



# EL DORADO TRANSIT

## EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING AGENDA

Thursday, May 6, 2021; 1:00 PM

Chairperson: Kara Taylor, City of Placerville Councilmember  
Vice Chairperson: Lori Parlin, County of El Dorado Supervisor, District IV  
John Hidahl, County of El Dorado Supervisor, District I  
Jackie Neau, City of Placerville Councilmember  
George Turnboo, County of El Dorado Supervisor, District II

- Patty Borelli, Alternate for City Councilmembers
- Wendy Thomas, Alternate for Board of Supervisors, District III

Executive Director: Matthew Mauk

*These meetings will be conducted pursuant to the provisions of California Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings via teleconferencing and allowing public participation telephonically. These measures will only apply during the period in which state or local public health officials have imposed or recommended social distancing measures.*

Members of the public may call in during the meeting and are encouraged to submit public comment via email to [mwilcher@eldoradotransit.com](mailto:mwilcher@eldoradotransit.com) up until the start of the meeting. Written comments will be entered into the meeting's minutes and the Board will consider all comments at the appropriate time. Members of the public may address any item on the agenda prior to board action, comments will be limited to no more than three (3) minutes.

If you are joining the meeting via computer and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press \*9 to indicate a desire to make a comment. The board secretary will call you by the last three digits of your phone number when it is your turn to comment.

### **Participate by Computer:**

<https://us02web.zoom.us/j/833772503?pwd=N0RYRGkxMnkzNUtQemsrRjVQdm5BZz09>

### **Participate by Phone:**

1-669-900-6833

**Meeting ID:** 833-772-503

**Passcode:** 2021

## **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR**

The Board may make any necessary additions, deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda with one single vote. A Board member may request an item to be removed from the Consent Calendar for discussion and possible action, and the item will be moved from Consent and heard as a separate item. Any member of the public may ask to address an item on the Consent Calendar prior to Board action.

## **OPEN FORUM**

At this time, any person may comment on any item that is not on the agenda. Please state your name and address for the records. Action will not be taken on any item that is not on the agenda. Please limit your comments to no more than three (3) minutes. Please give any written material presented at the meeting to the clerk for public record.

<b>1.</b>	<b><u>CONSENT CALENDAR</u></b>	<b><u>PAGE</u></b>
	A. Approve Conformed Minutes of Regular Meeting April 1, 2021	4
	B. Receive and File March 2021 Check Registers	8
	C. Receive and File March 2021 Ridership Report	11
	D. Receive and File Quarterly Investment Report for the period ending 03/31/2021	14
	E. Receive and File the Operating Budget vs. Actual Comparison for the Third Quarter of Fiscal Year 2020/21	16
	F. Approval of Purchase Orders above \$25,000 for Fiscal Year 2021/22	18
	G. 1. Adopt Resolution No. 21-09 Identifying Fuel as Exempt from Competitive Bidding and Authorize the Executive Director to Procure Fuel from Outside Vendors	46
	2. Approve Blanket Purchase Order No. B27008 issued to Dawson Oil Company in the amount of \$300,000 for fiscal year 2021/22	
	3. Approve Blanket Purchase Order No. B27013 issued to Hunt & Sons, Inc. in the amount of \$70,000 for fiscal year 2021/22	
<b>2.</b>	<b><u>ACTION ITEMS</u></b>	
	A. Adopt Resolution No. 21-10 for the Revised El Dorado County Transit Authority Drug and Alcohol Program Policy	51

**EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**RECESS TO CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 Potential Case

Closed Personnel Session Pursuant to Government Code Section 54957.6 – Concerning Labor Negotiations with the Transit Operator’s Bargaining Unit. The designated representatives for the El Dorado County Transit Authority are Executive Director Matthew Mauk and Legal Counsel Michael Tucker

Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators concerning discussions with Unrepresented Regular Employees and Unrepresented Regular Management Employees of the El Dorado County Transit Authority. The designated representatives for the El Dorado County Transit Authority are Executive Director Matthew Mauk and Legal Counsel Michael Tucker

Closed Personnel Session Pursuant to Government Code Section 54954.5 – PUBLIC EMPLOYMENT Title: Executive Director

**RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS**

**ADJOURNMENT**

\* Verbal Report

NEXT REGULARLY SCHEDULED BOARD MEETING  
OF THE EL DORADO COUNTY TRANSIT AUTHORITY  
Thursday, June 3, 2021 1:00 P.M.

**Zoom Meeting Teleconference**

<https://us02web.zoom.us/j/833772503?pwd=VXptSUJYaEd6ZkRCUFExbU15Vk4vQT09>

1-669-900-6833

**Meeting ID:** 833-772-503

**Password:** 2021



# EL DORADO TRANSIT

## EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES Thursday, April 1, 2021; 1:00 PM

Chairperson: Kara Taylor, City of Placerville Councilmember  
Vice Chairperson: Lori Parlin, County of El Dorado Supervisor, District IV  
John Hidahl, County of El Dorado Supervisor, District I  
Jackie Neau, City of Placerville Councilmember  
George Turnboo, County of El Dorado Supervisor, District II

- Patty Borelli, Alternate for City Councilmembers
- Wendy Thomas, Alternate for Board of Supervisors, District III

Executive Director: Matthew Mauk

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### **Participate by Phone:**

1-669-900-6833

**Meeting ID:** 833-772-503

**Passcode:** 2021

## **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chair Taylor called the meeting to order at 1:00 PM and the pledge of allegiance was recited.

## **ROLL CALL**

**Directors Present:** John Hidahl, Jackie Neau, Lori Parlin, Kara Taylor, George Turnboo

A quorum was present.

## **ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR**

The Board may make any necessary additions, deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda with one single vote. A Board member may request an item to be removed from the Consent Calendar for discussion and possible action, and the item will be moved from Consent and heard as a separate item. Any member of the public may ask to address an item on the Consent Calendar prior to Board action.

### **Adoption of the Agenda and Approval of Consent Calendar**

**M/S:** Hidahl/Parlin

**Ayes:** Hidahl, Neau, Parlin, Taylor, Turnboo

## **OPEN FORUM**

None

### **1. CONSENT CALENDAR**

- A. Approve Conformed Minutes of Regular Meeting March 4, 2021
- B. Receive and File February 2021 Check Registers
- C. Receive and File February 2021 Ridership Report
- D.
  - 1. Approve Prefunding of Other Post-Employee Benefit Program for fiscal year ending June 30, 2021 in the amount of \$51,022
  - 2. Approve Purchase Order No. 26196 issued to CalPERS, Fiscal Services Division
  - 3. Authorize Executive Director to execute all documents necessary for continued participation
- E. Adopt Resolution No. 21-06 authorizing the El Dorado County Transit Authority and the Executive Director to execute all documents for the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program, Fiscal Year 2020/21

F. Approve Vehicle Replacement Plan for Fiscal Year 2020/21 through 2026/27

2. **ACTION ITEMS**

- A. 1. Review and Approve the Draft Memorandum of Understanding (MOU) with the Capital Corridor Joint Powers Authority (CCJPA) for Operation of a South Lake Tahoe Express Commuter Service
2. Authorize the Executive Director to Execute a Final MOU with the CCJPA, Pending Minor Changes and Final Approval of Legal Counsel
3. Authorize the Executive Director to Finalize and Execute Other Third-Party Agreements Necessary for Reservations/Ticketing, Maintenance, Vehicle Staging and Passenger Facilities Utilized in the Operation of the Proposed Tahoe Express Service

**Action: Item approved as requested by staff**

**M/S: Hidahl/Turnboo**

**Ayes: Hidahl, Neau, Parlin, Taylor, Turnboo**

- B. Adopt Resolution No. 21-07 Approving the Fiscal Year 2021/22 Preliminary Operating Budget including Revisions

**Action: Adopt Resolution No. 21-07 Approving the Fiscal Year 2021/22 Preliminary Operating Budget including Revisions**

**M/S: Parlin/Neau**

**Ayes: Hidahl, Neau, Parlin, Taylor, Turnboo**

- C. Adopt Resolution No. 21-08 Approving the Preliminary Capital Improvement Plan and Budget for Fiscal Year 2021/22

**Action: Adopt Resolution No. 21-08 Approving the Preliminary Capital Improvement Plan and Budget for Fiscal Year 2021/22**

**M/S: Parlin/Turnboo**

**Ayes: Hidahl, Neau, Parlin, Taylor, Turnboo**

**Public Comment: W. Deloria**

3. **INFORMATION ITEMS**

- A. Fiscal Year 2020/21 6-Month Administrative Operations Report
- B. 2020 Safety Awards
- C. Newsletter

**Items 3A, 3B, and 3C are information only. No action taken.**

**EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

\* Verbal Report

**RECESS TO CLOSED SESSION**

Closed Personnel Session Pursuant to Government Code Section 54957.6 – Concerning Labor Negotiations with the Transit Operator’s Bargaining Unit. The designated representatives for the El Dorado County Transit Authority are Executive Director Matthew Mauk and Legal Counsel Michael Tucker

Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators concerning discussions with Unrepresented Regular Employees and Unrepresented Regular Management Employees of the El Dorado County Transit Authority. The designated representatives for the El Dorado County Transit Authority are Executive Director Matthew Mauk and Legal Counsel Michael Tucker

**Recessed to Closed Session at 1:44 PM**

**RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS**

**Reconvened to Open Session at 2:06 PM. No report out.**

**ADJOURNMENT**

**Meeting was adjourned at 2:07 PM. The next regularly scheduled meeting is Thursday, May 6, 2021.**

**NEXT REGULARLY SCHEDULED BOARD MEETING  
OF THE EL DORADO COUNTY TRANSIT AUTHORITY  
Thursday, May 6, 2021 1:00 P.M.**

**Zoom Meeting Teleconference**

**<https://us02web.zoom.us/j/833772503?pwd=VXptSUJYaEd6ZkRCUFExbU15Vk4vQT09>**  
**1-669-900-6833**

**Meeting ID: 833-772-503**

**Password: 2021**

AGENDA ITEM 1 B  
Consent Item

**MEMORANDUM**

**DATE:** May 6, 2021  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Receive and File March 2021 Check Register

**REQUESTED ACTION:**  
**BY MOTION,**  
Receive and File March 2021 Check Register

**BACKGROUND**

The following check register includes routine transactions for the month of March 2021. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

**DISCUSSION**

Three (3) items merit further detail:

Check #113 – PIPO Communications.....\$12,125.88  
This check pays an obligation for components of the Radio System Upgrade using California Transit Security Grant Program-California Transit Assistance Funds (CTSGP-CTAF) funds; CIP Project #18-06.

Check #35102 – City of Placerville.....\$204,092.99  
This warrant pays the obligation for Progress Payments #1 and #2 for costs associated with the Upper Broadway Bus Shelter Improvement project using State Transit Assistance (STA) funds; CIP Project #17-03.

Check #35130 – Employment Development Department.....\$20,685.42  
This warrant pays the obligation for the 4<sup>th</sup> quarter of 2020 unemployment insurance – reimbursable account using Local Transportation Funds (LTF).



**EL DORADO COUNTY TRANSIT AUTHORITY**  
**Check Register**  
**March 2021**

Date	Num	Name	Memo	Amount
03/01/2021	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - March 2021	44,198.85
03/04/2021	35075	ALPHA ANALYTICAL LABORATORIES INC	Storm Water Testing	336.00
03/04/2021	35076	ARNOLDS FOR AWARDS	Employee of the Month Plate Engraving	30.00
03/04/2021	35077	AT&T / CALNET	Monthly Utilities	520.66
03/04/2021	35078	AT&T MOBILITY	Monthly Utilities	189.56
03/04/2021	35079	COMCAST	High-Speed Internet February 2021	244.69
03/04/2021	35080	CTAA-COMMUNITY TRANS ASSOC OF AMERICA	2021 Membership Dues	1,500.00
03/04/2021	35081	EL DORADO DISPOSAL	Disposal Service Commerce February 2021	362.34
03/04/2021	35082	EL DORADO IRRIGATION DISTRICT	Water Service Ray Lawyer P&R	117.97
03/04/2021	35083	EMP. MISC. REIMBURSEMENT	DMV & VTT Reimbursement	59.00
03/04/2021	35084	GLOBAL DATA VAULT LLC	Monthly Recovery Back-Up Service February 2021	300.00
03/04/2021	35085	IMAGE SOURCE	Monthly Copy Charges 02/22/21 - 03/21/21	186.33
03/04/2021	35086	KINETICO WATER OF PLACERVILLE	Drinking Water Service March 2021	42.90
03/04/2021	35087	OPERATING ENGINEERS - MEDICAL	April 2021 Medical Premiums	42,834.00
03/04/2021	35088	PACIFIC GAS & ELECTRIC	Monthly Utilities	727.95
03/04/2021	35089	ROBERTS & COMPANY INC	CPA Services February 2021	90.00
03/04/2021	35090	RTS IT INC	ITCare Gold Service Plan	5,087.50
03/04/2021	35091	SQUEAKY CLEAN	Bus Interior Fogging & Disinfecting	1,794.00
03/04/2021	35092	SUN LIFE FINANCIAL	March 2021 Group Life & LTD Benefits	2,158.60
03/04/2021	35093	TOWN CENTER EAST LP	Lease Payment for March 2021 P&R	700.00
03/04/2021	35094	UNIVERSAL SECURITY & FIRE INC	Burglar Alarm Monitoring 01/01/21 - 03/31/21	135.00
03/04/2021	35095	XEROX FINANCIAL SERVICES	Copier Lease 02/06/21 - 03/05/21	509.44
03/08/2021	113	PIPO COMMUNICATIONS	Vehicle & Hand-Held Radios; CIP 18-06	12,125.88
03/08/2021	35096	A-Z BUS SALES INC	First Aid Kits - All Buses	3,084.31
03/08/2021	35097	AFTERMARKET PARTS CO LLC	Parts and Supplies	1,660.77
03/08/2021	35098	AT&T / CALNET	Monthly Utilities	452.68
03/08/2021	35099	AUTOZONE	Parts and Supplies	211.67
03/08/2021	35100	BROWER MECHANICAL INC	Clean & Replace Filters - Bldgs.	196.00
03/08/2021	35101	CAPITOL CLUTCH & BRAKE	LED Headlight #2003	151.22
03/08/2021	35102	CITY OF PLACERVILLE	Upper Broadway #1 and #2: CIP 17-03	204,092.99
03/08/2021	35103	D&K AUTO GLASS	Windshield Chip Repairs	255.00
03/08/2021	35104	DAWSON OIL	Fuel February 2021	20,500.72
03/08/2021	35105	EL DORADO DISPOSAL-HAZARDOUS WASTE & DUMP	Clean Wood - Disposal	18.12
03/08/2021	35106	FACTORY MOTOR PARTS	Nitrile Gloves - Covid Supplies	407.34
03/08/2021	35107	FASTENAL	First Aid Kit - Shop	375.75
03/08/2021	35108	FLEMING DISTRIBUTING CO.	Additives for PM Services	128.81
03/08/2021	35109	GILLIG LLC	Parts and Supplies	1,430.95
03/08/2021	35110	HUNT & SONS INC	Fuel Purchases 02/01/21 - 02/15/21	1,563.37
03/08/2021	35111	J.C. NELSON SUPPLY CO	Janitorial Supplies	334.62
03/08/2021	35112	MAG LANDSCAPING INC	Landscaping Maintenance February 2021	1,010.00
03/08/2021	35113	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	352.10
03/08/2021	35114	O'REILLY AUTO PARTS	Parts and Supplies	407.66
03/08/2021	35115	PACIFIC GAS & ELECTRIC	Monthly Utilities	2,961.07
03/08/2021	35116	PLATT ELECTRIC SUPPLY INC	Compact Fluorescent Bulbs	63.06
03/08/2021	35117	RIEBES AUTO PARTS	Shop Hardware	22.95
03/08/2021	35118	RON DUPRATT FORD	VOID: 1606453	0.00
03/08/2021	35119	SERVICE CENTER	Smog Inspections	204.60
03/08/2021	35120	TRUE VALUE HARDWARE	Parts and Supplies	107.83
03/08/2021	35121	WESTERN TRUCK PARTS LLC	VOID: 100513	0.00

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**Check Register**  
**March 2021**

Date	Num	Name	Memo	Amount
03/08/2021	35122	WESTERN TRUCK PARTS LLC	100513	1,590.44
03/09/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MARCH 5, 2021	4,359.60
03/09/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #5 CLASSIC	9,426.90
03/09/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #5 PEPRA	7,532.60
03/10/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Monthly Unfunded Liability FY 2020/21 - Classic	23,227.69
03/17/2021	35123	ACCESS SERVICES INC	VOID: Parts & Labor to Install (3) Cameras	0.00
03/17/2021	35124	ADM SCREENING	Random Screening & Physicals January & February 2021	820.00
03/17/2021	35125	AFLAC	Employee Paid Premiums - March 2021	1,206.46
03/17/2021	35126	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premiums - March 2021	29.10
03/17/2021	35127	CITY NATIONAL BANK	VOID: 18-005	0.00
03/17/2021	35128	EDC COMMUNITY DEVELOPMENT SERVICES	AQMD Fees Permit #15-1745 2021/2022 Generator	704.63
03/17/2021	35129	EMP. MISC. REIMBURSEMENT	DMV & VTT Reimbursement	59.00
03/17/2021	35130	EMPLOYMENT DEVELOPMENT DEPARTMENT	UI Benefit Charges for 4th Quarter 2020	20,685.42
03/17/2021	35131	FRANKS BODY SHOP	Collision Repairs #0501	4,384.64
03/17/2021	35132	HUNT & SONS INC	Fuel Purchases 02/16/21 - 02/28/21	1,733.51
03/17/2021	35133	OPERATING ENGINEERS LOCAL UNION #3	Union Dues March 2021	1,431.00
03/17/2021	35134	PRO-LINE CLEANING SERVICES INC	Janitorial Services February 2021	1,010.00
03/17/2021	35135	QUILL	Misc. Office Supplies	160.66
03/17/2021	35136	SQUEAKY CLEAN	Bus Interior Fogging & Disinfecting	1,950.00
03/17/2021	35137	UPS	Freight Charges February 2021	209.30
03/17/2021	35138	VAN DE POL ENTERPRISES INC	Bulk DEF	456.57
03/17/2021	35139	VERIZON WIRELESS	Cellular Service February 2021	1,932.10
03/17/2021	35140	VISA	Reconciled Charges	1,730.80
03/17/2021	35141	WESTERN CONTRACT	Adjustable Air Lumbar Chair	826.70
03/17/2021	35142	WOLFPACK INSURANCE SERVICES, INC.	Dental & Vision Premiums April 2021	4,595.30
03/19/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MAR. 19, 2021	4,356.52
03/19/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #6 CLASSIC	9,434.11
03/19/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #6 PEPRA	7,388.81
03/31/2021	35143	ACCESS SYSTEMS INC	Parts & Labor to Install (3) Cameras	3,169.87
03/31/2021	35144	AT&T / CALNET	Monthly Utilities	506.38
03/31/2021	35145	AT&T MOBILITY	Wireless Service for Surveillance Cameras 0321	190.12
03/31/2021	35146	CAL.NET	Internet Service for CCTV March 2021	176.92
03/31/2021	35147	COMCAST	High-Speed Internet March 2021	244.69
03/31/2021	35148	EL DORADO IRRIGATION DISTRICT	Monthly Utilities	597.90
03/31/2021	35149	EMP. MISC. REIMBURSEMENT	DMV Reimbursement	49.00
03/31/2021	35150	GLOBAL DATA VAULT LLC	Monthly Recovery Back-Up Service March 2021	300.00
03/31/2021	35151	IMAGE SOURCE	Monthly Copy Charges 03/22/21 - 04/21/21	270.09
03/31/2021	35152	PACIFIC GAS & ELECTRIC	Monthly Utilities	581.92
03/31/2021	35153	SQUEAKY CLEAN	Bus Fogging & Disinfecting	3,783.00
03/31/2021	35154	XEROX FINANCIAL SERVICES	Copier Lease 03/06/21 - 04/05/21	509.44

475,865.45

**Total** 475,865.45

AGENDA ITEM 1 C  
Consent Item

**MEMORANDUM**

**DATE:** May 6, 2021

**TO:** El Dorado County Transit Authority

**FROM:** Brian James, Planning and Marketing Manager

**SUBJECT:** March 2021 Ridership Report

**REQUESTED ACTION:**  
**BY MOTION,**

**Receive and File the March 2021 Ridership Report**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) staff typically reports monthly and fiscal year-to-date ridership trend reports at each Board meeting.

Due to the Statewide COVID-19 restrictions, the Senior Day Care services closed on March 13, 2020 and the Mother Lode Rehabilitation Enterprises (M.O.R.E.) facility closed on March 16, 2020. Commuter services were decreased to four (4) buses in the morning and afternoon on March 23, 2020 and Local Fixed Route services were modified in July 2020. Also, in response to the impacts of the pandemic El Dorado Transit suspended collection of fares between April 6, 2020 and August 1, 2020. As a result, El Dorado Transit recorded no fare revenue in May, June, and July 2020.

**DISCUSSION**

Due to program closures, stay-at-home restrictions and the economic impacts of the pandemic, transit ridership has reduced in all areas of service. Following is the March 2021 report and the fiscal year-to-date ridership report, comparing the current fiscal year to the previous fiscal year.

# March 2021 Ridership Report

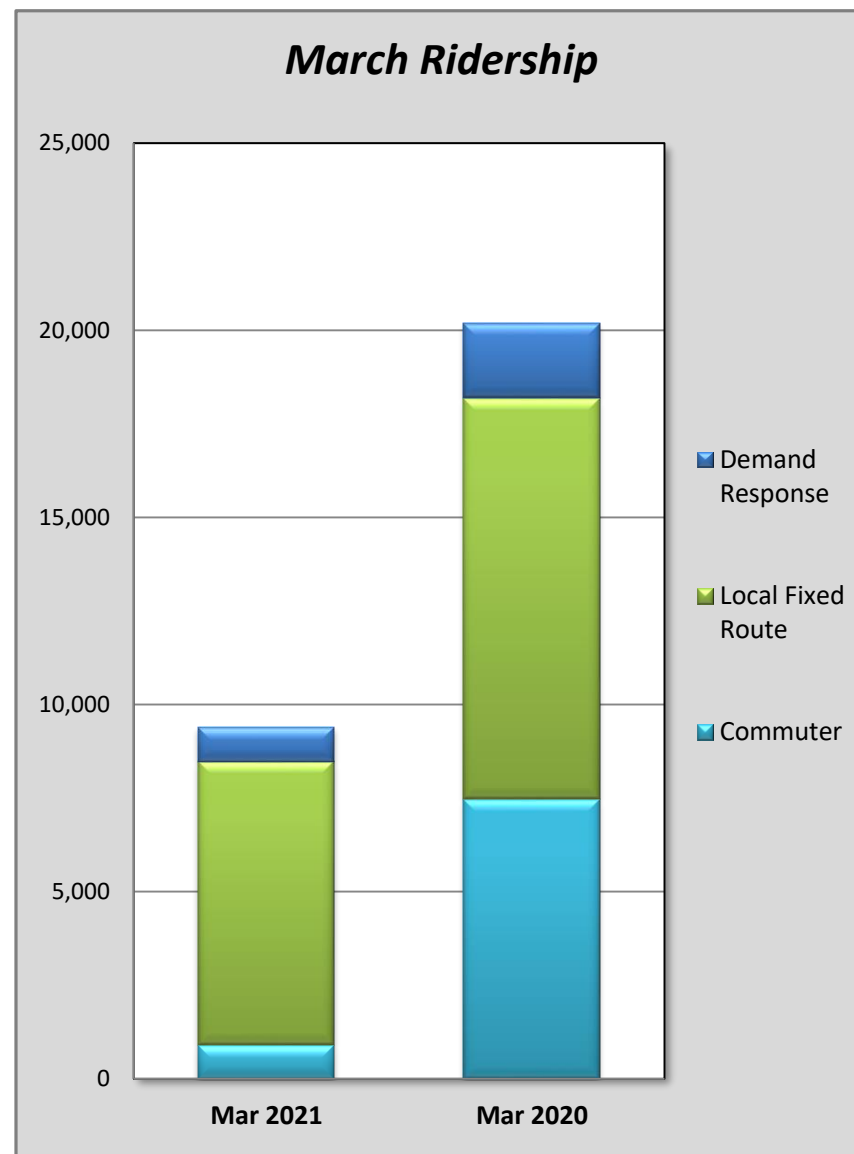


Demand Response	Mar 2021	Mar 2020	% Change
Dial-a-Ride	576	887	-35.1%
Sac-Med	24	20	20.0%
ADA Paratransit	165	62	166.1%
M.O.R.E.*	159	873	-81.8%
Senior Day Care*	0	168	-100.0%
<b>Total Demand Response</b>	<b>924</b>	<b>2,010</b>	<b>-54.0%</b>

Local Fixed Route	Mar 2021	Mar 2020	% Change
20 - Placerville	1,032	2,884	-64.2%
25 - Saturday Express	299	280	6.8%
30 - Diamond Springs	724	1,597	-54.7%
35 - Diamond Springs Saturday	98	69	42.0%
40 - Cameron Park	937	1,095	-14.4%
50x - 50 Express	3,157	2,448	29.0%
60 - Pollock Pines	1,341	2,331	-42.5%
<b>Total Local Fixed Route</b>	<b>7,588</b>	<b>10,704</b>	<b>-29.1%</b>

Commuter	Mar 2021	Mar 2020	% Change
Sacramento Commuter	886	7,418	-88.1%
Reverse Commuter	8	57	-86.0%
<b>Total Commuter</b>	<b>894</b>	<b>7,475</b>	<b>-88.0%</b>

	Mar 2021	Mar 2020	% Change
<b>Systemwide</b>	<b>9,406</b>	<b>20,189</b>	<b>-53.4%</b>
Passengers per Revenue Hour	3.2	5.2	-39.9%



\*Contracted Services - Ridership Determined by Client Enrollment

# Fiscal Year-to-Date Ridership Report

## July 2020 - March 2021

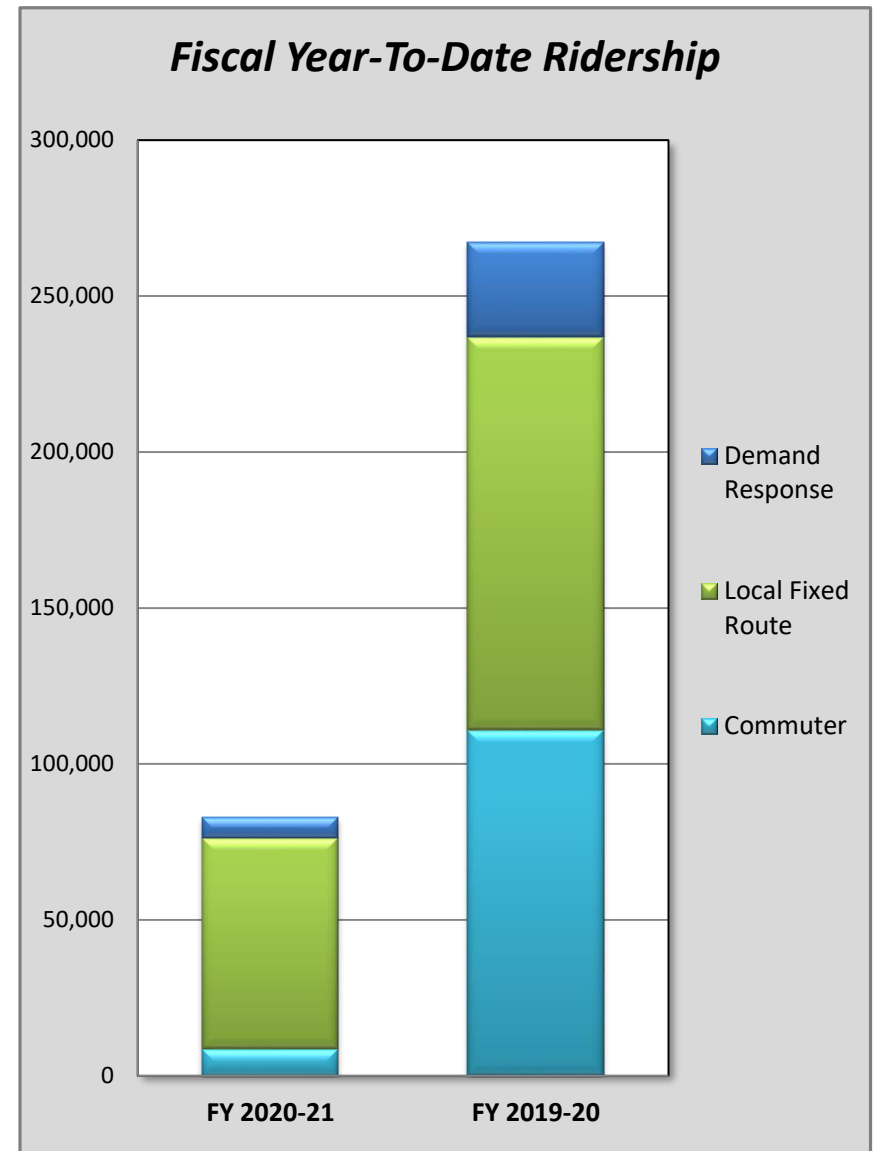


Demand Response	FY 2020-21	FY 2019-20	% Change
Dial-a-Ride	4,418	11,237	-60.7%
Sac-Med	172	231	-25.5%
ADA Paratransit	1,248	514	142.8%
M.O.R.E.*	964	15,244	-93.7%
Senior Day Care*	0	3,291	-100.0%
<b>Total Demand Response</b>	<b>6,802</b>	<b>30,517</b>	<b>-77.7%</b>

Local Fixed Route	FY 2020-21	FY 2019-20	% Change
20 - Placerville	9,485	30,966	-69.4%
25 - Saturday Express	2,632	3,699	-28.8%
30 - Diamond Springs	7,193	19,922	-63.9%
35 - Diamond Springs Saturday	766	1,094	-30.0%
40 - Cameron Park	7,960	11,607	-31.4%
50x - 50 Express	26,959	31,341	-14.0%
60 - Pollock Pines	12,544	27,532	-54.4%
<b>Total Local Fixed Route</b>	<b>67,539</b>	<b>126,161</b>	<b>-46.5%</b>

Commuter	FY 2020-21	FY 2019-20	% Change
Sacramento Commuter	8,595	110,063	-92.2%
Reverse Commuter	70	633	-88.9%
<b>Total Commuter</b>	<b>8,665</b>	<b>110,696</b>	<b>-92.2%</b>

	FY 2020-21	FY 2019-20	% Change
<b>Systemwide</b>	<b>83,006</b>	<b>267,374</b>	<b>-69.0%</b>
Passengers per Revenue Hour	3.4	7.1	-51.6%



\*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D  
Consent Item

**MEMORANDUM**

**DATE:** May 6, 2021

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Quarterly Investment Report for the Quarter Ending 03/31/2021

**REQUESTED ACTION:**

**BY MOTION,**

**Receive and File Quarterly Investment Report for the period ending  
03/31/2021**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) adopted an investment policy on November 7, 1999 allowing investments in the State of California Local Agency Investment Fund (LAIF) and money market accounts.

El Dorado Transit investment policy requires quarterly investment reports to the Board of Directors.

**DISCUSSION**

Interest earnings for the LAIF and Money Market accounts for the third calendar quarter of 2020 equal \$1,557.31. All interest-bearing accounts earned a total of \$1,771.55 for the fiscal quarter, representing an amount of \$1,145.11 under the adopted fiscal year (FY) 2020/21 budget to date.

Interest earnings are budgeted and used as operating income. The following investment report for the quarter ending 03/31/2021 is submitted for review.

**FISCAL IMPACT**

Account 4970.00-Interest Income will be adjusted as needed for the Final FY 2020/21 Amended Operating Budget to be presented in September 2021.

# **EL DORADO COUNTY TRANSIT AUTHORITY**

## **QUARTERLY INVESTMENT REPORT**

**PERIOD 01/01/2021 – 03/31/2021**

### **LOCAL AGENCY INVESTMENT FUND (L A I F)**

#### Account Summary

12/31/2020	Balance Forward	\$ 1,277,509.02
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.44%	\$ <u>1,395.67</u>
03/31/2021	Ending Balance 1st Qtr., 2021	\$ 1,278,904.69

### **UMPQUA BANK (Money Market Account)**

#### Account Summary

12/31/2020	Balance Forward	\$ 1,311,037.33
	Total Transfers to General Checking Account	\$ 350,000.00
	Total Transfer from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.05%	\$ <u>161.64</u>
03/31/2021	Ending Balance 1st Qtr., 2021	\$ 961,198.97

AGENDA ITEM 1 E  
Consent Item

**MEMORANDUM**

**DATE:** May 6, 2021

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Operating Budget vs. Actual Comparison for Fiscal Year 2020/21

**REQUESTED ACTION:**  
**BY MOTION,**

**Receive and File the Operating Budget vs. Actual Comparison for the  
Third Quarter of Fiscal Year 2020/21**

**BACKGROUND**

The purpose of this report is to provide an overview of actual operating revenues and expenses to budget through the third quarter (July 1, 2020 through March 31, 2021) of the current fiscal year (FY) 2020/21. The information is intended to provide for analysis of fiscal progress to date within the adopted annual budget and to give a summary of the financial position of the agency. Given the economic uncertainty generated by the COVID-19 pandemic, staff intends to provide budget vs. actual updates to the Board on a quarterly basis until such time as it's deemed no longer necessary.

**DISCUSSION**

The attached summary report shows the actual revenue and expenditures through the third fiscal quarter ending March 31, 2021 and provides a comparison to the annual adopted budget for FY 2020/21.

A summary of the Authority's cash funds on hand, disbursements, and receipts for the period are provided in the following table:

Fiscal Year Cash Balances

Receipts	\$5,635,833
Disbursements	\$5,872,033
Public Funds Money Market and Checking Account Balances on March 31, 2021	\$1,749,268



**EL DORADO COUNTY TRANSIT AUTHORITY**

**Budget vs. Actual YTD**

July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Annual Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4300 · Farebox	53,905.26	75,000.00	-21,094.74	71.87%
4310 · Contract Services	19,547.46	24,000.00	-4,452.54	81.45%
4330 · Commuter Passes	43,961.75	60,000.00	-16,038.25	73.27%
4350 · Passes - General public	25,531.86	25,000.00		
4355 · Connect Card				
4360 · Scrip	4,234.50	7,000.00	-2,765.50	60.49%
<b>Total Income</b>	<u>147,180.83</u>	<u>191,000.00</u>	<u>-43,819.17</u>	<u>77.06%</u>
<b>Gross Profit</b>	147,180.83	191,000.00	-43,819.17	77.06%
<b>Expense</b>				
5010.00 · Employee Wages	2,063,307.35	3,121,000.00	-1,057,692.65	66.11%
5020.00 · Fringe Benefits	1,530,099.19	2,112,493.00	-582,393.81	72.43%
5030.00 · Professional services	129,468.73	259,900.00	-130,431.27	49.82%
5040.00 · Maintenance - vehicles/equip	371,985.16	783,770.00	-411,784.84	47.46%
5050.00 · Utilities	74,703.69	106,000.00	-31,296.31	70.48%
5060 · Insurance premiums & payouts	516,780.14	679,000.00	-162,219.86	76.11%
5070.00 · Payroll Taxes	31,460.45	47,800.00	-16,339.55	65.82%
5090.00 · Operating Expenses	277,557.90	423,390.00	-145,832.10	65.56%
5120.00 · Leases & Rentals	14,306.20	30,000.00	-15,693.80	47.69%
5140.00 · Equipment - Purchase	3,435.54	2,800.00	635.54	122.70%
5150.00 · Special Department	955.91	10,500.00	-9,544.09	9.10%
5160.00 · Maintenance - Other	20,335.82	32,200.00	-11,864.18	63.16%
6270 · Contingencies	0.00	684,340.00	-684,340.00	0.00%
<b>Total Expense</b>	<u>5,034,396.08</u>	<u>8,293,193.00</u>	<u>-3,258,796.92</u>	<u>60.71%</u>
<b>Net Ordinary Income</b>	-4,887,215.25	-8,102,193.00	3,214,977.75	60.32%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4000 · Transportation Tax - TDA	4,196,443.50	5,595,258.00	-1,398,814.50	75.00%
4100 · Transportation Tax - Sec. 5311	403,673.26	538,231.00	-134,557.74	75.00%
4100.03 · 5311 CARES ACT Income	811,164.82	1,081,553.00	-270,388.18	75.00%
4112 · 5307 Grant Income - PM	187,500.01	250,000.00	-62,499.99	75.00%
4115.01 · LCTOP Cameron Park	213,251.08	334,181.00	-120,929.92	63.81%
4270.01 · STA SGR Fund	205,426.49	273,902.00	-68,475.51	75.00%
4270 · STA Fund Revenue - Other	0.00	0.00	0.00	0.00%
<b>Total 3998 · Tax Revenues Earned</b>	<u>6,017,459.16</u>	<u>8,073,125.00</u>	<u>-2,055,665.84</u>	<u>74.54%</u>
4970 · Interest income	5,776.69	10,000.00		
4990 · Miscellaneous income	385.00	0.00	385.00	100.00%
<b>Total Other Income</b>	<u>6,023,620.85</u>	<u>8,083,125.00</u>	<u>-2,059,504.15</u>	<u>74.52%</u>
<b>Other Expense</b>				
8500 · Interest Expense Payments	17,198.61			
8700 · Loss on asset disposal	-11,042.50			
<b>Total Other Expense</b>	<u>28,241.11</u>			
<b>Net Other Income</b>	1,164,646.71			

AGENDA ITEM 1 F  
Consent Item

**MEMORANDUM**

**DATE:** May 6, 2021

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Purchase Orders above \$25,000 for Fiscal Year 2021/22

**REQUESTED ACTION:**

**BY MOTION,**

**Approval of Purchase Orders above \$25,000 for Fiscal Year  
2021/22**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) Bylaws and the Joint Exercise of Powers Agreement establishing El Dorado Transit require Board approval for Purchase Orders over \$25,000 and Purchase Requisitions over \$5,000.

**DISCUSSION**

The Executive Director certifies that these purchases are processed within approved Purchasing Procedures. All purchase orders are in-line with the adopted preliminary operating budget for Fiscal Year (FY) 2021/22.

- |  |   |
|--|---|
| • AfterMarket Parts Co.                      | Blanket Purchase Order No. B27000<br>NTE \$65,000     |
| • CalPERS 457 Deferred<br>Compensation Plan  | Blanket Purchase Order No. B27001<br>NTE \$135,000    |
| • City National Bank                         | Blanket Purchase Order No. B27006<br>NTE \$261,662.12 |
| • Davis Truck Painting                       | Blanket Purchase Order No. B27007<br>NTE \$35,000     |
| • Employment Development<br>Department (EDD) | Blanket Purchase Order No. B27009<br>NTE \$100,000    |
| • GCR Tire Center                            | Blanket Purchase Order No. B27010<br>NTE \$65,000     |
| • Gillig LLC.                                | Blanket Purchase Order No. B27011<br>NTE \$40,000     |
| • Girard, Edwards, Stevens<br>& Tucker LLP   | Blanket Purchase Order No. B27012<br>NTE \$60,000     |

- Health Services Division CalPERS Blanket Purchase Order No. B27002  
NTE \$575,000
- Operating Engineers #3 Union Dues Blanket Purchase Order No. B27014  
NTE \$30,000
- Operating Engineers Medical Blanket Purchase Order No. B27015  
NTE \$830,000
- Pacific Gas & Electric Blanket Purchase Order No. B27016  
NTE \$64,000
- Paychex Blanket Purchase Order No. B27017  
NTE \$90,000
- Public Employees Retirement System Blanket Purchase Order No. B27018  
NTE \$955,000
- Resco Printing Blanket Purchase Order No. B27019  
NTE \$35,000
- Ron Dupratt Ford Blanket Purchase Order No. B27020  
NTE \$40,000
- RouteMatch Software Inc. Blanket Purchase Order No. B27021  
NTE \$65,000
- Sierra Nevada Tire & Wheel Blanket Purchase Order No. B27024  
NTE \$65,000
- Sun Life Financial Blanket Purchase Order No. B27025  
NTE \$42,000
- Tolar Manufacturing Company, Inc. Blanket Purchase Order No. B27026  
NTE \$40,000
- Transportation Services, Inc. Blanket Purchase Order No. B27027  
NTE \$40,000
- Verizon Wireless Blanket Purchase Order No. B27028  
NTE \$40,000
- VISA Blanket Purchase Order No. B27029  
NTE \$60,000
- Western Truck Parts & Equipment LLC. Blanket Purchase Order No. B27030  
NTE \$45,000
- Wolfpack Insurance Services Inc. Blanket Purchase Order No. B27031  
NTE \$67,000
- Zonar Systems Inc. Blanket Purchase Order No. B27032  
NTE \$28,000

### **FISCAL IMPACT**

Purchase Order amounts are within budget line items in the Preliminary Operating Budget FY 2021/22 as adopted at the Regular Board Meeting of April 1, 2021.

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27000**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5040

CLASS: 110

TO: AFTERMARKET PARTS COMPANY LLC  
DBA NFI PARTS  
PO BOX 775881  
CHICAGO, IL 60677-5881

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact:

Vendor Phone No: (800) 278-4124

Fax No: (502) 318-3021

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$65,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27001**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 2032

CLASS: 125

TO: CalPERS 457 DEFERRED  
COMPENSATION PLAN  
PO BOX 2647  
LEWISTON, ME 04241-2647

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Lisa Crowell

Vendor Phone No: (617) 657-7366

Fax No: (617) 376-4285

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		OPTIONAL EMPLOYEE PAID SUPPLEMENTAL INCOME PLAN FOR RETIREMENT FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22  PAYROLL DEDUCTIONS SENT TO CalPERS 457 ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED: \$135,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$135,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$135,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27006**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 8500

CLASS: 125

ACCOUNT: 2199

CLASS: 125

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

TO: CITY NATIONAL BANK  
2100 PARK PLACE SUITE 150  
EL SEGUNDO, CA 90245  
ATTN: LOAN SERVICING #354

Contact:

Vendor Phone No:

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		INSTALLMENT SALE AGREEMENT #18-005 DATED MAY 24, 2018 FOR FIVE (5) COMMUTER BUSES		NOT TO EXCEED: \$261,662.12
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$261,662.12
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$261,662.12

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

# EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY  
DIAMOND SPRINGS, CA 95619-9454  
(530) 642-5383

**PURCHASE ORDER NO. B27007**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5040.06

CLASS: 110

ACCOUNT: 5040

CLASS: 110

TO: DAVIS TRUCK PAINTING  
P.O. BOX 1834  
WEST SACRAMENTO, CA 95691

SHIP &amp; INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact:

Vendor Phone No: (916) 371-3282

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		REPAIR PAINTING ON FLEET VEHICLES FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$35,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$35,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$35,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27009**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5020.03

CLASS: 125

TO: (EDD) EMPLOYMENT DEVELOPMENT  
DEPARTMENT STATE OF CALIFORNIA  
PO BOX 826219  
ATTN: CASHIER-RB  
SACRAMENTO, CA 94230-6219

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact:

Vendor Phone No: (916) 653-5846

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		UNEMPLOYMENT INSURANCE FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$100,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$100,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$100,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby ~~24~~ rejected."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing



**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27010**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5040.02

CLASS: 110

TO: GCR TIRES & SERVICE  
1401 RICHARDS BLVD  
SACRAMENTO, CA 95814

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Austin Shaffer

Vendor Phone No: (916) 447-4220

Fax No: (916) 447-0122

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE FOLLOWING MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22  ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED: \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$65,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27011**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5040

CLASS: 110

TO: GILLIG LLC  
PO BOX 45569  
SAN FRANCISCO, CA 94145-0569

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Lee Petersen

Vendor Phone No: (510) 785-1500

Fax No: (510) 785-6819

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$40,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$40,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

# EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY  
DIAMOND SPRINGS, CA 95619-9454  
(530) 642-5383

**PURCHASE ORDER NO. B27012**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5030

CLASS: 125, 600

ACCOUNT: VARIOUS

SHIP &amp; INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY****6565 COMMERCE WAY****DIAMOND SPRINGS, CA 95619-9454**

TO: GIRARD, EDWARDS, STEVENS &  
TUCKER LLP  
8801 FOLSOM BLVD SUITE 285  
SACRAMENTO, CA 95826

Contact: Brooke

Vendor Phone No: (916) 706-1255

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PROFESSIONAL LEGAL SERVICES FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$60,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$60,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$60,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27002**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5020.02

CLASS: 125

TO: HEALTH BENEFIT SERVICE DIVISION  
CALIFORNIA PUBLIC EMPLOYEES  
RETIREMENT SYSTEM  
PO BOX 4032  
SACRAMENTO, CA 95812-4032

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Robert Sharp

Vendor Phone No: (888) 225-7377

Fax No: (916) 795-7901

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>EDCTA SPONSORED HEALTH INSURANCE COVERAGE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22</p> <p>PAYROLL DEDUCTIONS SENT TO CalPERS HEALTH BENEFIT SERVICE DIVISION ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$575,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$575,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$575,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

# EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY  
DIAMOND SPRINGS, CA 95619-9454  
(530) 642-5383

**PURCHASE ORDER NO. B27014**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 2035

CLASS: 125

TO: OPERATING ENGINEERS LOCAL  
UNION NO. 3  
ROMMELY MACALOLOY (CHECK-OFF)  
1620 SOUTH LOOP ROAD  
ALAMEDA, CA 94502

SHIP &amp; INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact:

Vendor Phone No: (510) 748-7400

Fax No: (510) 748-7401

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		REPRESENTED EMPLOYEES MONTHLY UNION DUES FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22  DUES PAID THROUGH PAYROLL DEDUCTION NO ACTUAL FISCAL COST TO EDCTA		NOT TO EXCEED: \$30,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$30,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$30,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27015**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5020.02

CLASS: 125

TO: OPERATING ENGINEERS PUBLIC  
& MISCELLANEOUS EMPLOYEES  
PO BOX 3157  
HAYWARD, CA 94540-3157

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact:

Vendor Phone No: (510) 337-3050

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>OPERATING ENGINEERS PUBLIC EMPLOYEES HEALTH &amp; WELFARE GROUP MEDICAL COVERAGE FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$830,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$830,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$830,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27016**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5050.02

CLASS: 125, 110

ACCOUNT: 5050.03

CLASS: 600, 601, 602

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

TO: PACIFIC GAS & ELECTRIC  
BOX 997300  
SACRAMENTO, CA 95899-7300

Contact:

Vendor Phone No: (800) 743-5000

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 15		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>PROVIDE ELECTRIC SERVICE FOR THE FOLLOWING LOCATIONS:</p> <ul style="list-style-type: none"><li>• ADMINISTRATION BUILDING</li><li>• MAINTENANCE BUILDING</li><li>• CAMBRIDGE PARK &amp; RIDE</li><li>• CENTRAL PARK &amp; RIDE</li><li>• EL DORADO HILLS PARK &amp; RIDE</li><li>• PONDEROSA PARK &amp; RIDE</li><li>• RAY LAWYER DRIVE PARK &amp; RIDE</li></ul> <p>FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22</p>		NOT TO EXCEED: \$64,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$64,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$64,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B26017**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5030

CLASS: 125

TO: PAYCHEX

2365 IRON POINT ROAD, SUITE 240  
FOLSOM, CA 95630

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Jay Lignell

Vendor Phone No: (916) 983-0303 ext. 47563

Fax No: (877) 880-9229

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		BI-WEEKLY PAYROLL PROCESSING FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22  PAYROLL PROCESSING IS PAID AUTOMATICALLY THROUGH AND ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED: \$90,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$90,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$90,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing



**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27018**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5020.01

CLASS: 125

TO: PUBLIC EMPLOYEES RETIREMENT  
SYSTEM  
400 P STREET  
PO BOX 1982  
SACRAMENTO, CA 95809-1982

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact:

Vendor Phone No:

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>EMPLOYER PAID RETIREMENT BENEFITS:</p> <p>CLASSIC: EMPLOYEE PORTION 7% EMPLOYER PORTION 11.60% NEW HIRES HIRED AFTER 12/31/12</p> <p>PEPRA: EMPLOYEE PORTION 7.25% EMPLOYER PORTION 7.73% OF ELIGIBLE GROSS PAYROLL FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22</p> <p>CalPERS RETIREMENT BENEFITS ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION</p>		NOT TO EXCEED: \$955,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$955,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$955,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27019**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5090.75

CLASS: 125

TO: RESCO PRINTING  
PO BOX 454  
EL DORADO, CA 95623-0454

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Mike

Vendor Phone No: (530) 642-2842

Fax No: (530) 642-9285

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PRINTING OF BROCHURES, PASSES, SCRIP AND RELATED MATERIALS ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$35,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$35,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$35,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27020**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5040

CLASS: 110

TO: RON DUPRATT FORD  
1320 N. FIRST ST  
DIXON, CA 95620

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Bruce Fetrow

Vendor Phone No: (877) 466-9742

Fax No: (707) 678-2824

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$40,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$40,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27021**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: VARIOUS      CLASS: 125

TO: ROUTEMATCH SOFTWARE INC  
1230 PEACHTREE STREET NE STE 2800  
ATLANTA, GA 30309

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Teague Kirkpatrick  
Vendor Phone No: (404) 876-5160

Fax No: (404) 898-1145

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ALL ANNUAL FEES MAINTENANCE AND LICENSE FEES ASSOCIATED WITH SOFTWARE FOR DISPATCH FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$65,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27024**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5040.02

CLASS: 110

TO: SIERRA NEVADA TIRE & WHEEL  
659 MAIN STREET  
PLACERVILLE, CA 95667

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact:

Vendor Phone No: (530) 622-4714

Fax No: (530) 622-5345

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p style="text-align: center;">TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22</p> <p style="text-align: center;">ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)</p>		NOT TO EXCEED: \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	<b>\$65,000.00</b>
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27025**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5020.04

CLASS: 125

TO: SUN LIFE FINANCIAL  
PO BOX 843201  
KANSAS CITY, MO 64184-3201

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact:

Vendor Phone No: (800) 733-7879

Fax No: (816) 881-6005

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		GROUP LIFE, ACCIDENTAL DEATH & DISMEMBERMENT, AND LONG TERM DISABILITY INSURANCE FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22  POLICY # 907727		NOT TO EXCEED: \$42,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$42,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$42,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27026**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 9910.15

CLASS: 125

ACCOUNT: VARIOUS

CLASS: VARIOUS

TO: TOLAR MANUFACTURING COMPANY INC  
258 MARIAH CIRCLE  
CORONA, CA 92879-1751

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Scott Williams

Vendor Phone No: (951) 808-0081

Fax No: (951) 808-0041

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		BUS SHELTERS WITH SOLAR LIGHTING KITS ON AS NEEDED BASIS FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$40,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$40,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

# EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY  
DIAMOND SPRINGS, CA 95619-9454  
(530) 642-5383

**PURCHASE ORDER NO. B27027**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5040.06

CLASS: 110

ACCOUNT: 5040

CLASS: 110

TO: TRANSPORTATION SERVICES, INC.  
P.O. Box 279620  
SACRAMENTO, CA 95827-9620

SHIP &amp; INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Shawn Pruett

Vendor Phone No: (916) 737-5720

Fax No: (916) 737-5755

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		COLLISION REPAIR FOR COMMUTER BUSES FOR FISCAL YEAR 07/01/21THROUGH 06/30/22		NOT TO EXCEED: \$40,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$40,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing



**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27028**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5050.01

CLASS: 125

TO: VERIZON WIRELESS  
PO BOX 9622  
MISSION HILLS, CA 91346-9622

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact:

Vendor Phone No: (800) 922-0204

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 15		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PROVIDE CELLULAR SERVICE FOR PHONES AND TABLETS FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$40,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$40,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

# EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY  
DIAMOND SPRINGS, CA 95619-9454  
(530) 642-5383

**PURCHASE ORDER NO. B27029**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: TO BE DESIGNATED

TO: VISA

UMPQUA BANK

4011 PLAZA GOLDORADO CIR

CAMERON PARK, CA 95682-8257

SHIP &amp; INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY****6565 COMMERCE WAY****DIAMOND SPRINGS, CA 95619-9454**

Contact:

Vendor Phone No: (530) 622-4242

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		AGENCY CREDIT CARDS FOR:  EXECUTIVE DIRECTOR OPERATIONS MANAGER HUMAN RESOURCES MANAGER PLANNING AND MARKETING MANAGER ADMINISTRATIVE COORDINATOR  MISC. VISA PURCHASES  FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED \$60,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$60,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$60,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27030**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5040

CLASS: 110

TO: WESTERN TRUCK PARTS LLC /  
GWP HOLDINGS  
825 STILLWATER ROAD  
WEST SACRAMENTO, CA 95605

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: John Blazevic

Vendor Phone No: (916) 441-6151

Fax No: (916) 444-9932

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$45,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$45,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$45,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27031**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5020.02

CLASS: 125

TO: WOLFPACK INSURANCE SERVICES INC  
PO BOX 156  
425 HARBOR BLVD STE 2C  
BELMONT, CA 94002-0156

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Debbie Barr / VRB

Vendor Phone No: (800) 296-0192

Fax No: (650) 591-4022

PROMISED DELIVERY DATE		TERMS: NET 10		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>EDCTA SPONSORED HEALTH INSURANCE FOR DENTAL AND VISION CARE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$67,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$67,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$67,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27032**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5040 CLASS: 110  
ACCOUNT: 5090.06 CLASS: 125

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

TO: ZONAR SYSTEMS INC  
P.O. BOX 841580  
DALLAS, TX 75284-1580

Contact: Michelle Shockes

Vendor Phone No: (206) 878-2459

Fax No: (206) 878-3082

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ANNUAL MAINTENANCE CONTRACT, REPLACEMENT AND OR ADDITIONAL PARTS AND SERVICES FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$28,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$28,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$28,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

AGENDA ITEM 1 G  
Consent Item

**MEMORANDUM**

**DATE:** May 6, 2021

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Resolution No. 21-09 to Establish Fuel as Exempt from Competitive Bidding and Fuel Purchase Orders for Fiscal Year 2021/22

**REQUESTED ACTION:**  
**BY MOTION,**

1. Adopt Resolution No. 21-09 Identifying Fuel as Exempt from Competitive Bidding and Authorize the Executive Director to Procure Fuel from Outside Vendors.
2. Approve Blanket Purchase Order No. B27008 issued to Dawson Oil Company in the amount of \$300,000 for fiscal year 2021/22.
3. Approve Blanket Purchase Order No. B27013 issued to Hunt & Sons, Inc. in the amount of \$70,000 for fiscal year 2021/22.

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) purchasing procedures allow an exemption to competitive bidding per the following section of the approved El Dorado Transit Procurement Policies and Procedures Manual:

“Chapter 3; Section 14 Sole Sources Procurements:

- b) Sole source procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:*
5. *The unique nature of the property or service required precludes competitive bidding.”*

El Dorado Transit Purchasing Procedures and the Joint Exercise of Powers Agreement establishing El Dorado Transit require Board approval for Purchase Orders over \$25,000 and Purchase Requisitions over \$5,000.

El Dorado Transit operates a fleet of sixty-four (64) vehicles and the fleet consumes an average of 5,938 gallons of unleaded gasoline and 11,207 gallons of green low sulfur diesel fuel per month under normal, pre-pandemic operating conditions.

## **DISCUSSION**

El Dorado Transit purchases green low sulfur diesel and unleaded gasoline from two (2) local commercial cardlock fuel vendors on a daily basis due to the proximity of the facilities and the availability of differing types of fuel. Transit Operators and maintenance personnel fuel vehicles during the hours of 5:00 AM to 8:00 PM Monday through Friday and from 8:00 AM and 5:00 PM each weekend. Additional fueling is necessary during special shuttle services such as the Fair Shuttle.

Fuel prices at commercial/retail fuel vendors typically fluctuate daily based on the market. As a result, vendors are precluded from providing El Dorado Transit a set contract price for fuel at the pump the way they might if they were delivering fuel to a facility on regular basis. This daily price fluctuation does not lend itself to formal competitive bidding procedures; therefore, the El Dorado Transit Board has allowed an exemption from competitive bidding on fuel since 2000.

Due to the operational need for daily fuel purchasing at commercial, card lock vendors and the nature of daily fuel price fluctuations, it is recommended that fuel procurement be identified as exempt from competitive bidding. With approval, purchase orders will be issued to the two (2) local cardlock vendors that have provided price quotes using a set amount per gallon above their cost. The Executive Director certifies that these purchases are included within the preliminary approved operating budget for Fiscal Year 2021/22.

## **FISCAL IMPACT**

### *Purchase Order B27008 – Dawson Oil Company*

5040.01	Fuel Purchase	\$300,000
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### *Purchase Order B27013 – Hunt & Sons Inc.*

5040.01	Fuel Purchase	\$ 70,000
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Purchase Order amounts are above budget line-item amounts as presented on the Preliminary Operating Budget FY 2021/22 adopted on April 1, 2021; the total budget for fuel is \$345,000. The blanket purchase order amounts allow for flexibility between vendors however, the budget will not be exceeded prior to Board action if needed.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 21-09**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY IDENTIFYING FUEL AS EXEMPT FROM COMPETITIVE  
BIDDING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO PROCURE FUEL

**WHEREAS**, the El Dorado County Transit Authority (El Dorado Transit) purchases ultra-low sulfur diesel and unleaded gasoline for fleet vehicles daily; and

**WHEREAS**, El Dorado Transit currently purchases fuel from two (2) commercial cardlock vendors; and

**WHEREAS**, the purchase of fuel from two (2) local vendors is practical due to the proximity of fuel facilities and the availability of differing types of fuel; and

**WHEREAS**, cardlock type, retail fuel vendor pricing fluctuates daily which does not lend itself to competitive bidding procedures; and

**WHEREAS**, El Dorado Transit has received structured price quotes from all vendors; and

**WHEREAS**, approved El Dorado Transit Procurement Policies and Procedures Manual: Chapter 3; Section 14(b)(5) allows for exemption from competitive bidding by resolution when the unique nature of the property does not lend itself to bidding; and

**NOW THEREFORE, BE IT RESOLVED**; that:

1. The purchase of fuel is considered unique in nature due to the daily fluctuation in price and is hereby declared exempt from competitive bidding.
2. The Executive Director is authorized to purchase fuel from outside vendors.

**PASSED AND ADOPTED**, this 6th day of May 2021.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Kara Taylor, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board



**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27008**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5040.01

CLASS: 110

ACCOUNT: 5040.80

CLASS: 100

ACCOUNT: VARIOUS

CLASS: VARIOUS

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

TO: DAWSON OIL COMPANY  
PO BOX 360  
ROCKLIN, CA 95677

Contact: Ashley

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND DIESEL EXHAUST FLUID AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/2021 THROUGH 06/30/2022		NOT TO EXCEED: \$300,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$300,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$300,000.00

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. B27013**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/21**

ACCOUNT: 5040.01

CLASS: 110

ACCOUNT: 5040.80

CLASS: 100

ACCOUNT: VARIOUS

CLASS: VARIOUS

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

TO: HUNT & SONS INC

P.O. BOX 277670

SACRAMENTO, CA 95827-7670

Contact:

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND BULK OIL AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$70,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$70,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$70,000.00

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

AGENDA ITEM 2 A  
Action Item

**MEMORANDUM**

**DATE:** May 6, 2021

**TO:** El Dorado County Transit Authority

**FROM:** Maria Harris, Human Resources Manager

**SUBJECT:** El Dorado County Transit Authority Drug and Alcohol Program Policy

**REQUESTED ACTION:**  
**BY MOTION,**

**Adopt Resolution No. 21-10 for the Revised El Dorado County Transit Authority Drug and Alcohol Program Policy**

**BACKGROUND**

As a public transit operator and Federal Transit Administration (FTA) subrecipient, the El Dorado County Transit Authority (El Dorado Transit) is required to comply with FTA drug and alcohol testing regulations. Current policy language was adopted on February 2, 2006 and updated on February 6, 2020.

**DISCUSSION**

The Federal Transit Administration (FTA) recently conducted its Drug & Alcohol compliance audit of El Dorado Transit's Drug & Alcohol Program. The audit assessed compliance with the 1991, Omnibus Transportation Employee Testing Act applicable to recipients of funding from 49 U.S.C., Sections 5307, 5309, and 5311. The Act provides statutory authority for FTA to require drug and alcohol testing of its grantees' safety-sensitive employees as a condition of funding.

For this audit cycle, FTA conducted the drug and alcohol compliance program audit remotely to continue safety program oversight consistent with Federal, State and local public safety guidance. One of the key elements of the audit included an in-depth review of El Dorado Transit's Drug & Alcohol Policy Manual which determined that minor updates were necessary to maintain program compliance.

Staff reviewed the audit findings and updated the policy in accordance with FTA drug and alcohol testing regulations. Revisions were reviewed by RLS & Associates, Inc., California Department of Transportation, and California Association for Coordinated Transportation staff.

Revisions are noted in underline format.

**FISCAL IMPACT**

None

## **EI DORADO COUNTY TRANSIT AUTHORITY ARTICLE 2 – DRUG AND ALCOHOL POLICY**

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### **A. PURPOSE**

1. The El Dorado County Transit Authority (El Dorado Transit) provides public transit and paratransit services for the residents of the Western Slope of El Dorado County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, El Dorado Transit declares that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
2. Additionally, this policy establishes guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result or refusal to test. The U.S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
3. Any provisions set for the in this policy that are included under the sole authority of El Dorado Transit and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of El Dorado Transit will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

### **B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety sensitive employees (full-time, part-time, or extra-help) when performing safety sensitive duties. El Dorado Transit employees that do not perform safety sensitive functions are also covered under this policy under the sole authority of El Dorado Transit. See Attachment A for a list of employees and the authority under which they are included.

A safety sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions that perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

***Accident means an occurrence associated with the operation of a vehicle even when not in revenue service:*** if as a result:

- a) An individual dies;
- b) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c) One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

***Adulterated specimen*** a specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen, or showing an abnormal amount of an endogenous substance.

***Alcohol*** means the intoxicating agent in a beverage, including alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

***Alcohol Concentration*** is expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40 et. seq.

***Aliquot*** is a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

***Canceled Test*** is a drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

***Confirmatory Drug Test*** is a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

***Confirmatory Validity Test*** is a second test performed on a different aliquot of the original urine specimen to further support a validity test result.

***Covered Employee*** under FTA Authority means an employee who performs a safety sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

***Covered Employee Under El Dorado Transit Authority*** is an employee, applicant, or transferee that will not perform a safety sensitive function as defined by FTA but is included under El Dorado Transit's own authority. (See Attachment A).

***Designated Employer Representative (DER)*** An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

***DOT, The Department, DOT Agency*** These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

***Dilute specimen.*** A urine specimen with creatinine and specific gravity values that is lower than expected for human urine.

***Disabling damage*** means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement

without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

**Evidentiary Breath Testing Device (EBT)** A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

**Initial Drug Test: (Screening Drug Test)** is test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

**Initial Specimen Validity Test** The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

**Invalid Result** The result reported by a Department of Health & Human Services (HHS) - certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted results cannot be established for a specific drug or specimen validity test.

**Laboratory** is any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

**Limit Detection (LOD)** is the lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

**Limit of Quantitation** For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

**Medical Review Officer (MRO)** means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

**Negative Dilute** A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

**Negative Result** the result reported by HHS certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

**Non-Negative Test Result** is a urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.



***Oxidizing Adulterant*** is a substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

***Performing (a safety-sensitive function)*** means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

***Positive Result*** is the result reported by an HHS-Certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

***Prohibited Drug is Identified as*** marijuana, cocaine, opioids, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40 et. seq., as amended.

***Reconfirmed*** is the result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

***Rejected for Testing*** is the result reported by an HHS-Certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that has not been corrected.

***Revenue Service Vehicles*** are all transit vehicles that are used for passenger transportation service.

***Safety-Sensitive Functions*** Employee duties identified as:

- 1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- 2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver's License (CDL)
- 3) Maintaining a revenue service vehicle or equipment used in revenue service.
- 4) Controlling the movement of a revenue service vehicle and
- 5) Carrying a firearm for security purposes.

***Split Specimen Collection*** is a collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

***Substance Abuse Professional (SAP)*** is a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or a state licensed marriage and family therapist, drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

**Substituted Specimen** is a urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

**Test Refusal**

An employee refuses a test if the employee:

1. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test;
3. Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test;
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen;
5. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take a second test as directed by the employer and/or collector;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO, or as directed by the DER;
8. Fails to cooperate with any part of the testing process;
9. If the MRO reports that there is verified adulterated or substituted test result;
10. Failure or refusal to sign Step 2 of the alcohol testing form.
11. Failure to follow the observer's instructions during an observed collection including instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine the presence of any type of prosthetic or other device that could be used to interfere with the collection process.
12. Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
13. Admit to the collector or MRO that the specimen has been adulterated or substituted.
14. Failure to remain readily available for testing following an accident.

**Vehicle** is a bus, electric bus, van, automobile, rail car, trolley care, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

**Verified Negative Test** is a drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

**Verified Positive Test** is a drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

**Validity Testing** is the evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or El Dorado Transit officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances include:
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988, as amended, any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15, as amended, except a legal prescription. This includes, but is not limited to: marijuana, amphetamines, , opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.
- 2) Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. [It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance \(including](#)

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under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended. ~~Also, the medical use of marijuana, or the use of hemp-related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.~~

**Commented [MH1]:** Item 1 page 2- Revise policy to comply with requirements of section 655.15 (c)

- 3) Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA Authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in Section H of this policy. El Dorado Transit employees will also be tested for these same substances. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.
- 4) Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- 5) Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. A random, or reasonable suspicion, or follow-up alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under El Dorado Transit authority, a non-DOT alcohol test can be performed any time an employee is on duty.

F. PROHIBITED CONDUCT

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40 et. seq., as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline.
- 3) El Dorado Transit shall not permit any employee to perform or continue to perform safety-sensitive functions if there is reason to suspect the employee is using alcohol.

- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
  - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
    - i. The employee's alcohol concentration measures less than 0.02; or
    - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) El Dorado Transit under its own authority also prohibits the consumption of alcohol all times employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-Free Workplace Act of 1988, all El Dorado Transit employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including El Dorado Transit premises and transit vehicles.

#### G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, as amended, all employees are required to notify the El Dorado Transit management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

#### H. TESTING REQUIREMENTS

1. Analytical urine drug testing and breath testing for alcohol will be conducted using the testing methodologies and threshold defined in 49 CFR Part 40 et. seq. as amended. All employees covered under FTA authority shall be subject to random testing or prior to performing safety-sensitive duty, return to

duty/follow-up, following an accident, or for reasonable suspicion, , as defined in Section K, L, M, and N of this policy. All employees covered under El Dorado Transit authority will also be subject to testing for reasonable suspicion, post-accident, random and return to duty/follow up using non-DOT testing forms.

2. A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, ~~and random,~~ or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under El Dorado Transit authority, a non-DOT alcohol test can be performed any time an employee is on duty.
3. All covered employees will be subject to urine drug testing and breathe alcohol testing as a condition of ongoing employment with El Dorado Transit. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

#### I. DRUG TESTING PROCEDURES

1. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40 et. seq., as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
2. The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40 et. seq., as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. ~~For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40 et. seq., as amended.~~
3. The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug

**Commented [MH2]:** Item 5 page-4 Remove completely from policy as it is not required.

testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for confirmed positive, substitute or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to El Dorado Transit. If a legitimate explanation is found, the MRO will report the test result as negative.

4. If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
5. Any covered employee who challenges a required drug test's results under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40 et. seq., as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. El Dorado Transit will ensure that the cost for the split specimen are covered in order for a timely analysis of the sample, however, El Dorado Transit will seek reimbursement for the split sample test from the employee.
6. If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
7. The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.

#### 8. Observed Collections

- a. Consistent with 49 CFR Part 40 et. seq., as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
  - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to El Dorado Transit that there was not an adequate medical explanation for the result; or
  - ii. The MRO reports to El Dorado Transit that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.
  - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2mg/dl but less than or equal to 5 mg/dl, and the MRO reported the specimen as negative dilute and that a second collection must take place under direct observation.
  - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen.
  - v. The temperature on the original specimen was out of range;
  - vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
  - vii. All follow-up test; or
  - viii. All return-to-duty tests.

#### J. ALCOHOL TESTING PROCEDURES

1. Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHSTA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT.



The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40 et. seq., as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

2. An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
3. El Dorado Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
4. The alcohol testing form (ATF) required by 49 CFR Part 40 et. seq. as amended shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

1. All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.
  - a. All offers of employment for covered positions shall be conditionally extended upon the applicant passing a drug test. An applicant will not be allowed to perform a safety-sensitive function unless the applicant takes a drug test with verified negative results.
  - b. An employee shall not be placed, transferred or promoted into a position covered under FTA or El Dorado Transit authority until the employee takes a drug test with verified negative results.
  - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be referred to a list of

USDOT qualified SAPs. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the applicant's sole responsibility.

- d. Employees shall be subject to disciplinary action in accordance with Section Q herein when an employee is placed, transferred, or promoted from a non-covered position to a position covered under FTA or El Dorado Transit authority submits a drug test with a verified positive result.
- e. If a pre-employment test is canceled, El Dorado Transit will require the applicant to take and pass another pre-employment drug test.
- f. In instances where an FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to conducting safety-sensitive job functions.
- g. Following a negative dilute, the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide El Dorado Transit with a signed written releases requesting USDOT drug and alcohol records from all previous, DOT covered employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. El Dorado Transit is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide El Dorado Transit proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All El Dorado Transit FTA covered employees will be subject to a drug and/or alcohol test if the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or alcohol. Reasonable suspicion means that specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use,

and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under El Dorado Transit's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty. All employees covered under the sole authority of El Dorado Transit will also be subject to non-USDOT reasonable suspicion testing procedures modeled off the provisions in 49 CFR Part 40 et. seq.

- 2) El Dorado Transit shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to El Dorado Transit.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. El Dorado Transit shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of El Dorado Transit. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

#### M. POST-ACCIDENT TESTING

- 1) FATAL ACCIDENTS - All employees covered under FTA authority will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed

to the accident, as determined by the employer using the best information available at the time of the decision.

- 2) NON-FATAL ACCIDENTS - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

- a. The accident results in injuries requiring immediate transportation to a medical treatment facility away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident;
- b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours after the accident for alcohol and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

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In the rare event that El Dorado Transit is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), El Dorado Transit may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

#### N. RANDOM TESTING

- 1) All covered employees are subject to random, unannounced testing. Employees covered under FTA authority will be selected from a pool of DOT-covered safety-sensitive employees. Employees covered under El Dorado Transit authority will be selected from a pool of non-DOT covered employees. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed on line at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under El Dorado Transit authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under El Dorado Transit's authority, a non-DOT random alcohol test may be performed any time the employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to immediately proceed to the collection site upon notification of their random selection.

#### O. RETURN-TO-DUTY TESTING

All covered employees who previously tested positive on a drug test, had an alcohol test result of 0.04 or above, or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both. Such employees must be evaluated and released by the Substance Abuse Professional before returning to work. ~~For an initial positive drug test, a Return to Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return to Duty alcohol test is required and a drug test is allowed.~~ Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no concerns for public safety.

**Commented [MH4]:** Item 4 page 3 -Remove statements referring to initial tests. Only the DOT-qualified SAP can determine what types of RTD & FU tests are to be administered

#### P. FOLLOW-UP TESTING

Covered employees will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP as determined by the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing. Follow-up alcohol testing will only be conducted just before, during, or just after the performance of safety-sensitive functions.

**Commented [MH5]:** Item 2 page 2 -Indicate when reasonable suspicion & follow-up testing is permissible.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40 et. seq. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under El Dorado Transit authority and will be performed using non-DOT testing forms.

#### Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug test, an alcohol test result of 0.04 or above, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available and referred to a list of USDOT qualified Substance Abuse Professionals (SAPs) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP and the employer.
- 2) Following a negative dilute result, the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered negative and no additional testing will be required unless directed to do so by the MRO.

- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and insubordination. Refusal shall result in termination and referral to a list of at least two (2) USDOT qualified SAPs. A test refusal includes the following circumstances:
- a. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer.
  - b. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
  - c. Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
  - d. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen.
  - e. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
  - f. Fails or declines to take a second test the employer or collector has directed you to take
  - g. Fails to undergo a medical examination or evaluation, as directed by the MRO, or as directed by the DER.
  - h. Fails to cooperate with any part of the testing process.
  - i. If the MRO reports that there is verified adulterated or substituted test result
  - j. Failure or refusal to sign Step 2 of the Alcohol Testing form.
  - k. Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
  - l. Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
  - m. Admit to the collector or MRO that you adulterated or substituted the specimen.
  - n. Failure to remain readily available for testing following an accident.
- 4) For the first instance of a verified positive test from a sample submitted as the result of a random drug/alcohol test ( $\geq 0.04$  BAC), disciplinary action shall include:
- a. Mandatory referral to a list of USDOT qualified Substance Abuse Professionals for assessment, formulation of a treatment plan, and/or execution of a return to duty agreement.
  - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from El Dorado Transit employment.
    - i. Compliance with the return-to-duty agreement means that the employee has submitted to a drug/alcohol test immediately prior to

returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.

- c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall, be considered a direct act of insubordination and shall result in termination.
  - d. A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from El Dorado Transit employment.
- 5) The second instance of a verified positive drug or alcohol ( $\geq 0.04$  BAC) test result on a random test shall result in termination from El Dorado Transit employment. An initial positive drug or alcohol test under the reasonable suspicion, post-accident, return-to-duty, or follow-up drug/alcohol test provisions herein, shall result in termination from El Dorado Transit employment.
- 6) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day, whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NON-DOT alcohol test with a result of less than 0.02 BAC.
- 7) The cost of any treatment or rehabilitation services will be paid directly by the employee or the employee's insurance provider. The employee will be permitted to use accrued sick leave or administrative leave to participate in the prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the employee has successfully completed the required treatment program and has been released to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.
- 8) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include Mandatory referral for an assessment, by an employer approved counseling professional, formulation of a treatment plan, and execution of a return to work agreement.
- a. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from El Dorado Transit employment.
    - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority



of El Dorado Transit and will be performed using non-DOT testing forms.

- b. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return to work agreement will be conducted under El Dorado Transit authority and will be performed using non-DOT testing forms.
  - c. A self-referral or management referral to the employer's approved counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.
  - d. Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
  - e. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with El Dorado Transit.
  - f. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 9) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

#### R. GRIEVANCE AND APPEAL

As specified in 49 CFR Part 40.149 (c) a positive test or test refusal is not subject to arbitration.

#### S. PROPER APPLICATION OF THE POLICY

El Dorado Transit is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates shall be subject to disciplinary action, up to and including termination.

#### T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the El Dorado Transit Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without the tested employee's express written consent .
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or

alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.

- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over El Dorado Transit or the employee.
- 10) If a party seeks a court release of a specimen or part of a specimen, contrary to any provision of Part 40 as amended, necessary legal steps to contest the release will be taken.
- 11) In cases of a contractor or sub-recipient of a DOT, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

#### U. SYSTEM CONTACTS

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individuals(s).

El Dorado Transit Drug and Alcohol Program Manager

Human Resources Manager

6565 Commerce Way  
Diamond Springs, CA 96519  
(530) 642-5383 x 209 or mharris@eldoradotransit.com

Medical Review Officer

MRO Express/Phillip Lopez, M.D.  
3501 So 185<sup>th</sup> Avenue  
Miramar, FL 33029  
Or as designated by third party administrator  
Substance Abuse Professional

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Ms. Dellena Hoyer, LAADC, ICADC, SAP  
2715 K Street, Suite 2  
Sacramento, CA 95814  
(916)213-4650; [www.SapCounselor.com](http://www.SapCounselor.com)

Ms. Deborah Duell-Stephens LMFT SAP  
427 A Street Suite 400  
Lincoln, CA 95648-1976  
(916)408-6618 [www.lighthousefre.org](http://www.lighthousefre.org)

HHS Certified Laboratory Primary Specimen

AP Quest [Diagnostics](#)  
~~3175 Presidential Drive~~ [10101 Renner Blvd.](#)  
~~Atlanta~~ [Lenexa, KS 66219](#), ~~CA 30340~~  
Or as designated by third party administrator

Consortium

Advanced Drug and Medical Screening (ADM)  
[279 Placerville Drive, Suite C](#)  
Placerville, CA 95667

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Safety Sensitive Employees Subject to Testing

Custodian  
Equipment Technician I & II  
Operations Manager  
Planning & Marketing Manager  
Maintenance & Facilities Supervisor  
Maintenance Technician  
Safety Coordinator  
Transit Dispatcher  
Transit Operator

Transit Operations Supervisor

**\* All El Dorado Transit hired employees are subject to pre-employment drug testing.**

**Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.**

#### Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

#### Health Effects

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”)
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related).

#### Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.

- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- The rate of separation and divorce in families with alcohol dependency problems is seven (7) times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are fifteen (15) times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

#### Alarming Statistics

- One in three people will participate in a drunk driving crash in their lifetime
- A spinal cord injury is one of the most coming injuries caused by drunk driving
- 54% of the children who die in a DUI-induced crash were being driven by an intoxicated driver
- Drunk drivers cost the U.S. about \$132 billion a year
- One-third of drunk drivers are repeat offenders
- Drivers involved in fatal accidents who also had a blood alcohol content over 0.08% were 4.5 times more likely to have already been convicted of drinking and driving.

#### Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 21-10**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
EL DORADO COUNTY TRANSIT AUTHORITY  
ADOPTING THE REVISED DRUG & ALCOHOL POLICY**

**WHEREAS**, one of El Dorado County Transit Authority (“El Dorado Transit”) key governance policies is the Drug and Alcohol Policy (“Policy”); and

**WHEREAS**, the last revision to the Policy was on February 6, 2020; and

**WHEREAS**, El Dorado Transit is a subrecipient of federal funding and required to comply with Federal Transit Administration (FTA) drug and alcohol testing regulations; and

**WHEREAS**, the FTA conducted an audit of El Dorado Transit’s Drug and Alcohol Program to assess compliance with the 1991, Omnibus Transportation Employee Testing Act (Act); and

**WHEREAS**, the Act provides statutory authority for FTA to require drug and alcohol testing of its grantees’ safety sensitive employees as a condition of funding; and

**WHEREAS**, the FTA audit findings revealed necessary policy updates for program compliance; and

**WHEREAS**, El Dorado Transit has revised its Policy in accordance with FTA drug and alcohol testing regulations and per the Final Audit Report; and

**NOW, THEREFORE**, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY: The Board adopts the attached revised Drug and Alcohol Policy of the El Dorado County Transit Authority.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of the Board held on the 6<sup>th</sup> day of May 2021, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Kara Taylor, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board