



## 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)

To participate in person, the meeting will be held at 350 Industrial Way, Woodland, CA 95776 in the YCTD Board Room. To participate via teleconference, details are:

**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, May 9, 2022

**MEETING TIME:** 7:00 PM

**Further instructions on how to participate and submit your public comments can be found in the 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, May 9, 2022 will be provided to the YCTD Board of Directors in advance.

<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 May 9, 2022 Meeting		<b>X</b>
	3b.	Approve YCTD Board Minutes for Regular Meeting of April 11, 2022 ( <i>Koh</i> ) (pp 5-8)		<b>X</b>
	3c.	June and August YCTD Board of Directors Meeting ( <i>Koh</i> ) (p 9)		<b>X</b>
	3d.	Resolution 2022-05 Approving the Use of STA/SGR Funding Allocation ( <i>Levenson</i> ) (pp 10-11)		<b>X</b>
	3e.	Resolution 2022-06 Authorizing Remote and Hybrid Teleconference Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 ( <i>Bernstein</i> ) (pp 12-15)		<b>X</b>
	3f.	FY 2021-22 3 <sup>rd</sup> Quarter Operating Budget Status Report ( <i>Levenson</i> ) (pp 16-19)		

### REGULAR CALENDAR

	4.	Administrative Reports (pp 20-25) Discussion regarding subjects not specifically listed is limited to clarifying questions	<b>X</b>	
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		<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 <ul style="list-style-type: none"> <li>○ Long-range Calendar</li> <li>○ CAC Meeting Notes</li> <li>○ TAC Meeting Notes</li> </ul> </li> </ul>		
	5.	Receive Draft FY 2022-23 YCTD Budget ( <i>Levenson</i> ) (pp 26-49)	X	
	6.	Yolo 80 Managed Lanes Update ( <i>Bernstein, Abbanat</i> ) (pp 50-54)	X	
	7.	Yolo Active Transportation Corridors (YATC) Update ( <i>Abbanat</i> ) (pp 55-58)	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 JUNE 13, 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, May 6, 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

### **In-Person Participation Instructions**

Members of the public shall be provided with an opportunity to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board of Directors. To submit comments in person, please fill out a speaker card and give it to the Board Clerk. Speaker cards are provided on a table by the entrance to the meeting room. Depending on the length of the agenda and number of speakers who filled out and submitted cards, the Board Chair reserves the right to limit public speaker's time to no more than two (2) minutes, or less, per agenda item.

### **Remote 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 May 9, 2022 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 two (2) minutes at the discretion of the Chair.
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, May 9, 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.

Revised 1/13/20

**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 April 11, 2022	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>3b</b> <b>Action</b>	
		<b>Attachments:</b>	<b>Yes</b> <b>No</b>
		<b>Prepared By: M. Koh</b>	
		<b>Meeting Date: May 9, 2022</b>	

**RECOMMENDATION:**

Staff recommends for the Yolo County Transportation District (YCTD) Board of Directors approve the Minutes for the Regular Meeting of April 11, 2022.

**APRIL 11, 2022 BOARD MEETING MINUTES:**

**YOLO COUNTY TRANSPORTATION DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**April 11, 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, Assistant Planner Daisy Romero, Clerk to the Board Mimi Koh, Director of Information Systems Chad Mikula

Additional attendee(s) included: Senior Deputy for Yolo County Counsel Hope Welton, Transdev General Manager Michael Klein, and Transdev's Operations Manager Kyle Eggen

Director Saylor asked for public comments for items not on the agenda; there were no public comments.

### **Agenda Items 3a, 3b, 3c, 3d, 3e, 3f — Consent Calendar\***

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

- 3a. Approve Agenda for April 11, 2022 meeting
- 3b. Approve YCTD Board Minutes for Regular Meeting of March 14, 2022
- 3c. Authorize Executive Director to enter into an agreement with DGS for up to five years
- 3d. Compensation for Senior Transportation Planners
- 3e. Approve contract for Interim Chief Financial Officer
- 3f. Adopt Resolution R 2022-03 Authorizing Filing of FY22 LCTOP Grant Allocation Requests and Agreements

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

### **Agenda Item 4 — Administrative Reports**

*Item 4 is a non-action item and for informational purposes only.*

Director Stallard, Director Dulcich, Mr. Klein and Ms. Bernstein provided comments during the Administrative Reports section.

- Board Members' Report
  - Director Stallard made comments regarding becoming a full-range transportation agency, and the possibility of renaming the Board.
- Ad Hoc Committee on 80 Managed Lanes Report
  - Director Dulcich provided an update of the past two meetings with Caltrans
- Transdev's Report
  - Mr. Klein updated the Board on the status of driver operators
- Executive Director's Report
  - Ms. Bernstein provided the Board with updates on YCTD such as bidding farewell to Jose Perez, former Deputy Director of Operations, and plans to fill the vacant position; bike month; intercity bike project; and YCTD payroll and accounting systems.

Director Saylor asked for public comments regarding agenda item #4; there were no public comments.

### **Agenda Item 5 — Board Chair Rotation**

Director Stallard provided an overview of the staff report.

Director Ledesma made comments regarding past practices for the rotation. Director Loren provided comments regarding the election schedule for City of Winters and supported the annual rotation of Board Chair.

Director Stallard made the motion, seconded by Director Loren, to approve staff's recommendation to change the timing of the Board Chair rotation to occur at the beginning of each calendar year (January 1), and for Chair Saylor to continue as Board Chair through December 2022.

Roll Call for Agenda Item 5 – Board Chair Rotation
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AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Saylor		Frerichs		Passed Unanimously
Ledesma				
Loren				
Stallard				

Director Saylor asked for public comments regarding agenda item #5; there were no public comments.

**Agenda Item 6 — FY 22-23 Budget Development: Planned Service Levels and Operating Expenses**

*Item 6 is a non-action item and for informational purposes only.*

Ms. Bernstein and Mr. Levenson provided an overview of the staff report.

Chair Saylor provided comments that he appreciated the clarity and overview of the budget, and that the Technical Advisory Committee (TAC) was presented with the budget in advance of the Board meeting.

Director Ledesma provided comments regarding the progress and building blocks of the budget as it relates to transparency/sharing, communication with the TAC, routes post-covid, revenue and expenses, government funding usage, such as the CARES Act Funding, and future budget projections/long-term sustainability.

Ms. Bernstein replied to Director Ledesma's comments and spoke about the CARES Act Funding, restricted reserves, unrestricted assets, communication with TAC, and capital improvement plan.

Director Loren provided comments regarding microtransit as it relates to how data is viewed as a value set.

Director Saylor asked for public comments regarding agenda item #6; Mr. Andrew Furillo provided public comments.

**Agenda Item 7 — Prioritizing Community Service Requests\***

Ms. Bernstein provided an overview of the staff report.

Staff recommended the Board's feedback to staff on prioritization criteria for community service requests, including community events and special/charter services.

Chair Saylor asked about utilization during the current fiscal year. Ms. Bernstein provided a response in regard to community events and hours used thus far this fiscal year.

Director Loren asked about the requirements of the criteria for a community event request, and how to place a request. Ms. Bernstein provided a response.

Director Ledesma provided comments about criteria and year-end reporting on usage.

Director Saylor asked for public comments regarding agenda item #7; there were no public comments.

**Agenda Item 8 — Audited Financial Statements and Compliance Reports and Governance Letter for the Fiscal Year Ending June 30, 2021**

*Item 8 is a non-action item and for informational purposes only.*

Mr. Levenson and Mr. Nash provided an overview of the staff report.

Director Saylor asked for public comments regarding agenda item #8; there were no public comments.

**Agenda Item 9 — Adjournment**

There being no further regular business, Chair Saylor adjourned the regular meeting at 8:08 pm and reminded the Board of the next scheduled meeting to be held on May 9, 2022, at 7pm.

Respectfully submitted:

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

Mimi Koh, Clerk to the Board

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

<b>Topic:</b> June and August YCTD Board of Directors Meeting	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>3c</b> <b>Action</b>	
		<b>Attachments:</b>	<b>Yes</b> <input type="radio"/> <b>No</b> <input checked="" type="radio"/>
<b>Prepared By: M. Koh</b>		<b>Meeting Date: May 9, 2022</b>	

**RECOMMENDATION:**

Staff recommends that the scheduled June 13, 2022 meeting be rescheduled to June 6, 2022.

Staff and YCTD Board Chair recommend that the August meeting be cancelled.

**BACKGROUND:**

With conflicting schedules, staff recommend that the June 13, 2022, meeting be rescheduled to June 6, 2022. We have polled Board members, and many have replied that changing the date to June 6, 2022 would not be an issue.

Chair Saylor noted that many agencies have one month a year without a meeting. Staff and Chair Saylor recommend that the August meeting be cancelled.

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

<b>Topic:</b> Resolution 2022-05 Approving the Use of STA/SGR Funding Allocation	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>3d Action</b>	
		<b>Attachments:</b>	<div><div>Yes</div>No</div>
<b>Prepared By: Leo Levenson</b>		<b>Meeting Date: May 9, 2022</b>	

## **RECOMMENDATION:**

Staff recommends the Yolo County Transportation District (YCTD) Board of Directors adopt the attached Resolution Number R 2022-05, approving the reprogramming of \$79,818 remaining of the YCTD's Fiscal Year (FY) 2017-2018 State Transit Assistance - State of Good Repair (SGR) allocation, along with \$215,058 in FY 2020-2021 SGR Funds and \$273,816 in FY 2022-2023 SGR funds, along with any revision to the FY 2022-2023 allocation to be used for Vehicle Overhauls, Retanking, Rebuilds, and Related Expenses.

## **BACKGROUND:**

YCTD previously programmed \$329,879 in FY 2017-2018 SGR Funds for a 40-foot CNG Transit Bus replacement project. That project has been completed, with just \$250,061 of the SGR funds applied to it, leaving a balance of \$79,818 remaining. Staff proposes that the balance be applied to Vehicle Overhauls, Retanking, Rebuilds and Related Expenses.

The FY 2021-2022 budget programmed \$215,058 in FY 2020-2021 SGR funds toward vehicle rebuilds. YCTD has expended \$327,650 to date on these overhauls, which would leave a balance of \$112,592 after claiming the \$215,058 in FY 2020-2021 funds. The remaining 2017-2018 SGR funds could cover \$79,818 of that balance, leaving just \$32,774 to be covered from eligible FTA 5307 funds or capital reserves.

In addition, in March 2022, the Sacramento Area Council of Governments (SACOG) published an initial allocation to YCTD for 2022-2023 of \$273,816, which is subject to revision in August 2022. This resolution would authorize YCTD to apply those funds toward future Vehicle Overhauls, Retanking, Rebuilds and Related Expenses, which are included in the FY 2022-2023 preliminary budget being reviewed by the YCTD Board today.

As further background, YCTD also has \$336,756 in FY 2017-2018 SGR funds and \$207,913 in FY 2019-2020 SGR Funds programmed to support bus replacements. YCTD staff will take a fresh look at the programming of these funds while preparing the new 10-year capital plan anticipated to be completed during FY 2022-2023.

**DRAFT RESOLUTION NO. 2022-05**

**APPROVING PROGRAMMING OF STATE TRANSIT ASSISTANCE – STATE OF GOOD REPAIR  
FISCAL YEAR 2017-2018, 2020-2021 and 2022-2023 FUNDING ALLOCATIONS**

- WHEREAS, (1) The Yolo County Transportation District (YCTD) previously applied for and received Sacramento Area Council of Governments (SACOG) and CalTrans approval for the use of \$329,879 in Fiscal Year (FY) 2017-2018 State Transit Assistance State of Good Repair (SGR) funds for a 40-foot CNG Transit Bus Replacement; and
- WHEREAS, (2) YCTD has previously claimed \$250,061 of eligible expenses against the FY 2017-2018 SGR funds, leaving a balance of \$79,818 remaining; and
- WHEREAS, (3) YCTD received an allocation of \$215,058 in FY 2020-2021 SGR funds that was programmed for Vehicle Overhauls, Retanking, Rebuilds, and Related Expenses; and
- WHEREAS (4) YCTD has expended \$327,650 so far in FY 2021-2022 for engine rebuilds on six vehicles, representing \$112,592 more than the FY 2020-2021 SGR allocation; and
- WHEREAS (5) FY YCTD received an initial allocation of FY 2022-2023 SGR funds from SACOG of \$273,816, which is subject to revision in August 2022; now therefore be it
- RESOLVED, (a) That the YCTD Board of Directors authorizes the reprogramming of \$79,818 remaining on YCTD's FY 2017-2018 SGR 40-foot CNG Transit Bus Replacement project to be used for Vehicle Overhauls, Retanking, Rebuilds and Related Expenses; and be it further
- RESOLVED, (b) That the YCTD Board of Directors authorizes the Executive Director or their designee to submit a claim through SACOG to CalTrans for reimbursement of \$215,058 in FY 2020-2021 SGR funds for expenditures incurred for Vehicle Overhauls, Retanking, Rebuilds and Related Expenses; and
- RESOLVED, (c) That the YCTD Board of Directors authorizes the Executive Director or their designee to submit an application through SACOG to CalTrans to use the FY 2022-2023 SGR fund allocation, including any future adjustment, for the purpose of Vehicle Overhauls, Retanking, Rebuilds and Related Expenses for fixed route, paratransit and microtransit vehicles;

Adopted at a regular meeting of the Board of Directors at Woodland, CA, this 9th day of May, 2022.

Signed: \_\_\_\_\_  
Chair of the Board

Attest: \_\_\_\_\_  
Clerk to the Board

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

<b>Topic:</b> Resolution 2022-06 Authorizing Remote and Hybrid Teleconference Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>3e</b> <b>Deliberation/Action</b>	
		<b>Attachments:</b>	<b>Yes</b> <b>No</b>
<b>Prepared By: Hope P. Welton</b>	<b>Approved By:</b>	<b>Meeting Date: May 9, 2022</b>	

**RECOMMENDATION:**

It is recommended that proposed Resolution Authorizing Remote and Hybrid Teleconference Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 be approved.

**REASON FOR RECOMMENDATION:**

The proposed resolution will allow the current Yolo County Transportation District Board meeting to be held virtually.

**BACKGROUND:**

Meetings of the YCTD Board of Directors (YCTD Board) are conducted pursuant to the provisions of the Ralph M. Brown Act. The Brown Act has traditionally placed significant restrictions on teleconferenced meetings, including requiring that each teleconference location be accessible to the public (i.e., participation of Board members from homes or private offices has not been permitted).

In the early days of the COVID-19 pandemic, the Governor issued a series of Executive Orders temporarily suspending the restrictions on teleconferenced meetings, under which most YCTD meetings and those of its affiliated legislative bodies have been conducted during the last year-and-a-half. These Executive Orders terminated on September 30, 2021. In their place, the Legislature has enacted Assembly Bill 361 (R. Rivas), which permits legislative bodies to continue holding teleconferenced meetings without the traditional Brown Act restrictions (through December 2023) under any of the following circumstances:

- (A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- (B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- (C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

To continue holding teleconferenced meetings in the manner to which YCTD members and the public have become accustomed, the YCTD Board will need to make one of the determinations required by Assembly Bill 361. The "imminent risk" determinations are factually supportable, as the continued rates of transmission of the COVID-19 virus, including the Omicron variant, can indeed present imminent risks to the health and safety of some in-person attendees, particularly those with pre-existing health conditions.

If the proposed resolution making these determinations is approved, the current YCTD Board meeting will proceed as a remote meeting, in substantially the same manner as previous meetings during the past 18 months. (Assembly Bill 361 includes several additional requirements for teleconferenced meetings, including providing an opportunity for "real time" public comment, and suspending the meeting in the event that remote connectivity is lost; however, these are all consistent

with YCTD's existing practices.)

YCTD Staff is working on the necessary steps to allow future Board meetings to be held primarily in-person in the YCTD Board Room, while still permitting full remote participation for those members who are unable to attend in person, or, if they prefer, to participate virtually through a hybrid meeting.

### **BUDGET IMPACT:**

None.

**YOLO COUNTY TRANSPORTATION DISTRICT  
RESOLUTION NO. 2022-06**

**AUTHORIZING REMOTE AND HYBRID TELECONFERENCE MEETINGS OF THE YCTD BOARD OF  
DIRECTORS PURSUANT TO ASSEMBLY BILL 361**

**WHEREAS**, the Yolo County Transportation District (YCTD) is committed to preserving and nurturing public access and participation in meetings of YCTD's legislative bodies; and

**WHEREAS**, the Brown Act, Government Code section 54953, subdivision (e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953, subdivision (b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

**WHEREAS**, on June 4, 2021, the Governor clarified that the "reopening" of California on June 15, 2021 did not include any change to the proclaimed state of emergency, or the powers exercised thereunder; and

**WHEREAS**, as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

**WHEREAS**, the continued rates of transmission of the virus and variants causing COVID-19 within RCRC member counties are such that meeting in person would present imminent risks to the health or safety of some attendees of public meetings, particularly those with pre-existing health conditions; and

**WHEREAS**, the Board of Directors has considered the current circumstances of the state of emergency, and determined that the state of emergency continues to directly impact the ability of the members to meet safely in person

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Yolo County Transportation District as follows:

1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. A proclaimed state of emergency exists and as a result of the emergency, meeting in person would present imminent risks to the health or safety of some attendees, particularly those with pre-existing health conditions.
3. The Board of Directors is hereby authorized and directed to conduct open and public meetings in accordance with Government Code section 54953, subdivision (e) and other applicable provisions of the Brown Act.
4. This Resolution is intended to enable the Board of Directors to meet via teleconference in accordance with Assembly Bill 361 of 2021 (Statutes 2021, Chapter 165), whether solely by teleconference or via a "hybrid" combination of physical location and teleconference.
5. This Resolution shall take effect immediately upon its adoption and shall be effective for a period of thirty (30) days thereafter, unless extended pursuant to Government Code section 54953, subdivision (e)(3). Expiration of this resolution shall not prejudice any subsequent action to adopt another resolution in accordance with Government Code section 54953, subdivision (e) during the present or any future state of emergency.

**PASSED AND ADOPTED** by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 11th day of April, 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> FY 2021-22 3 <sup>rd</sup> Quarter Operating Budget Status Report	<b>Agenda Item#:</b>	<b>3f</b>	
	<b>Agenda Type:</b>	<b>Info/Discussion</b>	
		<b>Attachments:</b>	<div><b>Yes</b></div> <b>No</b>
<b>Prepared By: L. Levenson</b>		<b>Meeting Date: May 9, 2022</b>	

## RECOMMENDATION:

Receive YCTD's FY 2021-22 3<sup>rd</sup> Quarter Operating Budget Status Report.

## BACKGROUND:

The attached Yolo County Transportation District (YCTD) FY 2021-22 3<sup>rd</sup> Quarter Operating Budget Status Report shows actual operating expenditure and revenue data as of April 21, 2022, including labor through pay date April 1, 2022 and purchased transportation payments covering the fiscal year through March, 2022.

The projections are our best current estimates based on trends so far this year.

Highlights include:

- The report projects \$740K net savings. Since the budget was balanced using \$2.6 million of fund balance from prior years, this means that the revised projected use of fund balance for Fiscal Year 2021-22 operations would be approximately \$1.9 million.
- The net savings are composed of:
  - \$2.4 million in expenditure savings (up from \$1.6 million projected in the 2<sup>nd</sup> Quarter report presented at the February 2022 Board meeting), offset by
  - \$1.68 million in revenue shortfall (compared to \$220K surplus projected in the 2<sup>nd</sup> Quarter report).

The substantial change in the revenue forecast is due to updated estimates of federal and state grant reimbursement funding available given reduced expenditures.

- The significant expenditure projection changes from the 2<sup>nd</sup> Quarter report include:
  - \$550K in labor savings (up from \$500K reported in February due to hiring delays),
  - \$500K in fixed route purchased transportation savings (compared to \$100K shortfall projected in February). The change is due to sunsetting of supplementary offset payments made to Transdev.
  - \$280K in fixed route fuel savings, up from \$55K in the Q2 report, due to calculation of federal excise tax refund due to YCTD. This excise tax refund program ended 12/31/21.
- Reduced revenue projections from the 2<sup>nd</sup> Quarter report are primarily due to:
  - \$820K Reduction in estimated drawdown of FTA 5307 Urban Formula Funds based on reduced eligible expenditures.
  - \$665K deferral of recognition of CMAQ and LCTOP revenues tied to expansion of Route 42 to FY 2022-23.
  - 430K reduction in SacRT and UC Davis support of Causeway Connection based on reduced eligible expenditures.

# YCTD FY 2021-22 3rd Quarter Budget Status Report, Updated 5/4/22

## FY 2021-22 Administration Budget Status

	FY 21/22 Bgt	FY 21/22 Actual as of 4/21/22	Projected Annual Total	Projected Surplus (Shortfall)
<b>Administration Operating Revs</b>				
LTF - Woodland	\$521,358	\$521,358	\$521,358	\$0
LTF - Davis	\$582,438	\$582,438	\$582,438	\$0
LTF - West Sacramento	\$569,936	\$569,936	\$569,936	\$0
<b>Subtotal Operating LTF</b>	<b>\$1,673,731</b>	<b>\$1,673,731</b>	<b>\$1,673,732</b>	<b>\$0</b>
Non-Transportation Revenues (Interest)	\$50,000	\$26,556	\$53,112	\$3,112
Auxiliary Revenue - Trillium CNG royalties	\$85,909	\$40,435	\$223,003	\$137,094
Low Carbon Fuel Credits (RIN)	\$150,000	\$177,941	\$177,941	\$27,941
Advertising	\$36,000	\$53,703	\$80,555	\$44,555
Yolo TMA	\$30,000	\$0	\$30,000	\$0
Miscellaneous revenue	\$0	\$1,003	\$1,003	\$1,003
Mitigation Revenue	\$711,312	\$711,312	\$711,312	\$0
Local Operating Assistance (Carryover)	\$1,451,803	\$1,451,803	\$1,451,803	\$0
<b>Total Administration Operating Revs</b>	<b>\$4,188,755</b>	<b>\$4,136,486</b>	<b>\$4,402,462</b>	<b>\$213,706</b>
<b>Administration Operating Exps</b>				
Salaries & Benefits	\$1,989,192	\$1,099,989	\$1,440,578	\$548,614
Services	\$875,234	\$527,394	\$678,630	\$196,604
Fuel	\$56,000	\$53,381	\$168,512	(\$112,512)
Materials & Supplies	\$87,960	\$45,109	\$88,667	(\$707)
Communications/Utilities	\$146,170	\$29,940	\$41,241	\$104,929
Insurance	\$711,919	\$549,673	\$711,919	\$0
Miscellaneous	\$176,282	\$64,962	\$100,932	\$75,350
Contingencies	\$150,000	\$0	\$0	\$150,000
<b>Total Administration Operating Exps</b>	<b>\$4,192,756</b>	<b>\$2,370,448</b>	<b>\$3,230,479</b>	<b>\$962,278</b>
<b>Net FY 2021-22 Administration Surplus (Shortfall)</b>				<b>\$1,175,984</b>

FY 2021-22 Fixed Route Operating Budget Status				
	FY 21/22 Bgt	FY 21/22 Actual as of 4/21/22	Projected Annual Total	Projected Surplus (Shortfall)
<b>Fixed Route Operating Revs</b>				
LTF - Woodland	\$711,450	\$711,450	\$711,450	\$0
LTF - Davis	\$1,420,842	\$1,420,842	\$1,420,842	\$0
LTF - West Sacramento	\$1,628,731	\$1,628,731	\$1,628,731	\$0
<b>Subtotal Fixed Route Operating LTF</b>	<b>\$3,761,023</b>	<b>\$3,761,023</b>	<b>\$3,761,023</b>	<b>\$0</b>
Fares	\$872,047	\$556,725	\$956,992	\$84,945
FTA 5307 Sacramento UZA Formula Funds	\$968,000	\$93,617	\$660,000	(\$308,000)
FTA 5307 Woodland UZA Formula Funds	\$790,400	\$0	\$340,000	(\$450,400)
FTA 5307 CMAQ Funds for Route 42 Expansion	\$404,667	\$0	\$0	(\$404,667)
FTA/SacRT 5307 Causeway Connection	\$396,776	\$0	\$180,000	(\$216,776)
FTA 5307 Davis UZA Formula Funds	\$150,000	\$0	\$150,000	\$0
FTA 5311 Rural Funds	\$154,009	\$0	\$154,009	\$0
Cache Creek Mitigation Revenue	\$531,412	\$677,944	\$677,945	\$146,533
LCTOP for Route 42 Expansion	\$260,189	\$0	\$0	(\$260,189)
State of Good Repair Funds	\$215,058	\$0	\$215,058	\$0
UC Davis for Causeway Connection	\$396,776	\$0	\$180,000	(\$216,776)
Local Operating Assistance (Carryover)	\$754,125	\$754,125	\$754,125	\$0
<b>Total Fixed Route Operating Revs</b>	<b>\$9,654,482</b>	<b>\$5,843,434</b>	<b>\$8,029,152</b>	<b>(\$1,625,330)</b>
	FY 21/22 Bgt	FY 21/22 Actual as of 4/21/22	Projected Annual Total	Projected Surplus (Shortfall)
<b>Fixed Route Operating Exps</b>				
Purchased Transportation	\$7,779,592	\$5,430,854	\$7,282,055	\$497,537
Fuel	\$1,306,888	\$712,846	\$1,026,103	\$280,785
Communications	\$165,240	\$240,045	\$320,060	(\$154,820)
Maintenance-Equipment	\$215,058	\$215,058	\$215,058	\$0
Maintenance-Bldgs. & Improvements	\$132,899	\$52,839	\$70,453	\$62,446
Printing	\$44,350	\$0	\$0	(\$44,350)
Professional & Spec. Services	incl in admin	\$25,168	\$37,752	(\$37,752)
Small Tools & Minor Equipment	\$10,456	\$0	\$0	(\$10,456)
<b>Total Fixed Route Operating Exps</b>	<b>\$9,654,482</b>	<b>\$6,676,810</b>	<b>\$8,951,480</b>	<b>\$593,391</b>
<b>Net Fixed Route Surplus (Shortfall)</b>				<b>(\$1,031,939)</b>

FY 2021-22 Demand-Responsive Operating Budget Status				
Demand-Responsive Operating Revs	FY 21/22 Bgt	FY 21/22 Actual as of 4/21/22	Projected Annual Total	Projected Surplus (Shortfall)
LTF - Davis	\$340,075	\$340,075	\$340,075	\$0
LTF - West Sacramento	\$285,229	\$285,229	\$285,229	\$0
LTF - Woodland	\$763,642	\$763,642	\$763,642	\$0
LTF- Winters	\$127,810	\$127,810	\$127,810	\$0
LTF - County of Yolo	\$113,111	\$113,111	\$113,111	\$0
<b>Subtotal Demand-Responsive Operating L</b>	<b>\$1,629,867</b>	<b>\$1,629,867</b>	<b>\$1,629,867</b>	<b>\$0</b>
FTA 5307	\$478,919	\$0	\$235,000	(\$243,919)
Passenger Fares	\$57,545	\$30,547	\$34,876	(\$22,669)
Organization-Paid Fares	\$13,430	\$37,252	\$44,702	\$31,272
Mitigation Revenue	\$59,754	\$0	\$22,000	(\$37,754)
Local Operating Assistance (Carryover)	\$432,527	\$432,527	\$432,527	\$0
<b>Total Demand-Responsive Operating R</b>	<b>\$2,672,042</b>	<b>\$2,130,193</b>	<b>\$2,398,973</b>	<b>(\$273,070)</b>
Demand-Responsive Operating Exps	FY 21/22 Bgt	FY 21/22 Actual as of 4/21/22	Projected Annual Total	Projected Surplus (Shortfall)
Purchased Transportation	\$2,187,955	\$1,108,573	\$1,510,178	\$677,777
Fuel	\$279,610	\$87,909	\$117,212	\$162,398
Insurance-Public Liability	\$184,476	\$153,530	\$184,476	\$0
Contingencies	\$20,000	\$0	\$0	\$20,000
<b>Total Demand-Responsive Operating E</b>	<b>\$2,672,041</b>	<b>\$1,350,012</b>	<b>\$1,811,866</b>	<b>\$860,175</b>
<b>Net Demand-Responsive Projected Surplus (Shortfall)</b>				<b>\$587,106</b>
<b>Combined Revenue Surplus (Shortfall), rounded</b>				<b>(\$1,680,000)</b>
<b>Combined Expenditure Savings (Overage), rounded</b>				<b>\$2,420,000</b>
<b>Combined Net Projected Surplus (Shortfall), rounded</b>				<b>\$740,000</b>

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

<b>Topic:</b> Administrative Reports	<b>Agenda Item#:</b>	<div>4</div> <div>Informational</div>
	<b>Agenda Type:</b>	
<b>Prepared By:</b> M. Koh		<b>Meeting Date:</b> May 9, 2022

**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
  - CAC Meeting Notes
  - TAC Meeting Notes

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 May 5, 2022

## June 2022

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

### June Agenda Items

- ☐ Approve 2022/2023 YCTD Budget
- ☐ Status report on 3/6/12 month goals adopted Oct 2021
- ☐ Update on Woodland Microtransit Project
- ☐ Approve RFQ for Yolo Active Transportation Corridors (YATC)

## 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
- ☐ CAC and TAC Update and Discussion

## 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
- ☐ Closed Session: Annual Performance Review for Executive Director
- ☐ Update on Pension and OPEB Liability

### 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

- ☐ One year 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

### 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

## **Yolo County Transportation District (YCTD) Citizens' Advisory Committee (CAC) meeting notes from the March 8, 2022 meeting**

### **Schedule of CAC Meeting Dates for 2022.**

Chair Baker asked for approval of the schedule of CAC meeting dates for 2022.

The committee discussed moving forward with two dates: Tuesday May 10, and Tuesday July 12 with the flexibility of changing the frequency of meeting dates to accommodate the committee and Board's needs. Staff and Committee will discuss meeting dates beyond July 12, 2022 during the July meeting.

### **Executive Director's Oral Report, Other Items, Future Agenda Topics**

Ms. Bernstein provided an overview of the staff report to include:

- Twice-a-month emails of the Executive Director's Report
- Soft launch of the Yolobus website and upcoming YCTD website
- Attendance at the Yolomobility committee meeting
- New Senior Planner, Brian Abbanat
- Updating the paratransit rider guide. Ms. Bernstein will bring this topic back to the committee for discussion at the next CAC meeting.

Chair Baker and Mr. Streeter provided comments regarding the paratransit rider guide.

Mr. Furillo asked if there were plans for Yolobus to adopt the California Integrated Travel program payment system. Ms. Bernstein and Mr. Perez provided a response.

Mr. Hirsch sent in public comments via email.

### **Discuss Opportunities for CAC Engagement with YCTD Board**

Ms. Bernstein provided an overview of the staff report regarding CAC's opportunities of engagement with YCTD Board.

Mr. Hirsch sent in public comments via email.

Mr. Hirsh provided public comments during the meeting.

Chair Baker, Mr. Streeter, and Mr. Furillo provided comments and suggestions on strategic ways for the CAC and the YCTD Board to engage.

Ms. D'Agostino provided comments pertaining to ways to partner up and provide joint learning opportunities with CAC and the Board. She also commented on encouraging more diversity within the CAC.

Chair Baker asked that the subject of increasing diversity and equity of the CAC be placed on the next CAC meeting agenda. Chair Baker also commented that in the National Organization, they provide quarterly learning sessions. She would also like to place this subject of creating learning opportunities on the next CAC meeting agenda.

### **Resuming Suspended Express Routes 43, 43R, 45 and 230. Conclusion of L Line Service Assistance**

Ms. Romero and Mr. Perez provided an overview of the staff report. Mr. Perez asked for the committee's feedback of the staff report.

Mr. Furillo provided feedback and asked if the prioritization tool was used to bring back some of the suspended routes. Mr. Perez stated that the prioritization tool was used and responded further to Mr. Furillo's question.

Ms. D'Agostino commented on the prioritization tool and its rating.

Mr. Streeter commented on the increasing fuel pricing.

Ms. Bernstein provided comments on why the routes were suspended due to low driver shortage and not because of low ridership.

**Next Regular Meeting**

Tuesday, May 31, 2022, 1:30 p.m.

## **Yolo County Transportation District (YCTD) Technical Advisory Committee (TAC) meeting notes from the April 4, 2022 meeting**

### **Update and Reports**

Ms. Bernstein provided updates to the committee to include:

- Twice-a-month emails of the Executive Directors Report
- Relaunch of some of the express services that were suspended last September due to driver shortage.
- Continuing to have conversations with Caltrans regarding the Yolo 80 Managed Lanes project.
- RFP for a microtransit technology platform for the City of Woodland
- Launch of the Yolobus website

Ms. Chhan asked about the returned express services as it relates to 42A&B, particularly regarding the 30-minute layover shift. Mr. Perez provide a response.

Ms. Bernstein discussed the frequency of TAC meetings throughout the year. Mr. Clarke and Mr. Burton stated that quarterly meetings are fine, and meetings can be scheduled in between if needed. The committee agreed.

### **FY 22/23 Budget: Planned Transit Levels**

Mr. Perez provide an overview of the staff report.

Mr. Clark asked what the plan for adjustments based on demand would be for South Davis routes. Mr. Perez and Ms. Bernstein provided a response.

### **Next Regular Meeting**

Monday June 6, 2022, 1:30 p.m.

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

<b>Topic:</b> Receive Draft FY 2022-23 YCTD Budget	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<div>5</div> <div>Discussion</div>	
		Attachments:	<div>Yes</div> No
<b>Prepared By:</b> Leo Levenson		<b>Meeting Date:</b> May 9, 2022	

## **RECOMMENDATION:**

The Yolo County Transportation District (YCTD) Draft Fiscal Year (FY) 2022-23 budget was distributed *to the Technical Advisory Committee* on April 29, 2022 and is being introduced to the YCTD Board at this time for preliminary review and discussion. Staff recommends that the YCTD Board of Directors:

- a. Receive the Draft FY 2022-23 Budget Resolution and Attached Draft Budget Document for discussion, comments and questions.
- b. Provide written comments and feedback on the draft budget by May 30, 2022.
- c. Consider adoption of the budget after a public hearing at the next scheduled Board meeting on June 13, 2022

## **BACKGROUND:**

### **A. Draft Budget**

A digital copy of the Draft FY 2022-23 budget was sent via email to the YCTD Technical Advisory Committee on April 29th. A copy is also attached to this packet, along with a draft Budget Resolution.

Yolo County Transportation District's bylaws state that "the Board shall adopt at least a preliminary budget by June 30<sup>th</sup> which shall serve as the tentative District's budget pending adoption of a final budget. A final budget shall be adopted no later than August 30<sup>th</sup> of each year."

The Draft FY 2022-23 \$17.0 million Operating Budget for combined administration, fixed route, microtransit and paratransit operations represents a \$0.4 million (3%) increase from FY 2021-22.

The Draft FY 2022-23 \$5.1 million capital/planning project budgets represents an \$0.2 million decrease from FY 2021-22.

### **B. Budget Highlights**

Budget highlights include:

- The long-awaited expansion of the Route 42 A/B to 30 minute headways.
- Launch of the new Woodland microtransit service in January 2023.
- Continued restoration of previously-suspended express services as demand warrants and driver resources allow.
- New multimodal project budgets that include a grant-funded planning effort for the Yolo Active Corridors Project.
- Continuing advisory, legal and technical support services to support implementation of a first-in-the-region express lane, paired with transit and transportation equity investments on the Yolo 80 corridor, in partnership with CalTrans.

- Addition of one FTE to our planning team, as well as \$550K in professional services to address the backlog of planning efforts, including a Short Range Transit Plan, 10-year Capital Improvement Plan and Zero-emission Fleet Conversion Plan.

### **C. State Transit Assistance and Local Transportation Fund (STA/LTF) Funding**

The overall amount of Transportation Development Act State Transit Assistance (STA) and Local Transportation Fund (LTF) funding available to Yolo County in FY 2022-23 is \$17.6 million, which is 18.3% greater than for FY 2021-22.

The budget assumes \$8.6 million in STA/LTF funding, an increase of 21.2% over FY 2021-22, leaving \$9.0 million of LTF funds to be retained by jurisdictions for other uses (15.7% increase, as shown in Table 1.1c of the attached budget. This increase in YCTD revenues was a key factor in eliminating the unsustainable use of \$2.6 million in one-time carryforward fund balance that supported YCTD's FY 2021-22 budget (along with the proposed programming of \$1.2 million in Coronavirus stimulus funds (CARES Act and CRRSAA).

The contribution amount for each member jurisdiction was set so that YCTD and member jurisdictions would share equally in the LTF allocation growth, with the result that the amount retained by the jurisdiction would grow by the same percentage as the growth in their LTF allocation.

### **D. Draft Budget Resolution**

The attached draft Budget Resolution is being provided for discussion purposes only. Staff is not requesting approval of the Budget Resolution at this time. Rather, staff is requesting comments and questions, so that the Board will be prepared to approve the Budget Resolution at the June meeting.

The draft Budget Resolution would accomplish the following:

- Adopt the attached budget as a final FY 2022-23 budget.
- Authorize a cost-of-living adjustment (COLA) of 3.98% for YCTD staff and salary ranges, consistent with the formula in the Personnel Policy adopted by the Board in December 2021, which reflects the California Urban index increase from April 2020 to April 2021.
- Approve the 1 additional FTE proposed in the draft budget.
- Authorize the deposit of \$112,000 into YCTD's new General Reserve to maintain the 25% General Reserve target level approved by the Board in March 2022.
- Authorize the use of State Transit Assistance (STA) funds from FY 2020-21, FY 2021-22 and FY 2022-23 to be applied toward the local share of the capital projects identified in the Budget Table 2.1.
- Authorize the Executive Director to move funding between expenditure categories in the operating budget, adjust position classifications, and reprogram grant and local funding within approved projects, provided that operating and project budget expenditures and staff FTE do not exceed amounts authorized by the Board.
- Requires the Executive Director or their designee to provide budget status reports to the Board at the regularly scheduled November 2022, February 2023 and May 2023 Board meetings, or at any other time that may be requested by the Board, that shall include updated revenue and expenditure projections, and, in the event of anticipated revenue shortfalls or expenditure overruns, shall propose budget rebalancing options.

### **E. Next Steps**

The YCTD Board is requested to provide comments, questions, and feedback on the Draft FY 2022-23 Budget to YCTD staff by May 30, 2022. Staff recommends that the Board set the next regularly scheduled Board meeting of June 13, 2022 as a public hearing on the Draft Budget, which may be adopted at that hearing or at a subsequent special Board meeting prior to July 1 as a Preliminary or Final FY 2022-23 Budget. .

### **DRAFT RESOLUTION NO. 2022-XX**

#### **APPROVING THE FISCAL YEAR 2022-2023 BUDGET AND COST OF LIVING ADJUSTMENT, AUTHORIZED POSITIONS, DEPOSIT OF FUNDS TO THE GENERAL RESERVE, AND USE OF YCTD STATE TRANSIT ASSISTANCE FUNDS FROM FY 2020-21, 2021-22 and 2022-23**

- WHEREAS, (1) Pursuant to Yolo County Transportation District (YCTD) enabling legislation, a public hearing has been held regarding the attached proposed annual budget for Fiscal Year (FY) 2022-2023, and the proposed budget was available for public inspection at least 15 days prior to the hearing; and
- WHEREAS, (2) Chapter 8 of the YCTD Personnel Policy provides that subject to Board approval, a Cost of Living Adjustment may be applied to YCTD salaries that shall be based on the increase in the “All Urban Consumers” category of the California Consumer Price Index (CPI), between April (two calendar years before the adjustment) and April (one calendar year before the adjustment), i.e., the July 1, 2022 adjustment will use the CPI time period of April 2020 and April 2021, and
- WHEREAS, (3) The increase between CPI for April 2020 (283.006) and April 2021 (294.274) was 3.98%; and
- WHEREAS, (4) The YCTD Personnel Policy provides that the Board of Directors may from time to time amend the Authorized Position Resolution, setting forth the classification and number of full-time equivalent positions as recommended by the Executive Director; and
- WHEREAS, (5) The YCTD Personnel Policy provides that the Board of Directors may from time to time amend the Authorized Salary Resolution, as recommended by the Executive Director; and
- WHEREAS, (6) The YCTD General Reserve Policy target is 25% of budgeted operating expenditures; and
- WHEREAS, (7) The Sacramento Area Council of Governments (SACOG) allocated State Transit Assistance (STA) funds to YCTD in the amount of \$170,298 for FY 2020-2021, \$275,466 for FY 2021-2022, and in March 2022, and an initial allocation of \$302,446 for FY 2022-2023, subject to revision in August 2022; and
- WHEREAS, (8) The Executive Director is responsible for monitoring revenues and expenditures to ensure that the budgeted service levels can be provided within the anticipated resources available to the District, or to inform the Board and propose rebalancing solutions as soon as possible in the event of unanticipated revenue shortfalls or expenditure increases that could affect the District’s ability to maintain budgeted service levels; now therefore be it
- RESOLVED, (a) The attached Yolo County Transportation District operating and capital budget for FY 2022-2023 is adopted as a final budget; and be it further
- RESOLVED, (b) That a Cost of Living Adjustment of 3.98% is approved for existing YCTD staff salaries (including the Executive Director), effective July 1, 2022; and be it further
- RESOLVED, (c) That a Cost of Living Adjustment of 3.98% is applied to existing staff salary ranges effective July 1, 2022, as provided in the attached FY 2022-2023 Budget Table 1.1b , and that such adjustment by this

resolution shall be considered an amendment to the Authorized Salary Resolution as provided by the YCTD Personnel Policy; and be it further

- RESOLVED, (d) The positions included in the attached FY 2022-2023 Budget Table 1.1b are approved, and such approval shall be considered an amendment to the Authorized Position Resolution, as provided for in the YCTD Personnel Policy; and be it further
- RESOLVED, (e) That the Executive Director is authorized to reclassify staff or change the classification of vacant positions based on actual work plans for the associated positions, provided that expenditure projections show that such reclassifications will not cause the fiscal year budget for salaries and benefits to be exceeded, and provided that the creation of new classifications or adjustments to classification salary ranges continues to require Board approval; and be it further
- RESOLVED, (f) That the Executive Director is authorized to commit an additional \$112,000 of unrestricted fund balance to the General Reserve to meet the policy target of 25% of budgeted operating expenses; and be it further
- RESOLVED, (g) That the Executive Director or their designee is authorized to apply YCTD State Transit Assistance Funds allocated for FY 2020-2021, FY 2021-2022, and FY 2022-23 (including any adjustment to that allocation), and any other funds reserved for capital projects and available YCTD unrestricted funds to cover costs associated with the projects listed in the FY 2022-2023 budget Table 2.1 Capital and Planning projects; and be it further
- RESOLVED, (h) That the Executive Director is authorized to move appropriation authority between expenditure categories within the operating budget, provided that the total budget is not increased and ongoing service reductions are not implemented without Board approval; and be it further
- RESOLVED, (i) That the Executive Director is authorized to reprogram available grant and local funding to support eligible expenses within the approved operating and capital and planning project budgets in order to draw down expiring funds, maximize funding flexibility, and whenever otherwise advantageous to the District; and be it further
- RESOLVED, (j) That the Executive Director or their designee shall provide budget status reports at the regularly scheduled November 2022, February 2023 and May 2023 Board meetings, or at any other time that may be requested by the Board, that shall include updated revenue and expenditure projections, and, in the event of anticipated revenue shortfalls or expenditure overruns, shall propose budget rebalancing options.

Adopted at a regular meeting of the Board of Directors at Woodland, CA, this 13th day of June, 2022.

Signed: \_\_\_\_\_

Chair of the Board

Attest: \_\_\_\_\_

Clerk to the Board



# DRAFT BUDGET

FISCAL YEAR 2022-23

FRIDAY, APRIL 29, 2022

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**TABLE OF CONTENTS (forthcoming)**

## Message from the Executive Director

DATE: DRAFT, April 29, 2022

TO: Don Saylor, Chair,  
And Members of the Yolo County Transportation District Board of Directors

FROM: Autumn Bernstein, Executive Director

RE: FY 2022-2023 Budget

On behalf of the entire YCTD team, I am pleased to share with you the enclosed Yolo County Transportation District (YCTD) Preliminary Budget for the 2022-2023 fiscal year for your review and consideration.

The financial position of YCTD is stable. Both state (Transportation Development Act, or TDA) and federal formula funding sources have increased. In addition, YCTD has a carryforward balance that includes a mix of unrestricted and restricted funds. We remain eligible for one-time COVID recovery funds. Over the next year, YCTD will work with our member agencies prepare a 10-year capital improvement plan to identify how best to utilize these one-time funds.

Some key highlights from this year's budget include:

- The long-awaited expansion of the Route 42 A/B to 30-minute headways during peak hours
- Launch of the new Woodland microtransit service in January 2023
- Continued restoration of previously-suspended express services as demand warrants and driver resources allow
- New multimodal program budget that includes a robust, grant-funded planning effort for the Yolo Active Transportation Corridors (YATC) project
- Continuing advisory, legal and technical services to support implementation of a first-in-the-region express lane paired with transit and transportation equity investments on the Yolo 80 corridor, in partnership with Caltrans.
- Addition of one FTE to our planning team, as well as \$500,000 in professional services to address the backlog of long-overdue planning efforts including a Short Range Transit Plan, 10-year Capital Improvement Plan and Zero-Emission Fleet Conversion Plan.

## Section 1: Annual Operating Budget

### 1.1 Administration Operating Budget

Table 1.1a shows the proposed \$3.2 million FY 2022-23 Administration budget, which includes labor costs, other central administrative expenses, and the costs and revenues associated with selling fuel to outside users at our CNG and biofuel refueling station.

The proposed Administration budget represents a reduction of \$1.0 million compared to the FY 2021-22 budget, primarily due to:

- a. The reclassification of \$0.7 million in liability and vehicle damage insurance and \$0.3 million in technology costs out of the administration budget and into the program budgets (fixed route, paratransit and microtransit), and
- b. The reclassification of vehicle maintenance costs out of the administration budget and into program budgets (\$256 thousand was included in Administration in the FY 2021-22 budget).
- c. The net increase in salary and benefit costs of \$261 thousand is offset by shifts in program-specific technology, marketing, facility maintenance and other operating expenses costs out of the Administration budget and into program budgets.
- d. The salary budget includes one additional proposed position and allows for a Cost of Living Adjustment (COLA) of 3.98%, following the formula provided in the YCTD Personnel Policy. The proposed authorized positions and adjusted salary ranges are shown in Table 1.1b. The new Assistant Planner position would be funded by Transdev contract savings achieved by bringing the transportation contract compliance quality control function in-house. The staffing plan also envisions shifting duties out of the vacant Procurement and Grants Specialist position proposed in the FY 2021-22 budget into a new Senior Transportation Planner position, with additional support from existing Finance staff. The proposal also elevates one Finance position from a Finance Associate to a Senior Finance and HR Associate to reflect higher level duties carried out by both finance positions.
- e. The benefits budget assumes savings of \$75 thousand on retiree health benefits, thanks to investment earnings on YCTD's retiree health benefit trust fund which allow those benefits to be paid from the trust fund for the foreseeable future. This budget proposes applying those savings to the unfunded pension liability (estimated at \$1.3 million as of June 30, 2021) to allow for that liability to be paid off in ten years, instead of the previous twenty-five year amortization schedule. The budget resolution accompanying this budget document also contains language that would allow YCTD to pay off additional amounts of the unfunded pension liability, up to the full

remaining amount, from any available savings realized during FY 21-22. Paying off this unfunded liability sooner than expected will result in net financial savings for YCTD due to interest rates associated with that unfunded liability.

- f. Other minor adjustments in the Administration budget include the inclusion of \$4,400 in the Directors budget for expenses related to attending capital corridor meetings and one attendee at the annual cap-to-cap conference.

The revenues supporting the Administration budget consist primarily of:

- a. \$1.4 million in State Transit Assistance and Local Transportation Fund (STA/LTF) support from YCTD member jurisdictions, reduced from \$1.7 million in FY 2021-22. Table 1.1c summarizes the full allocation of these funds. The reduction is due to a shift in allocating this support from the Administration budget to the Fixed Route budget, reflecting the shift of program-specific expenditures from Administration to Fixed Route, and swapping in the flexible Yocha Dehe Wintun Nation/Cache Creek Casino Mitigation funds from Fixed Route to the Administration Budget.
- b. \$1.4 million in Yocha Dehe Wintun Nation/Cache Creek Casino Mitigation Funds, up from \$0.7 million in FY 2021-22. The full budgeted contribution in FY 2021-22 budget was \$1.2 million.
- c. Other general revenues that YCTD can use to support its general operations, including low carbon/renewable energy credits, outside fuel sale royalties, advertising revenue, and interest revenue.
- d. Per agreement with the Yolo Transportation Management Association (TMA), the \$30 thousand designated to support YCTD staff time in prior years will be redirected in FY 2022-23 to directly support TMA programs.

**Table 1.1a. Annual Operating Budget - Administration**

<b>Administration Operating Revenues</b>	<b>Approved FY 21-22</b>	<b>Preliminary FY 22-23</b>	<b>Change</b>
STA/LTF	\$1,673,732	\$1,362,000	(\$311,732)
Cache Creek Mitigation	\$711,312	\$1,443,000	\$731,688
Low Carbon/Renewable Energy Credits	\$150,000	\$200,000	\$50,000
Outside Fuel Sales	\$89,909	\$120,000	\$30,091
Advertising Revenue	\$36,000	\$50,000	\$14,000
Interest Revenue	\$50,000	\$50,000	\$0
Yolo TMA Revenue	\$30,000	\$0	(\$30,000)
Carryforward Local Operating Assistance	\$1,451,803	\$0	(\$1,451,803)
<b>Total Administration Operating Revenues</b>	<b>\$4,192,756</b>	<b>\$3,225,000</b>	<b>(\$967,756)</b>

<b>Administration Operating Expenses</b>	<b>Approved FY 21-22</b>	<b>Preliminary FY 22-23</b>	<b>Change</b>
Regular Employees	\$1,307,301	\$1,578,000	\$270,699
Interns	\$50,000	\$54,000	\$4,000
Overtime	\$5,000	\$5,000	\$0
<b>Subtotal Salaries</b>	<b>\$1,362,301</b>	<b>\$1,637,000</b>	<b>\$274,699</b>
PERS Employer Contribution	\$127,379	\$143,000	\$15,621
PERS UAL Payment	\$124,558	\$210,000	\$85,442
Health Insurance Employer Contribution	\$216,625	\$216,000	(\$625)
Retiree Health Insurance	\$75,394	\$0	(\$75,394)
Medicare Contribution	\$19,623	\$24,000	\$4,377
Other Employee Benefits	\$63,312	\$20,000	(\$43,312)
<b>Subtotal Benefits</b>	<b>\$626,891</b>	<b>\$613,000</b>	<b>(\$13,891)</b>

<b>Subtotal Salary &amp; Benefits</b>	<b>\$1,989,192</b>	<b>\$2,250,000</b>	<b>\$260,808</b>
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Technology	\$384,009	\$96,000	(\$288,009)
Marketing & Communications	\$195,570	\$156,000	(\$39,570)
Other Operating Expenses	\$165,535	\$123,000	(\$42,535)
Legal Services	\$40,000	\$85,000	\$45,000
Cost of Fuel Sold to Outside Users	\$54,000	\$72,000	\$18,000
Employee Training	\$59,685	\$57,000	(\$2,685)
Utilities	\$52,370	\$51,000	(\$1,370)
Memberships	\$30,677	\$31,000	\$323
Unitrans Pass-Thru for Uninc Area Service	\$24,000	\$24,000	\$0
Facilities Maintenance	\$84,700	\$18,000	(\$66,700)
Directors Stipends and Expenses	\$7,600	\$12,000	\$4,400
Insurance	\$699,419	\$0	(\$699,419)
Vehicle Maintenance	\$256,000	\$0	(\$256,000)
Contingencies	\$150,000	\$250,000	\$100,000
<b>Total Administrative Operating Expenses</b>	<b>\$4,192,757</b>	<b>\$3,225,000</b>	<b>(\$967,757)</b>

**Table 1.1b. Proposed Authorized FTE and Classification Ranges, Effective July 1, 2022**

The proposed new salary ranges incorporate a 3.98% Cost of Living Adjustment, calculated per Chapter 8 of the Yolo County Transportation District Personnel Policy, as approved December 2021. This is equal to the change in the California All Urban Consumers Consumer Price Index (CPI) from April 2020 (283.006) and April 2021 (294.274).

Classification Title	FTE		Annual Salary Range, February 2022		Proposed Annual Salary Range effective July 1, 2022	
	21-22	22-23	Low	High	Low	High
Deputy Director Operations	1	1	\$135,890	\$164,300	\$141,298	\$170,839
Deputy Director, Finance & HR	1	1	\$132,174	\$162,491	\$137,435	\$168,958
IT Specialist	1	1	\$97,951	\$123,295	\$101,849	\$128,202
IT Systems Support Tech	1	1	\$53,875	\$66,595	\$56,019	\$69,245
Senior Project Manager	1	0	\$96,474	\$119,519	\$100,314	\$124,276
Senior Transportation Planner	1	3	\$96,473	\$124,519	\$100,313	\$129,475
Assistant Transportation Planner	1	2	\$65,741	\$81,768	\$68,357	\$85,022
Communications/Marketing Specialist	1	1	\$80,086	\$95,370	\$83,273	\$99,166
Executive Assistant/Clerk of the Board	1	1	\$71,623	\$93,212	\$74,474	\$96,922
Procurements and Grants Specialist	1	0	\$74,748	\$100,565	\$77,723	\$104,567
Senior Finance and HR Associate	1	2	\$61,380	\$77,569	\$63,823	\$80,656
Finance Associate	1	0	\$51,112	\$62,377	\$53,146	\$64,860
<b>Total Authorized FTE</b>	<b>12</b>	<b>13</b>				

**Table 1.1c. FY 2022-23 YCTD Jurisdictions STA and LTF Allocations**

	Davis			Woodland		
	Final	Prelim	Change	Final	Prelim	Change
	FY 2021-22	FY 2022-23		FY 2021-22	FY 2022-23	
STA Estimate by Jurisdiction	\$620,254	\$805,612	29.9%	\$419,369	\$561,365	33.9%
LTF Estimate by Jurisdiction	\$4,118,366	\$4,761,442	15.6%	\$3,615,885	\$4,347,051	20.2%
<b>Total STA/LTF by Jurisdiction</b>	<b>\$4,738,620</b>	<b>\$5,567,054</b>	<b>17.5%</b>	<b>\$4,035,254</b>	<b>\$4,908,416</b>	<b>21.6%</b>
<b>STA/ LTF to YCTD</b>						
YCTD Admin	\$582,438	\$512,000	-12.1%	\$521,358	\$451,000	-13.5%
Fixed Route	\$1,420,842	\$1,864,000	31.2%	\$711,450	\$1,305,000	83.4%
Paratransit Service	\$340,075	\$422,000	24.1%	\$519,819	\$488,000	-6.1%
Microtransit Service	\$0	\$0		\$243,823	\$213,000	-12.6%
<b>Total YCTD</b>	<b>\$2,343,355</b>	<b>\$2,798,000</b>	<b>19.4%</b>	<b>\$1,996,450</b>	<b>\$2,457,000</b>	<b>23.1%</b>
<b>Balance Retained by Jurisdiction</b>	<b>\$2,395,265</b>	<b>\$2,769,054</b>	<b>15.6%</b>	<b>\$2,038,804</b>	<b>\$2,451,416</b>	<b>20.2%</b>

	West Sacramento			Winters		
	Final	Prelim	Change	Final	Prelim	Change
	FY 2021-22	FY 2022-23		FY 2021-22	FY 2022-23	
STA Estimate by Jurisdiction	\$375,086	\$495,904	32.2%	\$50,255	\$65,443	30.2%
LTF Estimate by Jurisdiction	\$3,234,069	\$3,840,137	18.7%	\$433,309	\$506,771	17.0%
<b>Total STA/LTF by Jurisdiction</b>	<b>\$3,609,155</b>	<b>\$4,336,041</b>	<b>20.1%</b>	<b>\$483,564</b>	<b>\$572,214</b>	<b>18.3%</b>
<b>STA/ LTF to YCTD</b>						
YCTD Admin	\$569,936	\$399,000	-30.0%	\$0	\$0	
Fixed Route	\$1,628,731	\$2,313,000	42.0%	\$0	\$0	
Paratransit Service	\$285,229	\$288,000	1.0%	\$0	\$28,000	
Microtransit Service	\$0	\$0		\$127,810	\$128,000	
<b>Total YCTD</b>	<b>\$2,483,896</b>	<b>\$3,000,000</b>	<b>20.8%</b>	<b>\$127,810</b>	<b>\$156,000</b>	<b>22.1%</b>
<b>Balance retained by Jurisdiction</b>	<b>\$1,125,259</b>	<b>\$1,336,041</b>	<b>18.7%</b>	<b>\$355,754</b>	<b>\$416,214</b>	<b>17.0%</b>

	Yolo County			Total		
	Final	Prelim	Change	Final	Prelim	Change
	FY 2021-22	FY 2022-23		FY 2021-22	FY 2022-23	
STA Estimate by Jurisdiction	\$208,317	\$252,859	21.4%	\$1,673,281	\$2,181,183	30.4%
LTF Estimate by Jurisdiction	\$1,796,156	\$1,958,067	9.0%	\$13,197,785	\$15,413,468	16.8%
<b>Total STA/LTF by Jurisdiction</b>	<b>\$2,004,473</b>	<b>\$2,210,926</b>	<b>10.3%</b>	<b>\$14,871,066</b>	<b>\$17,594,651</b>	<b>18.3%</b>
<b>STA/ LTF to YCTD</b>						
YCTD Admin	\$0	\$0		\$1,673,732	\$1,362,000	-18.6%
Fixed Route	\$0	\$0		\$3,761,023	\$5,482,000	45.8%
Paratransit Service	\$0	\$25,000		\$1,145,123	\$1,251,000	9.2%
Microtransit Service	\$113,111	\$124,000		\$484,744	\$465,000	-4.1%
<b>Total YCTD</b>	<b>\$113,111</b>	<b>\$149,000</b>	<b>31.7%</b>	<b>\$7,064,622</b>	<b>\$8,560,000</b>	<b>21.2%</b>
<b>Balance retained by Jurisdiction</b>	<b>\$1,891,362</b>	<b>\$2,061,926</b>	<b>9.0%</b>	<b>\$7,806,444</b>	<b>\$9,034,651</b>	<b>15.7%</b>

**State Transit Assistance (STA)** funds are derived from a Statewide tax on diesel fuel. The State Controller's Office allocates the tax revenue by formula. STA funding can only be used for transportation planning and mass transportation

**Local Transportation Fund (LTF)** allocations are derived from a ¼ cent of the general sales tax collected statewide and is intended to "improve existing public transportation services and encourage regional transportation coordination."

FY 2022-23 YCTD Admin is allocated between larger jurisdictions based on their % to total STA/LTF. Paratransit is allocated based on historical % to total boardings by jurisdiction. Microtransit is allocated based on estimated budget need for each project. Total allocation is capped to allow amount retained by jurisdictions to grow by their LTF percentage growth.

## 1.2 Fixed Route Annual Operating Budget and Service Levels

Table 1.2a shows the proposed \$10.9 million FY 2022-23 Fixed Route operating budget. The proposed service levels are provided in Table 1.2b. The proposed Fixed Route budget represents an increase of \$1.3 million above FY 2021-22, primarily due to:

- a. Increase of \$0.5 million (7%) in contracted transportation costs, based on the proposed service levels shown in Table 1.2b, and taking into account driver wage increases approved in November 2021 and per-mile and per-hour annual escalators provided in the transportation contract with Transdev. An additional \$400K contingency is included to account for uncertainty related to the Route 42A/B expansion, whose timetables are still being finalized.
- b. \$0.8 million shift of allocable insurance costs into the Fixed Route program budget from the Administration budget.
- c. \$0.2 million reduction in the fuel budget, primarily due to the recharacterization of electricity costs associated with the operation of the CNG refueling station out of the fuel category and into Utilities, along with a fresh projection of fuel costs based on recent actuals, and allowing a contingency for future fuel price rises of up to 25%.
- d. \$0.1 million reduction in budget for charging of Causeway Connection electric buses, based on current experience that has found significant savings from taking advantage of time-of-day pricing for electricity.

The revenues supporting the Fixed Route budget are comprised of:

- a. \$5.5 million in STA/LTF from member jurisdictions, as shown in Table 1.1c.
- b. \$1.0 million in passenger fares.
- c. \$1.5 million in Federal Transit Administration (FTA) 5307 Urbanized Area Formula Funds allocated to the Sacramento, Woodland and Davis Areas.
- d. \$0.9 million in FTA 5307 CARES Act funding. Together with other programming, this has allowed the Fixed Route budget to be balanced without the use of carryforward fund balance (compared to \$0.8 million used to balance the Fiscal Year 2021-22 Fixed Route budget).
- e. \$0.4 million in State Low Carbon Transportation Operating Program (LCTOP) Fiscal Year 2022-23 funding to be used to provide fare subsidies.
- f. \$0.4 million in FTA 5307 Congestion Mitigation and Air Quality (CMAQ) funding to support Route 42 expansion.
- g. \$0.3 million in prior year LCTOP funding to serve as a nonfederal match to the FTA 5307 CMAQ funds.
- h. \$0.2 million in FTA 5307 funds from Sacramento Regional Transit (SacRT) and \$0.2 million from UC Davis to support the Causeway Connection Route 138.

- i. \$0.2 million in FTA 5311 Rural Formula Funds and \$0.1 million in FTA 5311 Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds to support operating costs serving rural areas.
- j. \$0.2 million in State Transit Assistance (STA) State of Good Repair (SGR) funds to support vehicle maintenance.

Note that Cache Creek mitigation funds that supported the FY 2021-22 Fixed Route budget have been recharacterized for FY 2022-23 as supporting the Administration budget.

**Table 1.2a. Annual Operating Budget - Fixed Route**

<b>Fixed Route Operating Revenues</b>	<b>Approved FY 21-22</b>	<b>Preliminary FY 22-23</b>	<b>Change</b>
STA/LTF	\$3,761,023	\$5,482,000	\$1,720,977
Passenger Fares	\$872,047	\$970,000	\$97,953
FTA 5307 Sacramento Area Formula Funds	\$968,000	\$955,000	(\$13,000)
FTA 5307 Woodland Area Formula Funds	\$790,400	\$383,000	(\$407,400)
FTA 5307 Davis Area Formula Funds	\$150,000	\$150,000	\$0
FTA 5307 CARES	\$0	\$901,000	\$901,000
Low Carbon Transportation Operating Program	\$260,189	\$439,000	\$178,811
FTA 5307/CMAQ for Route 42 Expansion	\$404,667	\$405,000	\$333
LCTOP - Funds from Prior Years	\$0	\$260,000	\$260,000
FTA/SacRT 5307 Causeway Connection	\$396,776	\$235,000	(\$161,776)
UC Davis Funds for Causeway Connection	\$396,776	\$235,000	(\$161,776)
FTA/Caltrans 5311 Rural Formula Funds	\$154,009	\$200,000	\$45,991
STA-SGR State of Good Repair Funds	\$215,058	\$195,000	(\$20,058)
FTA/Caltrans 5311 CRRSAA	\$0	\$103,000	\$103,000
Cache Creek Mitigation	\$531,412	\$0	(\$531,412)
Carryforward Fund Balance	\$754,125	\$0	(\$754,125)
<b>Total Fixed Route Operating Revenues</b>	<b>\$9,654,482</b>	<b>\$10,913,000</b>	<b>\$1,258,518</b>

<b>Fixed Route Operating Expenses</b>	<b>Approved FY 21-22</b>	<b>Preliminary FY 22-23</b>	<b>Change</b>
Contracted Transportation	\$7,779,591	\$8,306,000	\$526,409
Fuel	\$1,144,211	\$965,000	(\$179,211)
Electric Vehicle Charging/Fuel	\$162,677	\$41,000	(\$121,677)
Insurance	\$0	\$834,000	\$834,000
Technology	\$174,696	\$289,000	\$114,304
Vehicle Maintenance	\$215,058	\$195,000	(\$20,058)
Utilities	\$0	\$189,000	\$189,000
Facilities Maintenance	\$133,899	\$50,000	(\$83,899)
Marketing & Communications	\$44,350	\$44,000	(\$350)
<b>Total Fixed Route Operating Expenses</b>	<b>\$9,654,482</b>	<b>\$10,913,000</b>	<b>\$1,258,518</b>

## Fixed Route Bus Service Assumptions

Service level assumptions inform the anticipated costs of contracted transportation and other operating expenses included in the fixed route budget (i.e., insurance, fuel, etc.). Staff has considered and incorporated a number of service changes which account for the reduction in COVID-19 impacts and restrictions, variable fuel costs, demand from customers (pre-COVID and current), and service expansions and projects.

YCTD is planning for the partial resumption of Express services throughout member jurisdictions to address anticipated rider demand from commuters returning to employment centers in Sacramento. The postponed expansion of the Route 42A/42B has also been incorporated into the service plan for the year, as well as minor adjustments to some local services. The exact timing of these service changes will depend on the availability of driver resources. The service plan also restores late trips on several local routes in West Sacramento. The budget also eliminates local serving routes in Woodland (211 and 212) to coincide with the launch of microtransit service.

Table 1.2b shows planned service levels by route:

Table 1.2b: Planned Fixed Route Transit Service for FY 22/23

Route	Community / Destinations	Total Bus Trips	Budgeted FY 2022		Proposed FY 2023	
			Hours	Miles	Hours	Miles
<b>42A</b> <b>42B</b>	Intercity Woodland, Davis, West Sacramento, Sacramento International Airport, Downtown Sacramento	31 loops M-F 28 loops Sat 28 loops Sun *From schedules adopted <b>July</b> 2021	17,113 16,432	405,389 380,926	18,997 17,633	488,137 436,084
<b>37</b>	Southport Gateway West Sacramento Transit Center Downtown Sacramento	12 loops M-F			4,603	102,093
<b>40</b>	Northern West Sacramento Ikea Ct West Sacramento Transit Center Downtown Sacramento	14 loops M-F 11 Loops Sat 9 loops Sun	4,914	81,563	5,582	97,140
<b>41</b>	Northern West Sacramento Ikea Ct West Sacramento Transit Center	12 loops M-F	3,837	72,800	4,140	79,140
<b>240</b>	Ikea Ct Reed Ave Harbor Blvd West Sacramento Transit Center Downtown Sacramento	12 loops M-F 12 loops Sat 10 loops Sun	4,779	80,883	5,309	102,248
<b>45</b>	West/Central Woodland Downtown Sacramento Express	3AM trips M-F 3 PM trips M-F	1,971	37,524	2,668	71,401
<b>211</b>	County Fair Mall, West Woodland Loop	11 loops M-F 11 loops SAT 11 loops SUN	4,323	54,748	2,013	25,550
<b>212</b>	County Fair Mal, East Woodland Loop	11 loops M-F 11 loops SAT 11 loops SUN	4,040	51,760	2,031	25,952
<b>215</b>	Woodland Madison Esparto Capay Cache Creek Casino Resort	12 westbound trips 7 days/wk 12 eastbound trips 7 days/wk	9,830	250097	9,808	250,784
<b>43</b> <b>43R</b>	Davis, Downtown Sacramento Express <b>Reverse Commute:</b> Downtown Sacramento, U.C. Davis Express	3AM loops M-F 3 PM loops M-F 1 AM loops M-F 1 PM loops M-F	2,177	38,758	3,016	80,755
<b>44</b>	South Davis Downtown Sacramento Express	2 AM loops M-F 2 PM loops M-F			2,156	38,446
<b>230</b>	West Davis, Downtown Sacramento Express	3 AM loops M-F 3 PM loops M-F	1,799	28,321	2,957	78,267
<b>Causeway Connection</b>	Service between UCD Med Ctr and UCD Main campus, with limited stops between	14 trips per weekday. run by Yolobus M-F	3,950	107,927	3,950	107,927
	<b>Total</b>	<b>150 Weekday Bus Trips</b> <b>85 Saturday Bus Trips</b> <b>81 Sun/Hol Bus Trips</b>	<b>75,165</b>	<b>1,551,938</b>	<b>70,026</b>	<b>1,626,835</b>

### 1.3. Microtransit Annual Operating Budget

Table 1.3 shows the \$0.8 million Microtransit annual operating budget, which covers ongoing demand-responsive microtransit service in Knights Landing and Winters, and a new Woodland service expected to launch by January 2023.

The proposed budget is \$0.15 million more than the FY 2021-22 budget, due to updated cost projections and the inclusion of a new technology platform to support the Microtransit program. The reduction in Woodland contracted transportation costs is due to a change in the anticipated fixed costs associated with this program.

Revenue Sources include:

- a. \$0.5 million in STA/LTF from Woodland, Winters and Yolo County, as shown in Table 1.1c.
- b. \$0.2 million in FTA 5307 Urban Area Formula Funds supporting the Woodland operations.
- c. \$0.2 million in FTA 5311 Rural CRRSAA funds supporting the Knights Landing and Winters operations.
- d. \$20 thousand in STA-SGR Funds to support vehicle maintenance.
- e. \$7 thousand in passenger fares.

**Table 1.3. Annual Operating Budget - Microtransit**

<b>Microtransit Operating Revenues</b>	<b>Approved FY 21-22</b>	<b>Preliminary FY 22-23</b>	<b>Change</b>
STA/LTF	\$484,744	\$465,000	(\$19,744)
FTA 5307 Woodland Area Formula Funds	\$243,823	\$223,000	(\$20,823)
FTA/Caltrans 5311 CRRSAA	\$0	\$176,000	\$176,000
STA-SGR State of Good Repair Funds	\$0	\$20,000	\$20,000
Passenger Fares	\$7,162	\$7,000	(\$162)
<b>Total Microtransit Operating Revenues</b>	<b>\$735,729</b>	<b>\$890,000</b>	<b>\$154,271</b>

<b>Microtransit Operating Expenses</b>	<b>Approved FY 21-22</b>	<b>Preliminary FY 22-23</b>	<b>Change</b>
Contracted Transportation - Woodland	\$387,795	\$258,000	(\$129,795)
Contracted Transportation - Winters	\$102,959	\$126,000	\$23,041
Contracted Transportation - Knights Landing	\$93,993	\$115,000	\$21,007
Technology	\$0	\$196,000	\$196,000
Insurance	\$58,905	\$94,000	\$35,095
Fuel	\$92,077	\$81,000	(\$11,077)
Vehicle Maintenance	\$0	\$20,000	\$20,000
<b>Total Microtransit Operating Expenses</b>	<b>\$735,729</b>	<b>\$890,000</b>	<b>\$154,271</b>

### 1.4. Paratransit Annual Operating Budget

Table 1.4 shows the \$1.9 million Paratransit operating budget, which covers demand-responsive paratransit services for individuals with disabilities that prevent them from being able to use YCTD's fixed route service. The proposed budget remains close to FY 2021-22 levels, primarily due to reduced contracted transportation and fuel cost projections compared to those used in the FY 2021-22 budget, which offset increases in insurance and technology support costs.

Revenue Sources include:

- a. \$1.3 million in STA/LTF, as shown in Table 1.1c.
- b. \$0.5 million in FTA 5307 Woodland Urbanized Area Formula Funds.
- c. \$60 thousand in STA-SGR funds to support vehicle maintenance.
- d. \$48 thousand in fares paid for by social service organizations and \$35,000 in passenger-paid fares.
- e. \$24 thousand in Cache Creek mitigation funds to reimburse for paratransit trips serving nearby areas.

**Table 1.4. Annual Operating Budget - Paratransit**

<b>Paratransit Operating Revenues</b>	<b>Approved FY 21-22</b>	<b>Preliminary FY 22-23</b>	<b>Change</b>
STA/LTF	\$1,145,123	\$1,251,000	\$105,877
FTA 5307 Woodland Area Formula Funds	\$235,096	\$523,000	\$287,904
STA-SGR State of Good Repair Funds	\$0	\$60,000	\$60,000
Organization-Paid Fares	\$13,430	\$48,000	\$34,570
Passenger Fares	\$50,383	\$35,000	(\$15,383)
Cache Creek Mitigation	\$59,754	\$24,000	(\$35,754)
Carryforward Fund Balance	\$432,527	\$0	(\$432,527)
<b>Total Paratransit Operating Revenues</b>	<b>\$1,936,313</b>	<b>\$1,941,000</b>	<b>\$4,687</b>

<b>Paratransit Operating Expenses</b>	<b>Approved FY 21-22</b>	<b>Preliminary FY 22-23</b>	<b>Change</b>
Contracted Transportation	\$1,623,208	\$1,540,000	(\$83,208)
Fuel	\$187,533	\$147,000	(\$40,533)
Insurance	\$125,571	\$144,000	\$18,429
Vehicle Maintenance	\$0	\$60,000	\$60,000
Technology	\$0	\$50,000	\$50,000
<b>Total Paratransit Operating Expenses</b>	<b>\$1,936,312</b>	<b>\$1,941,000</b>	<b>\$4,688</b>

## 1.5. General Reserve

In February 2022, the YCTD Board of Directors adopted a General Reserve policy establishing a target of that 25% of budgeted operating budget expenses should be set aside to provide for continuity of service-critical operations during times of unexpected revenue shortfalls or emergency expenditures. As shown in Table 1.5, the General Reserve currently holds \$4.130 million. The proposed combined FY 2022-23 operating budget of \$16.969 million would require a further deposit of \$112 thousand to the General Reserve from available fund balances to maintain the 25% target level at \$4.242 million.

**Table 1.5.**

	<b>Approved FY 21-22</b>	<b>Preliminary FY 22-23</b>	<b>Change</b>
<b>Total Operating Expenses</b>	<b>\$16,519,280</b>	<b>\$16,969,000</b>	<b>\$449,720</b>
<b>General Reserve (25% Operating Budget):</b>	<b>\$4,130,000</b>	<b>\$4,242,000</b>	<b>\$112,000</b>

## Section 2. Multiyear Capital and Planning Projects

### 2.1. Previously Programmed and New Capital and Planning Projects

Table 2.1 displays \$5.1 million in multiyear capital and planning projects, including those with funding approved in prior years, and new funding proposed in this budget. The table shows \$4.4 million in grant funds that have been identified as available for or programmed for these projects, with the remaining \$0.8 million anticipated to be covered by use of YCTD's directly allocated State Transit Assistance funds or available fund balance.

YCTD currently lacks a Board-approved 10-year capital improvement plan, and YCTD intend to develop this plan and bring it to the Board for approval in FY 22-23. Until that plan is developed and approved, this budget proposes moving forward with only those capital projects which are time-sensitive, such as those that pose an urgent safety risk or where funds are set to expire.

Additionally, YCTD has not yet prepared a zero-emission vehicle (ZEV) fleet conversion plan, which is mandated by the California Air Resources Board and due no later than July 2023. This plan should be completed prior to purchasing any new YCTD vehicles. The only exception is for the purchase of new smaller cutaway vehicles that are needed to launch microtransit service in Woodland, because YCTD does not currently have sufficient vehicles for this service.

After completion of the 10-year capital improvement plan and ZEV fleet conversion plan, YCTD may bring forward proposals to amend the capital budget to take advantage of new funding opportunities.

Table 2.1. YCTD Capital and Planning Project Budgets			
Fixed Route Projects	Prior Year Appropriations	Proposed FY 22-23 Appropriation	Total Project Budget
<b>FR-1. Electric Buses (1 @ \$1.1M)</b>			
<b>Expenditure Budget</b>	<b>\$1,100,000</b>	<b>\$0</b>	<b>\$1,100,000</b>
<b>Revenue Sources</b>			
Woodland UZA FTA 5307 (80%)	\$880,000	\$0	<b>\$880,000</b>
LCTOP	\$220,000	\$0	<b>\$220,000</b>
<b>Total FR-1 Revenue</b>	<b>\$1,100,000</b>	<b>\$0</b>	<b>\$1,100,000</b>
<b>FR-2. Re-Tanking 9 CNG Buses</b>			
<b>Expenditure Budget</b>	<b>\$675,000</b>	<b>\$0</b>	<b>\$675,000</b>
<b>Revenue Sources</b>			
Sacramento UZA 5307 CMAQ	\$597,578	\$0	<b>\$597,578</b>
Available Fund Balance/STA	\$77,423	\$0	<b>\$77,423</b>
<b>Total FR-2 Revenue</b>	<b>\$675,000</b>	<b>\$0</b>	<b>\$675,000</b>
<b>FR-3. Fixed Route Planning Efforts to be completed in FY 2022-23</b>			
<b>Expenditure Budget</b>			
Professional Svcs - Zero Emission Fleet		\$200,000	<b>\$200,000</b>
Professional Svcs - Short Range Transit Plan		\$200,000	<b>\$200,000</b>
Professional Svcs - 10 Year Capital Plan	\$0	\$100,000	<b>\$100,000</b>
<b>Total FR-3 Expenditure</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>
<b>Revenue Sources</b>			
Sacramento UZA 5307	\$0	\$127,600	<b>\$127,600</b>
Woodland UZA 5307	\$0	\$272,400	<b>\$272,400</b>
Available Fund Balance	\$0	\$100,000	<b>\$100,000</b>
<b>Total FR-3 Revenue</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>
<b>FR-4. General Transit Feed Specification (GTFS) Real-Time Enhancements</b>			
<b>Expenditure Budget</b>	<b>\$0</b>	<b>\$520,000</b>	<b>\$520,000</b>
<b>Revenue Sources</b>			
Sacramento UZA 5339	\$0	\$165,984	<b>\$165,984</b>
Woodland UZA 5307	\$0	\$250,016	<b>\$250,016</b>
Available Fund Balance/STA	\$0	\$104,000	<b>\$104,000</b>
<b>Total FR-4 Revenue</b>	<b>\$0</b>	<b>\$520,000</b>	<b>\$520,000</b>

<b>FR-5. Automatic Passenger Counters (APCs)</b>			
<b>Expenditure Budget</b>	<b>\$0</b>	<b>\$420,000</b>	<b>\$420,000</b>
<b>Revenue Sources</b>			
Sacramento UZA 5339	\$0	\$134,064	<b>\$134,064</b>
Woodland UZA 5307	\$0	\$201,936	<b>\$201,936</b>
Available Fund Balance/STA	\$0	\$84,000	<b>\$84,000</b>
<b>Total FR-5 Revenue</b>	<b>\$0</b>	<b>\$420,000</b>	<b>\$420,000</b>
<b>FR-6. CNG Fueling Dual Hose Dispenser Replacement</b>			
<b>Expenditure Budget</b>	<b>\$0</b>	<b>\$270,000</b>	<b>\$270,000</b>
<b>Revenue Sources</b>			
Woodland UZA 5307		\$216,000	<b>\$216,000</b>
Available Fund Balance/STA	\$0	\$54,000	<b>\$54,000</b>
<b>Total FR-6 Revenue</b>	<b>\$0</b>	<b>\$270,000</b>	<b>\$270,000</b>
<b>FR-7. New Shop Truck with Utility Bed, Air Compressor, Generator and Tommy Lift Gate (replacing 1997 GMC).</b>			
<b>Expenditure Budget</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$75,000</b>
<b>Revenue Sources</b>			
Available Fund Balance/STA	\$0	\$75,000	<b>\$75,000</b>
<b>Total FR-7 Revenue</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$75,000</b>
<b>Subtotal Fixed Route Projects</b>	<b>\$1,100,000</b>	<b>\$1,785,000</b>	<b>\$2,885,000</b>
<b>Microtransit Projects</b>	<b>Prior Year Budget</b>	<b>FY 2022-23 Budget</b>	<b>Total Project Budget</b>
<b>MT-1. Microtransit Vehicle Fleet Expansion (4 vehicles) for Woodland Microtransit services</b>			
<b>Expenditure Budget</b>	<b>\$560,000</b>	<b>\$0</b>	<b>\$560,000</b>
<b>Revenue Sources</b>			
Woodland UZA 5307	\$448,000	\$0	<b>\$448,000</b>
Available Fund Balance/STA	\$112,000	\$0	<b>\$112,000</b>
<b>Total MT-1 Revenue</b>	<b>\$560,000</b>	<b>\$0</b>	<b>\$560,000</b>
<b>Multimodal Projects</b>	<b>Prior Year Budget</b>	<b>FY 2022-23 Budget</b>	<b>Total Project Budget</b>
<b>MM-1 Active Corridors Transportation Planning</b>			
<b>Expenditure Budget</b>	<b>\$0</b>	<b>\$850,000</b>	<b>\$850,000</b>
<b>Revenue Sources</b>			
Sustainability and Equity (RAISE) Grant	\$0	\$850,000	<b>\$850,000</b>
<b>Total MM-1 Revenue</b>	<b>\$0</b>	<b>\$850,000</b>	<b>\$850,000</b>

<b>MM-2. 80 Managed Lanes Advisory, Legal &amp; Technical Services</b>			
<b>Expenditure Budget</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$150,000</b>
<b>Revenue Sources</b>			
Available Fund Balance	\$0	\$150,000	\$150,000
<b>Subtotal Multitmodal Projects</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
<b>Subtotal Grant Funds</b>	<b>\$2,145,578</b>	<b>\$2,218,000</b>	<b>\$4,363,578</b>
<b>Subtotal YCTD Fund Balance</b>	<b>\$189,423</b>	<b>\$567,000</b>	<b>\$756,423</b>
<b>Total Anticipated Project Expenditures</b>	<b>\$2,335,000</b>	<b>\$2,785,000</b>	<b>\$5,120,000</b>

## 2.2. Other Projects and Planning Efforts under Evaluation

The following prior-year projects are being rescoped and will be considered within the context of the upcoming 10-year capital planning effort:

- Bus Washer/Water Recycler Replacement.
- Bus Stop Safety and Security Improvements.
- Purchase of 3 CNG buses.
- Relocation of the Woodland Transit Center to a more central location
- Improvements to West Sacramento bus yard

Additional projects/studies under consideration include:

- Additional microtransit vehicles beyond the four already programmed for purchase.
- Express/commute bus study to assess YCTD's current express/commuter service in light of post-pandemic travel patterns and recommend service changes (proposed in Jan 2022 TIRCP application)
- Purchase/subscription of mobile phone travel data (aka 'big data') to better understand post-pandemic travel (proposed in Jan 2022 TIRCP application)
- Yolobus passenger survey to inform future service planning
- Replace outdated maintenance equipment including GEM cart, SEFAC lifts, Yard sweeper, and Pavement striping machine.
- Solar panel installations at YCTD facilities.
- Shop and yard maintenance including seal and striping the shop floor, repaving or resealing asphalt in the yard, and creating weed barriers and rock/gravel for west side fence line and PG&E enclosure.

### **Section 3. Available Prior Year Fund Balances and Grant Allocations**

The following prior year fund balances and grant allocations are available and will be taken into account in upcoming planning efforts:

- \$4 million in unrestricted fund balance as of June 30, 2021, before taking into account any surplus or shortfall during the current FY 2021-22.
- \$5.7 million in allocated Woodland Urbanized Area (UZA) 5307 Formula Funds, above the amount budgeted for FY 2022-23 operations and capital and planning projects.
- \$5 million in allocated Coronavirus Aid, Relief and Economic Security (CARES) Act FTA Section 5307 urban area funds administered through CalTRANS, above the \$1 million budgeted for FY 2022-23 operations. These funds can support eligible operating or capital costs and do not currently have an expiration date by which they must be used.
- \$2.6 million in Sacramento Urbanized Area 5307 American Rescue Plan Act of 2021 (ARPA) Funds
- \$1.0 million in Sacramento Urbanized Area 5307 Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) funds.
- \$0.8 million in accumulated Low Carbon Transit Operations Program (LCTOP) funds, which may be used for purchase of zero emission buses or potentially for other projects that reduce greenhouse gas emissions.

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

<b>Topic:</b> Yolo 80 Managed Lanes Update	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>6</b> <b>Information</b>	
		<b>Attachments:</b>	<div><div>Yes</div>No</div>
<b>Prepared By: A. Bernstein, B. Abbanat</b>		<b>Meeting Date: May 9, 2022</b>	

**RECOMMENDATION:**

Receive a report on the Yolo 80 managed lanes project and ask questions and provide feedback to staff regarding YCTD's collaboration with Caltrans.

**BACKGROUND:**

Ms. Bernstein and Mr. Abbanat will provide and update of the Yolo 80 Managed Lanes Project.

Since the January 2022 workshop, YCTD's Ad Hoc Advisory Committee has met monthly to discuss the status of the project and provide direction to staff. Additionally, the Ad Hoc Committee has participated in monthly or bimonthly meetings with Caltrans District 3 leadership to discuss the project.

**Project Description Under CEQA**

A key focus area of our conversations has been the CEQA process. In particular, YCTD staff are working to ensure that the project description under CEQA reflects the Board-adopted goals for the project. The Ad Hoc Committee believes that the current project description, as reflected in the Notice of Preparation (NOP) issued by Caltrans in August 2022 (check), is overly broad and does not identify a preferred project alternative. It also does not reflect this Board's goals around climate, multimodal travel, and transportation equity. In our meetings with Caltrans, we have urged them to reissue the NOP.

YCTD staff submitted a letter to Caltrans on 5/4/2022 which captures the Ad Hoc Committee's recommendations regarding the Notice of Preparation (Attachment 1). At our most recent meeting with Caltrans District 3, they indicated that an updated Notice of Preparation would be forthcoming.

The letter takes a firm position on the NOP project description, focusing on YCTD's commitment to the Board-adopted project goals, an historical statewide record of failed HOV-only lane performance, and SB 743 VMT reduction requirements. Most importantly, the recently completed Caltrans I-80/US Highway 50 Managed Lanes Traffic and Revenue Report (November 2021) concluded that an HOV-only lane for this project would open under failed conditions during the PM peak and that only alternatives with tolled facilities can approach federal performance standards. YCTD strongly believes that the public interest is best served with a project description most aligned with these objectives.

**YCTD and Caltrans Roles and Responsibilities**

Additionally, YCTD staff have been working to clarify project roles and responsibilities between YCTD and Caltrans. As the recipient of the \$86 million INFRA grant, YCTD has the responsibility to ensure INFRA funds are spent appropriately. We are also the lead on a \$20 million application to the California Transit and Intercity Rail Program (TIRCP) application submitted earlier this year which would, if funded, provide an additional \$20 million toward construction of transit-supporting elements of the project.

The Ad Hoc Committee has also indicated that YCTD should have a more prominent role in stakeholder and community engagement, ensuring the environmental review process and final project design are responsive to the needs and priorities of Yolo county communities and stakeholder agencies.

A list of potential project roles and responsibilities for YCTD that have been discussed include -

- Oversight of INFRA and possible TIRCP grant
- Fundraising for additional dollars to close the funding gap
- Local and regional stakeholder and community engagement
- Coordination with Solano County Transportation Authority (STA) around project design at the Yolo/Solano county line and the 113 interchange.
- Review and concur with all draft environmental documents and other milestone project documents prior to their public release and/or final approval by Caltrans.
- Help catalyze and participate in discussions about the creation of a regional tolling authority.
- Play a lead role in determining how any future toll revenues generated in Yolo County are spent, to ensure funds are allocated in a manner that is consistent with YCTD's goals.

No agreement has yet been reached between YCTD and Caltrans regarding these roles. We are working towards the establishment of a Memorandum of Understanding (MOU) between our two agencies that would codify these roles.

## **Attachments**

1. YCTD Letter to Caltrans Re: Notice of Preparation (5/4/2022)



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May 4, 2022

Amarjeet Benipal  
Director, Caltrans District 3  
Delivered via email

Re: Follow Up to April 26, 2022 Coordination Meeting on Yolo 80 Managed Lanes Project

Dear Mr. Benipal:

This letter follows up on the April 26, 2022, coordination meeting for the Yolo 80 Managed Lanes Project. We appreciated the opportunity to meet with you and discuss our concerns. At the meeting, we reiterated our request to Caltrans to revise the Notice of Preparation (NOP) for this project to better reflect the goals and priorities of the Yolo County Transportation District (YCTD) and our Yolo County communities.

We remain focused on the following next steps for the project:

1. The NOP should be revised and reissued to include -
  - a. An updated Project Description that explicitly references a tolled facility as the preferred alternative, with toll revenues used to support increased bus frequency and span of service on this segment of 80 and a transportation equity program to minimize negative impacts and maximize benefits to disadvantaged communities on the corridor – specifically in West Sacramento;
  - b. The Project Description will be written broadly enough to consider, and provide environmental clearance for, a multi-laned facility if our joint project analysis leads us to that conclusion as the best project alternative;
  - c. An updated Purpose and Need section that identifies climate change, VMT reduction, and transportation equity as key considerations, consistent with state law and policy;
  - d. Infrastructure and ITS/ICM elements specifically designed to speed up and prioritize buses, including those identified in our recent funding request to the Transit and Intercity Rail (TIRCP) program.
2. A timely and collaborative process should precede the reissue of the NOP:
  - a. Caltrans will provide YCTD the revised NOP for review no later than May 24, but ideally by May 16; and
  - b. Caltrans and YCTD will agree on the final NOP prior to its public release.

Caltrans SB 743 guidance documents direct transportation capital projects to reduce VMT to the greatest extent feasible. YCTD understands Caltrans District 3 has hesitated to describe the project as a tolled facility apparently on the grounds that it does not want to predetermine the final project. YCTD disagrees. The project description is the defining element or starting point for every CEQA environmental document. It provides the foundation for determining whether there is the potential for

either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. (See 14 CCR Sections 15378 and 15124.)

Moreover, YCTD strongly believes that public transparency demands that the project description accurately reflect the preferred project. As the Governor's Office of Planning and Research has noted, CEQA requires public agencies to "look before they leap" and consider the environmental consequences of their discretionary actions; and the analysis of environmental impacts and alternatives may result in changes to a project's design, scope, and mitigation, or even a decision not to proceed with a project. That does not mean, however, that CEQA should substitute as a decision-making tool for determining appropriate and necessary public projects.

Substantial evidence currently exists for a better-defined project description that assumes tolling. First, Caltrans' 2019 California High-Occupancy Vehicle Facilities Degradation Report and Action Plan (HOV Action Plan) concludes that HOV lanes in congested areas throughout the state feature high failure rates, including in District 3. The HOV Action Plan itself identifies pricing, and specifically tolling, as one of the solutions to address the degradation of carpool lanes.

The National Center for Sustainable Transportation (NCST) Induced Travel Calculator along with most of the peer-reviewed literature and real-world case studies (see for example Anderson 2021), illustrate that carpool lanes are just as VMT-inducing as general purpose lanes when they are not paired with substantial investments in transit. Tolling provides an ongoing source of revenue that can be used to fund increased transit frequency and span of service, along with bike lanes, mobility hubs and other multimodal infrastructure, thereby reducing the amount of VMT associated with capacity-expanding freeway projects.

Along these same lines, the 2021 Caltrans I-80 CMCP Corridor Modeling and Analysis Update concludes that HOT3+ reduces VMT growth more than HOV or HOT2+ for this segment.

Caltrans' November 2021 Interstate 80/U.S. Highway 50 Managed Lanes Traffic and Revenue Report (I-80 Managed Lanes T+R Report) for this project concludes that an HOV-only lane would open under failed conditions during the PM Peak (Pg. 14). *Only* tolled alternatives enable the additional lane to approach the HOV Action Plan's managed lanes performance objectives. In fact, the I-80 Managed Lanes T+R Report suggests that not only is a tolled lane needed, but that a *second* tolled lane (i.e., conversion of a general purpose lane to a tolled lane) may be necessary to achieve the project objectives due to extremely high demand.

Both statewide and regional planning documents assume user pricing such as tolled facilities and/or congestion pricing. At the state level, the California State Transportation Agency's 2021 Climate Action Plan for Transportation Infrastructure states with no ambiguity that 1) VMT reduction is required to achieve greenhouse gas emissions reductions, 2) roadway pricing will be required to achieve VMT reductions, and 3) challenges and barriers therein will require strong coordination between state, regional, and local agencies (Strategy S6). At the regional level, the 2020 SACOG MTP/SCS relies on highway pricing and reinvestment of tolling revenue in transit to meet GHG targets (Policies 9-16).

While detailed traffic and VMT analyses are not yet publicly available for the Yolo 80 Managed Lanes Project, the preponderance of evidence from both the academic literature and Caltrans' own analyses of the corridor suggest that neither a general purpose nor HOV lane will achieve the goals of CAPTI, the 2020 SACOG MTP/SCS, let alone YCTD's and Caltrans' goals.

YCTD has also learned that NOPs for several Caltrans highway capital projects in other districts were released within the past year with tolling facility project descriptions. In this regard, the I-80 Managed Lanes Project NOP would not set a new or unusual precedent. In fact, including a tolling facility in the

project description is more closely aligned with current Caltrans practices for analogous projects post-SB 743, including:

- I-405 Sepulveda Pass Express Lanes (<https://ceqanet.opr.ca.gov/2021080037>); and
- San Mateo 101 Managed Lanes Project North of I-380 (<https://ceqanet.opr.ca.gov/2021070395>).

Public and local agency expectations for this project are high. Caltrans has already decommitted from constructing a dedicated Causeway bicycle facility and community pressure is building to reduce congestion and VMT and to provide viable alternatives to driving. The YCTD Board of Directors is aligned in support of a project that minimizes harmful climate emissions and advances transportation equity for low-income communities disproportionately burdened by prior transportation projects. The project description should, therefore, reflect the alternative that best supports the goals of SB 375, SB 743, CAPTI, Caltrans' HOV Action Plan, and the SACOG MTP/SCS.

YCTD appreciates the unique partnership with Caltrans this project presents, as well as the opportunity for meaningful congestion management and equitable mobility improvements on the I-80 corridor. As a potentially forward-thinking "statement project" for the Sacramento Region, the YCTD Board is committed to advancing a project in a timely manner, while ensuring the project aligns with the goals adopted by the YCTD Board, proceeds with transparency, and engages our local community partners.

We look forward to working with you to make this possible, and we look forward to our continued conversations. As always, please reach out to us anytime at [abernstein@yctd.org](mailto:abernstein@yctd.org).

Sincerely,



Autumn Bernstein  
Executive Director  
Yolo County Transportation District



Don Saylor  
Chair of the Board  
Yolo County Transportation District

Cc:

Secretary Toks Omishakin, CalSTA  
Darwin Moosavi, CalSTA  
Steven Keck, Caltrans  
Jeanie Ward-Waller, Caltrans  
Tony Dang, Caltrans  
Eric Sundquist, Caltrans  
Joe Rouse, Caltrans  
Chad Rinde, Yolo County  
Mike Webb, City of Davis  
Ken Hiatt, City of Woodland  
Aaron Laurel, City of West Sacramento  
Kathleen Tropa, City of Winters  
Matt Dulcich, UC Davis  
James Corless, SACOG

## BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

<b>Topic:</b> Yolo Active Transportation Corridors (YATC) Update	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>7</b> <b>Info/Discussion</b>
		<b>Attachments:</b> <b>Yes</b> <b>No</b>
<b>Prepared By:</b> B. Abbanat		<b>Meeting Date:</b> May 9, 2022

### RECOMMENDATION:

This section is to provide the YCTD Board of Directors an update on the Yolo Active Transportation Corridors.

### BACKGROUND:

In summer 2021, YCTD applied for and was awarded \$1.2 million from the federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program for the \$1.7 million Bike & Pedestrian Trail Network Planning Project. The project has since been re-branded as Yolo Active Transportation Corridors (YATC) to better reflect its purpose for developed transportation corridors and avoid potential confusion with undeveloped, recreational trails.

YATC will develop an active transportation plan for a network of multiuse facilities that will help to address barriers to mobility for low-income and minority residents of Yolo County. This planning project will build upon YCTD's recent efforts to explore how public interest design of transportation services can be used to address the needs of the region's most isolated and disadvantaged areas, where the impacts of systemic racism, institutional disadvantages of rurality, and disproportionately high environmental burdens generate disparities in socioeconomic outcomes.

#### Progress

After the award announcement, limited project activity occurred for two primary reasons: 1) The Federal Highway Administration (FHWA) and Caltrans have been delayed preparing a project contract for execution and 2) the new Senior Planner for Multi-Modal Projects position was not filled. While staff still wait for FHWA and Caltrans to draft a contract for YCTD signature, the Senior Planner position has been filled and project preparation is underway.

#### **Project Preparation Phase**

The Project Preparation phase, consists of mapping the YATC project process, identifying key public and NGO stakeholders, and holding initial conversations with public agency partners most critical to this project's success. Initial focus group discussions with NGO representatives are also scheduled during this phase.

The Project Preparation phase's purpose is to ensure key stakeholder groups are aware of the project, how we're approaching it, and to offer early input into items we should consider as we look to bring a consulting team on board. This early input helps inform a Request for Qualifications (RFQ) to select the consulting team.

Initial conversations were held with appropriate contacts at:

- Yolo County
- City of Woodland
- City of Davis
- City of West Sacramento
- City of Winters
- Sacramento Area Council of Governments (SACOG)

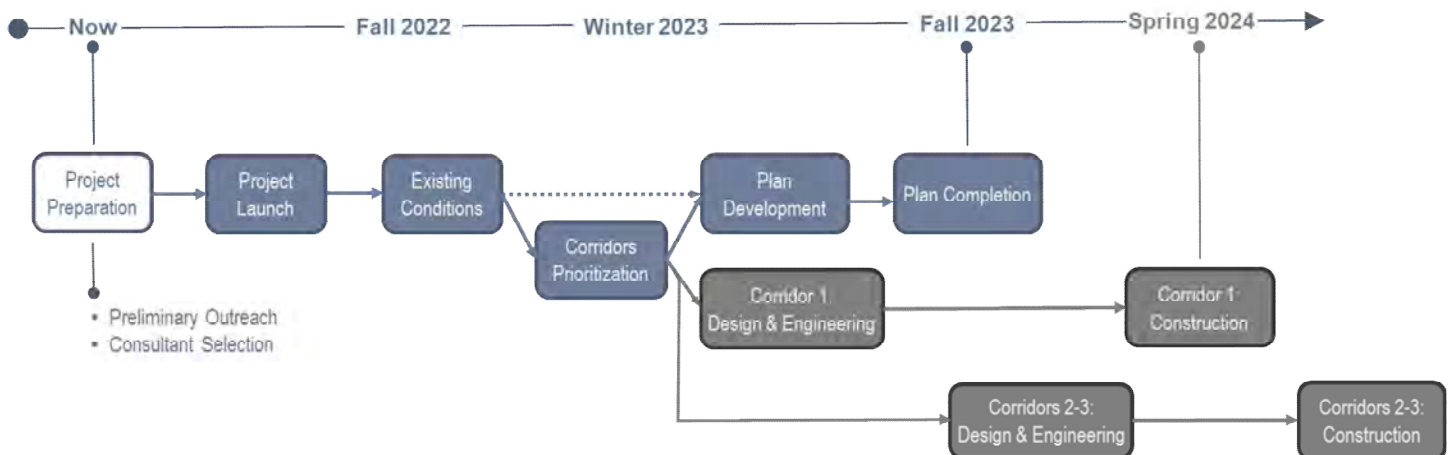
Initial NOG focus group conversations are scheduled with the following cohorts:

- Community Services / Public Health
- Environmental
- Transportation Advocacy
- Economic Development

## Project Approach

Typically, a project at the YATC scale would have sequential, separate planning and capital project development processes. The first process would consist of a dedicated community outreach and planning effort, Board adoption, and then progress with capital project design. However, the RAISE grant was written to *combine* these two processes into a single process, which could result in confusion among the public whether this is a planning project or a capital project, when in fact, it is both.

At this stage, staff anticipates releasing an RFQ in summer 2022, and having a qualified consulting team under contract by late summer 2022. The below flow chart reflects our high-level project approach:



Staff currently imagines splitting the project into two phases after a combined initial community outreach phase where existing conditions are analyzed and the community can provide meaningful input identifying priority corridors for capital project design. Continued plan development, such as policies, identifying secondary corridors, implementation, planning-level cost estimates, and other common planning activities will proceed *concurrently* with design & engineering of at least one (1) priority corridor to position for competitive funding quickly. The processes will continue to inform each other; for example, design assumptions from Corridor 1 Design & Engineering (D&E) could feed into design guidelines/standards for the final plan. Likewise, planning efforts could help inform cost estimating for Corridors 2-3 Design & Engineering.

## **Consultant Selection**

Staff have spent considerable effort determining an ideal consultant selection process. Given YATC is a multi-year project and D&E of Priority Corridors occurs deeper into this process, D&E scope of work specifics are difficult to determine let alone accurately estimate for consultant teams. Federal/state approval processes also function better with higher levels of certainty than YATC can provide at this point. As a result, staff propose selecting a consultant team via one-step RFQ. A one-step RFQ will allow staff to select the best *team* from which to collaboratively develop a scope of work, schedule, and budget in two separate phases (Planning, D&E). Amending the contract later to include D&E is a logical approach given the potential complexities of this work which occur at a later stage and aren't known until well into the planning process. This also provides flexibility in case staff prefers to shift course to a different civil engineering firm.

Consultant team selection will be guided by an interagency Technical Advisory Committee which will meet at least once prior to RFQ release to ensure project partners are comfortable with the project approach.

## **Next Steps**

Next steps consist of completing focus group interviews, finalizing an Agreement with FHWA/Caltrans and, then issuing an RFQ for consulting services. Staff hopes to have a consulting team selected by mid-summer. Attachment 1 represents staff's best estimate of project preparation milestones leading up to project launch.

## **Attachments**

1. YATC Project Preparation Phase Milestones & Schedule Chart.

## ATTACHMENT 1

