

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
MARCH 23, 2023

Acronyms for Butte County Association of Governments

ACRONYM	MEANING
AB	Assembly Bill
ACOE	Army Corps of Engineers
AFR	Accident Frequency Ratio
APS	Alternative Planning Strategy
AQMD	Air Quality Management District
ARB	Air Resource Board
AVL	Automatic Vehicle Location
BCAG	Butte County Association of Governments
CALCOG	California Association Council of Governments
CARB	California Air Resource Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation & Air Quality
CON	Construction
CTC	California Transportation Commission
CTIPS	California Transportation Improvement Program System
DFG	California Department of Fish and Game
DOT	Department of Transportation
EIR	Environmental Impact Report
EMFAC	Emissions Factors
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
FY	Fiscal Year
GARVEE	Grant Anticipation Revenue Vehicle Program
GhG	Greenhouse Gas Emissions
GIC	Geographical Information Center
GIS	Geographic Information Systems
GPS	Global Positional Satellite
HCP	Habitat Conservation Plan
IIP	Interregional Improvement Program
IPG	Intermodal Planning Group
ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
JPA	Joint Powers Agreement
LAFCO	Local Agency Formation Commission
LTF	Local Transportation Fund
MPO	Metropolitan Planning Organization
NAAQS	National Air Quality Standards
NCCP	Natural Community Conservation Plan
NEPA	National Environmental Policy Act
NMFS	National Marine Fisheries Service (Also NOAA Fisheries)

ACRONYM	MEANING
NOAA	National Oceanic and Atmospheric Administration Fisheries (Also NMFS)
OWP	Overall Work Program
PA&ED	Project Approval & Environmental Document
PDT	Project Development Team
PEER	Permit Engineering Evaluation Report
PL	Federal Planning Funds
PPH	Passengers Per Revenue Hour
PLH	Public Lands Highway
PPM	Planning Programming & Monitoring
PPNO	Project Programming Number
PS&E	Plans, Specifications & Estimates
PSR	Project Study Report
PTMISEA	Public Transportation Modernization Improvement and Service Enhancement Account
PUC	Public Utilities Code
R/W	Right of Way
RFP	Request for Proposals
RHNA	Regional Housing Needs Allocation
RHNP	Regional Housing Needs Plan
RIP	Regional Improvement Program
RTAC	Regional Target Advisory Committee
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency
SACOG	Sacramento Area Council of Governments
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users
SCEA	Sustainable Community Environmental Assessment
SCS	Sustainable Community Strategy
SDP	Strategic Deployment Plan
SHOPP	State Highway Operation Protection Program
SSTAC	Social Services Transportation Advisory Council
STA	State Transit Assistance
STIP	State Transportation Improvement Program
TAC	Transportation Advisory Committee
TAOC	Transit Administrative Oversight Committee
TCRP	Transportation Congestion Relief Program
TDA	Transportation Development Act
TE	Transportation Enhancements
TIP	Transportation Improvement Program
TPP	Transit Priority Project
TSGP	Transit Security Grant Program
USACE	United States Army Corps of Engineers
USFWS	United States Fish and Wildlife Service
UTN	Unmet Transit Needs
WE	Work Element



BCAG Board of Directors Meeting

March 23, 2023
9:00 a.m.



BCAG Board Room

326 Huss Drive, Suite 100
Chico, CA 95928

[BCAG BOARD MEETING LIVE](#)

This meeting of the BCAG Board of Directors will also be available via Zoom through the following Zoom link:

Zoom Meeting ID: 815 0652 8134 **Password:** 064889

To join the meeting by phone: +1 669 900 6833

Members of the public may attend the meeting in person or via Zoom, public comments may also be sent to: board@bcag.org

1. Pledge of Allegiance
2. Roll Call

CONSENT AGENDA

3. Approval of Minutes from the February 23, 2023, BCAG Board of Directors Meeting (Attachment) – **Ashley**
4. Approval of Resolution 2022/23-08 Approving the Adoption of CalPERS 457 Plan for BCAG Employees (Attachment) – **Jon**
5. Approval of 2023/24 Preliminary Findings of Apportionment for the Transportation Development Act (TDA) Funds (Attachment) – **Julie**
6. Approval of Resolution 2022/23-09 for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the Zero-Emission Bus Implementation Project (Attachment) – **Sara**

ITEMS REMOVED FROM CONSENT AGENDA – *If Any*

ITEMS FOR ACTION – *No Items This Month*

ITEMS FOR INFORMATION

7. BCAG Draft 2023/24 Overall Work Program & Budget (Attachment) – **Jon**

8. Butte Regional Transit Draft 2023/24 Service Plan & Budget (Attachment) - **Sara**
9. New Market Tax Credit (NMTC) Transaction for the Butte Regional Transit Operations and Maintenance Facility Compliance Period Ending (Attachment) - **Jon**

ITEMS FROM THE FLOOR

10. Members of the public may present items to the BCAG Board of Directors, but no action will be taken other than placement on a future agenda.

ADJOURNMENT

11. The next meeting of the BCAG Board of Directors has been scheduled for Thursday April 27, 2023, **at the BCAG Board Room & via Zoom.**

Copies of staff reports or other written documentation relating to items of the business referred to on the agenda are on file at the office of the Butte County Association of Governments (BCAG). Persons with questions concerning agenda items may call BCAG at (530) 809-4616.

Any handouts presented by speakers are to be distributed to the Board by the Clerk of the Board.

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #3

**DRAFT MEETING MINUTES
OF THE BUTTE COUNTY
ASSOCIATION OF GOVERNMENTS
February 23, 2023**

The following minutes are a summary of actions taken by the Board of Directors. A digital recording of the actual meeting is available at BCAG's office located at 326 Huss Drive, Suite 150, Chico, CA.

Board Member Reynolds called the meeting to order at 9:00 a.m. at the BCAG Board Room, 326 Huss Drive, Suite 100, Chico, CA.

MEMBERS PRESENT IN PERSON

Kasey Reynolds	Vice Mayor	City of Chico
Tami Ritter	Supervisor	District 3
Bill Connelly	Supervisor	District 1
Tod Kimmelshue (Left 9:28 am)	Supervisor	District 4
Chuck Nuchols	Councilmember	City of Biggs
J Angel Calderon	Councilmember	City of Gridley
David Pittman	Supervisor	City of Oroville
Rose Tryon	Vice Mayor	Town of Paradise

MEMBERS PRESENT REMOTELY

MEMBERS ABSENT

Doug Teeter	Supervisor	District 5
Peter Durfee	Supervisor	District 2

STAFF PRESENT

Jon Clark	Executive Director
Andy Newsum	Deputy Director
Cheryl Massae	Human Resources Director
Ivan Garcia	Programming Director
Amy White	Assistant Planner
Chris Devine	Planning Director
Brian Lasagna	Regional Analyst
Ashley Carriere	Administrative Assistant
Sara Cain	Senior Planner

OTHERS PRESENT

Adekemi Ademyeno
 Andrea Howard- Place Works
 Addison Winslow- Chico Alternate
 Ron Lassonde- Paradise Alternate
 Dawn Nevers-City of Oroville

BCAG Board of Directors Meeting – Item #3

March 23, 2023

Page 2

Lance Atencio- Transdev

Erin Smith- City of Oroville

Ingrid Sheipline- Richardson & Company

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Election of Chair and Vice Chair for 2023 Calendar Year**

CONSENT AGENDA

4. Approval of Minutes from the December 8, 2022 BCAG Board of Directors Meeting
5. Approval of Resolution 2022/23-07 Authorizing the Federal Funding under FTA Section 5311 (49 U.S.C. Section 5311) with the California Department of Transportation for the FY 2023/24 5311 (f) Program

On motion by Board Member Ritter and seconded by Board Member Reynolds, the Consent Agenda was unanimously approved.

ITEMS FOR ACTION

6: Acceptance of BCAG Fiscal Audit and Transportation Development Act (TDA) Audits for the Cities, Town & County for the Year Ending June 20, 2022

BCAG staff is required to prepare a fiscal audit annually. In addition, BCAG prepares the fiscal and compliance audits for the Transportation Development Act (TDA) claimants for both Local Transportation Funds (LFT) and State Transit Assistance (STA) funds.

Staff informed the Board that BCAG's financial statements and supplemental information have been audited by independent auditors, Richardson & Company, in accordance with State and Federal regulations. BCAG's CFO went through some of the highlights of the financials and gave an explanation on how some items were determined and why.

BCAG budgets annually for the preparation of the required TDA audits. These audits cover receipt and use of the TDA funds used for streets and roads projects for each of the cities, town and county, and the Gridley Senior Taxi Fund.

Staff presented each Board member with a PDF copy of their jurisdictions TDA Audit included with the digital copy of the agenda. Ingrid Sheipline of Richardson & Company reviewed the audit with the Board and was available for any questions.

Staff requested the Board accept the BCAG fiscal audit and the TDA audits prepared for the claimants for the fiscal year ending June 30, 2022.

7: Approval of the 2023/24 Unmet Transit Needs Assessment & Findings

Staff informed the Board that an annual Unmet Transit Needs Assessment is required as the administrator of Transportation Development Act (TDA) funds for Butte County.

BCAG must identify any public unmet transit needs that may exist in Butte County in order to receive state funding. In the event of an unmet transit need, a further determination must be made as to whether those needs are reasonable to meet. All unmet transit needs that are reasonable to meet must be satisfied before TDA funds are expended for non-transit uses.

Staff informed the Board that testimony was collected during a 30-day outreach period that began October 27, 2022. The public was invited to provide input in person and via mail, email, phone, social media, or an online comment form. This outreach period culminated with a public hearing, before the BCAG Board of Directors, at the December 2022 Board meeting. This 30-day period and the final public hearing was promoted in local newspapers, on all transit buses and on the internet at both BCAG and B-Line websites.

All comments were compiled into an analysis report. Based on the testimony and analysis by staff, the BCAG Board of Directors determined that there are no unmet transit needs that are reasonable to meet.

Staff further recommended that the Board adopt the Unmet Transit needs Assessment and Findings for the 2023/2024 fiscal year by Resolution 2022/23-08.

8: Approval of MAP-21 Performance Measures-Safety (PM1) 2023

Staff requested approval of Map-21 Performance Measures-Safety.

BCAG is the federally designated Metropolitan Planning Organization (MPO) for the butte County region. BCAG is required to establish targets, track, and report the areas performance measures mandated under the federal Moving Ahead for Progress in the 21st Century Act (MAP-21) in coordination with Caltrans and local jurisdictions.

There was discussion regarding the federal transportation legislation placing new and stronger emphasis on measuring and monitoring the performance of the transportation system. This requires states and MPOs to implement a performance-based approach to planning and programming.

BCAG Board of Directors Meeting – Item #3

March 23, 2023

Page 4

Caltrans and the Office of Traffic Safety (OTS) established statewide safety performance targets for calendar year 2023. MPOs have six months following the states target setting date to either establish their own targets or agree to plan and program projects so that they contribute toward the accomplishment of the state target. Performance and targets are reported and revised annually.

Staff presented a compilation of the Butte County datasets provided for each safety measure. Trends have been presented based on the rolling 5-year average for all years included in the dataset.

In addition to the datasets presented, BCAG prepared a map of fatalities for the Butte County region accompanied by relevant statistics.

Staff recommended that BCAG agree to plan and program projects so that they contribute toward the accomplishment of the state target for the 2023 performance year. Staff will incorporate the new measures and targets into the BCAG System Performance Report and notify Caltrans prior to February 28, 2023.

BCAG will continue to coordinate with Caltrans, TAC, and BCAG Board regarding federal performance measures.

ITEMS FOR INFORMATION

9: North Valley Passenger Rail Strategic Plan Update

Staff informed the Board that BCAG received \$500,000 in grant funding from Caltrans to study expanding passenger rail service northward from the Sacramento area to Butte County and the study is continuing to move forward.

BCAG staff is working with its project partners and consultant team at AECOM to continue moving the North Valley Passenger Rail Strategic Plan (NVPRSP) forward.

Staff informed the Board that a virtual public workshop was held Thursday, February 23rd. In addition, BCAG is working with The Ferguson Group to develop a grant application.

There have been several articles and stories on the North Valley Passenger Rail ran recently through news outlets including KCRA in Sacramento and Action News in Chico.

Staff will continue to keep the Board informed as this study moves forward.

This item was presented for information purposes.

10: Update on Regional Early Action Planning (REAP) Grant Program

BCAG has been allocated \$2,944,762 in 2021 Regional Early Action Planning grant funds and has coordinated with BCAG member jurisdiction staff, key stakeholders, and members of the community to identify projects for funding.

An application was submitted in late December that included five suballocation projects, one for each of the five BCAG member jurisdictions.

There was discussion regarding the California Department of Housing and Community Development (HCD) in partnership with the Office of Planning and Research (OPR), Strategic Growth Council (SGC), and California Air Resources Board (CARB) released the application for REAP 2.0 funding for Metropolitan Planning Organizations in July 2022.

Under REAP 2.0, an additional \$2,944,762 in funding will be allocated to BCAG, with applications due to HCD in December 2022, and a deadline of June 2026 for funds to be fully expended. Of these available funds, \$2,650,285 will be available for BCAG to suballocate to member jurisdictions or tribal governments to fund implementation of eligible projects that meet the grant program criteria.

Staff informed the Board that BCAG worked with its consultant team at PlaceWorks to conduct a 3-phase process to arrive at a final list of projects to include in the final application. This was implemented to ensure compliance with grant program guidelines that require specific outreach to low-income and disadvantaged communities.

BCAG staff and PlaceWorks presented the Board with a PowerPoint presentation providing additional information.

This item was presented for information purposes.

11: BCAG Regional Travel Survey Update

BCAG is working with the consultant team at PlaceWorks to develop a Regional Travel Survey report that identifies current travel trends in Butte County.

There was discussion regarding the shift in travel characteristics of the Butte County Residents as a result of the 2018 Camp Fire, 2020 North Complex Fire, and Covid-19 Pandemic. A regional survey is being developed to establish a better baseline data set, which will be a comprehensive survey of the travel behavior trends and characteristics of residents within the six-jurisdiction region.

BCAG staff and PlaceWorks are working with the data vendor, StreetLight, to produce regional travel pattern data.

BCAG Board of Directors Meeting – Item #3

March 23, 2023

Page 6

Staff informed the Board that a variety of promotional materials have been deployed including an employer survey targeting large employers, and a community survey targeting the general public. Together these will provide supplemental information to StreetLight data.

PlaceWorks will analyze the travel pattern data collected from StreetLight, as well as the employer and community survey results, and prepare a report on the findings.

Staff will share the final Regional Travel Survey report with the Board when it is completed this spring.

This item was presented for information purposes.

12: Butte Regional Transit (B-Line) 2nd Quarter 2022/23 Report

Staff presented the Board with key financial and operating data for Butte Regional Transit (B-Line) for the second quarter of fiscal year 2022/23.

The financial data presentation compared second quarter results to the annual budget and to the prior year. The operations tables represent a performance-based assessment in comparison to the same quarter of the prior fiscal year.

Lack of ridership continues to be an issue in meeting the annual farebox ratios previously mandated by the TDA. In July 2021, California AB 149 was passed that extended the previous TDA exemption from the farebox requirement through the current fiscal year 2022/23. A change in the definition of “local funds” allows any nonstate funding as a part of the “farebox” ratio. This change allows our federal support to be included as farebox, which is historically at least 35% of our total funding, and pandemic relief funding continues to help cover lost fare revenues.

Rural fixed route fares are covering 10.8% of operating costs, urban fixed route fares are covering 10.9%, rural paratransit fares are covering 7.0%, and urban paratransit fares are covering 8.1% of operating costs.

For the quarter there were 3 preventable accidents with 357,433 miles driven and 6 valid complaints with 152,685 passengers served.

This item was presented for information purposes.

ITEMS FROM THE FLOOR

8: Members of the public may present items to the BCAG Board of Directors, but no action will be taken other than placement on a future agenda.

ADJOURNMENT

With no further items to discuss, the BCAG Board meeting adjourned at 10:11 AM.

Attest:

Jon Clark, Executive Director

Ashley Carriere, Board Clerk

Butte County Association of Governments

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #4



BCAG BOARD OF DIRECTORS

Item #4 Consent

March 23, 2023

APPROVAL OF RESOLUTION 2022/23-08 APPROVING THE ADOPTION OF CALPERS 457 PLAN FOR BCAG EMPLOYEES

PREPARED BY: Jon Clark, Executive Director

ISSUE: The Executive Director is requesting the BCAG Board of Directors approval of Resolution 2022/23-08 authorizing BCAG's participation in the CalPERS 457 plan.

DISCUSSION: As part of the benefit package for BCAG employees, BCAG offers a CalPERS 2% @ 55 defined benefit plan and offers a voluntary 457 plan through MissionSquare, formally ICMA.

Since the change of management of the 457 accounts from ICMA to MissionSquare over a year ago, staff has found that the customer service provided by Mission Square is not as satisfactory as the service previously provided by ICMA. As a result, BCAG management would like to offer staff the option to participate in the CalPERS 457 plan. If approved by the Board, BCAG staff will have the option to continue to participate in the MissionSquare 457 plan or transfer their funds to the CalPERS 457 plan.

STAFF RECOMMENDATION: The Executive Director is requesting the BCAG Board approve Resolution 2022/23-08 authorizing BCAG's participation in the CalPERS 457 plan.

Key Staff: Jon Clark, Executive Director
Cheryl Massae, Human Resource Director
Julie Quinn, Chief Fiscal Officer



**BUTTE COUNTY ASSOCIATION OF
GOVERNMENTS RESOLUTION NO
2022/23-10**



**RESOLUTION OF THE BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
APPROVING THE ADOPTION OF RESOLUTION 2022/23-08 FOR THE
PARTICIPATION IN THE CALPERS 457 PLAN FOR BCAG EMPLOYEES**

WHEREAS, the Butte county Association of Governments (BCAG) desires to establish an additional deferred compensation plan for the benefit of BCAG employees; and

WHEREAS, the Board of Administration (the "Board") of the California Public Employees Retirement System ("CalPERS") has established the CalPERS 457 Plan (the "CalPERS 457 Plan") which may be adopted by a governmental employer the employees of which are public employees; and

WHEREAS, the Butte County Association of Governments (BCAG) believes that the CalPERS 457 Plan and investment options available thereunder will provide valuable benefits to its employees; and

WHEREAS, the Board has appointed Voya Financial (the 457 Plan Recordkeeper) to perform recordkeeping and administrative services under the CalPERS 457 Plan and to as the Boards agent in all matters relating to the administration of the CalPERS 457 Plan;

NOW, THEREFORE, BE IT RESOLVED that the Butte County Association of Governments (BCAG) Board of Directors adopts the CalPERS 457 Plan for the benefit of its employees and authorizes and directs the Executive Director to execute the attached Adoption Agreement on behalf of the Butte County Association of Governments (BCAG) and to provide CalPERS or any successor agent duty appointed by the Board with such information and cooperation as may be needed on an ongoing basis in the administration of the CalPERS 457 Plan. A copy of this resolution, the agreement, and any attachments thereto shall be on file in the office of the Butte County Association of Governments (BCAG).

PASSED AND ADOPTED by the BCAG Board of Directors on the 23rd day of March 2023 by the following vote:

AYES:

Connelly, Ritter, Calderon, Reynolds, Teeter,
Kimmelshue, Tryon, Durfee, Eric Smith

NOES: None

ABSENT:

ABSTAIN:

APPROVED:

SUPERVISOR BILL CONNELLY, CHAIR
BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

ATTEST:

JON CLARK, EXECUTIVE DIRECTOR
BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #5



BCAG BOARD OF DIRECTORS

Item #5 Consent

March 23, 2023

APPROVAL OF 2023/24 PRELIMINARY FINDINGS OF APPORTIONMENT FOR THE TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS

PREPARED BY: Julie Quinn, Chief Fiscal Officer

ISSUE: Staff has prepared preliminary 2023/24 Transportation Development Act (TDA) apportionments for Board review. Final TDA apportionments will be brought to the Board for approval in May for use in the annual TDA claim process.

DISCUSSION: The TDA provides two funding sources: Local Transportation Funds (LTF) and State Transit Assistance (STA). Revenues of the LTF are derived from a ¼ cent of general sales tax collected within the county and revenues of the STA are derived from the statewide sales tax on diesel fuel. The STA provides funding for allocation to local transit service for operations and capital associated with local mass transportation programs. The LTF funds a wide variety of transportation programs, including planning and programming activities, pedestrian and bicycle facilities, public transportation and bus and rail projects. Providing certain conditions are met, counties with a population under 500,000 may also use the LTF for local streets and roads construction and maintenance.

The LTF apportionment of \$12,303,710 is based on the Butte County Auditor-Controller's estimate of sales tax revenues for the upcoming year, plus or minus any available fund balance. The 2023/24 estimate of LTF from the County is \$11,703,710. BCAG has determined that an additional \$600,000 can be apportioned from the fund balance, making the total LTF an increase of 8% over the prior year.

The STA apportionment of \$2,555,628 is based on the adopted state budget and includes a portion of SB1 funds. The 2023/24 estimate from the SCO was increased \$564,458 from the prior year final estimate. BCAG has determined that an additional \$444,372 can be apportioned from the fund balance of the prior year, making this a 43% increase of STA funding.

TDA apportionments are allocated to and claimed by jurisdictions based on the priorities identified in the TDA regulations. TDA claims made by the jurisdictions on the 2023/24 apportionments will be presented to the board in the following month(s). BCAG and the Butte County Auditor-Controller receive allocations off the top per the TDA regulations. These allocations remain the same as prior year.

BCAG Board of Directors Meeting – Item #5

March 23, 2023

Page 2

Butte Regional Transit allocation of \$5,868,889 includes \$4,618,889 of operations funding, \$500,000 of LTF distributed to BRT for capital reserves and \$750,000 of STA funding reserved for future bus purchases. Operating funds are determined from the draft B-Line Budget and Service Plan, less estimated carryover of LTF funds from prior year. Capital reserves are determined from the bus replacement schedule. The draft B-line Budget and TDA funding was reviewed with the Transit Administrative Oversight Committee (TAOC) on March 15, 2023. No concerns were noted.

Preliminary allocations to the cities, town and county for streets and roads projects are based on January 1, 2022 population figures from the State Department of Finance. Final apportionments will use the January 1, 2023 population estimate, which is released each year on May 1st. Final Findings of Apportionment will be brought before the Board for approval at the May 2023 meeting.

Attached is the Preliminary Findings of Apportionment for the Local Transportation Funds and State Transit Assistance for fiscal year 2023/24.

STAFF RECOMMENDATION: Staff requests the Board approve the Preliminary 2023/24 TDA Findings of Apportionment.

Key Staff: Julie Quinn, Chief Fiscal Officer
Iván García, Programming Manager
Jon Clark, Executive Director

**STATE TRANSIT ASSISTANCE FUND (STA)
and
LOCAL TRANSPORTATION FUND (LTF)
Fiscal Year 2023/24
Preliminary Findings of Apportionment**

3/23/2023

STA - Total Funds = \$ 3,000,000

Jurisdiction	PUC 99313	PUC 99314	2023/24 Allocation	Change in TDA 22-23 Finding
BRT CAPITAL	\$ 750,000	-	\$ 750,000	350,000
BRT OPERATIONS	\$ 2,056,273	103,293	\$ 2,159,566	547,000
GRIDLEY FLYER	\$ 89,030	1,404	\$ 90,434	3,000
TOTAL	2,895,303	104,697	\$ 3,000,000	\$ 550,000

STA Source: Estimate of State Controller's Office January 2023; plus \$444,372 Fund Balance used

LTF - Total Funds = \$ 12,303,710

Jurisdiction	Population	Pop %	2023/24 Allocation	Change in TDA 22-23 Finding
BCAG/Admin	N/A	N/A	\$ 650,000	-
BC AUDITOR/Admin	N/A	N/A	\$ 25,000	-
BRT CAPITAL	N/A	N/A	\$ 500,000	100,000
BRT OPERATIONS	N/A	N/A	\$ 2,459,323	(981,031)
BUTTE CO	63,004	31.25%	\$ 2,709,248	575,970
BIGGS	1,939	0.96%	\$ 83,379	17,726
CHICO	102,892	51.04%	\$ 4,424,480	940,618
GRIDLEY	7,205	3.57%	\$ 309,824	65,867
OROVILLE	18,863	9.36%	\$ 811,132	172,442
PARADISE	7,705	3.82%	\$ 331,324	70,437
TOTAL	201,608	100.00%	\$12,303,710	\$ 962,029

LTF Source: Butte County Auditor's Office estimate of \$11,703,710 for FY 23/24 plus \$600,000 Fund Balance

Source: Population - Department of Finance Report E-1 for Jan 1, 2022

FY 23/24 Agency Apportionments for STA and LTF				Change in TDA 22-23 Finding
AGENCY	STA	LTF	TOTAL	
BCAG		\$ 650,000	\$ 650,000	\$ -
AUDITOR		\$ 25,000	\$ 25,000	\$ -
BUTTE REGIONAL TRANSIT	\$ 2,909,566	\$ 2,959,323	\$ 5,868,889	\$ 15,969
BUTTE CO		\$ 2,709,248	\$ 2,709,248	\$ 575,970
BIGGS		\$ 83,379	\$ 83,379	\$ 17,726
CHICO		\$ 4,424,480	\$ 4,424,480	\$ 940,618
GRIDLEY	\$ 90,434	\$ 309,824	\$ 400,258	\$ 68,867
OROVILLE		\$ 811,132	\$ 811,132	\$ 172,442
PARADISE		\$ 331,324	\$ 331,324	\$ 70,437
TOTAL	\$ 3,000,000	\$ 12,303,710	\$ 15,303,710	\$ 1,862,029

Change in Funding:		FY 22/23 Final Finding	FY 23/24 Prelim Finding	Change in TDA	% Increase
	STA	\$ 2,100,000	3,000,000	\$ 900,000	43%
	LTF	\$ 11,341,681	12,303,710	962,029	8%
				\$ 1,862,029	
Change in Distribution:					
	BCAG	\$ 650,000	650,000	\$ -	0%
	BC Auditor	\$ 25,000	25,000	\$ -	0%
	BRT	5,852,920	5,868,889	\$ 15,969	0.3%
	Jurisdictions	\$ 6,913,761	8,759,821	\$ 1,846,060	27%
				\$ 1,862,029	

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #6



BCAG BOARD OF DIRECTORS

Item # 6 Consent

March 23, 2023

APPROVAL OF RESOLUTION 2022/23-09 FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE ZERO-EMISSION BUS IMPLEMENTATION PROJECT

PREPARED BY: Sara Cain, Senior Planner

ISSUE: BCAG is applying for FY 2022/23 Low Carbon Transit Operations Program (LCTOP) funds for \$522,292 towards the Zero-Emission Bus Implementation Project.

DISCUSSION: In March 2023, the FY 2022/23 LCTOP allocation amounts for eligible agencies were released. There was a total of \$192 million available for allocation.

The FY 2022/23 LCTOP funds continue BCAG's commitment to converting its fleet to zero-emission vehicles. The funds will be used to purchase a zero-emission bus and charging infrastructure. These funds will facilitate the implementation of BCAG's recently approved Zero-Emission Bus Rollout Plan.

STAFF RECOMMENDATION: Staff requests the BCAG Board of Directors adopt Resolution 2022/23-09 for the execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the Zero-Emission Bus Implementation Project.

Key Staff: Sara Cain, Senior Planner
Jon Clark, Executive Director
Andy Newsum, Deputy Director



**BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
RESOLUTION NO 2022/22-09**



**RESOLUTION OF THE BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES
AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT
OPERATIONS PROGRAM (LCTOP) FOR THE ZERO-EMISSION BUS
IMPLEMENTATION PROJECT (\$522,292)**

WHEREAS, the Butte County Association of Governments is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has development guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Butte County Association of Governments wishes to delegate authorization to execute these documents and any amendments to Jon Clark, Executive Director or Andy Newsum, Deputy Director; and

WHEREAS, the Butte County Association of Governments wishes to implement the following LCTOP project, listed above,

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Butte County Association of Governments that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Jon Clark, Executive Director and Andy Newsum, Deputy Director, be authorized to execute all requirement documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Butte County Association of Governments that it hereby authorizes the submittal of the

following project nomination and allocation request to the Department in FY 2022/23 LCTOP funds:

Project Name: Zero-Emission Bus Implementation

Amount of LCTOP funds requested: \$522,292

Short description of project: BCAG is continuing its commitment to converting its fleet to zero-emission vehicles and will utilize LCTOP funds to purchase a zero-emission bus and charging infrastructure. This project is a continuation of the FY 2021/22 LCTOP project.

Benefit to a Priority Populations: The zero-emission bus will address an unmet need for residents in a disadvantaged community in Chico on Routes 14/15. The bus will significantly reduce greenhouse gas Emissions, noise, and improve system reliability.

Amount to benefit Priority Populations: \$261,146

Contributing Sponsors (if applicable): City of Gridley

PASSED AND ADOPTED

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

BILL CONNELLY, CHAIR
BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

ATTEST:

JON A. CLARK, EXECUTIVE DIRECTOR
BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #7



BCAG BOARD OF DIRECTORS

Item #7 Information

March 24, 2023

DRAFT 2023/24 BCAG OVERALL WORK PROGRAM & BUDGET

PREPARED BY: Jon Clark, Executive Director

ISSUE: As the designated Regional Transportation Planning Agency (RTPA) and Metropolitan Planning Organization (MPO) for Butte County, BCAG is required to prepare an annual Overall Work Program & Budget to identify State, Federal and Local transportation planning responsibilities to be undertaken for the coming fiscal year.

DISCUSSION: The Executive Director has prepared a draft 2023/24 Overall Work Program (OWP) & Budget. This memo provides the Board of Directors with an outline of the proposed work elements that will be implemented during the 2023/24 fiscal year and identifies the revenues and expenditures for the 2023/24 FY budget.

A copy of BCAG's Draft 2023/24 OWP & Budget was submitted to Caltrans, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) on March 1, as is required by the three agencies. The Draft BCAG 2023/24 OWP & Budget is also posted on BCAG webpage at the following link: <http://www.bcag.org/documents/2023-24-OWP-Draft-Full-Document.pdf>

BCAG's draft 2022/23 OWP & Budget identifies twenty-five specific work elements that address state and federal planning requirements, regional transportation planning needs, capital projects and administration for Butte Regional Transit. Below is a list of Work Elements included in the draft 2023/24 OWP:

REGIONAL TRANSPORTATION PLANNING & PROGRAMMING WORK ELEMENTS

- 24-999** 2023/24 Indirect Cost Allocation Plan
- 24-100** Overall Work Program Administration, Development & Reporting
- 24-101** Outreach, Education & Coordination
- 24-102** Regional Transportation Model
- 24-103** Regional Geographic Information System (GIS) Maintenance & Coordination
- 24-104** Regional Transportation-Air Quality Planning
- 24-105** 2025 Federal Transportation Improvement Program (FTIP)
- 24-106** 2024 Regional Transportation Improvement Program (RTIP)
- 24-107** Regional Transportation Plan (RTP) Administration & Development
- 24-108** Regional Early Action Planning (REAP) Grant Coordination
- 24-109** US Census Affiliate Data Center Administration
- 24-110** Intelligent Transportation System – Regional Architecture Maintenance
- 24-111** Regional Complete Streets Standards & Policies
- 24-120** Performance Based Planning & Programming
- 24-127** REAP 2.0 – 2024 SCS Development
- 24-130** North Valley Passenger Rail Strategic Plan
- 24-130.1** North Valley Passenger Rail Strategic Plan - Support

BCAG Board of Directors Meeting – Item #7

March 23, 2023

Page 2

TRANSPORTATION PROJECT DEVELOPMENT

24-215 Construction of Paradise Transit Center

24-216 SR 191 Mitigation

TDA/TRANSIT COORDINATION & PLANNING WORK ELEMENTS

24-300 Transportation Development Act Administration

24-301 Public Transit Systems Planning & Coordination

24-302 Butte Regional Transit Administration & Operations

24-303 Americans with Disabilities Act (ADA) Certification Program

24-308 B-Line Zero Emission Bus Rollout Plan

Attached is **Table A** that provides a work element description and benefits summary.

DRAFT BUDGET

The draft budget for implementing the 2023/24 Overall Work Program is projected to be approximately **\$6,280,701**, the draft revenues and expenditures are listed below:

EXPENDITURES

Salaries & Benefits	= \$ 1,975,288
Services, Supplies & Other Expenditures	= \$ 372,713
Professional Services Contracts	= <u>\$ 3,932,700</u>

TOTAL EXPENDITURES **\$ 6,280,701**

REVENUES

Federal Highway Administration Planning (FHWA PL)	= \$ 893,282
Federal Transit Administration 5303 Funds	= \$ 82,472
SB 1 Planning Grant 2023/24	= \$ 180,589
Caltrans Strategic Partnership Grant FTA 5304	= \$ 203,619
Housing Community Development (HCD) REAP Funds	= \$ 1,107,501
TDA Administration	= \$ 85,503
TDA Planning	= \$ 385,119
STIP Planning, Programming & Monitoring	= \$ 59,427
New Market Tax Credit – Interest Income	= \$ 207,060
Butte Regional Transit - Operations	= \$ 770,222
CRRSAA Funds	= <u>\$ 2,188,927</u>
SHOPP Funds	= \$ 17,000
CMAQ Funds	= \$ 100,000

TOTAL REVENUES **\$ 6,280,701**

STAFFING FOR 2023/24

BCAG currently has a staff of twelve (12) full-time and one (1) part time employees. During the 2023/24 FY there will be some staffing changes as the current Executive Director, Jon Clark will be retiring in December 2023, with Andy Newsum becoming the Executive Director thereafter. Staff is also proposing to add an IT Manager position beginning in January 2024.

Review with Federal Highway Administration – Federal Transit Administration – Caltrans

As indicated, a draft of the 2023/24 OWP & Budget has been submitted to FHWA, FTA and Caltrans for review and comments.

Prior to preparing the draft 2023/24 OWP & Budget, staff met with FHWA, FTA and Caltrans in January 2023 to review the preliminary outline of the 2023/24 OWP, and to review progress on the current 2022/23 OWP. Overall, BCAG received a positive review of the proposed 2023/24 OWP outline. BCAG staff may have a follow-up meeting with Caltrans, FHWA and FTA to review the final Draft OWP & Budget in April, if necessary.

SUMMARY

BCAG's Draft 2023/24 Overall Work Program & Budget concentrates on the completion of required state and federal planning activities, in addition to regional planning studies and administration of the B-Line transit services.

BCAG staff will present a final 2023/24 Overall Work Program & Budget to the Board of Directors at their April 27th Board meeting and will seek approval at that time.

STAFF RECOMMENDATION: This item is presented for information, discussion, and comments.

Key Staff: Jon Clark, Executive Director
Julie Quinn, Chief Fiscal Officer
Andy Newsum, Deputy Director

TABLE A - WORK ELEMENT DESCRIPTION & BENEFITS SUMMARY

2023/24 OVERALL WORK PROGRAM WORK ELEMENT DESCRIPTIONS & BENEFITS		FEDERAL REQUIREMENT	STATE REQUIREMENT	REGIONAL PLANNING NEED	BENEFITS CITY-COUNTY PROGRAMS	WORK ELEMENT DESCRIPTION
24-999	2023/24 Indirect Cost Allocation Plan (ICAP)	✓	✓			The ICAP is required for all monthly, quarterly billings for all planning revenues identified in the 2023/24 OWP. The ICAP is prepared annually and is approved by FHWA and Caltrans.
24-100	Overall Work Program Administration, Development & Reporting	✓	✓			Administration of the OWP includes implementation of the 2023/24 work program work elements and preparation of the 2024/25 OWP. Support activities include monthly, quarterly billing and invoicing, and reporting on OWP implementation and progress.
24-101	Outreach, Education & Intergovernmental Coordination	✓	✓	✓	✓	Tasks under this work element include outreach and education activities by communicating BCAG and B-Line transportation work element development, products or public meetings and workshops through the BCAG and B-Line webpages. Education and information are also provided through development and distribution of the BCAG email newsletter and by updating BCAG's and B-Lines' Facebook pages. This work element also includes monthly meetings of the Transportation Advisory Committee (TAC).
24-102	Regional Transportation Model	✓	✓	✓	✓	BCAG is required to maintain and update a regional traffic model for analysis of land use impacts on the regional road network and state highways. The model is also used to prepare the air quality conformity determinations that are required in order to receive federal and state funding. The regional model is also used by the cities and county for evaluation of land use or project proposals that require a CEQA analysis.
24-103	Regional Geographic Information System (GIS) Maintenance & Coordination			✓	✓	BCAG established a countywide Geographic Information System (GIS) database program in 1998. The GIS program was established to provide BCAG and the cities and county with a parcel based GIS database for transportation and land use planning and mapping. During the 2023/24 FY BCAG will continue maintenance of the GIS database under an agreement with the Assessors office, and CSU Chico.
24-104	Regional Transportation Air Quality Planning	✓	✓	✓	✓	BCAG is required to model & prepare an air quality conformity determination for all federal/state funded transportation projects, in addition to regionally significant local projects. Air quality conformity determinations are required for the RTP and FTIP, to receive federal/state transportation funding. BCAG also keeps BCAG member jurisdictions apprised of federal/state air quality regulations that may affect land use and transportation planning decision making.
24-105	2025 Federal Transportation Improvement Program (FTIP)	✓	✓	✓	✓	BCAG is required to prepare the FTIP every two years, the document covers the funding for a four year period. During the 2023/24 FY, BCAG will prepare the 2025 FTIP. The FTIP includes a listing of all projects and programs that will receive federal transportation funding or are regionally significant. An air quality conformity determination is also required with the FTIP.
24-106	2024 Regional Transportation Improvement Program (RTIP)		✓	✓	✓	The Regional Transportation Improvement Program or RTIP is a state required programming document that identifies all projects that are recommended for funding in the State Transportation Improvement Program (STIP). The RTIP is updated every two years and is submitted to the California Transportation Commission (CTC) for approval. During the 2023/24 FY, BCAG will prepare the 2024 RTIP for adoption in December 2023.
24-107	Regional Transportation Plan (RTP) Administration & Development	✓	✓	✓	✓	The RTP is a federal and state required plan. The RTP is a long-range (20 year) transportation plan that identifies future transportation needs for all systems, in addition to funding needs for implementation. The RTP must be funding constrained to known anticipated funds and must include a Sustainable Communities Strategy (SCS). The plan must also meet required air quality goals. The current 2020 RTP/SCS was adopted in December 2020, during the 2023/24 FY, staff will be developing the 2024 RTP and SCS.
24-108	Regional Early Action Planning (REAP) Grant Coordination		✓	✓	✓	During the 2021-22 FY, BCAG began implementation of the REAP 1.0 Grant funds to various projects awarded to the cities and county following development of the Regional Housing Needs Plan. During the 2023/24 FY, BCAG will continue to coordinate administration of REAP 1.0 funds, and will also work with the cities and county on REAP 2.0 Grant awards. The REAP grant coordination is done in cooperation with HCD.
24-109	US Census Data Affiliate Center Administration	✓		✓	✓	BCAG is the US Census Affiliate Data Center for Butte County. BCAG maintains all US Census data and provides regional coordination with the decennial census. During the 2023/24 FY, BCAG will continue to provide census information/data to the cities/county and the public as requested.
24-110	Intelligent Transportation System – Regional Architecture Maintenance	✓	✓	✓	✓	BCAG maintains an ITS work element to monitor and identify transportation projects that fulfill federal/state ITS project criteria. ITS projects are also included in the regional ITS Architecture Plan that is required by state and federal planning requirements.

TABLE A - WORK ELEMENT DESCRIPTION & BENEFITS SUMMARY

2023/24 OVERALL WORK PROGRAM WORK ELEMENT DESCRIPTIONS & BENEFITS		FEDERAL REQUIREMENT	STATE REQUIREMENT	REGIONAL PLANNING NEED	SUPPORTS CITY- COUNTY PROGRAMS	WORK ELEMENT SUMMARY
24-111	Regional Complete Streets & Policies	✓	✓		✓	The Bipartisan Infrastructure Law requires that each MPO like BCAG use at minimum 2.5% of its FHWA PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. This work element has been added to the 2023/24 OWP to allow staff to develop Complete Streets Standards and Policies for the region, which will be developed in consultation with BCAG member agencies and Caltrans.
24-120	Performance Based Planning & Programming	✓	✓	✓	✓	BCAG's 2023/24 OWP must include tasks and activities that support implementation of performance-based planning and programming (PBPP). This has included a new ongoing work element to address the MAP 21 required Transportation Performance Measures. Transportation Performance Measures (TPM) are a strategic approach that uses system information to make investment and policy decisions to achieve national performance goals.
24-126	SB1 23/24 Sustainable Transportation Planning – 2024 SCS Development		✓	✓	✓	The SB 1 planning funds for 2023/24 will be used to prepare the 2024 Sustainable Communities Strategy that will support the 2024 Regional Transportation Plan (RTP). BCAG will develop the 2024 SCS in cooperation with the BCAG TAC and PDG committees as well as the BCAG Board of Directors.
24-127	REAP 2.0 2024 SCS Development		✓	✓	✓	BCAG is required to prepare a Sustainable Communities Strategy (SCS) as part of the Regional Transportation Plan (RTP). During the 2023/24 FY, BCAG will utilize funding from the REAP 2.0 program allocation to prepare portions of the 2024 SCS for Butte County.
24-130	North Valley Passenger Rail Strategic Plan			✓	✓	For the 2023/24 FY, this work element includes the continued preparation of the North Valley Passenger Rail Strategic Plan which began during the 2021/22 FY. This plan is being prepared in cooperation with the San Joaquin Joint Power Agency (SJJPA), Union Pacific Rail Road and Caltrans Division of Rail to look at extending daily passenger rail service to Butte County. During the 2023/24 FY staff will hold additional public workshops and is scheduled to complete a final document by December 2023.
24-130.1	North Valley Passenger Rail Strategic Plan - Support			✓	✓	This work element includes staff support time for development of the North Valley Passenger Rail Strategic Plan. Support activities include preparing meeting agendas, staff reports, making presentations before the Board and Committees, maintaining the North Valley Rail website, and development of information material.
24-215	Construction of Paradise Transit Center			✓	✓	The purpose of this work element is for the construction of the Paradise Transit Center. During the 2023/24 FY, BCAG staff will administer the contract for the construction of a transit center at the corner of Black Olive Drive and Birch Streets in the Town of Paradise. Construction of the Paradise Transit Center is expected to be completed during the 2023/24 FY.
24-216	SR 191 Mitigation		✓	✓	✓	BCAG began the mitigation implementation for the SR 191 safety project in coordination with Caltrans District 3 during the 2016/17 FY. The mitigation requirements for the SR 191 project have been completed and during the 2023/24 FY, BCAG will continue preparation of the required annual reporting and distribution of funds to the land owner and land management entity.
24-300	Transportation Development Act (TDA) Administration		✓	✓	✓	BCAG is the administrator of the Transportation Development Act (TDA) and State Transit Assistance (STA) funds within Butte County. TDA/STA funds are to fund transit operations first, if transit needs are being met, funds may then be used for other eligible uses such as streets and roads or bike and pedestrian improvements. TDA/STA funds are allocated to the Cities/County based on population and are managed through the required TDA/STA claims process. An annual audit of TDA/STA funds is also prepared by BCAG in accordance with the State Controller.

TABLE A - WORK ELEMENT DESCRIPTION & BENEFITS SUMMARY

2023/24 OVERALL WORK PROGRAM WORK ELEMENT DESCRIPTIONS & BENEFITS		FEDERAL REQUIREMENT	STATE REQUIREMENT	REGIONAL PLANNING NEED	SUPPORTS CITY- COUNTY PROGRAMS	WORK ELEMENT SUMMARY
24-301	Public Transit Systems Coordination & Planning			✓	✓	BCAG as the owner and operator for Butte Regional Transit or the B-Line and includes a work element in the annual OWP to identify planning activities that seek to improve public transit service within the region. During the 2023/24 FY, BCAG will evaluate implementation of fixed route service improvements that were recommended from the Route Optimization Study that was completed during the 2022/23 FY. If improvements are to be implemented, some may start during the 2023/24 FY or in the following 2024/25 FY.
24-302	Butte Regional Transit Administration & Operations			✓	✓	BCAG administers and operates Butte Regional Transit the <i>B-Line</i> throughout Butte County and the incorporated areas. B-Line operates a regional fixed route service and a paratransit/ADA service. Implementation of the B-Line is done in cooperation with the County and incorporated cities.
23-303	Americans with Disabilities Act (ADA) Certification Program Administration	✓	✓	✓	✓	Federal Transit Administration and ADA regulations require the B-Line provide complementary ADA service to eligible riders since fixed route service is provided to the general public. As part of the ADA service offered by B-Line, a certification process to determine ADA eligibility is provided by B-Line to determine ADA service eligibility, or whether a rider may use the service as a paratransit rider. This work element includes the implementation of the ADA certification services implemented by BCAG staff.
23-308	B-Line Zero Emission Bus Rollout	✓	✓	✓	✓	The purpose of this work element is to implement the recommendations from the Zero Emission Bus Rollout Plan that was completed during the 2022/23 FY. The Rollout Plan was required by the California Air Resources Board (CARB). During the 2023/24 FY, BCAG staff will be installing electric charging infrastructure for bus charging, and ordering electric bus that are being funded by various grants.

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #8



BCAG BOARD OF DIRECTORS

Item #8 Information

March 23, 2023

BUTTE REGIONAL TRANSIT DRAFT 2023/24 SERVICE PLAN & BUDGET

PREPARED BY: Sara Cain, Senior Planner

ISSUE: BCAG is responsible for the preparation of the Annual Service Plan and Budget for Butte Regional Transit.

DISCUSSION: Below is the Draft 2023/24 Butte Regional Transit (B-Line) Budget for review and comment. A full copy of the Draft 2023/24 B-Line Service Plan & Budget can be found on the B-Line website at the following link:

<http://www.blinetransit.com/documents/Service%20Plan%20and%20Budget/2023-24-Draft-B-Line-Annual-Service-Plan.pdf>

On March 15, 2022, Staff met online with the Transit Administrative Oversight Committee (TAOC), which is made up of representatives from the cities, town and county, to review the FY 2023/24 Transit Budget and Service Plan. The final FY 2023/24 Annual Service Plan and Budget will be presented to the BCAG Board of Directors for adoption at the April meeting.

In summary, the FY 2023/24 Proposed Draft Budget identifies a total operating budget of **\$11,814,415** for both Fixed Route and Paratransit service in the urban and rural areas of Butte County. The 2023/24 budget is \$393,548 higher than the prior year, an increase of 3.4%.

The following items are major changes from the prior year budget:

- Transdev services contract includes a maximum obligation of \$8,290,238 for the year, an increase of 3.5%. The rate associated with these costs for this budget is \$94.72, based on 87,527 budgeted service hours. This is reflected in the budget as Purchased Transportation.
- BCAG/B-Line plans to hire an in-house IT Support position in 2024, which is accounted for under IT Support Staff.
- Increase of \$10,000 in Public Outreach for additional marketing materials and presence at community events.

Funding for the transit service is provided from three major categories: farebox ticket sales, Federal Transit Administration (FTA) and other grants, and California Transportation Development Act (TDA) funds. The following are notable changes from the prior year budget:

- Fare revenue in the draft budget covers approximately 10% of overall costs. The budget for fare revenue shows an increase of 23% from the prior year from increased ridership. The current year estimate is derived from the actual fares collected through the second quarter, adjusted upwards by an average of 2% to

BCAG Board of Directors Item #8

March 23, 2023

Page 2

account for increasing demand. Staff will review the fare income after the third quarter and adjust fares for the final budget if necessary.

- Federal/Other funding covers 40.7% of costs in the draft budget. This is a 15% increase from the prior year due to increasing FTA operating apportionments and COVID-relief funds.
- TDA support covers 49.3% of costs in the draft budget. This is a 7% decrease from last year due to increased federal funding and fare revenue estimates. Any excess TDA funding over actual operating cost is carried into the following fiscal year. The carryover of TDA funds from 2021/22 is estimated to be \$1.2M, which reduces the apportionment of TDA to BRT.

Capital Budget items for FY 2023/24

Four electric buses and charging equipment are scheduled to be ordered in the fiscal year. Funding for these buses includes a combination of LCTOP, SGR, and FTA 5339. Six smaller diesel buses with seating for 18-24 passengers will also be ordered in the fiscal year, which will be paid by Restricted TDA funds. BCAG was awarded FTA 5310 funds for four paratransit vehicles that are scheduled to be delivered in 2024.

Following is a snapshot of the Draft 2023/24 B-Line Operating and Capital Budgets:

BCAG Board of Directors Item #8
March 23, 2023
Page 3

FISCAL YEAR 2023/24
OPERATING BUDGET

	2021/22 APPROVED BUDGET	2021/22 ACTUAL ANNUAL	2022/23 APPROVED BUDGET	2023/24 PROPOSED BUDGET	Difference	% CHANGE
OPERATING EXPENSES						
ADMINISTRATION						
Printing and Signage	\$ 38,000	\$ 16,484	\$ 38,000	\$ 40,000	\$ 2,000	5.3%
Processing Fees/Mobile App	2,600	7,012	3,600	7,200	3,600	100%
Training and Travel	6,000	2,315	6,000	6,000	-	0.0%
Public Outreach	50,000	60,536	50,000	60,000	10,000	20.0%
Software Maintenance	167,648	227,737	264,046	264,046	-	0.0%
IT Support Staff	-	-	-	60,000	60,000	
Paratransit ADA Certification	49,000	53,679	55,000	49,000	(6,000)	-10.9%
Support Services	425,000	437,794	480,000	500,000	20,000	4.2%
TOTAL ADMINISTRATION	\$ 738,248	\$ 805,557	\$ 896,646	\$ 986,246	\$ 89,600	10.0%
OPERATIONS AND MAINTENANCE						
Communication	\$ 22,025	\$ 22,263	\$ 22,025	\$ 22,025	\$ -	0.0%
Fleet/Facility Insurance	428,434	414,255	478,434	495,760	17,326	3.6%
Vehicle Maintenance	160,000	54,776	140,000	140,000	-	0.0%
Maintenance Equipment	25,000	48,270	25,000	25,000	-	0.0%
Purchased Transportation	7,762,812	7,258,932	8,007,513	8,290,238	282,725	3.5%
Fuel	981,000	1,262,174	1,100,000	1,100,000	-	0.0%
Transit Center Maintenance- Chico/Oroville	-	-	-	-	-	
Transit Kiosk Security- Chico/Oroville	120,000	131,544	132,000	132,000	-	0.0%
Transit Kiosk Lease- Chico	6,000	6,000	6,000	6,000	-	0.0%
Ops Facility Lease- to BRTC	20,821	20,821	20,821	20,821	-	0.0%
Facility Operations/Maintenance	459,350	491,229	479,350	479,350	-	0.0%
TOTAL OPS AND MAINTENANCE	\$ 9,985,442	\$ 9,710,264	\$ 10,411,143	\$ 10,711,194	\$ 300,051	2.9%
SUB-TOTAL OPERATING EXPENSES	\$ 10,723,690	\$ 10,515,821	\$ 11,307,789	\$ 11,697,440	\$ 389,651	3.4%
APPROPRIATION FOR CONTINGENCIES	\$ 107,237	\$ -	\$ 113,078	\$ 116,975	\$ 3,897	3.4%
TOTAL OPERATING REQUIREMENTS	\$ 10,830,927	\$ 10,515,821	\$ 11,420,867	\$ 11,814,415	\$ 393,548	3.4%
OPERATING REVENUES						
Fixed Route Passenger Fares	\$ 693,070	\$ 837,770	\$ 780,416	\$ 995,297	\$ 214,881	28%
Paratransit Fares	147,250	178,127	185,270	195,050	9,780	5%
TOTAL OPERATING REVENUE	\$ 840,320	\$ 1,015,897	\$ 965,685	\$ 1,190,347	224,662	23.3%
NON-OPERATING REVENUE						
TDA	\$ 6,561,693	\$ 4,898,840	\$ 6,274,848	\$ 5,818,889	(455,959)	-7%
FEDERAL/OTHER	\$ 3,428,914	\$ 4,601,084	\$ 4,180,334	\$ 4,805,179	\$ 624,845	15%
TOTAL REVENUES	\$ 10,830,927	\$ 10,515,821	\$ 11,420,867	\$ 11,814,415	\$ 393,548	3.4%

CAPITAL BUDGET

	2021/22 APPROVED BUDGET	2021/22 ACTUAL ANNUAL	2022/23 APPROVED BUDGET	2023/24 DRAFT BUDGET
CAPITAL OUTLAY				
Equipment/Structures	\$ -	\$ 55,734	\$ -	\$ 50,000
Fixed Route Vehicles/Assets - Electric	\$ 1,900,000	-	4,431,026	4,760,000
Fixed Route Vehicles - Diesel	\$ 334,800	-	-	1,500,000
Paratransit Vehicles	-	-	-	360,000
TOTAL CAPITAL OUTLAY	\$ 2,234,800	\$ 55,734	\$ 4,431,026	\$ 6,670,000
CAPITAL OUTLAY FUNDING SOURCES				
BRT Capital Reserves	\$ 10,000	\$ 11,148	\$ 589,257	\$ 968,231
Restricted TDA	\$ 650,000	-	-	1,500,000
State of Good Repair (SGR)	\$ 324,800	-	1,074,000	1,074,000
FTA 5310	\$ 360,000	-	-	360,000
FTA Capital Grants	\$ -	44,586	1,767,769	1,767,769
Low Carbon Transit Operations Program (LCTOP)	\$ 890,000	-	1,000,000	1,000,000
TOTAL CAPITAL OUTLAY FUNDING	\$ 2,234,800	\$ 55,734	\$ 4,431,026	\$ 6,670,000

STAFF RECOMMENDATION: This item is presented for review and comments.

Key Staff: Sara Cain, Senior Planner
 Julie Quinn, Chief Fiscal Officer
 Jon Clark, Executive Director
 Andy Newsum, Deputy Director

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #9



BCAG BOARD OF DIRECTORS

Item #9 Information

March 23, 2023

NEW MARKET TAX CREDIT (NMTC) TRANSACTION FOR THE BUTTE REGIONAL TRANSIT OPERATIONS AND MAINTENANCE FACILITY COMPLIANCE PERIOD ENDING

PREPARED BY: Jon Clark, Executive Director

ISSUE: The 7-year compliance period for the New Market Tax Credit (NMTC) transaction approved by the BCAG Board of Directors in 2016 for the Butte Regional Transit Operations and Maintenance Facility will be ending in the coming months. This memo outlines the procedures for completing the NMTC transaction.

DISCUSSION: On February 9, 2016, the BCAG Board of Directors approved resolution 2015/16-7, which authorized a New Markets Tax Credit (NMTC) transaction to generate funds for the Butte Regional Transportation Operations and Maintenance facility, and further authorized staff to enter into agreements associated with the transaction. Among those agreements was the Put/Call Option Agreement, which sets forth procedures for the NMTC investor and other parties to exit the transaction. Following a program compliance period of 7-years, those procedures include an option for the investor to assign all of its interests in the transaction to BCAG for \$1,000.

Having reached the end of the program compliance period, staff is in the process of finalizing an assignment of the NMTC investor's interests as reflected by the Put/Call Option Agreement and in accordance with the Board's authorization in 2016. Once finalized, all investor liens associated with the 2016 NMTC transaction will be released and the Deed(s) of Trust will be assigned to BCAG. Further, BCAG will hold all interests in the loans made to Butte Regional Transportation Corporation (BRTC) related to 2016 transaction.

Subsequent to the exit, the BCAG Board and the Board of the Butte Regional Transportation Corporation (BRTC) may choose to dissolve these loans and restate the facilities lease between BCAG and BRTC such that the remaining lease payment is substantially reduced. As BCAG and BRTC entered into a subsequent NMTC transaction in 2018 to fund additional improvements, this restated lease is expected to reflect only a payment amount that is necessary to satisfy BRTC's 2018 loan obligations and the resulting requirements of that transaction.

Upon completing the compliance period affiliated with the 2018 transaction, a similar process would yield the dissolution of the underlying lease, with BCAG holding fee title to the facility.

STAFF RECOMMENDATION: This item is provided for the Board information.

Key Staff: Jon Clark, Executive Director
Julie Quinn, Chief Fiscal Officer
Andy Newsum, Deputy Director