

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

<b>Topic:</b> Approve Board Minutes for Regular Meeting of September 11, 2023	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<h1>5a</h1> <h2>Action</h2>	
		<b>Attachments:</b>	Yes <input type="radio"/> No <input checked="" type="radio"/>
<b>Prepared By: H. Cioffi</b>		<b>Meeting Date: December 11, 2023</b>	

**RECOMMENDATION:**

Approve the Minutes for the Regular Meeting of November 13, 2023.

**November 13, 2023 BOARD MEETING MINUTES:**

**YOLO TRANSPORTATION DISTRICT  
 BOARD OF DIRECTORS MEETING  
 November 13, 2023  
 Yolo Transportation District  
 350 Industrial Way, Woodland, CA 95776**

Chair Stallard called the meeting to order at 6:02 pm and requested a 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	
Greg Wong (Ex-Officio)	Caltrans	X	

YoloTD staff in attendance were Executive Director Autumn Bernstein, Clerk to the Board Heather Cioffi, Acting Planning Director Brian Abbanat, Acting Director of Transit Operations Daisy Romero, Assistant Transportation Planner, and Legal Counsel to YoloTD Kimberly Hood.

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

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

*Item 3 is an action item.*

Chair Stallard asked if any directors or staff had any changes to the consent calendar.

Chair Stallard asked for public comments for items on the consent agenda; there were no comments.

Chair Stallard asked for a motion to approve the consent calendar with the suggested corrections; Director Chapman made the motion, seconded by Director Early.

6:10	3a.	Approve Agenda for November 13, 2023, meeting
	3b.	Approve Board Minutes for Regular Meeting of September 11, 2023( <i>Cioffi 6-12</i> )
	3c.	Approve Board Resolution 2023-16 Authorizing the Executive Director to execute Caltrans agreements for UC Davis Sustainable Campus Transportation Plan ( <i>Abbanat 13-71</i> )
	3d.	Updated YoloTD Microtransit Policies Effective October 2023 ( <i>Williams 72-84</i> )
	3e.	Authorize Executive Director to Grant a Temporary Construction Easement to PG&E ( <i>Mikula 85-89</i> )
	3f.	Approve Board Resolution 2023-17 to Authorize the Consolidation of SGR Project Funds for Immediate Replacement of three (3) CNG buses ( <i>Fadrigo 90-92</i> )
	3g.	Authorizing the Executive Director to execute contract for APC, GTFS and Headsign integration with Tripspark ( <i>Romero 93-109</i> )

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

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

**Agenda Item 4 — Yolo 80 Managed Lanes Project Update**

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

Mr. Abbanat and Ms. Bernstein provided an update on the Yolo 80 Managed Lanes Project. Ms. Bernstein notified the DEIR had been released as of November 11, 2023. An email containing a link to the DEIR has been emailed to the YoloTD board of directors and any members of the public that are on our board email list.

The updates from Mr. Abbanat and Ms. Bernstein included:

- Many alternatives included.
- Multiple alternatives include tolling.
- These are consistent with Board-approved goals, staff work to date.
- Caltrans will present DED findings to Board at December meeting.
- Tolled Express Lanes Require Authorization from CTC.
  1. Needs to meet requirements of SHC.
  2. Environmental Review-Certify EIR.
  3. Outreach and engagement.
  4. Financial Feasibility.

- Technical Feasibility
  1. Concept of Operations.
  2. Revised T&R.
  3. Tolling Implementation schedule.
  4. Project Timeline.
  5. Environmental Justice and Equity sketch level equity program.
- Critical Tolling Application Tasks\*
  1. Concept of Operations
  2. Traffic & Revenue Study
  3. Establish Tolling Authority
  4. Revenue Expenditure Plan
  5. CTC Application for Tolling Authority

Yolo 80 managed lanes update:

November -March

- DED Release.
- Outreach.
- CAC EIR discussion.
- YTD board DED Discussion.
- DED certification.

May-September

### **Public Engagement Update**

- Tolling Authorization.
- INFRA Funding Obligation.
- Outreach Phase 1: Spring 2023.
- 3/17 Yolo County Priority Project Tour.
- Presentations to 19 stakeholder groups including:
  - Transportation & local government.
  - Environmental advocacy.
  - Social services.
  - Professional & labor.
- Produced project video and sent to list of 150 stakeholder organizations, plus follow up call.
- Legislator briefings.

### **Complementary Engagement Push Messaging to:**

- Database of over 150 stakeholder organizations.
- Yolo County PIO COVID Public Health List.
- YoloTD Database of >850 contacts.
- Yolo Commute Database of >540 contacts.
- Residents/Business Owners.
- Vulnerable / Underrepresented Communities.
- I-80 users (drivers and bus riders).
- Media Outlets & Journalists.
- Environmental & Transportation Advocates.
- Local Public Officials.

### **Key Message**

- Shared ownership of I80: Convey that the I-80 is a vital resource belonging to everyone in the region. As such, community input is essential to inform decisions that address the varied needs of our diverse population.

- Inclusive engagement: Unique perspectives are valuable and can help determine the outcome of the project.
- Commitment to Project Goals: As project proponents, YoloTD messaging will emphasize Board-approved project goals and their alignment with tolled express lanes.

Chair Stallard asked the board if there were any questions or comments. Questions and comments included:

- The board is happy the DEIR has been released.
- Can Caltrans extend the 45-day window for public comments? Due to the holidays, it does not seem realistic for a project as large as this. The answer was that due to the tight timeline, Caltrans cannot extend the window of public comments.
- What are the details and the process for the public meetings. Caltrans answered that the meetings have been preset and cannot be changed. The venues were pre-established by Caltrans and cannot be changed.
- While we appreciate the efforts YTD staff have made to provide the board with information, Caltrans needs to keep the YoloTD board in the loop as they will be fielding many of the questions from their community.
- Is there any flexibility in the 54 days for public comment? What timeline is Caltrans up against? The answer was the reason for the timeline is that Caltrans will need to review all the information received from the public for 30 days and then Caltrans will need to submit information to the government.
- Clarification on when the final EIR needs to be completed. The answer was the final EIR needs to be in February.
- Is YoloTD able to hold public engagement sessions? The answer was that the board meeting on December 11<sup>th</sup> will be a public hearing meeting. YTD staff are also considering a special meeting for the Citizens Advisory Committee, which can also be a public hearing.

Chair Stallard asked if there were any questions or comments from the public. Mr. Hirsch provided public comment.

### **Agenda Item 5— WSP Service Change Request**

*Item 5 is an action item.*

Mr. Abbanat Provided an update on the service change request on the WSP contract. Reasons for the change requests included:

- In July 2022, the YoloTD Board approved a resolution authorizing staff to procure professional consulting services for up to \$115,000 related to highway tolling for the Yolo 80 Managed Lanes project. Staff selected WSP USA Inc. (WSP) through a competitive bid process, who have provided services since November 2022.

In June 2023, YoloTD was awarded \$2 million in SACOG Regional Funding for the Tolling Advance Planning activities, above. Staff have obligated this funding and received a Notice to Proceed from Caltrans Local Assistance so Tolling Advance Planning activities can be reimbursed by this funding source.

- A scope of work accompanied the \$2 million grant award, \$537,100 of which staff proposes the YoloTD Board delegate authorization to the Executive Director to apply to the WSP Agreement in smaller increments over the next 5-7 months. The work intended for WSP falls within the Task 2 scope of their existing agreement: Ongoing Professional Technical Advisory Services for I-80 Managed Lanes Project.
- YoloTD-led Tolling Advance Planning is proceeding concurrently with the Yolo 80 Managed Lanes

EIR process to meet procedural deadlines for a tolling authority application as described in Agenda Item 4a. Because the EIR process outcome is not known, **YoloTD staff propose incremental amendments to the existing WSP agreement WSP over the next 5-7 months** to ensure:

1. Timely Tolling Advance Planning progress toward CTC tolling application deadlines; and
  2. Responsible management of project funds by committing funds to WSP-related project tasks more closely to the timing needed.
- This proposed approach ensures that funding is directed towards Tolling Advance Planning activities when they are needed, and not prior, in the event circumstances outside YoloTD's control affect the process timeline in Agenda Item 4a.
  - The Concept of Operations (Conops), Traffic & Revenue (T&R) Study, and CTC application are all requirements for submitting a tolling authority application. Only a small portion of the task budget for revisions to the existing Caltrans T&R is needed in the next 5-7 months, since WSP is playing a coordinating and support role study rather than conducting a new study as originally scoped. Access to the full Conops and CTC application budgets are needed within the next 5-7 months as tolling authority authorization from the CTC is dependent on these work products. However, the Board's action will authorize the Executive Director to make smaller incremental amendments directing these funds toward WSP's agreement over the next 5-7 months. A sample resembling an initial agreement amendment is included as Attachment 2.

Chair Stallard asked if there were any comments or questions from the board; there were no comments or questions from the board.

Chair Stallard asked if there were any comments or questions from members of the public, Mr. Hirsch, and Mr. Ehrlich.

Chair Stallard made a motion to approve item 5. The motion was seconded by Member Loren.

Mr. Williams gave a background on the Yolobus Special Paratransit Policies and Rider Guides. June 13, 2016, and July 1, 2016 were the last time the policies and guide were updated.

### **Agenda Item 6— Administrative Reports**

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

Chair Stallard asked if there were any reports from members of the board. Updates from the board included:

- SACOG had a board council meeting to look to the future relationship with Caltrans, SacRT and YoloTD.

Michael Klein from Transdev gave a verbal report including:

- Transdev is working on adding more drivers to cover vacation and sick time.
- Transdev is making sure all drivers are cross trained to drive any vehicle/route.

Ms. Bernstein gave a report on the updated ridership of the Beeline. Every week, the rider numbers increase. The next update will be in January.

YoloTD and Transdev had a meeting with the Yolo County Department of Health and Human Services. This meeting was to work with individuals through the court system to have stable employment and integrate back to society.

The compensation study has moved forward, and it will be ready to present to the board in December or January.

### **Agenda Item 7 — Administrative Reports**

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

Director Dulcich announced the launch of a new transit service of the UC Davis health service location. This service runs from Elk Grove to UC Davis Medical Center in Sacramento. This service will be timed to connect with the Causeway Connection so that travelers from Elk Grove can transfer at the Medical Center to reach the main UC Davis campus.

Director Loren reminded everyone that the Winters Carnitas festival is occurring on September 30<sup>th</sup>. She encouraged everyone to attend.

Chair Stallard announced that YoloTD would be launching the Beeline service, and the ribbon cutting would occur on September 18<sup>th</sup>.

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

- YoloTD staff had a soft launch of the Beeline Service on September 11. The launch went well. The public launch will be September 18<sup>th</sup>.
- The Woodland transit study is underway. YoloTD is working with the City of Woodland and hope to have a report soon.
- The compensation study and the Executive Director review will be moved to October.
- YoloTD and UC Davis applied for a grant to update the campus wide transportation master plan. We were granted the money and will move forward with the project.
- YoloTD staff is reviewing an expansion of the Beeline to the city of Yolo.

Michael Klein from Transdev gave a verbal report including:

- We have the needed number of drivers to operate our current service, and we are working on having more standby operators in case of emergencies.

Ms. Bernstein reviewed the challenges of rerouting and detours in downtown Sacramento. This issue was reviewed with the CAC and YoloTD staff will be working with the City of Sacramento.

Ms. Bernstein Reviewed the Long-Range Calendar

#### **December**

- Appoint Chair, Vice-Chair for the 2024 Calendar Year
- Approve Meeting Dates and Holidays for 2024
- Yolo 80 Managed Lanes: Draft Environmental Document Presentation and Discussion
- Report/Possible Action on Salary Survey
- FY 23-24 1st Quarter Financial Status Report


## **January**

- Yolo 80 Managed Lanes Update and Possible Action
- Update on Transit Planning Activities (SRTP, 10-Year Capital Improvement Plan)
- Report/Possible Action on Woodland Transit Center Relocation
- FY22-23 Financial report –Audited

*The meeting was adjourned at 7:32 pm.*

***Closed Session***

Respectfully submitted:



Heather Cioffi, Clerk to the Board

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