



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

AGENDA

Thursday, December 1, 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 County of El Dorado Board of Supervisors Meeting Room 330 Fair Lane, Bldg. A Placerville, CA 95667	Remotely By Computer: https://edcgov-us.zoom.us/j/86134567267 Meeting ID: 861 3456 7267
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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

CEREMONIAL ITEMS

- A. Adopt Proclamation in Recognition of Outgoing Board Member Kara Taylor

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.

<u>1.</u>	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	A. Approve Conformed Minutes of Regular Meeting October 6, 2022	5
	B. Receive and File September and October 2022 Check Registers	10
	C. Receive and File September and October 2022 Ridership Reports	15
	D. Adopt Resolution No. 22-31 regarding the Remote and Hybrid Public Meeting Provisions of Assembly Bill 361	19
	E. Approve the El Dorado County Transit Authority Board of Directors Meeting Schedule for 2023	23
	F. Adopt Resolution No. 22-34 approving the <u>El Dorado County Transit Authority Agency Safety Plan</u> revisions	25
	G. 1. Award Contract for the Performance of a Park and Ride Master Plan Update per Request for Quotations #22-01	51
	2. Authorize Executive Director to execute all documents required for project completion	

	<u>PAGE</u>
H. Receive and File the Fiscal Year 2021/22 Independent Financial Audit, Single Audit and Compliance Reports for the El Dorado County Transit Authority	53
I. Adopt Resolution No. 22-30 revising the <u>El Dorado County Transit Authority Personnel Policies and Procedures Manual</u> with regard to policy revisions and additions	55
J. 1. Adopt Resolution No. 22-32 approving the update of the El Dorado County Transit Authority Title VI Program	60
2. Authorize Executive Director to execute all documents necessary for implementation of the Title VI Program	
K. 1. Approve Amendment No. 1 to the Information Technology Services Agreement with RTS Computer Services to reflect a three percent annual increase	65
2. Authorize the Executive Director to execute the Information Technology Support Services Agreement Amendment No. 1	
 2. <u>ACTION ITEMS</u>	
A. Receive and File the <u>Fiscal Year 2021/22 Administrative Operations Report</u>	68
 3. <u>INFORMATION ITEMS</u>	
A. Status of Unfunded Liabilities for Pension and Other Post-Employment Benefit Programs	86

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, February 2, 2023 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, 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 County of El Dorado Board of Supervisors Meeting Room 330 Fair Lane, Bldg. A Placerville, CA 95667	Remotely By Computer: https://edcgov-us.zoom.us/j/86134567267 Meeting ID: 861 3456 7267
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CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Hidahl called the meeting to order at 1:02 PM and the pledge of allegiance was recited.

ROLL CALL

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

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

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting September 1, 2022**
- B. Receive and File August 2022 Check Register**
- C. Receive and File August 2022 Ridership Report**
- D. Adopt Resolution No. 22-26 regarding the Remote and Hybrid Public Meeting Provisions of Assembly Bill 361**
- E. 1. Receive and file Quarterly Investment Report for Quarter Ending 06/30/2022**
2. Review Annual Interest Report for all Operating Funds
- F. Receive and File the Workers Compensation Trending Report**
- G. 1. Approve Dispatch Supervisor Job Description**

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

2. **ACTION ITEMS**

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

Action: Item approved unanimously as requested by staff

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

3. **INFORMATION ITEMS**

A. My Ride Mileage Reimbursement Program

B. Newsletter

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chair Hidahl adjourned the meeting at 1:44 PM. The next regularly scheduled meeting Thursday, November 3, 2022.

Respectfully Submitted,

Megan Wilcher
Secretary to the Board

* Verbal Report

AGENDA ITEM
Ceremonial Item

MEMORANDUM

DATE: December 1, 2022
TO: El Dorado County Transit Authority
FROM: Matthew Mauk, Executive Director
SUBJECT: Recognizing Placerville City Councilmember Kara Taylor for four (4) years of public service

REQUESTED ACTION:

BY MOTION,

Adopt Proclamation in recognition and appreciation of Kara Taylor's 4 years as a member of the El Dorado County Transit Authority Board of Directors

BACKGROUND

Councilmember Kara Taylor began serving on the El Dorado County Transit Authority (El Dorado Transit) Board of Directors in 2019 and has provided excellent leadership and guidance to management and employees during her tenure.

Staff recommends the presentation of the Proclamation acknowledging El Dorado Transit's appreciation of Councilmember Taylor's four (4) years as an El Dorado County Transit Authority Board Member.



PROCLAMATION

of the Board of Directors of the El Dorado County Transit Authority

Recognizing **Kara Taylor**, Placerville City Councilmember,
for her 4 years of outstanding public service.

WHEREAS, Placerville City Councilmember Kara Taylor has served as a member to the El Dorado County Transit Authority Board of Directors since January 2019;

WHEREAS, Councilmember Taylor served as Chairperson in 2021; and

WHEREAS, Councilmember Taylor has dedicated herself to excellence as a member of the El Dorado County Transit Authority Board of Directors consistently ensuring the highest level of service to the public; and

WHEREAS, Councilmember Taylor has been an invaluable Director to this Board providing outstanding leadership and guidance to the management and employees of the El Dorado County Transit Authority.

NOW THEREFORE BE IT PROCLAIMED that the El Dorado County Transit Authority Board recognizes and declares its sincere appreciation for Councilmember Taylor's distinguished service on the El Dorado County Transit Authority Board of Directors.

PASSED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 1st day of December 2022.

Attest:

Megan Wilcher, Secretary to the Board

John Hidahl, Chairperson

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: December 1, 2022
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File September and October 2022 Check Registers

REQUESTED ACTION:
BY MOTION, Receive and File September and October 2022 Check Registers

BACKGROUND

The following check registers include routine transactions for the months of September and October 2022. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Included within the September and October register are the first and second months of “My Ride” trip reimbursements. As these payments are new to the register, they are being called out this one-time.

Two (2) items merit further detail:

Check #36985 – City National Bank.....\$65,415.53
This check pays an obligation for Payment #17 of the Capital Purchase of five (5) MCI Commuter Coaches using Local Transportation Funds (LTF).

Check #37054 – 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).

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
September through October 2022

Date	Num	Name	Memo	Amount
09/01/2022	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - September 2022	43,415.44
09/07/2022	36890	49ER LIVE SCAN	Live Scan Fingerprinting - AD	63.00
09/07/2022	36891	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - September 2022	29.10
09/07/2022	36892	AT&T	Monthly Utility Charges	991.06
09/07/2022	36893	AUTOZONE INC	Refrigerant Cylinders - Stock	2,018.39
09/07/2022	36894	C & H MOTOR PARTS	Hose, Fitting, & Labor #1202	260.58
09/07/2022	36895	CAL.NET	September 2022 Camera Service	176.92
09/07/2022	36896	CALIFORNIA CUSTOM TEE'S	Backordered Uniforms from FY 21/22	547.97
09/07/2022	36897	CAPITOL CLUTCH & BRAKE INC	Desiccant Cartridges	1,106.69
09/07/2022	36898	CITY OF PLACERVILLE	Live Scan Fingerprinting	20.00
09/07/2022	36899	COMCAST	High Speed Internet Service August 2022	250.30
09/07/2022	36900	CUSTOM EMBROIDERY CONCEPTS	New Hire Uniforms	485.85
09/07/2022	36901	D&K AUTO GLASS	Fleet glass repair and replacement	646.62
09/07/2022	36902	DAWSON OIL	Fuel Purchases August 2022	59,944.36
09/07/2022	36903	DEAN D COOK JR	Removal & Installation of Graphics on Fleet	2,405.00
09/07/2022	36904	DIGITAL DEPLOYMENT INC	Employee Intranet Service Sept. 2022	240.00
09/07/2022	36905	EDC COMMUNITY DEVELOPMENT SERVICES	Annual Environmental Mgmt. Fees FY 2022/2023	341.00
09/07/2022	36906	EDC RISK MANAGEMENT	Health Insurance September 2022	1,762.18
09/07/2022	36907	EDWARDS, STEVENS & TUCKER LLP	General Legal Services June 2022	4,234.50
09/07/2022	36908	EDWARDS, STEVENS & TUCKER LLP	General Legal Services August 2022	1,198.50
09/07/2022	36909	EL DOB ENTERPRISES LLC	Tires - Stock	5,685.40
09/07/2022	36910	EL DORADO BATTERY CO	694R Battery #1504	199.24
09/07/2022	36911	EL DORADO DISPOSAL SERVICE	Disposal Service 08 22	396.45
09/07/2022	36912	EL DORADO IRRIGATION DISTRICT	Water Service 07 22	141.97
09/07/2022	36913	FASTENAL	Bus Cleaning Supplies	299.68
09/07/2022	36914	FLEMING DISTRIBUTING CO.	Parts and Supplies	277.99
09/07/2022	36915	FOLSOM LAKE DODGE	Parts and Supplies	700.66
09/07/2022	36916	GALLAGHER BENEFIT SERVICES INC	Salary Study - Final Presentation	165.00
09/07/2022	36917	GILLIG LLC	Parts and Supplies	4,190.96
09/07/2022	36918	GLOBAL DATA VAULT LLC	Recovery Cloud Back-Up Service August 2022	330.00
09/07/2022	36919	GWP HOLDINGS LLC	Parts and Supplies	1,839.96
09/07/2022	36920	HUNT & SONS INC	Fuel Purchases 08/01/22 - 08/31/22	410.27
09/07/2022	36921	IMAGE SOURCE	Monthly Copy Charges 08/22/22 - 09/21/22	427.34
09/07/2022	36922	J.C. NELSON SUPPLY CO	Janitorial Supplies	329.53
09/07/2022	36923	JANI-KING OF CALIFORNIA INC - SACRAMENTO	Janitorial Services September 2022	1,103.59
09/07/2022	36924	KIMBALL MIDWEST	Shop Hardware Stock	231.65
09/07/2022	36925	KINETICO WATER OF PLACERVILLE	Drinking Water Service August 2022	42.90
09/07/2022	36926	MAG LANDSCAPING INC	Landscaping Maintenance - July & August 2022	1,405.00
09/07/2022	36927	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	724.82
09/07/2022	36928	NAPA AUTO PARTS	Evap Valve #1801	37.62
09/07/2022	36929	NATIONAL FIRE SYSTEMS INC	Maintenance & Repairs	4,163.50
09/07/2022	36930	NORCAL SPIT SHINE LLC	Vehicle Interior Sanitation (27 Vehicles)	3,450.00
09/07/2022	36931	O'REILLY AUTO PARTS	Parts and Supplies	803.83
09/07/2022	36932	OPERATING ENGINEERS LOCAL UNION #3	Union Dues September 2022	1,026.00
09/07/2022	36933	OPERATING ENGINEERS PUBLIC & MISC	Represented Medical October 2022	31,701.00
09/07/2022	36934	OVERTON SAFETY TRAINING INC	Forklift Safety Training	990.00
09/07/2022	36935	PACIFIC GAS & ELECTRIC	Monthly Utility Charges	686.77
09/07/2022	36936	PETTY CASH	Petty Cash Replenish	123.26
09/07/2022	36937	QUILL LLC	Copy Paper, HP Ink, Tape, Labels, Pens	1,141.49
09/07/2022	36938	ROBERTS & COMPANY INC	CPA Services August 2022	55.00
09/07/2022	36939	RON DUPRATT FORD	Rings & Seals #1601	137.04
09/07/2022	36940	RTS IT INC	ITCare Gold Service Plan Sept. 2022	5,133.50
09/07/2022	36941	SAFETY-KLEEN SYSTEMS INC	Bulk Oil, Oily Water Disposal	4,547.14
09/07/2022	36942	SIERRA AUTO GLASS LLC	Windshield Repair #1803	60.00

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
September through October 2022

Date	Num	Name	Memo	Amount
09/07/2022	36943	SQUEAKY CLEAN	Window & Awning Cleaning	410.00
09/07/2022	36944	STATE OF CA - DEPT OF JUSTICE	Livescan Fingerprinting 0722	147.00
09/07/2022	36945	SUN LIFE FINANCIAL	September 2022 Group Life & LTD Benefits	2,578.74
09/07/2022	36946	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	6,770.18
09/07/2022	36947	TRUE VALUE HARDWARE	Parts and Supplies	372.54
09/07/2022	36948	VERIZON WIRELESS	Cellular Phone Service August 2022	1,838.79
09/07/2022	36949	WASTE CONNECTIONS OF CA INC	Clean YW Self Haul Ticket 1278314	24.00
09/07/2022	36950	WESTERN SUPPLY INC	Equal Balance Bags	327.51
09/07/2022	36951	XEROX FINANCIAL SERVICES	Copier Lease August 2022	509.44
09/07/2022	36952	ZONAR SYSTEMS INC	NFC Tag #1005	18.54
09/19/2022	36953	BUTLER, JEREMY	My Ride August 2022	88.75
09/19/2022	36954	COOK, VERONICA	My Ride August 2022	218.88
09/19/2022	36955	GULARTE, LARA L	My Ride August 2022	158.75
09/19/2022	36956	LOREE, LORI KATHLEEN	My Ride August 2022	155.63
09/19/2022	36957	MILLER, DOREENE ELIZABETH	My Ride August 2022	125.63
09/19/2022	36958	WAHLGREN, ANNETTE	My Ride August 2022	53.00
09/19/2022	36959	49ER LIVE SCAN	Live Scan Fingerprinting - DA	21.00
09/19/2022	36960	ACC BUSINESS	Fiber Internet September 2022	85.87
09/19/2022	36961	AFLAC	Employee Paid Premiums - October 2022	1,029.48
09/19/2022	36962	AT&T MOBILITY	Wireless Service for Surveillance Cameras August 2022	187.72
09/19/2022	36963	DEAN D COOK JR	Removal & Application of Bus Graphics #1202	350.00
09/19/2022	36964	EDC HNSA-PUBLIC HEALTH DIVISION	Pre-Employment TB Evaluations	72.00
09/19/2022	36965	GILLIG LLC	On-Spot Snow Chains #s 1801-1805	12,752.39
09/19/2022	36966	KINETICO WATER OF PLACERVILLE	Drinking Water Service September 2022	42.90
09/19/2022	36967	MOUNTAIN DEMOCRAT INC	Recruitment Ads	2,300.00
09/19/2022	36968	NATIONAL FIRE SYSTEMS INC	Repair Labor (2) Technicians	640.00
09/19/2022	36969	PACIFIC GAS & ELECTRIC	Monthly Utility Charges	3,260.35
09/19/2022	36970	QUILL LLC	VOID: Acct #5081329	0.00
09/19/2022	36971	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums October 2022	3,767.70
09/19/2022	36972	STATE OF CA - DEPT OF JUSTICE	Pre-Employment Background Checks	147.00
09/19/2022	36973	UMPQUA BANK	Visa	12,316.12
09/19/2022	36974	QUILL LLC	Misc. Office Supplies	286.69
09/22/2022	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE SEPT 2, 2022	3,816.72
09/22/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #18 CLASSIC	8,696.95
09/22/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #18 PEPRA	8,100.85
09/22/2022	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE SEPT. 16, 2022	3,817.63
09/22/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #19 CLASSIC	8,215.61
09/22/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #19 PEPRA	8,415.72
10/03/2022	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE SEPT 30, 2022	3,816.08
10/03/2022	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - October 2022	37,345.01
10/03/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #20 CLASSIC	8,024.62
10/03/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #20 PEPRA	8,268.38
10/05/2022	36975	3D DATACOM	Troubleshoot Park and Ride Cameras	625.00
10/05/2022	36976	ADM SCREENING	Consortium Services August 2022	575.00
10/05/2022	36977	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - October 2020	29.10
10/05/2022	36978	ARNOLDS FOR AWARDS INC	Employee of the Month Name Plate	34.00
10/05/2022	36979	AT&T	Central Billing	515.11
10/05/2022	36980	AT&T MOBILITY	Wireless Service for Surveillance Cameras @Park and Rides	193.12
10/05/2022	36981	AUTOZONE INC	Parts and Supplies	127.96
10/05/2022	36982	C & H MOTOR PARTS	Parts and Supplies	740.41
10/05/2022	36983	CAL.NET	October 2022 Camera Service	176.92
10/05/2022	36984	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	800.94
10/05/2022	36985	CITY NATIONAL BANK	MCI Lease Agreement #17	65,415.53
10/05/2022	36986	COMCAST	High-Speed Internet - September 2022	250.30
10/05/2022	36987	D&K AUTO GLASS	R&R Left Windshield #1801	120.00

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
September through October 2022

Date	Num	Name	Memo	Amount
10/05/2022	36988	DAWSON OIL	Fuel Purchases September 2022	51,449.41
10/05/2022	36989	EL DOB ENTERPRISES LLC	Tires #1707	961.48
10/05/2022	36990	EL DORADO DISPOSAL SERVICE	Disposal Service 09 22	396.45
10/05/2022	36991	EL DORADO IRRIGATION DISTRICT	Water Service 08 22	1,761.83
10/05/2022	36992	FASTENAL	Parts and Supplies	634.57
10/05/2022	36993	FEDEX	Express Shipping	62.48
10/05/2022	36994	FOLSOM LAKE DODGE	Parts and Supplies	2,227.86
10/05/2022	36995	GILLIG LLC	Parts and Supplies	3,581.64
10/05/2022	36996	GWP HOLDINGS LLC	Parts and Supplies	3,967.32
10/05/2022	36997	HUNT & SONS INC	Fuel Purchases 09/01/22-09/30/22	202.03
10/05/2022	36998	IMAGE SOURCE	Monthly Copy Charges 09/22/22 - 10/21/22	486.86
10/05/2022	36999	JANI-KING OF CALIFORNIA INC - SACRAMENTO	Janitorial Services - Sept. & Oct. 2022	2,207.18
10/05/2022	37000	KIMBALL MIDWEST	Valve Cores Shop Supplies	107.37
10/05/2022	37001	LANGUAGE LINE SERVICES INC	Over-the-phone interpretation	6.25
10/05/2022	37002	MAG LANDSCAPING INC	Landscaping Maintenance - September 2022	1,290.00
10/05/2022	37003	MISSION UNIFORM SERVICE	Uniforms, towels, and mats service	528.99
10/05/2022	37004	MOTIVE ENERGY LLC	3 - Batteries	1,196.84
10/05/2022	37005	NAPA AUTO PARTS	Parts and Supplies	218.54
10/05/2022	37006	NORCAL SPIT SHINE LLC	Vehicle Interior Sanitation (28 Vehicles)	3,600.00
10/05/2022	37007	O'REILLY AUTO PARTS	VOID: 1445347	0.00
10/05/2022	37008	OPERATING ENGINEERS PUBLIC & MISC	Nov. 2022 Medical Premiums	31,701.00
10/05/2022	37009	PACIFIC GAS & ELECTRIC	September 2022 Service	718.84
10/05/2022	37010	PACIFIC MATERIAL HANDLING SOLUTIONS	PM Service - Forklift, Lift, Floor Scrubber	795.03
10/05/2022	37011	PEST CONTROL CENTER INC	Pest Control Service - Admin Building	65.00
10/05/2022	37012	QUILL LLC	Misc. Office Supplies	374.60
10/05/2022	37013	ROBERTS & COMPANY INC	CPA Services September 2022	1,830.00
10/05/2022	37014	RON DUPRATT FORD	VOID: 1606453	0.00
10/05/2022	37015	RTS IT INC	ITCare Gold Service Plan October 2022	5,321.00
10/05/2022	37016	SAFETY-KLEEN SYSTEMS INC	Disposal of oily solids & used oil	851.62
10/05/2022	37017	SOUTHERN TIRE MART LLC	Tires #1801	7,469.15
10/05/2022	37018	SQUARERIGGER SOFTWARE	SQ.7 Annual Maintenance Agreement	1,801.00
10/05/2022	37019	SUN LIFE FINANCIAL	October 2022 Group Life & LTD Benefits	2,578.74
10/05/2022	37020	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	9,502.04
10/05/2022	37021	TRUE VALUE HARDWARE	Parts and Supplies	217.50
10/05/2022	37022	UNIVERSAL SECURITY & FIRE INC	Burglar Alarm Monitoring October 2022 - December 2022	135.00
10/05/2022	37023	XEROX FINANCIAL SERVICES	Copier Lease September 2022	509.44
10/05/2022	37024	O'REILLY AUTO PARTS	Parts and Supplies	139.97
10/05/2022	37025	EMP. MISC. REIMBURSEMENT	Bike Locker Key Deposit Refund	45.00
10/05/2022	37026	EMP. MISC. REIMBURSEMENT	Refund Unused Scrip - MB	95.00
10/05/2022	37027	EMP. MISC. REIMBURSEMENT	Shop Tool Reimbursement from Ferguson	33.05
10/14/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #21 CLASSIC	8,061.29
10/14/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #21 PEPPA	8,770.91
10/14/2022	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE OCT. 14, 2022	3,647.47
10/19/2022	37028	BUTLER, JEREMY	My Ride September 2022	148.75
10/19/2022	37029	CARVO, DANIEL	My Ride September 2022	66.38
10/19/2022	37030	CHRONISTER, RODNEY E	My Ride September 2022	108.75
10/19/2022	37031	COOK, VERONICA	My Ride September 2022	218.75
10/19/2022	37032	GULARTE, LARA L	My Ride September 2022	218.75
10/19/2022	37033	HEDGE, SAMANTHA	My Ride September 2022	218.75
10/19/2022	37034	HUBBARD, DAWN E	My Ride September 2022	110.50
10/19/2022	37035	IMMER, JAMES	My Ride September 2022	101.63
10/19/2022	37036	LOREE, LORI KATHLEEN	My Ride September 2022	31.00
10/19/2022	37037	MILLER, DOREENE ELIZABETH	My Ride September 2022	200.63
10/19/2022	37038	PIGNATA, BRENDA SUE	My Ride September 2022	209.38
10/19/2022	37039	REGALIA, KATHRYN T	My Ride September 2022	24.25

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

September through October 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10/19/2022	37040	TODD, JANET C	My Ride September 2022	302.94
10/19/2022	37041	WAHLGREN, ANNETTE	My Ride September 2022	81.25
10/19/2022	37042	3D DATACOM	Troubleshoot Placerville Station Cameras	500.00
10/19/2022	37043	ACC BUSINESS	Fiber Internet - October 2022	85.87
10/19/2022	37044	ADM SCREENING	Drug Tests/Screens and DMV Physicals	985.00
10/19/2022	37045	AFLAC	Employee Paid Premiums - October 2022	686.32
10/19/2022	37046	AT&T	Central Billing - 09/01/22 - 09/30/22	455.99
10/19/2022	37047	CALIFORNIA DEPT OF TAX & FEE ADMIN	Diesel Fuel Exempt Tax Qtr. 3, 2002	220.00
10/19/2022	37048	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	2023 Membership Renewal	1,634.00
10/19/2022	37049	CITY OF PLACERVILLE	Bus Shelter Maintenance October - December 2022	370.00
10/19/2022	37050	CURTIS INDUSTRIAL INC	Blown Air Line at Fitting, Repaired on Site #1805	900.00
10/19/2022	37051	DIGITAL DEPLOYMENT INC	Employee Intranet Service - October 2022	240.00
10/19/2022	37052	EDC HHS-PUBLIC HEALTH DIVISION	Pre-Employment - TB Evaluation	108.00
10/19/2022	37053	EDC RISK MANAGEMENT	Health Insurance October 2010	2,643.27
10/19/2022	37054	EDCTC	Quarterly Federal Advocacy Contract	1,625.00
10/19/2022	37055	EDWARDS, STEVENS & TUCKER LLP	General Legal Service	688.50
10/19/2022	37056	EL DORADO IRRIGATION DISTRICT	Water Service 09 22	114.00
10/19/2022	37057	EMPLOYMENT DEVELOPMENT DEPARTMENT	Garnishment ID: 2057277952	380.04
10/19/2022	37058	GLOBAL DATA VAULT LLC	Monthly Disaster Recovery Cloud Back Up Service	330.00
10/19/2022	37059	KINETICO WATER OF PLACERVILLE	Drinking Water Service - October 2022	42.90
10/19/2022	37060	MOUNTAIN DEMOCRAT INC	Fiscal Technician Ad Continued	60.00
10/19/2022	37061	NORCAL SPIT SHINE LLC	Vehicle Interior Sanitation (27 Vehicles)	3,450.00
10/19/2022	37062	OPERATING ENGINEERS LOCAL UNION #3	Union Dues October 2022	1,026.00
10/19/2022	37063	PACIFIC GAS & ELECTRIC	OCTOBER 2022 SERVICE	2,895.92
10/19/2022	37064	RESCO PRINTING	Brochures, DAR 3000, ADA 3000, Sac-Med 3000	2,548.26
10/19/2022	37065	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums November 2022	4,122.40
10/19/2022	37066	SPECIAL DISTRICT RISK MANAGEMENT AUTH	Employee Assistance Program Benefits	236.88
10/19/2022	37067	STATE OF CA - DEPT OF JUSTICE	State & FBI Criminal Background Check	147.00
10/19/2022	37068	UMPQUA BANK	Visa	1,732.35
10/19/2022	37069	VERIZON WIRELESS	Cellular Service-September 2022	1,839.34
10/19/2022	37070	WASTE CONNECTIONS OF CA INC	Clean Self-Haul Disposal	18.75
10/19/2022	37071	EMP. MISC. REIMBURSEMENT	DAR REFUND	20.00
10/19/2022	37072	EMP. MISC. REIMBURSEMENT	DMV PERMIT	85.00
10/19/2022	37073	EMP. MISC. REIMBURSEMENT	DMV PERMIT	85.00
10/28/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #22 CLASSIC	8,196.37
10/28/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #22 PEPPA	9,142.20
10/28/2022	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE OCT. 28, 2022	3,700.61

625,180.01

Total 625,180.01

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: December 1, 2022
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: September and October 2022 Ridership Reports

REQUESTED ACTION:

BY MOTION,

Receive and File the September and October 2022 Ridership Reports

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

For the months of September and October 2022, ridership across all three (3) modes of service continued to trend up despite the ongoing reduction in revenue service. The Caldor Fire in 2021 necessitated the suspension of fixed routes serving the US 50 corridor east of Camino for a significant portion of the reporting period, which accounts for some of the comparative ridership difference, especially on the Tahoe route. Fiscal Year-to-date ridership was up 37% overall.

In September, systemwide passenger trips increased by 41.4% compared to the previous year. Passengers per Revenue Hour increased from 3.4 to 4.5 or 34.4%. Demand Response ridership increased by 39.5%, Local Fixed Route ridership increased by 30.6%, and Commuter ridership increased by 102.5%.

In October, systemwide passenger trips increased by 40.5% compared to the previous year. Passengers per Revenue Hour increased from 3.3 to 4.6 or 40.3%. Demand Response ridership increased by 63.6%, Local Fixed Route ridership increased by 27.3%, and Commuter ridership increased by 84.3%.

The September, October, and Fiscal Year-to-date ridership report summaries are attached, comparing the current fiscal year to the previous fiscal year.

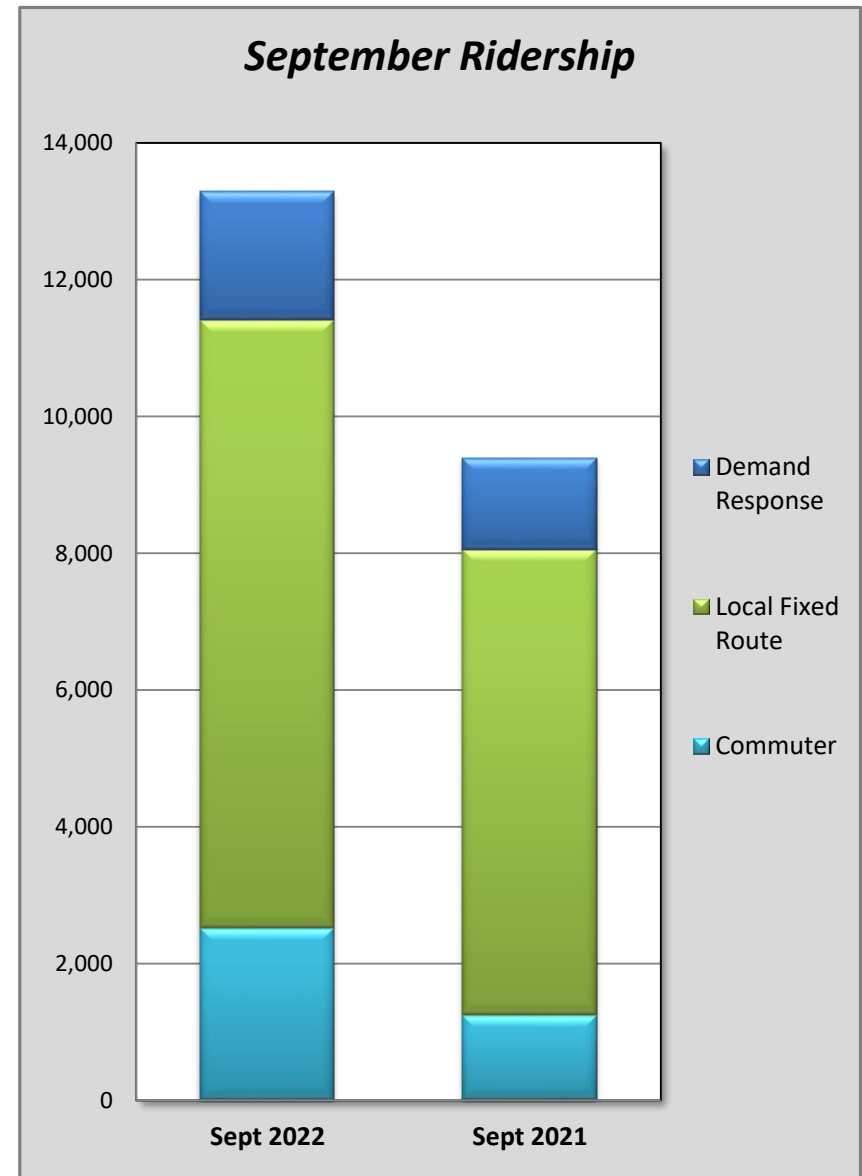
September 2022 Ridership Report

Demand Response	Sept 2022	Sept 2021	% Change
Dial-a-Ride	807	565	42.8%
Sac-Med	12	32	-62.5%
ADA Paratransit	230	235	-2.1%
M.O.R.E.*	547	514	6.4%
Senior Day Care*	0	0	0.0%
My Ride	282	0	100.0%
Total Demand Response	1,878	1,346	39.5%

Local Fixed Route	Sept 2022	Sept 2021	% Change
20 - Placerville	1,451	1,059	37.0%
25 - Saturday Express	0	232	-100.0%
30 - Diamond Springs	1,216	822	47.9%
35 - Diamond Springs Saturday	0	63	-100.0%
40 - Cameron Park	1,005	767	31.0%
50x - 50 Express	3,701	2,907	27.3%
60 - Pollock Pines	1,519	957	58.7%
Total Local Fixed Route	8,892	6,807	30.6%

Commuter	Sept 2022	Sept 2021	% Change
Sacramento Commuter	1,809	1,156	56.5%
Reverse Commuter	18	11	63.6%
Sacramento/Tahoe Connector	690	76	807.9%
Total Commuter	2,517	1,243	102.5%

	Sept 2022	Sept 2021	% Change
Systemwide	13,287	9,396	41.4%
Passengers per Revenue Hour	4.5	3.4	34.4%



*Contracted Services - Ridership Determined by Client Enrollment

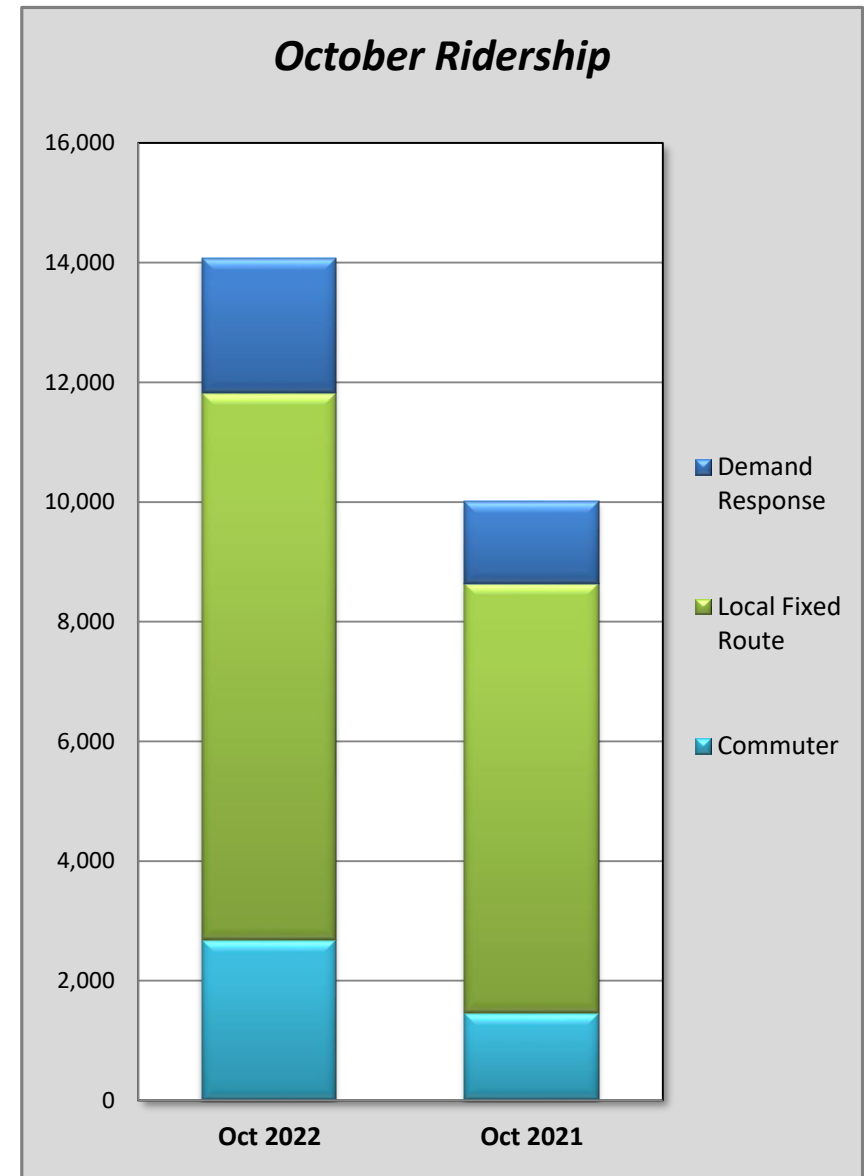
October 2022 Ridership Report

Demand Response	Oct 2022	Oct 2021	% Change
Dial-a-Ride	841	614	37.0%
Sac-Med	19	32	-40.6%
ADA Paratransit	227	221	2.7%
M.O.R.E.*	634	513	23.6%
Senior Day Care*	0	0	0.0%
My Ride	536	0	100.0%
Total Demand Response	2,257	1,380	63.6%

Local Fixed Route	Oct 2022	Oct 2021	% Change
20 - Placerville	1,378	1,057	30.4%
25 - Saturday Express	0	371	-100.0%
30 - Diamond Springs	1,388	824	68.4%
35 - Diamond Springs Saturday	0	113	-100.0%
40 - Cameron Park	1,136	867	31.0%
50x - 50 Express	3,777	2,805	34.7%
60 - Pollock Pines	1,459	1,143	27.6%
Total Local Fixed Route	9,138	7,180	27.3%

Commuter	Oct 2022	Oct 2021	% Change
Sacramento Commuter	1,998	1,123	77.9%
Reverse Commuter	19	4	375.0%
Sacramento/Tahoe Connector	659	325	102.8%
Total Commuter	2,676	1,452	84.3%

	Oct 2022	Oct 2021	% Change
Systemwide	14,071	10,012	40.5%
Passengers per Revenue Hour	4.6	3.3	40.4%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

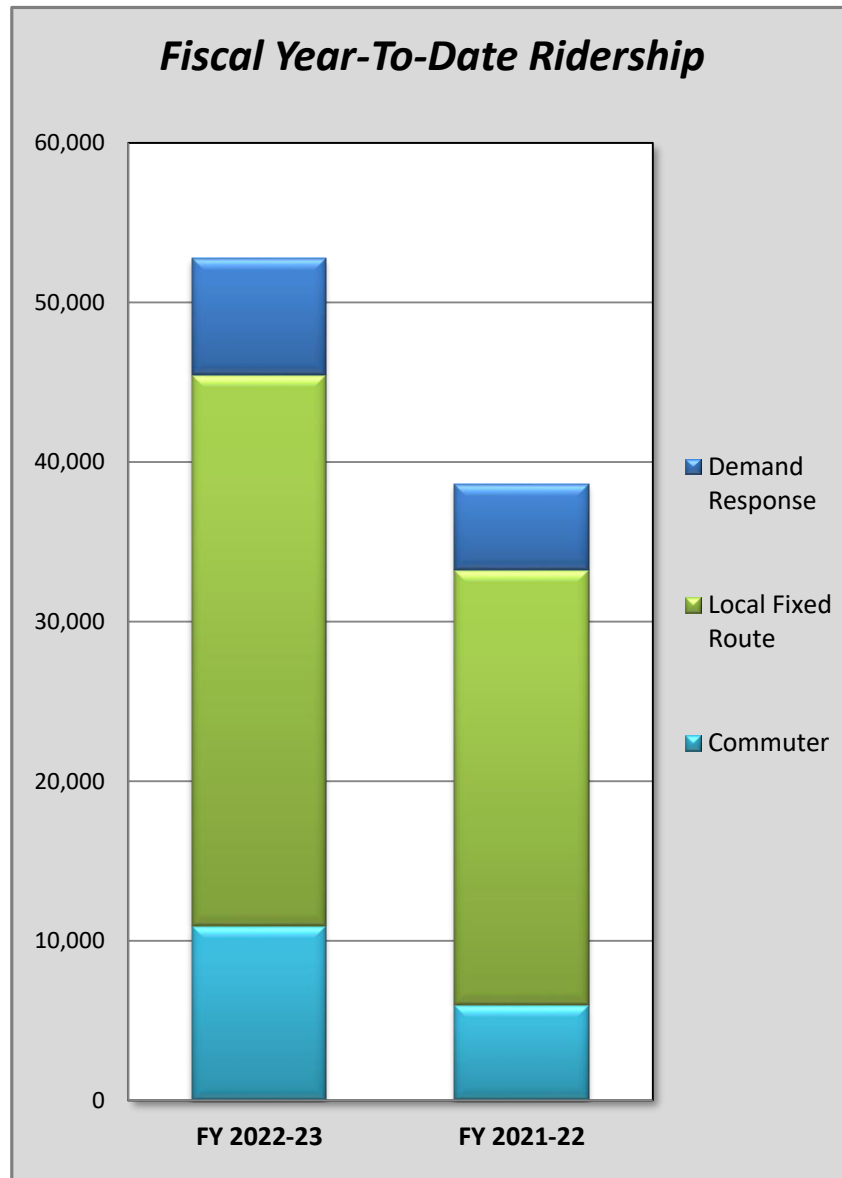
July 2022 - October 2022

Demand Response	FY 2022-23	FY 2021-22	% Change
Dial-a-Ride	3,093	2,295	34.8%
Sac-Med	65	108	-39.8%
ADA Paratransit	907	914	-0.8%
M.O.R.E.*	2,326	2,052	13.4%
Senior Day Care*	0	0	0.0%
My Ride	945	0	100.0%
Total Demand Response	7,336	5,369	36.6%

Local Fixed Route	FY 2022-23	FY 2021-22	% Change
20 - Placerville	5,455	4,127	32.2%
25 - Saturday Express	0	1,154	-100.0%
30 - Diamond Springs	4,464	3,040	46.8%
35 - Diamond Springs Saturday	0	338	-100.0%
40 - Cameron Park	4,160	3,176	31.0%
50x - 50 Express	14,311	11,310	26.5%
60 - Pollock Pines	6,098	4,126	47.8%
Total Local Fixed Route	34,488	27,271	26.5%

Commuter	FY 2022-23	FY 2021-22	% Change
Sacramento Commuter	7,616	4,671	63.0%
Reverse Commuter	74	24	208.3%
Sacramento/Tahoe Connector	3,257	1,293	151.9%
Total Commuter	10,947	5,988	82.8%

	FY 2022-23	FY 2021-22	% Change
Systemwide	52,771	38,628	36.6%
Passengers per Revenue Hour	4.5	3.3	37.5%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: December 1, 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. 22-31 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. 22-31, 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. 22-31**

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 1st day of December 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: December 1, 2022

TO: El Dorado County Transit Authority

FROM: Megan Wilcher, Administrative Coordinator

SUBJECT: El Dorado County Transit Authority Board of Directors
Proposed Meeting Schedule for 2023

REQUESTED ACTION:
BY MOTION,

**Approve the El Dorado County Transit Authority Board of Directors
Meeting Schedule for 2023**

BACKGROUND

According to the El Dorado County Transit Authority (El Dorado Transit) Bylaws 4.1, “The Board of Directors shall have regular meetings at least once every two months. The dates for such meetings shall be determined by the Board.”

El Dorado Transit typically meets the first Thursday of every month at 1:00 P.M. at the County of El Dorado, Board of Supervisor’s Meeting Room, 330 Fair Lane, Building A in Placerville. Due to COVID-19, meetings were held virtually from April 2, 2020, to September 1, 2022. Starting with the October 2022 meeting, El Dorado Transit has adopted a hybrid model of remote and in-person meetings.

DISCUSSION

The proposed 2023 meeting schedule is attached for discussion and direction.

Due to the New Year’s and July 4th holidays, staff recommends cancelling the regular meeting in January and July 2023, respectively.

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED MEETING SCHEDULE FOR 2023**

Proposed Meeting Dates 2023	Comments
Thursday, January 5, 2023	<i>Meeting typically cancelled due to the New Year's holiday</i>
Thursday, February 2, 2023	
Thursday, March 2, 2023	
Thursday, April 6, 2023	
Thursday, May 4, 2023	
Thursday, June 1, 2023	
Thursday, July 6, 2023	<i>Meeting typically cancelled due to the July 4th holiday</i>
Thursday, August 3, 2023	
Thursday, September 7, 2023	<i>Monday September 4th is Labor Day</i>
Thursday, October 5, 2023	
Thursday, November 2, 2023	
Thursday, December 7, 2023	

El Dorado County Transit Authority Board of Director's meetings are held at 1:00 P.M. at County of El Dorado, Board of Supervisor's Meeting Room, 330 Fair Lane, Building A in Placerville.

Note: Dates are tentative pending final meeting calendar approval for City of Placerville City Council and El Dorado County Board of Supervisors.

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: December 1, 2022

TO: El Dorado County Transit Authority

FROM: Christine Parker, Safety Coordinator

SUBJECT: Revisions to the El Dorado County Transit Authority Agency Safety Plan

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 22-34 approving the El Dorado County Transit Authority Agency Safety Plan revisions

BACKGROUND

On July 19, 2018, The Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 CFR Part 673. The PTASP regulation requires recipients and subrecipients of financial assistance under the FTA Section 5307 Urbanized Area Formula Program to develop and maintain an Agency Safety Plan (ASP). The ASP supports application of a proactive, risk-based approach to managing transit safety, including processes and procedures to implement standardized safety management systems. Transit providers were required to have a certified ASP by July 20, 2021.

The El Dorado County Transit Authority ASP was adopted by the Board on November 5, 2020. On November 15, 2021, the Bipartisan Infrastructure Law was signed into law amending the PTASP regulations, with compliance required by December 31, 2022.

DISCUSSION

In accordance with the current Federal PTASP regulations, staff recommends adoption of the attached Resolution No. 22-34 implementing updates to the ASP including formal establishment of a more robust and involved Safety Committee and annual updates to the required safety targets. The Safety Committee is a valuable means to further the commitment to safety performance within all departments of the agency.

A redline version of the updated El Dorado County Transit Authority ASP is attached for Board review and approval.

FISCAL IMPACT

None.

El Dorado County Transit Authority
December 1, 2022

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-34**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY APPROVING THE PUBLIC TRANSPORTATION AGENCY
SAFETY PLAN

WHEREAS, the Federal Transportation Administration (FTA) adopted principles of the Safety Management System for enhancing safety within public transportation in the form of the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 CFR Part 673; and

WHEREAS, FTA requires that all public agencies receiving Section 5307 Federal Funds must establish and implement a PTASP that meets the requirements of 49 CFR Part 673 by December 31, 2020; and

WHEREAS, the last revision to the PTASP was on November 4, 2021; and

WHEREAS, the PTASP must document the processes and activities related to the Agency's Safety Management System and include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan that are shared with the regional Metropolitan Planning Organizations; and

WHEREAS, the PTASP and ongoing updates must be signed by the Accountable Executive and approved by the agency's Board of Directors; and

WHEREAS, El Dorado County Transit Authority has established a written PTASP that complies with all parts of 49 CFR Part 673 and is dedicated to the ongoing support of safety performance through established practices and procedures to identify, mitigate and monitor safety risks; and

NOW, THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority Board of Directors approves and adopts the updated El Dorado County Transit Authority Public Transportation Agency Safety Plan.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 1st day of December 2022, by the following vote of the Board:

AYES: NOES: ABSTAIN: ABSENT:

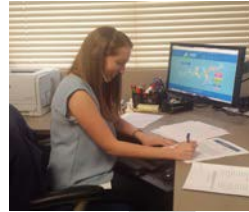
John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board



EL DORADO TRANSIT



Public Transportation Agency Safety Plan (PTASP)

Implemented: 2020

Adopted: ~~November~~ December 14, 2021

Prepared by: El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
(530) 642-5383
www.eldoradotransit.com

DRAFT

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Transit Agency Information

Transit Agency: El Dorado County Transit Authority (Agency)

Transit Agency Address: 6565/6567 Commerce Way
Diamond Springs, CA 95619

Accountable Executive: Matthew Mauk, Executive Director

Chief Safety Officer: Christine Parker, Safety Coordinator

Modes of Service Covered: Commuter Bus, Motor Bus, Demand Response

List of FTA Funding Received: Sections 5307, 5310, 5311 and 5339

El Dorado Transit directly provides service and employs individuals to supply the necessary labor to operate revenue vehicles.

Key Terms

Term	Definition
Accident	Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. (per § 673.5)
Accountable Executive	<p>§ 673.5 Definitions – Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency’s Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency’s Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the agency’s Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.</p> <p>§ 673.23(d)(1) – The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency’s SMS is effectively implemented throughout the agency’s public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency’s SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency’s safety performance cannot be delegated and always rests with the Accountable Executive.</p>

Term	Definition
Chief Safety Officer	<p>§ 673.31 Definitions – Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency’s chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.</p> <p>Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.</p> <p>§ 673.23(d)(2) – The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency’s SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.</p>
Consequence	Consequences are outcomes or what those conditions can cause. Transit agencies should assess the likelihood and severity of the <i>consequences</i> of a hazard, not of the hazard itself (per § 673.5)
Event	Event means any Accident, Incident, or Occurrence. (per § 673.5)
Fatalities	Deaths, excluding suicides or trespassers
Hazard	Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Hazards are conditions. (per § 673.5)
Incident	Incident means an Event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency. (per § 673.5)
Injuries	Not including assaults or injuries due to crimes
Occurrence	Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency. (per § 673.5)
Performance Target	Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA). (per § 673.5)
Safety Event	Reportable derailments, collisions, fires, and evacuations.
Safety Management System	Formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency’s safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards

Term	Definition
Safety Performance Target	Safety performance target means a Performance Target related to safety management activities. (per § 673.5)
Serious Injury	Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. (per § 673.5)
Risk	The composite of predicted severity and likelihood of the potential effect of a hazard
Risk Mitigation	Method or methods to eliminate or reduce the effects of hazards

Resource: National Public Transportation Safety Plan

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Plan Development, Approval, and Updates

Development

El Dorado County Transit Authority drafted this plan. By signature below, the Accountable Executive confirms the development this plan.

Accountable Executive

Date Signed

Approval

The Agency Board of Directors approved this plan as so indicated by the signature of the Board of Directors' Chair on the date noted below and as specified in the El Dorado County Transit Authority Board Meeting Agenda for ~~November~~ December 1-4, 2021 with resolution # ~~22-34~~ 21-26.

Agency Board of Directors Chair

Date Signed

Certification

El Dorado County Transit Authority is responsible for certifying the plan to ensure it meets the requirements set forth by 49 CFR Part 673. The Agency Safety Plan was certified by El Dorado County Transit Authority, on November 5, 2020.

Record of Revisions

Version Number	Section/Pages Affected	Reason For Change	Date Issued
1	1-17	New Document	11/5/2020
2	Safety Performance Targets and minor revisions	Updates	11/4/2021
<u>3</u>	<u>Safety Performance Targets and the addition of the Safety Team</u>	<u>Updates and compliant to Bipartisan Law</u>	<u>12/1/2022</u>

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Annual Review and Update of the Public Transportation Agency Safety Plan (PTASP)

The Agency’s PTASP will be reviewed by the PTASP Committee:

- Annually, each year in July
- And when the Agency:
 - Determines its approach to mitigating safety deficiencies is ineffective
 - Makes significant changes to service delivery
 - Introduces new processes or procedures that may significantly impact safety
 - Changes or re-prioritizes resources available to support Safety Management Systems
 - Significantly changes its organizational structure

Revisions will be submitted to the Board for approval at their regular -November meeting, or as soon as possible thereafter. Amendments to the PTASP will be published to the employees and the public at large in accordance with the Agency’s standard communication process.

The Agency’s PTASP Committee will consist of the Safety Team, and will be presented to the following: ~~the~~ Accountable Executive, Safety Coordinator, Operations Manager, Maintenance and Facilities Supervisor, ~~Marketing and Planning~~ Planning and Marketing Manager, Transit Operations Supervisor(s), Finance Manager, Human Resources Manager.

Safety Performance Targets

The Agency will develop safety performance targets that will be reviewed and updated annually, if needed. The specific performance targets are based on the safety performance measures established under the *National Public Transportation Safety Plan* and any additional performance goals set by the Agency. 21/22 fiscal year targets are based on a ~~5-year~~5-year trend and System Reliability is based on a 3-year trend.

Safety Performance Targets

2020/2021 2021/2022 Results							
Mode of Transit Service	Fatalities	Fatalities (per 100k miles)	Injuries	Injuries (per 100k miles)	Safety Events	Safety Event (per 100k miles)	*System Reliability
Demand Response (DR)	0	0	0	0	0	0	77,924 44,0 36 mi.
Motor Bus (MB)	0	0	0	0	0	0	25,020 21,5 53 mi.
Commuter Bus (CB)	0	0	0	0	0	0	21,996 12,3 58 mi.
2020/2021 2022-2023 Targets							
Mode of Transit Service	Fatalities	Fatalities (per 100k miles)	Injuries	Injuries (per 100k miles)	Safety Events	Safety Event (per 100k miles)	*System Reliability
Demand Response (DR)	0	0	1 .8	..12259 088	1 .6	..12259 066	43,843 51,5 54 mi.
Motor Bus (MB)	0	0	1	.12559 .10	1	.12259 109	19,084 2069 2 mi.
Commuter Bus (Bus)	0	0	0	0	.2	.12259 022	21,162 1955 9 mi

*measured in service miles between major vehicle malfunctions

Safety Performance Target Coordination

After Board approval, Safety Performance Targets and other necessary information will be submitted to Sacramento Area Council of Governments (SACOG) and the California Department of Transportation annually.

Targets Transmitted to the State	State Entity Name	Dates Targets Transmitted
	California Department of Transportation (Caltrans)	11/12/04/2022 4/2021
Targets Transmitted to the Metropolitan Planning Organization	Metropolitan Planning Organization Name	Dates Targets Transmitted
	Sacramento Area Council of Governments	12/04/11/0/2022 4/2021

Safety Management Policy

Safety Management Policy Statement

El Dorado Transit is committed to Safety Management as a systematic and comprehensive approach to identifying safety hazards and risks associated with transit system operations and related maintenance activities. El Dorado Transit will maintain an active Safety Management System (SMS) that encourages the open sharing of information on all safety issues. To continue a culture of safety, we expect all employees to report their safety concerns to agency management and not to compromise safety for the sake of completing the job.

Our overall safety objective is to proactively manage safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations. To that end, we will continuously examine our operations for hazards. We will establish a non-punitive employee safety reporting program, train staff on safety management, document our findings and safety risk mitigations, and strive for continuous improvement of our safety performance.

As required by the Federal Transit Administration, we have established annual safety performance targets to help us measure the safety of our transit service.

In addition, to address our overall safety objective, we will conduct hazard identification workshops with all frontline, supervisory, and management personnel during this calendar year. We will also work to increase the annual number of voluntary reports received from employees by 10 percent and actively track our safety risk mitigations. To ensure we meet this objective, our safety department will report out each quarter to our entire agency on the number of:

- Hazard identification workshops carried out in the quarter
- Number and type of hazard reports received per employee in the quarter versus the same quarter last year
- Number and type of safety risk mitigations implementation in the quarter.

Ultimate responsibility for safety at El Dorado Transit rests with the Accountable Executive.

Responsibility for making our operations safer for everyone lies with each one of us, from executive management to frontline employees. Each manager is responsible for implementing the SMS in their area of responsibility and will be held accountable to ensure all reasonable steps are taken to perform activities established as part of the SMS.

Safety Management Policy Communication

The Safety Management Policy was first shared with employees in October 2020. The Safety Management Policy is posted on the safety boards in the Operations and Maintenance departments. Additionally, El Dorado Transit provided the Safety Management Policy on the website in November 5, 2020.

To ensure new hires understand the importance of safety and our Safety Management process, new hire orientation includes distribution and training of our Safety Management Policy. Ongoing training and refresher training will continue annually and/or on an as needed basis.

Authorities, Accountabilities, and Responsibilities

Accountable Executive

Our Accountable Executive provided input during development of the draft policy and reviewed it following development. The Accountable Executive then submitted the policy to the Agency Board of Directors for approval. Once their approval was given, the Accountable Executive signed the policy. Additional responsibilities include, but are not limited to:

- Decision-making about resources (e.g., people and funds) to support asset management, SMS activities, and capital investments
- Signing SMS implementation planning documents
- Endorsing SMS implementation

Chief Safety Officer

Our Chief Safety Officer was the lead in developing the Safety Management Policy. Our Chief Safety Officer worked with managers, supervisors, and staff to develop the plan. Our Chief Safety Officer was the team's liaison with the Accountable Executive. The Chief Safety Officer's duties include, but are not limited to:

- Developing and maintaining SMS documentation
- Directing hazard identification and safety risk assessment
- Monitoring safety risk mitigation activities
- Providing periodic reports on safety performance
- Briefing the Accountable Executive on SMS implementation progress
- Planning safety management training

Safety Team

El Dorado Transit understands the value of how a safety team can contribute to the overall safety performance of the agency and a stronger relationship between frontline staff and management. The Safety Team consists of operators, maintenance staff, supervisors, management, and the safety coordinator and will meet 8-12 times a year.

The Safety Team is designed to maximize the two-way communication by fostering a collaborative work environment to increase safety and buy in for the agency. The meetings will allow for current safety trends, industry trends, policies and procedures discussions and improve the risk assessment and mitigation process.

The Safety Team Duties include, but are not limited to:

- Conduct regularly scheduled and documented meetings

- [Recognize, review, and evaluate potential and current hazards and assist with risk assessment and mitigation](#)
- [Monitor and evaluate the effectiveness of safety recommendations and improvements](#)
- [Assist with encouraging employees to commit to working safely, promote a safe environment and actively continue to learn safety.](#)

Agency Leadership and Employees

All agency leaders have authority and responsibilities for day-to-day SMS implementation and operation of the SMS under this plan. El Dorado Transit's agency leadership is comprised of the following:

- Operations Manager
- Human Resources Manager
- Finance Manager
- Planning and Marketing Manager
- Transit Operation Supervisor
- [Maintenance and Facilities Supervisor](#)

Agency leadership must take an active role in the Safety Risk Management process and ensure that Safety Assurance functions are adequately supported. Agency leadership is also responsible for ensuring that Safety Risk Management is being performed in their operational areas of control so that safety risk associated with safety hazards is assessed and mitigated.

In addition, all employees and contractors will support safety management by ensuring that safety concerns are identified and reported.

Employee Reporting Program

Identifying hazards through audits and evaluations can provide necessary data and initiates hazard assessment. However, to fully comprehend the hazards employees experience daily, an employee reporting program has been established. Any employee can self-report in the following methods:

- Verbal or written safety report to Safety Coordinator, Manager, Supervisor
- Anonymous report
- Safety Team Meetings
- Operator Meetings
- Reports over the radio through dispatch
- Email

Examples of information typically reported include:

- Safety concerns in the operation environment
- Policies and procedures that are not working as intended
- Events that senior managers might not otherwise know about
- Information about why a safety event occurred (for example, radio communication challenges)

On a regular basis, the Chief Safety Officer reviews the dispatch logs, checks the comment box and documents identified safety conditions in the Safety Risk Register. The Chief Safety Officer will review and address each employee report ensuring that hazards and their consequences are appropriately identified and resolved through the Safety Risk Management and that reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process. The Safety Team will assist with reviews as needed.

El Dorado Transit's Chief Safety Officer discusses actions taken to address reported safety conditions during the quarterly all-staff meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee follows up directly with the employee whether actions are or are not taken.

Non-Punitive Reporting Policy

El Dorado Transit is committed to the safest transit operating standards practicable. To achieve this, it is imperative that El Dorado Transit encourage reporting of all safety events that may compromise safe operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal.

This policy shall not apply to information received by El Dorado Transit from a source other than the employee, or that involves an illegal act, or a deliberate or willful disregard of rules, regulations, or agency policies or procedures.

Safety Risk Management

At El Dorado Transit, safety can be achieved through teamwork. El Dorado Transit uses the Safety Risk Management Process (SRM) as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. Hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to senior leadership. The SRM allows for examination of what could cause harm and determine mitigations to minimize the risk.

The SRM process applies to all elements of our system including operations, maintenance, facilities, vehicles, recruitment, training, and supervision. Chief Safety Officer leads the SRM process with assistance of safety team and other experts in the field, as necessary. The results are documented in the Safety Risk Register.

Safety Hazard Identification

Establishing an effective hazard identification program is fundamental to safety management at El Dorado Transit. Hazard identification can be reactive or proactive in nature. Safety event reporting, incident investigation, and trend monitoring are essentially reactive. Other hazard identification methods proactively seek feedback through data collection, observation, and day-to-day operations analysis. Common hazard identification activities include, but are not limited to:

- Operator Evaluations
- Safety assessments

- Trend monitoring
 - Safety Events
 - Worker's Compensation Claims
 - Liability Claims
- [Industry Trends](#)
- [Local Trends](#)
- Hazard and safety event reporting (with causal factor analysis)
- Safety audits
- Inspections
 - Routine Maintenance
 - Vehicle Pre/Post trips
 - Bus Stop
 - Facility
- Evaluating customer suggestions and complaints
- Industry Publications and Oversight Authorities such as the Federal Transit Administration (FTA)

Safety Risk Management Process

Inspections are conducted and are an important source of information about hazards. Results from inspections assist in identifying areas where mitigation designs to manage safety risks are not being carried out as required, or gaps in standard operating procedures. Inspections include personnel, vehicles, facilities, and data that identify potential safety concerns or issues. Inspections focus on:

- Compliance checks, which may identify the following:
 - Non-compliance with safety rules
 - Challenges in complying with safety rules; and
 - Emerging practices
- Operations personnel fitness-for-duty checks, which may identify:
 - Impairment
 - Fatigue
 - Absence of corrective lenses
 - Apparent injuries
 - Uniform or equipment issues
- Radio or digital communication checks, which may identify radio failures, dead spots, and areas of high interference
- Review Employee Pull Notice (EPN) which may identify driver non-compliance with driving regulations and requirements.
- Pre-trip inspections, which may identify instances of a bus beginning revenue service after failing a pre-trip inspection
- Vehicle inspection, which may identify a series of defects in components and parts with the potential to impact the safety performance of the vehicle
- Facilities inspections, which may identify conditions with the potential to impact safety

Safety Risk Assessment

El Dorado Transit assesses safety risk associated with identified safety hazards using safety risk assessment process. The assessment includes placing importance on likelihood and severity of the consequences of the hazards, including existing mitigation, and prioritizing hazards based on safety risk.

The Chief Safety Officer, with the assistance of field experts (e.g., operations staff, Safety Team members, department heads, FTA etc.) conducts risk assessments using the Safety Risk Matrix. The matrix is a tool to assess a hazard rating of High, Medium, or Low by using a combination of one severity category and one likelihood level. By categorizing the hazard rating, El Dorado Transit can prioritize mitigation based on the associated safety risk. See the following Risk Assessment Matrix:

Risk Assessment Matrix				
Likelihood	Severity			
	1 (Catastrophic)	2 (Critical)	3 (Marginal)	4 (Negligible)
A (Frequent)	1A	2A	3A	4A
B (Probable)	1B	2B	3B	4B
C (Occasional)	1C	2C	3C	4C
D (Remote)	1D	2D	3D	4D
E (Improbable)	1E	2E	3E	4E

Risk Assessment Matrix Color Code	
<i>"Tolerability" based on identified severity and likelihood.</i>	
	Unacceptable under the existing circumstances.
	Acceptable based upon mitigations.
	Acceptable with senior management approval.

Once the safety risk assessment has been completed, the Chief Safety Officer will complete all necessary recordings in the Safety Risk Register. All assessments are documented and must be kept for a minimum of three years.

Safety Risk Mitigation

The Accountable Executive, Operations Manager and Chief Safety Officer will review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on assessments and recommendations by the Chief Safety Officer and expert staff. The Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register and provides updates to staff and the Safety

Team regularly. The Safety Risk Register will document any specific measure or activities such as reviews, observations, or audits that are conducted to monitor the effectiveness of mitigations once implemented.

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Safety Assurance

El Dorado Transit understands practical drift and how it can be detrimental to the safety of El Dorado Transit. Practical drift is where actual performance varies from ‘ideal’ or designed performance and can arise from several factors, including unrealistic procedures and technology that does not always operate as designed. To avoid practical drift, staff employs the following to ensure Safety Assurance on an ongoing basis:

- Evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk
- Assess the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended
- Investigates safety events to identify causal factors
- Analyzes information from safety reporting including data about safety failures, defects, or conditions.

Safety Performance Monitoring and Measurement

El Dorado Transit monitors its entire transit system for compliance with operations and maintenance procedures including:

- Safety audits
- Informal/formal inspections
- Review of onboard camera footage to assess specific incidents
- Employee Reporting Program
- Investigations of safety occurrences
- Safety review prior to the launch or medication of any facet of service
- Daily data gathering and monitoring of data related to the delivery of service
- Regular vehicle inspections and preventative maintenance

On at least a quarterly basis, the Chief Safety Officer compares results from the processes listed above against recent performance trends to determine where action needs to be taken. The Chief Safety Officer enters any identified, non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation.

Activities to Monitor Operations

El Dorado Transit monitors safety risk mitigations to determine if they have been implemented and are appropriate and effective. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The process for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more processes for monitoring safety risk mitigations as part of the mitigation implementation process. Monitoring activities are completed by the appropriate staff and/or Chief Safety Officer. Monitoring may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will use existing processes and activities if possible before developing and utilizing new information collection activities.

The Safety Team will assist in reviewing implementation of safety risk mitigations during Safety Team meetings and determine if mitigations are working as intended. If the implemented mitigation is not working as intended, the Safety Team will discuss and propose other mitigations. The Chief Safety Officer will approve or modify and propose the updated potential mitigations to Management for further review and approval.

The Chief Safety Officer works with necessary staff to carry out and document all monitoring activities.

Casual Factor Activities

El Dorado Transit investigates, documents and determines causal factors for events including accidents, incidents and occurrences that result in a trend or significant safety event. A trend is typically three unrelated events with similar locations or outcomes. A significant safety event is an event that may have resulted in major damage, injury, or fatality. Any event can lead to a causal factor determination including vehicle events, passenger events and employee events regardless of a trend or a significant safety event, if the Chief Safety Officer or designee determines an investigation is necessary.

To find causal and contributing factors, fact finding typically includes reviewing the following data sources regarding employees, vehicles, and the operating environment:

- Training records
- Vehicle maintenance records
- Pre-trip records
- Circumstances specific to the event
- Safety event trends
- Interviewing relevant staff
- Investigation results
- Industry

The Chief Safety Officer maintains all documentation of the investigation processes, forms, checklists, activities, and results. Events investigated for causal factors are reviewed and discussed typically with Transit Operation's Supervisor, Maintenance and Facilities Supervisor, Operations Manager, and Accountable Executive. If other parties such as Human Resources, Planning and Marketing, or labor representatives are involved with causal factors, they are included in the review.

During the review of a safety event, the following will be discussed:

- Accident determination which includes Preventable and Chargeable; Preventable and Non-Chargeable; Non- Preventable and Non-Chargeable
- Appropriate discipline or retraining, if necessary
- Any causal factor(s) indicating that a safety hazard contributed to or was present during the event; and
- Any apparent underlying organizational causal factors beyond just individual employee behavior

All safety events are categorized into accident, incident, or occurrence, but not all safety events go through causal factor activities.

Internal Safety Reporting Program Activities

The Chief Safety Officer routinely reviews safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer ensures that the concerns are investigated or analyzed through El Dorado Transit's SRM process.

The Chief Safety Officer also reviews internal and external reviews which include audits, inspections and assessments and identifies findings concerning El Dorado Transit's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Safety Promotion

Competencies and Training

Employees directly responsible for safety need to complete training to be able to fulfill their safety-related roles and responsibilities. These positions include the following:

- Transit Operators
- Transit Dispatchers
- Maintenance Technicians
- Equipment Technicians
- Managers and Supervisors
- Chief Safety Officer
- Accountable Executive

Initial training will be completed at hire and/or assignment, and refresher training will be provided when behaviors indicate a need, and/or there are changes to the PTASP, operations, procedures, organizational structure, and when new hazards are identified and mitigation measures are developed.

Safety Communication

El Dorado Transit recognizes communication between management and staff is key to a successful health and safety program. The Chief Safety Officer will oversee safety communication activities.

Communicating safety and safety performance information throughout the agency: Quarterly updates will be presented to staff and management in all staff meetings. Safety bulletins and flyers will be updated often on the safety boards in the maintenance break room and operator break room. Information typically will include relevant safety topics, summary of safety performance, updates to the PTASP, and information which may affect safety.

Communicating information on hazards, safety risks relevant to employee's roles and responsibilities throughout the agency: The new hire training orientation will include distribution of safety policies and procedures to all relevant employees. This is in the form of the Personnel

Policy and Procedure Manual and Operator Handbook. Trainings on safety policies and procedures are completed in initial training and occur regularly in Verification of Transit Training (VTT) and refresher training for Operators, Dispatchers and Maintenance staff.

Safety action taken in response to reports submitted through the Employee Reporting Program: Communication is shared in the following manor:

- Safety Trainings/VTT will be scheduled often to discuss safety topics and refresh safety policies and procedures.
- Tailgate meetings
- Safety meetings
- Safety bulletin boards
- Posters
- Annual reports to the Board of Directors

Record Keeping

El Dorado Transit will maintain documentation related to the implementation of its SMS; the programs, policies and procedures used to carry out this PTASP; and the results from its SMS processes and activities for a minimum of three years. They will be available to the FTA or other Federal or Oversight entities upon request. Examples of resources and documentation used in the implementation and to continue the policies of the SMS may include but are not limited to the following:

- Personnel Policies and Procedures
- Operator's Handbook
- Best Practices
- Accident Investigation
- Incident forms
- Risk Register
- Safety Analysis'
- Accident Data
- Maintenance Data

Reference

Commonly used Acronyms

Acronym	Word or Phrase
Caltrans	California Department of Transportation
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
PTASP	Public Transportation Agency Safety Plan
SACOG	Sacramento Area Council of Governments
SMS	Safety Management System
SRM	Safety Risk Management
VTT	Verification of Transit Training

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Safety and Security Quick Reference Guide

<p>Reportable Event: A safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility or rail yard, during a transit-related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property, collisions that occur while travelling to or from a transit-related maintenance activity, collisions involving a supervisor car, or other transit service vehicle operating on public roads.</p> <p>Alaska (AR) and Commuter rail (CR) modes report only SECURITY events that meet a Major event threshold.</p>	
S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
MAJOR THRESHOLDS	NON-MAJOR THRESHOLDS
<p>An event meeting the reportable event definition AND meeting <i>one or more</i> of the following reporting thresholds:</p> <ul style="list-style-type: none"> • A fatality confirmed within 30 days (including suicide) • An injury requiring transport away from the scene for medical attention for one or more persons (partial exception in the case of Other Safety Events) • Estimated property damage equal to or exceeding \$25,000 • An evacuation for life safety reasons • Collisions involving transit roadway revenue vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle <p>Reports are due within 30 days of the date of the event.</p>	<p>Less severe Other Safety Occurrence Not Otherwise Classified (OSONOC) injuries meeting the reportable event definition that is NOT a result of a collision, derailment, evacuation, security event, hazmat spill, or Act of God and non-major fires.</p> <p>OSONOC:</p> <ul style="list-style-type: none"> • Single injury event requiring transport away from the scene for medical attention (do not report “minor” collisions on S&S-50) <p>Fires:</p> <ul style="list-style-type: none"> • Requires suppression that does not meet a major incident reporting threshold <i>injury, fatality, evacuation, or property damage of \$25,000 or more</i> <p>Reports due by the end of the following month (e.g., January data due by end of February)</p>
S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
EVENT TYPES	EVENT TYPES

<ul style="list-style-type: none"> • A collision (including suicide/attempted suicide) • A fire • A hazardous material spill (requires <i>specialized</i> clean-up) • Acts of God (nature) • System security: <ul style="list-style-type: none"> ○ Arson ○ Bomb threat/bombing ○ Burglary/vandalism ○ Chemical/biological/radiological/nuclear release ○ Cyber security event ○ Hijacking ○ Sabotage ○ Suspicious package ○ Other security event (shots fired, projectiles, etc.) • Personal Security: <ul style="list-style-type: none"> ○ Assault ○ Homicide ○ Robbery ○ Larceny/theft ○ Motor vehicle theft ○ Rape ○ Other personal security events (non-collision suicide/attempted suicide, etc.) • OSONOC (two injuries and/or another threshold) <ul style="list-style-type: none"> ○ Miscellaneous events that meet a threshold 	<p>OSONOC:</p> <p>Injury due to:</p> <ul style="list-style-type: none"> • Slip/trip • Fall <ul style="list-style-type: none"> ○ Including person making contact with a non-moving transit vehicle • Injury to maintenance workers • Boarding/alighting • Electric shock/burns • Abrupt or evasive transit vehicle maneuvers • Mobility device (e.g. wheelchair) securement issues • Injury sustained on a mobility device lift • Stairs/elevator/escalator injury <p>Fire:</p> <ul style="list-style-type: none"> • Requires suppression but no major threshold is met <ul style="list-style-type: none"> ○ Small fire in transit station ○ Small engine fire on transit vehicle
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Resources- National Transit Data Base

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: December 1, 2022

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Contract Award in Response to Request for Quotations (RFQ)
#22-01 Park and Ride Master Plan Update

REQUESTED ACTION:
BY MOTION,

1. Award Contract for the Performance of a Park and Ride Master Plan Update per RFQ # 22-01
2. Authorize Executive Director to execute all documents required for project completion

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) currently uses park and ride facilities on the western slope of El Dorado County for Commuter and Local Fixed Route bus services. El Dorado Transit utilizes a Park and Ride Master Plan (plan) as a reference for grant applications and as a planning tool.

DISCUSSION

The most recent Park and Ride Master Plan was completed in 2017. Since that time, the County Line Multi-Modal Transit Center report was completed in 2019 and the County Line Design Report was completed in 2020. In addition, progress has been made toward design of the Bass Lake Hills Park and Ride. El Dorado Transit issued a RFQ to have a consultant update the plan to include the additional studies and designs, the RFQ is available for review at <http://www.eldoradotransit.com/board-meeting/december-1-2022>

El Dorado Transit staff received two (2) proposals in response to RFQ# 22-01. Both consulting firms submitted well thought out, detailed proposals which highlighted the company's experience relative to the proposed project scopes. The proposals were clear and concise and indicated an understanding of the project requirements.

Scoring for the proposals was comprised of a quantitative content evaluation and verbal interview with a maximum possible score of one-hundred forty (140) points. The following table details the total score for each proposal and the cost.

Proposer	LSC Transportation Consultants	Green DOT Transportation Solutions
Score	127	126
Cost	\$73,650	\$71,240

Although both consultants provided detailed proposals and competitive pricing within budget, staff recommends award of the contract to LSC Transportation Consultants as the proposer with the highest scores on the quantitative content evaluation and verbal interview.

FISCAL IMPACT

COST SUMMARY (ESTIMATE)

	<u>Budget</u>
Park and Ride Master Plan Update	\$75,000
Contingency 10%	<u>\$ 7,500</u>
<i>Total Project Cost</i>	<i>\$82,500</i>

FUNDING SOURCES

Transportation Development Act	<u>\$82,500</u>
<i>Total Revenues</i>	<i>\$82,500</i>

AGENDA ITEM 1 H
Consent Item

MEMORANDUM

DATE: December 1, 2022

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Fiscal Year 2021/22 Independent Financial Audit, Single Audit and Compliance Reports

REQUESTED ACTION:

BY MOTION,

Receive and File the Fiscal Year 2021/22 Independent Financial Audit, Single Audit and Compliance Reports for the El Dorado County Transit Authority

BACKGROUND

The El Dorado County Transportation Commission (EDCTC) is responsible to ensure that the El Dorado County Transit Authority (El Dorado Transit), as a Transportation Development Act (TDA) claimant, annually submits an independent financial audit per Public Utilities Commission Code 99245. The fiscal and compliance audits are performed in accordance with Generally Accepted Accounting Principles by a certified public accounting firm and include a determination of compliance with TDA rules and regulations. The El Dorado Transit Fiscal Year (FY) 2021/22 Compliance Audit and Single Audit are included in the EDCTC Overall Work Program.

EDCTC awarded a contract to Richardson & Company to produce compliance audits and reports for all FY 2021/22 TDA claimants including El Dorado Transit.

DISCUSSION

Ingrid Shepline of Richardson & Company presented the Financial and Compliance audits to staff and the Ad Hoc Audit Review Committee comprised of Chair John Hidahl and Vice Chair Jackie Neau on November 21, 2022. Discussion items included the following:

Richardson & Company reports that El Dorado Transit received a clean opinion under the generally accepted auditing standards.

There were two (2) proposed journal entry adjustments made by the auditors to correct deferred inflows and outflows of Other Post-Employment Benefits (OPEB) to match the actuarial valuation.

Prior year findings of a Significant Deficiency to the Schedule of Expenditures of Federal Awards (SEFA) have been resolved. Pg. 48

Included in the Audited Financial Statements are Financial Audit and Compliance Reports.

FINANCIAL AUDIT

El Dorado Transit staff is pleased to report that the FY 2021/22 Independent Financial Audit has identified no material weaknesses.

The financial audit is a measure of financial activity and compliance with government code during the given fiscal period. Highlights include net assets of El Dorado Transit exceeding its liabilities by \$13,737,669 with unrestricted net assets of \$1,672,718. It is the opinion of management that the unrestricted net assets indicate a good fiscal condition for El Dorado Transit.

COMPLIANCE REPORT

The audit report states with regard to the laws, regulations and provisions of the TDA, the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) and the Low Carbon-Transit Operations Program (LCTOP) applicable to El Dorado Transit, “The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*, or the TDA or State grant program requirements.”

SINGLE AUDIT

The Single Audit is a supplementary report of internal control over federal program financial reporting and compliance based on an audit of financial statements performed in accordance with government auditing standards. The primary function of a Single Audit is to review internal controls, purchasing procedures and reporting standards of agencies receiving federal grant funds. The trigger for conducting a Single Audit is an agency receiving over \$750,000 of federal funding in one fiscal year. El Dorado Transit received \$1,794,156 in federal funding during FY 2021/22 including three (3) operating assistance grants, two (2) preventative maintenance grants and one (1) capital assistance grant for bus washer retrofit.

El Dorado Transit is reporting that the FY 2021/22 Independent Single Audit identified no material weaknesses in internal control over compliance.

Following Board acceptance, the full FY 2021/22 Independent Financial Audit Report will be available on El Dorado Transit’s website and will be made available for public review upon request at El Dorado Transit’s offices during normal business hours.

AGENDA ITEM 1 I
Consent Item

MEMORANDUM

DATE: December 1, 2022
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: Proposed Revisions to the **El Dorado County Transit Authority Personnel Policies and Procedures Manual**

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 22-30 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual with regard to policy revisions and additions

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) reviews its policies and procedures regularly for compliance with current state and federal laws, clarification of current policy language, as well as consideration of new policies and procedures based on best industry practices.

DISCUSSION

The most notable recommended revisions are noted in the attached document with bold and underline text. There is a strikethrough on items to be deleted. All other changes include formatting updates and grammatical errors. The full document of the El Dorado County Transit Authority Personnel Policies and Procedures Manual is available for review on our website or at the El Dorado Transit administrative office during normal business hours.

FISCAL IMPACT

None.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-30**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY
UPDATING THE PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, one of the El Dorado County Transit Authority (“El Dorado Transit”) key governance policies is the Personnel Policies and Procedures Manual (“Policies”); and

WHEREAS, the last revision to the Policy was on December 2, 2021; and

WHEREAS, the proposed Policy includes clarifications and revisions needed to comply with updated laws and regulations and incorporate Board approved policy changes.

WHEREAS, the proposed Policy has been updated to include all federal and state laws; and

WHEREAS, the proposed Policy improves readability and ease of use; and

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

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 1st day of December 2022, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

ARTICLE 2 – DRUG AND ALCOHOL POLICY

H. Testing Requirements

- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for confirmed positive, substitute or adulterated rest result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory ~~rest-test~~ result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to El Dorado Transit. If a legitimate explanation is found, the MRO will report the test result as negative.

Q. RESULT OF DRUG/ALCOHOL TEST

- 5) The second instance of a verified positive drug or alcohol (≥ 0.04 BAC) test result on a random test shall result in termination from El Dorado Transit employment.
- 8) The cost of any treatment or rehabilitation services will be paid directly by the employee or the employee's insurance provider. The employee will be permitted to use accrued sick leave or administrative leave to participate in the prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the employee has successfully completed the required treatment program and has been released to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act [if eligible](#).

Safety Sensitive Employees Subject to Testing

Custodian
[Dispatch Supervisor](#)
Equipment Technician I & II
Operations Manager
Planning & Marketing Manager
Maintenance & Facilities Supervisor
Maintenance Technician
Safety Coordinator
Transit Dispatcher
Transit Operator

ARTICLE 4 – SPECIAL PAYS

4.7 Uniform Allowance

[Transit](#) Operation Supervisors, [Dispatch Supervisor](#) and Transit Dispatchers are required to wear a uniform and will be provided the following items annually on a fiscal year basis:

[Transit Operations Supervisors](#) & [Dispatch Supervisors](#): _____

[Transit Dispatchers](#):

6 – Shirts

2 – Pants*

1 – Jacket or Optional Item**

_____ 4 – Shirts

_____ 2 – Pants*

_____ 1 – Jacket or Optional Item**

ARTICLE 5 – PAID AND UNPAID LEAVE POLICIES

5.14 California Family Rights Act (CFRA)

Under the California Family Rights Act (CFRA) an eligible employee is entitled to up to twelve (12) weeks of unpaid family/medical leave within any twelve (12) month period. The total amount of leave taken is twelve (12) workweeks in a twelve (12) month period, unless the employee is qualified for additional time for a disability due to pregnancy, childbirth, or related medical condition. The twelve (12) month period begins with the first day leave is taken. At the leave's conclusion, the employee will be restored to the same or an equivalent position, except as otherwise required by law or policy.

This leave does not run concurrently with leave provided under the California Pregnancy Disability Act. However, this leave may run concurrently with some leaves that qualify under the Federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

Eligible Employees

To be eligible for a leave under CFRA the employee must:

1. Have worked for El Dorado Transit for at least twelve (12) months; and
2. Have worked at least 1,250 hours in the last twelve (12) months prior to taking CFRA

Reasons For Leave

The employee may take family/medical leave for any of the following reasons:

1. Birth of the employee's or the employee's registered domestic partner's child, or to care for a newly born child; or
2. Placement of a child with the employee and/or the employee's registered domestic partner for adoption or foster care; or
3. To care for a family member to include spouse, registered domestic partner, child (including adult child), registered domestic partner's child, parent, parent-in-law, grandparent, grandchild, ~~or sibling~~ or designated person with a serious health condition; or

ARTICLE 6– EMPLOYMENT BENEFITS

6.2 Health Benefits/Eligibility

Eligible full-time and part-time employees may enroll in an El Dorado Transit sponsored benefit plan on the first of the month following their date of hire or as allowed per insurance summary plans. Employees may elect to receive medical, dental and vision benefits under El Dorado Transit Employee Health Care Plan(s).

The goal of El Dorado Transit is to manage impacts of health plan costs based on both the agency's budget and fluctuating health care costs.

El Dorado Transit shall annually adopt by resolution the cost sharing for health insurance premium contribution rates. El Dorado Transit's contributions shall be 80% and the employee's contribution shall be 20% of the premium. El Dorado Transit shall adjust their contribution based on any premium change for the new calendar using the PERS ~~Choice~~ Platinum plan rate. El Dorado Transit's premium contributions may be adjusted due on budgetary constraints and adopted by resolution.

AGENDA ITEM 1 J
Consent Item

MEMORANDUM

DATE: December 1, 2022
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Title VI Program Update

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 22-32 approving the update of the El Dorado County Transit Authority Title VI Program**
2. **Authorize Executive Director to execute all documents necessary for implementation of the Title VI Program**

BACKGROUND

As a recipient of Federal Transit Administration (FTA) Funds, the El Dorado County Transit Authority (El Dorado Transit) is required to comply with Title VI of the Civil Rights Act of 1964, and the implementing regulations which provide that no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program, activity or service that receives Federal financial assistance.

DISCUSSION

El Dorado Transit initially implemented the Title VI Program on May 26, 1988 and most recently revised it on December 5, 2019. El Dorado Transit is required to review the Title VI Program every three (3) years to confirm compliance with all regulations.

The proposed Title VI Program includes provisions required for compliance with FTA Circular 4702.1B. In addition, as El Dorado Transit is a sub-recipient of Caltrans for FTA funding, Caltrans must approve the final Title VI Program document. Attachment F of the Title VI Program is included with changes tracked as it was the only section that required updates to reflect current route schedules and the addition of the Sacramento Tahoe Connector Route.

El Dorado Transit staff recommends adoption of Resolution No. 22-32 approving the update of the Title VI Program and authorizing the Executive Director to execute all documents necessary for implementation of the Title VI Program.

Attachment F



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY (EL DORADO TRANSIT) SYSTEM PERFORMANCE STANDARDS

El Dorado Transit currently reports the following Transit Development Act (TDA) mandated Key Performance Measures:

Passenger Fares
Operating Expenses
Farebox Recovery Ratio (FBR)
Operating Cost/Passenger
Operating Cost/Revenue Hour
Operating Cost/Revenue Mile
Passenger Trips/Revenue Hour
Road Calls
Average Fare per Passenger
Employees/Full-Time Equivalent (FTE)

VEHICLE LOAD STANDARDS BY MODE

The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 30 passengers for a 25-foot cut-away bus, 39 passengers for a 30-foot cut-away bus, 55 passengers for 35-foot buses, 67 passengers for 40-foot buses, and 85 passengers for 45-foot over-the-road coaches.

VEHICLE LOAD STANDARDS BY MODE

Vehicle Type	Passenger Capacities			Maximum Load Factor
	Seated	Standing	Total	
25' Cut-away	20	10	30	1.5
30' Cut-away	26	13	39	1.5
35' Transit Bus	32	23	55	1.7
45' Coach	57	28	85	1.5

Attachment F

HEADWAYS AND PERIODS OF OPERATION

Local

Service operates on local lines every 60 minutes beginning at approximately 6:00 am until approximately 8:00 pm on weekdays. On weekends there is limited local service only, operating approximately every 60 minutes beginning at 9:00 am and ending at approximately 5:00 pm.

- Cameron Park service is provided on weekdays every 60 minutes, beginning at 6:30 am and ending at approximately 7:30 pm.
- Pollock Pines service is provided on weekdays every 60 minutes, beginning at 7:00 am and ending at approximately 7:00 pm.
- Placerville service is provided on weekdays every 60 minutes, beginning at ~~6:00~~6:30 am and ending at approximately ~~7:00~~7:30 pm.
- Diamond Springs service is provided on weekdays every 60 minutes, beginning at ~~6:00~~7:00 am and ending at approximately 7:00 pm.
- 50 Express service is provided on weekdays every 60 minutes, beginning at ~~5:53~~6:00 am and ending at approximately 8:00 pm.
- Saturday Express service is provided on weekends every 60 minutes, beginning at 9:00 am and ending at approximately 5:00 pm.
- Diamond Springs Saturday service is provided on weekends every 60 minutes, beginning at 9:00 am and ending at approximately 5:00 pm.

Commuter Service

Provided between El Dorado County and downtown Sacramento weekdays, operating approximately every ~~15~~30 minutes during peak commute hours (~~05:10-09:26~~5:10-9:25 am and ~~2:46-8:00~~3:20-7:30 pm). There is no [Sacramento](#) commuter service on weekends.

[The Sacramento Tahoe Connector Route provides daily service between Sacramento Valley Station and South Lake Tahoe between 10:00 am and 6:00 pm.](#)

ON-TIME PERFORMANCE STANDARDS

Local: Eighty-five (85%) percent of all fixed-route trips should be operated “on-time,” defined as not early, and no more than five (5) minutes late in comparison to the established time points.

Commuter: Ninety (90%) percent of all trips should be operated “on-time,” defined as not early, and no more than five (5) minutes late in comparison to the established time points.

Demand Response: Ninety (90%) percent of all trips should be operated “on-time,” defined as not early, and no more than five (5) minutes late in comparison to the established time points.

The above On-time Performance definitions are based upon those definitions as found in the [Western El Dorado County Short- and Long-Range Transit Plan, July 11, 2014.](#)

Attachment F

SERVICE AVAILABILITY

El Dorado Transit provides service to persons in residential areas, apartment complexes including low-income facilities, major medical, shopping, government, employment centers, and activity centers that can support those route services.

For Intra- County transit services, El Dorado Transit provides transit service to persons who travel to those employment centers that can support commuter service consistent with the service efficiency and effectiveness goals of El Dorado Transit.

Routing and scheduling involves the consideration of a number of factors including ridership productivity, transit/pedestrian friendly streets, density of transit-dependent population and activities, relationship to the Regional Transportation Plan, relationship to major transportation developments, land use connectivity, and transportation demand management. In addition, El Dorado Transit distributes routes so that bus stops are available within one-half mile of all designated low-income housing facilities in the service area.

Vehicle Assignment

All buses within the El Dorado Transit fleet are lift-equipped and have heat/air conditioning. Vehicles are assigned based on operating characteristics of the routes. Local routes operate smaller more maneuverable cut-away type buses or city route buses while commuter routes operate transit coaches to accommodate long distance travel and larger passenger loads.

Transit Amenities

Installation of transit amenities are based on passenger boardings at stops along the routes. For local or commuter routes, amenities are installed where passenger boardings number 5 or more persons (benches) and 10 or more persons (shelters). Printed schedules, system maps or route maps are posted at bus shelters. Waste receptacles are available at bus shelters. Digital equipment such as next vehicle arrival time signs and amenities such as escalators and elevators are not currently available at El Dorado Transit facilities.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-32**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY AUTHORIZING
THE ADOPTION OF THE TITLE VI PROGRAM

WHEREAS, the El Dorado County Transit Authority is a recipient of Federal revenues and is required to meet federal regulatory requirements for Title VI of the Civil Rights Act of 1964, established by 49 CFR part 21.7; and

WHEREAS, the El Dorado County Transit Authority has or will provide all annual certifications and assurances to the Federal Transit Administration required for the Title VI Program; and

WHEREAS, the El Dorado County Transit Authority assures that no person or group of persons on the basis of race, color, or national origin, including limited English proficient persons are subjected to discrimination in the level and quality of transportation services, programs and activities provided, whether federally funded or not;

WHEREAS, the El Dorado County Transit Authority assures that all residents and visitors of the Western Slope of El Dorado County are afforded meaningful access to our programs, activities and services;

WHEREAS, the El Dorado County Transit Authority Title VI Program meets current Federal Transit Administration Guidelines.

NOW, THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority Board approves and adopts the El Dorado Transit Title VI Program.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 1st day of December, 2022, by the following vote of the Board:

AYES: NOES: ABSTAIN: ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 K
Consent Item

MEMORANDUM

DATE: December 1, 2022

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Amendment No. 1 for the Information Technology Support Services Agreement with RTS Computer Services

REQUESTED ACTION:
BY MOTION,

1. **Approve Amendment No. 1 to the Information Technology Services Agreement with RTS Computer Services to reflect a three percent annual increase**
2. **Authorize the Executive Director to execute the Information Technology Support Services Agreement Amendment No. 1**

BACKGROUND

El Dorado County Transit Authority (El Dorado Transit) published a Request for Proposals (RFP) on March 24, 2021, seeking vendors to provide IT support, including baseline monthly services and out-of-scope support on an hourly basis. In August 2021, the El Dorado Transit Board authorized the Executive Director to execute an Agreement effective September 1, 2021, with RTS Computer Services for an initial five (5) year term with the option of up to two (2) additional, one (1) year extensions.

DISCUSSION

RTS Computer Services included a three percent (3%) annual cost increase for monthly services in their proposal which was subsequently agreed upon by El Dorado Transit but failed to be reduced to writing when the Agreement was executed. El Dorado Transit and RTS Computer Services wish to amend the Agreement to reflect the increase and reduce it to writing while leaving all other provisions of the Agreement in full force and effect. The draft Amendment No. 1 is attached as Exhibit A.

FISCAL IMPACT

The full value of the contract over the five (5) year term, including the 3% annual escalator, is estimated to be approximately \$380,000. With Board approval, sufficient funds will be included in upcoming annual operating budgets to support the full IT contract costs over the term of the agreement.

**AMENDMENT NO. 1 TO AGREEMENT BETWEEN
EL DORADO COUNTY TRANSIT AUTHORITY AND RTS COMPUTER SERVICES
FOR COMPUTER AND NETWORK SUPPORT SERVICES**

This First Amendment (“First Amendment”), dated as of _____, (“Effective Date”) is by and between the El Dorado County Transit Authority (“El Dorado Transit”), and the RTS Computer Services.

RECITALS

WHEREAS, El Dorado Transit and RTS Computer Services entered into an agreement for RTS Computer Services to provide certain and specified computer and network support services to El Dorado Transit dated September 1, 2021 (hereinafter “Agreement”); and

WHEREAS, RTS Computer Services was awarded the contract following a Request for Proposals issued by El Dorado Transit dated March 24, 2021; and

WHEREAS, RTS Computer Services included a three percent (3%) annual cost increase for monthly services in their proposal which was subsequently agreed upon by El Dorado Transit but failed to be reduced to writing when the Agreement was executed; and

WHEREAS, Both parties wish to amend the Agreement to reflect the increase and reduce it to writing while leaving all other provisions of the Agreement in full force and effect.

AGREEMENT

As of the Effective Date, Section 6 – Compensation of the Agreement is hereby amended as follows:

For services performed pursuant to this Agreement as outlined in Exhibit A, EL DORADO TRANSIT agrees to pay and CONSULTANT agrees to accept as payment in full, the amount of \$4,800.00 per month plus payments for additional approved services not to exceed a total amount of \$62,000.00 for informational technology support. This amount shall increase by three percent (3%) annually each year of the Agreement beginning on July 1 of each year the Agreement is in effect.

CONSULTANT shall submit a bill each month upon successful completion of the monthly services outlined in said Exhibit A attached hereto. Payment shall be made by EL DORADO TRANSIT within thirty (30) days of receipt of the billing for the completed task. No statements shall be sent until the task has been accepted as complete by EL DORADO TRANSIT. It is mutually agreed between the parties that no payments made under the Agreement shall be conclusive evidence of the performance of the Agreement, either wholly or in part, against any claim of the CONSULTANT, and no payment shall be construed to be in acceptance of any defective work or improper materials.

IN WITNESS WHEREOF, the parties hereto have amended the Agreement as of December 1, 2022.

EL DORADO TRANSIT:

RTS COMPUTER SERVICES:

Matthew Mauk, Executive Director

Tony Snider, President

APPROVED AS TO FORM:

Michael Tucker, Legal Counsel
El Dorado Transit

DRAFT

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: December 1, 2022
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Fiscal Year 2021/22 Administrative Operations Report

REQUESTED ACTION:
BY MOTION,

Receive and File the Fiscal Year 2021/22 Administrative Operations Report

BACKGROUND

As a recipient of Transportation Development Act (TDA) funds, El Dorado Transit is required to report performance measures as defined in the Public Utilities Code Chapter 4, Article 1, Section 99247. The Administrative Operations Report includes required statistical analysis and other Board approved performance measures on a route, mode and system wide basis.

El Dorado Transit management provides performance measure reporting by service and mode (type of service) which is above and beyond the mandated reporting format. This reporting format provides the public, policy makers and management a detailed comparison by individual service. For comparison purposes, the Administrative Operations Report also includes data from the prior fiscal year.

DISCUSSION

The Fiscal Year 2021/22 Administrative Operations Report (Administrative Operations Report) provides an overview of El Dorado Transit operations for the reporting period July 1, 2021 through June 30, 2022.

As noted in the Administrative Operations Report, El Dorado Transit provides four (4) distinct types of public transportation: Demand Response, Motor Bus (Local Fixed Routes), Commuter Bus (Commuter Services), and Special Event Services. The purpose of each service varies, therefore, goals and objectives for performance are considered separately.

The report provides operational statistics, revenues, expenses and performance measures by route, mode, and system. To effectively review performance, it is necessary to separate the four (4) modes and compare services within each mode.

It should be noted that continuing pandemic related factors, and service interruptions from both the Caldor Fire and severe winter weather events, all had an impact on transit ridership during the reporting period. However, overall ridership and fare revenue numbers were higher than the previous year for the reporting period.

The following sections discuss the general performance of the various service modes during the July 2021 to June 2022 reporting period.

- Demand Response services ridership increased by 5,767 one-way passenger trips or 55.1% during the period. The goal for on-time performance for Demand Response services is 90%, and El Dorado Transit achieved 96.2%.
- Motor Bus (Local Fixed Route) ridership decreased by 4,610 one-way passenger trips or 5.2% during the period. The goal for on-time performance for Motor Bus services is 85%, and El Dorado Transit achieved 87.5%.
- Commuter Bus (Commuter Services) ridership increased by 11,124 one-way passenger trips or 95.5% during the period. The goal for on-time performance for Commuter Bus services is 90%, and El Dorado Transit achieved 92.0%.
- Special Event Service ridership included the El Dorado County Fair Shuttle. El Dorado Transit provided 10,547 passenger trips during the four (4) days of the fair. Fair Shuttle Service was not offered in the previous fiscal year.
- System wide ridership increased by 22,828 one-way passenger trips or 20.5%. Systemwide passenger trips per revenue hour increased from 3.4 to 4.0 or 17.6%.

Additional performance measures discussed in the report include fares, operating expenses, and monthly ridership trends.

FISCAL IMPACT

None



Fiscal Year 2021/22 Administrative Operations Report



70
December 1, 2022

Fiscal Year 2021/22

Administrative Operations Report

El Dorado County Transit Authority

2022 Board of Directors

Chair: John Hidahl, El Dorado County Board of Supervisors, District 1

Vice Chair: Jackie Neau, Placerville City Council

Directors: George Turnboo, El Dorado County Board of Supervisors, District 2
Kara Taylor, Placerville City Council
Lori Parlin, El Dorado County Board of Supervisors, District 4

Alternate Directors: Patty Borelli, Placerville City Council
Wendy Thomas, El Dorado County Board of Supervisors, District 3

Executive Director: Matthew Mauk, El Dorado County Transit Authority

Mission Statement

To provide safe, reliable, courteous, attractive, effective, and comfortable public transit, coordinate transit services, reduce vehicle miles traveled on the Western Slope of El Dorado County and actively support reducing emissions to improve air quality.

El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
(530) 642-5383
www.eldoradotransit.com

Introduction

The El Dorado County Transit Authority (El Dorado Transit) provides public transportation on the western slope of El Dorado County under authority of a Joint Powers Agreement (JPA) with the County of El Dorado and the City of Placerville.

The El Dorado Transit Fiscal Year 2021/22 Administrative Operations Report is prepared to apprise the board and public on transit operations over fiscal year (FY) 2021/22 (July 1, 2021 to June 30, 2022). In addition, this report presents a comparison of performance measures for the prior fiscal year.

Due to the COVID-19 virus and physical distancing regulations, Older Adult Day Services closed on March 13, 2020, and the Mother Lode Rehabilitation Enterprises (M.O.R.E.) facility closed on March 16, 2020 but has been partially reinstated. Commuter services were decreased to four (4) buses in the morning and afternoon on March 23, 2020.

Organizational Structure

The El Dorado Transit Board of Directors includes three (3) appointments from the County of El Dorado Board of Supervisors and two (2) appointments from the Placerville City Council.

El Dorado Transit provides public transit services with fifty (50) allocated Full-Time Equivalent (FTE) employees. The five (5) person management team includes the Executive Director, Operations Manager, Human Resources Manager, Finance Manager and the Planning and Marketing Manager. The Executive Director works under direction and authority of the Board of Directors with the support of one (1) Administrative Coordinator and one (1) Safety Coordinator.

The Operations Manager provides direct supervision and support to three (3) Transit Operations Supervisors and one (1) Maintenance and Facilities Supervisor. The Transit Operations Supervisors are responsible for incident response as well as training, supervising, and scheduling twenty-five (25) allocated FTE Transit Operators and three and one-half (3.5) allocated FTE Transit Dispatchers. The Maintenance and Facilities Supervisor has full-charge management oversight of fleet maintenance, regulatory compliance and facility maintenance and is responsible for training, supervising, and scheduling three (3) allocated Equipment Technicians, two (2) allocated Maintenance Technicians and two and one-half (2.5) allocated Custodians.

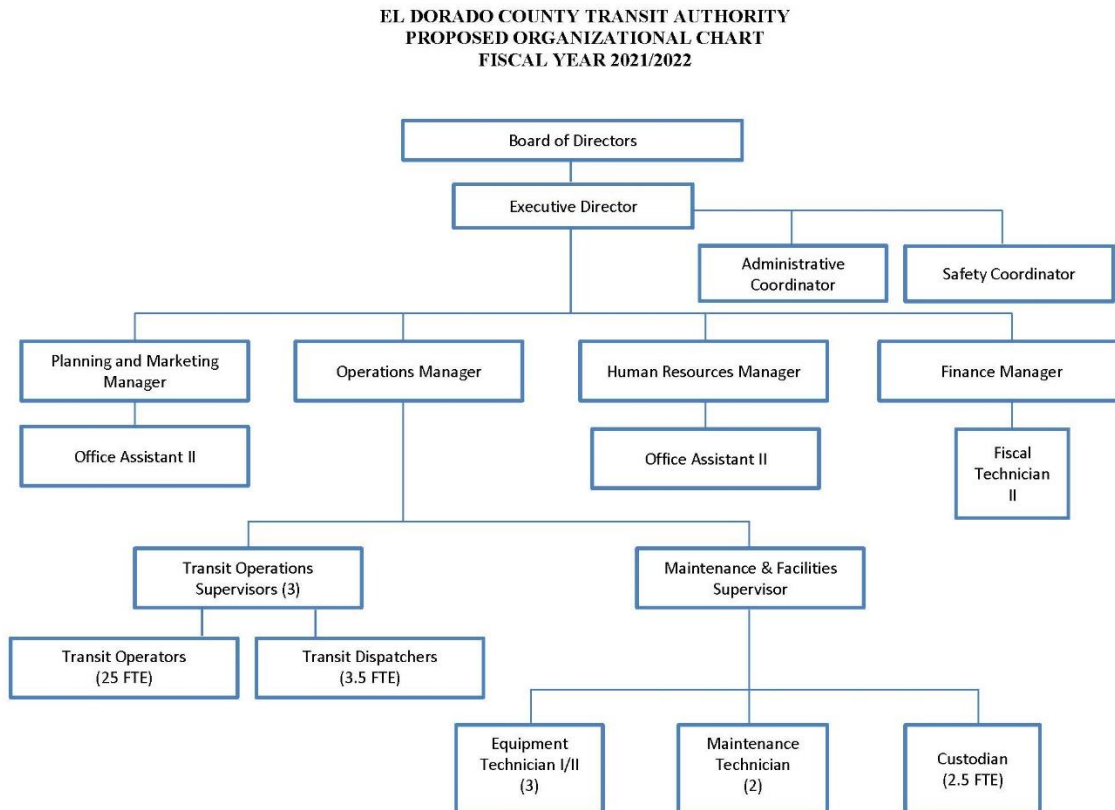
The Human Resources Manager oversees all human resources and related administrative duties with the support of one (1) allocated Office Assistant II.

The Finance Manager oversees financial and accounting functions including payroll, insurance oversight, risk management, in-house bookkeeping, purchasing, and grant administration with a support staff of one (1) allocated Fiscal Technician II.

The Planning and Marketing Manager controls transit-related planning, marketing, public outreach, customer service, grant writing and project management with the support of one (1) allocated Office Assistant II.

El Dorado Transit contracts for professional support services such as financial auditing, legal counsel, and project management.

The following Organizational Chart outlines the agency’s staffing structure:



Service Description

Public transportation services provided by El Dorado Transit include Demand Response, Motor Bus (Local Fixed Routes), Commuter Bus (Commuter Routes) and Special Event Services which include annual services funded through local air quality management grants for vehicle emissions reduction.

Demand Response

Demand Response services include Dial-A-Ride and subscription Dial-A-Ride, Americans with Disabilities Act (ADA) Paratransit, SAC-MED, Mother Lode Rehabilitation Enterprises (M.O.R.E.) and the Older Adult Day Services program transportation.

Dial-A-Ride is a reservation service that operates seven (7) days a week providing curb-to-curb transportation for seniors and persons with disabilities. El Dorado Transit provided 6,986 one-way passenger trips during the reporting period.

ADA Paratransit service is a reservation-based service providing origin to destination transportation to eligible persons with disabilities. ADA Paratransit service is provided the same days and hours as the local fixed route bus services, within $\frac{3}{4}$ mile of the route service area. El Dorado Transit provided 2,779 one-way passenger trips during the reporting period.

SAC-MED is a non-emergency medical transportation service for the public traveling to medical appointments in Sacramento and Placer Counties. The service operates on Tuesday and Thursday each week. El Dorado Transit provided 370 one-way passenger trips during the reporting period.

M.O.R.E. client transportation is a contracted service. ALTA California Regional Center (ALTA) provides funding for the M.O.R.E client transportation through an agreement with El Dorado Transit. Clients are transported from home or an agreed pickup location to the M.O.R.E. program facility in Placerville, as well as to workplace sites. El Dorado Transit provided 6,097 one-way passenger trips during the reporting period.

Older Adult Day Services program clients are transported from home to the facilities in Placerville and El Dorado Hills on an individual subscription basis, Monday through Friday. The program has been closed due to COVID-19 restrictions, and no trips were provided for the service.

The following table provides a year-to-year comparison of demand response services, noting a substantial increase in trips, hours, and miles due to the return of some services for M.O.R.E. and increased demand for ADA Paratransit and Dial-a-Ride services.

DEMAND RESPONSE COMPARISON				
Reporting Period: July 1, 2021 – June 30, 2022				
	FY 2021/22 (current)	FY 2020/21 (prior)	Difference	Percentage +/-
TRIPS	16,232	10,465	+5,767	+55.1%
HOURS	8,025	6,786	+1,239	+18.3%
MILES	156,017	134,402	+21,615	+16.1%

Motor Bus (Local Fixed Routes)

El Dorado Transit provides connecting bus service within the communities of Pollock Pines, Camino, Placerville, Diamond Springs, El Dorado, Shingle Springs, and Cameron Park with connections to El Dorado Hills and Folsom. The Caldor fire had an impact on services in the Pollock Pines and Camino area. In addition, route reductions due to staffing shortages had a direct impact on ridership. The following table provides a year-to-year comparison of Motor Bus services, noting a decrease in trips, hours, and miles.

MOTOR BUS COMPARISON				
Reporting Period: July 1, 2021 – June 30, 2022				
	FY 2021/22 (current)	FY 2020/21 (prior)	Difference	Percentage +/-
TRIPS	84,773	89,383	-4,610	-5.2%
HOURS	20,492	22,723	--2,231	-9.8%
MILES	389,262	430,946	-41,684	-9.7%

Commuter Bus

Commuter Bus services provide transportation between El Dorado County and downtown Sacramento during peak commute times, Monday through Friday. Four (4) one-way routes operate both in the morning and afternoon between park-and-ride facilities in El Dorado County and several downtown stops. In addition, two (2) Reverse Commute routes are available for passengers traveling from Sacramento to El Dorado County in the morning and from El Dorado County to Sacramento in the afternoon. The Reverse Commute services are offered on buses that would otherwise be empty while returning from or traveling to Sacramento to perform regular commuter routes. El Dorado Transit provided 16,315 one-way passenger trips during the reporting period.

In addition, the new intercity service between the Sacramento Valley Station and South Lake Tahoe with stops in Cameron Park and Placerville was implemented on July 5, 2021. The service is operated by El Dorado Transit in partnership with the Capitol Corridor and Amtrak. The Caldor Fire prevented the service from operating for thirty-seven (37) days in August and

September 2021. El Dorado Transit provided 6,455 one-way passenger trips during the reporting period.

The following table provides a year-to-year comparison of Commuter Bus services, noting a significant increase in trips, hours, and miles due in part to the addition of the Tahoe service.

COMMUTER BUS COMPARISON				
Reporting Period: July 1, 2021 – June 30, 2022				
	FY 2021/22 (current)	FY 2020/21 (prior)	Difference	Percentage +/-
TRIPS	22,770	11,646	+11,124	+95.5%
HOURS	4,904	3,184	+1,720	+54.0%
MILES	166,307	97,927	+68,380	+69.8%

Special Event Services

During the reporting period, El Dorado Transit operated the El Dorado County Fair Shuttle in June 2022. This project was funded in part through a grant administered by the El Dorado County Air Quality Management District (AQMD). El Dorado Transit provided 10,547 passenger trips during the four (4) days of the fair.

Performance Measures

Mandated Performance Reporting

The Transportation Development Act (TDA) guidelines require that public transit agencies report certain annual performance measures to their governing bodies, the regional transportation planning agency and to the office of the California State Controller. The California TDA Relief Trailer Bill enacted via SB 149 in 2022 extended regulatory relief from some TDA performance and farebox requirements until July 1, 2026.

The following tables summarize and compare the systemwide performance measures for the reporting period:

SYSTEM WIDE COMPARISON				
Reporting Period: July 1, 2021 – June 30, 2022				
	FY 2021/22 (current)	FY 2020/21 (prior)	Difference	Percentage +/-
TRIPS	134,322	111,494	+22,828	+20.5%
HOURS	33,573	32,694	+879	+2.7%
MILES	712,726	663,275	+49,451	+7.5%

The following tables (Figures 1 and 2) summarize system wide performance measures for FY 2021/22 and FY 2020/21 as defined in the TDA guidelines:

Figure 1 Comparative Report for All Services

FISCAL YEAR KEY PERFORMANCE MEASURES FOR ALL SERVICES	2021/22	2020/21	Difference	Percentage Change +/-
Farebox Recovery Ratio (FBR)	10.8%	3.0%	+7.8	+260.0%
Passenger Fares	\$697,870	\$210,370	+\$487,500	+231.7%
Average Fare/Passenger	\$5.20	\$1.89	+\$3.31	+175.1%
Operating Expenses	\$6,464,063	\$6,929,864	-\$465,801	-6.7%
Operating Cost/Passenger	\$48.12	\$62.15	-\$14.03	-22.6%
Operating Cost/Revenue Hour	\$192.54	\$211.96	-\$19.42	-9.2%
Operating Cost/Revenue Mile	\$9.07	\$10.45	-\$1.38	-13.2%
Road Calls	58	49	+9	+18.4%
Employees per TDA Guidelines (FTE)	49	58	-9	-15.5%

The Farebox Recovery Ratio (FBR) percentage represents the ratio of fare revenue collected to operating expenses. The standard FBR for El Dorado Transit is 12.2%. Using pre-pandemic inputs for comparison purposes, El Dorado Transit recovered 10.80% in FBR during the reporting period for an increase of 260% compared to the previous year. TDA regulatory relief in AB149 allows for the application of additional fare revenues under certain circumstances that would increase the FBR to well above the 12.2% standard.

Passenger fares increased due to the addition of the Tahoe service and increase in Demand Response and Sacramento Commuter services. This in turn increased the Farebox Recovery Ratio and the Average Fare per Passenger. Road Calls increased due to the growth in vehicle miles. We averaged 12,288 miles between road calls, which is 53.6% better than the national average of 8,000 miles between road calls.

Figure 2 Passenger Trips per Revenue Hour Report for All Services

PASSENGER TRIPS PER REVENUE HOUR	2021/22	2020/21	Difference	Percentage Change +/-
Demand Response	2.0	1.5	+0.5	+33.3%
Motor Bus (Local Fixed Routes)	4.1	3.9	+0.2	+5.1%
Commuter Bus	4.6	3.7	+0.9	+24.3%
Systemwide Passenger Trips per Revenue Hour	4.0	3.4	+0.6	+17.6%

Passenger Trips per Revenue Hour represents the average number of passenger boardings per hour in all service types. Systemwide passenger trips per revenue hour increased from 3.4 to 4.0 due to the increase in Demand Response, Sacramento Commuter service, reinstatement of the Fair Shuttle, and the addition of the Tahoe route.

Additional Performance Measures

Although not required by the TDA, El Dorado Transit prepares mid-year and annual reports of performance measures by mode and route. Statistical data summarized by service and mode are included for review as Attachment A (FY 2021/22) and Attachment B (FY 2020/21).

El Dorado Transit compares actual performance with performance standards for FBR and operating subsidy per passenger. The Short- and Long-Range Transit Plan includes goals for Service Efficiency, Farebox Return Ratio and Operating Subsidy per Passenger.

The following table (Figure 3) shows the performance standards and the actual performance numbers for comparison:

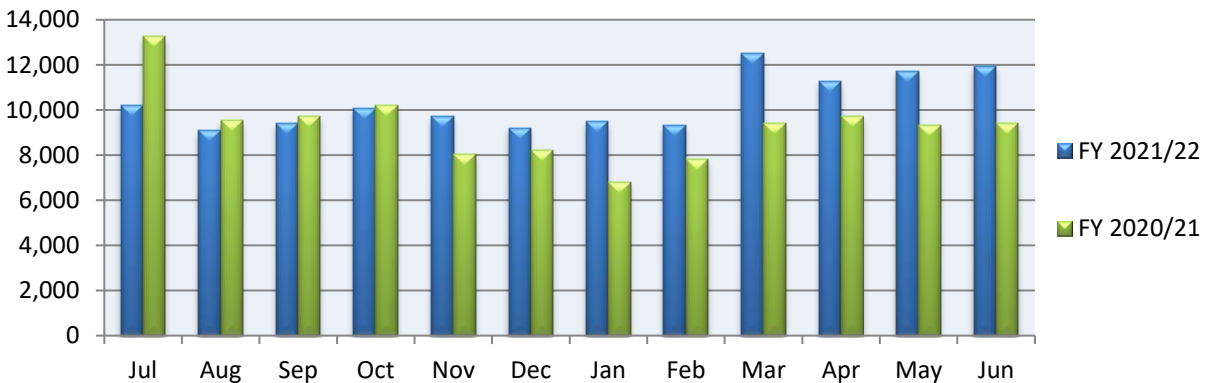
Figure 3 Comparative Report between Actual 2021/22 and Performance Standards

COMPARISON OF ACTUAL PERFORMANCE AND PERFORMANCE STANDARDS	Farebox Recovery Ratio	Operating Subsidy per Passenger	Passenger Trips per Revenue Hour
Motor Bus Routes Standard/Goal	>10.0%	<\$15.00	>5.0
Route 20 - Placerville	2.15%	\$38.31	4.1
Route 25 – Saturday Express	3.52%	\$42.49	4.5
Route 30 – Diamond Springs/El Dorado	1.74%	\$50.67	3.4
Route 35 – Diamond Springs Saturday	1.40%	\$76.29	2.4
Route 40 – Cameron Park/Shingle Springs	2.21%	\$51.43	3.4
Route 50X – 50 Express	2.32%	\$44.42	4.3
Route 60 – Pollock Pines	3.45%	\$37.25	5.3
Total Motor Bus Routes – Average	2.39%	\$44.04	4.1
Demand Response Standard/Goal	N/A	<\$35.00	>2.0
Total Demand Response - Average	10.69%	\$82.62	2.0
Commuter Bus Standard/Goal	>50.0%	<\$5.00	>10.0
Total Commuter Bus – Average	38.15%	\$30.27	4.6

Monthly Ridership Trends

The following graph (Figure 4) compares monthly passenger boardings for FY 2021/22 and FY 2020/21 for all services excluding the Fair Shuttle:

Figure 4 Fiscal Year Monthly Boardings



On-Time Performance Standards

El Dorado Transit service on-time performance is regularly measured to evaluate actual performance compared to adopted targets. Figure 5 shows the percentage of on-time arrivals by mode compared to adopted targets.

Figure 5 On-Time Performance FY 2021/22

Service Type	Adopted Target	Actual Performance
Demand Response	90%	96.2%
Motor Bus Routes	85%	87.5%
Commuter Bus Routes	90%	92.0%

Marketing and Outreach

The following were developed and/or conducted by El Dorado Transit staff, as appropriate, to heighten public awareness and promote transit services:

COVID-19 Pandemic

El Dorado Transit has continually strived to help our community through the pandemic. We offered free rides for vaccinations, a free pharmacy and grocery delivery program, Senior

nutrition food delivery, and reduced monthly pass rates. We have also made our services safer by increasing cleaning efforts and keeping the public informed about mask and social distancing requirements.

Passenger Materials

El Dorado Transit provides complete route and schedule information in printed brochures, and on the agency website which is available in more than one hundred languages. Schedules and route maps are updated regularly and made available on transit vehicles, bus stops and distributed through a network of outlets within the service area.

The agency website is maintained in-house and provides easy access to the most popular types of information including:

- Trip Planner
- Connect Card information
- Transit fares, passes and scrip ticket information and ordering
- Schedule and route information
- Americans with Disabilities Act (ADA) services
- Press Releases
- Legal Notices
- Service Alerts
- Employment information

Print Advertising and Local Media

El Dorado Transit staff develops and distributes timely Press Releases to local news outlets to identify noteworthy activities and events. These commonly include:

- New, expanded, or modified services
- Opening of new facilities
- Delivery of new vehicles
- Special services
- Ridership growth
- Introduction of targeted promotional activities

In addition to news releases, the staff works with local news reporters to develop feature articles about the benefits of using transit.

Digital Outreach

El Dorado Transit staff distribute information to the public through social media tools such as Facebook and Twitter. Passengers can sign up for rider alert emails that are sent whenever there is a disruption or change in services. Route information and real-time bus arrival information is available to passengers through the free RouteShout app and the El Dorado Transit website.

Direct Outreach

An ongoing public speaking program and mobility training is conducted to build a positive image within the community, build awareness of the services El Dorado Transit offers, and instruct both potential riders and gatekeepers on how to use the transit system. El Dorado Transit staff makes personal on-site presentations to business and community leaders, gatekeepers, potential rider groups, partner organizations, and human services providers. When necessary, presentations are targeted and timed to coincide with implementation of new, expanded, or modified services.

One-on-one transit training (mobility training) is a valuable tool that is available to potential riders to assist them in maintaining their independence and to access life-line services or employment opportunities. Passengers may schedule special training sessions, in-home appointments, or escorted transit rides with staff depending on individual needs. Mobility training is particularly effective in helping potential or first-time passengers become familiar with the available services and overcome any anxiety about using transit.

Glossary of Terms/Definitions

Demand Response	Shared ride service or services, generally origin-to-destination (curb-to-curb), performed upon request or by advance reservation; as in Dial-A-Ride or SAC-MED
Americans with Disabilities Act (ADA)	a wide-ranging civil rights law enacted by the U.S. Congress in 1990 that prohibits, under certain circumstances, discrimination based on disability
Charter	Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price (excludes public, demand response services)
Transportation Development Act (TDA)	provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance
Farebox Recovery Ratio (FBR)	the ratio of fares collected to operating expenses on a given service or services, represented as a percentage
Trip	represents the boarding of a single transit passenger for the purposes of travel in one direction (one-way)
Ridership	cumulative total of trips recorded on a service or services during a given timeframe
Hours (revenue)	represents the time during which a vehicle was either transporting passengers or available for public boarding (excludes vehicle travel time to and from base before or after passenger service)
Miles (revenue)	represents the miles recorded on a vehicle while either transporting passengers or available for public boarding (excludes distance travelled to and from base before or after passenger service)
Operating Cost	All costs in the operating expense object classes exclusive of depreciation and costs associated with providing charter service
Operating Cost per Passenger	calculation of operating cost divided by the trips recorded

Operating Cost per Hour	calculation of operating cost divided by the revenue hours
Operating Cost per Mile	calculation of operating cost divided by the revenue miles
Passenger Trips per Revenue Hour	calculation of total passenger trips divided by the revenue hours
Average Fare per Passenger	calculation of actual fare revenue divided by the passenger trips
Road Calls	cumulative total of mobile responses to a disabled transit vehicle, while in passenger service
Employee Full-Time Equivalent (FTE)	number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law

El Dorado County Transit Authority

Administrative Operations Report
 Fiscal Year 2021 / 2022
 Reporting Period July 1, 2021 through June 30, 2022

Demand Response						Motor Bus								Commuter Bus				Special Services		SYSTEMWIDE	
DIAL A RIDE	SAC-MED	M.O.R.E.	OLDER ADULT DAY SERVICES	COMP PARA-TRANSIT	Subtotal	#40 CP/ SHINGLE SPRINGS	#30 DIAMOND SPRINGS	#25 SATURDAY EXPRESS	#60 POLLOCK PINES	#20 PLACERVILLE	#35 DIAMOND SPRINGS SATURDAY	50 EXPRESS	Subtotal	COMMUTER	REVERSE COMMUTE	SLT	Subtotal	ED COUNTY FAIR	Subtotal	TOTALS	
TRIPS	6,986	370	6,097	0	2,779	16,232	10,333	9,644	2,301	14,838	12,540	710	34,407	84,773	16,085	230	6,455	22,770	10,547	10,547	134,322
HOURS	5,041	353	854	0	1,777	8,025	3,075	2,834	510	2,790	3,042	302	7,941	20,492	2,908	174	1,822	4,904	152	152	33,573
MILES	89,035	8,660	26,511	0	31,811	156,017	48,671	43,740	9,667	73,259	30,962	3,759	179,204	389,262	92,266	6,846	67,195	166,307	1,140	1,140	712,726
REVENUES:																					
TDA	\$ 385,085.85	\$ 34,207.68	\$ (22,606.16)	\$ -	\$ 151,640.30	\$ 548,327.67	\$ 386,812.20	\$ 355,637.05	\$ 74,702.37	\$ 421,066.98	\$ 337,416.49	\$ 40,296.12	\$ 1,160,249.25	\$ 2,776,180.46	\$ 436,367.97	\$ 33,897.62	\$ 52,251.25	\$ 522,516.84	\$ 2,500.00	\$ 2,500.00	\$ 3,727,185.60
STA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5311	\$ 455,827.59	\$ 32,229.13	\$ 77,407.79	\$ -	\$ 161,027.50	\$ 726,492.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 726,492.01
CARES ACT 5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,700.33	\$ 102,741.14	\$ 17,737.82	\$ 101,737.66	\$ 110,365.37	\$ 10,676.29	\$ 283,758.41	\$ 738,717.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738,717.01
5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,157.63	\$ 2,250.76	\$ 23,526.61	\$ 64,935.00	\$ -	\$ -	\$ 64,935.00
CARES ACT 5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,474.48	\$ 2,700.08	\$ 23,995.08	\$ 61,169.64	\$ -	\$ -	\$ 183,509.01
SGR	\$ 41,594.78	\$ 2,912.35	\$ 7,074.18	\$ -	\$ 14,624.09	\$ 66,205.40	\$ 25,384.91	\$ 23,371.10	\$ 4,129.90	\$ 23,045.94	\$ 25,098.18	\$ 2,467.85	\$ 65,065.18	\$ 168,563.06	\$ 24,000.32	\$ 1,465.36	\$ 15,108.15	\$ 40,573.83	\$ -	\$ -	\$ 275,342.32
LCTOP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,562.21	\$ 6,955.67	\$ 1,200.82	\$ 6,887.78	\$ 7,471.81	\$ 722.77	\$ 19,210.32	\$ 50,011.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,011.37
FARES	\$ 26,885.24	\$ 1,911.10	\$ 128,554.26	\$ -	\$ 3,095.50	\$ 160,446.10	\$ 11,990.07	\$ 8,673.27	\$ 3,571.33	\$ 19,776.52	\$ 10,530.37	\$ 768.01	\$ 36,257.21	\$ 91,566.78	\$ 109,205.67	\$ 270.00	\$ 315,643.68	\$ 425,119.35	\$ 20,738.10	\$ 20,738.10	\$ 697,870.33
TOT. REV	\$ 909,393.46	\$ 71,260.26	\$ 190,430.07	\$ -	\$ 330,387.39	\$ 1,501,471.18	\$ 543,449.72	\$ 497,378.23	\$ 101,342.24	\$ 572,514.88	\$ 490,882.22	\$ 54,931.04	\$ 1,564,540.37	\$ 3,825,038.70	\$ 643,206.07	\$ 40,583.82	\$ 430,524.77	\$ 1,114,314.66	\$ 23,238.10	\$ 23,238.10	\$ 6,464,062.64
WHEELCHAIR PSGR	847	77	0	0	856	1,780	17	48	13	520	337	26	176	1,137	0	0	4	4	0	0	2,921
EXPENDITURES:																					
EMPLOYEES	\$ 440,686.31	\$ 31,035.70	\$ 75,794.35	\$ -	\$ 156,583.61	\$ 704,099.97	\$ 271,142.55	\$ 249,436.46	\$ 43,398.16	\$ 245,762.34	\$ 268,096.04	\$ 26,392.95	\$ 694,136.17	\$ 1,798,364.67	\$ 256,120.90	\$ 15,762.47	\$ 159,827.02	\$ 431,710.39	\$ 13,017.14	\$ 13,017.14	\$ 2,947,192.13
BENEFITS	\$ 217,714.01	\$ 16,793.41	\$ 39,471.84	\$ -	\$ 84,932.37	\$ 358,911.63	\$ 137,742.71	\$ 126,295.23	\$ 29,098.25	\$ 121,150.95	\$ 136,584.18	\$ 17,581.65	\$ 369,821.08	\$ 938,274.05	\$ 130,583.70	\$ 7,741.46	\$ 80,754.53	\$ 219,079.69	\$ 7,577.00	\$ 7,577.00	\$ 1,523,842.45
VEHICLE OP	\$ 102,304.48	\$ 9,695.90	\$ 30,470.37	\$ -	\$ 36,360.54	\$ 178,831.29	\$ 55,978.80	\$ 50,271.73	\$ 10,487.00	\$ 83,849.86	\$ 35,570.72	\$ 4,106.19	\$ 204,507.90	\$ 444,772.20	\$ 106,166.14	\$ 7,998.40	\$ 76,392.28	\$ 190,556.82	\$ 143.96	\$ 143.96	\$ 814,304.30
OTHER OP	\$ 148,688.66	\$ 13,735.25	\$ 44,693.51	\$ -	\$ 52,510.87	\$ 259,628.29	\$ 78,585.66	\$ 71,374.81	\$ 18,358.83	\$ 121,751.73	\$ 50,631.28	\$ 6,850.25	\$ 296,075.22	\$ 643,627.78	\$ 150,335.33	\$ 9,081.49	\$ 113,550.94	\$ 272,967.76	\$ 2,500.00	\$ 2,500.00	\$ 1,178,723.77
TOTAL EXP	\$ 909,393.46	\$ 71,260.26	\$ 190,430.07	\$ -	\$ 330,387.39	\$ 1,501,471.18	\$ 543,449.72	\$ 497,378.23	\$ 101,342.24	\$ 572,514.88	\$ 490,882.22	\$ 54,931.04	\$ 1,564,540.37	\$ 3,825,038.70	\$ 643,206.07	\$ 40,583.82	\$ 430,524.77	\$ 1,114,314.66	\$ 23,238.10	\$ 23,238.10	\$ 6,464,062.65
FARE BOX RECOVERY	2.96%	2.68%	67.51%	#DIV/0!	0.94%	10.69%	2.21%	1.74%	3.52%	3.45%	2.15%	1.40%	2.32%	2.39%	16.98%	0.67%	73.32%	38.15%	89.24%	89.24%	10.80%
OPERATING COST PER / PSGR	\$130.17	\$192.60	\$31.23	#DIV/0!	\$118.89	\$92.50	\$52.59	\$51.57	\$44.04	\$38.58	\$39.15	\$77.37	\$45.47	\$45.12	\$39.99	\$176.45	\$66.70	\$48.94	\$2.20	\$2.20	\$48.12
OPERATING COST PER / HOUR	\$180.40	\$202.11	\$222.87	#DIV/0!	\$185.97	\$187.11	\$176.76	\$175.52	\$198.91	\$205.24	\$161.35	\$182.04	\$197.03	\$186.66	\$221.18	\$232.91	\$236.36	\$227.23	\$152.63	\$152.63	\$192.54
OPERATING COST PER / MILE	\$10.21	\$8.23	\$7.18	#DIV/0!	\$10.39	\$9.62	\$11.17	\$11.37	\$10.48	\$7.81	\$15.85	\$14.61	\$8.73	\$9.83	\$6.97	\$5.93	\$6.41	\$6.70	\$20.38	\$20.38	\$9.07
PASSENGER TRIPS PER / REVENUE HOUR	1.4	1.0	7.1	#DIV/0!	1.6	2.0	3.4	3.4	4.5	5.3	4.1	2.4	4.3	4.1	5.5	1.3	3.5	4.6	69.3	69.3	4.0
AVERAGE FARE PER / PASSENGER	\$3.85	\$5.17	\$21.08	#DIV/0!	\$1.11	\$9.88	\$1.16	\$0.90	\$1.55	\$1.33	\$0.84	\$1.08	\$1.05	\$1.08	\$6.79	\$1.17	\$48.90	\$18.67	\$1.97	\$1.97	\$5.20
OPERATING SUBSIDY PER / PASSENGER	\$126.33	\$187.43	\$10.15	#DIV/0!	\$117.77	\$82.62	\$51.43	\$50.67	\$42.49	\$37.25	\$38.31	\$76.29	\$44.42	\$44.04	\$33.20	\$175.28	\$17.80	\$30.27	\$0.24	\$0.24	\$42.93
ROAD CALLS	2	0	1	0	0	3	4	3	0	6	2	0	25	40	10	0	5	15	0	0	58
EMPLOYEE FULL-TIME EQUIVALENT (FTE)																					49

El Dorado County Transit Authority

Administrative Operations Report

Fiscal Year 2020 / 2021

Reporting Period July 1, 2020 through June 30, 2021

	Demand Response					Subtotal	Motor Bus							Subtotal	Commuter Bus			Special Services		SYSTEMWIDE	
	DIAL A RIDE	SAC-MED	M.O.R.E.	OLDER ADULT DAY SERVICES	COMP PARA-TRANSIT		#40 CP/SHINGLE SPRINGS	#30 DIAMOND SPRINGS	#25 SATURDAY EXPRESS	#60 POLLOCK PINES	#20 PLACERVILLE	# 35 DIAMOND SPRINGS SATURDAY	50 EXPRESS		COMMUTER	REVERSE COMMUTE	ED COUNTY FAIR	TOTALS			
TRIPS	6,256	247	2,243	0	1,719	10,465	10,250	9,457	3,516	16,893	12,442	1,003	35,822	89,383	11,503	143	11,646	0	0	111,494	
HOURS	4,617	332	590	0	1,248	6,786	3,168	2,787	815	3,057	3,150	410	9,336	22,723	2,933	251	3,184	0	0	32,694	
MILES	81,311	8,479	19,849	0	24,763	134,402	50,007	41,084	15,933	78,678	31,616	5,142	208,486	430,946	91,062	6,865	97,927	0	0	663,275	
REVENUES:																					
TDA	\$ 631,996.76	\$ 51,265.14	\$ 66,849.08	\$ -	\$ 180,099.77	\$ 930,210.75	\$ 85,608.25	\$ 359,443.03	\$ 113,679.91	\$ 482,602.69	\$ 369,349.98	\$ 50,146.60	\$ 1,398,509.15	\$ 2,859,339.61	\$ 588,545.94	\$ 53,149.51	\$ 641,695.45	\$ -	\$ -	\$ 4,431,245.81	
STA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5311	\$ 87,257.39	\$ 6,316.63	\$ 11,114.95	\$ -	\$ 23,666.49	\$ 128,355.46	\$ 60,038.00	\$ 52,754.32	\$ 15,573.09	\$ 57,765.78	\$ 59,490.13	\$ 7,834.54	\$ 177,028.70	\$ 430,484.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 558,840.03	
CARES ACT 5311	\$ 168,873.90	\$ 12,224.91	\$ 21,511.39	\$ -	\$ 45,803.00	\$ 248,413.20	\$ 116,194.78	\$ 102,098.24	\$ 30,139.42	\$ 111,797.22	\$ 115,134.43	\$ 15,162.54	\$ 342,613.14	\$ 833,139.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,081,552.98	
5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,161.12	\$ 3,358.88	\$ 43,520.00	\$ -	\$ -	\$ 43,520.00	
SGR	\$ 38,098.45	\$ 2,757.56	\$ 4,944.91	\$ -	\$ 10,489.06	\$ 56,289.98	\$ 26,128.85	\$ 22,985.89	\$ 6,743.38	\$ 25,131.21	\$ 25,859.94	\$ 3,390.45	\$ 77,162.51	\$ 187,402.23	\$ 24,200.73	\$ 2,103.59	\$ 26,304.32	\$ -	\$ -	\$ 269,996.51	
OP GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 334,338.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 334,338.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 334,338.00	
FARES	\$ 20,086.69	\$ 1,996.90	\$ 43,705.17	\$ -	\$ 2,627.25	\$ 68,416.01	\$ 10,248.60	\$ 8,418.04	\$ 3,827.09	\$ 18,833.08	\$ 8,581.97	\$ 1,100.15	\$ 34,877.73	\$ 85,886.66	\$ 55,982.60	\$ 85.00	\$ 56,067.60	\$ -	\$ -	\$ 210,370.27	
TOT. REV	\$ 946,313.19	\$ 74,561.14	\$ 148,125.50	\$ -	\$ 262,685.57	\$ 1,431,685.40	\$ 632,556.48	\$ 545,699.52	\$ 169,962.89	\$ 696,129.98	\$ 578,416.45	\$ 77,634.28	\$ 2,030,191.23	\$ 4,730,590.83	\$ 708,890.39	\$ 58,696.98	\$ 767,587.37	\$ -	\$ -	\$ 6,929,863.60	
WHEELCHAIR PSGR	665	72	0	0	372	1,139	94	73	27	366	205	12	140	917	19	0	19	0	0	2,075	
EXPENDITURES:																					
EMPLOYEES	\$ 404,903.20	\$ 28,607.85	\$ 50,646.96	\$ -	\$ 108,911.99	\$ 593,070.00	\$ 279,454.25	\$ 245,811.25	\$ 71,231.80	\$ 271,358.31	\$ 280,161.43	\$ 35,833.54	\$ 820,584.16	\$ 2,004,434.74	\$ 258,649.26	\$ 22,711.22	\$ 281,360.48	\$ -	\$ -	\$ 2,878,865.22	
BENEFITS	\$ 313,169.52	\$ 23,414.66	\$ 42,455.00	\$ -	\$ 86,789.38	\$ 465,828.56	\$ 211,723.55	\$ 186,513.60	\$ 55,238.59	\$ 202,389.45	\$ 207,566.63	\$ 27,770.97	\$ 628,533.28	\$ 1,519,736.07	\$ 195,987.73	\$ 16,900.39	\$ 212,888.12	\$ -	\$ -	\$ 2,198,452.81	
VEHICLE OP	\$ 64,100.29	\$ 6,050.16	\$ 16,243.65	\$ -	\$ 18,215.51	\$ 104,609.61	\$ 39,392.18	\$ 31,523.68	\$ 12,004.75	\$ 62,138.70	\$ 25,509.75	\$ 3,895.87	\$ 161,772.09	\$ 336,237.02	\$ 70,628.88	\$ 5,178.46	\$ 75,807.34	\$ -	\$ -	\$ 516,653.99	
OTHER OP	\$ 164,140.18	\$ 16,488.47	\$ 38,779.89	\$ -	\$ 48,768.69	\$ 268,177.23	\$ 101,986.50	\$ 81,850.99	\$ 31,487.75	\$ 160,243.52	\$ 65,178.64	\$ 10,133.90	\$ 419,301.70	\$ 870,183.00	\$ 183,624.52	\$ 13,906.91	\$ 197,531.43	\$ -	\$ -	\$ 1,335,891.64	
TOTAL EXP	\$ 946,313.19	\$ 74,561.14	\$ 148,125.50	\$ -	\$ 262,685.57	\$ 1,431,685.40	\$ 632,556.48	\$ 545,699.52	\$ 169,962.89	\$ 696,129.98	\$ 578,416.45	\$ 77,634.28	\$ 2,030,191.23	\$ 4,730,590.83	\$ 708,890.39	\$ 58,696.98	\$ 767,587.37	\$ -	\$ -	\$ 6,929,863.66	
FARE BOX RECOVERY	2.12%	2.68%	29.51%	#DIV/0!	1.00%	4.78%	1.62%	1.54%	2.25%	2.71%	1.48%	1.42%	1.72%	1.82%	7.90%	0.14%	7.30%	#DIV/0!	#DIV/0!	3.04%	
OPERATING COST PER / PSGR	\$151.26	\$301.87	\$66.04	#DIV/0!	\$152.81	\$136.81	\$61.71	\$57.70	\$48.34	\$41.21	\$46.49	\$77.40	\$56.67	\$52.92	\$61.63	\$410.47	\$65.91	#DIV/0!	#DIV/0!	\$62.15	
OPERATING COST PER / HOUR	\$204.98	\$224.53	\$251.11	#DIV/0!	\$210.52	\$210.97	\$199.65	\$195.84	\$208.48	\$227.70	\$183.62	\$189.24	\$217.46	\$208.18	\$241.71	\$233.85	\$241.09	#DIV/0!	#DIV/0!	\$211.96	
OPERATING COST PER / MILE	\$11.64	\$8.79	\$7.46	#DIV/0!	\$10.61	\$10.65	\$12.65	\$13.28	\$10.67	\$8.85	\$18.30	\$15.10	\$9.74	\$10.98	\$7.78	\$8.55	\$7.84	#DIV/0!	#DIV/0!	\$10.45	
PASSENGER TRIPS PER / REVENUE HOUR	1.4	0.7	3.8	#DIV/0!	1.4	1.5	3.2	3.4	4.3	5.5	3.9	2.4	3.8	3.9	3.9	0.6	3.7	#DIV/0!	#DIV/0!	3.4	
AVERAGE FARE PER / PASSENGER	\$3.21	\$8.08	\$19.49	#DIV/0!	\$1.53	\$6.54	\$1.00	\$0.89	\$1.09	\$1.11	\$0.69	\$1.10	\$0.97	\$0.96	\$4.87	\$0.59	\$4.81	#DIV/0!	#DIV/0!	\$1.89	
OPERATING SUBSIDY PER / PASSENGER	\$148.05	\$293.78	\$46.55	#DIV/0!	\$151.28	\$130.27	\$60.71	\$56.81	\$47.25	\$40.09	\$45.80	\$76.31	\$55.70	\$51.96	\$56.76	\$409.87	\$61.10	#DIV/0!	#DIV/0!	\$60.27	
ROAD CALLS	4	0	1	0	0	5	3	9	1	5	3	2	17	40	4	0	4	0	0	49	
EMPLOYEE FULL-TIME EQUIVALENT (FTE)																					58

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: December 1, 2022

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Status of Unfunded Liabilities for Pension and Other Post-Employment Benefit (OPEB) Programs

REQUESTED ACTION:
BY MOTION,
Information Only

BACKGROUND

As a public agency, the El Dorado County Transit Authority (El Dorado Transit), contracts with the California Public Employees Retirement System (CalPERS) for pension and for Other Post-Employment Benefits (OPEB) that include retiree health coverage for unrepresented and management employees.

With the passing of Governmental Accounting Standards Board (GASB) 45 in 2004, public agencies are required to include an accounting of the unfunded liabilities of each program on their financial statements.

DISCUSSION

Over the past two (2) fiscal years, El Dorado Transit has prioritized the use of Federal grant income, as directed by the Bylaws. The influx of Federal pandemic relief funds allowed for the forwarding of additional payments from local funds towards Pension and OPEB liabilities. Additionally, funds were set aside in a 115 Trust to be used towards future pension expenses.

The excerpt below is from the audited financial statements presented in today's agenda. As indicated in the statements, the liability for pension has been reduced from \$3,541,021 in 2021 to \$1,466,472 in 2022. This indicates total funding of Classic and PEPRAs combined at 91.80%.

Per individual plan valuations, the OPEB and PEPRAs plans have zero unfunded liability currently. However, this adjusts with each valuation as demographics are always changing.

NOTE D - LONG-TERM LIABILITIES

Long-term liability activity consisted of the following for the year ended June 30:

	Balance at June 30, 2021	Additions	Retirements	Balance at June 30, 2022	Due Within One Year
Compensated absences	\$ 370,092	\$ 210,743	\$ (185,046)	\$ 395,789	\$ 197,894
Capital Lease	\$ 564,825		\$ (245,807)	\$ 319,018	\$ 254,146
Net pension liability	\$ 3,541,021		\$ (2,074,549)	\$ 1,466,472	
Net OPEB liability	\$ 119,166		\$ (119,166)		
	<u>\$ 4,595,104</u>	<u>\$ 210,743</u>	<u>\$ (2,624,568)</u>	<u>\$ 2,181,279</u>	<u>\$ 452,040</u>
	Balance at June 30, 2020	Additions	Retirements	Balance at June 30, 2021	Due Within One Year
Compensated absences	\$ 443,064	\$ 148,560	\$ (221,532)	\$ 370,092	\$ 185,046
Capital Lease	\$ 802,567		\$ (237,742)	\$ 564,825	\$ 245,807
Net pension liability	\$ 3,237,285	\$ 303,736		\$ 3,541,021	
Net OPEB liability	\$ 140,558		\$ (21,392)	\$ 119,166	
	<u>\$ 4,623,474</u>	<u>\$ 452,296</u>	<u>\$ (480,666)</u>	<u>\$ 4,595,104</u>	<u>\$ 430,853</u>