AGENDA ITEM IV – A

**YUBA-SUTTER TRANSIT AUTHORITY**

**MEETING MINUTES**

**FEBRUARY 20, 2025**

1. **Call to Order & Roll Call** (4:00 p.m.)

Present: Bains (Vice-Chair), Boomgaarden (Alternate for Kirchner) Bradford, Buttacavoli, Cole, Flores, House and Hudson.

Absent: Kirchner (Chair).

1. **Presentations**
2. **Sacramento Area Council of Governments (SACOG) Mobility Zones Project.**

Kathleen Hanley, Principal Transportation Planner, Sacramento Area Council of Governments (SACOG), gave a presentation about the agency’s Mobility Zones Project designed to improve transportation in zones around the Sacramento region. The purpose of the presentation is to provide a good understanding of what SACOG is hoping to accomplish with this project and to provide some feedback, particularly on the focus zones in Yuba and Sutter Counties.

The first phase of the project is to locate and identify 10 community or neighborhood zones throughout the six (6) county regions and the second phase is to focus on improving transportation or travel within those zones. SACOG’s goal is to partner with local cities and counties to get a better understanding of how travel can be improved in some of the communities that do always receive funding or have not received attention from SACOG in the past.

Several metrics were used to determine which ten zones would most benefit from this project and once the SACOG board approves those ten places in May, then the focus will be to improve travel in those areas. All the information regarding how the zones were analyzed is available in a very detailed online mapping tool through SACOG.

The initial analysis identified 23 areas across the region. Of these 23 areas, five were in Yuba and Sutter counties including the south portion of Live Oak, south Yuba City, a core area of Yuba City, Brownsville, and Linda and Olivehurst along Highways 65 and 70 corridors. The three areas that will be focused on will be south Yuba City, Linda/Olivehurst and Brownsville.

Vice-Chair Bains opened the discussion for questions.

Victor Godwin stood to speak about concerns for the board. Vice-Chair Bains informed him that this time was for questions on the presentation, and he would have time to speak during Public Business.

Director House asked with the three zones that have been identified by SACOG, is to goal to collaborate on how to improve mobility access in the areas and if the overall goal for the Brownsville area would be to expand service hours or extend the service area. Ms. Hanley stated that the immediate next step would be to do additional analysis and community outreach to better understand what the unidentified transportation needs are, but ultimately there is funding set aside from SACOG to implement projects in some of the ten zones. There will be prioritized lists from each zone including necessary transportation improvements not only public transit but crosswalks, gutters for flooding issues and other roadblocks to mobility.

Director Flores asked what the next steps for City staff regarding the project. Ms. Hanley stated that there is coordination happening between SACOG and staff at the cities and counties to better understand what the jurisdiction priorities are, including what projects the jurisdictions already have in progress that this project might be able to help support. She stated that there has been great coordination so far and this presentation is simply to bring some awareness to the board about its goals.

Director Bradford gave his thanks for the presentation.

1. **Public Business from the Floor**

Victor Godwin addressed the Board regarding several issues with bus services and recommendations for bus stops. Vice-Chair Bains referred him to staff for discussion of his concerns and Planning Manager, Adam Hansen, spoke with him during the Closed Session.

1. **Closed Session**
2. **Conference with Real Property Negotiators**

Executive Director Matthew Mauk stated that the Closed Session was regarding Real Property Negotiations for 2100 B Street in Marysville as well as the Public Employee Performance Evaluation of the Executive Director.

The Board adjourned to closed session at 4:15 p.m.

The Board reconvened at 4:55 p.m. No reportable action was taken.

1. **Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)**

Legal Counsel Brant Bordsen reported that there was nothing reportable regarding the performance contract. The action will be taken in public.

1. **Consent Calendar**

Director Hudson made a motion to approve the consent calendar. Director Flores seconded the motion, and it carried unanimously.

1. **Reports**
2. **Caltrans State Route 70 Binney Junction Roadway and Complete Streets Project Settlement Agreements.**

Mauk stated staff is withdrawing any action on this item.

1. **Yuba-Sutter Transit Executive Director Employment Agreement.**

Mauk stated that the requested action is to approve an amendment to the Executive Director’s contract to increase the base salary by 2 percent effective with the February payroll period.

Director House made a motion to approve the amendment to the Executive Director Employment Contract as proposed. Director Buttacavoli seconded the motion, and it carried unanimously.

1. **Fiscal Year (FY) 2024 Financial Audit Report.**

Mauk stated the item was a receipt and file of the independent annual financial audit report as required by TDA statute. Mauk reported it was a clean audit with no findings and congratulated staff.

1. **FY 2025 Mid-Year Budget Report and FY 2026 Budget Preview.**

Mauk presented the Mid-Year Budget Report for FY 2025 and preview of the FY 2026 Budget. Mauk stated the JPA specifies that the FY 2026 needs to be approved by May, and it will be presented to the board at least twice before adoption. The Mid-Year budget report for FY 2025 shows expenses are trending under budget for Operations while revenues are trending above budgeted. Mauk stated that capital expenses and revenues generally track each other as projects are done using dedicated grant funding sources received on a reimbursement basis. He stated that the capital expenditures are below the budgeted amount year to date.

1. **Draft Sacramento Commuter Service Revision.**

Mauk presented for approval the revision of the Sacramento Commuter service to include service to the newly opened May Lee State Office Complex in North Sacramento. There is an existing bus stop that would be utilized pending approval on a few routes without inconveniencing current downtown riders. Two surveys completed by current and former riders with thirty percent saying they would be utilizing the stop at the May Lee Complex. The augmented service would begin at the end of March or first part of April if approved. The service would include one supplement bus in the morning that would operate Tuesdays, Wednesdays and Thursdays, which are the highest ridership days providing direct service to the May Lee Complex and would provide relief for the highly utilized 399 route. The total annual cost estimate for the additional service would be approximately $24,000. This would not require any adjustments to the current budget as operations expenses are currently below budget and the amount would be considered for the next budget before adoption in May.

Director Buttacavoli made a motion to approve the Sacramento Commuter Service schedule revision as proposed. Director House seconded the motion, and it carried unanimously.

1. **FY 2025 Mid-Year Performance Report.**

Mauk presented the Mid-Year Performance Report showing that ridership is up by eight percent year to date over last year, despite operating slightly less service hours. Ridership productivity has increased four percent on Fixed Route, fourteen percent for Dial-A-Ride and 53 percent for the Sacramento Commuter Service as represented by riders per revenue hour.

1. **Project and Program Updates.**
2. NextGen Transit Facility Project

Mauk stated the first draft of the preliminary design package has been received for the NextGen Transit Facility this week for staff review. Pending review by staff, the package will be presented to the board for review and approval in March or April.

1. NextGen Transit Plan Implementation Update

Mauk reported that staff have been conducting some internal planning and analysis with the contractor regarding the next phases of the NextGen Transit Plan implementation. Since there is no longer discussion of the elimination of fixed route service, the discussion of the next phase of the NextGen Plan will include options to include demand response in Yuba City and service to Lincoln and Roseville. Future requested action will most likely include a public hearing for possible adoption.

1. **Correspondence / Information**

None

1. **Other Business**

None

1. **Adjournment**

The meeting was adjourned at 5:03 p.m.

**The next regular meeting is scheduled for Thursday, March 20, 2025, at 4:00 p.m. in the Yuba County Board of Supervisors Chambers, unless otherwise noticed.**

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