

## 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, July 17, 2023  
**Meeting Time:** 6:00 PM  
**Meeting Place:** YoloTD Board Room, 350 Industrial Way, Woodland, CA 95776

### ZOOM INFORMATION

**Link:** <https://us06web.zoom.us/j/81573305113?pwd=VmFiZWNTSzZleVVGRVpmQ0swWnhpZz09>

**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, or 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 July 17, 2023, meeting		<b>X</b>
	3b.	Approve Minutes for Yolo TD Board of Directors Regular Meeting for June 12, 2023 <i>(Cioffi) (pp 5-11)</i>		<b>X</b>
	3c.	Approve Continuation of YoloBus Youth Ride Free Program <i>(Romero) (pp 12-13)</i>		<b>X</b>
	3d.	Approve Amendments to the Citizens Advisory Committee By-Laws <i>(Bernstein) (pp 14-19)</i>		<b>X</b>
	3e.	Approve Resolution 2022-12 Authorizing Signature Authority for Brian Abbanat and Daisy Romero <i>(Bernstein) (pp 20-22)</i>		<b>X</b>

### **REGULAR CALENDAR**

6:15	4.	<b>Administrative Reports <i>(Bernstein) (pp 23-28)</i></b> 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) Ad Hoc Committee Reports e) Long-Range Calendar	<b>X</b>	
6:30	5.	Yolo 80 Managed Lanes Project Update <i>(Abbanat) (pp 29-30)</i>	<b>X</b>	
7:00	6.	Progress Report on Annual Goals <i>(Bernstein) (pp 31-48)</i>	<b>X</b>	
7:30	7.	<b>Closed Session</b> Public Employment, Employee Appointment or Evaluation Pursuant to Government Code Section 54957 Position Title: Executive Director		
8:00	8.	Adjournment		<b>X</b>

Unless changed by the YoloTD board, the next meeting of the Board of Directors will be **September 11, 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, July 14, 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*

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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.

**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.**

#### **IN ADVANCE OF THE MEETING:**

To submit a comment in writing, please email [public-comment@yctd.org](mailto: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, July 17, 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](mailto: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**

<b>Topic:</b> Approve Board Minutes for Regular Meeting of June 12, 2023	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<div>3b</div> <div>Action</div>	
		<b>Attachments:</b>	<div>Yes</div> <div>No</div>
<b>Prepared By: H. Cioffi</b>		<b>Meeting Date: July 17, 2023</b>	

**RECOMMENDATION:**

Approve the Minutes for the Regular Meeting of June 12, 2023.

**June 12, 2023 BOARD MEETING MINUTES:**

**YOLO TRANSPORTATION DISTRICT  
 BOARD OF DIRECTORS MEETING  
 June 12, 2023  
 Yolo County Transportation District  
 350 Industrial Way, Woodland, CA 95776**

Chair Stallard called the meeting to order at 6:00 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	
Manpreet Ark (Ex-Officio, Alternate)	Caltrans	X (Zoom)	

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

Chair Stallard asked for public comments for items not on the agenda; Mr. Hirsch and Mr. Miller provided public comments.

**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; Matt Dulcich requested a change to the meeting minutes for May: he was marked as in attendance at the May Meeting but he was absent.

Chair Stallard asked for a motion to approve items on the consent calendar including the change to the meeting minutes for May; Director Loren made the motion, seconded by Director Early to approve the following items on the Consent Calendar:

3a.	Approve Agenda for June 12, 2023 meeting
3b.	Approve YCTD Board Minutes for Regular Meeting of May 8, 2023
3c.	Approve the Zero Emission Bus Rollout Plan

Roll Call for Agenda Items 3a, 3b, 3c,— Consent Calendar
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	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 Klein from Transdev gave a verbal report including:

- There has been a great turnout for recruiting. Many new drivers have been fully through the training and will be out on the road in the next few weeks.

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

- YoloTD staff received many public comments prior to the meeting on a variety of issues; all public comments have been provided to the board.
- Staff had several tabling events in Woodland to speak with residents on their thoughts about microtransit and Yolobus service in general. All comments collected have been provided to the board.
- The Davis City Council met last week to decide on whether to provide letters of intent to have negotiations with Caltrans about VMT mitigation projects. The vote was 3 to 1 with Mayor Will Arnold recusing himself.
- YoloTD has been provided with a confidential draft of the EIR by Caltrans. The draft cannot be shared with the public, even if requested by a public records request. Once the draft EIR has been released by Caltrans, YoloTD will be able to release information requested in public records requests.
- The Knights Landing summer swim lesson program will be resuming this summer and Yolobus will once again provide transportation for the children participating in the program.
- There were 3 ad hoc committees that met last month: Yolo 80 committee, the ad hoc committee on the Citizen Advisory Committee, and the committee for the compensation study.
- The CTC issued the staff recommendations for funding and YoloTD's Yolo 80 project was not

recommended for funding.

Chair Stallard mentioned this is the 5<sup>th</sup> anniversary of Valley Clean Energy.

Matt Dulcich mentioned the contract extension of the Causeway connection was finalized in May and will continue through 2025.

Chair Stallard asked if any board members have questions or comments on agenda item 4; there were no questions or comments from the board.

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

- Caltrans EIR release
- Progress reports on annual goals
- Yolo Active transportation Corridors (YATC) program.

Ms. Bernstein reminded the board there is no meeting in August.

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

### **Agenda Item 5 — Public Hearing on FY 23-24 Budget**

*Item 5 is an action item.*

Mr. Levenson gave a high-level overview of the budget as outlined in the staff report including the changes requested by the board from the May 2023 budget presentation:

- \$19.7m proposed budget
- \$4.6M Proposed new Capital Project/Planning Appropriations, with \$3.9M carried forward from current year.
- Improved Transit Service
  - Assumed to begin January 2024
  - Separate Board action & public outreach prior to any service change
    - Increases frequencies on the Intercity Route 42A/B to 30 minutes all day, up to a 25% increase in service over current levels.
    - Restores express service from South Davis to downtown Sacramento.
    - Restores evening service in West Sacramento.
- Beeline Microtransit Service: Supports launch of Woodland Microtransit service.
- COLA language removed pending recommendations from the Ad Hoc Committee on Compensation established in May.
- 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).
- Minor edits throughout for clarity and consistency.
- COLA language removed.
- Resolved Clause “h” added, authorizing Executive Director, with approval of District Counsel, to take any actions necessary to obtain grant funds identified in the budget.

Chair Stallard opened a Public Hearing to receive comments on the draft FY 23-24 Budget.



- Mr. Hirsch asked what the cost of microtransit per trip is and how much of that is subsidized. Ms. Bernstein responded that the budget for the Woodland microtransit service is \$1 million per year. The specific details of the cost per ride would be reviewed in item 7 on the agenda.
- Mr. Miller testified that he is not fond of microtransit. Mr. Miller stated that paratransit is needed, however, microtransit is not. He hopes that one of the provisions in the budget is a way out of offering microtransit.
- Mr. Miller stated that the 42A and the 42B moving to half-hour rides is wonderful and he fully supports this change.

With no further comments or questions from the public, Chair Stallard closed the Public Hearing for the FY 23-24 Budget.

Chair Stallard asked if there were any questions from board members on item 5; questions and comments included:

- Director Early commented that the Board needs to remember that, after reviewing the 5-year outlook, the budget is not sustainable, and the board needs to review other options of funding to continue services beyond the next few years.
- Director Early noted that we need to improve data on ridership to justify proposed increases in bus service.
- Chair Stallard asked how any legislation that may be signed may reduce the deficit over the next 5 years. Ms. Bernstein responded there was not firm information at this point, but that we may be a beneficiary of any transportation legislation that passes.

Chair Stallard asked for a motion to approve the FY 2023-2024 Budget; Director Frerichs made the motion, seconded by Director Chapman.

<b>Roll Call for Agenda Items 5— Public Hearing on FY 23-24</b>
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	AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Vega	X				Motion passed
Early	X				
Chapman	X				
Loren	X				
Frerichs	X				

### **Agenda Item 6— Updated Microtransit Fare Structure and Policies**

*Item 6 is an action item.*

Mr. Williams gave an update on the microtransit policies.

Mr. Williams provided background information on the policies.

- Microtransit fare for Knights Landing and Winters is \$4, effective January 1, 2023, with no senior or youth discounts.
- Based on customer feedback, the Board directed staff to revisit the microtransit fare policy.
- Microtransit policies are being updated to coincide with the launch of the Ride-Co software application that will provide:
  - Real-time trip booking and tracking
  - Fare collection
  - Reservations for trips up to 7 days in advance



Mr. Williams reviewed the feedback from the board meeting in May 2023:

- \$3 fare is still too high for rural residents of Knights Landing and Winters, where no fixed-route alternatives exist.
- Transfers to fixed-route service add additional cost burden for rural residents.
- Rider Rules/Expectations should be consistent across fixed-route and microtransit policies.
- Policies on clothing (e.g. closed-toed shoes), identification requirements and service animals need additional review.

Mr. Williams reviewed the updated changes to the draft:

- **Fare Policy Updates:**
  - Regular One-way fares for Knights Landing and Winters trips reduced to \$2 from \$3
  - No changes to Woodland (\$3) or Youth/Senior/Disabled (\$1.50) fares
- **Updated Transfer Policy:**
  - Free transfers to/from local and intercity fixed-route services.
  - For transfers to express routes, riders must pay the difference between the cost of their microtransit trip and the cost of the express service.
- Rider Rules/Expectations are now consistent across microtransit and fixed route service, they now match the fixed route policy.
- Updated policy for service animals, this has been updated to not discriminate on the type of animal.
- Updated policies for clothing, food and drink, and ID verification to match the fixed route service policy.

Chair Stallard asked why there is a different price is different for different communities. Director Early clarified that because there are no fixed routes in places like Knights Landing, there are no other options. Director Early reminded everyone the price may vary depending on the access to fixed route.

Chair Stallard noted that he supports the elimination of local fixed route service in Woodland and the implementation of microtransit only. Director Frerichs suggested this item be brought up at a different meeting as an agenda item.

Director Loren thanked staff for their work on this matter.

Director Dulcich asked what the difference is between microtransit booked in advance and paratransit. Mr. Williams noted there are ADA requirements for paratransit. It was also noted that with paratransit it is a specified pick-up and drop-off timeframe versus the general timeframe that the microtransit service offers.

Director Frerichs asked if there was a reason that the area around the shelter at 4<sup>th</sup> and Hope was being left out of the microtransit service. Chair Stallard and Ms. Bernstein noted that the City of Woodland and YoloTD have been in communication with Fourth and Hope, and it was determined that microtransit service was not the best method for providing transportation to/from the facility. Instead, the City of Woodland will work to provide additional capacity for Fourth and Hope to transport its residents.

Chair Stallard asked for public comment on item 6; Mr. Hirsch provided public comment.

Chair Stallard asked for a motion to approve the updates to the district wide Microtransit Policies. Director Early made the motion, seconded by Director Loren.

Roll Call to approve Updates to the District-wide Microtransit Policies
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	AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
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Stallard	X				Motion passed
Early	X				
Chapman	X				
Loren	X				
Frerichs	X				

### **Agenda Item 7— Woodland Microtransit Service Plan**

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

Mr. Williams presented the final proposal for the Woodland Microtransit Service Plan.

Mr. Williams provided background information on the Microtransit Plan

- Over the last six months, YoloTD staff have conducted outreach campaigns to gather feedback on microtransit services in Woodland.
- Three options for microtransit service were presented and based on the feedback from the board, YoloTD staff, CAC and the City of Woodland all preferred the “Preferred Alternative” option.

<u>Preferred Alternative</u>	
Hours of Operation	<ul style="list-style-type: none"> <li>• Monday-Thursday: 7:00 AM – 7:00 PM,</li> <li>• Friday: 7:00 AM – 11:00PM,</li> <li>• Saturday: 9:00 AM - 11:00 PM,</li> <li>• Sunday: 8:00 AM - 7:00 PM,</li> </ul>
Vehicles operating during peak service	Four
Annual Cost	<ul style="list-style-type: none"> <li>• Total Hours: 12,520</li> <li>• Estimated Cost \$1,076,000</li> </ul>
Performance	<ul style="list-style-type: none"> <li>• Estimated average wait time. 10-15 minutes</li> <li>• Estimated ridership: <ul style="list-style-type: none"> <li>○ Monday-Thursday: 185 – 230 rides/day</li> <li>○ Friday: 225 - 280 rides/day</li> <li>○ Sa: 100 - 125 rides/day</li> <li>○ Sun: 80 - 110 rides/day</li> </ul> </li> </ul>

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 service or if the service only goes to the bubbles on the map. The answer was this is door-to-door service.
- Is the 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 opened a Public Hearing and Receive Testimony for the Woodland Microtransit Service Plan.

- Mr. Hirsch asked what the cost is, including ridership estimates, and how YoloTD will manage the item of higher demands or lower demands of the service. Ms. Bernstein stated the ridership numbers were estimated by Rideco. The subsidy is about \$44 dollars per ride.
- Mr. Miller commented on the fact that public transportation does not make money. He stated that microtransit, city buses and intercity rails are very different and that means there are different recovery

ratios. Because we have algorithms from rideshare such as Uber and Lyft, we can make microtransit more efficient. There is a need for microtransit service, but the success is difficult to predict. Mr. Miller suggested that the start time for microtransit should be simpler, i.e. 7 am Monday-Friday and 8 am Saturday and Sunday. Mr. Miller also asked if paratransit and microtransit could be combined.

- Mr. Williams responded that the dedicated times that paratransit offers for those who qualify is better to get riders to doctor appointments. Director Frerichs also stated that paratransit has a wider geographic reach than microtransit will have.

With no further comments or questions from the public, Chair Stallard closed Public Hearing for Woodland Microtransit Service Plan.

Chair Stallard asked for comments or questions from the board. Comments and questions included:

- Director Loren asked how and when we will be evaluating the data on the microtransit. Ms. Bernstein responded that the idea is to have quarterly reports on the service.
- Director Frerichs commented that as we evaluate the data, we may want to consider extending the hours during the week past 7 pm.
- Director Early asked how the funding continues after the first year. Ms. Bernstein responded that YoloTD will continue to use state and federal formula funding to pay for the service, and that will continue if the demand remains.

Chair Stallard asked for a motion to approve the updates to approve the Woodland Microtransit Service Plan. Director Loren made the motion, seconded by Director Frerichs.

Roll Call to approve Woodland Microtransit Service Plan
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	AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Stallard	X				Motion passed
Early	X				
Chapman	X				
Loren	X				
Frerichs	X				

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

### **Agenda Item 8— Adjournment**

The meeting was adjourned at 7:43 pm.

### ***Closed Session***

Respectfully submitted:



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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

<b>Topic:</b> Consider and Approve Continuation of Yolobus Youth Ride Free Program	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>3C</b>
		<b>Informational/*Action</b>
		<b>Attachments:</b> <b>Yes</b> <b>No</b>
<b>Prepared By: D. Romero</b>		<b>Meeting Date: July 17, 2023</b>

### RECOMMENDATION:

Approve Resolution 2023-10 authorizing continuation of the current Youth Ride Free Program for an additional 24 (months) through June 30, 2025.

### BACKGROUND:

The objectives of the Youth Ride Free program include increasing transit ridership and awareness of transit by youth throughout the Yolobus service area which includes Yolo, Solano, and Sacramento Counties. The proposed program beneficiaries (youth under the age of 18) can ride Yolobus fixed route buses anywhere in the Yolobus service area fare-free. The program was developed as a 12-month pilot and launched on September 1, 2019. The program has been established as a fare subsidy with funds used to offset the loss in revenue from providing free rides to youth through age 18.

Program activities include:

- Development and distribution of Youth Ride Free program and related informational pieces.
- Dedicated program brochures and promotional pieces
- Social Media campaigns.
- Coordination with local school districts and administrators to promote the program.

On November 8, 2021, the YoloTD Board extended the Youth Ride Free Program through June 30, 2022. On April 11, 2022, the YoloTD Board authorized the Executive Director to apply for Low Carbon Transit Operations Program (LCTOP) funds to extend the program through FY 22-23.

During Fiscal Year 2022-2023, YoloTD received \$100,000 in LCTOP funds to support the continuation of the Youth Ride Free program. At the initiation of the program, it was estimated that youth fares provided YoloTD with approximately \$30,000 annually. The \$100,000 received from LCTOP during FY 2022-2023 is estimated to be sufficient to fund this program through at least June 30, 2025.

### BUDGET IMPACT:

No impact, since LCTOP funds will be used to offset any loss of fare revenue.

**RESOLUTION NO. 2023-10**

**APPROVING EXTENSION OF YOUTH RIDE FREE PROGRAM THROUGH JUNE 30, 2025**

WHEREAS, (1) the Yolo County Transportation District (YoloTD) Youth Ride Free program was launched as a pilot program on September 1, 2019 to provide free rides for youth under age 18 and was extended by the YoloTD Board through June 30, 2023; and

WHEREAS, (2) during FY 2022-2023, the Yolo County Transportation District (YoloTD) has requested and received \$100,000 in State of California Low Carbon Transit Operations Program (LCTOP) funds for the purpose of funding YoloTD's Youth Ride Free program; and

WHEREAS, (3) the LCTOP funding is estimated to be sufficient to replace the revenue that would otherwise have been received from youth fares through at least June 30, 2025.

**NOW THEREFORE BE IT RESOLVED AND ORDERED** by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, that the YoloTD Youth Ride Free Program is hereby extended through June 30, 2025.

**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 July 10, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Tom Stallard, Chair  
Board of Directors

ATTEST:

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Heather Cioffi, Clerk  
Board of Directors

Approved as to Form:

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Kimberly Hood, District Counsel

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

<b>Topic:</b> Approve Amendments to the Citizens Advisory Committee By-Laws	<b>Agenda Item#:</b>	<b>3d</b>	
	<b>Agenda Type:</b>	<b>Attachments:</b>	<b>Action</b> <div><input checked="" type="radio"/> <b>Yes</b>      <input type="radio"/> <b>No</b></div>
<b>Prepared By: A. Bernstein</b>		<b>Meeting Date: July 17, 2023</b>	

## **RECOMMENDATION:**

Approve changes to the By-Laws for the Citizens Advisory Committee (CAC) to:

- Update the criteria used to fill vacancies on the CAC, per the recommendation of the Ad Hoc Committee comprised of Directors Loren and Early;
- Incorporate policy changes approved by the Board at the February 2023 meeting, including the creation of two additional “At Large” seats and provision of stipends to CAC members;
- Minor edits for clarity and consistency with new branding (YoloTD instead of YCTD).

## **BACKGROUND:**

Federal guidance -- and best practices in transportation planning – require that our Citizens Advisory Committee be representative of the communities we serve. Following the recommendation of the CAC, in February 2023 the YoloTD Board of Directors approved the creation of two additional “At Large” seats on the CAC, along with stipends to offset economic hardships that could be created by service on the committee. The Board also noted that the current by-laws include a very long list of criteria for CAC representation and diversity. The Board voted to establish an Ad Hoc Committee to update the list of criteria to better serve the goals of diversity, inclusion and representation.

The Ad Hoc Committee, composed of Directors Jesse Loren (Winters) and Dr. Dawnte Early (West Sacramento), met on June 8, 2023 to review the list of criteria and discuss needed changes. Based on the results of that conversation, staff prepared draft revisions to the CAC by-laws.

Upon approval by the YoloTD Board, staff will begin the process of recruiting new CAC members to fill the existing and newly-created At-Large seats.

The proposed changes are highlighted in Attachment A: Yolo Transportation District Citizens Advisory Committee By-Laws.

The Citizens Advisory Committee reviewed and discussed the proposed changes at their meeting on June 27, 2023. The CAC offered two suggestions, which have been incorporated into the current draft:

- Replace the phrase ‘transit dependent’ with ‘those who use transit as their primary mode of transportation.’
- At the Board’s discretion, the current CAC members may provide input on the selection of new members.

## Agenda Item 3d. Attachment A

# YOLO ~~COUNTY~~ TRANSPORTATION DISTRICT CITIZENS ADVISORY COMMITTEE BYLAWS

*Adopted by the Board of Directors of the Yolo County Transportation District on January 11, 2010*  
*Amended by the Board of Directors of the Yolo County Transportation District on October 12, 2020*  
*Amended by the Board of Directors of the Yolo County Transportation District on July 10, 2023*

### Section 1 – NAME

The name of this committee shall be the Citizens Advisory Committee (hereafter referred to as “Committee”) of the Yolo ~~County~~ Transportation District (hereafter “~~YCTD~~YoloTD” or “District”).

### Section 2 - PURPOSE AND FUNCTIONS

The purpose of this Committee is to advise Yolo~~CTD~~’s Executive Director and the Yolo~~CTD~~ Board of Directors (hereafter “Yolo~~CTD~~ Board”) on fixed route transit, paratransit, microtransit and other alternative transportation services, developments and facilities affecting the District, including principles for route, schedule, and fare changes, and such other policy and service related matters which the ~~YCTD~~YoloTD Chair, ~~YCTD~~ Board, or Executive Director deem appropriate for Committee consideration.

The Yolo~~CTD~~ Board must approve any activities of the Committee beyond the charges listed in these bylaws. The work of the Committee is subject to budget limitations adopted by the ~~YCTD~~YoloTD Board. Written and verbal communication from the Committee to the public, including media, is subject to review and approval by the ~~YCTD~~YoloTD Board.

### Section 3 - MEMBERSHIP

- A. The membership of the Committee shall be composed of up to seven (~~97~~) persons residing within the geographical boundaries of YoloTD~~YCTD~~ as follows: One person from each of the four cities of Woodland, Davis, West Sacramento, and Winters, plus one person from the unincorporated area of Yolo County, plus ~~two~~four (~~42~~) at-large members.
- B. The YoloTD ~~YCTD~~ Board shall appoint each member of the Committee.

### Section 4 - RECRUITMENT AND TENURE

- A. The YoloTD ~~YCTD~~ Board shall appoint all members of the Committee. ~~YCTD shall provide an application form to interested individuals.~~ Each YoloTD ~~YCTD~~ voting Board member shall be responsible for nominating a representative for their jurisdiction and may nominate at-large members. At the discretion of the Board, YoloTD staff may assist with advertising vacancies and recruiting candidates. YoloTD staff shall provide an application form to interested individuals. ~~YCTD~~ Selection of Committee members shall be based on the submitted application, ~~and~~ any supplemental information ~~that the Board may require~~requested by the Board, such as input from the current members of the Citizens Advisory Committee. Nomination of at-large members may be made by any current YoloTD Board member. Appointment of members shall be through majority vote/approval by the YoloTD Board.



~~and the Board's consideration regarding current membership and the targeted interest areas included in Paragraph E below.~~

B. The CAC should include representatives with diverse backgrounds, interests and life experiences. When filling vacancies on the CAC, the Board should prioritize the following criteria:

1. Individuals from minority and Tribal groups
2. Low-income individuals, including those who have experienced homelessness
3. Yolo bus riders, particularly those who use transit as their primary mode of transportation, including fixed-route, microtransit and paratransit riders.
4. Persons with disabilities
5. Senior citizens, age 62 or older
6. Balanced gender representation and inclusion of LGBTQ individuals
7. Students enrolled in college, high school, continuing education and/or trade school
8. Parents and caregivers
9. Individuals who live in rural or Tribal communities
10. Advocates for bicycling, walkability, parks and/or trails
11. Individuals who work with or advocate on behalf of transit-dependent and low-income populations

C. Selection of Committee members shall meet the requirements of Title VI of the Civil Rights Act of 1964 ~~, the Transportation Equity Act of the 21st Century,~~ and other applicable federal and state requirements concerning public outreach.

D. The term of office for each member of the Committee is four (4) years, unless otherwise extended by a majority vote of the YoloTD YCTD Board. All Committee members serve at the pleasure of the YoloTD YCTD Board.

E. In the event of a vacancy, and subject to the concurrence of the YoloTD YCTD Board member from the affected jurisdiction, the YoloTD YCTD Board may appoint a resident from another jurisdiction within Yolo County to serve temporarily on the Committee until such time as the vacancy is permanently filled. ~~the Board member from the affected jurisdiction proposes, and the Board appoints, a nominee who resides within that jurisdiction. Nomination of at large members may be made by any current YCTD Board member. Appointment of at large members shall be through majority vote/approval by the YCTD Board.~~

~~E. Vacancies on the Committee shall be filled by the YCTD Board. YCTD shall provide an application form to interested individuals. YCTD selection of Committee members shall be based on the submitted application and the enhancement of a broad cross section of interests. The targeted interest areas may include, but are not limited to, the following:~~

~~Persons with disabilities~~

~~Inter-community riders~~

~~Commuters traveling to/from the Cities of Davis, West Sacramento, Winters, Woodland, the Sacramento International Airport, Sacramento, UCD, Cache Creek Casino Resort, and/or other Yolo County locations~~

~~Local transit riders~~

~~Senior Citizens, age 62 or older~~

~~Income Sensitive Individuals~~

~~Ethnic minorities~~

~~High school, continuing education or trade school students~~

~~College students~~  
~~Parent(s) representing K-8 students~~  
~~Representation from rural areas~~  
~~Bicycle/pedestrian advocates~~  
~~Social service agency representative for transit dependent populations~~  
~~Passenger rail, freight or trucking representatives~~  
~~Parks/trails users~~  
~~Representatives from city or county transportation related committees~~  
~~Representatives from local businesses~~  
~~Representatives from health care entities~~

## **Section 5 - OFFICERS**

The officers shall consist of a Chair and a Vice-Chair.

- A. The Chair shall: preside at all meetings; call special meetings as required; represent the Committee before all other bodies and committees as directed by the YCTD Board; and work with staff to set the agenda for all meetings.
- B. The Vice-Chair shall perform all duties of the Chair in their absence. In the event of the absence of both the Chair and Vice-Chair, the Committee shall select a member to perform the duties of the Chair.
- C. The Chair and Vice-Chair must be voting members of the Committee.

## **Section 6 - ELECTION OF OFFICERS**

- A. The officers of the Committee shall be elected annually at the first regular meeting of each ~~fiscal~~-calendar year. Nominations shall be taken from the floor. The term of office for newly elected officers shall begin at the first regular meeting of each ~~fiscal~~-calendar year and end on the last meeting of the ~~fiscal~~-calendar year. Officers shall serve no more than two consecutive terms, unless otherwise determined by the Committee or ~~YCTD-YoloTD~~ Board.

## **Section 7 - SUBCOMMITTEES**

- A. Subcommittees shall be formed as necessary to carry out the work of the Committee. District Counsel shall review each subcommittee to determine whether the Subcommittee falls under the requirements of the Brown Act.
- B. Subcommittees shall be considered advisory to the Committee.

## **Section 8 - MEETINGS AND VOTING**

- A. Regular meetings of the Committee shall occur four ~~to six~~ (4-~~6~~) times per fiscal year, unless cancelled or increased by the ~~YCTD-YoloTD~~ Board, its Chair, its Executive Director or their designee. The Committee shall determine its regular meeting schedule.

- B. Notice and agenda of regular meetings shall be sent to all members at least seventy-two (72) hours prior to all meetings. Notice, agenda, minutes, and other materials may be delivered electronically.
- C. YCTD staff shall, working with the Committee, endeavor to expand the District's outreach to the public regarding Committee meetings, including:
  - i. Enhanced website, including posting of agenda and meeting packet
  - ii. On-line form for submitting public feedback
  - iii. Social media outlets
  - iv. Email notices to interested parties
  - v. Newsletters
  - vi. Other methodologies
- D. Special meetings shall be held at the call of the [YoloTD](#) ~~YCTD~~-Board, Chair of the [YoloTD](#) ~~YCTD~~-Board, or [YoloTD](#) ~~YCTD~~-Executive Director or their designee. The person calling the meeting shall fix the time and place. Special meetings must be noticed publicly twenty-four (24) hours in advance, consistent with the Brown Act. Every effort shall be made to reach all Committee members.
- E. All meetings shall be open to the public and interested persons or groups shall be invited to address the Committee.
- F. A majority of the appointed members of the Committee (i.e., not including vacancies) shall be required to constitute a quorum. Except for adjournment of the meeting, no action may be taken by the Committee unless a quorum is present.
- G. A majority vote of those present and constituting a quorum shall be required for any action by the Committee. However, any member who abstains due to a legal conflict of interest shall not be counted in determining the existence of a quorum or a majority vote.
- H. Each member of the Committee shall be entitled to cast one vote on each issue voted on by the Committee. Voting will be recorded.
- I. Meetings shall be conducted according to *Robert's Rules of Order*.
- J. The proceedings of all meetings shall be summarized by a note taker or reported by a minutes recorder, and made available to all Committee members at least seventy-two (72) hours in advance of the next meeting.
- K. In the event of a lack of a quorum, the Committee may proceed with any business not requiring Committee action. All items for action by the Committee shall be continued to the next meeting.
- L. In the event that a quorum is not met and action was to be taken on an emergent item, members of the Committee in attendance are charged to contribute their recommendations individually on the action item to the [YoloTD](#) ~~YCTD~~-Board, the [YoloTD](#) ~~YCTD~~-Executive Director or their designee.

## Section 9 - TERMINATION

- A. A four-year term shall be continuous except under the following conditions:
  - i. A member's unexcused absence from three (3) consecutive meetings may be considered as a *de facto* resignation, subject to recommendation by the Committee, [YoloTD](#) ~~YCTD~~'s-Chair,

Executive Director or their designee, and subsequent approval by the YoloTD YCTD Board. Before a member is dismissed for reasons of absence, they shall be notified in writing. A dismissed member may apply to be reappointed by the YoloTD YCTD Board.

- ii. Change in status of the member so they no longer reside within the geographical boundaries of YoloTDYCTD.
- iii. The member submits their written resignation to the Chair of the Committee, the YoloTD YCTD Chair, or the YoloTD YCTD Executive Director.
- iv. The YoloTD YCTD Board removes a member from the Committee.

## **Section 10 – STIPENDS**

A. Committee members shall, upon request, be paid a stipend of \$100 for each Committee meeting actually attended where a quorum is present.

## **Section 10-11 - AMENDMENTS**

A. Recommended amendments shall be submitted to the YoloTD YCTD Board.

B. These Bylaws may be amended at any regular meeting of the YoloTD YCTD Board upon the affirmative vote of at least three (3) voting members. The proposal for amendments to these Bylaws shall appear on the published agenda. The text of the proposed amendments shall be sent to all Committee members not less than thirty (30) calendar days in advance, unless the amendment is of such an urgent nature as to make shorter notice to Committee members necessary, in which case it may be included with the meeting notice and agenda.

## BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

<b>Topic:</b> Approve Resolution 2023-11 Authorizing Signature Authority for Brian Abbanat and Daisy Romero for all YoloTD Bank Accounts with WestAmerica and Yolo County	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<b>3e</b> <b>Action</b>	
		<b>Attachments:</b>	<div><div>Yes</div>No</div>
<b>Prepared By: A. Bernstein</b>		<b>Meeting Date: July 17, 2023</b>	

### RECOMMENDATION:

Staff recommends the YoloTD Board of Directors approve Resolution No. 2023-11 authorizing signature authority for Acting Director of Planning (Brian Abbanat) and Acting Director of Transportation Operations (Daisy Romero) for all YoloTD Bank Accounts with WestAmerica and Yolo County.

### BACKGROUND:

The County and WestAmerica Bank require Board approval for individuals authorized to sign checks and approve electronic withdrawal of funds from YCTD's bank accounts held at their institutions.

At least two authorized signers must be on file at all times. Executive Director Autumn Bernstein already has Board-approved signature authority. Prior Deputy Directors have also been granted such authority. With the recent departure of Erik Reitz and the impending departure of Leo Levenson at the end of July, new signers must be added at this time.

This action will provide Board authorization for YoloTD Acting Director of Planning (Brian Abbanat) and Acting Director of Transportation Operations (Daisy Romero) to have signature authority for YoloTD bank accounts held at Yolo County and WestAmerica Bank.

**Special Districts and Other Agencies Authorization Form - FY 2023-2024**

<b>COUNTY OF YOLO</b> <b>DEPARTMENT OF FINANCIAL SERVICES</b> P.O. BOX 1268 WOODLAND, CA 95776 (530) 666-8190					<b>Fund:</b> District Name: Yolo County Transportation District Address: 350 Industrial Way Woodland, CA 95776 Phone number: 530-402-2816 Contact: Leticia Ambriz				
1	2	3	4	5	6	7	8	9	AUTHORIZED SIGNATURE OF EMPLOYEE
PICK UP GENERAL CHECKS	GENERAL CLAIMS APPRVL	DEPOSIT APPRVL	JE/TSF DOC. APPRVL	BUDGET MOD. APPRVL					Signature: Print: <i>Leticia Ambriz</i>
	x	x	x	x					Signature: Print: <i>Leo Levinson</i>
	x	x	x	x					Signature: Print: <i>Leticia Ambriz</i>
x									Signature: Print: <i>Cristina Grajeda</i>
x									Signature: Print: <i>Brian Abbanat</i>
	x	x	x	x					Signature: Print: <i>Daisy Romero</i>
									Print:

  

**The persons listed above are authorized to perform the above duties on behalf of our governing board as approved in our Minutes recorded at a regular district meeting.**

Board Chairman Signature	Date	Board Member Signature	Date
Print Name:		Print Name:	
Board Member Signature:	Date	Board Member Signature:	Date
Print Name:		Print Name:	
Board Member Signature:	Date	Board Member Signature:	Date
Print Name:		Print Name:	
Board Member Signature:	Date	Board Member Signature:	Date
Print Name:		Print Name:	

**RESOLUTION NO. 2023-11**

**APPROVE SIGNATURE AUTHORITY FOR ACTING DIRECTOR OF  
PLANNING (BRIAN ABBANAT) AND ACTING DIRECTOR OF TRANSPORTATION  
OPERATIONS (DAISY ROMERO) FOR ALL YOLOTD BANK ACCOUNTS WITH  
WESTAMERICA AND YOLO COUNTY**

Resolved, that the YoloTD Board of Directors authorizes Acting Director of Planning (Brian Abbanat) and Acting Director of Transportation Operations (Daisy Romero) to have signature authority for approving withdrawal of funds from all YoloTD bank accounts held with Yolo County and WestAmerica bank in accordance with YoloTD financial management policies and procedures, and as long as they remain employed with YoloTD. This authorization may be revoked at any time by action of the Board of Directors or the YoloTD Executive Director.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Tom Stallard, Chair  
Board of Directors

ATTEST:

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Heather Cioffi, Clerk  
Board of Directors

Approved as to Form:

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Kimberly Hood, District Counsel



**Citizens Advisory Committee (CAC)**  
**Yolo County Transportation District**  
350 Industrial Way, Woodland, CA 95776----(530) 661-0816

<b>Topic:</b> Receive Minutes of CAC’s Regular Meeting on June 27, 2023	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>4e</b>
		<b>Deliberation/Action</b>
		<b>Attachments:</b> Yes <b>No</b>
<b>Prepared By: H. Cioffi</b>		<b>Meeting Date: July 17, 2023</b>

## **RECOMMENDATION:**

Review the meeting minutes for the June 27, 2023 meeting of the Citizens Advisory Committee.

## **MEETING MINUTES:**

**Meeting Date: June 27, 2023**

### **1. Call to order/Roll Call**

Chair Baker called the meeting to order at 6:00 p.m. The following individuals were in attendance:

Committee Member	Jurisdiction	In Attendance	Absent
Lisa Baker (Chair)	Winters	X	
Olin Woods (Member)	County	X	
Stephen Streeter (Member)	Davis	X	
Patrick Guild (Member)	West Sacramento	X	
Mollie D'Agostino (Member)	Woodland	X	
Andrew Furillo (At-Large)		X	
Vacant (At-Large)			X - Vacant

YoloTD staff in attendance were Autumn Bernstein, Executive Director; Heather Cioffi, Executive Assistant and Clerk to the Board; Courtney Williams Assistant Planner.

### **2. Comments from the public regarding matters not on the agenda.**

Chair Baker asked for public comment on items not on the agenda but within purview of YoloTD.

Chair Baker read a public comment from Alan Hirsch regarding the I-80 Corridor.

### **3. Approval of Minutes of CAC's Regular Meeting on March 7, 2023**

*Item 4 is an action item.*

Vice-Chair Streeter suggested that future minutes include a glossary of technical transportation terms to aid in understanding of topics discussed.

Chair Baker asked for approval of the meeting minutes for May 2, 2023, as amended. Vice-Chair Streeter made the motion, seconded by Mr. Furillo, to approve the meeting minutes for May 2, 2023, as amended. ***The motion passed unanimously.***

#### **4. Administrative Reports**

*Item 5 is a non-action item and for informational purposes only.*

##### CAC Members Report

- Vice-Chair Streeter attended the City of Davis City Council Meeting on May 6, 2023. A presentation on the I-80 Managed Lanes Project was given. 21 people made public comment on the project.
- Mr. Furillo attended the BTSSC meeting. There was discussion of the I-80 Managed Lanes project and the City of Davis' G-Street Parking. The next BTSSC meeting will be July 13 at 6:00 pm at the Davis Senior Center.
- Ms. D'Agostino asked the committee for information on bike share in Davis. Mr. Furillo responded that bike share will be discussed at upcoming BTSSC meetings.

##### Executive Directors Report

Ms. Bernstein provided updates to include the following:

- YoloTD staff presented to both the Davis City Council and the BTSSC about the I-80 Managed Lanes project in the past month.
- CTC staff did not recommend the I-80 Managed Lanes project for \$103 million in funding.
- Ms. Bernstein has been meeting with Caltrans staff to create further plans for the project, as without the CTC funding, the project as currently proposed faces significant challenges.
- The draft EIR for the I-80 Managed Lanes Project has been delayed.
- YoloTD Staff met with the CTC staff and was informed that there were many projects requesting funding and most requested between \$5-20 million, while the I-80 project requested a much larger amount. The funding that was applied for was focused on freight corridors, and the CTC staff recommended that it would be better suited for the Solutions for Congested Corridors Program.
- Someone asked if the project did not receive funding due to the highway widening aspect. Ms. Bernstein responded that other projects focused on highway widening were funded.
- The YoloTD board approved the Woodland service plan, including the alternative the CAC had recommended. Woodland micro transit is expected to launch in September, with the Ride-Co app pre-launching in Knight's Landing and Winters in August.
- Mr. Williams has begun working on revising YoloTD paratransit policies and rider information.
- YoloTD staff has been working on updating the 12-month goals for the District and will be presenting them to the Board at the July meeting.

##### Long-Range Calendar

Ms. Bernstein provided updates to include the following:

- Chair Baker requested an update to the Long-Range Calendar to reflect the current timeframe for the Draft Capitol Improvement Plan, paratransit policies update, and possible fare structure changes.
- Mr. Guild requested that a discussion about recruitment for the CAC also be included on the Long-Range Calendar.

- Committee members asked about the fare structure update and shared that they were strongly in favor of transitioning to open payments and discontinuing use of Connect Card.
- Mr. Guild asked for an update on staffing. Ms. Bernstein reported that YoloTD is currently recruiting a new Director of Finance. There are currently 3 very qualified candidates that are being reviewed.
  - It is planned to hire a Director of Operations and a Director of Planning after the Director of Finance has been hired.
  - Mr. Williams shared that there are currently 58 operators, with 12 in training expected to finish by the end of July. This will bring us to about 70 drivers, with a final goal of 82 drivers.
- Mr. Furillo asked about a timeline for the 42's 30-minute headway expansion. Ms. Bernstein responded that the soonest that the changes could be implemented is January 2024, but due to the necessary planning and pending driver availability it will likely be implemented later.

## 5. Woodland Transit Center Study

*Item 5 is a non-action item and for informational purposes only.*

Mr. Williams provided a report on the Woodland Transit Center Study.

- In 2018 an initial study was conducted by Kimley Horn
- Their study concluded in 2019 but was impacted by the COVID-19 pandemic.
- A new study is currently being conducted, focused on an on-street transit center in Downtown Woodland.

Committee members asked to what extent the 2018 study is being built upon in the new study. Staff responded that the general identification of areas and corridors suitable for bus movement is retained, but because the new study focuses on an on-street transit center instead of an off-street center, there are new factors being studied.

Committee members asked for clarification of the difference between on-street and off-street centers, and the purpose of the 10%. Mr. Williams responded that West Sacramento is an example of an on-street center, where buses pull in and out of traffic and there are rider amenities. The 10% is intended to help match the prior scope of the build.

Committee members asked about criteria for the site location and criteria for design. Mr. Williams responded that logistics of getting buses in and out of the downtown corridor, street width to accommodate 4 buses, at least 200 ft. of curb length, and public travel behavior within the downtown corridor are all criteria for the location. The Woodland city staff will also be providing input on the proposed site.

Committee members commented that using the vacant rail line as a space for a transit center has been discussed. Chair Baker also expressed the importance of accommodating people with disabilities, accommodating first and last mile connections via e-bike, and implementing solar charging stations for phones or other personal electronic devices. Ms. Bernstein responded that the area being considered for the transit center is between East St. and College St..

Mr. Williams responded that several different amenities are being discussed including a large bike shelter. Committee members asked about how much of the public right-of-way can be used for the transit center. Mr. Williams responded that Kimley Horn and Woodland City staff is currently working on determining this number. Ms. Bernstein commented on the option of utilizing land owned by the County in Downtown.

Mr. Furillo asked about facilities for the bus drivers. Mr. Williams responded that driver-only access restrooms are being considered, and once a location is selected, specific amenities can be further determined.

Chair Baker requested an update to the Transit Center timeline to include time for the CAC to comment on the plan.

Vice-Chair Streeter asked if outreach to downtown business owners has been conducted. Mr. Williams responded that outreach has not yet been conducted.

Ms. D'Agostino asked if the travel or rider survey that was conducted collected information about Woodland Transit Center. Mr. Williams responded that those surveys did not collect direct feedback about the transit center, but relevant comments have been considered.

Mr. Guild thanked YoloTD staff for including visual aids in the packet.

## **6. Updating CAC By-Laws to Revise Criteria for CAC Representation and Recruitment**

Ms. Bernstein provided a report on the update of CAC by-laws to revise criteria for CAC representation and recruitment. Updates include:

- In February 2023 the Board Approved the creation of three “At-Large” seats on the CAC to increase representation of the communities YoloTD serves.
- Two major changes were proposed by the board’s Ad hoc committee.
  - The first was changes to the recruitment process to include a more robust advertisement of open CAC positions.
  - The second was the consolidation and clarification of the criteria for CAC recruitment

Chair Baker commented that the CAC has been working on increasing DEI since before the pandemic and thanks the staff, CAC members, and the Board for their work to achieve this.

Mr. Furillo echoed the gratitude for the changes and suggested to alter the phrase “transit dependent.”

Vice-Chair Streeter commented on the intersectionalities that exist within the criteria and the benefits of the increased DEI.

Ms. D'Agostino asked how the CAC and Board would weigh the revised criteria when looking over new committee member applications. Ms. Bernstein responded that the criteria is meant to be used for the CAC as a whole and when considering new candidates, not necessarily as a check list to ensure that all the criteria are met.

Mr. Guild echoed the gratitude for the changes and suggested an odd number of committee members to prevent ties. Mr. Guild also suggested that committee member stipends and transportation to meetings should be heavily advertised when filling the vacancies, as it could be cost prohibitive to attend meetings for people who meet certain criteria.

Chair Baker commented that it can be helpful for committees to survey themselves and see what criteria they meet and do not meet. Chair Baker also asked that the application for new committee members also be made available online to increase equity.

Vice-Chair Streeter asked if it would be possible for a person with disabilities to use Yolobus Special to get to the meetings. Ms. Bernstein responded that it would be.

Chair Baker recommended that the CAC create an ad hoc committee to work with the board to review new applications.

Ms. D'Agostino asked if the CAC could consider alternative locations for meetings that would be more transit accessible. Ms. Bernstein responded that it could be explored.

Mr. Guild recommended rotating the meeting location.

Chair Baker asked for a motion to express the CAC's support of the new bylaws and the committee's wording recommendation. Mr. Furillo made the motion, seconded by Ms. D'Agostino, to express the CAC's support of the new bylaws to the Board, with the recommendation that staff seek alternative wording to the term "transit dependent."

Mr. Woods moved to amend the motion to include a recommendation that the number of positions on the CAC be nine (9).

The committee discussed the importance of having additional seats on the committee.

Ms. D'Agostino asked if the committee had term limits. Ms. Bernstein responded that there are term limits.

Mr. Furillo made the revised motion, seconded by Vice-Chair Streeter, to express the CAC's support of the proposed CAC bylaws to the Board, with the recommendation that staff seek alternative wording to the term "transit dependent," and that the number of seats on the CAC be nine (9). ***The motion passed unanimously.***

## **7. Adjournment**

There being no further business, Chair Baker adjourned the meeting at 7:15 pm.

Respectfully submitted:



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Heather Cioffi, Clerk to the Board

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

<b>Topic:</b> Long-range Calendar	<b>Agenda Item#:</b>	<b>4f</b> <b>Informational</b>
	<b>Agenda Type:</b>	
<b>Prepared By: A. Bernstein</b>		<b>Meeting Date: July 17, 2023</b>

**RECOMMENDATION:**

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

**Long Range Calendar Agenda Items****September**

- Yolo 80 Managed Lanes Project: Workshop on Draft Environmental Impact Report
- Knights Landing Microtransit – Possible Expansion of Service Area to town of Yolo
- Report/Possible Action on Salary Survey
- Closed Session: Annual Performance Review for Executive Director

**October**

- Woodland Transit Center Recommendation
- Scope of Work for Short Range Transit Plan Update
- Update on Yolo Active Transportation Corridors (YATC) Planning Effort
- Preliminary financial status report on close of FY 22-23

**November**

- FY 22-23 1<sup>st</sup> Quarter Financial Status Report
- Updates to Paratransit/ADA Policies and Rider Information
- Scope of Work for Capital Improvement Plan

**December**

- Appoint Chair, Vice-Chair for the 2024 Calendar Year
- Approve Meeting Dates and Holidays for 2024

## BOARD COMMUNICATION: YOLO TRANSPORTATION DISTRICT

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

<b>Topic:</b> Yolo 80 Managed Lanes Project Update	<b>Agenda Item#:</b>	<div>5</div> <div>Informational</div>	
	<b>Agenda Type:</b>	<b>Attachments:</b>	<div>Yes</div> <div>No</div>
<b>Prepared By:</b> B. Abbanat		<b>Meeting Date:</b> July 17, 2023	

### RECOMMENDATION:

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

### BACKGROUND:

Important Yolo 80 Managed Lanes milestones were expected to be reached this summer to maintain the project's delivery schedule. However, several developments have occurred requiring the Caltrans / YoloTD team to regroup and determine potential paths forward.

#### Draft Environmental Impact Report Delayed

Caltrans District 3 has been preparing the Draft Environmental Document (DED) since fall 2023. The project team led by Caltrans District 3 with YoloTD support, submitted a \$103 million grant application to the California Transportation Commission's (CTC) Trade Corridor Enhancement Program (TCEP) which would have substantially closed the project's funding gap. A grant program requirement was the DED must be complete within six months of grant application submittal, upon which the June 30, 2023 DED release date was based. However, two events have occurred delaying DED release for a few more weeks:

First, the Yolo 80 Managed Lanes project was not selected for funding by the TCEP program. Thus, the imperative to release the DED by the end of June no longer applies, allowing, among others, time for further refinement and to fully address YoloTD staff's input on the DED.

Second, the project's DED is among the first in the region to address emerging California Environmental Quality Act (CEQA) regulations on freeway expansion projects, specifically Vehicle Miles Traveled (VMT) impacts. Caltrans Headquarters and District 3 need additional time to coordinate on the DED prior to its release, contributing to the delay.

YoloTD staff will continue to support Caltrans as needed toward release of a completed DED.

#### Exploration of Project Funding Alternatives

As referenced, the \$103 million TCEP project was not awarded funding by the CTC in late June. This outcome requires the Caltrans / YoloTD project team to regroup and evaluate alternative funding paths to move the project forward. However, a project challenge is the existing \$86 million federal INFRA grant funding awarded to the Yolo 80 Managed Lanes project must be obligated by September 2024, with the obligation request required two months prior. Staff have extensively explored whether the funding obligation date can be extended with a conclusive response from the Federal Highway Administration (FHWA) that a congressional act would need to occur extending the obligation date defined in the statute. While an unlikely scenario, staff are aware several INFRA-funded projects find themselves in a similar position so it's not entirely impossible; just beyond YoloTD's control.



We do not yet have information on whether a partial project can be delivered with exclusively INFRA funding. However, a few potential funding options, or combinations thereof, exist that could be considered:

1. The project could apply for Transportation Infrastructure Finance and Innovation Act (TIFIA) program, which provides credit assistance for qualified projects of regional and national significance. Many large-scale, surface transportation projects - highway, transit, railroad, intermodal freight, and port access – such as the Yolo 80 Managed Lanes project are eligible for assistance. Eligible applicants include state and local governments, transit agencies, railroad companies, special authorities, special districts, and private entities for projects with an identified revenue stream.
2. The project could issue municipal bonds to fund project construction or a portion thereof, securing the loan with revenues from the tolled managed lanes. Time constraints may preclude this as a feasible option that could be implemented prior to the September 2024 deadline for obligating the INFRA grant.
3. There may be options to secure funding from state programs, particularly because the \$86 million in federal funding is at risk.

YoloTD staff and Caltrans District 3 staff met on July 5 to discuss alternative funding paths. While no decisions were made, project partners are exploring the three above options.

#### Tolling Advance Planning Continues

Recent developments will pause some Tolling Advance Planning (TAP) activities for which YoloTD is lead, while other background activities will continue:

*Governance/Tolling Authority.* YoloTD staff and consultants will continue engaging regional transportation agencies to discuss project and regional tolling issues. The Regional Working Group (RWG) will also continue working toward establishing a Joint Powers Authority (JPA) for the Yolo 80 Managed Lanes project, with a broad objective to establish a single regional tolling authority with membership expansion as additional tolled managed lane projects are constructed within the region.

*Concept of Operations (COO).* A COO - a preliminary managed lanes operational and design plan - is needed to apply for tolling authority. Elements of this planning effort which are not dependent on resolution of the funding issue will continue.

*Funding Plan.* Consultants WSP are exploring alternative funding options, including those referenced above parallel to YoloTD / Caltrans D3 efforts.

*Project Risk Register.* Consultants WSP are developing a project risk register that identifies risks to important project milestones and their relationship to the project schedule. This tool will allow YoloTD and Caltrans D3 to clearly understand which decisions need to be made by when to maintain project schedule.

#### Conclusion

Recent events have raised some project delivery uncertainties. However, staff are hopeful that continued collaboration with Caltrans District 3, Caltrans Headquarters, SACOG, and potential funding partners will result in the Yolo 80 Managed Lanes project moving forward while retaining previously awarded funding.

## BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

<b>Topic:</b> Progress Report on Annual Goals	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<div>6</div> <div>Informational</div>	
		<b>Attachments:</b>	<div>Yes</div> No
<b>Prepared By:</b> A. Bernstein		<b>Meeting Date:</b> July 17, 2023	

### RECOMMENDATION:

Receive a mid-year progress report on YoloTD's annual goals and provide feedback on new or evolving priorities.

### BACKGROUND:

In November 2022, the YCTD Board of Directors approved a set of annual goals for Yolo Transportation District, along with detailed tasks and milestones to work toward the goals. The entire YCTD staff worked together in a collaborative, bottom-up, monthlong process to develop these goals, which span all aspects of our work. The goals, tasks and milestones form the basis for staff's collective and individual workplans.

The goals adopted in November 2022 are attached, along with an update on progress toward achieving the goals.

The annual goals are:

1. Chart the Long-Term Trajectory of Yolo County Transportation District
2. Advance Equitable and Sustainable Implementation of the Yolo 80 Managed Lanes Project
3. Improve Fixed Route Transit Service
4. Districtwide Service Planning and Policies For Microtransit
5. Strengthen Transit Operations and Internal Coordination
6. Expand Multimodal Planning and Programming
7. Improve Customer Experience for Transit Passengers
8. Strengthen Local Partnerships and Increase Community Engagement
9. Complete Capital Planning and Procurements with Improved Tools
10. Improve Grant Financial Planning and Administration
11. Foster YCTD Employee Engagement and Professional Growth

To assess our progress in meeting these goals, the Executive Director reviewed each of the objectives and their corresponding 6- and 12-month milestones and ranked progress toward each objective using a color-coded scale:

**Behind Schedule:** Progress has been slow; project is not yet begun, or far behind key milestones.

**Satisfactory Progress:** Some progress has been made; achieving some key milestones but missing others

**Significant Progress:** Rapid progress has been made; meeting or exceeding key milestones

**Complete:** All objectives and milestones have been achieved.

The attached chart shows the ranking for each task. Its important to note that, in some cases, the real-world objectives and milestones may have diverged from those adopted by the Board. In these cases, progress was measured based on a more current understanding of the objectives and milestones.

### **Summary of Progress to Date**

Of the thirty-five (35) tasks identified last November, six (17%) are complete, eleven (31%) have made significant progress, ten (29%) have made satisfactory progress, and eight (23%) are behind schedule.

#### **Highlights of Progress:**

- Completed planning, procurement, fare policy update and branding for BeeLine by YoloBus, our revamped and expanded microtransit service, that is set to launch in September 2023.
- Implemented 30-minute headways on the Route 42, which was a cornerstone of YoloGo, our Comprehensive Operations Assessment, or COA, which was approved in 2021 but delayed due to a shortage of bus operators.
- Secured \$2 million in funding from SACOG for tolling advanced planning work as part of the Yolo 80 project.
- Expanded outreach and engagement, both in person and online, to connect with the communities we serve and solicit their input on key initiatives including the Yolo 80 Managed Lanes project and new microtransit service in Woodland.
- Grew YoloCommute's membership and program offerings, including a new discount transit pass program, e-bike loan program, expanded May is Bike Month programming, and launched a new website, branding and marketing newsletter. Provided over \$12,400 in May is Bike Month Incentives to 96 recipients, leveraging almost \$31,000 in total bicycling related expenditures, most of which was spent at full-service bicycle shops in the region.
- Zero-emission fleet plan was completed and submitted to ARB.
- Completing time-sensitive procurements – this was a workplan area that was far behind schedule at the start of this workplan, but we have now completed all tasks in this category, including major investments such as retanking of buses and necessary safety improvements to our compressed natural gas (CNG) dispenser.
- We made this progress while overcoming significant staffing challenges and transitions, particularly within the Planning and Operations team.

#### **Challenges and Delays:**

- The Yolo 80 Managed Lanes project has suffered setbacks including the delayed release of the draft environmental document (DEIR) and not receiving TCEP funding request of \$103 million.
- The Yolo Active Transportation Corridors (YATC) Project is behind schedule due to delays in federal grant administration by the Federal Highways Administration (FHWA).
- While several major transit planning tasks were completed, other transit planning tasks have been delayed due to staff turnover in the Planning team. These include the capital improvement plan, a review/update of fare structure, and an update to our short range transit plan (SRTP).
- Improvements to our grant tracking and procurement processes have been put on backburner pending the permanent hire to replace Leo Levenson, our Interim Director of Finance, who went down to 50% time in January 2023 and will fully transition out of YoloTD at the end of July.

Detailed progress reports on all 11 goals can be found in Attachment A: Annual Goals and 6-, 12-month Milestones.

Going forward, we intend to time the update of these goals to coincide with our fiscal year and budget. As such, the next update of the goals will come to the Board for input and approval in March-April 2024.

Yolo County Transportation District  
Annual Goals and 6-, 12- month milestones  
Adopted November 2022

*July 2023 Update*

1. Chart the Long-Term Trajectory of Yolo County Transportation District				<u>July 2023 Update</u>
Task	Task Description	6 mo milestone (May 2023)	12 mo milestone (Nov 2023)	
Prepare a 10-year strategic plan for the agency	<p>Currently there is no long-range vision for the organization, despite major changes in the transportation sector and new priorities for YCTD (including Yolo 80 Managed Lanes, Yolo Active Transportation Corridors projects). Through a strategic planning process, we will engage the Board, member jurisdictions, stakeholders and technical and citizens' advisory committees to develop a 10-year strategic plan that includes the following elements:</p> <ul style="list-style-type: none"> <li>• Updated Vision, Values and Priorities</li> <li>• Defining Our Role</li> <li>• Long-term Goals and Strategies</li> <li>• Yearly Objectives</li> <li>• Performance Metrics</li> <li>• Funding Considerations</li> <li>• Partnerships</li> </ul>	<p>Updated Vision, Values and Priorities adopted by YCTD Board</p> <p>One Board-level strategic planning workshop and one public/stakeholder strategic planning workshop completed</p>	<p>Final strategic plan approved by the Board</p>	<p><b>Satisfactory Progress</b></p> <p>Vision, Values and Priorities complete.</p> <p>Additional work postponed per Board direction at Feb 2023 Meeting</p>

2. Advance Equitable and Sustainable Implementation of the Yolo 80 Managed Lanes Project				
Task	Task Description	6 mo milestone (May 2023)	12 mo milestone (Nov 2023)	
	<p>In partnership with SACOG, Caltrans and FHWA, plan and implement our equitable and sustainable vision for the I-80 managed lanes project, including:</p> <ul style="list-style-type: none"> <li>• Consistent, transparent community engagement and agency coordination through all stages of project development.</li> <li>• Successful completion of environmental review process.</li> <li>• Development of a comprehensive, long-term mitigation strategy for reducing vehicle miles traveled (VMT).</li> <li>• Prepare A concept of operations for tolling of the new lane and the use of toll revenues to fund transportation equity, improved transit and other VMT reduction strategies along the corridor.</li> <li>• Oversee and manage existing federal INFRA grant</li> </ul>	<p>Submit TCEP grant application in partnership with Caltrans.</p> <p>Work with Caltrans to release draft environmental document and VMT mitigation strategy by April 2022 and solicit feedback and input from communities and stakeholders.</p> <p>Initiate development of framework for governance and revenue in partnership with SACOG and Caltrans.</p>	<p>Based on results of TCEP application, identify outstanding funding needs and develop plan to close the gap.</p> <p>Finalize environmental analysis.</p> <p>Prepare draft concept of operation and level 2 traffic and revenue study.</p> <p>Prepare draft framework for governance and revenue.</p>	<p><b>Satisfactory Progress</b></p> <p>Caltrans and YoloTD submitted funding applications for the TCEP grant program as well as the SACOG Transformative program. The TCEP application was unsuccessful and we are now evaluating other options for funding. The SACOG Transformative Application received a partial award of \$3 million to fund tolling advance planning and design work.</p> <p>YoloTD worked with Caltrans and local partner agencies to prepare a VMT mitigation strategy, which will be included in the draft environmental document.</p> <p>Release of the draft environmental document has been delayed until August 1.</p> <p>YoloTD launched a regional toll policy working group to convene partner agencies in the SACOG region around formation of a tolling authority. The working group has met monthly since April 2023 and is making progress toward a governance framework.</p>

<ul style="list-style-type: none"> <li>Fundraise to close the gap and move forward with of Phase 1</li> <li>Establish a tolling authority to direct operations of the new managed lane and oversight of toll revenue.</li> <li>Evaluate conversion of an existing general purpose lane to a tolled lane.</li> </ul>				
<b>3. Improve Fixed Route Transit Service</b>				
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>	
Woodland Transit Center	Plan and implement the use of a downtown Woodland Transit Center	Complete planning of the downtown Woodland Transit Center	Implement service to downtown Woodland Transit Center	<b>Satisfactory Progress</b> Planning underway; to be completed by Oct 2023. Service changes to be implemented by April 2024.
Implement New Woodland Service	Plan, create, communicate and implement new transit service (both fixed route and Microtransit service) in the City of Woodland	Implement New Micro Transit Service	Implement New Fixed Route Service	<b>Satisfactory Progress</b> Possible changes to Woodland fixed route services will be incorporated into the update of the Short Range Transit Plan.
Implement New 42 Service	Plan, create, communicate and implement new 42 service to serve additional Woodland destinations and address long layovers at County Fair Mall	Add additional Route 42 Trips to currently approved schedule as driver availability allows	Complete planning and create new Route 42 Route in Woodland.	<b>Significant Progress</b> Fully implemented YoloGo changes (30 minute headways at peak hours) in Jan 2023. Additional changes to serve new Woodland transit center to take effect by April 2024.



Bus Stop Improvement Plan	Bus Stop Improvement Program		Complete bus stop surveys at all bus stops throughout Yolo County	<b>Satisfactory Progress</b> On track. Advance work is done and surveys began July 2023.  Changes and implementation will be rolled into Short Range Transit Plan.
Simplify and Reduce YoloBus, YoloBus Special and YourRide fares	The current YoloBus fare structure is complex and expensive for the service provided and the population using the services.	Review current fare structure and bring forward recommendations for reducing fare and simplifying the over fare structure	Bring forward new fare structure to YCTD Board for approval, and implement new fare structure.	<b>Behind Schedule</b> Work has not yet begun. Initial study of fare structure changes will be rolled into Short Range Transit Plan.  Implementation timeframe TBD, depending in part on the timing of transition from Connect Card to open loop (contactless) payment technology.
Update short range transit plan	The Short-Range Transit Plan (SRTP) is a statement of the District's near-term transit service improvement priorities and associated capital improvement needs. The SRTP should be updated every 2-3 years. The current plan was completed in 2016. SACOG approved partial funding for the SRTP in FY 21-22.	Complete Scope of Work and release RFP for SRTP consultant	Award Contract and start work on the SRTP	<b>Behind Schedule</b> Work has not yet begun. New goal is to have the project scoped and brought to board for input this fall. After board approval, work will begin and timeline for completion will be included.
<b>4. Districtwide Service Planning and Policies for Microtransit</b>				
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>	

Launch Woodland Microtransit	Plan, create, communicate and implement microtransit service in the City of Woodland	Implement New Micro Transit Service	Implement New Fixed Route Service	<b>Significant Progress</b> Planning, fare policy, branding and procurement efforts completed and approved by Board in June 2023.  Service set to launch Sept 2023 assuming driver recruitment goals are met.
Implement new RideCo app	Launch new app/enhanced service in Woodland and in all service areas	Launch new app for microtransit service	Monitoring KPIs to assess success and fine-tune service as needed	<b>Significant Progress</b> RideCo app is set to launch in Winters/Knights Landing August 2023, in Woodland Sept 2023.
Rebranding	Rebrand microtransit service including a new name, logo and vehicle wrap design	New name, logo and vehicle wraps		<b>Significant Progress</b> Logo and branding complete. Vehicle wraps on track to complete by Sept 1.
Grow fleet to support new service	Purchase 8 vans	Vans delivered and in service		<b>Significant Progress</b> Delivery of all 8 vehicles expected by July 15
<b>5. Strengthen Transit Operations and Internal Coordination</b>				
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>	
Driver Recruitment	Work with Transdev and Yolo County to establish a Returning Citizen Program (job training/placement program for individuals transitioning back into society from correctional institutions)	Meet with stakeholders and build consensus/lay groundwork for program	Program up and running; being used to recruit/train bus drivers	<b>Behind Schedule</b> Work has not yet begun.

Zero Emission Fleet Plan	Prepare a zero-emission fleet plan to steer YTCD's transit to future fuels. Under statewide mandate, a Zero Emission Bus (ZEB) Rollout Plan must be submitted to the California Air Resources Board by July 1, 2023.	Complete and submit to CARB the Zero-Emission Bus Rollout Plan		<b>Complete.</b> Plan was submitted to ARB in June 2023. Implementation will be rolled into 10-year Capitol Improvement Plan.
New Key Performance Indicators (KPI) for fixed route, microtransit and paratransit	Create fixed route, microtransit, paratransit and budgetary KPI, Set Benchmark, and review monthly. Develop and implement a procedure for ongoing monitoring of operations contract, including reporting to Board and published annual review within bounds defined by contract.	Review and Create KPIs  Comprehensive review of operations contract and development of monitoring program and SOPs (These are usually part of the KPI)	Setup Monthly and Quarterly collection of KPIs  Implement monitoring program; Publish first annual review of performance	<b>Behind Schedule</b> Work has not yet begun. Will be included in new Short Range Transit Plan.
Title VI Plan Update	Review and assess YCTD's current plan and policies for Title VI compliance, including YCTD's plans and policies for engaging minority and limited English proficient (LEP) communities	Assess existing program, research best practices, and prepare updated Title VI Plan. Submit updated Title VI Plan and documentation to FTA		<b>Complete.</b>
<b>6. Expand Multimodal Planning and Programming</b>				
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>	
Yolo Active Transportation Corridors (YATC)	Plan and design network of intercity, off-street bicycle/pedestrian corridors	Complete Existing Conditions Assessment  Initiate community engagement process	Identify Prioritized segments  Draft final plan in progress	<b>Behind Schedule</b> This federal grant-funded project has been scoped and the consultant team was selected over a year ago. Implementation has been delayed by

				the Federal Highway Administration. Notice to Proceed was finally granted in late June 2023, so the project will kick off in August.
Yolo TMA	Expand membership and mission of TMA to grow the program's impact	<p>Complete website update</p> <p>Develop and apply new Yolo Commute logo</p> <p>Launch member transit pass discount pilot</p> <p>Conduct member commute survey</p> <p>Secure one new large membership</p>	Secure second new large membership	<p><b>Significant Progress</b></p> <p>Six month goals all met except member survey.</p>
<b>7. Improve Customer Experience for Transit Passengers</b>				
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>	
Expand use of electronic fare payments	Encourage more people to use other forms of electronic payments such as Zippass (currently available) and begin planning for contactless payments (Apple Pay, Tap on Credit Cards).	<p>Develop marketing campaign on the convenience of using electronic payment. Include joint marketing with Unitrans and SacRT to promote electronic payments like Zippass</p> <p>Prioritize electronic payments for discounted fare programs (eg Yolo Commute discounted</p>	<p>Track utilization of electronic payments and set targets for % of fares that are paid by electronic media.</p> <p>Begin planning for contactless payment readers (funded by CCJPA grant)</p>	<p><b>Satisfactory Progress</b></p> <p>Zippass marketing campaign implemented on social media and inside bus marketing. We are participating in regional efforts to implement contactless payment readers paid for by CCJPA grant.</p>

passes).				
Update Streets Data	Our Streets service data, which is the foundation for many of our customer information and data tools, needs to be refined and tuned. Ongoing maintenance and updates should be prioritized on an ongoing basis, and we need to catch up after years of deferred updates.	YCTD and Transdev planning, operations and IT staff should all be cross-trained on Tripspark Streets program.  Create a plan of improvement, updates and ongoing maintenance.	Implement plan to U\update and maintain new and improved Streets	<b>Satisfactory Progress</b> Key staff have received cross-training on TripSpark/Streets database. Currently working to clean up our database; consultants are doing an onsite audit in August, then will provide feedback on best practices to utilize the technology fully. Training for all staff planned in the fall.

Improve Customer information	Review the current information on services, programs, and projects that is currently available to the public (both digital and print) and update that information to better match the agency's current mission. In addition, analyze the need of the communities that the agency serves and come up with more information that can be beneficial to them in accessing services provided by the agency.	<p>Complete review of digital information on all social media platforms.</p> <p>Update Yolobus website info on routes, fares, services, and features (such as bike on buses) to ensure accuracy. Write and update content on current YCTD projects for the new YCTD website.</p> <p>Gather feedback from internal team and the public on current website. Work with developers to implement the changes.</p> <p>Devise new internal communication between Operations and Communications teams to ensure that accurate, up-to-date operations information is available across all communication platforms.</p> <p>Review all current print materials, including signs, bulkheads, brochures, posters, etc. and information posted at bus stops, local community centers, etc.</p>	<p>Implement a new system of internal communication that allows for more accurate, timely updating of operations info.</p> <p>Complete update of Yolobus website with the newest information and optimize site to be accessible by all. Gather feedback from the public on the functionality of the website.</p> <p>Complete inventory count of all print materials about Yolobus services around the community, including signs, brochures, bulkheads, etc.</p>	<p><b>Significant Progress</b></p> <p>Route information is constantly being updated on the Yolobus website. Most recently, the Comms team updated downloadable route maps for riders to download and print.</p> <p>Comms &amp; Ops team have developed systems for internal communication to ensure that accurate information gets out to the public in a timely manner. This ramping up our Rider Alert page on the Yolobus website and pushing text/email alerts to our riders.</p> <p>We are currently in the process of updating all print materials, including signs, bulkheads, brochures, posters to reflect latest service information and branding.</p>
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Improve ridership data	Purchase and install Automated Passenger Counters (APCs) to improve data quality, accuracy and stop-level boarding counts.	Conduct procurement	Purchase and installation underway	<b>Significant Progress</b> Procurement complete. Installation expected by January 2024.
Improve customer communication tools	Purchase GTFS-realtime enhancements (customer facing and back-end planning tools)	Conduct RFP	New tools purchased by approx. June 2022 (when existing Swiftly subscription ends)	<b>Complete.</b> Transitioning from Swiftly to TripSpark .
Develop Social Media Platforms	Improve social media calendar to promote all programs, services, projects, and events. Create themed content to post consistently on the platform and build followership. Advertise social media platforms handles on all print materials.	Have established themes and campaigns running on all platforms. Increase followers by at least 3%-5% from start of the 2022-2023 FY (July 2022) on all platforms.	Increase followers by 10-15% on all social media platforms (Facebook, Instagram, Twitter, and LinkedIn) and have a distinctive voice on each platform from July 2022-July 2023  Have scheduled out social media posts at least 2-weeks in advance.	<b>Complete.</b> Since November 2022, the Comms team have exceeded our goals for reach on Facebook, Twitter, and Instagram, hitting our 12-month goals of 10%-13% in just six months by implementing different marketing strategies including consistent posting, engaging with the public and other agencies' platforms, and being responsive to riders' comments and concerns.
Create the YCTD Brand	Create and develop the YCTD brand that is distinct from, but complementary to, Yolobus brand. Establish that branding across all communication tools.	Finalize new logo, brand identity, style guide, and key messaging. Completed YCTD website with new branding. New templates, tools available for staff to use.	Conduct a public survey on YCTD branding at 6-months of launch. Refine as needed.	<b>Complete.</b>

8. Strengthen Local Partnerships and Increase Community Engagement				
Task	Task Description	6 mo milestone (May 2023)	12 mo milestone (Nov 2023)	
Strengthen relationships with community stakeholders within Yolo County.	Build relationships with community-based organizations (non-profits, schools, local businesses, civic groups) to learn their needs, raise awareness of YCTD's priorities and establish YCTD as a partner in solving mobility challenges.	<p>Develop prioritized list of local organizations/ stakeholders to establish or renew relationships with.</p> <p>Prepare outreach materials including slide deck and handouts to introduce YCTD and foster discussion about key priorities.</p> <p>Make initial contacts with priority organizations.</p>	In-person or zoom speaking engagements with at least 5 priority community organizations in each YCTD partner jurisdiction.	<p><b>Significant Progress</b></p> <p>Since November we have made numerous presentations to organizations in Yolo County, primarily in Davis (Yolo 80 project) and Woodland (microtransit service planning).</p>
Launch reduced fare program for disadvantaged communities	Start a new reduced fare program that provides subsidized tickets for non-profits that serve disadvantaged communities	YCTD Board adopts new program policies, processes and budget for reduced fare program.	Eligible nonprofits request and receive subsidized tickets per the approved program policies and budget.	<p><b>Satisfactory Progress</b></p> <p>Thanks to funding from the state LCTOP program, we have significantly increased the amount of free and subsidized tickets we distribute to non-profits and social service providers.</p>



9. Complete Capital Planning and Procurements with Improved Tools				
Task	Task Description	6 mo milestone (May 2023)	12 mo milestone (Nov 2023)	
10-Year Capital Improvement Plan	<p>Prepare and adopt a 10-year capital improvement plan to prioritize capital expenditures, including:</p> <ul style="list-style-type: none"> <li>• Bus purchases and fueling infrastructure to comply with ZEB mandate (see Zero Emission Fleet Plan)</li> <li>• Bus stop improvements</li> <li>• YCTD Facilities maintenance and improvements, including pedestrian access improvement</li> <li>• Bus washer replacement</li> </ul> <p>The capital expenditure plan will include estimated costs and likely funding sources for each category of expenditure, along with a prioritized set of expenditures for each fiscal year.</p>	Complete draft capital improvement plan template, with detailed project plan for steps needed to finish the plan.	Board review and approval of capital improvement plan.	<p><b>Behind Schedule</b></p> <p>Work has not yet begun. Scoping underway now.</p>

Time-sensitive capital expenditures in FY 22-23 Budget	Complete all necessary procurements planned for FY 22-23 in a timely manner	Substantially complete retanking of 9 CNG buses  Complete purchase of 8 demand-response vehicles.  Complete purchase of new shop truck.  Complete procurement of new CNG dispenser.	Complete any listed procurements not finished within the 6-month milestone window.  Conduct procurement for other near-term priority capital improvements identified in 10-year capital plan, where budget is available.	<b>Complete.</b> All time-sensitive procurements have been completed.
Improve Procurement Tools	Receive federal procurement contracting training  Update procurement and contract boilerplates  Update DBE compliance guidelines	Federal procurement and DBE Training completed  Vehicle purchase, vehicle overhaul and professional service contract boilerplates updated.	Incorporate lessons from training into updated SOP's.	<b>Behind Schedule</b> Work has not yet begun. This will be a priority for the new permanent Director of Finance.
<b>10. Improve Grant Financial Planning and Administration</b>				
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>	
Grant tracking tools	Implement improved tools and processes to streamline and make grant administration and reporting easier and more accurate	Develop improved tracking tool to reflect award amounts, eligible expenditures, claims, and funds received, and reports due and pending.		<b>Satisfactory Progress</b> We are continuing to refine and add useful information to grant-tracking spreadsheet. Transition away from a spreadsheet to a database system will be a priority for the new permanent Director of Finance.

Develop indirect cost rate plan	Use FY 21-22 audited financial information to develop indirect cost rate plan to apply to future grants and other cost recovery invoices	Indirect cost rate plan submitted for federal review	Federal approval for indirect cost rate plan	<b>Behind Schedule</b> Not a high priority, but something the new Director of Finance should do when time allows.
<b>11. Foster YCTD Employee Engagement and Professional Growth</b>				
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>	
Employee Climate Survey	Develop employee climate survey to monitor employee engagement, with intent of repeating on a regular interval every couple of years or so.	Develop employee climate survey.	Issue employee climate survey, analyze results and report on results and any action items arising from the survey to the Board of Directors.	<b>Satisfactory Progress</b> This is included in the scope of work for our new HR contract with CPS HR.
Maintain Competitive Wages	Update job descriptions to reflect current tasks, responsibilities, and expectations and ensure wages and benefits are competitive with peer jurisdictions.	Review and update job descriptions as necessary to reflect current tasks, responsibilities and expectations.	Complete a wage survey of peer jurisdictions. Propose adjustments as needed to YCTD salary ranges and individual employee placement within those ranges, with the goal that YCTD employee compensation is comparable to that in peer jurisdictions, taking into account employee experience and performance.	<b>Significant Progress.</b> Update and standardization of job descriptions is nearly complete. Wage survey has been procured and is getting underway with results expected in September 2023.

Refresh Internship program	Create and implement a standardized list of ongoing/routine tasks for planning/ops interns. Ensure all interns have a mix of routine operations tasks and professional skill-building tasks.	Revisit and revise Intern project tasks	<b>Significant Progress</b> Created workplan and flow chart for internship program focused on operations. Next step is to consistently incorporate planning-focused tasks into internship program.
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