

**YOLO COUNTY TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING**

May 8, 2017

**Yolo County Transportation District Board Room
350 Industrial Way, Woodland, CA 95776**

Agenda Item 1 – Call to Order/Roll Call/Pledge of Allegiance

Chair Saylor called the meeting to order at 7:03 pm. He asked Mike Barnbaum to lead the assembly in the pledge of allegiance. The following representatives were in attendance:

Davis – Lucas Frerichs (Primary)
West Sacramento – Chris Ledesma (Primary)
Winters – Harold Anderson (Primary)
Woodland – Xochitl Rodriguez (Primary) *arrived at 7:04 pm*
Yolo County – Don Saylor (Primary)
Caltrans District 3 – Jacob Buffenbarger (Primary)
UC Davis – Matt Dulcich (Primary)

Staff present were Terry Bassett, YCTD Executive Director; Mike Luken, YCTD Deputy Director Operations, Planning & Special Projects; Jose Perez, YCTD Senior Transportation Planner; Chad Mikula, YCTD IT Specialist; Hope Welton, YCTD Legal Counsel; and Kathy Souza, YCTD Executive Assistant.

Also present were Carmen Alba, Transdev, Bernadette Murray, Woodland and Mike Barnbaum, Sacramento. An additional member of the public who declined to provide her name was in attendance.

Agenda Item 2–Consider Approval of Agenda for May 8, 2017 meeting

Minute Order 2017-15

Director Ledesma made the motion, seconded by Director Frerichs, to approve the agenda for the May 8, 2017 meeting. Roll call resulted in:

AYES: Anderson, Frerichs, Ledesma, Saylor
NOES: None
ABSENT: City of Woodland representative
ABSTAIN: None

The motion passed.

Director Rodriguez arrived.

Agenda Item 3 - Comments from public regarding matters NOT on the Agenda, but within the purview of YCTD

Ms. Murray introduced herself as a member of the YCTD Citizens' Advisory Committee and expressed her enthusiasm for the newly instituted Connect Card program.

Mr. Barnbaum congratulated the members of the Cap-to-Cap delegation on the announcement of funding for the Sacramento Streetcar Project in the 2017-2018 federal budget.

Agenda Item 4–Consent Calendar

Minute Order 2017-16

Director Frerichs made the motion, seconded by Director Rodriguez, to approve the following items on the Consent Calendar.

- 4a. Approve YCTD Board Minutes for Meeting April 10, 2017
- 4b. Approve Actions Related to Award of Transportation Planning Grant under Caltrans Sustainable Communities Grant Program
- 4c. Authorize Executive Director to Execute Agreement for Printing Services with FM Graphics, Inc.

Roll call resulted in:

AYES: Anderson, Frerichs, Ledesma, Rodriguez, Saylor
NOES: None
ABSENT: None

ABSTAIN: None

The motion passed.

Agenda Item 5 - Board Member Reports, Announcements, Appointment Nominations, Presentations

Director Rodriguez briefly reported on her experiences on the Cap-to-Cap trip. She asked if staff had received an email from a Woodland resident with questions about the switch to the Connect Card program. Mr. Luken replied that the writer's employee would be receiving training on providing the Connect Card as an employee benefit, which should resolve the writer's questions.

Director Ledesma stated the Streetcar Project appearing in the revised federal budget was a big win for the region. He credited Congresswoman Matsui's efforts for that accomplishment. He added that Sacramento had a streetcar related vote coming before the property owners in the near future and the Sacramento representatives were optimistic for a positive outcome.

Agenda Item 6—Oral Update from Transdev

Carmen Alba, General Manager Transdev:

- Monthly Safety Meetings would address:
 - Bus and Bike safety with Anthony Palmere, Unitrans General Manager and staff, assisting with training.
- Transdev working with the District to promote May is Bike month by handing out vouchers for a chance at prizes to all passengers boarding with a bike.
- Displayed a new Gillig bus at the Woodland Public Library's Touch-a-Truck event April 29
- Participated in the April 29 Davis Senior Center Travel Training Day. A paratransit vehicle was provided and Maria Vargas, Paratransit/Customer Service Lead and Edgar Delgado, Road Supervisor and Instructor attended the event.
- Paratransit team worked with YCTD and TripSpark staff to implement the new paratransit software, NOVUS, which went live May 1st. The transition went smoothly due to advance preparation and training.

Agenda Item 7 – Public Hearing on Proposed Yolobus Service Changes Affecting West Sacramento Related Bus Routes and Schedules

Mr. Perez presented the staff report.

Director Dulcich asked if the extra eastbound stop on the Route 40/41 would increase efficiency on those routes. Director Ledesma stated that the City was working on developing plans in that area with high-density housing expected to result in high use of the stops.

Director Dulcich asked about the branding as Downtown Shuttle. He felt that other names should be considered. Mr. Perez responded that was a working title only and official branding was still a work in progress. Mr. Bassett added that eventually the streetcar would provide that shuttle service rather than buses.

Chair Saylor opened the Public Hearing at 7:39 pm and called for public comment.

Mr. Barnbaum stated he had attended the West Sacramento City Council meeting when the changes were discussed. He suggested the following:

- Adopt the proposed 20-minute headways for the local West Sacramento routes. Mr. Barnbaum recommended that during major events, the Y shuttle and Route 42s would provide effectively 10 minute headways.
- Extend the Route 35 into downtown.

A West Sacramento resident, who declined to provide her name, stated she was speaking as a disabled transit rider and requested a copy of the staff report. Mr. Luken provided her with a copy of the board packet including the staff report. Additionally this individual stated that the District had allegedly failed to comply with public notices for the changes under the Americans with Disabilities Act and Title VI.

There being no further public requests to address the matter, Chair Saylor closed the Public Hearing at 7:47 pm.

Chair Saylor asked what impact the proposed changes would have on service access by disabled riders. Mr. Perez replied that there should be little impact as the route changes made little to no change to the required ¾-mile paratransit area around each fixed route.

Director Frerichs asked about any public notice deficiencies that might have occurred during the public hearing process.

Mr. Perez responded that notices were placed in all Yolobus buses, the public hearing announcement was placed in accordance with the District's adopted requirements and, beyond those requirements, staff had conducted a well-

attended public hearing in the City of West Sacramento and used input received at that workshop to modify the proposed changes. The notice was also placed in a local West Sacramento newspaper and was included on the Yolo bus web site.

Director Ledesma stated that West Sacramento had a mobility action plan that was not detailed in the staff report but included the Streetcar Project and would strive to improve accessibility for all residents. He added that the City's discussion on bus service intervals had noted that the 20-minute headways would keep the project cost neutral.

Mr. Perez responded that less than 20-minute headways would increase the costs and would probably result in decreased on time performance.

Director Ledesma asked if consideration was given to a north to south shuttle route in the riverfront area. Mr. Bassett replied that staff was still working with West Sacramento staff on that proposal

Chair Saylor stated his appreciation of the activism of both the District staff and the West Sacramento City Council and City staff in developing the proposed changes.

Minute Order 2017-17

Having reviewed the staff report and conducted a public hearing regarding the proposed changes, Director Ledesma made the motion, seconded by Director Frerichs, to adopt the proposed changes as described in the staff report. Roll call resulted in:

AYES:	Anderson, Frerichs, Ledesma, Rodriguez, Saylor
NOES:	None
ABSENT:	None
ABSTAIN:	None

The motion passed unanimously.

Agenda Item 8 – Introduction of Proposed 2017/18 Preliminary Budget

Mr. Bassett presented the staff report.

Chair Saylor asked what the District needed for prudent reserves.

Mr. Bassett replied that the current year budget allowed for 4 months of reserve funds. He stated with the proposed budget 4 months could not be maintained without increase the amount of Local Transportation Funds contributed by each of the jurisdictions—hence, a 3-month unrestricted reserve is now being recommended.

Director Ledesma asked if there was a policy defining the level of unrestricted reserves for the District. He stated his opinion that the staff should have presented the issue to the Board and allowed the board to consider various options, including what it would cost each jurisdiction if unrestricted reserves were not used. He added that the Board needed to know what were the actual costs of running the District for their decision making.

Mr. Bassett distributed and explained a large format spreadsheet that showed the drawdown of Local Transportation Fund (LTF) and State Transportation Assistance Funds, over an 8-year period and the amount needed, either from reserves or from each jurisdiction.

Director Frerichs thanked Mr. Bassett for the explanation and stated a desire to discuss why Mr. Bassett made his decision to use reserve funds rather than approach the jurisdictions for additional LTF. He asked for clarification on why there were several stand-alone items in Table A. Mr. Bassett explained some had been historically shown as stand-alone items and that the Y Shuttle was pulled out for attention as it was only funded by three of the five jurisdictions.

Agenda Item 9 – Consider Director's Report

Mr. Bassett and Mr. Luken reviewed portions of the Director's Report

- a. Oral Report – Mr. Bassett asked Ms. Alba to respond to an email received by staff and several directors alleging Transdev did not comply with Wage Order 9 regarding employee meal and rest breaks. Ms. Alba explained both Wage Order 9 and Transdev's personnel policies. All employees received training about the policies as part of their regular training. She stated that Transdev investigated the complaint and it was determined to be unfounded. Transdev was determined to be in compliance with Wage Order 9.

Mr. Bassett added that many scheduled layovers were not intended as employee rest breaks, rather they were built in to bus schedules to allow delayed trips to begin their next run on time.

Chair Saylor asked if staff had replied to the complainant. Mr. Bassett replied they had not, rather were waiting to discuss the matter with the Board. Chair Saylor asked that staff contact the rider.

- b. Cap-to-Cap Trip Update – Addressed under Directors Comments.
- c. May is Bike Month Update – Mr. Luken reported that the Yolo Transportation Management Agency (TMA) had received funding for and instituted a promotion whereby employees of TMA member companies could apply for up to \$100 in reimbursement for repairs or improvements for a bike used to replace travel by vehicle. He added that 160 applications were received and far exceeded the funding for the project. He proposed that the District contribute up to \$10,000 to enable all applicants to be reimbursed.

Chair Saylor made the motion, seconded by Director Frerichs, to authorize a contribution from YCTD to the Yolo TMA for an amount up to \$15,000 to fully fund all the bike program applications.

Discussion followed with directors expressing their support of the program but concern about the manner in which the proposal was presented to the board. Ms. Welton suggested the best approach would be for the Yolo TMA board to present a letter to the YCTD board requesting such financial support.

Chair Saylor withdrew the motion.

- d. Attachments
 - i. Ridership Report through March 31, 2017

Agenda Item 10 – Adjournment

Minute Order 2017-18

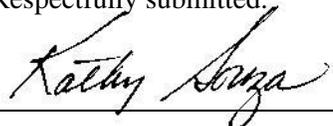
Director Rodriguez made the motion, seconded by Chair Saylor to adjourn the meeting until the next regularly scheduled meeting June 12, 2017. Roll call resulted in:

AYES: Anderson, Frerichs, Ledesma, Rodriguez, Saylor
NOES: None
ABSENT: None
ABSTAIN: None

The motion passed unanimously.

Following passage of the motion, the meeting adjourned at 8:49 pm.

Respectfully submitted:


_____, Clerk to the Board