

**AGENDA ITEM III – A**

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
NOVEMBER 16, 2023**

**I. Call to Order & Roll Call (4:02 P.M.)**

Present: Bains (Chair), Gilchrist (for Hudson), Kirchner, Shaw, Vasquez (for Blaser) and Ziegenmeyer (for Flores)

Absent: Blaser, Buttacavoli, Flores, Fuhrer and Hudson

**II. Public Business from the Floor**

None.

**III. Consent Calendar**

Director Gilchrist made a motion to approve the consent calendar. Director Vasquez seconded the motion and it carried unanimously.

**IV. Reports**

**A. NextGen Transit Facility Environmental Review Request for Proposals (RFP).**

Executive Director Mauk stated the requested action, authorization to release a Request for Proposal (RFP) to hire a consultant to conduct the environmental review and related preliminary engineering for the NextGen Transit Facility. Mauk stated that the environmental work is necessary for approval of the project under CEQA/NEPA, and the solicitation must be a qualification-based recruitment per federal regulations. The draft Scope of Work (SOW) was presented as the basis for the RFP and is also needed for incorporation into a sub-recipient agreement with SACOG for funding the environmental phase of the project.

Mauk stated that additional work was necessary before the release of the RFP, including approval of the SOW from SACOG, work on the cost estimate, and finalization of a draft Professional Services Agreement with the assistance of legal counsel.

Mauk stated that the best-case timeframe for the release of the full RFP would be late November 2023 or early December 2023, with an expected 8-12 week response period, and award recommendation anticipated in February/March 2024.

Director Kirchner made a motion to authorize the release of a Request for Proposal for the attached Scope of Work to complete the Environmental Review and related preliminary engineering of the NextGen Transit Facility project, as proposed. Director Vasquez seconded the motion and it carried unanimously.

**B. First Quarter FY 2024 Budget Report.**

Mauk referred to the attached breakdown of the budget vs. actuals for the first quarter of FY 2024. Mauk stated the revenue and expenses are generally tracking on budget. Mauk stated that costs increased as of

October 1, 2023, for the operation and maintenance contract with Storer. However, savings from recent service reductions were expected to offset some increased costs.

Mauk stated that fuel is running at approximately 27% of the budget and vehicle service hours are at 26.7% of what was estimated in the budget. Mauk stated that staffing costs typically increase through the remaining quarters due to scheduled staff salary adjustments, increases in benefit costs, and vacation buybacks. Mauk explained that staff would normally like to see 1<sup>st</sup> quarter staffing costs below budget to date but expects to see savings since IT services will now be contracted out, instead of hiring in-house IT staff.

Mauk reported that some revenue items that have been accrued have not been received, including the LCTOP, FDA section 5307 and 5311, and Local Transportation Funds. Fare revenue should continue as expected into the next quarter, depending on the continuation of the FRAQMD grant funding for the pass subsidy program.

Mauk stated that vehicle insurance costs should increase in the 2<sup>nd</sup> quarter when we reinstate the three buses leased to YARTS, and the expected delivery of the new Dial A Ride buses.

### **C. First Quarter FY 2024 Performance Report.**

Mauk stated that overall system ridership is up 14% for the period of July 2023 – September 2023, coupled with vehicle service hours up 8%, which indicates an increase in overall productivity of 5% system wide. The exception is Dial-A-Ride, for which ridership only increased 4% and vehicle service hours increased 36%, indicating a loss of efficiency. Mauk stated that staff and the contractor are actively monitoring and addressing this issue.

Mauk stated that local fixed route ridership was up over 15,000 trips during the 1<sup>st</sup> quarter, and Sacramento Commuter ridership and passengers per vehicle service hours were up 10%.

### **D. Project & Program Updates.**

#### **1. FRAQMD Finance Committee Recommendation for Blue Sky Grant Awards**

Mauk stated that Yuba-Sutter Transit submitted a \$100,000 application for the 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 will hear the committee's recommendation on December 4<sup>th</sup>.

#### **2. Annual Unmet Transit Needs Hearing Results**

Mauk reported that the annual regional Unmet Transit Needs Hearing, as required by State Transportation Development Act regulations, was held virtually on October 23<sup>rd</sup> and the Yuba-Sutter in-person meeting was held on October 25<sup>th</sup> with no public testimony at either. Mauk stated that SACOG has received 2 emails, one email stating that the 4A and 4B need to run later, and one email stating Plumas Lake needs more school transportation. Neither of these comments constitute an unmet transit need.

Mauk stated that the Joint Social Services Transit Advisory Committee meeting is scheduled for Monday, December 4<sup>th</sup> and SACOG staff planned to provide a summary of all comments applying to the Yuba and Sutter area at least one week prior.

### **3. Sikh Parade Shuttle Report**

Mauk reported that Yuba-Sutter Transit provided 19 of 22 low-floor vehicles and 3 cutaways for service on the 2023 Sikh Parade Shuttle. Mauk stated that 224.25 vehicle service hours were provided, and 45 contractor personnel worked the service, resulting in 416 man-hours. Four administrative staff also participated. Mauk stated that the service is publicized as running from 8am to 6pm, but the first bus left full at 7:21am from River Valley High School (RVHS), and the last bus returned almost full at 6:15pm. Staff recorded 443 round trip loops and estimates 25-30K passenger boardings. Mauk stated that riders reported wait times exceeded 45 minutes and at peak, the line at RVHS stretched through the faculty parking lot almost to El Margharita.

Mauk stated he attended the post-event meeting on November 15<sup>th</sup>, and staff had already provided written post event notes to incident command staff, event representatives, and the traffic control contractors.

### **4. Caltrans Binney Junction Project Phase 2 Easements**

Mauk reported that the design plans were recently provided to Transit, and they appear to address all stated concerns with project design. Caltrans has obtained initial approval from the Yuba County Airport for a lease extension or new lease agreement for the overflow parking for the Phase 2 construction timeline (September 2024 through December 2026). Pending written confirmation of the lease agreement with the Airport, the staff intends to work with Caltrans and legal counsel to draft the new Phase 2 Temporary Construction Easements and permanent Easement agreements for Board review and approval as early as December.

### **5. Caltrans I-5 Managed Lanes Project VMT Mitigation (Letter of Intent)**

Mauk stated that Caltrans is looking to partner with transit operators in the Sacramento region to fund traffic mitigation projects to offset the increased vehicle miles traveled from their proposed I5 Managed Lanes Project. Mauk stated that it is very early in the process with Caltrans, and the attached letter simply states our willingness to continue the conversation with Caltrans regarding potential projects. Mauk said it does not represent any specific project or funding commitments and the earliest for a potential agreement would be 2026, with a projected start date of 2032.

### **6. NextGen Facility Funding Update – Richland Housing Project Grant**

Mauk stated that a significant amount of funding for the NextGen Transit Facility is derived from an \$8.5 million grant from the Affordable Housing Sustainable Communities program that was submitted in partnership with the Housing Authority and the project developers. The project is Richland Village which is a \$75 million project for 176 affordable housing rental units in Yuba City. Staff met with project representatives from the Housing Authority and developers on November 9<sup>th</sup> for a project update. The grant sunsets on April 30, 2028, so even though not all funding has been secured and Transit does not have a funding agreement in place, there is sufficient time. Mauk reported that the project managers anticipate going back to the Yuba City Council soon seeking additional funds for the project.

**V. Correspondence / Information**

None.

**VI. Other Business**

- A. Mauk reported that on November 16, 2023, former Executive Director Keith Martin was receiving the Distinguished Service Award from the California Transit Association at their annual conference in Pasadena, CA.

Director Bains noted that the award is well deserved, and the Board wants to extend their congratulations.

- B. Mauk provided reminders that there is no service on the upcoming Thanksgiving holiday, the Friday after Thanksgiving is also a commuter service and office holiday, and the next Board meeting is scheduled for December 21<sup>st</sup> with a full business agenda planned.

**VII. Adjournment**

The meeting was adjourned at 4:33 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY DECEMBER 21, 2023, AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.**