

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
MARCH 21, 2024**

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

Present: Blaser, Buttacavoli, Flores, Fuhrer, Hudson, Kirchner (Chair), Shaw, and Ziegenmeyer (for Bains)
Absent: Bains (Vice Chair)

II. Public Business from the Floor

None.

III. Consent Calendar

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

Director Blaser inquired about the disbursement list not listing Storer's monthly expenses. Staff clarified that the expenses were not included due to the timing of the payment.

IV. Reports

A. Authorizing Resolution for Federal Transit Administration (FTA) Grant Documents.

Executive Director Mauk stated that this routine annual resolution designates the Executive Director or their designee to execute and file federal grant and contract related documents each year.

Director Shaw made a motion to adopt Resolution No 1-24 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 as proposed. Director Flores seconded the motion and it carried unanimously.

B. State Low Carbon Transit Operations Program (LCTOP) Project Selection.

Mauk stated that LCTOP is a state formula program to fund projects that reduce pollution. Yuba-Sutter Transit is eligible for an allocation of \$505,000 for FY 2024. Historically, these funds have been used for facility improvements, technology implementations, commuter service operations, reduced fare programs, and the zero emission bus elements of the planned transit facility.

Mauk stated that staff is recommending that the FY 2024 LCTOP funds be used to extend the reduced fare programs for the monthly local fix route passes for \$10 through July 2025 and subsidizing introductory fare discount programs for the new NextGen services launched during the period. In addition, staff is recommending an allocation of \$218,000 to supplement the operating expenses of the new Roseville Commuter service, and the remaining funds of \$127,000 be used for the NextGen transit facility project.

Director Shaw made a motion to authorize the submittal of specified projects for LCTOP funding as proposed, and adoption of Resolution No. 2-24 authorizing execution of the related LCTOP certifications and assurances

including designation of the Executive Director as the authorized agent as proposed. Director Hudson seconded the motion and it carried unanimously.

C. State of Good Repair (SGR) Project Designation.

Mauk stated that the State of Good Repair is an ongoing state program for capital projects. Mauk noted that there is a mistake in the FY 2023 historical figures in the staff report of \$4,800. Mauk stated that the staff is recommending the new cycle of funding of nearly \$317,000 be used for the design and engineering work on the new facility.

Director Flores made a motion to adopt Resolution No 3-24 approving the submittal of Yuba-Sutter Transit's SGR project list as proposed. Director Hudson seconded the motion and it carried unanimously.

Chair Kirchner stated that Director Fuhrer joined the meeting at 4:07pm.

D. NextGen Transit Facility Project Delivery Methodology.

Mauk stated that staff is recommending Design-Build (D/B) as the preferred project delivery method for the NextGen Transit Facility Project. D/B is an alternative to the traditional Design-Bid-Build (D/B/B) process, in which the final design and construction is procured from a single entity. The D/B methodology is allowed under state contracting code and recognized by the FTA.

Director Blaser stated he worked for a D/B company and inquired about prevailing wage requirements. Mauk responded that prevailing wage requirements apply to the project.

Director Buttacavoli inquired about doing an RFQ for contractors. Mauk confirmed that an RFQ/P will be used for selecting a D/B contractor to provide final design and construction.

Director Shaw inquired about the potential risks of the D/B method versus D/B/B. Mauk stated that the traditional D/B/B method can lead to project delays and increased administrative burden due to conflicts between the designer and the construction contractor. Mauk stated that D/B effectively transfers that risk to the D/B contractor and generally promotes expedited delivery.

Director Buttacavoli made a motion to approve the D/B methodology as the preferred project delivery alternative for the NextGen Transit Facility as proposed. Director Flores seconded the motion and it carried unanimously.

E. NextGen Transit Facility Project Management and Procurement Support Contract Award.

Mauk reported that staff is recommending award of a professional services contract to an experienced project management and procurement consultant firm to support staff in delivering the NextGen Facility project on time and on budget. Staff solicited offers from three California Multiple Award Schedule (CMAS) vendors and received two offers, with the LeFlore Group being determined as the best overall value. Staff is recommending a not to exceed amount of \$490,000 over a three to four contract term. With approval, staff will work with legal counsel to execute a professional services agreement and issue a notice to proceed to the LeFlore Group. Staff anticipates their work to commence with the evaluation of responses to the environmental/preliminary design RFQ due April 10th.

Director Hudson made a motion authorizing the Executive Director to execute a professional services contract with The LeFlore Group, in an amount not exceeding \$490,000 for NextGen Transit Facility Project

Management and Procurement support services, subject to final approval of legal counsel. Director Shaw seconded the motion and it carried unanimously.

F. NextGen Transit Plan Marketing and Public Outreach Support Contract Award.

Mauk stated that staff recommends contracting with a qualified consultant to provide Marketing and Public Outreach support for the NextGen Transit Plan implementation, on a task order basis. Following a CMAS firm solicitation similar to the last agenda item, staff is recommended award of a contract to Pro시오 Communications (determined to be the best value proposal), in an amount not exceeding \$150,000, for a maximum term of three years.

Director Flores made a motion authorizing the Executive Director to execute a professional services contract with Pro시오 Communications, in an amount not exceeding \$150,000 for NextGen Transit Plan Marketing and Public Outreach support services, subject to final approval of legal counsel. Director Shaw seconded the motion and it carried unanimously.

G. Preliminary Draft Yuba-Sutter Transit Operating and Capital Budgets for FY 2024-25.

Mauk reported that the current year operating expenses are projected to be \$9,000 less than the adopted budget, due in part to lower-than-expected administrative costs. Fare revenues are trending up from last fiscal year and higher than expected and capital expenses are lower than budgeted due to the delayed timing of the preliminary engineering and design work for the NextGen Transit Facility Project.

The total preliminary draft operating budget for FY 2025 is \$483,000 or 5.4% over the current fiscal year budget. The new budget assumes the operation of 78,000 service hours, the addition of administrative staff, new project related professional services expenses, Storer operations contract cost escalators, and early implementation of the NextGen Transit Plan recommendations.

On the capital side, FY 2025 budget assumes the start of the environmental and design work for the NextGen Facility, a dispatch/vehicle location system acquisition to support the on-demand services, and allowances for routine facility and bus stop repairs and improvements.

Director Flores requested staff bring a more detailed draft budget presentation to a future Board meeting. Mauk responded that a budget presentation will be prepared for the April Board meeting.

Director Shaw inquired about potential public safety issues and increased costs related to the deployment of battery electric buses and the need for our Fire Departments to upgrade equipment to handle vehicle or facility fires. Director Hudson responded that this will likely be discussed during the planning of the new transit facility.

H. MCI Bus Sale to Redding Area Bus Authority (RABA)

Mauk stated the staff is recommending the sale of two surplus MCI commuter coaches to RABA for \$30,000 each, contingent on related actions by the RABA Board of Directors. Mauk stated that if RABA doesn't get the approvals by May, staff will put the buses up for public auction as originally planned.

Director Hudson made a motion to authorize the Executive Director to execute the sale of two (2) surplus MCI commuter coaches to the Redding Area Bus Authority (RABA) as proposed. Director Flores seconded the motion and it carried unanimously.

I. Yuba-Sutter Transit Federal Title VI Plan Update.

Mauk reported that this item is a regular triennial update of the agency's Title VI Plan as required by FTA to assure nondiscrimination in the administration of federally funded programs. If approved, the plan will be submitted to FTA Region 9 by the April 1st deadline.

Director Flores made a motion to adopt Resolution No. 4-24 approving the Title VI Plan update as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

J. Project & Program Updates.

1. Caltrans Binney Junction SR70 Project

Mauk reported work is wrapping up on Phase 1 and the north yard should be back to pre-construction condition in about three weeks. Discussions with Caltrans about the Phase 2 relocation are ongoing. Mauk reported that the previously approved Caltrans QuitClaim was rejected because the form was not notarized and staff will need to set up time with Chair Kirchner to have the form signed and notarized.

2. NextGen Transit Plan Implementation

Mauk reported that the first interviews for the new Program Analyst position will be held on March 27th. Staff has begun meeting regularly with front line operations staff to discuss the implementation of Phase 1 services changes. On March 12th we had the first meeting of the Microtransit Working Group, with representation from Freed and the Senior Commission. The plan is for the group to meet at least monthly through the implementation of the microtransit services.

3. National Renewable Energy Lab, Clean Bus Planning Assistance Award

Mauk reported that Yuba-Sutter Transit has been one of the first agencies to be selected for the National Renewable Energy Lab's \$5 million Clean Bus Planning Award program and will be receiving free technical assistance to update and customize its bus electrification plan. The updated plan will include a battery electric & hydrogen fuel cell feasibility analysis, infrastructure assessment, vehicle procurement & replacement timelines, analysis of available incentives, work force considerations, and a total cost of ownership analysis.

V. Correspondence / Information

None.

VI. Other Business

Mauk reminded Board members that their Form 700 is due by April 1st.

VII. Adjournment

The meeting was adjourned at 4:47 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 18, 2024 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.