



## Annual Meeting

### AGENDA

**Directors:** Jennifer Donofrio (President, City of Davis); Rosie Ledesma (Vice-President, City of Woodland); Ken Bradford (Ken's Bike-Ski-Board); Gabe Gandara (CalSTRS); Claudine Schneider (Capitol Yards); Jeff Bruchez (UC Davis); Marta Wada (Cache Creek Resort); Steven Rosen (City of West Sacramento); Kristen Wraithwall (Yolo County); Stephanie Holliday (YSAQMD)

**November 7, 2023 / 9:30 - 11 am**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZmE1NmJkMWEtMmNiNS00MmJlLTk5NTMtZjc4ZmQ1NDQzN2Yx%40thread.v2/0?context=%7b%22id%22%3a%226b5558b6-8dd7-4179-8212-329f8f133013%22%2c%22oid%22%3a%22637016cb-9895-43d3-a642-689c6b83c1b9%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmE1NmJkMWEtMmNiNS00MmJlLTk5NTMtZjc4ZmQ1NDQzN2Yx%40thread.v2/0?context=%7b%22id%22%3a%226b5558b6-8dd7-4179-8212-329f8f133013%22%2c%22oid%22%3a%22637016cb-9895-43d3-a642-689c6b83c1b9%22%7d)

- 1. Call to Order, Recognize Quorum, Introductions and Announcements**
  - A. Board Announcements
  - B. Staff Announcements
- 2. Approve Meeting Minutes: 9/5/2023**
- 3. Operations:**
  - A. Staff Activities
  - B. Bi-Monthly Financials
  - C. Sac-5 Managed Lanes Letter of Intent
- 4. Member Services:**
  - A. Update on Lease-A-Bike
  - B. Spin Update
- 5. Other Business / Member Updates**
  - A. Biketober (Love to Ride)
- 6. Long Range Calendar & Upcoming Activities**

## LONG RANGE CALENDAR

MEETING	ITEM
January 2024	MIBM Incentives Fraud Reduction Policy Lease-A-Bike Program Administration Policies

## UPCOMING ACTIVITIES

MEETING	ITEM
April 2024	Launch Lease-A-Bike

### 7. Adjourn

**Next Meeting Date: January 2, 2024**

#### **Attachments:**

Agenda Item:

#2: Minutes

#3A: Staff Activities- Att -1

#3B: Bi-Monthly Financials

#3C: Sac-5 Managed Lanes LOI

#4A: Timeline - Lease-A-Bike



## Board of Directors Meeting

### Minutes

**Directors Present:** Rosie Ledesma (Vice-President, City of Woodland); Gabe Gandara (CalSTRS); Claudine Schneider (Capitol Yards); Jeff Bruchez (UC Davis); Marta Wada (Cache Creek Resort); Steven Rosen (City of West Sacramento); Stephanie Holliday (YSAQMD)

**Directors Absent:** Jennifer Donofrio (President, City of Davis); Ken Bradford (Ken's Bike-Ski-Board); Kristen Wraithwall (Yolo County)

**Staff Present:** Brian Abbanat (Director); Brenda Lomeli (Coordinator)

**September 5, 2023 / 9:30 - 11 am**

Meeting Link:

<https://us06web.zoom.us/j/87443395523?pwd=bIBCc0xNa1QyeTgzZ1pvZFJkQ1EvQT09>

#### 1. Call to Order, Recognize Quorum, Introductions and Announcements

##### A. Board Announcements

Director Bruchez announced the launch of Spin - Shared Micromobility at UC Davis and in the City of Davis and expressed his excitement.

Director Bruchez also announced that UC Davis was awarded the Caltrans transportation planning grant to update their bicycle and transit network study and thanked Yolo Transportation District for their support

Director Schneider announced the Association for Commuter Transportation Transportation Demand Management Week events for the Northern California region.

##### B. Staff Announcements

No staff announcements

#### 2. Approve Meeting Minutes: 6/27/2023

The motion to approve the meeting minutes from the June 27, 2023, board meeting was approved unanimously.

AYES: Ledesma, Gandara, Schneider, Bruchez, Wada, Rosen, Holliday

NOES: None

ABSENT: Donofrio, Bradford, Wraithwall

ABSTAIN: None

### **3. Reappointment of Director Gandara, Leadership Office**

The motion to reappoint Director Gandara to Leadership Office was approved unanimously.

### **4. Operations:**

#### **A. Staff Activities**

Staff presented on their attendance of ACT's 37<sup>th</sup> Annual International Conference in Seattle, WA.

#### **B. Bi-Monthly Financials**

Staff gave an overview of organizational financials.

#### **C. FY 2022/23 Annual Report**

The Board acknowledged staff for their efforts on the FY 2022/23 Annual Report.

#### **D. Yolo Commute Member Survey**

Staff discussed the Yolo Commute Member Survey and asked about member organizations' potential collaboration.

### **5. Member Services:**

#### **A. Yolo Commute Member HR Brunch**

Staff gave an overview of the HR Brunch Plan.

#### **B. Update on Lease-a-Bike Program**

Staff announced that this program will likely launch in January 2024 and will have an update at the November Board Meeting.

#### **C. MIBM Incentives Deceit**

Staff reported on their interaction with the owner of Foye's Bikes, and his experience of people returning merchandise and bikes bought with May is Bike Month Incentives. The Board discussed ideas for preventing and reducing this in the future. No decisions were made, but an item to address this issue will come to the Board for action prior to MIBM 2024.

### **6. Other Business / Member Updates**

#### **A. Biketober (Love to Ride)**

Yolo Commute will not be sponsoring activities this Biketober but will help promote the campaign.

### **7. Long Range Calendar & Upcoming Activities**

No substantive items were discussed.

**The meeting was adjourned at 11:02 am.**

STAFF ACTIVITIES: August – October 2023

Date	Activity	Category
10/27/2023	Quarterly Infographic for HR Members	Marketing & Promotions
10/26/2023	Follow-Up Correspondence with Yolo County Housing Authority re: Membership	Operations (Membership Development)
10/23/2023	Meeting with Yolo County Housing Authority re: Membership	Operations (Membership Development)
10/18/2023	Meeting with Merle Meeuws re: Lease-a-Bike Program	Operations (General)
10/17/2023	Website Update: Added SPIN incentives	Marketing & Promotions
10/17/2023	Monthly Outreach Event: West Sacramento	Marketing & Promotions
10/16/2023	Correspondence with Cool Davis re: Membership	Operations (Membership Development)
10/12/2023	Met with Caltrans D3 re: VMT Mitigation for I-5 Managed Lanes project.	Operations (General)
10/4/2023	Social Media Post: Take the Pledge with Us!	Marketing & Promotions
9/22/2023	Social Media Post: TDM is Everywhere!	Marketing & Promotions
9/21/2023	Follow-Up Yolo County Housing Authority re: Membership	Operations (Membership Development)
9/20/2023	Social Media Post: TDM is Clean Air	Marketing & Promotions
9/20/2023	Social Media Post: Bike More. Drive Less	Marketing & Promotions
9/19/2023	Social Media Post: TDM Week	Marketing & Promotions
9/12/2023	Posted Annual Reports on Website	Operations (General)
9/7/2023	Contacted Yolo County Housing Authority re: Membership	Operations (Membership Development)
9/7/2023	Hosted Yolo Commute HR Brunch	Marketing & Promotions
9/6/2023	Newsletter: "What is Yolo Commute Exactly?"	Marketing & Promotions
9/1/2023	Member Outreach: River Charter Schools	Marketing & Promotions
8/28/2023	Conducted outreach to Foy's Bike Shop	Operations (Membership Development)
8/24/2023	Social Media Post: Free Monthly Transit Pass	Marketing & Promotions
8/21/2023	Social Media Post: E-Bike Loan Program	Marketing & Promotions
8/10/2023	Meeting with Merle Meeuws re: Lease-a-Bike Program	Operations (General)
8/7/2023	Social Media Post: Discount Transit Pass Program	Marketing & Promotions
7/30 - 8/2	ACT Conference	Operations (General)
7/28/2023	Member Outreach: Cache Creek	Marketing & Promotions
7/17/2023	Member Outreach: Transdev	Marketing & Promotions

Bi-Monthly Financials  
November 7, 2023

YOLO TMA/YOLO COMMUTE FY 2024 Budget					
Item	Budget	Balance	Total	Cleared	Uncleared
<b>INCOME</b>					
Starting Balance	\$ 3,209.52		\$ 3,209.52	\$ 3,209.52	
Membership Dues	\$ 20,400.00	\$ (3,375.00)	\$ 17,025.00	\$ 15,150.00	\$ 1,875.00
YSAQMD Grant	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	
Adjustments			\$ 4.68	\$ 4.68	\$ -
<b>Total Revenue</b>	<b>\$ 33,609.52</b>	<b>\$ (3,375.00)</b>	<b>\$ 30,239.20</b>	<b>\$ 28,359.52</b>	<b>\$ 1,875.00</b>
<b>EXPENSES</b>					
<b>Member Services</b>					
E-Bike Lease / Lease-to Own Program	\$ 12,500.00	\$ 12,500.00			
Incentives & Programs 2023	\$ 16,000.00	\$ 15,880.00	\$ (120.00)	\$ (120.00)	\$ -
<i>TRIP 2024</i>			\$ (120.00)	\$ (120.00)	\$ -
<i>GRH</i>					
<i>Bicycle Education</i>					
<i>MIBM 2024 Incentives</i>					
<b>Total</b>	<b>\$ 28,500.00</b>	<b>\$ 28,380.00</b>	<b>\$ (120.00)</b>	<b>\$ (120.00)</b>	<b>\$ -</b>
<b>Marketing and Promotions</b>					
Website Maintenance	\$ 500.00	\$ 398.67	\$ (101.33)	\$ (101.33)	\$ -
Member Survey	\$ 400.00	\$ 400.00	\$ -		
Quarterly Giveaways	\$ 350.00	\$ 114.58	\$ (235.42)	\$ (235.42)	\$ -
Social Media	\$ 500.00	\$ 500.00	\$ -		
Mailchimp Subscription	\$ 318.00	\$ 230.90	\$ (87.10)	\$ (87.10)	\$ -
MIBM	\$ 2,000.00	\$ 2,000.00	\$ -		
HR Brunch	\$ -	\$ (152.39)	\$ (152.39)	\$ (152.39)	
<b>Total</b>	<b>\$ 4,068.00</b>	<b>\$ 3,491.76</b>	<b>\$ (576.24)</b>	<b>\$ (423.85)</b>	<b>\$ -</b>
<b>Operations</b>					
E-Bike Maintenance & Repair	\$ 500.00	\$ 120.39	\$ (379.61)	\$ (379.61)	\$ -
Dues & Subscriptions (non-marketing)	\$ 675.00	\$ -	\$ (675.00)	\$ (675.00)	\$ -
Insurance	\$ 500.00	\$ 500.00	\$ -		
Postage and Shipping	\$ 200.00	\$ 200.00	\$ -		
Taxes & Licenses	\$ 1,000.00	\$ 1,000.00	\$ -		
<b>Total</b>	<b>\$ 2,875.00</b>	<b>\$ 1,820.39</b>	<b>\$ (1,054.61)</b>	<b>\$ (1,054.61)</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 35,443.00</b>	<b>\$ 37,193.85</b>	<b>\$ (1,750.85)</b>	<b>\$ (1,598.46)</b>	<b>\$ -</b>
<b>CARRYFORWARD</b>					
Carryforward (Revenue - Expenses)	\$ (1,833.48)	\$ 33,818.85	\$ 28,488.35		
		<b>Balance</b>	<b>\$ 26,613.35</b>		
Reserve %	-5%				



## STAFF REPORT

**Date:** November 7, 2023  
**To:** Yolo Commute Board of Directors  
**From:** Brian Abbanat, Director  
**Subject:** Sac-5 Managed Lanes VMT Mitigation Letter of Intent

---

### **Recommendations:**

1. Approve and authorize the President to sign a Letter of Intent with Caltrans to help deliver a Transportation Demand Management (TDM) program to reduce the vehicle miles traveled (VMT) induced by the Sac-5 Managed Lanes project.
2. Discuss potential Sac-5 VMT mitigation strategies for consideration in a proposed TDM program.

### **Background and Analysis**

Caltrans is developing a freeway expansion project on Interstate 5 in Sacramento county. The I-5 Corridor Improvement Project proposes to construct managed lanes on both directions on Interstate 5 (I-5) in Sacramento County from the I-5 and US 50 Interchange to the Sacramento River Bridge and the Sacramento-Yolo County line. The purpose of the project is to reduce congestion, increase the number of people traveling through the area, provide multimodal access, promote ride sharing, improve mobility and improve traffic operations through added intelligent transportation system infrastructure.

The proposed project is evaluating six alternative types of managed lanes to accomplish the purpose of the project:

**No Build:** The interstate would not change and the project would not be constructed.

**Build Alternative 2:** high occupancy vehicle (HOV) lane in each direction for use by vehicles with two or more riders in each direction.

**Build Alternative 3:** Add a High-Occupancy Toll (HOT) Lane for use by vehicles with two or more riders in each direction.

**Build Alternative 4:** or more people to use the lane for no charge, while single occupancy vehicles (SOV) and vehicles occupied by 2 people would pay a toll to use the lane.

**Build Alternative 5:** where everyone using the lane pays to use the lane, regardless of number of riders.

**Build Alternative 6:** for use by only transit vehicles.

**Build Alternative 7:** Repurpose the current #1 general-purpose lane to HOV 2+ between I-5 at SR-50 and the Del Paso Interchange. No new travel lanes would be constructed north of the general-purpose lane conversion; however, other improvements discussed below would be included north of the lane conversion.

### **VMT Mitigation Requirements**

Caltrans and statewide policy require Caltrans to reduce VMT of capacity increasing projects within their Environmental Impact Report (EIR). As the Sac-5 Managed Lanes project will induce additional VMT, Caltrans District 3 is seeking partners to reduce VMT to the greatest extent feasible.

### **VMT Mitigation Letter of Intent**

Transportation Demand Management will be one of likely several projects/programs on the list to which Caltrans will be looking to reduce VMT. Like the Yolo 80 Managed Lanes project, they have requested to partner with Yolo Commute for this purpose. This program would leverage funding from the Yolo 80 Managed Lanes project and expand Yolo Commute's programming to include all residents and employees in Yolo county, similar to programs like Solano Mobility and Jibe in Solano County and North Natomas, respectively. This program would expand Yolo Commute's programming and reach in the transportation demand management space, while likely dissolving the fee-based membership business model.

Caltrans would like to provide Sac-5 Managed Lanes project VMT mitigation funds to Yolo Commute to offset VMT impacts. Such a program would need to be implemented upon opening of the freeway expansion, which is expected to occur in winter 2028. A signed Letter of Intent is needed from VMT mitigation-implementing organizations on the Sac-5 Managed Lanes project prior to release of the EIR. The letter of intent is not legally binding but demonstrates a commitment to continue collaborating with Caltrans to further develop the Transportation Demand Management program.



The next step for Caltrans and Yolo Commute is to further develop the Transportation Demand Management program. Upon certification of the EIR, a Memorandum of Understanding will need to be executed with a binding Cooperative Agreement when the Sac-5 Managed Lanes project is fully funded and ready to allocate funds to Yolo Commute. These items will come to the Yolo Commute Board for approval at the appropriate time.

**ATTACHMENTS**

- A. Caltrans / Yolo Commute VMT Mitigation Letter of Intent



**Greg Wong**

*Deputy District Director, Program & Project Asset Management*

November 7, 2023

**Caltrans, District 3**

703 B Street  
Marysville, CA 95901

Dear Mr. Wong:

Yolo Commute is interested in partnering with Caltrans District 3's Sac-5 Managed Lanes Project (Project) to help reduce the instances of single occupant drivers and increase alternate modes of transportation in the Sacramento Area Council of Governments region. Transportation Demand Management (TDM) strategies of multiple facets can be used to achieve this goal. Caltrans District 3 acknowledges that Yolo Commute's deployment of TDM mode-shift strategies exceeding Yolo Commute's baseline efforts would not occur without a financial contribution from the Project. In this partnership the Project would provide a financial contribution, in an amount yet to be determined, to aid in reducing greenhouse gases using the metric of Vehicle Miles Traveled (VMT). Through the partnership, reduced VMT will be monitored and reported as mitigation for the Sac-5 Managed Lanes project which may induce VMT.

As the specific financial contribution amount is yet to be determined, this Letter of Intent provides Yolo Commute's concurrence and initial consent to partner with the Project and accept funds for the purpose of developing mutually agreed upon TDM strategies, thereby allowing the Project an opportunity to mitigate induced VMT. A Cooperative Agreement (COOP) with descriptive terms and conditions, funding amounts from the Project's secured and committed funds, and timelines, would legally bind the partnership. Yolo Commute understands that this Letter of Intent is not legally binding, but rather an initial step in partnering with the Project to document its mitigation and monitoring plan. Yolo Commute further understands that the execution of the COOP is contingent upon the Project securing sufficient funding to commit towards mitigation. Timeline to move forward with this process is as follows:





1. Letter of Intent - December 20, 2023
2. Executed COOP - November 3, 2025

Yolo Commute welcomes the opportunity to partner with Caltrans and the Project to provide TDM strategies and reduce VMT as mitigation for the Project.

Sincerely,



Brian Abbanat  
*Director*

	(530) 402-2879
	<a href="mailto:babbanat@yctd.org">babbanat@yctd.org</a>
	350 Industrial Way Woodland, CA 95776
	<a href="http://YoloCommute.net">YoloCommute.net</a>

## Brian Abbanat

---

**From:** Merle Meeuws <merle.meeuws@pon.com>  
**Sent:** Wednesday, October 18, 2023 12:31 PM  
**To:** Brian Abbanat  
**Subject:** Adjusted timeline

**[EXTERNAL EMAIL]** DO NOT CLICK on links, attachments or respond to this email unless you recognize the sender and know the content is safe.

Hi Brian,

Thanks for the update just now!

Our adjusted timeline now looks as follows:

- Beginning of November: pre-registration of bike shops
- First week of Dec: updated pricing
- Dec/Jan: define + finalize qualification processes, sign collaboration agreement
- Jan - March: prepare for Go Live, inc. marketing materials, May bike month campaign, etc.
- April (goal - to be confirmed): soft launch with a max. amount of bikes

Like we discussed, I would love to be able to give you commitment on a Go Live date in writing. To do so, I need to run some crosschecks internally and with our partners. I will get back to you once I have. As you know, we are as excited about getting started with the program as you are. Thanks so much of your patience and for keeping your board excited about what's to come.

In the meantime, could you send me some more information on the qualification guidelines for the discount? On my end, I will start working on a proposed process of handling the pre approved applications and reimbursements.

Thanks and happy biketober!

Merle

**Merle Meeuws**  
Business Development Manager US



T +1 831 233 0613  
E [merle.meeuws@pon.com](mailto:merle.meeuws@pon.com)

*Based in California - PDT time zone (GMT-7)*