



## Yolo County Transportation District Board of Directors

### AGENDA

**DIRECTORS:** Tom Stallard (Chair, City of Woodland), Dawntè Early (City of West Sacramento), Lucas Frerichs (Yolo County), Jesse Loren (City of Winters), Josh Chapman (City of Davis), Matt Dulcich (UC Davis, ex-officio), Alex Padilla (Caltrans, ex-officio)

This Board Meeting will be held **in person** at the location below. Members of the Board and public who wish to participate remotely may use the zoom link or phone number below.

**MEETING DATE:** Monday, January 9, 2023

**MEETING TIME:** 7:00 PM

**MEETING PLACE:** YoloTD Board Room  
350 Industrial Way  
Woodland, CA 95776

#### ZOOM WEBINAR WEB ADDRESS:

<https://us06web.zoom.us/j/8755598713?pwd=R0hrempIVXoxekt4YnZWazE0NEJNUT09>

**ZOOM WEBINAR PHONE NUMBER:** (669) 900-6833

**ZOOM WEBINAR ID:** 812676

All participants will be entered into the webinar as attendees.

The YoloTD Board of Directors encourages public participation in its meetings. Members of the public shall be given an opportunity to address the Board of Directors in person, remotely, and/or in writing. For more information on how to provide public comment, please see the section of this agenda entitled "Public Participation Instructions."

The Board reserves the right to take action on all agendized items 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.

| Estimated Time | Agenda Item  | Informational | Action Item |
|----------------|--|---------------|-------------|
| 7:00 PM        | 1. Determination of Quorum<br>(Voting members: Woodland, Davis, West Sacramento, Winters, Yolo County)<br>(Nonvoting members: Caltrans, UCD)   |               | X           |
| 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 PM | 3a. | Approve Agenda for January 9, 2023 meeting   |   | X |
|         | 3b. | Resolution approving continuation of hybrid meetings ( <i>Cioffi</i> ) (pp 4-5)                |   | X |
|         | 3c. | Approve YCTD Board Minutes for Regular Meeting of December 12, 2022 ( <i>Cioffi</i> ) (pp 6-8) | 1 | X |

|  |     |  |  |          |
|--|-----|--|--|----------|
|  | 3d. | Approve Updated Public Transportation Agency Safety Plan (PTASP)– <b>(Reitz)(pp9-34)</b> |  | <b>X</b> |
|  | 3e. | Approve Updated Title VI Program <b>(Reitz) (pp35-111)</b>                               |  | <b>X</b> |

## REGULAR CALENDAR

|         |    |   |          |          |
|---------|----|---|----------|----------|
| 7:15 PM | 4. | <b>Administrative Reports (Bernstein) (pp 112-113)</b><br>Discussion regarding subjects not specifically listed is limited to clarifying questions. <ul style="list-style-type: none"> <li>• Board Members' Oral Reports</li> <li>• Transdev's Oral Report</li> <li>• Executive Director's Oral Report</li> <li>• Receive 80 Managed Lanes Monthly Report</li> <li>• Long-Range Calendar</li> </ul> | <b>X</b> |          |
| 7:25 PM | 5. | Yolo 80 Managed Lanes Update, Grant Application and Ad Hoc Committee <b>(Abbanat/Bernstein) (pp 114-123)</b>  |          | <b>X</b> |
| 7:50 PM | 6. | Selection of Vice-Chair for 2023 calendar year <b>(Bernstein) (pp 124)</b>  |          | <b>X</b> |
| 8:05 PM | 7. | Appointments to CCJPA Board <b>(Bernstein) (pp 125)</b>   |          | <b>X</b> |
| 8:15 PM | 8. | Potential Change to Meeting Time <b>(Bernstein) (pp 126)</b>  |          | <b>X</b> |
| 8:20 PM |    | Adjournment   |          | <b>X</b> |

Unless changed by the YoloTD board, the next meeting of the Board of Directors will be **February 13, 2023** at 7:00 pm in the YoloTD Board Room, 350 Industrial Way, Woodland, CA 95776.

I declare under penalty of perjury that the foregoing agenda was posted on or before Friday, January 6, 2023 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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Heather Cioffi, Clerk to the Board

## **Public 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. Depending on the length of the agenda and number of speakers, *the Board Chair reserves the right to limit the time each member of the public is allowed to speak to three minutes or less.*

### **IN PERSON:**

Please fill out a speaker card and give it to the Board Clerk if you wish to address the Board. Speaker cards are provided on a table by the entrance to the meeting room.

### **ON ZOOM:**

If you are joining the meeting via Zoom and wish to make a comment on an item, click the "raise hand" button. If you are joining the 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.

### **IN ADVANCE OF THE MEETING:**

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 agenda item number and title with your comments. Comments submitted via email during the meeting shall be made part of the record of the meeting but will not be read aloud or otherwise distributed during the meeting. To submit a comment by phone in advance of the meeting, please call 530-402-2819 and leave a voicemail. Please note the agenda item number and title with your comments. All comments received by 4:00 PM on Monday, January 9, 2023 will be provided to the YCTD Board of Directors in advance.

## **Americans With Disabilities Act Notice**

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact Heather Cioffi, Executive Assistant, for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, to participate in a public meeting should telephone or otherwise contact Heather Cioffi as soon as possible and preferably at least 24 hours prior to the meeting. Heather Cioffi may be reached at telephone number (530) 402-2819, via email at [hcioffi@yctd.org](mailto:hcioffi@yctd.org) or at the following address: 350 Industrial Way, Woodland, CA 95776.

# BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

|  |   |  |
|--|---|--|
| <b>Topic:</b><br>Renewal of Resolution 2022-09<br>Authorizing Renewal of Remote<br>Meetings of the YCTD Board of<br>Directors Pursuant to Assembly Bill<br>361 Renewal | <b>Agenda Item#:</b><br><b>Agenda Type:</b> | <b>3b</b><br><b>Action</b>   |
|  |   | Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Prepared By:</b> H. Cioffi  |   | <b>Meeting Date:</b> January 9, 2023   |

## RECOMMENDATION:

YCTD staff recommends that the YCTD Board of Directors approve the renewal of Resolution 2022-09 Authorizing Renewal of Remote Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 Renewal be approved.

## REASON FOR RECOMMENDATION:

Renew authorization for remote (teleconference/videoconference) meetings pursuant to Assembly Bill 361 on the basis that (a) the COVID-19 pandemic state of emergency is ongoing, and (b) meeting in person would present imminent risks to the health or safety of attendees. The proposed resolution will allow the current Yolo County Transportation District Board meeting to be held virtually.

## BACKGROUND:

### AB361 Findings

The recommended action is required by Assembly Bill 361 to continue meeting remotely during a declared state of emergency. The Board has been meeting remotely pursuant to AB 361 since September 28, 2021. Renewing the AB 361 findings is nonetheless appropriate and, if adopted, the findings will allow Board members to continue to participate remotely if needed or desired.

AB 361 amended the Brown Act to add simplified procedures that make it easier to hold remote meetings during a state of emergency proclaimed by the Governor (a local emergency is insufficient). See Gov. Code § 54953(e). To meet remotely during a proclaimed emergency, the legislative body must find either of the following circumstances is present: (a) state or local officials continue to impose or recommend measures to promote social distancing; or (b) as a result of the declared emergency, the legislative body finds by majority vote that meeting in person would present imminent risks to the health or safety of attendees.

Through March 2022, the Board relied on social distancing recommendations of the County Health Officer in adopting AB 361 findings. Like many other county health officers, however, Dr. Sisson is no longer recommending social distancing and the Board must therefore consider the "imminent risks" finding to continue meeting remotely. A resolution adopted by the Board on April 12, 2022 included facts and conclusions sufficient to support such a finding, such as:

- Like many other facilities throughout the County, the Board Chambers were not designed to ensure that attendees can remain six feet apart to reduce the possibility of infection with the ensure that attendees can remain six feet apart to reduce the possibility of infection with the virus that causes COVID-19;
- Prior to the COVID-19 pandemic, Board meetings would often attract significant attendance and community members and staff would be in close proximity (seated or standing immediately next to one another) for up to three hours; and
- Holding in-person meetings would encourage community members to come to YCTD facilities to participate in local government, and some of them are likely to be at high risk for serious illness from COVID-19 and/or live with someone who is at high risk.

All of these facts remain applicable presently. Altogether, staff believe the Board can appropriately make the findings necessary to allow continued implementation of AB 361.

Finally, continuing to authorize remote meetings pursuant to AB 361 does not require the Board to meet remotely--it merely allows one or Board members to do so as necessary or convenient. Staff anticipate that going forward, some Board members and essential staff will attend meetings in-person, and other staff and members of the public will likely choose to participate remotely for the sake of convenience. Staff will also take reasonable precautions in the Board Chambers including:

- Physical distancing - in a hybrid format staff would set up the Board Chambers to have physical distancing where at least every other seat for the public is out of service to ensure distance between attendees.
- Air Filtration – Staff have added HEPA filtration to the Board Chambers to ensure filtration of air to remove viral particles

As a reminder, the YCTD has a vaccination policy and over 90% of YCTD staff is vaccinated.

Collaborations (including Board advisory groups and external partner agencies) County Administrator, County Health Officer.

## **BUDGET IMPACT:**

None.

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

|  |   |  |
|--|---|--|
| <b>Topic:</b><br><br>Approve YCTD Board Minutes for Regular Meeting of November 14, 2022 | <b>Agenda Item#:</b><br><br><b>Agenda Type:</b> | <b>3c</b><br><br><b>Action</b>   |
|  |   | Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No |
| <b>Prepared By:</b> H. Cioffi  |   | <b>Meeting Date:</b> January 9, 2023                                       |

## **RECOMMENDATION:**

Staff recommends for the Yolo County Transportation District (YCTD) Board of Directors approve the Minutes for the Regular Meeting of December 12, 2022.

## **December 12, 2022 BOARD MEETING MINUTES:**

### **YOLO COUNTY TRANSPORTATION DISTRICT**

### **BOARD OF DIRECTORS MEETING**

**December 12, 2022**

**Yolo County Transportation District (in person)**

**350 Industrial Way, Woodland, CA 95776**

Chair Saylor called the meeting to order at 7:10 pm and requested roll call to confirm quorum was in attendance.

The following individuals were in attendance:

| Board Member              | Jurisdiction     | In Attendance | Absent |
|---------------------------|------------------|---------------|--------|
| Don Saylor (Chair)        | Yolo County      | X             |        |
| Lucas Frerichs (Primary)  | Davis            | X             |        |
| Dawnté Early (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, Clerk to the Board Heather Cioffi, , and Deputy Director of Transit Operations and Planning Erik Reitz.

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

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

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

Chair Saylor asked if any members or staff would like to take anything off the consent calendar; there were no changes to the consent calendar agenda items.

Chair Saylor asked for a motion to approved items on the consent calendar; Director Frerichs made the motion, seconded by Director Stallard to approve the items on the Consent Calendar:

|     |   |
|-----|---|
| 3a. | Approve Agenda for December 12, 2022 meeting                        |
| 3b. | Approve YCTD Board Minutes for Regular Meeting of November 14, 2022 |
| 3c. | Replacement of CNG dispenser  |
| 3d. | Approve contract for purchase of Demand-Responsive Vehicles         |
| 3e. | Approve 2023 meeting schedule                                       |

#### **Roll Call for Agenda Items 3a, 3b, 3c, 3d, 3e, 3f, 3g — Consent Calendar**

| AYES     | NOES | ABSENT | ABSTAIN | STATUS OF MOTION |
|----------|------|--------|---------|------------------|
| Saylor   |      |        |         | Motion passed    |
| Frerichs |      |        |         |                  |
| Stallard |      |        |         |                  |
| Loren    |      |        |         |                  |
|          |      |        |         |                  |

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

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

Information presented during the administrative report section included:

- Board Member Reports
  - The city manager of Woodland visited with Autumn
  - Don Saylor announced this was his final meeting with YCTD and that Lucas Frerichs would succeed him.
- Ad Hoc Committee on 80 Managed Lanes Report (*Bernstein*)
  - Chair Don Saylor encouraged board members to review the monthly report and verified this report would continue to be provided.
- Transdev's Report
  - General Manager Klein provided updates
- Executive Director Report (*Bernstein*)
  - Ms. Autumn Bernstein updated the board on Yolo Go route 42
  - Highlighted the notes from the December 5<sup>th</sup> TAC meeting
  - Welcomed Heather Cioffi the new clerk of the board

#### **Agenda Item 5 — YCTD Branding**

*Item #5 is an action item*

Christopher Quan Le was unavailable to present and Executive Director Autumn Bernstein provided a review of the last meeting discussion on the different logos presented to the board.

- It was decided to remove county from the logo name.
- Staff solicited feedback from our member jurisdictions.
- Based on the feedback the logos were updated and presented to the YCTD Board for approval

Director Dulcich confirmed that Yolobus would continue to operate as Yolobus and YCTD would change to Yolo TD. Director Loren complimented the logo.

Chair Saylor asked for a motion to approve agenda item #5 Director Loren made the motion, seconded by Director Frerichs to approve the YCTD's branding change.

| Roll Call for Agenda Item 5 – YCTD Branding |      |        |         |                  |
|---|------|--------|---------|------------------|
| AYES  | NOES | ABSENT | ABSTAIN | STATUS OF MOTION |

| AYES     | NOES | ABSENT | ABSTAIN | STATUS OF MOTION |
|----------|------|--------|---------|------------------|
| Saylor   |      |        |         | Motion passed    |
| Frerichs |      |        |         |                  |
| Stallard |      |        |         |                  |
| Loren    |      |        |         |                  |
|          |      |        |         |                  |

**Agenda Item 6 — Selection of Chair and Vice-Chair**

*Item #6 is an action item.*

Chair Saylor made a motion to appoint Tom Stallard to serve as Chair for calendar year 2023, and to hold off on appointing a Vice-Chair until the City of Davis has appointed a representative-. Director Frerichs seconded the motion. There were no other nominations.

| Roll Call for Agenda Item 6 – Selection of Chair and Vice-Chair |      |        |         |                  |
|---|------|--------|---------|------------------|
| AYES  | NOES | ABSENT | ABSTAIN | STATUS OF MOTION |

| AYES     | NOES | ABSENT | ABSTAIN | STATUS OF MOTION |
|----------|------|--------|---------|------------------|
| Saylor   |      |        |         | Motion passed    |
| Frerichs |      |        |         |                  |
| Stallard |      |        |         |                  |
| Loren    |      |        |         |                  |
|          |      |        |         |                  |

**Agenda Item 7 — Adjournment**

There being no further regular business, Chair Saylor adjourned the regular meeting at 7:27 pm.

Respectfully submitted:

*Heather Cioffi*

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Heather Cioffi, Clerk to the Board

**The recordings of the YCTD Board of Directors meeting can be viewed on our website at the following link: [Agenda & Minutes - Yolobus](#)**

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

|  |   |
|--|---|
| <b>Topic:</b><br>Adopt Resolution R2023-02: Approve Updated Public Transportation Agency Safety Plan (PTASP) | <b>Agenda Item#:</b><br><br><b>3d</b>   |
| <b>Agenda Type:</b>  | <b>Action</b><br>Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No |
| <b>Prepared By:</b> E. Reitz   | <b>Meeting Date:</b> January 9, 2023  |

## **RECOMMENDATION:**

Adopt an updated Public Transportation Agency Safety Plan (PTASP) consistent with guidance from the Federal Transit Administration.

## **BACKGROUND:**

As a direct recipient of federal funding, Yolo Transportation District (District) is required to adopt and implement a Public Transportation Agency Safety Plan annually to comply with federal regulations and funding requirements. The District's 2023 PTASP has been reviewed by staff and Transdev and has been updated to confirm safety targets remain reasonable and effective, and to reflect current staff, roles, and responsibilities.

On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The District is designated as a small operator per the definitions established by the FTA, and as a direct recipient of federal funding, the District must adopt and implement a PTASP. The District Board of Directors adopted its initial PTASP in November 2020. On February 17, 2022, the Federal Transit Administration (FTA) published letter which set out new requirements for Public Transportation Agency Safety Plan (PTASP) associated with the Bipartisan Infrastructure Law (BIL). The BIL amends FTA Safety program at 49 U.S.C 5329(d) (Section 5329(d) by adding requirements to establish a Safety Committee and to have the PTASP developed in cooperation with frontline employees.

The attached update to the PTASP was reviewed and updated in partnership with the District's contract operator, Transdev, including both their management team, and frontline employees. The attached plan certifies and confirms already established safety and security practices, while also confirming established reasonable and quantifiable safety performance goals and metrics. Appendix 3 in the attached 2022 PTASP summarizes revisions made from the original plan adopted in 2020.

The PTASP will continue to be reviewed and updated annually, and as necessary, and be included as part of District's annual federal certifications and assurances, confirming compliance with federal requirements.

## **RESOLUTION NO. 2023-02**

### **Resolution Adopting the Yolo County Transportation District 2023 Public Transportation Agency Safety Plan**

**WHEREAS**, the Yolo County Transportation District (YCTD) directly operates, financially supports, and oversees safe, friendly, and well-utilized public transportation in Davis; and

**WHEREAS**, YCTD provides fixed-route, paratransit, and microtransit public transportation services throughout the counties of Yolo, Sacramento, and Solano, operated by contract with Transdev, Inc.; and

**WHEREAS**, the Federal Transit Administration (FTA), which provides significant annual funding to YCTD for public transportation, requires public transportation operators to have a Board approved Public Transportation Agency Safety Plan updated annually in order to continue to be eligible for federal transit funding; and

**WHEREAS**, the YCTD 2023 Public Transportation Agency Safety Plan formalizes safety programs and procedures already in place at YCTD and improves the safety risk management, safety assurance, and safety oversight processes; and

**WHEREAS**, the safe operation and provision of public transportation is a top priority of YCTD and its member jurisdictions.

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

1. The foregoing recitals, and each of them, are true and correct.
2. The YCTD Executive Director or one of his/her designees, the Deputy Director of Operations, Planning, and Special Projects or the Deputy Director of Finance, Grants, and Procurement, are hereby authorized to sign and implement the Public Transportation Agency Safety Plan for the Yolo County Transportation District as presented.

**PASSED AND ADOPTED** by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 9th day of January 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Tom Stallard, Chair  
Board of Directors

ATTEST:

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Heather Cioffi, Clerk  
Board of Directors

Approved as to Form:



**Yolo County Transportation District**

**Public Transit Agency**

**Safety Plan (PTASP)**

**January 2023**

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## Transit Agency Information

Transit Agency: Yolo County Transportation District (Hereafter referred to as "YCTD")

Transit Agency Address: 350 Industrial Way, Woodland, CA 95776

Accountable Executive: Autumn Bernstein, Executive Director

Chief Safety Officer: Erik J. Reitz, Deputy Director Transit Operations and, Planning. Also serving as Chief Safety Officer

Modes of Service Cover by the PTASP: Fixed-route, Paratransit, Demand-response

List of FTA Funding Received: 5307, 5311, 5339

YCTD does not provide transit services to another transit agency or service.

Should YCTD begin to provide transit services to another transit agency or transit service in the future, this Plan will be updated. The arrangements for transit services provided to another transit agency or transit service will be summarized in the table below:

| Other Transit Agency or Entity Served | Address | Description of the Arrangements |
|---------------------------------------|---------|---------------------------------|
|                                       |         |                                 |
|                                       |         |                                 |
|                                       |         |                                 |
|                                       |         |                                 |
|                                       |         |                                 |

## Plan Development, Approval, and Updates

### Development

The Yolo County Transportation District drafted this plan. By signature below, the Accountable Executive confirms the development of this plan.

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Autumn Bernstein, Executive Director

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Date Signed

### Record of Revisions

A table that records the history of revisions made to YCTD's PTASP is contained in Appendix 3 of this document. The history of the changes was placed in the appendix to help preserve the page numbering to the extent possible.

**[Resolution of adoption to be inserted]**

## **Annual Review and Update of the Public Transportation Agency Safety Plan (PTASP)**

The YCTD System Safety Committee reviewed the PTASP. The committee is made up of the Chief Safety Officer (i.e., Deputy Director Transit Operations and Planning), the Associate Transportation Planner and Contractor's: General Manager, Safety and Training Manager, Maintenance Manager, and Operations Manager, (1) Supervisor, (1) Road Supervisor, (1) Mechanic, and (1) Drivers.

YCTD's System Safety Committee meets quarterly and reviews safety policies and procedures and jointly reviews the PTASP:

- Quarterly, to discuss safety issues and incidents
- Annually, to review Public Transit Agency Safety Plan:
  - Determines its approach to mitigating safety deficiencies is ineffective;
  - Makes significant changes to service delivery;
  - Introduces new processes or procedures that may impact safety;
  - Changes or re-prioritizes resources available to support Safety Management Systems; and/or
  - Significantly changes its organizational structure.

Revisions will be submitted to the YCTD Board at a regularly-scheduled meeting for consideration and approval. Amendments to the PTASP will be published to the employees and the public at large in accordance with YCTD's standard communication process.

## Safety Performance Targets

YCTD will develop safety performance targets that will be reviewed and updated annually. The specific performance targets are based on the safety performance measures established under the *National Public Transportation Safety Plan* and any additional performance goals set by YCTD.

## Safety Performance Targets

| Mode of Transit Service | Fatalities (total) | Injuries (per 100,000 revenue miles) | Reportable Safety Events (per 100,000 revenue miles) | System Reliability (mechanical breakdowns) | Preventable Collision Accidents |
|-------------------------|--------------------|--------------------------------------|--|--|---------------------------------|
| Fixed-route             | 0                  | <1                                   | <2   | >=15,000 miles between                     | >=55,000 miles between          |
| Paratransit             | 0                  | <1                                   | <2   | >=15,000 miles between                     | >=55,000 miles between          |
| Demand-response         | 0                  | <1                                   | <2   | >=15,000 miles between                     | >=55,000 miles between          |

## Safety Performance Target Coordination

### Targets Transmitted to the State

| State Entity Name  | Date Targets Transmitted                   |
|--|--|
| Caltrans (California Department of Transportation)<br>Brian Travis, [title]<br>Brian_travis@dot.ca.gov | [insert date] Planned for January 13, 2023 |

### Targets Transmitted to the Metropolitan Planning Organization(s)

| Metropolitan Planning Organization Name  | Date Targets Transmitted                   |
|--|--|
| Sacramento Area Council of Governments (SACOG)<br>Michael Rosson, [title]<br>mrosson@sacog.org | [insert date] Planned for January 13, 2023 |

# **Safety Management Policy**

## **Safety Management Policy Statement**

The Yolo County Transportation District (YCTD) will maintain an active Safety Management System (SMS) that encourages the open sharing of information on all safety issues. We expect our employees to report their safety concerns to agency management. No employee will be asked to compromise safety to “get the job done.”

Our overall safety objective is to proactively manage safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations. To that end, we will continuously examine our operations for hazards. We will establish a non-punitive employee safety reporting program, train staff on safety management, document our findings and safety risk mitigations, and strive for continuous improvement of our safety performance.

As required by the Federal Transit Administration, we have established annual safety performance targets that are reasonable, measurable, and designed for continual improvement to help us measure the safety of our transit service. In addition, to address our overall safety objective, we will conduct hazard identification workshops with all frontline, supervisory, and management personnel during this calendar year. We will also work to increase the annual number of voluntary reports received from employees by ten percent and actively track our safety risk mitigations. To ensure we meet this objective, our safety department will report out on the number of:

- Safety training, including Hazard identification workshops carried out;
- Number and type of hazard reports received per employee versus the same period the prior year; and
- Number and type of safety risk mitigations implemented.

Ultimate responsibility for safety at YCTD rests with the Accountable Executive.

Responsibility for making our operations safer for everyone lies with each one of us – from executive management to frontline employees. Each manager is responsible for implementing the SMS in their area of responsibility and will be held accountable to ensure all reasonable steps are taken to perform activities established as part of the SMS.

## **Safety Management Policy Communication**

The Safety Management Policy is available in all YCTD facility breakrooms and is available at the YCTD Executive Assistant’s desk for review. The Policy will also be available online at: [http://www.yolobus.com/pdf/YCTD\\_Final\\_PTASP.pdf](http://www.yolobus.com/pdf/YCTD_Final_PTASP.pdf). The updated Safety Management Policy was shared with employees on November 16, 2020. Additionally, YCTD made the new/revised Safety Management Policy available to the public on the Yolobus website at: [http://www.yolobus.com/pdf/YCTD\\_Final\\_PTASP.pdf](http://www.yolobus.com/pdf/YCTD_Final_PTASP.pdf).

## Authorities, Accountabilities, and Responsibilities

### Accountable Executive

The YCTD Accountable Executive reviewed the draft policy once it had been developed by our agency. Comments and recommended changes were taken into account when the final document was developed. The Accountable Executive then submitted the policy to the YCTD Board of Directors for consideration and approval. Once their approval was given, the Accountable Executive signed the policy. Additional responsibilities include, but are not limited to:

- Decision-making about resources (e.g. people and funds) to support asset management, SMS activities, and capital investments;
- Signing SMS implementation planning documents.

### Chief Safety Officer

The YCTD Chief Safety Officer is the lead in developing the Safety Management Policy. The Chief Safety Officer worked with the Accountable Executive, Contractor's General Manager, Maintenance Manager, Operations Manager, and Safety and Training Manager, and frontline employees, YCTD staff, and regional peer agency staff to develop the plan. The Chief Safety Officer is the team's liaison with the Accountable Executive. The Chief Safety Officer's duties include, but are not limited to:

- Developing and maintaining SMS documentation;
- Directing hazard identification and safety risk assessment;
- Monitoring safety risk mitigation activities;
- Providing periodic reports on safety performance;
- Briefing the Accountable Executive and Board of Directors on SMS implementation progress;
- Planning safety management training; and
- Endorsing SMS implementation team membership.

### Agency Leadership and Executive Management

| Title/Role            | Authorities, Accountabilities, and Responsibilities   |
|-----------------------|---|
| Accountable Executive | <p>The YCTD Executive Director is the Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"><li>• Controls and directs human and capital resources needed to develop and maintain the ASP and SMS;</li><li>• Designates an adequately trained Chief Safety Officer who is a direct report;</li><li>• Ensures that YCTD SMS is effectively implemented;</li><li>• Ensures action is taken to address substandard performance in YCTD SMS;</li><li>• Assumes ultimate responsibility for carrying out YCTD's ASP and SMS; and</li></ul> |

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|  | <ul style="list-style-type: none"> <li>Maintains responsibility for carrying out the YCTD's Transit Asset Management Plan.</li> </ul>   |
| Chief Safety Officer                           | <p>The Accountable Executive designates the Deputy Director of Operations, Planning the YCTD Chief Safety Officer.</p> <p>The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> <li>Develops YCTD's ASP and SMS policies and procedures;</li> <li>Ensures and oversees day-to-day implementation and operation of YCTD's SMS;</li> <li>Manages YCTD's employee safety reporting systems such as incident and observation reports;</li> <li>Establishes and maintains YCTD's Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents;</li> <li>Ensures safety topics are addressed in departmental meetings;</li> <li>Advises the Accountable Executive on SMS progress and status;</li> <li>Identifies substandard performance in YCTD's SMS and develops action plans for approval by the Accountable Executive;</li> <li>Ensures YCTD policies are consistent with YCTD safety objectives; and</li> <li>Provides SRM expertise and support for other YCTD personnel in conducting and overseeing Safety Assurance activities.</li> </ul>                               |
| Contractor Leadership and Executive Management | <p>Agency contracted leadership and executive management also have authorities and responsibilities for day-to-day SMS implementation and operation of YCTD's SMS under this plan. YCTD contracted Leadership and Executive Management include:</p> <ul style="list-style-type: none"> <li>General Manager</li> <li>Safety and Training Manager</li> <li>Operations Manager</li> <li>Maintenance Manager</li> <li>Human Resources Manager</li> <li>Office Administrator</li> <li>Route Supervisors and Dispatchers</li> <li>Driver and Route Trainers</li> </ul> <p>YCTD Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities:</p> <ul style="list-style-type: none"> <li>Participate in monthly maintenance safety meetings and regular mandatory operations meetings;</li> <li>Complete training on SMS and YCTD ASP elements; Oversee day-to-day operations of the SMS in their departments;</li> <li>Modify policies in their departments consistent with implementation of the SMS, as necessary; and</li> <li>Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer,</li> </ul> |

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|  | including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness. |
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## Key Staff

|           |  |
|-----------|--|
| Key Staff | <p>YCTD uses weekly joint meetings with contracted staff to discuss key issues, including safety and security topics. YCTD and contracted staff conduct regular safety training, including quarterly and annual meetings to support its SMS and safety programs:</p> <ul style="list-style-type: none"> <li>• Weekly joint meetings: Safety hazards reported will be jointly evaluated by the Safety and training Manager and the Chief Safety Officer during their weekly meeting. Safety topics from these weekly meetings will be discussed and improvements incorporated into future safety and security trainings. Discussion and feedback will be solicited or a working group with representatives from all departments will be formed to discuss and make recommendations for improvement. Information discussed in these meetings will be documented.</li> <li>• Safety and Training Meetings: Safety issues are discussed and documented.</li> <li>• Quarterly System Safety Committee Meetings: Safety issues are discussed, documented and improvements recommended with the assistance of frontline workers including drivers, supervisors, road supervisors and mechanics.</li> <li>• Annual Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented.</li> </ul> |
|-----------|--|

## Employee Safety Reporting Program (ESRP)

### 1. Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

### 2. The Organization's System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- a. An orientation program is given to all new employees and includes a review of the Injury & Illness Prevention Program and a discussion of policy and procedures that the employee is expected to follow.
- b. The transit system has safety meetings where safety is openly discussed by all present. Such meetings are held at least quarterly and all employees are expected to attend and are encouraged to participate in discussion.
- c. From time to time, written safety notifications are posted on transit system bulletin boards.

- d. Other methods of communicating pertinent health and safety information are used as they are identified.

### **3. Safety Suggestions and Hazard Reporting**

- a. All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement. This reporting can be done orally or preferably in writing. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator, or other management personnel.
- b. If an employee wishes to report anonymously, a hazard, safety suggestion, or other safety problem he or she can complete an Employee Report Form, not filling in their name.
- c. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- d. Management reviews all suggestions and hazard reports.
- e. If employees provide their names in regard to the notification, they are informed of what is being done - within 5 working days of receipt.

### **Hazard Identification & Evaluation**

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

#### **1. Safety Inspections**

Internal safety inspections are conducted at least annually. Hazards found are corrected on the spot or recommendations are submitted for future corrections.

#### **2. Additional Inspections**

Inspections are also conducted in accordance with Cal-OSHA requirements:

- a. Whenever new substances, processes, procedures, or equipment present a new safety or health hazard.
- b. Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.
- c. Whenever it is appropriate to conduct an unannounced inspection.

Reference the Yolobus Injury and Illness Prevention Plan (IIPP) for additional information.

## **Safety Risk Management**

### **Safety Risk Management Process**

Inspections are conducted and are an important source of information about hazards. Results from these inspections also help us identify areas where mitigations designed and adopted to manage safety risk are

not being carried out as required. Inspections include personnel, vehicles, facilities, bus stops, and data that identify potential safety concerns or issues. Inspections focus on:

- Compliance checks, which may identify:
  - Non-compliance with safety rules;
  - Challenges in complying with safety rules; and
  - Emerging practices.
- Operations personnel fitness-for-duty checks, which may identify:
  - Impairment;
  - Fatigue;
  - Absence of corrective lenses;
  - Apparent injuries; and
  - Uniform or equipment issues.
- Radio or digital communication checks, which may identify radio failures, dead spots, and areas of high interference
- CDL and driver citations checks, which may identify driver non-compliance with driving regulations and requirements.
- Pre-trip inspections, which may identify instances of a bus beginning revenue service after failing a pre-trip inspection.
- Vehicle inspection, which may identify a series of defects in components and parts with the potential to impact the safety performance of the vehicle.
- Facilities inspections, which may identify conditions with the potential to impact safety.

### **Safety Risk Assessment**

YCTD's Chief Safety Officer, along with the Safety and Training Manager, leads YCTD's Safety Risk Management (SRM) process, working with Operations, Maintenance, and Administrative staff to identify hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The results of YCTD's SRM process are documented in YCTD safety records.

YCTD's SRM process applies to all elements of our system including our operations and maintenance, facilities and vehicles, and personnel recruitment, training and supervision. In carrying out the SRM process, YCTD uses the following terms:

- Event – Any accident, incident, or occurrence.
- Hazard – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to YCTD; or damage to the environment.
- Risk – Composite of predicted severity and likelihood of the potential effect of a hazard.
- Risk Mitigation – Method(s) to eliminate or reduce the effects of hazards.
- Consequence – An effect of a hazard involving injury, illness, death, or damage to YCTD property or the environment.

### **Safety Risk Mitigation:**

The safety hazard identification process offers YCTD the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- Employee safety reporting through observation reports, accident reports, emails to management, etc.,
- Review of vehicle & facility camera footage,
- Review of quarterly & annual performance data and safety performance targets,
- Maintenance reports and check in/check out sheets,
- Comments from customers and third parties, including Risk Management,
- Maintenance Safety Meetings, Operations Mandatory, and All-Staff Meetings,
- Results of audits and inspections of vehicles and facilities,
- Results of training reviews, employee evaluations, and ride-alongs,
- Investigations into safety events, incidents, and occurrences,
- FTA and other oversight authorities (mandatory information source), and
- Job Safety Analysis, using Employers First Reports (EFR) and workers compensation to identify hazards from reported injury and illnesses.

When a safety concern is observed by YCTD management or supervisory personnel, whatever the source, it is reported to the YCTD Chief Safety Officer and Safety and Training Manager. Procedures for reporting hazards to the YCTD Chief Safety Officer and Safety and Training Manager are reviewed during joint contractor meetings, mandatory safety meetings, and other applicable meetings. The YCTD Chief Safety Officer also receives employee reports from the ESRP process. The Safety and Training Manager, in coordination with the Chief Safety Officer, reviews these sources for hazards, and documents them within YCTD safety records.

## **Safety Performance Monitoring and Measurement**

Through our Safety Assurance process, YCTD:

- Evaluates compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control our safety risk,
- Assesses the effectiveness of safety risk mitigations to make sure mitigations are appropriate and are implemented as intended,
- Investigates safety events to identify causal factors, and
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.

*In accordance with Per§ 673.27(b) – A transit agency must establish activities to:*

- **§ 673.27(b)(1) – Monitor its system for compliance with, and sufficiency of, YCTD’s procedures for operations and maintenance;**
- **§ 673.27(b)(2) – Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended;**
- **§ 673.27(b)(3) – Conduct investigations of safety events to identify causal factors; and**

- **§ 673.27(b)(4) – Monitor information reported through any internal safety reporting programs.**

YCTD and its contracted services team have processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits,
- Informal inspections and observations,
- Incident and accident reports
- Regular review of on-board camera footage to assess drivers and specific incidents,
- Ride-alongs, evaluations, and training refreshers,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data relating to the delivery of service, and
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends at a minimum annually by the Chief Safety Officer, in conjunction with the Safety Manager, to determine where corrective action needs to be taken. The Chief Safety Officer with the Safety Manager enters any identified non-compliant or ineffective activities, including mitigations, back into the review process for reevaluation.

### **Investigation**

All accidents resulting in injury or property damage, however slight, including near misses, are investigated to determine the primary and contributing causes. This investigation is completed within seven working days of the initial report. This information is documented and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator.

### **Reporting**

All facts, findings, and recommendations are documented on an accident investigation report. Management reviews accident investigation reports with a view towards determining adequacy of corrective action.

### **Correction of Hazards**

When a hazard exists, it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel who are provided with the necessary safeguards correct the hazard.

## **Safety Promotion**

### **Competencies and Training**

YCTD requires employees and contractors, including the Chief Safety Officer and the Transit Agency's Board of Directors, to complete training to be able to fulfill their safety-related roles and responsibilities. Initial training will be completed at hire/assignment, and refresher training will be provided when behaviors indicate a need, and/or there are changes to the PTASP, operations, procedures, organizational structure, and when new hazards are identified and mitigation measures are developed.

### **Safety Communication**

Safety Communication will be provided through Safety Training procedures as described below:

#### **1 . Orientation - New Employees**

If at all possible, Chief Safety Officer conducts the initial orientation on general safety within the first two days that the new employee is on the job. When an employee first starts to work, Chief Safety Officer or their qualified designee trains the employee in all aspects of safety. This training is completed to ensure the new employee knows how to recognize the hazards of the work environment and the required safety procedures to mitigate those hazards.

The manager or supervisor conducts this training and documents it by using the New Employee Safety Orientation Checklist. The manager or supervisor and the employee sign the Checklist when the training is completed. The Checklist then becomes a permanent part of the employee's personnel file.

All new hires are given a copy of the transit system's Injury & Illness Prevention Program and those rules and regulations (Code of Safe Practices) that apply to their work environment. The New Employee Safety Orientation Training Check List is filled out during the employee's initial on-the-job training.

#### **2 . Specific Organizational-Wide Training**

a. **Disaster Preparedness:** This training includes the organization's disaster preparation structure and how the employee fits into the structure, i.e., what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency, and bomb threat.

b. **First Aid and CPR Training:** Designated employees receive first aid and CPR training in accordance with the American Red Cross and /or American Heart Association and /or other related agency requirements.

c. **Defensive Driver Training:** All employees who may drive on transit system business receive defensive driver training not less than every three years. Driving on organization business includes driving organization vehicles as well as personal vehicles.

d. **Ergonomics:** All employees receive ergonomic training for their specific jobs. As a minimum, each employee receives training on proper lifting techniques and, if necessary, computer workstation design.

### 3. Retraining

Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Such training includes general workplace safety and/or job-specific hazards, as applicable.

### 4. Specialized Training

a. Managers/supervisors/Chief Safety Officer/ IIPP Administrator:

- 1) Determine safety-training needs
- 2) Implement new training programs.
- 3) Evaluate the effectiveness of these programs.

b. In addition, training is provided whenever:

- 1) New substances, processes, procedures, or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
- 2) Management, supervision, Chief Safety Officer, the IIPP Administrator become aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

## **Reference Documents**

1. YCTD System Safety Program Plan (SSPP)
2. Yolobus Injury & Illness Prevention Program (IIPP)

## Appendix 1: Glossary of Terms

| Term                               | Definition   |
|------------------------------------|--|
| Accident                           | Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. (per <b>§ 673.5</b> )  |
| Accountable Executive              | <p><b>§ 673.5 Definitions</b> – Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out YCTD's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both YCTD's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and YCTD's Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.</p> <p><b>§ 673.23(d)(1)</b> – The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that YCTD's SMS is effectively implemented throughout YCTD's public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in YCTD's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the Accountable Executive.</p> |
| Chief Safety Officer/SMS Executive | <p><b>§ 673.31 Definitions</b> – Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.</p> <p>Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.</p> <p><b>§ 673.23(d)(2)</b> – The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.</p>                         |
| Consequence                        | Consequences are outcomes or what those conditions can cause. Transit agencies should assess the likelihood and severity of the <i>consequences</i> of a hazard, not of the hazard itself. (per <b>§ 673.5</b> )   |

| <b>Term</b>               | <b>Definition</b>   |
|---------------------------|---|
| Event                     | Event means any Accident, Incident, or Occurrence. (per <b>§ 673.5</b> )  |
| Fatalities                | Deaths, excluding suicides or trespassers.  |
| Hazard                    | Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Hazards are conditions. (per <b>§ 673.5</b> )  |
| Incident                  | Incident means an Event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency. (per <b>§ 673.5</b> )  |
| Injuries                  | Not including assaults or injuries due to crimes.   |
| Occurrence                | Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency. (per <b>§ 673.5</b> )   |
| Performance Target        | Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA). (per <b>§ 673.5</b> )  |
| Safety Event              | Reportable derailments, collisions, fires, and evacuations.   |
| Safety Performance Target | Safety performance target means a Performance Target related to safety management activities. (per <b>§ 673.5</b> )   |
| Serious Injury            | Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. (per <b>§ 673.5</b> ) |

## Appendix 2: 2020 NTD Safety & Security Quick Reference Guide – Non-Rail Mode Reporting

Reportable Event: A safety or security event occurring: on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility, during a transit related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are: events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-owned property (unless boarding/alighting at the time), collisions that occur while travelling to or from a transit-related maintenance activity, collisions involving a supervisor car, or other transit service vehicle operating on public roads.)

| S&S-40 Major Event Report   | S&S-50 Non-Major Monthly Summary   |
|---|--|
| MAJOR THRESHOLDS  | NON-MAJOR THRESHOLDS   |
| <p>An event meeting the reportable event definition AND meeting <u>one or more</u> of the following reporting thresholds:</p> <ul style="list-style-type: none"> <li>• A fatality confirmed within 30 days (including suicide)</li> <li>• An injury requiring transport away from the scene for medical attention for one or more persons (partial exception in the case of Other Safety Events)</li> <li>• Estimated property damage equal to or exceeding \$25,000</li> <li>• An evacuation for life safety reasons</li> <li>• Collisions involving transit roadway revenue vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle</li> </ul> <p><b>Reports are due within 30 days of the date of the event.</b></p> | <p>Less severe Other Safety Occurrence Not Otherwise Classified (OSONOC) injuries meeting the reportable event definition that are NOT a result of a collision, evacuation, security event, hazmat spill, or Act of God; and non-major fires.</p> <p>Other Safety Occurrence Not Otherwise Classified (OSONOC):</p> <ul style="list-style-type: none"> <li>• Single injury event requiring transport away from the scene for medical attention (do not report “minor” collisions on S&amp;S-50)</li> </ul> <p>Fires:</p> <ul style="list-style-type: none"> <li>• Requiring suppression that do not meet a major incident reporting threshold injury, fatality, evacuation, or property damage of \$25,000 or more).</li> </ul> <p><b>Reports due by the end of the following month (e.g., January data due by end of February).</b></p> |

| S&S-40 Major Event Report   | S&S-50 Non-Major Monthly Summary  |
|---|---|
| <p><b>EVENT TYPES</b></p> <ul style="list-style-type: none"> <li>• Collision (including suicide/attempted suicide)</li> <li>• Fire</li> <li>• Hazardous material spill (requires specialized clean-up)</li> <li>• Acts of God (nature)</li> <li>• System security: <ul style="list-style-type: none"> <li>○ Arson</li> <li>○ Bomb threat/bombing</li> <li>○ Burglary / Vandalism</li> <li>○ Chemical/biological/radiological/nuclear release</li> <li>○ Cyber security event</li> <li>○ Hijacking</li> <li>○ Sabotage</li> <li>○ Suspicious package</li> <li>○ Other security event (shots fired, projectiles, etc.)</li> </ul> </li> <li>• Personal Security: <ul style="list-style-type: none"> <li>○ Assault</li> <li>○ Homicide</li> <li>○ Suicide or Attempted Suicide (no transit vehicle involved)</li> <li>○ Robbery</li> <li>○ Larceny/theft</li> <li>○ Motor vehicle theft</li> <li>○ Rape</li> <li>○ Other personal security events (perpetrator tazing)</li> </ul> </li> <li>• Other Safety Occurrences Not Otherwise Classified (OSONOC) (two injuries and/or another threshold) ↗ Miscellaneous events that meet a threshold</li> </ul> | <p>OSONOC:</p> <p><b>Injury due to:</b></p> <ul style="list-style-type: none"> <li>• Slip/trip</li> <li>• Fall <ul style="list-style-type: none"> <li>○ Including person making contact with a non-moving transit vehicle</li> </ul> </li> <li>• Injury to maintenance workers</li> <li>• Boarding/alighting</li> <li>• Electric shock/burns</li> <li>• Abrupt or evasive transit vehicle maneuvers</li> <li>• Mobility device (e.g. wheelchair) securing issues</li> <li>• Injury sustained on a mobility device lift</li> <li>• Stairs/elevator/escalator injury</li> </ul> <p><b>Fire:</b></p> <ul style="list-style-type: none"> <li>• Requires suppression but no major threshold is met <ul style="list-style-type: none"> <li>○ Small fire in transit station</li> <li>○ Small engine fire on transit vehicle</li> </ul> </li> </ul> |

## Appendix 3: Record of Revisions

A table that records the history of revisions made to YCTD's PTASP is contained in the table that follows. The history of the changes was placed in this appendix to help preserve the page numbering to the extent possible.

| <b>Plan Version Number and Updates</b> |  |   |                    |
|--|--|---|--------------------|
| <b>Version Number</b>                  | <b>Section/Pages Affected</b>  | <b>Reason for Change</b>  | <b>Date Issued</b> |
| 2021                                   | Transit Agency Information, pg. 1                                      | New Accountable Executive (Autumn Bernstein, YCTD Executive Director)   | 10/29/2021         |
| 2021                                   | Plan Development, Approvals, Updates, pg. 2                            | New Accountable Executive (Autumn Bernstein, YCTD Executive Director)   | 10/29/2021         |
| 2021                                   | Safety Performance Targets, pg. 5                                      | Updated dates of transmittal to State and MPO   | 10/29/2021         |
| 2023                                   | Transit Agency Information, pg. 1                                      | New Chief Safety Officer ( Erik J. Reitz, YCTD Deputy Director of Transit Operations and Planning)  | 12/22/2022         |
| 2023                                   | Safety Performance Targets, pg. 5                                      | Updated dates of transmittal to State and MPO   | 12/22/2022         |
| 2023                                   | Annual Review and Update of the PTASP                                  | Change the composition of the review committee to include frontline workers, (1) Supervisor, (1) Road Supervisor, (1) Driver, (1) Mechanic, and (1) Associate Transportation Planer | 12/22/2022         |
| 2023                                   | Appendix 2 NTD Safety & Security Quick Reference Guide – Non-Rail Mode | Update Quick Reference guide to newest version 2020.  | 12/22/2022         |
|  |  |   |                    |

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

|  |                      |   |
|--|----------------------|---|
| <b>Topic:</b><br>Adopt Resolution R2023-03 to Approve Updated Title VI Program | <b>Agenda Item#:</b> | <b>3e</b>   |
|  | <b>Agenda Type:</b>  | <b>Action</b><br>Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No |
| <b>Prepared By:</b> E. Reitz   |                      | <b>Meeting Date:</b> January 9, 2023  |

**RECOMMENDATION:**

Adopt an updated Title VI Program consistent with guidance from the Federal Transit Administration.

**BACKGROUND:**

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. YCTD receives significant federal financial assistance from the Federal Transit Administration (FTA). The FTA Office of Civil Rights monitors FTA recipients' Title VI programs and ensures their compliance with Title VI requirements.

All public transit agencies are required to review and update their Title VI Programs and plans every three years. The prior YCTD Title VI Program was adopted in 2019 and expired November 30, 2022. The attached updated Title VI Program was developed and updated by staff to comply with all federal Title VI policy requirements, and its adoption will help ensure YCTD remains in compliance with and eligible for federal funding.

The FTA's current guidance to federal aid recipients was issued in the form of a circular on October 1, 2012. The circular guides transit agencies and other aid recipients on how to comply with Title VI of the Civil Rights Act of 1964, which ensures that public services, including transportation, are provided in a nondiscriminatory manner.

The 2023 YCTD Title VI Program (included as Attachment A) includes updates to following elements developed and/or implemented as part of the prior program:

- Title VI Notice to the Public (including onboard vehicles, website, etc.).
- Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint).
- Title VI Complaint Form (English/Spanish/Chinese/Russian).
- List of transit-related Title VI investigations, complaints, and legal actions.
- Public Participation Plan:
  - Including information about outreach methods intended to engage minority and Limited-English proficient populations (LEP), and
  - A summary of outreach efforts made within the prior three years.
- Language Assistance Plan for providing language assistance to persons of Limited-English proficiency (LEP) based on Title VI guidance.
- Discussion on non-elected committees and councils.
- Title IV equity analysis for transportation-related facilities (e.g., maintenance facility, operation center).

Further, the program updates/confirms performance standards and monitoring protocols for the Yolobus fixed-route and Yolobus Special programs, and provides guidance in the event YCTD modifies existing services and/or

plans new transit facilities.

The YCTD 2023 Title VI Program is being presented to the Board for adoption to remain up to date with Title VI program policies, which is a requirement to continue to apply for and receive federal funding.

Staff recommends that the Board pass the attached resolution adopting the 2023 Title VI Program as updated, with the understanding that the FTA has not completed its review and may have minor (i.e., non-substantive) revisions to the Program in upcoming weeks.

## RESOLUTION NO. 2023-03

### **Adopting the Revised 2023 Title VI Program for the Yolo County Transportation District**

**WHEREAS**, the Yolo County Transportation District desires to comply with the Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients.," and

**WHEREAS**, the Board of Yolo County Transportation District wishes to authorize approval of the Title VI Program developed by staff for the Yolobus system to comply with necessary provisions of the Civil Rights Act and may be amended with revisions as applicable from Caltrans, and future revisions to Title VI requirements and guidelines by the FTA; and

**WHEREAS**, the Title VI Program establishes the role of Title VI Program Administrator to be fulfilled by the Deputy Director of Transit Operations and Planning, or other designee as determined by the Board of Directors; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED, ORDERED, AND FOUND** by the Board of Directors of the Yolo County Transportation District, the adoption of the revised 2023 Title VI program.

**PASSED AND ADOPTED** by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 9<sup>th</sup> day of January 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Tom Stallard, Chair  
Board of Directors

ATTEST:

---

Heather Cioffi, Clerk  
Board of Directors

Approved as to Form:

---

Hope P. Welton, District Counsel

# **YOLO COUNTY TRANSPORTATION DISTRICT**

## **2023 Title VI Program**

**Revised January 2023**

Program Begin Date: December 1, 2022

Program End Date: November 30, 2025

Adopted by the Yolo County Transportation District Board:

January 9, 2023

*Prepared by*

Erik Reitz

Deputy Director of Transit Operations and Planning

Yolo County Transportation District

350 Industrial Way

Woodland, CA 95776

530-402-2826

## Title VI Program

**Yolo County Transportation District**

**January 2023**

The Yolo County Transportation District (YCTD) is a California special transit district formed between the Cities of Davis, West Sacramento, Woodland, Winters and the County of Yolo. YCTD oversees public transit services to residents and visitors of Yolo County (Yolobus fixed-routes, Your Ride Microtransit and Yolobus Special). Public transit services are provided to District member jurisdictions, as well as neighboring communities of Sacramento, CA, and Vacaville, CA.

This document was prepared by YCTD staff and has been approved by the YCTD Board to comply with Title VI of the Civil Rights Act of 1964, including recent provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."

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# Title VI Program

Yolo County Transportation District  
January 2023

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# Title VI Program

Yolo County Transportation District  
January 2023

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## 1. Title VI Notice and Locations

### Exhibit 1.1 YCTD Title VI Notice(s) to the Public

#### Yolo County Transportation District Title VI Notice to the Public

As a recipient of federal funds, Yolo County Transportation District (YCTD) has certified and provided assurances that it will fully comply with Title VI of the Civil Rights Act of 1964. YCTD is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services, on the basis of race, color, or national origin.

No person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of transportation service that YCTD furnishes on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color, or national origin, in full compliance with Title VI.

- Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI while using YCTD services may file a complaint with YCTD. All complaints will be fairly and objectively investigated.
- To file a complaint, you may contact the YCTD Title VI Program Administrator, at (530) 402-2826; or by email: [ereitz@yctd.org](mailto:ereitz@yctd.org); or visit the YCTD administrative offices at 350 Industrial Way, Woodland, CA 95776.
- For more information about YCTD's Title VI Program and complaint procedure, contact (530) 661-0816; or visit the YCTD website at: <http://www.yolobus.com>
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Title VI Program Coordinator, FTA Office of Civil Rights, East Building, 5th Floor – TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590.
- If information is needed in another language, contact (530) 661-0816.
- Si se necesita información en otro idioma, llame al (530) 661-0816.



**Yolo County Transportation District**  
**Título VI Aviso al Público**

Como beneficiario de fondos federales, Yolo County Transportation District (YCTD) ha certificado y asegurado que va a cumplir en su totalidad con lo estipulado en el Título VI de la Ley de Derechos Civiles de 1964. YCTD se compromete a garantizar que ninguna persona sea excluida de participar en, o le sean negados los beneficios de sus servicios, en base a raza, color, o nacionalidad de origen.

Ninguna persona o grupo de personas, deberá ser objeto de discriminación en lo que respecta a las rutas, horarios, o la calidad del servicio de transporte que YCTD proporciona en base a raza, color, o nacionalidad de origen. La frecuencia del servicio, la edad y la calidad de los vehículos asignados a las rutas, la calidad de las estaciones de servicio de las diferentes rutas, y la ubicación de las rutas no puede determinarse en base a raza, color, o nacionalidad de origen, de plena conformidad con el Título VI.

- Cualquier persona que crea que él o ella ha sido agraviada por cualquier práctica discriminatoria ilegal según lo estipulado en el Título VI, durante el uso de los servicios de YCTD puede presentar una queja ante YCTD. Todas las quejas serán investigadas de manera justa y objetiva.
- Para presentar una queja, puede ponerse en contacto con el Administrador del Programa del Título VI de YCTD, al teléfono (530) 402-2826; o por correo electrónico: [ereitz@yctd.org](mailto:ereitz@yctd.org); o visita la oficina principal de YCTD ubicada en 350 Industrial Way, Woodland, CA 95776.
- Para obtener más información sobre el Programa del Título VI de YCTD y el procedimiento para presentar una queja, comuníquese por teléfono al (530) 661-0816; o visita el sitio web de YCTD en: <http://www.yolobus.com>
- Un denunciante puede presentar una queja directamente a la Administración Federal de Tránsito mediante la presentación de una queja ante el Coordinador del Programa del Título VI, FTA Oficina de Derechos Civiles, East Building, 5th floor-TCR, 1200 New Jersey Ave., S.E., Washington, DC 20590.
- Si se necesita información en otro idioma, llame al (805) 688-5452.



优洛县交通区  
第六条之公众通知

作为联邦资金的接受者，优洛县交通区 (YCTD) 已经证明并保证其将充分遵守《1964 年民权法》第六条的规定。YCTD 致力于确保没有任何人因为种族、肤色或国籍而无法参与或不能享受其服务福利。

任何人或群体都不会基于种族、肤色或国籍在 YCTD 所提供的路线规划、调度或交通服务质量中受到歧视。在充分遵守第六条规定的情况下，服务频率、分配至各条路线的车辆之服务年数和质量、为不同路线服务之站点质量以及路线地点均非基于种族、肤色或国籍决定。

- 如果任何人认为其在使用 YCTD 服务的过程中基于第六条规定遭到了任何非法歧视行为之侵害，则可向 YCTD 提交投诉。所有投诉应得到公平客观的调查。
- 若要提交投诉，您可以联系 YCTD 第六条计划管理员：电话 (530) 402-2826；或发送电子邮件至：ereitz@yctd.org；或访问 YCTD 行政办公室，地址为 350 Industrial Way, Woodland, CA 95776。
- 若要获取更多关于 YCTD 第六条计划和投诉程序之信息，请致电：(530) 661-0816；或访问 YCTD 网站：<http://www.yolobus.com>。
- 投诉人可通过向第六条计划协调员提交投诉来直接向联邦运输管理局提交投诉，地址为：FTA 民权办公室，East Building, 5th Floor – TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590。
- 如果需要另一种语言的信息，请致电：(530) 661-0816。



**Управление общественного транспорта округа Йоло  
Уведомление для общественности касательно Раздела VI**

Управление общественного транспорта округа Йоло (YCTD) получает средства из федерального бюджета и поэтому действует в соответствии с положениями Раздела VI Закона о гражданских правах 1964 года. YCTD обязуется следить за тем, чтобы ни один человек не мог быть исключен из участия в его программах или лишен благ, обеспечиваемых его услугами, на основании расы, цвета кожи или национальности.

Ни один человек или группа людей не будут подвергаться дискриминации в отношении маршрутов, расписания или качества услуг общественного транспорта, предоставляемых YCTD, на основании расы, цвета кожи или национальности. Частота предоставления услуг, срок эксплуатации и качество транспортных средств, закрепленных за маршрутами, качество станций, обслуживающих различные маршруты, и расположение маршрутов не могут определяться на основании расы, цвета кожи или национальности, что полностью соответствует положениям Раздела VI.

- Любой человек, который считает, что при пользовании услугами YCTD его права были ущемлены вследствие проявления незаконной дискриминации в соответствии с Разделом VI, вправе подать претензию в YCTD. Все претензии будут рассмотрены справедливо и беспристрастно.
- Для того чтобы подать претензию, вы можете связаться с администратором программы YCTD по соблюдению Раздела VI по телефону (530) 402-28-26 или по электронной почте: [ereitz@yctd.org](mailto:ereitz@yctd.org), а также лично подать претензию в административном помещении YCTD по адресу 350 Industrial Way, Woodland, CA 95776.
- Дополнительную информацию о программе YCTD по соблюдению Раздела VI и порядке подачи претензии можно получить по телефону (530) 661-08-16 или на сайте YCTD по адресу <http://www.yolobus.com>
- Заявитель вправе подать претензию непосредственно в Федеральное управление общественного транспорта (FTA) через координатора программы по соблюдению Раздела VI по адресу FTA Office of Civil Rights, East Building, 5th Floor – TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590.
- Если вам нужна информация на другом языке, позвоните по номеру (530) 661-08-16.



## Title VI Program

Yolo County Transportation District

January 2023

### Title VI List of Locations Where Title VI Notice Is Posted

The YCTD Title VI Notice to the Public is currently posted at the following locations:

#### Exhibit 1.2 Locations Where Title VI Notice Is Posted

| Location Name                     | Address                      | City/Community                                       |
|-----------------------------------|------------------------------|--|
| YCTD Main Offices                 | 350 Industrial Way           | Woodland, CA   |
| City of Davis City Hall           | 23 Russell Blvd.             | Davis, CA  |
| City of West Sacramento City Hall | 1110 West Capitol Ave.       | West Sacramento, CA                                  |
| City of Winters City Hall         | 318 1st St.                  | Winters, CA  |
| City of Woodland City Hall        | 300 1st St.                  | Woodland, CA   |
| County of Yolo Offices            | 625 Court St.                | Woodland, CA   |
| County Fair Mall (Transit Center) | 1264 E. Gibson Rd.           | Woodland, CA   |
| UC Davis Memorila Union Terminal  | 300 Block, Howard Way        | Davis, CA  |
| West Sacrametno Transit Center    | 1100 Block West Capital Ave. | West Sacramento, CA                                  |
| YCTD Revenue Vehicles             |                              |  |
| YCTD Website                      |                              | <a href="http://www.yolobus.com">www.yolobus.com</a> |

The YCTD Title VI Notice to the Public, Complaint Procedure/Form, and program information are also provided on the Yolobus website at [www.yolobus.com](http://www.yolobus.com). The documents have been translated into Spanish, Russian, and Chinese (Mandarin).

# Title VI Program

Yolo County Transportation District  
January 2023

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## 2. Title VI Complaint and Investigation Procedures and Form

### Title VI Complaint and Investigation Procedures

Any person who believes that he or she, individually or as a member of any specific class of persons, has been subjected to discrimination on the grounds of race, color, or national origin with regard to any Yolo County Transportation District (YCTD) transit service, program, or facility, may file a written complaint with YCTD.

A complaint must be filed within 180 days after the date of the alleged discrimination, unless the time for filing is extended by YCTD.

All complaints alleging discrimination should be submitted in writing directly to the YCTD Title VI Program Administrator at the address listed below. The YCTD Title VI Program Administrator or his/her designee shall be responsible for overseeing investigations and responses to complaints of discrimination.

Yolo County Transportation District  
Attn: YCTD Title VI Program Administrator/  
Deputy Director of Transit Operations and Planning  
350 Industrial Way  
Woodland, CA 95776

All complaints should be completed and submitted on the YCTD Title VI Complaint Form available online at [www.yolobus.com](http://www.yolobus.com), by phone request at (530) 402-2826, or in person at the YCTD offices located at 350 Industrial Way, Woodland, CA 95776. Additional accessible formats of the form are also available.

At a minimum, all complaints filed must provide the following information:

1. Complainant's Name,
2. Complainant's Address,
3. Complainant's Phone Number,
4. Complainant's Email (if available),
5. Detailed description of complaint/incident,
6. Date of complaint/incident,
7. Time of complaint/incident,
8. Location of complaint/incident,
9. Route Number (if applicable),
10. Name(s) and contact information of witnesses (if applicable),
11. Any other information relevant to the complaint, and
12. Signature (with date) of person submitting complaint.

Complaints received with incomplete information may result in delayed investigations and responses. All complaints **MUST** be signed.

## Title VI Program

Yolo County Transportation District

January 2023

Within 10 business days of receiving the complaint, the YCTD Title VI Program Administrator (YCTD Deputy Director of Transit Operations and Planning) will review to determine if YCTD has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by YCTD.

If the complaint submitted is within YCTD's jurisdiction and is complete, a case will be opened and a case/reference number and investigator will be assigned.

If necessary, an investigation will be conducted and completed within 30 days of the receipt of the formal complaint (30-Day Rule).

- If a time extension to the 30-Day Rule is required, the complainant will be notified in writing of the reason for the extension.

If additional information is required to resolve the case, YCTD may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the Title VI Program Administrator investigator. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, YCTD may administratively close the case.

A case may also be closed administratively if the complainant no longer wishes to pursue his/her case.

Following the investigation, the Title VI Program Administrator will issue one of two letters to the complainant:

1. Closure Letter; or
2. Letter of Finding (LOF).

A Closure Letter summarizes the complaint allegations and will state that there was no Title VI violation and that the case will be closed.

A Letter Of Finding will summarize the complaint allegations and the investigation regarding the alleged incident. The LOF will also explain whether any disciplinary action, additional training of a staff member, or other action will occur.

If the complainant is unsatisfied with the decision, he/she has 30 days from the date of YCTD's Closure Letter or the LOF to appeal to the YCTD Executive Director or their designee. The complainant is entitled to review the denial, to present additional information and arguments, and to separation of functions (i.e., a decision by a person not involved with the initial decision to deny eligibility). The complainant is entitled to receive written notification of the decision of the appeal and the reasons for it.

## Title VI Program

**Yolo County Transportation District**

**January 2023**

The complainant may also file a complaint directly with the Federal Transit Administration by submitting the complaint in writing to the following address:

Title VI Program Coordinator  
FTA Office of Civil Rights  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., S.E.  
Washington, D.C. 20590.

## Title VI Program

Yolo County Transportation District  
January 2023

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# Title VI Program

Yolo County Transportation District

January 2023

Exhibit 2.1 Title VI Complaint Forms

## Yolo County Transportation District (YCTD)

### Title VI Complaint Form Page 1 of 2

Please print clearly or type responses

#### Section 1

1. Name
2. Address
3. Phone Number: (      )
4. Email

5. Do you require information in an accessible format?

Large Print       Audio (Audio tape/disc)       TDD       Braille  
 Other  
specify:

#### Section 2

6. Are you filing this complaint on your own behalf?       Yes\*       No

\*If you answered Yes please skip to Section 3.

7. What is the name of the person for whom you are filing this complaint?

Name:

8. What is your relationship with this person?

Relationship:

9. Please explain why you have filed for a third party:

10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.

I HAVE obtained permission to file this complaint on behalf of the person named in Question 7a.

I HAVE NOT obtained permission to file this complaint on behalf of the person named in Question 7a.

#### Section 3

11. I believe the discrimination I experienced was based on (*check all which apply*)

Race       Color       National Origin

12. Date of alleged discrimination (mm/dd/yyyy)      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

13. Please explain as clearly as possible what occurred and why you believe you were discriminated against. Describe all persons who were involved and provide contact information of the person(s) if available/known. Please also provide the names and contact information of any witnesses involved. If additional space is needed, please use the back of this form or attach pages as necessary.

#### Yolo County Transportation District (YCTD) Title VI Complaint Form Page 2 of 2

##### Section 4

14. Have you previously filed a Title VI complaint with YCTD?  Yes  No

15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes

No\*

\*If No, please skip to Section 5.

15.a If Yes, Please indicate where you have filed this complaint:

Federal Agency specify:

State Agency specify:

Local Agency specify:

Federal Court specify:

State Court: specify:

15b. Please provide contact information for the agency and/or court where this complaint was filed.

Name:

Title:

Agency:

Address:

Phone Number: ( )

Email:

##### Section 5

Please indicate who you are filing this complaint against:

YCTD  City of West Sacramento  City of Winters  Other agency and/or person

City of Davis  Woodland  Yolo County specify:

You may attach any written materials or other information which you believe is relevant to your complaint.

Signature and date are required below to complete the form.

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please submit this completed form in person or by mail to the address below:

Yolo County Transportation District Title VI Coordinator

350 Industrial Way

Woodland, CA 95776

| <b>Yolo County Transportation District (YCTD)</b><br><b>Formulario para Presentar Queja conforme al Título VI Página 1 de 2</b>   |   |   |
|---|---|---|
| <b>Favor escribir sus respuestas en letra impresa clara o a máquina</b>   |   |   |
| <b>Sección 1</b>  |   |   |
| 1. Nombre   |   |   |
| 2. Dirección  |   |   |
| 3. Número de teléfono (        )  |   |   |
| 4. Correo Electrónico   |   |   |
| 5. ¿Necesita usted información en un formato accesible ?  |   |   |
| <input type="checkbox"/> Impresión Grande   | <input type="checkbox"/> Audio (Cinta / Disco de Audio) | <input type="checkbox"/> TDD <input type="checkbox"/> Braille |
| <input type="checkbox"/> Otro   |   |   |
| especifique:  |   |   |
| <b>Sección 2</b>  |   |   |
| 6. ¿Está usted presentando esta queja a nombre propio? <input type="checkbox"/> Sí* <input type="checkbox"/> No   |   |   |
| <b>*Si su respuesta es SI, por favor salte a la Sección 3.</b>  |   |   |
| 7. ¿Cómo se llama la persona para quien usted está presentando esta queja?  |   |   |
| Nombre:   |   |   |
| 8. ¿Cuál es su relación con esta persona?   |   |   |
| Parentesco /relación:   |   |   |
| 9. Sírvase explicar por qué usted está presentando la queja a nombre de un tercero:   |   |   |
| _____   |   |   |
| 10. Por favor confirme que usted ha obtenido permiso de la parte agraviada para presentar la queja a nombre de esa persona.   |   |   |
| <input type="checkbox"/> <b>YO HE</b> obtenido permiso para presentar esta queja a nombre de la persona nombrada en la pregunta 7   |   |   |
| <input type="checkbox"/> <b>YO NO HE</b> obtenido permiso para presentar esta queja a nombre de la persona nombrada en la pregunta 7.   |   |   |
| <b>Sección 3</b>  |   |   |
| 11. Creo que la discriminación que he experimentado se basó en ( <i>señale todas las que apliquen</i> )   |   |   |
| <input type="checkbox"/> Raza   | <input type="checkbox"/> Color                          | <input type="checkbox"/> Nacionalidad de origen               |
| 12. Fecha de la presunta discriminación (dd / mm / aaaa)  | _____ / _____ / _____                                   |   |
| 13.   |   |   |
| Por favor explique lo más claramente posible lo que ocurrió y por qué cree usted que fue discriminado. Describa todas las personas que estuvieron involucradas y proporcione información de contacto de la persona(s) si la conoce/está disponible. Sírvase también proporcionar los nombres y la información de contacto de cualquier testigo(s) que estuviese presente. Si necesita más espacio, por favor utilice el reverso de este formulario o adjunte las páginas que sean necesarias. |   |   |
| _____   |   |   |

| <b>Yolo County Transportation District (YCTD)</b><br><b>Formulario para Presentar Queja conforme al Título VI Página 2 de 2</b>  |   |                                    |
|--|---|------------------------------------|
| <b>Sección 4</b>   |   |                                    |
| 14.  | ¿Ha presentando usted anteriormente una queja conforme al Título VI ante YCTD? <input type="checkbox"/> Sí <input type="checkbox"/> No  |                                    |
| 15.  | ¿Ha presentando usted anteriormente esta queja ante otra agencia Federal, Estatal o local, o ante alguna Corte Federal o Estatal?<br><input type="checkbox"/> Sí <input type="checkbox"/> No* *Si la respuesta es No, por favor salte a la Sección 5.   |                                    |
| 15a.   | Si la respuesta es Sí, por favor indique cuándo presentó esa queja:<br><input type="checkbox"/> Agencia Federal Especifique:<br><input type="checkbox"/> Agencia Estatal Especifique:<br><input type="checkbox"/> Agencia Local Especifique:<br><input type="checkbox"/> Corte Federal Especifique:<br><input type="checkbox"/> Corte Estatal: Especifique: |                                    |
| 15b.   | Por favor suministre al información de contacto para la agencia y/o corte donde fue presentada la queja:<br>Nombre:<br>Cargo:<br>Agencia:<br>Dirección:<br>Número de teléfono (      )<br>Correo electrónico:   |                                    |
| <b>Sección 5</b><br>Sírvase indicar contra quién está usted presentando esta queja:<br><input type="checkbox"/> YCTD <input type="checkbox"/> Ciudad de West Sacramento <input type="checkbox"/> Ciudad de Winters <input type="checkbox"/> Otra agencia y/o persona<br><input type="checkbox"/> Ciudad de Davis <input type="checkbox"/> Ciudad de Woodland <input type="checkbox"/> Condado de Yolo especifique: |   |                                    |
| <b>Puede adjuntar cualquier material escrito o cualquier otra información que usted considere relevante para su queja.</b>   |   |                                    |
| <b>Se requiere la firma y fecha a continuación para completar el formulario.</b>   |   |                                    |
| <b>Firma</b> _____   |   | <b>Fecha</b> _____ / _____ / _____ |
| Por favor, entregue este formulario completo personalmente o envíelo por correo a la siguiente dirección:<br>Yolo County Transportation District Title VI Coordinator<br>350 Industrial Way<br>Woodland, CA 95776  |   |                                    |

优洛县交通区 (YCTD)  
第六条投诉表第 1 页/共 2 页

请清楚打印或键入回复

第 1 部分

1. 姓名
2. 地址
3. 电话号码 : ( )
4. 电子邮箱

5. 您是否需要采用可获取格式之信息 ?

大号字体  音频 (音频磁带/光盘)  TDD  盲文

其他

请指明 :

第 2 部分

6. 您是否代表您自己填写此投诉表 ?  是\*  否

\*如果您回答是, 请跳至第 3 部分。

7. 您为谁填写这份投诉表 ?

姓名 :

8. 您与此人是什么关系 ?

关系 :

9. 请说明您为第三方填写此表的原因 :

10. 请确认您已经获得受损害方的许可代表他们。

我已经获得许可代表问题 7a 中指明之人员提交此投诉表。

我尚未获得许可代表问题 7a 中指明之人员提交此投诉表。

第 3 部分

11. 我认为我所遭受的歧视是基于 (勾选适用的所有项)

种族  肤色  国籍

12. 所指控的歧视日期 (年/月/日) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

13. 请尽可能清楚地说明曾发生的情况以及您为何认为您受到了歧视。描述涉及的所有人员并提供此类人员的联系信息 (如有/如您知晓)。另请提供所涉及的任何证人的姓名和联系信息。如果需要更多空间, 请使用此表格的背面或根据需要另附一页。

**优洛县交通区 (YCTD)**  
**第六条投诉表第 2 页/共 2 页**

**第 4 部分**

14. 您之前是否向 YCTD 提交过第六条投诉？  是  否

15. 您是否曾向任何其他联邦、州或当地机构或任何联邦或州法院提交此投诉表？

是  否\* \*如果您的答案为否, 请跳至第 5 部分。

15.a 如果是, 请指明您提交此投诉表的机构 :

联邦机构 请指明 :

州机构 请指明 :

当地机构 请指明 :

联邦法院 请指明 :

州法院 : 请指明 :

15b. 请提供您提交此投诉表的机构和/或法院之联系人信息。

姓名 :

职务 :

机构 :

地址 :

电话号码 : ( )

电子邮箱 :

**第 5 部分**

请指明您提交此投诉表的投诉对象 :

YCTD  西萨克拉门托市

温特斯市

其他机构和/或人员

戴维斯市  林地

优洛县

请指明 :

您可附上您认为与您的投诉有关的任何书面材料或其他信息。

为完成此表, 您需要在下方签名并注明日期。

签名 \_\_\_\_\_

日期 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

请亲自或通过邮寄将填写完毕的此表格提交至以下地址 :

优洛县交通区第六条协调员

350 Industrial Way

Woodland, CA 95776

|  |                                     |   |
|--|-------------------------------------|---|
| <p style="text-align: center;"><b>Управление общественного транспорта округа Йоло (YCTD)</b><br/><b>Бланк претензии касательно нарушения Раздела VI. Стр. 1 из 2</b></p>   |                                     |   |
| <p>Впишите ответы разборчиво печатными буквами или напечатайте</p>   |                                     |   |
| <b>Раздел 1</b>  |                                     |   |
| 1. Имя и фамилия   |                                     |   |
| 2. Адрес   |                                     |   |
| 3. Номер телефона: (        )  |                                     |   |
| 4. Электронная почта   |                                     |   |
| 5. Вам необходима информация в формате для людей с нарушениями слуха/зрения?   |                                     |   |
| <input type="checkbox"/> Крупный шрифт <input type="checkbox"/> Аудиозапись (аудиопленка или диск)   | <input type="checkbox"/> Текстофон  | <input type="checkbox"/> Шрифт Брайля   |
| <input type="checkbox"/> Другое  |                                     |   |
| укажите:   |                                     |   |
| <b>Раздел 2</b>  |                                     |   |
| 6. Вы подаете эту претензию от своего имени?   | <input type="checkbox"/> Да*        | <input type="checkbox"/> Нет            |
| *Если вы ответили Да, сразу переходите к разделу 3.  |                                     |   |
| 7. Как зовут человека, от имени которого вы подаете эту претензию?   |                                     |   |
| Имя и фамилия:   |                                     |   |
| 8. В каких отношениях вы находитесь с этим человеком?  |                                     |   |
| Отношение:   |                                     |   |
| 9. Поясните, почему вы подаете претензию от имени третьего лица:   |                                     |   |
| 10. Подтвердите, что вы получили разрешение ущемленного в правах лица на то, чтобы подать претензию от его имени.  |                                     |   |
| <input type="checkbox"/> МНЕ ПРЕДОСТАВИЛИ разрешение подать эту претензию от имени лица, указанного в ответе на вопрос 7a.   |                                     |   |
| <input type="checkbox"/> МНЕ НЕ ПРЕДОСТАВИЛИ разрешение подать эту претензию от имени лица, указанного в ответе на вопрос 7a.  |                                     |   |
| <b>Раздел 3</b>  |                                     |   |
| 11. Я считаю, что в отношении меня была проявлена дискриминация на основании (отмечьте все, что применимо)   |                                     |   |
| <input type="checkbox"/> Расы  | <input type="checkbox"/> Цвета кожи | <input type="checkbox"/> Национальности |
| 12. Дата происхождения предполагаемого случая дискриминации (дд.мм.гггг)   | —                                   | —                                       |
| 13. Объясните насколько возможно четко, что произошло и почему вы считаете, что вы подверглись дискриминации. Опишите всех, кто причастен к этому случаю, и укажите контактную информацию этих людей, если она известна. Также укажите имена и контактную информацию любых свидетелей этого случая. Если вам необходимо больше места, воспользуйтесь обратной стороной бланка или прикрепите дополнительные листы. |                                     |   |

| Управление общественного транспорта округа Йоло (YCTD)<br>Бланк претензии касательно нарушения Раздела VI. Стр. 2 из 2   |      |  |
|--|------|--|
| <b>Раздел 4</b>  |      |  |
| 14. Вы уже подавали в YCTD претензии касательно нарушения Раздела VI? <input type="checkbox"/> Да <input type="checkbox"/> Нет   |      |  |
| 15. Вы подали претензию в отношении данного случая в любое другое учреждение федерального уровня, уровня штата или местного уровня, или в любой федеральный суд или суд штата?<br><input type="checkbox"/> Да <input type="checkbox"/> Нет* *Если <i>Нет</i> , сразу переходите к разделу 5.   |      |  |
| 15.a Если Да, укажите, куда вы подали эту претензию:<br><input type="checkbox"/> Федеральное учреждение укажите:<br><input type="checkbox"/> Учреждение штата укажите:<br><input type="checkbox"/> Местное учреждение укажите:<br><input type="checkbox"/> Федеральный суд укажите:<br><input type="checkbox"/> Суд штата укажите:   |      |  |
| 15.b Укажите контактную информацию управления и (или) суда, куда была подана эта претензия.<br>Имя и фамилия:<br>Должность:<br>Учреждение:<br>Адрес:<br>Номер телефона: (        )<br>Электронная почта:   |      |  |
| <b>Раздел 5</b>  |      |  |
| Укажите, на кого вы подаете претензию:<br><input type="checkbox"/> YCTD <input type="checkbox"/> Администрация города Вест-Сакраменто <input type="checkbox"/> Администрация города Уинтерс <input type="checkbox"/> Другое учреждение и (или) лицо<br><input type="checkbox"/> Администрация гс <input type="checkbox"/> Администрация Вудленда <input type="checkbox"/> Администрация округа Йоло укажите: |      |  |
| Вы можете приложить к своей претензии любые письменные материалы или другую информацию, которая, как вы считаете, имеет к ней отношение.   |      |  |
| Чтобы завершить заполнение бланка, необходимо поставить подпись и дату ниже.   |      |  |
| Подпись  | Дата |  |
| Подайте заполненный бланк лично или отправьте почтой по адресу:<br>Yolo County Transportation District Title VI Coordinator<br>350 Industrial Way<br>Woodland, CA 95776  |      |  |

# Title VI Program

Yolo County Transportation District

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## 3. Summary of Complaints, Investigations, and Legal Actions

Per FTA Circular 4702.1B, “all recipients are required to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin”:

- Active investigations conducted by FTA and entities other than FTA,
- Lawsuits, and
- Complaints naming the recipient (i.e., Yolo County Transportation District (YCTD), Yolobus, and/or member jurisdictions).

To date, neither YCTD, its member jurisdictions, nor the Yolobus program, has been subject to any Title VI investigations, Title VI complaints, or Title VI lawsuits.

YCTD staff will track all concerns and/or complaints received and will conduct an appropriate investigation based on the information received from the complainant (see Section 2 for further detail on investigation procedures). The following matrix will be utilized by YCTD staff to internally track and report any and all future incidents.

Exhibit 3.1 Title VI Investigations, Lawsuits and Complaints Summary Table

| Case / Reference Number      | Date<br>MM/DD/YYYY<br>(Month/Day/Year) | Summary (Include basis of complaint:<br>race, color, or national origin) | Current Status | Action(s) Taken |
|------------------------------|--|--|----------------|-----------------|
| <b>Active Investigations</b> |  |  |                |                 |
| XXX                          |  |  |                |                 |
| XXX                          |  |  |                |                 |
| <b>Lawsuits</b>              |  |  |                |                 |
| XXX                          |  |  |                |                 |
| XXX                          |  |  |                |                 |
| <b>Complaints</b>            |  |  |                |                 |
| XXX                          |  |  |                |                 |
| XXX                          |  |  |                |                 |

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## 4. Public Participation Plan

The Yolo County Transportation District (YCTD) has developed this Public Participation plan as part of its Title VI Program. YCTD is committed to ensuring it provides equal and equitable access to its services throughout Yolo County, its communities, and neighboring Sacramento and Vacaville in the safest and most cost-effective manner possible. Through a combination of input and insight from community stakeholders, and YCTD and Yolobus staff, YCTD has enhanced its methodologies of reaching the public within its service area and will be able to further refine its strategies in the future.

### Approach to Public Participation

The public participation process should be considered at the earliest stages of any YCTD project or service enhancement which may impact the surrounding communities, existing riders, and potential riders. As transit-related services and projects vary in scope and goals, the public participation process should be tailored to most effectively assist each. The following process outlines tools and strategies to ensure that public input is invited and all foreseeable impacts to the service area communities are considered.

YCTD has developed prioritized categories of projects which guided the development of minimum public participation requirements. During the initial planning phase of each transit-related project or major service revision, YCTD staff will identify into which level the project falls and develop a tailored participation plan accordingly. At any time during a project's development and/or implementation process, the project may be reclassified to a higher level if YCTD staff deems appropriate. The levels of public participation are presented below.

**Baseline** – Routine service, route, schedule, and system enhancements and revisions. Also includes short-term projects (less than one year in duration) where potential impacts to YCTD and its customers should be considered during planning phases.

Examples include minor revisions to fixed-route schedules and route alignments or stop closures due to construction and/or events. Also includes updates to service branding and fare media and collateral.

**Moderate** – Projects involving a year or longer of development and/or implementation where impacts to existing and future riders must be considered.

Examples include development and implementation of new/expanded services, development of Short Range Transit Plans, Bus Stop Infrastructure Plans, Marketing Plans, and facility/storage construction projects, etc. Any project within this level to be conducted by a third-party (i.e., consultant or contractor) will include public participation requirements and criteria as part of the RFP or RFQ process.

**High** – Projects involving multiple years of development and/or implementation where impacts to existing and future riders must be considered.

Examples include Comprehensive Operational Analyses, development and construction of transit center/facilities, transit system redesign (complete overhaul of existing system and operations), transition of administration of services, etc. Any project within this level to be conducted by a third-party (i.e., consultant or contractor) will include public participation requirements and criteria as part of the RFP or RFQ process.

## Outreach Requirements and Activities

The following activities are intended to serve as guidelines for each level of outreach to ensure existing and future riders of YCTD services are provided with equal access and opportunity to participate in transit and transportation planning.

### Baseline Level – Minimum Outreach

- Notice for public events may include car cards (bulkhead notices), posters, email alerts, media releases to local papers, social media posts, including paid social media posts as funding allows.
  - Any notice for a public event will be posted at least one week prior to said event.
- Notices may be posted at the YCTD Main Office headquarters, onboard service vehicles, at bus stops/shelters as deemed appropriate, and at key community centers with whom YCTD has a relationship.
- Whenever possible, information regarding public participation opportunities will also be posted on the YCTD website and social media at least two weeks prior to a public event.
- Comments will be accepted at public outreach events, both in-person and via remote participation (eg zoom), and by email, mail, and phone to ensure that all populations have the opportunity to participate.

### Moderate Level – Minimum Outreach

- All applicable Baseline Level elements are included within Moderate Level projects.
- Unique notices/fliers will be developed and posted a minimum of ten calendar days in advance for the following outreach activities (as deemed appropriate for each project):
  - Focus group participation,
  - Stakeholder discussions,
  - Community surveying efforts, and
  - Customer survey efforts.
- Where more than one workshop or meeting open to the public is planned, the workshops shall be scheduled throughout multiple day-parts (i.e., mornings, afternoons, and evenings) as funding and resources allow to maximize opportunity for participation.
- Public participation events shall be held in central locations within walking distance of fixed-routes stops whenever feasible. Remote participation options (eg Zoom) will be available.
- Materials may be developed specifically for public participation including FAQ sheets, presentation slides, newsletters, and media releases.

## High Level – Minimum Outreach

- All applicable Moderate Level elements are included within High Level projects.
- YCTD shall conduct expanded outreach to community stakeholders and its member partners.
- YCTD shall involve its established transit-oriented committees (Technical Advisory Committee and Citizen's Advisory Committees) to guide the development and implementation of the project and public participation.
- YCTD shall expand regional entity participation, including but not limited to Sacramento Area Council of Governments (SACOG), Unitrans, and the Transit Coordinating Committee (TCC), by seeking comments and participation in project meetings and relevant planning activities.

Currently, Spanish, Russian, Chinese (Mandarin), and “Other Indic” are the only quantifiable “Safe Harbor” languages within YCTD’s service area which identify residents as limited in English proficiency. As Spanish LEP persons account for nearly 64 percent of all LEP persons in Yolo County, efforts will be made to ensure Spanish-language notices are available to potential customers throughout the service area. Safe Harbor documents will be translated and available in all YCTD will continue assessing the language needs of citizens in its service area through its Language Assistance Plan. Should another population with limited English proficiency reach or surpass population levels as defined by the FTA Title VI Circular (currently five percent of the total service area population or 1,000 persons, whichever is less), YCTD will reassess this element of its Title VI program and the strategies presented below.

## Outreach Methods for Engaging Minority and Limited English Proficient Populations

### Baseline Level – Minimum Minority Outreach

- Notices will be translated into Spanish, or LEP-specific notices will be developed and posted alongside English notices.
- Spanish-language notices will be posted on all revenue vehicles and at bus shelters that have been identified as key destinations of Limited English Populations (LEP), if such information exists.
- Event information on the YCTD website will be posted in English and Spanish.
- YCTD will distribute event information to community groups and agencies that work with LEP populations, if such contacts exist.
- As identified in its Language Assistance Plan, YCTD has developed procedures for the use of interpretation/translation services by phone to provide language assistance for customers and callers that are non- or Limited-English speaking.
- Spanish interpretation or translation at any public meetings or workshop will be provided by YCTD staff as available.
- When it is deemed appropriate or necessary, YCTD will ensure non-English-language interpretation in additional languages is made available.

### Moderate Level – Minimum Minority Outreach

- All applicable Baseline Level elements are included within Moderate Level projects.
- YCTD will continue cultivating relationships with community agencies that serve LEP populations.

- Public outreach events may include attending existing community meetings and gatherings, such as school meetings, farmers markets, faith-based events, and other community activities, in order to invite participation from LEP populations who are not likely to attend YCTD-hosted public events.

## High Level – Minimum Minority Outreach

- All applicable Moderate Level elements are included within High Level projects.
- Translated notices will be sent to Spanish-language magazine, newspapers, and/or radio stations as they are identified.
- YCTD will ensure that non-English-language interpretation will be available at any public meeting or workshop associated with a High Level project as deemed appropriate and necessary.

### 4a. Summary of Completed Outreach Efforts

There are currently two primary modes of outreach conducted by YCTD with respect to the Yolobus program, recurring and as needed. Recurring outreach efforts focus on the sustaining and developing long-term relationships built with local organizations and communities, while ad hoc outreach focuses on supporting and achieving near-term goals such as improving ridership, advising of route modifications/detours, and promoting enhancements to service provision (such as the recent introduction of free youth fares). In addition, extensive additional marketing and promotion has been developed and implemented in recent months with respect to the introduction of a pilot rural microtransit project.

#### Recurring Outreach Efforts

- Service information presentations – Presented to multilingual audiences throughout the service area, with primary focuses on providing information on how to access and utilize available services.
- Senior centers – Regular visits to local senior centers to deliver supplies of service brochures and large-format posters/notices.
- Hospitality-centered outreach – YCTD has worked with local vendors throughout its service area to supply local hotels and hospitality businesses with service information and brochures as requested.
- Educational institutions – YCTD works closely with regional partner Unitrans, Los Rios Community College, and Yuba Community College. These partnerships include regular site/field visits and delivery of service brochures, promotional campaign notices, and promotional materials. Further, YCTD works with local elementary, secondary, and post-secondary education centers to distribute and promote service information.
  - Local elementary/middle schools
  - Local high schools
  - Local Community Colleges (Los Rios Community College, Yuba Community College)
  - Local Universities (UC Davis, Sacramento State)

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- Unmet needs hearings – Annual hearings are facilitated by SACOG to identify unmet transit needs within the region. Any identified unmet transit needs deemed reasonable to meet within their service area are prioritized for implementation by YCTD.
- Media releases – Release regularly to local newspapers and media contacts. Releases are made more frequently if in conjunction with an event or promotional campaign.
- Social Media – YCTD maintains social media accounts to promote services, advise of service changes, and receive feedback from customers. Social media sites we use include Facebook, Twitter, and Instagram.
- Real time information: We use our own Yolobus Alert system to inform subscribers via text message or email about outreach/engagement opportunities as well as real-time bus information such as service disruptions.
- Community event participation – YCTD participation ranges from direct involvement in the event and distribution of promotional items and materials to assistance in promoting and coordinating events.
- Info-post maintenance/updates – YCTD routinely inspects and assesses for repair/improvement, information available at bus stops. Notices regarding service disruptions and detours are also posted in advance to notify customers of upcoming changes.

### Completed As-Needed Outreach Efforts

- System Changes – Occur as necessary after obtaining insight from YCTD staff, local stakeholders, and professional consultation.
  - Alignment Changes – YCTD has not recently updated route alignments, though when such modifications occur, the District distributes media release(s) informing residents throughout the service area. Service brochures are also revised and distributed throughout the service area and posted to the YCTD website.
  - Schedule Changes – YCTD has made various schedule adjustments throughout the past three years. During such adjustments, schedules are revised and updated, and distributed to local and regional partner organizations. A promotional campaign was developed and implemented which included a media release, onboard notices, notices posted at the YCTD main office, and updating of bus stop info-posts and kiosk displays. Examples include updating of the Davis Express routes and elimination of Major Event service the Y Shuttle in July 2019.
  - New Services – YCTD launched the Yolobus Urban-Rural (YOUR) Ride microtransit service in Knights Landing in August 2019. The service was expanded to Winters in 2020. Extensive promotion of the service was conducted (and will continue throughout the pilot), including various media campaigns, social media integration, and other promotional activities. Modifications to YOUR Ride are anticipated throughout the life of the pilot, and will be advertised accordingly. All service information is available in English/Spanish (the predominant LEP language in the YOUR Ride eligibility zone) and bilingual assistance is available through Yolobus customer service representatives.

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- Bus Stop Improvements – YCTD regularly inspects and maintains existing bus stop amenities. This maintenance is done in conjunction with member jurisdictions and their respective public works and planning departments. Installation of new or expansion bus stops and amenities is done following a local review with the member jurisdiction where the new stop is to be located, to ensure installation is feasible and practical. A comprehensive bus stop assessment was completed in 2007 and is updated regularly. Future bus stop improvements will also consider the location of LEP and minority populations to ensure compliance with Title VI.
- Surveys – YCTD conducts regular and annual customer surveys to ensure the needs of not only existing customers, but potential customers are being reviewed and addressed. Survey data collected varies and includes information on customer fares, fare media, trip planning, and origin/destination information. In addition, YCTD completes monthly, and annual National Transit Database (NTD) reports, and is currently completing a triennial NTD sample collection to ensure accuracy in data being reported.
- Travel Training – Working with its operations contractor (currently Transdev) YCTD has provided travel training services throughout its service area. These efforts include tailored service information to the target audience (i.e., seniors) and may also include demonstrations of service vehicles and/or equipment. Translation of travel training information is provided as requested/necessary. Spanish translation is conducted primarily by YCTD staff, Russian and Chinese (Mandarin) by volunteers from the travel training partner organization. YCTD also works closely with the Davis Community Transit program to coordinate training sessions and maximize value of available resources.

## 5. Language Assistance Plan (LAP)

This Language Assistance Plan was developed concurrent with the Yolo County Transportation District (YCTD) Title VI Program Update to ensure YCTD services are accessible to Limited English Proficient (LEP) individuals. Title VI of the 1964 Civil Right Act is one of two federal mandates that guarantee the provision of meaningful access to federally-funded services for LEP individuals:

- Title VI of the 1964 Civil Right Act prohibits federally funded agencies from discriminating against individuals based on race, color, and national origin and includes meaningful access to LEP customers.
- President's Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000), instructs federal agencies to improve access to services by mandating that any federally conducted or assisted programs of activities (e.g. recipients of federal funding) must provide meaningful access to LEP customers.

The YCTD Title VI Program Update was prepared in September of 2019 in accordance with FTA Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients, October 1, 2012.

The YCTD Title VI Program Administrator is:

Erik J. Reitz  
Deputy Director Transit Operations and Planning  
Yolo County Transportation District  
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Woodland, Ca 95776  
Email: [ereitz@yctd.org](mailto:ereitz@yctd.org)  
Phone: 530-402-2826  
Fax: 530-661-1732

Additional information regarding the YCTD Title VI Program is available at [www.yolobus.com](http://www.yolobus.com).

### YCTD Service Area and Services

The Yolo County Transportation District serves Yolo County (including unincorporated communities), the Cities of Davis, West Sacramento, Winters, and Woodland, as well as the neighboring Cities of Sacramento in Sacramento County, and Vacaville in Solano County. Further, YCTD is currently the only public transit operator which provides regular fixed-route service to and from the Sacramento International Airport. Located in northern California, the majority of the service area is home to agricultural/rural geographies. As the service area approached City cores and Sacramento, population densities increase and take on a more urban look and feel. The YCTD service area is accessible via Interstate 5 which connects it to Sacramento and communities further north and south. Interstate 80 connects the Cities of Sacramento, West Sacramento, and Davis, as well as communities further east and west. Interstate 505 connects I-5

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to I-80 in western Yolo County. State Route 16 connects Woodland to county communities further west, including Capay, Esparto, Madison, and the Yocha Dehe Wintun Nation. State Route 113 provides connections between Woodland and Davis.

YCTD is administered by a five-member Board, comprised of the five member jurisdictions:

- County of Yolo
- City of Davis
- City of West Sacramento
- City of Winters
- City of Woodland

The Board also includes two Ex-Officio members (University of California Davis, and Caltrans).

YCTD operates Yolobus services which include 29 traditional fixed-routes and complementary paratransit service (Yolobus Special). Recent implementation of a rural Microtransit pilot project was launched in August of 2019. Service is provided seven days a week, nearly 24 hours a day (varies by route and route type). YCTD provides over 1.2 Million trips annually, and constantly works towards improving service efficiency and effectiveness. YCTD is headquartered at its Woodland office located at 350 Industrial Way, Woodland, CA 95776.

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Exhibit 5.1 YCTD Fleet List

| #  | Veh. No.    | Make   | Model     | Year | Fuel   | Size | Seating | Status | Vehicle Type | Service Type |
|----|-------------|--------|-----------|------|--------|------|---------|--------|--------------|--------------|
| 1  | <b>714</b>  | Orion  | V 05.501  | 2003 | CNG    | 40'  | 43      | Cntgc  | Bus          | Fixed Route  |
| 2  | <b>715</b>  | Orion  | V 05.502  | 2003 | CNG    | 40'  | 43      | Cntgc  | Bus          | Fixed Route  |
| 3  | <b>716</b>  | Orion  | V 05.503  | 2003 | CNG    | 40'  | 43      | Cntgc  | Bus          | Fixed Route  |
| 4  | <b>717</b>  | Orion  | V 05.504  | 2003 | CNG    | 40'  | 43      | Cntgc  | Bus          | Fixed Route  |
| 5  | <b>718</b>  | Orion  | V 05.505  | 2003 | CNG    | 40'  | 43      | Cntgc  | Bus          | Fixed Route  |
| 6  | <b>719</b>  | Orion  | V 05.506  | 2003 | CNG    | 40'  | 43      | Cntgc  | Bus          | Fixed Route  |
| 7  | <b>720</b>  | Orion  | V 05.507  | 2003 | CNG    | 40'  | 43      | Cntgc  | Bus          | Fixed Route  |
| 8  | <b>729</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 37      | Active | Bus          | Fixed Route  |
| 9  | <b>730</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 37      | Active | Bus          | Fixed Route  |
| 10 | <b>731</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 37      | Active | Bus          | Fixed Route  |
| 11 | <b>732</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 37      | Active | Bus          | Fixed Route  |
| 12 | <b>734</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 37      | Active | Bus          | Fixed Route  |
| 13 | <b>735</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 37      | Active | Bus          | Fixed Route  |
| 14 | <b>736</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 37      | Active | Bus          | Fixed Route  |
| 15 | <b>739</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 16 | <b>740</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | OOS    | Bus          | Fixed Route  |
| 17 | <b>741</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 18 | <b>742</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | OOS    | Bus          | Fixed Route  |
| 19 | <b>743</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 20 | <b>744</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 21 | <b>745</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 22 | <b>746</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 23 | <b>747</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | OOS    | Bus          | Fixed Route  |
| 24 | <b>748</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 25 | <b>749</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 26 | <b>750</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 27 | <b>751</b>  | Orion  | VII       | 2008 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 28 | <b>5701</b> | MCI    | MCI       | 2010 | Diesel | 45'  | 57      | Active | Bus          | Fixed Route  |
| 29 | <b>5702</b> | MCI    | MCI       | 2010 | Diesel | 45'  | 57      | Active | Bus          | Fixed Route  |
| 30 | <b>5703</b> | MCI    | MCI       | 2010 | Diesel | 45'  | 57      | Active | Bus          | Fixed Route  |
| 31 | <b>5704</b> | MCI    | MCI       | 2010 | Diesel | 45'  | 57      | Active | Bus          | Fixed Route  |
| 32 | <b>5705</b> | MCI    | MCI       | 2010 | Diesel | 45'  | 57      | Active | Bus          | Fixed Route  |
| 33 | <b>5706</b> | MCI    | MCI       | 2010 | Diesel | 45'  | 57      | Active | Bus          | Fixed Route  |
| 34 | <b>1701</b> | Gillig | G27D102N4 | 2017 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 35 | <b>1702</b> | Gillig | G27D102N4 | 2017 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 36 | <b>1703</b> | Gillig | G27D102N4 | 2017 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 37 | <b>1704</b> | Gillig | G27D102N4 | 2017 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 38 | <b>1705</b> | Gillig | G27D102N4 | 2017 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 39 | <b>1706</b> | Gillig | G27D102N4 | 2017 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 40 | <b>1707</b> | Gillig | G27D102N4 | 2017 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 41 | <b>1708</b> | Gillig | G27D102N4 | 2017 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 42 | <b>1709</b> | Gillig | G27D102N4 | 2017 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |

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Exhibit 5.1 YCTD Fleet List (continued)

| #  | Veh. No.    | Make      | Model       | Year | Fuel   | Size | Seating | Status | Vehicle Type | Service Type |
|----|-------------|-----------|-------------|------|--------|------|---------|--------|--------------|--------------|
| 43 | <b>1801</b> | Gillig    | G27D102N5   | 2018 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 44 | <b>1802</b> | Gillig    | G27D102N6   | 2018 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 45 | <b>1803</b> | Gillig    | G27D102N7   | 2018 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 46 | <b>1804</b> | Gillig    | G27D102N8   | 2018 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 47 | <b>1805</b> | Gillig    | G27D102N9   | 2018 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 48 | <b>1806</b> | Gillig    | G27D102N10  | 2018 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 49 | <b>1807</b> | Gillig    | G27D102N11  | 2018 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 50 | <b>1808</b> | Gillig    | G27D102N12  | 2018 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 51 | <b>1901</b> | Gillig    | G27D102N13  | 2019 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 52 | <b>1902</b> | Gillig    | G27D102N14  | 2019 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 53 | <b>1903</b> | Gillig    | G27D102N15  | 2019 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 54 | <b>1904</b> | Gillig    | G27D102N16  | 2019 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 55 | <b>1905</b> | Gillig    | G27D102N17  | 2019 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 56 | <b>1906</b> | Gillig    | G27D102N18  | 2019 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 57 | <b>1907</b> | Gillig    | G27D102N19  | 2019 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 58 | <b>1908</b> | Gillig    | G27D102N20  | 2019 | CNG    | 40'  | 34      | Active | Bus          | Fixed Route  |
| 59 | <b>1916</b> | Proterra  | Catalyst E2 | 2019 | BE     | 40'  | 33      | Active | Bus          | Fixed Route  |
| 60 | <b>1917</b> | Proterra  | Catalyst E2 | 2019 | BE     | 40'  | 33      | Active | Bus          | Fixed Route  |
| 61 | <b>1918</b> | Proterra  | Catalyst E2 | 2019 | BE     | 40'  | 33      | Active | Bus          | Fixed Route  |
| 62 | <b>1919</b> | Proterra  | Catalyst E2 | 2019 | BE     | 40'  | 33      | Active | Bus          | Fixed Route  |
| 63 | <b>1920</b> | Proterra  | Catalyst E2 | 2019 | BE     | 40'  | 33      | Active | Bus          | Fixed Route  |
| 64 | <b>1921</b> | Proterra  | Catalyst E2 | 2019 | BE     | 40'  | 33      | Active | Bus          | Fixed Route  |
| 65 | <b>1621</b> | El Dorado | Aero        | 2016 | Diesel | 25'  | 16      | Active | Cut-a-Way    | Paratransit  |
| 66 | <b>1622</b> | El Dorado | Aero        | 2016 | Diesel | 25'  | 16      | Active | Cut-a-Way    | Paratransit  |
| 67 | <b>1623</b> | El Dorado | Aero        | 2016 | Diesel | 25'  | 16      | Active | Cut-a-Way    | Paratransit  |
| 68 | <b>1624</b> | El Dorado | Aero        | 2016 | Diesel | 25'  | 16      | Active | Cut-a-Way    | Paratransit  |
| 69 | <b>1625</b> | El Dorado | Aero        | 2016 | Diesel | 25'  | 16      | Active | Cut-a-Way    | Paratransit  |
| 70 | <b>1626</b> | El Dorado | Aero        | 2016 | Diesel | 25'  | 16      | Active | Cut-a-Way    | Paratransit  |
| 71 | <b>1627</b> | El Dorado | Aero        | 2016 | Diesel | 25'  | 16      | Active | Cut-a-Way    | Paratransit  |
| 72 | <b>1628</b> | El Dorado | Aero        | 2016 | Diesel | 25'  | 16      | Active | Cut-a-Way    | Paratransit  |
| 73 | <b>1629</b> | El Dorado | Aero        | 2016 | Diesel | 25'  | 16      | Active | Cut-a-Way    | Paratransit  |
| 74 | <b>1630</b> | Glaval    | A-T350      | 2020 | Diesel | 20'  | 10      | Active | Cut-a-Way    | Microtransit |
| 75 | <b>1631</b> | Glaval    | A-T350      | 2020 | Diesel | 20'  | 10      | Active | Cut-a-Way    | Microtransit |
| 76 | <b>1632</b> | Glaval    | A-T350      | 2020 | Diesel | 20'  | 10      | Active | Cut-a-Way    | Microtransit |

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## Language Assistance Goals

One of the overarching goals of YCTD's Title VI Program is to provide meaningful access for LEP customers to YCTD services, information, and materials by developing a Language Assistance Plan and by regular evaluation of the developed methods and strategies.

## Service Area Demographics

The service area demographic analysis describes Title VI-protected populations residing within YCTD's service area, including their approximate size and geographic distribution. Title VI-protected populations within the YCTD service area include racial minorities and LEP persons. Specific groups considered include:

1. [Latino Residents](#)
2. [LEP Populations](#)
  - Chinese
  - Russian
  - Spanish
  - Other Indic

The American Community Survey (ACS) provides information at various levels on multiple topics. For the purposes of this Title VI program, our assessment utilized the population estimates provided in Yolo County and applicable census tracts (i.e., those tracts with YCTD service) located within the Cities of Sacramento and Vacaville. A listing of applicable Census Tracts is presented in Exhibit 5.2. Data from ACS 2022 5-year estimates was used so as to remain consistent with available demographic information at the census tract level with respect to languages spoken at home. It should be noted in Exhibit 5.3 that the Hispanic / Latino population is exclusive from the other races.

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### Exhibit 5.2 YCTD Service Area Census Tracts

| Census Track Numbers |        |   |                              |
|----------------------|--------|---|------------------------------|
| Yolo County (All)    |        | Sacramento County<br>(City of Sacramento) | Solano County<br>(Vacaville) |
| 101.01               | 106.08 | 3   | 2529.04                      |
| 101.02               | 107.01 | 4   | 2529.11                      |
| 102.01               | 107.03 | 5.01 & 5.02                               | 2529.12                      |
| 102.03               | 107.04 | 6   | 2531.05                      |
| 102.04               | 108    | 7   | 2532.05                      |
| 103.02               | 109.01 | 8   |                              |
| 103.1                | 109.02 | 11.02 & 11.03                             |                              |
| 103.12               | 110.01 | 12.01 & 12.02                             |                              |
| 104.01               | 110.02 | 13  |                              |
| 104.02               | 111.01 | 14  |                              |
| 105.01               | 111.02 | 15  |                              |
| 105.05               | 111.03 | 17.02                                     |                              |
| 105.08               | 112.03 | 18  |                              |
| 105.09               | 112.04 | 19  |                              |
| 105.1                | 112.05 | 20  |                              |
| 105.11               | 112.06 | 21  |                              |
| 105.12               | 113    | 22  |                              |
| 105.13               | 114    | 23  |                              |
| 106.02               | 115    | 26  |                              |
| 106.05               |        | 27  |                              |
| 106.06               |        | 53.01                                     |                              |
| 106.07               |        | 71.01                                     |                              |

### Exhibit 5.3 Racial Breakdown of Total Population of Service Area

| Race or Ethnicity                 | Yolo County | Sacramento, CA | Vacaville, Ca | YCTD Service Area |
|-----------------------------------|-------------|----------------|---------------|-------------------|
| White (Non-Hispanic)              | 95,588      | 44.05%         | 20,399        | 30.43%            |
| Black or African American         | 5,103       | 2.35%          | 7,147         | 10.66%            |
| American Indian/Alaskan Native    | 709         | 0.33%          | 170           | 0.25%             |
| Asian                             | 32,793      | 15.11%         | 12,953        | 19.32%            |
| Native Hawaiian/ Pacific Islander | 568         | 0.26%          | 1,516         | 2.26%             |
| Some Other Race                   | 352         | 0.16%          | 557           | 0.83%             |
| Two or More Races                 | 11,113      | 5.12%          | 4,633         | 6.91%             |
| Hispanic / Latino                 | 70,760      | 32.61%         | 19,668        | 29.34%            |
| Total Population                  | 216,986     | ---            | 67,043        | ---               |
|                                   |             |                | 27,157        | ---               |
|                                   |             |                |               | 311,186           |

2021 ACS 5-Year Estimated Date Profiles (data.census.gov)

As the American Community Survey data in Exhibit 5.4 presents, over 65 percent of YCTD service area residents speak only English at home (a slight increase from the data available in 2017). The limited English population within the YCTD service area comprises 6.9 percent of the total population (down nearly 5% points from the data available in 2017). With respect to those indicating speaking English “less than very well,” approximately 19 percent spoke Spanish, making it the most commonly spoken language for those

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with Limited-English in the service area. The next most cited languages with Limited-English speakers at home was Chinese (Mandarin), followed by Other Indic Languages and Russian.

Exhibit 5.4 Languages Spoken at Home

|   | YCTD Service Area |            |
|---|-------------------|------------|
|   | Population        | % of Total |
| Total Service Area Population             | 311,185           | ---        |
| Total Speak Only English                  | 203,848           | 65.5%      |
| Total Speak Languages Other Than English  | 107,338           | 34.5%      |
| Total Speak English Less than "Very Well" | 13,533            | 6.6%       |
| Speaks English Less Than Well - Detail    |                   |            |
| Spanish                                   | 60,635            | 19.5%      |
| Indo-European                             | 19,088            | 6.1%       |
| Asian                                     | 25,741            | 8.3%       |
| Other languages                           | 1,874             | 0.6%       |

Source: American Community Survey 2021

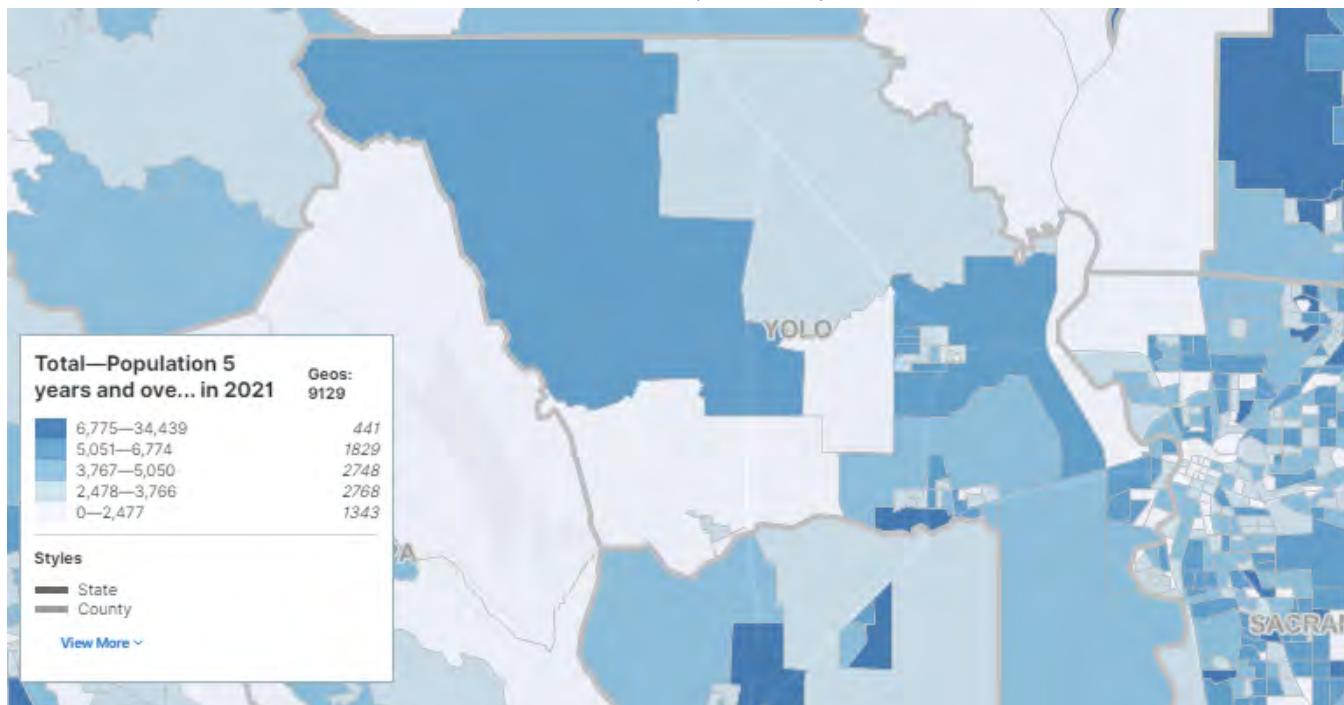
## Demographics by Census Tract

This section takes a closer look at the overall demographic characteristics discussed in the previous section, using tract-level American Community Survey data to show the geographic distribution of various populations. Larger versions of each map are available in the Appendix.

### Total Population

The bulk of the approximately 311,000 people in the YCTD service area are located within community centers. Not surprisingly, the greatest concentrations of residents live within incorporated communities. The geographic boundaries of Yolo County Census Tracts are also misleading, while the population may be larger numerically within certain tracts, it is significantly more spread throughout the tract area. The City of Davis has a denser population, as does the City of West Sacramento, when compared to the service area.

Exhibit 5.5 Total Population by Census Tract



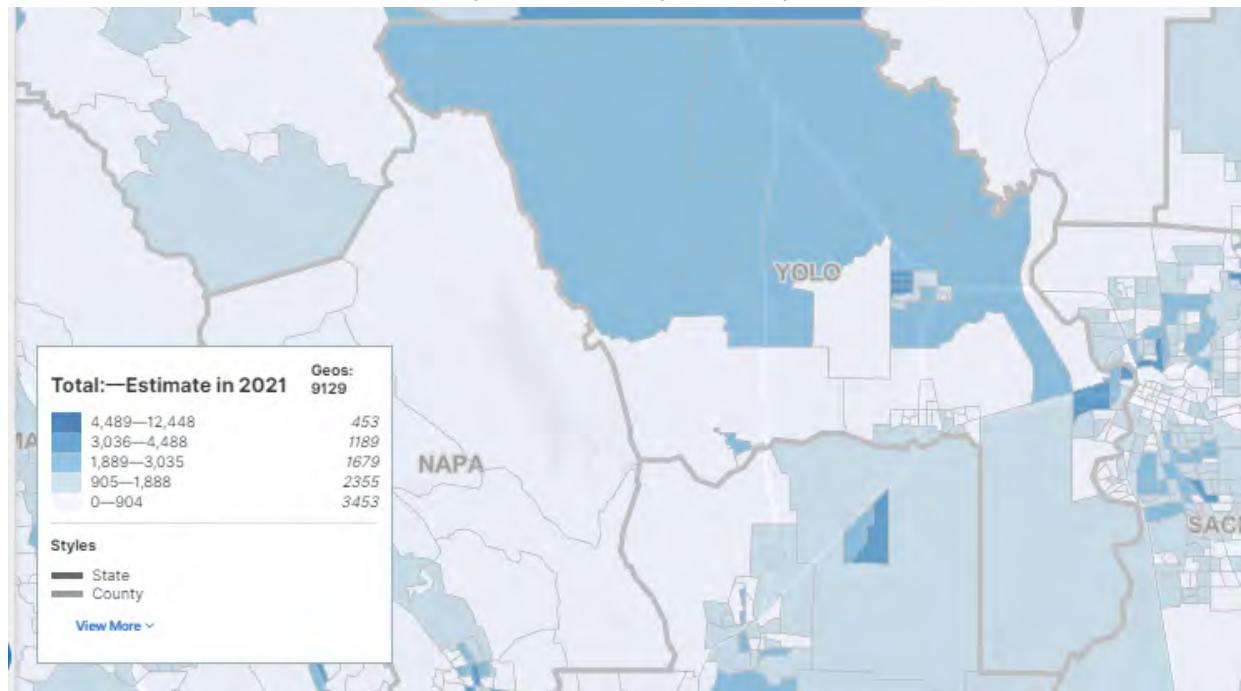
Source: American Community Survey 2021 (5-Year Estimate)

## Ethnicity

The 2021 American Community Survey reveals that persons identified as White (not Hispanic) make up the largest group at 50.5 percent (decrease of 0.7 percent), followed by Hispanic/Latino at 27.8 percent (increase of 0.3 percent), and Asian at 12.4 percent (increase of 0.5 percent). All other Census race categories were below 5 percent.

The exhibit below illustrates the population of Spanish-speaking individuals residing in each census tract within the YCTD service area. The proportion of each geographic area that is Hispanic/Latino follows the proportions of the general population, with the majority of Hispanics/Latinos residing near community centers. It is interesting to note the relatively less dense population of Hispanic persons in the Davis area. This may be attributable to the continued relatively higher cost of housing and living in Davis when compared to other regions in YCTD's service area. YCTD will continue to monitor the availability of services as it relates to the location of Hispanic/Latino populations so as to avoid under-serving those areas.

Exhibit 5.6 Hispanic/Latino Population by Census Tract



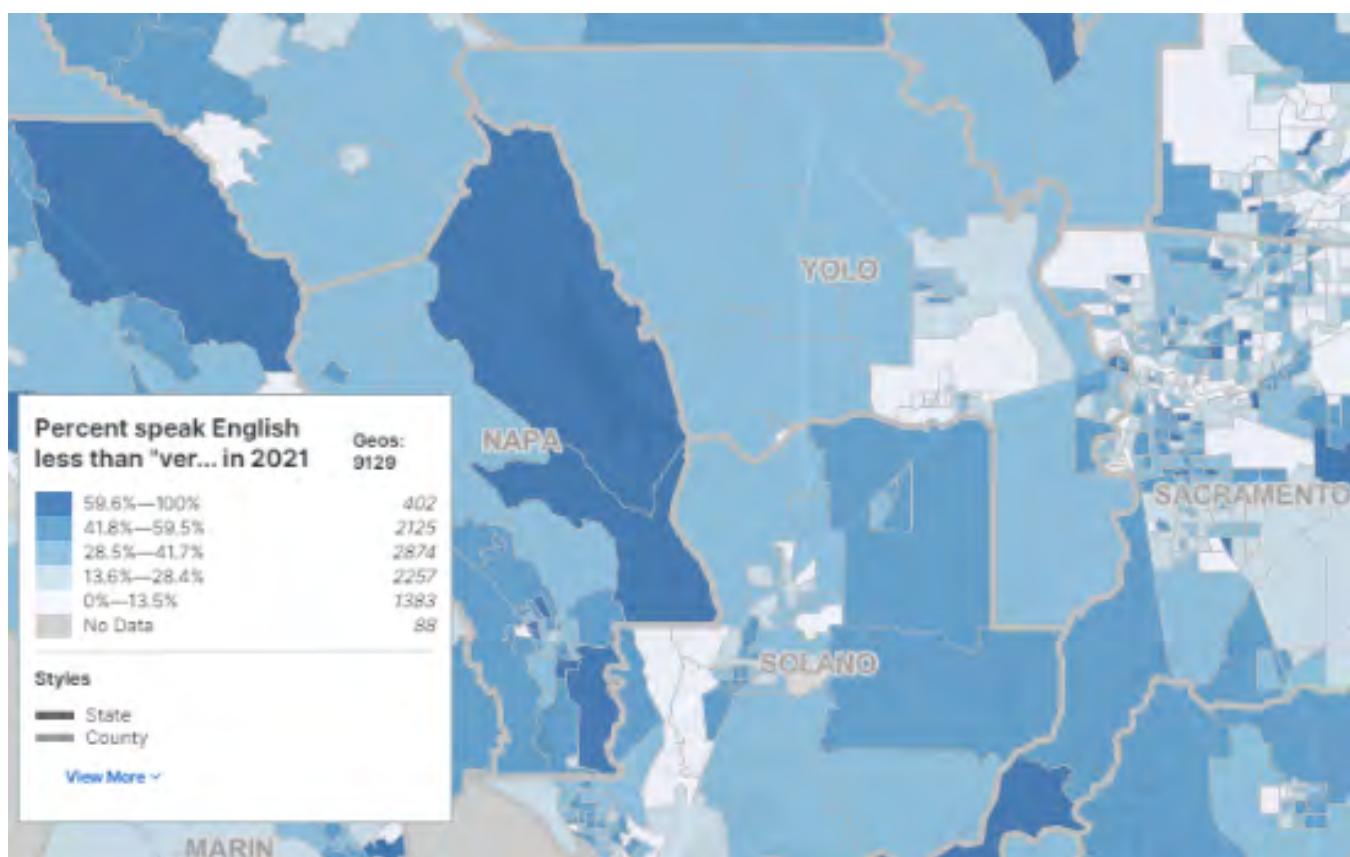
Source: American Community Survey 2021 (5-Year Estimate)

## LEP Populations

### Spanish-Speaking

Exhibit 5.7 presents the distribution of people who identify as Spanish speakers who speak English less than very well in the YCTD service area. Given there are over 48,000 Spanish speakers in the service area, of which more than 18,000 speak English less than “very well,” it is important for YCTD to continue its efforts to ensure Spanish-speaking residents have sufficient resources to effectively use available services. Such measures, as will be described in our Implementation Plan, include producing written rider information in Spanish as well as providing Spanish translators for public meetings regarding YCTD services.

Exhibit 5.7 Spanish LEP Population by Census Tract

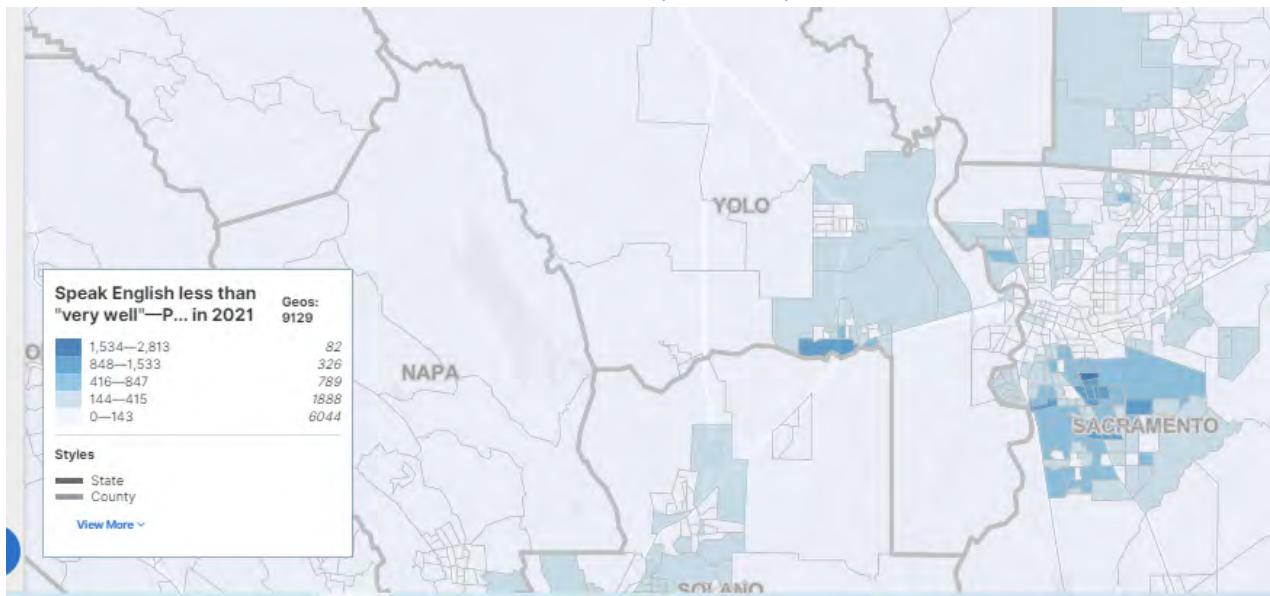


Source: American Community Survey 2021 (5-Year Estimate)

## Chinese-Speaking

Exhibit 5.8 presents the Chinese speaking LEP population by Census tract. The greatest concentration of this population is in the Davis area and is served by both Yolobus and Unitrans.

Exhibit 5.8 Chinese LEP Population by Census Tract



Source: American Community Survey 2021 (5-year estimate)

## Title VI Program

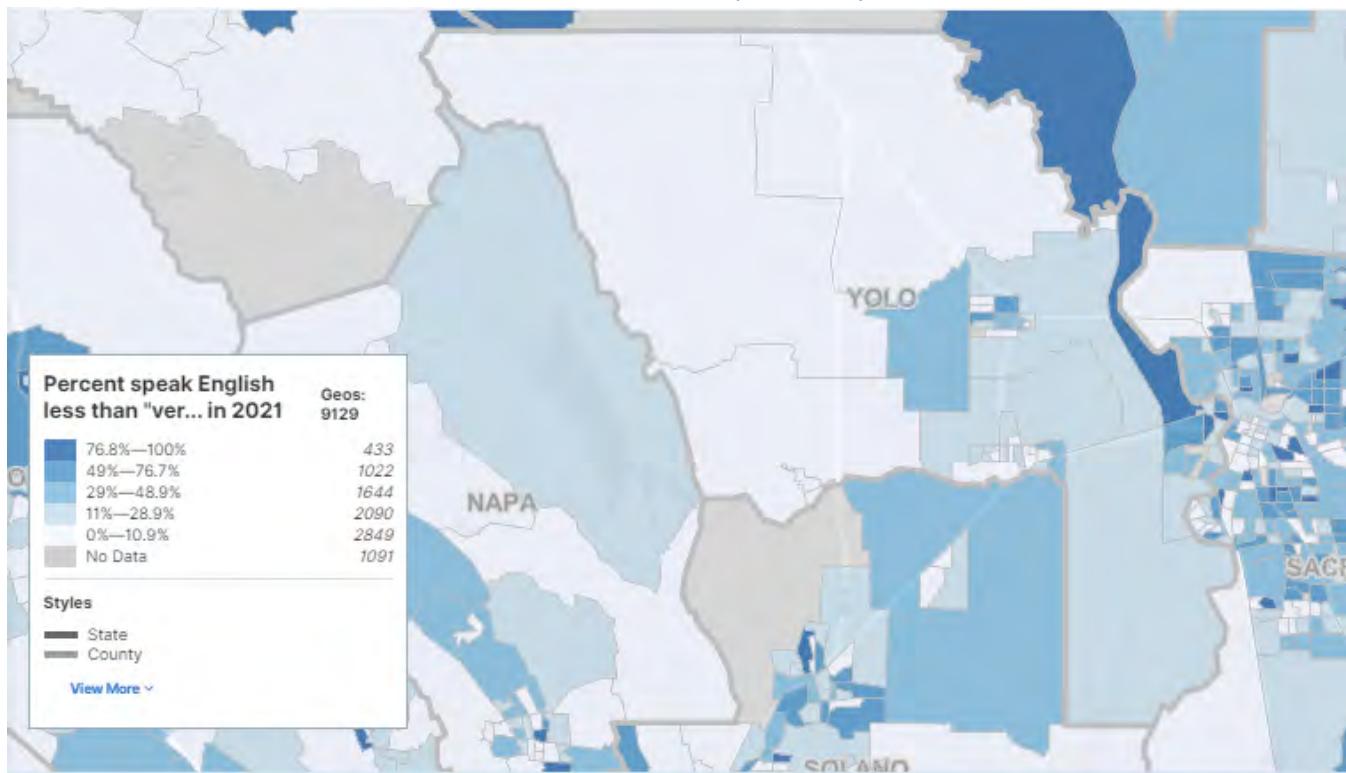
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### *Russian-Speaking*

The City of West Sacramento is home to the highest concentration of Russian-speaking LEP persons and is served by Yolobus.

Exhibit 5.9 Russian LEP Population by Census Tract



Source: American Community Survey 2021 (5-year estimate)

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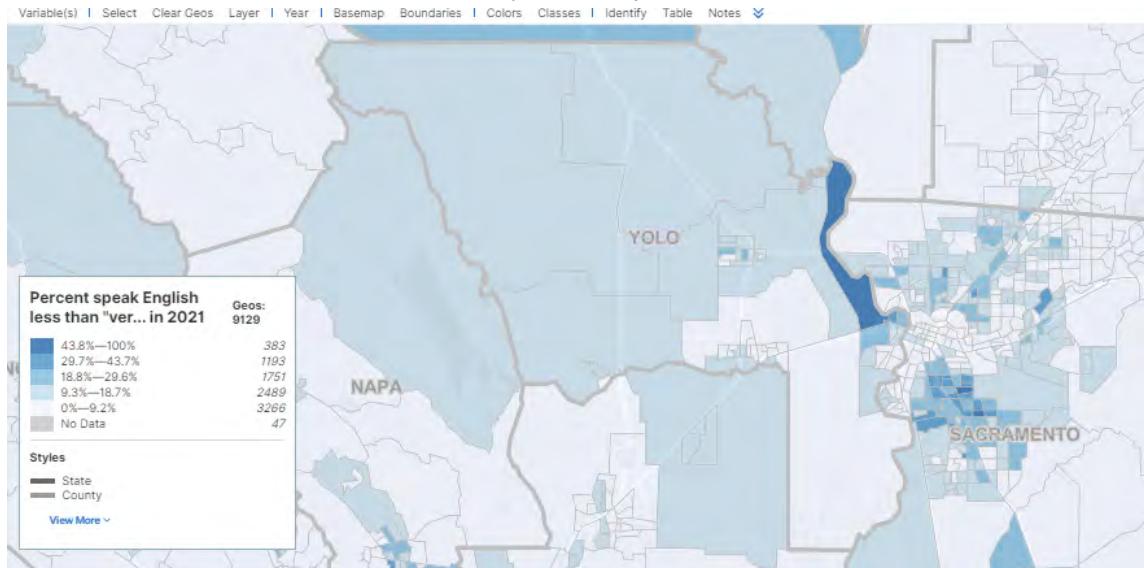
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## All Limited English Speaking

Exhibit 5.10 simple shows all LEP Populations within the Yolobus service area.

Exhibit 5.10 All LEP Population by Census Tract



Source: American Community Survey 2021 (5-year estimate)

## Language Service Provision

### Interpretation Services

1. YCTD utilizes live phone interpretation/translation services through a contracted service (Telelanguage) for simultaneous interpretation for callers and for customers in service centers with whom staff cannot communicate.
2. When a customer calls YCTD directly and a staff member cannot communicate with them, staff will connect with live phone interpretation/translation services to translate. This step will be followed for customers at the YCTD Main Office. If there is no staff member available who can translate, live phone interpretation/translation services will be used.
3. Simultaneous interpretation at public events will be determined on a case-by-case basis by examining several factors, such as:
  - The type and size of event,
  - The availability of an YCTD staff member to interpret, or
  - The availability of a staff member of a host organization to interpret.

For small outreach events, such as Baseline Level activities, proactive outreach, or smaller transit awareness events, bilingual staff members will assist with translation where appropriate and feasible. For Moderate and High Level public outreach events, where it is appropriate and necessary to do so, YCTD will arrange for an interpreter through a local or regional service.

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## Translation of Vital Documents

Based on the results of the Four Factor Analysis, the following vital documents have been, or will be, translated into Chinese (Mandarin), Russian, and Spanish, the identified LEP languages within the YCTD service area.

### Vital Documents – Near-term

1. Title VI Program
  - Title VI Notice to the Public
  - Complaint Form
  - Complaint Procedures
2. YCTD Rider Information
  - Dial-A-Ride Service Brochure
3. ADA Application
4. Yolobus ADA Paratransit Policies: ADA Certification Process

### Vital Documents – Mid-term

1. Signage advertising the YCTD language assistance program, particularly live phone interpretation/translation service number
2. Information available on the YCTD website

### YCTD Website ([www.yolobus.com](http://www.yolobus.com))

1. All translated vital documents will be posted and/or made available for download on the YCTD website.
2. YCTD will pursue the most appropriate and feasible option for translating its website. Elements included in the Four Factor Analysis will be used in recommending a best course of action.

Options include:

- Installing a website translator widget (such as one available/powered by Google Translate) or similar widgets on the YCTD website [no to low cost].
- Translating only vital documents and appropriate instructions to access said materials and making them available online.
- Professional translation of entire YCTD website and associated pages.

An update to the YCTD website is nearly complete. This update includes User-Interface enhancements, translation services, and other accessibility components. In the future, YCTD shall translate written documents on a case-by-case basis, after assessing all elements presented in the Four Factor Analysis. If deemed a vital document under the Safe Harbor Provision, it will be translated into all applicable languages.

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### Monitoring, Evaluating, and Updating the Language Assistance Plan (LAP)

A thorough review of this Language Assistance Plan (LAP) will be undertaken every three years concurrent with updating and submitting the YCTD Title VI Program. At that time, the LEP population will be reassessed, to ensure all significant LEP languages are included in YCTD language assistance efforts. The following recurring reporting and evaluation measures will be used to update the LAP.

YCTD will regularly assess the effectiveness of how it communicates with LEP individuals by:

- Including questions about language assistance and information needs on any community surveys;
- Conversations with stakeholders, organizations, and entities which work with LEPs; and
- As-needed outreach with LEP groups.

YCTD will monitor its language assistance efforts, including:

- Recording and reporting on customer service interactions with LEP individuals,
- Reviewing live phone interpretation/translation service reports,
- Incorporating discussion of Title VI into regular contractor operations meetings, and
- Updating the Language Assistance Plan based on feedback received.

### Staff Training

The YCTD Title VI Program Administrator has developed and/or updated training guidelines for YCTD staff with training being conducted through 2022 or until all pertinent staff has completed the training. This training will be incorporated into existing operations contractor training and will include the following:

- How to respond to LEP callers,
- How to respond to correspondence from LEPs,
- How to respond to LEPs in person,
- How to document LEP needs, and
- How to respond to civil rights complaints.

### Yolo County Transportation District English Learner (EL) Data

In order to better identify the LEP populations within the YCTD service area, and to begin monitoring/tracking changes in those groups, YCTD reviewed EL statistics for students within the YCTD service area. Public schools within the California Department of Education (CDE) must report on their students who are English Learners – students whose native tongue is a language other than English – as well as which language is their mother tongue. This data is available online via CDE's DataQuest website, [dq.cde.ca.gov/dataquest/](http://dq.cde.ca.gov/dataquest/).

YCTD accessed the available EL data for the 2018/19 school year to complete its comprehensive assessment of the communities it provides service to, including what LEP populations exists and where these groups may be concentrated. Periodically reviewing this data will enable YCTD to monitor which non-English languages (other than Spanish, Russian, Chinese (Mandarin), and "Other Indic") are growing in order to provide appropriate language assistance services.

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Consistent with data from the 2020 American Community Survey, the vast majority of EL students in the YCTD service area speak Spanish. The next largest non-English speaking group cited is Hmong, though only within the Sacramento City Unified School District located in Sacramento County. As these populations represent English Learners within the YCTD service area, they do not yet invoke Safe Harbor Provision requirements, since their familiarity/ability to speak English is not quantified. YCTD will continue to periodically monitor EL populations so as to ensure compliance with Title VI regulations. A summary of service area EL students is presented in Exhibit 5.11.

#### Exhibit 5.11 School English Learner (EL) Population

| Language Code | Language Name                               | Total  | Percent of Total |
|---------------|---|--------|------------------|
| 1             | Spanish                                     | 10,426 | 66.8%            |
| 2             | Vietnamese                                  | 287    | 1.8%             |
| 3             | Cantonese                                   | 527    | 3.4%             |
| 4             | Korean                                      | 7      | 0.0%             |
| 5             | Filipino (Pilipino or Tagalog)              | 119    | 0.8%             |
| 6             | Portuguese                                  | 24     | 0.2%             |
| 7             | Mandarin (Putonghua)                        | 291    | 1.9%             |
| 8             | Japanese                                    | 55     | 0.4%             |
| 9             | Khmer (Cambodian)                           | 25     | 0.2%             |
| 10            | Lao   | 56     | 0.4%             |
| 11            | Arabic                                      | 100    | 0.6%             |
| 12            | Armenian                                    | 24     | 0.2%             |
| 13            | Burmese                                     | 12     | 0.1%             |
| 15            | Dutch                                       | 3      | 0.0%             |
| 16            | Farsi (Persian)                             | 139    | 0.9%             |
| 17            | French                                      | 17     | 0.1%             |
| 18            | German                                      | 22     | 0.1%             |
| 19            | Greek                                       | 2      | 0.0%             |
| 20            | Chamorro (Guamanian)                        | 1      | 0.0%             |
| 21            | Hebrew                                      | 18     | 0.1%             |
| 22            | Hindi                                       | 128    | 0.8%             |
| 23            | Hmong                                       | 1,205  | 7.7%             |
| 24            | Hungarian                                   | 3      | 0.0%             |
| 25            | Ilocano                                     | 10     | 0.1%             |
| 26            | Indonesian                                  | 7      | 0.0%             |
| 27            | Italian                                     | 5      | 0.0%             |
| 28            | Punjabi                                     | 276    | 1.8%             |
| 29            | Russian                                     | 646    | 4.1%             |
| 30            | Samoan                                      | 7      | 0.0%             |
| 32            | Thai  | 9      | 0.1%             |
| 33            | Turkish                                     | 17     | 0.1%             |
| 34            | Tongan                                      | 26     | 0.2%             |
| 35            | Urdu  | 135    | 0.9%             |
| 36            | Cebuano (Visayan)                           | 4      | 0.0%             |
| 38            | Ukrainian                                   | 37     | 0.2%             |
| 40            | Pashto                                      | 197    | 1.3%             |
| 41            | Polish                                      | 3      | 0.0%             |
| 42            | Assyrian                                    | 2      | 0.0%             |
| 43            | Gujarati                                    | 10     | 0.1%             |
| 44            | Mien (Yao)                                  | 88     | 0.6%             |
| 45            | Rumanian                                    | 8      | 0.1%             |
| 46            | Taiwanese                                   | 2      | 0.0%             |
| 48            | Marshalllese                                | 230    | 1.5%             |
| 51            | Kurdish (Kurdi, Kurmanji)                   | 1      | 0.0%             |
| 52            | Serbo-Croatian (Bosnian, Croatian, Serbian) | 1      | 0.0%             |
| 53            | Toishanese                                  | 11     | 0.1%             |
| 56            | Albanian                                    | 2      | 0.0%             |
| 57            | Tigrinya                                    | 2      | 0.0%             |
| 60            | Somali                                      | 2      | 0.0%             |
| 61            | Bengali                                     | 5      | 0.0%             |
| 62            | Telugu                                      | 1      | 0.0%             |
| 63            | Tamil                                       | 2      | 0.0%             |
| 65            | Kannada                                     | 1      | 0.0%             |
| 66            | Amharic                                     | 9      | 0.1%             |
| 99            | Other non-English languages                 | 353    | 2.3%             |
|               |   | Totals | 15,600           |
|               |   |        | ---              |

## 5a. Four-Factor Analysis

The U. S. Department of Transportation (USDOT) requires transit funding recipients to take reasonable steps to ensure meaningful access to programs by Limited English Proficient (LEP) persons. As a recipient, Yolo County Transportation District must perform a Four Factor Analysis to assess language needs and determine what steps it will take to ensure LEP persons can effectively access and utilize YCTD services. The four factors analyzed are described below.

### Factor 1: The number or proportion of Limited English Proficiency (LEP) persons eligible to be served or likely to be encountered by YCTD services.

Estimating the number or proportion of LEP individuals that may be encountered by YCTD will help identify the populations covered by the USDOT's Safe Harbor Provision. This provision stipulates that if an LEP group speaking a given non-English language constitutes five percent or 1,000 persons, whichever is less, of the total population of persons likely to be encountered by transit services, then the service provider must make the following materials and services available to speakers of that language:

Documents critical for accessing recipient's services or benefits,

- Letters requiring response from customer,
- Informing customers of free language assistance,
- Complaint forms, and
- Notification of rights.

As discussed in the Service Area Demographics section, the largest LEP populations in the YCTD service area are Spanish, Chinese (Mandarin), Russian, and "Other Indic" speakers. As of the 2020 American Community Survey (ACS) Limited-English populations within the YCTD service area included 18,643 Spanish speakers, 4,829 Chinese (Mandarin), 2,207 Russian, and 3,515 "Other Indic" speakers, comprising 9.7 percent (decrease of 0.4 percent) of the total service area population. These languages reported speaking English "less than very well." As each language has over 1,000 persons identifying as speaking English less than very well, YCTD is required to provide the materials listed above translated into the languages. It should be noted that "Other Indic" is an aggregate category, and no single language is available to provide written translations. This population will be monitored, and the availability of live phone interpretation/translation services will help YCTD facilitate access to services for this population.

While the YCTD service area encompasses numerous diverse and unique languages many fall well below the minimum Safe Harbor Provision threshold of five percent of the total population or 1,000 persons (whichever is less) of speakers reporting speaking English "less than very well." Therefore, YCTD is not obligated to provide them with translated written materials or translation services at this time. It remains important for YCTD to remain aware of increases in these populations. Should the population of LEP persons rise above 1,000, YCTD will need to provide translation services and written documents translated into those languages.

### Factor 2: The frequency with which LEP persons come into contact with YCTD's transit services.

In order to estimate how often LEP populations come into contact with YCTD services, we relied on staff and driver interview and survey data. As drivers are typically on the “front lines” and most frequently come into contact with transit patrons, their observations and insights provide an informative picture of how many LEP persons use YCTD.

Findings from the 45 completed staff and driver surveys generally corroborate the findings described in the Service Area Demographics section, indicating Spanish speakers to be the largest LEP population, followed by Chinese (Mandarin), and Russian speakers. Specific response highlights, including change in response frequencies from the 2016 survey, include:

- 28.3 percent (decrease of 0.1 percent) of staff speak Spanish as part of their daily work.
- 91.4 percent of staff (decrease of 0.1 percent) indicated Spanish as the most common language other than English they encounter during their work, while 24.4 percent (increase of 4.6 percent) cited Chinese (Mandarin), 15.5 percent (decrease of 1.8 percent) reported Russian, 13.3 percent (increase of 4.7 percent) Japanese, 4.4 percent (decrease of 0.5 percent) Tagalog/Filipino, 2.2 percent (decrease of 1.5 percent) Vietnamese, and 6.7 percent (decrease of 0.7 percent) some other unidentified language.
- 53.9 percent (increase of 6.9 percent) stated that they encountered 5 or more patrons each week who did not speak English very well or at all.
- 71.1 percent of staff identify “basic directions/instructions” as the most common area of communication barrier, followed by “how to use Yolobus,” and “how to pay” for the service (35.6 and 26.7 percent respectively).

A copy of the YCTD staff survey instrument is presented in the Appendix.

### [Factor 3: The nature and importance of YCTD's transit services to affected LEP populations.](#)

To better understand YCTD's role among LEP populations, we contacted 17 local stakeholders comprised of social service agencies, senior centers, educational institutions, and a local Native American organization (Yocha Dehe Wintun Nation). These stakeholders act as representatives for, or come into frequent contact with, LEP populations. The stakeholder survey instrument is provided in the Appendix. YCTD will continue to contact and gather data from stakeholders as an ongoing process and to continue monitoring the success of Title VI related efforts. Together, these stakeholders provided important insight into the YCTD service area's key LEP groups, including Spanish, Chinese (Mandarin), and Russian speakers. As representatives who serve as leaders for these communities, they are attuned to the needs and potential language barriers members of these communities may face when using YCTD.

All responding stakeholders reported having clients or members who were Spanish speakers. Other common languages cited were Chinese (Mandarin) and Japanese. Responding organizations also indicate up to 75 percent of their clients utilize Yolobus services in one form or another, and that language does present a barrier to their use of Yolobus services (65 percent).

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Overall, our stakeholder survey responses indicate that while there may be multiple non-English languages commonly spoken in the YCTD service area, Spanish speakers are most likely to depend on YCTD and face language-related barriers to using the District's public transit services. Therefore, in terms of outreach, it is important YCTD continue its efforts to address language-related barriers faced by the Spanish-speaking population, such as ensuring key written materials such as rider information are translated, and that bilingual staff members are available as needed.

**Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.**

As the section covering demographics demonstrates, the Spanish-speaking LEP population is sufficiently large that YCTD must take measures to minimize language barriers faced by these groups. To address these barriers and fulfill the LEP requirements required under the Safe Harbor Provision, YCTD provides staff, written materials, and online and phone services in Spanish. YCTD has adopted and is implementing a Marketing Plan which will assist in ensuring accessibility to transit services to LEP customers. A marketing consultant has also been retained and is assisting YCTD in implementation.

### Spanish-Speaking Staff

According to the responding staff survey, there are 13 employees across all departments/positions (28.3 percent) who speak Spanish. In addition, some staff are fluent in Russian, Chinese (Mandarin), Tagalog, and Punjabi/Hindi. As part of their customer service responsibilities, each of these employees utilizes their language skills to assist LEP persons whenever possible.

*Cost: No additional cost anticipated.*

### Written Materials Translated into Safe Harbor Provision Languages

Supplementing the District's bilingual personnel are translations of all essential rider information and service notice documents. Such documents include all notices related to service changes or updates, as well onboard notices in Safe Harbor Languages informing riders of their rights under Title VI. In addition, all Safe Harbor Provision materials have been or will be translated into Spanish, Chinese (Mandarin), and Russian.

*Cost: No additional cost anticipated. Future translation costs for written documents estimated at an average of \$0.15 per word.*

### Phone Services

As a part of this program and in partnership with its contract operator Transdev, YCTD has established the use of a live phone interpretation/translation service which will be available to all transit customers (Telelanguage). The phone interpretation/translation service allows for real-time language assistance to customers at the YCTD main office or those who call into the YCTD main phone number. Initial contact is made with a YCTD staffer who then determines if language assistance is required. The YCTD employee dials into the phone service, enters the appropriate access code, and can reach a live translator for over 240 languages.

*Cost: Estimated annual cost of \$1,422. Assumes \$3.95 per minute for live phone interpretation/translation and an average of 30 minutes of translation per month.*

### Web Services in Safe Harbor Provision Languages

YCTD currently provides translation of its website content to all Safe Harbor Provision languages via Google Translator. YCTD routinely reviews and seeks to improve the accessibility and availability of service information. Any future enhancements to the YCTD website will include consideration of the availability of translated service information for Safe Harbor Provision languages.

*Cost: No additional cost anticipated. Future translation costs for written website text estimated at an average of \$0.15 per word.*

### Event Translation for Safe Harbor Provision Languages

When provided sufficient notice (minimum of one week prior) YCTD will schedule and arrange for live translation at vital events/workshops/meetings. The primary source for this translation will be current YCTD staff (as available) and professional translation services as necessary.

*Cost: Variable, will be based primarily on employee salary hourly rate and the number of events where translation services are required/requested. All California labor laws will be adhered to.*

### Services in Other Languages

As the demographics section describes, there are small populations (aside from those identified as “Safe Harbor” languages) which speak languages other than English within the YCTD service area. However, at this time the number of people who speak these languages who also speak English “less than very well” is well below the Safe Harbor threshold of 1,000 speakers. In addition, stakeholder and driver surveys did not reveal any significant language-related barriers to using transit for these speakers. Therefore, YCTD is not required to provide translations of written documents nor is it required to advertise free translation services for these languages.

### Implementation Plan

The matrix below presents an implementation Plan for ensuring the Language Assistance Plan is quickly and efficiently implemented.

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## Exhibit 5.12 Implementation Plan

| Goal   | Task   | Completed        |
|--|--|------------------|
| Assess LEP Population in the YCTD Service Area               | Title VI Four-Factor Analysis  | September 2019   |
|  | Stakeholder Survey   | September 2019   |
|  | YCTD Staff Survey  | September 2019   |
|  | Demographic Analysis   | September 2019   |
| Develop Language Assistance Procedures                       | Review and update (as needed) Customer Service Procedures for Title VI complaints and concerns           | October 2019     |
|  | Review and update (as needed) YCTD Policy regarding competency of Title VI translations and interpreters | October 2019     |
| Staff Training   | Identify YCTD staff with likely contact with LEP individuals   | September 2019   |
|  | Review and update (as needed) curriculum for training of YCTD staff                                      | October 2019     |
|  | Train YCTD staff in Title VI customer service procedures   | Ongoing          |
|  | Review and update (as needed) refresher training schedule for tenured employees                          | FY 2023          |
|  | Review and update (as needed) driver "Language Phrase Card"  | October 2019     |
| Notification to LEP persons of title VI Rights and Materials | Inventory existing notification methodologies and/or locations   | October 2019     |
|  | Post Title VI Notice in public locations   | Ongoing          |
|  | Translate vital documents into identified Safe Harbor Provision Languages                                | Ongoing          |
|  | Provide ability to translate YCTD website into multiple languages  | In Place         |
|  | Review and update (as needed), translate, and post notice of Language Assistance options                 | October 2019     |
|  | Undertake targeted outreach to LEP populations   | Ongoing          |
| Monitor and Update Language Assistance Plan                  | Review and update (as needed) process for obtaining feedback on language assistance measures             | Ongoing          |
|  | Regularly review ACS and Census demographic data   | FY 2020; Ongoing |
|  | Incorporate discussion of Title VI into regular contractor operations meetings                           | FY 2020; Ongoing |
|  | Update language Assistance Plan based on feedback received   | FY 2020; Ongoing |

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### 6. Summary of Non-Elected Committee Membership

The Yolo County Transportation District (YCTD) has established the following non-elected committees to assist with the transit program:

- Technical Advisory Committee (TAC)
  - Seven members (Participation rotates across staff for each jurisdiction)
- Citizen's Advisory Committee (CAC)
  - Four members (Not including one vacancy)

A summary of the committee members broken down by race is presented below. YCTD encourages participation from non-elected members of each partner jurisdiction. The YCTD Title VI Program Administrator oversees that the member selection process is not biased against race, color, or nation of origin.

Exhibit 6.1 Non-Elected Committee Membership Table

| Race / Ethnicity                         | YCTD Service Area Population Percentage | CAC Percentage | TAC Percentage |
|--|---|----------------|----------------|
| Caucasian                                | 51.2%                                   | 100.0%         | 57.1%          |
| African American                         | 4.2%                                    | 0.0%           | 0.0%           |
| American Indian / Alaska Native          | 0.5%                                    | 0.0%           | 0.0%           |
| Asian                                    | 11.9%                                   | 0.0%           | 0.0%           |
| Native Hawaiian / Other Pacific Islander | 0.4%                                    | 0.0%           | 0.0%           |
| Some Other Race                          | 0.3%                                    | 0.0%           | 14.3%          |
| Two or More Races                        | 4.1%                                    | 0.0%           | 0.0%           |
| Hispanic / Latino                        | 27.5%                                   | 0.0%           | 28.6%          |

Member participation and selection will continue to be monitored by the YCTD Title VI Program Administrator.

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### 7. Subrecipient Monitoring and Schedule of Subrecipient Title VI Program Submissions

The YCTD program does not have any subrecipients of Federal funding at this time and does not anticipate expanding to include subrecipients.

If in the future YCTD elects to expand services provided, and begins contracting with subrecipients, YCTD will ensure compliance with Title VI regulations by updating this element of its Title VI Program to include the monitoring methodology and reporting schedules for all subrecipients.

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## 8. Title VI Equity Analysis

Title VI regulations require the completion of an Equity Analysis whenever a recipient or subrecipient begins planning the location and construction of a new transit facility (not including bus shelters, transit stations, power substations, or other facilities already evaluated through NEPA).

Yolo County Transportation District (YCTD) has not undertaken any construction projects for facilities at a new location within the past several years. Therefore, no Equity Analysis is required at this time.

If in the future YCTD begins planning for the development and construction of a new transit facility, YCTD will conduct an equity analysis prior to the selection of a construction site inclusive of the Title VI requirements below:

- a. YCTD shall complete a Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. YCTD shall engage in outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis shall compare the equity impacts of various siting alternatives, and the analysis shall occur before the selection of the preferred site.
- b. When evaluating locations of facilities, YCTD shall give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis shall be done at the Census tract or block group where appropriate to ensure that proper perspective is given to localized impacts.
- c. If YCTD determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, YCTD may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. YCTD shall show how both tests are met; it is important to understand that in order to make this showing, YCTD must consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

The equity analysis shall be completed and submitted as part of YCTD's next Title VI Program update.

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**9. Board Adoption of YCTD Title VI Program**

Exhibit 9.1 YCTD Board Adopting Resolution

*HOLD FOR YCTD BOARD ADOPTING RESOLUTION*

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## Appendix

### **1. Fixed-route Transit Provider Title VI Requirements**

Recipients of Federal transit funding which operate less than 50 fixed-route vehicles during peak revenue service and are not located in an Urbanized Area (UZA) with a population of 200,000 or more are required to provide additional information with respect to *service standards* and *service policy* to ensure Title VI compliance.

#### **Effective Practices to Fulfill Service Standard Requirement**

Service Standards are divided into four primary categories, Vehicle Load Standards, Vehicle Headway Standards, On-time Performance Standards, and Service Availability Standards. YCTD ensures Title VI compliance by adhering to the following:

##### **Vehicle Load Standards**

YCTD calculates vehicle load as the total number of ambulatory passenger seats available on a revenue vehicle divided by number of passengers.

The average passenger load for YCTD services during all operating periods (peak and off-peak) should not exceed the following load factors (by service mode):

Fixed-route: Vehicle Load not to exceed 1.25 passengers per available seat.

Demand-response (Yolobus Special): Vehicle Load not to exceed 1.0 passengers per available seat.

##### **Vehicle Headway Standards**

Vehicle headways are defined as the total amount of time between revenue vehicles on a fixed-route traveling in the same direction. This standard is further refined by type of service, by day-part, and by peak/off-peak service.

YCTD offers 29 fixed-routes which operate throughout the service area. These routes are further segregated into multiple types: Local, Commute/Express, and Intercity. Headway standards by type and day-part are presented below. All units in minutes.

**Exhibit A.1.1 YCTD Fixed-route Vehicle Headway Standards**

| Weekday            |          |          | Saturday           |          |          |
|--------------------|----------|----------|--------------------|----------|----------|
| Route Type         | Peak     | Off Peak | Route Type         | Peak     | Off Peak |
| Express            | N/A      | N/A      | Express            | N/A      | N/A      |
| Intercity          | 30       | 60       | Intercity          | 30       | 60       |
| Local              | 60       | 60       | Local              | 60       | 60       |
| Rural/Microtransit | Variable |          | Rural/Microtransit | Variable |          |
| Sunday             |          |          | Holidays           |          |          |
| Route Type         | Peak     | Off Peak | Route Type         | Peak     | Off Peak |
| Express            | N/A      | N/A      | Express            | N/A      | N/A      |
| Intercity          | 30       | 60       | Intercity          | 30       | 60       |
| Local              | 60       | 60       | Local              | 60       | 60       |
| Rural/Microtransit | Variable |          | Rural/Microtransit | Variable |          |

**On-time Performance Standards**

YCTD fixed-route on-time performance is defined as follows:

- On-time: Departing a published time-point between one minute prior to and not more than five minutes after the published departure time.
- Early: Departing a published time-point more than one minute before the published time.
- Late: Departing a published time-point six or more minutes later than the scheduled time.

**Fixed-Route Standards:**

1. YCTD fixed routes shall operate with no early departures from published time-points.
2. YCTD fixed routes shall strive to achieve an average of no less than 85 percent on-time departures across all published time points.

**Demand-Response (Yolobus Special) Standards:**

1. Yolobus Special shall operate with a 30-minute service window (up to fifteen minutes before or after the agreed upon reservation time) and will wait up to five minutes from the time of vehicle arrival.
2. Yolobus Special shall operate with no early departures.
3. Yolobus Special shall strive to operate with 85 percent on-time performance, defined as arriving within the provided service window.

**Microtransit\* (YOUR Ride) Standards:**

1. YOUR Ride, as an on-demand service, there is no expectation or requirement to adhere to a specific “window” for on-time performance.
2. YOUR Ride Customers will be made aware at time of trip request of the approximate arrival time of the vehicle and will be provided an opportunity to accept or decline the trip.
3. YOUR Ride trips with anticipated arrival time significantly increased (i.e., more than 15-minutes than originally anticipated), may be considered late.
4. YOUR Ride shall strive to operate with 85 percent on-time performance, defined as arriving within the originally provided pick-up time.

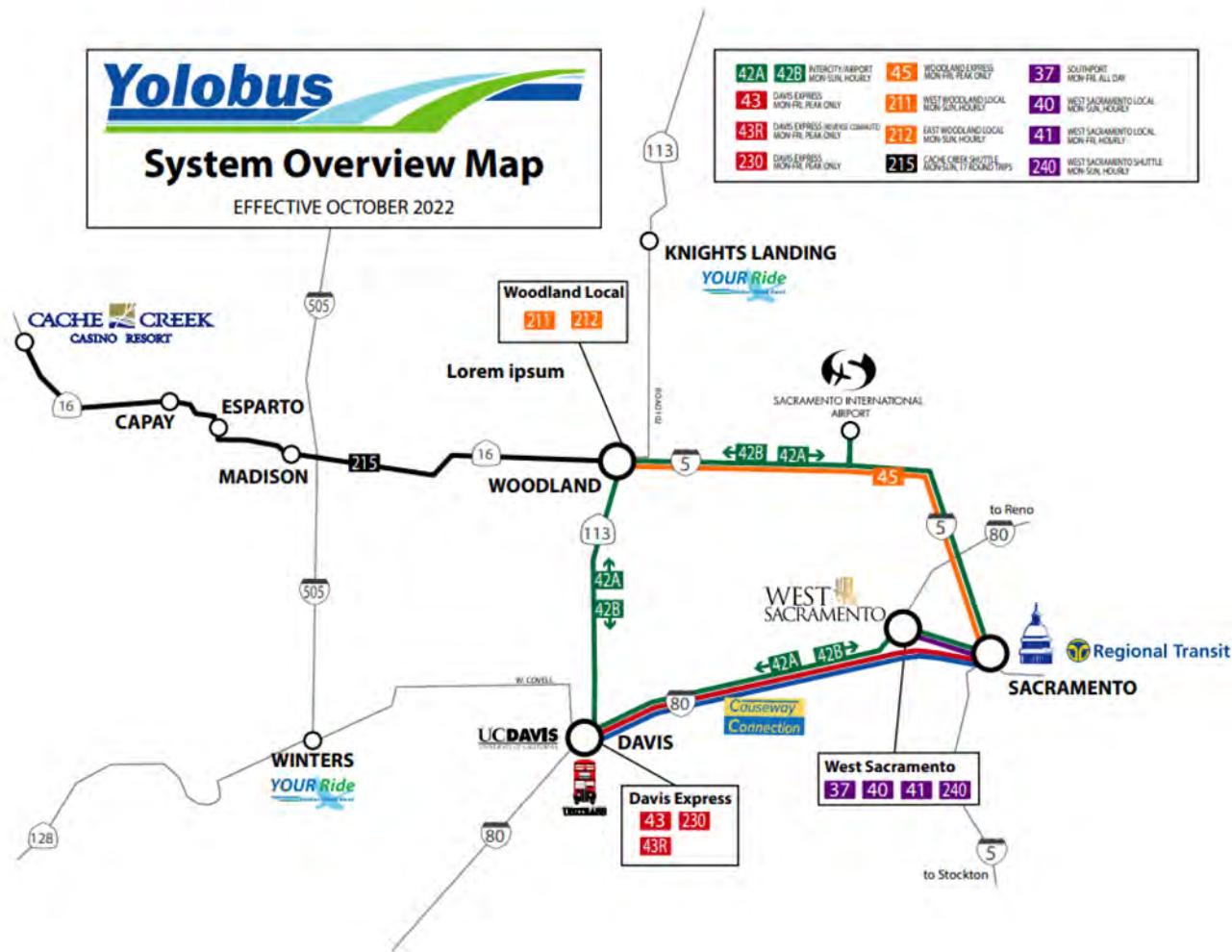
\*YCTD Microtransit is currently a pilot project scheduled to be in service through August 2020 but there are no assurances it will continue beyond that time.

#### **Service Availability Standards**

YCTD's service area includes a total of approximately 300,057 individuals (2017 American Community Survey). Data from the American Community Survey was collected, and is presented, at the “Census Tract” level. Census tracts are small, relatively permanent statistical subdivisions of a county or equivalent entity that are updated by local participants prior to each decennial census as part of the Census Bureau's Participant Statistical Areas Program. The Census Bureau delineates census tracts in situations where no local participant existed or where state, local, or tribal governments declined to participate. The primary purpose of census tracts is to provide a stable set of geographic units for the presentation of statistical data. Census tracts generally have a population size between 1,200 and 8,000 people, with an optimum size of 4,000 people. A census tract usually covers a contiguous area; however, the spatial size of census tracts varies widely depending on the density of settlement. Census tract boundaries are delineated with the intention of being maintained over a long time so that statistical comparisons can be made from census to census. Census tracts occasionally are split due to population growth or merged as a result of substantial population decline. In addition, current Census data does not provide information on how close together the populations reside within specific tracts.

The map in Exhibit A.1.2 presents the YCTD service area and identifies existing fixed-routes and a  $\frac{3}{4}$ -mile distance from the routes (Yolobus ADA Buffer/Yolobus Special Service Area).

Exhibit A.1.2 YCTD Service Area Map



#### Fixed-Route Service

YCTD shall strive to achieve an average stop distance of 0.75 miles as part of its bus stop improvement program. As a significant portion of the fixed routes are along low-density regions of the service area, this average is somewhat misleading. Within the more densely populated areas (Cities of Davis, West Sacramento, Winters, Woodland, etc.), the average distance between stops is reduced to an average of less than 0.5 miles between stops. As such, despite a significant rural geography YCTD provides service to approximately 90 percent of the greater Yolo County population.

#### Demand-Response Service (Yolobus Special)

YCTD's Yolobus Special serves as the required ADA complementary paratransit service. Yolobus Special service availability standard is as follows:

- 100 percent of trips requested by ADA-certified customers within the YCTD service area shall be accommodated.

### **Effective Practices to Fulfill Service Policy Requirement**

Service Policy requirements are divided into two primary areas, *Vehicle Assignment Policy* and *Transit Amenities Policy*. YCTD ensures Title VI compliance by adhering to the following policies.

#### **Vehicle Assignment Policy**

##### **Fixed-Route Service**

YCTD fixed-route vehicle assignments factor in the operating characteristics of the various vehicles within the YCTD fixed-route fleet, which are paired to the operating characteristics of the route and route type. In the absence of specific operating requirements, vehicle assignments will be done so as to ensure a random rotation of fleet vehicle assignments on the YCTD fixed routes.

##### **Demand-Response Service (Yolobus Special)**

Except for unique situations requiring the assignment of a specific vehicle for reasons such as lift capacity, interior clearance, or other operating characteristics within the service area, demand-response vehicles will be randomly assigned.

##### **Microtransit Service (YOUR Ride)**

Except for unique situations requiring the assignment of a specific vehicle for reasons such as lift capacity, interior clearance, or other operating characteristics within the service area, demand-response vehicles will be randomly assigned.

#### **Transit Amenities Policy**

The following policies will be applied as funding allows:

- Installation of a shelter and waste receptacle should be considered at bus stops with a high level of daily activity based on available YCTD ride check information.
- Seating/benches should be considered at bus stops with a moderate level of daily activity based on available YCTD ride check information.
- Service information (e.g., display kiosks, schedule holders, digital signage etc.) should be considered at bus stops with a moderate to high level of daily activity based on available YCTD ride check information.
- All fixed-route bus stop locations should have permanent signage identifying the location as a bus stop.
- Whenever feasible, priority for benches and shelters should be given to bus stops serving senior housing or activity centers, or facilities which serve clients with mobility impairments.

## 2. Survey Instruments

### Exhibit A.2.1 2019 Stakeholder Survey

|   |   |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
|---|---|----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|--|--|---|---------------------------------------|---------------------------------------|---------------------------------------|
| <b>YOLO COUNTY TRANSPORTATION DISTRICT</b><br><b>FTA Title VI Compliance</b><br><b>Stakeholder Survey</b> |   |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <b>1</b>  | Organization Name:  |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <b>2</b>  | Type of Organization (Example: Healthcare, Social Services, Faith-based, etc.):   |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <b>3</b>  | Your Name/Title:  |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <b>4</b>  | Contact information (Email/Phone):  |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <b>5</b>  | Approximate number of members/clients in, or represented by, your organization:<br><input type="checkbox"/> 1-10<br><input type="checkbox"/> 11-20<br><input type="checkbox"/> 21-50<br><input type="checkbox"/> 51-100<br><input type="checkbox"/> 100+  |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <b>6</b>  | Please indicate all applicable languages/ethnicities represented within your organization (check all that apply):<br><table style="width: 100%; border: none;"><tr><td style="width: 50%;"><input type="checkbox"/> English</td><td style="width: 50%;"><input type="checkbox"/> Russian</td></tr><tr><td><input type="checkbox"/> Spanish</td><td><input type="checkbox"/> Chinese</td></tr><tr><td><input type="checkbox"/> Laotian/Hmong</td><td><input type="checkbox"/> Japanese</td></tr><tr><td><input type="checkbox"/> Tagalog/Filipino</td><td><input type="checkbox"/> Other: _____</td></tr></table>  | <input type="checkbox"/> English | <input type="checkbox"/> Russian | <input type="checkbox"/> Spanish  | <input type="checkbox"/> Chinese  | <input type="checkbox"/> Laotian/Hmong | <input type="checkbox"/> Japanese      | <input type="checkbox"/> Tagalog/Filipino | <input type="checkbox"/> Other: _____ |                                       |                                       |
| <input type="checkbox"/> English  | <input type="checkbox"/> Russian  |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <input type="checkbox"/> Spanish  | <input type="checkbox"/> Chinese  |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <input type="checkbox"/> Laotian/Hmong  | <input type="checkbox"/> Japanese   |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <input type="checkbox"/> Tagalog/Filipino   | <input type="checkbox"/> Other: _____   |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <b>7</b>  | With respect to non-native English speakers, how would you characterize their ability to...<br><table style="width: 100%; border: none;"><tr><td style="width: 50%; text-align: center;"><i>Speak English</i></td><td style="width: 50%; text-align: center;"><i>Read English</i></td></tr><tr><td><input type="checkbox"/> Not well</td><td><input type="checkbox"/> Not well</td></tr><tr><td><input type="checkbox"/> Somewhat well</td><td><input type="checkbox"/> Somewhat well</td></tr><tr><td><input type="checkbox"/> Very well</td><td><input type="checkbox"/> Very well</td></tr><tr><td><input type="checkbox"/> I don't know</td><td><input type="checkbox"/> I don't know</td></tr></table> | <i>Speak English</i>             | <i>Read English</i>              | <input type="checkbox"/> Not well | <input type="checkbox"/> Not well | <input type="checkbox"/> Somewhat well | <input type="checkbox"/> Somewhat well | <input type="checkbox"/> Very well        | <input type="checkbox"/> Very well    | <input type="checkbox"/> I don't know | <input type="checkbox"/> I don't know |
| <i>Speak English</i>  | <i>Read English</i>   |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <input type="checkbox"/> Not well   | <input type="checkbox"/> Not well   |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <input type="checkbox"/> Somewhat well  | <input type="checkbox"/> Somewhat well  |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <input type="checkbox"/> Very well  | <input type="checkbox"/> Very well  |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <input type="checkbox"/> I don't know   | <input type="checkbox"/> I don't know   |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <b>8</b>  | Do members/clients of your organization utilize Yolobus services?<br><input type="checkbox"/> Yes (please answer Question 8a)<br><input type="checkbox"/> No (skip to Question 9)<br><input type="checkbox"/> I don't know (skip to Question 9)   |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <b>8a</b>   | If yes, approximately what percent of your clients which are current Yolobus riders are non-native speakers?<br><input type="checkbox"/> Less than 25 percent<br><input type="checkbox"/> 25 to 50 percent<br><input type="checkbox"/> 51 to 75 percent<br><input type="checkbox"/> More than 75 percent  |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <b>9</b>  | With respect to non-native English speakers, does language present a barrier to their use of Yolobus services?<br><input type="checkbox"/> Yes (please answer Question 9a)<br><input type="checkbox"/> No<br><input type="checkbox"/> I don't know  |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <b>9a</b>   | If yes, which language other than English do these members/clients speak? (check all that apply)<br><table style="width: 100%; border: none;"><tr><td style="width: 50%;"><input type="checkbox"/> English</td><td style="width: 50%;"><input type="checkbox"/> Russian</td></tr><tr><td><input type="checkbox"/> Spanish</td><td><input type="checkbox"/> Chinese</td></tr><tr><td><input type="checkbox"/> Laotian/Hmong</td><td><input type="checkbox"/> Japanese</td></tr><tr><td><input type="checkbox"/> Tagalog/Filipino</td><td><input type="checkbox"/> Other: _____</td></tr></table>   | <input type="checkbox"/> English | <input type="checkbox"/> Russian | <input type="checkbox"/> Spanish  | <input type="checkbox"/> Chinese  | <input type="checkbox"/> Laotian/Hmong | <input type="checkbox"/> Japanese      | <input type="checkbox"/> Tagalog/Filipino | <input type="checkbox"/> Other: _____ |                                       |                                       |
| <input type="checkbox"/> English  | <input type="checkbox"/> Russian  |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <input type="checkbox"/> Spanish  | <input type="checkbox"/> Chinese  |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <input type="checkbox"/> Laotian/Hmong  | <input type="checkbox"/> Japanese   |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |
| <input type="checkbox"/> Tagalog/Filipino   | <input type="checkbox"/> Other: _____   |                                  |                                  |                                   |                                   |  |  |   |                                       |                                       |                                       |

Thank you for your participation. Please return your completed survey by faxing it to 530-661-1732 no later than October 8, 2019. Or if you prefer, you may email your scanned survey to [lperez@yctd.org](mailto:lperez@yctd.org) at your earliest convenience.

**Exhibit A.2.2 2019 YCTD Staff Survey**

**Yolo County Transportation District FTA Title VI Compliance Staff Survey**

Please select your department/position with Transdev or YCTD (select all that apply):

|  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Administration                  | <input type="checkbox"/> Finance      |
| <input type="checkbox"/> Customer Service Representative | <input type="checkbox"/> Management   |
| <input type="checkbox"/> Dispatch                        | <input type="checkbox"/> Planning     |
| <input type="checkbox"/> Driver                          | <input type="checkbox"/> Other: _____ |

1. For All Staff: Please indicate the languages you speak as part of your daily work at Transdev or YCTD (select all that apply);  

|   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> English          | <input type="checkbox"/> Russian      |
| <input type="checkbox"/> Spanish          | <input type="checkbox"/> Chinese      |
| <input type="checkbox"/> Vietnamese       | <input type="checkbox"/> Japanese     |
| <input type="checkbox"/> Tagalog/Filipino | <input type="checkbox"/> Other: _____ |
2. **For Drivers:** In a typical week, how many unique riders get on your Yolobus vehicle who either do not speak English or do not speak English very well? Please count "unique riders" only.  

|                                     |                                      |                                  |                                       |
|-------------------------------------|--------------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> None/never | <input type="checkbox"/> Less than 5 | <input type="checkbox"/> 5 to 10 | <input type="checkbox"/> More than 10 |
|-------------------------------------|--------------------------------------|----------------------------------|---------------------------------------|
3. **For Drivers:** Are these riders getting on and/or getting off specific routes, locations, or communities throughout the service area? If so, please indicate below.
  - a. Origin routes/locations/communities: \_\_\_\_\_
  - b. Destination routes/locations/communities: \_\_\_\_\_
4. For All Staff: With respect to Yolobus riders, please indicate the most common languages you encounter other than English. (select all that apply)  

|   |   |
|---|---|
| <input type="checkbox"/> Spanish          | <input type="checkbox"/> Chinese                      |
| <input type="checkbox"/> Russian          | <input type="checkbox"/> Japanese                     |
| <input type="checkbox"/> Vietnamese       | <input type="checkbox"/> I don't know/cannot identify |
| <input type="checkbox"/> Tagalog/Filipino | <input type="checkbox"/> Other: _____                 |
5. For All Staff: How would you rate your ability to effectively communicate with individuals who do not speak English or do not speak English very well?  

|  |  |  |
|--|--|--|
| <input type="checkbox"/> No issues or problems | <input type="checkbox"/> Occasional problems | <input type="checkbox"/> Frequent problems |
|--|--|--|
6. For All Staff: How do your personal language capabilities impact your ability to interact with Yolobus riders?  

|  |
|--|
| <input type="checkbox"/> They improve my ability to communicate. |
| <input type="checkbox"/> They hinder my ability to communicate.  |
| <input type="checkbox"/> Not applicable/no impact.               |
7. For All Staff: In your opinion, what type of materials/services are, or would be, of most benefit to riders who do not speak English or do not speak English very well?  

|  |
|--|
| <input type="checkbox"/> Translated service brochure                       |
| <input type="checkbox"/> Onboard notices in other languages                |
| <input type="checkbox"/> Translation services through call center/dispatch |
| <input type="checkbox"/> Translated online materials                       |
| <input type="checkbox"/> Other: _____                                      |
8. For All Staff: In terms of language/communication barriers, please identify the most common areas or topics (specific to Yolobus riders). Is it...  

|   |
|---|
| <input type="checkbox"/> How to use Yolobus?            |
| <input type="checkbox"/> How to pay for Yolobus?        |
| <input type="checkbox"/> Basic directions/instructions? |
| <input type="checkbox"/> Other: _____                   |

OPTIONAL: For random drawing only please include your name or ID number and position below.

- a. Name or ID number: \_\_\_\_\_

Thank you for your participation. All completed surveys will be entered into a random drawing for one of five (5) \$5 Starbucks Gift Cards! Please only complete one survey, and return it by placing it in a survey collection box/envelope, by faxing it to 530-661-173, or via email to [jperez@yctd.org](mailto:jperez@yctd.org) no later than September 13, 2019. Thank you!

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

|  |   |  |
|--|---|--|
| <b>Topic:</b><br><br>Long-range Calendar | <b>Agenda Item#:</b>  | <b>4</b>                               |
|  | <b>Agenda Type:</b>   |  |
| <b>Prepared By:</b> H. Cioffi            | <b>Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <b>Meeting Date:</b> December 12, 2022 |

**RECOMMENDATION:**

The following agenda items are tentatively scheduled for upcoming meetings of the YoloTD Board of Directors.

**Long Range Calendar Agenda Items**

**February 2023**

- 10-Year Strategic Planning Workshop
- Approve Woodland Microtransit service plan and fixed-route service changes
- FY 22-23 2<sup>nd</sup> Quarter financial Status Report
- Report on FY 21-22 Year-end Close and Financial Statements/Audit results
- Citizen Advisory Committee Appointments

**March**

- Report on FY 21-22 Year-end Close and Financial Statements/Audit results
- Status report on Route 42 service changes, including impacts to South Davis
- 10-Year Strategic Planning Workshop
- Discuss Draft Zero Emission Bus Rollout Plan

**April**

- 10-Year Strategic Planning Workshop
- Progress Report on Annual Goals
- Update on Yolo Active Transportation Corridors (YATC) program
- Approve Zero Emission Bus Rollout Plan

**May**

- FY 22-23 3<sup>rd</sup> Quarter Financial Status Report

- Preliminary FY 23-24 Budget
- Preliminary Draft Capital Improvement Plan

## **June**

- Approve FY 23-24 Budget
- Key Performance Indicators (KPI) for fixed route, microtransit and paratransit

## **July**

- 10-Year Strategic Planning Workshop
- Draft Capital Improvement Plan

## **September**

- Discuss possible changes to fare structure for Yolobus
- Preliminary financial status report on close of FY 22-23
- Report/Possible Action on Salary Survey
- Closed Session: Annual Performance Review for Executive Director

## **October**

- Review Draft 10-Year Strategic Plan
- Approve 10-Year Capital Improvement Plan

## **November**

- Approve 10-Year Strategic Plan
- Progress Report on Annual Goals
- FY 22-23 1<sup>st</sup> Quarter Financial Status Report
- Approve changes to fare structure for Yolobus

## **December**

- Select Chair, Vice-Chair for the 2024 Calendar Year
- YCTD Meeting Dates for 2024

# BOARD COMMUNICATION: YOLO TRANSPORTATION DISTRICT

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

|   |                      |   |
|---|----------------------|---|
| <b>Topic:</b><br>Yolo 80 Managed Lanes Update, Grant Application and Ad Hoc Committee | <b>Agenda Item#:</b> | <b>5</b>  |
|   | <b>Agenda Type:</b>  | <b>Deliberation / Action</b>  |
| <b>Prepared By:</b> B. Abbanat and A. Bernstein                                       |                      | <b>Attachments:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No |
| <b>Meeting Date:</b> January 9, 2023  |                      |   |

## RECOMMENDATION:

1. Receive a presentation from consultant WSP on the key factors for establishing and implementing tolled managed lanes for the Yolo 80 Managed Lanes project.
2. Approve resolution authorizing the Executive Director to seek up to \$2 million in funding from the SACOG Transformative Grant Program for tolled managed lanes advance planning.
3. Take the following Ad Hoc Committee actions:
  - a. Retire Yolo 80 Managed Lanes Project Ad Hoc Committee.
  - b. Establish Yolo 80 Tolling Advance Planning Ad Hoc committee.

## BACKGROUND:

### Project Description

In summer 2021, YTD, in partnership with Caltrans, was awarded an \$86 million federal INFRA grant to construct approximately 17 center-line miles of managed lanes in both directions on Interstate 80 (I-80) and United States 50 (US-50) in Yolo County and portions of Sacramento County to alleviate bottlenecks and address an increasing capacity constraint.

The project will construct improvements consisting of tolled managed lanes with direct I-80 connectors at the I-80/US 50 separation, pedestrian/bicycle facilities, and Intelligent Transportation System (ITS) elements along Interstate 80 (I-80) and United States Route 50 (US-50) from Kidwell Road near the eastern Solano County boundary (near Dixon), through Yolo County, and to West El Camino Avenue on I-80 and Interstate 5 (I-5) on US-50 in Sacramento County. Below is a project snapshot:

### Project Snapshot:

| <u>Cost/ Funding</u>               | <u>Amount</u>                   |
|------------------------------------|---------------------------------|
| Total Project Cost                 | \$208M + Mitigation             |
| Committed Funding                  | \$94M (\$86M INFRA, \$8M SACOG) |
| SB 1 Cycle 3 (TCEP) Request        | \$103M (uncommitted)            |
| SACOG 22/23 Transformative Program | \$11M (uncommitted)             |
| <i>Tolling Advance Planning</i>    | \$1M                            |
| <i>Construction</i>                | \$10M                           |

| <u>Phase</u>           | <u>Date</u> |
|------------------------|-------------|
| Environmental (PA&ED)  | Winter 2023 |
| Right of Way (ROW)     | Spring 2025 |
| Design Complete (PS&E) | Spring 2025 |

Construction Start (CON)  
Construction End (CON)

Summer 2025  
Fall 2027

### Project History

This subsection focuses on the sequence of significant decisions and activities leading to establishing and implementing *tolled* managed lanes for the Yolo 80 Managed Lanes project. For brevity, other project-related activities are omitted from this update.

**November 2021: Establish Yolo 80 Managed Lanes Board Ad Hoc Committee.** Following the INFRA grant award announcement, in November 2021, a Board Ad Hoc committee was formed for the project with the following charge:

- Represent the YCTD Board in project development discussions with our partners at Caltrans, FHWA and other interested parties;
- Work with staff to develop recommendations for Board consideration;
- Provide monthly reports to the full Board and seek direction on key issues;
- Provide advice, consultation and nimble guidance to staff to implement the Board's vision.

**December 2021: Establish Project Goals.** In December 2021 the Board adopted eight project goals based on both best practices in highway capacity management and Yolo County values including preventing induced vehicle miles traveled (VMT), increasing transit ridership, advancing transportation equity by preventing disproportionate burdens on under-resourced communities, and improving active transportation connectivity, while also addressing the critical traffic congestion that occurs throughout the week. (See Attachment 1).

**January 2022: Managed Lanes Workshop.** The Board held a “Managed Lanes Workshop” in January 2022 Board to understand perspectives and case studies on designing highway managed lane projects that maximize person throughput while minimizing climate, air quality and equity impacts. The workshop solidified the Board’s interest in tolled managed lanes as an important mechanism for achieving the project’s goals. Subsequently, in early 2022, the YoloTD Ad Hoc Committee directed staff to identify a pathway and steps to make tolling a viable option for this corridor. Staff began this process by outreaching to and meeting with experts, including agencies with direct experience in tolling (such as MTC and LA Metro), as well as consulting firms who specialize in toll lane development.

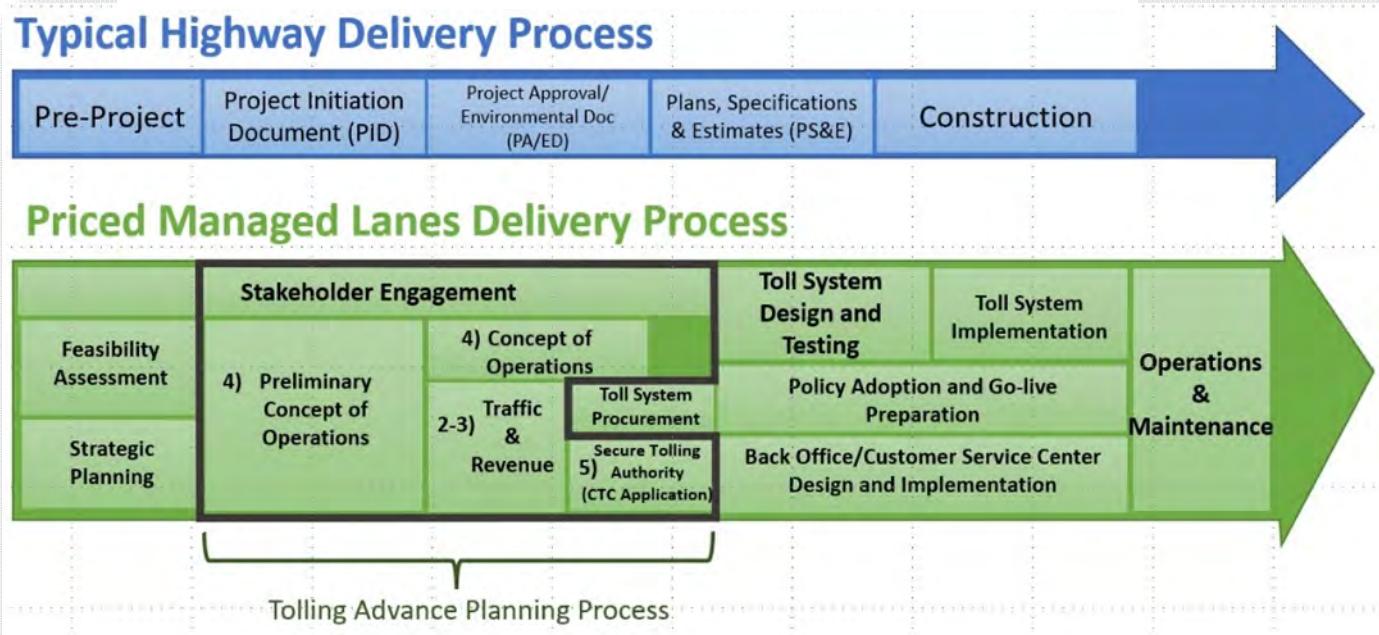
**Early-Mid 2022: Revise Project Description to Include Tolled Managed Lanes.** Substantial coordination with Caltrans was needed during 2022 to revise the Environmental Impact Report’s (EIR) Notice of Preparation (NOP) project description to assume *tolled* managed lanes as a baseline project assumption.

**July – October 2022: Consultant Procurement.** Upon NOP project description agreement with Caltrans, YoloTD needed technical expertise in this specialized field of highway planning / engineering and issued a Board-approved Request for Proposals for this purpose. The competitive selection process occurred during Summer 2022 culminating in the selection and execution of an agreement with WSP in mid-October 2022.

**November 2022 – Present: Internal Workplanning** The internal staff team, WSP and Special Counsel Kirk Trost held several meetings to identify the key planning activities, decisions, partnerships, funding opportunities, and community engagement activities that must occur within the window before construction begins

This workplan encompasses the Tolling Advance Planning (TAP) Process, which reflects the critical path roughly illustrated in Figure 1 and described thereafter to occur within the next 12-13 months:

Figure 1: Overview of Typical Highway and Tolled Managed Lanes Processes



1. **Establish Governing Body** (not displayed in Figure 1). A governing body must be created to oversee tolling operations, policy, expenditures, contracts and uses of future toll revenue. The establishment of this governing body is a necessary precursor to apply for tolling authority via the California Transportation Commission (CTC). Potential options include single county, multi-county, or a regional tolling authority. This process is expected to take many months and substantial coordination between YoloTD and potential partners, depending on the preferred course of action. In previous discussions, the YoloTD Board of Directors has indicated that it would prefer to not “go it alone” and has directed staff to collaborate with SACOG, Caltrans District 3 and other county transportation agencies toward the goal of establishing a multi-county or regional tolling authority.
2. **Level 1 Traffic and Revenue (T&R) Study Revisions.** A Level 1 T&R provides a high-level analysis of the demand for a tolled facility as well as the revenue likely to be generated by the facility. This analysis is also a necessary precursor to apply for tolling authority. Caltrans prepared a draft Level 1 T&R study, however revisions are needed as policy, configuration, and operational assumptions were made without consultation of YoloTD or other key partners such as SACOG. .
3. **Concept of Operations (ConOps).** A ConOps provides information on facility design, operational policies, technical requirements, enforcement and incident management, institutional roles and responsibilities, and performance monitoring. Key design and operations support elements, such as ingress and egress locations, electronic toll collection implementation requirements, traffic data collection, pricing scheme, customer service and account management, enforcement options and supporting equipment, required system equipment, maintenance provisions and marketing concepts are all covered in this document.
4. **Level 2 T&R Study.** Depending on the outcome of pending grant applications, a more detailed Level 2 T&R study may be needed to demonstrate a revenue stream against which the project can bond to complete capital construction.

**5. Securing Tolling Authority.** The governing body is responsible for securing tolling authority by submitting an application to the CTC. Items #1-#2 at a minimum must be completed prior to applying for tolling authority.

#### Funding Need

Importantly, the TAP sub-processes referenced above must all be completed prior to designing, procuring, and testing tolling equipment and must *also* be completed in parallel or align with timing for the broader capital project and its requirements for obligating INFRA capital funds by Fall 2024.

The order-of-magnitude cost estimate for Tolling Advance Planning is \$1.5-\$2 million, which is neither budgeted in the broader Caltrans capital project cost estimates nor within Yolo TD's discretionary resources to fund. Thus, additional external funding is needed.

Staff seeks Board direction to co-apply with Caltrans for the upcoming SACOG Regional Funding Transformative program due in early February. Caltrans is already preparing an application for ~\$10 million for construction costs. With the YoloTD Board's approval, we will to co-apply with Caltrans but as an independent implementing agency for the Tolling Advance Planning scope of work. SACOG funding program staff confirm this approach as appropriate for a combined grant application. If awarded, funding access should occur in late summer 2023, causing a tangible, but manageable, delay in the Tolling Advance Planning process. No other funding substitutes are immediately identifiable.

#### Ad Hoc Committees

Ad Hoc Board committees are intended to serve a defined set of objectives for a specific duration, for Brown Act compliance. Staff seeks the following project committee-related Board actions:

**Retire Yolo 80 Managed Lanes Committee.** The existing Yolo 80 Managed Lanes Ad Hoc Committee has helped guide staff and the project through a sensitive, critical development phase since November 2021. Retiring that subcommittee is appropriate since the original charge is complete. When originally established, the members of the Ad Hoc Committee included Yolo County (Don Saylor), City of West Sacramento (Chris Ledesma) and UC Davis (Matt Dulcich). The City of Davis (Lucas Frerichs) joined the Ad Hoc Committee in October 2022 after Director Ledesma stepped down.

**Establish Yolo 80 Tolling Advance Planning Committee (TAPC).** The next project phase requires new, unique guidance related to the Tolling Advance Planning process defined above. The anticipated committee work is similarly sensitive in nature and required for timely decision-making given prior referenced time constraints. The specific TAPC charge follows:

Provide:

- Guidance on formation and YoloTD Board representation during interagency discussions of establishing a tolling governing body
- Board insight into findings of existing Level 1 T&R study and assumptions for forthcoming revisions
- Input for and feedback on a potential Level 2 T&R study
- Input for and feedback on a Concept of Operations report
- Input for a tolling authority application

Two voting Board appointees are needed for the TAPC. The Board may also choose to appoint a non-voting, ex-officio member such as UC Davis (Matt Dulcich), who served on the prior Ad Hoc Committee.

The committee is expected to meet monthly for a 12-month duration. All key decisions and actions in the Tolling Advance Planning process will first come to the TAPC for vetting, and then to the full Board prior to any action.

Additionally, a monthly written report on the TAPC's activities will be included in each month's Board of Directors packet, providing an opportunity for the Board to ask questions of staff and TAPC members during the regularly-scheduled Board meeting.

### Next Steps

Upon formation of a new TAPC Ad Hoc Committee, Staff expect to bring the following project-related items to the TAPC and Board in the next several months:

1. WSP findings of Level 1 T&R Review
2. Yolo 80 Managed Lanes Policy Matrix to inform Level 1 T&R revisions
3. Discussion of establishing a governing body for tolling authority

### Attachments

1. 80 Managed Lanes Project Goals
2. Resolution authorizing the Executive Director to seek funding from the SACOG Transformative Grant Program
3. Scope of Work for TAPC

# *80 Managed Lanes Project*

## *YCTD Goals*

*Adopted Dec 14, 2021*

Support achievement of state and regional climate goals by limiting VMT increases and maximizing VMT reduction strategies

Increase transit ridership and mode share.

Increase safety and ease of bicycle travel on the existing Causeway bicycle path, including connecting routes in West Sacramento and Davis.

Advance transportation equity by minimizing project burdens and maximizing project benefits for low-income communities.

Improve peak hour travel time on I-80 while reducing the use of local streets and roads for regional trips.

Increased coordination with Solano County, Caltrans D4 and MTC on interregional trips

Improve traffic flow by utilizing Intelligent Transportation Systems (ITS) technologies such as ramp metering.

Establish a highway management system that can be replicated and integrated regionwide.

**YOLO COUNTY TRANSPORTATION DISTRICT**

**RESOLUTION NO. R 2023-04**

**AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO SEEK FUNDING FROM THE SACOG TRANSFORMATIVE GRANT PROGRAM FOR TOLLED ADVANCE PLANNING FOR THE YOLO 80 MANAGED LANES PROJECT.**

**WHEREAS**, the Yolo Transportation District (YoloTD) has received an Infrastructure For Rebuilding America (INFRA) grant in the amount of \$86 million for construction of the Yolo 80 Managed Lanes Project; and

**WHEREAS**, significant decisions and activities leading to establishing and implementing tolled managed lanes for the Yolo 80 Managed Lanes project requires unbudgeted resources for the project including establishing a governing body, revising the Caltrans Level 1 Traffic and Revenue Study, completing a Concept of Operations study, potentially conducting a Level 2 Traffic and Revenue Study for bonding revenues against the project (if needed), and securing tolling authority; and

**WHEREAS**, the Sacramento Area Council of Governments (SACOG) Regional Funding Cycle is accepting funding applications through February 8, 2023 and for which the above activities are eligible expenses; and

**WHEREAS**, Caltrans intends to submit a \$10 million capital grant application to the SACOG Transformative Program for the Yolo 80 Managed Lanes project; and

**WHEREAS**, the YoloTD proposes to co-apply with Caltrans as an independent implementing agency for the above Tolling Advance Planning scope of work, estimated at up to \$2,000,000;

**NOW, THEREFORE, RESOLVED, ORDERED, AND FOUND** by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, to authorize the YCTD Executive Director to seek up to \$2,000,000 in funding from the SACOG Transformative grant program for tolled advance planning for the Yolo 80 Managed Lanes project.

**PASSED AND ADOPTED** by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 9th day of January, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Tom Stallard, Chair  
Board of Directors

ATTEST:

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Heather Cioffi, Clerk

Board of Directors

Approved as to Form:

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Hope P. Welton, District Counsel

**Attachment 3**

**SCOPE OF WORK**

**FOR**

**Yolo 80 Managed Lanes Tolling Advance Planning**

**1. Purpose**

The Tolling Advance Planning (TAP) process reflects the critical path necessary to be ready to operate tolling on Interstate 80 in Yolo County by the time construction of the new lanes is complete. It will also lay the foundation for other tolled facilities in the SACOG region. Specifically, the Tolling Advance Planning scope of work will conduct the steps necessary to secure tolling authoring prior to procurement, toll system design, and back-office support (collectively, Priced Managed Lanes Delivery Process).

This scope of work identifies, describes, and assigns costs to the TAP for as part of the broader Yolo 80 Corridor Improvements grant application to the SACOG Regional Funding Transformative grant program. YoloTD will be the implementing agency for the TAP scope of work and will work closely with Caltrans District 3 on all aspects of this scope of work. We will also engage SACOG and peer county transportation agencies in the SACOG region, particularly on the governance and concept of operations components, to ensure that the systems we develop for Interstate 80 in Yolo County can be expanded to serve the rest of the region.

**2. Scope of Work**

This subsection reflects the broad outlines of the TAP scope of work anticipated by YoloTD staff.

**Total Cost: \$1.5 – 2 million (exact cost estimates are still being developed)**

**Concept of Operations:**

The Concept of Operations (ConOps) is intended to describe how the managed lanes will operate from a user perspective and to set the framework for the design and operational characteristics of the managed lane system. As such, it serves as a bridge between the needs and expectations of the managed lane user and the technical specifications to be developed for the toll system. The managed lane system includes the hardware and software that will be procured to implement and operate the express lanes

**Revised Level 1 Traffic and Revenue Study:**

A Traffic and Revenue Study (T&R) evaluates the current and future demand for the new lane. Caltrans District 3 previously prepared a Level 1 T&R for this project, however it was based on an incomplete concept of operations without any vetting or input from key stakeholders including YoloTD. The Level 1 T&R is necessary precursor to a tolling authority application.

## **Governance Structure**

We will engage governance experts and key stakeholders including SACOG, Caltrans District 3 and county transportation planning agencies to develop the governance structure for a tolling authority to oversee toll policy, operations and revenue for the Yolo 80 tolled lanes, along with future tolled lanes in the SACOG region.

## **Community Engagement**

The community engagement process will be a critical component to raising awareness of and soliciting input for the tolled lanes. Community engagement will occur at multiple levels and via several inputs. Key input areas include 1) planning the future toll lanes, 2) governance structures, and 3) revenue expenditures toward achieving Board-approved project goals.

## **Secure Tolling Authority (Tolling Application)**

A Tolling application must be submitted to the CTC, who will evaluate the application and determine whether to grant tolling authority to the applicant. Once tolling authority is secured, we are able to move forward with implementing operations of the tolled facility.

**BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT**

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

|  |  |                                      |
|--|--|--------------------------------------|
| <b>Topic:</b> Select of Vice Chair, for the 2023 Calendar Year | <b>Agenda Item#:</b>   | <b>6</b>                             |
|  | <b>Agenda Type:</b>  | <b>Action</b>                        |
| <b>Prepared By:</b> A. Bernstein                               | <b>Attachments:</b><br><input checked="" type="radio"/> Yes <input type="radio"/> No | <b>Meeting Date:</b> January 9, 2023 |

**RECOMMENDATION:**

Select the Vice-Chair for Calendar Year 2023.

**BACKGROUND:**

Historically, the YCTD Board appoints a Chair and Vice-Chair each July, and their terms coincide with the fiscal year. In July 2022, the YCTD Board decided to change the terms of the Chair and Vice-Chair to coincide with the calendar year rather than the fiscal year. They also extended the term of the current Chair, Supervisor Saylor, through the end of 2022.

The Vice-Chair positions has typically rotated amongst the jurisdictions. The table below shows the history of position holders over the last 10+ years.

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

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

Based on the current rotation schedule, the Davis representative will be the Vice-Chair. Making this appointment in January, to be made effective on January 1, will allow a continuity of communication for staff.

**BUDGET IMPACT:**

None

**BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT**

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|--|----------------------|--|
| <b>Topic:</b> Appointments to Capitol Corridor Joint Powers Authority Board of Directors | <b>Agenda Item#:</b> | <b>7</b>   |
|  | <b>Agenda Type:</b>  | <b>Action</b>  |
| <b>Prepared By:</b> H. Cioffi  |                      | <b>Attachments:</b><br><input checked="" type="radio"/> Yes <input type="radio"/> No |
| <b>Meeting Date:</b> January 9, 2023   |                      |  |

**RECOMMENDATION:**

Staff recommend that the Board of Directors appoint 2 Directors and an Alternate to serve on the Capitol Corridor Joint Powers Authority (CCJPA) Board of Directors.

**BACKGROUND:**

The Capitol Corridor runs 16 trains a day each direction between the Bay Area (Oakland/San Jose) and the Sacramento region (Sacramento/Roseville). All Capitol Corridor trains run through Yolo County, Davis and West Sacramento. There is one station in Yolo County, in downtown Davis. The CCJPA is currently working with the City of Davis on major changes to the Davis station.

The CCJPA Board of Directors includes two representatives apiece from YoloTD, Santa Clara Valley Transportation Authority (VTA), Sacramento Regional Transit District (SacRT), Solano Transportation Authority (STA), and Placer County Transportation Planning Agency (PCTPA). The BART Board of Directors has six members on the CCJPA Board, two apiece from San Francisco, Contra Costa and Alameda Counties.

Until Dec 2022, YoloTD was represented on the CCJPA Board by Yolo County (Don Saylor) and City of Davis (Lucas Frerichs). Gloria Partida (City of Davis) serves as Alternate. With recent changes to the YCTD Board, it is necessary to appoint new representatives.

The Capital Corridor Board meets bimonthly (5 meetings per year), on the third Wednesday of the month. The next meeting of the Capitol Corridor JPA Board is February 15, 2023 at 10 am. The meeting location alternates between Oakland and Suisun.

**BUDGET IMPACT:**

None.

**BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT**

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| <b>Topic:</b> Consider Change to Time of Board Meeting | <b>Agenda Item#:</b> | <b>8</b>   |
|  | <b>Agenda Type:</b>  | <b>Action</b>  |
|  |                      | <b>Attachments:</b><br><input checked="" type="radio"/> Yes <input type="radio"/> No |
| <b>Prepared By:</b> A. Bernstein                       |                      | <b>Meeting Date:</b> January 9, 2023   |

**RECOMMENDATION:**

Staff recommends that the Board of Directors discuss potentially changing the time of the Board meeting to earlier in the evening to support public participation and Board attendance as we transition back to in-person meetings.

**BACKGROUND:**

For many years, the YoloTD Board of Directors has met at 7:00 PM. Generally, the meetings last for 1-1.5 hours, occasionally longer. Recently, staff have received feedback from Board members and members of the public that an earlier meeting time might be preferable, particularly as we welcome new Board members and return to in-person meetings at our Board room in Woodland.

Staff would like the Board's suggestions and recommendations on whether an earlier start time would be preferable for your own schedules as well as public participation.

As a starting point for discussion, staff propose changing the meeting time of 5:30 PM. Based on the feedback we've received and our professional experience, a start time of 5:30 would allow those who have full-time jobs to attend the Board meeting, while letting people get home earlier.

**BUDGET IMPACT:**

None.