

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
MAY 28, 2020



BCAG Board of Directors

May 28, 2020
9:00 a.m.



BCAG Office Conference Room

326 Huss Drive, Suite 150
Chico, CA 95928

BCAG BOARD MEETING LIVE [Zoom Link](#)

Due to the COVID-19 Pandemic, the BCAG Board meeting will be closed to public attendance. Members of the public may view and participate in the meeting through the following Zoom link:

<https://us02web.zoom.us/j/81402359768?pwd=Q3VnY3ZCUiZlZlSjZlLk3VqWG1mL3plUT09>

1. Pledge of Allegiance
2. Roll Call

CONSENT AGENDA

3. Approval of Minutes from the April 23, 2020 BCAG Board of Directors Meeting (Attachment) – **Victoria**
4. Approval of Resolution 2019/20-16 to Implement Payroll Processes, Payroll Changes & Emergency Paid Sick Leave Related to COVID-19 (Attachment) - **Cheryl**

ITEMS REMOVED FROM CONSENT AGENDA – *If Any*

ITEMS FOR ACTION

5. Approval of BCAG's 2020/21 Overall Work Program & Budget (Attachment) – **Jon**
6. Approval of Butte Regional Transit 2020/21 Service Plan & Budget (Attachment) **Andy**

ITEMS FOR INFORMATION

7. Update on Development of 2020 Regional Housing Needs Plan (Attachment) – **Chris**
8. Development of the 2021 Federal Transportation Improvement Program (FTIP) (Attachment) – **Ivan**
9. Butte Regional Transit (B-Line) 3rd Quarter Report for FY 2019/20 (Attachment) - **Jim**

ITEMS FROM THE FLOOR

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

ADJOURN TO CLOSED SESSION **(Item will be sent separately)**

11. Public Employee Annual Evaluation – (Government Code 54957)
Executive Director

ADJOURNMENT

12. The next meeting of the BCAG Board of Directors has been scheduled for Thursday, June 25, 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.

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

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #3



**DRAFT MEETING MINUTES
OF THE BUTTE COUNTY
ASSOCIATION OF GOVERNMENTS
APRIL 23, 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 9:01 a.m. at the BCAG Board Room, 326 Huss Drive, Suite 100, Chico CA.

MEMBERS PRESENT IN PERSON

Bill Connelly	Supervisor	District 1
Doug Teeter	Supervisor	District 5
Jody Jones	Councilmember	Town of Paradise

MEMBERS PRESENT VIA CONFERENCE PHONE

Tami Ritter	Supervisor	District 3
Angela Thompson	Councilmember	City of Biggs
Randall Stone	Mayor	City of Chico
Debra Lucero	Supervisor	District 2
Steve Lambert (9:06 am)	Supervisor	District 4

MEMBERS ABSENT

Quintin Crye	Councilmember	City of Gridley
Chuck Reynolds	Mayor	City of Oroville

STAFF PRESENT

Jon Clark	Executive Director
Andy Newsum	Deputy Director
Victoria Proctor	Administrative Assistant
Julie Quinn	Chief Fiscal Officer
Jim Peplow	Senior Transit Planner
Sara Cain	Associate Senior Planner

OTHERS PRESENT

Lance Atencio, Transdev

1. Pledge of Allegiance
2. Roll Call

CONSENT AGENDA

3. Approval of Minutes from the February 27, 2020 BCAG Board of Directors Meeting
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
5. Approval of Amendment #3 to the BCAG 2019/20 Overall Work Program (OWP) & Budget

On motion by Board Member Teeter and seconded by Board Member Jones, 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 to the Board an overview of the Unmet Transit Needs process for Butte County, as detailed in the February 2020 meeting, and requested that the Board open the public hearing to obtain testimony on any unmet transit needs that might exist. Board Member Lambert connected to the meeting at the start of this item's presentation.

The Board opened the public hearing. The Clerk of the Board read an email comment into record from Richard Harriman regarding construction workers who are living out of the county and traveling into Butte County for work and their use of the Butte Regional Transit buses. No response to Mr. Harriman's comment was made during the meeting, as the public hearing is for gathering public comments and an assessment is made once the public hearing is closed.

After the public comment from Mr. Harriman was entered into record, there was general discussion between Staff and the Board regarding what comments were received. Board Member Lucero specifically asked how construction workers needs are considered in the UTN process. Again, since the public hearing was just for receiving comments and responses to them will be included in a report prepared after the close of the public comment period.

On motion by Board Member Lambert and seconded by Board Member Thompson the public hearing to receive testimony on the Unmet Transit Needs process was closed and approved unanimously.

ITEMS FOR INFORMATION

7: Preliminary 2020/21 Findings of Apportionment for the Transportation Development Act (TDA) Funds

Staff presented the Board with the preliminary estimates for the 2020/21 Transportation Development Act apportionments. TDA funding comes from two sources: Local Transportation Funds (LFT) and State Transit Assistance (STA). Because LFT funds are based on sales tax collected with the county, the preliminary estimates are expected to go down due to the shelter in place order.

There was general discussion between the Board and Staff about how the shelter in place order and the CARES Act will alter the funding sources available. Since this preliminary apportionment analysis was done prior to the shelter in place order, the full effect of the pandemic on these funding sources is not yet known.

This item was presented for information purposes only.

8: Draft BCAG 2020/21 Overall Work Program & Budget

Staff presented the Board with a draft version of the Overall Work Program (OWP) and Budget for the 2020/21 fiscal year. A full copy of the draft OWP was made available on the BCAG website, and the memo contained an overview of the work elements and revenues/expenditures identified for next fiscal year.

There was general discussion between Staff and the Board regarding the specifics of the budget. Staff reassured the Board that the work elements can be adjusted at any time throughout the fiscal year. A final budget will be submitted at the May board meeting. This item was presented for information only.

9: Draft 2020/21 Butte Regional Transit Service Plan & Budget

Staff prepared the Draft 2020/21 Butte Regional Transit Service Plan and Budget and presented it to the Board for review. Overall, the budget is up by 2.2% compared to the current fiscal year. A complete copy of the service plan was made available on the BCAG website for review prior to the meeting.

There was general discussion between Staff and the Board regarding the specifics of the budget and how it will be affected by falling ridership and additional funding from the federal CARES Act. Despite the drastic fall in ridership since the shelter in place order, funding is believed to be secure. Staff is working on shifting service so that it is still useable to the public even with the reduced ridership. Hours for fixed route and demand response service will be expected to change, but Staff is working diligently to make sure there is as little of effect as possible on the Transdev employees.

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A final budget will be presented in May. This item was presented for information purposes.

10: Update on COVID-19 Issues Concerning BCAG and Butte Regional Transit Operations

Staff informed the Board that on April 10, 2020 a Transdev employee was diagnosed with COVID-19. That employee was quarantined, and all employees who were in close contact with that employee were also quarantined.

In an effort that started in early March, Transdev has been cleaning and sanitizing all the buses at the end of each route, and at the end of each day. That seems to be helping to contain the spread of the virus. Staff also detailed how the push for free rides during the latter half of April and all of May has allowed riders to enter through the back of the bus and further decrease driver contact with the public.

As a result of the shelter in place order, ridership in April fell by over 80% on the fixed route, ridership also went from approximately 350 rides a day for paratransit to less than 100. Due to the increased safety measures, and free fares, ridership is starting to creep back up. Temporary adjustments to service were made in April due to the virus, and those are being evaluated on a continuing basis to make sure that no unnecessary disruptions occur.

The Board then asked about the employee who tested positive and in response Lance Atencio, General Manager of Transdev, addressed the Board directly. That employee was successfully isolated and is 99% better. While they were not back at work at the time of this meeting, it is expected they will return soon. Mr. Atencio and Staff also assured the Board that Butte County Public Health was administering the tests for this individual and Staff was following all Public Health guidelines in this matter.

This item was presented for information purposes.

ITEMS FROM THE FLOOR

11: Meeting Format Check-in

Before adjournment, Executive Director Jon Clark requested feedback from the Board on the quality of this format for the Board Meeting. The Board largely provided middling to negative feedback on audio quality and the ability for the public to comment and actively participate in the meeting.

A different format for the next meeting will be investigated, as well as ways to make this current format of a conference call improved upon for the next board meeting.

ADJOURNMENT

With no further items to discuss, the BCAG Board meeting adjourned at 9:37 AM.

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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

May 28, 2020

APPROVAL OF RESOLUTION 2019/20-16 TO IMPLEMENT PAYROLL PROCESSES, PAYROLL CHANGES & EMERGENCY PAID SICK LEAVE RELATED TO COVID-19

PREPARED BY: Cheryl Massae, Human Resources Manager

ISSUE: BCAG is seeking Board approval to implement payroll changes and processes for Emergency Paid Sick Leave (EPSL) hours due to the COVID-19 pandemic.

DISCUSSION: In response to COVID-19 health emergency declarations at the both the State and Federal levels, the Butte County Association of Governments is requesting a formal adoption of granted EPSL hours to be consistent with the County of Butte defined as follows:

- Families First Coronavirus Response Act (HR6201) granting 80 hours of EPSL if an employee is significantly impacted by the COVID-19 pandemic. (effective April 1, 2020)
- Butte County Board of Supervisors approved an initial 80 hours of emergency paid sick leave to Butte County employees in an effort to provide immediate support for staff that have/had been significantly impacted by the COVID-19 pandemic. (effective March 24, 2020)

The total amount of hours available to an employee impacted by COVID-19 would be 160 EPSL hours and would expire on December 31, 2020 if not used.

There are restrictions on the usage of the EPSL hours and can only be used for the following purposes:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. (Governor's Shelter in Place Order qualifies under this reason)
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19

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order as described in subparagraph (1) or has been advised as described in paragraph (2).

5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions. Their own illness, caring for ill family members, self-quarantine or needing to provide child care due to schools and child-care facilities being closed.

In cases of disasters such as the COVID-19 pandemic, BCAG will, for ease of administrative burden, follow policy changes that Butte County puts in place to remain consistent with the County. BCAG contracts with the County to administer their payroll and are asking the BCAG Board to approve the same changes made by the County on March 24, 2020 which include:

1. Waive leave accrued hierarchy rules allowing staff to use any available leave accruals;
2. Allow employees employed less than 6 months to use leave accruals;
3. Authorize 80 hours of sick leave as approved by the County Supervisors on March 24, 2020;
4. Authorize 80 hours of sick leave as required by HR 6201 (Families First Coronavirus Response Act);
5. Authorize BCAG employees to utilize telework from home where appropriate;
6. Authorize cell phone allowance for employees working remotely who are required to use their personal cell phone.

Additionally, it is requested that the BCAG Board delegate authority to the Executive Director to develop, implement and report back to the BCAG Board of Directors on additional processes and rules to facilitate compensating employees who are unable to work due to COVID-19, whether directly or indirectly impacted, and to implement Federal and State laws and orders regarding employee pay related to COVID-19 as they are passed.

Per federal requirements HR 6201, government employers are excluded from any tax credits or reimbursement for costs incurred for the additional 80 hours of sick leave. Approximate costs to BCAG, for every 10% of employees that cannot work due to impacts of COVID-19, is \$7,000, and is covered by our indirect cost rate. If 50% of the employees were impacted and needed 160 hours of sick leave each, the costs increase to approximately \$70,000.

To date, there have been no BCAG employees who have had to use the EPSL hours. This item is in precaution should a need arise to use the EPSL hours for employees who may be impacted by COVID-19.

STAFF RECOMMENDATION: Adoption of Resolution 2019/20-16 approving the payroll changes, processes and EPSL to be consistent with Butte County employees.

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Key Staff: Cheryl Massae, Human Resources Manager
Julie Quinn, CFO



**BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
RESOLUTION NO 2019-20-16**



**RESOLUTION OF THE BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
TO IMPLEMENT PAYROLL PROCESSES, PAYROLL CHANGES AND EMERGENCY
PAID SICK LEAVE (EPSL) RELATED TO COVID-19**

WHEREAS, in response to COVID-19 health emergency declarations at the both the State and Federal levels, the Butte County Association of Governments requested a formal adoption of granted EPSL hours to be consistent with the County of Butte defined as follows:

- Families First Coronavirus Response Act (HR6201) granting 80 hours of EPSL if an employee is significantly impacted by the COVID-19 pandemic. (effective April 1, 2020)
- Butte County Board of Supervisors approved an initial 80 hours of emergency paid sick leave to Butte County employees in an effort to provide immediate support for staff that have/had been significantly impacted by the COVID-19 pandemic. (effective March 24, 2020)

WHEREAS, the total amount of hours available to an employee impacted by COVID-19 would be 160 EPSL hours and would expire on December 31, 2020 if not used.

There are restrictions on the usage of the EPSL hours and can only be used for the following purposes:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. (Governor's Shelter in Place Order qualifies under this reason)
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19 order as described in subparagraph (1) or has been advised as described in paragraph (2).
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions. Their own illness, caring for ill family members, self-quarantine or needing to provide child care due to schools and child-care facilities being closed.

BCAG
Resolution 2019-20-16
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WHEREAS, in cases of disasters such as the COVID-19 pandemic, BCAG mirrors such policy changes that Butte County puts in place to remain consistent with the County. The BCAG Board of Directors has approved the same changes made by the County on March 24, 2020 which include;

1. Waived leave accrued hierarchy rules allowing staff to use any available leave accruals;
2. Allows employees employed less than 6 months to use leave accruals;
3. Authorize 80 hours of sick leave as approved by the County Supervisors on March 24, 2020;
4. Authorizes 80 hours of sick leave as required by HR 6201 (Families First Coronavirus Response Act);
5. Authorizes BCAG employees to utilize telework from home where appropriate;
6. Authorizes cell phone allowance for employees working remotely who are required to use their personal cell phone.

WHEREAS, the BCAG Board has delegated authority to the Executive Director, to develop, implement and report back to the BCAG Board of Directors on additional processes and rules to facilitate compensating employees who are unable to work due to COVID-19, whether directly or indirectly impacted, and to implement Federal and State laws and orders regarding employee pay related to COVID-19 as they are passed.

WHEREAS, per federal requirements HR6201, government employers are excluded from any tax credits or reimbursement for costs incurred for the additional 80 hours of sick leave. Approximate costs to BCAG, for every 10% of employees that cannot work due to impacts of COVID-19, is \$7,000, and is covered by our indirect cost rate. If 50% of the employees were impacted and needed 80 hours of sick leave each, the costs increase to approximately \$35,000.

NOW THEREFORE BE IT RESOLVED, the Butte County Association of Governments is hereby authorized implement said changes as related to COVID-19.

PASSED AND ADOPTED by the Butte County Association of Governments Board of Directors on the 28th of May 2020 by the following vote:

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 Action

May 28, 2020

APPROVAL OF 2020/21 BCAG'S 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 reviewed a draft 2020/21 Overall Work Program (OWP) & Budget memo with the BCAG Board of Directors at their April meeting. Since the April meeting, staff has finalized the 2020/21 Overall Work Program & Budget which is outlined in this memo. A full copy of the final 2020/21 Overall Work Program & Budget is posted on the BCAG website and upon approval by the BCAG Board of Directors, will be submitted to the Federal Highway Administration (FHWA), Caltrans and the Federal Transit Administration (FTA) for their review and approval. ***A copy of the final 2020/21 Overall Work Program & Budget may be viewed at this link:***

<http://www.bcag.org/documents/planning/OWP/2020-2021%20OWP/2020-21%20Complete%20Final%20OWP%20Document.pdf>

The final 2020/21 Overall Work Program & Budget identifies twenty-six 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 Final 2020/21 OWP:

REGIONAL TRANSPORTATION PLANNING & PROGRAMMING WORK ELEMENTS

- 21-999 2020/21 Indirect Costs
- 21-100 Overall Work Program Development & Reporting
- 21-101 Outreach Education & Coordination
- 21-102 Regional Transportation Model Program
- 21-103 Regional Geographic Information System (GIS) Coordination
- 21-104 Regional Transportation-Air Quality Planning
- 21-105 2021 Federal Transportation Improvement Program (FTIP)
- 21-106 2020 Regional Transportation Improvement Program (RTIP)
- 21-107 2020 Regional Transportation Plan (RTP) & Sustainable Communities Strategy (SCS)
- 21-108 Regional Housing Needs Plan
- 21-109 US Census Data Affiliate 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 – Post Camp Fire Planning
- 21-123 SB1 Sustainable Transportation Planning 2019-20 – SCS
- 21-124 SB1 Sustainable Transportation Planning 2020-21 – SB 743 Plan

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- 21-125 SB1 Sustainable Transportation Planning 2020-21 – Regional General Permit
- 21-130 North Valley Rail Planning
- 21-131 Chico to Sacramento Strategic Plan

REGIONAL CAPITAL PROJECT DEVELOPMENT & MANAGEMENT WORK ELEMENTS

- 21-216 State Route 191 Mitigation Implementation

TRANSPORTATION DEVELOPMENT ACT (TDA) ADMINISTRATION & BUTTE REGIONAL TRANSIT ADMINISTRATION & PLANNING WORK ELEMENTS

- 21-300 Transportation Development Act Administration
- 21-301 Transit Systems Coordination & Planning
- 21-302 Butte Regional Transit Administration & Operations
- 21-303 Americans with Disabilities Act (ADA) Certification Program
- 20-308 Zero Emission Electric Bus Rollout Plan

FINAL BUDGET

The final budget for implementing the 2020/21 Overall Work Program is projected to be **\$4,105,837**, the revenues and expenditures are summarized below:

EXPENDITURES

Salaries & Benefits	\$ 1,744,002
Services, Supplies & Other Expenditures	\$ 472,572
Professional Services Contracts	<u>\$ 1,889,263</u>

TOTAL EXPENDITURES \$ 4,105,837

REVENUES

Federal Highway Administration Planning (FHWA PL)	\$ 969,216
Federal Transit Administration 5303 Funds	\$ 67,333
SB 1 Planning Grant 2018-19	\$ 74,882
SB 1 Planning Grant 2019-20	\$ 38,443
SB 1 Planning Grant 2020-21	\$ 185,000
Caltrans Strategic Partnership Grant	\$ 213,752
Housing Community Development REAP Funds	\$ 758,000
TDA Administration	\$ 123,760
TDA Planning	\$ 534,738
SIP Planning, Programming & Monitoring	\$ 113,000
New Market Tax Credit – Interest Income	\$ 207,000
RIP/IIP - STIP Funds	\$ 203,948
Butte Regional Transit - Operations	\$ 586,765
<u>US Fish & Wildlife Section 6</u>	<u>\$ 30,000</u>

TOTAL REVENUES \$ 4,105,837

STAFF FOR 2020/21

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 by 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 and upon approval by the BCAG Board of Directors, staff will submit the final 2020/21 OWP & Budget to Caltrans, FHWA and FTA for the review and approval.

SUMMARY

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

The 2020/21 Overall Work Program & Budget will be implemented in cooperation with the BCAG member agencies, Caltrans, FHWA, FTA, the public and the Board of Directors.

STAFF RECOMMENDATION: The Executive Director is recommending approval of the 2020/21 Overall Work Program & Budget by Resolution # 2019/20-15.

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

**BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
RESOLUTION NO 2019/2020-15**

**RESOLUTION OF THE BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
APPROVING THE ADOPTION OF THE 2020/2021 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 2020/2021 Fiscal Year in compliance with the 23 U.S.C and Section 5303 of the Federal Transit Act;

WHEREAS, in conjunction with the 2020/21 Overall Work Program Agreement and Master Fund Transfer Agreement, the 2020/21 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 2020/21 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 2020/21 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 2019/20 Overall Work Program and Budget.

PASSED AND ADOPTED by the Butte County Association of Governments on the 28th day of May, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

BILL CONNELLY, CHAIR
BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

ATTEST:

JON CLARK, EXECUTIVE DIRECTOR
BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #6



BCAG BOARD OF DIRECTORS

Item #6 Action

May 28, 2020

APPROVAL OF BUTTE REGIONAL TRANSIT 2020/21 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).

DISCUSSION: Below is the 2020/21 B-Line Budget for review and comment. A full copy of the Final 2020/21 BRT Service Plan & Budget can be found on the website at the following link:

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

In April, BCAG presented the draft copy of the 2020/21 BRT Budget & Service Plan which had been approved by the Transit Administrative Oversight Committee (TAOC), which is made up of representatives from the cities, town and county. BCAG is presenting the Final BRT Budget & Service Plan that includes reduced service hours in both fixed route and paratransit services due to changes related to COVID-19. This reduction of service hours from 105,382 in the draft to 95,193 in the final service plan reduced the Purchased Transportation cost by \$71,285. Additionally, the maintenance cost at the Transit Centers was increased by \$2,544 to account for increases in security contract rates for 2020/21. The total change in expenditures from the draft budget is a decrease of \$69,429.

The proposed Final Budget identifies a total operating budget of **\$10,507,024**, including contingency, for both Fixed Route service and Paratransit service in the urban and rural areas of Butte County. The 2020/21 budget is \$162,327 higher than prior year in total dollars, an increase of 1.6%.

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 1.6% is consistent with the Transdev contract.
- Decrease in Fuel expense due to continuation of PGE credits for CNG.

BCAG Board of Directors Item #6

May 28, 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.

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

Passenger fares, which normally must meet the TDA required farebox ratio of 10 to 20%, is not expected to meet the requirements for the 2020/21 fiscal year due to reductions in ridership from the pandemic. Caltrans has suggested that TDA requirements will be waived during periods effected by the pandemic. Additionally, the FTA is distributing CARES Act funding to cover the cost of lost fares and reduced TDA, which is derived from sales and fuel taxes. Passenger revenue in the final budget covers 10.7% of overall costs, a loss of nearly 35% from the prior year.

Annual FTA operating 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. In the final budget an additional \$1.6 million in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding is applied to cover nearly \$600 thousand in lost fares and over \$800 thousand in lost sales/fuel taxes. Federal/Other funding covers 47.3% of the proposed budget, nearly a 50% increase over prior year funding.

TDA funding makes up the remaining 42.0% of transit funding. TDA funds include State Transit Assistance (STA) funding and Local Transportation Funding (LTF), which comes from state tax on fuel and a ¼ cent of state sales tax revenue, respectively. Estimates of reduced fuel/sales taxes due to the pandemic range from 6 to 10%. This budget includes an 8% reduction of normal TDA funding, which amounts to a 16% reduction from the prior year budget.

In fiscal year 2020/21 BRT will continue to claim TDA funds directly as an operator, which was a procedure that was initiated in fiscal year 2019/20, as approved by the TAOC committee.

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.

B-Line staff will be working with Transdev to define service hours as may be affected through external changes occurring after July 1, 2020 and associated contract costs which may also be affected. As a result, staff may be bringing a contract amendment forward in the 20/21 FY reflecting any necessary changes to service.

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**FISCAL YEAR 2020/21
OPERATING BUDGET**

	2018/19 APPROVED BUDGET	2018/19 ACTUAL ANNUAL	2019/20 APPROVED BUDGET	2020/21 PROPOSED BUDGET	Difference	% 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	7,440,838	120,551	1.6%
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	204,000	36,000	21.4%
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	\$ 9,715,346	\$ 156,577	1.6%
SUB-TOTAL OPERATING EXPENSES	\$ 10,158,650	\$ 9,260,871	\$ 10,242,274	\$ 10,402,994	\$ 160,720	1.6%
APPROPRIATION FOR CONTINGENCIES	\$ 101,588	\$ 9,438	\$ 102,423	\$ 104,030	\$ 1,607	1.6%
TOTAL OPERATING REQUIREMENTS	\$ 10,260,238	\$ 9,270,309	\$ 10,344,697	\$ 10,507,024	\$ 162,327	1.6%
OPERATING REVENUES						
Fixed Route Passenger Fares	\$ 1,261,796	\$ 1,244,797	\$ 1,385,929	\$ 960,480	\$ (425,449)	-30.7%
Paratransit Fares	364,076	317,162	325,433	158,688	(166,745)	-51.2%
TOTAL OPERATING REVENUE	\$ 1,625,872	\$ 1,561,959	\$ 1,711,362	\$ 1,119,168	(592,194)	-34.6%
NON-OPERATING REVENUE						
TDA	\$ 5,574,516	\$ 4,401,311	\$ 5,251,965	\$ 4,412,950	(839,015)	-16.0%
FEDERAL/OTHER	\$ 3,059,850	\$ 3,307,039	\$ 3,381,370	\$ 4,974,906	\$ 1,593,536	47.1%
TOTAL REVENUES	\$ 10,260,238	\$ 9,270,309	\$ 10,344,697	\$ 10,507,024	\$ 162,327	1.6%

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: Staff recommends the board approve the Final 2020/21 BRT Service Plan & Budget.

Key Staff: Julie Quinn, Chief Fiscal Officer
Jim Peplow, Transit Planner
Andy Newsum, Deputy Director

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #7



BCAG BOARD OF DIRECTORS

Item #7 Information

May 28, 2020

UPDATE ON DEVELOPMENT OF 2020 REGIONAL HOUSING NEEDS PLAN

PREPARED BY: Chris Devine, Planning Manager

ISSUE: BCAG is required to update its Regional Housing Needs Plan (RHNP) every 8 years. The last update was completed in 2012. BCAG staff has initiated the 2020 update of the RHNP which is scheduled for adoption in December 2020.

DISCUSSION: California Government Code Section 65584 requires BCAG to prepare a RHNP covering all jurisdictions in Butte County. The RHNP indicates how Butte County's regional housing need, as stipulated by the California Department of Housing and Community Development (HCD), is to be allocated on a "fair share" basis among the municipalities and the unincorporated County. Each jurisdiction must then use its regional "fair share" allocation as the basis for updating the Housing Element of its General Plan.

While the preparation of the RHNP is a State requirement, the RHNP is a major component that allows BCAG to fulfill its federal requirements as Butte County's Metropolitan Planning Organization (MPO). The RHNP is a key input into BCAG's regional transportation model, its Regional Transportation Plan (RTP), and its Sustainable Communities Strategy (SCS). Housing is one of the primary data sets used in building the transportation model's current and future land use scenarios, and in preparing BCAG's federal-required air quality conformity determinations.

The next RHNP update for Butte County is due to the State in December 2020. In the past, BCAG staff has prepared the RHNP in house via coordination with its member jurisdictions, key stakeholders and HCD. For the 2020 RHNP update, BCAG has retained the consultant firm PlaceWorks to assist with the project, because new State requirements have made the RHNP development more complex, and new funding is available for RHNP development from HCD through the Regional Early Action Planning (REAP) grants program.

Attachment #1 includes a PowerPoint presentation containing details associated with the 2020 RHNP update. The consultant team at PlaceWorks will review the slides with the Board during the meeting.

BCAG staff will continue to keep the Board informed as development of the RHNP 2020 update continues.

BCAG Board of Directors – Item #7

May 28, 2020

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STAFF RECOMMENDATION: This item is presented for the Board's information.

Key Staff: Chris Devine, Planning Manager
Brian Lasagna, Regional Analyst



6th Cycle Regional Housing Needs Plan (RHNP)

May 28, 2020

Butte County Association of Governments
Board of Directors



View of the La Vigne neighborhood
by Wikimedia Commons User: Cullen328 (CC BY 3.0)
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PlaceWorks Consultants



David Early
Principal-in-Charge



Andrea Howard
Project Manager



Rob Mazur
GIS/Data Specialist



Jennifer Gastelum
Housing Specialist



Allison Giffin
Project Planner

RHNP Work Plan

» Task 1: Project Kick-Off

- 1.1 Project Kick-Off Meeting
- 1.2 PDG Meeting #1
- 1.3 Initial Data Collection

» Task 2: Member Jurisdiction Survey

» Task 3: Methodology Development

- 3.1 Stakeholder Input Sessions
- 3.2 Data Assembly and Review
- 3.3 Potential Factors, Weighting and Formulas

» Task 4: Formal Methodology Update

- 4.1 Draft Methodology
- 4.2 Public Hearing
- 4.3 Final Methodology

» Task 5: RHNP Preparation

- 5.1 Draft RHNP
- 5.2 Final RHNP
- 5.3 RHNP Adoption

Role of Planning Directors Group

» Technical Advisors

» 5 Meetings at Key Milestones to Provide Input

- April 23, 2020 – Project Initiation
- May 28, 2020 – Data Review and Preliminary Discussion of Factors
- June 25, 2020 – Factors and Proposed Formulas
- July 23, 2020 – Proposed Methodology
- October 22, 2020 – RHNP Review

Factors Required in 6th Cycle Allocation Process

1. Existing and projected jobs and housing relationship, **particularly low-wage jobs and affordable housing**
2. Lack of capacity for sewer or water service due to decisions outside jurisdiction's control
3. Availability of land suitable for urban development
4. Lands protected from urban development under existing federal or state programs
5. County policies to preserve prime agricultural land
6. Distribution of household growth in the RTP and opportunities to maximize use of transit and existing transportation infrastructure
7. Agreements to direct growth toward incorporated areas
8. Loss of deed-restricted affordable units
9. **Households paying more than 30 percent and more than 50 percent of their income in rent**
10. **The rate of overcrowding**
11. Housing needs of farmworkers
12. Housing needs generated by a university within the jurisdiction
13. **Units lost during a state of emergency that have yet to be replaced**
14. **The region's GHG targets**

Items highlighted in yellow are new for the 6th cycle

State RHNA Objectives

- » **Increased Supply and Affordability**—Increase housing supply and mix of housing types, tenure, and affordability in all cities and counties in an equitable manner
- » **Environmental Justice**—Promote infill development and socioeconomic equity, protect environmental and agricultural resources, encourage efficient development patterns, and achieve GHG reduction targets
- » **Jobs-Housing Balance**—Promote improved intraregional jobs-housing relationship, including balance between low-wage jobs and affordable housing
- » **Affordability Balance**—Balance disproportionate household income distributions (more high-income RHNA to lower-income areas and vice-versa)
- » **Affirmatively Further Fair Housing**—promote fair housing choice and foster inclusive communities that are free from discrimination.

RNHP Survey

» Required by law:

- “...Each council of governments shall survey each of its member jurisdictions to **request, at a minimum, information regarding the [required] factors that will allow the development of a methodology based upon those factors...**”
- “The survey shall review and compile information that will **allow the development of a methodology based upon the issues, strategies, and actions that are included, as available, in an Analysis of Impediments to Fair Housing Choice** or an Assessment of Fair Housing completed by any city or county or the department that covers communities within the area served by the council of governments, and in housing elements adopted...within the area served by the council of governments.”
- “The council of governments shall seek to obtain the information in a manner and format that is **comparable throughout the region** and utilize readily available data to the extent possible.”
- “The information provided by a local government pursuant to this section shall be used, to the extent possible, by the council of governments...as **source information for the methodology** developed pursuant to this section. The survey shall state that none of the information received may be used as a basis for reducing the total housing need established for the region...”

» Survey will request information that complements data PlaceWorks is collecting from available sources.

Data Collection

» Data collection is underway

» PlaceWorks staff may contact local jurisdictions with information requests

» Initial data list includes:

- Growth projections
- Existing housing supply
- Camp fire housing loss
- Housing types
- Housing tenure
- Housing affordability
- Homelessness
- Infill development potential
- Environmental resources
- Agricultural resources
- Fire hazards
- Housing-related vehicle miles traveled (VMT)
- Overall jobs-housing balance
- Jobs-housing match (between low-wage jobs and affordable housing)
- Racial distribution
- Racial diversity
- Housing cost burden
- Overcrowding
- Farmworker employment, residential locations and housing need

Stakeholder Outreach

» Required by law:

- “Public participation and access shall be required in the development of the methodology and in the process of drafting and adoption of the allocation of the regional housing needs. Participation by organizations other than local jurisdictions and councils of governments shall be solicited in a **diligent effort to achieve public participation of all economic segments of the community as well as members of protected classes...**”

» Stakeholder Meeting May 19, 2020

- Represented Agencies
 - Chico Builders
 - Chico Housing Action Team (CHAT)
 - Chico State University
 - Community Housing Improvement Program (CHIP)
 - GB Real Estate/Chico Builders Association
 - Konkow Band of Maidu Indians
- Key Themes:
 - Housing, especially affordable, is a challenge to develop in all jurisdictions
 - General support for all factors
 - Specific comments in support of factors relating to:
 - Capacity of sewer and water infrastructure
 - Agricultural land preservation
 - Fire loss replacement

Proposed Schedule	2020 Delivery
Task 1 Project Kick-Off	
Planning Directors Kick-Off	April 23, 2020
Task 2 Member Jurisdictions Survey	
Member Jurisdiction Data Survey	May 2020
Task 3 Allocation Methodology Development	
Data Assembly	May
Stakeholder Meeting	May 19, 2020
BCAG Board Meeting	May 28, 2020
Planning Directors Meeting # 2: Data review and preliminary factors discussion	May 28, 2020
Develop Formulas	Early June 2020
Planning Directors #3: Review factors and allocation formulas	June 25, 2020
Task 4 Formal Allocation Methodology Update	
Develop Proposed Methodology	July 2020
Planning Directors #4: Review Proposed Methodology	July 23, 2020
Public Hearing	Early August 2020
Draft Methodology	Early August 2020
Submit HCD 60-Day Review	August 10-October 10
Task 5 RHNP Preparation	
Write Draft RHNP	August 10-October 10
Finalize methodology and draft RHNP (after HCD comments received)	October 15, 2020
Planning Directors #5: Review RHNP	October 22, 2020
Final Edits	November 2020
RHNP Adoption (coincides with RTP adoption)	December 10, 2020
Housing Element Adoption Deadline (per State law)	June 12, 2022

Thank You



BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #8



BCAG BOARD OF DIRECTORS

Item #8 Information

May 28, 2020

DEVELOPMENT OF THE 2021 FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM (FTIP)

PREPARED BY: Ivan Garcia, Transportation Programming Specialist

ISSUE: The Butte County Association of Governments (BCAG) is required to prepare a Federal Transportation Improvement Program (FTIP) every two years. The BCAG Board is scheduled to adopt the 2021 FTIP at the August 27, 2020 Board meeting.

DISCUSSION: The purpose of the FTIP is to identify all transportation-related projects that require federal funding or other approval by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA). The 2021 FTIP will cover the next four fiscal years (FFY 20/21, 21/22, 22/23 and 23/24). The FTIP also identifies all non-federal, regionally significant projects for information and air quality emissions modeling purposes. The FTIP indicates the area's short-term plan for use of federal dollars and other resources for the maintenance, operation, and improvement of the transportation system and the achievement of federal air quality standards over the next four federal fiscal years.

Existing projects that are not obligated in the current 2019 FTIP will likely carry forward into the 2021 FTIP as well as the projects recently adopted in the 2020 State Transportation Improvement Program (STIP). The typical funding programs associated with the FTIP include the STIP, State Highways Operations and Protection Program (Caltrans SHOPP), Highway Bridge Program (Local Bridge Program), Federal Transit Administration Programs (Transit), Congestion Mitigation and Air Quality Program (CMAQ), Highway Improvement Program (HIP) and Active Transportation Program (ATP).

A draft 2021 FTIP document including an Air Quality Conformity Analysis and Determination is scheduled to be presented at the July Transportation Advisory Committee and BCAG Board meetings.

Senator Jim Beall is sponsoring Senate Bill 1291 which, if signed into law, will forego California's requirement to update the FTIP for two years. The legislation is aimed to help minimize impacts from finalizing the Federal SAFE Rule and COVID-19 impacts and challenges. SB 1291 is currently a spot bill and language will likely change moving forward.

BCAG will move forward with a new 2021 FTIP as is currently required, but depending on the outcome of SB 1291, a new FTIP may not be necessary. If not required, BCAG

BCAG Board of Directors Meeting – Item #8

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will continue to amend the current 2019 FTIP as necessary. The 2019 FTIP is a 4-year document covering federal fiscal years 2018/19 through 2022/23.

Development of the FTIP will be completed in accordance with BCAG's adopted Public Participation Plan.

STAFF RECOMMENDATION: This item is presented for information only.

Key staff: Ivan Garcia, Transportation Programming Specialist
Brian Lasagna, Regional Analyst

BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING
ITEM #9



BCAG BOARD OF DIRECTORS

Item #9 Information

May 28, 2020

BUTTE REGIONAL TRANSIT (B-LINE) 3rd QUARTER FOR FY 2019/20

PREPARED BY: Jim Peplow, Senior Planner

ISSUE: Staff is presenting key financial and statistical results for Butte Regional Transit for the third quarter of fiscal year 2019/20.

DISCUSSION: The attached tables present a summary of key financial and operation results for Butte Regional Transit. Financial data presentation compares third quarter results to the annual budget and to the prior year quarter. 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 and/or issues are taking place. Accidents and complaints, gauging safety and customer satisfaction, are analyzed for the system as a whole.

In comparing operations to the prior year, this will be the first quarter that reflects no discrepancy of service due to the Camp Fire. However, in the final weeks of March 2020 there was some disruption of ridership due to the COVID-19 pandemic. This will be reflected as depressed passenger revenues. For the most part fixed route service hours remained the same through the end of March, with the exception of Student Shuttle routes (8 & 9) that were reduced as of March 23, due to Chico State's cancellation of on-campus classes. Paratransit demand dropped 13% from the prior quarter, while service hours only dropped 7%. This is due in part to the effort to separate passengers and load fewer passengers per vehicle.

On March 27, 2020 the president signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act which provided transit operators with additional funding for increased cleaning protocols, administrative leave and lost revenues, such as fares and TDA, which are derived from sales and fuel taxes. The goal was to continue service levels where possible and employee staffing to maintain readiness when operations return to normal. This funding should allow BRT to maintain the contracted services to Transdev during the remainder of the fiscal year.

A 12% reduction of the overall budgeted service hours, as a result of reduced service in Paradise, has increased the annual operator contract *rate* by 12%, as total costs are spread over fewer service hours. As a result of the reduced service and population movement, the 2019/20 budget reflects a shift of passengers and dollars to the urban systems from the rural systems. This is important in comparing to the prior year financial data.

Rural Fixed Route is exceeding the TDA (Transportation Development Act) farebox ratio requirement of 10% ticket sales to operating expenditures. It is currently operating at a farebox ratio of 16.6%. Ridership for the quarter was down 23% from prior year quarter and 25% from the prior quarter is likely due to less commuting during the pandemic. March alone saw a 54% decrease (mostly during the final two weeks of the month). Passenger revenue is down 5% from the prior year. This reduction would likely be worse except for the increase in fares in September of 2019. Expenditures for services and supplies were 68% of the annual budget for the year.

Urban Fixed Route is not meeting the TDA farebox ratio requirement of 20%. The ratio of 18.3% reflects lower than expected revenues received through March. Ridership tumbled nearly 30% compared to last quarter and 25% compared to prior year quarter, which is likely due to reduced ridership as the University went to online classes during the pandemic. The majority of this quarterly drop was in March as COVID caused a 52% decrease in March alone (mostly during the final two weeks of the month). Ridership for the year is down 4%, despite increases in ridership during the first two quarters. Passenger revenue is down 4% from the prior year.

Expenditures are in line with budget expectations at 74% of the annual budget, though increasing 15% from prior year. While this increase in expense may seem alarming, it is a result of shifting service cost in the budget from rural to urban systems in the new Transdev contract. Total costs included in the contract are spread over 12% less service hours due to service cuts from the Camp Fire. This increased the rate 12%. The urban system bears the greatest brunt of this shift in costs because urban route service hours did not decline due to Camp Fire.

Rural Paratransit is meeting the TDA farebox ratio requirement of 10%, currently at 10.6% for the year. Ridership has fallen 44% and service hours 38% compared to the prior year. This system is most drastically affected by the loss of population from the Camp Fire and is now affected by lost demand from the pandemic. Passenger fares are still 72% of budgeted expectations. Expenditures are lower than budget expectations at 68% of the annual budget, as service hours are less than anticipated. The efficiency of this system, with 3.0 passengers per hour for the quarter, is declining as fewer passengers are boarded together to follow CDC guidelines for the corona virus.

Urban Paratransit is meeting the TDA farebox ratio requirement of 10%, currently at 10.5%. Ridership is up 8% and service hours are up 4% from the prior year despite third quarter declines due to the pandemic. Passenger revenues are on pace at 77% of budget. Expenditures are slightly higher than budget expectations at 79% of the annual budget largely due to increased service hours. The efficiency of this system, with 3.3 passengers per hour for the quarter, is declining as fewer passengers are boarded together to follow CDC guidelines for the corona virus.

Overall – There were 3 accidents in the quarter, that equaled a ratio of one accident per 117,901 miles. This is well within our established standard of one accident for every

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80,000 miles. There were 5 complaints in the quarter which is within reason for the number of passengers served.

STAFF RECOMMENDATION: This item is presented for information only.

Key Staff: Jim Peplow, Senior Planner
Julie Quinn, Chief Fiscal Officer

Butte Regional Transit
3rd Quarter Financial Report
Fiscal Year 2019/20

	Rural Fixed Route					Urban Fixed Route				
	18/19 Q3 Actual to Date	% of 18/19 Budget	19/20 Annual Budget	19/20 Q3 Actual to Date	% of 19/20 Budget	18/19 Q3 Actual to Date	% of 18/19 Budget	19/20 Annual Budget	19/20 Q3 Actual to Date	% of 19/20 Budget
Passenger Fares	\$ 363,226	72%	\$ 517,761	\$ 343,783	66%	\$ 550,597	73%	\$ 868,168	\$ 574,921	66%
Other Income	\$ 1,178,603	49%	\$ 2,532,898	\$ 1,146,518	45%	\$ 1,205,345	40%	\$ 3,343,376	\$ 1,219,666	36%
Total Income	<u>\$ 1,541,829</u>	53%	<u>\$ 3,050,659</u>	<u>\$ 1,490,301</u>	49%	<u>\$ 1,755,942</u>	47%	<u>\$ 4,211,544</u>	<u>\$ 1,794,587</u>	43%
Services & Supplies	\$ 1,771,720	67%	\$ 2,800,459	\$ 1,800,732	64%	\$ 2,584,155	71%	\$ 4,078,104	\$ 2,993,711	73%
Admin Charges	\$ 168,013	67%	\$ 250,200	\$ 269,672	108%	\$ 89,607	67%	\$ 133,440	\$ 143,825	108%
Total Expense	<u>\$ 1,939,733</u>	67%	<u>\$ 3,050,659</u>	<u>\$ 2,070,404</u>	68%	<u>\$ 2,673,762</u>	71%	<u>\$ 4,211,544</u>	<u>\$ 3,137,536</u>	74%
Farebox Ratio	<u>18.7%</u>		<u>17.0%</u>	<u>16.6%</u>		<u>20.6%</u>		<u>20.6%</u>	<u>18.3%</u>	
Revenue Hours	17,960		22,854	16,831	74%	33,248		44,527	33,626	76%
Annual Passengers	191,254			153,436	(37,818)	529,159			508,908	(20,251)
Annual Pass/Rev Hr	10.6			9.1		15.9			15.1	

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.

Butte Regional Transit
3rd Quarter Financial Report
Fiscal Year 2019/20

	Rural Paratransit					Urban Paratransit				
	18/19 Q3 Actual to Date	% of 18/19 Budget	19/20 Annual Budget	19/20 Q3 Actual to Date	% of 19/20 Budget	18/19 Q3 Actual to Date	% of 18/19 Budget	19/20 Annual Budget	19/20 Q3 Actual to Date	% of 19/20 Budget
Passenger Fares	\$ 88,612	52%	\$ 86,975	\$ 62,316	72%	\$ 152,494	79%	\$ 238,458	\$ 183,844	77%
Other Income	\$ 1,121,930	74%	\$ 771,141	\$ 776,908	101%	\$ 888,346	52%	\$ 1,985,921	\$ 1,269,655	64%
Total Income	<u>\$ 1,210,542</u>	72%	<u>\$ 858,116</u>	<u>\$ 839,224</u>	98%	<u>\$ 1,040,840</u>	55%	<u>\$ 2,224,379</u>	<u>\$ 1,453,499</u>	65%
Services & Supplies	\$ 833,661	51%	\$ 849,246	\$ 579,048	68%	\$ 1,452,089	78%	\$ 2,152,889	\$ 1,694,568	79%
Admin Charges	\$ 24,944	75%	\$ 8,870	\$ 8,171	92%	\$ 35,316	75%	\$ 71,490	\$ 64,548	90%
Total Expense	<u>\$ 858,605</u>	51%	<u>\$ 858,116</u>	<u>\$ 587,219</u>	68%	<u>\$ 1,487,405</u>	78%	<u>\$ 2,224,379</u>	<u>\$ 1,759,116</u>	79%
Farebox Ratio	<u>10.3%</u>		<u>10.1%</u>	<u>10.6%</u>		<u>10.3%</u>		<u>10.7%</u>	<u>10.5%</u>	
Revenue Hours	11,289		11,000	7,017	64%	20,164		26,000	20,918	80%
Annual Passengers	40,694			22,676	(18,018)	66,714			71,804	5,090
Annual Pass/Rev Hr	3.6			3.2		3.3			3.4	

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 2019/20 - Third Quarter

RURAL FIXED ROUTE

Passengers			
Quarter	18/19	19/20	change
1st	73,990	57,048	-22.9%
2nd	63,441	54,992	-13.3%
3rd	53,762	41,396	-23.0%
4th	58,499		

Vehicle Revenue Hours		
18/19	19/20	change
6,645	5,609	-15.6%
5,648	5,611	-0.7%
5,530	5,611	1.5%
5,611		

Passengers per Revenue Hr		
18/19	19/20	change
11.1	10.2	-8.7%
11.2	9.8	-12.7%
9.7	7.4	-24.1%
10.4		

URBAN FIXED ROUTE

Passengers			
Quarter	18/19	19/20	change
1st	150,232	171,680	14.3%
2nd	191,751	197,665	3.1%
3rd	186,623	139,563	-25.2%
4th	171,573		

Vehicle Revenue Hours		
18/19	19/20	change
10,710	10,884	1.6%
11,392	11,507	1.0%
11,146	11,235	0.8%
11,099		

Passengers per Revenue Hr		
18/19	19/20	change
14.0	15.8	12.4%
16.8	17.2	2.1%
16.7	12.4	-25.8%
15.5		

RURAL PARATRANSIT

Passengers			
Quarter	18/19	19/20	change
1st	20,118	8,138	-59.5%
2nd	12,584	7,758	-38.4%
3rd	7,992	6,780	-15.2%
4th	8,863		

Vehicle Revenue Hours		
18/19	19/20	change
5,206	2,442	-53.1%
3,478	2,339	-32.7%
2,605	2,236	-14.2%
2,489		

Passengers per Revenue Hr		
18/19	19/20	change
3.9	3.3	-13.8%
3.6	3.3	-8.3%
3.1	3.0	-1.2%
3.6		

URBAN PARATRANSIT

Passengers			
Quarter	18/19	19/20	change
1st	22,289	25,414	14.0%
2nd	20,613	24,769	20.2%
3rd	23,812	21,621	-9.2%
4th	24,976		

Vehicle Revenue Hours		
18/19	19/20	change
6,372	7,273	14.1%
6,459	7,085	9.7%
7,333	6,560	-10.5%
7,317		

Passengers per Revenue Hr		
18/19	19/20	change
3.5	3.5	-0.1%
3.2	3.5	9.5%
3.2	3.3	1.5%
3.4		

PREVENTABLE ACCIDENTS

Qtr-FY	Accidents	Miles	Ratio (1 per x)
3-19/20	3	353,705	117,901
2-19/20	2	363,810	181,904
1-19/20	8	364,469	45,558
4-18/19	5	364,744	72,948

VALID PASSENGER COMPLAINTS

Complaint	Rides	Ratio (1 per x)
5	209,360	41,871
6	285,184	47,530
6	261,759	43,626
1	263,911	263,910