

## AGENDA ITEM III – A

### YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES FEBRUARY 18, 2021

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

Present: Bains, Blaser, Buttacavoli, Fuhrer, Harris, Hudson (Vice Chair), Micheli (Left at 4:32pm), and Shaw (Chair)  
Absent: None

#### II. Presentations

##### A. Draft Next Generation Transit Facility Plan.

Martin introduced the Draft Next Generation Transit Facility Plan by stating that the need for the plan arose from the adoption of the Innovative Clean Transit Regulation by the California Air Resources Board which requires all new buses purchased in 2029 and thereafter be zero emission buses. The current facility is equipped to handle only 12 zero emission buses which would require renovations of several million dollars. Caltrans is also moving forward with the Highway 70 expansion project which would put the rail line directly on the current facility property. WSP was hired in December of 2019 to develop conceptual design criteria for a replacement facility and evaluate potential sites. They have developed a financial plan and a cost analysis for each site, including estimated costs for construction and off-site improvements that might be needed.

Martin introduced Alva Carrasco, Regional Transit and Rail Manager for WSP, for a PowerPoint presentation of the project including a review of the site selection process, the top three sites, design needs, and the site and building requirements. Carrasco introduced Jewels Carter who discussed the financial plan. Carter clarified that the financial plan strived to compare the cost of each site evenhandedly. Martin added that the charging and fueling infrastructure costs included in the financial plan is for the initial build and did not include additional fueling stations as the fleet is converted to zero emission over time. Carter discussed the differences in the three site costs.

Auden Kaehler discussed the cash flow analysis and funding sources for the project. WSP researched different federal, state, regional and local funding sources that could support different investments including the electric charging infrastructure to offset the cost of the facility. Project timing includes land acquisition in 2021 and construction in 2023 to 2025. If funding could not be met by federal or state grants, financing options are available. The financing option recommendation would be through the Transportation Infrastructure Finance and Innovation Act (TIFIA) which has very favorable rates and repayment options. This would be utilized only if all other finance options are exhausted. Martin added that the report includes a detailed breakdown of these revenue sources and how they would potentially be allocated for each of the three sites under the two different scenarios – fully funded by grant revenue or financing to make up any shortfall. He noted that Yuba-Sutter Transit is prohibited from any debt financing without the expressed written permission of the member jurisdictions.

Director Harris asked if consideration was made for funding from SACOG. Martin responded that the plan assumed a \$5 million contribution from SACOG which is the maximum that has been awarded under either the transformative or the maintenance and modernization revenue categories. Kaehler added that this does not include any other local match or funds from SACOG. Martin stated that some funds that are currently being used for operations may have to be diverted to capital, such as delaying vehicle purchases to fund the facility.

Carrasco presented the next steps and opened the floor for questions. Martin noted that an inconsistency in the consultant report was recently discovered regarding the land acquisition cost for Site 12 and the PowerPoint slide is the correct figure. The site consists of two parcels and the amount that had been used in the report for land acquisition was for just one parcel and the PowerPoint presentation was changed to include the entire preferred site configuration of 13.9 acres.

Director Shaw stated the project must move forward as a region and proposed creating an ad hoc committee that is representative of the region. Director Bains, Director Buttacavoli, Director Harris and Director Hudson were appointed to the ad hoc committee and Director Hudson was asked to chair that committee. Martin stated that the intention is to bring a recommendation before the board as quickly as possible and that he would like to meet with the committee in the first week of March with the intent to bring a recommendation before the board as early as the March meeting.

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

None.

### **IV. Consent Calendar**

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

### **V. Reports**

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

Martin discussed the Low Carbon Transit Operations Program (LCTOP) project selection process. Instead of requesting funding for individual projects, the recommendation this year is to bank the funding to use on the facility project as needed. He continued that some flexibility is also be requested as the Housing Authority has reached out to discuss the purchase of some zero emission buses as a transit component for a grant for which they plan to apply. This would be for four cutaway buses that are typically used for Dial-a-Ride and rural route services. Some of the funding sources being considered for the facility project require that zero emission buses be present as an application requirement, so to compete for those funds, you must have zero emission buses. The grant the Housing Authority is applying for will not be awarded until later this year, so the staff recommendation to bank the LCTOP funding for the facility project could still be amended in the future.

Director Hudson made a motion to authorize submittal of specified projects for LCTOP funding as proposed and adopt Resolution No. 1-21 authorizing execution of the related LCTOP Certifications and Assurances including designation of the Transit Manager as the Authorized Agent. Director Bains seconded the motion and it carried unanimously.

#### **B. FY 2022 Budget Review.**

Martin introduced the fiscal year 2022 budget preview by noting that revenues are up while expenses are down for the current year compared to the FY 2021 budget. The funding outlook going forward remains unsure and CARES Act funds will still be used in FY 2022. He noted that the \$1.9 trillion federal relief bill that is now being discussed would provide approximately \$1.5 million in additional funding if passed as proposed. This federal funding would carry through FY 2022 and into FY 2023. He highlighted the pie charts showing how the funding mix has changed over time with it now representing over half of all revenue for FY 2021.

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

Martin discussed the Feather River Air Quality Management District Grant Agreement for \$72,000 is to continue the discount monthly pass program for a six-month period through March 2022. This short extension of the program is possible because the existing grant has been extended six months because it is being spent down slowly due to the reduced ridership during the COVID-19 pandemic.

Director Hudson made a motion to authorize the execution of FRAQMD Grant Agreement #VF-20-07 as submitted. Director Bains seconded the motion and it carried unanimously.

**D. Yuba-Sutter Transit Procurement Policy Revisions.**

Martin presented the recommended revisions to the Yuba-Sutter Transit procurement policy. The thresholds for micro-purchases when using federal transit funds has increased from \$3,500 to \$10,000 and the thresholds for the simplified acquisitions has increased from \$50,000 to \$250,000 and staff is now recommending that the policy be amended to match these new federal levels.

Director Hudson asked for clarification that the thresholds have not been updated since 2018. Simone Reed answered that is correct and that this change will bring Yuba-Sutter Transit in line with the federal standards which is expected to be beneficial for the facility project.

Director Hudson made a motion to approve increases in the micro-purchase and simplified acquisition thresholds as proposed. Director Harris seconded the motion and it carried unanimously.

**E. Feather River Air Quality Management District (FRAQMD) 2020 Grant Close-out Report for the Expanded Live Oak Service.**

Martin presented the close-out report for the 2020 Feather River Air Quality Management District grant for support of Expanded Live Oak service. He noted that a grant to continue this support for another year was not awarded this year due to a lack of funding.

**F. Mid-Year Performance Report for FY 2021.**

Martin presented the mid-year report for the period July through December 2020. He noted that overall ridership is down 61 percent and that service hours have been reduced about 13 across all services. Sacramento ridership is down about 86 percent while Dial-a-Ride ridership is down around 70%. He stated that there is no expectation that performance will change significantly until local schools including Yuba College reopen to in-person instruction.

**G. Project & Program Updates**

**1. COVID-19 Impacts & Response (Transportation Security Administration (TSA) Security Directive/COVID-19 Research Demonstration Grant Program Application)**

Martin discussed the new TSA Security Directive mandating masks on all public conveyances noting that fines of \$250 for the first offense and up to \$1,500 per subsequent offenses are possible, but that they would be enforced by TSA only when reported. For Yuba-Sutter Transit, riders are still strongly being encouraged to wear masks, but no one is denied a ride for not wearing a mask and masks are available on the fixed route buses for those who do not have a mask.

**2. Caltrans Planning Grant Application (Yuba-Sutter Transit Comprehensive Operational Analysis)**

Martin discussed the Caltrans Planning Grant that was recently submitted for a comprehensive operational analysis that was previously approved by the Board. This would be a full top to bottom review of the Yuba-Sutter Transit system. Award announcements are expected in May.

**VI. Correspondence/Information**

None.

**VII. Other Business**

None.

**VIII. Adjournment**

The meeting was adjourned at 5:02 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MARCH 18, 2021 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**