



## 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), Greg Wong (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, March 14, 2022

**MEETING TIME:** 7:00 PM

Pursuant to the Government Code section 54953(e)(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 [public-comment@yctd.org](mailto:public-comment@yctd.org). 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, March 14, 2022 will be provided to the YCTD Board of Directors in advance. During the meeting, comments can be made by using the Zoom 'raise hand' feature. Comments submitted via email during the meeting shall be made part of the record of the meeting, but will not be read aloud or otherwise distributed during 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>Informational</u>	<u>Action Item</u>
7:00 PM	1.	Determination of Quorum (Voting members: Woodland, Davis, West Sacramento, Winters, Yolo County) (Nonvoting members: Caltrans, UCD)		<b>X</b>
7:05 PM	2.	Comments from public regarding matters <u>on the consent calendar</u> , or <u>items NOT on the agenda</u> but within the purview of YCTD. Please note, the Board is prohibited from discussing items not on the agenda.		

### CONSENT CALENDAR

7:10	3a.	Approve Agenda for March 14, 2022 meeting		<b>X</b>
	3b.	Approve YCTD Board Minutes for Regular Meeting of February 14, 2022 ( <i>Koh</i> ) (pp 1-4)		<b>X</b>
	3c.	Renew Authorization for Remote Meetings ( <i>Koh</i> ) (pp 5-7)		<b>X</b>
	3d.	Adopt Updated Procurement Manual – ( <i>Bernstein, Levenson</i> ) (pp 8-19)		<b>X</b>
	3e.	Adopt Resolution R 2022-02 Authorizing Filing of Grant Applications and Executing Grant Agreements and Supplemental Documents for Various Grant Programs – ( <i>Bernstein</i> ) (pp 20-22)		<b>X</b>
	3f.	Authorize Staff Listed on the Special Districts and Other Agencies Authorization Form – FY 2021-2022 to Perform Tasks on Behalf of the Governing Board ( <i>Bernstein</i> ) (pp 23-24)		<b>X</b>

## **REGULAR CALENDAR**

	4.	Administrative Reports ( <i>pp 25-29</i> ) (Discussion regarding subjects not specifically listed is limited to clarifying questions) <ul style="list-style-type: none"><li>• Board Members' Reports</li><li>• Ad Hoc Committee on 80 Managed Lanes Report</li><li>• Transdev's Report</li><li>• Executive Director's Report</li><li>• Long-range Calendar</li></ul>	X	
	5.	Resuming Suspended Express Routes 43, 43R, 45 and 230. Conclusion of L Line service assistance - ( <i>Perez</i> ) ( <i>pp 30-38</i> )		X
	6	General Reserve Policy – ( <i>Bernstein, Levenson</i> ) ( <i>pp 39-40</i> )		X
8:00	8.	Adjournment		X

***UNLESS CHANGED BY THE YCTD BOARD, THE NEXT MEETING OF THE YOLO COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS WILL BE APRIL 11, 2022 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, March 11, 2022 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.



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Mimi Koh, Clerk to the Board

### **Public Participation Instructions**

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

1. You are encouraged to participate in the February 14, 2022 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, February 14, 2022 to Clerk of the Board, at [public-comment@yctd.org](mailto:public-comment@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.

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

<b>Topic:</b> Approve YCTD Board Minutes for Regular Meeting of February 14, 2022	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>3b</b> <b>Action</b>
		<b>Attachments:</b> Yes <u>No</u>
<b>Prepared By: M. Koh</b>		<b>Meeting Date: March 14, 2022</b>

**RECOMMENDATION:**

Staff recommends for the Yolo County Transportation District (YCTD) Board of Directors approve the Minutes for the Regular Meeting of February 14, 2022.

**FEBRUARY 14, 2022 BOARD MEETING MINUTES:**

**YOLO COUNTY TRANSPORTATION DISTRICT  
BOARD OF DIRECTORS MEETING  
February 14, 2022  
Yolo County Transportation District (via videoconference)  
350 Industrial Way, Woodland, CA 95776**

Chair Saylor called the meeting to order at 7:00 pm and requested roll call to confirm quorum was in attendance through Zoom remote participation. The following individuals were in attendance:

Board Member	Jurisdiction	In Attendance	Absent
Don Saylor (Chair)	Yolo County	X	
Lucas Frerichs (Primary)	Davis	X	
Chris Ledesma (Primary)	West Sacramento	X	
Jesse Loren (Primary)	City of Winters	X	
Tom Stallard (Primary)	City of Woodland	X	
Matt Dulcich (Ex-Officio)	UC Davis	X	
Alex Padilla (Ex-Officio)	Caltrans	X	

YCTD staff in attendance were Executive Director Autumn Bernstein, Deputy Director of Operations, Planning & Special Projects Jose Perez, Senior Planner Kristen Mazur, Assistant Planner Daisy Romero, Clerk to the Board Mimi Koh, Director of IT Chad Mikula, Planning Intern Abigail Lloyd.

Additional attendee(s) included: Hope Welton

**Agenda Items 3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h, 3i, 3j, 3k — Consent Calendar**

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

3a. Approve YCTD Board Minutes for Regular Meeting of January 10, 2022

- 3b. Renew Authorization for Remote Meetings
- 3c. Authorize Staff to Submit an Application for Approximately \$17 Million in TIRCP Funding
- 3d. Support and Participate in Capitol Corridor JPA (TIRCP) Application
- 3e. Approve Equal Employment Opportunity Program (EEOP) Policy
- 3f. Approve Updated YCTD Cash Asset Protection Policy
- 3g. Approve Updated YCTD Purchasing Card Policy
- 3h. Approve Updated Record Management Policy
- 3i. Approve Updated Travel and Expense Reimbursement Policy
- 3j. Approve Revised Procurement and Grants Specialist Position Description
- 3k. Updated Salary Range for Senior Planner for Multimodal Projects

Roll Call for Agenda Items 3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h, 3i, 3j, 3k — Consent Calendar
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AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Ledesma				Passed Unanimously
Stallard				
Saylor				
Frerichs				
Loren				

#### **Agenda Item 5 — Board Member Reports, Announcement, Other Nominations, Presentations**

Director Ledesma reported that on January 20, 2022, the sub-committee & Yolo 80 Project team from Caltrans met. In attendance were Don Saylor, Chris Ledesma, Matt Dulcich, Autumn Bernstein, Amarjeet Benipal, Greg Wong, Sue Takhar, and from SACOG, James Corless and Kristina Smith. The group discussed project updates – looking at what’s to come from now until the end of 2022, and what steps they would like to take. They also mentioned that there is no firm date for the EIR release.

Ms. Bernstein stated that since the meeting, Mr. Wong and she have been meeting regularly on a weekly basis and are making good progress, and that since the meeting, they have revised the project description and list of alternative and environmental reviews based on the teams’ discussion. They are also working together on the TIRCP application.

Director Frerichs reported on the visit with Congressman Mike Thompson that occurred on Monday, February 14, 2022 where both YCTD and Caltrans participated in the visit. Congressman Thompson visited the City of Davis and was taken on a variety of tours to include the Sutter Davis Hospital expansion and City homeless shelter. He was provided information on transportation key infrastructure projects.

#### **Agenda Item 6 — Update on Transdev Driver Shortage**

Transdev’s General Manager, Michael Klein reported on the driver shortage. He stated that there has been a complete turnaround and retention is looking good. He noted that since November 8, 2021, drivers have not resigned, and that classes continue to be held with a few that have just graduated, and more classes are being scheduled.

YCTD’s Deputy Director of Operations, Jose Perez, noted that the route 42 expansion which was postponed last fall expansion will be restored in summer 2022 if current driver recruitment trends at both Yolobus and Unitrans continue.

**Agenda Item 7 — Approve YCTD Microtransit Request for Proposals**

YCTD’s Senior Planner Kristen Mazur asked the Board to approve YCTD’s Microtransit Request for Proposals (RFP). She provided an overview of the staff report and the RFP included in the board packet.

Director Loren commented on the affordable housing application process for the City of Winters as it relates to microtransit and mass transportation. Senior Planner Mazur stated that microtransit should be considered mass transportation and should fulfill the criteria. Executive Director Autumn Bernstein replied that YCTD can provide a letter of support to attach with the application.

There were no public comments.

Director Loren made the motion, seconded by Director Stallard to approve YCTD Microtransit Requests for Proposals.

Roll Call for Agenda Item 7 – Approve YCTD Microtransit Request for Proposals
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AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Ledesma				Passed Unanimously
Stallard				
Saylor				
Frerichs				
Loren				

**Agenda Item 8 — Approve Tool for Evaluating Options to Restore Transit Service**

Mr. Perez provided a verbal overview of the staff report for this item.

Chair Saylor noted that a public comment came in via email from Mr. Mike Barnbaum regarding agenda item #8. Mr. Barnbaum asked to better understand how service change implementation dates relate to approving tool(s) for evaluating options to restore transit services. Mr. Perez stated that he had personally reached out and responded to Mr. Barnbaum’s concerns.

Director Ledesma asked if the tool has been tested in terms of applying service change and suggested that the adopted plans and goals of YCTD member jurisdictions should be considered when evaluating climate impacts and regional goals.

Director Frerichs made the motion, seconded by Director Ledesma, to approve tool for evaluating options to restore transit service.

Roll Call for Agenda Item 8 – Approve Tool for Evaluating Options to Restore Transit Service
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AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Ledesma				Passed Unanimously
Stallard				
Saylor				
Frerichs				
Loren				

**Agenda Item 9 — Financial Assessment for Yolo County Transportation District**

Ms. Bernstein Introduced Leo Levenson, Financial Advisor from Regional Government Services. Mr. Levenson provided a verbal overview of the memo that was provided in the board packet which outlines recommended changes to YCTD's financial management systems.

Director Stallard commented that he believes two months of cushion is light during these mercurial times and would like staff to place more thought into this.

Director Ledesma asked for further information related to the benefits of bringing a payroll system in-house. Mr. Levenson appreciated the question and explained why bringing payroll in-house would be beneficial.

The Board members spoke favorably about moving forward with the improvements recommended in the memo. No action was taken.

**Agenda Item 10 — Mid-Year Budget Status Report**

Mr. Levenson provided a verbal overview of the mid-year budget status report that was included in the board packet

Chair Saylor thanked Mr. Leveson for providing a concise overview of the mid-year budget. There were no further comments from Board members. No action was taken.

**Agenda Item 11 — Executive Directors Report**

Executive Director Bernstein provided a verbal overview of items included in the Executive Director's report. Assistant Planner Daisy Romero provided an overview of ridership trends for the month of January.

Ms. Hope Welton asked the Chair to request for public comments regarding the Executive Directors report. There were no public comments.

**Agenda Item 12 – Adjournment**

There being no further regular business, Chair Saylor adjourned the regular meeting at 8:19 pm and reminded the Board of the next scheduled meeting to be held on March 14, 2022, at 7pm.

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'Mimi Koh', is written over a horizontal line.

Mimi Koh  
Clerk to the Board



**BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Renew Authorization for Remote Meetings	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>3c</b> <b>Action</b>
		<b>Attachments:</b> <u>Yes</u> No
<b>Prepared By: M. Koh</b>		<b>Meeting Date: March 14, 2022</b>

**RECOMMENDATION:**

Staff recommends 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

Date: October 20, 2021

To: All Yolo County Boards and Commissions

From: Dr. Aimee Sisson, Health Officer

Subject: Remote Public Meetings

On September 22, I issued a memo recommending remote meetings. While the case rate in Yolo County has declined over the last month, the current case rate represents substantial community transmission. In the context of substantial community transmission, I continue to recommend meetings be held remotely whenever possible. I am re-issuing that memo with updated COVID-19 case rate data.

In light of the ongoing public health emergency related to COVID-19 and the substantial 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 October 20, 2021, the current case rate is 11.8 cases per 100,000 residents per day. This case rate is considered "Substantial" 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

**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

an ongoing basis and will communicate when there is no longer such a recommendation with respect to meetings for public bodies.

# BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

<b>Topic:</b> Adopt Updated Procurement Manual	<b>Agenda Item#:</b>	<b>3d</b>	
	<b>Agenda Type:</b>	<b>Attachments:</b>	<b>Action</b>
<b>Prepared By: A. Bernstein</b>		<b>Yes</b>	<b>No</b>
		<b>Meeting Date: March 14, 2022</b>	

## RECOMMENDATION:

Staff recommends that the Board adopt the proposed Procurement Policy, replacing the prior Procurement Manual, dated October 9, 2001.

## BACKGROUND:

The Yolo County Transportation District (YCTD) Procurement Manual was last approved by the YCTD Board on October 9, 2001.

The proposed Procurement Policy before the YCTD Board would:

- a. Replace the October 9, 2001 Procurement Manual, reducing the number of pages from over 90 to just 11, by taking out detailed instructions related to specific contract types and clauses. Instead, requires compliance with federal, state and local laws and regulations, and incorporates FTA requirements and guidance and any subsequent updates to those documents by reference. This eliminates the need to necessarily go back to the Board to update the Policy each time federal guidelines change.
- b. Maintain prior Code of Conduct and EEO provisions, and incorporates by reference, YCTD's separate Disadvantaged Business Enterprises Program, approved by the YCTD Board on July 28, 2021.
- c. Incorporate new federal thresholds and guidance language for:
  - i. Micro-purchases (now \$10,000, increased from \$3,500). These must within budgets and certified that the price is fair and reasonable, but do not require formal quotations. Micro-purchases within approved budgets may be approved by the applicable Deputy Director or the Executive Director.
  - ii. Procurements valued between \$10,000 and \$250,000 (up from \$100,000 previously), that are authorized to use federal Simplified Acquisition Procedures. Per federal guidelines, these require at least three price quotes unless an exception applies and is documented. This Policy allows for Simplified Acquisition Procedure Purchases to be approved by the Executive Director, without requiring additional Board action, as long as they are within approved budgets. (Note that under the 2001 Procurement Manual, Board approval was required for all capital purchases over \$10,000). The Executive Director may still choose to apply Formal Purchase procedures and seek Board approval for procurements under \$250,000 whenever deemed beneficial for YCTD.
  - iii. Formal purchases over \$250,000 require Board approval and must follow federal guidelines regarding the use of invitation for bid or request for proposal processes, or that employ other procedures when authorized exception apply.
- d. Maintains prior protest procedures, in conformance with FTA regulations.

# **Yolo County Transportation District Procurement Policy**

**DRAFT, 3/4/22b**

**DRAFT**

## **1. Introduction and Purpose**

This Procurement Policy replace the Yolo County Transportation District (YCTD) Procurement Manual approved by the Board of Directors on October 9, 2001. These Procurement Policies provide general direction. The YCTD Executive Director and Deputy Directors shall establish and maintain detailed administrative procedures to implement these Procurement Policies.

These procurement policies and procedures are designed to:

- a. Provide for the efficient procurement of high-quality, cost-effective goods and services, while complying with all applicable federal, state and local laws and regulations.
- b. Ensure fair and equitable treatment for all vendors who seek to do business with YCTD, with particular emphasis toward Disadvantaged Business Enterprises (DBE).
- c. Establish procedures and codes of conduct that instill public confidence in the fairness of YCTD procurement practices.

### **1.1 Primacy of Applicable Federal, State or Local Laws and Regulations**

If any of the provisions of this policy are found to conflict with any applicable federal, state or local laws or regulations, such laws or regulations shall supersede the conflicting provisions of this policy.

### **1.2 Definitions**

- a. "Executive Director" used in this policy refers to the YCTD Executive Director.
- b. "Deputy Director" refers to the YCTD Deputy Director, Operations, the YCTD Deputy Director, Finance and any future YCTD employee with a title that includes "Deputy Director" or who is designated by the Executive Director as fulfilling the roles of a "Deputy Director" as referred to within this Policy.
- c. "Finance Director" refers to the YCTD Deputy Director responsible for Finance, or the person acting in that role.

## **2. Code of Conduct**

### **2.1 Purpose and Applicability**

Employees, officers, and agents of YCTD must conduct themselves in a manner that fosters public confidence in the integrity of the procurement system.

The standards in this section apply to all activities associated with the procurement of goods and services.

### **2.2 General Rule**

As a general rule, all procurement actions will be conducted in a manner providing full and open competition and there shall be no arbitrary actions in the procurement

process.

## **2.3 Conflict of Interest**

No employee, officer, director, or agent of YCTD shall participate in the selection, award, or administration of a contract or purchase order if a conflict of interest, whether real or apparent, would be involved. Such conflict would arise when any of the following has a financial or other interest in the firm(s) considered or selected for award:

- a. An employee, officer, director, or agent of YCTD;
- b. Any member of their immediate family, including but not limited to, husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, and daughter-in-law;
- c. Their business associate; or
- d. A company or organization, which is about to employ any of the above.

Employees, officers, directors, and agents of YCTD shall be subject to the laws of the State of California concerning conflicts of interest. Anyone found to violate the standards established by such laws may be subject to the penalties, sanctions, or other disciplinary actions provided for therein.

In cases where an employee, officer, director, or agent of YCTD may have a conflict or potential conflict of interest, YCTD's policy is that such individual(s) must promptly report the conflict in writing to the Finance Director or Executive Director. Failure to adhere to this requirement shall constitute a violation of policy and may subject the violator to disciplinary action, up to and including discharge.

## **2.4 Gifts and Gratuities**

No employee, officer, director, or agent of YCTD may solicit or accept, either directly or indirectly, any gift, gratuity, loan, or other item or service of value if:

- a. The discharge of their official duties could be influenced; or
- b. They have been, are presently, or may soon be involved in any official act or action affecting the donor or lender.

Invitations for business lunches, parties, or similar functions shall be declined if received from bidders or other parties involved in a pending procurement. This policy is intended to avoid any situation, which may give an appearance of improper influence in YCTD procurement activities.

Notwithstanding the above, this section shall not apply to the following:

- a. An occasional non-monetary gift of nominal value accepted in the ordinary course of a business meeting.
- b. Unsolicited advertising or promotional material of nominal value.
- c. A gift, gratuity, favor, loan, or other item of value when circumstances make it clear that an obvious long-standing social or family relationship, rather than a business relationship, is the motivating factor.

Failure to adhere to the provisions of this section shall constitute a violation of YCTD policy and may subject the violator to disciplinary action, up to and including discharge.

## **2.5 Contacts with Vendor, Bidders and Proposers**

Prior to the issuance of a procurement solicitation, informational and research contacts with prospective vendors may be made for the purpose of gathering data. However, in making such contacts, employees, officers, directors, and agents shall avoid any commitment, or implication thereof, of a possible future award. Accordingly, requests for substantial complimentary services or supplies, which may imply an obligation on the part of YCTD, shall be avoided. Requests for testing services, product samples, or demonstrations, for which YCTD shall have no obligations to purchase said items or services can be allowed.

Whenever a procurement is in process (e.g., during the solicitation, evaluation, negotiation, and award phases) all contacts with potential contractors or vendors shall be made through the Finance Director or their designee.

## **2.6 Protection of Confidential Information**

With the exception of formally advertised sealed bid procurements (i.e., Invitations for bid (IFB)) all cost and pricing information received by YCTD in negotiated procurements is to be treated as confidential. Similar treatment shall be afforded to all technical data received in response to Requests for Proposals (RFP), with the exception of data contained in any contracts awarded by YCTD.

No employee, officer, director, or agent of YCTD shall use such confidential information for the actual or anticipated benefit for themselves, their relatives, or persons with whom they have a common financial interest.

## **3. Disadvantaged Business Enterprises (DBE)**

YCTD is committed to complying with Federal Transit Administration (FTA) requirements in 49 CFR Part 26 to take necessary and reasonable steps to ensure that Disadvantaged Business Enterprises (DBE's) are afforded the maximum opportunity to participate in the performance of contracts which are financed in whole or in part with federal funds. YCTD's DBE program is detailed in a separate document, the YCTD Plan for Utilization of Small Businesses Owned and Controlled by Disadvantaged Individuals, dated July 28, 2021, and any subsequent revisions.

## **4. Equal Employment Opportunity (EEO) Policy**

All invitations for Bids and Requests for Proposal issued by YCTD shall require the Bidder or Proposer to certify that:

- a. It does not discriminate against any employee or applicant for employment, because of race, religion, sex, age, creed, color, disability, or national origin;
- b. It complies with all Executive Orders and federal, state, and local laws regarding fair employment practices and non-discrimination in employment; and



- c. It agrees to demonstrate positively and aggressively the principle of equal opportunity in employment.

## **5. Purchase Thresholds and General Guidelines**

### **5.1 Dividing Procurements Prohibited**

The Requirements outlined in this section apply to the total purchase of supplies, equipment, materials, construction or services. Related parts of procurement are not to be divided for the express purpose of avoiding bidding requirements.

### **5.2 Micro-Purchases**

Micro-purchases are those where the total cost including applicable taxes and delivery fees are no more than the applicable Federal Acquisition Regulations (FAR) threshold for micro-purchases established in 48 CFR Part 2 Subpart 2.1- (currently \$10,000, as provided by Office of Management and Budget Memorandum M-18-18 dated June 20, 2018—any applicable revisions to the threshold shall automatically apply to this policy). Requesters of Micro Purchases shall prepare a Purchase Requisition that describes the proposed purchase's purpose, the specifications of the goods or services required, and the funding source or sources for the purchase (e.g., administrative budget, program budget or a specific grant). The Purchase Requisition may be in any format approved by the Finance Director. All purchase requisitions must be approved by the Deputy Director responsible for the program area of the proposed purchase or their designee. Board approval is not required for Micro-purchases.

Micro-purchases may be made without obtaining competitive quotations if the authorized purchaser considers the price to be fair and reasonable. YCTD shall distribute micro-purchases equitably among qualified suppliers.

Micro-purchases are exempt from Buy America requirements. The Davis-Bacon Act currently applies to construction contracts over \$2,000.

Purchase approval documentation shall include a determination that price is fair and reasonable and how that determination was derived. Micro-purchases completed through the California State Cooperative Purchase Program administered by the California Department of General Services may be assumed to be based on competitive quotations and do not require additional documentation.

### **5.3 Simplified Acquisition Purchases within Federal Simplified Acquisition Threshold**

Simplified Acquisition Purchases are those where the total cost including applicable taxes and delivery fees are more than the federal Micro-purchase threshold (currently \$10,000) and below the federal Simplified Acquisition Threshold, as identified in Federal Acquisition Regulations in 48 CFR Part 2 Subpart 2.1, currently \$250,000 (as provided by Office of Management and Budget Memorandum M-18-18 dated June 20, 2018-- any applicable revisions to the threshold shall automatically apply to this policy), and where the YCTD chooses not to prepare a formal invitation for bids or request for proposals.

Requesters of Simplified Acquisition Purchases shall prepare a Purchase Requisition that describes the proposed purchase's purpose, the specifications of the goods or services required, and the funding source or sources for the purchase (e.g., administrative budget, program budget or a specific grant). The Purchase Requisition may be in any format approved by the Finance Director. All purchase requisitions must be approved by the Deputy Director responsible for the program area of the proposed purchase or their designee, and the Executive Director or their designee.

Simplified Acquisition Purchases require written price or rate quotes from at least three vendors, if available. If fewer than three vendor quotes are obtained, there shall be a written explanation in the procurement file as to the steps taken to try to obtain three quotes and why fewer were documented. Standing price quotations may be used if the pricing information is current and YCTD obtains the benefit of maximum discounts available before finalizing the purchase.

Simplified Acquisition Purchases completed through the California State Cooperative Purchase Program or that access contracts negotiated by other California local government jurisdictions using competitive processes, may be considered to have met the competitive purchase requirements of this section.

Simplified Acquisition Purchases that are within Board-approved budgets may be approved by the Executive Director and do not require separate YCTD Board of Directors approval.

Per FTA guidelines, Simplified Acquisition Purchases above the Micro-purchase threshold that involve bids or proposals require a separately documented "Independent Cost Estimate" (see applicable paragraph below).

If YCTD determines that purchases within the Simplified Acquisition Threshold can best be procured through the formal procedures of an invitation for bid or request for proposals, the Formal Purchases provisions below shall apply.

#### **5.4 Formal Purchase Procedures Applying above the Simplified Acquisition Threshold**

Purchases of amounts above the Simplified Acquisition Threshold identified in Federal Acquisition Regulations (currently \$250,000) require a formal Invitation for Bid (IFB) or Request for Proposal (RFP) competitive procurement process, unless an exception allowing for Non-competitive negotiated procurements applies (see Section below).

YCTD may also choose to apply formal purchase procedures to procurements below the Simplified Acquisition Threshold when the Executive Director determines such course of action to be beneficial to YCTD.

All solicitations must meet the standards contained in the current version of FTA Third Party Contracting Guidance (Circular 4220.1F) or its successor documents, including, but not limited to:

- a. Provide clear descriptions, nonrestrictive specifications (with performance and quality specifications preferred over detailed product specifications) and clear contractor selection procedures. When it is impractical or uneconomical to

provide a clear and accurate description of the technical requirements of the property to be acquired, a “brand name or equal” description may be used to define the performance or other salient characteristics of a specific type of property. In such cases, YCTD shall identify the salient characteristics of the named brand that offerors must provide.

- b. Prior to issuing an IFB or RFP, or contract, YCTD shall ensure that the document is reviewed by an attorney or procurement specialist familiar with federal, state and local procurement laws and regulations, and must be approved the Executive Director and for values above the Simplified Acquisition Threshold, the YCTD Board of Directors. A YCTD staff analysis completed prior to the submission of the proposed IFB or RFP shall state whether the proposed document conforms to the most current version of the FTA Third Party Contracting Guidance (Circular 4220.1F), FTA Award Management Requirements (Circular 5010.1E), and with the best practices identified in the most current version of the FTA Best Practices Procurement & Lessons Learned Manual, or their successor publications. If there are proposed departures to those practices or innovations not covered by those documents, the staff analysis shall document the rationale for those departures or innovations and any consultation that has taken place with the Federal Transit Administration.
- c. Per the FTA Best Practices Procurement and Lessons Learned Manual Section 4.6, once bids or offers are received and prior to award of Formal Purchases above the Simplified Acquisition Threshold, a recipient must develop a cost or price analysis to ensure that YCTD does not agree to unreasonably high prices or unrealistically low prices that might result in contractor nonperformance or a substantial cost overrun.
- d. No awards of federally funded contracts may be made to any contractor or partner listed as ineligible on the federal Excluded Parties List System, currently located at [www.sam.gov](http://www.sam.gov). YCTD staff shall screen all contractors and partners on proposals for federally funded contracts for presence on the Excluded Parties List System prior to evaluation of bids and proposals, and again prior to award.

## 5.5 Independent Cost Estimates

Per FTA guidelines presented in the FTA Best Practices Procurement & Lessons Learned Manual, a separately documented independent cost estimate shall be performed on procurements over \$10,000 prior to receiving bids or proposals. The extent of the cost estimate will depend on the type of procurement being pursued. An independent estimate can be obtained from different sources including the following: 1. Published competitive prices 2. Results of competitive procurements 3. Historical prices and trends 4. Estimates by in-house estimators 5. Estimates by outside estimators. If there is a choice of lease versus purchase of equipment or other acquisition alternatives, the independent cost estimate shall analyze the lifecycle cost of each identified alternative.

For Micro-purchases, the purchaser must certify that the price paid is fair and reasonable—this may be based on such facts as recent competitive purchases by YCTD or other agencies; catalogue prices of commercial items sold in substantial quantities to the general public; or the buyer's personal knowledge of prices posted by vendors for the item; etc.

## **5.6 Sole Source Procurement for Capital Maintenance Items**

YCTD may without prior FTA approval, procure an associated capital maintenance item eligible under Section 9 (j) of the Federal Transit Act, as amended, 49 U.S.C. App. Section 1607a(j), and contract directly with the original manufacturer or supplier of the item to be replaced, provided YCTD first certifies in writing to the FTA that:

- a. Such manufacturer or supplier is the only source of such item;
- b. The price of such item is no higher than the price paid for such item by like customers; and
- c. Provided that the grant recipient complies with applicable Buy America statutory and regulatory requirements.

## **5.7 Non-Competitive Negotiation**

By California statute, formal procurements by Non-Competitive Negotiation are permitted only under one of the following circumstances:

- a. If, after rejecting bids, YCTD's Board of Directors determines and declares by resolution approved by a two-thirds vote of all its members that in its opinion the supplies, equipment and materials may be purchased at a lower price in the open market, the Board may authorize the purchase of the supplies, equipment and materials in the open market without further observance of the provisions requiring contracts, bids or notices. To utilize this provision, the specifications for the procurement must remain the same and the bid, which is ultimately accepted, must be less than the lowest monetary bid received through the formal procurement process.
- b. In case of great public calamity, such as extraordinary fire, flood, storm, epidemic or other disaster, YCTD's Board may, by resolution passed by a two-thirds vote of all its members declare and determine that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health or property, and thereupon proceed to expend or enter into a contract involving the expenditure of any sum needed in such emergency without observance of the provisions requiring contracts, bids or notice.

Additionally, federal regulations require that one or more of the following conditions be met (see Best Practices Procurement Manual Section 2.8):

- a. There is a public exigency or emergency that does not allow time for competitive negotiation.
- b. The Federal Transit Administration (FTA) authorizes a non-competitive negotiation.

- c. The item(s) is available only from a single source, as a matter of fact and not as a matter of preference or convenience.
- d. After solicitation of a number of sources, competition is determined to be inadequate.
- e. The item to be procured is an associated capital maintenance item procured directly from the original manufacturer or supplier or the item is to be replaced after written certification to FTA that:
  - 1) The manufacturer or supplier is the only source for the item, and
  - 2) The price of the item is no higher than the price paid by other similar customers.
- f. A contract amendment or change order is needed that is not within the scope of the original contract.

## **5.8 Procurement Records**

YCTD shall maintain records relating to each procurement for at least three years after final payments are made and all outstanding issues closed associated with the procurement. At a minimum, these records shall include as applicable:

- a. The rationale for the method of procurement
- b. Selection of contract type
- c. Reasons for contractor selection or rejection, and
- d. The basis for the contract price.

## **6. Purchase Orders**

Purchase Orders represent a commitment by YCTD to make a purchase. Purchase Orders may only be generated through YCTD's official financial systems by the Finance Director or their designee, based on information provided in an approved purchase requisition.

Prior to issuing a Purchase Order, the Finance Director or their designee is responsible for certifying:

- a. That there are sufficient budgeted funds available to support the purchase;
- b. That the price to be paid has been determined to be fair and reasonable; and
- c. That the purchase complies with FTA and other applicable laws and regulations.

## **7. Emergency Acquisitions**

For internal control purposes, deviations from the process outlined in this section are permitted only in emergency situations, as determined by the Executive Director or their designee. Emergency procurements are those which, due to unusual circumstances beyond the control of the requisitioner, cannot be foreseen or otherwise provided for in the routine manner, but which must be accomplished without delay. Emergencies usually involve urgent repair of revenue vehicles, facilities or utilities, correction of unsafe conditions, which if left uncorrected would result in immediate financial loss, and the like.

When a purchase order is issued in an emergency situation, the responsibility for following through with a Purchase Requisition is not relieved. A properly executed and approved Purchase Requisition must be provided in order to complete the requisition. When an emergency arises, the requester may inform the Finance Director or their authorized designee of the requirements, including the vendor's name and the approximate amount of the procurement. It is then the responsibility of the requisitioner to coordinate completion of the confirming Purchase Requisition. If the requester does not know which vendor will be used, the Finance Director or their authorized designee shall be notified as soon as a vendor is located.

In instances where a valid emergency exists and material may be obtained after normal working hours, the requester may follow one of the several options:

- a. Make the purchase from a firm willing to accept an oral Purchase Order,
- b. Make the purchase using a Agency purchasing card, pursuant to YCTD's purchasing card policy provided below.
- c. The employee may make an emergency purchase using personal funds and submit the expense for reimbursement, pursuant to YCTD's employee expense reimbursement policy.

The Executive Director shall notify the YCTD Board of Directors as soon as practicable whenever Emergency Acquisition procedures are applied.

## **8. Protest Policies and Procedures**

The Executive Director shall make every effort to award contracts in compliance, with state, Federal and local regulation. Bidders who feel that a contract has been or may be, awarded improperly shall have the right to protest the specifications and/or contract award in compliance with applicable local state and Federal regulations.

### **8.1 Filing Protest**

Protests dealing with restrictive specifications or alleged improprieties in the solicitation must be filed no later than five working days prior to bid opening or closing date for receipt of proposals. Any other protest must be filed no later than five working days after award of contract.

Protests shall be in writing and addressed to the Executive Director.

The protest shall contain a statement describing the reasons for the protest and any supporting documentation. Additional materials in support of the initial protest will only be considered if filed within the time limit specified in this section. The protest shall indicate the ruling or relief desired from YCTD.

### **8.2 Confidentiality**

Materials submitted by a protester shall not be withheld from any interested party, except to the extent that the withholding of information is permitted or required by law or regulation. If the protest contains proprietary material, a statement advising of this fact may be affixed to the front page of the protest document and the alleged proprietary

information must be so identified wherever it appears.

### **8.3 Withholding of Award**

When a protest is filed before opening of bids, the bids will not be opened prior to resolution of the protest, and when the protest is filed before award, the award will not be made prior to resolution of the protest, unless YCTD determines that:

- a. Items to be procured are urgently needed, or delivery or performance will be unduly delayed by failure to make award promptly; or
- b. Failure to make award will cause undue harm to YCTD.

In the event an award is to be made while a protest is pending, the Federal Transit Administration shall be notified if Federal funding is involved.

### **8.4 Processing the Protest**

- a. YCTD shall respond to the protestor within five working days of receiving the protest. A conference on the merits of the protest may be held with the protester.
- b. Any additional information required by YCTD from the protester shall be submitted as expeditiously as possible, but no later than three days after receipt of such request.

### **8.5 Notification**

YCTD shall notify the protester of its decision no later than ten days following receipt of all relevant information.

### **8.6 Appeal**

If a protester is not satisfied with the decision made by YCTD, and Federal funds are involved, the protester may file protest with the Federal Transit Administration. Review by FTA will be limited to:

- a. Violation of Federal law or regulations.
- b. Violation of YCTD's protests procedures described herein, or failure by YCTD to review protest.

Protests must be filed with FTA (with a concurrent copy to YCTD) within five days after YCTD renders a final decision, or five days after the protester knows, or has reason to know, that YCTD failed to render a final decision. After five days, YCTD will confirm with FTA that FTA has not received protest on the contract in question.

YCTD shall not be responsible for any protests not filed in a timely manner with FTA.

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

<b>Topic:</b> Adopt Resolution R 2022-02 Authorizing Filing of Grant Applications and Executing Grant Agreements and Supplemental Documents for Various Grant Programs	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<div>3e Action</div>
		<b>Attachments:</b> <div>YesNo</div>
<b>Prepared By:</b> A. Bernstein		<b>Meeting Date:</b> March 14, 2022

**RECOMMENDATION:**

Staff recommends the Yolo County Transportation District Board of Directors adopt the attached Resolution Number R 2022-02, authorizing the Executive Director (or designees) to file grant applications, execute grant contracts and or agreements and other supplemental documents with a variety of federal, state, regional, local agencies or entities as shown in the attached resolution.

**BACKGROUND:**

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

Further, the FTA has released an updated version of the required Certifications and Assurances for Federal Fiscal Year 2022, and YCTD's Executive Director and Legal Counsel have reviewed and agreed to the appropriate Certifications and Assurances.



**YOLO COUNTY TRANSPORTATION DISTRICT  
RESOLUTION NO. R 2022-02**

**Resolution Authorizing the Filing of Grant Applications**

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

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

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

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

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

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

**PASSED AND ADOPTED** by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 14th day of March 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Don Saylor, Chair  
Board of Directors

ATTEST:

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Mimi Koh, Clerk  
Board of Directors

Approved as to Form:

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Hope P. Welton, District Counsel

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

<b>Topic:</b> Authorize Staff Listed on the Special Districts and Other Agencies Authorization Form – FY 2021-2022 to Perform Tasks on Behalf of the Governing Board	<b>Agenda Item#:</b>	<b>3f</b> <b>Action</b>
	<b>Agenda Type:</b>	
<b>Prepared By: A. Bernstein</b>		<b>Meeting Date: March 14, 2022</b>

**RECOMMENDATION:**

Staff recommends the Yolo County Transportation District Board of Directors authorize staff listed on the *Special Districts and Other Agencies Authorization Form FY 2021-2022* to perform the following tasks on behalf of YCTD:

- Pick up general checks
- General claims approval
- Deposit approval
- Journal entry/transfer funds document approval
- Budget modification approval

**BACKGROUND:**

This form is required by Yolo County Department of Financial Services, which provides banking services for YCTD. Due to recent staffing changes at YCTD, the form needs to be updated to allow new staff to perform important finance tasks such as making deposits and picking up checks. YCTD board authorization is now required for any updates.

## Special Districts and Other Agencies Authorization Form - FY 2021-2022

COUNTY OF YOLO  
DEPARTMENT OF FINANCIAL SERVICES  
P.O. BOX 1268  
WOODLAND, CA 95776  
(530) 866-8190

Fund: 6930, 6931, 6932  
District Name: Yolo County Transportation District  
Address: 350 Industrial Way Woodland, CA 95776  
Phone number: 530-402-2816  
Contact: Leticia Ambriz

1	3	5	7	8	9					AUTHORIZED SIGNATURE OF EMPLOYEE
PICK UP GENERAL CHECKS	GENERAL CLAIMS APPRVL	DEPOSIT APPRVL	JE/TSF DOC APPRVL	BUDGET MOD. APPRVL						Signature:
X	X	X	X	X						<i>Autumn Bernstein</i> Print: Autumn Bernstein
X	X	X	X	X						Signature: <i>Autumn Bernstein</i> Print: Jose Perez
X										Signature: <i>Leticia Ambriz</i> Print: Leticia Ambriz
X										Signature: <i>Cristina Grijedo</i> Print: Cristina Grijedo
X										Signature: <i>Maria Koh</i> Print: Maria Koh
X										Signature: <i>Daisy Romero</i> Print: Daisy Romero
										Signature: _____ Print: _____

The persons listed above are authorized to perform the above duties on behalf of our governing board as approved in our Minutes recorded at a regular district meeting.

Board Chairman Signature _____	Date _____	Board Member Signature _____	Date _____
Print Name: _____		Print Name: _____	
Board Member Signature: _____	Date _____	Board Member Signature: _____	Date _____
Print Name: _____		Print Name: _____	
Board Member Signature: _____	Date _____	Board Member Signature: _____	Date _____
Print Name: _____		Print Name: _____	
Board Member Signature: _____	Date _____	Board Member Signature: _____	Date _____
Print Name: _____		Print Name: _____	

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

<b>Topic:</b> Administrative Reports	<b>Agenda Item#:</b>	<b>4</b>	
	<b>Agenda Type:</b>	<b>Informational</b>	
		<b>Attachments:</b>	<div><b>Yes</b></div> <div>No</div>
<b>Prepared By: M. Koh</b>		<b>Meeting Date: March 14, 2022</b>	

**BACKGROUND:**

This section of the agenda is reserved for administrative reports.

This month the Board will receive the following:

- Ad Hoc Committee on 80 Managed Lanes report
- Transdev's report
- Executive Director's report
- Long-range calendar

Previously, the YCTD Executive Director provided a monthly written report to the Board as part of the Board packet and augmented that with an oral report during the meeting. Beginning with the March 2022 board meeting, the YCTD Executive Director will provide an oral report only. Additionally, the Executive Director will provide a biweekly email update to the Board of Directors, the Citizens Advisory Committee, Technical Advisory Committee, and interested stakeholders.

## YCTD Board of Directors Long-Range Calendar Updated March 9, 2022

### April 2022

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6 POST AGENDA & PACKET	7	8
11 BOARD MEETING	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### April Agenda Items

- ☐ Report on FY 20-21 Audit results
- ☐ Preview of FY 22/23 budget
- ☐ 6-month status report on 3/6/12 month goals adopted Oct 2021
- ☐ Update/Discussion/ Possible Action on Yolo 80 Managed Lanes Project

### May 2022

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 POST AGENDA & PACKET	5	6
9 BOARD MEETING	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30 MEMORIAL DAY – OFFICE CLOSED	31			

### May Agenda Items

- ☐ Draft of FY 2022/2023 YCTD Budget
- ☐ 3<sup>rd</sup> Quarter FY 20-21 Financial Status Report
- ☐ Update/Discussion of Intercity Trails Project
- ☐ Update/Action on Route 42 Expansion
- ☐ \_\_\_\_\_

### June 2022

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8 POST AGENDA & PACKET	9	10
13 BOARD MEETING	14	15	16	17
20 JUNETEENTH – OFFICE CLOSED	21	22	23	24
27	28	29	30	

### June Agenda Items

- ☐ Select Chair, Vice-Chair for the 2022/2023 Fiscal Year
- ☐ Approve 2022/2023 YCTD Budget
- ☐ Update on Woodland Microtransit Project
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## July 2022

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 IND. DAY – OFFICE CLOSED	5	6	7 POST AGENDA & PACKET	8
11 BOARD MEETING	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## July Agenda Items

- ☐ Update on Yolo 80 Managed Lanes Project
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## August 2022

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 POST AGENDA & PACKET	4	5
8 BOARD MEETING	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## August Agenda Items

- ☐ Closed Session: Annual Performance Review for Executive Director
- ☐ Update on Intercity Trails Project
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## September 2022

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 LABOR DAY – OFFICE CLOSED	6	7	8 POST AGENDA & PACKET	9
12 BOARD MEETING	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## September Agenda Items

- ☐ Preliminary financial status report on close of FY 21-22
- ☐ Update on Woodland Microtransit
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## October 2022

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
3	4	5 POST AGENDA & PACKET	6	7
10 BOARD MEETING	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## October Agenda Items

- ☐ 12-month status report on YCTD Goals for next 3/6/12 months
- ☐ Update on Yolo 80 Managed Lanes Project

☐☐

## November 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9 POST AGENDA & PACKET	10	11
14 BOARD MEETING	15	16	17	18
21	22	23	24 THANKS. – OFFICE CLOSED	25 THANKS. – OFFICE CLOSED
28	29	30		

## November Agenda Items

- ☐ FY 22-23 1<sup>st</sup> Quarter Financial Status Report
- ☐ Update on Intercity Trails Project

☐☐☐

## December 2022

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7 POST AGENDA & PACKET	8	9
12 BOARD MEETING	13	14	15	16
19	20	21	22	23
26 CHRISTMAS – OFFICE CLOSED	27	28	29	30

## December Agenda Items

- ☐ YCTD Meeting Dates for 2023
- ☐ Schedule of YCTD Holiday Dates for 2023

☐☐☐



Consent Calendar	Regular Calendar
Agenda Approval	Executive Director's Oral Report
Approve Minutes from Previous Board Meeting	Administrative Reports <ul style="list-style-type: none"> <li>• Board Members' Reports</li> <li>• Ad Hoc Committee on 80 Managed Lanes Report</li> <li>• Transdev's Report</li> <li>• Executive Director's Report</li> </ul>
Renew Authorization for Remote Meetings (until public health orders change)	

**Agenda Items for 2023**

- January 2023: Report on FY 21-22 Year-end Close and Financial Statements/Audit results (with auditors)
- February 2023: 1. FY 22-23 2<sup>nd</sup> Quarter financial Status Report
- May 2023: FY 22-23 3<sup>rd</sup> Quarter Financial Status Report and Preliminary FY 23-24 Budget

## BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

<b>Topic:</b> Resuming Suspended Express Routes 43, 43R, 45 and 230. Conclusion of L Line service assistance	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>5</b>  <b>Action</b>	
		<b>Attachments:</b>	<div><div>Yes</div>No</div>
<b>Prepared By: J. Perez</b>		<b>Meeting Date: March 14, 2022</b>	

### RECOMMENDATION:

Staff recommends the Yolo County Transportation District (YCTD) Board of Directors receive information on and approve the limited return of suspended Routes 43, 43R, 45 and 230, and the conclusion of temporary local Davis L line service effective April 3, 2022.

### REASON FOR RECOMMENDATION:

YCTD is preparing a limited return of suspended express routes 43, 43R, 45 and 230. YCTD has confirmed with Transdev that adequate resources and demand from riders are available to support resuming some suspended express routes. In addition, Unitrans is now in a position to resume operation of the L line, which in turn allows YCTD to utilize those drivers on express routes. Staff would like to note that the resumed services are not new routes and are partially resuming previously suspended services.

YCTD will be operating one trip in the AM and one trip in the PM for Routes 43, 43R, 45, and 230. See attachments A and B for more detail.

If affirmed by the YCTD Board, the return of the suspended express routes will go into effect no earlier than April 3rd, 2022.

### BACKGROUND:

During the September 20<sup>th</sup>, 2021, special meeting of the YCTD Board, board members voted to temporarily suspend Yolobus Routes 43, 43R, 45 and 230. The reasoning behind this temporary suspension was due to Transdev staffing shortages, and the need to prioritize available drivers to services most in demand. YCTD staff and board members had to make a crucial decision in suspending these express routes because without doing so it could have led to missed bus trips which could have made the service unreliable. The goal was to return these temporarily suspend services when staffing levels reached a level where reliable service could be maintained.

During the same special meeting on September 20, the Board took action to provide temporary local fixed-route assistance to Unitrans and the City of Davis. This temporary assistance resulted in Yolobus providing 30-minute frequency of the A Line, and 60-minute frequency service of the L Line. Unitrans has made progress towards their recruitment goals, as well as adjusted their service levels, and is now prepared to resume operation of the L Line service. A Line service will continue to be provided by YCTD through the spring 2022 academic quarter ending on June 9, 2022.

Staff considered additional service scenarios and changes to return by April 3, 2022. These included the return of reduced trips in the early or later parts of the service day (varies by route), return of suspended local Woodland service routes, and the expansion of the Route 42 service frequency during peak periods. In discussions with

Transdev on the current state of driver availability and requirements to implement some of the potential service changes, a few of the options were deemed infeasible to implement in the current environment.

The expansion of the Route 42 to 30-minute frequency during peak periods would require more drivers than are currently available and would also prevent any reintroduction of suspended services. Return of local Woodland service routes suspended during the early months of the COVID-19 pandemic (Woodland Routes 210 and 214) would also require a large number of drivers and would prevent the resumption of services suspended in September 2021. Return of specific trips which were reduced due to COVID-19 impacts for Routes 40, 41, 215, and 240 were considered for potential return, though based on pre-COVID ridership and demand, as well as the need to increase driver availability in order to implement, the return of the suspended trips were not considered practical for return in April.

Staff presented and discussed the recommended service changes with the Citizen's Advisory Committee (CAC) on Tuesday, March 8, 2022. During the meeting CAC members provided the following insights:

- What other service options were considered using the prioritization tool, and how did those rate?
- Will the service changes result in returning riders as they are all single Express Services which may be challenging for some customers to rely on?
- Provide additional information on the definitions and ratings used on the prioritization tool.
- Consider modifying or weighing the factors differently and providing more information on how weighting is applied.
- Consider how outside factors may impact ridership and demand, including rising cost of living, fuel costs, and return to office requirements.
- Continue to refine the tool as YCTD and Board priorities are updated.

### **Transit Service Prioritization Tool:**

YCTD staff developed a tool for evaluating options to restore transit service as driver resources allow. The proposed resumption of express routes and their scores are presented below. YCTD staff ran all four proposed service changes through our prioritization tool, and each scored 33 out of 37 total points possible. This indicates all four scenarios would result in a positive improvement to the service network and communities and are prioritized equally.

# Transit Service Prioritization Tool

Demographics/Social Equity/Justice	Scoring	RT 43	RT 43R	RT 230	RT 45
Do these service changes eliminate/reduce stops in disadvantaged areas?	Yes = -3 No Change = +1 No = +3	3	3	3	3
Do these service changes deliver a service that is safe, reliable, and effective?	Yes = +3 Moderate = +2 No Change = +1 No = -1	3	3	3	3
Will these service changes address our underserved jurisdictions and populations (limited or no transit service)?	Yes = +3 Moderate = +2 No Change = +1 No = -1	1	1	1	1
Do these changes improve service in disadvantaged, low-income or communities of concern (CalEnviroScreen) areas?	Yes = +3 Moderate = +2 No Change = +1 No = -1	1	1	1	1
Do these service changes disproportionately impact transit-dependent populations (youth, seniors, mobility-impaired)?	Yes = -3 Moderate = -2 No Change = 0 No = +3	3	3	3	3
Regional Impacts	Scoring	RT 43	RT 43R	RT 230	RT 45
Do these service changes improve connectivity to Intracity, Intercity and Regional Services (Amtrak, LRT etc)?	Yes = +3 Moderate = +2 No Change = 0 No = -1	3	3	3	3
Do these service changes promote and support Regional/Local Climate goals?	Yes = +3 Moderate = +2 No Change = 0 No = -1	3	3	3	3
Do these service changes impact potential trip purposes or access to trip generators (e.g. Social services, healthcare, education, etc)?	Positively = +3 Somewhat positively = +2 No Change = +1 Negatively = -1	3	3	3	3
Enhancement to other transportation options (e.g., personal auto, bike, walk, TNC, etc.) Access/proximity to other transit or mobility services	Scoring	RT 43	RT 43R	RT 230	RT 45
Are there other transit and/or shared mobility services that serve the impacted area (e.g. other transit providers)?	Yes = +3 No Change = 0 No = -1	3	3	3	3
Alignment with YCTD's Adopted Vision, Values, and Priorities	Scoring	RT 43	RT 43R	RT 230	RT 45
Does the service change promote the YCTD Vision, Values and Priorities statement:	All must meet Vision. One point (up to 10 pts) for each Value and Priority	10	10	10	10
Performance Considerations	Scoring	RT 43	RT 43R	RT 230	RT 45
Cost	Total Estimated Cost of Service Change (Revenue Hours and Miles)	N/A	N/A	N/A	N/A
Total out of 37		33	33	33	33
		89%	89%	89%	89%

## Outreach Implementation:

YCTD's plan for outreach implementation involves working with our communications staff to produce and distribute service changes information via our website and social media. In continuation with our outreach efforts, our planning technicians will be physically posting notices at impacted stops to alert our riders. Our planning technicians will also be placing "seat drop" flyers on our buses. Service alerts on board buses and emails to registered users will also be conducted. YCTD will work with local and regional partners in distributing information via all available platforms.

The following attachments are included for reference:

- **Attachment A – Map and Timetable of Woodland Express Routes 43, 43R and 230**
  - Note that the **Routes 43, 43R and 230 timetables have been slightly modified.**
- **Attachment B – Map and Timetable of Route 45**
  - Note that the **Route 45 timetables have been slightly modified.**
- **Attachment C – Map and Timetable of L Line**
  - Concluding temporary assistance of L Line

## BUDGET IMPACT:

The adopted FY 21-22 budget includes the operating costs for express routes 43, 43R, 45 and 230. Approximately \$711,450 was budgeted in funds for Woodland services and approximately \$1.4 million was budgeted for Davis services. Fixed-route cost/hour is based on budgeted costs and do not reflect recent increases in driver wages, fuel costs, and other variables.

### April 3<sup>rd</sup>-June 30<sup>th</sup> Total Operating costs:

Fixed-route Operating Cost/Revenue Hour: \$118.13

64 Days of operation remain through FY 2021/22

Route	Cost Per Hour	Daily Hours of Operation	Hours Cost Total/Day	Cost per Mile	Daily Miles of Operation	Miles Cost Total/Day	Days of Operation	Estimated Total Cost (for FY 21/22)
43	\$ 118.13	4.21	\$ 497.33	\$ 0.88	96.76	\$ 85.15	64	\$ 37,278
43R	\$ 118.13	1.24	\$ 146.48	\$ 0.88	35.03	\$ 30.83	64	\$ 11,348
230	\$ 118.13	4.39	\$ 518.59	\$ 0.88	101.91	\$ 89.68	64	\$ 38,929
45	\$ 118.13	3.44	\$ 406.37	\$ 0.88	93.51	\$ 82.29	64	\$ 31,274
							<b>Total</b>	<b>\$ 118,830</b>

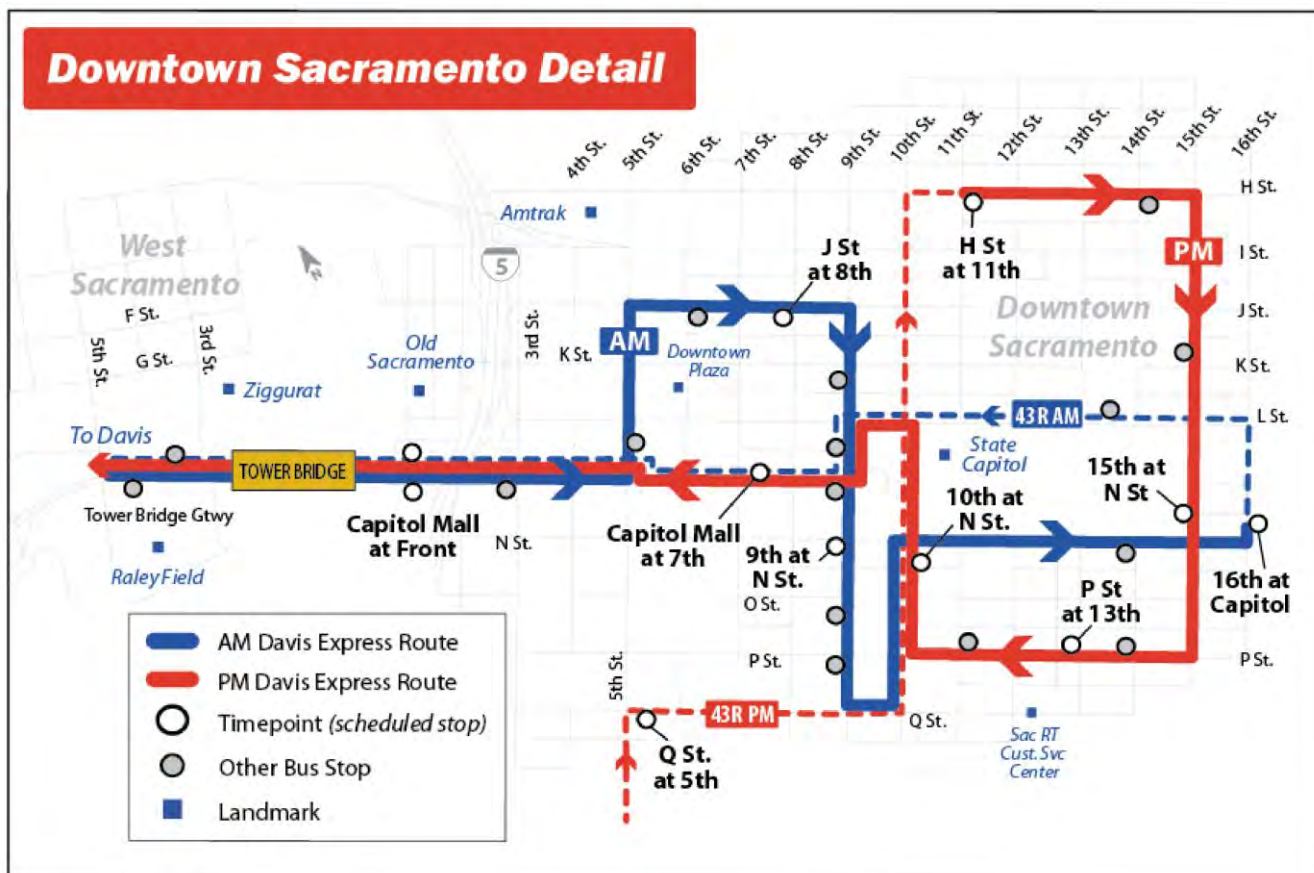
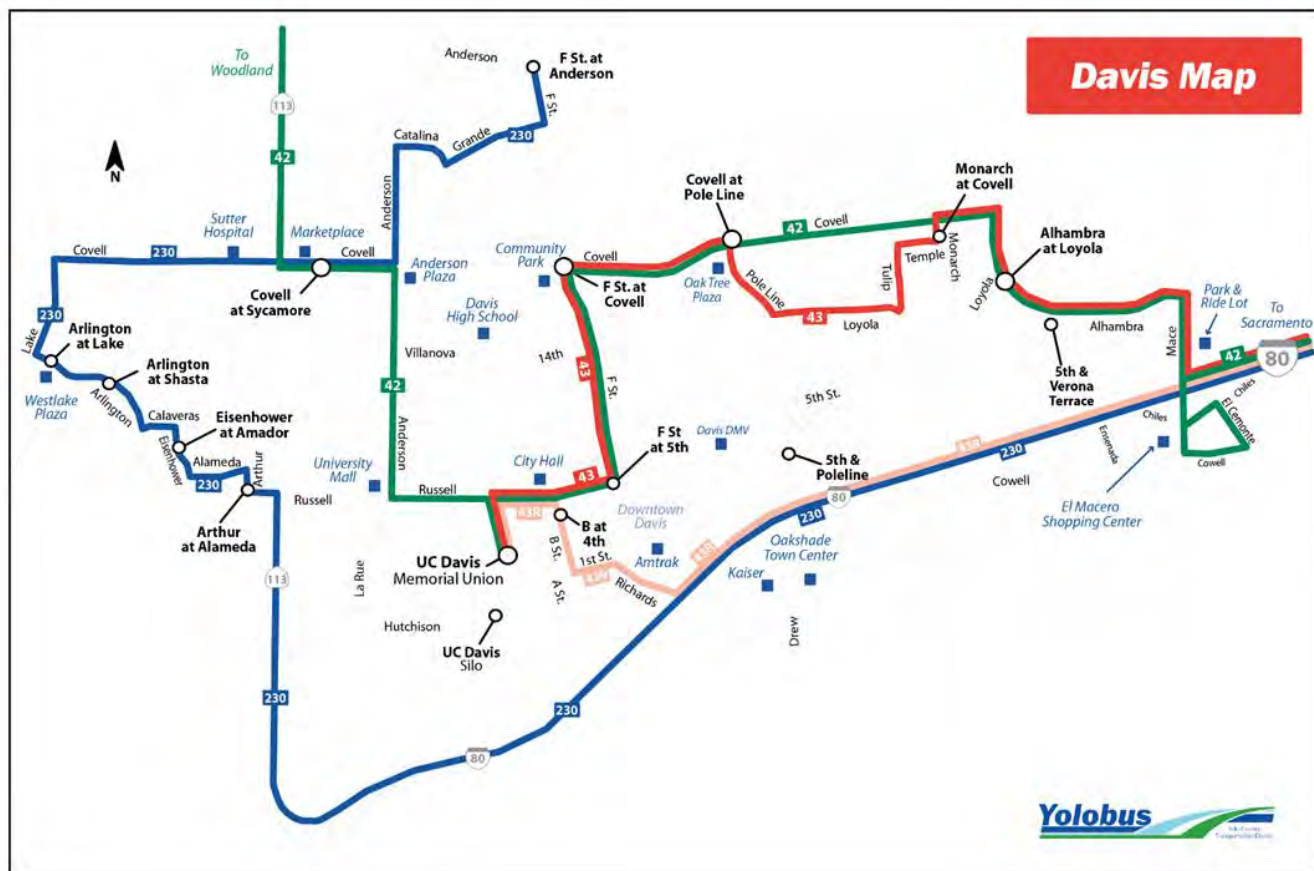
## Attachment A

### Proposed Timetable and Maps of Davis Express Routes 43, 43R and 230

<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 2em; font-weight: bold;">DAVIS</span> </div>									
<div style="font-size: 3em; font-weight: bold;">43</div> <div style="font-weight: bold;">Davis - Sacramento Express</div>		43AM - DAVIS TO SACRAMENTO					MON - FRI		
		UC Davis Memorial Union	6:03	6:57	7:07	7:17	7:27	7:37	7:47
		F at 5th	6:11	7:00	7:10	7:20	7:30	7:40	7:50
		F at Covell	6:15	7:04	7:14	7:24	7:34	7:44	7:54
		Covell at Pole Line	6:18	7:07	7:17	7:27	7:37	7:47	7:57
		Monarch at Covell	6:23	7:12	7:22	7:32	7:42	7:52	8:02
		Alhambra at Loyola	6:25	7:15	7:25	7:35	7:45	7:55	8:05
		Capitol Mall at Front	6:30	7:39	7:49	7:59	8:09	8:19	8:29
		J at 8th	6:34	7:43	7:53	8:03	8:13	8:23	8:33
		9th at N	6:37	7:46	7:56	8:06	8:16	8:26	8:36
		10th at N	7:31*	7:50	8:00	8:10	8:20	8:30	8:40
		16th at Capitol Ave.	7:03	7:52	8:02	8:12	8:22	8:32	8:42
*Becomes route 43R to UC Davis.									
<div style="font-size: 3em; font-weight: bold;">43R</div> <div style="font-weight: bold;">Sacramento - Davis Express</div>		43R AM - SACRAMENTO TO DAVIS					MON - FRI		
		10th at N						7:50	
		16th at Capitol Ave.						7:52	
		Capitol Mall at 7th						7:56	
		Capitol Mall at Front						8:09	
		B at 4th (Downtown Davis)						8:32	
		UC Davis Memorial Union						8:35	
<div style="font-size: 3em; font-weight: bold;">43</div> <div style="font-weight: bold;">Davis - Sacramento Express</div>		43 PM - SAC TO DAVIS					MON - FRI		
		H at 11th	4:13	4:23	4:33	4:43	4:53	5:03	5:13
		15th at N	4:18	4:28	4:38	4:48	4:58	5:08	5:18
		P at 13th	4:22	4:32	4:42	4:52	5:02	5:12	5:22
		10th at N	4:24	4:34	4:44	4:54	5:04	5:14	5:24
		Capitol Mall at 7th	4:29	4:39	4:49	4:59	5:09	5:19	5:29
		Capitol Mall at Front	4:32	4:42	4:52	5:02	5:12	5:22	5:32
		Alhambra at Loyola	4:38	4:48	5:18	5:28	5:38	5:48	5:58
		Monarch at Covell	4:40	5:00	5:20	5:40	5:50	6:00	6:10
		Covell at Pole Line	4:45	5:05	5:25	5:45	5:55	6:05	6:15
		F at Covell	4:48	5:08	5:28	5:48	5:58	6:08	6:18
		F at 6th	5:22	5:32	5:32	5:42	5:52	6:02	6:12
		UC Davis Memorial Union	5:26	5:36	5:36	5:46	5:56	6:06	6:16
<div style="font-size: 3em; font-weight: bold;">43R</div> <div style="font-weight: bold;">Sacramento - Davis Express</div>		43R PM - DAVIS TO SACRAMENTO					MON - FRI		
		UC Davis Memorial Union						5:36	
		B at 4th (Downtown Davis)						5:39	
		Q at 5th (Downtown Sacramento)						6:09	
		10th at N						6:13	
		H at 11th						6:16	

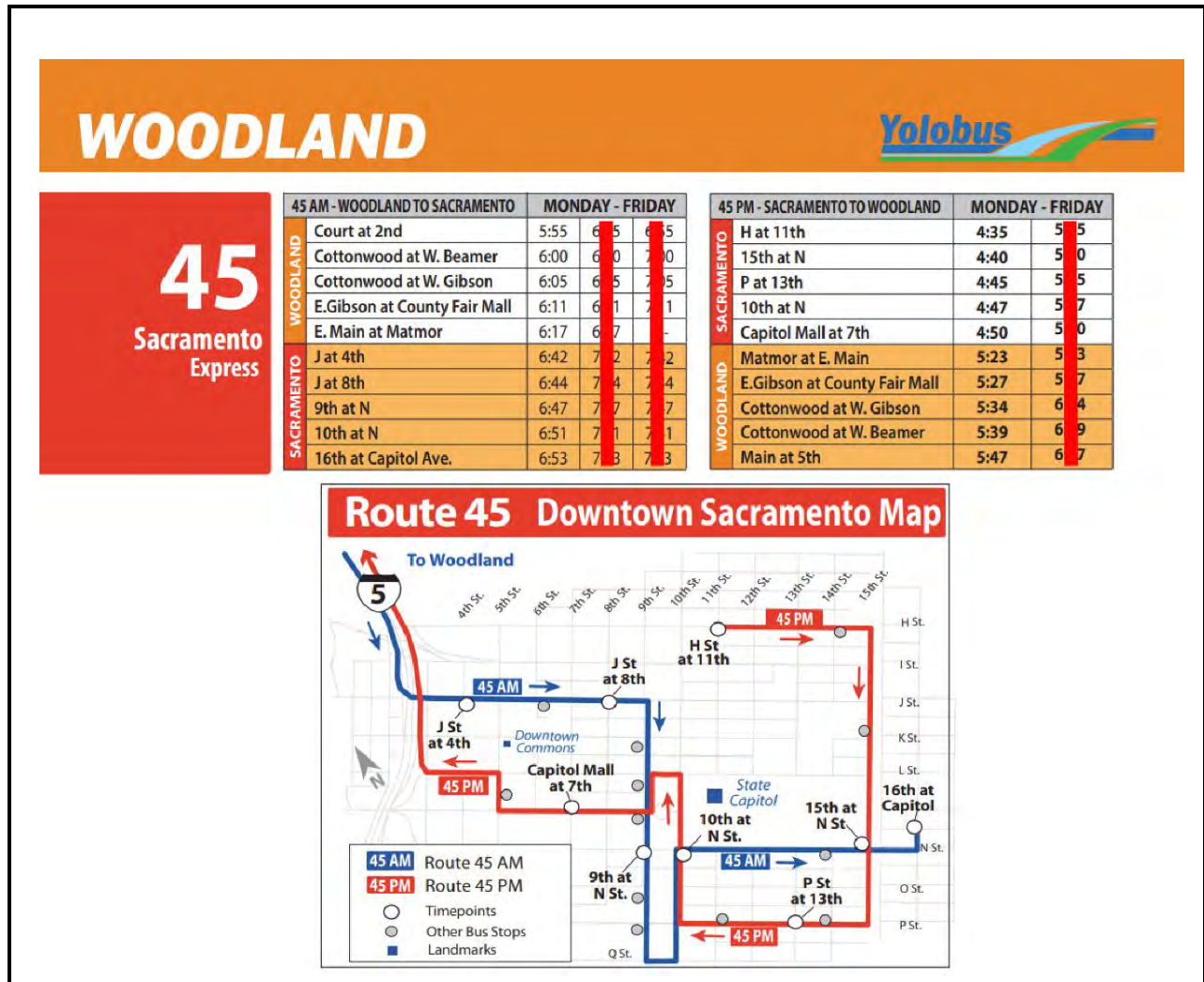
<div style="font-size: 3em; font-weight: bold;">230</div> <div style="font-weight: bold;">Sacramento - Davis Express</div>		230 AM - DAVIS TO SACRAMENTO					MON - FRI		
		F at Anderson	5:59	6:09	6:19	6:29	6:39	6:49	6:59
		Covell at Sycamore	6:06	6:16	6:26	6:36	6:46	6:56	7:06
		Arlington at Lake	6:12	6:22	6:32	6:42	6:52	7:02	7:12
		Arlington at Shasta	6:14	6:24	6:34	6:44	6:54	7:04	7:14
		Eisenhower at Amador	6:16	6:26	6:36	6:46	6:56	7:06	7:16
		Arthur at Alameda	6:19	6:29	6:39	6:49	6:59	7:09	7:19
		Capitol Mall at Front	6:44	6:54	7:04	7:14	7:24	7:34	7:44
		J at 8th	6:48	6:58	7:08	7:18	7:28	7:38	7:48
		9th at N	6:51	7:01	7:11	7:21	7:31	7:41	7:51
		10th at N	6:55	7:05	7:15	7:25	7:35	7:45	7:55
		16th at Capitol Ave.	6:57	7:07	7:17	7:27	7:37	7:47	7:57
<div style="font-size: 3em; font-weight: bold;">230</div> <div style="font-weight: bold;">Sacramento - Davis Express</div>		230 PM - SACRAMENTO TO DAVIS					MON - FRI		
		H at 11th	4:32	4:42	4:52	5:02	5:12	5:22	5:32
		15th at N	4:37	4:47	4:57	5:07	5:17	5:27	5:37
		P at 13th	4:41	4:51	5:01	5:11	5:21	5:31	5:41
		10th at N	4:43	4:53	5:03	5:13	5:23	5:33	5:43
		Capitol Mall at 7th	4:48	4:58	5:08	5:18	5:28	5:38	5:48
		Capitol Mall at Front	4:51	5:01	5:11	5:21	5:31	5:41	5:51
		Arthur at Alameda	5:23	5:33	5:43	5:53	6:03	6:13	6:23
		Eisenhower at Amador	5:26	5:36	5:46	5:56	6:06	6:16	6:26
		Arlington at Shasta	5:28	5:38	5:48	5:58	6:08	6:18	6:28
		Arlington at Lake	5:30	5:40	5:50	6:00	6:10	6:20	6:30
		West Covell at Sycamore	5:34	5:44	5:54	6:04	6:14	6:24	6:34
		F at Anderson	5:41	5:51	6:01	6:11	6:21	6:31	6:41



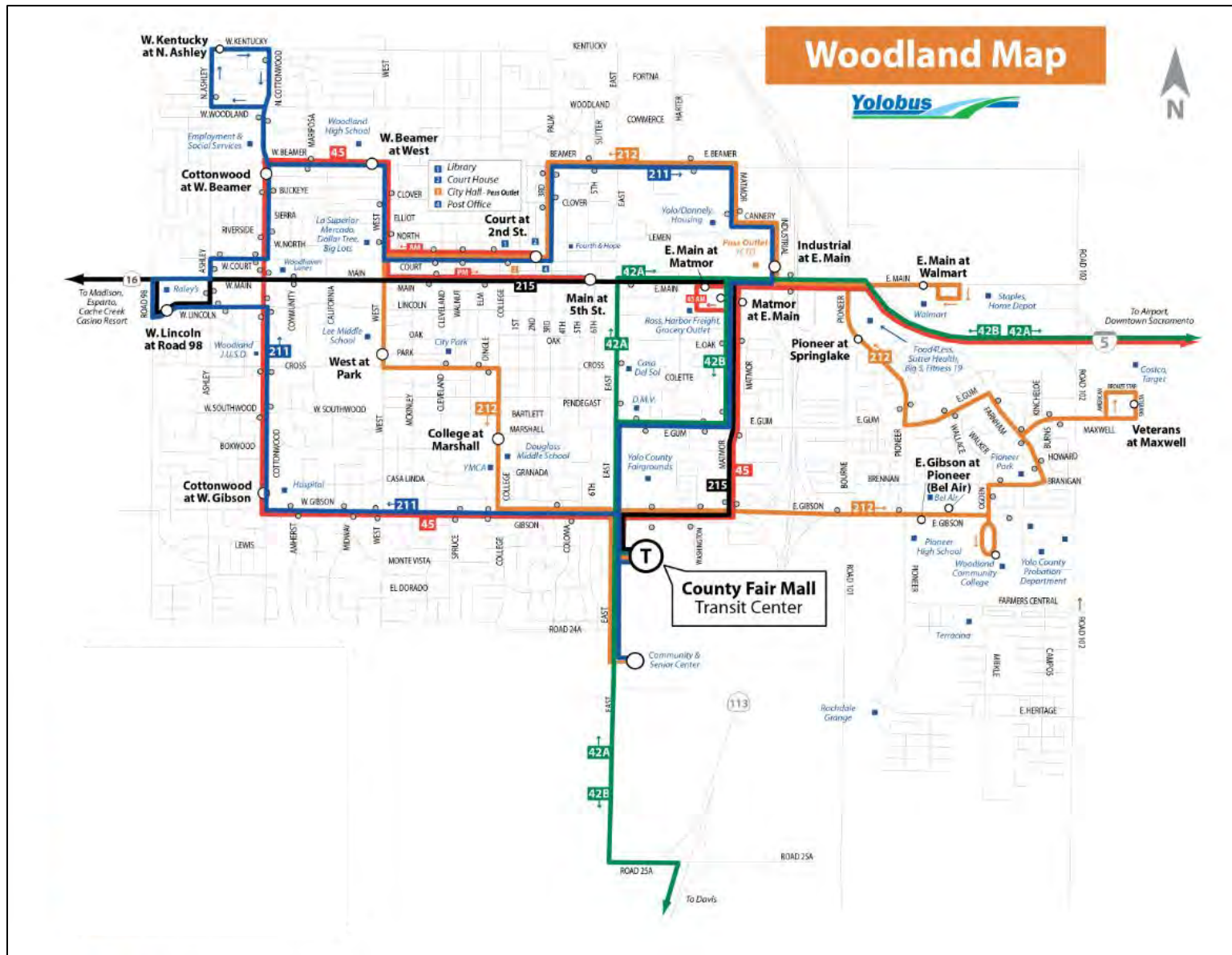


## Attachment B

### Proposed Timetable and Map of Woodland Route 45







## Attachment C

Timetable and Map of L Line (Yolobus to conclude operation of service, Unitrans will resume operations)

L LINE

E. 8th St. / Pole Line / Moore / Loyola

SILO TERMINAL

Yolobus

TEMPORARILY OPERATED BY YOLOBUS

STARTING SEPTEMBER 22, 2021

REGULAR SERVICE & FINALS SERVICE

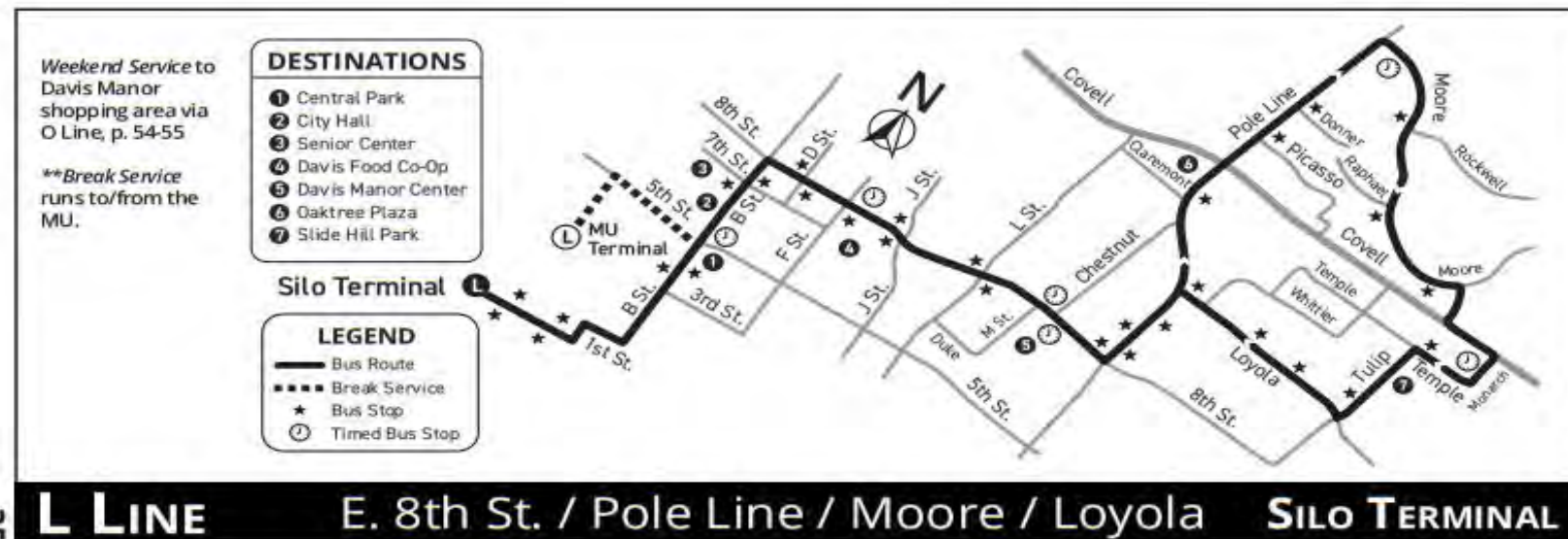
☐ Boxed trips may not operate due to driver shortage. Please go to [unitrans.ucdavis.edu](http://unitrans.ucdavis.edu) for most current schedule.

	M-T-H Only																												Finals Only
Depart Silo (#258)	6:25	6:55	7:25	7:55	8:25	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:40	1:10	1:40	2:10	2:40	3:10	3:40	4:10	4:40	5:10	5:40	6:10	7:10	8:10	9:10	10:10	11:10
B St. & 5th St. (#022)	6:29	6:59	7:29	7:59	8:29	9:04	9:34	10:04	10:34	11:04	11:34	12:04	12:44	1:14	1:44	2:14	2:44	3:14	3:44	4:14	4:44	5:14	5:44	6:14	7:14	8:14	9:14	10:14	11:14
8th St. & Chestnut (#111)*	6:35	7:05	7:35	8:05	8:35	9:10	9:40	10:10	10:40	11:10	11:40	12:10	12:50	1:20	1:50	2:20	2:50	3:20	3:50	4:20	4:50	5:20	5:50	6:20	7:20	8:20	9:20	10:20	11:20
Moore & Pole Line (#249)	6:42	7:12	7:42	8:12	8:42	9:17	9:47	10:17	10:47	11:17	11:47	12:17	12:57	1:27	1:57	2:27	2:57	3:27	3:57	4:27	4:57	5:27	5:57	6:27	7:27	8:27	9:27	10:27	11:27
Monarch & Campbell (#081)	6:46	7:16	7:46	8:16	8:46	9:21	9:51	10:21	10:51	11:21	11:51	12:21	1:01	1:31	2:01	2:31	3:01	3:31	4:01	4:31	5:01	5:31	6:01	6:31	7:31	8:31	9:31	10:31	11:31
8th St. & Chestnut (#103)*	6:52	7:22	7:52	8:22	8:52	9:27	10:57	10:27	10:57	11:27	11:57	12:27	1:07	1:37	2:07	2:37	3:07	3:37	4:07	4:37	5:07	5:37	6:07	6:37	7:37	8:37	9:37	10:37	
8th St. & G St. (#118)	6:55	7:25	7:55	8:25	8:55	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:10	1:40	2:10	2:40	3:10	3:40	4:10	4:40	5:10	5:40	6:10	6:40	7:40	8:40	9:40	10:40	
Due Silo Terminal	7:20	7:50	8:20	8:50	9:20	9:50	10:20	10:50	11:20	11:50	12:20	12:50	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00	6:30	7:00	8:00	9:00	10:00	11:00	

SUMMER (SILO) / BREAK SERVICE (MU)

Depart Silo (#258) / MU**	6:55	7:55	9:00	10:00	11:00	12:00	1:10	2:10	3:10	4:10	5:10	6:10	7:10	8:10
B St. & 5th St. (#022)	6:59	7:59	9:04	10:04	11:04	12:04	1:14	2:14	3:14	4:14	5:14	6:14	7:14	8:14
8th St. & Chestnut (#111)*	7:05	8:05	9:10	10:10	11:10	12:10	1:20	2:20	3:20	4:20	5:20	6:20	7:20	8:20
Moore & Pole Line (#249)	7:12	8:12	9:17	10:17	11:17	12:17	1:27	2:27	3:27	4:27	5:27	6:27	7:27	8:27
Monarch & Campbell (#081)	7:16	8:16	9:21	10:21	11:21	12:21	1:31	2:31	3:31	4:31	5:31	6:31	7:31	8:31
8th St. & Chestnut (#103)*	7:22	8:22	9:27	10:27	11:27	12:27	1:37	2:37	3:37	4:37	5:37	6:37	7:37	8:37
8th St. & G St. (#118)	7:25	8:25	9:30	10:30	11:30	12:30	1:40	2:40	3:40	4:40	5:40	6:40	7:40	8:40
Due Silo Terminal / MU**	7:50	8:50	9:50	10:50	11:50	12:50	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00

\*Stop located at Dollar Tree/Grocery Outlet



**L LINE**

**E. 8th St. / Pole Line / Moore / Loyola**

**SILO TERMINAL**

## BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

<b>Topic:</b> General Reserve Policy	<b>Agenda Item#:</b>	<b>6</b>	
	<b>Agenda Type:</b>	<b>Action</b>	
		<b>Attachments:</b>	<div><div>Yes</div>No</div>
<b>Prepared By: A. Bernstein</b>		<b>Meeting Date: March 14, 2022</b>	

### RECOMMENDATION:

Staff recommends that the Board adopt the proposed General Reserve Policy.

### BACKGROUND:

The proposed Policy would establish a new General Reserve Policy to specify a minimum target level of available uncommitted fund balance to allow the District to continue to provide essential services during times of sudden loss of revenue or unanticipated major expenditures.

The target size for a general reserve is a policy matter for the Board of Directors. and represents a trade-off between spending surplus funds on immediate needs versus saving funds as a cushion for maintaining essential services during a future fiscal emergency.

The Government Finance Officers Association (GFOA) best practice guidelines (accessible at <https://www.gfoa.org/materials/fund-balance-guidelines-for-the-general-fund>) recommend a minimum unrestricted budgetary fund balance of no less than two months of regular general fund operating revenues or expenditures. Converting to percentages, two months is equivalent to approximately 17% of annual operations, noting that jurisdictions may choose to reserve more than the minimum based on their individual circumstances.

During the February 2022 Board meeting, the proposed reserve policy was discussed as part of Agenda item 9. Director comments at that meeting supported a higher reserve level than two months. Accordingly, the draft policy before the Board this meeting anticipates a three-month reserve target, equivalent to 25% of the YCTD's approved operating expenditure budget.

For reference, the YCTD's FY 2021-22 operating budget is \$16.5 million. A 17% reserve would represent \$2.75 million. A 25% target would represent \$4.1 million.

The proposed policy allows the Executive Director to fund the General Reserve to the target level whenever sufficient funds are available. The Executive Director would report on General Reserve levels during budget development. If sufficient funds were not available to fully fund the General Reserve, the YCTD Executive Director would be required to recommend to the Board of Directors a fiscal plan to build the General Reserve up to the target level.

The proposed policy provides that drawdown of funds from the General Reserve could only be authorized by a resolution approved by two-thirds of the YCTD Board of Directors. The resolution would be required to include a finding as to the circumstances requiring use of the General Reserve.

If the Board approves the reserve policy at this meeting, staff will build it into our FY22-23 budget, a draft of which will come to the Board for review in May 2022 and final approval in June.

## **Yolo County Transportation District (YCTD) General Reserve Policy, DRAFT 3/9/22**

1. This policy establishes a General Reserve intended to provide continuity for Yolo County Transportation District (YCTD) essential services during times of sudden loss of revenue or unanticipated major expenditures.
2. The General reserve shall be made up of uncommitted funds that are available for general YCTD operating purposes and not otherwise obligated by law, contract, or Board commitment.
3. The minimum target level for the General Reserve shall be 25% of the current YCTD approved operating expenditure budget.
4. If sufficient uncommitted funds are available to fully fund the General Reserve, the YCTD Executive Director or their designee is authorized to transfer uncommitted funds into the reserve to maintain the calculated target funding level.
5. The YCTD Executive Director or their designee shall report on General Reserve levels during budget development. If sufficient uncommitted funds are not available to fully fund the General Reserve, the YCTD Executive Director shall recommend to the Board of Directors a fiscal plan to build the General Reserve up to the target level.
6. Drawdown of funds from the General Reserve may only be authorized by a resolution approved by a vote of four-fifths of the Board of Directors for YCTD. The resolution shall include a finding as to the circumstances requiring use of the General Reserve.
7. The YCTD Executive Director shall review this policy at least every five years and shall make a recommendation whether the policy should be maintained or amended.