



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), Tom Stallard (Woodland), Matt Dulcich (UCD, ex-officio), Nick Hernandez (Caltrans, ex-officio)

ZOOM MEETING WEB ADDRESS: <https://zoom.us/j/91002451919>

ZOOM MEETING PHONE NUMBER: (669) 900-9128

ZOOM MEETING ID: 910 0245 1919

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

MEETING DATE: Monday, February 8, 2021

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 February 8, 2021 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.

<u>Estimated Time</u>		<u><i>The Chairman reserves the right to limit speakers to a reasonable length of time on any agenda item, depending upon the number of people wishing to speak and the time available.</i></u>	<u>Info/ Discussion</u>	<u>Deliberation/ Action</u>
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 February 8, 2021 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 for January 11, 2021 (<i>Souza</i>) (<i>pp 1- 10</i>)		X
7:00	4b.	Approve Appointments to YCTD's Citizens Advisory Committee (<i>Bassett</i>) (<i>pp 12-13</i>) a. Mollie D'Agostino, Proposed City of Woodland Representative (Nominated by Director Stallard) b. Andrew Furillo, Proposed At-Large Representative (Nominated by Director Saylor)		X
7:00	4c.	Adopt Resolution R 2021-01 Authorizing Filing of Grant Applications and Executing Grant Agreements and Supplemental Documents for Various Grant Programs (<i>Perez</i>) (<i>pp 15-17</i>)		X

REGULAR CALENDAR

7:05	5.	Board Member Reports, Announcements, Other Nominations, Presentations		X
7:10	6.	Financial Status Update (<i>Bassett</i>) (pp 19-20)		X
7:15	7.	Consider authorizing the programming and application for \$558,200 in Federal Transit Administration (FTA) Funds for Bus Path-of-Travel Improvements in Woodland (<i>Bassett</i>) (pp 21-26)		X
7:30	8.	Update on Comprehensive Operational Analysis Assessment Study (YoloGo) (<i>Perez</i>) (pp 27-30)		X
7:45	9.	Consider Director's Report (<i>Bassett/Perez</i>) (pp 31-40) <ul style="list-style-type: none"> a. Oral Report b. Update on Appointments to YCTD Board c. Nominations Submitted Under Current SACOG Competitive Round d. Reduced Price Bus Ticket Issue e. Update on COVID-19 Regarding Transdev & YCTD Employees f. Update on Cache Creek Casino Resort Service on Route 215 g. Causeway Connection Route 138 Update h. Matters Involving Sacramento Regional Transit District <ul style="list-style-type: none"> i. SacRT Appointments to SacRT/YCTD Subcommittee ii. Status of Agreements with Sacramento Regional Transit District i. Monthly Progress Report on Three Primary Goals, Desired Outcomes for Succession Plan j. Attachments <ul style="list-style-type: none"> i. Updated Long-Range Board Meeting Calendar ii. January 2021 Ridership Report for Fixed Route, Paratransit and Microtransit iii. Fixed Route & Paratransit Financial Reports Thru December 31, 2020 		X
7:55	10.	Adjournment		X

UNLESS CHANGED BY THE YCTD BOARD, THE NEXT MEETING OF THE YOLO COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS WILL BE MARCH 8, 2021 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, February 5, 2021 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 February 8, 2021 YCTD Board of Directors meeting remotely via the Zoom platform using the following meeting details:
 - a. Via PC: <https://zoom.us/j/91002451919>
 - b. Meeting ID: 910 0245 1919
All meeting participants will be entered into a virtual waiting room and will be admitted by the host.
 - c. Via Phone: Phone Number: (669) 900-9128
Meeting ID: 910 0245 1919
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, February 8, 2021 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 | ○ Safety |
| ○ Efficiency | ○ Economic Sustainability |
| ○ Transparency | ○ Environmental Stewardship |
| ○ Innovation | ○ Equity/Social Justice |
| ○ Service | |

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

January 11, 2021

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 Zoom remote participation. The following individuals were in attendance:

Davis – Lucas Frerichs (Primary)

Winters - Jesse Loren (Primary)

West Sacramento – Chris Ledesma (Primary)

Woodland – Tom Stallard (Primary) (arrived 8:00 pm)

UC Davis – Matt Dulcich (Primary) (left 8:10 pm)

Caltrans – Nick Hernandez (Primary)

Not present was a Yolo County representative.

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; Hope Welton, YCTD Legal Counsel; and Kathy Souza, YCTD Executive Assistant/Clerk to the Board.

Also present via Zoom were Ingrid Shepline, Richardson & Company; Michael Klein and Kyle Eggen, Transdev; Mike Barnbaum, Sacramento; Joe Bolte, Alan Hirsch, Davis; Mollie D’Agostino, Woodland; Patrick Guild, West Sacramento.

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

Agenda Item 2 – Consider Approval of Agenda for January 11, 2021

Minute Order 2021-01

Director Frerichs made the motion, seconded by Director Ledesma, to approve the agenda for the January 11, 2021 meeting. Roll call resulted in:

AYES: Frerichs, Ledesma, Loren

NOES: None

ABSENT: Representatives of City of Woodland and Yolo County

ABSTAIN: None

The motion passed.

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

Mr. Barnbaum reported on changes to the YCTD/Sac RT 2x2 and the Sac RT board of directors. He asked for clarification of the Yolobus service schedule for February 18, Martin Luther King (MLK) Jr. Day.

Ms. D’Agostino introduced herself as an applicant for the YCTD Citizens Advisory Committee (CAC). She is a resident of Woodland and works at the Institute of Transportation Studies at UCD.

Mr. Hirsch mentioned there were still openings on the CAC and stated he was pleased with the new applicants. He expressed concern that the list of potential applicant categories on the CAC recruitment flyer might send the wrong impression to possible applicants.

Mr. Perez stated that Yolobus would run a non-express service on MLK Jr Day. All service would run their normal weekday COVID-19 service levels except express routes.

Mr. Perez responded to Mr. Hirsch's concerns about the potential interests on the CAC flyer, informing him that both the CAC and board of directors requested expansion of the committee with two at-large members with the suggested areas of interest from which to hopefully draw interest in membership.

Agenda Item 4 – Consent Calendar

Minute Order 2021-02

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

4a. Approve YCTD Board Minutes for Regular Meeting of December 8, 2020

4b. Appoint Patrick Guild as the West Sacramento representative to the CAC

AYES: Frerichs, Ledesma, Loren

NOES: None

ABSENT: Representatives of City of Woodland and Yolo County

ABSTAIN: None

The motion passed.

Agenda Item 5 – Board Member Reports, Announcement, Other Nominations, Presentations

Director Ledesma welcomed Mr. Guild and thanked him for his interest in serving.

Mr. Guild responded thanking Director Ledesma for the nomination.

Agenda Item 6 – Grant Continued Emergency Authority to Executive Director, or his designee, through March 31, 2021

Mr. Bassett presented the staff report. He indicated that normally two-month extensions are under the Consent Calendar, but he wanted the matter discussed under the Regular Calendar, so he could give the board updates on Yolobus route 215 to/from Cache Creek Casino resort and requests from the casino that the number of round-trip bus trips be reduced from 17 a day to 12 a day.

Director Frerichs expressed his support but asked that the matter be reviewed in March to determine if bi-monthly authorizations were still necessary, particularly given that the board could meet quickly under COVID-19 meeting guidelines.

Chair Loren asked Mr. Bassett to confirm that he would run details on route 215 service changes, financial changes, and a possible Memorandum of Understanding by the subcommittee of YCTD's Chair (Loren) and Vice-Chair (Saylor) for consideration. Mr. Bassett responded in the affirmative.

Mr. Bolte agreed with Director Frerichs and hoped that there would be an effort to embrace on-line options and components going forward.

Minute Order 2021-03

Director Ledesma made the motion, seconded by Director Frerichs, that for the two-month period, effective February 1, 2021 through March 31, 2021, to grant continued emergency authority to the 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 with jurisdiction over YCTD and authorize the Executive Director to continue utilizing YCTD resources to assist the EOC in undertaking other activities in response to EOC requests for support services.. Roll call resulted in:

AYES: Frerichs, Ledesma, Loren

NOES: None

ABSENT: Representative of City of Woodland and Yolo County

ABSTAIN: None

The motion passed.

Agenda Item 7 – Presentation of 2019/20 Fiscal Audit

Ms. Bryan introduced Ingrid Sheipline who had overseen the recent audit.

Ms. Sheipline presented the audit report concluding that it as a clean, unmodified document.

The directors expressed their appreciation of the detailed walk-through of items such as adding the Proterra buses into the District property.

Mr. Barnbaum asked if the District would receive any portion of the recently enacted CARES funding. Mr. Bassett replied that was addressed in the Director's Report.

Agenda Item 8 - Financial Status Update

Ms. Bryan presented the staff report and indicated that another budget amendment is not necessary at this time.

Mr. Dulcich left the meeting at 7:45 pm.

Agenda Item 9 – Discuss Development of Next YCTD Short Range Transit Plan (SRTP)

Ms. Mazur gave an overview of the staff report.

Director Ledesma asked for clarification of the goal of the SRTP in relation to the Comprehensive Operational Analysis (COA/YoloGo). Ms. Mazur replied that the YoloGo was to seek citizen input regarding the transit plans. The SRTP would be focused on evaluating the financial aspects of providing service for the jurisdictions. Mr. Perez added that the SRTP would focus more on the details of financial planning for projects.

Director Frerichs asked when each would be implemented. Mr. Peres responded the COA probably in April 2021 and the SRTP would take 9 to 12 months to complete and implement. He added that there was unintended overlap between the projects due to the need to reassess the COA once COVID-19 issues impacted service and the recommendations.

Mr. Hirsch stated that Ms. Mazur was right in calling for key performance indicators to allow monitoring of success of the system.

Director Stallard joined the meeting at 8:06pm.

Chair Loren thanked staff for including projected budget information in the SRTP.

Agenda Item 10 - Update on Comprehensive Operational Analysis (COA) Assessment Study

Mr. Perez presented the staff report. He explained that staff met with staff members from the jurisdictions as well as the consultant team.

Director Dulcich rejoined the meeting at 8:10 pm.

Mr. Barnbaum asked for clarification of peak hours.

Mr. Bolte asked staff to suggest that other jurisdictions reach out to their citizens to remind them to provide their input. He asked if drivers could alert passengers to the availability of the survey.

Mr. Perez replied to Mr. Bolte's suggestion by stating that YCTD could make announcements about the survey both audible and scrolling on-board each bus at specified intervals rather than have the drivers distracted from their tasks.

Director Ledesma stated that West Sacramento staff was still concerned about costs to the city. He expected YCTD staff to update West Sacramento staff. He asked if staff had met with the Transit and Mobility Commission. Mr. Perez responded that a meeting was planned but had not yet happened.

Emailed comments from Mr. Bolte:

Item 10 - YoloGo Assessment

"Comprehensive Operational Analysis" isn't a good name for a project that in practice is a route redesign. And three-letter acronyms are confusing in general. I suggest retiring the COA nomenclature completely and calling the route redesign, "YoloGo" so there's no ambiguity.

I suggest the outreach effort focus on:

1. collecting, refining and publishing comprehensive information that will empower the public, at their own chosen pace and timing, to understand the effects of YoloGo. In other words, post everything needed online ahead of time, and make flyers with specific changes to react to, as well as the URL to find the complete online info and survey.
2. actively collecting useful feedback from current riders and potential riders. People who will never ride the bus are of little interest for YoloGo and should be identified during any in-person or online survey. (How often did you ride public transit before Covid-19? How often would you ride if buses left every 5 minutes on all YoloGo routes? If the answer is never/never, count person and end survey) I think the board should set an expectation of getting feedback from current or potential riders of at least 5% of pre-COVID YoloGo weekday ridership. Set up tables at Woodland Transit Center, UCD MU, West Sacramento Transit Center, and 9th and L, with on-paper surveys and complete info about YoloGo.

High quality video production is very time- and money-intensive. Is the planned video a better use of resources than online sessions and in-person socially distanced tabling?

The sample flyer doesn't have enough urgency or specifics. YoloGo has a draft plan they want to validate with the public and then implement. But this flyer would work just as well for early-stage "visioning" outreach. Don't be like Mulder when he tells Scully to get down here because something crazy just happened. Tell Scully what happened while you have her on the phone!

Another possibility for the flier topline:

"YoloGo is changing soon! We need your feedback!"

Glad to see the proposed Causeway Connection performance metrics. Should these metrics be tracked for all YoloGo routes? Older buses may collect less data.

Idle thought: a few thousand people work at Sacramento International Airport. Flight staff often will not return until the next day. With the right service, commute trips to the airport should be multiple times higher than the current ridership of the 215 to the Casino. But car parking is a profit center for the airport."

Agenda Item 11 – Consider Director’s Report

Mr. Bassett gave an overview of the Director’s Report.

a. Oral Report – Mr. Bassett mentioned that the FBI had issued warnings about the possibility of armed protests leading up to the inauguration in Washington DC and that such protests could extend to all 50 state capitols. He added that SacRT had agreed to host a virtual meeting on Tuesday to discuss how transit operators respond to such crowds, which might disrupt routing and schedules in downtown Sacramento. He stated that all the transit agencies were especially concerned about the mention of protesters being armed and what this would mean for the safety of transit riders and employees.

b. Bus Shelter Replacements in West Sacramento

We have been working on the planned replacement of bus shelters in West Sacramento, particularly along West Capitol Avenue. See the attached map. At our request, the City of West Sacramento requested its Contractor doing its complete streets project on West Capitol Avenue, to submit a price estimate for a change order to remove 12 old bus shelters and replace them with 12 new bus shelters (including benches and trash cans). The shelters, benches are being provided by YCTD. The firm’s price quote was \$131,210.40-- the equivalent of \$10,934.20 per shelter for removal/installation. This is beyond YCTD’s budget and affordability, so we have approached our bus contractor, Transdev, to determine what they would charge for the same work. In contrast, their estimate is \$8,556.90 total for parts, supplies and equipment (crane truck and trailer) rental, or \$713.08 per shelter, bench and trash can assembly. We are working with Transdev to treat this work on a pass-thru basis. The shelters are prefabricated and just need installation and connecting of the prefabricated sections. Transdev has already proven that it can safely and efficiently replace shelters, based on their recent experience replacing a shelter in Woodland that an errant car ran into.

We are working with West Sacramento Public Works staff to develop a traffic control plan and obtain necessary encroachment permits.

Director Ledesma expressed his approval and appreciation for the cost savings.

c. Impact of Recent Stimulus Package on Public Transit in Yolo County

In late 2020, President Trump signed the *Consolidated Appropriations Act of 2021*, which includes \$900 billion in COVID-19 emergency relief. It includes \$13.27 billion for transit grants to urbanized areas (FTA 5307 and FTA 5337), \$678.65 million for transit grants to rural areas (FTA 5311), and \$50.034 million for transit grants to rural areas (FTA 5310, Enhanced Mobility of Seniors & People with Disabilities).

Nationally, \$14 billion for transit is in the new stimulus package, which is 56% of the \$25 billion approved in last year’s CARES funds. Incidentally, transit systems in the New York/New Jersey/Connecticut areas are slated to receive 42% of the \$14 billion.

Regarding FTA 5307 urban funds, **most small urban areas, including Woodland, Davis and Yuba City were excluded from any appropriation** (see the attached chart on California urban areas and their corresponding appropriation).

In the case of the Sacramento large urban area, \$37,15,802 in new appropriations was included. Such funds represent a combination of bus and fixed guideway (rail) funding. Based on proportions from the previous round of CARES funding for transit in the Sacramento urbanized area, and on the allocation methodology used last time, **Yolobus has the potential of receiving approximately \$862,000 in new funds associated with the Sacramento urbanized area funding.** We have asked SACOG and RT staff to calculate the “earned” share amount attributable to each transit operator.

Yolobus may also receive part of the rural Section 5311 transit funds. The distribution methodology will be decided by Caltrans, but based on prior distributions by Caltrans, transit in rural Yolo County, which includes Winters, may gain access to **about \$249,000 in new funding.**

It has not yet been determined over how many fiscal years the above amounts can be applied for and whether any other new restrictions have been added.

d. Woodland Transit Center Study Status

Staff met with the consultant team that developed the Woodland Transit Center Feasibility Study on December 4, 2020. During the meeting, a summary of the status of the study as well as next steps needed to prepare the document for presentation to the YCTD Board was conducted. Additional notes and feedback were provided to the consultant team, and they are finalizing the study document. Additional contractual information and steps between YCTD and the consultant team are also required prior to being able to complete the study. It is anticipated the final study will be presented to the YCTD Board in February or March, depending on the timeliness of the resolution to the contractual requirements.

Director Stallard reported that Woodland staff was concerned that they had not been included in this meeting. Mr. Bassett responded that staff would take appropriate action to make sure this did not occur in the future.

e. Update on COVID-19 Regarding Transdev & YCTD Employees

Since the December 14th YCTD board meeting, Transdev, which provides Yolobus fixed route, paratransit and microtransit services, has had six (6) confirmed COVID-19 positive cases. This is among their pool of about 100 employees, from drivers, maintenance, and office personnel. Fortunately, the cases were spread out over a month, and all but one of these employees are expected to have completed their quarantines and return to work by the January 11th YCTD Board meeting. Transdev has been in contact with County Health officials regarding the matter.

Additionally, one of YCTD's 10 employees recently tested positive for COVID-19 and is not expected to return to work until January 19th. YCTD has already expanded its telework options for YCTD employees, who have been equipped with laptop computers and are working from home on a staggered schedule, so that YCTD offices can remain open 9 am-4 pm, excluding 12-1 pm. We will explore options if additional YCTD employees test positive.

f. Stay at Home Order Extended

On January 2, 2021, the California Department of Public Health (CDPH) announced that hospitals in the Greater Sacramento Region, including Yolo County, have only a 6.9% ICU capacity. According to the CDHP web site, the Greater Sacramento Region remains under the Stay-at-Home order because the area's four-week projected ICU capacity does not meet the criteria to exit the order. Once a region's four-week ICU projection shows a capacity of greater than or equal to 15%, the order will be lifted for that area.

According to the web site, the Terms of this Order shall remain in place for at least three weeks from the date the order takes effect in a Region and shall continue until CDPH's four-week projections of the Region's total available adult ICU bed capacity is greater than or equal to 15%. Four-week adult ICU bed capacity projections will be made approximately twice a week, unless CDPH determines that public health conditions merit an alternate projection schedule. If after three weeks from the effective date of the Terms of this Order in a Region, CDPH's four-week projections of the Region's total available adult ICU bed capacity is greater than or equal to 15%, the Terms of this Order shall no longer apply to the Region.

As a reminder, mass transit workers are considered Essential Critical Infrastructure Workers, as they maintain continuity of operations of essential critical infrastructure sectors. While YCTD's role is to provide for the movement of people who rely on transit for essential purposes, we have instructed Transdev to not question riders as to their trip purpose and if it is "essential".

g. Downtown Sacramento Protest Impacts on Yolobus Service

On Wednesday, January 6th, Yolobus needed to modify the routing of some of its bus trips in downtown Sacramento, due to political protests that caused road closures. This impacted certain trips on Yolobus bus routes 40, 41, 240, 42A and 42B. Fortunately, express routes did not seem to have been impacted. Normally, when such forced re-routes occur, we shift the route terminus to the West Sacramento Transit Center.

h. Causeway Connection Update

The Causeway Connection is currently in its third quarter of revenue service. Ridership levels have been lower than originally projected, due primarily to the significantly lowered demand due to the COVID-19 pandemic. The operation of the service between YCTD and SacRT continues to improve, including enhanced communication and information availability to the public. Most recently the implementation of a single “unified” service impact alert system being managed by the Yolobus team was successfully launched on January 4, 2021. This opt-in system provides text-message and email-based alerts and notices regarding the Causeway Connection and emergencies throughout the Yolobus network. YCTD developed an FAQ and registration guide to facilitate customer sign-ups, and the necessary information is available on the service’s dedicated website, causewayconnection.com. The partners continue to revise the performance reports and data collection, and a list of suggested metrics is summarized below, along with ridership figures through December 2020.

- Total Unlinked Trips (Ridership)
 - Separated by YCTD and SacRT
 - Report on non-UC affiliated rides
- Total Revenue Miles
- Total Revenue Hours
 - Report on non-revenue miles
- Vehicle Capacity/Passenger Loads
 - Tracking passengers unable to board (e.g., due to capacity, safety, bicycle capacity, etc.)
- Total Trips Provided
 - Missed trips (Total possible – Total provided), including defining “missed trips”
 - Summary cause for missed trips (or exact report by missed trip)
- On-time Performance (OTP)
 - Report from TripShot
 - Exclude early “arrivals” from OTP calcs
 - Report on number of excessive lates (Report on distributed Alerts) as % of total operated trips
- Operating Costs
 - Separate contract, fuel, maintenance, and other costs
 - Report Total cost (YCTD + SacRT)
- Key Performance Indicator (KPI) Reports
 - Cost/Pax
 - Cost/Trip
 - Pax/Revenue Hour
 - Pax/Revenue Mile
 - Pax/Trip (Average of all trips)

Causeway Connection Ridership

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	Total
Total	241	386	883	785	953	1,568	1,214	1,312	7,342

We are working with SacRT staff to make alterations to the route 138 schedule to 1) add 5 minutes running time on certain afternoon Sacramento-bound trips and 2) change out which trips are operated by Sac RT and Yolobus, reducing unnecessary deadheading of buses. For example, the first morning Davis-bound trip out of the UC Med Center will be operated by SacRT, while the first morning Sacramento-bound trip out of the UCD main campus will be operated by Yolobus. These changes will take place on April 5, 2021.

i. Status of Agreements with Sacramento Regional Transit District

- i. **Mutual Aid Agreement—Still in progress.** YCTD staff have sent the proposed agreement to the California Transit Insurance Pool, to ascertain whether the provisions proposed in the mutual aid agreement adequately address liability and worker's compensation issues. The intent of the Agreement is to enable the sharing of resources during emergencies when one agency needs such resources.
- ii. **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. We are still awaiting a proposed draft from SacRT.

j. Monthly Progress Report on Three Primary Goals, Desired Outcomes for Succession Plan

- i. 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. **January 11, 2021 Update:** This is an ongoing project and is intermixed with the COA, as described in agenda item 11 in this Board packet. It is still staff's intention to prepare a draft 3-year budget by March 30, 2021.
- ii. 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. **January 11, 2021 Update:** This is an ongoing project and is intermixed with the COA, as described in agenda item 11 in this Board packet.
- iii. 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. **January 11, 2021 Update:** In December, I submitted the following desired outcomes for a succession plan:
 - 1) Staffing and skillset levels responsive to district-wide vision, values, and priorities
 - 2) Staff flexibility in response to changing conditions and opportunities
 - 3) Minimal disruptions of service and district priorities due to staff turnover
 - 4) Reassess, potentially update, or revise positions and functions
 - 5) Determine internal succession opportunities, required skillsets, education and training resources needed to elevate, promote and support said employees
 - 6) Determine which positions will require recruitment
 - System in place for recruitment, replacement and training of managers and highest skilled positions (e.g., Senior Planner, IT Specialist)
 - System in place for recruitment, replacement, and training of all other positions
 - 7) Consideration of outside services and Extra Help as needed

k. Attachments

- i. Draft Urban Area New CARES Stimulus Funding
- ii. Yolobus Shelter Replacements on West Capitol Avenue
- iii. Updated Long-Range Board Meeting Calendar
- iv. December 2020 Ridership Report for Fixed Route, Paratransit and Microtransit

Chair Loren asked if there was any progress on standardization of age categories for all area transit systems.

Mr. Perez responded that was a work in progress.

Agenda Item 12 - Adjournment

There being no further business, Chair Loren adjourned the meeting at 8:36pm.

Comments via Zoom chat during meeting:

From Joe Bolte to Everyone: 07:15 PM

Congrats Patrick

From Patrick Guild to Everyone: 07:16 PM

Thank you, Joe.

From Mike Barnbaum to Everyone: 07:20 PM

For the COA Item, which I believe is item number nine in tonight's agenda packet. Could we be more clear when "peak hours" is mentioned in a report, as to the exact definition of this. It is my hope that "peak hours" is defined as weekdays from 5am to 9am, and again from 3pm to 7pm. On consensus for purposes of this evening's meeting, can we verbally be OK with this?

From Jose Perez to Everyone: 07:21 PM

Thank you Mike, we can address this comment when the item is active during the meeting.

From Mike Barnbaum to Everyone: 07:36 PM

In addition to CARES ACT funding, which the auditor mentioned has helped YCTD in its operating funding, didn't YCTD receive any funding from the December 2020 stimulus relief package, or not as of yet, in hand?

From Alan Hirsch, Lorax to Me: (Direct Message) 07:48 PM

Kathy...and Asside: It is sometimes confusing where we are in Agenda packet. Page number in discussion not same as page number in PDF packet. The city of davis Packet are page number base on both order in PDF and page number in that sub-document. Many in city staff seem to be able to do this for commission and council packet. They must have either a embedded tool or found a way in Pdf SOFTWARE to add consecutive PDF-order page number of the entire packet. You might investigate for use on future packets. Hope this is helpful.

From Mike Barnbaum to Everyone: 07:51 PM

I intend to speak on the COA this meeting. I want to reserve any comment on the SRTP at this time. I yield my entire time on the SRTP to the Board Members. Thank you, Jose and Terry.

From Joe Bolte to Everyone: 08:07 PM

great job senior planner mazur

From Me to Jesse Loren: (Direct Message) 08:16 PM

I have written comments submitted by Joe Bolte earlier today to be read.

From Joe Bolte to Everyone: 08:17 PM

good point Mike on peak hours

From Mike Barnbaum to Everyone: 08:24 PM

For Thursday, what time is the virtual COA workshop and is there a zoom link to attend?

The short term planning document an item ago is referred to as a "Short Range Transit Plan." It provides an overview of existing conditions and forecasts wants and needs over roughly a 5-year timeframe.

Thank you Chris Ledesma for the comment/question.

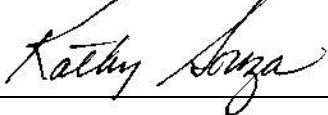
From Jose Perez to Everyone: 08:27 PM

Hello Mike, We will distribute notice of the workshop URL and availability in the next day or two, the virtual workshop is planned to be "open" not later than noon on Thursday January 14, 2021.

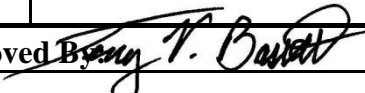
From Mike Barnbaum to Everyone: 08:27 PM

January 17th is a Sunday. This is the day before the MLK observance. Most of the protests and riots in Downtown Sacramento have been on Saturdays, not Sundays.

Respectfully submitted:

_____, Clerk to the Board

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

Approve Appointments to YCTD's Citizens Advisory Committee <ul style="list-style-type: none">a. Mollie D'Agostino, Proposed City of Woodland Representative (Nominated by Director Stallard)b. Andrew Furillo, Proposed At-Large Representative (Nominated by Director Saylor)	Agenda Item#: Agenda Type:	4b Deliberation/*Action
		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared By: Terry Bassett	Approved 	Meeting Date: February 8, 2021

RECOMMENDATION:

It is recommended that the YCTD Board of Directors appoint:

- a. Mollie D'Agostino, Woodland resident and proposed Woodland representative, onto YCTD's Citizens Advisory Committee (CAC).
- b. Andrew Furillo, Davis resident and proposed At-Large representative, onto YCTD'S Citizens Advisory Committee (CAC).

REASON FOR RECOMMENDATION:

Director Stallard nominated Mollie D'Agostino and Director Saylor nominated Andrew Furillo.

BACKGROUND:

YCTD has been filling vacancies on the CAC. Attached are applications from the two candidates listed above.

This matter was communicated with Directors Stallard and Saylor, both who concurred with the proposed nominations.

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.

Completed CAC application forms of the two nominees are attached. With the proposed action, six of YCTD's seven CAC positions will be filled, leaving one At-Large vacancy. Staff is undertaking steps to solicit applications for the remaining position and will attempt to find candidates who could broaden the CAC's diversity.

BUDGET IMPACT:

No budget impacts.

**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: January 7, 2021
2. Applicant's Name: Mollie D'Agostino
3. Daytime Phone Number: [REDACTED]
4. Mailing Address: [REDACTED], Woodland, CA 95776
5. How long have you lived in that community or Yolo County? 4 Years
6. Email Address: [REDACTED]
7. Are you a current Yolo bus rider? (check one) ☒ Yes ☐ No (what Routes) 42A/B
8. For which position appointment are you applying? (If a jurisdiction, you must reside within that jurisdiction)
 - ☒ City of Woodland (or at-large)
 - ☐ City of Davis
 - ☐ City of Winters
 - ☐ City of West Sacramento
 - ☐ County of Yolo
 - ☐ At Large
9. Why would you like to serve on this committee:

I hope to see Yolo bus improve after COVID and I fear it could shrink, so I'd like to serve on the committee to see it go in the right direction. I commuted between Woodland and Davis on Yolo bus several times a week before COVID, since March 2020 I've been working from home, so I don't need to commute. I enjoyed taking the bus and BART a lot while living in Oakland/Berkeley area. I wish the bus service in Woodland was more frequent, offered some on-demand options, and provided more first-last mile connector options like bike and e-scooter shares.

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

I work currently at the UC Davis Institute of Transportation Studies (and the Policy Institute for Energy, Environment, and the Economy). I also worked in the past for the Alameda County Transportation Commission, as an Assistant Transportation Planner, and my key project in this role was developing the 2016 Countywide Transit Plan. Currently, I am working on a few relevant research projects. One project (funded by Caltrans and NCST) is focusing on statewide transit payment integration. We also have been engaged on a few projects working with UC Berkeley in a project to inform the transit response to COVID-19.

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: January 8, 2021
2. Applicant's Name: Andrew Furillo
3. Daytime Phone Number: [REDACTED]
4. Mailing Address: [REDACTED], Davis, CA 95618
5. How long have you lived in that community or Yolo County? I grew up in Davis and since 2009 have returned intermittently, including for a significant portion of the past year. I plan to remain here for the foreseeable future.
6. E-mail address: [REDACTED]
7. Are you a current YoloBus rider? Yes, I ride Line 42A/B regularly and occasionally use other YoloBus lines. I also frequently use Unitrans, Regional Transit, shared JUMP bikes, and my own bike as complements to YoloBus.
8. For which position appointment are you applying? At Large (I live in Davis)
9. Why would you like to serve on this committee?

I commuted on YoloBus to my first internship (at the State Capitol) and continue to regularly use transit to move around the region today, including during the ongoing pandemic. Thus, I would like to give back to the community by drawing on my experiences and insights to help bolster access for people in Yolo County. I feel that the county, with its blend of urban centers, suburban development, and rural agriculture, is uniquely positioned to serve as a model for sustainable connectivity that other areas can look up to and learn from. Accordingly, I am excited to collaborate with the YCTD Board and other local leaders to help the agency get the most out of its resources and ensure everyone can easily get where they need to go.

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


As transit access is a vital part of my life, I have worked hard in recent years to help make sustainable mobility better. Among other activities I have:

- Written online articles for Mobility Lab, a transportation demand management-focused organization based in Arlington, Va.
- Co-authored a U.S. Government Accountability Office report to Congress describing how legislative changes affected transit services funded in part by the federal Job Access and Reverse Commute program.
- Interned for a year at advocacy organization Circulate San Diego while attending graduate school in that city.
- Created my own transportation-focused blog, Freedom of Transit.

For more details on these experiences, please see my attached resume. Thank you for your time and consideration.

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Adopt Resolution R 2021-01 Authorizing Filing of Grant Applications and Executing Grant Agreements and Supplemental Documents for Various Grant Programs	Agenda Item#: Agenda Type:	<div style="text-align: center;">4c Deliberation/*Action</div>
Prepared By: Jose Perez	Approved 	
Meeting Date: February 8, 2021		

RECOMMENDATION:

It is recommended that the Yolo County Transportation District Board of Directors adopt the attached Resolution Number R 2021-01, authorizing the Executive Director, or his/her designees, the Deputy Director of Operations, Planning, and Special Projects, or the Deputy Director of Finance, Grants, and Procurement, to file grant applications, execute grant contracts and or agreements and other supplemental documents with a variety of federal, state, regional, local agencies or entities as shown in the attached resolution.

REASON FOR RECOMMENDATION:

A revised resolution is required to be adopted annually to comply with Federal, State and Local requirements for grant applications.

BACKGROUND:

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

Further, the FTA has released an updated version of the required Certifications and Assurances for Federal Fiscal Year 2021, and YCTD's Executive Director and Legal Counsel will review and agree to the appropriate Certifications and Assurances.

BUDGET IMPACT:

None directly, however in any single year millions of dollars in federal, state, and local agency funds for capital, planning, and operating projects may flow to YCTD via the grant process.

**YOLO COUNTY TRANSPORTATION DISTRICT
RESOLUTION NO. R 2021-01**

Resolution Authorizing the Filing of Grant Applications

WHEREAS, from time-to-time the Federal Transit Administration, the Federal Highway Administration, the State of California, Department of Transportation (“Caltrans”), the Yolo-Solano Air Quality Management District, the Sacramento Metropolitan Air Quality Management District, the Yolo Indian Gaming Local Community Benefit Committee and various other federal, state, regional, local agencies or entities make grants available for mass transportation programs and other transportation projects pursuant to the Federal Transit Act (including but not limited to Sections 5307, 5309, 5310 5311, 5311(F), 5337, 5339, and LONO), Caltrans Sustainable Transportation Planning Grant Program, Caltrans Low Carbon Transit Operations Program (LCTOP), State Transit Assistance funding from the State of Good Repair Account (SGR), the Sacramento Emergency Clean Air & Transportation Grant Program (SECAT), California Zero-Emission Truck and Bus Voucher Incentive Project (HVIP), California Zero-Emission Truck & Bus Pilot Commercial Deployment Project Program , as well as other funding programs; and

WHEREAS, the grant conditions may impose certain obligations upon grantees, including the provision of a local share of project costs; and

WHEREAS, it appears in the best interests of the Yolo County Transportation District (“YCTD”), its residents, constituents and its customers to submit such grant applications; and

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

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

1. The foregoing recitals, and each of them, are true and correct.
2. The YCTD Executive Director or his/her designee, the Deputy Director of Operations, Planning, and Special Projects, or the Deputy Director of Finance, Grants, and Procurement, is hereby authorized to execute and submit grant applications on behalf of the YCTD with the Federal Transit Administration, the Federal Highway Administration, the State of California, Department of Transportation (“Caltrans”), the Yolo-Solano Air Quality Management District, the Sacramento Metropolitan Air Quality Management District, the Yolo Indian Gaming Local Community Benefit Committee and any other Federal, State, Regional, Local Agency or Entity for Funding Pursuant to the Federal Transit Act (including but not limited to Sections 5307, 5309, 5310, 5311, 5311(F), 5337, 5339, and LONO), Caltrans Sustainable Transportation Planning Grant Program, the Caltrans Low Carbon Transit Operations Program (LCTOP), State Transit Assistance funding from the State of Good Repair Account (SGR), the Sacramento Emergency Clean Air & Transportation Grant Program (SECAT), California Zero-Emission Truck and Bus Voucher Incentive Project (HVIP), California Zero-Emission Truck & Bus Pilot Commercial Deployment Project Program and any other Federal, State, Regional, Local, or Entity Funding Program, and to Execute Grant Agreements and Supplemental Documents, consistent with YCTD’s adopted budget, approved appropriations and projects, and other Board or Board Chair directives.
- 3 In connection with such grant applications, the YCTD Executive Director, or his/her designee, the Deputy Director of Operations, Planning, and Special Projects, or the Deputy Director of Finance, Grants, and Procurement, is further authorized to execute and submit such application’s agreements, assurances and other documents and information required to obtain such grant funds with the advice of District Counsel.

PASSED AND ADOPTED by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 8th day of February 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jesse Loren, Chair
Board of Directors

ATTEST:


Kathy Souza, Clerk
Board of Directors

Approved as to Form:

By _____
Hope P. Welton, District Counsel

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Financial Status Update	Agenda Item #:	6
	Agenda Type:	
		Deliberation/Action
		Attachments Yes <u>No</u>
Prepared by: Terry Bassett	Approved by: 	Meeting Date: February 8, 2021

RECOMMENDATION:

Receive 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. This update is focused on changes in key revenues:

The table below shows budget vs actual for the period July 1 through December 31, 2020. These are revenues include Fare revenue, CARES Act funds calculated through the 2nd quarter, LTF/STA from the jurisdictions the amount due from the Casino and a one-time carryover of a fuel tax rebate.

The LTF/STA shows a positive variance. LTF has been billed through the 2nd quarter 2020/21. Additionally, the full year insurance cost was billed in the first quarter as we pay the full premium at the beginning of the year.

Fares have been updated through December 31, 2020. With the recent budget amendment, we are slightly below budgeted fares in fixed route.

Fixed route revenues from the casino to cover operating expenses reflect a 6-month total that is being billed.

		Budget**	Actual*	Variance
Fixed Route	Revenues	Thru 12/31/2020	Thru 12/31/2020	
	Fares	\$ 446,979.50	\$ 431,508.00	\$ (15,471.50)
	CARES Funding	\$ 2,483,502.00	\$ 1,901,758.00	\$ (581,744.00)
	LTF, STA	\$ 1,816,473.00	\$ 2,266,435.00	\$ 449,962.00
	Casino	\$ 987,146.00	\$ 738,932.00	\$ (248,214.00)
	County Special CARES	\$ -	\$ 127,000.00	\$ 127,000.00
	Carryover Fuel tax rebate	\$ -	\$ 200,000.00	\$ 200,000.00
		\$ 5,734,100.50	\$ 5,665,633.00	\$ (68,467.50)

		Budget**	Actual*	Variance
Paratransit	Revenues	Thru 12/31/2020	Thru 12/31/2020	
	Fares	\$ 34,248.00	\$ 33,756.00	\$ (492.00)
	CARES Funding	\$ 182,000.00	\$ 87,500.00	\$ (94,500.00)
	LTF, STA	\$ 446,938.00	\$ 533,765.00	\$ 86,827.00
	Casino	\$ 44,561.00	\$ -	\$ (44,561.00)
		\$ 707,747.00	\$ 655,021.00	\$ (52,726.00)

*Includes receivables except casino paratransit revenue

**Includes Budget Amendment #1 FY 2020/21

Fare Revenue Projected to 6/30/2021


The table below shows projected fares through 6/30/2021 with an expected fixed route shortfall of \$30,943 and paratransit shortfall of just \$984. Staff will, monitor the situation and may bring back a recommendation in March 2021.

Projected to 6/30/2021				
		FY 2020/21	Projected to	Projected
		Budget**	6/30/2021	Shortfall
Fixed Route	Fares	\$ 893,959.00	\$ 863,016.00	\$ (30,943.00)
Paratransit	Fares	\$ 68,496.00	\$ 67,512.00	\$ (984.00)
	**Includes Budget Amendment #1 FY 2020/21			

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.

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

Topic: Consider authorizing the programming and application for \$558,200 in Federal Transit Administration (FTA) Funds for Bus Path-of-Travel Improvements in Woodland	Agenda Item #: Agenda Type:	<div align="center"> <h1>7</h1> <h2>Deliberation/Action</h2> </div>
		Attachments: <u>Yes</u> No
Prepared By: Terry Bassett	Approved By: 	Meeting Date: February 8, 2021

RECOMMENDATION:

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors:

- 1) Consider authorizing the programming and application for:
 - a. \$180,000 in Woodland Area Section 5307 funds for at least four (4) concrete bus path-of-travel pad improvements on Gibson Road between East and CR 98; and
 - b. \$378,200 in Woodland Area Section 5307 funds for four (4) bus path-of-travel pad improvements along East Main Street, between East Street and the Highway 113 overpass; and
- 2) Direct YCTD staff to work with the City of Woodland staff in determining where the bus path-of-travel pad improvements will be made, taking into account spacing between bus stops and anticipated transit activity.

Note that the recommendation may change, depending on the outcome of discussions with the City of Woodland.

REASON FOR RECOMMENDATION:

This represents a compromise of two City of Woodland requests that collectively total \$878,200.

The City of Woodland asked YCTD to provide just over \$500,000 in Federal Transit Administration (FTA) Section 5307 Woodland Small Urbanized Area (UZA) funds to pay for the construction of bus pads at all twelve (12) of the bus stops on Gibson Road between CR 98 and East Street. (Refer to the attached letter.) The City is going to be reconstructing that portion of Gibson Road, and the plans and specifications include bus pad construction at 12 Yolo bus stops. The City is seeking a funding contribution from YCTD which would go toward the City's larger street resurfacing project, to cover the cost of the "path of travel" bus pads. Bus pads are highly durable areas of the roadway surface at bus stops, usually constructed in concrete, addressing the common issue of asphalt distortion at high-use bus stops.

Additionally, in September 2020, City of Woodland staff asked YCTD staff to program \$378,200 in Section 5307 funds for Path-of-Travel bus pads on East Main Street between East Street and the Highway 113 overpass.

Our primary staff concern is that the City and District fully understand the trade-offs of funding such projects, and the precedent-setting nature of getting into the bus pad construction business using limited transit funds in a bus service area that has over 500 bus stops.

The proposed compromise in this staff report includes \$180,000 towards four (4) of the proposed 12 Gibson Road bus pads, plus \$378,200 towards four (4) East Main Street bus pads. It may be subject to change, depending on the results of discussions with the City of Woodland and Director Stallard.

BACKGROUND:

Below is a summary of the advantages and disadvantages of programming these funds to Gibson Road concrete bus pads:

Advantages:

- By constructing these bus pads as part of the City of Woodland Public Works' Department's upcoming Gibson Road street full reconstruction project, the **costs will be less expensive** than making such improvements as a separate project.
- The bus pads are **complementary to the Safe Routes to Schools component of the Gibson Road improvements**. The project is also complementary to the "Complete Streets" aspect of the project since complete streets are geared toward the provision of service to all users regardless of mode.
- This is apparently a **priority from the City of Woodland Public Works Department's perspective**.
- **Concrete bus pads can be very beneficial** at stops with frequent service, significant ridership, or where complete bus stopping and re-starting from a standstill is often necessary. The added friction results in shoving the asphalt. If, in the future, Yolobus were to increase the amount of bus service on Gibson Road, or if any of these Gibson Road bus stops becomes more heavily utilized during the life of the street resurfacing project, then it is possible that the asphalt at the bus stops could become damaged without concrete pads. On Matmor and East Main (near the Sherwin Williams), that is an example of a different type of asphalt distress. The shoving seen here is an example of instability in the asphalt. The type of cracking that is present at the locations on Gibson is indicative of structural failure of the underlying road.
- **This project is technically allowable from an Americans with Disabilities Act (ADA) perspective** (see additional discussion under 'Disadvantages' for details).

Disadvantages:

- **Constructing these bus pads may be unnecessary** given the current bus service levels and usage on Gibson Road, which is relatively light. Table 1 summarizes the passenger boarding and alighting activity at these 12 Gibson Road bus stops, as well as the bus activity at the stops. The table also includes a comparison to the Matmor at East Main southbound bus stop near Sherwin Williams, where there is high bus traffic and road deterioration.

Table 1. Summary of Weekday Passenger Activity and Buses Per Hour by Bus Stop

Street	Cross Street	Daily Passenger Ons & Offs*	Buses per Hour Serving Stop	Timepoint (Scheduled Stop)?
Gibson Eastbound Bus Stops				
W Gibson	Amherst	2	1.2	N
W Gibson	Midway	7	1.2	N
W Gibson	West	0	1.2	N
W Gibson	Spruce	9	1.2	N
W Gibson	College	4	1.2	N
W Gibson	Coloma	9	2.2	N
Gibson Westbound Bus Stops				
W Gibson	Coloma	4	2.2	N
W Gibson	College	9	1.3	N
W Gibson	Spruce	0	1.3	N
W Gibson	West	1	1.3	N
W Gibson	Midway	3	1.3	N
W Gibson	Amherst	0	1.3	N
Bus Stop with damaged asphalt for reference				
E Main	Matmor (Southbound)	88	3.1	Y

* During ridecheck performed for Comprehensive Operational Analysis (COA) in May 2019

For reference, the City of Davis currently uses a threshold of four (4) buses per hour, or ongoing damage, when deciding whether to install a concrete bus pad at a bus stop in their jurisdiction.

Gibson Road has seen some 30 years of wear and tear. We believe it is not surprising to see some road and curb damage along Gibson bus stops, compared to bus stops in other parts of town, such as along East Main Street and Matmor, where there is much higher bus movement activity. Woodland staff suggests that just because the shoving seen on Matmor is more obvious, that doesn't make the structural cracking and rutting on Gibson less of an issue.

Yolobus currently has no plans to increase bus service frequency on Gibson Road, and in fact the draft Comprehensive Operational Assessment (COA) has recommendations to discontinue or reduce some of the fixed route bus service on Gibson Road, and replace some of it with microtransit services. Building bus pads at these 12 locations suggests some level of permanency, meaning that these bus stops will continue to have long-term value and will be used in the future.

- **None of the 12 bus pad sites will have ADA compliant boarding and alighting areas** for persons in wheelchairs. FTA staff has confirmed that, if the City/YCTD is only altering the bus pad in the street and are not altering the bus stop itself, then the improvement would *not* trigger the requirement that inaccessible bus stops be brought up to ADA compliance; however, FTA staff further stated the following:

“FTA would highly recommend, and it would be a best practice, to simultaneously bring the bus stop into compliance for the following reasons:

1. By keeping these bus stops inaccessible, you just prolong paratransit dependence for some riders, directly impacting the provider operations.
2. There won't be an easier time to make the minimal upgrades you need for ADA-compliant stops when you already have equipment onsite for the bus pad installation.
3. From a public perception perspective—does it make sense to use transit formula funding for road improvements while not also enhancing transit facilities nearby?”

Regarding the second issue described above, the City of Woodland does not own the right-of-way to do this work. It is not about equipment or desire, it's about legal ability to do the work.

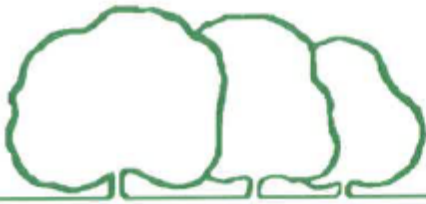
- Each year, YCTD uses approximately \$800,000 of the Woodland UZA Section 5307 funds for operations and allows approximately \$900,000 to \$1 million to accrue to have enough funds for large capital projects such as bus replacements, which are not spread out evenly across year. YCTD has approximately \$4.8 million of Federal Fiscal Year (FFY) 2016 through FFY 2020 FTA Section 5307 Woodland UZA funds that have not yet been obligated on an FTA grant, but for which YCTD staff had been intending to use for vehicle purchases. **Using \$500,000 of funds for these Gibson Road bus pads means that the funds would not be available for other high priority projects, which may have more of a direct impact on Yolo bus riders.** FTA Section 5307 Woodland area UZA funds are some of the most flexible funds that YCTD has available, and can be used for fixed route, paratransit and/or microtransit operating costs, as well as capital projects, so long as the operations and/or capital projects benefit the Woodland UZA. Potential capital projects could include a transit center, concrete pads at high use bus stops, making Yolo bus offices accessible from Main Street, replacement buses or electric bus charging infrastructure, and potential operations projects could include microtransit services or expanded fixed route bus services, either within Woodland or connecting Woodland to other communities. As Section 5307 funds diminish, YCTD would likely require more Transportation Development Act funds from the City of Woodland to fill any gaps.
- Unlike some of the alternative projects that could utilize these 5307 funds, this project will not have a positive direct impact on Yolo bus service or ridership levels, therefore to the extent to which some state and federal funds are allocated to Yolo bus according to service & ridership-related factors, **this project would not have a positive impact on YCTD's revenues going forward as another project might.**¹
- **\$110,000 (out of a \$507,000 overall engineer estimate) for mobilization and traffic control is about 22% of the total Gibson Road bus pad project cost.** The City staff indicated that these costs are high because the work does not occur concurrent with the other road work, where the road would be shut down. It will occur as a separate mobilization of a different type of work crew and requires its own traffic control on a highly traveled road.
- To YCTD staff's knowledge, Sacramento Regional Transit District does not pay for bus pads in the City of Sacramento, nor does Unitrans pay for bus pads in the City of Davis. Except for the West Sacramento Transit Center, the Woodland Transit Center (at the County Fair Fashion Mall), and one bus stop in Madison, to date, YCTD has not used FTA transit funds to pay for concrete bus drive-on pads in any of its other jurisdictions. Woodland has about 130 bus stops that are not on concrete pads. If all Woodland bus stops had a concrete pad, the overall costs would become unrealistic to fund.

Regarding the bus Path-of-Travel bus pads on East Main Street, those are considered a high priority from YCTD staff's perspective and can be more easily justified in terms of bus and passenger activity along that stretch.

BUDGET IMPACT:

Costs for the two Path-of-Travel projects have not been finalized, pending finalization of costs. It is suggested that YCTD limit project funding to \$558,200 to cover the final costs of the construction of the Path-of-Travel bus pads (four on Gibson Road and four on East Main Street). This will require approximately 11.6% of Woodland small urban area Section 5307 transit funds that have been accumulated over several years.

¹ State Transit Assistance § 99314 (Revenue-Based) funds are allocated partially by transit operator fare revenue; FTA Section 5307 Small Transit Intensive Cities (STIC) funds are allocated by factors such as service hours, miles, and ridership.



City of Woodland

Community Development Engineering 300 First Street, Woodland, CA 95695 (530) 661-5820 www.cityofwoodland.org

January 26, 2021

Jose Perez
Deputy Director
Yolo County Transportation District
350 Industrial Way
Woodland, CA 95776

**SUBJECT: Bus Stop Pads for Gibson Road Reconstruction (CR98 to East Street)
Projects, CIP 20-01 and 20-08**

Dear Mr. Perez,

The City of Woodland will improve the two mile-long corridor of Gibson Road between County Road 98 and East Street. The improvements include pavement rehabilitation, restriping narrower travel lanes to slow traffic, adding buffered bicycle lanes, installing concrete bus stop pads at all 12 stops, constructing ADA compliant curb ramps and sidewalk repairs, installing a pedestrian actuated lighted crossing at California Street, and signal improvements to increase walking and biking for students and all users. Construction is scheduled to begin this spring 2021.

The overall budget for these improvements is approximately \$14 million. The City is requesting \$500k in District funding for the improvements at the 12 bus stops. This amount is based upon the engineer's estimate of cost (attached).

The corridor is currently served by five local and regional bus routes with stops on, and adjacent to, the corridor. The project will improve pedestrian access to these YCTD bus stops. The bus stop improvements are less than 4% of the \$14 million investment in the corridor. The project will transform this segment of Gibson Road into a complete street providing improved bicycle, pedestrian and vehicle facilities to ensure the corridor meets the needs of all modes of travel.

Please contact me at (530) 661-5947 or brent.meyer@cityofwoodland.org if you have any questions.

Sincerely,

Brent Meyer, P.E., T.E.
City Engineer/Acting CDD Director

Gibson Road Reconstruction (CR98 to East Street) Projects, CIP 20-01 and 20-08

Engineer's Estimate of Probable Costs for the Concrete Bus Stop Pad Improvements


January 2021

Description	Total
Mobilization	\$63,000
Traffic Control	\$47,000
Storm Water Pollution Prevention Plan	\$4,600.
Concrete Bus Stop Pads (incl. excavation, concrete pad, curb, gutter, sidewalk, aggregate base & associated work)	\$393,000
Total	\$507,600

City of Woodland - East Main Street Improvements 90% Engineer's Estimate - Bus Stop Improvements							
Item No.	Item Description	Unit	Quantity (City)	Quantity (SR-113)	Quantity (I-5)	Item Price	Subtotal
	<u>GENERAL ITEMS</u>						
1	Mobilization	LS	1	0	0	10%	\$30,000
	General Items Subtotal:						\$30,000
	<u>ROADWAY ITEMS</u>						
3	Traffic Control (8% of Construction Items)	LS	1	0	0	8%	\$30,000
8	Remove Minor Concrete (Curb, Gutter, Curb Ramp, & Sidewalk)	SF	675	0	0	\$15	\$10,125
15	Roadway Excavation	CY	455	0	0	\$65	\$29,575
18	Aggregate Base, Class 2	CY	370	0	0	\$100	\$37,000
19	Hot Mix Asphalt, Type A	TON	88	0	0	\$135	\$11,880
26	Minor Concrete - Bus Stop Pad (Includes 6" Vertical Curb)	SF	4,843	0	0	\$30	\$145,290
35	Minor Concrete - Reinforced Sidewalk City Std Detail 1320	SF	2,330	0	0	\$15	\$34,950
	Roadway Subtotal						\$298,820
	Subtotal						\$328,820
	Construction Contingency (15%)						\$49,323
	GRAND TOTAL						\$378,200

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Update on Comprehensive Operational Analysis Assessment Study (YoloGo)	Agenda Item#: Agenda Type:	8 Info/Discussion
		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared By: Jose Perez		Meeting Date: February 8, 2021

RECOMMENDATION:

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors receive and provide comment and feedback on the Reassessment Study and revised proposed recommendations developed for the YCTD Comprehensive Operational Analysis (COA) branded as YoloGo.

REASON FOR RECOMMENDATION:

The final phase of public outreach commenced in earnest on January 14, 2021. Progress on the Reassessment Study and YoloGo has been completed in recent weeks. Staff seeks continued insight and feedback from the Board to ensure District goals, values, and mission are being met through the recommendations, and to guide the YoloGo team and District staff on completing meaningful public outreach.

BACKGROUND:

The final phase of public outreach on the YoloGo service recommendations began on January 14, 2021. The Dan Boyle & Associates team completed the necessary promotional materials, notices, and advertisements and launched the virtual workshop with an initial response deadline of three weeks, to conclude on February 4, 2021. YCTD staff presented to the Davis Bicycle and Transportation Street Safety Commission (BTSSC) on January 14, 2021 and received important feedback and suggestions.

Following the BTSSC presentation, staff was able to coordinate a meeting with City of Davis staff including the new South Davis City Council representative. Additional information and suggestions to improve public outreach were discussed, resulting in an expansion of awareness of the virtual workshop, and an extension of response deadline to February 26, 2021.

District staff agreed with the request to extend the initial response deadline to February 26, 2021 and worked with the project consultant team to ensure promotional materials were updated, and participation reminders distributed. Extension of the response deadline may delay the final analysis and presentation of YoloGo to the Board, though the final deliverable is still anticipated to be presented during the spring and be available to guide development of implementation planning and budgeting for FY 2022.

A total of 123 participants have engaged in the virtual workshop, and a summary of the outreach activities completed by the consultant team through February 1, 2021 is attached to this staff report. In addition to the consultant team efforts, YCTD staff has supplemented the promotion of the workshop, and supplemented data collection efforts, while keeping in mind the existence of a “digital divide” impacting possible participants, while also adhering to local health and safety orders and requirements. Additional staff outreach activities include:

- Offering to collect responses in person during regular front lobby hours.

- Offering and providing response assistance through phone-in options.
- Installing sandwich-signs in rural communities directing respondents to the website.
- Coordinating and delivering hard copy notices in English/Spanish to various rural stores and community gathering locations (e.g., Lorenzo's Market in Winters).
- Supporting/complementary social media notices.
- Additional presentations and opportunities for discussion at stakeholder meetings.
- Seat-drop notices and posters installed in fixed-route and para/micro-transit vehicles.
- Automated announcements inside vehicles advertising the workshop and options to participate.

A complete summary of the outreach completed and resulting comments/feedback is planned for presentation, along with suggested revisions to the YoloGo recommendations (if applicable), to the YCTD Board during the March 2021 meeting.

BUDGET IMPACT:

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



Interim Public Awareness Report: YoloGO Virtual Workshop

Virtual Workshop Results To-Date

123 Responses in English, 1 Response in Spanish

- 100% completion rate
- Average time spent: 8 minutes

Geographic results

- Davis: 35%
- West Sacramento: 32%
- Woodland: 23%
- Other: 7%
- Winters: 2%
- Unincorporated Yolo County: <1%

Demographic results

- 45-64: 38%
- 35-44: 23%
- 64 or older: 20%
- 25-34: 12%
- 19-24: 7%

Awareness Strategies and Metrics

Community Partners

All 50 stakeholders have received a personal call and email asking them to share with their organization or publicly through email or social media. The following groups and organizations have agreed to share information through their communication channels:

- | | |
|---------------------------------------|------------------------------------|
| • Davis Downtown Business Association | • Woodland Police Department |
| • Unitrans | • Yolo County Library System |
| • Winters Chamber of Commerce | • Yolo County Sheriff's Department |
| • Woodland Chamber of Commerce | • Yolo Healthy Aging Alliance |

Earned Media

The AIM team distributed a media release to local and regional outlets in the Yolo County region. The following media outlets published coverage about the virtual workshop:

- [Woodland Daily Democrat](#)
- [Davis Enterprise](#)
- [Winters Express](#)
- [The People's Vanguard of Davis](#)



Digital Messaging

E-blast #1: Constant Contact

- Sent:
- Open rate:
- Click rate:

E-blast #2: Personal Email Distribution

The project team sent personal emails to more than 130 community members in the Yolo County region with information about the virtual workshop and project, and a call to action encouraging them to participate.

Social Media

Community Groups

The AIM team has joined and posted in the following Facebook Groups to build awareness about the project and encourage participation in the online workshop:

- Events in Davis
- Good Neighbors of Woodland
- Neighbors of Woodland
- The other neighbors of Woodland
- Winters 411
- Winters California 411
- Winters Community Info and Tips
- Woodland Neighbors good and bad
- Yolo County Neighbors

Social Media Targeted Advertisements

Post engagement includes all actions that people take involving ads while they are running. Post engagements can include actions such as reacting to, commenting on or sharing the ad, claiming an offer, viewing a photo or video, or clicking on a link.

Facebook boosted post (AIM) 1/21


Reach: 4,135

Post engagement: 240

Link clicks: 173



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

Topic: Consider Director’s Report	Agenda Item #: Agenda Type:	9 Deliberation/Action
		Attachments: <u>Yes</u> No
Prepared By: Terry Bassett, Jose Perez	Approved By: 	Meeting Date: February 8, 2021

RECOMMENDATION:

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

BACKGROUND:

a. Oral Report

b. Update on Appointments to YCTD Board

<u><i>Jurisdiction</i></u>	<u><i>Primary</i></u>	<u><i>Alternate</i></u>
<i>City of Winters</i>	Jesse Loren—YCTD Chair	Harold Anderson
<i>County of Yolo</i>	Don Saylor*—YCTD Vice-Chair	Oscar Villegas
<i>City of Davis</i>	Lucas Frerichs*	Gloria Partida
<i>City of West Sacramento</i>	Chris Ledesma	Martha Guerrero*
<i>City of Woodland</i>	Tom Stallard*	Mayra Vega
<i>UCD—Ex Officio</i>	Matt Dulcich	CURRENTLY NO ALTERNATE
<i>Caltrans-Ex-Officio</i>	Nick Hernandez	CURRENTLY NO ALTERNATE

*Also on SACOG Board

c. Nominations Submitted Under Current SACOG Competitive Round

Per the Board's approval at the December 2020 Board meeting, YCTD staff submitted three grant applications in SACOG's 2021 Regional Funding Round, including:

- Maintenance and Modernization category:** Re-Tanking Nine (9) CNG Buses - \$675,000
- Transformative category:** Increased Peak Hour Frequency on Route 42A/42B (60 min to 30 min) 3-year demonstration - \$1.2 million
- Community Design category:** Pedestrian Enhancements at Main & Industrial Way (Design and Engineering only) - \$200,000

The Connect Card consortium, which includes all the region's transit operators that use Connect Card including YCTD, also submitted a \$5 million application in the Maintenance and Modernization category for upgrades to the Connect Card system. SacRT served as the lead agency on that application, and prepared and submitted the application on behalf of the region.

Staff will update the Board when we receive additional news from SACOG about next steps or the results of the grant competition. SACOG staff informed us that the agency received over 100 applications region-wide.

d. Reduced Price Bus Ticket Issue

YCTD staff recently received a request for free or reduced-price two-ride bus tickets from the Yolo County Children's Alliance (YCCA), a non-profit organization that provides support services for families and children in Yolo County. YCCA has historically distributed two-ride bus tickets on a case-by-case, as-needed basis to participants in their Family Resource Center and Healthy Families Yolo County Home Visitation programs; however, they report that during COVID it has become more difficult for their organization to cover the cost of a two-ride ticket.

YCTD staff has received similar requests from other nonprofit organizations in the past and believes it would be in the District's best interest to have a consistent, well-defined policy regarding free or reduced-price bus tickets for nonprofits. This will help us to be good partners to the nonprofits working in our community, while simultaneously protecting the District's finances and farebox revenues, as well as treating all nonprofits equitably. Toward that end, staff has begun conducting a peer review to see how other agency's handle these requests and has begun to brainstorm policy concepts that might be financially feasible. Staff plans to present this research to the CAC and to the Board in the Spring.

Your Board is reminded that Youth age up to 18 can now ride Yolobus for free. We therefore assume that the YCCA request is focused on two-ride bus tickets for adults, including the parents of children served by YCCA.

e. Update on COVID-19 Regarding Transdev & YCTD Employees

Since the January 11, 2021 YCTD board meeting, Transdev, which provides Yolobus fixed route, paratransit and microtransit services, has had one employee out on leave with COVID-19. The Federal Transit Administration recently released new guidance on COVID-related safety response, requiring all transit agencies to require face coverings by both the public and transit employees. This has been YCTD's position since the spring of last year at the onset of the pandemic, and no significant policy updates have been necessary. YCTD and Transdev staff did update and install signage inside revenue vehicles informing customers of the new federal requirement.

f. Update on Cache Creek Casino Resort Service on Route 215

Yolobus service on casino-serving route 215 was reduced from 17 round trips per day to 12. Outreach and awareness efforts included:

- Notices installed in YCTD buses
- Audio and Visual notices through automated signage inside the buses
- Electronic media, including YCTD website, direct emails, social media, and text-message based notices distributed.
- Revised print schedules and brochures distributed directly to/through the Cache Creek Casino and onboard buses.
- Notices and signage installed inside bus shelters and on bus stop poles along the Route 215 alignment.

We have been in close contact with the casino regarding the logistics of these changes, and an effort is underway to develop a proposed Inter Governmental Agency (IGA) agreement that would include the Tribe, County of Yolo and YCTD as parties.

g. Causeway Connection Route 138 Update

YCTD staff has coordinated with SacRT and UC Davis staff with respect to the refinement development of future operating procedures and schedules. Effective April 1, 2021, minor adjustments on which agency

will operate specific trips will go into effect. Current published schedules identify which trip is operated by each agency, and the materials will be updated to reflect the planned changes. The changes were made to improve reliability in on-time performance for key early-morning trips. The partners are working on planning and updating trip running times and schedules. These revisions will also be developed to account for the return of full-time UC campus activity. The anticipated ability to provide service without significant pandemic restrictions (and resulting increases in demand) will also allow the partners to consider whether to implement the original expansion bus stops to locations in east Davis (Mace Park and Ride) and Downtown Sacramento. Such changes, if implemented, would not likely occur until after Labor Day in September 2021.

Causeway Connection Ridership

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021*	Total
Total	241	386	883	785	953	1,568	1,214	1,312	429	7,771

*YCTD ridership only

h. Matters Involving Sacramento Regional Transit District

i. SacRT Appointments to SacRT/YCTD Subcommittee—During the January 25, 2021 meeting of the SacRT board, its Chair, Steve Miller, announced that he and new Vice-Chair, Patrick Kennedy, have been appointed to the subcommittee of two SacRT board members and two YCTD board members. Currently, YCTD is represented by the two previous YCTD Chairs. The purpose of the subcommittee is to provide a mechanism to discuss areas of common interest and opportunities for future collaboration of the two transit agencies. SacRT GM Henry Li and YCTD’s Executive Director Terry Bassett also participate in those meetings. That subcommittee has not met since May 22, 2020.

ii. Status of Agreements with Sacramento Regional Transit District

(1) Mutual Aid Agreement--Still in progress.

The intent of the Mutual Aid Agreement is to enable the sharing of resources during emergencies when one agency needs such resources. On January 19, 2021, YCTD staff sent proposed changes in this agreement to SacRT and are awaiting their review and response. Our revisions were based on feedback from the California Transit Insurance Pool (CALTIP), which YCTD is a member of.

(2) Transfer Agreement—Still in progress. We are still awaiting a proposed draft from SacRT. The Transfer Agreement between SacRT and YCTD (last entered in 2009) establishes the methodologies for reimbursement of fares from one entity to the other. An amendment will allow YCTD and SacRT to move forward with implementing the Zip Pass Smart Phone ticketing system on YoloBus.

i. Monthly Progress Report on Three Primary Goals, Desired Outcomes for Succession Plan

i. 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—also known as YoloGo) recommendations into consideration. Prepare draft 3-year budget, or financial plan, by March 30, 2021. Provide monthly or quarterly updates, as appropriate. **February 8, 2021 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. Because the COA/YoloGo recommendations are still undergoing refinement and adjustments, there will not be a lot of specificity in years 2 and 3.

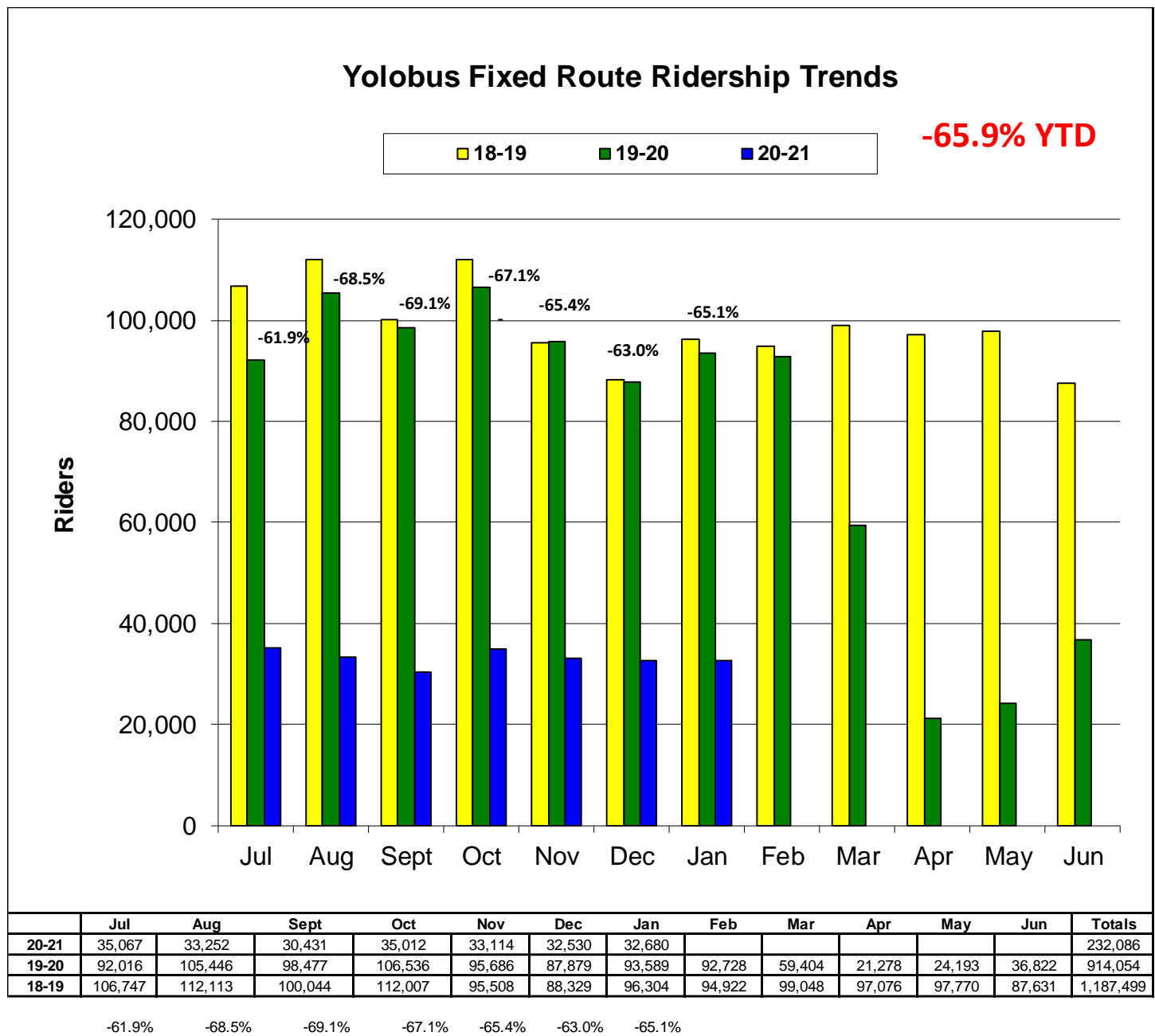
- ii. Review and proactively redesign and implement transportation related service changes and public outreach programs, consistent with board priorities, in response to existing and new COVID-19 outbreaks which may occur over the next 3-years. Provide monthly updates, as appropriate. **February 8, 2021 Update:** This is an ongoing project and is intermixed with the COA/YoloGo, as described in agenda item 8 in this Board packet.
- iii. 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. **February 2021 Update:** In December and January, I submitted the desired outcomes for a succession plan to the Board. I intend to provide the succession plan recommendations by the May 31st deadline described above.

j. Attachments

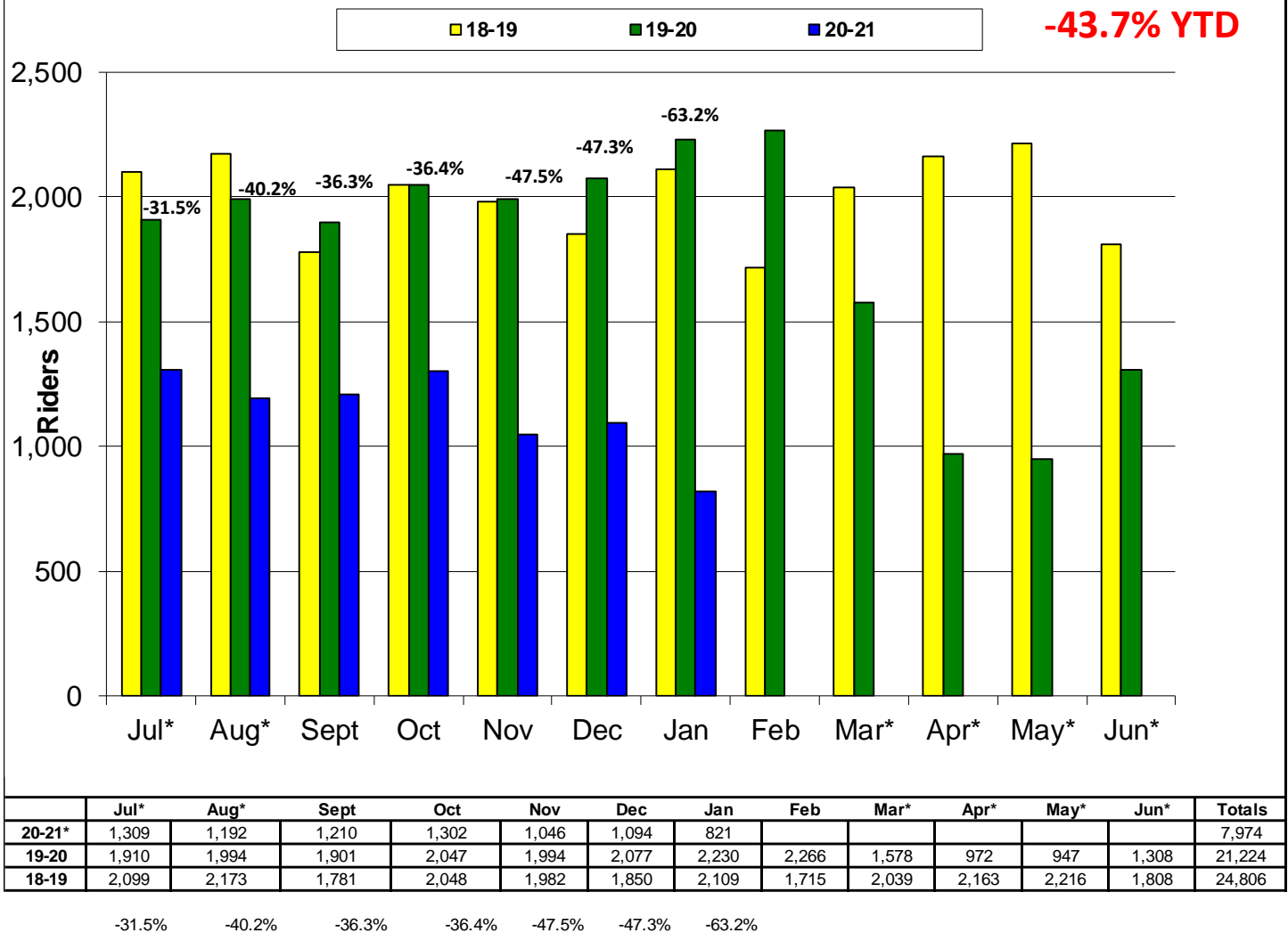
- i. Updated Long-Range Board Meeting Calendar
- ii. January 2021 Ridership Report for Fixed Route, Paratransit and Microtransit
- iii. Fixed Route & Paratransit Financial Reports Thru December 31, 2020

Attachment i: Updated Long-Range Board Meeting Calendar

Long Range YCTD Board Meeting Calendar (subject to modifications)												
Updated February 8, 2021												
<u>March 8, 2021</u>												
1 Financial & Ridership Update (status of fares, LTF, STA, CARES, fund balance, other revenues)												
2 Director's Report, Monthly Progress Report on Three Primary Goals												
3 Update on Preliminary COA Recommendations												
4 Draft YOUR Ride Microtransit Performance Analysis												
<u>April 12, 2021</u>												
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												
4 Update on Implementation of COA Recommendations												
5 Update on Causeway Connection												
6 Public Hearing on Recommendations from COA												
7 Public Hearing on Recommended Changes in Bus Routes and Schedules												
<u>May 10, 2021</u>												
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 Introduction of Draft Preliminary FY 21/22 Budget												
4 Consider Succession Plan recommendations, revised job descriptions and changes in salary ranges												
5 Director's Report, Monthly Progress Report on Three Primary Goals												
6 Update on Causeway Connection Service												
7 SRTP: Draft goals and performance measures for all modes (fixed route, microtransit, ADA paratransit)												
<u>June 14, 2021</u>												
1 Financial & Ridership Update (status of fares, LTF, STA, CARES, fund balance, other revenues)												
2 Public Hearing and Possible Adoption of Preliminary FY 21/22 Budget and Three-Year 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												
6 Introduce Potential Changes in Causeway Connection Bus Schedule and Routes												
7 Consider RFP for new microtransit software to be used existing and expanded service areas as recommended by COA												
<u>July 12, 2021</u>												
1 Consider RFP for Fuel Study												
2 Possible Public Hearing Regarding Changes in Causeway Connection (Route 138) Bus Schedule and Routes												
<u>August 9, 2021</u> TBD												
1 Award contract for new microtransit software												
2 SRTP: Draft 10 Year Capital and Operating Plan												
<u>September 13, 2021</u> TBD												
1 SRTP: Public Outreach Update												
<u>October 11, 2021</u> TBD												
<u>November 8, 2021</u> TBD												
1 SRTP: Draft SRTP Document, including outreach results, final performance measures, and final 10-Year Capital and Operating Plan												
<u>December 13, 2021</u> TBD												
1 SRTP: Final SRTP Document												
<u>January 10, 2021</u> TBD												
<u>February 14, 2021</u> TBD												



Yolobus Special Paratransit (ADA) Ridership Trends



Microtransit Ridership-Knights Landing (KL) and Winters

20-21	Jul	Aug	Sep	Oct	Nov	Dec	Jan
KL	148	161	153	165	110	102	92
Winters	158	160	139	133	91	114	113
Total	306	321	292	298	201	216	205

Attachment iii: Fixed Route & Paratransit Financial Reports Thru December 31, 2020

Yolo County Transportation District Statement of Revenue and Expenses - Budget vs Actual For the Month Ended December 31, 2020				
All Fixed Route Service	Month	Y-T-D	Y-T-D Budget	Variance Favorable/ (Unfavorable)
Services				
Housekeeping Expenses	500	5,982	10,196	4,214
Maintenance - Equipment	9,034	51,174	309,272	258,098
Maintenance - Building & Improvements	3,485	33,509	96,758	63,249
Legal Services	12,431	22,722	12,500	(10,222)
Professional & Specialized Services	7,197	41,387	220,949	179,562
Training Expense	1,250	1,634	11,525	9,891
Trustees, Commissioners, Directors		2,700	3,800	1,100
Subtotal Services	33,897	159,108	664,999	505,891
Fuel & Lubricants				
Vehicle Fuel Expense	57,469	399,084	739,692	340,608
Vehicle Fuel Expense-Electric		17,168	81,339	64,171
Subtotal Fuel & Lubricants	57,469	416,252	821,030	404,778
Materials & Supplies				
Food	109	843	1,868	1,025
Office Expense		1,917	10,100	8,183
Postage		356	1,750	1,394
Printing		480	22,900	22,420
Small Tools & Minor Equipment	3,650	15,689	14,481	(1,208)
COVID-19 Expenses	6,056	21,407	0	(21,407)
Subtotal Materials & Supplies	9,815	40,692	51,099	10,407
Utilities				
Communications	46,665	107,673	117,961	10,288
Utilities	2,762	8,930	46,380	37,450
Subtotal Utilities	49,427	116,603	164,341	47,738
Casualty & Liability				
Insurance - Public Liability		852,243	511,495	(340,749)
Insurance - Fire & Extended	9,916	9,916	6,250	(3,666)
Insurance - Physical Damage		42,441	25,465	(16,976)
Subtotal Casualty & Liability	9,916	904,600	543,209	(361,391)
Purchased Transportation				
Purchased Transportation	584,690	3,416,149	4,600,769	1,184,620
Subtotal Purchased Transportation	584,690	3,416,149	4,600,769	1,184,620

Yolo County Transportation District
Statement of Revenue and Expenses - Budget vs Actual
For the Month Ended December 31, 2020

All Fixed Route Service	Month	Y-T-D	Y-T-D Budget	Variance Favorable/ (Unfavorable)
Miscellaneous				
Memberships		18,500	14,974	(3,527)
Publications & Legal Notices	65	223	1,250	1,027
Advertising	31	13,452	44,000	30,548
Rents & Leases-Equipment		288	512	224
Rents & Leases-Bldgs & Improvements	506	3,035	2,900	(135)
Books & Periodicals		130	626	496
Special Department Expense - Other	83	580	8,035	7,455
Transportation & Travel	304	7,052	18,382	11,330
Subtotal Miscellaneous	989	43,260	90,678	47,418
Total Services & Supplies	746,203	5,096,664	6,936,125	1,839,461
Total Expenses	843,930	5,807,221	7,699,041	1,891,820
Operating Surplus/(Shortage)	413,606	383,334	78,001	305,334
Contingencies			62,500	62,500
Pass Through to Other Agencies		24,000	15,500	(8,500)
FTA 5307 - Capital Revenue			2,058,789	2,058,789
Capital LTF				0
Other Capital Revenue				0
PROP 1B			460,800	460,800
State Transit Assistance (STA)		60,351	98,432	38,081
Non-County Gov't Agencies			20,000	20,000
Transfers In (Out)				
	0	60,351	2,638,021	2,577,670
Capital Expenses				
Facility Improvements			40,800	40,800
Equipment		60,351	2,597,220	2,536,869
	0	60,351	2,638,020	2,577,669
Capital Surplus/(Shortage)	0	0	1	1

Yolo County Transportation District
Statement of Revenue and Expenses - Budget vs Actual
For the Month Ended December 31, 2020

ADA PARATRANSIT SERVICE	Month	Y-T-D	Y-T-D Budget	Variance Favorable/ (Unfavorable)
Revenue:				
Fares	771	7,421	14,121	(6,700)
Special Fares	3,780	26,335	20,128	6,208
Total Fare Revenue	4,551	33,756	34,248	(492)
Operating Revenue				
Local Transportation Fund-Operating		533,765	446,938	86,827
Local Operating Assistance (Reserves)			200,000	(200,000)
Investment Earnings		(297)	2,500	(2,797)
FTA 5307 Operating	58,774	103,028	117,548	(14,520)
FTA 5307 CARES		87,500	182,000	(94,500)
Mitigation Revenue			44,561	44,561
Other Income				
Sale of Fixed Assets		1,275		(1,275)
Total Operating Revenue	58,774	725,271	993,547	(181,704)
Total Revenue	63,325	759,027	1,027,795	(182,196)
Expenses:				
Services				
Maintenance-Equipment				
Professional & Specialized Services				
Subtotal Services	0	0	0	0
Fuel & Lubricants				
Vehicle Fuel Expense	4,421	42,005	102,437	60,432
Subtotal Fuel & Lubricants	4,421	42,005	102,437	60,432
Utilities				
Communication				
Subtotal Utilities	0	0	0	0
Casualty & Liability				
Insurance - Public Liability		144,713	86,828	(57,885)
Insurance - Physical Damage				
Subtotal Casualty & Liability	0	144,713	86,828	(57,885)
Purchased Transportation				
Purchased Transportation	92,790	536,672	828,531	291,859
COVID-19 Expenses	8,507	53,256	0	(53,256)
Subtotal Purchased Transportation	101,297	589,928	828,531	238,603
Appropriation for Contingency			10,000	10,000
Total Expenses	105,718	776,646	1,027,795	251,149
Operating Surplus/(Shortage)	(42,393)	(17,618)	0	68,953
Capital Revenue				
State Transit Assistance				
Prop 1B Funds				
FTA 5307 Capital				
Local Transportation Fund-Capital				
	0	0	0	0
Capital Expense				
Capital Expenses				
	0	0	0	0
Capital Surplus/(Shortage)	0	0	0	0