

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
APRIL 23, 2020

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

April 23, 2020
9:00 a.m.



BCAG Board Room

326 Huss Drive, Suite 100
Chico, CA 95928

BCAG BOARD MEETING LIVE STREAM

<https://tinyurl.com/bcagbod>

Due to the COVID-19 Pandemic, the BCAG Board meeting will be closed to public attendance. Members of the public may view the meeting through the live stream link above, and comment either before or during the meeting by emailing to vproctor@bcag.org

1. Pledge of Allegiance
2. Roll Call

CONSENT AGENDA

3. Approval of Minutes from the February 27, 2020 BCAG Board of Directors Meeting (Attachment) – **Victoria**
4. Approval of Resolution 2019/20-14 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 and Charging Infrastructure Project (Attachment) – **Sara**
5. Approval of Amendment #3 to the BCAG 2019/20 Overall Work Program (OWP) & Budget (Attachment) – **Julie**

ITEMS REMOVED FROM CONSENT AGENDA – *If Any*

ITEMS FOR ACTION

6. Public Hearing to Receive Testimony on Unmet Transit Needs for the Butte Regional Transit System (Attachment) - **Jim**

ITEMS FOR INFORMATION

7. Preliminary 2020/21 Findings of Apportionment for the Transportation Development Act (TDA) Funds (Attachment) – **Julie**
8. Draft BCAG 2020/21 Overall Work Program (OWP) & Budget (Attachment) – **Jon**

9. Draft 2020/21 Butte Regional Transit Service Plan & Budget (Attachment) – **Andy**
10. Update on COVID-19 Issues Concerning BCAG and Butte Regional Transit Operations (Oral Update) - **Jon**

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 28, 2020, **at the BCAG Board Room.**

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 27, 2020**

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 Connelly called the meeting to order at 9:05 a.m. at the BCAG Board Room, 326 Huss Drive, Suite 100, Chico CA.

MEMBERS PRESENT

Tami Ritter	Supervisor	District 3
Angela Thompson	Councilmember	City of Biggs
Randall Stone	Mayor	City of Chico
Bill Connelly	Supervisor	District 1
Debra Lucero	Supervisor	District 2
Doug Teeter	Supervisor	District 5
Jody Jones	Councilmember	Town of Paradise
Steve Lambert	Supervisor	District 4
Quintin Crye	Councilmember	City of Gridley
Chuck Reynolds	Mayor	City of Oroville

MEMBERS ABSENT

None

STAFF PRESENT

Jon Clark	Executive Director
Andy Newsum	Deputy Director
Ivan Garcia	Transportation Programming Specialist
Chris Devine	Planning Manager
Brian Lasagna	Regional Analyst
Victoria Proctor	Administrative Assistant
Cheryl Massae	Human Resources Manager
Julie Quinn	Chief Fiscal Officer
Jim Peplow	Senior Transit Planner

OTHERS PRESENT

Linda Furr, League of Women Voters
Lance Atencio, Transdev
Ingrid Sheipline, Richardson & Company

BCAG Board of Directors Meeting – Item #3

April 23, 2020

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- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Election of Chair and Vice Chair for the 2020 Calendar Year**

Board Member Connelly was elected Chair and Board Member Ritter was elected Vice Chair for the 2020 calendar year.

CONSENT AGENDA

- 4. Approval of Minutes from the December 12, 2019 BCAG Board of Directors Meeting**
- 5. Approval of Resolution 2019/20-13 for Advance Allocation of Regional Early Action Planning Grant Planning Funds**
- 6. Approval of Resolution 2019/20-11 Authorizing BCAG's 2019/20 Federal Transit Administration (FTA) 5311 Program Application**
- 7. Approval Resolution 2019/20-12 Authorizing BCAG's 2020/21 Federal Transit Administration (FTA) Section 5311(f) Program Application**
- 8. Approval of Amendment #2 for the 2019/20 Overall Work Program (OWP) & Budget**
- 9. Approval of Revised Finding of Apportionment for the 2019/20 Transportation Development Act (TDA) Funds**

Board Member Lucero requested to remove Item 8 From the Consent Agenda. On motion by Board Member Ritter and seconded by Board Member Stone, the remaining Consent Agenda was unanimously approved.

ITEMS REMOVED FROM CONSENT AGENDA

8: Approval of Amendment #2 for the 2019/20 Overall Work Program (OWP) & Budget

Staff asked if there was a specific question about the amendment. Board Member Lucero requested information on how WE-20-108 Regional Housing Needs REAP funding will be used. There was general discussion on how the REAP funds will be spent, where these housing numbers come from, and how this work element feeds into other housing reports that are done by the rest of the jurisdictions.

On motion by Board Member Ritter and seconded by Board Member Stone, the Board unanimously approved Amendment #2 for the 2019/20 OWP & Budget.

ITEMS FOR ACTION

10: Acceptance of BCAG and Transportation Development Act (TDA) Audits for the Year Ending June 30, 2019

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Staff is required to prepare a fiscal audit annually. BCAG also prepares fiscal and compliance audits for the Transportation Development Act (TDA) claimants for both Local Transportation Funds and State Transit Assistance Funds. The audit for the year ending June 30, 2019 was conducted by Richardson & Company in an independent review. Copies of the audits and findings were previously mailed to all Board Members.

Staff first reviewed an overview of the findings with the Board before Ingrid Shepline from Richardson & Company reviewed the audits in greater depth. She indicated that there were no financial statement findings or major federal award program findings in the BCAG audit. She also reviewed the TDA audits for each jurisdiction. There was general discussion between Staff, Ms. Shepline, and the Board regarding the findings and recommendations.

On motion by Board Member Ritter and seconded by Board Member Stone, the BCAG Fiscal Audits and TDA Audits for cities, town, and county for the year ending June 30, 2019 were unanimously approved.

ITEMS FOR INFORMATION

11: 2020 Regional Transportation Improvement Program (RTIP) Update

Staff presented the Board with an update to the 2020 Regional Transportation Improvement Plan. This update was mainly in regard to the status of State Route 70 funding for widening the road. Staff provided an updated timeline on the conversation with the CTC and Caltrans.

During the discussion about the RTIP, Board Member Ritter expressed concern that the YouTube stream of the meeting was unavailable to the public. Staff was unaware of the issue previously and assured the Board that the audio of the meeting would be made available as soon as possible, and the YouTube stream would be fixed.

There was general discussion between Staff and the Board regarding the RTIP update. Staff will continue to champion the widening efforts to improve the safety of travel between Chico and Sacramento.

This item was presented for information purposes only.

12: 2020/21 Unmet Transit Needs Process

Staff is required yearly to seek public input on Unmet Transit Needs in the region. In the past, Staff has hosted several in person meetings as well as solicited public comment via phone, mail, and Facebook. Due to declining attendance at the in-person meetings, and TDA requiring only one public meeting, Staff has decided to shift most of the focus to the remote testimony options.

There was discussion between Board and Staff regarding what constitutes an unmet

need, as well as how these notices are distributed to the public. The Board recommended reaching out directly to a number of non-profit organizations that work with at-risk and vulnerable communities.

This item was presented for information only.

13: 2020 Sustainable Communities Strategy (SCS) Update

Staff presented the Board with an update to the federally mandated Sustainable Communities Strategy that Staff is updating as the designated MPO for Butte County. Staff is currently working with Fehr & Peers and Chico State in order to complete the updates to regional land use and travel demand models.

There was general discussion about how these models are generated and what they are used for by the Board and Staff. A timeline was provided with the memo for progression, completion, and adoption of the SCS. This item was presented for information purposes.

14: FY 2019 Triennial Review of The Butte County Association of Governments (BCAG) as Prepared by the Federal Transit Administration (FTA)

Staff presented the Board with the findings for the Triennial Review of BCAG as prepared by the FTA. This review covered twenty-one areas and concentrated on procedures and practices employed during the 2015/16, 2016/17, and 2017/18 fiscal years. There was discussion between Staff and the Board regarding the deficiencies that were found in the following areas: Procurement, DBE, ADA General, and ADA Complementary Paratransit.

Staff was able to respond and adjust policies in the above-mentioned areas after the draft report was issued. The corrective action to close all stated deficiencies was undertaken and will be completed before the Triennial Review final report is issued. This item was presented for informational purposes.

15: Butte Regional Transit (B-Line) Quarterly Progress Report for 2nd Quarter 2019/20 FY

Staff presented the Board with the B-Line 2nd Quarter Report for the 2019/20 fiscal year. While going over the summary of the key financial and operation results, it was clear that B-Line is still suffering from the effects of the Camp Fire. While some costs are similar to pre-Camp Fire quarters, it is because service hours have been reduced while the hourly rate for service has increased. Of the four farebox revenues collected, only Urban Fixed Route is not meeting its TDA requirement of 20%, which is to be expected given the need for a fare increase in September 2019. Ridership is increasing, however, so this recovery ratio should go up.

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There was discussion between Staff and the Board regarding the difference between rural and urban ridership and the related costs. Since fixed route costs are stable regardless of ridership, there hasn't been an increased cost for the urban fixed route system. Paratransit, however, is a demand response system and the costs to accommodate the displaced riders in Chico has gone up. Costs overall, however, have not increased for any one jurisdiction due to the increased ridership.

ITEMS FROM THE FLOOR

15: Board Member Lambert comment on Neal Road

Board Member Lambert requested an update from Staff on the situation with Neal Road and a previous request he had made for a warning sign of an approaching stoplight. There was discussion between Board and Staff regarding the need for a warning light on that road to increase safety and decrease the probability of accidents since the road serves semi-trucks and commuter vehicles alike and the stoplight comes in an unexpected area of the road.

CLOSED SESSION

16: Public Employee Annual Evaluation (Government Code 54957)

This item was delayed from this agenda due to the length of the meeting.

ADJOURNMENT

With no further items to discuss, the BCAG Board meeting adjourned at 10:17 AM.

Attest:

Jon Clark, Executive Director

Victoria Proctor, 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 23, 2020

APPROVAL OF RESOLUTION 2019/20–14 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 AND CHARGING INFRASTRUCTURE PROJECT

PREPARED BY: Sara Cain, Associate Senior Planner

ISSUE: BCAG has applied for the California Department of Transportation (Caltrans) FY 2019/2020 Low Carbon Transit Operations Program (LCTOP) Allocation Request. The project is a continuation of the FY 2018/2019 LCTOP Zero-Emission Electric Bus and Installation of Equipment and Charging Infrastructure (\$539,399) project. FY 2019/2020 LCTOP funds will provide an additional \$437,431 to purchase one (1) electric bus, charging equipment, and related infrastructure improvements at BCAG's facility.

DISCUSSION: In February 2020, the FY 2019/2020 LCTOP allocation amounts for eligible agencies were released. There was a total of \$146 million for allocation, a decrease of \$980,406 from last fiscal year. BCAG will utilize \$437,431 in FY 2019/2020 LCTOP funds to continue the FY 2018/2019 electric bus, charging equipment, and related infrastructure project. The zero-emission electric bus will service the disadvantaged community in Chico on Routes 14/15. This project is the first step to implementing the California Air Resources Board's (CARB) Innovative Clean Transit Regulation for public transit agencies to transition to 100 percent zero-emission bus fleets by 2040. If awarded, FY 2019/2020 available for four (4) fiscal years (until June 30, 2023).

STAFF RECOMMENDATION: Staff requests the BCAG Board of Directors adopt Resolution No. 2019/2020–14 for the execution of the certifications and assurances and authorized agent forms for the FY 2019/2020 LCTOP Zero-emission Electric Bus and Installation of Equipment and Charging Infrastructure (\$437,431) project.

BCAG Board of Directors Meeting – Item #4

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



**BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
RESOLUTION NO 2019/2020 - #14**



**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 ELECTRIC BUS AND
INSTALLATION OF EQUIPMENT AND CHARGING INFRASTRUCTURE (\$437,431)**

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; 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.

BE IT FURTHER RESOLVED that Jon Clark, Executive 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 2019/2020 LCTOP funds:

Project Name: Zero-Emission Electric Bus and Installation of Equipment and Charging Infrastructure

Amount of LCTOP funds requested: \$437,431 FY 2019/2020 funds

Short description of project: BCAG is replacing one diesel bus with one zero-emission electric bus and applicable equipment/charging infrastructure to begin the transition to an all-electric fleet. This project is a continuation of the FY 2018/2019 zero-emission LCTOP project.

Benefit to a Priority Populations: The zero-emission electric 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.

Contributing Sponsors (if applicable): N/A.

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 #5



BCAG BOARD OF DIRECTORS

Item #5 Consent

April 23, 2020

APPROVAL OF AMENDMENT #3 FOR THE 2019/20 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, 2020 for the 2019/20 OWP & Budget.

DISCUSSION: Amendment #3 of the 2019/20 OWP & Budget adjusts the planning work elements for the Final FTA 5303 and FHWA Planning (PL) estimates from Caltrans, which requires the OWP to be adjusted. It also removes WE 20-213 *BRT Operations & Maintenance Center* as the HVAC project was completed without need for this work element.

The following changes are:

- WE 20-102 *Regional Transportation Model*; Additional salary time needed to complete tasks.
- WE 20-103 *Regional Geographic Information Systems (GIS) Maintenance & Coordination*; Additional salary time needed to complete tasks.
- WE 20-105 *Federal Transportation Plan (FTIP)*; Additional salary time needed to complete tasks.
- WE 20-213 *BRT Operations & Maintenance*; removing from budget as the project is complete.

Attached is a summary of adjustments to the 2019/20 OWP & Budget by work element.

STAFF RECOMMENDATION: Approve Amendment #3 of the 2019/20 Overall Work Program & Budget.

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

FISCAL YEAR 2019/20
SUMMARY OF OWP AMENDMENT 3 (OWPA AMENDMENT 2)

20-102 REGIONAL TRAFFIC MODEL			
	PRIOR	AMENDED	NET CHANGE
FED HIGHWAY PLANNING	100,181	105,009	4,828
LTF PLANNING MATCH	12,980	13,605	625
TOTAL REVENUE	113,161	118,614	5,453
SALARIES & BENEFITS	14,116	17,116	3,000
INDIRECT	11,545	13,998	2,453
CONSULTANTS/OTHER DIRECT	87,500	87,500	-
TOTAL EXPENDITURES	113,161	118,614	5,453

20-103 REGIONAL GIS MAINTENANCE			
	PRIOR	AMENDED	NET CHANGE
FED HIGHWAY PLANNING	63,439	68,267	4,828
LTF PLANNING MATCH	8,219	8,844	625
TOTAL REVENUE	71,658	77,111	5,453
SALARIES & BENEFITS	14,115	17,115	3,000
INDIRECT	11,543	13,996	2,453
CONSULTANTS/OTHER DIRECT	46,000	46,000	-
TOTAL EXPENDITURES	71,658	77,111	5,453

20-105 FTIP			
	PRIOR	AMENDED	NET CHANGE
FED HIGHWAY PLANNING	9,616	10,205	589
FTA 5303	22,439	26,695	4,256
LTF PLANNING MATCH	4,155	4,783	628
TOTAL REVENUE	36,210	41,683	5,473
SALARIES & BENEFITS	19,919	22,931	3,012
INDIRECT	16,291	18,752	2,461
TOTAL EXPENDITURES	36,210	41,683	5,473

20-213 BRT Operations & Maint Center			
	PRIOR	AMENDED	NET CHANGE
FTA 5339 CAPITAL	328,000	-	(328,000)
LTF	160,592	-	(160,592)
TOTAL REVENUE	488,592	-	(488,592)
SALARIES & BENEFITS	43,234	-	(43,234)
INDIRECT	35,358	-	(35,358)
CONSULTANTS	410,000	-	(410,000)
TOTAL EXPENDITURES	488,592	-	(488,592)

NET CHANGE IN BUDGET REVENUE:	PRIOR	AMENDED	NET CHANGE
FED HIGHWAY PLANNING	1,254,308	1,264,553	10,245
FTA 5303	70,467	74,723	4,256
LTF PLANNING MATCH	567,507	408,793	(158,714)
FTA 5339	328,000	-	(328,000)
NET BUDGET REVENUE CHANGE			(472,213)
OWP REVENUE- A2			4,952,134
OWP REVENUE- A3			4,479,921

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #6



BCAG BOARD OF DIRECTORS

Item #6 Action

April 23, 2020

PUBLIC HEARING TO RECEIVE TESTIMONY ON UNMET TRANSIT NEEDS FOR THE BUTTE REGIONAL TRANSIT SYSTEM

PREPARED BY: Jim Peplow, Senior Planner

ISSUE: As the administrator of Transportation Development Act (TDA) funds for Butte County, BCAG is charged with performing the annual Unmet Transit Needs (UTN) process. This process requires at least one public hearing for the purpose of soliciting comments on unmet transit needs that may exist within the jurisdictions.

DISCUSSION: In Butte County the UTN process entails a 30-day outreach period where the public can provide input via mail, email, phone, as well as an online comment form on the B-Line web page. The outreach period culminates with a public hearing before the BCAG Board of Directors to obtain testimony on perceived unmet transit needs that may be reasonable to meet. This 30-day period to gather comments, along with this final public hearing, was promoted in local newspapers, on the buses and on the Internet. The public was informed that all comments received, whether in person or by another form, receive equal consideration when being analyzed.

The purpose of this process is to ensure all unmet transit needs that are reasonable to meet are met before funds are expended for non-transit uses, such as streets and roads. Once the testimony is obtained, it is analyzed to determine if there are any transit needs that meet the adopted definitions of “Unmet Transit Need” and “Reasonable to Meet.” This analysis report, called the Transit Needs Assessment, is reviewed by the Social Services Transportation Advisory Council (SSTAC), which provides a recommendation for Unmet Transit Needs Findings to the BCAG Board of Directors. If the Board determines there are unmet transit needs that are reasonable to meet, the affected jurisdiction must satisfy those needs before any TDA funds may be expended for non-transit purposes.

The public hearing was originally scheduled for the meeting of March 26, but due to cancellation of that meeting because of the coronavirus, it was rescheduled to the April board meeting.

STAFF RECOMMENDATION: Staff recommends the Board open the public hearing to obtain testimony on any unmet transit needs that may exist. Since the meeting is closed to the public, they have been asked to email any comments to be read at the meeting.

Key staff: Jim Peplow, Senior Planner
Cheryl Massae, Human Resources Manager

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #7



BCAG BOARD OF DIRECTORS

Item #7 Information

April 23, 2020

PRELIMINARY 2020/21 FINDINGS OF APPORTIONMENT FOR THE TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS

PREPARED BY: Julie Quinn, Chief Fiscal Officer

ISSUE: Staff has prepared preliminary 2020/21 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 apportionment of \$9,987,520 of LTF 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 2020/21 estimate of LTF from the County is \$9,437,520. BCAG has determined that an additional \$550,000 can be apportioned from the fund balance of the prior year. Additional fund balance was due to an excess of the actual sales tax receipts over the County's estimate from fiscal year 2018/19, directly related to increased sales in the county from the Camp Fire.

The State Transit Assistance (STA) apportionment of \$2,073,190 is based on the adopted state budget and includes a portion of SB1 funds. The 2020/21 estimate from the SCO was reduced \$257,327 from the prior year. No additional fund balance is included at this time.

As the administrator of the Transportation Development Act (TDA) for Butte County, BCAG is responsible for allocation of these two funds to local claimants in support of public transit and regional transportation plans. Historically, apportionments to the jurisdictions have been based on population, after certain TDA administrative and planning portions are designated. Once a jurisdiction received their TDA apportionment,

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they paid their transit obligation from this funding. Transit obligations were based on a funding formula, considering a combination of population, service, and ridership. The criteria on which the transit obligations were based have been significantly altered post Camp Fire. For this reason, BCAG staff, along with the Transit Administrative Oversight Committee (TAOC), recommends that the BRT B-Line transit operations and capital reserves continue to be taken off the top, prior to apportionment.

This method is not without precedent. It is the common method used by other state transportation agencies and it has been a recommendation of our TDA performance audits in prior years. In addition, the legislative intent of the TDA is to provide funding for transit development, thus it is consistent to make transit the priority for this funding. BCAG staff is considering a permanent change to be included in the JPA.

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 2020/21 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. Butte Regional Transit allocation of \$6,615,237 consists of operations funding of \$5,615,237 and \$1,000,000 of capital reserve funding that is set aside for future capital needs, including bus purchases. Operating funds are determined from the draft B-Line Budget and Service Plan. Capital reserves are determined from the bus replacement schedule.

Allocations to the cities, town and county for streets and roads projects are based on January 1, 2019 population figures from the State Department of Finance. BCAG will use the January 1, 2020 population estimate, which is released each year on May 1st, for the final apportionment.

Attached is the Preliminary Findings of Apportionment for the Local Transportation Funds and State Transit Assistance for fiscal year 2020/21.

STAFF RECOMMENDATION: This item is for information only. Final TDA Findings of Apportionment will be brought before the Board for approval at the May 2020 meeting.

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

**STATE TRANSIT ASSISTANCE FUND (STA)
and
LOCAL TRANSPORTATION FUND (LTF)
Fiscal Year 2020/21
Preliminary Findings of Apportionment**

4/23/2020 Board Meeting

STA - Total Funds = \$ 2,073,190

Jurisdiction	PUC 99313	PUC 99314	2020/21	
			Allocation	Change in TDA 19-20 Finding
BRT OPERATIONS	\$ 1,878,549	\$ 108,641	\$ 1,987,190	(255,909)
BUTTE CO			\$ -	-
BIGGS			\$ -	-
CHICO			\$ -	-
GRIDLEY FLYER	\$ 84,665	\$ 1,335	\$ 86,000	(1,418)
OROVILLE			\$ -	-
PARADISE			\$ -	-
TOTAL	1,963,214	\$ 109,976	\$ 2,073,190	\$ (257,327)

STA Source: Estimate of State Controller's Office January 2020; plus \$0 Fund Balance

LTF - Total Funds = \$ 9,987,520

Jurisdiction	Population	Pop %	2020/21	
			Allocation	Change in TDA 19-20 Finding
	0			
BCAG/Admin	N/A	N/A	\$ 550,000	-
BC AUDITOR/Admin	N/A	N/A	\$ 10,000	-
BRT CAPITAL			\$ 1,000,000	(200,000)
BRT OPERATIONS	N/A	N/A	\$ 3,628,047	619,181
BUTTE CO	78,702	34.75%	\$ 1,667,924	(6,371)
BIGGS	2,066	0.91%	\$ 43,785	4,585
CHICO	112,111	49.50%	\$ 2,375,958	483,613
GRIDLEY	7,224	3.19%	\$ 153,098	10,949
OROVILLE	21,773	9.61%	\$ 461,433	89,636
PARADISE	4,590	2.03%	\$ 97,275	(447,224)
TOTAL	226,466	100.00%	\$9,987,520	\$ 554,369

LTF Source: Butte County Auditor's Office estimate of \$9,437,520 for FY 20/21 plus \$550,000 Fund Balance

Source: Population - Department of Finance Report E-1 for Jan 1, 2019

FY 20-21 Agency Apportionments for STA and LTF				Change from TDA 19-20 Finding	FY 19/20 Available for Bike, Ped, Streets & Roads
AGENCY	STA	LTF	TOTAL		
BCAG		\$ 550,000	\$ 550,000		
AUDITOR		\$ 10,000	\$ 10,000		
BUTTE REGIONAL TRANSIT	\$ 1,987,190	\$ 4,628,047	\$ 6,615,237	\$ 163,272	
BUTTE CO		\$ 1,667,924	\$ 1,667,924	\$ (6,371)	\$ 1,674,295
BIGGS		\$ 43,785	\$ 43,785	\$ 4,585	\$ 39,200
CHICO		\$ 2,375,958	\$ 2,375,958	\$ 483,613	\$ 1,892,345
GRIDLEY	\$ 86,000	\$ 153,098	\$ 239,098	\$ 9,531	\$ 229,567
OROVILLE		\$ 461,433	\$ 461,433	\$ 89,636	\$ 371,797
PARADISE		\$ 97,275	\$ 97,275	\$ (447,224)	\$ 544,499
TOTAL	\$ 2,073,190	\$ 9,987,520	\$ 12,060,710	\$ 297,042	\$ 4,751,703

Change in Funding:		FY 19/20 Finding	FY 20/21 Finding	Change in TDA
	STA	\$ 2,330,517	2,073,190	\$ (257,327)
	LTF	\$ 9,433,151	9,987,520	554,369
				\$ 297,042
Change in Distribution:				
	BRT	\$ 6,451,965	6,615,237	\$ 163,272
	Jurisdictions	\$ 4,751,703	4,885,473	133,770
				\$ 297,042

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #8



BCAG BOARD OF DIRECTORS

Item #8 Information

April 23, 2020

DRAFT 2020/21 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 2020/21 Overall Work Program (OWP) & Budget, this memo outlines the proposed work elements and revenues/expenditures included in the draft OWP. A full copy of the Draft 2018/19 OWP & Budget is posted on the BCAG website and has been submitted to the Federal Highway Administration (FHWA), Caltrans and the Federal Transit Administration (FTA) for their review and comments. **A copy of the Draft 2019/20 Overall Work Program & Budget may be viewed at this link:** <http://www.bcag.org/documents/planning/OWP/2020-2021%20OWP/2020-21%20Complete%20Draft%20OWP%20Document.pdf>

The Draft 2020/21 OWP & Budget identifies twenty-seven 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 2020/21 OWP:

REGIONAL TRANSPORTATION PLANNING & PROGRAMMING WORK ELEMENTS

- 21-999 2019/20 Indirect Costs
- 21-100 Administration of the 2020/21 Overall Work Program & Budget
- 21-101 Outreach Education & Coordination
- 21-102 Regional Transportation Model
- 21-103 Regional Geographic Information System (GIS) Coordination
- 21-104 Regional Transportation-Air Quality Planning
- 21-105 2019 Federal Transportation Improvement Program (FTIP)
- 21-106 2020 Regional Transportation Improvement Program (RTIP)
- 21-107 2020 Regional Transportation Plan (RTP) & Sustainable Communities Strategy (SCS)
- 21-109 Census Affiliate Data Center Administration
- 21-110 Intelligent Transportation System – Regional Architecture Maintenance
- 21-114 Butte Regional Conservation Plan (BRCP)
- 21-120 Regional Performance Measures for Planning & Programming
- 21-122 SB1 Sustainable Transportation Planning 2018-19
- 21-123 SB1 Sustainable Transportation Planning 2019-20
- 21-124 SB1 Sustainable Transportation Planning 2020-21
- 21-125 SB1 Sustainable Transportation Planning 2020-21
- 21-130 North Valley Rail Planning
- 21-131 Chico to Sacramento Strategic Plan

BCAG currently has a staff of twelve (10) full-time and (2) part time employees. During the 2020/21 FY the Executive Director does not propose to add any additional staff.

Review with Federal Highway Administration – Federal Transit Administration – Caltrans

The review and approval process for BCAG's 2020/21 Overall Work Program & Budget includes not only the BCAG Board of Directors approval, but the review and approval of the California Department of Transportation (Caltrans), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

BCAG met with our State and Federal planning partners in January 2020 to review the preliminary outline of the 2020/21 OWP & Budget, and to review progress on the current 2019/20 OWP. Overall, BCAG received a positive review of the proposed 2020/21 OWP outline and budget. BCAG staff may have a follow-up meeting with Caltrans, FHWA and FTA to review the final Draft OWP & Budget in April, if it is necessary.

SUMMARY

BCAG's Draft 2020/21 Overall Work Program & Budget concentrates on the completion of required state and federal planning that is necessary to ensure continued funding for the region's transportation projects and programs.

BCAG staff will review the Draft 2020/21 Overall Work Program & Budget to the BCAG Board of Directors at the April 23rd BCAG Board meeting.

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

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #9



BCAG BOARD OF DIRECTORS

Item #9 Information

April 23, 2020

DRAFT 2020/21 BUTTE REGIONAL TRANSIT SERVICE PLAN & BUDGET

PREPARED BY: Andy Newsum, Deputy Director

ISSUE: BCAG is responsible for the preparation of the Annual Service Plan and Budget for Butte Regional Transit (B-Line) which will be scheduled for adoption at the May BCAG Board of Directors meeting.

DISCUSSION: Below is the Draft 2020/21 Butte Regional Transit Budget for review and comment. A full copy of the Draft 2020/21 BRT Service Plan & Budget can be found on the website at the following link:

<http://www.bcag.org/documents/BCAG%20BOD/BRT%20DRAFT%202020-21%20Annual%20Service%20Plan.pdf>

On March 4, 2020, 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 2020/21 Transit Budget and Service Plan. Staff will continue to work with the TAOC to finalize the proposed budget. The final FY2020/21 Annual Service Plan and Budget will be presented to the BCAG Board of Directors for adoption at the June 2020 meeting.

In summary, the 2020-21 proposed Draft Budget identifies a total operating budget of **\$10,576,453**, including contingency, for both Fixed Route service and Paratransit service in the urban and rural areas of Butte County. The 2020-21 budget is \$231,756 higher than prior year in total dollars, an increase of 2.2%. The increase to the transit services contract hourly rate for the year is 4.0%.

The following items are major changes from the 2019-20 Budget:

- Increase of \$2,143 to Software License for annual contract rates.
- Increase of \$2,000 to Paratransit ADA Certification.
- Decrease of \$10,725 to Communications is an offset of the increase in Facility Operations/Maintenance as the FTA revised Uniform System of Accounts (USOA) includes internet service with utilities. Other increases in Facility costs are due to increasing electric and other utility costs.
- Increase of \$19,347 in Fleet Insurance is tied to annual increase in Transdev contract.
- Increase in Purchased Transportation of 2.6% is less than Transdev contract increase due to onetime costs included in Transdev contract for 2019-20 contract year.
- Decrease in Fuel expense due to continuation of PGE credits for CNG.

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April 23, 2020

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- Increase in Transit Center Maintenance is partially offset by the reduction in Chico Transit Kiosk lease as BRT takes over cleaning and security from the City of Chico.
- The budget for Fare Revenue includes estimates based on the first two quarters of 2019-20 and shows an 8.8% decrease in overall fares. After a fare increase, which went into effect September 1, 2019, it is common to see a dip in ridership. While urban systems are seeing increasing ridership from prior year and prior quarter, there is a downward trend with the rural systems. Staff will continue to monitor the fare income to determine if fare revenue can be adjusted upwards by final budget presentation. Paratransit fares are higher, in part, due to increased demand for urban service.
- Local TDA Support needed is increased 6.4% to cover falling passenger fare revenue.

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.

Farebox revenue must meet the required ratio by service category, which ranges from 10-20%. Fare revenue in the Draft Budget covers 14.8% of overall costs.

Annual FTA grants are awarded to transit recipients during the operating year, thus budgeted federal funding is based on prior year amounts adjusted for any known changes. Federal/Other funding covers 32.1% of the proposed budget, a minimal increase over prior year funding.

TDA funding makes up the remaining 53.1% of transit funding. TDA funds include State Transit Assistance (STA) funding and Local Transportation Funding (LTF), which comes from a ¼ cent of state sales tax revenue. Normally these revenues are distributed to the jurisdictions based on population and then transit services are paid to BRT based on the current funding formula; however, in the current budget, staff is recommending that transit services be paid off the top and the remainder of funding be distributed to the jurisdictions. Funding transit off the top has been recommended by TDA triennial performance audits for several years. In the aftermath of the Camp Fire, BCAG has had difficulty in properly assessing the funding formula, as population, service area, and ridership has been significantly altered. In FY 2019/20, staff and the TAOC committee agreed to make this recommended change, and all were in favor at that meeting. The FY 2020/21 Draft Budget continues this process.

Capital purchases scheduled for FY 2020/21 include six (6) fixed route buses which will utilize CARES Act funding, if approved, and five (5) paratransit buses funded with FTA 5310 and BRT Reserves.

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FISCAL YEAR 2020/21
OPERATING BUDGET

	2018/19 APPROVED BUDGET	2018/19 ACTUAL ANNUAL	2019/20 APPROVED BUDGET	2020/21 DRAFT BUDGET	<i>Difference</i>	% CHANGE
OPERATING EXPENSES						
ADMINISTRATION						
Printing and signage	\$ 38,000	\$ 23,121	\$ 38,000	\$ 38,000	\$ -	0.0%
Training and travel	6,000	1,867	6,000	6,000	-	0.0%
Public Outreach	50,000	42,797	50,000	50,000	-	0.0%
Software License/Maintenance	119,329	119,910	125,505	127,648	2,143	1.7%
Paratransit ADA Certification	47,000	47,898	47,000	49,000	2,000	4.3%
Support Services	417,000	406,953	417,000	417,000	-	0.0%
TOTAL ADMINISTRATION	\$ 677,329	\$ 642,546	\$ 683,505	\$ 687,648	\$ 4,143	0.6%
OPERATIONS AND MAINTENANCE						
Communication	\$ 42,227	\$ 49,835	\$ 44,100	\$ 33,375	\$ (10,725)	-24.3%
Fleet Insurance	369,072	386,405	388,965	408,312	19,347	5.0%
Vehicle Maintenance	160,000	32,961	160,000	160,000	-	0.0%
Maintenance Equipment	25,000	29,387	25,000	25,000	-	0.0%
Purchased Transportation	7,386,552	6,662,582	7,320,287	7,512,123	191,836	2.6%
Fuel	1,060,000	1,045,507	1,122,000	1,093,000	(29,000)	-2.6%
Transit Center Maintenance- Chico/Oroville	83,000	84,886	168,000	201,456	33,456	19.9%
Transit Kiosk Lease- Chico	18,000	12,015	14,000	6,000	(8,000)	-57.1%
Ops Facility Lease- to BRTC	30,000	30,000	20,821	20,821	-	0.0%
BRT Facility Operations/Maintenance	307,470	284,747	295,596	324,000	28,404	9.6%
TOTAL OPS AND MAINTENANCE	\$ 9,481,321	\$ 8,618,325	\$ 9,558,769	\$ 9,784,087	\$ 225,318	2.4%
SUB-TOTAL OPERATING EXPENSES	\$ 10,158,650	\$ 9,260,871	\$ 10,242,274	\$ 10,471,735	\$ 229,461	2.2%
APPROPRIATION FOR CONTINGENCIES	\$ 101,588	\$ 9,438	\$ 102,423	\$ 104,718	\$ 2,295	2.2%
TOTAL OPERATING REQUIREMENTS	\$ 10,260,238	\$ 9,270,309	\$ 10,344,697	\$ 10,576,453	\$ 231,756	2.2%
OPERATING REVENUES						
Fixed Route Passenger Fares	\$ 1,261,796	\$ 1,244,797	\$ 1,385,929	\$ 1,220,048	\$ (165,881)	-12.0%
Paratransit Fares	364,076	317,162	325,433	340,872	15,439	4.7%
TOTAL OPERATING REVENUE	\$ 1,625,872	\$ 1,561,959	\$ 1,711,362	\$ 1,560,920	(150,442)	-8.8%
NON-OPERATING REVENUE						
TDA	\$ 5,574,516	\$ 4,401,311	\$ 5,251,965	\$ 5,615,237	363,272	6.9%
FEDERAL/OTHER	\$ 3,059,850	\$ 3,307,039	\$ 3,381,370	\$ 3,400,296	\$ 18,926	0.6%
TOTAL REVENUES	\$ 10,260,238	\$ 9,270,309	\$ 10,344,697	\$ 10,576,453	\$ 231,756	2.2%

CAPITAL OUTLAY BUDGET

	2018/19 APPROVED BUDGET	2018/19 ACTUAL ANNUAL	2019/20 APPROVED BUDGET	2020/21 DRAFT BUDGET
CAPITAL OUTLAY				
Equipment/ Structures	\$ 1,340,575	\$ 138,950	\$ -	\$ -
Fixed Route Vehicles	-	-	-	3,071,452
Paratransit Vehicles	444,000	402,080	-	334,800
TOTAL CAPITAL OUTLAY	\$ 1,784,575	\$ 541,030	\$ -	\$ 3,406,252
CAPITAL OUTLAY FUNDING SOURCES				
LTF Reserve/CARES Act funds	\$ -	\$ -	\$ -	\$ 3,071,452
BRT Capital Reserves	158,057	8,727	-	10,000
State of Good Repair (SB1)	-	-	-	-
FTA 5310 Capital Grant	420,000	397,876	-	324,800
FTA 5339/5307 Capital Grants	1,206,518	18,084	-	-
PROP 1B Security Grant	-	116,343	-	-
TOTAL CAPITAL OUTLAY FUNDING	\$ 1,784,575	\$ 541,030	\$ -	\$ 3,406,252

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

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

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #10
NO ATTACHMENT