

AGENDA ITEM III – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES SEPTEMBER 19, 2019

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

Present: Bradford (for Fletcher and Leahy), Cardoza, Samayoa, Shaw, Sullenger and Whiteaker (Vice-Chair)

Absent: Fletcher, Hudson and Leahy

II. Public Hearings & Presentations

A. Distinguished Service Awards

Martin recognized David Phillips and David Brodek for 21 years of service to Yuba-Sutter Transit. David Phillips was not present, but Martin presented David Brodek, Contract Maintenance Manager, with a Distinguished Service Award prior to his retirement. David Brodek thanked Martin and the Board.

B. State Transportation Development Act (TDA) Triennial Performance Audit

Martin introduced Mr. Rick Williams of Michael Baker International who was contracted with by the Sacramento Area Council of Governments (SACOG) to conduct the State required TDA performance audit for small operators in the SACOG region for the three-year period ending June 30, 2018.

Williams presented an overview of the TDA Triennial Performance Audit of Yuba-Sutter Transit for Fiscal Years 2016 through 2018. He noted that there were four prior audit recommendations and that three of those recommendations have been implemented. He also noted that there was a decrease in ridership over the time period consistent with an industry-wide decrease, although the ridership on the Sacramento Commuter routes have begun to increase.

The report includes three new recommendations including continued pursuit of marketing plans and strategies; employing enhanced maintenance over site and spot audits; and, performing data analysis using the new dispatching and scheduling software.

He also provided a summary of the peer review that was conducted with similar agencies in the area reviewing several factors including fixed route, Dial-A-Ride and commuter routes concluding that Yuba-Sutter Transit's performance meets or exceeds that of the peer agencies in almost every category.

Director Bradford asked what an Unlinked Passenger Trip was as listed in the report. Williams and Martin both answered that it is a passenger boarding.

Director Samayoa had a comment that although the report was positive, he is concerned about some flags that are presented and would like to see a plan on how the recommendations will be implemented. He would like to see some additional thinking or planning as to how to improve transit services. Martin responded that this audit is very general in nature and is primarily intended to meet State program requirements, but that Item V–D on the agenda regarding a proposed grant application to fund a comprehensive operational analysis would be used to address these concerns.

III. Public Business from the Floor

None

IV. Consent Calendar

Martin explained that an updated Performance Report had been provided.

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

V. Reports

A. Special Service Authorization for the 2019 Sikh Parade Parking Shuttle

Martin presented the request from the Sikh Temple requesting shuttle service for the 2019 Sikh Parade. The service is similar to that which has been provided over the last several years.

Director Cardoza made a motion to authorize the Special Service for the 2019 Sikh Parade Parking Shuttle as proposed. Director Bradford seconded the motion and it carried unanimously.

B. Next Generation Transit Facility Site Study Request for Proposals (RFP)

Martin presented a Request for Proposals (RFP) for a Next Generation Transit Facility Site Study. The study is to identify and rank sites and create a financial plan and budget to purchase the preferred site. This project is being funded with a State grant and the necessary local matching funds are already in the current year budget.

Director Samayoa asked if the Authority owned the current property and if Caltrans was planning to purchase the property due to construction. Martin responded that the Authority does own the current property, but that we have not received any official word from Caltrans about any possible purchase for future highway expansion.

Director Cardoza stated that the current property does not have enough power to charge a significant number of zero emission buses. Martin added that an interim plan may be necessary depending on the findings of the study if Caltrans needs to move forward with their highway project before Yuba-Sutter Transit is ready to move to another site.

Director Samayoa made a motion to authorize the release of the Resilient Next Generation Transit Facility Plan RFP as proposed. Director Bradford seconded the motion and it carried unanimously.

C. Draft Feather River Air Quality Management District (FRAQMD) Blue Sky Grant Project Applications for FY 2019/2020

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

D. FY 2020/2021 Caltrans Planning Grant Application

Martin presented the proposed comprehensive operational analysis as a Caltrans Planning Grant Application concept under the Sustainable Communities Grant Program. The grant would be used to conduct a comprehensive operational analysis to evaluate the overall operation. He noted that the most recent short range transit plan was adopted in April 2015 and that much has happened since in the world of transit planning.

Director Sullenger made a motion to authorize of the submittal of a Caltrans Sustainable Communities planning grant application as proposed. Director Bradford seconded the motion and it was approved unanimously.

E. Project & Program Updates

1. July 1st Fare Increase, Fare Policy Changes and Sacramento Service Expansion

Martin noted fare revenue is continuing to rise with the fare increase as well as through increased monthly pass sales. General pass sales are up 66 [percent over the previous August and the discount pass sales are up 27 percent. Sacramento commuter ridership was up 7.4 percent over the previous August.

2. Service Contractor Transition Process

Martin stated that the transition process is underway. The transition date has been changed from October 1st to September 30, 2019 to allow for a smoother transition. Storer will take ownership on September 29, 2019 since there is no transit service on Sunday. He noted that 90 percent of all current Transdev employees will be moving to Storer.

3. Yuba College Student Shuttle Service (Sutter County Center)

Martin stated that the new student shuttle service to the Yuba College Sutter County Center would start on Monday, January 13, 2020. The service plan will be presented at the October Board meeting. The program concept is for a 2-year demonstration of a free student shuttle between the Sutter County Center and the Walton Station near

Sam's Club in Yuba City. The shuttle will only operate on student attendance days Monday through Thursday.

4. Annual Fiscal Audit (September 23 – 27)

Martin stated the annual fiscal audit will be conducted next week.

5. Annual Unmet Transit Needs Hearing (2:00 p.m. on Tuesday, November 5th in the Yuba County Government Center)

Martin announced that the Annual Unmet Transit Needs Hearing will be conducted in the Board Chambers on Tuesday, November 5th at 2:00pm. This is the annual SACOG hearing.

VI. Correspondence/Information

None

VII. Other Business

None

IX. Adjournment

The meeting was adjourned at 4:41 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 17, 2019
AT 4:00PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**