

# BOARD OF DIRECTORS MEETING AGENDA

**Directors:** Josh Chapman (Chair, City of Davis), Dawntè Early (Vice-Chair, City of West Sacramento), Lucas Frerichs (Yolo County), Jesse Loren (City of Winters), Tom Stallard (City of Woodland), Matt Dulcich (UC Davis, ex-officio), Greg Wong (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:** May 13, 2024  
**Meeting Time:** 6:00 PM  
**Meeting Place:** Yolo Transportation District Board Room  
350 Industrial Way  
Woodland CA 95776

## ZOOM INFORMATION

Link: <https://us06web.zoom.us/j/87969227172?pwd=hIaEqV4cjgNVfdOT80mRulUABybc3v.1>  
Phone Number: (669) 444-9171  
Meeting ID: 879 6922 7172  
Passcode: 105086

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 PM	2.	Approve Agenda for May 13, 2024 Meeting		X
6:10 PM	3.	Comments from public regarding matters <u>on the consent calendar</u> , or <u>items NOT on the agenda</u> but within the purview of YoloTD. Please note, the Board is prohibited from discussing items not on the agenda.	X	

**CONSENT CALENDAR**

6:15 PM	4a.	Approve Board Minutes for Regular Meeting of March 11, 2024 ( <i>Bernstein, pp 5-8</i> )		X
	4b.	Approve Resolution 2024-10 Authorizing the Executive Director to Procure Three (3) CNG Gillig 40' Buses ( <i>Williams, pp 9-15</i> )		X
	4c.	Receive Fiscal Year 2023-24 Third Quarter Financial Update ( <i>Fadrigo pp 16-25</i> )	X	
	4d.	Receive Fiscal Year 2022-23 Final Audited Budget-to-Actual Update ( <i>Fadrigo pp 26-31</i> )	X	

**REGULAR CALENDAR**

6:20 PM	5.	Receive Draft Workplan for Fiscal Year 2024-25 ( <i>Bernstein pp 32-39</i> )	X	
6:40 PM	6.	Receive Draft Budget for Fiscal Year 2024-25 ( <i>Fadrigo pp 40-69</i> )	X	
7:00 PM	7.	Receive Audited Financial Statements for Fiscal Year 2022-23 ( <i>Fadrigo pp 70-147</i> )	X	
7:30 PM	8.	<b>Administrative Reports (<i>Bernstein 150-151</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. Yolo 80 Managed Lanes Project Update	X	
8:00 PM	9.	Adjournment		X

Unless changed by the YoloTD board, the next meeting of the Board of Directors will be June 10, 2024, at 6:00 pm at Yolo Transportation District, 350 Industrial Way, Woodland CA 95776.

I declare under penalty of perjury that the foregoing agenda was posted on or before Friday, May 10, 2024 at the Yolo County Transportation District Office (350 Industrial Way, Woodland, California). Additionally, copies were 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.

*Autumn Bernstein*

Autumn Bernstein, Executive Director

**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.

**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, May 13, 2024, 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 Yolo Transportation District as soon as possible and preferably at least 24 hours prior to the meeting. We may be reached at telephone number (530) 402-2819, via email at [custserv@yctd.org](mailto:custserv@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.

<b>Topic:</b> Approve Board Minutes for Regular Meeting of April 8, 2024	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<h1 style="margin: 0;">4a</h1> <h2 style="margin: 0;">Action</h2>	
		<b>Attachments:</b>	<input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
<b>Prepared By: A. Bernstein/N. Alley (RGS)</b>		<b>Meeting Date: May 13, 2024</b>	

### RECOMMENDATION:

Approve Minutes for the Regular Meeting of April 8, 2024

### BACKGROUND:

The Yolo Transportation District (YoloTD) Board of Directors holds regular meetings in compliance with the Brown Act and public records laws. Those meetings are recorded in minutes, which are to be retained, in perpetuity, in the YoloTD archives.

The purpose of this item is to approve minutes of the Board of Directors meeting for the historical preservation and posterity of the YoloTD Board of Directors actions for future generations to understand the valuable work considered and accomplished by YoloTD.

### BUDGET IMPACTS:

There are no anticipated financial impacts.

**Attachments:**

1. Minutes



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## BOARD OF DIRECTORS MEETING MINUTES

April 8, 2024, at 6:00 p.m.  
Yolo County Board of Supervisors Meeting Room  
625 Court Street, Suite 204, Woodland, CA

### 1. Call to Order - Roll Call - Determination of Quorum

Chair Chapman called the meeting to order at 6:00 p.m.

Directors Present:

Josh Chapman, Chair, City of Davis  
Lucas Frerichs, Yolo County  
Tom Stallard, City of Woodland  
Greg Wong, Caltrans, ex-officio

Dawntè Early, Vice Chair, City of West Sacramento  
Jesse Loren, City of Winters  
Matt Dulcich, UC Davis, ex-officio

Directors Absent:

None

A quorum of the Board was present.

Staff Present:

Autumn Bernstein, Executive Director  
Brian Abbanat, Director of Planning  
Heather Cioffi, Clerk to the Board

Kimberly Hood, District Counsel  
Chas Fadriago, Director of Finance and Administration  
Daniel Gomez, IT Technician

### 2. Approval of Agenda

Motion: Director Frerichs made a motion to approve the Agenda. Motion was seconded by Director Early. The motion was approved by a 5 Yes/0 No vote.

### 3. Public Comments

Mr. Anthony Palmere made comments regarding bus service to sporting events in West Sacramento and downtown Sacramento.

### 4. Consent Calendar

- 4a. Approve Board Minutes for Regular Meeting of March 11, 2024
- 4b. Approve Resolution 2024-004 to Execute 2024-31 Short Range Transit Plan Consultant Agreement
- 4c. Approve Board Resolution 2024-005 FY 2023-2024 LCTOP Projects
- 4d. Approve Resolution 2024-006 Planning Department Position Reclassification
- 4e. Approve Correction to Resolution 2024-006 Authorizing Caltrans Master Agreement and Program Supplement Agreements

Motion: Director Frerichs made a motion to approve the Consent Calendar. Motion was seconded by Director Early. The motion was approved by a 5 Yes/0 No vote.

### Regular Calendar

## **5. Presentation on Yolo County Climate Action Plan**

Kristen Wraithwall, County of Yolo Sustainability Manager, provided a brief presentation and fielded inquiries from the Board.

Chair Chapman called for public comment.

Mr. Alan Hirsch provided general comments regarding the presentation.

Seeing no further comments, Chair Chapman closed public comments.

## **6. Recommendation to align YoloTD Salary Scales with December 2023 Benchmarking Survey Results**

Executive Director Bernstein, Director of Finance and Administration Fadrigio, CPS HR Consulting Representative Debora Boutte, and GovInvest, Inc. Representative Nate Galindo presented the staff report and fielded inquiries from the Board.

Chair Chapman called for public comment.

Mr. Alan Hirsch provided general comments regarding the presentation.

Seeing no further comments, Chair Chapman closed public comments.

General discussion commenced amongst the Board.

Motion: Director Loren made a motion to approve Resolution 2024-007, as recommended by staff. Motion was seconded by Director Frerichs. The motion was approved by a 4 Yes/1 No (Stallard) vote.

## **7. Proposed Amendments to YCTD Personnel Rules and Regulations regarding Salary Scale, COLA's, Merit Adjustments and New Hire Salary placement**

Director of Finance and Administration Fadrigio presented the staff report and fielded inquiries from the Board.

Chair Chapman called for public comment. Seeing no one come forward, he closed public comment.

General discussion commenced amongst the Board.

Motion: Director Early made a motion to approve Resolution 2024-008, as recommended by staff. Motion was seconded by Director Frerichs. The motion was approved by a 4 Yes/1 No (Stallard) vote.

## **8. Downtown Woodland Transit Center Relocation Study Update**

Director of Planning Brian Abbanat presented the staff report and fielded inquiries from the Board.

Director Frerichs left the meeting.

Chair Chapman called for public comment.

Mr. Alan Hirsch provided general comments regarding the presentation.

Seeing no further comments, Chair Chapman closed public comment.

Motion: Director Stallard made a motion to approve Resolution 2024-009 authorizing the Executive Director to execute a contract with Kimley-Horn and Associates for Phase 2 Design and Additional Traffic Study for the Downtown Woodland Transit Center Relocation, as recommended by staff. Motion was seconded by Director Early. The motion was approved by a 4 Yes/0 No/1 Absent (Frerichs) vote.

**9. Administrative Reports**

- A. Board Members' Verbal Reports
- B. Transdev's Verbal Report
- C. Executive Director's Verbal Report
- D. Yolo 80 Managed Lanes Project Update
- E. Roof Repair and Mold Remediation Update
- F. Long-Range Calendar

Executive Director Bernstein provided an update on general District matters and fielded inquiries from the Board.

Board of Directors provided brief updates on general District matters.

Chair Chapman called for public comment.

Mr. Alan Hirsch summarized written comments, which were entered into the record.

Seeing no further comments, Chair Chapman closed public comment.

**10. Adjournment**

Seeing no further business, Chair Chapman adjourned the meeting at 8:20 p.m.

Respectfully Submitted,

*Autumn Bernstein*

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Executive Director



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

<b>Topic:</b> Approve Board Resolution 2024-10 for Procure three CNG Gillig 40' Buses for the 2023-2024 Fiscal Year	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>4b</b>  <b>Action</b>	
		<b>Attachments:</b>	<input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
<b>Prepared By: C. Williams</b>		<b>Meeting Date: May 13, 2024</b>	

**RECOMMENDATION:**

Approve Board Resolution 2024-10 authorizing the Executive Director to:

1. Execute a Cooperative Agreement with the Washington State Department of Enterprise Services for Purchasing Vehicles
2. Purchase three CNG buses for an amount not to exceed \$2,800,000 and apply any cost savings toward future budgeted capital or operational improvements.

**BACKGROUND:**

To ensure that YoloTD can meet the 2018 California Air Resources Board Zero Emission Vehicle (ZEV) mandate YoloTD will be required to replace existing Compressed Natural Gas (CNG) buses with ZEV buses. However, during the transition period from CNG to ZEV technology, our CARB-approved plan allows us to purchase a limited number of CNG vehicles to maintain service continuity.

To ensure federal and state procurement compliance regulations are met and a favorable purchasing price is received, YoloTD recommends purchasing vehicles by joining an existing purchasing co-operative managed by the State of Washington Department of Enterprise Services. The co-operative agreement allows YoloTD to piggyback onto their existing procurement contract and streamlines the procurement process, allowing the agency to procure a variety of fixed route 40' buses and paratransit vehicles at pre-determined and cost-competitive rates.

This purchase was included in the Fiscal Year 2023-24 Budget and referenced in the Zero Emission Bus Plan approved by CARB. We recommend purchasing three replacement CNG buses to prepare for the transition to fully electrifying the Yolobus fixed route bus fleet. This procurement will not delay the procurement cycle of electric buses and will provide YoloTD staff with the time to complete the planning and engineering needed to make the necessary facility upgrades to fully electrify our facility. The funds used to procure the three CNG buses will be supported by 5307 2018 UZA Funding totaling \$1,280,000 and \$1,707,026.33 in SGR funding from fiscal Years 2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023, as referenced in Board Resolution 2023-17. If there are any cost savings determined after final payment and delivery, these will be re-appropriated towards the Operations department to further support capital or operational projects in future fiscal years.

Attachment 1- Board Resolution

Attachment 3- Co-Operative Purchase Agreement with Washington DOT

**YOLO COUNTY TRANSPORTATION DISTRICT  
RESOLUTION NO. 2024-010**

**RESOLUTION AUTHORIZING CO-OPERATIVE AGREEMENT BETWEEN YOLO COUNTY  
TRANSPORTATION DISTRICT AND THE WASHINGTON STATE DEPARTMENT OF  
ENTERPRISE SERVICES; AND PROCUREMENT OF THREE CNG 40' BUSES**

**WHEREAS**, the Yolo District Transportation District (District) Board of Directors has approved a Zero Emission Fleet Transition Plan that complies with California mandates to transition to a fully Zero Emission fleet and was accepted and approved by the California Air Resources Board in 2023;

**WHEREAS**, the Zero Emission Fleet Transition Plan recognizes that some during the transition to a fully zero emission fleet, YoloTD will continue to use compressed natural gas (CNG) vehicles to maintain continuity of service may need to purchase additional CNG vehicles during the transition period;

**WHEREAS**, YoloTD's existing fleet relies on a number of CNG vehicles with very high mileage and for which replacement parts are no longer available;

**WHEREAS**, the District's current capacity to charge electric vehicles is constrained until additional charging infrastructure is added to our Woodland location;

**WHEREAS**, YoloTD has identified funding from state and federal sources to support the procurement of three CNG buses, including \$1,280,000 in 2018 federal 5307 funds and \$1,707,026.33 in SGR funding from fiscal Years 2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023;

**WHEREAS**, YoloTD have identified that a co-operative purchasing agreement with the Washington State Department of Enterprise Services offers favorable terms for purchasing vehicles that meet YoloTD's needs;

**WHEREAS**, the estimated cost to procure the three CNG buses through the Washington State Department of Enterprise Services is \$2,492,916.00;

**NOW, THEREFORE, IT IS HEREBY RESOLVED, ORDERED, AND FOUND** by the Board of Directors of the Yolo Transportation District, County of Yolo, State of California authorizes the Executive Director to:

1. Execute a Cooperative Agreement with the Washington State Department of Enterprise Services for Purchasing Vehicles
2. Purchase three CNG buses for an amount not to exceed \$2,800,000 and apply any cost savings toward future budgeted capital or operational improvements.

**PASSED AND ADOPTED** by the Board of Directors of the Yolo County Transportation District, State of California, this 13<sup>th</sup> day of May 2024, by the following vote:

AYES:  
NOES:  
ABSTAIN:

ABSENT:

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Josh Chapman, Chair  
Board of Directors

ATTEST:

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Norma Alley, Clerk  
Board of Directors

By \_\_\_\_\_  
Kimberly Hood, District Counsel



# Washington State DEPARTMENT OF ENTERPRISE SERVICES

## COOPERATIVE PURCHASING AGREEMENT

FOR

TRANSIT BUSES

CONTRACT NO. 06719

This Cooperative Purchasing Agreement for Transit Buses (“Agreement”) is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency (“Enterprise Services”) and Yolo County Transportation District a Special District (“Authorized Purchasing Entity”) and is dated and effective as of May 13<sup>th</sup>, 2024.

### RECITALS

- A. Pursuant to Legislative authorization, Enterprise Services, on behalf of the State of Washington, is authorized to develop, solicit, and establish procurement solutions, including statewide contracts (“Contract”), for goods and/or services to support Washington state agencies. *See* RCW 39.26.050(1). The Washington State Legislature also has authorized Enterprise Services to make these contracts available, pursuant to an agreement in which Enterprise Services ensures full cost recovery, to other local or federal government agencies or entities, public benefit nonprofit organizations, and any tribes located in the State of Washington. *See* RCW 39.26.050(1) & (2).
- B. In addition, Enterprise Services is authorized “to participate in, sponsor, conduct, or administer a cooperative purchasing agreement.” *See* RCW 39.26.060(1).
- C. Cooperative Purchasing Agreements provide an opportunity for Enterprise Services to meet the needs of its customers and, by designing and developing the Competitive Solicitation and resulting Contract to include the opportunity for cooperative utilization by Authorized Purchasing Entities through a Cooperative Purchasing Agreement, to meet the needs of similarly situated purchasing entities who collectively enable an innovative, cost-effective, and efficient procurement solution for awarded contractors and eligible purchasers.
- D. The above-referenced Contract was competitively bid, evaluated, and awarded pursuant to the State of Washington’s procurement laws for goods/services. *See* RCW 39.26. The procurement and resulting Contracts were designed to create competition and awarded contractors for a variety of Transit Buses (contract categories).
- E. The above-referenced Contract was designed to and meets Federal Transit Administration (“FTA”) requirements for a State Cooperative Purchasing Contract under the FAST Act Sec. 3019. *See* Pub.L. 114-94.
- F. There are no pending protests or lawsuits pertaining to the procurement or award of the Contract.
- G. Enterprise Services maintains procurement and contract records pertaining to the Contract including the Competitive Solicitation, Bid Tab, Bidder Profiles, and resulting Contracts. In addition, Enterprise Services Transit Buses website identifies the various awarded contractors.

H. The purpose of this Agreement is to enable the Authorized Purchasing Entity to utilize the above referenced Contract consistent with the terms thereof and the terms and conditions set forth herein.

## A G R E E M E N T

**NOW THEREFORE**, in consideration of the mutual promises, covenants, and conditions set forth herein, the parties hereto hereby agree as follows:

1. **TERM.** Upon execution, this Cooperative Purchasing Agreement shall continue for the term of the applicable Contract, as amended or extended; *Provided*, however, that, upon written notice to Enterprise Services, Purchasing Entity may terminate its participation in this Cooperative Purchasing Agreement and its ability to utilize the above-referenced Contract.
2. **AUTHORIZATION TO UTILIZE THE CONTRACT.** Consistent with the terms and conditions of the Contract and Purchasing Entity's applicable procurement law, Purchasing Entity is authorized to utilize the above-referenced Contract as a procurement solution. The State of Washington makes no representation or warranty regarding Purchasing Entity's governing law or whether the Contract is an appropriate procurement solution for Purchasing Entity.
3. **CONTRACTOR CONSENT.** Consistent with its applicable procurement authority, Purchasing Entity may propose and negotiate jurisdiction-specific terms with the applicable awarded Contractor to meet Purchasing Entity's needs; *Provided*, however, that any such jurisdiction-specific modifications are subject to agreement with the applicable awarded Contractor. **Under no circumstances, however, will Purchasing Entity's jurisdiction-specific modifications change or modify the Contract obligations between the State of Washington and the applicable awarded Contractor.** Upon execution of Purchasing Entity's agreement with the applicable awarded Contractor, Purchasing Entity shall provide a copy of the same to Enterprise Services prior to making any purchases under the Contract.
4. **VENDOR MANAGEMENT FEE.** The Vendor Management Fee set forth in the Contract shall be paid by the applicable Contractor to Enterprise Services on all applicable purchases. In no event shall Purchasing Entity modify, waive, or terminate the Vendor Management Fee. Any such modification, waiver, or termination of the Vendor Management Fee shall be deemed a material breach of this Agreement and shall terminate the Agreement; and, in the event Purchasing Entity attempts to modify, waive, or terminate the Vendor Management Fee, Purchasing Entity shall, by such act, agree to notify Enterprise Services of the same and to pay to Enterprise Services, within thirty (30) days, the equivalent of the otherwise applicable Vendor Management Fee.
5. **ACCURATE PURCHASES.** Purchasing Entity shall make orders within the scope of the Contract. Any purchases outside of the scope of the Contract shall constitute a breach of this Agreement. IN the event of such breach, Enterprise Services may terminate this Agreement, including the authorization for any purchases by Purchasing Entity under the Contract. Purchasing Entity represents and warrants that it shall use reasonable, good faith efforts to assist the Contractor in obtaining and reporting to Enterprise Services accurate purchases under the Contract for purposes of the applicable Vendor Management Fee.
6. **AGREEMENT MANAGEMENT; NOTICES; PURCHASING ENTITY CONTRACT ADMINISTRATOR.**
  - (a) **AGREEMENT MANAGEMENT; NOTICES.** The parties hereby designate the following contacts as the respective single points of contact for purposes of this Agreement. The parties may change such individuals by written notice as set forth below. Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services	Yolo County Transportation District
Attn: Bus Purchases	Attn: Executive
Department of Enterprise Services	Yolo County Transportation District
PO Box 41411	350 Industrial Way
Olympia, WA 98504-1411	Woodland, CA 95775
Email: buspurchases@des.wa.gov	Tel: (530) 402-2812

Email: [aBernstein@Yctd.org](mailto:aBernstein@Yctd.org)

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

- (b) PURCHASING ENTITY INFORMATION. Purchasing Entity hereby designates the following contract administrator as the single point of contact for business activities under this Agreement.

Purchasing Entity Information	
Organization Name	Yolo County Transportation District
Tax Identification Number	32-0262241
State Business Identification Number (Required for Non-Profit entities)	Autumn Bernstein
Contact Name for Contract Administrator	Executive Director
Title	350 Industrial Way
Address	Woodland, CA, 95776
City, State, Zip	530-402-2812
Phone Number	<a href="mailto:abernstein@yctd.org">abernstein@yctd.org</a>
Email Address	Yolo County Transportation District

7. COMMUNICATION. In the event Purchasing Entity becomes aware of a significant contract performance issue pertaining to the Contract that, in Purchasing Entity's reasonable judgment, could adversely impact the State of Washington, Purchasing Entity shall communicate the same to Enterprise Services.
8. CONTRACTOR DISPUTES. Purchasing Entity is responsible for resolving any disputes between itself and the applicable Contract Contractor regarding its purchases. Purchasing Entity shall notify Enterprise Services of any material dispute between Purchasing Entity and the applicable Contract Contractor. When appropriate, Enterprise Services may assist Purchasing Entity in resolving such disputes.
9. NO LIABILITY. Other than those obligations expressly set forth in this Agreement, including the right of the State of Washington to the Vendor Management Fee, the parties shall have no liability whatsoever to each other with regard to transactions arising out of this Agreement or the Contract.
10. TAXES/FEEs. Unless otherwise agreed with Contractor, Purchasing Entity shall pay applicable sales and use taxes imposed by the tax jurisdictions in which purchase delivery occurs. Contractor agrees not make any charge for federal excise taxes and Purchasing Entity shall furnish Contractor with an exemption certificate where appropriate.
11. SCOPE OF PARTICIPATION. Purchasing Entity shall provide Enterprise Services with Purchasing Entity's estimates for purchases under the Contract. Purchasing Entity shall provide timely updates regarding such estimated purchases if there is a material change in such planned purchases. The purchasing estimates are for Enterprise Services' planning purposes in managing and approving purchases on the Contract.

Category	Estimated Purchases
Heavy Duty	50
Light/Medium Duty	20
Double Decker	0
Rebuilt	10
Refurbish	10
Repower	10

12. APPROVAL PROCESS. Purchasing Entity shall submit purchase information to Enterprise Services for approval of purchases under the Contract. Purchasing Entity shall provide necessary purchase information for each purchase including but not limited to, the final purchase order, the use of FTA funding, FTA grant number, and applicable Department of Transportation contact for approval. Enterprise Services shall include the respective state Department of Transportation for purchasing using FTA funds which require state DOT approval.

13. GENERAL PROVISIONS

- (a) ENTIRE AGREEMENT. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations and representations. There are no representations or understandings of any kind not set forth herein.
- (b) AMENDMENT OR MODIFICATION. Except as set forth herein, this Agreement may not be amended or modified except in writing signed by a duly authorized representative of each party.
- (c) AUTHORITY. Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- (d) ELECTRONIC SIGNATURES. An electronic signature or electronic record of this Agreement or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.
- (e) COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Agreement.

EXECUTED as of the date and year first above written.

**TRANSIT BUSES COOPERATIVE**  
**STATE OF WASHINGTON**  
**DEPARTMENT OF ENTERPRISE SERVICES**

**AUTHORIZED PURCHASING ENTITY**  
**AGENCY**  
**NAME**

By: \_\_\_\_\_  
Name:  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Autumn Berstein  
Title: Executive Director

Return this Agreement to Enterprise Services at:  
buspurchases@des.wa.gov

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

<b>Topic:</b> Receive Fiscal Year 2023-24 Third Quarter Financial Update	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<h1>4c</h1> <h2>Information Only</h2>
		Attachments:      Yes <input checked="" type="radio"/> No
<b>Prepared By: Chas Fadrigo</b>		<b>Meeting Date: May 13, 2024</b>

**RECOMMENDATION:**

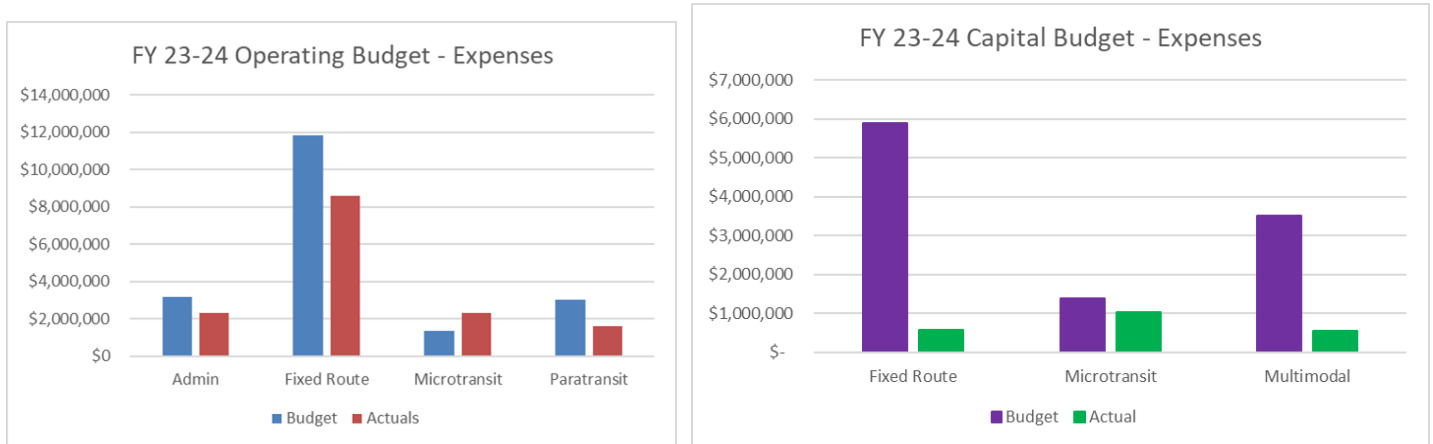
Receive FY2023-2024 Budget Status Report for Operating and Capital expenses as of April 30, 2024.

**BACKGROUND:**

The YCTD Board of Directors approved the fiscal year 2023-2024 Annual Operating and Capital Budget on June 12 ,2023.

The 2023-2024 budget for YCTD prioritizes key initiatives to enhance transit services, address commuter needs, and promote sustainability. Efforts to ease the I-80 commute involve establishing Express Lanes and planning for a tolling authority. The Yolo Active Transportation Corridors project aims to create multi-use paths connecting communities. Sustainability is emphasized through transitioning to a zero-emission fleet, starting with purchasing three (3) CNG buses. Support for the Beeline Microtransit service launch in Woodland and the relocation of the Woodland transit center is included. Internal restructuring includes new leadership positions to manage the growing planning workload while maintaining a staff size of fourteen (14) Full-time Employees (FTE). Additionally, the budget incorporates a salary benchmarking survey with anticipated employee salary adjustments.

**DISCUSSION AND ANALYSIS:**



<b>Operating Expenses</b> The Administration Operating budget will reflect savings in salary and benefits for a duration of seven (10) months, attributed to the presence of two (2) unfilled FTE positions and one (1) Limited Term position. The actuals for	<b>Capital Expenses</b> Capital expenditures primarily consist of carryovers from FY22-23 capital projects related to Fixed Route and Microtransit, as well as expenses for CNG re-tanking and the acquisition of eight (8) Beeline vehicles. Quarter 3
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Transdev contract services include expenses up to March 2024.	include capital expenses for Woodland Transit Center and the 80-Managed Lanes project.
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**Attachments:**

1. Budget to Actual Report as of April 30, 2024

**Yolo Transportation District  
Fiscal Year 2023-2024  
Budget to Actual as of April 30, 2024**

Administration			
<b>Operating Revenue</b>	<b>Budget</b>	<b>Actuals</b>	<b>%</b>
STA/LTF	\$1,511,000	\$1,510,999	100%
Cache Creek Mitigation	1,193,000	1,193,000	100%
Low Carbon/Renewable Energy Credits	200,000	132,505	66%
Net Outside Fuel Sales	140,000	88,875	63%
Interest Revenue	100,000	114,334	114%
Advertising Revenue	42,000	38,363	91%
Miscellaneous	-	43,070	-
<b>Total Administration Operating Revenues</b>	<b>\$3,186,000</b>	<b>\$3,121,146</b>	
<b>Operating Expenses</b>			
Regular Employee Salaries	\$1,922,000	1,307,239.84	68%
Intern/Temp Employee Salaries	56,000	91,610	164%
Overtime	5,000	9,801	196%
Employee Salaries allocated to Projects	(180,000)	-	-
<b>Subtotal Salaries</b>	<b>\$1,803,000</b>	<b>\$1,408,651</b>	
PERS Employer Contribution	191,000	124,769	65%
PERS UAL Payment	176,000	169,925	97%
Health Insurance Employer Contribution	240,000	165,880	69%
Retiree Health Insurance	0	29,469	-
Medicare Contribution	29,000	19,921	69%
Other Employee Benefits	20,000	21,774	109%
Benefits allocated to Projects	(44,000)	-	-
<b>Subtotal Benefits</b>	<b>\$612,000</b>	<b>\$531,738</b>	
Technology	\$105,000	44,916	43%
Marketing & Communications	105,000	15,459	15%
Other Operating Expenses	132,000	202,486	153%
Legal Services	85,000	14,535	-
Employee Training	57,000	33,749	59%
Utilities	51,000	5,899	12%
Memberships	31,000	30,407	98%
Unitrans Pass-Thru for Uninc Area Service	24,000	24,000	-
Facilities Maintenance	19,000	27,228	143%
Directors Stipends and Expenses	12,000	4,300	36%
Contingencies	150,000	-	-
<b>Subtotal Benefits</b>	<b>\$771,000</b>	<b>\$402,979</b>	
<b>Total Administration Operating Expenses</b>	<b>\$3,186,000</b>	<b>\$2,343,369</b>	

**Administration Operating Revenues and Expenses**

Revenues:

- Operating revenue billings including investment earnings are updated through December 2023.

Expenses:

- Salary and Benefits savings due to vacant positions: 1) Finance Associate 1) Senior Transportation Planner and 1) Associate Transportation Planner.
- Intern salaries over budget due to increased needs focused on surveying, Beeline launch and outreach work.

**Yolo Transportation District  
Fiscal Year 2023-2024  
Budget to Actual as of April 30, 2024**

**Fixed Route Services**

<b>Operating Revenue</b>	<b>Budget</b>	<b>Actuals</b>	<b>%</b>
STA/LTF	\$4,826,000	\$4,826,320	100%
FTA 5307 ARPA	3,012,000	-	-
FTA 5307 CARES	891,000	-	-
FTA 5307 Formula Funds	1,180,000	-	-
Passenger Fares	1,000,000	876,476	88%
FTA 5307/CMAQ for Route 42 Expansion	405,000	-	-
FTA/SacRT 5307 Causeway Connection	285,000	-	-
FTA 5311 ARPA	-	176,970	-
FTA 5311 CRRSAA	-	407,159	-
UC Davis Funds for Causeway Connection	285,000	286,079	100%
STA-SGR State of Good Repair Funds	212,000	-	-
<b>Total Fixed Route Operating Revenues</b>	<b>\$ 12,096,000</b>	<b>\$6,573,004</b>	
<b>Operating Expenses</b>			
Contracted Transportation	\$9,258,000	6,271,422	68%
Fuel	1,032,000	813,992	79%
Insurance	776,000	468,341	60%
Vehicle Maintenance	-	61,145	
Technology	260,000	22,018	8%
Utilities	230,000	146,044	63%
Facilities Maintenance	50,000	47,000	94%
Marketing & Communications	45,000	-	-
Electric Vehicle Charging	33,000	22,938	70%
Other Operating Expenses	-	73,563	-
Capital Expenses	-	643,339	
Contingencies	150,000	-	-
<b>Total Fixed Route Operating Expenses</b>	<b>\$ 11,834,000</b>	<b>\$ 8,569,801</b>	

**Fixed Route Operating Revenues and Expenses**

Revenues:

- Passenger Fares reflect revenues through March 2024. Staff are in the process of reconciling and recording revenues for April 2024. Staff is working with grant agencies to review funding awards and prepare drawdowns for FY 2023-2024 operating and capital expenses.

Expenses:

- Contracted Transportation Service reflects expenses through March 2024.
- Capital Revenue Vehicle Expenses include CNG Bus engine re-builds and the Relocation Woodland Transit Center.

**Yolo Transportation District  
Fiscal Year 2023-2024  
Budget to Actual as of April 30, 2024**

**Microtransit (Beeline) Services**

<b>Operating Revenue</b>	<b>Budget</b>	<b>Actuals</b>	<b>%</b>
STALTF	\$842,000	\$842,064	100%
FTA 5307 Formula Funds	243,000	-	-
FTA/Caltrans 5311 Rural Formula Funds	224,000	-	-
STA-SGR State of Good Repair Funds	25,000	-	-
Passenger Fares	25,000	7,996	32%
FTA/Caltrans 5311 CRRSAA	-	-	-
<b>Total Microtransit Operating Revenues</b>	<b>\$1,359,000</b>	<b>\$850,060</b>	
<b>Operating Expenses</b>			
Contracted Transportation - Woodland	\$588,000	461,463	78%
Contracted Transportation - Winters	169,000	108,078	64%
Contracted Transportation - Knights Landing	134,000	101,936	76%
Technology	231,000	63,755	28%
Insurance	137,000	83,125	61%
Fuel	65,000	47,318	73%
Vehicle Maintenance	25,000	50,697	203%
Capital Expenses	-	1,419,739	-
Contingencies	10,000	-	-
<b>Total Microtransit Operating Expenses</b>	<b>\$1,359,000</b>	<b>2,336,111</b>	

**Microtransit (Beeline) Operating Revenues and Expenses**

Revenues:

- Passenger Fares reflect revenues through March 2024. Staff are in the process of reconciling and recording revenues for April 2024.

Expenses:

- Contracted Transportation Service reflects expenses through March 2024.
- Capital Revenue Vehicles expenses include the purchase of eight (8) Microtransit vehicles, bicycle racks, wraps, communication, and technology expenses. No new capital expenses in Quarter 3.

**Yolo Transportation District  
Fiscal Year 2023-2024  
Budget to Actual as of April 30, 2024**

**Paratransit Services**

<b>Operating Revenue</b>	<b>Budget</b>	<b>Actuals</b>	<b>%</b>
STA/LTF	\$1,913,000	\$1,913,000	100%
FTA 5307 Formula Funds	842,000	-	-
Passenger Fares	145,000	109,004	75%
Cache Creek Mitigation	80,000	-	-
STA-SGR State of Good Repair Funds	65,000	-	-
Organization-Paid Fares	5,000	-	-
<b>Total Paratransit Operating Revenues</b>	<b>\$3,050,000</b>	<b>\$2,022,004</b>	
<b>Operating Expenses</b>			
Contracted Transportation	\$2,504,000	1,340,630.30	54%
Fuel	224,000	114,519	51%
Insurance	206,000	124,350	60%
Vehicle Maintenance	65,000	-	-
Technology	41,000	14,261	0
Capital Expenses	-	7,747	-
Other Operating expenses	-	2,037	-
Contingencies	10,000	-	-
<b>Total Paratransit Operating Expenses</b>	<b>\$3,050,000</b>	<b>\$1,603,545</b>	

**Paratransit Operating Revenues and Expenses**

Revenues:

- Passenger Fares reflect revenues through March 2024. Staff are in the process of reconciling and recording revenues for April 2024

Expenses:

- Contracted Transportation service reflects expenses March 2024.



**Yolo Transportation District  
Fiscal Year 2023-2024  
Budget to Actuals as of April 30, 2024  
Capital and Planning Projects**

Project #	Type	Multi-year Capital and Planning Projects	FY 22-23 Carryforward	FY 23-24 Budget	Total Budget	Year to Date Actuals	Actual as a % of Total
FR-01	Capital	Electric Buses - Multi-year Reserve for Future Purchases	\$ 880,000	\$ 463,000	\$ 1,343,000	-	-
FR-02	Capital	Re-Tanking Nine (9) CNG Buses	675,000	-	675,000	495,850	73%
FR-03	Planning	Fixed Route Planning Efforts	500,000	-	500,000	-	-
FR-04	Capital	General Transit Feed Specification (GTFS) Enhancements	520,000	-	520,000	-	-
FR-05	Capital	Automatic Passenger Counters (APCs)	420,000	-	420,000	-	-
FR-09	Capital	Bus Washer/Water Recycler Replacement	673,581	-	673,581	-	-
FR-10	Capital	Two Replacement 40' CNG Buses	-	1,600,000	1,600,000	-	-
FR-11	Planning	Downtown Woodland Transit Center	-	150,000	150,000	85,714	57%
MM-01	Planning	Yolo Active Transportation Corridors	850,000	350,000	1,200,000	201,642	17%
MM-02	Planning	80 Managed Lanes Advisory, Legal & Technical Services	50,000	-	50,000	250,484	15%
MM-03		Tolling Authority	-	2,259,122	2,259,122	87,374	
R2022-14 R2022-23	Capital	Purchase Eight (8) Microtransit Vehicles	1,376,646	-	1,376,646	1,024,065	74%
<b>Total, Capital and Planning Project Budget</b>			<b>\$ 5,945,227</b>	<b>\$ 4,822,122</b>	<b>\$ 10,767,349</b>	<b>\$ 2,145,128</b>	

**Yolo Transportation District  
Fiscal Year 2023-2024  
Status as of April 30, 2024  
Capital and Planning Projects**

Project #	Type	Multiyear Capital and Planning Projects	Phase	Status
FR-01	Capital	Electric Buses - Multi-year Reserve for Future Purchases	In Progress	In November 2023, the District received an LCTOP allocation of \$462,838 to fund the Zero-Emission Fleet plan.  The LCTOP Call for projects opens end of march 2024. The plan will be to use the Current Allocation plus the next two additional allocation cycles to procure two electric buses and charging infrastructure.
FR-02	Capital	Re-Tanking Nine (9) CNG Buses	In Progress	Complete Coach Works began work in FY22-23 and completed in early FY23-24. Project may result in budget savings of \$179,150.
FR-03	Planning	Fixed Route Planning Efforts	Implementation	In October 2021, the Board approved FR service restoration. Woodland FR 211 and 212 AM/PM service restoration will begin in January 2024.  Routes 211 and 212 were restored in January 2024 as scheduled, adding three (3) additional trips per route.
FR-04	Capital	General Transit Feed Specification (GTFS) Enhancements	Pending	Pending review of total cost estimates with potential project savings.
FR-05	Capital	Automatic Passenger Counters (APCs)	Contract Awarded	In November 2024, the Board approved the Tripspark contract that included the APC's, GFI system upgrade and new headsigns on all FR vehicles. Contract total is \$385,000 and may result in savings of \$35,000. As of May, the APC equipment was delivered pending the installation schedule from contractor.
FR-09	Capital	Bus Washer/Water Recycler Replacement	Pricing	In June 2022, the Board approved within FY2022-23 budget. The current bus washer is out of service. Staff expects to submit an RFP for a bus washer replacement between May and June of 2024. The estimated procurement window will end in September with construction expected to begin in November 2024. The project closeout is expected to be in July 2025.
FR-10	Capital	Two Replacement 40' CNG Buses	In Progress	In November 2023, the Board approved the consolidation of SGR funding to procure one (1) additional CNG bus previously budgeted in FY22-23, for a total of three (3) CNG buses replacements. The purchase order was completed in April 2024 with a final Board resolution expected in May 2024. Delivery of buses is expected to be in July 2026.



**Capital and Planning Projects – Continued**

Project #	Type	Multiyear Capital and Planning Projects	Phase	Status
FR-11	Planning	Downtown Woodland Transit Center	In Progress	In April 2024 the Board approved a "Preliminary Preferred Alternative" in the Court Street and Second Street intersection area. 30% design and traffic analysis are in progress.
MM-01	Planning	Yolo Active Transportation Corridors	In Progress	Existing conditions analysis and Phase 1 Outreach are complete.
MM-02	Planning	80 Managed Lanes Advisory, Legal & Technical Services	In Progress	In October 2022, the Board approved the WSP USA Inc. contract for consulting services in the amount of \$150,000.  WSP has completed the task order for advisory & technical services related to the original \$150,000 budget. Their current work is now focused on the tolling authority project MM-03.  Law Offices of Kirk Trost continues to provide critical legal assistance with respect to establishing the Capital Area Regional Tolling Authority (CARTA) joint powers authority, the Yolo 80 Managed Lanes environmental review process, and AB 194 tolling application process.
MM-03		80 Managed Lanes Tolling Authority Technical & Advisory Services	In Progress	WSP completed several critical tasks related to establishing the Capital Area Regional Tolling Authority: <ul style="list-style-type: none"> <li>• Concept of Operations</li> <li>• Tolling Authority Application</li> </ul> WSP is currently assisting on: <ul style="list-style-type: none"> <li>• CARTA Financial Forecasting</li> <li>• Countywide Transportation Demand Management Program Organizational Study</li> </ul> WSP is anticipated to complete the following deliverables in FY 24/25: <ul style="list-style-type: none"> <li>• Level 2 Traffic and Revenue Study</li> <li>• Equity Framework and Program</li> <li>• Roadside Toll System Procurement</li> </ul>
R2022-14 R2022-23	Capital	Purchase Eight (8) Microtransit Vehicles and outfitting costs	Completed	In FY22-23, the Board approved the purchase of eight (8) MT vehicles. The vehicles were paid for and placed into service in early FY23-24. YoloBus's New Beeline Service was launched in September 2023. Anticipated savings \$352,000

**COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Final FY 2022-23 Operating & Capital Budget Status Report	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<h1>4d</h1> <h2>Information Only</h2>
		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Prepared By: Chas Fadrigio</b>		<b>Meeting Date: May 13, 2024</b>

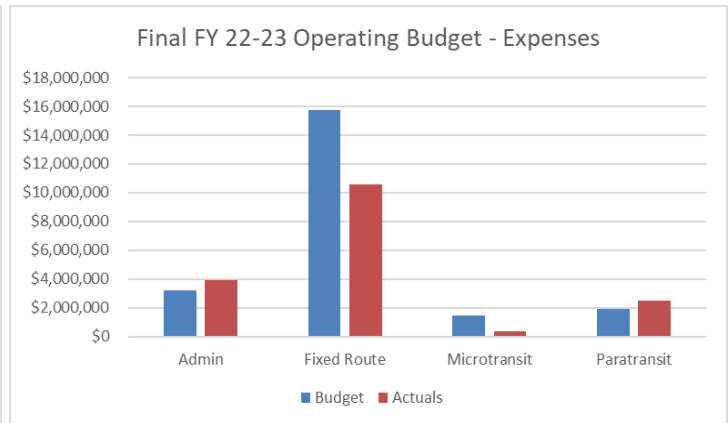
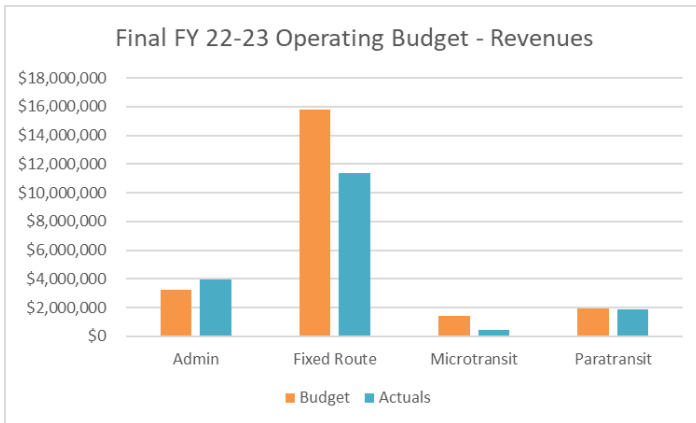
**RECOMMENDATION:**

Receive the Final Budget Status report for Operating and Capital expenses as of June 30, 2023.

**BACKGROUND:**

The YCTD Board of Directors approved the fiscal year 2022-2023 Annual Operating and Capital Budget on June 13, 2022.

**DISCUSSION AND ANALYSIS:**



YCTD recognized an overall budget savings due to various factors surrounding delays in service restoration, stemming from a shortage of available drivers to operate the services. The FY2022-2023 revenue budgets are comprised with approximately 30% to 55% federal grant funding for operating assistance; therefore, given the slower service restoration, there are no operating assistance costs to claim on the federal grants.

**Administration Operating Revenues and Expenses**

Administration revenues reflect an excess of 22% due to Outside Fuel sales of \$706K. However, after deducting the fuel costs of \$587K, the net revenue from fuels sales is \$119K. As anticipated in the 3<sup>rd</sup> quarter, there was a savings of approximately \$860K in salary and benefits due to having vacancies during FY22-23. Other Administration operating expenses include \$2.1M in depreciation and a contra expense adjustment of \$614K to offset capital-related transactions.

The **excess of \$40,010** in revenues over expenses will be utilized in the future year or returned to general reserves.

#### **Fixed Route Operating Revenues and Expenses**

Fixed Route revenues are 30% below budget, which corresponds to delayed service restorations. Capital and operating funding that was not utilized during FY22-23 will be carried forward to FY23-24 for completion. The Low Carbon Transportation Program revenue is at 31% due to the re-programming of lapsing funds from capital to operating free fares assistance. The delay in service restoration for transportation services is primarily due to a shortage of drivers.

The **excess of \$774,165** in revenues over expenses will be utilized in the future year or returned to general reserves.

#### **Microtransit (Beeline) Operating Revenues and Expenses**

Microtransit revenues are 25% below budget, which corresponds to the delayed launch of the rebranded on-demand service, Beeline, in September 2023. New Microtransit capital vehicles were delivered and were pending in-service use as of June 30, 2023. FTA 5307 formula grants and STA capital assistance will be carried forward to pay for the new Microtransit vehicles. During FY22-23, Microtransit served only Winters and Knight Landing, resulting in no purchased transportation costs for the Woodland service areas.

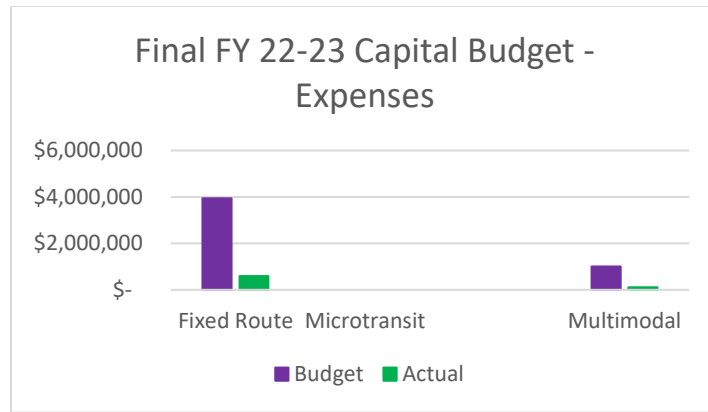
The **excess of \$124,568** in revenues over expenses will be utilized in the future year or returned to general reserves.

#### **Paratransit Operating Revenues and Expenses**

Paratransit revenues are at 99% of the budget, which includes a 330% increase in passenger fare revenues and a 769% increase in Cache Creek Mitigation funds. These revenue figures align with the high demand for this service, which is 113% in purchased transportation costs. Expenses are also over budget due to a depreciation expense of \$240,000. Additionally, administrative and other operating expenses were allocated to Paratransit to reflect its proportionate share of the costs.

The **deficit of \$620,927** in expenses over revenues will be absorbed by available STA funds or available fund balance.

#### **YoloTD Multi-year Capital and Planning Projects**



In the FY2022-23 capital project budget, \$2.2 million was carried forward from FY2021-22, and \$2.8 million was allocated to new projects. Several factors, including staff turnover, procurement delays, and post-COVID supply chain issues, contributed to the postponement of projects. The Fixed Route completed projects included critical maintenance, such as re-tanking (9) CNG buses and replacing a maintenance service truck. The City of Woodland completed the Woodland East Main St Bus Stop improvement project. However, the District was still awaiting invoicing to record the project cost and claim federal pass-thru funding.

The Multimodal projects incurred costs for professional and legal services related to the 80-Managed Lanes project.

The **unspent capital project budget of \$4.2M** will be carried forward to FY23-24 for completion.

**Attachments:**

1. Final FY2022-2023 Budget to Actual Report

**Yolo Transportation District  
Fiscal Year 2022-2023  
Budget to Actual as of June 30, 2023**

**Administration**

<b>Operating Revenue</b>	<b>Budget</b>	<b>Actuals</b>	<b>%</b>
STA/LTF	\$1,370,000	\$1,370,000	100%
Cache Creek Mitigation	1,442,000	1,462,581	101%
Low Carbon/Renewable Energy Credits	200,000	193,734	97%
Net Outside Fuel Sales	120,000	706,053	588%
Interest Revenue	50,000	165,616	331%
Advertising Revenue	50,000	42,185	84%
Miscellaneous	-	9,205	-
<b>Total Administration Operating Revenues</b>	<b>\$3,232,000</b>	<b>\$3,949,375</b>	
<b>Operating Expenses</b>			
Regular Employee Salaries	\$1,578,000	1,109,887	70%
Intern/Temp Employee Salaries	54,000	100,922	187%
Overtime	5,000	0	0%
Employee Salaries allocated to Projects	-	-	-
<b>Subtotal Salaries</b>	<b>\$1,637,000</b>	<b>1,210,809</b>	
PERS Employer Contribution	143,000	122,462	86%
PERS UAL Payment	210,000	182,771	87%
Health Insurance Employer Contribution	216,000	201,350	93%
Retiree Health Insurance	-	25,428	-
Medicare Contribution	24,000	20,131	84%
Other Employee Benefits	20,000	(44,782)	-224%
Pension	-	(304,011)	
GASB 75 OPEB	-	(26,134)	
Benefits allocated to Projects	-	-	-
<b>Subtotal Benefits</b>	<b>\$613,000</b>	<b>\$177,215</b>	
Technology	\$97,000	77,000	79%
Marketing & Communications	156,000	18,865	12%
Other Operating Expenses	129,000	121,289	94%
Fuel Outside Sales	72,000	586,971	815%
Legal Services	85,000	22,963	27%
Employee Training	57,000	34,752	61%
Utilities	51,000	52,589	103%
Memberships	31,000	29,305	95%
Unitrans Pass-Thru for Uninc Area Service	24,000	24,000	-
Facilities Maintenance	18,000	29,287	163%
Directors Stipends and Expenses	12,000	5,800	48%
Depreciation Expense	-	2,132,773	
Contra Expense Adjustment	-	(614,254)	
Contingencies	250,000	-	-
<b>Other Administration Operating Expenses</b>	<b>\$982,000</b>	<b>2,521,341</b>	
<b>Total Administration Operating Expenses</b>	<b>\$3,232,000</b>	<b>3,909,365</b>	
<b>Excess (Deficit) of Revenue over Expenses</b>		<b>\$ 40,010</b>	

**Yolo Transportation District  
Fiscal Year 2022-2023  
Budget to Actual as of June 30, 2023**

**Fixed Route Services**

<b>Operating Revenue</b>	<b>Budget</b>	<b>Actuals</b>	<b>%</b>
STA/LTF	\$5,490,000	\$5,490,000	100%
FTA 5307 ARPA	-	-	-
FTA 5307 CARES	1,633,000	702,767	43%
FTA 5307 Formula Funds	5,014,730	2,680,826	53%
Passenger Fares	971,000	1,014,714	105%
FTA 5307/CMAQ for Route 42 Expansion	0	155,630	-
FTA/SacRT 5307 Causeway Connection	223,000	269,227	121%
UC Davis Funds for Causeway Connection	223,000	173,064	78%
STA Capital Revenue	494,422	394,707	-
STA-SGR State of Good Repair Funds	195,000	-	-
Low Carbon Transportation Operating Program (LCTOP)	919,000	284,827	31%
FTA/Caltrans 5311 Rural Formula and CRRSAA	303,000	200,210	66%
FTA 5339 Sac UZA	300,048	-	-
Gain (Loss) Sale of Capital Assets Fed-Funded	-	(3,650)	-
<b>Total Fixed Route Operating Revenues</b>	<b>\$ 15,766,200</b>	<b>\$11,362,322</b>	
<b>Operating Expenses</b>			
Contracted Transportation	\$8,799,000	7,765,181	88%
Fuel	964,000	1,169,032	121%
Planning Services	500,000	-	-
Insurance	857,000	621,846	73%
Radio Communications	43,000	403	1%
Technology	24,000	138,599	577%
Communications Telephone/Internet	222,000	114,017	51%
Utilities	189,000	35,990	19%
Facilities Maintenance	50,000	60,415	121%
Marketing & Communications	44,000	13,499	-
Electric Vehicle Charging	41,000	31,716	77%
Other Operating Expenses	-	41,515	-
Capital Expenses	3,633,200	595,944	16%
Contingencies	400,000	-	-
<b>Total Fixed Route Operating Expenses</b>	<b>\$ 15,766,200</b>	<b>\$ 10,588,156</b>	
<b>Excess (Deficit) of Revenue over Expenses</b>		<b>\$ 774,165</b>	

**Yolo Transportation District  
Fiscal Year 2022-2023  
Budget to Actual as of June 30, 2023**

**Microtransit (Beeline) Services**

<b>Operating Revenue</b>	<b>Budget</b>	<b>Actuals</b>	<b>%</b>
STA/LTF	\$459,000	\$459,000	100%
FTA 5307 Formula Funds	667,000	-	-
FTA/Caltrans 5311 Rural Formula Funds	-	-	-
STA-SGR State of Good Repair Funds	20,000	-	-
State Transit Assistance (STA) Capital Revenue	112,000	-	-
Passenger Fares	7,000	12,828	183%
FTA/Caltrans 5311 CRRSAA	173,000	-	-
<b>Total Microtransit Operating Revenues</b>	<b>\$1,438,000</b>	<b>\$471,828</b>	
<b>Operating Expenses</b>			
Contracted Transportation - Woodland	\$208,000	-	-
Contracted Transportation - Winters	126,000	127,417	101%
Contracted Transportation - Knights Landing	115,000	112,129	98%
Communications	18,000	-	-
Technology	178,000	-	-
Insurance	82,000	66,695	81%
Fuel	81,000	38,402	47%
Vehicle Maintenance	20,000	-	-
Capital Expenses Revenue Vehicles	580,000	2,617	-
Contingencies	50,000	-	-
<b>Total Microtransit Operating Expenses</b>	<b>\$1,458,000</b>	<b>347,260</b>	
<b>Excess (Deficit) of Revenue over Expenses</b>		<b>\$ 124,568</b>	

**Yolo Transportation District  
Fiscal Year 2022-2023  
Budget to Actual as of June 30, 2023**

**Paratransit Services**

<b>Operating Revenue</b>	<b>Budget</b>	<b>Actuals</b>	<b>%</b>
STA/LTF	\$1,241,000	\$1,241,000	100%
FTA 5307 Formula Funds	516,000	360,793	70%
Passenger Fares	35,000	115,525	330%
Cache Creek Mitigation	23,000	176,883	769%
STA-SGR State of Good Repair Funds	60,000	-	-
Organization-Paid Fares	48,000	4,864	10%
<b>Total Paratransit Operating Revenues</b>	<b>\$1,923,000</b>	<b>\$1,899,065</b>	
<b>Operating Expenses</b>			
Regular Employee Salaries	-	\$ 246,414	-
Other Employee Benefits	-	62,796	-
Contracted Transportation	\$ 1,440,000	1,628,915	113%
Fuel	147,000	156,093	106%
Insurance	126,000	103,038	82%
Vehicle Maintenance	60,000	-	-
Technology	50,000	2,552	-
Communications	-	37,554	-
Depreciation Expense	-	239,870	-
Other Operating expenses	-	42,759	-
Contingencies	100,000	-	-
<b>Total Paratransit Operating Expenses</b>	<b>\$1,923,000</b>	<b>\$ 2,519,992</b>	
<b>Excess (Deficit) of Revenue over Expenses</b>		<b>\$ (620,927)</b>	

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

<b>Topic:</b> Receive Draft Workplan for Fiscal Year 2024-25	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>5</b>  <b>Informational</b>
		Attachments:      Yes <input checked="" type="radio"/> No
<b>Prepared By: A. Bernstein</b>		<b>Meeting Date: May 13, 2024</b>

**RECOMMENDATION:**

Receive the Draft Annual Workplan for Fiscal Year 2024-25 and provide input and feedback.

**BACKGROUND:**

In November 2021 and again in November 2022, the YoloTD Board of Directors approved a set of annual goals for Yolo Transportation District. The goals, tasks and milestones form the basis for staff’s collective and individual workplans.

In July 2023, the Board received a mid-year status report on the annual workplan and supported staff’s suggestion that future workplans should coincide with the fiscal year (July 1 – June 30), in order to align with our annual budget process.

In March 2024, the Board approved the budget and workplan development process for the upcoming Fiscal Year 2024-24.

Attachment A details YoloTD’s workplan for the coming year. The workplan was developed by the YoloTD Management Team with input and collaboration from the entire staff. It was developed concurrently with the FY 2024-25 budget, ensuring alignment between our goals and resources.

The workplan is organized by department and will form the basis for individual staff workplans within each department. It focuses exclusively on goals and initiatives for the coming year, along with multiyear goals that have carried forward from the prior workplan. Ongoing, routine staff work is not included.

**Highlights of the Workplan include:**

- Complete planning for the new Downtown Woodland Transit Center.
- Complete community outreach and planning for the Yolo Active Transportation Corridors (YATC) project.
- Analyze BeeLine ridership data and feedback and consider adjustments to services to meet demand.
- Envision the future of Yolobus with our Short Range Transit Plan and Zero Emission Bus Implementation Plan.



- Revisit Route 42A/B schedule and routing to serve new Downtown Woodland Transit Center and minimize delays and detours in downtown Sacramento due to special events.
- Complete the transition to Automatic Passenger Counters (APCs) to provide more robust and accurate data about our transit services.
- As state workers return to in-person work in downtown Sacramento, restore suspended Express bus service from Davis and Woodland, and early morning/late evening service in West Sacramento.
- New marketing campaigns targeting state workers and UC Davis students, along with major sports events and special events in areas served by YoloBus.

### **Attachments**

Attachment A: Workplan for Fiscal Year 2024-25

## FY 24-25 Workplan: Transit Operations

ID	Department	Project Summary (1-2 sentence description)	Six Month Goal (Complete by Dec 2024)	One Year Goal (Complete by June 2025)
TO1	Transit Operations	Create new methodology, tools and templates to standardize data collection and analysis for state and federal data reporting requirements.	Prepare new methodology, tools and templates for major, recurring reporting (monthly, quarterly, annual).	Key Operations staff are trained and cross-trained in new methodology and are using it to prepare recurring reports.
TO2	Transit Operations/ Information Technology	Complete transition to Automatic Passenger Counters (APC's)	APCs are delivered and installed in all fixed-route vehicles  Staff are trained in how to use and maintain APC equipment	*Set up data dashboard (in PowerBI and/or Tableau) to allow APC data to be managed, analyzed and visualized for:  1) routine monitoring and reporting, such as NTD  2) to inform planning activities such as service changes, short range transit plans, etc.  3) grant proposals and reporting.
TO3	Transit Operations / Information Technology	Assess IT systems to identify vulnerabilities and priority upgrades to ensure system reliability.	Work with IT support vendor to conduct comprehensive assessment of IT systems. Present findings of this assessment to the Board of Directors by Dec 2024.  Based on IT assessment, identify key IT priorities for the remainder of the fiscal year, along with multiyear priorities.	Implement key IT upgrades identified in assessment.
TO4	Transit Operations	BeeLine service adjustments: Adjust hours of service and number of vehicles based on demand and funding availability.	Review and assess BeeLine ridership data and customer feedback. Make recommendations to the Board regarding potential changes to hours of service and number of vehicles based on analysis:  * <b>Winters:</b> consider adding one vehicle and extending hours of service later in the evening, and/or add Sunday service.  * <b>Knights Landing/Yolo:</b> Expand service into town of Yolo. Consider extending hours of service later in the morning and evening.  * <b>Woodland:</b> Work with RideCo to analyze data from first six months of service and evaluate whether changes are warranted.	All service changes are fully implemented.

## FY 24-25 Workplan: Transit Operations *(continued)*

ID	Department	Project Summary (1-2 sentence description)	Six Month Goal (Complete by Dec 2024)	One Year Goal (Complete by June 2025)
TO5	Transit Operations	Restore early morning and evening fixed-route service in West Sacramento	Restore suspended evening trips in West Sacramento consistent with Board-approved YoloGo Plan. Restore suspended trips to Routes 40, 41 and 240 in the early morning and evening (6-10 pm).	Complete.
TO6	Transit Operations	Woodland Transit Center: Modify Route 42A/B and local Woodland routes to serve new Downtown Woodland Transit Center and address other challenges with Route 42A/B service.	Prepare service change proposal for Route 42A/B to serve new Woodland Transit Center and address other challenges/needs: * Rerouting in downtown Sacramento to reduce frequency of detours due to special events at Golden One Center etc * Complimentary timing of airport service with SacRT 142 * Identify best layover location * Look for operational efficiencies in route timing  Prepare service change proposals for Woodland local and express routes that will need to be rerouted and retimed (211, 212, 215, 45)	Complete public and stakeholder input on service change proposal and bring to Board for approval. Changes will take effect once new Woodland Transit Center is operational.
TO7	Transit Operations	Zero Emission Charging Infrastructure: Conduct design and engineering studies for electrification infrastructure upgrades needed to meet California's Zero Emission Vehicle requirements.	Prepare scope of work and procurement for design and engineering services for Yolobus main facility in Woodland. Key components: utility upgrades, battery storage needs and capabilities, charging infrastructure, solar generation. Deliverables to include engineering specs, site plan and cost estimates.	Consultant completes project and results are shared with the Board.  Update capital improvement plan to include needs identified by the study.
TO8	Transit Operations	Improve ADA Paratransit passenger tools, policies and management practices including: - Updated brochures, maps and website - Improved paratransit application and eligibility verification process - Software tools and apps to allow online booking, application processing and vehicle tracking	Update Paratransit brochures and website to confirm existing service area boundaries and hours of operation.  Gather information through an RFI or other means on paratransit software tools, apps and services	Begin procurement of new ADA software, apps and/or services
TO9	Transit Operations	Update bus stop signage and amenities based on findings from 2023 bus stop inventory.	Review findings from bus stop inventory to evaluate and prioritize stop improvements based on severity of need.	Roll out updates and improvements at priority locations

## FY 24-25 Workplan: Multimodal Planning

ID	Department	Project Summary (1-2 sentence description)	Six Month Goal (Complete by Dec 2024)	One Year Goal (Complete by June 2025)
P1	Planning	Relocate Woodland Transit Center from County Fair Mall to Downtown Woodland (2nd & Court Streets)	Complete 30% Design & Engineering	Complete relocation and minor infrastructure improvements
P2	Planning	Development of 10-Year Capital Improvement Program	Complete project	N/A
P3	Planning	Plan and implement Yolo 80 Managed Lanes Project	Complete Tolling Advance Planning process	Continue supporting CARTA
P4	Planning	Development of an expanded countywide transportation demand management (TDM) program	Complete TDM Program Organizational Study	Initiate establishment of countywide TDM organization
P5	Planning	Conduct a Countywide Travel Survey	Issue RFP, select consultants	Complete study
P7	Planning	Planning and Outreach for Yolo Active Transportation Corridors	Complete plan	Initiate design on at least 1 priority segment.
P8	Planning	Update of the Short Range Transit Plan	<ul style="list-style-type: none"> <li>• Complete Phase 1 Outreach and Existing Conditions</li> <li>• Develop draft Service Alternatives</li> </ul>	Complete project

## FY 24-25 Workplan: Finance and Administration

ID	Department	Project Summary (1-2 sentence description)	Six Month Goal (Complete by Dec 2024)	One Year Goal (Complete by June 2025)
FA1	Finance & Administration <b>Finance</b>	Conduct a review of policies and procedures to identify areas of improvement.	Prioritize a list based on annual audit findings and prior year deficiencies.	Critical policies and procedures are updated and corrective actions are implemented to address audit and risk concerns effectively.
FA2	Finance & Administration <b>Finance</b>	Establish Staff Training and Development plan	Prioritize three (3) training areas to address the prior year's issues with business-continuity, compliance reporting, and succession planning to establish an internal cross-training plan and utilize training or consulting resources to support development.	Implement a training and development plan for Finance staff, including routine coaching within their job scope and establish an annual compliance training checklist.
FA3	Finance & Administration <b>Human Resources</b>	Standardize recruitment and onboarding processes.	Assess existing procedures, roles assignments, and recruitment needs to develop a comprehensive recruitment and onboarding checklist.	Collaborate with HR Consulting, Employee Resource Management advisors and District legal counsel to establish and implement the recruitment and onboarding process.
FA4	Finance & Administration <b>Risk Management</b>	Review and establish District Health and Safety written procedures.	Identify areas of OSHA non-compliance and prioritize corrective actions.	Meet compliance with OSHA regulations and California specific requirements to protect the health and safety of our employees and the public.

## FY 24-25 Workplan: Marketing and Communications

ID	Department	Project Summary (1-2 sentence description)	Six Month Goal (Complete by Dec 2024)	One Year Goal (Complete by June 2025)
M1	Marketing and Communications	BeeLine marketing, promotions and partnerships	Launch new promotions to encourage first-time riders and advertise service improvements in all BeeLine service areas	Launch new promotions to encourage first-time riders and advertise service improvements in all BeeLine service areas
M2	Marketing and Communications	Improve marketing to UC Davis students and staff and state workers who reside in Yolo County	<p>Work with UC Davis to increase awareness and incentives for campus affiliates to take Yolobus</p> <p>Establish recurring marketing program to coincide with academic calendar</p> <p>Outreach to state agencies to promote Yolobus to state workers as part of return to office communications.</p>	<p>Work with UC Davis to increase awareness and incentives for campus affiliates to take Yolobus</p> <p>Establish recurring marketing program to coincide with academic calendar</p> <p>Outreach to state agencies to promote Yolobus to state workers as part of return to office communications.</p>
M3	Marketing and Communications	Special events and sports marketing	Foster partnerships with sports and special events venues (Golden 1 Center and Sutter Health Park)	Foster partnerships with sports and special events venues (Golden 1 Center and Sutter Health Park)
M4	Marketing and Communications	Update design of brochures, staff reports and other public-facing materials	New templates for brochures and staff reports complete	All brochures and staff reports are updated and using current template
M5	Marketing and Communications	Improve maps on Yolobus website (individual routes, system-wide map, bus stop inventory data)	Assess needs and prioritize map improvements	Implement priority map improvements

## FY 24-25 Workplan: Executive Management

ID	Department	Project Summary (1-2 sentence description)	Six Month Goal (Complete by Dec 2024)	One Year Goal (Complete by June 2025)
E-1	Executive	Every member of staff has an up-to-date annual workplan that sets clear goals, roles and expectations	By Aug 1, individual workplans are updated to reflect FY 2024-25 goals and priorities.	By Feb 1, mid-year update of individual workplans is complete for all staff.
E-2	Executive	Establish an annual calendar for YoloTD that tracks recurring activities, grant cycles, reporting deadlines and other important dates across all departments. Review calendar with management team on a monthly basis to look ahead and allocate staff resources accordingly.	First draft of calendar is complete.	Calendar is fully integrated into management team meetings and being updated regularly.
E-3	Executive	Build an effective, resilient and collaborative Management Team through training, team-building and leadership development	Establish annual daylong retreat for Management Team to discuss management challenges, organizational priorities and needs.	Establish a management and supervision policy and training for all supervisors.  Other priorities as identified in daylong Management Retreat
E-4	Executive	Strengthen organizational culture	Collaborate with Management Team and HR Consultant to identify practices and programs to strengthen organizational culture	Implement culture-building practices and programs identified by Management Team
E-5	Executive	Fill At-Large seats on Citizens Advisory Committee	All seats on Citizens Advisory Committee are filled in accordance with our commitments to diversity and representation.	Completed.
E-6	Executive	Prepare staff report templates and train staff in appropriate practices and tools for writing staff reports.	Templates and training are complete.	Completed.

**BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Receive Draft FY 2024-25 YoloTD Budget	<b>Agenda Item#:</b>	<b>Agenda Type:</b>	<b>6</b>	
			<b>Informational</b>	
			<b>Attachments:</b>	<input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
<b>Prepared By: Chas Fadrigio</b>			<b>Meeting Date: May 13, 2024</b>	

**RECOMMENDATION:**

The Draft Fiscal Year (FY) 2024-25 budget was distributed to the Technical Advisory Committee and Citizens Advisory Committee and is being introduced to the YoloTD Board at this time for preliminary review and discussion. Staff recommends that the YoloTD Board of Directors:

- a. Receive the Draft FY 2024-25 Budget Resolution and Attached Draft Budget Document for discussion, comments and questions.
- b. Provide written comments and feedback on the draft budget by May 30, 2024.
- c. Consider adoption of the budget after a public hearing at the next scheduled Board meeting on June 10, 2024

**BACKGROUND:**

**A. Draft Budget**

A digital copy of the Draft FY 2024-25 budget was sent via email to the YoloTD Technical Advisory Committee on April 30. A copy is also attached to this packet, along with a draft Budget Resolution.

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

The Draft FY 2024-25 \$21.1 million Operating Budget for combined administration, fixed route, microtransit and paratransit operations represents a \$1.4 million (7%) increase from FY 2023-24.

The Draft FY 2024-25 multiyear capital/planning project budget consists of \$7.6 million, including \$5.5 million of prior year appropriations and \$2 million of new appropriations proposed for FY 2024-25. This represents a \$900 thousand (11%) decrease from FY 2023-24.

**B. Budget Highlights**

Budget highlights include:

**Transit service:** This budget proposed limited restoration of some fixed route services that were suspended during COVID. Restoration of these services is consistent with the 2021 Comprehensive Operations Assessment (YoloGo) and does not require additional Board action beyond approval of the budget. Despite these service restorations, fixed route services show a net reduction in budgeted hours and miles due to service expansions that were envisioned in the current year budget but have now been postponed.

The budget proposed a significant increase in microtransit costs. This reflects a proposal to increase hours of operation in Knights Landing and Winters and adding a second vehicle to address long wait times. This service



expansion would require separate Board action. As a result, Microtransit has a proposed increase of \$821 thousand (60%) higher than FY 2023-24.

- Route 40: Serves northern West Sacramento in a counterclockwise direction. Service schedule adjusted to provide four additional weekday trips in the early morning and evening.
- Route 41: Serves northern West Sacramento in a clockwise direction. Service schedule adjusted to provide one additional weekday evening trip (current service ends at 6:10 PM).
- Route 240: Serves West Capitol Ave and IKEA Shopping center. Service schedule adjusted to provide two additional weekday evening trips (current service ends at 7:00 PM).
- Route 43/43R Express: Express service connecting Davis to Sacramento. Adds two additional trips in the morning and evening peak periods, and one trip of the 43R reverse commute route in the morning and evening peak periods. This was envisioned in the current year's budget but not implemented. With the return-to-work orders for California state workers taking effect in June 2024, we expect ridership on Express services to increase significantly. This would return the service to approximately 60% of pre-suspension levels.
- Route 44: Express service connecting south Davis to Sacramento. Suspended during COVID and to support YoloGo services. The service plan is to resume up to three morning and evening peak period trips to meet demand from south Davis, specifically due to the Route 42 route adjustment which eliminated all Yolobus service between South Davis and Sacramento. This was envisioned in the current year budget but not implemented. With the return-to-work orders for California state workers taking effect in June 2024, we expect ridership on Express services to increase significantly. This would return the service to approximately 100% of pre-suspension levels.
- Route 230: Express service connecting West Davis to Sacramento. The service plan is to add two additional morning and evening peak period trips to meet anticipated demand. This was envisioned in the current year's budget but not implemented. With the return-to-work orders for California state workers taking effect in June 2024, we expect ridership on Express services to increase significantly. This would return the service to 100% of pre-suspension levels.

**Staffing:** The personnel budget eliminates an Associate Planner limited term position and includes an increase in overtime as expected due to current vacancies. The internship program was increased to align budget with actual needs. No new positions are added or reclassified. A 4% Cost of Living (COLA) Adjustment is included in this budget for all staff except the Executive Director.

**Capital Projects:** This budget continues to establish multiyear capital and planning priorities including the Yolo Active Transportation Corridors (YATC) project, and the Zero Emission Fleet Transition Plan and Downtown Woodland Transit Center.

We are currently in the process of finalizing a 10-year capital improvement plan, which we will bring to the Board for approval in late 2024. That plan will inventory our capital assets and identify those places where additional capital investment is needed. Table 3 displays a summary of the carryforward budget requests, actuals to date and new appropriations. This budget includes two projects that were combined, resulting in a \$520 thousand savings to be allocated to other unfunded capital project needs.

**Table 3 - Summary of FY2024-25 Multi-year Capital and Planning Project Budgets**

Multiyear Capital and Planning Projects	Carryforward FY23-24	Actual/ Encumbered to Date	Balance FY23-24	Proposed FY 24-25 Appropriations	Total Multi-year Project Budget
Total Continuing Projects (no new Funding)	\$3,863,581	\$570,000	\$3,293,581	(\$520,000)	\$2,773,581
Combined Total Multiyear Projects	\$7,101,581	\$1,604,659	\$5,496,922	\$2,060,000	\$7,556,922
Subtotal Fixed Route Projects - FR	\$3,651,581	\$474,952	\$3,176,629	\$1,111,000	\$4,287,629
Subtotal Multitmodal Projects - MM	\$3,450,000	\$1,129,707	\$2,320,293	\$510,000	\$2,830,293
Subtotal Paratransit Projects - PT	\$0	\$0	\$0	\$360,000	\$360,000
Subtotal YoloTD Reserves Funding -YT	\$0	\$0	\$0	\$79,000	\$79,000
<b>Total, Expenses</b>	<b>\$7,101,581</b>	<b>\$1,604,659</b>	<b>\$5,496,922</b>	<b>\$2,060,000</b>	<b>\$7,556,922</b>

**C. State Transit Assistance and Local Transportation Fund (STA/LTF) Funding**

The California Transportation Development Act of 1971 is the cornerstone of state transit funding in California, providing flexible funding for transit operations, maintenance and capital needs. Because federal transit funding requires a local match, TDA funds are essential to ensuring YoloTD is eligible to receive our federal funds.

YoloTD receives two types of TDA funds: State Transit Assistance (STA) and Local Transportation Fund (LTF).

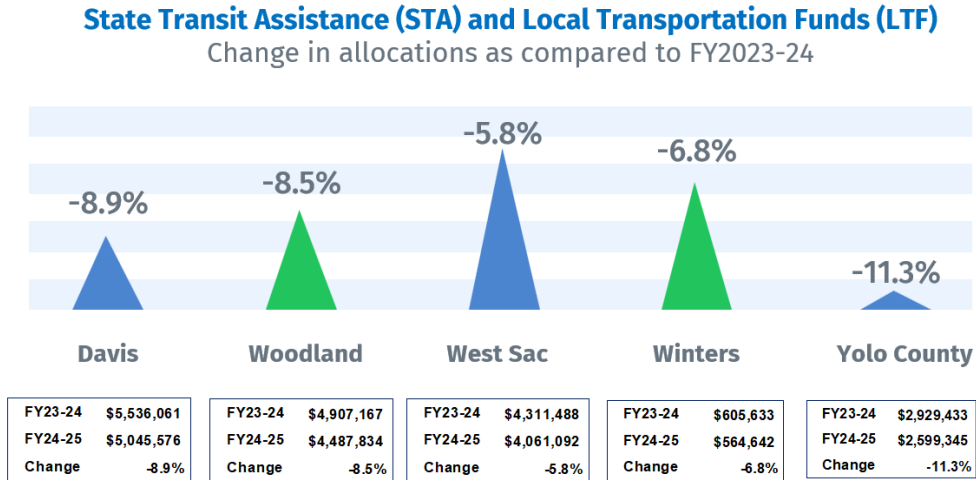
LTF- Local Transportation Fund (LTF), is derived from a ¼ cent of the general sales tax collected statewide. These funds are prioritized for transit. However, providing certain conditions are met, counties with a population under 500,000 (according to the 1970 federal census) may also use the LTF for local streets and roads, construction and maintenance. Specifically, if there are no “unmet transit needs” in the County, those funds can be retained and repurposed by the local jurisdictions for local streets and roads.

STA- The STA funds are appropriated by the legislature to the State Controller’s Office (SCO). Statute requires that 50% of STA funds be allocated according to population and 50% be allocated according to transit operator revenues from the prior fiscal year. STA funds can only be used for transit, and authorized transit operators have full discretion over the STA funds apportioned to them.

It is SACOG’s responsibility to allocate TDA funds to Yolo County, and to determine whether there are any unmet transit needs.

The overall amount of State Transit Assistance (STA) and Local Transportation Fund (LTF) funding available to Yolo County in FY 2024-25 is \$16.8 million, which is 8.4% less than for FY 2023-24 as shown in Table 1.

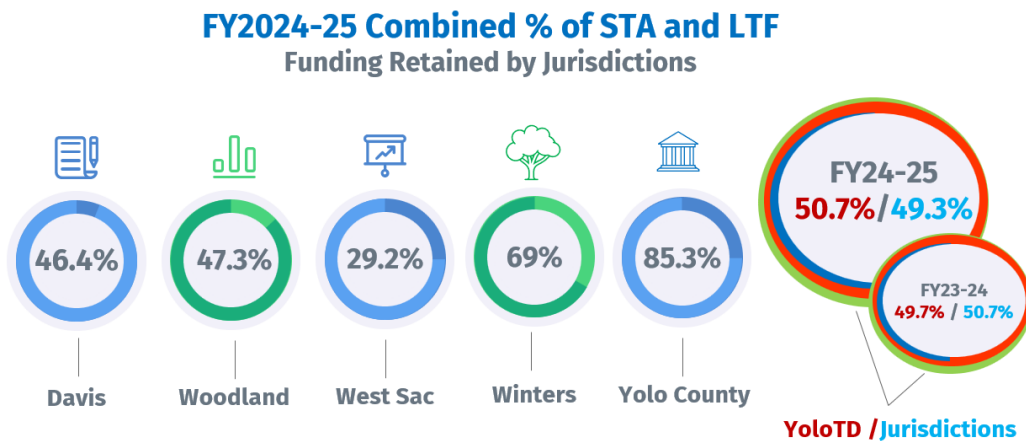
**Table 1 - FY2024-25 STA and LTF Change in Allocations as compared to FY2023-24**



The budget assumes YoloTD will use \$2.9 million in STA funding and \$5.6 million in LTF funding, for a total of \$8.5 million, which is a 6.5% decrease over FY 2023-24, leaving \$8.3 million of LTF funds for jurisdictions to use for other purposes (a 10.2% decrease, as shown in Table 1.1c of the attached budget).

The contribution amount for each member jurisdiction was set so that YoloTD would retain 100% of the STA funds, and member jurisdictions would share equally in the change in LTF allocation for each jurisdiction. Table 2 displays the combined percentage of STA and LTF funding retained by each jurisdiction. YoloTD maintains approximately 50% consistent with previous allocations.

**Table 2 - FY2024-25 STA and LTF Percentages Retained by Jurisdictions**



**D. Five-Year Outlook**

Staff is actively revisiting the Five-Year Outlook presented in the FY2023-24 budget to incorporate updated costs and inflation considerations. Our goal is to provide an update about the progress of the five-year outlook analysis by June 2024. This plan was also communicated to the Technical Advisory Committee on May 7, 2024.

## **E. Draft Budget Resolution**

The attached draft Budget Resolution is being provided for discussion purposes only. Staff is not requesting approval of the Budget Resolution at this time. Rather, the staff is requesting comments and questions, so that the Board will be prepared to approve the Budget Resolution at the June meeting.

The draft Budget Resolution would accomplish the following:

- Adopt the attached budget as a final FY 2024-25 budget.
- Authorize a cost-of-living adjustment (COLA) of 4% for YoloTD staff and salary ranges for all staff except the Executive Director, consistent with the minimum 2% and maximum 4% adjustment in the Personnel Policy adopted by the Board in April 2024, which reflects the 4.17% California Urban index increase from April 2022 to April 2023.
- Authorize the deposit of \$351,000 into YoloTD's General Reserve to maintain the 25% General Reserve target level approved by the Board in March 2022.
- Authorize the use of State Transit Assistance (STA) funds from FY 2024-25 to be applied toward the local share of the capital projects identified in the Budget Table 2.1.
- Authorize the Executive Director to move funding between expenditure categories in the operating budget, adjust position classifications, and reprogram grant and local funding within approved projects, provided that operating and project budget expenditures and staff FTE do not exceed amounts authorized by the Board.
- Requires the Executive Director or their designee to provide budget status reports to the Board at the regularly scheduled November 2024, February 2025 and May 2025 Board meetings, or at any other time that may be requested by the Board, that shall include updated revenue and expenditure projections, and, in the event of anticipated revenue shortfalls or expenditure overruns, shall propose budget rebalancing options.

## **Next Steps**

The YoloTD Board is requested to provide comments, questions, and feedback on the Draft FY 2024-25 Budget to YoloTD staff by May 30, 2024. Staff recommends that the Board set the next regularly scheduled Board meeting of June 10, 2024 as a public hearing on the Draft Budget, which may be adopted at that hearing or at a subsequent special Board meeting prior to July 1 as a Preliminary or Final FY 2024-25 Budget.

## **Technical Advisory Committee (TAC) Feedback**

YoloTD's Technical Advisory Committee met to discuss the Draft Budget on May 7, 2024. Present at the meeting were representatives from the Cities of Davis, West Sacramento and Woodland, Yolo County, and the Yolo Solano Air District. Invited representatives from the City of Winters and Unitrans did not attend.

Feedback and Questions from the TAC Members included:

- Concerns about the use of one-time funds (CARES, CRRSAA and SB 125) and what happens after those funds run out.
- Request to see most recent Audited Financial Statements.

- Request to see per-trip operating costs for proposed service restorations.
- What are the impacts to local TDA dollars that cities retain after one-time funds run out?
- This year may not be the best year to restore service considering the uncertainty about long-term funding for transit (aka ‘fiscal cliff’).
- Concerns regarding proposed expansions in microtransit and how it may come at a significant cost to TDA after one-time funds run out.
- TAC members would like to know what ridership is doing. How have past service increases affected ridership? They would like to see ridership history for each route where service increases are proposed (*Note: YoloTD ridership is reported via email in our monthly Executive Director Updates*).
- TAC wants to know if YoloTD will fully expend COVID recovery funds this year.
- TAC members questioned how the existing “status quo” formula that has divided STA/LTF among YoloTD and its member jurisdictions. Given staff and Board turnover, TAC members believe it would be good to reopen that discussion.

### **Citizens Advisory Committee (CAC) Feedback:**

YoloTD’s Citizens Advisory Committee met to discuss the Draft Budget on May 7, 2024. All members of the Committee were present except Patrick Guild, representing West Sacramento.

Questions and Feedback from CAC Members included:

- Question regarding which routes and trips need to be restored. They are supportive of restoring local trips and express trips (especially Route 44 in South Davis), but concerned about postponing expansion of the Route 42A/B which carries more riders in more places, is the service most people rely upon.
- CAC members wanted to know if Yolo TD staff had plans to restore service fully to pre pandemic levels? This includes full restoration of all pre-COVID trips.
- Has YTD Staff considered looking at making improvements to the Route 138 causeway connection? 1 hr. headways are very long and inconvenient.
- Several CAC members expressed frustration that so much LTF funding is being retained by the jurisdictions.
- CAC members wanted to understand more about this unmet transit needs process and how STA/LTF local dollars are being divided between YoloTD and among the cities. CAC requested that a discussion of STA/LTF be added to the CAC’s long range calendar.
- Several members expressed support for expanding BeeLine microtransit in Winters. Alternative transportation is very limited in Winters, the city has lots its local Uber and Lyft drivers in Winters this year. People are getting stranded. Expansion of BeeLine service and possible restoration of Route 220 should be considered.

**DRAFT**

**RESOLUTION NO. 2024-XX**

**APPROVING THE FISCAL YEAR 2024-2025 BUDGET AND COST OF LIVING ADJUSTMENT,  
AUTHORIZED POSITIONS AND SALARIES**

- WHEREAS, (1) Pursuant to Yolo County Transportation District (YoloTD) enabling legislation, a duly noticed public hearing has been held regarding the attached proposed annual budget for Fiscal Year (FY) 2024-2025, and the proposed budget was available for public inspection at least 15 days prior to the hearing; and
- WHEREAS, (2) Yolo County Transportation District’s bylaws state in pertinent part: “The Board shall adopt at least a preliminary budget by June 30 which shall serve as the tentative District budget pending adoption of a final budget. A final budget shall be adopted no later than August 30 of each year;” and
- WHEREAS, (3) Chapter 8 of the YoloTD Personnel Policy provides that, subject to Board approval, a Cost of Living Adjustment may be applied to YoloTD salaries that shall be based on the increase in the “All Urban Consumers” category of the California Consumer Price Index (CPI), between April (two calendar years before the adjustment) and April (one calendar year before the adjustment), *i.e.*, the July 1, 2024 adjustment will use the CPI time period of April 2022 and April 2023. The salary scales may be adjusted annually by at least two percent (2%) and not more than four percent (4%), as per the policy; and
- WHEREAS, (4) The CPI for April 2022 was 316.847 and for April 2023 was 330.049, resulting in an increase between April 2022 and April 2023 of 4.176%; and
- WHEREAS, (5) The YoloTD Personnel Policy provides that the Board of Directors may from time to time amend the Authorized Position Resolution, setting forth the classification and number of full-time equivalent positions as recommended by the Executive Director; and
- WHEREAS, (6) The YoloTD Personnel Policy provides that the Board of Directors may from time to time amend the Authorized Salary Resolution, as recommended by the Executive Director; and
- WHEREAS, (7) The YoloTD General Reserve Policy target is 25% of budgeted operating expenditures; and
- WHEREAS, (8) The Sacramento Area Council of Governments (SACOG) made an initial allocation of State Transit Assistance (STA) funds to YoloTD of \$2,845,757 and \$13,912,732 in Local Transportation Fund (LTF) revenue for Yolo County jurisdictions for FY 2024-2025, subject to revision in August 2024; and
- WHEREAS, (9) The Executive Director is responsible for monitoring revenues and expenditures to ensure that the budgeted service levels can be provided within the anticipated resources available to the District, or to inform the Board and propose rebalancing solutions as soon as possible in the event of unanticipated revenue shortfalls or expenditure increases that could affect the District’s ability to maintain budgeted service levels.

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

RESOLVED, (a) The attached YoloTD FY 2024-2025 Budget is adopted as a final budget;

RESOLVED, (b) That a Cost-of-Living Adjustment of 4% is applied to all existing staff salaries, including Extra Help, but excluding the Executive Director, and to the salary ranges shown in the attached FY 2024-2025 Budget Table 1.1b, effective July 3, 2024, and that such adjustment by this resolution shall be considered an amendment to the Authorized Salary Resolution as provided by the YoloTD Personnel Policy;

RESOLVED, (c) The positions included in the attached FY 2024-2025 Budget Table 1.1b are approved, and such approval shall be considered an amendment to the Authorized Position Resolution, as provided for in the YoloTD Personnel Policy;

RESOLVED, (d) That the Executive Director is authorized to reclassify staff or change the classification of vacant positions based on actual work plans for the associated positions, provided that expenditure projections show that such reclassifications will not cause the fiscal year budget for salaries and benefits to be exceeded, and provided that the creation of new classifications or adjustments to classification salary ranges continues to require Board approval;

RESOLVED, (e) That the Executive Director is authorized to commit an additional Three Hundred Fifty-One Thousand (\$351,000) in unrestricted fund balance to the General Reserve to meet the policy target of 25% of budgeted operating expenses;

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

RESOLVED, (g) That the Executive Director is authorized to carry forward appropriation authority and fund balance to support payment of work budgeted and contracted for in FY 2023-2024 or prior years that has not yet been completed as of the start of FY 2024-2025.

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

RESOLVED, (i) That the Executive Director or their designee is authorized to apply YoloTD State Transit Assistance and Local Transportation Funds allocated for FY 2024-2025 (including any adjustment to that allocation), and any other funds reserved for capital projects and available YoloTD unrestricted funds to cover costs associated with the projects listed in the FY 2024-2025 budget Table 2.1 Capital and Planning projects;

RESOLVED, (j) That the Executive Director or their designee shall provide budget status reports at the regularly scheduled November 2024, February 2025 and May 2025 Board meetings, or at any other time that may be requested by the Board, that shall include updated revenue and expenditure projections, and, in the event of anticipated revenue shortfalls or expenditure overruns, shall propose budget rebalancing options.

# DRAFT BUDGET & WORKPLAN

FISCAL YEAR 2024

*MAY 13, 2024*



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## Introduction from the Executive Director

I'm pleased to share with you the enclosed Budget for Fiscal Year 2024-2025. New for this year, we've also developed a concurrent Workplan with input and collaboration from the entire staff. Together, the Budget and Workplan provide a blueprint to guide our efforts over the coming Fiscal Year (July 1, 2024 – June 30, 2025).

### Highlights of the Workplan and Budget include:

- Complete planning for the new Downtown Woodland Transit Center.
- Complete community outreach and planning for the Yolo Active Transportation Corridors (YATC) project.
- Analyze BeeLine ridership data and feedback and consider adjustments to services to meet demand.
- Envision the future of Yolobus with our Short Range Transit Plan and Zero Emission Bus Implementation Plan.
- Revisit Route 42A/B schedule and routing to serve new Downtown Woodland Transit Center and minimize delays and detours in downtown Sacramento due to special events.
- Complete the transition to Automatic Passenger Counters (APCs) to provide more robust and accurate

data about our transit services.

- As state workers return to in-person work in downtown Sacramento, restore suspended Express bus service from Davis and Woodland, and early morning/late evening service in West Sacramento.
- New marketing campaigns targeting state workers and UC Davis students, along with major sports events and special events in areas served by Yolobus.

Thanks for your continued support and partnership in addressing the transportation needs of our diverse Yolo County communities. We welcome your feedback and input.

*Autumn Bernstein*

Executive Director

## Budget Overview

The Yolo County Transportation District (YoloTD) provides fixed route, microtransit and paratransit services within Yolo County and between Yolo County and the City of Sacramento. YoloTD is also responsible for multimodal transportation planning within Yolo County. The YoloTD Budget for Fiscal Year 2022-25 (beginning July 1, 2024 and ending June 30, 2025), consists of the following:

### FY 2024-25 YoloTD Budget Overview Table

Program	FY 2024-25 Operating Budget	Multi-Year Capital Projects			Total FY 2024-25
		Carryforward	FY 2024-25 Appropriation	Total Multi-year Projects	
Administration	\$3,391,860	\$0	\$0	\$0	\$3,391,860
Fixed Route	\$12,485,603	\$3,176,629	\$1,111,000	\$4,287,629	\$16,773,232
Microtransit	\$2,175,136	\$0	\$0	\$0	\$2,175,136
Paratransit	\$3,058,137	\$0	\$360,000	\$360,000	\$3,418,137
Multi-Modal	\$0	\$2,320,293	\$510,000	\$2,830,293	\$2,830,293
Reserves Funding	\$0	\$0	\$79,000	\$79,000	\$79,000
<b>Total</b>	<b>\$21,110,736</b>	<b>\$5,496,922</b>	<b>\$2,060,000</b>	<b>\$7,556,922</b>	<b>\$28,667,658</b>
<b>FY 2023-24 Budget</b>	<b>\$19,709,000</b>			<b>\$5,498,200</b>	<b>\$25,207,200</b>
<b>Change</b>	<b>\$1,401,736</b>			<b>\$2,058,722</b>	<b>\$3,460,458</b>
<b>Percent Change</b>	<b>7%</b>			<b>37%</b>	<b>14%</b>

## Administration Operating Budget

Table 1.1a shows the proposed \$3.4 million FY 2024-25 Administration budget, which includes labor costs, other central administrative expenses, and the costs and revenues associated with selling fuel to outside users at our compressed natural gas (CNG) refueling station.

The proposed Administration budget represents an increase of \$205,860 (6%) compared to the FY 2023-24 budget, including the following:

- a. The net increase in salary and benefit costs of \$258,000 (11%), after allocation of certain salary and benefit costs to grant-funded projects. This increase reflects the following changes from last year:
  - a. 3% increase in salary to account for anticipated COLA adjustment of 4% - pending Board approval. The salary benchmarking survey adjustments that were approved and implemented in April 2024 were anticipated and included in the FY 2023-24 budget.
  - b. 11% increase in benefit costs. The benefits budget continues to reflect the expectation that YoloTD's retiree health benefits will not draw upon the operating budget, thanks to investment earnings on YoloTD's retiree health benefit trust fund.
  - c. 79% increase in intern/temp costs, to account for expansion of our intern program to include transportation planning and communications internships, as well as our traditional transit operations internships.
- b. The proposed staffing shown in Table 1.1b anticipates very few changes to our staffing structure for the upcoming fiscal year:
  - a. No changes to the total number of Regular, Budgeted FTEs (15)
  - b. Eliminates the limited-term Associate Transportation Planner position that was funded by the Yolo 80 Managed Lanes Tolling Advance Planning grant.
  - c. Replaces one Associate Transportation Planner with one additional Senior Transportation Planner position, as approved by the YoloTD Board in April 2024.
  - d. Reflects the transition to a five-step classification system that was approved as part of the recent salary benchmarking study in April 2024.
- c. There is a 51% increase in "other administrative expenses" which includes items such as Human Resources consulting, facility security and cleaning, and office supplies. This year, it

includes an increase of \$40,000 for accounting/auditing/actuarial services to assist YoloTD staff in addressing issues raised in our FY 2023-24 audit.

The revenues supporting the Administration budget consist primarily of:

1. \$1.5 million in Transportation Development Act State Transit Assistance and Local Transportation Fund (STA/LTF), increasing 5% (\$80,000) from FY 2023-24. Table 1.1c provides further details.
2. \$1.3 million in Yocha Dehe Wintun Nation/Cache Creek Casino Mitigation Funds, increasing from \$1.2 million budgeted in FY 2023-24. This is based on updated estimates as to the cost of service benefiting the casino area.
3. Other general revenues that YoloTD can use to support its general operations, including low carbon/renewable energy credits, outside fuel sale royalties, advertising revenue, and interest revenue.

**Table 1.1a. Annual Operating Budget - Administration**

	<b>Final</b>	<b>Draft</b>		<b>Percent</b>
<b>Administration Operating Revenues</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>Change</b>	<b>Change</b>
STA/LTF	\$1,512,000	\$1,666,061	\$154,061	10%
Cache Creek Mitigation	\$1,192,000	\$1,245,799	\$53,799	5%
Low Carbon/Renewable Energy Credits	\$200,000	\$110,000	(\$90,000)	-45%
Net Outside Fuel Sales	\$140,000	\$200,000	\$60,000	43%
Interest Revenue	\$100,000	\$120,000	\$20,000	20%
Advertising Revenue	\$42,000	\$50,000	\$8,000	19%
<b>Total Administration Operating Revenues</b>	<b>\$3,186,000</b>	<b>\$3,391,860</b>	<b>\$205,860</b>	<b>6%</b>
<b>Administration Operating Expenses</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>Change</b>	<b>Percent</b>
Regular Employee Salaries	\$1,922,000	\$1,975,000	\$53,000	3%
Intern/Temp Employee Salaries	\$56,000	\$100,000	\$44,000	79%
Overtime	\$5,000	\$20,000	\$15,000	300%
Employee Salaries allocated to Projects	(\$180,000)	(\$100,000)	\$80,000	-44%
<b>Subtotal Salaries</b>	<b>\$1,803,000</b>	<b>\$1,995,000</b>	<b>\$192,000</b>	<b>11%</b>
PERS Employer Contribution	\$191,000	\$202,000	\$11,000	6%
PERS UAL Payment	\$176,000	\$191,000	\$15,000	9%
Health Insurance Employer Contribution	\$240,000	\$255,000	\$15,000	6%
Retiree Health Insurance	\$0	\$0	\$0	0%
Medicare Contribution	\$29,000	\$30,000	\$1,000	3%
Other Employee Benefits	\$20,000	\$24,000	\$4,000	20%
Benefits allocated to Projects	(\$44,000)	(\$24,000)	\$20,000	0%
<b>Subtotal Benefits</b>	<b>\$612,000</b>	<b>\$678,000</b>	<b>\$66,000</b>	<b>11%</b>
<b>Subtotal Personnel Costs</b>	<b>\$2,415,000</b>	<b>\$2,673,000</b>	<b>\$258,000</b>	<b>11%</b>
Technology	\$105,000	\$121,000	\$16,000	15%
Marketing & Communications	\$105,000	\$77,000	(\$28,000)	-27%
Other Operating Expenses	\$132,000	\$199,860	\$67,860	51%
Legal Services	\$85,000	\$40,000	(\$45,000)	-53%
Employee Training	\$57,000	\$30,000	(\$27,000)	-47%
Utilities	\$51,000	\$40,000	(\$11,000)	-22%
Memberships	\$31,000	\$30,000	(\$1,000)	-3%
Unitrans Pass-Thru for Uninc Area Service	\$24,000	\$24,000	\$0	0%
Facilities Maintenance	\$19,000	\$45,000	\$26,000	137%
Directors Stipends and Expenses	\$12,000	\$12,000	\$0	0%
Contingencies	\$150,000	\$100,000	(\$50,000)	-33%
<b>Total Administrative Operating Expenses</b>	<b>\$3,186,000</b>	<b>\$3,391,860</b>	<b>\$205,860</b>	<b>6%</b>

**Table 1.1b. Authorized FTE and Classification Salary Scales**

The District completed the salary benchmarking survey initiated during FY 2023-2024 to align salary ranges with comparable agencies. The Board approved the updated salaries on April 8, 2024, implementing a 5-Step salary scale. This process was in line with the District's plan since July 1, 2023, to ensure that compensation remains competitive and reflective of market standards. The salary for the Executive Director was not included in the salary revisions or the adjustment for Cost-of-Living.

Authorized Regular FTE Positions	Fiscal Year		Step	Salary
	23-24	24-25		
<b>Executive Director</b>	1	1	-	\$211,860
<b>Director of Finance &amp; Administration</b>	1	1	1	\$164,287
			2	\$175,781
			3	\$188,086
			4	\$201,252
			5	\$215,342
<b>Director of Transit Operations</b>	1	1	1	\$151,719
			2	\$162,340
			3	\$173,703
			4	\$185,863
			5	\$198,873
<b>Director of Planning</b>	1	1	1	\$153,017
			2	\$163,728
			3	\$175,189
			4	\$187,453
			5	\$200,574
<b>IT Specialist</b>	1	1	1	\$101,712
			2	\$108,838
			3	\$116,451
			4	\$124,600
			5	\$133,324
<b>IT Systems Support Technician</b>	1	1	1	\$70,861
			2	\$75,828
			3	\$81,132
			4	\$86,811
			5	\$92,889
<b>Senior Transportation Planner</b>	1	2	1	\$110,248
			2	\$117,961
			3	\$126,223
			4	\$135,059
			5	\$144,506
<b>Associate Transportation Planner</b>	1	0	1	\$85,451
			2	\$91,441
			3	\$97,831
			4	\$104,682
			5	\$112,008
<b>Assistant Transportation Planner</b>	2	2	1	\$70,936
			2	\$75,891
			3	\$81,207
			4	\$86,898
			5	\$92,976
<b>Communications/Marketing Specialist</b>	1	1	1	\$88,708
			2	\$94,910
			3	\$101,562
			4	\$108,663
			5	\$116,276
<b>Executive Assistant/Clerk of the Board</b>	1	1	1	\$72,596
			2	\$77,676
			3	\$83,117
			4	\$88,932
			5	\$95,160
<b>Accountant (previously "Senior Finance &amp; HR Associate")</b>	2	2	1	\$81,582
			2	\$87,298
			3	\$93,413
			4	\$99,940
			5	\$106,941
<b>Accounting Technician (previously "Finance &amp; HR Associate")</b>	1	1	1	\$59,505
			2	\$63,673
			3	\$68,128
			4	\$72,896
			5	\$78,000
<b>Total, Budgeted FTE's</b>	<b>15</b>	<b>15</b>		
<b>Intern - 999 Max hours per FY</b>	4	6	1	\$18,059
			2	\$19,009
			3	\$20,010
<b>Limited-Term Positions</b>			<b>Min</b>	<b>Max</b>
<b>Associate Transportation Planner</b>	1	0	\$85,451	\$112,008

**Table 1.1c. FY 2024-25 YoloTD Jurisdictions STA and LTF Allocations**

	Davis			Woodland		
	Final	Prelim	Change	Final	Prelim	Change
	FY 2023-24	FY 2024-25		FY 2023-24	FY 2024-25	
<b>STA Estimate by Jurisdiction</b>	\$1,016,790	\$1,008,251	-0.8%	\$717,563	\$716,065	-0.2%
<b>LTF Estimate by Jurisdiction</b>	\$4,519,271	\$4,037,325	-10.7%	\$4,189,604	\$3,771,769	-10.0%
<b>Total STA/LTF by Jurisdiction</b>	<b>\$5,536,061</b>	<b>\$5,045,576</b>	<b>-8.9%</b>	<b>\$4,907,167</b>	<b>\$4,487,834</b>	<b>-8.5%</b>
<b>STA/ LTF to YoloTD</b>						
YoloTD Admin	\$453,124	\$483,473	6.7%	\$420,070	\$451,672	7.5%
Total, Transit Services	\$2,455,000	\$2,219,000	-9.6%	\$2,124,064	\$1,913,242	-9.9%
Fixed Route	\$1,851,000	\$1,652,000	-10.8%	\$662,000	\$754,554	14.0%
Paratransit Service	\$604,000	\$567,000	-6.1%	\$842,000	\$506,000	-39.9%
Microtransit Service	\$0	\$0		\$620,064	\$652,688	5.3%
Capital/Planning	\$0	\$0		\$0	\$0	
<b>STA to YoloTD</b>	<b>\$1,016,790</b>	<b>\$1,008,251</b>	<b>-0.8%</b>	<b>\$717,563</b>	<b>\$716,065</b>	<b>-0.2%</b>
<b>LTF to YoloTD</b>	<b>\$1,891,334</b>	<b>\$1,694,222</b>	<b>-10.4%</b>	<b>\$1,826,571</b>	<b>\$1,648,849</b>	<b>-9.7%</b>
<b>Total YoloTD STA + Share of LTF</b>	<b>\$2,908,124</b>	<b>\$2,702,473</b>	<b>-7.1%</b>	<b>\$2,544,134</b>	<b>\$2,364,914</b>	<b>-7.0%</b>
<b>STA Retained by Jurisdiction</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>LTF Retained by Jurisdiction</b>	<b>\$2,627,937</b>	<b>\$2,343,103</b>	<b>-10.8%</b>	<b>\$2,363,033</b>	<b>\$2,122,920</b>	<b>-10.2%</b>
<b>Total Retained by Jurisdiction</b>	<b>\$2,627,937</b>	<b>\$2,343,103</b>	<b>-10.8%</b>	<b>\$2,363,033</b>	<b>\$2,122,920</b>	<b>-10.2%</b>
	West Sacramento			Winters		
	Final	Prelim	Change	Final	Prelim	Change
	FY 2023-24	FY 2024-25		FY 2023-24	FY 2024-25	
<b>STA Estimate by Jurisdiction</b>	\$630,458	\$647,975	2.8%	\$88,560	\$90,093	1.7%
<b>LTF Estimate by Jurisdiction</b>	\$3,681,030	\$3,413,117	-7.3%	\$517,073	\$474,549	-8.2%
<b>Total STA/LTF by Jurisdiction</b>	<b>\$4,311,488</b>	<b>\$4,061,092</b>	<b>-5.8%</b>	<b>\$605,633</b>	<b>\$564,642</b>	<b>-6.8%</b>
<b>STA/ LTF to YoloTD</b>						
YoloTD Admin	\$369,078	\$408,723	10.7%	\$17,958	\$56,828	216.4%
Total, Transit Services	\$2,661,725	\$2,464,895	-7.4%	\$163,000	\$118,064	-27.6%
<b>STA to YoloTD</b>	<b>\$630,458</b>	<b>\$647,975</b>	<b>2.8%</b>	<b>\$88,560</b>	<b>\$90,093</b>	<b>1.7%</b>
<b>LTF to YoloTD</b>	<b>\$2,400,345</b>	<b>\$2,225,643</b>	<b>-7.3%</b>	<b>\$92,398</b>	<b>\$84,799</b>	<b>-8.2%</b>
<b>Total YoloTD STA + Share of LTF</b>	<b>\$3,030,803</b>	<b>\$2,873,618</b>	<b>-5.2%</b>	<b>\$180,958</b>	<b>\$174,892</b>	<b>-3.4%</b>
<b>STA Retained by Jurisdiction</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>LTF Retained by Jurisdiction</b>	<b>\$1,280,685</b>	<b>\$1,187,474</b>	<b>-7.3%</b>	<b>\$424,675</b>	<b>\$389,750</b>	<b>-8.2%</b>
<b>Total Retained by Jurisdiction</b>	<b>\$1,280,685</b>	<b>\$1,187,474</b>	<b>-7.3%</b>	<b>\$424,675</b>	<b>\$389,750</b>	<b>-8.2%</b>
	Yolo County			Total		
	Final	Prelim	Change	Final	Prelim	Change
	FY 2023-24	FY 2024-25		FY 2023-24	FY 2024-25	
<b>STA Estimate by Jurisdiction</b>	\$428,364	\$383,373	-10.5%	\$2,882,000	\$2,845,757	-1.3%
<b>LTF Estimate by Jurisdiction</b>	\$2,501,069	\$2,215,972	-11.4%	\$15,408,000	\$13,912,732	-9.7%
<b>Total STA/LTF by Jurisdiction</b>	<b>\$2,929,433</b>	<b>\$2,599,345</b>	<b>-11.3%</b>	<b>\$18,290,000</b>	<b>\$16,758,489</b>	<b>-8.4%</b>
<b>STA/ LTF to YoloTD</b>						
YoloTD Admin	\$250,769	\$265,364	5.8%	\$1,511,000	\$1,666,061	10.3%
Total, Transit Services	\$177,595	\$118,009	-33.6%	\$7,581,384	\$6,833,210	-9.9%
<b>STA to YoloTD</b>	<b>\$428,364</b>	<b>\$383,373</b>	<b>-10.5%</b>	<b>\$2,882,000</b>	<b>\$2,845,757</b>	<b>-1.3%</b>
<b>LTF to YoloTD</b>	<b>\$0</b>	<b>\$0</b>	<b>n/a</b>	<b>\$6,211,000</b>	<b>\$5,653,513</b>	<b>-9.0%</b>
<b>Total YoloTD STA + Share of LTF</b>	<b>\$428,364</b>	<b>\$383,373</b>	<b>-10.5%</b>	<b>\$9,092,384</b>	<b>\$8,499,270</b>	<b>-6.5%</b>
<b>STA Retained by Jurisdiction</b>	<b>\$0</b>	<b>\$0</b>	<b></b>	<b>\$0</b>	<b>\$0</b>	<b></b>
<b>LTF Retained by Jurisdiction</b>	<b>\$2,501,069</b>	<b>\$2,215,972</b>	<b>-11.4%</b>	<b>\$9,197,399</b>	<b>\$8,259,219</b>	<b>-10.2%</b>
<b>Total Retained by Jurisdiction</b>	<b>\$2,501,069</b>	<b>\$2,215,972</b>	<b>-11.4%</b>	<b>\$9,197,399</b>	<b>\$8,259,219</b>	<b>-10.2%</b>

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

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



## Fixed Route Annual Operating Budget and Service Levels

Table 1.2a shows the proposed **\$12.6 million** FY 2024-25 Fixed Route operating budget. The proposed service levels are provided in Table 1.2b.

The proposed Fixed Route budget represents an increase of **\$0.5 million (4%)** above FY 2023-24, primarily due to an anticipated one-time expense to lease up to 8 passenger buses, at a cost of \$480,000, to maintain current levels of service while we plan our transition from compressed natural gas to battery electric as our primary fuel source.

The revenues supporting the Fixed Route budget are comprised of:

- a. \$4.2 million in STA/LTF from member jurisdictions, a decrease of 11%, as shown in Table 1.1c.
- b. \$1.2 million in passenger fares.
- c. \$2.1 in million in FTA 5307 CARES Act funding.
- d. \$1.5 million in Federal Transit Administration (FTA) 5307 Urbanized Area Formula Funds.
- e. \$0.4 million in FTA 5307 Congestion Mitigation and Air Quality (CMAQ) funding to support Route 42 expansion.
- f. \$0.3 million in FTA 5307 funds from Sacramento Regional Transit (SacRT) and \$0.3 million from UC Davis to support the Causeway Connection Route 138.
- g. \$0.4 million in State Transit Assistance (STA) State of Good Repair (SGR) funds to support vehicle maintenance.
- h. \$920,523 in 5311 Rural Formula and CRSAA Funds
- i. \$1 million in SB 125 (California Transit Recovery) Funds

**Table 1.2a. Annual Operating Budget - Fixed Route**

	Final FY 23-24	Draft FY 24-25	Change	Percent Change
<b>Fixed Route Operating Revenues</b>				
STA/LTF	\$4,822,000	\$4,529,448	(\$292,552)	-6%
FTA 5307 ARPA	\$3,012,000	\$0	(\$3,012,000)	n/a
FTA 5307 CARES	\$894,000	\$2,152,143	\$1,258,143	141%
FTA 5307 Formula Funds	\$1,181,000	\$1,518,236	\$337,236	29%
Passenger Fares	\$1,000,000	\$1,175,000	\$175,000	18%
FTA 5307/CMAQ for Route 42 Expansion	\$405,000	\$400,000	(\$5,000)	-1%
FTA/SacRT 5307 Causeway Connection	\$285,000	\$126,000	(\$159,000)	-56%
FTA 5307 Davis UZA	\$0	\$150,000	\$150,000	
UC Davis Funds for Causeway Connection	\$285,000	\$293,353	\$8,353	3%
STA-SGR State of Good Repair Funds	\$212,000	\$379,559	\$167,559	79%
Low Carbon Transportation Operating Program (LCTOP)	\$0	\$65,000	\$65,000	
FTA/Caltrans 5311 Rural Formula and CRSAA Funds	\$0	\$915,810	\$915,810	0%
SB 125	\$0	\$781,053	\$781,053	
Carryforward Fund Balance	\$13,000	\$0	(\$13,000)	
<b>Total Fixed Route Operating Revenues</b>	<b>\$12,109,000</b>	<b>\$12,485,603</b>	<b>\$376,603</b>	<b>3%</b>

*doublecheck*

	Final FY 23-24	Draft FY 24-25	Change	Percent Change
<b>Fixed Route Operating Expenses</b>				
Contracted Transportation	\$9,271,000	\$9,006,629	(\$264,371)	-3%
Fuel	\$1,032,000	\$1,065,122	\$33,122	3%
Insurance	\$776,000	\$696,293	(\$79,707)	-10%
Vehicle Maintenance	\$262,000	\$379,559	\$117,559	45%
Technology	\$260,000	\$308,000	\$48,000	18%
Utilities	\$230,000	\$235,000	\$5,000	n/a
Facilities Maintenance	\$50,000	\$156,000	\$106,000	212%
Marketing & Communications	\$45,000	\$24,000	(\$21,000)	-47%
Electric Vehicle Charging	\$33,000	\$35,000	\$2,000	6%
Equipment/Fleet Leases	\$0	\$480,000	\$480,000	
Contingencies	\$150,000	\$100,000	(\$50,000)	-33%
<b>Total Fixed Route Operating Expenses</b>	<b>\$12,109,000</b>	<b>\$12,485,603</b>	<b>\$376,603</b>	<b>3%</b>

### Fixed Route Bus Service Assumptions

The FY 2024-25 budget largely maintains current service levels, and represents a net *decrease* in budgeted hours and miles by about 25% compared to the current year budget. This is due to the postponement of several service increases which were envisioned in the current year budget but were not implemented due to a variety of factors.

#### Fixed-Route Services

- Route 42A/42B: Intercity service connecting Woodland, Davis, West Sacramento, Sacramento International Airport, and Downtown Sacramento. 42A operates in a clockwise direction, 42B operates in a counterclockwise direction. The FY 2023-24 budget envisioned a mid-year service expansion of up to 16 additional daily trips, a 25% increase over current service levels. This service expansion was scheduled to take effect in January 2024 but was postponed due to ongoing challenges with driver recruitment/retention and maintaining our aging fleet of fixed-route buses. The FY 2024-25 budget continues to postpone that service increase and maintains 42A/B service at current levels. This results in a net reduction of hours and miles compared to last year's budget.
- Route 37: Services southern West Sacramento. No changes to current service levels.

- Route 40: Serves northern West Sacramento in a counterclockwise direction. Service schedule adjusted to provide four additional weekday trips in the early morning and evening (current service ends at 6:30 PM). Service span was reduced during COVID and resuming later evening service will benefit the Disadvantaged Communities served by this route.
- Route 41: Serves northern West Sacramento in a clockwise direction. Service schedule adjusted to provide one additional weekday evening trip (current service ends at 6:10 PM). Service span was reduced during COVID and resuming later evening service will benefit the Disadvantaged Communities served by this route.
- Route 240: Serves West Capital Ave and IKEA Shopping center. Service schedule adjusted to provide two additional weekday evening trips (current service ends at 7:00 PM). Service span was reduced during COVID and resuming later evening service will benefit the Disadvantaged Communities served by this route.
- Route 43/43R Express: Express service connecting Davis to Sacramento. Suspended due to driver shortage. Limited return in April of 2022. FY 2024-2025 resumes up to three trips in the morning and evening peaks, and one trip of the 43R reverse commute route in the morning and evening peak periods. This was envisioned in the current year's budget but not implemented. With the return-to-work orders for California state workers taking effect in June 2024, we believe ridership on Express services is poised to increase. This would return the service to approximately 60% of pre-suspension levels.
- Route 44: Express service connecting south Davis to Sacramento. Suspended during COVID and to support YoloGo services. The service plan is to resume up to three morning and evening peak period trips to meet demand from south Davis, specifically due to the Route 42 route adjustment. This was envisioned in the current year budget but not implemented. With the return-to-work orders for California state workers taking effect in June 2024, we believe ridership on Express services is poised to increase. This would return the service to approximately 100% of pre-suspension levels.
- Route 230: Express service connecting West Davis to Sacramento. The service plan is to resume up to three morning and evening peak period trips to meet anticipated demand. This was envisioned in the current year budget but not implemented. With the return-to-work orders for California state workers taking effect in June 2024, we believe ridership on Express services is poised to increase. This would return the service to 100% of pre-suspension levels.
- Route 211: Local Woodland service operating in a clockwise direction. No changes to current service.
- Route 212: Local Woodland service operating in a counterclockwise direction. No changes to current service.
- Causeway Connection: Express service connecting UC Davis, Davis, Sacramento, and the UC Davis Medical Center. No planned service changes.

**Table 1.2b. Fixed Route Service Hours and Miles**

Route	Community / Destinations	Operating Days	FY2023-24						Proposed FY 2024-25	Proposed FY 2024-25		% Change from Current Actual	
			Budgeted Trips <sup>1</sup>	Actual Trips <sup>1</sup>	Budgeted Hours	Actual Hours	Budgeted Miles	Actual Miles	Trips	Hours	Miles	Hours <sup>2</sup>	Miles <sup>2</sup>
42A* 42B*	Intercity, Woodland, Davis, West Sacramento, Sacramento International Airport, Downtown Sacramento	MON-FRI SAT - SUN	70	54	56,949	44,302	1,274,569	1,106,888	54	44,303	1,106,888	0%	0%
37	Southport Gateway West Sacramento Transit Center Downtown Sacramento	MON-FRI	15	13	4,845	3,895	86,953	51,435	13	3,911	51,435	0%	0%
		SAT-SUN	13	0					0				
40	Northern West Sacramento Ikea Ct West Sacramento Transit Center Downtown Sacramento	MON-FRI	15	12	4,803	4,273	63,303	49,640	17	5,529	63,884	29%	29%
		SAT	14	11					11				
		SUN	11	9					11				
41	Northern West Sacramento Ikea Ct West Sacramento Transit Center Downtown Sacramento	MON-FRI	15	12	4,173	3,333	54,742	37,951	14	3,347	37,951	0%	0%
		SAT	15	0					0				
		SUN	11	0					0				
240	Ikea Ct, Reed Ave, Harbor Blvd West Sacramento Transit Center Downtown Sacramento	MON-FRI	15	12	4,724	4,563	61,186	54,049	14	4,837	57,266	6%	6%
		SAT	15	12					12				
		SUN	12	12					12				
45	West/Central Woodland Downtown Sacramento Express	MON-FRI - AM TRIP	1	1	827	836	22,818	23,095	1	836	23,095	0%	0%
		MON-FRI - PM TRIP	1	1					1				
211	County Fair Mall, West Woodland Loop	MON-FRI	12	15	4,389	5,141	57,742	68,036	15	5,144	68,036	0%	0%
		SAT	12	12					12				
		SUN	11	11					11				
212	County Fair Mall, East Woodland Loop	MON-FRI	11	14	4,088	4,988	64,098	77,833	14	4,988	77,833	0%	0%
		SAT	11	14					14				
		SUN	11	11					11				
215	Woodland, Madison, Esparto, Capay Cache Creek Casino Resort	MON-SUN - WESTBOUND	12	12	10,135	135	253,383	253,383	12	10,135	253,383	0%	0%
		MON-SUN - EASTBOUND	12	12					12				
43	Davis, Downtown Sacramento Express	MON-FRI - AM TRIP	3	1	2,306	1,338	53,414	28,265	3	3,366	73,428	152%	160%
		MON-FRI - PM TRIP	3	1					3				
43R	<b>Reverse Commute:</b> Downtown Sacramento, U.C. Davis Express	MON-FRI - AM TRIP	1	1	1	1	1	1	1	1	1	1	1
		MON-FRI - PM TRIP	1	1					1				
44	South Davis Downtown Sacramento Express	MON-FRI - AM TRIP	3	0	1,469	0	38,230	0	3	2,866	57,062	0%	0%
		MON-FRI - PM TRIP	3	0					3				
230*	West Davis, Downtown Sacramento Express	MON-FRI - AM TRIP	3	1	1,959	988	50,974	25,795	3	2,779	67,225	181%	161%
		MON-FRI - PM TRIP	3	1					3				
138 Causeway Connection	Service between UCD Med Ctr and UCD Main campus, with limited stops between	MON-FRI	14	14	4,303	4,338	95,540	96,695	14	4,355	96,695	0%	0%
<b>Total</b>			<b>349</b>	<b>270</b>	<b>104,969</b>	<b>78,130</b>	<b>2,176,951</b>	<b>1,873,065</b>	<b>295</b>	<b>96,396</b>	<b>2,034,180</b>	<b>-8%</b>	<b>-7%</b>

## Microtransit Annual Operating Budget

Table 1.3 shows the \$2.1 million Microtransit annual operating budget, which includes existing demand-responsive microtransit service in Knights Landing and Winters, continues new Woodland service which launched in September 2023, and expands the Knights Landing service area to include the unincorporated community of Yolo.

The proposed budget is \$821,000 (60%) more than the FY 2023-24 budget. This change accounts for:

- Increasing the hours of operation and number of vehicles operating in Winters and Knights Landing/Yolo service areas as noted in Table 1.2c. *Note: these service increases would require separate action by the YoloTD Board of Directors prior to implementation.*
- Includes a full year of Woodland microtransit service at current service levels, based on actual expenses.

Service Area	Operating Days	Current Service Levels FY 2023-24			Proposed Service Levels FY 2024-25			Change from Prior Year	
		Operating Times	Max # of Beeline Vehicles	Hours	Operating Times	Max # of BeeLine Vehicles	Hours	Vehicles	Hours
Woodland	MON - THUR	7:00 AM - 7:00 PM	4	21,615	7:00 AM - 7:00 PM	4	21,537	4	(78)
	FRI	7:00 AM - 11:00 PM			7:00 AM - 11:00 PM				
	SAT	9:00 AM - 11:00 PM			9:00 AM - 11:00 PM				
	SUN	8:00 AM - 7:00 PM			8:00 AM - 7:00 PM				
Winters	MON - FRI	8:30 AM - 4:30 PM	1	2,727	7:00 AM - 7:00 PM	2	6,951	2	4,224
	SAT	8:30 AM - 4:30 PM			7:00 AM - 7:00 PM				
	SUN	<b>No Service</b>			<b>No Service</b>				
Knights Landing and Yolo	MON - FRI	8:30 AM - 5:30 PM	1	2,964	7:00 AM - 6:00 PM	2	7,043	2	4,079
	SAT	<b>No Service</b>			<b>No Service</b>				
	SUN	8:30 AM - 5:30 PM			7:00 AM - 6:00 PM				
<b>Total</b>			<b>6</b>	<b>27,306</b>		<b>8</b>	<b>35,531</b>	<b>8</b>	<b>8,225</b>

Revenue Sources include:

- a. \$1.3 million in STA/LTF from Woodland, Winters and Yolo County, as shown in Table 1.1c.
- b. \$0.2 million in FTA 5307 formula funds supporting Woodland Microtransit.
- c. \$0.2 million in FTA 5311 rural formula funds supporting the Knights Landing and Winters operations.
- d. \$25 thousand in STA-SGR Funds to support vehicle maintenance.
- e. \$45 thousand in passenger fares.

**Table 1.3. Annual Operating Budget - Microtransit**

<b>Microtransit Operating Revenues</b>	<b>Final FY 23-24</b>	<b>Draft FY 24-25</b>	<b>Change</b>	<b>Percent Change</b>
STA/LTF	\$846,000	\$838,762	(\$7,238)	-1%
FTA 5307 Formula Funds	\$243,000	\$219,000	(\$24,000)	-10%
FTA 5307 CARES	\$0	\$405,550	\$405,550	
FTA/Caltrans 5311 Rural Formula Funds	\$226,000	\$204,214	(\$21,786)	-10%
STA-SGR State of Good Repair Funds	\$25,000	\$0	(\$25,000)	-100%
Passenger Fares	\$25,000	\$45,000	\$20,000	80%
SB 125	\$0	\$462,610	\$462,610	
<b>Total Microtransit Operating Revenues</b>	<b>\$1,364,000</b>	<b>\$2,175,136</b>	<b>\$810,136</b>	<b>59%</b>

<b>Microtransit Operating Expenses</b>	<b>Final FY 23-24</b>	<b>Draft FY 24-25</b>	<b>Change</b>	<b>Percent Change</b>
Contracted Transportation - Woodland	\$590,000	\$915,000	\$325,000	55%
Contracted Transportation - Winters	\$170,000	\$400,000	\$230,000	135%
Contracted Transportation - Knights Landing	\$135,000	\$323,000	\$188,000	139%
Technology	\$231,000	\$30,000	(\$201,000)	-87%
Insurance	\$138,000	\$228,136	\$90,136	65%
Fuel	\$65,000	\$239,000	\$174,000	268%
Vehicle Maintenance	\$25,000	\$25,000	\$0	0%
Communications & Marketing	\$0	\$5,000	\$5,000	
Contingencies	\$10,000	\$10,000	\$0	0%
<b>Total Microtransit Operating Expenses</b>	<b>\$1,364,000</b>	<b>\$2,175,136</b>	<b>\$811,136</b>	<b>59%</b>

## Paratransit Annual Operating Budget

Table 1.4 shows the \$3.07 million Paratransit operating budget, which covers demand-responsive paratransit services for individuals with disabilities that prevent them from being able to use YoloTD's fixed route service. The proposed budget represents a 1% increase over than FY 2023-24 levels, reflecting demand leveling off after several years of dramatic growth coming out of the pandemic.

Revenue Sources include:

- a. \$1.4 million in STA/LTF, as shown in Table 1.1c.
- b. \$0.8 million in FTA 5307 Urbanized Area Formula Funds.
- c. \$150 thousand in passenger and organization-paid fares.
- d. \$70 thousand in Cache Creek mitigation funds to reimburse for paratransit trips serving nearby areas.
- e. New for this year, \$116,000 in SB 125 transit recovery funds.

**Table 1.4. Annual Operating Budget - Paratransit**

<b>Paratransit Operating Revenues</b>	<b>Final FY 23-24</b>	<b>Draft FY 24-25</b>	<b>Change</b>	<b>Percent Change</b>
STA/LTF	\$1,912,000	\$1,465,000	(\$447,000)	-23%
FTA 5307 Formula Funds	\$842,000	\$819,073	(\$22,927)	-3%
Passenger Fares	\$145,000	\$150,000	\$5,000	3%
Cache Creek Mitigation	\$80,000	\$70,000	(\$10,000)	-13%
STA-SGR State of Good Repair Funds	\$65,000	\$0	(\$65,000)	
Organization-Paid Fares	\$5,000	\$0	(\$5,000)	-100%
FTA 5307 CARES	\$0	\$437,496	\$437,496	
SB125	\$0	\$116,568	\$116,568	0%
Carryforward Fund Balance	\$1,000	\$0	(\$1,000)	
<b>Total Paratransit Operating Revenues</b>	<b>\$3,050,000</b>	<b>\$3,058,137</b>	<b>\$8,137</b>	<b>0%</b>

<b>Paratransit Operating Expenses</b>	<b>Final FY 23-24</b>	<b>Draft FY 24-25</b>	<b>Change</b>	<b>Percent Change</b>
Contracted Transportation	\$2,504,000	\$2,514,000	\$10,000	0%
Fuel	\$224,000	\$224,000	\$0	0%
Insurance	\$206,000	\$193,569	(\$12,431)	-6%
Vehicle Maintenance	\$65,000	\$0	(\$65,000)	
Technology	\$41,000	\$116,568	\$75,568	
Contingencies	\$10,000	\$10,000	\$0	0%
<b>Total Paratransit Operating Expenses</b>	<b>\$3,050,000</b>	<b>\$3,058,137</b>	<b>\$8,137</b>	<b>0%</b>

## 2. General Reserve

In February 2022, the YoloTD Board of Directors adopted a General Reserve policy establishing a target of that an amount equivalent to 25% of the annual operating budget expenses should be set aside to provide for continuity of service-critical operations during times of unexpected revenue shortfalls or emergency expenditures.

As shown in Table 1.5, the General Reserve currently holds \$4.9 million. The proposed combined FY 2024-25 operating budget of \$5.2 million would require a further deposit of \$351 thousand to the General Reserve from available fund balances to maintain the 25% target level at \$4.923 million.

**Table 1.5. General Reserve Deposit Calculation**

	<b>Final FY 23-24</b>	<b>Draft FY 24-25</b>	<b>Change</b>	
<b>Total Operating Expenses</b>	<b>\$19,709,000</b>	<b>\$21,110,736</b>	<b>\$1,401,736</b>	<b>7%</b>
<b>General Reserve (25% Operating Budget):</b>	<b>\$4,927,000</b>	<b>\$5,278,000</b>	<b>\$351,000</b>	



## Section 2. Multiyear Capital and Planning Projects

### Capital and Planning Projects

This budget continues to establish multiyear capital and planning priorities including the Yolo Active Transportation Corridors (YATC) project, and the Zero Emission Fleet Transition Plan and Downtown Woodland Transit Center.

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

Table 2.1 displays \$2.6 million in proposed new appropriations for multiyear capital and planning projects. The new funding includes:

- FR-1 Electric Buses- Multiyear Reserve for Future Purchases: \$477 thousand in new LCTOP funding is proposed to be set aside to serve as a match for potential future federal funding to support electric bus purchases consistent with state mandates.
- FR-3 Fixed Route Planning Efforts: \$200 thousand in new SB 125 funding is proposed for the preparation of a Short Range Transit Plan. The scope of work and contract for this effort were approved by the Board in April 2024.
- FR-11 Downtown Woodland Transit Center: \$430 thousand of new funding is proposed for relocation costs for a new Transit Center in downtown Woodland, to replace the transit center at the County Fair Fashion Mall. This is an estimate that will be refined through the planning and design process currently underway. The funding source for these costs is to be determined.
- FR-12 Fixed Route Bus Battery Replacements: \$124 thousand in new Available Fund Balance/STA is proposed to be used to purchase six replacement batteries for our six Proterra electric buses.
- FR-13 Zero Emission Bus (ZEB) Electrification Infrastructure (Woodland): \$400 thousand in new SB 125 funding for design and engineering studies for electrification infrastructure upgrades needed to meet California's Zero Emission Vehicle requirements.
- MM-1 Yolo Active Transportation Corridors: \$200 thousand in additional grant funds from sources to be determined (supplementing the \$1.2 million federal RAISE funds already appropriated) are proposed to fund ongoing consulting services for the Yolo Active Transportation Corridors planning project.

**Table 2.1. YoloTD Multi-year Capital and Planning Project Budgets with FY 2024-25 Budget Appropriation**

Multiyear Capital and Planning Projects	Carryforward FY23-24	Actual/ Encumbered to Date	Balance FY23-24	Proposed FY 24-25 Appropriation	Total Multi-year Project Budget
<b>FR-1. Electric Buses - Multi-year Reserve for Future Purchases</b>					
<b>Expenditure Budget</b>					
Vehicle Equipment Purchase	\$1,343,463	\$0	\$1,343,463	\$477,000	\$1,820,463
<b>Total FR-1 Expenditure Budget</b>	<b>\$1,343,463</b>	<b>\$0</b>	<b>\$1,343,463</b>	<b>\$477,000</b>	<b>\$1,820,463</b>
<b>Revenue Sources</b>					
FTA 5307/5339 Funds	\$880,000	\$0	\$880,000	\$0	\$880,000
LCTOP - FY 2022-23 allocation	\$463,000	\$0	\$463,000	\$477,000	\$940,000
<b>Total FR-1 Revenue Budget</b>	<b>\$1,343,000</b>	<b>\$0</b>	<b>\$1,343,000</b>	<b>\$477,000</b>	<b>\$1,820,000</b>
<b>FR-3. Fixed Route Planning Efforts</b>					
<b>Expenditure Budget</b>					
Professional Svcs - Zero Emission Fleet	\$200,000	\$199,952	\$48	\$0	\$48
Professional Svcs - Short Range Transit Plan	\$200,000	\$200,000	\$0	\$200,000	\$200,000
Professional Svcs - 10 Year Capital Plan	\$100,000	\$0	\$100,000	\$0	\$100,000
<b>Total FR-3 Expenditure Budget</b>	<b>\$500,000</b>	<b>\$399,952</b>	<b>\$100,048</b>	<b>\$200,000</b>	<b>\$300,048</b>
<b>Revenue Sources</b>					
FTA 5307 Funds	\$400,000	\$399,952	\$48	\$0	\$48
SB125	\$0	\$0	\$0	\$200,000	\$200,000
Available Fund Balance	\$100,000	\$0	\$100,000	\$0	\$100,000
<b>Total FR-3 Revenue Budget</b>	<b>\$500,000</b>	<b>\$399,952</b>	<b>\$100,048</b>	<b>\$200,000</b>	<b>\$300,048</b>
<b>FR-11 Downtown Woodland Transit Center</b>					
<b>Expenditure Budget</b>					
Planning Services	\$225,000	\$75,000	\$150,000	\$0	\$120,000
Relocation	\$0	\$0	\$0	\$430,000	\$430,000
<b>Total FR-11 Expenditure Budget</b>	<b>\$225,000</b>	<b>\$75,000</b>	<b>\$150,000</b>	<b>\$430,000</b>	<b>\$550,000</b>
<b>Revenue Sources</b>					
FTA 5307 Funds	\$120,000	\$0	\$120,000	\$0	\$120,000
Available Fund Balance/STA	\$75,000	\$75,000	\$0	\$0	\$0
Funding TBD	\$0	\$0	\$0	\$430,000	\$430,000
<b>Total FR-11 Revenue Budget</b>	<b>\$195,000</b>	<b>\$75,000</b>	<b>\$120,000</b>	<b>\$430,000</b>	<b>\$550,000</b>
<b>FR-12 Fixed Route Bus Battery Replacements (6)</b>					
<b>Expenditure Budget</b>					
Fleet Engine/Parts	\$0	\$0	\$0	\$124,000	\$124,000
<b>Total FR-12 Expenditure Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$124,000</b>	<b>\$124,000</b>
<b>Revenue Sources</b>					
FTA 5307 Funds	\$0	\$0	\$0	\$99,200	\$99,200
Available Fund Balance/STA	\$0	\$0	\$0	\$24,800	\$24,800
<b>Total FR-12 Revenue Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$124,000</b>	<b>\$124,000</b>
<b>FR-13 Zero Emission Bus (ZEB) Electrification Infrastructure (Woodland)</b>					
<b>Expenditure Budget</b>					
Facilities Repair & Maintenance	\$0	\$0	\$0	\$400,000	\$400,000
<b>Total FR-13 Expenditure Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$400,000</b>
<b>Revenue Sources</b>					
SB125	\$0	\$0	\$0	\$400,000	\$400,000
<b>Total FR-13 Revenue Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$400,000</b>
<b>MM-1 Yolo Active Transportation Corridors</b>					
<b>Expenditure Budget</b>					
Consulting Services	\$1,200,000	\$559,707	\$640,293	\$200,000	\$840,293
<b>Total MM-1 Expenditure Budget</b>	<b>\$1,200,000</b>	<b>\$559,707</b>	<b>\$640,293</b>	<b>\$200,000</b>	<b>\$840,293</b>
<b>Revenue Sources</b>					
RAISE Grant	\$1,200,000	\$559,707	\$640,293	\$0	\$640,293
Funding TBD	\$0	\$0	\$0	\$200,000	\$200,000
<b>Total MM-1 Revenue Budget</b>	<b>\$1,200,000</b>	<b>\$559,707</b>	<b>\$640,293</b>	<b>\$200,000</b>	<b>\$840,293</b>

Table 2.1 Continued: YoloTD Multi-year Capital and Planning Project Budgets with FY 2024-25 Budget Appropriation					
Multiyear Capital and Planning Projects	Carryforward FY23-24	Actual/ Encumbered to Date	Balance FY23-24	Proposed FY 24-25 Appropriation	Total Multi-year Project Budget
<b>MM-4 Countywide Travel Behavior Survey</b>					
<b>Expenditure Budget</b>					
Professional Services	\$0	\$0	\$0	\$100,000	\$100,000
<b>Total MM-4 Expenditure Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>Revenue Sources</b>					
Funding TBD	\$0	\$0	\$0	\$100,000	\$100,000
<b>Total MM-4 Revenue Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>MM-5 Major Fleet Maintenance</b>					
<b>Expenditure Budget</b>					
Maintenance Services	\$0	\$0	\$0	\$210,000	\$210,000
<b>Total MM-5 Expenditure Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$210,000</b>	<b>\$210,000</b>
<b>Revenue Sources</b>					
Funding TBD	\$0	\$0	\$0	\$210,000	\$210,000
<b>Total MM-5 Revenue Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$210,000</b>	<b>\$210,000</b>
<b>PT-1 Paratransit Vehicle Replacement (2)</b>					
<b>Expenditure Budget</b>					
Vehicles	\$0	\$0	\$0	\$360,000	\$360,000
<b>Total PT-1 Expenditure Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$360,000</b>	<b>\$360,000</b>
<b>Revenue Sources</b>					
Funding TBD	\$0	\$0	\$0	\$360,000	\$360,000
<b>Total PT-1 Revenue Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$360,000</b>	<b>\$360,000</b>
<b>YT-1 Yolotd Annual Reserves Contribution: ZEB Electrification Infrastructure Repair &amp; Maintenance (Woodland)</b>					
<b>Expenditure Budget</b>					
Facilities Repair & Maintenance	\$0	\$0	\$0	\$25,000	\$25,000
<b>Total YT-1 Expenditure Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>Revenue Sources</b>					
Funding TBD	\$0	\$0	\$0	\$25,000	\$25,000
<b>Total YT-1 Revenue Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>YT-2 Yolotd Annual Reserves Contribution: Maintenance Shop Repairs</b>					
<b>Expenditure Budget</b>					
Facilities Repair & Maintenance	\$0	\$0	\$0	\$54,000	\$54,000
<b>Total YT-2 Expenditure Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,000</b>	<b>\$54,000</b>
<b>Revenue Sources</b>					
Funding TBD	\$0	\$0	\$0	\$54,000	\$54,000
<b>Total YT-2 Revenue Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,000</b>	<b>\$54,000</b>
<b>Total Projects with new appropriations</b>	<b>\$3,238,000</b>	<b>\$1,034,659</b>	<b>\$2,203,341</b>	<b>\$2,580,000</b>	<b>\$4,783,341</b>

Table 2.2 displays \$2.8 million in other YoloTD pending and ongoing multi-year capital and planning project budgets carried forward from prior years, but where no new funding is being considered. These include projects such as the Yolo 80 Managed Lanes Legal, Advisory and Technical Services and Automatic Passenger Counters. This includes an adjustment of \$520 thousand to defund a prior year allocation for FR-4. GTFIS Real-Time Enhancements. This project was rolled into another project (FR-5 Automatic Passenger Counters) and is fully funded.

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

Multiyear Capital and Planning Projects	Carryforward FY23-24	Actual/ Encumbered to Date	Balance FY23-24	Adjustments to Prior Year Appropriations	Total Prior Year
<b>FR-4. General Transit Feed Specification (GTFS) Real-Time Enhancements</b>					
<b>Expenditure Budget</b>					
Equipment	\$520,000	\$0	\$520,000	(\$520,000)	\$0
<b>Total FR-4 Expenditure Budget</b>	<b>\$520,000</b>	<b>\$0</b>	<b>\$520,000</b>	<b>(\$520,000)</b>	<b>\$0</b>
<b>Revenue Sources</b>					
FTA 5339/5307 Funds	\$416,000	\$0	\$416,000	(\$416,000)	\$0
Available Fund Balance/STA Funds	\$104,000	\$0	\$104,000	(\$104,000)	\$0
<b>Total FR-4 Revenue Budget</b>	<b>\$520,000</b>	<b>\$0</b>	<b>\$520,000</b>	<b>(\$520,000)</b>	<b>\$0</b>
<b>FR-5. Automatic Passenger Counters (APC)</b>					
<b>Expenditure Budget</b>					
Equipment	\$420,000	\$0	\$420,000	\$0	\$420,000
<b>Total FR-5 Expenditure Budget</b>	<b>\$420,000</b>	<b>\$0</b>	<b>\$420,000</b>	<b>\$0</b>	<b>\$420,000</b>
<b>Revenue Sources</b>					
FTA 5307 Funds	\$420,000	\$0	\$420,000	\$0	\$420,000
<b>Total FR-5 Revenue Budget</b>	<b>\$420,000</b>	<b>\$0</b>	<b>\$420,000</b>	<b>\$0</b>	<b>\$420,000</b>
<b>FR-9. Bus Washer/Water Recycler Replacement</b>					
<b>Expenditure Budget</b>					
Equipment and Installation Services	\$673,581	\$0	\$673,581		\$673,581
<b>Total FR-9 Expenditure Budget</b>	<b>\$673,581</b>	<b>\$0</b>	<b>\$673,581</b>	<b>\$0</b>	<b>\$673,581</b>
<b>Revenue Sources</b>					
CARES Act Funding	\$400,000	\$0	\$400,000		\$400,000
FY 2021-22 STA-SGR Funds	\$273,581	\$0	\$273,581		\$273,581
<b>Total FR-9 Revenue Budget</b>	<b>\$673,581</b>	<b>\$0</b>	<b>\$673,581</b>	<b>\$0</b>	<b>\$673,581</b>
<b>MM-2 80 Managed Lanes Advisory, Legal &amp; Technical Services</b>					
<b>Expenditure Budget</b>					
Professional Services	\$250,000	\$175,000	\$75,000	\$0	\$75,000
<b>Total MM-2 Expenditure Budget</b>	<b>\$250,000</b>	<b>\$175,000</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$75,000</b>
<b>Revenue Sources</b>					
Available Fund Balance	\$250,000	\$175,000	\$75,000	\$0	\$75,000
<b>Total MM-2 Revenue Budget</b>	<b>\$250,000</b>	<b>\$175,000</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$75,000</b>
<b>MM-3 Tolling Authority</b>					
<b>Expenditure Budget</b>					
FY 23-24 Allocated YoloTD Salaries and Benefits	\$250,000	\$0	\$250,000	\$0	\$250,000
Consulting Services	\$1,750,000	\$395,000	\$1,355,000	\$0	\$1,355,000
<b>Total MM-3 Expenditure Budget</b>	<b>\$2,000,000</b>	<b>\$395,000</b>	<b>\$1,605,000</b>	<b>\$0</b>	<b>\$1,605,000</b>
<b>Revenue Sources</b>					
SACOG Grant (RSTP)	\$2,000,000	\$395,000	\$1,605,000	\$0	\$1,605,000
<b>Total MM-3 Revenue Budget</b>	<b>\$2,000,000</b>	<b>\$395,000</b>	<b>\$1,605,000</b>	<b>\$0</b>	<b>\$1,605,000</b>
<b>Total Continuing Projects (no new Funding)</b>	<b>\$3,863,581</b>	<b>\$570,000</b>	<b>\$3,293,581</b>	<b>(\$520,000)</b>	<b>\$2,773,581</b>

### Section 3. Five-Year Operating Budget Outlook

**TBD - this is still under development and will be included in the June Final Draft.**

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

<b>Topic:</b> Audited Financial Statements and Compliance Reports and Governance Letter for the Fiscal Year Ending June 30 2023	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>9</b>  <b>Informational</b>	
		<b>Attachments:</b>	Yes <input checked="" type="radio"/> No
<b>Prepared By: Chas Fadrigio</b>		<b>Meeting Date: May 13, 2024</b>	

**RECOMMENDATION:**

Review the FY 2022-23 audited financial statements and accompanying reports. Staff and auditors will be available to respond to questions.

**BACKGROUND:**

YCTD’s external auditors, Richardson & Company have completed their annual audit of the District’s Financial Statements for the Fiscal Year ending June 30, 2023, along with required State and Federal Compliance Reports, and a Governance Letter (attached). The audit reports are posted to the YoloTD website and are available here: [Finance and Budget - YoloTD](#). A representative of the Auditors will be available to answer any questions.

**Highlights of the Fiscal year 2022-23 Audited Financial Statements include:**

- The auditors have concluded that the financial statements present fairly, in all material respects, the financial position of the District and its fiduciary fund as of June 30, 2023.
- Total net position increased by approximately \$0.2 million, reaching \$31.3 million at June 30, 2023, compared to \$31.1 million at June 30, 2022, primarily due to a positive change in net position.
- Total net position of \$31.3 million included \$19.2 million in capital assets, \$1.1 million in restricted funds for equipment replacement and capital projects, and \$11.0 million in unrestricted net position.
- Current assets exceed current liabilities by about \$10.5 million, with approximately \$2.80 in current assets for every \$1 in current liabilities.
- Net current assets increased by approximately \$1.5 million compared to the prior year, mainly due to higher balances in accounts receivable and receivables due from other governments.
- The audit of federal expenditures identified an error resulting in an overclaim of \$12 thousand (out of \$2.1 million in total federal funds expense). The District is working with FTA to return the funds and improve procedures to prevent similar errors in the future.
- Operating revenues slightly increased to \$3 million during FY 2022-23 compared to \$2.8 million during FY 2021-22, remaining 25% below the pre-COVID-19 pandemic high of \$4.0 million in FY 2018-19.
- Operating expenses increased by 7.6% to \$16.8 million during FY 2022-23 compared to \$15.6 million during FY 2021-22, primarily due to increases in purchased transportation, vehicle fuel, and salaries and benefits.

## **Schedule of Findings and Questioned Costs:**

- The FY2022-23 single audit highlighted material weaknesses and compliance issues in the District's financial management. One key finding was the failure to identify numerous audit adjustments and closing entries, which was attributed to a new accounting system and personnel changes. We acknowledge these issues and are establishing a closing checklist to address them.
- The audit revealed an overclaim of LTF operating funds by \$1,351,269 due to budgetary discrepancies. We are working to discuss this with SACOG and collaborate on offsetting the overclaimed funds with eligible expenses. Internal controls for FTA grants also needed to be improved, leading to ineligible costs being charged. We are developing procedures to prevent such errors in the future and have been working directly with FTA staff to resolve them.
- Procurement documentation for a CNG tank replacement project should have been noted. We recognize the need for better compliance and are improving our documentation procedures. These corrective actions, including staff training and improved documentation, aim to ensure full compliance and enhance financial management efficiency.

Based on the FY2022-23 audit findings, the Finance and Administration department has incorporated several key corrective actions into the FY2024-25 work plan. These actions include updating critical policies and procedures based on audit findings, establishing a staff training and development plan focused on business continuity, compliance reporting, succession planning, and standardizing recruitment and onboarding processes. We are committed to addressing audit and risk concerns effectively, providing training to all staff, and ensuring operational efficiency.

## **Attachments:**

1. Yolo County Transportation District FY 2022-2023 Audited Financial Statements







**YOLO COUNTY TRANSPORTATION DISTRICT**

Audited Financial Statements  
and Compliance Reports

June 30, 2023

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YOLO COUNTY TRANSPORTATION DISTRICT

Audited Financial Statements  
and Compliance Reports

June 30, 2023 and 2022

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Yolo County Transportation District  
Woodland, California

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of the Yolo County Transportation District (the District) and its fiduciary fund as of and for the years ended June 30, 2023 and 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the District and its fiduciary fund as of June 30, 2023 and 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

#### ***Basis for Opinions***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Controller's Minimum Audit Requirements for California Special Districts. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting

To the Board of Directors  
Yolo County Transportation District

from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, schedule of the proportionate share of the net pension liability, schedule of contributions to the pension plan, schedule of changes in the net OPEB liability and related ratios and schedule of contributions to the OPEB Plan, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The accompanying supplementary information, as listed in the table of contents, and schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information and schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

To the Board of Directors  
Yolo County Transportation District

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 25, 2024 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters, the Transportation Development Act and other state program guidelines. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

*Richardson & Company, LLP*

March 25, 2024



# YOLO COUNTY TRANSPORTATION DISTRICT

## Management's Discussion and Analysis June 30, 2023 and 2022

The management of the Yolo County Transportation District (District) is pleased to present the following discussion and analysis that provides an overview of the financial position and activities of the District for the years ended June 30, 2023 and 2022. This discussion should be read in conjunction with the financial statements and accompanying notes, which follow this section.

### **Background**

Until August 1, 1989, the Yolo Transit System and Mini-Transit System were established to meet the transportation needs of the general public in and around the County of Yolo as part of the Yolo County's Enterprise Fund. A Joint Exercise of Powers Agreement was signed between Yolo County and the Cities of Davis, West Sacramento, Winters, and Woodland whereby the District would operate as a Joint Powers Agency, called Yolo County Transit Authority, pursuant to Section 6500 of the California Government Code and would be administratively separated from the County. The Yolo County Transit Authority's operations were separated from the Yolo County Enterprise Fund on August 1, 1989. Effective February, 1998, the JPA became the Yolo County Transportation District (District) as a result of the passage of Assembly Bill No. 2420, which established the District as the consolidated transportation services agency and the congestion management agency for Yolo County. The District's mission is to provide alternative transportation to transit dependent individuals and the general public responsive to the needs of jurisdictions in Yolo County, to review and recommend project nominations for Intermodal Surface Transportation Efficiency Act and other funding, and to monitor the Congestion Management Plan. In addition to fare revenues, the District receives funds under the provisions of the Transportation Development Act from the Yolo County Local Transportation Fund and the State Transit Assistance Fund. The District also receives revenue from Federal Transit Administration grants.

The primary service of the District is to provide Fixed Route Service through twenty-three fixed routes serving West Sacramento, Woodland, Davis, Capay Valley, the Sacramento International Airport and downtown Sacramento, including local service in Woodland, Winters, and West Sacramento. The District contributes to Unitrans, which provides bus service to U.C. Davis students and residents in Davis. The District also provides Paratransit Service for residents in Woodland, Davis, and West Sacramento to comply with the Americans with Disabilities Act. A micro-transit demonstration pilot for the community of Winters was launched in April, 2020, and in Knight's Landing in January, 2021. Transit services are provided under contract with Transdev Services, Inc., which is in effect through July 31, 2025.

### **Financial Highlights**

- Total net position, the level by which total assets and deferred outflows of resources exceed total liabilities and deferred inflows of resources, increased by approximately \$0.2 million, to \$31.3 million at June 30, 2023 versus \$31.1 million at June 30, 2022, primarily due to a positive change in net position of \$0.2 million.
- June 30, 2023 total net position of \$31.3 million was comprised of \$19.2 million investment in capital assets, \$1.1 million in State Transit Assistance and other funds restricted for equipment replacement and capital projects, and \$11.0 million of unrestricted net position.
- For every dollar in current liabilities as of June 30, 2023, the District holds \$2.81 in current assets, down from \$3.62 as of June 30, 2022.
- Operating revenues (regular and special fares and operating support from the Yocha Dehe Wintun Nation) increased slightly to \$3 million during FY 2022-23 compared to \$2.8 million during FY 2021-22, still 25% below the high of \$4.0 million during FY 2018-19, before the COVID-19 pandemic.

# YOLO COUNTY TRANSPORTATION DISTRICT

## Management's Discussion and Analysis June 30, 2023 and 2022

- Operating expenses increased 7.6% to \$16.8 million during FY 2022-23, compared to \$15.6 million during FY 2021-22, primarily due to increases of \$0.8 million in purchased transportation, \$0.3 million in vehicle fuel and \$0.2 million in salaries and benefits.

### **The Financial Statements**

Under Governmental Accounting Standards Board (GASB) Statement No. 65, the District's basic financial statements include the statement of net position, statement of revenues, expenses and changes in net position and statement of cash flows.

### **Description of Basic Financial Statements**

This discussion and analysis is intended to serve as an introduction to the District's financial statements: the Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, and the Statement of Cash Flows. The statements are accompanied by footnotes to clarify unique accounting policies and other financial information and required supplementary information. The assets, liabilities, revenues and expenses of the District are reported on a full-accrual basis.

The **Statement of Net Position** presents information on all of the District's assets and deferred outflows of resources, compared to liabilities and deferred inflows of resources, with the difference between the two representing net position (equity). Assets and liabilities are classified as current, restricted or non-current. Changes from one year to the next in total net position as presented on the Statement of Net Position are based on the activity presented on the Statement of Revenues, Expenses and Change in Net Position.

The **Statement of Revenues, Expenses and Changes in Net Position** is the District's income statement. Revenues earned and expenses incurred during the year are classified as either "operating" or "non-operating". All revenues and expenses are recognized as soon as the underlying event occurs, regardless of timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in the disbursement or collection of cash during future fiscal years (e.g., the expense associated with the final month of purchased transportation, involving cash outlay beyond the date of the financial statements).

The **Statement of Cash Flows** present the changes in District's cash and cash equivalents during the fiscal year. This statement is prepared using the direct method of cash flow. The statement breaks the sources and uses of District's cash and cash equivalents into four categories:

- Operating activities
- Capital financing activities
- Noncapital financing activities
- Investing activities

The District's routine activities appear in the operating activities while purchases of capital assets are in the capital activities.

The **Notes to the Financial Statements** provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes describe the nature of the District's operations and significant accounting policies as well as clarify unique financial information.

## YOLO COUNTY TRANSPORTATION DISTRICT

### Management's Discussion and Analysis June 30, 2023 and 2022

Richardson and Company, LLP, Certified Public Accountants, has performed an independent audit of the financial statements in accordance with auditing standards generally accepted in the United States of America. Their opinion is included in this report.

#### Statement of Net Position

A summary of the District's Statement of Net Position as of June 30, 2023, 2022 and 2021 is as follows:

	June 30, 2023	June 30, 2022	Increase (Decrease) from 2022 to 2023	June 30, 2021	Increase (Decrease) from 2021 to 2022
Current Assets	\$ 16,262,788	\$ 12,369,836	\$ 3,892,952	\$ 12,164,583	\$ 205,253
Restricted Cash and Investments	1,909,114	1,764,805	144,309	1,556,091	208,714
Other Postemployment Benefits	191,609	402,163	(210,554)	141,766	260,397
Capital Assets, Net	19,492,523	21,234,841	(1,742,318)	23,240,766	(2,005,925)
<b>TOTAL ASSETS</b>	<b>37,856,034</b>	<b>35,771,645</b>	<b>2,084,389</b>	<b>37,103,206</b>	<b>(1,331,561)</b>
Deferred Outflows of Resources	985,108	493,170	491,938	463,813	29,357
<b>TOTAL ASSETS AND DEFERRED     OUTFLOWS OF RESOURCES</b>	<b>\$ 38,841,142</b>	<b>\$ 36,264,815</b>	<b>\$ 2,576,327</b>	<b>\$ 37,567,019</b>	<b>\$ (1,302,204)</b>
Current Liabilities	\$ 5,801,295	\$ 3,418,089	\$ 2,383,206	\$ 2,385,324	\$ 1,032,765
Non-Current Liabilities	1,524,430	804,900	719,530	1,356,638	(551,738)
<b>TOTAL LIABILITIES</b>	<b>7,325,725</b>	<b>4,222,989</b>	<b>3,102,736</b>	<b>3,741,962</b>	<b>481,027</b>
Deferred Inflows of Resources	236,958	971,873	(734,915)	124,720	847,153
Net Position					
Investment in Capital Assets	19,217,051	21,234,841	(2,017,790)	23,240,766	(2,005,925)
Restricted for Equipment Replacement and Capital Projects	456,794	459,561	(2,767)	515,263	(55,702)
Restricted for Capital Purposes - STA	618,987	393,838	225,149	215,316	178,522
Unrestricted	10,985,627	8,981,713	2,003,914	9,728,992	(747,279)
<b>TOTAL NET POSITION</b>	<b>31,278,459</b>	<b>31,069,953</b>	<b>208,506</b>	<b>33,700,337</b>	<b>(2,630,384)</b>
<b>TOTAL LIABILITIES, DEFERRED     INFLOWS OF RESOURCES, AND     NET POSITION</b>	<b>\$ 38,841,142</b>	<b>\$ 36,264,815</b>	<b>\$ 2,576,327</b>	<b>\$ 37,567,019</b>	<b>\$ (1,302,204)</b>

#### District Assets

The \$37.9 million in total assets as of June 30, 2023 represented a \$2.1 million decrease from June 30, 2022, primarily due to \$2.4 million depreciation of the District assets, partially offset by a \$2.3 million increase in cash and receivables, and a \$0.4 million increase in the deferred outflow for the CalPERS pension plan is attributable to changes in actuarial assumptions, investment returns, or plan amendments. Total assets as of June 30, 2022 decreased \$1.3 million from June 30, 2021, also primarily due to bus fleet depreciation.

YOLO COUNTY TRANSPORTATION DISTRICT

Management’s Discussion and Analysis  
June 30, 2023 and 2022

**District Liabilities**

The \$5.8 million in current liabilities as of June 30, 2023 represented an increase of \$2.4 million from June 30, 2022 primarily due to a \$1.4 million increase in accounts payable, a \$0.2 million increase in unearned revenue received for the Low Carbon Transit Operations Program (LCTOP) for projects not yet completed and \$0.8 million due to other governments.

The \$0.7 million increase in non-current liabilities during the year ending June 30, 2023 was primarily due to an increase in net pension liability as a result of pension plan investment performance. The District also reported \$1.0 million in deferred outflows of resources primarily for pension and OPEB contributions after the valuation measurement dates and a reduction in the discount rate and \$0.2 million in deferred inflows of resources primarily for the difference between expected and actual experience in assumptions used. See Notes H and I for more information about the District’s pension and OPEB plans.

**Statement of Revenues, Expenses, and Changes in Net Position**

A summary of the District’s Statements of Revenues, Expenses, and Changes in Net Position for fiscal years 2022-23, 2021-22, and 2020-21 is as follows:

	Year ending June 30, 2023	Year ending June 30, 2022	Increase (Decrease) from 2022 to 2023	Year ending June 30, 2021	Increase (Decrease) from 2021 to 2022
Operating Revenues	\$ 3,056,123	\$ 2,806,098	\$ 250,025	\$ 2,656,266	\$ 149,832
Operating Expenses	16,753,802	15,570,506	1,183,296	15,982,161	(411,655)
Net Loss From Operations	<u>(13,697,679)</u>	<u>(12,764,408)</u>	<u>(933,271)</u>	<u>(13,325,895)</u>	<u>561,487</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>					
Federal Transit Administration Grants:					
Operating Grants	3,822,349	2,024,345	1,798,004	6,597,864	(4,573,519)
Local Transportation Fund and State Transit Assistance Allocation					
Assistance Allocation	8,560,000	7,064,622	1,495,378	4,526,821	2,537,801
Federal Fuel Excise Tax Refund	-	240,674	(240,674)	195,416	45,258
Low Carbon Fuel Credits	98,907	74,001	24,906	174,867	(100,866)
Investment (Loss) Income	166,171	(199,080)	365,251	74,890	(273,970)
Auxiliary Transportation	748,238	411,774	336,464	51,703	360,071
State Grants	284,827	-	284,827	3,345	(3,345)
Other Nonoperating Revenues	104,033	31,128	72,905	59,136	(28,008)
Nonoperating Vehicle Fuel	(586,971)	(248,327)	(338,644)	(40,069)	-
Highway 80 Managed Lanes Project	(109,367)	-	(109,367)	-	-
Other Pass-through Grants to Other Governments	(24,000)	(24,000)	-	(24,000)	-
Return CalOES Revenue to State	-	(33,755)	33,755	-	(33,755)
Gain (Loss) on Disposal of Capital Assets	(3,650)	-	(3,650)	16,274	(16,274)
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>13,060,537</u>	<u>9,530,400</u>	<u>1,921,151</u>	<u>11,636,247</u>	<u>2,486,912</u>
TOTAL CAPITAL CONTRIBUTIONS	<u>845,648</u>	<u>603,624</u>	<u>242,024</u>	<u>230,649</u>	<u>372,975</u>
CHANGE IN NET POSITION	208,506	(2,630,384)	2,838,890	(1,458,999)	(1,171,385)
Net Position at Beginning of Year	<u>31,069,953</u>	<u>33,700,337</u>	<u>(2,630,384)</u>	<u>35,159,336</u>	<u>(1,458,999)</u>
NET POSITION AT END OF YEAR	<u>\$ 31,278,459</u>	<u>\$ 31,069,953</u>	<u>\$ 208,506</u>	<u>\$ 33,700,337</u>	<u>\$ (2,630,384)</u>

## YOLO COUNTY TRANSPORTATION DISTRICT

### Management's Discussion and Analysis June 30, 2023 and 2022

#### **Operating Revenues**

The District's operating revenue is a combination of passenger fares, made up of cash from the fareboxes and pre-paid fare media, and special fares, which are fares paid for by non-profits and other government agencies and the Yocha Dehe Wintun Tribe. The District's operating revenue increased by \$0.3 million to \$3.0 million in FY 2022-23 that represents an increase of \$124K in passenger fares and \$125K in special fares. This followed a slight increase of \$0.1 million during FY 2021-22, suggesting a possible growing demand for ridership and indicating a potential return to pre-COVID pandemic ridership.

#### **Operating Expenses**

The District's operating expenses consist of charges for fixed route, paratransit and microtransit operations, administrative expenses, marketing, maintenance expenses, including re-building both transmissions and engines, depreciation, and other operating expenses. The FY 2022-23 increase of \$1.2 million in operating expenses to \$16.8 million represents an increase of \$0.8 million in purchased transportation costs, \$0.2 million in salary and benefits and \$0.3 million in fuel costs offset by slight decreases in depreciation and insurance costs of \$0.1 million.

The FY 2021-22 decrease of \$0.4 million in operating expenses to \$15.6 million is primarily due to an \$0.4 million reduction in depreciation expenses, and an \$0.3 million reduction in insurance premiums, and offset by net increases in purchased transportation, fuel and other operating costs. The FY 2020-21 decrease of \$1.0 million in operating expenses to \$16.0 million was primarily due to a \$0.6 million reduction in purchased transportation costs related to reduced service as a result of the COVID-19 pandemic, and a \$0.6 million reduction in depreciation expenses.

#### **Non-operating Revenues (Expenses)**

Non-operating Revenues include operating assistance received from the Federal Transit Administration (FTA), and the State of California, along with federal fuel excise tax refunds, credits for use of low carbon fuels, and reimbursements for the cost of fuel provided to outside users of the District's CNG station, and interest revenue.

The Increase in Non-operating Revenues less Non-operating Expenses of \$1.9 million to \$13.1 million during FY 2022-23 was comprised of offsetting factors, including:

- \$1.8 million increase in FTA operating grant support to \$3.9 million, primarily due to \$0.5 million federal assistance for the engine rebuilds and re-tanking CNG buses and \$0.7 million in federal CARES Act funding claimed during FY 2022-23, versus the use of zero in CARES Act funding in FY 2021-22.
- \$1.5 million increase in Local Transportation Fund and State Transit Assistance Allocation to \$8.6 million, used to partially offset the reduction in CARES Act funding.
- \$0.2 million change in booked investment income from a -\$0.2 million investment fair value adjustment in FY 2021-22, representing a report by the Yolo County Treasurer that certain pooled fixed income investments had lost market value due to interest rate changes.
- \$0.3 million increase to \$0.7 million in Auxiliary Transportation-Outside Fuel sales offset by an increase of \$0.3 million in non-transit related fuel sales reported as a non-operating expense.

Non-operating Revenues less Non-operating Expenses decreased from \$11.7 million in FY 2020-21 to \$9.5 million in FY 2021-22, primarily due to a \$4.6 million reduction in FTA operating grant support offset by a \$2.5 million increase in Local Transportation Fund and State Transit Allocation assistance use partially to offset the reduction in CARES Act funding.

YOLO COUNTY TRANSPORTATION DISTRICT

Management’s Discussion and Analysis  
June 30, 2023 and 2022

**Capital Contributions**

Capital contributions consist of grants received by the District from the Federal Transit Administration, Sacramento Area Council of Governments and the State of California, from either the Department of Transportation or the California Governor’s Office of Emergency Services relating to capital for improvements owned by the District. The increase of \$0.3 million during FY 2022-23 reflects a decrease in State Transportation Act and State of Good Repair funds of \$0.1 million offset by an increase of \$0.3 million federal funds used toward capital-related major maintenance and a service truck replacement. The STA capital contribution of \$0.4 million will be used towards procuring CNG bus replacements.

**Capital Assets**

	June 30, 2023	June 30, 2022	Increase (Decrease) from 2022 to 2023	June 30, 2021	Increase (Decrease) from 2021 to 2022
<b>Capital assets, not being depreciated</b>					
Land	\$ 465,000	\$ 465,000	\$ -	\$ 465,000	\$ -
Total capital assets, not being depreciated	465,000	465,000	-	465,000	-
<b>Capital assets, being depreciated</b>					
Equipment & Transit Vehicles - Buses	41,065,499	42,006,582	(941,083)	41,586,902	419,680
Equipment & Transit Vehicles - Paratransit & Microtransit Vans	1,568,400	1,548,678	19,722	1,548,678	-
Building and improvements	12,218,563	12,218,563	-	12,218,563	-
Total capital assets, being depreciated	54,852,462	55,773,823	(921,361)	55,354,143	419,680
<b>Less accumulated depreciation for:</b>					
Equipment & Transit Vehicles - Buses	(27,120,149)	(26,814,666)	(305,483)	(24,905,122)	(1,909,544)
Equipment & Transit Vehicles - Vans	(1,427,405)	(1,187,535)	(239,870)	(947,078)	(240,457)
Building and improvements	(7,277,385)	(7,001,781)	(275,604)	(6,726,177)	(275,604)
Total accumulated depreciation	(35,824,939)	(35,003,982)	(820,957)	(32,578,377)	(2,425,605)
<b>Total capital assets being depreciated, net</b>	<u>19,027,523</u>	<u>20,769,841</u>	<u>(1,742,318)</u>	<u>22,775,766</u>	<u>(2,005,925)</u>
<b>Capital assets, net</b>	<u>\$ 19,492,523</u>	<u>\$ 21,234,841</u>	<u>\$ (1,742,318)</u>	<u>\$ 23,240,766</u>	<u>\$ (2,005,925)</u>

During the fiscal years ending June 30, 2023 and June 30, 2022, the District’s net investment in capital assets decreased by \$1.7 million and \$2 million, respectively, due to depreciation of fixed route buses, paratransit and microtransit vans, and buildings and improvements along with the retirement and disposal of assets.

**Economic Factors and the Future**

General economic conditions are expected to improve during fiscal year 2024 as ridership demand is increasing. YCTD has continued its Microtransit pilots in Knights Landing and Winters, while planning for new Microtransit service in the City of Woodland expected in September 2023.

**Requests for Information**

This financial report is designed to provide a general overview of Yolo County Transportation District’s financial position and results of operations. Questions concerning the information provided in this report or requests for additional information should be addressed to Heather Cioffi, Executive Assistant, Yolo County Transportation District, 350 Industrial Way, Woodland, California 95776 or [hcioffi@yctd.org](mailto:hcioffi@yctd.org).

## YOLO COUNTY TRANSPORTATION DISTRICT

## STATEMENTS OF NET POSITION

June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 11,792,839	\$ 9,511,428
Due from Other Governments	4,071,606	2,560,424
Accounts Receivable	398,343	297,984
TOTAL CURRENT ASSETS	<u>16,262,788</u>	<u>12,369,836</u>
NONCURRENT ASSETS		
Restricted Cash and Cash Equivalents	1,909,114	1,764,805
Other Postemployment Benefits Asset	191,609	402,163
Capital Assets:		
Nondepreciable	465,000	465,000
Depreciable, Net	<u>19,027,523</u>	<u>20,769,841</u>
Total Capital Assets, Net	<u>19,492,523</u>	<u>21,234,841</u>
TOTAL NONCURRENT ASSETS	<u>21,593,246</u>	<u>23,401,809</u>
TOTAL ASSETS	<u>37,856,034</u>	<u>35,771,645</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension Plan	772,553	325,059
Other Postemployment Benefits Plan	212,555	168,111
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>985,108</u>	<u>493,170</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 38,841,142</u>	<u>\$ 36,264,815</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION		
CURRENT LIABILITIES		
Accounts Payable	\$ 3,091,243	\$ 1,705,427
Accrued Wages	58,249	36,945
Due to Other Governments	1,142,779	359,192
Unearned Revenue	1,452,320	1,272,396
Accrued Compensated Absences	56,704	44,129
TOTAL CURRENT LIABILITIES	<u>5,801,295</u>	<u>3,418,089</u>
NONCURRENT LIABILITIES		
Accrued Compensated Absences	14,390	5,601
Net Pension Liability	1,510,040	799,299
TOTAL NONCURRENT LIABILITIES	<u>1,524,430</u>	<u>804,900</u>
TOTAL LIABILITIES	<u>7,325,725</u>	<u>4,222,989</u>
DEFERRED INFLOWS OF RESOURCES		
Pension Plan	151,111	718,369
Other Postemployment Benefits Plan	85,847	253,504
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>236,958</u>	<u>971,873</u>
NET POSITION		
Investment in Capital Assets	19,217,051	21,234,841
Restricted for Equipment Replacement and Capital Projects	456,794	459,561
Restricted for Capital Purposes - State Transit Assistance	618,987	393,838
Unrestricted	<u>10,985,627</u>	<u>8,981,713</u>
TOTAL NET POSITION	<u>31,278,459</u>	<u>31,069,953</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u>\$ 38,841,142</u>	<u>\$ 36,264,815</u>

The accompanying notes are an integral part of these financial statements

YOLO COUNTY TRANSPORTATION DISTRICT  
STATEMENTS OF REVENUES, EXPENSES AND  
CHANGES IN NET POSITION

For the Years Ended June 30, 2023 and 2022

	2023	2022
OPERATING REVENUE		
Passenger Fares	\$ 966,020	\$ 840,592
Special Fares	2,090,103	1,965,506
TOTAL OPERATING REVENUE	3,056,123	2,806,098
OPERATING EXPENSES		
Purchased Transportation	9,633,642	8,838,562
Salaries and Benefits	1,697,342	1,488,663
Insurance	809,590	872,019
Vehicle Fuel	1,408,709	1,116,659
Other Services and Supplies	831,876	828,998
Depreciation	2,372,643	2,425,605
TOTAL OPERATING EXPENSES	16,753,802	15,570,506
NET LOSS FROM OPERATIONS	(13,697,679)	(12,764,408)
NONOPERATING REVENUES (EXPENSES)		
Federal Transit Administration Grants:		
Operating Grants	3,822,349	2,024,345
Local Transportation Fund and State Transit Assistance Allocation	8,560,000	7,064,622
Federal Fuel Excise Tax Refund		240,674
Low Carbon Fuel Credits	98,907	74,001
Investment (Loss) Income	166,171	(199,080)
Auxiliary Transportation	748,238	411,774
State Grants	284,827	
Other Nonoperating Revenues	104,033	220,146
Nonoperating Vehicle Fuel	(586,971)	(248,327)
Highway 80 Managed Lanes Project	(109,367)	
Other Pass-through Grants to Other Governments	(24,000)	(24,000)
Return CalOES Revenue to State		(33,755)
Gain (Loss) on Disposal of Capital Assets	(3,650)	
TOTAL NONOPERATING REVENUES (EXPENSES)	13,060,537	9,530,400
NET LOSS BEFORE CAPITAL CONTRIBUTIONS	(637,142)	(3,234,008)
CAPITAL CONTRIBUTIONS		
Federal Transit Administration Grant	450,941	112,592
State Transit Assistance	394,707	275,466
State of Good Repair		215,566
TOTAL CAPITAL CONTRIBUTIONS	845,648	603,624
CHANGE IN NET POSITION	208,506	(2,630,384)
Net Position at Beginning of Year	31,069,953	33,700,337
NET POSITION AT END OF YEAR	\$ 31,278,459	\$ 31,069,953

The accompanying notes are an integral part of these financial statements



## YOLO COUNTY TRANSPORTATION DISTRICT

## STATEMENTS OF CASH FLOWS

For the Years Ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Receipts From Customers	\$ 2,033,631	\$ 2,736,173
Cash Paid to Suppliers for Goods and Services	(11,027,235)	(10,859,842)
Cash Paid to Employees for Services	(1,960,232)	(1,480,755)
NET CASH USED FOR OPERATING ACTIVITIES	<u>(10,953,836)</u>	<u>(9,604,424)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Operating Grants and Subsidies	12,390,624	9,644,491
Pass-through Payments	(24,000)	(24,000)
Other Income	1,167,746	3,556,769
Other Expenses	(696,338)	(282,082)
NET CASH PROVIDED BY NONCAPITAL FINANCING ACTIVITIES	<u>12,838,032</u>	<u>12,895,178</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Capital Contributions Received	733,856	694,699
Acquisition of Capital Assets	(358,503)	(419,680)
NET CASH PROVIDED BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>375,353</u>	<u>275,019</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest Received on Pooled Investments	166,171	(199,080)
NET CASH PROVIDED BY INVESTING ACTIVITIES	<u>166,171</u>	<u>(199,080)</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	2,425,720	3,366,693
Cash and Cash Equivalents at Beginning of Year	<u>11,276,233</u>	<u>7,909,540</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 13,701,953</u>	<u>\$ 11,276,233</u>
RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE COMBINING BALANCE SHEET		
Cash and Cash Equivalents	\$ 11,792,839	\$ 9,511,428
Restricted Cash and Cash Equivalents	<u>1,909,114</u>	<u>1,764,805</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 13,701,953</u>	<u>\$ 11,276,233</u>
RECONCILIATION OF NET LOSS FROM OPERATIONS TO NET CASH USED FOR OPERATING ACTIVITIES:		
Net Loss From Operations	\$ (13,697,679)	\$ (12,764,408)
Adjustments to Reconcile Net Loss from Operations to Net Cash Used for Operating Activities:		
Depreciation	2,372,643	2,425,605
Changes in Operating Assets, Deferred Outflows of Resources, Liabilities and Deferred Inflows of Resources:		
Accounts Receivable and Due from Other Governments	(1,259,841)	(72,479)
Deferred Outflows of Resources - OPEB Plan	(44,444)	(27,822)
Deferred Outflows of Resources - Pension Plan	(447,494)	(1,535)
Accounts Payable and Due to Other Governments	1,893,931	798,950
Accrued Wages	21,304	11,024
Accrued Compensated Absences	21,364	(31,587)
Net OPEB Asset/Liability	210,554	(260,397)
Net Pension Liability	710,741	(528,928)
Deferred Inflows of Resources - OPEB Plan	(167,657)	147,363
Deferred Inflows of Resources - Pension Plan	(567,258)	699,790
NET CASH USED FOR OPERATING ACTIVITIES	<u>\$ (10,953,836)</u>	<u>\$ (9,604,424)</u>
NONCASH INVESTING, CAPITAL AND FINANCING ACTIVITY		
Change in the fair value of investments	\$ (19,963)	\$ (285,238)
Capital asset acquisitions on accounts payable	\$ 275,472	\$ -

The accompanying notes are an integral part of these financial statements.

YOLO COUNTY TRANSPORTATION DISTRICT

STATEMENT OF FIDUCIARY NET POSITION  
CUSTODIAL FUND

June 30, 2023

	<u>Yolo Transit Management Association</u>
ASSETS	
CURRENT ASSETS	
Cash and Cash Equivalents	\$ 5,115
TOTAL CURRENT ASSETS	<u>5,115</u>
TOTAL ASSETS	<u>\$ 5,115</u>
LIABILITIES AND NET POSITION	
LIABILITIES	
CURRENT LIABILITIES	
Accounts Payable	\$ 1,180
Due to Other Governments	656
TOTAL CURRENT LIABILITIES	<u>1,836</u>
NET POSITION	
Restricted for Another Organization	3,279
TOTAL NET POSITION	<u>3,279</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 5,115</u>

The accompanying notes are an integral part of these financial statements

YOLO COUNTY TRANSPORTATION DISTRICT  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
CUSTODIAL FUND

For the Year Ended June 30, 2023

	<u>Yolo Transit Management Association</u>
<b>ADDITIONS</b>	
In-kind Contributions	\$ 50,490
Membership Fees	22,350
Interest	1
Miscellaneous	<u>14,050</u>
<b>TOTAL ADDITIONS</b>	<u>86,891</u>
<b>DEDUCTIONS</b>	
Services and Supplies	90,367
In-kind Administrative Expenses	<u>50,490</u>
<b>TOTAL DEDUCTIONS</b>	<u>140,857</u>
<b>CHANGE IN NET POSITION</b>	(53,966)
Net Position at Beginning of Year	
Restatement	<u>57,245</u>
Net Position at Beginning of Year, as Restated	<u>57,245</u>
<b>NET POSITION AT END OF YEAR</b>	<u><u>\$ 3,279</u></u>

The accompanying notes are an integral part of these financial statements

# YOLO COUNTY TRANSPORTATION DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023 and 2022

### NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Yolo County Transportation District (the District) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting principles of the District are described below.

Description of Reporting Entity: Until August 1, 1989, the Yolo Transit System and Mini-Transit System were established to meet the transportation needs of the general public in and around the County of Yolo as part of the Yolo County's Enterprise Fund. A Joint Exercise of Powers Agreement was signed between Yolo County and the Cities of Davis, West Sacramento, Winters, and Woodland whereby the District would operate as a Joint Powers Agency, called Yolo County Transit Authority, pursuant to Section 6500 of the California Government Code and would be administratively separated from the County. The District's operations were separated from the Yolo County Enterprise Fund on August 1, 1989. Effective February 1, 1998, the District became the Yolo County Transportation District (District) as a result of the passage of Assembly Bill No. 2420, which established the District as the consolidated transportation services agency and the congestion management agency for Yolo County. The District's mission is to provide alternative transportation to transit dependent individuals and the general public responsive to the needs of jurisdictions in Yolo County, to review and recommend project nominations for Intermodal Surface Transportation Efficiency Act and other funding, and to monitor the Congestion Management Plan. In addition to fare revenues, the District receives funds under the provisions of the Transportation Development Act from the Sacramento Area Council of Governments Yolo County Local Transportation Fund and the State Transit Assistance Fund. The District also receives revenue from Federal Transit Administration grants.

The District is a member of the Capitol Corridor Joint Powers Authority (CCJPA). The District is not liable for the liabilities of the CCJPA if it dissolves under the related joint exercise of powers agreement. The financial statements of the CCJPA is available on its website.

The District provides Fixed Route Service through twenty-three fixed routes serving West Sacramento, Woodland, Davis, Capay Valley, the Sacramento International Airport and downtown Sacramento, including local service in Woodland, Winters, and West Sacramento, and contributes to Unitrans, which provides bus service to U.C. Davis students and residents in Davis. The District provides Paratransit Service for residents in Woodland, Davis, and West Sacramento to comply with the Americans with Disabilities Act. The District also provides on-demand microtransit service to the communities of Knights Landing, Winters, Woodland and Yolo. Transit services are provided under contract with Transdev, which is in effect through July 31, 2025.

Basis of Presentation: Separate financial statements are provided for proprietary funds and the fiduciary fund. The District's resources are allocated to and accounted for in these financial statements as an enterprise fund type of the proprietary fund group. The enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other policies. The unrestricted net position for the enterprise fund represents the net position available for future operations.

The fiduciary fund is a custodial fund used to account for receipts and disbursements of monies held by YCTD on behalf of the Yolo Transportation Management Association (YTMA), a nonprofit entity that promotes innovative solutions to parking, commuting and air quality problems. YTMA reports an in-kind contribution for administration provided by the District. Its main revenue source is membership fees and its main expenses are incentives paid to incentivize and reward commuters who try other means of commuting than single occupant vehicles and commuter choice education.

Basis of Accounting: The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The enterprise funds and fiduciary fund are accounted for using the economic resources measurement focus. With this measurement focus, all assets, deferred outflows of resources, liabilities and deferred

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

inflows of resources associated with the operation of the fund are included on the statement of net position. Net Position is segregated into the investment in capital assets, amounts restricted and amounts unrestricted. Enterprise fund-type operating statements present increases (i.e. revenues) and decreases (i.e. expenses) in net position. The fiduciary fund-type statement presents additions and deductions in net position.

The District uses the accrual basis of accounting for the proprietary and fiduciary funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Grant revenue is recognized when program expenditures are incurred in accordance with program guidelines. TDA revenues are recorded when all eligibility requirements have been met.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the District are fares received from passengers for transportation services. Operating expenses include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Cash and Investments: For the purposes of reporting cash flows, cash and cash equivalents are defined as those amounts included in the balance sheet captions "Cash and cash equivalents" and "restricted cash and cash equivalents" and consist of amounts held in a bank account and the County of Yolo cash investment pool, which are available on demand.

Capital Assets: All capital assets are valued at historical cost or at estimated historical cost if actual historical cost is not available. The District defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets used in operations are depreciated using the straight-line method over their estimated useful lives, which range from three to twenty-five years. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets.

Deferred Inflows and Outflows of Resources: In addition to assets and liabilities, the balance sheet will sometimes report separate sections for deferred outflows and deferred inflows of resources. Deferred outflows of resources represent a consumption of net assets by the government that is applicable to a future reporting period. Deferred inflows of resources represent an acquisition of net position that is applicable to a future reporting period. These amounts will not be recognized as an outflow of resources (expense) or an inflow of resources (revenue) until the earnings process is complete. Deferred outflows and inflows of resources include amounts deferred related to the District's pension plan under GASB Statement No. 68 as described in Note H and other postemployment benefits (OPEB) plan under GASB Statement No. 75 as described in Note I to the financial statements.

Compensated Absences: Unused vacation leave and compensatory time off may be accumulated up to a specified maximum and is paid at the time of termination from District's employment. Unused administration leave is payable only at retirement. The District is not obligated to pay for unused sick leave if an employee terminates prior to retirement and does not accrue sick leave as part of compensated absences. Retirees may elect to convert their sick leave to service credit under the District's pension plan with CalPERS. The District accrues accumulated unpaid compensated absences when earned by the employee. The cost of vacation and compensating time off is recorded in the period earned.

Due to Other Governments: The District applied \$942,746 of nonqualifying operating expenses to certain Federal Transit Administration grants and was paid by the FTA prior to June 30, 2023. The District has requested the expenses be applied to other operating grants, but the FTA has not yet approved the request. Consequently, the District has reported \$930,233 of the overpayment already collected as due to other governments at June 30, 2023 and has reversed a receivable accrued for the remaining overpayment.

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Unearned Revenue: Amounts reported as unearned revenue consist of funds received by the District before appropriate expenses have been incurred to be able to record the funds as revenue. Amounts at June 30, 2023 and 2022 represents Low Carbon Transit Operations Program funds held for future projects that would be returned to the state if not spent.

Restricted Net Position: Restrictions of net position show amounts that are legally restricted for specific uses. The amounts restricted for equipment replacement include TDA revenues restricted in accordance with TDA requirements since amounts are billed in advance of expenses being incurred. The amount restricted for equipment replacement and capital projects includes the unexpended revenues from grant programs described in Note K. The amount restricted for capital purposes represented State Transit Assistance (STA) revenues collected through June 30, 2015 that are restricted for capital projects because the District did not meet required STA efficiency standards necessary to use STA for operating purposes.

Pensions: For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District’s California Public Employees’ Retirement System (CalPERS) plan (Plan) and additions to/deductions from the Plan’s fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Postemployment Benefits Plan (OPEB): For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources and OPEB expense, information about the fiduciary net position of the plan and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, the plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost. Investments are reported at fair value.

Use of Estimates: The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual amounts could differ from those estimates.

Reclassifications: Certain accounts in the prior year financial statements have been reclassified for comparative purposes to conform to the presentation in the current year financial statements. These reclassifications had no effect on total assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position or change in net position.

NOTE B – CASH AND CASH EQUIVALENTS

The District’s cash and cash equivalents at June 30 is classified in the accompanying financial statements as follows:

	2023			2022
	Business-Type Activities	Fiduciary Fund	Total	Business-Type Activities
Cash and cash equivalents	\$ 11,792,839	\$ 5,115	\$ 11,797,954	\$ 9,511,428
Restricted cash and equivalents	1,909,114		1,909,114	1,764,805
Total cash and investments	\$ 13,701,953	\$ 5,115	\$ 13,707,068	\$ 11,276,233

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE B – CASH AND CASH EQUIVALENTS (Continued)

Cash and cash equivalents as of June 30 consisted of the following:

	2023			2022
	Business-Type Activities	Fiduciary Fund	Total	Business-Type Activities
Cash on hand	\$ 8,965		\$ 8,965	
Deposits with financial institutions	3,064,910	\$ 5,115	3,070,025	\$ 890,033
Investment in Yolo County Pooled Investment Fund	10,628,078		10,628,078	10,386,200
Total cash and investments	<u>\$ 13,701,953</u>	<u>\$ 5,115</u>	<u>\$ 13,707,068</u>	<u>\$ 11,276,233</u>

Investment policy: California statutes authorize special districts to invest idle or surplus funds in a variety of credit instruments as provided for in the California Government Code, Section 53600, Chapter 4 – Financial Affairs. The table below identifies the investment types that are authorized for the District by the California Government Code that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage Of Portfolio	Maximum Investment In One Issuer
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Obligations	5 years	None	None
State of California Obligations	5 years	None	None
California Municipal Obligations	5 years	None	None
Bankers acceptances	180 days	40%	10%
Commercial Paper - Select Agencies	270 days	25%	10%
Commercial Paper - Other Agencies	270 days	40%	10%
Negotiable Certificates of Deposit	5 years	30%	10%
Non-negotiable Certificates of Deposit	180 days	None	10%
Repurchase Agreements	90 days	None	10%
Corporate Medium Term Notes	5 years	30%	10%
Mutual Funds/Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
Local government investment pools	N/A	None	None

The District complied with the provisions of California Government Code pertaining to the types of investments held, institutions in which deposits were made and security requirements. The District will continue to monitor compliance with applicable statutes pertaining to public deposits and investments.

Interest rate risk: Interest rate risk is the measurement of how changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the more sensitive the fair value is to changes in market interest rates. As of June 30, 2023 and 2022, the weighted average maturity of the investments contained in the County of Yolo investment pool was approximately 460 and 513 days, respectively.

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County of Yolo investment pool does not have a rating provided by a nationally recognized statistical rating organization.

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE B – CASH AND CASH EQUIVALENTS (Continued)

Custodial credit risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code requires that financial institutions secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure public agency deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. Custodial credit risk does not apply to a local government’s indirect deposits or investment in securities through the use of government investment pools (such as the County of Yolo investment pool).

At June 30, 2023 and 2022, the carrying amount of the District’s deposits was \$3,070,025 and \$890,033 and the balance in financial institutions was \$1,497,835 and \$884,722, respectively. Of the balance in financial institutions, \$253,210 and \$250,000 was insured in 2023 and 2022, respectively, by the Federal Deposit Insurance Corporation (FDIC) and the remaining amount was uninsured and collateralized by the pledging financial institution’s securities, but not in the name of the District.

Investment in the County of Yolo Investment Pool: The District’s cash and cash equivalents is held in the County of Yolo Treasury. The County maintains an investment pool and allocates interest to the various funds based upon the average daily cash balances. Investments held in the County’s investment pool are available on demand to the District and are stated at cost, which approximates fair value.

NOTE C – RESTRICTED CASH AND CASH EQUIVALENTS

Restricted cash and cash equivalents as of June 30 consisted of the following:

	2023	2022
LCTOP	\$ 1,452,320	\$ 1,272,396
LTF capital reserves	456,794	447,885
Proceeds from Federal Transit Administration Funded Capital Assets		11,676
Governor's Office of Emergency Services		32,848
Total restricted cash and cash equivalents	\$ 1,909,114	\$ 1,764,805

At June 30, 2023 and 2022, the District accumulated \$456,794 and \$447,885 of LTF revenue from its member agencies from TDA allocations that is restricted for equipment replacement and capital purposes because it was claimed from member agencies for that purpose. The District received proceeds from the sale of Federal Transit Administration funded capital assets during the year ended June 30, 2021 that were restricted for future asset purchases. Those proceeds were used to fund a capital asset addition during the year ended June 30, 2023. See Note J for additional information on restrictions related to unexpended LCTOP and Governor’s Office of Homeland Security state grant funds.



YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE D – DUE FROM OTHER GOVERNMENTS

The due from other governments consisted of the following at June 30:

	2023	2022
City of West Sacramento	\$ 1,500,000	
Federal Transit Administration grants	1,281,044	\$ 962,191
SACOG - State Transit Assistance and State of Good Repair	394,687	491,032
City of Woodland	327,839	
Sacramento Regional Transit District	207,973	325,455
California Department of Transportation	200,210	154,009
University of California, Davis	68,532	320,498
Internal Revenue Service - fuel/excise tax rebates		240,674
Other	91,321	66,565
Total due from other governments	\$ 4,071,606	\$ 2,560,424

NOTE E – CAPITAL ASSETS

Capital asset activity for the years ended June 30 consisted of the following:

	Balance July 1, 2022	Additions	Retirements	Balance June 30, 2023
<b>Fixed Route Service</b>				
Capital assets, not being depreciated:				
Land	\$ 465,000			\$ 465,000
Total capital assets, not being depreciated	465,000			465,000
Capital assets, being depreciated:				
Equipment and transit vehicles	42,006,582	\$ 614,253	\$ (1,555,336)	41,065,499
Buildings and improvements	12,218,563			12,218,563
Total capital assets, being depreciated	54,225,145	614,253	(1,555,336)	53,284,062
Less accumulated depreciation for:				
Equipment and transit vehicles	(26,814,666)	(1,857,169)	1,551,686	(27,120,149)
Buildings and improvements	(7,001,781)	(275,604)		(7,277,385)
Total accumulated depreciation	(33,816,447)	(2,132,773)	1,551,686	(34,397,534)
Total capital assets being depreciated, net	20,408,698	(1,518,520)	(3,650)	18,886,528
Capital assets, net	\$ 20,873,698	\$ (1,518,520)	\$ (3,650)	\$ 19,351,528
<b>ADA Paratransit Service</b>				
Capital assets, being depreciated:				
Equipment and transit vehicles	\$ 1,548,678	\$ 19,722		\$ 1,568,400
Total capital assets, being depreciated	1,548,678	19,722		1,568,400
Less accumulated depreciation for:				
Equipment and transit vehicles	(1,187,535)	(239,870)		(1,427,405)
Total accumulated depreciation	(1,187,535)	(239,870)		(1,427,405)
Capital assets, net	\$ 361,143	\$ (220,148)	\$ -	\$ 140,995
Total capital assets, net	\$ 21,234,841	\$ (1,738,668)	\$ (3,650)	\$ 19,492,523

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE E – CAPITAL ASSETS (Continued)

<b>Fixed Route Service</b>	Balance July 1, 2021	Additions	Retirements	Balance June 30, 2022
Capital assets, not being depreciated:				
Land	\$ 465,000			\$ 465,000
Total capital assets, not being depreciated	465,000			465,000
Capital assets, being depreciated:				
Equipment and transit vehicles	41,586,902	\$ 419,680		42,006,582
Buildings and improvements	12,218,563			12,218,563
Total capital assets, being depreciated	53,805,465	419,680		54,225,145
Less accumulated depreciation for:				
Equipment and transit vehicles	(24,905,122)	(1,909,544)		(26,814,666)
Buildings and improvements	(6,726,177)	(275,604)		(7,001,781)
Total accumulated depreciation	(31,631,299)	(2,185,148)		(33,816,447)
Total capital assets being depreciated, net	22,174,166	(1,765,468)		20,408,698
Capital assets, net	\$ 22,639,166	\$ (1,765,468)	\$ -	\$ 20,873,698
<b><u>ADA/Paratransit and Microtransit Service</u></b>				
Capital assets, being depreciated:				
Equipment and transit vehicles	\$ 1,548,678			\$ 1,548,678
Total capital assets, being depreciated	1,548,678			1,548,678
Less accumulated depreciation for:				
Equipment and transit vehicles	(947,078)	\$ (240,457)		(1,187,535)
Total accumulated depreciation	(947,078)	(240,457)		(1,187,535)
Capital assets, net	\$ 601,600	\$ (240,457)	\$ -	\$ 361,143
Total capital assets, net	\$ 23,240,766	\$ (2,005,925)	\$ -	\$ 21,234,841

NOTE F – COMPENSATED ABSENCES

Compensated absences activity for the years ended June 30 consisted of the following:

	Balance July 1, 2022	Additions	Retirements	Balance June 30, 2023	Due within one year
Compensated absences	\$ 49,730	\$ 86,861	\$ (65,497)	\$ 71,094	\$ 56,704
	Balance July 1, 2021	Additions	Retirements	Balance June 30, 2022	Due within one year
Compensated absences	\$ 81,317	\$ 72,347	\$ (103,934)	\$ 49,730	\$ 44,129

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE G – FARE REVENUE RATIO

The District is required to maintain a fare revenue to operating expense ratio of 15% for the years ending June 30, 2023 and 2022, in accordance with the Transportation Development Act. The fare revenue to operating expenses ratio for the District is calculated as follows for the years ended June 30:

	2023	2022
Fare revenues	\$ 3,056,123	\$ 2,806,098
Local funds:		
Federal Transit Administration grants	3,822,349	2,024,345
Federal fuel excise tax refund		240,674
Low carbon fuel credits	98,907	74,001
Investment income	166,171	
Auxilliary transportation	748,238	411,774
Other nonoperating revenues	104,033	220,146
Total local funds	4,939,698	2,970,940
Total fare revenue and local funds	\$ 7,995,821	\$ 5,777,038
Operating expenses	\$ 16,863,169	\$ 15,570,506
Less allowable exclusions:		
Depreciation	(2,372,643)	(2,425,605)
Net operating expenses	\$ 14,490,526	\$ 13,144,901
Fare revenue ratio	55.18%	43.95%

Assembly Bill (AB) 149 signed in July 2021 allowed federal fund to be counted as “local funds” in the fare revenue ratio. The District met its minimum required fare revenue ratio for the years ended June 30, 2023 and 2022.

NOTE H – PENSION PLAN

**Plan Description:** All qualified permanent and probationary employees are eligible to participate in the District’s cost-sharing multiple employer defined benefit pension plan administered by the California Public Employees’ Retirement System (CalPERS). The District participates in the Miscellaneous Risk Pool and the following rate plans:

- Miscellaneous Plan
- PEPRA Miscellaneous Plan

Benefit provisions under the Plan are established by State statute and Board resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

**Benefits Provided:** CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 (52 for PEPRA Miscellaneous Plan) with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is the following: the 1957 Survivor Benefit or the Optional Settlement 2W Death Benefit. The cost-of-living adjustments for the plan are applied as specified by the Public Employees’ Retirement Law.

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE H – PENSION PLAN (Continued)

The Plan’s provisions and benefits in effect at June 30, 2023 and 2022, are summarized as follows:

	2023		2022	
	Miscellaneous Rate Plan (Prior to January 1, 2013)	PEPRA Miscellaneous Rate Plan (On or after January 1, 2013)	Miscellaneous Rate Plan (Prior to January 1, 2013)	PEPRA Miscellaneous Rate Plan (On or after January 1, 2013)
Hire date				
Benefit formula (at full retirement)	2.5% @ 55	2.0% @ 62	2.5% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life	monthly for life
Retirement age	50 - 63	52 - 67	50 - 63	52 - 67
Monthly benefits, as a % of eligible compensation	1.426% to 2.418%	1.0% to 2.5%	1.426% to 2.418%	1.0% to 2.5%
Required employee contribution rates	8.000%	6.750%	8.000%	6.750%
Required employer contribution rates	12.210%	7.470%	12.200%	7.590%

The Miscellaneous Rate Plan is closed to new members that are not already CalPERS eligible participants.

In addition to the contribution rates above, the District contributed unfunded liability (UAL) payments to CalPERS of \$182,771 and \$122,817 during the years ended June 30, 2023 and 2022, respectively.

Contributions: Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. For the years ended June 30, 2023 and 2022, the employer contributions recognized as part of pension expense were \$299,979 and \$209,857, respectively.

Pension Liability, Pension Expenses and Deferred Outflows/Inflows of Resources: As of June 30, the District reported a net pension liability for its proportionate share of the net pension liability of the Plan as follows:

	2023	2022
	Proportionate Share of Net Pension Liability	Proportionate Share of Net Pension Liability
Net pension liability	\$ 1,510,040	\$ 799,299

The District’s net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2022 and 2021, and the total pension liability for the Plan used to calculate the net pension liability was determined by actuarial valuations as of June 30, 2021 and 2020 rolled forward to June 30, 2022 and 2021 using standard update procedures. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The District’s proportionate share of the net pension liability for the Plan as of June 30, compared to prior year were as follows:

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE H – PENSION PLAN (Continued)

	2023	2022
Proportion - June 30, 2022	0.04209%	
Proportion - June 30, 2023	0.03227%	
Change - decrease	-0.00982%	
Proportion - June 30, 2021		0.03149%
Proportion - June 30, 2022		0.04209%
Change - increase		0.01060%

During the years ended June 30, 2023 and 2022, the District recognized pension expense/(benefit) of (\$4,031) and \$379,185 respectively. At June 30, the District reported deferred outflows of resources and deferred inflows of resources related to the Plan from the following sources:

	2023		2022	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 299,979		\$ 209,857	
Differences between actual and expected experience	30,325	\$ (20,310)	89,633	
Changes in assumptions	154,735			
Differences between the employer's contributions and the employer's proportionate share of contributions	8,802	(6,322)	19,491	
Change in employer's proportion	2,113	(124,479)	6,078	\$ (20,624)
Net differences between projected and actual earnings on plan investments	276,599			(697,745)
Total	\$ 772,553	\$ (151,111)	\$ 325,059	\$ (718,369)

The amounts reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent year. Other amounts reported as net deferred outflows (inflows) of resources related to the Plan will be recognized as pension expense as follows:

Fiscal Year Ended June 30	2023	2022
2023		\$ (118,743)
2024	\$ 72,516	(134,429)
2025	54,106	(157,175)
2026	25,661	(192,820)
2027	169,180	
	\$ 321,463	\$ (603,167)

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE H – PENSION PLAN (Continued)

Actuarial Assumptions: The total pension liabilities at the measurement date for the Plan used during the years ended June 30 were determined using the following actuarial assumptions:

	2023	2022
Valuation date	June 30, 2021	June 30, 2020
Measurement date	June 30, 2022	June 30, 2021
Actuarial cost method	Entry-Age Normal Cost Method	Entry-Age Normal Cost Method
Actuarial assumptions:		
Discount rate	6.90%	7.15%
Inflation	2.30%	2.50%
Payroll growth	2.80%	2.75%
Projected salary increase <sup>(1)</sup>	.2% -7.64%	.4% -8.5%
Mortality	Derived using CalPERS Membership Data for all Funds	Derived using CalPERS Membership Data for all Funds

(1) Depending on entry age, service and type of employment.

The underlying mortality assumptions were developed using CalPERS-specific data. The rates incorporate Generational Mortality to capture ongoing mortality improvement using 80% of Scale MP2020 and 90% of MP2016 by the Society of Actuaries at the June 30, 2022 and 2021 measurement dates. Mortality at the June 30, 2022 and 2021 measurement dates was based on the 2021 and the December 2017 CalPERS experience study, respectively. Further details of the Experience Studies can be found on the CalPERS website under Forms and Publications.

Discount Rate: The discount rate used to measure the total pension liability was 6.90% and 7.15% in the June 30, 2022 and 2021 accounting valuations used for the years ended June 30, 2023 and 2022, respectively. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the discount rates used were appropriate and the use of the municipal bond rate calculation was not necessary. The long-term expected discount rate will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report called “GASB Crossover Testing Report” that can be obtained from the CalPERS website under the GASB 68 section.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account long-term market return expectations, as well as the expected pension fund cash flows. Projected returns for all asset classes are estimated and, combined with risk estimates, are used to project compound (geometric) returns over the long term. The discount rate used to discount liabilities was informed by the long-term projected portfolio return.

The table below reflects the long-term expected real rate of return by asset class for the Plan. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE H – PENSION PLAN (Continued)

Asset Class	2023		2022		
	Assumed Asset Allocation	Real Return Years 1 - 10 <sup>(a)</sup>	New Strategic Allocation	Real Return Years 1 - 10 <sup>(b)</sup>	Real Return Years 11+ <sup>(c)</sup>
Global equity - cap-weighted	30.0%	4.45%			
Global equity - non-cap-weighted	12.0%	3.84%			
Private equity	13.0%	7.28%	8.0%	6.30%	7.23%
Treasury	5.0%	0.27%			
Mortgage-backed securities	5.0%	0.50%			
Investment grade corporates	10.0%	1.56%			
High yield	5.0%	2.27%			
Emerging market debt	5.0%	2.48%			
Private debt	5.0%	3.57%			
Real assets	15.0%	3.21%	13.0%	3.75%	4.93%
Leverage	-5.0%	-0.59%			
Global equity			50.0%	4.80%	5.98%
Fixed income			28.0%	1.00%	2.62%
Inflation assets			0.0%	0.77%	1.81%
Liquidity			1.0%	0.00%	-0.92%
Total	100.0%		100.0%		

<sup>(a)</sup> An expected inflation of 2.30% used for this period. Figures are based on the 2021-22 Asset Liability Management study.

<sup>(b)</sup> An expected inflation of 2.00% used for this period.

<sup>(c)</sup> An expected inflation of 2.92% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the District's proportionate share of the net pension liability, calculated using the discount rate for the Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	2023	2022
1% decrease	5.90%	6.15%
Net pension liability	\$ 2,290,166	\$ 1,472,519
Current discount rate	6.90%	7.15%
Net pension liability	\$ 1,510,040	\$ 799,299
1% increase	7.90%	8.15%
Net pension liability	\$ 868,191	\$ 242,758

Pension Plan Fiduciary Net Position: Detailed information about the Plan's fiduciary net position is available in the separately issued CalPERS financial reports.

Payable to the Pension Plan: At June 30, 2023 and 2022, the District had no significant payables to the Plan.

YOLO COUNTY TRANSPORTATION DISTRICT  
 NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE I – OTHER POSTEMPLOYMENT BENEFITS (OPEB) PLAN

**Plan Description:** The Yolo County Transportation District Retiree Healthcare Plan (“Plan”) is an agent multiple-employer defined benefit healthcare plan that provides OPEB benefits consisting of medical insurance premiums to all employees once they attain 50 years of age (52 for employees hired on or after January 1, 2013), have five years of CalPERS credited service with the District or other agencies or have an approved disability retirement. Benefits are also provided to employees’ surviving spouses and other eligible dependents. The Plan provides healthcare benefits through the California Public Employees’ Retirement system healthcare program (PEMHCA), which invests the Plan’s assets through the California Employers’ Retiree Benefit Trust (CERBT). The CERBT is a tax-qualified irrevocable trust organized under Internal Revenue Code Section 115 to administer retiree healthcare benefits and collectively invest plan assets of all trust members. The CERBT issues publicly available financial statements that can be obtained from the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov) under the Forms and Publications. No other publicly available reports are available for the plan.

**Benefits Provided:** The District is required to provide a contribution toward monthly retiree medical premiums for the retiree’s lifetime or until coverage is discontinued at a rate of 90% for management employees and 90% of the Western Health Advantage Basic Region 1/Kaiser Medicare Region 1/Kaiser Combination Region 1 premium for non-management up to a maximum amount ranging from \$667 to \$1,735 for non-Medicare and \$272 to \$1,007 for Medicare premiums during the years ended June 30, 2023 and June 30, 2022. The benefits do not cease at age 65 when the retiree or spouse is eligible for Medicare. Benefits continue to surviving spouses and dependents. Implied subsidies are valued for community rated plans such as PEMHCA under revised Actuarial Standards of Practice (ASOP) No. 6 released in May 2014.

**Employees Covered by Benefit Terms:** At the measurement date, the following employees were covered by the benefit terms:

	2023	2022
Inactive employees or beneficiaries currently receiving benefit payments	4	4
Inactive employees entitled to but not receiving benefits	2	2
Active employees	8	8
Total	14	14

**Contributions:** The Board of Directors has the authority to establish and amend the contribution requirements of the District and employees under powers granted to it under the California Government Code. The District’s current benefits were defined under Board Resolution 2014-05. The required contributions are described above. Employees are not required to contribute to the Plan. The District’s contributions during the year ended June 30, 2023 were \$26,834 and consisted of direct payments of insurance premiums of \$38,927, implied subsidy payments of \$26,834, less reimbursement from CERBT of \$38,927. The District’s contributions during the year ended June 30, 2022 were \$76,132 and consisted of direct payments of insurance premiums of \$39,937 and implied subsidy payments of \$36,195.

**Net OPEB Liability (Asset):** The District’s net OPEB liability at June 30, 2023 and 2022 was measured as of June 30, 2022 and 2021, and the total OPEB liability used to calculate the net OPEB liability was determined by a bi-annual actuarial valuation as of June 30, 2021 for both years.



YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE I – OTHER POSTEMPLOYMENT BENEFITS PLAN (Continued)

Actuarial Assumptions: The total OPEB liability (asset) at the June 30, 2022 and 2021 measurement date was determined using the following actuarial assumptions:

	2023	2022
Valuation date	June 30, 2021	June 30, 2021
Measurement date	June 30, 2022	June 30, 2021
Actuarial cost method	Entry-age normal cost method	Entry-age normal cost method
Actuarial assumptions:		
Discount rate for accounting purposes	6.15%	6.15%
Inflation	2.50%	2.50%
Aggregate salary increases	3.00%	3.00%
Demographic actuarial assumptions	Derived using CalPERS 2017 Experience Study	Derived using CalPERS 2017 Experience Study
Mortality improvement	MacLeod Watts Scale 2022 applied generationally	MacLeod Watts Scale 2022 applied generationally
Healthcare cost trend rates	5.8% in 2023, grading down to 3.9% in 2076	5.8% in 2023, grading down to 3.9% in 2076
Participation rate assumption	100%	100%

Changes in actuarial assumptions in the June 30, 2021 actuarial valuation included the following: The discount rate for accounting purposes decreased from 7.00% to 6.15% and the discount rate for funding purposes increased from 5.75% to 6.15%, reflecting updated long-term rates of return provided by CalPERS in March 2022. The mortality improvement scale was updated from MacLeod Watts Scale 2018 to MacLeod Watts Scale 2022, reflecting continued updates in available information. The healthcare trend scale was updated from Getzen Model 2019\_b to Getzen Model 2022\_b, as published by the Society of Actuaries.

The long-term expected rate of return on Plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of Plan investment expense and inflation) was used and developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class in CERBT Strategy 1 used by the District are summarized in the following table:

Investment Class	2023			2022		
	Target Allocation	Years 1-5	Years 6-20	Target Allocation	Years 1-5	Years 6-20
		Expected Real Rate of Return	Expected Real Rate of Return		Expected Real Rate of Return	Expected Real Rate of Return
Global equity	49.00%	4.40%	4.50%	49.00%	4.40%	4.50%
Fixed income	23.00%	-1.00%	2.20%	23.00%	-1.00%	2.20%
Global Real Estate (REITs)	20.00%	3.00%	3.90%	20.00%	3.00%	3.90%
Treasury Inflation Protected Securities	5.00%	-1.80%	1.30%	5.00%	-1.80%	1.30%
Commodities	3.00%	0.80%	1.20%	3.00%	0.80%	1.20%
Total	<u>100.00%</u>			<u>100.00%</u>		

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE I – OTHER POSTEMPLOYMENT BENEFITS PLAN (Continued)

**Discount Rate:** The accounting discount rate used to measure the total OPEB liability (asset) was 6.15% at the June 30, 2022 and 2021 measurement dates. The projection of cash flows used to determine the discount rate assumed that District contributions will continue based upon the current funding policy. Based on those assumptions, the OPEB plan’s fiduciary net position was projected to be available to make projected future benefit payments for current members for all future years. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability (asset).

Changes in the Net OPEB Liability (Asset):

	2023			2022		
	Increase (Decrease)			Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability/(Asset)	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability/(Asset)
Balance at July 1	\$ 1,030,128	\$ 1,432,291	\$ (402,163)	\$ 936,500	\$ 1,078,266	\$ (141,766)
Changes for the year:						
Service cost	31,671		31,671	60,360		60,360
Interest	62,960		62,960	68,530		68,530
Changes in benefit terms				(74,716)		(74,716)
Contributions - employer		76,132	(76,132)		93,267	(93,267)
Plan experience				(15,164)		(15,164)
Changes in assumptions				90,331		90,331
Net investment income		(191,692)	191,692		296,879	(296,879)
Benefit payments	(76,132)	(76,132)		(35,713)	(35,713)	
Administrative expense		(363)	363		(408)	408
Net changes	18,499	(192,055)	210,554	93,628	354,025	(260,397)
Balance at June 30	<u>\$ 1,048,627</u>	<u>\$ 1,240,236</u>	<u>\$ (191,609)</u>	<u>\$ 1,030,128</u>	<u>\$ 1,432,291</u>	<u>\$ (402,163)</u>

Sensitivity of the Net OPEB Liability (Asset) to Changes in the Discount Rate and Healthcare Cost Trend Rates: The following presents the net OPEB liability (asset) of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current discount rate:

	2023			2022		
	Current			Current		
	1% Decrease 5.15%	Discount Rate 6.15%	1% Increase 7.15%	1% Decrease 5.15%	Discount Rate 6.15%	1% Increase 7.15%
Net OPEB liability (asset)	\$ (47,619)	\$ (191,609)	\$ (309,600)	\$ (263,747)	\$ (402,163)	\$ (515,497)

The following presents the net OPEB liability (asset) of the District, as well as what the District's net OPEB liability (asset) would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	2023			2022		
	Current			Current		
	1% Decrease	Healthcare Cost Trend Rates	1% Increase	1% Decrease	Healthcare Cost Trend Rates	1% Increase
Net OPEB liability (asset)	\$ (318,819)	\$ (191,609)	\$ (31,843)	\$ (527,129)	\$ (402,163)	\$ (245,215)

OPEB Plan Fiduciary Net Position: Detailed information about the Plan’s fiduciary net position is available in the separately issued CERBT financial report at [www.calpers.ca.gov](http://www.calpers.ca.gov).

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE I – OTHER POSTEMPLOYMENT BENEFITS PLAN (Continued)

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB: For the years ended June 30, 2023 and 2022, the District recognized OPEB expense of \$25,287 and \$64,724, respectively. The District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources at June 30:

	2023		2022	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions subsequent to measurement date	\$ 26,834		\$ 76,132	
Differences between actual and expected experience		\$ (83,787)		\$ (101,077)
Changes in assumptions	77,053	(2,060)	91,979	(2,499)
Net differences between projected and actual earnings on OPEB plan investments	108,668			(149,928)
<b>Total</b>	<b>\$ 212,555</b>	<b>\$ (85,847)</b>	<b>\$ 168,111</b>	<b>\$ (253,504)</b>

The amount reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the following fiscal year. The recognition period for the remaining amounts differs depending on the source of the gain or loss. The net difference between projected and actual earnings on OPEB plan investments is recognized over 5 years. The net difference between expected and actual experience and changes in assumptions are recognized over the expected average remaining service lifetime (EARSL), which was 8.04 years at June 30, 2023 and 2022. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended June 30	2023	2022
2023		\$ (37,585)
2024	\$ 18,506	(37,447)
2025	16,528	(39,425)
2026	7,389	(48,564)
2027	49,461	(6,494)
2028	(1,734)	7,990
Thereafter	9,724	
	<b>\$ 99,874</b>	<b>\$ (161,525)</b>

Payable to the OPEB Plan: There were no payables to the Plan at June 30, 2023 and 2022.

NOTE J – DEFERRED COMPENSATION PLAN

The District offers an Internal Revenue Code Section 457 deferred compensation plan (the 457 Plan) to all employees at their date of hire, which is administered by CalPERS. Benefit terms, including contribution requirements, are established, and may be amended by the Board of Directors. Covered employees are allowed to voluntarily contribute a portion of their pre-tax earnings to the 457 Plan up to the limits specified in the IRC. The District is required to make matching contributions of up to 5% of the Executive Director’s includable compensation and may make discretionary contributions to the 457 Plan. Contributions are fully vested when made by the participant and the District. Employee contributions made to the Plan during the years ended June 30, 2023 and 2022 were \$86,263 and \$47,147, respectively. Employer contributions made to the Plan during the years ended June 30, 2023 and 2022 were \$9,984 and \$7,258, respectively.

YOLO COUNTY TRANSPORTATION DISTRICT  
 NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE K – OTHER STATE GRANT PROGRAMS

California Governor’s Office of Emergency Services: Included in the \$19.925 billion Proposition 1B State general obligation bonds was \$1 billion set aside for Transit System Safety, Security & Disaster Response projects. The California Governor’s Office of Emergency Services (CalOES) has been charged with administering these funds for capital projects that provide increased protection against a security and safety threat, and for capital expenditures to increase the capacity of transit operations, including waterborne transit operators, to develop disaster response transportation systems that can move people, goods and emergency personnel and equipment in the aftermath of a disaster impairing the mobility of goods, people and equipment. The District received funds from the Proposition 1B California Transit Assistance Fund.

Qualifying expenses must be encumbered within three years from the date of the allocation and expended within three years from the date of the encumbrance. The District did not receive any funds during the years ended June 30, 2023 and 2022. At June 30, 2022, the District recorded a payable to return unspent funds to CalOES.

As of June 30, funds received and expended were verified in the course of the audit as follows:

	2023	2022
Unexpended proceeds, beginning of year	\$ -	\$ 45,877
Investment earnings (loss)		(619)
Expenses incurred:		
Bus Shelters		(12,410)
Unexpended cash and cash equivalents, end of year		32,848
Expense for return funds to CalOES		(32,848)
CalOES funds available at end of year	\$ -	\$ -

State of Good Repair: State of Good Repair (SGR) was established by the California Legislature in 2017 by Senate Bill 1. SGR provides public transportation agencies with a consistent and dependable revenue source to invest in the upgrade, repair, and improvement of the transportation infrastructure and improve transportation services. Sacramento Area Council of Governments (SACOG) has elected to treat these funds on a cost reimbursement basis. Unexpended SGR funds held by SACOG at June 30, 2023 and 2022 were \$1,232,121 and \$951,784, respectively. As of June 30, SGR funds received and expended were verified in the course of the audit as follows:

	2023	2022
Unexpended proceeds, beginning of year	\$ -	\$ -
Revenue received		215,566
Expenses incurred:		
Bus engine rebuild		(215,058)
Computer server		(508)
Unexpended proceeds	\$ -	\$ -

Low Carbon Transit Operations Program (LCTOP): The LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions. The program is administered by Caltrans in coordination with Air Resource Board (ARB) and the State Controller’s Office (SCO).

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE K – OTHER STATE GRANT PROGRAMS (Continued):

The District received \$439,053 and \$260,189 during the years ended June 30, 2023 and 2022 for fare replacement and zero emission electric buses. As of June 30, LCTOP funds received and expended were verified in the course of the audit as follows:

	2023	2022
Unexpended proceeds, beginning of year	\$ 1,272,396	\$ 1,040,828
Revenue received	439,053	260,189
Investment earnings (loss)	25,728	(28,621)
Expenses incurred:		
Fare replacement	(284,857)	
Unexpended proceeds, end of year	\$ 1,452,320	\$ 1,272,396

NOTE L – INSURANCE COVERAGE

The District participates in the California Transit Indemnity Pool (CalTIP), a public entity risk pool of governmental transit operators within California, for liability (general, automobile, public officials errors and omissions and employment practices) and vehicle physical damage (collision and comprehensive). The District is provided with excess coverage fund for these items through commercial insurance. Loss contingency reserves established by CalTIP are funded by contributions from member agencies. The District pays an annual premium to CalTIP that includes its pro-rata share of excess insurance premiums, charges for the pooled risk, claims adjusting, legal costs, administrative and other costs to operate CalTIP. The District's CalTIP pooled coverage is \$2 million and \$100,000 for each occurrence for liability vehicle physical damage coverage, respectively. Employment practices liability coverage is through the Employment Risk Management Authority in the amount of \$1,000,000. The District also has excess liability coverage through private insurance for an additional \$23,000,000 for liability coverage and \$24,900,000 for vehicle physical damage for a total of \$25 million per occurrence each. The District has no deductible for its liability policy and a deductible of \$500 to \$10,000 for the vehicle physical damage policy. The District has excess liability coverage for the employment practices policy of \$2,000,000 for each occurrence and a \$4,000,000 aggregate limit. The District has a \$50,000 deductible for the policy. Settled claims resulting from all risks have not exceeded the District's commercial insurance coverage. Reductions in insurance coverage in the past three years include a reduction of total pooled and private insurance limits for the liability program from \$40 million to \$25 million during 2021. CalTIP may be contacted at 1750 Creekside Drive, Suite 200, Sacramento, California 95833 or at [www.caltiponline.org](http://www.caltiponline.org).

NOTE M – CONCENTRATIONS

The District receives a substantial amount of its support from a statewide retail sales tax from the Local Transportation Fund created by the Transportation Development Act as well as Federal Transit Administration grants. A significant reduction in the level of this support, if this were to occur, may have a significant effect on the District's activities.

NOTE N – COMMITMENTS AND CONTINGENCIES

Grant Contingency: The District receives funding for specific purposes that are subject to review and audit by the granting agencies funding source. Such audits could result in a request for reimbursement for expenses disallowed under the terms and conditions of the contracts. Management is of the opinion that no material liabilities will result from such potential audits.

Legal Contingencies: The District is party to claims arising in the ordinary course of business. After taking into consideration information furnished by legal counsel to the District as to the current status of the claims to which the District is a party, management is of the opinion that the ultimate aggregate liability represented thereby, if any, will

YOLO COUNTY TRANSPORTATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE N – COMMITMENTS AND CONTINGENCIES (Continued)

not have a material adverse effect on the financial position or results of operations of the District.

Contract Commitments: On July 19, 2018, the District entered into a seven-year agreement with Transdev to provide transit services. The amounts payable to Transdev for the period of August 1, 2018 through July 31, 2025 was originally not to exceed \$71,555,394 and was revised to \$66,048,898 under contract amendment number 2 approved in November 2021 using current service levels. The remaining balance of the contract at June 30, 2023 and 2022 under contract amendment number 2 using current service levels was \$10,487,891 and \$19,852,433, respectively. This agreement, upon approval from the District, may be extended for up to five additional years from August 1, 2025 through July 31, 2030 at an amount not to exceed \$52,612,280 under contract amendment number 2 using current service levels.

Other Commitments: On December 14, 2018, the California Air Resources Board adopted Resolution 18-60 which enacted mandates that beginning January 1, 2026, twenty-five percent of the District's new bus purchases in each calendar year must be zero-emission buses and beginning January 1, 2029 all new District bus purchases must be zero-emission buses. The District approved a Zero-emission Bus Rollout Plan in June 2023 that indicates the estimated total cost to replace the District's buses, paratransit vehicles and microtransit vehicles will be approximately \$82,650,000 through 2040. In addition, charging infrastructure, energy storage and other improvements will need to be made under the plan.

On December 12, 2022, the Board of Directors approved negotiating a sole source contract with Trillium for a CNG fuel dispenser for an amount not to exceed \$300,000 due to Trillium's unique understanding of the underground piping, controls and software and to reduce the time the fueling station is nonoperational. The procurement will use Woodland UZA 5339 federal funding.

On December 12, 2022, the Board of Directors approved Resolution 2022-23 authorizing assignment #20-01-0783 from the California Association for Coordinated Transportation (CalACT) to allow use of a procurement conducted for Morongo Basin Transit Authority for the purchase of four wheelchair accessible vans at a cost not to exceed \$636,646 and approved Resolution 2022-24 to approve a contract for the purchase of four Ford Transit Vans with bus doors for an amount not to exceed \$414,964 to serve as the microtransit fleet. Funding includes Woodland UZA 5307 funds and existing STA funding on hand.

NOTE O – RELATED PARTY TRANSACTIONS

The County of Yolo, a member of the Yolo County Transportation District, provides certain legal, accounting, investment and other professional services to the District and charges a user fee for fuel charges. Legal services are billed separately and at amounts that will approximately recover the County's full cost of providing such services. Expense for services provided by the County totaled \$26,109 and \$57,552 for the years ended June 30, 2023 and 2022, respectively.

NOTE P – SUBSEQUENT EVENTS

In November 2023, the Board of Directors authorized an agreement with WSP USA, Inc. up to \$537,100 to implement the next phase of the Tolling Advance Planning process for the Yolo 80 Managed Lanes Project. The project is a freeway expansion initiative aimed at enhancing traffic flow within the I-80 corridor on the west side of the Sacramento-Yolo metropolitan area. This comprehensive project encompasses multiple components, including the introduction of approximately 17 miles of tolled managed lanes, new lane construction, intelligent transportation system (ITS) enhancements, and improvements to cycling and pedestrian facilities. SACOG awarded the District a \$2,000,000 Regional Funding Transformative Grant for the project in June 2023.

In December 2023, the Board of Directors approved a Joint Exercise of Powers Agreement (the Agreement) to create the Capital Area Regional Tolling Authority with SACOG and the California Department of Transportation (CALTRANS) for the purpose of developing and operating toll facilities throughout the region, including the Yolo 80 Managed Lanes Project.

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REQUIRED SUPPLEMENTARY INFORMATION



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YOLO COUNTY TRANSPORTATION DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2023

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE  
NET PENSION LIABILITY - MISCELLANEOUS PLAN (UNAUDITED)  
Last 10 Years**

	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Proportion of the net pension liability at measurement date	0.03227%	0.04209%	0.03149%	0.03123%	0.03102%	0.03066%	0.03082%	0.03277%	0.03100%
Proportionate share of the net pension liability	\$ 1,510,040	\$ 799,299	\$ 1,328,227	\$ 1,250,443	\$ 1,169,092	\$ 1,208,539	\$ 1,070,526	\$ 899,146	\$ 766,359
Covered - employee payroll for measurement period	\$ 842,774	\$ 800,368	\$ 833,828	\$ 835,543	\$ 868,639	\$ 829,909	\$ 688,885	\$ 629,657	\$ 623,001
Proportionate share of the net pension liability as percentage of covered payroll	179.17%	99.87%	159.29%	149.66%	134.59%	145.62%	155.40%	142.80%	123.01%
Plan fiduciary net position	\$ 4,212,793	\$ 4,299,658	\$ 3,666,769	\$ 3,385,880	\$ 3,288,483	\$ 2,941,348	\$ 2,750,531	\$ 2,694,045	\$ 2,478,946
Plan fiduciary net position as a percentage of the total pension liability	73.61%	84.32%	73.41%	73.03%	73.77%	70.88%	71.98%	74.98%	76.39%
Notes to Schedule:									
Changes in assumptions:									
Discount rate changes in accounting valuation	6.90%	7.15%	7.15%	7.15%	7.15%	7.15%	7.65%	7.65%	7.50%

**SCHEDULE OF CONTRIBUTIONS TO THE PENSION PLAN - MISCELLANEOUS PLAN (UNAUDITED)  
Last 10 Years**

	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Contractually required contribution during employer's fiscal year (actuarially determined)	\$ 299,979	\$ 209,857	\$ 180,897	\$ 179,921	\$ 155,826	\$ 149,656	\$ 138,557	\$ 123,865	\$ 134,229
Contributions in relation to the actuarially determined contributions	(299,979)	(209,857)	(180,897)	(179,921)	(155,826)	(149,656)	(138,557)	(123,865)	(134,229)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered - employee payroll for employer's fiscal year	\$ 1,283,991	\$ 842,774	\$ 800,368	\$ 833,828	\$ 835,543	\$ 868,639	\$ 829,909	\$ 688,885	\$ 629,657
Contributions as a percentage of covered - employee payroll	23.36%	24.90%	22.60%	21.58%	18.65%	17.23%	16.70%	17.98%	21.32%
Notes to Schedule:									
Valuation date:	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014	June 30, 2013	June 30, 2012
Valuation date:	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014	June 30, 2013
Measurement date:	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
Methods and assumptions used to determine contribution rates:									
Actuarial cost method					Entry age normal cost method				
Amortization method					Level percentage of payroll, closed				
Remaining amortization period					Varies, not more than 30 years				
Asset valuation method					Market value				
Inflation	2.500%	2.500%	2.500%	2.625%	2.75%	2.75%	2.75%	2.75%	2.75%
Salary increases					Varies depending on entry age and service				
Investment rate of return and discount rate	7.00%	7.00%	7.00%	7.250%	7.375%	7.50%	7.50%	7.50%	7.50%
Retirement age					50-67 Years. Probabilities of retirement are based on the most recent CalPERS Experience Study				
Mortality					Most recent CalPERS Experience Study				

Omitted Years: GASB Statement No. 68 was implemented during the year ended June 30, 2015. No information was available prior to this date. Future years will be reported prospectively as they become available.

YOLO COUNTY TRANSPORTATION DISTRICT

REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS (UNAUDITED)

For the Year Ended June 30, 2023

	2023	2022	2021	2020	2019	2018
Total OPEB liability						
Service cost	\$ 31,671	\$ 60,360	\$ 58,602	\$ 43,073	\$ 39,508	\$ 38,264
Interest	62,960	68,530	62,422	65,631	60,354	55,162
Changes in benefit terms		(74,716)				
Differences between expected and actual experience		(15,164)		(134,011)		
Changes in assumptions		90,331		(3,816)	27,647	
Benefit payments	(76,132)	(35,713)	(35,325)	(29,178)	(22,747)	(23,359)
Net change in total OPEB liability	18,499	93,628	85,699	(58,301)	104,762	70,067
Total OPEB liability - beginning	1,030,128	936,500	850,801	909,102	804,340	734,273
Total OPEB liability - ending (a)	<u>\$ 1,048,627</u>	<u>\$ 1,030,128</u>	<u>\$ 936,500</u>	<u>\$ 850,801</u>	<u>\$ 909,102</u>	<u>\$ 804,340</u>
Plan fiduciary net position						
Contributions - employer	\$ 76,132	\$ 93,267	\$ 83,559	\$ 138,178	\$ 108,591	\$ 50,008
Net investment income	(191,692)	296,879	35,056	52,327	54,185	44,697
Benefit payments	(76,132)	(35,713)	(35,325)	(29,178)	(22,747)	(23,359)
Investment experience						21,219
Administrative expenses	(363)	(408)	(487)	(179)	(1,293)	(337)
Net change in plan fiduciary net position	(192,055)	354,025	82,803	161,148	138,736	92,228
Plan fiduciary net position - beginning	1,432,291	1,078,266	995,463	834,315	695,579	603,351
Plan fiduciary net position - ending (b)	<u>\$ 1,240,236</u>	<u>\$ 1,432,291</u>	<u>\$ 1,078,266</u>	<u>\$ 995,463</u>	<u>\$ 834,315</u>	<u>\$ 695,579</u>
Net OPEB liability (asset) - ending (a)-(b)	<u>\$ (191,609)</u>	<u>\$ (402,163)</u>	<u>\$ (141,766)</u>	<u>\$ (144,662)</u>	<u>\$ 74,787</u>	<u>\$ 108,761</u>
Plan fiduciary net position as a percentage of the total OPEB liability	<u>118.27%</u>	<u>139.04%</u>	<u>115.14%</u>	<u>117.00%</u>	<u>91.77%</u>	<u>86.48%</u>
Covered-employee payroll - measurement period	<u>\$ 1,005,452</u>	<u>\$ 880,557</u>	<u>\$ 875,236</u>	<u>\$ 873,424</u>	<u>\$ 871,734</u>	<u>\$ 873,200</u>
Net OPEB liability as percentage of covered-employee payroll	<u>-19.06%</u>	<u>-45.67%</u>	<u>-16.20%</u>	<u>-16.56%</u>	<u>8.58%</u>	<u>12.46%</u>
Notes to schedule:						
Valuation date	June 30, 2021	June 30, 2021	June 30, 2019	June 30, 2019	June 30, 2017	June 30, 2017
Measurement period - fiscal year ended	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017
Benefit changes	None	None	None	None	None	None
Changes in assumptions - discount rate change	6.15%	6.15%	7.00%	7.00%	7.00%	7.25%

Omitted years: GASB Statement No. 75 was implemented during the year ended June 30, 2018. No information was available prior to this date. Information will be added prospectively as it becomes available until 10 years are reported.

YOLO COUNTY TRANSPORTATION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF CONTRIBUTIONS TO THE OPEB PLAN (UNAUDITED)  
LAST TEN FISCAL YEARS

For the Year Ended June 30, 2023

	2023	2022	2021	2020	2019	2018
Actuarially determined contribution - employer fiscal year	\$ -	\$ 3,816	\$ 92,089	\$ 83,559	\$ 80,978	\$ 79,191
Contributions in relation to the actuarially determined contributions	<u>(26,834)</u>	<u>(76,132)</u>	<u>(93,267)</u>	<u>(83,559)</u>	<u>(138,178)</u>	<u>(108,591)</u>
Contribution deficiency (excess)	<u>\$ (26,834)</u>	<u>\$ (72,316)</u>	<u>\$ (1,178)</u>	<u>\$ -</u>	<u>\$ (57,200)</u>	<u>\$ (29,400)</u>
Covered-employee payroll - employer fiscal year	\$ 1,320,178	\$ 1,005,452	\$ 880,557	\$ 875,236	\$ 873,424	\$ 871,734
Contributions as a percentage of covered-employee payroll	2.03%	7.57%	10.59%	9.55%	15.82%	12.46%
Notes to Schedule:						
Valuation date	June 30, 2021	June 30, 2021	June 30, 2019	June 30, 2019	June 30, 2017	June 30, 2017
Measurement period - fiscal year ended	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017
Methods and assumptions used to determine contribution rates:						
Actuarial cost method			Entry Age Normal Cost Method			
Amortization method/period			Level percentage of payroll, closed			
Asset valuation method			Market value			
Discount rate - actuarially determined contributions	6.15%	6.15%	5.75%	5.75%	5.75%	5.75%
Discount rate - accounting	6.15%	7.00%	7.00%	7.00%	7.00%	7.25%
Inflation	2.50%	2.50%	2.50%	2.75%	2.75%	2.75%
Salary increases	3.00%	3.00%	3.00%	3.00%	3.25%	3.25%
Retirement age			50 to 75 years			
Mortality			Latest CalPERS Experience Study			
Mortality improvement - MacLeod Watts Scale Generationally	2022	2022	2018	2017	2017	2017
Healthcare trend rates	5.8% in 2023, grading down to 3.9%	5.8% in 2023, grading down to 3.9%	5.4% initially, trending down to 4.0%	5.4% initially trending down to 4.0%	7.5% initially, trending down to 5.0%	7.5% initially, trending down to 5.0%
Participation assumption	100%	100%	100%	100%	100%	100%

Omitted years: GASB Statement No. 75 was implemented during the year ended June 30, 2018. No information was available prior to this date. Information will be added prospectively as it becomes available until 10 years are reported.

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SUPPLEMENTARY INFORMATION

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## YOLO COUNTY TRANSPORTATION DISTRICT

## COMBINING STATEMENT OF NET POSITION

June 30, 2023

	Fixed Route Service	ADA/Paratransit Service	Total	Eliminating Entries	Total
<b>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>					
<b>CURRENT ASSETS</b>					
Cash and Cash Equivalents	\$ 11,556,063	\$ 236,776	\$ 11,792,839		\$ 11,792,839
Due from Other Governments	3,727,572	344,034	4,071,606		4,071,606
Due from Other Funds	391,303	143,165	534,468	\$ (534,468)	
Accounts Receivable	392,493	5,850	398,343		398,343
TOTAL CURRENT ASSETS	16,067,431	729,825	16,797,256	(534,468)	16,262,788
<b>NONCURRENT ASSETS</b>					
Restricted Cash and Cash Equivalents	1,882,575	26,539	1,909,114		1,909,114
Other Postemployment Benefits Asset	191,609		191,609		191,609
Capital Assets:					
Nondepreciable	465,000		465,000		465,000
Depreciable, Net	18,886,528	140,995	19,027,523		19,027,523
Total Capital Assets, Net	19,351,528	140,995	19,492,523		19,492,523
TOTAL NONCURRENT ASSETS	21,425,712	167,534	21,593,246		21,593,246
TOTAL ASSETS	37,493,143	897,359	38,390,502	(534,468)	37,856,034
<b>DEFERRED OUTFLOWS OF RESOURCES</b>					
Pension Plan	772,553		772,553		772,553
Other Postemployment Benefits Plan	212,555		212,555		212,555
TOTAL DEFERRED OUTFLOWS OF RESOURCES	985,108		985,108		985,108
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 38,478,251	\$ 897,359	\$ 39,375,610	\$ (534,468)	\$ 38,841,142
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>					
<b>CURRENT LIABILITIES</b>					
Accounts Payable	\$ 2,628,453	\$ 462,790	\$ 3,091,243		\$ 3,091,243
Accrued Wages	58,249		58,249		58,249
Due to Other Governments	1,142,779		1,142,779		1,142,779
Unearned Revenue	1,452,320		1,452,320		1,452,320
Due to Other Funds	143,165	391,303	534,468	\$ (534,468)	
Accrued Compensated Absences	56,704		56,704		56,704
TOTAL CURRENT LIABILITIES	5,481,670	854,093	6,335,763	(534,468)	5,801,295
<b>NONCURRENT LIABILITIES</b>					
Accrued Compensated Absences	14,390		14,390		14,390
Net Pension Liability	1,510,040		1,510,040		1,510,040
TOTAL NONCURRENT LIABILITIES	1,524,430		1,524,430		1,524,430
TOTAL LIABILITIES	7,006,100	854,093	7,860,193	(534,468)	7,325,725
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Pension Plan	151,111		151,111		151,111
Other Postemployment Benefits Plan	85,847		85,847		85,847
TOTAL DEFERRED INFLOWS OF RESOURCES	236,958		236,958		236,958
<b>NET POSITION</b>					
Net Investment in Capital Assets	19,076,056	140,995	19,217,051		19,217,051
Restricted for Equipment Replacement and Capital Projects	430,255	26,539	456,794		456,794
Restricted for Capital Purposes - State Transit Assistance	618,987		618,987		618,987
Restricted for Yolo Transit Management Association					
Unrestricted	11,109,895	(124,268)	10,985,627		10,985,627
TOTAL NET POSITION	31,235,193	43,266	31,278,459		31,278,459
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	\$ 38,478,251	\$ 897,359	\$ 39,375,610	\$ (534,468)	\$ 38,841,142



## YOLO COUNTY TRANSPORTATION DISTRICT

## COMBINING STATEMENT OF NET POSITION

June 30, 2022

	Fixed Route Service	ADA/Paratransit Service	Total	Eliminating Entries	Total
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES					
CURRENT ASSETS					
Cash and Cash Equivalents	\$ 9,079,595	\$ 431,833	\$ 9,511,428		\$ 9,511,428
Due from Other Governments	2,530,268	30,156	2,560,424		2,560,424
Due from Other Funds		42,555	42,555	\$ (42,555)	
Accounts Receivable	223,820	74,164	297,984		297,984
TOTAL CURRENT ASSETS	11,833,683	578,708	12,412,391	(42,555)	12,369,836
NONCURRENT ASSETS					
Restricted Cash and Cash Equivalents	1,738,821	25,984	1,764,805		1,764,805
Other Posemployment Benefits Asset	402,163		402,163		402,163
Capital Assets:					
Nondepreciable	465,000		465,000		465,000
Depreciable, net	20,408,698	361,143	20,769,841		20,769,841
Total Capital Assets, Net	20,873,698	361,143	21,234,841		21,234,841
TOTAL NONCURRENT ASSETS	23,014,682	387,127	23,401,809		23,401,809
TOTAL ASSETS	34,848,365	965,835	35,814,200	(42,555)	35,771,645
DEFERRED OUTFLOWS OF RESOURCES					
Pension Plan	325,059		325,059		325,059
Other Postemployment Benefits Plan	168,111		168,111		168,111
TOTAL DEFERRED OUTFLOWS OF RESOURCES	493,170		493,170		493,170
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 35,341,535	\$ 965,835	\$ 36,307,370	\$ (42,555)	\$ 36,264,815
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION					
CURRENT LIABILITIES					
Accounts Payable	\$ 1,429,433	\$ 275,994	\$ 1,705,427		\$ 1,705,427
Accrued Wages	36,945		36,945		36,945
Due to Other Governments	333,544	25,648	359,192		359,192
Unearned Revenue	1,272,396		1,272,396		1,272,396
Due to Other Funds	42,555		42,555	\$ (42,555)	
Accrued Compensated Absences	44,129		44,129		44,129
TOTAL CURRENT LIABILITIES	3,159,002	301,642	3,460,644	(42,555)	3,418,089
NONCURRENT LIABILITIES					
Accrued Compensated Absences	5,601		5,601		5,601
Net Pension Liability	799,299		799,299		799,299
TOTAL NONCURRENT LIABILITIES	804,900		804,900		804,900
TOTAL LIABILITIES	3,963,902	301,642	4,265,544	(42,555)	4,222,989
DEFERRED INFLOWS OF RESOURCES					
Pension Plan	718,369		718,369		718,369
Other Postemployment Benefits Plan	253,504		253,504		253,504
TOTAL DEFERRED INFLOWS OF RESOURCES	971,873		971,873		971,873
NET POSITION					
Net Investment in Capital Assets	20,873,698	361,143	21,234,841		21,234,841
Restricted for Equipment Replacement and Capital Projects	433,577	25,984	459,561		459,561
Restricted for Capital Purposes - State Transit Assistance	393,838		393,838		393,838
Unrestricted	8,704,647	277,066	8,981,713		8,981,713
TOTAL NET POSITION	30,405,760	664,193	31,069,953		31,069,953
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	\$ 35,341,535	\$ 965,835	\$ 36,307,370	\$ (42,555)	\$ 36,264,815

YOLO COUNTY TRANSPORTATION DISTRICT

COMBINING SCHEDULE OF REVENUES, EXPENSES AND  
CHANGES IN NET POSITION

For the Year Ended June 30, 2023

	Fixed Route Service	ADA/Paratransit Service	Total
<b>OPERATING REVENUE</b>			
Passenger Fares	\$ 851,050	\$ 114,970	\$ 966,020
Special Fares	1,908,356	181,747	2,090,103
<b>TOTAL OPERATING REVENUE</b>	<b>2,759,406</b>	<b>296,717</b>	<b>3,056,123</b>
<b>OPERATING EXPENSES</b>			
Purchased Transportation	8,004,727	1,628,915	9,633,642
Salaries and Benefits	1,388,132	309,210	1,697,342
Insurance	706,552	103,038	809,590
Vehicle Fuel	1,239,953	168,756	1,408,709
Other Services and Supplies	761,673	70,203	831,876
Depreciation	2,132,773	239,870	2,372,643
<b>TOTAL OPERATING EXPENSES</b>	<b>14,233,810</b>	<b>2,519,992</b>	<b>16,753,802</b>
<b>NET LOSS FROM OPERATIONS</b>	<b>(11,474,404)</b>	<b>(2,223,275)</b>	<b>(13,697,679)</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>			
Federal Transit Administration Grants:			
Operating Grants	3,479,458	342,891	3,822,349
Local Transportation Fund and State Transit Assistance Allocation			
	7,319,000	1,241,000	8,560,000
Low Carbon Fuel Credits	98,907		98,907
Investment Revenue	165,616	555	166,171
Auxiliary Transportation	748,238		748,238
State Grants	284,827		284,827
Other Nonoperating Revenues	104,033		104,033
Cost of Fuel Sales to External Parties	(586,971)		(586,971)
Highway 80 Managed Lanes Project	(109,367)		(109,367)
Other Pass-through Grants to Other Governments	(24,000)		(24,000)
Gain (Loss) on Disposal of Capital Assets	(3,650)		(3,650)
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<b>11,476,091</b>	<b>1,584,446</b>	<b>13,060,537</b>
<b>NET LOSS BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>1,687</b>	<b>(638,829)</b>	<b>(637,142)</b>
<b>CAPITAL CONTRIBUTIONS AND TRANSFERS</b>			
Federal Transit Administration Grant	433,039	17,902	450,941
State Transit Assistance	394,707		394,707
<b>TOTAL CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>827,746</b>	<b>17,902</b>	<b>845,648</b>
<b>CHANGE IN NET POSITION</b>	<b>829,433</b>	<b>(620,927)</b>	<b>208,506</b>
Net Position at Beginning of Year	30,405,760	664,193	31,069,953
<b>NET POSITION AT END OF YEAR</b>	<b>\$ 31,235,193</b>	<b>\$ 43,266</b>	<b>\$ 31,278,459</b>

YOLO COUNTY TRANSPORTATION DISTRICT

COMBINING SCHEDULE OF REVENUES, EXPENSES AND  
CHANGES IN NET POSITION

For the Year Ended June 30, 2022

	Fixed Route Service	ADA/Paratransit Service	Total
<b>OPERATING REVENUE</b>			
Passenger Fares	\$ 792,969	\$ 47,623	\$ 840,592
Special Fares	1,848,582	116,924	1,965,506
<b>TOTAL OPERATING REVENUE</b>	<b>2,641,551</b>	<b>164,547</b>	<b>2,806,098</b>
<b>OPERATING EXPENSES</b>			
Purchased Transportation	7,319,713	1,518,849	8,838,562
Salaries and Benefits	1,263,221	225,442	1,488,663
Insurance	692,841	179,178	872,019
Vehicle Fuel	986,787	129,872	1,116,659
Other Services and Supplies	740,393	88,605	828,998
Depreciation	2,185,148	240,457	2,425,605
<b>TOTAL OPERATING EXPENSES</b>	<b>13,188,103</b>	<b>2,382,403</b>	<b>15,570,506</b>
<b>NET LOSS FROM OPERATIONS</b>	<b>(10,546,552)</b>	<b>(2,217,856)</b>	<b>(12,764,408)</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>			
Federal Transit Administration Grants:			
Operating Grants	2,024,345		2,024,345
Local Transportation Fund and State Transit Assistance Allocation			
Assistance Allocation	5,078,863	1,985,759	7,064,622
Federal Fuel Excise Tax Refund	240,674		240,674
Low Carbon Fuel Credits	74,001		74,001
Interest Revenue	(190,720)	(8,360)	(199,080)
Auxiliary Transportation	411,774		411,774
Other Nonoperating Revenues	220,146		220,146
Cost of Fuel Sales to External Parties	(248,327)		(248,327)
Other Pass-through Grants to Other Governments	(24,000)		(24,000)
Return of CalOES Revenue to State	(33,755)		(33,755)
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<b>7,553,001</b>	<b>1,977,399</b>	<b>9,530,400</b>
<b>NET LOSS BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>(2,993,551)</b>	<b>(240,457)</b>	<b>(3,234,008)</b>
<b>CAPITAL CONTRIBUTIONS AND TRANSFERS</b>			
Federal Transit Administration Grant	112,592		112,592
State Transit Assistance	275,466		275,466
State of Good Repair	215,566		215,566
<b>TOTAL CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>603,624</b>		<b>603,624</b>
<b>CHANGE IN NET POSITION</b>	<b>(2,389,927)</b>	<b>(240,457)</b>	<b>(2,630,384)</b>
Net Position at Beginning of Year	32,795,687	904,650	33,700,337
<b>NET POSITION AT END OF YEAR</b>	<b>\$ 30,405,760</b>	<b>\$ 664,193</b>	<b>\$ 31,069,953</b>

## YOLO COUNTY TRANSPORTATION DISTRICT

## COMBINING SCHEDULE OF CASH FLOWS

For the Year Ended June 30, 2023

	Fixed Route Service	ADA/Paratransit Service	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash Receipts From Customers	\$ 1,705,926	\$ 327,705	\$ 2,033,631
Cash Paid to Suppliers for Goods and Services	(9,217,471)	(1,809,764)	(11,027,235)
Cash Paid to Employees for Services	(1,651,022)	(309,210)	(1,960,232)
NET CASH USED FOR OPERATING ACTIVITIES	(9,162,567)	(1,791,269)	(10,953,836)
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>			
Operating Grants and Subsidies	11,083,285	1,307,339	12,390,624
Pass-through Payments	(24,000)		(24,000)
Other Income	1,167,746		1,167,746
Internal Receipts (Payments)	(290,693)	290,693	
Other Expenses	(696,338)		(696,338)
NET CASH PROVIDED BY NONCAPITAL FINANCING ACTIVITIES	11,240,000	1,598,032	12,838,032
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Capital Contributions Received	715,954	17,902	733,856
Acquisition of Capital Assets	(338,781)	(19,722)	(358,503)
NET CASH PROVIDED BY CAPITAL AND RELATED FINANCING ACTIVITIES	377,173	(1,820)	375,353
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest Received on Pooled Investments	165,616	555	166,171
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	165,616	555	166,171
INCREASE IN CASH AND CASH EQUIVALENTS	2,620,222	(194,502)	2,425,720
Cash and Cash Equivalents at Beginning of Year	10,818,416	457,817	11,276,233
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 13,438,638</u>	<u>\$ 263,315</u>	<u>\$ 13,701,953</u>
<b>RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE COMBINING STATEMENT OF NET POSITION</b>			
Cash and Cash Equivalents	\$ 11,556,063	\$ 236,776	\$ 11,792,839
Restricted Cash and Cash Equivalents	1,882,575	26,539	1,909,114
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 13,438,638</u>	<u>\$ 263,315</u>	<u>\$ 13,701,953</u>
<b>RECONCILIATION OF NET LOSS FROM OPERATIONS TO NET CASH USED FOR OPERATING ACTIVITIES:</b>			
Net Loss From Operations	\$ (11,474,404)	\$ (2,223,275)	\$ (13,697,679)
Adjustments to Reconcile Net Loss from Operations to Net Cash Used for Operating Activities:			
Depreciation	2,132,773	239,870	2,372,643
Changes in Operating Assets, Deferred Outflows of Resources, Liabilities and Deferred Inflows of Resources:			
Accounts Receivable and Due from Other Governments	(1,290,829)	30,988	(1,259,841)
Deferred Outflows of Resources - OPEB Plan	(44,444)		(44,444)
Deferred Outflows of Resources - Pension Plan	(447,494)		(447,494)
Accounts Payable and Due to Other Governments	1,732,783	161,148	1,893,931
Accrued Wages	21,304		21,304
Accrued Compensated Absences	21,364		21,364
Net OPEB Asset/Liability	210,554		210,554
Net Pension Liability	710,741		710,741
Deferred Inflows of Resources - OPEB Plan	(167,657)		(167,657)
Deferred Inflows of Resources - Pension Plan	(567,258)		(567,258)
NET CASH USED FOR OPERATING ACTIVITIES	<u>\$ (9,162,567)</u>	<u>\$ (1,791,269)</u>	<u>\$ (10,953,836)</u>

YOLO COUNTY TRANSPORTATION DISTRICT

COMBINING SCHEDULE OF CASH FLOWS

For the Year Ended June 30, 2022

	Fixed Route Service	ADA/Paratransit Service	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash Receipts From Customers	\$ 2,600,490	\$ 135,683	\$ 2,736,173
Cash Paid to Suppliers for Goods and Services	(9,055,803)	(1,804,039)	(10,859,842)
Cash Paid to Employees for Services	(1,255,313)	(225,442)	(1,480,755)
NET CASH USED FOR OPERATING ACTIVITIES	<u>(7,710,626)</u>	<u>(1,893,798)</u>	<u>(9,604,424)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>			
Operating Grants and Subsidies	7,103,208	2,541,283	9,644,491
Pass-through Payments	(24,000)		(24,000)
Other Income	3,556,769		3,556,769
Internal Receipts (Payments)	327,733	(327,733)	
Other Expenses	(282,082)		(282,082)
NET CASH PROVIDED BY NONCAPITAL FINANCING ACTIVITIES	<u>10,681,628</u>	<u>2,213,550</u>	<u>12,895,178</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Capital Contributions Received	574,809	119,890	694,699
Acquisition of Capital Assets	(419,680)		(419,680)
NET CASH PROVIDED BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>155,129</u>	<u>119,890</u>	<u>275,019</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest Received on Pooled Investments	(190,720)	(8,360)	(199,080)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>(190,720)</u>	<u>(8,360)</u>	<u>(199,080)</u>
(DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	2,935,411	431,282	3,366,693
Cash and Cash Equivalents at Beginning of Year	<u>7,883,005</u>	<u>26,535</u>	<u>7,909,540</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 10,818,416</u>	<u>\$ 457,817</u>	<u>\$ 11,276,233</u>
<b>RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE COMBINING STATEMENT OF NET POSITION</b>			
Cash and Cash Equivalents	\$ 9,079,595	\$ 431,833	\$ 9,511,428
Restricted Cash and Cash Equivalents	1,738,821	25,984	1,764,805
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 10,818,416</u>	<u>\$ 457,817</u>	<u>\$ 11,276,233</u>
<b>RECONCILIATION OF NET LOSS FROM OPERATIONS TO NET CASH USED FOR OPERATING ACTIVITIES:</b>			
Net Loss From Operations	\$ (10,546,552)	\$ (2,217,856)	\$ (12,764,408)
Adjustments to Reconcile Net Loss from Operations to Net Cash Used for Operating Activities:			
Depreciation	2,185,148	240,457	2,425,605
Changes in Operating Assets, Deferred Outflows of Resources, Liabilities and Deferred Inflows of Resources:			
Accounts Receivable and Due from Other Governments	(43,615)	(28,864)	(72,479)
Deferred Outflows of Resources - OPEB Plan	(27,822)		(27,822)
Deferred Outflows of Resources - Pension Plan	(1,535)		(1,535)
Accounts Payable and Due to Other Governments	686,485	112,465	798,950
Accrued Wages	11,024		11,024
Accrued Compensated Absences	(31,587)		(31,587)
Net OPEB Asset/Liability	(260,397)		(260,397)
Net Pension Liability	(528,928)		(528,928)
Deferred Inflows of Resources - OPEB Plan	147,363		147,363
Deferred Inflows of Resources - Pension Plan	699,790		699,790
NET CASH USED FOR OPERATING ACTIVITIES	<u>\$ (7,710,626)</u>	<u>\$ (1,893,798)</u>	<u>\$ (9,604,424)</u>

## COMPLIANCE REPORTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*, THE  
TRANSPORTATION DEVELOPMENT ACT AND OTHER STATE PROGRAM GUIDELINES

To the Board of Directors  
Yolo County Transportation District  
Woodland, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the of Yolo County Transportation District (the District), and its fiduciary fund as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated March 25, 2024.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a deficiency in internal control, described in the accompanying schedule of findings and questioned costs as Finding 2023-001, that we consider to be a material weakness.

**Report on Compliance and Other Matters (including Other State Grant Programs)**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. Our audit was further made to determine that Transportation Development Act (TDA) Funds allocated and received by the District were expended in conformance with the applicable statutes, rules and regulations of the TDA and Sections 6667 of the California Code of Regulations. We also tested the receipt and appropriate expenditures of other state grant funds, as presented in Note K to the financial statements, in accordance with other state grant program statutes



To the Board of Directors  
Yolo County Transportation District

and guidelines. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, the TDA or other state grant program requirements that are reported as Findings 2023-002, 2023-003 and 2023-004 in the accompanying schedule of findings and questioned costs.

### **District's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the District's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of financial statements and, accordingly, we express no opinion on the response.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards*, the TDA and other state grant programs in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Richardson & Company, LLP*

March 25, 2024

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL  
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors  
Yolo County Transportation District  
Woodland, California

**Report on Compliance for Each Major Federal Program**

***Qualified Opinion***

We have audited the Yolo County Transportation District's (the District) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2023. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

*Qualified Opinion on AL 20.507, Federal Transit Formula Grants*

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion section of our report, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

***Basis for Qualified Opinion***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

*Matter(s) Giving Rise to Qualified Opinion on AL 20.507, Federal Transit Formula Grants*

As described in the accompanying schedule of findings and questioned costs, the District did not comply with requirements regarding AL 20.507, Federal Transit Formula Grants, described as Finding 2023-003 for Activities Allowed or Unallowed and Allowable Costs/Cost Principles and Finding 2023-004 for Procurement, Suspension & Debarment.

Compliance with such requirements is necessary, in our opinion, for the District to comply with the requirements applicable to that program.

To the Board of Directors  
Yolo County Transportation District

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### ***Other Matters***

The results of our auditing procedures disclosed instances of noncompliance which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as Findings 2023-003 and 2023-004. Our opinion on each major federal program is not modified with respect to this matter.

*Government Auditing Standards* requires the auditor to perform limited procedures on the District's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### **Report on Internal Control Over Compliance**

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control

To the Board of Directors  
Yolo County Transportation District

over compliance and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify a deficiency in internal control over compliance that we consider to be a material weakness.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as Findings 2023-003 and 2023-004 to be material weaknesses.

*A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

*Government Auditing Standards* requires the auditor to perform limited procedures on the District's response to the internal control over compliance finding identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Richardson & Company, LLP*

March 25, 2024

YOLO COUNTY TRANSPORTATION DISTRICT  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 For the Year Ended June 30, 2023

**A. SUMMARY OF AUDITOR’S RESULTS**

Financial Statements

- |  |            |
|--|------------|
| 1. Type of auditor’s report issued:  | Unmodified |
| 2. Internal controls over financial reporting:                                   |            |
| a. Material weaknesses identified  | Yes        |
| b. Significant deficiencies identified not considered to be material weaknesses? | No         |
| 3. Noncompliance material to financial statements noted?                         | Yes        |

Federal Awards

- |   |           |
|---|-----------|
| 1. Internal control over major programs:  |           |
| a. Material weaknesses identified?  | Yes       |
| b. Significant deficiencies identified not considered to be material weaknesses?                              | No        |
| 2. Type of auditor’s report issued on compliance for major programs:  | Qualified |
| 3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)? | Yes       |

4. Identification of major programs:

<u>Federal Assistance Listing (AL) Number</u>	<u>Name of Federal Program</u>
20.507	Federal Transit Formula Grants

- |   |           |
|---|-----------|
| 5. Dollar Threshold used to distinguish between Type A and Type B programs? | \$750,000 |
| 6. Auditee qualified as a low-risk auditee under 2 CFR Section 200.516(a)?  | Yes       |

**B. CURRENT YEAR FINDINGS – FINANCIAL STATEMENT AUDIT**

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING**

**Finding 2023-001 – Material Weakness**

**Condition:** Over 30 audit adjustments and closing entries were posted during the audit.

YOLO COUNTY TRANSPORTATION DISTRICT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)

For the Year Ended June 30, 2023

**Criteria:** Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP), and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

**Cause:** The District's closing procedures did not identify the adjustments needed.

**Effect:** Numerous entries were necessary to report the financial statement in accordance with GAAP.

**Context:** The District implemented a new accounting system during the year, which resulted in a number of prior year receivables and payables not being reversed. We also noted differences in the allocation of costs to federal grants that resulted in a reversal of grant revenues as described in Finding 2023-002.

**Recommendation:** We recommend the District use a closing checklist to ensure all necessary closing entries are identified during the closing period, with an emphasis on receivables and payables.

**Views of Responsible Officials and Planned Corrective Actions:** Management's response and planned corrective action is included in the Corrective Action Plan included at the end of the report.

## REPORT ON COMPLIANCE AND OTHER MATTERS

### Finding 2023-002

**Condition:** The District overclaimed LTF operating funds by \$1,351,269 during the year.

**Criteria:** According to Section 6634 of the California Code of Regulations, no operator shall be eligible to receive moneys during the fiscal year from the LTF and the STA Fund for operating or capital costs in an amount that exceeds its actual costs incurred in the fiscal year less the actual amount of fare revenues and federal grants received during the fiscal year. In addition, once an amount has been claimed for a particular purpose and has been approved by SACOG, the amount is required to be spent for the approved purpose unless an amended allocation is made under Section 6659 of the California Code of Regulations.

**Cause:** It appears expenses were under budget.

**Effect:** The amounts over-claimed resulted in excess net position that may need to be used for future expenditures before additional TDA revenues are claimed if requested by SACOG. The District's unrestricted net position exceeds the 3-6 months of operating expenses less depreciation used by SACOG as a rule of thumb as adequate to protect against unexpected expenses or a delay in the receipt of grant revenues.

**Recommendation:** We recommend the District discuss the level of unrestricted net position with SACOG to determine whether future claims need to be reduced use some of the unrestricted net position resulting from overclaimed LTF and STA revenues.

**Views of Responsible Officials and Planned Corrective Actions:** Management's response and planned corrective action is included in the Corrective Action Plan included at the end of the report.

See also finding 2023-003 described under the CURRENT YEAR FINDINGS – MAJOR FEDERAL AWARDS PROGRAMS AUDIT section of the Schedule of Findings and Questioned Costs below.

## C. CURRENT YEAR FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

### REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM

YOLO COUNTY TRANSPORTATION DISTRICT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)

For the Year Ended June 30, 2023

**Finding 2023-003 – Material Weakness**

**AL No:** 20.507

**Federal Grantor:** U.S. Department of Transportation, Federal Transit Administration, Federal Transit Formula Grants - Direct Award

**Compliance Requirements:** Activities Allowed or Unallowed and Allowable Costs/Cost Principles.

**Condition:** The District's internal controls over compliance requirements did not identify ineligible costs applied to four separate Federal Transit Administration (FTA) grants as follows.

- Section 5307 Grant Award CA-2020-173-01: The District overclaimed Route 42 and Woodland fixed route operating expenses that should have been reimbursed by a local match as required by other FTA grants applied to the same routes, resulting in ineligible costs of \$1,073,260 being charged to the program.

Questioned Costs: \$1,073,260.

- Section 5307 Grant Award CA-2022-140-01: The District overclaimed Route 42 expansion fixed route operating expenses that should have been reimbursed by a local match as the wrong federal percentage was applied in the claims, resulting in ineligible costs of \$33,129 being charged to the program.

Questioned Costs: \$33,129.

- Section 5307 Grant Award CA-2022-147-04: The District overclaimed communication expenses for Woodland paratransit operating routes, resulting in ineligible costs of \$12,513 being charged to the program.

Questioned Costs: Ineligible costs were below the \$25,000 floor for questioned costs under 2 CFR Part 200, Subpart F (Uniform Guidance), Section 200.516.

- Section 5307 Grant Awards CA-2022-204-01 and CA-2021-162-03: The District claimed engine overhaul expenses that did not qualify as preventative maintenance costs allowed by the terms and conditions of the grant, resulting in ineligible costs of \$17,902 being charged to the program.

Questioned Costs: Ineligible costs were below the \$25,000 floor for questioned costs under 2 CFR Part 200, Subpart F (Uniform Guidance), Section 200.516.

**Criteria:** 2 CFR Part 200, Subpart E (Uniform Guidance) Section 200.303 states that "The nonfederal entity must: (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award."

**Cause:** Several federal grants applied to these routes had local match requirements that were not captured by the District's review procedures due to recent staff turnover and lack of documented procedures to track expenses charged to all funding sources combined. Not all paratransit operating expenses were reported and tracked separately in the allocation spreadsheet leading to expenses being double claimed under different grants for different purposes. This is due to the allocation spreadsheet not having a summary page totaling all expenses charged to programs to make sure the total expenses allocated agree to the total population of expenses allocated.

**Effect:** Expenses were charged to more than one grant when filing claims and ineligible costs were applied, resulting in the overclaimed amounts cited above.

**Context:** The ineligible costs were discovered through reconciliation of the operating expenses and capital costs from the claims to the general ledger. It was noted that the District did not have any FTA awards for capital maintenance during the year. The overclaimed amounts of \$1,073,260, \$33,129, and \$12,513 have been

YOLO COUNTY TRANSPORTATION DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)

For the Year Ended June 30, 2023

removed from revenue as the FTA has currently approved the District claiming the expenses under different grants. There were potentially additional operating expenses under Paratransit services that could have offset some of these overclaimed amounts. The ineligible costs of \$17,902 have been submitted to the FTA through a budget revision to allow for capital funding under the two related awards and is currently pending FTA approval.

**Recommendation:** We recommend the District develop written procedures for allocating expenses to routes and purposes used to claim expenses under federal grants and to track the different funding sources applied. A summary tab should be added to the allocation spreadsheet to sum amounts for each route computed on separate tabs on the spreadsheet to make it easier to reconcile total operating expenses, preventive maintenance, insurance, communications and other expenses allocated to the population of expenses in the general ledger.

**View of Responsible Officials and Planned Corrective Action:** Management's response and planned corrective action is included at the Corrective Action Plan end of this report.

**Finding 2023-004 – Material Weakness**

**AL No:** 20.507

**Federal Grantor:** U.S. Department of Transportation, Federal Transit Administration, Federal Transit Formula Grants - Direct Award.

**Compliance Requirement:** Procurement, Suspension and Debarment.

**Condition:** The District was unable to provide documentation that the procurement of the CNG tank replacement project for five Orion buses exceeding the simplified acquisition threshold of \$250,000 was approved by the Board. There is documentation that an invitation for bid (IFB) was released for the project, but only one bid was received and the District awarded the contract to the sole bidder. Missing documentation includes support of the rationale to approve the contract absent evidence of full and open competition. The District was also not able to provide the request for proposal for review.

**Criteria:** 2 CFR Part 200 Subpart E (Uniform Guidance) states the following:

- Section 200.318(a) states that “The non-federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or service required under a Federal award or subaward. The non-Federal entity’s documented procurement procedures must conform to the procurement standards identified in Sections 200.317 through 200.327.”
- Section 200.318(i) states that “The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.”
- Section 200.320(c) states that “There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply: (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold...; (2) The item is available only from a single source; (3) The public exigency or emergency for the retirement will not permit a delay resulting from publicizing a competitive solicitation; (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or (5) After solicitation of a number of sources, competition is determined inadequate.”
- Section 200.324(a) states that “The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.”



YOLO COUNTY TRANSPORTATION DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)

For the Year Ended June 30, 2023

**Cause:** Staff turnover at the District and the need for the project to be completed by a certain date to avoid the buses losing certification led to the lack of adequate records being maintained.

**Effect:** The District was unable to prove it was in compliance with the Uniform Guidance regarding open competition on procurements.

**Context:** The CNG tank replacement needed to be completed by a certain timeframe in order for the buses to be operational, so not every step was documented. The awarded contract was signed on the date of a Board meeting, but the Board minutes did not document that this contract was reviewed nor approved by the Board.

**Recommendation:** We recommend the District establish a procurement folder on its server with subfolders for each individual procurement where documentation of each procurement is maintained, including advertising of the procurement, requests for proposals, proposals received, analysis of reasons for selecting the winning bid, executed contract, certifications by contractor if not part of proposal or executed contract, management report to board recommending which bid should be approved, board resolution approving the winning bid and for contracts under \$250,000 a memo or form documenting bids received and reason for selecting the bid, including reasons for not selecting the lowest bid if applicable. We also recommend training be provided to staff that work on procurements of the requirements under Uniform Guidance Section 2 CFR 200.318 to 200.326.

**View of Responsible Officials and Planned Corrective Action:** Management's response and planned corrective action is included at the Corrective Action Plan end of this report.

**REPORT ON INTERNAL CONTROL OVER COMPLIANCE**

See findings 2023-003 and 2023-004 above.

**D. SCHEDULE OF PRIOR YEAR FINDINGS**

**FINANCIAL STATEMENT AUDIT**

**COMPLIANCE AND OTHER MATTERS**

See finding 2022-001 described under the PRIOR YEAR FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT section of the Schedule of Findings and Questioned Costs below.

**MAJOR FEDERAL AWARD PROGRAMS AUDIT**

**Finding 2022-001 – Significant Deficiency**

**AL No:** 20.507

**Federal Grantor:** U.S. Department of Transportation, Federal Transit Administration, Federal Transit Formula Grants - Direct Award

**Award Nos.:** All awards under Assistance List (AL) Number 20.507

**Condition:** The rate per revenue mile and rate per revenue hour as well as the actual billable hours and billable miles for one route used in the spreadsheet to compute eligible expenses under grant agreements were not consistently updated to agree to the transit contractor bills during the year, which resulted in hours and mileage based fixed costs, fuel, insurance, and communication expenses to be misallocated to eligible routes when calculating expenses eligible for reimbursement. In addition, fare revenues were allocated to routes using different denominators, resulting in a misallocation of fares subtracted from operating costs among routes when determining net expenses eligible for reimbursement. These issues were not identified by the District's review procedures.

**Criteria:** 2 CFR Part 200, Subpart E (Uniform Guidance) Section 200.303 states that "The nonfederal entity must: (a) Establish and maintain effective internal control over the Federal award that provides reasonable

YOLO COUNTY TRANSPORTATION DISTRICT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)

For the Year Ended June 30, 2023

assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.”

**Cause:** The differences in the allocation spreadsheet were not identified by the District’s review procedures due to recent staff turnover and lack of documented procedures to allocate expenses to grant agreements.

**Effect:** Expenses were misallocated to individual routes and purposes, resulting in an overclaim of Woodland preventative maintenance expenses of \$12,268 under grant CA-2020-223-04.

**Recommendation:** We recommend the District develop written procedures for allocating expenses to routes and purposes used to claim expenses under federal grants, including what data should be input into the allocation spreadsheet, the formulas used to allocate each type of expense to routes, which expenses should be allocated to each route and purpose (operating, preventive maintenance, etc.) and which expenses may not be allocated to certain routes and purposes. A summary tab should be added to the spreadsheet to sum amounts for each route computed on separate tabs on the spreadsheet to make it easier to reconcile total operating expenses, preventive maintenance, insurance, communications and other expenses to the general ledger. The District should also contact the FTA to discuss how to address the \$12,268 amount overclaimed.

**Current Status:** Finding 2023-003 is a continuation of this finding.

YOLO COUNTY TRANSPORTATION DISTRICT

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2023

Federal Grantor/Pass-through Grantor/ Program or Cluster Title	Federal Assistance Listing (AL) Number	Pass-through Entity Identifying Number	Program or Award Amount	Expenses
U.S. Department of Transportation, Federal Transit Administration				
Federal Transit Formula Grants - Direct Award				
CARES Act Operating Assistance and Planning	20.507		\$ 11,009,254	\$ 702,767
Operating Assistance, Route 42 "Y" Shuttle and CNG Bus Re-Tanking	20.507		1,811,000	508,234
Operating Assistance and Preventive Maintenance, Woodland Routes	20.507		1,316,000	770,326
Operating Assistance and Preventive Maintenance, Route 42 "Y" Shuttle	20.507		1,311,653	1,104,800
Operating Assistance and Preventive Maintenance, Woodland Routes	20.507		1,034,223	786,324
Operating Assistance, Sacramento "Beyond ADA" and City of Woodland East Main Street Bus Stop Pads	20.507		495,055	27,565
Total Direct Awards			<u>16,977,185</u>	<u>3,900,016</u>
Passed-through the Sacramento Regional Transit District				
Federal Transit Formula Grants				
UC Davis Medical Center Shuttle Operations	20.507	CA-2019-157-00	1,500,000	173,064
Total Federal Transit Formula Grants			<u>18,477,185</u>	<u>4,073,080</u>
Passed through the California Department of Transportation, Division of Rail & Mass Transportation				
Formula Grants for Rural Areas and Tribal Transit Program				
Rural Operating Assistance	20.509	64BA22-02095	200,210	200,210
Total Formula Grants for Rural Areas and Tribal Transit Program			<u>200,210</u>	<u>200,210</u>
Total U.S. Department of Transportation, Federal Transit Administration			<u>18,677,395</u>	<u>4,273,290</u>
TOTAL FEDERAL AWARDS			<u>\$ 18,677,395</u>	<u>\$ 4,273,290</u>

See accompanying notes to schedule of expenditures of federal awards.

YOLO COUNTY TRANSPORTATION DISTRICT

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2023

NOTE A – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of the Yolo County Transportation District (the District) under programs of the federal government for the year ended June 30, 2023. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the District's operations, it is not intended to be and does not present the financial position, changes in net position, or cash flows of the District.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenses reported on the Schedule are reported on the accrual basis of accounting. Such expenses are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenses are not allowable or are limited as to reimbursement.

NOTE C – INDIRECT COST ALLOCATION PLAN

The District did not allocate any indirect costs to its federal programs.

NOTE D – SUBRECIPIENTS

There were no amounts passed through to subrecipients for the year ending June 30, 2023.

NOTE E – PRIOR YEAR EXPENSES REPORTED ON THE SEFA

The District reported engine rebuild expenses incurred during the year ended June 30, 2022 of \$26,256 on the SEFA for the year ended June 30, 2023 as the expenses were not approved by the awarding agency during the current year.

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March 28, 2024

**Richardson & Company LLP  
550 Howe Avenue, Suite 210  
Sacramento, California 95825**

**Subject: Yolo County Transportation District (YCTD) FY 2022-2023 Single Audit Management Response and Corrective Action Plan**

**Finding 2023-001 – Material Weakness**

**Condition:** Over 30 audit adjustments and closing entries were posted during the audit.

**Criteria:** Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP), and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

**Cause:** The District's closing procedures did not identify the adjustments needed.

**Effect:** Numerous entries were necessary to report the financial statement in accordance with GAAP.

**Context:** The District implemented a new accounting system during the year, which resulted in a number of prior year receivables and payables not being reversed. We also noted differences in the allocation of costs to federal grants that resulted in a reversal of grant revenues as described in Finding 2023-002.

**Recommendation:** We recommend the District use a closing checklist to ensure all necessary closing entries are identified during the closing period, with an emphasis on receivables and payables.

**Views of Responsible Officials and Planned Corrective Actions:**

Management acknowledges the audit finding and agrees with the recommendation. The issues identified resulted from significant changes in the Finance department, specifically, implementing a new financial system, absorbing the Payroll and HR functions previously managed by the County, staff's limited experience leading many of the year-end duties, and turnover in key positions. Management is committed to evaluating procedures, providing ongoing training, and addressing the issues by aligning our procedures and checklists with recent changes. We will establish a closing checklist with specific assigned duties and resources to ensure all necessary reconciliations and entries are identified and completed during the closing period.

**Finding 2023-002**

**Condition:** The District overclaimed LTF operating funds by \$1,351,269 during the year.

**Criteria:** According to Section 6634 of the California Code of Regulations, no operator shall be eligible to receive moneys during the fiscal year from the LTF and the STA Fund for operating or capital costs in an amount that exceeds its actual costs incurred in the fiscal year less the actual amount of fare revenues and federal grants received during the fiscal year. In addition, once an amount has been claimed for a particular purpose and has been approved by SACOG, the amount is required to be spent for the approved purpose unless an amended allocation is made under Section 6659 of the California Code of Regulations.

**Cause:** It appears expenses were under budget.

**Effect:** The amounts over-claimed resulted in excess net position that may need to be used for future expenditures before additional TDA revenues are claimed if requested by SACOG. The District's unrestricted net position exceeds the 3-6 months of operating expenses less depreciation used by SACOG as a rule of thumb as adequate to protect against unexpected expenses or a delay in the receipt of grant revenues.

**Recommendation:** We recommend the District discuss the level of unrestricted net position with SACOG to determine whether future claims need to be reduced use some of the unrestricted net position resulting from overclaimed LTF and STA revenues.

**Views of Responsible Officials and Planned Corrective Actions:**

Management agrees with the recommendation and acknowledges the importance of prudent monitoring and oversight of LTF and STA revenues. We are actively collaborating with the granting agency to offset the overclaimed funds with FY2023-2024 eligible expenses. The District is committed to promptly resolving this matter before submitting any additional claims.

**Finding 2023-003 – Material Weakness**

**AL No:** 20.507

**Federal Grantor:** U.S. Department of Transportation, Federal Transit Administration, Federal Transit Formula Grants - Direct Award

**Compliance Requirements:** Activities Allowed or Unallowed and Allowable Costs/Cost Principles.

**Condition:** The District's internal controls over compliance requirements did not identify ineligible costs applied to four separate Federal Transit Administration (FTA) grants as follows.

- Section 5307 Grant Award CA-2020-173-01: The District overclaimed Route 42 and Woodland fixed route operating expenses that should have been reimbursed by a local match as required by other FTA grants applied to the same routes, resulting in ineligible costs of \$1,073,260 being charged to the program.

Questioned Costs: \$1,073,260.

- Section 5307 Grant Award CA-2022-140-01: The District overclaimed Route 42 expansion fixed route operating expenses that should have been reimbursed by a local match as the wrong federal percentage was applied in the claims, resulting in ineligible costs of \$33,129 being charged to the program.

Questioned Costs: \$33,129.

- Section 5307 Grant Award CA-2022-147-04: The District overclaimed communication expenses for Woodland paratransit operating routes, resulting in ineligible costs of \$12,513 being charged to the program.

Questioned Costs: Ineligible costs were below the \$25,000 floor for questioned costs under 2 CFR Part 200, Subpart F (Uniform Guidance), Section 200.516.

- Section 5307 Grant Awards CA-2022-204-01 and CA-2021-162-03: The District claimed engine overhaul expenses that did not qualify as preventative maintenance costs allowed by the terms and conditions of the grant, resulting in ineligible costs of \$17,902 being charged to the program.

Questioned Costs: Ineligible costs were below the \$25,000 floor for questioned costs under 2 CFR Part 200, Subpart F (Uniform Guidance), Section 200.516.

**Criteria:** 2 CFR Part 200, Subpart E (Uniform Guidance) Section 200.303 states that “The nonfederal entity must: (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.”

**Cause:** Several federal grants applied to these routes had local match requirements that were not captured by the District’s review procedures due to recent staff turnover and lack of documented procedures to track expenses charged to all funding sources combined. Not all paratransit operating expenses were reported and tracked separately in the allocation spreadsheet leading to expenses being double claimed under different grants for different purposes. This is due to the allocation spreadsheet not having a summary page totaling all expenses charged to programs to make sure the total expenses allocated agree to the total population of expenses allocated.

**Effect:** Expenses were charged to more than one grant when filing claims and ineligible costs were applied, resulting in the overclaimed amounts cited above.

**Context:** The ineligible costs were discovered through reconciliation of the operating expenses and capital costs from the claims to the general ledger. It was noted that the District did not have any FTA awards for capital maintenance during the year. The overclaimed amounts of \$1,073,260, \$33,129, and \$12,513 have been removed from revenue as the FTA has currently approved the District claiming the expenses under different grants. There were potentially additional operating expenses under Paratransit services that could have offset some of these overclaimed amounts. The ineligible costs of \$17,902 have been submitted to the FTA through a budget revision to allow for capital funding under the two related awards and is currently pending FTA approval.

**Recommendation:** We recommend the District develop written procedures for allocating expenses to routes and purposes used to claim expenses under federal grants and to track the different funding sources applied. A summary tab should be added to the allocation spreadsheet to sum amounts for each route computed on separate tabs on the spreadsheet to make it easier to reconcile total operating expenses, preventive maintenance, insurance, communications and other expenses allocated to the population of expenses in the general ledger.

**View of Responsible Officials and Planned Corrective Action:**

Management acknowledges the audit finding and agrees with the recommendation. The District is taking immediate corrective action by training staff and seeking temporary assistance to support operations during ongoing training and improvement. While the new financial system aimed to enhance our processes and efficiencies, we recognize the need to modify the general ledger processes to better detect required transactions. The District will focus promptly on resolving these



issues to prevent future errors and oversights. Further, we will prioritize reviewing all grant award agreements and collaborating closely with our grant program coordinators to ensure compliance and accuracy in grant-related activities.

**Finding 2023-004 – Material Weakness**

**AL No:** 20.507

**Federal Grantor:** U.S. Department of Transportation, Federal Transit Administration, Federal Transit Formula Grants - Direct Award.

**Compliance Requirement:** Procurement, Suspension and Debarment.

**Condition:** The District was unable to provide documentation that the procurement of the CNG tank replacement project for five Orion buses exceeding the simplified acquisition threshold of \$250,000 was approved by the Board. There is documentation that an invitation for bid (IFB) was released for the project, but only one bid was received, and the District awarded the contract to the sole bidder. Missing documentation includes support of the rationale to approve the contract absent evidence of full and open competition. The District was also not able to provide the request for proposal for review.

**Criteria:** 2 CFR Part 200 Subpart E (Uniform Guidance) states the following:

- Section 200.318(a) states that “The non-federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or service required under a Federal award or subaward. The non-Federal entity’s documented procurement procedures must conform to the procurement standards identified in Sections 200.317 through 200.327.”
- Section 200.318(i) states that “The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.”
- Section 200.320(c) states that “There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply: (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold...; (2) The item is available only from a single source; (3) The public exigency or emergency for the retirement will not permit a delay resulting from publicizing a competitive solicitation; (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or (5) After solicitation of a number of sources, competition is determined inadequate.”
- Section 200.324(a) states that “The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.”

**Cause:** Staff turnover at the District and the need for the project to be completed by a certain date to avoid the buses losing certification led to the lack of adequate records being maintained.

**Effect:** The District was unable to prove it was in compliance with the Uniform Guidance regarding open competition on procurements.

**Context:** The CNG tank replacement needed to be completed by a certain timeframe in order for the buses to be operational, so not every step was documented. The awarded contract was signed on the date of a Board meeting, but the Board minutes did not document that this contract was reviewed nor approved by the Board.

**Recommendation:** We recommend the District establish a procurement folder on its server with subfolders for each individual procurement where documentation of each procurement is maintained, including advertising of the procurement, requests for proposals, proposals received, analysis of reasons for selecting the winning bid, executed contract, certifications by contractor if not part of proposal or executed contract, management report to board recommending which bid should be approved, board resolution approving the winning bid and for contracts under \$250,000 a memo or form documenting bids received and reason for selecting the bid, including reasons for not selecting the lowest bid if applicable. We also recommend training be provided to staff that work on procurements of the requirements under Uniform Guidance Section 2 CFR 200.318 to 200.326.





**View of Responsible Officials and Planned Corrective Action:**

Management agrees with the recommendation and acknowledges the importance of complying with uniform guidance regarding open and competitive procurements. Due to key staff turnover, the District could not locate documentation for the CNG tank replacement procurement to prove compliance with uniform guidance. In addition, the reason the agreement was not brought to the Board for approval could not be determined by current staff. To address the issues, the District will review its procurement and documentation procedures in addition to establishing checklists to ensure compliance and proper records retention.

**YCTD Contact Person Responsible for the Correction Actions;** Chas Ann Fadrigio, Director of Finance & Administration/CFO, [CFadrigio@yctd.org](mailto:CFadrigio@yctd.org)



**Chas Ann Fadrigio**  
Director of Finance & Administration/CFO

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## MANAGEMENT LETTER

To the Board of Directors and Management  
Yolo County Transportation District  
Woodland, California

In planning and performing our audit of the financial statements of Yolo County Transportation District (the District) as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiency in internal control to be a material weakness:

As discussed in the compliance report, we identified over 30 audit adjustments and closing entries during the audit. The District should consider adding additional closing procedures and using a disclosure checklist to identify all entries during the closing process.

The following additional comments are provided for your consideration:

We noted the District entered into a subaward agreement during the year in which the City of Woodland is the subrecipient of an FTA grant passed through the District. As a pass-through entity of a federal award, the District must comply with certain requirements cited in 2 CFR part 200, Subpart F (Uniform Guidance) Section 200.331, including evaluating "each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring." We recommend the District create written subrecipient monitoring policies and procedures that includes steps to assess the subrecipient's risk of noncompliance and to document the monitoring procedures to be performed as a result of the assessment.

The District's benefits policy indicates that vacation, administrative leave, compensatory time off and floating holidays are payable at separation. We recommend the district sum these hours on the detail by

employee when preparing the compensated absences liability calculation for comparison to hours used in computing the liability.

The District has several minor receivable and payable amounts that rolled over from the previous accounting system that were likely paid and were still recorded as receivables and payables. The District should research the amounts and post adjusting entries to clear the receivables and payables.

We posted several closing entries for receivable and payables. The District should more thoroughly reconcile receivables and payables in preparation for the audit. Each prior year receivable and payable should be reviewed to determine whether received/paid and current year grants reconciled to qualifying expenses and the appropriate closing entry should be posted. Worksheets supporting the ending receivable and payable balances should include each material account and should indicate the grant number or vendor name and period of the receivable/payable to make it easier to identify whether cut-off is appropriate.

We noted a State of Good Repair transaction was recorded in a State Transit Assistance capital revenue account. We recommend using a separate revenue account for State of Good Repair transactions to make the revenue easier to reconcile to the use on capital additions.

We recommend the District consider including in the Purchasing Card Policy that employees should not use personal credit cards to circumvent the purchasing card policy and that benefits for District purchases from the credit card issuer, such as cash back or other rewards, should accrue solely to the District.

\* \* \* \* \*

This communication is intended solely for the information and use of management, the Board of Directors, SACOG and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Richardson & Company, LLP*

March 25, 2024

**BOARD COMMUNICATION: YOLO TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Yolo 80 Managed Lanes Update	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>8d</b> <b>Informational</b>
		<b>Attachments:</b> Yes <u>No</u>
<b>Prepared By: B. Abbanat</b>		<b>Meeting Date: May 13, 2024</b>

**RECOMMENDATION:**

Informational.

**BACKGROUND:**

Note: This staff report focuses on updating the CAC on project activities since the April 8<sup>th</sup> Board meeting. Staff reports dating to the project’s inception can be found on the YoloTD website:

Yolotd.org → Planning & Projects → Freeways & Roads

**Key Activities Since April Board Meeting**

1. CTC Hosts CARTA Tolling Application Public Hearing

Consistent with AB 194 requirements, the CTC Hosted a public hearing on April 9<sup>th</sup> in West Sacramento to receive a presentation from the CARTA team and public input.

2. SACOG Hosts Interagency Consultation on Project-Level Air Quality Conformity

On April 16<sup>th</sup>, SACOG hosted an interagency consultation meeting with Caltrans District 3, FHWA, EPA, and CARB to determine whether the Yolo 80 Managed Lanes project is a project of air quality concern. EPA and CARB, who have jurisdiction over the topic deferred action and met with Caltrans District 3 to address their comments. On April 26<sup>th</sup>, the federal EPA and FHWA concurred with the determination that the I-80 and U.S.-50 Managed Lanes project is not a project of air quality concern.

3. Environmental Process Complete

Caltrans received several hundred comments on the Yolo 80 Managed Lanes EIR and provided responses. Caltrans released responses to comments from governmental agencies around April 5<sup>th</sup>. The Notice of Determination was filed on May 1<sup>st</sup>. The Final Environmental Document (FED) can be found at the below link:

<https://ceqanet.opr.ca.gov/2021060117/5>

4. YoloTD Citizens Advisory Committee: Caltrans Cooperative Agreement to Obligate INFRA Funds

Obligating the awarded INFRA construction funds is required by congressional statute to occur by September 30, 2024. As YoloTD is the recipient of these funds and Caltrans District 3 is the lead agency for design and construction, a cooperative agreement between YoloTD and Caltrans District 3 is needed for Caltrans to submit a Request for Authorization (RFA) to FHWA to obligate the INFRA funds. Submitting the RFA and receiving approval from FHWA are the final administrative

steps prior to breaking ground, assuming May CTC approval of the CARTA tolling application and Caltrans TCEP funding approval which will fully fund the Phase 1 project. This is a significant project milestone and one for which a CAC recommendation and Board action is needed (the latter of which the Board will receive at the June meeting). Executing the RFA will enable the project to obligate the INFRA funds within the September 30, 2024 statutory requirement. Failure to execute the RFA and obligate funding will result in the loss of INFRA funds.

On May 7, the CAC held a spirited discussion around the project and the significance of obligating the INFRA funds. Two motions were made at the meeting: The first motion recommended against obligating the INFRA funds, which failed on a 2-3 vote. The second motion approved the staff recommendation to obligate the INFRA funds, which carried on a 3-2 vote. This item will be brought to the YoloTD Board at the June 10<sup>th</sup> meeting.

### Project Timeline

The below timeline illustrates key project milestones completed to date and forthcoming steps toward completing procedural requirements leading to project construction.

