



Yolo County Transportation District Board of Directors

AGENDA

DIRECTORS: Jesse Loren (Chair, Winters), Don Saylor (Vice-Chair, Yolo County), Lucas Frerichs (Davis), Chris Ledesma (West Sacramento), Enrique Fernandez (Woodland), Matt Dulcich (UCD, ex-officio), David Smith (Caltrans, ex-officio)

WEBEX MEETING WEB ADDRESS:

<https://yctd.my.webex.com/yctd.my/j.php?MTID=m0ee9cbfdcd6fc5e7cbfc385958696e9c>

WEBEX MEETING PHONE NUMBER: (408) 418-9388

WEBEX MEETING ID: 126 143 6271

WEBEX MEETING PASSWORD: YoloAugustBoard (95562848 from phones and video systems)

MEETING DATE: Monday, August 10, 2020

MEETING TIME: 7:00 PM

Pursuant to the [Governor’s Executive Order N-29-20](#), members of the Yolo County Transportation District Board of Directors and staff will participate in this Meeting via teleconference. This Executive Order authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public.

Further instructions on how to electronically participate and submit your public comments can be found in the Public Participation Instructions note at the end of this agenda.

To submit a comment in writing, please email to ksouza@yctd.org and write “For 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 4:00 PM on Monday, August 10, 2020 will be provided to the YCTD Board of Directors in advance and comments submitted during the meeting shall made part of the record of the meeting

<i>Estimated Time</i>			<i>Info/ Discussion</i>	<i>Deliberation/ Action</i>
		<i>The Chairman 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.</i>		
7:00 PM	1.	Determination of Quorum (Voting members: Woodland, Davis, West Sacramento, Winters, Yolo County) (Nonvoting members: Caltrans, UCD)		X
7:00	2.	Consider Approval of Agenda for August 10, 2020 meeting		X
7:00	3	Comments from public regarding matters NOT on the Agenda, but within the purview of YCTD. Please note, the Board is prohibited from discussing items not on the agenda at this time.	X	

CONSENT CALENDAR

7:00	4a.	Approve YCTD Board Minutes for Regular Meeting of July 13, 2020 (<i>Souza</i>)(pp 1- 4)		X
7:00	4b.	Approve Chair, Prior Chair Recommendation Regarding Executive Director Salary and Cafeteria Plan Benefits and Re-define Future Evaluation Periods (<i>Loren, Ledesma</i>) (p 5)		X
7:00	4c.	Approve FY 2020/2021 Goals for YCTD Executive Director (<i>Bassett</i>)(pp 7-8)		X
7:00	4d.	Adopt Resolution R 2020-06 Authorizing Filing of Grant Applications for 5311 CARES Act Phase 2 Funding (<i>Perez</i>)(pp 9-10)		X

REGULAR CALENDAR

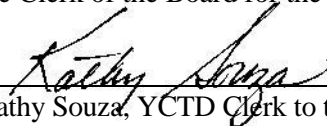
7:00	5.	Board Member Reports, Announcements, Other Nominations, Presentations	X	
7:10	6.	Consider Next Phase of Causeway Connection Service (<i>Bassett</i>)(pp 11-16)		X

7:50	7.	Consider Director's Report (<i>Bassett/Perez</i>) (pp 17-22) <ol style="list-style-type: none"> a. Oral Report--Update from Transdev Regarding Recruitment for Replacement General Manager b. COVID-19 Updates c. Operational Updates d. Survey Update of Existing/Past Riders e. Update on Meetings with YCTD Member Agencies Regarding Possible Fall Service Changes f. 2x2+2 Committee Update g. Microtransit Update for Knights Landing and Winters h. Update Regarding Marketing Services Contract i. Attachments <ol style="list-style-type: none"> i. August 10, 2020 2x2+2 Agenda ii. July 2020 Ridership Report 		X
8:00	8.	Adjournment		X

UNLESS CHANGED BY THE YCTD BOARD, THE NEXT MEETING OF THE YOLO COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS WILL BE SEPTEMBER 14, 2020 AT 7:00 PM IN THE YCTD BOARD ROOM, 350 INDUSTRIAL WAY, WOODLAND, CA 95776 OR BY WEBEX IF RECOMMENDED FOR THE SAFETY OF THOSE INVOLVED.

The Board reserves the right to take action on all agendized items, including items under the Executive Director's Report, at any time during the meeting, except for timed public hearings. Items considered routine or non-controversial are placed on the Consent Calendar. Any Consent Calendar item can be separately addressed and discussed at the request of any member of the YCTD Board.

I declare under penalty of perjury that the foregoing agenda was posted on or before Friday, August 7, 2020 at the Yolo County Transportation District Office (350 Industrial Way, Woodland, California). Additionally, copies were FAXED or transmitted electronically to the Woodland, Davis, West Sacramento, and Winters City Halls, as well as to the Clerk of the Board for the County of Yolo.


 Kathy Souza, YCTD Clerk to the Board

Public Participation Instructions

Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID-19 virus, please do the following:

1. You are encouraged to participate in the August 10, 2020 YCTD Board of Directors meeting remotely via the Webex platform using the following meeting details:
 Via PC: <https://yctd.my.webex.com/yctd.my/j.php?MTID=m0ee9cbfdcd6fc5e7cbfc385958696e9c>
 Meeting ID: 126 143 6271 Meeting Password: YoloAugustBoard
 a. Via Phone: Meeting Phone Number: (408) 418-9388
 Meeting ID: 126 143 6271 Meeting Password: 96562848
2. If you are joining the meeting via Webex and wish to make a comment on an item, click the "raise hand" button. If you are joining the meeting by phone only, press *3 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 Chair, who will call you by name or phone number when it is your turn to comment. Speakers will be limited to 2:00 minutes.
3. If you choose not to observe the YCTD Board of Directors meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 4:00 p.m. on Monday, August 10, 2020 to Kathy Souza, Clerk of the Board, at ksouza@yctd.org or by phone at 530-402-2819 noting in the subject line: For Public Comment. Your comment will be placed into the record at the Board meeting.
4. If you are watching/listening to the live stream of the YCTD Board of Directors meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may also submit your comment, limited to 250 words or less, to Kathy Souza, Clerk of the Board, at ksouza@yctd.org noting in the subject line: For Public Comment. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting

Item 4a

YOLO COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS MEETING

July 13, 2020

Yolo County Transportation District Board Room (via videoconference)
350 Industrial Way, Woodland, CA 95776

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

Chair Loren called the meeting to order at 7:01 pm and requested roll call to confirm a quorum was in attendance through remote participation. The following representatives were in attendance:

Davis – Lucas Frerichs (Primary)

West Sacramento – Chris Ledesma (Primary)

Winters – Jesse Loren (Primary)

Woodland – Enrique Fernandez (Primary) *joined at 7:04 pm*

Yolo County – Don Saylor (Primary)

Caltrans – Todd Rogers (Primary)

UC Davis – Matt Dulcich (Primary)

Staff present were Terry Bassett, YCTD Executive Director; Jose Perez, YCTD Deputy Director Operations, Planning & Special Projects; Janice Bryan, YCTD Deputy Director Finance, Grants & Procurement; Kristen Mazur, YCTD Senior Planner; Chad Mikula, IT Specialist; Hope Welton, YCTD Legal Counsel, and Kathy Souza, YCTD Executive Assistant.

Also present were Kyle Eggen, Transdev; Mike Barnbaum, Sacramento, David Smith, Caltrans; Dan Boyle, Boyle & Associates; Alan Hirsch, Joe Bolte, Davis; and Terri Venesio.

Mr. Perez reviewed instructions for public participation in the meeting.

Agenda Item 2– Consider Approval of Agenda for July 13, 2020 meeting

Minute Order 2020-19

Director Ledesma made the motion, seconded by Director Frerichs, to approve the agenda for the July 13, 2020 meeting. Roll call resulted in:

AYES: Frerichs, Ledesma, Loren, Saylor

NOES: None

ABSENT: City of Woodland representative

ABSTAIN: None

The motion passed.

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

- a. Mike Barnbaum, Sacramento, provided recent information on the status of COVID-19 in California as well as federal transportation funding bills.
- b. Mr. Perez introduced YCTD's new Senior Planner, Kristen Mazur. Ms. Mazur provided a brief statement of her background in planning.

Agenda Item 4 - Consent Calendar

Director Saylor asked to have Item 4b removed from the Consent Calendar for separate discussion. Chair Loren directed that it be removed.

Minute Order 2020-20

Director Saylor made the motion, seconded by Director Frerichs, to approve the consent calendar including Item 4a YCTD Board Minutes for the meeting of June 8, 2020, Item 4c Granting Continued Emergency Authority to Executive Director, or his designee, through September 30, 2020 and Item 4d Approve Letters to State and Federal Elected Officials Requesting Funding Assistance. Roll call resulted in:

AYES: Fernandez, Frerichs, Ledesma, Loren, Saylor

NOES: None

ABSENT: None

ABSTAIN: None

The motion passed unanimously.

Item 4b Authorize Sole Source Procurement of Run Cutting Software

Mr. Perez provided an overview of the staff report.

Director Saylor asked about use of CARES funding for the licensing of the software. Mr. Perez responded that staff's intent was to use CARES funding for that license. Director Saylor asked if the license would be an on-going financial commitment. Mr. Perez replied that a 3-year quote had been received from the vendor as a single year contract with the option for 2 additional single year extensions.

Director Frerichs asked why this had been placed on the Consent Calendar and why this was considered for a sole source procurement since the Executive Director had been granted emergency powers by the board. Mr. Bassett responded that he felt this could be an excessive use of those emergency powers. Mr. Perez explained that staff felt acquiring this through a Request for Proposals, taking three to four months for that process, would create an extended delay in implementing use of the software to assist in dealing with the rapidly changing routing needs. He added that this software appeared to be the most reasonably priced by grouping with other small operators.

Chair Loren stated she understood the concerns of the board members. She reminded them of the current board priorities to leverage state of the art technology and incorporate decision making that is data driven and transparent. She pointed out that this recommendation met both of those stated priorities.

Minute Order 2020-21

Director Saylor made the motion, seconded by Director Ledesma, to authorize the sole source procurement and installation of HASTUS by CSched Transit Scheduling Software for a three-year term in an amount not to exceed \$105,000, utilizing federal CARES funding. Roll call resulted in:

AYES: Fernandez, Frerichs, Ledesma, Loren, Saylor

NOES: None

ABSENT: None

ABSTAIN: None

The motion passed unanimously.

Agenda Item 5 – Board Member Reports, Announcements, Other Nominations, Presentations (Oral Reports)

There were no reports, announcements, or nominations.

Agenda Item 6 – Authorize Contract Amendment for Comprehensive Operational Analysis

Mr. Perez presented the staff report.

Director Frerichs requested a further explanation of the outreach efforts. Mr. Perez reviewed those outreach events already completed. He stated that YCTD staff would launch, within the next week, an on-line survey directed at current and past riders and that the contractor would be conducting additional outreach opportunities.

Director Ledesma stressed that outreach was very important to receive good feedback on the proposed changes. He added that feedback from each of the jurisdictions was also very necessary.

Mr. Barnbaum stated his concern about a “digital divide” that might preclude riders and potential riders from providing input if all outreach was done digitally and those individuals either had no access to digital technology or lacked skills to use the technology. He suggested in-person meetings with masks and social distancing carefully practiced.

Mr. Perez stated the “digital divide” was a valid concern but that the District could not guarantee that in-person meetings could be safely offered at the present time. He reported that staff was looking at seat drops of information, targeted mailing, and similar options.

Chair Loren asked the board members to send their suggestions for additional outreach opportunities to staff via email.

Mr. Bolte expressed his appreciation of the outreach suggestions and hoped for more with low or no-touch solutions. He stressed that recruitment for the Citizens Advisory Committee was needed.

Mr. Hirsch stated the Citizens Advisory Committee was under used and that there was still no Davis bus commuter on that committee.

Minute Order 2020-22

Director Saylor made the motion, seconded by Director Frerichs, to authorize its Executive Director to negotiate and execute an amendment to Agreement Number 2019-07, with Dan Boyle & Associates, Inc.: Agreement for Professional Services Contract for a Comprehensive Operational Analysis (COA), to address COVID-19 related impacts to original COA recommendations and deliver an Implementation Assistance study for an amount not to exceed \$36,017 using available CARES Act funds. Roll call resulted in:

- AYES: Fernandez, Frerichs, Ledesma, Loren, Saylor
- NOES: None
- ABSENT: None
- ABSTAIN: None

The motion passed unanimously.

Agenda Item 7 – Receive Report on Next Phase of Expanded Causeway Connection Service

Mr. Bassett presented the staff report.

Chair Loren asked if this item required action by the board. Mr. Bassett responded that the board was being asked to receive the report.

Director Saylor stated that it would be foolish to run empty buses just because the drivers would be paid even if they didn’t drive. He said that alternative jobs should be found for those drivers. He stated that the 2 x 2 committee could work with Regional Transit (RT) to work through the issue.

Joe Bolte stated that the 3 to 3.2 rides per hour did not justify increasing the schedule.

Mike Barnbaum asked if RT needed to consider this subject at its next board meeting. He asked if RT

could independently increase their schedule as planned in late August then Yolobus increase its schedule in late September. He also asked if the next phase for Yolobus would include the stop at Mace in Davis and the 3 stops in downtown Sacramento midday.

Mr. Bassett stated that staff could talk to RT about service expansion in August versus September.

Director Saylor stated he did not want to see extra service increases without an increase in ridership.

Alan Hirsch stated that he concurred with Director Saylor's statement.

Agenda Item 8 – Consider Director's Report

j. Oral Report –

- i. Update from Transdev Regarding Recruitment for Replacement General Manager - Mr. Bassett reported that recruitment for the Transdev General Manager position was set to close Friday.
- ii. Additional COVID-19 Preventive Measures – Mr. Bassett reported that a Transdev driver had tested positive for COVID-19 and was on leave until testing negative. YCTD was working on contact tracing.

RT had a driver diagnosed as positive and had notified riders of potentially affected routes.

Cache Creek Casino had employees testing positive, but casino management had not shared if any of those were bus riders.

Director Saylor stated this would undoubtedly be a continuing conversation in the future.

Mike Barnbaum confirmed the media release regarding the RT employee testing COVID-19 positive.

k. Discuss Turnover (Transdev & YCTD)

l. Pending Survey of Existing/Past Riders

m. Upcoming Meetings with YCTD Member Agencies Regarding Possible Fall Service Changes

n. Results from Annual CHP Inspection

o. Draft YCTD/Sacramento RT Mutual Aid MOU – Director Frerichs thanked staff for developing the draft MOU.

p. Food Deliveries Completed

q. Attachments

- i. Draft YCTD/Sacramento RT Mutual Aid MOU

Chair Loren expressed her gratitude for the kindness shown during the meeting and the collegial quality of the board discussions. She thanked staff and the board members.

Agenda Item 9– Closed Session

Chair Loren asked those attending to please clear the room prior to the closed session. At 8:29 p.m. the board went into Closed Session.

At 9:28 p.m. the board reconvened from Closed session and reported no items to report.

Agenda Item 10 – Adjournment

There being no further business, Chair Loren adjourned the meeting at 9:28 p.m.

Respectfully submitted:

 _____, Clerk to the Board

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

Topic: Approve Chair, Prior Chair Recommendation Regarding Executive Director Salary and Cafeteria Plan Benefits and Re-define Future Evaluation Periods.	Agenda Item#: Agenda Type:	<h1>4b</h1> <h2>Deliberation/* Action</h2>
		Attachments: Yes <input checked="" type="radio"/> No
Reviewed By: Chair/Prior Chair Subcommittee of Jesse Loren and Chris Ledesma		Meeting Date: August 10, 2020

RECOMMENDATION:

It is the recommendation of the current and past Chairs that the Yolo County Transportation District Board of Directors:

1) authorize the salary for the current Executive Director to be set at \$156,702 per year, and that the cafeteria benefits be set at \$21,737 per year, retroactive to January 1, 2020; and

2) Set future Executive Director evaluations to align with the fiscal year (July 1-June 30).

REASON FOR RECOMMENDATION:

See below.

BACKGROUND:


This recommendation represents an increase in salary of \$7,462, last adjusted 30 months ago, and an increase in cafeteria benefits of \$3,537, which have been frozen for 11 years. (Note that these amounts exclude 90% Employer Contributions to health, vision and dental insurance, plus employer contributions to retirement, worker's comp and Medicare.)

BUDGET IMPACT:

The recommended action will cost the District \$12,134 a year, including \$7,462 in wages, \$3,537 in the cafeteria benefits, and \$1,135 applied towards retirement, Medicare and worker's compensation.

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

350 Industrial Way, Woodland, CA 95776 --- (530) 661-0816

Topic: Approve FY 2020/2021 Goals for YCTD Executive Director	Agenda Item #: Agenda Type:	4c Deliberation/Action
		Attachments <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared by: Terry Bassett	Approved by: 	Meeting Date: August 10, 2020

RECOMMENDATION:

It is recommended that the Yolo County Transportation District Board of Directors adopt the attached FY 2020/2021 goals for its Executive Director.

REASON FOR RECOMMENDATION:

These goals were developed jointly by YCTD’s Chair and Executive Director, with input from the District’s legal counsel. They were also reviewed and discussed during the Board’s July 13, 2020 performance evaluation of the Executive Director.

BACKGROUND:

These goals are consistent with the Vision Statement, Values and Priorities of the District, attached hereto. They focus on three areas of great importance to the District; namely, fiscal responsibility, COVID-19 responsiveness, and succession planning.

While there are many other tasks and activities that are undertaken during the year, the Board expressed a desire to make certain that these three fundamental goals serve as the bellwether for all other managerial activities undertaken.

BUDGET IMPACT:

None.

PROPOSED FY 2020/2021 GOALS FOR YCTD EXECUTIVE DIRECTOR

1. Develop a 3-year budget that is reflective of board priorities on effectiveness, seamlessness, efficiency and sustainability, while taking the revised Comprehensive Operational Analysis recommendations into consideration. Prepare draft 3-year budget, or financial plan, by March 30, 2021. Provide monthly or quarterly updates, as appropriate.
2. Review and proactively redesign and implement transportation related service changes and public outreach programs, consistent with board priorities, in response to existing and new COVID-19 outbreaks which may occur over the next 3-years. Provide monthly updates, as appropriate.
3. Develop and submit a proposed succession plan, reflective of district-wide priorities. Review district activities, employee roles, responsibilities, job descriptions, and desired outcomes for a succession plan, by November 30, 2020. Provide succession plan recommendations by May 31, 2021. Provide monthly updates, as appropriate.

Yolo County Transportation District Board: *Vision, Values and Priorities*

Vision Statement

The vision statement tells us what we intend to become or achieve in the next 3 to 5 years.

Yolo County residents enjoy innovative and efficient mobility options connecting them to places they want to go.

Values

A core value describes our individual and organizational behaviors and helps us to live out our vision.

- o Collaboration
- o Efficiency
- o Transparency
- o Innovation
- o Service
- o Safety
- o Economic Sustainability
- o Environmental Stewardship
- o Equity/Social Justice


District-Wide Priorities

Priorities align our vision and values with our implementation strategies.

- Effective and sustainable business model.
- Efficient, seamless, and easy to use transit system.
- Strong regional mobility partnerships enhance District services.
- Decision making that is data driven and transparent.
- Environmentally sustainable operations.
- Leverage state of the art technology.

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

350 Industrial Way, Woodland, CA 95776---(530) 661-0816

Topic: Adopt Resolution R 2020-06 Authorizing Filing of Grant Applications for 5311 CARES Act Phase 2 Funding	Agenda Item#: Agenda Type:	4d
		Deliberation/*Action
Prepared By: Jose Perez	Approved: 	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
		Meeting Date: August 10, 2020

RECOMMENDATION:

It is recommended that the Yolo County Transportation District Board of Directors adopt the attached Resolution authorizing the Executive Director or his/her designee to file grant applications, execute grant contracts and/or agreements and other supplemental documents for Federal Transit Administration (FTA) Section 5311 CARES Act funding.

REASON FOR RECOMMENDATION:

A resolution will support and confirm the District’s ability to apply for, and comply with, federal CARES Act funding and associated requirements.

BACKGROUND:

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law and provided emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic and provide emergency appropriations to support Executive Branch agency operations during the COVID-19 pandemic. CARES Act funds available to public transit agencies is being administered through the Federal Transit Administration (FTA). The FTA is allocating \$2.2 billion to rural areas. Funding will be provided at a 100-percent federal share, with no local match required, and will be available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19.

The FTA Section 5311 funding is prioritized for rural populations and services and are administered through Caltrans. The total amount of 5311 funds made available to the District through the CARES Act is \$453,102 and is being distributed in phases. The first phase provided YCTD with \$155,042 which was programmed for operating assistance for YCTD rural services. The current and final phase, Phase 2, provides YCTD with \$298,060 which has been budgeted for operating assistance to support District rural services and their relative share of COVID-19 costs through FY 2020/2021.

Copies of an adopted resolution, such as the one attached, must be filed with each grant application. An element of the application process is the certification that the Executive Director has the authority to file and execute grants on behalf of Yolo County Transportation District. The language further allows the identified designees of the Executive Director to sign as well. Proposed designees are the Deputy Director of Operations, Planning, and Special Projects, or the Deputy Director of Finance, Grants, and Procurement.

BUDGET IMPACT:

The CARES Act provides up to \$453,102 in FTA Section 5311 funding to YCTD for eligible operating expenses. Failure to adhere to the established federal, state, and local requirements could result in delays or possible forfeiture of the available funds. Loss of the funding would result in dramatic impacts to revenues needed to provide Yolobus services, negatively impacting the District and local mobility.

RESOLUTION NO. R 2020-06

Resolution Authorizing the Filing of FTA 5311 CARES Act Phase 2 Grant Applications

WHEREAS, on Friday, March 27, 2020 the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law; and

WHEREAS, under the CARES Act, the Federal Transit Administration (FTA) is allocating \$2.2 billion to rural areas through Section 5311. Funding will be provided at a 100-percent federal share, with no local match required, and will be available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19; and

WHEREAS, the grant conditions may impose certain obligations upon grantees; and

WHEREAS, the Yolo County Transportation District (“YCTD”), is eligible to apply for and receive federal CARES Act funding; and

WHEREAS, it appears in the best interests of YCTD, its residents, constituents and its customers to submit such grant applications; and

WHEREAS, the total 5311 CARES Act apportionment for YCTD is \$453,102 to be distributed in two phases, of which the second and final phase of funding available to YCTD is \$298,060; and

WHEREAS, YCTD desires to apply for said grant funding pursuant to all applicable Federal, State, Regional and Local laws and regulations and wishes to authorize YCTD’s Executive Director or his/her designee to execute and submit such grant applications on behalf of the YCTD.

NOW, THEREFORE, IT IS HEREBY RESOLVED, ORDERED, AND FOUND by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, as follows:

1. The foregoing recitals, and each of them, are true and correct.
2. The YCTD Executive Director or one of his/her designees, the Deputy Director of Operations, Planning, and Special Projects or the Deputy Director of Finance, Grants, and Procurement, are hereby authorized to execute and submit grant applications on behalf of the YCTD with the Federal Transit Administration, for Funding Pursuant to CARES Act and the Federal Transit Act (including but not limited to Section 5311) consistent with YCTD’s budgets, approved appropriations and projects, and other Board directives.
3. In connection with such grant applications, the YCTD Executive Director and his/her designees are further authorized to execute and submit such application’s agreements, assurances and other documents and information required to obtain such grant funds with the advice of District Counsel.

PASSED AND ADOPTED by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 10th day of August 2020, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Jesse Loren, Chair
Board of Directors

ATTEST:

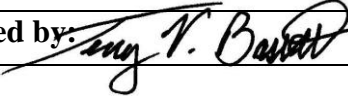
Approved as to Form:

Kathy Souza, Clerk

Hope P. Welton, District Counsel

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

350 Industrial Way, Woodland, CA 95776 --- (530) 661-0816

Topic: Consider Next Phase of Causeway Connection Service	Agenda Item #: Agenda Type:	6 Deliberation/Action
		Attachments <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared by: Terry Bassett	Approved by: 	Meeting Date: August 10, 2020

RECOMMENDATION:

After consideration of this report and feedback from Directors Ledesma and Frerichs, based on the 2 x 2 +2 meeting with SacRT this afternoon, it is recommended that the YCTD board concur with the next phase of service for the Causeway Connection route 138 service.

REASON FOR RECOMMENDATION:

We are proposing to implement the next phase of Causeway Connection bus service between Health Sciences at the UCD Medical Center and the UCD main campus in Davis, changing from five trips a day to 15 trips per day by each of the two agencies.

BACKGROUND:

Since the July 13th YCTD board meeting, we have had several joint meetings with senior SacRT staff, the most recent of which occurred on August 5th. That was followed up that afternoon by a joint meeting of SacRT's General Manager Henry Li, YCTD's Executive Director Terry Bassett, and senior personnel from both agencies. At the conclusion of that meeting, there was a consensus by both agency heads that 15 trips per agency is the preferred direction to go. The results of those efforts will be discussed at a 2 x 2 +2 meeting of SacRT and YCTD board members (two from each agency) and the two agency heads, who plan to meet at 3:00 pm on August 10. The results of that joint session will be shared with your board that evening.

Last December, your Board adopted routes and schedules for the Causeway Connection, effective on or after Monday, April 6, 2020. The approved service level was 52 one-way bus trips, half of which would be operated by SacRT and half by YCTD. Unfortunately, in late March 2020, COVID-19 conditions forced many reductions in transit service by both transit agencies. Instead of the 52 Causeway Connection bus trips per weekday, the two operators decided to run 10 of the originally planned 52 bus trips, effective May 4, 2020.

Table A reveals the schedule currently in effect. Table B is the proposed schedule, to take effect on Monday, September 28th. During the planning stages for the service expansion SacRT presented additional information and some concerns with providing less than the fully adopted schedule (i.e., less than 52 total trips). In the spirit of coordination and cooperation our agencies compromised with a smaller than originally planned expansion. The proposed service level and schedule will not only address customer demand and requests for additional frequency but will also help both agencies maintain capacity constraints and policies associated with COVID-19 mitigation strategies.

Table C shows July 2020 Causeway Connection ridership by trip for both YCTD and SacRT. Ridership is trending up. At an overall average of 41.1 boardings per day, July daily ridership is up 58% compared to the first month, where roughly 26 rides per day were provided.

The partner agencies (including UCD) have received requests from existing riders for additional trips on the Causeway Connection throughout the midday. These requests were discussed and evaluated through partner

discussions. A significant factor in providing additional midday service being the recent change in employee shift times and durations on campus. The partners have been informed many employees are not only changing how often they work on either campus, but how long they stay, some for half-days or less.

Last month, members of your board indicated they were not interested in YCTD running more trips prior to September 28th, which is when the school quarter at UCD begins. Estimates from both UCD campuses indicate parking demand to either remain flat (UCD Medical Center) or to be reduced (UCD Main Campus). We communicated that message to SacRT staff, and they adjusted their approach to match YCTD; namely, stay at five trips per agency per day until September 28th and then increase to 15 trips per agency per day.

Note that Table D includes some background information and comments/thoughts from the Causeway Connection partners.

BUDGET IMPACT:

The adopted budget includes \$810,000 for YCTD to run ½ of 52 one-way bus trips per weekday on the Causeway Connection. The adopted budget assumes \$405,000 in revenues from UCD and the City of Sacramento, and another \$405,000 in CMAQ funding garnered through SACOG.

Based on five one-way trips a day for three months and 15 one-way trips a day for nine months, YCTD's costs should be less than half of the \$810,000 assumed for the Causeway Connection in the adopted budget.

Table A

Causeway Connection Schedule Implemented on May 4, 2020

Causeway Connection

138 Davis to Sacramento

Eastbound

Davis			UC Davis Medical Center
Silo Terminal	Genome Facility (GBSF)	Mondavi Center	U.C.D. Med. Center (45th & Y)
LV	LV	LV	APP AR
6:07am	6:11am	6:18am	6:43am
7:07am	7:11am	7:18am	7:43am
8:07am	8:11am	8:18am	8:43am
4:10pm	4:14pm	4:21pm	4:46pm
5:10pm	5:14pm	5:21pm	5:46pm

138 Sacramento to Davis

Westbound

UC Davis Medical Center	Davis		
U.C.D. Med. Center (45th & Y)	Mondavi Center	Genome Facility (GBSF)	Silo Terminal
LV	LV	LV	APP AR
6:20am	6:45am	6:50am	6:55am
7:10am	7:35am	7:40am	7:45am
8:10am	8:35am	8:40am	8:45am
4:10pm	4:35pm	4:40pm	4:45pm
5:10pm	5:35pm	5:40pm	5:45pm

Table B

Planned Causeway Connection Schedule Expansion Effective September 28, 2020

Causeway Connection					15+15 plan							
Fall 2020 Options Effective 9/28/20					15 Yolobus, 15 SacRT trips 30 total trips							
Eastbound - Davis to Sacramento					Westbound - Sacramento to Davis							
Davis			Sacramento		Sacramento		Davis					
Silo	GBSF	Mondavi	UCDMC		UCDMC	Mondavi	GBSF	Silo				
					G	Y1	6:20a	6:45a	6:50a	6:55a	Y1	
G 1381	6:07a	6:11a	6:18a	6:43a	1381	G						
						G	1383	7:10a	7:37a	7:42a	7:47a	1383
Y1	7:07a	7:11a	7:18a	7:43a	Y1		Y1	8:10a	8:37a	8:42a	8:47a	Y1
						G	1382	9:10a	9:35a	9:40a	9:45a	1382
1383	8:07a	8:11a	8:18a	8:43a	1383	G						
G Y13	9:10a	9:14a	9:21a	9:46a	Y13		Y13	10:10a	10:35a	10:40a	10:45a	Y13
Y1	10:10a	10:14a	10:21a	10:46a	Y1	G						
						G	1384	11:10a	11:35a	11:40a	11:45a	1384
Y13	11:10a	11:14a	11:21a	11:46a	Y13		Y13	12:10p	12:35p	12:40p	12:45p	Y13
1384	12:10p	12:14p	12:21p	12:46p	1384		1384	1:10p	1:35p	1:40p	1:45p	1384
G Y14	1:10p	1:14p	1:21p	1:46p	Y14		Y14	2:10p	2:35p	2:40p	2:45p	Y14
1384	2:10p	2:14p	2:21p	2:46p	1384		1384	3:10p	3:35p	3:40p	3:45p	1384
Y14	3:10p	3:14p	3:21p	3:46p	Y14	G						
						G	1386	4:10p	4:35p	4:40p	4:45p	1386
						G	1385	5:10p	5:35p	5:40p	5:45p	1385
1384	4:10p	4:14p	4:21p	4:48p	1384	G						
G Y15b	5:10p	5:14p	5:21p	5:48p	Y15b		Y15b	6:20p	6:45p	6:50p	6:55p	Y15b
1385	6:10p	6:14p	6:21p	6:46p	1385	G						
						G	1387	7:20p	7:45p	7:50p	7:55p	1387
Y15b	7:10p	7:14p	7:21p	7:45p	Y15b		Y15b	8:20p	8:45p	8:50p		Y15b
1387	8:10p	8:14p	8:21p	8:45p	1387	G						

All trips serve all UCD campus stops, except last trip to Davis, which does not stop at Silo.
No stops at Mace or in Downtown Sacramento

Note that the blue trips will be operated by SacRT, while the green trips will be operated by Yolobus

Table C

July 2020 Causeway Connection Ridership Per Trip

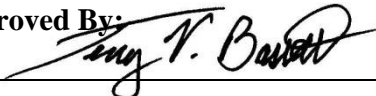
ROUTE 138 RIDERSHIP for July, 2020																									
Trips operated by Sacramento RT																									
Run	Destination	1	2	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Total	Average
607a	Sacramento	4	3	4	4	2	4	3	7	5	6	3	3	4	4	6	4	4	5	3	4	3	2	87	4.0
710a	Davis	2	0	1	1	1	1	1	2	4	1	1	1	2	4	2	2	0	4	2	2	2	0	36	1.6
807a	Sacramento	5	6	6	6	4	5	4	8	6	8	7	9	6	8	4	6	4	8	7	5	7	4	133	6.0
410p	Davis	6		6	6	5			9	5	9	5	8	6	7	8	9	4	10	9	5	6	2	125	6.6
510p	Sacramento	0		0	1	0			1	0	2	0	0	2	0	0	2	0	2	1	2	1	1	15	0.8
		17	9	17	18	12	10	8	27	20	26	16	21	20	23	20	23	12	29	22	18	19	9	396	19.0
Trips operated by YCTD																									
Run	Destination	1	2	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Total	Average
620a	Davis	11	1	2	2	1	1	1	1	1	10	1	0	3	9	1	8	2	2	0	1	0	1	59	2.7
707a	Sacramento	0	8	11	10	7	4	5	7	6	0	6	4	8	0	11	0	5	5	8	9	7	4	125	5.7
810a	Davis	0	3	4	1	2	3	2	0	2	0	1	1	1	0	0	0	3	1	1	1	3	2	31	1.4
410p	Davis	5	15	3	3	4	6	5	4	2	14	12	3	4	17	13	11	3	2	2	2	3	1	134	6.1
510p	Sacramento	8	0	9	9	10	10	4	8	9	0	0	6	13	0	0	0	5	10	10	11	9	7	138	6.3
		24	27	29	25	24	24	17	20	20	24	20	14	29	26	25	19	18	20	21	24	22	15	487	22.1

Table D

BACKGROUND & COMMENTS/THOUGHTS FROM CAUSEWAY CONNECTION PARTNERS:

- a. Route 138 serves UCD main campus in Davis and UCD Medical Center in Sacramento.
- b. For July 2020 route 138 ridership, see Table C.
- c. Fall Quarter Begins on Sept 28th.
- d. Most classes will be on-line, but situation is in a state of flux and could change.
- e. Based on parking, it appears that the Medical Center is at about 80% staffing levels. Throughout COVID-19, the Medical Center has remained busy. They view getting people to and from the Medical Center as the biggest need.
- f. UCD main campus has an estimate of 15-20% parking utilization. Parking fees were reinstated around August 1st. Uncertain how that impacts transit use.
- g. UCD staff wants hourly service to mirror service levels that existed prior to the switchover to public transit operators.
- h. Midday service improvements will address irregular hour commutes to the campuses.
- i. There is no good viable alternative to route 138 without increasing ride times.
- j. This route when operated hourly is considered lifeline service.
- k. Both RT and YCTD will be setting up ongoing (frequency to be determined) service coordination meetings, including key personnel from both agencies involved in day-to-day operations and communications.
- l. Staff from both agencies will work with UCD and the Med Center to promote the route, including price, convenience and protective measures taken to address COVID-19.

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

Topic: Consider Director's Report	Agenda Item #:	<h1>7</h1> Deliberation/Action
	Agenda Type:	
Prepared By: Terry Bassett, Jose Perez	Approved By: 	Meeting Date: August 10, 2020

RECOMMENDATION:

Your Board reserves the right to take action on all items below, except for oral report items.

BACKGROUND:

a. Oral Report

- i. Update from Transdev Regarding Recruitment for Replacement General Manager

b. COVID-19 Updates

There have been three reports of drivers testing positive for COVID-19 since early July. After quarantining and getting a medical clearance, the first driver has already returned to work. For the first and second drivers, we posted on our web site and through blast emails what bus trips they operated, and those buses were disinfected again as a precaution. The third driver has not worked in a month and apparently contracted COVID-19 during their leave. We have been keeping the Yolo County Health Department and have consulted with them along the way.

As a reminder, employee temperatures are checked daily and face coverings are required to be worn by employees and passengers.

As an extra safety measure, we have installed 6 automated hand sanitizers in YCTD offices, and Transdev has installed another 14 on its side. On our instruction, Transdev is ordering pump-type hand sanitizers for the entire fleet of 57 YCTD buses and 12 paratransit vehicles.



c. Operational Updates

There were two non-preventable accidents in the last 30 days. In both incidents, the Yolobus driver were determined to not be at fault. One involved a car driver running a red light at Covell/Alhambra in Davis. As a precaution, the car’s driver was transported by ambulance. The car was towed from the scene. A second accident involved a reckless driver rear ending the corner of a paratransit bus while its driver was trying to pass on a freeway. No injuries were reported.

d. Survey Update of Existing/Past Riders

The YCTD Summer 2020 Customer Survey went live on July 30, 2020 and has collected 69 responses to date. The survey has been advertised on the Districts social media, website, and in physical notices onboard the buses and bus stops, and participation is incentivized. To help address the “digital divide” notices provide information for customers to call and take the survey by phone or in person at the YCTD offices. The survey will remain open to responses through August 14, 2020. Survey findings and response data will be summarized and presented to the Board in a future meeting, and the data will be shared with the COA consultant team to supplement their public outreach efforts.

e. Update on Meetings with YCTD Member Agencies Regarding Possible Fall Service Changes

YCTD staff has begun coordinating with member jurisdictions on the specific levels of service changes to be implemented in the Fall. A primary goal of these discussions is to update jurisdictions on their specific services currently operating, options for service reintroduction/modification/enhancements, and to provide an initial opportunity for feedback and direction with respect to the Implementation Assistance Study currently underway.

f. 2x2+2 Committee Update

This joint committee of two SacRT and two YCTD board members, along with the agency heads of the two transit agencies, is set to meet at 3 pm on Monday, August 10th. The agenda is attached, and an oral update will be provided at the Board meeting.

g. Microtransit Update for Knights Landing and Winters

The Yolobus microtransit services in Knights Landing and Winters have not been immune to the impacts of COVID-19. While ridership in the Knights Landing community was not particularly exceptional, prior to COVID-19 it was experiencing steady, albeit slow, growth. In late March, the service was not reduced in terms of span, though only one vehicle (versus two prior) was made regularly available for service. Further, the route 220 and 220C were stopped and the resources used to establish a Microtransit service in Winters. The TripShot on-demand software platform allows YCTD and Transdev to monitor performance and service area productivity, including origin/destination information. Total microtransit rides since program inception (September 2019) is 1,398.

A summary of ridership from March 2020 through July 2020 for the current Microtransit services follows:

Service Area	March	April	May	June	July	Total
Knights Landing	87	262	173	133	148	803
Winters	17	120	126	174	158	595

h. Update Regarding Marketing Services Contract

YCTD's marketing services contract with Freelance Communications expires on August 31, 2020. Staff is working on a new Scope of Work and RFP for the next contract, which will likely have a two-year duration, or a one-year term, with an option for a second year. We will work with the Chair and Vice-Chair on this procurement. The adopted budget includes \$125,000 for marketing services, plus funds for printed media and ads. The intention of this marketing round is to focus on outreach, education and promoting ridership during this COVID-19 period, as well to inform the public on changes in services brought about through the Comprehensive Operational Analysis process.

i. Attachments

- a. August 10, 2020 2x2+2 Agenda
- b. July 2020 Ridership Report

SacRT and YCTD 2 x 2 + 2
Meeting Agenda
3:00 pm, Monday, August 10, 2020

Invited:

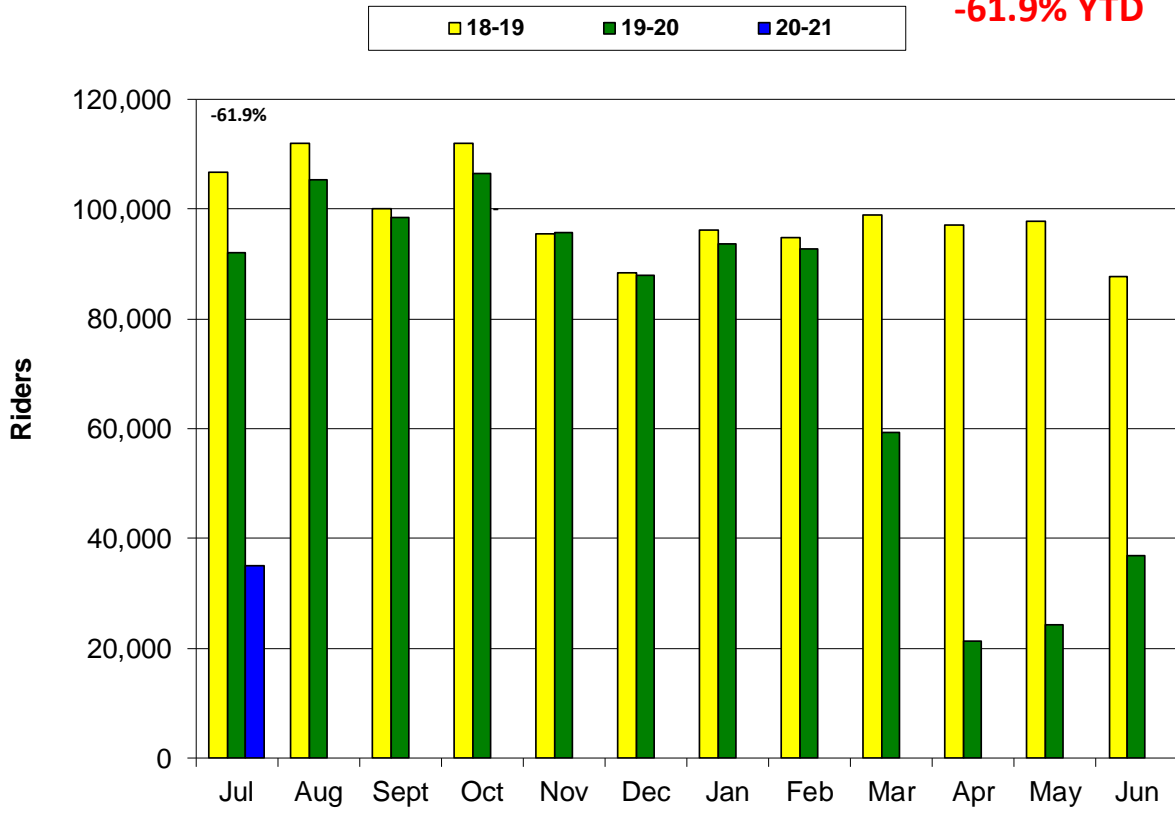
SacRT: Chair Steve Hansen, Vice Chair Steve Miller, General Manager/CEO, Henry Li

YCTD: Directors Chris Ledesma and Lucas Frerichs, Executive Director, Terry Bassett

1. Introductions
2. Update on Causeway Connection (route 138)
 - a. Currently each transit agency runs 5 trips/weekday
 - b. Tentative Proposal
 - i Existing 5 trips per transit agency through September 25th
 - ii 15 trips per transit agency, effective September 28th
(allows for approximately one-hour headways)
3. Update on other Transit Service Recovery
 - a. RT
 - b. YCTD
4. Status of Proposed Light Rail Extension to West Sacramento
5. Draft Mutual Aid Agreement
6. Other, Future Topics, Next Meeting Date
7. Adjournment

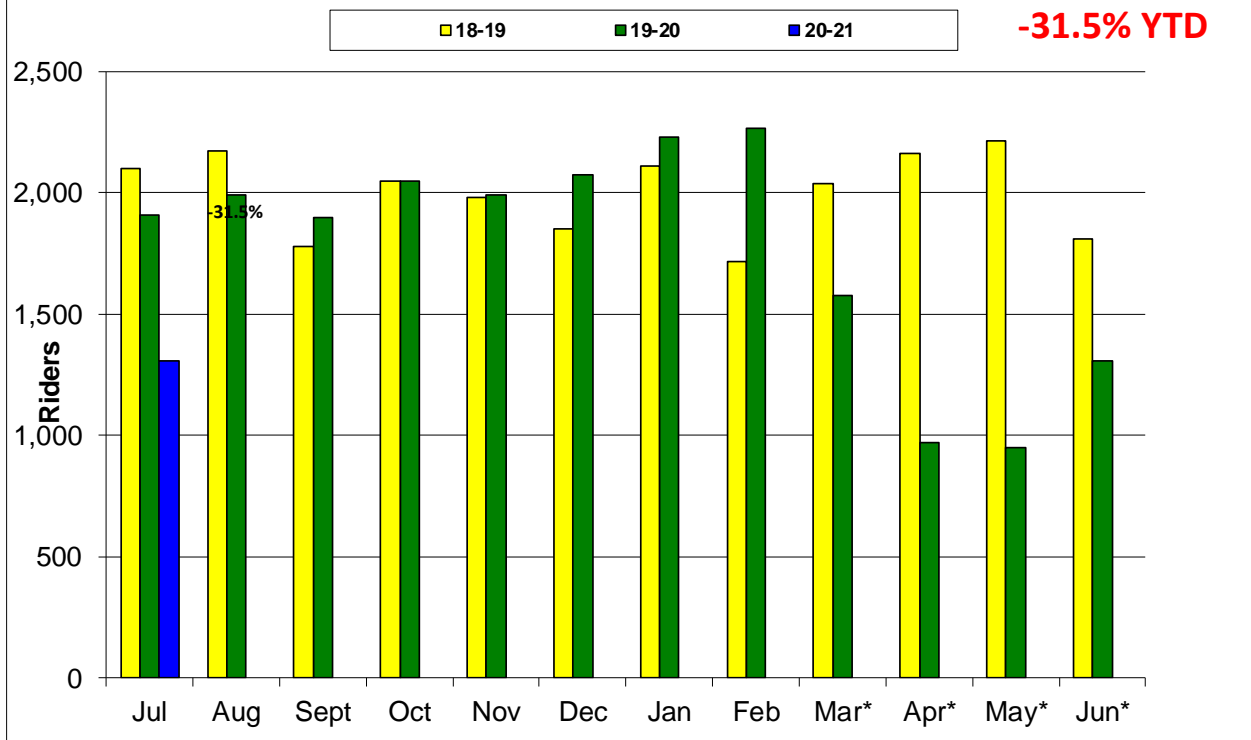
Yolobus Fixed Route Ridership Trends

-61.9% YTD



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
20-21	35,067												35,067
19-20	92,016	105,446	98,477	106,536	95,686	87,879	93,589	92,728	59,404	21,278	24,193	36,822	914,054
18-19	106,747	112,113	100,044	112,007	95,508	88,329	96,304	94,922	99,048	97,076	97,770	87,631	1,187,499

Yolobus Special Paratransit (ADA) Ridership Trends



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar*	Apr*	May*	Jun*	Totals
20-21	1,309	1,994	1,901	2,047	1,994	2,077	2,230	2,266	1,578	972	947	1,308	1,309
19-20	1,910	1,994	1,901	2,047	1,994	2,077	2,230	2,266	1,578	972	947	1,308	21,224
18-19	2,099	2,173	1,781	2,048	1,982	1,850	2,109	1,715	2,039	2,163	2,216	1,808	24,806

*Includes YOUR Ride microtransit ridership (Knights Landing + Winters): July 2020 = 306 (148 + 158)