

AGENDA ITEM IV – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
JUNE 15, 2017**

I. Call to Order & Roll Call

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

Present: Cardoza, Didbal, Fletcher, Leahy, McKenzie (Alternate), Sullenger (4:04) and Whiteaker (4:11)

Absent: Pedigo and Whitmore

II. Public Business from the Floor

None

III. Consent Calendar

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

IV. Reports

Director Sullenger arrived while this item was being discussed

At the request of staff, Director Cardoza made a motion to include an off-agenda item regarding the FY 2016/17 California Transit Security Grant Program Governing Body Resolution and Authorized Agent Designation because the need to take action was not known until after the agenda had been posted. Director Fletcher seconded the motion and it carried unanimously.

Off-Agenda Item: FY 2016/17 California Transit Security Grant Program Governing Body Resolution & Authorized Agent Designation.

Martin stated that this item is a resolution to designate the Transit Manager as the authorized agent to execute all documents related to this state funded project for the design, purchase and installation of an emergency generator for Yuba-Sutter Transit's Operations, Maintenance and Administration facility. The Board approved this project for submittal in February. Staff is now recommending the adoption of Resolution No. 8-17 as proposed.

Director Cardoza made a motion to adopt Resolution No. 8-17 and authorize the execution of the CalOES Authorized Agent Signature Authority Form to complete the FY 2016/2017 CTSGP application process. Director McKenzie seconded the motion and it carried unanimously.

Director Whiteaker arrived while this item was being discussed

A. Transportation Development Act (TDA) Claim for Fy 2017/2018.

With the adoption of the budget in May, Martin stated that staff is now prepared to submit a TDA claim to SACOG for FY 2018. Martin added that the proposed claim reflects the \$2.5 million in Local Transportation Funds (LTF) and a maximum of \$1 million in State Transportation Funds (STA) for Fiscal Year 2018. Staff is recommending the adoption of Resolution No. 7-17 authorizing the submittal of Yuba-Sutter Transit's FY 2017/18 TDA claim as proposed.

Director Fletcher asked for clarity regarding the use of the LTF revenue and if these funds are available for the maintenance of local streets and roads if they are not used by Yuba-Sutter Transit. Martin stated that this is correct and that SACOG conducts hearings and makes an annual determination that there are no unmet transit needs in the two county area that are reasonable to meet based on the proposed level of service and any LTF funds that remain are available for local streets and roads maintenance. Martin continued that this is the case in three of the four member jurisdictions with the City of Marysville being the only one that does not have any remaining LTF revenue.

Director Fletcher asked if Yuba-Sutter Transit's budget can support funding to improve roads in the City of Marysville. Martin stated that this issue has been discussed a few times over the years as to whether the transit budget should contribute funding for that purpose, but the member jurisdiction administrators and public works directors have not supported such an allocation. Martin noted that Marysville as the smallest of the four jurisdictions has by far the smallest amount of LTF available at just \$187,000 for FY 2017/18 and all of it is coming to Yuba-Sutter Transit. Fletcher suggested that a meeting with the City of Marysville and Yuba County be held to clarify how this piece of the budget works and how it might be modified in the future.

Director Fletcher made a motion to adopt Resolution No. 7-17 authorizing the submittal of Yuba-Sutter Transit's FY 2017/18 TDA claim as proposed or amended. Director Cardoza seconded the motion and it carried unanimously.

B. Administrative Staff Benefit Adjustment.

Martin stated that Yuba-Sutter Transit first adopted a rather modest two step longevity pay benefit program in 2014. During the recent recruitment process, staff became aware of a program that was recently adopted by the Feather River Air Quality Management District (FRAQMD) and is now proposing that a similar program be provided by Yuba-Sutter Transit. Martin noted that only one staff member would be eligible under the criteria outlined in the staff report and that it would be three years before the next staff member would be eligible for any program related salary increase. Staff is now recommending approval of the adjusted longevity pay benefit program as proposed and that legal counsel be allowed to make the appropriate language changes to the Personnel Manual effective July 1, 2017.

Director Cardoza asked why the Transit Manager is not eligible for the longevity program. Martin responded that the Transit Manager's salary is set by the Board independent of any designated salary scale and that process would presumably consider longevity as a factor.

Director Fletcher asked if staff had considered bonuses instead of an automatic percentage. Director Whiteaker stated that when looking at salary and benefit adjustments like longevity we want to reward people who stay in the community. Director Sullenger stated he agrees with

Director Fletcher that there is a way for rewarding people for a job well done without tying our hands to an automatic pay adjustment. Director McKenzie stated that the staff report does state that it is contingent upon a satisfactory performance so it would not be automatic. Director Didbal, also noting that any increase was contingent upon satisfactory performance, stated that for retention purposes those that have been trained and have done a good job should be rewarded.

Martin responded that bonuses are not uncommon in the public sector, but they are typically applied to executives. He continued by stating that the FRAQMD process is one that was used with another local agency of similar size to Yuba-Sutter Transit and that it would be contingent upon satisfactory performance.

Director Didbal inquired as to how bonus criteria would be developed and applied. Martin responded that he believes Director Fletcher intended that such bonuses be provided on an annual basis based on the budget rather than as an ongoing commitment. Director Fletcher then proposed that an ad hoc committee be established to study this issue for the purpose of making a recommendation to the Board.

Director Whiteaker made a motion to approve the adjusted longevity pay benefit program as proposed. Director Cardoza seconded the motion it carried with Directors Fletcher and Sullenger dissenting.

C. **Third Quarter Performance Report.**

Martin stated the numbers are not looking good in part due to the Oroville Dam related evacuations in February and the historic rainfall totals this winter.

D. **Projects & Program Updates.**

1. **New Staff Introduction (Isabelle Markoe, Program Analyst)**

Martin introduced Isabelle Markoe as the new Program Analyst. Isabelle is a 2016 graduate of U.C. Davis where she majored in English and worked for four years with Unitrans, the student operated bus system. At Unitrans, Isabelle served as a driver, trainer, road supervisor and finally a planner. The Board welcomed Isabelle to the agency.

2. **Connect Card Implementation**

Martin stated that Director Cardoza and he were at Raley's Field in Sacramento this morning for the regional Connect Card kick-off event where all nine participating agencies were represented. He noted that there are now around 2,100 active Connect Cards region wide and that 466 of those cards are from Yuba-Sutter Transit. Staff is also working to get both county libraries set up to become Connect Card outlets which will greatly assist our passengers.

3. **North Beale & Lowe Bus Stop Enhancement (Federal New Freedom Funded Project)**

Martin stated that construction on this project got underway last week. Staff is very excited to see this project, which has been in the books for more than five years, get underway and is glad to partner with Yuba County.

V. Correspondence/Information

None

VI. Other Business

None.

VII. Adjournment

The meeting was adjourned at 4:35 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JULY 20, 2017
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**