



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

AGENDA

Thursday, October 6, 2022; 1:00 PM

Regular Meeting

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

| In-Person | Remotely |
|---|---|
| County of El Dorado Board of Supervisors Meeting Room 330 Fair Lane, Bldg. A Placerville, CA 95667 | By Computer: https://edcgov-us.zoom.us/j/86134567267 Meeting ID: 861 3456 7267 |

These meetings will be conducted pursuant to the provisions of Assembly Bill 361 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 are in effect when a state of emergency is issued or remains active.

Members of the public may call in during the meeting and are encouraged to submit public comment via email to mwilcher@eldoradotransit.com up until 2 hours before 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.

By participating in this meeting, you acknowledge that you are being recorded.

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.

| 1. | <u>CONSENT CALENDAR</u> | <u>PAGE</u> |
|-----------|---|--------------------|
| | A. Approve Conformed Minutes of Regular Meeting September 1, 2022 | 4 |
| | B. Receive and File August 2022 Check Register | 8 |
| | C. Receive and File August 2022 Ridership Report | 12 |
| | D. Adopt Resolution No. 22-26 regarding the Remote and Hybrid Public Meeting Provisions of Assembly Bill 361 | 15 |
| | E. 1. Receive and file Quarterly Investment Report for Quarter Ending 06/30/2022 | 19 |
| | 2. Review Annual Interest Report for all Operating Funds | |
| | F. Receive and File the Workers Compensation Trending Report | 22 |
| | G. 1. Approve Dispatch Supervisor Job Description | 30 |
| | 2. Adopt Resolution No. 22-27 Revising the Personnel Allocation Table for Fiscal Year 2022/23 | |
| | 3. Approve the Revised Organizational Chart for Fiscal Year 2022/23 | |
| | H. Adopt Resolution No. 22-28 Authorizing the Executive Director to Claim Transportation Development Act Funds for Fiscal Year 2021/22 State of Good Repair funds | 39 |

| | | |
|-----------|--|--------------------|
| 2. | <u>ACTION ITEMS</u> | <u>PAGE</u> |
| | A. Adopt Resolution No. 22-29 approving a revised Salary Schedule and implementing salary adjustments for Unrepresented and Management Personnel | 41 |
| 3. | <u>INFORMATION ITEMS</u> | |
| | A. My Ride Mileage Reimbursement Program | 53 |
| | B. Newsletter | 58 |

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
 EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
 Thursday, November 3, 2022 1:00 P.M.
 County of El Dorado
 Board of Supervisors Meeting Room
 330 Fair Lane, Bldg A
 Placerville, CA 95667

The El Dorado County Board of Supervisors Meeting Room is accessible for persons with disabilities. In compliance with the Americans with Disabilities Act, if you require modification or accommodation to participate in this meeting, please contact El Dorado County Transit Authority by telephone at (530) 642-5383 or by fax at (530) 622-2877. Requests must be made as early as possible and at least one full business day before the start of the meeting.

The Agenda is also available on the website www.eldoradotransit.com



EL DORADO TRANSIT

**EL DORADO COUNTY TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
CONFORMED MINUTES
Thursday, September 1, 2022; 1:00 PM**

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

<https://us02web.zoom.us/j/82578749339?pwd=UUUpzTDJKUGcxdnJoV2pJbDJhbnZLUT09>

Participate by Phone:

1-669-900-6833

Meeting ID: 825 7874 9339

Passcode: 2022

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Hidahl called the meeting to order at 1:01 PM and the pledge of allegiance was recited.

ROLL CALL

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

Directors Absent: 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.

M/S: Parlin/Neau

Ayes: Hidahl, Neau, Parlin, Taylor

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting August 4, 2022
- B. Receive and File July 2022 Check Registers
- C. Receive and File July 2022 Ridership Report
- D. Adopt Resolution No. 22-24 regarding the Remote Public Meeting Provisions of Assembly Bill 361
- E. Adopt Resolution No. 22-25 defining the El Dorado County Transit Authority's health insurance premium contribution rates provided to unrepresented regular and management employees beginning January 1, 2023
- F. Approve the Biennial Conflict of Interest Code Review and direct staff to provide a written statement to the code reviewing body
- G. Approve Funding of Operating Reserve utilizing Bike Locker, Advertising and Miscellaneous revenue accounts for Fiscal Year 2021/22

2. ACTION ITEMS

- A. Receive and file the El Dorado County Transit Authority Total Compensation Study Final Report, July 22, 2022 as prepared by Koff & Associates

Action: The Board received and filed the Total Compensation Study Final Report, July 22, 2022 prepared by Koff & Associates

- B. 1. Receive and File the Final Amended Operating Budget for Fiscal Year 2021/22 as Proposed

2. Acknowledge the budget amount of \$868,638 in Deferred Local Transportation Funds (LTF) from Contingency

3. Authorize the use of Deferred LTF for Fiscal Year 2021/22 Capital Expenses

Action: Item approved unanimously as requested by staff

M/S: Taylor/Neau
Ayes: Hidahl, Neau, Taylor, Parlin
Absent: Turnboo

- C. 1. Form an ad hoc Audit Review Committee to receive and review fiscal year 2021/22 independent fiscal and compliance audit reports

2. Appoint Chair and Vice-Chair as members to the Audit Review Committee

Action: The Board formed an ad hoc Audit Review Committee appointing Chair Hidahl and Vice-Chair Neau

M/S: Taylor/Parlin
Ayes: Hidahl, Neau, Taylor, Parlin
Absent: Turnboo

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

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 1:36 PM

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to Open Session at 2:10 PM

No report out.

ADJOURNMENT

Chair Hidahl adjourned the meeting at 2:10 PM. The next regularly scheduled meeting Thursday, October 6, 2022.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

* Verbal Report

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: October 6, 2022
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File August 2022 Check Register

REQUESTED ACTION:
BY MOTION,
Receive and File August 2022 Check Register

BACKGROUND

The following check register includes routine transactions for the month of August 2022. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Six (6) items merit further detail:

Check #36821 – Custom Embroidery Concepts.....\$4,420.88
This check pays an obligation for the Annual Uniform Order for Represented, Unrepresented and Management staff (FY) 2022/23 using Local Transportation Funds (LTF).

Check #36826 – El Dorado County Transportation Commission.....\$1,625.00
This check pays the obligation for a portion of Federal Advocacy 2122-Q4 using Local Transportation Funds (LTF).

Check #36838 – Gallagher Benefit Services, Inc.....\$330.00
This check pays an obligation for the final portion of the Compensation and Benefit Study using Local Transportation Funds (LTF).

Check #36842 – GovInvest.....\$8,400.00
This check pays an obligation for Cost Modules Annual subscription FY 2022/23 using Local Transportation Funds (LTF).

Check #36879 – National Fire Systems Inc.....\$7,195.00
This check pays an obligation for Fire Suppression System Inspection and Certification on buses using Local Transportation Funds (LTF).

Check #36889 – Transportation Services Inc.....\$14,783.24
This check pays the obligation for Incident Repairs to Bus #2004 using Local Transportation
Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
August 2022

| Date | Num | Name | Memo | Amount |
|------------|-----------|---|---|-----------|
| 08/01/2022 | EFT TRANS | CalPERS - HEALTH BENEFIT SERVICE DIVISION | Health Premium - August 2022 | 40,208.25 |
| 08/04/2022 | 36811 | ACCO ENGINEERED SYSTEMS INC | Quarterly A/C Maintenance | 550.00 |
| 08/04/2022 | 36812 | ADM SCREENING | Consortium Services June 2022 | 630.00 |
| 08/04/2022 | 36813 | AMERICAN HERITAGE LIFE INSURANCE CO | Insurance Premiums - August 2022 | 29.10 |
| 08/04/2022 | 36814 | ARNOLDS FOR AWARDS INC | EOM Name Plate for August | 17.00 |
| 08/04/2022 | 36815 | AT&T | Monthly Utility | 507.71 |
| 08/04/2022 | 36816 | AT&T MOBILITY | Monthly Utility | 189.92 |
| 08/04/2022 | 36817 | AUTOZONE INC | Parts and Supplies | 486.63 |
| 08/04/2022 | 36818 | CAL.NET | August 2022 Camera Service | 176.92 |
| 08/04/2022 | 36819 | CAPITOL CLUTCH & BRAKE INC | Safety Valve #1701 | 15.00 |
| 08/04/2022 | 36820 | COMCAST | High Speed Internet Service July 2022 | 250.30 |
| 08/04/2022 | 36821 | CUSTOM EMBROIDERY CONCEPTS | 2022/2023 Uniforms | 4,420.88 |
| 08/04/2022 | 36822 | D&K AUTO GLASS | Windshield Repair #2001 | 90.00 |
| 08/04/2022 | 36823 | DAWSON OIL | Fuel Purchases July 2022 | 47,514.99 |
| 08/04/2022 | 36824 | DEPARTMENT OF TOXIC SUBSTANCES CONTR | VOID: | 0.00 |
| 08/04/2022 | 36825 | DIGITAL DEPLOYMENT INC | Employee Intranet Service Aug. 2022 | 240.00 |
| 08/04/2022 | 36826 | EDCTC | Federal Advocacy Contract 2122-Q4 | 1,625.00 |
| 08/04/2022 | 36827 | EDWARDS, STEVENS & TUCKER LLP | VOID: | 0.00 |
| 08/04/2022 | 36828 | EL DOB ENTERPRISES LLC | 225/50R17/SL Tires #1611 | 666.80 |
| 08/04/2022 | 36829 | EL DORADO DISPOSAL SERVICE | Monthly Utility | 396.45 |
| 08/04/2022 | 36830 | EL DORADO HILLS CHAMBER OF COMMERCE | Annual Membership | 225.00 |
| 08/04/2022 | 36831 | EL DORADO IRRIGATION DISTRICT | Monthly Utility | 1,557.70 |
| 08/04/2022 | 36832 | FACTORY MOTOR PARTS | Screen Asy #1610 | 33.14 |
| 08/04/2022 | 36833 | FASTENAL | Bus Cleaning Supplies | 153.00 |
| 08/04/2022 | 36834 | FEDEX | Express Shipping | 35.21 |
| 08/04/2022 | 36835 | FLEMING DISTRIBUTING CO. | Additives PM Services | 217.66 |
| 08/04/2022 | 36836 | FOLSOM LAKE DODGE | Parts and Supplies | 204.31 |
| 08/04/2022 | 36837 | FRANCOTYP POSTALIA INC. | Postbase Meter Rental | 93.15 |
| 08/04/2022 | 36838 | GALLAGHER BENEFIT SERVICES INC | Comp Study Final Presentation | 330.00 |
| 08/04/2022 | 36839 | GCR TIRES & SERVICE | BS 315/80R22.5/20 Tires #1401 | 5,141.90 |
| 08/04/2022 | 36840 | GILLIG LLC | Parts and Supplies | 7,817.29 |
| 08/04/2022 | 36841 | GLOBAL DATA VAULT LLC | Monthly Service | 330.00 |
| 08/04/2022 | 36842 | GOVINVEST INC | Costing Module Annual Subscription FY 22/23 | 8,400.00 |
| 08/04/2022 | 36843 | GWP HOLDINGS LLC | Parts and Supplies | 3,930.90 |
| 08/04/2022 | 36844 | HUNT & SONS INC | Fuel Purchases 07/01/22 - 07/31/22 | 268.84 |
| 08/04/2022 | 36845 | IMAGE SOURCE | Monthly Copy Charges 07/22/22 - 08/21/22 | 519.49 |
| 08/04/2022 | 36846 | KIMBALL MIDWEST | Shop Supplies | 211.13 |
| 08/04/2022 | 36847 | MAG LANDSCAPING INC | Landscaping Maintenance - July 2022 | 1,525.00 |
| 08/04/2022 | 36848 | MISSION UNIFORM SERVICE | Uniforms, Towels, & Mats Service | 602.60 |
| 08/04/2022 | 36849 | NORCAL SPIT SHINE LLC | Vehicle Interior Sanitation (27 Vehicles) | 3,500.00 |
| 08/04/2022 | 36850 | O'REILLY AUTO PARTS | Parts and Supplies | 323.26 |
| 08/04/2022 | 36851 | OPERATING ENGINEERS PUBLIC & MISC | Sept. 2022 Medical Premiums | 35,005.00 |
| 08/04/2022 | 36852 | PACIFIC GAS & ELECTRIC | Monthly Utility | 699.49 |
| 08/04/2022 | 36853 | PATRIDGE TIRES AND SERVICE LLC | Thrust Alignment Adjustments | 1,425.00 |
| 08/04/2022 | 36854 | PEST CONTROL CENTER INC | Pest Control Service | 65.00 |
| 08/04/2022 | 36855 | PLATT ELECTRIC SUPPLY INC | Parts for Back Up Generator | 32.41 |
| 08/04/2022 | 36856 | QUILL LLC | Misc. Office Supplies | 323.30 |
| 08/04/2022 | 36857 | ROBERTS & COMPANY INC | CPA Services July 2022 | 55.00 |
| 08/04/2022 | 36858 | RON DUPRATT FORD | Parts and Supplies | 257.95 |
| 08/04/2022 | 36859 | RTS IT INC | ITCare Gold Service Plan August 2022 | 5,133.50 |
| 08/04/2022 | 36860 | SUN LIFE FINANCIAL | Aug. 2022 Group Life & LTD Benefits | 2,533.04 |
| 08/04/2022 | 36861 | THE AFTERMARKET PARTS CO LLC | Parts and Supplies | 3,722.83 |
| 08/04/2022 | 36862 | TRUE VALUE HARDWARE | Parts and Supplies | 62.41 |
| 08/04/2022 | 36863 | VAN DE POL ENTERPRISES INC | Parts and Supplies | 1,592.41 |
| 08/04/2022 | 36864 | VERIZON WIRELESS | Cellular Phone Service July 2022 | 1,832.94 |
| 08/04/2022 | 36865 | WESTERN SUPPLY INC | Supplies for Tire Balancing | 318.09 |
| 08/04/2022 | 36866 | XEROX FINANCIAL SERVICES | Lease on Copiers | 509.44 |
| 08/04/2022 | 36867 | ZONAR SYSTEMS INC | Annual Service Renewal (Balance Due) | 412.20 |
| 08/04/2022 | 36868 | DEPARTMENT OF TOXIC SUBSTANCES CONTR | Hazardous Waste Manifest Fee FY 22/23 | 15.00 |
| 08/05/2022 | EFT TRANS | CalPERS 457 DEFERRED COMPENSATION PROGRAM | PAY DATE AUG. 5, 2022 | 3,847.10 |
| 08/05/2022 | EFT TRANS | PUBLIC EMPLOYEES RETIREMENT SYSTEM | SERVICE PERIOD PR #16 CLASSIC | 8,490.13 |
| 08/05/2022 | EFT TRANS | PUBLIC EMPLOYEES RETIREMENT SYSTEM | SERVICE PERIOD PR #16 PEPRA | 7,984.72 |
| 08/05/2022 | EFT TRANS | PUBLIC EMPLOYEES RETIREMENT SYSTEM | GASB 68 Fees | 700.00 |
| 08/05/2022 | EFT TRANS | PUBLIC EMPLOYEES RETIREMENT SYSTEM | Admin. Fees for Payroll Processing | 200.00 |
| 08/15/2022 | 36869 | ACC BUSINESS | Fiber Internet July 2022 | 85.87 |
| 08/15/2022 | 36870 | ADM SCREENING | Consortium Services July 2022 | 725.00 |

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
August 2022

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|-------------|------------|---|--|--------------------------|
| 08/15/2022 | 36871 | AFLAC | Employee Paid Premiums - August 2022 | 686.32 |
| 08/15/2022 | 36872 | AT&T | Monthly Utility | 455.99 |
| 08/15/2022 | 36873 | DAWSON OIL | Fuel Purchases July 20, 2022 | 2,496.50 |
| 08/15/2022 | 36874 | EDC RISK MANAGEMENT | Health Insurance August 2022 | 1,762.18 |
| 08/15/2022 | 36875 | EDWARDS, STEVENS & TUCKER LLP | General Legal Services July 2022 | 1,468.50 |
| 08/15/2022 | 36876 | EL DORADO IRRIGATION DISTRICT | Water Service | 120.66 |
| 08/15/2022 | 36877 | LANGUAGE LINE SERVICES INC | Over the Phone Interpretation | 5.00 |
| 08/15/2022 | 36878 | MOUNTAIN DEMOCRAT INC | Recruitment for Fiscal Tech. | 60.00 |
| 08/15/2022 | 36879 | NATIONAL FIRE SYSTEMS INC | Fire Suppression Sys Inspect./Cert on Buses (25) | 7,195.00 |
| 08/15/2022 | 36880 | OPERATING ENGINEERS LOCAL UNION #3 | Union Dues August 2022 | 1,026.00 |
| 08/15/2022 | 36881 | PACIFIC GAS & ELECTRIC | Monthly Utility | 3,039.92 |
| 08/15/2022 | 36882 | RTS IT INC | Setup Dispatchers with Access to RsM Video Live Feed | 112.50 |
| 08/15/2022 | 36883 | SMALL BUSINESS BENEFIT PLAN TRUST | Dental & Vision Premiums September 2022 | 4,195.60 |
| 08/15/2022 | 36884 | THE AFTERMARKET PARTS CO LLC | Parts and Supplies | 776.09 |
| 08/15/2022 | 36885 | TRANSPORTATION SERVICES INC | VOID: | 0.00 |
| 08/15/2022 | 36886 | UMPQUA BANK | Reconciled Charges | 1,711.62 |
| 08/15/2022 | 36887 | UPS | Freight Charges | 192.59 |
| 08/15/2022 | 36888 | WASTE CONNECTIONS OF CA INC | Clean Self-Haul Disposal | 43.20 |
| 08/15/2022 | 36889 | TRANSPORTATION SERVICES INC | Incident Repairs #2004 | 14,783.24 |
| 08/22/2022 | EFT TRANS | CalPERS 457 DEFERRED COMPENSATION PROGRAM | PAY DATE AUG. 19, 2022 | 3,846.83 |
| 08/22/2022 | EFT TRANS | PUBLIC EMPLOYEES RETIREMENT SYSTEM | SERVICE PERIOD PR #17 CLASSIC | 8,281.45 |
| 08/22/2022 | EFT TRANS | PUBLIC EMPLOYEES RETIREMENT SYSTEM | SERVICE PERIOD PR #17 PEPPRA | 8,509.77 |
| 08/31/2022 | | SMALL BUSINESS BENEFIT PLAN TRUST | Dental & Vision Premiums July & August 2022 | 8,164.00 |
| | | | | <u>278,395.32</u> |
| | | | Total | <u><u>278,395.32</u></u> |

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: October 6, 2022
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: August 2022 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and File the August 2022 Ridership Report

BACKGROUND

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

DISCUSSION

El Dorado Transit continues to experience ridership deficits compared to pre-pandemic levels, but ridership is continuing to improve on most services. Increased gas prices may also be continuing to have a positive impact on ridership. Systemwide passenger trips increased by 50.6% in August compared to the previous year. Passengers per Revenue Hour increased from 3.2 to 4.6 or 43.7%. Demand Response ridership increased by 36.3%, Local Fixed Route ridership increased by 43.8%, and Commuter ridership increased by 89.4%. It should be noted that the Caldor Fire had a negative effect on available services from August 18, 2021 to September 23, 2021 which had a direct impact on ridership numbers.

The August ridership report summary is attached, comparing the current fiscal year to the previous fiscal year.

August 2022 Ridership Report

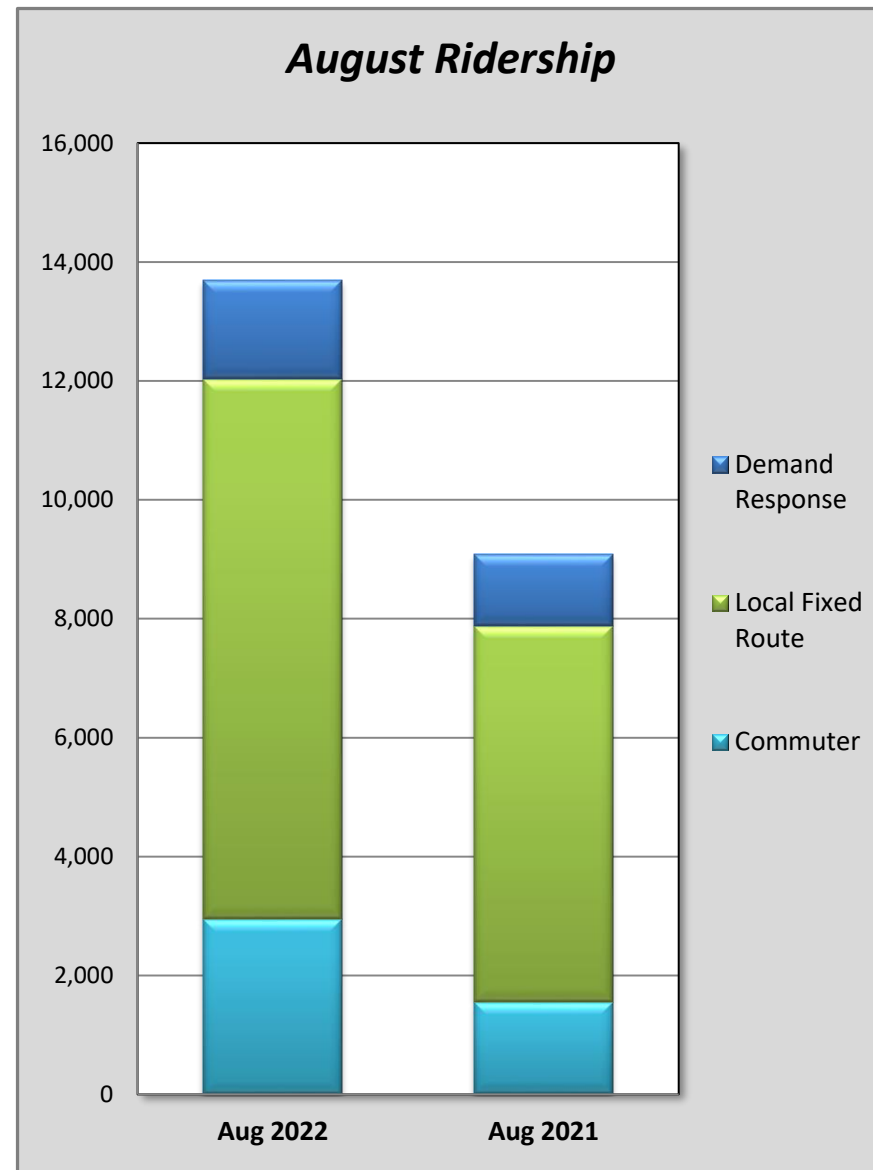


| Demand Response | Aug 2022 | Aug 2021 | % Change |
|------------------------------|--------------|--------------|--------------|
| Dial-a-Ride | 793 | 555 | 42.9% |
| Sac-Med | 16 | 18 | -11.1% |
| ADA Paratransit | 225 | 217 | 3.7% |
| M.O.R.E.* | 619 | 423 | 46.3% |
| Senior Day Care* | 0 | 0 | 0.0% |
| Total Demand Response | 1,653 | 1,213 | 36.3% |

| Local Fixed Route | Aug 2022 | Aug 2021 | % Change |
|--------------------------------|--------------|--------------|--------------|
| 20 - Placerville | 1,489 | 1,008 | 47.7% |
| 25 - Saturday Express | 0 | 216 | -100.0% |
| 30 - Diamond Springs | 1,060 | 776 | 36.6% |
| 35 - Diamond Springs Saturday | 0 | 78 | -100.0% |
| 40 - Cameron Park | 1,106 | 777 | 42.3% |
| 50x - 50 Express | 3,712 | 2,768 | 34.1% |
| 60 - Pollock Pines | 1,727 | 699 | 147.1% |
| Total Local Fixed Route | 9,094 | 6,322 | 43.8% |

| Commuter | Aug 2022 | Aug 2021 | % Change |
|----------------------------|--------------|--------------|--------------|
| Sacramento Commuter | 2,131 | 1,200 | 77.6% |
| Reverse Commuter | 13 | 4 | 225.0% |
| Sacramento/Tahoe Connector | 795 | 348 | 128.4% |
| Total Commuter | 2,939 | 1,552 | 89.4% |

| | Aug 2022 | Aug 2021 | % Change |
|-----------------------------|---------------|--------------|--------------|
| Systemwide | 13,686 | 9,087 | 50.6% |
| Passengers per Revenue Hour | 4.6 | 3.2 | 43.7% |



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July 2022 - August 2022

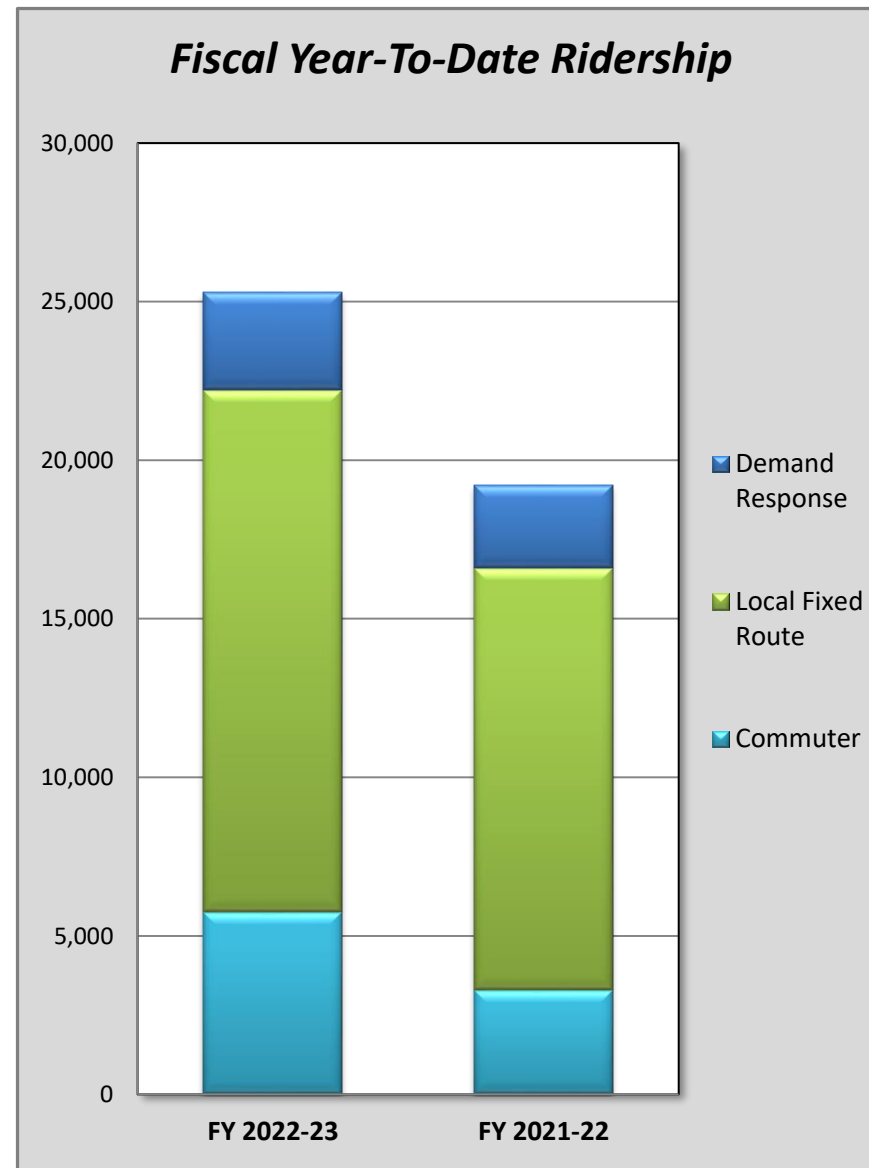


| Demand Response | FY 2022-23 | FY 2021-22 | % Change |
|------------------------------|--------------|--------------|--------------|
| Dial-a-Ride | 1,445 | 1,116 | 29.5% |
| Sac-Med | 34 | 44 | -22.7% |
| ADA Paratransit | 450 | 458 | -1.7% |
| M.O.R.E.* | 1,145 | 1,025 | 11.7% |
| Senior Day Care* | 0 | 0 | 0.0% |
| Total Demand Response | 3,074 | 2,643 | 16.3% |

| Local Fixed Route | FY 2022-23 | FY 2021-22 | % Change |
|--------------------------------|---------------|---------------|--------------|
| 20 - Placerville | 2,626 | 2,011 | 30.6% |
| 25 - Saturday Express | 0 | 551 | -100.0% |
| 30 - Diamond Springs | 1,860 | 1,394 | 33.4% |
| 35 - Diamond Springs Saturday | 0 | 162 | -100.0% |
| 40 - Cameron Park | 2,019 | 1,542 | 30.9% |
| 50x - 50 Express | 6,833 | 5,598 | 22.1% |
| 60 - Pollock Pines | 3,120 | 2,026 | 54.0% |
| Total Local Fixed Route | 16,458 | 13,284 | 23.9% |

| Commuter | FY 2022-23 | FY 2021-22 | % Change |
|----------------------------|--------------|--------------|--------------|
| Sacramento Commuter | 3,809 | 2,392 | 59.2% |
| Reverse Commuter | 37 | 9 | 311.1% |
| Sacramento/Tahoe Connector | 1,908 | 892 | 100.0% |
| Total Commuter | 5,754 | 3,293 | 74.7% |

| | FY 2022-23 | FY 2021-22 | % Change |
|-----------------------------|---------------|---------------|--------------|
| Systemwide | 25,286 | 19,220 | 31.6% |
| Passengers per Revenue Hour | 4.5 | 3.3 | 37.8% |



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: October 6, 2022
TO: El Dorado County Transit Authority
FROM: Matthew Mauk, Executive Director
SUBJECT: Remote or Hybrid Public Meeting Provisions of Assembly Bill (AB) 361

REQUESTED ACTION:
BY MOTION,

Adoption of Resolution No. 22-26 declaring intent to continue remote or hybrid teleconferencing meetings as a result of the continuing COVID-19 pandemic State of Emergency declared by Governor Newsom

BACKGROUND

The Ralph M. Brown Act (“the Brown Act”) provides guidance and requirements for public agencies and local governments in California to hold and conduct business at open and public meetings. The Brown Act ensures the public is involved, informed, and active in the decisions and discussions of local, regional, and state governance. The El Dorado County Transit Authority (El Dorado Transit) Board of Director and advisory committee meetings are held to the standards within the Brown Act and are conducted consistent with the requirements therein.

In response to the COVID-19 pandemic, on March 12, 2020, the Governor issued Executive Order No. N-25-20 that waived certain requirements of the Brown Act including:

- the requirement that the notice of each meeting location be provided for those members of the legislative body (board or committee) participating in the meeting
- the requirement that each meeting location be accessible to members of the public
- the requirement that members of the public be able to address the legislative body (board and committee) at each meeting location
- the requirement that agencies post agendas at all meeting locations, and
- the requirement that at least a quorum of the legislative body (board and committee) participate from locations within the boundaries of the territory over which they exercise jurisdiction.

In accordance with these modifications to the Brown Act, El Dorado Transit has been holding meetings virtually over the Zoom meeting platform since the beginning of the pandemic. These modifications to the Brown Act expired on September 30, 2021.

El Dorado County Public Health Officer's Recommendations for Safe Board and Commission Meetings During COVID-19 Pandemic dated September 30, 2021, makes the following recommendations to allow virtual-attendance meetings to continue:

- Offer attendees a remote access option to the extent possible, while meeting the intent of the Brown Act about transparency and full participation;
- Arrange seating to encourage staff and members of the public to physically distance;
- Clearly post messages instructing people not to enter meeting venues when they feel unwell and to follow current guidelines for face-coverings, vaccination, and testing, when applicable.

DISCUSSION

To continue the allowance of the Brown Act modifications and to continue allowing remote or hybrid meetings to protect health and safety, Governor Newsom signed Assembly Bill (AB) 361 on September 16, 2021. AB 361 extended these modifications through June of 2024, for any State or Local government agency which is under a declared State of Emergency. Assembly Bill 361 permits remote or hybrid meetings but requires the following:

- agencies may not close public comment periods for written comments in advance of a meeting, but instead only close the comment period at the same time it is closed during a meeting
- that agencies must clearly advertise the means by which the public can observe the meeting and offer comments during the meeting via either a call or internet-based option
- the public must be given an opportunity to comment directly, and
- that in the event of a disruption in the broadcasting of the meeting the legislative body (board or committee) would take no further action until meeting access would be restored to the public.

The provisions of AB 361 regarding remote or hybrid meetings can only be used in the event there is an active, Governor issued state of emergency under the California Emergency Services Act and a legislative body decides by resolution that there is a need to meet remotely. AB 361 also requires legislative bodies to approve by resolution the decision to meet remotely every 30 days.

Given that the Governor's state of emergency presently remains in effect, staff and El Dorado Transit Legal Counsel recommend adoption of the attached Resolution No. 22-26, allowing El Dorado Transit governing and advisory bodies the ability to hold remote or hybrid public meetings, thus invoking the provisions of AB 361. Unless directed otherwise, staff plans to continue to present an updated version of this resolution to the El Dorado Transit Board of Directors for consideration at each upcoming scheduled monthly meeting while a state of emergency exists.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-26**

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
REGARDING THE RALPH M. BROWN ACT AND PROVISIONS PROVIDED UNDER AB
361 TO CONTINUE MEETING VIRTUALLY DURING THE ONGOING COVID-19
PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM

WHEREAS, On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic which remains in effect; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 that permits a legislative body subject to the Brown Act to continue to meet under abbreviated teleconference procedures; and

WHEREAS, on September 30, 2021 the El Dorado County Public Health Officer released “Recommendations for Safe Board and Commission Meetings During COVID-19 Pandemic” recommending offering a remote option for public meeting attendance to the extent possible and physical distancing, among other recommendations; and

WHEREAS, the El Dorado County Transit Authority has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of El Dorado County Transit Authority’s legislative body subject to the Brown Act;

NOW THEREFORE, BE IT RESOLVED, by the El Dorado County Transit Authority Board of Directors as follows:

1. The Board has reconsidered the state of emergency proclaimed by the Governor of California in response to the COVID-19 pandemic.
2. State and local public health officials continue to recommend measures to promote social distancing.
3. This finding applies to all the El Dorado County Transit Authority governing and advisory bodies subject to the Brown Act, including but not limited to, the El Dorado County Transit Authority Board of Directors, Transit Advisory Committee, and any other standing

committees.

4. Staff is directed to return to the Board of Directors no later than thirty (30) days after the adoption of this resolution, or by the next regular meeting for the Board of Directors to consider making the findings required by AB 361 in order to continue meeting under its provisions.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 6th day of October 2022 by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: October 6, 2022
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Quarterly Investment and Annual Interest Reports for Operating Funds

REQUESTED ACTION:
BY MOTION,

1. Receive and file Quarterly Investment Report for Quarter Ending 06/30/2022
2. Review Annual Interest Report for all Operating Funds

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 fourth quarter from LAIF and Money Market accounts equal \$2,493.59. The investment report for quarter ending 06/30/22 is submitted for review and file.

FISCAL IMPACT

Line item 4970.00 - Interest Income, has been adjusted in the FY 2021/22 Final Budget Adjustment process and was approved by Board action on September 1, 2022.

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 04/01/2022 – 06/30/2022

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

| | | |
|------------|---|--------------------|
| 03/31/2022 | Balance Forward | \$ 1,282,475.41 |
| | Total Transfers to General Checking Account | \$ -000,000.00 |
| | Total Transfers from General Checking Account | \$ 000,000.00 |
| | Interest Earned @ 0.75% | \$ <u>2,401.06</u> |
| 06/30/2022 | Ending Balance 2 nd Qtr., 2022 | \$ 1,284,876.47 |

UMPQUA BANK (Money Market Account)

Account Summary

| | | |
|------------|--|-----------------|
| 03/31/2022 | Balance Forward | \$ 2,553,479.77 |
| | Total Transfers to General Checking Account | \$ 000,000.00 |
| | Total Transfer from General Checking Account | \$ 1,645,672.00 |
| | Interest Earned @ 0.01% | \$ <u>92.53</u> |
| 06/30/2022 | Ending Balance 2 nd Qtr., 2022 | \$ 4,199,244.30 |

The following information is provided on the total annual interest amounts earned during FY 2021/22 on operating and restricted capital funds.

EL DORADO COUNTY TRANSIT AUTHORITY

ANNUAL INTEREST REPORT

PERIOD 07/01/2021 – 06/30/2022

UMPQUA BANK (Money Market Account)

Interest Earned FY 2021/22 \$ 216.10

LOCAL AGENCY INVESTMENT FUND (L A I F)

Interest Earned FY 2021/22 \$ 4,927.59

UMPQUA BANK (Operating Reserve Account)

Interest Earned FY 2021/22 \$ 18.84

UMPQUA BANK (Merchant Services Account)

Interest Earned FY 2021/22 \$ 4.79

UMPQUA BANK (Low Carbon Transit Operations Program (LCTOP))

Interest Earned FY 2021/22 \$ 13.57

These funds are budgeted and used as operating income.

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: October 6, 2022
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: Workers Compensation Trending Report

REQUESTED ACTION:

BY MOTION,

Receive and File the Workers Compensation Trending Report

BACKGROUND

Through its membership in the Special Districts Risk Management Authority (SDRMA) Workers Compensation Insurance Pool (Self Insurance Program), El Dorado Transit contracts with Sedgwick (formerly York Risk Services Group, Inc.) to administer all workers compensation claims efficiently and succinctly.

Beginning in 2017, El Dorado Transit began reviewing workers compensation trends for the previous years to develop strategies in maintaining a safe workplace and improving risk management. Sedgwick developed an annual report that provides an analysis of all claims from the previous five (5) fiscal years.

DISCUSSION

The prepared Workers Compensation Trending Report (Report) for El Dorado Transit identifies claim occurrences over the previous five (5) years. This report is utilized to understand the program's strengths and areas that may require further risk analysis.

The Report continued to show a downward trend for claims filed within the last three (3) Fiscal Years. Most significantly, the report showed no identifiable trends that may be considered problem areas. One key factor in reducing the amount paid-out in claims is zero (0) lost days of work. As a standard practice, when an industrial injury occurs, staff evaluates any work restrictions for accommodation to return the employee back to work as soon as possible.

El Dorado Transit established a Safety Committee in 2017 that typically meets six (6) to eight (8) times a year. The committee consists of three Transit Operators, two Supervisors, the Operations Manager and Safety Coordinator. The mission of the Safety Committee is to promote a safe

environment for employees, vendors, passengers, and the public by creating and maintaining an active interest in safety.

The meetings are designed to include open discussion about safety concerns within the agency by evaluating accident occurrences, incidents, and hazard reports from staff. Committee members are encouraged to participate in the open forum discussion by presenting relevant topics to the group, ideas for trainings and reviewing safety policies.

An effective workers compensation program evaluates injury risks for future claims to avoid work stoppages and increased premium costs. El Dorado Transit is committed to educating staff on industry trends and responding appropriately to claims to continue to reduce costs.

FISCAL IMPACT

None

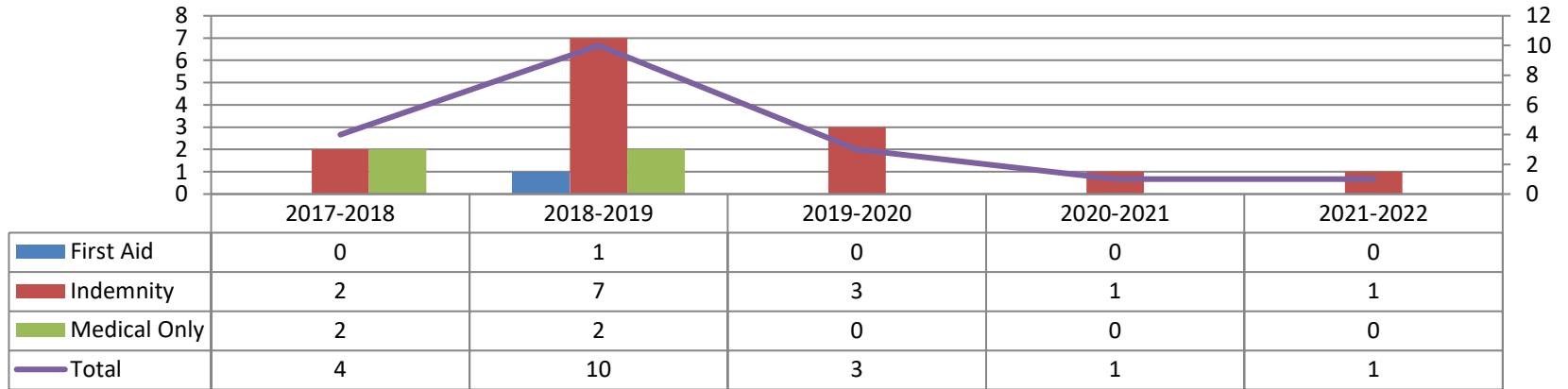
Workers' Compensation Trending Report for El Dorado County Transit Authority



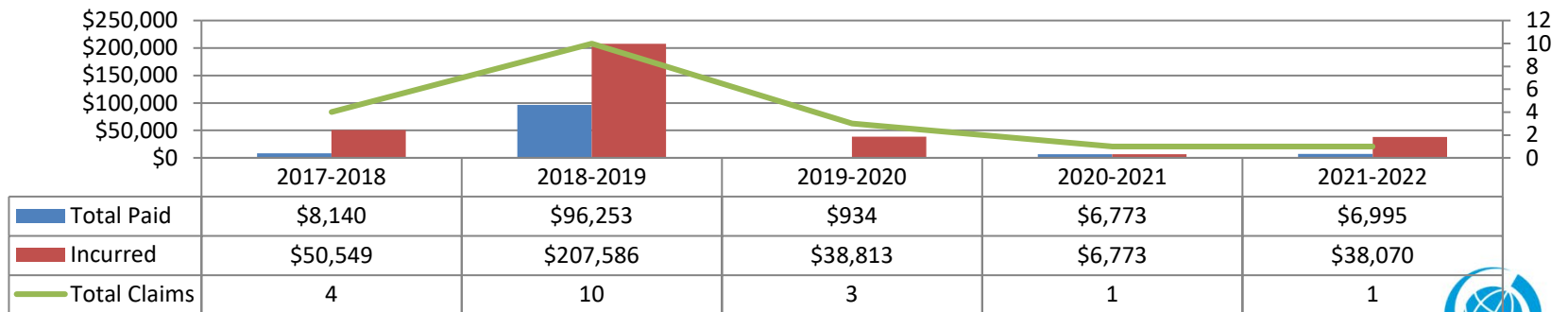
sedgwick®
caring counts

September 2022

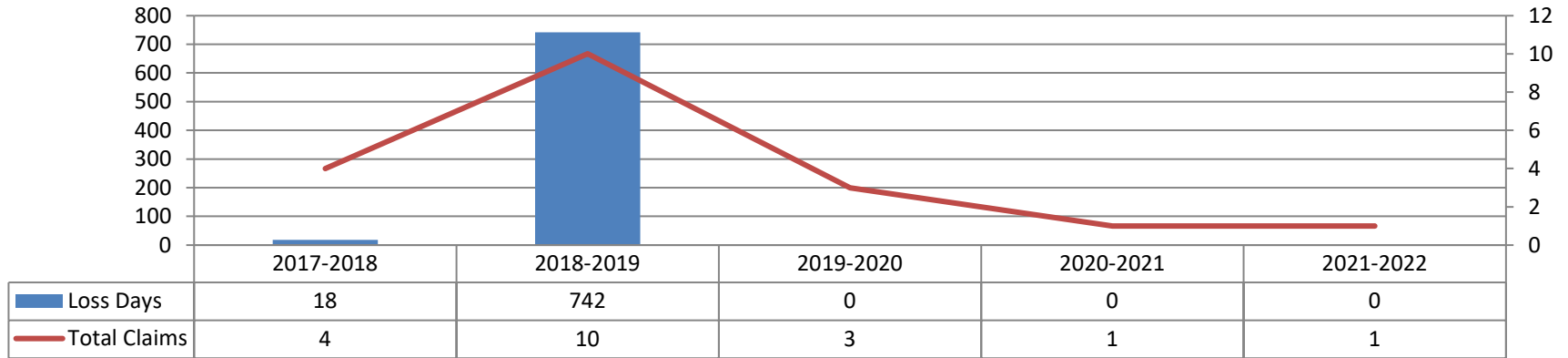
Claim Type by Fiscal Year



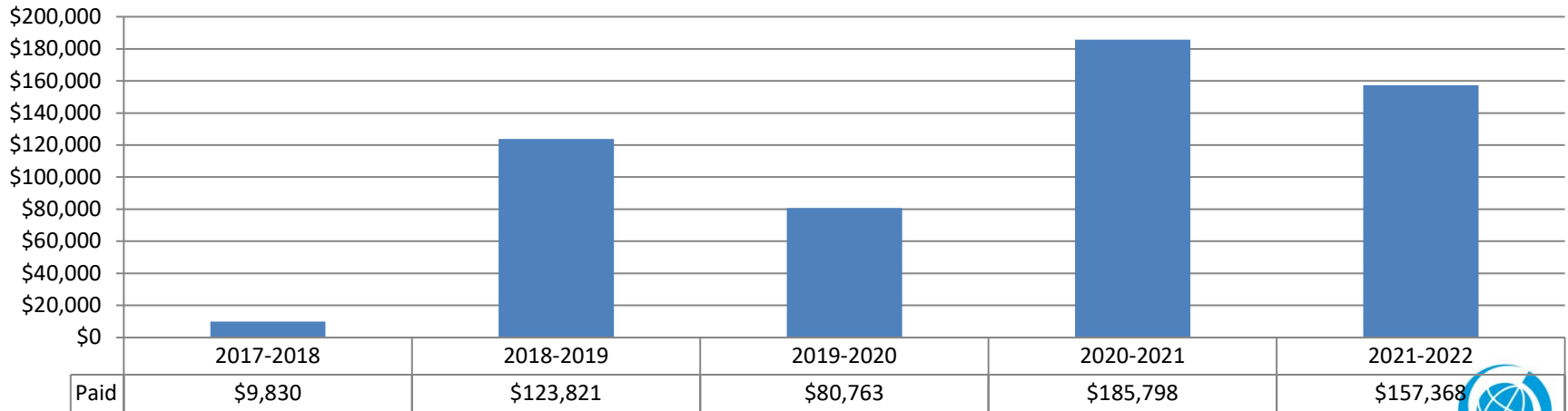
Total Paid and Incurred by Fiscal Year for Injuries within the Fiscal Year



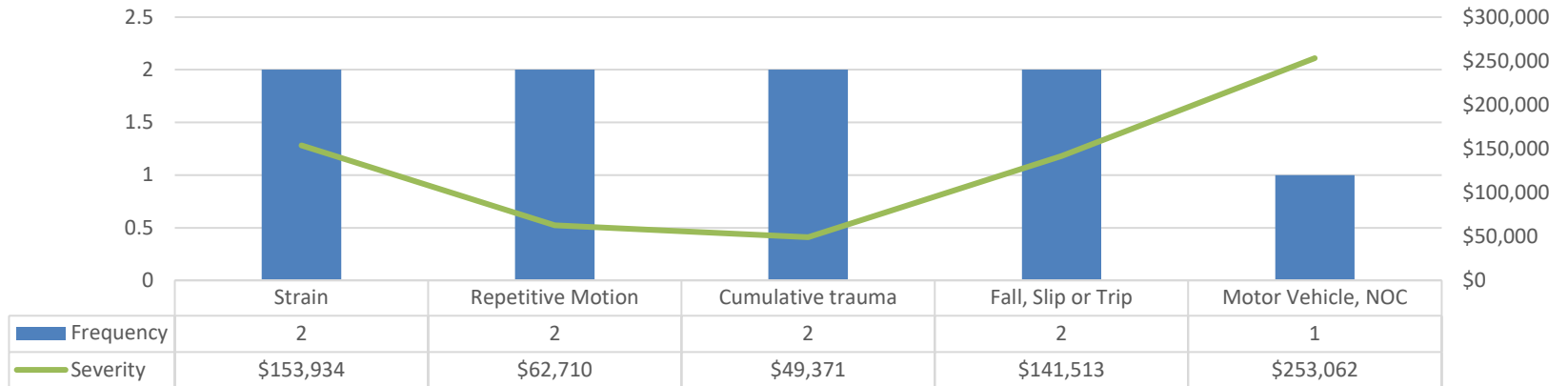
Loss Days for Injuries within Fiscal Year



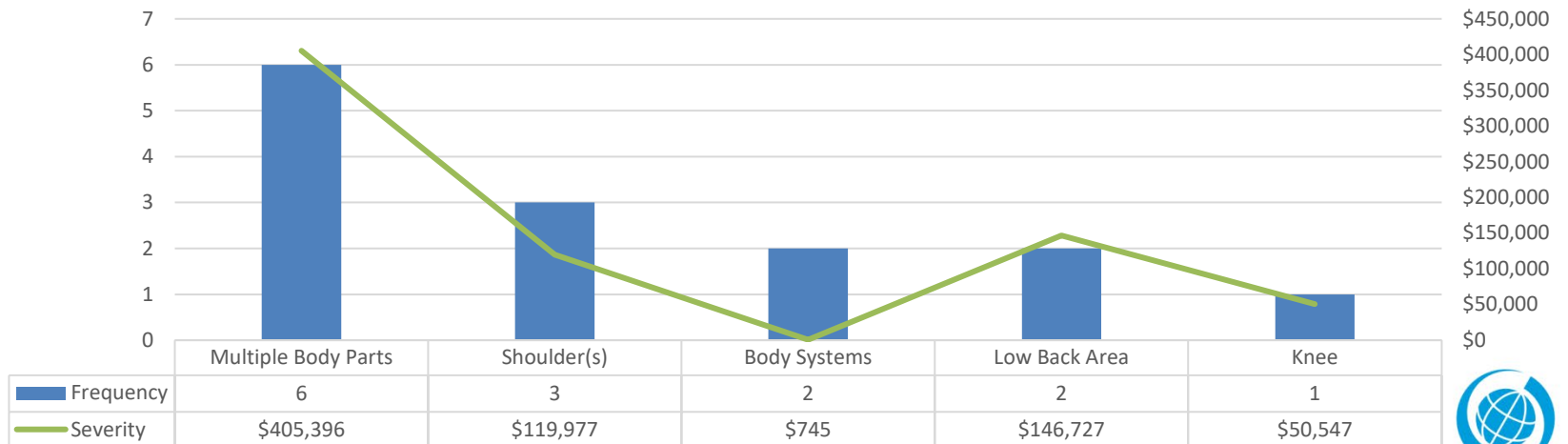
Total Paid During Fiscal Year Regardless of Injury Date



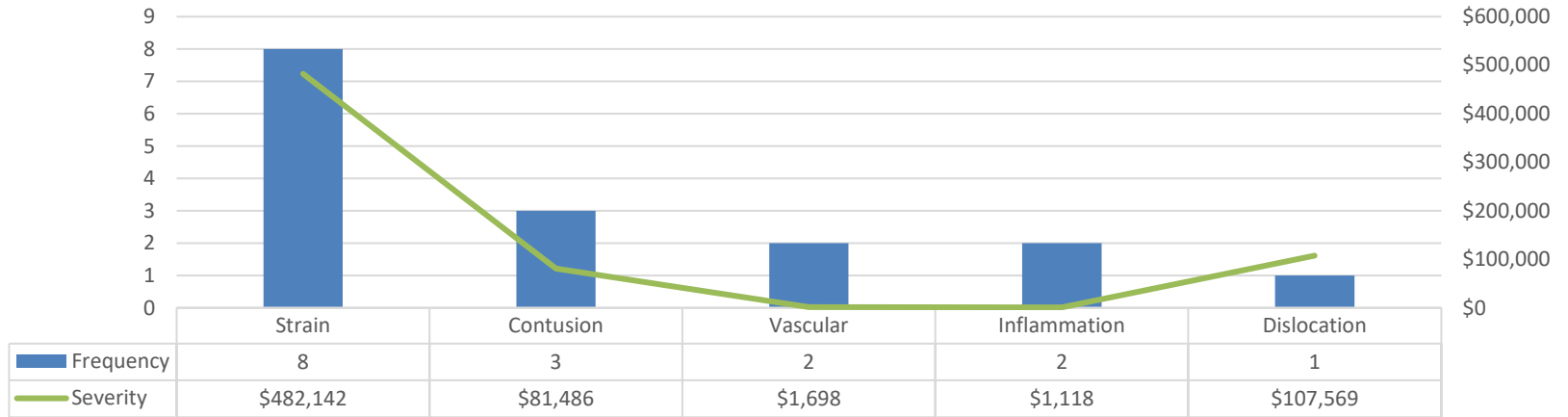
Top 5 Cause of Injury Fiscal Year 2017-2022



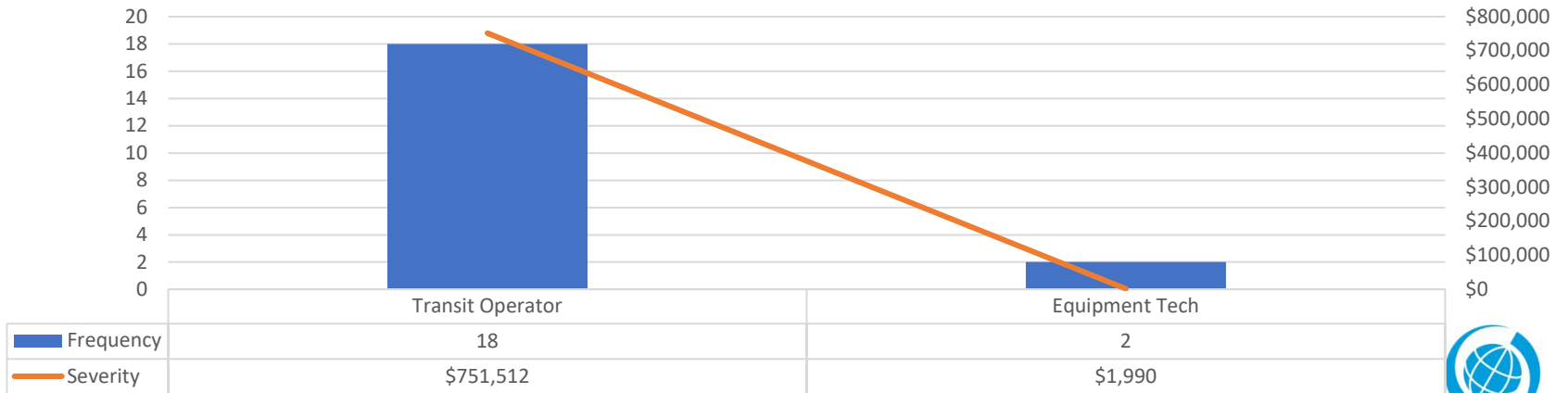
Top 5 Part of Body Injured Fiscal Year 2017-2022



Top 5 Nature of Injury Fiscal Year 2017-2022



Occupation of Injury Fiscal Year 2017-2022



Top 10 Claims Fiscal Year 2017-2022

| Claim | Description | Loss Date | Status | Paid | Incurred |
|------------------|--|------------|--------|-----------|-----------|
| SDWA-560093 | Injury to left hand, leg, and foot from motor vehicle accident | 01/02/2019 | O | \$212,722 | \$253,062 |
| SDWA-559901 | Strained back while driving bus | 09/21/2018 | O | \$90,250 | \$145,652 |
| SDWA-560066 | Tripped and fell over a concrete parking block and dislocated shoulder | 12/11/2018 | O | \$53,373 | \$107,569 |
| SDWA-561221 | Neck and low back pain from repetitive job duties | 04/15/2020 | C | \$62,518 | \$62,518 |
| SDWA-559672 | Slipped on gravel while performing inspection striking knee on bumper | 07/02/2018 | C | \$50,547 | \$50,547 |
| SDWA-561026 | Cumulative trauma to back and bladder from job duties | 09/21/2018 | O | \$0 | \$48,445 |
| 4A211090DBJ-0001 | Slip and fall onto fresh weld burning right hand | 10/27/2021 | O | \$6,266 | \$33,944 |
| SDWA-559272 | Hit head while having a seizure | 12/11/2017 | C | \$30,602 | \$30,602 |
| SDWA-561419 | Pain in right shoulder from pushing cart | 10/07/2020 | C | \$8,282 | \$8,282 |
| SDWA-560287 | Injury to neck, right arm, and waist area from motor vehicle accident | 04/16/2019 | C | \$7,092 | \$7,092 |



AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: October 6, 2022
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: Proposed Dispatch Supervisor Job Classification and Revised Allocation Table and Organizational Chart

REQUESTED ACTION:
BY MOTION,

- 1. Approve Dispatch Supervisor Job Description**
- 2. Adopt Resolution No. 22-27 Revising the Personnel Allocation Table for Fiscal Year (FY) 2022/23**
- 3. Approve the Revised Organizational Chart for FY 2022/23**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) periodically reviews job classifications and staffing needs for updates and/or revision necessary to maintain standard operations.

El Dorado Transit annually adopts a personnel allocation plan to establish the number of staff positions, as measured by Full Time Equivalents (FTE), to be supported within the Operating Budget for the upcoming fiscal year.

On June 2, 2022, The El Dorado Transit Board adopted Resolution No. 22-16 approving the FY 2022/23 allocation table and adopting the FY 2022/23 Organizational Chart.

DISCUSSION

The El Dorado Transit management team determined that current and future operations within the agency would greatly benefit with the addition of much needed support within the Operations Dispatch Department. In December 2021 during our budget workshop meeting staff recognized current staffing levels required modifications in the Operations Department to provide improved overall productivity with respect to supervision over the Dispatch team.

Staff is requesting the Board of Directors consider the added value of this new job classification and potential career progression opportunity it offers. The proposed job classification has been identified as a critical position to provide centralized supervision responsibilities within the dispatch department and immediate response to the public.

Staff recommends revising the current adopted Personnel Allocation Table for FY 2022/23 adding one (1) FTE for Dispatch Supervisor and removing one (1) FTE Transit Operations Supervisor. The proposed action will establish greater oversight for both the Transit Operators and Dispatch team with the division of responsibilities for each dedicated supervisor.

Dispatch Supervisor

Supervisory needs within the Operations Dispatch Department have been identified as requiring more dedicated oversight. Staff has determined there are some work gaps that have encumbered the Transit Operations Supervisor's ability to keep up with everyday work levels and to complete necessary work assignments related to the Transit Operators. The Dispatch Supervisor will acquire supervisory responsibilities and tasks currently being done by one (1) Transit Operations Supervisor.

The addition of the Dispatch Supervisor job classification will provide much needed support to areas of work duties that have overburdened staff. Some of these job tasks will include providing administrative and technical support to the Operations Manager, day-to-day supervision and oversight of dispatch functions, transit scheduling, responding to passenger and public requests for service. Additionally, the Dispatch Supervisor will coordinate projects, and perform the higher-level responsibilities of dispatch duties. Please see the attached job description for full details of job duties.

FISCAL IMPACT

The fiscal impact of the recommended personnel action is projected to produce a net reduction of approximately \$26,000 in salary and benefits costs for the remainder of the current fiscal year, as the proposed salary band for the new position is lower than that of the Transit Operations Supervisor position being eliminated.

The salary band for the Dispatch Supervisor is outlined in a separate action item within the agenda packet.



DISPATCH SUPERVISOR

Hourly Rate: \$XX.XX – \$XX.XX with benefit package

DEFINITION

Under general direction, provides day-to-day supervision and oversight of El Dorado Transit's dispatch functions; participates in performing public transportation and paratransit (Americans with Disabilities Act/Dial-A-Ride) scheduling, routing and dispatching duties; operates a variety of communication equipment, including two-way radio, telephone, computer mobile dispatch terminal and scheduling systems; creates, maintains and monitors computerized driver manifests/schedules; and responds to requests for service and provides a variety of information to passengers and the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management staff. Exercises direct supervision over dispatch staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification that exercises independent judgement within the Transit Dispatch office with significant accountability and ongoing decision-making associated with the work. The incumbent organizes and oversees day-to-day operations in dispatch and is responsible for providing highly technical support to the Operations Manager in a variety of areas including having primary accountability for Transit Dispatch leadership, as well as training and project coordination responsibilities. Incumbent is expected to work independently and exercise judgment and initiative within established guidelines. Incumbent at this level perform the most difficult dispatch duties and are responsible for the performance of subordinate unit staff.

This class is distinguished from Operations Manager in that the latter has full management and supervisory authority for planning, organizing, and directing the full scope of activities of the operations department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversee and provide public transportation and paratransit dispatching and routing services to seniors, disabled individuals certified under the Americans with Disabilities Act (ADA) and the general public.
- Prioritize, plan, and oversee projects and workload for the assigned unit; delegate work and provide training to subordinate staff.
- Serve as the primary point of contact in working with supervisory staff and customers in resolving customer issues and Transit concerns related to dispatch services.

- Perform on-going coordination of the computer-aided dispatching program.
- Verify the work of assigned staff; ensure adherence to established guidelines, rules, and regulations; assist in hiring and evaluating the performance of staff.
- Work with management in establishing and overseeing goals and objectives for assigned unit.
- Create, maintain, and monitor computerized daily manifests/schedules for dispatching and routing transit services; make recommendations for modifying or updating schedules to improve services.
- Monitor computer, mobile data terminals and the two-way radio for information regarding scheduling issues and field situations; notify Transit Operations Supervisors of situations requiring attention.
- Perform a wide variety of clerical duties including answering a multi-line phone, and data entry and typing duties; maintain accurate records, logs and files on transportation and paratransit services; oversee the preparation/accuracy of monthly and ad hoc reports.
- Provide a variety of public transportation information to passengers, the public and other agencies; provide quality customer service and respond to public inquiries and requests for service in a courteous manner.
- Assist support staff with other general office duties as needed.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles of supervision and training.
- Public agency transit operations and services.
- Methods and techniques of transit dispatching and scheduling.
- Methods and techniques of day-to-day transit operations problem solving.
- Geographic locations within El Dorado Transit's service areas.
- Operational characteristics of specialized transit communication systems and devices.
- Record keeping principles and practices.
- Transit related State and Federal mandates.
- Emergency response procedures.
- Safety regulations including Vehicle Code and CHP regulations.
- Seasonal weather and road conditions affecting transit service routing.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to work performed.

Ability to:

- Lead, organize, train, assign, set priorities, meet critical deadlines, and review the work of staff with a minimum of direction.

- Interpret, explain, and enforce agency policies and procedures.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws and regulations.
- Create and maintain detailed scheduling duties in an efficient and effective manner.
- Present a positive image of the transit system.
- Demonstrate excellent customer service skills.
- Respond decisively and effectively in resolving problems and emergency situations.
- Support staff, operators, and passengers regarding day-to-day operational situations.
- Respond in a courteous manner to requests and inquiries from the public.
- Operate a diverse range of communications equipment and devices.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Maintain accurate documentation in logs, records, and files.
- Use initiative and sound judgment within established guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those encountered in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12) grade supplemented by specialized training in communications or related field. Three (3) years of increasingly responsible communication, dispatch, and clerical experience, preferably in a transit environment. Supervisory experience desirable.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Class C Driver's License and a safe driving record throughout employment.
- Possession of, or ability to obtain within 180 days of appointment to the classification, a valid Class B driver's license with a passenger endorsement and no air brake restrictions, and maintenance of a safe driving record throughout employment.
- Possession of, or ability to obtain within 180 days of appointment to the classification, a Verification Transit Training (VTT) certification with passenger endorsement.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; ability to operate a motor vehicle and visit various service area sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification although standing and walking between work areas may be required; incumbents may be required to sit for long periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

When assigned as a Transit Operator, must be able to meet the physical demands of that classification. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and may be exposed to traffic conditions, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, hazardous physical substances, and fumes. Employees may interact with upset staff or public and private representatives while interpreting and enforcing departmental policies and procedures.

When assigned as a Transit Operator, must be able to work within the environmental conditions of that classification.

WORKING CONDITIONS

Must be willing to work early morning, evening, weekend, and holidays as required.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-27**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE REVISED PERSONNEL ALLOCATION PLAN
FOR FISCAL YEAR 2022/23

WHEREAS, the Governing Board of El Dorado County Transit Authority is authorized to adopt an annual fiscal year personnel allocation plan; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of El Dorado Transit:

1. The Board adopts the attached Personnel Allocation Table as a maximum allocation of personnel for the fiscal year 2022/23.
2. The Board authorizes the Executive Director to utilize extra-help employees as necessary to meet the service needs of the public.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 6th day of October 2022, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Hidahl, Chairperson

ATTEST:

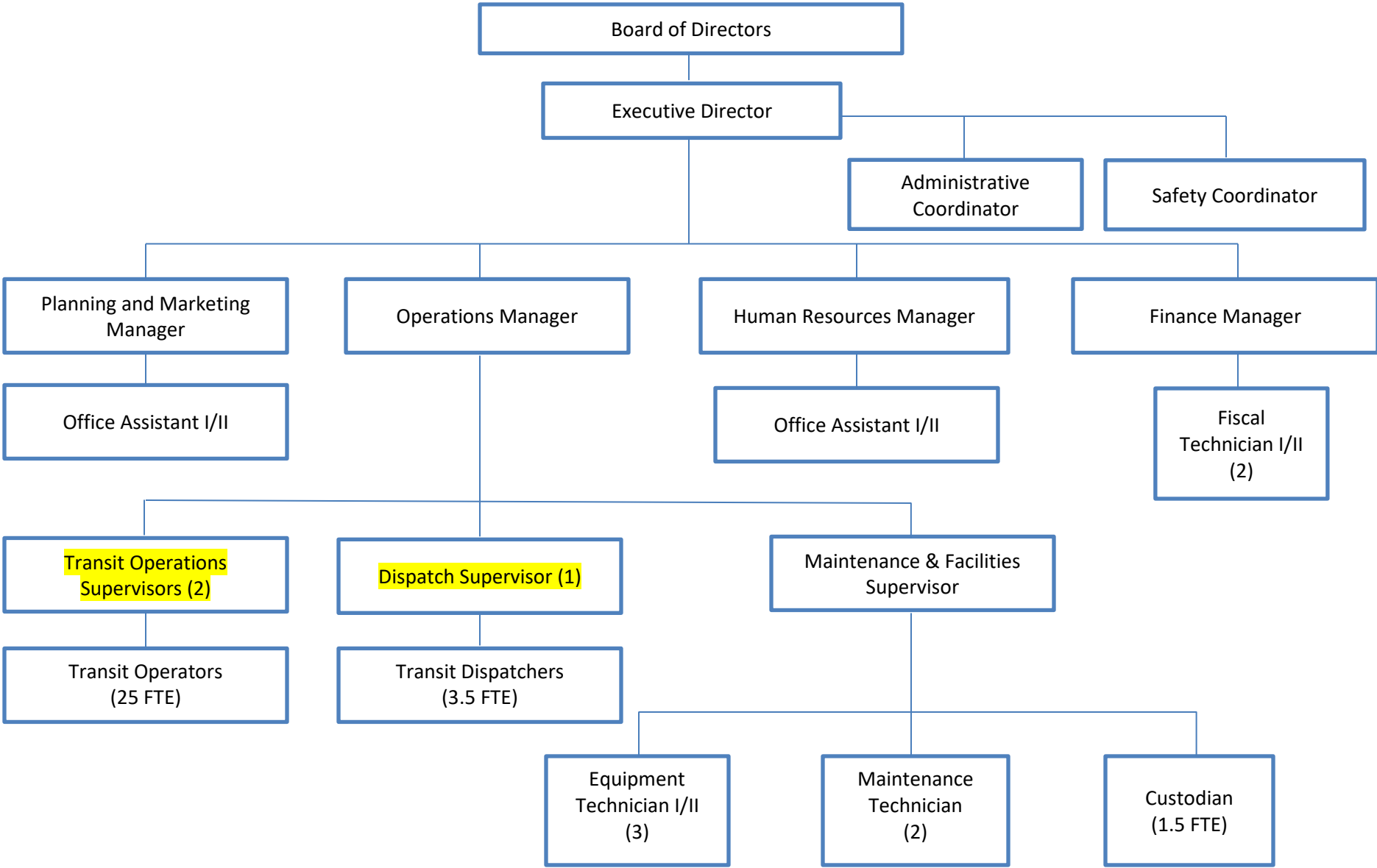
Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
 PROPOSED
 PERSONNEL ALLOCATION TABLE
 Fiscal Year (FY) 2022/23

| Classification | Adopted FY 2022/23 (fte*) | Proposed FY 2022/23 (fte*) |
|---|---------------------------------|----------------------------------|
| Administrative Coordinator | 1 | 1 |
| Custodian | 1.5 | 1.5 |
| Dispatch Supervisor | 0 | 1 |
| Equipment Technician I/II | 3 | 3 |
| Executive Director | 1 | 1 |
| Finance Manager | 1 | 1 |
| Fiscal Technician I/II | 2 | 2 |
| Human Resources Manager | 1 | 1 |
| Information Technology Analyst | 0 | 0 |
| Maintenance and Facilities Supervisor | 1 | 1 |
| Maintenance Technician | 2 | 2 |
| Office Assistant I/II | 2 | 2 |
| Operations Manager | 1 | 1 |
| Planning and Marketing Manager | 1 | 1 |
| Transit Operations Supervisor | 3 | 2 |
| Safety Coordinator | 1 | 1 |
| Transit Dispatcher | 3.5 | 3.5 |
| Transit Operator | 25 | 25 |
| <i>TOTAL ALLOCATED POSITIONS</i> | <i>50</i> | <i>50</i> |

* fte = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED ORGANIZATIONAL CHART
FISCAL YEAR 2022/2023**



AGENDA ITEM 1 H
Consent Item

MEMORANDUM

DATE: October 6, 2022
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Transportation Development Act Claim for Fiscal Year
2021/22 State of Good Repair Allocation

REQUESTED ACTION:
BY MOTION,

**Adopt Resolution No. 22-28 Authorizing the Executive Director to
Claim Transportation Development Act Funds for Fiscal Year
2021/22 State of Good Repair funds**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) operates in part with funding from the Transportation Development Act (TDA) which includes the Local Transportation Fund (LTF) and State Transit Assistance (STA) and the recently enacted State of Good Repair (SGR) funds. The SGR funds are from a portion of the Transportation Improvement Fee created from State Bill (SB) 1, the Road Repair and Accountability Act of 2017.

DISCUSSION

El Dorado Transit has prepared a revised claim for \$275,342.31 for Fiscal Year (FY) 2021/22 Transportation Development Act State of Good Repair funds based on the allocation and interest earned as provided by the El Dorado County Transportation Commission (EDCTC). The complete SGR claim packet is available for review during regular business hours at the El Dorado Transit office – 6565 Commerce Way, Diamond Springs, CA.

FISCAL IMPACT

The requested \$274,531.78 in principal and \$810.53 interest has been adjusted for the financial and compliance audit being held October 3rd through the 7th, 2022.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-28**

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A REVISED
CLAIM FOR TRANSPORTATION DEVELOPMENT ACT (TDA)
STATE OF GOOD REPAIR (SGR) FUNDS

WHEREAS, the El Dorado County Transit Authority intends to use its TDA SGR funding to finance transit services for the Western Slope of El Dorado County;

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director or the designated representative shall be authorized to file a claim for the TDA SGR per Sections 99313 and 99314 funding for transit services for fiscal year 2021/22 as follows:

| | |
|---------------------------|--------------|
| Repair and Rehabilitation | \$274,531.78 |
| Interest Earned | \$ 810.53 |

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 6th day of October 2022 by the following vote of said Board:

AYES: NOES: ABSTAIN: ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: October 6, 2022

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Agency Salary Structure; Salary Schedules and Implementation of Revised Salary Schedule

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 22-29 approving a revised Salary Schedule and implementing salary adjustments for Unrepresented and Management Personnel

BACKGROUND

In an ongoing effort to recognize employees for the level and scope of work they perform and to ensure employees are paid fairly and competitively, the El Dorado County Transit Authority (El Dorado Transit/EDCTA) periodically contracts with a qualified consultant firm to conduct a comprehensive compensation study. Compensation studies are an effective means to objectively analyze and compare wages and the cost of benefits within the job market relative to the agency's current pay ranges and benefit offerings. The goals of such studies are to assist El Dorado Transit in maintaining a competitive pay and benefit plan based on relevant market data, which is fiscally responsible and meets the needs of the agency with respect to recruitment and retention of qualified staff.

Following a competitive solicitation, El Dorado Transit selected Koff & Associates, A Gallagher Company (K&A) consulting firm to develop an updated compensation and benefit study for the agency. The agency's last compensation and classification study was also completed by K&A and received by the Board in 2017. Salary recommendations from this report were implemented in February 2018 and followed by two (2) cost of living increases in 2019 (2%) and 2021 (1.5%).

In February 2022, the El Dorado Transit Board established an ad hoc committee that met three (3) times during the study process to review preliminary data with the consultant and staff. El Dorado Transit staff also engaged employee group representatives to gather input and support for selection of comparator agencies. On September 1, 2022, the El Dorado Transit Board of Directors received K&A's Total Compensation Study Final Report, July 22, 2022, which included wage and benefit comparisons of seventeen (17) benchmark job classifications based on data from ten (10) comparator transit agencies.

The Total Compensation Study Final Report (Report) summarized the consultant’s findings and recommendations as follows:

- The EDCTA’s base salaries, overall, in comparison to the market median are 19.1% below the market.
- The EDCTA’s total compensation, overall, in comparison to the market median is 8.2% below the market.
- The EDCTA’s benefits package puts the EDCTA in a more competitive position compared to the market, and, therefore, salary decisions should be based on total compensation versus base salary market results.
- K&A considers a classification falling within 5% of the median to be competitive.

The full Total Compensation Study Final Report, July 22, 2022, is available for review at <https://eldoradotransit.com/document-library/>

DISCUSSION

The market base and total compensation findings for each existing job classification surveyed are listed below, using the median base salaries and median total compensation results, arranged in descending alphabetical order. The percentile represents the difference between the agency’s current top monthly base salary/total compensation for each classification and the median base salary/total compensation of the comparator agencies.

| Classification | Base Top Monthly Salary % above or below Median | Total Compensation % above or below Median |
|---------------------------------------|--|---|
| Administrative Coordinator | -26.0% | -13.0% |
| Custodian | -23.9% | -4.6% |
| Equipment Technician II | -25.5% | -5.4% |
| Finance Manager | -13.4% | -18.5% |
| Fiscal Technician II | -7.8% | -7.5% |
| Human Resources Manager | -16.3% | -8.4% |
| Maintenance and Facilities Supervisor | -30.3% | -17.9% |
| Maintenance Technician | -22.8% | -21.0% |
| Office Assistant II | -22.0% | -10.3% |
| Operations Manager | -12.7% | -6.6% |
| Planning and Marketing Manager | Insufficient Data Available | Insufficient Data Available |
| Safety Coordinator | -28.4% | -26.5% |

| | | |
|-------------------------------|--------|-------|
| Transit Dispatcher | -2.6% | 2.2% |
| Transit Operations Supervisor | -11.5% | -5.8% |
| Transit Operator | -8.3% | -8.0% |

The Report states that overall, classifications are 19.1% below the market median for base salaries. However, that figure changes to 8.2% below the market median for total compensation indicating that El Dorado Transit gains a significant competitive advantage when taking the value of its benefit package into consideration. The key factors for this are the agency’s contribution to health and dental insurance and its use of a single highest year formula for its retirement system. The Study does not propose changes to benefit levels.

Staff supports the Report’s recommendation to revise the salary structure/schedule and endorses the option of implementation in phases to align each job classification more closely to the market median. With the requested action, staff proposes the first of a planned two (2) phases of salary increases to be effective at the start of the next full pay period on October 8, 2022. A second phase of salary schedule adjustments is anticipated for the next fiscal year beginning July 1, 2023, assuming budget availability. The recommended action outlined below largely maintains the internal alignment of the existing salary structure, while significantly advancing the goal of achieving a competitive compensation structure within current fiscal constraints.

Recognizing the recent effects of inflation on employees, staff recommends moving current incumbents into the salary step within the proposed compensation structure that is at least 5% above their current hourly compensation. Staff further recommends extending the salary range to include all seven (7) steps for Transit Operators and Transit Dispatchers designated as Extra Help, to match the salary range available to regular employees in the same positions. Extra Help employees are vital to ensure coverage of open work shifts, minimizing service disruptions, and reducing the need for overtime. The resulting increase to operational costs will not require a budget adjustment for the current Fiscal Year (FY) 2022/23.

Approval of the attached Resolution No. 22-29 will result in the following Board actions:

- Adoption of the revised Salary Structure (Exhibit A)
- Adoption of the revised Salary Schedule by Job Classification for FY 2022/23 (Exhibit B).

Note: This requested action will establish a salary range for the new Dispatch Supervisor position recommended for adoption earlier in this agenda. The salary bands for the Executive Director and Transit Operator job classifications are listed for reference but are adopted by separate action.

- Approval to move current incumbents (excluding those in the Executive Director and Transit Operator classifications) into the salary step within the new Salary Schedule that is at least five percent (5%) above their current hourly compensation, effective on the full pay period beginning October 8, 2022.
- Approval to extend the salary range for the Extra Help Transit Operator and Extra Help Transit Dispatcher job classifications to include seven (7) steps.

FISCAL IMPACT

Projected impacts to payroll expenses include increased wages, payroll taxes, employer contributions for retirement, and workers compensation premiums. The total cost increase of the recommended actions for the remainder of the current Fiscal Year 2022/23 is estimated at \$112,744 and will not require an adjustment to the adopted Operating Budget.

It is anticipated that a second phase of Salary Schedule increases by job classification will be proposed for Board approval prior to the adoption of the final FY 2023/24 Operating Budget in June 2023.

El Dorado County Transit Authority
Proposed Salary Structure
October 2022

CORRECTED

| Range # | Exhibit A | | | | | | |
|---------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Monthly Salary Range | | | | | | |
| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
| 1 | \$13.70 \$2,374.62 | \$14.38 \$2,493.35 | \$15.10 \$2,618.02 | \$15.86 \$2,748.92 | \$16.65 \$2,886.37 | \$17.48 \$3,030.69 | \$18.36 \$3,182.22 |
| 2 | \$14.04 \$2,433.99 | \$14.74 \$2,555.69 | \$15.48 \$2,683.47 | \$16.26 \$2,817.65 | \$17.07 \$2,958.53 | \$17.92 \$3,106.45 | \$18.82 \$3,261.78 |
| 3 | \$14.39 \$2,494.84 | \$15.11 \$2,619.58 | \$15.87 \$2,750.56 | \$16.66 \$2,888.09 | \$17.50 \$3,032.49 | \$18.37 \$3,184.12 | \$19.29 \$3,343.32 |
| 4 | \$14.75 \$2,557.21 | \$15.49 \$2,685.07 | \$16.27 \$2,819.32 | \$17.08 \$2,960.29 | \$17.93 \$3,108.30 | \$18.83 \$3,263.72 | \$19.77 \$3,426.90 |
| 5 | \$15.12 \$2,621.14 | \$15.88 \$2,752.20 | \$16.67 \$2,889.81 | \$17.51 \$3,034.30 | \$18.38 \$3,186.01 | \$19.30 \$3,345.31 | \$20.26 \$3,512.58 |
| 6 | \$15.50 \$2,686.67 | \$16.27 \$2,821.00 | \$17.09 \$2,962.05 | \$17.94 \$3,110.15 | \$18.84 \$3,265.66 | \$19.78 \$3,428.94 | \$20.77 \$3,600.39 |
| 7 | \$15.89 \$2,753.83 | \$16.68 \$2,891.53 | \$17.52 \$3,036.10 | \$18.39 \$3,187.91 | \$19.31 \$3,347.30 | \$20.28 \$3,514.67 | \$21.29 \$3,690.40 |
| 8 | \$16.28 \$2,822.68 | \$17.10 \$2,963.81 | \$17.95 \$3,112.00 | \$18.85 \$3,267.60 | \$19.79 \$3,430.98 | \$20.78 \$3,602.53 | \$21.82 \$3,782.66 |
| 9 | \$16.69 \$2,893.25 | \$17.53 \$3,037.91 | \$18.40 \$3,189.80 | \$19.32 \$3,349.29 | \$20.29 \$3,516.76 | \$21.30 \$3,692.60 | \$22.37 \$3,877.23 |
| 10 | \$17.11 \$2,965.58 | \$17.96 \$3,113.86 | \$18.86 \$3,269.55 | \$19.81 \$3,433.03 | \$20.80 \$3,604.68 | \$21.84 \$3,784.91 | \$22.93 \$3,974.16 |
| 11 | \$17.54 \$3,039.72 | \$18.41 \$3,191.70 | \$19.33 \$3,351.29 | \$20.30 \$3,518.85 | \$21.32 \$3,694.80 | \$22.38 \$3,879.54 | \$23.50 \$4,073.51 |
| 12 | \$17.98 \$3,115.71 | \$18.87 \$3,271.50 | \$19.82 \$3,435.07 | \$20.81 \$3,606.82 | \$21.85 \$3,787.17 | \$22.94 \$3,976.52 | \$24.09 \$4,175.35 |
| 13 | \$18.42 \$3,193.60 | \$19.35 \$3,353.28 | \$20.31 \$3,520.95 | \$21.33 \$3,696.99 | \$22.40 \$3,881.84 | \$23.52 \$4,075.94 | \$24.69 \$4,279.73 |
| 14 | \$18.89 \$3,273.44 | \$19.83 \$3,437.12 | \$20.82 \$3,608.97 | \$21.86 \$3,789.42 | \$22.96 \$3,978.89 | \$24.10 \$4,177.83 | \$25.31 \$4,386.73 |
| 15 | \$19.36 \$3,355.28 | \$20.33 \$3,523.04 | \$21.34 \$3,699.20 | \$22.41 \$3,884.15 | \$23.53 \$4,078.36 | \$24.71 \$4,282.28 | \$25.94 \$4,496.39 |
| 16 | \$19.84 \$3,439.16 | \$20.83 \$3,611.12 | \$21.88 \$3,791.68 | \$22.97 \$3,981.26 | \$24.12 \$4,180.32 | \$25.32 \$4,389.34 | \$26.59 \$4,608.80 |
| 17 | \$20.34 \$3,525.14 | \$21.35 \$3,701.40 | \$22.42 \$3,886.47 | \$23.54 \$4,080.79 | \$24.72 \$4,284.83 | \$25.96 \$4,499.07 | \$27.25 \$4,724.02 |
| 18 | \$20.85 \$3,613.27 | \$21.89 \$3,793.93 | \$22.98 \$3,983.63 | \$24.13 \$4,182.81 | \$25.34 \$4,391.95 | \$26.61 \$4,611.55 | \$27.94 \$4,842.13 |
| 19 | \$21.37 \$3,703.60 | \$22.44 \$3,888.78 | \$23.56 \$4,083.22 | \$24.73 \$4,287.38 | \$25.97 \$4,501.75 | \$27.27 \$4,726.84 | \$28.63 \$4,963.18 |
| 20 | \$21.90 \$3,796.19 | \$23.00 \$3,986.00 | \$24.15 \$4,185.30 | \$25.35 \$4,394.56 | \$26.62 \$4,614.29 | \$27.95 \$4,845.01 | \$29.35 \$5,087.26 |
| 21 | \$22.45 \$3,891.10 | \$23.57 \$4,085.65 | \$24.75 \$4,289.93 | \$25.99 \$4,504.43 | \$27.29 \$4,729.65 | \$28.65 \$4,966.13 | \$30.08 \$5,214.44 |
| 22 | \$23.01 \$3,988.37 | \$24.16 \$4,187.79 | \$25.37 \$4,397.18 | \$26.64 \$4,617.04 | \$27.97 \$4,847.89 | \$29.37 \$5,090.29 | \$30.84 \$5,344.80 |

El Dorado County Transit Authority
Proposed Salary Structure
October 2022

CORRECTED

| Range # | Exhibit A | | | | | | |
|-----------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Monthly Salary Range | | | | | | |
| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
| 23 | \$23.59 \$4,088.08 | \$24.76 \$4,292.49 | \$26.00 \$4,507.11 | \$27.30 \$4,732.47 | \$28.67 \$4,969.09 | \$30.10 \$5,217.54 | \$31.61 \$5,478.42 |
| 24 | \$24.17 \$4,190.28 | \$25.38 \$4,399.80 | \$26.65 \$4,619.79 | \$27.99 \$4,850.78 | \$29.38 \$5,093.32 | \$30.85 \$5,347.98 | \$32.40 \$5,615.38 |
| 25 | \$24.78 \$4,295.04 | \$26.02 \$4,509.79 | \$27.32 \$4,735.28 | \$28.68 \$4,972.05 | \$30.12 \$5,220.65 | \$31.63 \$5,481.68 | \$33.21 \$5,755.77 |
| 26 | \$25.40 \$4,402.42 | \$26.67 \$4,622.54 | \$28.00 \$4,853.66 | \$29.40 \$5,096.35 | \$30.87 \$5,351.16 | \$32.42 \$5,618.72 | \$34.04 \$5,899.66 |
| 27 | \$26.03 \$4,512.48 | \$27.34 \$4,738.10 | \$28.70 \$4,975.01 | \$30.14 \$5,223.76 | \$31.64 \$5,484.94 | \$33.23 \$5,759.19 | \$34.89 \$6,047.15 |
| 28 | \$26.68 \$4,625.29 | \$28.02 \$4,856.55 | \$29.42 \$5,099.38 | \$30.89 \$5,354.35 | \$32.43 \$5,622.07 | \$34.06 \$5,903.17 | \$35.76 \$6,198.33 |
| 29 | \$27.35 \$4,740.92 | \$28.72 \$4,977.97 | \$30.15 \$5,226.87 | \$31.66 \$5,488.21 | \$33.25 \$5,762.62 | \$34.91 \$6,050.75 | \$36.65 \$6,353.29 |
| 30 | \$28.04 \$4,859.44 | \$29.44 \$5,102.42 | \$30.91 \$5,357.54 | \$32.45 \$5,625.41 | \$34.08 \$5,906.68 | \$35.78 \$6,202.02 | \$37.57 \$6,512.12 |
| 31 | \$28.74 \$4,980.93 | \$30.17 \$5,229.98 | \$31.68 \$5,491.48 | \$33.27 \$5,766.05 | \$34.93 \$6,054.35 | \$36.68 \$6,357.07 | \$38.51 \$6,674.92 |
| 32 | \$29.45 \$5,105.45 | \$30.93 \$5,360.73 | \$32.47 \$5,628.76 | \$34.10 \$5,910.20 | \$35.80 \$6,205.71 | \$37.59 \$6,516.00 | \$39.47 \$6,841.80 |
| 33 | \$30.19 \$5,233.09 | \$31.70 \$5,494.74 | \$33.29 \$5,769.48 | \$34.95 \$6,057.96 | \$36.70 \$6,360.85 | \$38.53 \$6,678.90 | \$40.46 \$7,012.84 |
| 34 | \$30.95 \$5,363.92 | \$32.49 \$5,632.11 | \$34.12 \$5,913.72 | \$35.82 \$6,209.40 | \$37.61 \$6,519.87 | \$39.50 \$6,845.87 | \$41.47 \$7,188.16 |
| 35 | \$31.72 \$5,498.02 | \$33.31 \$5,772.92 | \$34.97 \$6,061.56 | \$36.72 \$6,364.64 | \$38.56 \$6,682.87 | \$40.48 \$7,017.02 | \$42.51 \$7,367.87 |
| 36 | \$32.51 \$5,635.47 | \$34.14 \$5,917.24 | \$35.84 \$6,213.10 | \$37.64 \$6,523.76 | \$39.52 \$6,849.94 | \$41.49 \$7,192.44 | \$43.57 \$7,552.06 |
| 37 | \$33.33 \$5,776.35 | \$34.99 \$6,065.17 | \$36.74 \$6,368.43 | \$38.58 \$6,686.85 | \$40.51 \$7,021.19 | \$42.53 \$7,372.25 | \$44.66 \$7,740.86 |
| 38 | \$34.16 \$5,920.76 | \$35.87 \$6,216.80 | \$37.66 \$6,527.64 | \$39.54 \$6,854.02 | \$41.52 \$7,196.72 | \$43.60 \$7,556.56 | \$45.78 \$7,934.39 |
| 39 | \$35.01 \$6,068.78 | \$36.76 \$6,372.22 | \$38.60 \$6,690.83 | \$40.53 \$7,025.37 | \$42.56 \$7,376.64 | \$44.69 \$7,745.47 | \$46.92 \$8,132.75 |
| 40 | \$35.89 \$6,220.50 | \$37.68 \$6,531.52 | \$39.57 \$6,858.10 | \$41.54 \$7,201.01 | \$43.62 \$7,561.06 | \$45.80 \$7,939.11 | \$48.09 \$8,336.06 |
| 41 | \$36.78 \$6,376.01 | \$38.62 \$6,694.81 | \$40.56 \$7,029.55 | \$42.58 \$7,381.03 | \$44.71 \$7,750.08 | \$46.95 \$8,137.59 | \$49.29 \$8,544.47 |
| 42 | \$37.70 \$6,535.41 | \$39.59 \$6,862.18 | \$41.57 \$7,205.29 | \$43.65 \$7,565.56 | \$45.83 \$7,943.83 | \$48.12 \$8,341.03 | \$50.53 \$8,758.08 |
| 43 | \$38.65 \$6,698.80 | \$40.58 \$7,033.74 | \$42.61 \$7,385.42 | \$44.74 \$7,754.70 | \$46.98 \$8,142.43 | \$49.32 \$8,549.55 | \$51.79 \$8,977.03 |
| 44 | \$39.61 \$6,866.27 | \$41.59 \$7,209.58 | \$43.67 \$7,570.06 | \$45.86 \$7,948.56 | \$48.15 \$8,345.99 | \$50.56 \$8,763.29 | \$53.09 \$9,201.45 |

El Dorado County Transit Authority
Proposed Salary Structure
October 2022

CORRECTED

| Range # | Exhibit A | | | | | | |
|-----------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| | Monthly Salary Range | | | | | | |
| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
| 45 | \$40.60 \$7,037.92 | \$42.63 \$7,389.82 | \$44.77 \$7,759.31 | \$47.00 \$8,147.28 | \$49.35 \$8,554.64 | \$51.82 \$8,982.37 | \$54.41 \$9,431.49 |
| 46 | \$41.62 \$7,213.87 | \$43.70 \$7,574.57 | \$45.88 \$7,953.29 | \$48.18 \$8,350.96 | \$50.59 \$8,768.51 | \$53.12 \$9,206.93 | \$55.77 \$9,667.28 |
| 47 | \$42.66 \$7,394.22 | \$44.79 \$7,763.93 | \$47.03 \$8,152.13 | \$49.38 \$8,559.73 | \$51.85 \$8,987.72 | \$54.44 \$9,437.10 | \$57.17 \$9,908.96 |
| 48 | \$43.73 \$7,579.07 | \$45.91 \$7,958.03 | \$48.21 \$8,355.93 | \$50.62 \$8,773.73 | \$53.15 \$9,212.41 | \$55.81 \$9,673.03 | \$58.60 \$10,156.68 |
| 49 | \$44.82 \$7,768.55 | \$47.06 \$8,156.98 | \$49.41 \$8,564.83 | \$51.88 \$8,993.07 | \$54.48 \$9,442.72 | \$57.20 \$9,914.86 | \$60.06 \$10,410.60 |
| 50 | \$45.94 \$7,962.76 | \$48.24 \$8,360.90 | \$50.65 \$8,778.95 | \$53.18 \$9,217.90 | \$55.84 \$9,678.79 | \$58.63 \$10,162.73 | \$61.56 \$10,670.87 |
| 51 | \$47.09 \$8,161.83 | \$49.44 \$8,569.93 | \$51.91 \$8,998.42 | \$54.51 \$9,448.34 | \$57.24 \$9,920.76 | \$60.10 \$10,416.80 | \$63.10 \$10,937.64 |
| 52 | \$48.26 \$8,365.88 | \$50.68 \$8,784.17 | \$53.21 \$9,223.38 | \$55.87 \$9,684.55 | \$58.67 \$10,168.78 | \$61.60 \$10,677.22 | \$64.68 \$11,211.08 |
| 53 | \$49.47 \$8,575.03 | \$51.94 \$9,003.78 | \$54.54 \$9,453.97 | \$57.27 \$9,926.67 | \$60.13 \$10,423.00 | \$63.14 \$10,944.15 | \$66.30 \$11,491.36 |
| 54 | \$50.71 \$8,789.40 | \$53.24 \$9,228.87 | \$55.91 \$9,690.32 | \$58.70 \$10,174.83 | \$61.64 \$10,683.57 | \$64.72 \$11,217.75 | \$67.95 \$11,778.64 |
| 55 | \$51.98 \$9,009.14 | \$54.57 \$9,459.59 | \$57.30 \$9,932.57 | \$60.17 \$10,429.20 | \$63.18 \$10,950.66 | \$66.34 \$11,498.20 | \$69.65 \$12,073.11 |
| 56 | \$53.28 \$9,234.37 | \$55.94 \$9,696.08 | \$58.74 \$10,180.89 | \$61.67 \$10,689.93 | \$64.76 \$11,224.43 | \$67.99 \$11,785.65 | \$71.39 \$12,374.93 |
| 57 | \$54.61 \$9,465.22 | \$57.34 \$9,938.49 | \$60.20 \$10,435.41 | \$63.21 \$10,957.18 | \$66.38 \$11,505.04 | \$69.69 \$12,080.29 | \$73.18 \$12,684.31 |
| 58 | \$55.97 \$9,701.86 | \$58.77 \$10,186.95 | \$61.71 \$10,696.30 | \$64.79 \$11,231.11 | \$68.03 \$11,792.67 | \$71.44 \$12,382.30 | \$75.01 \$13,001.41 |
| 59 | \$57.37 \$9,944.40 | \$60.24 \$10,441.62 | \$63.25 \$10,963.70 | \$66.41 \$11,511.89 | \$69.74 \$12,087.48 | \$73.22 \$12,691.86 | \$76.88 \$13,326.45 |
| 60 | \$58.81 \$10,193.01 | \$61.75 \$10,702.66 | \$64.83 \$11,237.80 | \$68.08 \$11,799.69 | \$71.48 \$12,389.67 | \$75.05 \$13,009.15 | \$78.81 \$13,659.61 |
| 61 | \$60.28 \$10,447.84 | \$63.29 \$10,970.23 | \$66.45 \$11,518.74 | \$69.78 \$12,094.68 | \$73.27 \$12,699.41 | \$76.93 \$13,334.38 | \$80.78 \$14,001.10 |
| 62 | \$61.78 \$10,709.03 | \$64.87 \$11,244.48 | \$68.12 \$11,806.71 | \$71.52 \$12,397.04 | \$75.10 \$13,016.90 | \$78.85 \$13,667.74 | \$82.79 \$14,351.13 |
| 63 | \$63.33 \$10,976.76 | \$66.49 \$11,525.60 | \$69.82 \$12,101.88 | \$73.31 \$12,706.97 | \$76.97 \$13,342.32 | \$80.82 \$14,009.43 | \$84.86 \$14,709.91 |
| 64 | \$64.91 \$11,251.18 | \$68.16 \$11,813.74 | \$71.56 \$12,404.42 | \$75.14 \$13,024.64 | \$78.90 \$13,675.88 | \$82.84 \$14,359.67 | \$86.99 \$15,077.65 |
| 65 | \$66.53 \$11,532.46 | \$69.86 \$12,109.08 | \$73.35 \$12,714.53 | \$77.02 \$13,350.26 | \$80.87 \$14,017.77 | \$84.92 \$14,718.66 | \$89.16 \$15,454.60 |

**El Dorado County Transit Authority
Proposed Salary Structure
October 2022**

CORRECTED

| Range # | Exhibit A | | | | | | |
|-----------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| | Monthly Salary Range | | | | | | |
| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
| 66 | \$68.20 \$11,820.77 | \$71.61 \$12,411.81 | \$75.19 \$13,032.40 | \$78.95 \$13,684.02 | \$82.89 \$14,368.22 | \$87.04 \$15,086.63 | \$91.39 \$15,840.96 |
| 67 | \$69.90 \$12,116.29 | \$73.40 \$12,722.10 | \$77.07 \$13,358.21 | \$80.92 \$14,026.12 | \$84.97 \$14,727.42 | \$89.21 \$15,463.79 | \$93.67 \$16,236.98 |

CORRECTED

Exhibit B

**El Dorado County Transit Authority
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2022/23**

| JOB CLASSIFICATION | STEP | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|-------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| ADMINISTRATIVE COORDINATOR - UR | Hourly | 23.59 | 24.76 | 26.00 | 27.30 | 28.67 | 30.10 | 31.61 |
| | Monthly | 4,088.08 | 4,292.49 | 4,507.11 | 4,732.47 | 4,969.09 | 5,217.54 | 5,478.42 |
| CUSTODIAN - UR | Hourly | 15.50 | 16.27 | 17.09 | 17.94 | 18.84 | 19.78 | 20.77 |
| | Monthly | 2,686.67 | 2,821.00 | 2,962.05 | 3,110.15 | 3,265.66 | 3,428.94 | 3,600.39 |
| DISPATCH SUPERVISOR - UR | Hourly | 20.85 | 21.89 | 22.98 | 24.13 | 25.34 | 26.61 | 27.94 |
| | Monthly | 3,613.27 | 3,793.93 | 3,983.63 | 4,182.81 | 4,391.95 | 4,611.55 | 4,842.13 |
| EQUIPMENT TECHNICIAN I - UR | Hourly | 21.90 | 23.00 | 24.15 | 25.35 | 26.62 | 27.95 | 29.35 |
| | Monthly | 3,796.19 | 3,986.00 | 4,185.30 | 4,394.56 | 4,614.29 | 4,845.01 | 5,087.26 |
| EQUIPMENT TECHNICIAN II - UR | Hourly | 24.17 | 25.38 | 26.65 | 27.99 | 29.38 | 30.85 | 32.40 |
| | Monthly | 4,190.28 | 4,399.80 | 4,619.79 | 4,850.78 | 5,093.32 | 5,347.98 | 5,615.38 |
| EXECUTIVE DIRECTOR - CONTRACT | Hourly | 55.48 | 58.25 | 61.17 | 64.23 | 67.44 | 70.81 | 74.35 |
| | Monthly | 9,616.53 | 10,097.36 | 10,602.28 | 11,132.51 | 11,689.25 | 12,273.73 | 12,887.51 |
| FINANCE MANAGER - UR / C / M | Hourly | 40.60 | 42.63 | 44.77 | 47.00 | 49.35 | 51.82 | 54.41 |
| | Monthly | 7,037.92 | 7,389.82 | 7,759.31 | 8,147.28 | 8,554.64 | 8,982.37 | 9,431.49 |
| FISCAL TECHNICIAN I - UR | Hourly | 18.89 | 19.83 | 20.82 | 21.86 | 22.96 | 24.10 | 25.31 |
| | Monthly | 3,273.44 | 3,437.12 | 3,608.97 | 3,789.42 | 3,978.89 | 4,177.83 | 4,386.73 |
| FISCAL TECHNICIAN II - UR | Hourly | 21.90 | 23.00 | 24.15 | 25.35 | 26.62 | 27.95 | 29.35 |
| | Monthly | 3,796.19 | 3,986.00 | 4,185.30 | 4,394.56 | 4,614.29 | 4,845.01 | 5,087.26 |
| HUMAN RESOURCES MANAGER - UR / C / M | Hourly | 38.65 | 40.58 | 42.61 | 44.74 | 46.98 | 49.32 | 51.79 |
| | Monthly | 6,698.80 | 7,033.74 | 7,385.42 | 7,754.70 | 8,142.43 | 8,549.55 | 8,977.03 |
| MAINTENANCE AND FACILITIES SUPERVISOR - UR | Hourly | 28.74 | 30.17 | 31.68 | 33.27 | 34.93 | 36.68 | 38.51 |
| | Monthly | 4,980.93 | 5,229.98 | 5,491.48 | 5,766.05 | 6,054.35 | 6,357.07 | 6,674.92 |
| MAINTENANCE TECHNICIAN - UR | Hourly | 19.84 | 20.83 | 21.88 | 22.97 | 24.12 | 25.32 | 26.59 |
| | Monthly | 3,439.16 | 3,611.12 | 3,791.68 | 3,981.26 | 4,180.32 | 4,389.34 | 4,608.80 |
| OFFICE ASSISTANT I - UR | Hourly | 15.50 | 16.27 | 17.09 | 17.94 | 18.84 | 19.78 | 20.77 |
| | Monthly | 2,686.67 | 2,821.00 | 2,962.05 | 3,110.15 | 3,265.66 | 3,428.94 | 3,600.39 |
| OFFICE ASSISTANT II - UR | Hourly | 17.11 | 17.96 | 18.86 | 19.81 | 20.80 | 21.84 | 22.93 |
| | Monthly | 2,965.58 | 3,113.86 | 3,269.55 | 3,433.03 | 3,604.68 | 3,784.91 | 3,974.16 |
| OPERATIONS MANAGER - UR / C / M | Hourly | 42.66 | 44.79 | 47.03 | 49.38 | 51.85 | 54.44 | 57.17 |
| | Monthly | 7,394.22 | 7,763.93 | 8,152.13 | 8,559.73 | 8,987.72 | 9,437.10 | 9,908.96 |
| PLANNING & MARKETING MANAGER - UR / C / M | Hourly | 34.16 | 35.87 | 37.66 | 39.54 | 41.52 | 43.60 | 45.78 |
| | Monthly | 5,920.76 | 6,216.80 | 6,527.64 | 6,854.02 | 7,196.72 | 7,556.56 | 7,934.39 |
| SAFETY COORDINATOR - UR | Hourly | 29.45 | 30.93 | 32.47 | 34.10 | 35.80 | 37.59 | 39.47 |
| | Monthly | 5,105.45 | 5,360.73 | 5,628.76 | 5,910.20 | 6,205.71 | 6,516.00 | 6,841.80 |
| TRANSIT DISPATCHER - UR | Hourly | 17.98 | 18.87 | 19.82 | 20.81 | 21.85 | 22.94 | 24.09 |
| | Monthly | 3,115.71 | 3,271.50 | 3,435.07 | 3,606.82 | 3,787.17 | 3,976.52 | 4,175.35 |
| EXTRA HELP TRANSIT DISPATCHER - UR | Hourly | 17.98 | 18.87 | 19.82 | 20.81 | 21.85 | 22.94 | 24.09 |
| | Monthly | 3,115.71 | 3,271.50 | 3,435.07 | 3,606.82 | 3,787.17 | 3,976.52 | 4,175.35 |
| TRANSIT OPERATOR - FULL TIME - R | Hourly | 19.55 | 20.53 | 21.56 | 22.63 | 23.77 | 24.95 | 26.20 |
| | Monthly | 3,388.67 | 3,558.19 | 3,736.20 | 3,923.05 | 4,119.27 | 4,325.36 | 4,541.68 |
| TRANSIT OPERATOR - PART TIME - R | Hourly | 19.55 | 20.53 | 21.56 | 22.63 | 23.77 | 24.95 | 26.20 |
| | Monthly | 3,388.67 | 3,558.19 | 3,736.20 | 3,923.05 | 4,119.27 | 4,325.36 | 4,541.68 |

El Dorado County Transit Authority
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2022/23

| JOB CLASSIFICATION | STEP | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------------------------------------|----------------|----------|----------|----------|----------|----------|----------|----------|
| EXTRA HELP TRANSIT OPERATOR - UR | Hourly | 19.55 | 20.53 | 21.56 | 22.63 | 23.77 | 24.95 | 26.20 |
| | Monthly | 3,388.67 | 3,558.19 | 3,736.20 | 3,923.05 | 4,119.27 | 4,325.36 | 4,541.68 |
| TRANSIT OPERATIONS SUPERVISOR - UR | Hourly | 26.68 | 28.02 | 29.42 | 30.89 | 32.43 | 34.06 | 35.76 |
| | Monthly | 4,625.29 | 4,856.55 | 5,099.38 | 5,354.35 | 5,622.07 | 5,903.17 | 6,198.33 |

UR = Unrepresented
R = Represented
C = Confidential
M = Management

Unrepresented and Management; Resolution 22-29 Proposed October 6, 2022- Effective October 8, 2022
Represented; Board Ratified July 14, 2022; Effective July 2, 2022

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-29**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY APPROVING A REVISED SALARY
STRUCTURE AND SALARY SCHEDULE, IMPLEMENTING SALARY ADJUSTMENTS
FOR THE UNREPRESENTED AND MANAGEMENT PERSONNEL**

WHEREAS, Article 3.1 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual (Manual) provides that a salary schedule shall be established by Resolution of the Board of Directors (Board) of El Dorado County Transit Authority (Authority); and

WHEREAS, the Manual further states “The monthly salary rates are also listed for the purpose of convenience in quotation of monthly salaries and computations for purposes of paying employees shall be on the basis of hourly rates”; and

WHEREAS, the Authority retained Koff & Associates to prepare a comprehensive compensation and benefit study that analyzes and compares market based wages and the value of employee benefits relative to the Authority’s current pay ranges and benefit offerings; and

WHEREAS, the Board reviewed the study in open session at the September 1, 2022 meeting of the Authority; and

WHEREAS, it is appropriate to make certain adjustments in the salary structure and schedule for the unrepresented and management personnel of the Authority.

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The salary structure attached as Exhibit A is hereby approved and shall be effective the first full pay period following the adoption of this resolution.

2. The salary schedule by classification attached hereto as Exhibit B for the unrepresented and management employees of the Authority is hereby approved and will be effective the first full pay period following adoption of this resolution. The schedule by classification for the Transit Operators is separately addressed in the Memorandum of Understanding between the Authority and the Transit Operators Bargaining Unit.

3. Incumbents (excluding the Executive Director and Transit Operator positions) shall be moved into the recommended salary schedule at a step closest to, but not less than five percent (5%) higher than their current compensation level, effective the first full pay period following adoption of this resolution.

4. The Authority will extend the salary range for the Extra Help Transit Operator and Extra Help Transit Dispatcher job classifications to include seven (7) steps.

5. The Board reserves the right to suspend, modify or freeze all or any part of this resolution, the salary schedule, or anticipated advances or step increases on the salary schedule in the event of economic hardship or a financial shortfall in the El Dorado County Transit Authority

budget.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 6th day of October 2022, by the following vote of said Board.

AYES:

NOES:

ABSTAIN:

ABSENT:

John Hidahl, Chairperson

APPROVED AS TO FORM:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: October 6, 2022

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: My Ride - Mileage Reimbursement Program Marketing

REQUESTED ACTION:

BY MOTION,

No action. Information item.

BACKGROUND

On August 1, 2022, the El Dorado County Transit Authority (El Dorado Transit) initiated a soft launch of the My Ride mileage reimbursement program to fulfill the recommendations from the 2019 Short- and Long-Range Transit Plan to offer a volunteer driver program in the service area. The program enables seniors (60 or older), veterans, or disabled residents of the western slope of El Dorado County who are registered for the My Ride program at El Dorado Transit to reimburse their friends, neighbors, or family members for providing transportation in their personal vehicles. Trips are for any purpose, including medical appointments, grocery shopping, hairdresser, and social activities. There are no fees to participate in this program. The trips are free for the passenger, and the driver receives a reimbursement for providing a valuable service for the passenger.

This service would give residents in the rural areas of the county a program to meet their travel needs. It would also give residents in the 50 corridor another transportation option to relieve pressure on the ADA and Dial-a-Ride services at El Dorado Transit.

DISCUSSION

In September 2022, El Dorado Transit received tracking logs from participants for August, which was the first month of service. The program provided 127 trips during the month accounting for 45 revenue hours and 1,281 miles traveled. The average trip was 10.1 miles. The total reimbursement cost for August was \$800.63 at the IRS standard rate of \$0.625 per mile. During the month, 6.5 hours of staff time was used to add new participants and volunteer drivers into the system, record mileage reports, and process reimbursement payments.

During the soft launch, El Dorado Transit staff presented information about the program at Mother Lode Rehabilitation Enterprises (MORE), and at the Veterans Hall in Placerville. Information about the program has been distributed to Alta, and to El Dorado County Health and

Human Services, and the program materials have been posted on the El Dorado Transit website. The My Ride program moved from the soft launch phase to full implementation beginning October 1, 2022. The Marketing team will be conducting outreach through the monthly newsletter, press releases, online marketing, and presentations.

Due to the interest in the My Ride program that has already been shown by the community during the soft launch, staff is confident that many people in the community will utilize the program effectively. This service will give residents another tool to fulfill their travel needs.

The My Ride informational brochure can be found in Attachment A. Additionally, Attachment B is a letter from John Poimiroo of the El Dorado County Veterans Affairs Commission thanking the Board for including veterans in the new My Ride program.



MY RIDE

Mileage Reimbursement Program

The My Ride Mileage Reimbursement Program enables seniors (60 or older), veterans, or disabled residents of El Dorado County who are registered for the My Ride program at El Dorado Transit to reimburse their friends, neighbors, or family members for providing them with transportation in their personal vehicles.

Trips can be for any purpose, and there are no fees to participate in this program. The trips are free for the passenger, and the driver receives a reimbursement for providing a valuable service for the passenger.

Established in 1975, The El Dorado County Transit Authority (El Dorado Transit) provides public transportation for the western slope of El Dorado County with a combination of fixed-route and demand response services.

Notifying the Public of Rights Under Title VI

El Dorado Transit operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with El Dorado Transit.

If information is needed in another language, contact (530) 642-5383 or visit eldoradotransit.com for assistance. Si require información en español, vaya a eldoradotransit.com y seleccione en el menú de español.



6565 Commerce Way
Diamond Springs, CA 95619
(530) 642-5383
(888) 246-2877
www.eldoradotransit.com



MY RIDE

Mileage Reimbursement Program

- Effective August 2022 -

How the Program Works

1. Participants register for the My Ride mileage reimbursement program by submitting an El Dorado Transit My Ride application
2. Participants recruit trusted friends, neighbors, or family and have them complete a registration form and a W-9 form and submit them to El Dorado Transit
3. Participants track and record miles and driver information for each trip
4. Participants submit completed monthly trip log by the 10th of the next month to El Dorado Transit so staff can process the reimbursement in a timely manner (for example, the log for July 2023 is due on August 10, 2023)
5. El Dorado Transit will send reimbursement checks to registered volunteer drivers who provided transportation in that month

Program Eligibility

Eligible participants are those who are senior (60 or older), veterans, or disabled residents of western El Dorado County who are registered for the My Ride program at El Dorado Transit.

Volunteer Drivers

Eligible volunteer drivers can include family members, caregivers, friends, neighbors, and acquaintances. El Dorado Transit assumes riders will verify volunteer driver's license and insurance.

How to Sign Up as a Participant or Volunteer Driver

Registration forms are available at

- www.eldoradotransit.com
- (530) 642-5383
- El Dorado Transit office at 6565 Commerce Way in Diamond Springs

Program Guidelines

- Trips must begin or end in western El Dorado County (does not include the Tahoe basin)
- Participants cannot be both the passenger and the driver
- Drivers are not allowed to receive reimbursement from El Dorado Transit for a ride if they are receiving any other compensation for that ride from another organization
- El Dorado Transit reimburses by check at the current IRS issued standard mileage rate (62.5 cents per mile in July 2022) for allowed trips
- Each passenger is allowed up to the maximum of 350 miles per month
- Reimbursements are issued by the end of each month for those trip logs that are submitted to El Dorado Transit by the 10th of each month
- Drivers are volunteers, not employees or contractors
- El Dorado Transit is required to provide 1099 forms to all volunteers that receive \$600 or more in reimbursement annually. Any tax questions should be answered by the volunteer's tax preparer.

VETERANS AFFAIRS COMMISSION

TODD SMITH, District I
JOHN POIMIROO, Alternate District I
ROGER REYNOLDS, District II
DONNA MULLENS-BECKER, Alternate District II
KURT RAFFETTO, District III
STEPHANIE CARLSON, Alternate District III
KEN WELCH, District IV
TIM THOMPSON, Alternate District IV
JODY PRATT, District V
PHILLIP HOUSEWORTH, Alternate District V

**El Dorado
County
Veterans Affairs
Commission**

BOARD OF SUPERVISORS

JOHN HIDAHL
District I
GEORGE TURNBOO
District II
WENDY THOMAS
District III
LORI PARLIN
District IV
SUE NOVASEL
District V

September 17, 2022

John Hidahl, Chairman of the Board
El Dorado Transit
6565 Commerce Way
Diamond Springs, CA 95619



BY:

Dear Chairman Hidahl,

The El Dorado County Veterans Affairs Commission commends El Dorado Transit for its compassion to veterans of the U.S. Armed Forces by including them as an eligible class for its new MyRide program.

Prior to your decision, many El Dorado County veterans had limited ability to get to medical, legal and other appointments. Previously, if a veterans' appointment at the VA Hospital at Mather Field didn't occur on a day the SAC-Med bus ran or a volunteer couldn't be found to underwrite the trip, veterans unable to drive themselves couldn't make their appointment. MyRide ends that.

Now, volunteer drivers are compensated for their costs in taking vets to appointments. MyRide provides flexibility and has the side benefit of encouraging El Dorado County residents to help not only veterans but also seniors and disabled residents, by giving them a ride to where they need to go.

Thank you for including veterans in this new program.

Respectfully yours,

John Poimiroo
Chairman

- cc: Jackie Neau
- George Turnboo
- Kara Taylor
- Lori Parlin
- Matthew Mauk
- Patty Borelli
- Wendy Thomas
- Terry Thomas



Newsletter

October - December
Volume 6 – Number 4



Mileage Reimbursement Program

Guidelines

El Dorado Transit is excited to introduce the new My Ride mileage reimbursement program which enables seniors (60 or older), veterans, or disabled residents of El Dorado County (not including the Tahoe basin) who are registered for the My Ride program to reimburse their friends, neighbors, or family members for providing them with transportation in their personal vehicles. Trips can be for any purpose, including medical appointments, grocery shopping, hairdresser, and social activities. There are no fees to participate in this program. The trips are free for the passenger, and the driver receives a reimbursement for providing a valuable service for the passenger.

How the Program Works

- Participants register for the My Ride program
- Participants recruit trusted friends, neighbors, or family and have them complete a registration form and a W-9 form.
- Participants track and record miles and driver information for each trip and submit completed monthly trip log by the 10th of the next month. El Dorado Transit will send reimbursement checks to registered volunteer drivers who provided transportation in that month

- Trips must begin or end in western El Dorado County.
- Participants cannot be both the passenger and the driver.
- Drivers are not allowed to receive reimbursement from El Dorado Transit for a ride if they are receiving any other compensation from another organization.
- El Dorado Transit assumes riders will verify volunteer driver's license and insurance.
- El Dorado Transit reimburses by check at the current IRS issued standard mileage rate for allowed trips.
- Each passenger is allowed up to the maximum of 350 miles per month.
- Reimbursements are issued by the end of each month for those trip logs that are submitted to El Dorado Transit by the 10th of each month.
- Drivers are volunteers, not employees or contractors.
- El Dorado Transit is required to provide 1099 forms to all volunteers that receive \$600 or more in reimbursement annually. Any tax questions should be answered by the volunteer's tax preparer.

Information and registration materials can be found on our website at eldoradotransit.com, and residents are welcome to call us or come by our office for more information.



Fall Sale on Local Fixed Route Monthly Passes

El Dorado Transit is pleased to continue to offer discounted rates on Local Fixed routes. The fall sale on monthly passes for October, November and December 2022 are as follows:

- General Monthly Local Pass - \$20.00 (originally \$60.00)
- Senior/Disabled Monthly Local Pass - \$10.00 (originally \$30.00)
- Student K-12 Monthly Local Pass - \$10.00 (originally \$30.00)

For pass sales information please visit eldoradotransit.com/faresandpasses/.

El Dorado Transit is Hiring!

El Dorado Transit is currently hiring. Competitive wages and benefits include; hiring bonus of up to \$2,000, paid training, CalPERS retirement, full health, dental and vision benefits, paid vacations and holidays.

Applications, job descriptions, and information can be found at the El Dorado Transit website in the Careers section or in the El Dorado Transit office located at 6565 Commerce Way in Diamond Springs.

**Keep up with all the latest news
and information from
El Dorado Transit...**

SIGN UP FOR RIDER ALERTS



Routeshout 2.0

Free Rides for California Clean Air Day

In celebration of California Clean Air Day, El Dorado Transit has teamed up with other Sacramento area transit agencies to offer free rides on Wednesday, October 6, 2022. El Dorado Transit will offer free rides on the following services:

- Local Fixed Routes
- Sacramento Commuter Routes
- Dial-A-Ride
- ADA Paratransit

On Clean Air Day, help clear the air by trying an alternative form of transportation. Leave the car at home and try transit for free. Please visit eldoradotransit.com/news to see all participating transit agencies.



Holiday Schedule

October – December Holiday Schedule

Friday, November 11th Veteran’s Day
 Thursday, November 24th Thanksgiving
 Friday, November 25th....Friday after Thanksgiving
 Saturday, December 24th.....Christmas Eve
 Sunday, December 25th.....Christmas Day

The Sacramento/ South Lake Tahoe Connecting bus will be the only service operating on listed holidays. For more information visit eldoradotransit.com.