



BUTTE COUNTY ASSOCIATION
OF GOVERNMENTS

TRANSIT ADMINISTRATIVE OVERSIGHT
COMMITTEE (TAOC)
MARCH 4, 2020



AGENDA

TRANSIT ADMINISTRATIVE OVERSIGHT COMMITTEE of the BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

Wednesday, March 04, 2020
1:30 p.m.

BCAG Conference Room
326 Huss Drive, Suite 150, Chico CA
(530) 809-4616

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1. Introductions
 2. Approval of Minutes (Attachment)
 3. FY 2020/21 Proposed Draft Budget (Attachment)- **Julie**
 4. Bus Replacement Schedule (Attachment provided at meeting)- **Andy**
 5. Preliminary 2020/21 TDA Discussion (Attachment provided at meeting)- **Julie**



**Butte County Association of Governments
Transit Administrative Oversight Committee (TAOC)
Summary Meeting Minutes
For March 1, 2019**

MEMBERS PRESENT

Linda Herman	City of Chico
Kathryn Mathes	City of Chico
Gina Will	Town of Paradise
Sara Muniz	Butte County Public Works
Amanda Partain	Butte County Public Works
Ruth Wright	City of Oroville
Mark Sorensen	City of Biggs

STAFF PRESENT

Julie Quinn	Chief Fiscal Officer
Jon Clark	Executive Director
Jim Peplow	Senior Transit Planner
Andy Newsum	Deputy Director
Sara Muse	Associate Senior Planner

The following minutes are a summary of the TAOC.

The Transit Administrative Oversight Committee (TAOC) of the Butte County Association of Governments (BCAG) was held at the BCAG Conference Room on March 1, 2019, located at 326 Huss Drive in Chico.

Item #1 – Introductions

Self-introductions were made.

Item #2 – FY 2019/20 Proposed Draft Budget

Staff presented the Final FY 2019/20 Proposed Draft Budget for the Committee’s review and comments. Staff’s goal was to create a budget, which will continue to provide service at current operating levels yet take into account the need to maximize available TDA funds. The 2019/20 Proposed Draft Budget identifies a total operating budget of **\$9,925,920**, including contingency, for both Fixed Route service and Paratransit service in the urban and rural areas of Butte County. The 2019/20 budget is \$334,318 less than prior year in total dollars, a

decrease of 3.26%. The increase to the transit services contract hourly rate for the year is approximately 7.6%.

The following items are major changes from the 2018/19 Budget:

1. Increase of \$8,000 to Software License for previously grant funded contract.
2. A new Transdev contract is being negotiated. The assumed rate for this budget is \$65.74 per service hour, an increase over prior year of 7.6%. This rate is higher due to increased operator costs and reduced service hours. Further discussion of negotiation will follow.
3. Increase in fixed route Purchased Transportation of 4.5% is less than Transdev contract increase due to a 10% reduction in rural fixed route service.
4. Decrease of paratransit Purchased Transportation cost due to 52% reduction of service hours to the rural paratransit system. The reduction in rural paratransit service hours offsets the increased cost of urban paratransit Purchased Transportation from increased Transdev rate.
5. Increase in fuel for increased CNG cost due to elimination of PGE credits.
6. Decrease of \$25,000 in BRT Facility Operations and Maintenance for additional reductions of cost due to solar installation.

Staff presented the item to the TAOC for support of staff's recommendation to the BCAG Board that they adopt the 2019/20 Annual Budget at their May 2019 Board meeting. Staff will note the Committee's support with the acceptance of the minutes.

As Staff expanded on areas of the Final FY 2019/20 Proposed Draft Budget, the following areas were mentioned by the Committee and resolved during the TAOC Meeting:

- a) The Committee asked what the process was to take funds off the top for the TDA FY 2019/20 allocation process. Staff indicated that it was, and this would be discussed further on Item 5.

Item #3 – RFP BRT Administration and Maintenance Contract

Staff provided an overview of the RFP that was released on December 3, 2018 to manage, operate, and maintain B-Line Transit services (B-Line). Staff mentioned that five transit companies attended the mandatory pre-proposal meeting on January 15, 2019. Staff reported that only one proposal, submitted by Transdev, was received on the February 12, 2019 due date. Staff is in the process of contract negotiations to present a recommendation to the Board later this spring.

There were no comments from Committee members.

Item #4 – FY 2018/19 Low Carbon Transit Operations Program Allocation Requests Discussion

Staff provided an overview of the Low Carbon Transit Operations Program (LCTOP) and discussed the two projects staff is considering for the FY 2018/19 Allocation Request. The

first project is the development of a Mobile Ticketing Application (app), which will likely include any necessary software/licensing to develop an app for riders to purchase fares on their smartphones, installing WiFi on all B-Line buses, and upgrading fareboxes to be compatible with the new app. Staff mentioned approximately \$295,820 is available for the project.

The second project is the purchase of one electric bus and charging infrastructure. Staff mentioned this project is in line with the California Air Resources Board (CARB) statewide goal for public transit agencies to gradually transition to 100% zero-emission bus fleets by 2040. Staff also mentioned that it has included an element in the FY 2019/20 Overall Work Plan (OWP) to begin the rollout plan to demonstrate how B-Line plans to purchase clean buses, build necessary infrastructure, and train staff by the 2040 deadline. The plan will be submitted to CARB by 2023. There is \$443,579 available in LCTOP funds for this project, which staff mentioned will not be enough to purchase an electric bus and charging infrastructure, therefore, capital reserve funds will likely be required.

Staff presented the item to the TAOC for support of staff's recommendation to the BCAG Board that they approve the resolution supporting the two projects for the FY 2018/19 Allocation Request. Staff will note the Committee's support with the acceptance of the minutes.

The following areas were mentioned by the Committee and resolved during the TAOC Meeting:

- a) The Committee asked how much an electric bus would cost. Staff mentioned the price depends on the manufacturer and is likely between \$800,000 - \$900,000 per bus.
- b) The Committee asked how many existing LCTOP projects B-Line currently manages. Staff mentioned there are three projects detailed on page 6 of the packet, including the B-Line Commuter Express service (Route 52), Free BRT Fare Days/Green Day, and the Chico to Sacramento Commuter Bus Service. The Committee asked if specific outreach had been done for Paradise High School students for Route 52. Staff mentioned outreach had previously been done when Route 52 was first implemented in 2017, but would consider additional outreach to students and school staff.

Item #5 – Preliminary TDA Discussion

Staff distributed the Draft FY2019/20 State Transit Assistance Fund (STA) and Local Transportation Fund (LTF) Findings of Apportionment. Staff mentioned that due to the Camp Fire, the funding formula was not used in the FY2019/20 allocation but would be considered in the next fiscal year. Staff tied that information to the Final FY 2019/20 Proposed Draft Budget worksheet.

The following areas were mentioned by the Committee and resolved during the TAOC Meeting:

- a) The Committee asked if it would be possible to use TDA funds to purchase electric buses. Staff mentioned future years of LCTOP funds could be set aside to purchase electric buses, as well as capital reserve and other grant programs.



BCAG Transit Administrative Oversight Committee

Item #3 Information

March 04, 2020

FY 2020-21 PROPOSED DRAFT TRANSIT BUDGET

PREPARED BY: Julie Quinn, Chief Fiscal Officer

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

DISCUSSION: Staff has prepared the attached 2020-21 Proposed Draft Transit Budget for the Transit Administrative Oversight Committee's review and comments. The final Annual Service Plan and Budget will be presented to the BCAG Board of Directors in May for adoption.

In summary, the 2020-21 Proposed Draft Budget identifies a total operating budget of **\$10,550,274**, including contingency, for both Fixed Route service and Paratransit service in the urban and rural areas of Butte County. The 2020-21 budget is \$205,577 higher than prior year in total dollars, an increase of 2.0%. The increase to the transit services contract hourly rate for the year is 4.0%.

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

- Increase of \$2,143 to Software License for annual software increases.
- Increase of \$2,000 to Paratransit ADA Certification for increasing cost.
- 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. PGE increases will be addressed separately.
- Increase of \$19,347 in Fleet Insurance tied to annual increase in Transdev contract.
- Increase in Purchased Transportation of 2.6% is less than Transdev contract increase due to onetime costs included in Transdev contract for 2019-20 contract year.
- Decrease in Fuel for continuation of PGE credits for CNG.
- Increase in Transit Center Maintenance is offset by the reduction in Chico Transit Kiosk lease as BRT takes over more cleaning and security from the City of Chico.

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

STAFF RECOMMENDATION: Staff requests that committee members review and provide comments on the proposed budget at the committee meeting.

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

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	7,512,123	191,836	2.6%
Fuel	1,060,000	1,045,507	1,122,000	1,093,000	(29,000)	-2.6%
Transit Center Maintenance- Chico/Oroville	83,000	84,886	168,000	175,536	7,536	4.5%
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	\$ 9,758,167	\$ 199,398	2.1%
SUB-TOTAL OPERATING EXPENSES	\$ 10,158,650	\$ 9,260,871	\$ 10,242,274	\$ 10,445,815	\$ 203,541	2.0%
APPROPRIATION FOR CONTINGENCIES	\$ 101,588	\$ 9,438	\$ 102,423	\$ 104,459	\$ 2,036	2.0%
TOTAL OPERATING REQUIREMENTS	\$ 10,260,238	\$ 9,270,309	\$ 10,344,697	\$ 10,550,274	\$ 205,577	2.0%
OPERATING REVENUES						
Fixed Route Passenger Fares	\$ 1,261,796	\$ 1,244,797	\$ 1,385,929	\$ 1,220,048	\$ (165,881)	-12.0%
Paratransit Fares	364,076	317,162	325,433	340,872	15,439	4.7%
TOTAL OPERATING REVENUE	\$ 1,625,872	\$ 1,561,959	\$ 1,711,362	\$ 1,560,920	(150,442)	-8.8%
NON-OPERATING REVENUE						
TDA	\$ 5,574,516	\$ 4,401,311	\$ 5,252,214	\$ 5,589,058	336,844	6.4%
FEDERAL/OTHER	\$ 3,059,850	\$ 3,307,039	\$ 3,381,121	\$ 3,400,296	\$ 19,175	0.6%
TOTAL REVENUES	\$ 10,260,238	\$ 9,270,309	\$ 10,344,697	\$ 10,550,274	\$ 205,577	2.0%