



## MEETING NOTICE & AGENDA

**DATE:** Thursday, September 21, 2017

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

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

### I. Call to Order & Roll Call

Cardoza, Didbal (Chair), Fletcher, Leahy, Pedigo, Sullenger, Whiteaker and Whitmore (Vice-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 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 August 17, 2017. (Attachment)
- B. Disbursement List for August 2017. (Attachment)
- C. Monthly Performance Report for August 2017. (Attachment)

### IV. Reports

- A. **Special Service Authorization for the 2017 Sikh Parade Parking Shuttle.** (Attachment)

RECOMMENDATION: Authorize the operation of a parking lot shuttle service under the proposed terms and conditions.

- B. **Draft Applications for the FY 2017/2018 Feather River Air Quality Management District (FRAQMD) Blue Sky Grant Program.** (Attachment)

RECOMMENDATION: Authorize the submittal of FRAQMD grant applications as proposed or amended.

- C. **Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Years (FFY) 2018, 2019 and 2020.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 10-17 establishing a DBE contracting goal of 0.01 percent for the three year period of FFY 2018 through FFY 2020.

**D. Project & Program Updates.**

1. Annual Yuba-Sutter Unmet Transit Needs Hearing (2:00 p.m. on Wednesday, October 11<sup>th</sup> in the Yuba County Government Center)
2. Route 1 Corridor Enhancement Plan Public Workshop Results
3. Connect Card Electronic Fare Card Implementation (New Retail Pass Outlets)
4. FY 2017 Fiscal Audit Site Work (September 25 – 27)

RECOMMENDATION: Information only.

**V. Correspondence/Information**

**VI. Other Business**

**VII. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 19, 2017  
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 AUGUST 17, 2017

With the absence of both the Chair and Vice-Chair, Director Fletcher made a motion that Director Whiteaker serve as the Acting Chair. Director Cardoza seconded the motion and it carried unanimously.

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

Director Whiteaker called the meeting to order at 4:00 p.m.

Present: Cardoza, Fletcher, Leahy, Sullenger and Whiteaker

Absent: Didbal (Chair), Pedigo and Whitmore (Vice-Chair)

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

None

#### **III. Consent Calendar**

Director Fletcher made a motion to approve the consent calendar. Director Cardoza seconded the motion and it carried unanimously.

#### **IV. Reports**

##### **A. Preliminary Draft Passenger Policies & Procedures.**

Martin stated that this issue was discussed in October 2016 at which time the Board directed staff to develop a preliminary draft document for future consideration. While this process has been delayed by the Connect Card and staff turnover, staff is now seeking Board input on the Preliminary Draft Passenger Policies and Procedures and authorization to release it as proposed or amended for public review and comment.

Director Leahy noting that he liked the review and appeal process made a motion to release the Preliminary Draft Passenger Policies and Procedures as proposed for public review and comment. Director Fletcher seconded the motion and it carried unanimously.

##### **B. Yuba-Sutter Transit Federal Title VI Plan Update.**

Martin stated that in accordance with Federal requirements, no person shall, on the grounds of race, color or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Pursuant to these requirements, a Title VI Plan must be approved by the agency Board of Directors and that plan must be updated every three years. Attached is the updated Title VI Plan for Board review and consideration.

Director Cardoza made a motion to adopt Resolution No. 9-17 approving the Title VI Plan update as proposed. Director Leahy seconded the motion and it carried unanimously.

**C. Year-End System Performance Report for FY 2016/2017.**

Martin stated that the FY 2017 year-end performance report is now being provided with comparisons to the same period for FY 2016. He specifically referenced the significant downward trend in both ridership and fare revenue over the last two years with no change in service hours. Martin noted that marketing efforts will soon increase and that there are upcoming projects that will enhance some bus stops and provide more technology features to the system to make the service more attractive in an attempt to increase ridership.

**D. Project & Program Updates.**

1. Route 1 Corridor Enhancement Plan – Public Workshop September 20, 2017

Martin stated that a public workshop in these chambers has been set for September 20<sup>th</sup> from 9:00 – 10:30 a.m. for an open house to be followed with a bus tour of the major transit centers on Route 1. This eight mile long route carries about 34 percent of the local fixed route passenger trips. Martin added that the consultants will be seeking input from the public on desired improvements and enhancements within this corridor.

2. Connect Card Electronic Fare Card Implementation

Martin stated that an agreement has been signed by Yuba County to make the Yuba County Library a Connect Card retail outlet and that the Sutter County Board of Supervisors will be considering a similar agreement at their next meeting. Martin noted these outlets are both well located and offer extended operating hours for public convenience. The Yuba College Bookstore has also expressed interest in becoming a retail outlet as well. Martin added that Connect Card financial transactions for July represented 13 percent of all Yuba-Sutter Transit fare revenue and that Yuba-Sutter Transit is the 2<sup>nd</sup> most active Connect Card system after only the Sacramento Regional Transit District.

3. New Service Brochures – Minimum Age for Senior Fare Eligibility Increase from 64 to 65 on September 1<sup>st</sup>

Martin noted that new service brochures with an effective date of September 1, 2017 have been provided for Board information. The new Ride Guide has not yet arrived. Martin noted that the main change is the increase in the minimum age for senior fare eligibility from 64 to 65 completing a three year process of increasing this minimum from 62 to 65 years of age.

**V. Correspondence/Information**

None

## **VI. Other Business**

Director Cardoza informed that Board that he has toured the Yuba-Sutter Transit facility and met the staff since the last meeting and wanted to thank Mr. Martin for the tour and express his appreciation a well-run operation.

Ms. Raji Tumber, a Sutter County resident, asked to address the Board. She requested a change in the routes to serve the Sikh Temple on Tierra Buena Road. Martin responded that a hearing for the annual unmet transit needs process that is held by the Sacramento Area Council of Governments will be in October and that he would make sure that Ms. Tumber received the necessary information.

## **VIII. Adjournment**

The meeting was adjourned at 4:20 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, SEPTEMBER 21, 2017  
AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS**

**AGENDA ITEM III-B  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF AUGUST 2017**

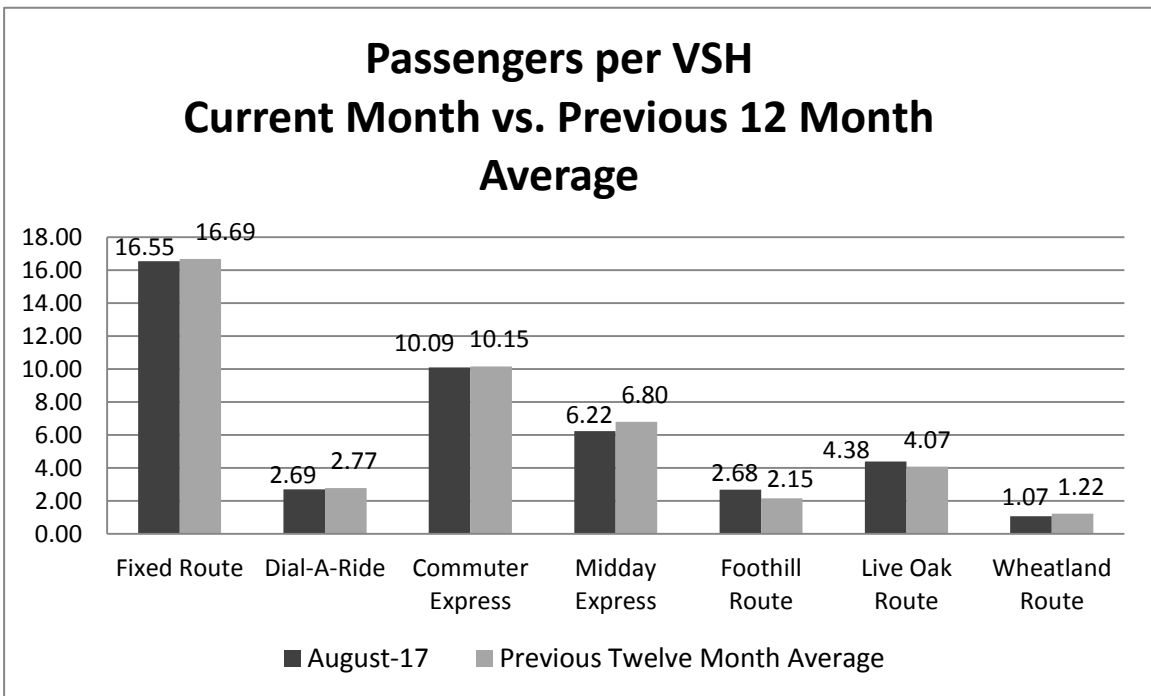
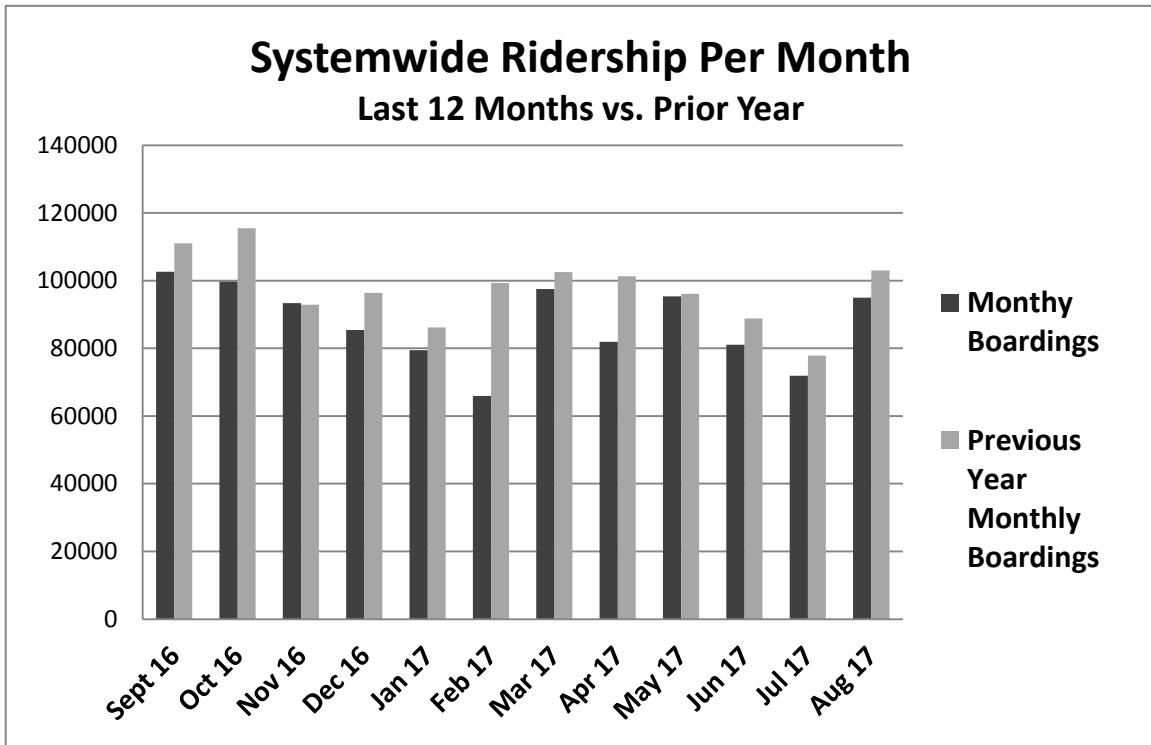
CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 7,745.35	PERS HEALTH	HEALTH INSURANCE
EFT	\$ 1,642.21	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 352.48	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 38.04	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION
EFT	\$ 1,197.31	PG&E	ELECTRIC
EFT	\$ 4,224.60	PG&E	ELECTRIC BILL #2
EFT	\$ 34.12	PG&E	GAS
EFT	\$ 206.11	ATT - SECURITY LINE	SECURITY LINE - JUNE
EFT	\$ 70.00	AT&T - UVERSE	INTERNET JUNE
EFT	\$ 112.70	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 300.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 336.98	CARDMEMBER SERVICES	RABOBANK CREDIT CARD
EFT	\$ 400.00	FRANCOYTP-POSTALIA, INC.	POSTAGE RESET
EFT	\$ 150.76	ELAVON	MERCHANT SERVICE FEE - JULY
EFT	\$ 148.15	PRIMEPAY	PAYROLL FEE
EFT	\$ 34,468.88	PAYROLL	PAYROLL
15650	\$ 9,995.00	AECOM TECHNICAL SERVICES, INC.	CORRIDOR ENHANCEMENT PROJECT
15651	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING MAINTENANCE
15652	\$ 1,579.39	CITY OF YUBA CITY	COMPUTER & MONITORS
15653	\$ 26.81	FEDEX	MAILING
15654	\$ 14,225.23	HUNT & SONS INC.	BUS FUEL
15654	\$ 14,264.50	HUNT & SONS INC.	BUS FUEL
15655	\$ 15,949.40	INTERSTATE OIL COMPANY	BUS FUEL
15656	\$ 250.00	KEITH MARTIN	REIMBURSE VISION EXPENSES
15657	\$ 187.79	QUILL CORPORATION	JANITORIAL SUPPLIES
15658	\$ 1,100.00	R.C. JANITORIAL SERVICE	JANITORIAL SERVICE
15659	\$ 385.00	SACRAMENTO RT	BUS PASSES
15660	\$ 139.99	SIMONE REED	REIMBURSE VISION EXPENSES
15661	\$ 318.75	SMART MARKETING & PRINTING	MARKETING - RE-DO ALL BROCHURES
15662	\$ 47.62	STAPLES CREDIT PLAN	OFFICE SUPPLIES
15663	\$ 127.63	SUTTER BUTTES COMMUNICATION INC.	MOTOROLA ANTENNA'S
15664	\$ 144.15	SUTTER COUNTY LIBRARY	JULY COMMISSION
15665	\$ 455,713.43	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - JUNE
15665	\$ 1,335.00	TRANSDEV SERVICES, INC.	REPLACE INJECTORS
15666	\$ 36.67	AT&T	FIRE LINE
15667	\$ 75.00	ALL SEASONS TREE & TURF CARE	SPRAYED PROPERTY FOR WEED CONTROL
15668	\$ 185.00	APPEAL DEMOCRAT	FAIR AD
15669	\$ 450.00	DIGITAL DEPLOYMENT	WEB SERVICES - AUGUST
15670	\$ 742.45	DILLINGHAM TICKET CO.	PRINTING - MONTHLY PASSES
15671	\$ 168.87	FRANCOYTP-POSTALIA, INC.	POSTAGE MACHINE LEASE
15672	\$ 15,631.21	HUNT & SONS INC.	BUS FUEL
15673	\$ 50.00	JIM WHITEAKER	BOARD MEETING 8/17
15674	\$ 50.00	MANNY CARDOZA	BOARD MEETING 8/17
15675	\$ 50.00	MICHAEL LEAHY	BOARD MEETING 8/17
15676	\$ 1,059.77	QU. EST	MAINTENANCE OF BUS STOPS/SHELTERS
15677	\$ 50.00	RANDY FLETCHER	BOARD MEETING 8/17
15678	\$ 17.54	RECOLOGY YUBA-SUTTER	HAZ MAT FEE
15680	\$ 45.00	SHELBY'S PEST CONTROL	PEST CONTROL
15681	\$ 446.97	STANLEY SECURITY SOLUTIONS, INC.	SECURITY SERVICES - SEPTEMBER
15682	\$ 435,562.08	TRANSDEV SERVICES, INC.	CONTRACT SERVICES - JULY
15683	\$ 384.29	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE
15684	\$ 62.42	VERIZON	CONNECT CARD WIRELESS
15685	\$ 52.65	YUBA COUNTY LIBRARY	JUNE COMMISSIONS
	<b>\$ 1,022,512.30</b>		

## AGENDA ITEM III - C

### August 2017 PERFORMANCE REPORT

<b>Ridership:</b>	<b>August-17</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
Fixed Route	76,171	71,036	132,052	145,650
Dial-A-Ride	6,232	5,673	11,822	12,039
Commuter Express	10,843	9,852	19,868	20,020
Midday Express	1,097	1,033	2,066	1,999
Foothill Route	264	176	439	276
Live Oak Route	348	292	599	719
Wheatland Route	47	47	73	128
<b>Total Ridership:</b>	<b>95,002</b>	<b>88,107</b>	<b>166,919</b>	<b>180,831</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	4,602.99	4,257.08	8,816.64	8,904.66
Dial-A-Ride	2,313.12	2,045.66	4,311.76	4,202.72
Commuter Express	1,075.10	970.36	1,994.04	1,965.79
Midday Express	176.26	151.92	327.87	316.65
Foothill Route	98.42	81.87	168.65	164.17
Live Oak Route	79.43	71.67	146.31	153.92
Wheatland Route	44.04	38.06	74.77	85.37
<b>Total VSH's:</b>	<b>8,389.36</b>	<b>7,616.62</b>	<b>15,840.04</b>	<b>15,793.28</b>
<b>Passengers Per Hour:</b>				
Fixed Route	16.55	16.69	14.98	16.36
Dial-A-Ride	2.69	2.77	2.74	2.86
Commuter Express	10.09	10.15	9.96	10.18
Midday Express	6.22	6.80	6.30	6.31
Foothill Route	2.68	2.15	2.60	1.68
Live Oak Route	4.38	4.07	4.09	4.67
Wheatland Route	1.07	1.22	0.98	1.50
<b>Total Passengers Per VSH:</b>	<b>11.32</b>	<b>11.57</b>	<b>10.54</b>	<b>11.45</b>

## August 2017 PERFORMANCE REPORT





AGENDA ITEM IV - A  
STAFF REPORT

**SPECIAL SERVICE AUTHORIZATION FOR THE  
2017 SIKH PARADE PARKING SHUTTLE**

**Summary**

The Sikh Temple Gurdwara Yuba City has again requested that Yuba-Sutter Transit operate an off-site parking lot shuttle service for the Sikh Parade on Sunday, November 5<sup>th</sup> similar to the service that has been provided since 2010. As in the past, the advance sale of full-fare round trip tickets at \$2.00 each would be used to off-set the cost of the service. If authorized as proposed, the 2017 service would operate approximately 270 vehicle service hours using up to 25 buses which would both be similar to the level of service that was provided last year. The sponsor has already purchased 7,000 round trip tickets at a total cost of \$14,000.

**Background**

Yuba-Sutter Transit provided a free parking shuttle for the 2007 and 2008 parades for which the sponsor reimbursed Yuba-Sutter Transit for the cost of each vehicle service hour operated. In February 2009, following changes in Federal charter regulations, Yuba-Sutter Transit adopted a Charter & Special Services Policy effectively eliminating such service unless it is operated consistent with the related Federal regulations. To be exempt from the Federal charter regulations, the policy (last updated in August 2015) requires that the service must be open to the public; the route, schedule and scope of work are set by Yuba-Sutter Transit; the customary fixed route fare is charged; and, no third party payment is made for the service provided. No service was provided in 2009.

From 2010 through 2016, the Board has each year authorized a shuttle service based on the assumed operation of a certain number of vehicle service hours and the pre-purchase of a certain number of round trip tickets. The service has grown significantly over the years from 164 vehicle service hours, 11,876 recorded passenger boardings with 16 buses in 2010. In recent years, these figures have soared in response to steadily increasing demand to highs of more than 270 vehicle service hours, an estimated 30,000 or more passenger boardings and as many as 27 buses.

Last year, with near perfect weather conditions throughout the day and a strong and steady flow of passengers from beginning to end, the 2016 shuttle may have been the best yet with ridership that likely well exceeded 30,000 boardings. Scheduled to operate from 8:00 a.m. to 6:00 p.m., the first bus left River Valley High School by 7:40 a.m. and the last bus left the Hooper & True stop at 6:15 p.m. providing a total of 264 vehicle service hours using up to 26 buses that carried standing or crush loads on nearly every run from start to finish. With the best traffic controls in memory, buses were able to cycle more frequently resulting in increased capacity and lowering the typical wait time to 10 – 15 minutes throughout the day compared to 15 to 30 minutes in recent years.

## **Current Year Issues**

Staff is now recommending that the Board authorize a special parking lot shuttle service for the 2017 Sikh Parade on Sunday, November 5, 2017 assuming the operation of approximately 270 vehicle service hours and the use of up to 25 revenue vehicles. The service would be open to the public and operate between the posted hours of 8:00 a.m. and 6:00 p.m. on a schedule and route to be set by Yuba-Sutter Transit. Based on past experience, this level of service should be sufficient to handle approximately 30,000 passenger boardings with a quality of service similar to that which was experienced in 2016 assuming similar operating conditions. The pre-purchase of round trip tickets is expected to cover the direct operating cost for this service.

With temple leadership changing again for the second time in two years along with a corresponding change in the logistics contractor, staff is concerned about the loss of institutional knowledge especially as it relates to traffic and parking management and controls. While staff is working with the Yuba City Police Department liaison to limit the potential impact on the shuttle operation, this is still very much a work in progress and the most significant risk factor for the 2017 shuttle. While more service hours and a longer operating period could easily be justified for additional capacity and shorter wait times, doing so would exceed the maximum practical capacity of both the existing bus fleet and the number of operating personnel available.

Staff will be prepared at the meeting to discuss this issue in detail.

**RECOMMENDATION:** Authorize the operation of a parking lot shuttle service under the proposed terms and conditions.

AGENDA ITEM IV – B  
STAFF REPORT

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT (FRAQMD)  
BLUE SKY GRANT PROJECTS FOR FY 2017/2018**

**ISSUE**

The Feather River Air Quality Management District (FRAQMD) is now accepting proposals for the FY 2017/2018 cycle of Blue Sky (AB 2766) grants. Approximately \$250,000 is expected to be available in this cycle which is similar to the amount that was available in the previous cycle. Applications are due on October 16<sup>th</sup> with award decisions anticipated on December 4<sup>th</sup>.

Potential grant concepts were discussed at the July meeting and three draft applications with a combined value of \$152,000 are now attached for Board review and consideration. The largest of these grant applications is for \$130,000 to extend the existing discount monthly local and rural route bus pass program for area youth (ages 5 through 18), seniors (age 65 and over) and persons with disabilities. The second application is for \$12,000 for a portion of the cost of purchasing and installing up to 24 unique, two seat bus stop benches at locations where there is now no bus stop furniture due to the lack of a sidewalk or inadequate right-of-way clearance. The last application is for \$10,000 to fund a portion of the cost to extend the July 2015 expansion of the Live Oak Route from three to five days a week for one year through December 2018.

**BACKGROUND**

AB 2766 funds come from a \$4 annual Motor Vehicle Registration Fee that is collected on vehicles registered in Yuba and Sutter Counties to support a wide variety of air pollution reduction activities. Yuba-Sutter Transit has received FRAQMD funding for many projects over the years including discount bus pass programs for youth, seniors and persons with disabilities; local matching funds for expansions of the commuter and local fixed route bus fleets; local matching funds for the expansion of the Bogue Road Park & Ride Lot; non-advertising bus stop benches and shelters; bike racks for buses; bike lockers at bus stops; a multi-year vanpool subsidy program; enhanced bus stop passenger information materials; and, a Downtown Trolley demonstration service.

Yuba-Sutter Transit submitted three applications last year with a combined value of \$166,000 and was awarded two grants for a total of \$150,000. The largest of these grants was for \$140,000 for a one year extension of the Discount Monthly Pass Program for youth, seniors and persons with disabilities. The second grant was for \$10,000 toward the annual cost of operating an expanded level of service on the Live Oak Route which was increased in July 2015 from three to five days a week. A third application for a new demonstration program to purchase and install unique, two seat bus stop benches at up to 24 bus stops was not awarded.

Over the last five years, Yuba-Sutter Transit has been awarded an average of \$141,900 annually from this program (\$150,000 in FY 2017, \$148,100 in FY 2016, \$136,203 in FY 2015, \$170,000 in FY 2014 and \$105,000 in FY 2013). Because funding is limited, it is important that Yuba-Sutter Transit's proposals be limited in number and ranked in priority as the program is typically over subscribed and some proposals may be rejected outright or funded at a level lower than requested.

## **DISCUSSION**

Based on the long-term success of the combined discount monthly bus pass program, staff is again recommending that the highest priority project be to continue this program for another twelve month period after the existing grant expires in December. In 2016, a total of 13,928 discount monthly passes were sold and 349,545 discount monthly pass boardings were taken representing 38 percent of all local fixed route trips. Of these discount monthly pass boardings; 45 percent were made by persons with disabilities, 35 percent by youth (ages 5 to 18) and 20 percent by seniors (age 64 and over).

Based on the first eight months of 2017, staff is now projecting the sale of approximately 12,400 discount monthly passes (down 11 percent from 2016) and the provision of 287,000 discount monthly pass boardings. For comparison, overall fixed route ridership for the first eight months of 2017 is down 13 percent compared to the same period in 2016 for what is likely a variety of reasons from past route and service policy changes; relatively low fuel prices; the February 2017 evacuation; and, general lack of population growth. Despite the recent decrease in the sale and use of discount monthly passes, what began as a discount monthly youth pass program in September 2005 is still an extremely cost effective method of encouraging transit ridership with each discount pass now being used about 23 times a month.

Based on this experience to date, staff is now projecting the sale of 13,000 discount monthly passes in 2018. This 5 percent increase over the projected year-end figure for 2017 is due to the expectation that some discount cash passengers will convert to monthly passes in 2018 as free transfers are phased out with full implementation of the Connect Card system. To maintain the current subsidy of \$10 for each \$15 discount pass, staff would recommend requesting \$130,000 from FRAQMD with all other program expenses to again be provided by Yuba-Sutter Transit. An alternative approach would be to increase the out-of-pocket cost for each pass to reduce the FRAQMD subsidy by an equal amount. Depending on the amount of the increase, however, this could have a significant impact on the program through reduced pass sales and ridership.

Based on past Board discussions regarding the need to make bus stops more inviting, staff is recommending that the second priority application be for a new demonstration project to purchase and install unique, two seat bus stop benches at locations where traditional shelters and benches are not likely to be installed due to the lack of sidewalks or inadequate right-of-way clearances. This same proposed demonstration project was submitted for FRAQMD funding last year as a lower priority application, but it was unsuccessful in part due to the limited amount of funding available.

Designed for easy and relatively inexpensive installation at especially challenging locations, these benches are projected to cost an average of \$1,000 per stop (bench, pole, hardware, delivery, site preparation and installation). Based on this estimate, staff is recommending an application for \$12,000 in FRAQMD funding for up to 24 of these special bus stop benches. The remaining cost of the projected \$24,000 project would be funded by Yuba-Sutter Transit from revenues that have already been earmarked for bus stop improvements. The cost per unit would be higher at any level below 24 units and the minimum project size would be 12 units due to minimum purchase requirements by the manufacturer.

Finally, Yuba-Sutter Transit has received three FRAQMD grants to-date to fund a portion of the cost to expand the Live Oak Route from three to five days a week since July 2015, staff is recommending that submittal of another grant for \$10,000 to extend that service for another year through December 2018. While the early success of this rural demonstration service has been promising, staff is recommending that this be a lessor priority behind the other two projects.

Staff will be prepared at the meeting to discuss the proposed grant applications in detail.

**RECOMMENDATION:** Authorize the submittal of FRAQMD grant applications as proposed or amended.

**YUBA-SUTTER TRANSIT  
2018 DISCOUNT MONTHLY BUS PASS PROGRAM**

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT  
BLUE SKY PROGRAM GRANT APPLICATION**

**SEPTEMBER 21, 2017**

**PROJECT DESCRIPTION**

The purpose of this proposed project is to continue the on-going Discount Monthly Bus Pass Program for another twelve months through December 2018. This tremendously popular program began as a ridership incentive program for area youth in September 2005 under a grant from the Feather River Air Quality Management District (FRAQMD). It was extended and expanded over the years through a series of FRAQMD grants and now includes seniors and persons with disabilities. All three of these programs were ultimately combined into a single Discount Monthly Bus Pass Program which will now end on December 31, 2017 without additional funding.

The purpose of the Discount Monthly Bus Pass Program continues to be the on-going development, implementation and promotion of a transit ridership incentive program for youth (ages 5 – 18), seniors (age 65 and over) and eligible persons with disabilities. The primary program goal is to encourage more ridership by deeply discounting the existing \$15 unlimited use discount monthly fixed route and rural route bus pass to just \$5 with FRAQMD grant funds being used to off-set the \$10 revenue loss on the sale of each monthly pass. The overwhelming success of this concept over the last 12 years can be measured by comparing the number of passes sold and the trips provided whether by eligibility category or as a combined program to the same numbers in prior years.

**FUNDING REQUEST**

A total of \$130,000 in Blue Sky funding is being requested by Yuba-Sutter Transit to continue the combined Discount Monthly Bus Pass Program for an additional twelve months through December 2018 which is down slightly from the \$140,000 that was provided for 2017. These discount monthly passes will be accepted on all local routes as well as on Yuba-Sutter Transit's three rural routes that serve Live Oak, Wheatland and the Yuba County foothills. Administrative costs and direct promotional expenses for the program with an estimated value of \$4,100 will be provided by Yuba-Sutter Transit as an in-kind contribution to the project. Alternative funding levels are possible by incrementally increasing the out-of-pocket cost for each pass thereby reducing the grant amount though this is likely to result in fewer passes sold and fewer passengers carried.

## **OBJECTIVES**

The primary objective of this proposal is to reduce the number of vehicle trips and vehicle miles traveled in the Yuba-Sutter area for the purpose of reducing vehicle emissions and improving air quality. This is to be accomplished by continuing the deeply discounted combined youth, senior and disabled monthly bus pass program for an additional twelve months. Assuming sales and use figures similar to those now being experienced, this program is expected to result in the sale of 13,000 discount monthly bus passes and the provision of 325,500 passenger boardings in 2018 with each discount pass being used an average of 25 times a month.

The discount monthly pass subsidy program has far exceeded all expectations over the years to prove that it is an extremely cost effective method of encouraging and maintaining transit ridership. In 2016, a total of 13,928 discount monthly passes were sold and 349,545 discount monthly pass boardings were taken representing 38 percent of all local fixed route trips. Of the discount monthly pass boardings; 45 percent were made by persons with disabilities, 35 percent by youth and 20 percent by seniors. While overall local and rural route ridership to date is down 13.1 percent through August and discount pass sales are off 10.7 percent compared to the same eight months of 2016; discount fare ridership (pass and cash) is unchanged in comparison. The significant drop in overall ridership is due to a variety of factors unrelated to the discount monthly pass program including key service and policy changes that became effective in September 2015 and continued low fuel prices.

The secondary objective of the program is to introduce and reinforce the use of public transit as a viable alternative mode of transportation to the large and growing local population of youth, seniors and persons with disabilities as few who meet the discount fare eligibility requirements have probably ever used Yuba-Sutter Transit. The proposed 2018 program offers a low risk means by which the target population can experiment with alternative transportation modes as either their primary or occasional means of travel by reinforcing the experience of existing passengers while reaching out to new passengers.

FRAQMD has participated in the funding of a wide variety of public education, fleet replacement and miscellaneous capital projects for Yuba-Sutter Transit over the years and continuing this popular ridership incentive program would build on those very successful efforts. Yuba-Sutter Transit has generally met the stated objectives for each of the prior projects including the provision of all required performance reports.

## **BACKGROUND**

Created in 1975 as a Joint Powers Authority (JPA) by the Cities of Marysville and Yuba City and the Counties of Yuba and Sutter, Yuba-Sutter Transit is the local public transportation service provider for the Bi-County area. Yuba-Sutter Transit operates a variety of services to help meet the transportation needs of both urban and rural residents including local fixed routes; demand response service for seniors and persons with disabilities; rural route services; and, commuter services to downtown Sacramento.

The local fixed route service, which began in January 1993 with five 15 and 16 passenger buses offering hourly service on three routes, now operates 30 or 60 minute service frequencies on six routes using a peak fleet of fourteen 27, 31 or 32 passenger buses. Ridership on the local fixed route system has grown dramatically over time from 120,000 passenger trips during the first full fiscal year of service (FY 1994) to a high of 1,067,000 passenger trips in FY 2015. Among the many enhancements to the system during this period were the purchase of dedicated fixed route buses; the installation of passenger shelters and benches at many bus stops; ridership incentive programs for youth, seniors and persons with disabilities; the placement of route and schedule information at key bus stops; conversion to an all low-floor fixed route bus fleet; and, numerous other improvements to increase the number of routes, the frequency of service and the days of operation.

While the local fixed route system has historically been used almost exclusively by transit dependent populations, the system continues to find a market among more casual and independent users especially by area youth, seniors and persons with disabilities in part due to discount monthly pass program. The requested Blue Sky Program funds are necessary to off-set lost fare revenues from the sale of a deeply discounted monthly bus pass to continue this trend.

**PROJECT ORGANIZATION**

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management assigned to the Transit Manager.

**WORK STATEMENT AND COST BREAKDOWN**

The proposed scope of work for this project includes the replacement of lost fare revenues resulting from the sale of deeply discounted monthly bus passes to area youth, seniors and persons with disabilities. All direct and indirect project coordination and promotional expenses will be funded by Yuba-Sutter Transit as an in-kind contribution. Lost fare revenues will be calculated only on the sale of each discount monthly pass sold for up to twelve months for a total of up to 13,000 monthly passes.

1. Project Management

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management by the Transit Manager and staff as an in-kind program contribution.

	<u>Blue Sky</u>	<u>Other</u>
Project Management (8 hours @ \$75/hour)	\$ 0	\$ 600 (In-Kind)



2. Program Promotion

Yuba-Sutter Transit staff will coordinate the creative development and placement of advertising pieces as appropriate. Many local media outlets will provide some amount of matching value on paid advertising as an in-kind contribution.

	<u>Blue Sky</u>	<u>Other</u>
Project Management (20 hours @ \$50/hour)	\$ 0	\$ 1,000 (In-Kind)
Miscellaneous Promotional Expenses	0	2,000 (In-Kind)
Total	\$ 0	\$ 3,000

3. Fare Replacement

This task provides for the replacement of the \$10 loss in fare revenue due to the discount in the cost of each discount monthly pass. The total value is calculated on the projected sale of 13,500 discount monthly passes over the twelve month program period based on past experience and expected future growth.

	<u>Blue Sky</u>	<u>Other</u>
Pass Discount Subsidy	\$130,000	\$ 0

5. Project Evaluation

The effectiveness of the program will be evaluated by the number of discount monthly passes sold and the number of discount monthly pass boardings from January 2017 through December 2017. Yuba-Sutter Transit will record every discount pass and discount cash fare boarding of the local fixed route and rural route system throughout the term of the program and this information will be compiled and presented in a final report along with the number of discount passes sold each month. In addition, the report will include a written program evaluation including any recommendations for future program modifications.

	<u>Blue Sky</u>	<u>Other</u>
Project Management (10 hours @ \$50/hour)	\$ 0	\$ 500 (In-Kind)

**COST BREAKDOWN**

	<u>Personnel</u>	<u>Materials</u>	<u>In-Kind</u>
1. Project Management	\$ 0	\$ 0	\$ 600
2. Program Promotion	0	0	3,000
3. Fare Replacement	0	130,000	0
4. Project Evaluation	0	0	500
Total	\$ 0	\$130,000	\$ 4,100

**TENTATIVE PROJECT SCHEDULE**

**ACTIVITY**

**KEY DATE**

1. Grant Submission Deadline	October 16, 2017
2. Grant Approved by FRAQMD	December 4, 2017
3. First Day of Program Period	January 1, 2018
6. Last Day of Program Period	December 31, 2018
7. Final Report & Project Close-out	March 31, 2019

/Common/FRAQMD/Combined Discount Pass Program/2018 Discount Monthly Pass Application 9-21-17/

**YUBA-SUTTER TRANSIT  
2018 BUS STOP ENHANCEMENT DEMONSTRATION PROJECT**

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT  
AB 2766 GRANT APPLICATION**

**SEPTEMBER 21, 2017**

**PROJECT DESCRIPTION**

The proposed project would assess the potential ridership impact of new passenger amenities at existing Yuba-Sutter Transit bus stops where such amenities have not been provided in the past. This demonstration project would result in the installation of up to 24 unique, two-seat bus stop benches at locations where there is now no bus stop furniture of any kind due to the lack of a sidewalk or inadequate right-of-way clearances. The bus stop seats being proposed are designed for easy and relatively inexpensive installation especially at challenging locations that would provide both passenger seating and a much higher public profile for the selected stops. Pictures of example bench installations are attached for reference.

This demonstration project will be integrated with a larger systemwide bus stop enhancement initiative that will include the redesign and replacement of all of Yuba-Sutter Transit's 272 existing bus stop signs many of which have been in service for nearly 25 years. The new bus stop signs will integrate route and stop identification features with new technology for passenger access to real-time bus arrival information at each stop from a smart phone. Combined with this proposed demonstration project, these advanced initiatives are expected to greatly enhance the passenger experience and encourage more frequent transit use especially by both regular and casual passengers by providing important route and schedule information where passengers need it most – at the bus stop.

**FUNDING REQUEST**

A total of \$12,000 in Blue Sky funding is being requested as partial funding to purchase and install up to 24 two-seat bus stop benches at selected locations. The total direct cost of this demonstration project based on an estimated average cost of \$1,000 per site (bench, pole, hardware, delivery, site preparation and installation) is budgeted at \$24,000. Yuba-Sutter Transit would fund the remainder of the cost with State Low Carbon Transit Operations Program (LCTOP) revenues that have already been committed for bus stop enhancements. Administrative costs to manage this project with an estimated value of \$2,000 would be funded by Yuba-Sutter Transit as an in-kind contribution for a total project cost of \$26,000. Alternative funding levels are possible by reducing the scope of the project to match the desired funding level though the cost per unit would be higher at any level below 24 units and the minimum project size would be 12 units due to the manufacturer's minimum purchase requirements.

## **OBJECTIVES**

The primary objective of this project is to increase ridership on the existing transit system through the purchase and installation of up to 24 unique, two-seat bus stop benches at locations where there is now no bus stop furniture of any kind due to the lack of a sidewalk or inadequate right-of-way clearances. While quantifiable reductions in mobile source emissions cannot easily be derived using the California Air Resources Board methodology, this project does support the FRAQMD Air Quality Attainment Plan by encouraging higher use of the existing public transportation system. This project is expected to increase transit use among regular and occasional riders as well as encourage first time riders who may all be attracted to a higher profile bus stop with available seating. Project effectiveness will be evaluated by comparing passenger activity before and after the installation of the new benches using Yuba-Sutter Transit's bi-annual one day surveys of all boardings and alightings at each affected stop.

Yuba-Sutter Transit has received previous grants from FRAQMD for similar projects including \$17,000 in 1997 for the purchase and installation of three bus stop shelters; \$18,000 in 2002 for the purchase and installation of two bus stop shelters at the Yuba College Transit Center; and, \$7,000 also in 2002 for the purchase and installation of bus stop information panels for placement throughout the local fixed route system. All of the stated project objectives were satisfied for these grants including the provision of all required performance reports.

## **BACKGROUND**

Created in 1975 as a Joint Powers Authority (JPA) by the Cities of Marysville and Yuba City and the Counties of Yuba and Sutter, Yuba-Sutter Transit is the local public transportation service provider for the Bi-County area. Yuba-Sutter Transit operates a variety of services to help meet the transportation needs of both urban and rural residents including local fixed routes; demand response service for seniors and persons with disabilities; rural route services; and, commuter services to downtown Sacramento.

The local fixed route service, which began in January 1993 with five 15 and 16 passenger buses offering hourly service on three routes, now operates 30 or 60 minute service frequencies on six routes using a peak fleet of fourteen 27 or 32 passenger buses. Ridership on the local fixed route system has grown dramatically over time from 120,000 passenger trips during the first full fiscal year of service (FY 1994) to a high of 1,067,000 passenger trips in FY 2015. Among the many enhancements to the system during this period were the purchase of dedicated fixed route buses; the installation of passenger shelters and benches at many bus stops; ridership incentive programs for youth, seniors and persons with disabilities; the placement of route and schedule information at key bus stops; conversion to an all low-floor fixed route bus fleet; and, numerous other improvements to increase the number of routes, the frequency of service and the days of operation.

While the local fixed route system has historically been used almost exclusively by transit dependent populations, the system continues to find a market among more casual and independent users especially by area youth, seniors and persons with disabilities in part due to similar projects. For this reason, the requested funding for the proposed provision of additional

bus stop benches is expected to continue this trend through increased use by regular and casual passengers alike.

**PROJECT ORGANIZATION**

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management assigned to the Transit Manager.

**WORK STATEMENT AND COST BREAKDOWN**

The proposed scope of the work for this project includes the purchase and installation of up to 24 custom built bus stop benches. FRAQMD funding is being requested for 50 percent of the estimated direct cost of \$24,000 for this project with Yuba-Sutter Transit providing the matching funds out of budgeted State Transit Assistance revenues. Project management and evaluation expenses estimated at \$2,000 will be provided by Yuba-Sutter Transit as an in-kind contribution to the project.

	<b><u>Personnel</u></b>	<b><u>Materials</u></b>	<b><u>Match</u></b>
Simme-Seat Benches (24) – Including delivery & hardware at an estimated average of \$600 each	\$ 0	\$ 7,200	\$ 7,200
Site Preparation & Installation (Estimated at an average cost of \$400 per site)	4,800	0	4,800
Project Management & Evaluation (40 hours @ \$50/ hour)	0	0	2,000
Total	\$ 4,800	\$ 7,200	\$14,000

**TENTATIVE PROJECT SCHEDULE**

**Activities**

**Key Dates**

- |   |                   |
|---|-------------------|
| 1. Grant Submission Deadline                | October 16, 2017  |
| 2. Grant Award by FRAQMD                    | December 4, 2017  |
| 3. Site Selection Complete                  | February 28, 2018 |
| 4. Placement of Purchase Orders             | March 31, 2018    |
| 4. Installation                             | Summer 2018       |
| 5. Evaluation (Boarding & Alighting Survey) | October 2018      |
| 6. Final Report and Project Close-out       | January 2019      |

**ATTACHMENTS**

Pictures of Sample Simme-Seat Bus Stop Installations

**YUBA-SUTTER TRANSIT  
2018 LIVE OAK SERVICE EXPANSION CONTINUATION PROJECT**

**FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT  
BLUE SKY PROGRAM GRANT APPLICATION**

**SEPTEMBER 21, 2017**

**PROJECT DESCRIPTION**

The proposed project is for partial funding to continue the July 2015 expansion of Yuba-Sutter Transit's Live Oak Route from three to five days a week for an additional twelve months through December 31, 2018. The initial one year demonstration project to assess the potential ridership response to daily weekday service on this rural route was extended with the support of two additional FRAQMD grants through December 31, 2017. Because it typically takes at least two years to assess the impact of any service change and the first two years have produced promising results, an additional grant is now being requested to continue the expanded Live Oak service another year so the impact can be more accurately assessed. A copy of the current Live Oak Route service brochure is attached.

Prior to July 2015, this route provided just two scheduled round trips between the City of Live Oak and the Yuba City/Marysville urban area each Monday, Wednesday and Friday for many years. It was then expanded to all five weekdays and modified to add more Live Oak stops as well as on-call service to Yuba College's Sutter County Center near Highway 99 north of Pease Road in Yuba City. As proposed, the requested funding would provide more than one-third of the required cost to continue this expanded service for another year. The remaining cost would be funded by Yuba-Sutter Transit primarily with State Transit Assistance funding available through the City of Live Oak. The success of this project will be determined by comparing the average number of passenger trips per day of service each month to the same period in prior years.

**FUNDING REQUEST**

A total of \$10,000 in Blue Sky funding is being requested to continue the expanded Live Oak Route for an additional twelve months from January 1, 2018 through December 31, 2018. The net annual direct cost of this service expansion (after accounting for projected passenger fare revenue) is estimated at \$28,000 with the remainder to be funded by Yuba-Sutter Transit primarily with State Transit Assistance funding available through the City of Live Oak. The actual net operating cost will be based on the applicable fully allocated cost per vehicle service hour as adjusted for fare revenue pursuant to the current operating agreement between the City of Live Oak and Yuba-Sutter Transit. Alternative funding levels are possible by incrementally reducing the FRAQMD contribution and increasing the Yuba-Sutter Transit contribution.

## **OBJECTIVES**

The primary objective of this extended demonstration project is to better determine if expansion of the Live Oak Route from three to five days a week will generate increased ridership comparable to, if not more than, the increase in service. If successful, the project would reduce the number of vehicle trips and vehicle miles traveled along this route resulting in less vehicle emissions and improved air quality. In the second year of the expanded Live Oak service (July 2016 – June 2017), annual ridership was up 74 percent to 3,557 passenger boardings while the number of vehicle service hours operated increased by 69 percent compared to same 12 month period prior to the service expansion (July 2014 – June 2015). The results of this project will be used to evaluate the ridership potential for the possible expansion of other rural routes.

Yuba-Sutter Transit has received five previous FRAQMD grants for operating projects including three grants to support the expansion of the Live Oak Route. The other two grants were both related to the 1998 operation of the Downtown Trolley Project. Yuba-Sutter Transit has received full or partial FRAQMD funding for numerous capital projects and ridership incentive programs over the years. Yuba-Sutter Transit has consistently satisfied the stated objectives for all FRAQMD funded projects including the provision of all required performance reports.

## **BACKGROUND**

Created in 1975 as a Joint Powers Authority (JPA) by the Cities of Marysville and Yuba City and the Counties of Yuba and Sutter, Yuba-Sutter Transit is the local public transportation service provider for the Bi-County area. Yuba-Sutter Transit operates a variety of services to help meet the transportation needs of both urban and rural residents including local fixed routes; demand response service for seniors and persons with disabilities; rural route services; and, commuter services to downtown Sacramento. The Live Oak Route has been operated by Yuba-Sutter Transit under an agreement with the City of Live Oak since 1988.

## **PROJECT ORGANIZATION**

The project will be under the general direction of the Yuba-Sutter Transit Board of Directors with day-to-day management assigned to the Transit Manager.

## **WORK STATEMENT AND COST BREAKDOWN**

The proposed scope of work for this project is a one year extension of the existing demonstration project to expand the Live Oak Route from three to five days a week (Monday – Friday). The extension period would be from January 1, 2018 through December 31, 2018. FRAQMD funding is being requested for approximately one-third of the estimated net operating cost for this extension up to a maximum of \$10,000. The remaining projected net operating cost of \$18,000 will be provided by Yuba-Sutter Transit primarily with State Transit Assistance funding available through the City of Live Oak while all related marketing, administrative support and evaluation related expenses will be provided by Yuba-Sutter Transit as an in-kind contribution.

	<u>Personnel</u>	<u>Materials</u>	<u>Match</u>
Expanded Live Oak Route (Net Operating Cost)	\$ 0	\$ 10,000	\$ 18,000
Project Management, Marketing & Evaluation (10 hours @ \$50/ hour)	0	0	500
Total	\$ 0	\$ 10,000	\$ 18,000

### **TENTATIVE PROJECT SCHEDULE**

#### **Activities**

1. Grant Submission Deadline
2. Grant Approved by FRAQMD
3. Extension of Expanded Service Plan
5. Completion of Demonstration Period
5. Final Report and Project Close-out

#### **Key Dates**

October 16, 2017  
December 4, 2017  
January 1, 2018  
December 31, 2018  
March 31, 2019

### **ATTACHMENT**

Current Live Oak Route Brochure (September 2017)

/Common/FRAQMD/2018 Live Oak Service Expansion Application 9-21-17/



AGENDA ITEM IV-C  
STAFF REPORT

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL  
FOR FEDERAL FISCAL YEARS (FFY) 2018, 2019 AND 2020**

FTA recipients that expect to award more than \$250,000 in Federal Transit Administration (FTA) funds in prime contracts, excluding transit vehicle purchases, in a Federal fiscal year are required to set three-year goals for Disadvantaged Business Enterprise (DBE) participation for the U.S. Department of Transportation (DOT) assisted work.

Yuba-Sutter Transit has established a DBE goal of 0.01 percent for the three-year period of FFY 2018 through FFY 2020. This goal was established using the prescribed goal-setting methodology, based on a weighted average of anticipated contracting opportunities and the number of known DBE firms in the two counties. In addition, for public outreach, the goal information was posted on the Yuba-Sutter Transit website and no comments were received from individuals or organizations during the required forty-five day review period.

The overall goal of 0.01 percent will become effective on October 1, 2017, unless instructed otherwise by the DOT, and remain in effect through September 30, 2020. In meeting the overall goal, 100 percent is expected to be derived from race-neutral participation.

Staff will be prepared to discuss this issue in detail at the meeting.

**RECOMMENDATION:** Adopt Resolution No. 10-17 establishing a DBE contracting goal of 0.01 percent for the three-year period of FFY 2018 through FFY 2020.

YUBA-SUTTER TRANSIT AUTHORITY

RESOLUTION NO. 10-17

***FFY 2018 through FFY 2020 Disadvantaged Business Enterprise Goal***

WHEREAS, *A Disadvantaged Business Enterprise (DBE) Goal of 0.01 percent has been prepared for the Federal Fiscal Years (FFY) 2018 through FFY 2020 in accordance with applicable federal regulations; and*

WHEREAS, *This three year participation goal is subject to review and approval by the U.S. Department of Transportation, Federal Transit Administration (FTA), as a condition of Federal financial assistance awarded by FTA to the Yuba-Sutter Transit Authority; and,*

WHEREAS, *This Board has reviewed the FFY 2018 through FFY 2020 DBE Goal and desires to release it for review and approval by FTA.*

***NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE YUBA-SUTTER TRANSIT AUTHORITY as follows:***

*THAT the Transit Manager is hereby authorized and directed to release the FFY 2018 through FFY 2020 Disadvantaged Business Enterprise Goal to the Regional Office of the U.S. Department of Transportation, Federal Transit Administration.*

*Ayes:*

*Noes:*

***THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT THE REGULAR MEETING THEREOF HELD ON SEPTEMBER 21, 2017.***

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*Preet Didbal  
Chairman of the Board of Directors*

*Attest:*

*Sandra Anderson  
Secretary to the Board of Directors*