

Citizens Advisory Committee (CAC)
Yolo County Transportation District
350 Industrial Way, Woodland, CA 95776----(530) 661-0816

Topic: Approval of Minutes of CAC’s Regular Meeting on August 29, 2023	Agenda Item#: Agenda Type:	3b	
		Action	
		Attachments:	Yes No
Prepared By: H. Cioffi		Meeting Date: November 7, 2023	

RECOMMENDATION:

Review and approve the meeting minutes for the August 29, 2023, meeting of the Citizens Advisory Committee.

MEETING MINUTES:

Meeting Date: August 29, 2023

1. Call to order/Roll Call

Chair Baker called the meeting to order at 6:00 p.m. The following individuals were in attendance:

Committee Member	Jurisdiction	In Attendance	Absent
Lisa Baker (Chair)	Winters	X	
Olin Woods (Member)	County	X	
Stephen 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

YoloTD staff in attendance were: Autumn Bernstein, Executive Director; Heather Cioffi, Executive Assistant and Clerk to the Board; Courtney Williams Assistant Planner.

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

Chair Baker asked for public comment on items not on the agenda but within purview of YoloTD; there was no public comment.

3. Approval of Minutes of CAC's Regular Meeting on June 27, 2023

Item 4 is an action item.

Chair Baker asked if there were any comments or changes to the meeting minutes from June 27th. Committee member Woods stated he had suggestions and would speak with staff later; however, he had no substantive changes to the minutes.

Chair Baker asked for approval of the meeting minutes for June 27, 2023. Committee member Woods made the motion to approve the June 27, 2023, minutes as provided, and Committee member Streeter seconded the motion. *The motion passed unanimously.*

4. ADA Rider Policies, Application and Service Area Update

Courtney Williams provided an update on the ADA rider policies and service area update.

The Staff recommendation is for the committee to provide feedback on proposed updates to ADA paratransit rider policies, application, and service area.

Mr. Williams reviewed the background of the ADA service. This included:

- June 13th, 2016, July 1, 2016, The YoloBus Special Paratransit Policies and Riders Guides were last updated.
- Since 2020 there has been an increase in enrollment for Paratransit Service, along with complaints regarding the application process.
- Currently over 1,000 registered paratransit riders eligible for service

Mr. Williams reviewed the proposed name change from YoloBus Special to YoloMobile.

Mr. Williams reviewed the proposed rider guide policies. These changes included:

- Streamlining information to strictly discuss how a rider would interact with paratransit service.
- General Formatting (page numbers, table of contents, etc).
- Updating holiday schedule to include state holidays.
- Removing punitive language for rider No-shows.
- Changes the suspension policy window to restart every 30 days (as opposed to 60 days currently).

Mr. Williams reviewed the proposed changes to the paratransit application. These changes included:

- Creating a digital application.
- Removing redundant questions, or questions that don't directly determine the ADA eligibility criteria.
- Clarifying the review Application review window is 21 working days.

Chair Baker asked for comments and questions from the committee. Questions and comments included:

- Is there a reason for 21 working days instead of 30 days? The answer was 'working days' will help applicants realize that applications are not reviewed on weekends, holidays or other days business is not conducted. This will also account for staff being out of office.
- Will the applications be available in different languages? The answer was yes.
- The committee was happy the application will be shortened from 20 pages to 15 pages.
- Will cutting the service in West Sacramento to before 6 am affect the ridership at that time? Staff responded we will get back to the committee on the number of riders that would be impacted.
- The committee supports the rebranding of YoloMobile, there was discussion on whether riders would abbreviate the name.
- Is YOURide being replaced by Beeline? The answer was yes, BeeLine is the new branding for the existing on-demand service in Knights Landing and Winters which was previously called YOURide.
- Would it be possible to process ADA applications in the various cities YoloTD serves so that riders do not need to travel to Woodland. This was something that staff would review.

- Committee members noted staff mention that the downtown Sacramento area was listed as a premium service, is this standard? The answer was that certain parts of downtown, the parts not covered by fixed route, are considered premium and require an extra charge.
- How far into Sacramento does the Paratransit travel? The response was around the Arden Arcade area.
- The comment was “thank you” to staff for working with riders on meeting the needs of the riders.
- The committee asked that riders be made aware of any extra charges for premium locations before riding the paratransit.
- Will we get electric Paratransit vehicles in the future? The answer was yes, that is part of the rollout plan for all YoloTD vehicles to be replaced with zero emission vehicles by 2036.
- Can staff make the rider guide searchable online? This would be especially helpful for riders that may have literacy issues? The staff said they will investigate this and see if this is a viable option.
- Staff asked if the committee wanted to see the completed application before it goes to the board for approval. The committee asked if the finished application could be viewed electronically, however, Ms. Bernstein stated we would need to be considerate of the Brown Act. The consensus was legal counsel would review the idea and get back to staff.

5. Citizens Advisory Committee Recruitment

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

Ms. Bernstein reviewed the recruitment background which included:

- In February 2023, the YoloTD Board of Directors approved the addition of two “At Large” seats to the CAC and approved stipends to help with potential financial hardships brought on by serving on the committee.
- An Ad Hoc Committee was formed to revise the list of requirements to better advance the objectives of diversity, inclusion, and representation of the CAC. The list also needed to be reflective of the communities we serve in accordance with industry best practices.
- After a discussion on the proposed changes at the June 27, 2023, CAC meeting, the changes were incorporated into a final draft. The YoloTD Board of Directors received the final draft from YoloTD staff on July 17, 2023, who then approved the amendments and passed the revised bylaws.

The new criteria were reviewed. The criteria new criteria were:

- Individuals from minority and Tribal groups
- Low-income individuals, including those who have experienced homelessness.
- Yolobus riders, particularly transit-dependent riders, including those who use fixed-route, microtransit and paratransit services.
- Persons with disabilities
- Senior Citizens, age 62 or older
- Balanced gender representation and inclusion of LGBTQ individuals
- Students enrolled in college, high school, continuing education and/or trade school.
- Parents and caregivers
- Individuals who live in rural or Tribal communities
- Advocates for bicycling, walkability, parks and/or trails
- Individuals who work with or advocate on behalf of transit-dependent and low-income populations

Ms. Bernstein reviewed the poll of the current CAC members. Ms. Bernstein also reviewed the committee’s feedback. This included:

- To solicit a diverse pool of candidates that meet these criteria, where should we focus our recruitment efforts?

- How should the current CAC members to participate in recruiting and vetting potential candidates for at-large seats?
- What feedback do you have on the application form?

Ms. Bernstein asked how the current CAC members want to be involved in the recruitment process. Some committee members suggested letting staff take the lead and providing the committee with the top candidates. Other committee members wanted to be involved in the interview process. The final decision was Ms. Bernstein and Chair Baker would decide and get back to the committee.

Chair Baker asked if there were any questions or comments from the committee. Questions and comments included:

- The committee recommended advertising the stipend in the application. The committee also recommended offering transportation to the CAC meetings for any new members.
- The committee gave suggestions on the places to advertise the CAC openings.
- It was suggested that instead of asking for a short essay response to questions, give multi choice options.

6. Administrative Reports

Executive Directors Report

Ms. Bernstein provided updates to include the following:

- The passing of Gary Sandy was recognized, and staff expressed their condolences.
- The new director of finance and operations, Chas Fadrigio, was introduced to the committee. A brief introduction was given.
- The Beeline will launch in Woodland on September 18th. There will be a ribbon cutting ceremony.
- We are still waiting for the DEIR to be released. Ms. Bernstein has a meeting with Caltrans this week regarding the report.
- YoloTD staff and Caltrans are exploring other funding options for the I-80 project since we did not receive state funding.
- The YATC project has kicked off and staff are planning community outreach.

Ms. Bernstein reviewed the long-range calendar. Items included:

November 2023

- Woodland Transit Center Recommendation
- Yolo Active Transportation Corridors (YATC) Update
- Approve meeting schedule for 2024
- CAC Recruitment Update

January 2024

- Appoint Chair/Vice Chair for 2024
- Annual workplan for CAC and YoloTD

Mr. Furillo gave an update on the Bicycling and Transportation Street Safety Commission. The next meeting will be September 14th. Mr. Furillo also noted he will be speaking at the SacRT Academy that will be taking place in September and October and he will make sure to mention the Yolo CAC will be recruiting for membership.

Mr. Woods asked if there had been any communication from Terry Bassett. Staff said they had not had any recent communication with Mr. Bassett. Mr. Woods suggested naming the boardroom or another portion of the building after him. It was suggested there should be some kind of recognition of him on the building. Chair Baker said she believes YoloTD named a bus after Mr. Bassett. Ms. Bernstein affirmed there is a bus named after Mr. Bassett and a plaque in the customer service center honoring his years of service to the organization.

Mr. Guild stated there is a River Street expansion project in West Sacramento and it does take away access to a freeway entrance. This project will provide protected bike lanes.

Chair Baker noted that she was at the Democracy Winters meeting and there was discussion on the Beeline service. It was a good conversation.

7. Adjournment

There being no further business, Chair Baker adjourned the meeting at 7:24 pm.

Respectfully submitted:

Heather Cioffi

Heather Cioffi, Clerk to the Board