

**Unitrans Advisory Committee  
City Council Community Chambers  
Thursday, January 18, 2018**

**Meeting Minutes**

**Committee Members**

Present: Sheila Allen, Member at Large  
Josh Dalavai (ASUCD)  
Eric Gudz (BTSSC)  
John Johnston (NRC)  
Frank Reyes (Member at Large)  
Marco Rodriguez (ASUCD)

Staff: Brian Abbanat, Senior Transportation Planner  
Jeff Flynn, Unitrans General Manager  
Teri Sheets, Unitrans Assistant General Manager, Administration

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

Meeting called to order at 4:05pm.

**1. Roll Call**

Six committee members were in attendance, constituting a quorum.

**2. Approval of Agenda**

Motion to approve the agenda was moved (Gudz/Rodriquez) and unanimously approved.

**3. Committee and Staff Announcements**

Mr. Flynn announced a Transportation Summit to take place on January 25, 2018 at UC Davis. The purpose of the summit is to conduct a workshop on transit service planning within the City of Davis and the tradeoffs involved in allocating service across the community.

Ms. Allen announced that SACOG conducted its annual Unmet Transit Needs public hearing, which was well attended.

**4. Public Comment**

There were no public communications.

**5. Consent Calendar**

A. Draft Minutes: October 5, 2017

Motion to approve the draft minutes from the October 5, 2017 meeting was moved (Johnston/Gudz) and was unanimously approved.

## 6. Regular Items

### A. General Manager's Report

Mr. Flynn summarized Unitrans' operating and financial performance for the second quarter of FY 2017/2018. Unitrans is on track to once again exceed four million passengers for the fiscal year.

Mr. Flynn and Chair Dalavai described current discussions underway with UC Davis administrators to establish a University financial contribution to Unitrans' annual operating budget to avoid or mitigate potential future service cuts. As a prerequisite to consideration of funding for Unitrans services, the University has initiated an advisory review to assess operating efficiencies and existing/potential revenue sources that can be used to augment Unitrans' budget.

Mr. Flynn reported on additional information requested by Committee members. He reported that 88 driver trainees have been hired so far this fiscal year, with some recently hired and in training at this time. Unitrans' goal is to have at least 60-70 fully trained solo drivers in place by the beginning of Fall Quarter 2018. Approximately 30 percent of trainees do not complete the training. Unitrans expends about 140 training hours per trainee. Mr. Flynn described new strategies to recruit, train, and retain the numbers needed to fully staff for Unitrans' scheduled service.

In response to a Committee request for data, Mr. Flynn reported that work study accounts for less than one percent of Unitrans' work force, primarily because the availability of work study for students receiving financial aid is very limited.

Mr. Flynn also provided an update on safety data. For this fiscal year, Unitrans has 61 total accidents to date, with nearly two-thirds of them deemed "preventable." Unitrans has experienced one major incident so far this fiscal year. The vast majority of minor incidents are sideswipes, followed by backing up collisions.

Mr. Flynn reported that 30 percent of preventable accidents involve drivers with less than three months of solo driving experience. Unitrans' training staff is evaluating opportunities for enhanced training to bring down the number of preventable accidents by newer drivers without creating a significant impact on the total amount of training time needed to get new drivers into solo service.

Mr. Johnston asked if proximity detection technology is available for installation on transit buses. Mr. Flynn indicated that such technology is being tested by large urban transit operators but that it is not commercially available yet.

Mr. Flynn provided a brief update on capital equipment replacement projects underway. Two new double deck buses are expected to be delivered by early Fall 2018. In addition, a contract has been awarded to replace the two CNG compressors at the Unitrans Maintenance Facility during Summer 2018. Finally, Unitrans has initiated discussions to study the infrastructure needed to implement electric propulsion buses. This study is expected to be completed by the end of calendar year 2018.

Mr. Flynn reported on the rechristening ceremony that took place in November 2017 at the Memorial Union Terminal and announced the upcoming 50<sup>th</sup> Anniversary celebrations taking place on Friday, March 2, 2018 and associated events taking place during the week of February 26.

#### B. Bus Stop Passenger Amenities & Improvement Program

Mr. Flynn provided an update on Unitrans' plans to replace bus shelters throughout the City of Davis. Of the 68 existing shelters, 13 have been identified as high priority for replacement, followed by the remainder of the existing shelters. There is an existing joint procurement process through which Unitrans can purchase new bus shelters, but Unitrans will need to advertise requests for proposals for shelter installation.

Ms. Sheets reported that Unitrans staff also plans to replace old bus stop signs along the bus routes. Then in Summer 2018, Unitrans plans to complete a comprehensive review of existing bus stops throughout the City to determine their current condition, need for various improvements, identify the space needed to implement various improvements, and seek Committee and public input to prioritize the most critical needs. Examples of potential improvements include the installation of new bus shelters and benches in high-use areas, new/better signage, digital displays, and other amenities that may be appropriate at various locations. In addition, Unitrans will need to work closely with City Public Works staff where there are structural deficiencies such as poor curb, gutter, and sidewalk around bus stops and the need to address potential ADA access limitations.

Mr. Johnston asked if bus arrival information could be incorporated into the bus stop signage. Ms. Sheets responded that customers are able to obtain bus arrival predictions using their smart phones by accessing the Unitrans web site, and customers with any type of cell phone can access bus arrival information by using a two or three digit code included on the bus stop sign.

#### C. FY 2019 Fare Increase Proposal

Mr. Flynn reported that staff is moving forward with a general fare increase of 25 cents, in addition to adjustments to all ticket and pass prices, as a way to help address Unitrans' forecasted budget deficit. The next steps include completion of a Title VI analysis of the proposed fare change to determine if the proposed change could have a discriminatory impact on low-income or minority populations, and community outreach to publish proposed fare and service changes and dates for public meetings to offer input and comment.

Ms. Allen asked if Unitrans could ensure that the proposed fare changes are available to parents of middle and high school students who may use Unitrans to get to schools. Ms. Sheets reported that efforts will be made to reach out to parent-based organizations to get the word out, in addition to sending the proposed changes to school principals.

Mr. Johnston asked if Unitrans should move forward with a two-stage fare increase in the base fare to achieve a higher fare to cover more of the projected budget deficit. Mr. Flynn recommended that staff could come up with a process for bi-annual review/recommendations on fare increases.

#### D. Public Hearing: Revised Program of Projects for Federal Transit Administration Funding

Ms. Sheets presented a proposal to revise the Program of Projects (POP) for Federal Transit Administration funding. The purpose of the revised POP is to consolidate four active grants into one “super grant” and adjust the budget line items to reflect funding currently needed for existing and new projects.

Mr. Dalavai opened and then closed the public hearing on the revised Program of Projects. Motion to recommend City Council approval of the revised Program of Projects was moved (Allen/Gudz) and was unanimously approved.

#### 7. Committee and Staff Communications

##### A. Long Range Calendar

- Proposed cash fare increase, including potential for senior/disabled fare implementation, and service changes
- Unitrans 50<sup>th</sup> anniversary celebration
- BTSSC Transit Sub-Committee update
- Bus Stop Passenger Amenities & Improvement Program update
- Unitrans workforce development update
- Travel Training

##### B. Subcommittee Reports / Reports on Meetings Attended / Inter-jurisdictional Bodies / Inter-Commission Liaisons / etc.

Mr. Gudz reported that the BTSSC Transit Sub-Committee will likely be ready to issue its report to the City Council by the time that the Unitrans Advisory Committee meets in April.

Mr. Gudz suggested that proposed service changes be presented to the UAC in advance of requesting action to approve proposed changes. Mr. Flynn responded that staff can work to revise the transit service planning process and schedule to accommodate an initial UAC review of proposed service changes.

Mr. Dalavai announced that this meeting is his last before he steps down as ASUCD President.

Ms. Allen reported that the Area 4 Agency on Aging is looking at the Older Americans Act as a means to fund services such as Uber or Lyft for older adults who need transportation.

Mr. Abbanat reported that the next UAC meeting is scheduled for April 19, 2018.

#### 8. **Adjournment**

Mr. Rodriguez moved to adjourn the meeting. Motion seconded by Mr. Johnston and was unanimously approved. The meeting was adjourned at 5:45pm.