

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
April 28, 2022

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

April 28, 2022
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: 886 2856 2750 Password: 890971

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 March 24, 2022, BCAG Board of Directors Meeting (Attachment) – **Ashley**
4. Approval of Resolution 2021/2022-15 Authorizing Federal Funding Under Federal Transit Administration (FTA) Section 5311 (49 U.S.C. Section 5311) with the California Department of Transportation for the FY 2021 5311 Program – **Sara**
5. Approval of Amendment #4 to the BCAG 2021/22 Overall Work Program & Budget (Attachment) – **Julie**
6. Approval of the BCAG/BRT Title VI Program (2022-2024)- **Amy**

ITEMS REMOVED FROM CONSENT AGENDA – *If Any*

ITEMS FOR ACTION

7. Approval of BCAG 2022/23 Overall Work Program & Budget (Attachment) – **Jon**
8. Approval of FY 2022/23 Butte Regional Transit Service Plan & Budget (Attachment) – **Sara**
9. Approval of Public Participation Plan (Attachment) - **Ivan**

ITEMS FOR INFORMATION

10. Butte Regional Transit *B-Line* 2021/22 3rd Quarter Report (Attachment) - **Victoria**

ITEMS FROM THE FLOOR

11. 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

12. The next meeting of the BCAG Board of Directors has been scheduled for Thursday May 26, 2022, **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
MARCH 24, 2022**

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 Jones called the meeting to order at 9:02 a.m. at the BCAG Board Room, 326 Huss Drive, Suite 100, Chico, CA.

MEMBERS PRESENT IN PERSON

Jody Jones	Councilmember	Town of Paradise
Tod Kimmelshue	Supervisor	District 4
J Angel Calderon	Councilmember	City of Gridley
Chuck Nuchols	Councilmember	City of Bigg
Tami Ritter	Supervisor	District 3
Kasey Reynolds	Vice Mayor	City of Chico
Doug Teeter	Supervisor	District 5
Bill Connelly	Supervisor	District 1
Chuck Reynolds (arrived 9:05)	Mayor	City of Oroville

MEMBERS PRESENT REMOTELY

Debra Lucero (arrived 9:06)	Supervisor	District 2
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MEMBERS ABSENT

Tod Kimmelshue	Supervisor	District 4
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STAFF PRESENT

Jon Clark	Executive Director
Andy Newsum	Deputy Director
Sara Cain	Associate Senior Planner
Cheryl Massae	Human Resources Manager
Ivan Garcia	Programming Specialist
Victoria Proctor	Assistant Planner
Ashley Carriere	Administrative Assistant
Amy White	Assistant Planner
Julie Quinn	Chief Financial Officer

OTHERS PRESENT

Lance Atencio, Transdev
Darleen Mendez, Caltrans District 3
Mary Neumann, Passages

BCAG Board of Directors Meeting – Item #3

April 28, 2022

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- 1. Pledge of Allegiance**
- 2. Roll Call**

CONSENT AGENDA

- 3. Approval of Minutes from the February 24, 2022 BCAG Board of Directors Meeting**
- 4. Approval of Resolution 2021/22-13 for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for the Zero-Emission Electric Bus Implementation Project**
- 5. Approval of 2022/23 Preliminary Findings of Apportionment for the Transportation Development Act (TDA) Funds**
- 5a. Approval of Resolution 2021/22-14 to Implement Teleconferencing Requirements During a Proclaimed State of Emergency**

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

ITEMS FOR ACTION

6: Public Hearing to Receive Testimony on Unmet Transit Needs for the Butte Regional Transit System

Staff presented the Board with an overview of the Unmet Transit Needs process for Butte County, as detailed in the February 2022 Board Meeting. The culmination of the Unmet Transit Needs process is a public hearing, which Staff requested the Board open to obtain testimony on any unmet transit needs that might exist within Butte County.

Board Chair Jones opened the public hearing at 9:05am. Comments had been received throughout the previous thirty-day period that were captured separately from this public hearing. No comment was received from the public, and it was closed at 9:06 am.

The Board asked for an overview of the type of comments received and Staff detailed that comments were received about specific routes, as well as increasing service levels to the Paradise area, and service between Chico and Sacramento.

ITEMS FOR INFORMATION

7: Draft 2022/23 BCAG Overall Work Program & Budget

Staff presented the Board with the Draft 2022/23 Overall Work Program & Budget (OWP) for review. Staff detailed the twenty-three work elements included in the draft OWP, as well as the staffing needs for the upcoming fiscal year. Of note, the budget

BCAG Board of Directors Meeting – Item #3

April 28, 2022

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includes work items for the Paradise Transit Center and the North Valley Passenger Rail Strategic Plan. The budget is expected to be approximately \$6,107,217.

This item was presented to the Board for information.

8: Draft 2022/23 Butte Regional Transit Service Plan & Budget

Staff presented the draft 2022/23 Butte Regional Transit Service Plan & Budget to the Board for review. The budget shows an increase of 4% overall from the previous year, which includes an hourly rate increase from the transit contractor of 3.2%. Specifically, the budget does include the cost of four electric buses, and increased fuel costs. Staff also detailed where the funding is coming from and expected farebox recovery ratio.

This item was presented for informational purposes.

9: Public Participation Plan – Draft Update

Staff informed the Board that there is a required update to the Public Participation Plan (PPP) prior to the development of the 2024 Regional Transportation Plan/ Sustainability Communities Strategy (RTP/SCS). Staff detailed that mainly this update involves small language changes and adding Zoom workshops and meetings under the acceptable form of public outreach. This update was noticed in newspapers and on the B-Line buses. Staff also participated in several in-person events to raise awareness and get feedback from the general public about this update.

This item was presented for information.

10: 2023 Federal Transportation Improvement Program (FTIP) Development

Staff updated the Board on the Federal Transportation Improvement Program (FTIP) development. The FTIP is designed to identify all transportation-related projects that require federal funding or other approval by the Federal Highway Administration for the Federal Transit Administration for the covered time period. This FTIP will cover the next four federal fiscal years through 2025/26. There was general conversation about the projects included and funding sources available for those projects.

This item was presented for information. Staff will bring the draft FTIP document to the June 2022 Board meeting for adoption at the July or August 2022 Board meeting.

ITEMS FROM THE FLOOR

11: 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.

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ADJOURNMENT

With no further items to discuss, the BCAG Board meeting adjourned at 9:29 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

April 28, 2022

APPROVAL OF RESOLUTION 2021/2022-15 AUTHORIZING FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE FY 2021 5311 PROGRAM

PREPARED BY: Sara Cain, Associate Senior Planner

ISSUE: BCAG is applying for FY 2021/2022 and FY 2022/2023 Federal Transit Administration Section 5311 and 5311(f) Consolidated Application for non-urbanized operating assistance.

DISCUSSION: The Federal Transit Administration (FTA) Section 5311 Intercity Bus Program in California is designed to address the “intercity bus transportation needs of the entire state” by supporting projects that provide transportation between non-urbanized areas and urbanized areas that result in connections of greater regional, statewide, and national significance.

The FTA Section 5311(f) rural intercity bus program is a competitive grant in California, designed to address the “intercity bus transportation needs of the entire state” by supporting projects that provide transportation between non-urbanized areas and urbanized areas that result in connections of greater regional, statewide, and national significance.

This is the first year Caltrans, as the administrator of the FTA Section 5311 and 5311(f) Programs, has combined the applications into a consolidated, multi-year application. BCAG is applying for the following:

- FY 2021/2022 5311
- FY 2022/2023 5311
- FY 2022/2023 5311(f)

Staff has utilized prior Section 5311 grants for operating assistance for public transportation services in rural areas of Butte County. Part of the goal of the FTA Section 5311 funding is to provide financial assistance to help carry out national goals related to mobility for all, including: seniors, individuals with disabilities, and low-income individuals. The funding will enhance the access of people in non-urbanized areas to health care, shopping, education, employment, public services, and recreation.

If funded, this project will be included in the Federal Transportation Improvement Program (FTIP) for Butte County. The 5311 consolidated application requires a Board Resolution be included.

BCAG Board of Directors Item #4

April 28, 2022

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STAFF RECOMMENDATION: Staff requests approval of Resolution 2021/22-15 authorizing the Executive Director to file and execute the FTA 5311 consolidated application on behalf of BCAG.

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



**BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
RESOLUTION NO 2021/22-15**



**RESOLUTION OF THE BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C.
SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR
THE FY 2021 5311 PROGRAM**

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grant for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the Butte County Association of Governments (BCAG) desires to apply for said financial assistance to permit operation of service in Butte County; and

WHEREAS, BCAG has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Butte County Association of Governments (BCAG) Board of Directors does hereby authorize the Executive Director to file and execute applications on behalf of BCAG with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended.

That the Executive Director and Deputy Director are authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director, Deputy Director, and Associate Senior Planner are authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That the Executive Director and Deputy Director are authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

PASSED AND ADOPTED by the BCAG Board of Directors, State of California, on the 28th day of April 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

JODY JONES, 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 #5



BCAG BOARD OF DIRECTORS

Item # 5 Consent

April 28, 2022

APPROVAL OF AMENDMENT #4 FOR THE 2021/22 OVERALL WORK PROGRAM (OWP) & BUDGET

PREPARED BY: Julie Quinn, Chief Fiscal Officer

ISSUE: BCAG Chief Fiscal Officer is requesting the BCAG Board of Directors approval of an amendment with an effective date of April 1, 2022, for the FY21/22 OWP.

DISCUSSION: Amendment #4 adjusts the OWP for a final revised estimate of FHWA Planning (PL) and FTA 5303 Transit Planning funds that are required to be fully included in the OWP Agreements with Caltrans. This estimate increases PL funding by \$130,583 and decreases FTA 5303 by \$4,863. This adjustment in funding is spread to the staff expenditures in several work elements to better align with project activities for the remainder of the fiscal year. Consultant expense is increased for additional GIS tasks in WE 22-103 *GIS Maintenance*, and additional Public Outreach in WE 22-130.1 *North Valley Rail Support*.

In addition to the Caltrans required adjustments, BCAG is changing the revenues and expense in the WE 22-308 *Electric Bus Rollout Plan* for contract work related to the underground electric bus infrastructure and utilization of FTA capital grant funding in lieu of Low Carbon Transit Operations Program (LCTOP) grants. All grant matching is adjusted to the required match percentage.

Changes to the budget are as follows:

NET CHANGE IN BUDGET REVENUE:	PRIOR	AMENDED	NET CHANGE
FHWA PLANNING	880,661	1,011,244	130,583
FTA 5303 TRANSIT PLANNING	71,000	66,137	(4,863)
FTA 5307 CAPITAL	-	364,592	364,592
LCTOP	160,000	-	(160,000)
LTF MATCH	608,061	596,394	(11,667)
NET BUDGET REVENUE CHANGE			318,645
PREVIOUS OWP REVENUE- A3			5,150,415
AMENDED TOTAL OWP REVENUE			5,469,060

NET CHANGE IN BUDGET EXPENSE:	PRIOR	AMENDED	NET CHANGE
SALARIES & BENEFITS	1,870,915	1,900,915	30,000
INDIRECT COST ALLOCATED	850,942	875,314	24,372
SERVICES & SUPPLIES	2,428,558	2,692,831	264,273
NET BUDGET EXPENDITURE CHANGE			318,645
PREVIOUS OWP EXPENDITURES- A3			5,150,415
AMENDED TOTAL OWP EXPENDITURES			5,469,060

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Attached is a summary of adjustments by work element to the FY 2021/22 OWP & Budget.

STAFF RECOMMENDATION: Approve Amendment #4 of the FY 2021/22 Overall Work Program & Budget.

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

**FISCAL YEAR 2021/22
SUMMARY OF OWP AMENDMENT 4**

<u>22-100 OWP ADMINISTRATION</u>			
	PRIOR	AMENDED	NET CHANGE
FHWA PLANNING	143,112	151,133	8,021
LTF MATCH	18,542	19,581	1,039
TOTAL REVENUE	161,654	170,714	9,060
SALARIES & BENEFITS	89,182	94,182	5,000
INDIRECT	72,472	76,532	4,060
TOTAL EXPENDITURES	161,654	170,714	9,060

<u>22-102 REGIONAL TRANSPORTATION MODEL</u>			
	PRIOR	AMENDED	NET CHANGE
FHWA PLANNING	83,743	91,766	8,023
LTF MATCH	10,850	11,890	1,040
TOTAL REVENUE	94,593	103,656	9,063
SALARIES & BENEFITS	15,333	20,333	5,000
CONSULTANT	66,800	66,800	-
INDIRECT	12,460	16,523	4,063
TOTAL EXPENDITURES	94,593	103,656	9,063

<u>22-103 GIS MAINTENANCE</u>			
	PRIOR	AMENDED	NET CHANGE
FHWA PLANNING	64,432	80,423	15,991
LTF MATCH	8,348	10,420	2,072
TOTAL REVENUE	72,780	90,843	18,063
SALARIES & BENEFITS	15,326	20,326	5,000
SUPPLIES	5,000	5,000	-
CONSULTANT- GIS	40,000	49,000	9,000
INDIRECT	12,454	16,517	4,063
TOTAL EXPENDITURES	72,780	90,843	18,063

<u>22-106 RTIP</u>			
	PRIOR	AMENDED	NET CHANGE
FHWA PLANNING	43,256	51,279	8,023
LTF MATCH	5,605	6,644	1,039
TOTAL REVENUE	48,861	57,923	9,062
SALARIES & BENEFITS	26,956	31,956	5,000
INDIRECT	21,905	25,967	4,062
TOTAL EXPENDITURES	48,861	57,923	9,062

SUMMARY OF OWP AMENDMENT 4

22-130.1 NORTH VALLEY RAIL SUPPORT			
	<u>PRIOR</u>	<u>AMENDED</u>	<u>NET CHANGE</u>
FHWA PLANNING	121,698	191,315	69,617
LTF MATCH	15,768	24,787	9,019
TOTAL REVENUE	137,466	216,102	78,636
SALARIES & BENEFITS	75,839	75,839	-
CONSULTANT- Public Outreach	-	78,636	78,636
INDIRECT	61,627	61,627	-
TOTAL EXPENDITURES	137,466	216,102	78,636

22-301 TRANSIT SYSTEM PLANNING			
	<u>PRIOR</u>	<u>AMENDED</u>	<u>NET CHANGE</u>
FHWA PLANNING	81,225	102,133	20,908
FTA 5303	71,000	66,137	(4,863)
FTA 5307 PLANNING	176,328	176,328	-
LTF MATCH	63,806	65,885	2,079
TOTAL REVENUE	392,359	410,483	18,124
SALARIES & BENEFITS	53,477	63,477	10,000
CONSULTANTS	295,424	295,424	-
INDIRECT	43,458	51,582	8,124
TOTAL EXPENDITURES	392,359	410,483	18,124

22-308 ELECTRIC BUS ROLLOUT PLAN			
	<u>PRIOR</u>	<u>AMENDED</u>	<u>NET CHANGE</u>
PPM	226,000	226,000	-
LCTOP	160,000	-	(160,000)
FTA 5307 CAPITAL	-	364,592	364,592
CAPITAL RESERVE	200,000	200,000	-
LTF MATCH	124,014	96,059	(27,955)
TOTAL REVENUE	710,014	886,651	176,637
SALARIES & BENEFITS	124,148	124,148	-
CONSULTANTS- ZEV Rollout Plan	234,979	205,876	(29,103)
CONSTRUCTION- Underground Infrastructure	250,000	455,740	205,740
INDIRECT	100,887	100,887	-
TOTAL EXPENDITURES	710,014	886,651	176,637

SUMMARY OF OWP AMENDMENT 4

NET CHANGE IN BUDGET REVENUE:	PRIOR	AMENDED	NET CHANGE
FHWA PLANNING	880,661	1,011,244	130,583
FTA 5303 TRANSIT PLANNING	71,000	66,137	(4,863)
FTA 5307 CAPITAL	-	364,592	364,592
LCTOP	160,000	-	(160,000)
LTF MATCH	608,061	596,394	(11,667)
NET BUDGET REVENUE CHANGE			318,645
PREVIOUS OWP REVENUE- A3			5,150,415
AMENDED TOTAL OWP REVENUE			5,469,060

NET CHANGE IN BUDGET EXPENSE:	PRIOR	AMENDED	NET CHANGE
SALARIES & BENEFITS	1,870,915	1,900,915	30,000
INDIRECT COST ALLOCATED	850,942	875,314	24,372
SERVICES & SUPPLIES	2,428,558	2,692,831	264,273
NET BUDGET EXPENDITURE CHANGE			318,645
PREVIOUS OWP EXPENDITURES- A3			5,150,415
AMENDED TOTAL OWP EXPENDITURES			5,469,060

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #6



BCAG BOARD OF DIRECTORS

Item # 6 Action

April 22, 2018

APPROVAL OF THE BCAG/BRT TITLE VI PROGRAM (2022-2024)

PREPARED BY: Amy White, Assistant Transit Planner, Title VI Administrator

ISSUE: Butte County Association of Governments (BCAG) and Butte Regional Transit (BRT) are required as a direct recipient of Federal funds to submit a Title VI Program to Caltrans and Federal Transit Administration (FTA) every three years. The Title VI Program must be approved by the BCAG Board of Directors prior to submittal to FTA.

DISCUSSION: Title VI is a Federal statute that prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin, including the denial of meaningful access for Limited English Proficient (LEP) persons. Under Department of Transportation (DOT's) Title VI regulations, recipients of Federal financial assistance are prohibited from, among other things, using "criteria or methods of administering its program which have the effect of subjecting individuals to discrimination based on their race, color, or national origin."

The complete Title VI Program document is available for review online at:

<http://www.bcag.org/Title-VI/index.html>

The document contains a complete presentation of data, analysis, action items and document samples required by Title VI for both BCAG and BRT. A Limited English Proficiency Plan and Language Assistance Measures are presented, which includes a detailing of outreach to the community and integration of the agency's Public Participation Plan.

Under Title VI, DOT has the responsibility to provide oversight of recipients and to enforce their compliance. Upon Board approval, the next step is for staff to submit to FTA for final approval. Following FTA approval, the plan will be uploaded to the state grants system, Blackcat, as it must be on file for future grant applications to be considered complete.

STAFF RECOMMENDATION: Staff requests the Board approve the Title VI Program for 2022—2024 to remain in compliance with the Federal statute.

Key staff: Amy White, Assistant Transit Planner



**BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
RESOLUTION NO 2021-22-16**



**RESOLUTION OF THE BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
BOARD OF DIRECTORS APPROVAL OF THE 2022-2024 TITLE VI PROGRAM AND
POLICY**

WHEREAS, the Butte County Association of Governments (BCAG) is the Metropolitan Planning Organization (MPO), Regional Transportation Planning Agency (RTPA), and Owner and Operator of Butte Regional Transit, also known as the *B-Line*;

WHEREAS, BCAG is responsible for managing the day-to-day Operations and Maintenance of Butte Regional Transit;

WHEREAS, in accordance with Section 601 of the Title VI of the Civil Rights Act of 1964 states: *No person in the United State shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

WHEREAS, in accordance with the Federal Transit Administration Circular 4702.1B to help FTA recipients to:

- a. Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- b. Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- c. Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

WHEREAS, in accordance with the U.S. Department of Justice (DOJ) Title VI regulations 28 CFR Section 42.401 et seq., and 28 CFR Section 50.3, and the U.S. Department of Transportation (DOT) Title VI implementing regulations 49 CFR part 21;

NOW, THEREFORE, BE IT RESOLVED THAT, that the BCAG Board of Directors approves the Title VI Program presented at the April 28, 2022, meeting.

BE IT FURTHER RESOLVED THAT, the Butte County Association of Governments authorizes its staff to submit the Title VI Program for the years 2022-2024 to FTA for final approval and compliance.

PASSED AND ADOPTED by the Butte County Association of Governments on the 28th day of April 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

JODY JONES, 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
Action

April 28, 2022

APPROVAL OF 2022/23 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 Overall Work Program & Budget annually to identify the state and federal planning and programming responsibilities for the coming fiscal year, in addition to other regional planning studies and projects that BCAG will undertake.

DISCUSSION: The Executive Director reviewed a draft of the 2022/23 Overall Work Program (OWP) & Budget with the Board of Directors at the March Board meeting. Since that time, one additional work element has been added, *Work Element 23-132 Regional Alternative Fuel Coordination*. In addition, staff has made some final changes with the revenues and expenditures for the final budget, and has incorporated the comments received from Caltrans, FHWA and FTA to the final OWP document

BCAG's final 2022/23 OWP & Budget identifies twenty-four specific work elements that address BCAG's 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 final 2022/23 OWP:

REGIONAL TRANSPORTATION PLANNING & PROGRAMMING WORK ELEMENTS

- 23-999 2022/23 Indirect Cost Allocation Plan
- 23-100 Overall Work Program Administration, Development & Reporting
- 23-101 Outreach, Education & Coordination
- 23-102 Regional Transportation Model
- 23-103 Regional Geographic Information System (GIS) Maintenance & Coordination
- 23-104 Regional Transportation-Air Quality Planning
- 23-105 2023 Federal Transportation Improvement Program (FTIP)
- 23-106 2022 Regional Transportation Improvement Program (RTIP)
- 23-107 2024 Regional Transportation Plan (RTP) Administration & Development
- 23-108 Regional Early Action Planning (REAP) Grant Coordination
- 23-109 US Census Affiliate Data Center Administration
- 23-110 Intelligent Transportation System – Regional Architecture Maintenance
- 23-120 Performance Based Planning & Programming
- 23-128 Sustainable Transportation Planning 2021/22 – Regional Travel Survey
- 23-123 Sustainable Transportation Planning 2022/23 – 2024 SCS Development
- 23-130 North Valley Passenger Rail Strategic Plan
- 23-130.1 North Valley Passenger Rail Strategic Plan – Support
- 23-132 Regional Alternative Fuel Coordination

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TRANSPORTATION PROJECT DEVELOPMENT

23-215 Construction of Paradise Transit Center

TDA/TRANSIT COORDINATION & PLANNING WORK ELEMENTS

- 23-300 Transportation Development Act Administration
- 23-301 Public Transit Systems Planning & Coordination
- 23-302 Butte Regional Transit Administration & Operations
- 23-303 Americans with Disabilities Act (ADA) Certification Program
- 23-308 B-Line Zero Emission Bus Rollout Plan

FINAL BUDGET

The final budget for the 2022/23 Overall Work Program is **\$6,354,821**, below is a summary of the expenditures and revenues:

EXPENDITURES

Salaries & Benefits	= \$ 1,980,893
Services, Supplies & Other Expenditures	= \$ 557,244
Professional Services Contracts	= <u>\$ 3,816,684</u>

TOTAL EXPENDITURES **\$ 6,354,821**

REVENUES

Federal Highway Administration Planning (FHWA PL)	= \$ 1,099,137
Federal Transit Administration 5303 Funds	= \$ 66,500
SB 1 Planning Grant 2021/22	= \$ 84,350
SB 1 Planning Grant 2022/23	= \$ 180,569
Caltrans Strategic Partnership Grant FTA 5304	= \$ 261,113
FTA 5307 Planning (FFY 2020)	= \$ 61,328
Housing Community Development REAP Funds	= \$ 647,125
TDA Administration	= \$ 116,985
TDA Planning	= \$ 537,377
STIP Planning, Programming & Monitoring	= \$ 160,962
New Market Tax Credit – Interest Income	= \$ 207,060
Butte Regional Transit - Operations	= \$ 662,315
CRRSAA Funds	= <u>\$ 2,270,000</u>

TOTAL REVENUES **\$ 6,354,821**

STAFFING FOR 2022/23

BCAG currently has a staff of eleven (11) full-time and two (2) part time employees. During the 2022/23 FY there are no proposed staffing changes.

SUMMARY

BCAG's final 2022/23 Overall Work Program & Budget concentrates on the completion of required state and federal planning and programming activities to ensure continued funding for the region's transportation projects and programs. The 2022/23 OWP also includes several important regional studies deemed necessary for the coming fiscal year, and the continued administration of the B-Line transit services.

STAFF RECOMMENDATION: The Executive Director is recommending that the BCAG Board of Directors adopt the final 2022/23 OWP & Budget by Resolution 2021/22-17.

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

**BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
RESOLUTION NO 2021/2022-17**

**RESOLUTION OF THE BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
APPROVING THE ADOPTION OF THE 2022/2023 OVERALL WORK PROGRAM &
BUDGET; AND ANNUAL CERTIFICATION THAT THE BCAG PLANNING PROCESS
IS IN ACCORDANCE WITH ALL APPLICABLE SECTIONS OF 23 U.S.C. 134 and
135, 49 U.S.C. 5303 through 5307 and 5310 and 5311 and 5323(1) and 5339**

WHEREAS, the Butte County Association of Governments is the designated Metropolitan Planning Organization for Butte County in accordance with 23 U.S.C. 134 and 135, (b);

WHEREAS, the Butte County Association of Governments as the Metropolitan Planning Organization has developed an annual Overall Work Program and Budget for the 2022/2023 Fiscal Year in compliance with the 23 U.S.C and Section 5303 of the Federal Transit Act;

WHEREAS, in conjunction with the 2022/23 Overall Work Program Agreement and Master Fund Transfer Agreement, the 2022/23 Overall Work Program (OWP) constitutes the annual funding contract between the State of California Department of Transportation (Caltrans) and BCAG for Consolidated Planning Grant (CPG) funding;

WHEREAS, the Butte County Association of Governments as the designated Metropolitan Transportation Planning Organization certifies that a comprehensive, cooperative, and continuous transportation planning process is being implemented in accordance with 23 CFR 450.334 and 450.220, and Fixing America's Surface Transportation (FAST) Act;

NOW THEREFORE BE IT RESOLVED that the Butte County Association of Governments as the designated Metropolitan Planning Organization does hereby adopt the Fiscal Year 2022/23 Overall Work Program & Budget and certifies that a planning process will be implemented through this document in accordance with:

- (1) 23 U.S.C. 134 and 135, 49 U.S.C. 5303 through 5307 and 5310 and 5311 and 5323(1) and 5339, and 23 CFR part 450.220;
- (2) Sections 174 and 176(c) and (d) of the Clean Air Act (42 U.S.C. 7504, 7506(c) and (d));
- (3) Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
- (4) Public Law 109-59, Fixing America's Surface Transportation (FAST) Act, regarding the involvement of disadvantaged business enterprises in the FHWA and FTA funded project, Pub. L. 059.109 Page 119 STAT. 1156 and;

- (5) The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U.S. DOT implementing regulations (49 CFR Parts 27, 37, and 38).

BE IT FURTHER RESOLVED that the Butte County Association of Governments by this resolution approves the Fiscal Year 2022/23 Overall Work Program & Budget in accordance with 23 U.S.C and Section 5303 of the Federal Transit Act, FTA Section 5311 & 5311(f) (49 U.S.C), FTA Section 5339 (49 U.S.C), FTA Section 5310 & 5310 Expanded (49 U.S.C – Chapter 53), FTA Section 5307 (49 U.S.C), and all applicable requirements and authorizes its Executive Director to execute all fund transfer agreements, master agreements, grants, program supplements, contracts, Caltrans cooperative agreements and all other documents necessary to receive funding for transportation planning, and implementation of projects and programs contained in the 2022/23 Overall Work Program and Budget.

PASSED AND ADOPTED by the Butte County Association of Governments on the 28th day of April 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

JODY JONES, 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 #8



BCAG BOARD OF DIRECTORS

Item #8 Action

April 28, 2022

APPROVAL OF FY 2022/23 BUTTE REGIONAL TRANSIT SERVICE PLAN & BUDGET

PREPARED BY: Sara Cain, Associate Senior Planner

ISSUE: BCAG is responsible for the preparation of the Annual Service Plan and Budget for Butte Regional Transit (B-Line).

DISCUSSION: Below is the Final FY 2022/23 B-Line Service Plan & Budget for review and approval. A full copy of the document can be found on the B-Line website at the following link: <http://www.blinetransit.com/documents/BRT-Final-2022-23-Annual-Service-Plan.pdf>

On March 4, 2022, Staff met with the Transit Administrative Oversight Committee (TAOC), which is made up of representatives from the cities, town and county, to review the FY 2022/23 Transit Budget and Service Plan. The Draft Service Plan & Budget was presented to the BCAG Board at the March 24, 2022 meeting. The FY 2022/23 Service Plan & Budget continues reduced service hours in both fixed route and paratransit services due to changes related to the Camp Fire and COVID-19.

In summary, the FY 2022/23 Budget identifies a total operating budget of **\$11,420,867**, for both Fixed Route service and Paratransit service in the urban and rural areas of Butte County. The FY 2022/23 budget is \$589,940 higher than prior year in total dollars, an increase of 5%. The increase to the transit services contract hourly rate for the year is 3%. It is worth noting the TDA apportionment to the cities/town and county remain greater than last fiscal year.

The following items are major changes from the FY 2021/22 Budget:

- Transdev services contract includes a maximum obligation of \$8,007,513 for the year, an increase of 3%. The rate associated with these costs for this budget is \$88.86, based on 90,110 budgeted service hours and an increase in labor costs. Purchased Transportation cost reflects the Transdev operations service.
- An increase of \$96,398 in software licenses and maintenance reflect rate increases for new IT maintenance contract and vehicle maintenance equipment.
- An increase of \$136,000 in fuel cost due to rising fuel prices.
- Increase of \$54,000 in Butte Regional Transit Facility operations and maintenance as building begins to age and maintenance costs increase.
- Decrease of \$20,000 in vehicle maintenance due to newer fleet.

Funding for the Transit service is provided from three major categories: farebox ticket sales, Federal Transit Administration (FTA) and other state grants, and California Transportation Development Act (TDA) funds.

- Fare revenue in the FY 2022/23 Budget covers 8.5% of overall costs. The budget for fare revenue shows an increase of 15% from the prior year from increased ridership. The current year estimate is derived from the actual fares collected through the third quarter, adjusted upwards by an average of 4% to account for

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increasing demand. The assumption is that ridership will return at a slower rate than the decline as the effects of the pandemic reside, and people feel safe to ride public transit again.

- Federal/other funding covers 36.6% of costs in the budget. This is a 22% increase from the prior year due to increasing FTA operating apportionments and some residual FY 2021 American Rescue Plan funds.
- TDA support covers 54.9% of costs in the budget. This is a 4% 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 FY 2021/22 is estimated to be \$1.1M, which reduces the apportionment of TDA to BRT.

Capital Budget items for FY 2022/23

Four electric buses are scheduled to be ordered in the fiscal year. Funding for these buses includes a combination of LCTOP, SGR, and FTA 5339.

Following is a snapshot of the Final FY 2022/23 Butte Regional Transit Operating and Capital Budgets:

FISCAL YEAR 2022/23 OPERATING BUDGET

	2020/21 APPROVED BUDGET	2020/21 ACTUAL ANNUAL	2021/22 APPROVED BUDGET	2022/23 PROPOSED BUDGET	Difference	% CHANGE
OPERATING EXPENSES						
ADMINISTRATION						
Printing and signage	\$ 38,000	\$ 3,433	\$ 38,000	\$ 38,000	\$ -	0%
Training and travel	6,000	110	6,000	6,000	-	0%
Public Outreach	50,000	43,790	50,000	50,000	-	0%
Software License/Maintenance	127,648	160,899	167,648	264,046	96,398	58%
Processing Fees/mobile app	-	2,352	2,600	3,600	1,000	38%
Paratransit ADA Certification	49,000	49,039	49,000	55,000	6,000	12%
Support Services	417,000	414,363	425,000	480,000	55,000	13%
TOTAL ADMINISTRATION	\$ 687,648	\$ 673,986	\$ 738,248	\$ 896,646	\$ 158,398	21%
OPERATIONS AND MAINTENANCE						
Communication	\$ 22,025	\$ 21,564	\$ 22,025	\$ 22,025	\$ -	0%
Fleet Insurance	408,312	405,017	428,434	428,434	-	0%
Vehicle Maintenance	160,000	29,819	160,000	140,000	(20,000)	-13%
Maintenance Equipment	25,000	239,957	25,000	25,000	-	0%
Purchased Transportation	7,440,838	6,935,999	7,762,812	8,007,513	244,701	3%
Fuel	1,093,000	720,229	981,000	1,117,000	136,000	14%
Transit Center Maintenance- Chico/Oroville	204,000	204,976	204,000	215,000	11,000	5%
Transit Kiosk Lease- Chico	6,000	6,000	6,000	6,000	-	0%
Ops Facility Lease- to BRTC	20,821	20,821	20,821	20,821	-	0%
BRT Facility Operations/Maintenance	335,350	270,951	375,350	429,350	54,000	14%
TOTAL OPS AND MAINTENANCE	\$ 9,715,346	\$ 8,855,333	\$ 9,985,442	\$ 10,411,143	\$ 425,701	4%
SUB-TOTAL OPERATING EXPENSES	\$ 10,402,994	\$ 9,529,319	\$ 10,723,690	\$ 11,307,789	\$ 584,099	5%
APPROPRIATION FOR CONTINGENCIES	\$ 104,030	\$ -	\$ 107,237	\$ 113,078	\$ 5,841	5%
TOTAL OPERATING REQUIREMENTS	\$ 10,507,024	\$ 9,529,319	\$ 10,830,927	\$ 11,420,867	\$ 589,940	5%
OPERATING REVENUES						
Fixed Route Passenger Fares	\$ 960,480	\$ 589,126	\$ 693,070	\$ 780,416	\$ 87,346	13%
Paratransit Fares	158,688	132,768	147,250	185,269	38,019	26%
TOTAL OPERATING REVENUE	\$ 1,119,168	\$ 721,894	\$ 840,320	\$ 965,685	125,365	15%
NON-OPERATING REVENUE						
TDA	\$ 4,412,950	\$ 3,245,973	\$ 6,561,693	\$ 6,274,847	(286,846)	-4%
FEDERAL/OTHER	\$ 4,974,906	\$ 5,561,452	\$ 3,428,914	\$ 4,180,335	\$ 751,421	22%
TOTAL REVENUES	\$ 10,507,024	\$ 9,529,319	\$ 10,830,927	\$ 11,420,867	\$ 589,940	5%

CAPITAL BUDGET

	2020/21 APPROVED BUDGET	2020/21 ACTUAL ANNUAL	2021/22 APPROVED BUDGET	2022/23 DRAFT BUDGET
CAPITAL OUTLAY				
Equipment/ Structures	\$ -	- \$ -	\$ -	\$ -
Fixed Route Vehicles	-	3,071,450	1,900,000	4,431,026
Paratransit Vehicles	-	367,722	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ 3,439,172	\$ 1,900,000	\$ 4,431,026
CAPITAL OUTLAY FUNDING SOURCES				
Reserved CARES Act funds	\$ -	\$ 3,071,450	\$ -	\$ -
BRT Capital Reserves	-	-	-	589,257
State of Good Repair (SGR)	-	-	650,000	1,074,000
FTA 5310 Capital Grant	-	367,722	-	-
FTA 5339 Capital Grants	-	-	360,000	1,767,769
Low Carbon Transit Operations Program (LCTOP)	-	-	890,000	1,000,000
TOTAL CAPITAL OUTLAY FUNDING	\$ -	\$ 3,439,172	\$ 1,900,000	\$ 4,431,026

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

Key Staff: Sara Cain, Associate 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 Action

April 28, 2022

APPROVAL OF BCAG PUBLIC PARTICIPATION PLAN

PREPARED BY: Ivan Garcia, Transportation Programming Specialist

ISSUE: BCAG is required to review and update the Public Participation Plan (PPP) prior to the development of the 2024 Regional Transportation Plan/Sustainability Communities Strategy (RTP/SCS).

DISCUSSION: The current PPP was last updated in 2019. The 2022 update reflects current guidance from the state and federal government on acceptable or recommended public outreach and engagement practices. Update to the PPP has been done in consultation with BCAG's Transportation Advisory Committee (TAC) and the respective state and federal agencies. Minor changes include documenting that remote participation methods such as Zoom meetings are a form of acceptable participation practices. In addition, language has been included to encourage BCAG participation in other community events such as public health fairs or community gatherings to educate and inform the public of BCAG's activities and projects.

An open house public workshop was held on March 7, 2022 via Zoom. The workshop was noticed in the local newspaper, posted online at BCAG's website and posted on the B-Line system. In addition, staff participated in a series of five public health events in Chico, Gridley and Oroville to inform the public of BCAG's planning and programming activities including transit. Lastly, the draft PPP was presented to the BCAG Board of Directors on April 25, 2022. The draft 2022 Public Participation Plan has been noticed in the local newspapers and posted for a 45-day public review period prior to Board approval.

The current and draft PPP are posted on BCAGs website at: <http://www.bcag.org/Resources/Public-Participation-Plan-PPP/index.html>. Once adopted, the BCAG Board may amend the PPP at any time. This document has also been translated to Spanish and posted at the same webpage link above.

STAFF RECOMMENDATION: Staff recommends the Board approve the Public Participation Plan by Resolution No. 2021/22-18. This resolution also authorizes staff to make any necessary technical corrections/modifications to ensure timely state and federal submittal.

Key Staff: Ivan Garcia, Transportation Programming Specialist
Cheryl Massae, Human Resources Manager



**BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
RESOLUTION NO 2021/2022-18**



ADOPTION OF THE 2022 PUBLIC PARTICIPATION PLAN FOR THE BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

WHEREAS, the Butte County Association of Governments is the designated Metropolitan Planning Organization for Butte County in accordance with 23 USC Section 134(b)(6); and Section 450.306 of the Metropolitan and Statewide Planning Rule;

WHEREAS, the the Fixing America's Surface Transportation (FAST) Act of 2015 and subsequent Infrastructure Investment and Jobs Act (IIJA) requires the Butte County Association of Governments, as the Metropolitan Planning Organization, to prepare and maintain a Public Participation Plan (PPP);

WHEREAS, the 2022 PPP has been developed in consultation with BCAG's advisory committees including the Transportation Advisory Committee, Social Services Transportation Advisory Council, federal and state agencies and the public;

WHEREAS, prior to approval the 2022 PPP has been noticed for a minimum 45-day public review comment period prior to adoption and represents a minor update to the 2019 PPP including recommended public engagement events and recommended outreach protocols post COVID 19;

NOW THEREFORE BE IT RESOLVED that the Butte County Association Governments, as the designated Metropolitan Planning Organization, does hereby adopt the Public Participation Plan.

BE IT FURTHER RESOLVED that in the interest of project delivery, the Butte County Association of Governments authorizes its staff to make minor technical corrections in cooperation with Caltrans and the Federal Highway Administration as needed to ensure the timely submittal of the Public Participation Plan.

PASSED AND ADOPTED by the Butte County Association of Governments on the 28th day of April 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

JODY JONES, 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 #10



BCAG BOARD OF DIRECTORS

Item #10 Information

April 28, 2022

BUTTE REGIONAL TRANSIT (B-LINE) 3rd QUARTER 2021/22 REPORT

PREPARED BY: Victoria Proctor, Assistant Planner

ISSUE: Staff is presenting key financial and statistical results for Butte Regional Transit (B-Line) for the third quarter of fiscal year 2021/22.

DISCUSSION: The attached tables present a summary of key financial and operation results for Butte Regional Transit. Financial data presentation compares second quarter results to the annual budget and to the prior year. Operations tables represent a performance-based assessment in comparison to the same quarter of the prior fiscal year. The measures of revenue, expense, ridership, vehicle revenue hours and passengers per vehicle revenue hour are broken down by the four types of service – fixed route and paratransit: urban and rural. This separation helps to define where improvements are needed and/or issues are taking place. Farebox ratios for the quarter are presented for reference as only annual ratios are required for the Transportation Development Act (TDA) compliance. Accidents and complaints, gauging safety and customer satisfaction, are analyzed for the system as a whole.

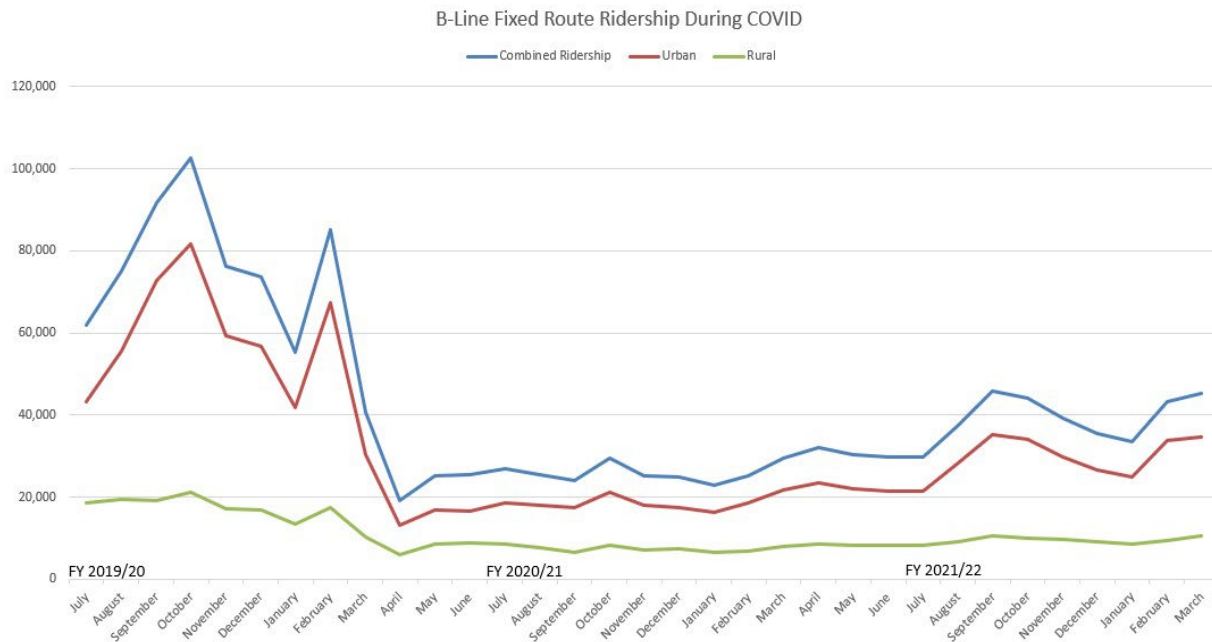
The comparisons being made in this memo are to the previous fiscal year, which was fully impacted by the effects of the COVID-19 pandemic. While the overall loss of fares continues to cause problems across the board in meeting the farebox ratios, AB90 which was passed by the California Assembly in June 2020 provided an exemption to the TDA requirement through FY 2020/21. In July 2021, AB 149 was passed that extended the farebox requirement exemption through FY 2022/23. Funding from the federal CARES Act continues to help cover lost fare revenues during this time. It should be noted that although we're not meeting farebox in any area, the ratios are rising in all four modes of service.

Unlike last year when most of the quarterly ridership comparisons saw large reductions as the data was being compared to the previous non-COVID year, this year's data is showing dramatic increases as it is being compared to the extremely low ridership generated during the height of the COVID lockdown. Though ridership on the fixed route is increasing dramatically from last year, it is still only at about half of what we saw pre-pandemic. On the chart below, you can see that the total fixed route ridership number (in blue) follows very closely with what happens on the urban system (in red), while the rural fixed route service (in green) has seen fewer dramatic fluctuations and has been relatively stable since the decrease in March 2020.

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April 28, 2022

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Rural Fixed Route is not meeting the TDA farebox ratio requirement of 10% ticket sales to operating expenditures, coming in at 9.8% for the fiscal year. Ridership for the quarter was up 35.1% from prior year quarter. Passenger fares are at 70% of the annual budget. Expenditures for services and supplies are 77% of the annual budget.

Urban Fixed Route is not meeting the TDA farebox ratio requirement of 20%, coming in at 11.2%. Ridership increased 64.8% compared to the same quarter in the last year. Passenger fares were 111% of the annual budget. Expenditures are higher than budget expectations for the year and came in at 79%.

Rural Paratransit is not meeting the TDA farebox ratio requirement of 10%, coming in at 6.6%. Ridership was up 22.9% for the quarter. Passenger revenues for the quarter came in at 79% of budget. Expenditures for services and supplies are coming in at 54% of the annual budget for the third quarter. The efficiency of this system is starting to move back up and is at 2.9 passengers per Vehicle Revenue Hour for the quarter.

Urban Paratransit is not meeting the TDA farebox ratio requirement of 10%, coming in at 8.0%. Ridership was up 35.0% for the quarter. Passenger revenues came in at 92% of budget. Expenditures are currently only at 54% of budgeted expectations. The efficiency of this system came in at 3.0 passengers per Vehicle Revenue Hour.

Overall – There were three preventable accidents in the quarter with 351,652 miles driven. This comes in at one accident every 117,216 miles and is within parameters of our performance goal of one accident every 80,000 miles. There were two valid complaints in the quarter with 130,191 rides given, which is also within acceptable parameters.

BCAG Board of Directors Meeting – Item #10

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STAFF RECOMMENDATION: This item is presented for information only.

Key Staff: Victoria Proctor, Assistant Planner
Julie Quinn, Chief Fiscal Officer

Butte Regional Transit
3rd Quarter Financial Report
Fiscal Year 2021/22

	Rural Fixed Route					Urban Fixed Route				
	20/21 Q3 Actual to Date	% of 20/21 Budget	21/22 Annual Budget	21/22 Q3 Actual to Date	% of 21/22 Budget	20/21 Q3 Actual to Date	% of 20/21 Budget	21/22 Annual Budget	21/22 Q3 Actual to Date	% of 21/22 Budget
Passenger Fares	\$ 219,344	67%	\$ 326,841	\$ 228,297	70%	\$ 204,274	56%	\$ 366,229	\$ 405,130	111%
Other Income	\$ 720,438	27%	\$ 2,688,079	\$ 1,246,243	46%	\$ 548,671	13%	\$ 4,259,959	\$ 2,032,231	48%
Total Income	\$ 939,782	31%	\$ 3,014,920	\$ 1,474,540	49%	\$ 752,945	16%	\$ 4,626,188	\$ 2,437,361	53%
Operator Expense	\$ 1,323,171	80%	\$ 1,655,788	\$ 1,279,964	77%	\$ 2,734,133	76%	\$ 3,487,483	\$ 2,872,470	82%
Fuel Expense	\$ 225,749	56%	\$ 400,000	\$ 391,829	98%	\$ 181,070	52%	\$ 350,000	\$ 277,626	79%
Other Operating	\$ 406,178	58%	\$ 704,132	\$ 445,626	63%	\$ 251,040	50%	\$ 652,705	\$ 372,570	57%
Services & Supplies	\$ 1,955,098	71%	\$ 2,759,920	\$ 2,117,419	77%	\$ 3,166,243	71%	\$ 4,490,188	\$ 3,522,666	78%
Admin Charges	\$ 192,153	75%	\$ 255,000	\$ 206,222	81%	\$ 102,259	75%	\$ 136,000	\$ 109,985	81%
Total Expense	\$ 2,147,251	71%	\$ 3,014,920	\$ 2,323,641	77%	\$ 3,268,502	71%	\$ 4,626,188	\$ 3,632,651	79%
Farebox Ratio	10.2%		10.8%	9.8%		6.2%		7.9%	11.2%	
Revenue Hours	16,070	72%	20,859	15,933	76%	31,895	72%	43,934	35,227	80%
Annual Passengers	66,744			85,214	18,470	167,237			268,814	101,577
Annual Pass/Rev Hr	4.2			5.3		5.2			7.6	

Notes:

Other Income includes: Payments from jurisdictions, FTA grants, Interest, Proceeds from Sales, other miscellaneous income.

~Jurisdiction revenue can vary due to timing of booking carryover credits.

~FTA grant revenue is booked at year end and cash comes in the following fiscal year.

Service & Supplies include: Payments to Contactor, Fuel, Insurance, Maintenance, Marketing, and other minor expenses.

Butte Regional Transit
3rd Quarter Financial Report
Fiscal Year 2021/22

	Rural Paratransit					Urban Paratransit				
	20/21 Q3	% of 20/21	21/22 Annual	21/221 Q3	% of 21/22	20/21 Q3	% of 20/21	21/22 Annual	21/22 Q3	% of 21/22
	Actual to Date	Budget	Budget	Actual to Date	Budget	Actual to Date	Budget	Budget	Actual to Date	Budget
Passenger Fares	\$ 23,914	62%	\$ 38,838	\$ 30,780	79%	\$ 65,471	60%	\$ 108,412	\$ 100,080	92%
Other Income	\$ 661,097	81%	\$ 819,577	\$ 7,445	1%	\$ 509,038	23%	\$ 2,222,992	\$ 1,692,513	76%
Total Income	<u>\$ 685,011</u>	80%	<u>\$ 858,415</u>	<u>\$ 38,225</u>	4%	<u>\$ 574,509</u>	25%	<u>\$ 2,331,404</u>	<u>\$ 1,792,593</u>	77%
Operator Expense	\$ 386,221	54%	\$ 714,420	\$ 341,213	48%	\$ 836,847	44%	\$ 1,905,121	\$ 946,012	50%
Fuel Expense	\$ 16,615	26%	\$ 65,000	\$ 37,614	58%	\$ 52,378	35%	\$ 150,000	\$ 119,110	79%
Other Operating	\$ 44,038	75%	\$ 60,695	\$ 74,539	123%	\$ 120,479	57%	\$ 211,583	\$ 138,823	66%
Services & Supplies	\$ 446,873	53%	\$ 840,115	\$ 453,366	54%	\$ 1,009,704	45%	\$ 2,266,704	\$ 1,203,945	53%
Admin Charges	\$ 12,968	71%	\$ 18,300	\$ 13,992	76%	\$ 45,482	70%	\$ 64,700	\$ 49,095	76%
Total Expense	<u>\$ 459,841</u>	54%	<u>\$ 858,415</u>	<u>\$ 467,358</u>	54%	<u>\$ 1,055,186</u>	45%	<u>\$ 2,331,404</u>	<u>\$ 1,253,040</u>	54%
Farebox Ratio	<u>5.2%</u>		<u>4.5%</u>	<u>6.6%</u>		<u>6.2%</u>		<u>4.7%</u>	<u>8.0%</u>	
Revenue Hours	4,693	59%	9,000	4,251	47%	10,162	45%	24,000	11,828	49%
Annual Passengers	10,578			11,891	1,313	23,882			36,536	12,654
Annual Pass/Rev Hr	2.3			2.8		2.4			3.1	

Notes:

Other Income includes: Payments from jurisdictions, FTA grants, Interest, Proceeds from Sales, other miscellaneous income.

~Jurisdiction revenue can vary due to timing of booking carryover credits.

~FTA grant revenue is booked at year end and cash comes in the following fiscal year.

Service & Supplies include: Payments to Contactor, Fuel, Insurance, Maintenance, Marketing, and other minor expenses.

B-Line Operating Data
FY 2021/22 - Third Quarter

RURAL FIXED ROUTE

Quarter	Passengers			Vehicle Revenue Hours			Passengers per Revenue Hr		
	20/21	21/22	change	20/21	21/22	change	20/21	21/22	change
1st	22,728	28,056	23.4%	5,566	5,678	2.0%	4.1	4.9	21.0%
2nd	22,907	28,650	25.1%	5,353	5,278	-1.4%	4.3	5.4	26.8%
3rd	21,109	28,508	35.1%	5,151	5,204	1.0%	4.1	5.5	33.7%
4th	25,107			5,226			4.8		

URBAN FIXED ROUTE

Quarter	Passengers			Vehicle Revenue Hours			Passengers per Revenue Hr		
	20/21	21/22	change	20/21	21/22	change	20/21	21/22	change
1st	53,976	84,959	57.4%	10,645	11,325	6.4%	5.1	7.5	48.0%
2nd	56,579	90,424	59.8%	10,686	12,436	16.4%	5.3	7.3	37.3%
3rd	56,682	93,431	64.8%	10,564	11,809	11.8%	5.4	7.9	47.5%
4th	67,182			10,666			6.3		

RURAL PARATRANSIT

Quarter	Passengers			Vehicle Revenue Hours			Passengers per Revenue Hr		
	20/21	21/22	change	20/21	21/22	change	20/21	21/22	change
1st	3,596	3,978	10.6%	1,587	1,448	-8.8%	2.3	2.7	21.2%
2nd	3,623	3,784	4.4%	1,588	1,370	-13.7%	2.3	2.8	21.1%
3rd	3,359	4,129	22.9%	1,518	1,433	-5.6%	2.2	2.9	30.2%
4th	3,577			1,482			2.4		

URBAN PARATRANSIT

Quarter	Passengers			Vehicle Revenue Hours			Passengers per Revenue Hr		
	20/21	21/22	change	20/21	21/22	change	20/21	21/22	change
1st	7,710	13,198	71.2%	3,198	4,257	33.1%	2.4	3.1	28.6%
2nd	8,049	12,372	53.7%	3,473	3,925	13.0%	2.3	3.2	36.0%
3rd	8,123	10,966	35.0%	3,491	3,646	4.4%	2.3	3.0	29.3%
4th	11,962			4,184			2.9		

PREVENTABLE ACCIDENTS

Qtr-FY	Accidents	Miles	Ratio (1 per x)
3-21/22	3	351,652	117,216
2-21/22	4	360,746	90,186
1-21/22	3	360,059	120,019
4-20/21	2	299,915	149,957

VALID PASSENGER COMPLAINTS

Complaint	Rides	Ratio (1 per x)
2	130,191	65,095
1	135,230	135,229
5	113,191	22,637
6	107,828	17,970