



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 WEBINAR WEB ADDRESS: <https://zoom.us/j/94926173219>

ZOOM WEBINAR PHONE NUMBER: (669) 900-6833

ZOOM WEBINAR ID: 949 2617 3219

All participants will be entered into the webinar as attendees.

MEETING DATE: Monday, June 14, 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, June 14, 2021 will be provided to the YCTD Board of Directors in advance and comments submitted during the meeting shall be made part of the record of the meeting.

<i>Estimated Time</i>		<i><u>The Chairman reserves the right to limit speakers to a reasonable length of time on any agenda item, depending upon the number of people wishing to speak and the time available.</u></i>	<i>Info/ Discussion</i>	<i>Deliberation/ Action</i>
7:00 PM	1.	Determination of Quorum (Voting members: Woodland, Davis, West Sacramento, Winters, Yolo County) (Nonvoting members: Caltrans, UCD)		X
7:00	2.	Consider Approval of Agenda June 14, 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

7:10	4a.	Approve YCTD Board Minutes for Regular Meeting of May 10, 2021 (<i>Souza</i>) (pp 1-4)		X
7:10	4b.	Approve Proposed Revisions in YCTD Intern Hourly Wage Rates (<i>Perez</i>) (pp 5-6)		X
7:10	4c.	Approve Professional Development and Training for YCTD IT Specialist (<i>Perez</i>) (pp 7-11)		X
7:10	4d.	Approve Purchase of Replacement Hardware for Boardroom Audio Recording and Wayside Sign Modems (<i>Mikula</i>) (p 13)		X
7:10	4e.	Receive Update and Set Public Hearing on YoloGo Implementation (<i>Mazur, Perez</i>) (pp 15-17)		X
7:10	4f.	Authorize Signatory for Westamerica Bank (<i>Bryan</i>) (p 19)		X

7:10	4g.	Update on Recruitment for YCTD Executive Director (<i>Tuttle</i>) (<i>see separate brochure attachment</i>) (p 21)		X
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REGULAR CALENDAR

7:15	5.	Board Member Reports, Announcements, Other Nominations, Presentations		X
7:25	6.	Select Chair, Vice-Chair for the 2021/22 Fiscal Year (<i>Souza</i>) (p 23)		X
7:30	7.	Public Hearing on Proposed YCTD 2021/22 Revised Preliminary Budget (<i>Bryan</i>) (<i>see separate attachment of revised preliminary budget</i>) (pp 25-28)		X
8:00	8.	Consider Revisions to YCTD COVID-19 Safety Policies and Practices (<i>Perez</i>) (pp 29-32)		X
8:20	9.	Discussion on Potential Unitrans Operating Assistance Request (<i>Perez</i>) (p 33)	X	
8:35	10.	Consider Director's Report (<i>Perez, Mazur</i>) (pp 35-46) <ul style="list-style-type: none"> a. Oral Report b. Update on CAC Strategic Planning Workshop c. Update on Causeway Connection Service d. Update on Route 215 and Discussions with Cache Creek Partners e. CCJPA Link 21 Project f. Monthly Progress Report on Three Primary Goals, Desired Outcomes for Succession Plan g. YCTD Website Update h. Woodland Microtransit Update i. Attachments <ul style="list-style-type: none"> i. Ridership May 2021 ii. Updated Long-Range YCTD Board Meeting Calendar (subject to modification) iii. TAC & CAC draft June minutes 		X
8:40	11.	Closed Session <ul style="list-style-type: none"> a. Public Employment, Employee Appointment or Evaluation Pursuant to Government Code Section 54957 Position Title: Executive Director 		X
8:45	12.	Adjournment		X

UNLESS CHANGED BY THE YCTD BOARD, THE NEXT MEETING OF THE YOLO COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS WILL BE JULY 12, 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, June 11, 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 June 14, 2021 YCTD Board of Directors meeting remotely via the Zoom platform using the following meeting details:
 - a. Via PC: <https://zoom.us/j/94926173219>
Webinar ID: 949 2617 3219
All participants will be entered into the webinar as attendees.
 - b. Via Phone: Phone Number: (669) 900-6833
Webinar ID: 949 2617 3219
All participants will be entered into the webinar as attendees.
2. If you are joining the webinar via Zoom and wish to make a comment on an item, click the "raise hand" button. If you are joining the webinar 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, June 14, 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 previous statement was approved by the Board of Directors on January 2, 2018.

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 decision making and transparent.
- Environmentally sustainable operations.
- Leverage state of the art technology.

Item 4a

YOLO COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS MEETING

May 10, 2021

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

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

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

Davis – Lucas Frerichs (Primary) *arrived 7:04 pm*

Winters - Jesse Loren (Primary)

West Sacramento – Chris Ledesma (Primary) *arrived 7:05 pm*

Woodland – Tom Stallard (Primary)

Yolo County – Don Saylor (Primary)

UC Davis – Matt Dulcich (Primary)

Caltrans – Nick Hernandez (Primary)

Staff present were Jose Perez, Acting YCTD Executive Director; Janice Bryan, YCTD Deputy Director Finance, Grants, and Procurement; Chad Mikula, YCTD IT Specialist; Daniel Gomez, YCTD Information Systems Support Technician; Kristen Mazur, YCTD Senior Planner; Daisy Romero, YCTD Assistant Planner; Ryan Altschuh; YCTD Planning Intern; Hope Welton, YCTD Legal Counsel; and Kathy Souza, YCTD Executive Assistant/Clerk to the Board.

Also in attendance via Zoom were Martin Tuttle, Management Consultant; Victoria Cacciatore and James Corless, SACOG; Alan Hirsch, Joe Bolte, Andy Furillo, Steve and Nancy Streeter, Davis; Mollie D’Agostino, Woodland; Chris Dougherty and Jason McCoy, City of West Sacramento, and Mike Barnbaum, Sacramento.

Agenda Item 2 – Consider Approval of Agenda for May 10, 2021

Mr. Perez stated that staff recommended that Items 4d and 4e be removed from the Consent Calendar for separate consideration and that Item 8 be removed from the agenda.

Minute Order 2021-14

Director Saylor made the motion, seconded by Director Stallard to approve the agenda pulling Items 4d and 4e for separate consideration and removing Item 8. Roll call resulted in:

AYES: Frerichs, Loren, Saylor, Stallard

NOES: None

ABSENT: West Sacramento

ABSTAIN: None

The motion passed.

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

Mr. Hirsch expressed his appreciation of Mr. Tuttle's selection as Management Consultant. He questioned the lack of detail provided in the agenda about the Closed Session item.

Mr. Barnbaum reported on changes to the Capitol Corridor website regarding the new schedule to start in June. He asked if the District was considering hybrid meetings with a combination of in-person and virtual meeting opportunities once the State relaxed the COVID gathering restrictions.

Agenda Item 4 Consent Calendar

Minute Order 2021-15

Director Frerichs made the motion, seconded by Director Saylor, to approve the following items on the Consent Calendar:

- 4a. Approve YCTD Board Minutes for Regular Meeting of April 12, 2021, and Special Meetings of April 10, 2021, April 19, 2021
- 4b. Authorize Two Procurements, Resulting in Two Ice Machines and Office Furniture Purchases.
- 4c. Approve Procurement for Vehicle Overhauls
- 4f. Approve Amendment to Agreement 2021-05 for Management Consultant Services

Roll call resulted in:

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

The motion passed.

Agenda Item 5 –

Chair Loren reported she had sent a thank you note to Dan Boyle for his work on the Comprehensive Operational Analysis and Mr. Boyle had sent a thank you note back stating he rarely received thanks for these types of projects.

Agenda Item 6 – YCTD Mission

Mr. Tuttle presented the staff report. Director Stallard supported YCTD being a full range transportation agency. Director Saylor pointed out that YCTD was already involved in multimodal projects such as the Rail Relocation project and Caltrans request for YCTD to apply for the I-80 modification project. Director Ledesma stated his agreement with the direction proposed and echoed previous statements that YCTD was already involved in multimodal projects. Director Frerichs point out that the pilot microtransit projects were also multimodal and pointed out that whatever YCTD was to become involved with, care should be taken that all aspects of services should be done well.

Mr. Bolte stated his support of the multimodal concept with safety and sustainability. He added that agreement was necessary on what aspect the District would oversee versus what the local jurisdictions would control. He added that YCTD was currently struggling to provide high quality fixed route service and was concerned that shifting priorities would affect that service.

Mr. Hirsch expressed concern that the proposal might spread resources too thin and stressed optimization of the fixed route service.

Ms. D'Agostino expressed support for the bike share concept while striving to improve the fixed route service.

Chair Loren summed up stating that YCTD was already multimodal and needed to stay focused on social equity and sustainability. She asked staff to involve the Citizens Advisory Committee in developing a supporting mission statement for the committee.

Agenda Item 7 – SACOG Presentation on Sacramento Region Parks & Trail Strategic Development Plan

Mr. Tuttle introduced the item and James Corless of SACOG. Mr. Corless presented an overview of the concept. He then introduced Victoria Cacciatore who presented the Yolo County details within the plan.

Director Dulcich asked if Dixon could be included in the plan as the closest town to Davis.

Director Saylor asked for the project time line. Ms. Cacciatore replied that they were striving for adoption of the plan by February 2022 after which the project list would be identified.

Director Stallard stressed the need for a Class 1 bike path between Woodland and Davis to allow biking as an option to commuters between the two cities.

Chair Loren stated that Winters had several opportunities for projects to be included in the plan.

Mr. Hirsch stated concern about the stress on recreational biking rather than mobility gaps. He stated that connections with a high probability of success should be selected.

Mr. Bolte asked for separate focus on commuting by bike rather than simply recreational biking.

Agenda Items 4d & 4e – Receive Draft FY 2021/22 YCTD Budget & Recruitment of the YCTD Executive Director

4d

Chair Loren asked all listeners to encourage the leaders in their jurisdictions to urge their community leaders to provide written responses about the budget to YCTD.

Ms. Bryan presented the staff report.

Chair Loren stated there would be a budget workshop at the June 14, 2021 board meeting.

Director Saylor asked staff to prepare a detailed explanation of the proposed rolling stock purchases.

Mr. Barnbaum asked when the changes to Routes 42A and 42B could be expected. He announced that Sacramento Regional Transit proposed to resume airport service in August.

Mr. Bolte stressed that working to increase ridership should take precedence over fuel types for new bus purchases.

4e

Ms. Welton presented the staff report. She stated that Chair Loren and Director Saylor had been meeting with Mr. Tuttle regarding the recruitment and selection process. She reported that it was proposed that Yolo County Human Resources, or that of another jurisdiction, would handle the process.

Mr. Hirsch stated that he had not received notice of the special meetings.

Chair Loren reviewed the items that came out of those special meetings.

Minute Order 2021-16

Director Stallard made the motion, seconded by Director Ledesma, to receive the Preliminary FY 2021/22 YCTD Budget, schedule a public hearing for the June 14, 2021 board meeting and direct staff to move forward with the recruitment of an Executive Director.

Roll call resulted in:

AYES: Frerichs, Ledesma, Loren, Saylor, Stallard

NOES: None

ABSENT: None

ABSTAIN: None

The motion passed.

Agenda Item 8 – Federal Funding Priorities

Mr. Tuttle presented the staff report.

Agenda Item 9 – Consider Director’s Report

Mr. Perez presented an overview of the staff report. Regarding the new website he stated it would include a content management system to allow for consistent updates.

Director Frerichs stated there were amendments to AB 339 which would probably exclude the District from its provisions.

Mr. Bolte said he hoped the new website would include real time arrival information and work with Google maps. He added that after the state lifted restrictions on gatherings, he hoped there would still be on-line participation options for YCTD meetings.

Mr. Hirsch commented that the fixed route ridership had not increased much. He requested that YCTD allow commenters from the public to include pictures with their comments in the future.

Regular meeting adjournment – Director Lucas called to adjourn the regular meeting in memory of Nathan Streeter. Mr. and Mrs. Streeter expressed appreciation of the Board’s recognition of Nathan’s contribution to the District and community.

The Regular Session was adjourned at 8:45 pm at which time the board went into Closed Session.

Agenda Item 10 – Closed Session

Public Employment, Employee Appointment or Evaluation

Pursuant to Government Code Section 54957

Position Title: Executive Director

Agenda Item 11 - Adjournment

Respectfully submitted:



_____, Clerk to the Board

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Approve Proposed Revisions in YCTD Intern Hourly Wage Rates		Agenda Item#: Agenda Type:	4b Deliberation/*Action
Prepared By: Jose Perez		Approved By:	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
			Meeting Date: June 14, 2021

RECOMMENDATION:

It is recommended that the YCTD Board of Directors approve the attached recommended revisions to the hourly wage rates for Transportation Interns (Extra Help).

REASON FOR RECOMMENDATION:

California minimum wages will be increased effective January 1, 2022. The wage scales for the transportation interns need to be adjusted to comply with the increase.

BACKGROUND:

The District employs interns from colleges in the greater Sacramento area. Most of the interns have gone on to professional positions in transportation planning, for the District, for agencies throughout the Sacramento region and positions outside the region. Some of our former intern staff work at Unitrans, Caltrans, SAMTRANS, AC Transit, Valley Transportation Authority (Santa Clara) and SACOG. Intern staff assisted in the completion of the following recent projects:

- 1) Ongoing Temporary Reroutes
- 2) Service Schedule Distribution
- 3) Promotional Item/Announcements Graphic Design and Production
- 4) Data collection and analysis for National Transit Database (NTD) mandatory triennial survey
- 5) Data collection and compiling for COA and Reassessment Study
- 6) Promotion and implementation of microtransit services
- 7) Systemwide fixed-route route changes
- 8) Social Media Implementation
- 9) Routine ridership and performance reports and updates
- 10) Engagement with the public and assisting with outreach planning and implementation.

BUDGET IMPACT:

The recommended wage scale is attached. Staff recommends a modest increase to existing scale to remain in compliance with state wage laws.

Yolo County Transportation District
Proposed Student Intern Hourly Wage Rates
Proposed Effective date 01/01/2022

First Year Student (Less than equivalent of 30 semester units completed)		Current	Proposed Effective 1/1/2022
	1) No relevant work experience	\$13.00	\$14.00
	2) At least equivalent of 15 semester units completed or 500 hours of appropriate experience	\$13.25	\$14.25
	3) For every year of relevant comparable experience (up to 3 years or \$0.75)	\$.25	\$.25
Second Year Student (Equivalent of 30 semester units completed)			
	1) No relevant work experience.	\$13.50	\$14.50
	2) At least equivalent of 45 semester units completed or 500 hours of appropriate experience	\$13.75	\$14.75
	3) For every year of relevant comparable experience (up to 3 years or \$0.75)	\$.25	\$.25
Third Year Student (Equivalent of 60 semester units completed)			
	1) No relevant work experience.	\$14.00	\$15.00
	2) At least equivalent of 75 semester units completed or 500 hours of appropriate experience.	\$14.25	\$15.25
	3) For every year of relevant comparable experience (up to 3 years or \$0.75)	\$.25	\$.25
Fourth Year Student (Equivalent of 90 semester units completed)			
	1) No relevant work experience	\$15.00	\$16.00
	2) At least equivalent of 105 semester units completed or 500 hours of appropriate experience.	\$15.50	\$16.50
	3) For every year of relevant comparable experience (up to 3 years or \$0.75)	\$.25	\$.25
Graduate Student (B.A. or B.S. Degree Completed)			
	1) No relevant work experience	\$17.00	\$18.00
	2) At least equivalent of 9 semester units completed or 500 hours of appropriate experience.	\$17.50	\$18.50
	3) For every year of relevant comparable experience (up to 3 years or \$0.75)	\$.25	\$.25

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Approve Professional Development and Training for YCTD IT Specialist	Agenda Item #:	4c Deliberation/Action
	Agenda Type:	
Prepared by: Jose Perez		Attachments <input checked="" type="radio"/> Yes <input type="radio"/> No
	Approved by:	Meeting Date: June 14, 2021

RECOMMENDATION:

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors approve the YCTD Information Technology (IT) Specialist's enrollment in the UC Davis Cybersecurity Boot Camp as professional development and training.

REASON FOR RECOMMENDATION:

The continued development and training of YCTD's Information Technology staff is necessary to reduce the risk of future intrusions into the YCTD network and help avoid impacts to services from cybersecurity and related incidents. This course represents a strong investment for YCTD and will help solidify the security and safety of its customers, staff, and partners.

BACKGROUND:

In September of 2020, the Yolo County Transportation District's computer network was attacked and a temporary (though impactful) loss of access to network information and systems occurred. Upon investigation, the incident was not isolated to YCTD and there were numerous other agencies and businesses impacted throughout the country in similar/related incidents. Since then the YCTD network was restored, and additional cybersecurity and network redundancy practices and features implemented.

Cybersecurity is no longer a new or isolated threat, as attacks and vulnerabilities in networks increase. The UC Davis Continuing and Professional Education program offers a Cybersecurity Boot Camp aimed at improving the cybersecurity skills and knowledge for those in technical fields. The Boot Camp is a 24-week course covering a broad range of topics including cybersecurity, networking, systems, programming, and scripting. Program information and curriculum are attached to this report.

The professional training and development course is scheduled around professionals and would not impact availability of the YCTD IT Specialist's normal work hours.

BUDGET IMPACT:

Enrollment/tuition costs are \$12,495 and there are sufficient funds in the current FY 2020/21 budget.

The graphic features a dark blue background with a large, glowing blue sphere in the center, surrounded by circuit-like patterns and data points. In the top left, a dark blue box contains the UC Davis logo and text. Below this, a yellow box contains the UC Davis name. The main title 'CYBERSECURITY BOOT CAMP' is in large, bold, blue letters, with 'Curriculum Overview' in yellow to its right. A blue box contains a quote from the U.S. Department of Homeland Security. The bottom section contains three paragraphs of text.

UC DAVIS
Continuing and Professional Education

UC Davis

CYBERSECURITY BOOT CAMP

Curriculum
Overview

"Our daily life, economic vitality, and national security depend on a stable, safe, and resilient cyberspace."
— U.S. Department of Homeland Security

Big data needs big protection. That's because 90 percent of the world's data has been created in just the last two years¹. And as computer networks grow, so too does the quantity of vulnerable information. The 24-week Cybersecurity Boot Camp is a challenging, part-time program that takes a multidisciplinary approach to attaining proficiency in IT, networking, and modern information security.

Throughout the course, you will gain experience with a host of popular tools such as Wireshark, Kali Linux, Metasploit, Nessus, and more. In addition, students will learn skills applicable to certifications such as the CompTIA Security+, Network+, Linux+, Server+, Cloud+, and Certified Ethical Hacker (CEH), which can greatly enhance desirability and employability in today's job market. You will also learn methods, techniques, and best practices for convincingly conveying the severity of the risks facing an organization's security posture.

The SKILLS You'll Gain

You will graduate with a foundation in Cybersecurity and Networking, including*:

Networking

- Packet Analysis
- Wireshark

Systems

- Windows and Linux Administration Techniques
- Windows and Linux Hardening

Ethical Hacking and Penetration

- Kali Linux
- Metasploit
- Hashcat
- Burp Suite
- Web Vulnerabilities and Security

Cybersecurity

- Secure Network Design and Architecture
- Risk Management
- Cryptography
- Vulnerability Assessment
- Identity and Access Management
- Cloud Security

Cybersecurity Careers

- Digital Forensics Methods
- Penetration Testing
- Vulnerability Assessment
- Security Operations and Analytics

Programming and Scripting

- Bash Scripting
- PowerShell Scripting

*The material covered in this course is subject to change due to market demand.

Course CURRICULUM

By Module

Module	Description	What You'll Learn
Learning Module: Security Fundamentals	In this module, you will learn to think like a cybersecurity professional by assessing threats and mitigating risks. You will also look at security from an organizational perspective as you dive into Governance, Risk, and Compliance. You will learn how security controls impact an organization and its employees. This will enable you to communicate with non-security professionals, work with stakeholders outside of the security space, and understand how teams interact in an organization.	<ul style="list-style-type: none"> CIA Triad Governance Risk Analysis and Risk Mitigation Compliance Business Continuity Planning Disaster Recovery
Learning Module: Systems Administration	You will cover both Linux and Windows systems administration. You will gain hands-on experience working with the command line and bash commands that are prominent in IT roles. You will configure and audit servers, as well as harden and secure them from malicious attacks.	<ul style="list-style-type: none"> Linux Server Configuration Tar, Cron, and Cronjobs Logging Bash Scripting and Programming Windows Server Configuration Active Directory Kerberos
Learning Module: Networks and Network Security	You will dive into network configuration, design, protocols, and data communication. You will study cryptography, network security, cloud security, and virtualization.	<ul style="list-style-type: none"> Network Architecture, Operations, and Security Wireshark and Traffic Analysis Email Security Wireless Security Cryptography and Encryption Port Scanning Cloud Security and Virtualization

Course CURRICULUM

By Module continued...

Module	Description	What You'll Learn
Learning Module Defensive Security	You will dive into SIEMs and network security monitoring. You will cover the incident response framework and practice responding to different breaches and attacks. You will also cover Digital Forensics and how to recover deleted data as part of preparing evidence for a legal case.	<ul style="list-style-type: none"> Splunk Monitoring and Logging Incident Response Forensics Data Extraction and Recovery
Learning Module Offensive Security	You will gain a thorough understanding of web applications, databases, and the vulnerabilities and hardening associated with them. You will dive into penetration testing using tools like Metasploit to attack and compromise networks and servers.	<ul style="list-style-type: none"> Burp Suite XSS Vulnerabilities and Payloads SQL Injection Webshells File inclusion and Command Injection Vulnerabilities Penetration Testing Execution Standard Searchsploit and Metasploit Zenmap Metasploit Pivoting Networks
Learning Module Test Prep and Final Projects	You will focus on certification prep for Security+ and CEH exams and conclude the program with a final group project.	<ul style="list-style-type: none"> Security+ CEH

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BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Approve Purchase of Replacement Hardware for Boardroom Audio Recording and Wayside Sign Modems	Agenda Item #: Agenda Type:	4d Deliberation/Action
		Attachments <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared by: Jose Perez	Approved by:	Meeting Date: June 14, 2021

RECOMMENDATION:

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

1. Replacement Audio Recording Hardware, 2 units, for board room for a not to exceed amount of \$7,000.
2. Thirteen (13) Replacement Wayside Sign Modems for a not to exceed amount of \$6,500

REASON FOR RECOMMENDATION:

The audio recording hardware has failed and needs to be replaced and some of the wayside sign modems have reached the end of their useful life and need to be replaced to ensure continued function.

BACKGROUND:

The audio recording hardware for the board room was purchased and installed at the time of completion of construction of the current administration building. The recording hardware has failed and no longer functions, disabling the built-in recording feature of the YCTD Boardroom microphones and audio system and needs to be replaced.

The modems in the electronic wayside bus shelter signs have become unreliable as well as consist of outdated technology. New, up-to-date, modems are needed to keep these signs functioning and displaying accurate passenger information.

BUDGET IMPACT:

The replacement audio recording equipment is contained in the 2021/2022

The wayside sign modems replacement is contained within the current budget.

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BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Receive Update and Set Public Hearing on YoloGo Implementation	Agenda Item#: Agenda Type:	4e
		Deliberation/*Action
Prepared By: Kristen Mazur, Jose Perez	Approved By:	Attachments: <u>Yes</u> No
		Meeting Date: June 14, 2021

RECOMMENDATION:

It is recommended that the YCTD Board of Directors receive an update on YoloGo implementation and set a public hearing for July 12, 2021 to consider adoption of the Phase 1 service changes.

REASON FOR RECOMMENDATION:

The YCTD Board adopted the Final Comprehensive Operational Analysis (YoloGo) study at its April 12, 2021 meeting. The YoloGo study included several recommended service changes aimed at increasing ridership and increasing the efficiency and effectiveness of Yolobus services. With this action, the Board will provide staff with needed direction on the schedule for implementing YoloGo, and will set a public hearing date for the Phase 1 service changes.

BACKGROUND:

As Yolo County and the Sacramento region begin to experience lower COVID-19 risk levels and move into less-restrictive COVID-19 tiers, staff anticipates that Yolobus ridership will slowly begin to increase. YCTD reduced or eliminated service on many routes in response to the pandemic and stay-at-home orders in March 2020. Rather than reinstating Yolobus service as it was prior to the pandemic, YCTD intends to bring back service in a way that is consistent with the YoloGo service recommendations.

Staff recommends implementing the YoloGo service changes in a phased manner to ensure that we have adequate staffing to conduct robust public outreach. An overview of the proposed implementation phases is below.

Proposed YoloGo Implementation Phases

- **Phase 1: September 7, 2021 (no later than)**
 - Implement Route 42 changes, including increasing frequency during peak hours from 60-minutes to 30-minutes (7 days per week)
 - Permanently discontinue routes that were already discontinued due to COVID-19
 - Permanently reduce service on routes that already had service reduced during COVID
- **Phase 2: Approx. Oct/Nov 2021**
 - Implement West Sacramento service changes, including:
 - Eliminate Routes 35 and 39 in Southport and replace those two services with a new Route 37 (a hybrid of the 35 and 39 routes)
 - Minor adjustments to local routes 40, 41 and 240
 - Discontinue Route 241

- **Phase 3: January 2022 (no earlier than)**

- Implement local Woodland service changes including:
 - Begin new Woodland microtransit service
 - Permanently discontinue local Routes 210 and 214 (replace with microtransit)
 - Restructure local Routes 211 and 212 and restore early/late trips
- Make minor modifications to Express Routes 43 and 45 to bring back one vehicle trip per day for each

- **Phase and date TBD (based on ridership and demand)**

- Bring back additional Express/Commuter service to Davis (43R) and Winters (220C) if/when there is sufficient demand for those services

A detailed schedule showing each YoloGo route change and its proposed implementation date is included as **Attachment i**.

As indicated in that attachment, many of the routes proposed for permanent discontinuation by YoloGo are Express and Commuter routes. This was proposed in YoloGo both because of the historically lower ridership on those routes, and because of the uncertainty about whether and when office workers with traditional commute hours would return to in-person work. This uncertainty about the return of regular peak period commuters continues. Despite the fact that California Gov. Gavin Newsom has indicated that the state will fully reopen on June 15, 2021, including a return to office work for private employers, the state's Human Resources Department has sent guidance to state agencies that reiterates the state government's commitment to telecommuting, and the administration has a stated goal of making telework a permanent part of state employment.

Next steps – public hearing and community outreach for Phase 1

If the Board approves the phased implementation schedule, the next step would be for staff to notify the public of the proposed Phase 1 service changes, including specifics about the proposed Route 42 schedule and routing, and to advertise the opportunity to submit comments on the changes, either in writing or in-person, at the July 12th public hearing. If the Phase 1 changes are approved by the Board on July 12th, staff would conduct additional outreach between July and September to make sure all riders—as well as the broader community—are aware of the upcoming service changes.

Similar steps would take place for the later implementation phases as the proposed launch date for those changes approaches.

BUDGET IMPACT:

None. Phased implementation of YoloGo service changes has already been factored into the FY 2022 budget.

YoloGo Phased Implementation

Draft 6/14/2021

Bold text = route/service is currently operating

= represents increase in service compared to current service levels

= represents decrease in service compared to current service levels

City	Route	Express (E) or Commute (C)	Weekday/ Sat/Sun	YoloGo Service Change
Phase 1 : September 7, 2021				
Intercity	42A/42B		7 days per week	Increase frequency from 60-minute to 30-minute during peak hours 7 days per week; Streamline in downtown Sacramento and Davis; Operate through Sacramento on all trips; Restore early/late trips; minimize layover
Davis	44	E	Weekday	Permanently discontinue
Davis	230	E	Weekday	Continue reduced service
Davis	232	E	Weekday	Permanently discontinue
Winters	220		Weekday, Sat	Permanently discontinue
Woodland	45X	E	Weekday	Permanently discontinue
Woodland	46	E	Weekday	Permanently discontinue
Woodland	242	C	Weekday	Permanently discontinue
Woodland	243	C	Weekday	Permanently discontinue
Knights Landing	216		Weekday	Permanently discontinue (replaced with microtransit)
Dunnigan	217		Weekday	Permanently discontinue
Phase 2: Approx. Oct/Nov 2021				
West Sac	35		Weekday	Discontinue & replace with new Route 37
			Sat, Sun	Discontinue
West Sac	37		Weekday	Begin new Route 37 that is a hybrid of Route 35 & 39
West Sac	39	C	Weekday	Permanently discontinue & replace with new Route 37
West Sac	40		Weekday	Restore early/late trips
West Sac	41		Weekday	Restore early/late trips
West Sac	240		Weekday	Shorten route; add time to schedule; restore early/late trips
West Sac	241	C	Weekday	Discontinue
Phase 3: January 2022 (no earlier than)				
Woodland	210		Weekday	Permanently discontinue (replace with microtransit)
Woodland	211		Weekday	Restructure with Route 212; restore early/late trips
Woodland	212		Weekday	Restructure with Route 211; restore early/late trips
Woodland	214		Weekday	Permanently discontinue (replace with microtransit)
Woodland	YOUR Ride		Weekday	Replace 210 & 214 with Woodland Microtransit
Woodland	YOUR Ride		Sat, Sun	Begin new Woodland Microtransit service
Davis	43	E	Weekday	Continue reduced service*
Woodland	45	E	Weekday	Continue reduced service**
Phase and Date TBD (based on ridership/demand)				
Davis	43R	E	Weekday	Bring back 43R
Winters	220C	C	Weekday	Bring back 220C (or another fixed route between Winters and Woodland that operates in coordination with microtransit)
No changes as part of YoloGo				
Intercity	138 CCX		Weekday	None
Cache Creek	215		7 days per week	None
Winters	YOUR Ride		Weekday, Sat	Continue to replace 220 with Microtransit
Knights Landing	YOUR Ride		Weekday, Sun	Continue to replace 216 with Microtransit

* Bring back the 6:57am trip on Route 43R so that there are 3 AM trips and 3 PM trips

** Bring back 4:45pm trip on Route 45 so that there are 3 AM trips and 3 PM trips

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

Topic: Authorize Signatory for Westamerica Bank		Agenda Item#: Agenda Type:	4f Deliberation/* Action
Prepared By: Janice Bryan		Approved By:	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
			Meeting Date: June 14, 2021

RECOMMENDATION:

It is recommended that the YCTD Board of Directors authorize Jose Perez, Acting Executive Director and Janice Bryan, Deputy Director Finance, Grants & Procurement as Signatories on the District's Westamerica Bank account.

REASON FOR RECOMMENDATION:

With the retirement of Terry Bassett, Westamerica Bank requires board approved new signatories on the account.

BACKGROUND:

The district has a bank account at Westamerica Bank, where fares paid by cash and credit card are deposited as they are received. Once per month, staff prepares a check to transfer these fares from the Westamerica Bank account into our accounts in the County treasury. Westamerica requires two signatures for all checks. Signatories must be identified by name, not by title.

Currently, YCTD has only one authorized signatory, Janice Bryan, Deputy Director Finance, Grants and Procurement, and is therefore unable to move funds from the Westamerica account to the account in the County treasury. Staff is requesting the following individuals be authorized as signatories on YCTD's Westamerica bank account:

- Jose Perez, Acting Executive Director
- Janice Bryan, Deputy Director Finance, Grants & Procurement.

Staff would ultimately like to have three authorized signatories and recommends that a third signatory be added at a later Board meeting once the new Executive Director is on board. Best practices for the future will be to have three signatories to account for time out of the office of any of those three individuals.

BUDGET IMPACT:

There is no budget impact, however, we are currently unable to access funds from our Westamerica account.

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

Topic: Update on Recruitment for YCTD Executive Director	Agenda Item#: Agenda Type:	4g
		Deliberation/*Action
		Attachments: Yes No See separate brochure attachment
Prepared By: Martin Tuttle, Management Consultant		Meeting Date: June 14, 2021

RECOMMENDATION:

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors receive an update to, and provide feedback on, the recruitment of the YCTD Executive Director.

REASON FOR RECOMMENDATION:

YCTD Board input and feedback are desired to ensure an effective and successful recruitment of an Executive Director to lead YCTD and achieve its mission and goals.

BACKGROUND:

Recruitment for the Executive Director is expected to take approximately 2-3 months, with the process running from approximately May through July 2021. The goal of this recruitment process would be to have the Executive Director selected and ready to begin work in mid to late July. The Yolo County Human Resources Department has been assisting the Management Consultant with recruitment efforts.

On May 18, 2021, the Management Consultant and Jenny Brown of the Yolo County Human Resources Department presented an update to the YCTD Citizens' Advisory Committee (CAC) on recruitment efforts for the YCTD Executive Director.

Following the May 18 presentation to the CAC, an online survey was finalized and distributed seeking feedback from YCTD member jurisdictions, staff, stakeholders, and the public. The responses have been reviewed by the Management Consultant and Yolo County Human Resources and incorporated into the recruitment process.

Meetings of the YCTD CAC and Technical Advisory Committee (TAC) were scheduled for, and conducted on, June 7, 2021. The Management Consultant presented an update to both committees of to-date recruitment efforts and provided opportunities to discuss the Executive Director recruitment brochure. Having been reviewed and approved by a subcommittee of the YCTD Chair and Vice Chair of the Board of Directors, the recruitment brochure has been distributed to local and regional stakeholders, industry publications/organizations, and advertised on the YCTD website. The recruitment brochure is attached to this report for reference.

The current timeline for the recruitment process includes an application submittal date of June 18, initial interviews scheduled for July 8, and final interviews (if needed) on July 12, 2021. A successful recruitment will help ensure the YCTD mission will be managed and implemented as the Board envisions.

BUDGET IMPACT:

None.

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BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Select Chair, Vice-Chair for the 2021/22 Fiscal Year	Agenda Item#: Agenda Type:	6
		Deliberation/*Action
		Attachments: Yes <div>No</div>
Prepared By: Kathy Souza	Approved By:	Meeting Date: June 14, 2021

RECOMMENDATION:

It is recommended that the Yolo County Transportation District Board of Directors select its Chair and Vice-Chair for FY 2021-22.

REASON FOR RECOMMENDATION:

The Chair and Vice Chair positions are selected by the Directors at the beginning of each fiscal year

BACKGROUND:

Each July, the YCTD Board appoints a Chair and Vice-Chair. Historically these positions have rotated amongst the jurisdictions. Based on the current rotation schedule, the Yolo County representative would be the next Chair, while the Woodland representative would be the Vice-Chair. Making these appointments in June, to be made effective on July 1, 2021, will allow a continuity of communication for staff.

The Board has tried to rotate the positions to ensure that each jurisdiction has an opportunity to have a Chair and Vice-Chair on the Board on a regular basis. The following includes the staff recommendation, plus a list of position holders over the past 10 years.

Term	Chair	Vice-Chair
July 2011 – June 2012	Mike McGowan (Yolo County)	Art Pimentel (Woodland)
July 2012 – June 2013	William Marble (Woodland)	Lucas Frerichs (Davis)
July 2013 – June 2014	Lucas Frerichs (Davis)	Oscar Villegas/Chris Ledesma (West
July 2014 – June 2015	Chris Ledesma (West Sac)	Harold Anderson (Winters)
July 2015 – June 2016	Harold Anderson (Winters)	Don Saylor (Yolo County)
July 2016 – June 2017	Don Saylor (Yolo County)	Xochitl Rodriguez (Woodland)
July 2017 – June 2018	Xochitl Rodriguez (Woodland)	Lucas Frerichs (Davis)
July 2018 – June 2019	Lucas Frerichs (Davis)	Chris Ledesma (West Sac)
July 2019 – June 2020	Chris Ledesma (West Sac)	Harold Anderson/Jesse Loren (Winters)
July 2020–June 2021	Jesse Loren (Winters)	Don Saylor (Yolo County)
July 2021-June 2022	Don Saylor (Yolo County)	Tom Stallard (Woodland)

BUDGET IMPACT:

None

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

Topic: Public Hearing on Proposed YCTD 2021/22 Revised Preliminary Budget		Agenda Item#: Agenda Type:	7
			Deliberation/*Action
			Attachments: <u>Yes</u> No See separate attachment
Prepared By: Janice Bryan	Approved By:		Meeting Date: June 14, 2021

RECOMMENDATION:

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

1. Receive the Revised Preliminary FY 2021/22 administration, fixed route and demand responsive (formerly known as paratransit) budgets for Yolo County Transportation District (YCTD); and
2. Consider Staff Recommended Revisions; and
3. Open the Public Hearing and Receive Testimony; and
4. After taking all the above into consideration, adopt the Revised Preliminary 2021/22 Budget as the Final Budget; and
5. Approve new positions and salary ranges for 3 new positions and revised salary range for Executive Director.

REASON FOR RECOMMENDATION:

Proposing and adopting a budget is described in YCTD's bylaws. A public hearing for the proposed preliminary budget is part of that process.

BACKGROUND:

A digital copy of the draft preliminary budget for the 2021/22 fiscal year was sent via email to all Board members, City Managers and Public Works Directors on April 30th. A revised preliminary budget was developed after incorporating guidance and feedback from the YCTD Board of Directors, advisory committees, management consultant, member jurisdictions, and the public. The revised preliminary budget is attached.

Changes from the preliminary budget include:

1. Increase budgeted Executive Director salary
2. Addition of 3 new positions
 - a. Senior Project Manager
 - b. Procurement and Grants Specialist
 - c. Communications and Marketing Specialist
3. Reduction of 1 planning position (Associate Planner)
4. Increase in Professional Services – For the Preparation of Indirect Cost Rate Proposal
5. Carryover of projects budgeted in FY20/21 that will not be finished until early FY 21/22
 - a. Website redesign
 - b. Engine overhauls for MCI buses

The revised preliminary budget incorporates a new budget unit for Administration, and for combined fixed route and demand responsive operating, planning and capital projects is down by 4.59% (-\$1,050,954) from the

prior year budget.

Operating and Planning expenses decrease by 6.19% (-\$1,090,392) from the 2020/21 budget. Proposed capital expenses are relatively flat compared to the 2020/21 budget. (+\$39,438)

The budget for FY 2021/22 includes carryover from prior fiscal year; \$1,451,803 for administration, \$725,871 for fixed route operating and planning and \$432,527 for demand responsive operating. This carryover represents unrestricted net position from previous years.

Change in Overall Expenses FY 2020/21 TO FY 2021/22

	Operating/Other	Capital	Total
Administration	\$ 4,192,757		\$ 4,192,757
Fixed Route Service	\$ 9,654,482	\$ 4,755,478	\$ 14,409,960
Demand Responsive Service	\$ 2,672,041	\$ 560,000	\$ 3,232,041
Total FY 2021/22 Budget	\$ 16,519,280	\$ 5,315,478	\$ 21,834,758
Total FY 2020/21 Budget	\$ 17,609,672	\$ 5,276,040	\$ 22,885,712
Change	\$ (1,090,392)	\$ 39,438	\$ (1,050,954)
Percent Change	-6.19%	0.75%	-4.59%

Fare revenue is projected to remain low into FY 2021/22 due to the decline in ridership because of the pandemic. With the introduction of YoloGo during the year, a reopening of the State, and a concerted marketing effort, it is expected that ridership and fare revenue will begin to rebound during the upcoming fiscal year.

Administration

The Administration budget unit is new for the 2021/22 fiscal year budget. This budget unit consists of administration expenses for the district and the revenues to offset these expenses. The expenses and revenues have been extracted from the operating budgets to highlight administrative costs to run the district. Expenses include Salaries and Benefits, services and supplies, insurance, utilities for the administration building, and other miscellaneous expenses.

Salaries

The table below shows the ranges of the proposed new positions as well as the revised salary range for the Executive Director.

Salary Ranges for Executive Director and New Positions Effective June 14, 2021			
Position Title	# of Positions	Annual Salary Range	
		Low	High
Executive Director	1	180,000	225,000
Senior Project Manager	1	96,474	119,519
Communications and Marketing Specialist	1	80,086	95,370
Procurement and Grants Specialist	1	72,998	95,241
Total Number of Positions	4		

New Positions

Senior Project Manager – will allow YCTD to take on additional projects to facilitate YCTD’s mission as a Multi-Modal agency.

Procurement and Grant Specialist – will take on grants management including of grant funded procurements. This will allow the district to free up both Planning and Finance staff to work on other priorities.

Communications & Marketing Specialist – will work toward increased awareness of YCTD services leading to increased ridership.

Before this budget request of new positions, the district authorized staffing level was 11 employees, including the Executive Director. If new staffing level is approved, the district will have 13 employees.

The revised preliminary budget includes funds for these additional staff that were redirected from the Fixed Route Operating Reserve. This is the reserve that the district has set aside, in the past, for 4 months of operations expenses. This helps with cash flow of operating service. Staff has reduced the operating reserve from 4 months to 3 months of budgeted expenses.

The following table shows budgeted regular salaries for the Executive Director (at mean salary), the new positions and a total for all remaining positions. It also includes an administrative reserve in the amount of \$97,083. This is set aside for salary increases for other staff. Staff prepared a salary survey for all positions. Proposed salary ranges for other staff may be brought to the Board after the new Executive Director is in place and reviews the survey.

Budgeted Regular Salaries for FY 2021/22	
Position Title	20/21 Salary
Executive Director *	\$ 202,500
Senior Project Manager	106,120
Communications and Marketing Specialist	87,728
Procurement and Grants Specialist	84,120
Administration Reserve	97,083
Total	\$ 577,551
Other Positions-Previously Budgeted - 9	\$ 725,750
Total Salaries Budgeted FY 2021/22	\$ 1,303,301

*Mean

Fixed Route Services

Staff has included the expected hours and miles for YoloGo to be integrated in FY 2021/22. The total costs reflect that level of service. Purchased Transportation has decreased in Fixed Route by 15.45% (\$1,421,947), resulting in much of the reduction in fixed route expenses. YoloGo recommended the Route 42 operate every 30 minutes between 6:00 am and 6:00 pm, with Hourly Evening Service after 6:00 pm until 10:30 pm. The budget assumes operation of the 42 every 30 minutes during peak times only (6am-9am and 3pm to 7pm). This along with other changes from YoloGo have helped lead to the decrease in fixed route purchased transportation.

Demand Responsive Service

The Demand Responsive Budget has increased by \$616,452 in total. This is due mainly to the increase in budgeted Microtransit in Woodland. Routes 210 and 214, in Woodland, are expected to be permanently discontinued and Microtransit will fill that gap. Microtransit is also budgeted to continue in Winters and Knights landing at similar levels to last year. It is important to highlight that the Demand Responsive budget does not include fixed costs other than liability insurance. Demand Responsive services only show the variable costs for Microtransit and Paratransit.

TDA Revenues Budgeted

Last year YCTD budgeted \$4.4 million in CARES act funds for operations due to anticipated losses in fare and sales tax (LTF) revenues. The loss in LTF did not materialize resulting in higher than anticipated LTF and STA funds estimated for FY 2021/22. We are planning to utilize the balance of CARES Act funds for upcoming projects of regional significance and returning to budgeting of LTF and STA revenues for operations and local match requirements as applicable.

BUDGET IMPACT:

Please refer to the provided revised preliminary FY 2021/22 budgets.

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

Topic: Consider Revisions to YCTD COVID-19 Safety Policies and Practices	Agenda Item #: Agenda Type:	8
		Deliberation/Action
		Attachments: Yes No
Prepared By: Jose Perez	Approved By:	Meeting Date: June 14, 2021

RECOMMENDATION:

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors review, provide feedback and direction on, and approve the proposed revisions to the current YCTD COVID-19 Rider Guidelines, or as modified by the Board, to be effective June 15, 2021.

REASON FOR RECOMMENDATION:

YCTD customers, staff, and partners have been adhering to health and safety practices and COVID-19 rider guidelines since the onset of the pandemic in March of 2020. The current guidelines were last revised in November 2020 to address then-current health and safety practices. These guidelines established clear direction for customers, drivers, and supporting staff to help ensure the health and safety during the pandemic. With the planned lifting of capacity and social distancing requirements onboard public transit, an update to the YCTD Rider Guidelines, safety policies, and practices is desired to improve customer service and operating effectiveness.

BACKGROUND:

With the successful rollout and continued availability of COVID-19 vaccinations, Yolo County has been moved into the “Moderate” tier of the State’s Blueprint for a Safer Economy. This designation indicates Yolo County has experienced between 2.0-5.9 daily new cases per 100,000 residents. California has also established industry-specific guidance to reduce risk, with new guidelines effective June 15, 2021. Specific to public transit services, state officials have confirmed public transit and rail will no longer be subject to state physical distancing requirements or capacity restrictions. Face covering requirements for public transit services will remain.

YCTD was also able to confirm with Dr. Aimee Sisson of the Yolo County Health and Human Service Agency that Yolo County does not intend to be more restrictive than the State for public transit on June 15th.

Prior guidance (which included public transit-specific requirements for capacity constraints and social distancing) will remain in effect only through June 14, 2021. Attachment A presents a copy of the state industry guidance which will become effective June 15, 2021. Current YCTD rider capacity limits are set at no more than half of the available seats in each vehicle (this ranges from 14 passengers to up to 26 passengers on our largest buses) and for customers to maintain social distancing to the greatest extent possible while riding. With the observed increase in ridership being observed (particularly on Routes 215 and 42A/B) staff is proposing to eliminate the capacity limits and requirement for social distancing as part of the revised guidelines.

Attachment B presents the proposed revised Rider Guidelines for YCTD services. The YCTD guidelines were reordered to emphasize the face cover requirements which will remain, simplified for clarity, and also present the proposed changes (using strikethrough). If approved, the guidelines will be re-formatted and translated prior to being distributed through existing media channels. These channels include onboard all YCTD vehicles, at key bus stops, and electronic distribution (e.g., YCTD website, social media accounts, text-alerts, etc.).

Existing health and safety measures onboard the vehicles, including availability of hand sanitizers, frequent wipe downs of touch surfaces, and daily cleanings will remain.

BUDGET IMPACT:

None.

Requirements for all industries after June 15

On June 15, California is expected to fully reopen and lift capacity restrictions for most businesses and activities and distancing requirements for the public.

- The Blueprint for a Safer Economy, including the county tier system, will no longer be in effect. Current restrictions in the Blueprint [Activity and Business Tiers chart](#) (PDF) will end.
- Large-scale indoor events will have vaccination or negative test requirements through at least October 1.

Requirements for all industries

All industries must maintain compliance with California's workplace standards, either the [COVID-19 Prevention Emergency Temporary Standards](#) (ETS) or the Aerosol Transmissible Diseases (ATD) standard. The ATD standard applies only to certain workplaces, such as hospitals and correctional facilities. All other industries must follow the COVID-19 Prevention ETS. Businesses must comply with these standards, which include current [public health guidelines](#) (PDF). Find more details in the [frequently asked questions](#) (PDF) about the COVID-19 Prevention ETS. Visit [saferatwork.ca.gov](#) to learn more about COVID-19 workplace requirements.

Large-scale events

There are requirements and recommendations for indoor and outdoor large-scale events, also known as "mega" events, through at least October 1. All attendees must follow the CDPH [face coverings guidance](#) (PDF).

Required for indoor events with over 5,000 attendees

Beginning June 15, 2021

- Verification of fully vaccinated status or negative test results is required of all attendees.

Recommended for outdoor events with over 10,000 attendees

Beginning June 15, 2021

- Verification of fully vaccinated status, negative test results, or face coverings are strongly recommended for all attendees.

Indoor and outdoor large-scale events include:

- Conventions, conferences, and expos
- Concerts, shows, and nightclubs
- Sporting events
- Live events and entertainment
- Fairs, festivals, and parades
- Theme parks, amusement parks, and water parks
- Large private events or gatherings
- Large races, marathons, and endurance events
- Car shows

Find complete details in [Beyond the Blueprint for Industry and Business Sectors](#) (PDF) and the [Questions and Answers](#) (PDF) about this guidance.

Attachment B: Revised Rider Guidelines Effective June 15, 2021

Yolobus Rider Guidelines During COVID-19 Pandemic (*Effective June 15, 2021*)

1. Stay home if you are not feeling well.
2. All passengers and drivers must wear face coverings covering the nose and mouth while riding, with few exceptions.
3. ~~While supplies last,~~ There are limited quantities of extra face coverings available on the buses for passengers without their own face covering. Yolobus strongly advises passengers to bring their own face coverings, as supplies are limited.
4. Children 2 years of age and older must also ~~should~~ wear a face covering. Help your child ~~(if 2 years of age or older)~~ wear a face covering correctly when riding or waiting for public transit. ~~and when around people they don't live with.~~
5. The Center for Disease recognizes that wearing face coverings may not be possible in every situation or for some people. Correct and consistent use of face coverings may be challenging for some people, such as children and adults with certain disabilities, including cognitive, intellectual, developmental, sensory and behavioral disorders. [Learn more](#) about what you can do if you or your child cannot wear a face covering in certain situations. If you have a question, call Yolobus at (530) 666-2877.
6. Avoid touching your eyes, nose, and mouth.
7. Wash your hands frequently with soap and water for at least 20 seconds before and after riding the bus.
8. While we encourage passengers to bring and use their own hand sanitizers, all buses are now equipped with hand sanitizer dispensers. If a dispenser is empty or not working, please inform the driver, who will notify operations.
9. ~~Cough or sneeze into a tissue, then throw that tissue in the trash. If you don't have a tissue, use your elbow.~~
10. ~~During the pandemic, in our effort to provide some social distancing, we encourage a limit of 15 passengers on two-door transit buses and 26 passengers on single door buses, plus the driver, on fixed route services. We also ask our passengers to try to leave every other seat on their bus vacant. Exceptions may be made for families or groups traveling together.~~
11. Practice social distancing *where possible* by staying at least 6 feet away from others while riding and ~~people, where possible, including~~ while waiting for your bus.
12. ~~Standees are not allowed on any bus, except families or groups traveling together on two-door transit buses.~~
13. ~~Subject to driver and bus availability, Yolobus may provide extra buses to offer additional capacity, once the seating limit is reached, but we cannot guarantee it.~~
14. All drivers will deploy and use a barrier ~~the sneeze shield~~ at the driver compartment for your and their safety. ~~or wear a face shield.~~
15. ~~It is our intention to frequently wipe down touch surfaces on buses used in service each day.~~
16. ~~In addition to cleaning the touch surfaces as described above, buses used in service are disinfected at least once a day.~~
17. ~~We advise passengers age 65 or over or who have pre-existing medical conditions that pose a significant risk with COVID-19 not to ride the fixed-route bus during the pandemic, but to instead call our paratransit number to register and arrange for their ride, subject to driver and vehicle availability, or to arrange alternative means of travel.~~
18. ~~Customers who remain uncomfortable using public transportation during the pandemic should consider an alternative means of travel, such as carpooling, another form of ridesharing, or having someone do shopping on your behalf.~~

Please contact us at 530-666-2877 or via email at custserv@yctd.org if you have any questions

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Discussion on Potential Unitrans Operating Assistance Request	Agenda Item#: Agenda Type:	9 Info/Discussion
Prepared By: Jose Perez	Approved by:	Attachments: Yes <input checked="" type="radio"/> No
		Meeting Date: June 14, 2021

RECOMMENDATION:

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors receive an update on, and discuss, a possible request from the University of California – Davis (UC Davis) and Unitrans for temporary assistance in operating local fixed-route service in Davis.

REASON FOR RECOMMENDATION:

UC Davis and Unitrans staff requested an update be provided to the YCTD Board of Directors regarding a potential request for temporary assistance in the provision of local fixed-route service within the City of Davis as early as Fall 2021.

BACKGROUND:

Unitrans operates local fixed-route services within the City of Davis and UC Davis campus in coordination with the City of Davis and UC Davis with all of its drivers and most of its supporting staff recruited from enrolled UC Davis students. During the pandemic, the on-campus student presence was dramatically reduced, and remote-learning options emphasized. UC Davis has planned for a complete return to regular on-campus activities for students for the upcoming academic year. During a regular (i.e., non-pandemic impacted) academic year, Unitrans would receive sufficient interest and applications from the enrolled student body to fully support their operations.

With the reduced availability of on-campus students and lower than anticipated applications during recent months, Unitrans is anticipating driver staffing shortfalls for the Fall 2021 quarter which begins September 22, 2021. UC Davis and Unitrans have been developing various scenarios to address these anticipated shortages, one of which could involve a request for assistance from YCTD by providing vehicles and drivers to temporarily operate Unitrans routes and schedules. It should be noted any assistance requested would be temporary, and initially only through the University's Winter Quarter (through March 2022) with a possibility to extend through Spring Quarter 2022.

During initial conversations and considerations, it was noted the possible assistance would have YCTD vehicles operate the routes and schedules as planned by Unitrans, using existing equipment. This would eliminate the need for special training and reduce potential risk/liability for YCTD. It should also be noted implementation of the Route 42A/B increase in service frequency and proposed route path modifications would aid in meeting anticipated increased demand from Unitrans riders.

A "pilot" agreement simplifying the existing fares and transfers between YCTD and Unitrans customers would also be required for any temporary operations assistance.

BUDGET IMPACT:

Funding for the temporary assistance would be provided through funding sources already allocated to UC Davis. It is not anticipated that the assistance would increase operating expenses to YCTD at this time. Final costs, revenue sources, and impacts to respective agencies would be developed upon approval of an operations assistance agreement or Memorandum of Understanding.

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

Topic: Consider Director's Report	Agenda Item #: Agenda Type:	<div style="text-align: center; font-size: 2em; font-weight: bold;">10</div> <div style="text-align: center; font-weight: bold;">Deliberation/Action</div>
	Attachments: Yes No	
Prepared By: Jose Perez	Approved By:	Meeting Date: June 14, 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 CAC Strategic Planning Workshop

The Citizens' Advisory Committee (CAC) conducted a workshop on strategic planning at its May 18 and June 7, 2021 meetings. At the May meeting they expressed support for YCTD to move forward with a multimodal business plan. At the June meeting the following suggestions were added:

- Using the term Transportation Demand Management rather than Congestion Management
- Ensure that trails be practical in providing access to transit nodes and consider cost effective alternatives such as jump bikes and scooters.
- Seek to leverage SACOG resources to allow YCTD to be the lead agency for pilot multimodal projects.

Draft minutes for the Technical Advisory Committee and CAC are attached to this item.

c. Update on Causeway Connection Service

The service adjustments implemented in early April 2021 continue to be operated successfully with relatively stable ridership. Monthly coordination/operations meetings with SacRT and UC Davis staff continue and focus on routine operational concerns as well as near- and long-term goals opportunities and goals for the service. Most recently the partners discussed improvements to customer and internal incident communications and procedures. Customer requests for additional bicycle capacity/amenities have been received recently, and the partners are coordinating to identify potential enhancements and solutions. Future service adjustments (and potential expansion) for the Causeway Connection continue to be discussed and would be developed for implementation in early 2022 as appropriate.

Causeway Connection Ridership

	Jul – December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	Total FY to Date
Total	7,017	1,202	1,309	1,590	1,526	1,469		14,113

d. Update on Route 215 Service Changes and Discussions with Cache Creek Partners

Ridership on the Route 215 has generally stabilized. adjusted Route 215 continues to stabilize as customers adjust to the current operating schedules and changes to their trip patterns (i.e., work schedules). Demand during peak periods remains higher than on other YCTD services, with morning and mid-day peak trips experiencing higher capacity constraints. It is anticipated that a loosening of capacity constraints onboard vehicles will reduce the uncertainty of being able to travel on a specific trip, helping improve customer confidence in the service. YCTD has also been in communication with Cache Creek Casino staff to inform them of possible updates to YCTD rider guidelines, and to request their assistance in advising customers of any approved changes. Staff continues to work with the County of Yolo on coordinating discussions on an updated/amended Memorandum of Understanding (MOU) to be considered between YCTD, Yolo County, and the Yocha Dehe Wintun Nation.

e. CCJPA Link 21 Project

On Saturday, June 26, 2021, the Capitol Corridor Joint Powers Authority (CCJPA) will be conducting a virtual public outreach event to share information and gather feedback from the public on the Link21 project. The Link 21 project a long-range transportation program sponsored by the CCJPA and the San Francisco Bay Area Rapid Transit District (BART) to transform the passenger rail network serving the 21-county Northern California Megaregion. Link21 will facilitate new connections and open up more possibilities for business and leisure travelers. Link21 includes a new rail crossing element to help accommodate many more direct trips on rail and enable other rail projects in the region to serve even more travelers. YCTD Director Don Saylor also serves as the current Chair of the CCJPA Board of Directors, and he has graciously agreed to provide introductory remarks at the virtual outreach event. YCTD will continue to support the development of Link21 and will help in promotion and awareness of the upcoming outreach event and future opportunities. More information on Link21 is available at <https://link21program.org/en/about>.

f. 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.

Update: This is an ongoing project and is intermixed with YoloGo service recommendations and other recent YCTD priorities and mobility strategies. Due to transition in senior staffing and prioritization of YCTD projects, tasks, and duties, the completion of a three-year budget has been delayed. The revised preliminary YCTD FY 2022 budget was presented to the YCTD Citizens Advisory and technical Committees on June 7, and feedback from the Board, Management Consultant, stakeholders, and the public incorporated.

- 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.

Update: This is an ongoing project and is intermixed with YoloGo service recommendations and other recent YCTD priorities and mobility strategies. Public hearings for initial YoloGo permanent service changes as well adoption of the YCTD budget were recommended to be scheduled for July 12, 2021 with anticipated initial implementation phase in September 2021. Additional coordination with member jurisdictions and the public is planned for the summer.

- 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

Update: The Management Consultant is assisting in the development of near- and long-term staffing and organizational structures, including budgeting for the personnel updates. Staff has compiled listings and descriptions of current duties, activities, and estimates of work time allocated to each. Cross-training and coverage/redundancy of critical duties and knowledge is emphasized along with availability and promotion

of professional development, training, and mentorship. These activities and personnel roles and responsibilities will also fall under the purview of the YCTD Executive Director which is under active recruitment. Once onboard, the Executive Director will work on finalizing and enacting necessary activities for a feasible succession plan.

g. YCTD Website Update

YCTD staff continues to work with the web designer/developer to finalize the design and layout of the new website. Consistent with the Board’s newly stated goal of emphasizing the agency’s multimodal efforts, staff is proposing to have two “sides” to the website, each with a complementary but distinct look and feel. One side will be for YCTD and will focus on the overall governance and administration of the agency, as well as the agency’s multimodal activities, plans and studies. The other side will be for Yolobus and will focus on the public transit services that YCTD operates including routes, maps, schedules, fare information and rider resources. Users will be able to toggle back and forth between the two sides of the website by clicking on one of two tabs (“YCTD” or “Yolobus”) at the top left corner of the website.

One example of a transportation agency that has two “sides” of their web page is the Butte County Association of Governments (BCAG), which has one website for their BCAG Regional Transportation Planning Agency (RTPA) activities, and another complementary but distinct website for B-Line public transit service (see screenshots below). Staff would like to emulate this concept, but with the added feature of having “Yolobus” and “YCTD” tabs in the top navigation bar to enhance the user’s ability to easily toggle back and forth between the content.



Tabbing between interrelated websites owned by the same company is common in the retail industry, and some samples of how this looks are below:





As noted previously, once the website has reached its “beta” phase, staff will provide a testing environment to YCTD’s Technical and Citizens Advisory Committees and the Board for testing and further refinement.

h. Woodland Microtransit Update

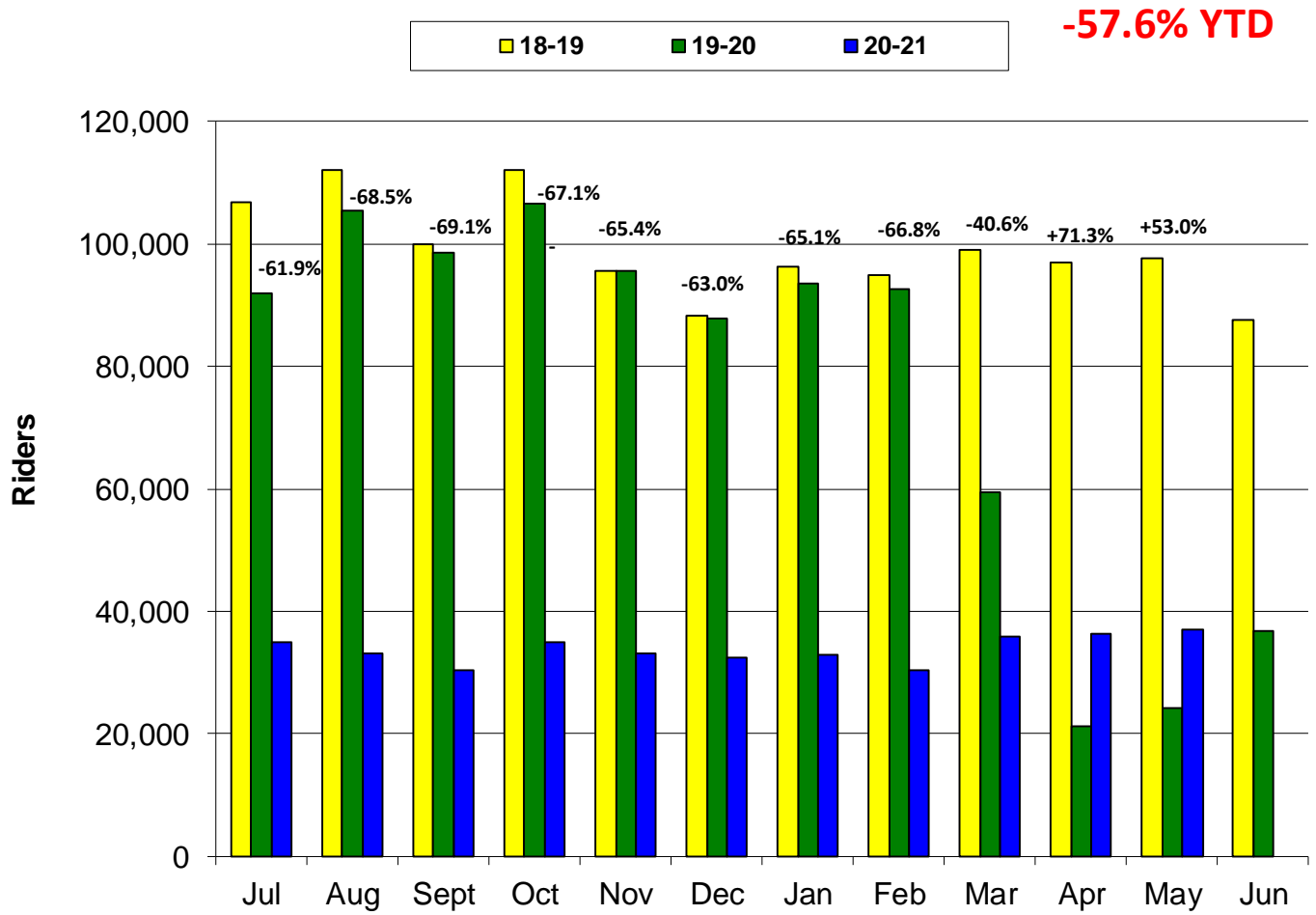
At the June 7, 2021 Technical Advisory Committee (TAC) and Citizens’ Advisory Committee (CAC) meetings, staff presented a preliminary vision for expanded and enhanced microtransit services in Yolo County. The TAC and CAC were generally supportive of the vision and provided useful feedback that will be incorporated into the visioning document. Staff also met with SACOG staff twice over the past month to discuss opportunities to collaborate on microtransit, and for SACOG to assist with YCTD’s upcoming microtransit software procurement. Since YCTD plans to launch a new microtransit service in the City of Woodland as early as January 2022, staff would like to coordinate closely with the City of Woodland on the design and implementation of that effort. Toward that end, YCTD staff, City of Woodland staff and Management Consultant Martin Tuttle have scheduled a meeting for June 18th to discuss the goals and vision for the citywide microtransit service.

i. Attachments

- i. May 2021 Ridership Report for Fixed Route, Paratransit and Microtransit
- ii. Updated Long-Range YCTD Board Meeting Calendar (subject to modification)
- iii. TAC & CAC draft June minutes

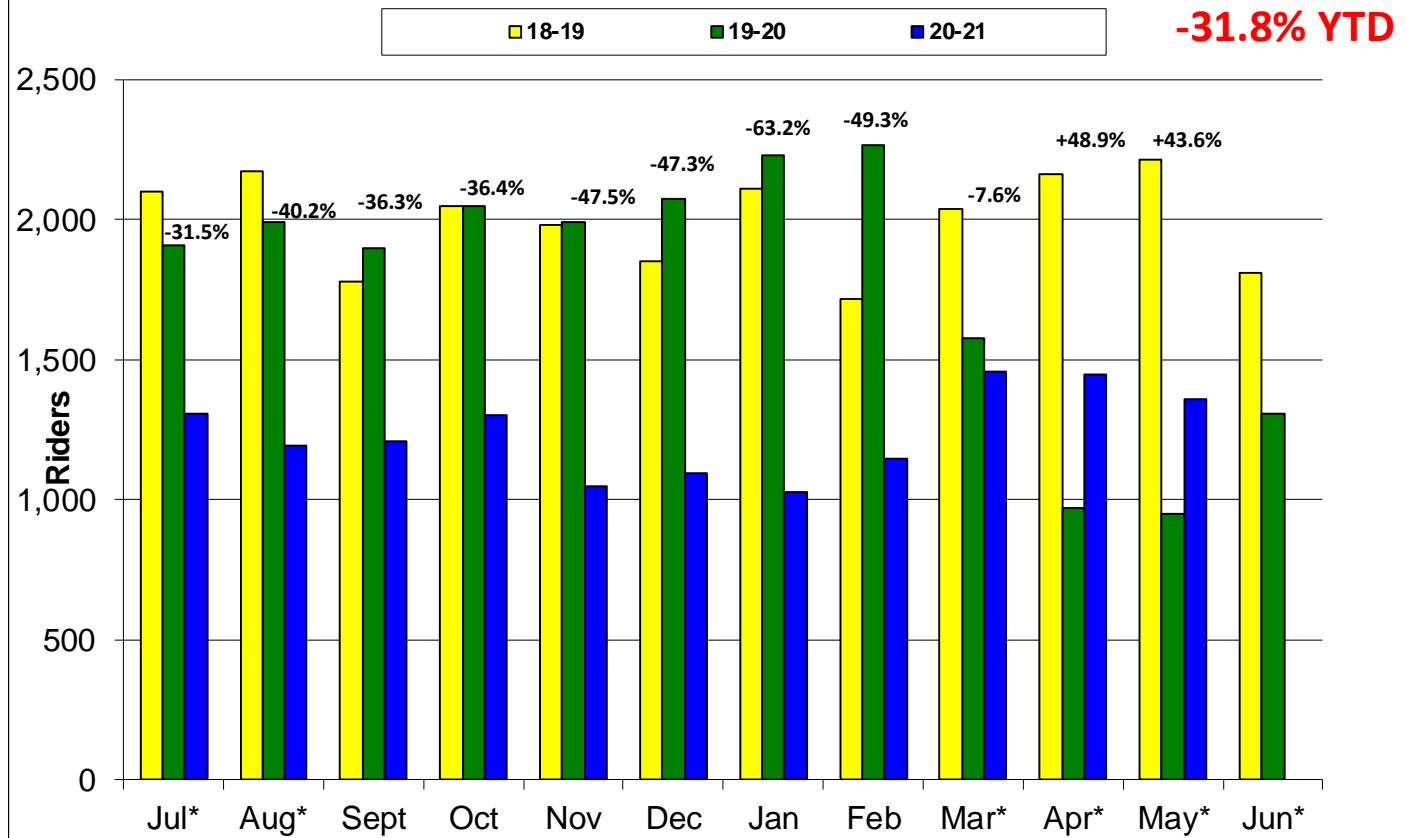
Attachment i: May Ridership

Yolobus Fixed Route Ridership Trends



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
20-21	35,069	33,252	30,431	35,012	33,114	32,530	32,844	30,485	35,856	36,449	37,024		372,066
19-20	92,016	105,446	98,477	106,536	95,686	87,879	93,589	92,728	59,404	21,278	24,193	36,822	914,054
18-19	106,747	112,113	100,044	112,007	95,508	88,329	96,304	94,922	99,048	97,076	97,770	87,631	1,187,499

Yolobus Special Paratransit (ADA & Micro) Ridership Trends



	Jul*	Aug*	Sept	Oct	Nov	Dec	Jan	Feb	Mar*	Apr*	May*	Jun*	Totals
20-21*	1,309	1,192	1,210	1,302	1,046	1,094	1,026	1,148	1,458	1,447	1,360		13,592
19-20	1,910	1,994	1,901	2,047	1,994	2,077	2,230	2,266	1,578	972	947	1,308	21,224
18-19	2,099	2,173	1,781	2,048	1,982	1,850	2,109	1,715	2,039	2,163	2,216	1,808	24,806

-31.5% -40.2% -36.3% -36.4% -47.5% -47.3% -54.0% -49.3% -7.6% 48.9% 43.6%

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

Microtransit Ridership-Knights Landing (KL) and Winters

20-21	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
KL	148	161	153	165	110	102	92	113	109	152	124
Winters	158	160	139	133	91	114	113	124	154	154	151
Total	306	321	292	298	201	216	205	237	263	306	275

Attachment ii: Updated Long-Range YCTD Board Meeting Calendar (subject to modification)

Updated June 9, 2021

July 12, 2021

1. Public Hearing for YoloGo Service Changes
2. Consider Adoption of FY 2021/22 Budget
3. Presentation from SACOG on Next Generation Transit
4. Update/Potential Announcement regarding Recruitment of Executive Director
5. Update on YCTD Yolo County Trails Initiative
6. Consider RFP for new microtransit software for existing and expanded service areas as adopted by COA
7. Possible Consideration of Updated MOU Between YCTD, Yolo County, and Yocha Dehe Wintun Nation
8. Director's Report, Monthly Progress Report on Three Primary Goals
9. Consider RFP for Future Fuel Study
10. (Tentative) Consideration of Updated MOU Between YCTD, Yolo County, and Yocha Dehe Wintun Nation
11. FY 2022 Customer and Community Survey
12. Consider YCTD Funding Policy Workshop (*Potential Special Meeting*)

August 9, 2021 TBD

1. Outreach Update for YoloGo Implementation
2. FY 2022 Customer and Community Survey
3. Consider YCTD Woodland microtransit expansion plan
4. Award contract for new microtransit software
5. Update on YCTD Short Range Transit Plan Efforts
6. SRTP: Draft 10 Year Capital and Operating Plan
7. Public Hearing on Recommended Changes in Bus Routes and Schedules (Mid-term YoloGo as applicable)

September 13, 2021 TBD

1. YoloGo Implementation Update
2. Award contract for new microtransit software

October 11, 2021 TBD

November 8, 2021 TBD

1. Draft SRTP Document (Outreach, Performance, Operating Plan, and 10-yr Capital Plan)
2. SRTP: Public Outreach Update

December 13, 2021 TBD

1. Update on Youth Ride Free Program (set to expire Dec 31, 2021)

January 10, 2022 TBD

February 14, 2022 TBD

March 14, 2022 TBD

1. SRTP: Final SRTP Document

April 11, 2022 TBD

May 9, 2022 TBD

June 13, 2022 TBD

July 11, 2022 TBD

Attachment ii: YCTD TAC & CAC draft minutes

Technical Advisory Committee to the

Yolo County Transportation District
Technical Advisory Committee
Meeting Minutes
350 Industrial Way, Woodland, CA 95776
June 7, 2021

1) **Call to Order** – Mr. Perez welcomed the participants at 1:36 pm.

2) **Introductions** –

Davis – Brian Abbanat

West Sac Absent

Winters - Alan Mitchell

Woodland Brent Meyer

Yolo County Absent

Caltrans Alex Padilla

Unitrans Jeff Flynn

YSAQMD Paul Hensleigh (*arrived 1:54pm*)

YCTD Jose Perez, Janice Bryan, Daisy Romero, Kristen Mazur, Kathy Souza

YCTD Management Consultant – Martin Tuttle

Also attending were Andy Furillo and Elle Tilly.

3) **Consider Approval of Minutes from April 5, 2021, March 1, 2021, and November 2, 2020 Meetings** – Brian Abbanat made the motion, seconded by Jeff Flynn, to approve the minutes of the April 5, 2021, March 1, 2021, and November 2, 2020 Meetings. The motion passed.

4) **Comments** from TAC members and public regarding matters NOT on the Agenda, but within the purview of YCTD –

Davis - Brian Abbanat – Reported have a construction project underway to connect Pole Line to Olive Drive via a bike/ped overcrossing.

Winters – Alan Mitchell – Have been in communication with Garamendi's office about an earmark for the I-505 overcrossing to widen the overpass and provide bike/ped access between the Yolo Housing project and Winters.

Woodland - Brent Meyer reported Woodland received \$5M for Matmor Rd. rehab, awarded East Main and Gibson contracts, road maintenance project. Hoping to go out to bid soon on an overcrossing in the Farmers Central/Sports Park Drive area.

Caltrans - Alex Padilla - None to report

Jeff Flynn Working on preparation for return to in-person classes in the fall. Most staff will be recalled to in-office work.

5) **Presentation and Overview of the revised preliminary FY 2021/22 YCTD budget, timeline for budget process and major constraints and opportunities for TAC information and to receive additional TAC comments** – Ms. Bryan presented the revised preliminary budget.

Mr. Meyer asked if the jurisdiction summary on page 15 had changed from the April 30 release. Ms. Bryan stated that it had not changed.

Mr. Meyer stated his concern was with the YoloGo expansion of the Route 42. He expected an increased demand for express buses once Sacramento employees begin to return to regular work status. Mr. Perez stated that staff would analyze that as the project was implemented and the express buses could be reinstated if demand so occurred.

6) **Microtransit and Bike/Trails Discussion** –

Ms. Mazur reviewed the microtransit component of the staff report. She stated that goals for each area need to be clarified.

Ms. Romero reviewed the Transit to Trails component of the report.

Mr. Tuttle mentioned that this was still in the planning phase so if additional funds were to open at any level, YCTD would be in position to present a proposal.

Mr. Abbanat sent Ms. Mazur an email with a TransLoc report on the possibility of microtransit in Davis.

Mr. Meyer suggested that YCTD staff meet with Woodland staff to review options proposed for Woodland. He expressed concern about the proposed capital purchases at the beginning of the project. Mr. Perez responded that purchase was one option, leasing would also be considered.

Mr. Meyer expressed concern about distribution of LTF funds if the project were delayed. He was also concerned about the proposed new staff positions and the continuity if the project were deemed unsuccessful. Ms. Mazur and Mr. Perez stressed that actual service to Woodland would be determined after meetings with City staff. Ms. Bryan informed Mr. Meyer that any unused funds would be credited to the jurisdiction.

Mr. Flynn asked about possible third-party vendor for applicable software if that would be available through Transdev. Mr. Perez stated that would not be an option. He stated that in his experience the Trails to Transit was not a big trip generator unless there was a large untapped market to which the trail connected transit.

Mr. Mitchell reported on a new senior living project, Blue Mountain Terrace, in Winters.

7) Update on Recruitment for YCTD Executive Director – Mr. Tuttle spoke about the release of the recruitment brochure and the proposed process for recruitment.

8) Acting Executive Director Report/Updates -

a. YoloGo Implementation and Timeline – Mr. Perez summarized the staff report. – Mr. Abbanat asked for the implementation dates for the components of YoloGo. Mr. Perez and Ms. Mazur provided that information.

b. YCTD FTA Triennial Review -

c. Other Items - None

9) Other matters, future agenda topics –

10) Next Regular Meeting – Monday August 2, 2021 1:30 pm.

11) Adjourn – Mr. Mitchell asked if the meetings would return to in-person. Mr. Perez replied that would be decided once state and county guidelines were published but expected that there would continue to be a remote access component to meetings in the future.

The meeting was adjourned by consensus at 2:37 pm.

Respectfully submitted,

Kathy Souza, Executive Assistant

**Citizens Advisory Committee (CAC) to the
Yolo County Transportation District
Meeting Minutes**
350 Industrial Way, Woodland, CA 95776
June 7, 2021

1. Call to order/Roll Call

Chair Baker called the Zoom meeting to order at 6:02 pm.

County	Olin Woods
Davis	Steve Streeter (<i>arrived 6:20 pm</i>)
West Sacramento	Patrick Guild
Winters	Lisa Baker
At Large	Andy Furillo
Woodland	Absent

YCTD staff attending were Jose Perez, YCTD Acting Executive Director, Kristen Mazur, YCTD Senior Planner; Janice Bryan, YCTD Deputy Director Finance; Daisy Romero, YCTD Assistant Planner, and Kathy Souza, YCTD Executive Assistant.

Also attending were Martin Tuttle, YCTD Management Consultant and Alan Hirsch, Davis.

2. Consider Approval of Agenda for June 7, 2021

Chair Baker asked if there were any changes to the agenda. There being none, she requested a motion.

Mr. Woods made the motion, seconded by Mr. Furillo, to approve the agenda for June 7, 2021. There was no discussion. The motion passed unanimously.

3. Comments from CAC members and public.

Mr. Hirsch stated his opinion that staff should release agendas/packets no later than Thursday prior to meetings to allow members of the public to review and communicate with those involved in that meeting before the weekend.

4. Approval of May 18, 2021 Minutes

Mr. Woods made the motion, seconded by Mr. Furillo, to approve the minutes as published. There was no discussion. The motion passed unanimously.

5. CAC Member Reports, Announcements, Presentations

Mr. Furillo stated he was concerned about the Transdev work culture. He reported, while traveling by Yolobus, hearing a bus driver conversing with a passenger expressing negative opinions about COVID vaccinations. Mr. Perez stated he would add the subject to the weekly joint meeting for discussion.

Mr. Woods agreed that such a conversation would not be appropriate. He stated that his experience had seen a more professional demeanor among Yolobus drivers. He asked the committee to consider moving the meeting date to the fourth Monday as he had conflicts on the other Mondays. Chair Baker stated she also had conflicts and requested that staff put out a poll to the committee members about changing the meeting date.

Chair Baker commended the YCTD office staff for their professional manner in assisting her son in obtaining his photo ID Connect Card.

6. Continued Workshop - CAC Strategic Planning in Support of Board Mission, Values and Direction

Chair Baker asked what the members saw for multi-modal opportunities for YCTD.

Mr. Furillo suggested using the term transportation demand management rather than congestion management.

Mr. Guild suggested that trails be practical in getting people to transit access and that cost effective alternatives like jump bikes be considered.

Mr. Woods stated that YoloBus bike racks encouraged multimodality.

Mr. Tuttle stressed that YCTD should leverage SACOG's resources to allow YCTD to be the pilot agency for multimodal projects.

Mr. Streeter asked about the status of jump bikes. Mr. Perez responded that it was sold by Uber to Lift and since that sale had switched to emphasizing scooters as being more cost effective for the company. Ms. Mazur stated that SACOG staff were working to obtain subsidies for both scooters and bikes to distribute throughout the SACOG region.

Ms. Baker asked Mr. Perez to summarize the committee's ideas and bring back to the committee at its next meeting.

7. Presentation and Overview of the draft FY 2021/22 budget, timeline for budget process and major constraints and opportunities for CAC information and to receive initial CAC comments

Mr. Perez introduced Ms. Bryan, Deputy Director Finance, Grants and Procurement. Ms. Bryan presented an overview of the budget and those changes since receiving input from the board, jurisdictions and public.

Mr. Streeter asked to include a shelter on East Main Street near YCTD offices. Mr. Perez informed the committee that the westbound stop on East Main Street was scheduled to be relocated west of Industrial Way, a carve-out created and a shelter added as part of the City of Woodland street beautification plan schedule for 2021/2021.

Mr. Furillo asked if there was room in the budget for re-opening routes discontinued due to COVID cut backs. Mr. Perez responded that such changes would be reviewed by the board. Ms. Mazur added that board consideration of the YoloGo proposal would be the following Monday and the proposed consideration of those changes was to take effect midway through the fiscal year.

Mr. Woods left the meeting.

Mr. Hirsch requested that members of the public be allowed to speak before committee member discussion so that discussion could consider their remarks. He stated output measurements should be part of the budget analysis.

Ms. Baker asked staff to pass on these comments to the board for their consideration.

8. Microtransit and Transit to Trails Discussion

Ms. Mazur presented the staff report on the microtransit component.

Mr. Furillo said he would like to see larger vehicles to accommodate more passengers per trip and requested more detailed information on the efficiencies of fixed route service.

Mr. Streeter reminded the committee that not all passengers had access to technology and suggested that kiosks with access to the apps be considered.

Chair Baker stated she favored use of minivans or larger vehicles for accessibility for seniors and disabled riders. She also suggested providing readily available charging for passengers' cell phones.

Mr. Guild asked that consideration be taken of those who were dependent on car seats for their children. He also favored the minivan concept.

Ms. Romero presented the Trails portion of the staff report.

Committee members stated that the project could bring in additional tourism, help with air quality attainment goals, make biking safer, provide access to nature preserves, and contribute to improved mental health.

Mr. Hirsch stated that both choice and transit dependent riders must be considered. He asked if the business model plan was sustainable.

9. Update on Recruitment for YCTD Executive Director

Mr. Tuttle presented the recruitment brochure and an update on the timeline for recruitment. Chair Baker thanked the board for the opportunity to provide input on the process via the survey.

Mr. Hirsch asked if all board members had approved the recruitment brochure. Mr. Tuttle responded they had.

10. Acting Executive Director Report, Other items, future agenda topics

Mr. Perez presented the staff report.

Mr. Furillo reported the Unitrans advisory committee was working on scheduling as UCD announced the Fall Quarter would be back to in-person schedules. Unitrans was considering route changes to compliment the YoloGo recommended Route 42 changes in Davis. They were considering 2 years of free youth fare and a 2-year trial using Zip pass to collect fares on-board.

11. Next Regular Meeting

Committee members agreed on the proposed August 2, 2021 date subject to the upcoming poll of members regarding potentially changing the scheduled date of meetings.

12. Adjourn

There being no further business, Chair Baker adjourned the meeting at 8:23 pm.

Respectfully submitted,
Kathy Souza, Executive Assistant

YOLO COUNTY TRANSPORTATION DISTRICT

INVITES APPLICATIONS FOR
Executive Director



Yolo County Transportation District Vision Statement:

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

The Position

The Board of the Yolo County Transportation District (YCTD) is seeking an Executive Director with a passion for multimodal transportation solutions, with the intention of complementing multi-city fixed route hubs with microtransit and the development of intercity bike/ped trails. The YCTD is primarily known as the operator of YoloBus, with 14 fixed routes serving West Sacramento, Woodland, Davis, Capay Valley, the Sacramento International Airport and downtown Sacramento. The agency also provides Paratransit services. All transit services are operated under a contract with Transdev.

The Executive Director is the lead position at the YCTD and involves a broad range of assignments including transportation management, personnel, finance, and the communication of information to the YCTD Board, all jurisdictions that comprise YCTD, City Managers in Yolo County, the Yolo County Administrative Officer, partner agencies and their senior representatives, and the public. The ideal candidate for this position will be an innovative entrepreneur with excellent leadership skills and an acute understanding of both traditional and multi-modal transportation systems. The successful candidate must be a strategic thinker who has the ability to create an economically and environmentally sustainable transportation program that provides continuity throughout the transit systems in the region and moves the organization to the next level. The new Executive Director will be a relationship builder who makes it a priority to collaborate with their staff, the YCTD Board, agency jurisdictions, partner agencies and key stakeholders to develop and implement an organizational plan that is inclusive and equitable for the residents of Yolo County.

The responsibilities of this position also include, but are not limited to, the following functions:

- Regularly update and undertake activities to meet the vision, values and priorities of the YCTD board.
- Implement and maintain a robust communications program.
- Organize and administer YCTD Board and YCTD committee meetings; represent YCTD before YCTD jurisdictions, various individuals/groups/agencies, and public and private organizations at the federal, state, and local levels.
- Select, compensate, train, promote, demote, discipline and/or terminate employees of YCTD within the constraints of the adopted Personnel Policy; maximize use of reasonable training opportunities for YCTD staff.
- Develop and manage operating and capital budgets for all YCTD activities; implement methods to optimize YCTD access to outside funding.
- Approve purchases of assets listed in the adopted budget or by minute order, authorized contracts, and other purchases authorized by the YCTD Board.
- Submit grant applications for YCTD capital, planning, and service projects; facilitate grant agreements and related supplemental documents or projects approved by the YCTD Board.



The Position

Position responsibilities continued...

- Perform service planning, scheduling, and route/run reductions where appropriate; organize and conduct workshops and public hearings on transit matters affecting a significant number of existing and/or future riders on any particular route.
- Oversee YCTD's activities relative to being the congestion management planning agency for the Yolo County region.
- Work with air quality districts and other parties to optimize the use of zero and low emission vehicles.

CANDIDATE QUALIFICATIONS

Candidates for this position must meet the following minimum education and experience standards:

A Bachelor's Degree in transportation management, engineering or planning, land use planning, environmental planning, public administration, business administration, management study, or closely related field, from an accredited college or university is required. Possession of a Master's Degree in a similar course of study is preferred and may be used to substitute for one year of the experience requirement below.

A minimum of four years of recent experience in managing, and/or performing senior transportation level service planning and grant administration for a public transportation system, or in a closely related field is also required.

Knowledge and Abilities

- Current knowledge of public transportation services, innovations, programs and issues including alternative fuels, the Americans with Disabilities Act, the United States Department of Transportation, and other federal, state, local, special district, and regional transportation and air quality improvement programs, as well as private sector partnerships.
- Ability to develop, implement, and communicate YCTD policy/program information regarding land use, air quality, climate sustainability, congestion management, energy conservation, mobility and other transportation issues.
- Ability to effectively apply a variety of administrative policies.
- Ability to provide leadership and direction to YCTD Board and staff.
- Ability to analyze complex statistical and technical information and prepare reports and board communications.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain a cooperative working relationship with others.

Please contact Martin Tuttle, YCTD Management Consultant, for more information about this position. Mr. Tuttle can be reached via email at themartintuttle@gmail.com.

YOLO COUNTY TRANSPORTATION DISTRICT VALUES

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

The Compensation Package

The Yolo County Transportation District offers a highly competitive total compensation package. Salary placement will be made based on the qualifications of the selected candidate. In addition, the benefits provided include health, dental, and vision insurance as well as a CalPERS retirement program.

How To Apply

This recruitment will be open until the position is filled. The first review of applications will begin after June 18th, 2021.

To apply for this exciting career opportunity, please submit a letter of interest, detailed resume and a list of references to Jenny Brown via email to jenny.brown@yolocounty.org.

Candidates with the most relevant qualifications will be contacted for additional discussion and screening. Candidate interviews will be conducted via Zoom and are tentatively scheduled for July 8 and July 12, 2021.





Yolo County Transportation District
REVISED PRELIMINARY BUDGET
FISCAL YEAR 2021/22

Yolo County Transportation District
350 Industrial Way
Woodland, CA 95776

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*City of Davis – City of West Sacramento – City of Winters
City of Woodland – County of Yolo
EX Officio – Caltrans District 3 – University of California, Davis*

MEMORANDUM

DATE: June 4, 2021

TO: Jesse Loren, Chair,
And Members of the Yolo County Transportation District Board of Directors

FROM: Jose Perez, Acting Executive Director
Janice Bryan, Deputy Director Finance, Grants & Procurement

RE: Introduction of Revised Preliminary FY 2021/22 Budget

Enclosed is the Yolo County Transportation District (YCTD) Revised Preliminary budget for the 2021/22 fiscal year. Developed during a period of significant challenges, change, uncertainty, opportunity, and excitement. And revised based on guidance and feedback from the YCTD Board of Directors, management consultant, member jurisdictions, and the public. The Yolo County Transportation District is poised to redefine its purpose, identity, and its value to the region, state, and nation. In partnership with member jurisdictions, this budget serves to establish a solid fiscal foundation for the incredible opportunities and challenges in the coming year.

Fortunately, for transit, we are benefitting by receiving a significant piece of \$25 billion that federal legislators programmed for relief to transit systems that have been dramatically impacted across the country.

The overall YCTD budget is **\$21,834,758** (see Table on page 7), comprised primarily of two major categories:

- ✓ **\$16,519,280 (75.7%)** for transportation administration, operations, and planning,
 - **\$4,192,757** for Districtwide Administration
 - **\$9,654,482** for fixed-route operations and associated activities.
 - **\$2,672,041** for demand-responsive services (paratransit, and microtransit).
- ✓ **\$5,315,478 (24.3%)** for capital projects.

The subsequent pages in this document are organized by Sections. Section 1 presents the YCTD FY 2021/22 budgets; Section 2 presents narrative in support of the introduction of an Administration budget unit. Section 3 presents narrative in support of fixed-route operations and activities; Section 4 presents narrative in support of demand-responsive operations, services, and activities. Section 5 presents information on YCTD, and a glossary has been added to clarify budget acronyms.

Copies of the proposed preliminary budget were provided to the administrative head of each member jurisdiction for review on April 30, 2021, and comments received by the May 30, 2021 deadline were reviewed and incorporated within the Revised Preliminary Budget as appropriate.



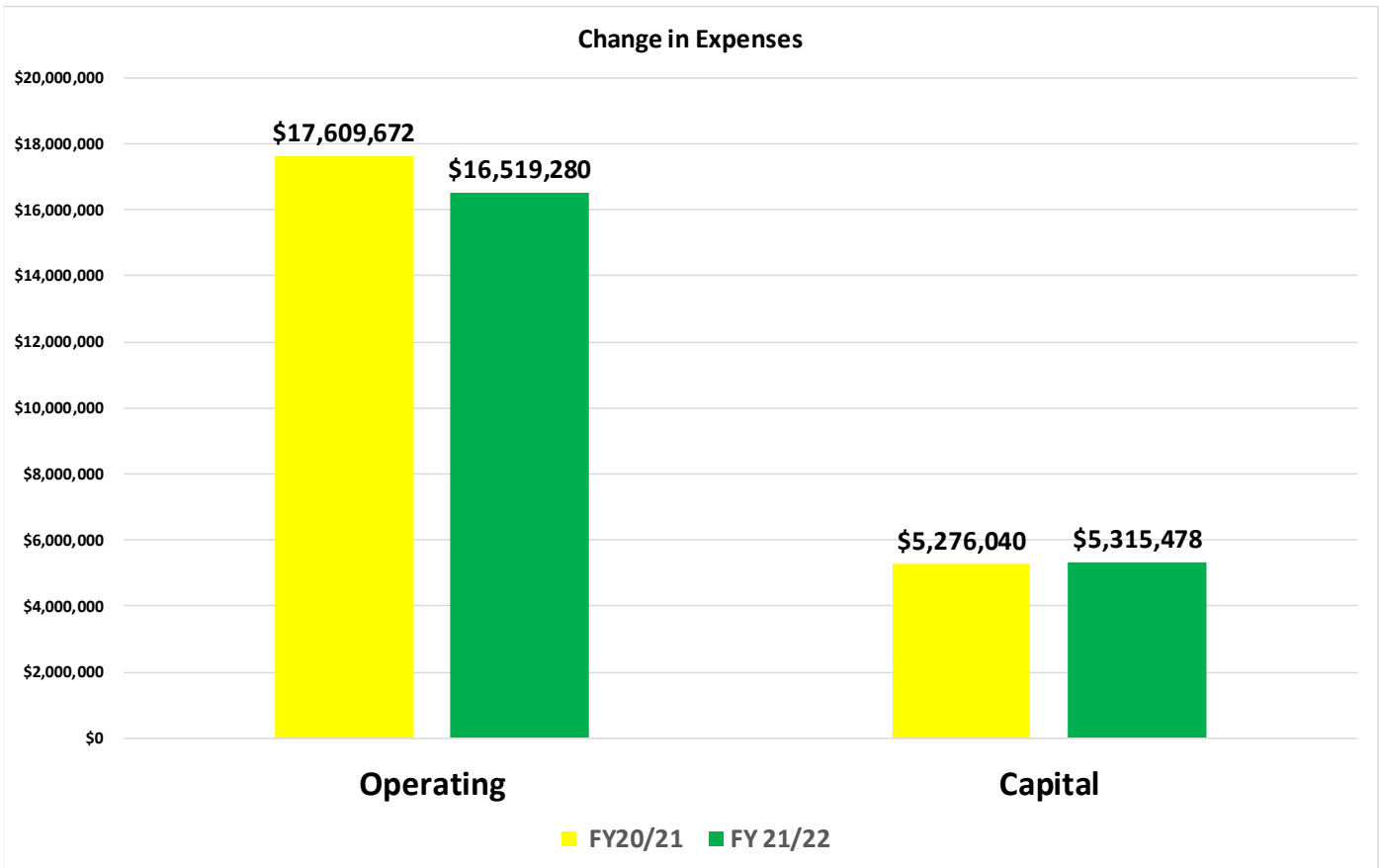
Jose Perez
Acting Executive Director

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SECTION 1: Budgets

Change in Overall Expenses FY 2020/21 TO FY 2021/22

	Operating/Other	Capital	Total
Administration	\$ 4,192,757		\$ 4,192,757
Fixed Route Service	\$ 9,654,482	\$ 4,755,478	\$ 14,409,960
Demand Responsive Service	\$ 2,672,041	\$ 560,000	\$ 3,232,041
Total FY 2021/22 Budget	\$ 16,519,280	\$ 5,315,478	\$ 21,834,758
Total FY 2020/21 Budget	\$ 17,609,672	\$ 5,276,040	\$ 22,885,712
Change	\$ (1,090,392)	\$ 39,438	\$ (1,050,954)
Percent Change	-6.19%	0.75%	-4.59%



PRELIMINARY FY 2021/22 ADMINISTRATION BUDGET

Account	Operating Expenses	Approved 2020/21	Requested 2021/22	Change	Percent Change
1101	Regular Employees	\$932,608	\$1,303,301	\$370,693	39.75%
1102	Extra Help	\$50,000	\$50,000	\$0	0.00%
1103	Overtime	\$5,000	\$5,000	\$0	0.00%
1107	Cash out (Mgmt. Leave Buy-Back)	\$4,000	\$4,000	\$0	0.00%
	Subtotal Labor	\$991,608	\$1,362,301	\$370,693	37.38%
1201	YCTD Contribution to Retirement	\$209,400	\$251,937	\$42,537	20.31%
1202	YCTD Contribution to Social Security	\$3,100	\$3,100	\$0	0.00%
1203	YCTD Contribution to MEDICARE	\$14,247	\$19,623	\$5,376	37.73%
1300	YCTD Contribution to Health Ins.	\$185,716	\$216,625	\$30,909	16.64%
1301	YCTD Contribution to OPEB	\$71,000	\$75,394	\$4,394	6.19%
1400	YCTD Contribution to Unemp. Ins.	\$6,440	\$5,152	(\$1,288)	-20.00%
1500	Worker's Compensation Insurance	\$12,222	\$17,023	\$4,801	39.28%
1600	Other Fringe Benefits	\$32,100	\$38,037	\$5,937	18.50%
	Subtotal Benefits	\$534,225	\$626,891	\$92,666	17.35%
	Subtotal Labor & Benefits	\$1,525,833	\$1,989,192	\$463,359	30.37%
2170	Housekeeping Expense	\$20,392	\$19,952	(\$440)	-2.16%
2271	Maintenance-Equipment	\$618,543	\$338,100	(\$280,443)	-45.34%
2272	Maintenance-Bldgs. & Improvements	\$91,700	\$91,700	\$0	0.00%
2423	Legal Services	\$25,000	\$40,000	\$15,000	60.00%
2429	Professional & Spec. Services	\$441,898	\$356,582	(\$85,316)	-19.31%
2548	Training Expense	\$23,050	\$21,300	(\$1,750)	-7.59%
2557	Trustees, Commissioners, Dir.	\$7,600	\$7,600	\$0	0.00%
	Subtotal Services	\$1,228,183	\$875,234	(\$352,949)	-28.74%
2613	Fuel YCTD	\$2,000	\$2,000	\$0	0.00%
2613	Fuel Outside Use	\$54,000	\$54,000	\$0	0.00%
	Subtotal Fuel & Lubricants	\$56,000	\$56,000	\$0	0.00%

PRELIMINARY FY 2021/22 ADMINISTRATION BUDGET

Account	Operating Expenses	Approved 2020/21	Requested 2021/22	Change	Percent Change
2130	Food	\$3,735	\$3,735	\$0	0.00%
2390	Office Expense	\$20,200	\$20,200	\$0	0.00%
2391	Postage	\$3,500	\$1,200	(\$2,300)	-65.71%
2392	Printing	\$1,950	\$1,750	(\$200)	-10.26%
2520	Small Tools & Minor Equipment	\$27,962	\$61,075	\$33,113	118.42%
	Subtotal Materials & Supplies	\$57,347	\$87,960	\$30,613	53.38%
2090	Communications	\$93,800	\$93,800	\$0	0.00%
2640	Utilities	\$92,760	\$52,370	(\$40,390)	-43.54%
	Subtotal Utilities	\$186,560	\$146,170	(\$40,390)	-21.65%
2202	Insurance-Public Liability	\$1,022,989	\$648,632	(\$374,357)	-36.59%
2203	Insurance-Other Than Vehicle	\$12,500	\$12,500	\$0	0.00%
2209	Insurance-Physical Damage	\$50,929	\$50,787	(\$142)	-0.28%
	Subtotal Casualty & Liability	\$1,086,418	\$711,919	(\$374,499)	-34.47%
2330	Memberships	\$29,947	\$30,677	\$730	2.44%
2460	Publications & Legal Notices	\$2,500	\$3,500	\$1,000	40.00%
2465	Advertising	\$88,000	\$65,000	(\$23,000)	-26.14%
2491	Rents & Leases-Equipment	\$1,023	\$500	(\$523)	-51.14%
2492	Rents & Leases-Bldgs. & Improvements	\$5,800	\$6,500	\$700	12.07%
2553	Library Books & Periodicals	\$1,252	\$150	(\$1,102)	-88.02%
2559	Special Dept. Expense-Other	\$16,070	\$7,570	(\$8,500)	-52.89%
2610	Transportation & Travel	\$36,764	\$38,385	\$1,621	4.41%
3200	Pass Through to Other Agencies	\$31,000	\$24,000	(\$7,000)	-22.58%
	Subtotal Miscellaneous	\$212,356	\$176,282	(\$36,074)	-16.99%
8101	Contingencies	\$125,000	\$150,000	\$25,000	20.00%
	Total Operating Expenses	\$4,477,698	\$4,192,757	(\$284,941)	-6.36%

PRELIMINARY FY 2021/22 ADMINISTRATION BUDGET

Account	Operating Revenues	Approved 2020/21	Requested 2021/22	Change	Percent Change
	Local Transportation Funds (LTF)				
1501	LTF--Woodland	\$330,833	\$521,358	\$190,525	57.59%
1501	LTF--Davis	\$356,600	\$582,438	\$225,838	63.33%
1501	LTF--West Sacramento	\$358,918	\$569,936	\$211,018	58.79%
1501	LTF -- Winters		\$0	\$0	N/A
1501	LTF -- Yolo County		\$0	(\$0)	N/A
	Total Operating LTF	\$1,046,351	\$1,673,732	\$627,381	59.96%
4100	Non-Transportation Revenues (Interest)	\$35,000	\$50,000	\$15,000	42.86%
6276	Auxiliary Revenue	\$79,440	\$89,909	\$10,469	13.18%
6399	Other--Other	\$212,180	\$216,001	\$3,821	1.80%
6400	Mitigation Revenue	\$1,974,292	\$711,312	(\$1,262,980)	-63.97%
7101	Local Operating Assistance (Carryover)	\$1,130,435	\$1,451,803	\$321,368	28.43%
	Total Other Operating Income	\$3,431,347	\$2,519,025	(\$912,322)	-26.59%
	Total Operating Income	\$4,477,698	\$4,192,757	(\$284,941)	-6.36%

PRELIMINARY FY 2021/22 FIXED ROUTE BUDGET

Account	Operating Expenses	Approved 2020/21	Requested 2021/22	Change	Percent Change
2271	Maintenance-Equipment		\$215,058	\$215,058	N/A
2272	Maintenance-Bldgs. & Improvements	\$101,815	\$132,899	\$31,084	30.53%
	Subtotal Services	\$101,815	\$347,957	\$246,142	241.75%
2613	Fuel YCTD	\$1,586,060	\$1,306,888	(\$279,172)	-17.60%
	Subtotal Fuel & Lubricants	\$1,586,060	\$1,306,888	(\$279,172)	-17.60%
2392	Printing	\$43,850	\$44,350	\$500	1.14%
2520	Small Tools & Minor Equipment	\$1,000	\$10,456	\$9,456	945.60%
	Subtotal Materials & Supplies	\$44,850	\$54,806	\$9,956	22.20%
2090	Communications	\$142,122	\$165,240	\$23,118	16.27%
	Subtotal Utilities	\$142,122	\$165,240	\$23,118	16.27%
	Purchased Services-Transit	\$9,201,538	\$7,779,592	(\$1,421,947)	-15.45%
	Subtotal Purchased Transit	\$9,201,538	\$7,779,592	(\$1,421,947)	-15.45%
	Total Operating Expenses	\$11,076,385	\$9,654,482	(\$1,421,903)	-12.84%

Account	Operating Revenues	Approved 2020/21	Requested 2021/22	Change	Percent Change
	Local Transportation Funds (LTF)				
1501	LTF--Woodland	\$451,278	\$711,450	\$260,172	57.65%
1501	LTF--Davis	\$869,671	\$1,420,842	\$551,171	63.38%
1501	LTF--West Sacramento	\$1,016,248	\$1,628,731	\$612,483	60.27%
1501	LTF -- Winters	\$104,948	\$0	(\$104,948)	-100.00%
1501	LTF -- Yolo County	\$144,761	\$0	(\$144,761)	-100.00%
	Total Operating LTF	\$2,586,906	\$3,761,023	\$1,174,117	45.39%
5134	State Operating - Other	\$883	\$260,189	\$259,306	29366.48%
5132	State of Good Repair Funds	\$0	\$215,058	\$215,058	N/A
5673	FTA 5307 Urban Area	\$1,641,050	\$1,908,400	\$267,350	16.29%
5673	FTA 5307 CARES Act	\$4,200,000	\$0	(\$4,200,000)	-100.00%
5673	FTA 5307 Causeway Connection	\$405,000	\$396,776	(\$8,224)	-2.03%
5673	FTA 5307 CMAQ Funds for Route 42	\$0	\$404,667	\$404,667	N/A
5677	FTA 5311 Rural Funds	\$148,329	\$154,009	\$5,680	3.83%
5677	FTA 5311 CARES	\$239,004	\$0	(\$239,004)	-100.00%
6271	Passenger Fares	\$1,412,948	\$871,524	(\$541,424)	-38.32%
6272	Special Fares	\$9,011	\$523	(\$8,488)	-94.20%
6399	Other--Other	\$405,000	\$396,776	(\$8,224)	-2.03%
6400	Mitigation Revenue	\$0	\$531,412	\$531,412	N/A
7101	Local Operating Assistance (Carryover)	\$28,254	\$754,125	\$725,871	2569.09%
	Total Other Operating Income	\$8,489,479	\$5,893,459	(\$2,596,020)	-30.58%
	Total Operating Income	\$11,076,385	\$9,654,482	(\$1,421,903)	-12.84%

PRELIMINARY FY 2021/22 FIXED ROUTE BUDGET

Account		Approved 2020/21	Requested 2021/22	Change	Percent Change
	Capital Expenses				
4300	Equipment	\$5,194,440	\$4,455,478	(\$738,962)	-14.23%
4200	Facility Improvements	\$81,600	\$300,000	\$218,400	267.65%
	Total Capital Expenses	\$5,276,040	\$4,755,478	-\$520,562	-9.87%
Account		Approved 2020/21	Requested 2021/22	Change	Percent Change
	Capital Revenues				
1502	LTF--Woodland	\$0	\$0	\$0	0.00%
1502	LTF--Davis	\$0	\$0	\$0	0.00%
1502	LTF--West Sacramento	\$0	\$0	\$0	0.00%
1502	LTF--Winters	\$0	\$0	\$0	0.00%
1502	LTF--County of Yolo	\$0	\$0	\$0	0.00%
	LTF Capital Revenues	\$0	\$0	\$0	0.00%
5132	State of Good Repair	\$0	\$589,545	\$589,545	N/A
5133	State Transit Assistance	\$196,863	\$227,478	\$30,616	15.55%
5135	1B (OHS & PTMISEA, LCTOP)	\$921,600	\$220,000	(\$701,600)	-76.13%
5675	FTA 5307/STP (large, small urban, CMAQ)	\$4,117,578	\$3,263,455	(\$854,123)	-20.74%
5675	FTA CARES Act Funds	\$0	\$455,000	\$455,000	N/A
5830	Non County Gov't Agencies	\$40,000	\$0	(\$40,000)	-100.00%
	Other	\$0	\$0	\$0	0.00%
	Unrestricted Reserves	\$0	\$0	\$0	0.00%
	Other Capital Revenues	\$5,276,040	\$4,755,478	(\$520,562)	-9.87%
	Total Capital Revenues	\$5,276,040	\$4,755,478	-\$520,562	-9.87%

PRELIMINARY 2021/22 DEMAND RESPONSIVE BUDGET

Account	Operating Expenses	Approved 2020/21	Requested 2021/22	Change	Percent Change
2613	Fuel	\$204,873	\$279,610	\$74,737	36.48%
2202	Insurance-Public Liability	\$173,655	\$184,476	\$10,821	6.23%
2428	Purchased Transportation	\$1,657,061	\$ 2,187,955	\$530,894	32.04%
8101	Contingencies	\$20,000	\$20,000	\$0	0.00%
	Total Operating Expenses	\$2,055,589	\$2,672,041	\$616,452	29.99%

Account	Operating Revenues	Approved 2020/21	Requested 2021/22	Change	Percent Change
1501	LTF--Davis	\$274,468	\$340,075	\$65,608	23.90%
1501	LTF--West Sacramento	\$166,263	\$285,229	\$118,965	71.55%
1501	LTF -- Woodland	\$395,866	\$763,642	\$367,776	92.90%
1501	LTF -- Winters	\$0	\$127,810	\$127,810	N/A
1501	LTF -- County	\$57,278	\$113,111	\$55,833	97.48%
	Total Operating LTF	\$893,876	\$1,629,867	\$735,991	82.34%
4100	Non-Transp. Revenues (Interest)	\$5,000	\$0	(\$5,000)	-100.00%
5673	FTA 5307	\$235,096	\$478,919	\$243,823	103.71%
5673	FTA CARES	\$350,000	\$0	(\$350,000)	-100.00%
6271	Passenger Fares	\$42,241	\$57,545	\$15,304	36.23%
6272	Special Transit Fares	\$40,255	\$13,430	(\$26,826)	-66.64%
6399	Other	\$0	\$0	\$0	N/A
6400	Mitigation Revenue	\$89,122	\$59,754	(\$29,367)	-32.95%
	Unrestricted Reserves	\$400,000	\$432,527	\$32,527	8.13%
	Other Operating Revenues	\$1,161,714	\$1,042,175	-\$119,539	-10.29%
	Total Operating Revenues	\$2,055,590	\$2,672,041	\$616,452	29.99%

PRELIMINARY 2021/22 DEMAND RESPONSIVE BUDGET

Account	Capital Expenses	Approved 2020/21	Requested 2021/22	Change	Percent Change
4300	Equipment	\$0	\$560,000	\$560,000	N/A
	Total Capital Expenses	\$0	\$560,000	\$560,000	N/A
Account	Capital Revenues	Approved 2020/21	Requested 2021/22	Change	Percent Change
1502	LTF--Woodland	\$0	\$0	\$0	0.00%
1502	LTF--Davis	\$0	\$0	\$0	0.00%
1502	LTF--West Sacramento	\$0	\$0	\$0	0.00%
1502	LTF--County	\$0	\$0	\$0	0.00%
	Total Capital LTF	\$0	\$0	\$0	0.00%
5133	State Transit Assistance	\$0	\$112,000	\$112,000	N/A
5135	Proposition 1B	\$0	\$0	\$0	0.00%
5673	FTA 5307	\$0	\$448,000	\$448,000	N/A
5676	FTA 5310 Capital	\$0	\$0	\$0	0.00%
5830	Non County Gov't Agencies	\$0	\$0	\$0	0.00%
	Restricted Reserves	\$0	\$0	\$0	0.00%
	Total Capital Revenues	\$0	\$560,000	\$560,000	0.00%

Preliminary Capital Expenditures FY 2021/22

Fixed Route	TOTAL	Fixed Route	ADA
Bus and Bus Components			
Electric Buses (1 @ \$1.1 million each)	\$1,100,000	\$1,100,000	
Re-Tanking for 9 CNG Buses & related expenses	\$675,478	\$675,478	
CNG Buses (3 @ 725,000 each)	\$2,175,000	\$2,175,000	
Subtotal	\$3,950,478	\$3,950,478	
Facility Improvements			
Safety & Security Bus Stop Improvements	\$50,000	\$50,000	
Industrial way Pedestrian and Accessibility Improvements	\$250,000	\$250,000	
	\$300,000	\$300,000	\$0
Other Equipment			
Bus Washer/Water Recycler Replacement	\$400,000	\$400,000	
YCTD Server Room AC, Board Room Equipment, Security Server	\$55,000	\$55,000	
Shop Equipment	\$50,000	\$50,000	
Subtotal	\$505,000	\$505,000	
Total Fixed Route	\$4,755,478	\$4,755,478	\$0
Demand Responsive			
4 Paratransit Vehicles for Woodland Microtransit	\$560,000		\$560,000
Total Demand Responsive	\$560,000	\$0	\$560,000
Combined			
Total All Capital	\$5,315,478	\$4,755,478	\$560,000
Prior Year	\$5,279,040	\$5,276,040	\$0
	0.7%	-9.9%	

Capital Funding Sources

Capital Expenses	Amount	Funding Sources
Electric Buses (1 @ \$1.1 million each)	\$ 1,100,000	80% Woodland UZA FTA Section 5307; 20% LCTOP funds
Re-Tanking for 9 CNG Buses & related expenses	\$ 675,478	88.53% CMAQ Funds Sac UZA; 11.47% STA Operator Funds
CNG Buses (3 @ 725,000 each)	\$ 2,175,000	72.89% Sac UZA FTA Section 5307; 27.11% SGR (State) Funds
Safety & Security Bus Stop Improvements	\$ 50,000	100% STA Operator Funds
Industrial way Pedestrian and Accessibility Improvements	\$ 250,000	80% Woodland UZA FTA Section 5307; 20% STA Operator funds
Bus Washer/Water Recycler Replacement	\$ 400,000	100% CARES Act (Federal Stimulus) Funding
YCTD Server Room AC, Board Room Equipment, Security Server	\$ 55,000	100% CARES Act (Federal Stimulus) Funding
Shop Equipment	\$ 50,000	100% STA Operator Funds
4 Paratransit Vehicles for Woodland Microtransit	\$ 560,000	80% Woodland UZA FTA Section 5307; 20% STA Operator funds
Total All Capital	\$ 5,315,478	

ESTIMATED 2021/22 LTF & STA TO YCTD REQUIRED FROM JURISDICTIONS

(Local Transportation Fund & State Transit Assistance Fund)

	Davis				Woodland				West Sacramento			
	Final 2019/20	Final 2020/21	Preliminary 2021/22	Change	Final 2019/20	Final 2020/21	Preliminary 2021/22	Change	Final 2019/20	Final 2020/21	Preliminary 2021/22	Change
LTF Estimate by Jurisdiction	\$3,553,923	\$2,487,746	\$4,118,366	65.5%	\$3,125,718	\$2,188,003	\$3,615,885	65.3%	\$2,801,746	\$1,961,222	\$3,234,069	64.9%
STA Estimate by Jurisdiction	\$666,630	\$466,641	\$620,254	32.9%	\$586,309	\$410,416	\$419,369	2.2%	\$525,540	\$367,878	\$375,086	2.0%
	\$4,220,553	\$2,954,387	\$4,738,620	60.4%	\$3,712,027	\$2,598,419	\$4,035,254	55.3%	\$3,327,286	\$2,329,100	\$3,609,155	55.0%
<u>LTF & STA to YCTD</u>												
YCTD Fixed Route	\$1,762,934	\$1,226,182	\$2,003,280	63.4%	\$1,325,338	\$782,030	\$1,232,808	57.6%	\$1,947,615	\$1,375,088	\$2,198,667	59.9%
YCTD Capital	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
YCTD Paratransit Service	\$317,138	\$274,468	\$340,075	23.9%	\$457,411	\$395,866	\$763,642	92.9%	\$192,112	\$166,263	\$285,229	71.6%
Total Required LTF & STA	\$2,080,072	\$1,500,650	\$2,343,355	56.2%	\$1,782,749	\$1,177,896	\$1,996,450	69.5%	\$2,139,727	\$1,541,351	\$2,483,896	61.2%
Balance Not Used by YCTD	\$2,140,481	\$1,453,737	\$2,395,265	64.8%	\$1,929,278	\$1,420,523	\$2,038,804	43.5%	\$1,187,559	\$787,749	\$1,125,259	42.8%
% Not Used by YCTD	51%	49%	51%		52%	55%	51%		36%	34%	31%	

	Winters				County				Total			
	Final 2019/20	Final 2020/21	Preliminary 2021/22	Change	Final 2019/20	Final 2020/21	Preliminary 2021/22	Change	Final 2019/20	Final 2020/21	Preliminary 2021/22	Change
LTF Estimate by Jurisdiction	\$377,201	\$264,041	\$433,309	64.1%	\$1,587,275	\$1,111,093	\$1,796,156	61.7%	\$11,445,863	\$8,012,105	\$13,197,785	64.7%
STA Estimate by Jurisdiction	\$70,754	\$49,528	\$50,255	1.5%	\$297,734	\$208,414	\$208,317	0.0%	\$2,146,967	\$1,502,877	\$1,673,281	11.3%
	\$447,955	\$313,569	\$483,564	54.2%	\$1,885,009	\$1,319,507	\$2,004,473	51.9%	\$9,514,982	\$6,660,488	\$14,871,066	123.3%
<u>LTF & STA to YCTD</u>												
YCTD Fixed Route	\$151,004	\$104,940	\$0	-100.0%	\$224,940	\$144,706	\$0	-100.0%	\$5,411,831	\$3,632,946	\$5,434,755	49.6%
YCTD Capital	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
YCTD Paratransit Service	\$0	\$0	\$127,810		\$18,726	\$57,278	\$113,111	97.5%	\$985,387	\$893,876	\$1,629,867	82.3%
Total Required LTF & STA	\$151,004	\$104,940	\$127,810	21.8%	\$243,666	\$201,984	\$113,111	-44.0%	\$6,397,218	\$4,526,821	\$7,064,622	56.1%
Balance Not Used by YCTD	\$296,951	\$208,629	\$355,754	70.5%	\$1,641,343	\$1,117,523	\$1,891,362	69.2%	\$3,117,764	\$2,133,667	\$7,806,444	265.9%
% Not Used by YCTD	66%	67%	74%		87%	85%	94%		33%	32%	52%	

SECTION 2

YCTD Administration Budget

For this revised preliminary budget, YCTD has extracted administration expenses and revenues from the operating budgets and inserted them into a new budget unit for Administration.

This budget unit consists of administration expenses for the district and the revenues to offset these expenses. Expenses include staff salaries and benefits, office expenses, a minor pass-through of County funds to Unitrans for its bus operations, the provision and sale of a small volume of compressed natural gas (CNG) to outside parties, and several (ongoing) COVID-19 related expenses.

YCTD is proposing to make changes to staffing for fiscal year 2021/22. The budget includes a 30.37% increase in salaries and benefits. This is to be able to undertake new projects and increase the productivity of the district. Salaries and Benefits line item includes \$97,083 for an Administrative Reserve. This will allow the new Executive Director the opportunity to review the most recent salary survey conducted and recommend salary range adjustments to the Board.

There is a current recruitment for a new Executive Director that is expected to be filled in July 2021. One vacant position, as well, will be filled early in the fiscal year.

Additionally, this budget proposes three new positions: A Senior Project Manager, specifically for Trails/Special Projects; a Procurement & Grants Specialist; and a Communications and Marketing Specialist.

The first table below contains the proposed salary ranges for the Executive Director position as well as the three new positions. The second table contains the actual budgeted salaries for FY 2021/22.

Salary Ranges for Executive Director and New Positions			
Effective June 14, 2021			
		Annual Salary Range	
Position Title	# of Positions	Low	High
Executive Director	1	180,000	225,000
Senior Project Manager	1	96,474	119,519
Communications and Marketing Specialist	1	80,086	95,370
Procurement and Grants Specialist	1	72,998	95,241
Total Number of Positions	4		

Budgeted Regular Salaries for FY 2021/22	
Position Title	20/21 Salary
Executive Director *	\$ 202,500
Senior Project Manager	106,120
Communications and Marketing Specialist	87,728
Procurement and Grants Specialist	84,120
Administration Reserve	97,083
Total	\$ 577,551
Other Positions-Previously Budgeted - 9	\$ 725,750
Total Salaries Budgeted FY 2021/22	\$ 1,303,301

*Mean

New Positions

Senior Project Manager – will allow YCTD to take on additional projects to facilitate YCTD’s mission as a Multi-Modal agency.

Procurement and Grants Specialist – will take on grants management including procurement of grant funded items. This will allow the district to free up both Planning and Finance staff to work on other priorities.

Communications and Marketing Specialist – will work toward increased awareness of YCTD services leading to increased ridership.

SECTION 3

Fixed-route Operations and Activities (\$7,062,439)

This budget unit includes all YoloBus fixed-route bus services, YoloGo implementation related operational activities, and YCTD's portion of the operation of the Causeway Connection. Line-item budget details for expenses and revenues is presented beginning on page 5.

In FY 2021/22, YoloBus Fixed Route will provide service along 14 bus routes for a total of 157 bus trips on weekdays, 114 on Saturdays, and 110 on Sundays.

The table below includes only those **services available on July 1, 2021**. During the fiscal year, YoloGo will be implemented per Board direction and there will be increases in some services, some routes will be permanently eliminated, and some eliminated routes will be replaced by Microtransit services. The budget reflects expenses estimated for these changes. Please see the YoloGo study for more information on proposed changes. (YoloBus.com)

FIXED ROUTE BUS SERVICE DESCRIPTIONS

Route	Community / Destinations	Total Bus Trips
42A/42B	Intercity: Woodland, Davis, West Sacramento, Sacramento International Airport, Downtown Sacramento	34 loops M-F 32 loops Sat 32 loops Sun
35	Bridgeway Island, Southport, Gateway, West Sacramento Transit Center	11 loops M-F 11 loops Sat 11 loops Sun
40	Northern West Sacramento, Ikea Ct, West Sacramento Transit Center, Downtown Sacramento	12 loops M-F 11 loops Sat 9 loops Sun
41	Ikea Ct, Northern West Sacramento, West Sacramento Transit Center, Downtown Sacramento	12 loops M-F
240	Ikea Ct, Reed Ave, Harbor Blvd, West Sacramento Transit Center, Downtown Sacramento	12 loops M-F 12 loops Sat 12 loops Sun
241	Downtown Sacramento, West Capitol Ave Industrial Blvd Commute	1 AM loops M-F 1 PM loops M-F
45, 45X	West/Central Woodland, Downtown Sacramento Express	3 AM trips M-F 2 PM trips M-F
211	County Fair Mall, West Woodland Loop	11 loops M-F 11 loops SAT 11 loops SUN
212	County Fair Mall, East Woodland Loop	11 loops M-F 11 loops SAT 11 loops SUN

215	Woodland, Madison, Esparto, Capay, Cache Creek Casino Resort	12 westbound trips 7 days/wk
		12 eastbound trips 7 days/wk
43	Davis, Downtown Sacramento Express	2 AM loops M-F 3 PM loops M-F
43R	Reverse Commute: Downtown Sacramento, U.C. Davis Express	0 AM loops M-F 0 PM loops M-F
230	West Davis, Downtown Sacramento Express	2 AM loops M-F 2 PM loops M-F
Causeway Connection	Service between UCD Med Ctr and UCD Main campus, with limited stops between	14 trips per day in each direction, run by Yolobus M-F
Total		157 trips Weekdays 114 trips Saturdays 110 trips Sun

Federal Operating Funding

Federal Operating Funds

Fixed Route	FY 2021/22 Amount
FTA Section 5307 SAC UZA Funds (Preventive Maint.-Route 42)	\$ 968,000
FTA Section 5307 Woodland UZA Funds (Operating & Prev. Maint.)	\$ 790,400
FTA Section 5307 Davis UZA Funds (Operating)	\$ 150,000
FTA Section 5307 Causeway Connection (Operating)	396,776
FTA 5307 CMAQ Funds for Route 42 (Operating)	404,667
FTA Section 5311 Rural Funds *	154,009
Total Federal Operating Funds	2,863,852

* Note: FTA Section 5311 Rural Funds used for Winters and Yolo County Operating Expenses.

Federal Operating Funds

Demand Responsive	FY 2021/22 Amount
FTA Section 5307 SAC UZA Funds	235,096
FTA Section 5307 Woodland UZA Funds	243,823
Total Federal Operating Funds	478,919

Other transit services included in the Fixed Route budget include:

- 1,000 revenue hours and 25,000 revenue miles for holiday shuttles and other service adjustments
- A \$24,000 County contribution to Unitrans operations in the fixed route budget
- 150 hours of Community Service

SECTION 4

Demand Responsive Operations and Activities (\$2,672,041)

ADA and Beyond ADA Premium (\$1,936,312)

18,868 revenue hours for ADA and senior paratransit rides in West Sacramento, local ADA rides in Woodland, inter-city ADA rides for Davis, Woodland, West Sacramento, and unincorporated Yolo County, including the Capay Valley, and Premium service for ADA eligible clients traveling deeper into Sacramento and parts of Vacaville for medical related purposes.

The FY 2021/22 cost for ADA and Beyond ADA service will be shared using the following allocations which are based on miles and hours for each jurisdiction in FY 20/21:

County Total	3.74%
Davis Total	27.12%
West Sacramento Total	26.43%
Woodland Total	42.72%
	<hr/>
	100.00%

To comply with the federal Americans with Disabilities Act (ADA), YCTD must supply complementary paratransit (origin-to-destination) service for ADA eligible riders anywhere most fixed routes operate, except for commute routes and rural routes that provide route deviation. The budget does not assume YCTD operates any local ADA service in Davis, as that is considered a responsibility of Davis Community Transit.

Microtransit (\$735,729)

Microtransit is a demand responsive transportation service, that offers highly flexible scheduling of small vehicles (buses, vans, sedans). It is a shared ride service. Microtransit allows YCTD to offer riders an on-demand option that is more flexible than designated fixed routes and appointment-like paratransit.

YCTD has two current Microtransit pilot projects in Knights Landing and Winters that will continue into FY 2021/22. A third Microtransit service area is planned to launch in Woodland approximately midway through FY 2021/22.

FY 2021/22 Proposed Microtransit Projects

Microtransit	Revenue Hours	Operating Cost
Knights Landing	2,324	114,140
Winters	2,201	128,796
Woodland (New)	9,040	492,793

SECTION 5

About YCTD

On July 1, 1997, the Yolo County Transportation District (YCTD) was formed, replacing the previously existing Yolo County Transit Authority. The district extends throughout Yolo County, including all the incorporated and unincorporated territory. Duties of the district include:

- 1) Serve as public transit provider.
- 2) Serve as the consolidated transportation services agency for Yolo County.
- 3) Serve as the congestion management agency for Yolo County.
- 4) Act as a countywide forum for the coordination of transportation system planning, programming, and prioritization of significant projects.
- 5) Promulgate a plan for funding transportation projects within its jurisdiction.
- 6) Act as the coordinating agency for all state and federal funding applications where appropriate.

The YCTD Board is comprised of appointees from the Winters, West Sacramento, Woodland and Davis City Councils, as well as from the Yolo County Board of Supervisors. The University of California at Davis and Caltrans have ex-officio Board membership.

GLOSSARY OF ACRONYMS

ARPA – American Rescue Plan Act (Federal Funding)

AVL – Automatic Vehicle Location

CARES – Coronavirus Aid, Relief, and Economic Security Act (Federal Funding)

CRRSAA – Coronavirus Response and Relief Supplemental Appropriations Act (Federal Funding)

CMAQ – Congestion Mitigation and Air Quality Improvement (Federal Funding)

CNG – Compressed Natural Gas

FTA – Federal Transit Administration (Federal Funding)

FTA Section 5307 – Urbanized Area funds-can be used for operating and capital expenses.

FTA Section 5310 – Beyond ADA funds-can be used for operating and capital expenses.

FTA Section 5311 – Rural federal funds-can be used for operating and capital expenses.

FY – Fiscal Year (July1-June30)

LCTOP - Low Carbon Transit Operations Program (State Funding)

LTF – Local Transportation Fund (Local ¼ cent Sales Tax)

SGR – State of Good Repair (State Funding)

STA – State Transit Assistance (State Funding, portion of Statewide gas tax)

UZA – Urbanized Zone Area

YCTD – Yolo County Transportation District