



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)

ZOOM MEETING WEB ADDRESS: <https://zoom.us/j/99399011202>

ZOOM MEETING PHONE NUMBER: (408) 418-9388

ZOOM MEETING ID: 993 9901 1202

All meeting participants will be entered into a virtual waiting room and will be admitted by the meeting host.

MEETING DATE: Monday, November 9, 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, November 9, 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><u>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.</u></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 November 9, 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 October 12, 2020 (<i>Souza</i>) (pp 1-6)		X
7:00	4b.	Grant Continued Emergency Authority to Executive Director, or his designee, through January 31, 2021 (<i>Bassett</i>) (p 7)		X
7:00	4c.	Adopt YCTD Public Transportation Agency Safety Plan and Resolution R 2020-08 (<i>Perez</i>)(pp 9-32)		X
7:00	4d.	Appoint Steve Streeter, Davis Resident, to YCTD’s Citizens Advisory Committee (<i>Bassett</i>) (pp 33-34)		X

REGULAR CALENDAR

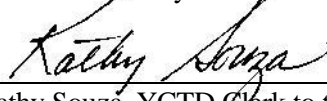
7:05	5.	Board Member Reports, Announcements, Other Nominations, Presentations		X
7:10	6.	Financial Status Update (<i>Bryan</i>) (pp 35-46)		X

7:15	7.	Consider YCTD Project Nominations for Next SACOG Competitive Funding Round (<i>Mazur, Perez</i>) (pp 47-49)		X
7:25	8.	Update on Possible Service Changes as Part of COVID-19 Service Recovery and Comprehensive Operational Analysis (<i>Perez</i>) (pp 51-52)		X
7:40	9.	Consider Director's Report (<i>Bassett/Perez</i>) (pp 53-58) <ul style="list-style-type: none"> a. Oral Report b. Transition to Zoom Meeting Format c. Status of Downtown Riverfront Streetcar Project d. SACOG Annual Unmet Transit Needs Hearing e. Causeway Connection Update f. Free Service on Election Day g. Status of Agreements with Sacramento Regional Transit District h. Monthly Progress Report on Three Primary Goals i. Attachments <ul style="list-style-type: none"> i. Updated Long-Range Board Meeting Calendar ii. October 2020 Ridership Report for Fixed Route, Paratransit and Microtransit 		X
8:00	10.	Adjournment		X

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

The Board reserves the right to take action on all agenda 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, November 6, 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 November 9, 2020 YCTD Board of Directors meeting remotely via the Zoom platform using the following meeting details:
 - a. Via PC: <https://zoom.us/j/99399011202>
Meeting ID: 993 9901 1202
All meeting participants will be entered into a virtual waiting room and will be admitted by the host.
 - b. Via Phone: Phone Number: (669) 900-9128
Meeting ID: 993 9901 1202
All meeting participants will be entered into a virtual waiting room and will be admitted by the host.
2. 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 meeting 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 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, November 9, 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

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.

- Collaboration
- Efficiency
- Transparency
- Innovation
- Service
- Safety
- Economic Sustainability
- Environmental Stewardship
- 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.

Item 4a

YOLO COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS MEETING

October 12, 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 7:02 pm and requested roll call to confirm a quorum was in attendance through remote participation. The following representatives were in attendance via WebEx for a quorum:

Davis – Lucas Frerichs (Primary)

West Sacramento – Chris Ledesma (Primary)

Winters – Jesse Loren (Primary)

Woodland – Enrique Fernandez (Primary)—Joined during Agenda Item 6

Yolo County – Don Saylor (Primary)

Caltrans – Anissa Raja (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; Daniel Gomez, YCTD IT Systems Technician; Hope Welton, YCTD Legal Counsel, and Kathy Souza, YCTD Executive Assistant.

Also present via WebEx were Michael Klein and Kyle Eggen, Transdev; Mike Barnbaum, Sacramento; Alan Hirsch, Joe Bolte, Davis, and Patrick Guild, West Sacramento.

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

Agenda Item 2– Consider Approval of Agenda for October 12, 2020 meeting

Minute Order 2020-29

Director Saylor made the motion, seconded by Chair Ledesma, to approve the agenda for the October 12, 2020 meeting. Roll call resulted in:

AYES: Frerichs, Ledesma, Loren, Saylor

NOES: None

ABSENT: City of Woodland

ABSTAIN: None

The motion passed.

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

Mr. Perez read into the record the following:

Oct. 12, 2020

Re: Causeway Connection

Board of Directors,

The Causeway Connection is unreliable for the essential frontline healthcare workers. We start our days very early to provide care to you and your families. If we don't get there on time people have to cover us perhaps creating an unsafe environment or an unsafe patient ratio for you or your family member.

This morning, for instance, the 6:10 bus was just up and canceled because there was no driver and there was no way of conveying this to the riders. Well UC Davis does not just cancel a surgery at the last minute and not tell the patient because there is no surgeon. Last week, our driver was 15 minutes late and she had never driven the route before – she had to rely on a passenger for directions. Again, you would not want a surgeon who has never performed your procedure to cut you open.

This is supposed to be your expertise and people rely on this service. Some individuals do not have the option of driving themselves to Sacramento. Yolobus must do better. On this note, you should not plan on charging individuals until you do become a reliable resource to the community.

Disappointed,
Emily Murdock, RN MSN
UCDavis employee

Good morning,

I hope this email finds the reader well. I also hope this email spurs a re-evaluation of current procedures as they relate to the causeway connection shuttle and rider communication.

Today, Monday October 12th I waited along with 4 other riders at the genome building stop for the 610a shuttle that eventually never came. Assuming it was late (as is not completely abnormal for the shuttle) I waited until 625 before calling to find out that our shuttle had been cancelled. If not for the kindness of a fellow rider who offered a ride when her husband returned to pick her up, I would have waited an hour longer to get to work late. This is not the first time that this has happened with one of the previous occurrences happening during our episodes of unhealthy air.

What is frustrating is that this is not the first time this has been mentioned. Stacy Judkins has sent numerous emails which don't seem to have received feedback. This service replaces a shuttle service the university had in place for years to bring staff, students, volunteers and even patients between campuses. We depend on it to function per schedule for our employment, education, our health and et cetera.

Please help me understand what happened this morning and what if anything will be done to correct or mitigate this situation so it doesn't happen again in the future. Also, please provide a way to obtain real time information about the bus' whereabouts. This way, should other arrangements need to be made, riders can do so in a timely fashion.

Regards,
Natalie

Mike Barnbaum informed the board that RT had no meeting this date but would meet October 26 and November 9. He reported at the September CCJPA meeting it was announced that they would run weekend schedules on November 26 and 27, returning to regular schedules after that. H requested future agenda items regarding late buses and maintenance of buses.

Joe Bolte reminded the board that Yolo County had declared a climate emergency and would need more resources from the jurisdictions

Alan Hirsch stated his opinion that the long-range calendar should be produced by the board rather than staff.

With no further public comments, Chair Loren reminded those in attendance of the Vision, Mission Statement and Goals provided with the board packet.

Agenda Item 4 - Consent Calendar

Minute Order 2020-30

Director Ledesma made the motion, seconded by Director Saylor, to approve the item on the consent calendar.

4a. Approve YCTD Board Minutes for Regular meeting of September 14, 2020

Roll call resulted in:

- AYES: Frerichs, Ledesma, Loren, Saylor
- NOES: None
- ABSENT: City of Woodland
- ABSTAIN: None

The motion passed.

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

Director Dulcich stated he wished to hear discussion on the Causeway Connection comments from passenger that were read into the record. He asked for metrics to be developed on the effectiveness of the program for presentation at the November board meeting. Director Saylor stated his agreement.

Director Frerichs said he assumed that a remedy to the problems would be found and asked that the board be emailed with information about that remedy.

Chair Loren reminded everyone to vote.

Agenda Item 6 – Consider Recommendations Relative to Bylaws, Composition and Charge of Citizens Advisory Committee

Mr. Perez presented the staff report.

Director Fernandez joined the meeting.

Alan Hirsch thanked all involved for the work on the project.

In response to concern from Director Ledesma regarding lack of attendance by appointed representatives, Mr. Perez stated that the representatives serve at the pleasure of the board so could be removed if desired. Ms. Welton added that there was language included about removal for moving out of the area of representation or at the board's direction.

Discussion followed about whether all members should be residents of Yolo County. Since only 2 members would be at-large it was decided not to insist on that requirement.

Minute Order 2020-31

1. Director Ledesma made the motion, seconded by Director Saylor, to adopt the revised CAC Bylaws as presented, and
2. Direct staff to undertake steps to solicit, obtain and forward applications from qualified individuals wishing to be nominated and appointed to vacant CAC positions.

Roll call resulted in:

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

The motion passed unanimously.

Agenda Item 7 – Financial Status Update

Ms. Bryan presented the staff report.

Director Ledesma stated his expectation that staff start forecasting trends in finances before the budgeting season. He added that he didn't want the District to depend on federal funding.

Joe Bolte stated that to dramatically increase ridership, and therefore fare revenue, he recommended increasing frequency on the Route 42.

Agenda Item 8 – Consider Extending Youth Ride Free Program Through December 31, 2021

Ms. Bryan reviewed the staff report.

Chair Loren asked what the top age limit for the free fare was. Mr. Perez responded that it was tied to the rider's status as a current K-12 student.

Director Dulcich asked if this was a long-term or limited term proposal. Mr. Bassett replied that it was proposed to end as of December 31, 2021.

Mr. Barnbaum state that RT had extended its youth free fare program through September 30, 2021.

Chair Loren stated it was a good way to make transit a habit while riders were still young.

Minute Order 2020-32

Director Saylor made the motion, seconded by Director Frerichs, to approve the extension of the current Youth Ride Free Program through December 31, 2021. Roll call resulted in:

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

The motion passed unanimously.

Agenda Item 9 – Update on Possible Service Changes as Part of COVID-19 Service Recovery and Comprehensive Operational Analysis

Mr. Perez presented the staff report.

Chair Loren expressed appreciation for the coverage of the report.

Director Fernandez stated that City of Woodland staff wanted further justification for increasing the Route 42 A/B service with the increased costs associated therewith. Mr. Perez responded that the original recommendation for the increases were based on customers finding it taking too long to get to their destinations. Mr. Bassett added that staff would share those rider comments with City of Woodland staff.

Mr. Barnbaum stated that increasing frequency would provide wider choices of trips for passengers and increased opportunities to better practice social distancing.

Mr. Bolte asked that staff and the consultant talk to riders early in the next steps, before meeting with the jurisdictions to maximize options to present to the jurisdictions.

Chair Loren stated she was glad to see the plan for incremental adjustments to avoid any scenario of increased services needing to be reduced once again. She expressed the hope there was a backup plan in case the proposal since there were so many unknowns.

Mr. Perez stated the focus would be on the known elements then work to adjust if need be when previously unknown elements arose.

Mr. Hirsch stated that increased frequency was the key to attracting key riders.

Agenda Item 10 - Consider Director's Report

a. Oral Report –

Mr. Bassett informed the directors of the recent cyber-incursion and its impact on the District. Director Ledesma asked if any confidential information had been placed at risk. Mr. Perez responded that tracing the source indicated that nothing was distributed outside the District. The data was encrypted but not removed from YCTD storage. Director Frerichs asked that in the future the board be notified in such cases. Chair Loren stated that she was notified and if there were events in the future would share the information with the rest of the board.

Mr. Hirsch stated that the long-range calendar should be a matter for public discussion. He added that projects should be done incrementally and that the streetcar project was not an incremental project.

Mr. Bolte requested monthly reports regarding on-time-performance with analysis of the reports.

Director Frerichs expressed his concern that the Board should have been notified earlier.

- b. Status of Downtown Riverfront Streetcar Project – Mr. Bassett reported that SacRT had approved the Streetcar Project item on their agenda earlier in the evening.
- c. SACOG Annual Unmet Transit Needs Hearing - Mr. Bassett reminded attendees of the upcoming SACOG unmet needs hearing. It was determined that Director Saylor was scheduled to chair the event.
- d. September 28, 2020 Causeway Connection Expansion Date – Previously discussed.
- e. Other Service Updates
- f. Status of Agreements with Sacramento Regional Transit District
- g. Preparation of YCTD Project Nominations for Next SACOG Funding Round
- h. Monthly Progress Report on Three Primary Goals
- i. Attachments
 - a. Updated Long-Range Board Meeting Calendar
 - b. Causeway Connection Infopost Insert
 - c. September 2020 Ridership Report for Fixed Route, Paratransit, and Microtransit
 - d. September and August 2020 Average Riders Per Day by Route

Agenda Item 11 – Closed Session

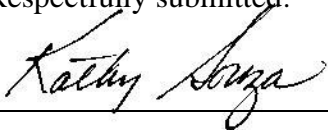
At 8:38 the meeting was adjourned to Closed Session with the announcement that there would be no report from Closed Session.

Agenda Item 12 – Adjournment

Chair Loren adjourned Closed Session and reconvened the regular meeting at 8:51 pm.


There being no further business, Chair Loren adjourned the meeting at 8:51 p.m.

Respectfully submitted:

, Clerk to the Board

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Grant Continued Emergency Authority to Executive Director, or his designee, through January 31, 2021	Agenda Item #: Agenda Type:	4b Deliberation/Action
		Attachments Yes <u>No</u>
Prepared by: Terry Bassett	Approved by: 	Meeting Date: November 9, 2020

RECOMMENDATION:

It is recommended that for the two-month period, effective December 1, 2020 through January 31, 2021, the YCTD Board of Directors grant continued emergency authority to its Executive Director, authorizing him, in collaboration with the Board Chair, Vice-Chair and District Counsel, to plan for and execute emergency changes in any and all fixed route and paratransit schedules, routes and expenses made necessary as the result of the coronavirus, known as COVID-19, and guidance/directives from the Yolo County Emergency Operations Center, the Yolo County Health Officer, the California Office of Emergency Services, the Governor of the State of California, or other regional, state or federal authorities that have jurisdiction over YCTD. It is further recommended that the YCTD Board of Directors authorize its Executive Director to continue utilizing YCTD resources to assist the EOC in undertaking other activities in support of EOC requests for support services.

REASON FOR RECOMMENDATION:

We are seeking a two-month extension of the emergency authority previously granted by your Board in order allow staff to respond to changes in conditions, brought about by COVID-19 related orders from the Yolo County Public Health Officer, the Yolo County Emergency Operations Center (EOC), and the State of California.

BACKGROUND:

Your Board granted the Executive Director emergency authority for the period of March 17 through May 31, 2020. That authority has been extended by the YCTD Board in two-month increments. The current increment expires November 30, 2020.

There are ongoing, rapidly changing developments related to the spread of COVID-19 cases in the Yolo/Sacramento County region, which could cause changes in guidance, directives, or requests from the Yolo County Public Health Director, the California Department of Public Health, Governor Gavin Newsom, and other agencies.


We anticipate that the State and Yolo County will continue to revise guidance and restrictions and allowable activities, in their efforts to protect the public, communities and businesses that have been impacted.

This two-month extension of emergency authority will be revisited in early January 2021 with an assessment on whether such authority should be recommended for future two-month increments.

BUDGET IMPACT:

Unknown; however, staff will stay mindful of staying within the adopted budget total.

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

Topic: Adopt YCTD Public Transportation Agency Safety Plan and Resolution R 2020-08	Agenda Item#: Agenda Type:	<h1>4c</h1>
		Deliberation/*Action
Prepared By: Jose Perez	Approved: 	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No Meeting Date: November 9, 2020

RECOMMENDATION:

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors adopt the YCTD Public Transportation Agency Safety Plan and Resolution R 2020-08, required for compliance with Federal Transit Administration (FTA) regulations.

REASON FOR RECOMMENDATION:

As a direct recipient of federal funding, YCTD is required to adopt and implement a Public Transportation Agency Safety Plan prior to December 31, 2020 to remain in compliance with federal regulations and funding requirements.

BACKGROUND:

On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

Considering the extraordinary operational challenges presented by the COVID-19 public health emergency, the FTA issued a Notice of Enforcement Discretion effectively extending the PTASP compliance deadline from July 20, 2020 to December 31, 2020

The plan must include safety performance targets. Find additional guidance on planning and target setting on FTA's Performance-Based Planning pages. Transit operators also must certify they have a safety plan in place meeting the requirements of the rule by December 31, 2020. The plan must be updated and certified by the transit agency annually.

YCTD is designated as a small operator per the definitions established by the FTA, and as a direct recipient of federal funding, the District must adopt and implement a PTASP. The attached plan was developed in partnership with YCTD's contract operator, Transdev, and their management team, as well as local peer agencies. The attached plan certifies and confirms already established safety and security practices, while also establishing reasonable and quantifiable safety performance goals and metrics.

The YCTD PTASP will be reviewed and updated annually as necessary and be included as part of YCTD's annual federal certifications and assurances, confirming compliance with federal requirements.

BUDGET IMPACT:

The YCTD PTASP does not require additional costs to implement. Failure to adhere to the federal requirement for an adopted PTASP could result in delays or possible forfeiture of the available federal 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 2020-08

Resolution Adopting the Yolo County Transportation District Public Transportation Agency Safety Plan

WHEREAS, the Yolo County Transportation District (YCTD) directly operates, financially supports, and oversees safe, friendly, and well-utilized public transportation in Davis; and

WHEREAS, YCTD provides fixed-route, paratransit, and microtransit public transportation services throughout the counties of Yolo, Sacramento, and Solano, operated by contract with Transdev, Inc.; and

WHEREAS, the Federal Transit Administration (FTA), which provides significant annual funding to YCTD for public transportation, requires public transportation operators to have a Board approved Public Transportation Agency Safety Plan by December 31, 2020 in order to continue to be eligible for federal transit funding; and

WHEREAS, the Public Transportation Agency Safety Plan formalizes safety programs and procedures already in place at YCTD and improves the safety risk management, safety assurance, and safety oversight processes; and

WHEREAS, the safe operation and provision of public transportation is a top priority of YCTD and its member jurisdictions.

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 sign and implement the Public Transportation Agency Safety Plans for the Yolo County Transportation District as presented.

PASSED AND ADOPTED by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 9th day of November 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jesse Loren, Chair
Board of Directors

ATTEST:

Kathy Souza, Clerk



Yolo County Transportation District
Public Transit Agency
Safety Plan (PTASP)

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Transit Agency Information

Transit Agency: Yolo County Transportation District (Hereafter referred to as “YCTD”)
 Transit Agency Address: 350 Industrial Way, Woodland, CA 95776
 Accountable Executive: Terry V. Bassett, Executive Director
 Chief Safety Officer: Jose Perez, Deputy Director of Operations, Planning, and Special Projects. Also serving as Chief Safety Officer
 Modes of Service Cover by the PTASP: Fixed-route, Paratransit, Demand-response
 List of FTA Funding Received: 5307, 5311, 5339

YCTD does not provide transit services to another transit agency or service.
 Should YCTD begin to provide transit services to another transit agency or transit service in the future, this Plan will be updated. The arrangements for transit services provided to another transit agency or transit service will be summarized in the table below:

Other Transit Agency or Entity Served	Address	Description of the Arrangements

Plan Development, Approval, and Updates

Development

The Yolo County Transportation District drafted this plan. By signature below, the Accountable Executive confirms the development this plan.

Terry V. Bassett, Executive Director

Date Signed

Record of Revisions

A table that records the history of revisions made to YCTD's PTASP is contained in Appendix 3 of this document. The history of the changes was placed in the appendix to help preserve the page numbering to the extent possible.

[insert signed Resolution R 2020-XX]

Annual Review and Update of the Public Transportation Agency Safety Plan (PTASP)

The YCTD PTASP review panel will consist of the Accountable Executive (i.e., Executive Director), Chief Safety Officer (i.e., Deputy Director of Operations, Planning, and Special Projects), and Contractor's: General Manager, Safety and Training Manager, Maintenance Manager, and Operations Manager.

YCTD's PTASP Review Panel will jointly review the PTASP:

- Annually, each year on or before October 30, and additionally when YCTD:
 - Determines its approach to mitigating safety deficiencies is ineffective;
 - Makes significant changes to service delivery;
 - Introduces new processes or procedures that may impact safety;
 - Changes or re-prioritizes resources available to support Safety Management Systems; and/or
 - Significantly changes its organizational structure.

Revisions will be submitted to the YCTD Board at their regular November meeting for consideration and approval. Amendments to the PTASP will be published to the employees and the public at large in accordance with YCTD's standard communication process.

Safety Performance Targets

YCTD will develop safety performance targets that will be reviewed and updated annually. The specific performance targets are based on the safety performance measures established under the *National Public Transportation Safety Plan* and any additional performance goals set by YCTD.

Safety Performance Targets

Mode of Transit Service	Fatalities (total)	Injuries (per 100,000 revenue miles)	Reportable Safety Events (per 100,000 revenue miles)	System Reliability (mechanical breakdowns)	Preventable Collision Accidents
Fixed-route	0	<1	<2	>=15,000 miles between	>=55,000 miles between
Paratransit	0	<1	<2	>=15,000 miles between	>=55,000 miles between
Demand-response	0	<1	<2	>=15,000 miles between	>=55,000 miles between

Safety Performance Target Coordination

Targets Transmitted to the State

State Entity Name	Date Targets Transmitted
Daren Gilbert Manager, Rail Transit and Crossings Branch 180 Promenade Circle, Suite 115 Sacramento, CA 95834 Phone: (916) 928-6858 Email: daren.gilbert@cpuc.ca.gov Website: http://www.cpuc.ca.gov/	11/10/2020

Targets Transmitted to the Metropolitan Planning Organization(s)

Metropolitan Planning Organization Name	Date Targets Transmitted
• Sacramento Area Council of Governments (SACOG)	11/10/2020

Safety Management Policy

Safety Management Policy Statement

DRAFT Policy:

The Yolo County Transportation District (YCTD) will maintain an active **Safety Management System (SMS)** that encourages the open sharing of information on all safety issues. We expect our employees to report their safety concerns to agency management. No employee will be asked to compromise safety to “get the job done.”

Our overall safety objective is to proactively manage safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations. To that end, we will continuously examine our operations for hazards. We will establish a non-punitive employee safety reporting program, train staff on safety management, document our findings and safety risk mitigations, and strive for continuous improvement of our safety performance.

As required by the Federal Transit Administration, we have established annual safety performance targets that are reasonable, measurable, and designed for continual improvement to help us measure the safety of our transit service. In addition, to address our overall safety objective, we will conduct hazard identification workshops with all frontline, supervisory, and management personnel during this calendar year. We will also work to increase the annual number of voluntary reports received from employees by ten percent and actively track our safety risk mitigations. To ensure we meet this objective, our safety department will report out on the number of:

- Safety training, including Hazard identification workshops carried out;
- Number and type of hazard reports received per employee versus the same period the prior year; and
- Number and type of safety risk mitigations implemented.

Ultimate responsibility for safety at YCTD rests with the Accountable Executive.

Responsibility for making our operations safer for everyone lies with each one of us – from executive management to frontline employees. Each manager is responsible for implementing the SMS in their area of responsibility and will be held accountable to ensure all reasonable steps are taken to perform activities established as part of the SMS.

Safety Management Policy Communication

The Safety Management Policy is available in all YCTD facility breakrooms and is available at the YCTD Executive Assistant’s desk for review. The Policy is also available online at **[insert URL, TBD]** The updated Safety Management Policy was shared with employees on **November 10, 2020**. Additionally, YCTD made the new/revised Safety Management Policy available to the public on the Yolobus website at **[insert URL, TBD]**.

Authorities, Accountabilities, and Responsibilities

Accountable Executive

The YCTD Accountable Executive reviewed the draft policy once it had been developed by our agency. Comments and recommended changes were taken into account when the final document was developed. The Accountable Executive then submitted the policy to the YCTD Board of Directors for consideration and

approval. Once their approval was given, the Accountable Executive signed the policy. Additional responsibilities include, but are not limited to:

- Decision-making about resources (e.g. people and funds) to support asset management, SMS activities, and capital investments;
- Signing SMS implementation planning documents; and
- Endorsing SMS implementation team membership.

Chief Safety Officer

The YCTD Chief Safety Officer was the lead in developing the Safety Management Policy. The Chief Safety Officer worked with the Accountable Executive, Contractor’s General Manager, Maintenance Manager, Operations Manager, and Safety and Training Manager, YCTD staff, and regional peer agency staff to develop the plan. The Chief Safety Officer was the team’s liaison with the Accountable Executive. The Chief Safety Officer’s duties include, but are not limited to:

- Developing and maintaining SMS documentation;
- Directing hazard identification and safety risk assessment;
- Monitoring safety risk mitigation activities;
- Providing periodic reports on safety performance;
- Briefing the Accountable Executive and Board of Directors on SMS implementation progress; and
- Planning safety management training.

Agency Leadership and Executive Management

Title/Role	Authorities, Accountabilities, and Responsibilities
Accountable Executive	<p>The YCTD Executive Director is the Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Controls and directs human and capital resources needed to develop and maintain the ASP and SMS; • Designates an adequately trained Chief Safety Officer who is a direct report; • Ensures that YCTD SMS is effectively implemented; • Ensures action is taken to address substandard performance in YCTD SMS; • Assumes ultimate responsibility for carrying out YCTD’s ASP and SMS; and • Maintains responsibility for carrying out the YCTD’s Transit Asset Management Plan.
Chief Safety Officer	<p>The Accountable Executive designates the Deputy Director of Operations, Planning, and Special Projects the YCTD Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> • Develops YCTD’s ASP and SMS policies and procedures; • Ensures and oversees day-to-day implementation and operation of YCTD’s SMS; • Manages YCTD’s employee safety reporting systems such as incident and observation reports;

	<ul style="list-style-type: none"> • Establishes and maintains YCTD’s Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents; • Ensures safety topics are addressed in departmental meetings; • Advises the Accountable Executive on SMS progress and status; • Identifies substandard performance in YCTD’s SMS and develops action plans for approval by the Accountable Executive; • Ensures YCTD policies are consistent with YCTD safety objectives; and • Provides SRM expertise and support for other YCTD personnel in conducting and overseeing Safety Assurance activities.
<p>Contractor Leadership and Executive Management</p>	<p>Agency contracted leadership and executive management also have authorities and responsibilities for day-to-day SMS implementation and operation of YCTD’s SMS under this plan. YCTD contracted Leadership and Executive Management include:</p> <ul style="list-style-type: none"> • General Manager • Safety and Training Manager • Operations Manager • Maintenance Manager • Human Resources Manager • Office Administrator • Route Supervisors and Dispatchers • Driver and Route Trainers <p>YCTD Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities:</p> <ul style="list-style-type: none"> • Participate in monthly maintenance safety meetings and regular mandatory operations meetings; • Complete training on SMS and YCTD ASP elements; Oversee day-to-day operations of the SMS in their departments; • Modify policies in their departments consistent with implementation of the SMS, as necessary; and • Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.

Key Staff

<p>Key Staff</p>	<p>YCTD uses weekly joint meetings with contracted staff to discuss key issues, including safety and security topics. YCTD and contracted staff conduct regular safety training, including quarterly and annual meetings to support its SMS and safety programs:</p>
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	<ul style="list-style-type: none"> • Weekly joint meetings: Safety hazards reported will be jointly evaluated by the Safety and training Manager and the Chief Safety Officer during their weekly meeting. Safety topics from these weekly meetings will be discussed and improvements incorporated into future safety and security trainings. Discussion and feedback will be solicited or a working group with representatives from all departments will be formed to discuss and make recommendations for improvement. Information discussed in these meetings will be documented. • Safety and Training Meetings: Safety issues are discussed and documented. • Annual Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented.
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Employee Safety Reporting Program (ESRP)

1. Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

2. The Organization's System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- a. An orientation program is given to all new employees and includes a review of the Injury & Illness Prevention Program and a discussion of policy and procedures that the employee is expected to follow.
- b. The transit system has safety meetings where safety is openly discussed by all present. Such meetings are held at least quarterly and all employees are expected to attend and are encouraged to participate in discussion.
- c. From time to time, written safety notifications are posted on transit system bulletin boards.
- d. Other methods of communicating pertinent health and safety information are used as they are identified.

3. Safety Suggestions and Hazard Reporting

- a. All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement. This reporting can be done orally or preferably in writing. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator, or other management personnel.
- b. If an employee wishes to report anonymously, a hazard, safety suggestion, or other safety problem he or she can complete an Employee Report Form, not filling in their name.
- c. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- d. Management reviews all suggestions and hazard reports.
- e. If employees provide their names in regard to the notification, they are informed of what is being done - within 5 working days of receipt.

Hazard Identification & Evaluation

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

1. Safety Inspections

Internal safety inspections are conducted at least annually. Hazards found are corrected on the spot or recommendations are submitted for future corrections.

2. Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- a. Whenever new substances, processes, procedures, or equipment present a new safety or health hazard.
- b. Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.
- c. Whenever it is appropriate to conduct an unannounced inspection.

Reference the Yolobus Injury and Illness Prevention Plan (IIPP) for additional information.

Safety Risk Management

Safety Risk Management Process

Inspections are conducted and are an important source of information about hazards. Results from these inspections also help us identify areas where mitigations designed and adopted to manage safety risk are not being carried out as required. Inspections include personnel, vehicles, facilities, bus stops, and data that identify potential safety concerns or issues. Inspections focus on:

- Compliance checks, which may identify:
 - Non-compliance with safety rules;
 - Challenges in complying with safety rules; and
 - Emerging practices.
- Operations personnel fitness-for-duty checks, which may identify:
 - Impairment;
 - Fatigue;
 - Absence of corrective lenses;
 - Apparent injuries; and
 - Uniform or equipment issues.
- Radio or digital communication checks, which may identify radio failures, dead spots, and areas of high interference
- CDL and driver citations checks, which may identify driver non-compliance with driving regulations and requirements.
- Pre-trip inspections, which may identify instances of a bus beginning revenue service after failing a pre-trip inspection.
- Vehicle inspection, which may identify a series of defects in components and parts with the potential to impact the safety performance of the vehicle.
- Facilities inspections, which may identify conditions with the potential to impact safety.

Safety Risk Assessment

YCTD's Chief Safety Officer, along with the Safety and Training Manager, leads YCTD's Safety risk Management (SRM) process, working with Operations, Maintenance, and Administrative staff to identify hazards

and consequences, assess safety risk of potential consequences, and mitigate safety risk. The results of YCTD's SRM process are documented in YCTD safety records.

YCTD's SRM process applies to all elements of our system including our operations and maintenance, facilities and vehicles, and personnel recruitment, training and supervision. In carrying out the SRM process, YCTD uses the following terms:

- Event – Any accident, incident, or occurrence.
- Hazard – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to YCTD; or damage to the environment.
- Risk – Composite of predicted severity and likelihood of the potential effect of a hazard.
- Risk Mitigation – Method(s) to eliminate or reduce the effects of hazards.
- Consequence – An effect of a hazard involving injury, illness, death, or damage to YCTD property or the environment.

Safety Risk Mitigation:

The safety hazard identification process offers YCTD the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- Employee safety reporting through observation reports, accident reports, emails to management, etc.,
- Review of vehicle & facility camera footage,
- Review of quarterly & annual performance data and safety performance targets,
- Maintenance reports and check in/check out sheets,
- Comments from customers and third parties, including Risk Management,
- Maintenance Safety Meetings, Operations Mandatory, and All-Staff Meetings,
- Results of audits and inspections of vehicles and facilities,
- Results of training reviews, employee evaluations, and ride-alongs,
- Investigations into safety events, incidents, and occurrences,
- FTA and other oversight authorities (mandatory information source), and
- Job Safety Analysis, using Employers First Reports (EFR) and workers compensation to identify hazards from reported injury and illnesses.

When a safety concern is observed by YCTD management or supervisory personnel, whatever the source, it is reported to the YCTD Chief Safety Officer and Safety and Training Manager. Procedures for reporting hazards to the YCTD Chief Safety Officer and Safety and Training Manager are reviewed during joint contractor meetings, mandatory safety meetings, and other applicable meetings. The YCTD Chief Safety Officer also receives employee reports from the ESRP process. The Safety and Training Manager, in coordination with the Chief Safety Officer, reviews these sources for hazards, and documents them within YCTD safety records.

Safety Performance Monitoring and Measurement

Through our Safety Assurance process, YCTD:

- Evaluates compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control our safety risk,
- Assesses the effectiveness of safety risk mitigations to make sure mitigations are appropriate and are implemented as intended,
- Investigates safety events to identify causal factors, and
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.

In accordance with Per§ 673.27(b) – A transit agency must establish activities to:

- *§ 673.27(b)(1) – Monitor its system for compliance with, and sufficiency of, YCTD’s procedures for operations and maintenance;*
- *§ 673.27(b)(2) – Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended;*
- *§ 673.27(b)(3) – Conduct investigations of safety events to identify causal factors; and*
- *§ 673.27(b)(4) – Monitor information reported through any internal safety reporting programs.*

YCTD and its contracted services team have processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits,
- Informal inspections and observations,
- Incident and accident reports
- Regular review of on-board camera footage to assess drivers and specific incidents,
- Ride-alongs, evaluations, and training refreshers,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data relating to the delivery of service, and
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends at a minimum annually by the Chief Safety Officer, in conjunction with the Safety Manager, to determine where corrective action needs to be taken. The Chief Safety Officer with the Safety Manager enters any identified non-compliant or ineffective activities, including mitigations, back into the review process for reevaluation.

Investigation

All accidents resulting in injury or property damage, however slight, including near misses, are investigated to determine the primary and contributing causes. This investigation is completed within seven working days of the initial report. This information is documented and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator.

Reporting

All facts, findings, and recommendations are documented on an accident investigation report. Management reviews accident investigation reports with a view towards determining adequacy of corrective action.

Correction of Hazards

When a hazard exists, it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel who are provided with the necessary safeguards correct the hazard.

Safety Promotion

Competencies and Training

YCTD requires employees and contractors, including the Chief Safety Officer and the Transit Agency's Board of Directors, to complete training to be able to fulfill their safety-related roles and responsibilities. Initial training will be completed at hire/assignment, and refresher training will be provided when behaviors indicate a need, and/or there are changes to the PTASP, operations, procedures, organizational structure, and when new hazards are identified and mitigation measures are developed.

Safety Communication

Safety Communication will be provided through Safety Training procedures as described below:

1 . Orientation - New Employees

If at all possible, Chief Safety Officer conducts the initial orientation on general safety within the first two days that the new employee is on the job. When an employee first starts to work, Chief Safety Officer or their qualified designee trains the employee in all aspects of safety. This training is completed to ensure the new employee knows how to recognize the hazards of the work environment and the required safety procedures to mitigate those hazards.

The manager or supervisor conducts this training and documents it by using the New Employee Safety Orientation Checklist. The manager or supervisor and the employee sign the Checklist when the training is completed. The Checklist then becomes a permanent part of the employee's personnel file.

All new hires are given a copy of the transit system's Injury & Illness Prevention Program and those rules and regulations (Code of Safe Practices) that apply to their work environment. The New Employee Safety Orientation Training Check List is filled out during the employee's initial on-the-job training.

2 . Specific Organizational-Wide Training

a. Disaster Preparedness

This training includes the organization's disaster preparation structure and how the employee fits into the structure, i.e., what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency, and bomb threat.

b. First Aid and CPR Training

Designated employees receive first aid and CPR training in accordance with the American Red Cross and /or American Heart Association and /or other related agency requirements.

c. Defensive Driver Training

All employees who may drive on transit system business receive defensive driver training not less than every three years. Driving on organization business includes driving organization vehicles as well as personal vehicles.

d. Ergonomics

All employees receive ergonomic training for their specific jobs. As a minimum, each employee receives training on proper lifting techniques and, if necessary, computer workstation design.

3. Retraining

Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Such training includes general workplace safety and/or job-specific hazards, as applicable.

4. Specialized Training

a. Managers/supervisors/Chief Safety Officer/ IIPP Administrator:

- 1) Determine safety-training needs
- 2) Implement new training programs.
- 3) Evaluate the effectiveness of these programs.

b. In addition, training is provided whenever:

- 1) New substances, processes, procedures, or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
- 2) Management, supervision, Chief Safety Officer, the IIPP Administrator become aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

Reference Documents

1. YCTD System Safety Program Plan (SSPP)
2. Yolobus Injury & Illness Prevention Program (IIPP)

Appendix 1: Glossary of Terms

Term	Definition
Accident	<p>Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. (per § 673.5)</p>
Accountable Executive	<p>§ 673.5 Definitions – Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out YCTD’s Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both YCTD’s Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and YCTD’s Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.</p> <p>§ 673.23(d)(1) – The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that YCTD’s SMS is effectively implemented throughout YCTD’s public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in YCTD’s SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency’s safety performance cannot be delegated and always rests with the Accountable Executive.</p>
Chief Safety Officer/SMS Executive	<p>§ 673.31 Definitions – Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency’s chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.</p> <p>Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.</p> <p>§ 673.23(d)(2) – The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency’s SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.</p>
Consequence	<p>Consequences are outcomes or what those conditions can cause. Transit agencies should assess the likelihood and severity of the <i>consequences</i> of a hazard, not of the hazard itself. (per § 673.5)</p>

Term	Definition
Event	Event means any Accident, Incident, or Occurrence. (per § 673.5)
Fatalities	Deaths, excluding suicides or trespassers.
Hazard	Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Hazards are conditions. (per § 673.5)
Incident	Incident means an Event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency. (per § 673.5)
Injuries	Not including assaults or injuries due to crimes.
Occurrence	Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency. (per § 673.5)
Performance Target	Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA). (per § 673.5)
Safety Event	Reportable derailments, collisions, fires, and evacuations.
Safety Performance Target	Safety performance target means a Performance Target related to safety management activities. (per § 673.5)
Serious Injury	Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. (per § 673.5)

Appendix 2: 2018 NTD Safety & Security Quick Reference Guide – Non-Rail Mode Reporting

Reportable Event: A safety or security event occurring: on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility or rail yard, during a transit-related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property, collisions that occur while travelling to or from a transit-related maintenance activity, collisions involving a supervisor car, or other transit service vehicle operating on public roads. Alaska (AR) and Commuter rail (CR) modes report only SECURITY events that meet a Major event threshold.

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
MAJOR THRESHOLDS	NON-MAJOR THRESHOLDS
<p>An event meeting the reportable event definition AND meeting <i>one or more</i> of the following reporting thresholds:</p> <ul style="list-style-type: none"> • A fatality confirmed within 30 days (including suicide) • An injury requiring transport away from the scene for medical attention for one or more persons (partial exception in the case of Other Safety Events) • Estimated property damage equal to or exceeding \$25,000 • An evacuation for life safety reasons • Collisions involving transit roadway revenue vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle <p>Reports are due within 30 days of the date of the event.</p>	<p>Less severe Other Safety Occurrence Not Otherwise Classified (OSONOC) injuries meeting the reportable event definition that is NOT a result of a collision, derailment, evacuation, security event, hazmat spill, or Act of God and non-major fires.</p> <p>OSONOC:</p> <ul style="list-style-type: none"> • Single injury event requiring transport away from the scene for medical attention (do not report “minor” collisions on S&S-50) <p>Fires:</p> <ul style="list-style-type: none"> • Requires suppression that does not meet a major incident reporting threshold <i>injury, fatality, evacuation, or property damage of \$25,000 or more</i>) <p>Reports due by the end of the following month (e.g., January data due by end of February)</p>

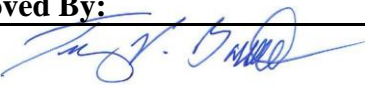
S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
EVENT TYPES	EVENT TYPES
<ul style="list-style-type: none"> • A collision (including suicide/attempted suicide) • A fire • A hazardous material spill (requires <i>specialized</i> clean-up) • Acts of God (nature) • System security: <ul style="list-style-type: none"> ○ Arson ○ Bomb threat/bombing ○ Burglary/vandalism ○ Chemical/biological/radiological/nuclear release ○ Cyber security event ○ Hijacking ○ Sabotage ○ Suspicious package ○ Other security event (shots fired, projectiles, etc.) • Personal Security: <ul style="list-style-type: none"> ○ Assault ○ Homicide ○ Robbery ○ Larceny/theft ○ Motor vehicle theft ○ Rape ○ Other personal security events (non-collision suicide/attempted suicide, etc.) • OSONOC (two injuries and/or another threshold) <ul style="list-style-type: none"> ○ Miscellaneous events that meet a threshold 	<p>OSONOC:</p> <p>Injury due to:</p> <ul style="list-style-type: none"> • Slip/trip • Fall <ul style="list-style-type: none"> ○ Including person making contact with a non-moving transit vehicle • Injury to maintenance workers • Boarding/alighting • Electric shock/burns • Abrupt or evasive transit vehicle maneuvers • Mobility device (e.g. wheelchair) securement issues • Injury sustained on a mobility device lift • Stairs/elevator/escalator injury <p>Fire:</p> <ul style="list-style-type: none"> • Requires suppression but no major threshold is met <ul style="list-style-type: none"> ○ Small fire in transit station ○ Small engine fire on transit vehicle

Appendix 3: Record of Revisions

A table that records the history of revisions made to YCTD’s PTASP is contained in the table that follows. The history of the changes was placed in this appendix to help preserve the page numbering to the extent possible.

Plan Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT
 350 Industrial Way, Woodland, CA 95776----(916) 661-0816

Topic: Appoint Steve Streeter, Davis Resident, to YCTD's Citizens Advisory Committee	Agenda Item#: Agenda Type:	<div style="font-size: 2em; font-weight: bold;">4d</div> <div style="font-weight: bold;">Deliberation/* Action</div>
		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared By: Terry Bassett	Approved By: 	Meeting Date: November 9, 2020

RECOMMENDATION:

It is recommended that the YCTD Board of Directors appoint Steve Streeter, Davis resident, onto YCTD's Citizens Advisory Committee (CAC).

REASON FOR RECOMMENDATION:

Director Frerichs has made this nomination, to fill a recently vacated CAC position.

BACKGROUND:

Nathan Streeter served on the CAC since July 10, 2017. He recently resigned. His father, Steve Streeter, has attended every CAC meeting with Nathan. Steve has offered to be appointed to the CAC to complete his son's 4-year term, which would be through July 9, 2021.

This matter was discussed with Director Frerichs, who agreed to nominate Steve Streeter to serve on the CAC until Nathan's term expires, as described above.

Required in the Bylaws and enabling legislation, the Citizen's Advisory Committee is an advisory committee to the YCTD Board on policy matters relative to transportation services and facilities affecting the District. This committee's primary role is to provide advice to the YCTD Board regarding transit service and other alternative transportation issues.

Steve Streeter's CAC application is attached.

BUDGET IMPACT:

No budget impact.

**APPLICATION FOR CITIZENS ADVISORY COMMITTEE TO YOLO COUNTY
TRANSPORTATION DISTRICT**

If you have any questions, call Kathy at (530) 402-2819.

Please type or print legibly.

1. Today's date: 11/5/20
2. Applicant's name: Stephen Streeter
3. Daytime phone number: _____
4. Mailing address: _____
5. How long have you lived in that community? 19 years
6. Email address: _____
7. Are you a current Yolo bus rider? (check one) Yes No (what Routes) 42A, 42B, Yolo bus Special
8. For which position appointment are you applying? (you must reside within the jurisdiction)
 - City of Woodland
 - City of Davis
 - City of Winters
 - City of West Sacramento
 - County of Yolo

9. Why would you like to serve on this committee?

I have become an enthusiastic bus rider due to my son Nathan who is or has been an avid rider of Yolo bus, Yolo bus Special, Unitrans, Davis Community Transit and the UC Davis Medical Shuttle. As a wheelchair and speech device user, he requires an assistant at all times. I am often his assistant for bus rides.

I would like to continue the Streeter family service on the CAC. Nathan has represented the City of Davis for the past few years. I have attended all in person and virtual CAC meetings with Nathan so would be "up to speed" for my first solo meeting. He recently submitted his e-mail of resignation due to significant health challenges that have occurred within the past few months.

10. What skills and experience can you bring to this committee?

In addition to the bus riding experience cited before, I have considerable committee experience. I have been on the Yolo County In-Home Supportive Services Advisory Committee for several years serving as chair since 2019. Other current experience is on the Planning Commission for the City of Davis from 2014 to date. I was the vice chair in 2018, chair in 2019 and vice chair again in 2020.

Public service skills and experience:

Senior Planner for the Butte County Planning Dept.

City Councilman for the City of Oroville, CA


Assistant Director of Planning/Principal Planner for the City of Poway, CA

Community Development Director for the City of Dixon, CA

Planning Consultant for public agencies in Northern California

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Financial Status Update	Agenda Item #:	6
	Agenda Type:	
		Attachments <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared by: Janice Bryan	Approved by: 	Meeting Date: November 9, 2020

RECOMMENDATION:

This is an information item to give an update on YCTD’s financial status.

REASON FOR RECOMMENDATION:

A monthly update YCTD’s financial status.

BACKGROUND:

Each month, staff will present a financial status update:

The table below shows budget vs actual for the period July 1 through September 30, 2020. These are revenues including Fare revenue, CARES Act funds calculated for the 1st quarter, and LTF/STA from the jurisdictions. The LTF/STA shows a positive variance. It includes the full year insurance cost in the first quarter as we pay the full premium at the beginning of the year.

Fares have been updated and show a small amount from the preliminary 1st quarter that was reported last month. We are well below budgeted fares in fixed route and slightly below in paratransit.

		Budget	Actual*	Variance
Fixed Route	Revenues	Thru 09/30/2020	Thru 09/30/2020	
	Fares	\$ 355,490.00	\$ 180,396.00	\$ 175,094.00
	CARES Funding	\$ 1,109,751.00	\$ 935,640.89	\$ 174,110.11
	LTF, STA	\$ 908,237.00	\$ 791,589.47	\$ 116,647.54
	Casino	\$ 432,966.00	\$ 457,965.74	\$ (24,999.74)
	Carryover Fuel tax rebate	\$ -	\$ 200,000.00	\$ (200,000.00)
		\$ 2,806,444.00	\$ 2,565,592.09	\$ 240,851.91
		Budget	Actual*	Variance
Paratransit	Revenues	Thru Sep 30, 2020	Thru Sep 30, 2020	
	Fares	\$ 20,624.00	\$ 19,135.00	\$ 1,489.00
	CARES Funding	\$ 87,500.00	\$ 87,500.00	\$ -
	LTF, STA	\$ 223,469.00	\$ 223,468.75	\$ 0.25
	Casino	\$ 22,281.00	\$ -	\$ 22,281.00
		\$ 353,874.00	\$ 330,103.75	\$ 23,770.25
	*Includes receivables			

Total CARES Act funding is right around \$1.2 million for the 1st quarter, including both fixed route and paratransit. The following table shows usage of CARES Act funding to date. The budget includes use of just under \$5.8 million in this funding by the end of FY 2020/21. That would leave over \$4 million going into 2021/22.

Total Allocated CARES Funding	11,462,776.00
Funding used in FY 2019/20	(1,225,000.00)
YTD Funding for FY 2020/21	(1,023,140.89)
Remaining CARES funding	9,214,635.11

Staff has included several sets of reports attached to this item.

1. FIXED ROUTE-Revenue & Expense FY 2020/21 Compared with Budget
2. PARATRANSIT-Revenue & Expense FY 2020/21 Compared with Budget
3. FIXED ROUTE-Income & Expense Compared to Same Quarter Last Fiscal Year
4. PARATRANSIT-Income & Expense Compared to Same Quarter Last Fiscal Year
5. FIXED ROUTE-Statement of Revenue and Expenses-YTD Budget to YTD Actual
6. PARATRANSIT-Statement of Revenue and Expenses-YTD Budget to YTD Actual

The first set are line item reports comparing actual to budget. The second set compares the line items with the same quarter last fiscal year. The third set are the statements that you are included with the Directors report each quarter.

BUDGET IMPACT:

None currently, however, staff continues to monitor fare revenues and other funding sources throughout the fiscal year to assure our budget remains on track.

FIXED ROUTE-Revenue & Expense FY 2020/21 Compared with Budget

YOLO COUNTY TRANSPORTATION DISTRICT

Revenue & Expense Report

Compared with Budget

For the Three Months Ending September 30, 2020

	Budget Total	Y-T-D Actual	Budget Balance	Actual as % of Budget
Revenues				
LTF - Woodland	\$ 782,030.00	407,052.72	374,977.28	52.05%
LTF - Davis	1,226,182.00	537,854.49	688,327.51	43.86%
LTF - West Sacramento	1,375,088.00	546,724.15	828,363.85	39.76%
LTF - Winters	104,940.00	48,097.96	56,842.04	45.83%
LTF - Yolo County	144,706.00	43,449.61	101,256.39	30.03%
Interest Revenue	35,000.00	6.67	34,993.33	0.02%
State Operating - Other	883.00	0.00	883.00	0.00%
FTA 5307 (Section 9)	2,046,050.00	385,922.15	1,660,127.85	18.86%
FTA 5307 CARES	4,200,000.00	875,889.89	3,324,110.11	20.85%
FTA Section 5311	148,329.00	0.00	148,329.00	0.00%
FTA Section 5311 CARES	239,004.00	59,751.00	179,253.00	25.00%
Passenger Fares	1,412,948.00	180,290.52	1,232,657.48	12.76%
Special Transit Fares	9,011.00	105.75	8,905.25	1.17%
Auxillary Transportation Reven	79,440.00	4,070.06	75,369.94	5.12%
Other Income	617,180.00	72,702.00	544,478.00	11.78%
Mitigation Revenue	1,974,292.00	457,965.74	1,516,326.27	23.20%
Local Operating Assistance	1,159,000.00	0.00	1,159,000.00	0.00%
Total Revenues	15,554,083.00	3,619,882.71	11,934,200.30	23.27%

FIXED ROUTE-Revenue & Expense FY 2020/21 Compared with Budget

YOLO COUNTY TRANSPORTATION DISTRICT				
Income & Expense Report				
Compared with Budget				
For the Three Months Ending September 30, 2020				
	Budget Total	Y-T-D Actual	Budget Balance	Actual as % of Budget
Expenses				
Regular Employee	932,608.00	178,461.40	754,146.60	19.14%
Extra Help	50,000.00	10,465.78	39,534.22	20.93%
Overtime	5,000.00	0.00	5,000.00	0.00%
Management Leave Buy-Back	4,000.00	0.00	4,000.00	0.00%
YCTD Contribution to Retirement	209,400.00	127,278.47	82,121.53	60.78%
YCTD Contribution to Social Security	3,100.00	648.89	2,451.11	20.93%
YCTD Contribution to MEDICARE	14,247.00	2,765.49	11,481.51	19.41%
Contribution to Health Insurance	185,716.00	42,229.83	143,486.17	22.74%
YCTD Contribution to OPEB	71,000.00	3,827.28	67,172.72	5.39%
Contribution to Unemployment Insurance	6,440.00	143.17	6,296.83	2.22%
Worker's Compensation Insurance	12,222.00	1,199.68	11,022.32	9.82%
Other Fringe Benefits (ED)	18,200.00	4,019.15	14,180.85	22.08%
Other Fringe Benefits (DD)	13,900.00	3,566.90	10,333.10	25.66%
Communications	235,922.00	36,665.45	199,256.55	15.54%
Food	3,735.00	370.26	3,364.74	9.91%
Housekeeping Expense	20,392.00	3,142.19	17,249.81	15.41%
Insurance - Public Liability	1,022,989.00	852,243.33	170,745.67	83.31%
Insurance - Other than Vehicle	12,500.00	0.00	12,500.00	0.00%
Insurance - Physical Damage	50,929.00	42,440.83	8,488.17	83.33%
Maintenance - Equipment-NV	118,543.00	2,513.39	116,029.61	2.12%
Maintenance - Equipment-VM	500,000.00	23,027.07	476,972.93	4.61%
Maintenance - Bldgs & Improvements	193,515.00	20,420.13	173,094.87	10.55%
Memberships	29,947.00	18,500.00	11,447.00	61.78%
Office Supplies	20,200.00	958.26	19,241.74	4.74%
Postage	3,500.00	337.00	3,163.00	9.63%
Printing	45,800.00	479.75	45,320.25	1.05%
Legal Services	25,000.00	0.00	25,000.00	0.00%
Purchased Transportation-Fixed	2,328,815.00	542,989.70	1,785,825.30	23.32%
Purchased Transportation-Hours	4,761,494.00	779,352.15	3,982,141.85	16.37%
Purchased Transportation-Miles	2,111,229.00	362,108.28	1,749,120.72	17.15%
Prof. & Spec Services	441,898.00	14,659.92	427,238.08	3.32%
Publications & Legal Notices	2,500.00	222.75	2,277.25	8.91%
Advertising	88,000.00	7,835.87	80,164.13	8.90%
Rents & Leases - Equipment	1,023.00	76.95	946.05	7.52%
Rents & Leases - Bldgs & Improvements	5,800.00	1,517.64	4,282.36	26.17%
Small Tools & Minor Equipment	28,962.00	11,545.88	17,416.12	39.87%
Training Expense	23,050.00	384.00	22,666.00	1.67%
Library Books & Periodicals	1,252.00	129.99	1,122.01	10.38%
Trustees, Directors, Commissions	7,600.00	1,400.00	6,200.00	18.42%
Special Expenses - Other	16,070.00	286.12	15,783.88	1.78%
Travel & Transportation	36,764.00	93.40	36,670.60	0.25%
Fuel-Operations	1,477,543.00	174,176.63	1,303,366.37	11.79%
Fuel-Admin	1,840.00	154.08	1,685.92	8.37%
Fuel-Electric	162,677.00	10,807.03	151,869.97	6.64%
Utilities	92,760.00	7,134.67	85,625.33	7.69%
Pass through	31,000.00	0.00	31,000.00	0.00%
CONTINGENCIES	125,000.00	0.00	125,000.00	0.00%
COVID-19 Expenses	0.00	5,442.17	(5,442.17)	
Total Expenses	15,554,082.00	3,296,020.93	12,258,061.07	21.19%

PARATRANSIT-Revenue & Expense FY 2020/21 Compared with Budget

ADA Paratransit Service					
Revenue & Expense Report					
Compared with Budget					
For the Three Months Ending September 30, 2020					
	Budget Total	Y-T-D Actual	Budget Balance		
Revenues					
LTF - Woodland	\$ 395,866.00	157,575.06	238,290.94	39.81%	
LTF - Davis	274,468.00	109,252.27	165,215.73	39.81%	
LTF - West Sacramento	166,263.00	66,181.35	100,081.65	39.81%	
LTF - County of Yolo	57,278.00	20,701.33	36,576.67	36.14%	
Investment Interest	5,000.00	0.00	5,000.00	0.00%	
FTA 5307 (Section 9)	235,096.00	58,774.00	176,322.00	25.00%	
FTA 5307 CARES	350,000.00	87,500.00	262,500.00	25.00%	
Passenger Fares	42,241.00	4,241.26	37,999.74	10.04%	
Special Transit Fares	40,255.00	14,894.00	25,361.00	37.00%	
Mitigation Revenue	89,122.00	0.00	89,122.00	0.00%	
Local Operating Assistance	400,000.00	0.00	400,000.00	0.00%	
Total Revenues	2,055,589.00	519,119.27	1,536,469.73	25.25%	
Expenses					
Insurance - Public Liability	173,655.00	0.00	173,655.00	0.00%	
Insurance - Public Liability	0.00	144,712.50	(144,712.50)		
Purchased Transportation-GA	285,938.00	72,930.64	213,007.36	25.51%	
Purchased Transportation-OP	1,371,123.00	183,923.94	1,187,199.06	13.41%	
Fuel	204,873.00	27,799.18	177,073.82	13.57%	
CONTINGENCIES	20,000.00	0.00	20,000.00	0.00%	
COVID-19 Expenses	0.00	28,558.40	(28,558.40)		
Total Expenses	2,055,589.00	457,924.66	1,597,664.34	22.28%	

FIXED ROUTE-Income & Expense Compared to Same Quarter Last Fiscal Year

YOLO COUNTY TRANSPORTATION DISTRICT				
Revenue & Expense Report				
FY 2021 vs. FY 2020				
For the Three Months Ending September 30, 2020 vs. 2019				
	FY 2020/21	FY 2019/20	Variance	Variance %
Revenues	Through 9/30/20	Through 9/30/19	Variance	%
LTF - Woodland	407,052.72	494,512.02	(87,459.30)	-17.69%
LTF - Davis	537,854.49	619,117.79	(81,263.30)	-13.13%
LTF - West Sacramento	546,724.15	643,448.15	(96,724.00)	-15.03%
LTF - Winters	48,097.96	57,590.39	(9,492.43)	-16.48%
LTF - Yolo County	43,449.61	61,192.67	(17,743.06)	-29.00%
Interest Revenue	6.67	489.09	(482.42)	-98.64%
State Operating - Other	0.00	27,941.73	(27,941.73)	-100.00%
FTA 5307 (Section 9)	0.00	0.00	0.00	
FTA Section 5311	0.00	0.00	0.00	
Passenger Fares	172,739.37	515,177.92	(342,438.55)	-66.47%
Special Transit Fares	105.75	3,046.65	(2,940.90)	-96.53%
Auxillary Transportation Reven	4,070.06	46,342.05	(42,271.99)	-91.22%
Other Income	64,712.00	39,351.50	25,360.50	64.45%
Mitigation Revenue	915,931.47	882,626.41	33,305.06	3.77%
Local Operating Assistance	0.00		0.00	
Total Revenues	2,740,744.25	3,390,836.37	(650,092.12)	-19.17%

FIXED ROUTE-Income & Expense Compared to Same Quarter Last Fiscal Year

YOLO COUNTY TRANSPORTATION DISTRICT

Income & Expense Report

FY 2021 vs. FY 2020

	FY 2020/21 Through 9/30/20	FY 2019/20 Through 9/30/19	Variance	Variance %
For the Three Months Ending September 30, 2020 vs. 2019				
Expenses				
Regular Employee	178,461.40	175,672.88	2,788.52	1.59%
Extra Help	10,465.78	15,450.23	(4,984.45)	-32.26%
Overtime	0.00	3,738.65	(3,738.65)	-100.00%
Management Leave Buy-Back	0.00	5,305.67	(5,305.67)	-100.00%
YCTD Contribution to Retirement	127,278.47	118,550.13	8,728.34	7.36%
YCTD Contribution to Social Se	648.89	957.91	(309.02)	-32.26%
YCTD Contribution to MEDICARE	2,765.49	2,988.09	(222.60)	-7.45%
Contribution to Health Insuran	42,229.83	43,422.29	(1,192.46)	-2.75%
YCTD Contribution to OPEB	3,827.28	3,661.32	165.96	4.53%
Contribution to Unemp Insuranc	143.17	417.16	(273.99)	-65.68%
Worker's Comp Insurance	1,199.68	3,312.95	(2,113.27)	-63.79%
Other Fringe Benefits (ED)	4,019.15	3,237.09	782.06	24.16%
Other Fringe Benefits (DD)	3,566.90	3,182.63	384.27	12.07%
Communications	36,665.45	36,434.45	231.00	0.63%
Food	370.26	640.88	(270.62)	-42.23%
Housekeeping Expense	3,142.19	3,968.29	(826.10)	-20.82%
Insurance - Public Liability	852,243.33	652,102.27	200,141.06	30.69%
Insurance - Physical Damage	42,440.83	30,338.33	12,102.50	39.89%
Maintenance - Equipment-NV	2,513.39	2,097.02	416.37	19.86%
Maintenance - Equipment-VM	23,027.07	0.00	23,027.07	100.00%
Maintenance - Bldgs & Improvem	20,420.13	16,207.01	4,213.12	26.00%
Memberships	18,500.00	18,295.00	205.00	1.12%
Office Supplies	958.26	2,179.73	(1,221.47)	-56.04%
Postage	337.00	195.89	141.11	72.04%
Printing	479.75	1,433.00	(953.25)	-66.52%
Legal Services	0.00	5,985.00	(5,985.00)	-100.00%
Purchased Transportation-Fixed	542,989.70	526,203.41	16,786.29	3.19%
Purchased Transportation-Hours	779,352.15	1,025,939.42	(246,587.27)	-24.04%
Purchased Transportation-Miles	362,108.28	455,467.78	(93,359.50)	-20.50%
Prof. & Spec Services	14,659.92	81,326.97	(66,667.05)	-81.97%
Publications & Legal Notices	222.75	633.75	(411.00)	-64.85%
Advertising	7,835.87	15,948.04	(8,112.17)	-50.87%
Rents & Leases - Equipment	76.95	76.95	0.00	0.00%
Rents & Leases - Bldgs & Impro	1,517.64	1,517.64	0.00	0.00%
Small Tools & Minor Equipment	11,545.88	5,193.06	6,352.82	122.33%
Training Expense	384.00	197.00	187.00	94.92%
Library Books & Periodicals	129.99	208.99	(79.00)	-37.80%
Trustees, Directors, Commissio	1,400.00	1,100.00	300.00	27.27%
Special Expenses - Other	286.12	526.81	(240.69)	-45.69%
Travel & Transportation	93.40	3,525.20	(3,431.80)	-97.35%
Fuel-Operations	174,176.63	258,375.97	(84,199.34)	-32.59%
Fuel-Admin	154.08	330.74	(176.66)	-53.41%
Fuel-Electric	10,807.03	0.00	10,807.03	
Utilities	7,134.67	6,612.24	522.43	7.90%
COVID-19 Expenses	5,442.17	0.00	5,442.17	
Total Expenses	3,296,020.93	3,532,957.84	(236,936.91)	-6.71%

PARATRANSIT-Income & Expense Compared to Same Quarter Last Fiscal Year

ADA Paratransit Service					
Revenue & Expense Report					
FY 2021 vs. FY 2020					
For the Three Months Ending September 30, 2020 vs. 2019					
	FY 2020/21 Through 9/30/20	FY 2019/20 Through 9/30/19	Variance	Variance %	
Revenues					
LTF - Woodland	157,575.06	\$ 158,810.28	(1,235.22)	-0.78%	
LTF - Davis	109,252.27	110,108.38	(856.11)	-0.78%	
LTF - West Sacramento	66,181.35	66,700.16	(518.81)	-0.78%	
LTF - County of Yolo	20,701.33	9,522.43	11,178.90	117.40%	
Investment Interest	0.00	0.00	0.00	0.00%	
FTA 5307 (Section 9)	58,774.00	0.00	58,774.00	0.00%	
	87,500.00	0.00	87,500.00	0.00%	
Passenger Fares	4,241.26	12,078.05	(7,836.79)	-64.88%	
Special Transit Fares	14,894.00	16,488.00	(1,594.00)	-9.67%	
Mitigation Revenue	0.00	0.00	0.00		
Local Operating Assistance					
Total Revenues	519,119.27	373,707.30	145,411.97	38.91%	
Expenses					
Insurance - Public Liability	144,712.50	105,461.07	39,251.43	37.22%	
Purchased Transportation-GA	72,930.64	70,792.86	2,137.78	3.02%	
Purchased Transportation-OP	183,923.94	238,608.13	(54,684.19)	-22.92%	
Fuel	27,799.18	28,869.07	(1,069.89)	-3.71%	
COVID-19 Expenses	28,558.40	0.00	28,558.40	100.00%	
Total Expenses	457,924.66	443,731.13	14,193.53	3.20%	

FIXED ROUTE-Statement of Revenue and Expenses

Yolo County Transportation District
Statement of Revenue and Expenses - Budget vs Actual
For the Month Ended September 30, 2020

All Fixed Route Service	Month	Y-T-D	Y-T-D Budget	Variance Favorable/ (Unfavorable)
Revenues				
Fare Revenue				
Passenger Fares	15,094	180,291	353,237	(172,946)
Special Fares	29	106	2,253	(2,147)
Total Fare Revenue	15,123	180,396	355,490	(175,093)
Operating Revenue:				
Local Transportation Fund (TDA)		1,583,179	908,237	674,942
Local Operating Assistant (Reserves)			289,750	(289,750)
Interest	2	7	8,750	(8,743)
State Operating - Other		0	221	(221)
FTA 5307-Operating (PM & Consultants)	285,922	385,922	511,513	(125,590)
FTA 5307-CARES Funding	875,890	875,890	1,050,000	(174,110)
FTA 5311 - Operating		0	37,082	(37,082)
FTA 5311 - CARES	59,751	59,751	59,751	0
Auxilliary Transportation	836	4,070	19,860	(15,790)
Other Income	18,682	72,702	154,295	(81,593)
Mitigation Revenue		457,966	493,573	(35,607)
Sales of Fixed Assets				0
Total Operating Revenue	1,241,084	3,439,486	3,533,031	(93,545)
Total Revenue	1,256,207	3,619,883	3,888,521	(268,638)
Expenses				
Salaries & Benefits:				
Regular Employees	65,935	178,461	233,152	54,691
Extra Help	3,792	10,466	12,500	2,034
Overtime			1,250	1,250
Vacation Payoff		0		0
Management Leave Buy-Back		0	1,000	1,000
Retirement	7,066	127,278	52,350	(74,928)
Social Security	235	649	775	126
Medicare Tax	1,021	2,765	3,562	796
Health Insurance	13,728	42,230	46,429	4,199
YCTD Contribution to Other Post Employment Benefit:	1,276	3,827	17,750	13,923
Unemployment Insurance	25	143	1,610	1,467
Workers' Compensation Insurance	800	1,200	3,056	1,856
Other Frings Benefits	2,874	7,586	8,025	439
Subtotal Salaries & Benefits	96,752	374,606	381,458	6,852
Services				
Housekeeping Expenses	489	3,142	5,098	1,956
Maintenance - Equipment	775	25,540	154,636	129,095
Maintenance - Building & Improvements	3,940	20,420	48,379	27,959
Legal Services	0	0	6,250	6,250
Professional & Specialized Services	5,350	14,660	110,475	95,815
Training Expense	0	384	5,763	5,379
Trustees, Commissioners, Directors	500	1,400	1,900	500
Subtotal Services	11,054	65,547	332,500	266,953

FIXED ROUTE-Statement of Revenue and Expenses

Yolo County Transportation District
Statement of Revenue and Expenses - Budget vs Actual
For the Month Ended September 30, 2020

All Fixed Route Service	Month	Y-T-D	Y-T-D Budget	Variance Favorable/ (Unfavorable)
Fuel & Lubricants				
Vehicle Fuel Expense	29,747	174,331		
Vehicle Fuel Expense-Electric		10,807	410,515	399,708
Subtotal Fuel & Lubricants	29,747	185,138	410,515	399,708
Materials & Supplies				
Food	87	370	934	563
Office Expense	459	958	5,050	4,092
Postage	13	337	875	538
Printing	0	480	11,450	10,970
Small Tools & Minor Equipment	2,470	11,546	7,241	(4,305)
COVID-19 Expenses	0	5,442		(5,442)
Subtotal Materials & Supplies	3,029	19,133	25,549	6,416
Utilities				
Communications		36,665	58,981	22,315
Utilities	1,403	7,135	23,190	16,055
Subtotal Utilities	1,403	43,800	82,171	38,370
Casualty & Liability				
Insurance - Public Liability	0	852,243	255,747	(596,496)
Insurance - Fire & Extended	0	0	3,125	3,125
Insurance - Physical Damage	0	42,441	12,732	(29,709)
Subtotal Casualty & Liability	0	894,684	271,605	(623,080)
Purchased Transportation				
Purchased Transportation	557,681	1,684,450	2,300,385	615,934
Subtotal Purchased Transportation	557,681	1,684,450	2,300,385	615,934
Miscellaneous				
Memberships	0	18,500	7,487	(11,013)
Publications & Legal Notices	65	223	625	402
Advertising	52	7,836	22,000	14,164
Rents & Leases-Equipment	0	77	256	179
Rents & Leases-Bldgs & Improvements	506	1,518	1,450	(68)
Books & Periodicals	0	130	313	183
Special Department Expense - Other	126	286	4,018	3,731
Transportation & Travel	57	93	9,191	9,098
Subtotal Miscellaneous	807	28,663	45,339	16,676
Total Services & Supplies	603,720	2,921,415	3,468,062	720,978
Total Expenses	700,472	3,296,021	3,849,521	727,830
Operating Surplus/(Shortage)	555,735	323,862	39,000	459,192
Contingencies			31,250	31,250
Pass Through to Other Agencies			7,750	7,750

FIXED ROUTE-Statement of Revenue and Expenses

**Yolo County Transportation District
Statement of Revenue and Expenses - Budget vs Actual
For the Month Ended September 30, 2020**

All Fixed Route Service	Month	Y-T-D	Y-T-D Budget	Variance Favorable/ (Unfavorable)
Capital Revenue				
FTA 5307 - Capital Revenue			1,029,395	1,029,395
Capital LTF				0
Other Capital Revenue				0
PROP 1B			230,400	230,400
State Transit Assistance (STA)			49,216	49,216
Non-County Gov't Agencies			10,000	10,000
Loan Proceeds				0
Transfers In (Out)				
	<u>0</u>	<u>0</u>	<u>1,319,010</u>	<u>1,319,010</u>
Capital Expenses				
Facility Improvements			20,400	20,400
Equipment			1,298,610	1,298,610
	<u>0</u>	<u>0</u>	<u>1,319,010</u>	<u>1,319,010</u>
Capital Surplus/(Shortage)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>


PARATRANSIT-Statement of Revenue and Expenses

Yolo County Transportation District
Statement of Revenue and Expenses - Budget vs Actual
For the Month Ended September 30, 2020

ADA PARATRANSIT SERVICE	Month	Y-T-D	Y-T-D Budget	Variance Favorable/ (Unfavorable)
Revenue:				
Fares	1,105	4,241	10,560	(6,319)
Special Fares	5,360	14,894	10,064	4,830
Total Fare Revenue	6,465	19,135	20,624	(1,489)
Operating Revenue				
Local Transportation Fund-Operating	0	353,710	223,469	130,241
Local Operating Assistance (Reserves)			100,000	(100,000)
Investment Earnings			1,250	(1,250)
FTA 5307 Operating	58,774	58,774	58,774	-
FTA 5307 CARES	87,500	87,500	87,500	-
Mitigation Revenue			22,281	22,281
Other Income			0	0
Sale of Fixed Assets				0
Total Operating Revenue	146,274	499,984	493,274	51,272
Total Revenue	152,739	519,119	513,898	49,783
Expenses:				
Services				
Maintenance-Equipment				0
Professional & Specialized Services			0	0
Subtotal Services	0	0	0	0
Fuel & Lubricants				
Vehicle Fuel Expense	5,431	27,799	51,218	23,419
Subtotal Fuel & Lubricants	5,431	27,799	51,218	23,419
Utilities				
Communication				0
Subtotal Utilities	0	0	0	0
Casualty & Liability				
Insurance - Public Liability		144,713	43,414	(101,299)
Insurance - Physical Damage				0
Subtotal Casualty & Liability	0	144,713	43,414	(101,299)
Purchased Transportation				
Purchased Transportation	90,533	256,855	414,265	157,411
COVID-19 Expenses	8,195	28,558		(28,558)
Subtotal Purchased Transportation	98,728	285,413	414,265	128,852
Appropriation for Contingency			5,000	5,000
Total Expenses	104,159	457,925	513,897	55,973
Operating Surplus/(Shortage)	48,580	61,195	0	105,755
Capital Revenue				
State Transit Assistance				0
Prop 1B Funds				0
FTA 5307 Capital				0
Local Transportation Fund-Capital				0
	0	0	0	0
Capital Expense				
Capital Expenses				0
	0	0	0	0
Capital Surplus/(Shortage)	0	0	0	0

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Consider YCTD Project Nominations for Next SACOG Competitive Funding Round	Agenda Item#: Agenda Type:	<h1>7</h1> <h2>Info/Discussion</h2>
		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared By: Kristen Mazur, Jose Perez	Approved By: 	Meeting Date: November 9, 2020

RECOMMENDATION:

It is recommended that the Yolo County Transportation District Board of Directors receive and provide comment and feedback on staff’s initial project concepts for the next SACOG competitive funding round.

REASON FOR RECOMMENDATION:

On November 6, 2020, SACOG released a call for projects for the 2021 Regional Funding Round. Applications are due on January 15, 2021. YCTD staff has identified several potential YCTD projects that are eligible for the funds and is seeking the Board’s initial feedback on preferred options.

BACKGROUND:

The total funding available in SACOG’s 2021 Regional Funding Round is \$180.4 million, including:

- \$163.9 million for the Regional Program, which has two subcategories: (1) Transformative projects; (2) Maintenance and Modernization projects; and
- \$16.5 million for the Community Design Program

Attachment A provides an overview of each program category, including eligible activities, goals, criteria, funding amount available, etc.

Table 1 below lists various potential projects that YCTD could apply for in each category and the estimated cost.

Table 1. Potential YCTD Project Applications

Regional Program: Transformative	Regional Program: Maintenance and Modernization	Community Design
<ul style="list-style-type: none"> • Expansion microtransit vehicles for microtransit pilot projects (\$150K/each) • Automatic Passenger Counters (APCs) on all buses (\$400K) • Zero Emission Mobility Study (\$250K) 	<ul style="list-style-type: none"> • Re-Tanking Nine (9) CNG Buses (\$675K for all 9 vehicles) • Replacement Zero Emission Bus(es) (\$1M - 1.5M/each) 	<ul style="list-style-type: none"> • Design and Engineering for Transit Enhancements at County Fair Mall (\$500K) • Pedestrian Enhancements at Main & Industrial Way (\$500K) • Transit Enhancements as part of complete streets projects (support and/or partner with jurisdictions)

A new requirement in the 2021 Regional Funding Round is that each project sponsor must rank their project

applications in terms of local agency priority. Projects must be given a ranking within the category that they are submitted (if there are multiple applications submitted per category), as well as given an overall ranking across categories.

Staff will return to the Board in December with the final list of project applications and their recommended rankings for the Board's final consideration and approval.

BUDGET IMPACT:

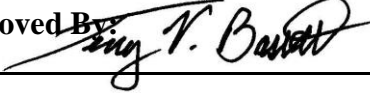
If YCTD applies for Regional Program funds and is successful, YCTD will be responsible for providing any local match out of its own budget. The local match requirement for most Regional Program projects is 11.47%. The only exception is projects in Disadvantaged Communities, for which the match requirement is waived.

Attachment A: SACOG 2020 Regional Funding Round Overview

	Regional Program: Transformative	Regional Program: Maintenance and Modernization	Community Design
Criteria & award size	Expansion project <u>or</u> Non-Expansion > \$5M	Non-Expansion < \$5M	\$4M max
Fund estimate	\$163.9 M (est. \$72-92 M per category)		\$16.5M
Eligible Activities	Capital (including project development)		Capital (construction, environmental, design, right of way)
Local Match	11.47% (0% for projects in Disadvantaged Communities [DACs])		11.47%
Program goals	Implement cost effective projects with clear Metropolitan Transportation Plan (MTP)/ Sustainable Communities Strategy (SCS) performance outcomes	Support MTP/SCS priority of Fix-it-First and system modernization	Blueprint principles and placemaking; promote construction of land use developments that lead to fewer Vehicle Miles Traveled (VMT) and more alternative mode use
Evaluation Criteria	<ul style="list-style-type: none"> • Reduce VMT and/or Greenhouse Gases (GHG); • Reduce congested VMT; • Increase multi-modal travel/alternative modes; • Long term economic benefit (for both urban & rural); • Improve goods movement; • Improve safety and security; • Demonstrate State of Good Repair (SGR) benefits 	Ability to demonstrate SGR improvements as well as additional modernization benefits (safety, multimodal, etc.)	(1) Ability to support Blueprint Principles: <ul style="list-style-type: none"> • Mixed land uses • Transportation options • Housing choice • Compact Development • Use existing assets • Quality design • Natural resource protection (2) Project readiness and deliverability

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Update on Possible Service Changes as Part of COVID-19 Service Recovery and Comprehensive Operational Analysis	Agenda Item#:	8	Info/Discussion
Prepared By: Jose Perez	Approved By: 	Meeting Date: November 9, 2020	

RECOMMENDATION:

It is recommended that the Yolo County Transportation District Board of Directors receive and provide comment and feedback on the update on possible service changes as part of COVID-19 service recovery and Comprehensive Operational Analysis.

REASON FOR RECOMMENDATION:

Due to unanticipated impacts from the ongoing COVID-19 pandemic on YCTD and Yolobus operations, the finalization of the 2019 COA is delayed. The operating assumptions, and inferences from collected data may no longer be relevant or reliable. A reassessment study is being prepared to update recommendations, and staff seeks continued comment and direction from the Board to ensure a successful study and implementation.

BACKGROUND:

YCTD Staff met with Dan Boyle & Associates (DBA) on October 29, 2020 and continued conversations regarding possible refinements to the Route 42 A/B, local services in Woodland (including an expansion of the YOUR Ride microtransit), Winters, and West Sacramento. Further consideration for meeting the mobility demands in Davis and increased coordination with Unitrans local service were also discussed in preparation for the next meeting of the YCTD Technical Advisory Committee.

On November 2, 2020, the YCTD TAC convened and an update on the status of the COA and reassessment study, as well as the COVID-19 service reductions and possible reintroductions were discussed. The DBA team is finalizing/confirming service recommendations and implementation strategies for YCTD consideration. It was discussed and confirmed to coordinate a joint meeting with YCTD member jurisdictions and key stakeholders/partners to discuss the proposed service changes in a group setting.

A key goal of the joint meeting is to solicit and consider comments and priorities from member jurisdictions with a District-wide viewpoint. Many (if not all) of the final COA service recommendations will have impacts beyond local jurisdictional boundaries, and it is critical that they be considered and discussed as a whole prior to soliciting feedback from the public at large.

The DBA team will lead the coordination of the joint discussion (coordination led by AIM) and the District is looking to conduct it towards the end of the month. Following this discussion, any significant changes resulting from the discussion will be incorporated into a final draft for presentation and consideration at member jurisdictions (i.e., council meetings) and presentation to the public.

Following any necessary modifications and fine-tuning based on District member and public feedback, the COA will be presented to the YCTD Board for final consideration and approval. A comprehensive implementation plan (inclusive of operational capital, and infrastructure requirements) and realistic timeline will also be provided at that time. It is currently anticipated that the COA will be completed, currently anticipated for February of 2020.

COVID-19 related impacts to Yolobus service have been significant and fluid. YCTD staff has been working with Transdev and member jurisdictions to provide appropriate levels of service while remaining mindful of health, safety, and security concerns. Feedback and insight from the TAC is desired to further improve the effectiveness and efficiency of current and future service modifications.

There have been no more reports of drivers or other staff testing positive for COVID-19 since September. There was one report of a non-driver Transdev employee who tested positive. The employee placed themselves on leave the previous two weeks as a precaution. The installation of manual hand sanitizers onboard all YCTD revenue vehicles has been completed. Maintenance and utility staff will monitor fluid levels during regular vehicle inspections and will refill as needed.


YCTD service levels continue to run at approximately 65-70% of regular service levels and ridership remains around 30% of normal (i.e., compared to ridership from the same time in 2019).

Re-introduction of services halted due to COVID-19 is being considered alongside the reassessment study and will only be proposed/implemented if it remains sustainable and likely to receive continued support. Staff does not look to return services which may be recommended for removal within the next 12-months because of a local or COA recommendation.

BUDGET IMPACT:

The reassessment study was budgeted using federal CARES funding with a not to exceed amount of \$36,017. Final budget impacts will be estimated upon approval/adoption of specific recommendations by the YCTD Board.

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

Topic: Consider Director’s Report	Agenda Item #:	9
	Agenda Type:	Deliberation/Action
Prepared By: Terry Bassett, Jose Perez	Approved By: 	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
		Meeting Date: November 9, 2020

RECOMMENDATION:

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

BACKGROUND:

a. Oral Report

b. Transition to Zoom Meeting Format

Based on comments received from board members and YCTD staff, we have switched virtual board meetings from WebEx to Zoom.

c. Status of Downtown Riverfront Streetcar Project

According to the City of West Sacramento, a draft Memorandum of Understanding for the construction and O&M of the project is being prepared between RT and the City. They expect to bring the MOU to the West Sacramento Council for approval by November 18th.

Last month, the West Sacramento City Manager indicated that annexation is not being discussed, at least not with him, and that this is not the City’s direction.

After a review of statutes and the current transfer agreement between YCTD and SacRT, YCTD staff believe that YCTD approval of any extension of SacRT rail, bus, paratransit, or on-demand service into Yolo County is required. The Executive Director will reach out to the City and SacRT to engage directly on any such provisions that the MOU may touch upon. Potentially, a side-agreement that addresses these matters may be needed; however, an alternative may be for YCTD and SacRT to simply amend and update the existing transfer agreement between the two transit districts.

d. SACOG Annual Unmet Transit Needs Hearing

SACOG’s annual unmet transit needs public hearing was conducted during the evening of Wednesday, November 4, 2020. Directors Saylor and Frerichs participated in the virtual meeting, along with SACOG and YCTD staff. Highlights and comments from the public include:

- Presentations from Yolo County transit providers (YCTD, Unitrans, and Davis Community Transit) were conducted after introductory remarks by Supervisor Don Saylor and SACOG staff.
- Support for microtransit options in Winters. Requests for additional information/distribution of info were made, as well as offers of support to help distribute.
- Suggestions for continued consideration of cost of transit services for seniors and persons with low/fixed incomes, and possible reductions of fares.
- Aid in ensuring access to grocery stores in Winters, including through coordination of infrastructure and complete streets.
- Consideration for how YCTD will reduce the “digital divide” as part of its ongoing COA process.

- Support for increasing frequency generally throughout the system, and specifically of the Route 42A/B and throughout the service day.
- Support for reintroduction of reduced trips and frequency due to COVID-19 impacts.
- Request for additional Connect Card pass sales outlets, specifically one in each jurisdiction. No current same-day cashless option.
- Reconfigure service in Woodland to more “in-demand” locations versus current configurations.
- Request to further improve reliability on the jointly operated Causeway Connection service.

e. Causeway Connection Update

YCTD and SacRT staff met on October 27, 2020 to discuss further refinement and improvement of “customer-facing” communications related to the Causeway Connection. It is desired by the partners to have a universal, or as close to it, system for customers to be advised of operational changes/impacts to the Causeway Connection. An interim measure could see Transdev staff sending the updates to all “enrolled” riders, and SacRT indicated they are working on a similar communication system. In addition, recurring monthly and quarterly meetings have been calendared to ensure regular updates, planning, and operational conversations.

f. Free Service on Election Day

YCTD began promoting and planning for providing free transit service on election day, November 3, 2020. There were no limits to the promotion, and no requirements to prove destination or election-related travel. Further, eligibility requirements for the Yolobus Special paratransit service and YOUR Ride microtransit services were temporarily removed, and hours extended until at least 8:00 p.m. to further encourage and facilitate use. YCTD staff conducted the following activities to support and promote awareness of the campaign:

- Email notices and reminders were sent at least twice by blast email to 619 riders who have submitted their email addresses.
- Posting to social media (Facebook and Twitter) and YCTD’s web site.
- Press releases developed and distributed to media contacts.
- Development and successful launch of automated dialing (to registered District customer phone numbers only) with recorded reminders of the free service. This was sent primarily to paratransit and microtransit riders who submitted their phone numbers.
- Hard copy notices in English and Spanish installed inside buses and at key bus stops and shelters throughout Yolobus service area.

The free rides were tracked with Yolobus operators using the farebox and a total of 1,252 (1,200 fixed-route, 13 microtransit, and 39 paratransit) rides across all modes were provided. Overall, that is about 400 more rides than normally reported on our fareboxes.

g. Status of Agreements with Sacramento Regional Transit District

Sub-Recipient Pass-Thru Agreement—Executed. It establishes how SacRT will pass through federal transit funds to YCTD for its part of operating Causeway Connection bus service. SacRT is the grantee and needed this pass-thru agreement with YCTD.

Mutual Aid Agreement—Still in progress. SacRT’s legal counsel revised the mutual aid agreement to address some of the issues that were discussed with YCTD staff and used the APTA sample agreement as a guide. A meeting between key SacRT senior staff was scheduled for November 4th, to go through the changes to the agreement before sending it back to YCTD for review and comment. SacRT should be able to get YCTD something early next week. They need to discuss some details to make sure that they are all on the same page internally.

Transfer Agreement—Still in progress. The Transfer Agreement between SacRT and YCTD (last entered in 2009) establishes the methodologies for reimbursement of fares from one entity to the other. It

also addresses the issue of service coordination. SacRT staff have a couple of items to research in terms of potential financial impact to both agencies. They will work on that over the next week and should be able to get something over to their legal counsel in the next week or so.

h. Monthly Progress Report on Three Primary Goals

- 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 (COA) recommendations into consideration. Prepare draft 3-year budget, or financial plan, by March 30, 2021. Provide monthly or quarterly updates, as appropriate. ***November 5, 2020 Update:*** This is an ongoing project and is intermixed with the COA, as described in agenda item 8 in this Board packet. It is still staff's intention to prepare a draft 3-year budget by March 30, 2021.
- 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. ***November 5, 2020 Update:*** This is an ongoing project and is intermixed with the COA, as described in agenda item 8 in this Board packet.
- 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. ***November 5, 2020 Update:*** I have obtained updated standard operating procedures for each position and am in the process of overlaying that information against the current job descriptions. I am also performing an assessment of all positions in terms of staffing skillset needed to be efficient and responsive to district-wide vision, values, and priorities, as adopted by your Board. Desired outcomes for a succession plan will be submitted by November 30th. Afterwards, I will spend the next 3-4 months preparing succession plan recommendations for your Board.

i. Attachments

- i. Updated Long-Range Board Meeting Calendar
- ii. October 2020 Ridership Report for Fixed Route, Paratransit and Microtransit

Long Range YCTD Board Meeting Calendar (subject to modifications)

Updated November 6, 2020

November 9, 2020

- 1 First Quarter Financial and Performance Reports for July 1-September 30, 2020
- 2 Financial & Ridership Update (status of fares, LTF, STA, CARES, fund balance, other revenues)
- 3 Update on Comprehensive Operational Analysis and Reassessment
- 4 Director's Report, Monthly Progress Report on Three Primary Goals
- 5 Consider YCTD Project Nominations For Next SACOG Funding Round

December 14, 2020

- 1 Financial & Ridership Update (status of fares, LTF, STA, CARES, fund balance, other revenues)
- 2 Set Meeting Dates for 2021
- 3 Update on Comprehensive Operational Analysis and Reassessment
- 4 Public Hearing on Proposed COVID-19 Recovery Service Changes (note: this may slip to January)
- 5 Director's Report, Monthly Progress Report on Three Primary Goals

Succession Plan Update: Review and comment on district activities, employee roles, responsibilities, job descriptions, and desired outcomes for a succession plan

- 7 Consider Proposed Mid-Year Budget Adjustment
- 8 Consider Mutual Aid Agreement with SacRT
- 9 Consider Amendment to Transfer Agreement with SacRT

January 11, 2021

- 1 Financial & Ridership Update (status of fares, LTF, STA, CARES, fund balance, other revenues)
- 2 Consider Recommendations from Comprehensive Operational Analysis, Possible Public Hearing
- 3 Director's Report, Monthly Progress Report on Three Primary Goals
- 4 Annual Authority to apply for grants (including FTA Certifications and Assurances)
- 5 Discuss Update of YCTD Short Range Transit Plan (SRTP) for FY 2022-2029 (Required for various grant applications)

February 8, 2021

- 1 Second Quarter Financial and Performance Reports for October 1-December 31, 2020
- 2 Financial & Ridership Update (status of fares, LTF, STA, CARES, other revenues)
- 3 Director's Report, Monthly Progress Report on Three Primary Goals
- 4 Continued Consideration of Recommendations from Comprehensive Operational Analysis, Possible Public Hearing

March 8, 2021

- 1 Financial & Ridership Update (status of fares, LTF, STA, CARES, fund balance, other revenues)
- 2 Introduction of Draft 3-Year Budget
- 3 Director's Report, Monthly Progress Report on Three Primary Goals

April 12, 2021

- 1 Financial & Ridership Update (status of fares, LTF, STA, CARES, fund balance, other revenues)
- 2 Consider Adopting Draft 3-Year Budget
- 3 Director's Report, Monthly Progress Report on Three Primary Goals

May 10, 2021

- 1 Third Quarter Financial and Performance Reports for January 1-March 30, 2021
- 2 Financial & Ridership Update (status of fares, LTF, STA, CARES, fund balance, other revenues)
- 3 Review Preliminary FY 21/22 Budget
- 4 Consider Succession Plan recommendations
- 5 Director's Report, Monthly Progress Report on Three Primary Goals

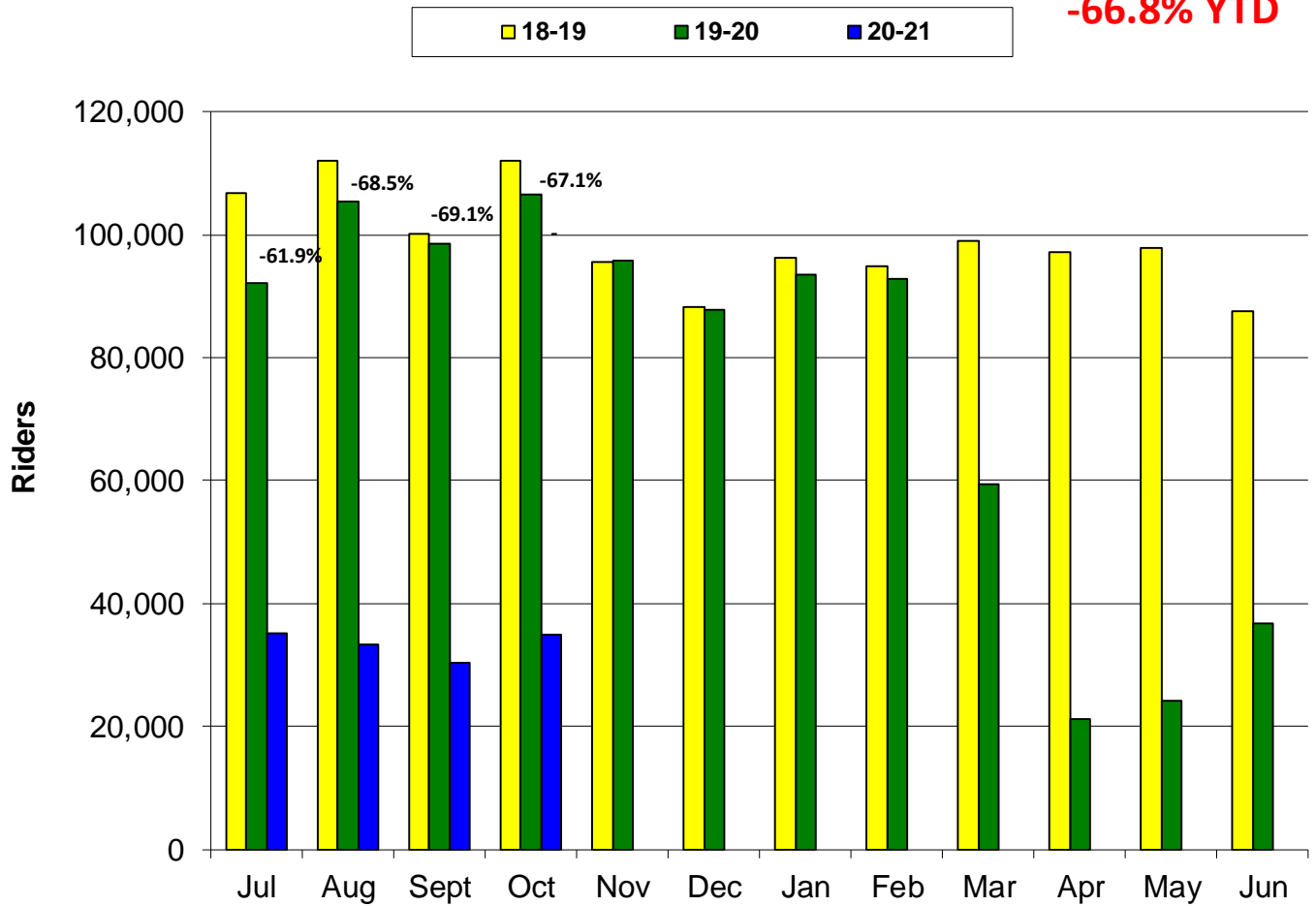
June 14, 2021

- 1 Financial & Ridership Update (status of fares, LTF, STA, CARES, fund balance, other revenues)
- 2 Public Hearing on Preliminary FY 21/22 Budget
- 3 Agreement for YCTD SRTP FY 2022-2029
- 4 Election of 2021-2020 Chair & Vice Chair
- 5 Director's Report, Monthly Progress Report on Three Primary Goals

Attachment ii: October 2020 Ridership Report for Fixed Route, Paratransit and Microtransit

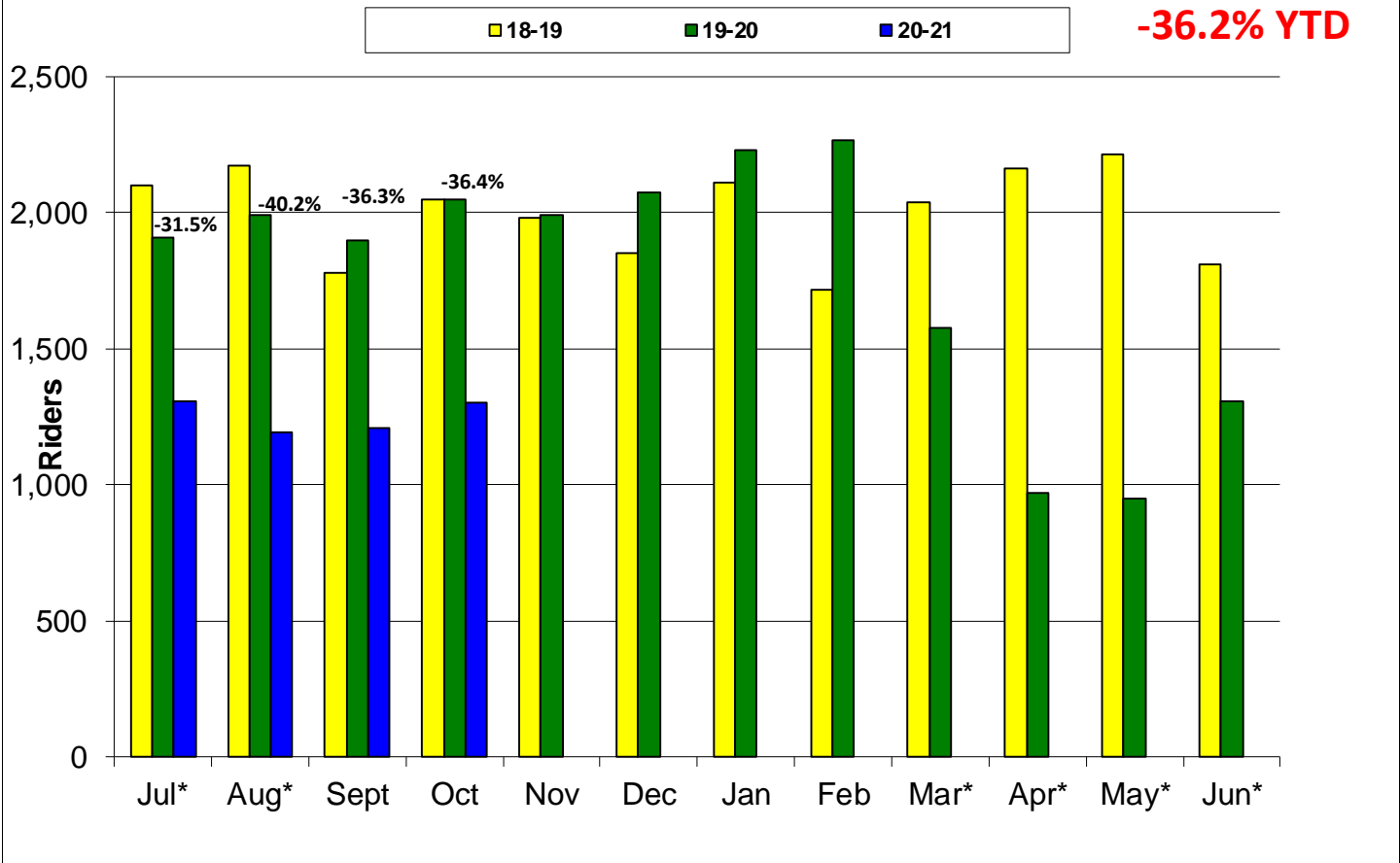
Yolobus Fixed Route Ridership Trends

-66.8% YTD



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
20-21	35,067	33,252	30,431	35,012									133,762
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	1,192	1,210	1,302									5,013
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

-31.5% -40.2% -36.3% -36.4%

*Includes YOUR Ride microtransit ridership (Knights Landing + Winters):

20-21	Jul	Aug	Sep	Oct
KL	148	161	153	165
Winters	158	160	139	133
Total	306	321	292	298