



## CITIZEN ADVISORY COMMITTEE AGENDA

**Members:** Lisa Baker (Winters) ,Olin Woods (Yolo County), Stephen Streeter (Davis), Patrick Guild (West Sacramento), Mollie D'Agostino (Woodland), Andrew Furillo (At Large), Vacant (At Large)

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

### IN-PERSON INFORMATION

**Meeting Date:** Tuesday, June 27, 2023

**Meeting Time:** 6:00 PM

**Meeting Place:** YoloTD Board Room, 350 Industrial Way, Woodland, CA 95776

### ZOOM INFORMATION

**Link:** <https://us06web.zoom.us/j/89439967255?pwd=K0g3VlB1YXFNQ21RTG44TnkVmdIQT09>

**Phone Number:** (669) 900-6833

**Webinar ID:** 324878

All participants will be entered into the webinar as attendees.

YTD offers teleconference participation in the meeting via Zoom as a courtesy to the public. If no voting members of the YTD CAC are attending the meeting via Zoom, and a technical error or outage occurs with the Zoom feed or Zoom is otherwise disrupted for any reason, the YTD CAC reserves the right to continue the meeting without remote access.

Further instructions on how to electronically participate and submit your public comments can be found in the Public Participation Instructions note at the end of this agenda.

To submit a comment in writing, please email to [public-comment@yctd.org](mailto:public-comment@yctd.org) and write "For CAC Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item (if applicable) with your comments. All comments received by 4:00 PM on Tuesday, June 27, 2023, will be provided to the YoloTD Citizens Advisory Committee in advance and comments submitted during the meeting shall made part of the record of the meeting, but will not be read aloud or otherwise distributed during the meeting.

Estimated Time	Agenda Item	Informational	Action Item														
6:00 PM	1. Call to order/roll call <table border="1"><tr><td>Jurisdiction</td><td>Member</td></tr><tr><td>County</td><td>Olin Woods</td></tr><tr><td>Woodland</td><td>Mollie D'Agostino</td></tr><tr><td>West Sacramento</td><td>Patrick Guild</td></tr><tr><td>Winters</td><td>Lisa Baker</td></tr><tr><td>Davis</td><td>Stephen Streeter</td></tr><tr><td>At Large</td><td>Andrew Furillo</td></tr></table>	Jurisdiction	Member	County	Olin Woods	Woodland	Mollie D'Agostino	West Sacramento	Patrick Guild	Winters	Lisa Baker	Davis	Stephen Streeter	At Large	Andrew Furillo		
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		At Large	Vacant		
6:05 PM	3.	Comments from the public regarding matters NOT on the Agenda, but within the purview of YoloTD (Comments will be limited to two (2) minutes per person—please identify yourself and in which community you live before providing your comments)		X	
6:10 PM	4.	Approval of Minutes of CAC's Regular Meeting on May 7, 2023 ( <i>Cioffi</i> ) ( <i>pp 6-9</i> )			X
6:15 PM	5.	<b>Administrative Reports (Bernstein) (pp 10)</b> Discussion regarding subjects not specifically listed is limited to clarifying questions. A. CAC Members' Reports B. Executive Director's Report C. Long-range Calendar		X	
6:30 PM	6.	Woodland Transit Center Study ( <i>Williams</i> ) ( <i>pp 11-12</i> )		X	
7:00 PM	7.	Updating CAC By-Laws to Revise Criteria for CAC Representation and Recruitment ( <i>Bernstein</i> ) ( <i>pp 13-14</i> )		X	
7:20 PM	8.	Adjournment			X

I declare under penalty of perjury that the foregoing agenda was posted on or before Friday, June 23, 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 committee on items of interest to the public that are within the subject matter jurisdiction of the CAC. Depending on the length of the agenda and number of speakers, the Chair reserves the right to limit the time each member of the public is allowed to speak to three minutes or less.

### **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 Tuesday, June 27, 2023 will be provided to the CAC 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 on (530) 402-2819, via email at [hcioffi@yctd.org](mailto: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.*

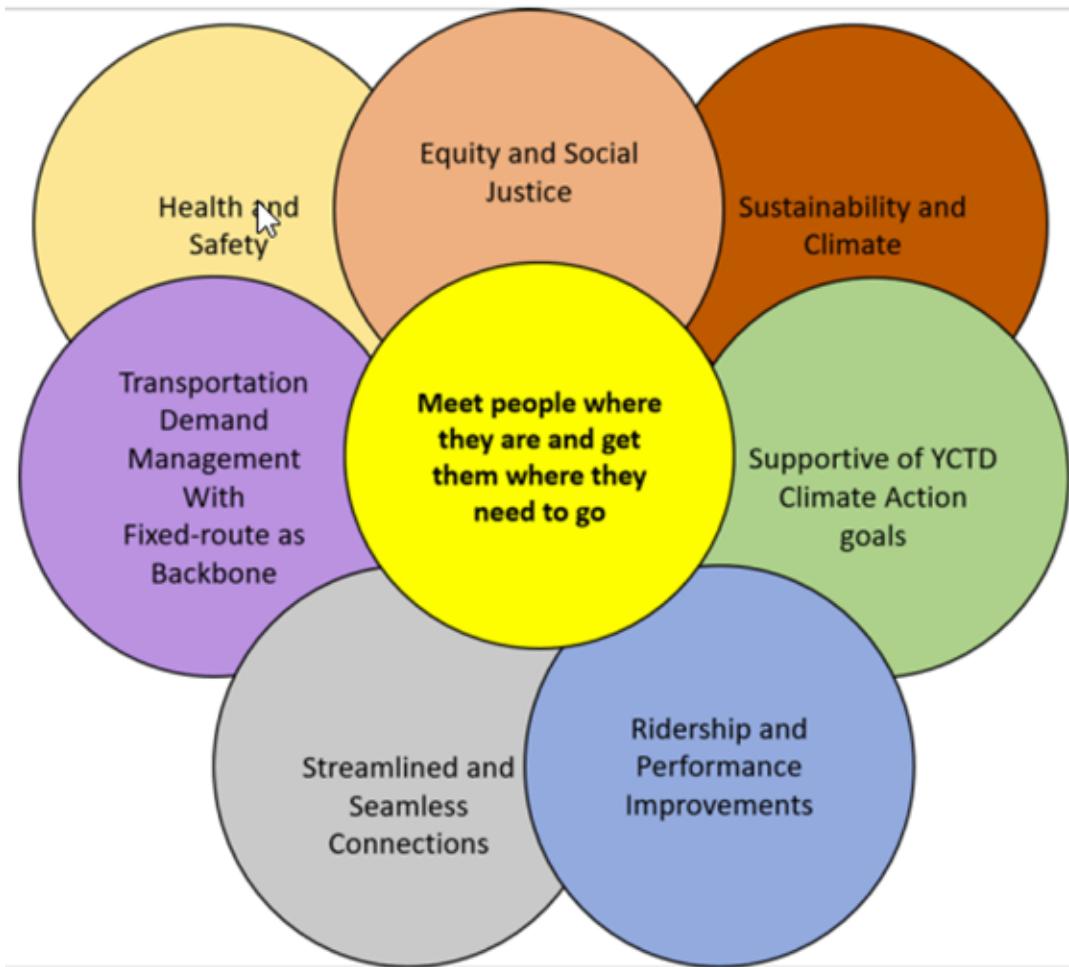
- We are transparent, inclusive and accountable to the public, stakeholders and partner agencies
- We are committed to addressing inequities and improving outcomes for our most vulnerable communities
- We prioritize environmental sustainability and climate resilience
- We value efficiency, innovation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

## YoloTD Citizens Advisory Committee Framework



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

<b>Topic:</b> Receive Minutes of CAC's Regular Meeting on March 7, 2023	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>4</b>
<b>Prepared By:</b> H. Cioffi		<b>Deliberation/Action</b>
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		<b>Meeting Date:</b> May 7, 2023

## **RECOMMENDATION:**

Staff recommend that the YoloTD Citizens Advisory Committee (CAC) review and approve the meeting minutes from their May 2, 2023, meeting.

## **MEETING MINUTES:**

**Meeting Date:** May 7, 2023

### **1. Call to order/Roll Call**

Chair Baker called the meeting to order at 6:06 p.m. The following individuals were in attendance:

Committee Member	Jurisdiction	In Attendance	Absent
Lisa Baker (Chair)	Winters		X
Olin Woods (Member)	County	X	
Stephen 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

YoloTD staff in attendance were Autumn Bernstein, Executive Director; Heather Cioffi, Executive Assistant and Clerk to the Board; Courtney Williams Assistant Planner.

### **2. Comments from the public regarding matters not on the agenda.**

Vice-Chair Streeter asked for public comment on items not on the agenda but within purview of YoloTD.. There were no public comments.

### **3. Approval of Minutes of CAC's Regular Meeting on March 7, 2023**

*Item 4 is an action item.*

Vice-Chair Streeter asked for approval of the agenda. Ms. D'Agostino made the motion, seconded by Mr. Furillo to approve the meeting minutes for March 7, 2023. ***The motion passed unanimously.***

#### **4. Administrative Reports**

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

##### CAC Members Report

- Mr. Furillo provided updates including the Unitrans advisory committee meeting, the annual service changes for Unitrans were approved.
- Mr. Furillo attended the BTSSC meeting. Plans for an over/underpass were reviewed to help get from Olive Drive to downtown. It was also recommended the Davis City Council approve the vision zero plan.
- Mr. Woods expressed appreciation for Mr. Abbanat attending the Yolo County TAC meeting.
- 

##### Executive Directors Report

Ms. Bernstein provided updates to include the following:

- There was an error on the packet and the committee was provided with the updated items. The updated packet will also be posted.
- The zero emissions plan is listed on the consent agenda and if there are any comments, please email staff.
- YoloTD staff are in communication with Valley Clean Energy to work together on achieving success in approving the infrastructure for moving to a zero emissions plan.
- YoloTD staff is recommending the board approval a 3-million-dollar grant that is being provided by SACOG to work on establishing a tolling authority.
- YoloTD staff attended 4 different events during the previous weekend. All events went well.
- Caltrans will be releasing the draft EIR on the Yolo 80 plan in late June. The CAC will be able to review the EIR during the following meeting.
- Reminder that the CAC member stipends have been approved and any member wishing to receive the stipend will need to complete the ethic training.
- YoloTD staff will soon be working on recruitment for the open CAC seats. Staff will provide more information when available. Ms. Bernstein recommended any committee members that have suggestions reach out to staff.

#### **5. Preliminary FY 23-24 Budget and Goals**

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

Ms. Bernstein highlighted key changes to the budget:

- Increasing frequency to route 42 to 30-minute headways.
- Restoring bus service from south Davis to downtown Sacramento.
- Restoring evening service in West Sacramento.
- Launch of the Woodland micro-transit service.
- Project to identify a new transit center.

Mr. Levenson reviewed the last table in the packet, the five-year outlook. The overall budget, leaving aside the capital and planning budget, is roughly \$20 million and in the proposed 23-24 budget we are proposing to use 4 million of non-continuing federal funds.

YoloTD plans to use the remaining funds from the competitive grants to fill short falls, minus about \$3.5 million. YoloTD has built up unrestricted funds, mostly because of the pandemic, and staff estimates there are about \$8 million to use to manage budget short falls.

The committee asked, if changes were made to the STA, how would it affect the 23-24 budget? Ms. Bernstein and Mr. Levenson were unsure but offered to check into the matter.

The committee asked about the cycles of the Cache Creek mitigation fund. It was explained that the tribe is obligated to mitigate the impact of the casino, however the contract does need to be renegotiated.

Ms. Bernstein noted the Cache Creek was our most efficient route.

The committee asked for clarification on how the zero emissions plan affects the budget. Ms. Bernstein and Mr. Williams explain that the ZEB plan in the consent agenda answers most of these questions.

The committee asked if there is a plan on increasing or adding routes for downtown Sacramento during busy times, for example during sporting events. Ms. Bernstein explained this issue is being reviewed on how to make the process streamlined and once there are plans in place, staff will bring the ideas to the committee for review.

The committee asked if the general reserve will continue at the listed amount or if it will need to be adjusted. Mr. Levenson stated the amount listed is what was recommended to the board and therefore what staff is moving forward with. This amount totals up to about 3 months of YoloTD operating budget.

Vice-Chair Streeter asked if there were any further questions for the committee on agenda item 5; there were not.

## **6. Updated YoloTD Microtransit Policies/Woodland Service Plan**

Mr. Williams provided a report on the update to the micro-transit policies. Updates include:

- In 2022 the YoloTD board voted to end the promotional fare of \$1 in Knights landing and Winters, effective January 1, 2023
- The full fare is now \$4, there are no discounts offered.
- Based on customer complaints, the Board directed staff to revisit the micro-transit fares and add youth/senior discounts.
- Micro-transit policies are being updated to coincide with the launch of the Ride-Co software application.

Ms. Williams noted that within the staff report provided the changes are highlighted. Including:

- Passenger Eligibility
- Fare changes
- Hours of Service
- Zone Maps

Mr. Woods made a motion to support the changes to the policies, Ms. D'Agostino seconded the motion. The motion passed unanimously.

Mr. Williams asked if there were any questions about the policy document, there were.

- The committee asked how the eligibility requirements affect the service. Mr. Williams stated this would change to only needing to provide user credentials in order to use the service instead of being required to provide proof of being a resident of Knights Landing or Winters.
- The committee asked if during every trip would identification be required, the answer was it will be determined on a case-by-case basis by drivers.

Mr. Williams reviewed the Woodland micro-service plan with the committee. This included over the last 6 months the YoloTD staff have conducted outreach campaigns to gather input on needs/priorities for new micro-transit services in Woodland. Three alternatives have been created and presented to the committee. Noting the only variables between the three that YoloTD can control is the start and stop times, number of vehicles and operating map.

Vice-Chair Streeter asked for questions and comments from the committee; comments and questions included:

- The committee asked do we think there will be increased demand for traveling to the industrial areas of the city? The answer was no, staff did not expect there to be a significant impact.
- The committee asked what the financial impacts are with this service. Ms. Bernstein responded that depending on available funds, and depending on the option chosen by the board, any leftover funds would be given back to the city for their budgets.
- The committee asked when the service was expected to start. Staff responded that the estimated start time was August. YoloTD is still waiting on vehicles and available drivers.

Ms. D'Agostino made a motion to support the preferred alternative, Mr. Furillo seconded the motion. The motion passed unanimously.

## **7. Adjournment**

There being no further business, Chair Baker adjourned the meeting at 7:33 pm.

Respectfully submitted:



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Heather Cioffi, Clerk to the Board

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

<b>Topic:</b> Long range Calendar	<b>Agenda Item#:</b>	<b>5C</b>
	<b>Agenda Type:</b>	<b>Informational</b>
<b>Prepared By:</b> A. Bernstein		<b>Attachments:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
		<b>Meeting Date:</b> June 27, 2023

### **RECOMMENDATION:**

The following agenda items are tentatively scheduled for upcoming meetings of the YoloTD Citizens Advisory Committee and are subject to change.

### **LONG RANGE CALENDAR AGENDA ITEMS**

#### **September**

- Draft Capital Improvement Plan
- Updating service information and tools for Paratransit
- Discuss possible changes to fare structure for Yolobus

#### **November**

- Progress Report on Annual Goals

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

<b>Topic:</b> Downtown Woodland Transit Center Relocation	<b>Agenda Item#:</b>	<b>6</b>
	<b>Agenda Type:</b>	Attachments: Yes <input checked="" type="radio"/> No <input type="radio"/>
<b>Prepared By:</b> Courtney Williams	<b>Meeting Date:</b> June 27th, 2023	

**RECOMMENDATION:**

Receive an update on efforts to relocate the Woodland Transit Center from the County Fair Mall to downtown Woodland.

**BACKGROUND:**

Yolobus operates or jointly operates a transit center in each of the three major cities in Yolo County. Each transit center serves as the central hub for local and intercity buses. Transit centers are usually located close to a key destination or cluster of destinations, such as a central business district or major employer. They are a place to facilitate transfers from one bus route to another. They are situated in a location that allows for multiple buses to be stopped at the same time, which generally requires a larger footprint than a typical bus stop.

Some transit centers are located off-street, on a parcel or portion of a parcel that is specifically designed to allow for multiple buses to enter, park, layover and turnaround. In other cases, the transit center is located on-street, within the public right-of-way. In these instances, large pullouts are provided along a stretch of roadway.

In both on- and off-street transit centers, amenities such as benches, shelters, lighting, signage, secure bike parking are provided to allow for a safe, comfortable experience while waiting for the bus. Nearby intersections and roads are improved to provide for safe walking and biking routes to the transit center, including crosswalks, pedestrian-actuated signals, bike lanes etc.

In West Sacramento, the transit center is an on-street center located at West Capitol Ave and Merkley, immediately adjacent to the West Sacramento Community Center and City Hall, in an area that is planned for higher-density mixed-use and residential development.

In Davis, Yolobus and Unitrans jointly operate two off-street transit centers located on the UC Davis campus: the Memorial Union (aka Howard Terminal) and the Silo. Both these transit centers are adjacent to major destinations on the UC Davis campus, and the Memorial Union is also within walking distance to destinations in downtown Davis.

In Woodland, the transit center is currently located at the County Fair Fashion Mall, a declining mall at the southern end of town. Our transit center is in the very isolated southwest corner of the mall parking lot, which has no businesses open besides Walmart. The adjacent streets, Gibson and East St, are high-speed arterials lacking safe pedestrian and bicycle facilities. Aside from the mall's handful of surviving businesses, there are very few destinations within walking distance. Passengers traveling to or through Woodland from other parts of our service area invariably spend time waiting at this transit center. YoloTD receives a steady stream of complaints and reports of unsafe conditions at the existing transit center.

While the County Fair Fashion Mall was probably a major destination at one point in its history, that is no longer the case. Indeed, the largest concentration of trip attractors in Woodland is the greater downtown area – including most of the social, health and human services that many transit-dependent Yolo County residents rely on. Currently, our intercity Route 42 buses do not serve downtown Woodland, meaning travelers from West Sacramento or Davis must travel to the County Fair Mall and then wait for Route 211 (West Woodland local), which operates once per hour.

On August 23<sup>rd</sup>, 2018, YoloTD contracted with consulting firm Kimley Horn to conduct a study that would recommend a new *off-street* Woodland Transit Center in a more central location that identified bus boarding and layover areas, mode of access and considerations, supporting facilities, and land use requirements. A draft final report was submitted to YoloTD in mid-2019, but was never finalized or brought to the YoloTD Board for approval. The findings recommended implementing a pulse-based service that originated in the downtown corridor and identified three sites that could serve as a new off-street transit center located in the northern central part of Woodland close to or in the downtown corridor.

Since that time, a number of factors have changed our thinking on the facility requirements and siting priorities for the transit center. These include the upcoming implementation of on-demand microtransit service throughout Woodland; the desire for a shorter-term implementation project and a desire to provide a small footprint that is consistent with the current and future land uses in the downtown area.

In summer 2022, YoloTD staff reached out to Kimley-Horn and began discussions about reviving the project. This effort would build upon the prior work and identify locations for an *on-street* transit center instead of an *off-street* transit center as described in the prior study. This proposal was in part requested based on feedback from the Board and Yolobus riders to move the Woodland transit center from the County Fair Mall into the downtown area.

The benefits of moving towards an on-street transit center include:

- Better integration with the existing and envisioned land uses in the central business district, keeping vacant or underutilized parcels available for retail, commercial or residential development.
- No need to acquire land, resulting in a lower cost and faster timeline.
- Avoids recreating the same isolated, unsafe conditions at the County Fair Mall that an off-street facility could result in
- a quicker timeline for YoloTD to transition from the County Fair Mall since less capital infrastructure improvements are needed compared to a new design-build facility.
- improving safety and accessibility for Yolobusriders by moving to a centrally located area within Woodland (Downtown Corridor).

Between June 2022- March 2023, YoloTD staff worked with Kimley Horn and Woodland city staff to draft a new scope of work that will:

- Prepare a new set of facility requirements based on the planned transit services to be implemented in 2023.
- Identify three locations that can accommodate the transit center on-street, with little to no acquisition of private parcels or rights-of-way.
- Prepare initial concept layouts for feasible transit center options at each of the three locations.
- Evaluate the location options and select a preferred location.
- Prepare a 10% concept design and cost estimate for the preferred location.

This project got underway in May 2023. We expect to have a draft final report for CAC and Board input in Fall 2023.

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

<b>Topic:</b> Updating CAC By-Laws to Revise Criteria for CAC Representation and Recruitment	<b>Agenda Item#:</b>	<b>7</b>
	<b>Agenda Type:</b>	Attachments: Yes <input checked="" type="radio"/> No <input type="radio"/>
<b>Prepared By:</b> A. Bernstein	<b>Meeting Date:</b> June 27th, 2023	

**RECOMMENDATION:**

Staff recommends the CAC review proposed changes to the CAC by-laws that would revise the criteria used to fill vacancies on the CAC.

Staff recommends the CAC make recommendations to the YoloTD Board on whether to approve the by-laws revisions as-is, or with amendments.

**BACKGROUND:**

Federal guidance -- and best practices in transportation planning – require that our Citizens Advisory Committee be representative of the communities we serve. Following the recommendation of the CAC, in February 2023 the YoloTD Board of Directors approved the creation of three additional “At Large” seats on the CAC. The Board also noted that the current by-laws include a very long list of criteria for CAC representation and diversity. The Board voted to establish an Ad Hoc Committee to update the list of criteria to better serve the goals of diversity, inclusion and representation.

The Ad Hoc Committee, composed of Directors Jesse Loren (Winters) and Dr. Dawnte Early (West Sacramento), met on June 8, 2023 to review the list of criteria and discuss needed changes. Based on the results of that conversation, staff prepared draft revisions to the CAC by-laws.

Upon approval by the YoloTD Board, staff will begin the process of recruiting new CAC members to fill the existing and newly-created At-Large seats.

The proposed changes are as follows. Additions are underlined, deletions are in ~~strikethrough~~:

“Vacancies on the Committee shall be filled by the YCTD Board. YCTD staff shall work with the Board, member jurisdictions and community-based organizations to advertise vacancies and recruit candidates, and shall provide an application form to interested individuals. ~~YCTD selection of Committee members shall be based on the submitted application and the enhancement of a broad cross section of interests. The targeted interest areas may include, but are not limited to, the following:~~ The CAC should include representatives with diverse backgrounds, interests and life experiences. When filling vacancies on the CAC, the Board should prioritize the following criteria:

1. Individuals from minority and Tribal groups
2. Low-income individuals, including those who have experienced homelessness
3. Yolobus riders, particularly transit-dependent riders, including those who use fixed-route, microtransit and paratransit services
4. Persons with disabilities
5. Senior Citizens, age 62 or older
6. Balanced gender representation and inclusion of LGBTQ individuals
7. Students enrolled in college, high school, continuing education and/or trade school

8. Parents and caregivers
9. Individuals who live in rural or Tribal communities
10. Advocates for bicycling, walkability, parks and/or trails
11. Individuals who work with or advocate on behalf of transit-dependent and low-income populations

1. ~~Persons with disabilities~~
2. ~~Inter community riders~~
3. ~~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~~
4. ~~Local transit riders~~
5. ~~Senior Citizens, age 62 or older~~
6. ~~Income Sensitive Individuals~~
7. ~~Ethnic minorities~~
8. ~~High school, continuing education or trade school students~~
9. ~~College students~~
10. ~~Parent(s) representing K-8 students~~
11. ~~Representation from rural areas~~
12. ~~Bicycle/pedestrian advocates~~
13. ~~Social service agency representative for transit dependent populations~~
14. ~~Passenger rail, freight or trucking representatives~~
15. ~~Parks/trails users~~
16. ~~Representatives from city or county transportation related committees~~
17. ~~Representatives from local businesses~~
18. ~~Representatives from health care entities”~~