

**AGENDA ITEM V – A**

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
DECEMBER 21, 2023**

**I. Call to Order & Roll Call (4:13 P.M.)**

Present: Blaser, Flores, Fuhrer (Vice Chair), Kirchner, Shaw  
Absent: Bains (Chair), Buttacavoli, and Hudson

**II. Public Business from the Floor**

None.

**III. Consent Calendar**

Director Kirchner made a motion to approve the consent calendar. Director Blaser seconded the motion and it carried unanimously.

**IV. Reports**

**A. Surplus Declaration for Disposal of Two Intercity Commuter Buses.**

Executive Director Mauk stated that the two intercity commuter buses proposed for disposal have exceeded the federal useful life standard for age and mileage of twelve years or 500,000 miles and are no longer needed for the current level of commuter service being provided.

Director Blaser asked about the three buses that were leased out and Mauk confirmed these vehicles were two of the three vehicles that were leased by YARTS and recently returned.

Director Blaser made a motion to adopt Resolution No. 14-23 declaring certain vehicles to be surplus and authorizing their disposal as proposed. Director Kirchner seconded the motion and it carried unanimously.

**B. Ongoing Information Technology (IT) Support Services Contract Award.**

Mauk stated that Transit released an RFP in September 2023 for ongoing IT support. Four proposals were received, with three being deemed responsive, including the incumbent firm. The written proposals were evaluated by a three-member internal panel according to the RFP criteria of price, qualifications, and project approach. Based on the panel's evaluation, the award was recommended to Alliant Networking Services as representing the best value. Alliant is the current incumbent firm and was the low bidder.

Mauk stated that if approved, Yuba-Sutter staff would work with legal counsel to finalize a contract for a three-year base term, to not exceed \$137,400 in value, and two one-year options.

Director Kirchner made a motion to authorize the Executive Director to execute a professional services contract with Alliant Networking Services, Inc. for IT support services, as proposed. Director Blaser seconded. The motion carried with Director Flores abstaining.

**C. NextGen Transit Plan Marketing and Public Outreach Strategy.**

Mauk stated there are significant changes to our core services recommended in the NextGen Plan which will be implemented in phases over the next few fiscal years. Phase 1 includes hiring new staff, which is detailed in the following agenda item. With the requested action, staff also recommends procuring services from a qualified consultant to help develop a detailed strategy, an implementation plan, and provide technical support for the marketing effort. As discussed in the NextGen Transit Plan, this could include rebranding of our overall service, sub-branding of new services, conducting public outreach, developing marketing materials, a website refresh, and advertising campaigns.

Mauk stated that staff is considering using a CMAS state contract as well as a traditional RFP and any resulting contract would be brought back to the board for approval.

Mauk stated that a cost estimate was still being developed, but the current fiscal year budget for professional services and promotions is \$215,000. This effort is expected to come well below the budgeted amount during the fiscal year and actual expenses to date are under \$20,000, so no budget adjustments are necessary.

Director Fuhrer asked if we don't do branding will our ridership drop, or will most riders still use our services if we just tell them how? Mauk stated that whatever we implement, there will be a segment of our riders that will have to use our services in whatever way they can. However, a strong marketing effort to educate our riders and our internal customers on how and why we are making changes is recommended in order to foster successful implementation.

Director Fuhrer recommended a measured approach that would not utilize the full \$200,000 for consultant services. Mauk stated that staff would ensure cost efficiency. The board directed staff to proceed with a consultant contract as proposed.

**D. NextGen Transit Staffing Plan Implementation.**

Mauk stated that the NextGen Transit Plan included a staffing plan, and staff is now requesting authorization to add a new Program Analyst I/II to the agency's staff allocation, approval of a new job description, and direction to recruit for the position.

Mauk stated that the approved NextGen Transit Plan recommended adding a total of two new staff positions. With the board's support, an alternative contracting approach was taken for IT support as discussed in a previous agenda item. In the approved plan it was recommended to add a new job classification dedicated to Public Outreach. However, with the requested action, the staff is recommending adding a second position under the existing Program Analyst classification. The Program Analyst job description already included marketing support and the recommended version has been revised to increase the agency's capacity to launch and support the NextGen Transit Plan. The projected costs of this action is within the approved FY 2024 budget allowance of \$40,000 for salary and benefits.

Director Fuhrer asked if the person that is hired in item "D" will be overseeing and getting help from the action on item "C" and when complete, will they be doing community support or will they change slightly? Mauk responded that it will likely change slightly, as our current Program Analyst already does public outreach and marketing. This new position will be extremely involved in public outreach and marketing, but not exclusively.

Director Kirchner made a motion to approve all actions, as proposed. Director Flores seconded the motion, and it was carried unanimously.

**E. Project & Program Updates.**

**1. FRAQMD Blue Sky Grant Award**

Mauk stated that Yuba-Sutter Transit submitted a \$100,000 application for a 2023 FRAQMD Blue Sky grant to continue the discount monthly pass program for youth, seniors, and persons with disabilities, for one more year. The FRAQMD Finance committee met on November 7<sup>th</sup> to hear their staff's recommendation for award, and the program was over prescribed. However, FRAQMD staff identified additional funds, increasing the available amount from \$120,000 to \$165,000, and Yuba-Sutter Transit was recommended for an award of \$98,000. Mauk reported that the FRAQMD Board approved the committee's recommendation on December 4<sup>th</sup>.

**2. SB 125 Initial Funding Round**

Mauk reported SB 125 is a significant amount of funding available under a state budget trailer bill to support transit operating and capital needs with two sources to be allocated through SACOG. The total available allocation within our region over the next 4 years is about \$280 million.

The SACOG board met on December 11<sup>th</sup> and staff recommended funding a number of projects for SacRT in the amount of \$45 million and didn't allocate the rest of the money. Based on SACOG's staff recommendation, almost all were matching funds for future grants and our NextGen Transit Facility was not included.

During the SACOG board meeting staff made an appeal to have our project considered, and there was additional discussion, but the recommendation carried as proposed by staff and the NextGen Facility was not included.

Thanks to Chair Bains, we are scheduling a meeting with the SACOG Executive Director in early January 2024 to discuss our project in more detail.

Staff will continue to apply for federal and state funds. The next possible source will likely be a third application for the Low No Grant Program due in the spring.

**3. NextGen Transit Facility Project**

Mauk reported the RFP for the environmental review has not yet been released. Staff is anticipating contracting for addition consultant support under the CMAS program to help finalize the RFP and conduct the solicitation. Staff will also pursue a fair market appraisal of the current property.

**V. Correspondence / Information**

None.

**VI. Other Business**

A. Mauk reminded the board about the service holidays for Christmas and New Year's.

B. Director Blaser asked about the status of the Storer contract. Mauk responded that the Storer contract is in the first of two, two-year options, which went into effect October 1, 2023.

**VII. Adjournment**

The meeting was adjourned at 4:43 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY JANUARY 18, 2024, AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**