

BUTTE COUNTY ASSOCIATION  
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING  
MARCH 25, 2021

## Acronyms for Butte County Association of Governments

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

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



# BCAG Board of Directors Meeting

March 25, 2021  
9:00 a.m.



## BCAG Board Room

326 Huss Drive, Suite 100  
Chico, CA 95928

### BCAG BOARD MEETING LIVE

<https://us02web.zoom.us/j/85894312752?pwd=MmFmWXNqNXMwYjJ4K2pCM05keEE5dz09>

**Due to the COVID-19 Pandemic, this meeting is being held remotely.  
Comments may be submitted in advance on any item to: [board@bcag.org](mailto:board@bcag.org)**

**Members of the public may view and participate in the meeting  
through the following Zoom link:**

**Zoom Meeting ID: 858 9431 2752    Password: 462624  
To join the meeting by phone: +1 669 900 6833**

1. Pledge of Allegiance
2. Roll Call

### **CONSENT AGENDA**

3. Approval of Minutes from the February 25, 2021 BCAG Board of Directors Meeting (Attachment) – **Victoria**
4. Approval of 2021/22 Preliminary Findings of Apportionment for the Transportation Development Act (TDA) Funds (Attachment) – **Julie**
5. Approval of Amendment #3 to the 2020/21 BCAG Overall Work Program (OWP) & Budget (Attachment) – **Julie**
6. Approval of Resolution 2020/21-08 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**

### **ITEMS REMOVED FROM CONSENT AGENDA – *If Any***

### **ITEMS FOR ACTION**

7. Authorize Executive Director to Negotiate and Execute Agreement for B-Line Routing Optimization Study (Attachment) – **Sara**
8. Public Hearing to Receive Testimony on Unmet Transit Needs for the Butte Regional Transit System (Attachment) – **Jim**

## **ITEMS FOR INFORMATION**

9. Draft 2021/22 BCAG Overall Work Program & Budget (Attachment) - **Jon**
10. Draft 2021/22 Butte Regional Transit Service Plan & Budget (Attachment) – **Andy**

## **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 April 22, 2021, at the BCAG Board Room or via Zoom.

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

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

BUTTE COUNTY ASSOCIATION  
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING  
ITEM #3

**DRAFT MEETING MINUTES  
OF THE BUTTE COUNTY  
ASSOCIATION OF GOVERNMENTS  
FEBRUARY 25, 2021**

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 9:00 a.m. at the BCAG Conference Room, 326 Huss Drive, Suite 150, Chico CA.

**MEMBERS PRESENT IN PERSON**

Bill Connelly	Supervisor	District 1
Tod Kimmelshue	Supervisor	District 4
Kasey Reynolds	Vice Mayor	City of Chico
Jody Jones	Councilmember	Town of Paradise

**MEMBERS PRESENT REMOTELY**

Tami Ritter	Supervisor	District 3
Debra Lucero	Supervisor	District 2
John Busch	Councilmember	City of Biggs
Doug Teeter	Supervisor	District 5

**MEMBERS ABSENT**

Chuck Reynolds	Mayor	City of Oroville
J Angel Calderon	Councilmember	City of Gridley

**STAFF PRESENT**

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

**OTHERS PRESENT REMOTELY**

Deborah McKee

Brian Nash, Richardson & Company

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

**CONSENT AGENDA**

- 3. Approval of Minutes from January 28, 2021 BCAG Board of Directors Meeting**

On motion by Board Member Kimmelshue and seconded by Board Member Jones, the Consent Agenda was unanimously approved.

**ITEMS FOR ACTION**

**4: Acceptance of the BCAG Fiscal Audit and Transportation Development Act (TDA) Audits for the Cities, Town & County for the Year Ending June 30, 2020**

Each year BCAG is required to prepare a fiscal audit. In addition, BCAG prepares the fiscal and compliance audits for the Transportation Development Act (TDA) claimants for both LTF and STA funds. These audits were prepared by an outside company called Richardson & Company, who are certified public accountants.

Staff detailed the findings for the BCAG audit from Richardson & Company. The findings from Richardson & Company show a clean, unmodified opinion of the audit. There was conversation between the Board and Staff regarding the costs of operations for Butte Regional Transit. Board Member Kimmelshue specifically asked if the narrow margins between assets and liabilities was standard for transit agencies. It was affirmed that this is standard, although the breakdown in fund types is different for the fiscal year ending June 30, 2020 due to the COVID-19 pandemic and federal CARES funding.

Brian Nash of Richardson & Company was on hand to go over the claimant TDA audits and answer any questions from the Board regarding those audits. Mr. Nash had praise for Staff's thoroughness in preparing the financial statements and had no major findings of note to report about any of the claimants. There was general discussion between Mr. Nash, the Board, and Staff regarding specifics of the audits.

On motion by Board Member Lucero, seconded by Board Member Kasey Reynolds, the BCAG Fiscal Audit and TDA Audits for the claimants for fiscal year ending June 30, 2020 were approved unanimously.

**5: Approval of Capital Reserve Funds for the Butte Regional Transit (B-Line) Zero-Emission Bus Rollout, Implementation and Operations Plan**

## **BCAG Board of Directors Meeting – Item #3**

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Staff updated the Board on the Zero-Emission Bus Rollout, Implementation and Operations Plan. This plan is being prepared in compliance with the California Air Resource Board's mandate that all California transit agencies transition fleets to zero-emission technologies. The plan for BCAG is due to CARB by July 1, 2023.

In an effort to complete this plan successfully, Staff requested the use of capital reserve funding to pursue an agreement with a third-party non-profit consultant named Alternative Energy Solutions (AES). There was a question by the Board as to why this did not go out for a Request for Proposals, and Staff explained that this is the only non-profit and non-biased consultant experienced in what is needed. Most consultants performing this work are affiliated with companies that manufacture ZEB technology.

On motion by Board Member Lucero, seconded by Board Member Kimmelshue, the request to use Capital Reserve Funds and direct Staff to pursue an agreement with AES to prepare the Zero-Emission Bus Rollout, Implementation and Operations Plan was unanimously approved.

### **6: Approval of 2021 Federal Transportation Improvement Program (FTIP) and Air Quality Determination**

Staff presented the Board with the update to the Federal Transportation Improvement Program (FTIP) and Air Quality Determination, which is done on an annual basis by BCAG. The FTIP needs to be updated every two years and the 2021 model identifies funding for 28 projects over the next four federal fiscal years beginning October 1, 2020. Staff's memo to the Board detailed 29 projects, however the funding for the widening of SR 70 has already been fully programed and is not included in the final FTIP document.

There was general conversation between Staff and the Board regarding the projects contained, as well as the updates to the Air Quality Determination.

On motion by Board Member Jones and Seconded by Board Member Kimmelshue, the 2021 Federal Transportation Improvement Program and Air Quality Determination were unanimously approved.

### **ITEMS FOR INFORMATION**

#### **7: SB 743 Implementation Study Update**

Staff updated the Board on BCAG's SB 743 Implementation Study for the Butte County Region. SB 743, which was signed in 2013, entails a process change for how transportation impacts are analyzed under CEQA. The study will provide guidelines for implementation of SB 743 to the region and member jurisdictions.

There was general conversation between the Board and Staff regarding the nature of the study and who will be ultimately responsible for implementation of SB 743



**BCAG Board of Directors Meeting – Item #3**

**March 25, 2021**

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guidelines in Butte County. Staff detailed that the study will identify ways in which the specific member jurisdictions can meet these requirements, but BCAG will not impose one specific route to satisfy them. A link to the current project website was provided for additional information.

This item was presented for informational purposes only.

**8: Butte Regional Transit (B-Line) Quarterly Report for the 2<sup>nd</sup> Quarter of 2020/21 FY**

Staff quarterly presents an update on how Butte Regional Transit is performing. Due to the lingering effects of the COVID-19 pandemic on the B-Line system, this performance report is a bit different than what has been seen in the past. The second quarter of 2019/20 was the last full quarter unaffected by the declines in ridership due to the pandemic, so the comparisons presented show a very sharp decline that does not account for recent uptick in ridership that's been recently seen.

There was general conversation between Staff and the Board regarding the current status of the B-Line ridership numbers and operating costs versus annual budget.

This item was presented for informational purposes only.

**9: 2022 Unmet Transit Needs Process**

Staff updated the Board on the yearly Unmet Transit Needs Process. Each year feedback is solicited from the public regarding perceived unmet needs for transit, which are then compiled into a report detailing what is an unmet need and what is and is not reasonable to meet.

There was general discussion between Staff and the Board regarding these terms, as well as the UTN process. This was just the notification that the 30-day window for feedback has begun and will culminate with a public hearing at the March 25, 2021 Board Meeting. That meeting will be held via Zoom for the public.

This item was presented for information purposes only.

**ITEMS FROM THE FLOOR**

There were no items from the floor.

**ADJOURNMENT**

With no further items to discuss, the BCAG Board meeting adjourned at 10:13 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

March 25, 2021

### **APPROVAL OF 2021/22 PRELIMINARY FINDINGS OF APPORTIONMENT FOR THE TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS**

**PREPARED BY:** Julie Quinn, Chief Fiscal Officer

**ISSUE:** Staff has prepared preliminary 2021/22 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  $\frac{1}{4}$  cent of general sales tax collected within the county and revenues of the STA are derived from the statewide sales tax on diesel fuel. The STA provides funding for allocation to local transit service for operations and capital associated with local mass transportation programs. The LTF funds a wide variety of transportation programs, including planning and programming activities, pedestrian and bicycle facilities, public transportation and bus and rail projects. Providing certain conditions are met, counties with a population under 500,000 may also use the LTF for local streets and roads construction and maintenance.

The LTF apportionment of \$10,180,137 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 2021/22 estimate of LTF from the County is \$9,530,136. BCAG has determined that an additional \$650,000 can be apportioned from the fund balance of the prior year.

The STA apportionment of \$1,530,173 is based on the adopted state budget and includes a portion of SB1 funds. The 2021/22 estimate from the SCO was increased \$377,815 from the prior year final estimate. No additional fund balance is included at this time.

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 2021/22 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. The Auditor-Controller allocation is increased to \$18,000. The BCAG allocation is increased \$50,000 from the prior year to improve the ratio of fund balance available for planning expenditures, as recommended by the June 30, 2020 audit.

**BCAG Board of Directors Meeting – Item #4**

**March 25, 2021**

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Butte Regional Transit allocation of \$5,906,715 includes \$4,906,715 of operations funding, \$400,000 distributed to BRT for capital reserves and \$600,000 of LTF funding reserved for future bus purchases. Operating funds are determined from the draft B-Line Budget and Service Plan. Capital reserves are determined from the bus replacement schedule. The draft B-line Budget and TDA funding was reviewed with the Transit Administrative Oversight Committee (TAOC) on March 2, 2021. No disapproval was noted.

Preliminary allocations to the cities, town and county for streets and roads projects are based on January 1, 2020 population figures from the State Department of Finance. Final apportionments will use the January 1, 2021 population estimate, which is released each year on May 1<sup>st</sup>. Final Findings of Apportionment will be brought before the Board for approval at the May 2021 meeting.

Attached is the Preliminary Findings of Apportionment for the Local Transportation Funds and State Transit Assistance for fiscal year 2021/22.

**STAFF RECOMMENDATION:** Staff requests the Board approve the Preliminary 2021/22 TDA Findings of Apportionment.

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

**STATE TRANSIT ASSISTANCE FUND (STA)  
and  
LOCAL TRANSPORTATION FUND (LTF)  
Fiscal Year 2021/22  
Preliminary Findings of Apportionment**

March 25, 2021

**STA - Total Funds = \$ 1,530,173**

Jurisdiction	PUC 99313	PUC 99314	2021/22 Allocation	Change in TDA 20-21 Finding
BRT OPERATIONS	\$ 966,943	\$ 77,230	\$ 1,044,173	(22,185)
BRT CAPITAL	\$ 400,000	\$ -	\$ 400,000	400,000
GRIDLEY FLYER	\$ 84,928	\$ 1,072	\$ 86,000	-
<b>TOTAL</b>	<b>1,451,871</b>	<b>\$ 78,302</b>	<b>\$ 1,530,173</b>	<b>\$ 377,815</b>

STA Source: Estimate of State Controller's Office January 2021; plus \$0 Fund Balance

**LTF - Total Funds = \$ 10,180,136**

Jurisdiction	Population	Pop %	2021/22 Allocation	Change in TDA 20-21 Finding
BCAG	N/A	N/A	\$ 600,000	50,000
BC AUDITOR-CONTROLLER	N/A	N/A	\$ 18,000	3,000
BRT CAPITAL	N/A	N/A	\$ 600,000	(400,000)
BRT OPERATIONS	N/A	N/A	\$ 3,862,542	1,436,782
BUTTE CO	67,640	32.16%	\$ 1,640,282	(26,026)
BIGGS	1,852	0.88%	\$ 44,911	(713)
CHICO	110,326	52.46%	\$ 2,675,425	(42,451)
GRIDLEY	6,402	3.04%	\$ 155,250	(2,463)
OROVILLE	19,440	9.24%	\$ 471,423	(7,480)
PARADISE	4,631	2.20%	\$ 112,303	(1,781)
<b>TOTAL</b>	<b>210,291</b>	<b>100.00%</b>	<b>\$10,180,136</b>	<b>\$ 1,008,868</b>

LTF Source: Butte County Auditor's Office estimate of \$9,530,136 for FY 21/22 plus \$650,000 Fund Balance

Source: Population - Department of Finance Report E-1 for Jan 1, 2020

FY 21-22 Agency Apportionments for STA and LTF				Change in TDA 20-21 Finding	FY 20/21 Available for Bike, Ped, Streets & Roads
AGENCY	STA	LTF	TOTAL		
BCAG		\$ 600,000	\$ 600,000	\$ 50,000	
BC AUDITOR-CONTROLLER		\$ 18,000	\$ 18,000	\$ 3,000	
BUTTE REGIONAL TRANSIT	\$ 1,444,173	\$ 4,462,542	\$ 5,906,715	\$ 1,414,597	
BUTTE CO		\$ 1,640,282	\$ 1,640,282	\$ (26,026)	\$ 1,666,308
BIGGS		\$ 44,911	\$ 44,911	\$ (713)	\$ 45,624
CHICO		\$ 2,675,425	\$ 2,675,425	\$ (42,451)	\$ 2,717,876
GRIDLEY	\$ 86,000	\$ 155,250	\$ 241,250	\$ (2,463)	\$ 243,713
OROVILLE		\$ 471,423	\$ 471,423	\$ (7,480)	\$ 478,903
PARADISE		\$ 112,303	\$ 112,303	\$ (1,781)	\$ 114,084
<b>TOTAL</b>	<b>\$ 1,530,173</b>	<b>\$ 10,180,136</b>	<b>\$ 11,710,309</b>	<b>\$ 1,386,683</b>	<b>\$ 5,266,508</b>

45%

Change in Funding:		<b>FY 20/21 Final Finding</b>	<b>FY 21/22 Prelim Finding</b>	<b>Change in TDA</b>
	STA	\$ 1,152,358	1,530,173	\$ 377,815
	LTF	\$ 9,171,268	10,180,136	1,008,868
				<u>\$ 1,386,683</u>
Change in Distribution:				
	BCAG	\$ 550,000	600,000	\$ 50,000
	BC Auditor	\$ 15,000	18,000	\$ 3,000
	BRT	4,492,118	5,906,715	1,414,597
	Jurisdictions	\$ 5,266,508	5,185,594	(80,914)
				<u>\$ 1,386,683</u>

BUTTE COUNTY ASSOCIATION  
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING  
ITEM #5



## BCAG BOARD OF DIRECTORS

## Item #5 Consent

March 25, 2021

### APPROVAL OF AMENDMENT #3 FOR THE 2020/21 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 March 1, 2021, for the FY20/21 OWP.

**DISCUSSION:** Amendment #3 adjusts the expenditures in a few work elements for minor changes to staff time and consultant expense to better align with project activities for the remainder of the fiscal year. These changes will not affect the products or deliverables previously included. Revenues are adjusted between funding sources such that there is no change to revenue in total and does not require amendment of the OWP Agreement with Caltrans. Changes to the budget are as follows:

<b>NET CHANGE IN BUDGET REVENUE:</b>	<b>PRIOR</b>	<b>AMENDED</b>	<b>NET CHANGE</b>
FHWA PLANNING	\$ 1,057,575	1,057,575	-
19-20 SB1 (adjust current/future use)	\$ 136,448	136,448	-
PPM	\$ 113,000	-	(113,000)
Low Carbon Transit Operations Program	\$ -	150,000	150,000
LTF PLANNING MATCH	\$ 586,228	549,228	(37,000)
<b>NET BUDGET REVENUE CHANGE</b>			<b>\$ -</b>
PREVIOUS OWP REVENUE- Amendment 2			4,573,718
Amended Total Programmed			4,573,718
Less amounts programmed for future years			(94,634)
<b>AMENDED TOTAL OWP REVENUE</b>			<b>\$ 4,479,084</b>

<b>NET CHANGE IN BUDGET EXPENSE:</b>	<b>PRIOR</b>	<b>AMENDED</b>	<b>NET CHANGE</b>
SALARIES	\$ 1,797,490	1,798,845	1,355
INDIRECT	\$ 1,298,507	1,299,487	980
SERVICES & SUPPLIES	\$ 2,616,885	2,630,618	13,733
<b>NET BUDGET EXPENDITURE CHANGE</b>			<b>\$ 16,068</b>
PREVIOUS OWP EXPENDITURES- Amendment 2			4,463,016
<b>AMENDED TOTAL OWP EXPENDITURES</b>			<b>\$ 4,479,084</b>

**BCAG Board of Directors Meeting – Item #5**

**March 25, 2021**

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Attached is a summary of adjustments to the FY 2020/21 OWP & Budget by work element.

**STAFF RECOMMENDATION:** Approve Amendment #3 of the FY 2020/21 Overall Work Program & Budget and the OWP Agreement.

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



**FISCAL YEAR 2020/21  
SUMMARY OF OWP AMENDMENT 3 (NO OWPA AMENDMENT)**

<b>21-107 RTP/SCS</b>			
	PRIOR	AMENDED	NET CHANGE
FHWA PLANNING	98,885	110,542	11,657
LTF PLANNING MATCH	12,812	14,322	1,510
<b>TOTAL REVENUE</b>	<b>111,697</b>	<b>124,864</b>	<b>13,167</b>
SALARIES & BENEFITS	47,432	50,432	3,000
CONSULTANTS	30,000	38,000	8,000
INDIRECT	34,265	36,432	2,167
<b>TOTAL EXPENDITURES</b>	<b>111,697</b>	<b>124,864</b>	<b>13,167</b>

<b>21-123 19/20 SB1 SCS</b>			
	PRIOR	AMENDED	NET CHANGE
19/20 SB1- Carryover to 20/21	136,448	136,448	-
19/20 SB1- for use in FY21/22	(98,005)	(83,779)	14,226
LTF PLANNING MATCH- Carryover 20/21	17,679	17,679	-
LTF PLANNING MATCH- for FY21/22	(12,697)	(10,855)	1,842
<b>TOTAL REVENUE</b>	<b>43,425</b>	<b>59,493</b>	<b>16,068</b>
SALARIES & BENEFITS	9,962	15,962	6,000
CONSULTANTS	26,267	32,000	5,733
INDIRECT	7,196	11,531	4,335
<b>TOTAL EXPENDITURES</b>	<b>43,425</b>	<b>59,493</b>	<b>16,068</b>

<b>21-131 CHICO TO SAC PLAN</b>			
	PRIOR	AMENDED	NET CHANGE
FHWA PLANNING	15,421	-	(15,421)
FTA 5304	243,457	243,457	-
LTF PLANNING MATCH	33,541	31,543	(1,998)
<b>TOTAL REVENUE</b>	<b>292,419</b>	<b>275,000</b>	<b>(17,419)</b>
SALARIES & BENEFITS	49,122	39,009	(10,113)
CONSULTANTS	207,810	207,810	-
INDIRECT	35,487	28,181	(7,306)
<b>TOTAL EXPENDITURES</b>	<b>292,419</b>	<b>275,000</b>	<b>(17,419)</b>

<b>21-308 ZERO EMISSION BUS ROLLOUT PLAN</b>			
	PRIOR	AMENDED	NET CHANGE
FHWA PLANNING	48,879	52,643	3,764
Planning Programming Monitoring (PPM)	113,000	-	(113,000)
Low Carbon Transit Operations Program	-	150,000	150,000
LTF PLANNING MATCH	143,333	106,821	(36,512)
<b>TOTAL REVENUE</b>	<b>305,212</b>	<b>309,464</b>	<b>4,252</b>
SALARIES & BENEFITS	32,055	34,523	2,468
CONSULTANTS	250,000	250,000	-
INDIRECT	23,157	24,941	1,784
<b>TOTAL EXPENDITURES</b>	<b>305,212</b>	<b>309,464</b>	<b>4,252</b>

<b>NET CHANGE IN BUDGET REVENUE:</b>	PRIOR	AMENDED	NET CHANGE
FHWA PLANNING	\$ 1,057,575	1,057,575	-
19-20 SB1 (adjust current/future use)	\$ 136,448	136,448	-
PPM	\$ 113,000	-	(113,000)
Low Carbon Transit Operations Program	\$ -	150,000	150,000
LTF PLANNING MATCH	\$ 586,228	549,228	(37,000)

<b>NET BUDGET REVENUE CHANGE</b>	<b>\$ -</b>
PREVIOUS OWP REVENUE- Amendment 2	4,573,718
Amended Total Programmed	4,573,718
Less amounts programmed for future years	(94,634)
<b>AMENDED TOTAL OWP REVENUE</b>	<b>\$ 4,479,084</b>

<b>NET CHANGE IN BUDGET EXPENSE:</b>	PRIOR	AMENDED	NET CHANGE
SALARIES	\$ 1,797,490	1,798,845	1,355
INDIRECT	\$ 1,298,507	1,299,487	980
SERVICES & SUPPLIES	\$ 2,616,885	2,630,618	13,733
<b>NET BUDGET EXPENDITURE CHANGE</b>	<b>\$ 16,068</b>		
PREVIOUS OWP EXPENDITURES- Amendment 2	4,463,016		
<b>AMENDED TOTAL OWP EXPENDITURES</b>	<b>\$ 4,479,084</b>		

BUTTE COUNTY ASSOCIATION  
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING  
ITEM #6



## BCAG BOARD OF DIRECTORS

## Item #6 Consent

March 25, 2021

### **APPROVAL OF RESOLUTION 2020/21-08 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 is applying for the California Department of Transportation (Caltrans) FY 2020/21 Low Carbon Transit Operations Program (LCTOP) for \$228,006 towards the on-going Zero-Emission Electric Bus and Charging Infrastructure project.

**DISCUSSION:** In March 2020, the FY 2020/21 LCTOP allocation amounts for eligible agencies were released. There was a total of \$81 million available for allocation, \$65 million less than the previous fiscal year, likely due to COVID-19.

The FY 2020/21 LCTOP funds continue the FY 2017/18 - 2019/20 electric bus, charging equipment, and related infrastructure project to deploy B-Line's first electric bus. With the additional FY 2020/21 funds, the total LCTOP funds allocated to this project are approximately \$1.2 million.

This project is the first step in implementing the California Air Resources Board's (CARB) Innovative Clean Transit Regulation for public transit agencies to transition to 100% zero-emission bus fleets by 2040. It also assists B-Line in implementing its Rollout Plan, discussed at the previous BCAG Board of Directors meeting.

**STAFF RECOMMENDATION:** Staff requests the BCAG Board of Directors adopt Resolution 2020/21-08 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.

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



**BUTTE COUNTY ASSOCIATION OF GOVERNMENTS  
RESOLUTION NO 2020/2021-08**



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**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  
(\$228,006)**

**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.

**NOW THEREFORE, 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 2020/2021 LCTOP funds:

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

Amount of LCTOP funds requested: \$228,006

Short description of project: BCAG is replacing one CNG 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 2017/2018 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 #7



## BCAG BOARD OF DIRECTORS

## Item #7 Action

March 25, 2021

### **AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE AGREEMENT FOR B-LINE ROUTING OPTIMIZATION STUDY**

**PREPARED BY:** Sara Cain, Associate Senior Planner

**ISSUE:** BCAG staff has selected Jarrett Walker + Associates to prepare the B-Line Routing Optimization Study.

**DISCUSSION:** BCAG received \$200,000 in Federal Transit Administration Section 5307 funds to contract with a consultant to develop the B-Line Routing Optimization Study. An in-depth routing optimization study is needed to meet current and future needs of B-Line riders, assess existing service, identify areas to improve efficiency, and determine trends that are anticipated to impact B-Line operations in the near and long term. The goal of the study is to provide recommendations to improve fixed route and paratransit ridership, identify alternative routing options, and develop innovative solutions that utilize B-Line's existing resources.

The study will include an extensive public outreach process to gather feedback on current and future rider needs and identify opportunities to increase ridership through surveys, workshops, and an online interactive map. The study will develop short-, mid-, and long-term network redesign recommendations that improve ridership, routing options, and propose innovative solutions within existing resources. The report will also consider B-Line's transition to a zero-emission fleet by 2040 and more efficient paratransit operations. The study is included in the BCAG Draft 2021/22 Overall Work Program under WE 22-301.

#### Consultant Selection and Project Schedule

BCAG released a Request for Proposals (RFP) in January 2021 and received five responses. Interviews were conducted, and after careful consideration, the contract was awarded to the Jarrett Walker + Associates, Transit Marketing, and AMMA Transit Planning team.

BCAG and the Jarrett Walker + Associates team will schedule a kick-off meeting in April and begin the existing conditions and service review and public outreach tasks. The

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**March 25, 2021**

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study will be complete in late 2022.

**STAFF RECOMMENDATION:** Staff is requesting the BCAG Board authorize the Executive Director to negotiate and execute an agreement with Jarrett Walker + Associates to prepare the B-Line Routing Optimization Study.

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



BUTTE COUNTY ASSOCIATION  
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING  
ITEM #8



## BCAG BOARD OF DIRECTORS

## Item #8 Action

March 25, 2021

### **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, which began on February 23, 2021, along with this final public hearing, was promoted in local newspapers, on all our fixed route and Paratransit buses, at the Chico and Oroville Transit Centers 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.

**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  
Victoria Proctor, Administrative Assistant

BUTTE COUNTY ASSOCIATION  
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING  
ITEM #9



## BCAG BOARD OF DIRECTORS

## Item #9 Information

March 25, 2021

### **DRAFT 2021/22 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 2021/22 Overall Work Program (OWP) & Budget. This memo provides the Board of Directors with an outline of the proposed work elements that will be prepared during the 2021/22 fiscal year, and identifies the revenues and expenditures for the 2021/22 budget.

A copy of BCAG's draft 2021/22 OWP & Budget was submitted to the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and Caltrans on March 1, as is required by the three agencies. The Draft BCAG 2021/22 Overall Work Program & Budget is also posted on BCAG webpage at the following link:  
<http://www.bcag.org/documents/planning/OWP/2021-22%20OWP/2021-22%20Complete%20Draft%20OWP%20Document.pdf>

BCAG's draft 2021/22 OWP & Budget identifies twenty-four 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 2021/22 OWP:

### **REGIONAL TRANSPORTATION PLANNING & PROGRAMMING WORK ELEMENTS**

- 22-999 2021/22 Indirect Cost Allocation Plan
- 22-100 Overall Work Program Administration, Development & Reporting
- 22-101 Outreach, Education & Coordination
- 22-102 Regional Transportation Model
- 22-103 Regional Geographic Information System (GIS) Coordination
- 22-104 Regional Transportation-Air Quality Planning
- 22-105 2021 Federal Transportation Improvement Program (FTIP)
- 22-106 2022 Regional Transportation Improvement Program (RTIP)
- 22-107 2020 Regional Transportation Plan (RTP) & Sustainable Communities Strategy (SCS)
- 22-108 Regional Early Action Planning (REAP) Grant Coordination
- 22-109 US Census Affiliate Data Center Administration
- 22-110 Intelligent Transportation System – Regional Architecture Maintenance
- 22-114 Butte Regional Conservation Plan (BRCP)
- 22-120 Performance Based Planning & Programming
- 22-122 Sustainable Transportation Planning 2019-20 – SCS Development

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- 22-123 Sustainable Transportation Planning 2021-22 – Land Use Model
- 22-124 Sustainable Transportation Planning 2021-22 – Regional VMT Planning Coordination
- 22-130 North Valley Rail Planning
- 22-131 Chico to Sacramento Strategic Plan

### TDA/TRANSIT COORDINATION & PLANNING WORK ELEMENTS

- 22-300 Transportation Development Act Administration
- 22-301 Public Transit Systems Planning & Coordination
- 22-302 Butte Regional Transit Administration & Operations
- 22-303 Americans with Disabilities Act (ADA) Certification Program
- 22-308 B-Line Zero Emission Electric Bus Rollout Plan

### DRAFT BUDGET

The draft budget for implementing the 2021/22 Overall Work Program is projected to be approximately **\$4,286,960**, the draft revenues and expenditures are listed below:

#### **EXPENDITURES**

Salaries & Benefits	= \$ 1,780,499
Services, Supplies & Other Expenditures	= \$ 345,788
Professional Services Contracts	= \$ <u>2,160,673</u>

**TOTAL EXPENDITURES                      \$ 4,286,960**

#### **REVENUES**

Federal Highway Administration Planning (FHWA PL)	= \$ 761,006
Federal Transit Administration 5303 Funds	= \$ 73,146
SB 1 Planning Grant 2019-20	= \$ 98,005
SB 1 Planning Grant 2021-212	= \$ 185,943
Caltrans Strategic Partnership Grant FTA 5304	= \$ 348,849
FTA 5307 Planning	= \$ 160,000
Housing Community Development REAP Funds	= \$ 662,544
TDA Administration	= \$ 140,841
TDA Planning	= \$ 592,006
TDA Capital Reserves	= \$ 250,000
New Market Tax Credit – Interest Income	= \$ 207,060
STIP PPM Funds	= \$ 226,000
<u>Butte Regional Transit - Operations</u>	= \$ <u>581,560</u>

**TOTAL REVENUES                              \$ 4,286,960**

### STAFFING FOR 2021/22

BCAG currently has a staff of twelve (10) full-time and (2) part time employees. During the 2021/22 FY there are no proposed staffing changes.

**Review with Federal Highway Administration – Federal Transit Administration – Caltrans**

As indicated, a draft of the 2021/22 OWP & Budget has been submitted to FHWA, FTA and Caltrans for review and comments.

Prior to preparing the draft 2021/22 OWP & Budget, staff met with FHWA, FTA and Caltrans in December 2020 to review the preliminary outline of the 2021/22 OWP & Budget, and to review progress on the current 2020/21 OWP. Overall, BCAG received a positive review of the proposed 2021/22 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 necessary.

**SUMMARY**

BCAG's Draft 2021/22 Overall Work Program & Budget concentrates on the completion of required state and federal planning activities, in addition to regional planning studies and administration of the B-Line transit services.

BCAG staff will present a Final 2021/22 Overall Work Program & Budget to the Board of Directors at their April 22<sup>nd</sup> Board meeting and will seek approval at that time.

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

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

BUTTE COUNTY ASSOCIATION  
OF GOVERNMENTS



BOARD OF DIRECTORS MEETING  
ITEM #10



## BCAG BOARD OF DIRECTORS

## Item #10 Information

March 25, 2021

### DRAFT 2021/22 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 2021/22 Butte Regional Transit Budget for review and comment. A full copy of the Draft 2021/22 BRT Service Plan & Budget can be found on the B-Line website at the following link: <http://www.blinetransit.com/About-B-Line/Budget/index.html>

On March 2, 2021, Staff met online with the Transit Administrative Oversight Committee (TAOC), which is made up of representatives from the cities, town and county, to review the FY 2021/22 Transit Budget and Service Plan. Staff will continue to work with the TAOC to finalize the proposed budget. The final FY 2021/22 Annual Service Plan and Budget will be presented to the BCAG Board of Directors for adoption at the May 2021 meeting.

In summary, the 2021/22 Proposed Draft Budget identifies a total operating budget of **\$10,830,927**, for both Fixed Route service and Paratransit service in the urban and rural areas of Butte County. The 2021/22 budget is \$323,903 higher than prior year in total dollars, an increase of 3.1%. The increase to the transit services contract hourly rate for the year is 4.3%.

The following items are major changes from the 2020/21 Budget:

- Increase of \$40,000 to Software License for annual software increases plus addition of mobile app maintenance and GTFIS maintenance. Cost of mobile app maintenance of \$33,000 is offset by grant funding in current year.
- Addition of credit card and mobile app processing fees for \$2,600.
- Increase of \$8,000 to Support Services for increasing cost. Support Services represents 3.9% of the total budget.
- Increase of \$20,122 in Fleet Insurance tied to annual increase in Transdev contract.
- Increase in Purchased Transportation of 4.3% per Transdev contract.
- Decrease of \$112,000 in Fuel cost due to low contract rates and CNG credits.
- Increase of \$40,000 in Facility Operations related to increased utilities, landscaping, and property insurance.



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

- Fare revenue in the draft budget covers 7.8% of overall costs. The budget for fare revenue shows nearly a 25% decrease in overall fares compared to the 20/21 final budget, which included a 35% decrease in fares due to pandemic. The current year estimate is derived from the actual fares collected through the second quarter, adjusted upwards by an average of 3% to account for increasing demand. The assumption is that ridership will return at a slower rate than the decline as the effects of the pandemic reside and people feel safe to ride public transit again. Staff will review the fare income after the third quarter and adjust fares, most likely upwards.
- Federal/other funding covers 31.7% of costs in the draft budget. This is a 31% decline from prior year funding because of the removal of nearly \$2 million of Coronavirus Aid, Relief, and Economic Security (CARES) Act funds that were included in the 20/21 budget. The current budget estimates a small amount of Coronavirus Response and Relief Supplemental Appropriations (CRRSAA) Act funds. Adjustments for any additional federal support, if any, will be taken into consideration in the final budget.
- TDA support covers 60.6% of costs in the draft budget. TDA is increased nearly 50% which reflects both the decline of both fares and federal funding discussed above. Any excess TDA funding over actual operating cost is carried into the following fiscal year. The carryover of TDA funds from 20/21 is estimated to be \$1.6M, which reduces the apportionment of TDA to BRT.

### **Capital Budget items for FY 2021/22**

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

Five paratransit busses have been ordered in FY 2020/21. These buses will most likely arrive in FY 2021/22. Funding for paratransit vehicles comes from FTA 5310.

Following is a snapshot of the Draft 2021/22 Butte Regional Transit Operating and Capital Budgets:

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## FISCAL YEAR 2021/22 OPERATING BUDGET

	2019/20 APPROVED BUDGET	2019/20 ACTUAL ANNUAL	2020/21 APPROVED BUDGET	2021/22 PROPOSED BUDGET	Difference	% CHANGE
<b>OPERATING EXPENSES</b>						
ADMINISTRATION						
Printing and signage	\$ 38,000	\$ 35,483	\$ 38,000	\$ 38,000	\$ -	0.0%
Training and travel	6,000	6,390	6,000	6,000	-	0.0%
Public Outreach	50,000	44,149	50,000	50,000	-	0.0%
Software License/Maintenance	125,505	119,371	127,648	167,648	40,000	31.3%
Processing Fees/mobile app	-	258	-	2,600	2,600	
Paratransit ADA Certification	47,000	48,410	49,000	49,000	-	0.0%
Support Services	417,000	449,454	417,000	425,000	8,000	1.9%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 683,505</b>	<b>\$ 703,515</b>	<b>\$ 687,648</b>	<b>\$ 738,248</b>	<b>\$ 50,600</b>	<b>7.4%</b>
OPERATIONS AND MAINTENANCE						
Communication	\$ 44,100	\$ 33,376	\$ 22,025	\$ 22,025	\$ -	0.0%
Fleet Insurance	388,965	376,580	408,312	428,434	20,122	4.9%
Vehicle Maintenance	160,000	152,120	160,000	160,000	-	0.0%
Maintenance Equipment	25,000	3,200	25,000	25,000	-	0.0%
Purchased Transportation	7,320,287	7,129,146	7,440,838	7,762,812	321,974	4.3%
Fuel	1,122,000	916,206	1,093,000	981,000	(112,000)	-10.2%
Transit Center Maintenance- Chico/Oroville	168,000	172,371	204,000	204,000	-	0.0%
Transit Kiosk Lease- Chico	14,000	7,500	6,000	6,000	-	0.0%
Ops Facility Lease- to BRTC	20,821	20,821	20,821	20,821	-	0.0%
BRT Facility Operations/Maintenance	295,596	306,082	335,350	375,350	40,000	11.9%
<b>TOTAL OPS AND MAINTENANCE</b>	<b>\$ 9,558,769</b>	<b>\$ 9,117,402</b>	<b>\$ 9,715,346</b>	<b>\$ 9,985,442</b>	<b>\$ 270,096</b>	<b>2.8%</b>
<b>SUB-TOTAL OPERATING EXPENSES</b>	<b>\$ 10,242,274</b>	<b>\$ 9,820,917</b>	<b>\$ 10,402,994</b>	<b>\$ 10,723,690</b>	<b>\$ 320,696</b>	<b>3.1%</b>
<b>APPROPRIATION FOR CONTINGENCIES</b>	<b>\$ 102,423</b>	<b>\$ -</b>	<b>\$ 104,030</b>	<b>\$ 107,237</b>	<b>\$ 3,207</b>	<b>3.1%</b>
<b>TOTAL OPERATING REQUIREMENTS</b>	<b>\$ 10,344,697</b>	<b>\$ 9,820,917</b>	<b>\$ 10,507,024</b>	<b>\$ 10,830,927</b>	<b>\$ 323,903</b>	<b>3.1%</b>
<b>OPERATING REVENUES</b>						
Fixed Route Passenger Fares	\$ 1,385,929	\$ 1,067,423	\$ 960,480	\$ 693,070	\$ (267,410)	-27.8%
Paratransit Fares	325,433	261,123	158,688	147,250	(11,438)	-7.2%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,711,362</b>	<b>\$ 1,328,546</b>	<b>\$ 1,119,168</b>	<b>\$ 840,319</b>	<b>(278,849)</b>	<b>-24.9%</b>
<b>NON-OPERATING REVENUE</b>						
<b>TDA</b>	<b>\$ 5,251,965</b>	<b>\$ 2,676,785</b>	<b>\$ 4,412,950</b>	<b>\$ 6,561,693</b>	<b>2,148,743</b>	<b>48.7%</b>
<b>FEDERAL/OTHER</b>	<b>\$ 3,381,370</b>	<b>\$ 5,815,586</b>	<b>\$ 4,974,906</b>	<b>\$ 3,428,915</b>	<b>\$ (1,545,991)</b>	<b>-31.1%</b>
<b>TOTAL REVENUES</b>	<b>\$ 10,344,697</b>	<b>\$ 9,820,917</b>	<b>\$ 10,507,024</b>	<b>\$ 10,830,927</b>	<b>\$ 323,903</b>	<b>3.1%</b>

**CAPITAL BUDGET**

	<b>2019/20 APPROVED BUDGET</b>	<b>2019/20 ACTUAL ANNUAL</b>	<b>2020/21 APPROVED BUDGET</b>	<b>2021/22 DRAFT BUDGET</b>
<b>CAPITAL OUTLAY</b>				
Equipment/ Structures	\$ -	\$ 87,584	\$ -	\$ -
Fixed Route Vehicles	-	-	3,071,452	1,900,000
Paratransit Vehicles	-	-	334,800	334,800
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 87,584</b>	<b>\$ 3,406,252</b>	<b>\$ 2,234,800</b>
<b>CAPITAL OUTLAY FUNDING SOURCES</b>				
Reserved LTF/CARES Act funds	\$ -	\$ -	\$ 3,071,452	\$ -
BRT Capital Reserves	-	32,505	10,000	10,000
State of Good Repair (SGR)	-	-	-	650,000
FTA 5310 Capital Grant	-	-	324,800	324,800
FTA 5339 Capital Grants	-	55,079	-	360,000
Low Carbon Transit Operations Program (LCTOP)	-	-	-	890,000
<b>TOTAL CAPITAL OUTLAY FUNDING</b>	<b>\$ -</b>	<b>\$ 87,584</b>	<b>\$ 3,406,252</b>	<b>\$ 2,234,800</b>

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

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