



## MEETING NOTICE & AGENDA

**DATE:** Thursday, June 17, 2021

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

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

The Governor has declared a State of Emergency in California due to the threat of COVID-19 and issued executive orders regarding the following of public health directives including the cancelation of large gatherings. While members of the Board of Directors will be present for this meeting, multiple alternatives are being provided for the public to view and/or participate including:

- **Public Attendance:** This meeting will be open to in-person attendance. Due to COVID-19 restrictions, the public is encouraged to attend the board meeting via web conference or submit comments by email. In-person attendance will be limited to 25% of the room's capacity and require 6 feet of social distancing inside and outside the Chambers. Face masks are encouraged and will be provided. Please participate via web conference or email if you are ill or have been exposed to COVID-19.
- **Email:** Comments can be emailed to [info@yubasuttertransit.com](mailto:info@yubasuttertransit.com) any time before the meeting. Please identify the agenda item that you wish to address in your comments.
- **Web Conference (Zoom):** Members of the public are encouraged to observe and participate in the meeting via web conference or telephone by using the Zoom meeting link and/or numbers below.

To join the meeting from your computer, tablet, or smartphone, please use the following Zoom meeting link:

<https://us02web.zoom.us/j/82498570842?pwd=V28yaUxscHdxUnJrdkNwOFhMbFBkUT09>

To join by telephone conference call: 1-669-900-6833

Meeting ID: 824 9857 0842

Passcode: 339012

Please note that participants will be muted by default. If you would like to speak during the public comment portion of the meeting, you have the following options:

Online: Raise your hand or use the Q&A panel to submit your comments.

Phone: Press \*9 to raise your hand or press \*6 to send a request to be unmuted to submit comments.

Participants are encouraged to join the meeting early to resolve any technical issues before the session begins.

### I. Call to Order & Roll Call

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

### II. Public Business from the Floor

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

### III. Consent Calendar

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

- A. Minutes from the Regular Meeting of May 20, 2021. (Attachment)
- B. Minutes from the Special Meeting of May 28, 2021. (Attachment)
- C. Disbursement List for May 2021. (Attachment)
- D. Monthly Performance Report for May 2021. (Attachment)

### IV. Reports

- A. **FREED Center for Independent Living Senior Transportation Voucher Program Memorandum of Understanding (MOU)**. (Attachment)

RECOMMENDATION: Authorize execution of the FREED Dial-A-Ride Voucher MOU as proposed.

- B. **Transportation Development Act (TDA) Claim for FY 2021/2022**. (Attachment)

RECOMMENDATION: Adopt Resolution No. 7-21 authorizing the submittal of Yuba-Sutter Transit's FY 2021/2022 TDA Claim as proposed or amended.

- C. **Project Updates/Additions for the Sacramento Metropolitan Transportation Improvement Plan (TIP) and the Metropolitan Transportation Plan (MTP)**. Review and approval consideration of proposed revisions to Yuba-Sutter Transit's Capital Improvement Plan. (Attachment)

RECOMMENDATION: Approve the revised Capital Improvement Plan and the FY 2022 – FY 2026 Transportation Improvement Plan as proposed or amended.

- D. **Federal Transit Administration (FTA) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program**. Consider authorizing a grant application for design and construction funds for the Next Generation Transit Facility project. (Attachment)

RECOMMENDATION: Authorize the submittal of a RAISE grant application as proposed.

- E. **Administrative Staff Salary and Benefit Adjustments**. (Attachment)

RECOMMENDATION: Approve the staff salary, benefit, and title adjustments as proposed and adopt the resulting salary schedule effective July 1, 2021.

- F. **Next Generation Transit Facility Project**. Discussion and action consideration regarding the proposed acquisition of property at 6035 Avondale Avenue, Linda CA (APN: 020-038-048).

RECOMMENDATION: Direct staff as desired.

- G. **Project & Program Updates**.

- 1. COVID-19 Impacts & Response (Suspension of Route 1 Express Service Effective July 1, 2021)
- 2. Sponsored Employment Shuttle Discussions with Pacific Coast Producers in Oroville
- 3. Regional Housing Authority Affordable Housing & Sustainable Communities (AHSC) Grant Application
- 4. Caltrans Planning Grant Application – Comprehensive Operational Analysis

RECOMMENDATION: Information only.

### V. Correspondence / Information

**VI. Other Business**

**VII. Closed Session**

- A. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8.** Conference with Transit Manager (Agency Negotiator) and legal counsel to discuss price and terms of purchase for property located at 6035 Avondale Avenue, Linda (APN 020-030-048). Negotiating Parties: John Taylor for Carole Brazil

**VIII. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JULY 15, 2021  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS  
UNLESS OTHERWISE NOTICED**

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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 MAY 20, 2021

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

Present: Bains, Blaser, Buttacavoli, Fuhrer, Harris (via Zoom), and Shaw (Chair)

Absent: Hudson and Micheli

#### II. Presentations

Chairman Shaw presented a Transit Worker Appreciation Proclamation by the Board to the employees of Storer Transit Systems – Yuba-Sutter Division in recognition of their work during the COVID-19 pandemic.

#### III. Public Business from the Floor

None.

#### IV. Consent Calendar

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

Director Blaser asked about the services that Storer Transit Systems provides the agency. Martin stated that they are the contractor who operates and maintains all of Yuba-Sutter Transit's services.

#### V. Reports

##### A. Yuba-Sutter Transit Operating and Capital Budget for FY 2021/2022.

Martin presented the final draft budget for Fiscal Year 2021/2022. The budget increased slightly since the preliminary draft budget was presented in March. This increase is due primarily to increasing fuel prices, but also to an expected increase in the number of vehicle service hours to be operated in response to the June reopening of local adult developmentally disabled workshops beginning at Community Resources Services.

The proposed FY 2022 operating budget is \$8.3 million which is a 4.8 percent increase over the budgeted amount for FY 2021 and a 9.7 percent increase over the now projected expenditures for FY 2021. The draft budget includes an estimated 85,000 vehicle service hours, which is 9 percent more than the projected year-end figure for FY 2021, but still 5 percent less than the number that was operated in FY 2019. Federal COVID relief funding from CARES Act and the American Rescue Plan (ARP) will provide urban and rural operational assistance in FY 2022. CARES Act funding will be exhausted in FY 2022 while a portion of ARP funding will carry over into FY 2023. CRRSAA provided only rural funding for Yuba-Sutter Transit which is being allocated for the facility project.

Martin noted that the budget assumes continuation of Yuba-Sutter Transit's consulting agreement with the Regional Waste Management Authority and continued FRAQMD funding for the Discount Pass Program for area youth, seniors, and persons with disabilities.

The draft capital budget includes \$1 million for the projected purchase of the new property in FY 2021 as well as an allocation of additional funds in FY 2022 for the initial design and engineering for this project. It is likely, however, that the property sale will not close until after June 30, 2021. The FY 2022 capital budget also includes funding for the purchase of six replacement rural and demand-response vehicles as well as for miscellaneous capital expenditures.

Director Bains made a motion to adopt Resolution No. 5-21 approving the FY 2021/2022 budget as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

**B. Local Transportation Fund (LTF) Apportionment for FY 2021/2022.**

Martin presented the Local Transportation Fund (LTF) Apportionment for FY 2021/2022. The adopted apportionment is \$3,100,000 which is an increase of 10.7 percent (\$300,000) over FY 2021 amount which had been essentially unchanged since FY 2019 at \$2.8 million. The combined LTF estimates for the two-county region are up 26.6 percent or \$1.4 million over FY 2021. The relative LTF allocation is based upon the four-part funding formula in the Yuba-Sutter Transit Joint Powers Authority agreement. Martin noted that there will not be a shortfall from Marysville this year for the first time since 2014.

Director Bains made a motion to adopt Resolution No. 6-21 establishing the LTF contributions for each member jurisdiction for FY 2021/2022 as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

**C. Set a Public Hearing on Yuba-Sutter Transit's FY 2021/2022 Federal Funding Applications.**

Director Bains made a motion to set a public hearing for 4:00 p.m. on Thursday, July 15, 2021, to receive comments on Yuba-Sutter Transit's FY 2021/2022 federal grant applications. Director Buttacavoli seconded the motion and it carried unanimously.

**D. Regional Housing Authority Affordable Housing & Sustainable Communities (AHSC) Grant Application.**

Martin discussed the Regional Housing Authority Affordable Housing & Sustainable Communities (AHSC) Grant Application which is requesting \$30 million to construct a 176-unit complex called Richland Village in the Richland Housing area of Yuba City. A portion of the grant will be used to reduce the amount of greenhouse gas emissions for residents in the community. While the original concept was to target zero emission transit vehicles with those funds, the grant consultants now believe that the best strategy is to redirect those funds to the transit facility project itself and to increase the amount to \$8.5 million. The major threshold issue is the ability to demonstrate control of the property through a fully executed purchase agreement. Without the purchase agreement, the funding would revert to a largely vehicle-only approach which would reduce the transit amount by up to \$4 million.

Chairman Shaw introduced Gustavo Becerra from the Regional Housing Authority. Mr. Becerra stated that he is available for questions and has been working with the transit staff regarding this project.

Director Fuhrer asked what the time frame was to close on the property. Martin stated there would be more discussion regarding this during the Executive Session, but the grant application only requires a purchase agreement, not closing escrow to obtain property control. The deadline to demonstrate property control is May 28, 2021.

Director Bains made a motion to authorize execution of a modified Cooperative Agreement and related representations with Sutter Community Affordable Housing for an AHSC Grant Application as proposed. Director Blaser seconded the motion and it carried unanimously.

**E. Federal Transit Administration (FTA) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program.**

Martin presented the Federal Transit Administration (FTA) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program. This highly competitive annual program offers a maximum award of \$25 million, and the new transit facility would be an eligible project. Grant applications are due July 12, 2021, and staff is expecting to request at least \$15 million to fund a significant portion of the design and construction of the Next Generation Transit Facility. Martin continued that staff is considering engaging a consultant to assist with the application at a cost of \$25,000 to \$60,000 depending on the amount of support. While this is not likely to increase the chance of success during this round, a consultant may be necessary to support staff with the grant application and to explore other funding options for the facility project. If this does go forward, it would be brought to the board at the June meeting for a full discussion.

Chairman Shaw asked if the cost of a consultant had been factored into the budget. Martin stated that it had not, but that it would be captured with contingency funds. [Note: Staff later confirmed that an extra \$44,000 had been added to the FY 2022 budget for consultant services which could be used for this purpose.]

Director Fuhrer asked if a grant writer could be hired with a contingency that the application be successful, but Martin stated that you cannot use federal funds to cover such a contingency.

Director Buttacavoli noted that staff's reservation regarding proceeding with this application seems to be due to the lack of property control. Martin responded that property control is the biggest concern because without control award would be much less likely.

**F. Annual Yuba-Sutter Transit Agency Safety Plan (ASP) Review.**

Martin noted that the Yuba-Sutter Transit Agency Safety Plan is a requirement under the Public Transportation Safety Plan rule, and it is required that the Safety Plan be reviewed annually. Staff has reviewed the Safety Plan and is now recommending that no changes or updates be made to the plan.

Director Blaser asked if there are new mandates coming through every year. Martin stated that this is a relatively new rule as the first Safety Plan was adopted in November 2020. While there are no required updates this year, the plan does state that it be reviewed annually in April or May each year.

Director Buttacavoli made a motion to accept the 2021 Agency Safety Plan review as submitted. Director Fuhrer seconded the motion and it carried unanimously.

**G. Third Quarter Performance Report.**

Martin presented the Third Quarter Performance Report noting that not much has changed over the two previous quarters. He did state that April was the first month offering a year-to-year comparison of ridership during the pandemic and that ridership was up a bit over April 2020 and that ridership is trending upward on the local fixed route bus system.

## **H. Project & Program Updates**

### **1. COVID-19 Impacts & Response**

Martin reported that even with the increase in ridership due to more students returning to school, removal of the 12 passenger capacity limits on the local fixed route buses has not resulted in crowding on buses. It is being tracked as drivers call dispatch when they reach 12 passengers to monitor ridership and the numbers are consistent with previous months. None of the school districts asked for supplemental service, but starting May 10, 2021, River Valley High School students were able to ride for free with a student ID card with the high school being billed for the 75-cent fare for each trip. During the first eight days of the program, 40 one-way rides were provided.

The free rides for vaccination appointments continues and the program is being extended at least through September. TSA has extended the mask mandate on all public conveyance at least through September 13<sup>th</sup> regardless of vaccination status. Mask use will continue to be encouraged and the drivers are still required to wear masks when passengers are on board. The adult day programs are resuming in June 2021 at 25 percent capacity so Dial-A-Ride ridership (and associated vehicle service hours) are expected to start picking up as well.

As a ridership promotion, staff has declared the week of June 21, 2021, as Fare Free Fair Week as a sponsor for the Yuba-Sutter Fair. This will include fare free service for both the local fixed route and Dial-a-Ride services all week. State Low Carbon Transit Operations grant funding will be used to off-set lost fare revenue.

### **2. Caltrans Planning Grant Application – Comprehensive Operational Analysis**

While staff expects to receive notice this month regarding the award of a grant for the Comprehensive Operational Analysis, no such notice has been received from Caltrans.

## **VI. Correspondence/Information**

None.

## **VII. Other Business**

None.

## **VIII. Closed Session**

The meeting adjourned to closed session at 4:45 p.m. to take up two matters as noted on the agenda.

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

### **B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957. Position Title: Transit Manager**

The Board returned from closed session and Director Harris left the meeting at 5:52 p.m. Chairman Shaw announced that no reportable action had been taken and that matters would be continued to the next meeting.

**VII. Adjournment**

The meeting was adjourned at 5:53 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JUNE 17, 2021 AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**

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**AGENDA ITEM III – B**

**YUBA-SUTTER TRANSIT AUTHORITY  
SPECIAL MEETING MINUTES  
MAY 28, 2021**

**I. Call to Order & Roll Call (11:00 am)**

Present: Bains, Blaser, Buttacavoli, Fuhrer (11:04), Harris, Hudson, and Shaw (Chair)  
Absent: Micheli

**II. Public Business from the Floor**

None.

**III. Closed Session**

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

Director Bains recused himself from the discussion prior to the closed session. The meeting adjourned to closed session at 11:03 am. The Board returned from closed session at 11:16 am and Chairman Shaw announced that no reportable action had been taken.

**IV. Action Items**

**A. Next Generation Transit Facility Project.**

Director Bains recused himself from the action item discussion and left the meeting at 11:18 am.

Martin stated that the Board offered a purchase agreement to the owner of the property at 6035 Avondale Avenue in Linda. The owner has signed the purchase agreement for the price of \$899,900 conditional upon several modifications to the terms and conditions. Noting that the requested agreement modifications are reasonable, staff recommended that the Board accept the owner's conditions and authorize the Chairman to execute the revised purchase agreement. Chairman Shaw asked legal counsel Brant Bordsen if he had anything to add and he did not. There were no questions or comments from the public.

Director Hudson made a motion to accept and execute the offer to purchase real property located at 6035 Avondale Avenue, Linda (APN 020-030-048) for a replacement transit facility. Director Buttacavoli seconded the motion and it carried unanimously.

**VII. Adjournment**

The meeting was adjourned at 11:20 am.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, JUNE 17, 2021, AT 4:00 PM IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**

**AGENDA ITEM III - C  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF MAY 2021**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 5,793.90	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 3,182.48	PERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 600.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 34,701.94	PAYROLL	PAYROLL
EFT	\$ 1,525.97	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 39.88	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - APRIL
EFT	\$ 269.75	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 2,845.32	PG&E	ELECTRIC 3/15/21 -4/13/21
EFT	\$ 9.86	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS - APRIL 2021
EFT	\$ 135.99	PG&E	GAS
EFT	\$ 2,972.28	PG&E	ELECTRIC 4/14/21 - 5/12/21
EFT	\$ 9.53	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS - MAY 2021
EFT	\$ 335.22	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS, CONFERENCE, DUES, SOAP DISPENSER
EFT	\$ 259.77	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 180.35	PRIMEPAY	PAYROLL FEES - APRIL 2021
EFT	\$ 131.11	ELAVON	MERCHANT SERVICE FEE - MAY
17567	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL APRIL 21
17567	\$ 395.00	ALL SEASONS TREE & TURF CARE	6 MONTH WEED CONTROL FOR FLOWERBEDS
17568	\$ 18,676.79	HUNT & SONS	BUS FUEL - DYED DIESEL
17569	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES APRIL 21
17570	\$ 3,037.30	RAMOS OIL COMPANY	BUS FUEL - GAS
17571	\$ 679.06	SC FUELS	DEF FLUID
17572	\$ 125.62	STAPLES	OFFICE SUPPLIES: ENVELOPES, TAPE, NOTEPADS
17573	\$ 489,663.09	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE 3/21
17574	\$ 450.00	STREAMLINE	WEBSITE SERVICE - MAY 21
17575	\$ 1,576.51	T-MOBILE	WI-FI SERVICES FOR BUSES - APRIL 21
17576	\$ 3,950.63	TEHAMA TIRE SERVICE INC	TUBES/TIRES
17577	\$ 272.79	TIAA COMMERCIAL FINANCE, INC	COPIER LEASE - APRIL 21
17578	\$ 320.00	ACTION FENCING	REPLACED BUS STOP SIGN ON MCGOWAN
17579	\$ 344.56	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES APRIL 21
17580	\$ 376.80	COMCAST BUSINESS	TELEPHONE SERVICES MAY 21
17581	\$ 383.26	COMCAST BUSINESS	INTERNET SERVICES MAY 21
17582	\$ 13,375.00	DOUBLEMAP	SUBSCRIPTION FEE CAD/AVL, AVA, WARRANTY
17583	\$ 20,176.66	FLYERS ENERGY	BUS FUEL - DYED DIESEL
17584	\$ 239.21	KEITH MARTIN	VISION REIMBURSEMENT
17585	\$ 1,059.77	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS
17586	\$ 361.02	QUILL CORPORATION	JANITORIAL SUPPLIES - PAPER TOWELS, TOILET PAPER
17587	\$ 1,905.60	RAMOS OIL COMPANY	BUS FUEL - GAS
17588	\$ 557.77	SC FUELS	DEF FLUID
17589	\$ 50.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - MAY 21
17590	\$ 1,622.87	STANLEY SECURITY SOLUTIONS INC	SECURITY SERVICES 3/1/21 - 5/31/21
17591	\$ 8,884.22	STORER TRANSIT SYSTEMS	COVID-19 ADMIN LEAVE - APRIL 21
17591	\$ 7,859.34	STORER TRANSIT SYSTEMS	COMMUTER BUS 5706 TURBO REPAIR
17592	\$ 1,501.31	TEHAMA TIRE SERVICE INC	TUBES/TIRES
17593	\$ 10,000.00	FIRST AMERICAN TITLE	ESCROW DEPOSIT FOR 6035 AVONDALE AVE, LINDA
	\$ 642,112.53		

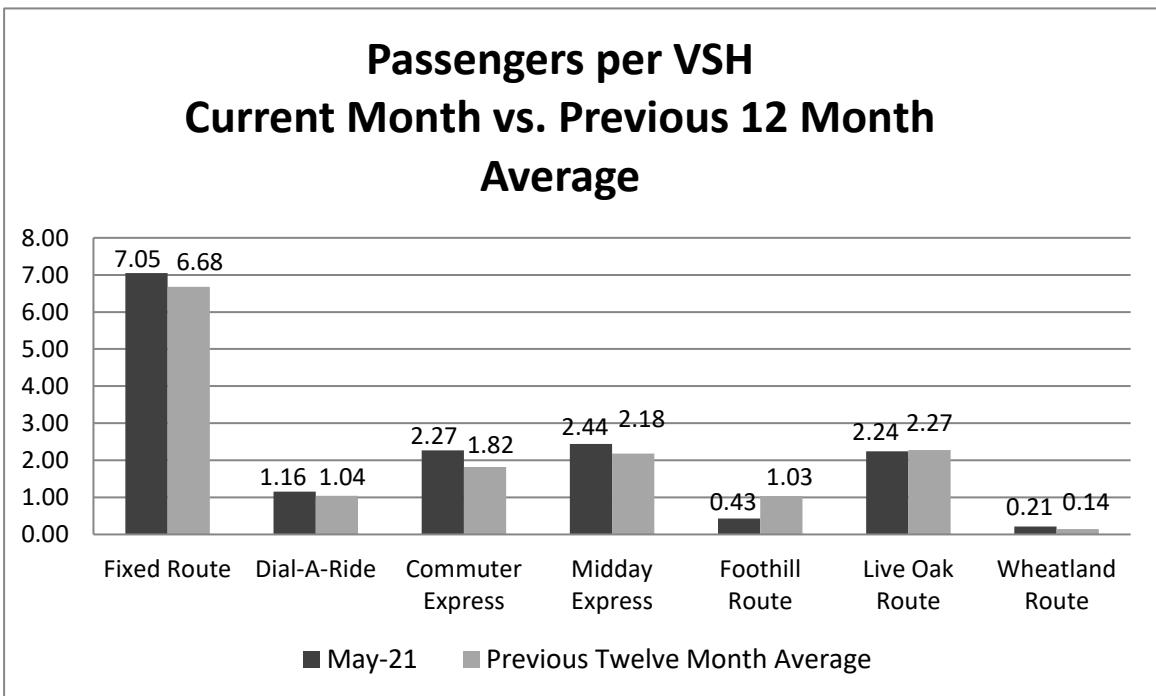
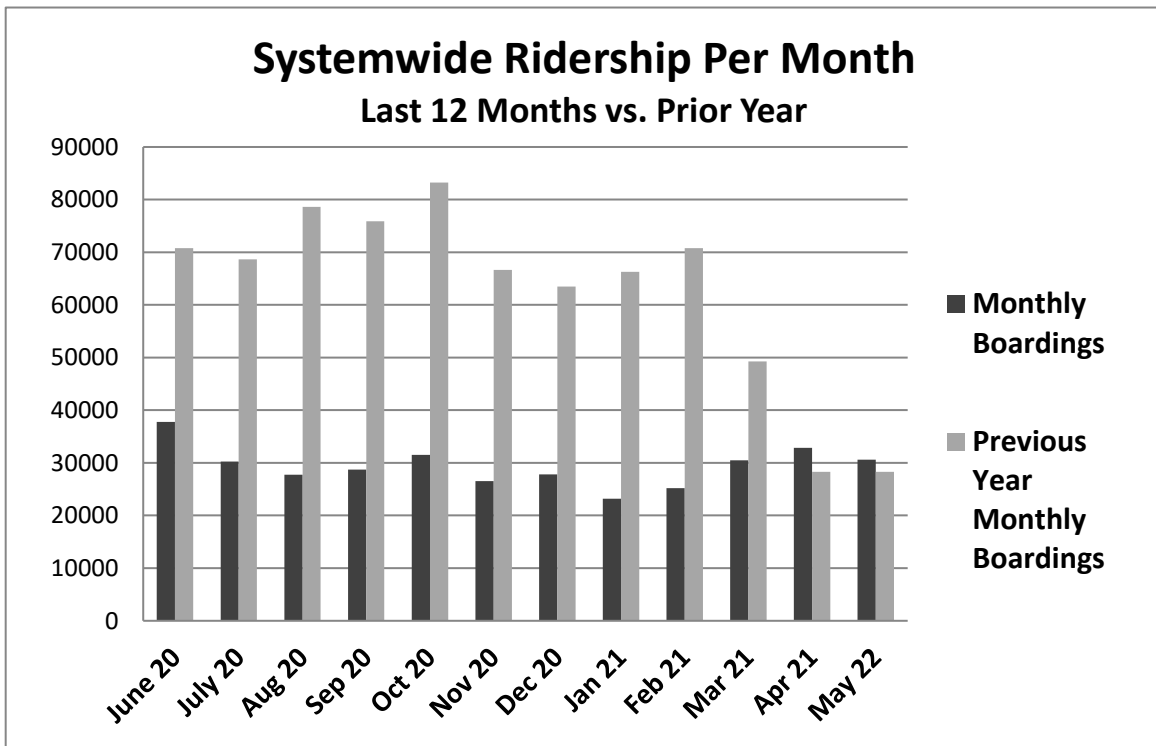
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TRANSFERS**

## AGENDA ITEM III - D

### May 2021 PERFORMANCE REPORT

		Previous Twelve		Previous
<b>Ridership:</b>	<b>May-21</b>	<b>Month Average</b>	<b>Fiscal YTD</b>	<b>Fiscal YTD</b>
Fixed Route	27,188	26,314	278,554	533,626
Dial-A-Ride	1,353	1,431	15,853	40,056
Commuter Express	1,534	1,268	14,298	95,618
Midday Express	351	323	3,656	10,281
Foothill Route	34	81	795	1,292
Live Oak Route	166	169	1,751	3,187
Wheatland Route	8	6	64	117
<b>Total Ridership:</b>	<b>30,634</b>	<b>29,592</b>	<b>314,971</b>	<b>684,177</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	3,858.61	3,937.95	43,495.50	45,870.05
Dial-A-Ride	1,168.99	1,374.98	15,472.73	18,804.12
Commuter Express	676.60	696.99	7,666.26	11,042.50
Midday Express	143.93	148.02	1,625.41	1,734.31
Foothill Route	78.75	78.31	871.13	867.87
Live Oak Route	73.96	74.16	812.01	859.82
Wheatland Route	38.05	42.13	451.50	503.27
<b>Total VSH's:</b>	<b>6,038.89</b>	<b>6,352.55</b>	<b>70,394.53</b>	<b>79,681.94</b>
<b>Passengers Per Hour:</b>				
Fixed Route	7.05	6.68	6.40	11.63
Dial-A-Ride	1.16	1.04	1.02	2.13
Commuter Express	2.27	1.82	1.87	8.66
Midday Express	2.44	2.18	2.25	5.93
Foothill Route	0.43	1.03	0.91	1.49
Live Oak Route	2.24	2.27	2.16	3.71
Wheatland Route	0.21	0.14	0.14	0.23
<b>Total Passengers Per VSH:</b>	<b>5.07</b>	<b>4.66</b>	<b>4.47</b>	<b>8.59</b>

## May 2021 PERFORMANCE REPORT



AGENDA ITEM IV – A  
STAFF REPORT

**FREED CENTER FOR INDEPENDENT LIVING  
SENIOR TRANSPORTATION VOUCHER PROGRAM  
MEMORANDUM OF UNDERSTANDING (MOU)**

Yuba-Sutter Transit has partnered with the FREED Center for Independent Living since 2009 on a transportation voucher program for area seniors. This program, which has been funded by annual grants to FREED from the Area 4 Agency on Aging (A4AA), provides discounted scrip to eligible seniors for use on Yuba-Sutter Transit's Dial-A-Ride service.

Attached for Board review and consideration is a draft Memorandum of Understanding (MOU) between FREED and Yuba-Sutter Transit that would extend the existing three-year MOU that will expire on June 30, 2021. The new three-year MOU will expire June 30, 2024 though it may be terminated by either party with 30 days written notice. The new MOU is essentially unchanged from the current MOU as all program roles and responsibilities are unchanged for both organizations.

By approving this MOU, Yuba-Sutter Transit is agreeing to accept the vouchers as it would cash, collect the vouchers received and submit them to FREED for reimbursement at face value. The agreement does not restrict Yuba-Sutter Transit in any way from unilaterally increasing, reducing, eliminating or modifying the service provided or the fares charged. FREED will be responsible for all other aspects of the program including client enrollment, voucher distribution, outreach and provider reimbursement.

Legal counsel will have reviewed the draft MOU prior to the meeting and will along with staff be prepared to discuss it in more detail at the meeting.

RECOMMENDATION: Authorize execution of the FREED Dial-A-Ride Voucher MOU as proposed.

6-17-21

**Memorandum of Understanding**  
**between**  
**FREED Center for Independent Living**  
**and**  
**Yuba-Sutter Transit**

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**1. INTRODUCTION**

This Memorandum of Understanding (MOU) is evidence that FREED Center for Independent Living and Yuba-Sutter Transit intend to work toward the mutual goal of collaborating to implement the Senior Transportation Voucher Program (STVP). FREED and Yuba-Sutter Transit believe that this program is a vital service for seniors in Yuba and Sutter Counties to access healthcare and other essential community services. Access to affordable and accessible transportation to meet healthcare needs is an essential component for seniors living in Yuba and Sutter Counties to remain living independent and participate in the community.

These protocols are designed to assist both staff of FREED and Yuba-Sutter Transit to more effectively coordinate their responsibilities under the terms of this agreement.

**2. FREED'S ROLE**

FREED will provide transportation assistance to seniors through the administration of the Senior Transportation Voucher Program (STVP). The STVP will increase access to healthcare and essential community activities by providing seniors in Yuba and Sutter Counties with vouchers that can be used to pay for paratransit, Dial A Ride, transportation services.

- Enroll Consumers - FREED staff will complete an intake process with the senior, family member or other person designated by the consumer. The intake will consist of basic consumer information such as name, address, age and appropriate information used to quantify program service goals, as well as stated need and goal for increasing independence and access to healthcare services to be met through the use of transportation vouchers. Rights and responsibilities as a transit rider and best practices for efficient utilization of the vouchers will be discussed with consumers with information given on how to arrange rides with the paratransit provider.
- Distribute Vouchers – Upon enrollment, consumers will be provided with a starter booklet of 10 vouchers, worth \$30 in transportation services (each voucher worth \$3). After consumers have demonstrated usage of the starter voucher booklet, additional booklets will be made available to seniors after the senior has utilized

7 or more vouchers from the previous booklet. Each voucher will be numbered to assist with tracking the utilization of vouchers by individuals. Seniors will be provided an opportunity to contribute towards the cost for each booklet of voucher.

- Outreach – FREED will conduct public education activities including speaking about the STVP and distributing educational materials to service centers, senior clubs and organizations, church and senior groups. FREED will participate in health fairs and other events and activities planned for seniors. The program will be described in all FREED outreach materials including brochures and FREED's website. All FREED consumers who are eligible for STVP will be offered information and an opportunity to access the program. FREED will develop PSA's and a press release describing the program and collaborating transportation providers.
- Annual Satisfaction Survey – FREED staff will maintain contact with the consumer to obtain a statement of satisfaction with the program, the effectiveness of the service provided, including satisfaction with FREED' services and the services provided by the transportation provider, and any other service needs experienced by the consumer. Results of the satisfaction survey will be provided to the transportation provider and funder.
- Transit Provider Reimbursement – FREED will reimburse Yuba-Sutter Transit monthly for vouchers that they have collected after receiving billing from the transit provider.

### **3. YUBA-SUTTER TRANSIT'S ROLE**

Yuba-Sutter Transit is willing to coordinate on service delivery for the STVP through willingness to accept vouchers for Dial-A-Ride services.

- Yuba-Sutter Transit, through their Dial-A-Ride services will offer curb-to-curb shared ride service to eligible STVP passengers anywhere within their service area. This service is available from 6:30 a.m. to 9:30 p.m. on weekdays and from 8:30 a.m. to 5:30 p.m. on Saturdays. No service is provided on Sundays.
- Yuba-Sutter Transit will accept vouchers as they would cash. Each STVP voucher is worth \$3 and will be accepted as payment for a one-way-fare. Cost per one-way ride: \$3 anywhere in their service area or 1 voucher.
- Yuba-Sutter Transit will track all transportation vouchers collected from STVP passengers including number of vouchers collected and the unique number printed on each voucher to assist FREED will tracking utilization of vouchers by passenger.
- Yuba-Sutter Transit will bill FREED monthly for the dollar amount of the vouchers collected along with the used vouchers.
- Dial-A-Ride eligibility, policies, and procedures for services apply to STVP passengers.

FREED maintains a professional and mutually respectful relationship with Yuba-Sutter Transit and anticipates a continued professional collaboration with each other. This Agreement shall be effective as of July 1, 2021, and shall expire on June 30, 2024, unless terminated sooner. The Agreement may be terminated by either party by giving thirty (30) days written notice of intention. In the event Federal funding is reduced or revoked, FREED will promptly notify Provider and either party shall, in the event of such occurrences, have the right to immediately terminate this Agreement upon giving reasonable notice of the intent to terminate.



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Carly Pacheco, Interim Executive Director  
FREED Center for Independent Living

06/07/2021

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Date

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Keith Martin, Transit Manager  
Yuba-Sutter Transit

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Date



AGENDA ITEM IV – B  
STAFF REPORT

**TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FOR FY 2021/2022**

The adopted Yuba-Sutter Transit budget for FY 2022 includes the use of \$3,100,000 in Local Transportation Fund (LTF) revenue for operating assistance and \$1,346,477 in State Transit Assistance (STA) revenue for capital purposes. Both LTF and STA funds are made available for transit and transportation uses under the State Transportation Development Act (TDA). A claim for these funds can now be submitted to the Sacramento Area Council of Governments (SACOG) with the adoption of the attached authorizing resolution.

LTF revenue is a ¼ percent sales tax that is returned to the county of origin and distributed therein by relative population first to meet local transit needs after which the remainder is available for local streets and road maintenance. LTF funds can be used for both operating and capital purposes though Yuba-Sutter Transit has traditionally used them almost exclusively for operations. The relative annual allocation of LTF revenue among the four member jurisdictions is based on the prescribed LTF funding formula from the Yuba-Sutter Transit Joint Powers Agreement. The \$3,100,000 transit allocation for FY 2022 represents 46.8 percent of the combined SACOG adopted LTF apportionment to the four member jurisdictions (down from 54.9 percent for FY 2021). This amount is up 10.7 percent (\$300,000) over the FY 2021 allocation of \$2,800,000 which had been essentially unchanged since FY 2019 even as the operating budget increased by 12 percent.

STA revenue is Yuba-Sutter Transit's single source of on-going state transit funding and has historically been the primary source of local matching funds for federal capital grants. Since 2017, STA funding is derived from a sales tax on diesel fuel and a portion of vehicle registration fees. These funds are annually apportioned by SACOG to Yuba-Sutter Transit and the member jurisdictions for public transportation purposes. As a result, they are claimed in their entirety by Yuba-Sutter Transit for both capital and operating assistance though specific eligibility criteria must normally be met to use them for operations without restriction. Under separate agreements, the STA funds that are apportioned for Live Oak and Wheatland are also claimed by Yuba-Sutter Transit.

While Yuba-Sutter Transit has traditionally avoided committing a significant portion of STA funds for on-going operations, the relative allocation between operating and capital has always been an annual decision. SACOG's adopted STA apportionment for FY 2022 includes a total of \$1,305,010 in funding for Yuba-Sutter Transit. This figure is 35 percent higher than the revised amount of \$966,676 for FY 2021, although that number was adjusted downward from the original apportionment of \$1,602,620. For FY 2022, the adopted budget assumes the use of \$1,346,477 in STA funding for capital expenditures with \$1,216,354 from the current year allocation and \$130,123 from prior year reserves.

As noted above, no STA funds have been budgeted for operating expenses in FY 2022 including those incurred in the operation of the Live Oak and Wheatland services that are provided to these non-member jurisdictions. This is made possible by the availability of one-time money that is available to rural areas under the Federal CARES Act (2020). Since FY 2008, Yuba-Sutter Transit has been the direct claimant for STA funds that are apportioned for Live Oak and Wheatland pursuant to a Memorandum of Understanding with each of these jurisdictions. The accumulated STA reserve balances for both cities have diminished over the years due to a combination of service expansion and increased costs, but the use of CARES Act revenue will result in an increase in the STA balances of both jurisdictions in FY 2022 to provide much needed though

short-term financial security for both services. Due to the availability of the rural CARES Act funds, the available STA funds for Live Oak and Wheatland are not being claimed for operations until the next budget year when the CARES Act funds will have been exhausted. This accounts for the \$88,656 difference between the amount of the total STA allocation and the amount being claimed.

Staff will be prepared to discuss the proposed TDA claim in more detail at the Board meeting.

**RECOMMENDED:** Adopt Resolution No. 7-21 authorizing the submittal of Yuba-Sutter Transit's FY 2021/2022 TDA claim as proposed or amended.

YUBA-SUTTER TRANSIT AUTHORITY  
RESOLUTION NO. 7-21

**FISCAL YEAR 2022 TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM AUTHORIZATION**

WHEREAS, *The Sacramento Area Council of Governments (SACOG) has approved allocations of Local Transportation Development Act (TDA) revenues for the Local Transportation Fund (LTF) and State Transit Assistance (STA) programs for FY 2021/2022 for the Counties of Yuba and Sutter; the Cities of Marysville and Yuba City; and, the Yuba-Sutter Transit Authority; and,*

WHEREAS, *SACOG has designated Yuba-Sutter Transit as the Consolidated Transportation Services Agency (CTSA) for Yuba and Sutter Counties and the cities therein; and,*

WHEREAS, *Yuba-Sutter Transit has been designated by the Cities of Live Oak and Wheatland as the claimant for all State Transit Assistance (STA) funds available to these non-member jurisdictions; and,*

*NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby authorize the Transit Manager, or his designee, to submit the necessary Transportation Development Act claim forms to SACOG for FY 2021/2022 LTF and STA funds.*

*NOW, THEREFORE, BE IT FUTHER RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby authorize the Transit Manager, or his designee, to make any necessary budget amendments, transfers, accounting entries, and claim amendments to carry out the Board of Director's policies and directives pertaining to this matter and for any future revisions to FY 2021/2022 LTF and STA apportionments by the following vote:*

*Ayes:*

*Noes:*

*THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON JUNE 17, 2021.*

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*Chairman of the Board*

ATTEST:

*Janet Frye  
Secretary to the Board*

AGENDA ITEM IV – C  
STAFF REPORT

**PROJECT UPDATES/ADDITIONS FOR THE SACRAMENTO METROPOLITAN TRANSPORTATION  
IMPROVEMENT PLAN (MTIP) AND THE METROPOLITAN TRANSPORTATION PLAN (MTP)**

Attached for Board review and consideration is the proposed Transportation Improvement Program (TIP) Program of Projects (POP) for Yuba-Sutter Transit for the five-year period FY 2022 through FY 2026 (Exhibit A). All projects for which federal funding will be requested must be identified in this program. The program will then be incorporated into the three-year Sacramento Area Council of Governments (SACOG) Metropolitan Transportation Improvement Plan (MTIP). Also attached is the proposed Yuba-Sutter Transit Capital Improvement Plan (Exhibit B) for inclusion in SACOG's new long-range Metropolitan Transportation Plan (MTP 2040). Projects are supposed to flow from the long range MTP to the short-range MTIP, but approval of the draft program does not restrict the Board's future options as program amendments are possible should funding availability or priorities change.

The proposed Program of Projects is consistent with Yuba-Sutter Transit's FY 2022 operating and capital budget that was adopted on May 20<sup>th</sup> which reflected the continued reduced service levels from previous fiscal years and the availability of federal CARES Act, CRRSAA, and American Rescue Plan (ARP) funding resulting from the COVID-19 coronavirus pandemic. For programming purposes, staff is assuming that service will not begin to approach pre-pandemic levels until FY 2023 when more normal funding levels are expected to resume as well. Even this is somewhat uncertain as Congress is just now beginning to discuss a new five-year transportation funding measure to replace the current five-year authorization measure known as the Fixing America's Surface Transportation (FAST) Act that will expire on September 30, 2021. As a result, the proposed program assumes no real increase in the amount of federal formula funds (Section 5307 and Section 5311) used for operating purposes after FY 2022.

On the capital side, projects are programmed for the fiscal year in which funding authority will be requested with project delivery typically occurring the following fiscal year. The most significant aspect of the proposed capital program is that for the first time it now includes the planned \$40 million transit facility replacement project although most of the funding for this project has yet to be committed. This project had previously been identified in the long-range Capital Improvement Plan for completion in FY 2030, but the pending Caltrans Highway 70 (B Street) project has forced it to be accelerated to FY 2025. It should be noted that the facility project cost, schedule, and funding sources are expected to change substantially over time as conditions change.

The vehicle replacement/minor expansion portion of the program includes a carryover project to replace six 2014 model diesel powered demand response and rural route buses with six similar gasoline powered buses in FY 2022. While staff is recommending that this project now be reduced from the previously programmed purchase of seven buses, the decision to proceed with the purchase of these buses and whether it should include some number of zero-emission buses will be discussed at a later meeting. The key changes in the vehicle program include the proposed combining of the planned replacement of the oldest commuter buses (three 2010 and three 2012 models) into a single order in December 2025 to avoid the zero-emission bus mandate that becomes effective January 1, 2026. As previously planned, these replacements were programmed as minor fleet expansion projects of two purchases of five buses each over two years, but post-pandemic commuter ridership is not now expected to justify such an expansion. The remaining vehicle projects include the previously programmed December 2025 order of 10 replacement demand response and rural route buses as well as 13 buses to replace 11 local fixed route buses. The actual scope and funding package for these important projects will be the subject of further discussion as each will require specific Board approval for actual implementation.

The proposed long-range Capital Improvement Plan includes current projected cost estimates and procurement schedules through FY 2041 for inclusion in the long-range MTP. Not yet incorporated into this plan is a specific strategy for compliance with the December 2019 mandate from the California Air Resources Board (CARB) to begin converting the Yuba-Sutter Transit fleet to zero emission buses beginning with purchase orders placed after December 31, 2025. This issue will certainly be the focus of all future long-range planning discussions especially concerning the programmed and partially funded replacement of Yuba-Sutter Transit's operating and maintenance facility in Marysville and the July 1, 2023 deadline for submitting a zero-emission bus roll-out plan to the state.

The facility replacement project, which the Board authorized in 2018, has now progressed to the recent opening of escrow for the purchase of property at 6035 Avondale Avenue in Linda. With the purchase of a site, staff has begun seeking the necessary funds to design and develop the new facility. Completion of the new facility is seen as essential before large numbers of zero emission buses are delivered. The previous Capital Improvement Plan moved the new facility up to 2030 because of the new CARB requirements, but as noted above the proposed plan would advance it to 2025 due to the Caltrans project to widen Highway 70 (B Street) in front of the existing facility. The Caltrans project is expected to great impact or displace our facility. Except as noted above, the only other proposed changes in the long-range capital plan are relatively minor fleet replacement/minor fleet expansion plans in the last four years of the program.

Staff will be prepared at the meeting to review the proposed multi-year transportation and capital improvement plans in detail.

RECOMMENDATION:            Approve the revised Capital Improvement Plan and the FY 2022 – FY 2026 Transportation Improvement Plan Program of Projects as proposed or amended.

## EXHIBIT A

### YUBA-SUTTER TRANSIT TRANSPORTATION IMPROVEMENT PROGRAM Federally Funded Projects Only FY 2021/2022 - FY 2025/2026

Proposed June 17, 2021

	FY 2020-21 Projected	FY 2021-22 Budgeted	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FIVE YEAR TOTAL
<b>OPERATING ASSISTANCE</b>							
<b>Urbanized Area</b>							
FTA Sections 5307 & 5339 (Small Urban)	\$0	\$0	\$1,959,783	\$2,200,000	\$2,200,000	\$2,200,000	\$8,559,783
CARES Act/ARP Section 5307 (Small Urban)	3,673,115	3,990,200	240,217	0	0	0	4,230,417
Local (All Sources)	3,525,945	3,905,440	6,633,979	6,823,436	7,274,636	7,748,396	32,385,887
Urban Subtotal	\$7,199,060	\$7,895,640	\$8,593,762	\$9,023,436	\$9,474,636	\$9,948,396	\$44,935,870
<b>Rural Area</b>							
FTA Section 5311 (Rural)	\$84,240	\$0	\$250,000	\$260,000	\$270,000	\$280,000	\$1,060,000
CARES Act Section 5311 (Rural)	\$162,445	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Local (All Sources)	131,555	165,560	298,538	315,964	334,764	355,004	1,469,830
Rural Subtotal	\$378,240	\$415,560	\$548,538	\$575,964	\$604,764	\$635,004	\$2,779,830
<b>Total Operating Assistance</b>	<b>\$7,577,300</b>	<b>\$8,311,200</b>	<b>\$9,142,300</b>	<b>\$9,599,400</b>	<b>\$10,079,400</b>	<b>\$10,583,400</b>	<b>\$47,715,700</b>
<b>CAPITAL ASSISTANCE</b>							
<b>Vehicle Replacement/Minor Expansion</b>							
FTA Section 5307 (Small Urban)	\$0	\$0	\$0	\$0	\$6,310,079	\$0	\$6,310,079
FTA Section 5311 (Rural)	0	151,050	0	0	620,000	0	771,050
CARES Act Section 5311 (Rural)	0	0	0	0	705,422	0	705,422
FTA Section 5339 (Small Urban)	0	339,473	0	0	1,493,149	0	1,832,622
State - State of Good Repair (SGR)	0	0	0	0	0	0	0
State - Cap & Trade (LCTOP)	0	0	0	0	0	0	0
Local - Transportation Development Act (TDA)	0	79,477	0	0	1,921,350	0	2,000,827
Other Local (FRAQMD, Prop. 1B, etc.)	0	0	0	0	0	0	0
Vehicle Subtotal	\$0	\$570,000	\$0	\$0	\$11,050,000	\$0	\$11,620,000
<b>Property/Facility/Equipment/Furnishings</b>							
FTA Section 5307 (Small Urban)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FTA Section 5311 (Rural)	0	0	364,492	0	0	0	364,492
CRRSAA Section 5311 (Rural)	0	0	963,628	0	0	0	963,628
FTA Section 5339 (Small Urban)	0	0	0	0	0	0	0
State - Cap & Trade (LCTOP)	0	0	583,368	194,496	0	0	777,864
State - State of Good Repair (SGR)	30,000	50,000	705,497	250,000	250,000	0	1,255,497
Local - Transportation Development Act (TDA)	1,001,310	1,267,000	571,519	100,000	100,000	100,000	2,138,519
Other Local (FRAQMD, Prop. 1B, etc.)	0	0	0	0	0	0	0
Unfunded Need (Applied/Anticipated):							
RAISE Grant - Federal Section 5307	0	0	15,000,000	0	0	0	15,000,000
Member Designated Project (Federal)	0	0	4,000,000				4,000,000
AHSC Housing Grant (State)	0	0	8,500,000	0	0	0	8,500,000
Property Sale (State)	0	0		7,500,000	0	0	7,500,000
Facility/Equipment Subtotal	\$1,031,310	\$1,317,000	\$30,688,504	\$8,044,496	\$350,000	\$100,000	\$40,500,000
<b>Total Capital Assistance</b>	<b>\$1,031,310</b>	<b>\$1,887,000</b>	<b>\$30,688,504</b>	<b>\$8,044,496</b>	<b>\$11,400,000</b>	<b>\$100,000</b>	<b>\$52,120,000</b>

**NOTES:**

- Operating costs are estimated based on the adopted FY 2022 Budget escalated 10 percent in FY 2023 due to anticipated COVID recovery and then 5 percent annually thereafter. Capital costs are estimated at current dollar value.
- Capital projects are generally listed in the year that funding authority will be requested with completion typically occurring in the following year.
- Funding for the replacement facility project is shown in the year for which the funding is expected to be available with completion planned in 2025.

**EXHIBIT B**  
**Draft Yuba-Sutter Transit Authority Capital Improvement Plan (CIP)**  
**Fleet & Facility Replacement/Expansion Schedule for the Metropolitan Transportation Plan (MTP 2040)**  
**Based on the Proposed FY 2022 - FY 2026 Program of Projects**  
**Proposed June 17, 2021**

Current Model / Vehicle # / Service Type	Y-E #	Project Completion Fiscal Year																			
		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
<b>2010 MCI Buses (5701 - 5703 -- Commuter)</b> 2021 diesel cost estimate of \$600,000 each (\$1,000) MTIP or MTP # (if any)	3					See Below															
<b>2012 MCI Buses (5704 - 5706 -- Commuter)</b> 2021 diesel cost estimate of \$600,000 each (\$1,000) MTIP or MTP # (if any)	3					6 \$3,600 10360															6 \$3,600 NA
<b>2018 MCI Buses (5707 - 5713 -- Commuter)</b> 2021 diesel cost estimate of \$600,000 each (\$1,000) MTIP or MTP # (if any)	7											11 \$6,600 10425									
<b>2014 Gillig Buses (3200 Series -- Fixed Route)</b> 2021 diesel cost estimate of \$500,000 each (\$1,000) MTIP or MTP # (if any)	11					13 \$6,500 10370												15 \$7,500 NA			
<b>2019 Gillig Buses (3100 Series -- Fixed Route)</b> 2021 diesel cost estimate of \$500,000 each (\$1,000) MTIP or MTP # (if any)	11										15 \$7,500 10426										
<b>2014 Glaval Buses (1681 - 1686 -- Paratransit/Rural)</b> 2021 gasoline cost estimate of \$95,000 each (\$1,000) MTIP or MTP # (if any)	6	6 \$570 10400							10 \$950 10423						10 \$950 10428						
<b>2019 Glaval Buses (1690 - 1699 -- Paratransit/Rural)</b> 2021 gasoline cost estimate of \$95,000 each (\$1,000) MTIP or MTP # (if any)	10					10 \$950 10350						10 \$950 10427								10 \$950 NA	
	2018	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
Fixed Route (35')	22	22				24			24			28	28			28				30	30
Commuter (45')	13	13				13			13			13	17			17				17	17
Paratransit (25')	16	16				16			20			20	20			20				20	20
Running Fleet Total	51	51				53			57			61	65			65				67	67
<b>Facility Expansion/Replacement Projects</b>						Replace Facility \$40,000 10533															
2019 Cost Estimate (\$1,000) MTP # (if any)																					
[Five Year Totals -- Buses & Facilities]						\$51,620			\$950					\$16,000					\$12,050		

**NOTES:**  
1. Changes from the FY 2021 Capital Improvement Plan (CIP) are bracketed and shown in RED type.  
2. Pursuant to the California Innovative Clean Transit (ICT) regulation, 25% of buses ordered after 12/31/25 and 100% of buses ordered after 12/31/28 must be ZEBs. Price differentials are not yet included in the above cost estimates, but all planned 2026 bus deliveries are presumed to have been ordered prior to 1/1/26.

AGENDA ITEM IV – D  
STAFF REPORT

**FEDERAL TRANSIT ADMINISTRATION (FTA) REBUILDING AMERICAN INFRASTRUCTURE  
WITH SUSTAINABILITY AND EQUITY (RAISE) GRANT PROGRAM**

On April 13<sup>th</sup>, 2021, FTA released the Notice of Funding Opportunity for the annual Department of Transportation national infrastructure investment program called Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants. Previously known as TIGER or BUILD grants, this competitive grant program will award \$1 billion in funds for eligible capital investments in surface transportation infrastructure that have significant local or regional impact. The maximum project award is \$25 million (no more than \$100 million per state) with a minimum grant of \$1 million in rural areas defined as under 200,000 population. This is a highly competitive program which in recent years has awarded projects to approximately 10 percent of all applicants. Awarded funding requires a minimum 20 percent local match. Grant applications are due July 12, 2021.

RAISE grant applications consist of a project narrative not to exceed 30 pages including graphics and charts along with a detailed Benefit Cost Analysis (BCA) of the project to determine the efficiency and effectiveness of the requested project funding. This allows for a variety of projects to be compared on an equal playing field. The BCA consists of multiple formulas and calculations to measure specific factors such as improvement to the quality of life, environmental sustainability, reductions in greenhouse gas emissions, reduced maintenance costs, travel time savings, fuel savings and safety. The Benefit Cost ratio must be over 1 or have a significant impact on sustainability or quality of life for the project to be considered for funding. To assign a monetary value to each of the factors requires a significant amount of data and expertise to complete.

This grant program was first discussed at the May 20<sup>th</sup> Board meeting at which time staff indicated that the major decision factors to pursue this major funding opportunity was property control and staff capacity to complete a competitive application given the nature of the program, complexity of the application and the short time available. Regarding property control, the subsequent conditional acceptance of the agency's offer by the owner of the 6035 Avondale Avenue site and the resulting Board authorization to execute a purchase agreement established a significant level of control. With this control, staff reported at the May 28<sup>th</sup> special meeting that the consulting firm of AECOM (one of three firms from which staff had requested quotes) had been retained to assist staff in the development of the application including the BCA. The cost for the AECOM scope of work is not to exceed \$49,410 and, even if this RAISE grant is unsuccessful, the work is expected to be useful in making future grant applications more competitive regardless of the source.

Since the May 28<sup>th</sup> meeting, staff is corresponding daily with the AECOM team through email and telephone calls and meeting online at least once a week to expedite the application process and submit a competitive application. Based on an evaluation of past grant awards, staff is considering requesting between \$15 – \$20 million to fund a significant portion of the design and construction of the Next Generation Transit Facility, but the final amount will be set in consultation with AECOM in the final application to be submitted on or before July 12<sup>th</sup>.

Staff will be prepared to discuss this issue in detail as well as to provide a progress update on the grant application at the meeting.

**RECOMMENDATION:** Authorize the submittal of a RAISE grant application as proposed.



AGENDA ITEM IV – E  
STAFF REPORT

**ADMINISTRATIVE STAFF SALARY AND BENEFIT ADJUSTMENTS**

Yuba-Sutter Transit annually reviews the compensation package (salary and benefits) for the agency’s five employees to determine if any adjustments are warranted. This review traditionally occurs in conjunction with the development and adoption of Yuba-Sutter Transit’s annual budget so the resulting changes, if any, can be included with an effective date of July 1<sup>st</sup> of each year. Pursuant to the Yuba-Sutter Transit Joint Powers Agreement (JPA), the annual budget is adopted by the end of May.

To provide input into this process, staff tracks published inflation indexes as well as the salary and benefit package adjustments granted by the member jurisdictions and related agencies for comparable positions. Due to the COVID-19 pandemic, the last general staff salary scale adjustment for Yuba-Sutter Transit was effective July 1, 2019. Based on actions taken since by several related organizations that are traditionally surveyed for comparison purposes which include the member jurisdictions, the Feather River Air Quality Management District (FRAQMD) and the Sacramento Area Council of Governments (SACOG); a general staff salary scale adjustment of 3.0 percent is now being recommended effective July 1, 2021. This adjustment would also be applied to the Transit Manager whose annual salary is set by the Board of Directors and not subject to a range. Pursuant to California Code of Regulations Section 570.5, the proposed monthly salary schedule for FY 2022 is attached for Board reference and action consideration.

As part of the recommended salary scale adjustment, staff is also proposing an upward shift in the salary schedule for the Administrative Assistant II range so that it has a two-step overlap with the Administrative Assistant I range instead of the current three-step overlap. This change would result in overlap for this position being the same as that of the other two flexibly staffed positions which were first established in 2013. This adjustment also recognizes both the skills required and the level of responsibility of this position at Yuba-Sutter Transit while providing a bit more flexibility in future recruitment. Furthermore, to not impact their seniority status for future longevity pay eligibility, staff is also recommending that the incumbent Administrative Assistant II would maintain their current Step C in the new range effectively receiving an 8 percent salary increase.

In addition to the proposed salary adjustment, staff is recommending a change in the accrual of annual leave (vacation and sick leave combined) to compress the schedule and add an hour of accrual at the top step as shown in the table below. The resulting leave schedule which currently affects just one Yuba-Sutter Transit position is generally consistent or matching that of the same jurisdictions and organizations that are surveyed for salary and benefit comparison purposes.

<u>Current Schedule</u>		<u>Proposed Schedule</u>	
<u>Years of Service</u>	<u>Monthly Hours</u>	<u>Years of Service</u>	<u>Monthly Hours</u>
Less than 5	16	Less than 5	16
At least 5 and less than 10	18	At least 5 and less than 10	18
At least 10 and less than 15	20	At least 10 and less than 15	20
At least 15 and less than 20	21	At least 15 and less than 20	22
At least 20 and less than 25	22	At least 20 years	24
At least 25 years	23		

If approved as proposed, the combined first year cost (salary and benefits) of the above recommendations when applied to the five Yuba-Sutter Transit positions would be approximately \$17,000 nearly all of which was included in the adopted FY 2022 budget.

In addition to the cost items above, staff is also recommending several no-cost changes to the Personnel Manual to reflect best practices as well as current law and contractual conditions. The first change is to replace the title of Transit Manager with Executive Director to better match what is now the industry standard for the chief executive at similar organizations. While the Transit Manager title has long been used for this position, over the years it has become more associated with the manager of a system that is operated by a city or county instead of the chief executive officer of a stand-alone agency such as Yuba-Sutter Transit. Executive Director or a similar title is now more commonly used for that purpose and making that change now will certainly make the position more attractive for future recruiting purposes.

The second no-cost recommendation would be to generally authorize modifications to the Personnel Manual to reflect current law and contractual conditions including the above title change and other administrative updates not requiring specific Board approval. These include presenting Other Post-Employment Benefits (OPEB) under the Yuba-Sutter Transit's health care contract with CalPERS within the Retirement Benefits section, defining the hourly rate as annual salary divided by 2080 hours, removing obsolete or unnecessary references, and general format changes. All modifications would be subject to approval by legal counsel.

Staff will be prepared at the meeting to discuss these recommendations in detail as desired.

**RECOMMENDATION:** Approve the staff salary, benefit, and title adjustments as proposed and adopt the resulting salary schedule effective July 1, 2021.

Attachment

**DRAFT**  
**APPENDIX A**

**MONTHLY SALARY SCHEDULE**  
**EFFECTIVE JULY 1, 2021**

<b><u>Position</u></b>	<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>
Administrative Assistant I	\$3,241	\$3,403	\$3,573	\$3,752	\$3,940
Administrative Assistant II	\$3,752	\$3,940	\$4,137	\$4,344	\$4,561
Program Analyst I	\$3,784	\$3,973	\$4,172	\$4,381	\$4,600
Program Analyst II	\$4,381	\$4,600	\$4,830	\$5,072	\$5,326
Program Manager I	\$5,324	\$5,590	\$5,869	\$6,162	\$6,470
Program Manager II	\$6,162	\$6,470	\$6,794	\$7,134	\$7,491
Executive Director					\$11,317

**Notes:**

Longevity Pay: Pursuant to the terms and conditions set forth in Section 12.07.04 of the Yuba-Sutter Transit Personnel Manual, full time permanent employees (except for the Executive Director position) may be eligible for merit-based longevity pay adjustments beyond the top step of their current classification.

The Executive Director's salary is not determined by range and step, but at an amount determined by the Board of Directors.