



**SOUTH YUBA TRANSPORTATION  
IMPROVEMENT AUTHORITY  
915 Eighth Street, Suite 109A  
Marysville, California**



**MEETING CANCELLED  
APRIL 3, 2018 - 4:00 P.M.**

**CALL TO ORDER:** Welcome. As a courtesy to others, please turn off cell phones or other electronic devices which might disrupt the meeting. Thank you.

I **ROLL CALL** – Directors Bradford, Henderson, Lofton, West

II **PUBLIC COMMUNICATIONS:** Any person may speak about any subject of concern within the jurisdiction of the authority which is not on today's agenda. The total amount of time allotted shall be limited to a total of 15 minutes and each individual or group will be limited to no more than 3 minutes. Prior to this time, speakers are requested to fill out a "Request to Speak" card and submit it to the secretary.

III **ACTION ITEMS**

A. Approve February 6, 2018 minutes.

B. Adopt resolution authorizing Yuba County Community Development and Services Director to execute professional services agreement on behalf of the South Yuba Transit Improvement Authority (SYTIA) for the SYTIA Impact Fee Study, and to enter into loan agreement with Yuba County to cover costs incurred by the Impact Fee Study, upon review and approval of Counsel.

V **BOARD AND STAFF MEMBERS REPORTS**

VI **ADJOURN**



**SOUTH YUBA TRANSPORTATION  
IMPROVEMENT AUTHORITY  
915 Eighth Street, Board Chambers  
Marysville, California**



**FEBRUARY 6, 2018 – 4: P.M.**

Call to order 4:00 p.m. with a quorum being present as follows: Directors Bradford, Henderson, Lofton, West. Also present were County Counsel Courtney Abril, Community Development and Services (CDSA) Director Kevin Mallen, Wheatland Community Development Director Tim Raney, and Secretary/Clerk of the Board of Supervisors Donna Stottlemeyer. Chair Bradford presided.

I ROLL CALL – Directors Bradford, Henderson, Lofton, West – All present

II PUBLIC COMMUNICATIONS: None

III ACTION ITEMS

A. Approve December 5, 2017 minutes.

MOTION: Move to approve  
MOVED: West SECOND: Lofton  
YES: Bradford, Henderson, Lofton, West  
NOES/ABSTAIN/ABSENT: None

B. Adopt Resolution No. 1 establishing regular meeting schedule for Authority.

MOTION: Move to adopt  
MOVED: West SECOND: Lofton  
YES: Bradford, Henderson, Lofton, West  
NOES/ABSTAIN/ABSENT: None

C. Receive report on initial implementation steps. Mr. Kevin Mallen advised to implement the purpose of the authority, staff from the City of Wheatland and County met to identify a revenue source and felt a preliminary study to determine an impact fee nexus was needed. Mr. Mallen further advised public input regarding fees and routes would be needed and advised the study would include scope of projects with estimated costs. Mr. Mallen and Mr. Raney responded to Board inquiries.

Received Board consensus to move forward.

V BOARD AND STAFF MEMBERS REPORTS: None

VI ADJOURN: 4:11 p.m.

SECRETARY ATTEST:

\_\_\_\_\_  
Chair

Approved: \_\_\_\_\_

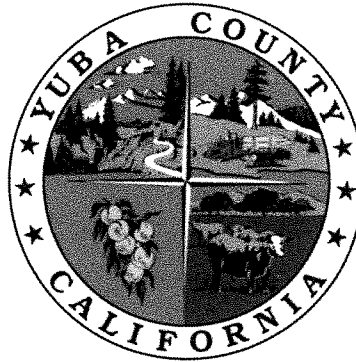
# The County of Yuba

## Community Development & Services Agency

**Kevin Mallen, Director**

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To: South Yuba Transportation Improvement Authority (SYTIA)

From: Kevin Mallen, CDSA Director 

Subject: Implementation of SYTIA Impact Fee Study

Date: April 3, 2018

### RECOMMENDATION:

Adopt attached resolution authorizing Yuba County Community Development Director to proceed with entering into a professional services agreement to prepare an impact fee study and to enter into a loan agreement with Yuba County to fund the study.

### BACKGROUND/DISCUSSION:

At the SYTIA meeting held on February 6, 2018, a plan to move forward was discussed and agreed upon by the Directors. The following were the steps planned in 2018:

- February 2018 SYTIA Meeting: Direct staff to issue a request for proposals to seek out a qualified impact fee nexus study consultant.
- April 2018 SYTIA Meeting: Select nexus study consultant and proceed with loan from Yuba County to cover nexus study preparation costs (will be repaid through future SYTIA impact fees).
- June 2018 SYTIA Meeting: Public workshop(s) to discuss scope of SYTIA projects, including potential alignments (which will drive project costs).
- August 2018 SYTIA Meeting: Review estimated project costs based on scope developed through workshops. Determine initial physical boundary where development will be charged the SYTIA impact fee (this will determine how costs are spread, which drives the impact fee rates).
- October 2018 SYTIA Meeting: Review draft nexus study and proposed SYTIA impact fee and recommend changes as necessary.
- December 2018 SYTIA Meeting: Adopt SYTIA impact fee and establish impact fee collection process by the City and County on new development.

A request for proposals was circulated to find a consultant capable of performing the desired task of preparing an impact fee study for SYTIA. Proposals were due on March 21, 2018 and one proposal was received. The proposer is TJKM Transportation Consultants in partnership with David Taussig & Associates. Their proposal met all of the requirements and City and County staff have direct positive experience working with the consultants. The cost for the proposed work is \$45,090.

Staff is recommending adoption of the attached resolution which will enable staff to move forward with executing a professional services agreement on behalf of SYTIA as well as execute a loan agreement between SYTIA and Yuba County to fund the costs of the study.

**FISCAL IMPACT:**

The costs of executing the professional services agreement and preparing the impact fee study will be advance funded by Yuba County through a loan agreement with SYTIA. Repayment of the loan will be through the collection of future SYTIA impact fees established by the impact fee study.

**BEFORE THE SOUTH YUBA TRANSPORTATION  
IMPROVEMENT AUTHORITY**

**IN RE:**

**RESOLUTION AUTHORIZING THE YUBA )  
COUNTY COMMUNITY DEVELOPMENT )  
DIRECTOR TO EXECUTE A PROFESSIONAL )  
SERVICES AGREEMENT ON BEHALF OF )  
SYTIA FOR THE SYTIA IMPACT FEE )  
STUDY AND TO ENTER INTO A LOAN )  
AGREEMENT WITH YUBA COUNTY TO )  
COVER THE COSTS INCURRED WITH THE )  
IMPACT FEE STUDY )**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, at the February 6, 2018 South Yuba Transportation Improvement Authority (SYTIA) meeting the Board of Directors directed staff to solicit proposals from consulting firms who will prepare for SYTIA an Impact Fee Study; and

**WHEREAS**, pursuant to this direction, staff released a Request for Proposals with a proposal due date of March 21, 2018; and

**WHEREAS**, one proposal was submitted from TJKM Transportation Consultants; and

**WHEREAS**, staff has reviewed the proposal and found it responsive to the request, the proposer is qualified to perform the requested tasks, and the proposer's estimated cost of services of \$45,090 to be typical for the tasks requested; and

**WHEREAS**, in order to proceed with preparing an impact fee study in order to implement an impact fee for SYTIA, a consultant will need to enter into a professional services agreement with SYTIA to perform the work and payment for said work by SYTIA will need to be loaned to SYTIA.

**NOW, THEREFORE**, the Board of Directors of the South Yuba Transportation Improvement Authority does hereby declare:

*Section 1.* That the above recitals are all true and correct.

*Section 2.* That the Yuba County Community Development Director is hereby authorized to prepare and execute on behalf of SYTIA, subject to Counsel review, a professional services agreement with TJKM Transportation Consultants to prepare an Impact Fee Study for SYTIA.

*Section 3.* That the Yuba County Community Development Director is hereby authorized to prepare and execute on behalf of SYTIA, subject to Counsel review, a loan agreement between Yuba County and SYTIA for the purpose of borrowing the funds necessary to pay the costs of preparing an Impact Fee Study.

*Section 4.* This Resolution shall take effect upon its adoption.

**PASSED AND ADOPTED** at a regular meeting of the South Yuba Transportation Improvement Authority, on the \_\_\_\_\_ day of \_\_\_\_\_, 2018 by the following vote:

AYES:

NOES:

ABSENT:

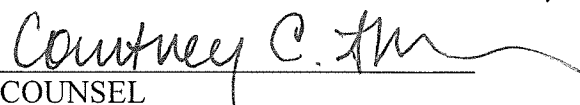
ABSTAIN:

\_\_\_\_\_  
CHAIR

ATTEST: CLERK

BY: \_\_\_\_\_

APPROVED AS TO FORM

  
COUNSEL