

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Resolution 2022-18: Yolo Active Transportation Corridors (YATC) Professional Services Agreement with Fehr & Peers	Agenda Item#:	3g Info/Discussion
	Agenda Type:	
Agenda Type:		Meeting Date: November 14, 2022
Prepared By: B. Abbanat		

RECOMMENDATION:

Adopt Resolution 2022-18 authorizing the Executive Director to execute the following for the Yolo Active Transportation Corridors (YATC) project:

1. Execute a \$1.2 million U.S. Department of Transportation RAISE Grant Agreement.
2. Execute a \$560,000 Phase 1 Professional Services Agreement with Fehr & Peers.

BACKGROUND:

In summer 2021, YCTD applied for and was awarded \$1.2 million from the federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program for the \$1.7 million Bike & Pedestrian Trail Network Planning Project. The project has since been re-branded as Yolo Active Transportation Corridors (YATC) to better reflect its purpose as a plan for developed transportation corridors and avoid potential confusion with undeveloped, recreational trails.

YATC will develop an active transportation plan for a network of multiuse facilities that will help to address barriers to mobility for low-income and minority residents of Yolo County. This planning project will build upon YCTD’s recent efforts to explore how public interest design of transportation services can be used to address the needs of the region’s most isolated and disadvantaged areas.

Project updates to the Board were given on May 9th and June 13th. On October 10th, the Board authorized the Executive Director to execute the RAISE Transportation Grant Program First-Tier Subrecipient Agreement with Caltrans, which clarifies the roles and responsibilities between Caltrans and. YCTD with respect to the RAISE funding

FHWA Agreement

The YCTD/FHWA agreement is currently under review at FHWA headquarters. The attached resolution will authorize the Executive Director to execute that \$1.2 million agreement once completed.

Professional Services Agreement with Fehr & Peers

Consultant Selection Process:

The professional services agreement with Fehr & Peers represents the culmination of a Federally compliant consultant selection process. In late June, staff published a Request for Qualifications (RFQ) in accordance with June Board direction. Staff received three (3) submittals from the following consulting teams:

- Alta Planning & Design
- Fehr & Peers
- Toole Design

YCTD and the interagency Technical Advisory Committee evaluated submittals and invited all three teams for interviews on August 3rd. Based on the evaluation process, all three consulting teams were qualified to provide the requested services, with Fehr & Peers emerging as the preferred vendor. Average scores for consulting teams follow:

Team	Avg Score
Fehr & Peers	93.5
Toole Design	88.0
Alta Planning & Design	75.8

Fehr & Peers was selected due to their strong technical expertise and robust, thoughtful, community engagement approach, particularly with respect to underserved communities. They also have an experienced project manager, strong subconsultants, and a well-rounded bench of expertise.

Phase 1 Agreement:

This project is split into two phases as the \$1.2 million RAISE-funded scope of work includes design and engineering, which must be informed by aspects of Phase 1 and thus, the level of effort cannot be accurately estimated by the consulting team. Staff and consultants collaboratively developed the Phase 1 proposal. As discussed in prior staff reports, overlap will occur between Phases 1 and 2. However, Staff will return to the Board to approve an amended agreement for Phase 2 work at the appropriate time.

Attachments

1. Resolution
2. YATC Phase 1 Proposal

YOLO COUNTY TRANSPORTATION DISTRICT

RESOLUTION NO. R 2022-18

AUTHORIZATION TO EXECUTE 1) USDOT RAISE GRANT AGREEMENT FOR THE YOLO ACTIVE TRANSPORTATION CORRIDORS (YATC) PROJECT AND 2) A PROFESSIONAL SERVICES AGREEMENT WITH FEHR & PEERS FOR PHASE 1 OF THE YATC PROJECT

WHEREAS, the Yolo County Transportation District (YCTD) was awarded a \$1.2 million grant from the federal Department of Transportation’s Reinvesting in American Infrastructure with Sustainability and Equity (RAISE) for the subject project; and

WHEREAS, FHWA is the administering federal agency for appropriating the RAISE funds; and

WHEREAS, YCTD and FHWA will enter into a RAISE Grant Agreement upon completion of review by FHWA Headquarters for the Yolo County Transportation District Bike & Pedestrian Trail Network Planning Project which has been rebranded the Yolo Active Transportation Corridors (YATC) project; and

WHEREAS, YCTD has selected a consulting team led by Fehr & Peers via a federally compliant procurement process; and

WHEREAS, YCTD staff and Fehr & Peers have collaboratively developed a professional services proposal for Phase 1 of the YATC project; and

WHEREAS, YCTD staff and Fehr & Peers will return to the Board at the appropriate time with a proposed agreement amendment for Phase 2 of the YATC project, which will include design and engineering services.

NOW, THEREFORE, RESOLVED, ORDERED, AND FOUND by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, to authorize the YCTD Executive Director to execute:

- A \$1.2 million Department of Transportation RAISE Grant Agreement.
- A \$560,000 Professional Services Agreement with Fehr & Peers for Phase 1 of the YATC project.

PASSED AND ADOPTED by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 14th day of November, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Don Saylor, Chair

Board of Directors

ATTEST:

Mimi Koh, Clerk
Board of Directors

Approved as to Form:

Hope P. Welton, District Counsel

Memorandum

Date: October 27, 2022
To: Brian Abbanat, YCTD
From: Greg Behrens and Adrian Engel, Fehr & Peers
Subject: **Yolo Active Transportation Corridors Plan – Draft Scope of Work**

SA22-0164

The purpose of this memorandum is to present the draft scope of work prepared by Fehr & Peers for the Yolo Active Transportation Corridors (YATC) Plan for review by Yolo County Transportation District (YCTD) staff and partner agencies who comprise the YATC Technical Advisory Committee (TAC). This scope of work was prepared based on the YATC Request for Qualifications (RFQ), the YATC RAISE grant application, and subsequent discussions between Fehr & Peers and YCTD staff.

Per our discussions, this scope of work addresses the initial planning and outreach phase of the YATC project, comprised of Tasks 1 (Project Management), 2 (Existing Conditions Assessment), 3 (Public Outreach & Community Engagement), and 4 (Plan Preparation) identified in the RAISE grant application. Additionally, as requested by YCTD, this scope of work includes Task 5 (I-505/Grant Avenue Project Coordination). A subsequent scope of work for the design, engineering, and environmental phase of the YATC project will be prepared once additional information is available regarding the priority corridors identified during the YATC planning process.



Scope of Work

Task 1. Project Management

Task 1.1. Project Kick-Off Meeting

The Fehr & Peers team will attend a project kick-off meeting with YCTD staff within one week of receiving notice to proceed. The project kick-off meeting will serve to solidify the project schedule, communication protocols, and roles and responsibilities. Prior to the kick-off meeting, Fehr & Peers will coordinate with the YCTD project manager to confirm the list of attendees. Additionally, Fehr & Peers will prepare and distribute a meeting agenda.

At the kick-off meeting, attendees will review and confirm the following:

- Scope of work, key project deliverables, and project schedule
- Members of the Technical Advisory Committee (TAC) and the Steering Committee (SC)
- Key project outcomes
- Preferred communication protocols
- Day and time for the bi-weekly project coordination meetings described in Task 1.2

Following the meeting, Fehr & Peers will prepare and distribute meeting minutes.

Task 1.2. Project Coordination Meetings

The Fehr & Peers team will attend bi-weekly (every other week) virtual project coordination meetings with YCTD staff to discuss progress, schedule, issues, and/or other items that need attention and direction. Fehr & Peers will coordinate with the YCTD project manager to determine a desirable regular day and time for the project coordination meetings. Fehr & Peers will prepare an agenda and minutes for every project coordination meeting and distribute these items to meeting attendees.

Fehr & Peers will attend every bi-weekly project coordination over the 12-month duration of the project (for a total of 26 meetings). UC Davis CRC will attend up to 12 project coordination meetings, and Place It! and Zander Design will attend up to 6 project coordination meetings each.



Task 1.3. Monthly Invoicing

The Fehr & Peers team will prepare monthly invoices and progress report notes describing the work accomplished during the invoice period. Fehr & Peers will submit invoices and progress report notes encompassing all consultant team member activities to YCTD on a monthly basis.

Deliverables

- Kick-off meeting agenda and minutes
- Project coordination meeting agenda and minutes
- Monthly invoices and progress report notes



Task 2. Existing Conditions Assessment

Task 2.1. State, Regional, and Local Agency Plan/Policy Review

Fehr & Peers will review the following state, regional, and local agency planning and policy documents related to active transportation in Yolo County:

- California Transportation Plan 2040
- Toward and Active California: State Bicycle and Pedestrian Plan
- Caltrans District 3 Active Transportation Plan
- I-80 Comprehensive Multimodal Corridor Plan
- SACOG 2020 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS)
- SACOG Sacramento Region Parks and Trails Strategic Development Plan
- SACOG Next Generation Transit Strategy
- Great Delta California Delta Trail Blueprint Report for Contra Costa and Solano Counties
- Davis-Woodland Alternative Transportation Corridor Feasibility Study
- County of Yolo Bicycle Transportation Plan
- Yolo County Improvement Standards
- YCTD Comprehensive Operational Analysis (COA) Assessment Study
- Cache Creek Area Plan
- Cache Creek Parkway Plan
- County of Yolo 2030 Countywide General Plan
- Yolo County Strategic Plan
- Town of Esparto Community Plan
- Capay Valley Area Community Plan
- Clarksburg Community Plan
- Town of Dunnigan Community Plan
- Comprehensive Community Plan for the Town of Knights Landing
- Yolo County Community Health Needs Assessment 2022-2024
- Dignity Health Woodland Memorial Hospital Community Health Needs Assessment 2022
- Sutter Davis Hospital Community Health Needs Assessment 2019
- City of Davis Transportation Implementation Plan
- City of Davis Street Design Standards
- City of Davis Beyond Platinum Bicycle Action Plan
- City of Davis Local Roadway Safety Plan



- City of Davis General Plan
- City of West Sacramento Mobility Action Plan
- City of West Sacramento Bicycle, Pedestrian, and Trails Master Plan
- City of West Sacramento Street Design Standards
- City of West Sacramento General Plan
- City of Winters Transportation Improvements Standards
- City of Winters Bikeway System Master Plan
- City of Winters Grant Avenue/SR 128/Russell Boulevard Complete Streets Concept Plan
- City of Winters General Plan
- City of Woodland Transportation System Design Standards
- City of Woodland Bicycle Transportation Plan
- City of Woodland General Plan
- UC Davis Institute of Transportation Studies Campus Travel Survey
- UC Davis Bicycle & Transit Network Study
- UC Davis Long Range Development Plan

Additionally, Fehr & Peers is familiar with national and state best practices in active transportation planning and complete streets design and will incorporate appropriate best practices into the YATC Plan.

Task 2.2. Data Collection

Fehr & Peers will use a variety of both proprietary and publicly available datasets to better understand existing active transportation facilities, potential barriers to bicycling or walking, and existing and potential future (latent) demand for bicycling and walking in Yolo County. Fehr & Peers will collect the following data regarding existing land use patterns, socioeconomic factors, travel patterns, and active transportation system characteristics within Yolo County:

- Roadway data: Fehr & Peers will identify the following characteristics of major roadways on roadways within unincorporated Yolo County:
 - Functional classification
 - Number of travel lanes
 - Posted speed limits
 - Average daily traffic (ADT) volumes (as available from preexisting traffic counts)
 - Intersection controls
 - Major agricultural/truck routes



- Bicycle infrastructure data: Type (Class I through Class IV) and location of existing bikeways in unincorporated Yolo County.
- Pedestrian infrastructure data: Location of existing sidewalks and marked crosswalks in unincorporated Yolo County.
- Collision data: Using UC Berkeley's Safe Transportation Research & Education Center (SafeTREC) Transportation Injury Mapping System (TIMS) data, Fehr & Peers will identify the locations and characteristics of collisions involving bicyclists or pedestrians that have occurred in unincorporated Yolo County within the last five years.
- Socioeconomic data: Fehr & Peers will compile US Census Bureau data including population, employment, age, race, and gender. Fehr & Peers will additionally compile equity-related data including CalEnviroScreen (including SB 535 disadvantaged communities), minority communities, low-income communities, Healthy Places Index, share of students utilizing free and reduced-price meal programs at each school, and zero-automobile households.
- Land use data: Fehr & Peers will collaborate with TAC member agency staff to identify existing and future land use patterns including locations of activity centers such as multifamily housing, employment centers, schools, parks, senior facilities, and retail destinations.
- Transit data: Fehr & Peers will identify existing transit services and facilities (e.g., bus stops and rail stations).
- Mode share data: Fehr & Peers will utilize US Census Bureau Journey to Work data and data from the UC Davis Institute of Transportation Studies Campus Travel Survey to identify existing commute mode share for Yolo County residents and UC Davis campus affiliates, respectively. Additionally, Fehr & Peers will review available mode share information for Yolo County residents from the latest versions of the California Household Travel Survey and the SACOG Regional Household Travel Survey.
- Bicycle parking data: Fehr & Peers will summarize information about the locations of bicycle storage facilities (e.g., racks, lockers, etc.), at schools, parks, and government facilities within unincorporated Yolo County.
- Origin-destination travel patterns: Fehr & Peers will acquire historic (since 2018) origin-destination data from a mobile device big data vendor (e.g., StreetLight Data) for vehicle trips that begin or end within Yolo County. The origin-destination dataset will be disaggregated to the community- or neighborhood-level to identify travel patterns between and within Yolo County communities (e.g., Esparto to/from Capay). The primary purpose of this dataset will be to identify common origin-destination pairs, particularly those with trips lengths of three miles or less, that could reasonably be fulfilled through bicycling or walking.
- Commute patterns: Fehr & Peers will utilize US Census Bureau Longitudinal Employer-Household Dynamics (LEHD) and the LEHD Origin and Destination Employment Statistics



- (LODES) data to understand commute-specific travel patterns for residents of Yolo County. While this data is free and easy to use, it does have limitations. For example, farmworkers' employment addresses will typically be listed as the business office of the farm owner rather than the fields they commute to on a daily basis.
- Active transportation suitability: Fehr & Peers has developed a data layer for the entire United States that uses various socioeconomic data to estimate the suitability for local populations to use active transportation if adequate infrastructure was provided. Fehr & Peers will utilize this tool to identify barriers and opportunities for active transportation use in Yolo County.
 - Traffic counts: Fehr & Peers will collect daily bicycle and pedestrian traffic counts at up to 15 locations. The counts will be conducted on one typical weekday and one typical weekend day (two days total). The traffic count locations will be determined in consultation with YCTD staff and the TAC.
 - Field Data Collection: Fehr & Peers has budgeted 48 hours of professional staff time to conduct targeted field investigations to observe and document area-specific active transportation infrastructure and travel behavior (i.e., to close critical gaps in the data/information listed above).

Following the project kick-off meeting, Fehr & Peers will prepare and distribute a Request for Information (RFI) to the TAC. The RFI will include relevant data and information listed above that may already be available from TAC member agencies.

Task 2.3. Existing Conditions Analysis

The Fehr & Peers team will use the data collected in Task 2.2 to prepare the following:

- Existing and planned active transportation facilities: Fehr & Peers will prepare exhibits that illustrate the locations and types of existing and planned bicycle and pedestrian facilities within unincorporated Yolo County. Facilities of countywide significance located within incorporated areas and adjoining cities/counties will also be included.
- Collision analysis: Fehr & Peers will analyze and map collisions involving bicyclists and pedestrians that occurred within unincorporated Yolo County over the past five years, including hot spots and primary collision factors.
- Bikeway and sidewalk gap analysis: Fehr & Peers will analyze and map where there are gaps in the sidewalk network, missing crosswalks or curb ramps, and missing links in the bicycle network within unincorporated Yolo County. This analysis will focus on portions of the unincorporated Yolo County transportation network that accommodate bicycle and pedestrian travel demand (e.g., portions of county roads near bicycle/pedestrian trip generators, transit stops, etc.). This analysis will also consider connections to bicycle and pedestrian networks within incorporated Yolo County communities and in the adjoining cities/counties.



- Level of Traffic Stress analysis: Fehr & Peers will use its StreetScore+ tool to conduct a Level of Traffic Stress (LTS) analysis to identify the comfort level of walking or biking on the unincorporated Yolo County transportation system. Locations where it is uncomfortable to walk or bike serve as barriers to walking and biking, making it less likely that people in the County will walk or bike to meet their transportation needs. This work will inform our guidance on bikeway selection.
- Community equity analysis: Fehr & Peers will analyze and map neighborhoods, including disadvantaged, low-income, and minority communities within unincorporated and incorporated Yolo County communities, that may be underserved by bicycle and pedestrian infrastructure or which may experience a disproportionate share of collisions involving bicyclists and pedestrians.
- Connectivity analysis: An analysis of connectivity for major local activity centers (e.g., schools, parks, shopping centers, etc.), including walkshed and bikeshed analysis for up to 10 locations in unincorporated Yolo County to be determined in consultation with YCTD staff and the TAC. This analysis can be used in conjunction with the gap analysis to identify opportunities to increase the number of residents who are able to walk or bike to and from these destinations.
- Intermodal connections analysis: Fehr & Peers will analyze and map connectivity around major transit stops/stations within unincorporated Yolo County. Accessibility to bus stops will be analyzed using the BetterBusBuffers methodology which combines typical network analysis with General Transit Feed Specification (GTFS) data on frequency. Based on YCTD staff input, Fehr & Peers will inventory stop accessibility and support infrastructure at the 10 highest ridership (or otherwise most critical) bus stops.
- Origin-destination and commute pattern analysis: Fehr & Peers will utilize the mobile device origin-destination data and commute pattern data to analyze travel and commute patterns within Yolo County. This will include an analysis of major origin-destination pairs for internal and external trips as well as commute pattern trends since 2002.
- Existing and future bicycle and walking travel demand analysis: Fehr & Peers will estimate existing and future active transportation demand at up to 15 locations within unincorporated Yolo County using the data collected in Task 2.2. The existing and future demand estimates will be developed in a way that allows them to be used at the community level and at the project level for Caltrans ATP grant applications.
- User needs assessment: Fehr & Peers will overlay the technical analyses described above with public and stakeholder input (as described in Task 3) to prepare a comprehensive assessment of where active transportation infrastructure improvements are most needed. Once complete, this assessment will be used to roll up all identified needs into a series of focus areas that will include targeted complete streets and trails corridors and spot improvement areas to be developed into projects in Task 4.



Task 2.4. Documentation

Fehr & Peers will prepare a report that summarizes the data collected and findings from the existing conditions analyses described in Tasks 2.1, 2.2, and 2.3. Fehr & Peers will prepare maps and tables to accompany the report.

Fehr & Peers will prepare a Draft Existing Conditions Report for review by YCTD and the TAC. Fehr & Peers will prepare a Final Existing Conditions Report following receipt of one set of consolidated comments from YCTD. An executive summary will be produced and translated into Spanish.

Deliverables

- Draft and Final Existing Conditions Report

Task 3. Public Outreach & Community Engagement

In addition to input from the general public and local decision makers, the YATC will consider input from a Technical Advisory Committee (TAC) comprised of local partner agencies and a Steering Committee (SC) comprised of stakeholders including those in the private, public, and non-profit sectors, the business community, agricultural interest groups, environmental interest groups, public health advocates and service providers, Tribal Governments and tribal communities, local schools and universities, and other community-based organizations (CBOs). The YATC public outreach process will place an emphasis on engaging disadvantaged and hard-to-reach communities throughout Yolo County.

Task 3.1. Public Outreach Plan

The Fehr & Peers team will prepare a comprehensive public outreach plan to guide stakeholder and community engagement activities throughout the duration of the YATC Plan development process. The public outreach plan will identify specific strategies and milestones to engage the TAC, the SC, decision makers, and the community at large.

The Fehr & Peers team will prepare a Draft Public Outreach Plan for review by YCTD staff and the TAC. The Draft Public Outreach Plan will include a contact list for members of the TAC, members of the SC, and other stakeholders. The Fehr & Peers team will update and maintain the contact list throughout the YATC development process. The Fehr & Peers team will prepare a Final Public Outreach Plan following receipt of one set of consolidated comments from YCTD.



Task 3.2. Project Style Guide

Fehr & Peers will prepare a Project Style Guide to establish a consistent visual identity for project-related materials. This will include a project logo, color palette, and typography. Fehr & Peers will focus on establishing an attractive and eye-catching visual identity options inspired by the identity of the local communities, the YATC project goals, and input from YCTD staff and the TAC.

Fehr & Peers will prepare a Draft Project Style Guide for review by YCTD staff, including the YCTD Communications & Marketing Specialist, and the TAC. The Draft Project Style Guide will include up to three visual identity options for selection by YCTD and the TAC. Fehr & Peers will prepare a Final Project Style Guide following receipt of one set of consolidated comments from YCTD.

Fehr & Peers will utilize the Project Style Guide to prepare a technical memorandum and report template in Microsoft Word format, a presentation slide template in Microsoft PowerPoint format, and outreach collateral templates (e.g., mailers, social media posts, etc.) in InDesign format.

Task 3.3. Project StoryMap

Fehr & Peers will develop and maintain (over the duration of the YATC Plan development process) an ArcGIS StoryMap to present information regarding the project goals and objectives, existing conditions analysis, planned active transportation network, and active transportation project recommendations. The StoryMap is a highly visual and interactive tool that will be used to present project information and allow users to interact with ArcGIS maps and datasets prepared over the course of the YATC project.

Fehr & Peers will update and maintain the StoryMap at the following milestones over the course of the YATC Plan development process as new information and analysis becomes available:

- At the project outset, the StoryMap will include a description of the YATC Plan purpose, goals/objectives, schedule (including opportunities for the public to provide input), and funding sources.
- At the conclusion of the Task 2.3 Existing Conditions Analysis, the StoryMap will be updated to summarize the key findings of the existing conditions analysis and present relevant geospatial data (e.g., existing active transportation facilities, collisions, etc.) collected and analyzed as part of Task 2.
- At the conclusion of each phase of the Task 3 public outreach process, the StoryMap will be updated to summarize key findings and input provided by public outreach participants.
- At the conclusions of Tasks 4.1, 4.2, 4.3, and 4.4, the StoryMap will be updated to summarize the performance measures, recommended active transportation network, final active transportation project recommendations, and project prioritization, respectively.



A link to the StoryMap will be provided on the project website and public outreach collateral, as relevant. The StoryMap will be prepared in both English and Spanish.

An example of a project StoryMap previously prepared by Fehr & Peers is available [here](#).

Task 3.4. Crowdsource+

Fehr & Peers will utilize its Crowdsource+ tool to solicit public input during two stages of the YATC Plan development process. Crowdsource+ is a mobile first web based public engagement platform developed and hosted by Fehr & Peers. Crowdsource+ allows for receiving public input, seamless webmapping, commenting and upvoting/ranking, and survey add-ons. Crowdsource+ enables users to suggest, update, and comment on transportation infrastructure improvements and areas of concern. It enables comment collection over a longer period of time than traditional in-person public meetings, and allows for sustained engagement from a wider sample of stakeholders and community members.

Fehr & Peers will prepare two applications of Crowdsource+. First, an application will be developed during the existing conditions analysis (Task 2.3) to solicit public input on existing perceptions of the Yolo County active transportation system, including network gaps, perceived safety issues, barriers to walking and bicycling, and opportunities to enhance bicycle and pedestrian infrastructure. Second, an application will be developed after the initial list of active transportation improvement projects as been identified (Task 4.3) to solicit public input on the recommended improvement projects.

Links to the Crowdsource+ applications will be provided on the project website and public outreach collateral, as relevant. The Crowdsource+ applications will be prepared in both English and Spanish.

Additional information regarding the Crowdsource+ tool can be found [here](#).

Task 3.5. Technical Advisory Committee (TAC) Meetings

Fehr & Peers will host bi-monthly (i.e., every other month) virtual meetings with the TAC over the 12-month duration of the project (for a total of 6 meetings). The purpose of the TAC meetings will be to discuss progress, present analysis findings and recommendations, and receive direction from members of the TAC.

Fehr & Peers will coordinate the scheduling, noticing, and set up of all TAC meetings and prepare agendas and minutes for all TAC meetings.



Task 3.6. Steering Committee (SC) Meetings

The Fehr & Peers team will host 2 series of 2 in-person or virtual SC meetings (for a total of 4 meetings) over the duration of the YATC Plan development process. Given the relatively large number of SC members, Fehr & Peers proposes organizing the SC members into two smaller groups to maximize collaboration during the SC meetings. For each of the two meeting series, the two meetings will be hosted on the same day.

The Fehr & Peers team will conduct the following 2 SC meeting series:

- During Task 2.3, discuss the project goals and objectives, present the findings of the existing conditions analysis, solicit input on stakeholder perceptions and needs regarding the Yolo County active transportation system, and conduct a map-based values exercise where stakeholders identify what they want to protect, avoid, and create with respect to active transportation conditions in the plan area.
- During Task 4.3 or 4.4, present the initial list of active transportation improvement projects and solicit stakeholder input on priority projects.

The Fehr & Peers team will collaborate with YCTD staff and the TAC to identify preferred meeting venues, dates, and times. The Fehr & Peers team will then coordinate the scheduling, noticing, and set up of all SC meetings and prepare all meeting materials (e.g., boards, presentations, etc.). Following each SC meeting series, the Fehr & Peers team will prepare a memorandum summarizing the activities conducted and feedback received during each SC meeting.

Task 3.7. Community Open Houses

The Fehr & Peers team will host the following 2 in-person community open house events:

- During Task 2.3, discuss the project goals and objectives, present the findings of the existing conditions analysis, and solicit input on community member perceptions and needs regarding the Yolo County active transportation system.
- During Task 4.3 or 4.4, present the initial list of active transportation improvement projects and solicit community member input on priority projects.



The Fehr & Peers team will collaborate with YCTD staff and the TAC to identify preferred open house venues, formats, dates, and times. The Fehr & Peers team will then coordinate the scheduling, noticing, and set up of both open houses and prepare all open house materials (e.g., boards, presentations, etc.). Following each open house, the Fehr & Peers team will prepare a memorandum summarizing the activities conducted and feedback received during each open house.

Task 3.8. Targeted Outreach

The Fehr & Peers team will conduct targeted outreach focused on disadvantaged and hard-to-reach communities in Yolo County. Rather than addressing the county-wide active transportation system, the targeted outreach activities will focus on community-specific mobility needs and potential active transportation improvements.

The targeted outreach will focus on meeting people where they are at and emphasize in-person engagement activities. Additionally, the targeted outreach will implement Spanish-first engagement and planning activities in communities with high proportions of Spanish-speaking residents. For these meetings, all meeting materials, notifications, and discussion will be prepared and delivered in Spanish.

Specific noticing strategies will be identified and refined during Task 3.1 and in consultation with YCTD staff, the TAC, and the SC. Potential noticing strategies for targeted outreach activities could include, but are not limited to, the following:

- Flyers and signs posted at community gathering areas (parks, libraries, community centers, schools, etc.) and messages boards
- Collaboration with the TAC member agency public information officers to distribute and post notices through established channels (social media, press releases, email lists, websites, newsletters, utility bills, etc.)
- Collaboration with CBO, community, and athletic/recreational group leaders to distribute notices during regular community events (e.g., church services, youth sports games/tournaments, food pantries, etc.)

The Fehr & Peers team will host 2 series of 10 in-person targeted outreach activities (for a total of 20) in communities throughout Yolo County. The location/timing of the targeted outreach activities will be selected in consultation with YCTD staff, the TAC, and the SC and could include community centers/rooms, churches, schools, libraries, or community events (e.g., farmers markets, youth soccer tournaments, etc.). Anticipated locations for the targeted outreach activities include, but are not limited to, Capay, Esparto, Madison, Dunnigan, Zamora, Yolo, Knights Landing, Clarksburg, El Rio Villa, and the Yocha Dehe Wintun Nation.

The Fehr & Peers team will host the following 2 in-person targeted outreach series:



- During Task 2.3, discuss the project goals and objectives and solicit input on community member perceptions and needs regarding the community active transportation system. Place It! will employ its play-based community planning approach to allow participants to provide input through interactive tactile exercises. This approach asks participants to build their design and urban planning capacity through their childhood memories and life experiences. This series could also include walk audits with accompaniment by community members of existing nearby active transportation infrastructure.
- During Task 4.3 or 4.4, present the initial list of active transportation improvement projects and solicit community member input on priority projects.

The Fehr & Peers team will coordinate the scheduling, noticing, and set up of the targeted outreach activities and prepare all outreach materials (e.g., boards, presentations, etc.). Following each series of targeted outreach activities, the Fehr & Peers team will prepare a memorandum summarizing the activities conducted and feedback received during each series.

Deliverables

- Draft and Final Public Outreach Plan
- TAC, SC, and stakeholder contact list
- Draft and Final Project Style Guide
- Technical memorandum and report template in Microsoft Word format
- Presentation slide template in Microsoft PowerPoint format
- Outreach collateral templates (e.g., mailers, social media posts, etc.) in InDesign format
- Project StoryMap
- Crowdsourc+ applications (2)
- TAC meetings (12) and accompanying meeting agenda and minutes
- SC meetings (4) and accompanying meeting summary memorandums
- Community open house events (2) and accompanying meeting summary memorandums
- Targeted outreach activities (20) and accompanying meeting summary memorandums



Task 4. Plan Development

Task 4.1. Performance Measures

Fehr & Peers will develop up to 10 performance measures to guide the YATC Plan recommendations. The performance measures will be derived from goals, policies, and standards stated by state, regional, and local agencies in the relevant plans and documents reviewed in Task 2.1, and then refined based on input from the TAC and the SC. Additionally, the performance measures will complement those required by the RAISE grant program.

Fehr & Peers will develop an initial list of up to 25 performance measures based on the existing plan and document review conducted in Task 2.1. The performance measures will be categorized based on YATC project goals such as mobility, access, safety, equity, and climate. To help the project team filter the list to those measures that are most relevant and meaningful to the YATC Plan, Fehr & Peers will conduct a workshop for the TAC and the SC (refer to Tasks 3.5 and 3.6). The workshop will be a half day and will consist of a community and agency values assessment where participants identify what they want to protect, avoid, and create with respect to active transportation conditions in the plan area. Their assessment will be map based to allow for different value assessments based on land use, transportation, or community context. The value statements will be reviewed by the project team and then matched to no more than 10 performance measures for use in the YATC Plan development process. The reason for limiting the performance measures to 10 is that our experience on similar project is that decision makers and the public have a difficult time making choices about alternatives or scenarios when exceeding this number as differences tend to be diluted.

Task 4.2. Network Planning

Based on findings and input derived from Tasks 2 and 3, the Fehr & Peers team will develop a recommended active transportation network for unincorporated Yolo County. At this stage of the YATC Plan development process, these recommendations will focus on establishing the role of each active transportation corridor within the overall network hierarchy, rather than providing specific recommendations for active transportation facility types, intersection treatments, etc. The corridor network role will inform the specific facility type recommendations completed as part of Task 4.3. The network planning process will consider the entirety of unincorporated Yolo County in addition to corridors of countywide significance within incorporated areas and in adjoining cities/counties.

Utilizing the performance measures identified in Task 4.1, Fehr & Peers will collaborate with YCTD staff to identify up to 3 priority corridors to advance to design/engineering.



Task 4.3. Project Identification

Based on findings and input derived from Tasks 2 and 3, the Fehr & Peers team will identify active transportation project recommendations throughout unincorporated Yolo County. The Fehr & Peers team will identify an integrated list of active transportation projects developed to satisfy the user needs identified in the Task 2.3 assessment, maximize outcomes based on the performance measures identified in Task 4.1, and to diversify funding options. Active transportation project recommendations will address both infrastructure and programmatic projects.

Active transportation projects will include gap closures, extensions of existing and planned facilities, crossing improvements, and on- and off-street bicycle and pedestrian improvements. There will be an emphasis on projects that support regular travel by bicycle and that improve the mobility, safety, and access of disadvantaged populations. Projects will additionally focus on safety improvements on rural roadways, first-/last-mile access to transit, safe routes to school, and improvements to the recreational trail system.

Fehr & Peers will create a webmap of the proposed active transportation projects for review by the project team, YCTD staff, the TAC, and the SC.

Task 4.4. Project Prioritization

The Fehr & Peers team will utilize the performance measures identified in Task 4.1, YCTD staff input, TAC input, SC input, and public input to develop a project prioritization framework. The Fehr & Peers team will apply the project prioritization framework to the active transportation project list to categorize projects by priority type (e.g., high, medium, or low; short-, mid- or long-term; etc.), to be determined in coordination with YCTD staff and the TAC. The Fehr & Peers team will review the project priority list with YCTD staff and the TAC and make adjustments as appropriate.

After the recommended improvements and priority projects are reviewed and approved by YCTD staff and the TAC, Fehr & Peers will present them in a Crowdsourc+ application (Task 3.4), during a community open house (Task 3.7), and during targeted outreach activities (Task 3.8). If necessary, Fehr & Peers will then adjust projects or priorities after discussion with YCTD staff. Final PDF maps of the improvements and projects will then be created.

Task 4.5. Project Implementation

The Fehr & Peers team will prepare a matrix of funding sources and applicability by type and project phase that will be developed for use by YCTD and the TAC to advance projects and bring the planning efforts to implementation. Funding sources will be provided based on our expertise in strategically helping local agencies position for regional, state, and federal funding sources based on key design parameters, socioeconomic data, and collision history.



The inputs to the implementation plan will be the prioritized project list and the funding sources and strategies. The output will be a project phasing schedule that groups projects based on high, medium, and low priority projects. Each project will have the primary funding source identified based on how competitive that project (or individual elements of the project) will be with respect to available grant programs. In some cases, more than one grant funding source may be identified.

Task 4.6. Documentation

The Fehr & Peers team will prepare an Administrative Draft YATC Plan report that incorporates the key elements of all work products. The Administrative Draft YATC Plan will be submitted for review and comment by YCTD staff and the TAC. Detailed analysis and previous deliverables will be included as appendices.

YCTD staff will prepare one set of consolidated comments from YCTD staff and the TAC on the Administrative Draft YATC Plan report and share the comments with Fehr & Peers. Fehr & Peers will incorporate all input from YCTD staff and the TAC into the Draft YATC Plan which will be made available for review by the SC, decision makers, and the public. An executive summary or project fact sheet will be produced and translated into Spanish.

Fehr & Peers will review feedback provided from the SC, decision makers, and the public on the Draft YATC Plan. Fehr & Peers will incorporate relevant feedback into a Final YATC Plan. Fehr & Peers will provide YCTD with a high-quality digital version and 10 hard copies of the Final YATC Plan.

Deliverables

- Draft and final technical memorandum describing the community and agency values assessment and the recommended performance measures for the YATC Plan.
- Administrative Draft, Draft, and Final YATC Plan report.

Scope of Work		Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	
1	Project Management	[Solid Green Bar]													
1.1	Project Kick-Off Meeting	[Light Green Bar]													
1.2	Project Coordination Meetings		[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	
1.3	Monthly Invoicing		[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	
2	Existing Conditions Assessment	[Solid Green Bar]													
2.1	State, Regional, and Local Agency Plan/Policy Review	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]									
2.2	Data Collection		[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]								
2.3	Existing Conditions Analysis			[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]							
2.4	Documentation				[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]							
3	Public Outreach & Community Engagement	[Solid Green Bar]													
3.1	Public Outreach Plan	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]									
3.2	Project Style Guide	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]									
3.3	Project StoryMap			[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]								
3.4	Crowdsource+				[Light Green Bar]	[Light Green Bar]	[Light Green Bar]								
3.5	TAC Meetings			[Light Green Bar]		[Light Green Bar]		[Light Green Bar]		[Light Green Bar]		[Light Green Bar]		[Light Green Bar]	
3.6	SC Meetings					[Light Green Bar]	[Light Green Bar]								
3.7	Community Open Houses					[Light Green Bar]	[Light Green Bar]			[Light Green Bar]	[Light Green Bar]	[Light Green Bar]			
3.8	Targeted Outreach					[Light Green Bar]	[Light Green Bar]			[Light Green Bar]	[Light Green Bar]	[Light Green Bar]			
4	Plan Development	[Solid Green Bar]													
4.1	Performance Measures						[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	
4.2	Network Planning						[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	
4.3	Project Identification							[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	
4.4	Project Prioritization								[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	
4.5	Project Implementation									[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	
4.6	Documentation										[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	

Scope of Work		Total Cost				
Task #	Task Description	Fehr & Peers	UC Davis CRC	Place It!/ Prairie Form	Zander Design	Consultant Total
1	Project Management					
1.1	Project Kick-Off Meeting	\$ 1,700	\$ 550	\$ 800	\$ 676	\$ 3,726
1.2	Project Coordination Meetings	\$ 27,380	\$ 750	\$ -	\$ 2,028	\$ 30,158
1.3	Monthly Invoicing	\$ 6,780	\$ 1,080	\$ 1,000	\$ 1,474	\$ 10,334
	Subtotal	\$ 35,860	\$ 2,380	\$ 1,800	\$ 4,178	\$ 44,218
2	Existing Conditions Assessment					
2.1	State, Regional, and Local Agency Plan/Policy Review	\$ 5,820	\$ -	\$ -	\$ -	\$ 5,820
2.2	Data Collection	\$ 29,720	\$ -	\$ -	\$ -	\$ 29,720
2.3	Existing Conditions Analysis	\$ 43,560	\$ -	\$ -	\$ 6,208	\$ 49,768
2.4	Documentation	\$ 20,220	\$ -	\$ -	\$ -	\$ 20,220
	Subtotal	\$ 99,320	\$ -	\$ -	\$ 6,208	\$ 105,528
3	Public Outreach & Community Engagement					
3.1	Public Outreach Plan	\$ 10,100	\$ 2,280	\$ -	\$ -	\$ 12,380
3.2	Project Style Guide	\$ 9,450	\$ -	\$ -	\$ -	\$ 9,450
3.3	Project StoryMap	\$ 35,020	\$ -	\$ -	\$ -	\$ 35,020
3.4	Crowdsource+	\$ 27,220	\$ -	\$ -	\$ -	\$ 27,220
3.5	TAC Meetings	\$ 7,200	\$ 1,050	\$ -	\$ 1,352	\$ 9,602
3.6	SC Meetings	\$ 19,780	\$ 15,720	\$ -	\$ -	\$ 35,500
3.7	Community Open Houses	\$ 16,600	\$ 8,270	\$ -	\$ -	\$ 24,870
3.8	Targeted Outreach	\$ 43,290	\$ 17,000	\$ 23,200	\$ 9,402	\$ 92,892
	Subtotal	\$ 168,660	\$ 44,320	\$ 23,200	\$ 10,754	\$ 246,934
4	Plan Development					
4.1	Performance Measures	\$ 5,080	\$ -	\$ -	\$ -	\$ 5,080
4.2	Network Planning	\$ 7,840	\$ -	\$ -	\$ 7,476	\$ 15,316
4.3	Project Identification	\$ 58,000	\$ 1,650	\$ -	\$ 3,738	\$ 63,388
4.4	Project Prioritization	\$ 21,520	\$ 1,650	\$ -	\$ 2,982	\$ 26,152
4.5	Project Implementation	\$ 5,080	\$ -	\$ -	\$ 2,664	\$ 7,744
4.6	Documentation	\$ 45,640	\$ -	\$ -	\$ -	\$ 45,640
	Subtotal	\$ 143,160	\$ 3,300	\$ -	\$ 16,860	\$ 163,320
	Project Total	\$ 447,000	\$ 50,000	\$ 25,000	\$ 38,000	\$ 560,000

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Administrative Reports	Agenda Item#: Agenda Type:	4 Informational
		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared By: M.Koh		Meeting Date: November 14, 2022

BACKGROUND:

This section of the agenda is reserved for administrative reports.

This month the Board will receive the following:

- Ad Hoc Committee on 80 Managed Lanes Report
- Transdev’s Report
- Executive Director’s Report
 - CAC 11/1/22 Meeting Minutes

Previously, the YCTD Executive Director provided a monthly written report to the Board as part of the Board packet and augmented that with an oral report during the meeting. Beginning with the March 2022 board meeting, the YCTD Executive Director will provide an oral report only. Additionally, the Executive Director will provide a biweekly email update to the Board of Directors, the Citizens Advisory Committee, Technical Advisory Committee, and interested stakeholders.

Citizens Advisory Committee (CAC) Meeting Minutes

MEETING MINUTES:

Meeting Date: November 1, 2022

1. Call to order/Roll Call

Chair Baker called the meeting to order at 6:06 p.m. The following individuals were in attendance:

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

YCTD staff in attendance were Autumn Bernstein, Executive Director; Mimi Koh, Executive Assistant and Clerk to the Board, Deputy Director of Transit Operations and Planning Erik Reitz.

2. Consider Approval of Agenda for November 1, 2022

Chair Baker asked for approval of the agenda. Mr. Woods made the motion, seconded by Mr. Streeter to approve the agenda for November 1, 2022. *The motion passed unanimously.*

3. Comments from the public regarding matters not on the agenda.

Chair Baker asked for public comments for matters not on the agenda; there were no public comments.

4. Approval of Minutes of CAC's Regular Meeting on October 3, 2022

Chair Baker asked for approval of the October 3, 2022, meeting minutes.

Mr. Woods made the motion to approve the October 3, 2022 meeting minutes with the below suggested changes.

Original meeting minutes noted the following.

- *Mr. Woods provided comments expressing his concerns on the suggested steps and asked for the committee's feedback and thoughts on how the suggested steps came about. Mr. Woods believed that some of the suggested action items may cause an adversarial relationship. Chair Baker and Mr. Furillo provided responses to Mr. Woods concerns.*

Revised meeting minutes to note the following:

- *Mr. Woods provided comments expressing his concerns on the suggested steps and asked for the committee's feedback and thoughts on how the suggested steps came about. Mr. Woods believed that some of the suggested action items potentially could result in an adversarial relationship between the Citizens Advisory Committee (CAC) and the Executive Director. Woods believes that the primary relationship of the CAC members is with the Executive Director and not with the Board. Chair Baker and Mr. Furillo provided responses to Mr. Woods concerns.*

The motion was seconded by Mr. Furillo adopting the changes to the minutes. *The motion passed unanimously.*

5. Administrative Reports

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

CAC Members Report

- Mr. Furillo provided updates to include Unitrans Advisory committee to take place on January 6, 2023, and SACOG's unmet needs hearing process.

Executive Directors Report

Ms. Bernstein provided updates to include the following:

- Collaboration with SACOG on unmet transit needs process and there was a public outreach at Farmers Market in Davis
- Yolobus offering free rides on Election Day (Nov 8)
- YCTD has several open positions
- Updated YCTD vision, values and priorities will be brought to the Board at their next meeting
- Long-range calendar

Chair Baker asked if there were electronic information on the free rides on election day. CAC members confirmed that information has been tweeted out and a link was provided in the chat section of the meeting.

Regarding the long-range calendar, Chair Baker asked that items on public comments regarding rights and obligations such as being able to present visual materials be added to the long-range calendar.

Ms. D'Agostino asked for clarification on the types of items that will be included in the long-range calendar; Chair Baker responded.

Chair Baker asked for public comments on item #5; there were no public comments.

6. Approve CAC meeting date for January 2023

Ms. Koh provided an overview of the staff report asking CAC members to approve the next CAC meeting date to be on January 31, 2023.

The committee unanimously approved that on the proposed date. Remaining CAC meeting dates for 2023 will be decided at the January 2023 meeting with the consideration of possible new CAC members.

7. YCTD Goals and Workplan for next 12 months

Ms. Bernstein provided an overview of the staff report.

Ms. Bernstein asked for feedback from the committee; some comments from the committee included remarks such as:

- Mr. Woods provided comments of appreciation of goal #8 regarding strengthening local partnerships to increase community engagement.
- Ms. D'Agostino provided comments of reducing wait time at the Woodland County mall, and on expanding the use of public electronic fare/contactless payment. Ms. Bernstein and Mr. Reitz provided responses.

- Mr. Streeter provided comments on customer experience and rider safety. Chair Baker added to the comments of rider safety and asked for reporting on improvements of paratransit. Ms. Bernstein provided a response.
- Mr. Furillo provided comments of YCTD engagement and professional growth to expanding that to include frontline employees.

Ms. Bernstein appreciated the feedback of the CAC as staff are refining the goals and workplan prior to presenting it to the YCTD Board.

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

8. Update on Woodland Transit Service Improvements (Fixed Route and Microtransit)

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

Mr. Reitz provided an overview of the staff report and asked for committee feedback.

Mr. Reitz asked for feedback from the committee; some comments from the committee included remarks such as:

- Mr. Woods asked for data on users for microtransit in reference to time of usage; Ms. Bernstein and Mr. Reitz provided responses noting that this is a new service in Woodland and profiles can vary dependent on interest and availability of service.
- Ms. D'Agostino expanded on Mr. Woods' comments on rider data and suggested reaching out to the Woodland Sustainability Advisory Committee along with other groups for data when wanting to get community members out of their cars and into buses. She also commented that polling current non-riders could be helpful when considering times of operations.
- Chair Baker commented that reaching out to riders for feedback would be helpful.
- Mr. Furillo appreciated Mr. Woods and Ms. D'Agostino's comments on rider needs. He also commented on the coverage versus travel time bullet points, and on the main central transit hub in Woodland with the consideration of potentially having Woodland service on a grid system, rather than one way loops. Mr. Reitz provided a response.
- Ms. D'Agostino posed a question regarding the consideration of circular service rather than an east/west service in terms of the number of transfers. Ms. Bernstein provided a response.
- Chair Baker provided comments on community-based outreach and noted some suggestions. Mr. Streeter added to Chair Baker's suggestions.

Chair Baker asked for public comments regarding agenda item #8; there were no public comments.

9. Update on Yolo Managed Lanes Project

Item 9 is a non-action item and for informational purposes only.

Ms. Bernstein provided an overview of the staff report.

Ms. Bernstein asked for feedback from the committee; some comments from the committee included remarks such as:

- Mr. Woods asked questions of 1) how did YCTD get anointed as the lead agency, 2) why headquarters did not take on the project, 3) what kind of project District 3 want, 4) if there has been any interest from the Bay Area on this project, and 5) if soundwalls have been considered. Ms. Bernstein and Chair Baker provided responses.

- Mr. Furillo provided comments of the transportation options aside from the Causeway, and if a part of this project addresses these alternative transportation options. Ms. Bernstein provided a response.

10. Adjournment

There being no further business, Chair Baker adjourned the meeting at 7:53.

Respectfully submitted,



Mimi Koh
Executive Assistant and Clerk to the Board

DRAFT

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Update to Vision, Values and Priorities Statement	Agenda Item#: Agenda Type:	5 Info/Discussion
		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared By: A. Bernstein		Meeting Date: November 14, 2022

RECOMMENDATION:

Review, amend as needed, and approve draft update to YCTD’s Vision, Values and Priorities statement.

BACKGROUND:

The YCTD Board of Directors last updated its statement of Vision, Values and Priorities in January 2020. This statement is intended to guide Board, committee and staff decision making.

Staff have previously recommended that updating the Vision, Values and Priorities statement would serve as a step toward developing a comprehensive 10-year strategic plan to chart a new direction for YCTD that reflects the post-pandemic mobility landscape and new initiatives and projects such as the Yolo 90 Managed Lanes and Yolo Active Transportation Corridors (YATC).

At the October 2022 Board of Directors meeting, the Board received a presentation on YCTD’s statutory roles and responsibilities, and reviewed example vision and mission statements from peer agencies including SACOG, Solano Transportation Authority and the Santa Clara Valley Transportation Authority. The Board also heard feedback from the Citizens’ and Technical Advisory Committees on the current Vision, Values and Priorities.

Some of the key takeaways from the October Board discussion included:

- The convening role is key. We should work with jurisdictions to facilitate conversations and arrive at shared priorities for our countywide transportation system. That is our multimodal mandate.
- In some cases YCTD my need to lead difficult conversations where the jurisdictions’ individual self-interests don’t align.
- Our convening role may include broader topics such as land use/transit oriented development, housing etc that are connected to transportation. This could take the form of an annual or biennial forum with elected officials, stakeholders etc.
- Both environmental sustainability and resilience are important – as evidenced during the recent heat wave, when our electric Proterra buses were malfunctioning.
- The CAC and TAC made a good point about the list of our core values. It wasn’t our intent to put them in ranked order, need to be aware of how its perceived.

Based upon this feedback from the Board, staff prepared an updated draft of the Vision, Values and Priorities statement, which is attached. We look forward to hearing your feedback and any suggested amendments to the draft statement.

Yolo County Transportation District:

Vision, Values and Priorities

Updated November 2022

Vision Statement

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

~~Yolo County residents enjoy innovative and efficient mobility options connecting them to places they want to go.~~

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.

- ~~○ Collaboration~~
- ~~○ Efficiency~~
- ~~○ Transparency~~
- ~~○ Innovation Service~~
- ~~○ Safety~~
- ~~○ Economic Sustainability~~
- ~~○ Environmental Stewardship~~
- ~~○ Equity/Social Justice~~
- 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.

- ~~○ Effective and sustainable business model~~
- ~~○ Efficient, seamless, and easy to use transit system.~~
- ~~○ Strong regional mobility partnerships enhance District services.~~
- ~~○ Decision making that is data driven decision making and transparent.~~
- ~~○ Environmentally sustainable operations.~~
- ~~○ Leverage state of the art technology.~~

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

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Update to One-Year Goals and 6/12 month milestones for YCTD	Agenda Item#: Agenda Type:	6 Action
		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared By: A.Bernstein		Meeting Date: November 14, 2022

RECOMMENDATION:

Review, amend as needed and approve updated one-year goals and 6- and 12-month milestones to guide YCTD’s work over the coming year.

BACKGROUND:

In October 2021, the YCTD Board of Directors approved a set of one-year goals for YCTD, along with a set of tasks and 3-, 6- and 12-month milestones to work toward the goals. Those goals formed the basis for staff’s collective and individual workplans for the past year.

At the June 2022 Board of Directors meeting, the Board received a status report on progress toward achieving the goals, which found that significant progress had been made toward most goals, but progress was lagging behind in a few key areas.

It has now been one full year since the approval of the goals, so it is time for an update. As we did last year, the entire YCTD staff worked together in a collaborative, bottom-up, monthlong process to develop a comprehensive set of goals that span all aspects of our work.

The attached document details the goals, along with 6 and 12 month milestones to track implementation. This draft is included as Attachment #6-1.

The high-level goals are:

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

We presented the goals to the YCTD Citizens Advisory Committee on November 1, 2022. Key takeaways from the CAC discussion included:

- Appreciate the emphasis on strengthening community engagement. Needs to be more of a priority than it has been in the past.
- The service changes in Woodland, particularly the inadequate conditions and long wait times at the County Fair Mall, should be a high priority.
- Excited to see the expansion of electronic fare payments and contactless payments.
- Safety is an important aspect of customer experience (Goal #7). Why are there no seatbelts on the fixed route buses? There are passengers with mental health issues – what can be done about that? Safety is also an issue at the bus stops and transit centers.
- Professional growth opportunities (Goal #11) should not just be limited to YCTD staff, should also include front-line workers.

Going forward, it would be ideal to align the annual goal-setting process to inform the annual budgeting process. As such, we plan to update the goals and milestones in Spring 2023 to inform the FY 23-24 budget process, and annually thereafter each Spring.