



MEETING NOTICE & AGENDA

DATE: Thursday, August 19, 2021

TIME: 4:00 P.M.

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

I. **Call to Order & Roll Call**

Bains, Blaser, Buttacavoli, Fuhrer, Harris, Hudson (Vice-Chair), Micheli and Shaw (Chair)

II. **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.

III. **Consent Calendar**

All matters listed under Consent Calendar are considered 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 Regular Meeting of July 15, 2021. (Attachment)
- B. Disbursement List for July 2021. (Attachment)
- C. Monthly Performance Report for July 2021. (Attachment)
- D. Advertising Contract Assignment Agreement – Stott Outdoor Advertising to Lamar Transit, LLC. (Attachment)

IV. **Reports**

A. **Special Service Authorization for the 2021 Sikh Parade Parking Shuttle.** (Attachment)

RECOMMENDATION: Authorize the operation of a parking lot shuttle service under the proposed terms and conditions.

B. **State Sustainable Communities Planning Grant Authorized Agent Designation.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 9-21 designating the Executive Director or their designee as the authorized representative for the execution of all Sustainable Communities Grant related agreements and amendments.

C. **FY 2021 Annual Performance Report.** (Attachment)

RECOMMENDATION: Information only.

D. Project & Program Updates.

1. Pacific Coast Producers Seasonal Oroville Employee Shuttle Service (Ending August 20th)
2. Feather River Air Quality Management District (FRAQMD) Discount Monthly Pass Program Grant Amendment to Extend the Program through March 2023
3. COVID-19 Impacts & Response (Hosting Sutter County Contracted COVID Testing Bus)
4. Next Generation Transit Facility Project

RECOMMENDATION: Information only.

V. Correspondence / Information

VI. Other Business

VII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, SEPTEMBER 16, 2021
AT 4:00 P.M. IN THE MARYSVILLE CITY COUNCIL CHAMBERS**

P:\YST Agenda Items\AGENDA Aug 19 2021.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 III – A

YUBA-SUTTER TRANSIT AUTHORITY MEETING MINUTES JULY 15, 2021

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

Present: Blaser, Buttacavoli, Fuhrer, Hudson, Kirchner (for Harris), and Shaw (Chair)
Absent: Bains, Harris and Micheli

II. Public Business from the Floor

None.

III. Public Hearings

A. Federal Transit Administration (FTA) Sections 5307, 5311 and 5339 Grant Applications for FY 2022.

Martin stated that federal funding requires that a public hearing must be held prior to the submission of federal grant applications. Director Shaw opened the Public Hearing at 4:02 pm. There was no public comment. Director Shaw closed the Public Hearing at 4:02 pm. Director Hudson made a motion to authorize the federal funding applications as submitted. Director Buttacavoli seconded the motion and it carried unanimously.

IV. Consent Calendar

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

V. Reports

A. Next Generation Transit Facility Project.

Martin discussed the Next Generation Transit Facility Project and introduced Resolution No. 9-21 which was handed out to the Board prior to the meeting. The purchase agreement for the Avondale property provided that the Board had the responsibility to accept all the conditions of the purchase. For that purpose, staff has assessed the property and is recommending the acceptance of all conditions as noted in the resolution. In addition, the resolution will also designate the Executive Director as the representative to sign all documents necessary to close escrow and complete the purchase of the property. In summary, the owner has completed the property clean-up; the necessary survey has been completed for the title insurance company; the appropriate title insurance is in the process of being issued; and it is now anticipated that the transfer will be recorded on July 23, 2021, assuming Board approval of the proposed resolution.

Director Buttacavoli asked if the acquisition schedule was provided in the recent grant applications would be met with the July 23rd closure date. Martin responded that while the initial goal was to secure title to the property by July 12th when the RAISE grant application was due, it was known prior to that date that such a timeline was not possible and the July 23rd date will satisfy the timeline that was used for the two grants that have already been filed.

Director Shaw asked staff to confirm that the property owners have met all conditions that were set in the purchase agreement. Martin answered that they have done so.

Director Buttacavoli made a motion to adopt Resolution No. 9-21 approving the purchase of the property at 6035 Avondale Avenue, Linda, CA and designate the Executive Director as the Authority's representative to sign all documents necessary to close escrow and complete the purchase of the property as proposed. Director Hudson seconded the motion and it carried unanimously.

Martin added that the first intended action following the transfer of the property is to remove all vegetation to discourage encampments and give law enforcement a clear line of sight across the entire site.

B. Zero-Emission Bus Fleet Conversion Policy Statement.

Martin presented the draft Zero-Emission Bus Fleet Conversion Policy Statement for Board discussion and consideration. The proposed statement is to address one of the first questions in recent grant applications as to the commitment of the agency to develop a zero-emission bus facility and convert the fleet to zero-emission vehicles. This resolution was drafted to reflect the current facility situation and demonstrate the agency's willingness to advance the timeline to convert to zero-emission buses contingent upon the necessary funding being available to build the facility and cover the incremental cost of the zero-emission vehicles. Based on the current replacement schedule, the entire fleet will be replaced between 2025 and 2033 and it would be advantageous on future grant applications for the Board to make an official policy statement committing to 100 percent conversion to zero emission buses by 2035, which is five years in advance of the state goal of 2040.

Director Buttacavoli asked if the new facility would be able to handle the conversion to zero-emission or if additional work would be needed. Martin responded that the first phase of the facility plan would not be able to accommodate a 100 percent zero-emission fleet, but later phases would do so as funding becomes available and more zero-emission buses are added to the fleet.

Director Kirchner made a motion to adopt Resolution No. 8-21 committing to 100 percent conversion to zero-emission buses by 2035 if sufficient funding is available by 2025 to construct a new facility and finance the incremental cost of all replacement and/or expansion buses purchased thereafter. Director Hudson seconded the motion and it carried unanimously.

Director Shaw suggested that because these items are important to the community at large, this would be a great opportunity for press releases and public notices to inform the public about the work being done. Martin agreed and stated that this information would be included in future newsletters and press releases.

C. Project & Program Updates

1. COVID-19 Impacts & Response

The week of June 21st was the Fare Free Fair Week promotion as a sponsor for the Yuba-Sutter Fair. Ridership did go up slightly as a result, including a 21 percent increase in ridership on that Saturday compared to the average for the other Saturdays in June, so there was a good response to that promotion. In general, however, overall ridership in June remained in line with the numbers in May. Systemwide, average weekday ridership remains at about 40 percent of pre-pandemic levels. Approximately 80 percent of Sacramento Commuter riders are State of California employees, so ridership numbers on that service are not expected to rise until those employees return to in-person work. Ridership is expected to rise in August and September

when schools reopen, and employees start to return to their offices. Martin noted that free rides for Covid vaccinations continue, but only 39 rides have been provided through June.

2. Pacific Coast Producers Seasonal Oroville Employee Shuttle (July 12 – September 3)

The new Pacific Coast Producers employee shuttle to Oroville started on Monday, July 12, 2021. This service is fully sponsored by Pacific Coast Producers and is a no-risk way to test a service to Oroville which includes stops in Live Oak and Gridley. This is the first time there has been a service to Butte County. Martin noted that ridership has started slowly through the first three days, averaging just 35 passenger trips per day. This is an around the clock service with three scheduled rides a day, seven days a week and ridership is expected to increase as employee counts increase with production at the cannery. The fare is a flat \$5 per ride with no discounts and the fares are credited back to Pacific Coast Producers.

Director Fuhrer asked if the 35 was 35 unique people. Martin answered that it represents 35 boardings or an average of 17.5 people traveling round trip each day which equals approximately six riders on every bus in both directions. Director Fuhrer asked if a smaller bus would be used if ridership remains low. Martin stated most of the operating costs are labor related; that the buses being used are available due to the decrease in commuter schedules; and that these high-quality buses are part of the marketing for this service so the use of smaller buses is not anticipated.

3. Yuba City Parks & Recreation Department Youth Program Shuttle (July 6 – August 6)

Martin noted that the Yuba City Parks & Recreation Department reached out because their bus driver resigned right before the start of their summer youth program. Yuba-Sutter Transit is providing a bus and driver for a one-way trip from Gray Avenue school to Gauche Aquatic Park in Yuba City for approximately 60 kids with the City of Yuba City covering the direct cost.

Director Buttacavoli had a question about how Pacific Coast Producers is subsidizing that service. Martin stated that Pacific Coast Producers has agreed to cover the fully allocated cost for each hour of service (approximately twelve hours a day) after being credited for any passenger fares collected.

4. RAISE Grant Application (July 12th Submittal Date)

As noted earlier, the \$20 million RAISE grant application was submitted prior to the 2:00 p.m. deadline on July 12, 2021. The submittal included a 30-page narrative and a massive Excel workbook. This was completed with the assistance of our consultant AECOM and the hard work of Planning Program Manager Adam Hansen and Finance Program Manager Simone Reed. Martin noted that while this is a very competitive grant program with only around 10 percent of grant applications being awarded in past annual funding cycles, the package that was developed for this application should be very helpful for future grant opportunities. Award announcements are required to be made by November 21, 2021.

5. Caltrans Planning Grant Award – Comprehensive Operational Analysis

Caltrans recently announced that Yuba-Sutter Transit was awarded an almost \$200,000 Planning Grant for the Comprehensive Operational Analysis. With the \$25,000 local match, the \$225,000 project will allow for a top to bottom review of the Yuba-Sutter Transit system – the first since 2015. The project is now expected to start in early 2022 and be completed by early over 2024.

Director Fuhrer asked if the operational analysis will be useful in building the new facility or since everything is currently in flux, could this be deferred until things become closer to normal. Martin responded that the grant funds will lapse in early 2024 so it can't be deferred much, but the analysis will be useful regardless of the facility site which should certainly be developed during the five-to-ten-year planning horizon.

Director Blaser asked for clarification on the Caltrans contribution. Martin stated that the Caltrans contribution is \$200,000 and the local match is \$25,000.

Director Shaw thanked staff for their hard work over the last several months preparing all these projects.

VI. Correspondence/Information

None.

VII. Other Business

None.

VIII. Closed Session

A. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8.

There was no closed session.

IX. Adjournment

The meeting was adjourned at 4:26 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, AUGUST 19, 2021 AT 4:00 PM
IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS.**

**AGENDA ITEM III-B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF JULY 2021**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,793.90	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,218.76	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 35,057.96	PAYROLL	PAYROLL
EFT	\$ 1,525.97	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 39.88	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - JULY
EFT	\$ 319.14	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 444.00	CALIFORNIA DEPT OF TAX & FEE ADMIN	FUEL TAX - APRIL TO JUNE 2021
EFT	\$ 50.00	BRAD HUDSON	BOARD MEETING 7/15/21
EFT	\$ 50.00	DON BLASER	BOARD MEETING 7/15/21
EFT	\$ 50.00	SETH FUHRER	BOARD MEETING 7/15/21
EFT	\$ 50.00	WADE KIRCHNER	BOARD MEETING 7/15/21
EFT	\$ 48.72	PG&E	GAS
EFT	\$ 59.96	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS
EFT	\$ 272.72	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 892,701.65	FIRST AMERICAN TITLE	BALANCE ON 6035 AVONDALE AVE, LINDA CA
EFT	\$ 180.35	PRIMEPAY	PAYROLL FEES - JUNE 2021
EFT	\$ 152.32	ELAVON	MERCHANT SERVICE FEE - JULY
17633	\$ 320.00	ACTION FENCING	REPAIRED BUS STOP SIGN AT S WALTON & CHERRY
17634	\$ 120.00	ADVANCED DOCUMENTS CONCEPTS	SERVICE ON FOLDING MACHINE
17634	\$ 195.28	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES JUNE 21
17635	\$ 175.00	ALL SEASON'S TREE & TURF CARE	LANDSCAPING & WEED CONTROL JUNE 21
17636	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES JULY 21
17637	\$ 250.00	AMY WHITE	VISION REIMBURSEMENT
17638	\$ 401.55	APPEAL DEMOCRAT	NOTICE OF PUBLIC HEARING
17638	\$ 1,500.00	APPEAL DEMOCRAT	YUBA-SUTTER FAIR GUIDE ADVERTISING
17639	\$ 42,316.16	HUNT & SONS INC	BUS FUEL - DYED DIESEL
17640	\$ 14.73	JANET FRYE	MILEAGE REIMBURSEMENT FY 2020/2021
17641	\$ 4,549.00	NATIONWIDE	FACILITY INSURANCE 7/15/21 - 7/15/22
17642	\$ 72.59	PETTY CASH	CALENDAR, TAX FORMS, COPY CHARGES
17643	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES JUNE 21
17644	\$ 5,138.80	RAMOS OIL COMPANY	BUS FUEL - GAS
17645	\$ 4,825.86	RICH, FUIDGE, BORDSEN & GALYEAN INC	LEGAL SERVICES 4/1/21 TO 6/30/21
17646	\$ 845.41	SC FUELS	DEF FLUID
17647	\$ 540.95	STANLEY SECURITY SOLUTIONS INC	SECURITY SERVICES APRIL 21
17648	\$ 450.00	STREAMLINE	WEBSITE SERVICES JULY 21
17649	\$ 7,483.50	SUTTER BUTTES COMMUNICATION INC	SERVICE AGREEMENT & REPEATER FEE 7/21 - 9/21
17650	\$ 1,576.51	T-MOBILE	WIFI SERVICES FOR BUSES JUNE 21
17651	\$ 1,025.62	TEHAMA TIRE SERVICES INC	TUBES/TIRES
17652	\$ 272.79	TIAA COMMERCIAL FINANCE INC	COPY MACHINE LEASE JUNE 21
17653	\$ 1,750.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES AUGUST 21
17654	\$ 50.00	BRUCE BUTTACAVOLI	BOARD MEETING 7/15/21
17655	\$ 371.88	COMCAST BUSINESS	TELEPHONE SERVICES JULY 21
17656	\$ 317.09	COMCAST BUSINESS	INTERNET SERVICES JULY 21
17657	\$ 50.00	DAVID SHAW	BOARD MEETING 7/15/21
17658	\$ 112.50	DEX-YP	YELLOW PAGES ADVERTISING CHARGES 7/21 - 9/22
17659	\$ 21,476.69	HUNT & SONS INC	BUS FUEL - DYED DIESEL
17660	\$ 369.41	LANDA & SONS GLASS INC	REPLACED GLASS AT AMPLA HEATH SHELTER
17661	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17662	\$ 784.87	QUILL CORPORATION	JANITORIAL AND OFFICE SUPPLIES
17663	\$ 3,025.00	RAMOS OIL COMPANY	BUS FUEL - GAS
17664	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - JULY 21
17665	\$ 540.95	STANLEY SECURITY SOLUTIONS INC	SECURITY SERVICES MAY 21
17666	\$ 506.50	STATE COMPENSATION INSURANCE FUND	PREMIUM 7/1/21 - 10/1/21
17667	\$ 2,313.65	STORER TRANSIT SYSTEMS	COVID-19 ADMIN LEAVE HOURS JUNE 21
	\$ 1,048,317.39		

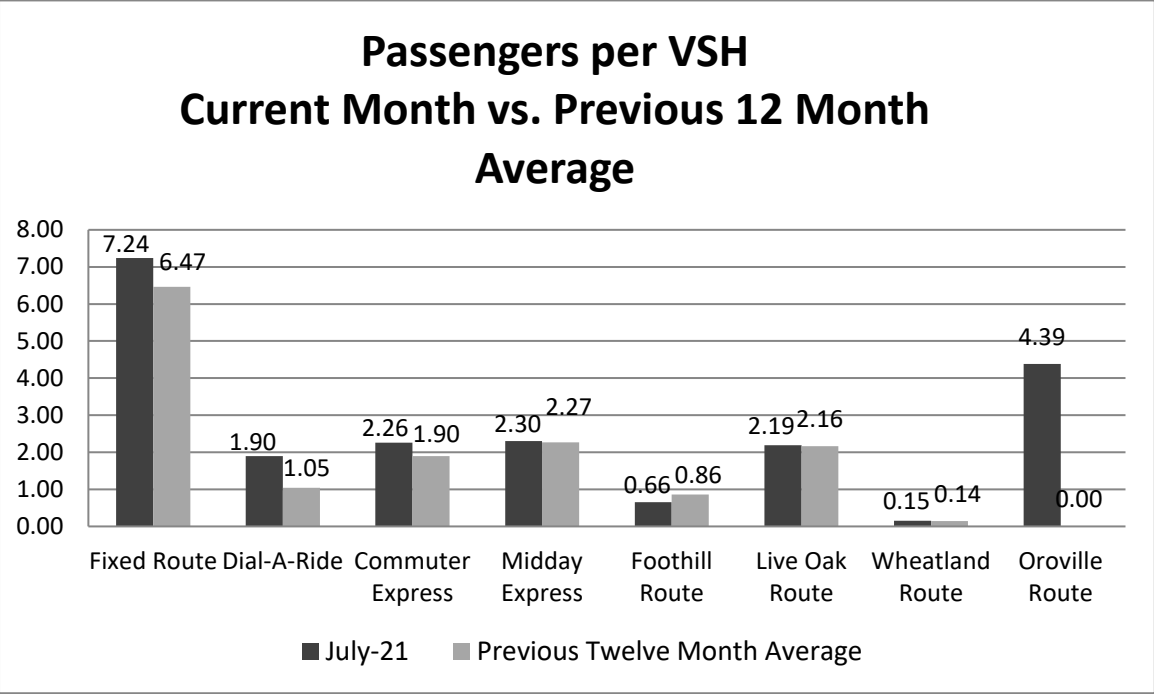
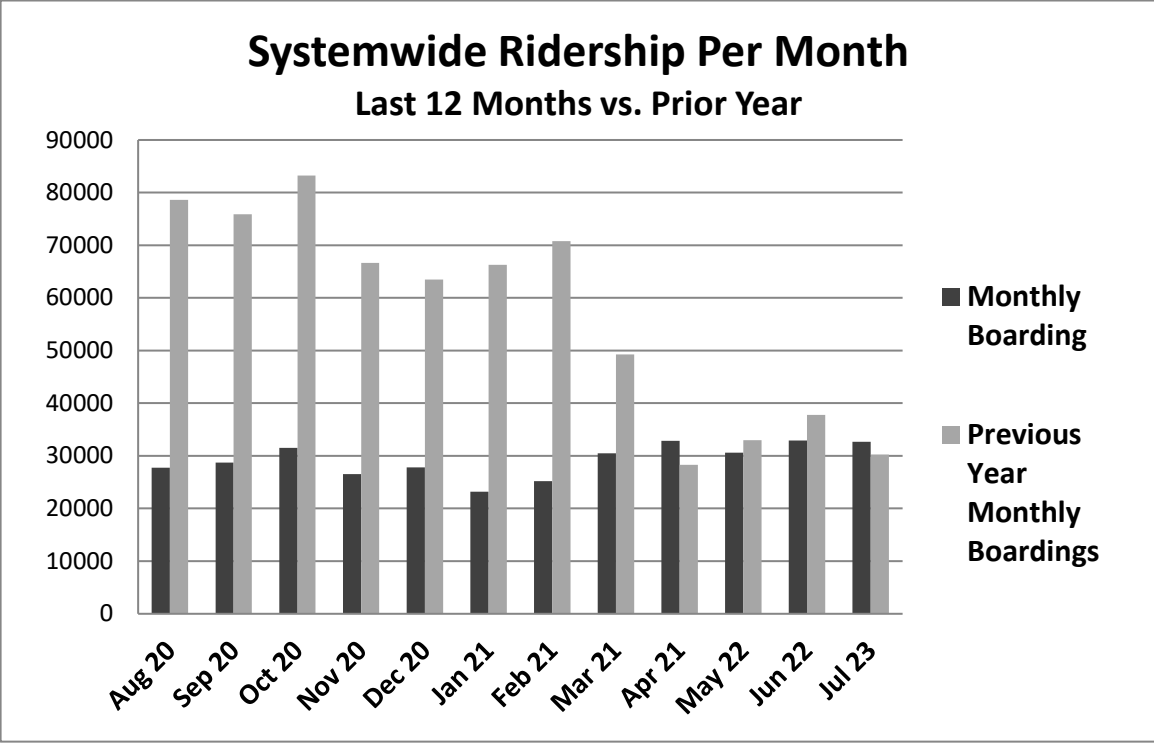
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TRANSFERS**

AGENDA ITEM III - C

JULY 2021 PERFORMANCE REPORT

		Previous Twelve		Previous
Ridership:	July-21	Month Average	Fiscal YTD	Fiscal YTD
Fixed Route	26,872	25,627	26,872	26,394
Dial-A-Ride	2,699	1,463	2,699	1,660
Commuter Express	1,606	1,329	1,606	1,484
Midday Express	345	338	345	358
Foothill Route	58	69	58	133
Live Oak Route	152	160	152	194
Wheatland Route	6	6	6	5
Oroville Route	953	0	953	0
Total Ridership:	32,691	28,991	32,691	30,228
Vehicle Service Hours:				
Fixed Route	3,711.09	3,963.68	3,711.09	4,114.48
Dial-A-Ride	1,421.77	1,398.48	1,421.77	1,607.03
Commuter Express	710.13	701.06	710.13	765.32
Midday Express	149.90	148.89	149.90	162.75
Foothill Route	88.15	80.21	88.15	86.20
Live Oak Route	69.36	73.86	69.36	84.38
Wheatland Route	39.64	41.16	39.64	43.18
Oroville Route	217.33	0.00	217.33	0.00
Total VSH's:	6,407.37	6,407.35	6,407.37	6,863.34
Passengers Per Hour:				
Fixed Route	7.24	6.47	7.24	6.41
Dial-A-Ride	1.90	1.05	1.90	1.03
Commuter Express	2.26	1.90	2.26	1.94
Midday Express	2.30	2.27	2.30	2.20
Foothill Route	0.66	0.86	0.66	1.54
Live Oak Route	2.19	2.16	2.19	2.30
Wheatland Route	0.15	0.14	0.15	0.12
Oroville Route	4.39	0.00	4.39	0.00
Total Passengers Per VSH:	5.10	4.52	5.10	4.40

JULY 2021 PERFORMANCE REPORT



AGENDA ITEM III – D
STAFF REPORT

**ADVERTISING CONTRACT ASSIGNMENT AGREEMENT –
STOTT OUTDOOR ADVERTISING TO LAMAR TRANSIT, LLC**

Yuba-Sutter Transit has long contracted with Stott Outdoor Advertising, a small regional company based in Chico, for the provision of bus, bus stop shelter, and bus stop bench advertising services. The current ten-year contract will expire on September 30, 2027, but it includes an option for an additional five years by the mutual agreement of both parties. Pursuant to the terms of this contract, staff recently received the attached notice from Stott requesting agency consent to assign this contract to Lamar Transit, LLC, or another wholly owned operating subsidiary of Lamar Advertising Company effective on or about September 1, 2021. As provided by Section 21 (Assignment) of the existing contract, neither party to the agreement can assign its duties and obligations without the prior written consent of the other party, which shall not be unreasonably withheld.

In addition to being a large national outdoor billboard company (www.lamar.com), Lamar is also one of the largest providers of transit advertising services with offices throughout the country including one in Sacramento where they are the bus and rail advertising contractor for the Sacramento Regional Transit District (RT). Another national advertising company, Clear Channel, is RT's contractor for advertising shelters and benches, but Lamar does offer both services in many other markets around the country. At the direction of legal counsel, based on the size and scope of the Lamar Advertising Company, the attached assignment agreement is being placed on the consent calendar for the Board to authorize the execution thereof.

Staff will be prepared at the meeting to discuss this issue in detail if so desired.

RECOMMENDATION: Authorize execution of the assignment agreement as proposed.

8-19-21



P.O. Box 7209 • Chico, Ca 95927-7209 • (530) 342-3235

RECEIVED

AUG 05 2021

YUBA SUTTER TRANSIT

August 2, 2021

United States Certified Mail Return Receipt Requested

Yuba-Sutter Transit Authority
2100 B Street
Marysville, California 95901
Attn: Keith Martin

Re: *Advertising Services Agreement by and between Yuba-Sutter Transit Authority and Stott Outdoor Advertising, a California general partnership, dated October 1, 2017 (“Transit Agreement”)*

Dear Mr. Martin:

This letter shall serve as notice that Stott Outdoor Advertising (“Stott”), as the contractor, under the above referenced Transit Agreement, intends to assign its interest in the Transit Agreement to Lamar Transit, LLC or another wholly-owned operating subsidiary of Lamar Advertising Company (NASDAQ: LAMR) (the applicable operating subsidiary being referred to herein as “Lamar”), in connection with the proposed sale of all of the operating assets of Stott to Lamar (the “Sale Transaction”). All obligations arising under the Transit Agreement on or after the closing of the Sale Transaction will be performed by Lamar. Stott and Lamar anticipate closing the Sale Transaction on or about September 1, 2021. We will be in further contact with you to confirm the effective date of the Sale Transaction.

Lamar is one of the leading providers of transit advertising services in the U.S., and currently services more than sixty (60) bus, train and airport authorities in North America. In connection with the closing of the Sale Transaction, Lamar will acquire Stott’s offices and plant operations in the market and we believe that Lamar intends to retain the required personnel in the market in order to continue the requirements under the Transit Agreement without any interruption. Lamar is able to provide additional information to you regarding the going forward operations and will be able to answer any specific questions you may have. Please feel free to contact either Casey Sexton at 801-532-4986 or Phil Cherry at 702-873-4600 to further discuss any issues or questions you may have in connection herewith. Furthermore, as soon as we receive the countersigned copy of this letter evidencing your consent to the above-described assignment of the Transit Agreement, Lamar will promptly make arrangements to replace any bonds or letters of credit that may have been posted by Stott in accordance with the terms of the Transit Agreement and provide evidence of insurance coverage as may be required under the Transit Agreement.

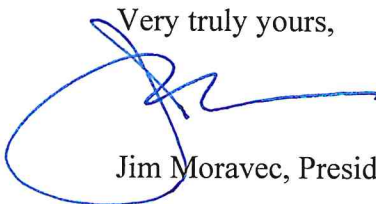
The notice address for Lamar is as follows:

5321 Corporate Boulevard
Baton Rouge, LA70808
Attn: Chief Financial Officer and General Counsel

In order to confirm your acknowledgement of this notice and consent to the proposed transfer of the Transit Agreement as provided herein, please countersign this letter in the space provided below and return the same via email to jmoravec@stottoutdoor.com on or before **August 20, 2021**.

We have appreciated the opportunity to be your partner under the Transit Agreement and wish you all the best in future.

Very truly yours,



Jim Moravec, President and CEO

Acknowledged and Agreed to:

Yuba-Sutter Transit Authority

By: _____

Name: _____

Title: _____

Date: _____

CC: Lamar Advertising Company
Casey Sexton at csexton@lamar.com
Phil Cherry at pcherry@lamar.com

AGENDA ITEM V - A
STAFF REPORT

**SPECIAL SERVICE AUTHORIZATION FOR THE
2021 SIKH PARADE PARKING SHUTTLE**

Summary

Attached for Board review and consideration is a request from the Sikh Temple Gurdwara Yuba City for Yuba-Sutter Transit to again operate an off-site parking lot shuttle service for the 2021 Sikh Parade on Sunday, November 7th. Except for 2020 when the parade was cancelled, Yuba-Sutter Transit has provided this service annually since 2010. As part of their request, in lieu of passenger fares charged when boarding, the sponsor has committed to provide \$19,200 to off-set the cost of this service that will require up to 22 buses to operate approximately 235 vehicle service hours – roughly matching what was provided for each of the last three events.

Background

Yuba-Sutter Transit provided a free parking shuttle for the 2007 and 2008 parades for which the sponsor reimbursed Yuba-Sutter Transit for the cost of each vehicle service hour operated. In February 2009, following changes in Federal charter regulations, Yuba-Sutter Transit adopted a Charter & Special Services Policy effectively eliminating such service unless it is operated consistent with the related Federal regulations. To be exempt from the Federal charter regulations, the policy (last updated in August 2015) requires that the service must be open to the public; the route, schedule and scope of work are set by Yuba-Sutter Transit; the customary fixed route fare is charged; and no third-party payment is made for the service provided. When the Board of Directors declined to operate the service at no cost to either the passengers or the sponsor, no service was provided for the 2009 parade.

Beginning in 2010, the Board has authorized a shuttle service based on the assumed operation of a certain number of vehicle service hours and the pre-purchase of a certain number of round-trip tickets. The service has grown significantly over the years from 164 vehicle service hours and 16 buses carrying 11,876 recorded passenger boardings in 2010 to as much as 270 vehicle service hours providing an estimated 30,000 to 35,000 boardings for this one-day event.

Recommendation

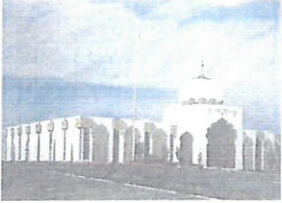
Staff is recommending that the Board authorize a special off-site parking lot shuttle service for the 2021 Sikh Parade on Sunday, November 7, 2021, assuming the operation of approximately 235 vehicle service hours and the use of up to 22 buses. The service would be open to the public and operate between the posted hours of 8:00 a.m. and 6:00 p.m. on a schedule and route to be set by Yuba-Sutter Transit. The shuttle would operate continuously between River Valley High School and the intersection of Hooper and True Roads with the first bus leaving River Valley High School by 8:00 a.m. and the last bus leaving the Hooper & True stop no earlier than 6:00 p.m. The \$19,200 contribution in lieu of passenger fares is expected to cover the direct operating cost of the service.

Based on past experience, the planned level of service should be sufficient to handle as many as 35,000 passenger boardings with a service quality similar to that which was experienced in recent years assuming similar operating conditions. While more service hours using more buses and/or a longer operating period could easily be justified for additional capacity and shorter passenger wait times, doing so would exceed the practical capacity limits of the existing bus fleet and the number of operating personnel available.

Staff will be prepared at the meeting to discuss this issue in detail.

RECOMMENDATION: Authorize the operation of a parking lot shuttle service under the proposed terms and conditions.

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ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਯੂਬਾ ਸਿਟੀ

SIKH TEMPLE GURDWARA YUBA CITY

(530) 673-9918

2468 Tierra Buena Road
Yuba City, California 95993

P.O. Box 1353
Yuba City, CA 95992

August 9, 2021

Keith Martin, Executive Director
Yuba-Sutter Transit
2100 B Street
Marysville, CA 95901

RE: 2021 Sikh Temple Gurdwara Parade Parking Shuttle Service Request

Dear Mr. Martin,

The 2021 Sikh Temple Gurdwara Yuba City Annual Sikh Parade will be held on Sunday, November 7, 2021. I oversee the parade and have discussed the details of your proposed off-site parking shuttle service for our visitors with our executive committee. Please present this request for the proposed service to the Yuba-Sutter Transit Board of Directors for their approval at your next meeting. Once approved, we will be sending your agency a check for \$19,200 for the service.

For any questions regarding this request, please contact me at (530) 682-5881.

Sincerely,

Sarbjit Thiara
President

AGENDA ITEM IV – B
STAFF REPORT

STATE SUSTAINABLE COMMUNITIES PLANNING GRANT AUTHORIZED AGENT DESIGNATION

Caltrans administers the Sustainable Communities Planning Grant Program which has \$12.4 million available statewide in the FY 2021-22 cycle to assist agencies in reducing greenhouse gas emissions; improving the state highway system; planning complete streets; and transit and transportation planning. With Board authorization, staff applied under this program for the Yuba-Sutter Transit Comprehensive Operational Analysis (COA). On June 22, 2021, Caltrans awarded Yuba-Sutter Transit \$199,192 in grant funds toward this budgeted \$225,000 multi-year effort. The funding requires a local match of 11.47% (\$25,808) which will be provided by Yuba-Sutter Transit from available State Transit Assistance (STA) revenues.

As envisioned, the project will develop a plan that will shape Yuba-Sutter Transit for the next 5-7 years. The plan will examine the entire transit system (local, rural and commuter routes as well as the Dial-A-Ride service) for inefficiencies and make recommendations for improvements which could include alternative service models, expansion of service area, modifications to existing fixed routes and much more.

The next steps include entering a contract with Caltrans to secure the funding and then the release of a Request for Proposals (RFP) to secure the services of a consultant team to work with staff to conduct the analysis and prepare the COA. Staff anticipates having the contract in place by October and an RFP is anticipated to be released for award soon after the start of the year. All funds must be expended by February 2024.

Staff will be prepared to discuss the Caltrans Sustainable Communities Planning Grant Program and the COA in detail at the meeting.

RECOMMENDATION: Adopt Resolution 9-21 designating the Transit Manager or their designee as the authorized representative for the execution of all Sustainable Community Planning Grant related agreements and amendments.

August 19, 2021

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 9-21

**AUTHORIZATION OF EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS
FOR THE FY 2021-22 CALIFORNIA DEPARTMENT OF TRANSPORTATION
SUSTAINABLE COMMUNITIES TRANSPORTATION PLANNING GRANT PROGRAM**

WHEREAS, the Yuba-Sutter Transit Authority is eligible to receive Federal and/or California State funding for certain transportation planning related plans through the California Department of Transportation (Caltrans); and

WHEREAS, the Yuba-Sutter Transit Authority has received an award of FY 2021-22 Caltrans planning grant funds to develop the Yuba-Sutter Transit Comprehensive Operational Analysis (COA); and

WHEREAS, a Restricted Grant Agreement is needed to be executed with Caltrans before such funds can be claimed through the Caltrans Sustainable Communities Transportation Planning Grant Program; and

WHEREAS, the Yuba-Sutter Transit Authority wishes to delegate authorization to execute these agreements and any amendments thereto;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Yuba-Sutter Transit Authority that the Executive Director, or their designee, is hereby authorized to execute for and on behalf of the Yuba-Sutter Transit Authority, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining grant funds provided by Caltrans under the Caltrans Sustainable Communities Transportation Planning Grant Program, by the following vote:

Ayes:

Nos:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON AUGUST 19, 2021.

Chairman of the Board

ATTEST:

*Janet Frye
Secretary to the Board*

AGENDA ITEM III – C
STAFF REPORT

FY 2021 ANNUAL PERFORMANCE REPORT

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for all of FY 2021 (July 2020 through June 2021) presented in comparison with the performance for the same period in the previous fiscal year. Because the continuing COVID-19 pandemic that first took hold in March 2020 makes year-over-year comparisons with FY 2020 somewhat meaningless, staff has also prepared the attached monthly ridership chart for the last three fiscal years for a better picture as to the relative impact of the pandemic. FY 2019 was the last full non-COVID year, FY 2020 was a partial COVID year and FY 2021 was a full COVID year. Besides COVID related ridership and service reductions, the only major variable in this three-year period was the July 2019 systemwide fare increase which did have an obvious impact on ridership for the first half of FY 2020.

Compared to FY 2019, systemwide ridership dropped by 63 percent (584,060 passenger trips) in FY 2021; vehicle service hours were down 17 percent (15,683 hours); and fare revenues dropped by 56 percent (\$672,803). These figures are comparable (worse than some, better than most) to what has been reported by transit systems regionally and nationwide in response to the pandemic, but they do vary significantly from service to service. Individually, in the same two-year comparison, ridership on the local fixed route service dropped 58 percent; Dial-A-Ride ridership was down 70 percent; and the Sacramento service fared the worst with a two-year ridership reduction of 85 percent. These figures are also comparable to what has been reported elsewhere as commuter-oriented public transportation services have been the hardest hit around the world.

In response to the drop in ridership, local fixed route service hours were cut by 8 percent from FY 2019 to FY 2021, Sacramento hours were cut by 27 percent and Dial-A-Ride hours have dropped by 31 percent. On the local fixed route system, the weekday service frequency on Route 2 was reduced in May 2020 from 30 to 60 minutes between buses, but most of the resulting service hour savings was later reallocated to the supplemental limited stop Route 1 Express service that was implemented to reduce the number of passengers being left at bus stops because of on-board capacity limits that were imposed to encourage social distancing. The Route 1 Express service ended June 30, 2021. Due to the drastic reduction in Sacramento ridership, six of the 23 daily Sacramento schedules were suspended in May 2020 while the decrease in Dial-A-Ride service hours occurred more gradually as ridership dropped especially among group trips as programs have until recently been largely closed during the pandemic. Due to the limited nature of the rural routes, no changes were made to these services despite reduced ridership.

Looking forward, while monthly systemwide ridership totals have trended upward through July since hitting a pandemic-low in January 2021, ridership is still expected to remain well below pre-pandemic levels through FY 2022 and possibly beyond. This is based on both how far ridership has dropped and the current uncertainty as to how the recent surge of COVID-19 cases may impact the extent and timing of the public's return to classrooms, offices, and support programs as well as how many will choose to use public transit to get there. The FY 2022 budget that was adopted in May assumed only a gradual increase in ridership and vehicle service hours over the year and nothing that has happened since would suggest the need for any change in that assumption.

Staff will be prepared to discuss the annual performance summary in detail at the meeting.

RECOMMENDATION: Information only.

Attachments

**ANNUAL PERFORMANCE REPORT
FISCAL YEAR 2020-2021**

Fixed Route:	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
July 2020 - June 2021	307,518	47,564.17	6.47	\$319,450	\$6.72	7.6%
July 2019 - June 2020	567,872	49,849.14	11.39	\$453,406	\$9.10	10.3%
Percent Change	-45.8%	-4.6%	-43.2%	-29.5%	-26.2%	-25.9%
Dial-A-Ride:						
July 2020 - June 2021	17,556	16,781.80	1.05	\$79,862	\$4.76	5.4%
July 2019 - June 2020	41,526	19,923.12	2.08	\$113,351	\$5.69	6.5%
Percent Change	-57.7%	-15.8%	-49.7%	-29.5%	-16.4%	-16.8%
Sacramento Services (Commuter & Midday):						
July 2020 - June 2021	20,003	10,199.47	1.96	\$133,781	\$13.12	14.9%
July 2019 - June 2020	107,551	13,656.78	7.88	\$506,945	\$37.12	42.2%
Percent Change	-81.4%	-25.3%	-75.1%	-73.6%	-64.7%	-64.7%
Foothill Route:						
July 2020 - June 2021	828	962.57	0.86	\$707	\$0.73	0.8%
July 2019 - June 2020	1,426	945.59	3.66	\$1,215	\$2.75	3.1%
Percent Change	-41.9%	1.8%	-76.5%	-41.9%	-73.3%	-73.1%
Live Oak Route:						
July 2020 - June 2021	1,915	886.36	2.16	\$2,047	\$2.31	2.6%
July 2019 - June 2020	3,441	910.26	3.66	\$2,583	\$2.75	3.1%
Percent Change	-44.3%	-2.6%	-41.0%	-20.8%	-16.0%	-15.4%
Wheatland Route:						
July 2020 - June 2021	71	493.87	0.14	\$127	\$0.26	0.3%
July 2019 - June 2020	124	550.40	0.23	\$146	\$0.26	0.3%
Percent Change	-42.7%	-10.3%	-37.5%	-13.4%	-1.5%	-3.0%
Systemwide Summary:						
July 2020 - June 2021	347,891	76,888.23	4.52	\$535,972	\$6.97	7.9%
July 2019 - June 2020	721,940	85,835.29	8.41	\$1,077,646	\$12.55	14.3%
Percent Change	-51.8%	-10.4%	-46.2%	-50.3%	-44.5%	-44.5%

Notes:

1. All financial calculations are estimates pending final fiscal audits.

Yuba-Sutter Transit
Month Over Month Ridership
FY 2019 - FY 2021

- FY 2019
- FY 2020
- FY 2021

