

**YOLO COUNTY TRANSPORTATION DISTRICT  
BOARD OF DIRECTORS MEETING  
May 14, 2018  
Yolo County Transportation District Board Room  
350 Industrial Way, Woodland, CA 95776**

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

Vice Chair Frerichs called the meeting to order at 7:00 pm. He then asked Director Stallard 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 – Tom Stallard (Alternate)  
Yolo County – Don Saylor (Primary)  
UC Davis – Matt Dulcich (Primary)  
Absent was a representative of Caltrans District 3

Staff present were Terry Bassett, YCTD Executive Director; Janice Bryan, Deputy Director Finance, Grants and Procurement; 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 John Jackson, Ron Bushman, Charity Oakley, and Brian, Nash, Richardson & Company.

**Agenda Item 2–Consider Approval of Agenda for May 14, 2018 meeting**

**Minute Order 2018-11**

Director Stallard made the motion, seconded by Director Ledesma, to approve the agenda for the May 14, 2018 meeting. Roll call resulted in:

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

The motion passed.

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

No comments.

**Agenda Item 4–Consent Calendar**

Director Ledesma congratulated Mr. Perez on his promotion to Deputy Director.

**Minute Order 2018-12**

Director Ledesma made the motion, seconded by Director Saylor, to approve the following items on the Consent Calendar.

- 4a. Approve YCTD Board Minutes for Meetings of March 26, 2018.
- 4b. Authorize Executive Director to Promote Jose Perez to Deputy Director of Operations, Planning and Special Projects
- 4c. Award Two-Year Printing Contract to Metro Print and Mail Solutions
- 4d. Award On-Call Engineering Services Contract to Laugenour and Meikle

Roll call resulted in:

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

The motion passed.

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

Director Ledesma mentioned the VIA launch ceremony in West Sacramento earlier in the day.

Director Stallard thanked Mr. Perez for his presentation at the SACOG Civic Lab the previous week. He mentioned the May 17 8:30 am launch of the Bike Share program.

Director Frerichs reported a group from Davis would celebrate the Bike Share launch by riding the electric JUMP bikes from the Davis train station to the press conference at Raley Field.

## **Agenda Item 6–Oral Update from Transdev**

John Jackson, Maintenance Manager Transdev Yolo:

- Introduced Ron Bushman, Transdev Regional Vice President
- May safety meetings would cover the updated Drug and Alcohol zero-tolerance policies.
- Transdev was promoting May as Bike to Work day with its employees.
- Transdev, as part of its contracted community service commitment participated in the April 28 Touch-A-Truck family event at the Woodland Library and the Winters Youth Day Parade.

Mr. Bassett reported on an arson incident at a bus shelter at County Fair Mall that the driver extinguished. He also reported on significant damage to one of the new buses' undercarriage after coming into contact with a PG&E "top hat" metal device that had apparently been displaced into the traffic lane by an unknown vandal. The District would be filing a claim for damages with PG&E.

## **Agenda Item 7 – Presentation on 2016/17 YCTD Fiscal Audit**

Mrs. Bryan introduced Brian Nash, Richardson & Company. Mr. Nash presented the 2016/2017 Financial Audit results.

Director Stallard asked if the District should consider paying of the unfunded OPEB. Mr. Nash suggested that action be postponed until the new regulations were published.

Director Stallard, referring to page 25 of the proposed budget, questioned the difference in OPEB figures between 2016 and 2017. Mrs. Bryan responded that the current year's budget included higher contributions and the proposed budget included further increased contributions.

## **Agenda Item 8 – Approve New Contract for Fixed Route and Paratransit Operations and Maintenance**

Mr. Bassett presented the staff report.

Director Stallard stated appreciation of the flexibility built into the new contract.

Director Ledesma thanked staff for including the innovation concepts in the RFP and Transdev for their responses to those concepts. He stated that he would like to see performance standards for implementation of any of the options. Mr. Bushman replied that standards were included in Transdev's proposal. Director Ledesma explained he wanted assurance of timely implementation of those options. Mrs. Welton informed the board that could be addressed with more specific options language that would be agreed upon by both parties.

Director Dulcich asked if the UC Davis options included capital costs and, if grant funds were secured how would that affect the costs. Mr. Bassett replied the option wording included the possibility of Transdev providing the vehicles. If the Electrify America grant application were to be successful, that option language would be modified to adjust the rate accordingly.

## **Minute Order 2018-13**

Director Ledesma made the motion, seconded by Director Frerichs, to authorize staff to execute the proposed agreement (Number 2018-06) with Transdev, Incorporated, subject to final review and minor modifications recommended by YCTD's legal counsel, and subject to modifications caused by the inclusion or exclusion of "Quick Trips" in the Service and Payment Schedule, effective August 1, 2018 and to include the following supplemental language: 1) similar to YCTD and CONTRACTOR recognize that a Comprehensive Operational Analysis (COA) of both fixed route and paratransit services will be undertaken during the 2018/19 fiscal year and that its primary goals are to improve efficiencies while reducing, if not eliminating an operation deficit. That analysis may result in recommendations to alter how, where and when those services may be modified. Both parties agree to work together in good faith to re-negotiate the amount of consideration paid, taking into account changes in hours and miles, the rates in Exhibit E, added savings and added expenses (e.g., labor, services, material and supplies, property and equipment lease costs, fuel, insurance and other necessary costs associated with park-out bus activity and other changes, while providing supportive services). 2) When any of options 1-20 are exercised, milestone posts with appropriate timelines and performance standards will be set and enforced.

Roll call resulted in:

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

The motion passed.

### **Agenda Item 9 – Introduction of Preliminary 2018-19 YCTD Budget**

Mr. Bassett introduced a PowerPoint presentation of the proposed preliminary budget. He then explained a recent suggested modification involving adjustments to the Quick Trip schedules. In response to questions, he explained the difference between Quick Trips, in-service miles/hours, and deadhead trip, nonservice miles/hours.

Director Frerichs asked if the presented Table B maintained the status quo, in terms of service levels, as adopted in the 2017/18 budget.

Director Ledesma asked for an explanation of the budget objective of Table B.

Director Frerichs asked why Table B was not presented in the preliminary budget rather than Table A.

Mr. Bassett responded that Table B was not ready for the budget deadline. He stated that while the figures were very similar to FY 2017/18, the mix of weekdays versus Saturdays versus Sundays/Holidays was different than the previous year. He added that the objective was to spread the share of costs as equitably as possible across all the jurisdictions.

Director Saylor asked why the change seemed to increase the cost per mile. Mr. Bushman responded that the Quick Trips changed the way the pie was cut and hours were billed. He asked YCTD to not change this component once the contract was signed because of that reason.

Director Frerichs asked where the Quick Trips were in the budget narrative. Mr. Bassett responded that they were not included, but had been removed. He stated they were added back into the narrative with Table B.

Director Ledesma said, that while he appreciated the District attempting to reduce the impact on the jurisdictions, he was concerned that the budget was balanced using reserves. He added that he was getting no sense of a statement of fiscal health for the District. He asked what the status was for reserves and what the policy was regarding reserves. Mr. Bassett stated that policy (approved last year) was to maintain 3-months of operating funds in reserve. Mr. Bassett added that one of the tasks for the Comprehensive Operational Analysis (COA) would be to create guidelines for future budgets. Mr. Bassett also stated that the so-called structural deficit was more of a reflection of how much TDA money jurisdictions wanted to retain for non-Yolobus projects, including other transit projects, bike related projects and roads.

Director Ledesma asked if a decision on postponing the fare increase was needed at this meeting or could it wait until June. Mr. Bassett responded that staff preferred a decision at this meeting to allow the results to be published and riders alerted to the change. Mr. Bassett stated that a potential deferment of a fare increase was mentioned in the March 26, 2018 Executive Director's Report.)

Director Ledesma asked for any evidence to support the predicted potential loss of ridership if fares were to increase as scheduled. Director Frerichs replied, while not empirical, Regional Transit reported a loss of 10% in ridership after its most recent fare increase.

Director Ledesma asked if it would be feasible to move forward with a distance-based fare system by July. Director Saylor stated that the COA would be tasked with review of the fare structure.

Director Frerichs asked how long it would take to perform the COA. Mr. Bassett stated his hope that it would be completed by January 2019. He added that staff would bring back a scope of work for the COA to the board.

### **Minute Order 2018-14**

Director Saylor made the motion, seconded by Director Frerichs, to:

- a) Set Public Hearing date of June 11, 2018 on the proposed 2018/19 preliminary budget.
- b) Directed staff to further elaborate on reserves, how they were generated and how they would be applied against the proposed preliminary budget.
- c) Assign a Personnel Subcommittee to review salary ranges proposals assumed in the preliminary budget.
- d) Postpone the fare increase which had been scheduled to become effective July 1, 2018.
- e) Authorize staff to prepare and release a Request for Proposals for a Comprehensive Operational Analysis.

Roll call resulted in:

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

The motion passed.

**Agenda Item 10 - Consider Director's Report**

- a) **Oral Report**
- b) **Bus Naming Contest Results**
- c) **Update on Cap-to-Cap Trip**
- d) **Update on Electric Vehicle Related Grant Applications**  
Mr. Bassett reviewed the status of the Electric Bus applications.
- e) **Update on Woodland Transit Study.**
- f) **Status of Flexible, On-Demand Pilot Project in West Sacramento**
- g) **Report on Yolo Leaders Forum**
- h) **Attachments**
  - i. Ridership Report through March 31, 2018
  - ii. Financial and Performance Indicator Report for Third Quarter, 2017/18

**Agenda Item 11 – Closed Session**

At 8:38 pm, Vice Chair Frerichs requested the room be cleared and adjourned into Closed Session.

**Agenda Item 12 – Public Report of Actions Taken in Closed Session**

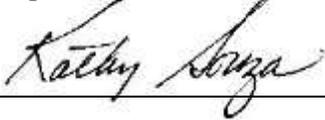
At 8:53 pm, Vice Chair Frerichs reconvened into Regular Session.

No actions were taken, therefore no report was given.

**Agenda Item 13 - Adjournment**

There being no further business Chair Rodriguez adjourned the meeting at 8:53 pm.

Respectfully submitted:

  
\_\_\_\_\_, Clerk to the Board