



## Yolo County Transportation District Board of Directors

### AGENDA

**DIRECTORS:** Don Saylor (Chair, Yolo County), Tom Stallard (Vice-Chair, Woodland), Lucas Frerichs (Davis), Chris Ledesma (West Sacramento), Jesse Loren (Winters), Matt Dulcich (UCD, ex-officio), Alex Padilla (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, October 11, 2021

**MEETING TIME:** 7:00 PM

Pursuant to the Government Code section 54956(1), 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](mailto: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, October 11, 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.

<u>Estimated Time</u>		<u><i>The Chairman reserves the right to limit speakers to a reasonable length of time on any agenda item, depending upon the number of people wishing to speak and the time available.</i></u>	<u>Info/ Discussion</u>	<u>Deliberation/ Action</u>
7:00 PM	1.	Determination of Quorum (Voting members: Woodland, Davis, West Sacramento, Winters, Yolo County) (Nonvoting members: Caltrans, UCD)		X
7:00	2.	Consider Approval of Agenda October 11, 2021 meeting		X
7:15	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

7:25	4a.	Approve YCTD Board Minutes for Regular Meeting of September 13, 2021 and Special Meeting of September 20, 2021. ( <i>Souza</i> ) (pp 1-22)		X
7:25	4b.	Consider authorization of continued remote meetings ( <i>Souza</i> ) (pp 23-24)		X
7:25	4c.	Consideration acceptance of First Amendment to Executive Director Agreement ( <i>Souza</i> ) (pp 25-40)		X

### REGULAR CALENDAR

7:30	5.	Board Member Reports, Announcements, Other Nominations, Presentations		X
7:35	6.	YoloGo Phase 2 Public Hearing – continued from September 13, 2021 meeting ( <i>Mazur</i> ) (pp 41-46)		X
7:45	7.	Presentation by Caltrans on the I-80 Corridor Improvements Project <i>Caltrans presentation</i> ( <i>Souza</i> ) (pp 47-63)		X
8:00	8.	YCTD Goals for next 3/6/12 months ( <i>Bernstein</i> ) (pp 65-77)		X

8:15	9.	Authorization for SacRT to Temporarily Operate All Causeway Connection Service (Perez) (pp 79-80)		X
8:25	10.	Executive Director's Report (Bernstein) (pp 81-85) a. Update on driver shortage b. DISC project discussions c. Yolo Commute update d. Vaccine mandate e. CAC & TAC Updates Attachments i. YCTD COVID-19 Vaccination Policy		X
8:35	11.	Adjournment		X

***UNLESS CHANGED BY THE YCTD BOARD, THE NEXT MEETING OF THE YOLO COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS WILL BE NOVEMBER 8, 2021 AT 7:00 PM IN THE YCTD BOARD ROOM, 350 INDUSTRIAL WAY, WOODLAND, CA 95776 OR BY ZOOM IF RECOMMENDED FOR THE SAFETY OF THOSE INVOLVED.***

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

I declare under penalty of perjury that the foregoing agenda was posted on or before Friday, October 8, 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 September 13, 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, September 13, 2021 to Kathy Souza, Clerk of the Board, at [ksouza@yctd.org](mailto: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.

# Yolo County Transportation District Board:

## *Vision, Values and Priorities*

### Vision Statement

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

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

### Values

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

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

### District-Wide Priorities

***Priorities** align our vision and values with our implementation strategies.*

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

# Item 4a

## YOLO COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS MEETING

September 13, 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 Saylor called the meeting to order at 7:02 pm and requested roll call to confirm a quorum was in attendance through Zoom remote participation. The following individuals were in attendance:

Davis – Lucas Frerichs (Primary)

Winters - Jesse Loren (Primary)

West Sacramento – Chris Ledesma (Primary)

Woodland – Tom Stallard (Primary)

Yolo County – Don Saylor (Primary)

UC Davis – Mabel Salon (Alternate)

Caltrans – Alex Padilla (Primary)

Staff present were Autumn Bernstein, YCTD Executive Director; Jose Perez, YCTD Deputy Director Operations, Planning & Special Projects; Janice Bryan, YCTD Deputy Director Finance, Grants, and Procurement; Chad Mikula, YCTD IT Specialist; Daniel Gomez IT System Technician; Kristen Mazur, YCTD Senior Planner; Daisy Romero, YCTD Assistant Planner; Hope Welton, YCTD Legal Counsel; and Kathy Souza, YCTD Executive Assistant/Clerk to the Board.

Also, in attendance via Zoom were Mike Klein, Kyle Eggen, Transdev; Alan Hirsch, Davis; Jason McCoy, City of West Sacramento; John Baylis, Patrick Guild, Sam Kennedy, Andy Furillo and Mollie D’Agostino.

Chair Saylor explained the meeting participation instructions.

### **Agenda Item 2 – Consider Approval of Agenda for September 13, 2021**

#### **Minute Order 2021-30**

Director Ledesma made the motion, seconded by Director Frerichs, to approve the agenda for the September 13, 2021, meeting. Roll call resulted in:

AYES: Frerichs, Ledesma, Loren, Saylor, Stallard

NOES: None

ABSENT: None

ABSTAIN: None

The motion passed.

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

Mr. Hirsch thanked staff for monitoring emails for public comment during the meeting. He mentioned the letter he submitted that was forwarded to the board earlier in the day and asked why the I-80 project was not on the agenda.

## **Agenda Item 4 – Consent Calendar**

### **Minute Order 2021-31**

Director Stallard made the motion, seconded by Director Loren, to approve the following items on the Consent Calendar.

4a. Approve YCTD Board Minutes for Regular Meeting of August 9, 2021.

4b. Adopt Resolution 2021-07 Authorizing Addition of and Changes to Position Descriptions

4c. Amend and Adopt YCTD Board 2x2+2 Subcommittee Composition.

Roll call resulted in:

AYES: Frerichs, Ledesma, Loren, Saylor, Stallard

NOES: None

ABSENT: None

ABSTAIN: None

The motion passed.

## **Agenda Item 5 – Board Members Reports, Announcements, Other Nominations, Presentations**

None.

## **Agenda Item 6 – Public Hearing to Consider Adoption of the YoloGo Phase 2 Service Changes**

Ms. Mazur presented the staff report in a PowerPoint presentation.

Chair Saylor asked for clarification on Phase 2 in the scheme of the YoloGo project.

Ms. Mazur replied that Phase 1 consisted of the increases and changes to Route 42 and some route eliminations for underutilized routes. Phase 3 would address changes to Woodland service and Phase 4 possible reinstatement of discontinued routes if post-COVID demand increased.

Chair Saylor opened the Public Hearing at 7:25pm.

Mr. Perez stated there were no requests to speak.

Chair Saylor directed staff to enter those written comments submitted into the record.

Ms. Bernstein presented the staff recommendation with the note that the date of implementation was uncertain.

Chair Saylor asked if it was acceptable to bring back the matter for discussion at a future meeting.

Ms. Bernstein replied that would be acceptable to staff.

Director Ledesma stated it would be beneficial for additional review of public input and give time for YCTD to meet with West Sacramento staff regarding the changes.

Ms. Welton advised that, if the matter were brought back at a future meeting, reposting of a Public Hearing notice would be required.

Chair Saylor stated the Public Hearing would remain open until the October 11, 2021 meeting to allow for additional public comment.

### **Additional Public Comments on Item 6**

**9/11/21**

I would like to comment on Phase 2 of the YoloGo initiative, particularly the proposed Route 37.

From the proposed schedule, I notice the afternoon commute buses begin at L and 5th. I am concerned that this would mean a very limited number of stops being served in the downtown area for those buses. I wonder

whether it would be possible to begin picking up at the stop at 3rd and N then following the route around downtown.

The route has been simplified and shortened considerably, with most of it following Jefferson Boulevard in West Sacramento. I see there are no stops northbound between Gateway and 15 street. On the section between Stone and 15th, there is no sidewalk on the northbound side, and that there are no pedestrian crossings between Stone and 15th. This would mean that passengers from the State Streets would need to walk to the stop at Jefferson and 15th. While I appreciate the goal in shortening the route length is to reduce journey times, I believe more people would be able to use the service if the route were changed to include Stone, Park and 15th; when riding the 39, these stops were well used.

On a personal note, I am visually impaired and unable to drive, and since the start of the pandemic I have had to rely on rides to get me to work. Rideshare services are expensive and seem to be reluctant to come out to Southport these days, the same with traditional taxis. Via is a great service, but is heavily used and not really suitable for time-sensitive journeys; it also only operates within the city of West Sacramento. So I think the 37 would be a valuable additional service for us down here in Southport, and, indeed, the rest of the city.

Overall, while I'm disappointed that Southport services are being reduced, I am delighted that the board is seriously considering reinstating a commuter route in this area.

I sincerely hope the board implement the proposals.

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**9/12/21**

I want to submit a comment about the proposed changes to line 35 that serves Southport in West Sacramento.

Since the proposed line 37 is actually not that far of a walk from Redondo/highland (about 15 minutes), I do not have a problem with this if this means that the bus line can staff earlier times say like before 9 am. I use the 35 to get around Sacramento and between Sacramento and Davis because I work in both areas at both UC Davis and Sacramento City College. So the 35 is important for my daily life. I notice that there are driver shortages and the 35 is barely utilized, so having to walk to my bus stop from less than 5 minutes to 15 minutes is of no consequence to me. I will just have to leave earlier.

I will most likely sit in on the Zoom meeting tomorrow.

Thank you,

- Andrew

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Dear YCTD Board,

My comments on the proposed Route 37 are below. Thank you for considering input from the public.

I recommend that Route 37 be revised to include the Bridgeway Lakes area. A new development of higher density single-family homes is more than half built west of Southport Parkway, south of Bevan (near the intersection of Southport Parkway and Jefferson). In order to encourage public transit use, new Route 37 should go past this area. Perhaps down Jefferson, right/west on Southport Parkway, then connecting with the current proposed route at the Southport and Marshall intersection. It's important keep the current proposed loop near the Southport Promenade due to the apartments and higher density homes in that area.

As someone that previously rode Route 39 when living in Bridgeway Island, but currently lives closer to Nugget, it's too bad the Linden Loop and Stonegate neighborhoods are excluded, but this is logical if ridership is low.

Please note: your map shows fewer streets in the Stonegate neighborhood, specifically east and northeast of Redwood, towards Village Parkway. In addition, a new development is currently in the grading and utility line installation phase, so the number of residences in the Northeast village has been and will be increasing. Homes will be built east of Village Parkway, north of Lake Washington in the near future. Please consider revising a portion of the route to include Village Parkway, returning to Jefferson via Lake Washington, to accommodate this growth, either now or in the near future. Perhaps starting the loop by driving down River Road and Village Parkway, instead of taking Jefferson for the beginning and ending of the route.

For future maps, I recommend including light rail routes and stops, as I previously used Route 39 to bring me to the yellow line light rail to get to work, so others may need the same information. I do note this new proposed Route 37 will make it easier to catch light rail, which is appreciated.

Lora Jameson

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Greetings Staff and Board Members:

First of all, I want to take this time to recognize and thank Kristen Mazur for holding a 1-hour session of my consulting services to help go over Phase 2 and provide some additional needed tweaks to Phase 1. This consulting session occurred in-person in the YCTD conference room. Maps and draft timetable were laid out, and notes were written down and submitted to Kristen for your consideration this Monday evening. All of this information is in your board packet for this particular agenda item.

That being said, I do want to clarify matters regarding the use of federal transportation funds that were suggested during the consulting session from two weeks ago, in that your board and district staff should take full advantage of CARES Act Funding of March 2020 (Coronavirus Aid Relief Economic Security Act), CRRSA Act Funding of December 2020 (Coronavirus Response Relief Supplemental Appropriations Act), ARP Act Funding of March 2021 (American Rescue Plan Act), as well as potential funding that could come out of the results of three key pieces of federal legislation, including, but not limited to the \$1.5 Trillion Bipartisan Infrastructure Investment and Jobs Act, the \$3.5 Trillion Federal Budget Reconciliation Act, as well as the INVEST in America Act (Investing New Vision Environment Surface Transportation) in America Act.

These funding sources, coupled with state and local transportation funds could possibly become adequate for funding daily service on proposed potential Route 37, as well as expanding the span of service hours on Intercity Routes 42 A/B and making the Intercity Routes 42 A/B operating at 30-minute frequencies throughout the span of service on all days of the week.

In closing, I want to suggest, based on addressing your board's needs and those of the Yolo County Transportation District that the Phase 1 corrections/tweaks and service improvements to Phase 2 be implemented on Sunday 14 November 2021 for two major reasons. The first reason is to ramp up in preparation for the 2021 Holiday Season, and the second reason is to give both the Yolo County Transportation District and its operating partner, TransDev to address your board and address district administration on the topic of fulfilling the current operator shortage. This selected date fall two months from this Tuesday, and should give your board, TransDev, and the Yolo County Transportation District the sufficient time needed to fulfill this goal and, in turn, make the necessary service changes.

If you have any further questions or need any additional information, please feel free to reach out to me either during tonight's meeting, or at your convenience.



Sincerely,

Mike Barnbaum, Public Transportation Advocacy and Consulting  
Mobile/Text: (916) 390-3989

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**9/13/21**

Greetings Board Members and Staff:

First of all, I want to take a few minutes to first welcome Autumn Bernstein as the new Executive Director/Chief Executive Officer of the Yolo County Transportation District. For those in the public that may not yet know, Autumn began working at the YCTD on the 1st, with her first full day in the office being on the 7th. This is Autumn's first Board of Directors meeting, following the last five months of your Board not having an Executive Director/Chief Executive Officer, following the retirement of the legend himself, Terry Bassett. Welcome to the YCTD, Autumn. It is an honor and a pleasure to have you aboard this fantastic public transportation agency.

Second thing, I want to inquire from information technology staff as to board meeting availability on YouTube. If folks just search "Yolo County Transportation District" on YouTube, meetings, like this one tonight are normally available within 48 hours of viewing the gavel-to-gavel coverage of the open session. While I realize that there was a delay in getting the August Meeting uploaded to YouTube, will tonight's meeting, and/or the September 20th special meeting specifically addressing the TransDev staffing topics be available on YouTube within a day or two after the meeting for viewing so that folks who may have Monday scheduling conflicts in making live meetings be able to watch it on YouTube later in the workweek when scheduling conflicts may not get in the way on potentially other nights? Thank you.

In closing, I want to address the topic of the staffing shortage that is currently affecting the Yolo County Transportation District, and its ability, in particular to implement key service changes your board has already approved, and could approve this evening. Let me put it this way, if you don't mind, as I realize that people are going to approach this from a variety of angles and opinions. I am sympathetic to the situation and care too deeply about public transportation from both a riders point-of-view, as well as an administrative/staff level point-of-view, which helps me be a better consultant in this industry. This, which will be on the special agenda for September 20th, is a sensitive topic that needs to be addressed, but in a way that all sides of the topic are in it together. We are in a global pandemic, which, combined with service cuts early on, have hurt the availability of operators throughout the industry. The Yolo County Transportation District is no different when it comes to this approach. Rushing service changes through that benefit the riders is not a practical approach when faced with an operator shortage that can't simply deliver the better frequency and quality of service the public had initially expected. Public patience must be part of this process from the very beginning while your board, the staff, and TransDev work out the details and a sensible work plan. While patience by the public is critical in this matter, it can only last so long and for a defined period of time. That being said, before you know it, and with travel up in numbers and percentage from last year, it is critical that the operator shortage topic be the district's laser focus to be corrected by Sunday, November 14th. This puts folks eleven days out from Thanksgiving Day 2021, and the Sunday of the week before, what is forecasted to be a fairly busy holiday travel season. This date, your honorable chairperson, gives your board, this staff, and TransDev Corporation two months from Tuesday to develop and implement a plan to increase operator staffing and deliver two phases of planned service changes and then some, to the riding public. So yes, while the public needs to exercise patience now, it can't be more than these critical next two months. Let's do this. We are all in this together, and most of all, we need to be in it for each other and assure that all sides of this sensitive topic come away from this happy and ready to deliver to the riders, the services of the Yolo County Transportation District of today and of tomorrow.

If I can be of any additional service and lend my support, please feel free to contact me either during the meeting or at your convenience.

Sincerely,

Mike Barnbaum, Public Transportation Advocacy and Consulting  
Mobile/Text: (916) 390-3989

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*I am a little appalled at the changes that are being made to Yolobus service to Southport. Unless West Sacramento has the option to greatly increase the number of Via's in the fleet as well as extend the hours this is a terrible idea. Transportation from Southport to downtown and other parts of West Sac is already pathetic (my daughter actually has waited for Yolobus and not had it arrive before), but to cut out weekends completely is horrible.*

*I don't know if these changes are being proposed because of ridership counts during COVID, but if they are then what is going to happen when people go back to work in offices full time? Most people are still working from home.*

*I just wanted to make sure you got my objection and understand that there are many young adults in this area who need transportation, especially when Via is not always a reliable form and Uber/Lyft are not affordable to many.*

*Candace Angell-Devine*

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**John Hingtgen comments received via phone call on 9/13/2021:**

- Mr. Hingtgen normally would take Route 39 but he is working from home during COVID.
  - He will eventually be returning to in person work and will use Route 37.
  - Prior to COVID he rode Route 39 every day to work since 2009 and has a strong interest in Route 39/new Route 37.
  - He lives on 19th west of Park Blvd. The new routing of Route 37 on Jefferson is farther away and less convenient, but he understands the reasons for streamlining and will try to continue to use the bus.
  - **More important than convenience is the safety factor. On Jefferson Blvd there are no places to cross safely. This is important issue for anyone living west of Jefferson Boulevard.**
  - He would like for YCTD to work with City of West Sacramento to implement pedestrian safety improvements on Jefferson Blvd. Suggestions for YCTD/City of West Sacramento traffic engineers to consider:
    - A **safe crosswalk at 19<sup>th</sup> & Jefferson** (e.g., a push-button activated light, pavement markings)
    - Even more convenient for him personally would be a safe crossing at Jefferson and Stone or 17<sup>th</sup>, but he is willing to walk to 19<sup>th</sup>
    - Shelter/bus stop would also be helpful
- 

To whom it may concern,

I have recently moved to West Sacramento and am coming to really love the area. My wife and I recently bought a house, and one of the major draws for me was that there was affordable public transit near our house, namely the Yolo bus route 35. I see that there are considerations to remove this route (as well as other routes in the area). I wanted to voice my personal disappointment and general concern with removing bus lines, especially in these difficult times. Namely, I believe the transit lines should be expanded rather than reduced, due to the many benefits of a robust public transit system:

1. Less pollution from commuter personal vehicles, helping reduce impact on the worsening climate crisis.
2. Less walking in potentially hazardous air quality, due to the ever increasing climate crisis.
3. Many people rely on public transit to reach their jobs, get to stores, or make their way downtown, and this will impact communities who rely on these routes.

Thank you for your consideration,

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TO:

Board of Directors, Yolo County Transportation District

Dear YCTD Board:

I'm writing to you today to ask that you :

- 1.) Extend Route 241 service termination date to 12/31/21.
- 2.) Restore pre-Covid 19 schedule service, 2 am, 2 pm trips vs current 1 am, 1 pm trip.
- 3.) Review ridership data in December 2021 for 06/2021- 12/2021 to see if utilization has increased.

Yolo bus proposed eliminating Route 241 AM/PM Commute fixed route bus service connecting Sacramento commuters to their jobs in West Sacramento.

In the City of West Sacramento's:

-Draft 2021 Mobility Action Plan

-2018 GHG Inventory Results, Summary for the Climate Action Plan

-2018 West Sacramento Bicycle, Pedestrian, and Trails Master Plan

there are several facts that support the continued operations of Yolo bus Route 241

In the Mobility Action Plan:

27, 277 workers commute into West Sacramento

Difficult Regional Commute via Sustainable Transportation Modes

2018 West Sacramento Systemic Safety Analysis Report noted that pedestrian-vehicular collisions were the most significant safety concern throughout the city, followed by bicycle-vehicular collisions.

Partnerships with ride hailing companies have also been used to fill gaps in service during off-peak periods when transit is no longer in

operation, providing mobility options to overnight shift workers.

In the West Sacramento Climate Action Plan 2018 GHG Inventory Results Summary:

58% of GHG emissions produced by On-Road Vehicles

In the 2018 West Sacramento Bicycle, Pedestrian and Trails Master Plan:

Despite being a primarily commercial/industrial street, public outreach participants commonly cited

Enterprise Boulevard as one of the most difficult roadways for walking in West Sacramento.

This route has existed for at least 25 yrs since I started working at McKesson Corporation on Seaport Blvd in 1995.

The alternative to Route 241 is walking or riding a bike south from West Capitol Ave to work south of Hwy 50/80 where there are no crosswalks, bike lanes or sidewalks for commuters.

Thousands of workers commute to West Sacramento to work in the commercial industrial area bordered on the north by Hwy 50, on the west by Enterprise, on the east by Cebrian St, on the south by Channel Dr.

Commuters to West Sacramento need dependable, safe transportation alternatives.

Commuters from around the region work at UPS, McKesson, USPS, Fedex, Phillips Dog Food, Raleys Bakery, Goodwill, Beckman Coulter, Youngs Market, Grainger, Nor Cal Beverage, Farmers Rice Co Op and so many others.

Please consider supporting maintaining and expanding Route 241 service to and through West Sacramento.

Sincerely,  
Donald Childs  
Employee - Mckesson Corporation 3775 Seaport Blvd, West Sacramento, CA since 1995.

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To Whom It May Concern,

I live in Southport and work on Seaport Blvd in West Sacramento. There is no bus route to get to Seaport Blvd from Southport. There needs to be better bus service to the industrial area with a few more pick up and drop off times. I was left riding my bicycle to work and there is an area by the Port of Sacramento on Industrial that has no bike lanes on either side and is very dangerous, not to mention very busy! I have taken to riding going against traffic on Industrial in the morning when I am coming down from the overpass by Lowes because it is safer on that side , even going against traffic. If I were to go with traffic on the other side you have to get over a lane of merging traffic coming of Park Blvd by NorCal onto Industrial and then again get over at the end by Harbor to get back into a piece of bike lane at the light all the while fighting all the commuting traffic going towards the freeway. The Via is so busy during school hours it is hard to even get a ride. We need better, safer bike lanes. We need more bus routes.

Thank you,

Rebecca Matsudo

**Agenda Item 7 - Approve Microtransit and Mobility as a Service (Maas) Request for Information (RFI) for Planning Purposes**

Ms. Bernstein introduced Ms. Mazur who presented the staff report in a PowerPoint format.

Director Stallard thanks staff for the presentation, the briefing he received and the meetings with City staff to discuss various options.

Director Ledesma thanked staff for exploring different options for service.

Director Loren stated that Winters was not large enough for this level of service but service to the smaller cities would improve from technologies and strategies developed for the larger cities.

Director Frerichs applauded the creativity of seeking varied transportation modes.

Alan Hirsch stated that use of roll-out software could be fraught with danger and the District should strive not to be the first to use any software. He added that one of the metrics to assess success of the projects should be to measure greenhouse gas reduction/increases.

Ms. D'Agostino stated she was looking forward to the results of the project.

**Minute Order 2021-32**

Director Stallard made the motion, seconded by Director Loren, to approve a Microtransit and Mobility as a Service (MaaS) Request for Information (RFI) for Planning Purposes. Roll call resulted in:

AYES: Frerichs, Ledesma, Loren, Saylor, Stallard

NOES: None

ABSENT: None

ABSTAIN: None

The motion passed.

**Agenda Item 8 – Update Regarding Yolobus Staffing**

Ms. Bernstein informed the board this report was not what she had expected to present at her first meeting. She thanked Mr. Perez and the Unitrans staff for their cooperative efforts to work through the staffing challenges.

Mr. Perez presented the staff report stating that Transdev would be short 6 to 7 drivers for the Route 42 expansion and 6 to 8 for the Unitrans service.

Ms. Bernstein stated that staff was attempting to do the least amount of harm to the greatest number of riders in choosing to prioritize assisting Unitrans.

The directors thanked staff for their commitment and efforts.

#### **Agenda Item 9– Consider Director’s Report**

- a. Oral Report -
- b. Executive Director Transition
- c. Changes to Unitrans Assistance – Ms. Bernstein informed the directors staff would have a revised, detailed budget for the Unitrans assistance by the September 20 special meeting.
- d. Update on Causeway Connection Service – Ms. Bernstein stated that both sharing of vehicles and length of time RT would handle the service needed additional work before a resolution could be reached. She added that YCTD was asked to participate in a free fare day proposed by Sac RT suggested to coincide with a Spare The Air day.

The directors asked for an update on the I-80 project at the October meeting and requested that Caltrans provide a representative to present that update.

Mr. Hirsch stated that the District should be reviewing the Davis Innovation Sustainability Campus (DISC) project and consider a bus stop with transfers to Unitrans. He suggested inviting Jeff Flynn of Unitrans to make his presentation on bus rapid transit.

- e. Attachments
  - i. August 2021 and Ridership Report for Fixed Route, Paratransit and Microtransit
  - ii. Updated Long-Range YCTD Board Meeting Calendar (subject to modification)
  - iii. 4<sup>th</sup> Quarter FY 2020/21 Financial Statements

There being no further regular business, Chair Saylor adjourned the regular meeting at 8:23pm stating there was no report expected out of the Closed Session to follow.

#### **Agenda Item 10 – Closed Session**

#### **Agenda Item 11 - Adjournment**

Adjourned prior to Closed Session

Respectfully submitted:

 Clerk to the Board

**YOLO COUNTY TRANSPORTATION DISTRICT  
BOARD OF DIRECTORS MEETING  
September 20, 2021  
Yolo County Transportation District (via videoconference)  
350 Industrial Way, Woodland, CA 95776**

**Agenda Item 1 – Call to Order/Roll Call**

Chair Saylor called the meeting to order at 7:02 pm and requested roll call to confirm a quorum was in attendance through Zoom remote participation. The following individuals were in attendance:

Davis – Lucas Frerichs (Primary)  
Winters - Jesse Loren (Primary)  
West Sacramento – Chris Ledesma (Primary)  
Woodland – Tom Stallard (Primary)  
Yolo County – Don Saylor (Primary)  
UC Davis – Matt Dulcich (Primary)  
Caltrans – Alex Padilla (Primary)

Staff present were Autumn Bernstein, YCTD Executive Director; Jose Perez, YCTD Deputy Director Operations, Planning & Special Projects; Janice Bryan, YCTD Deputy Director Finance, Grants, and Procurement; Kristen Mazur, YCTD Senior Planner; Daisy Romero, YCTD Assistant Planner; Hope Welton, YCTD Legal Counsel; and Kathy Souza, YCTD Executive Assistant/Clerk to the Board.

Also, in attendance via Zoom were Mike Klein, Transdev; Anne Ternus; Edgar Romero; Gautam; Jack; Robyn Dobson; Ryan Altschuh; Yasuko Okamoto; Brian McQuade; Conor Bright; Eloise Saballos; Jeff Flynn, Unitrans; Colin Ruan; Cori; Lillian Chow; Suzanne; Stephanie Manansala; Chen; Lisette Walker; Kenneth Sevall; DFGDGF; San Kennedy; Sara Teal; Yingjuan; Terry McIntire; (530)662-0535; (530)681-5055.

Chair Saylor explained the meeting participation instructions.

**Agenda Item 2 – Consider Approval of Agenda for September 20, 2021**

**Minute Order 2021-33**

Director Stallard made the motion, seconded by Director Ledesma, to approve the agenda for the September 20, 2021, meeting. Roll call resulted in:

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

The motion passed.

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

Mr. Ruan stated his opposition to suspension of the express routes. He added that pay for Yolobus drivers was much lower than Sacramento Regional Transit and he supported increased wages for Yolobus drivers.

**Agenda Item 4 – Board Members Reports, Announcements, Other Nominations, Presentations**

None

**Agenda Item 5 – Public Hearing to Consider Suspension of Yolobus Routes 43, 43R, 45, and 230**

Ms. Bernstein introduced the item stating that Transdev General Manager Mike Klein would speak to the driver shortage, Ms. Mazur would review the staff report on the proposed route suspensions and Mr. Perez would present Item 6.

Mr. Klein stated that Transdev had recently lost 9 drivers and 4 driver trainees due to wage issues. Until that occurred there were sufficient drivers to fulfill the Unitrans service proposed to start September 22.

Ms. Bernstein said that the District and Transdev had active conversations on-going regarding the driver shortage issues including wages. Mr. Klein added that Transdev was working on analyzing local wages rates for drivers. He explained that increased wages were implemented as of September 1, 2021 following months of union negotiations.

Ms. Mazur presented a Power Point presentation explaining current, pre-COVID, and projected ridership numbers for the various Yolo bus routes. She emphasized that the goal had been to minimize harm to riders by attempting to impact the fewest number of riders while still offering service.

Mr. Perez gave an overview of the Unitrans support plans.

Director Stallard asked that Mr. Flynn speak to the Unitrans need for assistance.

Mr. Flynn provided the background, especially the lack of driver-trainees during COVID, that led to the request for assistance. He added that Saturday September 18 Unitrans had experienced its highest ridership numbers in its history, indicating that the situation could be more urgent than originally expected.

Director Dulcich stated he was looking forward to the public comments.

Director Frerichs asked if staff had worked with riders who could be accommodated on paratransit during the suspension of the express routes. Ms. Bernstein replied that staff had worked with Transdev to fast-track applications for those individuals eligible for paratransit and provided them with direct access phone numbers to Customer Service to book their rides.

Chair Saylor opened the Public Hearing at 7:33.

Lisette Walker expressed disappointment in the current situation. She stated that the proposed Route 42 changes would not work for her daughter due to the changed times and elimination of the north Davis stops.

Guatam expressed appreciation of previous service by Yolo bus but stated that using the Route 42 added an hour to his daily commute.

Eloisa Saballos stated her concern that the Route 43 was the only bus that would get her into downtown in time for her work day. She requested alternative suggestions for her commute.

Conor Bright asked for the 43 service to not be suspended. He asked that different approaches be explored.

Stephanie Manansala stated she was a very satisfied Route 43 rider. She stated that the Route 42 would not work for her needs and asked if riders would be reimbursed for the remainder of their monthly pass.

Terri McIntire spoke as a Route 45 rider for over 10 years expressing concerns about those changes in addition to the suspension of the express routes.

Ms. Bernstein responded that the changes to the Route 42 previously approved would not take place until the suspended routes were reinstated.

Mr. Perez read into the record the following email from Suzanne Grimshaw. *If you suspend the 45 Express Bus to Woodland, could you please increase the 42 bus times to one half hour during work commute hours especially after 4:00 p.m. I do not feel safe waiting in the dark in downtown Sacramento for an hour or more when a 42 bus is delayed.*

The following comments were received by email before 4 pm 9/20/21 and emailed to the board members at 4:12 pm.

I am a state worker who used the 43 bus daily before the pandemic. If I return to work in person, I will be riding the bus regularly again. Speaking for myself only, I don't have any concerns with suspending express service currently, as long as it picks up again if and when state workers return to work.

Thank you.

Matthew Wise

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Please reconsider keeping the 45 Express to/from downtown Sacramento. Several of us who ride pay the extra charge to bypass the airport both ways. I catch it after 7am at the Matmor/East Gum stop and would have to walk extra multiple blocks from my home to get to Main street to catch 42A to be on time for work at 8am. 45 Express is perfect for my schedule currently both ways. In the evenings I catch it after 5 from L & 9th streets at a quarter after. Otherwise I would have to wait an extra hour to catch 42B and not be home until after 7pm which is very late from the time I get off work.

Thank you,

Brian Anderson

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This comment letter isn't going to change the actions you plan to take in canceling the express buses, but you're going to hear it anyway.

I love buses. I bought my home on several bus routes, and have taken the bus to work every day from Davis to Sacramento for the past five years. Now, with a week's notice, you are canceling my express route to work, the 43.

I don't understand how you could have made the decision to increase bus routes on the 42 without checking to see whether there were enough drivers available to cover those routes.

I took the 42 home from work yesterday and it took me over an hour. The bus was 15 minutes late, the driver took a 10 minute break in West Sacramento, then the route is longer and along city streets instead of the freeway. Additionally, during the pandemic I feel safe taking the bus directly from well-vaccinated Davis along with other state workers who are required to be vaccinated. With my unvaccinated kids at home, I'm going to have to reevaluate my risk about taking the bus now that I will need to take the 42 which is more crowded and picks up passengers in West Sacramento, where vaccination is lower and covid cases are much higher.

And the closest stop the 42 now will have is a half mile from work at 13th and I in Sacramento. If the 42 takes me an hour to get me to and from work, and the closest stop is a half mile from my work, I'm not sure how I'll get to work. I may have to buy a car I can't afford and drive instead of taking the bus. Now that the 42 won't even go past the Davis branch of the Yolo County library, I may have to reevaluate whether I can consider myself a bus rider at all.

Anticipating that you will cancel my express route no matter what comments are made, I have canceled the autoload on my connect card for next month.

Do you plan on refunding everyone who purchased express monthly fares ¼ of the price difference for this month?

-Allison Goldsmith

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I was given notice regarding the suspension of bus services from route 43, 43R, 230, and 45. I have been taking Yolo bus express for the past 6 plus years. I work for the California Department of Public Health. I have not been teleworking and I do not drive on the freeway. This is my mode of transportation to my work place. I ask that you please reconsider.



As a side note, State workers are being called back to work in the office. So, there has been an increase of people riding the bus since June 15, 2021. I am sure your records show that.

Thank you for your time and consideration.

Mylene Selby

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I have been a long term 230 bus route commuter. While I am currently working remotely and understand the staffing shortage, I strongly encourage YoloBus to consider this a short term suspension and re-start the commuter routes, at least by Jan 2022 if not sooner.

Thanks

Becky Stanton

West Davis

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I am writing to request you do not suspend these routes, especially route 45. Suspending this public service means that other workers who use these routes to commute into Sacramento will not be able to perform their jobs. I personally know this choice will impact an educator who works in Sacramento public schools, affecting the students that she works with because she cannot get to work. I am sure there are hundreds of other stories like these. Please do what you need to do to hire new bus drivers and keep these bus routes available for our community!

Adrianna L.--

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It is very hard to hear and believe the Proposed Suspension of YoloBus Routes, especially Route 45.

Me and my wife are taking bus 45 as we both work in Sacramento. Bus 45 is very convenient to us as we do not have to worry about finding parking in downtown Sacramento..

Our humble request to you, please keep at least one trip of bus 45 to Sacramento in the morning between 06:30am to 07:00am and one trip to Woodland in the evening anytime between 04:00pm to 05:00pm.

Hope you will consider our sincere request.

Thank you,

Clifford S Monteiro

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Thank you for the opportunity to share my views on the proposed suspension of the YoloBus commuter routes.

Prior to the pandemic, I was a regular bus rider. I am a State employee and have a Connect card. The closure of the 44 bus commuter route means I am unable to take the bus (I have been travelling to and from work part-time for most of the pandemic).

More importantly than my personal situation, your closure of addition services - even temporarily - puts those individuals who are most of need of bus services (elderly, lower income, younger ages) at a disadvantage. While I recognize that the majority of your services are utilized by travelers to and from work, buses are a safe and equitable mode of transportation for all, and are valued highly by those with the greatest need.

Keeping bus routes have positive externalities: including reducing congestion, lessening the environmental impact of fuel consumption, and the positive optical role by remedying a market failure to the community, especially the community who are struggling able to afford living in Davis.

Even if the suspension is indeed temporary, there is a risk that commuters find alternative modes of transport and do not return to the bus when/if you commence service.

I would prefer to see bus services continue. Please bring back route 44.

Regards

Lauren Watt

South Davis resident.

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For the meeting on Sept. 20th regarding the suspension of express routes:

I am a Davis resident, and I work in Sacramento. I rely on the 43 express bus to get me to my job. Without the express bus, I must pay almost \$200 a month to park at my workplace, pay more for gas each month, and also pay more for car insurance. This will be a significant financial blow to myself and the others who rely on the express. Switching to a non-express route, such as the 42, is not a viable option. I would urge the board to at least keep one express route in the morning and afternoon if at all possible instead of eliminating *every* express route, particularly with such short notice.

Thank you,

Cori Knudten

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I understand the need to suspend the bus routes that the public hearing will discuss this coming Monday September 20th. When the number of drivers needed are not available it is reality that the bus routes have to be temporarily suspended or reduced. However, I ask, as a commuter of the 45 express who depends on it to get to work each day, that Yolo Bus tries to do everything in its power to keep these routes before cutting them.

Thank you for your consideration.

Steven Rose Jr.

Office/Library Technician, State of California

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I am opposing the complete suspension of the express routes. I take the 45. I understand that there is a resource issue; however, making those of us who take the express bus to use the 42 is not an acceptable alternative. Instead of the complete suspension of these routes, maybe reduce the routes to one in the morning and one in the afternoon.

The 42 is inconvenient in time and location. The distance and time to walk to certain 42 stops is difficult for some of us to walk.

My questions are, "how long will the suspension be?" Is it the desire to run the new 42 routes the reason to suspend the express routes?

Thank you.

Jim Rennie, Woodland

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I just heard about the proposed suspension of the yolo express buses from Davis/Woodland to Sacramento. As a resident in Davis, I strongly oppose this proposal. Although I am currently working from home and not taking the Yolobus, I plan to start taking the express buses for my commute between Davis and Sacramento very soon when we are required to go in person 2-3 days per week in the next few weeks.

I drove to Sacramento for work and didn't take the bus in the past few years before COVID, but now I no longer own a car and will have to rely on public transportation for my commute to Sacramento soon. The same also applies to my husband whose office is also based in Sacramento.

Please do not proceed with the suspension, especially during this time many of us are in the transition in going back to the office. It would make more sense if the express buses were suspended temporarily last year but now many people are expecting to go back to work in person and commuters need the express buses!

Thanks for your consideration!

Jane Ling

Davis, CA 95616

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Hello. My name is William, and I am a frequent rider with yolo bus. I'm a resident here in Woodland, and I'm currently a student at the Los Rios community colleges. Being a college student isn't necessarily easy, especially when you live in one city, and go to school in another. Yolo Bus has been a godsend for me and many other students like me who go to school in either Davis or Sacramento, or even those who come to school in Woodland. Right now, I commute using the 45 Express, as my classes start at 7:00am. I'm asking that the 45 express not be discontinued as it is the only service currently that can get me to Sacramento in time for me to catch the train to get to class on time. If it is discontinued, please do not discontinue it without an early morning replacement. If this does happen, I feel like it would be beneficial to both us early morning commuters as well as Yolo Bus, if a route 42 bus was added, leaving from County Fair mall at either 6:00am, or even 5:30am if possible. To sum up what I am asking, I'm asking that an early intercity route be left in place or modified so those of us who need to be in another city in the early morning are able to be.

Thank you for your time, and have a good evening.

William.

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I understand that a driver shortage has led the board to a very difficult decision. I ask that you please consider how extremely limited Davis to Sacramento commuting options already are before removing the last available alternatives to driving. I have recently begun working in downtown Sacramento and I have been taking the 230AM and 230PM routes to work everyday. I have enjoyed the service thus far and plan to continue to ride the bus to work for years to come, if it's still available.

Please don't take away our only bus route to and from Sacramento and Davis. Removing these routes would be an extreme hardship to those of us who rely on the bus everyday to get to and from work at a reasonable price. Additionally, the traffic to Sacramento along the Yolo Causeway will only get worse as more and more drivers return to the road. As we come out of the pandemic I also expect ridership to increase on many of these routes.

Thank you,

Frank Spinardi

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My name is Chris Sanders,

I have been riding the 230 Express in to Sacramento almost every workday since I returned to the office at the start of this year. I love taking the bus! Driving makes me very nervous these days. I'm a good driver, but other motorists seem to be getting scarier. I feel a lot safer as a passenger. The time that I get back into my day thanks to the bus is life changing. I often finish planning out my workday before I reach Sacramento, and that isn't possible when I have to drive. I save a large amount of money by taking the bus. I avoid paying for parking, gas and maintenance on my vehicle. My company gives me an incentive to take public transit. As a result of the

money I am saving and the time I am getting back, and the level of safety I feel riding with your drivers my life has improved. I live with much less stress and anxiety now than when I was driving into Sacramento.

All this to say that the 230 Express has had a big positive impact on my life. I don't have the option to work from home anymore. Understandably, I am very concerned at the prospect of these routes being fully suspended. I don't know how much of this is really about a lack of drivers versus a lack of riders, but I can say with confidence that more people are going back to work. 5 riders are with me in the bus this morning. We had 9 last Thursday. People are realizing that it is time to get life going again. With this in mind, I genuinely believe that Yolobus could not pick a worse time to consider cutting routes. This would have been fine 6 months ago, but people are going back to work now, and we need our public transit.

If there is a need to cut routes, I would request that you keep at least one ride per express route open.

I can only speak for myself, but I think a lot of riders are frustrated by the lack of say that we have in all of this. I appreciate this chance that you have given me to express my concerns about suspending the Express.

Thanks for listening,

Chris Sanders

Mogavero Architects

(707) 624-0395

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I urge you not to suspend the 43 and other Express routes. I used to ride the 44 and had to change to the 43 route when the 44 was cancelled. The 42 isn't a good alternative to get me to work downtown by 8 am.

I rely on the bus for my regular commute to work, and I do it for the environment and not needing to drive in and pay for parking. Please don't suspend the routes because it will make travel difficult for so many people and put more cars on the road.

Thank you for the opportunity to share my thoughts.

Lillian Chow

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I'm emailing to comment on the proposed suspension of Yolobus route 45. Myself and a few neighbors rely on this route for our commutes to work. I kindly ask you to reconsider the suspension, as it would make my commute considerably more difficult. (Very sorry to hear about the driver shortage)

Thanks for your time,

Steve Sanders

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I request not to suspend the Bus 45 and 43.

I live in Woodland and take the Bus 45 almost everyday, and sometimes the Bus 43. If these are suspended and I need to take the Airport bus, it is not convenient for me. Taking the Express Bus is more comfortable for me to save time, and I feel safer as I meet the regular commuters everytime. I do not feel comfortable taking the Bus 42A especially.

Please consider my request for not cancelling the Express Buses.

Thank you.

Yasuko Okamoto

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Greetings Honorable Chair Saylor and Honorable Members of the Board:

I am writing in support of the staff recommendation before your board in terms of item number five is concerned. With that in mind I want to expand a bit further and defend my position in support of the staff recommendation.

While there has already been public comment submitted into your board packet for this evening, it is important to study carefully why this recommendation is before your board in a big picture angle.

It was not an easy decision to come to, but in looking extremely carefully at this item, most, if not all of the service being suspended before your board, and/or completely eliminated is operated with parallel service and coverage via Intercity Routes 42A and 42B. With that in mind, and the pause of the more frequent service of Route 42A and 42B currently in place, suspending and/or completely eliminating the routes in this action item can be a wise transfer of resources (human and financial) towards the end goal of operating the 42A and the 42B every 30 minutes from 4:30am to 11:30pm. The bus operators that would've normally operated the peak hour only bus routes that would be either suspended or completely eliminated in this action item, would instead become available for the more frequent service on the Routes 42A and 42B.

Your board should also take into consideration in your formal motion to unilaterally (with or without consensus from staff) to utilize, in these unprecedented times that we are all experiencing, the unique opportunity of federal transportation funds through recently signed legislation by two presidents, as well as pending legislation under the current President. While a large amount of focus at the federal level may be emphasized to "Make Amtrak Great Again," the seriousness of federal funding for local and regional public transit operations that has become available and that is pending, may not ever be available the way it currently is from the federal government.

Please take into consideration, either unilaterally on your own, or with staff consensus, in your motion on this item at this special meeting, the following towards healing the bus operator shortage and the more frequent service for operating the 42A and 42B:

- 1) CARES Act (Coronavirus Aid Relief Economic Security) Act
- 2) CRRSA Act (Coronavirus Response Relief Supplemental Appropriations) Act
- 3) ARP Act (American Rescue Plan) Act
- 4) BII&J Act (Bipartisan Infrastructure Investment and Jobs) Act
- 5) FBR Act (Federal Budget Reconciliation) Act
- 6) CRISI Act (Consolidated Rail Infrastructure Safety Improvement) Act, and...
- 7) INVEST In America Act (Investing in a New Vision for the Environment and Surface Transportation) Act  
[This will likely replace SAFETEA-LU and the FAST Act Combined]

These above opportunities are absolutely necessary to resolve the needs of the Yolo County Transportation District, and can also help to advance YoloGo Phase 2 with Phase 1 together on Sunday, November 14, 2021, so that new hires, additional transportation operators, and greater frequency can become a great public benefit one full week prior to Thanksgiving Week 2021 and the full 2021 Holiday Travel Season.

If your board, in closing, would like to get in contact with me about this research, which is only being put forth before you to make a better decision this evening, please feel free to do so either during the meeting, or at your convenience. Thank you all so very much for allowing me to put this research together in writing and for your consideration while my work hours fall in direct conflict with the hours of this important meeting. On my regularly scheduled days off (Tuesdays and Wednesdays) I will go on YouTube and through the "Yolo County Transportation District" Official Channel, catch up, gavel-to-gavel, as to what took place at 7pm on Monday, September 20, 2021. Thank you again.

Sincerely,

Mike Barnbaum, Public Transportation Advocacy and Consulting

Mobile/Text: (916) 390-3989

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As a Yolo bus passenger, I was taking the express bus 43 to work from Davis to Downtown Sacramento regularly before. Now I am using express route 43 again. If the express bus routes are suspended, it will create big problems for me to continue to use Yolo bus.

Please keep Yolo bus Express/Commuter Route 43 running.

Thanks for your consideration!

Richard Chen

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I am sending this email to you for opposing of suspension the Yolo bus Express/Commuter Routes. As a Yolo bus passenger, I take the express bus to work from Davis to Downtown Sacramento every day. I really appreciate Yolo bus do this business for the public. I totally understand how hard to run this business of the driver shortage. Is there the way to reduce the express bus route instead of completed suspension it? Thanks for your consideration!

Guiping Huang

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In regards to the proposed suspension of Yolo bus Routes 43, 43R, 45, and 230.

I have been a loyal Yolo bus Commuter rider for 9 years next month. It is convenient, accessible, and cost effective for me to ride the Commuter buses from Davis into Downtown Sacramento.

I understand that the past year and half has been difficult, but I want to still have options to be able to take a Commuter bus into Sacramento.

Whether that is just 1 commuter bus available in the mornings and afternoon, or combining multiple areas of Davis into a larger and longer Commuter bus commute, either one would be fine, but an indefinite suspension would impact my commute heavily.

I would greatly enjoy still taking the Yolo bus commuter routes as they have been safe, cost effective and climate friendly.

Thank you.

- Bradley Seybold

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I received a message from Yolo bus for opposing of suspension the Yolo bus Express/Commuter Routes. As a Yolo bus passenger, I take the express bus to work from Davis to Downtown Sacramento every day. I totally understand how hard to run this business of the driver shortage. **Is there the way to reduce normal bus route instead of completed suspension express routes?** Thanks for your consideration!

Thank you,

**Yi (Jessica) Zhang | CalPERS**

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This email is with regards to the proposed suspension of Express and Commuter Routes 43, 43R, 45 and 230.

Please

This concerns me because I rely on the YoloBus Express 43 to get to work. This service has been a great option and alternative to driving and dealing with traffic.

Is there a way to further reduce some trips for the proposed suspended lines before completely suspending them?

I know the line has been reduced to 2 rounds in the morning and 3 in the afternoon.

If possible, maybe the afternoon trips could be reduced to just 2. Or maybe each line for 43, 43R, 45 and 230 would be reduced to one trip in the morning or afternoon.

I looked at the alternative which is to use the 42A/42B however the trip times from Davis to Woodland to Sacramento would be over an hour. This is about double the travel time with the express. If this is the only alternative, I will not be using the YoloBus but instead drive which I would also like to minimize or avoid as this adds to congestion on the road.

I also agree with Julian Watt that if these routes are suspended, there is uncertainty whether the Express routes will be really reinstated. As a last resort, if routes do get suspended, it would be a great comfort if YoloBus can provide explicit criteria and a timeframe that Yolo County Transportation District should define and meet by that timeframe. Right now, the language is vague: "staff recommends that YoloBus Commute and Express routes 43, 43R, 45 and 230 are temporarily suspended until staffing levels are such that those services can be operated reliably."

Lastly, since drivers in Unitrans and YoloBus are lacking, is there any way to improve recruitment and retention of drivers in Yolo County so this uncertainty is avoided in the near future? I am not knowledgeable in this matter but there must be some incentives that should be put in place to restore and maintain reliable staffing levels.

Public transportation is a vital element in cities like Davis and Woodland. I hope some remedy and solution can be found that does not unduly impact riders of the Express and Commuter routes. Thank you very much.

Sincerely,

Nicole Osorio

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Regarding the temporary suspension of express and commute bus Routes 43, 43R, 45 and 230, I live in the area and know people who take the bus in order to go to work. I believe a suspension would greatly inconvenience many who rely on the service, and I hope that you will continue to run the routes at least in the morning and the afternoon. Temporarily reducing the number of buses would be much more preferable to a complete suspension.

Wenlei Sheng

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To whom it may concern,

I would just like to voice my opinion about the suspension of the **43 Express Bus** service. Although I understand the possible need for temporary suspension under the current circumstances, please do not permanently eliminate it. Before COVID I was a regular rider for the last 10 years, but like most downtown workers I have mostly been working at home since March of 2020, so I've hardly used it in the last year and a half. But I have been consistently going into Sacramento a few times a week throughout the pandemic and I haven't been able to utilize the 43 express since the schedule was modified, because my work day ends at 5pm and there are no 43 buses that are running after 5pm anymore. I do understand that with such low ridership during these times, that the company needs to consider suspending the service. However, our department is going to start requiring us to come back into the office in downtown Sacramento on a more regular schedule starting the beginning of 2022, so I am requesting that it is only a suspension and that you do not permanently drop the service. If the service becomes available regularly and includes times that service a normal 9am-5pm Sacramento based work schedule, then I will definitely utilize it again.

So I ask, please do not permanently remove the 43 express services between Sacramento and Davis, and consider bringing it back into service when workers are required to come back into the office again. I have



always been extremely appreciative of the service and will continue to utilize it as long as it exists. These services eliminate the need for workers to find downtown Sacramento parking, they reduce traffic congestion on the I80 corridor and air pollution by removing commute cars and they even relieve worker stress because we don't have to drive in traffic to start our daily work.

Thank you for giving me the opportunity to comment.

Sincerely,

**Tiffany Meyer**

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I am a woodland resident who works for state. I am concerning about the cancellation of route 45. It'll be inconvenient for most of the workers who depend on the bus for commuting every day. Please keep at least one route in the morning to Sacramento and one route back to Woodland in the evening (off work time) every day.

Thank you,

Xiaoting

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I m sad to know yolo bus is going cancel route 45 .I work for the state and I m handicapped that Can trouble me if that route is suspended.

Baskota Rajnish

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I wanted to write this email because although I understand the suspension of the express Yolobus due to the shortage of drivers. I would like to ask if we could keep the 43 express bus. This bus is always reliable & on time. Apart from that it always has commuters going to work from & to the capital, including myself. I use to ride the 42 A before I switched over to the express, however, this bus always comes at least 10 - 25 minutes late, I would understand if the 42 A would improve in taking away the express, however, as commuters we need to get work on time & this effects our professionalism in arriving ontime. Taking away the 43 express bus would be devastating on all the people who commute to & from the capital. Please reconsider this for us, the constituents well being. I'm asking of this for all the women & men who use this bus.

Katherine Rendón

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I am a Davis resident working for the state. I take the express bus 43 to work from Davis to Downtown Sacramento. I am concerned about the cancellation of route 43. It'll be inconvenient for most people who depend on the bus to commute every day. I understand how hard it is to run a business with a shortage of drivers. Is there a way to keep at least one route in the morning to Sacramento and one route back to Davis in the afternoon every day?

Thank you very much for your consideration!

Yingjuan Wang

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Regarding Item 5, proposed suspension of Yolobus Routes 43, 43R, 45 and 230

My name is Lisette Walker. My daughter Tapua Gwarada has been taking Yolobus to and from work in Sacramento for more than 20 years. Because of her disabilities she cannot drive and bus transportation is her only option.

The suspension of the 43 bus is a transportation crisis for her.



I understand the problems faced by Yolobus in finding drivers and reduced numbers of riders, but suspension of all routes except the airport buses is an extreme measure.

My suggestion, if the 43 service cannot be maintained, is to increase the number of stops for the airport buses to accommodate riders who have lost their bus service.

I would also like to comment on the poor timing of these changes and the lack of notice for riders.

Until I called on Thursday afternoon this information was not posted on the website.

Also, after warnings from bus drivers, I spoke to three people at Yolobus who said no changes were being made. I had to escalate the call up two levels to get the correct information. It is unreasonable for the board to make a decision Monday evening that becomes effective one day later on Wednesday. Riders have no time to find other options and will likely be at a bus stop waiting for buses that never come.

I appreciate all the service Yolobus has provided over the years and hope that a solution to complete suspension of service can be found.

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I have been a regular commuter on the Yolobus Davis Express lines for at least 5 years now. It is my only way of getting to work because I do not own a car. I used to take the 232 line in the morning, until it was suspended due to covid, so I switched to taking the 43 in the morning. I have always taken the 43 line in the afternoon.

If all Davis Express lines are suspended, the only option would be the 42 lines, which I worry would be much more crowded due to every Express commuter utilizing it, along with the regular 42 commuters. I live with an immune-compromised individual and I am very concerned about increasing my risk of exposure to covid.

I would very much appreciate it if the 43 line remained in place. I understand that there is a shortage of drivers. My suggestion would be, if possible, to keep the current two morning runs, but to only keep the last afternoon run (the one that leaves H and 11th at 4:43pm). There is only a half hour difference between the current, earliest afternoon run and the last run, which I feel would still accommodate most 43 commuters. I suggest the same for the 230 route as well.

Thank you for your time and consideration.

Doris Yu

---

There being no further requests to comment, Chair Saylor closed the Public Hearing at 7:54 pm.

Ms. Bernstein emphasized that the proposal was for temporary only suspension of these routes, not eliminating them. The suspension would just be until the driver availability would allow restoration of the services.

Director Frerichs stated that he saw no alternative to temporarily suspending these routes until more drivers were available.

Director Loren asked for clarification on the request for reimbursement for monthly passes.

Mr. Perez responded that current policy did not allow reimbursement but stated staff would explore if this could be done electronically for those with Connect Cards. He went on to say he was interested in working with Transdev to analyze the situation and potential solutions for the long-term health of the organization.

Ms. Bernstein stated that in conversations with Transdev it was apparent that they were looking at the complete picture. She added that an independent analyst could be very beneficial.

Director Ledesma stated that it appeared that everyone was going down the right path. He said that the impact on people's lives should be taken into account. He stated that staff should look at the facts and data, then consider finding more partnerships for a solution.

Director Stallard pointed out that this situation was the contractor's responsibility and asked why the problem had not been brought to the board's attention sooner. He added that if an analyst were hired, it should be by Transdev rather than the District.

Director Dulcich suggested that commuters consider the Solano Transit Route Blue Line as a possible alternative.

Ms. Bernstein repeated that there would be no changes to the Route 42 during this time, that the priority would be to restoring the express services. She added that a restoration timeline was not yet defined as too much was still not known about the situation.

#### **Minute Order 2021-34**

Director Frerichs made the motion, seconded by Director Ledesma, to approve the route suspensions for Routes 43, 43R, 45, and 230 effective September 22, 2021. Roll call resulted in:

AYES: Frerichs, Ledesma, Loren, Saylor, Stallard

NOES: None

ABSENT: None

ABSTAIN: None

The motion passed.

#### **Agenda Item 6 – Approve Revised Temporary Operating Assistance in Davis and FY 2021/22 Budget Amendment #1**

Mr. Perez reviewed the staff report.

Chair Saylor asked if there was any public comment and there was none.

#### **Minute Order 2021-35**

Director Frerichs made the motion, seconded by Director Loren, to adopt the temporary expansion of local fixed-route service to operate the Unitrans Routes A, L, and Z Lines effective September 22, 2021 and approve FY 2021/22 Budget Amendment #1 to increase the budget for the additional service. Roll call resulted in:

AYES: Frerichs, Ledesma, Loren, Saylor, Stallard

NOES: None

ABSENT: None

ABSTAIN: None

The motion passed.

Ms. Bernstein asked riders to reach out to staff for assistance in determining options to their commutes. It was suggested that Capitol Corridor be contacted to see what assistance they could offer during this period.

#### **Agenda Item 7 - Adjournment**

There being for further business, Chair Saylor adjourned the meeting at 8:22 pm until the next regularly scheduled meeting on October 11, 2021.

Respectfully submitted:

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

**BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Consider authorization of continued remote meetings	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>4b</b>
		<b>Deliberation/* Action</b>
		<b>Attachments:</b> <b>Yes</b> No
<b>Prepared By: K Souza</b>		<b>Meeting Date: October 11, 2021</b>

**RECOMMENDATION:**

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors authorize remote meetings by finding, pursuant to Assembly Bill 361, that local officials continue to recommend measures to promote social distancing as a result of the COVID-19 pandemic.

**REASON FOR RECOMMENDATION:**

In light of the ongoing public health emergency related to COVID-19 and high rates of community transmission of the COVID-19 virus, the Yolo County Health Officer has released the attached recommendation to continue remote meetings.

**BACKGROUND:**

On March 4, 2020 the Governor declared a State of Emergency in California due to the impacts of the novel corona virus (COVID-19). As part of the State of Emergency the Governor issued a variety of Executive Orders, specifically N-25-20, N-29-20, and N-35-20, allowing local and state agencies to hold public meetings using remote means without complying with certain specified provisions of the Ralph M. Brown Act, Government Code §§54950-54963.

The state legislature recently enacted AB 361, which amended the Brown Act, to add simplified procedures that make it easier to hold remote meetings during a state of emergency and when state or local officials impose or recommend measures to promote social distancing. *See* Gov. Code § 54953(e). These new rules supersede and replace similar rules in the Governor's Executive Order No. N-29-20, which many local boards, commissions, and committees like YCTD have relied on to hold remote meetings since the onset of the COVID-19 pandemic.

Making the necessary findings under AB 361 will allow the Board of Directors to conduct its meetings in the same manner as it has been conducting meetings throughout the pandemic. Once the Board has its initial meeting under AB 361, it must make certain findings every thirty (30) days to continue meeting remotely using the simplified rules.

Therefore, the Board of Directors for the Yolo-County Transportation District finds that:

1. The Governor has declared a state of emergency related to the COVID-19 Pandemic and that this state of emergency remains in effect; and
2. State or local officials continue to impose or recommend measures to promote social distancing. Please see the attached memo from the Yolo County Health Officer with her Recommendations for Remote Public Meetings.

**BUDGET IMPACT:**

None.



# COUNTY OF YOLO

## Health and Human Services Agency

**Karen Larsen, LMFT**  
Director

**Aimee Sisson, MD, MPH**  
Health Officer

MAILING ADDRESS  
137 N. Cottonwood Street • Woodland, CA 95695  
[www.yolocounty.org](http://www.yolocounty.org)

Date: September 22, 2021

To: All Yolo County Boards and Commissions

From: Dr. Aimee Sisson, Health Officer

Subject: Remote Public Meetings

In light of the ongoing public health emergency related to COVID-19 and the high level of community transmission of the virus that causes COVID-19, the Yolo County Public Health Officer recommends that public bodies continue to meet remotely to the extent possible. Board and Commissions can utilize the provisions of newly-enacted AB 361 to maintain remote meetings under the Ralph M. Brown Act and similar laws.

Among other reasons, the grounds for the remote meeting recommendation include:

- The continued threat of COVID-19 to the community. As of September 22, 2021, the current case rate is 24.1 cases per 100,000 residents per day. This case rate is considered "high" under the Centers for Disease Control and Prevention's (CDC) framework for assessing community COVID-19 transmission; and
- The unique characteristics of public governmental meetings, including the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to fully participate in public governmental meetings, and the challenges of ensuring compliance with safety requirements and recommendations at such meetings.

Meetings that cannot feasibly be held virtually should be held outdoors when possible, or indoors only in small groups with face coverings, maximal physical distance between participants, use of a portable HEPA filter (unless comparable filtration is provided through facility HVAC systems), and shortened meeting times.

This recommendation is based upon current conditions and available protective measures. The Public Health Officer will continue to evaluate this recommendation on an ongoing basis and will communicate when there is no longer such a recommendation with respect to meetings for public bodies.

**Davis**  
600 A Street  
Davis, CA 95616  
Mental Health (530) 757-5530

**West Sacramento**  
500 Jefferson Boulevard  
West Sacramento, CA 95605  
Service Center (916) 375-6200  
Mental Health (916) 375-6350  
Public Health (916) 375-6380

**Winters**  
111 East Grant Avenue  
Winters, CA 95694  
Service Center (530) 406-4444

**Woodland**  
25 & 137 N. Cottonwood Street  
Woodland, CA 95695  
Service Center (530) 661-2750  
Mental Health (530) 666-8630  
Public Health (530) 666-8645

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

<b>Topic:</b> Consideration acceptance of First Amendment to Executive Director Agreement	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>4c</b>
		<b>Deliberation/* Action</b>
		<b>Attachments:</b> <u>Yes</u> No
<b>Prepared By: K Souza</b>		<b>Meeting Date: October 11, 2021</b>

**RECOMMENDATION:**

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors review, consider, and accept the First Amendment to the Executive Director Agreement.

**REASON FOR RECOMMENDATION:**

Since adoption of the Executive Director Agreement August 9, 2021 several relatively minor modifications to the benefits were found to be necessary.

**BACKGROUND:**

Attached are the Amended Agreement both with all revisions displayed and the final document with tracking of those revisions removed. To summarize those changes:

- The Executive Director, and their dependents, shall be eligible for group health, dental and vision insurance with 90% rather than 100% of the Executive Director's health insurance premiums consistent with YCTD policy for allowable cost plans being covered.
- The Executive Director shall accrue floating holiday time of 32 hours per year to be prorated for the first year for those months remaining in the fiscal year after the date of hire.
- The Executive Director shall accrue administrative hours equivalent to those of the Deputy Director positions. Those hours shall be prorated for the first year for those months remaining in the fiscal year after the date of hire.

**BUDGET IMPACT:**

Minor changes to expenses related to the Executive Director's benefits.



**FIRST AMENDED AGREEMENT FOR PERSONAL SERVICES**  
**between**  
**YOLO COUNTY TRANSPORTATION DISTRICT**  
**and**  
**AUTUMN BERNSTEIN**

This **FIRST AMENDED AGREEMENT FOR PERSONAL SERVICES** (hereinafter "Agreement"), effective September 1, 2021 ("Effective Date"), is made and entered into between the YOLO COUNTY TRANSPORTATION DISTRICT (hereinafter "YCTD"), a California special district, and AUTUMN BERNSTEIN, an individual to be employed by YCTD as its Executive Director.

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**Recitals**

**WHEREAS**, YCTD's Board of Directors (hereinafter "Board") entered into an Agreement for Personal Services and to employ AUTUMN BERNSTEIN as its Executive Director at its Board Meeting on August 9, 2021; and

**WHEREAS**, to clarify the benefits to which AUTUMN BERNSTEIN is entitled, the Board now wishes to amend-replace the original Agreement in its entirety with ~~though~~ this First Amended Agreement.

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**NOW THEREFORE, IT IS AGREED** by YCTD and AUTUMN BERNSTEIN (hereinafter "Executive Director") as follows:

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- I. **DUTIES**: The Executive Director is the lead position at YCTD and shall perform all duties, assume all obligations, and constantly meet all qualifications of the office of Executive Director as described herein, and as such duties, obligations and qualifications may, from time to time, be amended by the Board. The Executive Director shall be subject to all pertinent policies, ordinances, resolutions, rules, regulations and all other lawful orders and directives of the Board and YCTD. Said duties and obligations shall be performed in an efficient and professional manner and in conformance with the standards generally prevailing for the performance of the duties and obligations pertaining to the position of similar managerial positions of public or private entities. Notwithstanding any other provision herein, the Executive Director shall serve at the pleasure of the Board and may be discharged at any time with or without cause, subject only to Section XI of this Agreement.

The Executive Director's essential duties and functions shall include, but not be limited to, the following:

- Regularly update and undertake activities to meet the vision, values, and priorities of the Board.
- Implement and maintain a robust communications program.

- Organize and administer Board and YCTD committee meetings; represent YCTD before YCTD jurisdictions, various individuals/groups/agencies, and public and private organizations at federal, state and local levels.
  - 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; authorize contracts and other purchases approved by the Board.
  - Submit grant applications for YCTD capital, planning, and service projects; facilitate grant agreements and related supplemental documents or projects approved by the Board.
  - Perform service planning, scheduling and route/run reductions where appropriate; organize and conduct workshops and public hearings on transit matters affecting existing and/or future riders.
  - Oversee YCTD's activities relative to being the congestion management planning agency for the County of Yolo.
  - Work with air quality districts and other parties to optimize the use of zero and low emission vehicles.
- II. EXECUTIVE DIRECTOR AND BOARD RESPONSIBILITIES: The Board is the governing body of YCTD and retains the responsibility of formulating and adopting YCTD policy. The Executive Director has the primary responsibility for the implementation of YCTD policy in accordance with the Board's direction.
- III. PERSONNEL MATTERS: The Executive Director has the additional responsibility to hire, train, discipline, and discharge YCTD's employees, including administrative and supervisory staff to best serve YCTD. It is, however, understood and agreed that these responsibilities are specifically limited by the fact that the Board must specifically approve the creation and authorization of positions, and the establishment and adjustment of pay scales.
- IV. EFFECTIVE DATE AND TERM: The initial term of this Agreement shall be for three (3) years from the Effective Date, beginning September 1, 2021 and terminating on August 31, 2024. The Executive Director agrees to remain in the exclusive employ of YCTD during the term of this Agreement. The term of this Agreement may be extended by mutual agreement of the parties.
- V. COMPENSATION: The Executive Director is to be paid the annual sum of \$200,000.00 for fulfilling the duties described herein, accruing neither overtime nor compensatory time, monthly in accordance with YCTD's standard payroll procedures, subject to the following adjustments:
- a. Each year the Board shall review the Executive Director's performance and based upon performance of the duties and meeting or exceeding the agreed upon performance objectives determine if a merit-based salary or other salary and/or benefit increase is warranted and act accordingly. Any such increases will be subject to a written amendment to this Agreement. Any merit-based salary or other salary and/or benefit increase shall be

determined by the Board in its sole discretion. The determination of the Board is not subject to challenge by the Executive Director.in any manner.

- VI. HOURS OF WORK: The regular business hours of YCTD are 8:00 AM to 5:00 PM. It is recognized that the Executive Director must devote a great deal of time outside the normal hours of business for YCTD, and to that end the Executive Director shall be allowed to establish an appropriate work schedule. The schedule shall be appropriate to the needs of YCTD and shall allow the Executive Director to faithfully perform the assigned duties and responsibilities. This position is FLSA exempt and the Executive Director shall not be entitled to overtime or compensatory time off. While some circumstances may necessitate virtual work, the Executive Director is expected to perform the majority of the Executive Director's duties at the YCTD office. When unavailable, the Executive Director shall ensure that duties have been properly and appropriately delegated to qualified YCTD staff.
- VII. BENEFITS: The Executive Director shall be afforded the following benefits package:
- a. CalPERS retirement benefits, formula based on membership date.
  - b. YCTD shall match the Executive Director's contribution to YCTD's Deferred Compensation Plan in an amount up to 5% of the Executive Director's base salary.
  - c. The Executive Director, and their dependents, shall be eligible for a group health insurance plan through the California Public Employees Retirement System (Cal-PERS). YCTD shall pay 90% of the low-cost plan for the Executive Director's health insurance premiums consistent with YCTD policy for allowable cost plans.
  - d. The Executive Director, and their dependents, shall be eligible for dental and vision insurance plans provided through the County of Yolo. YCTD shall cover 100% of the Executive Director's dental and vision insurance premiums consistent with YCTD policy for allowable cost plans.
  - e. The Executive Director shall accrue vacation leave at the rate of twenty (20) days per year (160 hours per year), earned on a pro rata basis per pay period. The Executive Director may accrue up to 320 hours of vacation leave.
  - f. The Executive Director shall accrue sick leave at the rate of twelve (12) days per year (96 hours per year), earned on a pro rata basis per pay period with unlimited accrual.
  - g. Executive Director shall be credited with thirty-two (32) hours of floating holiday time on July 1 of each year. Floating holidays shall be taken during the fiscal year and shall not accrue from one fiscal year to the next. Upon termination, any accrued but unused floating holiday shall be paid at a straight time rate. For the first year of this Agreement, Executive Director shall be credited with floating holiday time prorated for each month remaining in the fiscal year after the date of employment.

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h. The Executive Director shall accrue administrative leave in an amount equal to the Deputy Director positions for YCTD. For the first year of this Agreement, administrative leave shall be prorated, based on the date Executive Director became an employee of YCTD.

f.

~~g.i.~~ The Executive Director shall receive a term life insurance policy in the amount of not less than \$1,000,000.00, provided the annual cost for premiums does not exceed \$2,500.00. Otherwise, Executive Director shall receive a term life insurance policy in the highest amount obtainable with an annual premium cost that does not exceed \$2,500.00.

~~h.j.~~ YCTD will reimburse the Executive Director up to \$5,000.00 to offset relocation expenses. This payment is considered income by the IRS and applicable taxes and withholding will apply. Should the candidate leave the employ of YCTD prior to a year of service, 100% of the benefit paid will be deducted in full from any moneys owed the Executive Director, including salary, vacation, or severance. Should the candidate leave the employ of YCTD after one year of service but prior to two years of service, 50% of this benefit will be deducted in full from any moneys owed the Executive Director, including pay, vacation, or severance.

#### VIII. GENERAL BUSINESS EXPENSES:

- a. YCTD shall provide electronic equipment necessary to ensure the Executive Director accessibility and availability pursuant to this Agreement.
- b. Subject to prior approval of the Board, YCTD agrees to pay for professional dues and subscriptions of the Executive Director, as may be necessary for professional development, membership and participation in regional, state, and local associations, and organizations necessary and desirable for the Executive Director's continued professional participation, growth, and advancement, and for the good of YCTD.
- c. Subject to prior approval by the Board, YCTD agrees to pay for travel and subsistence expenses (alcoholic beverages excluded) of the Executive Director for professional and official travel, meetings, short courses, institutes, seminars and occasions to regional, state, and local governmental groups and committees in which the Executive Director serves as a member to adequately continue the professional development of the Executive Director and to pursue necessary official functions for YCTD.

IX. PERFORMANCE OBJECTIVES: The Executive Director shall meet annually with the Board by the anniversary of the Effective Date of this Agreement to identify YCTD's and the Executive Director's performance objectives for the following year. Said performance objectives shall be proposed by the Executive Director in writing and submitted to the Board for approval. If the Board does not approve said performance objectives, they shall establish reasonable performance objectives following consultation with the Executive Director. The performance objectives shall be consistent with Board policy and the duties and responsibilities set forth in this Agreement. The Board reserves the right to evaluate the Executive Director's performance at any other time as it may, in its sole discretion, determine.

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- X. EVALUATION: The Board shall initially evaluate the performance of the Executive Director at six (6) months from appointment and annually thereafter on or before the anniversary of the Effective Date of this Agreement. The evaluation shall be based on the duties and agreed upon performance objectives. In its discretion, the Board may, following the first annual evaluation pursuant to this Agreement, consider modification to the compensation or benefits provided herein.

Failure of the Board to complete the evaluation process shall not preclude the Board from giving notice of termination in accordance with the Termination section of this Agreement.

- XI. TERMINATION AND DISMISSAL: The Executive Director shall serve at the will and pleasure of the Board and may be terminated at any time, with or without cause. Nothing in this Agreement shall be construed to prevent YCTD, in its sole discretion, from terminating this Agreement and the services of the Executive Director. The following provisions shall apply to termination and dismissal:

- a. If the Board terminates the employment of the Executive Director for cause, the termination shall be effective immediately and no severance shall be provided.
- b. If the Board terminates the employment of the Executive Director without cause, YCTD shall pay the Executive Director severance pay in an amount equal to three (3) months of the monthly base salary specified in Section V of this Agreement and continue health benefits for that period of time pursuant to Section VII of this Agreement.
- c. This severance payment shall be made within thirty (30) days of the effective date of the termination and is subject to applicable withholding taxes.

This Section XI is intended to comply with California Government Code section 53260 et seq. Pursuant to California Government Code section 53260, in no event shall the Executive Director receive a settlement that exceeds an amount equal to the monthly salary multiplied by the number of months remaining on the unexpired term of this Agreement.

Pursuant to California Government Code Section 53243.2, any lump sum severance payment or other non-contractual payments related to termination paid to the Executive Director under Section XI of this Agreement shall be fully reimbursed by the Executive Director to YCTD if the Executive Director is convicted of a crime involving an abuse of the office or position. For purposes of this Agreement, the phrase "abuse of the office or position" shall have the meaning set forth in Government Code section 53243.4. This Agreement shall be subject to the provisions of Government Code sections 53243-53243.4, which require reimbursement to YCTD under circumstances stated therein.

- XII. TERMINATION BY EXECUTIVE DIRECTOR: The Executive Director may terminate this Agreement at any time upon ninety (90) days written notice to the Board. In the event that the Executive Director should exercise the option to terminate this Agreement (resign from

YCTD employment), the Executive Director shall not be entitled to any severance pay or continuation of health benefits.

- XIII. APPLICABLE LAW: This Agreement shall be constructed in accordance ~~with and~~ with and governed by the laws of the State of California. Should any provision of this Agreement be determined by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall nevertheless be binding and effective.
- XIV. ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between YCTD and the Executive Director and supersedes all prior agreements respecting the same subject.
- YCTD and the Executive Director agree and acknowledge that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or ~~any one~~ anyone acting on behalf of any party, which are not included herein and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either party.
- XV. WAIVER OF RIGHTS: Any waiver at any time by either party hereto of its rights with respect to a breach or default, or any other matter arising in connection with this Agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.
- XVI. REMEDIES NOT EXCLUSIVE: Except as otherwise provided herein, the use by either party of any remedies specified herein for the enforcement of this Agreement is not exclusive and shall not deprive the party using such remedy of, or limit the application of, any other remedy provided by law.
- XVII. HEADINGS: Paragraph headings and titles of attachments as used herein are for convenience only and shall not be deemed to alter or modify the provisions of the paragraph headed thereby.
- XVIII. INTERPRETATION: The parties acknowledge that each party has reviewed, negotiated, and had an opportunity to discuss with counsel this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any document executed and delivered by any party in connection with transactions contemplated by this Agreement.
- XIX. WORKER'S COMPENSATION: Pursuant to the State of California Labor Code, Section 3700, et seq., YCTD shall secure workers' compensation insurance for the Executive Director.
- XX. INDEMNIFICATION: YCTD shall provide for the defense of the Executive Director in any action or proceeding alleging an act or omission within the scope of employment of the Executive Director in conformance with State law (Government Code sections 995, et seq.). In addition, any funds provided by YCTD for the legal criminal defense of the Executive Director shall be fully reimbursed to YCTD by the Executive Director if the Executive Director is convicted of a crime involving an abuse of the office or position as required under Government Code section 53243.1.

XXI. **AMENDMENTS:** Any modifications of this Agreement will be effective only if in writing and signed by both YCTD and the Executive Director.

XXII. **NOTICE:** Any notices required or permitted pursuant to this Agreement shall be given in person or by certified or registered mail, addressed as follows:

To YCTD: Chair of the Board of Directors  
YOLO COUNTY TRANSPORTATION DISTRICT  
350 Industrial Way,  
Woodland, CA 95776

To the Executive Director: AUTUMN BERNSTEIN  


XXIII. **COUNTERPARTS; ELECTRONIC SIGNATURES:** This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the same ~~instrument, and instrument~~ and shall become effective when counterparts have been signed by each of the parties and delivered to the other parties; it being understood that all parties need not sign the same counterparts. The exchange of copies of this Agreement and of signature pages by facsimile transmission, by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by means shall be deemed to be their original signatures for all purposes.

**IN WITNESS WHEREOF,** YCTD and the Executive Director hereto have executed this Agreement as of the Effective Date.

\_\_\_\_\_  
AUTUMN BERNSTEIN Date

\_\_\_\_\_  
YCTD Board Chair Date

ATTEST:

By: \_\_\_\_\_ Date \_\_\_\_\_  
YCTD Secretary



**FIRST AMENDED AGREEMENT FOR PERSONAL SERVICES**  
**between**  
**YOLO COUNTY TRANSPORTATION DISTRICT**  
**and**  
**AUTUMN BERNSTEIN**

This **FIRST AMENDED AGREEMENT FOR PERSONAL SERVICES** (hereinafter "Agreement"), effective September 1, 2021 ("Effective Date"), is made and entered into between the YOLO COUNTY TRANSPORTATION DISTRICT (hereinafter "YCTD"), a California special district, and AUTUMN BERNSTEIN, an individual to be employed by YCTD as its Executive Director.

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**WHEREAS**, to clarify the benefits to which AUTUM BERNSTEIN is entitled, the Board now wishes to replace the original Agreement in its entirety with this First Amended Agreement.

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- I. **DUTIES:** The Executive Director is the lead position at YCTD and shall perform all duties, assume all obligations, and constantly meet all qualifications of the office of Executive Director as described herein, and as such duties, obligations and qualifications may, from time to time, be amended by the Board. The Executive Director shall be subject to all pertinent policies, ordinances, resolutions, rules, regulations and all other lawful orders and directives of the Board and YCTD. Said duties and obligations shall be performed in an efficient and professional manner and in conformance with the standards generally prevailing for the performance of the duties and obligations pertaining to the position of similar managerial positions of public or private entities. Notwithstanding any other provision herein, the Executive Director shall serve at the pleasure of the Board and may be discharged at any time with or without cause, subject only to Section XI of this Agreement.

The Executive Director's essential duties and functions shall include, but not be limited to, the following:

- Regularly update and undertake activities to meet the vision, values, and priorities of the Board.
- Implement and maintain a robust communications program.
- Organize and administer Board and YCTD committee meetings; represent YCTD before YCTD jurisdictions, various individuals/groups/agencies, and public and private organizations at federal, state and local levels.

- 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; authorize contracts and other purchases approved by the Board.
  - Submit grant applications for YCTD capital, planning, and service projects; facilitate grant agreements and related supplemental documents or projects approved by the Board.
  - Perform service planning, scheduling and route/run reductions where appropriate; organize and conduct workshops and public hearings on transit matters affecting existing and/or future riders.
  - Oversee YCTD's activities relative to being the congestion management planning agency for the County of Yolo.
  - Work with air quality districts and other parties to optimize the use of zero and low emission vehicles.
- II. EXECUTIVE DIRECTOR AND BOARD RESPONSIBILITIES: The Board is the governing body of YCTD and retains the responsibility of formulating and adopting YCTD policy. The Executive Director has the primary responsibility for the implementation of YCTD policy in accordance with the Board's direction.
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- V. COMPENSATION: The Executive Director is to be paid the annual sum of \$200,000.00 for fulfilling the duties described herein, accruing neither overtime nor compensatory time, monthly in accordance with YCTD's standard payroll procedures, subject to the following adjustments:
- a. Each year the Board shall review the Executive Director's performance and based upon performance of the duties and meeting or exceeding the agreed upon performance objectives determine if a merit-based salary or other salary and/or benefit increase is warranted and act accordingly. Any such increases will be subject to a written amendment to this Agreement. Any merit-based salary or other salary and/or benefit increase shall be determined by the Board in its sole discretion. The determination of the Board is not subject to challenge by the Executive Director in any manner.

- VI. HOURS OF WORK: The regular business hours of YCTD are 8:00 AM to 5:00 PM. It is recognized that the Executive Director must devote a great deal of time outside the normal hours of business for YCTD, and to that end the Executive Director shall be allowed to establish an appropriate work schedule. The schedule shall be appropriate to the needs of YCTD and shall allow the Executive Director to faithfully perform the assigned duties and responsibilities. This position is FLSA exempt and the Executive Director shall not be entitled to overtime or compensatory time off. While some circumstances may necessitate virtual work, the Executive Director is expected to perform the majority of the Executive Director's duties at the YCTD office. When unavailable, the Executive Director shall ensure that duties have been properly and appropriately delegated to qualified YCTD staff.
- VII. BENEFITS: The Executive Director shall be afforded the following benefits package:
- a. CalPERS retirement benefits, formula based on membership date.
  - b. YCTD shall match the Executive Director's contribution to YCTD's Deferred Compensation Plan in an amount up to 5% of the Executive Director's base salary.
  - c. The Executive Director, and their dependents, shall be eligible for a group health insurance plan through the California Public Employees Retirement System (Cal-PERS). YCTD shall pay 90% of the low-cost plan for the Executive Director's health insurance premiums consistent with YCTD policy for allowable cost plans.
  - d. The Executive Director, and their dependents, shall be eligible for dental and vision insurance plans provided through the County of Yolo. YCTD shall cover 100% of the Executive Director's dental and vision insurance premiums consistent with YCTD policy for allowable cost plans.
  - e. The Executive Director shall accrue vacation leave at the rate of twenty (20) days per year (160 hours per year), earned on a pro rata basis per pay period. The Executive Director may accrue up to 320 hours of vacation leave.
  - f. The Executive Director shall accrue sick leave at the rate of twelve (12) days per year (96 hours per year), earned on a pro rata basis per pay period with unlimited accrual.
  - g. Executive Director shall be credited with thirty-two (32) hours of floating holiday time on July 1 of each year. Floating holidays shall be taken during the fiscal year and shall not accrue from one fiscal year to the next. Upon termination, any accrued but unused floating holiday shall be paid at a straight time rate. For the first year of this Agreement, Executive Director shall be credited with floating holiday time prorated for each month remaining in the fiscal year after the date of employment.
  - h. The Executive Director shall accrue administrative leave in an amount equal to the Deputy Director positions for YCTD. For the first year of this Agreement, administrative leave shall be prorated, based on the date Executive Director became an employee of YCTD.



- i. The Executive Director shall receive a term life insurance policy in the amount of not less than \$1,000,000.00, provided the annual cost for premiums does not exceed \$2,500.00. Otherwise, Executive Director shall receive a term life insurance policy in the highest amount obtainable with an annual premium cost that does not exceed \$2,500.00.
- j. YCTD will reimburse the Executive Director up to \$5,000.00 to offset relocation expenses. This payment is considered income by the IRS and applicable taxes and withholding will apply. Should the candidate leave the employ of YCTD prior to a year of service, 100% of the benefit paid will be deducted in full from any moneys owed the Executive Director, including salary, vacation, or severance. Should the candidate leave the employ of YCTD after one year of service but prior to two years of service, 50% of this benefit will be deducted in full from any moneys owed the Executive Director, including pay, vacation, or severance.

VIII. GENERAL BUSINESS EXPENSES:

- a. YCTD shall provide electronic equipment necessary to ensure the Executive Director accessibility and availability pursuant to this Agreement.
- b. Subject to prior approval of the Board, YCTD agrees to pay for professional dues and subscriptions of the Executive Director, as may be necessary for professional development, membership and participation in regional, state, and local associations, and organizations necessary and desirable for the Executive Director 's continued professional participation, growth, and advancement, and for the good of YCTD.
- c. Subject to prior approval by the Board, YCTD agrees to pay for travel and subsistence expenses (alcoholic beverages excluded) of the Executive Director for professional and official travel, meetings, short courses, institutes, seminars and occasions to regional, state, and local governmental groups and committees in which the Executive Director serves as a member to adequately continue the professional development of the Executive Director and to pursue necessary official functions for YCTD.

IX. PERFORMANCE OBJECTIVES: The Executive Director shall meet annually with the Board by the anniversary of the Effective Date of this Agreement to identify YCTD's and the Executive Director's performance objectives for the following year. Said performance objectives shall be proposed by the Executive Director in writing and submitted to the Board for approval. If the Board does not approve said performance objectives, they shall establish reasonable performance objectives following consultation with the Executive Director. The performance objectives shall be consistent with Board policy and the duties and responsibilities set forth in this Agreement. The Board reserves the right to evaluate the Executive Director's performance at any other time as it may, in its sole discretion, determine.

X. EVALUATION: The Board shall initially evaluate the performance of the Executive Director at six (6) months from appointment and annually thereafter on or before the anniversary of the Effective Date of this Agreement. The evaluation shall be based on the duties and agreed upon performance objectives. In its discretion, the Board may, following the first annual evaluation

pursuant to this Agreement, consider modification to the compensation or benefits provided herein.

Failure of the Board to complete the evaluation process shall not preclude the Board from giving notice of termination in accordance with the Termination section of this Agreement.

- XI. TERMINATION AND DISMISSAL: The Executive Director shall serve at the will and pleasure of the Board and may be terminated at any time, with or without cause. Nothing in this Agreement shall be construed to prevent YCTD, in its sole discretion, from terminating this Agreement and the services of the Executive Director. The following provisions shall apply to termination and dismissal:
- a. If the Board terminates the employment of the Executive Director for cause, the termination shall be effective immediately and no severance shall be provided.
  - b. If the Board terminates the employment of the Executive Director without cause, YCTD shall pay the Executive Director severance pay in an amount equal to three (3) months of the monthly base salary specified in Section V of this Agreement and continue health benefits for that period of time pursuant to Section VII of this Agreement.
  - c. This severance payment shall be made within thirty (30) days of the effective date of the termination and is subject to applicable withholding taxes.

This Section XI is intended to comply with California Government Code section 53260 et seq. Pursuant to California Government Code section 53260, in no event shall the Executive Director receive a settlement that exceeds an amount equal to the monthly salary multiplied by the number of months remaining on the unexpired term of this Agreement.

Pursuant to California Government Code Section 53243.2, any lump sum severance payment or other non-contractual payments related to termination paid to the Executive Director under Section XI of this Agreement shall be fully reimbursed by the Executive Director to YCTD if the Executive Director is convicted of a crime involving an abuse of the office or position. For purposes of this Agreement, the phrase "abuse of the office or position" shall have the meaning set forth in Government Code section 53243.4. This Agreement shall be subject to the provisions of Government Code sections 53243-53243.4, which require reimbursement to YCTD under circumstances stated therein.

- XII. TERMINATION BY EXECUTIVE DIRECTOR: The Executive Director may terminate this Agreement at any time upon ninety (90) days written notice to the Board. In the event that the Executive Director should exercise the option to terminate this Agreement (resign from YCTD employment), the Executive Director shall not be entitled to any severance pay or continuation of health benefits.
- XIII. APPLICABLE LAW: This Agreement shall be constructed in accordance with and governed by the laws of the State of California. Should any provision of this Agreement be determined

by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall nevertheless be binding and effective.

- XIV. ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between YCTD and the Executive Director and supersedes all prior agreements respecting the same subject.

YCTD and the Executive Director agree and acknowledge that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not included herein and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either party.

- XV. WAIVER OF RIGHTS: Any waiver at any time by either party hereto of its rights with respect to a breach or default, or any other matter arising in connection with this Agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.

- XVI. REMEDIES NOT EXCLUSIVE: Except as otherwise provided herein, the use by either party of any remedies specified herein for the enforcement of this Agreement is not exclusive and shall not deprive the party using such remedy of, or limit the application of, any other remedy provided by law.

- XVII. HEADINGS: Paragraph headings and titles of attachments as used herein are for convenience only and shall not be deemed to alter or modify the provisions of the paragraph headed thereby.

- XVIII. INTERPRETATION: The parties acknowledge that each party has reviewed, negotiated, and had an opportunity to discuss with counsel this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any document executed and delivered by any party in connection with transactions contemplated by this Agreement.

- XIX. WORKER'S COMPENSATION: Pursuant to the State of California Labor Code, Section 3700, et seq., YCTD shall secure workers' compensation insurance for the Executive Director.

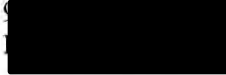
- XX. INDEMNIFICATION: YCTD shall provide for the defense of the Executive Director in any action or proceeding alleging an act or omission within the scope of employment of the Executive Director in conformance with State law (Government Code sections 995, et seq.). In addition, any funds provided by YCTD for the legal criminal defense of the Executive Director shall be fully reimbursed to YCTD by the Executive Director if the Executive Director is convicted of a crime involving an abuse of the office or position as required under Government Code section 53243.1.

- XXI. AMENDMENTS: Any modifications of this Agreement will be effective only if in writing and signed by both YCTD and the Executive Director.

XXII. NOTICE: Any notices required or permitted pursuant to this Agreement shall be given in person or by certified or registered mail, addressed as follows:

To YCTD: Chair of the Board of Directors  
YOLO COUNTY TRANSPORTATION DISTRICT  
350 Industrial Way,  
Woodland, CA 95776

To the Executive Director: AUTUMN BERNSTEIN



XXIII. COUNTERPARTS; ELECTRONIC SIGNATURES: This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument and shall become effective when counterparts have been signed by each of the parties and delivered to the other parties; it being understood that all parties need not sign the same counterparts. The exchange of copies of this Agreement and of signature pages by facsimile transmission, by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by means shall be deemed to be their original signatures for all purposes.

**IN WITNESS WHEREOF**, YCTD and the Executive Director hereto have executed this Agreement as of the Effective Date.

\_\_\_\_\_  
AUTUMN BERNSTEIN Date

\_\_\_\_\_  
YCTD Board Chair Date

ATTEST:

By: \_\_\_\_\_  
YCTD Secretary Date

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

<b>Topic:</b> YoloGo Phase 2 Public Hearing – continued from September 13, 2021 meeting	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<div style="font-size: 2em; font-weight: bold;">6</div>
		<b>Deliberation/* Action</b> Attachments: <u>Yes</u> No
<b>Prepared By: Kristen Mazur</b>		<b>Meeting Date: October 11, 2021</b>

**RECOMMENDATION:**

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors continue the public hearing that began at the September 13, 2021 Board meeting to receive testimony regarding the proposed YoloGo Phase 2 service changes in West Sacramento, consider the testimony, close the public hearing, and consider approving the following YoloGo Phase 2 service changes, effective no earlier than November 2021:

- Add New Route 37/Discontinue Routes 35 and 39
- Discontinue underutilized Route 241
- Make minor adjustments to Routes 40, 41 and 240 including restoring early and late trips that were temporarily discontinued due to COVID and modifying the route paths in Downtown Sacramento

**REASON FOR RECOMMENDATION:**

With this action, the Board will provide staff with the final direction and approval needed to move forward with the YoloGo Phase 2 service changes.

**BACKGROUND:**

At the September 13, 2021 meeting, the Board opened the public hearing to receive testimony regarding the proposed YoloGo Phase 2 service changes in West Sacramento. After receiving public testimony, the Board decided to leave the public hearing open for an additional month to give YCTD staff time to review the public input and meet with City of West Sacramento staff regarding the proposed service changes.

In response to public input, YCTD staff has, in consultation with City of West Sacramento staff, decided to make modifications to original recommendations. Specifically, in response to concerns about the safety and accessibility of Route 37 stops on Jefferson Boulevard on the northern end of the route, staff recommends that the bus travel along Stone Boulevard and Park Boulevard on the northern end rather than traveling entirely on Jefferson Boulevard as originally proposed, and to update the proposed schedule to reflect the changes. YCTD and City of West Sacramento staff are in agreement that this revised routing makes sense as it addresses the public's safety concerns, takes advantage of existing bus stop infrastructure on Park and Stone Boulevards, provides direct access to the medical facility at the Stone and Park intersection, and provides a good connection to the Sycamore Trail network. However, rather than serving all of the stops that were formerly served by Routes 35 and 39 along those segments, Route 37 is proposed to serve a streamlined number of stops in each direction.

The following attachments are included for reference:

- **Attachment A – Map of proposed Route 37, 35 and 39 changes.**

Note that this map reflects the **revisions to the Route 37 path** that were made since the last Board meeting.

- **Attachment B – Proposed new West Sacramento Schedules** (including new Route 37, 40, 41 and 240 schedules)

- Note that the **Route 37 schedule has been modified** since the last meeting to reflect the revised path of travel and revised timepoints. All other schedules are unchanged since the last Board meeting.

- **Attachment C – Map of proposed Route 40, 41 and 240 changes**

- Note that this map is **unchanged** since the last Board meeting.

If approved by the YCTD Board, the YoloGo Phase 2 changes will go into effect *no earlier than* November 2021. The timing will largely be dependent on the availability of driver and staffing resources. Phase 2 is expected to be relatively neutral in terms its impact on driver resources because it involves both service reductions as well as restorations to pre-COVID service levels on select routes. However, making any service changes will require YCTD's contractor, Transdev, to conduct a new driver bid and to have adequate personnel available to train drivers on new/modified routes and supervise service changes to ensure they are implemented smoothly.

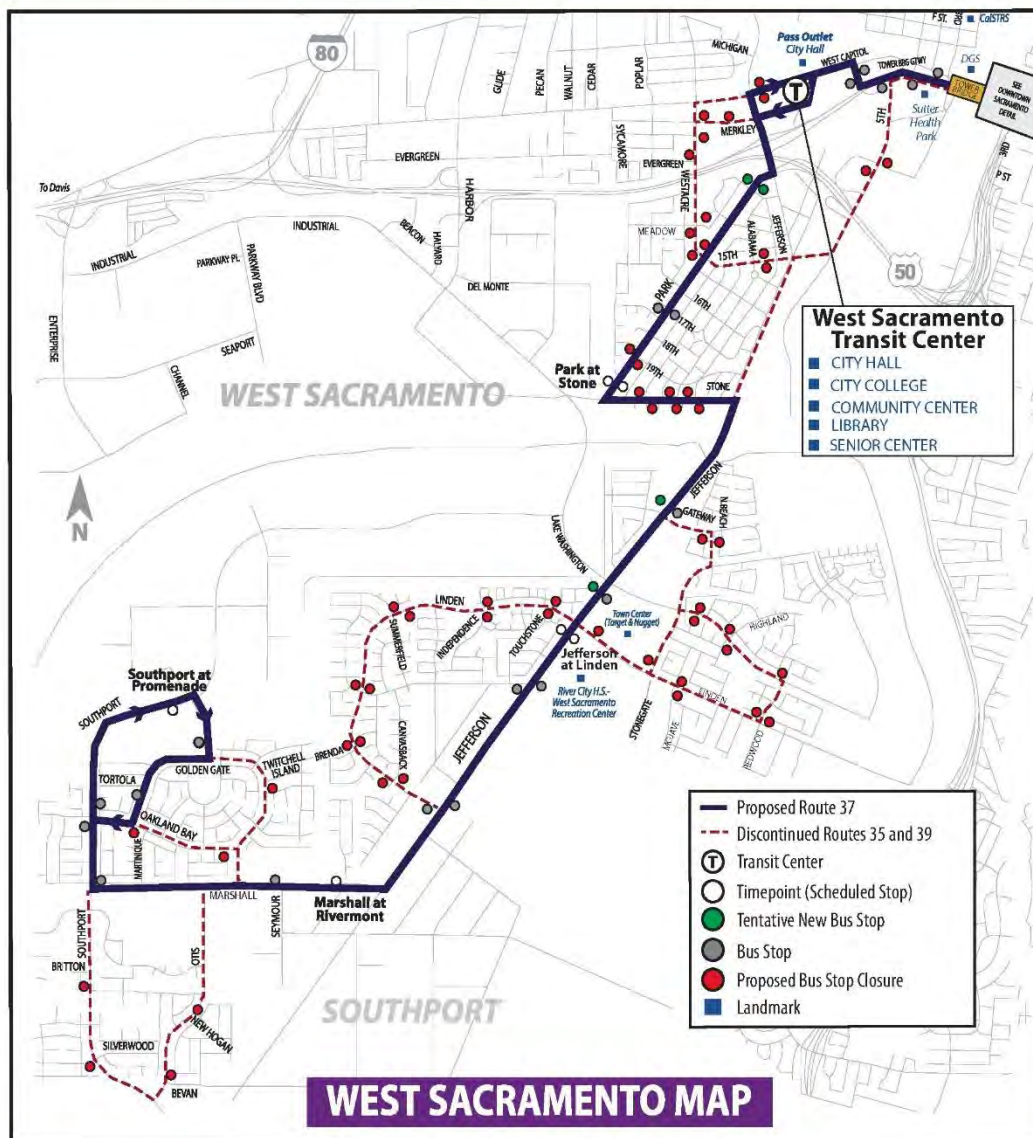
All public comments received prior to the September 13, 2021 Board meeting when the public hearing was opened was provided to Board members on September 13<sup>th</sup>. The additional public input received between that date and October 6, 2021 is summarized in Attachment D.

## **BUDGET IMPACT:**

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

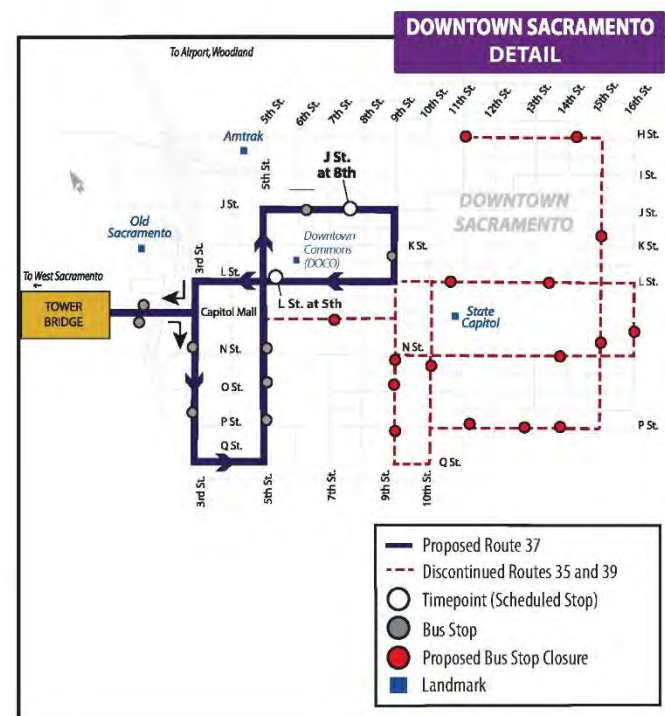


# Proposed Route 37



## West Sacramento | Routes 35, 37, 39

- Proposed new Route 37 Southport-Downtown Sacramento
- Proposed changes include eliminating service on Routes 35 & 39
- Route 37 is proposed to operate on weekdays only
- Route 37 is proposed to be a "super commuter" route that mainly serves the AM and PM peak commute with limited midday service



Yolo County Transportation District  
350 Industrial Way  
Woodland CA 95776  
(530) 666-2877

# WEST SACRAMENTO



## 37 Southport Local

37 - SOUTHPORT LOCAL		MONDAY - FRIDAY											
Southport at Promenade	---	5:35	6:05	6:45	7:15	7:55	10:40	1:30	---	---	4:10	4:40	5:20
Jefferson Blvd at Linden (North)	---	5:44	6:14	6:54	7:24	8:04	10:49	1:39	---	---	4:19	4:49	5:29
Park at Stone Blvd	---	5:50	6:20	7:00	7:30	8:10	10:55	1:45	---	---	4:25	4:55	5:35
W. Capitol at Merkle	Ⓢ	5:57	6:27	7:07	7:37	8:17	11:02	1:52	---	---	4:32	5:02	5:42
J at 8th St	---	6:06	6:36	7:16	7:46	8:26	11:10	2:00	---	---	4:41	5:11	5:51
L at 5th St	---	6:10	6:40	7:20	7:50	8:30	11:15	2:05	3:37	4:07	4:46	5:16	5:56
Merkley at W. Capitol	Ⓢ	6:17	6:47	7:27	7:57	8:37	11:22	2:12	3:45	4:15	4:54	5:24	6:04
Jefferson Blvd at Linden (North)	---	6:26	6:56	7:36	8:06	---	11:31	2:21	3:56	4:26	5:05	5:35	6:15
Marshall at Rivermont	---	5:29	6:29	6:59	7:39	---	11:34	2:24	3:59	4:29	5:08	5:38	6:18
Southport at Promenade	---	5:35	6:35	7:05	7:45	---	11:40	2:30	4:05	4:35	5:14	5:44	6:24

## 40 West Sacramento Local

40 - WEST SACRAMENTO LOCAL		MONDAY - SUNDAY															
Merkley at W. Capitol	Ⓢ	5:40	6:40	7:40	8:40	9:40	10:40	11:40	12:40	1:40	2:40	3:40	4:40	5:40	6:40	7:40	8:40
Jefferson Blvd at Triangle	---	5:46	6:46	7:46	8:46	9:43	10:43	11:43	12:43	1:43	2:43	3:43	4:43	5:43	6:44	7:44	8:44
Cummins at Reuter	---	5:51	6:51	7:51	8:51	9:48	10:48	11:48	12:48	1:48	2:48	3:48	4:48	5:48	6:49	7:49	8:49
Bryte at Lisbon	---	5:58	6:58	7:58	8:58	9:55	10:55	11:55	12:55	1:55	2:55	3:54	4:54	5:54	6:54	7:54	8:54
Ikea Ct at Ikea	---	6:04	7:04	8:04	9:04	10:01	11:01	12:01	1:01	2:01	3:01	4:00	5:00	6:00	7:01	8:01	9:01
Jefferson Blvd at Triangle	---	6:10	7:10	8:10	9:10	10:07	11:07	12:07	1:07	2:07	3:07	4:06	5:06	6:06	7:06	8:06	9:06
W. Capitol at Merkle	Ⓢ	6:13	7:13	8:13	9:13	10:10	11:10	12:10	1:10	2:10	3:10	4:10	5:10	6:10	7:10	8:10	9:10
Capitol Mall at Front St	---	6:17	7:17	8:17	9:17	10:14	11:14	12:14	1:14	2:14	3:14	4:14	5:14	6:14	7:13	8:13	9:13
L at 5th St	---	6:26	7:26	8:26	9:26	10:23	11:23	12:23	1:23	2:23	3:23	4:25	5:25	6:25	7:24	8:24	9:24
Merkley at W. Capitol	Ⓢ	6:32	7:32	8:32	9:32	10:29	11:29	12:29	1:29	2:29	3:29	4:32	5:32	6:32	7:31	8:31	9:31

## 41 West Sacramento Local

41 - WEST SACRAMENTO LOCAL		MONDAY - SUNDAY															
Merkley at W. Capitol	Ⓢ	6:20	7:20	8:20	9:20	10:20	11:20	12:20	1:20	2:20	3:20	4:20	5:20	6:20	7:20		
Jefferson Blvd at Triangle	---	6:23	7:23	8:23	9:23	10:23	11:23	12:23	1:23	2:23	3:24	4:24	5:24	6:23	7:23		
Ikea Ct at Ikea	---	6:28	7:28	8:28	9:31	10:31	11:31	12:31	1:31	2:31	3:32	4:32	5:32	6:28	7:28		
Lisbon at Bryte	---	6:36	7:36	8:36	9:36	10:36	11:36	12:36	1:36	2:36	3:37	4:37	5:37	6:36	7:36		
Lighthouse at Fountain	---	6:43	7:43	8:43	9:41	10:41	11:41	12:41	1:41	2:41	3:44	4:44	5:44	6:43	7:43		
Sacramento at Douglas	---	6:48	7:48	8:48	9:45	10:45	11:45	12:45	1:45	2:45	3:48	4:48	5:48	6:48	7:48		
Jefferson Blvd at Triangle	---	6:51	7:51	8:51	9:48	10:48	11:48	12:48	1:48	2:48	3:49	4:49	5:49	6:51	7:51		
W. Capitol at Merkle	Ⓢ	6:55	7:55	8:55	9:53	10:53	11:53	12:53	1:53	2:53	3:55	4:55	5:55	6:55	7:55		
Capitol Mall at Front St	---	6:59	7:59	8:59	9:57	10:57	11:57	12:57	1:57	2:57	4:00	5:00	6:00	6:59	7:59		
L at 5th St	---	7:08	8:08	9:08	10:05	11:05	12:05	1:05	2:05	3:05	4:08	5:08	6:08	7:08	8:08		
Merkley at W. Capitol	Ⓢ	7:13	8:13	9:13	10:14	11:14	12:14	1:14	2:14	3:14	4:15	5:15	6:15	7:13	8:13		

## 240 West Sacramento Local

240 - WEST SACRAMENTO SHUTTLE		MONDAY - SUNDAY															
Merkley at W. Capitol	Ⓢ	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00			
W. Capitol at Harbor Blvd	---	6:07	7:07	8:06	9:07	10:07	11:07	12:07	1:07	2:07	3:07	4:06	5:06	6:06			
Ikea Ct at Ikea	---	6:10	7:10	8:10	9:10	10:13	11:13	12:10	1:13	2:13	3:13	4:13	5:13	6:13			
Reed at Stillwater	---	---	7:19	---	---	---	---	12:19	---	---	---	---	5:19	---			
W. Capitol at Harbor Blvd	---	6:18	7:26	8:18	9:18	10:21	11:21	12:26	1:21	2:21	3:21	4:21	5:26	6:21			
W. Capitol at Merkle - Arrive	Ⓢ	6:27	7:35	8:27	9:27	10:30	11:30	12:35	1:30	2:30	3:30	4:27	5:32	6:27			
W. Capitol at Merkle - Depart	Ⓢ	6:30	7:40	8:30	9:30	10:30	11:30	12:40	1:30	2:30	3:30	4:30	5:32	6:30			
Capitol Mall at Front St	---	6:34	7:44	8:34	9:34	10:34	11:34	12:44	1:34	2:34	3:34	4:35	5:37	6:35			
L at 5th St	---	6:44	7:54	8:44	9:44	10:43	11:43	12:54	1:43	2:43	3:43	4:45	5:47	6:45			
Merkley at W. Capitol	Ⓢ	6:50	8:00	8:50	9:50	10:49	11:49	1:00	1:49	2:49	3:49	4:52	5:54	6:52			

Yolo County Transportation District  
350 Industrial Way  
Woodland CA 95776

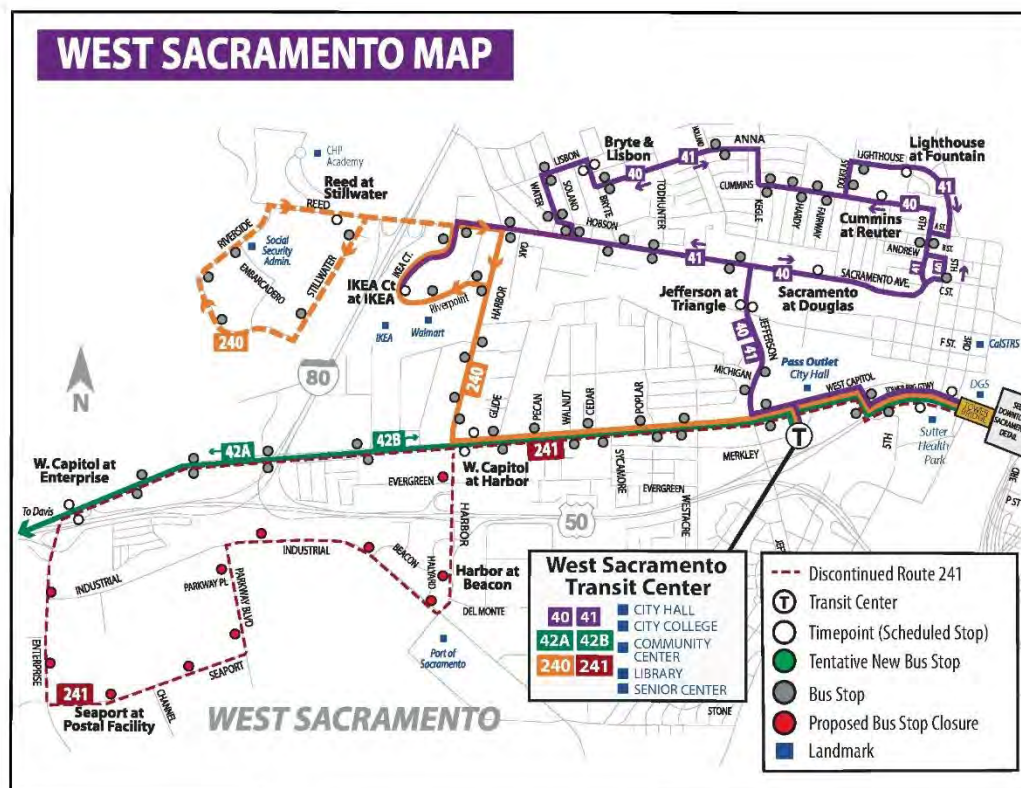
AM times are light type.  
PM times are bold type.

**YELLOW HIGHLIGHTED STOP**  
West Sacramento Transit Center  
Ⓢ TRANSIT CENTER

YOLOBUS.COM  
530-666-BUSS (2877)  
916-371-BUSS (2877)

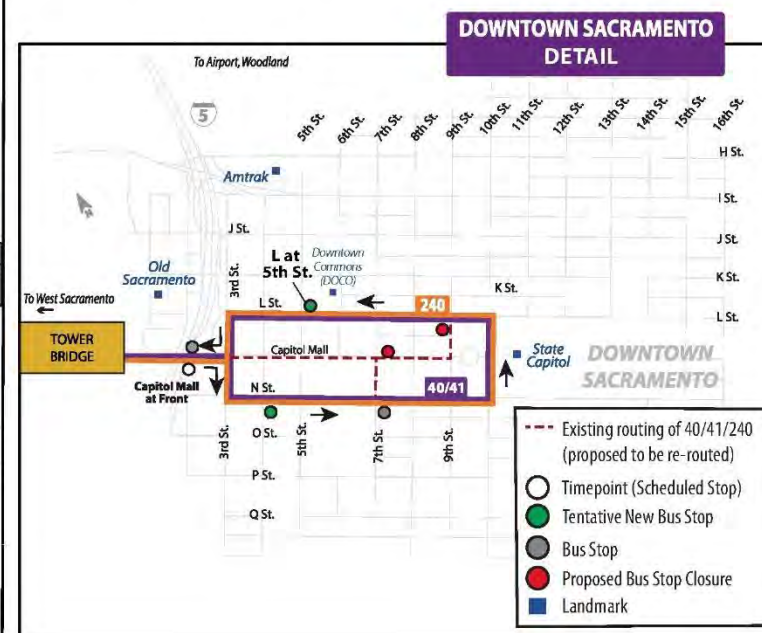


# Proposed Route 40, 41, 240, 241 Service Changes



## Downtown Sacramento | Routes 40, 41, 240, 241

- Proposed modification to Routes 40, 41 and 240 in the Downtown Sacramento area



## West Sacramento | Routes 40, 41, 240, 241

- Route 241 is proposed to be eliminated
- Route 240 will only serve the Reed at Stillwater "Loop" three times per day (1 AM trip, 1 PM trip, 1 midday trip)
- No proposed changes to the routing of Routes 40 and 41 in the West Sacramento area
- Restore early and late trips on Routes 40, 41 and 240 that were temporarily discontinued due to COVID



**Summary of Public Comments Received on Proposed YoloGo Phase 2 Service Changes  
Between September 13, 2021 and October 6, 2021**

I am all for discontinuing routes 35 and 39. I live on Stone Blvd and the bus driving right in front of my house completely empty most of the time seems like a waste.

The bus stops can also be a source for littering and unwanted marketing ads.

Great idea and thank you!

-Harvin

**BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Presentation by Caltrans on the I-80 Corridor Improvements Project	<b>Agenda Item #:</b>  <b>Agenda Type:</b>	<b>7</b>  <b>Deliberation/Action</b>
		<b>Attachments</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
<b>Prepared by: K Souza</b>		<b>Meeting Date: October 11, 2021</b>

**RECOMMENDATION:**

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors receive with information regarding the I-80 Corridor Improvements Project.

A Caltrans representative will conduct the presentation.

**REASON FOR RECOMMENDATION:**

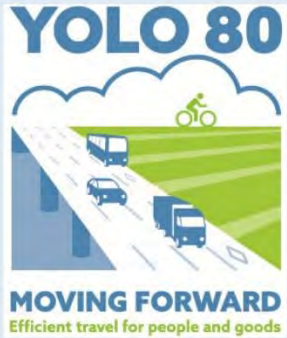
The presentation on the Caltrans I-80 Corridor Improvements Project will provide information and data on the current status of the project.

**BACKGROUND:**

Caltrans has partnered with YCTD to develop the I-80 Corridor Improvements Project. This presentation provides the current status.

**BUDGET IMPACT:**

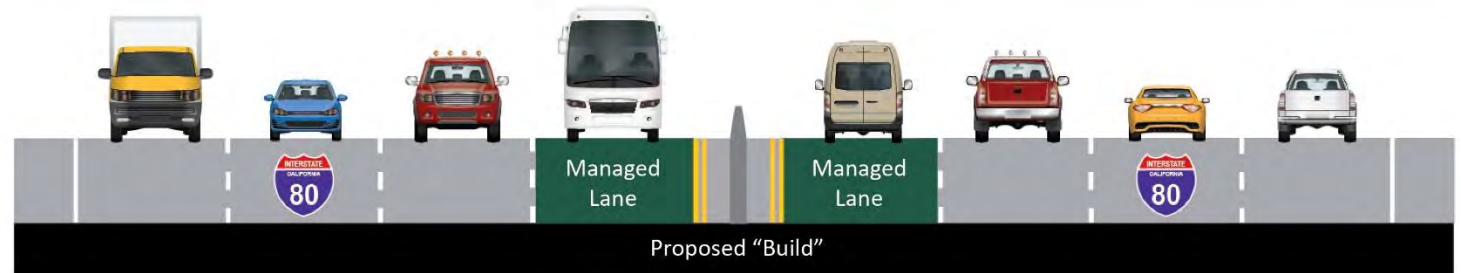
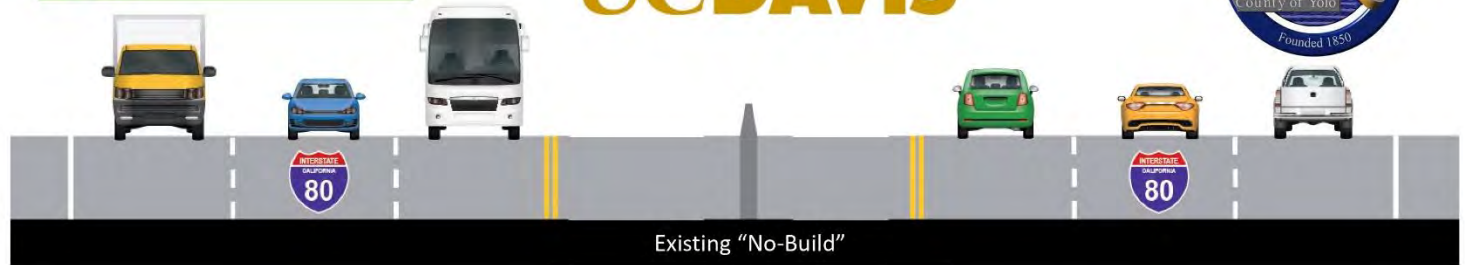
None at this time.



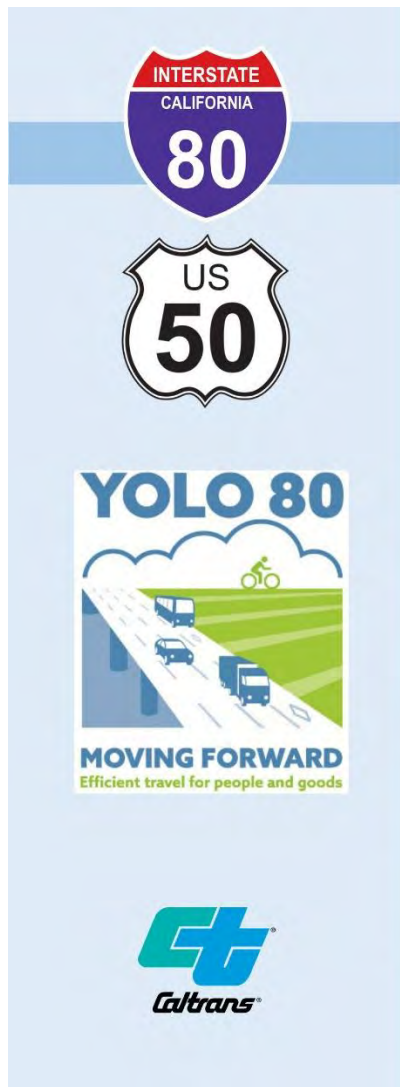
# I-80 CORRIDOR IMPROVEMENTS PROJECT



UCDAVIS







# Presentation Team



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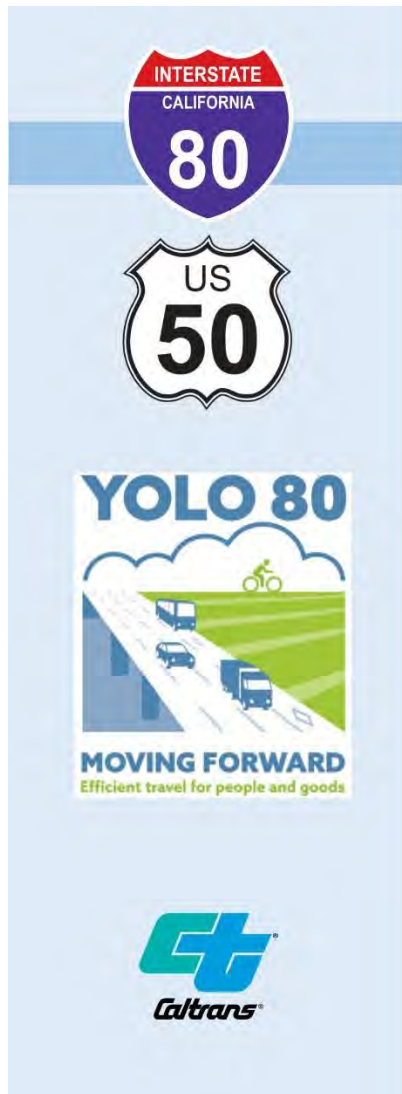
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Julia Green



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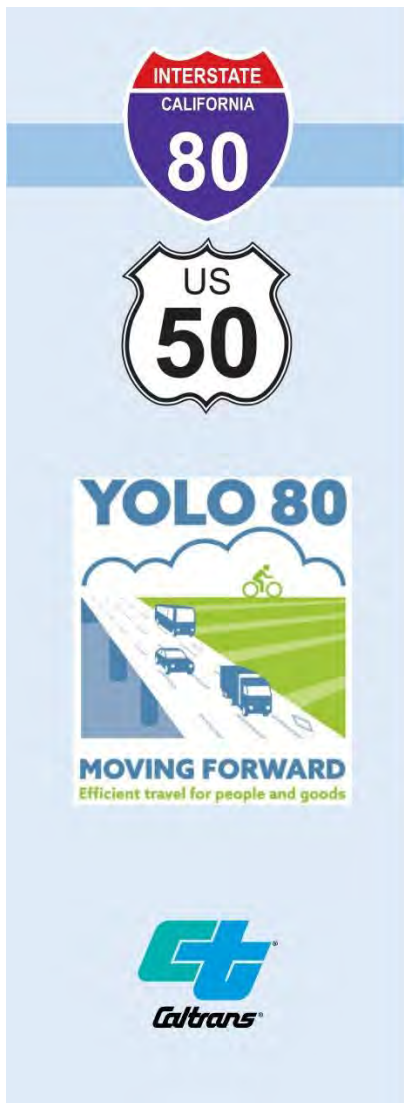


Public Information  
Officer  
Dennis Keaton



## DISCUSSION TOPICS

- |                            |      |
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| ➤ Need and Purpose         | 3    |
| ➤ Managed Lane Types       | 4    |
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| ➤ Project Alternatives     | 6    |
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## NEED AND PURPOSE

### Need

Recurring Morning and Evening Congestion

Inefficient Operational and Movement of Goods

Single Occupancy with limited Multi-modal Options

Lack of Traveler Information and Monitoring

### Purpose

Ease Congestion & Improve Person Throughput

Improve Freeway Mainline, Ramps & Interchanges Operations

Support & Improve Reliable Goods Movement & Modality

Provide Expedited Travel Time Information





## MANAGED LANE TYPES

### HOV- High Occupancy Vehicle Lane (Bus/Carpool)

- Allows and restricts access to certain vehicles
- Based on minimum occupancy requirement

### HOT- High Occupancy Toll Lane

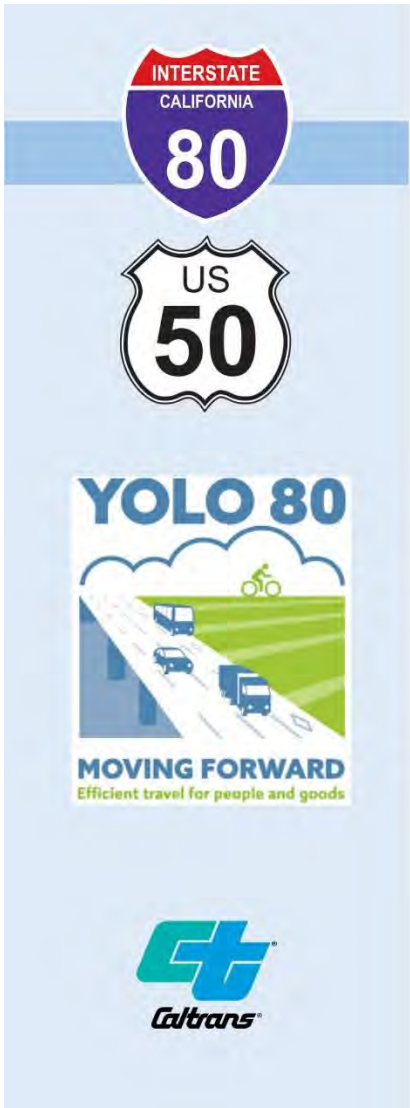
- Free access to vehicles that meet the minimum occupancy requirement
- Priced access to vehicles that do not meet the minimum occupancy requirement

### Express Lane

- All users pay a toll to access this lane
- Discounts can be given to certain vehicle types (Carpool)

### Transit Only Lane

- Only Transit accesses the Lane



# MANAGED LANES BENEFIT

- Designed to keep vehicle speeds at or above 45 mph
  - Initially Design as HOV Lanes
  - Variable pricing to maintain 45 mph
- Provides More reliable travel times for users
- Improves General Purpose Lane Operations
- Move more people than General Purpose Lanes
  - Minimum occupancy requirement (Carpools)
  - Carpools are encouraged because:
    - Lead to more reliable travel times
    - Help Lower vehicle emissions
    - Drivers can save money



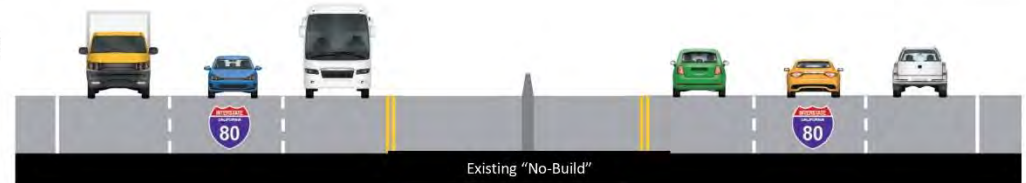
TOLL		EXPRESS LANE			
			PLATE TOLL		
TO		\$1.25	\$1.75	NO TOLL	
TO DOWNTOWN		\$4.00	\$5.00	NO TOLL	
SURCHARGE FOR 4+ AXLES					



## ALTERNATIVES

### No Build (Keep Existing Conditions):

3 General Purpose Lanes in each direction



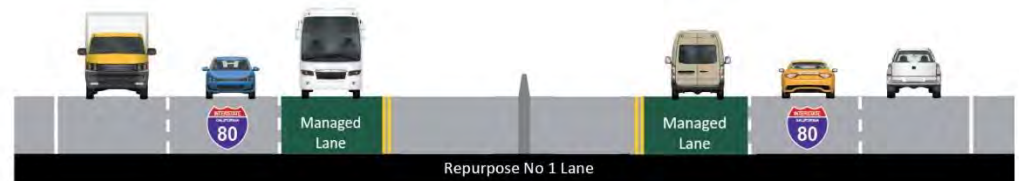
### Construct Managed Lanes in the Median:

3 General Purpose Lanes, 1 Managed Lane

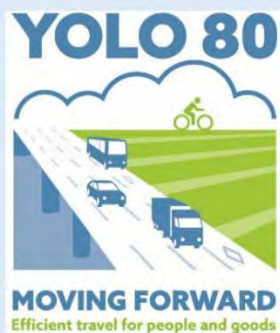


### Repurpose No. 1 Lane in each direction to HOV Lane:

2 General Purpose Lanes, and 1 Managed Lane

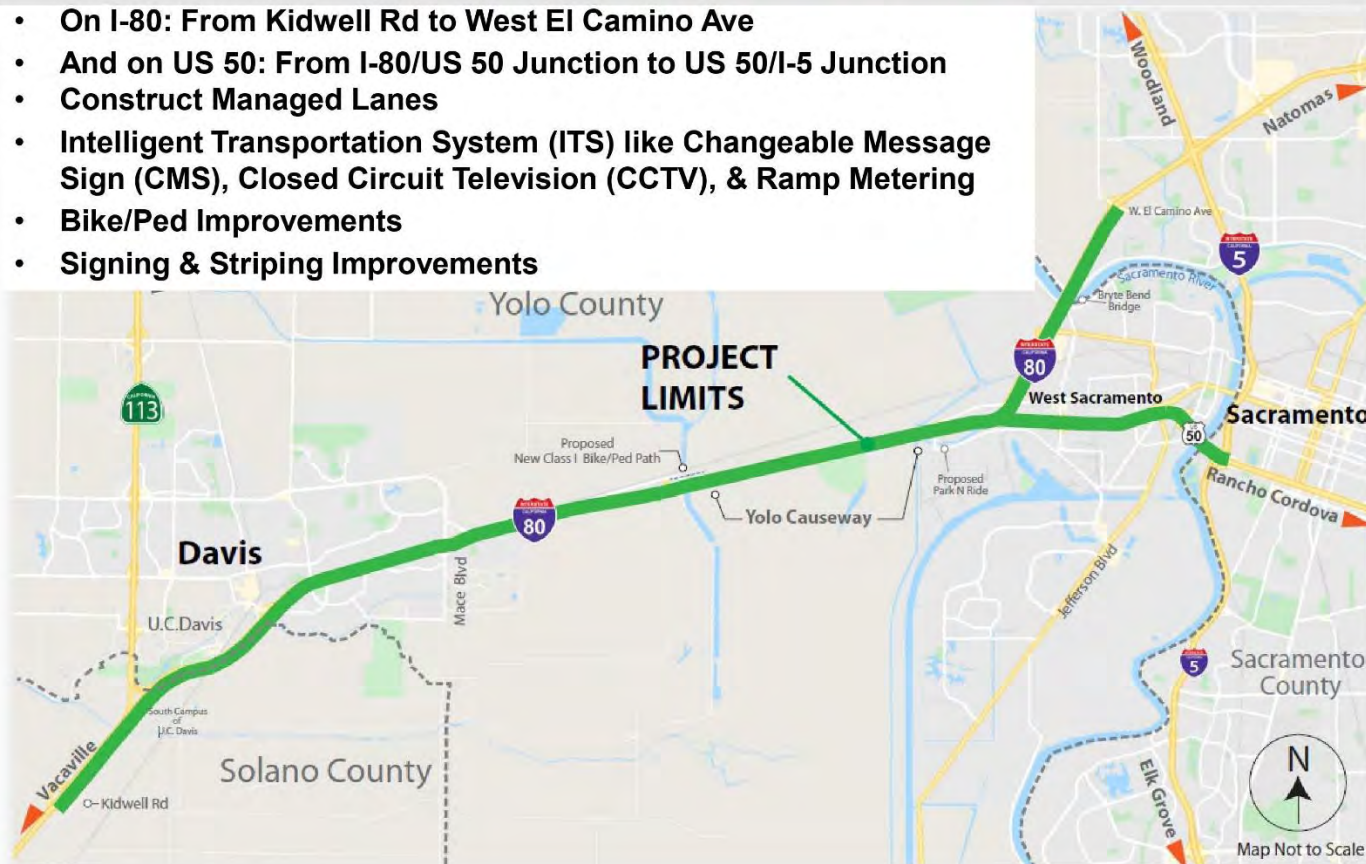


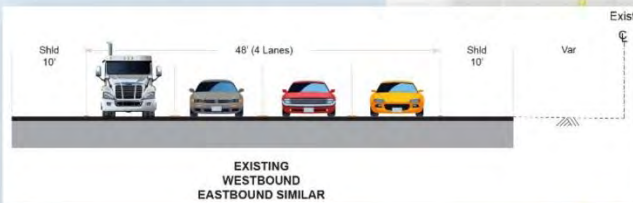




## PROJECT LIMITS AND SCOPE

- On I-80: From Kidwell Rd to West El Camino Ave
- And on US 50: From I-80/US 50 Junction to US 50/I-5 Junction
- Construct Managed Lanes
- Intelligent Transportation System (ITS) like Changeable Message Sign (CMS), Closed Circuit Television (CCTV), & Ramp Metering
- Bike/Ped Improvements
- Signing & Striping Improvements

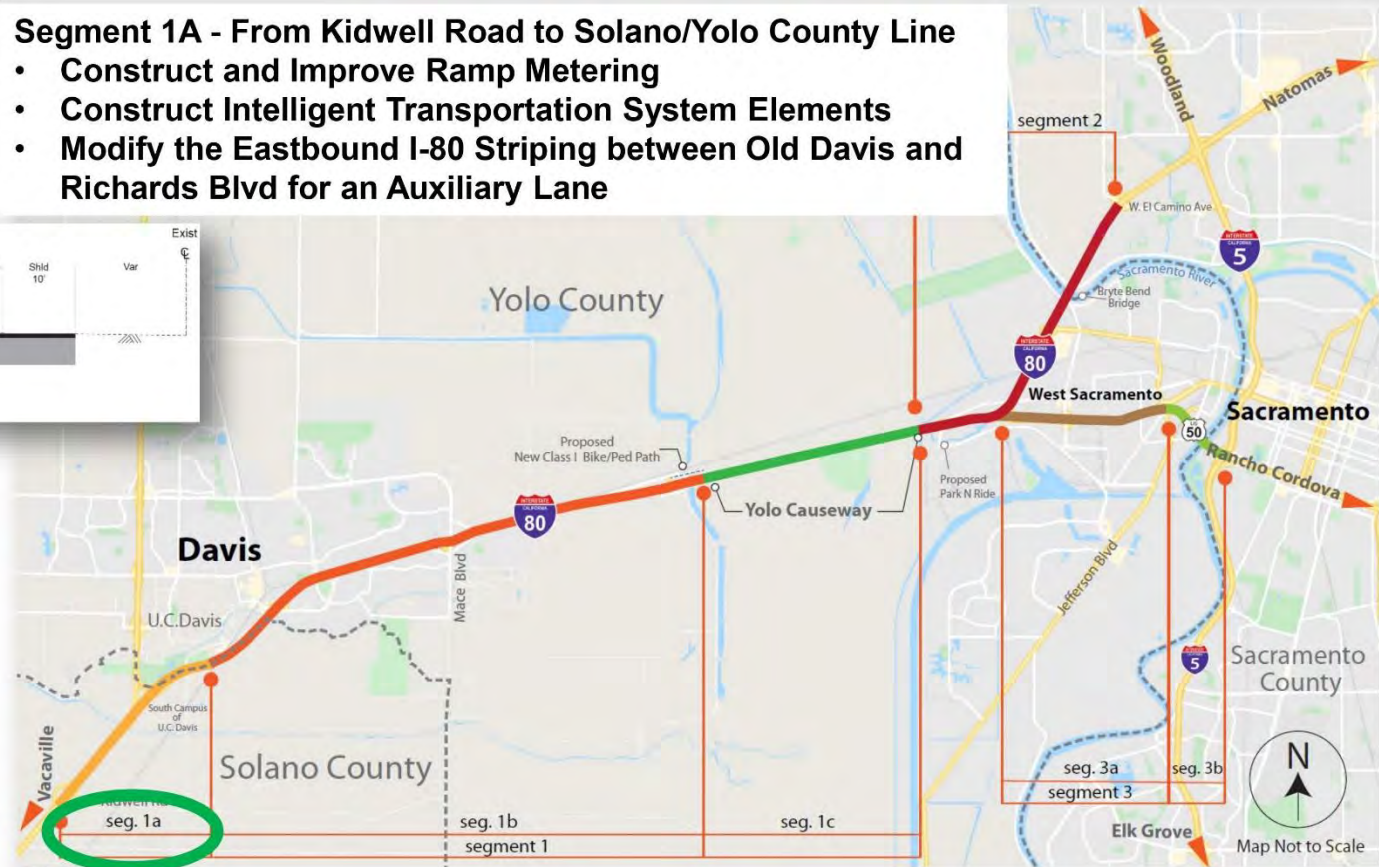




## PROJECT LIMITS AND SCOPE

### Segment 1A - From Kidwell Road to Solano/Yolo County Line

- Construct and Improve Ramp Metering
- Construct Intelligent Transportation System Elements
- Modify the Eastbound I-80 Striping between Old Davis and Richards Blvd for an Auxiliary Lane



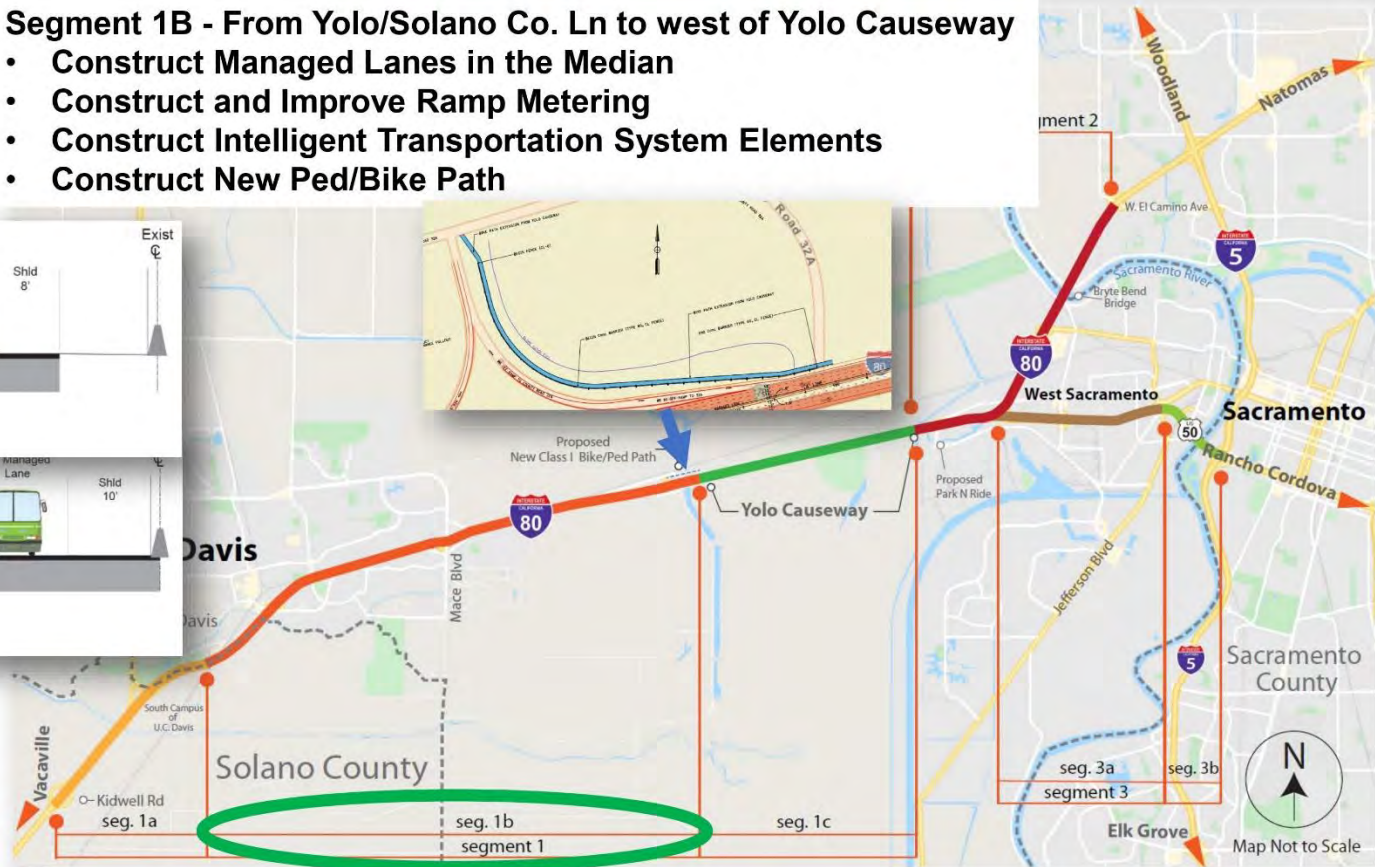
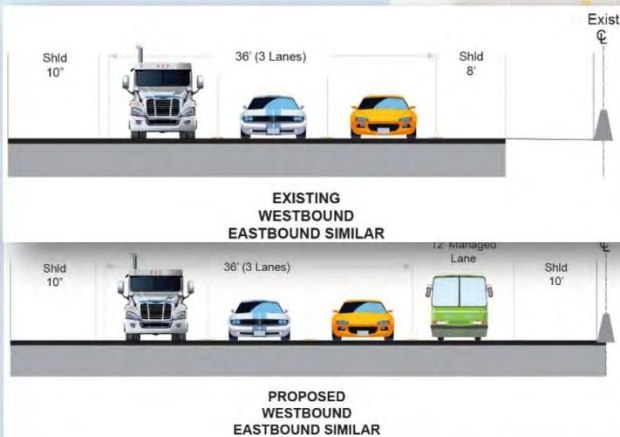




## PROJECT LIMITS AND SCOPE

### Segment 1B - From Yolo/Solano Co. Ln to west of Yolo Causeway

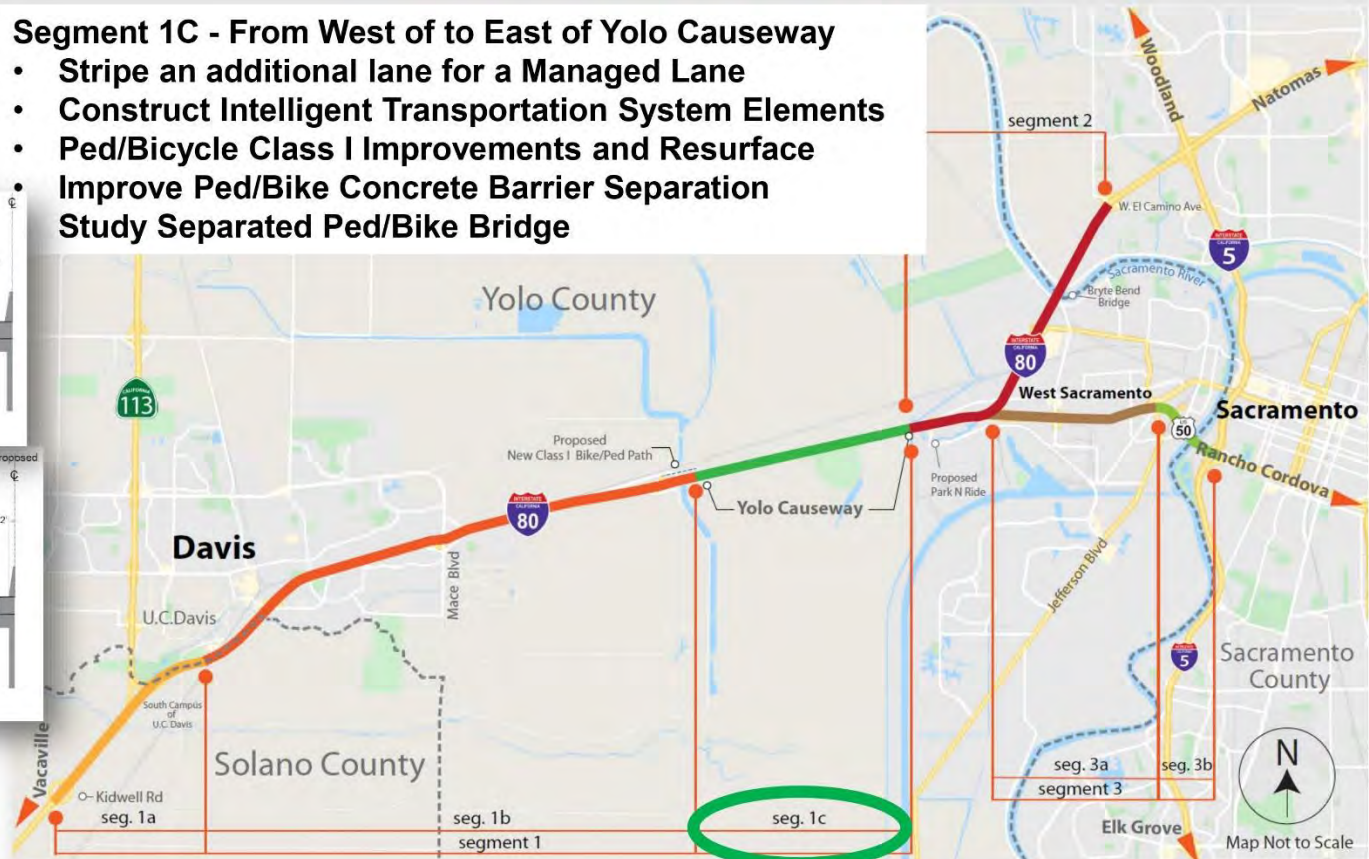
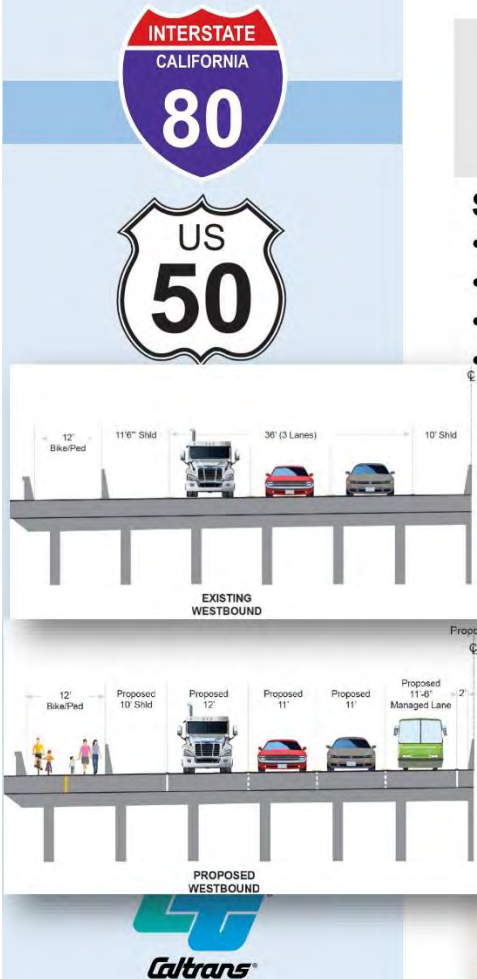
- Construct Managed Lanes in the Median
- Construct and Improve Ramp Metering
- Construct Intelligent Transportation System Elements
- Construct New Ped/Bike Path



## PROJECT LIMITS AND SCOPE

### Segment 1C - From West of to East of Yolo Causeway

- Stripe an additional lane for a Managed Lane
- Construct Intelligent Transportation System Elements
- Ped/Bicycle Class I Improvements and Resurface
- Improve Ped/Bike Concrete Barrier Separation
- Study Separated Ped/Bike Bridge



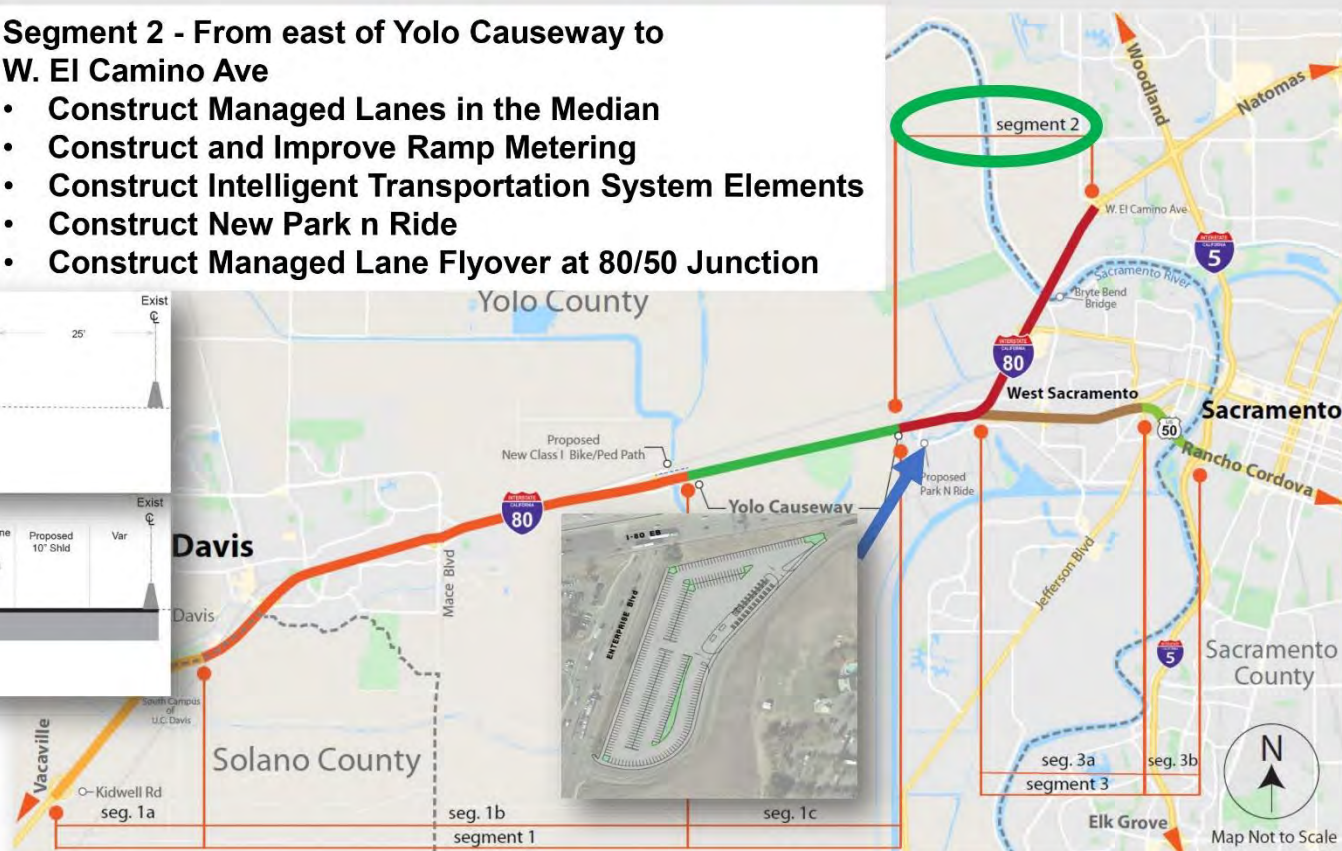
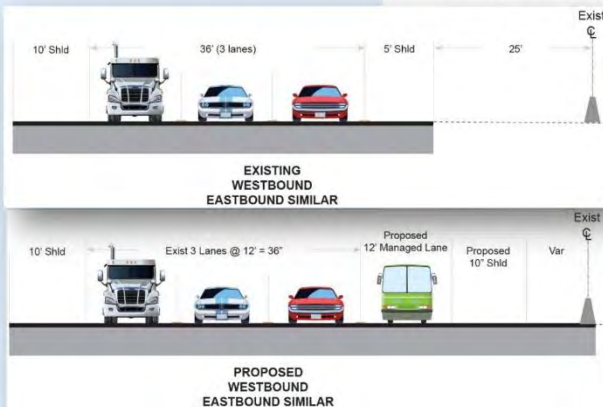




## PROJECT LIMITS AND SCOPE

### Segment 2 - From east of Yolo Causeway to W. El Camino Ave

- Construct Managed Lanes in the Median
- Construct and Improve Ramp Metering
- Construct Intelligent Transportation System Elements
- Construct New Park n Ride
- Construct Managed Lane Flyover at 80/50 Junction

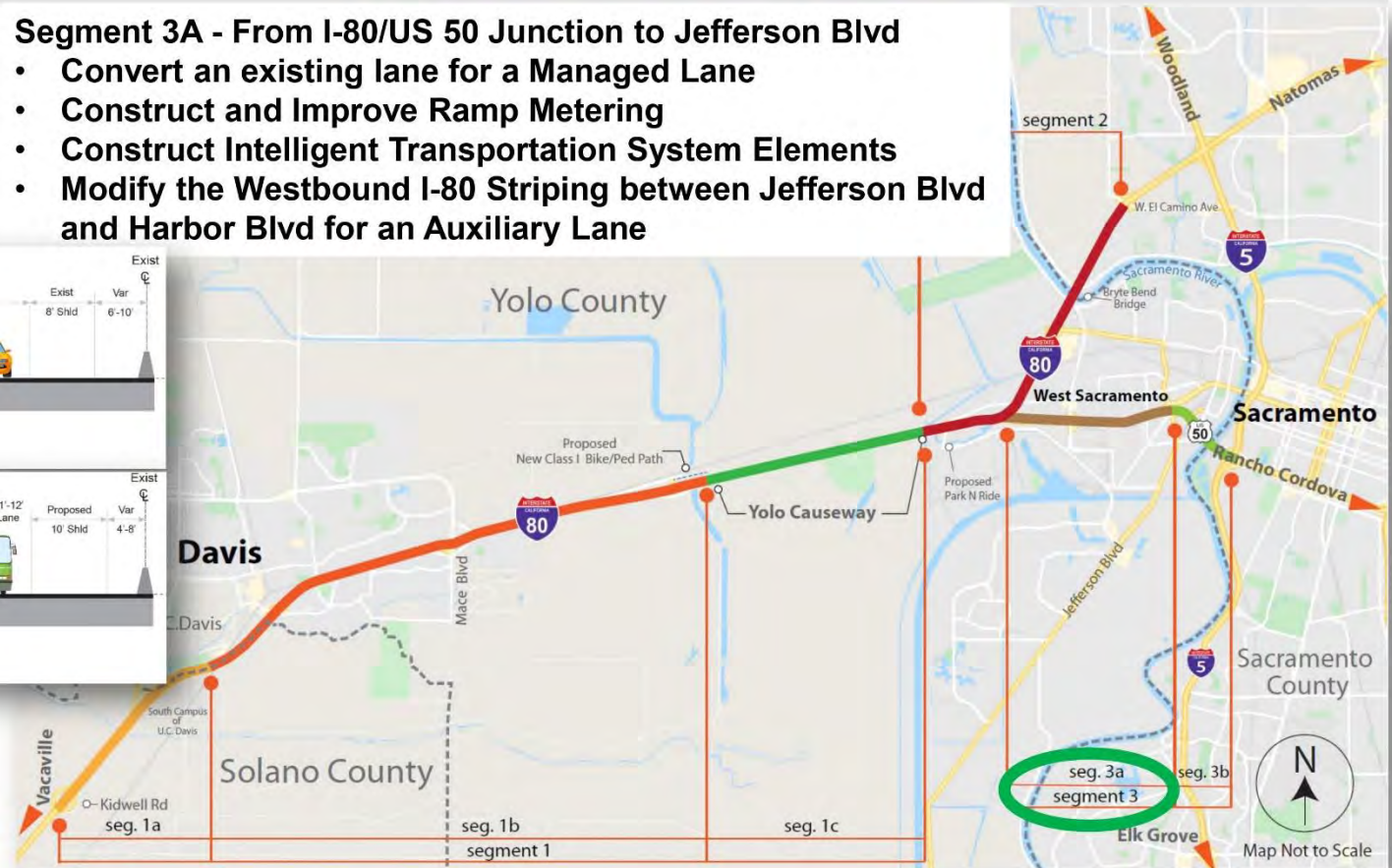
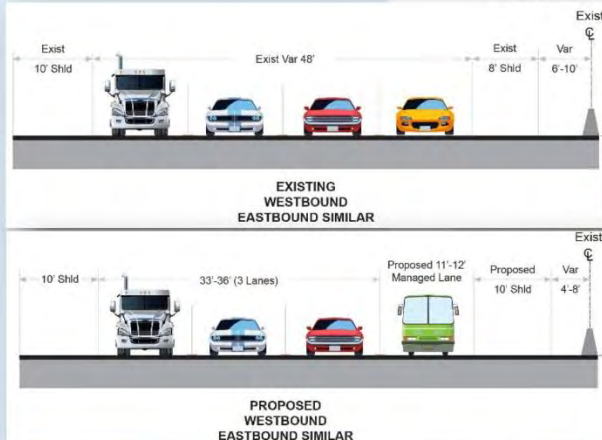




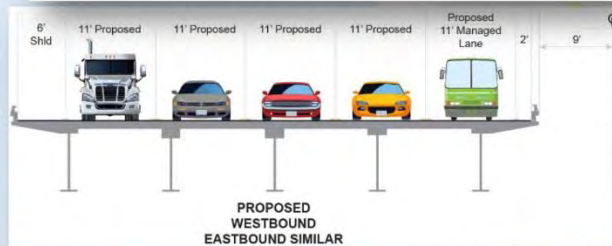
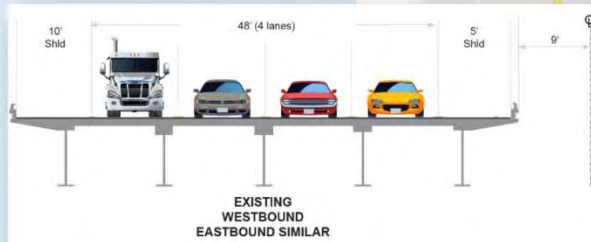
## PROJECT LIMITS AND SCOPE

### Segment 3A - From I-80/US 50 Junction to Jefferson Blvd

- Convert an existing lane for a Managed Lane
- Construct and Improve Ramp Metering
- Construct Intelligent Transportation System Elements
- Modify the Westbound I-80 Striping between Jefferson Blvd and Harbor Blvd for an Auxiliary Lane



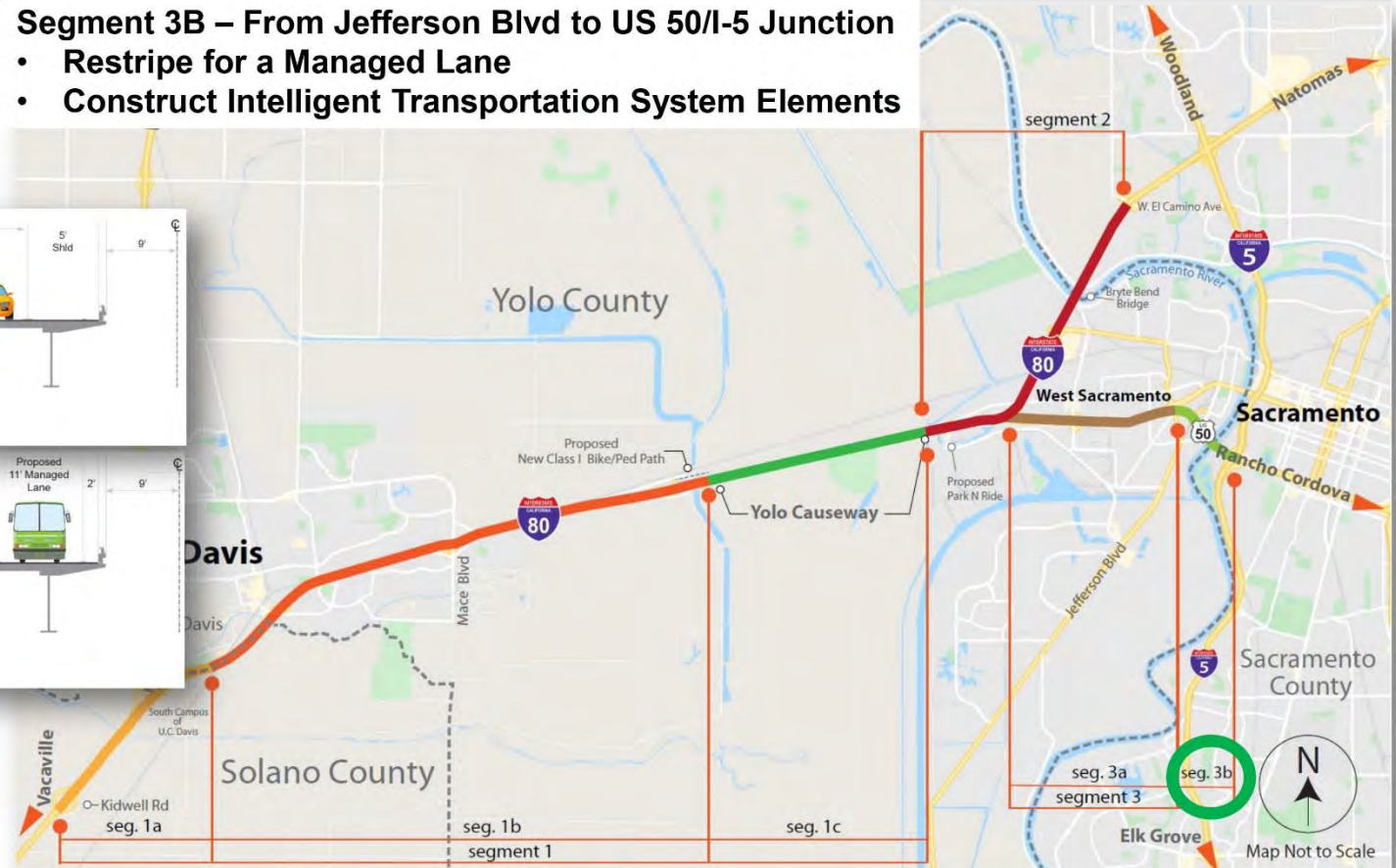


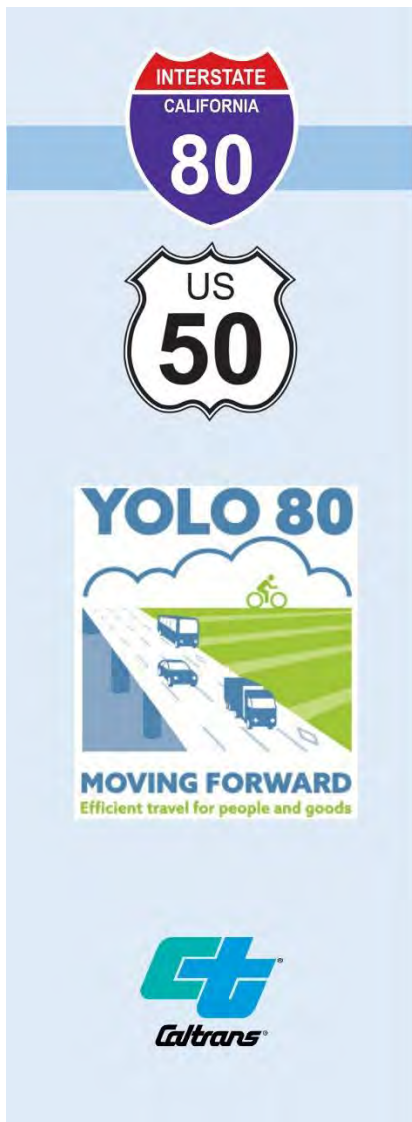


## PROJECT LIMITS AND SCOPE

### Segment 3B – From Jefferson Blvd to US 50/I-5 Junction

- Restripe for a Managed Lane
- Construct Intelligent Transportation System Elements

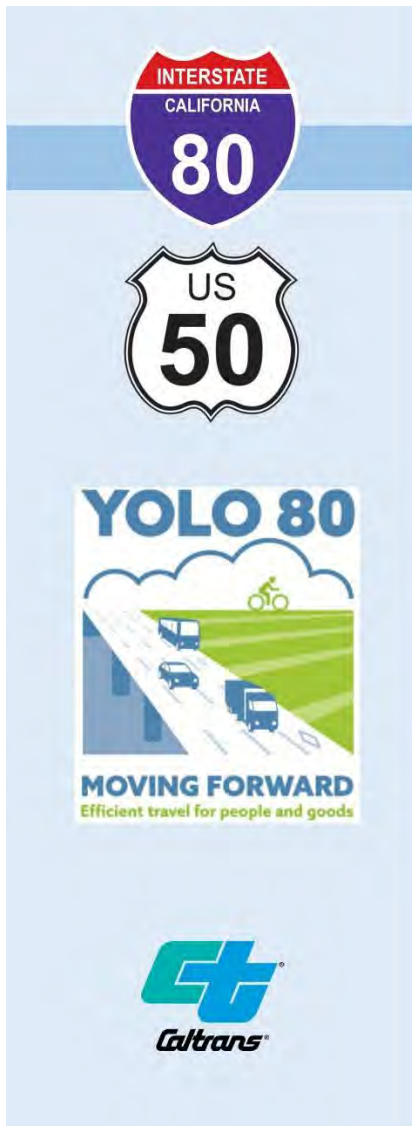




PROJECT ESTIMATE	
Total Project Cost	\$100M - \$600M depending on Alternative

PROJECT MILESTONES	
Draft Environmental Document for Public Review	Winter 2021
Environmental Clearance Complete	Spring 2022
Design Complete	Spring 2024
Construction Start	Spring 2025





## COMMENTS:

[Yolo80corridor@DOT.ca.gov](mailto:Yolo80corridor@DOT.ca.gov) (530) 812-7634

## FOR MORE INFORMATION:

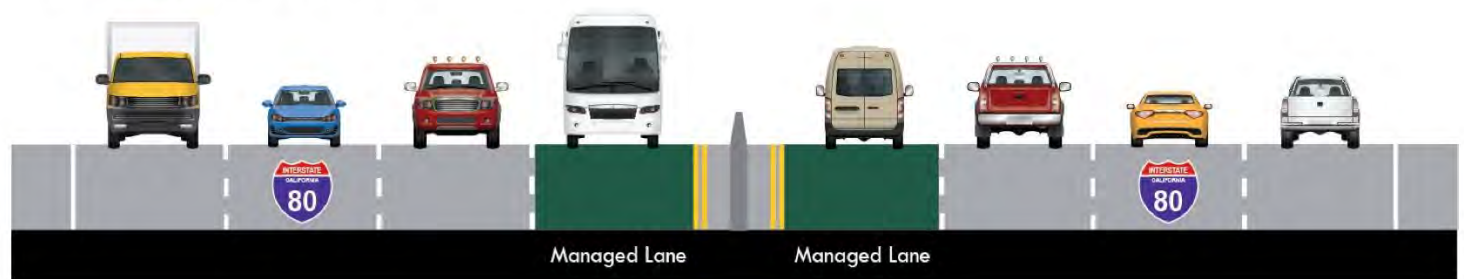
<https://dot.ca.gov/caltrans-near-me/district-3/d3-projects/d3-i80-corridor-improvements>

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**Nawid Nessar**  
Project Manager

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Environmental Coordinator

**Dennis Keaton**  
Public Information Officer



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## BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

<b>Topic:</b> YCTD Goals for Next 3/6/12 Months	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>8</b>
		<b>Deliberation/Action</b>
		<b>Attachments:</b> <u>Yes</u> No
<b>Prepared By: Autumn Bernstein</b>		<b>Meeting Date: October 11, 2021</b>

### RECOMMENDATION:

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors receive and provide feedback and direction on the YCTD Goals for the next 3/6/12 months.

### REASON FOR RECOMMENDATION:

The YCTD Board of Directors asked the Executive Director to establish 3/6/12 month goals for YCTD.

### BACKGROUND:

The Executive Director has prepared three-, six- and twelve-month agency goals through a collaborative process with YCTD staff, which included the following steps:

- All staff members were asked to draft their individual three-, six-, and twelve-month goals
- The Executive Director met individually with all staff members to learn more about each staff's priorities
- The Executive Director compiled and categorized all of the input received
- An all-staff meeting was held to discuss and synthesize the input into high level agency goals

The following are the high-level YCTD goals that were identified through this process:

1. Stabilize and Strengthen Transit Operations and Management
2. Successful Implementation of YoloGo Fixed-Route Service Changes
3. Microtransit: Districtwide Strategy and Woodland Service Planning
4. Grant Administration: Add Capacity, Catch Up, Improve Systems
5. Update Finance Policies and Procedures
6. Develop 10-year Capital Improvement Plan, Zero Emission Fleet Plan and Implement Time-Sensitive Capital Improvements
7. Multimodal Planning for Transit, Active Transportation and Managed Lanes
8. Improve Customer Experience Through Updated Tools, Materials, Technology and Policies
9. Rebrand YCTD as a Multimodal Partner and Convener
10. Streamline, Simplify and Automate Data Collection and Analysis to Improve Data-Driven Decision making
11. YCTD Staff Team: Clarify Team Structure, Provide Pathways for Professional Growth and Foster a Culture of Mutual Respect

Under each high-level goal, there are several specific, measurable, and time-bound goals, as detailed in Attachment A.

Staff is now seeking the YCTD Board's input on the draft goals, including feedback on whether anything is missing, which goals the Board feels are the most important, etc. If the Board approves the goals, the next step will be to incorporate the YCTD Goals into staff members' individual work plans.

### **BUDGET IMPACT:**

None.



**YCTD Goal Setting**  
**Fall 2021**

Topic	Description	3 mo goal (Dec 2021)	6 mo goal (Mar 2022)	12 mo goal (Sept 2022)
<b>Stabilize and Strengthen Transit Operations and Management</b>				
Address Driver Shortage	Work with Transdev to improve retention and recruitment to rebuild operator workforce to desired levels.	YCTD approves and Transdev implements a plan to increase wages and other incentives to retain and recruit drivers	Increased operator recruitment  Decreased turnover for new hires and experienced drivers	No delayed or missed YCTD services due to driver recruitment or retention
Service Prioritization	Develop a set of agreed-upon service prioritization criteria to guide decisions about which services to restore/expand as resources allow, or which services to cut if necessary due to continuing driver shortage	YCTD Board approves service prioritization criteria	All service changes made reflective of prioritization criteria	All service changes made reflective of prioritization criteria
Restore Suspended Services	Restore all temporarily suspended Commuter/ Express Bus Services	<i>Restore services as staffing resources allow</i>	<i>Restore services as staffing resources allow</i>	<i>Restore services as staffing resources allow</i>
Operations Contract Monitoring	Develop and implement a procedure for ongoing monitoring of operations contract, including reporting to Board and published annual review within bounds defined by contract.		Comprehensive review of operations contract and development of monitoring program and SOPs	Implement monitoring program; Publish first annual review of performance.
<b>Successful Implementation of YoloGo Fixed-Route Service Changes</b>				
YoloGo Phase 1	Implement planned changes to fixed-route service as envisioned in YoloGo Phase 1 (Route 42 expansion and discontinuation of low-performing routes)	Permanently discontinue select routes  Implement West Sac service changes	Increase Route 42 frequency as driver resources allow	Evaluate performance of Route 42 expansion and adjust as warranted

Topic	Description	3 mo goal (Dec 2021)	6 mo goal (Mar 2022)	12 mo goal (Sept 2022)
YoloGo Phase 2	Implement planned changes to fixed-route service as envisioned in YoloGo Phase 2: West Sacramento service reorganization (discontinue routes 35, 39 and 241; launch new route 37).	Board approval of YoloGo Phase 2 changes	Implement West Sacramento service reorganization	Evaluate performance of service reorganization and adjust as needed
YoloGo Phase 3	Concurrent with launch of Woodland microtransit, revised fixed-route service in Woodland as envisioned in YoloGo Phase 3			<ul style="list-style-type: none"> <li>• In coordination with microtransit planning, make plans for revised fixed route bus network in Woodland</li> <li>• Revised fixed route service running in Woodland (new brochures, signage, public outreach complete)</li> </ul>
<b>Microtransit: Districtwide Strategy and Woodland Service Planning</b>				
Vision document	YCTD develops and adopts a district-wide guiding vision document for microtransit that includes: <ul style="list-style-type: none"> <li>- Goals and desired outcomes for microtransit service</li> <li>- Relationship to fixed-route services</li> <li>- YCTD's role</li> <li>- Integration of new and existing services</li> <li>- User interface/software goals (eg single app-based platform for all YCTD microtransit)</li> </ul>	Solicit input from board, committees and jurisdictions and stakeholders.  Prepare a vision document for Board adoption and approval.		Update vision document as needed.

Topic	Description	3 mo goal (Dec 2021)	6 mo goal (Mar 2022)	12 mo goal (Sept 2022)
Woodland service and new software	Launch Woodland microtransit service and deploy new, user-friendly software district-wide	<p>Receive RFI responses</p> <p>Conduct one-on-one meetings with offerors</p>	<p>Prepare/Release RFP</p> <p>Vendor selection and contract</p>	<p>Adopt plan for Woodland microtransit expansion</p> <p>Begin procurement for vehicle leases and/or procurements as needed</p> <p>Early 2023: New microtransit service operating in Woodland and new software launched district-wide</p>
<b>Grant Administration: Add Capacity, Catch Up, Improve Systems</b>				
Add Capacity	Hire and train Grants and Procurement Specialist to add capacity to manage grants.	New hire complete	Grants and Procurement Specialist is working independently to manage all grant administration	

Topic	Description	3 mo goal (Dec 2021)	6 mo goal (Mar 2022)	12 mo goal (Sept 2022)
Grant Administration Catch Up	<p>Eliminate backlog of grant applications, reports, invoicing and closeouts, including:</p> <p>FTA grants for:</p> <ul style="list-style-type: none"> <li>• All regular 5307 funds for FY22 Budget Year</li> <li>• CRRSAA funds</li> <li>• ARP funds</li> <li>• CMAQ &amp; RSTP funds from 2021 SACOG funding round</li> </ul> <p>Timely submission of ongoing formula grant materials, including:</p> <ul style="list-style-type: none"> <li>• SGR project lists</li> <li>• LCTOP allocation requests</li> <li>• Bi-annual 5307/5339 Sac UZA “earned share” requests</li> <li>• Annual 5311</li> </ul> <p>Close Out West Sac Bus Shelter Installation Grant</p> <p>Spend down IGLCBC Grant for Route 215 bus stops (Matmor/Main NB, Community/Main WB)</p>	<ul style="list-style-type: none"> <li>• Update tracking sheet and determine exactly which funds need to be applied for (by FY and UZA)</li> </ul>	<ul style="list-style-type: none"> <li>• All grants submitted in TEAMS and either obligated (i.e., approved by FTA) or in process of being reviewed by FTA)</li> </ul>	<ul style="list-style-type: none"> <li>• All federal funds being drawn down in ECHO</li> </ul>
New Grant Administration	<p>Execute and effectively manage new grants including:</p> <ul style="list-style-type: none"> <li>• INFRA grant for I-80 Managed Lanes</li> <li>• Woodland Main Street Bus Stop Pads project</li> <li>• (Possible) RAISE Grant</li> </ul>	<p>Coordinate with grantors, partner agencies and subrecipients to sign agreements and establish reporting and invoicing protocols</p>	<p>Implement invoicing and reporting protocols</p>	<p>Implement invoicing and reporting protocols</p>

Topic	Description	3 mo goal (Dec 2021)	6 mo goal (Mar 2022)	12 mo goal (Sept 2022)
<b>Update Finance Policies and Procedures</b>				
Finance Policies and Procedures	<p>Update financial policies and procedures including:</p> <ul style="list-style-type: none"> <li>Budget reserve policy</li> <li>Procurement policy</li> <li>New payroll procedures based on county payroll review</li> <li>Electronic timesheet system</li> <li>Disadvantaged Business Enterprise (DBE) contracting</li> <li>Annual budget preparation and reporting</li> <li>Purchasing card policy</li> <li>Financial management software</li> </ul>	<p>Board approves updated budget reserve policy</p> <p>Research software options for electronic timesheets that integrate with existing accounting and payroll systems at YCTD and Yolo County</p> <p>Identify ways to improve and quantify implementation of DBE plan</p>	<p>Board approves updated procurement policy</p> <p>Purchase timesheet software and train all staff to use it. Concurrently update payroll procedures.</p> <p>Submit updated DBE program and documentation of efforts to FTA</p> <p>Draft improved budget and actuals reporting template for FY 2022/23.</p> <p>Evaluate YCTD's current policies and practices regarding purchasing cards. Adopt and implement new policy to minimize risks.</p> <p>Explore new software tool(s) for tracking grant revenues and expenditures, managing fixed assets, and managing project budgets.</p>	<p>Budget Draft to Board in May, Final in June</p> <p>Board approves new payroll procedures.</p> <p>Board approves new purchasing card policy.</p> <p>Pilot new financial management software and train key staff.</p>



Topic	Description	3 mo goal (Dec 2021)	6 mo goal (Mar 2022)	12 mo goal (Sept 2022)
<b>Develop 10-year Capital Improvement Plan, Zero Emission Fleet Plan and Implement Time-Sensitive Capital Improvements</b>				
Zero Emission Fleet Plan	Prepare a zero emission fleet plan to steer YTCD's transit to future fuels. Under statewide mandate, a Zero Emission Bus (ZEB) Rollout Plan must be submitted to the California Air Resources Board by July 1, 2023.	Conduct procurement for Zero Emission Fleet Planning Project	Begin work with consultant to prepare Zero Emission Fleet Plan.	Board approval of plan and submission to ARB.
Capital Improvement Plan	<p>Prepare and adopt a 10-year capital improvement plan to prioritize capital expenditures, including:</p> <ul style="list-style-type: none"> <li>• Bus purchases to comply with ZEB mandate (see Zero Emission Fleet Plan)</li> <li>• Onsite fueling infrastructure to comply with ZEB mandate (see Zero Emission Fleet Plan)</li> <li>• Bus stop improvements</li> <li>• YCTD Facilities maintenance and improvements, including pedestrian access improvement</li> <li>• Bus washer replacement</li> </ul> <p>The capital expenditure plan will include estimated costs and likely funding sources for each category of expenditure, along with a prioritized set of expenditures for each fiscal year.</p>		Begin work on CIP once the Zero Emission Fleet Plan is sufficiently developed.	Board approves 10-year capital plan

Topic	Description	3 mo goal (Dec 2021)	6 mo goal (Mar 2022)	12 mo goal (Sept 2022)
Time-sensitive capital expenditures	Implement time-sensitive capital expenditures, including: <ul style="list-style-type: none"> <li>• Replace cracked skylights by December 2021 to minimize damage from water leaks</li> <li>• Complete CNG retanking project before tank expiration in 2022</li> <li>• Any other urgent capital expenditures</li> </ul>	Replace cracked skylights.  Conduct procurement for CNG re-tanking  Identify any other urgent facility improvements needed.	CNG retanking project underway.  Other urgent facility improvement(s) as needed.	All re-tankings to be complete before tank expiration (July 2022-Dec 2022)  2023: Comprehensive facilities improvement plan to address ZEB mandate, other non-urgent facility improvements.
Bus Stop Improvement Plan	Bus Stop Improvement Program		Develop plan for internal update of existing and future bus stop inventory and improvement plan	Begin bus stop inventory and assessment; begin recommendations for improvements by jurisdiction  2023: Complete bus stop improvement plan and begin implementation

Topic	Description	3 mo goal (Dec 2021)	6 mo goal (Mar 2022)	12 mo goal (Sept 2022)
<b>Multimodal Planning for Transit, Active Transportation and Managed Lanes</b>				
Short Range Transit Plan	The Short Range Transit Plan (S RTP) and is a statement of the District’s near-term transit service improvement priorities and associated capital improvement needs. The S RTP should be updated every 2-3 years. The current plan was completed in 2016. The 2021 Comprehensive Operational Assessment, the 10-year capital improvement plan, and the Woodland Microtransit plan will all serve as key inputs to this “light” update of the S RTP. Should outside funding be made available from SACOG or elsewhere, a more comprehensive update will be undertaken in 2023.	Apply for funding from SACOG for comprehensive S RTP update.		Compile Short Range Transit Plan using Capital Improvement Plan (CIP); Comprehensive Operations Analysis (COA) and Woodland/District-Wide Microtransit Plan as key inputs.  Should funding be available from SACOG or other sources, conduct a more comprehensive update using outside assistance.
Bike Trails Plan	Hire a senior-level Active Transportation Planner to begin planning and implementation of a District-wide trails plan. If the RAISE grant is funded, oversee design and engineering of three priority trail segments (Woodland -> Davis, Winters to Davis, West Sac to Clarksburg)	Hire Active Transportation Planner and begin development of Bike Trails Vision document.	Board adopts Bike Trails Vision and list of prioritized projects with input from key stakeholders and jurisdictions.	Identify potential funding sources for priority trail projects and begin developing funding applications.  If RAISE grant is funded, conduct procurement for planning, design and engineering of countywide trails plan, along with design and engineering of three priority trail segments.
I-80 Managed Lanes	In partnership with Caltrans and FHWA, plan and implement the I-80 managed lanes project, including oversight and management of INFRA grant.	Confirm role and timeline for overall project/scope; assign monitoring and reporting roles	Begin obligating funds and continue developing I-80 project	Begin obligating funds and continue developing I-80 project

Topic	Description	3 mo goal (Dec 2021)	6 mo goal (Mar 2022)	12 mo goal (Sept 2022)
<b>Improve Customer Experience Through Updated Tools, Materials, Tech and Policies</b>				
New Website	Complete website redesign to modernize look and improve navigation		Launch new website	
Customer Info Tools and Policies	<p>As YoloGo implementation moves forward, update all service information such as brochures and website; translate materials as appropriate; Update SOP for automatic vehicle locator (AVL) programming.</p> <p>Develop a system-wide map in GIS and make available online and in print form.</p> <p>Update rider policy to confirm passenger rights and responsibilities. Improve coordination with Transdev to track rider complaints and document responses.</p>		Timely updates and distribution of service info materials in multiple languages as YoloGo phases take place.	<p>Board approves updated rider policy</p> <p>System-wide map complete and available for distribution online and in print form.</p>
External Tech Updates	Update External-facing Tech to improve customer experience, such as replacing/upgrading real-time signage, onboard routers and wifi.			Successfully implement all planned external tech updates planned for FY 2021/2022.
<b>Rebrand YCTD as a Multimodal Partner and Convener</b>				
Partnership Inventory	Strengthen our partnerships with local and regional agency partners as well as social service providers, health care providers and non-profits that serve transit dependent populations.	Analysis of existing partnerships and potential new partnerships particularly with social service providers	Survey, interview and meet with existing and potential partners to identify strategies to deepen collaboration and better serve transit-dependent populations, such as the introduction of bulk purchase options for social service providers.	Share results with Board and make recommendations.

Topic	Description	3 mo goal (Dec 2021)	6 mo goal (Mar 2022)	12 mo goal (Sept 2022)
Title VI Plan Update	Review and assess YCTD's current plan and policies for Title VI compliance, including YCTD's plans and policies for engaging minority and limited English proficient (LEP) communities		Assess existing program, research best practices, and prepare updated Title VI Plan.	Submit updated Title VI Plan and documentation to FTA
Yolo Commute/TMA	Expand membership and mission of TMA to grow the program's impact.  Explore opportunities for Yolo Commute to help jurisdictions and project developers with SB 743 compliance by participating in incentive-based trip reduction programs to reduce VMT	Prepare a fee structure for commercial and mixed-used developments to participate in Yolo Commute.	Document Yolo Commute's impact by preparing materials that highlight the successes of our recently-revamped incentive program.  Promote Yolo Commute membership with our partner jurisdictions and major project developers.	Secure 2-3 new large memberships including at least one commercial/mixed-use development
<b>Streamline, Simplify and Automate Data Collection and Analysis to Improve Data-Driven Decisionmaking</b>				
Data dashboards	Transit to data dashboard for ongoing monitoring of Yolobus performance and broader travel data for tracking trends and opportunities particularly during COVID recovery.	Coordinate with Transdev, SACOG and local partners to identify readily-available data that we can regularly access and update in an automated form  Transition ridership data from existing excel tables to Power BI or other automated system to minimize error	Integrate YCTD data with data from other partners into a dashboard format.	Have data dashboards available for internal use and provide regular reports to Board on KPIs
Improve Maps and Spatial Data	Transition to GIS software tools that allow for more robust and accurate spatial analysis and map-making. Convert all current and future maps to GIS.	Purchase software licenses.	Clean/ organize YCTD GIS data and begin replacing Illustrator maps with GIS maps	All current and future maps prepared in GIS.



Topic	Description	3 mo goal (Dec 2021)	6 mo goal (Mar 2022)	12 mo goal (Sept 2022)
Improve stop-by-stop data	Collect better stop-by-stop ridership data through use of Automatic Passenger Counters (APCs) to replace manual counts			Evaluate cost of transition to APCs and include in 10-year Capital Improvement Plan as appropriate.
<b>YCTD Staff Team: Clarify Team Structure, Provide Pathways for Professional Growth and Foster a Culture of Mutual Respect</b>				
Clear roles and staffing structure	<p>Ensure all staff have updated job descriptions and annual workplans</p> <p>Create updated staffing structure that provides clear decision-making, supervision and communication pathways.</p>	Board approval of updated staffing structure.	All staff have updated annual workplan and job description that identifies their role in achieving these 3, 6 and 12 month goals.	Prepare updated individual workplans for FY 2022/2023.
Professional growth	Create opportunities for professional growth through annual performance evaluation; tailored training and development plans; and identification of promotion pathways for all positions.		Begin annual performance evaluations.	Annual performance evaluations for all staff complete, including training/development plan and promotion pathway.
Recruitment	Fill all vacant positions.	All four open positions are filled.		
Internal Tech improvements	<p>Implement IT ticketing system to help ensure internal IT needs are tracked and addressed.</p> <p>Onsite tech improvements (Anaya phone system, Alexa automation, server updates) to improve performance of systems.</p>			Successfully implement all internal tech updates planned for FY 2021/2022.
Update personnel policies	Update personnel policies	Work with Yolo County HR advisors to comprehensively update personnel policies.	Board approves updated personnel policies.	

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**BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Authorization for SacRT to Temporarily Operate All Causeway Connection Service	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>9</b>
		<b>Info/Discussion</b>
		<b>Attachments:</b> <u>Yes</u> No
<b>Prepared By: Jose Perez</b>		<b>Meeting Date: October 11, 2021</b>

**RECOMMENDATION:**

It is recommended that the Yolo County Transportation District (YCTD) Board of Directors authorize the Executive Director to prepare and execute an amendment to the established Memorandum of Understanding (MOU) between YCTD, Sacramento Regional Transit (SacRT), and the Regents of the University of California at Davis (UC Davis), for SacRT to temporarily take over full operation of the Causeway Connection bus route.

**REASON FOR RECOMMENDATION:**

Recent and significant changes to Yolobus staffing by Transdev has resulted in the need to suspend planned service expansions and further reduce scheduled services. YCTD currently operates half of the scheduled Causeway Connection service under a MOU between YCTD, SacRT, and UC Davis. Amending the current MOU to allow SacRT to temporarily provide all scheduled bus service will allow YCTD to reallocate available operators and vehicles to other services, and to implement YoloGo service changes and expansion sooner than otherwise possible.

**BACKGROUND:**

In May of 2020, the Causeway Connection partners, YCTD, SacRT, and UC Davis, launched operation of the Causeway Connection service, the region's first zero-emission intercity service. The operations of the service was also the region's first truly joint-operated service, showcasing coordination and cooperation between the partners. Currently YCTD and SacRT split the service with YCTD operating 14 of the 30 total scheduled trips. Customer facing information is shared on a service-specific website ([www.causewayconnection.com](http://www.causewayconnection.com)) and customer service communications including concerns, commendations, feedback, and suggestions for improvement are shared by both operating agencies. YCTD and Transdev also manage the service information/notification system which provides customers info on delays, bus breakdowns, late trips, etc. This system covers both YCTD and SacRT operated trips.

On September 1, 2021, Transdev informed YCTD staff that there would be insufficient permanent operators to meet the planned expansion of the Route 42 and the planned temporary local fixed-route assistance in Davis. On September 20, 2021, The YCTD Board approved the suspension of Express Route services at a special meeting to ensure a reduced level of temporary assistance in Davis. The planned expansion of the Route 42 has been postponed until reliable operator availability has been achieved. Due to the ongoing driver shortage, staff has been identifying ways to reallocate drivers so as to ensure continued reliable service, as well as to implement the planned service expansions and/or return suspended services as soon as possible.

YCTD reached out to SacRT on the possibility of having their team temporarily take over the operations of the Causeway Connection to help relieve some of YCTD's driver shortage constraints. During initial conversations, the feasibility, sustainability, and timing of such a transition were discussed. During a public meeting of the YCTD and SacRT "2x2" committee, consisting of Board representatives and Executives from both

agencies, the subject of temporary transition of operations was discussed and was generally viewed as not only possible, but encouraged, in the spirit of regional and local coordination and support.

The amendment to the existing MOU would include language specific to the duration of the transition. While the service is currently being operated successfully by both agencies, transitioning the complete service to SacRT would require changes to current practices, driver schedules, and resource allocation by SacRT. Given the levels of effort needed to complete the transition, it is being planned with an initial horizon of approximately nine months. It is expected that YCTD would have implemented strategies to address current driver shortages and retain sufficient staff to expand and return to the joint operation of the Causeway Connection within that timeframe. A start date has not yet been identified though it is expected that the transition could be completed in a matter of weeks. Operational reporting, and planning of future service levels (i.e., expanded frequency, stops, communications, etc.) will continue as joint efforts, with YCTD remaining an equal partner.

It is anticipated that a transition to SacRT only operations would not have significant impacts to existing and future riders. Existing methods for distributing information would remain, including the current website, customer notification systems, and branding. Communications to customers would be focused on updating service information and customer feedback/contact information (as needed).

Operation of the Causeway Connection is being completed with zero-emission buses, half owned by YCTD and half by SacRT. During the initial transition, SacRT may utilize a CNG bus in order to ensure information to customers including vehicle location information, fare payment systems, and radio communications, all remain functional. SacRT has recently expanded their zero-emission fleet and may be able to use some of those vehicles to cover the additional Causeway Connection trips. YCTD would confirm the availability of its zero-emission buses for use on other routes still in operation, including the Route 42, Woodland and West Sacramento local routes, and the Route 215. Availability of the “in field” charging equipment at the Mondavi Center in Davis would remain available to SacRT as needed.

The Causeway Connection is currently funded through a combination of YCTD, SacRT, UC Davis, federal grant (CMAQ) and local operating funds. The amendment to the MOU will specify and update the planned funding allocations and splits, taking into account the temporary transition and any additional capital expenses (if needed). It is not anticipated that the transition will result in an increase in contribution from UC Davis or local partners. SacRT, as the direct recipient for the CMAQ grant funds for the Causeway Connection (YCTD is a subrecipient to SacRT for said funds) has been leading the review of existing funding requirements. This review will ensure the funds remain available to the partners for the operation of the Causeway Connection throughout any implemented transition and future operating plans. Additionally, the partners will confirm the service modifications will not conflict with existing agreements with Electrify America who provided the funding for the zero-emission fleet procured initially for service on the Causeway Connection.

The amended MOU will also clarify and update administrative details and processes, including the invoicing methodologies, reporting, communications processes, and other details. These updates will be coordinated between all MOU partners.

The existing MOU is attached separately for reference.

## **BUDGET IMPACT:**

Transferring operations of the Causeway Connection to the SacRT team will reduce YCTD-specific operating expenses by reducing the number of hours and miles operated by Transdev. As it is a goal to reallocate available resources to other needed YCTD services, the reduction in operating expenses will be dependent on when the resources are reallocated to other revenue sources and at what levels. Ultimately YCTD operating resources will be reallocated to planned service expansions and/or re-introduction of suspended services.

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

<b>Topic:</b> Executive Director’s Report	<b>Agenda Item #:</b>  <b>Agenda Type:</b>	<b>10</b>  <b>Deliberation/Action</b>
		Attachments: <b>Yes</b> No
<b>Prepared By:</b> Autumn Bernstein		<b>Meeting Date:</b> October 11, 2021

## **RECOMMENDATION:**

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

## **BACKGROUND:**

### **a. Driver Shortage and Wage Discussion**

Transdev is continuing efforts to recruit, hire and train new drivers. Staff is receiving weekly reports on the number of applicants, interviews, hires and terminations. It takes 6-8 weeks for new hires to be fully trained and ready to drive, and approximately half of new hires make it all the way through training and testing. Since the last board update, operator staffing levels have remained relatively constant at ~52 operators.

Staff have initiated discussions with Transdev about potentially amending their contract to provide additional funds that would allow for a increase in wages. Those discussions are continuing and we hope to bring a proposal for the Board's consideration in November. Staff are also evaluating options for how we would pay for the wage increase. One-time recovery funds are available that would allow us to offset the higher costs temporarily. Over the longer term, an increase in driver wages will likely necessitate an increase in the amount of Local Transportation Funds (LTF) that YCTD draws from member jurisdictions.

The service cuts and changes that the Board voted on during its September 20 special meeting took effect on September 22. Staff established a process to allow express bus passholders could request a partial refund for the month of September.

### **b. DISC Project**

YCTD staff met with the developers of the Davis Innovation Sustainability Campus (DISC) project, a large mixed-use project in Davis, along with staff from the City of Davis. The purpose of the meeting was to discuss potential transportation strategies to minimize traffic generated by the new development, including strategies to encourage transit, walking and biking. It was a productive meeting and we look forward to continuing conversations with the DISC team.

### **c. Yolo Commute Update**

At its September 2021 meeting, the Board of Directors of YoloCommute, the Yolo County Transportation Management Association (aka YoloCommute) approved a staff recommendation to increase membership fees by 1.5x for existing member types (businesses, residential developments, jurisdictions). In addition, the Board directed staff to research creating a new category of TMA membership for commercial and mixed-use developments and to bring back a proposal for membership fees for such entities. Membership in the TMA could help projects like the DISC meet their traffic reduction goals by providing employees and residents of the new project with incentives to minimize solo



driving.

***d. Vaccine Mandate***

At its closed session meeting on September 13, the YCTD Board directed staff to prepare a COVID-19 vaccination policy. The new policy states that By October 22, 2021 all District personnel must be partially or fully vaccinated or must have submitted a request for exemption. By November 19, 2021 all District personnel must be fully vaccinated or have an approved or pending exemption request. Effective November 19, 2021 all newly hired District employees and any new volunteers or interns must be fully vaccinated or must submit a request for exemption. The vaccine policy is presented as Attachment i.

***e. CAC & TAC Updates***

The YCTD Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC) met on September 30 and October 4 respectively. The committees were provided updates on recent service impacts, the implementation status of YoloGo recommendations (including the Woodland Microtransit service), and discussion on the development of a set of metrics to prioritize service for returning services, expansions, or further reductions if necessary. The CAC members also expanded and clarified their thoughts and positions with respect to establishing a chart or rubric outlining the what the CAC should consider when evaluating projects/policies presented before them. Regarding the impacts to service due to driver shortages, both the CAC and TAC provided insight and suggestions for identifying operators, including recruitment retired operators, and recruitment at local colleges and universities. A desire by both committees was also expressed to return suspended services and to implement the planned YoloGo changes as soon as possible.

# YOLO COUNTY TRANSPORTATION DISTRICT COVID-19 VACCINATION POLICY

## INTRODUCTION:

Clinical trials, scientific research, and safety monitoring have demonstrated that the federally authorized COVID-19 vaccines are safe and are the most effective method of preventing people from getting and spreading the virus that causes COVID-19 and from becoming seriously ill, ending up hospitalized, or dying from COVID-19.

To protect Yolo County Transportation District (District) personnel and the community members with whom District personnel interact, the District will require all District personnel to be fully vaccinated subject to the limited exceptions below. The Executive Director or designee(s) are responsible for ensuring employees, interns, and volunteers who regularly work onsite comply with this Policy. This Policy is issued as an emergency measure on the strong recommendation of the Yolo County Health Officer based on the significant rise of COVID-19 cases and hospitalizations among the unvaccinated due to the highly infectious Delta variant.

District personnel may obtain the COVID-19 vaccine through the County of Yolo at no cost or through another provider of their choosing. In addition, District employees may receive the COVID-19 vaccine during compensable time without using accrued leave. Information on COVID-19 vaccines and how to obtain vaccination is available at <http://www.yolocounty.org/coronavirus-vaccine>.

### A. Definitions.

**“District personnel”** means all District employees, interns and volunteers that enter District facilities or engage the public in any manner in the fulfillment of their work duties, whether fulltime, part-time or on a limited basis.

**“COVID-19 vaccine”** means a vaccine authorized to prevent COVID-19 by the federal Food and Drug Administration (FDA) or the World Health Organization (WHO), including by way of an emergency use authorization.

**“Fully vaccinated”** means (1) it has been at least two weeks since a person has completed the entire recommended series of a COVID-19 vaccine, and (2) the person has provided proof of vaccination to the District in a form consistent with the requirements for verification of vaccine status in the State of California’s July 26, 2021 Public Health Officer Order.<sup>1</sup>

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<sup>1</sup> Pursuant to the [CDPH Guidance for Vaccine Records Guidelines & Standards](#), proof of vaccination may be demonstrated only by: (1) COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); (2) a photo of a Vaccination Record Card as a separate document; (3) a photo of a Vaccination Record Card stored on a phone or electronic device; (4) documentation of COVID-19 vaccination from a health care provider; (5) digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type. The QR code must also confirm the vaccine record as an official record of the state of California; or (6) documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

**“Partially vaccinated”** means (1) a person has received: (i) one dose of a two-dose recommended series of a COVID-19 vaccine; or (ii) the complete recommended series of a COVID-19 vaccine but it has not been at least two weeks since the person has completed the entire recommended series, and (2) the person has provided proof of vaccination to the District in a form consistent with the requirements for verification of vaccine status in the State of California’s July 26, 2021 Public Health Officer Order.

#### **B. Required Vaccination.**

- **By October 22, 2021 all District personnel must be partially or fully vaccinated or must have submitted a request for exemption.<sup>2</sup>**
- **By November 19, 2021 all District personnel must be fully vaccinated or have an approved or pending exemption request.**
- **Effective November 19, 2021 all newly hired District employees and any new volunteers or interns must be fully vaccinated or must submit a request for exemption.**

Requests for exemption/accommodation must be submitted per Section C, below. If a person’s request for exemption/accommodation is not approved, they must be partially or fully vaccinated within 14 days and fully vaccinated within 8 weeks of when they were notified that the request was not approved.

District personnel who fail to comply with this policy are subject to discipline, up to and including release from District employment.

#### **C. Vaccination Status Verification.**

During the week of October 18, 2021 (and no later than October 22, 2021), the Executive Director or designee(s) shall verify the vaccination status of all employees. The Executive Director or designee(s) shall meet individually with employees in a private setting to ascertain an employees’ vaccination status. As proof of being fully vaccinated, the employee shall provide to a vaccination card, an image of their vaccination card, or a health care document showing their vaccination status. The Executive Director or designee(s) shall notate an employees’ vaccination status in a confidential ledger. If the Executive Director or designee(s) have already confirmed an employee is fully vaccinated, they do not need to do so again.

#### **D. Exemptions/Accommodations to Vaccination Requirement.**

*Exemptions/Accommodations.* District personnel may request a reasonable accommodation to the vaccination requirement of this Policy if they:

- i. Have a contraindication recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccine’s manufacturer to every authorized COVID-19 vaccine. A contraindication means a condition that makes vaccination inadvisable. District personnel shall provide medical provider verification;
- ii. Have a disability and are requesting an exemption as a reasonable accommodation. District personnel shall provide medical provider verification; or
- iii. Object to COVID-19 vaccination based on their sincerely-held religious belief, practice, or observance.

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<sup>2</sup> If a person will not work for an extended period due to a leave of absence (such as for FMLA leave or pregnancy disability leave), they may contact their department head or designee to request a deferral of the vaccination requirements until they return to work. They must be fully vaccinated or have submitted a request for exemption by the time they return to work.

*How to request exemption/accommodation?* To seek a reasonable accommodation from the vaccination requirements of this Policy, District personnel shall:

- i. Complete and submit the applicable form to the Executive Director via email at [abernstein@yctd.org](mailto:abernstein@yctd.org).
- ii. The Executive Director or designee(s) shall inform the employees if they are granted an accommodation.

Requests for exemptions/accommodations will be handled in the same manner as any request for an accommodation under California's Fair Employment and Housing Act and the federal Americans with Disabilities Act and Title VII of the Civil Rights Act.

#### **IN CLOSING:**

Your timely attention to ensure compliance with these requirements is essential to the District's efforts to control the spread of COVID-19 and to comply with public health recommendations. District personnel may direct any questions to the Executive Director or designee(s).