



MEETING NOTICE & AGENDA

COME EARLY TO SEE ONE OF YUBA-SUTTER TRANSIT'S NEW COMMUTER BUSES ON DISPLAY IN THE PARKING LOT FROM 3:30 – 4:00 P.M.

DATE: Thursday, July 19, 2018

TIME: 4:00 P.M.

PLACE: Yuba County Board of Supervisors Chambers
Yuba County Government Center
915 8th Street
Marysville, California

I. Call to Order & Roll Call

Cardoza (Chair), Cleveland, Fletcher, Leahy (Vice-Chair), Pedigo, Sullenger, Whiteaker and Whitmore

II. Public Hearings

A. Federal Transit Administration (FTA) Sections 5307, 5311 and 5339 Grant Applications for FY 2019. (Attachment)

1. Staff Presentation
2. Open /Close Public Hearing
4. Board Discussion and Action

RECOMMENDATION: Authorize federal funding applications as submitted.

III. Public Business from the Floor

Members of the public may address the Authority on items of interest that are within the Authority's jurisdiction and are not on the agenda for this meeting. Public comment regarding agenda items will be permitted as each agenda item is considered by the Board.

IV. Consent Calendar

All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff or public request specific items to be discussed or removed from the Consent Calendar for specific action.

- A. Minutes from the Meeting of June 21, 2018. (Attachment)
- B. Disbursement List for June 2018. (Attachment)
- C. Monthly Performance Report for June 2018. (Attachment)

V. Reports

- A. State of Good Repair (SGR) Project List.** Project discussion and authorization consideration for the FY 2018-19 cycle of SGR funding under the California Road Repair and Accountability Act of 2017 (SB 1). (Attachment)

RECOMMENDATION: Approve the submittal of Yuba-Sutter Transit's FY 2018-19 SGR Project List as proposed or amended; and,

Adopt Resolution No. 9-18 authorizing execution of the SGR related Certifications and Assurances including the designation of the Transit Manager as the Authorized Agent.

- B. November Meeting Cancellation.** (Attachment)

RECOMMENDATION: Cancel the Regular Meeting of November 15, 2018 as proposed.

- C. Feather River Air Quality Management District (FRAQMD) Blue Sky Grant Projects for FY 2017/2018.** Discussion and direction regarding priority projects for the preparation and submittal of annual grant applications. (Attachment)

RECOMMENDATION: Direct staff as desired.

- D. Project & Program Updates.**

1. Connect Card Implementation
2. Federal Transit Administration (FTA) Triennial Review
3. New Ride Guide & Service Brochures Effective July 1, 2018

RECOMMENDATION: Information only.

VI. Correspondence/Information

VII. Other Business

VIII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, AUGUST 16, 2018
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

P:\YST Agenda Items\AGENDA Jul 19 2018.doc

If you need assistance to attend the Yuba-Sutter Transit Board Meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, please contact the Yuba-Sutter Transit office at (530) 634-6880 or (TTY) 634-6889 at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM II – A
STAFF REPORT

**FEDERAL TRANSIT ADMINISTRATION (FTA) SECTIONS 5304, 5307, 5311, AND
5339 GRANT APPLICATIONS FOR FY 2019**

Federal funding requirements stipulate that a public hearing must be held prior to the submittal of grant applications. The purpose of the hearing is to provide an opportunity for public comment regarding the program or programs to be funded by the subject grants. This public hearing is for the federal grant applications to be submitted for FY 2019.

Attached is a copy of the public hearing notice which summarizes these applications for an estimated combined total of \$8,249,598 in federal funding for both operating (\$2,313,200) and capital (\$5,936,398) purposes. All of these projects for which federal funding will be requested are included in the adopted Yuba-Sutter Transit operating and capital budget for FY 2019.

The operating assistance portion of this program includes \$13,200 in Section 5304 (rural/small urban planning) funding, \$2,100,000 in Section 5307 (small urban) funding and \$200,000 in Section 5311 (rural) funding. The capital portion of this program includes \$526,572 in Section 5311 (rural) funding and \$458,940 in Section 5339 (small urban capital) funding for the replacement of seven 2006/2007 model Blue Bird commuter buses; \$375,000 in Section 5311 (rural) funding and \$326,424 in Section 5339 (small urban capital) funding for the replacement of ten 2010 model Starcraft demand response/rural route buses; and, \$3,920,000 in Section 5307 (small urban) funding and \$329,462 in Section 5339 (small urban capital) funding for the replacement of eleven 2008 model NABI/Opus fixed route buses.

Staff will be prepared at the meeting to review the entire federal program as desired.

RECOMMENDATION: Authorize the federal funding applications as submitted.

7-19-18

**NOTICE OF PUBLIC HEARING
YUBA-SUTTER TRANSIT FEDERAL ASSISTANCE PROGRAM**

A public hearing will be held by the Yuba-Sutter Transit Authority in the Yuba County Board of Supervisors' Chambers at 915 Eighth Street, Marysville, California at 4:00 p.m. on Thursday, July 19, 2018 for the purpose of receiving comments on Yuba-Sutter Transit's proposed FY 2018-2019 operating and capital assistance projects to be partially funded by monies provided through Sections 5304, 5307, 5311 and 5339. This shall serve as the final program notice unless amended. The project is generally described as follows:

1. The projects include funding for the urbanized and non-urbanized area operating and capital expenses of Yuba-Sutter Transit including transportation, maintenance, administration, accessibility improvements, and other related expenses for the period July 1, 2018 to June 30, 2019. Yuba-Sutter Transit is the applicant and mass transportation operator to be assisted.
2. The projects will be administered at Yuba-Sutter Transit's headquarters at 2100 B Street, Marysville, but the projects will have area-wide implications.
3. The combined urbanized and non-urbanized federal operating and capital assistance for the period is estimated at \$8,249,598. The capital program includes \$3,920,000 in Section 5307 funds; \$901,572 in Section 5311 funds; and \$1,114,826 in Section 5339 funds. The operating program includes \$13,200 in Section 5304 funds; \$2,100,000 in Section 5307 funds and \$200,000 in Section 5311 funds. Local funds required to complete the proposed FY 2018-2019 project are estimated at \$10,603,299 for a total project cost of \$18,852,897. Local funding will be primarily derived from state and local Transportation Development Act funds, state bond funds and passenger fares.

No persons, families or businesses will be displaced by the projects. No significant environmental impact is anticipated by initiation of the proposed projects. The projects are in conformance with the comprehensive land use and transportation planning for the area and will be consistent with the adopted Transportation Improvement Program. The special needs of the elderly and persons with disabilities have been considered.

Interested persons or agencies will be given an opportunity to comment at the hearing on the social, environmental and economic aspects of the proposed projects. Interested persons may submit, orally or in writing, evidence and recommendations with respect to said projects.

A copy of the grant applications and the Transportation Improvement Program for the area will be available for public inspection at 2100 B Street, Marysville, California. Call (530) 634-6880 for more information.

AGENDA ITEM IV – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES JUNE 21, 2018

I. Call to Order & Roll Call

Present: Bradford (for Fletcher), Cardoza (Chair), Cleveland, Leahy (Vice-Chair), Simmons (for Pedigo), Sullenger and Whiteaker

Absent: Fletcher, Pedigo and Whitmore

II. Public Business from the Floor

None

III. Consent Calendar

It was noted that Director Leahy was not in attendance at the May 17th meeting though he was referenced in the minutes as making a motion to approve the consent calendar. With staff committing to research and correct this error in the adopted minutes, Director Whiteaker made a motion to approve the consent calendar. Director Leahy seconded the motion and it carried unanimously.

IV. Reports

A. Transportation Development Act (TDA) Claim for FY 2018/2019.

Martin stated that following the adoption of the FY 2019 budget last month, Yuba-Sutter Transit is now eligible to submit a claim to SACOG for Local Transportation Funds (LTF) and State Transportation Assistance (STA) revenue for both operating and capital purposes. Martin highlighted that a portion of STA funds may be at risk with the potential recall of SB 1. Staff is now recommending the adoption of Resolution No. 7-18 authorizing the submittal of Yuba-Sutter Transit's FY 2018/2019 TDA claim as proposed.

Director Whiteaker made a motion to adopt Resolution No. 7-18 authorizing the submittal of Yuba-Sutter Transit's FY 2018/2019 TDA claim as proposed. Director Bradford seconded the motion and it carried unanimously.

B. Project Updates/Additions for the Sacramento Metropolitan Transportation Improvement Plan (TIP) and Metropolitan Transportation Plan (MTP).

Martin stated that our five year funding programs are reviewed annually and that the proposed FY 2018 program (Exhibit A) has been provided along with last year's program (Exhibit B) for comparison. Martin further stated that the proposed long range (2040) capital improvement program has also been provided for consideration and that both of these programs are to be included in SACOG's short range Metropolitan Transportation Improvement Plan (TIP) and 2040 Metropolitan Transportation Plan (MTP). Martin noted that both proposed programs are

consistent with the adopted FY 2019 budget though the five year program has been adjusted to include the requested Low-No Grant for zero emission buses.

Martin stated that if the California Air Resources Board (CARB) adopts the proposed mandate for the ultimate conversion of the fleet to all zero emission buses, Yuba-Sutter Transit may be forced to prematurely replace the current facility to accommodate a large fleet of zero emission buses. To help evaluate that eventuality, staff has amended the contract for the Route 1 Corridor Plan using funds remaining in that project to analyze the realistic capacity of the current facility to accommodate zero emission buses for future discussion with the Board.

Director Whiteaker made a motion to approve the revised Capital Improvement Plan and the FY 2019 - FY 2023 Transportation Improvement Plan Program of Projects as proposed. Director Leahy seconded the motion and it carried unanimously.

C. **Disposal of Surplus Vehicles.**

Martin stated that staff is expecting two of seven new commuter buses to be arriving tomorrow with the other five to arrive on Monday. These are replacing seven buses that have long exceeded their useful life and staff is now recommending Board adoption of Resolution No. 8-18 declaring those buses listed in the staff report to be surplus and authorizing their disposal as proposed with a minimum bid of \$1,000 for operational buses and \$500 for those that are not operating.

Director Whiteaker made a motion to adopt Resolution No. 8-18 declaring certain vehicles to be surplus and authorizing their disposal as proposed. Director Leahy seconded the motion and it carried unanimously.

D. **Project & Program Updates.**

1. New Ride Guide & Service Brochures (Connect Card Implementation)

Martin stated that new Ride Guides and service brochures should soon be delivered reflecting full implementation of the Connect Card system effective July 1st.

2. Minor Change to Route 4 in East Marysville

Martin stated that a resident of Rideout Way in east Marysville spoke to the Board a few months ago to request a minor change in Route 4 in that area. After evaluating his request, staff determined that the requested change was acceptable as it would offer some operational savings with minimal passenger impact. Having just received concurrence from the City of Marysville staff to make the change, it will be reflected in the new Ride Guide. Mr. Rico has been notified of the change and he was reportedly ecstatic.

3. Replacement Commuter Buses

This item was discussed earlier on the agenda.

4. Back-Up Generator Project

Martin stated that the generator has been ordered and staff is expecting the project to be completed in August.

5. Low-No Emission Bus Grant Application

Martin stated that an application for \$1.35 million in Low-No funds was submitted on June 15th. If awarded, these funds will be added to other project funding for the purchase of up to four zero emission buses as part of the long-planned replacement of eleven local fixed route buses. The grant funded portion of this project would include the purchase and installation of the necessary charging units. Martin noted that an award decision is expected in September.

6. Federal Transit Administration (FTA) Triennial Review Site Visit (June 26 & 27)

Martin stated FTA representatives will be in the office June 26th and 27th for the Triennial Review. Staff will provide a report on the results at the July Board meeting.

V. Correspondence/Information

None

VI. Other Business

Director Cleveland asked for an update on alternatives to the Alturas and Shasta transfer center. Martin stated that the Route 1 corridor plan is expected to be completed for presentation at the September Board meeting.

Director Manny announced that Yuba City will have their Annual Fourth of July Children's Parade at the Gauche Aquatic Park from 10 am – noon.

VII. Adjournment

The meeting was adjourned at 4:15 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JULY 19, 2018
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

**YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF JUNE 2018**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,380.04	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,566.68	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 272.34	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.48	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 975.64	PG&E	ELECTRIC
EFT	\$ 3,072.73	PG&E	ELECTRIC #2
EFT	\$ 43.87	PG&E	GAS
EFT	\$ 212.10	ATT - SECURITY LINE	SECURITY LINE - JUNE
EFT	\$ 75.00	AT&T - UVERSE	INTERNET JUNE
EFT	\$ 835.50	TPX COMMUNICATIONS	TELEPHONE JUNE
EFT	\$ 112.70	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 300.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 14.99	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 400.00	FRANCOYTP-POSTALIA, INC.	POSTAGE RESET
EFT	\$ 126.62	ELAVON	MERCHANT SERVICE FEE - JUNE
EFT	\$ 146.15	PRIMEPAY	PAYROLL FEE
EFT	\$ 34,469.20	PAYROLL	PAYROLL
16034	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING MAINTENANCE
16035	\$ 21,786.64	BOYETT PETROLEUM	BUS FUEL
16036	\$ 80.00	CETRA US, LLC	BROCHURE TRANSLATION INTO SPANISH
16037	\$ 4,672.49	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES
16038	\$ 495.49	FLECTHER'S PLUMBING INC	TOILET REPAIR
16039	\$ 168.87	FRANCOYTP-POSTALIA, INC.	POSTAGE MACHINE RENTAL
16040	\$ 628.00	PREMIER PRINT & MAIL	NEWSLETTER LETTERHEAD - PRINTING
16041	\$ 1,100.00	R.C. JANITORIAL SERVICE	JANITORIAL SERVICE
16042	\$ 7,750.00	SHELTERCLEAN SERVICES, INC.	SHELTER INSTALLATIONS
16043	\$ 70.00	SHERRI ARCHIBEQUE	REFUND BIKE LOCKER FEES
16044	\$ 24.25	SIMONE REED	REIMBURSE VISION
16045	\$ 11,642.86	SPORTSWORKS NORTHWEST, INC.	BIKE RACKS - NEW & REPLACEMENT
16046	\$ 465.99	STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES
16047	\$ 273.77	STAPLES CREDIT PLAN	OFFICE SUPPLIES
16048	\$ 149.46	SUTTER COUNTY LIBRARY COMMISSION	CONNECT CARD/TICKET SHEET COMMISSION
16049	\$ 69.61	TEHAMA TIRE SERVICE INC.	TIRES/TUBES
16050	\$ 448,495.80	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - APRIL
16051	\$ 36.77	AT&T	FIRE LINE
16052	\$ 700.00	ACTION FENCING	INSTALL & RELOCATE BUS STOP SIGN POLES
16053	\$ 273.99	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - MAY
16054	\$ 2,405.00	AECOM TECHNICAL SERVICES, INC.	CORRIDOR ENHANCEMENT PROJECT
16055	\$ 450.00	DIGITAL DEPOLOYMENT	WEB SERVICES - JUNE
16056	\$ 29.12	FEDERAL EXPRESS	SHIPPING
16057	\$ 332.50	HANCOCK PETROLEUM ENGINEERING	REPROGRAM FUEL COMPUTER
16058	\$ 19,959.60	HUNT & SONS INC.	BUS FUEL
16058	\$ 20,658.55	HUNT & SONS INC.	BUS FUEL
16059		VOID	
16060	\$ 2,119.54	QU. EST	MAINTENANCE OF BUS STOPS/SHELTERS
16061	\$ 288.07	QUICK'S GLASS SERVICE	REPLACED GLASS AT BUS SHELTER
16062	\$ 415.87	QUILL CORPORATION	JANITORIAL SUPPLIES
16063	\$ 8.40	RECOLOGY	HAZMAT FEE
16064	\$ 100.00	SHELBY'S PEST CONTROL	PEST CONTROL
16065	\$ 100.19	SIGNWORX	5x5 DECALS FOR SAC BUS STOP SIGNS
16066	\$ 75.00	THRIFTY ROOTER	PLUMBING SERVICES
16067	\$ 37,949.56	TOLAR MANUFACTURING CO., INC.	BUS STOP BENCHES & SHELTERS
16068	\$ 471,103.19	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - MAY
16069	\$ 189.35	VERIZON	CONECT CARD WIRELESS
16070	\$ 56.79	PETTY CASH	REIMBURSE PETTY CASH
	\$ 1,105,337.76		

**LAIF
TRANSFERS**

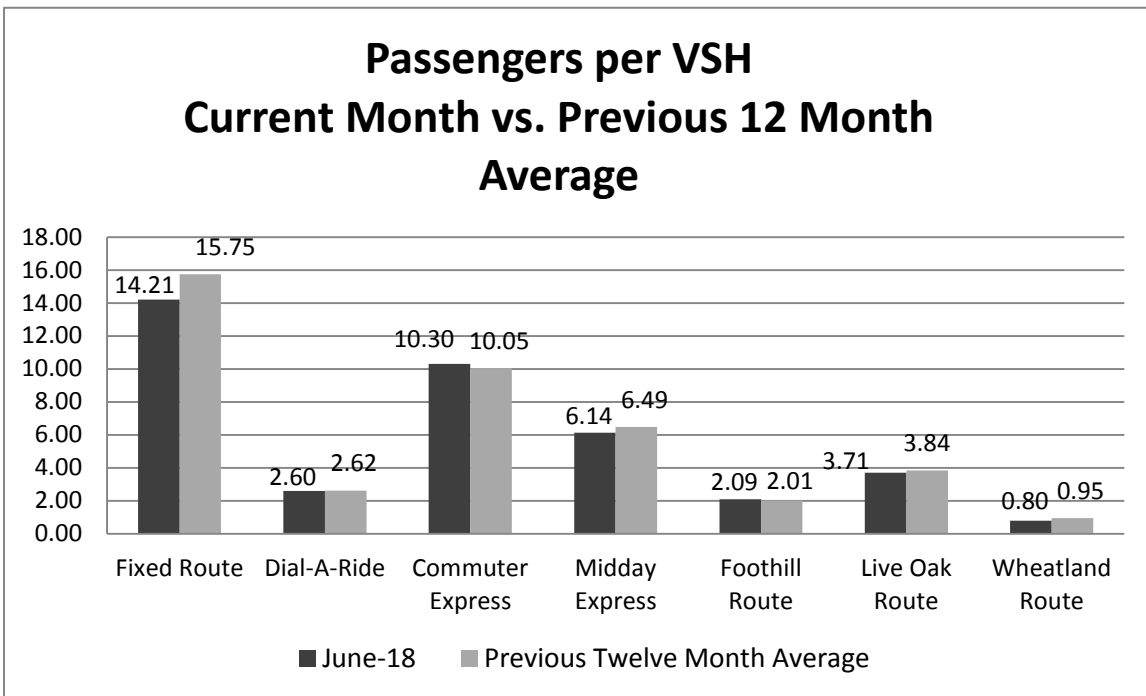
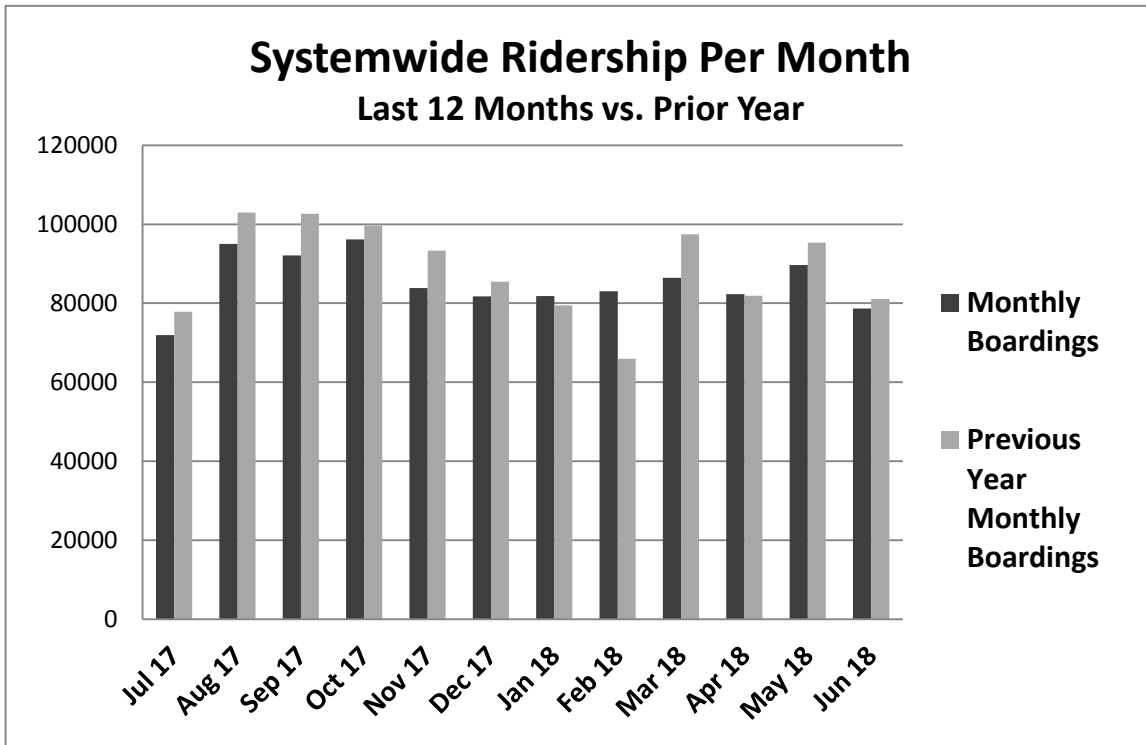
NO LAIF TRANSFERS

AGENDA ITEM III - C

JUNE 2018 PERFORMANCE REPORT

Ridership:	June-18	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Fixed Route	61,492	68,285	817,937	858,384
Dial-A-Ride	5,398	5,568	66,230	68,023
Commuter Express	10,304	10,041	120,231	118,307
Midday Express	975	1,035	12,395	12,320
Foothill Route	158	165	1,943	2,052
Live Oak Route	272	291	3,455	3,557
Wheatland Route	32	36	445	554
Total Ridership:	78,631	85,421	1,022,636	1,063,197
Vehicle Service Hours:				
Fixed Route	4,327.45	4,335.24	51,965.57	51,125.63
Dial-A-Ride	2,074.36	2,121.73	25,386.96	24,475.76
Commuter Express	1,000.17	999.26	11,904.30	11,630.71
Midday Express	158.81	159.62	1,912.93	1,818.32
Foothill Route	75.66	82.12	977.29	987.44
Live Oak Route	73.40	75.59	905.98	863.32
Wheatland Route	39.99	38.01	459.76	463.58
Total VSH's:	7,749.84	7,811.56	93,512.79	91,364.76
Passengers Per Hour:				
Fixed Route	14.21	15.75	15.74	16.79
Dial-A-Ride	2.60	2.62	2.61	2.78
Commuter Express	10.30	10.05	10.10	10.17
Midday Express	6.14	6.49	6.48	6.78
Foothill Route	2.09	2.01	1.99	2.08
Live Oak Route	3.71	3.84	3.81	4.12
Wheatland Route	0.80	0.95	0.97	1.20
Total Passengers Per VSH:	10.15	10.94	10.94	11.64

JUNE 2018 PERFORMANCE REPORT



AGENDA ITEM V – A
STAFF REPORT

STATE OF GOOD REPAIR (SGR) PROJECT LIST

The Road Repair and Accountability Act of 2017, commonly known as Senate Bill 1 (SB 1), provides on-going funding under several programs for a variety of transportation purposes. These programs include approximately \$105 million annually to transit operators for eligible transit maintenance, rehabilitation and capital projects under the State of Good Repair (SGR) Program. These funds are allocated to eligible agencies under the existing State Transit Assistance (STA) Program formula – half according to population and half according to transit operator revenues. Yuba-Sutter Transit received an allocation of \$246,221 in SGR funding for FY 2017-18 and is now eligible for \$242,886 in SGR funding for FY 2018-19.

While SB 1 addresses a variety of transportation needs, the SGR program has a specific goal of keeping transit systems in a state of good repair, including the purchase of new transit vehicles, and the maintenance and rehabilitation of transit facilities and vehicles to rehabilitate and modernize California’s existing local transit systems. Program investments are intended to lead to cleaner transit vehicle fleets, increased reliability and safety, and reduced greenhouse gas emissions and other pollutants. The SGR Program Guidelines as adopted in December 2017 provide general policies and procedures for eligible agency applicants to comply with the reporting requirements and other statutory objectives of the program.

Prior to receiving an apportionment of SGR funds in a given fiscal year, a potential recipient agency must submit a list of projects proposed to be funded to Caltrans. Each project proposal must include a description and location of the project, a proposed schedule for the project’s completion, the estimated useful life of the improvement and description of project benefits. Caltrans will then establish a list of all agencies that have submitted the required information and are eligible to receive an apportionment of funds. Each recipient agency is required to annually report on all activities completed with those funds. SGR project lists are due to Caltrans by September 1st each year, but the need for regional review requires a much earlier submittal of this list to SACOG.

To be eligible for SGR funding, the program guidelines require that all projects must fall into three major areas. The proposed list of eligible Yuba-Sutter Transit projects is identified below in italics for each relevant category:

1. Replacement or rehabilitation of:

- Rolling stock
 - A.) *Additional revenue for the planned 2019 replacement of 10 demand response & rural route buses*
 - B.) *Additional revenue for the planned 2020 replacement of 11 local fixed route buses*
- Passenger stations and terminals

- Security equipment and systems
- Maintenance facilities and equipment

2. Preventative Maintenance

A.) Engine and/or transmission replacements

3. New maintenance facilities or maintenance equipment if needed to maintain the existing transit service

A.) Shop fall prevention system

B.) Diesel emission fluid (DEF) dispensing system for the fuel island

C.) Shop forklift

For the first round of SGR funding, Yuba-Sutter Transit submitted an exhaustive list of projects covering all three categories that was virtually identical to the list above to maintain future flexibility and staff is now recommending that a similar approach again be used for this cycle of funding. While the new cycle of SGR funds has already been programmed along with the first cycle of funding as part of the funding package for long-planned replacement of 11 local fixed route buses in 2020, the proposed approval of the full list of projects will continue to offer flexibility should priorities change.

As a result, staff is now recommending the approval of the proposed SGR project list for the FY 2018-19 cycle of funding along with the adoption of the attached Resolution No. 9-18 authorizing the submittal of the project list; the execution of the related certifications and assurances; and, the designation of the Transit Manager as the Authorized Agent on behalf of the Yuba-Sutter Transit Authority. Failure to submit a project list by the prescribed deadline may result in the permanent loss of revenue for that funding period so action at this meeting is critical.

Staff will be prepared at the meeting to discuss this recommendation and the State of Good Repair Program in detail.

RECOMMENDATION: Approve the submittal of Yuba-Sutter Transit’s FY 2018-19 SGR Project List as proposed or amended; and,

Adopt Resolution No. 9-18 authorizing execution of the SGR related Certifications and Assurances including the designation of the Transit Manager as the Authorized Agent.

Attachments

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 9-18

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, the Yuba-Sutter Transit Authority is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and,

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and,

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and,

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and,

WHEREAS, the Yuba-Sutter Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to the agency Transit Manager

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Yuba-Sutter Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the agency Transit Manager be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

Ayes:

Nos:

THE FORGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON JULY 19, 2018.

Chair, Board of Directors

ATTEST:

Sandra Anderson
Secretary to the Board

State Transit Assistance State of Good Repair Program

Recipient Certifications and Assurances

Recipient: Yuba-Sutter Transit Authority

Effective Date: July 19, 2018

In order to receive State of Good Repair Program (SGR) funds from the California Department of Transportation (Department), recipients must agree to following terms and conditions:

A. General

- (1) The recipient agrees to abide by the State of Good Repair Guidelines as may be updated from time to time.
- (2) The potential recipient must submit to the Department a State of Good Repair Program Project List annually, listing all projects proposed to be funded by the SGR program. The project list should include the estimated SGR share assigned to each project along with the total estimated cost of each project..
- (3) The recipient must submit a signed Authorized Agent form designating the representative who can submit documents on behalf of the recipient and a copy of the board resolution authorizing the agent.

B. Project Administration

- (1) The recipient certifies that required environmental documentation will be completed prior to expending SGR funds. The recipient assures that each project approved for SGR funding comply with Public Resources Code § 21100 and § 21150.
- (2) The recipient certifies that SGR funds will be used for transit purposes and SGR funded projects will be completed and remain in operation for the estimated useful lives of the assets or improvements.
- (3) The recipient certifies that it has the legal, financial, and technical capacity to deliver the projects, including the safety and security aspects of each project.

- (4) The recipient certifies that there is no pending litigation, dispute, or negative audit findings related to any SGR project at the time an SGR project is submitted in the annual list.
- (5) Recipient agrees to notify the Department immediately if litigation is filed or disputes arise after submission of the annual project list and to notify the Department of any negative audit findings related to any project using SGR funds.
- (6) The recipient must maintain satisfactory continuing control over the use of project equipment and/or facilities and will adequately maintain project equipment and/or facilities for the estimated useful life of each project.
- (7) Any and all interest the recipient earns on SGR funds must be reported to the Department and may only be used on approved SGR projects or returned to the Department.
- (8) The recipient must notify the Department of any proposed changes to an approved project list by submitting an amended project list.
- (9) Funds will be expended in a timely manner.

C. Reporting

- (1) Per Public Utilities Code § 99312.1 (e) and (f), the recipient must submit the following SGR reports:
 - a. Annual Expenditure Reports within six months of the close of the fiscal year (by December 31st) of each year.
 - b. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of SGR funds. A copy of the audit report must be submitted to the Department within six months of the close of each fiscal year in which SGR funds have been received or expended.

D. Cost Principles

- (1) The recipient agrees to comply with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The recipient agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and (b) those parties shall

comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the recipient has received payment that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, are subject to repayment by the recipient to the State of California (State). Should the recipient fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the recipient from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The recipient agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the recipient, its contractors and subcontractors connected with SGR funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the recipient, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the recipient pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the recipient's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the recipient's contracts with third parties pursuant to Government Code § 8546.7, the recipient, its contractors and subcontractors and the Department shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a

project for audits, examinations, excerpts, and transactions, and the recipient shall furnish copies thereof if requested.

- (3) The recipient, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

- (1) Recipient acknowledges that if a project list is not submitted timely, the recipient forfeits its apportionment for that fiscal year.
- (2) Recipients with delinquent expenditure reports may risk future eligibility for future SGR funding.
- (3) Recipient acknowledges that the Department shall have the right to perform an audit and/or request detailed project information of the recipient's SGR funded projects at the Department's discretion from SGR award through 3 years after the completion and final billing of any SGR funded project.. Recipient agrees to provide any requested project information.

I certify all of these conditions will be met.

YUBA-SUTTER TRANSIT AUTHORITY

BY:

KEITH MARTIN
TRANSIT MANAGER

ATTACHMENT I

(INSERT Agency Board Resolution approving this document)



Authorized Agent

The following individual(s) are hereby authorized to execute for and on behalf of the named Regional Entity/Transit Operator, and to take any actions necessary for the purpose of obtaining State Transit Assistance State of Good Repair funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. This form is valid at the beginning of Fiscal Year 2017-2018 until the end of the State of Good Repair Program. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself.

_____ *OR*
(Name and Title of Authorized Agent)

_____ *OR*
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent)

AS THE _____
(Chief Executive Officer / Director / President / Secretary)

OF THE _____
(Name of County/City Organization)

_____ (Print Name) _____ (Title)

(Signature)

Approved this _____ day of _____, 20_____

AGENDA ITEM V – B
STAFF REPORT

NOVEMBER MEETING CANCELLATION

Due to a family schedule conflict, staff is recommending cancellation of the regular November meeting of the Yuba-Sutter Transit Board of Directors. The date for this meeting, Thursday, November 15th, falls during a long-planned family vacation for the Transit Manager. The last such cancellation for similar reasons was in October 2015. While the agenda for a November meeting is typically rather light, a special meeting can be scheduled for either the first or last week of the month should it be necessary for whatever reason.

If approved as proposed, the public would be informed of any meeting schedule changes well in advance in upcoming agendas, press releases and passenger newsletters. Staff will be prepared to discuss this issue in more detail at the meeting.

RECOMMENDATION: Cancel the regular monthly meeting of November 15, 2018 as proposed.

AGENDA ITEM V – C
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)
BLUE SKY GRANT PROJECTS FOR FY 2018/2019**

ISSUE

The Feather River Air Quality Management District (FRAQMD) is expected to soon issue a Request for Proposals (RFP) for the FY 2018/2019 cycle of Blue Sky (AB 2766) grants. The funding amount for this next cycle has not yet been announced, but annual allocations have averaged \$236,000 over the last five cycles ranging from a high of \$300,000 for FY 2014 to a low of \$200,000 for both FY 2015 and FY 2016. Applications are typically due in September so staff is now requesting early Board input on concepts that could be developed into formal grant applications for Board review and consideration at the August or September meetings.

BACKGROUND

AB 2766 funds come from a \$4 annual Motor Vehicle Registration Fee that is collected on vehicles registered in Yuba and Sutter Counties to support a wide variety of air pollution reduction activities. Yuba-Sutter Transit has received FRAQMD funding for many projects over the years including discount bus pass programs for youth, seniors and persons with disabilities; local matching funds for expansions of the commuter and local fixed route bus fleets; local matching funds for the expansion of the Bogue Road Park & Ride Lot; non-advertising bus stop benches and shelters; bike racks for buses; bike lockers at bus stops; a multi-year vanpool subsidy program; enhanced bus stop passenger information materials; and, a Downtown Trolley demonstration service.

Yuba-Sutter Transit submitted three applications last year with a combined value of \$152,000 and was awarded two grants for a total of \$140,000. The largest of these grants was for \$130,000 for an extension of the Discount Monthly Pass Program for youth, seniors and persons with disabilities through March 2019. The second grant was for \$10,000 toward the annual cost of operating an expanded level of service on the Live Oak Route which was increased in July 2015 from three to five days a week. A third application to purchase and install bus stop benches at up to 24 local fixed route bus stops was not awarded.

Over the last five years, Yuba-Sutter Transit has been awarded an average of \$148,900 annually from this program (\$140,000 in FY 2018, \$150,000 in FY 2017, \$148,100 in FY 2016, \$136,203 in FY 2015 and \$170,000 in FY 2014). Because funding is limited, it is important that Yuba-Sutter Transit's proposals be limited in number and ranked in priority as the program is typically over subscribed and some proposals may be rejected outright or funded at a level lower than requested.

DISCUSSION

Based on the long-term success of the combined discount monthly bus pass program, staff is again recommending that the highest priority project be to continue this program for another twelve month period after the existing grant expires at the end of March 2019. In 2017, a total of 12,445 discount monthly passes were sold and 291,620 discount monthly pass boardings were taken representing 35 percent of all local fixed route trips. Of these discount monthly pass boardings; 50 percent were made by persons with disabilities, 30 percent by youth (ages 5 to 18) and 20 percent by seniors (age 65 and over).

Based on the first five months of 2018, staff is now projecting the sale of approximately 11,500 discount monthly passes (down 7.6 percent from 2017) and the provision of 280,000 discount monthly pass boardings. For comparison, after adjusting for the impact of the February 2017 spillway evacuation, overall fixed route ridership through the first five months of 2018 is down 4.9 percent compared to the same period in 2017 for what is likely a variety of reasons from past route and service policy changes; relatively low fuel prices; and, lack of population growth. Despite the recent decrease in the sale and use of discount monthly passes, what began as a discount monthly youth pass program in September 2005 is still an extremely cost effective method of encouraging transit ridership as the average discount pass is used more than 24 times a month.

Based on this experience to date, staff is now projecting the sale of 12,000 discount monthly passes over the proposed twelve month project period (April 2019 – March 2020). This figure allows for a small increase (4.4 percent) over the projected year-end figure for 2018 due to the expectation that some discount cash passengers will be converting to monthly passes following the end of free local fixed route transfers this month with full implementation of the Connect Card electronic fare card system. To maintain the current subsidy of \$10 for each discount pass, staff would recommend requesting \$120,000 from FRAQMD with all other program expenses to again be provided by Yuba-Sutter Transit. An alternative approach would be to increase the out-of-pocket cost for each pass to reduce the FRAQMD subsidy by an equal amount. Depending on the amount of the increase, however, this could have a significant impact on the program through reduced pass sales and ridership.

Another project for consideration is the purchase and installation of additional bus stop furniture (shelters and/or benches) at locations throughout the service area where advertising shelters and benches are not likely to be installed. Prime candidate locations would be along the recently rejuvenated Olivehurst Avenue and North Beale Road corridors, but there are potential locations throughout the service area. If desired, staff will develop specific site and cost estimates for Board consideration, but a good example would be the proposed demonstration project that was not funded by FRAQMD last year for the installation of unique, two-seat bus stop benches where there is no bus stop furniture due to the lack of a sidewalk or inadequate right-of-way clearance. Designed for easy and relatively inexpensive installation at especially challenging locations, these seats were projected to cost an average of \$1,000 per stop (bench, pole, hardware,

delivery, site preparation and installation) last year for a minimum of 24 stops. The cost per unit would be higher at any level below 24 units and the minimum project size would be 12 units due to minimum purchase requirements by the manufacturer. A FRAQMD grant of 12,000 was requested last year for 50 percent of the projected cost of purchasing and installing 24 of these units at locations throughout the service area with the remainder to be provided with Low Carbon Transit Operations Program (LCTOP) funding from the State Cap & Trade program.

In addition, because Yuba-Sutter Transit has received four FRAQMD grants to fund a portion of the cost to expand the Live Oak Route from three to five days a week since July 2015, the Board may want to consider requesting additional funds for that purpose for 2019. If so, while staff would not recommend it as a high priority project, a minimum request of \$10,000 toward another 12 months of the expanded Live Oak service may be appropriate.

Staff will be prepared at the meeting to discuss these and any other project concepts that Board members may wish to introduce for consideration.

RECOMMENDATION: Direct staff as desired.