



## YOLO TRANSPORTATION DISTRICT TECHNICAL ADVISORY COMMITTEE AGENDA

**IN-PERSON INFORMATION**

Meeting Place: Yolo Transportation District Board Room  
350 Industrial Way  
Woodland CA 95776

**MEETING DATE:** Tuesday, February 18, 2025

**MEETING TIME:** 1:30 PM -3:00 PM

**ZOOM MEETING LOCATION:**

<https://us06web.zoom.us/j/5306662877?omn=83181203321>

Meeting ID: 530 666 2877

To submit a comment in writing, please email to [public-comment@YCTD.org](mailto:public-comment@YCTD.org) and write “For TAC Public Comment” in the subject line. In the body of the email, include the item number and/or title of the item (if applicable) with your comments. All comments received by 10:00 AM on Tuesday February 18, 2025 will be provided to the YoloTD Technical Advisory Committee. Comments submitted during the meeting shall made part of the record of the meeting but will not be read aloud or otherwise distributed during the meeting.

<u>Estimated Time</u>			<b>Informational</b>	<b>Action Item</b>
		<b><u>The Executive Director reserves the right to limit speakers to a reasonable length of time on any agenda item, depending upon the number of people wishing to speak and the time available.</u></b>		
1:30 PM	1.	Call to order and Determination of Quorum YoloTD		<b>X</b>
1:35 PM	2.	Comments from members of the public regarding matters NOT on the Agenda, but within the purview of YoloTD (Comments will be limited to two (2) minutes per person—please identify yourself and in which community you live before providing your comments)	<b>X</b>	
1:45 PM	3.	Approve January 21, 2025, Meeting Minutes (Marte,p 4-5)		<b>X</b>
1:50 PM	4.	2025 SACOG Four-County STIP Funding Program Coordination (Abbanat, pp 6-12	<b>X</b>	
2:30 PM	5.	SRTP Transit Plan: Receive Informational Presentation on Transit Service (Torney,p 13)	<b>X</b>	
2:45 PM	6.	Long Range Calendar (Marte, p 14)	<b>X</b>	
3:00 PM	7.	Adjournment		<b>X</b>

## **Public Participation Instructions**

Members of the public shall be provided with an opportunity to directly address the TAC on items of interest to the public that are within the subject matter jurisdiction of the Technical Advisory Committee. Depending on the length of the agenda and number of speakers, the TAC reserves the right to limit the time each member of the public is allowed to speak to three minutes or less.

### **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 TAC, who will call you by name or phone number when it is your turn to comment.

YTD offers teleconference participation in the meeting via Zoom as a courtesy to the public. If no voting members of the YTD 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 Technical Advisory Committee reserves the right to continue the meeting without remote access.

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

To submit a comment in writing, please email [public-comment@YCTD.org](mailto:public-comment@YCTD.org). In the body of the email, include the agenda item number and title with your comments. Comments submitted via email during the meeting shall be made part of the record of the meeting but will not be read aloud or otherwise distributed during the meeting. To submit a comment by phone in advance of the meeting, please call 530-402-2819 and leave a voicemail. Please note the agenda item number and title with your comments. All comments received by 10:00 AM on Tuesday February 18, 2025 will be provided to the YoloTD Technical Advisory Committee 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 Janeene Marte, 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 Janeene Marte as soon as possible and preferably at least 24 hours prior to the meeting. Janeene Marte 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.

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

<b>Topic:</b> Approve TAC Minutes for Meeting of January 21, 2025	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>3</b> <b>Action</b>
		Attachments:      Yes <input checked="" type="radio"/> No
<b>Prepared By: J.Marte</b>		<b>Meeting Date: February 18, 2025</b>

**RECOMMENDATION:**

Staff recommends that the Technical Advisory Committee approve the Minutes for the Meeting of January 21, 2025

**January 21, 2025, TAC MEETING MINUTES:**

**Technical Advisory Committee to the  
 Yolo County Transportation District  
 Meeting Minutes  
 350 Industrial Way, Woodland, CA 95776**

- 1) **Call to Order** – Brian Abbanat Director of Planning welcomed the participants at 1:30 pm and provided information on participation via Zoom.

Committee Member	Jurisdiction	In Attendance	Absent
Ryan Chapman	Davis	X	
Stephanie Chhan	West Sacramento	X	
Jason McCoy	West Sacramento	X	
Brent Meyer	Woodland	X	
Paul Hensleigh Eden Winniford	Yolo-Solano Air Quality Management District	X	
Todd Riddiough	Yolo County	X	
Ian Justenson	Caltrans	X	
Lucas Griffith	UCDavis	X	

YCTD staff in attendance were Autumn Bernstein, Executive Director; Brian Abbanat, Director of Planning; Lola Torney, Senior Transportation Planner; Janeene Marte, Clerk to the Board

- 2) Comments from members of the public regarding matters NOT on the Agenda, but within the purview of YCTD (Comments will be limited to two (2) minutes per person—please identify yourself and in which community you live before providing your comments)**

No Comments

- 3) Approve December 16, 2024 Meeting Minutes**

Motion: Todd Riddiough made a motion to approve the item. Motion was seconded by Ryan Chapman. December 16, 2024 Meeting Minutes approved.

- 4) SRTP Announcement**

Senior Transportation Planner Torney provided an update on the Short-Range Transit Plan.

- 5) 2025 SACOG Regional Funding STIP coordination**

Director of Planning Abbanat provided an update on the STIP funding coordination.

Committee Members are asked to provide the updated road/miles for their agencies and/or any comments or suggested revisions on the draft term sheet in preparation for 2/18/25 YoloTD TAC meeting.

- 6) Long Range Calendar**

Director Abbanat outlined the long-range calendar.

- 7) Adjournment**

The meeting was adjourned by consensus at 2:49 pm.

Respectfully submitted,

Janeene Marte  
Clerk to the Board

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

<b>Topic:</b> 2025 SACOG Four-County STIP Funding Program Coordination	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">4</div> <div style="font-weight: bold; margin-bottom: 10px;">Action</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Attachments:</span> <div style="border: 1px solid black; border-radius: 50%; padding: 2px 10px; margin: 0 5px;">Yes</div> <span>No</span> </div>
<b>Prepared By: Brian Abbanat</b>		<b>Meeting Date: February 18, 2025</b>

## RECOMMENDATION:

1. Approve final suballocation calculator results
2. Approve Draft MOU Term Sheet

## BACKGROUND:

This staff report builds upon prior staff reports from the July 2024, November 2024, December 2024, and January 2025 staff reports on this topic

### Summary of 1/21/2025 YoloTD TAC Meeting Discussion

At the January 21<sup>st</sup> Transportation Advisory Committee (TAC) meeting, support appeared to emerge for the proportional suballocation calculator (calculator) approach. TAC members requested additional information on historical award amounts for each agency to provide a reference point for the calculator. YoloTD staff requested member agencies to provide their official centerline-miles data if it differs from those assumed in the calculator.

The draft Memorandum of Understanding (MOU) Term Sheet also appeared to be well-received with generally minor requests. YoloTD staff requested member agencies to review internally with their executive management and/or electeds, if appropriate, and provide requested revisions prior to the February 18, 2025 TAC meeting.

YoloTD staff also provided an overview of the process moving forward. A timeline was provided so member agencies understood the deadline to execute an MOU.

### Activity Since 1/21/2025 YoloTD TAC Meeting

**Calculator:** YoloTD staff have continued to make refinements to the calculator since the last meeting. Specific accomplishments include:

- Contacting and receiving historical Regional Funding awards for Yolo county agencies. This data is now included as a new column in the calculator as a reference point.
- City of Woodland provided updated centerline-miles, which increased from 204 to 220 centerline-miles.
- City of West Sacramento provided updated centerline-miles which increased from 190 to 261 centerline-miles.
- After conversations with UC Davis, City of Davis, and Unitrans, UC Davis was removed from the calculator as they are not a part of the SACOG Metropolitan Planning Organization (MPO). The UC Davis resident population was also removed from the total countywide population since they would otherwise be assigned to Yolo County, who doesn't provide services for the UC Davis campus, which would have inequitably skewed

funding percentages toward Yolo County.

- Since removing UC Davis from the calculator, and the City of Davis preferred to not be grouped with Unitrans, was left without a representative centerline-miles / population metric and was moved into the YoloTD calculator section. They were assigned a suballocation proximate to their historical awards percentage of 6%, which was identical to the prior UC Davis / Unitrans calculator assumption.
- YoloTD’s “suballocation” was reduced from 10% to 8% to more closely align with Unitrans, which provides similar service levels and has a similar size fleet.
- SACOG’s Transportation Committee voted to approve a 10% regional set-aside for the Four-County STIP Funding program. That change is reflected in the calculator.

The table below illustrates the current output of the suballocation calculator:

Fair Share "Suballocation": Road Miles & Population (Equal Weight Scenario)								Amount
Four-County STIP Funding Program (Yolo County)								\$ 5,965,000
Amount After 10% Regional Set-Aside								\$ 5,369,000
Place	Centerline Miles	Centerline Miles %	Population*	Population %	% Average RM & Pop	Historical Award Avg	Suballocation %	Amount
YoloTD						11.5%	8.0%	\$ 483,000
Unitrans						5.8%	6.0%	\$ 376,000
Davis	162	11%	65,054	31%	21%	14.9%	18.4%	\$ 962,000
Woodland	220	15%	60,672	29%	22%	17.6%	19.2%	\$ 1,006,000
West Sacramento	261	18%	54,278	26%	22%	30.6%	19.1%	\$ 1,002,000
Winters	33	2%	7,587	4%	3%	1.2%	2.6%	\$ 135,000
Yolo County	752	53%	20,033	10%	31%	18.3%	26.8%	\$ 1,405,000
<b>Total</b>	<b>1,428</b>	<b>100%</b>	<b>207,624</b>	<b>100%</b>	<b>100%</b>	<b>99.9%</b>	<b>100.0%</b>	<b>\$ 5,369,000</b>

\*Population source: 2024 California Department of Finance. UC Davis population (14,042) subtracted from countywide total as UC Davis is not a SACOG member.

**Draft MOU Term Sheet:** Few comments / suggestions were provided by TAC members. Minor revisions are reflected below:

*General*

- Find and Replace: Road-miles with Centerline-miles

*General Provisions Section*

- Revision: “Member agencies must express intent to withdraw from the partnership in writing to YoloTD the sooner of the following:
  - At least 120 days prior to a SACOG Four-County STIP Funding Program cycle release
  - At least 30 days after SACOG has received STIP funding projections from the State”
- Added: “Assuming no SACOG revisions to future cycles of the Four-County STIP Funding Program, draft suballocations will be shared with member agencies 2 weeks after the State publishes the STIP 5-year estimates. Final suballocation limits will be shared within 1 week of SACOG Board adopting the funding estimate for the Four-County State Funding Program. If SACOG revisions are made draft and final suballocations will be shared as soon as possible”
- Added: Future amendments to this MOU shall require a 2/3 vote from authorized representatives of member agencies at a YoloTD TAC meeting and approved at a YoloTD Board meeting by a majority vote.
- Added: “Member agencies acknowledge that eligible non-member agencies (e.g. Caltrans District 3) may opt to apply for the Four-County STIP Funding program in future cycles at which point amendments to this MOU may be required.” (Refer to Follow-Up Activity Section)

### *Partnership Assumptions Section*

- Added: “Unitrans suballocation percentage is based on the historical percentage of SACOG Regional Funding awarded in the county. “
- Added: “YoloTD’s suballocation percentage is based on the difference between its historical percentage of SACOG Regional Funding awarded in the county and Unitrans suballocation percentage given similar service levels and fleet sizes.”
- Added: “Member agencies may partner with other member and/or non-member agencies including, the following:
  - Combining STIP suballocations for a single project
  - Partnering with non-member agencies on projects of mutual interest
  - Trading STIP funds for other funding types”

### *STIP Funding Section*

- Revision: “Unprogrammed suballocations are assumed to be retained by respective member agency and carryover to subsequent STIP cycles”
- Added: “No deadline is assumed for programming carryover funds for member agencies”
- Removed: “Member agencies may swap STIP fund suballocations for more flexible funding sources as mutually beneficial for both agencies” bullet as this is not addressed in the Partnership Assumptions section.

### **Follow-Up Activity:**

- YoloTD staff contacted the Capitol Corridor JPA staff who indicated they never pursue local funding of this type as a lead agency. Therefore, YoloTD staff do not believe they need to sign onto an MOU committing to bypassing the current and future Four-County STIP Funding Program cycles.
- YoloTD staff also had three conversations with Caltrans District 3 Planning and Project Delivery staff, both of which confirmed their intent to not pursue Four-County STIP Funding Program for this cycle. However, Caltrans could not commit to signing an MOU committing to bypass future Four-County STIP Funding Program cycles.

### **2/18/25 TAC Meeting Objectives**

The purpose of the February TAC meeting is to approve the suballocation calculator and Draft MOU Term Sheet in their current forms or with minor revisions.

### **Administrative Items**

#### **Deadline for Intent to Participate: 3/3/2025**

YoloTD has established 3/3/2025 as a deadline for written response regarding participating in the STIP partnership. This allows enough time:

1. To formalize the partnership via MOU prior to application deadlines, and
2. For member agencies to shift course if one or more decline to participate

*Member Agency Staff Action Item #1: YoloTD will need a written response from member agencies by 3/3/25 affirming or declining an intent to participate.*

#### **Deadline for MOU Signatures: 4/4/2025**

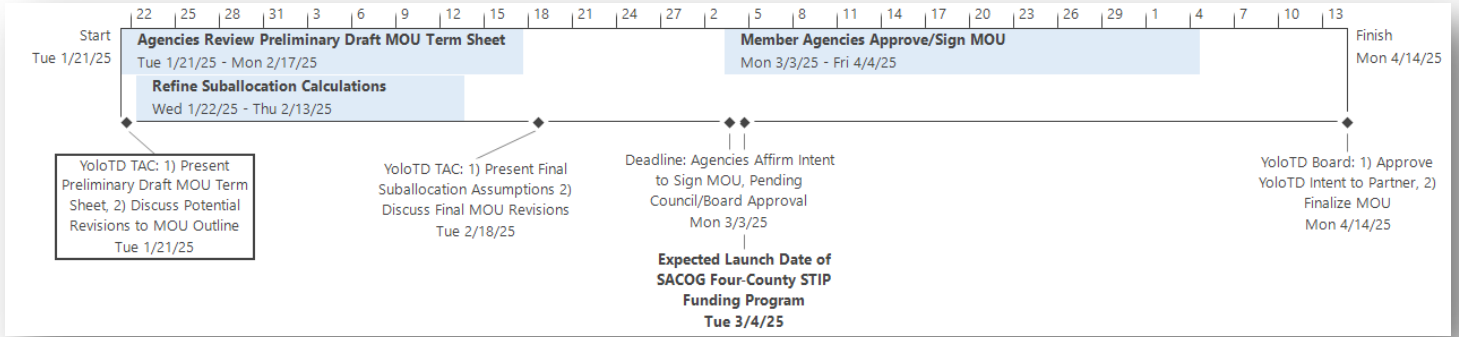
YoloTD counsel has begun preparing a draft MOU reflecting the Four-County STIP Funding Program partnership. This will be ready for signatures shortly after March 3<sup>rd</sup>.

*Member Agency Staff Action item #2: Member agencies will need signatures from appropriate executives or elected bodies by April 4<sup>th</sup> for inclusion in the April 14<sup>th</sup> YoloTD Board Meeting packet, for which YoloTD’s Board will act on partnership participation.*



## Schedule

Below is a timeline illustrating the process progressing.



## Attachments:

1. Draft MOU Term Sheet

**SACOG FOUR-COUNTY STIP FUNDING PROGRAM**  
**Yolo County Transportation District Member Agencies**  
**Partnership**

**Draft**  
**Memorandum of Understanding (MOU)**  
**Term Sheet: 2/18/25**

**Purpose:**

The purpose of this interagency partnership is to strategically coordinate a collectively beneficial approach to the 2025 and future SACOG Four-County STIP Funding Program; a new Regional Funding Program which allocates for programming STIP Funding to each county on a population and centerline miles basis.

Through the partnership, Yolo County Transportation District (YoloTD) member agencies gain certainty in STIP funding availability for their agency for each STIP funding cycle, improving capital projects funding planning.

**General Provisions:**

- Member agencies join the partnership voluntarily
- MOU shall remain in effect until a member agency withdraws from the partnership
- Member agencies must express intent to withdraw from the partnership in writing to YoloTD the sooner of the following:
  - At least 120 days prior to a SACOG Four-County STIP Funding Program cycle release
  - At least 30 days after SACOG has received STIP funding projections from the State
- Assuming no SACOG revisions to future cycles of the Four-County STIP Funding Program, draft suballocations will be shared with member agencies 2 weeks after the State publishes the STIP 5-year estimates. Final suballocation limits will be shared within 1 week of SACOG Board adopting the funding estimate for the Four-County State Funding Program. If SACOG revisions are made draft and final suballocations will be shared as soon as possible
- This partnership does not apply to the STIP Regional Set-Aside Funding Program, its equivalent, or federal funding sources programmed in the Regional Funding Program
- Member agencies acknowledge that eligible non-member agencies (e.g. Caltrans District 3) may opt to apply for the Four-County STIP Funding program in future cycles at which point amendments to this MOU may be required.

- Future amendments to this MOU shall require a 2/3 vote from authorized representatives of member agencies at a YoloTD TAC meeting and approved at a YoloTD Board meeting by a majority vote.

## Definitions:

- “Carryover” refers to any unprogrammed suballocation funds for Yolo Transportation District member agencies.
- “Member Agencies” are defined as the Cities of Davis, West Sacramento, Winters, and Woodland, Unitrans, Yolo County, and the Yolo County Transportation District
- “STIP” refers to the State Transportation Improvement Program, the funding source of concern within this partnership
- “Suballocation” refers to a member agency’s theoretical fair-share amount of formula STIP funding allocated to Yolo county in each cycle.

## Partnership Assumptions

- Member agencies agree to utilize the equal-weighted population / centerline-miles calculator developed by YoloTD as the basis for determining each agency’s suballocation in any given STIP cycle.
- Unitrans suballocation percentage is based on the historical percentage of SACOG Regional Funding awarded in the county.
- YoloTD’s suballocation percentage is based on the difference between its historical percentage of SACOG Regional Funding awarded in the county and Unitrans suballocation percentage given similar service levels and fleet sizes.
- Member agencies agree to provide accurate population and eligible vehicle centerline-mile data as inputs into the calculator. The calculator will be updated with each STIP cycle.
- Member agencies acknowledge that suballocations are theoretical in basis and are not automatically programmed
- Member agencies commit to submitting STIP applications within their theoretical suballocation(s) as determined by the calculator for the duration of this agreement
- Member agencies may partner with other member and/or non-member agencies including, the following:
  - Combining STIP suballocations for a single project
  - Partnering with non-member agencies on projects of mutual interest
  - Trading STIP funds for other funding types

## Grant Applications:

- Grant applications shall be submitted by member agencies
- No limits are imposed on the number of grant applications submitted by a member agency. However, the total STIP funding request of all grant applications shall not exceed the suballocation available calculated for that agency (plus any carryover from prior rounds, if applicable).

- SACOG updates program guidelines each cycle and may establish minimum scoring thresholds for grant applications submitted by Yolo county agencies
- Member agencies commit to conducting pre-application consultations with SACOG staff to determine if proposed STIP projects would achieve the minimum scoring threshold scoring within the STIP competitive grant program framework.
- If a member agency does not conduct a SACOG pre-application consultation and the project does not meet the minimum scoring threshold and thus, not selected for funding, the funding will carry over to the next cycle.

### STIP Funding:

- Member agencies acknowledge STIP allocation assumptions vary from one cycle to another, and the partnership makes no guarantees regarding future funding availability
- Unprogrammed suballocations are assumed to be retained by respective member agency and carryover to subsequent STIP cycles
- No deadline is assumed for programming carryover funds for member agencies
- No guarantees are assumed regarding future State actions of unprogrammed STIP funds

### Roles & Responsibilities

#### Yolo TD

- Coordinate communication about the Four-County STIP Funding program among partners
- Assign suballocation calculations to member agencies upon known countywide STIP allocation for Yolo county
- Track across STIP cycles:
  - Grant applications submitted
  - Funding Awards
  - Suballocation carryovers
  - Funding swaps between member agencies
  - Other administrative tasks as needed

#### Member Agencies

- Commit to approach the SACOG Four-County STIP Funding Program consistent with this MOU
- Determine whether to submit grant application in any given STIP cycle, project selection, and grant request amount
- Notify YoloTD of intent to submit application(s) in any cycle, and relevant project information for tracking and monitoring purposes

**Technical Advisory Committee (TAC)**  
**YOLO TRANSPORTATION DISTRICT**  
**350 Industrial Way, Woodland, CA 95776---- (530) 661-0816**

<b>Topic:</b> Short-Range Transit Plan: Receive Informational Presentation on Transit Service Planning	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>Information</b>  <b>5</b>
		<b>Attachments:</b> Yes <input checked="" type="radio"/> No
<b>Prepared By:</b> Lola Torney		<b>Meeting Date:</b> February 18, 2025

**RECOMMENDATION:**

Receive a presentation on the basics of transit service planning (aka Transit 101).

**BACKGROUND:**

YoloTD is currently working with Transportation Management and Design, Inc. (TMD) on the Short-Range Transit Plan (SRTP) for 2024-2031. This plan will outline how YoloTD will operate and serve the community over the next few years. An overview of transit service planning basics will ensure that each member of the Technical Advisory Committee (TAC) has a foundational understanding to discuss and strategize the SRTP in the coming year including goals, objectives, and performance measures (likely in April) along with recommendations for the network redesign (likely in the summer).

Topics to be covered in the presentation include understanding the balance between service coverage vs. frequency, the role cities play in successful transit service, ways to most effectively design transit routes based on the agency’s stated goals, and ADA requirements for bus stops.

**BUDGET IMPACT:**

None.

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

<b>Topic:</b> Long-Range Calendar	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>6</b>  <b>Informational</b>	
		Attachments:	Yes <input checked="" type="radio"/> No
<b>Prepared By: J. Marte</b>		<b>Meeting Date: February 18, 2025</b>	

**RECOMMENDATION:**

The following agenda items are tentatively scheduled for upcoming meetings of the YoloTD Technical Advisory Committee.

**Long Range Calendar Agenda Items**

- April 21: Short Range Transit Plan Update