

BOARD OF DIRECTORS MEETING AGENDA

Directors: Tom Stallard (Chair, City of Woodland), Josh Chapman (Vice-Chair, City of Davis), Dawntè Early (City of West Sacramento), Lucas Frerichs (Yolo County), Jesse Loren (City of Winters), Matt Dulcich (UC Davis, ex-officio), Sukhi Johal (Caltrans, ex-officio)

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

IN-PERSON INFORMATION

Meeting Date: Monday, June 12, 2023
Meeting Time: 6:00 PM – ****please note change of time****
Meeting Place: YoloTD Board Room, 350 Industrial Way, Woodland, CA 95776

ZOOM INFORMATION

Link: <https://us06web.zoom.us/j/81573305113?pwd=VmFiZWtSzZleVVGRVpmQ0swWnhpZz09>

Phone Number: (669) 900-6833
Webinar ID: 815 7330 5113
Passcode: 135087

All participants will be entered into the webinar as attendees.

YoloTD offers teleconference participation in the meeting via Zoom as a courtesy to the public. If no voting members of the YoloTD Board are attending the meeting via Zoom, and a technical error or outage occurs with the Zoom feed or Zoom is otherwise disrupted for any reason, the YoloTD Board reserves the right to continue the meeting without remote access.

The YoloTD Board of Directors encourages public participation in its meetings. Members of the public shall be given an opportunity to address the Board of Directors in person, remotely, and/or in writing. For more information on how to provide public comment, please see the section of this agenda entitled “Public Participation Instructions.”

The Board reserves the right to take action on all agendized items 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 YoloTD Board.

Estimated Time		Agenda Item	Informational	Action Item
6:00 PM	1.	Determination of Quorum (Voting members: Woodland, Davis, West Sacramento, Winters, Yolo County) (Nonvoting members: Caltrans, UCD)		X

6:05	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 YoloTD. Please note, the Board is prohibited from discussing items not on the agenda.		
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CONSENT CALENDAR

6:10	3a.	Approve Agenda for June 12, 2023, meeting		X
	3b.	Approve YoloTD Board Minutes for Regular Meeting of May 8, 2023 (<i>Cioffi</i>) (<i>pp 5-9</i>)		X
	3c.	Approve the Zero Emission Bus Rollout Plan (Williams) (<i>pp 10-36</i>)		X

REGULAR CALENDAR

6:15	4.	Administrative Reports (<i>Bernstein</i>) (<i>pp 37-40</i>) Discussion regarding subjects not specifically listed is limited to clarifying questions. a) Board Members' Verbal Reports b) Transdev's Verbal Report c) Executive Director's Verbal Report d) Receive 80 Managed Lanes Monthly Report e) Ad Hoc Committee Reports f) Long-Range Calendar	X	
6:30	5.	Public Hearing on FY 23-24 Budget (Levenson) (<i>pp 41-64</i>)		X
7:00	6.	Updated Microtransit Fare Structure and Policies (Williams) (<i>pp 65-80</i>)		X
7:30	7.	Woodland Microtransit Service Plan (Williams) (<i>pp 81-92</i>)		X
8:00	8.	Closed Session Public Employment, Employee Appointment or Evaluation Pursuant to Government Code Section 54957 Position Title: Executive Director		
8:30	9.	Adjournment		X

Unless changed by the YoloTD board, the next meeting of the Board of Directors will be **July 10, 2023** at 6:00 pm in the YoloTD Board Room, 350 Industrial Way, Woodland, CA 95776.

I declare under penalty of perjury that the foregoing agenda was posted on or before Friday, June 9, 2023 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

Public Participation Instructions

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. Depending on the length of the agenda and number of speakers, the Board Chair reserves the right to limit the time each member of the public is allowed to speak to three minutes or less.

IN PERSON:

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.

ON ZOOM:

If you are joining the meeting via Zoom and wish to make a comment on an item, click the "raise hand" button. If you are joining the webinar by phone only, press *9 to raise your hand. Please wait for the host to announce the comment period has opened and indicate that you wish to make a comment at that time. The Clerk of the Board will notify the Chair, who will call you by name or phone number when it is your turn to comment.

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IN ADVANCE OF THE MEETING:

To submit a comment in writing, please email public-comment@yctd.org. In the body of the email, include the agenda item number and title with your comments. 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. To submit a comment by phone in advance of the meeting, please call 530-402-2819 and leave a voicemail. Please note the agenda item number and title with your comments. All comments received by 4:00 PM on Monday, June 12, 2023 will be provided to the YoloTD Board of Directors in advance.

Americans With Disabilities Act Notice

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, via email at hcioffi@yctd.org or at the following address: 350 Industrial Way, Woodland, CA 95776.

VISION, VALUES AND PRIORITIES



Vision Statement

The vision statement tells us what we intend to become or achieve.

Provide seamless, sustainable mobility solutions to help Yolo communities thrive.



Core Values

A core value describes our individual and organizational behaviors and helps us to live out our vision.

- We are transparent, inclusive and accountable to the public, stakeholders and partner agencies
- We are committed to addressing inequities and improving outcomes for our most vulnerable communities
- We prioritize environmental sustainability and climate resilience
- We value efficiency, innovation and responsible stewardship of public funds



District-Wide Priorities

Priorities align our vision and values with our implementation strategies.

1. Provide transit service that is faster, more reliable and convenient.
2. Partner with member jurisdictions, community-based organizations and local, regional, state and federal agencies to identify and address the current and evolving mobility needs of Yolo County.
3. Coordinate, plan and fundraise to deliver a full suite of transportation projects and programs.

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

Topic: Approve Board Minutes for Regular Meeting of May 8, 2023	Agenda Item#: Agenda Type:	3b Action	
		Attachments:	Yes No
Prepared By: H. Cioffi		Meeting Date: June 12, 2023	

RECOMMENDATION:

Approve the Minutes for the Regular Meeting of May 8, 2023.

May 8, 2023 BOARD MEETING MINUTES:

**YOLO TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
May 8, 2023
Yolo County Transportation District
350 Industrial Way, Woodland, CA 95776**

Chair Stallard called the meeting to order at 6:03 pm and requested roll call to determine quorum.

The following individuals were in attendance:

Board Member	Jurisdiction	In Attendance	Absent
Tom Stallard (Chair)	City of Woodland	X	
Josh Chapman (Vice-Chair)	City of Davis	X	
Dawntè Early	City of West Sacramento	X	
Jesse Loren	City of Winters	X	
Lucas Frerichs	Yolo County	X	
Matt Dulcich (Ex-Officio)	UC Davis	X	
Nadine Quinn (Ex-Officio, Alternate)	Caltrans	X	

YoloTD staff in attendance were Executive Director Autumn Bernstein, Clerk to the Board Heather Cioffi, Courtney Williams, Leo Levenson, and Kimberly Hood, YoloTD Legal Counsel.

Chair Stallard asked for public comments for items not on the agenda; Mr. Candella provided public comments on the delayed implementation of microtransit service in Woodland. Ms. Bernstein responded with an update on the timeline.

Agenda Items 3a, 3b, 3c — Consent Calendar*

Item 3 is an action item.

Chair Stallard asked if any directors or staff would like to remove anything from the consent calendar; there were no changes to the consent calendar agenda items.

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

3a.	Approve Agenda for May 8, 2023 meeting
3b.	Approve YCTD Board Minutes for Regular Meeting of April 10, 2023
3c.	FY 2022-23 Q3 Financial Status Report

Roll Call for Agenda Items 3a, 3b, 3c,— Consent Calendar

	AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Vega	X				Motion passed
Early	X				
Chapman	X				
Loren	X				
Frerichs	X				

Agenda Item 4 — Administrative Reports

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

Michael from Transdev gave a verbal report including:

- Transdev is holding job fairs over the next few weeks.
- Transdev is looking to have a higher number of standby drivers than they have had in the past.

Ms. Bernstein gave her verbal executive report. This report included:

- There were 5 events the YoloTD staff participated in the weekend before and the events were a success.
- Staff have received many public comments about bringing microtransit to the City of Davis. These were printed and given to the board for review.
- SACOG has agreed to fund YoloTD's tolling advance planning project.
- Autumn will be leading a breakout group on microtransit at the UC Davis Transit Research Symposium later this week.
- There was a meeting held of the Yolo 80 ad hoc committee. A summary of the meeting is included in the administrative reports section of the Board packet. There no specific actions or recommendations from the meeting.

Chair Stallard asked if the Yolo-80 ad hoc committee was following other agencies in the area to see how they were moving forward with their studies. Director Early said the ad ho committee had not discussed it, but it was something they could look into.

Ms. Bernstein reviewed the long-range calendar focusing on the items coming up June 2023 and the July 2023 which include:

- Approve FY 23-24 Budget
- Woodland Service Plan (approve)

- Zero Emission Bus Rollout Plan (approve)
- Progress Report/Update on 12-month goals (July)
- Yolo 80 Managed Lanes – workshop on Environmental Impact Report (July)
- Yolo Active Transportation Corridors (YATC) program update (July or September)

Chair Stallard asked if there were any questions from board members; there were not.

Agenda Item 5 — Update to District-Wide Microtransit Policies

Item 5 is an action item.

Mr. Williams gave a report on the update to District-wide microtransit policies.

The update included:

- A brief background of microtransit.

Mr. Williams reviewed the proposed changes as outlined in the staff report.

Director Early asked for clarification on the promotional fare and the timeline the fare ran. Mr. Williams stated the promotional fare was \$1 and lasted a few years. Director Early raised the idea that the fare of \$3 is still too high of a fare. It was proposed staff review a \$2 fare instead of \$3.

Director Loren seconded the idea that \$2 fare is a great idea. Director Loren also suggested that Knights Landing microservice also include Saturday service instead of Sunday.

Director Loren asked that staff review the youth and senior age requirements so that they match other services for consistency.

Director Loren asked staff to consider extending Winters' microservice hours of operation to run until 5 pm. Director Bernstein explained that the hours of operation for both Winters and Knights Landing are designed to allow the service to be operated with one driver shift and one vehicle per day. Extending the service by any amount of time would require a second shift to be added and would increase the cost significantly.

Vice-Chair Chapman asked what the cost per hour or per ride is for YoloTD. Mr. Levenson responded that is about \$40 per rider per trip.

Director Frerichs asked for clarification on the rider identification item. Do we require an I.D. to ride the bus? Ms. Bernstein stated the policy for paratransit and for microtransit, is that rider should have their I.D.s available if requested by a driver. Director Frerichs recommended consistency.

Director Frerichs asked for clarification on the personal belongings and food items. The problem of shopping carts was raised as many riders use the bus to grocery shop and there for food, drink and shopping carts would be brought on the buses.

Director Early asked for clarification on the "close-toed shoes" requirement. Mr. Williams responded that part of the ideas for the shoe and food requirements was for cleanliness. Director Early recommended we match the fixed route policy which does not have a limitation on shoe type.

Chair Stallard likes the idea of offering discounts for those who need them, but also remember we cannot offer these services for free. Chair Stallard also noted it is easier to expand service than restrict services.

It was decided staff will review the input from board members and the item will be returned for review at the June 2023 board meeting.

Chair Stallard asked for public comments for agenda item number 5; there were no public comments.

****No action was taken on this item****

Agenda Item 6— Preliminary FY 23-24 Budget

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

Mr. Levenson gave a high level overview of the budget as outlined in the staff report.

Chair Stallard asked if the board members had any questions or comments in item 6. Questions and comments included:

- Directors requested a background on the COLA. Mr. Levenson and Ms. Bernstein stated this year was the second budget year the new COLA policy was in effect, and it was put in place after the previous administration. It was suggested an Ad Hoc committee be created to review the previous salary ranges and how salary adjustments were made.
- We need to make sure we are using the Federal recovery dollars presented to us, as they can go away at any time. Mr. Levenson agreed and stated YoloTD will be using them as the board directs the staff after discussion and review.
- The increased use of the 5307 funds, where have they been used in the past? The response was YoloTD is not currently using the total amount of funds available. We can claim more as our budget increases, if local matching funds are available.
- Are the unrestricted funds carryover from prior years? Mr. Levenson responded yes.

Chair Stallard asked for public comments; there were no public comments.

Chair Stallard asked for a motion to create an Ad Hoc Committee comprised of Director Early and Director Frerichs to review the COLA and compensation study. Director Early made the motion, seconded by Director Chapman.

Roll Call for Creation of ad hoc committee for compensation

	AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Stallard	X				Motion passed
Early	X				
Chapman	X				
Loren		X			
Frerichs	X				

Agenda Item 7— Preliminary Woodland Microtransit Service Plan

Item 7 is a non-action item and for informational purposes only.

Mr. Williams presented the three microtransit service plan options along with an overview of the planning process, the timeline and next steps.

Chair Stallard asked if the board members had any questions or comments. Questions and comments included:

- Directors asked for clarification on whether this is a door-to-door or if the service only goes to the bubbles on the map. The answer was this is door-to-door service.
- Is this city of Woodland providing any funds for this service? The answer was no.
- Have staff thought of alternatives for vehicles if we do not receive the ordered vehicles on time? The response was we will have to wait on the ordered vehicles for the service.
- The board expressed gratitude for staff's work on this project.

Chair Stallard asked for public comments; there were no public comments.

Agenda Item 8— Preliminary Zero Emission Bus Rollout Plan

Item 8 is a non-action item and for informational purposes only.

Mr. Williams provided a overview of the rollout plan, including the timeline, statutory requirements, infrastructure needs, potential funding sources, and startup and scaling challenges.

Chair Stallard asked if the board members had any questions or comments. There were no questions or comments.

Chair Stallard asked for public comments; there were no public comments.

The meeting was adjourned at 8:22 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: Approve Resolution 2023-9 Adopting the Zero Emission Bus Rollout Plan	Agenda Item#: Agenda Type:	3c Informational
		Attachments: <u>Yes</u> No
Prepared By: C. Williams		Meeting Date: June 12, 2023

RECOMMENDATION:

Approve Resolution 2023-9 adopting the Zero Emission Bus Rollout Plan.

BACKGROUND:

In December of 2018 the California Air Resources Board (CARB) established the Innovative Clean Transit Regulation (ICT) requiring all public transit agencies to convert their fleet of bus vehicles to zero emissions by 2040. To comply with the regulation, CARB mandated that every transit operator located within California provide a Board-approved Zero-Emission Bus Rollout Plan that verifies when and how a transit agency plans to meet the ICT regulation.

Attached to this staff report are:

- 1) A Resolution adopting the Zero Emission Bus Rollout Plan for Yolo Transportation District and YoloBus.
- 2) A completed Zero-Emission Bus Rollout Plan which contains the required sections listed below.

A complete draft of the report was received by the YoloTD Board of Directors at its May 8, 2023 Board meeting. The final version responds to comments from the board to include in the start-up and scale up challenges associated with the current and anticipated capacity constraints of the grid. It also includes updated cost estimates related to the cost of electricity, if the entire bus fleet was converted to zero-emission battery electric buses.

1. Agency Information

This section provides the background such as location, address, and personnel.

2. Purpose of Innovative Clean Transit Regulation and Rollout Plan General Information

This section provides an overview of the ICT requirement, and an explanation of the regulatory criteria that Yolo Transportation District falls under based on the size of the fleet and population of our service area.

3. Profile of Zero-Emission Bus Technology Portfolio

This section describes a preliminary identification of potential zero-emission buses that could be used to operate YoloBus service. Additional information is provided which includes the make, model, manufacturer, estimated range, and battery capacity. This section also includes an analysis of the current trips operated by YoloBus, the miles traveled on each trip, and an evaluation of whether the existing service could be operated by zero-emission buses with a battery range of 200 miles.

4. Current Fleet Composition and Future Bus Purchases

This section provides tables and an overview of the current fleet of buses and paratransit vehicles operated by YoloBus along with the proposed replacement schedule to purchase zero-emission buses.

5. Facilities and Infrastructure Modifications

Section five details the existing infrastructure used to operate YoloBus fixed route and paratransit service. This section provides an explanation of the facility modifications that would be needed to fuel and operate a fully electric bus fleet out of YoloTD's Woodland and West Sacramento bus yards. Included in this timeline is an estimated schedule for understanding the planning process.

6. Providing service in Disadvantaged Communities

This section describes the current routes YoloBus service operates that pass through disadvantaged communities as defined by the California Environmental Protection Agency and the California Air Resources Board, and the estimated timeline for when battery electric buses will begin to operate within the identified communities.

7. Workforce Training Schedule

Workforce development is the process of hiring, training and maintaining a workforce to meet the needs of operating YoloBus service. Training maintenance staff is critical to ensuring operational efficiency, operational resilience and reducing the amount of time that vehicles are out of service. This section describes the status of maintenance staff and a tentative schedule for training the technicians to service zero-emission buses.

8. Potential Funding Sources

The funding sources section provides a list of identified funding sources that can be leveraged to achieve 100% conversion of zero-emission buses and categorizes grant programs based on whether they are formulaic (apportioned on an annual basis) or discretionary.

9. Startup and Scale Up Challenges

The final section provides a list of scenarios and recommendations identified by staff at the Yolo Transportation District that could inhibit or delay the conversion process towards zero-emission buses. This section analyzes the existing electrical costs to operate six battery-electric Proterra buses, acknowledge climate impacts when operating service during extreme temperatures, analyze the resilience planning needed to account for a transition to a less energy dense fuel source, and provide recommendations to CARB to provide a flat market energy rate for zero-emission transit operators.

YOLO COUNTY TRANSPORTATION DISTRICT

RESOLUTION No. 2023-09

Resolution Authorizing the filing and execution all necessary documents on behalf of the Yolo County Transportation District of Grant Applications with to the California Air Resources Board (CARB) Innovative Clean Transit (ICT) Regulation and Execution of Related Agent Forms

WHEREAS, The State of California moves towards adopting ambitious public transportation sector and climate policy to reduce Green House Gas Emissions; and

WHEREAS, The California Air Resources Board (CARB) adopted the Innovative Clean Transit (ICT) regulation on December 14th, 2018 and

WHEREAS, the ICT regulation requires transit agencies in California to begin converting to zero-emission buses (ZEBs) by 2040; and

WHEREAS, each transit agency must submit a rollout plan under the regulation demonstrating how it plans to purchase zero emission buses, build out necessary infrastructure, and train the required workforces; and

WHEREAS, CARB requires the submittal of rollout plans by July 1st 2023;

NOW, THEREFORE, IT IS HEREBY RESOLVED, ORDERED, AND FOUND by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, as follows:

1. YoloTD is authorized to develop and submit the ZEB rollout Plan
2. The YoloTD Director is authorized to execute the documents related to the ICT and ZEB Rollout Plan.
3. YoloTD agrees to comply with all conditions and requirements set forth in the documents and applicable statutes, regulations and guidelines pertaining to the ICT.

PASSED AND ADOPTED by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 12th day of June, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Tom Stallard, Chair
Board of Directors

ATTEST:

Heather Cioffi, Clerk
Board of Directors

Approved As To Form:

Kimberly Hood, District Counsel

Yolo County Transportation District

Zero Emission Bus Rollout Plan



June 2023

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Section A. Agency Information

1. Transit Agency name	Yolo County Transportation District
2. Mailing Address:	350 Industrial Way, Woodland CA, 95776
3. Transit Agency Air District:	Yolo Solano Air Quality Management District
4. Transit Agency Air Basin:	Sacramento Valley Air Basin
5. Maximum Buses in Service:	26
6. Urbanized Areas:	Sacramento (1.1 million) Davis (66,799) Woodland (61,398)
7. Contact Information:	Autumn Bernstein Executive Director abernstein@yctd.org
8. Part of a Joint Group	No

Section B. Purpose of Innovative Clean Transit Regulation and Rollout Plan General Information

In December 2018 the California Air Resources Board (CARB) established the Innovative Clean Transit Regulation (ICT), which requires all public transit agencies to convert their fleet of bus vehicles to zero emissions by 2040. Within the ICT there are two sets of deadlines predicated on whether a transit agency is determined to be a large operator or a small operator. Transit agencies classified as large operators under the ICT would include attributes such as operating service with at least 100 buses in an urbanized area with a minimum population size of 200,000 or a transit agency that operates within the service area of South Coast or San Joaquin Valley Air Basins with more than sixty-five buses as a large transit operator. Transit operators that operate with a fleet size of less than sixty-five buses irrespective of the population size are considered small transit operators. According to the operator size designations determined by CARB, YoloBus is classified as a small transit operator under the ICT regulations.

The projected timelines detailed in Section D (Current Bus Fleet Composition and Future Bus Purchases), Section E (Facilities and Infrastructure Modifications) and Section D (Workforce Training) are in alignment with the ICT deadlines for small transit operators to fully convert 100% of their bus fleet to zero emission before the 2040 deadline.

The ICT regulations also require that 100 percent of bus procurements from transit agencies beginning in 2029 be ZEB's. The contents in the ZEB rollout plan are meant to provide structure guidance and transparency for how Yolobus intends to meet the ZEB purchase requirement. This document is not considered final by the transit agency and could be subject to changes and revisions as needed. This plan will serve as a living document for Yolobus. While converting to 100% zero-emission buses, Yolobus intends to operate a blended fleet of compressed natural gas (CNG), Diesel, and battery electric buses. The Yolo Transportation District will comply with the California Air Resources Board's Innovative Clean Transit Regulation. Yolo Transit District intends to fully convert our bus fleet (comprised of CNG, Diesel, and Gasoline) to one hundred percent zero-emissions by 2040. The ZEB transition will be achieved by phasing out the current fleet of Diesel, CNG, and Gasoline buses, paratransit, and microtransit vehicles as they hit their threshold for useful life.

At the June 2023 Board Meeting, the Yolobus Zero-Emission Roll-out Plan was formally approved. Attached to the document is the approved board resolution signifying the public notice of the Zero-Emission bus plan and board approval.

If CARB would like to follow up with additional inquiries regarding the zero-emission bus rollout plan, they can reach out to Courtney Williams, Senior Transportation cwilliams@yctd.org

The Yolobus Zero Emission bus plan was created by Yolo Transportation District's Planning team. The fleet management schedule, and operational statistics used to support the justification for Yolobus transitioning to Zero-Emission buses was collected in-house using existing fleet data to track the mileage and useful life of all our vehicles.

Section C. Profile of Zero-Emission Bus Technology Portfolio

Yolobus operates local, intercity, express, and commuter service using a fleet of 48 full-size coach buses, nine paratransit vehicles, and eleven micro-transit vehicles. Yolobus will operate a mixed fleet of buses through 2040 which include battery electric buses, CNG buses, Diesel buses and paratransit vehicles, and micro transit vans that operate on gasoline. Of the 48 full-size coaches, currently six are zero-emission battery electric Proterra buses that were delivered in 2019. By the 2040 deadline Yolobus will complete the bus fleet conversion and will operate 100 percent using zero-emission buses. Below are two potential zero-emission bus styles and manufacturers that YoloTD have identified. These buses were selected to provide a comparison of range estimates, battery capacity, and overall build. Mentioning them in this document does not indicate that the agency prefers either manufacturer prior to formally soliciting procurement orders to

purchase zero-emission buses. The figures and tables provide a comparison of the components in a 40' Gillig battery electric zero-emission bus and New Flyer battery electric zero-emission bus, their respective battery capacity, and vehicle statistics. YoloTD does not plan to convert any conventional Diesel or CNG buses into zero-emission buses.

The table below provides statistical information regarding the number of miles traveled per vehicle type.

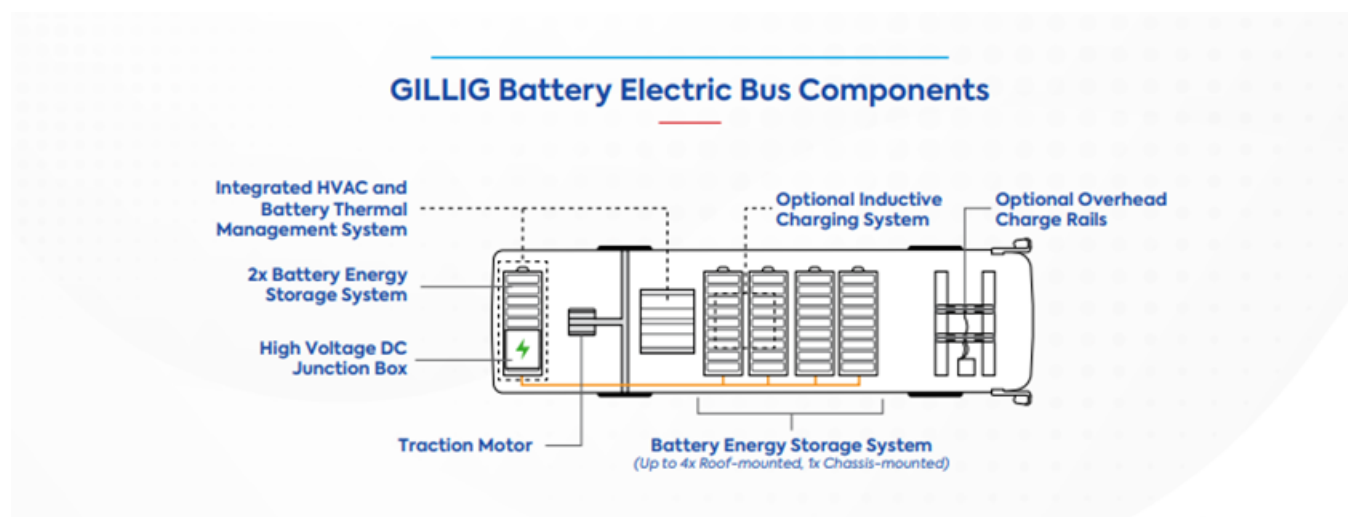


Figure 1. Gillig ZEB Internal Components

Bus Length	35'	40'
Battery Capacity	490 kWh, 588 kWh, 686 kWh	
Motor	Cummins Direct Drive, Permanent Magnet Motor	
Passenger Capacity (Seated / Total)*	31 / 62	38 / 75
Gross Vehicle Weight Rating	48,200 lbs.	48,200 lbs.
Maximum Height	135"	135"

Table 1. Gillig Zero Emission Bus Statistics

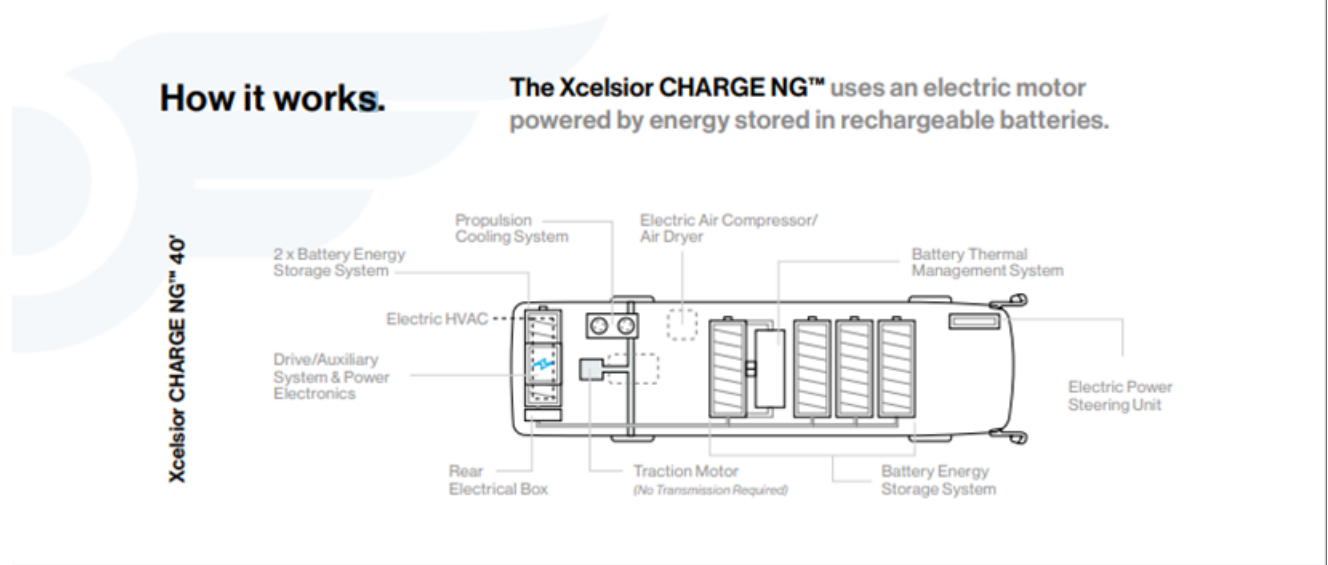


Figure 2. New Flyer Xcelsior Bus Components

Length	ESS (kWh)	Range (Miles)
35'	345	182
	435	224
40'	345	178
	435	221
	520	258

Table 2. New Flyer Zero Emission Bus Size, Range and Battery Capacity

Mileage Breakdown for Yolobus Fixed Route Service

Yolobus provides fixed route bus service that includes intercity service, express service, and local bus service spanning the four largest cities in Yolo County, plus several rural routes and connections to key destinations in Sacramento County (downtown Sacramento, Sacramento International Airport, and UC Davis Medical Center). Planning for the transition to a 100 percent zero-emission fleet requires an understanding of potential service limitations prior to converting our fleet. For Yolobus, fixed route weekday service averages 170 miles driving per weekday trip driven. Saturday service

averages 161 miles driving per Saturday trip driven and Sunday service averages 159 miles per Sunday trip driven. Tables three through six below break down the mileage runs buses will drive during both weekday and weekend service.

For weekday service, YoloBus operates 38 shifts that range in mileage from less than 100 miles to over 200 miles. Each shift would account for the total number of miles a bus would drive in a single day. Currently bus manufacturers estimate the range for their zero-emission buses to be 250+ miles. Assuming these figures are accurate, 88 percent of the weekday trips operated by YoloBus could be operated by zero-emission bus as a one for one replacement. The remaining twelve percent of shifts operated currently (using CNG and diesel buses) would need to be augmented by increasing the number of weekdays shifts to reduce the total daily driven mileage or incorporate on-route charging infrastructure to provide flexible charging while operating fixed route service. Saturday Service operates 28 shifts with 96 percent of the shifts within the range estimates of zero-emission buses available today (200-250 miles). Saturday service operates with 89 percent of the trips driven ranging from 140-179 miles. With Saturday service operating at a higher range than the weekday service YoloTD planning staff will need to work together with our transit operations contractor to ensure that future Saturday shifts have a lower range threshold to accommodate zero emission buses. Sunday Service includes 27 shifts with 77 percent of the total shifts ranging from 140 to 179 miles. In total there are 93 shifts currently operated by YoloBus with 73 percent of the shifts (68) ranging from 140-179 miles. Fifty two percent of the total shifts are 160 miles or greater (49 total shifts) and six percent of the shifts operate at 180 miles or greater. With most of the shifts operated by YoloBus to be within the manufacturer range threshold for ZEB's, the YoloTD planning staff expect to coordinate with manufacturers and our operations contractor to ensure that there is a buffer between the number of miles needed to operate YoloBus service and the drivable range of the zero-emission buses expected to be purchased.

Range of Weekday Service Miles Driven	Number of Trips Driven
100 miles or less	8
101 miles-139miles	4
140 miles- 159miles	10
160 miles-179miles	12
180 miles-200miles	1
200+ miles	3
Total Weekday Service Trips Driven	38

Table. #3

Range of Saturday Service Miles	Number of Trips
100 miles or less	1
101 miles-139miles	1
140 miles- 159miles	10
160 miles-179miles	15
180 miles-200miles	0
200+ miles	1
Total Saturday Trips Driven	28

Table. #4

Range of Sunday Service Miles	Number of Trips
100 miles or less	2
101 miles-139miles	3
140 miles- 159miles	5
160 miles-179miles	16
180 miles-200miles	0
200+ miles	1
Total Sunday Trips	27

Table. #5

Range of Weekly Service (Monday-Sunday)	Number of Trips
100 miles or less	11
101 miles-139miles	8
140 miles- 159miles	25
160 miles-179miles	43
180 miles-200miles	1
200+ miles	5
Total Trips	93

Table. #6

Section D. Current Fleet Composition and Future Bus Purchases

The current Yolobus fleet for 2023 is presented below in Table 7. Yolobus has a total fleet of 48 buses that use three different fuel types to operate fixed route service. These fuel types include CNG, Diesel, and Electricity (Zero-Emission battery electric bus). The blended fleet allows Yolobus to maximize range for the routes, have fueling resiliency, and the ability to pilot Zero-Emission Buses in real-time to analyze and monitor changes that would need to be implemented to transition to a full zero-emission fleet. Of the 48 buses four buses are currently out of service (three CNG and one Diesel) and require significant long-term repairs before they can be put back into service. Three of the four buses will not be fully repaired until July 2024 with the remaining bus expected to be

back in service September 2023. Yolobus also operates paratransit and microtransit in addition to our fixed route service. Table 7 below provides a complete portfolio of the current vehicles operated by Yolobus.

Table 8 provides an overview, timeline, and purchase quantity of zero-emission buses need to meet the ICT 2040 deadline with 2036 highlighted in green to indicate when Yolobus expects to achieve 100 percent replacement towards zero-emission buses. Tables 9 through 12 provide the replacement schedule for paratransit and microtransit vehicles to zero-emission. Tables 13 and 14 provide the cost per vehicle for both zero-emission buses, and zero-emission vehicles, the average mileage each vehicle would need to operate at, and the estimated total cost needed to fully comply with the ICT regulation. In total \$82,650,000 in 2023 dollars is the estimated cost to fully replace our entire fleet with zero-emission buses, with roughly \$4 million of the total funds that need to be allocated to paratransit and microtransit vehicles. These cost estimates don't include charging infrastructure, energy storage, and other upgrades that need to be made to operate the zero-emission vehicles.

<i>Manufacturer</i>	<i>Year in Service</i>	<i>Fuel Type</i>	<i>Length</i>	<i>Bus Service Type</i>	<i>Number of Buses</i>	<i>Age (years)</i>
Orion	2008	CNG	40'	Fixed Service	11	14
MCI	2010	Diesel	45'	Fixed Service	6	12
Gillig	2017	CNG	40'	Fixed Service	9	5
Gillig	2018	CNG	40'	Fixed Service	8	4
Gillig	2019	CNG	40'	Fixed Service	8	3
Proterra	2019	Electric	40'	Fixed Service	6	3
					48	
El Dorado*	2016	Diesel	N/A	Paratransit	9	6
Glaval	2020	Diesel	N/A	Microtransit	3	2
Ford	2023	Gas	N/A	Microtransit	4	Delivered July 2023
Dodge	2023	Gas	N/A	Microtransit	4	Delivered July 2023
					11	

3		1						1						1			
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Table 10. Zero Emission Microtransit Purchase Schedule

Number of Buses Purchased	Dodge Microtransit Zero Emission Vehicle Replacement Schedule																
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
4						4											

Table 11. Zero Emission Microtransit Purchase Schedule

Number of Buses Purchased	Ford Microtransit Zero Emission Vehicle Replacement Schedule																
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
4						4											

Table 12. Zero Emission Microtransit Purchase Schedule

Projected Procurement Year	Zero-Emission Buses Purchased	Estimated Cost Per Bus	Estimated Total Cost	Estimated Mileage	Average Mileage to Operate Yolobus
2026	6	\$950,000	\$5,700,000	250+	170+
2028	8	\$950,000	\$7,600,000	250+	170+
2029	18	\$950,000	\$17,100,000	250+	170+
2034	3	\$950,000	\$2,850,000	250+	170+
2036	7	\$950,000	\$6,650,000	250+	170+
2037	6	\$950,000	\$5,700,000	250+	170+
2038	13	\$950,000	\$12,350,000	250+	170+
2039	8	\$950,000	\$7,600,000	250+	170+
2040	18	\$950,000	\$17,100,000	250+	170+
Estimated Total Cost			\$82,650,000		

Table 13. Range and Estimated Costs of Future Zero Emission Bus Purchases Replacement Year and Replacement Amount

Procurement Year	Zero-Emission Paratransit Vehicles	Zero-Emission Microtransit Vehicles	Estimated Cost Per Vehicle	Estimated Total Cost	Estimated Mileage	Required Mileage to Operate
2025	0	1	\$200,000	\$200,000	150+	90+
2029	0	8	\$200,000	\$1.6 Million	150+	90+
2031	9	1	\$200,000	\$2 Million	150+	90+
2037	0	1	\$200,000	\$200,000	150+	90+
Estimated Total Cost				\$4 Million		

Table 14. Range and Estimated Costs of Microtransit and Paratransit Vehicles

Section E. Facilities and Infrastructure Modifications

Yolobus currently operates its transit service out of two locations. The headquarters is located at 350 Industrial Way, Woodland California and contains the planning administrative offices, dispatch offices, operations and bus driver facilities, maintenance facility, bus wash, two CNG fueling stations, and parking for full-size buses, paratransit, and microtransit vehicles. The site also has a miniature field with a track to provide outdoor area for staff to have recreational breaks. The site can fit up to 60 buses, and eleven paratransit vehicles. Currently on site there are two battery electric chargers used to charge six of our battery electric buses. Previously, Moniz Architecture firm completed the engineering analysis for the primary Yolobus bus yard, although it is still being determined who will be the lead architect to design the necessary facility upgrades to complete the zero-emission conversion. The current site on Industrial Way contains enough space to fully convert our existing fleet to zero-emission and provides a charger in every other bus spot without the need to build or procure additional infrastructure. The current needs for the existing site include an overhead solar canopy to protect the buses, capture energy from the sun, and use that energy to charge the buses. The second component to the facility overhaul includes building the infrastructure to support charging for all replacement buses, paratransit and microtransit vehicles, while incorporating enough space to store the excess energy for at least three days, in addition to selling excess energy back to the grid. Building additional battery storage will enhance the resiliency of the bus fleet during blackout periods, natural disasters or other emergencies where energy availability might be limited. Currently YoloTD has a planning window from 2023-2025 to identify a zero-emission bus manufacturer, train our current maintenance technicians, and identify a contractor to complete the project components previously described. The expected timeline for completing installation of

the solar canopy would be from 2024 – 2030. Completion of the infrastructure upgrades and battery storage will coincide with the infrastructure upgrades lasting from 2024-2030 and the battery storage improvements beginning in 2025 and concluding in 2033. Again, all dates provided are rough estimates at this time. Figure three has three highlighted boundaries that cover the facility components listed in table 15. The green boundary includes bus parking, microtransit parking, both CNG fueling stations, and the recreational outdoor track. The red boundary includes additional bus and microtransit parking, the bus wash, and maintenance facility. The green boundary includes all the planning, service operations administrative facilities. Estimated construction would focus on the green and red boundaries. Figure four provides an arial view of Yolo bus’s annex bus yard located in West Sacramento. This facility provides additional parking for Yolobus buses to reduce deadhead travel from the Woodland facility. Infrastructure improvements at the harbor site include a solar canopy and charging infrastructure accommodations to support zero-emission buses and remodeling the current facility to provide a space for dispatch and maintenance staff to work out of.

Division/Facility Name	Address	Function & Type of Infrastructure	Service Capacity	Upgrades	Estimate timeline Construc
Yolobus Bus Yard and Maintenance Facility	350 Industrial Way Woodland CA,	Bus Yard and Maintenance Facility and Bus Wash	60 Buses 11 Paratransit Vehicles	Solar Panel Canopy	2024-2030
				Battery Storage	2025-2033
				Infrastructure Electrification Upgrades	2024-2030
Harbor Bus Yard	540 Harbor BLVD, West Sacramento, CA	Bus Yard	15 Buses 8 Paratransit/Microtransit vehicles	Solar Panel Canopy Infrastructure Electrification Upgrades	2024-2030 2024-2030

Table 15. Facility Upgrades

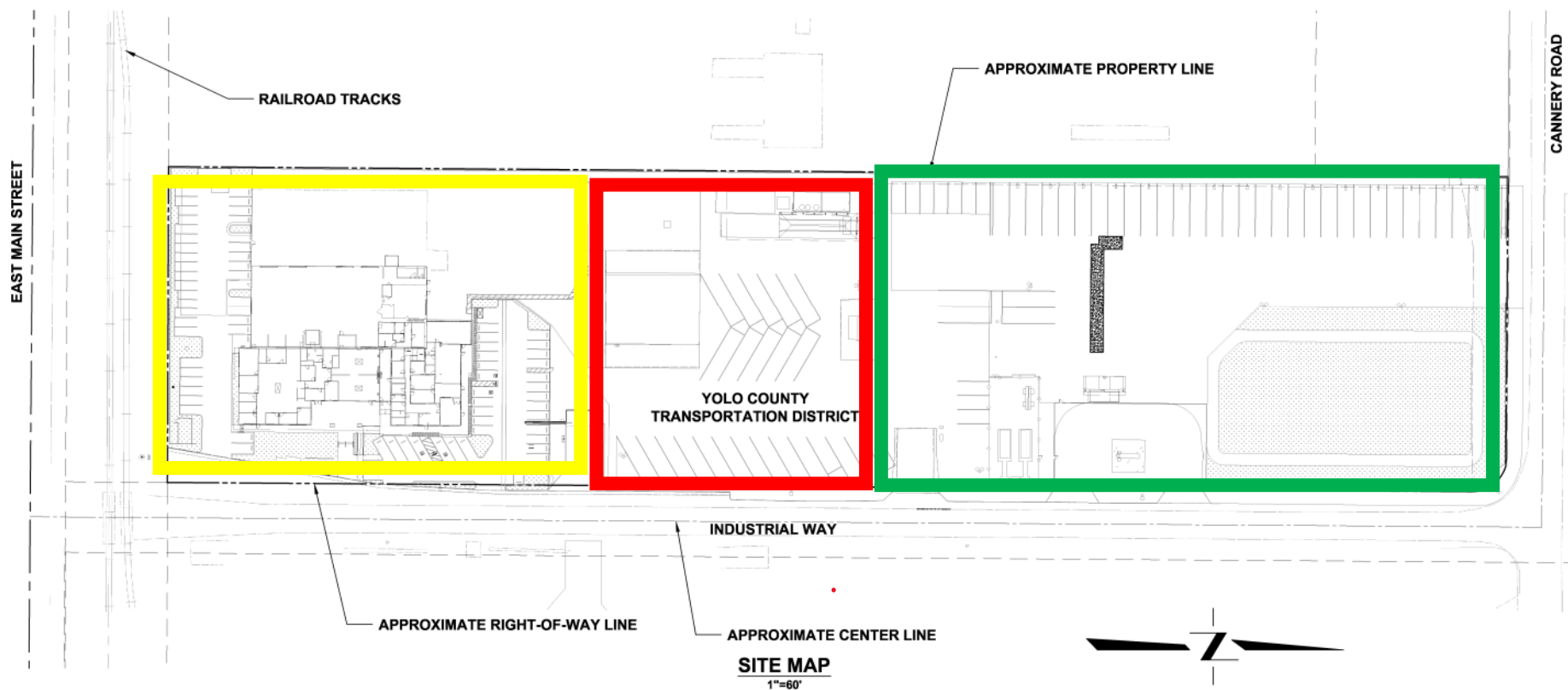


Figure 3. Current Site Map of Yolo Transportation District

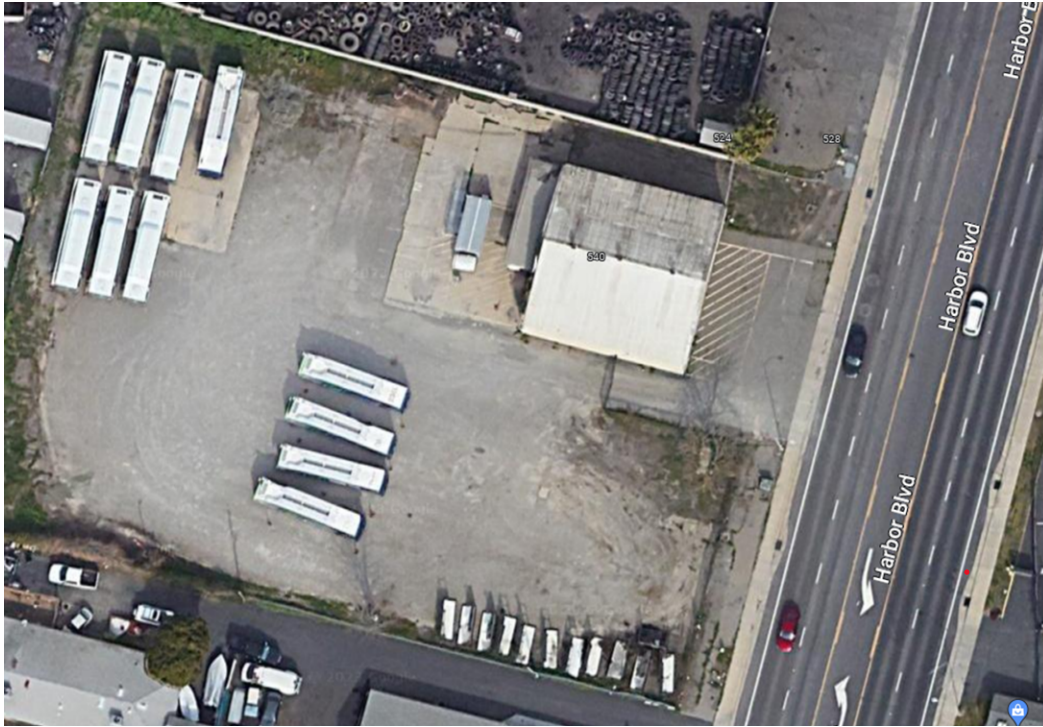


Figure 4. Harbor Bus Yard

Section F. Providing Service in Disadvantaged Communities

In 2006 the California state legislature passed Assembly Bill 32, establishing the requirement for California to reduce greenhouse gas emissions to 1990 levels by 2020, created the Cap-and-Trade Market and expanded the powers of CARB to adopt additional regulations and guidance to reduce statewide greenhouse gas emissions. Succeeding AB 32 was Senate Bill 535 (passed in 2012) which required 35 percent of the revenue collected from the Cap-and-Trade auction proceeds to create the California Climate Investments Program and provide benefits to disadvantaged communities. The California Environmental Protection Agency established the criteria used for identifying disadvantaged communities (also referred to as priority populations) which include using environmental, economic, and health indicators, and census tracts to measure the health of a community. Communities located within census tracts that score in the top 25th percentile of the aggregated criteria are classified as disadvantaged communities. Yolobus has one designated disadvantaged community located in West Sacramento. The Map in figure five provides the disadvantaged community map and a screenshot of the service area that Yolobus provides. Yolobus service area includes Davis, West Sacramento, Woodland, Dunnigan, Winters, Downtown Sacramento, Capay Valley, Cache Creek, Knights Landing, and Madison. Yolobus services one disadvantaged community (West Sacramento/Downtown Sacramento) within the service area. Routes

37, 40, 41, 240, 42A, and 42B all serve stops within the designated disadvantaged community. While no zero-emission buses currently service a disadvantaged community once the zero-emission buses are delivered Yolobus will be operating ZEB's within DAC's once the buses are delivered.

Zero Emission Buses Serving Disadvantaged Communities			
Routes that service DAC's	Location of Disadvantaged Community	Number of Zero Emission Buses Currently Deployed to service DAC's	Estimated Year buses will be deployed to serve Disadvantaged Communities
37	West Sacramento/Downtown Sacramento	0	2026
40	West Sacramento /Downtown Sacramento	0	2026
41	West Sacramento/Downtown Sacramento	0	2026
240	West Sacramento/Downtown Sacramento	0	2026
42A	West Sacramento/Downtown Sacramento	0	2026
42B	West Sacramento/Downtown Sacramento	0	2026

Table 17. Yolobus Routes that Service Disadvantaged Communities

Priority Population Map of Yolobus Service Area

Dedicated ZEB Maintenance Technician Provides Maintenance team with Diagnostic testing, and ZEB servicing			
Dedicated ZEB Maintenance Technician Provides Maintenance team with overview of Current Fleet of ZEB's			
Full Maintenance team is Introduction to new ZEBs			
OEM Provides overview of technical layout of ZEBs for future bus purchases (in person)			
OEM Assists with Onsite maintenance, preventative maintenance inspections, and develops troubleshooting guides and manuals			
Maintenance staff take over maintenance inspections, vehicle maintenance with OEM Supervising			
All Maintenance for ZEB's is completed by Yolobus technicians. Manuals, tools, and specialized equipment is purchased, and all maintenance staff are fully trained on how to use the equipment			
Maintenance Staff have created and implemented a full training module to train new maintenance employees on how to operate fully battery electric buses. Periodic check-ins from OEM's to share best practices and ongoing service inquiries.			

Table 18. Workforce Training Schedule

Section H. Potential Funding Sources

Yolobus plans to pursue all available funding sources available to support the procurement of ZEBs and supporting infrastructure improvements needed to fully convert our fleet to zero-emissions to meet the 2040 ICT deadline. Available funding sources are categorized in three categories based on the funding source (Federal, State, Local) whether the sources have competitive or formula funding criteria, and criteria specific grant programs. The table provided below highlights the existing grant program and funding sources that Yolobus will plan to pursue and obligate funding towards to support the zero-emission vehicle procurement, charging installation, and infrastructure expansion needed. In the table below, programs highlighted in blue represent formula programs that are distributed annually, and programs highlighted in green reflect discretionary competitive grant programs.

Funding Source	Funding Program
Federal Funding	Better Utilizing Investments to Leverage Development (BUILD) Grants
	Capital Investments Grants- New Starts
	Capital Investments Grants – Small Starts
	Bus and Bus Facilities Discretionary Grant
	Low or No Emission Vehicle Grant 5339

	Metropolitan & Statewide Planning Metropolitan Transportation Planning grants
	Urbanized Area Formula Grants 5307
	State of Good Repair Grants
	Flexible Funding Program – Surface Transportation Block Grant Program
	Congestion Mitigation and Air Quality Improvement Program
	Environmental Justice Collaborative Program Solving Cooperative Agreement Program
	Design Intelligence Fostering Formidable Energy Reduction and Enabling Novel Totally Impactful Advanced Technology Enhancements
State Funding	Hybrid and Zero Emission Truck and Bus Voucher Incentive Project (HVIP)
	State Volkswagen Settlement Mitigation
	Carl Moyer Memorial Air Quality Standards Attainment Program
	Solutions for Congested Corridor Programs (SCCP)
	Low Carbon Transit Operations Program (LCTOP)
	Transportation Development Act
	Transit and Intercity Rail Capital Program (TIRCP)
	Transportation Development Credits
	New Employment Credit
Local Funding	SACOG regional Discretionary Program Funding

Table 18. Identified Funding Sources

Section I. Start Up and Scale Up Challenges

The challenges associated with transitioning to a new energy source and infrastructure could affect Yolobus service operations, maintenance staff, workforce development training, energy costs, and resiliency to natural disasters. While these issues are expected during the transition phase, Yolobus has provided recommendations for CARB to assist Yolobus and other transit agencies.

Challenges with Service Operations

Currently Yolobus operates six zero-emission buses as a joint commuter service with Sacramento Regional Transit using battery electric buses to transport passengers from UC Davis (in Davis, CA) to the UC Medical Center (Sacramento, CA). During June-August 2022 one of the buses overheated and shut down while in service on the causeway that links Davis to West Sacramento. During the diagnosis it was identified that due to the bus being stored outdoors uncovered, the electrical components housed on the

top of the bus, and the software used to monitor battery temperatures were exposed to long durations of 90+ degree temperature sunlight leading to a complete shut-down of the vehicle while in service. Another unknown is the projected ranges of buses offered by bus manufacturers and the true range experienced during real driving conditions. With 90 percent of the trips driven by YoloBus within the expected range advertised for zero-emission buses, YoloTD still needs to ensure that other weather issues would not encumber service resiliency before YoloBus transitions to Zero-Emission buses. Disaster preparedness is a requirement for all transit operators.

Transitioning Bus Fleet to a Low Energy Dense Fuel Source and Battery Capacity Constraints

The current technological profile for YoloBus includes three energy sources, which include compressed natural gas, straight gas, and diesel. For the fixed route service this includes CNG and Diesel. The energy output per mile associated with each energy source is in the table below. Outlining the energy density will provide an estimate to forecast the energy cost and energy expenditure to operate current YoloBus service determined by the number of hours and miles driven in a calendar year. For YoloBus the ICT requirement increases the overall energy expenditure to operate service when compared to operating our current blended fleet of buses. Currently our six electric buses provide the lowest energy output (megawatt per kilojoule) of energy. CARB using funds from the greenhouse gas reduction fund to finance research towards improving energy density from carbon neutral energy providers, and improving the capacity and charging speed of battery technology would provide resilience and relief for transit operators to ensure long-term operations of battery electric zero-emission technology. The tables below reflect the energy type and energy output for the different fuels used to operate the YoloBus fleet. A complete conversion towards zero emission battery electric technology would result in a reduction of energy density when compared to using diesel, CNG, or gasoline. To account for the loss of energy density, an increase in the capacity of battery storage is needed to maintain resilient operational service.

Energy Type	Energy Output (MJ/KG)	# of Buses
Diesel	45.5	6
Compressed Natural Gas	53.6	32

Gasoline	45	0
ZEB Electric (492 KWh)	8.9	6

Table 19 Energy Density of Current Bus Fleet

Battery Electric Bus	Kilowatt Hours (Battery) (KWh)	Energy Output (WH/KG)	Energy Output (MJ/KG)
New Flyer 40'	350	1260	4.54
New Flyer 40'	440	1584	5.7
Gillig 40'	490	1764	6.4
Gillig 40'	588	2116.8	7.6
Gillig 40'	686	2469.6	8.9

Table 20 Energy Density of Proposed Zero Emission Bus Fleet

Current Financial Costs and Constraints to Operating Battery Electric Buses

From April 2021 through March 2023, YoloBus operated six battery electric buses on a specialized commuter service (Route 138) that runs between the Mondavi Center in Davis, CA and the UC Davis Medical Center in Sacramento, CA. The round-trip length is roughly 23 miles and operates daily Monday through Friday.

The average cost to operate six buses from April 2021-March 2023 using two 800-volt 350kw ABB chargers was \$4,028.91 per month, with an average price of 34 cents per Kilowatt Hour and a monthly average use of 12,145.38 Kilowatt Hours consumed. These averages include periods of service operation when one or a few of the six buses were out of service and if one of the chargers were not available to charge the buses. These prices also include charging during peak, off-peak, and Super-off peak charging times offered by Pacific Gas and Electric (PG&E).

Future Operating Costs for Fully Converted Battery Electric Fleet:

YoloTD staff estimated the annual cost to operate a fully battery electric bus fleet to be \$783,921 in 2023 dollars.

Annual Charging Cost Calculation Estimate.

Inputs	Variables
Total ZEB miles driven over 2 years: 216,046	= A

Total KWHs consumed over 2 years: 291,489	= B
Total CNG Fleet Miles over 2 years 3,258,161	= C
Average Price per KWH = \$.34	=D

Miles to KWH on ZEB's:	$291,489/216,046=1.349$ KWhs per mile = E
Total CNG Miles times KWH per mile:	$C * E = 4,395,259$ KWhs per mile = F

Outputs and Calculations	
Total Yearly cost to Charge fixed fleet	Total cost divided by 2 to get yearly cost. $1,494,388/2$ $G/2 = \$747,194.06$ For fixed fleet $H = \$747,194.06$
Total Cost to Charge ZEB's Per Year	$A/2 = 108,023$ Miles $I = 108,023$ $I* = \$36,727.82$ $= \$36,727.82$

Final Total	
Total Combined Annual Charging Cost Estimate	$H + J = \$783,921.88$

Table 21 Charging Cost Calculation Estimate

Please note the mileage and charging estimates include the miles needed to operate paratransit and fixed route service in 2023 dollars, using 2023 prices. This estimate does not account for the potential energy spikes during peak charging times, heavy load demand from the grid, or future energy prices. The estimate does not include costs for installation and maintenance of charging infrastructure. Table 22 provides a historical record of the PG&E bills received to calculate the monthly averages for KWH's consumed, average KWH used per month, cost per kwh per month, and monthly cost to charge the battery electric buses.

Year	Month	Total KWH	Total Cost	\$ per KWH	Total Average
------	-------	-----------	------------	------------	---------------

2021	April	16,558.08	\$ 7,514.25	0.45	0.34
2021	May	17,972.40	\$ 7,701.78	0.43	
2021	June	17,445.36	\$ 3,511.83	0.20	
2021	July	11,951.04	\$ 2,812.20	0.24	
2021	August	12,612.64	\$ 2,884.97	0.23	
2021	September	15,142.08	\$ 3,195.38	0.21	
2021	October	16,712.64	\$ 3,397.84	0.20	
2021	November	14,854.64	\$ 6,613.67	0.45	
2021	December	14,719.20	\$ 6,452.94	0.44	
2022	January	13,871.76	\$ 6,464.14	0.47	
2022	February	13,638.64	\$ 3,128.10	0.23	
2022	March	15,344.64	\$ 3,915.32	0.26	
2022	April	14,595.04	\$ 3,770.88	0.26	
2022	May	12,258.88	\$ 7,143.42	0.58	
2022	June	12,174.88	\$ 3,373.57	0.28	
2022	July	11,551.12	\$ 3,304.55	0.29	
2022	August	9,949.44	\$ 3,087.89	0.31	
2022	September	9,351.76	\$ 2,975.21	0.32	
2022	October	9,194.80	\$ 2,858.10	0.31	
2022	November	4,534.00	\$ 2,152.33	0.47	
2022	December	4,180.64	\$ 2,029.33	0.49	

2023	January	9,793.76	\$ 3,172.00	0.32	
2023	February	6,383.68	\$ 2,636.93	0.41	
2023	March	6,697.92	\$ 2,597.32	0.39	

Table 22. Aggregated Costs to Charge Battery Electric Buses

Scaling Challenges and CARB Recommendations

Yolobus intends to address scaling challenges through the procurement schedule provided on pages 11 and 12. Yolobus will phase procurement orders over ten years, align the necessary capital improvements needed to expand energy capacity, charging capacity, and energy storage before final delivery of the zero emission buses are received in 2036. However, the abilities of manufacturers to construct zero-emission buses quick enough to meet the ICT 2040 deadline could be a potential issue if the industry is subject to construction delays caused by high-inflationary market, supply chain shortages, or a financial recession. These potential scenarios will all be accounted for as YoloTD finalizes the planning and procurement orders for zero-emission buses, zero-emission paratransit, and zero-emission microtransit vehicles. Additionally, there are now reported issues from PG&E notifying cities to limit their development growth due to grid capacity issues. Recommendations for CARB would include:

- Establish a transit energy partnership between CARB, Public Utilities Commission, California Energy Commission, California energy providers (PG&E and Edison) and transit agencies to provide a space to share best practices and collaborate on regional transit energy solutions.
- Work with the CPUC to establish energy price caps for ICT compliant transit agencies. The price cap would prevent energy providers from charging market rate prices for ICT compliant transit agencies during extreme weather events or other situations where electricity supply is insufficient to meet demand. This would ensure that public transit agencies aren't subjected to sporadic price spikes during peak charging hours and ensure stable financial planning for paying the associated energy costs to operate a fully zero-emission fleet.
- Lobby for expedited right of way acquisitions and streamlined infrastructure policies that expedite the process for acquiring land to build additional infrastructure for projects that aid transit agencies towards meeting the 2040 ICT ruling.

BOARD COMMUNICATION: YOLO TRANSPORTATION DISTRICT

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

Topic: Yolo 80 Managed Lanes Project Update	Agenda Item#:	4d	
	Agenda Type:	Informational	
		Attachments:	<div>YesNo</div>
Prepared By: B. Abbanat		Meeting Date: June 12, 2023	

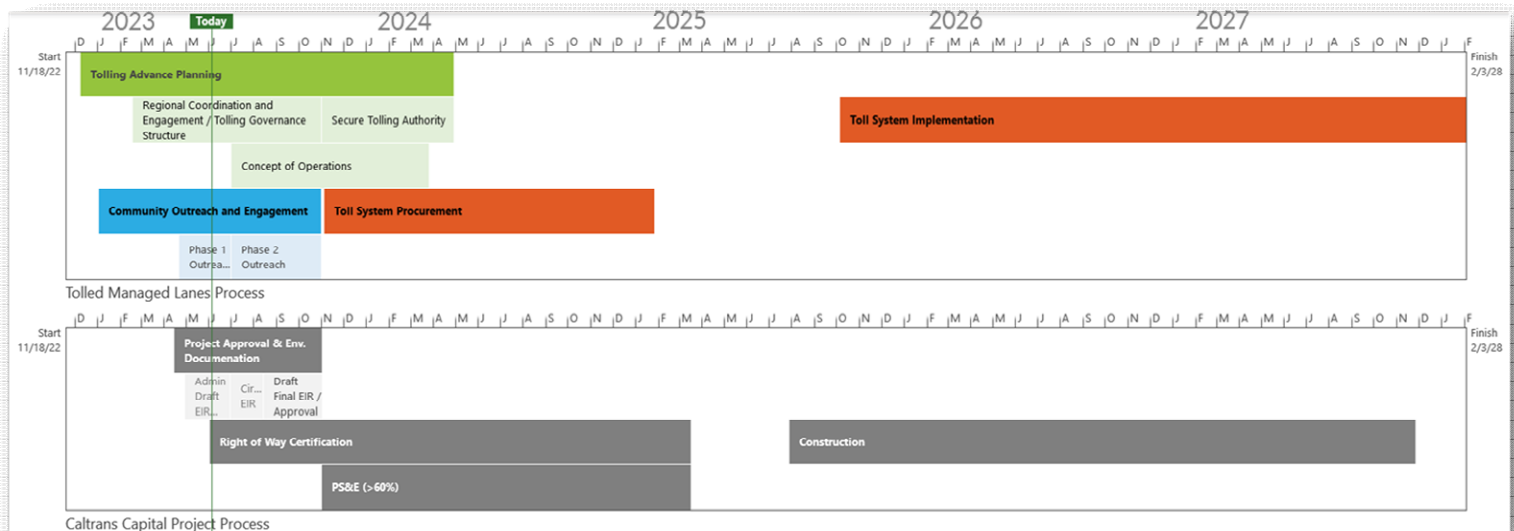
RECOMMENDATION:

Informational. This staff report reflects the monthly written update on significant Yolo 80 Managed Lanes Project activities.

BACKGROUND:

Project Snapshot:

Timeline



Cost/ Funding

Total Project Cost
Committed Funding
SB 1 Cycle 3 (TCEP) Request
SACOG 22/23 Transformative Program
YoloTD Non-Construction (TAP)
Caltrans Non-Construction
Caltrans Construction

Amount

\$207M + Mitigation
\$94M (\$86M INFRA, \$8M SACOG)
\$103M (uncommitted)
\$13M
\$2M } awarded funding
\$1M }
\$10M (not recommended for funding)

Capital Project Phase

Environmental (PA&ED)
Design (PS&E)
Construction Start (CON)
Project Opens

Date

Winter - Spring 2023
Fall 2023 - Spring 2025
Summer 2025 – Fall 2027
Fall 2027

Tolling Advance Planning

Grant Activities

INFRA Grant (\$86 million, awarded): Funding must be obligated by October 2024.

TCEP Grant (\$103 million, uncommitted): Staff expects award recommendations for this grant program the week of 6/5/2023 and announcements in late June.

SACOG Transformative (\$13 million, uncommitted): SACOG awarded the project's \$3 million non-construction request (\$2 million to YoloTD, \$1 million to Caltrans) for the Regional Funding program Transformative category, which will enable important tolling advance planning and project design to proceed. The project's \$10 million Caltrans capital request was not awarded funding.

Consultant Activities

Staff are reviewing a draft Express Lane Toll System Overview and Contracting Considerations developed by WSP. Staff are also reviewing a draft Concept of Operations (ConOps) outline developed by WSP.

Meetings

Tolling Advance Planning Committee (YoloTD): The monthly TAPC meeting was held on 6/5. Topics of discussion included an update on Caltrans project EIR, overview of the SACOG grant award and scope of work for funding awarded, update on tolling governance discussions with regional agencies, update on Phase 1 outreach, overview of Phase 2 outreach strategy, current project timeline, and update on TCEP grant application

VMT Mitigation (Caltrans, local agencies): These meetings have concluded. VMT Mitigation Plan development is an EIR deliverable for which Caltrans is the lead agency. Meetings will recommence after EIR release at which point implementing agencies will work with Caltrans to further develop the projects leading to Cooperative Agreements prior to EIR certification in November.

Regional Toll Policy Working Group: The second regional toll policy working group meeting was held on May 22. Discussion topics included an update on progress toward tolling governance structure, YoloTD team recap of the policy discussion from Meeting #1, introduction by YoloTD and Caltrans District 3 of important tolled managed lanes design considerations by YoloTD, Caltrans District 3 and future topics / next steps.

Outreach and Engagement

Outreach Phase 1

Staff are wrapping up Outreach Phase 1 and made persona contact with a list of approximately 50 key stakeholder organizations. Outreach techniques included 1) initial message with an embedded 4-minute project video, 2) follow-up contact to ensure organizations received the message, 3) subsequent meetings with representatives from stakeholder organizations and/or presentations to boards. Staff had direct conversations with representatives of or gave presentations to the following organizations:

- Davis Chamber of Commerce

- Cool Davis
- Davis Sunrise Rotary
- Yolo Commute
- Norcal Chapter of Institute of Transportation Engineers
- Bike Davis
- Sacramento Regional Transit
- Solano Transportation Authority
- Shores of Hope
- Sacramento Central Labor Council
- Breathe California, Sacramento Region
- Capitol Corridor

Remaining presentations scheduled for June include:

- Sacramento Metropolitan Air Quality Management District
- City of Davis City Council
- City of Davis Bicycling, Transportation, and Street Safety Commission
- Yolo Farm Bureau

PA&ED

Environmental Impact Report (led by Caltrans)

Staff are reviewing the administrative (internal) Draft Environmental Impact report. Public release of is anticipated for June 30.

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

Topic: Long-range Calendar	Agenda Item#:	4f Information
	Agenda Type:	
Prepared By: Bernstein		Meeting Date: June 12, 2023

RECOMMENDATION:

The following agenda items are tentatively scheduled for upcoming meetings of the YoloTD Board of Directors.

Long Range Calendar Agenda Item**July**

- Progress Report on Annual Goals
- Yolo 80 Managed Lanes – workshop on Environmental Impact Report
- Yolo Active Transportation Corridors (YATC) program update

October

- Fare structure for YoloBus
- Approve 10-Year Capital Improvement Plan
- Preliminary financial status report on close of FY 22-23

September

- Draft Capital Improvement Plan
- Woodland Transit Center Study
- Report/Possible Action on Salary Survey
- Closed Session: Annual Performance Review for Executive Director

November

- Approve 10-Year Strategic Plan
- Progress Report on Annual Goals
- FY 22-23 1st Quarter Financial Status Report
- Approve changes to fare structure for YoloBus

December

- Select Chair, Vice-Chair for the 2024 Calendar Year
- Approve Meeting Dates for 2024

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

Topic: FY 2023-24 Budget Public Hearing and Action	Agenda Item#: Agenda Type:	5
		Deliberation/Action
		Attachments: <div>YesNo</div>
Prepared By: L.Levenson		Meeting Date: June 12, 2023

RECOMMENDATION:

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

1. Receive the Revised Preliminary FY 2023-24 Budget for Yolo County Transportation District (YoloTD); and
2. Open the Public Hearing and Receive Testimony; and
3. After taking all the above into consideration, approve the attached FY 2023-24 Budget Resolution and Adopt the Revised Preliminary 2023-24 Budget as the Final Budget.

BACKGROUND:

A. YoloTD Draft and Revised Preliminary FY 2023-24 Budget

Yolo County Transportation District's bylaws state that "the Board shall adopt at least a preliminary budget by June 30th which shall serve as the tentative District's budget pending adoption of a final budget. A final budget shall be adopted no later than August 30th of each year."

A digital copy of the YoloTD Draft Preliminary FY 2023-24 Budget was emailed to Board members, City Managers and Public Works Directors on May 1, 2023 and was discussed at the YoloTD Board Meeting on May 8, 2023. The attached Revised Preliminary Budget was developed after incorporating guidance and feedback from the YoloTD Board of Directors, member jurisdictions, and the public, and was reviewed by the YoloTD Citizen's Advisory Committee (CAC) at their May 2, 2023 meeting.

Changes from the draft budget discussed May 8, 2023 are:

1. Language implementing a Cost of Living Adjustment for staff salaries was removed and replaced with the anticipation that salary adjustments may later be implemented, pending recommendations by the recently-established Ad Hoc Committee on Compensation and subsequent action by the Board of Directors (page 4 and Table 1.1b).
2. The recent \$2 million grant from the Sacramento Area Council of Governments (SACOG) for the I-80 tolling advance planning project was added to the budget as project MM-3 (pages 16-17, including Table 2.1).
3. Minor edits throughout for clarity and consistency.

B. Budget Resolution

The attached Budget Resolution incorporates feedback from Board members and others and contains the following changes from the draft reviewed at the May 8, 2023 Board Meeting:

1. Removal of language related to implementation of a Cost of Living Adjustment for YoloTD staff.

As discussed in the budget, this is postponed in anticipation that salary adjustments may later be recommended to the Board after review by the Ad-hoc Committee on Compensation established May 8, 2023.

2. Addition of Resolved Clause “h,” specifically authorizing Executive Director, with approval of District Counsel, to take any actions necessary to obtain grant funds identified in the budget.

RESOLUTION NO. 2023-08

APPROVING THE FISCAL YEAR 2023-2024 BUDGET AND AUTHORIZED POSITIONS AND SALARIES

- WHEREAS, (1) Pursuant to Yolo County Transportation District (YoloTD) enabling legislation, a duly noticed public hearing has been held regarding the attached proposed annual budget for Fiscal Year (FY) 2023-2024, and the proposed budget was available for public inspection at least 15 days prior to the hearing; and
- WHEREAS, (2) YoloTD's bylaws state in pertinent part: "The Board shall adopt at least a preliminary budget by June 30 which shall serve as the tentative District budget pending adoption of a final budget. A final budget shall be adopted no later than August 30 of each year;" and
- WHEREAS, (3) Chapter 8 of the YoloTD Personnel Policy provides that, subject to Board approval, a Cost of Living Adjustment may be applied to YoloTD salaries that shall be based on the increase in the "All Urban Consumers" category of the California Consumer Price Index (CPI), between April (two calendar years before the adjustment) and April (one calendar year before the adjustment); and
- WHEREAS, (4) YoloTD is conducting a compensation study that will provide information on how YoloTD salaries and total compensation compares to peer justifications, with completion of the study expected after July 1, 2023; and
- WHEREAS, (5) The YoloTD Personnel Policy provides that the Board of Directors may from time to time amend the Authorized Position Resolution, setting forth the classification and number of full-time equivalent positions as recommended by the Executive Director; and
- WHEREAS, (6) The YoloTD General Reserve Policy target is 25% of budgeted operating expenditures; and
- WHEREAS, (7) The Sacramento Area Council of Governments (SACOG) made an initial allocation of State Transit Assistance (STA) funds directly to YoloTD of \$302,234 for FY 2023-2024, subject to revision in August 2023; and
- WHEREAS, (8) The Executive Director is responsible for monitoring revenues and expenditures to ensure that the budgeted service levels can be provided within the anticipated resources available to YoloTD, or to inform the Board and propose rebalancing solutions as soon as possible in the event of unanticipated revenue shortfalls or expenditure increases that could affect YoloTD's ability to maintain budgeted service levels.

NOW THEREFORE BE IT RESOLVED AND ORDERED by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, as follows:

- (a) The attached YoloTD FY 2023-2024 Budget is adopted as a final budget;
- (b) The Board has tabled approval of a Cost of Living Adjustment (COLA) to salaries, and instead directs the Executive Director to work with the Board Ad-Hoc Committee on Compensation established May 8, 2023, to provide recommendations to the Board regarding COLA and any other compensation adjustments;
- (c) The positions included in the attached FY 2023-2024 Budget Table 1.1b are approved, and such approval shall be considered an amendment to the Authorized Position Resolution, as provided for in the YoloTD Personnel Policy;
- (d) The Executive Director is authorized to reclassify staff or change the classification of vacant positions based on actual work plans for the associated positions, provided that expenditure projections show that such

reclassifications will not cause the fiscal year budget for salaries and benefits to be exceeded, and provided that the creation of new classifications or adjustments to classification salary ranges continues to require Board approval;

(e) The Executive Director is authorized to commit an additional Four Hundred Seventy-Six Thousand (\$476,000) in unrestricted fund balance to the General Reserve to meet the policy target of 25% of budgeted operating expenses;

(f) The Executive Director is authorized to move appropriation authority between expenditure categories within each program's operating budget (Administration, Fixed Route, Microtransit and Paratransit), provided that the total budget is not increased and ongoing service reductions are not implemented without Board approval;

(g) The Executive Director is authorized to carry forward appropriation authority and fund balance to support payment of work budgeted and contracted for in FY 2022-2023 or prior years that has not yet been completed as of the start of FY 2023-2024;

(h) The Executive Director is authorized, with the approval of the District Counsel, to take such actions necessary with respect to grants identified in the budget, including execution and submission of any applications, certifications, assurances, or other documents required to obtain such grant funds;

(i) The Executive Director is authorized to reprogram available grant and local funding to support eligible expenses within the approved operating and capital and planning project budgets in order to draw down expiring funds, maximize funding flexibility, and whenever otherwise advantageous to the YoloTD;

(j) The Executive Director or their designee is authorized to apply YoloTD State Transit Assistance Funds allocated for FY 2023-2024 (including any adjustment to that allocation), and any other funds reserved for capital projects and available YoloTD unrestricted funds to cover costs associated with the projects listed in the FY 2023-2024 budget Table 2.1 Capital and Planning projects;

(k) The Executive Director or their designee shall provide budget status reports at the regularly scheduled November 2023, February 2024 and May 2024 Board meetings, or at any other time that may be requested by the Board, that shall include updated revenue and expenditure projections, and, in the event of anticipated revenue shortfalls or expenditure overruns, shall propose budget rebalancing options.

PASSED AND ADOPTED by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, at its regular meeting of the Board of Directors on June 12, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Tom Stallard, Chair

Board of Directors

ATTEST:

Heather Cioffi, Clerk

Board of Directors

Approved as to Form:

Kimberly Hood, District Counsel

DRAFT BUDGET

FISCAL YEAR 2023-2024

May 25, 2023

Yolobus

Introduction from the Executive Director

On behalf of the entire YoloTD team, I am pleased to share with you the enclosed Preliminary Budget for the 2023-2024 fiscal year for your review and consideration.

Improving transit service: As transit ridership continues to rebound post-COVID, this budget restores and expands select services in response to demand.

- Increasing frequencies on the Intercity Route 42A/B to 30 minutes all day, representing a 25% increase in service over current levels.
- Restoring express service from South Davis to downtown Sacramento
- Restoring evening service in West Sacramento

These service expansions are dependent on having sufficient drivers available to operate the service. Labor shortages continue to be an issue throughout the industry. This budget assumes service expansions would begin in January 2024, midway through the budget year.

Fixing the I-80 commute: This budget continues our multi-year commitment to improving multimodal travel on the Interstate 80 corridor. This year, we will continue working with our partners at Caltrans to establish the first-in-the-region Express Lanes on I-80 in Yolo County. We will also complete the planning and policy work necessary to establish a tolling authority, complete environmental review for the new lanes, and get ready to break ground on the first phase in 2025.

Active Transportation Corridors: We are gearing up to launch the planning and community engagement process for the Yolo Active Transportation Corridors project, which will plan a network of multiuse bicycle and pedestrian paths connecting the communities of Yolo County.

Maintaining Reliable Service while Transitioning to a Zero-Emission Fleet: With the pending approval of our state-mandated fleet conversion plan, we will begin directing resources toward replacing our aging fleet of buses with new, cleaner technology and planning the necessary infrastructure to support a growing fleet of battery-electric buses. Meanwhile, in the short run, we are planning to purchase 2 CNG buses to replace vehicles that are beyond their useful life, in order to maintain service reliability during the transition to a zero-emission fleet.

Beeline Microtransit Service: This budget supports the launch our newly rebranded microtransit service, *Beeline by Yolobus*, in Woodland in August 2023.

Downtown Woodland Transit Center: This budget funds the relocation of our Woodland transit center from the County Fair Fashion Mall to a more central location in downtown Woodland.

Internal restructuring: To support our growing body of planning work, this budget proposes restructuring our leadership team from three positions to four. We are eliminating the Deputy Director of Planning and Operations, replacing it with two new positions: Director of Planning and Director of Transit Operations. These two new positions will work alongside our Director of Finance Administration, with all three reporting to the Executive Director. This new position will be offset by a reduction in the number of Planning/Operations staff employed by the District, maintaining a total staff number of 14 FTE.

As always, we thank you for your continued partnership in serving the transportation needs of our Yolo County communities and look forward to your feedback and input.

Autumn Bernstein
Executive Director

Budget Overview

The Yolo County Transportation District (YoloTD) provides fixed route, microtransit and paratransit services within Yolo County and between Yolo County and the City of Sacramento. YoloTD is also responsible for multimodal transportation planning within Yolo County. The YoloTD Budget for Fiscal Year 2023-24 (beginning July 1, 2023 and ending June 30, 2024), consists of the following:

FY 2023-24 YoloTD Budget Overview Table

Program	FY 2023-24 Operating Budget	Multi-Year Projects			Total FY 2023-24
		Prior Year Balances Carrying Fwd	FY 23-24 Appropriation	Total Multi- year Projects	
Administration	\$3,186,000				\$3,186,000
Fixed Route	\$12,096,000	\$2,993,581	\$2,213,000	\$5,206,581	\$15,089,581
Microtransit	\$1,359,000	\$0			\$1,359,000
Paratransit	\$3,050,000	\$0			\$3,050,000
Multi-Modal	\$0	\$900,000	\$2,350,000	\$3,250,000	\$3,250,000
Total	\$19,691,000	\$3,893,581	\$4,563,000	\$8,456,581	\$28,147,581

FY 2022-23 Budget	\$17,789,000		\$5,498,200	\$23,287,200
Change	\$1,902,000		\$2,958,381	\$4,860,381
Percent Change	11%		54%	21%

Section 1: Annual Operating Budget

1.1 Administration Operating Budget

Table 1.1a shows the proposed \$3.2 million FY 2023-24 Administration budget, which includes labor costs, other central administrative expenses, and the costs and revenues associated with selling fuel to outside users at our compressed natural gas (CNG) refueling station.

The proposed Administration budget represents an increase of \$26 thousand (1%) compared to the FY 2022-23 budget, including the following:

- a. The net increase in salary and benefit costs of \$0.2 million (7%), after allocation of certain salary and benefit costs to grant-funded projects. While this budget postpones determination of a specific COLA adjustment, it includes an allowance for salary adjustments that may be later recommended to the Board for potential retroactive application to July 2023.
- b. The proposed staffing shown in Table 1.1b anticipates:
 1. Replacing the position of Deputy Director for Operations and Planning into two separate positions: Director of Transit Operations and Director of Planning. Salary ranges for these two new positions have not yet been determined. YoloTD anticipates completing a compensation survey during the summer of 2023, and will come back to the Board with recommendations for salary ranges for the new positions, along with any updates to existing positions that may be indicated by the survey.
 2. Reducing the number of Senior Planners by two while adding an Assistant Transportation Planner.
 3. Adding a Finance Associate position to expand administrative capacity in anticipation of a substantial increase in grant funding and workload associated with the Yolo 80 Managed Lanes project. The budget assumes the cost of this position will be allocated to grant funds.
 4. Adding a limited-term Associate Transportation Planner, to be funded by YoloTD's Yolo 80 Managed Lanes Tolling Advance Planning grant (MM-3).
- c. The benefits budget continues to reflect the expectation that YoloTD's retiree health benefits will not draw upon the operating budget, thanks to investment earnings on YoloTD's retiree health benefit trust fund.
- d. Other operating expenses include items such as facility security and cleaning, and office supplies and furnishings.

The revenues supporting the Administration budget consist primarily of:

- a. \$1.5 million in Transportation Development Act State Transit Assistance and Local Transportation Fund (STA/LTF), increasing \$0.1 million from FY 2022-23. Table 1.1c provides further details.

- b. \$1.2 million in Yocha Dehe Wintun Nation/Cache Creek Casino Mitigation Funds, reduced from \$1.4 million budgeted in FY 2022-23. This is based on updated estimates as to the cost of service benefiting the casino area.
- c. Other general revenues that YoloTD can use to support its general operations, including low carbon/renewable energy credits, outside fuel sale royalties, advertising revenue, and interest revenue.

DRAFT

Table 1.1a. Annual Operating Budget - Administration

	Final	Draft	
Administration Operating Revenues	FY 22-23	FY 23-24	Change
STA/LTF	\$1,370,000	\$1,511,000	\$141,000
Cache Creek Mitigation	\$1,442,000	\$1,193,000	(\$249,000)
Low Carbon/Renewable Energy Credits	\$200,000	\$200,000	\$0
Net Outside Fuel Sales	\$48,000	\$140,000	\$92,000
Interest Revenue	\$50,000	\$100,000	\$50,000
Advertising Revenue	\$50,000	\$42,000	(\$8,000)
Total Administration Operating Revenues	\$3,160,000	\$3,186,000	\$26,000

	Final	Draft	
Administration Operating Expenses	FY 22-23	FY 23-24	Change
Regular Employee Salaries	\$1,578,000	\$1,922,000	\$344,000
Intern/Temp Employee Salaries	\$54,000	\$56,000	\$2,000
Overtime	\$5,000	\$5,000	\$0
Employee Salaries allocated to Projects	\$0	(\$180,000)	(\$180,000)
Subtotal Salaries	\$1,637,000	\$1,803,000	\$166,000
PERS Employer Contribution	\$143,000	\$191,000	\$48,000
PERS UAL Payment	\$210,000	\$176,000	(\$34,000)
Health Insurance Employer Contribution	\$216,000	\$240,000	\$24,000
Retiree Health Insurance	\$0	\$0	\$0
Medicare Contribution	\$24,000	\$29,000	\$5,000
Other Employee Benefits	\$20,000	\$20,000	\$0
Benefits allocated to Projects	\$0	(\$44,000)	(\$44,000)
Subtotal Benefits	\$613,000	\$612,000	(\$1,000)
Subtotal Personnel Costs	\$2,250,000	\$2,415,000	\$165,000
Technology	\$97,000	\$105,000	\$8,000
Marketing & Communications	\$156,000	\$105,000	(\$51,000)
Other Operating Expenses	\$129,000	\$132,000	\$3,000
Legal Services	\$85,000	\$85,000	\$0
Employee Training	\$57,000	\$57,000	\$0
Utilities	\$51,000	\$51,000	\$0
Memberships	\$31,000	\$31,000	\$0
Unitrans Pass-Thru for Uninc Area Service	\$24,000	\$24,000	\$0
Facilities Maintenance	\$18,000	\$19,000	\$1,000
Directors Stipends and Expenses	\$12,000	\$12,000	\$0
Contingencies	\$250,000	\$150,000	(\$100,000)
Total Administrative Operating Expenses	\$3,160,000	\$3,186,000	\$26,000

Table 1.1b. Authorized FTE and Classification Ranges, Effective July 1, 2023

Note: YoloTD is planning to complete a compensation survey during FY 2023-24 to benchmark salary ranges against comparable jurisdictions. This survey will be used to provide proposed ranges for new classifications proposed in the budget and may result in proposed new ranges for continuing positions. Any updates to the salary ranges would be presented to the YoloTD Board for review and approval prior to going into effect.

Classification Title	FTE		Annual Salary Range	
	22-23	23-24	Low	
Regular Positions				
Executive Director	1	1	\$211,860	\$211,860
Transit Operations & Planning Director - split into two separate positions in FY 23-24	1	0	\$141,298	\$170,839
Director of Transit Operations- new in FY 23-24	0	1	TBD	TBD
Director or Planning- new in FY 23-24	0	1	TBD	TBD
Finance & Admin Director	1	1	\$137,435	\$168,958
IT Specialist	1	1	\$101,849	\$128,202
IT Systems Support Tech	1	1	\$56,019	\$69,245
Senior Transportation Planner	3	1	\$80,609	\$129,475
Associate Transportation Planner	1	1	\$68,357	\$99,001
Assistant Transportation Planner	1	2	\$83,273	\$85,022
Communications/Marketing Specialist	1	1	\$68,357	\$99,166
Executive Assistant/Clerk of the Board	1	1	\$74,474	\$96,922
Senior Finance and HR Associate	2	2	\$63,823	\$80,656
Finance Associate	0	1	TBD	TBD
Total Authorized Regular FTE	14	15		
Limited Term Positions (Subject to Availability of Designated Funding)				
Associate Transportation Planner	0	1	\$68,357	\$99,001
Total Authorized Limited Term FTE	0	1		

Table 1.1c. FY 2023-24 YoloTD Jurisdictions STA and LTF Allocations

	Davis			Woodland		
	Final	Prelim	Change	Final	Prelim	Change
	FY 2022-23	FY 2023-24		FY 2022-23	FY 2023-24	
STA Estimate by Jurisdiction	\$805,612	\$1,016,790	26.2%	\$561,365	\$717,563	27.8%
LTF Estimate by Jurisdiction	\$4,761,442	\$4,519,271	-5.1%	\$4,347,051	\$4,189,604	-3.6%
Total STA/LTF by Jurisdiction	\$5,567,054	\$5,536,061	-0.6%	\$4,908,416	\$4,907,167	0.0%
STA/ LTF to YoloTD						
YoloTD Admin	\$515,000	\$453,124	-12.0%	\$454,000	\$420,070	-7.5%
Fixed Route	\$1,864,000	\$1,851,000	-0.7%	\$1,312,000	\$662,000	-49.5%
Paratransit Service	\$419,000	\$604,000	44.2%	\$483,000	\$842,000	74.3%
Microtransit Service	\$0	\$0		\$208,000	\$620,064	198.1%
STA to YoloTD	\$805,612	\$1,016,790	26.2%	\$561,365	\$717,563	27.8%
LTF to YoloTD	\$1,992,388	\$1,891,334	-5.1%	\$1,895,635	\$1,826,572	-3.6%
Total YoloTD STA + Share of LTF	\$2,798,000	\$2,908,124	3.9%	\$2,457,000	\$2,544,135	3.5%
STA Retained by Jurisdiction	\$0	\$0	0.0%	\$0	\$0	0.0%
LTF Retained by Jurisdiction	\$2,769,054	\$2,627,937	-5.1%	\$2,451,416	\$2,363,032	-3.6%
Total Retained by Jurisdiction	\$2,769,054	\$2,627,937	-5.1%	\$2,451,416	\$2,363,032	-3.6%
	West Sacramento			Winters		
	Final	Prelim	Change	Final	Prelim	Change
	FY 2022-23	FY 2023-24		FY 2022-23	FY 2023-24	
STA Estimate by Jurisdiction	\$495,904	\$630,458	27.1%	\$65,443	\$88,560	35.3%
LTF Estimate by Jurisdiction	\$3,840,137	\$3,681,030	-4.1%	\$506,771	\$517,073	2.0%
Total STA/LTF by Jurisdiction	\$4,336,041	\$4,311,488	-0.6%	\$572,214	\$605,633	5.8%
STA/ LTF to YoloTD						
YoloTD Admin	\$401,000	\$369,078	-8.0%	\$0	\$17,958	n/a
Fixed Route	\$2,314,000	\$2,245,725	-3.0%	\$0	\$0	n/a
Paratransit Service	\$285,000	\$416,000	46.0%	\$29,000	\$41,000	41.4%
Microtransit Service	\$0	\$0		\$127,000	\$122,000	-3.9%
STA to YoloTD	\$495,904	\$630,458	27.1%	\$65,443	\$88,560	35.3%
LTF to YoloTD	\$2,504,096	\$2,400,345	-4.1%	\$90,557	\$92,398	2.0%
Total YoloTD STA + Share of LTF	\$3,000,000	\$3,030,803	1.0%	\$156,000	\$180,958	16.0%
STA Retained by Jurisdiction	\$0	\$0	0.0%	\$0	\$0	0.0%
LTF Retained by Jurisdiction	\$1,336,041	\$1,280,685	-4.1%	\$416,214	\$424,675	2.0%
Total Retained by Jurisdiction	\$1,336,041	\$1,280,685	-4.1%	\$416,214	\$424,675	2.0%
	Yolo County			Total (Rounded)		
	Final	Prelim	Change	Final	Prelim	Change
	FY 2022-23	FY 2023-24		FY 2022-23	FY 2023-24	
STA Estimate by Jurisdiction	\$252,859	\$428,364	69.4%	\$2,181,000	\$2,882,000	32.1%
LTF Estimate by Jurisdiction	\$1,958,067	\$2,501,069	27.7%	\$15,413,000	\$15,408,000	0.0%
Total STA/LTF by Jurisdiction	\$2,210,926	\$2,929,433	32.5%	\$17,594,000	\$18,290,000	4.0%
STA/ LTF to YoloTD						
YoloTD Admin	\$0	\$250,769		\$1,370,000	\$1,511,000	10.3%
Fixed Route	\$0	\$67,595		\$5,490,000	\$4,826,000	-12.1%
Paratransit Service	\$25,000	\$10,000		\$1,241,000	\$1,913,000	54.1%
Microtransit Service	\$124,000	\$100,000		\$459,000	\$842,000	83.4%
STA to YoloTD	\$149,000	\$428,364	187.5%	\$2,077,000	\$2,882,000	38.8%
LTF to YoloTD	\$0	\$0	n/a	\$6,483,000	\$6,211,000	-4.2%
Total YoloTD STA + Share of LTF	\$149,000	\$428,364	187.5%	\$8,560,000	\$9,093,000	6.2%
STA Retained by Jurisdiction	\$103,859	\$0	-100.0%	\$104,000	\$0	-100.0%
LTF Retained by Jurisdiction	\$1,958,067	\$2,501,069	27.7%	\$8,930,000	\$9,197,000	3.0%
Total Retained by Jurisdiction	\$2,061,926	\$2,501,069	21.3%	\$9,034,000	\$9,197,000	1.8%

State Transit Assistance (STA) funds are derived from a Statewide tax on diesel fuel. The State Controller's Office allocates the tax revenue by formula. STA funding can only be used for transportation planning and mass transportation purposes.

Local Transportation Fund (LTF) allocations are derived from a ¼ cent of the general sales tax collected statewide and is intended to "improve existing public transportation services and encourage regional transportation coordination."

1.2 Fixed Route Annual Operating Budget and Service Levels

Table 1.2a shows the proposed \$12.1 million FY 2023-24 Fixed Route operating budget. The proposed service levels are provided in Table 1.2b. The proposed Fixed Route budget represents an increase of \$0.3 million (2%) above FY 2022-23, primarily due to:

- a. Increase of \$0.5 million (5%) in contracted transportation and fuel costs, based on the proposed service levels shown in Table 1.2b, taking into account the per-mile and per-hour annual escalators provided in the transportation contract with Transdev.
- b. Decrease of \$0.25 million in the contingency budget due to reduced volatility in fuel prices compared to a year ago.

The revenues supporting the Fixed Route budget are comprised of:

- a. \$4.8 million in STA/LTF from member jurisdictions, as shown in Table 1.1c.
- b. \$3.0 million in remaining FTA 5307 American Rescue Plan Act (ARPA) funds that provide zero-match federal dollars to support transit operating costs.
- c. \$1.0 million in passenger fares.
- d. \$0.9 million in FTA 5307 CARES Act funding, leaving an estimated \$3.5 million in allocated CARES Act funds available to support future year operations.
- e. \$1.2 million in Federal Transit Administration (FTA) 5307 Urbanized Area Formula Funds.
- f. \$0.4 million in FTA 5307 Congestion Mitigation and Air Quality (CMAQ) funding to support Route 42 expansion.
- g. \$0.3 million in FTA 5307 funds from Sacramento Regional Transit (SacRT) and \$0.3 million from UC Davis to support the Causeway Connection Route 138.
- h. \$0.2 million in State Transit Assistance (STA) State of Good Repair (SGR) funds to support vehicle maintenance.
- i. Low Carbon Transportation Operating Program (LCTOP) are not proposed to be used for the Operating budget this year, but rather are proposed to provide a nonfederal match for federal funds placed in our multiyear capital project FR-1 for the future purchase of zero-emission electric buses.
- j. YoloTD's limited FTA 5311 Rural Formula funds previously used to support the Fixed Route budget are instead applied to support the Microtransit budget for Knight's Landing and Winters.

Table 1.2a. Annual Operating Budget - Fixed Route

	Final	Draft	
Fixed Route Operating Revenues	FY 22-23	FY 23-24	Change
STA/LTF	\$5,490,000	\$4,826,000	(\$664,000)
FTA 5307 ARPA	\$0	\$3,012,000	\$3,012,000
FTA 5307 CARES	\$1,633,000	\$891,000	(\$742,000)
FTA 5307 Formula Funds	\$1,686,000	\$1,180,000	(\$506,000)
Passenger Fares	\$971,000	\$1,000,000	\$29,000
FTA 5307/CMAQ for Route 42 Expansion	\$405,000	\$405,000	\$0
FTA/SacRT 5307 Causeway Connection	\$223,000	\$285,000	\$62,000
UC Davis Funds for Causeway Connection	\$223,000	\$285,000	\$62,000
STA-SGR State of Good Repair Funds	\$195,000	\$212,000	\$17,000
Low Carbon Transportation Operating Program (LCTOP)	\$699,000	\$0	(\$699,000)
FTA/Caltrans 5311 Rural Formula and CRSAA Funds	\$303,000	\$0	(\$303,000)
Total Fixed Route Operating Revenues	\$11,828,000	\$12,096,000	\$268,000

	Final	Draft	
Fixed Route Operating Expenses	FY 22-23	FY 23-24	Change
Contracted Transportation	\$8,799,000	\$9,258,000	\$459,000
Fuel	\$964,000	\$1,032,000	\$68,000
Insurance	\$857,000	\$776,000	(\$81,000)
Vehicle Maintenance	\$195,000	\$262,000	\$67,000
Technology	\$289,000	\$260,000	(\$29,000)
Utilities	\$189,000	\$230,000	\$41,000
Facilities Maintenance	\$50,000	\$50,000	\$0
Marketing & Communications	\$44,000	\$45,000	\$1,000
Electric Vehicle Charging	\$41,000	\$33,000	(\$8,000)
Contingencies	\$400,000	\$150,000	(\$250,000)
Total Fixed Route Operating Expenses	\$11,828,000	\$12,096,000	\$268,000

Fixed Route Bus Service Assumptions

Staff have considered and incorporated several service changes to account for demand from customers (pre-COVID and Post-COVID). The FY 2023-2024 planned service level includes the addition of 9,100 service hours and a decrease of 165,000 service miles over FY 2022-2023 budget hours and miles. The increase in hours is due to increases in Route 42A, 42B and 37 service. The decrease in miles is due to an error in last year's budgeted miles.

Fixed-Route Services

- Route 42A/42B: Intercity service connecting Woodland, Davis, West Sacramento, Sacramento International Airport, and Downtown Sacramento. 42A operates in a clockwise direction, 42B operates in a counterclockwise direction. Planned service changes include expansion to 30-minute frequency though out weekday and weekend service. The service expansion includes 16 additional trips and is budgeted for only half the fiscal year. This represents a 25% increase in service over current service levels.
- Route 37: Services southern West Sacramento. Service schedule adjusted to better connect with other local services and addition of weekend and evening service.
- Route 40: Serves northern West Sacramento in a counterclockwise direction. Service schedule

adjusted to provide weekday service to 9:30 PM (current service ends at 6:30 PM). Service span was reduced during COVID and resuming later evening service will benefit the Disadvantaged Communities served by this route.

- Route 41: Serves northern West Sacramento in a clockwise direction. Service schedule adjusted to provide weekday service to 9:10 PM (current service ends at 6:10 PM). Service span was reduced during COVID and resuming later evening service will benefit the Disadvantaged Communities served by this route.
- Route 240: Serves West Capital Ave and IKEA Shopping center. Service schedule adjusted to provide weekday service to 9:00 PM (current service ends at 7:00 PM). Service span was reduced during COVID and resuming later evening service will benefit the Disadvantaged Communities served by this route.
- Route 43/43R Express: Express service connecting Davis to Sacramento. Suspended due to driver shortage. Limited return in April of 2021. FY 2023-2024 resumes three trips in the morning and evening peaks, and one trip of the 43R reverse commute route in the morning and evening peak periods. This would return the service to approximately 60% of pre-suspension levels.
- Route 44: Express service connecting south Davis to Sacramento. Suspended during COVID and to support YoloGo services. The service plan is to resume three morning and evening peak period trips to meet demand from south Davis, specifically due to the Route 42 route adjustment. This would return the service to approximately 100% of pre-suspension levels.
- Route 230: Express service connecting West Davis to Sacramento. The service plan is to resume three morning and evening peak period trips to meet anticipated demand. This would return the service to 100% of pre-suspension levels.
- Route 202: Local Woodland service operating in a clockwise direction. Introduction of a new fixed route service which would provide hourly headways but have an hour and a half travel time. The new service would also have expanded the hours of service. This new service would replace Route 211 and will go to the Board in May, concurrent with the draft budget.
- Route 203: Local Woodland service operating in a counterclockwise direction. Introduction of a new fixed route service which would provide hourly headways but have an hour and a half travel time. The new service would also have expanded the hours of service. This new service would replace Route 211 and will go to the Board in May, concurrent with the draft budget.
- Causeway Connection: Express service connecting UC Davis, Davis, Sacramento, and the UC Davis Medical Center. No planned service changes.

Table 1.2b shows planned service levels by route:

Table 1.2b. Fixed Route Service Hours and Miles

Route	Community / Destinations	Total Bus Trips	Budgeted FY 2022-23		Proposed FY 2023-24	
			Hours	Miles	Hours	Miles
42A 42B	Intercity Woodland, Davis, West Sacramento, Sacramento International Airport, Downtown Sacramento	M-F: 54 - 70 loops* Sat-Sun: 54 - 70 loops* *includes 6 months increased service	23,373	573,907	29,267	659,947
			23,729	518,941	27,682	614,622
37	Southport Gateway West Sacramento Transit Center Downtown Sacramento	M-F: 12 - 15 loops* Sat-Sun: 0 - 13 loops* *includes 6 months increased service	4,603	102,093	4,845	86,953
40	Northern West Sacramento Ikea Ct West Sacramento Transit Center Downtown Sacramento	M-F: 12 - 15 loops* Sat: 11 - 14 loops* Sun: 9 - 11 loops* *includes 6 months increased service	5,582	97,140	4,803	63,303
41	Northern West Sacramento Ikea Ct West Sacramento Transit Center Downtown Sacramento	M-F: 12 - 15 loops* Sat: 12 - 15 loops* Sun: 0 - 11 loops* *includes 6 months increased service	4,140	79,140	4,173	54,742
240	Ikea Ct Reed Ave Harbor Blvd West Sacramento Transit Center Downtown Sacramento	M-F: 12 - 15 loops* Sat: 12 - 15 loops* Sun: 10 - 12 loops* *includes 6 months increased service	5,309	102,248	4,724	61,186
45	West/Central Woodland Downtown Sacramento Express	1AM trips M-F 1 PM trips M-F	2,668	71,401	827	22,818
211	County Fair Mall, West Woodland Loop	M-F: 12 loops Sat: 12 loops Sun: 11 loops	4,026	51,100	4,389	57,742
212	County Fair Mall, East Woodland Loop	M-Sun: 11 loops	4,062	51,903	4,088	64,098
215	Woodland Madison Esparto Capay Cache Creek Casino Resort	12 westbound trips 7 days/wk 12 eastbound trips 7 days/wk	9,808	250,784	10,135	253,383
43 43R	Davis, Downtown Sacramento Express	43: M-F AM: 1 - 3 trips* 43: M-F PM: 1 - 3 trips* 43R: M-F AM: 1 trip 43R: M-F PM: 1 trip *includes 6 months increased service	3,016	80,755	2,306	53,414
	Reverse Commute: Downtown Sacramento, U.C. Davis Express					
44	South Davis Downtown Sacramento Express	M-F AM: 0 - 3 trips* M-F PM: 0 - 3 trips* *includes 6 months increased service	2,156	38,446	1,469	38,230
230	West Davis, Downtown Sacramento Express	M-F AM: 1 - 3 trips* M-F PM: 1 - 3 trips* *includes 6 months increased service	2,957	78,267	1,959	50,974
Causeway Connection	Service between UCD Med Ctr and UCD Main campus, with limited stops between	M-F: 14 trips	3,950	107,927	4,303	95,540
	Total	150 Weekday Bus Trips 85 Saturday Bus Trips 81 Sun/Hol Bus Trips	99,377	2,204,051	104,969	2,176,951
FY 24-25 Projected Total, Annualizing New Trips					123,895	2,512,089

1.3. Microtransit Annual Operating Budget

Table 1.3 shows the \$1.4 million Microtransit annual operating budget, which covers ongoing demand-responsive microtransit service in Knights Landing and Winters, and new Woodland service expected to launch in August 2023.

The proposed budget is \$0.5 million (55%) more than the FY 2022-23 budget, primarily due to including a full year of Woodland microtransit service for FY 2023-24 (compared to the six months assumed for the FY 2022-23 budget).

Revenue Sources include:

- a. \$0.8 million in STA/LTF from Woodland, Winters and Yolo County, as shown in Table 1.1c.
- b. \$0.2 million in FTA 5307 formula funds supporting Woodland Microtransit.
- c. FTA 5311 rural formula funds supporting the Knights Landing and Winters operations.
- d. \$25 thousand in STA-SGR Funds to support vehicle maintenance.
- e. \$25 thousand in passenger fares.

Table 1.3. Annual Operating Budget - Microtransit

Microtransit Operating Revenues	Final FY 22-23	Draft FY 23-24	Change
STA/LTF	\$459,000	\$842,000	\$383,000
FTA 5307 Formula Funds	\$219,000	\$243,000	\$24,000
FTA/Caltrans 5311 Rural Formula Funds	\$0	\$224,000	\$224,000
STA-SGR State of Good Repair Funds	\$20,000	\$25,000	\$5,000
Passenger Fares	\$7,000	\$25,000	\$18,000
FTA/Caltrans 5311 CRRSAA	\$173,000	\$0	(\$173,000)
Total Microtransit Operating Revenues	\$878,000	\$1,359,000	\$481,000

Microtransit Operating Expenses	Final FY 22-23	Draft FY 23-24	Change
Contracted Transportation - Woodland	\$208,000	\$588,000	\$380,000
Contracted Transportation - Winters	\$126,000	\$169,000	\$43,000
Contracted Transportation - Knights Landing	\$115,000	\$134,000	\$19,000
Technology	\$196,000	\$231,000	\$35,000
Insurance	\$82,000	\$137,000	\$55,000
Fuel	\$81,000	\$65,000	(\$16,000)
Vehicle Maintenance	\$20,000	\$25,000	\$5,000
Contingencies	\$50,000	\$10,000	(\$40,000)
Total Microtransit Operating Expenses	\$878,000	\$1,359,000	\$481,000

1.4. Paratransit Annual Operating Budget

Table 1.4 shows the \$3.0 million Paratransit operating budget, which covers demand-responsive paratransit services for individuals with disabilities that prevent them from being able to use YoloTD's fixed route service. The proposed budget is \$1.1 million more than FY 2022-23 levels, reflecting the increased demand seen during FY 2022-23 as demand has rebounded from the greatly reduced travel during the COVID pandemic.

Revenue Sources include:

- a. \$1.9 million in STA/LTF, as shown in Table 1.1c.
- b. \$0.8 million in FTA 5307 Urbanized Area Formula Funds.
- c. \$150 thousand in passenger and organization-paid fares.
- d. \$80 thousand in Cache Creek mitigation funds to reimburse for paratransit trips serving nearby areas.
- e. \$65 thousand in STA-SGR funds to support vehicle maintenance.

Table 1.4. Annual Operating Budget - Paratransit

	Final	Draft	
Paratransit Operating Revenues	FY 22-23	FY 23-24	Change
STA/LTF	\$1,241,000	\$1,913,000	\$672,000
FTA 5307 Formula Funds	\$516,000	\$842,000	\$326,000
Passenger Fares	\$35,000	\$145,000	\$110,000
Cache Creek Mitigation	\$23,000	\$80,000	\$57,000
STA-SGR State of Good Repair Funds	\$60,000	\$65,000	\$5,000
Organization-Paid Fares	\$48,000	\$5,000	(\$43,000)
Total Paratransit Operating Revenues	\$1,923,000	\$3,050,000	\$1,127,000

	Final	Draft	
Paratransit Operating Expenses	FY 22-23	FY 23-24	Change
Contracted Transportation	\$1,440,000	\$2,504,000	\$1,064,000
Fuel	\$147,000	\$224,000	\$77,000
Insurance	\$126,000	\$206,000	\$80,000
Vehicle Maintenance	\$60,000	\$65,000	\$5,000
Technology	\$50,000	\$41,000	(\$9,000)
Contingencies	\$100,000	\$10,000	(\$90,000)
Total Paratransit Operating Expenses	\$1,923,000	\$3,050,000	\$1,127,000

2. General Reserve

In February 2022, the YoloTD Board of Directors adopted a General Reserve policy establishing a target of that an amount equivalent to 25% of the annual operating budget expenses should be set aside to provide for continuity of service-critical operations during times of unexpected revenue shortfalls or emergency expenditures. As shown in Table 1.5, the General Reserve currently holds \$4.447 million. The proposed combined FY 2023-24 operating budget of \$19.691 million would require a further deposit of \$476 thousand to the General Reserve from available fund balances to maintain the 25% target level at \$4.923 million.

Table 1.5. General Reserve Deposit Calculation

	Final	Draft	
	FY 22-23	FY 23-24	Change
Total Operating Expenses	\$17,789,000	\$19,691,000	\$1,902,000
General Reserve (25% Operating Budget):	\$4,447,000	\$4,923,000	\$476,000

Section 2. Multiyear Capital and Planning Projects

2.1. Capital and Planning Projects

This budget continues established multiyear capital and planning priorities including the Yolo 80 Managed Lanes Project, the Yolo Active Transportation Corridors (YATC) project, and the Zero Emission Fleet Transition Plan. It also adds a new, Board-approved priority: the Downtown Woodland Transit Center.

We are currently in the process of developing a 10-year capital improvement plan, which we will bring to the Board for approval in early 2024. That plan will inventory our capital assets and identify those places where additional capital investment is needed.

Table 2.1 displays \$4.6 million in proposed new appropriations for multiyear capital and planning projects. The new funding includes:

- FR-1 Electric Buses- Multiyear Reserve for Future Purchases: \$463 thousand in new LCTOP funding is proposed to be set aside to serve as a match for potential future federal funding to support electric bus purchases consistent with state mandates.
- FR-10 Two 40' Replacement CNG Buses: \$1.6 million in federal grant funding and State of Good Repair funds are proposed for the purchase of two replacement CNG buses that are urgently needed to replace vehicles that are well past their useful life and maintain service reliability. This purchase is consistent with YoloTD's zero emission fleet transition plan, which recognizes the need for a limited number of replacement CNG buses while the District develops the infrastructure to allow for a fully zero emission fleet.
- FR-11 Downtown Woodland Transit Center: \$150 thousand of new funding is proposed to continue efforts authorized by the Board in FY 2022-23 for a new Transit Center in downtown Woodland, to replace the transit center at the County Fair Fashion Mall.
- MM-1 Yolo Active Transportation Corridors: \$350 thousand in additional grant funds (supplementing the \$850 thousand already appropriated) are proposed to fund ongoing consulting services assisting YoloTD with the Active Transportation Corridors planning project.
- MM-3 Yolo 80 Managed Lanes Tolling Advance Planning: \$2 million in grant funding to conduct steps necessary to secure tolling authoring prior to procurement, toll system design, and back-office support. including the addition of two new positions to add capacity specifically focused on the I-80 project: a term-limited Assistant Planner, and a Finance Associate. Yolo 80 Managed Lanes is a regionally significant freeway expansion project to improve mobility on Interstate 80 throughout the length of Yolo County (including a short segment of US 50) in partnership with Caltrans District 3. This project will construct new tolled managed lanes along 17 miles of Interstate 80 to reduce congestion, prioritize transit, provide bicycle facilities, and support local communities. YoloTD appropriated \$150 thousand for consulting services related to this project in FY 2022-23 (Project MM-2). The project has been awarded \$86 million in federal INFRA funds for design and construction. An additional grant application pending with the state Trade Corridors Enhancement Program (TCEP) would provide \$103 million in capital funding.

Table 2.1. YoloTD Multi-year Capital and Planning Project Budgets with FY 2023-24 Budget Appropriation

Multiyear Capital and Planning Projects	Appropriations through FY 22-23	Actual or Encumbered to date	FY 22-23 Balance	Proposed FY 23-24 Appropriation	Total Multi-year Project Budget
FR-1. Electric Buses - Multi-year Reserve for Future Purchases					
Expenditure Budget					
Vehicle Equipment Purchase	\$880,000	\$0	\$880,000	\$463,000	\$1,343,000
Total FR-1 Expenditure Budget	\$880,000	\$0	\$880,000	\$463,000	\$1,343,000
Revenue Sources					
FTA 5307/5339 Formula Funds	\$880,000	\$0	\$880,000	\$0	\$880,000
LCTOP - FY 2022-23 allocation	\$0	\$0	\$0	\$463,000	\$463,000
Total FR-1 Revenue Budget	\$880,000	\$0	\$880,000	\$463,000	\$1,343,000
FR-10 Two Replacement 40' CNG Buses					
Expenditure Budget					
Vehicle Equipment Purchase	\$0	\$0	\$0	\$1,600,000	\$1,600,000
Total FR-10 Expenditure Budget	\$0	\$0	\$0	\$1,600,000	\$1,600,000
Revenue Sources					
FTA 5307 Formual Funds	\$0	\$0	\$0	\$1,280,000	\$1,280,000
State of Good Repair Funds	\$0	\$0	\$0	\$320,000	\$320,000
Total FR-10 Revenue Budget	\$0	\$0	\$0	\$1,600,000	\$1,600,000
FR-11 Downtown Woodland Transit Center					
Expenditure Budget					
Planning Services	\$75,000	\$75,000	\$0	\$150,000	\$150,000
Total FR-11 Expenditure Budget	\$75,000	\$75,000	\$0	\$150,000	\$150,000
Revenue Sources					
FTA 5307 Formual Funds	\$0	\$0	\$0	\$120,000	\$120,000
Available Fund Balance/STA	\$75,000	\$75,000	\$0	\$30,000	\$30,000
Total FR-11 Revenue Budget	\$75,000	\$75,000	\$0	\$150,000	\$150,000
MM-1 Yolo Active Transportation Corridors					
Expenditure Budget					
Consulting Services	\$850,000	\$0	\$850,000	\$350,000	\$1,200,000
Total MM-1 Expenditure Budget	\$850,000	\$0	\$850,000	\$350,000	\$1,200,000
Revenue Sources					
and Equity (RAISE) Grant	\$850,000	\$0	\$850,000	\$350,000	\$1,200,000
Total MM-1 Revenue Budget	\$850,000	\$0	\$850,000	\$350,000	\$1,200,000
MM-3 Tolling Authority					
Expenditure Budget					
FY 23-24 Allocated YoloTD Salaries and Benefits	\$0	\$0	\$0	\$250,000	\$250,000
Consulting Services	\$0	\$0	\$0	\$1,750,000	\$1,750,000
Total MM-3 Expenditure Budget	\$0	\$0	\$0	\$2,000,000	\$2,000,000
Revenue Sources					
SACOG Grant	\$0	\$0	\$0	\$2,000,000	\$2,000,000
Total MM-3 Revenue Budget	\$0	\$0	\$0	\$2,000,000	\$2,000,000
Total Projects with New Funding	\$4,118,581	\$225,000	\$3,893,581	\$4,563,000	\$8,456,581

Table 2.2 displays \$2.2 million in other YoloTD pending and ongoing multi-year capital and planning project budgets carried forward from prior years.

Table 2.2. Other YoloTD Pending and Ongoing Capital and Planning Project Budgets Carried Forward from Prior Years

Multiyear Capital and Planning Projects	Appropriations through FY 22-23	Actual or Encumbered to date	FY 22-23 Balance	Proposed FY 23-24 Appropriation	Total Multi-year Project Budget
FR-3. Fixed Route Planning Efforts					
Expenditure					
Professional Svcs - Zero Emission Fleet	\$200,000	\$0	\$200,000	\$0	\$200,000
Professional Svcs - Short Range Transit Plan	\$200,000	\$0	\$200,000		\$200,000
Professional Svcs - 10 Year Capital Plan	\$100,000	\$0	\$100,000		\$100,000
Total FR-3 Expenditure	\$500,000	\$0	\$500,000	\$0	\$500,000
Revenue Sources					
FTA 5307 Funds	\$400,000	\$0	\$400,000		\$400,000
Available Fund Balance	\$100,000	\$0	\$100,000		\$100,000
Total FR-3 Revenue	\$500,000	\$0	\$500,000	\$0	\$500,000
FR-4. General Transit Feed Specification (GTFS) Real-Time Enhancements					
Expenditure					
Equipment	\$520,000	\$0	\$520,000		\$520,000
Total FR-4 Expenditure	\$520,000	\$0	\$520,000	\$0	\$520,000
Revenue Sources					\$0
FTA 5339/5307 Funds	\$416,000	\$0	\$416,000		\$416,000
Available Fund Balance/STA	\$104,000	\$0	\$104,000		\$104,000
Total FR-4 Revenue	\$520,000	\$0	\$520,000	\$0	\$520,000
FR-5. Automatic Passenger Counters (APCs)					
Expenditure Budget					
Equipment	\$420,000	\$0	\$420,000		\$420,000
Total FR-5 Expenditure	\$420,000	\$0	\$420,000	\$0	\$420,000
Revenue Sources					
FTA 5339/5307 Funds	\$336,000	\$0	\$336,000		\$336,000
Available Fund Balance/STA	\$84,000	\$0	\$84,000		\$84,000
Total FR-5 Revenue	\$420,000	\$0	\$420,000	\$0	\$420,000
FR-9. Bus Washer/Water Recycler Replacement					
Expenditure Budget					
Equipment and Installation Services	\$673,581	\$0	\$673,581		\$673,581
Total FR-9 Expenditure	\$673,581	\$0	\$673,581	\$0	\$673,581
Revenue Sources					
CARES Act Funding	\$400,000	\$0	\$400,000		\$400,000
FY 2021-22 STA-SGR Funds	\$273,581	\$0	\$273,581		\$273,581
Total FR-9 Revenue	\$673,581	\$0	\$673,581	\$0	\$673,581
MM-2. 80 Managed Lanes Advisory, Legal & Technical Services					
Professional Services	\$200,000	\$150,000	\$50,000		\$50,000
Total MM-2 Expenditure	\$200,000	\$150,000	\$50,000	\$0	\$50,000
Revenue Sources					
Available Fund Balance	\$200,000	\$150,000	\$50,000	\$0	\$50,000
Total MM-2 Revenue	\$200,000	\$150,000	\$50,000	\$0	\$50,000
Total Continuing Projects (no new Funding)	\$2,313,581	\$150,000	\$2,163,581	\$0	\$2,163,581

Section 3. Five-Year Operating Budget Outlook

Table 3 provides a five-year operating budget outlook, presenting future expenditures and revenues in constant 2023 dollars. This framework ignores the likely increases in both revenues and expenditures due to inflation. If base revenues grow more slowly than expenditures, this will result in larger funding gaps than shown.

This outlook shows that the effect of annualizing the six months of increased service in the FY 2023-24 budget would require approximately \$1.5 million annually in future years, plus a one-time deposit of \$368 thousand in the general reserve in FY 2024-25.

On the revenue side, the table shows the effect of the loss of one-time federal ARPA and CARES Act funding, assuming YoloTD's ARPA funds are depleted in FY 2023-24 and CARES Act funds are depleted in FY 2024-25, along with the expiring of various federal competitive grants supporting the FY 2024-25 budget.

The combined effect of expenditure increases and expiring revenue sources results in a funding gap that grows from \$3 million in FY 2024-25 to \$6 million in future years.

Proposed initial strategies for closing the \$6 million gap include:

- Additional drawdown of Federal 5307 formula grants that provide 50% support for operations to backfill the loss of 100%-funding ARPA and CARES Act funds (~\$1.9 million per year).
- Seeking new competitive grants to backfill for expiring grants (~\$0.7 million per year).
- Drawing down a portion of YoloTD's estimated \$8.4 million in accumulated unrestricted fund balance from prior years. Table 3 shows one such scenario, which would use 50% of that fund balance to assist with the transition to obtaining other revenue sources, leaving 50% available for capital or other one-time needs.
- Ramping up the use of state LTF funds, which under state law are prioritized for transit but can be used flexibly in small counties such as Yolo, when there are no "unmet transit needs." Currently, \$9.2 million in LTF funds are not used for transit and are therefore made available to local jurisdictions for other transportation needs, such as local streets and roads. Table 3 shows an amount of additional LTF rising from \$0.5 million in FY 2024-25 to \$3.5 million in FY 2027-28 are used for transit, leaving ~\$5.7 million in LTF annually for flexible use by local jurisdictions.

Other potential funding solutions include:

- Enhanced state funding currently sought by transit advocates and major transit agencies (BART, SF Muni and LA Metro) to backfill the loss of Federal CARES Act and ARPA support.
- Fare increases.
- Use of I-80 toll revenues once the I-80 toll lane project is completed.
- A local sales tax or other revenue measure to support transit and/or other transportation needs, potentially backfilling the increased use of LTF for transit. Under state law, the YoloTD Board of Directors has the authority to put a countywide transportation sales tax measure before the voters.

Table 3. Five-Year Outlook in Constant 2023 Dollars

Note: Use of constant 2023 dollars is a simplifying assumption which removes the need to forecast cost inflation. If actual base revenues grow at a slower rate than base expenditures, then the funding gap would be larger than the amount shown

Expenditures	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Base FY2023-24 Operating Expenditure Budget	\$19,691,000	\$19,691,000	\$19,691,000	\$19,691,000	\$19,691,000
Impact of annualizing fixed route service	\$0	\$1,472,000	\$1,472,000	\$1,472,000	\$1,472,000
Additional 25% deposit to General Reserve from budget increase	\$0	\$368,000	\$0	\$0	\$0
Scenario Expenditure Budgets in 2023 Dollars:	\$19,691,000	\$21,531,000	\$21,163,000	\$21,163,000	\$21,163,000
Revenues	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
State Transit Assistance	\$2,882,000	\$2,882,000	\$2,882,000	\$2,882,000	\$2,882,000
Local Transportation Fund (FY 23-24 Level)	\$6,211,000	\$6,211,000	\$6,211,000	\$6,211,000	\$6,211,000
Cache Creek Mitigation Funds	\$1,273,000	\$1,273,000	\$1,273,000	\$1,273,000	\$1,273,000
STA-SGR State of Good Repair Funds	\$302,000	\$302,000	\$302,000	\$302,000	\$302,000
Fare Revenue	\$1,175,000	\$1,175,000	\$1,175,000	\$1,175,000	\$1,175,000
Fuel Sales/Advertising/Fuel Credits/Interest Etc.	\$482,000	\$482,000	\$482,000	\$482,000	\$482,000
UC Davis Causeway Connection Support	\$285,000	\$285,000	\$285,000	\$285,000	\$285,000
FTA 5307 Formula Funds	\$2,265,000	\$2,265,000	\$2,265,000	\$2,265,000	\$2,265,000
FTA 5311 Formula Funds	\$224,000	\$224,000	\$224,000	\$224,000	\$224,000
FTA Competitive Grants (42 Expansion, Causeway Connection)	\$690,000	\$285,000	\$0	\$0	\$0
ARPA 100% reimbursement funds (\$3M available)	\$3,012,000	\$0	\$0	\$0	\$0
CARES Act 100% reimbursement funds (\$4.4M available)	\$891,000	\$3,498,000	\$0	\$0	\$0
Total Base Revenues	\$19,692,000	\$18,882,000	\$15,099,000	\$15,099,000	\$15,099,000
Base Funding Gap	n/a	\$2,649,000	\$6,064,000	\$6,064,000	\$6,064,000
Potential Funding Solutions					
Increased use of 5307 Formula Funds (Backfill 50% ARPA/CARES)		\$200,000	\$1,900,000	\$1,900,000	\$1,900,000
Obtain new competitive grants to backfill expiring CMAQ		\$405,000	\$690,000	\$690,000	\$690,000
Use of unrestricted fund balance carried forward from prior years.		\$1,500,000	\$1,500,000	\$1,000,000	\$0
Additional use of LTF/other potential funding strategies		\$544,000	\$1,974,000	\$2,474,000	\$3,474,000
Subtotal Potential Strategies to Close Gap		\$2,649,000	\$6,064,000	\$6,064,000	\$6,064,000
Remaining Funding Gap		\$0	\$0	\$0	\$0

COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Updated YoloTD Microtransit Policies	Agenda Item#: Agenda Type:	Action 6
		Attachments: <u>Yes</u> No
Prepared By: C. Williams		Meeting Date: June 12, 2023

RECOMMENDATION:

Approve an update to our microtransit policy that reduces fares from \$4 to \$3 for Woodland, \$2 for residents in Knights Landing and Winters, creates discounted \$1.50 fares for seniors and youth in Woodland and \$1.50 fare for seniors and youth in Knights Landing and Winters, and updates eligibility, booking, reservation, cancellation and refund policies to respond to our new RideCo app.

BACKGROUND:

On October 10, 2022, the Yolo County Transportation District Board approved a motion to end the promotional \$1 fare for the microtransit in Knights Landing and Winters. The full \$4 fare took effect January 1, 2023. This was a significant change for the Yolobus microtransit service, also known as “YOUR Ride,” which started in Knights Landing in August 2019 and Winters in March 2020. YOUR Ride is a shared on-demand transportation service which allows users to request a ride where and when they need it, within a set geographic zone and time of day.

The proposed update to the *YoloTD Microtransit Policy Guide* (See Attachment 1) was re-written to reflect the launch of RideCo software application that will provide real-time tracking for passenger boardings, fare collection, trip booking requests, and reservations. Updates to the microtransit policies include the following subjects below.

1. Eligibility – *eliminates residency requirement for Knights Landing and Winters service*
2. Identification requirements
3. Reservation policy
4. Personal belongings, luggage and clothing policy
5. Hours of service
6. Zone maps
7. Fares and acceptable forms of payment
8. Non-service animals
9. Cancellations, No Shows and Reimbursements
11. Suspension of service
12. Penalties for disorderly conduct.

The current microtransit YourRide policies required passengers to register and submit paperwork to determine eligibility to use microtransit service. This section was removed since the implementation of Rideco will standardize the passenger registration process. Riders will still have the option to request a trip by phone if they are not able to use the RideCo application.

Incorporated Feedback from Yolo Board Meeting 5-8-23

Based on feedback from current microtransit passengers and the YoloTD Board at the May 8th Board meeting, planning staff incorporated the recommended changes to the draft microtransit policies to include

A. Consistent Rider Requirement Rules to match fixed Route service rider requirements.

1. *Be courteous to others-refrain from having loud and/vulgar conversations.*
2. *Report any suspicious items or activities immediately.*
3. *Quietly use your personal devices.*
4. *Do not carry weapons or any dangerous, flammable, hazardous or illegal items that can cause hazard or inconvenience.*
5. *Do not talk to or distract the operator when the vehicle is in motion.*
6. *Do not solicit, panhandle, advertise, make unreasonable announcements, or create unsanitary conditions on the vehicles.*
7. *Please stay seated during the duration of your trip.*
8. *Do not stand on any objects and ensure that your seat belt is secure.*
9. *Do not run after the microtransit vehicle if you miss your trip.*
10. *Do not walk in front of the microtransit vehicle after disembarking, if you need to remove your bicycle notify the operator as you leave.*
11. *Do not offer gifts or gratuities to the operator.*

B. Update to Service animal language and requirements:

Service animals are allowed to board Yolo bus. A “service animal” is any animal specifically trained to work or perform tasks for an individual with a disability.

C. Updated policy for food and drink, clothing, rider identification

Bring on board only what you can carry on one boarding trip. Belongings may not block the aisleway or other seats. Keep food and drinks unopened in sealed containers while on the vehicle. Wear appropriate clothing and footwear while on the vehicle.

D. Updated fare structure for Woodland, Knights Landing, Winters residents

Woodland Fares

Type of Fares:	Cost
<i>One way regular</i>	<i>\$3</i>
<i>Youth</i>	<i>\$1.50</i>
<i>One way Senior (62+)/Disabled</i>	<i>\$1.50</i>

Knights Landing Fares

Type of Fares:	Cost
<i>One way regular</i>	<i>\$2</i>
<i>Youth</i>	<i>\$1.50</i>
<i>One way Senior (62+)/Disabled</i>	<i>\$1.50</i>

Winters Fares

<i>Type of Fares:</i>	<i>Cost</i>
<i>One way regular</i>	<i>\$2</i>
<i>Youth</i>	<i>\$1.50</i>
<i>One way Senior (62+)/Disabled</i>	<i>\$1.50</i>

E. Updated Transfer policy for riders transferring to and from Fixed Route Service to Microtransit

- 1. Transfers to and from microtransit to local and intercity routes are free.*
- 2. Transfers to and from express routes to microtransit are not free. To receive a transfer the rider must pay the difference between the cost of their express route and the cost of a microtransit trip.*

Attachments:

1. YoloTD Microtransit Policy Guide



Yolo County Transportation District

Microtransit Policy Guide

Updated June 2023

Yolo County Transportation District
350 Industrial Way
Woodland, CA 95776
530.681.0816 Phone
530.661.1732 Fax
www.yolobus.org

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Introduction

The purpose of this document is to set policy in accordance with all applicable Federal Transit Administration (FTA), ADA, state, and local regulations regarding YoloBus microtransit demand-responsive services.

Microtransit Service Overview

In March 2023, YoloTD board members approved to rebrand YoloTD's microtransit service from YourRide to the *"Beeline, On-Demand Transit by YoloBus"*. Microtransit is a shared transportation service that operates in the space between traditional fixed route transit and ride hailing technology. The Beeline will serve as YoloTD's affordable on-demand service that will operate in the communities of Knights Landing, Winters, and Woodland. With the new Microtransit model you can easily book an on-demand trip and head to work, run errands, or even connect with other YoloTD's services right from your phone using the RideCo app or dial our microtransit landline number to book a ride.

About Yolo Transportation District

The Yolo Transportation District (YoloTD) is a special district funded by the cities of Davis, West Sacramento, Winters, and Woodland, as well as by the County of Yolo. YoloTD oversees the operation of local and intercity public transit services across a three-county (Yolo, Sacramento, and Solano Counties) service area. Services include YoloBus fixed route transportation services, as well as complementary Americans with Disabilities Act (ADA) services in West Sacramento, Winters, Woodland, and Yolo County, and microtransit demand-responsive services.

Hours of Operation

The table below shows the hours of operation for the service. Note that hours vary by location.

Service Area	Monday-Thursday	Friday	Saturday	Sunday Service Hours
Knights Landing	8:30am – 5:30pm	8:30am – 5:30pm	Service does not operate	8:30am – 5:30pm
Winters	8:30am – 4:30pm	8:30am – 4:30pm	8:30am – 4:30pm	Service does not operate
Woodland (TBD)				

Fares and Transfer Policies

Woodland Fares

Type of Fares:	Cost
One way regular	\$3
Youth (Ages 0-18)	\$1.50
One way Senior (62+)/Disabled	\$1.50

Knights Landing Fares

Type of Fares:	Cost
One way regular	\$2
Youth (Ages 0-18)	\$1.50
One way Senior (62+)/Disabled	\$1.50

Winters Fares

Type of Fares:	Cost
One way regular	\$2
Youth	\$1.50
One way Senior (62+)/Disabled	\$1.50

How to Pay:

1. The preferred form of payment is through the RideCo app.
2. Connect card, Cash, Cash value tickets at \$10, \$20, \$30 and Zip Pass **are** eligible forms of fare media for microtransit service.
3. Two-way tickets are **not** eligible for microtransit service.
4. Complimentary tickets are **not** eligible for microtransit service.
5. Cash value tickets **are** eligible for microtransit service; The passenger must provide the cash value ticket upon boarding.
6. Promotional tickets are **not** eligible for microtransit service.
7. Sacramento Regional Transit passes are **not** eligible for microtransit services.
8. There are **no** student discounts for microtransit service.

Transfer Policies

1. Transfers to and from microtransit to local and intercity routes are free.
2. Transfers to and from express routes to microtransit are **not** free. For riders using express service, to receive a transfer the rider must pay the difference between the cost of their express route and the cost of a microtransit trip.

Reservations

Reservations by Rideco app: Reservations made through the Rideco app can be made in real time during hours of operations, or up to seven days in advance.

Reservations by Phone: Reservations can be made 30 minutes prior to service starting and 30 minutes before service ends. Passengers can book rides up to 7 days in advance.

Eligibility and How to Register

Anyone is eligible to ride microtransit service once the individual is registered in the RideCo Application. You do not need to be a resident of Winters, Knights Landing or Woodland to use the service.

To use the service, individuals must register in the Rideco App. To register, you can download the App to your smartphone and register via the App. To register by phone, call our microtransit service center at (insert phone number). Individuals requesting YoloBus Microtransit service can call in to request a trip or book a trip using the Rideco App.

Rider Identification

Have your pass or student ID ready upon boarding. Bus operators will not be able to provide change.

Service Area Maps

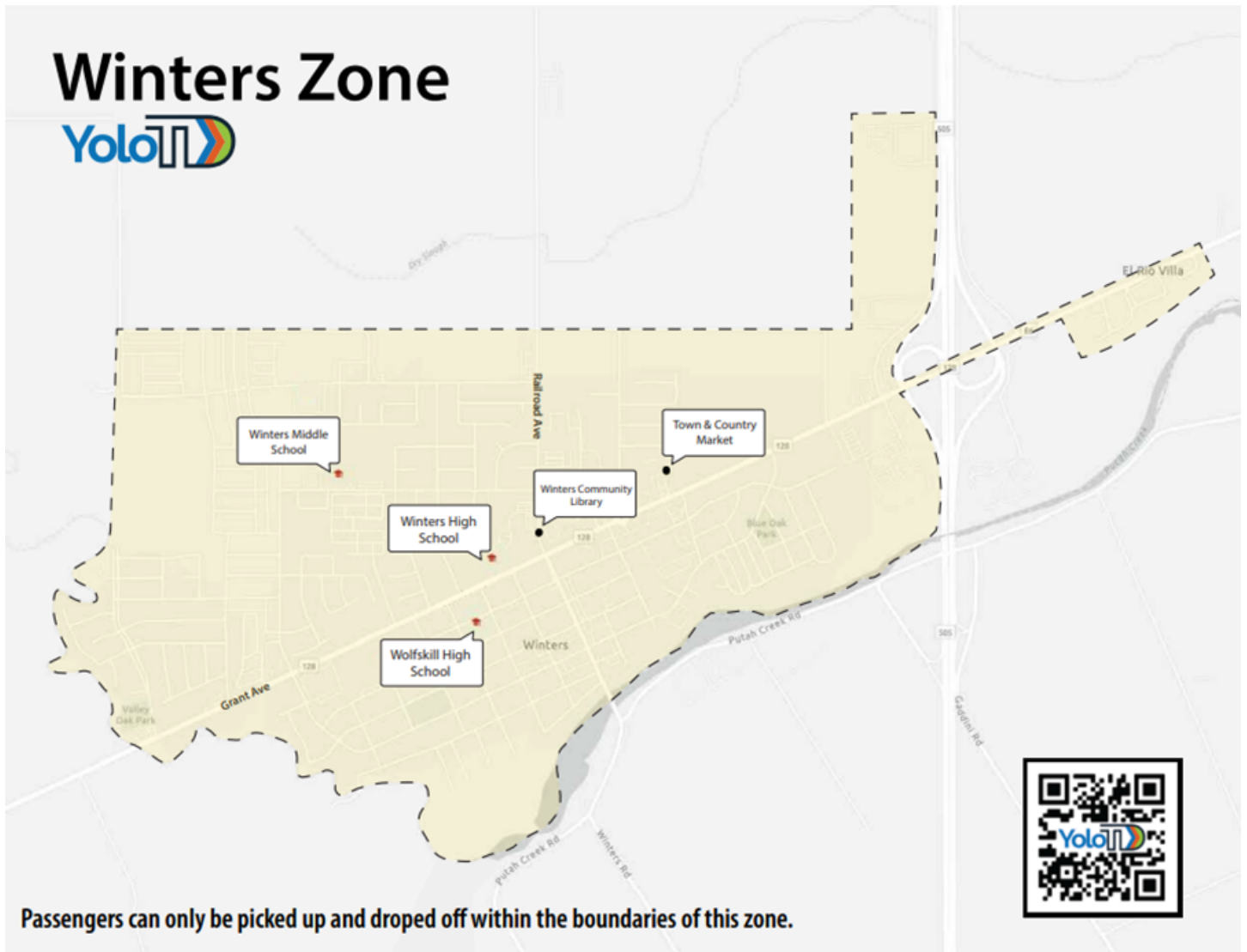
YoloTD microtransit service is available in three service areas, or zones: Winters, Knights Landing, and Woodland. Winters trips may also start or end in Davis or Vacaville. The exact service areas are shown in the maps below.

To ensure safety, exact pickup and drop off locations will be determined by the Rideco System. You will be picked up and dropped off as close to your destination as possible.

Winters

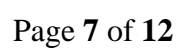
Passengers traveling to/from Winters must start or end their trip in Winters in the zone shown below. The other end of the trip must be within Winters, or within the city limits of Davis or Vacaville.

Winters Zone



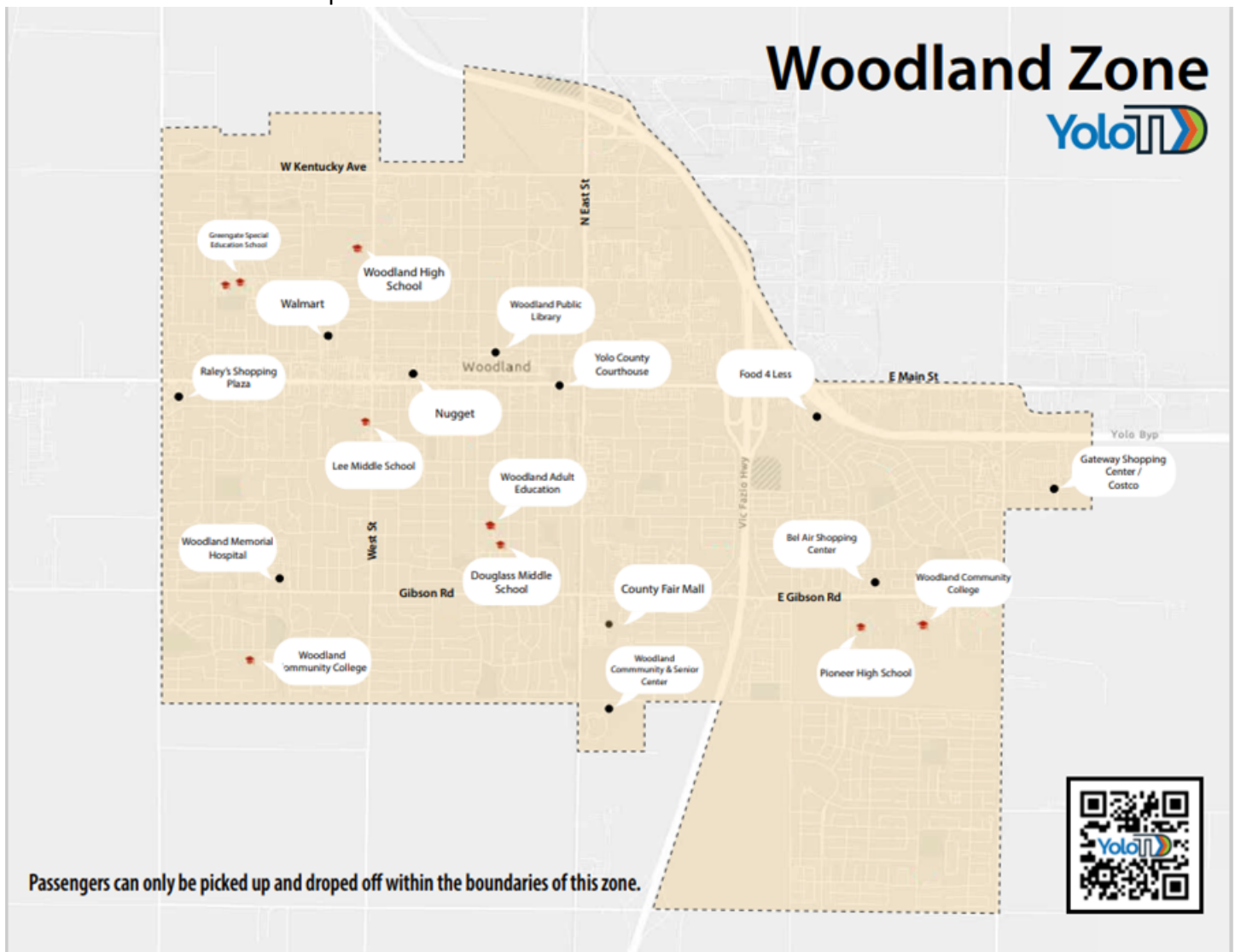
Passengers can only be picked up and dropped off within the boundaries of this zone.

Passengers traveling to/from Knights Landing must start or end their trip in the zone shown below. The other end of the trip must be within the Woodland zone map shown on the next page.



Woodland:

Passengers traveling within the City of Woodland, or between Woodland and Knight's Landing, must start or end their trip in the zone shown below.



Bikes on Board

Up to two bikes can be stored on the bicycle rack on the front of the vehicle. Properly secure bicycles to bicycle racks from the curbside of the vehicles. YoloBus is not responsible for lost, damaged, or stolen bicycles.

Electric-assist bikes (aka e-bikes), cargo bikes, mopeds, electric-assist scooters, and similar devices are not allowed on microtransit van bike racks due to the weight of these devices and the design of the bike racks.

Foldable bikes and foot scooters are allowed on board if they are small enough to be safely stored between or under seats without blocking the aisle.

Rider Cancellations, No Shows and Reimbursements

All fees or reimbursements can only be applied if passengers are using debit/ credit cards or Ride Credits to request a trip.

1. Timely Cancellation Threshold: If a passenger cancels their ride any time after booking and within 2 minutes after the app confirms their trip, they will receive the full amount in Ride Credits.
2. Late cancellation fee: If a passenger cancels more than two minutes after their trip is confirmed, 40% of the fare will be collected with the remaining amount returned as ride credits.
3. Late pickup threshold: If the passenger cancels the ride before they are picked up, when the system estimates that they'll be picked up 20 minutes after their guaranteed pick-up time window, they will receive a full refund as ride credits.
4. Late drop-off threshold: If the rider cancels the ride before they are picked up, when the system estimates that they'll be dropped off 20 minutes after their guaranteed arrival time, they will receive a full refund to their method of payment.
5. Use of Ride Credits: If the passenger has been refunded Ride Credits, they must be used within 90 days.
6. Suspension for continued no show: Passengers can miss three trips before receiving a temporary suspension from using microtransit regardless of if they book a trip through the app or reserve over the phone.

7. No Show Fee: Passengers that commit a no shows will be charged a fee equivalent to the full value of the fare. Passengers who reserved their trip by phone who no showed could be penalized or temporarily suspended from service depending on the frequency of violations.
8. Exceptions to No-Show Fee Policy:
If a passenger is a no-show when the system estimates that they'll be dropped off 20 minutes after their guaranteed arrival time, they will receive a full refund in ride credits.
9. If the passenger is a no-show when the system estimates that they'll be picked up 20 minutes after their pick-up time window, they will receive a full refund in ride credits.

Rider Behavior and Rules

1. Be courteous to others-refrain from having loud and/vulgar conversations.
2. Report any suspicious items or activities immediately.
3. Quietly use your personal devices.
4. Do not carry weapons or any dangerous, flammable, hazardous or illegal items that can cause hazard or inconvenience.
5. Do not talk to or distract the operator when the vehicle is in motion.
6. Do not solicit, panhandle, advertise, make unreasonable announcements, or create unsanitary conditions on the vehicles.
7. Please stay seated during the duration of your trip.
8. Do not stand on any objects and ensure that your seat belt is secure.
9. Do not run after the microtransit vehicle if you miss your trip.
10. Do not walk in front of the microtransit vehicle after disembarking, if you need to remove your bicycle notify the operator as you leave.
11. Do not offer gifts or gratuities to the operator.
12. The driver will not be able to assist with packages/belongings beyond securing them onboard the vehicle.
13. Service animals are allowed to board YoloBus buses. A "service animal" is any animal specifically trained to work or perform tasks for an individual with a disability.
14. Non-Service animals are not allowed on Microtransit service.
15. Keep food and drinks unopened in sealed containers while on the vehicle.
16. Wear appropriate clothing and footwear while on the vehicle.
17. All passengers shall use the safety belts provided in the vehicles.

Youth Fares, Policies, and Safety Equipment

1. Youth riders 12 and under are required to book a trip with a guardian to use microtransit service. A guardian is defined as any persons ages 13+.
2. All children until the age of eight, or until they reach a height of 4 feet 9 inches, must travel in a child safety seat to comply with California State Law.
3. Parents or guardians are responsible for securing their child's safety.
4. Drivers are not permitted to lift or carry children.

Personal Care Attendants, Wheelchairs, and Options for ADA Riders

1. A personal care attendant (PCA) is defined as someone designated or employed specifically to help the eligible individual meet his or her personal needs.
2. Personal care attendants ride with disabled passengers with IDs for free.
3. Yolobus Microtransit shall accommodate wheelchairs, scooters, and other mobility devices.
4. Some, but not all, microtransit vehicles are equipped with wheelchair lifts.
5. Passengers in need of the lift must specifically request a wheelchair-accessible vehicle, in the Rideco app or when booking by phone.
6. Passengers who need the lift to board but are not wheelchair users may use the lift in a standing position.
7. Paratransit fares are not accepted on Microtransit service.

Policy on Suspension of Service

Suspension of service will be enforced if a rider logs three no-show pickups for microtransit service or if a passenger engages in violent, disruptive, or illegal conduct.

1st suspension: one (1) 2-week period

2nd suspension: one (1) 3-week period

3+ suspensions: one (1) 4-week period

Service Suspension for Violent, Seriously Disruptive and/or Illegal Conduct

Service shall immediately be denied for 30 days to passengers who engage in violent, seriously disruptive or illegal conduct. This includes, but is not limited to:

Threats of physical harm to other passengers, drivers or other service personnel

Physical assault or battery on driver or other passengers

Verbal abuse, intimidation or altercation with driver or other passengers

Unlawful harassment of driver or other passengers, including, but not limited to unwelcome verbal, nonverbal, or physical behavior having sexual or racial connotations.

Unauthorized use of or willful damage to vehicle equipment

Repeatedly violating riding rules, including smoking on the vehicle, standing while the vehicle is in motion, eating or drinking on the vehicle without valid medical reason, defacing equipment or refusing to comply with other service requirements specified in the policies included in this document.

Failing to maintain acceptable personal hygiene standards could interfere with the safe operation of the vehicle by the driver or with the use of the service by other passengers.

Any other criminal conduct defined in and/or prohibited by the California Penal Code

Riders who exhibit violent, seriously disruptive and/or illegal behavior may be suspended from service immediately for 30 days (from the date when the incident occurred). The rider shall be contacted by YoloBus Microtransit administration to investigate the alleged situation or incident. If YoloBus Microtransit administration determines the rider's behavior to be disruptive or violent, the rider shall be sent a written notice by YoloBus Microtransit explaining the reasons for the suspension.

Disruptive behavior which is determined to be due to a disability of the rider may not result in a suspension. However, YoloBus Microtransit may require the rider to travel with a Personal Care Attendant (PCA) if it is established that the rider's behavior poses a significant potential threat of harm to other passengers or to the paratransit driver.

If such disruptive behavior continues and the required PCA is unable to prevent further instances of such behavior so that the rider continues to present a potential safety problem, service for the rider may be permanently discontinued.

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Woodland Microtransit Proposed Service Plan	Agenda Item#: Agenda Type:	Action 7
		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared By: C. Williams		Meeting Date: June 12, 2023

RECOMMENDATION:

Hold a public hearing and approve the proposed service plan for microtransit in Woodland, including hours of operation, zone boundaries, and number of vehicles in service during peak and off-peak periods.

BACKGROUND:

With the popularity of Microtransit increasing in the transportation sector transit agencies and cities have turned to microtransit to help fill in the transportation gaps that fixed route services would not be able to fill. Currently YOUR Ride is YoloTD's affordable on-demand service that is being offered in the communities of Knights Landing and Winters. With the current Microtransit model you can easily book an on-demand trip and head to work, run errands, or even connect with other YoloTD's services right from your phone. Other communities such as Via in West Sacramento, Smart Ride in Sacramento operated by SacRT and YoloBus' very own YOUR Ride have rolled out Microtransit services with much success.

Over the past six months, YoloTD staff have worked with RideCo and the City of Woodland staff to develop and evaluate three different service alternatives. These alternatives were based feedback received through an extensive community engagement process, modeling performed by Rideco, lessons learned from elsewhere (including the City of West Sacramento) and budget/funding considerations.

At the May 8, 2023 YoloTD Board meeting, staff outlined three different service options: a preferred alternative and two cost-constrained alternatives. proposed service plan. Following the May 8th YoloTD Board meeting, YoloTD staff and City of Woodland staff conferred and determined to move forward with the preferred alternative. This preferred alternative was presented to the Woodland City Council on May 16th 2023. The Woodland City Council's sentiment was positive and engaging and they expressed strong support and excitement about the new service. A summary of their feedback and questions is included below.

Additionally, staff have solicited input from the Woodland public over the last several weeks. Overall public input has been very positive. A summary of feedback received is also included in this staff report.

Proposed Service Plan

The Proposed service plan maximizes ridership and has an estimated average wait time of 10-15 minutes, while responding to community stakeholder preferences for having a microtransit service that operates in the evening and late-night on Fridays and Saturdays. The proposed service plan also has the capability to provide the largest number of Monday-Thursday, Friday, Saturday, and Sunday passenger trips and maximizes both the passengers per hour and shared trips. A maximum of four vehicles will operate during peak periods (8am-10am and 3pm-6pm), ensuring that passengers don't have overly long wait times during the busiest times of day. The service is estimated to cost \$1,076,000 for the 23-24 fiscal year.

Proposed Service Plan	
Span of Time	<ul style="list-style-type: none"> Monday-Thursday: 7:00 AM – 7:00 PM, Friday: 7:00 AM – 11:00PM, Saturday: 9:00 AM - 11:00 PM, Sunday: 8:00 AM - 7:00 PM,
Number of vehicles operating during peak service	Four
Cost/budget	<ul style="list-style-type: none"> Total Hours: 12,520 Estimated Cost \$1,076,000
Performance of this Alternative	<ul style="list-style-type: none"> Estimated average wait time. 10-15 minutes Estimated average ridership: <ul style="list-style-type: none"> Weekday ridership 210 – 250 rides/day Weekend ridership 95 - 160 rides/day

Service Zone

As illustrated in the map below, the proposed service zone for the city of Woodland includes the entire city of Woodland except the industrial park area located in the northeast quadrant of the city, bounded by Interstate 5 and East Main Street. The land uses in this area are low-density industrial with little to no pedestrian or bicycle access. This area is not currently served by transit.

One important destination that will be excluded from the service zone is Fourth & Hope, which provides transitional housing and support services for people experiencing homelessness or recovering from addiction. Their facility is located on East Beamer at County Road 102. Woodland city staff are working with Fourth and Hope to expand specialized transportation services to meet the needs of this population.

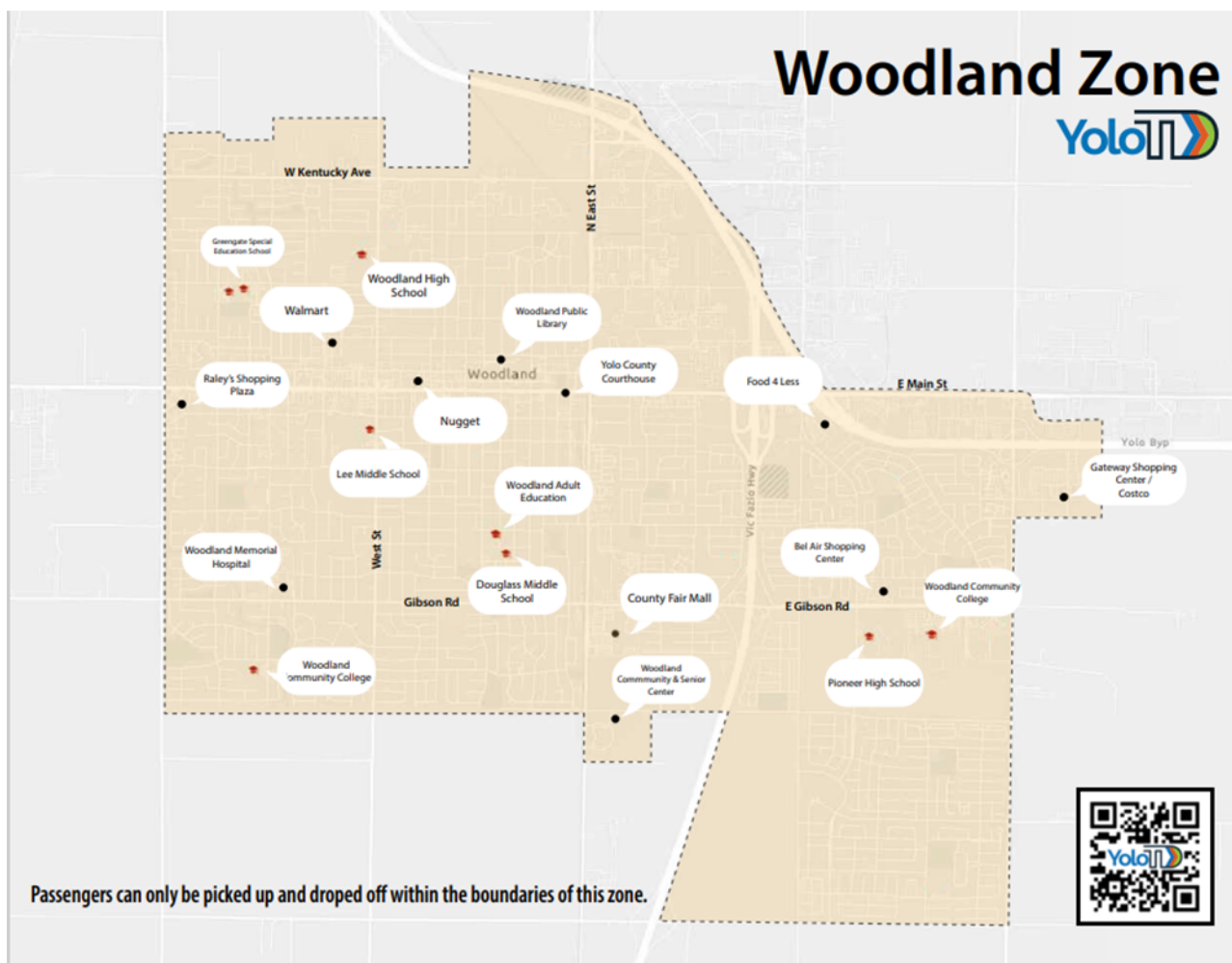
Revenue Impacts of Reducing Fares

At the May 8th Board meeting, the Board members requested an analysis of the revenue implications for changing the fare structure to provide lower cost rides for seniors, youth, and disabled passengers. .

Staff developed a conservative cost estimate for the revenue impacts was using estimated ridership figures provided by RideCO. This analysis was only conducted for Woodland, not Knights Landing and Winters. Several important assumptions were made for the purposes of analysis:

1. We assumed that 30% of microtransit riders would be eligible for a discount (either youth, senior or disabled).
2. We assumed that reducing the cost of the fares would not impact demand. In reality, we know that lower fares do result in higher demand, but staff did not feel comfortable estimating the magnitude of that increased demand. In all likelihood, the revenue impact of reduced fares would be at least partially offset by increased demand.

Fare Structure	Estimated Annual Ridership for Woodland 2023-2024	Estimated Total Revenue
\$4 Single Fare all ages	64,480	\$257,900
\$3 Single Fare all ages	64,480	\$193,400
\$3 Single Fare for most, \$1.50 fare for youth/senior/disabled	64,480	\$164,400
Total Annual Cost of Service		\$1.076,000



Feedback from Woodland City Council Meeting 5-16-23

The Woodland City Council received a presentation on the YoloTD Woodland Microtransit proposed service plan. The City Council was enthusiastic about the proposal and future implementation of microtransit service in Woodland. Below are key questions and comments from the Woodland City Council meeting.

Questions:

Is the excluded northeast corridor of Woodland Permanent?

No. The area map was determined to maximize cross city travel efficiency for passengers. We will monitor public demand and rider data once service is implemented to determine any changes that need to be addressed.

How old do you have to be to ride the Beeline?

You must be 13 years old to book an individual trip. Riders riding with a person 12 and under must ride with a guardian that is at least 13 years old or older.

Is there a plan to electrify the vehicles?

Yes. We are scheduled to electrify the vehicles beginning in 2031 as part of the district's goal of transitioning to a fully electric fleet by 2040.

How will access to 4th and Hope shelter be addressed?

City staff have contacted 4th and Hope staff and are working to provide additional vans for them to operate their service which will enable them to have more control over their day-to-day operations.

Will this service go to the airport?

No. However a rider could use a free transfer from the Beeline to connect to the 42A/B and travel to the airport for free.

How do you plan to cover the costs of microtransit in the long term?

Currently, we have the 2023-2024 fiscal year budgeted and programmed to operate microtransit for the city of Woodland. We have a five-year forecast included in our budget that accounts for any fiscal changes that could impact on the overall budget for YoloTD.

Public Comment Feedback Received as of 6/6/2023

On May 26, YoloTD launched a campaign to get public feedback on the proposed service plan. To date, we have received 20 comments regarding the Beeline microtransit service hours, area map, and fare prices. Of the 19 comments, the overall themes from the current responses received ranged were overwhelmingly positive, with a few negative/opposition comments, and a number of suggestions including requests to incorporate 4th and Hope within the microtransit service area, improvements to fixed route service and providing more access and connectivity to the rural parts of Yolo County.



Proposed Microtransit Service for the City of Woodland



June, 2023



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Proposed Woodland Microtransit Service

With the popularity of Microtransit increasing in the transportation sector many transit agencies and cities have turned to microtransit to help fill in the transportation gaps that fixed route services would not be able to fill. Currently YOUR Ride is YoloTD's affordable on-demand service that is being offered in the communities of Knights Landing and Winters. With the current Microtransit model you can easily book an on-demand trip and head to work, run errands, or even connect with other YoloTD's services right from your phone. Other communities such as Via in West Sacramento, Smart Ride in Sacramento operated by SacRT and YoloTD's very own YOUR Ride have started to roll out their Micro Transit services with much success. YoloTD is proposing three microtransit service options to the city of Woodland that will coincide with the deployment of RideCo software to manage the online booking system for the microtransit service, and a complete overhaul of the current microtransit policies.

Microtransit is a shared transportation service that operates in the space between traditional fixed route transit and ride hailing technology. Its routes are nimble; its "schedules" aren't really schedules at all, as they shift constantly based on rider demand; and its vehicles range in size from vans, shuttles, or buses. Due to its app-based components YoloTD had to solicit the help of RideCo to develop a platform and app that the new Woodland microtransit service will use. RideCo is On-demand transit software & solutions company that is assisting YoloTD in rolling out the technology that will power our microtransit service. Riders will still have the option to call the YoloTD dispatch to book a microtransit service trip if they are not able to use a phone to book a trip using the Rideco application.

With the RideCo app users will be able to book a trip by phone using the app or dial our microtransit landline number to book a ride. The reason behind using an app for booking purposes is to make it consumer and user friendly and most of all convenient. Riders will be able to travel anywhere within the City of Woodland and be picked up and dropped off at their preferred locations. Riders also have the advantage of using our existing Fixed route bus stops as pick and drop off locations in case they want to connect with our other existing routes.

In March 2023, YoloTD board members approved the rebranding of our Microtransit service from YOURride to the *"Beeline, On-Demand Transit by YoloTD"*. The marketing and communication team spent the previous three months (December 2022- February 2023) working with different community members to create a brand identity that aligns with current industry best practices and tells the story of Yolo County and its people. The new BeeLine branding is designed to be modern, sleek, and appealing to all, but also gives nod to the efficient and hardworking nature of bees. Staff are excited to launch BeeLine and look forward to the positive impact that this new branding will have on our customers and our agency.

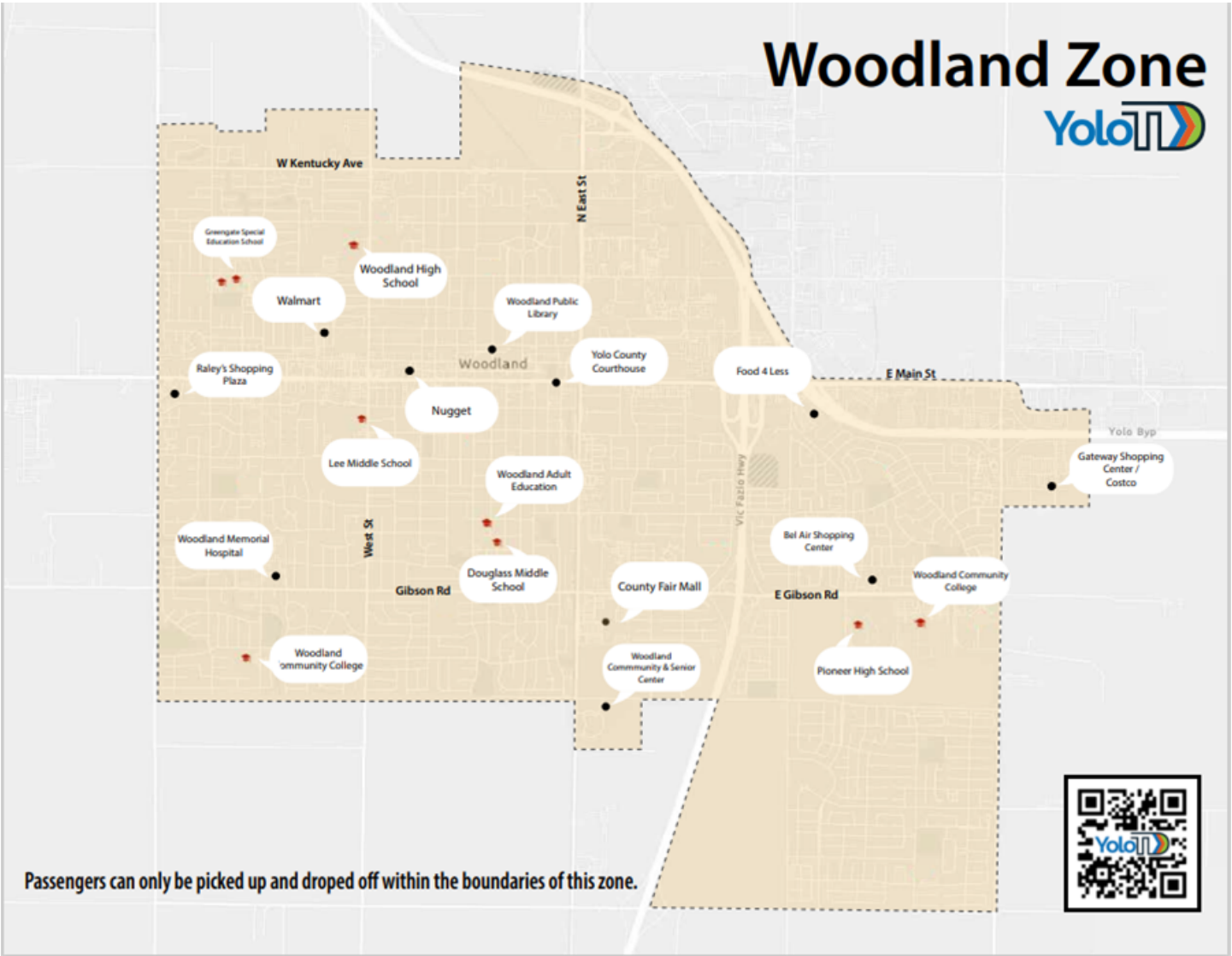


Proposed Service Plan

The Proposed service plan maximizes ridership and has an estimated average wait time of 10-15 minutes, while responding to community stakeholder preferences for having a microtransit service that operates in the evening and late-night on Fridays and Saturdays. The proposed service plan also has the capability to provide the largest number of Monday-Thursday, Friday, Saturday, and Sunday passenger trips and maximizes both the passengers per hour and shared trips. A maximum of four vehicles will operate during peak periods (8am-10am and 3pm-6pm), ensuring that passengers don't have overly long wait times during the busiest times of day. The service is estimated to cost \$1,076,000 for the 23-24 fiscal year.

Proposed Service Plan	
Span of Time	<ul style="list-style-type: none">Monday-Thursday: 7:00 AM – 7:00 PM,Friday: 7:00 AM – 11:00PM,Saturday: 9:00 AM - 11:00 PM,Sunday: 8:00 AM - 7:00 PM,
Number of vehicles operating during peak service	Four
Cost/budget	<ul style="list-style-type: none">Total Hours: 12,520Estimated Cost \$1,076,000
Performance of this Alternative	<ul style="list-style-type: none">Estimated average wait time. 10-15 minutesEstimated Average ridership:<ul style="list-style-type: none">Weekday 210 – 250 rides/dayWeekend: 95-160 rides/day





Attachment B:

Feedback Received on Woodland Microtransit Proposal

Name	Date	Comment
C. Knight	5.27.2023	I like the idea of an on-demand transit system for Woodland. I am handicapped and cannot walk from my home to the nearest current bus stops, even though they are not that far away. This service would be most helpful.
T. Edelman	5.27.2023	These morons in Woodland (and Yolo County) need to stop their hideous urban sprawl, re-develop the area around the Woodland Depot and have a normal regional train to Davis (and Capitol Corridor) and regular and frequent local bus service. If these people can't achieve this, they need to be thrown out of office. Local new climate policy is a joke if this Bee nonsense is any evidence.
J. Quinlan	5.28.20223	I can really use this service and I'm looking forward to it. I am a senior citizen and disabled. I can't walk to the current bus stops or from the stops to my destination. I will mainly use it for shopping and to get to church.
R. Jimenez	5.29.2023	Is perfect 👍
R. Montgomerygreat	5.30.2023	Great need
L. Vetter	5.30.2023	I love this idea. It will open up so many more options for people. It will allow people who are no longer driving to continue with the activities that make their lives so worthwhile. The community will benefit from increased revenue since people will be able to go to restaurants, stores, meetings, etc. Most importantly it will open up transportation for medical appointments, as well.
D. Brown	5.30.2023	I absolutely think it's a great Idea. Transportation in Woodland It's greatly Neither. If I should have the opportunity to use it I would not Hesitate.
F. Reyes	5.30.2023	To encourage larger groups of people or families to use the service perhaps there can be a discount applied when more then 1 pass is used at the same boarding time? Similar to Capitol Corridor which has a deal when 1 full priced ticket is purchased and each additional ticket is \$5. This service could be much cheaper with a purchase of 1 (or 2) full priced ticket(s) and each additional ticket for \$0.50? This would be useful for trips to Downtown Woodland. Please try to include transfers to the 42A/B or have a steep discount for use with Zip Pass.
S. Jackson	5.30.2023	All great if you live in Woodland. The transit district still has not addressed the needs of those who reside in outlying areas of Yolo County. Of course, there is a dedicated bus line to Cache Creek Casino. But what about transportation for those in Dunnigan or Zamora who need access to groceries and other necessities that are only available in Woodland retail outlets? It is time the elderly, disabled and unlicensed are considered when public transit routes are developed and bus routes are determined

		by the board. The transportation needs of those in more rural areas need to be addressed.
T. Edelman	5.30.2023	1) Create urban sprawl so that normal bus routes are inefficient 2) Prepare "On-Demand" Band-Aid 2a) Ask for completely inadequate mitigations for I-80 Managed Lanes Project, e.g. an On-Demand Transit project.
	5.31.2023	[EXTERNAL EMAIL] DO NOT CLICK on links, attachments or respond to this email unless you recognize the sender and know the content is safe. I think this is a wonderful idea. West Sacramento has a similar program called Ride on Demand that I have utilized many times while visiting my son in WS. I for one will use this service in Woodland while visiting also Sent from my iPhone
E. Shelley	5.31.2023	The service should include the homeless shelter at East Beamer and 102. It is truly needed.
S. Eastwood-Falls	6.2.2023	As a frequent rider on your Yolo Buses, a Yolo Connect Card Holder and a disabled senior....I firmly approve of your newly proposed BeeLine Service. I would most definitely use this service as I like that the bus is readily available without advance reservations. Thank you and let me know when you plan to put it into effect. Thanks--Sherry Eastwood-Falls
S. Bard	6.2.2023	I think this sounds great! I would definitely use something like this! Although 7pm seems early to end during the week- even if you have early reservations at a restaurant sometimes things are out of your control (but I guess that's what to go containers are for). 😊 Overall, I think this is a good idea and hopefully it will help with the dumb amount of drinking and driving that occurs.
C. Hayes	6.3.2023	The weekday on demand end time (7pm) is to early and doesn't allow for hotel guests that may use this service enough time to eat dinner at our downtown restaurants- possibly leaving them stranded and frustrated- could we extend this to 8:30pm or 9pm? Weekend times end times (11pm) are kinda late, most bars close at 9pm and 10pm since CoVID so to start you could roll that back to 9:30-10:30pm Who is the target market for this service?
V. Olson	6.3.2023	I think it is a good idea but the service area should be expanded to include 102/Beamer. As of now on-site vans have to transport clients, many without cars, to the nearest bus stop and to get down town most residents have to take additional Yolo buses. This area should be serviced.
J. Faye Harrison	6.4.2023	YOLO Bus needs to bring back the counterclockwise route serving west Woodland. The Dignity Health Medical complex is not only one of the largest employers in Woodland, but it also has close to a thousand patients and visitors daily during the week Many no longer travel to and from this facility by bus because of the added transit time due to only a fixed clockwise route.
W. Ginsburg	6.4.2023	I hope you'll consider serving Fourth & Hope on East Beamer. Those folks are geographically isolated.
J. Levers	6.5.2023	The service area needs to be expanded to include E. Beamer St. as far out as the 4th and Hope facility for the unhoused. There is no group area in

		this town more in need of access to transportation. That it was not included initially seems very discriminatory and thoughtless.
L. Shelley	6.6.2023	It looks as though the route follows I-5 on the north/east side. It does "jog" outside that line to take in velocity park. While recreation is important, I don't understand why the route doesn't include the new 4th&hope tiny houses at the corner of East Beamer and North Pioneer. Many do not have transportation to doctor appointments or job interviews. I would hope that the commitment the City, County and State have made to this facility would warrant inclusion in this public service.
S. Simpson	6.6.2023	This is fantastic!! We live in an area that makes catching the bus practically impossible. This new service would allow my daughter to use yolobus to get to and from work, instead of using Lyft or having me drive her. Very exciting!!