242	\$590,705.59	7.8	\$1.01	6%	\$14.71
FY27	601,044	\$698,955.77	8.0	\$1.16	7%	\$14.77
FY28	612,464	\$714,629.96	8.0	\$1.17	7%	\$15.18
FY29	624,101	\$738,554.02	8.0	\$1.18	7%	\$15.23
FY30	635,959	\$757,194.06	8.1	\$1.19	7%	\$15.28
FY31	648,042	\$776,386.57	8.1	\$1.20	7%	\$15.33
FY32	660,355	\$797,568.36	8.1	\$1.21	7%	\$15.38
FY33	672,901	\$811,070.82	8.2	\$1.21	7%	\$15.44

Under this scenario, Yuba-Sutter Transit would not meet its requirements for farebox recovery ratio for any year of the plan and would need new funding sources to bridge the difference between the discount passes and the pass values. Fares from new riders would mostly offset any inflation related increases. Revenues as shown by the average fare remaining constant throughout the duration of the plan.

SCENARIO 2: RETURN MONTHLY PASSES TO PRE-PANDEMIC LEVELS

Scenario 2 models returning the monthly pass prices to \$30/\$15. With the new Community on-demand services projected to launch in 2024, it is anticipated that while less customers would potentially be purchasing passes, more customers would hit the daily fare cap due to more accessible services and a longer span of service.

Table 13 - Scenario 2 - Return Monthly Passes to Pre-Pandemic Levels

	Ridership	Fare Revenue	Productivity	Average Fare	Farebox Recovery	Subsidy per Passenger
FY25	565,259	\$661,930.95	7.4	\$1.17	7%	\$15.03
FY26	579,390	\$650,469.72	7.7	\$1.12	7%	\$14.75
FY27	595,034	\$763,253.97	7.9	\$1.28	8%	\$14.82
FY28	606,339	\$790,694.55	7.9	\$1.30	8%	\$15.21
FY29	617,860	\$817,165.06	8.0	\$1.32	8%	\$15.25
FY30	629,599	\$837,789.13	8.0	\$1.33	8%	\$15.30
FY31	641,561	\$859,024.48	8.0	\$1.34	8%	\$15.35
FY32	653,751	\$882,460.84	8.1	\$1.35	8%	\$15.40
FY33	666,172	\$897,400.48	8.1	\$1.35	8%	\$15.46

This scenario is not anticipated to result in significant fare elasticity, as any elasticity would be offset by improvements to the travel experience and service access. Under this plan, farebox recovery would still be below the required threshold with fares and ridership increases staying in line with inflation and other cost increases.

SCENARIO 3: INTRODUCE MONTHLY FARE CAPPING AND INCREASE FARES

Under this scenario, Yuba-Sutter Transit would transition away from monthly passes on Crosstown/fixed route and Community services. The Authority would instead create monthly fare caps. These fare caps would act as a makeshift pass and allow riders who ride frequently to still receive a discount for their patronage. Those who ride often (2-3 days per week) would see some level of capping and those who ride infrequently would pay the full fare for each ride. Discounts would still be offered to eligible riders under this scenario. This scenario includes increasing fares in line with the on-demand systems reviewed earlier. Under this option, fares would increase in FY27 when all the Community on-demand zones would be deployed.

Table 14 - Scenario 3 - Eliminate Monthly Passes and Introduce Monthly Fare Capping

	Ridership	Fare Revenue	Productivity	Average Fare	Farebox Recovery	Subsidy per Passenger
FY25	607,413	\$998,337.47	7.9	\$1.64	11%	\$13.44
FY26	634,515	\$956,944.06	8.4	\$1.51	10%	\$12.99
FY27	759,147	\$1,116,342.10	10.1	\$1.47	12%	\$11.15
FY28	762,285	\$1,170,096.42	10.0	\$1.53	12%	\$11.60
FY29	787,804	\$1,209,268.37	10.2	\$1.53	12%	\$11.46
FY30	807,687	\$1,239,788.56	10.3	\$1.53	12%	\$11.43
FY31	828,159	\$1,271,213.34	10.4	\$1.53	12%	\$11.40
FY32	850,754	\$1,305,895.25	10.5	\$1.53	12%	\$11.34
FY33	865,157	\$1,328,003.45	10.5	\$1.53	12%	\$11.41

The proposed fare structure would be as follows:

Table 15 – Comparing Proposed Fares to Existing Fares

Fare	Current Fares	FY 2025 Fares	FY 2027 Fares
Crosstown Single Ride/Discount	\$1.50/\$0.75	\$1.50/\$0.75	\$2.00/\$1.00
On-Demand Single Ride /Discount	N/A	\$1.50/\$0.75	\$2.00/\$1.00
Daily Cap/Discount *	\$3.00/\$1.50	\$5.00/\$2.50	\$6.00/\$3.00
Monthly Cap (30-days)/Discount *	N/A	\$50.00/\$25.00	\$60.00/\$30.00
Commuter Single Ride	\$4.50	\$4.50	\$5.00
Commuter Midday Single Ride/Discount	\$4.50/\$2.25	\$4.50	\$5.00
Commuter Monthly Pass/Combined	\$135/\$185	\$135/\$185	\$150/\$200
DAR Single Ride	\$3.00	\$3.00	\$4.00
Evening Dial-a-Ride/Discount	\$4.00/\$2.00	N/A	N/A
Rural Single Ride/Discount	\$3.00/\$1.50	\$3.00/\$1.50	\$4.00/\$2.00
Monthly Pass	\$30/\$15 (temporarily discounted to \$10/\$5)	N/A	N/A

* - Daily and monthly caps do not apply to Dial-a-Ride, Rural, and Commuter fares

Under this proposal, farebox recovery would increase 28% over the base scenario, however, it would still be below the required threshold. This could be offset by inflation being below the expected level and elasticity not materializing. Both are realistic options as the plan includes conservative estimates for both items. Ridership is projected to increase 23% and fares are projected to increase by 56% under this proposed plan over the current fare structure.

RECOMMENDED FARE STRUCTURE

The plan recommends implementing Scenario 3 with a fare increase to proposed levels in FY 27 when the Olivehurst Community on-demand zone launches. In addition to the fare increase, the plan recommends the following changes.

- Eliminate monthly passes and introduce fare capping for monthly (30-day) fares. This must coincide with the future contactless payment technology deployment currently under consideration.
- Increase commuter single ride and monthly fares and eliminate midday discounts. While this is a small change, it would create consistency and simplicity in the structure by reducing fare complexity.

The proposed fare structure would be as follows:

Table 16 - Proposed Fare Structure

Fare	FY 2025	FY 2027
Crosstown Single Ride/Discount	\$1.50/\$0.75	\$2.00/\$1.00
On-Demand Single Ride/Discount	\$1.50/\$0.75	\$2.00/\$1.00
Crosstown/On-Demand Daily Cap/Discount	\$5.00/\$2.50	\$6.00/\$3.00
Crosstown/On-Demand Monthly Cap (30-days)/Discount	\$50.00/\$25.00	\$60.00/\$30.00
Commuter Single Ride	\$4.50	\$5.00
Commuter Midday Single Ride/Discount	\$4.50/\$2.25	\$5.00/NA
Commuter Monthly Pass/Combined	\$135/\$185	\$150/\$200
DAR Single Ride	\$3.00	\$4.00
Rural Single Ride/Discount	\$3.00/\$1.50	\$4.00/\$2.00

NEXTGEN TRANSIT PLAN COST ESTIMATION

Overall service levels are not projected to increase dramatically over the life of the plan. Any service increases are designed to keep up with population growth and increasing demand. Utilizing the operating cost projections above and the fare recommendations presented earlier, the following table outlines costing for the plan along with key performance indicators.

Table 17 - NextGen Transit Plan Costing and Revenue Estimation

	Ridership	Hours	Miles	Fare Revenue	Annual Cost	Productivity	Average Fare	Cost per Hour	Farebox Recovery	Subsidy per Passenger
FY25	607,413	76,781	1,153,083	\$998,337.47	\$ 9,159,499	7.9	\$1.64	\$119.29	11%	\$13.44
FY26	634,515	75,354	1,152,478	\$956,944.06	\$ 9,198,562	8.4	\$1.51	\$122.07	10%	\$12.99
FY27	759,147	75,268	1,268,463	\$1,116,342.10	\$ 9,578,984	10.1	\$1.47	\$127.27	12%	\$11.15
FY28	762,285	76,397	1,282,271	\$1,170,096.42	\$10,014,349	10.0	\$1.53	\$131.08	12%	\$11.60
FY29	787,804	77,543	1,291,895	\$1,209,268.37	\$10,240,799	10.2	\$1.53	\$132.07	12%	\$11.46
FY30	807,687	78,706	1,301,745	\$1,239,788.56	\$10,472,369	10.3	\$1.53	\$133.06	12%	\$11.43
FY31	828,159	79,887	1,311,825	\$1,271,213.34	\$10,709,175	10.4	\$1.53	\$134.05	12%	\$11.40
FY32	850,754	81,085	1,322,136	\$1,305,895.25	\$10,951,336	10.5	\$1.53	\$135.06	12%	\$11.34
FY33	865,157	82,301	1,332,682	\$1,328,003.45	\$11,198,973	10.5	\$1.53	\$136.07	12%	\$11.41

As presented in the deployment plan and ridership estimation section, under the plan, ridership is projected to double over the life of the plan compared to FY22 and the current service profile. Productivity and average fare revenue are also both projected to increase.

AGENDA ITEM IV – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES FEBRUARY 16, 2023

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

Present: Bains – Arrived at 4:03 p.m. (Chair), Blaser, Buttacavoli, Fuhrer (Vice-Chair), Hudson, Micheli, Pasquale (for Kirchner), and Shaw – Arrived at 4:04 p.m.

Absent: Kirchner

II. Presentation

A. Yuba-Sutter NextGen Transit Plan Draft Service Recommendation.

Mr. Kumar discussed the deployment cost and schedule for the plan if approved as proposed including the various deployment phases, service changes, and capital and operating costs.

Phase 0 would start in 2024 and include implementation of the new Roseville Service and consolidation of the existing Sacramento Commuter Service. This phase would also include selection of a technology vendor for the new Community On-Demand service and the recruitment of two new staff positions – a Transit Technology Manager and a Community Relations Manager.

Phase 1 would start in FY 2025 and include implementation of the Yuba City Community On-Demand Zone which would replace the current Routes 2 and 5 and streamline the current Route 1. As part of this service change, the weekday span of service would be increased to 8:00 p.m. and the current Weekday Evening Dial-A-Ride service would be eliminated. During this phase, the procurement of ten electric cutaway vehicles would be initiated in preparation for later stages of the Community Service. No additional operating costs are expected in Phase 1 except for the new positions and the new technology.

Phase 2 would start in FY 2026 and would result in the replacement of the fixed routes in Marysville and Linda (Routes 4 and 6) with two new On-Demand Zones. With the expansion of the on-demand service, the current Dial-A-Ride service for ADA eligible passengers would be comingled with the on-demand service. No additional operating costs are expected in Phase 2 except for the new positions and the new technology.

Phase 3 would start in FY 2027 and include implementation of the last On-Demand Zone in Olivehurst. Depending on the success of the new Roseville service, this phase could include a second morning and afternoon Roseville schedule.

Mr. Kumar then summarized some of the cost assumptions that have been included in the implementation schedule.

- Expanding weekday service to 8 p.m. (\$300,000 per year)
- New Microtransit Technology (\$168,000 per year)
- Additional Staffing (\$250,000 per year)
- Inflation (\$260,000 per year)
- New Operations Contract Effective October 1, 2027 (\$150,000 per year)

At the March Board meeting, Mr. Kumar expects to have a draft plan that will cover the financial, marketing and implementation plan in more detail.

III. Public Business from the Floor

None.

IV. Consent Calendar

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

V. Reports

A. Feather River Air Quality Management District (FRAQMD) AB 2766 Grant Agreement.

Martin stated that authorization is now being requested to execute the FRAQMD Grant Agreement #VF23-01 for \$100,000 to extend the Discount Monthly Bus Pass Program for one year through March 2024.

Director Shaw made a motion to authorize execution of FRAQMD Grant Agreement #VF23-01 as proposed. Director Micheli seconded the motion and it carried unanimously.

B. Federal Transit Administration (FTA) Section 5339(b) Buses and Bus Facility and/or Section 5339(c) Low or No Emission Funding Program Application.

Martin stated that Yuba-Sutter Transit unsuccessfully applied under this program in both 2021 and 2022 for the NextGen Transit Facility project for federal funding toward the design and construction of the new transit facility. He noted that while the 2022 application was rated as “highly recommended” in all six categories, only about 20 percent of the applications were funded.

Martin is now recommending that the Board authorize a third application under this same program. Staff will rewrite the highly rated 2022 application with the support of AECOM for the specific technical aspects of the project which should cost less than \$10,000. Applications are due April 13, 2023 with award announcement no later than June 27, 2023.

It was the consensus direction of the Board to move forward with the proposed application.

C. Mid-Year Budget Report for FY 2023 and Budget Preview for FY 2024.

Martin noted that the agenda packet included a copy of the Mid-Year Budget Report which covers the first half of the fiscal year while looking forward through the remaining six months of FY 2023. Reminding the Board that the Yuba-Sutter Transit JPA requires that a preliminary draft budget be submitted to the Board by the end of March and that a final budget be adopted by the end of May each year, Martin noted that this report also looks forward to the potential budget issues for FY 2024.

Martin stated that our year end operating revenues and expenses are in good shape with FY 2023 expenses running about 4.25 percent below the amount budgeted (\$376,000) due to a lower number of service hours being operated and lower than expected cost of fuel. The capital budget had assumed the start of the environmental and design work on the new facility, but that is being held off until we can obtain more funding and the buses that are on order will not be delivered until this summer so they will be in the FY 2024 budget.

Looking forward to FY 2024, federal funding for public transportation increased significantly following the 2021 Infrastructure Investments & Jobs Act which will assist with the new facility and the introduction of zero emission buses. Federal COVID-19 relief funds will all be expended this year. Local Transportation Fund (LTF) revenues have traditionally been used to balance the annual budget after all other revenue sources have been applied. For FY 2023, \$3.9 million in LTF revenue has been used for that purpose which is about 40 percent of the combined available funds from the four member jurisdictions. This is significantly lower than the previous five-year average of 51 percent.

Martin noted that the initial four-year contract with Storer Transportation will expire this year, but we have two two-year options the first of which would need to be exercised by May 1, 2023. While this issue is expected to be discussed at the March meeting, if we don't exercise the first option, we will have to go out to bid which will likely be more costly. He also noted that we still need additional funding for the new facility, but two grants are pending and a third will be submitted in April 2023 and the related zero-emission bus purchase mandate we will be working through all future budgets. Finally, the staffing agreement with the Regional Waste Management Authority will end on or before June 30, 2023, which will impact the FY 2024 operating budget.

Director Fuhrer asked if a customer rides from Olivehurst to Marysville and then rides from Marysville to Olivehurst is that two events? Martin responded that this would be two trips as every boarding is a trip.

Director Fuhrer also wanted to know if the \$17 cost per passenger trip shown in the System Fact Sheet was higher or lower than using competitors like Uber or Lyft. Martin stated that this figure is an average for all trips provided and the cost varies significantly by service type. The cost is much cheaper for the local fixed route service where ridership demand is denser, but the cost is much higher for the Dial-A-Ride service where we pick up people at their house and take them where they want to go.

D. Mid-Year Performance Report.

Martin stated that for the first time since the pandemic started, January ridership increased from December. In fact, despite the torrential rains early in the month, average weekday ridership in January was now up to 75 percent of what it was in January 2020. Through the first half of the year, systemwide ridership was just 57 percent of what it was pre-pandemic though this figure varies significantly by service. The local fixed route service was at 64 percent, Dial-A-Ride at 54 percent, and the Sacramento service was at 26 percent of pre-COVID levels. In general, ridership continues to grow after a 29 percent increase from FY 2021 to FY 2022 and another 14 percent increase through the first six months of FY 2023 over the same period in FY 2022.

E. Project & Program Updates.

1. Yosemite Area Regional Transportation System (YARTS) Commuter Bus Lease Proposal

Martin stated that Yosemite Area Regional Transportation System (YARTS) in Merced County recently inquired as to the possible lease of up to three of our commuter buses for use in their service to Yosemite National Park. They have ordered new buses, but they will not arrive until after the season is over. Since we have reduced our commuter service, we have buses available so this would result in additional income and reduced operating cost as we would transfer the insurance for these buses to YARTS. We are looking at a lease price of \$5,000 - \$9,000 per month per bus depending on who is responsible for the repair of major components (engine, transmission, etc.) and we are currently paying about \$500 per month to insure each bus. We have asked YARTS to prepare a written proposal for Board consideration at the March meeting.

Director Buttacavoli asked if we might still have some liability even if the buses are being insured in their name. Martin stated that we would have an agreement with YARTS that would indemnify Yuba-Sutter Transit during the time that they are in their control.

2. Next Generation Transit Facility Project (Grant submissions)

On January 25th, we submitted a grant to SACOG for \$3.5 million for environmental and design work for the new facility. Another grant for \$13.7 million was submitted on February 10th to the California State Transportation Agency (CalSTA) that would include \$9.3 million for facility construction and \$3.5 million toward the cost of ten zero-emission microtransit vehicles. SACOG grant award announcements are expected in May and CalSTA grant award announcements are expected by April 23rd.

3. Executive Director Recruitment (Brochure link: <https://online.fliphtmls.com/iamax/fdem/>)

Martin noted that a link to the recruitment brochure was provided in the agenda packet and the first review of applicants will be on March 8th. We hope to have one or more applicants available for an interview with the Board at the April meeting.

VII. Correspondence / Information

None.

VII. Closed Session

A. Conference with Real Property Negotiators (Pursuant to Government Code Section 54956.8)

B. Public Employee Performance Evaluation (Pursuant to Government Code Section 54597)

The Board adjourned to closed session at 4:46 p.m.

The Board reconvened at 5:06 p.m. and stated that there was no reportable action from the closed session.

VIII. Other Business

None.

IX. Adjournment

The meeting was adjourned at 5:06 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 16, 2023 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.

**AGENDA ITEM IV-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF FEBRUARY 2023**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,620.69	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,454.73	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 581.25	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 38,230.29	PAYROLL	PAYROLL
EFT	\$ 1,573.75	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 36.89	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - FEBRUARY 2023
EFT	\$ 286.99	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 4,069.47	PG&E	ELECTRIC 1/11/2023 - 2/09/2023
EFT	\$ 49.23	PG&E	ELECTRIC PARKING LOT LIGHTS FEB 2023
EFT	\$ 1,659.91	PG&E	GAS JANUARY 2023
EFT	\$ 100.00	DON BLASER	AD HOC COMMITTEE MEETING 2/3/2023
EFT	\$ 100.00	KARM BAINS	AD HOC COMMITTEE MEETING 2/3/2023
EFT	\$ 100.00	WADE KIRCHNER	AD HOC COMMITTEE MEETING 2/3/2023
EFT	\$ 808.24	CARDMEMBER SERVICES	CREDIT CARD - SUBSCRIPTIONS, BATTERIES, TV, DATE STAMP, PRINTER & CARTRIDGE
EFT	\$ 228.38	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 366.63	PRIMEPAY	PAYROLL FEES - JANUARY 2023
EFT	\$ 125.57	ELAVON	MERCHANT SERVICE FEE - FEBRUARY 2023
18301	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL JANUARY 2023
18302	\$ 100.00	BRUCE BUTTACAVOLI	AD HOC COMMITTEE MEETING 2/3/2023
18303	\$ 220.00	CALIFORNIA TRANSIT ASSOCIATION	REGISTRATION FEE FOR SPRING CONFERENCE
18304	\$ 1,790.62	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - JANUARY 2023
18305	\$ 178.12	FRANCOTYP-POSTALIA INC	POSTAGE MACHINE RENTAL - 1/13/2023 - 4/12/2023
18306	\$ 27,584.74	HUNT & SONS INC	BUS FUEL - DYED DIESEL
18307	\$ 34.63	QUILL CORPORATION	JANITORIAL SUPPLIES - WASTE LINERS
18308	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - JANUARY 2023
18309	\$ 7,181.09	RAMOS OIL COMPANY	BUS FUEL - GAS
18310	\$ 942.47	SC FUELS	DEF FLUID
18311	\$ 55.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - FEBRUARY 2023
18312	\$ 103.90	STAPLES CREDIT PLAN	OPERATIONS SUPPLIES: COIN DEPOSIT BAGS
18313	\$ 493,488.91	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE 12/22
18314	\$ 450.00	STREAMLINE	WEBSITE SERVICES - FEBRUARY 2023
18315	\$ 55.38	SUTTER COUNTY LIBRARY	CONNECT CARD SALES COMMISSION - JAN 2023
18316	\$ 1,650.84	T-MOBILE	WIFI SERVICES ON BUSES - JANUARY 2023
18317	\$ 2,004.83	TEHAMA TIRE SERVICES INC	TUBES/TIRES
18318	\$ 230.00	THRIFTY ROOTER	SERVICE ON TOILET IN OPERATIONS RESTROOM
18319	\$ 272.90	TIAA COMMERCIAL FINANCE INC	COPIER LEASE - JANUARY 2023
18320	\$ 250.00	ADAM HANSEN	VISION REIMBURSEMENT
18321	\$ 252.88	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - JANUARY 2023
18322	\$ 1,890.00	ALLIANT NETWORKING SERVICES	IT SERVICES - MARCH 2023
18323	\$ 807.50	BRYCE CONSULTING INC	CLASS & COMP STUDY 2023
18324	\$ 379.65	COMCAST BUSINESS	TELEPHONE SERVICES - FEBRUARY 2023
18325	\$ 345.38	COMCAST BUSINESS	INTERNET SERVICES - FEBRUARY 2023
18326	\$ 325.00	ENDEAVOR BUSINESS MEDIA	AD ON MASSTRANSIT FOR ED JOB POSTING
18327	\$ 26,669.74	HUNT & SONS INC	BUS FUEL - DYED DIESEL
18328	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
18329	\$ 482.00	QUILL CORPORATION	JANITORIAL SUPPLIES - PAPER TOWELS, TOILET PAPER & SOAP
18330	\$ 3,760.09	RAMOS OIL COMPANY	BUS FUEL - GAS
18331	\$ 350.00	RICH, FUIDGE, BORDSEN & GALYEAN INC	LEGAL SERVICES - 1/19/2023 - 2/07/2023
18332	\$ 1,052.50	SC FUELS	DEF FLUID
18333	\$ 1,720.00	TRAFFIC SIGN CORPORATION	50 REFLECTIVE BUS STOP SIGNS
	\$ 636,354.96		

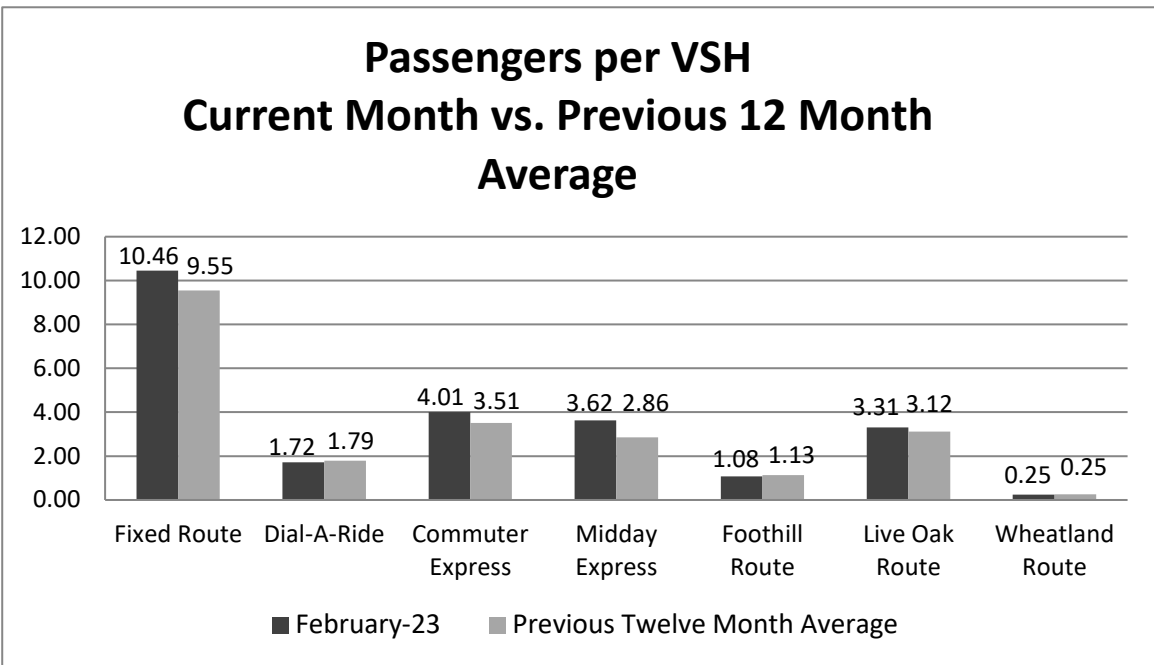
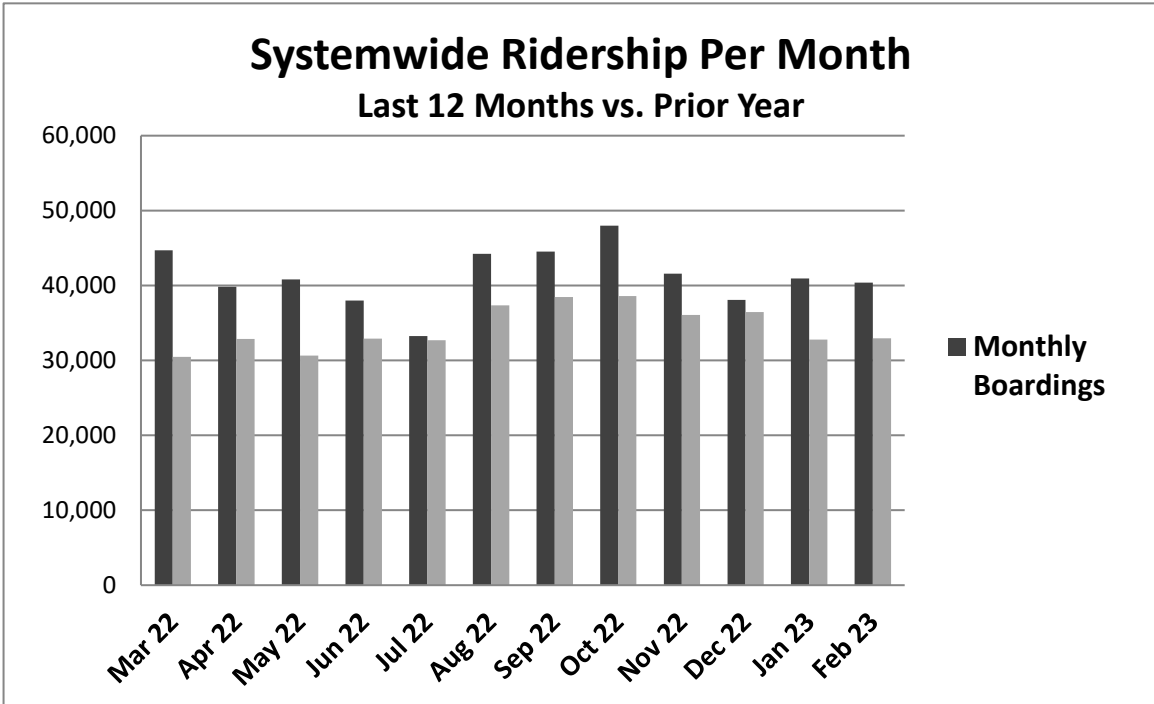
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AGENDA ITEM IV- C

FEBRUARY 2023 PERFORMANCE REPORT

	February-23	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	34,622	34,774	283,917	245,807
Dial-A-Ride	2,274	2,466	19,212	18,353
Commuter Express	2,647	2,529	21,165	14,066
Midday Express	535	453	3,779	3,173
Foothill Route	84	98	814	542
Live Oak Route	208	235	1,963	1,271
Wheatland Route	11	12	106	88
Oroville Route	0	0	0	1,975
Total Ridership:	40,381	40,567	330,956	285,275
Vehicle Service Hours:				
Fixed Route	3,311.37	3,642.07	28,822.81	28,842.09
Dial-A-Ride	1,322.69	1,378.35	10,532.46	11,480.79
Commuter Express	659.52	719.70	5,687.39	5,734.72
Midday Express	147.64	158.68	1,267.97	1,227.26
Foothill Route	77.69	86.69	675.25	670.29
Live Oak Route	62.80	75.37	584.28	577.98
Wheatland Route	44.34	46.74	388.27	351.05
Oroville Route	0.00	0.00	0.00	427.39
Total VSH's:	5,626.05	6,107.61	47,958.43	49,311.57
Passengers Per Hour:				
Fixed Route	10.46	9.55	9.85	8.52
Dial-A-Ride	1.72	1.79	1.82	1.60
Commuter Express	4.01	3.51	3.72	2.45
Midday Express	3.62	2.86	2.98	2.59
Foothill Route	1.08	1.13	1.21	0.81
Live Oak Route	3.31	3.12	3.36	2.20
Wheatland Route	0.25	0.25	0.27	0.25
Oroville Route	0.00	0.00	0.00	4.62
Total Passengers Per VSH:	7.18	6.64	6.90	5.79

FEBRUARY 2023 PERFORMANCE REPORT



AGENDA ITEM V – A
STAFF REPORT

**PRELIMINARY DRAFT YUBA-SUTTER TRANSIT
OPERATING AND CAPITAL BUDGETS FOR FY 2023-24**

Background

Attached for Board review and discussion is the preliminary draft Yuba-Sutter Transit operating and capital budgets for FY 2024 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 remains a work in progress that will be further refined for the final draft budget that is scheduled for Board review and adoption consideration at the May 18th meeting.

Current Year-End Budget Estimates

Year-end operating expenses for FY 2023 are now projected to be \$373,000 (4 percent) lower than the adopted budget of \$8,855,000. While most of the major expense line items are close to or less than the amount budgeted, contracted services costs, which represents about 70 percent of all budgeted expenses, are projected at \$314,400 (5 percent) below budget primarily due to the operation of less than the expected number of vehicle service hours (VSH) and a reduction in pandemic related expenditures. Fuel expenses are currently projected to end the year \$133,000 (11 percent) below the amount budgeted due primarily to lower than expected fuel prices combined with the operation of fewer than expected service hours. Tire expenses are up 33 percent due to price increases based on supply chain availability, but staff has been working with suppliers to stabilize prices going forward. Other overages are utilities (up 27 percent) due to increased energy costs and administrative salaries (up 9 percent) due to actual and projected payment for unused leave as well as an allowance for the Executive Director transition.

Fare revenue for FY 2023 is expected to come in slightly higher than the amount budgeted due primarily to higher-than-expected fare receipts from increased ridership. Interest revenue jumped significantly due to an increase in Local Agency Investment Fund (LAIF) interest rates that jumped from 0.75 percent at 6/30/22 to 2.07 percent at 12/31/22. State Cash Grant Reimbursements are up due to the timing of the FY 2022 NextGen Transit Plan project and projected completion of LCTOP funded projects. Any savings resulting from the combination of lower than budgeted expenses and higher than budgeted revenues will allow more State Transit Assistance (STA) Funds from FY 2023 to be carried over to FY 2024 assuming current trends hold through June.

Capital expenditures in FY 2023 are for the completed surveillance system repairs and enhancements (State SGR funds) that were continued from FY 2022. Additional capital expenditures through the end of the fiscal year are an allowance for facility and office equipment and furnishings (STA). The six replacement demand response/rural route buses that were expected to be delivered

early this summer (Federal, PTMISEA, STA) are now expected to arrive in the new fiscal year. Although the FY 2023 budget was adopted assuming the commencement of the early design and engineering phase of the facility project using Federal, State SGR, and STA funds, significant additional capital expenditures related to the new transit facility through FY 2023 are unlikely due to still uncertain project funding and timing issues.

Preliminary Draft FY 2024 Operating Budget

The preliminary draft FY 2024 operating budget of \$8,879,000 represents an increase of \$24,000 (0.3 percent) over the budgeted amount for FY 2023 and an increase of \$397,000 (5 percent) over the projected year-end figure for the current fiscal year. The preliminary draft budget was prepared using an estimated 75,000 vehicle service hours (VSH) which is 2,700 (3.7 percent) more than the projected year-end figure of 72,300 VSH for FY 2023 and 5,300 less than the 80,300 VSH that was budgeted for FY 2023. This figure is still well below the 92,571 VSH that was operated in the last full pre-pandemic fiscal year (FY 2019). The budgeted VSH figure assumes some additional recovery from the pandemic and only minor service changes as we begin to implement the NextGen Transit plan.

The most significant revenue assumption in the preliminary draft operating budget is based on modest growth in systemwide ridership and fare revenue through FY 2024. Also assumed are the non-transportation revenues derived from leasing three buses to the Yosemite Area Regional Transportation System (YARTS) which will be discussed later on this agenda; some semblance of state and local economic stability; and on-going federal funding at the authorized levels of the Infrastructure Investments and Jobs Act (IIJA) that was signed into law on November 14, 2021. Based on these and other assumptions, the combined Local Transportation Fund (LTF) contribution from the member jurisdictions is being budgeted at \$4 million for FY 2024 which would be an increase of 2.5 percent (\$100,000) over what was budgeted for FY 2023. Prior to FY 2023, the LTF contribution was held stable since FY 2019 due to the availability of federal CARES Act and American Rescue Plan funds that were used to off-set the loss of fare revenue from the pandemic.

In addition to the above, the preliminary draft FY 2024 operating budget makes other significant expense and revenue assumptions including:

- Extension of the expiring Storer Transit Systems contract. The initial four-year Storer contract will expire on September 30, 2023, though it can be extended by Yuba-Sutter Transit with the first of two two-year options to a maximum of eight years. To exercise the first of these options, Yuba-Sutter Transit must provide a notice of intent to the contractor by May 1st. The contract provides for cost adjustments during each extension year based on changes in the Consumer Price Index with a minimum of two percent and a maximum of four percent each year. Staff is currently in discussions with the contractor regarding such an extension which would ultimately require Caltrans approval.
- Implementation of the Yuba-Sutter NextGen Transit Plan with adoption consideration scheduled for the April meeting. While the preliminary service recommendations are not expected to have a dramatic net cost impact, significant changes to the existing operation are expected but most of these will not be implemented before early in FY 2025. FY 2024

cost projections include allowances for staffing and related furnishings, and capital start-up costs of the on-demand service.

- Continued consultant support for the preparation and submission of major grant applications for the design and construction of the replacement transit facility.
- Salary adjustments as proposed in the staff classification and compensation study to be considered later on this same agenda.
- Conversion of the long-standing shared staffing relationship with the Regional Waste Management Authority (RWMA) effective July 1, 2023, to simply a time-and-materials agreement primarily to assist with year-end financial reporting which will significantly reduce the number of hours charged to this account.
- Pass subsidies from continued funding from the Feather River Air Quality Management District (FRAQMD) for the deeply discounted monthly pass program for youth, seniors, and persons with disabilities through March 31, 2024; and continued funding from the Low Carbon Transit Operations Program (LCTOP) for discount pass subsidies through June 30, 2024. Without these funding sources, a higher out-of-pocket cost for passengers would likely have a significant impact on both ridership and fare revenue.

Beyond the items listed above, the preliminary draft budget is essentially a status quo budget with no major service or policy changes and adjustments only for anticipated obligated operating cost increases. As a result, it should be viewed at this early date as a starting point for further analysis and discussion.

Preliminary Draft FY 2024 Capital Budget

The primary component of the \$3,860,000 preliminary draft capital budget for FY 2024 is a \$2.5 million allowance for the design phase for the facility project. This allowance assumes the work commences in by January 2024 which would only occur if adequate funding has been secured for facility construction. The FY 2024 vehicle project, which was first identified in FY 2021 for funding purposes, is for the programmed replacement of six 2014 model demand response/rural route buses with six smaller low-floor buses ordered in FY 2023 and now projected for delivery in FY 2024. The FY 2024 miscellaneous capital expenditures budget includes start-up costs for the NextGen Transit Plan proposed on-demand service (\$30,000) and an allowance for facility and office equipment and furnishings (\$50,000).

The highest priority capital issue continues to be the replacement of Yuba-Sutter Transit's existing maintenance and operations facility to comply with the state's zero-emission bus mandate which for Yuba-Sutter Transit will kick-in with buses ordered after December 31, 2025. For this reason, the most important immediate task is to acquire the necessary funding for the estimated \$47.5 million facility project to avoid jeopardizing future fleet replacement plans. The largest outside funding commitments to date for this project include the 2021 award of \$8.5 million from the state Affordable Housing & Sustainable Communities (AHSC) program and the 2022 award of a \$15 million USDOT RAISE grant. Grant applications have recently been submitted for \$3.5 million from SACOG's

Maintenance & Modernization Regional Funding program and for \$13.7 million (\$9.3 million for the facility) from the state Transit & Intercity Rail Capital Program (TIRCP). Award announcements for both programs are expected later this spring. With two major grant applications now pending award announcements and another under development, the proposed 2024 schedule to begin the design phase is possible.

Recommendation

This submittal initiates the formal Yuba-Sutter Transit budget process each year and Board questions and input are invited as both the current and future budget year expense and revenue assumptions will be continually refined over the next two months. Should budget conditions or assumptions change significantly for any reason in the next few weeks, staff may place a revised draft budget on the agenda for discussion at the regular April 20th meeting. 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 Board's regular meeting on May 18th.

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 2024
Preliminary Draft Budget Assumptions for FY 2024

YUBA-SUTTER TRANSIT AUTHORITY
FY 2024 PRELIMINARY DRAFT OPERATING BUDGET

Prepared March 8, 2023

	FY 2021 Budget	FY 2021 Audited	FY 2022 Budget	FY 2022 Audited	FY 2023 Budget	FY 2023 Projected	FY 2024 Preliminary Draft
Operations Expenditures							
010.50300 Services - Other Maintenance	\$ 200,000	\$ 169,776	\$ 200,000	\$ 207,736	\$ 220,000	\$ 220,000	\$ 236,000
010.50401 Fuel and Lubricants	596,000	499,026	680,000	840,523	1,193,000	1,060,000	1,060,000
010.50402 Tires and Tubes	57,000	42,043	51,000	77,136	75,000	100,000	90,000
010.50499 Other Materials and Supplies Consumed	90,000	94,826	100,000	53,095	75,000	75,000	112,400
010.50500 Utilities - Electric and Gas	52,000	45,439	52,000	49,038	52,000	66,000	66,000
010.50501 Utilities - Water and Sewer	6,500	7,296	9,000	7,671	9,000	9,000	9,000
010.50600 Casualty and Liability Costs - Operations	270,500	270,402	280,100	280,041	287,000	285,600	295,600
010.50800 Services - Contract Operations	5,780,000	5,435,685	5,883,000	5,474,770	5,850,000	5,560,000	5,850,000
010.50801 Services - Out of Contract	17,000	106,663	120,000	68,965	45,000	22,000	22,000
Subtotal - Operations	<u>\$ 7,069,000</u>	<u>\$ 6,671,156</u>	<u>\$ 7,375,100</u>	<u>\$ 7,058,975</u>	<u>\$ 7,806,000</u>	<u>\$ 7,397,600</u>	<u>\$ 7,741,000</u>
Administration Expenditures							
160.50102 Salaries and Wages - Admin. Staff	\$ 411,000	\$ 413,008	\$ 433,500	\$ 429,259	\$ 455,000	\$ 495,400	\$ 650,000
160.50200 Fringe Benefits - Admin. Staff	155,000	148,556	160,000	158,510	175,000	175,000	240,000
160.50201 Fringe Benefits - Unfunded CalPERS Liability Payments	-	-	2,300	2,314	3,800	3,800	5,000
160.50301 Services - Accounting	3,000	4,300	4,500	3,827	4,800	5,000	6,000
160.50302 Services - Legal	12,000	8,573	12,000	6,804	12,000	8,000	12,000
160.50303 Services - Printing and Copying	20,000	11,929	20,000	15,772	20,000	20,000	22,000
160.50309 Services - Miscellaneous Professional	170,000	131,108	200,000	142,406	285,000	285,000	100,000
160.50499 Materials and Supplies - Office & Postage	16,000	7,732	15,000	6,063	10,000	12,000	12,000
160.50502 Utilities - Telephone & Internet	10,000	8,104	9,000	8,295	9,000	9,000	9,000
160.50900 Miscellaneous Expense - Insurance and Bond	36,000	31,546	37,000	31,821	37,000	40,000	42,000
160.50901 Miscellaneous Expense - Dues & Subscriptions	5,000	5,843	6,000	5,608	6,000	6,500	7,000
160.50902 Miscellaneous Expense - Travel, Meetings and Training	5,000	2,398	5,000	3,904	5,000	5,000	6,000
160.50903 Miscellaneous Expense - Board of Directors	5,000	4,400	10,800	5,650	10,400	10,000	11,000
160.50904 Miscellaneous Expense - Media Adv. and Promo.	10,000	10,330	15,000	9,383	10,000	5,000	10,000
160.50909 Miscellaneous Expense - Other	6,000	2,329	6,000	2,729	6,000	4,700	6,000
Subtotal - Administration	<u>\$ 864,000</u>	<u>\$ 790,156</u>	<u>\$ 936,100</u>	<u>\$ 832,345</u>	<u>\$ 1,049,000</u>	<u>\$ 1,084,400</u>	<u>\$ 1,138,000</u>
Total Expenditures	<u>\$ 7,933,000</u>	<u>\$ 7,461,312</u>	<u>\$ 8,311,200</u>	<u>\$ 7,891,320</u>	<u>\$ 8,855,000</u>	<u>\$ 8,482,000</u>	<u>\$ 8,879,000</u>

	FY 2021 Budget	FY 2021 Audited	FY 2022 Budget	FY 2022 Audited	FY 2023 Budget	FY 2023 Projected	FY 2024 Preliminary Draft
Operating Revenue							
40100	Passenger Fares	\$ 120,000	\$ 513,940	\$ 550,000	\$ 699,559	\$ 742,000	\$ 790,000
40200	Special Transit Fares	17,000	22,032	21,000	63,397	25,000	30,000
40600	Auxiliary Revenue (Bus, Shelter & Bench Advertising)	42,000	38,773	36,000	46,979	40,000	40,000
40700	Non-Transportation Revenue (Interest)	15,000	15,392	8,000	17,076	8,000	30,000
40709	Non-Transportation Revenue (RWMA, Misc.)	36,000	49,513	40,000	68,864	81,000	116,000
40900	Local Transportation Funds (LTF)	2,800,000	2,651,032	3,100,000	2,961,752	3,900,000	4,000,000
40901	Local Cash Grants/Reimbursements	35,000	35,538	28,000	34,632	39,000	44,000
41100	State Transit Assistance Funds (STA)	-	-	-	-	1,375,483	1,429,000
41109	State Cash Grants/Reimbursements	289,000	215,292	288,000	210,161	248,000	286,000
41300	General Operating Assistance - FTA Sect. 5307 (Urban)	-	-	-	-	1,500,000	2,200,000
41300	General Operating Assistance - FTA Sect. 5307 CARES Act (Urban)	4,284,000	3,673,115	2,693,010	2,693,010	-	-
41300	General Operating Assistance - FTA Sect. 5307 ARP (Urban)	-	-	1,297,190	845,890	727,517	-
41301	General Operating Assistance - FTA Sect. 5311 (Rural)	-	84,240	-	-	200,000	200,000
41301	General Operating Assistance - FTA Sect. 5311 CARES Act (Rural)	295,000	162,445	250,000	250,000	-	-
	Total Operating Revenue	<u>\$ 7,933,000</u>	<u>\$ 7,461,312</u>	<u>\$ 8,311,200</u>	<u>\$ 7,891,320</u>	<u>\$ 8,855,000</u>	<u>\$ 8,879,000</u>

	FY 2021 Budget	FY 2021 Audited	FY 2022 Budget	FY 2022 Audited	FY 2023 Budget	FY 2023 Projected	FY 2024 Preliminary Draft
Deferred TDA Revenues, July 1	\$ 3,979,359	\$ 4,048,639	\$ 4,014,005	\$ 5,145,965	\$ 4,204,813	\$ 4,343,061	\$ 3,466,415
LTF Revenues Received	2,800,000	2,800,000	3,100,000	3,100,000	3,900,000	3,900,000	4,000,000
STA Revenues Received	1,602,620	966,676	1,216,354	-	-	-	1,662,078
LTF Revenues Allocated - Operating	(2,800,000)	(2,651,032)	(3,100,000)	(2,961,752)	(3,900,000)	(3,900,000)	(4,000,000)
STA Revenues Allocated - Operating	-	-	-	-	(1,375,483)	(861,483)	(1,429,000)
LTF Revenues Allocated For Local Capital Outlays	-	-	-	-	-	-	-
STA Revenues Allocated For Local Capital Outlays	(40,000)	(18,318)	(1,346,477)	(941,152)	(351,948)	(15,163)	(303,629)
Proceeds from Sale of Vehicles	-	-	-	-	-	-	-
Deferred TDA Revenues, June 30*	<u>\$ 5,541,979</u>	<u>\$ 5,145,965</u>	<u>\$ 3,883,882</u>	<u>\$ 4,343,061</u>	<u>\$ 2,477,382</u>	<u>\$ 3,466,415</u>	<u>\$ 3,395,864</u>
Local Transportation Funds (LTF)	\$ 1,323,283	\$ 1,516,352	\$ 1,367,384	\$ 1,654,600	\$ 1,516,352	\$ 1,654,600	\$ 1,654,600
State Transit Assistance Funds (STA)	\$ 4,218,696	\$ 3,629,613	\$ 2,516,498	\$ 2,688,461	\$ 961,030	\$ 1,811,815	\$ 1,741,264

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

Yuba-Sutter Transit Portion	\$ 4,000,466	\$ 3,454,480	\$ 2,341,365	\$ 2,513,328	\$ 917,497	\$ 1,770,212	\$ 1,703,197
City of Live Oak Portion	152,737	122,363	122,363	122,363	16,363	17,267	17,167
City of Wheatland Portion	65,493	52,770	52,770	52,770	27,170	24,336	20,900
Total Deferred STA Revenue	<u>\$ 4,218,696</u>	<u>\$ 3,629,613</u>	<u>\$ 2,516,498</u>	<u>\$ 2,688,461</u>	<u>\$ 961,030</u>	<u>\$ 1,811,815</u>	<u>\$ 1,741,264</u>
Additional STA Cumulative Balances at SACOG Available for Claim							
Yuba-Sutter Transit Portion				\$ 1,494,755	\$ 2,851,824	\$ 3,664,290	\$ 4,324,479
City of Live Oak Portion				\$ 78,094	\$ 147,274	\$ 189,302	\$ 196,392
City of Wheatland Portion				\$ 30,907	\$ 59,281	\$ 76,240	\$ 94,959

**YUBA-SUTTER TRANSIT AUTHORITY
PRELIMINARY DRAFT CAPITAL BUDGET
FY 2024**

PREPARED MARCH 7, 2023

	FY 2022 BUDGET	FY 2022 AUDITED	FY 2023 BUDGET	FY 2023 PROJECTED	FY 2024 PRELIMINARY DRAFT
<u>EXPENDITURES</u>					
Maintenance and Operations Facility (1)	\$ 1,217,000	\$ 941,152	\$ 2,500,000	\$ -	\$ 2,500,000
Vehicle Purchase/Replacement (2)	570,000	-	960,000	-	1,280,000
Miscellaneous Capital (3)	100,000	1,341	50,000	88,822	80,000
	<u>\$ 1,887,000</u>	<u>\$ 942,493</u>	<u>\$ 3,510,000</u>	<u>\$ 88,822</u>	<u>\$ 3,860,000</u>
<u>REVENUES</u>					
Federal (5307, 5310, 5311, 5317, 5339)	\$ 490,523	\$ -	\$ 2,037,569	\$ -	\$ 2,037,569
State Transit Assistance (STA)	1,346,477	941,152	351,948	15,163	303,629
State Transit Assistance (SGR)	50,000	1,341	1,120,483	73,659	968,802
State PTMISEA	-	-	-	-	550,000
Other Local	-	-	-	-	-
	<u>\$ 1,887,000</u>	<u>\$ 942,493</u>	<u>\$ 3,510,000</u>	<u>\$ 88,822</u>	<u>\$ 3,860,000</u>

Notes:

- The FY 2024 budget assumes the commencement of the design phase of the facility project programmed in FY 2024 (\$1,328,120 Federal / \$968,802 State SGR / \$203,078 STA).
- The FY 2024 vehicle project, which was first identified in FY 2021 for funding purposes, is for the programmed replacement of six 2014 model demand response/rural route buses with six smaller low-floor buses ordered in FY 2023 and now projected for delivery in FY 2024 (\$709,449 Federal / \$550,000 PTMISEA / \$20,551 STA).
- FY 2024 miscellaneous capital expenditures budget includes start-up costs for the on-demand service (\$30,000 STA) and an allowance for facility and office equipment and furnishings (\$50,000 STA). FY 2023 expenditures include the completion of the FY 2022 surveillance system repairs and enhancement project (\$73,659 State SGR / \$5,163 STA), which began in FY 2022 and an allowance for facility and office equipment & furnishings (\$10,000 STA).

**YUBA-SUTTER TRANSIT
FY 2024 OPERATING & CAPITAL BUDGET ASSUMPTIONS
PREPARED MARCH 10, 2023**

OPERATIONS EXPENDITURES

Services – Other Maintenance (Acct. #010.50300)

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

Fuel & Lubricants (Acct. #010.50401)

This account is based on the budgeted operation of 75,000 vehicle service hours (VSH) in FY 2024 at a combined average price of \$14.14 per VSH for diesel, diesel emission fluid, gasoline, and any applicable taxes. This hourly allowance is similar to the projected year-end figure for the current year. Because fuel expenses are so volatile and represent such a significant share of the budget, this account will always be among the greatest expenditure risks each year.

Tires & Tubes (Acct. #010.50402)

This account is based on the projected year-end expenditures for FY 2023, the budgeted operation of 75,000 VSH and projected tire replacement needs. Tire expenditures can vary significantly from year-to-year depending on when vehicles are replaced.

Other Materials & Supplies Consumed (Acct. #010.50499)

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

Utilities – Electric & Gas (Acct. #010.50500)

Based on the projected year-end expenditures for FY 2023.

Utilities – Water & Sewer (Acct. #010.50501)

Based on the projected year-end expenditures for FY 2023.

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 and extended operating contracts with Storer Transit Systems adjusted for any savings that may result from leasing out three buses that will be considered later in this agenda.

Services – Contract Operations (Acct. #010.50800)

This figure is based on the rates in the existing Storer Transit Systems service contract assuming the operation of 75,000 VSH. This figure is around 3 percent higher than the approximately 73,000 VSH now being projected for FY 2023 due to service changes related to the NextGen transit plan and an assumed increase in service demand for Dial-A-Ride service as programs resume post-pandemic. The current Storer contract will expire September 30, 2023, though it does contain options for a pair of two-year extensions with indexed cost increases that is currently projected and budgeted at the maximum four percent increase.

Services – Out of Contract (Acct. #010.50801)

This account is available for the provision of out-of-contract service hours for special events and community services that are provided in partnership with a wide variety of organizations consistent with the applicable service procedures. This figure can vary from year to year depending on community demand. More significantly, audited figures for FY 2020 through FY 2023, include an allowance for COVID-19 related costs resulting from Amendment #1 to the Storer contract which ended in FY 2023.

ADMINISTRATIVE EXPENDITURES

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

The budgeted amount is based on the projected total salary figure for the five administrative staff positions including any available step increases and longevity adjustments. This amount also includes allowances for additional staffing for the Executive Director transition, implementation of the NextGen Transit Plan, payouts of accrued annual leave, and any general staff salary scale adjustment to be considered on this same agenda.

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 both current and projected employee demographics.

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

Employer contributions to the CalPERS retirement program are made up of two components – the normal annual costs of benefits earned by employees currently working which are included in the fringe benefits account above and an amortized payment toward the employer’s Unfunded Accrued Liability (UAL). The UAL is the amortized dollar amount needed to fund past service credit earned (or accrued) for members (both Classic PERS and PEPRA) who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date. The required UAL payment for FY 2024 is \$5,000.

Services – Accounting (Acct. #160.50301)

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

Services – Legal (Acct. #160.50302)

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

Services – Printing & Copying (Acct. #160.50303)

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

Services – Miscellaneous Professional (Acct. #160.50309)

This account is for miscellaneous professional services such as computer/internet/website support and subscription services; graphic design work; and other administrative support services or consultants. For FY 2024, this account includes a projected \$25,000 for the final-year consultant expenses related to the state grant funded Comprehensive Operational Analysis (COA) and a projected \$25,000 for grant application related professional services. For FY 2023, this account includes a projected \$175,000 for consultant expenses related to the COA and an estimated \$65,000 for grant application related professional services.

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

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

Utilities – Telephone & Internet (Acct. #160.50502)

This account is based on current service agreements.

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

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

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

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

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

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

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

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

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

This account is an allowance for a wide range of marketing and promotional expenses including 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 \$88,000.

Miscellaneous Expense – Other (Acct. #160.50909)

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

OPERATING REVENUES

Passenger Fares (Acct. #40100)

This account assumes continuation through FY 2024 of the currently reduced service levels for the local fixed route and Sacramento services; current passenger fares and fare policies; and a gradual increase in ridership over the year. The budgeted increase in vehicle service hours is due primarily to NextGen Transit Plan service changes and an anticipated increase in Dial-A-Ride service demand as local programs return to in-person activities.

Special Transit Fares (Acct. #40200)

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

Auxiliary Transportation Revenue – Advertising (Acct. #40600)

This account is for revenue received through the contract with Lamar Advertising (formerly Stott Outdoor Advertising) for the placement of advertisements on bus exteriors, bus stop shelters and bus stop benches which includes a guaranteed minimum payment of \$3,000 per month (\$36,000 annually). The FY 2024 budget and the FY 2023 projected assumes \$40,000 based on recent sales activity. A total of 32 advertising bus stop shelters and 68 advertising bus stop benches are located throughout the service area and exterior ads are available on all 51 buses.

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

This account represents the estimated interest earnings on available cash for FY 2024. Interest income is derived from the investment of operating and capital reserves (which varies from year to year) that are available for cash flow, contingencies, and future capital expenditures.

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

This account includes receipts from the consulting agreement with the Regional Waste Management Authority (RWMA) along with miscellaneous income from photo I.D. fees and bike locker rentals. This account has been adjusted to reflect the RWMA's transition to full-time staffing and includes an allowance for the anticipated revenue from leasing out three buses (considered later in this agenda).

Local Transportation Funds (Acct. #40900)

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

passenger fare revenues and the strategic shift of State Transit Assistance (STA) funding to capital reserves. The urban and rural CARES Act funding that was set aside for operating purposes was exhausted in FY 2022 though a small amount from the American Rescue Plan (ARP) allocation was carried over and exhausted in FY 2023.

For FY 2024, the fifth fiscal year to be impacted by the pandemic, the annual LTF contribution to Yuba-Sutter Transit is being budgeted at \$4 million which is up 2.6 percent (\$100,000) over the FY 2023 allocation of \$3.9 million. For reference purposes, SACOG's draft LTF apportionments for FY 2024 project a total of over \$7.9 million in the combined amount available to the four member jurisdictions which is a decrease of \$1.8 million (18.5 percent) below FY 2023. Even with the reduced amount of LTF available, the budgeted \$4 million LTF allocation for Yuba-Sutter Transit in FY 2024 represents just 50 percent of the amount available (up from 40 percent for FY 2023, but still much lower than the peak of 60 percent in FY 2018). As indicated in recent years, a still greater percentage of LTF revenue for Yuba-Sutter Transit will likely be necessary going forward to back-fill for federal and state funds that may need to be diverted at least in part to the facility project and to comply with the state's zero-emission bus mandate.

Prior to FY 2021, any LTF funds received over the amount needed to balance the operating budget were added to the deferred LTF revenue balance from prior years and any shortfall is shored up from the same source. These reserves are shown at the bottom of the operating budget as deferred TDA revenue (LTF and STA) with the STA further broken out to include the amounts that are restricted for Live Oak and Wheatland. Yuba-Sutter Transit's STA reserves are typically used for capital purposes while LTF reserves are primarily used for contingency and cash flow. The LTF reserve is budgeted at 18.6 percent of budgeted operating expenditures for FY 2024 which is up slightly from the budgeted 17.1 percent figure for FY 2023. In addition to a contingency fund for unforeseen expenses, wild spikes in fuel prices, or a major economic crisis for which federal relief is not provided; an adequate cash reserve is essential due to the high level of federal funding used for operations since most of these funds are not typically received until the end or even after the fiscal year.

Local Cash Grants/Reimbursements (Acct. #40901)

This account is available for local contract service payments and other contributions for services or programs including reimbursements from Mercy Housing that are received from the City of Wheatland to off-set the cost of the December 2015 expansion of the Wheatland Route from three to five days a week.

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

Now derived from a tax on diesel fuel, the State Transit Assistance (STA) program is the only on-going state funding source for public transportation. Available with minimal restrictions for operating and capital purposes, STA funds have historically been the primary source of local matching funds for federal capital grants though more was being committed to the operating budget in recent years especially since Senate Bill 1 (2017) provided more certainty to this funding source. After wildly fluctuating allocations from FY 2020 to FY 2023 due to the anticipated and actual impact of the pandemic on diesel fuel sales, SACOG's draft apportionments for FY 2024 includes a total of \$2,274,998 in STA funds for Yuba-Sutter Transit. This figure is down 2 percent (\$51,078) from the revised FY 2023 apportionment. The preliminary draft budget assumes the use of \$1,429,000 in STA funding for operations and \$303,629 for capital expenditures. A

portion of these expenditures may be funded with deferred STA amounts claimed in prior years. It should be noted that a portion of the STA apportionment and funding being budgeted for operating expenses is derived from specific allocations to Live Oak and Wheatland for the operation of the contract services that Yuba-Sutter Transit provides to these non-member jurisdictions.

State Cash Grants/Reimbursements (Acct. #41109)

This account is available for the receipt or accrual of state grant related reimbursement payments. There are no such budgeted projects for FY 2024. For FY 2023, this account is for the receipt or accrual of miscellaneous state grant related reimbursements for Low Carbon Transit Operations Program (LCTOP) grant funded operating expenditures for the regional Connect Card electronic fare card system and Enhanced Peak-Hour Sacramento Commuter Service. This account also includes reimbursements from a state grant for the Comprehensive Operational Analysis (COA) that began in FY 2022. Also included are year-end postings of state funding for capital expenditures below the capitalization threshold, when applicable.

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

This account is for federal operating assistance that is provided to transit systems in small urban areas. For FY 2024, these funds primarily come through the five-year federal Infrastructure Investments and Jobs Act (IIJA) of 2021. Nearly \$3.6 million in Section 5307 funding is expected to be available to Yuba-Sutter Transit for FY 2024 which is up 1.86 percent over the amount that was available for FY 2023.

Section 5307 funds can typically be used for up to 50 percent of eligible operating expenses and up to 80 percent of eligible capital expenses, but COVID-19 stimulus funds (CARES Act and ARP funds) were available without restriction with no match requirement. As COVID-19 stimulus funds neared exhaustion in FY 2022, the federal share of the budget began being reduced to pre-pandemic federal funding levels especially as these funds will likely be needed to meet the needs of the transit facility project and to comply with the state zero-emission bus mandate.

The FY 2024 budget assumes \$2.2 million being allocated from this source for operating purposes. This is the same amount of Section 5307 funds that were allocated for operating assistance prior to the pandemic. The FY 2023 budget assumed a total of \$2,227,517 million from this source including \$1,500,000 of regular Section 5307 funds along with the final balance of \$727,517 in American Rescue Plan (ARP) ARP funds for operating assistance.

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

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

rural service provided by Yuba-Sutter Transit limits the amount used for operations though the balance can be used for capital needs associated with rural services.

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

DEFERRED REVENUE DETAIL

1. Deferred TDA Revenues (July 1) – Carried forward from projected year-end figures for FY 2023 with LTF and STA revenues combined.
2. LTF Revenues Received – Amount set in annual apportionment adjusted for any prior year audit findings.
3. STA Revenues Received – Amount of STA revenues that are available and claimed for Yuba-Sutter Transit, Live Oak and Wheatland.
4. LTF Revenues Allocated (Operating) – Anticipated local share of actual or projected expenditures as set by the budget.
5. STA Revenues Allocated (Operating) – Amount allocated in the budget for operating expenditures, if any.
6. LTF Revenues Allocated for Local Capital Outlays – Amount of deferred or current year LTF revenues budgeted for capital acquisitions during the fiscal year, if any.
7. STA Revenues Allocated for Local Capital Outlays – Amount of deferred or current year STA revenues budgeted for capital acquisitions during the fiscal year, if any.
8. Proceeds from Sale of Vehicles (As Necessary).
9. Deferred TDA Revenues (June 30) – Amount available for cash flow, contingencies and future local capital expenditures itemized by LTF and STA share of the total available.
10. Additional STA Cumulative Balances at SACOG Available for Claim – Sacramento Area Council of Governments (SACOG) allocations of STA funds that are available to be claimed as projects are known or budgeted. Balances shown are cumulative total amounts available.

CAPITAL PROGRAM SUMMARY

The capital budget of \$3,860,000 includes \$2.5 million for the environmental, design, and engineering phases of the facility project, \$1,280,000 for the replacement of six 2014 model 16-passenger demand response and rural route buses with six similarly sized, but smaller profile low-floor buses. Other capital projects include \$30,000 for start-up costs for the on-demand service and an allowance for miscellaneous facility and office equipment and furnishings or for unforeseen facility repairs. The projected year-end capital budget for FY 2023 includes the completion of the surveillance system repairs and enhancements (\$78,822) and an allowance for facility and office equipment & furnishings (\$10,000).

AGENDA ITEM V – B
STAFF REPORT

YOSEMITE AREA REGIONAL TRANSPORTATION SYSTEM (YARTS) BUS LEASE AGREEMENT

Due to a long lead time for new vehicle deliveries, the Yosemite Area Regional Transportation System (YARTS) does not have enough vehicles to operate their summer schedules from valley locations to Yosemite National Park. As a result, YARTS reached out to Yuba-Sutter Transit and other transit agencies last month to inquire as to the availability of any excess buses for sale or lease. This issue was briefly discussed at the February 16th meeting at which time it was the consensus direction of the Board to proceed with a lease of up to three commuter buses which would be desirable to both parties for the following reasons:

1. The three 2010 MCI D4500 model buses that are now operated by Yuba-Sutter Transit are nearly identical to buses that YARTS currently operates and maintains having been purchased as part of the same joint procurement.
2. Due to pandemic related reductions in the Sacramento service, Yuba-Sutter Transit has excess buses that are not currently needed to maintain operations.
3. YARTS will insure and maintain the buses for the four months saving Yuba-Sutter Transit insurance and maintenance costs while providing a small revenue stream over the term of the proposed lease.

Attached is a copy of the draft lease agreement that has been prepared by YARTS for this purpose. This agreement, which is shown with initial Yuba-Sutter Transit comments included, is currently being reviewed by counsel for legal sufficiency and any changes will be discussed during the meeting. Pursuant to the initial draft agreement, YARTS would pay Yuba-Sutter Transit \$9,000 per bus for each month of the four-month term for a maximum payment of \$108,000. YARTS staff will pick up and drop off the buses at the Yuba-Sutter Transit facility in Marysville ensuring that each is returned in good working order. For the agreed upon lease price, Yuba-Sutter Transit would be responsible for the repair or replacement of major components such as engines or transmissions. During the term of the lease, YARTS will be responsible for all routine inspection, maintenance, and repair expenses except that any bus that is unable to operate for seven or more days due to maintenance issues will be exempt from lease payments for the duration of the time that it is out of service. YARTS will provide full insurance coverage on all buses and fully indemnify Yuba-Sutter Transit during the time that they are in their possession.

Staff will be prepared at the meeting to discuss the terms of the lease agreement in as much detail as desired.

RECOMMENDATION: Authorize execution of the YARTS bus lease agreement as proposed or amended.

**VEHICLE LEASE AGREEMENT
BETWEEN
YUBA-SUTTER TRANSIT AUTHORITY
AND
YOSEMITE AREA REGIONAL TRANSPORTATION SYSTEM**

This Agreement is made and entered into, by and between Yuba-Sutter Transit, hereinafter referred to as “Lessor,” and the Yosemite Area Regional Transportation System (YARTS), a California joint powers authority pursuant to California Government Code Section 6500 et seq, hereinafter referred to as “Lessee.” Lessor and Lessee, for the considerations set forth below, hereby agree as follows:

SECTION 1 – VEHICLES LEASED

Lessor hereby leases to Lessee, on the terms and conditions herein contained, the following transit vehicles:

Vehicle Identification Number (VIN)	Model Year	Vehicle/Chassis Make and Model	Vehicle Type	Mileage
1M8PDMEA5AP059387	2010	MCI D4500		481,985
1M8PDMEA7AP059388	2010	MCI D4500		483,715
1M8PDMEA9AP059389	2010	MCI D4500		452,002

SECTION 2 – USE AND SCOPE OF SERVICE LIMITS

Lessee shall use the vehicles for the sole purpose of operating its bus service within its service area, which is between Yosemite National Park and its gateway communities in the counties of Merced, Mariposa, Madera, Mono, Tuolumne, and Fresno.

Lessee agrees that it will not use or permit the use of the leased vehicles in any negligent or improper manner, or in violation of any statute, law, or ordinance, or so as to void any insurance covering the vehicles, or permit any vehicle to become subject to any lien, charge or encumbrance which may affect Lessor’s title to said vehicle.

SECTION 3 – TERM

The term of the lease shall be for four months beginning June 1, 2023 and ending October 1, 2023.

SECTION 4 – LESSEE’S REPRESENTATIONS AND WARRANTIES

In consideration of Lessor entering into this Agreement, the Lessee hereby represents and warrants:

- (a) Lessee is a joint powers authority, duly organized, validly existing, and in good standing under the laws of the State of California, and has the power and authority to carry on its business, as now conducted, to own and operate its property and assets, to execute this Agreement and any other agreements and instruments referred to in this Agreement that it is executing and delivering, and to carry out the transactions contemplated hereby and thereby.

- (b) Neither the execution, delivery or performance of this Agreement or any other agreement or instrument referred to in this Agreement that is executed and delivered by or on behalf of Lessee in conjunction herewith, nor the consummation of the transactions herein or therein contemplated, nor compliance with the terms and provisions hereof or thereof, contravenes the Joint Powers Agreement or Bylaws of Lessee or any provision of law, statute, rule, regulation, or order or any court or governmental authority to which Lessee is subject, or any judgment, decree, franchise, order or permit applicable to the Lessee, or conflicts or is inconsistent with, or will result in any breach of or constitute a default under, any contract, commitment, agreement, understanding, arrangement, or instrument, or result in the creation of or imposition of, or the obligation to create or impose, any lien, encumbrance or liability on any of the property or assets of Lessee, or will increase any such lien, encumbrance or liability.
- (c) Lessee now has and will continue to have during the term of this Agreement, all necessary licenses, certification, or other documents required by any governmental agency, federal, state or local, which authorize or empower the services to be performed hereunder by Lessee.

SECTION 5 – RENT AND TERMS OF PAYMENT

Lessee agrees to pay as rent for the vehicles leased herein the sum of \$9,000 per vehicle, per month for the duration of the term of this agreement. Any leased vehicle unable to operate due to maintenance issues beyond seven days will be exempt from payment for the duration of time out of service. Payment will be issued monthly by the fifteenth (15th) of the month beginning July 15, 2023, with the last payment to be issued by October 15, 2023.

SECTION 6 – INSURANCE

Lessee shall, at its sole cost, provide and maintain during the term of this Agreement, a policy or policies of vehicle liability insurance containing the coverage, exceptions, and exclusions which are ordinarily contained in vehicle liability insurance policies written for the locality where the vehicles will be stored. Such policy shall insure Lessor and Lessee, and their respective agents and employees, with respect to liability as a result of either parties’ performance under this Agreement and the maintenance, use or operation of the vehicles furnished by Lessor to Lessee pursuant to this Agreement. Furthermore, Lessee shall, at its sole cost, provide and maintain during the term of this Agreement, insurance coverages for collision and comprehensive damages as is customary for such vehicles, naming Lessor as an additional insured.

The insurance shall be primary, and not excessive or contributory, with respect to any accident involving such vehicles, and shall, at minimum afford the following coverage:

Combined single limit:	\$1 million
Uninsured/Under-insured	\$1 million
Hired and Non-Owned	\$1 million

Such insurance shall include destruction and/or loss of use or property as a result of an accident. Lessor shall not be liable for damage to property owned by, rented to, or in the charge of Lessee.

All such insurance shall be in a form acceptable to Lessor. Lessee shall cause the insurer to furnish to Lessor a certificate of insurance, and a certificate of any renewal or replacement of insurance,

evidencing coverage as outlined herein. The certificate shall provide that the insurance shall not be cancelled or materially modified except upon ten (10) days advance written notice to Lessor.

SECTION 7 – LICENSE PLATES AND REGISTRATION

The vehicles subject to this Agreement shall bear the proper license plate for the State of California with the titles registered in the name of the Lessor. All vehicles will be current in registration and legal to operate in California for the full duration of this Agreement at the expense of Lessor.

SECTION 8 - DELIVERY OF VEHICLES

Lessor shall use all reasonable diligence to transfer the vehicles leased hereunder to the Lessee on the execution of this Agreement and any supplement thereto, but shall not be liable to Lessee for any failure or delay if Lessor shall have exercised reasonable diligence herein.

SECTION 9 – REPORTING AND AUDIT

- (a) Lessee shall be responsible for providing any and all data pertaining to the scope of services as requested upon reasonable notice by Lessor. Data required may include, but not be limited to, vehicle maintenance records and trip logs.
- (b) Lessor may perform, at any time, one or more audits and/or inspection of the records with regard to compliance with the provisions of the Agreement. Lessee agrees to comply with all requests to have equipment available as requested for completion of audits.
- (c) Lessee agrees to preserve, for a period of three (3) years after the termination of this Agreement, any and all reports, insurance policies, trip sheets, and other data pertaining to compliance with any and all terms of the Agreement.

SECTION 10 – MAINTENANCE

Lessee is responsible for basic regular daily/monthly vehicle maintenance the duration of this Agreement. The Lessor will provide a schedule for preventative maintenance service that may be required during the term of this Agreement. Lessee shall prepare and maintain accurate records relating to any vehicle maintenance performed herein and shall provide Lessor with any such information at the conclusion of this Agreement.

Should a significant maintenance issue arise during the term of this Agreement that is identified by Lessee to be beyond regular basic vehicle maintenance (i.e. engine or transmission failure), the issue will be communicated to Lessor. Lessor is responsible for all major vehicle repairs that occur during the term of this Agreement. Any vehicle not in operation for a period greater than 7 days due to a significant maintenance issue under the purview of the Lessor will result in an adjustment of the per vehicle per month payment calculation as outlined in Section 5 of this Agreement.

SECTION 11 – ACCEPTANCE BY LESSEE

All vehicles provided to Lessee shall be in a state of good repair, shall be in good mechanical condition and running order, and shall be neat and proper in appearance upon delivery to Lessee. Lessor shall provide Lessee with a 45-day inspection report for review and concurrence on vehicle condition.

This Agreement shall not operate to release or waive any rights of Lessor or Lessee against any person not a party hereto, including the manufacturer of the vehicle subject to this Agreement.

Lessor shall assign or otherwise make available, as legally permitted, any manufacturer's warranties covering the vehicle subject to this Agreement.

SECTION 12 – INDEMNITY

Lessee agrees to ~~hold~~save Lessor harmless from any and all claims, losses, causes of action, and expenses, for whatever reason, including legal expenses and reasonable attorney fees, arising from the use, maintenance, and operation of the vehicle leased under this Agreement or the provision of services hereunder.

SECTION 13 – DRIVERS OF VEHICLES

The leased vehicles under this Agreement shall be operated only by legally qualified drivers having a proper license. Lessee shall cause the vehicles to be used and operated with reasonable care and precaution to prevent loss and damage to said vehicles because of negligent or reckless use, abuse, fire, theft, collision, or injury to persons or property.

Lessee's drivers shall comply with all applicable state and federal regulations governing transportation services.

SECTION 14 – TERMINATION

This Agreement shall terminate as provided in Section 3 unless otherwise terminated as set forth below.

With 30 days written notice to the other party, each party reserves the right to terminate this Agreement when a party is, or has been, in violation of the terms of this Agreement.

With 30 days written notice to the Lessor, the Lessee may terminate this Agreement should the leased vehicles no longer be needed prior to the term of this Agreement.

SECTION 15 – SURRENDER OF VEHICLES

Upon termination, at the sole option of the Lessor, Lessee shall surrender all vehicles leased hereunder, in the same condition as when received, less reasonable wear and tear, to the Lessor at the address listed in Section 20, or at any other location mutually agreed on by the parties to the Agreement.

SECTION 16 – WARRANTIES

There are no warranties, expressed or implied, by the Lessor to the Lessee and Lessor shall not be liable for any loss or damage to the Lessee, nor to anyone else, of any kind and howsoever caused, with the exception related to out-of-service vehicles outlined in Sections 5 and 10 of this Agreement.

SECTION 17 – COMPLIANCE WITH LAWS

The vehicles leased under this Agreement shall not, while in the possession, custody, or control of Lessee, be operated in excess of rated maximum weights or capacity. If a vehicle is damaged in any manner due to overloading, Lessee shall immediately pay to Lessor the amount of any and all damages and losses it may sustain as a result.

The leased vehicles shall not be used in violation of any federal, state or municipal statutes, laws, ordinances, rules or regulations applicable to the operation of such vehicles. Lessee will hold Lessor harmless from any and all fines, forfeitures, penalties for traffic violations, or for the violation of any statute, law, ordinance, rule, or regulation of any duly constituted public authority.

Lessee shall not use nor allow any vehicles to be used for any unlawful purpose or for the transportation of any property or material deemed hazardous by reasons of being explosive, flammable, or fissionable.

SECTION 18 – ASSIGNMENT

Lessee agrees not to assign, transfer, sublet, pledge or encumber any of its rights under this Agreement, or the Agreement itself, or the subject vehicles.

SECTION 19 – LEASE ONLY

This Agreement is one of leasing only and Lessee shall not acquire hereby any right, title, or interest to vehicles leased hereunder other than that of Lessee. Lessee acknowledges that Lessor owns the vehicles subject to this Agreement. Nothing herein shall affect Lessor’s absolute ownership of any title to said vehicles.

SECTION 20 – NOTICES

IF TO LESSOR: Keith Martin, Executive Director
Yuba-Sutter Transit Authority
2100 B Street
Marysville, CA 95901

IF NOT LESSEE: Nav Bagri, Deputy Executive Director
Yosemite Area Regional Transportation System
357 W. 18th Street
Merced, CA 95340

SECTION 21 – RIGHT TO REPOSSESS

Upon failure of Lessee to return or deliver the vehicles subject to the terms hereof as directed by Lessor, or if Lessee fails to use and maintain the vehicles as required herein, Lessee shall permit Lessor, without demand, legal process, or a breach of the peace, to enter any premises where the vehicles are or may be located to take possession of and remove the vehicles. Lessee shall not prosecute or assist in the prosecution of any claim, suit, action, or other proceeding arising out of any such repossession by Lessor.

SECTION 22 – RETURN OF VEHICLES

Within 7 days of the termination of this Agreement, whether by completion of the term or any reason, Lessee shall surrender and deliver to Lessor the vehicles and any requested related records, unless the right is waived at Lessor’s sole discretion. Lessee shall provide 45-day vehicle inspection report upon return of for review and concurrence by Lessor on vehicle condition. Lessee is responsible for any repairs denoted on the 45-day inspection report to bring the vehicles into good working order.

SECTION 23 – AMENDMENT

This Agreement may not be amended or altered in any manner unless such amendment or alteration is in writing and signed by parties.

SECTION 24 – LIABILITY FOR CONTENTS

Lessor shall not be liable for loss of or damage to any property left, stored, loaded, or transported in or upon the vehicles furnished by Lessor to Lessee pursuant to this Agreement after Lessee takes possession of the vehicles. Lessee shall hold Lessor harmless from and indemnify them from and against all claims based on or arising out of such loss or damage. No right of Lessor under this section may be waived except by agreement in writing signed by an executive officer of Lessor.

SECTION 24 – GOVERNING LAW

This Agreement shall be governed by the laws of the State of California and constitutes the entire Agreement between Lessor and Lessee.

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first above written.

LESSOR:

Yuba-Sutter Transit Authority

By: _____
Keith Martin, Executive Director

Date: _____

Attest: _____

Date: _____

LESSEE:

Yosemite Area Regional Transportation System

By: _____
Stacie Guzman, Executive Director

Date: _____

Attest: _____

Date: _____

AGENDA ITEM V – C
STAFF REPORT

**STATE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
PROJECT SELECTION**

Background

The Low Carbon Transit Operations Program (LCTOP) is one of several under the Transit, Affordable Housing, and Sustainable Communities Program that was established by the California Legislature in 2014 by Senate Bill (SB) 862. LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility with a priority on serving State identified disadvantaged and low-income communities (DAC's).

Agencies such as Yuba-Sutter Transit whose service area includes one or more disadvantaged communities must expend at least 50 percent of the money received on projects that will benefit those communities. Assembly Bill (AB) 1550 (2016) additionally requires that 10 percent of the funds must benefit low-income households that are within disadvantaged/low-income communities or within ½ mile of a disadvantaged or low-income community. SB 1119 (2018) increased project flexibility by allowing transit agencies to waive the requirement of expending 50 percent of the total allocation within and benefiting a DAC for the following:

- a) New or expanded transit service that connects with transit service serving disadvantaged communities, as identified in Section 39711 of, or in low-income communities, as defined in paragraph (2) of subdivision (d) of Section 39713 of the Health and Safety Code.
- b) Transit fare subsidies and network and fare integration technology improvements, including, but not limited to, discounted or free student transit passes.
- c) The purchase of zero-emission transit buses and supporting infrastructure.

Within the above parameters, LCTOP projects are primarily intended to support new or expanded bus or rail services; expand intermodal transit facilities; and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities with each project required to reduce greenhouse gas emissions. They can also be used to purchase zero-emission replacement vehicles and the provision of fueling infrastructure for zero-emission vehicles. Recipients are encouraged to select those projects that maximize public benefits for transit ridership, greenhouse gas reductions, disadvantaged community benefits and other co-benefits.

LCTOP funding is distributed under the same formula that is used for the State Transit Assistance (STA) program and is available only to STA eligible recipients. As a result, Yuba-Sutter Transit is the only eligible claimant for LCTOP funding in the bi-county area. Caltrans, in coordination with the California Air Resources Board (CARB), is responsible for ensuring that the statutory requirements of the program are met in terms of project eligibility, greenhouse gas reductions, DAC benefits and other requirements of law. Statewide LCTOP funding levels have fluctuated wildly over the years as funding is provided through a continuous appropriation of five percent of the annual auction proceeds for the Greenhouse Gas (GHG) Reduction Fund.

FY 2023 LCTOP Funding Level

The FY 2022 bi-county allocation of LCTOP funds for Yuba-Sutter Transit was the highest ever at \$458,768. To this amount, SACOG added another \$139,393 in unallocated regional funds and \$20,064 in Sacramento County formula funds to this allocation for a Yuba-Sutter Transit total of \$618,225 for FY 2022. The LCTOP allocation for FY 2023 is \$468,001. Yuba-Sutter Transit's approved LCTOP projects by cycle are shown below along with two proposed projects for FY 2023.

FY 2015	\$60,305	North Beale Transit Center Improvements (Complete)
FY 2016	\$180,417	Bus Stop Enhancement Project (Complete)
FY 2017	\$82,455	Connect Card Implementation (Fully Expended 12/31/19)
FY 2018	\$226,068	Yuba College Sutter Center Shuttle (Cancelled / Remaining Funds Transferred to Other Active Projects)
FY 2019	\$336,962	Enhanced Peak Hour Sacramento Service (In Progress)
FY 2020	\$338,142	Connect Card Electronic Fare Program Years 3 – 5 (Funds transferred to Enhanced Peak Hour Sacramento Service) General Public Targeted Fare Subsidies (In Progress) Free Fare Events (Complete)
FY 2021	\$194,456	Next Generation Transit Facility Construction
FY 2022	\$618,225	Next Generation Transit Facility Construction
FY 2023	\$168,001	Targeted Fare Subsidies (Proposed)
	\$300,000	Next Generation Transit Facility Construction (Proposed)

Priority Projects

Since July 1, 2020, LCTOP funds have been used to offset the lost revenue from lowering the cost of general-public monthly passes from \$30 to \$10. The \$10 monthly pass is more in line with the discount monthly passes available to youth, seniors, and persons with disabilities that have long been reduced from \$15 to \$5 due to AB 2766 funding from the Feather River Air Quality Management District (FRAQMD). The discount monthly pass program was recently extended with another FRAQMD grant through March 2024, but continued FRAQMD funding for this program is uncertain.

Because the original LCTOP allocation for the general-public monthly pass program will be exhausted on or before June 30, 2023, staff is now recommending the allocation of \$168,001 from the FY 2023 LCTOP apportionment for a 13-month extension of this popular program through July 30, 2024, as well to extend the discount pass subsidy from April 1, 2024 to July 30, 2024. While there had been a five-year limit on the use of LCTOP funding for free or reduced fare programs, SB 942 (2022) removed any time limit for such programs. Allowing the program to otherwise end this summer would likely have a significant adverse impact on ridership which is still recovering from the pandemic and the proposed 13-month extension of the general pass subsidy, and four-month extension of the discount pass subsidy would align these timelines so they would end concurrently when the new on-demand service model and related fare structure are being proposed for implementation in August 2024.

Replacing Yuba-Sutter Transit's maintenance, operations and administration facility also continues to be a priority and staff is recommending that the remaining LCTOP allocation for FY 2023 be committed to that effort. This funding source can be used for facility components such as vehicle chargers, switch gear, conduit, wiring, solar and battery backup systems to support zero emission buses and non-revenue vehicles. Because LCTOP funds can be saved/banked for up to four years before they need to be allocated, staff proposed last year that the FY 2021, 2022, 2023 and 2024 cycles be used for eligible facility construction/installation activities during the anticipated construction years of 2025 and 2026. Once allocated, the project must start within six months and the funds expire in four years from the date of allocation. If the facility construction timeline does not ultimately align with these deadlines, the funds can be redirected to another existing or alternative project.

Staff will be prepared to discuss the LCTOP program and the proposed project in detail at the meeting. For this cycle of funding, LCTOP allocation requests are due to Caltrans by May 1st.

- RECOMMENDATION:
- 1.) Authorize the submittal of specified projects for LCTOP funding as proposed or amended; and,
 - 2.) Adopt Resolution No. 2-23 authorizing execution of the related LCTOP Certifications and Assurances including the designation of the Executive Director as the Authorized Agent.

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 2-23

**AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND
AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT:**

NEXT GENERATION TRANSIT FACILITY & TARGETED FARE SUBSIDY PROGRAM

- WHEREAS,** the Yuba-Sutter Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and
- WHEREAS,** the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and
- WHEREAS,** Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and
- WHEREAS,** the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and
- WHEREAS,** the Yuba-Sutter Transit Authority wishes to delegate authorization to execute the Certifications and Assurances, Authorized Agent form and any amendments thereto to the agency Executive Director;
- WHEREAS,** the Yuba-Sutter Transit Authority wishes to implement the LCTOP projects listed above that will provide at least 50% of the funding to benefit disadvantaged communities and comply with Assembly Bill 1550 which requires 5% of the funds be allocated to a project that benefit low-income communities and 5% of the funds are allocated to a project that benefit these living within ½ mile of a low-income or disadvantaged community within Yuba and Sutter Counties;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Yuba-Sutter Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the agency Executive Director is authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Yuba-Sutter Transit Authority that it hereby authorizes the submittal of the following project nomination and allocation requests to the Department for FY 2022-23 funds:

PROJECT NAME: NEXT GENERATION TRANSIT FACILITY & TARGETED FARE SUBSIDY PROGRAM

Amount of LCTOP funds requested: \$468,001 (\$445,317 in regional funds and \$22,684 in local funds).

Contributing Sponsor: Sacramento Area Council of Governments (SACOG)

Project description: Provide funding to construct facility components associated with the support and operation of zero emission buses and non-revenue vehicles, and

Provide funding for a thirteen-month extension of the Targeted Fare Subsidy Program which reduces the cost of a general-public monthly bus pass from \$30 to \$10 and a four-month extension for the discounted monthly pass subsidy program which reduces the cost of a discounted pass from \$15 to \$5.

Disadvantaged Communities (DAC): This project will provide systemwide benefits that consequently benefit disadvantaged communities in Yuba City, Marysville, Linda and Olivehurst.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MARCH 16, 2023, BY THE FOLLOWING VOTE.

Ayes:

Nos:

Chair, Board of Directors

ATTEST:

*Lisa O'Leary
Secretary to the Board*

AGENDA ITEM V – D
STAFF REPORT

**FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5339(b) BUSES AND BUS FACILITIES PROGRAM
COMPETITIVE GRANT APPLICATION AUTHORIZATION**

On January 27, 2023, FTA released the Notice of Funding Opportunity (NOFO) for the annual Department of Transportation National Infrastructure Investments called the Grants for Buses and Bus Facility Program and the Low or No Emission (Low-No) Grant Program. These competitive grant programs will award a total of \$1.7 billion as part of the federal Infrastructure Investments & Jobs Act (also known as the Bipartisan Infrastructure Law) to modernize bus fleet and facilities. Of the \$1.7 billion, the Buses and Bus Facilities Program will award \$469.4 million in federal funds for eligible capital investments in public transportation buses and bus facilities. This is a highly competitive program which in recent years has awarded projects to approximately 30 percent of all applicants and most projects will require a minimum 20 percent non-federal local match. Grant applications are due April 13th with awards expected to be announced by no later than June 28th.

The Buses and Bus Facilities Program has long been identified as a potential major source of funding for the Next Generation Zero-Emission Maintenance, Operations and Administration Facility and unsuccessful applications were submitted for both the 2021 and 2022 grant cycles. The follow-up FTA debrief on the 2022 application was extremely positive as it scored “highly recommended” on all six criteria with an overall score of “highly recommended” which only underscores the highly competitive nature of the program. Yuba-Sutter Transit’s absolute near-term need for a new facility to incorporate zero emission buses into the fleet continues to be a compelling story and the clean-transit nature of the project and the site location within the service area also address many of the greenhouse gas reduction and disadvantaged population benefit goals of the grant program to further enhance the quality of the proposed application. In addition, because more funding is available in this cycle and the fact that an award from this program may complete the funding package (last-dollar) and advance the project to construction (shovel-ready), a positive award decision is now even more likely.

As reported last month, staff is again recommending that another application under this program be submitted for the facility project as the recent \$15 million federal RAISE grant award and the ongoing commitment of other smaller funding sources gives additional validity to the deliverability of the project. Approximately \$30 million has been awarded or budgeted for this critical project to-date so staff expects to request between \$10 and \$14 million in federal funding from this program to fund a major portion of the design and construction of the Next Generation Transit Facility (\$14 million was requested in both the 2021 and 2022 applications). Due to the short application window and the immediate need for major funding, staff is again contract with AECOM to assist with this important project. This is the same firm that assisted in the preparation of the 2022 Buses and Bus Facilities grant, the last two federal RAISE grant applications, and the recent state TIRCP grant application. Work from these applications will be heavily leveraged for this new application to limit the time and cost of this effort. As a result, staff intends to rewrite the 2022 application and only engage AECOM to assist with specific technical aspects of the project.

Staff will be prepared to discuss this grant program and the grant application in more detail at the meeting.

RECOMMENDATION: Adopt Resolution No. 3-23 authorizing the submittal of a Buses and Bus Facilities Program grant application as proposed.

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 3-23

FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5339(b) BUSES AND BUS FACILITIES
PROGRAM GRANT AUTHORIZATION

- WHEREAS, *The Yuba-Sutter Transit Authority was formed in 1975 for the purpose of providing public transit services to the residents of the Bi-County Area; and,*
- WHEREAS, *It has long been Yuba-Sutter Transit's mission to provide safe and cost-effective public transportation services that increase mobility and improve the quality of life for Yuba and Sutter County residents; and,*
- WHEREAS, *Yuba-Sutter Transit strives to meet or exceed community expectations by adhering to the guiding principles of operating a safe, reliable and comfortable quality of service; providing an effective and efficient level of service in response to demonstrated community needs; and, enhancing quality of life through improved mobility; and,*
- WHEREAS, *Yuba-Sutter Transit has consistently improved and expanded the quality and scope of the services provided through the development and introduction of new and enhanced services, facilities, vehicles, equipment, and technology; and,*
- WHEREAS, *Yuba-Sutter Transit is currently operating out of a 60-year old converted Seven-Up Company bottling plant that was not designed for transit use and is now undersized, obsolete and unsuitable for the operation of a zero-emission bus fleet; and,*
- WHEREAS, *Yuba-Sutter Transit's existing maintenance, operations and administration facility at 2100 B Street, Marysville, California, is now obsolete and undersized; and,*
- WHEREAS, *A new facility is needed to comply with the December 2018 California Air Resources Board (CARB) Innovative Clean Transit (ICT) regulation requiring all public transit agencies to transition to a 100 percent zero-emission bus (ZEB) fleet beginning for Yuba-Sutter Transit with buses purchased after December 31, 2025 with a statewide goal for full transition by 2040; and,*
- WHEREAS, *A replacement facility is essential to assure continued operation and future expansion of Yuba-Sutter Transit's regionally significant services with the added benefit of enabling an early transition to an all zero-emission bus fleet; and,*
- WHEREAS, *The US. Department of Transportation is authorized to make grants to states through the Federal Transit Administration (FTA) to support capital projects under the Section 5339 (b) Buses Grant Program to fund the design and construction of a facility; and,*
- WHEREAS, *A combination of local, state and federal funding sources will be necessary to fund the Next Generation Zero Emission Maintenance, Operations & Administration Facility.*

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

1. That the Yuba-Sutter Transit Executive Director or their designated representative is authorized to submit a grant application and provide additional information as may be required under the Federal Transit Administration (FTA) Section 5339(b) Buses and Bus Facilities Program for the Next Generation Zero-Emission Transit Maintenance, Operations and Administration Facility; and,
2. That the necessary non-federal matching funds for the grant, if awarded, will be appropriated; and,
3. That the obligations, deadlines, and requirements of the subsequent grant agreement will be met, and the Next Generation Zero-Emission Transit Maintenance, Operations and Administration Facility will be designed and constructed in a timely manner; and,
4. That upon completion of the facility, adequate funding will be allocated on an annual basis to operate and maintain the facility in a State of Good Repair thereafter by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MARCH 16, 2023.

Chairman of the Board

ATTEST:

*Lisa O'Leary
Secretary to the Board*

AGENDA ITEM V – E
STAFF REPORT

STATE OF GOOD REPAIR (SGR) PROJECT DESIGNATION

The California Road Repair and Accountability Act of 2017, commonly known as Senate Bill 1 (SB 1), provides on-going funding under several programs for a variety of transportation purposes. These programs include approximately \$107 million annually to transit operators for eligible transit maintenance, rehabilitation, and capital projects under the State of Good Repair (SGR) Program. These funds are allocated to eligible agencies under the existing State Transit Assistance (STA) Program formula – half according to population and half according to transit operator revenues.

While SB 1 addresses a variety of transportation needs, the SGR program has a specific goal of keeping transit systems in a state of good repair including the purchase of new transit vehicles and the maintenance and rehabilitation of transit facilities and vehicles to rehabilitate and modernize California’s existing local transit systems. Program investments are intended to lead to cleaner transit vehicle fleets; increased reliability and safety; and reduced greenhouse gas emissions and other pollutants. Previous cycles of Yuba-Sutter Transit’s SGR funds were used for the 2019 replacement of local fixed route buses, surveillance system maintenance and upgrades, and a shop forklift. The entire FY 2023 allocation of \$288,792 was allocated to the new facility project.

Prior to receiving an apportionment of SGR funds in a given fiscal year, a potential recipient agency must submit to Caltrans a list of projects proposed to be funded. Each project proposal must include a description and location of the project, a proposed schedule for the project’s completion, the estimated useful life of the improvement and description of project benefits. Caltrans will then establish a list of all agencies that have submitted the required information and are eligible to receive an apportionment of funds. Each recipient agency is required to annually report on all activities completed with those funds. SGR project lists are typically due to Caltrans by September 1st each year, but the need for regional review requires a much earlier submittal of this list to SACOG. Failure to submit a project list for the allocated amount by the prescribed deadline may result in the permanent loss of revenue for that funding period so early action is critical.

To be eligible for SGR funding, the program guidelines require that all projects must fall into three major areas as shown below which would include the proposed Yuba-Sutter Transit facility project.

1. Replacement or rehabilitation of:
 - Rolling stock
 - Passenger stations and terminals
 - Security equipment and systems
 - Maintenance facilities and equipment
2. Preventative Maintenance
3. New maintenance facilities or maintenance equipment if needed to maintain the existing transit service

Yuba-Sutter Transit's combined SGR allocation for FY 2024 has been set at \$305,605 which is slightly more than the \$288,792 allocation for FY 2023. Last year, SACOG transferred a total of \$380,142 in older regional SGR funds to Yuba-Sutter Transit that had never been programmed from FY 2017-18 through FY 2020-21 to avoid them being lost to the region.

Agency	Fiscal Year	Amount	Project
SACOG	FY 17-18	\$151,681	Purchase Six Low Floor Dial-A-Ride Buses (Proposed for Facility Design & Engineering)
SACOG	FY 18-19	\$151,139	Facility Design & Engineering
SACOG	FY 19-20	\$36,597	Facility Design & Engineering
SACOG	FY 20-21	\$40,725	Facility Design & Engineering
Yuba-Sutter Transit	FY 20-21	\$169,973*	Facility Design & Engineering
Yuba-Sutter Transit	FY 21-22	\$281,576	Facility Design & Engineering
Yuba-Sutter Transit	FY 22-23	\$288,792	Facility Design & Engineering
Yuba-Sutter Transit	FY 23-24	\$305,605	Facility Design & Engineering

**FY 21-22 funds were transferred to the facility project from the following discontinued projects: Maintenance Facility Parking Lot Repairs, Replace/Upgrade Phone System, and Procurement of Seven Dial-A-Ride Buses.*

Design and engineering activities are allowable expenses under the SGR program and the funds have a four-year expenditure deadline which provides ample time to complete the engineering and design phase for the facility. While the FY 17-18 funds (\$151,681) are currently allocated towards the upcoming Dial-A-Ride bus purchase, due to a recent windfall from SACOG of regional PTMISEA funds for this purchase, those funds are no longer needed. Consequently, staff is now recommending that those funds along with all the FY 23-24 allocation be used for facility design and engineering. Once these changes are made, a total of \$1,430,822 in SGR funds will have been designated for the design and engineering of the new transit facility.

Staff will be prepared at the meeting to discuss this recommendation and the State of Good Repair Program in detail.

RECOMMENDATION: Adopt Resolution No. 4-23 approving the submittal of Yuba-Sutter Transit's SGR Project List as proposed or amended.

Attachment

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 4-23

**APPROVAL OF THE PROJECT LIST FOR THE FY 2023-24
CALIFORNIA STATE OF GOOD REPAIR (SGR) PROGRAM**

WHEREAS, the Yuba-Sutter Transit Authority is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair (SGR) Account now or sometime in the future for transit projects; and,

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and,

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR Program; and,

WHEREAS, SGR funds are allocated through the Sacramento Area Council of Governments; and,

WHEREAS, the FY 17-18 SGR funds in the amount of \$151,681 need to be reprogrammed for Facility Design & Engineering; and,

WHEREAS, Yuba-Sutter Transit's share of SGR funds for FY 2023-24 is estimated to be \$305,605.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Yuba-Sutter Transit Authority does hereby approve the SB1 State of Good Repair Project List for FY 2023-24 and agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations, and guidelines for all SGR funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the agency Executive Director be authorized to execute all required documents of the SGR program and any amendments thereto with the California Department of Transportation by the following vote:

Ayes:

Nos:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED, AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON MARCH 16, 2023.

Chair, Board of Directors

ATTEST:

Lisa O'Leary, Secretary to the Board

AGENDA ITEM V – F
STAFF REPORT

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

As a recipient of Federal financial assistance from the Federal Transit Administration (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 Executive Director position, or their 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. 5-23 authorizing the Executive Director, or their designee, to execute all federal grant and contract documents under Sections 5307, 5309, 5310, 5311, 5317, 5339 and RAISE.

3-16-23

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 5-23

**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 Executive Director, or their 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, 5339 and RAISE.*
2. *That the Executive Director, or their 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 Executive Director, or their 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 16, 2023, BY THE FOLLOWING VOTE:

Ayes:

Noes:

Chair, Board of Directors

Attest:

Lisa O'Leary
Secretary to the Board of Directors

P:/Common/resolutions/reso5-23edgrantauth2023.doc

AGENDA ITEM V – G
STAFF REPORT

**ANNUAL AUTHORIZATION FOR THE EXECUTIVE DIRECTOR
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 Executive Director (formerly Transit Manager) to certify as both the designated official and on behalf of counsel on electronic grant applications.

It is common practice for Executive Directors who certify as designated officials on grant applications to also certify on behalf of counsel on the 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. 6-23 authorizing the Executive Director to certify as counsel for FTA grants.

3-16-23

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 6-23

**EXECUTIVE DIRECTOR 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, *Executive Directors 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 Executive Director on March 16, 2023 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 Executive Director 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 16, 2023.

Chair, Board of Directors

ATTEST:

*Lisa O'Leary
Secretary to the Board*

AGENDA ITEM V – H
STAFF REPORT

**APPOINTMENT OF AN INTERIM RETIRED ANNUITANT
TO THE VACANT EXECUTIVE DIRECTOR POSITION**

Due to the announced retirement of the incumbent Yuba-Sutter Transit Executive Director effective April 30, 2023, the Board of Directors authorized the recruitment of a replacement at their January 19, 2023 meeting. That process is now well underway with a number of qualified candidates having applied prior to the first review date of March 8th, but a new Executive Director is unlikely to be in place before July 1, 2023, at the earliest. To avoid a gap in the staffing of this critical position and to facilitate a smooth transition to new leadership after the position has been filled, staff has discussed how best to address the pending vacancy with Jill Able, Yuba County Human Services Director.

One approach is to reclassify the incumbent to a designated transitional staff position upon the arrival of the replacement for some definite period with full salary and benefits to assist in the transition. The second, which staff is now recommending, would be to retain the incumbent upon their retirement as a Retired Annuitant Interim Executive Director until such time as the replacement is in place after which the incumbent would continue as extra help to assist in the transition as needed. The second approach would be the lowest cost option for the agency by far (limited solely to the applicable hourly rate for the position) and provide the most flexibility to leverage the incumbent's experience only to the extent necessary during the transition. The ad hoc personnel/search committee has expressed support for the retired annuitant interim appointment approach which has also been discussed with both CalPERS and agency counsel to determine the legal requirements for doing so.

Governing bodies of CalPERS contracting agencies are authorized to appoint a retiree to fill a vacant position on an interim basis during the recruitment to permanently fill the vacant position as follows:

- 1) Interim appointment by Governing Body: These appointments must be made by the governing body of the employer and are generally used for single or unique positions such as interim city manager, police chief, director, or other managerial and executive positions.
- 2) Open Recruitment for a Permanent Replacement Required: An open recruitment to permanently fill the vacant position is required to appoint a retiree.
- 3) Limited Duration Appointment: A retiree can be appointed only once to the position; thus, the employment terms must specify an end date and cannot be amended to extend the appointment term.

A retiree is normally eligible for post-retirement employment 180 days following his or her retirement date with four exceptions which include the public agency employer adopting a resolution certifying the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days has passed.

To effectuate the proposed appointment, staff has worked with legal counsel and CalPERS to prepare the attached documents for Board review and consideration. Attachment A is a revised Yuba-Sutter Transit Salary Schedule effective April 1, 2023, to establish the minimum and maximum

monthly base salary for the Executive Director position consistent with the recruitment announcement for the vacant Executive Director position. The incumbent salary is currently well within the posted range for this position. Attachment B is a proposed employment agreement for the interim appointment of the incumbent as a retired annuitant. This agreement establishes that the retired annuitant will receive only an hourly rate equal to the top of the new salary range for this position subject to all CalPERS regulations including the limitation of 960 hours worked in a fiscal year. The agreement also includes an absolute expiration date of June 30, 2024, which cannot be extended for any reason. Attachment C is the required Board resolution pursuant to the 180-day wait period exception for the appointment of a retired annuitant. Both the proposed resolution and the employment agreement have been reviewed and approved by CalPERS for legal sufficiency.

If approved as proposed, the interim appointment would begin May 1st and the extra help designation would begin on the start date for the new Executive Director. Staff and legal counsel will be prepared at the meeting to discuss this issue in detail.

- RECOMMENDATIONS:
- 1.) Adopt the revised Yuba-Sutter Transit Monthly Salary Schedule effective April 1, 2023.
 - 2.) Authorize execution of the Interim Retired Annuitant Employment Agreement with Keith Martin as proposed.
 - 3.) Adopt Resolution No. 7-23 authorizing the appointment of an Interim Retired Annuitant to the Vacant Executive Director position under the 180-day wait period exception of Government Code Sections 7522.56 and 21221(h).

Attachments: Revised Salary Schedule
Interim Retired Annuitant Employment Agreement
Resolution No. 7-23

**PROPOSED MONTHLY SALARY SCHEDULE
EFFECTIVE APRIL 1, 2023**

<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Administrative Assistant I	\$3,403	\$3,573	\$3,752	\$3,940	\$4,137
Administrative Assistant II	\$3,940	\$4,137	\$4,344	\$4,561	\$4,789
Program Analyst I	\$3,973	\$4,172	\$4,381	\$4,600	\$4,830
Program Analyst II	\$4,600	\$4,830	\$5,072	\$5,326	\$5,592
Program Manager I	\$5,590	\$5,869	\$6,162	\$6,470	\$6,794
Program Manager II	\$6,470	\$6,794	\$7,134	\$7,491	\$7,866

	<u>Minimum</u>	<u>Maximum</u>
Executive Director	\$11,667	\$14,167

Notes:

Longevity Pay: Pursuant to the terms and conditions set forth in Section 12.07.03 of the Yuba-Sutter Transit Personnel Manual, full time permanent employees (except for the Executive Director position) may be eligible for merit-based longevity pay adjustments beyond the top step of their current classification.

The Executive Director's salary is not determined by range and step, but at an amount determined by the Board of Directors within the posted range.

**INTERIM EXECUTIVE DIRECTOR/EXTRA HELP EMPLOYMENT AGREEMENT
BETWEEN THE YUBA-SUTTER TRANSIT AUTHORITY AND KEITH E. MARTIN**

THIS AGREEMENT (“Agreement”) is made and entered into effective May 1, 2023, by and between the Yuba-Sutter Transit Authority (“the Authority”), a Joint Powers Agency, and Keith E. Martin (“Employee”).

RECITALS

- A. On September 22, 1987 the Authority appointed the Employee as its Transit Manager pursuant to an Employment Agreement effective October 1, 1987; and
- B. The October 1, 1987 Employment Agreement was restated by written agreement on May 1, 2001 and again on July 1, 2015; and
- C. Employee currently serves as the Authority’s Executive Director and is retiring from that position effective April 30, 2023;
- D. The Authority has been actively searching for a candidate to become appointed as the Authority’s permanent Executive Director, in light of Employee’s retirement, but does not expect to fill the permanent Executive Director position until after the effective date of this Agreement; and
- E. The Authority has adopted its Resolution No. 7-23 authorizing the appointment of an Interim Retired Annuitant to the vacant position of Executive Director which Resolution, *inter alia*, seeks Employee’s appointment to this interim position before 180 days has passed since his retirement, specifies that appointment to such interim position shall be made only once and will end June 30, 2024, limits employment to 960 hours per fiscal year and specifies an hourly rate to be paid to Employee of \$81.73 in keeping with Government Code Sections 7522.56 and 21221(h).

NOW, THEREFORE, in consideration of the mutual promises and agreements herein contained, the parties hereto agree as follows:

Section 1. Incorporation of Recitals

The foregoing recitals are contractual in nature and are incorporated into this Agreement.

Section 2. Employment

The Authority agrees to appoint Employee and Employee agrees to accept an appointment to the Authority’s Interim Retired Annuitant vacant Executive Director position, and to perform those duties, on an interim basis, as have previously been performed by Employee in his capacity as the Authority’s Executive Director prior to his retirement. Upon appointment of a permanent Executive Director, Employee shall continue employment in an Extra Help capacity performing such tasks as may be assigned. Employee shall serve at the pleasure of the Authority’s Board of Directors.

Section 3. Term of Agreement

The term of employment for Employee shall be effective May 1, 2023, provided, however, that as a condition precedent to the commencement of Employee's duties hereunder, CalPERS shall be provided for approval the above-referenced Resolution 7-23, a copy of this Agreement, the Authority's publicly available salary schedule effective April 1, 2023, documents to establish the recruitment status for the permanent position of Executive Director and such other documents as CalPERS may require for approval of this Agreement. The commencement of the term of this Agreement is contingent upon CalPERS' approval of this Agreement and the terms and conditions stated herein. If not terminated earlier, this Agreement shall terminate no later than June 30, 2024. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Authority to terminate this Agreement at any time or the right of the Employee to resign at any time. In addition to the foregoing, Employee's employment under this Agreement shall be limited to 960 hours per fiscal year and this Agreement shall terminate should Employee work 960 hours in fiscal year 2023/2024.

Section 4. Compensation

Employee shall receive as his sole compensation, hourly compensation of \$81.73 per hour. Employee has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

Section 5. Miscellaneous Provisions

(A) Any notice given pursuant to this Agreement shall be in writing by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Authority: Chairman of the Board
Yuba-Sutter Transit Authority
2100 B Street
Marysville CA 95901

Employee: Keith Martin, Interim Executive Director
Yuba-Sutter Transit Authority
2100 B Street
Marysville CA 95901

Alternatively, notices required pursuant this Agreement may be personally served in the same manner as is applicable to Civil Judicial Process.

(B) The laws of the State of California shall govern this Agreement. Any litigation arising out of this Agreement shall be brought in the Superior Court of Yuba County.

(C) The parties agree that any ambiguity in this Agreement shall not be construed or interpreted against, or in favor of, either party.

(D) The text herein shall constitute the entire agreement between the parties and supersedes all prior oral or written negotiations or agreements.

IN WITNESS WHEREOF, the Authority has caused this Agreement to be signed and executed in its behalf by its Chairman and duly attested by its Board Clerk, and the Employee has signed and executed this Agreement on the dates set forth below.

YUBA-SUTTER TRANSIT AUTHORITY

By: _____
Karm Bains, Chairman

ATTEST:

Board Clerk

INTERIM EXECUTIVE DIRECTOR

Keith E. Martin

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 7-23

**Resolution Authorizing Appointment of an Interim Retired Annuitant
to the Vacant Executive Director Position Under the 180-Day Wait Period Exception
of Government Code Sections 7522.56 & 21221(h)**

- WHEREAS, *in compliance with Government (Gov.) Code Section 7522.56 of the Public Employee's Retirement Law, the Yuba-Sutter Transit Authority Board of Directors must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since their retirement date; and*
- WHEREAS, *Keith Martin, CalPERS ID 2894941626 is retiring from the Yuba-Sutter Transit Authority in the position of Executive Director effective April 30, 2023; and*
- WHEREAS, *Gov. Code Section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is October 29, 2023 without this certification resolution; and*
- WHEREAS, *Gov. Code Section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and*
- WHEREAS, *Yuba-Sutter Transit Authority Board of Directors, the Yuba-Sutter Transit Authority and Keith Martin certify that Keith Martin has not and will not receive a Golden Handshake or any other retirement-related incentive; and*
- WHEREAS, *an appointment under Gov. Code Section 21221(h) requires that the retiree is appointed into the interim appointment during recruitment for a permanent appointment; and*
- WHEREAS, *the Yuba-Sutter Transit Authority Board of Directors authorized the search for a permanent appointment on January 19, 2023; and*
- WHEREAS, *the Yuba-Sutter Transit Authority Board of Directors hereby appoints Keith Martin as an interim appointment retired annuitant to the vacant position of Executive Director for the Yuba-Sutter Transit Authority under Gov. Code Section 21221(h), effective May 1, 2023; and*
- WHEREAS, *this Gov. Code Section 21221(h) appointment shall only be made once and therefore will end on June 30, 2024; and*
- WHEREAS, *the entire employment agreement, contract or appointment document between Keith Martin and the Yuba-Sutter Transit Authority has been reviewed by this body and is attached herein; and*

WHEREAS, *no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and*

WHEREAS, *the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and*

WHEREAS, *the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and*

WHEREAS, *the maximum monthly base salary for this position is \$14,167 and the hourly equivalent is \$81.73, and the minimum base salary for this position is \$11,667 and the hourly equivalent is \$67.31; and*

WHEREAS, *the hourly rate paid to Keith Martin will be \$81.73; and*

WHEREAS, *Keith Martin has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and*

THEREFORE, BE IT RESOLVED THAT the Yuba-Sutter Transit Authority Board of Directors hereby certifies the nature of the employment of Keith Martin as described herein and detailed in the attached employment agreement / contract / appointment document and that this appointment is necessary to fill the critically needed position of Executive Director for the Yuba-Sutter Transit Authority by May 1, 2023, because this critical position will otherwise be unfilled.

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 16, 2023 BY THE FOLLOWING VOTE:

Ayes:

Noes:

Chair, Board of Directors

Attest:

*Lisa O'Leary
Secretary to the Board of Directors*

AGENDA ITEM V – I
STAFF REPORT

STAFF CLASSIFICATION AND COMPENSATION STUDY

Background

It is best practice to routinely evaluate and review an organization's classification and compensation programs. The purpose of a classification and compensation study is to ensure the organization can compete for existing and future employees, enhance employee job satisfaction and engagement, and develop a compensation structure that is fair and competitive. Classification and compensation studies review internal alignments and external competitiveness. Study deliverables may include new job descriptions, salary structures, updated comparison survey agencies, and market-based wage and benefit recommendations.

Yuba-Sutter Transit has never conducted an organizational classification and compensation study. All adjustments have been made individually over time when new classifications are created, or new staff are hired for the five-member, four classification staff. In anticipation of a major staff change in 2023, Bryce Consulting was commissioned in October to conduct the first-ever comprehensive classification and compensation study at a not-to-exceed cost of \$4,560. This firm has conducted similar studies for many local agencies including some of the member jurisdictions and is familiar with Yuba-Sutter Transit having conducted the Program Manager classification and compensation study in 2013. In addition, they helped to establish the job classifications, job descriptions and salary ranges in 2021 for the two-member Regional Waste Management Authority staff.

Study Findings

Attached for Board review and discussion is a copy of the Bryce study which includes the classification recommendations, the results of the compensation survey, and revised job descriptions for the five positions. To expedite the recruitment process, the Board of Directors adopted a revised job description and salary range for the soon to be vacant Executive Director position on January 19th. As a result, the discussion at the March 16th meeting will focus on the other four staff classifications.

Section II of the study describes the classification review which resulted in the development of new or revised class specifications and job descriptions for all employees. While the job descriptions have been simply updated to reflect current duties and responsibilities, the consultant is recommending the elimination of the existing Program Manager I/II classification in favor of two new classifications of Finance Manager and Planning Manager to better reflect the level of work, type of work, and the requirements to perform the work for both positions. In addition, it is being recommended that both be designated as exempt positions for the purpose of overtime eligibility. Copies of the recommended job descriptions are attached to the study as Appendix B.

Section III discusses the parameters and methodology of the compensation survey and how Yuba-Sutter Transit's labor market was selected based on a combination of comparable size, proximity, and service provided. It is important to note that not all selected agencies meet all identified criteria as there are few in proximity that match Yuba-Sutter Transit. As a result, for comparison purposes, the surveyed agencies which are listed in Table 1 in the study were broken into three markets (see below). The markets are identified as the "Local Transit Market" for comparable transit agencies with a more similar cost of living, the "Expanded Transit Market" for comparable transit agencies with a higher cost of living (Bay Area and southern California), and the "Local Non-Transit Market" for generally comparable positions among the three largest local jurisdictions (Yuba City, Sutter County, and Yuba County).

TABLE 1 SURVEY AGENCIES
<i>Local Transit Market</i>
El Dorado County Transit Authority
Stanislaus Regional Transit Authority
Yolo County Transportation District
<i>Expanded Transit Market</i>
Livermore Amador Valley Transit Authority
Solano Transportation Authority
Sonoma County Transit Authority
Victor Valley Transit
Western Contra Costa County Transit Authority
<i>Local Non-Transit Market</i>
City of Yuba City
Sutter County
Yuba County

Of the eight comparable transit market agencies selected, all but one are independent joint powers authorities (Yolobus is a legislative district) and all but one contract for all transit services (El Dorado Transit directly operates all services with public employees). Several nearby and generally comparable transit systems were not included in the study because they are a department of a city (Roseville and Redding), a county (Nevada and Placer), or a regional planning agency (Butte County Association of Governments and Merced County Association of Governments). In addition, two of these (Nevada and Placer) are directly operated with county employees.

The compensation survey results that are summarized in Section IV of the study indicates that Yuba-Sutter Transit is significantly below the median in all comparisons to both the local and non-local transit markets even after an adjustment for cost-of-living differences in the non-local market. This disparity in base salary alone varies by position from 22 to 79 percent in comparison to Local Transit Market agencies and from 23 to 81 percent in comparison to the Expanded Transit Market after an adjustment (40th Percentile) for the difference in the cost of living. These comparisons by position are shown in Table 4 in the study.

Because Yuba-Sutter Transit is most likely to compete with the three local non-transit agencies for non-executive talent, the consultant is recommending that the position comparisons in Table 5 from the study which is shown below be used for equity adjustment purposes. In this comparison, the base salary for all four of Yuba-Sutter Transit's non-executive positions were below the median for comparable positions at the surveyed local jurisdictions by a margin of 9 to 22 percent. While total compensation was not surveyed for the local agencies, the various benefit packages of each are generally comparable and were not expected to materially change the results of the survey. All surveyed position comparisons are detailed in Appendix A of the study.

Table 5 SUMMARY OF BASE SALARY – LOCAL NON-TRANSIT AGENCIES			
Survey Classification	Yuba Sutter Transit Maximum Base Salary	Local Non-Transit Agency Market Median Base Salary	% Yuba Sutter Transit Is Above or Below Local Non-Transit Agency Market
Administrative Assistant II (Board)	\$4,789	Insufficient Data	---
Administrative Assistant II- (General Administrative Support)	\$4,789	\$5,441	-13.61%
Executive Director	\$12,449	Insufficient Data	---
Finance Manager	\$7,866	\$9,553	-21.45%
Planning Manager	\$7,866	\$8,572	-8.98%
Program Analyst II	\$5,592	\$6,820	-21.96%

Recommendations

In addition to the change in titles and exempt status for the Finance Manager and Planning Manager positions and the updated job descriptions, staff is recommending that the Board of Directors adopt equity adjustments equal to the median maximum base salary of the surveyed local non-transit agencies for the four non-executive positions (Table 5). Assuming a July 1st effective date, the total first-year cost in salary and related benefits for these recommended changes would be \$55,723 which would represent an increase of 12.75 percent in these costs for all four positions.

This recommendation was discussed in detail with the Ad Hoc Personnel/Search Committee at their February 3rd meeting. While expressing support for the staff recommendation, it was the consensus of the committee that this issue would be brought to the Board for consideration in conjunction with the Preliminary Draft FY 2024 Budget so as to better assess the financial impact. The preliminary draft budget being presented earlier on this same agenda, which is just 0.3 percent (\$24,000) higher than the amount budgeted and 4.8 percent (\$405,400) higher than the projected year-end figure for FY 2023, includes both the recommended equity adjustment and a 3 percent cost-of-living adjustment for the four non-executive positions to reflect that the surveyed salaries were from 2022. The combined first year budget impact of these changes has been calculated at \$67,631.

Staff will be prepared to discuss the study and the resulting recommendations in detail at the meeting.

- RECOMMENDATION:
- 1.) Adopt revised job classifications and job descriptions for the four non-executive positions as proposed; and,
 - 2.) Adopt a revised staff salary schedule effective July 1, 2023, reflecting both equity and cost-of-living adjustments as proposed or amended.

Attachments: Staff Classification and Compensation Study
Proposed Salary Schedule

BRYCE
CONSULTING

YUBA-SUTTER TRANSIT AUTHORITY
2022 COMPENSATION STUDY REPORT

Prepared By
Bryce Consulting, Inc.
1024 Iron Point Road, Suite 100
Folsom, CA 95630
916-974-0199



January 2023

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SECTION I - PROJECT OVERVIEW

Bryce Consulting was retained by the Yuba – Sutter Transit Authority to conduct a comprehensive classification and compensation study of Authority classifications. This report presents the compensation survey results and includes:

- Section I Project Overview
- Section II Classification Recommendations
- Section III Compensation Survey Parameters
- Section IV Compensation Survey Results

STUDY OBJECTIVES

The study consisted of the following objectives:

- To systematically describe the kind of work currently performed by employees and the level of responsibility and complexity of that work.
- To draft new or revised job descriptions.
- To collect and analyze base salary and benefit data for the survey classifications.
- To prepare and present a comprehensive report outlining the methodology and results.

SECTION II – CLASSIFICATION RECOMMENDATIONS

The classification review analyzed the work being performed by each position and resulted in new job titles, in some instances, and revised job descriptions for all classifications, ensuring they are accurate and up to date. The following tasks occurred:

- All employees completed a Position Inventory Questionnaire designed to collect information regarding duties and knowledge, skills and abilities required to perform the duties.
- Upon independent completion of the questionnaire by the employees, management reviewed the questionnaire for accuracy and provided additional comments. The consultant then conducted a preliminary analysis of the information provided by the employee and management.
- The consultant conducted interviews with all staff in order to gain clarification and additional information regarding each position.
- Thereafter, the consultant drafted new or revised class specifications for each classification which were reviewed by management staff. Following the review process the job descriptions were finalized. The job descriptions have been provided under Appendix B.

For the most part, the job descriptions were simply updated to reflect current duties; however, the consultant has recommended that the Program Manager I/II be eliminated and that a new classification of Finance Manager and Planning Manager be created, and that the positions be allocated accordingly. By having separate classifications, the job descriptions better reflect the level of work, the type of work, and the requirements to perform the work for both positions.

For both classifications, it is recommended that they be designated as exempt from overtime. There are multiple categories of exempt employees. In the case of the Finance Manager and Planning Manager, they would qualify for exemption from overtime under the Administrative Exemption.

To qualify for the administrative employee exemption, all of the following tests must be met:

1. The employee must be compensated on a salary or fee basis at a rate not less than \$64,480 annually;
2. The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
3. The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

SECTION III – COMPENSATION SURVEY PARAMETERS

This section of the report presents the compensation survey parameters and includes:

- Review of labor market employers
- Identification of survey classes
- Survey scope
- Survey methodology

SURVEY EMPLOYERS

The overall objective in selecting survey employers is to define as accurately as possible the Authority's "Labor Market." A labor market consists of those employers with whom the Authority might compete with for employees. The criteria typically utilized in identifying those employers include the following:

- **EMPLOYER SIZE** - As a general rule, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. Specifically, agencies of similar size to the Authority are likely to have departmental structures and organization of positions more similar to the Authority than organizations that are significantly larger or smaller in size.
- **GEOGRAPHIC PROXIMITY** - Geographic proximity is another factor utilized in identifying an appropriate labor market. This factor is particularly important because it identifies those employers that the Authority must directly compete with to recruit and retain quality staff.
- **NATURE OF SERVICES PROVIDED** - As a general rule, similar organizations are selected as survey employers, because they provide similar services. This is important for the following reasons:
 - Employers who provide similar services are most likely to compete with one another for employees.
 - These employers are most likely to have comparable jobs.
 - These employers are most likely to have similar organizational characteristics.

LABOR MARKET

Table 1 displays the survey agencies. It should be noted that not all agencies meet the criteria above as there are limited agencies that provide services similar to the Authority which required the data collection

area to be expanded. In addition, three local non-transit agencies were surveyed for base salary only as these are the agencies that the Authority is most likely to compete with for talent.

TABLE 1 SURVEY AGENCIES
<i>Local Transit Market</i>
El Dorado County Transit Authority
Stanislaus Regional Transit Authority
Yolo County Transportation District
<i>Expanded Transit Market</i>
Livermore Amador Valley Transit Authority
Solano Transportation Authority
Sonoma County Transit Authority
Victor Valley Transit
Western Contra Costa County Transit Authority
<i>Local Non-Transit Market</i>
City of Yuba City
Sutter County
Yuba County

SURVEY CLASSES

Survey classes, as displayed in **Table 2**.

TABLE 2 SURVEY CLASSIFICATIONS
Administrative Assistant II
Executive Director
Finance Manager
Planning Manager
Program Analyst II

With respect to the Administrative Assistant II, the consultant collected data for classifications that perform Board of Director support functions as well classifications that provide general administrative and customer service support since the Authority’s classification is responsible for both.

SURVEY SCOPE

The scope of the survey included the labor market agencies previously presented. The data collected for each survey class included:

- Title of each comparable class
- Entry and top step monthly salary

- Cash add-ons to base salary including:
 - ◆ Employer pick-up of the employee contribution for retirement for new “classic” tier employees
 - ◆ Employer contribution towards deferred compensation
 - ◆ Longevity pay at year 10
 - ◆ Education/certification incentive pay
- Employer contributions for insurances (cafeteria, health, dental, vision, life, and long-term disability)
- Employer contribution to Retiree Health Savings Plan
- Social Security/Medi-Care

SURVEY METHODOLOGY

The survey methodology used by Bryce Consulting included:

- Utilizing the agencies’ websites to collect salary and benefit data and to compare job descriptions, where available.
- Following up the survey agencies to collect additional information and seek clarification.
- Reviewing the draft data with the Executive Director.

In addition to the collection of base salary and benefit information, careful efforts were made to document the full range of duties and requirements of the job classes determined to be comparable to the Authority’s classes. This included the collection of:

- Reporting relationships
- Functional areas of responsibility
- The class's relationship to other classes in the series

For each classification using maximum base salary, total cash, and total compensation as the basis of comparison, the Authority’s position was compared to the labor market to determine the percentage the Authority is above or below the labor 40th percentile and median. The median tends to be the labor market position preferred by most agencies as it is a more conservative statistic and less likely to be skewed by outliers. However, given the cost-of-living difference between the Authority and the survey agencies, the 40th percentile was also calculated as way to control for the cost of living differences between the Authority and the market. On average, the local transit labor market has a cost of living 13.8% higher than Yuba-Sutter Transit and the expanded transit labor market is 25% higher; however, not every agency has a comparable classification for all survey classes. The data is effective December 2022.

SECTION IV – COMPENSATION SURVEY RESULTS

This section of the report presents the compensation survey findings including base salary, total cash, and total compensation. As indicated in the previous section, the survey involved the collection of compensation information for each of the survey classes from the labor market employers identified. **Table 3** displays the comparability for each survey classification.

TABLE 3 COMPARABILITY	
Survey Classification	Number of Comparable Classes
Administrative Assistant II (Board)	7
Administrative Assistant II-General Administrative Support	5
Executive Director	8
Finance Manager	7
Planning Manager	6
Program Analyst II	5

BASE SALARY SURVEY RESULTS

The data has been organized into a series of tables that summarize the Authority’s relationship to the labor market for each class. The detailed market compensation survey datasheets are presented in **Appendix A** of this report. **Table 4** summarizes for each classification how the Authority’s base salaries compare to the labor market. The following data is presented:

- Title of the Authority’s classification
- The Authority’s current maximum monthly base salary for each classification
- The labor market 40th percentile for maximum monthly base salary for both the local and expanded transit markets
- Percentage the Authority’s maximum base salary is above or below the 40th percentile of the labor market for both the local and expanded transit markets
- The labor market median for maximum monthly base salary for both the local and expanded transit markets
- Percentage the Authority’s maximum base salary is above or below the median of the labor market for both the local and expanded transit markets

**TABLE 4
SUMMARY OF BASE SALARY**

Classification	Yuba-Sutter Transit Maximum Base Salary	Local Transit Market 40th Percentile	% Yuba-Sutter Transit Is Above or Below Local Transit Market 40th Percentile	Expanded Transit Market 40th Percentile	% Yuba-Sutter Transit Is Above or Below Expanded Transit Market 40th Percentile	Local Transit Market Median	% Yuba-Sutter Transit Is Above or Below Local Transit Market Median	Expanded Transit Market Median	% Yuba-Sutter Transit Is Above or Below Expanded Transit Market Median
Administrative Assistant II (Board)	\$4,789	\$6,220	-29.89%	\$6,463	-34.95%	\$6,406	-33.76%	\$6,548	-36.73%
Administrative Assistant II-(General Administrative Support)	\$4,789	\$5,214	-8.88%	\$5,278	-10.21%	\$5,246	-9.54%	\$5,405	-12.86%
Executive Director	\$12,449	\$16,442	-32.07%	\$18,406	-47.85%	\$17,330	-39.21%	\$19,208	-54.30%
Finance Manager	\$7,866	\$13,150	-67.18%	\$13,732	-74.57%	\$14,080	-79.00%	\$14,080	-79.00%
Planning Manager	\$7,866	\$11,640	-47.98%	\$14,237	-80.99%	\$12,073	-53.48%	\$14,516	-84.54%
Program Analyst II	\$5,592	\$8,331	-48.99%	\$6,872	-22.90%	\$8,352	-49.35%	\$7,000	-25.18%

Table 5 below provides the maximum base salary results for the local non-transit market. As mentioned, the City of Yuba City, Sutter County and Yuba County were surveyed for base salary only as they are the agencies with which the Authority is most likely to compete with. Given that these three agencies have a similar cost of living as the Authority, the median was calculated as opposed to the 40th percentile. It should be noted that these agencies do not provide a comparable classification for Executive Director. Given that this is the chief executive for the Authority, the chief executive at the respective agencies would be at the same organizational level but given the size and greater breadth of services provided, City Manager and County Executive Officer would not be comparable.

Table 5 SUMMARY OF BASE SALARY – LOCAL NON-TRANSIT AGENCIES			
Survey Classification	Yuba Sutter Transit Maximum Base Salary	Local Non-Transit Agency Market Median Base Salary	% Yuba Sutter Transit Is Above or Below Local Non-Transit Agency Market
Administrative Assistant II (Board)	\$4,789	Insuff Data	---
Administrative Assistant II-(General Administrative Support)	\$4,789	\$5,441	-13.61%
Executive Director	\$12,449	Insuff Data	---
Finance Manager	\$7,866	\$9,553	-21.45%
Planning Manager	\$7,866	\$8,572	-8.98%
Program Analyst II	\$5,592	\$6,820	-21.96%

TOTAL CASH SURVEY RESULTS

Total cash represents the maximum base salary plus the agencies’ contribution towards the employees’ share of retirement, deferred compensation, longevity pay, up to and including year 10, and certification/education pay. **Table 6** displays how the Authority compares to the labor market with respect to total cash for each classification. The following data is presented:

- Title of the Authority’s classification
- The Authority’s current total cash for each classification
- The labor market 40th percentile for total cash for both the local and expanded transit markets
- Percentage the Authority’s total cash is above or below the 40th percentile of the labor market for both the local and expanded transit markets
- The labor market median for total cash for both the local and expanded transit markets
- Percentage the Authority’s total cash is above or below the median of the labor market for both the local and expanded transit markets

**TABLE 6
SUMMARY OF TOTAL CASH**

Classification	Yuba-Sutter Transit Total Cash	Local Transit Market 40th Percentile	% Yuba-Sutter Transit Is Above or Below Local Transit Market 40th Percentile	Expanded Transit Market 40th Percentile	% Yuba-Sutter Transit Is Above or Below Expanded Transit Market 40th Percentile	Local Transit Market Median	% Yuba-Sutter Transit Is Above or Below Local Transit Market Median	Expanded Transit Market Median	% Yuba-Sutter Transit Is Above or Below Expanded Transit Market Median
Administrative Assistant II (Board)	\$5,128	\$6,275	-22.36%	\$6,463	-26.02%	\$6,406	-24.91%	\$6,548	-27.68%
Administrative Assistant II- (General Administrative Support)	\$5,128	\$5,367	-4.65%	\$5,380	-4.90%	\$5,373	-4.77%	\$5,405	-5.39%
Executive Director	\$12,649	\$17,264	-36.48%	\$19,639	-55.26%	\$18,197	-43.86%	\$20,364	-61.00%
Finance Manager	\$8,359	\$13,244	-58.44%	\$13,848	-65.66%	\$14,080	-68.43%	\$14,080	-68.43%
Planning Manager	\$8,359	\$11,937	-42.80%	\$14,237	-70.31%	\$12,321	-47.39%	\$14,516	-73.65%
Program Analyst II	\$5,972	\$8,501	-42.35%	\$6,872	-15.08%	\$8,563	-43.40%	\$7,000	-17.22%

TOTAL COMPENSATION SURVEY RESULTS

Total compensation represents the elements included in total cash plus the agencies' contribution towards a cafeteria plan, health, dental, vision, life insurance, long-term disability, retiree health savings plan, Social Security, minus the employers' share of retirement paid by the employee. **Table 7** displays how the Authority compares to the labor market with respect to total compensation. The following data is presented:

- Title of the Authority's classification
- The Authority's current total compensation for each classification
- The labor market 40th percentile for total compensation for both the local and expanded transit markets
- Percentage the Authority's total compensation is above or below the 40th percentile of the labor market for both the local and expanded transit markets
- The labor market median for total compensation for both the local and expanded transit markets
- Percentage the Authority's total compensation is above or below the median of the labor market for both the local and expanded transit markets

**TABLE 7
SUMMARY OF TOTAL COMPENSATION**

Classification	Yuba-Sutter Transit Total Compensation	Local Transit Market 40th Percentile	% Yuba-Sutter Transit Is Above or Below Local Transit Market 40th Percentile	Expanded Transit Market 40th Percentile	% Yuba-Sutter Transit Is Above or Below Expanded Transit Market 40th Percentile	Local Transit Market Median	% Yuba-Sutter Transit Is Above or Below Local Transit Market Median	Expanded Transit Market Median	% Yuba-Sutter Transit Is Above or Below Expanded Transit Market Median
Administrative Assistant II (Board)	\$7,399	\$9,432	-27.47%	\$9,733	-31.55%	\$9,662	-30.58%	\$9,841	-33.00%
Administrative Assistant II- (General Administrative Support)	\$7,399	\$7,732	-4.49%	\$7,853	-6.14%	\$7,792	-5.31%	\$8,096	-9.42%
Executive Director	\$15,064	\$19,642	-30.39%	\$21,631	-43.59%	\$20,453	-35.77%	\$23,256	-54.38%
Finance Manager	\$10,675	\$15,575	-45.91%	\$16,278	-52.50%	\$16,289	-52.60%	\$16,289	-52.60%
Planning Manager	\$10,675	\$14,517	-35.99%	\$16,448	-54.08%	\$14,839	-39.01%	\$17,583	-64.71%
Program Analyst II	\$8,254	\$11,159	-35.19%	\$9,850	-19.33%	\$11,355	-37.56%	\$9,992	-21.06%

RELATIONSHIP TO THE MARKET

On average, for all survey classifications surveyed, the Authority is 39.16% below market for base salary, 34.51% below market for total cash, and 29.91% below the market for total compensation when compared to the 40th percentile of the local transit labor market. When compared to the 40th percentile of the expanded transit market, the Authority is 45.24% below market for base salary, 39.54% below market for total cash, and 34.53% below market for total compensation. When compared to the median, the Authority is 44.06% below market for base salary, 38.79% below market for total cash, and 33.47% below market for total compensation for the local transit market. When compared to the expanded transit market, the Authority is and 48.77% below market for base salary, 42.23% below market for total cash, and 39.19% below market for total compensation. When compared to the local non-transit agencies, the Authority is, on average, 16.50% below the labor market median for maximum base salary for the four positions.

It is recommended that the Authority utilize the local non-transit agencies for salary setting purposes as they represent agencies within a similar geographic proximity and are the agencies that the Authority is most likely to compete with for talent. While the Administrative Assistant I and Program Analyst I positions were not surveyed, it is recommended that these salaries be set approximately 15% below the adjusted Administrative Assistant II and Program Analyst II positions.

APPENDIX A

DETAILED MARKET DATASHEETS

	40th Percentile - Local Transit Market									
	Base Salary			Total Cash			Total Compensation			
Survey Classification	Yuba Sutter Transit Maximum Base Salary	Local Transit Market 40th Percentile Base Salary	% Yuba Sutter Transit Is Above or Below Local Transit Market 40th Percentile	Yuba Sutter Transit Total Cash	Local Transit Market 40th Percentile Total Cash	% Yuba Sutter Transit Is Above or Below Local Transit Market 40th Percentile	Yuba Sutter Transit Total Compensation	Local Transit Market 40th Percentile Total Compensation	% Yuba Sutter Transit Is Above or Below Local Transit Market 40th Percentile	Comparability
Administrative Assistant II (Board)	\$4,789	\$6,220	-29.89%	\$5,128	\$6,275	-22.36%	\$7,399	\$9,432	-27.47%	3
Administrative Assistant II-(General Administrative Support)	\$4,789	\$5,214	-8.88%	\$5,128	\$5,367	-4.65%	\$7,399	\$7,732	-4.49%	2
Executive Director	\$12,449	\$16,442	-32.07%	\$12,649	\$17,264	-36.48%	\$15,064	\$19,642	-30.39%	3
Finance Manager	\$7,866	\$13,150	-67.18%	\$8,359	\$13,244	-58.44%	\$10,675	\$15,575	-45.91%	3
Planning Manager	\$7,866	\$11,640	-47.98%	\$8,359	\$11,937	-42.80%	\$10,675	\$14,517	-35.99%	2
Program Analyst II	\$5,592	\$8,331	-48.99%	\$5,972	\$8,501	-42.35%	\$8,254	\$11,159	-35.19%	2
		Average	-39.16%		Average	-34.51%		Average	-29.91%	

	40th Percentile - Expanded Transit Market									
	Base Salary			Total Cash			Total Compensation			
Survey Classification	Yuba Sutter Transit Maximum Base Salary	Expanded Transit Market 40th Percentile Base Salary	% Yuba Sutter Transit Is Above or Below Expanded Transit Market 40th Percentile	Yuba Sutter Transit Total Cash	Expanded Transit Market 40th Percentile Total Cash	% Yuba Sutter Transit Is Above or Below Expanded Transit Market 40th Percentile	Yuba Sutter Transit Total Compensation	Expanded Transit Market 40th Percentile Total Compensation	% Yuba Sutter Transit Is Above or Below Expanded Transit Market 40th Percentile	Comparability
Administrative Assistant II (Board)	\$4,789	\$6,463	-34.95%	\$5,128	\$6,463	-26.02%	\$7,399	\$9,733	-31.55%	7
Administrative Assistant II-(General Administrative Support)	\$4,789	\$5,278	-10.21%	\$5,128	\$5,380	-4.90%	\$7,399	\$7,853	-6.14%	5
Executive Director	\$12,449	\$18,406	-47.85%	\$12,649	\$19,639	-55.26%	\$15,064	\$21,631	-43.59%	8
Finance Manager	\$7,866	\$13,732	-74.57%	\$8,359	\$13,848	-65.66%	\$10,675	\$16,278	-52.50%	7
Planning Manager	\$7,866	\$14,237	-80.99%	\$8,359	\$14,237	-70.31%	\$10,675	\$16,448	-54.08%	6
Program Analyst II	\$5,592	\$6,872	-22.90%	\$5,972	\$6,872	-15.08%	\$8,254	\$9,850	-19.33%	5
		Average	-45.24%		Average	-39.54%		Average	-34.53%	

	Median - Local Transit Market									
	Base Salary			Total Cash			Total Compensation			
Survey Classification	Yuba Sutter Transit Maximum Base Salary	Local Transit Market Median Base Salary	% Yuba Sutter Transit Is Above or Below Local Transit Market Median	Yuba Sutter Transit Total Cash	Local Transit Market Median Total Cash	% Yuba Sutter Transit Is Above or Below Local Transit Market Median	Yuba Sutter Transit Total Compensation	Local Transit Market Median Total Compensation	% Yuba Sutter Transit Is Above or Below Local Transit Market Median	Comparability
Administrative Assistant II (Board)	\$4,789	\$6,406	-33.76%	\$5,128	\$6,406	-24.91%	\$7,399	\$9,662	-30.58%	3
Administrative Assistant II-(General Administrative Support)	\$4,789	\$5,246	-9.54%	\$5,128	\$5,373	-4.77%	\$7,399	\$7,792	-5.31%	2
Executive Director	\$12,449	\$17,330	-39.21%	\$12,649	\$18,197	-43.86%	\$15,064	\$20,453	-35.77%	3
Finance Manager	\$7,866	\$14,080	-79.00%	\$8,359	\$14,080	-68.43%	\$10,675	\$16,289	-52.60%	3
Planning Manager	\$7,866	\$12,073	-53.48%	\$8,359	\$12,321	-47.39%	\$10,675	\$14,839	-39.01%	2
Program Analyst II	\$5,592	\$8,352	-49.35%	\$5,972	\$8,563	-43.40%	\$8,254	\$11,355	-37.56%	2
		Average	-44.06%		Average	-38.79%		Average	-33.47%	

	Median - Expanded Transit Market									
	Base Salary			Total Cash			Total Compensation			
Survey Classification	Yuba Sutter Transit Maximum Base Salary	Expanded Transit Labor Market Median Base Salary	% Yuba Sutter Transit Is Above or Below Labor Expanded Transit Labor Market Median	Yuba Sutter Transit Total Cash	Expanded Transit Labor Market Median Total Cash	% Yuba Sutter Transit Is Above or Below Expanded Transit Labor Market	Yuba Sutter Transit Total Compensation	Expanded Transit Labor Market Median Total Compensation	% Yuba Sutter Transit Is Above or Below Expanded Transit Labor Market	Comparability
Administrative Assistant II (Board)	\$4,789	\$6,548	-36.73%	\$5,128	\$6,548	-27.68%	\$7,399	\$9,841	-33.00%	7
Administrative Assistant II-(General Administrative Support)	\$4,789	\$5,405	-12.86%	\$5,128	\$5,405	-5.39%	\$7,399	\$8,096	-9.42%	5
Executive Director	\$12,449	\$19,208	-54.30%	\$12,649	\$20,364	-61.00%	\$15,064	\$23,256	-54.38%	8
Finance Manager	\$7,866	\$14,080	-79.00%	\$8,359	\$14,080	-68.43%	\$10,675	\$16,289	-52.60%	7
Planning Manager	\$7,866	\$14,516	-84.54%	\$8,359	\$14,516	-73.65%	\$10,675	\$17,583	-64.71%	6
Program Analyst II	\$5,592	\$7,000	-25.18%	\$5,972	\$7,000	-17.22%	\$8,254	\$9,992	-21.06%	5
		Average	-48.77%		Average	-42.23%		Average	-39.19%	

APPENDIX B

JOB DESCRIPTIONS

YUBA–SUTTER TRANSIT AUTHORITY

EXECUTIVE DIRECTOR

DEFINITION

To plan, organize, direct and review the overall activities and operations of the Authority; to advise and assist the Board of Directors; to represent the Authority's interests at local, regional, State, and Federal levels; and to coordinate activities with outside agencies and the community

DISTINGUISHING CHARACTERISTICS

This is a single-position chief executive classification. The Executive Director's duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent is responsible for representing the Board's policies and programs with employees, community organizations and the general public. This is an at-will position under contract with the Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors.

Provides supervision over management, professional and administrative support staff.

FAIR LABOR STANDARDS ACT (FLSA) STATUS

An exempt position and not eligible for overtime.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develops, plans and implements Authority goals, and objectives; develops and administers policies and procedures.

Coordinates activities within the Authority and with outside agencies and organizations; makes appropriate decisions or recommendations for Board of Directors consideration and adoption; provides assistance and advice to the Board of Directors; prepares and presents staff reports and other necessary correspondence.

Directs, oversees and participates in the development of Authority-wide work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.

Directs and performs contract management, facility planning and development.

Directs the development and administration of the Authority's budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Prepares and submits to the Board of Directors annual reports of financial, administrative, and operational activities; keeps the Board of Directors advised of financial conditions, program progress and the present and future needs of the Authority.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Authority.

Coordinates with outside counsel on legal issues affecting the Authority.

Represents the Authority to outside groups, organizations, and the general public; participates in community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.

Builds and maintains positive working relationships with the Board of Directors, co-workers, Authority contractors and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of modern and highly complex transit administration, organization, and services.

Principles and practices of effective public relations and interrelationships with community groups, local, regional, State and Federal agencies, and the public.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of organization, administration and personnel management.

Policy, regulatory, and compliance issues affecting the transit industry.
Principles and practices of budget preparation and administration.

English grammar, punctuation, spelling and usage.

Technical report writing.

Modern office equipment and methods including use of computer applications.

Ability to:

Plan, direct and control the administration and operations of the Authority.

Prepare and administer Authority budget.

Use a variety of personal computer applications.

Develop and implement Authority policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Authority, local, regional, State, Federal, and District policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Serve effectively as the administrative agent of the Board of Directors.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Ten years of administrative or management experience that involved the planning, implementing and supervising of varied programs within the transit industry.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, urban, regional or transportation planning or a related field.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

The Authority may conduct a background check on candidates prior to appointment that may include personal and professional reference checks, credit history checks, Social Security verifications, professional license/registration verification, military service information and driving history.

YUBA–SUTTER TRANSIT AUTHORITY

FINANCE MANAGER

DEFINITION

To plan, organize, coordinate and perform a variety of professional financial and accounting duties including general ledger maintenance, budgeting, grant management, procurement and the development and implementation of internal controls; to coordinate audit activities; to provide Administrative Office oversight; to perform Human Resource management activities; and to provide technical and administrative support to the Executive Director.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provide full line and functional management responsibility for a significant function within the Authority.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director.

Provides technical and functional supervision to professional and administrative staff.

FAIR LABOR STANDARDS ACT (FLSA) STATUS

An exempt position and not eligible for overtime.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Management responsibility for the finance activities of the Authority including cash flow management, accounting and internal controls, audit, payroll, budget development, grant administration; recommends and administers policies and procedures; manages the development and implementation of the finance activities, goals, objectives, policies, and priorities for assigned programs.

Supervises daily accounting operations; participates and oversees the preparation, analysis and review of revenues, reimbursements, expenditures, fund balances, payroll and other budgetary accounts; review bank, credit card, and petty cash reconciliations; monitors various accounts and verifies availability of funds and accurate coding and classification or expenditures; researches and analyzes transactions to resolve

Finance Manager

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problems.

Provides Administrative Office oversight; establishes and monitors the policies and procedures of the administrative office and staff in accordance with Authority goals and objectives. Coordinates and oversees administrative support activities.

Manages Human Resources activities, systems and processes to include payroll, benefits, personnel manual updates, training and related internal and external reporting and funding.

Ensure compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines.

In coordination with the Executive Director, prepares, monitors and administers the Authority's annual budget and related periodic reports; participates in the forecast of additional funds needed for staffing, equipment, materials, supplies, and services.

Prepares and submits grant applications; ensures grant requirements are met; maintains grant files and records; prepares and submits narrative and financial reports pertaining to grants; prepares and submits grant draws and closeout reports.

Responsible for the submission of the annual Transportation Development Act (TDA) application; calculates the annual contribution of Local Transportation Funds (LTF) from member jurisdictions and State Transit Assistance (STA) budget requirements; monitors use of funds for internal and external reporting.

Coordinates annual and other periodic audits; ensures Authority compliance with audit policies and procedures; assists independent auditors; prepares audit worksheets and schedules in format required; provides requested documentation and explanations.

Responsible for the completion of the annual audit and report. Submits all necessary reports after completion and acceptance of audit to external government agencies.

Responsible for the annual preparation and submissions of the Transit Operators Financial Transaction Report and the Special Districts Financial Transaction Report to the State Controller's Office.

Responsible for the financial modules in the Annual National Transit Database.

Responsible for the financial sections of the Triennial Reviews and the TDA Performance Audits.

Responsible for annual reporting of personnel data to agencies such as the US Department of Commerce/US Census Bureau, State Controller's Office, CalPERS, and State Fund.

Oversees the Authority's Investment Policy; prepares the annual policy review; establishes bank accounts, makes transfers, and resolves issues with bank personnel. Under the

Finance Manager

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direction of the Executive Director, initiates Local Agency Investment Fund (LAIF) transfers.

Responsible for the Authority's Capitalization Policy; oversees the biennial inventory of federally funded assets; reconciles and maintains fixed asset schedules and logs.

Performs a variety of analytical duties in support of accounting functions; participates in the posting, balancing and reconciliation of the general ledger and subsidiary accounts; prepares year-end reconciliations and closing entries; and prepare timely and accurate financial statements and documents. Monitors various accounts and verifies availability of funds and accurate coding and classification of expenditures; researches and analyzes transactions to resolve problems.

Assists with compliance with procurement requirements; collaborates with Management Staff with the development and implementation of financial, purchasing, contract management, budgeting, and risk management matters; advises management on Authority financial matters.

Establishes, maintains, evaluates, and oversees internal control structures in accordance with generally accepted accounting principles, governmental accounting, and financial reporting standards; ensures audit compliance.

Assists with the implementation of the Disadvantaged Business Enterprise program including monitoring for requirement changes and submitting required reports.

Develops, monitors, and reviews complex financial calculations, reconciliations, spreadsheets, journal entries, reports, and analytical reviews of the Authority's financial data.

Prepares staff reports, resolutions, and attachments for Executive Director review and inclusion in Board agenda packets.

Serves as liaison between outside organizations and the Authority; provides professional guidance with respect to Authority programs, policies, and procedures.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications.

Plans, prepares, administers and submits required reports as they relate to the administration of routine, special and discretionary federal, state and local grants.

Represents the Authority on committees and with outside organizations; coordinates technical support activities as required.

Builds and maintains positive working relationships with co-workers, Authority contractors, and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and practices.

Governmental Accounting Standards Board (GASB) guidelines and requirements.

Principles, procedures and practices of governmental accounting, auditing, financial reporting, and recordkeeping.

Advanced understanding of full-cycle accounting, internal controls, auditing, financial principles and procedures, and cash management.

Principles and practices of grant administration.

Principles of budgeting preparation and administration.

Principles and practices of procurement

Principles and practices of project management.

Principles and practices of organization and administration.

Research methods and procedures including statistical analysis and analytical reviews.

Pertinent local, State and Federal laws, rules and regulations related to accounting, grant management, and auditing activities.

English grammar, punctuation, spelling and usage.

Modern office equipment and methods including use of computer applications.

Ability to:

Apply accounting principles to the maintenance and reporting of financial and accounting transactions.

Examine and verify a wide variety of financial documents and reports for accuracy and compliance.

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.

Identify, research, and respond to questions from Authority staff, outside agencies, and the public.

Effectively monitor accounting activities, ensuring compliance with local, State and Federal requirements and professional standards.

Administer a variety of routine, special and discretionary federal, state, and local grants.

Analyze situations and data and develop logical conclusions and sound recommendations.

Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.

Assess multiple demands and priorities and identify necessary resources to handle critical work demands.

Provide technical and administrative support for a variety of special projects.

Prepare and present a variety of administrative and technical reports.

Organize and prioritize timelines and project schedules in an effective and timely manner.

Understand and carry out oral and written directions.

Use a variety of personal computer applications and learn new software.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required

knowledge and abilities would be:

Experience:

Five years of professional financial and accounting experience.

Certified Public Accountant license preferred.

Training:

Equivalent to a Bachelor's degree in finance, accounting, business administration, or related field.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

The Authority may conduct a background check on candidates prior to appointment that may include personal and professional reference checks, credit history checks, Social Security verifications, professional license/registration verification, military service information and driving history.

YUBA–SUTTER TRANSIT AUTHORITY

PLANNING MANAGER

DEFINITION

To plan, organize, coordinate and perform a variety of professional duties in support of the Authority's transit programs and activities; to perform short and long term transportation planning; to coordinate and oversee the maintenance of Authority assets and daily operations of transportation services; and to provide technical and administrative support to the Executive Director.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provide full line and functional management responsibility for a significant function within the Authority.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director.

Provides technical and functional supervision to professional and administrative staff.

FAIR LABOR STANDARDS ACT (FLSA) STATUS

An exempt position and not eligible for overtime.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Designs, analyzes and recommends transportation alternatives including service types, routes and scheduling; develops and tests new routes and schedules.

Maintains public facing online maps, schedules, bus stop inventories and routes.

Coordinates with neighboring transportation agencies and providers.

Leads procurement activities for the organization by developing specifications, scope of work, project schedule, appropriate solicitation documents (Requests for Proposals or Request for Bids), receives bids/proposals, evaluates and provides recommendation to Executive Director for capital, service or planning projects.

Planning Manager

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Completes and submits monthly, quarterly, semi-annual reports for capital projects, planning grants and various federal, state or regional funding programs.

Manages, oversees and serves as primary liaison with operations and maintenance contractors, ensuring contractor compliance and researching and resolving issues to ensure consistent service delivery.

Provides support to the Executive Director with respect to the development of long and short range transit plans; makes recommendations on a variety of transit issues; coordinates with the Sacramento Area Council of Governments (SACOG), CalTRANS and other state agencies regarding regional planning matters.

Reviews and responds to development proposals with respect to existing and potential service areas; evaluates and recommends transit related improvements, if any, including locations for optimum bus stop locations.

Works with transit contractor to monitor and maintain maintenance and operations facility to keep all systems in optimal operating condition. This includes orchestrating repairs or replacement of capital assets, disposal of unneeded assets and inspection of work.

Develops transit related plans in accordance with statute to ensure compliance with state and federal laws.

Coordinates a variety of operational issues including, but not limited to, selection, installation, maintenance and relocation of bus stop signs, benches, lighting and shelters, route obstructions, and related facilities.

Develops grant applications per program guidelines which includes scope of work, project budget, schedule and purpose and need portions of the grant applications.

Operates, troubleshoots, maintains, and recommends replacement of information technology associated with transit operations. Also oversees IT contracts to ensure services are delivered in compliance with contract.

Reviews Drug and Alcohol Testing to ensure accuracy and compliance with Federal Testing Procedures.

Responsible for the operations modules in the Annual National Transit Database.

Responsible for the operations sections of the Triennial Reviews and the TDA Performance Audits.

Receives, researches and responds to customer inquiries, questions, and comments.

Serves as liaison between outside organizations and the Authority; provides professional guidance with respect to Authority programs, policies, and procedures.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications.

Develops and coordinates for the preparation and distribution of marketing materials including printed brochures, advertising campaigns, website content, and other outreach materials.

Represents the Authority on committees and with outside organizations; coordinates technical support activities as required.

Reviews ADA applications for eligibility.

Builds and maintains positive working relationships with co-workers, Authority contractors, and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of local and regional transit planning and operations.

Principles and practices of project management and delivery.

Applicable local, State and Federal laws, rules, and regulations.

Research methods and procedures including statistical analysis.

Environmental regulations impacting transit planning activities.

Methods of grant administration.

Principles and practices related to the review of development plans for transit planning purposes.

Principles and practices of contract monitoring.

Methods of customer service, public relations and marketing.
English grammar, punctuation, spelling and usage.

Technical report writing.

Modern office equipment and methods including use of computer applications.

Ability to:

Independently perform professional transit analysis and program management.

Analyze and formulate recommendations in support of long and short range planning needs.

Research transit issues and develop sound recommendations and alternatives.

Independently monitor operations and maintenance contract and resolve contract compliance issues.

Prepare and present a variety of administrative and technical reports.

Research, analyze, and resolve technical issues.

Understand and carry out oral and written directions.

Identify, research and respond to questions from Authority staff, outside agencies, and the public.

Independently analyze situations and data and develop logical conclusions and sound recommendations.

Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.

Implement and administer service agreements related to operations and maintenance.

Organize and prioritize timelines and project schedules in an effective and timely manner.

Understand and carry out oral and written directions.

Use a variety of personal computer applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of professional experience performing transit planning duties.

Training:

Equivalent to a Bachelor's degree in urban planning, transportation planning, or related field.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

The Authority may conduct a background check on candidates prior to appointment that may include personal and professional reference checks, credit history checks, Social Security verifications, professional license/registration verification, military service information and driving history.

YUBA–SUTTER TRANSIT AUTHORITY

PROGRAM ANALYST I PROGRAM ANALYST II

DEFINITION

To perform a variety of routine to moderately complex professional level analytical work in support of the Authority's programs and activities in areas such as accounts payable and/or receivable, contract monitoring and compliance, grant management and reporting, marketing and community outreach, data collection, management and reporting, and/or short and long range transportation planning; to provide support for a variety of special projects; and to provide technical and administrative support to the Executive Director and management team. Incumbents may be assigned to any combination of assignments.

DISTINGUISHING CHARACTERISTICS

Program Analyst I – This is the entry level in the Program Analyst series. This class is distinguished from the II level by the performance of the more routine tasks and duties assigned to positions within the series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Program Analyst II – This is the journey level class within the Program Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the Authority's operating procedures and policies. Positions in this class are normally flexibly staffed and filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Program Analyst I

Receives general supervision from the Executive Director or an assigned manager.

Program Analyst II

Receives direction from the Executive Director or an assigned manager.

FAIR LABOR STANDARDS ACT (FLSA) STATUS

A non-exempt position and eligible for overtime.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

General Assignments:

Serves as a primary public contact for the office by answering phones, greeting visitors and answering basic transit questions or directing inquiries to the appropriate resource; receives, researches and responds to sensitive and/or complex customer complaints.

Processes electronic fare card orders and ticket sale requests, including determining eligibility, from both the public and outside agencies; monitors and maintains inventory of bus tickets and electronic fare cards; processes and produces photo identification cards.

Assists in the development, coordination, preparation and distribution of marketing materials including printed brochures, advertising campaigns, website content, and other outreach materials; participate in community outreach activities; maintains agency website and social media pages.

Represents the Authority at community events and conduct presentations to the community about services in person and remotely.

Assists in the documentation, tracking and management of transit assets including physical inventory, reconciling inventory counts to administrative records, researches and corrects errors, analyzes the inventory reports for accuracy.

Assists management with procurement; solicits fuel bids; coordinates the selection and maintenance of office equipment (printers and copiers).

Assists in the preparation, analysis and submission of required financial and operational reports related to the administration of routine, special and discretionary federal, state and local grants.

Conducts research, compiles data and prepares reports for consideration and presentation to management and outside agencies; assists in the processing of marketing materials.

Provides analytical support for a variety of special projects.
Prepares and submits a variety of internal and external reports.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications.

May assist with the routine troubleshooting and maintenance of desktop computers, servers, and backup of data; assists with the evaluation of new technology related hardware and software; coordinates with outside contractors as necessary.

Builds and maintains positive working relationships with co-workers, Authority contractors, and the public using principles of good customer service.

Performs related duties as assigned.

Specific Assignments - Finance:

Responsible for recording daily financial transactions; maintains and processes accounts receivable, accounts payable and financial records which includes preparing and processing invoices, payments, and resolving discrepancies; monitors cash flow; and prepares disbursements for management review and signature.

Assists in monthly financial activities such as processing bank reconciliations and payroll postings.

Assists in Human Resources activities such as employee onboarding, employee file maintenance, and creation of employee election forms.

Compiles financial and statistical data and assists in the reporting of data to agencies such as the US Department of Commerce/US Census Bureau, State Controller's Office, CalPERS, and State Fund.

Maintains routine financial records and administrative files.

Assists with annual fiscal audits and other periodic audits and reviews, providing data, documentation, and answering questions.

Specific Assignments – Operations:

Maintains schedules and reports to assist with annual, semi-annual or triennial reporting including Stormwater, Safety Plan, Title VI, TAM Plan, etc.

Assists with annual, semi-annual and/or triennial audits by maintaining schedules and compiling operational information.

Collect, analyze, and report operational data on a monthly and annual basis to the National Transit Database (NTD).

Assists in ensuring contractor compliance; researches and resolves issues to ensure consistent service delivery; performs and distributes operational data collection, analysis and reporting.

Assists with the design and analysis of transportation alternatives including service types, routes and scheduling.

Provides support to managers with respect to the development of long and short range transit plans; assists in the development of recommendations on a variety of transit and regional planning matters.

MINIMUM QUALIFICATIONS

Program Analyst I

Knowledge of:

Standard office administrative and clerical procedures and systems.

Principles and processes for providing customer service which includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Principles of business letter writing.

Record keeping, report preparation, filing methods and records management techniques.

Principles and practices of organization and administration.

Research methods and procedures including statistical analysis.
English grammar, punctuation, spelling, and usage.

Technical report writing.

Modern office equipment and methods including use of computer applications.

Basic bookkeeping knowledge.

Website maintenance practices.

Methods of marketing and public relations.

Ability to:

Learn and understand the principles and practices of transit operations.

Learn applicable local, State and Federal laws, rules and regulations.

Prepare and present a variety of administrative and technical reports.

Research, analyze, and resolve technical issues.

Understand and carry out oral and written directions.

Organize and prioritize timelines and project schedules in an effective and timely manner.

Use a variety of personal computer applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Learn to perform professional duties in the development, administration and implementation of transit programs.

Learn principles and practices of grant administration.

Examine and verify a wide variety of financial and operational documents and reports for accuracy and compliance.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

None required.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, urban, regional or transportation planning, or a related field.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

Program Analyst II

In addition to the knowledge and abilities of Program Analyst I:

Knowledge of:

Principles and practices of project organization and management.

Advanced data analysis methods.

Principles and practices of local and regional transit planning, monitoring, and reporting.

Principles and practices of marketing and community outreach.

Principles and practices of contract monitoring.

Ability to:

Perform the duties required of Program Analyst I.

Independently perform professional duties in support of assigned program.

Identify, research and respond to questions from Authority staff, outside agencies, and the public.

Prepare and present technical reports.

Independently analyze situations and data and develop logical conclusions and sound recommendations.

Establish and maintain various data collection, record keeping, tracking, filing and reporting systems.

Provide technical and administrative support for a variety of special projects.

Independently prepare, maintain, and monitor accounts payable, accounts receivable, and cash flow.

Independently perform professional transit analysis and program management.

Research transit issues and develop sound recommendations and alternatives.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of professional experience performing duties similar to that of a Program Analyst I with the Yuba-Sutter Transit Authority.

Training:

Equivalent to graduation with a Bachelor's degree from an accredited college or university with major coursework in public or business administration, urban, regional or transportation planning or a related field.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

The Authority may conduct a background check on candidates prior to appointment that may include personal and professional reference checks, credit history checks, Social Security verifications, professional license/registration verification, military service information and driving history.

YUBA-SUTTER TRANSIT AUTHORITY

ADMINISTRATIVE ASSISTANT I ADMINISTRATIVE ASSISTANT II

DEFINITION

To perform a wide range of responsible administrative support duties required for the Yuba-Sutter Transit Authority; to serve as liaison between the Authority and the public; to serve as Clerk of the Board; and to perform light bookkeeping and specialized functions and projects essential for efficient and effective operations.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant I – This is the entry level in the Administrative Assistant series. This class is distinguished from the II level by the performance of the more routine tasks and duties assigned to positions within the series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Administrative Assistant II – This is the journey level class within the Administrative Assistant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the Authority's operating procedures and policies. Positions in this class are normally flexibly staffed and filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Administrative Assistant I

Receives general supervision from the Executive Director or an assigned manager.

Administrative Assistant II

Receives direction from the Executive Director or an assigned manager.

FAIR LABOR STANDARDS ACT (FLSA) STATUS

A non-exempt position and eligible for overtime.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Serves as the primary public contact for the office by answering phones, greeting visitors and answering basic transit questions or directing inquiries to the appropriate resource; receives, researches and responds to sensitive and/or complex customer complaints.

Processes electronic fare card orders and ticket sale requests, including determining eligibility, from both the public and outside agencies; monitors and maintains inventory of bus tickets and electronic fare cards; processes and produces photo identification cards.

Prepares and coordinates Board agenda packet materials for distribution; attends Board meetings to take and produce minutes from recordings for approval.

Coordinates and manages agency Fair Political Practice Commission (FPPC) records for board members and affected staff.

Prepares general correspondence, reports, and public notices; processes and distributes incoming and outgoing mail.

Prepares customer sales summaries for accounting personnel and assists with various accounting duties as needed to maintain effective internal controls.

Maintains inventory of office supplies; orders and stocks office supplies.

Maintains administrative files; manages lost and found program.

Maintains petty cash records.

Assists with year-end activities such as creating new files and rotating prior year(s) files to other office locations or storage room.

Maintains document storage and related log in accordance with records retention schedule.

Prepares and compiles financial and statistical reports using data management software for spreadsheets.

Conducts research, compiles data and prepares reports for consideration and presentation to management and outside agencies; assists in the processing of marketing materials.

Coordinates the selection and maintenance of office equipment (printers and copiers); and assists with asset inventories.

Builds and maintains positive working relationships with co-workers, Authority contractors, and the public using principles of good customer service.

Assists office staff with correspondence, data compilation, and reports.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Administrative Assistant I

Knowledge of:

Standard office administrative and clerical procedures and systems.

Principles and processes for providing customer service which includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Principles of business letter writing.

Record keeping, report preparation, filing methods and records management techniques.

Research methods and procedures including statistical analysis.

English grammar, punctuation, spelling and usage.

Technical report writing.

Modern office equipment and methods including use of computer applications.

Ability to:

Prioritize a variable workload with frequent interruptions, meet critical deadlines, and follow up assignments with minimal direction.

Use initiative and independent judgment within general guidelines.

Ability to learn and understand the principles and practices of public transportation.

Compose professional correspondence and letters independently or from brief instructions.

Maintain confidentiality.

Understand and carry out oral and written directions.

Organize and prioritize timelines and project schedules in an effective and timely manner.

Use a variety of personal computer applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of recent, increasingly responsible administrative support experience, preferable dealing with the public.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

Administrative Assistant II

In addition to the knowledge and abilities of Administrative Assistant I:

Knowledge of:

Basic organization and function of public agencies, including the role of appointed boards and commissions.

Recordkeeping, reporting and administrative support procedures related to board and/or commission meetings; applicable statutes, rules, ordinances, codes and regulations.

Principles and practices of basic analytical research and project coordination.

Ability to:

Perform duties required of Administrative Assistant 1.

Research, compile, and summarize a variety of informational materials.

Analyze and resolve office administrative situations and problems.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible administrative support experience similar to that of an Administrative Assistant I with the Yuba-Sutter Transit Authority.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

The Authority may conduct a background check on candidates prior to appointment that may include personal and professional reference checks, credit history checks, Social Security verifications, professional license/registration verification, military service information and driving history.

**PROPOSED MONTHLY SALARY SCHEDULE
EFFECTIVE JULY 1, 2023**

<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Administrative Assistant I	\$3,982	\$4,181	\$4,390	\$4,610	\$4,841
Administrative Assistant II	\$4,610	\$4,841	\$5,083	\$5,337	\$5,604
Program Analyst I	\$4,992	\$5,242	\$5,504	\$5,779	\$6,068
Program Analyst II	\$5,779	\$6,068	\$6,371	\$6,690	\$7,025
Planning Manager	\$7,265	\$7,628	\$8,009	\$8,409	\$8,829
Finance Manager	\$8,095	\$8,500	\$8,925	\$9,371	\$9,840

	<u>Minimum</u>	<u>Maximum</u>
Executive Director	\$11,667	\$14,167

Notes:

Longevity Pay: Pursuant to the terms and conditions set forth in Section 12.07.03 of the Yuba-Sutter Transit Personnel Manual, full time permanent employees (except for the Executive Director position) may be eligible for merit-based longevity pay adjustments beyond the top step of their current classification.

The Executive Director's salary is not determined by range and step, but at an amount determined by the Board of Directors.