

**YOLO COUNTY TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
June 13, 2011
Woodland City Hall, Council Chambers
300 First Street, Woodland, CA**

Agenda Item 1 – Call to Order/Roll Call/Pledge of Allegiance

Chair Anderson called the meeting to order at 7:00 p.m. He requested that Ms. Souza call roll. He then led the assembly in the pledge of allegiance. The following representatives were in attendance:

Davis – Sue Greenwald (Primary) arrived at 7:05 p.m.
West Sacramento – Oscar Villegas (Primary)
Winters – Harold Anderson (Primary)
Woodland – Art Pimentel (Primary)
Yolo County – Don Saylor (Alternate)
Caltrans District 3 – Eric Fredericks (Primary)
UC Davis – Geoff Straw (Alternate)

Staff present were Terry Bassett, YCTD Executive Director; Janice Phillips, YCTD Deputy Director; Kwai Reitz, YCTD Finance Officer; Sonia Cortés, YCTD Legal Counsel and Kathy Souza, YCTD Administrative Assistant.

Also present was Carmen Alba, Veolia Transportation.

Agenda Item 2 - Consider Approval of Agenda for June 13, 2011, 2011 meeting

Chair Anderson asked if there were any changes to the agenda. Mr. Bassett responded there were none.

Minute Order 11-22

Director Pimentel made the motion, seconded by Director Villegas, to approve the agenda for the June 13, 2011 meeting as distributed. Roll call resulted in:

AYES: Anderson, Greenwald, Pimentel, Saylor, Villegas
NOES: None
ABSENT: None
ABSTAIN: None

Agenda Item 3 - Comments from public regarding matters NOT on the Agenda, but within the purview of YCTD

None

Agenda Item 4 – Consent Calendar

Director Saylor mentioned that Minute Order 11-19 showed Director Villegas making the motion when he was shown as absent. Ms. Souza was directed to show that Director Pimentel made the motion and Director McGowan seconded. Director Fredericks asked to have the spelling of his name corrected to Eric.

Minute Order 11-23

Director Pimentel made the motion, seconded by Director McGowan, to approve the following items on the Consent Calendar:

- 4a. Approve the minutes of the May 23, 2011 board of directors meeting with the following changes, Director Pimentel made the motion for Minute Order 11-19 and Director McGowan seconded and Director Fredericks' first name was corrected to read Eric.
- 4b. Authorize Budget Amendment and Expense to Reflect YCTD 2010/11 Contribution to Other Post Employment Benefits
- 4c. Authorize Actions Associated with Proposed Bus Turnout on Railroad Property in Woodland

Roll call resulted in:

AYES: Anderson, Greenwald, Pimentel, Saylor, Villegas
NOES: None

ABSENT: None

ABSTAIN: None

Agenda Item 5 – Board Member Reports, Announcements, Appointment Nominations, Presentations

Director Saylor reported the Yolo County Board of Supervisors would be considering the county budget at its meeting on Tuesday June 14, 2011.

Agenda Item 6 – Oral Update from Veolia Transportation

- a) Carmen Alba reported on Veolia’s new operator’s program, DRIVE (Dedication, Requirements, Instruction, Values, Equipment), designed to build a culture of safety owned by the operators themselves. She reported the program had proven successful on other Veolia properties and an employee committee had been formed.

Director Greenwald arrived.

- b) Ms. Alba informed the directors that Veolia had participated in the GFI fare box maintenance and operations training the previous week and added that drivers would receive GFI training later in the week to ensure proper passenger counts.
- c) Ms. Alba thanked the board and staff for the upcoming facility expansion with the features that would benefit Veolia, such as an expanded break room, larger training room and additional rest rooms. Mr. Bassett added the expanded break room was important for those drivers working split shifts.
- d) Ms. Alba reported the second of the rehabbed buses was due back on property soon with the third to follow within two weeks.

As the posted time for the public hearing had not been reached, Chair Anderson asked for Mr. Bassett to proceed with Item 8.

Agenda Item 8 – Receive Director’s Report

- a) Update on YCTD Facility - Mr. Bassett reported staff was close to issuing a Notice to Proceed to Sequoia Pacific Builders. He added staff would bring an amendment to the Architectural and Engineering (A&E) contract to the July meeting to cover additional A & E costs as well as a Construction Management component. He stated the builder expected to have the roof and walls in place before the start of the rainy season so that interior work could proceed during the winter.

Director Villegas asked if there would be a groundbreaking ceremony. Mr. Bassett responded staff was working with Congressman Thompson’s office and had scheduled July 20, 2011 for a groundbreaking ceremony.

Director Saylor asked if the Construction Manager would be through the architect’s firm. Mr. Bassett responded it would be a separate firm acting as a subcontractor on the A & E contract.

- b) Oral Report – None
- c) Attachments – Mr. Bassett mentioned that fixed route ridership was up .8% and paratransit ridership was also up but staff was continuing to work to develop efficiencies to reduce the costs of paratransit service.

Agenda Item 7 – Public Hearing on Proposed Preliminary YCTD Budget for FY 2011/2012 and consider Adoption of Resolution Approving Yolo County Transportation District Budget for FY 2011/2012

Mrs. Reitz began the presentation by distributing a revised Table G for the proposed FY 2011/2012 budget. She explained the revised document contained four changes to the proposed budget

1. Decrease “YCTD Contribution to Other Post Employment Benefits” expense by \$177,000, to \$87,000
2. Increase “Professional and Specialized Services” expense by \$10,000 to reflect a proposed actuarial study
3. Increase “Maintenance—Buildings & Improvements” expense by \$40,000 to reflect a carryover project for asphalt repair work associated with bus activity at County Fair Fashion Mall in Woodland
4. Increase “Facility Improvements” capital expense and “County Government Agencies” capital revenue by \$150,000 each to reflect the pending funding approved by the Yolo Indian Gaming Local Community Benefit Committee (IGLCBC) for bus stop improvements associated with Yolobus service to Cache Creek Casino Resort

Director Pimentel asked why the OPEB amount was being reduced. Mrs. Reitz replied that it was to take advantage of possible saving that could be realized if the upcoming actuarial study reduced the amount the

District would owe in future years.

Mr. Bassett explained to the directors that the asphalt areas utilized by buses at the County Fair Fashion Mall were in need of major repair.

Director Villegas asked about the Proposition 1B funds mentioned in the budget. Mrs. Reitz responded that the projects using those funds had been submitted and were allocated. She reported the bonds to supply those funds had not yet been sold by the state and the District would have to fund those projects until such time that they were sold and the money released to the District. Mr. Bassett added that the District had received a letter of no prejudice from Caltrans guaranteeing reimbursement of the funds that the District would supply from its reserves for those expenses.

Mr. Bassett reminded the directors that the District's bylaws required adoption of a preliminary budget by June 30 of each year and a final budget by August 31. He stated staff was recommending adoption of the proposed budget as revised following the public hearing.

Mr. Bassett explained that State Transit Assistance (STA) funding was not being assumed for operating funding in the budget. If those funds were to become available, the jurisdictions could use toward their payments to the District.

Director Pimentel asked for an explanation of the use of reserves. Mrs. Reitz and Mr. Bassett explained that the reserves would be used for funding operations and as of 3/31/11 the District had \$5,000,000 in reserves. Mr. Bassett added that the proposed use of reserves would leave the District with enough in reserves for 4 months of operations expenses.

Director Pimentel asked how much of the reserves had been previously used. Mrs. Reitz replied in the previous year about \$275,000.

Director Greenwald asked for an average reserves balance over the course of the year. Mrs. Reitz responded that an average after looking at the cash flow buffer was probably about \$3,000,000.

Mr. Bassett added that some of the reserves were set aside for use in matching capital funds.

Director Saylor pointed out that in Table G, \$865,000 could be vulnerable to being cut by the state budget. In that eventuality jurisdictions might have to find other sources of funding to pay the District.

Director Greenwald asked in, in light of the size of the reserve balance, if the District should increase service. Mrs. Reitz responded that could be a risky endeavor in case Local Transportation Funding was reduced in future years, potentially requiring reduction of those expanded services.

Director Pimentel asked at what point the District would quit using reserves. Mr. Bassett responded that part of that would depend on the SACOG unmet transit needs process.

Director Anderson stated that it appeared future discussion would be necessary to formulate a policy on use of reserve funds. Mr. Bassett added that some level of reserves would be necessary to facilitate cash flow during the year to cover revenues not yet received from state and other agencies.

Minute Order 11-24

Director Pimentel made the motion, seconded by Director Greenwald, to adopt Resolution Number 2011-05 Approving Yolo County Transportation District (YCTD) Budget for FY 2011/2012 with the following changes:

1. Decrease "YCTD Contribution to Other Post Employment Benefits" expense by \$177,000, to \$87,000
2. Increase "Professional and Specialized Services" expense by \$10,000 to reflect a proposed actuarial study
3. Increase "Maintenance—Buildings & Improvements" expense by \$40,000 to reflect a carryover project for asphalt repair work associated with bus activity at County Fair Fashion Mall in Woodland
4. Increase "Facility Improvements" capital expense and "County Government Agencies" capital revenue by \$150,000 each to reflect the pending funding approved by the Yolo Indian Gaming Local Community Benefit Committee (IGLCBC) for bus stop improvements associated with Yolobus service to Cache Creek Casino Resort

Roll call resulted in:

AYES: Anderson, Greenwald, Pimentel, Saylor, Villegas

NOES: None
ABSENT: None
ABSTAIN: None

Agenda Item 9 - Adjournment

Minute Order 11-25

Director Saylor made the motion, seconded by Director Pimentel, to adjourn the meeting.

Roll call resulted in:

AYES: Anderson, Greenwald, Pimentel, Saylor, Villegas

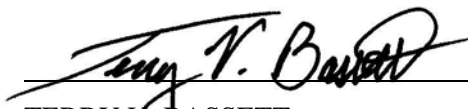
NOES: None

ABSENT: None

ABSTAIN: None

There being no further business, the meeting adjourned at 7:52 p.m.

Respectfully Submitted:


_____, Secretary
TERRY V. BASSETT
TB/ks