



Yolo County Transportation District Board of Directors

AGENDA

DIRECTORS: Don Saylor (Chair, Yolo County), Tom Stallard (Vice-Chair, Woodland), Lucas Frerichs (Davis), Chris Ledesma (West Sacramento), Jesse Loren (Winters), Matt Dulcich (UCD, ex-officio), Alex Padilla (Caltrans, ex-officio)

This Board Meeting will be held in person at the location below. Members of the public who wish to participate online may use the zoom link below.

MEETING DATE: **Monday, December 12, 2022**

MEETING TIME: **7:00 PM**

MEETING PLACE: **YCTD Board Room
350 Industrial Way
Woodland, CA 95776**

ZOOM WEBINAR WEB ADDRESS: <https://zoom.us/j/94926173219>

ZOOM WEBINAR PHONE NUMBER: (669) 900-6833

ZOOM WEBINAR ID: 949 2617 3219

All participants will be entered into the webinar as attendees.

It is the policy of the Board of Directors of the Yolo County Transportation District to encourage participation in the meetings of the Board of Directors. At each open meeting, members of the public shall be provided with an opportunity to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board of Directors. Please fill out a speaker card and give it to the Board Clerk if you wish to address the Board. Speaker cards are provided on a table by the entrance to the meeting room. Depending on the length of the agenda and number of speakers who filled out and submitted cards, the Board Chair reserves the right to limit a public speaker's time to no more than three (3) minutes, or less, per agenda item.

Further instructions on how to electronically participate and submit your public comments can be found in the Public Participation Instructions note at the end of this agenda.

To submit a comment in writing, please email public-comment@yctd.org. In the body of the email, include the item number and/or title of the item (if applicable) with your comments. All comments received by 4:00 PM on Monday, December 12, 2022 will be provided to the YCTD Board of Directors in advance. During the meeting, comments can be made by using the Zoom 'raise hand' feature. Comments submitted via email during the meeting shall be made part of the record of the meeting, but will not be read aloud or otherwise distributed during the meeting.

<i>Estimated Time</i>		<i><u>The Chairman reserves the right to limit speakers to a reasonable length of time on any agenda item, depending upon the number of people wishing to speak and the time available.</u></i>	<i>Informational</i>	<i>Action Item</i>
7:00 PM	1.	Determination of Quorum (Voting members: Woodland, Davis, West Sacramento, Winters, Yolo County) (Nonvoting members: Caltrans, UCD)		X
7:05 PM	2.	Comments from public regarding matters <u>on the consent calendar</u> , or <u>items NOT on the agenda</u> but within the purview of YCTD. Please note, the Board is prohibited from discussing items not on the agenda.		

CONSENT CALENDAR

7:10	3a.	Approve Agenda for December 12, 2022 meeting		X
	3b.	Approve YCTD Board Minutes for Regular Meeting of November 14, 2022 <i>(Cioffi) (pp 4-8)</i>		X
	3c.	Replacement of CNG dispenser <i>(Levenson)(pp 9-14)</i>		X
	3d.	Approve contracts for purchase of Demand-Responsive Vehicles <i>(Levenson)(pp 15-19)</i>		X
	3e.	Approve 2023 meeting schedule <i>(Cioffi) (pp 20)</i>		X
	3f.	Renewal of Resolution 2022-09 Authorizing Renewal of Remote Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 Renewal <i>(Cioffi) (pp 21-22)</i>		X

REGULAR CALENDAR

	4.	Administrative Reports <i>(Bernstein) (pp 23-28)</i> Discussion regarding subjects not specifically listed is limited to clarifying questions. <ul style="list-style-type: none"> • Board Members' Reports Oral Report • Transdev's Report Oral Report • Executive Director's Oral Report • Receive December 5 TAC Meeting Minutes • Receive 80 Managed Lanes Monthly Report • Long-Range Calendar 	X	
	5.	YCTD Branding <i>(Quan Le, pp 29-33)</i>		X
	6.	Selection of Chair and Vice-Chair and Vice Chair for the 2023 Calendar Year <i>(Bernstein, pp 34-35)</i>		X
8:00	7.	Adjournment		X

UNLESS CHANGED BY THE YCTD BOARD, THE NEXT MEETING OF THE YOLO COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS WILL BE JANUARY 9, 2023 AT 7:00 PM IN THE YCTD BOARD ROOM, 350 INDUSTRIAL WAY, WOODLAND, CA 95776 OR BY ZOOM IF RECOMMENDED FOR THE SAFETY OF THOSE INVOLVED.

The Board reserves the right to take action on all agenda items, including items under the Executive Director's Report, at any time during the meeting, except for timed public hearings. Items considered routine or non-controversial are placed on the Consent Calendar. Any Consent Calendar item can be separately addressed and discussed at the request of any member of the YCTD Board.

I declare under penalty of perjury that the foregoing agenda was posted on or before Friday, December 9, 2022 at the Yolo County Transportation District Office (350 Industrial Way, Woodland, California). Additionally, copies were FAXED or transmitted electronically to the Woodland, Davis, West Sacramento, and Winters City Halls, as well as to the Clerk of the Board for the County of Yolo.

Heather Cioffi

Heather Cioffi, Clerk to the Board

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact Heather Cioffi, Executive Assistant, for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, to participate in a public meeting should telephone or otherwise contact Heather Cioffi as soon as possible and preferably at least 24 hours prior to the meeting. Heather Cioffi may be reached at telephone number (530) 402-2819 or at the following address: 350 Industrial Way, Woodland, CA 95776.

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT
350 Industrial Way, Woodland, CA 95776---- (530) 661-0816

Topic: Approve YCTD Board Minutes for Regular Meeting of November 14, 2022	Agenda Item#: Agenda Type:	3b Action	
		Attachments:	Yes No
Prepared By: H. Cioffi		Meeting Date: December 12, 2022	

RECOMMENDATION:

Staff recommends for the Yolo County Transportation District (YCTD) Board of Directors approve the Minutes for the Regular Meeting of November 14, 2022.

NOVEMBER 14, 2022 BOARD MEETING MINUTES:

**YOLO COUNTY TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING**

November 14, 2022

**Yolo County Transportation District (via videoconference)
350 Industrial Way, Woodland, CA 95776**

Chair Saylor called the meeting to order at 7:00 pm and requested roll call to confirm quorum was in attendance through Zoom remote participation.

The following individuals were in attendance:

Board Member	Jurisdiction	In Attendance	Absent
Don Saylor (Chair)	Yolo County	X	
Lucas Frerichs (Primary)	Davis	X	
Chris Ledesma (Primary)	West Sacramento	X	
Jesse Loren (Primary)	City of Winters	X	
Tom Stallard (Primary)	City of Woodland	X	
Matt Dulcich (Ex-Officio)	UC Davis	X	
Alex Padilla (Ex-Officio)	Caltrans	X	

YCTD staff in attendance were Executive Director Autumn Bernstein, Clerk to the Board Mimi Koh, Marketing & Communications Coordinator Christopher Quan Le, and Deputy Director of Transit Operations and Planning Erik Reitz.

Additional attendee(s) included: Senior Deputy for Yolo County Counsel Hope Welton, Trandev's General Manager Michael Klein

Chair Saylor asked for public comments for items not on the agenda; Mr. Hirsch provided public comments on the topic of allowing members of the public to present slides and be on camera during Zoom meetings.

Agenda Items 3a, 3b, 3c, 3d, 3e, 3f, 3g — Consent Calendar*

Chair Saylor asked if any members or staff would like to take anything off the consent calendar; there were no changes to the consent calendar agenda items.

Chair Saylor asked for a motion to approved items on the consent calendar; Director Stallard made the motion, seconded by Director Loren to approve the following items on the Consent Calendar:

3a.	Approve Agenda for November 14, 2022 meeting
3b.	Approve YCTD Board Minutes for Regular Meeting of October 10, 2022
3c.	Renewal of Resolution 2022-09 Authorizing Renewal of Remote Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 Renewal
3d.	Discount Transit Pass Pilot Program for Yolo Commute
3e.	FY 2022-23 Q1 Financial Status Report
3f.	Adopt Updated YCTD Personnel Rules and Regulations
3g.	Resolution 2022-18: Yolo Active Transportation Corridors (YATC) Professional Services Agreement with Fehr & Peers

Roll Call for Agenda Items 3a, 3b, 3c, 3d, 3e, 3f, 3g — Consent Calendar

AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Saylor				Motion passed
Frerichs				
Stallard				
Loren				
Ledesma				

Agenda Item 4 — Administrative Reports

Item 4 is a non-action item and for informational purposes only.

Information presented during the administrative report section included:

- Board Member Reports
 - Chair Saylor addressed the departure of Director Ledesma from the YCTD Board of Directors. Board members shared a few parting words to Director Ledesma and thanked him for his many years of service and contributions.
- Ad Hoc Committee on 80 Managed Lanes Report (*Bernstein*)
 - Reflection on last committee meeting
- Transdev's Report
 - General Manager Klein provided updates on the driver shortage
- Executive Director Report (*Bernstein*)
 - Surge in ridership on Route 42
 - Continued growth in microtransit ridership
 - Departing staff

Director Frerichs commented on the routes in Davis. Ms. Koh made note of the public comment that came in and was forwarded to the Board regarding the elimination of stops in South Davis. Ms. Bernstein and Mr. Reitz provided additional comments regarding the rationale for the elimination of these stops.

Chair Saylor asked for public comments for agenda item #4; there were no public comments.

Agenda Item 5 — Update to Vision, Values and Priorities Statement

Item #5 is an action item.

Ms. Bernstein provided an overview of the staff report and asked the YCTD Board of Directors to review, amend as needed, and approve draft update to YCTD's Vision, Values and Priorities statement.

Chair Saylor asked for comments from the Board regarding Ms. Bernstein's presentation.

Comments from YCTD Board of Directors included:

- Looks good. Nice, clear, and direct (Stallard)
- The way the District-wide priorities are written preserves the values of the Board and sustains the work that has been done (Loren)
- Appreciated the active voice in the District-wide priorities; like the direction (Ledesma).
- Directors Dulcich and Frerichs agrees with all comments made.
- Would like to add safety to item #1 in District-wide priorities. Changing to *Provide transit service that is safe, fast, more convenient, and reliable.*

Chair Saylor asked for public comments regarding agenda item #5; Mr. Hirsch provided public comments.

Chair Saylor asked for a motion to approve agenda item #5 with the wording change to item #1 in District-wide priorities; Director Ledesma made the motion, seconded by Director Frerichs to approve the draft update to YCTD's Vision, Values and Priorities statement.

Roll Call for Agenda Item 5 – Update to Vision, Values and Priorities Statement

AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Saylor				Motion passed
Frerichs				
Stallard				
Loren				
Ledesma				

Agenda Item 6 — Update to One-Year Goals and 6/12 month milestones

Item 6 is a non-action item and for informational purposes only.

Ms. Bernstein provided an overview of the staff report.

Chair Saylor asked for comments from the Board regarding agenda item #6.

Comments from YCTD Board of Directors included:

- Director Dulcich agreed with goal three and stated it may be beneficial to collaborate with Unitrans on fixed routes, marketing and technology
- Impressed with the 11-point plan. Director Loren also commented on item 3, stating we should be planning in parallel with future planned growth in our member jurisdictions.

Chair Saylor asked for public comments regarding agenda item #6; Mr. Hirsch provided public comments.

Chair Saylor asked for a motion to approve agenda item #6; Director Loren made the motion, seconded by Director Ledesma to approve the update to YCTD's One year goals, 6/12 month milestones with the understanding this will be visited in the spring of 2023 as part of the budget building process.

Roll Call for Agenda Item 6 – Update to One year goals and 6/12 month milestone

AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Saylor				Motion passed
Frerichs				
Stallard				
Loren				
Ledesma				

Agenda Item 7 — Woodland Service Planning Update

Mr. Reitz provided an update to Woodland Local Service improvements.

Chair Saylor asked for comments from the Board regarding agenda item #6.

Comments from YCTD Board of Directors included:

- We are making great progress. The surveys being conducted are appropriate. (Stallard)
- Making sure we have a set plan before moving forward is important. Community feedback is important as to how it can inform micro transit and fixed routes. (Ledesma)
- What is the status update for the county fair mall and updating the lines, looking for a central transit hub? When is this information expected to become available? Also, is it possible to have the line re-routed through downtown woodland? (Frerichs)
- Chair Saylor stated that whatever is decided needs to have a financial stability to it, whether it be fixed routes or micro transit.
- The eight to five hours of service are problematic. It limits the rideability. Service should begin earlier and end later. (Chair Saylor)

Chair Saylor asked for public comments regarding agenda item #7; there were no public comments.

Agenda Item 8 — Branding for YCTD

Mr. Quan Le provided an update for YCTD Branding. Two logos were presented for review, feedback and comment.

Chair Saylor asked for comments from the Board regarding agenda item #6.

Comments from YCTD Board of Directors included:

- Complimented the options and the work on the branding. There was some concern over just using Yolo due to the general use of the word. Director Ledesma was drawn to option 1. (Ledesma)
- Discussion was had on the removal of the word county from the first option (Dulcich)
- Director Frerichs asked if we had any input from the community on the two logos presented.
- It was suggested we reach out to other agencies YCTD works for input and feedback (Frerichs)
- Director Loren commented logo two was visually attractive.

Chair Saylor asked for public comments regarding agenda item #8; Mr. Hirsch provided public comments

Agenda Item 9 — Adjournment

There being no further regular business, Chair Saylor adjourned the regular meeting at 8:48 pm.

Respectfully submitted:



Heather Cioffi, Clerk to the Board

The recordings of the YCTD Board of Directors meeting can be viewed on our website at the following link: [Agenda & Minutes - Yolobus](#)

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT
350 Industrial Way, Woodland, CA 95776---- (530) 661-0816

Topic: Replacement of CNG Dispenser	Agenda Item#: Agenda Type:	<div style="text-align: center; font-size: 2em; font-weight: bold;">3c</div> <div style="text-align: center; font-weight: bold;">Action</div>
Prepared By: Leo Levenson	Attachments: Yes No Meeting Date: December 12, 2022	

RECOMMENDATION:

Approve the attached resolution authorizing the Executive Director to enter into sole source negotiations and execute a contract with the District's Compressed Natural Gas (CNG) fuel station operator, Trillium, to replace and upgrade a CNG fuel dispenser, and authorize an increase to FY 2022-23 Capital Budget Project FR-6 CNG Fueling Dual Hose Dispenser Replacement of \$30,000 from \$270,000 to \$300,000 based on actual bid received.

BACKGROUND:

The District needs to replace a Compressed Natural Gas (CNG) dispenser at our refueling station at 350 Industrial Way in Woodland. The dispenser was originally installed in 2005 and is past its useful life and at risk for failure. Our CNG refueling station operator, Trillium, has recommended that the dispenser be replaced with an upgraded unit capable of substantially increased flow, which would significantly speed up bus refueling times. This upgrade will also require an upgrade of connected piping to accommodate the increased flow. This project was included in the Districts FY 2022-23 Capital Budget as project FR-6, with a proposed budget of \$270,000, of which 80% was anticipated to be funded with federal 5307 program funds. Working closely with Trillium, we received the attached quote for \$292,000 (not including sales tax). Sales tax on the estimated \$94,000 equipment portion of the project would bring the total budget to approximately \$300,000.

We have identified federal 5339 funding for transit facilities that is available for this project. Using the more restrictive 5339 funds would free up the more flexible 5307 funds for other uses.

Trillium (formerly known as Pinnacle CNG) designed the District's refueling station in 2005 and has operated it since then, including providing a significant expansion in 2018. In 2018, The District extended its contract with Trillium through September 30, 2026. This CNG dispenser replacement requires the integration of the new dispenser into the existing station piping and operational controls. We need a minimum of downtime to provide uninterrupted service to our passengers. Given Trillium's experience designing and building the existing piping and control system, staff has recommended that the District continue sole source negotiations with Trillium to complete this project.

Attachment 1: Trillium CNG Dispenser Upgrade Quote
Attachment 2: Resolution No. 2022-22

BUDGET IMPACT:

Would require a \$30,000 increase in the capital projects budget. Staff have identified federal 5339 funding that is available for this project, so no additional local/TDA funds or flexible 5307 funds are required.



2929 Allen Parkway, Suite 4100, Houston, TX 77019

Yolo County Transportation District (YCTD)

Quote



Quote Description

This is a quote to supply and install one (1) backlot dual-hose dispenser for the District to replace the current dispenser which dates back to the original design and installation of the CNG station in 2005. As part of this quote, Trillium is also including the labor and materials needed to upgrade the existing underground tubing from multiple 1/2" SS tubing runs to new to 1" SS tubing to ensure that the new dispenser can utilize the increased flow capability following the 2020 upgrade with a 3rd compressor. There is an approximate 8-12 week lead time on the new dispenser once we receive a Purchase Order. Full project schedule will be communicated upon approval. Your quote includes the following components:

CNG Scope		Price
Engineering and Permitting		\$18,636.00
Project Management, Programming and Commissioning		\$52,164.00
Equipment		\$93,773.00
- Dispenser		
Construction (Mechanical, Civil, Electrical)		\$125,007.00
Project Subtotal		\$289,580.00
Sales Tax (%) equipment/materials		Not Included*
Freight		\$2,851.00
Total		\$292,431.00

*Please note, sales tax is not included in the price, however it will be added it to the final invoice unless



2929 Allen Parkway, Suite 4100, Houston, TX 77019

Assumptions and Clarifications

- Assumes natural soils have a bearing capacity of 2,000psf and are not contaminated.
- Assumes there are no underground obstructions, such as utilities or rock.
- Assumes there are no environmental issues, such as a flood zone.
- Assumes trench plates will be provided to support traffic flow during construction. Some lanes will be closed during daytime hours.
- Assumes trench pavements replaced to match existing.

Exclusions

- Prevailing or Union wages
- Sales Tax. As previously noted above, sales tax will be added to the final invoice unless Trillium is provided YCTD's sales tax exemption certificate.
- Design and installation of utilities (electrical transformer and Gas MSA).
- Civil engineering for the site, which includes geotechnical survey, civil survey, and excessive soil stabilization.
- Design and installation for stormwater drainage, site pavement, and driveways.

Contractor will submit an AIA Application and Certification for Payment on a monthly basis to Owner. Application shall be AIA Document G702. Owner at its discretion may certify the document or submit to the Owners Architect for Certification prior to payment. Application shall include all work completed and equipment procured during the pay period indicated on the application.

Feel free to contact me if you have any questions.

A handwritten signature in black ink that reads "Stacey Ford".

Stacey Ford
Commercial Account Manager
P: (346) 397-7644

Sample Photo: ANGI Series II Dispenser



Note: Photos are for reference only and may not reflect actual equipment offered.

ANGI Series II Fleet Dispenser – Heavy Duty Configuration

- Dual hose configuration
- One buffer inlet supply line per dispenser
- 1" inlet connection
- 1" internal tubing
- One Micro Motion CNG50 mass flow meter per hose
- Hose 1 – Parker $\frac{3}{4}$ " x $\frac{1}{2}$ " twin line CNG hose assembly
- 10'6" total hose length with main line and vent line breakaways
- OPW CT5000 Heavy Duty Type 1 nozzle
- Hose 2 – Parker $\frac{3}{4}$ " x $\frac{1}{2}$ " twin line CNG hose assembly
- 10'6" total hose length with main line and vent line breakaways
- OPW CT5000 Heavy Duty Type 1 nozzle
- One backlit LCD display per side
- Volume displayed in GGE
- Gilbarco 2-wire or pulse/authorize output to FMS
- Station communications available via Modbus
- Control via full-ported actuated ball valves with internal CNG actuation
- Explosion proof vibration switch
- ESD pushbutton (non-ADA compliant)
- Stainless steel enclosure & pit frame

RESOLUTION NO. 2022-22
AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A SOLE SOURCE CONTRACT
WITH TRILLIUM FOR A CNG DISPENSER UPGRADE AND APPROVING THE SECOND
AMENDMENT TO THE FISCAL YEAR (FY) 2023 CAPITAL BUDGET

WHEREAS, The Executive Director has concurred with a recommendation from staff that the District enter into sole source negotiations with the District's Compressed Natural Gas (CNG) fuel station operator, Trillium, to upgrade a CNG fuel dispenser dating back to 2005, due to Trillium's unique familiarity with the Station's underground piping, controls and software; and

WHEREAS, Staff has advised that the budget for the CNG Fuel Dispenser upgrade needs to be increased by \$30,000 (11%) from \$270,000 to \$300,000 due to project delays and escalating costs, and recommends the use of Woodland UZA 5339 funds in place of 5307 funds for 80% funding of this project;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE YOLO COUNTY TRANSPORTATION DISTRICT AS FOLLOWS:

THAT, the Board authorizes the Executive Director negotiate on a sole source basis with Trillium and enter into an agreement with Trillium for the purchase and installation of the upgraded CNG Dispenser for an amount not to exceed \$300,000; and be it further resolved,

THAT, the Board hereby approves the Second Amendment to the Fiscal Year 2023 Capital Budget, as set out in Exhibit A.

Adopted at a regular meeting of the Board of Directors at Woodland, CA, this 12th day of December, 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

Don Saylor, Chair
Board of Directors

ATTEST:

Heather Cioffi, Clerk
Board of Directors

Approved as to Form:

Hope P. Welton, District Counsel

Exhibit A, FY 2022-23 Capital Budget Amendment 2

Fixed Route Projects	Approved Original; FY 22-23 Appropriation	Proposed Dec 2022 Budget Amendment	Amended Project Budget
FR-6. CNG Fueling Dual Hose Dispenser Replacement, SACOG ID YCT18291			
Expenditure Budget	\$270,000	\$30,000	\$300,000
Revenue Sources			
Woodland UZA 5307	\$216,000	(\$216,000)	\$0
Woodland UZA 5339	\$0	\$240,000	\$240,000
Available Fund Balance/STA	\$54,000	\$6,000	\$60,000
Total FR-6 Revenue	\$270,000	\$30,000	\$300,000

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT
350 Industrial Way, Woodland, CA 95776---- (530) 661-0816

Topic: Approve Contracts for purchase of Demand Response Vehicles	Agenda Item#: Agenda Type:	3d Action	
		Attachments:	<div><div>Yes</div>No</div>
Prepared By: L. Levenson		Meeting Date: December 12, 2022	

RECOMMENDATION:

Staff recommends that the Yolo County Transportation District (YCTD) Board of Directors:

- (1) Approve Resolution 2022-23 authorizing the Executive Director to approve Assignment #20-01-0783 from the California Association for Coordinated Transportation (CalACT) to allow for the use of the procurement conducted by CalACT and the Morongo Basin Transit Authority for the purchase of four wheelchair accessible vans from RO Truck & Equipment, LLC and authorizing the purchasing agent to issue a purchase order for the four vehicles at a cost not to exceed \$636,646
- (2) Approve Resolution 2022-24 authorizing the Executive Director to execute a contract with A-Z Bus Sales, Inc. for four Ford Transit Vans with bus doors, for an amount not to exceed \$414,964, conditioned upon YCTD receiving no protests

BACKGROUND:

YCTD currently operates microtransit service in Knights Landing (with connections to Woodland) and Winters (with connections to Davis and Vacaville). In spring 2023, YCTD plans to implement intracity microtransit service and enhance the microtransit technology it uses in all microtransit service areas. To prepare for these microtransit service expansions and enhancements, staff has procured a new microtransit technology platform and is working to procure small transit vehicles to use in the microtransit service.

Funding for four microtransit vehicles was included in the FY 2023 Capital Budget that was adopted in June 2022. At the July 11, 2022 meeting, the Board expressed support for staff's recommendation to purchase a mix of both wheelchair accessible vehicles (WAVs) and non-wheelchair accessible vehicles (non-WAVs) for the microtransit fleet due to supply chain issues and vehicle shortages. At the September 12, 2022 meeting, the Board amended the FY23 Capital Budget to broaden the scope of the microtransit vehicle procurement project to include both ADA Paratransit ("Yolobus Special") and microtransit vehicles—which can be used flexibly on either service as needed—and to increase the budget for the vehicles from \$560,000 to \$1.3 million to allow for the purchase of eight demand response vehicles and all associated equipment (fareboxes, Connect Card readers, cameras, etc.).

Purchase of Wheelchair Accessible Vehicles (WAVs) through the CalACT/MBTA Purchasing Cooperative

In September, staff reached out to each of the bus dealers that has wheelchair accessible vans available for purchase through the California Association for Coordinated Transportation (CalACT)/Morongo Basin Transit Authority (MBTA) Purchasing Cooperative. One of the bus dealers, RO Truck & Equipment, LLC (DBA "RO Bus Sales") indicated that they could deliver four wheelchair accessible vans (Dodge Ram ProMaster vans) by early 2023. Staff reached out to Access Services in Los Angeles, who has experience using that vehicle type in

ADA paratransit service, and Access Services staff reported that they had positive experiences with the vehicle and were intending to purchase more in the future. YCTD staff therefore recommends purchasing four of these wheelchair accessible vehicles using the CalACT/MBTA Purchasing Cooperative for an amount not to exceed \$636,646 including taxes and CalACT fees.

Invitation for Bid (IFB) for Non-Wheelchair Accessible Vehicles (Non-WAVs)

The CalACT/MBTA Purchasing Cooperative only includes wheelchair accessible vehicles, so YCTD staff used an Invitation for Bid (IFB) to procure the non-WAVs. On October 21, 2022, YCTD issued an Invitation for Bid (IFB) for Four Ford Transit Vans with Bus Doors. The IFB was posted on YCTD's website and on two transit industry websites, and an email advertising the opportunity was sent to all of the bus dealers who sell vehicles through the CalACT/MBTA purchasing cooperative. On the closing date for responses, YCTD received three bids from A-Z Bus Sales, Inc., Creative Bus Sales, Inc., and RO Truck & Equipment LLC (DBA RO Bus Sales). Table 1 summarizes the bids received.

Table 1. Bids Received

Bidder	Amount
A-Z Bus Sales, Inc.	\$377,240
Creative Bus Sales, Inc.	\$397,941
RO Truck & Equipment LLC (DBA RO Bus Sales)	\$424,216

After a thorough review of the bids, staff has determined that A-Z Bus Sales, Inc. is the lowest responsive and responsible bidder. A-Z Bus also has the ability to deliver the vehicles in a timely manner. Staff therefore recommends that the Board authorize the Executive Director to execute a contract with A-Z Bus Sales, Inc. for the purchase of four Ford Transit vans with bus doors. The recommended total contract not to exceed amount is \$414,964 (\$377,240 bid plus 10 percent for contingencies).

BUDGET IMPACT:

The Board previously approved an amendment to the Capital budget to accommodate the cost of purchasing these vehicles. No additional budget impact is expected.

RESOLUTION NO. 2022-23

AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE ASSIGNMENT #20-01-0783 FROM THE CALIFORNIA ASSOCIATION FOR COORDINATED TRANSPORTATION (CALACT) TO ALLOW FOR THE USE OF THE PROCUREMENT CONDUCTED BY CALACT AND THE MORONGO BASIN TRANSIT AUTHORITY FOR THE PURCHASE OF FOUR WHEELCHAIR ACCESSIBLE VANS FROM RO TRUCK & EQUIPMENT, LLC AND AUTHORIZING THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER FOR THE FOUR VEHICLES AT A COST NOT TO EXCEED \$636,646

WHEREAS, the California Association for Coordinated Transportation (CalACT) and the Morongo Basin Transit Authority (MBTA) jointly conducted a competitive procurement known as the CALACT-MBTA Purchasing Cooperative for public transit vehicles; and

WHEREAS, the Yolo County Transportation District (YCTD) is a member of the Cooperative, a consortium of transit authorities and municipalities that is administered by the state transit association, CalACT, with the Morongo Basin Transit Authority in Southern California as the lead agency; and

WHEREAS, this Cooperative procurement (RFP 20-01) has been reviewed by Caltrans, as the Federal Transit Administration's (FTA) designee in the State of California; and

WHEREAS, the Cooperative has performed all the state mandated procurement requirements and the Purchasing Agent has deemed it competitive and advantageous to YCTD; and

WHEREAS, YCTD staff has determined that it is in YCTD's best interest to use the Cooperative procurement RFP 20-01 to purchase wheelchair accessible vehicles as it results in lower unit cost achieved through a large, cooperative purchase, is acceptable to the FTA and includes Americans with Disabilities Act (ADA) accessible vehicles; and

WHEREAS, RO Truck & Equipment LLC (DBA RO Bus Sales) of Las Vegas, NV can provide four demand response vans in a timely manner through the cooperative procurement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors for the Yolo County Transportation District that:

The Executive Director is hereby authorized to approve Assignment #20-01-0783 from the California Association for Coordinated Transportation (CalACT) to allow for the use of the procurement conducted by CalACT and the Morongo Basin Transit Authority for the purchase of four wheelchair accessible vans from RO Truck & Equipment, LLC and authorizing the purchasing agent to issue a purchase order for the four vehicles at a cost not to exceed \$636,646.

PASSED AND ADOPTED by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 12th day of December, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Don Saylor, Chair
Board of Directors

ATTEST:

Heather Cioffi, Clerk
Board of Directors

Approved as to Form:

Hope P. Welton, District Counsel

RESOLUTION NO. 2022-24
CONDITIONALLY AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND
EXECUTE A CONTRACT WITH A-Z BUS SALES, INC. FOR THE PURCHASE OF FOUR FORD
TRANSIT VANS WITH BUS DOOR AT A COST NOT TO EXCEED \$414,964

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors for the Yolo County Transportation District that:

The Executive Director is hereby authorized to execute a contract with A-Z Bus Sales, Inc. for the purchase of four Ford Transit vans with bus doors at a cost not to exceed \$414,964.

PASSED AND ADOPTED by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 12th day of December, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Don Saylor, Chair
Board of Directors

ATTEST:

Heather Cioffi, Clerk
Board of Directors

Approved as to Form:

Hope P. Welton, District Counsel

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

350 Industrial Way, Woodland, CA 95776----(530) 661-0816

Topic: Approve 2023 Meeting Schedule	Agenda Item#: Agenda Type:	3e Action
		Attachments: Yes <input checked="" type="radio"/> No
Prepared By: H. Cioffi		Meeting Date: December 12, 2022

RECOMMENDATION:

Approve the following meeting dates for its meetings in the 2023 calendar year.

REASON FOR RECOMMENDATION:

2023 YCTD Meeting Dates –Unless there are changes or cancellations, the meeting dates for 2023 will be:

January 9	April 10	July 10	November 13
February 13	May 8	September 11	December 11
March 13	June 12	October 9	

Unless otherwise determined by the YCTD Board, Chair, Vice-Chair, or Executive Director, all YCTD board meetings will be at the Yolo County Transportation District, 350 Industrial Way, Woodland, CA 95776 or via Zoom if recommended for the safety of those involved.

BUDGET IMPACT:

None

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

350 Industrial Way, Woodland, CA 95776---- (530) 661-0816

Topic: Renewal of Resolution 2022-09 Authorizing Renewal of Remote Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 Renewal	Agenda Item#: Agenda Type:	3f Action	
Prepared By: H. Cioffi		Attachments:	Yes No
		Meeting Date: December 12, 2022	

RECOMMENDATION:

YCTD staff recommends that the YCTD Board of Directors approve the renewal of Resolution 2022-09 Authorizing Renewal of Remote Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 Renewal be approved.

REASON FOR RECOMMENDATION:

Renew authorization for remote (teleconference/videoconference) meetings pursuant to Assembly Bill 361 on the basis that (a) the COVID-19 pandemic state of emergency is ongoing, and (b) meeting in person would present imminent risks to the health or safety of attendees. The proposed resolution will allow the current Yolo County Transportation District Board meeting to be held virtually.

BACKGROUND:

AB361 Findings

The recommended action is required by Assembly Bill 361 to continue meeting remotely during a declared state of emergency. The Board has been meeting remotely pursuant to AB 361 since September 28, 2021. Renewing the AB 361 findings is nonetheless appropriate and, if adopted, the findings will allow Board members to continue to participate remotely if needed or desired.

AB 361 amended the Brown Act to add simplified procedures that make it easier to hold remote meetings during a state of emergency proclaimed by the Governor (a local emergency is insufficient). See Gov. Code § 54953(e). To meet remotely during a proclaimed emergency, the legislative body must find either of the following circumstances is present: (a) state or local officials continue to impose or recommend measures to promote social distancing; or (b) as a result of the declared emergency, the legislative body finds by majority vote that meeting in person would present imminent risks to the health or safety of attendees.

Through March 2022, the Board relied on social distancing recommendations of the County Health Officer in adopting AB 361 findings. Like many other county health officers, however, Dr. Sisson is no longer recommending social distancing and the Board must therefore consider the "imminent risks" finding to continue meeting remotely. A resolution adopted by the Board on April 12, 2022 included facts and conclusions sufficient to support such a finding, such as:

- Like many other facilities throughout the County, the Board Chambers were not designed to ensure that attendees can remain six feet apart to reduce the possibility of infection with the virus that causes COVID-19;
- Prior to the COVID-19 pandemic, Board meetings would often attract significant attendance and community members and staff would be in close proximity (seated or standing immediately next to one another) for up to three hours; and
- Holding in-person meetings would encourage community members to come to YCTD facilities to participate in local government, and some of them are likely to be at high risk for serious illness from COVID-19 and/or live with someone who is at high risk.

All of these facts remain applicable presently. Altogether, staff believe the Board can appropriately make the findings necessary to allow continued implementation of AB 361.

Finally, continuing to authorize remote meetings pursuant to AB 361 does not require the Board to meet remotely--it merely allows one or Board members to do so as necessary or convenient. Staff anticipate that going forward, some Board members and essential staff will attend meetings in-person, and other staff and members of the public will likely choose to participate remotely for the sake of convenience. Staff will also take reasonable precautions in the Board Chambers including:

- Physical distancing - in a hybrid format staff would set up the Board Chambers to have physical distancing where at least every other seat for the public is out of service to ensure distance between attendees.
- Air Filtration – Staff have added HEPA filtration to the Board Chambers to ensure filtration of air to remove viral particles

As a reminder, the YCTD has a vaccination policy and over 90% of YCTD staff is vaccinated.

Collaborations (including Board advisory groups and external partner agencies) County Administrator, County Health Officer.

BUDGET IMPACT:

None.

Technical Advisory Committee (TAC)
Yolo County Transportation District
350 Industrial Way, Woodland, CA 95776---(530) 661-0816

Topic: Approve TAC Minutes for Regular Meeting of December 5, 2022	Agenda Item#: Agenda Type:	<div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">4</div> <div style="font-weight: bold; margin-bottom: 10px;">Action</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>Attachments:</div> <div>Yes No</div> </div>
Prepared By: H. Cioffi		Meeting Date: December 5, 2022

RECOMMENDATION:

Staff recommends that the Technical Advisory Committee approve the Minutes for the Regular Meeting of December 5, 2022.

December 5, 2022 TAC MEETING MINUTES:

**Technical Advisory Committee to the
Yolo County Transportation District
Meeting Minutes
350 Industrial Way, Woodland, CA 95776
December 5, 2022**

- 1) **Call to Order** – Ms. Bernstein welcomed the participants at 1:30 pm and provided information on participation via Zoom.

Committee Member	Jurisdiction	In Attendance	Absent
Ryan Chapman Bob Clark Dianna Jensen	Davis	X	
Stephanie Chhan Jason McCoy	West Sacramento	X	
Kirk Skierski	Winters	X	
Brent Meyer	Woodland	X	
Paul Hensleigh	Yolo-Solano Air Quality Management District	X	
Todd Riddiough	Yolo County	X	
Nadine Quinn	Caltrans	X	
Jeff Flynn	Unitrans		X

YCTD staff in attendance were Autumn Bernstein, Executive Director; Daisy Romero, Assistant Planner; Heather Cioffi, Executive Assistant and Clerk to the Board; Brian Abbanat, Senior Planner; Erik Reitz, Deputy Director Transit Operations and Planning

2) Approve TAC Minutes for Regular Meeting of September 9, 2022

Ms. Bernstein asked for approval of the September 9, 2022 meeting minutes.

There were no changes to the minutes.

Ms. Chhan made the motion to approve the minutes with those edits, seconded by Mr. Chapman. Mr. Skierski Abstained. The motion passed.

3) Updates and Reports

Ms. Quinn provided an update on CalTrans grant cycle schedule.

Mr. Clarke announced his retirement.

4) Discuss Remote and Hybrid Meeting Format

Ms. Bernstein provided an overview of the staff report. Items for discussion were:

- To what extent does your jurisdiction or agency see the need for increased coordination?
- What are the benefits and drawbacks of increased coordination?
- Are these useful models or case studies from other counties or multijurisdictional entities that we should examine?
- What additional research and information would be useful to help inform future TAC and Board discussions on this item?

Comments from the TAC included

- We should be willing to participate and offer comments and suggestions
- Can review the MTC coordination approach, which also meets quarterly
- Thinks increased coordination could be a great opportunity to work together and support each other
- The quarterly meetings on projects and funding could be very useful
- We should be combining a coordinated approach in dealing with issues of county wide concern and combining that with project meetings
- The city of Woodland has been working for years to secure funding for a direct connector between I-5 and 113. It has been a sore point that this project has not been funded when so many other regional priorities have been funded. The city of Woodland is interested in having the YCTD change their role and be a bigger player in project like these.
- City managers and Board members would need to be involved, not just public works/capital projects staff.
- West Sacramento believes we need a completely different approach. We are successful in our grantwriting because we work very hard to respond to the priorities to the region set by SACOG and the state. For us to stand aside and support other projects, we'd like to see a fully coordinated plan that identifies major projects of countywide significance, with a cohesive rationale that is consistent with our values (eg VMT, multimodal etc). City Councils would need to be supportive, not just YCTD Board.
- There is also a need to do some data sharing and data screening across jurisdictions and YCTD should play a role in that.

Ms. Bernstein thanked the TAC members for their comments and discussed next steps. There is no staff recommendation or action that will be brought to the Board immediately. The TAC's comments today will be incorporated into YCTD's strategic planning process over the coming months.

5) Ms. Bernstein asked for approval of 2023 meeting dates. Mr. Skierski made the motion to approve the 2023 meeting dates with the edit to the June meeting, seconded by Mr. Chapman. The motion passed.

6) **Adjourn** –

The meeting was adjourned by consensus at 2:36 pm.

Respectfully submitted,

Heather Cioffi
Executive Assistant and Clerk to the Board

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT
350 Industrial Way, Woodland, CA 95776---- (530) 661-0816

Topic: Yolo 80 Managed Lanes Project Update	Agenda Item#:	<div>4</div> <div>Informational</div>	
	Agenda Type:	Attachments:	Yes <div>No</div>
Prepared By: B. Abbanat		Meeting Date: December 12, 2022	

RECOMMENDATION:

Receive a monthly written update on significant Yolo 80 Managed Lanes Project activities.

BACKGROUND:

Project Snapshot:

<u>Cost/ Funding</u>	<u>Amount</u>
Total Project Cost	\$207M + Mitigation
Committed Funding	\$94M (\$86M INFRA, \$8M SACOG)
SB 1 Cycle 3 (TCEP) Request	\$103M (uncommitted)
SACOG 22/23 Transformative Program	\$10M (uncommitted)

<u>Phase</u>	<u>Date</u>
Environmental (PA&ED)	Winter 2023
Design Complete (PS&E)	Spring 2025
Construction Start (CON)	Summer 2025
Construction End (CON)	Fall 2027

→ Grant Activities

INFRA (Awarded): FHWA Term Sheet. An Agreement between the FHWA and YCTD is required for the INFRA funding awarded in 2021, with the Term Sheet as the mechanism for initiating a final Agreement. After several consultations with FHWA, Caltrans District 3 and YCTD staff submitted the Term Sheet on November 30th.

TCEP (Submitted). Staff worked collaboratively with Caltrans District 3 to prepare and submit on November 18th a \$103 million grant application to the California Transportation Commissions' SB 1-funded Trade Corridors Enhancement Program (TCEP). Staff should learn the funding status of the application by June 2023. Next step is to solicit support letters from key stakeholders in January.

SACOG Transformative (In Progress). Staff is working collaboratively with Caltrans District 3 to prepare and submit on February 8th a \$10 million grant application to the SACOG Regional Funding Transformative grant program for project gap funding. Staff met with SACOG on 12/6 for a pre-application consultation and learned SACOG is programming less funding for the 22/23 cycle and the

total estimated funding in the Transformative program is \$25.8 million. However, staff believes the project is well positioned for full funding given the corridor's regional importance.

Meetings

11/3 Monthly Ad Hoc Committee Meeting. Discussion during this meeting focused on process for the 2023 calendar year (PA&ED Phase) with an outcome that staff would schedule a strategic planning workshop to identify and map key project milestones, deliverables, and roles/responsibilities. That workshop was held on 12/7. The committee also recognizes the need for broader regional/community awareness, outreach to elected officials and stakeholders via a public outreach campaign.

11/17 Monthly Caltrans Coordination Meeting. At this meeting, Caltrans District 3 and YCTD staff discussed 1) specifics regarding TCEP letters of support, 2) strategy for the SACOG Transformative Program grant application, 3) status of Caltrans' environmental and other analyses for the project, and 4) the YCTD-hosted tour of priority projects.

March 17th Tour of Priority Projects

Staff are organizing a tour of Yolo County priority transportation capital projects for senior California transportation officials. We received confirmation of Caltrans Director availability for March 17th and subsequently sent a "save the date" appointment to all high-level Caltrans, CTC, SACOG, and Yolo county representatives. Tour itinerary framework is under development.

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**350 Industrial Way, Woodland, CA 95776---- (530) 661-0816**

Topic: Long-range Calendar	Agenda Item#:	4	
	Agenda Type:	Attachments:	Action <div>Yes No</div>
Prepared By: H. Cioffi		Meeting Date: December 12, 2022	

RECOMMENDATION:

Review and offer feedback on the following agenda items for upcoming YCTD Board meetings.

Long Range Calendar Agenda Items**January 2023**

- Select Vice-Chair for 2023
- Approve Updates to YCTD Title VI Program
- Review potential changes to YCTD Citizen Advisory Committee

February

- Strategic Planning Workshop
- Approve Woodland Microtransit service plan and fixed-route service changes
- FY 22-23 2nd Quarter financial Status Report

March

- Report on FY 21-22 Year-end Close and Financial Statements/Audit results
- Report on Progress toward 6- and 12-month goals
- Status report on Route 42 service changes and impacts to South Davis

April

- Preliminary Discussion of FY 23-24 Budget
- Strategic Planning Workshop

BUDGET IMPACT:

None

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT
350 Industrial Way, Woodland, CA 95776---- (530) 661-0816

Topic: YCTD Branding	Agenda Item#: Agenda Type:	5 Action	
		Attachments:	<div><div>Yes</div>No</div>
Prepared By: C. Quan Le		Meeting Date: December 12, 2022	

RECOMMENDATION:

Review the newly updated YoloTD logo to provide feedback and approve logo design for establishing the YoloTD brand.

BACKGROUND:

Previously, the YCTD Board of Directors was presented with several logo options for establishing the Yolo County Transportation District's future brand identity. The Board provided feedback and recommended that the design be revisited and for staff to gather feedback from local communication professionals. The Board was supportive of dropping "County" from the District's name, thereby shortening it to Yolo Transportation District or YoloTD.

Staff solicited feedback from communication staff at member jurisdictions. Based upon the feedback we received, we updated the original design to be more modern and visually communicate the agency's mission.

Following Board approval, the new logo will be used to launch the new YoloTD website, which will supplement the recently-revamped Yolobus website by providing information about YoloTD's multimodal programs and projects.

BUDGET IMPACT:

None

Logo Variations



PRIMARY LOGO



ALT LOGO



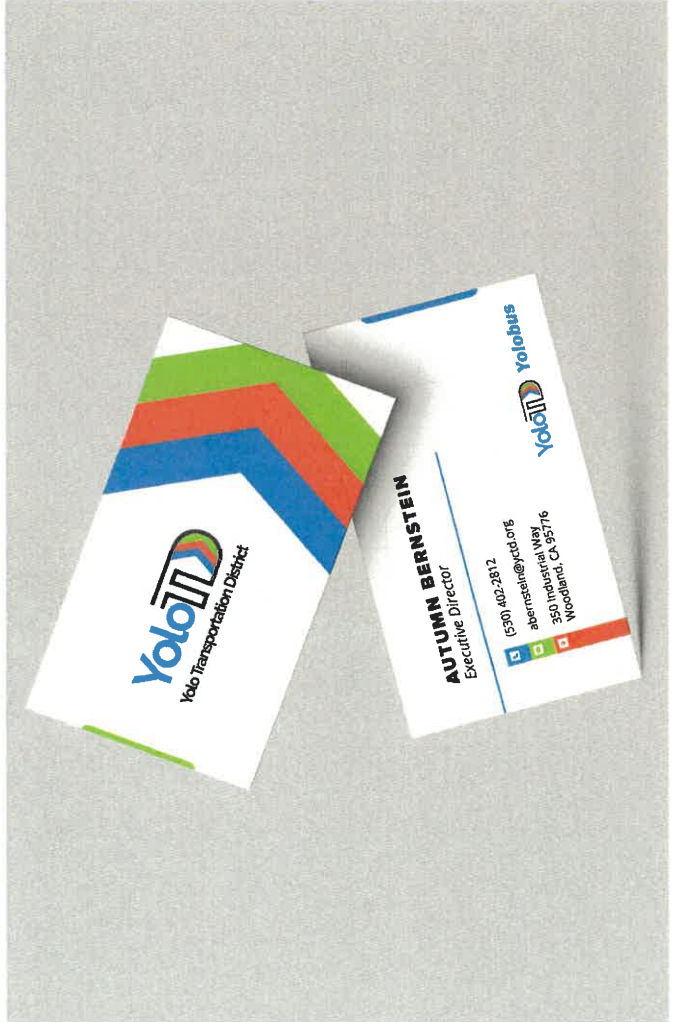
ALT LOGO

Yolo Transportation District

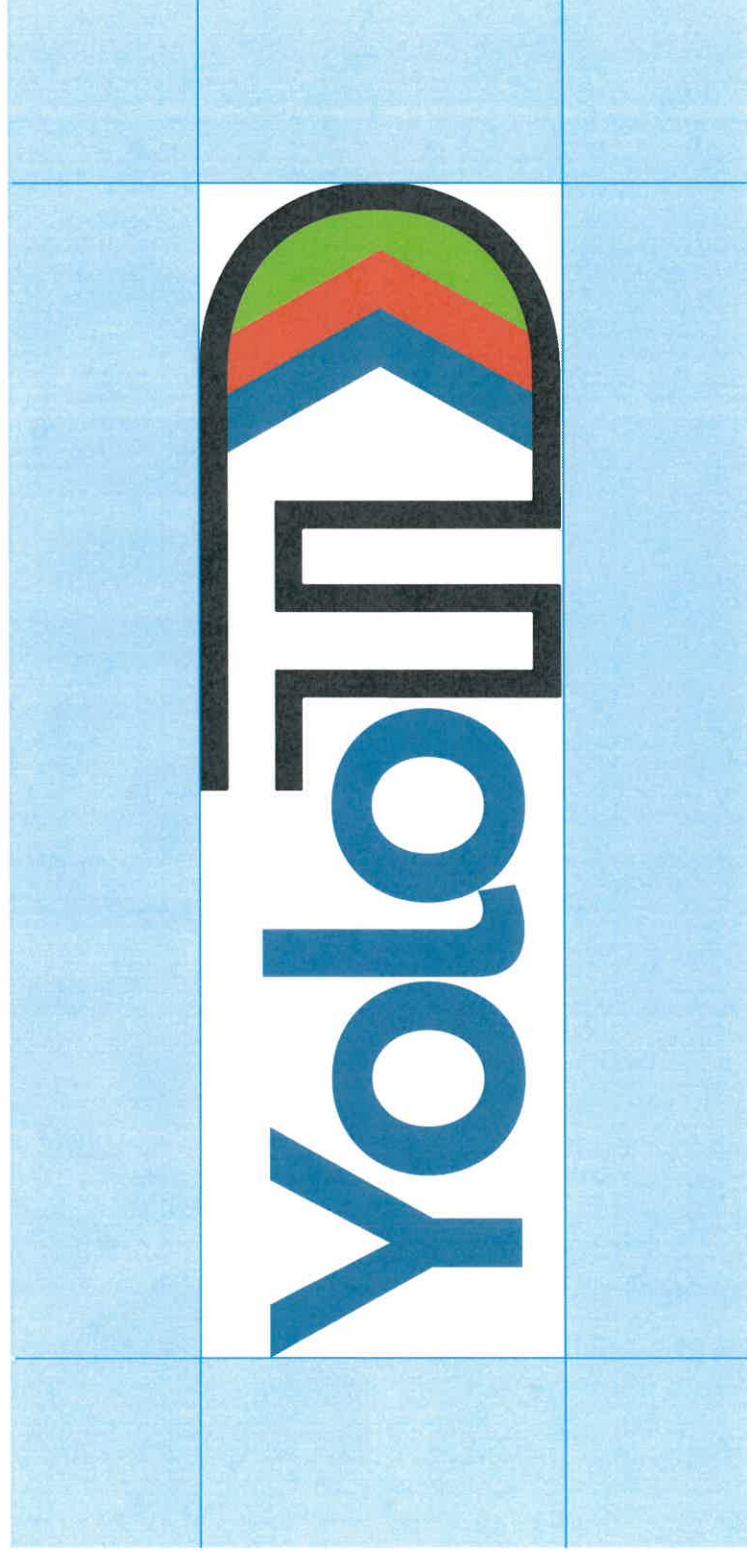
SUBMARKS / ICONS







Safety Area



BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT
350 Industrial Way, Woodland, CA 95776----(530) 661-0816

Topic: Select of Chair and Vice Chair, for the 2023 Calendar Year	Agenda Item#: Agenda Type:	6 Action
		Attachments: <div>Yes<div>No</div></div>
Prepared By: A. Bernstein		Meeting Date: December 12, 2022

RECOMMENDATION:

Select the Chair for Calendar Year 2023 and postpone selection of the Vice-Chair until January.

BACKGROUND:

Historically, the YCTD Board appoints a Chair and Vice-Chair each July, and their terms coincide with the fiscal year. In July 2022, the YCTD Board decided to change the terms of the Chair and Vice-Chair to coincide with the calendar year rather than the fiscal year. They also extended the term of the current Chair, Supervisor Saylor, through the end of 2022.

The Chair and Vice-Chair positions have typically rotated amongst the jurisdictions. The table below shows the history of position holders over the last 10+ years.

The Board has tried to rotate the positions to ensure that each jurisdiction has an opportunity to have a Chair and Vice-Chair on the Board on a regular basis. The following includes the staff recommendation, plus a list of position holders over the past 10 years.

Term	Chair	Vice-Chair
July 2011 – June 2012	Mike McGowan (Yolo County)	Art Pimentel (Woodland)
July 2012 – June 2013	William Marble (Woodland)	Lucas Frerichs (Davis)
July 2013 – June 2014	Lucas Frerichs (Davis)	Oscar Villegas/Chris Ledesma (West
July 2014 – June 2015	Chris Ledesma (West Sac)	Harold Anderson (Winters)
July 2015 – June 2016	Harold Anderson (Winters)	Don Saylor (Yolo County)
July 2016 – June 2017	Don Saylor (Yolo County)	Xochitl Rodriguez (Woodland)
July 2017 – June 2018	Xochitl Rodriguez (Woodland)	Lucas Frerichs (Davis)
July 2018 – June 2019	Lucas Frerichs (Davis)	Chris Ledesma (West Sac)
July 2019 – June 2020	Chris Ledesma (West Sac)	Harold Anderson/Jesse Loren (Winters)
July 2020–June 2021	Jesse Loren (Winters)	Don Saylor (Yolo County)
July 2021-December 2022	Don Saylor (Yolo County)	Tom Stallard (Woodland)

Based on the current rotation schedule, the Woodland representative (Tom Stallard) would be the next Chair, while the Davis representative would be the Vice-Chair. Making these appointments in December, to be made effective on January 1, will allow a continuity of communication for staff.

However, it is not yet clear who will represent the City of Davis on the YCTD Board in 2023. Therefore, staff recommends that the Board of Directors appoint the Chair at this meeting, and appoint the Vice-Chair in

January.

BUDGET IMPACT:

None