



## MEETING NOTICE & AGENDA

**DATE:** Thursday, October 18, 2018

**TIME:** 4:00 P.M.

**PLACE:** Yuba County Board of Supervisors Chambers  
Yuba County Government Center  
915 8<sup>th</sup> Street  
Marysville, California

### I. Call to Order & Roll Call

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

### 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 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 September 20, 2018. (Attachment)
- B. Disbursement List for September 2018. (Attachment)
- C. Monthly Performance Report for September 2018. (Attachment)

### IV. Reports

- A. **Computer Assisted Dispatch & Automatic Vehicle Location System (CAD/AVL) Contract Award.** (Attachment)

RECOMMENDATION: Authorize the purchase of the CAD/AVL system from the firm of DoubleMap as proposed.

- B. **Demand Response & Rural Route Bus Purchase.** Review and approval consideration for the purchase of ten replacement 16 passenger buses. (Attachment)

RECOMMENDATION: Authorize the purchase of ten replacement demand response and rural route buses as proposed or amended.

- C. **Corridor Enhancement Action Plan.** Consider approval of a proposed action plan to guide implementation of the recently completed Route 1 Corridor Enhancement Plan. (Attachment)

RECOMMENDATION: Approve the Corridor Enhancement Action Plan as proposed or amended.

- D. **Adaptation Planning Grant Application.** Consider authorizing an application for funding to complete a Next Generation Zero Emission Transit Facility analysis. (Attachment)

RECOMMENDATION: Authorize the submission of a grant application as proposed or amended.

- E. **Service Contract Consultant.** (Attachment)

RECOMMENDATION: Authorize the execution of a contract with the firm of Transportation Planning & Policy for specified contract consulting services as proposed or amended.

- F. **Project & Program Updates.**

1. Connect Card Implementation (New Bel Air Sales Outlet)
2. Back-Up Generator Project
3. Sacramento Service Promotional Campaign
4. Annual Unmet Transit Needs Hearing (2:00 p.m. on Tuesday, October 30<sup>th</sup>)
5. Sikh Parade Shuttle (8:00 a.m. – 6:00 p.m. on Sunday, November 4<sup>th</sup>)
6. November Board Meeting Cancellation Reminder

RECOMMENDATION: Information only.

V. **Correspondence/Information**

VI. **Other Business**

VII. **Adjournment**

**THE REGULAR MEETING OF THURSDAY, NOVEMBER 15, 2018 HAS BEEN CANCELLED**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, DECEMBER 20, 2018  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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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 SEPTEMBER 20, 2018

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

Present: Cardoza (Chair), Cleveland, Pedigo, Sullenger and Whitmore

Absent: Fletcher, Leahy (Vice-Chair), and Whiteaker

#### **II. Presentations**

##### **A. Draft Corridor Enhancement Plan Presentation.**

Martin introduced Matt Hurtell with AECOM and Gordon Shaw from LSC who presented to the board the Draft Corridor Enhancement Plan. Matt began with a brief summary and then Matt and Gordon both highlighted the plans key recommendations. Director Whitmore asked if there were any bathroom facilities that Yuba-Sutter Transit provides on the Routes for bus drivers. Martin stated there was not. Director Manny thanked Matt and Gordon for their presentation. Martin added that staff will be developing and preparing a draft action plan, with short term and long-term improvements for Board review hopefully for the October Board Meeting. Martin continued that the biggest issue is related to the facility plan, with the zero emission bus mandate, the current facility would not be able to support a full fleet of zero emission buses.

Director Cleveland made a motion to accept the Corridor Enhancement Plan as proposed or amended directing staff as desired. Director Pedigo seconded the motion and it carried unanimously.

#### **III. Public Business from the Floor**

None

#### **IV. Consent Calendar**

Director Cleveland made a motion to approve the consent calendar as corrected. Director Whitmore seconded the motion and it carried unanimously.

#### **V. Reports**

##### **A. Special Service Authorization for the 2018 Sikh Parade Parking Shuttle.**

Martin stated that staff has been approached once again to conduct an off-site shuttle for the 2018 Sikh Parade on Sunday, November 4th. Martin added Staff will be running 25 buses for approximately 260 vehicle service hours, which is similar to that which has been provided in recent years. Martin stated that a check for \$14,000 has already been provided to Yuba-Sutter

Transit Authority, for 7,000 round trip tickets. Staff is now recommending that the Board authorize the operation of a parking lot shuttle service as proposed.

Director Pedigo made a motion to authorize the operation of a parking lot shuttle service under the proposed terms and conditions. Director Sullenger seconded the motion and it carried unanimously.

**B. Draft Feather River Air Quality Management District (FRAQMD) Blue Sky Grant Program Project Applications for FY 2018/2019.**

Martin stated the FRAQMD board is now accepting proposals for the Blue Sky Grant Program, with approximately \$250,000 available. Martin added that applications are due October 15<sup>th</sup> Staff is recommending (3) projects for Board approval the first priority would be the Discount Pass Program for \$120,000, the second is for bus stop improvements for \$12,000, which includes placing Simme-Seats that are attached to a pole, in areas where there is no sidewalk or limited clearances and thirdly would be \$10,000 to extend the Live Oak service from three to five days, for a total of \$142,000. Staff asked if there were any comments or questions from the Board. There were none.

Director Pedigo made a motion to authorize the submittal of FRAQMD grant applications as proposed or amended. Director Whitmore seconded the motion and it carried unanimously.

**C. Final Federal Transit Administration (FTA) Triennial Review Report for Fiscal Years Ending 2015, 2016, and 2017.**

Martin stated that attached to the Staff report is the copy of the Final FTA report. Martin noted that Yuba-Sutter Transit only had two corrective action findings, that were minor. Martin added that this Triennial Review was the best in his 30 years. Staff has submitted a response to the two findings by the September 5<sup>th</sup> date that the FTA required. Staff received notification today that one of the corrections was accepted the other the finding was expanded, Staff is in disagreement with that and will be discussing that with them.

**D. Project & Program Updates.**

1. Federal Low-No Vehicle Emission Grant Application

Martin stated that Staff had submitted an application and it did not get funded.

2. Punjabi Translation of Dial-A-Ride Brochure

Martin had passed out a copy of the Dial-A-Ride brochure to each Board member. Martin noted that he heard from several people that stated it was the best public document translation they had seen. Martin noted this is now being distributed to those who have need of it.

3. Sacramento Service Promotional Campaign

Martin stated that Staff received a grant for \$10,000 from SACOG for promoting the Sacramento Commuter Service. Staff showed a mailer that will be mailed out to those living in Plumas Lake and Edgewater promoting the service Sacramento Service, it will reach about 15,000 homes with other areas in South Yuba City included as well. Staff also presented

PowerPoint slides to the Board depicting several advertising slogans that will be appearing on the back of the buses. Staff will also be giving two commuter tickets to those who text their information to “Big Green Bus” included with their tickets will be a commuter schedule and a thank you letter from the Transit Manager.

4. CAD/AVL RFP Proposals Due Friday, September 21<sup>st</sup>

Martin stated that Staff has already received six proposals and the due date is tomorrow Friday, September 21<sup>st</sup>.

5. Annual Fiscal Audit Site Visit (September 24-26)

Martin added that the fiscal audits for both agencies will be conducted next week.

6. Annual Unmet Transit Needs Hearing (2:00 p.m. on Tuesday October 30<sup>th</sup>)

Martin stated this will take place in the Wheatland Room, here at the Yuba County Government Center. Director Manny mentioned that he would be attending.

**VI. Other Business**

None

**VII. Adjournment**

The meeting was adjourned at 4:46 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 18, 2018  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

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

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,372.69	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,509.41	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 315.59	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.48	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 1,408.64	PG&E	ELECTRIC
EFT	\$ 3,339.75	PG&E	ELECTRIC #2
EFT	\$ 35.62	PG&E	GAS
EFT	\$ 75.00	AT&T	INTERNET SERVICE - AUGUST
EFT	\$ 120.48	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 171.85	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 303.27	ELAVON	MERCHANT SERVICE FEE - AUGUST
EFT	\$ 700.00	CALPERS	GASB-68 REPORT FOR 6/30/18
EFT	\$ 153.40	PRIMEPAY	PAYROLL FEE
EFT	\$ 35,926.02	PAYROLL	PAYROLL
16163	\$ 158.32	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - JULY
16164	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING MAINTENANCE
16165	\$ 6,645.46	ALLIANT NETWORKING SERVICES, INC.	NEW SERVER - FINAL PAYMENT
16166	\$ 353.97	CETRA LANGUAGE SOLUTIONS	TRANSLATE DIAL-A-RIDE BROCHURE IN PUNJABI
16167	\$ 14,875.00	FIRST TRANSIT	INSPECTION & POST DELIVERY AUDIT ON (7) MCI BUSES
16168	\$ 20,564.95	FLYERS ENERGY	BUS FUEL
16169	\$ 168.87	FRANCOTYP-POSTALIA, INC.	POSTAGE MACHINE LEASE
16170	\$ 19,691.80	HUNT & SONS INC.	BUS FUEL
16171	\$ 258.65	QUILL CORP	JANITORIAL SUPPLIES
16172	\$ 1,100.00	R.C. JANITORIAL SERVICE	JANITORIAL SERVICES
16173	\$ 26,476.99	RIVER VALLEY INSURANCE/STIRNAMAN INS.	GENERAL LIABILITY ANNUAL PREMIUM
16174	\$ 292.06	SIGNARAMA	BANNER TO PROMOTE SAC COMMUTER SERVICE
16175	\$ 311.88	SIGNWORX	WI-FI DECALS FOR COMMUTER BUSES
16176	\$ 88.92	STAPLES CREDIT PLAN	OFFICE SUPPLIES
16177	\$ 272.79	TIAA COMMERCIAL FINANCE, INC.	COPIER LEASE
16178	\$ 3,385.20	TRANSDEV SERVICES, INC.	CAPITAL LABOR EXPENSES - MCI BUSES
16178	\$ 438,971.23	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - JULY
16179	\$ 187.97	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - AUGUST
16180	\$ 12,912.00	AECOM TECHNICAL SERVICERS, INC.	CORRIDOR ENHANCEMENT PROJECT
16181	\$ 1,750.00	ALLIANT NETWORKING SERVICES, INC.	IT SERVICES - OCTOBER
16182	\$ 850.00	APPEAL DEMOCRAT	ADVERTISING/PROMOTION
16183	\$ 40.00	COBBLESTONE PTO	ADVERTISING/PROMOTION
16184	\$ 239.29	COMCAST	INTERNET SERVICE - SEPTEMBER
16185	\$ 6,116.82	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES
16186	\$ 450.00	DIGITAL DEPLOYMENT	WEB SERVICES - SEPTEMBER
16187	\$ 20,717.59	FLYERS ENERGY	BUS FUEL
16187	\$ 20,877.90	FLYERS ENERGY	BUS FUEL
16188	\$ 50.00	FREED	ADVERTISING/PROMOTION
16189	\$ 485.00	MR. SECURITY CAMERA, INC.	SERVICE ON CAMERAS AT PLUMAS LAKE PARK & RIDE
16190	\$ 1,059.77	QU.EST	MAINTENANCE OF BUS STOPS/SHELTERS
16191	\$ 40.00	RIO PTP	ADVERTISING/PROMOTION
16192	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICE
16193	\$ 75.00	SMART MARKETING & PRINTING	ADVERTISING/PROMOTION
16194	\$ 465.99	STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES
16195	\$ 7,483.50	SUTTER BUTTES COMMUNICATION INC.	SERVICE AGREEMENT & REPEATER FEE
16196	\$ 192.18	SUTTER COUNTY LIBRARY	CONNECT CARD/TICKET SHEET COMMISSION
16197	\$ 10.89	TEHAMA TIRE SERVICE INC.	TIRES/TUBES
16198	\$ 494.13	VERIZON	WI-FI ON COMMUTER BUSES
16199	\$ 916.27	COMCAST	TELEPHONE AUGUST - SEPTEMBER
	<b>\$ 661,321.59</b>		

**LAIF  
TRANSFERS**

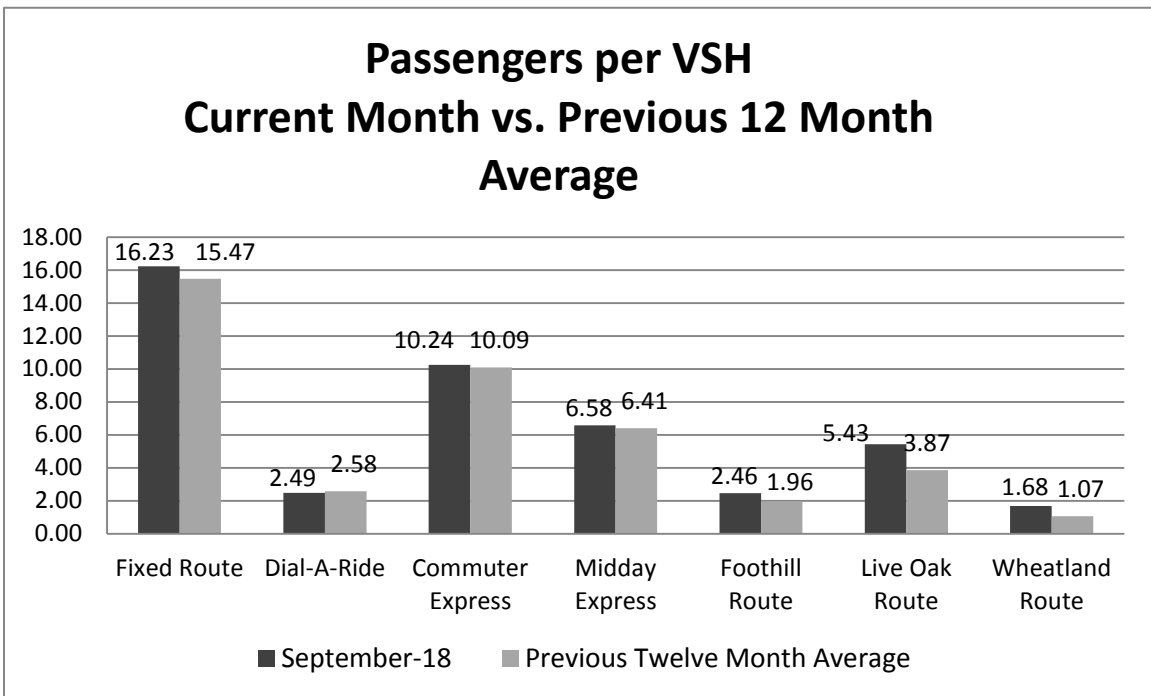
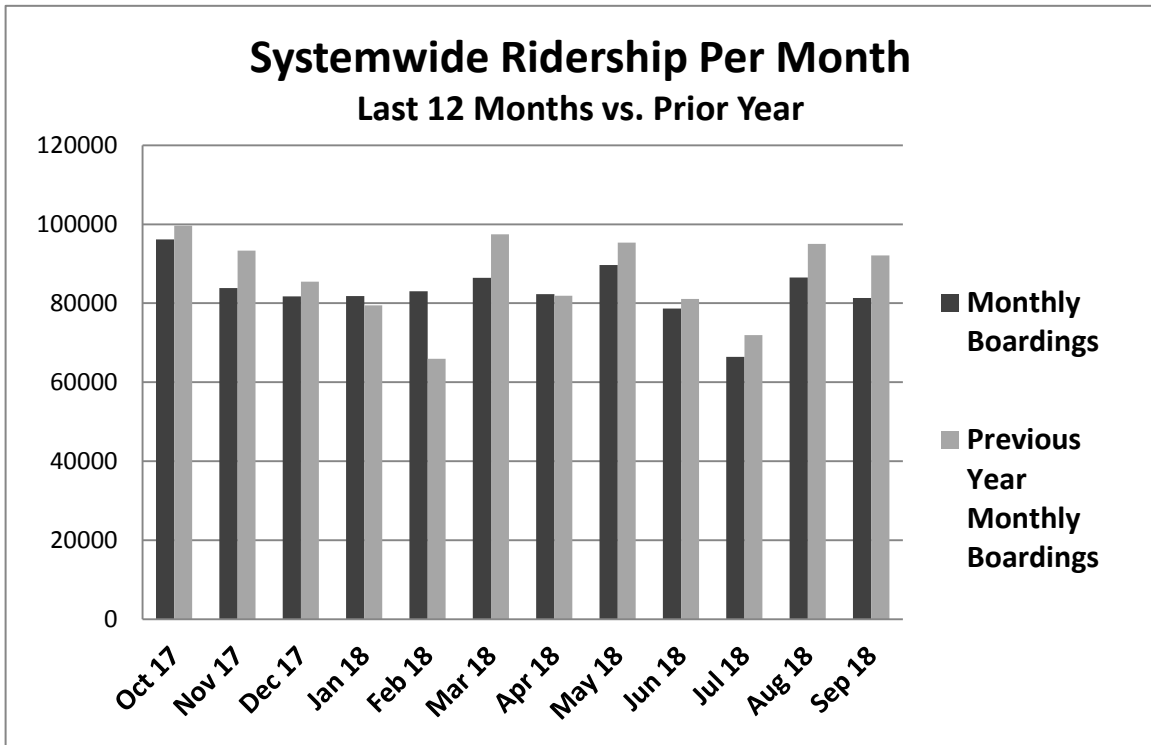
NO LAIF TRANSFERS

## AGENDA ITEM III - C

### SEPTEMBER 2018 PERFORMANCE REPORT

<b>Ridership:</b>	<b>September-18</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	65,328	66,969	183,065	207,500
Dial-A-Ride	4,791	5,417	15,384	17,345
Commuter Express	9,586	10,148	30,998	29,363
Midday Express	963	1,026	2,942	3,125
Foothill Route	186	159	591	622
Live Oak Route	378	296	1,079	916
Wheatland Route	70	42	207	131
<b>Total Ridership:</b>	<b>81,302</b>	<b>84,057</b>	<b>234,266</b>	<b>259,002</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	4,025.81	4,327.91	12,811.85	12,990.19
Dial-A-Ride	1,926.87	2,099.16	6,041.57	6,407.09
Commuter Express	935.72	1,005.25	3,032.87	2,942.74
Midday Express	146.36	160.12	482.78	481.40
Foothill Route	75.46	81.03	239.15	246.49
Live Oak Route	69.63	76.63	229.46	216.54
Wheatland Route	41.59	39.67	132.63	117.72
<b>Total VSH's:</b>	<b>7,221.44</b>	<b>7,789.77</b>	<b>22,970.31</b>	<b>23,402.17</b>
<b>Passengers Per Hour:</b>				
Fixed Route	16.23	15.47	14.29	15.97
Dial-A-Ride	2.49	2.58	2.55	2.71
Commuter Express	10.24	10.09	10.22	9.98
Midday Express	6.58	6.41	6.09	6.49
Foothill Route	2.46	1.96	2.47	2.52
Live Oak Route	5.43	3.87	4.70	4.23
Wheatland Route	1.68	1.07	1.56	1.11
<b>Total Passengers Per VSH:</b>	<b>11.26</b>	<b>10.79</b>	<b>10.20</b>	<b>11.07</b>

## SEPTEMBER 2018 PERFORMANCE REPORT





AGENDA ITEM IV – A  
STAFF REPORT

**COMPUTER AIDED DISPATCH AND AUTOMATIC VEHICLE LOCATION  
(CAD/AVL) SYSTEM CONTRACT AWARD**

At the August Board meeting, the Board approved the release of the Yuba-Sutter Transit CAD/AVL System and Paratransit Scheduling Software RFP #05-18 which is still available on the agency website. This project includes a number of potential technological improvements such as computer aided dispatch software (CAD); automatic vehicle location (AVL); automatic voice annunciation system (AVA); automatic passenger counting (APC); real time service monitoring and management tools; and, public Wi-Fi. Proposals were received from the following six national vendors.

1. Connexionz
2. Ecolane
3. GMV Syncromatics
4. DoubleMap
5. ETA Transit
6. Routematch Software

The evaluation committee analyzed all six proposals based on the criteria set forth in the RFP and recommended that the top three firms be invited to a formal interview and system presentation. On October 4<sup>th</sup>, Connexionz, DoubleMap and ETA gave presentations and responded to questions from the evaluation committee. Staff also contacted references from the three vendors.

Based on this process, the evaluation committee concluded that DoubleMap provided the best overall value for the Yuba-Sutter Transit operation which included the lowest on-going annual operating expense of all six proposals over the five year contract term. While initial DoubleMap proposal included a combination of the required RFP elements generally within the project budget, staff has since further refined the scope as part of soliciting a Best and Final Offer (BAFO) price quote. The revised scope includes a system wide AVL package including a passenger information alert application; a computer assisted reservation and dispatch program for the Dial-A-Ride system; AVA for the local fixed route and commuter buses with integrated exterior destination signs and interior next stop LED signs; on-board Wi-Fi for the fixed route buses (the 13 commuter buses already have Wi-Fi available); and, a five year limited warranty.

As shown in Exhibit 1, the first year cost of the complete package including all hardware, installation, training and applicable sales tax is estimated at just under \$250,000 with on-going annual operating costs of \$26,175 for years two through five. This project is being funded from the remaining balances of the now ended ten year Proposition 1B California Transit Security Grant Program after all other security enhancing projects have been completed. A total of \$235,000 from this funding source was budgeted for this project.

While the total first year price could be reduced below the amount budgeted by not installing the AVA features on the eleven fixed route buses that are now scheduled for replacement by the end of 2020 or by dropping the fixed route Wi-Fi system, staff is

recommending the award of this project to DoubleMap based on the full revised scope of work and their BAFO pricing as this would offer the most complete package of features at a cost only slightly above the amount budgeted. If authorized as proposed, any short-fall would be funded with State Transit Assistance (STA) revenue from Yuba-Sutter Transit's contingency fund.

Staff will be prepared at the meeting to review the selected proposal and other project details as desired.

**RECOMMENDATION:** Authorize the purchase of the CAD/AVL system from the firm of DoubleMap as proposed.

# Exhibit 1

## DoubleMap Pricing Summary

Item	Capital	Annual (Years 2-5)
Base System CAD/AVL & Demand Response System (51 Buses)	\$117,650.00	\$15,425.00
Real-time Passenger Information System (RTPI) (51 Buses)	\$2,856.00	
AVA Hardware, Interior LED Sign, & Headsign Integration (35 Fixed Route & Commuter Buses)	\$60,900.00	\$4,375.00
Fixed Route Wi-Fi Hardware & Software (22 Fixed Route Buses)	\$30,284.10	
<b>Extended Warranty</b>		
Extended Equipment Warranty (Years 2-5)		\$6,375.00
Project Management, Training & Travel Exp.	\$6,333.00	
<b>Subtotal</b>	<b>\$218,023.10</b>	<b>\$26,175.00</b>
1st Year Annual Costs	\$19,800.00	
Estimates Sales Tax	\$11,625.00	
<b>First Year Costs</b>	<b>\$249,448.10</b>	
Annual Costs		\$26,175.00
<b>5 Year Total Cost</b>		<b>\$354,148.10</b>

### Notes

1st year cost excludes extended warranty

AGENDA ITEM IV – B  
STAFF REPORT

**DEMAND RESPONSE & RURAL ROUTE BUS PURCHASE**

Yuba-Sutter Transit received \$249,448 in July as the last installment from the ten year Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA). PTMISEA funding was made available under the California Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006 known as Proposition 1B (November 2006). Yuba-Sutter Transit has received over \$7.5 million in PTMISEA funding for a variety of projects most notably the 2011 remodel and expansion of the Yuba-Sutter Transit operating facility and the 2018 commuter bus replacement project.

The remaining PTMISEA revenue is for a portion of the budgeted \$950,000 funding package to replace ten 2009 model 16 passenger demand response and rural route buses that have exceeded their expected useful life. The remaining budget will be covered by a combination of federal rural and small urban transit formula funding of which \$375,000 has already been committed and the remainder is currently being requested. This project is programmed for completion in the current fiscal year.

Just as the buses being replaced, the new buses will be operated primarily in our Dial-A-Ride and rural route services though they will also be used to back up the local fixed route buses as necessary. They will replace ten 2009 model buses that long ago exceeded their design life of seven years or 200,000 miles – as they are now averaging nearly 250,000 miles each. The new buses will be on the same General Motors (GM) chassis, but they will be gasoline powered as there is no longer a diesel powertrain available from either GM or Ford for this class of vehicle. While this will result in a lower purchase price, it will increase the cost of fuel while also requiring that fueling be done off-site through a card lock service further increasing the annual operating cost.

As was done when such buses were last purchased in 2014, staff is again recommending that Yuba-Sutter Transit leverage the buying power of the statewide Request for Proposal (RFP) that was issued by the Morongo Basin Transit Authority (MBTA) in association with the California Association for Coordinated Transportation (CalACT). This process results in lower unit costs by participating in a much larger order and less time and expense to Yuba-Sutter Transit for the development and administration of a local-only bid process. This cooperatively bid contract allows transit agencies to independently compare the products and quoted prices from a variety of manufacturers to select the one that best meets their needs.

For fleet consistency, staff is recommending the purchase of the Titan II model from Glaval Bus to match the 2014 models which have performed very well in both construction and overall fit and finish. The manufacturer's representative, A-Z Bus Sales, has quoted a final delivered price of \$908,397.30 for the ten replacement buses (\$90,839.73 each). This price includes an allowance for the movement of the Connect Card system from the old to the new buses and it assumes that the CAD/AVL technology package being considered later on this same agenda will

be installed by that vendor after delivery. The remaining budget allowance of just under \$4,200 per bus will be used for any contingency that may result during the process as well as for the local installation of exterior decals and mobile radios after the buses are delivered and for any other contingency that may result during the process.

The requested Board action would be conditional upon the purchase being approved by Caltrans which is required because of the federal rural transit funding being used for a portion of the project. While this should ultimately be simply a formality, staff is seeking early Board authorization to expedite delivery since the next meeting will be on December 20<sup>th</sup>.

Administrative and maintenance staff will be prepared at the meeting to discuss any aspect of this purchase recommendation in detail.

**RECOMMENDATION:** Authorize the purchase of ten replacement demand response and rural route buses as proposed or amended.

AGENDA ITEM IV – C  
STAFF REPORT

**CORRIDOR ENHANCEMENT ACTION PLAN**

At the September 2018 meeting, the Board accepted the Route 1 Corridor Enhancement Plan that provides in-depth analysis and the necessary pre-engineering to support potential capital improvements to the main facilities and bus stops along the approximately eight mile long Route 1 corridor. The plan contains an extensive review of the Route 1 corridor resulting in the development of general bus stop design standards and specifications; a developed design concept with cost estimates for the Alturas & Shasta Transit Center in Yuba City; and, recommended improvements to other Route 1 transit centers and bus stops.

In addition to the specific corridor recommendations and in response to the pending California Air Resources Board (CARB) Innovative Clean Transit Regulations, the Corridor Enhancement Plan also evaluated the current transit facility especially as it relates to the fleet electrification. That analysis, which is included in Chapter 5 of the Corridor Enhancement Plan that is available on the agency website, concluded with specific recommendations for incremental implementation of battery electric buses, but ultimately recommends the development of a new site and facility that can meet the future needs of the system.

To help guide the implementation of the recommended Corridor Enhancement Plan improvements on Route 1 and, where applicable, throughout the entire local fixed route system, staff has developed the attached Draft Corridor Enhancement Action Plan. With Board concurrence, the action plan will provide specific direction for staff to implement certain improvements as funding and development opportunities arise over time. These improvements range from simple bus stop enhancements to the development of a new Yuba City transit center to the replacement of Yuba-Sutter Transit's current operations and maintenance facility.

Staff will be available at the meeting to address any questions that the Board may regarding the Draft Corridor Enhancement Action Plan.

**RECOMMENDATION:** Approve the Corridor Enhancement Action Plan as proposed or amended.

# Corridor Enhancement Action Plan

Proposed October 18, 2018

The Yuba-Sutter Transit Corridor Enhancement Plan was completed in September 2018. As a result, this Action Plan is being generated to provide a framework to implement recommendations from that plan for certain improvements and standards. While the main focus of the Enhancement Plan was to assess the functionality and amenities provided at key transfer centers along the Route 1 corridor, the recommendations are applicable across the Yuba-Sutter Transit service area.

## Key Transit Center Improvements

The Enhancement Plan recommended the following near-term and long-term improvements for key transit centers which will now be programmed for future action consideration as time and funding allow:

Transfer Center	Near-Term Improvements	Longer-Term Improvements
<b>Walton Terminal</b>	<b>Western Bus Stop</b> <ul style="list-style-type: none"> <li>• Replace two existing small shelters with larger shelter with solar lighting to accommodate peak passenger boardings with shade and rain cover.</li> </ul>	<b>Eastern Bus Stop</b> <ul style="list-style-type: none"> <li>• Replace existing shelter with larger shelter to accommodate additional passengers.</li> </ul>
<b>North Beale Transit Center</b>	<ul style="list-style-type: none"> <li>• No near-term improvements recommended.</li> </ul>	<b>Southern Bus Stop</b> <ul style="list-style-type: none"> <li>• Replace existing shelters with larger ad shelters with solar lighting to match the shelters that were recently installed at the northern bus stop.</li> <li>• Enhance landscaping.</li> </ul>
<b>Yuba County Government Center</b>	<ul style="list-style-type: none"> <li>• Install between two and three benches outside of the shelter for additional passenger seating.</li> </ul>	<ul style="list-style-type: none"> <li>• Replace existing shelter with larger shelter to accommodate local fixed route, Sacramento route and Amtrak Thruway Bus passengers.</li> </ul>
<b>Yuba College Transit Center</b>	<ul style="list-style-type: none"> <li>• No near-term improvements recommended.</li> </ul>	<ul style="list-style-type: none"> <li>• No longer-term improvements recommended.</li> </ul>

## The Alturas & Shasta Transfer Center

Separate from the above centers where relatively minor improvements are needed, recommendations for the Alturas & Shasta Transit Center in Yuba City were much more significant. This transit center, the second busiest in the system, now uses the sidewalk behind the Los Charros restaurant at the intersection of Alturas and Shasta Streets and this facility is functionally and operationally inadequate for the current operation. As a result, the Enhancement Plan recommended the relocation of this

facility to a new off-street center. Due to the cost and scale of such a project, staff is recommending the following steps to accomplish this effort:

#### **Alturas & Shasta Relocation Plan**

1. Identify and secure funding for land acquisition, design and construction of a new transit center.
2. Contact property owners of potential sites from the Enhancement Plan (at a minimum) to determine if land is available for purchase. Identify additional parcels if needed.
3. Acquire property.
4. Determine if the conceptual center design provided in Enhancement Plan fits on the selected site. The preliminary estimate for construction was \$1.16M in the plan.
5. Design and construct transfer center.

#### **Improvements to Other Bus Stops:**

The Enhancement Plan also analyzed the other 47 stops along the Route 1 corridor along with stops from throughout the system to determine if improvements are needed. The consultant used the baseline of recommending a shelter if there are at least ten boardings a day and recommending a bench if there are at least five boardings a day. Based on this standard, an additional ten bus shelters and five benches were recommended for the Route 1 corridor alone, but this standard may be difficult to meet with available funding and individual site constraints. Staff will be applying this same analysis to the remainder of the system to identify the potential expansion of the bus stop bench and shelter program accordingly.

In addition to bus stop shelters and benches, the Enhancement Plan recommended the following specific additional improvements in the Route 1 corridor:

1. Paint red curbs to improve operations and eliminate parking conflicts in Yuba City at the Sutter County Library stops at Forbes and Clark Avenues; at both stops at Plumas and Church Streets; and, at the stop at D and 2<sup>nd</sup> Streets in Marysville.
2. Install a larger or an additional shelter at the Harter Road bus stop at the Yuba City Marketplace due to high usage.
3. Construct a bus pullout at the Stabler Lane bus stop south of Butte House Road.

Staff will be working with the respective jurisdictions to implement these recommendations and other stops in the system will be evaluated to determine if similar improvements are needed elsewhere.

#### **Bus Stop Standards**

Yuba-Sutter Transit has historically relied on standards from the local jurisdictions for the design of bus stop improvements. The Enhancement Plan provides standards specifically for the bus sizes and shelter design that Yuba-Sutter Transit uses. These standards will be used to improve existing bus stops as well as to communicate with local jurisdictions on the design of new bus stops during the development review process.



## **Agency Partnerships for Upgraded Bus Stop Improvements**

In the past, Yuba-Sutter Transit partnered with the City of Marysville on a case-by-case basis to provide long term solutions to failing infrastructure issues at two major bus stops – the stop at D and 2<sup>nd</sup> Streets at the Habitat for Humanity building and at I and 9<sup>th</sup> Streets at the Yuba County Government Center. At both locations, failed asphalt was replaced by reinforced concrete near the bus stop and both remain in good operating condition representing improvements that continue to benefit both transit passengers and the jurisdiction.

In the spirit of partnership, staff proposes that Yuba-Sutter Transit initiate a program to cost share with any member jurisdiction on a matching basis (50/50) for needed improvements at transit stops when those improvements meet all of the following criteria:

1. Bus stop must be in need of improvements to address an immediate maintenance issue to enhance the access, functionality or usability of the stop by buses, passengers and the general public.
2. Improvements must be designed to provide long-term maintenance cost relief at the bus stop through the use of materials that far exceed the useful life of that which would be used for routine maintenance and repairs.
3. Need, scope and cost of improvements must be mutually agreed upon.

Coordination between Yuba-Sutter Transit and the member jurisdictions will be an ongoing process as needs for improvements are identified. Jurisdictions can submit a description with pictures of potential projects to Yuba-Sutter Transit for consideration, but the final decision and the amount of funding available for such improvements annually shall be at the discretion of Yuba-Sutter Transit. Priority will be given to improvements at transfer stations and stops with higher daily ridership.

## **Maintenance & Operations Facility Replacement**

The Enhancement Plan recommended the incremental conversion of the bus fleet to battery electric buses pursuant to the pending action by the California Air Resources Board to change all public transit fleets to zero emission buses by 2040. Due to space constraints, the plan recognized that the current site of the Yuba-Sutter Transit maintenance and operations facility in Marysville would not be feasible for full electrification of the fleet. As a result, it was further recommended that work begin to ultimately find a new site and build a new facility well before converting beyond twelve battery electric buses.

It is anticipated that it will take ten years or more to complete replace the current facility due to the cost and complexity of such a project so staff will begin immediately to identify appropriate funding sources to conduct a transit facility needs analysis. This effort will result in the identification of Yuba-Sutter Transit's future maintenance, operations and administrative functional needs; determine the property, building and power requirements for a facility that would meet those needs; identify and evaluate potential sites sufficient to accommodate such a facility; and, establish a realistic development and financing plan to fulfill that vision in appropriate phases. Further funding will be necessary for land acquisition, facility design and construction of the new facility.

AGENDA ITEM IV – D  
STAFF REPORT

**ADAPTATION PLANNING GRANT APPLICATION**

**Background**

Since 1996, Yuba-Sutter Transit has operated from a 60 year old converted Seven-Up bottling plant that is wholly unable to meet the service and technology needs of the next generation of public transportation especially given the pending California Air Resources Board (CARB) Innovative Clean Transit Regulations. As proposed, these regulations would require that at least half of all buses ordered by Yuba-Sutter Transit be zero emission beginning in 2026 increasing to all buses ordered as of 2029. The recently completed 2018 Corridor Enhancement Plan analyzed the space requirements, power needs, necessary operational modifications and risks associated with the introduction of battery electric buses (BEBs) at the current site. That assessment concluded that the current site was already space constrained with minimal room for future growth or the introduction of more than 12 BEBs. As a result, the plan recommended that the current facility be replaced with a new site and facility purposefully designed for the next generation of transit operations.

**Discussion**

Caltrans recently released a call for projects for the Caltrans Adaptation Planning Grant Program. This program has \$6 million available statewide to assist agencies in preparing for climate change impacts by enhancing the resiliency of the transportation system. The goal of the grant program is to support planning actions at the local and regional levels that advance climate change adaptation efforts to the transportation system especially efforts that serve the communities most vulnerable to climate change impacts.

The Adaptation Planning Grant Program provides an opportunity for Yuba-Sutter Transit to fund and conduct a study for a Next Generation Zero Emission Transit Facility. Expected outcomes of this study include the identification of Yuba-Sutter Transit's future maintenance, operations and administrative functional needs; the determination of the property, building and power requirements for a site and facility that would meet those needs; the identification and evaluation of potential sites sufficient to accommodate such a facility; and, the creation of a realistic development and financing plan to fulfill that vision in appropriate phases. This analysis will include compliance with the pending California Air Resources Board Clean Transit Initiative assuming the operation of only zero emission revenue and support vehicles by 2040.

If successful, a consultant team will be selected through a competitive process to work with staff to conduct the analysis and prepare the framework for the Next Generation Zero Emission Transit Facility. Based on similar studies conducted elsewhere, staff has set the budget for this project at \$200,000 which would be funded with \$177,060 from the proposed Caltrans Adaptation Planning Grant with the required 11.47 percent local match of \$22,960 to be provided by Yuba-Sutter Transit from State Transit Assistance (STA) revenues. Applications are due by November 30<sup>th</sup> with awards expected to be announced in the spring of 2019. Work cannot begin before October 2019 and all funds must be expended by April 2022.

Staff will be prepared to discuss the Caltrans Adaptation Planning Grant Program and the Next Generation Zero Emission Transit Facility Project application in detail at the meeting.

**RECOMMENDATION:** Authorize the submission of a grant application as proposed or amended.

AGENDA ITEM IV – E  
STAFF REPORT

**OPERATING & MAINTENANCE SERVICE CONTRACT CONSULTANT**

The existing five year agreement with Transdev Services, Inc. for the operation and maintenance of the Yuba-Sutter Transit system will expire on September 30, 2019. The process to solicit proposals for a new contract would typically begin with the issuance of a Request for Proposals (RFP) approximately five or six months prior to the termination date with an award decision expected approximately three months prior to that date to allow time for the possible transition to a new contractor. Other than keeping pace with federal and state procurement requirements, the basic RFP that has been used for this process has been essentially unchanged for well over 20 years.

While it has served the agency well over the years due to the stability that we have enjoyed among both agency and contractor management staff, a top-to-bottom overhaul of the RFP to bring it up to the current state-of-the-industry standard is now believed to be essential given the potential for significant staffing changes over the life of this next procurement cycle. In anticipation of such an overhaul, the FY 2019 budget included an allowance of \$50,000 for specific consulting services that would include the development of a new RFP package, support during the procurement process and fleet inspection services. Due to the timing of this procurement, this process will ultimately be spread over two fiscal years and fleet inspection services may not be needed at all depending on the outcome of the process.

Attached is a proposal from Mr. Roy Glauthier of Transportation Planning & Policy to assist Yuba-Sutter Transit with the development and implementation of a new RFP package. As detailed in his statement of qualifications, Mr. Glauthier has been actively engaged in the public transportation industry for well over 40 years, first as an executive with a national service contractor and, since 1996 as an independent transit consultant. While he has assisted public transit agencies in a number of program areas, he is one of the few (if any) consultants who specialize in competitive procurement assistance and he is often invited as a conference speaker on the subject. Mr. Glauthier has provided a comprehensive scope of work from concept through the award of a new service contract at a not-to-exceed cost estimate of \$19,520. Based on his skills and experience, staff is now recommending that the Board authorize the execution of a professional services contract with Mr. Roy Glauthier as Transportation Planning & Policy for the specified services at the not-to-exceed amount.

Staff will be prepared at the meeting to discuss the service contract process and the Transportation Planning & Policy proposal in detail as desired.

**RECOMMENDATION:** Approve the execution of a contract with the firm of Transportation Planning & Policy for specified contract consulting services as proposed or amended.

**ROY E. GLAUTHIER**  
**TRANSPORTATION PLANNING AND POLICY**  
**QUALIFICATIONS AND EXPERIENCE**

**Overview**

Begun in October 1996, *Transportation Planning and Policy* provides transit and paratransit technical assistance to cities and communities with a special emphasis on community-level policy and operating issues. Direct operating experience in local fixed-route services, paratransit and special services for seniors and individuals with disabilities allows us to focus in on specific issues and provide practical alternatives and recommendations.

From 1976 through 1996, Roy Glauthier was a principal division manager with the DAVE Transportation Services organization with responsibilities in the areas of technical and consulting support, administrative and management services, and transportation operations. From January 1, 1990, through August of 1996, Roy was also one of five Principal Partners in DAVE Transportation Services, Inc.-- a period which saw the company grow from annualized sales of \$27 million to almost \$76 million at the close of FY1996. During this period, Roy was DAVE's Regional Manager for Northern California, Oregon, Washington and Utah, overseeing 18 locations operating a total of 25 service contracts.

**Technical and Consulting Experience**

Roy Glauthier has managed and directly participated in well over 250 consulting engagements to cities, counties and transit agencies nationwide, including agencies as diverse as the Washington Metropolitan Area Transit Authority, Chicago Transit Authority, Via Metro Transit in San Antonio TX, and the Honolulu Public Transit Authority, as well as municipal and county agencies throughout California. Assistance has been provided in such areas as:

- **Transit and paratransit management and operational assessments;**
- **Competitive procurement assistance**
- **Transportation feasibility and service design;**
- **Specialized transportation design and performance;**
- **Development of operating policies and procedures;**
- **ADA compliance and planning;**
- **Design and implementation of senior transportation programs; and**
- **Emergency response planning and training.**

Additionally, as a key member of DAVE Transportation's technical staff, Roy also provided support on a daily basis to the operating managers and client agencies of the DAVE organization on such issues as service design and operations, fare collection policies and procedures, ADA and regulatory compliance, marketing and public information, and passenger assistance.

Typical consulting engagements since 2015 have included:

***Technical Assistance for Public Transit Procurement  
City of Avalon, CA***

This project entailed the development of a competitive procurement for management of Avalon's public transit services – a community fixed route and senior/disabled dial-a-ride -- for the first time in over 20 years. As there was no existing service plan or previous RFP document, this necessitated close interaction with the City Council to determine the City's objectives in supporting public transit services and a clear understanding on the financial resources available to support such a program. With the Council's approved service plan, a Request for Proposals package was prepared which complied with Federal procurement requirements, in hopes of securing future Federal assistance. The initial RFP process resulted in no compliant proposals, so a revised RFP was developed to address identified concerns of prospective bidders. A second release of the RFP elicited a compliant proposal and the new Avalon Transit services were initiated June 1, 2016. Follow-on assistance continued through 2016.

***Transit Consulting Service: Dial-A-Ride Management Procurement and  
Continuing Technical Assistance  
City of La Mirada, CA***

From November 2015 through June 2016 assistance was provided to the City of La Mirada to assess their Dial-A-Ride service program and then assist with a management procurement. The contract had last been rebid in 2008 and had run out of options to extend the contract. This project involved the development of a Request for Proposal package based on the City's current service while also incorporating service flexibility to meet developing transportation needs over the projected contract term. The RFP resulted in two compliant proposals and, following evaluation of the proposals and interviews, a new contract was awarded to the incumbent management firm for a base term of four years plus two, 2-year options, effective July 1, 2016.

Under a new contract, Glauthier began providing technical assistance to the City for procurement of new transit vehicles and development of a Financial Plan in late 2017. This assistance is continuing.

***Transportation Program Review & Rebid  
City of Rosemead CA***

Assistance began in late August 2018 on the procurement of a new management contractor for the City of Rosemead's Explorer and Dial-A-Ride services. This assistance will include drafting of the RFP document and process, assisting in the conduct of the pre-proposal conference, response to questions and drafting of addenda, technical review of proposals, conduct of interviews and contract negotiation. Assistance will continue as needed with the transition to a new contractor, if that is the outcome of the process. Glauthier also assisted the City with a similar analysis and procurement assistance in 2007-2009 and 2015.

***Procurement Assistance with RFP for Operation of Glendale Beeline Fixed Route Transit Service***

***AND Procurement Assistance with RFP for Operation of Glendale Dial-A-Ride Service***

***City of Glendale, CA***

Working with AMMA Transit Planning, Roy provided RFP development assistance to the City of Glendale beginning early January 2015 culminating in the City's release of their RFP for management of the Beeline fixed route services in mid-February. Procurement assistance included planning of the pre-proposal meeting, drafting of addenda responding to questions, and technical analysis of the received proposals. This procurement resulted in only a single proposal due to difficulty in locating an acceptable operating facility, which necessitated a thorough analysis of the procurement process and the bidder's proposed costs. The single proposal was judged to be appropriate and valid under FTA procurement procedures.

Beginning in August 2015 and carrying through to March 2016, a second project assisted the City in the development of their RFP package for procurement of the management contract for the City's Dial-A-Ride services. As with the prior assignment, this project provided the City with a draft RFP package, assisted with organization of their pre-proposal meeting, drafted responses to questions from prospective proposers, and conducted a technical evaluation and cost assessment of the two proposals received by the City.

***Beach Cities Transit, Management Rebid and Technical Assistance,  
City of Redondo Beach CA***

From September 2009 and continuing, this project began with the provision of technical assistance with the procurement for a new management contract for Beach Cities Transit, a fixed-route and dial-a-ride system serving the South Bay communities in Los Angeles County. This assistance involved finalization of the procurement documents, advising the City on administration of the procurement process and transition to a new contractor effective January 1, 2010. In the spring and summer of 2014, a new Request for Proposals was developed for

management of the Beach Cities transit program and the procurement carried out to an award by Council in early October.

Since completion of the BCT procurement, technical assistance has continued, focusing on federal grant administration, compliance with federal, state and local reporting and other requirements, capital planning and vehicle acquisition, and FTA Triennial Reviews and local audits.

### ***Service Design Analysis***

#### ***Pomona Valley Transportation Authority***

With AMMA Transit Planning, this study will begin with a thorough assessment PVTA's Get About and Claremont transit services to describe current operations and trends. Simultaneously, transit needs and opportunities will be identified through outreach to community stakeholder organizations and elected officials. This input will be used to develop service improvement strategies with a 10-year horizon, including operational and capital implications, pending requirements for Zero Emission Buses (ZEB), and long-term funding requirements. This project began in late August 2018 and will continue into 2019.

Either independently and in conjunction with AMMA Transit Planning, prior projects for PVTA have included:

- 2008 – 2009 Get About Operations Review
- 2009 – 2010 Assessment of Get About Operations
- 2010 Management Procurement Assistance
- 2012 – 2013 Assessment of Get About Operations
- 2013 Management Procurement Assistance
- 2014 Taxi Procurement Assistance
- 2016 Claremont Comprehensive Operation Analysis
- 2017 Get About Operational Review & Taxi Procurement

#### ***Transit Consulting Service: Dial-A-Ride Management Procurement City of Monrovia, CA***

The City last rebid their general public dial-a-ride management contract in 2010 and was unsuccessful in pursuing a joint RFP for management services in 2016 with two other local cities. This project involved the development of a Request for Proposal package and service agreement based on the City's current Monrovia Transit services, which include both a general public dial-a-ride service and an Old Town Shuttle service from the Metro Gold Line station to a central bus stop in the downtown shopping area. RFP development began in late summer 2016 with an assessment of the existing services and the procurement process is expected to be completed in April 2017.

### **Additional Clients & Projects**

- *California Association for Coordinated Transportation [CalACT], RTAP Workshops on Competitive Procurement, Threat Assessment and Emergency Preparedness;*
- *Greensboro Transit Authority, Greensboro NC, Operational Analysis of the ADA Complementary Paratransit Services;*
- *Fresno Area Express, City of Fresno, CA, Evaluation of Handy Ride Service and Procurement Assistance (2006-2007); Management Procurement Assistance (2012), FTA ADA Compliance Review Assistance;*
- *Morongo Basin Transit Authority, Joshua Tree CA, Development of Security and Emergency Preparedness Plan;*
- *City of Claremont and Pomona Valley Transportation Authority, Claremont Transit Service Assessment;*
- *City of Norwalk, Norwalk Transit Services [CA], La Mirada Dial-A-Ride Comprehensive Operations Analysis;*
- *Office on Aging, County of Orange, California; Technical Assistance on Senior Non-Emergency Medical Transportation, And Interim Manager of Senior Transportation;*
- *Health Care Agency, County of Orange, California; Senior Non-Emergency Medical Transportation Study;*
- *City of Arcadia, California; Interim Transportation Services Officer (3 separate engagements), Procurement of Vehicles, Procurement of Management Contractor;*
- *City of Colorado Springs, Colorado; Development of Springs Mobility Request for Proposals, Development of Springs Transit Request for Proposals, and Cost Benefit Analysis of Management Structure;*
- *Palm Beach County, Florida; Assessment of SpecTran Services and Organization;*
- *City of Huntington Beach and Southern California Association of Governments; Comprehensive Service Analysis and Smart Shuttle Project;*
- *Orange County Transportation Authority; Evaluation of Potential ACCESS Paratransit Business Models and Contract Structures; Paratransit Demand Management Study [with AMMA], Interim Community Transportation Coordinator; Procurement of Management Contractor, Cost/Benefit Analysis of Paratransit Operations Structure, Development of ADA Certification Services Scope of Work, ADA Litigation Research & Summary;*
- *City of Vallejo [CA]; Procurement Assistance for M&O Contractor and Vehicles;*
- *Long Beach Transit (CA); ADA Procedures and Policies;*
- *Triangle Transit Authority, North Carolina; Development of Alternative ADA Service Models;*



- *King County Department of Transportation (Seattle, WA); Specification Development for Mobile Data Terminals and Automatic Vehicle Location Systems;*
- *Metropolitan Transportation Commission [Oakland CA]; Paratransit Scheduling Assessments;*
- *County of San Diego (CA), Aging and Independence Services Agency; Assessment and Planning for Senior Transportation Needs;*
- *Kansas City Area Transit Authority; Assessment of Paratransit Scheduling Procedures;*
- *City of Redondo Beach [CA]; Interim Transportation Services Officer; Transit Management Procurement; and Technical and Grant Assistance.*
- *City of Torrance [CA], Transit Division; Organizational Analysis & Redesign;*

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