



AGENDA

TRANSIT ADMINISTRATIVE OVERSIGHT COMMITTEE of the BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

**Monday – May 17, 2010
11:00 a.m.**

**BCAG Conference Room
2580 Sierra Sunrise Terrace, Suite 100, Chico CA
(530) 879-2468**

1. INTRODUCTIONS

MEMBERS OF THE PUBLIC MAY ADDRESS ANY ITEM ON THE AGENDA DURING CONSIDERATION OF THAT ITEM.

2. ORAL COMMUNICATION

PERSONS WISHING TO ADDRESS AGENDA ITEMS OR COMMENT ON ANY ITEM NOT ON THE AGENDA MAY DO SO AT THIS TIME. COMMENTS ARE LIMITED TO THREE MINUTES PER PERSON. PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.
FOR ITEMS NOT ON THE AGENDA, NO ACTION WILL BE TAKEN AT THIS TIME. IF IT REQUIRES ACTION, IT WILL BE REFERRED TO STAFF AND OR PLACED ON THE NEXT AGENDA.

COPIES OF STAFF REPORTS OR OTHER WRITTEN DOCUMENTATION RELATING TO ITEMS OF BUSINESS REFERRED TO ON THE AGENDA ARE ON FILE IN THE OFFICE OF BUTTE COUNTY ASSOCIATION OF GOVERNMENTS (BCAG). PERSONS WITH QUESTIONS CONCERNING AGENDA ITEMS MAY CALL BCAG TO MAKE INQUIRIES REGARDING THE NATURE OF THE ITEM DESCRIBED ON THE AGENDA.

ITEMS FOR ACTION AND INFORMATION

STAFF

3. TAOC Minutes – March 8, 2010

Kristy Bonnifet

4. 2010/11 B-Line Budget

Robin Van Valkenburgh

5. Proposed Contract Extension for Purchased
Transportation Services (please refer to attachments)

Robin Van Valkenburgh

6. Other Items



ITEM # 3

**Butte County Association of Governments
Transit Administrative Oversight Committee (TAOC)
Draft Summary Meeting Minutes
For March 8, 2010**

MEMBERS PRESENT

| | |
|----------------|---------------------------|
| Linda Herman | City of Chico |
| Frank Fields | City of Chico |
| Mike Crump | Butte County Public Works |
| Beth Penner | City of Biggs |
| Al McGreehan | Town of Paradise |
| Ibrahima Toure | Veolia Transportation |
| Ralph Power | Veolia Transportation |

STAFF PRESENT

| | |
|-----------------------|----------------------|
| Jon Clark | Executive Director |
| Robin Van Valkenburgh | Senior Planner |
| Jim Peplow | Senior Planner |
| Kristy Bonnifet | Assistant Planner |
| Julie Quinn | Chief Fiscal Officer |

The following minutes are a summary of the TAOC.

The Transit Administrative Oversight Committee (TAOC) meeting of the Butte County Association of Governments (BCAG) was held at the BCAG Conference Room on March 8th, located at 2580 Sierra Sunrise Terrace in Chico.

Item #1 – Introductions

Self introductions were made.

Item #2 – Oral Communication

None.

Item #3 – January 2010 Minutes

No comments were received. The minutes were accepted by the committee.

Item #4 – Draft 2010/11 Butte Regional Transit (B-Line) Annual Service Plan and Budget Outline

Staff presented the Draft 2010/11 Butte Regional Transit Annual Service Plan and Budget for the committee's review and comments. Staff strived to create a budget which will continue to provide service at current operating levels yet takes into account the need to maximize available TDA funds. The proposed budget attempts to retain the same funding requirements as in the current 2009/10 Budget. The Draft B-Line Service Plan & Budget identifies a total operating budget of \$7,677,430, including contingency and capital reserve, for both fixed route service and paratransit service in the urban and rural areas of Butte County. This equates to approximately \$34,821 greater than prior year. B-Line operates seven days a week approximately 110,000 combined annual service hours. Major changes from the 2009/10 budget were outlined and discussed.

The Draft Budget presented did not include any State Transportation Assistance (STA) funding. Staff distributed tax swap legislation that was currently being proposed and considered by the Governor. This proposed legislation also was not included in the budget, so should it pass, the Budget could change. Staff stated that if there were significant changes to the budget, these would be brought back to the committee.

Committee Member McGreehan questioned why urban paratransit is not meeting farebox. Staff is currently investigating potential reasons including reporting errors and allocating expenditures to the incorrect fund (i.e. urban rather than rural).

Committee Member Herman stated that she was pleased to see the budget only increase by \$34,000.

Committee Member Crump stated that he would like the TAOC to review the Capital Improvement Plan in the near future. Staff briefly outlined the typical life spans of the different classes of vehicles and stated that this information would be compiled and presented at the next TAOC meeting.

Committee Member suggested that fares be revisited with the Board of Directors every two years. BCAG's Executive Director stated that this recommendation would be presented to the Board for consideration.

Staff provided the committee with the TDA carryover amounts from 2008/09 for each jurisdiction.

Staff requested the TAOC support staff's recommendation to the BCAG Board that they adopt the 2010/11 Annual Service Plan and Budget at their May 2010 Board meeting. The committee indicated its support.

Item #5 – Transit Maintenance Facility and Funding Options for Acquisition and Construction

Staff explained that Butte Regional Transit needs to establish a new transit maintenance facility for the day-to-day operations of the B-Line transit system to accommodate the increasing size of the transit fleet and maintenance needs for operating the system. This facility further needs to be a part of Butte Regional Transit's assets so that there is a level playing field when future contractors propose on running the B-Line operations.

Staff identified a list of potential property sites that could accommodate a transit maintenance facility for B-Line and briefly discussed potential benefits and drawbacks of each with the committee. The Executive Director stated that he would like to move forward with an

appraisal on one or more of these site locations to determine a realistic cost of land acquisition.

Staff discussed potential funding sources that could be used for development of a transit maintenance facility include the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) which was provided under Proposition 1B for transit; a federal earmark; Congestion Mitigation & Air Quality (CMAQ) funding; and Local Transportation Funds (LTF) reserved for capital expenditures.

Staff requested that the committee support staff's request to the BCAG Board of Directors to move forward with having an appraisal prepared for one or more of the identified properties. The committee indicated its support.

Item #6 – Proposal to Extend Current Contract for Purchased Transportation Services

Staff reported that the current contract with Veolia Transportation for Purchased Transportation Services is set to expire effective June 30, 2010. Based on the consistent performance and responsiveness of Veolia, staff recommended the committee approve BCAG to extend the current Purchased Transportation Services contract for an additional two (2) years, as provided for in the current contract.

The committee discussed whether there would be any changes made to the existing contract before extending the contract. It was agreed that Committee Members Herman and McGreehan would work with staff to come up with additional terms to be added to the new contract.

The committee approved BCAG requesting the Board of Directors' approval to negotiate a contract extension with Veolia.

Item #7 – 2009/10 Second Quarter Transit Report

Staff presented key financial and statistical results of the second quarter for Butte Regional Transit.

Item #8 – B-Line Paratransit Certification Procedures

The committee was informed that BCAG staff plans to bring the paratransit eligibility certification process in-house at the beginning of the 2010/11 fiscal year. This is being done to improve customer satisfaction, give staff more control over the planning process and data, be more efficient; and ultimately cut costs. A breakdown of the costs that it will take to bring this service in house including one-time start up charges as well as recurring annual costs that it will take to maintain the service were presented. It is estimated that BCAG will save approximately \$30,000 annually by bringing this process in house.

Item #9 – Other Items

No other items were presented.



BCAG Transit Administrative Oversight Committee

Item #4 Information

2010/11 BUTTE REGIONAL TRANSIT (B-LINE) ANNUAL SERVICE PLAN AND BUDGET OUTLINE

PREPARED BY: Robin Van Valkenburgh, Senior Planner

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

DISCUSSION: Staff has prepared the attached Draft 2010/11 Butte Regional Transit Annual Service Plan and Budget for the Transit Administrative Oversight Committee's review and comments. After comments are received, and final appropriations levels are issued, a final Annual Service Plan and Budget will be presented to the BCAG Board of Directors for adoption at the May 2010 meeting.

Based upon current funding issues, primarily the complete absence of STA funding for the following 4 fiscal years, staff has worked to create a transit budget which will continue to provide service at current operating levels yet takes into account the need to maximize available TDA funds. The proposed budget attempts to retain the same funding requirements as in the current 2009/10 Budget.

In summary, the Draft 2010/11 B-Line Service Plan & Budget identifies a total operating budget of **\$7,677,430, including contingency and capital reserve**, for both fixed route service and paratransit service in the urban and rural areas of Butte County. This equates to approximately \$34,821 greater than prior year. B-Line operates seven days a week approximately 110,000 combined annual service hours.

The following items are major changes from the 2009/10 Budget:

1. The proposed removal of contract costs included in Professional Services (including the cost associated with ADAride.com) in the amount of \$80,000.
2. The reduction of the Contingency allocation to 1% from 3% in 2009/10.
3. The inclusion of a Capital Reserve allocation in the amount of 2% from 0% in 2009/10.
4. The reduction of Fuel costs by \$125,000, based on current fiscal year expenditures.
5. The inclusion of proposed Paratransit Administration costs in the amount of \$16,974 (bringing the certification process in-house rather than contracting the services).
6. The inclusion of the Transit Center Lease (for staffing) at \$15,000.
7. The inclusion of the Transit Center Lease (for maintenance) at \$17,100.

STAFF RECOMMENDATION: Staff requests that committee members review and provide comments on the draft budget at the committee meeting. If no significant issues are raised, staff requests the TAOC support staff's recommendation to the BCAG Board that they adopt the 2009/10 Annual Service Plan and Budget at their May 2009 Board meeting.

Key Staff: Jon Clark, Executive Director
Robin Van Valkenburgh, Senior Planner
Julie Quinn, Chief Fiscal Officer

**BUTTE REGIONAL TRANSIT
FISCAL YEAR 2010/11 BUDGET**

| FY 2009/2010 | FY 2010/11 | |
|-----------------|--------------------|------------|
| FINAL BUDGET | PROPOSED BUDGET | Difference |

OPERATING BUDGET

OPERATING EXPENSES

ADMINISTRATION

| | | | |
|---|------------------|------------------|-------------------|
| Communications | \$43,000 | \$43,000 | \$- |
| Office Expense | 1,200 | 10,000 | 8,800 |
| Transportation and Travel (training) | 2,500 | 2,500 | - |
| Special Dept Expense-Marketing | 81,500 | 81,500 | - |
| Paratransit Admin (Previously Professional Servs) | 101,000 | 16,974 | (84,026) |
| Support Services | 308,605 | 308,605 | - |
| TOTAL ADMINISTRATION | \$537,805 | \$462,579 | \$(75,226) |

OPERATIONS AND MAINTENANCE

| | | | |
|---|--------------------|--------------------|-----------------|
| Insurance | \$304,980 | \$326,699 | \$21,719 |
| Maintenance - Equipment | 130,000 | 145,000 | 15,000 |
| Maintenance - Structures/Transit Center Maintenance | 9,500 | 21,100 | 11,600 |
| Lease | | | |
| Janitorial and Waste Disposal | 2,000 | 2,000 | - |
| Transit Center Staffing | - | 15,000 | 15,000 |
| Purchased Transportation-Fixed Route Services | 3,213,525 | 3,260,542 | 47,017 |
| Purchased Transportation-Paratransit Services | 2,021,711 | 2,051,949 | 30,238 |
| Fuel | 1,178,117 | 1,053,117 | (125,000) |
| TOTAL OPERATIONS AND MAINTENANCE | \$6,859,833 | \$6,875,406 | \$15,573 |

SUB-TOTAL OPERATING EXPENSES

\$7,397,638 \$7,337,985 \$(59,653)

APPROPRIATION FOR CONTINGENCIES

\$244,971 \$73,380 \$(171,591)

CAPITAL RESERVE CONTRIBUTIONS

\$- \$146,760 \$146,760

TOTAL OPERATING REQUIREMENTS

\$7,642,609 \$7,558,125 \$(84,484)

| FY 2009/10 FINAL BUDGET | FY 2010/11 PROPOSED BUDGET | Difference |
|-------------------------------|----------------------------------|------------|
|-------------------------------|----------------------------------|------------|

OPERATING BUDGET CONTINUED

OPERATING REVENUES

| | | | |
|--------------------------------|--------------------|--------------------|--------------------|
| Fixed Route Passenger Fares | \$1,273,875 | \$1,107,282 | \$(166,593) |
| Paratransit Fares | 338,204 | 261,913 | (76,291) |
| TOTAL OPERATING REVENUE | \$1,612,079 | \$1,369,195 | \$(242,884) |

NON-OPERATING REVENUE

LOCAL SUPPORT:

| | | | |
|----------|-------------|-------------|----------|
| County | \$1,091,386 | \$1,159,209 | \$67,823 |
| Biggs | 5,044 | 5,733 | 689 |
| Chico | 1,578,925 | 1,652,643 | 73,718 |
| Gridley | 14,305 | 16,258 | 1,953 |
| Orville | 431,229 | 456,371 | 25,142 |
| Paradise | 747,067 | 778,013 | 30,946 |

| | | | |
|----------------------------|--------------------|--------------------|------------------|
| TOTAL LOCAL SUPPORT | \$3,867,956 | \$4,068,227 | \$200,271 |
|----------------------------|--------------------|--------------------|------------------|

| | | | |
|--------------------------------------|--------------------|--------------------|-------------------|
| FTA GRANTS-OPERATING EXPENSES | \$2,162,575 | \$2,120,703 | \$(41,872) |
|--------------------------------------|--------------------|--------------------|-------------------|

| | | | |
|-----------------------|--------------------|--------------------|-------------------|
| TOTAL REVENUES | \$7,642,610 | \$7,558,125 | \$(84,485) |
|-----------------------|--------------------|--------------------|-------------------|

| FY 2009/10 FINAL BUDGET | FY 2010/11 PROPOSED BUDGET | Difference |
|--|---|-------------------|
|--|---|-------------------|

CAPITAL OUTLAY BUDGET

CAPITAL OUTLAY

| | | | |
|-----------------------------|---------------------------|---------------------------|-------------------------|
| Equipment | 3,497,089 | 3,493,089 | (4,000) |
| TOTAL CAPITAL OUTLAY | <u>\$3,497,089</u> | <u>\$3,493,089</u> | <u>\$(4,000)</u> |

CAPITAL OUTLAY FUNDING SOURCES

| | | | |
|---|---------------------------|---------------------------|-------------------------|
| ARRA (American Recovery & Reinvestment Act) | \$2,615,111 | \$2,615,111 | \$- |
| FTA GRANT 5310 | - | 396,000 | 396,000 |
| PROP 1B FUNDS | - | 300,000 | 300,000 |
| PROP 1B FUNDS-SECURITY | 181,978 | 181,978 | - |
| CMAQ GRANTS - CAPITAL ACQUISITIONS | 700,000 | - | (700,000) |
| TDA CAPITAL RESERVES | - | - | - |
| TOTAL CAPITAL OUTLAY FUNDING SOURCES | <u>\$3,497,089</u> | <u>\$3,493,089</u> | <u>\$(4,000)</u> |

CNG FACILITIES BUDGET

OPERATING EXPENSES

| | | | |
|---------------------------------|-------------------------|-------------------------|--------------------------|
| Communications | \$- | \$- | \$- |
| Maintenance (structures) | 27,200 | - | (27,200) |
| Fuel CNG | 345,339 | 345,339 | - |
| TOTAL OPERATING EXPENSES | <u>\$372,539</u> | <u>\$345,339</u> | <u>\$(27,200)</u> |

OPERATING REVENUES

| | | | |
|--------------------------------|-------------------------|-------------------------|--------------------------|
| Fuel Facility Charges | \$372,539 | \$345,339 | \$(27,200) |
| TOTAL OPERATING REVENUE | <u>\$372,539</u> | <u>\$345,339</u> | <u>\$(27,200)</u> |

| FY 2009/10 FINAL BUDGET | FY 2010/11 PROPOSED BUDGET | Difference |
|--|---|-------------------|
|--|---|-------------------|

SPECIAL SERVICES BUDGET

OPERATING EXPENSES

| | | | |
|---------------------------------|-----------------|-----------------|--------------|
| Insurance | \$745 | \$745 | \$(0) |
| Maintenance (vehicles) | 6,000 | 6,000 | - |
| Office Expense | 50 | 50 | - |
| Contract | 16,000 | 16,000 | - |
| Fuel CNG | 1,617 | 1,617 | - |
| BCAG Admin charges | 3,274 | 3,274 | - |
| TOTAL OPERATING EXPENSES | \$27,686 | \$27,685 | \$(0) |

OPERATING REVENUES

| | | | |
|--------------------------------|-----------------|-----------------|------------|
| Special Services Fares | \$27,686 | \$27,686 | \$0 |
| TOTAL OPERATING REVENUE | \$27,686 | \$27,686 | \$0 |