



## MEETING NOTICE & AGENDA

**DATE:** Thursday, July 18, 2024

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

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

### I. Call to Order & Roll Call

Kirchner (Chair), Bains (Vice-Chair), Blaser, Buttacavoli, Flores, Fuhrer, Hudson, and Shaw

### II. Public Hearings

#### A. Federal Transit Administration (FTA) Grant Applications for FY 2025. (Attachment)

1. Staff Presentation
2. Open /Close Public Hearing
3. Board Discussion and Action

RECOMMENDATION: Authorize the FY 2025 federal funding applications as proposed.

#### B. NextGen Transit Plan Phase 1 Service Changes and Fare Structure. Public hearing regarding the recommended NextGen Transit Plan Phase 1 local service changes and fare structure. (Attachment)

1. Staff Presentation
2. Open /Close Public Hearing
3. Board Discussion and Direction to Staff

RECOMMENDATION: Receive public comments and provide direction to staff as necessary regarding service and fare structure changes as proposed.

### III. 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.

### IV. Consent Calendar

All matters listed under the 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 June 20, 2024. (Attachment)
- B. Disbursement List for June 2024. (Attachment)
- C. Monthly Performance Report for June 2024. (Attachment)

**V. Reports**

- A. NextGen Transit Facility Environmental and Preliminary Design Project Award.** Authorization of a contract to provide environmental and preliminary engineering for the NextGen Transit Facility project. (Attachment)

RECOMMENDATION: Authorize the Executive Director to negotiate and execute an agreement with AECOM Technical Services, Inc., in an amount not to exceed \$1,499,999, to provide environmental review, preliminary engineering documents, and related support services for the NextGen Transit Facility project, pending concurrence by funding partner agencies and final approval of legal counsel.

- B. Special Service Authorization for the 2024 Sikh Parade Parking Shuttle.** (Attachment)

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

- C. Project and Program Updates.**

1. Caltrans Binney Junction SR70 Project
2. Legislative Update

RECOMMENDATION: Information only.

**VI. Correspondence / Information**

**VII. Other Business**

**VIII. Adjournment**

**THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, AUGUST 15, 2024, AT 4:00 P.M. IN THE BOARD OF SUPERVISORS CHAMBERS, YUBA COUNTY GOVERNMENT CENTER**

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 by email at [info@yubasuttertransit.com](mailto:info@yubasuttertransit.com) at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM II – A  
STAFF REPORT

**FEDERAL TRANSIT ADMINISTRATION (FTA) SECTIONS 5307, 5311, AND 5339 GRANT  
APPLICATIONS FOR FY 2025**

**RECOMMENDATION:** Authorize the FY 2025 federal funding applications as proposed.

**Background**

Federal Transit Administration (FTA) requirements stipulate that a public hearing must be held prior to the submittal of grant applications. The purpose of the hearing is to provide an opportunity for public comment regarding the recipient's program or programs to be funded by the subject grants. This public hearing is for federal grant applications to be submitted for FY 2025.

**Discussion**

Attached is a copy of the public hearing notice which summarizes these applications for an estimated combined total of \$8,639,004 in federal funding for both operating (\$3,000,000) and capital (\$5,639,004) purposes. The projects for which federal funding will be requested are included in the adopted Yuba-Sutter Transit operating and capital budget for FY 2025 and the Commuter Bus Replacement project ID #YST10535.

The operating assistance portion of this program includes \$2,500,000 in FTA Section 5307 (small urban) funding and \$500,000 in Section 5311 (rural) funding. The capital portion of this program includes \$1,807,594 in Section 5307 (small urban) funding, \$2,807,434 in Section 5311 (rural) funding and \$1,023,976 in Section 5339 (small urban capital) funding for the design phase of the Next Generation Zero-Emission Bus Operations, Maintenance & Administration Facility and the purchase of four zero-emission commuter buses.

Staff will be prepared at the meeting to review the entire federal program as desired.

**Fiscal Impact**

The subject federal grant applications represent an estimated combined total of \$8,639,004 in federal funding for both operating (\$3,000,000) and capital (\$5,639,004) purposes.



**NOTICE OF PUBLIC HEARING  
YUBA-SUTTER TRANSIT FEDERAL ASSISTANCE PROGRAM**

A public hearing will be held by the Yuba-Sutter Transit Authority in the Yuba County Board of Supervisors' Chambers at 915 Eighth Street, Marysville, California at 4:00 p.m. on Thursday, July 18, 2024 for the purpose of receiving comments on Yuba-Sutter Transit's proposed FY 2025 operating and capital assistance projects to be funded in part through Federal Transit Administration (FTA) Sections 5307, 5311 and 5339 grant programs. This shall serve as the final program notice unless amended. The projects are generally described as follows:

1. The projects include funding for urbanized and non-urbanized area operating and capital expenses of Yuba-Sutter Transit including transportation operations, maintenance, administration, vehicle replacement, facility design, and other related expenses for the period July 1, 2024 through June 30, 2025. Yuba-Sutter Transit is the applicant and mass transportation operator to be assisted.
2. The projects will be administered at Yuba-Sutter Transit's headquarters at 2100 B Street, Marysville, California but the projects will have area-wide implications.
3. The combined urbanized and non-urbanized federal operating and capital assistance for the period is estimated at \$8,639,004. The capital program includes \$1,807,594 in Section 5307 funds, \$2,807,434 in Section 5311 funds, and \$1,023,976 in Section 5339 funds. The operating program includes \$2,500,000 in Section 5307 funds and \$500,000 in Section 5311 funds. Local funds required to complete the proposed FY 2025 projects are estimated at \$11,079,996 for a total cost of \$19,719,000. Local funding will be primarily derived from state and local Transportation Development Act funds, state bond funds and passenger fares.

No persons, families or businesses will be displaced by the projects. No significant environmental impact is anticipated by initiation of the proposed projects. The projects are in conformance with the comprehensive land use and transportation planning for the area and will be consistent with the adopted Transportation Improvement Program. The special needs of the elderly and persons with disabilities have been considered.

Interested persons or agencies will be given an opportunity to comment at the hearing on the social, environmental and economic aspects of the proposed projects. Interested persons may submit, orally or in writing, evidence and recommendations with respect to said projects.

A copy of the grant applications and the Transportation Improvement Program for the area will be available for public inspection by appointment at 2100 B Street, Marysville, California during normal business hours. Call (530) 634-6880 for more information or to make an appointment.

AGENDA ITEM II – B  
STAFF REPORT

**NEXTGEN TRANSIT PLAN PHASE 1 SERVICE CHANGES AND FARE STRUCTURE**

**RECOMMENDATION:** Receive public comments and provide direction to staff as necessary regarding service and fare structure changes as proposed.

**Background**

The adopted Yuba-Sutter NextGen Transit Plan set a new direction for the future of local public transit service. As envisioned, over the next two years, four of the six existing local fixed routes will be replaced with a community on-demand microtransit service, and the remaining routes streamlined for faster and more direct service. Adoption of the NextGen Plan did not assure execution of all listed recommendations or prevent future implementation of alternatives. Each recommendation must still be individually evaluated as appropriate prior to approval and implementation.

The purpose of this item is to begin the formal public comment process for the projects or initiatives that were recommended for implementation in FY 2025, the second year of the NextGen Plan. For reference, the entire adopted NextGen Plan is available on the agency's website at [www.yubasuttertransit.com/nextgen-transit-plan](http://www.yubasuttertransit.com/nextgen-transit-plan).

**Discussion**

The next phase of the NextGen Plan includes major service changes in Yuba City now scheduled for launch in January 2025. These include the deployment of the first on-demand zone and expanding the local route span of service from 6:30 to 8:00 p.m. on weekdays. The major tasks in this phase are as follows:

- Streamlining Route 1 to reduce total travel time between west Yuba City and the Yuba College campus in Linda. Under the current proposed routing, stops on Forbes and Gray in Yuba City will be removed. The Plan also recommended dropping the D and 2<sup>nd</sup> stop in Marysville during this phase. However, this eliminates key transfer opportunities and staff is recommending postponement of that route change until the Marysville on-demand service is implemented. The effect of this delay will be the remaining need for four buses to maintain 30-minute frequency on Route 1 until Phase 2 implementation.
- Deploying the first public microtransit services in Yuba City. This zonal, on-demand service will replace the existing fixed Routes 2 and 5. As envisioned, the new community service will cover significant travel demand within Yuba City and serve as an effective first-mile/last-mile connection to the new streamlined crosstown fixed route. Plans call for 4-5 vehicles, operating Monday through Saturday, with average wait times of 15-20 minutes, and public service to new areas north of Butte House, including the Yuba College Sutter Center, west of Harter, and south of Bogue.
- Expanding the hours of service for all local fixed routes and paratransit services from 6:30 to 8:00 p.m. on weekdays.
- Elimination of the lightly used weekday evening Dial-A-Ride service. This is not considered to have a material impact on the public because of the expanded span of service to 8:00 p.m.

In addition, the Board acted in June to accept an alternative fare structure scenario for consideration at this public hearing. The current proposed fare structure augments existing local fares slightly by adopting the same local route one-way fares for the new on-demand service, maintaining the discount monthly pass program, and increasing the daily cap on local one-way fares. By adopting a single one-way fare and continuing to offer a

monthly pass option for use on both the new on-demand services and remaining fixed routes, this scenario lessens the financial impact on passengers while still increasing projected fare revenues compared to the baseline. Under the preferred scenario, monthly pass rates are increased in the short term with further increases planned for FY 2027, but it is assumed that grant funds will still be utilized to reduce the out-of-pocket costs for riders for the foreseeable future.

The proposed local and rural service fare structure, to be effective January 2025, is as follows:

<b>Fare</b>	<b>Current Fares</b>	<b>2025 Fares</b>
Crosstown Single Ride/Discount	\$1.50/\$0.75	\$1.50/\$0.75
On-Demand Single Ride/Discount	N/A	\$1.50/\$0.75
Daily Cap/Discount*	\$3.00/\$1.50	\$4.50/\$2.25
Rural Single Ride/Discount	\$3.00/\$1.50	\$3.00/\$1.50
Monthly Pass (Effective with the sale of January 2025 passes)	\$30/\$15 (temporarily discounted to \$10/\$5)	\$40/\$20 (temporarily discounted to \$20/\$10)

\* - Daily caps do not apply to Dial-a-Ride and Rural fares

Attached is a copy of the appropriately posted public hearing notice for this meeting. Staff will provide a summary of any public comments received to date and will be prepared to discuss this issue in more detail at the meeting.

**Fiscal Impact**

Per the adopted Yuba-Sutter NextGen Transit Plan, the net cost impact of the proposed service changes is estimated at \$319,200 annually and the current fare structure recommendations are projected to increase annual fare revenue by an estimated \$190,014. The financial implications of the proposed initiatives have been factored into the FY 2025 Operating Budget that was adopted in May 2024.



**YUBA-SUTTER TRANSIT AUTHORITY  
PUBLIC HEARING NOTICE**

**PROPOSED LOCAL SERVICE and FARE CHANGES**

DATE: Thursday, July 18, 2024  
TIME: 4:05 p.m.  
PLACE: Yuba County Government Center  
Board of Supervisors Chambers  
915 Eighth Street  
Marysville, CA 95901

The Yuba-Sutter Transit Board of Directors has set a hearing for the above date, place, and time to accept public comments on proposed local route and fare changes that, if approved, would become effective on or after November 1, 2024. A complete description of the proposed changes is available online at [www.yubasuttertransit.com/nextgen-transit-plan](http://www.yubasuttertransit.com/nextgen-transit-plan), from the Yuba-Sutter Transit Administrative Office at 2100 B Street, Marysville, CA during normal business hours, or call (530) 634-6880 to request by mail.

Interested persons may submit comments regarding the proposed local route and fare changes, either verbally or in writing, before or at the public hearing. Written comments can be provided by e-mail to [info@yubasuttertransit.com](mailto:info@yubasuttertransit.com), mail to Yuba-Sutter Transit at 2100 B Street, Marysville, CA 95901, or FAX at (530) 634-6888. All written communication must be received prior to the hearing to be considered. Verbal testimony can be provided in person at the hearing or by telephone at (530) 634-6880 prior to the hearing. Please visit [www.yubasuttertransit.com](http://www.yubasuttertransit.com) or call (530) 634-6880 for more information.

AGENDA ITEM IV – A

**YUBA-SUTTER TRANSIT AUTHORITY  
MEETING MINUTES  
JUNE 20, 2024**

**I. Call to Order & Roll Call (4:00 P.M.)**

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

**II. Public Business from the Floor**

None.

**III. Consent Calendar**

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

**IV. Reports**

**A. Projects for the Sacramento Metropolitan Transportation Improvement Program (MTIP).**

Executive Director Mauk stated the requested action to approve the proposed transportation improvement program for the five-year period FY2025 through 2029 and the proposed long term capital improvement plan for inclusion in SACOG's 2025 blueprint. Mauk stated that these plans can and will be amended regularly and all projects exceeding \$50,000 are subject to later Board action. Mauk noted that the revenue projections in the plan are based on historical experience.

Mauk noted the attached CIP is largely unchanged from last year with the facility project being the largest item, and several bus procurements planned based on the projected lifespan of the current fleet. Due to the changes in the NextGen Transit Plan and the zero-emission bus conversion requirements, the draft plans feature a reduction in both the size of the fleet and the size of the vehicles being purchased in the near term.

Director Hudson made a motion to approve Yuba-Sutter Transit's 5-year MTIP Program of Projects and 2050 Capital Improvement Plan as proposed. Director Bains seconded the motion and it carried unanimously.

**B. Transportation Development Act (TDA) Claim for FY 2025.**

Mauk stated that this item is for authorization to submit the annual Transportation Development Act (TDA) Claim to the Sacramento Area Council of Governments (SACOG) consistent with the adopted budget.



Director Buttacavoli made a motion to adopt Resolution No. 7-24 authorizing the submittal of Yuba-Sutter Transit's FY 2025 TDA Claim as proposed. Director Hudson seconded the motion and it carried unanimously.

**C. Annual Update of the Public Transportation Agency Safety Plan (PTASP).**

Mauk stated this is the annual PTASP review report that is being submitted in accordance with federal regulations and that in addition to administrative updates, the only changes were marginal adjustments to the performance targets based on recent data.

Director Hudson made a motion to accept the Agency Safety Plan update as submitted. Director Bains seconded the motion and it carried unanimously.

**D. Golden State Risk Management Authority Insurance Pool Membership.**

Executive Director Mauk stated the request for board authorization to join the Golden State Risk Management Authority Risk Pool for the purposes of obtaining liability and property insurance coverage. Mauk reported that the Golden State Risk Management Authority (GSRMA) is a long-standing California based risk pool for public agencies and special districts, it's well funded and has over 300 members.

Mauk stated that joining the GSRMA gives the Authority an opportunity to obtain significantly more coverage, particularly with respect to general liability, employment practices, crime and cyber liability coverage, as well as added value with their risk mitigation support services. If approved, the plan is to move all coverage, except for workers compensation, to the GSRMA pool. Mauk stated that our contractor will still carry the first level of coverage and retains the primary duty to defend the Authority and its member jurisdiction against all claims having to do with the operation of the service.

Director Hudson made a motion to authorize the Executive Director to execute all documents necessary to facilitate the Yuba-Sutter Transit Authority's membership in the Golden State Risk Management Authority and authorize the binding of offered insurance coverage as proposed. Director Bains seconded the motion and it carried unanimously.

**E. Yuba-Sutter NextGen Transit Plan Fare Alternatives.**

Mauk stated that the NextGen Transit Plan adopted last year recommends a restructuring of fares during the initial phases, and a subsequent increase in base fares in 2027. The recommendation is to discontinue monthly passes in favor of the daily and 30-day rolling cap on one-way fares which would likely affect about 65% of local riders. Mauk reported that based on Board direction in May, staff worked with our consultant to develop the alternative being presented for consideration.

Mauk stated the alternative recommendation is to continue with the monthly passes for the fixed routes and the new micro transit services, with the out-of-pocket cost for the discount riders increasing from \$5 a month to \$10 monthly, and the \$10 general public monthly pass increasing to \$20 per month. Mauk noted no changes are recommended to the one-way fares of \$1.50 for general public or .75 cents for discount riders. However, it's recommended there be a change to the daily cap to three full one-way fares per day. This would mean a \$4.50 daily cap for the general public and a \$2.25 daily cap for discount riders. Mauk stated that with this new recommendation,

ridership, fare revenue, and fare box recovery are still projected to increase over the baseline, but not to the level of the original scenario originally adopted last May.

Director Hudson made a motion to accept the alternative Fare Structure Scenario #4 as the preferred option for consideration at the public hearing scheduled for July 18, 2024 as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

**F. Yuba-Sutter Transit Procurement Policies and Procedures Manual Update.**

Mauk the requested action is approval of an updated procurement policies and procedure manual, last updated in February 2021. The proposed update aligns policies and procedures with current federal and state public procurement code, guidance, best practices, and provides enhanced tools for compliance. Mauk noted the update does not include any changes to staff's purchasing authority or threshold amounts.

Director Hudson made a motion to adopt the revised Yuba-Sutter Transit Procurement Policies and Procedures manual as proposed. Director Buttacavoli seconded the motion and it carried unanimously.

**V. Correspondence / Information**

Mauk reported that the petition received from Operating Engineers Local 3 reported last month has been retracted and the case closed by the Public Employment Relations Board.

Mauk reported that due to the Marysville Hotel fire and resulting closure of Highway 70 in Marysville, the Authority put route backups on Routes 1 and 4 to minimize delays beginning Monday morning. The afternoon Highway 70 commuter routes were detoured from Plumas Lake back to Highway 99 to Yuba City and the Yuba County Government Center to avoid traffic delays. In addition, bus bridges were provided at Plumas Lake for passengers going to McGowen.

**VI. Other Business**

Director Buttacavoli stated that on June 21<sup>st</sup> the City of Marysville will be considering an emergency proclamation regarding the Marysville Hotel fire, which will then go to Cal OES and possibility to the Governor.

Director Bains thanked staff for attending the pop-up event on Plumas St. before the SACOG meeting that Yuba City and Sutter County hosted.

Director Bains reminded everyone the Yuba-Sutter Fair is open Thursday – Sunday.

Director Kirchner commended the staff of Yuba-Sutter Transit for being able to adjust services quickly during a catastrophic event in downtown Marysville.

**VII. Adjournment**

The meeting was adjourned at 4:34 pm.

**The next regular meeting is scheduled for Thursday, July 18, 2024, at 4:00PM in the Yuba County Board of Supervisors Chambers, unless otherwise noticed.**

**AGENDA ITEM IV - B  
YUBA-SUTTER TRANSIT  
DISBURSEMENT LIST  
MONTH OF JUNE 2024**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 9,155.15	CALPERS HEALTH	HEALTH INSURANCE
EFT	\$ 4,616.84	CALPERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 729.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 47,601.49	PAYROLL	PAYROLL
EFT	\$ 1,833.47	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 40.94	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - JUNE 2024
EFT	\$ 419.71	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 6,043.90	PG&E	ELECTRIC 5/13/2024 - 6/10/2024
EFT	\$ 71.37	PG&E	ELECTRIC #2 PARKING LOT LIGHTS - JUNE 2024
EFT	\$ 231.23	PG&E	GAS - MAY 2024
EFT	\$ 453.10	COMCAST BUSINESS	TELEPHONE SERVICES - JUNE 2024
EFT	\$ 365.09	COMCAST BUSINESS	INTERNET SERVICES - JUNE 2024
EFT	\$ 12,305.59	RAMOS OIL COMPANY	BUS FUEL - GAS 5/11/2024 - 5/31/2024
EFT	\$ 5,229.77	RAMOS OIL COMPANY	BUS FUEL - GAS 6/1/2024 - 6/10/2024
EFT	\$ 3,976.90	INNOVATE MOBILITY	ON-DEMAND RFP SUPPORT & FARE REVIEW & ANALYSIS
EFT	\$ 100.00	BRAD HUDSON	BOARD MEETING - 6/20/2024
EFT	\$ 100.00	DON BLASER	BOARD MEETING - 6/20/2024
EFT	\$ 100.00	KARM BAINS	BOARD MEETING - 6/20/2024
EFT	\$ 100.00	SETH FUHRER	BOARD MEETING - 6/20/2024
EFT	\$ 100.00	WADE KIRCHNER	BOARD MEETING - 6/20/2024
EFT	\$ 960.00	RICH, FUIDGE, BORDSEN & GALYEAN INC	LEGAL SERVICES 4/18/2024 - 5/15/2024
EFT	\$ 350.73	MACQUARIE EQUIPMENT CAPITAL INC	COPY MACHINE LEASE - MAY 2024
EFT	\$ 2,243.34	CARDMEMBER SERVICES	CREDIT CARD - SUBSCRIPTIONS, CALACT CONFERENCE EXPENSES, SUPPLIES
EFT	\$ 238.83	UTILITY MANAGEMENT SERVICES	SEWER - JUNE 2024
EFT	\$ 235.60	PRIMEPAY	PAYROLL FEES - MAY 2024
EFT	\$ 670.51	CALIF DEPT OF TAX & FEE ADMINISTRATION	USE TAX - VAULT BOXES: DIAMOND MANUFACTURING
EFT	\$ 153.78	ELAVON	MERCHANT SERVICE FEE - JUNE 2024
18829	\$ 349.68	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - MAY 2024
18830	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL - MAY 2024
18831	\$ 2,896.18	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - MAY 2024
18832	\$ 25,157.03	HUNT & SONS INC	BUS FUEL - DYED DIESEL
18833	\$ 310.00	LAMAR ADVERTISING	COMMUTER BUS ADS
18834	\$ 442.28	LANDA & SONS INC	REPLACE GLASS AT D & 2 ST, MARYSVILLE
18835	\$ 170.00	LISA O'LEARY	VISION REIMBURSEMENT - MO
18836	\$ 40.00	MARYSVILLE POLICE DEPT	ANNUAL ALARM PERMIT FY 2025
18837	\$ 61.08	MATTHEW MAUK	REIMBURSEMENT - OFFICE SUPPLIES
18838	\$ 3,293.10	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS - 3/24 & 4/24
18839	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - MAY 2024
18840	\$ 373.00	ROYAL AIRE INC	AC CLEANING & REPAIR - OPERATIONS
18841	\$ 975.66	SC FUELS	DEF FLUID
18842	\$ 565.47	SECURITAS TECHNOLOGY CORPORATION	SECURITY SERVICES - JUNE 2024
18843	\$ 519,555.38	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE - 4/2024
18844	\$ 535.00	STREAMLINE	WEBSITE SERVICES - JUNE 2024
18845	\$ 89.57	SUTTER COUNTY LIBRARY	CONNECT CARD SALES COMMISSION - MAY 2024
18846	\$ 1,670.20	T-MOBILE	WIFI SERVICE ON BUSES - MAY 2024
18847	\$ 2,480.66	TEHAMA TIRE SERVICES INC	TUBES/TIRES
18848	\$ 158.00	TELELINK BUSINESS TELEPHONE SERVICES	UPDATE PHONE NUMBER EXTENSIONS - OPERATIONS
18849	\$ 1,251.37	WALKER'S OFFICE SUPPLIES INC	OFFICE FURNITURE - CHAIRS
18850	\$ 300.00	APEX PRESSURE WASHING	CLEAN BUS STOPS AT WALMART & FEATHER RIVER CTR
18851	\$ 100.00	BRUCE BUTTACAVOLI	BOARD MEETING 6/20/2024
18852	\$ 360.00	DOUG COOK	REIMBURSEMENT - DOCUMENT SHREDDING
18853	\$ 246.80	HANCOCK PETROLEUM ENGINEERING	REPLACED WHIP HOSE ON PUMP #1
18854	\$ 19,321.76	INIT INNOVATIONS IN TRANSPORTATION INC	CONNECT CARD EQUIPMENT FOR BUSES #1214 - #1219
18855	\$ 950.00	LAMAR ADVERTISING	REBUILD SHELTER ON N BEALE RD, MARYSVILLE
18856	\$ 132.00	LISA O'LEARY	VISION REIMBURSEMENT - LO
18857	\$ 585.51	QUILL CORPORATION	JANITORIAL SUPPLIES: PAPER TOWELS, TOILET PAPER & TRASH BAGS
18857	\$ 241.85	QUILL CORPORATION	OFFICE SUPPLIES: PAPER, ENVELOPES, STAPLER, TRASH CANS
18858	\$ 256.00	ROYAL AIRE INC	AC CLEANING - OPERATIONS
18859	\$ 1,752.02	SC FUELS	DEF FLUID
18860	\$ 60.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - JUNE 2024
18861	\$ 525,464.59	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE - 5/2024
18862	\$ 23,366.60	TACENERGY	BUS FUEL - R99 DYED DIESEL
18863	\$ 2,482.92	TEHAMA TIRE SERVICES INC	TUBES/TIRES
18864	\$ 3,408.00	THE DOOR COMPANY	REPAIR ON ROLLING STEEL DOOR
18865	\$ 14,530.83	THE LE FLORE GROUP	NGTF CONSULTING - MAY 2024
	\$ 1,253,633.88		

**LAIF  
TRANSFERS**

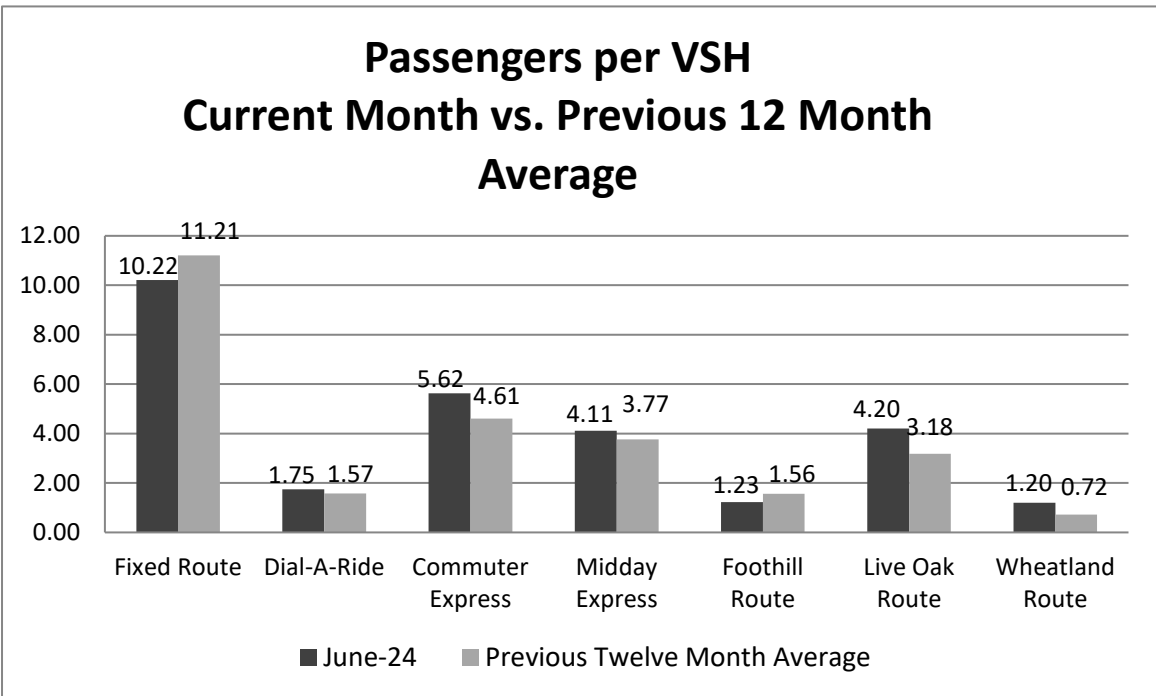
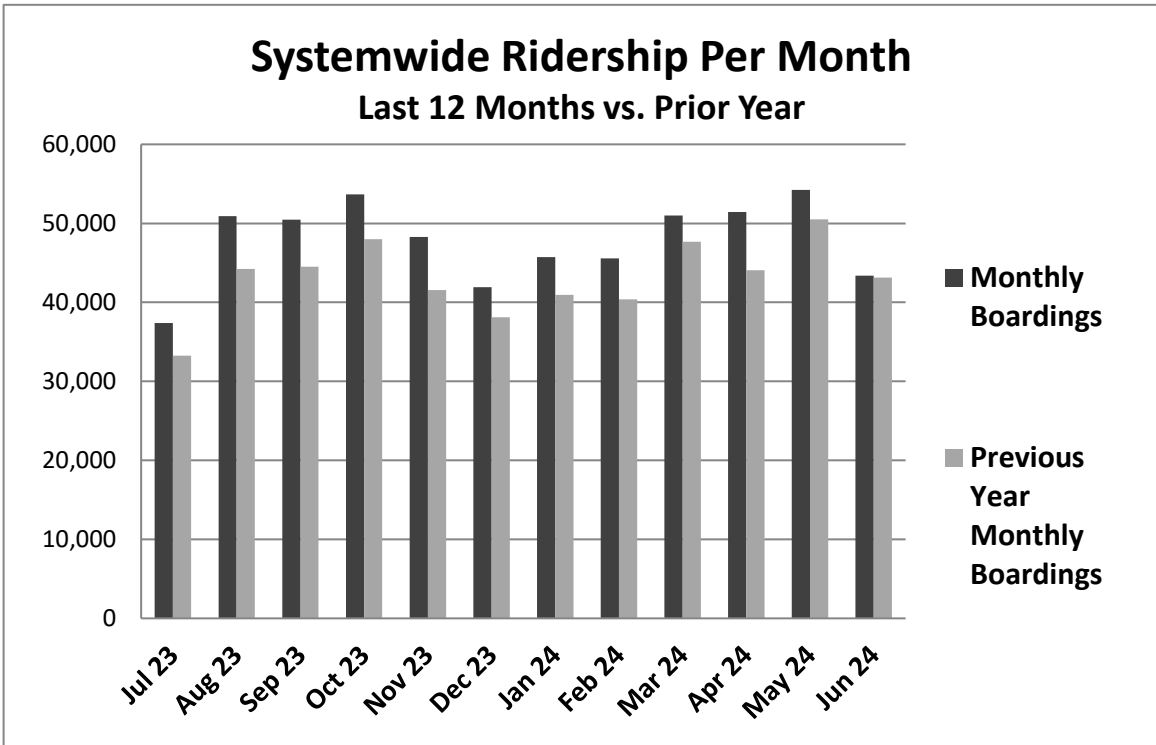
6/4/2024 \$ 625,000.00 TRANSFER FROM LAIF TO CHECKING

AGENDA ITEM IV - C

**JUNE 2024 PERFORMANCE REPORT**

	<b>June-24</b>	<b>Previous Twelve Month Average</b>	<b>Fiscal YTD</b>	<b>Previous Fiscal YTD</b>
<b>Ridership:</b>				
Fixed Route	36,651	41,182	494,447	442,664
Dial-A-Ride	2,397	2,572	30,375	30,480
Commuter Express	3,424	3,116	37,966	32,516
Midday Express	444	499	5,929	5,940
Foothill Route	100	137	1,556	1,383
Live Oak Route	295	269	3,215	3,235
Wheatland Route	63	36	478	158
<b>Total Ridership:</b>	<b>43,374</b>	<b>47,810</b>	<b>573,966</b>	<b>516,376</b>
<b>Vehicle Service Hours:</b>				
Fixed Route	3,587.76	3,672.97	43,903.14	43,806.24
Dial-A-Ride	1,371.88	1,638.32	19,199.65	17,190.83
Commuter Express	608.89	675.80	7,951.32	8,708.53
Midday Express	107.90	132.36	1,530.46	1,928.11
Foothill Route	81.11	87.63	1,049.17	1,025.89
Live Oak Route	70.23	84.51	992.62	935.55
Wheatland Route	52.55	49.80	602.50	577.66
<b>Total VSH's:</b>	<b>5,880.32</b>	<b>6,341.38</b>	<b>75,228.86</b>	<b>74,172.81</b>
<b>Passengers Per Hour:</b>				
Fixed Route	10.22	11.21	11.26	10.11
Dial-A-Ride	1.75	1.57	1.58	1.77
Commuter Express	5.62	4.61	4.77	3.73
Midday Express	4.11	3.77	3.87	3.08
Foothill Route	1.23	1.56	1.48	1.35
Live Oak Route	4.20	3.18	3.24	3.46
Wheatland Route	1.20	0.72	0.79	0.27
<b>Total Passengers Per VSH:</b>	<b>7.38</b>	<b>7.54</b>	<b>7.63</b>	<b>6.96</b>

## JUNE 2024 PERFORMANCE REPORT



AGENDA ITEM V – A  
STAFF REPORT

**NEXTGEN TRANSIT FACILITY ENVIRONMENTAL AND PRELIMINARY DESIGN PROJECT AWARD**

**RECOMMENDATION:** Authorize the Executive Director to negotiate and execute an agreement with AECOM Technical Services, Inc., in an amount not to exceed \$1,499,999, to provide environmental review, preliminary engineering documents, and related support services for the NextGen Transit Facility project, pending concurrence by funding partner agencies and final approval of legal counsel.

**Background**

Given the use of both State and Federal funding on the Yuba-Sutter NextGen Transit Facility, regulatory approval of the project is required in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) prior to final design and construction. For CEQA, compliance is met by determining whether a project is exempt from CEQA or preparing an environmental analysis, typically a negative declaration (ND), mitigated negative declaration (MND) or environmental impact report (EIR). If needed, MNDs and EIRs identify and contain an analysis of a project's significant environmental effects and discuss feasible measures to avoid or mitigate those effects. Compliance with other environmental laws and regulations is also typically discussed in an MND or EIR. For the NextGen Transit Facility, the County of Yuba will be the authorizing entity for CEQA review.

NEPA is the primary law governing the environmental review process for all Federally funded projects and establishes a decision-making process that agencies must follow to study the environmental impacts of proposed projects. Staff in the Federal Transit Administration (FTA) Regional Offices are responsible for managing the environmental review process for transit related projects that receive financial assistance from FTA. As the project sponsor, the Yuba-Sutter Transit Authority (Authority) is responsible for ensuring the many steps in the environmental review process are completed, including conducting technical studies, leading public involvement, and preparing the environmental documents.

The Authority was awarded approximately \$3.5 million in funding in May 2023 from the Sacramento Area Council of Governments (SACOG) FY 2023 Regional Funding Round to support the environmental and design phases of the NextGen Transit Facility project. In October, the Board authorized the Executive Director to execute a subrecipient agreement with SACOG for \$300,000 of the Regional Funding award to advance the environmental review work. That funding agreement has been executed and expenditures are authorized as of July 1, 2024. The environmental and related preliminary design work will be led by the selected consulting firm and is expected to take at least six months to complete.

Related Board actions to date include the following:

- November 16, 2023, the Board approved a draft Scope of Work and authorized the release of a Request for Proposals (RFP) to solicit offers from qualified consultants to complete the environmental review and related preliminary engineering of the NextGen Transit Facility project.
- March 21, 2024, the Board approved the Design Build methodology as the preferred delivery alternative for the NextGen Transit Facility project and authorized the execution of a professional services contract with The LaFlore Group for project management and procurement support services.

- May 16, 2024, the Board adopted Resolution No. 5-24 approving the Final Yuba-Sutter Transit Operating and Capital Budgets for FY 2025, including a \$4 million capital budget allowance for the environmental and design phases of the NextGen Facility project.
- June 20, 2024, the Board approved Yuba-Sutter Transit's 5-Year Metropolitan Transportation Improvement Plan (MTIP) Program of Projects and 2050 Capital Improvement Plan, assuming a total year-of-expenditure cost of \$55.8 million for the facility project including environmental, design and engineering work through 2025, and construction beginning in 2026.

**Discussion**

On February 26, 2024, the Authority, publicly advertised RFQ #24-02 to solicit proposals from California-licensed architects and engineering firms, in accordance with California Public Contract Code section 22160 et seq., for the development of a Project Manual for the Next Generation Transit Facility. This solicitation also sought firms to provide technical support during construction and to obtain all required environmental clearances. AECOM Technical Services, Inc. (AECOM) was the sole firm to submit a proposal. AECOM presented a team with extensive experience in similar projects and provided a detailed work plan demonstrating a thorough understanding of the Authority's project objectives. AECOM's proposal was clear and responsive, prompting the Authority, with support from its project management and procurement consultant, to initiate negotiations with AECOM on May 10, 2024. Current ongoing negotiations have increased both parties' understanding of the project requirements and resulted in a revised cost proposal representing projected cost savings of over \$200,000 for the Authority. With approval, Authority staff intends to complete negotiations and enter into a not to exceed agreement with AECOM for \$1,499,999.

This project is expected to result in full approval of the NextGen Transit Facility project under the applicable CEQA/NEPA regulations allowing the project to progress to the final design phase. Staff is now requesting Board authorization to finalize and execute a professional services agreement with AECOM for environmental review and related engineering support for the Next Generation Transit Facility, as proposed. Staff will be prepared to discuss the project and the recommended actions in detail at the meeting.

**Fiscal Impact**

If approved, the proposed agreement with AECOM for NextGen Transit Facility environmental review, preliminary engineering, and related support services, will have a total value not to exceed \$1,499,999. Full funding for the project will be allocated from the following available sources:

SACOG FY 2023 Regional Funding Round	\$500,000
State Cycle 6 Transit and Intercity Rail Capital Program (TIRCP)	\$900,000
State Transit Assistance (STA) Funds	\$99,999
	<b><u>\$1,499,999</u></b>

AGENDA ITEM V – B  
STAFF REPORT

**SPECIAL SERVICE AUTHORIZATION FOR THE 2024 SIKH PARADE PARKING SHUTTLE**

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

**Background**

Yuba-Sutter Transit provided a free parking shuttle for the 2007 and 2008 Sikh festival 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 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. The Board declined a request to operate the service in 2009 at no cost to either the passengers or the sponsor.

Annually since 2010 (except for 2020 when the parade was cancelled due to the pandemic), the Board has 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 and 16 buses carrying 11,876 recorded passenger boardings in 2010 to as much as 270 vehicle service hours providing an estimated 30,000 to 35,000 boardings for this one-day event.

**Discussion**

Yuba-Sutter Transit staff has received a request from Sikh Temple Gurdwara Yuba City representatives to again operate an off-site parking lot shuttle service for the 2024 Sikh Parade on Sunday, November 3<sup>rd</sup>. As part of their request, in lieu of passenger fares charged when boarding, the sponsor has verbally committed to providing \$19,500. This amount will support the operation of a planned 18 buses providing an estimated 185 vehicle service hours, slightly less service than what was provided for each of the last three events due to the current fleet availability. 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. The shuttle would operate continuously between River Valley High School and the intersection of Hooper and True Roads with the first bus leaving River Valley High School by 8:00 a.m. and the last bus leaving the Hooper & True stop no earlier than 6:00 p.m.

Staff is now recommending that the Board authorize a special off-site parking lot shuttle service for the 2024 Sikh Parade on Sunday, November 3, 2024, assuming the operational parameters as described. Based on experience, the planned level of service should be sufficient to handle as many as 20,000 passenger boardings with a service quality comparable to that which was experienced in recent years, assuming similar operating conditions. More service could easily be justified for shorter passenger wait times, but the proposed level of service represents the practical capacity limit of the operation. Staff will be prepared at the meeting to discuss this issue in detail.

**Fiscal Impact**

The \$19,500 contribution toward passenger fares is expected to cover the direct operating cost of the service at the recommended levels.