



**Unitrans Advisory Committee (UAC)
Minutes
Community Chambers, City Hall
May 17, 2017
5:00 p.m.**

Committee Members: Sheila Allen (Member at Large), Josh Dalavai (ASUCD), Michael Gofman (ASUCD), Eric Gudz (BTSSC), John Johnston (NRC), Frank Reyes (Member at Large), Marcos Rodriguez (ASUCD), Helen Sutton (Member at Large)

Council Liaison: Lucas Frerichs

Staff: Brian Mickelson, Assistant City Engineer, Transportation Manager
Anthony Palmere, Unitrans General Manager
Brian Abbanat, Senior Transportation Planner
Teri Sheets, Unitrans Assistant General Manager-Administration
Kalen Kasraei, Unitrans Transit Planning Manager

Absences: Johnston, Reyes

Others in Attendance: Lisa Brackney, Unitrans Assistant General Manager-Operations
Martin Marquez, Unitrans Operations Manager

1. Call to Order & Roll Call

Meeting called to order at 5:10 p.m.

2. Introductions / Selection of Chair

Josh Dalavai was selected as Chair. Sheila Allen was selected as Vice-Chair

3. Approval of Agenda

No comments were received on items not on the agenda. Agenda unanimously approved.

4. Committee and Staff Announcements

Committee member Gudz announced the Bicycling, Transportation, and Street Safety Commission is establishing a subcommittee on transit.

5. Public Communications

Kurt McGregor inquired about the feasibility of conducting more frequent Committee meetings throughout the year. He also asked if the Committee would like to investigate and pursue alternative technologies for unconventional busing systems and take inquiries from any entities

that would like to pursue such a relationship with the City. He also asked if the Unitrans General Manager selection would include outreach to other interested parties.

Mr. Palmere reported that the charge of the Unitrans Advisory Committee is to meet once per year at a minimum and at other times as requested by the Committee.

Mr. Abbanat reported that the Committee could establish a quarterly meeting schedule to receive updates on and discuss transit-related issues that arise throughout the year, and that a meeting could be cancelled for lack of agenda items.

Mr. Dalavai moved to create the position of Vice Chair to the Unitrans Advisory Committee and to appoint Sheila Allen as the Vice Chair. Motion seconded and unanimously approved.

Ms. Allen moved that the UAC meet up to four times per year. Motion seconded and approved.

Ms. Sheets reported that Unitrans staff is pursuing grant opportunities to facilitate the introduction of electric propulsion vehicles into the Unitrans bus fleet, and that the timeframes for such proposals may require Unitrans staff to act between Committee meetings. However, staff can provide updates at each Committee meeting of staff actions to pursue such opportunities.

Regular Calendar

6. General Manager's Report and "Unitrans 101" Presentation

Mr. Palmere presented the General Manager's report for FY 2015/2016 for informational purposes, noting that Unitrans will celebrate its 50th Anniversary in February 2018. The presentation included a summary of transit ridership and mode share compiled by the UC Davis Institute of Transportation Studies (ITS) through its annual transportation survey. Mr. Palmere also described the institutional relationship that has been developed and refined over time between the City of Davis and ASUCD-Unitrans for the provision of and funding for fixed route transit services throughout the City and to the UC Davis campus.

7. Public Hearing: Unitrans Program of Projects for FY 2017 Operating and Capital Assistance

Ms. Sheets presented the proposed Program of Projects for FY 2017 Federal Transit Administration funding which includes the following items:

- Yolobus Operating Assistance - \$150,000
- Unitrans Operating Assistance - \$1,300,000
- Unitrans Misc. Support Equipment Purchases - \$140,000
- Unitrans Bus Stop Amenities Evaluation - \$160,000
- Unitrans Electric Bus Infrastructure Plans/Specifications - \$120,000
- Carry Forward FTA Section 5307 Funds to Commit in Fiscal Year 2018 - \$868,007

Ms. Sheets reported that comments were received via email from a member of the public regarding the need for more passenger amenities at bus stops, particularly for elderly and less-mobile people.

The Chair opened a public hearing on the proposed Program of Projects.

Kurt McGregor asked for additional information on the time line for initiation of the electric bus infrastructure plans and specifications. Ms. Sheets responded that the soonest that the grant funds to be requested for this work would be available is Fall 2017, at which point Unitrans staff would request that the campus Design & Construction Management group initiate the project scoping process and engage necessary and interested stakeholders to participate.

The Chair closed the public hearing. Mr. Gudz moved that the UAC recommend that the City Council approve the proposed FY 2017 Program of Projects for Federal Transit Administration funding. Motion seconded and unanimously approved.

8. Public Hearing: City of Davis/Unitrans – 2017 Title VI Civil Rights Program and Language Assistance Plan

Ms. Sheets presented the proposed 2017 Title VI Civil Rights Program and Language Assistance Plan to the Committee. The program is required under the federal Civil Rights Act of 1964 to ensure that federally funded public transit service is open and accessible to all who wish to use the service. Ms. Sheets reported that the proposed program is an update to the program last prepared in Spring 2014, at which point Unitrans modified the Language Assistance Plan to include Chinese language assistance (in addition to Spanish) to individuals who speak English less than very well. This means that Unitrans is required to provide Spanish and Chinese translations of any information that is essential to individuals to learn how to access the City's transit services. However, Unitrans goes beyond this requirement to offer translation of materials into any language upon request.

Ms. Sheets also reported that the program includes a complaint intake and investigation procedure to ensure that any allegations of disparate treatment of any individual is fully investigated, reported back to the complainant, and appropriately addressed with any Unitrans staff who may have been involved in the reported incident.

The program also includes a description of steps taken to ensure that anyone wishing to participate in the decision making process on transit services provided by the City of Davis can do so. In addition, the program includes a set of service standards for the equitable distribution of transit services throughout the City.

Mr. Gudz asked for clarification on the language translation requirement in the proposed program and if Unitrans would be able to provide translation assistance in languages other than Spanish and Chinese if requested. Ms. Sheets responded that Unitrans would provide translation assistance to anyone upon request and free of charge and work with those requesting assistance to provide the translation as soon as possible. When someone boards the bus and needs translation assistance, bus drivers work to assist the customer by helping to find a translation source (such as another passenger on the bus or seeking assistance from Unitrans Dispatch), and

that such a procedure is documented in Unitrans' operations manuals to which drivers refer for instruction.

The Chair opened and then closed a public hearing on the proposed Title VI Civil Rights Program and Language Assistance Plan.

Mr. Gudz expressed his appreciation for the "Safe Space" information provided on Unitrans buses and at the bus terminals.

Mr. Gofman moved to recommend that the City Council adopt the 2017 Title VI Civil Rights Program and Language Assistance Plan. Motion seconded and unanimously approved.

9. Review of 2016 Service Change Recommendations

Mr. Kasraei presented an update on the service changes recommended and implemented for 2016/2017, as follows:

- a. Revise O line to start and end at MU terminal with added time in schedule to retain all currently served areas (75 minutes between buses).
- b. Revise weekend service to run all service to/from MU Terminal:
 - J replaced by G line;
 - W replaced by M line
 - V replaced by new West Village MU line
 - D replaced by K line
 - O line revised as noted in 9.a.
- c. Eliminate Silo bus lines on three low-ridership weeks (Dec 12-16, Dec 19-22, Mar 27-31)
 - During those weeks, the L and V lines would run to the MU terminal on the "Break" service schedule, along with the B, E, F, G, K, M, P, Q, and Z lines. There will be no service on A, C, D, J, and W lines.
- d. Revise S-line and T-line route and times for later start time at junior highs and to follow the same route.
 - S-line and T-line would be consolidated to provide two runs from South Davis serving Harper, Holmes, and Davis High in the morning. In the afternoon, one run would operate on Monday, Tuesday, Friday, and two runs would operate on Wednesday Thursday (when dismissal times are different).

10. Recommendations for 2017-18 Schedule (effective August 7, 2017)

Mr. Kasraei presented the proposed transit service changes for 2017/2018 as follows:

- a. Revise O-line Shoppers Shuttle to restore hourly service.
- b. Revise T-line route and times to accommodate later start time at Davis Senior High School and ridership patterns.
- c. Eliminate K-night routing (which currently operates only during Finals service after 8:00pm)

Ms. Sutton inquired about the service provided to Emerson Junior High School if not via the T line. Mr. Kasraei responded that the P and Q lines are the primary bus routes that provide service to Emerson Junior High School every 30 minutes during all service periods.

Mr. Gudz asked how long the service planning process generally takes each year. Mr. Kasraei responded that Unitrans staff review route performance and customer suggestions for additional service throughout the year, and then compile recommended service changes for public review and response each spring.

Ms. Allen asked about the walking distance for T line customers from Montgomery Drive given the staff recommendation to reroute the T line to Cowell Blvd. Mr. Palmere responded that ridership on the T line along Montgomery Drive has steadily decreased over the year to 1-2 passengers per day, causing T line service to be very unproductive. Higher density in the residential neighborhoods along Cowell Blvd. is expected to generate increased ridership and improve the route's productivity.

Mr. Gudz requested information on the time period at which transit service proposals can be submitted to Unitrans to be included in the review/analysis of potential service changes for 2018/2019. Mr. Palmere reported that the annual Unmet Transit Needs process conducted by SACOG is an optimum time to suggest transit service proposals for inclusion in the review and analysis prior to presentation to the UAC in Spring 2018.

Mr. Dalavai moved that the Committee approve the proposed 2017/2018 transit service recommendations. Motion seconded and unanimously approved.

Councilmember Frerichs requested that the Committee consider as a future agenda item the expansion of Unitrans service along the Olive Drive corridor.

11. Adjourn

Mr. Gudz moved to adjourn the meeting. Motion seconded and unanimously approved. The meeting was adjourned at 7:20pm.