

**AGENDA ITEM IV – A**

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
MAY 18, 2023**

**I. Call to Order & Roll Call (4:02 P.M.)**

Present: Bains (Chair), Buttacavoli, Hudson, Shaw, and Vasquez (For Blaser)  
Absent: Blaser, Flores, and Fuhrer

**II. Closed Session**

**A. Public Employee Appointment (Pursuant to Government Code Section 54597)**

The Board adjourned to closed session at 4:03 p.m.

The Board reconvened at 4:13 p.m. stating that no reportable action had been taken.

**III. Public Business from the Floor**

None.

**IV. Consent Calendar**

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

**V. Reports**

**A. Final Draft Yuba-Sutter NextGen Transit Plan.**

Mr. Rahul Kumar, President of Innovate Mobility, presented the final draft of the Yuba-Sutter NextGen Transit plan for Board review and approval consideration. The final draft recommendations were designed to improve the rider experience, provide more regional connections, improve local access, and improve operating performance. Mr. Kumar reviewed the three major components of the Nextgen Transit Plan. The Crosstown is the traditional fixed route service that is being proposed to be reduced from six to two routes that have been streamlined to reduce travel times by at least 20 minutes per day; the Community is the new on-demand service that offers reduced wait/travel times and improved access; and the Commuter which will include both a reset and reduction in the number of Sacramento schedules along with a new Roseville service.

Mr. Kumar also discussed a realignment of the system fare structure starting in FY 2025, increased staff, and new technology all of which is provided on a generally cost neutral basis with no big increases over the life of the 10-year plan. He concluded the presentation with a review of the proposed implementation schedule that would start in FY 2024 with changes in the Sacramento service, the recruitment of new staff and the procurement of on-demand technology. It would then continue over the next three years with the phased roll-out of the new on-demand zones, streamlining the local fixed routes, and adding the Roseville Commuter service.

Martin noted for the Board that the entire 400+ page draft plan has been on the project website for public review over the last month. Martin also stated that staff expects to bring an implementation plan and schedule for discussion and direction at the June 15<sup>th</sup> board meeting.

Director Kirchner asked about service to Sacramento International Airport. Mr. Kumar stated that given the light demand for such a service it would cost around \$89-\$100 per passenger which is believed to be too costly.

Director Shaw made a motion to adopt the 2023 Yuba-Sutter NextGen Transit plan as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

**B. Yuba-Sutter Transit Operating and Capital Budget for FY 2024.**

Martin stated that a preliminary draft budget was provided in March and that the final budget is now being brought to the Board for review and adoption consideration. Martin noted that the draft budget includes cost increases due to increased staff, previously approved salary adjustments, and the recent extension of the service contract with Storer Transit. Fuel prices have been stable over the last few months and the budget assumes the same for FY 2024. Martin noted that the capital budget assumes the start of the environmental and design phase for the new transit facility and that the six small buses that were ordered in FY 2023 will be delivered by the end of the year. He did state that a partial payment on these small buses will be made by the end of the fiscal year to avoid a loss of funds that will lapse on June 30.

On the revenue side, Martin noted that we have included the lease income for the three commuter buses that are now being operated by YARTS and that the budget includes the operating income related to the Caltrans construction easement. Major issues going forward will be the additional staffing and the procurement of the on-demand software for the FY 2025 service enhancements.

Director Buttacavoli made a motion to adopt Resolution No. 8-23 approving the FY 2024 budget as proposed. Director Hudson seconded the motion and it carried unanimously.

**C. Local Transportation Fund (LTF) Apportionment for FY 2024.**

Martin stated that pursuant to the Yuba-Sutter Transit JPA, staff has prepared the annual Local Transportation Fund (LTF) apportionments for Board review and approval consideration. Based on the adopted budget, the annual LTF contribution to Yuba-Sutter Transit for FY 2024 is \$4 million which is up 2.6 percent from the \$3.9 million allocation for the current year. The formula is based on each member's relative share of four equally weighted criteria: 1.) service area population; 2.) the amount of LTF available; 3.) fixed route miles; and 4.) demand response boardings. Martin noted that due to reduction in the amount of LTF for the City of Marysville, the apportionments include the reallocation of the \$36,000 shortfall among the other three members.

Director Hudson made a motion to adopt Resolution No. 9-23 establishing the LTF contributions for each member jurisdiction for FY 2024 as proposed. Director Buttacavoli seconded the motion and it was carried unanimously.

**D. Set a Public Hearing on Yuba-Sutter Transit's FY 2024 Federal Funding Application.**

Martin stated that the purpose of this item is to set the date and time for the routine annual hearing that is necessary to meet federal funding requirements.

Director Kirchner made a motion to set a public hearing for 4:00 p.m. on Thursday, July 20, 2023, to receive comments on Yuba-Sutter Transit's FY 2024 federal funding applications. Director Vasquez seconded the motion, and it was carried unanimously.

**E. Yuba County Airport Lease Agreement.**

Martin stated that a temporary easement was executed with Caltrans for use of a portion of our north bus parking lot for construction on a pump house starting June 1, 2023. Because of this, Yuba-Sutter Transit will lose space for up to 15 buses to park. Caltrans has agreed to pay for the cost of the lease with the Yuba County Airport for space to park these buses at a rate of \$1,800 per month for a 0.75-acre lot. Once the lease is approved by Yuba County, Caltrans will pay Yuba County directly.

Director Vasquez made a motion authorize execution of a short-term lease agreement with Yuba County as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

**F. Local Agency Investment Fund (LAIF) Signature Authority Title Change**

Martin stated that this is signature authority change to change the authorized titles from Transit Manager to Executive Director and from Program Manager to Finance Manager.

Director Hudson adopt Resolution No. 10-23 changing the titles of the authorized signers of Yuba-Sutter Transit's LAIF account as proposed. Director Vasquez seconded the motion and it carried unanimously.

**G. Storer Transit Systems Drug and Alcohol Policy and Procedures.**

Martin noted that this is an updated version of the Storer Transit Systems Drug and Alcohol Policy and Procedures that were last amended in August 2022. The main change is that the new version now includes oral fluid testing which will become effective June 1, 2023.

Director Vasquez made a motion to adopt Resolution No. 11-23 adopting the Storer Transit Systems Drug and Alcohol Policy and Procedures for the Yuba-Sutter Division effective June 1, 2023. Director Hudson seconded the motion and it carried unanimously.

**H. Yuba-Sutter Transit Executive Director Employment Agreement.**

Martin stated that staff is now recommending that the Board authorize the execution of an employment agreement appointing Matthew Mauk as the new Executive Director of the Yuba-Sutter Transit Authority effective July 17, 2023, under the proposed terms and conditions, with the addition of side letter attesting to a clear Live Scan report.

Director Vasquez made such a motion. Director Shaw seconded the motion and it passed unanimously.

**I. Third Quarter Performance Report.**

Martin noted that we continue to see ridership growth each month, but that it is starting to flatten out on a year-to-year basis. Overall, ridership is up about 50 percent over the last two fiscal years compared to FY 2021.

**J. Projects & Program Updates.**

1. Yuba-Sutter Next Generation Zero-Emission Transit Facility (Grant Awards)

Martin noted that Yuba-Sutter Transit received an award on Monday, April 24<sup>th</sup> for \$13.725 million from the state TIRCP grant program and that SACOG awarded us \$3.5 million today from the Regional Funding Round grant program. Most of these funds will be used for environmental, design and construction of the new transit facility. We are still waiting a June 28<sup>th</sup> announcement regarding a \$12.5 million federal bus facility grant application for the facility.

2. Caltrans Approval of Two-Year Storer Transit systems Extension Effective October 1, 2023

Martin noted Caltrans has approved the two-year extension of the Storer contract through September 30, 2025.

3. Zero-Emission Roll-Out Plan (Due July 1, 2023)

Martin stated that the Zero-Emission Bus Roll-Out Plan, which is required by the California Air Resources Board (CARB), will be presented for Board consideration at the June meeting.

**VII. Correspondence / Information**

None.

**VIII. Other Business**

None.

**IX. Adjournment**

The meeting was adjourned at 4:53 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY JUNE 15, 2023 AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**