

BOARD OF DIRECTORS MEETING AGENDA

Directors: Tom Stallard (Chair, City of Woodland), Josh Chapman (Vice Chair, City of Davis), Dawntè Early (City of West Sacramento), Lucas Frerichs (Yolo County), Jesse Loren (City of Winters), 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.

IN-PERSON INFORMATION

Meeting Date: Monday, February 13, 2023
Meeting Time: 7:00 PM
Meeting Place: YoloTD Board Room, 350 Industrial Way, Woodland, CA 95776

ZOOM INFORMATION

Link: <https://us06web.zoom.us/j/88246115330?pwd=dHpWN2EvUjBXU3AydllhIMENIdjFiQT09>
Phone Number: (669) 900-6833
Webinar ID: 700630

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 (Voting members: Woodland, Davis, West Sacramento, Winters, Yolo County) (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 February 13, 2023 meeting		X
	3b.	Resolution approving continuation of hybrid meetings <i>(Cioffi) (pp 5-6)</i>		X
	3c.	Approve YCTD Board Minutes for Regular Meeting of January 9, 2023 <i>(Cioffi) (pp 7-10)</i>		X
	3d.	FY 22-23 2 nd Quarter financial Status Report <i>(Levenson)(pp 11-17)</i>		X

REGULAR CALENDAR

7:15 PM	4.	Status report on Microtransit fare changes <i>(Reitz)(pp 20)</i>	X	
	5.	Administrative Reports <i>(Bernstein) (pp 21-27)</i> Discussion regarding subjects not specifically listed is limited to clarifying questions. <ul style="list-style-type: none"> • Board Members' Oral Reports • Transdev's Oral Report • Executive Director's Oral Report • Receive Report on Route 215 Rider Concerns • Receive 80 Managed Lanes Monthly Report • Receive Citizens Advisory Committee Meeting Minutes • Long-Range Calendar 	X	
7:35 PM	6.	10-Year Strategic Planning Process <i>(Bernstein)(pp 28-29)</i>	X	
8:00 PM	7.	Citizen Advisory Committee Update and Proposed Changes <i>(Bernstein)(pp 30-33)</i>		X
8:20 PM	8.	Adjournment		X

Unless changed by the YoloTD board, the next meeting of the Board of Directors will be **March 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, February 10, 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.



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. 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, February 13, 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 or at the following address: 350 Industrial Way, Woodland, CA 95776.

VISION, VALUES AND PRIORITIES



Vision Statement

The vision statement tells us what we intend to become or achieve.

Provide seamless, sustainable mobility solutions to help Yolo communities thrive.



Core Values

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

- We are transparent, inclusive and accountable to the public, stakeholders and partner agencies
- We are committed to addressing inequities and improving outcomes for our most vulnerable communities
- We prioritize environmental sustainability and climate resilience
- We value efficiency, innovation and responsible stewardship of public funds



District-Wide Priorities

Priorities align our vision and values with our implementation strategies.

1. Provide transit service that is faster, more reliable and convenient.
2. Partner with member jurisdictions, community-based organizations and local, regional, state and federal agencies to identify and address the current and evolving mobility needs of Yolo County.
3. Coordinate, plan and fundraise to deliver a full suite of transportation projects and programs.

BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Renewal of Resolution 2022-09 Authorizing Renewal of Remote Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 Renewal	Agenda Item#: Agenda Type:	3b Action	
		Attachments: Yes No	
Prepared By: H. Cioffi		Meeting Date: February 13, 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 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**

Topic: Approve YCTD Board Minutes for Regular Meeting of January 9, 2023	Agenda Item#: Agenda Type:	<div>3c</div> <div>Action</div>	
		Attachments:	<div>Yes</div> No
Prepared By: H. Cioffi		Meeting Date: February 13, 2023	

RECOMMENDATION:

Staff recommends for the Yolo County Transportation District (YCTD) Board of Directors approve the Minutes for the Regular Meeting of January 9, 2023.

January 9, 2023 BOARD MEETING MINUTES:**YOLO COUNTY TRANSPORTATION DISTRICT****BOARD OF DIRECTORS MEETING****January 9, 2023****Yolo County Transportation District (via videoconference)****350 Industrial Way, Woodland, CA 95776**

Chair Stallard called the meeting to order at 7:09 pm and requested roll call to confirm quorum was in attendance through Zoom remote participation.

The following individuals were in attendance:

Board Member	Jurisdiction	In Attendance	Absent
Tom Stallard (Chair)	City of Woodland	X	
Josh Chapman (Primary)	Davis	X	
Dawntè Early (Primary)	West Sacramento	X	
Jesse Loren (Primary)	City of Winters	X	
	Yolo County		X
Matt Dulcich (Ex-Officio)	UC Davis	X	
Greg Wong (Ex-Officio)	Caltrans		X

YCTD staff in attendance were Executive Director Autumn Bernstein, Clerk to the Board Heather Cioffi, Brian Abbanat

Additional attendee(s) included: Yolo County Supervisor Lucas Frerichs, YoloTD Counsel Hope Welton, Liz Justison, WSP.

Chair Stallard asked for public comments for items not on the agenda; There were no public comments.

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

Chair Stallard asked if any directors or staff would like to remove anything off the consent calendar; there were no changes to the consent calendar agenda items.

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

3a.	Approve Agenda for January 9, 2023 meeting
3b.	Resolution approving continuation of hybrid meetings (<i>Cioffi</i>) (<i>pp 4-5</i>)
3c.	Approve YCTD Board Minutes for Regular Meeting of December 12, 2022 (<i>Cioffi</i>) (<i>pp 6-8</i>)
3d.	Approve Updated Public Transportation Agency Safety Plan (PTASP)– (<i>Reitz</i>)(<i>pp9-34</i>)
3e.	Approve Updated Title VI Program (<i>Reitz</i>) (<i>pp35-111</i>)

Roll Call for Agenda Items 3a, 3b, 3c, 3d, 3e— Consent Calendar

AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Stallard				Motion passed
Early				
Chapman				
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
 - Director Loren expressed gratitude or receiving the Vision, Values and Priorities.
- Ad Hoc Committee on 80 Managed Lanes Report (*Bernstein*)
- Transdev’s Report (*Bernstein*)
 - Executive Director Bernstein provided an update on Caltans including preparation and training for the Woodland micro transit.
- Executive Director Report (*Bernstein*)
 - Ms. Bernstein provided update on the storm and its impact on bus service.
 - We are preparing to add 9 additional trips to the route 42.
 - The rebranding for the micro transit is going well.
 - We continue to hear concerns from residents of south Davis on the change in services.
 - The promotional fare on the micro transit has increased from \$1 to \$4 as voted on by the board.
 - Dr. early asked for clarification on the micro transit increase in fare.
- Ms. Bernstein reviewed the long-range calendar.

Chair Stallard asked for public comments for the director reports; Mr. Hirsch provided comment.

Agenda Item 5 — Yolo 80 Managed Lanes Update, Grant Application, and Ad Hoc Committee

Item #5 is an action item.

- Ms. Bernstein, Brian Abbanat, and Liz Justison, a consultant with WSP, provided a presentation in the Yolo 80 Managed Lanes update.
- The purpose of the project is to ease congestion, improve transit and active transportation access.
- Mr. Abbanat provided a history of the project.
- Ms. Justison provided an overview on Key policy and design decisions that affect traffic and revenue.
- Ms. Justison provided a basic comparison of the Yolo 80 project with the tolling lanes in the bay area.
- Ms. Bernstein reviewed the staff recommendation for retiring the Yolo 80 Managed Lanes Committee and appointing a Yolo 80 Tolling Advanced Planning Committee. It was recommended that two board members be appointed.
- Ms. Bernstein reviewed the staff recommendation that the board approved the resolution authorizing YCTD to seeking funding for the program.

Chair Stallard asked for public comments for agenda item 5; Mr. Hirsch provided comment.

Chair Stallard asked for volunteers for the Tolling Advanced Planning Committee. Director Early expressed interest as did Lucas Frerichs. Matt Dulcich was also suggested to serve on this committee.

Chair Stallard asked for a motion . Director Loren made the motion and Director Chapman seconded the motion to retire the Yolo 80 Managed Lanes Project Ad Hoc Committee and Establish a Yolo 80 Tolling Advance Planning Ad Hoc Committee and to appoint Director Early, Lucas Frerichs and Matt Dulcich to the Ad Hoc Committee.

Roll Call for Agenda Item 5 – Yolo 80 Managed Lanes Update, Grant Application and Ad Hoc Committee
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AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Stallard				Motion passed
Chapman				
Early				
Loren				

Agenda Item 6— Selection of Vice-Chair for 2023 calendar year

Item 6 is an action item.

Ms. Bernstein provided an overview of the historical data on the selection of the board vice-chair. Per the rotation schedule, the representative from Davis is next in line for the vice-chair. Chair Stallard made the motion to nominate Director Chapman, from Davis as Vice-Chair.. Dr. Early seconded the motion.

Chair Stallard asked for public comments; Mr. Frerichs provided comment.

Roll Call for Agenda Item 6 – Selection of Vice-Chair for 2023 calendar year

AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Stallard				Motion passed
Chapman				
Early				

Loren			
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Agenda Item 7— Appointments to CCJPA Board

Item 7 is an action item.

Staff recommends the YCTD Board appoints two members and an alternate to the CCJPA

- The CCJPA meets Bi-monthly and the next meeting is on February 15th
- Chair Stallard suggested that Lucas Frerichs, after his re-appointment to the YoloTD board, should continue to serve on the CCJPA board for the sake of continuity.
- Director Lorensuggested that Director Chapman should serve on the CCJPA board.
- Director Early suggested that Chair Stallard should serve as an alternate for the CCJPA board.

Chair Stallard asked for public comments on agenda item 7; there were no public comments.

Chair Stallard asked for a motion on agenda item 7. Director Loren made the motion for Lucas Frerichs and Josh Chapman to serve on the CCJPA board and for Chair Stallard to serve as an alternate. Director Early seconded the motion.

Roll Call for Agenda Item 5 – Appointments to CCJPA Board

AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Stallard				Motion passed
Chapman				
Early				
Loren				

Discussion Item — Changing of the board meeting time.

- Chair Stallard provided opening comments.
- Director Early recommended rotating the meeting location across the locations represented on the board.
- Director Loren stated an earlier time will not work and she would like to come back to the idea of rotating the meeting location.

Chair Stallard asked for public comments; Mr. Hirsch provided comment. There was no action taken.

Agenda Item 8 — Adjournment

There being no further regular business, Chair Stallard adjourned the regular meeting at 8:20 pm.

Respectfully submitted:

Heather Cioffi

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**

Topic: FY 2022-23 Q2 Financial Status Report	Agenda Item#: Agenda Type:	3d Info/Discussion	
		Attachments:	<div><div>Yes</div>No</div>
Prepared By: L. Ambriz and L. Levenson		Meeting Date: February 13, 2023	

RECOMMENDATION:

Receive YCTD's FY 2022-23 Q2 Financial Status Report

BACKGROUND:

The attached Yolo County Transportation District (YCTD) FY 2022-23 Q2 Financial Status Report shows actual operating expenditure and revenue data as of February 2, 2023, along with current annual projections. We are currently forecasting ~\$0.5M budget surplus due to:

- \$290K In Salary savings.
- Net \$340K extra income from outside fuel sales (\$710K extra revenue offset by \$300k extra costs) due to new fuel customer, Alpha Lion Trucking LLC.

We also see:

- Underspending in Fixed Route and Microtransit due to delay in service expansions compared to budgeted time frames, offset by reduced revenue.
- \$81K estimated Paratransit cost increased due to ridership increase.

FY 22/23 Budget, updated 2/3/23

Doublecheck Totals

Total operating carryforward fund balance \$0

Table 1.1a. Annual Operating Budget - Administration

	Approved FY 22-23	FY 22-23 Actual, as of 12/31/22	FY 22-23 Projection	Diff to Budget
Administration Operating Revenues				
STA/LTF	\$1,370,000	\$685,000	\$1,370,000	\$0
Cache Creek Mitigation	\$1,442,000	\$721,000	\$1,442,000	\$0
Low Carbon/Renewable Energy Credits	\$200,000	\$39,510	\$200,000	\$0
Outside Fuel Sales	\$120,000	\$277,927	\$833,780	\$713,780
Advertising Revenue	\$50,000	\$14,789	\$50,000	\$0
Interest Revenue	\$50,000	\$17,182	\$50,000	\$0
Total Administration Operating Revenues	\$3,232,000	\$1,755,408	\$3,945,780	\$713,780
Administration Operating Expenses				
Regular Employee Salaries	\$1,578,000	\$632,862	incl below	incl below
Intern/Temp Employee Salaries	\$54,000	\$35,184	incl below	incl below
Overtime	\$5,000	\$0	incl below	incl below
Subtotal Salaries	\$1,637,000	\$668,046	\$1,392,845	(\$244,155)
PERS Employer Contribution	\$143,000	\$61,770	incl below	incl below
PERS UAL Payment	\$210,000	\$182,771	incl below	incl below
Health Insurance Employer Contribution	\$216,000	\$109,475	incl below	incl below
Retiree Health Insurance	\$0	\$16,764	incl below	incl below
Medicare Contribution	\$24,000	\$9,338	incl below	incl below
Other Employee Benefits	\$20,000	\$12,742	incl below	incl below
Subtotal Benefits	\$613,000	\$392,861	\$566,320	(\$46,680)
Subtotal Salary & Benefits	\$2,250,000	\$1,060,907	\$1,959,164	(\$290,836)
Technology	\$97,000	\$57,188	\$97,000	\$0
Marketing & Communications	\$156,000	\$723	\$156,000	\$0
Other Operating Expenses	\$129,000	\$58,228	\$129,000	\$0

Legal Services	\$85,000	\$5,761	\$85,000	\$0
Cost of Fuel Sold to Outside Users	\$72,000	\$233,860	\$440,000	\$368,000
Employee Training	\$57,000	\$7,657	\$57,000	\$0
Utilities	\$51,000	\$15,441	\$51,000	\$0
Memberships	\$31,000	\$18,660	\$31,000	\$0
Unitrans Pass-Thru for Uninc Area Service	\$24,000	\$0	\$24,000	\$0
Facilities Maintenance	\$18,000	\$22,485	\$18,000	\$0
Directors Stipends and Expenses	\$12,000	\$1,600	\$12,000	\$0
Insurance	\$0	\$0	\$0	\$0
Vehicle Maintenance	\$0	\$0	\$0	\$0
Contingencies	\$250,000	\$0	\$250,000	\$0
Total Administrative Operating Expenses	\$3,232,000	\$1,482,508	\$3,309,164	\$77,164
Net Administrative Surplus (Shortfall)				\$636,616

Table 1.2a. Annual Operating Budget - Fixed Route

		FY 22-23 Actual, as of	FY 22-23 Projection	Diff to Budget
Fixed Route Operating Revenues	Approved FY 22-23	12/31/22		
STA/LTF	\$5,490,000	\$2,745,000	\$5,490,000	\$0
Passenger Fares	\$971,000	\$482,714	\$971,000	\$0
FTA 5307 Sacramento Area Formula Funds	\$955,000	\$0	\$955,000	\$0
FTA 5307 Woodland Area Formula Funds	\$581,000	\$0	\$581,000	\$0
FTA 5307 Davis Area Formula Funds	\$150,000	\$0	\$150,000	\$0
FTA 5307 CARES	\$1,633,000	\$0	\$1,633,000	\$0
Low Carbon Transportation Operating Program (LCTOP)	\$439,000	\$0	\$439,000	\$0
FTA 5307/CMAQ for Route 42 Expansion	\$405,000	\$0	\$405,000	\$0
LCTOP - Funds from Prior Years	\$260,000	\$0	\$260,000	\$0
FTA/SacRT 5307 Causeway Connection	\$223,000	\$0	\$223,000	\$0
UC Davis Funds for Causeway Connection	\$223,000	\$134,155	\$223,000	\$0
FTA/Caltrans 5311 Rural Formula Funds	\$200,000	\$0	\$200,000	\$0
STA-SGR State of Good Repair Funds	\$195,000	\$0	\$195,000	\$0
FTA/Caltrans 5311 CRRSAA	\$103,000	\$0	\$103,000	\$0
Cache Creek Mitigation	\$0	\$0	\$0	\$0
Reduced claim to grants from exp reductions	\$0	\$0	-\$2,326,000	(\$2,326,000)
Total Fixed Route Operating Revenues	\$11,828,000	\$3,361,869	\$9,502,000	-\$2,326,000

		FY 22-23 Actual, as of	FY 22-23 Projection	Diff to Budget
Fixed Route Operating Expenses	Approved FY 22-23	12/31/22		
Contracted Transportation	\$8,799,000	\$3,680,491	\$7,660,000	(\$1,139,000)
Fuel	\$964,000	\$402,301	\$0	(\$964,000)
Electric Vehicle Charging	\$41,000	\$16,407	\$41,000	\$0
Insurance	\$857,000	\$528,177	\$634,000	(\$223,000)
Technology	\$289,000	\$180,023	\$289,000	\$0
Vehicle Maintenance	\$195,000	\$0	\$195,000	\$0
Utilities	\$189,000	\$74,251	\$189,000	\$0
Facilities Maintenance	\$50,000	\$25,820	\$50,000	\$0
Marketing & Communications	\$44,000	\$41	\$44,000	\$0
Contingencies	\$400,000	\$0	\$400,000	\$0
Total Fixed Route Operating Expenses	\$11,828,000	\$4,907,511	\$9,502,000	(\$2,326,000)

Table 1.2a. Annual Operating Budget - Fixed Route

	Approved FY 22-23	FY 22-23 Actual, as of 12/31/22	FY 22-23 Projection	Diff to Budget
Fixed Route Operating Revenues				
STA/LTF	\$5,490,000	\$2,745,000	\$5,490,000	\$0
Passenger Fares	\$971,000	\$482,714	\$971,000	\$0
FTA 5307 Sacramento Area Formula Funds	\$955,000	\$0	\$955,000	\$0
FTA 5307 Woodland Area Formula Funds	\$581,000	\$0	\$581,000	\$0
FTA 5307 Davis Area Formula Funds	\$150,000	\$0	\$150,000	\$0
FTA 5307 CARES	\$1,633,000	\$0	\$1,633,000	\$0
Low Carbon Transportation Operating Program (LCTOP)	\$439,000	\$0	\$439,000	\$0
FTA 5307/CMAQ for Route 42 Expansion	\$405,000	\$0	\$405,000	\$0
LCTOP - Funds from Prior Years	\$260,000	\$0	\$260,000	\$0
FTA/SacRT 5307 Causeway Connection	\$223,000	\$0	\$223,000	\$0
UC Davis Funds for Causeway Connection	\$223,000	\$134,155	\$223,000	\$0
FTA/Caltrans 5311 Rural Formula Funds	\$200,000	\$0	\$200,000	\$0
STA-SGR State of Good Repair Funds	\$195,000	\$0	\$195,000	\$0
FTA/Caltrans 5311 CRRSAA	\$103,000	\$0	\$103,000	\$0
Cache Creek Mitigation	\$0	\$0	\$0	\$0
Reduced claim to grants from exp reductions	\$0	\$0	-\$2,326,000	(\$2,326,000)
Total Fixed Route Operating Revenues	\$11,828,000	\$3,361,869	\$9,502,000	-\$2,326,000

	Approved FY 22-23	FY 22-23 Actual, as of 12/31/22	FY 22-23 Projection	Diff to Budget
Fixed Route Operating Expenses				
Contracted Transportation	\$8,799,000	\$3,680,491	\$7,660,000	(\$1,139,000)
Fuel	\$964,000	\$402,301	\$0	(\$964,000)
Electric Vehicle Charging	\$41,000	\$16,407	\$41,000	\$0
Insurance	\$857,000	\$528,177	\$634,000	(\$223,000)
Technology	\$289,000	\$180,023	\$289,000	\$0
Vehicle Maintenance	\$195,000	\$0	\$195,000	\$0
Utilities	\$189,000	\$74,251	\$189,000	\$0
Facilities Maintenance	\$50,000	\$25,820	\$50,000	\$0
Marketing & Communications	\$44,000	\$41	\$44,000	\$0
Contingencies	\$400,000	\$0	\$400,000	\$0

Total Fixed Route Operating Expenses	\$11,828,000	\$4,907,511	\$9,502,000	(\$2,326,000)
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	FY 22-23			
	Approved	Actual, as of	FY 22-23	Diff to
Microtransit Operating Revenues	FY 22-23	12/31/22	Projection	Budget
STA/LTF	\$459,000	\$229,500	\$459,000	\$0
FTA 5307 Woodland Area Formula Funds	\$219,000	\$0	\$219,000	\$0
FTA/Caltrans 5311 CRRSAA	\$173,000	\$0	\$173,000	\$0
STA-SGR State of Good Repair Funds	\$20,000	\$0	\$20,000	\$0
Passenger Fares	\$7,000	\$0	\$7,000	\$0
Reduced claim to grants from exp reductions	\$0	\$0	-\$161,000	(\$161,000)
Total Microtransit Operating Revenues	\$878,000	\$229,500	\$717,000	(\$161,000)

	FY 22-23			
	Approved	Actual, as of	FY 22-23	Diff to
Microtransit Operating Expenses	FY 22-23	12/31/22	Projection	Budget
Contracted Transportation - Woodland	\$208,000	\$0	\$100,000	(\$108,000)
Contracted Transportation - Winters	\$126,000	\$59,990	\$126,000	\$0
Contracted Transportation - Knights Landing	\$115,000	\$54,811	\$115,000	\$0
Technology	\$196,000	\$0	\$196,000	\$0
Insurance	\$82,000	\$50,070	\$60,000	(\$22,000)
Fuel	\$81,000	\$3,647	\$50,000	(\$31,000)
Vehicle Maintenance	\$20,000	\$0	\$20,000	\$0
Contingencies	\$50,000	\$0	\$50,000	\$0
Total Microtransit Operating Expenses	\$878,000	\$168,519	\$717,000	(\$161,000)

Table 1.4. Annual Operating Budget - Paratransit

	FY 22-23			
	Approved	Actual, as of	FY 22-23	Diff to
Paratransit Operating Revenues	FY 22-23	12/31/22	Projection	Budget
STA/LTF	\$1,241,000	\$620,500	\$1,241,000	\$0
FTA 5307 Woodland Area Formula Funds	\$516,000	\$0	\$516,000	\$0
STA-SGR State of Good Repair Funds	\$60,000	\$0	\$60,000	\$0
Organization-Paid Fares	\$48,000	\$2,564	\$48,000	\$0
Passenger Fares	\$35,000	\$61,902	\$35,000	\$0
Cache Creek Mitigation	\$23,000	\$0	\$23,000	\$0
Carryforward Fund Balance	\$0	\$0	\$0	\$0
Total Paratransit Operating Revenues	\$1,923,000	\$684,966	\$1,923,000	\$0

Paratransit Operating Expenses	FY 22-23			
	Approved FY 22-23	Actual, as of 12/31/22	FY 22-23 Projection	Diff to Budget
Contracted Transportation	\$1,440,000	\$789,216	\$1,610,000	\$170,000
Fuel	\$147,000	\$94,330	\$190,000	\$43,000
Insurance	\$126,000	\$78,168	\$94,000	(\$32,000)
Vehicle Maintenance	\$60,000	\$0	\$60,000	\$0
Technology	\$50,000	\$498	\$50,000	\$0
Contingencies	\$100,000	\$0	\$0	(\$100,000)
Total Paratransit Operating Expenses	\$1,923,000	\$962,213	\$2,004,000	\$81,000
doublecheck	\$1,923,000			
Total Operating Revenues	\$17,861,000	\$6,031,743	\$16,088,000	(\$1,773,000)
Total Operating Expenditures	\$17,861,000	\$7,520,750	\$15,532,000	(\$2,329,000)

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

Topic: Status Report on Microtransit Fare Changes	Agenda Item#: Agenda Type:	<div style="text-align: center; font-size: 2em; font-weight: bold;">4</div> <div style="text-align: center; font-weight: bold;">Informational</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>Attachments:</div> <div>Yes No</div> </div>
Prepared By: E. Reitz		Meeting Date: February 13,2023

RECOMMENDATION:

Receive an update on the recent microtransit fare changes and provide feedback to staff on possible responses to concerns raised by riders.

BACKGROUND:

On October 10, 2022, the Yolo County Transportation District Board approved a motion to end the promotional \$1 fare for the microtransit in Knights Landing and Winters effective January 1, 2023. The Yolobus microtransit service also known as the “YOUR Ride” started in Knights Landing in August 2019 and Winters in March 2020. YOUR Ride is a shared on-demand transportation service which allows users to request a ride where and when they need it, within a set geographic zone and time of day. Each service has its own individual characteristics, with Knights Landing service area or “zone” including all of Knights Landing and Woodland and providing service from 8:30 AM to 5:30 PM Monday through Friday and Sunday. The Winters service area or zone including all of Winters and parts of both Vacaville and Davis and provides service from 8:30 AM to 5:30 PM Monday through Saturday.

At the onset of service, YCTD established a promotional fare of \$1.00 per trip. Both services described the cost in the following way, “During this pilot period, promotional fares will be as low as \$1 each, 50 cents for youth 18 and under. The full fare is just \$4 per person.” At the time the promotional fare was approved, no end date was identified. After over two years of providing promotional fares, ridership on microtransit is at an all-time high..

The full fare increase took effect on January 1, 2023. **Feedback from Microtransit passengers** Since then, District staff have been fielding questions and concerns from riders and community members in both Knights Landing and Winters.

Key concerns that have been expressed include:

- Desire for a discount fare for seniors, youth and the disabled
- Currently, microtransit riders do not receive a free transfer to other Yolobus routes or
- There should be a discounted fare for those who ride the service regularly (such as a multi-ride discount or monthly pass),
- \$4.00 is too expensive for a single ride.

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

Topic: Receive Report on Route 215 Riders Concerns	Agenda Item#:	<div>5</div> <div>Informational</div>	
	Agenda Type:		
Prepared By: E. Reitz		Meeting Date: December 12, 2022	

Information

On Thursday, February 2, 2023 the Woodland Daily Democrat published an article *Late-night Cache Creek Resort employees cope with transportation anxiety* (<https://www.dailydemocrat.com/2023/02/01/late-night-cache-creek-resort-employees-cope-with-transportation-anxiety/>).

The route 215 serves the Highway 16 corridor between Woodland and Cache Creek Casino, and is heavily utilized by casino staff. As part of a mitigation agreement between the Casino and Yolo County, Cache Creek subsidizes the 215 service.

The article discussed the concerns that many staff who work swing shift (3:00 PM – 11:00 PM) staff have: “will I get a spot on the bus?” The 11:15 PM departure is one of several departures throughout the day that has high ridership because it coincides with the start or end of an employee shift.

Route 215 service was reduced during the pandemic and has not yet been fully restored to pre-pandemic levels. Prior to being contacted by the reporter for the Daily Democrat, District staff were not aware of concerns about crowding during the 11:15 PM departure.

As discussed in the article, District staff have started discussion with passengers and our partners at Cache Creek Casino to find a solution to this issue. Possible solutions include both capital and operational improvements however the appropriate planning needs to be completed before any recommendation for improvements can be made.

We are currently evaluating ridership and crowding conditions on each 215 departure and assessing whether additional departures and/or having a second bus available for certain departures would be worthwhile.

We are also evaluating whether the current bus stop at Cache Creek should be relocated or modified to better address the concerns of passengers waiting for the bus.

At the request of Knights Landing riders, we are providing special evening service on Monday, February 13 to allow riders to attend the YoloTD Board meeting in person and share their concerns with the Board directly.

Ridership Impact

Staff have also been monitoring microtransit ridership to assess the impact of the fare change. Our analysis finds that ridership in both Knights Landing and Winters saw declined between December 2022 and January 2023, by 35.8% and 17.59% respectively . We assume that the fare increase played a role in this decline, however other factors such as the extreme weather in the first two weeks of January was likely a contributing factor.

Next Steps

District staff is currently planning for the launch of our new microtransit service in Woodland in May or June 2023 (pending delivery of new microtransit vehicles), as well as changes to our broader microtransit service district-wide, including the launch of a new mobile app (RideCo) and new brand. .

Based on the feedback we've heard on this fare change, we are now planning a complete review of all microtransit fare policies. We would appreciate any input or feedback from the Board as we undertake this process.

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

Topic: Yolo 80 Managed Lanes Project Update	Agenda Item#: Agenda Type:	<div>5</div> <div>Informational</div>		
		<div>Attachments:</div> <div>Yes</div> <div>No</div>		
Prepared By: B. Abbanat		Meeting Date: February 13, 2023		

RECOMMENDATION:

Informational. This staff report reflects the monthly written update on significant Yolo 80 Managed Lanes Project activities.

BACKGROUND:Project Snapshot:

<u>Cost/ Funding</u>	<u>Amount</u>
Total Project Cost	\$207M + Mitigation
Committed Funding	\$94M (\$86M INFRA, \$8M SACOG)
SB 1 Cycle 3 (TCEP) Request	\$103M (uncommitted)
SACOG 22/23 Transformative Program	\$13M (uncommitted)
YoloTD Non-Construction (TAP)	\$2M
Caltrans Non-Construction	\$1M
Caltrans Construction	\$10M

<u>Phase</u>	<u>Date</u>
Environmental (PA&ED)	Winter 2023
Design Complete (PS&E)	Spring 2025
Construction Start (CON)	Summer 2025
Construction End (CON)	Fall 2027

→ Grant Activities

SACOG Transformative (Submitted). Staff worked collaboratively with Caltrans District 3 to prepare and submit on February 8th a \$13 million grant application to the SACOG Regional Funding Transformative grant program for project gap funding. The grant application consists of three primary components:

1. \$2 million in funding for YoloTD to conduct Tolling Advance Planning, the subject of which was brought to the Board in January 2023. YoloTD will act as an independent implementing agency if funding is awarded.
2. \$1 million in funding for Caltrans non-construction-related work.
3. \$10 million in funding for Caltrans construction-related work.

Consultant Activities

WSP has completed drafts for our 2023 Tolling Advance Planning work plan as well as a review of the Caltrans Level 1 Traffic and Revenue Report. Staff are currently reviewing these documents and will present them at the March 13 YoloTD Board meeting.

Meetings

Ad Hoc Committee Meeting. No monthly ad hoc meeting was held. In January, the Board retired the Yolo 80 Managed Lanes Ad Hoc Committee and established the Yolo 80 Tolling Advance Planning Ad Hoc Committee (TAPC). The first TAPC meeting is scheduled for March 6.

Administrative

Project Webpage. Staff have updated the project web page including a schedule, fact sheets, and all YoloTD staff reports. (<http://yolotd.org/planning-projects/freeway-roads/>)

March 17th Tour of Priority Projects

Staff are organizing a tour of Yolo County priority transportation capital projects for senior California transportation officials for March 17th from 9 am to 1:30 pm. High-level Caltrans, CTC, SACOG, and Yolo county representatives are invited. Tour itinerary framework is under development.

Environmental Review Process (led by Caltrans)

We are awaiting the administrative (internal) draft of the environmental document in mid-late February. The public release of the draft environmental document is anticipated in April.

Citizens Advisory Committee (CAC)
Yolo County Transportation District
350 Industrial Way, Woodland, CA 95776----(530) 661-0816

Topic: Receive CAC’s Regular Meeting Minutes January 31, 2023	Agenda Item#: Agenda Type:	5	
		Informational	
		Attachments:	Yes No
Prepared By: H. Cioffi		Meeting Date: February 13, 2023	

RECOMMENDATION:

Receive the meeting minutes from the January 31, 2023, meeting of the YoloTD Citizens Advisory Committee.

MEETING MINUTES:

Meeting Date: January 31, 2023

1. Call to order/Roll Call

The following individuals were in attendance:

Committee Member	Jurisdiction	In Attendance	Absent
Lisa Baker (Chair)	Winters	X	
Olin Woods (Member)	County	X	
Steve Streeter (Member)	Davis	X	
Patrick Guild (Member)	West Sacramento	X	
Mollie D'Agostino (Member)	Woodland	X	
Andrew Furillo (At-Large)		X	
Vacant (At-Large)			X - Vacant

YCTD staff in attendance were Autumn Bernstein, Executive Director; Heather Cioffi, Executive Assistant and Clerk to the Board, Deputy Director of Transit Operations and Planning Erik Reitz, Assistant Transportation Planner Daisy Romero.

2. Approval of Minutes of CAC's Regular Meeting on November 1, 2022

Chair Baker asked for approval of the July 19, 2022, meeting minutes.

Ms. D'Agostino made the motion to approve the November 1, 2022 meeting minutes seconded by Mr. Furillo.

The motion passed unanimously.

3. Administrative Reports

Item 5 is a non-action item and for informational purposes only.

CAC Members Report

- Mr. Furillo shared the following reports:
 - the Davis city council voted to maintain the car-free section of G Street indefinitely.
 - Unitrans is now accepting ZipPass as payment.
 - Mr. Furillo has transitioned to the City of Davis' Bicycle, Transportation and Street Safety Committee (BTSSC).

Executive Directors Report

- YCTD received a signed term sheet from the Federal Highway Administration for the Yolo Active Transportation Corridors (YATC) project. This will allow the project to get underway.
- Staff is working on service planning for Woodland microtransit service.
- Staff is working on rebranding of the micro transit service.
- Yolobus will be offering free rides for Rosa Parks' birthday on 2/4
- The long-range calendar was reviewed.

Chair Baker asked for public comments on item #5; there were no public comments.

4. Approve CAC Meeting Dates for 2023

Item 6 is an action item.

- The dates were reviewed.
- The committee expressed interest in discussing meeting in person. This item will be reviewed at the next CAC meeting.
- Committee member Olin will be unable to attend the September meeting. A change in the September meeting will be reviewed.

Chair Baker asked for approval of the 2023 meeting dates with the potential change of the September date pending staff sharing a poll for a new date.

Mr. Woods made the motion to approve the 2023 CAC meeting dates seconded by Mr. Streeter.

The motion passed unanimously.

5. Appoint Chair for CAC for Calendar Year 2023

Item 7 is an action item.

Committee member Olin Woods made a motion to reappoint Lisa Baker as Chair and Steve Streeter as Vice Chair. Ms. D'Agostino seconded the motion.

The motion passed unanimously.

Chair Baker asked for public comments on agenda item #6; there were no public comments.

6. Discuss Recent Route 42 Service Changes, Comments Received and Future Service Planning Efforts

Item 8 is a non-action item.

- Mr. Reitz provided an overview of the staff report.
- Ms. D'Agostino asked when the free fares ended. Mr. Reitz replied that free fares ended October 31..

- The committee recognized the need to streamline service even with the loss of service to south Davis.
- Mr. Furillo asked whether the Mace and Cowell project could be extended to address safety concerns with the Mace Blvd overcrossing.
- Mr. Reitz noted the removal of the 44 route, which was an express route. Mr. Reitz asked for the committee's feedback on restoration of this route.
- Mr. Woods expressed concern about the 44 being discontinued.
- Ms. D'Agostino would like a more comprehensive view of bus service in other regions would assist us in restarting or re-evaluating a need for the 44 route.
- Some of the committees in the city of Davis are under the impression that the 44 route still runs in south Davis. It was advised to reach out the various agencies to notify them the route has ended.

7. Update on Yolo 80 Managed Lanes Project

Item 8 is a non-action item.

Ms. Bernstein and Mr. Abbanat provided an overview of the Yolo Managed Lanes Project and its current timeline.

Comments from the Committee included:

- The Committee asked when the EIR would be accessible to the public. Ms. Bernstein said once the process is ready, YCTD would be working closely with CalTrans to make sure the public has ability to submit their input.
- Committee members wanted to know if Capitol Corridor was involved in the process. Ms. Bernstein responded they were not currently involved but would have the opportunity to comment on the draft environmental document.
- The committee asked what INFRA stood for. INFRA stands for Infrastructure for Rebuilding America.
- How is the process of building scenarios being handled? Ms. Bernstein responded that both CalTrans and YCTD both have goals they are trying to achieve. It was explained that in 2022 the YCTD board established goals we are trying to achieve and that is what is informing the work.
- It was appreciated that YCTD is the trailblazer on this matter, especially air quality.
- The question arose of who and how the tolled lanes will be used? Mr. Abbanat responded that this information would be decided in the next 12-18-months and would be within the purview of the TAPC.
- A question was raised as to whether MTC is contributing to the effort both in terms of the funding and the analysis. The answer was that MTC is not contributing funding but is assisting with the data input.
- The committee asked is there a possibility of having improved transit connections to the managed lanes? The project does include transit signal priority at ramp meters, which will aid in getting buses into the lanes quickly.
- Committee chair wanted to ensure we remember our commitment to equity and inclusion. Part of the funds we are requesting, include a use for equity framework and equity programs.

Chair Baker asked for public comments regarding agenda item #8; there were no public comments.

5. Adjournment

There being no further business, Chair Baker adjourned the meeting at 7:32 pm.

Respectfully submitted,

Heather Cioffi
Executive Assistant and Clerk to the Board

DRAFT

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

Topic: Long-range Calendar	Agenda Item#:	<div>5</div> <div>Informational</div>	
	Agenda Type:	Attachments:	<div>Yes</div> <div>No</div>
Prepared By: H. Cioffi		Meeting Date: February 13, 2023	

RECOMMENDATION:

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

Long Range Calendar Agenda Items**March**

- Status report on Route 42 service changes
- Public hearing on Woodland Microtransit Service Plan
- Draft Zero Emission Fleet Plan

April

- Approve Woodland Microtransit Service Plan
- Progress Report on Annual Goals
- Update on Yolo Active Transportation Corridors (YATC) program

May

- FY 22-23 3rd Quarter Financial Status Report
- Preliminary FY 23-24 Budget
- Preliminary Draft Capital Improvement Plan
- Approve Zero Emission Fleet Plan

June

- Approve FY 23-24 Budget
- Key Performance Indicators (KPIs)

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 1st 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 COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: 10-Year Strategic Planning Process	Agenda Item#: Agenda Type:	6 Action
		Attachments: <div>Yes<div>No</div></div>
Prepared By: A. Bernstein		Meeting Date: February 13, 2023

RECOMMENDATION:

Provide feedback to staff on priorities for preparing a strategic plan for the agency.

BACKGROUND:

The Yolo Transportation District has undergone many changes in recent years, including expansion into new areas of transportation policy and planning, notably the I-80 Managed Lanes project and the Yolo Active Transportation Corridors (YATC) project. The agency also has an entirely new Executive leadership team and has recruited senior-level staff with professional backgrounds in multimodal transportation policy and planning. These projects and leadership changes mark a significant departure from the agency’s prior history as an agency primarily focused on providing transit service.

Moreover, this change of focus has coincided with large-scale changes in the transportation sector, as commute and travel patterns have been upended by the pandemic and the resulting economy-wide shift towards remote/hybrid work schedules. Fewer people are commuting to work five days a week and people are moving further away from their jobs, straining the ability of single-county transit systems like YoloBus to serve longer commutes. Transit agencies large and small are facing declining ridership, increasing costs, and uncertainty about what the “new normal” will be. State and federal policies on climate change, equity, racial justice, and adapting to extreme weather present both opportunities and challenges for transportation agencies, as we strive to decarbonize our transportation system and address decades of inequitable policies, practices and investments.

Despite these internal and external shifts, Yolo Transportation District does not have an overarching strategic plan or other long-range planning document that articulates how the community’s transportation needs are evolving, and how our agency’s goals, key initiatives and role must also change.

Progress to Date

Over the last 12 months, the desire for a strategic planning process has been articulated several times during Board discussions. In response, staff have taken the following actions in recent months:

1. Included development of a Strategic Plan in our Board-approved 2023 workplan.
2. Worked with the YoloTD Board, Citizens Advisory Committee and Technical Advisory Committee to update our statement of Vision, Values and Priorities in November 2022.
3. Held preliminary discussions with Executives from the cities and counties, as well as leadership from other partner agencies, to gauge their interest and solicit their input on priorities for YoloTD’s evolving role.

4. Solicited recommendations for strategic planning/facilitation consultants.

Throughout these conversations, we have heard clearly that there is widespread support for YCTD taking on a more expansive role, and there is interest in a collaborative strategic planning effort that involves a range of participants, including the Board, Advisory Committees, City and County Executives, and community stakeholders.

Key Issues to Address in Strategic Planning

Based on our internal and external conversations to date, some of the key issues that should be addressed in a strategic planning effort include:

- How are Yolo County's transportation needs and priorities changing?
- What role should YoloTD play in advancing multimodal transportation projects of countywide or regional significance, beyond the I-80 managed lanes project?
- What role should YoloTD play in securing new federal, state and local funding for multimodal transportation improvements?
- How are we implementing our vision and values, notably equity, environmental sustainability and transparency, in all our work?
- What is the financial outlook for YoloBus transit services after one-time recovery funds run out? What options exist for sustaining YoloBus service over the long term?
- How can we make transit a more viable option for longer commutes that start or end outside Yolo County?
- How can YoloTD best compliment -- not duplicate or compete with -- the roles and responsibilities of our Cities and County?

Questions for Board Discussion

1. What would a successful strategic planning process accomplish? What outcomes and/or work products are most important to the Board?
2. Does the list above capture the right set of key issues to prioritize in strategic planning? What is missing, if anything?
3. What is the right planning horizon for a strategic plan? Is it 3 years, 5 years, 10 years?
4. What are the appropriate roles for the YoloTD Board, advisory committees, member jurisdictions, and other stakeholders?
5. Should strategic planning discussions take place only during the regular monthly board meetings, or should we plan a half-day retreat?

Next Steps:

- Feb: Develop a scope of work and timeline for strategic planning, based on input from the Board and other stakeholders
- March: Hire a strategic planning and facilitation consultant
- April: Kick off planning process

BUDGET IMPACT:

We anticipate hiring a strategic planning and facilitation consultant and are currently gathering cost estimates. Our FY 22/23 budget includes funding for professional services that will easily cover these costs.

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT

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

Topic: Citizens Advisory Committee Update and Proposed Changes	Agenda Item#: Agenda Type:	7 Deliberation/Action
		Attachments: Yes No
Prepared By: A. Bernstein		Meeting Date: February 13, 2023

RECOMMENDATION:

Receive an update on the Citizens Advisory Committee and consider Staff and Committee recommendations to increase impact, representation and communication with the Board.

BACKGROUND:

Overview of Citizens Advisory Committee

The YoloTD Citizens Advisory Committee (CAC) is composed of up to seven (7) people who reside within the YoloTD district boundaries. There are five appointees from the five member jurisdictions, plus two at-large members.

The purpose of the CAC, as described in the Bylaws, is to “*advise the Executive Director and the Board of Directors on fixed route transit, paratransit, microtransit and other alternative transportation services, developments and facilities affecting the District, including principles for route, schedule, and fare changes, and such other policy and service related matters which the Chair, Board, or Executive Director deem appropriate for Committee consideration.*”

The CAC also developed their own guiding framework, included below:



The CAC meets at least four times per year. In 2022, the CAC held six meetings, and six meetings are scheduled for 2023.

Each YoloTD Board member is responsible for nominating a representative for their jurisdiction, and may nominate at-large members. All members must be appointed by the Board.

The term for each member is four (4) years, unless otherwise extended by a majority vote of the YCTD Board.

The current members are:

Jurisdiction	Name	Date Appointed
Davis	Stephen Streeter (Vice-Chair)	12/14/2020
West Sacramento	Patrick Guild	1/11/2021
Winters	Lisa Baker (Chair)	4/13/2015
Woodland	Mollie D'Agostino	2/8/2021
Yolo County	Olin Woods	6/14/2010
At-Large	Andy Furillo	2/8/2021
At-Large	<i>vacant</i>	

CAC Impact and Communication with Board

Over the course of several meetings in 2022, the Committee discussed ways in which the CAC and Board of Directors could work together more effectively. The Committee felt, and staff agreed, that the CAC's work would be more impactful through better coordination and communication with the Board. In particular, the CAC and staff agreed that it would be beneficial to consistently structure CAC meetings and agendas so the CAC can weigh in on important matters before they come to the Board, and to improve systems for communicating the CAC's input to the Board.

Based on these discussions, staff immediately implemented several changes, including:

- Preparing and maintaining a long-range calendar for the CAC that aligns with the long-range calendar for the Board;
- Scheduling CAC meetings to occur two weeks prior to the Board meeting, allowing time for the CAC's input to be incorporated into the Board packet;
- When the Board agenda includes an item that was discussed by the CAC, the staff report now includes a summary of CAC comments and feedback, and any modifications to staff's recommendation based on the CAC's guidance;
- CAC meeting minutes are always included in the subsequent Board packet.

In addition to the aforementioned changes that have already been implemented by staff, the CAC has proposed some additional actions for the Board's consideration and feedback. These are included in the staff recommendation below.

Demographic Representation and Areas of Interest

Under Title VI of the Civil Rights Act of 1964 and FTA policy, Citizens Advisory Committees should reflect the demographics of the communities served by the agency. In the past several years, the YoloTD Citizens Advisory Committee has spent time reflecting on the mandate of the committee and discussing potential steps to ensure the committee is representative of the communities it serves.

In October 2020, the CAC adopted updated bylaws. These included goals to increase the diversity and representation of the committee, including the following “targeted areas of interest:”

- *Persons with disabilities*
- *Inter-community riders*
- *Commuters traveling to/from the Cities of Davis, West Sacramento, Winters, Woodland, the Sacramento International Airport, Sacramento, UCD, Cache Creek Casino Resort, and/or other Yolo County locations*
- *Local transit riders*
- *Senior Citizens, age 62 or older*
- *Income Sensitive Individuals*
- *Ethnic minorities*
- *High school, continuing education or trade school students*
- *College students*
- *Parent(s) representing K-8 students*
- *Representation from rural areas*
- *Bicycle/pedestrian advocates*
- *Social service agency representative for transit dependent populations*
- *Passenger rail, freight or trucking representatives*
- *Parks/trails users*
- *Representatives from city or county transportation related committees*
- *Representatives from local businesses*
- *Representatives from health care entities.*

The current and historical CAC membership does reflect some of these targeted areas of interest, including senior citizens, persons with disabilities and commuters. However, it has not yet achieved its goals regarding demographic representation. As reported in our January 2023 Title VI Program Update, the current CAC is 100% Caucasian and therefore not reflective of our service area population.

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

The CAC has discussed strategies to address this gap in representation, and these are included in the Staff Recommendations below.

Staff Recommendations

1. CAC Impact and Communication with Board: Endorse some or all of the following CAC recommendations to increase communication between the CAC and Board of Directors:

- a. The CAC could provide an annual report to the Board of Directors identifying the CAC’s recommended priorities for the coming year.

- b. The CAC could designate a spokesperson to attend Board meetings on a case-by-case basis, to share the CAC's feedback on specific agenda items.
- c. The Board could grant CAC members priority and additional time to speak at the Board meetings, at the Board chair's discretion.
- d. YoloTD Board members could, at their discretion, establish regular or as-needed, one-on-one communications with their CAC appointee.
- e. The Board and CAC could hold one joint meeting annually. Potential topics may include workplan and budget; learning sessions with guest speakers and outside experts; forums to hear directly from Yolo bus riders; kickoff meetings for major planning efforts.
- f. The Board and CAC members could jointly attend ride-alongs or rider forums, to experience the service and hear from riders firsthand.

2. Improving Representation: Authorize staff to take the following actions to improve representation on the CAC:

- a. Create two additional at-large seats on the CAC and fill the currently vacant at-large seat with priority given to addressing demographic representation, and other areas of interest at the Board's discretion;
- b. Work with local community-based organizations (CBOs) into identify candidates for the CAC that help meet our goals for representation;
- c. Offer meeting stipends to CAC members, consistent with the stipends available to YoloTD Board members, to offset any economic hardships created by CAC service.