

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

Topic: Approve Board Minutes for Regular Meeting of March 11, 2024	Agenda Item#: Agenda Type:	<h1>4a</h1> <h2>Action</h2>	
		Attachments: Yes No	Meeting Date: April 8, 2024
Prepared By: H. Cioffi			

RECOMMENDATION:

Approve the Minutes for the Regular Meeting of March 11, 2024

March 11, 2024 BOARD MEETING MINUTES:

YOLO TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
March 11, 2024
Davis City Council Chambers
23 Russell Blvd
Davis, CA 95616

Vice Chair Early called the meeting to order at 5:36 pm and requested a roll call to determine the quorum.

Chair Chapman attended the meeting virtually.

The following individuals were in attendance:

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

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

Vice Chair Early asked for public comment on closed session item; There were no public comments on closed session.

Closed Session

There were no actions to report from the Closed Session.

Vice Chair Early asked for a roll call to determine quorum.

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

Agenda Items 2 – Approve Agenda for March 11, 2024

Item 2 is an action item.

Vice Chair Early asked for a motion to approve the agenda for March 11, 2024. Director Frerichs made a motion to approve the agenda for March 11, 2024. Director Loren seconded the motion.

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

Agenda Item 4a, 4b, 4c — Consent Calendar

Item 4 is an action item.

Vice Chair Early asked for public comment; Mr. Hirsch provided public comment.

Vice Chair Early asked for a motion to approve Items Approve Board Minutes for Regular Meeting of February 12, 2024 and 4b FY 23-24 2nd Quarter Financial Status Report and 4c Caltrans Master Agreement, Consent Calendar. Director Frerichs made a motion to approve the agenda for March 11, 2024. Director Loren seconded the motion To approve the Consent Calendar.

Roll Call for Agenda Item 4— Consent Agenda

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

Agenda Item 5— Approve the Proposed Service Plan for Expansion of Beeline Knights Landing Service to Community of Yolo

Item 5 is an action item.

Ms. Romero gave a presentation on the proposed expansion of the Beeline Knights Landing Service to the community of Yolo. Ms. Romero began with a background of the project. Background included:

- Previously Yolobus operated a route in 217 and provided a lifeline service between Dunnigan, Zamora, Yolo, and Woodland.
- The 217 route ran twice a week, one-morning service and one evening service, and once every other Sunday. This service was not sustainable as the hours were not convenient for riders.
- Due to COVID-19 and low ridership numbers, the 217 route was discontinued.
- In 2024 YoloTD staff began their outreach efforts with community members in the town of Yolo. The goal was to educate the community on what the Beeline service offered and to gain feedback on what the best locations for stops for the proposed expansion would be.

Ms. Romero and Ms. Barrientos reviewed the outreach conducted in the town of Yolo. Feedback during this outreach project included:

- Where would the community prefer the stop to be located at the community? The highest request was a stop at the library.

Ms. Romero reviewed the staff's proposal. This proposal includes adding a zone, the town of Yolo, to the Knights Landing service area. Originally, staff proposed adding 5 stops in the town of Yolo. However, after further review, it was decided that two stops on either side of the town would be more efficient.

The proposed service would include a connection from the town of Yolo to the city of Woodland, but not a connection to the town of Knight's Landing.

Ms. Romero reviewed the impacts of the added stops on the existing Knights Landing Service. This included:

- Staff asked Rideco to create scenarios on the delays that adding the town of Yolo would create for Knight Landing riders.
- The table of the time delays can be found in the staff report.

Ms. Romero reviewed the challenges and next steps. This review included the possibility there may be increased travel and wait times. If the additions to the service are approved, service to the town of Yolo will begin July 1, 2024. Staff will continue to monitor trends and update the board on any needed changes.

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

- How can we continue to collect data from riders in real-time? The answer was there are multiple ways to collect the data. Staff can work with RideCo to create a recurring survey. Currently, riders have an option to rate the trip. There is also a section for comments on the ride.
- How do we measure success? Currently, the staff uses KPI goals that were created at the implementation of the service. Staff can look at the initial thresholds and see if any changes need to be made. YoloTD staff have bi-weekly calls with RideCo to review these goals and rider data. Staff is also monitoring data and feedback daily.
- How did we engage the community in public outreach and was the community engaged? The community was excited to give feedback and have transportation service again.
- How did the staff determine the number of stops? The town of Yolo is small and many of the proposed stops are under 5 minutes' walking distance from each other. Staff determined the best locations would be on the West of town and the East side of town.
- Can the board have a real discussion on the usage of the Beeline service using feedback on how the communities use the service and any changes we can make? The answer was yes, the staff can add this

item to a later agenda.

- Did staff review the potential impacts and interruptions to the current travel time of the Knights Landing Service? The answer was yes.
- How was the determination of running the service on Saturday vs. Sunday? The answer was this decision was made many years ago. Our best recollection is that many community members work six days a week, including on Saturdays, so the best time to run the service is Sundays, which is the common day most residents are running errands.
- Can we ask the community members which day would work best for them? The answer was yes.

Vice Chair Early asked for public comment, and Mr. Hirsch provided public comment.

Ms. Bernstein noted that the board received a public comment regarding this matter via email.

Director Frerichs made a motion to approve the addition of the town of Yolo to the Knight Landing Service. Director Loren seconded the motion.

Roll Call for Agenda Item 5— Approve the Proposed Service Plan for Expansion of Beeline Knights Landing Service to the Community of Yolo

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

Agenda Item 6 — FY 24-25 Workplan and Budget Process

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

Ms. Bernstein gave an outline of the budget and workplan process for the 24-25 fiscal year.

Ms. Bernstein reviewed the federal funding services. These funds make up 20-30% of YoloTD’ s budget. These funds can only be spent on transit. Federal Funding requires a local match of 50% for transit operations and 20% for capital projects. One-time COVID recovery funds fall into this category.

State funding comes from CA Transportation Development Act (TDA) and is roughly half of YoloTD’ s budget. These funds serve as the required local match for federal funds in Yolo County.

TDA funds are divided into two types: State Transit Assistance, which are funded by a tax on diesel fuel and can only be used for transit. STA funds make up 10-20% of YoloTD’ s budget.

A second category of state funds, which from the other type of TDA fund is the Local Transportation Fund (LTD) and these are prioritized for transit. These funds are from general sales tax. The LTF can be claimed by jurisdictions for other transportation needs if conditions are met. These funds make up 25-35% of YoloTD’ s budget.

SACOG determines which local transportation projects are eligible for LTF funding. Currently, YoloTD uses 48% of available funding and the remaining 52% are claimed by Yolo County jurisdictions.

Ms. Bernstein reviewed other new/emerging sources of funding YoloTD receives. These sources are listed in the staff report and include.

- California Budget Act of 2023 (SB 125)
- Yolo 80 Project – VMT mitigation plan and future toll revenues.

Ms. Bernstein reviewed the budget process stated in YoloTD bylaws. This review included:

- Mid-March-SACOG issues LTF appointments.
- At the end of April- YoloTD shares the draft budget with local jurisdictions.
- April and May- YoloTD TAC and CAC meet on the proposed budget.
- May-YoloTD Board discusses draft budget.
- By May 30- Jurisdictions request changes in writing.
- By June 30-YoloTD board approves a preliminary budget.
- If needed, by August 30 YoloTD approves the final budget.

Ms. Bernstein reviewed feedback from member jurisdictions. Feedback included:

- Concerns about long-term financial forecast and impacts to LTF revenue.
- City managers should be more directly engaged in the budget process.
- Jurisdictions would like to receive the draft budget as early as possible.

Vice Chair Early asked if the board had any question. Questions included:

- Should the board update the Bylaws to include an annual workplan? The answer was, it is a good idea but ultimately up to the board. Other agencies have it in their Bylaws and it is federally mandated for certain transit agencies to have an annual workplan.
- In 2023, the staff included a 5-year projections, can this be included in the budget moving forward? The idea was yes, staff can continue to include the 5-year projections moving forward.

Agenda Item 7— Administrative Reports

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

Micheal Klein reported that Transdev is still moving forward and on track for recruiting. Transdev is working on keeping classes small in order to make sure the drivers receive the proper training.

Ms. Bernstein gave her Executive Directors update. This update included:

- There is a detailed monthly report in the board packet about the Yolo 80 project.
- The CTC has posted the agenda for their meeting in March. There is one action item on the CTC agenda regarding the Yolo 80 project.
- The audit is still ongoing. The previous Director of Finance, Leo Levenson, oversaw the transition to a new accounting software. The new Director of Finance, Chas Fadrigio is working with the finance team to research questions the auditors have.
- The auditors also noticed some federal funding was charged to the wrong grant, which is a problem for FTA, and staff is working with the auditors and the FTA to make sure the funds are charged to the correct account.
- YoloTD has added Yolo Commute as a custodial fund this year. The auditors have decided that because YoloTD fiscally sponsors Yolo Commute, YoloTD is now responsible to file Yolo Commutes taxes.
- Staff have begun working on the annual workplan but not the budget as the audit is ongoing.

- The SACOG board will be meeting in Woodland and YoloBus will be providing transportation for a city tour. Brenda Lomeli will be presenting on the Yolo Active Transportation Vision.
- YoloTD's Marketing and Communications Specialist is out on medical leave until the end of April. Intern Nathan Jurgensen will be managing communications needs with support from Daisy Romero and Brian Abbanat.
- Ms. Bernstein and Ms. Fadriago are still working with the consultants on the compensation study and hope to bring it to the board in the next few meetings.
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The meeting was adjourned at 7:30 pm.

Respectfully submitted:

Heather Cioffi

Heather Cioffi, Clerk to the Board

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