



MEETING NOTICE & AGENDA

DATE: Thursday, December 20, 2018

TIME: 4:00 P.M.

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

I. Call to Order & Roll Call

Espindola, Fletcher, Hudson, Leahy (Vice-Chair), Samayoa, Shaw, Sullenger and Whiteaker

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 October 18, 2018. (Attachment)
- B. Disbursement List for October 2018. (Attachment)
- C. Disbursement List for November 2018. (Attachment)
- D. Monthly Performance Report for October 2018. (Attachment)
- E. Monthly Performance Report for November 2018. (Attachment)

IV. Reports

- A. **Replacement Fixed Route Bus Purchase.** Authorization consideration for the purchase of eleven (11) heavy-duty local fixed route buses. (Attachment)

RECOMMENDATION: Authorize the purchase of eleven (11) replacement local fixed route buses as proposed or amended.

- B. **Revised Transdev Services, Inc. Drug & Alcohol Policy.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 10-18 adopting the Transdev Services, Inc. Drug and Alcohol Policy for the Yuba-Sutter Division effective January 1, 2019.

C. Possible Sacramento Service and Schedule Changes. (Attachment)

RECOMMENDATION: Set a Special Night Meeting in the Yuba County Board of Supervisors Chambers for 7:00 p.m. on Thursday, February 21, 019

D. Low Carbon Transit Operations Program (LCTOP) Concepts. Review and discussion of potential project alternatives and approaches for annual LCTOP funding under the State Greenhouse Gas Reduction Fund. (Attachment)

RECOMMENDATION: Direct staff as desired.

E. First Quarter Performance Report for FY 2018-19. (Attachment)

RECOMMENDATION: Information only

F. Project & Program Updates.

1. Feather River Air Quality Management District (FRAQMD) Blue Sky Grant Awards
2. Emergency Back-Up Generator Project
3. Computer Assisted Dispatch/Automatic Vehicle Location (CAD/AVL) Project
4. California Air Resources Board (CARB) Innovative Clean Transit (ICT) Regulations
5. Adaptation Planning Grant Application (Next Generation Transit Facility Siting Plan)
6. Connect Card Implementation (New Yuba City Sales Outlet)
7. Annual Unmet Transit Needs Hearing Results
8. Sikh Parade Parking Shuttle

RECOMMENDATION: Information only.

V. Correspondence/Information

VI. Other Business

VII. Adjournment

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JANUARY 17, 2019
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
OCTOBER 18, 2018**

I. Call to Order & Roll Call

Present: Cardoza (Chair), Cleveland, Fletcher (4:01), Leahy (Vice-Chair), Pedigo, Sullenger, Whiteaker (4:02) & Whitmore

Absent:

II. Public Business from the Floor

None

III. Consent Calendar

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

IV. Reports

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

Martin stated that Board authorized the release of the RFP for this project in August and that proposals were received from six national vendors. The evaluation team analyzed these proposals and selected the top three to participate in the interview and presentation process. Staff is now recommending that DoubleMap be selected for this contract award as providing the best overall value and the lowest annual operating cost. Martin noted that the agenda item attachment summarizes the scope and pricing for each of the project components and provided a brief description of each.

Martin continued to state that this project is being funded with Proposition 1B state bond funds under the Transit Security Grant Program and that the initial budget was for about \$235,000, but that staff is recommending proceeding with the full scope at a first year cost of nearly \$250,000 with the difference to be funded with State Transit Assistance (STA) revenue from the agency contingency fund. Martin added that the whole system should be operational next summer.

Director Fletcher asked if there was a need for surge protectors or backup batteries; how the warranty works; and, if these units can be moved from bus to bus. Martin stated that there is no need for back up batteries as the system is tied directly into the bus so there is no need for a surge protector. The first year warranty is included in the base price and the annual warranty is included in the annual fee in each of years two through five. The units can be moved from bus to bus as the fleet changes over time for the cost of removal and reinstallation.

Director Fletcher made a motion to authorize the purchase of the CAD/AVL System from DoubleMap as proposed. Director Leahy seconded the motion and it carried unanimously.

B. Demand Response & Rural Route Bus Purchase.

Martin stated that ten 2009 model 16-passenger demand response and rural route buses need to be replaced and this purchase is programmed in the FY 2019 budget. The major difference between the current buses and the replacement buses is that the new buses will be gas powered as diesel engines are no longer available in this class of vehicle. Martin added that he is again recommending that these buses be purchased through the CalACT statewide bus procurement process as we did with the last purchase of similar buses in 2014. Based on this statewide bid process, A-Z Bus Sales has quoted a final delivery price of \$908,397.30 for the ten replacement buses (\$90,839.73 each) and staff is recommending that the Board authorize the purchase of ten replacement demand response and rural route buses as proposed. This purchase would be conditional upon this action being approved by Caltrans pursuant to federal funding requirements.

Director Leahy made a motion to authorize the purchase of ten replacement demand response and rural route buses as proposed. Director Whiteaker seconded the motion and it carried unanimously.

C. Corridor Enhancement Action Plan.

Martin stated that the Corridor Enhancement Plan report was received at last month's meeting and that staff is now proposing a related action or implementation plan for Board review and approval. Martin briefly summarized the key components of the action plan specifically noting the recommended transit center and bus stop improvements; the proposed agency partnership with the member jurisdictions for bus stop repairs; and, the need to advance the planning for the replacement of the current transit facility in Marysville.

Director Whiteaker made a motion to approve the Corridor Enhancement Action Plan as proposed. Director Leahy seconded the motion and it carried unanimously.

D. Adaptation Planning Grant Application.

Noting that Caltrans has released a call for projects for the Caltrans Adaptation Planning Grant Program, Martin stated that this is an excellent opportunity to fund a study for a Next Generation Zero Emission Transit Facility to advance the replacement of the current Marysville transit facility. Based on input from another transit agency, staff has set the budget for this project at \$200,000 which would be funded with \$177,060 from the proposed Caltrans grant with the required 11.47 percent local match of \$22,960 to be provided by Yuba-Sutter Transit from available State Transit Assistance (STA) revenues. Applications are due by November 30th with awards expected to be announced in the spring of 2019. Staff is now asking for authorization to submit a grant application as proposed.

Director Fletcher made a motion to authorize the submission of a grant application as proposed. Director Pedigo seconded the motion and it carried unanimously.

E. Operating & Maintenance Service Contract Consultant.

Martin stated that the current operating and maintenance contract with Transdev Services, Inc. will expire on September 30, 2019. He noted that the basic RFP that has been used for this process has been essentially unchanged for well over 20 years. To address this situation, the FY 2019 budget included an allowance to secure consulting services to develop and administer a new industry-standard RFP package and process. For this purpose, the attached proposal from Mr. Roy Glauthier of Transportation Planning & Policy was solicited to assist Yuba-Sutter Transit with the development and implementation of a new RFP package.

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 of \$19,520. Staff is now recommending that the Board authorize the execution of a professional service contract with Mr. Roy Glauthier as Transportation Planning & Policy for the specified services at the not-to-exceed amount.

Director Fletcher made a motion to approve the execution of a contract with the firm of Transportation Planning & Policy for specified contract consulting services as proposed. Director Whiteaker seconded the motion and it carried unanimously.

F. Project & Program Updates.

1. Connect Card Implementation (New Sales Outlet in Yuba City)

Martin noted that the Bel-Air store in Yuba City will soon be another outlet for loading Connect Cards after their corporate office signs a contract with Sacramento Regional Transit.

2. Sacramento Service Promotional Campaign

In addition to direct mailers to approximately 12,000 homes in Yuba and Sutter Counties, Martin noted that promotional ads have now been installed on the back of ten Sacramento commuter buses. Staff will be attending two elementary school Harvest Festivals in Plumas Lake this month to promote the service and a social media campaign is in the works as well. This campaign is being funded primarily through a \$10,000 TDM grant from SACOG.

3. Annual Unmet Transit Needs Hearing (2:00 p.m. on Tuesday, October 30th)

Martin noted that the hearing will be held here in the Wheatland Room.

4. Sikh Parade Shuttle (8:00 a.m. – 6:00 p.m. on Sunday, November 4th)

Martin noted that the Sikh Parade Shuttle will be operating again on Sunday, November 4th.

5. November Board Meeting Cancellation Reminder

Martin noted that the November meeting has been canceled and that the next meeting is scheduled for December 20, 2018.

6. Feather River Air Quality Management District

Noting that the FRAQMD Finance Committee will be meeting on November 7, 2018, Martin encouraged any of the Directors who also serve on that Board to support the three Yuba-Sutter Transit projects.

VI. Other Business

None

VII. Adjournment

The meeting was adjourned at 4:32 p.m.

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

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

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,372.69	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,432.86	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 262.08	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.48	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 1,088.02	PG&E	ELECTRIC
EFT	\$ 3,319.95	PG&E	ELECTRIC #2
EFT	\$ 32.74	PG&E	GAS
EFT	\$ 120.48	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 258.02	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 170.44	ELAVON	MERCHANT SERVICE FEE - OCT
EFT	\$ 400.00	FRANCOTYP-POSTALIA, INC.	POSTAGE RESET
EFT	\$ 158.40	PRIMEPAY	PAYROLL FEE
EFT	\$ 35,926.02	PAYROLL	PAYROLL
16200	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING MAINTENANCE
16201	\$ 50.00	CHRISTOPHER PEDIGO	BOARD MEETING 9/18
16202	\$ 4,385.37	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES
16203	\$ 50.00	DALE WHITMORE	BOARD MEETING 9/18
16204	\$ 50.00	MANNY CARDOZA	BOARD MEETING 9/18
16205	\$ 20,322.96	MERRIMAC ENERGY GROUP	BUS FUEL
16206	\$ 3,268.96	MR. SECURITY CAMERA, INC.	INSTALL SECURITY ACCESS CONTROLS
16207	\$ 351.71	QUILL CORP	JANITORIAL SUPPLIES
16208	\$ 1,100.00	R.C. JANITORIAL SERVICE	JANITORIAL SERVICES - SEPTEMBER
16209	\$ 2,668.60	RICH, FUIDGE, LANE & BORDSEN. INC.	LEGAL SERVICES
16210	\$ 50.00	RON SULLENGER	BOARD MEETING 9/18
16211	\$ 50.00	STANLEY CLEVELAND	BOARD MEETING 9/18
16212	\$ 206.18	STAPLES CREDIT PLAN	OFFICE SUPPLIES
16213	\$ 609.00	STATE COMP INSURANCE FUND	STATE COMP INSURANCE
16214	\$ 1,136.70	STOTT OUTDOOR ADVERTISING	ADVERTISING/PROMOTION
16215	\$ 139.53	SUTTER COUNTY LIBRARY	CONNECT CARD/TICKET SHEET COMMISSION
16216	\$ 272.79	TIAA COMMERCIAL FINANCE, INC.	COPIER LEASE
16217	\$ 468,446.25	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - AUGUST
16218	\$ 3,453.45	ALLIANT NETWORKING SERVICES, INC.	DIAGNOSTIC LAPTOPS FOR SHOP
16219	\$ 984.54	A-Z BUS SALES, INC.	(2) REI HARD DRIVES FOR MCI BUSES
16220	\$ 77.39	ADAM HANSEN	1ST QTR REIMBURSEMENTS
16221	\$ 252.77	ADVANCED DOCUMENT CONCEPTS	COPY MACHINE - SEPTEMBER
16222	\$ 1,750.00	ALLIANT NETWORKING SERVICES, INC.	IT SERVICES - NOVEMBER
16223	\$ 85.00	ANDERSON'S AUTOMATIC GATE SERVICE	GATE SERVICE CALL
16224	\$ 740.27	CALIFORNIA DEPT OF TAX & FEE ADMIN.	BUS FUEL TAX
16225	\$ 50.00	CHRISTOPHER PEDIGO	BOARD MEETING 10/18
16226	\$ 242.55	COMCAST	INTERNET SERVICE - OCTOBER
16227	\$ 50.00	DALE WHITMORE	BOARD MEETING 10/18
16228	\$ 450.00	DIGITAL DEPLOYMENT	WEB SERVICES - OCTOBER
16229	\$ 21,139.53	FLYERS ENERGY	BUS FUEL
16230	\$ 50.00	JIM WHITEAKER	BOARD MEETING 10/18
16231	\$ 50.00	MANNY CARDOZA	BOARD MEETING 10/18
16232	\$ 21,962.45	MERRIMAC ENERGY GROUP	BUS FUEL
16233	\$ 50.00	MICHAEL LEAHY	BOARD MEETING 10/18
16234	\$ 1,059.77	QU. EST	MAINTENANCE OF BUS STOPS/SHELTERS
16235	\$ 112.02	QUILL CORP	OFFICE SUPPLIES
16236	\$ 50.00	RANDY FLETCHER	BOARD MEETING 10/18
16237	\$ 50.00	RON SULLENGER	BOARD MEETING 10/18
16238	\$ 2,190.00	RUGGED SCIENCE	NVR FOR PLUMAS LAKE PARK & RIDE
16239	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES
16240	\$ 4,299.81	SMART MARKETING & PRINTING	PRINTING & POSTAGE OF MAILER

16241	\$	50.00	STANLEY CLEVELAND
16242	\$	465.99	STANLEY SECURTIY SOLUTIONS, INC.
16243	\$	87.46	TEHAMA TIRE SERVICE, INC.
16244	\$	494.13	VERIZON
16245	\$	459.21	COMCAST
16246	\$	1,825.28	PG&E CFM/PPC
*16261	\$	1,100.00	R.C. JANITORIAL SERVICE
	\$	618,190.85	

BOARD MEETING 10/18
SECURITY SERVICES
TUBES/TIRES
WI-FI ON COMMUTER BUSES
TELEPHONE - OCTOBER
POWER TO GENERATOR
JANITORIAL SERVICES - OCTOBER

**LAIF
TRANSFERS**

NO LAIF TRANSFERS

* CHECK NUMBER OUT OF ORDER

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

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 6,891.42	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,432.86	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 250.18	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 34.48	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 1,085.79	PG&E	ELECTRIC
EFT	\$ 3,085.32	PG&E	ELECTRIC #2
EFT	\$ 34.64	PG&E	GAS
EFT	\$ 120.48	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 362.66	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 239.21	ELAVON	MERCHANT SERVICE FEE - NOV
EFT	\$ 153.40	PRIMEPAY	PAYROLL FEE
EFT	\$ 35,926.02	PAYROLL	PAYROLL
16247	\$ 465.00	ANDERSON'S AUTOMATIC GATE SERVICE	SERVICE CALL ON GATE
16248	\$ 22,315.08	BOYETT PETROLEUM	BUS FUEL
16249	\$ 5,646.37	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES
16250	\$ 8,225.17	INIT INNOVATIONS IN TRANSPORTATIONS, INC.	PREWIRE HARDWARE FOR CONNECT CARD SYSTEM ON (7) BUSES
16251	\$ 21,155.04	MERRIMAC ENERGY GROUP	BUS FUEL
16252	\$ 944.64	PREMIER PRINT & MAIL	NEWSLETTER LETTERHEAD & LABELS PRINTED
16253	\$ 1,059.77	QU. EST	MAINTENANCE OF BUS STOPS/SHELTERS
16254	\$ 291.38	QUILL CORP	OFFICE SUPPLIES
16254	\$ 106.12	QUILL CORP	JANITORIAL SUPPLIES
16255	\$ 112.50	SMART MARKETING & PRINTING	PROFESSIONAL SERVICES - MARKETING IMAGES
16256	\$ 339.00	STANLEY SECURITY SOLUTIONS, INC.	SERVICE CALL
16256	\$ 465.99	STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES
16257	\$ 320.30	STAPLES CREDIT PLAN	OFFICE SUPPLIES
16258	\$ 272.79	TIAA COMMERCIAL FINANCE, INC.	COPIER LEASE
16259	\$ 453,990.31	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - SEPTEMBER
16260	\$ 685.00	TECHNOLOGY UNLIMITED INC.	SERVICE AGREEMENT
16262	\$ 12,006.95	AECOM TECHNICAL SERVICES, INC.	CORRIDOR ENHANCEMENT PROJECT
16263	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING MAINTENANCE
16264	\$ 1,750.00	ALLIANT NETWORKING SERVICES, INC.	IT SERVICES - DECEMBER
16265	\$ 705.00	CAL ACT	ANNUAL MEMBERSHIP FEE
16266	\$ 242.70	COMCAST	INTERNET SERVICE - NOVEMBER
16267	\$ 450.00	DIGITAL DEPLOYMENT	WEB SERVICES - NOVEMBER
16268	\$ 21,026.97	MERRIMAC ENERGY GROUP	BUS FUEL
16269	\$ 350.00	RICHARD'S TREE SERVICE, INC.	BUS STOP MAINTENANCE
16270	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES
16271	\$ 851.08	SUTTER BUTTES COMMUNICATION, INC.	SERVICE COMMUNICATION SYSTEM
16272	\$ 181.53	SUTTER COUNTY LIBRARY	CONNECT CARD/TICKET SHEET COMMISSION
16273	\$ 51.41	TEHAMA TIRE SERVICE, INC.	TIRES/TUBES
16274	\$ 11,803.58	TRANSDEV SERVICES, INC.	OUT OF CONTRACT - SIKH PARADE SHUTTLE
16275	\$ 494.13	VERIZON	WI-FI ON COMMUTER BUSES
16276	\$ 28.49	YUBA-SUTTER CHAMBER OF COMMERCE	2019 LABOR LAW POSTER
16277	\$ 459.21	COMCAST	TELEPHONE - NOVEMBER
	\$ 617,236.97		

**LAIF
TRANSFERS**

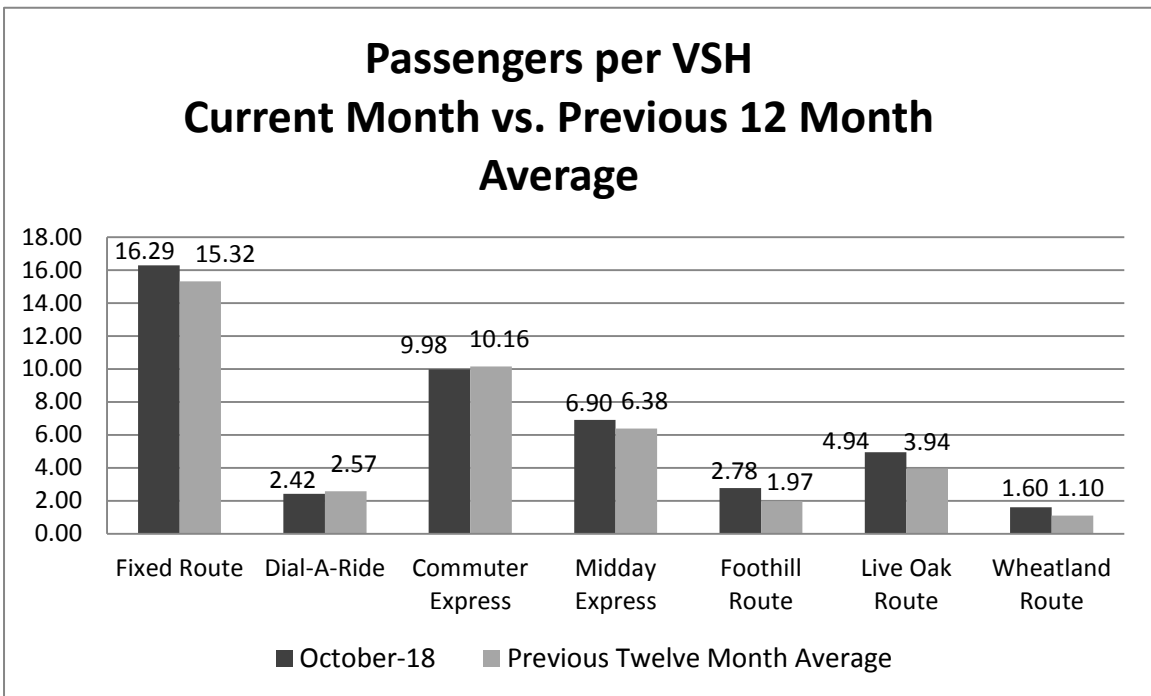
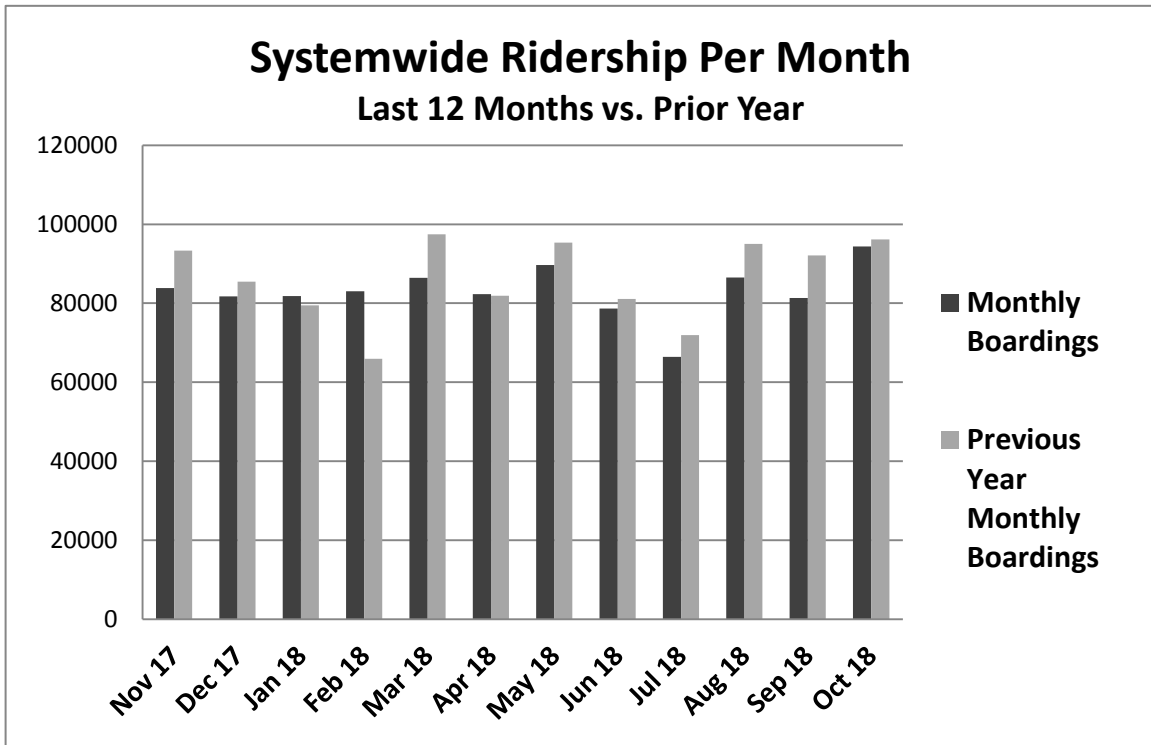
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AGENDA ITEM III - D

OCTOBER 2018 PERFORMANCE REPORT

Ridership:	October-18	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Fixed Route	75,560	66,125	258,625	285,517
Dial-A-Ride	5,495	5,356	20,879	23,267
Commuter Express	11,381	10,156	42,379	40,029
Midday Express	1,220	1,018	4,162	4,232
Foothill Route	251	159	842	721
Live Oak Route	409	302	1,488	1,229
Wheatland Route	82	43	289	200
Total Ridership:	94,398	83,158	328,664	355,195
Vehicle Service Hours:				
Fixed Route	4,639.11	4,315.60	17,450.96	17,407.90
Dial-A-Ride	2,271.75	2,085.12	8,313.32	8,630.17
Commuter Express	1,140.86	999.54	4,173.73	3,997.82
Midday Express	176.81	159.53	659.59	650.00
Foothill Route	90.33	80.83	329.48	310.50
Live Oak Route	82.73	76.58	312.19	297.47
Wheatland Route	51.22	39.56	183.85	163.51
Total VSH's:	8,452.81	7,756.74	31,423.12	31,457.37
Passengers Per Hour:				
Fixed Route	16.29	15.32	14.82	16.40
Dial-A-Ride	2.42	2.57	2.51	2.70
Commuter Express	9.98	10.16	10.15	10.01
Midday Express	6.90	6.38	6.31	6.51
Foothill Route	2.78	1.97	2.56	2.32
Live Oak Route	4.94	3.94	4.77	4.13
Wheatland Route	1.60	1.10	1.57	1.22
Total Passengers Per VSH:	11.17	10.72	10.46	11.29

OCTOBER 2018 PERFORMANCE REPORT

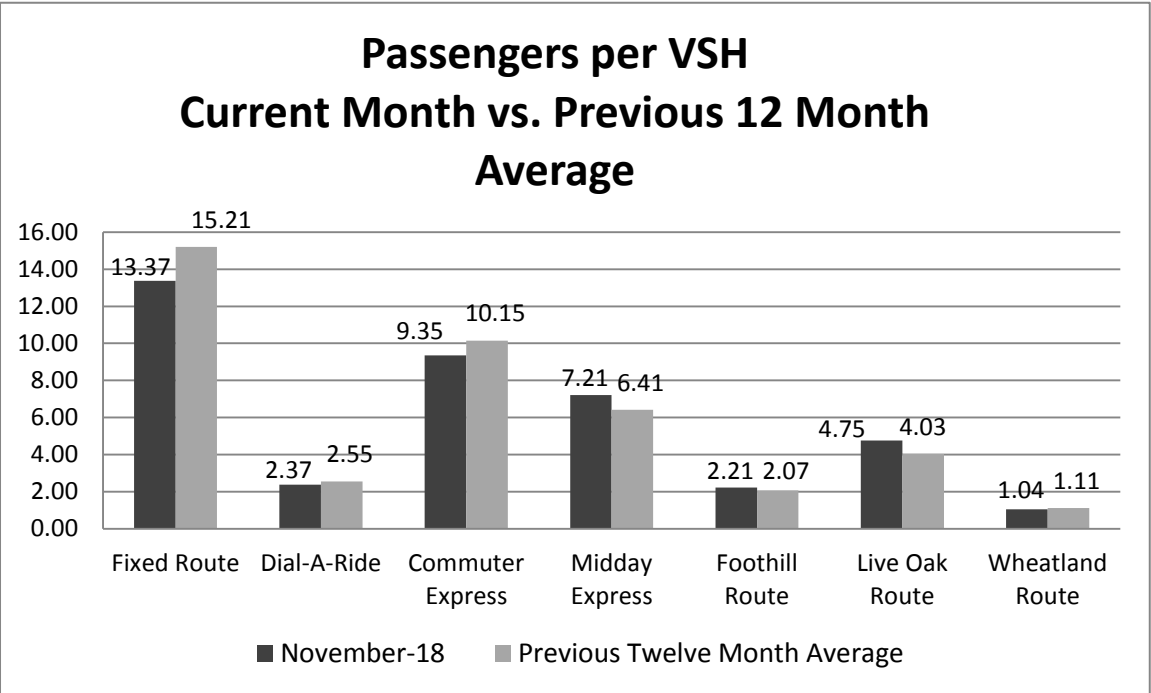
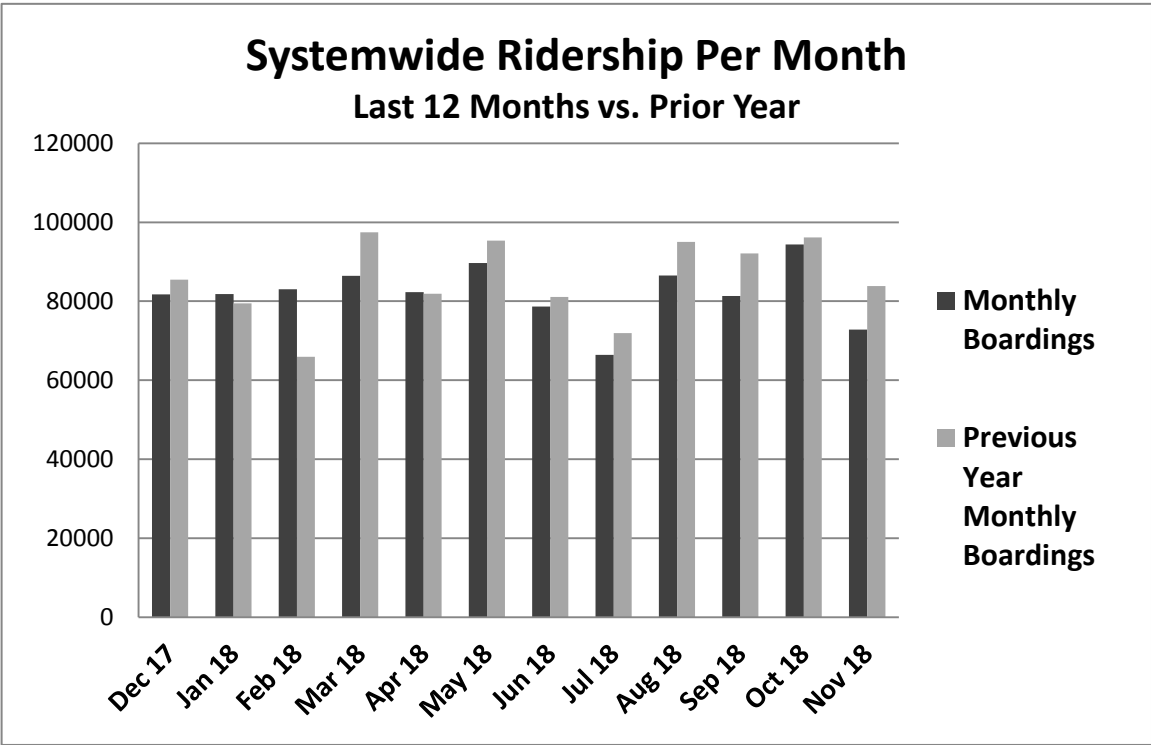


AGENDA ITEM III - E

NOVEMBER 2018 PERFORMANCE REPORT

Ridership:	November-18	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Fixed Route	57,532	65,920	316,157	353,551
Dial-A-Ride	4,834	5,320	25,713	28,694
Commuter Express	8,772	10,215	51,151	49,004
Midday Express	1,061	1,027	5,223	5,225
Foothill Route	170	172	1,012	898
Live Oak Route	369	310	1,857	1,469
Wheatland Route	46	45	335	234
Total Ridership:	72,784	83,009	401,448	439,075
Vehicle Service Hours:				
Fixed Route	4,303.78	4,334.05	21,754.74	21,698.28
Dial-A-Ride	2,039.09	2,089.18	10,352.41	10,672.73
Commuter Express	938.65	1,006.68	5,112.38	4,922.49
Midday Express	147.21	160.21	806.80	795.42
Foothill Route	76.76	83.02	406.24	395.82
Live Oak Route	77.63	76.73	389.82	372.60
Wheatland Route	44.18	40.01	228.03	202.14
Total VSH's:	7,627.30	7,789.88	39,050.42	39,059.48
Passengers Per Hour:				
Fixed Route	13.37	15.21	14.53	16.29
Dial-A-Ride	2.37	2.55	2.48	2.69
Commuter Express	9.35	10.15	10.01	9.96
Midday Express	7.21	6.41	6.47	6.57
Foothill Route	2.21	2.07	2.49	2.27
Live Oak Route	4.75	4.03	4.76	3.94
Wheatland Route	1.04	1.11	1.47	1.16
Total Passengers Per VSH:	9.54	10.66	10.28	11.24

NOVEMBER 2018 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

REPLACEMENT FIXED ROUTE BUS PURCHASE

The FY 2018-19 Yuba-Sutter Transit budget includes funding for the purchase of up to eleven (11) heavy duty, low floor local fixed route buses to replace eleven (11) 2008 medium duty local fixed route buses. This purchase, which is budgeted for \$5.5 million (\$500,000 each) using a combination of federal and state transit funding sources, would result in the delivery of these replacement buses in the second half of 2020. For fleet consistency, Yuba-Sutter Transit is proposing to again purchase the standard 35’ heavy duty low-floor bus manufactured by the Gillig Corporation of Livermore, California. This is the same model bus that was purchased for the last local fixed route bus replacement project in 2014.

Yuba-Sutter Transit’s recent major bus purchases have been done through the federally approved “piggy-backing” on competitively awarded contracts of other transit agencies for similarly equipped buses. 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. For this purpose, staff recently secured purchase options for up to eleven such buses from the City of Los Angeles through the Livermore Amador Valley Transit Authority (LAVTA) Purchase Agreement #2015-08.

The total estimated price for these buses similarly equipped to those that were delivered in 2014 would not exceed \$500,000 each including applicable sales tax, delivery and any additional pre and post-delivery expenses for the purchase of tires; bike racks, exterior decals; and, the removal and reinstallation of mobile radios, video surveillance systems, electronic fare card equipment, other on-board technology, etc. The planned funding package for this purchase is shown below and all of these funds have been or soon will be fully secured through routine annual formula allocations (no discretionary grants).

Federal Section 5307 Urban Area Transit Funds	\$3,567,868
Federal Section 5339 State of Good Repair Transit Funds	882,132
State Transit Assistance (STA) SB1 State of Good Repair Funds	489,107
State Transit Assistance (STA) Funds	<u>560,893</u>
	\$5,500,000

All of the medium duty 2008 model buses being replaced will have well exceeded their designed useful life of ten years or 350,000 miles with a current average of approximately 280,000 miles on each. These buses have become increasingly unreliable and are no longer supported by their manufacturer making them problematic to operate and maintain so their prompt replacement is critical to Yuba-Sutter Transit’s ongoing operation. While the proposed heavy duty replacement buses have a designed useful life of twelve years or 500,000 miles, staff would expect them to last up to fifteen years in our local service.

Yuba-Sutter Transit has a local fixed route fleet of twenty-two (22) buses with a peak of fourteen (14) buses required to provide weekday service which is often now a challenge due to the general unreliability of the older 2008 model buses. While the proposed purchase would greatly improve the reliability of this fleet which might initially justify a smaller number of buses, staff is recommending the replacement of all 11 of the older model buses to provide capacity for future growth beyond 2020 for new service areas (such as Plumas Lake or Yuba College's Sutter County campus) and/or additional service on current routes (such as half hour weekday service on Route 4) as demand warrants and funding allows. In addition, the remaining 2014 model local fixed route buses will be approaching middle age when the new buses are delivered so a higher spare ratio would be prudent especially with the next planned delivery of new fixed route buses scheduled for no earlier than 2026.

Administrative and operating staff will be prepared at the meeting to discuss this project and this specific purchase recommendation in detail as desired.

RECOMMENDATION: Authorize the purchase of eleven (11) replacement local fixed route buses as proposed or amended.

Attachment: City of Los Angeles Option Assignment Agreement (October 15, 2018)

CITY OF LOS ANGELES

CALIFORNIA

Seleta J. Reynolds
GENERAL MANAGER



ERIC GARCETTI
MAYOR

DEPARTMENT OF TRANSPORTATION
100 South Main Street, 10th Floor
Los Angeles, California 90012
(213) 972-8470
FAX (213) 972-8410

October 15, 2018

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

Subject: Assignment of an Option(s) to Purchase Agreement

Los Angeles Department of Transportation (Assignor) hereby assigns to the Yuba-Sutter Transit in Marysville, CA its options from the Livermore Amador Valley Transit Authority (LAVTA) agreement #2015-08 to purchase eleven (11) Low Floor Diesel Transit Bus from Gillig LLC. Under the LAVTA agreement the Assignor is allotted a base quantity of 45 buses with a maximum of 90 buses, which may be assigned to other agencies. Buses will be provided at a price and under the terms and conditions contained in the LAVTA agreement dated October 5, 2016. Such option to commence per terms of Contract.

With respect to the Option Vehicles assigned hereunder and this Assignment, Assignee agrees to perform all covenants, conditions and obligations required of Assignor under said Contract and agrees to defend, indemnify and hold Assignor harmless from any liability or obligation under said Contract. Assignee further agrees to hold Assignor harmless from any deficiency or Defect in the legality or enforcement of the terms of said Contract or option to purchase thereunder. Assignee agrees and understands the Assignor is not acting as a broker or agent in this transaction and is not representing Seller or Assignee, but rather is acting as a principle in assigning its interest in the above-referenced option to purchase the Option Vehicles under the Contract to Assignee.

Assignee hereby unconditionally releases and covenants not to sue Assignor upon any claims, liabilities, damages, obligations or judgements whatsoever, in law or in equity, whether known or unknown, or claimed, which they or either of them have or claim to have in the future against Assignor, with respect to the Option Vehicles or any rights whatsoever assigned hereunder.



Assignor – Los Angeles Department of Transportation

Dated this 18th day of October, 20 18


Assignee – Yuba-Sutter Transit Authority

Dated this 15th day of October, 20 18

AGENDA ITEM IV – B
STAFF REPORT

REVISED TRANSDEV SERVICES, INC. DRUG AND ALCOHOL POLICY

The Federal Transit Administration (FTA) requires all transit operators to certify compliance with applicable Federal drug and alcohol regulations. These regulations apply to any transit agency receiving Federal financial assistance and by extension, any contractors or sub-contractors that employ people in safety sensitive positions (i.e. drivers, dispatchers and maintenance personnel). As Yuba-Sutter Transit's operating contractor, Transdev Services, Inc. is required to fully comply with all applicable provisions of these regulations and the cost of compliance is included in the contract price.

A copy of the updated December 2018 version of the Transdev Services, Inc. Drug and Alcohol Policy (Policy) is attached for reference. The primary change is that effective January 1, 2019; the minimum rate of random drug testing will increase from 25 percent to 50 percent of covered employees for employers subject to FTA's drug and alcohol regulation. This change is due to an increase in the industry's "positive rate" as reflected in random drug test data for calendar year 2017. The alcohol testing rate is unchanged for 2019 and will remain at 10 percent.

By adoption of the attached resolution and implementation of the drug and alcohol program by Transdev, Yuba-Sutter Transit will be in full compliance with the related drug and alcohol testing and training provisions of the applicable Federal regulations. The Yuba-Sutter Transit Board of Directors last approved an update of the contractor's policy effective January 2018.

Transdev and Yuba-Sutter Transit staff will be available at the meeting to respond to any questions from the Board regarding the specific provisions of the drug and alcohol program.

RECOMMENDATION: Adopt Resolution No. 10-18 adopting the Transdev Services, Inc. Drug and Alcohol Policy for the Yuba-Sutter Division effective January 1, 2019.

YUBA-SUTTER TRANSIT AUTHORITY

RESOLUTION NO. 10-18

***ADOPTING THE TRANSDEV SERVICES, INC.
DRUG AND ALCOHOL POLICY FOR THE YUBA-SUTTER DIVISION
EFFECTIVE JANUARY 2019***

WHEREAS, The Federal Transit Administration (FTA) requires compliance with federal testing and training provisions of 49 CFR, Parts 653 and 754; and,

WHEREAS, The State Department of Transportation is responsible for FTA drug and alcohol compliance by all sub-grantees:

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority, through adoption of the Transdev Services, Inc. Drug and Alcohol Policy for the Yuba-Sutter Division effective January 2019, is in full compliance with the related federal testing and training provisions of 49 CFR Parts 653 and 654 and does hereby authorize the Transit Manager to certify same by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT THE MEETING THEREOF HELD ON DECEMBER 20, 2018.

Chair, Board of Directors

ATTEST:

*Sandra Anderson
Secretary to the Board*



(Yuba-Sutter Division)

**ZERO TOLERANCE DRUG AND ALCOHOL POLICY
FOR EMPLOYEES IN SAFETY-SENSITIVE JOB
FUNCTIONS**

Summary: This is a zero tolerance policy covering this transit system and is applicable to all Transdev North America, Inc., employees who are incumbents in safety-sensitive positions, to all applicants or employees who may apply for or who may transfer to a safety-sensitive position and to contractors who perform safety-sensitive job functions. This program was initially installed by this corporation January 1, 1995.

The Drug and Alcohol Program Manager/Designated Employer Representative for this location is (David Phillips General Manager):

Date this revision of the Transdev North America, Inc., Drug and Alcohol Policy was installed at this location: December 2018

- Revision # 1: January 2007
- Revision # 2: June 2007
- Revision # 3: September 2008
- Revision # 4: May 2010
- Revision # 5: March 2012
- Revision # 6: September 2014
- Revision # 7: April 2015
- Revision # 8: January 2016
- Revision # 9: January 2018
- Revision # 10: December 2018



I. INTRODUCTION

TRANSDEV is dedicated to providing safe, dependable transportation services to our passengers. We are also dedicated to providing a safe, drug and alcohol-free workplace for our employees.

Drug and alcohol testing is mandated by the Federal Transit Administration (FTA) and the U.S. Department of Transportation (DOT) in 49 CFR Part 40, and Part 655, as amended.

This program became effective on January 1, 1995.

II. POLICY ADOPTION

The TRANSDEV Board of Directors has adopted this policy.

Note: Additional requirements and/or disciplinary actions established under Transdev's own authority are entered in *ITALICS*.

III. EMPLOYEE CATEGORIES SUBJECT TO TESTING

Employees subject to the provisions of the anti-drug and alcohol misuse prevention program are all safety-sensitive classifications. Safety sensitive function means any of the following duties, when performed by employees of TRANSDEV or its contractors or sub-contractors:

1. Operating a revenue service vehicle, including when not in service;
2. Operating a non-revenue service vehicle, when required to be operated by a CDL holder;
3. Controlling dispatch or movement of a revenue service vehicle;
4. Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service;
5. Carrying a firearm for security purposes.
6. Volunteers **Does Not** use volunteer services

A list of the job titles specifically considered to be safety sensitive is contained in Appendix A.

Supervisors are subject to the provisions **only** if they perform or may be called upon to perform a safety-sensitive function.



Participation in the drug and alcohol testing program and submission to drug and alcohol testing administered in accordance with part 655 is a requirement of each safety sensitive employee, and therefore, is a condition of employment.

IV. PROHIBITED BEHAVIOR

The DOT prohibited drugs – marijuana, cocaine, opioids, amphetamines / methamphetamines, PCP and MDMA (Ecstasy) are always illegal and employees are prohibited from consuming any of them at any time.

The “opioids” category will continue to test for codeine, morphine, and heroin; however, the “opioid” testing panel will be expanded to include four (4) semi-synthetic opioids:

1. (1) Hydrocodone, (2) Hydromorphone, (3) Oxycodone, and (4) Oxymorphone.
2. Common brand names for these semi-synthetic opioids include, but may not be limited to: OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.

In addition, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited at any time. Use of prescription drugs which may impair job performance or mental or motor function by an employee or any other person to whom this Policy applies while on company premises or in the course of conducting company business, including while subject to being on-call in a paid status, at lunch or on breaks, is strictly prohibited. Employees covered by this policy can be tested for prohibited drugs anytime while on duty.

Safety sensitive employees may not use alcohol from any source while on duty, within four (4) hours prior to performing safety-sensitive duty, while subject to being on-call in a paid status, or within eight (8) hours following an accident requiring an alcohol test, unless the test was completed within eight hours. *The possession or use of alcohol on company premises or while in the course of conducting company business is strictly prohibited.*

Transdev North America, Inc. strongly encourages employees to abstain from alcohol consumption for at least 8 hours prior to performing safety sensitive duties.

Alcohol tests may only be conducted just before, during, or just after an employee’s performance of a safety-sensitive function. Covered employees are prohibited from performing or continuing to perform a safety-sensitive function while having an alcohol concentration of 0.04 or greater.



V. NOTICE OF CONVICTIONS

It is the policy of TRANSDEV that employees notify the company within 5 days of any criminal drug statute conviction for a felony or misdemeanor violation occurring in the workplace. Within 30 days, TRANSDEV will make a determination of action based upon the incident. Employees convicted of drug offenses will be subject to discipline up to and including termination.

VI. EMPLOYEE SELF-REFERRAL INTO A SUBSTANCE ABUSE TREATMENT PROGRAM

It is Transdev's policy that a safety sensitive employee may refer himself or herself, prior to being notified of or otherwise subject to an upcoming substance abuse test, into a substance abuse program, by reporting his or her substance abuse problem to the Employee Assistance Program (EAP), Substance Abuse Counselor, their immediate supervisor, or department manager. The Substance Abuse Program Administrator will make a referral to a substance abuse counselor and place the employee on unpaid Administrative Suspension. Once notice has been received from the substance abuse counselor that the employee is ready to return to duty and has been compliant with the prescribed treatment plan, the employee will be required to take a Non-DOT Return to Duty test and be subject to Non-DOT Follow-Up testing as directed by the substance abuse counselor.

In the instance of a self-referral, the employee will be subject to non-USDOT return-to-duty and follow-up testing modeled using the process described in 49 CFR Part 40. However, all non-USDOT return-to-duty and non-USDOT follow-up tests and all paperwork associated does not constitute a violation of the Federal regulations and will be conducted under the sole authority of Transdev on non-USDOT testing forms.

VII. CIRCUMSTANCES FOR TESTING

Any testing in addition to the FTA-required test(s) will be conducted under Company authority using non-Federal forms. The non-DOT test will be secondary and will require a urine void or breath sample that is totally separate from the FTA test. Policy mandates that employees selected for drug and /or alcohol testing be provided a notification form which documents the referral to testing. The form should specify the type of test required, the date and time the employee was notified, time the employee arrived at the collection site and authority mandating the test. The completed form should be returned to Transdev upon completion of the test, and filed for reference. (Formatted notification forms



can be found in the Transdev North America, Inc., Safety Policies and Procedures Manual.

DOT tests must be completely separate from Non-DOT tests in all respects.

A. Pre-Employment

Following a conditional offer of employment, applicants for all safety-sensitive positions will undergo urine drug testing as a condition of employment. Applicants will be notified of the testing requirement during the application process.

A verified negative drug test result is required prior to performing any safety-sensitive functions and is a condition of employment. If the test is cancelled, the applicant must re-take the test and receive a verified negative test result prior to performing any safety-sensitive function. In the event that a pre-employment test is determined by the MRO to be a verified “negative dilute” result, the applicant is required by Transdev to re-test, and receive (the equivalent of) a verified negative test result before performing any safety sensitive function. Depending on the level of creatinine reported by the lab, the MRO may order a re-test to be conducted under direct observation. The results of the second test will be considered the test result of record. Contact your TPA or the corporate Drug and Alcohol Program Manager if there are questions.

Applicants will be asked whether he/she has ever been refused employment because of a positive DOT pre-employment drug or alcohol test. Applicants will be required to provide the name and complete contact information for all DOT covered employers for the previous two years. Applicants are required to provide a consent statement permitting the previous DOT covered employers to release drug and alcohol test results to TRANSDEV. Applicants who have previously failed a drug or alcohol test will not be considered for employment until he/she provides proof of having successfully completed a referral, evaluation and treatment plan as described in 49 CFR Part 655.62, subpart G.

Current employees transferring into safety-sensitive positions will not be allowed to perform safety sensitive duties until the employee undergoes a pre-employment drug test with a verified negative result. Additionally, any current employee returning to a safety sensitive position after not performing said safety-sensitive functions for a period of 90 days or more, regardless of the reason, and who has been out of the random pool during this time, must undergo a pre-employment drug test with a verified negative result before performing safety sensitive duties.



B. Reasonable Suspicion

A safety-sensitive employee shall be required to submit to a FTA reasonable suspicion drug and/or alcohol test when a supervisor or company official suspects the employee has used a prohibited drug or misused alcohol. The testing referral will be made by a trained supervisor or company official based upon specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or body odor of the employee. A reasonable suspicion test for drugs can be conducted anytime a covered employee is on duty. A reasonable suspicion alcohol test is authorized only if observations are made during, just preceding, or just after the performance of safety-sensitive functions.

It is Transdev's policy that in any Reasonable Suspicion circumstance, the supervisor will transport the employee to an appropriate collection site facility and await the completion of the collection procedure. The Supervisor will then transport the employee back to TRANSDEV premises, where a spouse, family member, or other individual will be contacted to transport the employee to his/her home. In the event no such individual is available, TRANSDEV will transport the employee to his/her home. If the employee refuses to agree to be transported and attempts to operate his/her own vehicle, TRANSDEV will make appropriate efforts to discourage the employee from doing so, up to and including contacting local law enforcement officials. Any employee, failing to cooperate with the procedures described above, will be subject to disciplinary action up to and including termination of employment.

It is the policy of TRANSDEV that any employee required to submit to a reasonable suspicion test may not perform safety sensitive duties pending the outcome of the drug and/or alcohol test. The employee will be placed on an Administrative Suspension pending the results of the drug tests. Employees placed on an Administrative Suspension must be in a position to be easily contacted by TRANSDEV once the results of the Substance Abuse Test are reported. Employees who cannot be easily contacted within a reasonable time period will be considered to have abandoned their job and are subject to termination.

If the employee tests negative, he or she may return to work in their position and will be reimbursed for any regularly assigned work lost.

C. Post-Accident (FTA)

All safety-sensitive employees will be required to undergo FTA post-accident drug and alcohol tests if they are involved in an accident with a Public Transportation vehicle (regardless of whether or not the vehicle is in revenue service) that results in a fatality. This includes all surviving safety-sensitive



employees that operated the vehicle and any other whose performance could have contributed to the accident.

In addition, if the public transportation vehicle is a bus, electric bus, van or automobile (in the capacity of a Commercial Motor Vehicle) the driver (whether employee or contractor) will be required to undergo FTA post-accident drug and alcohol tests if an accident results in bodily injury and an individual immediately receives medical treatment away from the scene of the accident, or one or more of the vehicles involved incur disabling damage and had to be towed away. In a non-fatality situation, testing may be waived if the operator can be completely discounted as a contributing factor to the accident, based upon the information available at the time of the decision. All other covered employees whose performance could have contributed to the accident will also be required to undergo FTA post-accident drug and alcohol tests.

Post-accident alcohol tests will be conducted as soon as possible following the accident. If the post-accident alcohol test is not completed within two hours of the accident, the company will file a report as to the reason why. If the post-accident alcohol test is not completed within eight hours of the accident, the company will cease attempts to obtain a specimen and update the two-hour report as to why. Post-accident drug tests will be conducted as soon as possible, but no longer than 32 hours following the accident. If the company is unable to conduct the drug test within 32 hours, it will document the reason for the inability to test.

If TRANSDEV is unable to perform post-accident tests within the required period of compliance, TRANSDEV will use the test results administered by Federal, State or local law enforcement personnel under its own authority, provided the results are obtained by TRANSDEV in conformance with the law.

Any covered employee subject to post-accident testing who fails to remain readily available for such testing, including notifying the company of his or her location if he or she leaves the scene of the accident prior to submission to such test, will be deemed by the company to have refused to submit to the post-accident testing.

Accident testing is stayed while the employee assists in resolution of the accident or receives medical attention following the accident.

Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any safety sensitive employee who leaves the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test.



It is Transdev's policy that an employee may be placed on an Administrative Suspension at the discretion of the Company pending the results of post-accident drug tests. Employees placed on an Administrative Suspension must be in a position to be easily contacted by TRANSDEV once the results of the Substance Abuse Test are reported. Employees who cannot be easily contacted within a reasonable time period will be considered to have abandoned their job and are subject to termination.

D. Random

Employees in safety sensitive positions will be subjected to random, unannounced and unpredictable testing for drugs and alcohol. TRANSDEV's Third Party Administrator (TPA) will select employees for random drug and alcohol tests that will meet the minimum requirements in accordance to the current FTA regulation. The selection of safety-sensitive employees for random drug and alcohol testing will be made using a scientifically valid method that ensures each covered employee has an equal chance of selection each time selections are made. Management does not have any discretion as to who will be selected. The random tests will be unannounced and spread throughout the year, all days of the week, and all hours when safety sensitive functions are performed. Random drug tests may occur at any time the employee is on duty. Random alcohol tests may only occur just before, during, or just after the employee performs safety-sensitive work. Employees are required to proceed immediately to the collection site upon notification of their random selection.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least 72 hours before the end of the shift.

E. Return to Duty and Follow-Up Testing

In general, TRANSDEV has a "zero tolerance" policy. However, in the event that an employee who has previously violated the policy is allowed to return to work for any reason, he or she will be required to complete the return-to-duty process. This includes evaluation by a SAP, successful completion of the rehabilitation, treatment or education program outlined by the SAP, and obtaining a verified negative return-to-duty drug test and/or alcohol test under 0.02.



In addition, upon return to work, the employee will be subject to follow-up testing for drugs and/or alcohol for a minimum period of 12 months to a maximum of five years. The minimum number of tests during the first 12 months is six. Although they are both unannounced, follow-up testing is apart and separate from random testing. The duration and frequency of testing will be designated by the SAP, but the actual follow-up testing dates will be decided by the employee's manager or supervisor. Effective August 25, 2008: Follow-up and Return-to-Duty drug tests must be conducted using direct observation procedures. (Authority: Final Ruling United States Court of Appeals *FOR THE DISTRICT OF COLUMBIA CIRCUIT* Argued March 26, 2009 Decided May 15, 2009, No. 08-1264)

Under TRANSDEV authority, the requirements for return-to-duty and follow-up testing will apply to any employee who completes a self-referred substance abuse program. (Return to Duty and Follow Up testing conducted under Transdev North America, Inc., authority will be conducted using a non-DOT chain of custody form Contact your Corporate Drug and Alcohol Program Manager if there are questions.)

F. Post Industrial Accident/Employee Injury (TRANSDEV Policy)

In addition to the FTA post-accident testing requirements, local operating policy may require post-accident drug and alcohol tests under the following circumstances:

This location does not conduct post-industrial accident / injury testing.

VIII. BEHAVIOR THAT CONSTITUTES A TEST REFUSAL

Behavior that constitutes a test refusal includes the following:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the Transdev DER.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.



- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Transdev DER. for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Transdev's DER.
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

A refusal to test constitutes a violation of this policy and carries the same consequences as a positive test result. Any employee who refuses to submit to any drug or alcohol test will be removed from safety sensitive work, provided educational materials, and referred to a substance abuse professional. *It is Transdev's policy that refusal to submit to any drug or alcohol test will also result in termination of employment.*

IX. TESTING PROCEDURES

All drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended, which ensures the protection of the employee and the integrity of the testing process. A copy of this document is available for your review from either the corporate or the local Drug and Alcohol Program Administrator upon request. Following is a brief description of the drug and alcohol testing methodology.



A. Drug Testing Methodology

Testing for drugs will be conducted by urinalysis.

1. Initial Test: Initial testing will be performed on the primary sample using the EMIT Immunoassay technique. If the results are negative, no further testing will be required and a report will be provided to the Medical Review Officer (MRO). The MRO is responsible for evaluating, interpreting, and verifying laboratory test results and communicating them to TRANSDEV.
2. Confirmation Test: Will be conducted in accordance with part 40 as amended.

Specimen Dilutes: A dilute specimen is a specimen with creatinine and specific gravity values that are lower than expected for human urine. If the test is reported as a **dilute positive**, the test should be treated as a verified positive test result. If the test is reported as a **negative dilute**, Transdev North America, Inc. will direct the employee to take another test. The retest must not be conducted under direct observation, unless otherwise instructed by the MRO. Since federal regulations give discretion in this manner, Transdev North America, Inc., has established the policy that retests will be required for negative dilutes. The second test will be considered the test of record. All employees must be treated the same for this purpose and must be informed in advance of the policy. Questions should be directed to the MRO, Drug and Alcohol TPA or the Corporate Drug and Alcohol Program Manager.

Validity Testing: The laboratory will conduct validity testing to determine if the specimen has been adulterated, tampered with, or diluted. If the MRO reports a “negative-dilute” test result with creatinine levels greater than or equal to 2mg/dL but equal to or less than 5 mg/dL, the employee will be required to take a second test immediately under direct observation with no advance notice. If the MRO reports a “negative-dilute” test result with creatinine levels greater than 5 mg/dL, the employee will be required to take a second test immediately (not observed) with no advance notice.

Drug Testing Split Specimen: The urine specimen collected for FTA testing will be split and poured into two specimen bottles. This provides the employee or applicant with the option of having an analysis of the split sample performed at a second laboratory that meets the requirements of 49 CFR Part 40. The employee or applicant has 72 hours after being informed by the MRO of a verified positive, adulterated, or substituted test result to request a test of the split sample. In the case of invalid test results, no split specimen testing is authorized by DOT. All requests for split specimen analysis will be processed by the MRO.



It is Transdev's policy that employees awaiting the result of a split specimen test following a verified positive, adulterated, or substituted test result may not perform safety sensitive duties pending the outcome of the split specimen test. The employee will be placed on an Administrative Suspension pending the result of the split specimen test. Employees placed on an Administrative Suspension must be in a position to be easily contacted by TRANSDEV once the result of the split specimen test is reported. Employees who cannot be easily contacted within a reasonable time period will be considered to have abandoned their job and are subject to termination. Transdev will seek payment or reimbursement for the cost of the split specimen from the employee, should the employee request testing of the split sample.

B. Alcohol Testing Methodology

Testing for alcohol will be conducted by breath analysis. Alcohol tests will be performed by a breath alcohol technician (BAT) who is trained to proficiency in the operation of the Evidential Breath Testing device being used and in the alcohol testing procedures specified in the Federal regulations.

1. Initial Test: If the result of the initial test is an alcohol concentration of less than 0.02, no further testing is required and the test will be reported to TRANSDEV as a negative test.
2. Confirmation Test: If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. The confirmation test will be conducted at least 15 minutes, but not more than 30 minutes, after the completion of the initial test. This delay prevents any accumulation of alcohol in the mouth from leading to an artificially high reading. The employee is strongly advised not to eat, drink, belch, or put any object or substance into his or her mouth while awaiting the confirmation test.
3. The confirmation test is deemed to be the final result.
4. The alcohol breath sample is to be taken BEFORE the drug specimen is collected, in such cases that warrant both a drug collection and a breath alcohol sample.

C. ATTRIBUTING TEST RESULTS TO THE CORRECT COVERED EMPLOYEE (DRUG AND ALCOHOL COLLECTIONS AND TESTING)

Procedures that ensure that the test results are attributed to the correct covered employee include utilizing a chain of custody to ensure that each specimen is



monitored throughout the collection process during both drug and alcohol collection and testing procedures.

X. CONSEQUENCES OF DRUG USE AND THE MISUSE OF ALCOHOL

Any covered employee who has a verified positive drug test, an alcohol test result of 0.04 or above, or has refused to submit to a drug or alcohol test will be immediately removed from his or her safety sensitive position, provided educational materials, and referred to a Substance Abuse Professional (SAP). *It is Transdev's policy that positive drug or alcohol tests or refusal to test will also result in termination of employment.*

Any safety sensitive employee found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, a safety-sensitive function for at least 8 hours following administration of the breath alcohol test, or if the employee was re-tested, the result was less than 0.02. *Is Transdev's policy that testing positive for alcohol on a return-to-duty breath alcohol test will result in termination of employment.*

A. LIFE CONSEQUENCES OF ALCOHOL MISUSE

The chronic consumption of alcohol (average of three servings per day of beer, whiskey, or wine) over time may result in the following life consequences:

Health: *decreased sexual functioning, dependency on alcohol, fatal liver disease, increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma, kidney disease, pancreatic dysfunctions, spontaneous abortion and neonatal mortality, ulcers, and birth defects.*

Work: *the effects of alcohol misuse on an individual's work include impairment in coordination and judgment, and increased likelihood of having an accident than that of a sober person.*

Personal Life: *the effects of alcohol misuse on an individual's personal life include increased exposure to committing homicides, vehicle accidents, family problems including separation and divorce, increased likelihood of committing suicide, and greater exposure to other forms of accidents.*

Signs and Symptoms: *dulled mental processes, lack of coordination, odor of alcohol on breath, possible constricted pupils, sleepy or drowsy condition, slowed reaction rate, and slurred speech.*

When an alcohol problem is suspected, the available methods of intervention include the availability of a crisis response/employee assistance service offered by Substance Abuse Professionals that address family problems as well as substance abuse.



B. EMPLOYEE EDUCATION, TRAINING AND ASSISTANCE PROGRAM

SUPERVISOR TRAINING

Any supervisory personnel responsible for determining whether an employee must be tested for substance abuse based on Reasonable Cause/Suspicion will be required to complete at least one (1) session (2 hours) of training on the specific contemporaneous physical, behavioral, and performance indicators of probable drug/alcohol use. One 60-minute session will be devoted to indicators of probable alcohol misuse and one 60-minute session will be devoted to indicators of probable drug use.

Positions to receive training under this plan are: All Managers, Supervisors, First Line Dispatchers and Foremen. Training will be provided by qualified personnel or processes designated by Transdev North America, Inc.

EMPLOYEE EDUCATION

Transdev will provide an education program for its employees, which will include the following:

- Display and distribution of informational material on substance abuse;
- Display and distribution of a community service hot-line telephone number for employee assistance; and
- Display and distribution of Transdev's Substance Abuse Plan regarding the use of prohibited drugs and/or alcohol.
- Covered employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.
- Periodic updates and refresher training concerning substance abuse, life consequences and policy adherence.

XI. PRESCRIPTION AND OVER THE COUNTER MEDICATIONS

MRO VERIFICATION OF PRESCRIPTIONS

When a tested employee is taking a prescribed medication, after verifying the prescription and immediately notifying the employer of a verified negative result, the MRO must then (after notifying the employee) wait five (5) business days to be contacted by the employee's prescribing physician before notifying the employer of a medical qualification issue or significant safety risk.

Specifically, in cases where an MRO verifies a prescription is consistent with the Controlled Substances Act, but that the MRO has still made a determination that



the prescription may disqualify the employee under other USDOT medical qualification requirements, or that the prescription poses a significant safety-risk, the MRO must advise the employee that they will have five (5) business days from the date the MRO reports the verified negative result to the employer for the employee to have their prescribing physician contact the MRO. The prescribing physician will need to contact the MRO to assist the MRO in determining if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk. If in the MRO's reasonable medical judgment, a medical qualification issue or a significant safety risk still remains after the MRO communicates with the employee's prescribing physician, or after five (5) business days, whichever is shorter, the MRO must communicate this issue to the employer consistent with 49 CFR Part 40.327.

It is Transdev's policy that all safety sensitive employees must notify the Company in writing when they are taking prescription or non-prescription medication that may interfere with their ability to perform work safely. Failure to do so will result in disciplinary action up to and including termination of employment.

There is only one approved method of notification. Employees must use the Prescription / Non-Prescription notification form to inform the company of any medications used; as defined by Prescription and Over-The-Counter sections below.

Employees are required to obtain a Prescription / Non-Prescription Medication Notification Form, signed by a licensed Physician, licensed Physician Assistant, licensed Pharmacist, or licensed Registered Nurse, for each prescription medication taken by the employee. This form must indicate if the medication(s) will impair the employee's ability to safely perform safety sensitive function and/or operate a motor vehicle. The employee will provide the form to the physician or prescribing individual. The employee is required to advise the physician or prescribing individual of the safety-sensitive nature of his or her job. The employee is also encouraged to ask for alternative treatments that do not have performance altering side effects.

Transdev's Drug and Alcohol policy in no way implies that taking approved prescription or non-prescription medication will completely eliminate side effects even if determined to be safe by his/her treating physician. It is the employee's responsibility to fully discuss any and medications with his/her treating physician to reduce possible medication side effect(s).

Employees must submit the Prescription / Non-Prescription Medication Notification Form to the Substance Abuse Program Administrator prior to the beginning of his or her shift, if the Substance Abuse Program Administrator is not available, forms must be turned in to the appropriate Department Manager, Supervisor, or Foreman on duty.



Over-the-Counter Medications should be taken with extreme caution.

- Read all the warning labels before selecting a medication for use while performing safety sensitive functions.
- If the label has warnings such as “do not take this medication while operating a motor vehicle, may cause drowsiness, etc.” select another medication.
- If unsure which medication is safe to take while performing your job, ask your pharmacist. If still unsure, contact your physician for a suitable alternative.
 - If no suitable alternative is available, have your Physician complete a Prescription / Non-Prescription Medication Notification Form and submit the form to the Substance Abuse Program Manager, supervisor or manager. This form must indicate if the medication(s) will impair the employee’s ability to safely perform safety sensitive function and/or operate a motor vehicle.
- Ultimately, you are responsible for ensuring your safety and the safety of your co-workers and customers. Taking medication while performing your duties can impair your ability to meet this obligation.

Falsification of the Prescription / Non-Prescription Medication Notification Form in any way is cause for immediate termination.

During normal business hours a determination can usually be made immediately as to whether an employee will be allowed to work. If an immediate determination cannot be made, a Medical Review Officer (MRO) will be notified and will make a determination as to an employee's ability to safely work.

Employees will not be allowed to clock in until the Substance Abuse Program Administrator or the MRO has made a determination. All normal rules and regulations applying to Miss Outs, No Call No Shows, and Unauthorized Absences shall apply. Employees shall be allowed to use available PTO, EPTO, and vacation until they are cleared to return to work. All normal rules and regulations regarding the scheduling of PTO, EPTO, and vacation may apply.

XII. RECORD KEEPING

DRUGS & ALCOHOL

Records will be maintained as detailed in 49 CFR part 40 and Part 655, as revised.

A. RECORDS MAINTAINED FOR ONE (1) YEAR:

1. Records of Verified Negative and canceled Drug Test Results:



2. Alcohol test results with a concentration of less than 0.02
3. Transdev's copy of custody and control form.

B. RECORDS MAINTAINED FOR TWO (2) YEARS:

1. Records Related to the Collection Process:
2. Education and Training Records:

C. RECORDS MAINTAINED FOR THREE (3) YEARS

Information from previous employers concerning drug and alcohol test results

D. RECORDS MAINTAINED FOR FIVE (5) YEARS:

1. Records of covered employee alcohol test results indicating an alcohol concentration of 0.02 or greater
2. Records of covered employee positive controlled substances test results
3. Documentation of refusals to take required alcohol and/or controlled substances tests
4. Records related to the administration of the alcohol and controlled substances testing programs
5. Covered Employee Referrals to Substance Abuse Professional for Return To Duty and Follow Up:
6. Annual MIS Reports.

E. REQUIREMENTS FOR RECORDS AND SPECIMEN STORAGE BY LAB, MRO, AND TRANSDEV TRANSPORTATION.

Records are maintained for program administration and test results of individuals for whom Transdev North America, Inc. has testing responsibility. Upon completion of the collection process, the specimen is to be placed in secure storage until dispatched to the laboratory. The MRO is to maintain all necessary records and send test result reports to Transdev Substance Abuse Program Administrator (DER), who maintains records in a secure location with controlled access. All negative test results will be maintained for a period of no less than one year. All positive test results will be maintained for a period of no less than five years.



XII. IDENTITY OF CONTACT PERSONS

A. Corporate Drug and Alcohol Program Manager

Louis P. Young Jr
Corporate Drug and Alcohol Program Manager
720 E. Butterfield Rd, Suite 300
Lombard, IL 60148
Telephone: (702) 208-8315
Fax: (630) 495-1377
Email: Louis.Young@transdev.com

B. Primary Drug and Alcohol Program Manager (DER) (Yuba-Sutter)

Name: David Phillips
Title: General Manager
Address: 2100 B Street
Marysville, Ca 95901
DER PHONE NUMBER: 530-634-6885
DER PHONE NUMBER: 530-218-2482

C. Alternate Drug and Alcohol Program Manager (Yuba Sutter)

Name: Arthur Leonard
Title: Operations Manager
Address: 210 B Street
Marysville, Ca 95901
530-634-6885

D. Substance Abuse Program Medical Review Officer

Company Name: EDPM
MRO: Dr. Paul Teynor
Address: 505 20th Street North, Suite 200
Birmingham, AL 35255
Phone: 205-326-3100
FAX: 205-380-2502

Company Name: EDPM
MRO: Dr. Phillip Lopez
Address: 505 20th Street North, Suite 200
Birmingham, AL 35255



Phone: 205-326-3100
FAX: 205-380-2502

Company Name: EDPM
MRO: Dr. Michael Suls, D.O. M.P.H.
Address: 505 20th Street North, Suite 200
Birmingham, AL 35255
Phone: 205-326-3100
FAX: 205-380-2502

Company Name: EDPM
MRO: Dr. Hasan Nesam
Address: 505 20th Street North, Suite 200
Birmingham, AL 35255
Phone: 205-326-3100
FAX: 205-380-2502

Company Name: EDPM
MRO: Dr. Andrew Holtz D.O.
Address: 505 20th Street North, Suite 200
Birmingham, AL 35255
Phone: 205-326-3100
FAX: 205-380-2502

E. Corporate Drug and Alcohol Third Party Administrator

Name: SterlingBackcheck
Address: 6111 Oak Tree Blvd
Independence, OH 44131

Telephone: 216-685-7422 direct | 800-853-3228 toll free | 216-685-7470 fax

SterlingBackcheck Customer Service Directory:

Stacy Kail – Customer Service Representative
1-800-853-3228
Option 1 Extension 57412
stkail@sterlinginfosystems.com

Donna Piros – Random Administrator
1-800-853-3228 Option 1 Extension 57426
DID: 1-216-685-7426
dpiros@sterlinginfosystems.com

Liz Lastafka – Drug Screening Manager
1-800-853-3228 Option 1 Extension 57422



DID: 1-216-685-7422

llastafka@sterlinginfosystems.com

F. Testing Laboratory

Name: LabCorp
Address: 1904 Alexander Drive
RTP, North Carolina, 27709
Telephone: (800) 833-3984

G. Employee Assistance Program

Quantum Employee Assistance Program
14 Park Lake Road, Suite 2
Sparta, New Jersey 07871
Customer Service (Employee Assistance): 1-877-747-1200

H. Substance Abuse Professional

Dellena hoyer
2620 Colusa Hwy
Yuba City, Ca 95991
Telephone 1-916-213-4640

Jason Santibanez
608 Kentucky Street
Gridley, Ca 95948
Telephone 530-228-5816



Appendix A – Safety Sensitive Employees

The following positions are considered to be safety sensitive:

- Vehicle Operators
- Armed Security (Transdev Employees)
- Dispatchers
- Mechanics and other Maintenance Personnel

Appendix B - Definitions

Accident - an occurrence associated with the operation of a vehicle is as a result:

- 1) An individual dies; or
- 2) An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or
- 3) with respect to an occurrence in which the public transportation vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle; or
- 4) With respect to an occurrence in which the public transportation vehicle involved is a rail car, trolley car, trolley bus or vessel, the public transportation vehicle is removed from operation.

Adulterated Specimen – A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol Use – The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol.

Breath Alcohol Technician – A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

Cancelled Test – A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which 49 CFR Part 40 otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.

Collector – A person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes the Custody and Control form.



Dilute Specimen – A specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling Damage – Damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

- 1) Inclusion: Damage to a motor vehicle, where the vehicle could have been driven, but would have been further damaged if so driven.
- 2) Exclusions:
 - a. Damage that can be remedied temporarily at the scene of the accident without special parts or tools.
 - b. Tire disablement without other damage even if no spare tire is available.
 - c. Headlamp or tail light damage.
 - d. Damage to turn signals, horn, or windshield wipers, which make the vehicle inoperable.

DOT, the Department, DOT Agency – All DOT agencies, including, but not limited to, FAA, FRA, FMCSA, FTA, PHMSA, NHTSA, Office of the Secretary (OST), and any designee of a DOT agency. For the purposes of testing under 49 CFR Part 40, the USCG (in the Department of Homeland Security) is considered to be a DOT agency for drug testing purposes.

Evidential Breath Testing (EBT) Device – The NHTSA conforming products list (CPL) for evidential devices are the only devices you may use to conduct alcohol confirmation tests under 49 CFR Part 40.

FTA – The Federal Transit Administration, an agency of the U.S. Department of Transportation.

HHS – The Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.

Medical Review Officer (MRO) – A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

Public Transportation Vehicle – a vehicle used to transport the public or one used for ancillary services.

Split Specimen – In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted specimen.



Substance Abuse Professional (SAP) – A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders; as amended in part 40.281.

Substituted Specimen – A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

Verified Test – A drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

Volunteer - A volunteer is a covered employee if: (1) The volunteer is required to hold a commercial driver's license to operate the vehicle; or (2) The volunteer performs a safety-sensitive function for an entity subject to this part and receives remuneration in excess of his or her actual expenses incurred while engaged in the volunteer activity



Appendix C

*TRANSDEV FTA DRUG AND ALCOHOL POLICY
ACKNOWLEDGEMENT OF RECEIPT*

I, the undersigned employee of TRANSDEV hereby certify that I have been furnished with a copy of Transdev's Substance Abuse Policy for Safety-Sensitive Employees, including its Employee Assistance Program (EAP) and that I have had training on the same. I understand that should I decide to use the services of the Employee Assistance Program (EAP) for a substance abuse problem, that the EAP is required to notify Transdev's Substance Abuse Program Administrator in order to protect my employment. I further certify that I have been provided with informational material, education and training on the dangers and problems of drug and/or alcohol use.

Executed this the _____ day of _____, 20_____

Employee Signature

Print Name



Appendix D

RESOLUTION AUTHORIZING THE ADOPTION OF SUBSTANCE ABUSE POLICY

WHEREAS, the purpose of Transdev's Substance Abuse Policy is to establish guidelines in implementing a drug and alcohol testing program that meets the requirements of the Federal Transit Administration (FTA); and

WHEREAS, the goal of the prohibited substance abuse testing program is to achieve a drug and alcohol-free work force in the interest of the health and safety of the employees and the public; and

WHEREAS, participation in the prohibited substance abuse testing program is a requirement of each safety sensitive employee, and, therefore is a condition of employment.

NOT THEREFORE BE IT RESOLVED by the President of TRANSDEV, North America, as follows:

Section 1. That all testing under the FTA requirements are conducted in accordance with 49 CFR Part 40, as revised: Procedures for Transportation Workplace Drug and Alcohol Testing Programs and in accordance with 49 CFR Part 655: Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations; and

Section 2. That the amended policy of Substance Abuse becomes effective on January 01, 2018.

Alessandro Guariento
Vice President of Safety and Training, Transdev North America, Inc.



AGENDA ITEM IV – C
STAFF REPORT

POSSIBLE SACRAMENTO SERVICE AND SCHEDULE CHANGES

Yuba-Sutter Transit’s Sacramento Commuter and Midday services were last adjusted in October 2015 when a supplemental afternoon schedule was converted to a regular schedule along with a number of other minor schedule and stop changes. Annual Sacramento ridership has since dropped by 14.4 percent from FY 2015 through FY 2018 with likely contributing factors being the large-scale disbursement of state employment from downtown Sacramento to suburban office parks; changing state employee demographics; slow local population growth; relatively low fuel prices; and, chronic reliability problems with the older commuter buses that were recently replaced. Despite these recent challenges, Sacramento ridership is trending upward this year with an overall increase of 5.4 percent for the period January through October 2018 compared to the same nine month period in 2019.

Despite this recent growth, plenty of seats are available on 18 of our 22 daily schedules due to the larger replacement buses that went into service this summer with seated capacities of 57 compared to 41 on the seven buses that were replaced. To address this underused capacity as well as to attract new passengers, staff is now looking for opportunities to better position the service for both the current and future demand. This process will also consider options to provide additional space where schedules are regularly operating at or near their seated capacity. The ultimate result could include a combination of the consolidation of some schedules, adjustments to others and/or the addition of one morning schedule.

To start this process, we have already asked our current commuters and those that have expressed an interest in our service for their early input on what schedule changes, if any, they might desired. This was done through an article in our December passenger newsletter as well as an email blast to the well over 400 people who have registered to receive our Sacramento Service Alerts. That input will be then used to help develop alternative schedule scenarios and recommendations for more formal public feedback. We have already received considerable input and much more is expected when alternative scenarios are put forward for more specific feedback. Assuming Board approval, the resulting changes, if any, could be implemented next spring or early summer.

Special night meetings have traditionally been set when any service or policy changes regarding our Sacramento services are to be considered. The last night meeting was held in August 2015 and staff is now recommending the setting of a night meeting for Thursday, February 21, 2019 for a possible public hearing on any proposed changes that may result from this ongoing review of our Sacramento services. A copy of the current Sacramento service brochure is attached for reference.

Staff will be prepared at the meeting to discuss the proposed Sacramento schedule and stop changes in detail as desired.

RECOMMENDATION: Set a Special Night Meeting in the Yuba County Board of Supervisors Chambers for 7:00 p.m. on Thursday, February 21, 2019.

AGENDA ITEM IV – D
STAFF REPORT

LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) CONCEPTS

Background

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving State identified disadvantaged and low-income communities (DAC's). Agencies such as Yuba-Sutter Transit whose service area includes one or more disadvantaged communities must expend at least 50 percent of the money received on projects that will benefit those communities. Assembly Bill 1550 (2016) additionally requires that 10% of the funds must benefit low income households that are within disadvantaged/low-income communities or within ½ mile of a disadvantaged or low income community. Senate Bill 1119 (2018) increased project flexibility by allowing transit agencies to waive the requirement of expending 50 percent of the total allocation within and benefiting a DAC for the following:

- a) New or expanded transit service that connects with transit service serving disadvantaged communities, as identified in Section 39711 of, or in low-income communities, as defined in paragraph (2) of subdivision (d) of Section 39713 of, the Health and Safety Code.
- b) Transit fare subsidies and network and fare integration technology improvements, including, but not limited to, discounted or free student transit passes.
- c) The purchase of zero-emission transit buses and supporting infrastructure.

Within the above parameters, LCTOP projects are primarily intended to support new or expanded bus or rail services; expand intermodal transit facilities; and, may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities with each project required to reduce greenhouse gas emissions. They can also be used to purchase zero-emission replacement vehicles and the provision of fueling infrastructure for zero-emission vehicles.

LCTOP funding is distributed under the same formula that is used for the State Transit Assistance (STA) program and is available only to STA eligible recipients. As a result, Yuba-Sutter Transit is the only eligible claimant for LCTOP funding in the bi-county area. Caltrans is responsible for ensuring that the statutory requirements of the program are met in terms of project eligibility, greenhouse gas reductions, disadvantaged community benefits and other requirements of law. Recipients are encouraged to select

those projects that maximize public benefits for transit ridership, greenhouse gas reductions, disadvantaged community benefits and other co-benefits.

As shown in the table below, statewide LCTOP funding levels have fluctuated wildly in the first four cycles as funding is provided through a continuous appropriation of five percent of the annual auction proceeds in the Greenhouse Gas (GHG) Reduction Fund.

FY 2015	\$25.0 million (Yuba-Sutter Transit Allocation - \$60,305)
FY 2016	\$75.0 million (Yuba-Sutter Transit Allocation - \$180,417)
FY 2017	\$34.6 million (Yuba-Sutter Transit Allocation - \$82,455)
FY 2018	\$97.0 million (Yuba-Sutter Transit Allocation - \$226,068)

Yuba-Sutter Transit used the first cycle of funding to enhance the North Beale Transit Center which has since been completed. The second cycle was requested for a range of bus stop enhancements systemwide which are underway. The third cycle is being used to fund Connect Card implementation expenses. The last cycle was designated toward the purchase of zero emission buses which may now need to be reallocated because zero emission buses are not being pursued at this time due primarily to the unsuccessful federal grant application that was necessary to complete the purchase of these buses. Additionally, the facility assessment that was conducted as part of the Corridor Enhancement Plan identified many challenges with implementing charging infrastructure at the current facility and an Adaption Planning Grant was just submitted to Caltrans for funding to conduct a site analysis and high level design to replace the current facility with a Next Generation Transit Facility. As a result, zero emission buses are on hold at least until questions about the future facility can be answered.

Updated LCTOP guidelines along with the next cycle of funding allocations are expected to be released next month, but based on preliminary projections we anticipate an allocation slightly more than what was received in the last cycle. LCTOP allocation requests will need to be submitted to SACOG in February before their final submittal to Caltrans in March. Caltrans in coordination with the California Air Resources Board (ARB) will determine whether proposals are eligible for funding before authorizing the release of funds to the project leads. Eligible recipients are encouraged to request allocations in a timely manner for the earliest public benefit, but may also retain the continuous appropriation allocation across four fiscal years to accumulate funding for a larger capital expenditure. If an agency chooses to accrue their funds over several years for a capital project, they must still submit the project's Allocation Request in the first year, and re-apply each year that funds are included in the project. This same multi-year provision also applies to operating projects for now up to five years of a new or expanded service. All funds must be programmed each year in an Allocation Request even for a multi-year project or those funds are lost to the applicant.

Eligible Projects

The LCTOP was created to provide operating and capital assistance for transit agencies to reduce GHG emissions and improve mobility with a priority on serving DACs. Per

Public Resource Code 75230 (f) (I-3) moneys from the program shall be expended to provide transit operating or capital assistance that meets *any* of the following:

1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share.
3. Expenditures related to the purchase of zero-emission replacement buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support zero-emission buses.

Caltrans, in coordination with the ARB, reviews Allocation Requests to determine if the project supports at least one of the above listed criteria; decreases GHG emissions; and, if applicable, benefits a DAC as LCTOP requires transit agencies with a disadvantaged community to use 50 percent of their allocation on projects that benefit the disadvantaged community and 10 percent to benefit low-income communities. A list of eligible project types from the Draft FY 2018 LCTOP Guidelines is attached as **Exhibit A**.

The California Environmental Protection Agency (CalEPA) has identified disadvantaged communities based on a census tract level assessment of geographic, socioeconomic, public health, and environmental hazard criteria to identify areas that are disproportionately affected by multiple types of pollution and areas with vulnerable populations. Low income communities are identified as census tracts that are below 80 percent of the statewide median income. Based on these assessments, the identified designated disadvantaged community and low-income communities in the Yuba-Sutter urban area are shown on **Exhibit B**.

Potential Projects

Since two cycles of funding are potentially available (the current cycle and reallocation of the fourth cycle totaling \$450,000 or more) and funding from future cycles could be considered for multi-year funding, one or more of the projects listed below could be funded.

1. Expansion of the Bogue Road Park & Ride – Constructed in 1997 and expanded in 2012 with both funded through Yuba-Sutter Transit, this Caltrans-owned facility is now again operating at or near capacity. While state-owned land is available, the development cost would likely require the commitment of multiple funding cycles and would be dependent on uncertain Caltrans partnership. [High Cost Capital Project With Significant Long Term Benefit]
2. Enhanced peak hour Sacramento commuter service on the Highway 70 corridor or expanded commuter service for new destinations/time periods for operating costs for up to five years. The only commuter schedule that is regularly operating at or

near seated capacity is the third morning Highway 70 schedule and interest has been expressed for service to new Sacramento destinations and during new times during the peak service periods. [Relatively Low Cost Operating Project With Immediate Ridership Benefit]

3. Targeted fare subsidy or free fare programs such as for Yuba College students. [Variable Cost Operating Project With Immediate Ridership Benefit]
4. Systemwide fare subsidy or free fare promotional events to encourage general transit use. [Variable Cost Operating Project With Uncertain Ridership Benefit]
5. Development of the planned Yuba City Transit Center to replace the Alturas & Shasta Transit Center as envisioned in the recent Corridor Enhancement Plan. While land acquisition and environmental clearances would need to be funded by other sources, up to four LCTOP cycles could be used for site development expenses. [High Cost Capital Project With Uncertain Long Term Benefit]
6. Other eligible project concepts include other new or expanded transit services; other bus stop or facility improvements that enhance existing services; or, zero-emission buses and related equipment.

Staff is now seeking early Board input on possible projects and priorities for the use of this annual funding source. Based on that input, staff will develop more specific project proposals for further consideration and direction at the January or February meetings.

Staff will be prepared to discuss this funding source and the potential project concepts in detail at the meeting.

RECOMMENDATION: Direct staff as desired.

LCTOP Draft Guidelines FY 2018-2019

Project Eligibility

The Low Carbon Transit Operations Program (LCTOP) was created to provide operating and capital assistance for transit agencies to reduce Greenhouse Gas (GHG) emissions and improve mobility, with a priority on serving disadvantaged communities (DAC). Per **Public Resource Code 75230 (f) (1-3)**, moneys for the program shall be expended to provide transit operating or capital assistance that meets **any** of the following:

1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share.
3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support these zero-emission buses.

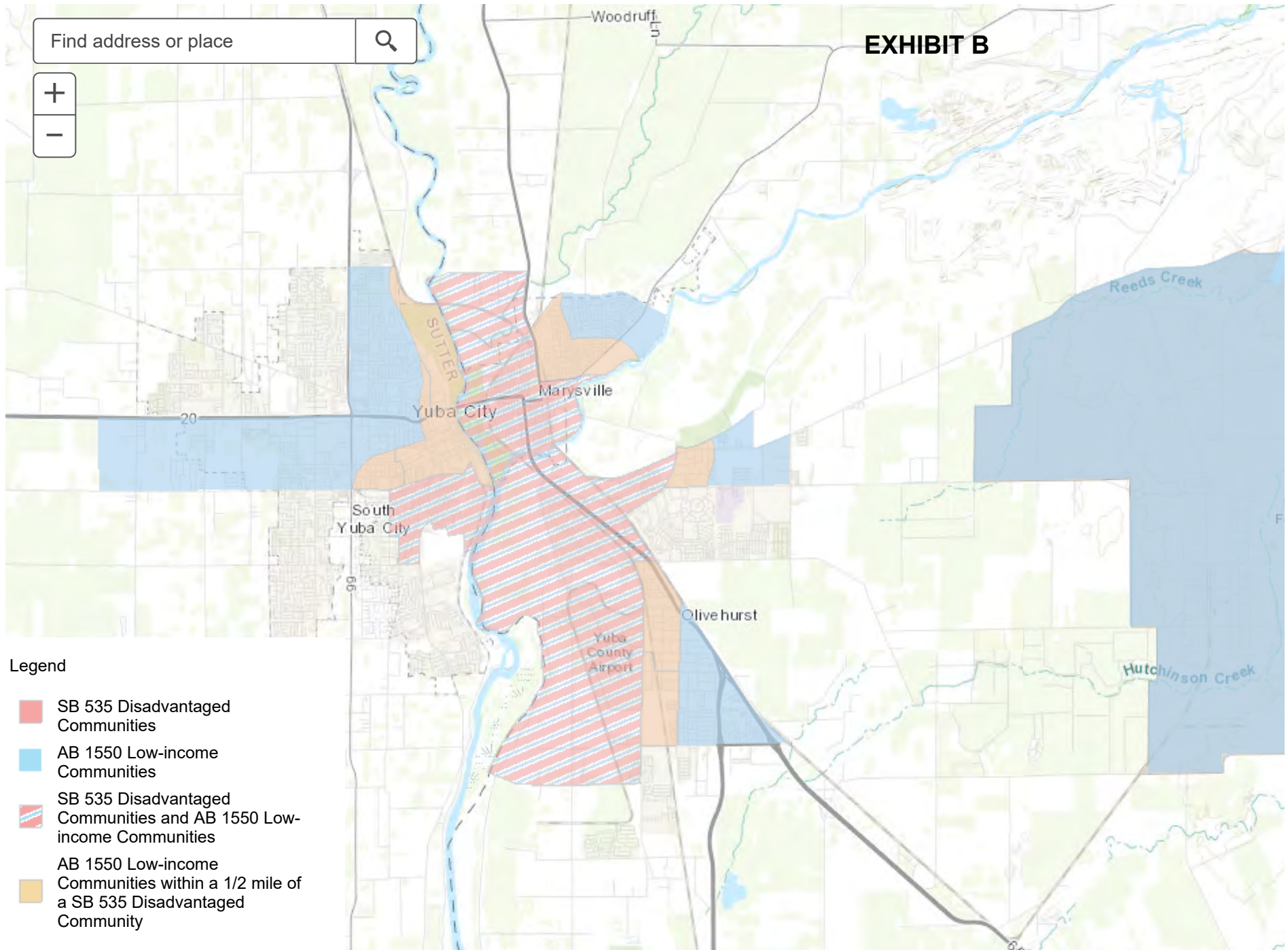
The California Department of Transportation (Caltrans), in coordination with California Air Resources Board (CARB) will review Allocation Request to determine if the project supports at least one of the above listed criteria, decreases GHG emissions, and benefits a low-income community and/or low-income residents and/or a DAC, if applicable. Recipients have the ability to fund “new or expanded services” with single or multiple years of LCTOP funding as long as the agency is not **supplanting** funds. Within the Funding Plan recipients must certify that each project seeking LCTOP moneys does not supplant another source of funds and that the project will be fully funded once LCTOP funds are awarded. **Any request or expenditure identifying a phase prior to construction will likely be ineligible for the program. In addition, projects must start on or after Lead Agency receives LCTOP funds from the State Controller’s Office. The program is not based on reimbursements, Lead Agencies cannot expend LCTOP funds on costs incurred prior to LCTOP Award/Approval**

New or Expanded Service

New or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities is considered new if it is within **five (5) years** from the date of its implementation. This is in alignment with the Federal Transit Administration’s guidance for the Congestion Mitigation and Air Quality (CMAQ) “start-up” assistance. Akin to CMAQ funding, LCTOP will provide an adequate incentive and flexibility while not creating a pattern of excessive or even perpetual support. When applying for LCTOP funds under this criteria, the intent is to help start a new viable service that can demonstrate GHG emission reductions. As these projects become part of the baseline transportation network, other funding sources should supplement and ultimately replace LCTOP funds for operating assistance; since over time these projects will no longer represent additional, net GHG emission reductions.

Greenhouse Gas Reduction Criteria

CARB and Caltrans will continue to require agencies to **quantify** the project GHG emission reductions by using the [CARB Quantification Methodology Tool](#), available on line and integrated into the LCTOP Allocation Request. Agencies will need to utilize this tool if they complete a Corrective Action Plan (CAP), Close-Out Report, Semi-Annuals or to change their FY 15-16 or later project.



AGENDA ITEM IV – E
STAFF REPORT

FIRST QUARTER PERFORMANCE REPORT FOR FY 2018-19

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first quarter of FY 2019 (July 2018 through September 2018) presented in comparison with the performance for the same period in the previous fiscal year. Just over three years removed from the end of an almost unbelievable quarter century run of annual ridership records, the negative overall ridership trend continued in the first quarter of FY 2019. After setting the high water mark in FY 2015 at nearly 1.3 million passenger trips, systemwide ridership then dropped 21.1 percent in the following three years through FY 2018. That trend continued through the first quarter of FY 2019 with a systemwide ridership decrease of 9.6 percent compared to the first quarter of FY 2018.

Similar or worse (sometimes much worse) ridership declines have been experienced by most transit agencies in the greater Sacramento area and across the nation in recent years and there may be some common causal factors at play, but staff can certainly point to a number of local contributing factors that may have contributed to Yuba-Sutter Transit's losses. These include the restructuring of Routes 1 and 4 and the elimination of the "transfer-for-a-transfer" policy that occurred in September 2015; chronic on-time performance and reliability problems with the older fixed route and commuter buses; relatively low and stable fuel prices; and, the general lack of population and employment growth in the region. More specifically, the recent quarterly ridership drop (the thirteenth in the last fourteen quarters) was made worse by the July 1st elimination of free transfers with the full and final conversion to the Connect Card electronic fare card system.

Individually, the greatest ridership drop in terms of passenger trips was on the local fixed route system for all of the reasons noted above. The Dial-A-Ride service also experienced a significant percentage reduction in ridership although that did result in a reduction in service hours as well. The most significant good news is that ridership on Yuba-Sutter Transit's Sacramento services increased by 4.5 percent compared to the same quarter last year which is the fourth straight quarterly increase. Rural route ridership, which continues to vary widely due to the limited nature of these services, fared pretty well overall especially when compared to the major services. Systemwide fare revenue and farebox recovery ratio figures were also down for the quarter primarily due to the ridership reductions on the local fixed route and Dial-A-Ride services.

Looking forward, the long-term negative year-to-year quarterly ridership trend will certainly continue in the second quarter due in large part to the extremely unhealthy wild fire related smoke conditions in November that resulted in extended school and program closures throughout the valley. The most significant positive factor for 2019 is the recent action by the Feather River Air Quality Management District to extend the discount monthly bus pass program through March 2020. Now that the Connect Card has been fully implemented, the long term ridership and financial impacts of this initiative which has been gradually rolled-out over the last two years should become evident over the next six months so they can be factored into the planning for the next budget cycle.

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

RECOMMENDATION: Information only.

**QUARTERLY PERFORMANCE REPORT
FIRST QUARTER 2018-2019**

	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
Fixed Route:						
July 2018 - Sept 2018	183,065	12,811.85	14.29	\$124,404	\$9.71	12.8%
July 2017 - Sept 2017	207,500	12,990.19	15.97	\$138,242	\$10.64	14.4%
Percent Change	-11.8%	-1.4%	-10.5%	-10.0%	-8.8%	-11.2%
Dial-A-Ride:						
July 2018 - Sept 2018	15,384	6,041.57	2.55	\$31,101	\$5.15	6.8%
July 2017 - Sept 2017	17,345	6,407.09	2.71	\$34,561	\$5.39	7.3%
Percent Change	-11.3%	-5.7%	-5.9%	-10.0%	-4.6%	-7.1%
Sacramento Services (Commuter & Midday):						
July 2018 - Sept 2018	33,940	3,515.65	9.65	\$138,804	\$39.48	51.9%
July 2017 - Sept 2017	32,488	3,424.14	9.49	\$138,964	\$40.58	54.8%
Percent Change	4.5%	2.7%	1.8%	-0.1%	-2.7%	-5.3%
Foothill Route:						
July 2018 - Sept 2018	591	239.15	2.47	\$581	\$2.43	3.2%
July 2017 - Sept 2017	622	246.49	2.52	\$583	\$2.37	3.2%
Percent Change	-5.0%	-3.0%	-2.1%	-0.3%	2.7%	0.0%
Live Oak Route:						
July 2018 - Sept 2018	1,079	229.46	4.70	\$941	\$4.10	5.4%
July 2017 - Sept 2017	916	216.54	4.23	\$935	\$4.32	5.8%
Percent Change	17.8%	6.0%	11.2%	0.6%	-5.0%	-7.5%
Wheatland Route:						
July 2018 - Sept 2018	207	132.63	1.56	\$242	\$1.82	2.4%
July 2017 - Sept 2017	131	117.72	1.11	\$162	\$1.38	1.9%
Percent Change	58.0%	12.7%	40.3%	49.4%	32.6%	29.1%
Systemwide Summary:						
July 2018 - Sept 2018	234,266	22,970.31	10.20	\$296,074	\$12.89	17.0%
July 2017 - Sept 2017	259,002	23,402.17	11.07	\$313,447	\$13.39	18.1%
Percent Change	-9.6%	-1.8%	-7.8%	-5.5%	-3.8%	-6.3%

Notes:

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