



# EL DORADO TRANSIT

## EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

### AGENDA

**Thursday, November 2, 2023; 1:00 PM**

Regular Meeting

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

- John Clerici, Alternate for City Councilmembers
- Wendy Thomas, Alternate for Board of Supervisors, District III

Executive Director: Brian James

<p><b>In-Person</b></p> <p>County of El Dorado          Board of Supervisors Meeting Room          330 Fair Lane, Bldg. A          Placerville, CA 95667</p>	<p><b>Remotely</b></p> <p><b>By Computer:</b>  <a href="https://edcgov-us.zoom.us/j/86134567267">https://edcgov-us.zoom.us/j/86134567267</a></p> <p><b>By Phone:</b>          669-219-2599</p> <p><b>Meeting ID:</b>          861 3456 7267</p>
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Members of the public may call in during the meeting and are encouraged to submit public comment via email to [mwilcher@eldoradotransit.com](mailto:mwilcher@eldoradotransit.com) up until 2 hours before the start of the meeting. Written comments will be entered into the meeting’s minutes and the Board will consider all comments at the appropriate time. Members of the public may address any item on the agenda prior to board action, comments will be limited to no more than three (3) minutes.

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

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

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

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

**OPEN FORUM**

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

<b>1.</b>	<b><u>CONSENT CALENDAR</u></b>	<b><u>PAGE</u></b>
	A. Approve Conformed Minutes of Regular Meeting October 5, 2023	4
	B. Receive and File September 2023 Check Register	7
	C. Receive and File September 2023 Ridership Report	10
	D. Receive and file Quarterly Investment Report for period ending 09/30/23	13
	E. Approve Vehicle Replacement Plan for Fiscal Years 2023/24 through 2028/29	15
	F. Adopt Resolution No. 23-26 approving the <b><u>El Dorado County Transit Authority Agency Safety Plan</u></b> revisions and edits	18
	G. Adopt Resolution No. 23-24 approving the Salary Schedule for Fiscal Year 2023/24 based on current State of California minimum wage law requirement	47
	H. Adopt Resolution No. 23-25 authorizing the Executive Director to submit an application to the El Dorado County Air Quality Management District AB2766 Motor Vehicle Emission Reduction Grant Program	52

<b>2.</b>	<b><u>ACTION ITEMS</u></b>	<b><u>PAGE</u></b>
	A. 1. Adopt Capital Improvement Plan Project, 23-04 for a Collision Avoidance System	55
	2. Approve Purchase Order #29200 for the purchase of Mobileye by Rosco Collision Avoidance	
	3. Authorize the Executive Director to execute all contracts and documents related to purchase and implementation of Rosco Collision Avoidance not to exceed the Capital Improvement Plan Budget	
	B. Final ratification of the Executive Director Employment Contract	59
<b>3.</b>	<b><u>INFORMATION ITEMS</u></b>	
	A. Draft El Dorado Transit Park-and-Ride Master Plan	67

**EXECUTIVE DIRECTOR REPORT** \*

**BOARD MEMBER COMMENTS** \*

**ADJOURNMENT**

\* Verbal Report

NEXT REGULARLY SCHEDULED  
 EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING  
 Thursday, December 7, 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](http://www.eldoradotransit.com)***



# EL DORADO TRANSIT

**EL DORADO COUNTY TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING  
CONFORMED MINUTES  
Thursday, October 5, 2023; 1:00 PM  
Regular Meeting**

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

- John Clerici, Alternate for City Councilmembers
- Wendy Thomas, Alternate for Board of Supervisors, District III

Executive Director: Brian James

<p style="text-align: center;"><b>In-Person</b></p> <p style="text-align: center;">County of El Dorado Board of Supervisors Meeting Room 330 Fair Lane, Bldg. A Placerville, CA 95667</p>	<p style="text-align: center;"><b>Remotely</b></p> <p style="text-align: center;"><b>By Computer:</b> <a href="https://edcgov-us.zoom.us/j/86134567267">https://edcgov-us.zoom.us/j/86134567267</a></p> <p style="text-align: center;"><b>By Phone:</b> 669-219-2599</p> <p style="text-align: center;"><b>Meeting ID:</b> 861 3456 7267</p>
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## **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

**Directors Present: John Hidahl, Jackie Neau, Lori Parlin, George Turnboo. David Yarbrough**

**A quorum was present.**

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

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

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

**M/S: Parlin/Yarbrough**

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

## **OPEN FORUM**

**Public Comment: M. Nivinski**

### **1. CONSENT CALENDAR**

- A. Approve Conformed Minutes of Regular Meeting September 7, 2023
- B. Receive and File August 2023 Check Register
- C. Receive and File August 2023 Ridership Report
- D. Adopt Resolution No. 23-23 Authorizing the Executive Director to Claim Transportation Development Act Funds for Fiscal Year 2022/23 State of Good Repair funds

### **2. ACTION ITEMS**

- A. Receive and File the Fiscal Year 2022/23 Administrative Operations Report

**Receive and File only. No vote taken.**

**3. INFORMATION ITEMS**

A. Newsletter

**EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**ADJOURNMENT**

**Chair Neau adjourned the meeting at 1:22 PM. The next regularly scheduled meeting is Thursday, November 2, 2023.**

**Respectfully Submitted,**

**Megan Wilcher  
Secretary to the Board**

\* Verbal Report

AGENDA ITEM 1 B  
Consent Item

**MEMORANDUM**

**DATE:** November 2, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Receive and File September 2023 Check Register

**REQUESTED ACTION:**  
**BY MOTION,** Receive and File September 2023 Check Register

**BACKGROUND**

The following check register includes routine transactions for the month of September 2023. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

**DISCUSSION**

Five (5) item merits further detail:

Check #38267 – LSC Transportation Consultants Inc.....\$14,840.00  
This check pays the obligation for the Park & Ride Master Plan update using Local Transportation Funds (LTF).

Check #38289 – MacLeod Watts Inc.....\$1,950.00  
This check pays the obligation for Actuarial Report Preparation for fiscal year ending 06/30/2023, using Local Transportation Funds (LTF).

Check #38345 – Dantec Associates.....\$7,125.00  
This check pays the obligation for progress on the Short-Range Transit Plan (SRTP) update for local routes using Local Transportation Funds (LTF).

Check #38355 – RLS & Associates, Inc.....\$601.00  
This check pays the obligation for progress on the Cost Allocation Procedure Review, using Local Transportation Funds (LTF).

Check #38363 – Fuhrman Leamy Land Group.....\$15,977.75  
This check pays the obligation for Bass Lake Park & Ride Landscape Design Plan using Local Transportation Funds (LTF).

El Dorado County Transit Authority  
November 2, 2023

**EL DORADO COUNTY TRANSIT AUTHORITY**

**Check Register**

**September 2023**

Date	Num	Name	Memo	Amount
09/01/2023	EFT TRANS	CaPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - September 2023	44,497.31
09/01/2023	EFT TRANS	CaPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE SEPT 1, 2023	3,607.89
09/01/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #18 CLASSIC	8,314.36
09/01/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #18 PEPRA	11,967.90
09/06/2023	38247	AT&T	Central Billing 07/24/23 - 08/23/23	529.00
09/06/2023	38248	AT&T MOBILITY	Service for Surveillance Cameras @ P&Rs 0823	184.92
09/06/2023	38249	AUTOZONE INC	Parts and Supplies	173.65
09/06/2023	38250	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	212.50
09/06/2023	38251	C & H MOTOR PARTS	Parts and Supplies	333.57
09/06/2023	38252	CAL.NET	September 2023 Camera Service	176.92
09/06/2023	38253	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	2,244.83
09/06/2023	38254	CDW GOVERNMENT	WatchGuard Security Suite Renewal 3 years	10,258.01
09/06/2023	38255	CUSTOM EMBROIDERY CONCEPTS	Uniforms for Operators	318.53
09/06/2023	38256	D&K AUTO GLASS	Windshield Chip Repair Right W/S Bottom Left - # 1705	45.00
09/06/2023	38257	DAWSON OIL	Fuel Purchases - August 2023	63,580.05
09/06/2023	38258	EL DOB ENTERPRISES LLC	Fleet Vehicle Tires	10,182.74
09/06/2023	38259	FASTENAL	Parts and Supplies	297.90
09/06/2023	38260	FLEMING DISTRIBUTING CO.	Parts and Supplies	129.99
09/06/2023	38261	FOLSOM LAKE DODGE	Parts and Supplies	504.96
09/06/2023	38262	GILLIG LLC	Parts and Supplies	5,631.95
09/06/2023	38263	GWP HOLDINGS LLC	Parts and Supplies	16,932.32
09/06/2023	38264	HUNT & SONS INC	Fuel Purchases for 08/01/23-08/15/23	49.06
09/06/2023	38265	J.C. NELSON SUPPLY CO	Hand Soap & Toilet Paper - Janitorial Supplies	429.32
09/06/2023	38266	JANI-KING OF CALIFORNIA INC - SACRAMENTO	Janitorial Services - June 2023	1,103.59
09/06/2023	38267	LSC TRANSPORTATION CONSULTANTS INC	Park and Ride Master Plan Update	14,840.00
09/06/2023	38268	MISSION UNIFORM SERVICE	Mats, Towels and Uniforms	1,525.77
09/06/2023	38269	MOTIVE ENERGY LLC	(2) DEKA 12V Batteries - #1901	821.42
09/06/2023	38270	NATIONAL FIRE SYSTEMS INC	Annual Test: Wet Fire Sprinkler Riser, Initial System	325.00
09/06/2023	38271	NORCAL SPIT SHINE LLC	Bus Cleaning Service - (32 Vehicles)	4,420.00
09/06/2023	38272	O'REILLY AUTO PARTS	Parts and Supplies	224.60
09/06/2023	38273	OPERATING ENGINEERS PUBLIC & MISC	Sept 2023 Medical Premiums	38,262.00
09/06/2023	38274	PACIFIC GAS & ELECTRIC	August 2023 Service - Park & Ride	812.55
09/06/2023	38275	ROMAINE ELECTRIC	L/N Alternator - # 1202	775.04
09/06/2023	38276	RON DUPRATT FORD	Parts and Supplies	1,841.93
09/06/2023	38277	RTS IT INC	ITCare Gold Service Plan	5,070.00
09/06/2023	38278	SAFETY-KLEEN SYSTEMS INC	Waste Oil Products Pick-Up	690.48
09/06/2023	38279	STRATUS BUILDING SOLUTIONS	Janitorial Services - September 2023	795.00
09/06/2023	38280	SUN LIFE FINANCIAL	September Life/LTD Benefits	2,306.02
09/06/2023	38281	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	3,332.13
09/06/2023	38282	TRUE VALUE HARDWARE	Parts and Supplies	215.27
09/06/2023	38283	WESTERN SUPPLY INC	(20) 12 Oz. Drop In Bags- Shop Use	328.75
09/06/2023	38284	XEROX FINANCIAL SERVICES	Lease Payment	509.44
09/06/2023	38285	ZEP MANUFACTURING CO.	ZEP DEO3, Blue Sky, Big Orange - Shop Supplies	1,229.36
09/06/2023	38286	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - September 2023	29.10
09/06/2023	38287	EL DORADO DISPOSAL SERVICE	Disposal Service - August 2023 Park & Ride	418.27
09/06/2023	38288	EL DORADO IRRIGATION DISTRICT	Water Service 06/27/23-08/21/23	122.58
09/06/2023	38289	MACLEOD WATTS INC	Actuarial Report Preparation for FY Ending 06/30/23	1,950.00
09/06/2023	38290	QUILL LLC	Misc. Office Supplies	511.67
09/15/2023	EFT TRANS	CaPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE SEPT. 15, 2023	3,603.40
09/15/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #19 CLASSIC	8,457.83
09/15/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #19 PEPRA	11,940.26
09/20/2023	38291	BULLSEYE TELECOM, INC	POTS Phone Lines for Fire and Intrusion Alarm	266.94
09/20/2023	38292	PACIFIC GAS & ELECTRIC	September Services 2023	3,455.89
09/20/2023	38293	SPECIAL DISTRICT RISK MANAGEMENT AUTH	Employee Assistance Program Benefits	162.68
09/20/2023	38294	UMPQUA BANK	Reconciled Visa Charges	1,573.69
09/20/2023	38295	EMP. MISC. REIMBURSEMENT	2 Pairs of Uniform Pants	50.00
09/25/2023	38296	.BRACKETT, MICHELLE	My Ride - August 2023	229.25
09/25/2023	38297	.CALDWELL, PAIGE	My Ride - August 2023	104.80
09/25/2023	38298	.CALDWELL, TISA	My Ride - August 2023	124.45
09/25/2023	38299	.CARPENTER, VICTORIA	My Ride - August 2023	47.29
09/25/2023	38300	.CHRONISTER, RODNEY E	My Ride - August 2023	200.69
09/25/2023	38301	.COOK, VAUGHAN	My Ride - August 2023	229.25
09/25/2023	38302	.COOK, VERONICA	My Ride - August 2023	458.50
09/25/2023	38303	.COOPER, DEBBIE	My Ride - August 2023	166.89
09/25/2023	38304	.CROZIER, EILEEN JEAN	My Ride - July/August 2023	383.83
09/25/2023	38305	.DA COSTA, MONICA	My Ride - August 2023	229.25
09/25/2023	38306	.DAVIS, JANET	My Ride - August 2023	229.25
09/25/2023	38307	.DRACHMAN, JENNIFER	My Ride - August 2023	49.65
09/25/2023	38308	.DUPONT, MARTHA	My Ride - August 2023	79.91
09/25/2023	38309	.EPPS, JOHNNA	VOID: My Ride - August 2023	0.00
09/25/2023	38310	.GULARTE, LARA L	My Ride - August 2023	229.25
09/25/2023	38311	.HEDGE, SAMANTHA	My Ride - August 2023	229.25
09/25/2023	38312	.HENDRIX, SUSAN L.	My Ride - August 2023	458.50
09/25/2023	38313	.HITCHCOCK, SANDRA	My Ride - August 2023	186.41
09/25/2023	38314	.HUBBARD, DAWN E	My Ride - August 2023	229.25



**EL DORADO COUNTY TRANSIT AUTHORITY**

**Check Register**

September 2023

Date	Num	Name	Memo	Amount
09/25/2023	38315	.IMMER, JAMES	My Ride - August 2023	131.00
09/25/2023	38316	.KAMENA, DENISE	My Ride - July/August 2023	270.32
09/25/2023	38317	.KURTZ, STORM	My Ride - August 2023	212.22
09/25/2023	38318	.LAWSON, CATHERINE	My Ride - August 2023	140.17
09/25/2023	38319	.LAWSON, GLENN	My Ride - August 2023	89.08
09/25/2023	38320	.MARTIN, LINA	My Ride - August 2023	201.74
09/25/2023	38321	.MATZINGER, LINDA IOLEEN	My Ride - August 2023	87.90
09/25/2023	38322	.MILLER, DOREENE ELIZABETH	My Ride - August 2023	201.09
09/25/2023	38323	.PINO, DEBBIE K	My Ride - August 2023	135.06
09/25/2023	38324	.PREMOCK, SHONNA	My Ride - August 2023	229.25
09/25/2023	38325	.RASLEAR, BARBARA	My Ride - August 2023	206.33
09/25/2023	38326	.ROBERTS, VICTORIA	My Ride - August 2023	67.33
09/25/2023	38327	.SHANNON, SIOBHAN	My Ride - August 2023	191.26
09/25/2023	38328	.SHAWHAN, CHARLES	My Ride - August 2023	91.70
09/25/2023	38329	.SMITH, KAREN	My Ride - August 2023	228.73
09/25/2023	38330	.TODD, JANET C	My Ride - August 2023	576.33
09/25/2023	38331	.VALENCIA, ROCHELLE	My Ride - August 2023	146.72
09/25/2023	38332	.WAHLGREN, ANNETTE	My Ride - August 2023	120.52
09/25/2023	38333	.WANG, YING	My Ride - August 2023	164.80
09/25/2023	38334	.WOJAN, CYNTHIA	My Ride - August 2023	74.21
09/25/2023	38335	.WOJAN, RONALD	My Ride - August 2023	118.36
09/25/2023	38336	.WOODS, ELIZABETH	My Ride - August 2023	229.25
09/25/2023	38337	.WORTHEN, DALE	My Ride - August 2023	229.25
09/25/2023	38338	ACC BUSINESS	Fiber Internet - September 2023	85.87
09/25/2023	38339	ADM SCREENING	Pre-Emp. Drug Screen, DOT Med. Exam, Random Drug Screen	645.00
09/25/2023	38340	AFLAC	Employee Paid Premiums - September 2023	1,254.12
09/25/2023	38341	AT&T	Central Billing 08/01/23-08/31/23	446.75
09/25/2023	38342	CAL.NET	October 2023 Camera Service	176.92
09/25/2023	38343	CURTIS INDUSTRIAL INC	Towing - Gillig - # 1702	596.25
09/25/2023	38344	CUSTOM EMBROIDERY CONCEPTS	Edwards E-Z Fit Mens Pants	138.35
09/25/2023	38345	DANTEC ASSOCIATES	Short Range Transit Plan Update - August	7,125.00
09/25/2023	38346	ECO SIGNS LLC	Replace 9 Bulbs & 7 Capacitors @ CAMB P&R	1,782.83
09/25/2023	38347	EDC RISK MANAGEMENT	Health Insurance September 2023	8,800.61
09/25/2023	38348	EDWARDS, STEVENS & TUCKER LLP	General Legal Service	5,619.50
09/25/2023	38349	EL DORADO IRRIGATION DISTRICT	Monthly Utilities	2,051.46
09/25/2023	38350	HUNT & SONS INC	Fuel Purchases for 08/16/23-08/31/23	156.65
09/25/2023	38351	KINETICO WATER OF PLACERVILLE	Drinking Water Service - September 2023	42.90
09/25/2023	38352	MAG LANDSCAPING INC	Landscaping Maintenance - August 2023	1,290.00
09/25/2023	38353	OPERATING ENGINEERS LOCAL UNION #3	Union Dues September 2023	1,197.00
09/25/2023	38354	PROTELESIS	Phone System Elevate Subscription	711.62
09/25/2023	38355	RLS & ASSOCIATES, INC	Cost Allocation Project	601.00
09/25/2023	38356	ROBERTS & COMPANY INC	Bank Reconciliations through July 2023, Clean-Up	785.00
09/25/2023	38357	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums October 2023	3,961.10
09/25/2023	38358	STATE OF CA - DEPT OF JUSTICE	State & FBI Criminal Background Checks	98.00
09/25/2023	38359	UNITED TEXTILE	Parts and Supplies	411.84
09/25/2023	38360	UPPER LEVEL CARPET CLEANING	Carpet & Tile Floor Cleaning	1,520.25
09/25/2023	38361	WESTERN SUPPLY INC	Steel Tape Weights - Wheel Weights for MCIs & Gilligs	101.20
09/25/2023	38362	ZEP MANUFACTURING CO.	Parts and Supplies	278.83
09/26/2023	38363	FUHRMAN LEAMY LAND GROUP	Bass Lake Hills Park and Ride Landscaping Design	15,977.75
09/26/2023	38364	PACIFIC GAS & ELECTRIC	Electricity For Bass Lake Hills Park & Ride	19,990.18
				<u>376,427.61</u>
			<b>Total</b>	<b><u>376,427.61</u></b>

AGENDA ITEM 1 C  
Consent Item

**MEMORANDUM**

**DATE:** November 2, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Brian James, Executive Director  
**SUBJECT:** September 2023 Ridership Report

**REQUESTED ACTION:**

**BY MOTION,**

**Receive and File the September 2023 Ridership Report**

**BACKGROUND**

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

**DISCUSSION**

For the month of September 2023, ridership across all three (3) modes of service continued to trend up. Fiscal Year-to-date ridership was up 17.3% overall.

The attached September 2023 Ridership Report compares systemwide monthly passenger trips to the same period in the previous fiscal year. Overall ridership increased by 11.7% compared to the previous year. Demand Response ridership increased by 58.6%, Local Fixed Route ridership increased by 3.2%, and Commuter ridership increased by 6.4%.

The attached Fiscal Year-to-Date Ridership Report compares the current fiscal year to the same period in the previous four (4) fiscal years to analyze pre-Covid and current ridership trends.

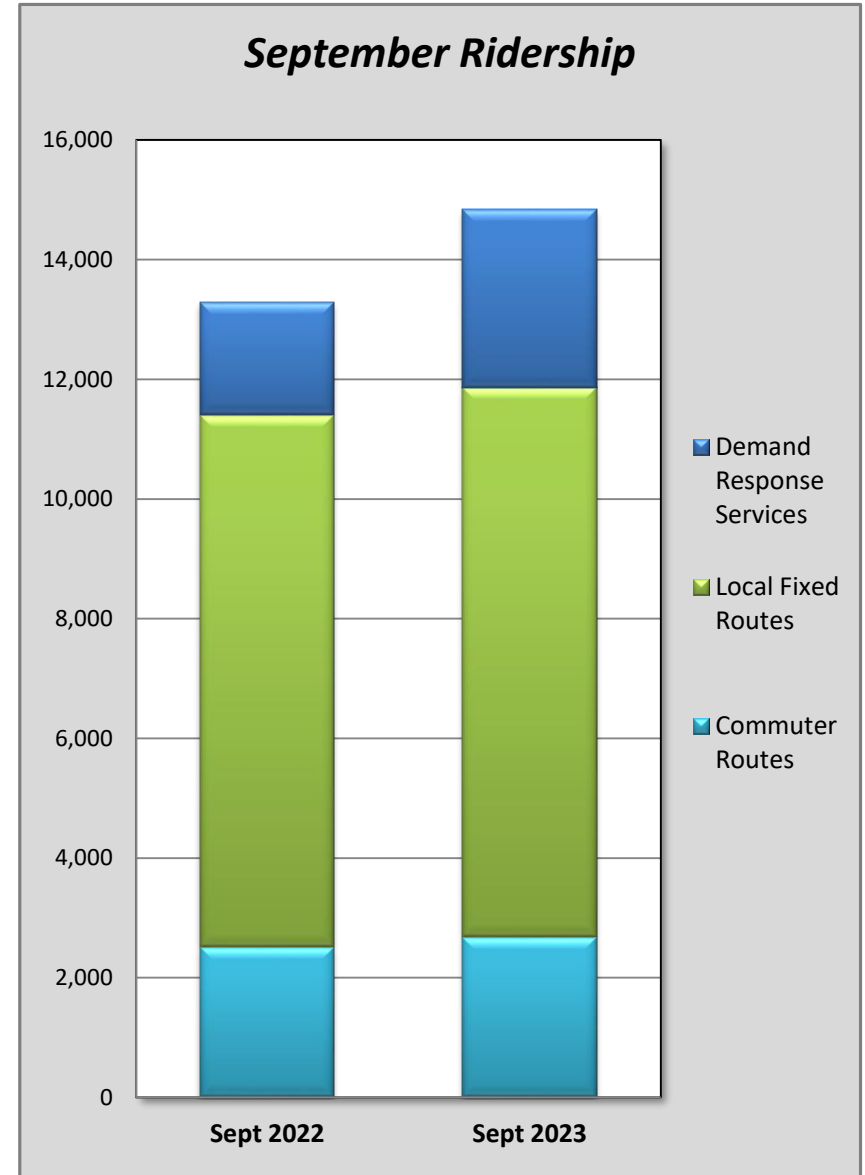
# September 2023 Ridership Report

Demand Response Services	Sept 2022	Sept 2023	% Change
Dial-a-Ride	807	1,132	40.3%
Sac-Med	12	45	275.0%
ADA Paratransit	230	230	0.0%
M.O.R.E.*	547	581	6.2%
Senior Day Care*	0	0	0.0%
My Ride	282	990	251.1%
<b>Total Demand Response</b>	<b>1,878</b>	<b>2,978</b>	<b>58.6%</b>

Local Fixed Routes	Sept 2022	Sept 2023	% Change
20 - Placerville	1,451	1,259	-13.2%
25 - Saturday Express	0	203	100.0%
30 - Diamond Springs	1,216	1,032	-15.1%
35 - Diamond Springs Saturday	0	73	100.0%
40 - Cameron Park	1,005	913	-9.2%
50x - 50 Express	3,701	4,394	18.7%
60 - Pollock Pines	1,519	1,305	-14.1%
<b>Total Local Fixed Routes</b>	<b>8,892</b>	<b>9,179</b>	<b>3.2%</b>

Commuter Routes	Sept 2022	Sept 2023	% Change
Sacramento Commuter	1,809	1,868	3.3%
Reverse Commuter	18	41	127.8%
Sacramento/Tahoe Connector	690	769	11.4%
<b>Total Commuter Routes</b>	<b>2,517</b>	<b>2,678</b>	<b>6.4%</b>

	Sept 2022	Sept 2023	% Change
<b>Systemwide</b>	<b>13,287</b>	<b>14,835</b>	<b>11.7%</b>
Passengers per Revenue Hour	4.5	4.1	-8.5%



\*Contracted Services - Ridership Determined by Client Enrollment

# Fiscal Year-to-Date Ridership Report

## July - September

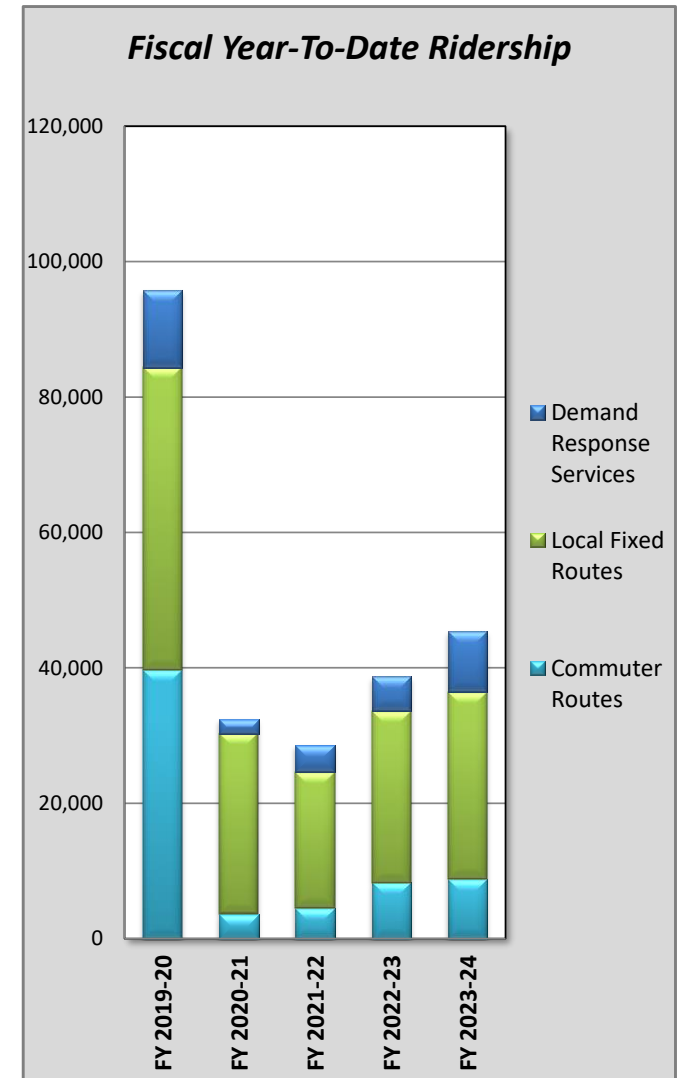


Demand Response Services	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Dial-a-Ride	4,084	1,523	693	2,252	3,330	47.9%
Sac-Med	86	50	1,539	46	114	147.8%
ADA Paratransit	174	340	1,681	680	704	3.5%
M.O.R.E.*	5,735	288	76	1,692	1,940	14.7%
Senior Day Care*	1,364	0	0	0	0	0.0%
My Ride	0	0	0	409	2,839	100.0%
<b>Total Demand Response</b>	<b>11,443</b>	<b>2,201</b>	<b>3,989</b>	<b>5,079</b>	<b>8,927</b>	<b>75.8%</b>

Local Fixed Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
20 - Placerville	11,041	4,157	3,070	4,077	4,011	-1.6%
25 - Saturday Express	1,292	885	783	0	203	0.0%
30 - Diamond Springs	6,970	2,815	2,216	3,076	3,168	3.0%
35 - Diamond Springs Saturday	378	232	225	0	73	0.0%
40 - Cameron Park	3,979	3,066	2,309	3,024	3,006	-0.6%
50x - 50 Express	10,636	10,183	8,505	10,534	12,939	22.8%
60 - Pollock Pines	10,372	5,382	2,983	4,639	4,311	-7.1%
<b>Total Local Fixed Routes</b>	<b>44,668</b>	<b>26,720</b>	<b>20,091</b>	<b>25,350</b>	<b>27,711</b>	<b>9.3%</b>

Commuter Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Sacramento Commuter	39,425	3,538	3,548	5,618	6,173	9.9%
Reverse Commuter	287	27	20	55	91	65.5%
Sacramento/Tahoe Connector	0	0	968	2,598	2,485	-4.3%
<b>Total Commuter Routes</b>	<b>39,712</b>	<b>3,565</b>	<b>4,536</b>	<b>8,271</b>	<b>8,749</b>	<b>5.8%</b>

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
<b>Systemwide</b>	<b>95,823</b>	<b>32,486</b>	<b>28,616</b>	<b>38,700</b>	<b>45,387</b>	<b>17.3%</b>
Passengers per Revenue Hour	7.4	3.9	3.3	4.5	4.1	-8.3%



\*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D  
Consent Item

**MEMORANDUM**

**DATE:** November 2, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Quarterly Investment Report for period ending 09/30/2023

**REQUESTED ACTION:**

**BY MOTION,**

**Receive and file Quarterly Investment Report for period ending  
09/30/2023**

**BACKGROUND**

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

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

**DISCUSSION**

Interest earnings for the first quarter from LAIF and Money Market accounts equal 31,386.67. This is \$4,718.43 above projected earnings. The investment report for quarter ending 09/30/23 is submitted for review and file.

**FISCAL IMPACT**

Line item 4970.00 - Interest Income, will be adjusted during the FY 2023/24 Mid-Year Budget Adjustment process.

**EL DORADO COUNTY TRANSIT AUTHORITY**

**QUARTERLY INVESTMENT REPORT**

**PERIOD 07/01/2023 – 09/30/2023**

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

Account Summary

06/30/2023	Balance Forward	\$ 1,314,962.01
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 3.59%	\$ <u>11,857.80</u>
09/30/2023	Ending Balance 3rd Qtr., 2023	\$ 1,326,819.81

**UMPQUA BANK (Money Market Account)**

Account Summary

06/30/2023	Balance Forward	\$ 4,854,715.90
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfer from General Checking Account	\$ 000,000.00
	Interest Earned @ 1.51%	\$ <u>18,377.96</u>
09/30/2023	Ending Balance 3rd Qtr., 2023	\$ 4,873,093.86

AGENDA ITEM 1 E  
Consent Item

**MEMORANDUM**

**DATE:** November 2, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Brian James, Executive Director  
**SUBJECT:** Vehicle Replacement Plan for Fiscal Years 2023/24 Through 2028/29

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

**Approve Vehicle Replacement Plan for Fiscal Years 2023/24 through 2028/29**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) adopted the Vehicle Replacement Policy on February 6, 1997 based on Caltrans and Federal Transit Administration (FTA) guidelines. El Dorado Transit is required to utilize FTA guidelines for replacement vehicles purchased through FTA capital assistance grant programs. A copy of the Vehicle Replacement Policy is included for reference. This policy is critical for budget forecasting, vehicle inventory management and developing capital assistance grants.

**DISCUSSION**

The Replacement Plan for Fiscal Year (FY) 2023/24 through FY 2028/29 represents a plan for replacement of current fleet vehicles contingent upon available capital revenues and grant opportunities. The inclusion of Zero Emission Bus (ZEB) requirements will increase the estimated replacement costs for Local Fixed Route and Commuter buses. Zero emission cutaway buses and vans are still in development, and costs will be updated once available.

**FISCAL IMPACT**

The approximate replacement cost for anticipated vehicle purchases FY 2023/24 through FY 2028/29 is \$8,687,600 including a 3% annual cost escalator. Individual replacement projects are added to the CIP on an annual basis and brought before the Board for review and approval as needed.

**PROPOSED VEHICLE REPLACEMENT PLAN**  
November 2023



Vehicle #	Vehicle Type	Vehicle Description	Vehicle		FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
			Replacement Cost	Mileage as of 3/3/23						
<b>Staff Vehicles</b>										
9509	Ford Escort	Maint Vehicle	\$25,000	75,994						
0501	Honda Civic	5 psgr staff car	\$25,000	75,180	X					
0701	Chevy Malibu	5 psgr staff car	\$25,000	61,475	X					
0702	Dodge Dakota	Maint Vehicle	\$35,000	81,162	X					
M-7055	Ford Box Van	Maint Vehicle	\$50,000	30,425						
1608	Ford Cmax	5 psgr staff car	\$25,000	48,971						
1609	Ford Cmax	5 psgr staff car	\$25,000	52,183						
1610	Ford Cmax	5 psgr staff car	\$25,000	54,391						
1611	Ford Cmax	5 psgr staff car	\$25,000	45,880						
1707	Chevy Traverse	7 psgr staff car	\$30,000	22,725						
<b>Demand Response Vans</b>										
1304	Dodge Caravan	3 psgr mini-van	\$71,000	193,984	X					
1501	Dodge Caravan	3 psgr mini-van	\$71,000	201,669			X			
1502	Dodge Caravan	3 psgr mini-van	\$71,000	133,600			X			
1503	Dodge Caravan	3 psgr mini-van	\$71,000	105,894			X			
1504	Dodge Caravan	3 psgr mini-van	\$71,000	106,173			X			
1907	Dodge Caravan	3 psgr mini-van	\$71,000	76,296					X	
1908	Dodge Caravan	3 psgr mini-van	\$71,000	76,235					X	
1909	Dodge Caravan	3 psgr mini-van	\$71,000	75,759					X	
1910	Dodge Caravan	3 psgr mini-van	\$71,000	5,957					X	
1911	Dodge Caravan	3 psgr mini-van	\$71,000	4,674					X	
<b>Demand Response Buses</b>										
0901	Chevy Cut-a-way	26 psgr bus	\$120,000	317,885						
1601	Ford Cut-a-way	26 psgr bus	\$120,000	86,526					X	
1602	Ford Cut-a-way	26 psgr bus	\$120,000	133,540					X	
1603	Ford Cut-a-way	26 psgr bus	\$120,000	157,217					X	
1604	Ford Cut-a-way	26 psgr bus	\$120,000	95,603					X	
1605	Ford Cut-a-way	26 psgr bus	\$120,000	111,426					X	
1607	Ford Cut-a-way	26 psgr bus	\$120,000	85,147					X	
1901	Ford Cut-a-way	20 psgr bus	\$120,000	5,154						
1902	Ford Cut-a-way	20 psgr bus	\$120,000	4,527						
1903	Ford Cut-a-way	20 psgr bus	\$120,000	4,407						
1904	Ford Cut-a-way	20 psgr bus	\$120,000	4,045						
1905	Ford Cut-a-way	20 psgr bus	\$120,000	4,746						
1906	Ford Cut-a-way	26 psgr bus	\$120,000	2,263						
<b>Motor Buses - Local Fixed Route</b>										
0606	Blue Bird Xcel 37	37 psgr bus	\$750,000	257,781		X				
0607	Blue Bird Xcel 37	37 psgr bus	\$750,000	357,372		X				
1701	Gillig 35' Low Floor	31 psgr bus	\$750,000	279,914						
1702	Gillig 35' Low Floor	31 psgr bus	\$750,000	280,807						
1703	Gillig 35' Low Floor	31 psgr bus	\$750,000	144,945						
1704	Gillig 35' Low Floor	31 psgr bus	\$750,000	293,950						
1705	Gillig 35' Low Floor	31 psgr bus	\$750,000	308,630						
1706	Gillig 35' Low Floor	31 psgr bus	\$750,000	294,310						
2001	Gillig 35' Low Floor	31 psgr bus	\$750,000	120,659						
2002	Gillig 35' Low Floor	31 psgr bus	\$750,000	101,225						
2003	Gillig 35' Low Floor	31 psgr bus	\$750,000	107,000						
2004	Gillig 35' Low Floor	31 psgr bus	\$750,000	92,939						
<b>Commuter Buses</b>										
1001	MCI D4500	57 psgr bus	\$900,000	398,194						
1002	MCI D4500	57 psgr bus	\$900,000	389,479						
1003	MCI D4500	57 psgr bus	\$900,000	377,134						
1004	MCI D4500	57 psgr bus	\$900,000	342,051						
1005	MCI D4500	57 psgr bus	\$900,000	353,012				X		
1006	MCI D4500	57 psgr bus	\$900,000	436,151				X		
1007	MCI D4500	57 psgr bus	\$900,000	408,442				X		
1008	MCI D4500	57 psgr bus	\$900,000	359,149				X		
1009	MCI D4500	57 psgr bus	\$900,000	426,278				X		
1202	MCI D4500	57 psgr bus	\$900,000	272,689						X
1401	MCI D4500	57 psgr bus	\$900,000	219,537						
1801	MCI D4500	57 psgr bus	\$900,000	176,127						
1802	MCI D4500	57 psgr bus	\$900,000	153,525						
1803	MCI D4500	57 psgr bus	\$900,000	130,084						
1804	MCI D4500	57 psgr bus	\$900,000	130,984						
1805	MCI D4500	57 psgr bus	\$900,000	150,708						



## EL DORADO COUNTY TRANSIT AUTHORITY

### VEHICLE REPLACEMENT POLICY

This policy provides that transit vehicles are maintained and remain in mass transit use for their normal service lives. Compliance with this policy will be assurance that El Dorado County Transit Authority meets the Federal guidelines and is eligible for projects programmed for capital assistance offered by the Federal Transportation Administration.

Service life of rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service.

#### Bus Requirements

- (a) Minimum Normal Service Life. Minimum normal service lives for buses are stated below:
1. Standard size heavy duty (approximately 35' – 40') transit buses: at least twelve (12) years service or an accumulation of at least 500,000 miles.
  2. Medium size heavy duty (approximately 30') transit buses: at least ten (10) years of service or an accumulation of at least 350,000 miles.
  3. Small medium duty (under 30') transit buses: at least seven (7) years or an accumulation of at least 200,000 miles.
  4. Other vehicles such as regular and specialized vans: at least four years service or an accumulation of at least 100,000 miles.

Source: CalTrans, UMTA C 9030.1A

- (b) Previously Owned, Rehabilitated Buses and Specialty Vehicles:

Fleet vehicles purchased as "previously owned", rehabilitated and Specialty vehicles shall have the maintenance records reviewed and the vehicle inspected bi-annually to determine safety and maintenance costs. The El Dorado County Transit Authority Director or his/her designated staff shall determine the replacement schedule on these vehicles.

AGENDA ITEM 1 F  
Consent Item

**MEMORANDUM**

**DATE:** November 2, 2023

**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. 23-26 approving the El Dorado County Transit Authority Agency Safety Plan revisions and edits**

**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 applies to recipients and subrecipients of financial assistance under the Urbanized Area Formula Program (FTA Section 5307). The Agency Safety Plan (ASP) supports application of a proactive, risk-based approach to managing transit safety, including processes and procedures to implement standardized safety management systems.

Agencies were required to have a certified Agency Safety Plan by July 20, 2021. El Dorado County Transit Authority's PTASP was adopted by the board on November 5, 2020. On November 15, 2021, the Bipartisan Infrastructure Law was signed into law and the Board of Directors adopted the current PTASP on December 1, 2022.

**DISCUSSION**

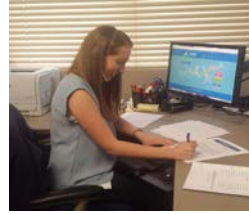
El Dorado Transit has identified specified training for employees directly responsible for safety and has provided the training requirements for each position. Additional revisions have been noted and updates to the required safety targets have been documented in the plan. All edits to the El County Transit Authority's Agency Safety Plan are presented for consideration.

**FISCAL IMPACT**

None



**EL DORADO TRANSIT**



# Public Transportation Agency Safety Plan (PTASP)

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**Implemented: 2020**

**Adopted: November 2, 2023**

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

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**Table of Contents**

Transit Agency Information..... 1

Key Terms..... 1

Plan Development, Approval, and Updates ..... 4

    Development ..... 4

    Approval ..... 4

    Certification ..... 4

    Record of Revisions ..... 4

Safety Performance Targets ..... 6

    Safety Performance Targets ..... 6

    Safety Performance Target Coordination..... 6

Safety Management Policy ..... 7

    Safety Management Policy Statement..... 7

    Safety Management Policy Communication ..... 7

    Authorities, Accountabilities, and Responsibilities ..... 8

        Accountable Executive ..... 8

        Chief Safety Officer..... 8

        Agency Leadership and Employees ..... 9

    Employee Reporting Program ..... 9

        Non-Punitive Reporting Policy ..... 10

Safety Risk Management ..... 10

Safety Hazard Identification .....	10
Safety Risk Management Process .....	11
Safety Risk Assessment.....	11
Safety Risk Mitigation.....	12
Safety Assurance.....	13
Safety Performance Monitoring and Measurement .....	13
Activities to Monitor Operations.....	13
Casual Factor Activities.....	14
Internal Safety Reporting Program Activities .....	15
Safety Promotion .....	15
Competencies and Training .....	15
Safety Communication .....	18
Record Keeping .....	20
Reference .....	21

## Transit Agency Information

Transit Agency:	El Dorado County Transit Authority (Agency)
Transit Agency Address:	6565/6567 Commerce Way Diamond Springs, CA 95619
Accountable Executive:	<del>Matthew Mauk</del> <a href="#">Brian James</a> , 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><b>§ 673.5 Definitions</b> – 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><b>§ 673.23(d)(1)</b> – 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><b>§ 673.31 Definitions</b> – 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><b>§ 673.23(d)(2)</b> – 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 <b>§ 673.5</b> )
Event	Event means any Accident, Incident, or Occurrence. (per <b>§ 673.5</b> )
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 <b>§ 673.5</b> )
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 <b>§ 673.5</b> )
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 <b>§ 673.5</b> )
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 <b>§ 673.5</b> )
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**

## Plan Development, Approval, and Updates

### Development

El Dorado County Transit Authority drafted this plan. By signature below, the Accountable Executive confirms the development of 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 ~~December~~ November 12, 2022-2023 with resolution # ~~223-~~ 26-34.

\_\_\_\_\_  
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
3	Safety Performance Targets and the addition of the Safety Team	Updates and compliant to Bipartisan Law	12/1/2022
<u>4</u>	<u>Safety Performance Targets and the addition of Training Requirements</u>	<u>Updates and Improvements</u>	<u>11/2/2023</u>


**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: Accountable Executive, Safety Coordinator, Operations Manager, Maintenance and Facilities Supervisor, 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 trend and System Reliability is based on a 3-year trend.

## Safety Performance Targets

<del>2021/2022</del> 2022/2023 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	<del>77,924</del> mi. <del>86925</del>
Motor Bus (MB)	0	0	<del>10</del>	<del>0.1406</del>	0	0	<del>21,553</del> mi. <del>122,579</del>
Commuter Bus (CB)	0	0	0	0	0	0	<del>12,358</del> mi. <del>84,902</del>
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	<del>.12259</del> <u>.1278</u>	1	<del>.12259</del> <u>.1278</u>	<del>51,554</del> mi. <del>58.628</del>
Motor Bus (MB)	0	0	1	<del>.12559</del> <u>.1278</u>	1	<del>.12259</del> <u>.1278</u>	<del>20692</del> mi. <del>41069</del>
Commuter Bus (Bus)	0	0	0	0	<del>-21</del>	<del>.12259</del> <u>.1278</u>	<del>19559</del> mi. <del>32,627</del>

\*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)	<del>12/04/2022</del> <u>11/02/2023</u>
Targets Transmitted to the Metropolitan Planning Organization	Metropolitan Planning Organization Name	Dates Targets Transmitted
	Sacramento Area Council of Governments	<del>12/04/2022</del> <u>11/02/2023</u>

## **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 frontlines, 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 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](#)
- [Dispatch 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 identifying 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. The 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 \(FTA\)](#)
- [Center for Disease Control and Department of Human Services](#)

### **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 the 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.

## **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](#)
- [Designated Trainer](#)
- 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.

### [CDL Training and Requirements](#)

[Positions required to hold a CDL: Transit Operator, Transit Dispatcher, Transit Operations Supervisor, Transit Dispatch Supervisor, Maintenance and Facility Supervisor, Maintenance Technician, Equipment Technician, Custodian, Transit Operations Manager, Safety Coordinator](#)

[Current Training Curriculum: Transit and Paratransit Company Transit Operator Development Course](#)

<u><a href="#">Type of Instruction</a></u>	<u><a href="#">Class Title</a></u>	<u><a href="#">Frequency of Training</a></u>
<u><a href="#">Theory Instruction</a></u>	<u><a href="#">Basic Operation</a></u>	<u><a href="#">Initial/Periodic Refresher</a></u>
	<u><a href="#">Orientation</a></u>	<u><a href="#">Initial/Periodic Refresher</a></u>
	<u><a href="#">Control Systems/Dashboard</a></u>	<u><a href="#">Initial/Periodic Refresher</a></u>

	<a href="#">Pre and Post Trip Inspections</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Basic Control</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Shifting/Operating Transmission</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Backing (GET OUT AND LOOK)</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Safe Operating Procedures</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Visual Search</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Communication</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Distracted Driving</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Speed Management</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Night Operation</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Extreme Driving Conditions</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Advanced Operating Practices</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Hazard Perception</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Skid Control/Recover, Jackknifing, and other Emergencies</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Railroad-Highway Grade Crossings</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Vehicle Systems and Reporting Malfunctions</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Identification and Diagnosis of Malfunctions</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Roadside Inspections</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Maintenance</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Handling Cargo</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Environmental Compliance Issues</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Hours of Service Requirements</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Fatigue and Wellness Awareness</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Post-Crash Procedures</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">External Communications</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Trip Planning</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Medical Requirements</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Drug and Alcohol</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Whistleblower</a>	<a href="#">Initial/Periodic Refresher</a>
<a href="#">Behind the Wheel</a>		
<a href="#">Range</a>	<a href="#">Pre-Trip/Enroute/Post Trip</a>	<a href="#">Initial/Periodic Refresher</a>
<a href="#">(Range)</a>	<a href="#">Straight Line Backing</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Alley Dock</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Off-Set Backing</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Parallel Parking Blind Side</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Parallel Parking Sight Side</a>	<a href="#">Initial/Periodic Refresher</a>
<a href="#">Behind The Wheel</a>	<a href="#">Vehicle Controls, Entering and Exit Highways</a>	<a href="#">Initial/Periodic Refresher</a>
<a href="#">(Public Road)</a>	<a href="#">Shifting/Transmission</a>	<a href="#">Initial/Periodic Refresher</a>
	<a href="#">Signaling</a>	<a href="#">Initial/Periodic Refresher</a>

	<a href="#"><u>Visual Search</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Speed and Space Management</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Safe Driver Behavior</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Hours of Service Requirement</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Hazard Perception</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Railroad Highway Grade Crossing</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Night Operation</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Extreme Driving Conditions</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Skid Control/Recovery and other Emergencies</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
<a href="#"><u>Passenger Endorsement</u></a>	<a href="#"><u>Post-Crash Procedures</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Other Emergency Procedures</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Vehicle Orientation</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Pre-Trip, Enroute, and Poast Trip Inspection</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Fueling</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Idling</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Baggage and/or Cargo Management</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Passenger Safety Awareness</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Passenger Management</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Americans with Disabilities Act</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Hours of Service Requirement</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Sfety Belt Safety</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Distracted Driving</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Railroad-Highway Grade Crossings and Drawbridges</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>
	<a href="#"><u>Security and Crime</u></a>	<a href="#"><u>Initial/Periodic Refresher</u></a>

## Safety Training Requirements

<u>Training Topic</u>	<u>Frequency of Training</u>	<u>Operation Manager</u>	<u>Operations Supervisors</u>	<u>Designated Trainer</u>	<u>Transit Operator</u>	<u>Dispatch Supervisor</u>	<u>Dispatch</u>	<u>Maintenance and Facility</u>	<u>Equipment Technician</u>	<u>Maintenance Technician</u>	<u>Custodian</u>	<u>Safety Coordinator</u>	<u>Executive Director</u>
<u>Access to Employee Exposure and Medical Records</u>	<u>Annual</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>-</u>	<u>-</u>	<u>X</u>	<u>X</u>
<u>Accident Investigation</u>	<u>Initial</u>	<u>X</u>	<u>X</u>	<u>-</u>	<u>-</u>	<u>X</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>X</u>	<u>-</u>
<u>Accident Prevention Signs &amp; Tags (Hazardous Material)</u>	<u>Initial/Refresh</u> <u>er</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>-</u>
<u>Acetylene Fuel &amp; Gas Safety</u>	<u>Initial</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>X</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Active Shooter/ Workplace violence</u>	<u>Initial/Refresh</u> <u>er</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>ADA Sensitivity</u>	<u>Initial/Refresh</u> <u>er</u>	<u>-</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Aerial Devices</u>	<u>Initial/3 years</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>-</u>	<u>-</u>
<u>Asbestos Awareness</u>	<u>Initial</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>-</u>
<u>Assault Awareness</u>	<u>Initial/Refresh</u> <u>er</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Battery Handling, Changing and Charging</u>	<u>Initial</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>-</u>	<u>-</u>
<u>Bloodborne Pathogens</u>	<u>Annual</u>	<u>-</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>-</u>
<u>CDL Training- Theory and Behind the Wheel</u>	<u>Initial/Refresh</u> <u>er/After</u> <u>Accident</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>-</u>
<u>Conflict/Aggression Management</u>	<u>Initial/Refresh</u> <u>er</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Control of Hazardous Energies (Lockout/Tagout)Low Voltage</u>	<u>Initial</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>-</u>
<u>Drug and Alcohol</u>	<u>Initial/ 2 year/</u> <u>3 years</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Emergency Action Plan</u>	<u>Initial</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Ergonomics</u>	<u>Initial/Refresh</u> <u>er/After Injury</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Fall Protection</u>	<u>Initial</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>-</u>
<u>Fire Extinguisher</u>	<u>Annual</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Fire prevention</u>	<u>Initial</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>



<u>First Aid &amp; CPR*</u>	<u>Every 2 years</u>	-	-	-	-	-	-	-	-	-	-	-	-
<u>Harassment Prevention</u>	<u>Initial/Every 2 years</u>	X	X	X	X	X	X	X	X	X	X	X	X
<u>Hazard Communication</u>	<u>Initial/Annual/Refresher</u>	-	X	X	X	X	X	X	X	X	X	X	-
<u>Hazardous Waste Operations &amp; Emergency Response</u>	<u>Initial/Annual</u>	X	-	-	-	-	-	X	X	X	X	X	-
<u>Hearing (Noise) Protectors Conservation</u>	<u>Annual</u>	-	-	-	-	-	-	-	X	-	-	-	-
<u>Heat Stress</u>	<u>Initial/Refresher</u>	-	X	X	X	-	-	X	X	X	X	X	-
<u>Injury &amp; Illness Prevention Program</u>	<u>Initial/Updates</u>	X	X	X	X	-	X	-	X	-	-	X	X
<u>Job Hazard Analysis</u>	<u>Initial</u>	X	X	X	X	X	X	X	X	X	X	X	X
<u>Lockout/Tagout</u>	<u>Initial/Refresher</u>	-	-	-	-	-	X	X	X	X	X	X	-
<u>Machinery and Equipment and guarding</u>	<u>Before Use/Refresher</u>	-	-	-	-	-	-	X	X	X	X	X	-
<u>OSHA recording</u>	<u>Changes</u>	-	-	-	-	-	-	-	-	-	-	-	X
<u>Personal Fall arrest/restraint systems</u>	<u>Initial</u>	-	-	-	-	-	-	X	X	X	X	-	-
<u>Personal Protective Equipment</u>	<u>Initial</u>	X	X	X	X	X	X	X	X	X	X	X	X
<u>Portable Ladder</u>	<u>Initial</u>	X	X	X	X	X	X	X	X	X	X	X	X
<u>Power Industrial/ Forklift</u>	<u>Initial/3 years</u>	-	-	-	-	-	-	X	X	X	X	-	-
<u>Power Presses and Tools</u>	<u>Annual</u>	-	-	-	-	-	-	X	X	X	X	-	-
<u>Reasonable Suspicion Training</u>	<u>Initial/3 Years</u>	X	X	-	-	X	-	X	-	-	-	X	X
<u>Respiratory Protection</u>	<u>Initial</u>	-	-	X	X	X	-	X	X	X	X	X	-
<u>Safety Management System</u>	<u>Initial</u>	X	X	-	-	X	-	X	-	-	-	X	X
<u>Safety Orientation for Employees</u>	<u>Initial</u>	X	X	X	X	X	X	X	X	X	X	X	X
<u>Stress Management/Wellness/Fatigue Management</u>	<u>Initial/Refresher</u>	-	-	-	-	-	-	-	-	-	-	-	-
<u>Transit Safety and Security Program Certificate</u>	<u>Initial</u>	-	-	-	-	-	-	-	-	-	-	X	-
<u>Welding &amp; Cutting Safety (Hot work)</u>	<u>Initial</u>	-	-	-	-	-	-	X	X	-	-	-	-
<u>Wheel or Rims</u>	<u>Initial</u>	-	-	-	-	-	-	X	X	-	-	-	-

\* Not required

## 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. Training 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

## 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>	
<b>S&amp;S-40 Major Event Report</b>	<b>S&amp;S-50 Non-Major Monthly Summary</b>
<b>MAJOR THRESHOLDS</b>	<b>NON-MAJOR THRESHOLDS</b>
<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"> <li>• A fatality confirmed within 30 days (including suicide)</li> <li>• 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)</li> <li>• Estimated property damage equal to or exceeding \$25,000</li> <li>• An evacuation for life safety reasons</li> <li>• Collisions involving transit roadway revenue vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle</li> </ul> <p><b>Reports are due within 30 days of the date of the event.</b></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"> <li>• Single injury event requiring transport away from the scene for medical attention (do not report “minor” collisions on S&amp;S-50)</li> </ul> <p><b>Fires:</b></p> <ul style="list-style-type: none"> <li>• Requires suppression that does not meet a major incident reporting threshold <i>injury, fatality, evacuation, or property damage of \$25,000 or more</i></li> </ul> <p><b>Reports due by the end of the following month (e.g., January data due by end of February)</b></p>
<b>S&amp;S-40 Major Event Report</b>	<b>S&amp;S-50 Non-Major Monthly Summary</b>
<b>EVENT TYPES</b>	<b>EVENT TYPES</b>

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

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 23-26**

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 December 1, 2022; 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 2nd day of November 2023, by the following vote of the Board:

AYES:                      NOES:                      ABSTAIN:                      ABSENT:

\_\_\_\_\_  
Jackie Neau, Chairperson

ATTEST:

\_\_\_\_\_  
Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 G  
Consent Item

**MEMORANDUM**

**DATE:** November 2, 2023

**TO:** El Dorado County Transit Authority

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

**SUBJECT:** Revised Salary Schedule for Fiscal Year 2023/24 pursuant to the State of California increase to the minimum wage

**REQUESTED ACTION:**

**BY MOTION,**

**Adopt Resolution No. 23-24 approving the Salary Schedule for Fiscal Year 2023/24 based on current State of California minimum wage law requirement**

**BACKGROUND**

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

The last salary adjustment for the Custodian job classification was approved on April 6, 2023, that included a two and a half (2.5%) percent Cost of Living Adjustment (COLA) pursuant to the second phase recommended adjustments from the Total Compensation Study Final Report, July 22, 2022.

The current salary band for the Custodian job classification is set at salary band seven (7) within El Dorado Transit's salary structure beginning at \$15.89 an hour which is below the \$16.00 minimum hourly rate as established by California state law effective January 1, 2024.

The revised salary schedule for FY 2023/24 is the requested action, included for adoption by resolution.

**DISCUSSION**

Per the California Labor Code, once the state's minimum wage reaches \$15.00 per hour, the California Director of Finance must determine on or before August 1 of each year whether to adjust the minimum wage for inflation. The director calculates the increase by applying one of two options that would result in the smaller increase to include the following:

- A 3.5% increase; or
- The actual rate of change per the U.S. Consumer Price Index (CPI)

From July 1, 2022, to June 30, 2023, the department's calculations showed that the CPI increased by 6.16% compared to the previous 12-month period (July 1, 2021- June 30, 2022).

Staff recommends an increase to the Custodian job classification to salary band eight (8) within the current salary structure. The beginning hourly rate for this salary band is \$16.28. The increase will align with the State of California minimum wage law requirement, maintain our internal salary equity, and have the least fiscal impact on the agency's budget.

Future review of El Dorado Transit's salary structure will include a broader scope to incorporate all job classifications as well as take into consideration any changes necessary for the gradual increase to California's minimum wage law.

### **FISCAL IMPACT**

The increase to the annual salary and benefits for the Custodian job classification is very minimal at \$811.20 and will not require any budget adjustments.



**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 23-24**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY AUTHORIZING THE APPROVAL OF THE AMENDED SALARY  
SCHEDULE FOR FISCAL YEAR 2023/24 FOR REGULAR AND EXTRA HELP  
EMPLOYEES

**WHEREAS**, Article 3.10 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual provides that a salary schedule shall be established by Resolution of the Board of Directors of the El Dorado County Transit Authority; and

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

**WHEREAS**, the attached revised salary schedule for fiscal year 2023/2024 is compliant with the California State Assembly Bill 3 State of California minimum wage increase; and

**WHEREAS**, the amended salary schedule incorporates a salary increase of two and a half (2.5%) percent to the Custodian job classification effective January 1, 2024.

**NOW, THEREFORE, BE IT RESOLVED**, that the following attached salary schedule is authorized by the Board of Directors of the El Dorado County Transit Authority has been revised to incorporate the ratified salary band for the Custodian Job Classification.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 2<sup>nd</sup> day of November 2023, by the following vote of said Board:

AYES:                      NOES:                      ABSTAIN:                      ABSENT:

\_\_\_\_\_  
Jackie Neau, Chairperson

ATTEST:

\_\_\_\_\_  
Megan Wilcher, Secretary to the Board

**El Dorado County Transit Authority**  
**PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2023/24**

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
ADMINISTRATIVE COORDINATOR - UR	Hourly	24.78	26.02	27.32	28.68	30.12	31.63	33.21
	Monthly	4,295.04	4,509.79	4,735.28	4,972.05	5,220.65	5,481.68	5,755.77
CUSTODIAN - UR	Hourly	16.28	17.10	17.95	18.85	19.79	20.78	21.82
	Monthly	2,822.68	2,963.81	3,112.00	3,267.60	3,430.98	3,602.53	3,782.66
DISPATCH SUPERVISOR - UR	Hourly	21.90	23.00	24.15	25.35	26.62	27.95	29.35
	Monthly	3,796.19	3,986.00	4,185.30	4,394.56	4,614.29	4,845.01	5,087.26
EQUIPMENT TECHNICIAN I - UR	Hourly	23.01	24.16	25.37	26.64	27.97	29.37	30.84
	Monthly	3,988.37	4,187.79	4,397.18	4,617.04	4,847.89	5,090.29	5,344.80
EQUIPMENT TECHNICIAN II - UR	Hourly	25.40	26.67	28.00	29.40	30.87	32.42	34.04
	Monthly	4,402.42	4,622.54	4,853.66	5,096.35	5,351.16	5,618.72	5,899.66
EXECUTIVE DIRECTOR - CONTRACT	Hourly	58.81	61.75	64.83	68.08	71.48	75.05	78.81
	Monthly	10,193.01	10,702.66	11,237.80	11,799.69	12,389.67	13,009.15	13,659.61
FINANCE MANAGER - UR / C / M	Hourly	41.62	43.70	45.88	48.18	50.59	53.12	55.77
	Monthly	7,213.87	7,574.57	7,953.29	8,350.96	8,768.51	9,206.93	9,667.28
FISCAL TECHNICIAN I - UR	Hourly	19.84	20.83	21.88	22.97	24.12	25.32	26.59
	Monthly	3,439.16	3,611.12	3,791.68	3,981.26	4,180.32	4,389.34	4,608.80
FISCAL TECHNICIAN II - UR	Hourly	23.01	24.16	25.37	26.64	27.97	29.37	30.84
	Monthly	3,988.37	4,187.79	4,397.18	4,617.04	4,847.89	5,090.29	5,344.80
HUMAN RESOURCES MANAGER - UR / C / M	Hourly	39.61	41.59	43.67	45.86	48.15	50.56	53.09
	Monthly	6,866.27	7,209.58	7,570.06	7,948.56	8,345.99	8,763.29	9,201.45
MAINTENANCE AND FACILITIES SUPERVISOR - UR	Hourly	30.95	32.49	34.12	35.82	37.61	39.50	41.47
	Monthly	5,363.92	5,632.11	5,913.72	6,209.40	6,519.87	6,845.87	7,188.16
MAINTENANCE TECHNICIAN - UR	Hourly	20.85	21.89	22.98	24.13	25.34	26.61	27.94
	Monthly	3,613.27	3,793.93	3,983.63	4,182.81	4,391.95	4,611.55	4,842.13
OFFICE ASSISTANT I - UR	Hourly	16.28	17.10	17.95	18.85	19.79	20.78	21.82
	Monthly	2,822.68	2,963.81	3,112.00	3,267.60	3,430.98	3,602.53	3,782.66
OFFICE ASSISTANT II - UR	Hourly	17.98	18.87	19.82	20.81	21.85	22.94	24.09
	Monthly	3,115.71	3,271.50	3,435.07	3,606.82	3,787.17	3,976.52	4,175.35
OPERATIONS MANAGER - UR / C / M	Hourly	43.73	45.91	48.21	50.62	53.15	55.81	58.60
	Monthly	7,579.07	7,958.03	8,355.93	8,773.73	9,212.41	9,673.03	10,156.68
PLANNING & MARKETING MANAGER - UR / C / M	Hourly	35.89	37.68	39.57	41.54	43.62	45.80	48.09
	Monthly	6,220.50	6,531.52	6,858.10	7,201.01	7,561.06	7,939.11	8,336.06
SAFETY COORDINATOR - UR	Hourly	32.51	34.14	35.84	37.64	39.52	41.49	43.57
	Monthly	5,635.47	5,917.24	6,213.10	6,523.76	6,849.94	7,192.44	7,552.06
TRANSIT DISPATCHER - UR	Hourly	18.89	19.83	20.82	21.86	22.96	24.10	25.31
	Monthly	3,273.44	3,437.12	3,608.97	3,789.42	3,978.89	4,177.83	4,386.73
EXTRA HELP TRANSIT DISPATCHER - UR	Hourly	18.89	19.83	20.82	21.86	22.96	24.10	25.31
	Monthly	3,273.44	3,437.12	3,608.97	3,789.42	3,978.89	4,177.83	4,386.73
TRANSIT OPERATOR - FULL TIME - R	Hourly	20.14	21.15	22.21	23.32	24.48	25.71	26.99
	Monthly	3,490.93	3,665.48	3,848.87	4,041.44	4,243.55	4,455.88	4,678.79
TRANSIT OPERATOR - PART TIME - R	Hourly	20.14	21.15	22.21	23.32	24.48	25.71	26.99
	Monthly	3,490.93	3,665.48	3,848.87	4,041.44	4,243.55	4,455.88	4,678.79

**El Dorado County Transit Authority**  
**PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2023/24**

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
EXTRA HELP TRANSIT OPERATOR - UR	<b>Hourly</b>	20.14	21.15	22.21	23.32	24.48	25.71	26.99
	<b>Monthly</b>	3,490.93	3,665.48	3,848.87	4,041.44	4,243.55	4,455.88	4,678.79
TRANSIT OPERATIONS SUPERVISOR - UR	<b>Hourly</b>	27.35	28.72	30.15	31.66	33.25	34.91	36.65
	<b>Monthly</b>	4,740.92	4,977.97	5,226.87	5,488.21	5,762.62	6,050.75	6,353.29

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

Unrepresented and Management; Resolution 23-24 Proposed November 2, 2023- Effective January 1, 2024  
Represented; Board Ratified July 14, 2022; Effective July 2, 2022  
Executive Director; Board Approved June 1, 2023

AGENDA ITEM 1 H  
Consent Item

**MEMORANDUM**

**DATE:** November 2, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Brian James, Executive Director  
**SUBJECT:** El Dorado County Air Quality Management District AB2766 Grant Applications for County Fair Shuttle 2024 and 2025

**REQUESTED ACTION:**

**BY MOTION:**

**Adopt Resolution No. 23-25 authorizing the Executive Director to submit an application to the El Dorado County Air Quality Management District AB2766 Motor Vehicle Emission Reduction Grant Program**

**BACKGROUND**

The El Dorado County Air Quality Management District (EDC AQMD) published a request for proposals on September 11, 2023 to consider motor vehicle emission reduction projects funded with AB2766 Department of Motor Vehicle (DMV) surcharge fees. Funding for this grant program is derived from vehicle registration fees authorized by EDC AQMD for Clean Air Act projects.

**DISCUSSION**

El Dorado Transit prepared one (1) grant application that meets the emission reduction objectives of the AB2766 DMV surcharge grant program. The project will be the El Dorado County Fair Shuttle in 2024 and 2025.

If approved for funding, the El Dorado County Fair Shuttle will reduce congestion, lower emissions related to excessive idling and provide a safe comfortable alternative to parking in and around the fairgrounds. The shuttle will provide a regional mitigation to traffic congestion on Placerville Drive and Highway 50 and will reduce pedestrian traffic along Placerville Drive.

With funding, parking and shuttle services will be provided beginning thirty (30) minutes before opening and ending thirty (30) minutes after closing on all four days of the County Fair's operations. The shuttle will be free to the public and will provide service from two (2) parking locations; the Library/Government Center on Ray Lawyer Drive, and the Ray Lawyer Drive Park & Ride on Forni Road. Shuttle buses will board and disembark Fair passengers at the front gate of the County Fairgrounds located on Placerville Drive. One (1) to five (5) transit vehicles

will be in simultaneous service during the Fair’s hours of operation. Staff will evaluate service and will scale back the number of shuttle vehicles according to demand. El Dorado Transit will provide all drivers, support vehicles, relief vehicles, and support personnel necessary for shuttle operations.

This proposed project meets the EDC AQMD goal of “providing the most motor vehicle emission reductions at the most cost-effectiveness per ton of emissions reduced.”

Staff requests that the Board adopt Resolution No. 23-25 authorizing the Executive Director to Submit an Application to the El Dorado County Air Quality Management District AB2766 Motor Vehicle Emission Reduction Grant Program.

**FISCAL IMPACT**

*TWO (2) YEAR COST SUMMARY (ESTIMATE)*

AB2766 Grant Funds	\$64,000
Matching Funds – El Dorado County Fair	\$11,000
In-Kind Match – El Dorado County Fair	<u>\$ 5,000</u>
<i>Total Project Cost</i>	<i>\$80,000</i>

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 23-25**

RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE EL DORADO COUNTY TRANSIT AUTHORITY  
TO SUBMIT A PROPOSAL FOR  
ASSEMBLY BILL 2766 (AB 2766)  
MOTOR VEHICLE EMISSION REDUCTION PROJECTS

**WHEREAS**, the California Clean Air Act requires local air pollution control districts to reduce emissions from motor vehicles; and

**WHEREAS**, AB 2766, codified in California Health and Safety Code section 44223, authorizes districts to impose a fee of up to four dollars upon certain registered motor vehicles within the district, and the Governing Board of the El Dorado County Air Quality Management District (EDC AQMD) has imposed said fee; and

**WHEREAS**, said legislation requires the EDC AQMD to use said funds for activities related to reducing air pollution from motor vehicles and for related planning, monitoring, enforcement, and technical studies necessary for the implementation of the California Clean Air Act of 1988; and

**WHEREAS**, El Dorado County Transit Authority (El Dorado Transit) is an eligible applicant for AB 2766 projects; and

**WHEREAS**, the EDC AQMD has published a request for proposals for AB 2766 funding; and

**WHEREAS**, El Dorado Transit will prepare grant applications for projects;

**BE IT HEREBY RESOLVED AND ORDERED**, that the Executive Director of the El Dorado County Transit Authority is hereby authorized and directed to submit proposals for Assembly Bill 2766, Motor Vehicle Emission Reduction Projects, and to execute all necessary actions to carry out the purpose of this resolution;

**BE IT FURTHER RESOLVED**, that Brian James, Executive Director be the contact person for the El Dorado County Transit Authority, 6565 Commerce Way, Diamond Springs, California 95619, (530) 642-5383 extension 210, and that Brian James, Executive Director shall be authorized to execute all documentation resulting from these Applications;

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board, held on the 2<sup>nd</sup> Day of November 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Jackie Neau, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board

AGENDA ITEM 2 A  
Action Item

**MEMORANDUM**

**DATE:** November 2, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Christine Parker, Safety Coordinator  
**SUBJECT:** Upgrading of Mobileye by Rosco Collision Avoidance System

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

1. **Adopt Capital Improvement Plan Project, 23-04 for a Collision Avoidance System (CAS)**
2. **Approve Purchase Order #29200 for the purchase of Mobileye by Rosco Collision Avoidance**
3. **Authorize the Executive Director to execute all contracts and documents related to purchase and implementation of Rosco Collision Avoidance not to exceed Capital Improvement Plan Budget**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) provides transportation within El Dorado and Sacramento counties in a variety of hazardous traffic conditions. Drivers engage in numerous hours of training throughout their employment on proper mirror usage and blind spot awareness to help reduce, if not eliminate, the likelihood of being involved in collision with vehicles, bicyclists and pedestrians. Operating in urban environments, the risks significantly increase for potential pedestrian and bicycle conflicts.

In 2018, El Dorado Transit installed Mobileye Shield + across the fleet. During the 5 years since installation, the technology has provided lots of data regarding areas/zones that are hot spots for higher traffic and hard braking. It has also notified the operators of imminent danger when it comes to pedestrians, bicyclist and front-end collisions.

**DISCUSSION**

The upgraded Collision Avoidance System will decrease visual obstructions, provide additional detection by increasing sensor technology during low light, and provide an exterior audible announcement warning for pedestrians and bicyclists who enter the danger zone of a vehicle when turning.

The upgrades will be implemented in stages to ensure the implementation of the technology meets the operational needs and overall safety of all stakeholders.

El Dorado Transit Staff researched available Collision Avoidance Systems and determined Mobileye Shield+ through Rosco® is the only technology available that is associated with the Collision Avoidance System.

Mobileye Shield+ will continue to be a tool to assist El Dorado Transit to mitigate forward collisions, speed violations, and close following distances by alerting drivers to make the appropriate corrections. In addition, the telematics will provide safety data to assist El Dorado Transit with making other decisions to keep safety as a priority.

**FISCAL IMPACT**

<i>COST SUMMARY (ESTIMATE)</i>	<u>Proposed Budget</u>
Collision Avoidance System	\$325,500
Contingency 10%	<u>\$ 32,550</u>
<i>Total Project Cost</i>	\$358,050

*FUNDING SOURCE*

Transportation Development Act (TDA)	<u>\$ 358,500</u>
<i>Total Revenue</i>	<u>\$ 358,500</u>



## **Collision Avoidance System Upgrade**

Project No. 23-04

Operators engage in numerous hours of training throughout their employment on proper mirror usage and blind spot awareness to minimize the likelihood of being involved in collisions with vehicles, bicyclists and pedestrians. To further reduce the likelihood of collisions in the operators blind spot, in 2018, Collision Avoidance Systems were installed in the passenger vehicles to assist operators by alerting them of potential collisions.

Since the original installation, Collision Avoidance System technology has vastly improved. Upgrading the systems with the updated technology will decrease visual obstructions used by the current components, provide additional detection by increasing sensor technology during low light, and provide an exterior audible announcement warning pedestrians and bicyclists who enter the danger zone of a vehicle when turning.

### *COST SUMMARY (ESTIMATE)*

	Proposed <u>Budget</u>
Collison Avoidance System	\$325,500
Contingency 10%	<u>\$ 32,550</u>
<i>Total Project Cost</i>	\$358,050

### *FUNDING SOURCE*

Transportation Development Act (TDA) (STA)	<u>\$ 358,500</u>
<i>Total Revenue</i>	<u>\$ 358,500</u>

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

**PURCHASE ORDER NO. 29200**

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

**DATE: 11/02/2023**

ACCOUNT: 9910.13 CLASS: 125

TO: ROSCO COLLISION AVOIDANCE  
90-21 144th PLACE  
JAMAICA, NY 11435-4397

SHIP & INVOICE TO:  
**EL DORADO COUNTY TRANSIT AUTHORITY  
6565 COMMERCE WAY  
DIAMOND SPRINGS, CA 95619-9454**

Contact: MIKE CACIC

Vendor Phone No: (718) 526-2601

Fax No: (718) 297-0323

PROMISED DELIVERY DATE	TERMS: NET 30
	F.O.B. DESTINATION

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		COLLISION AVOIDANCE SYSTEM UPGRADE MOBILEYE/SHIELD+ 3-CAMERA SYSTEM ADVANCED PEDESTRIAN ALERT SYSTEM INSTALLATION ON TEN (10) GILLIG AND SIXTEEN (16) MCI COACHES		\$305,500.00
3		MOBILEYE SHIELD+ TELEMATRICS SUBSCRIPTION	\$300.00	\$900.00

I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.	<b>SUBTOTAL</b>	\$306,400.00
	<b>SHIPPING</b>	
	<b>SALES TAX</b>	
	<b>TOTAL</b>	\$306,400.00

**PURCHASING AGENT**

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

AGENDA ITEM 2 B  
Action Item

**MEMORANDUM**

**DATE:** November 2, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Maria Harris, Human Resources Manager  
**SUBJECT:** Ratification of the Executive Director Employment Contract

**REQUESTED ACTION:**

**BY MOTION,**

**Final ratification of the Executive Director Employment Contract**

**BACKGROUND**

September 7, 2023      The El Dorado County Transit Authority Board (Board) appointed Brian James as the new Executive Director. The term of the employment contract shall end on June 30, 2026.

**DISCUSSION**

California Government Code section 54953 requires that prior to taking final action, a legislative body orally reports a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the meeting in which final action is requested.

The matter is before the Board today for final action regarding the employment contract of Transit's Executive Director and public comment.

The contract, which is available for inspection and has been provided to the Board, provides that the Executive Director shall be placed on Step 1 of the Executive Director salary schedule. The agreement provides for medical benefits, leave, and longevity compensation commiserate with other Transit management employees. Also included in the agreement is a flexible spending account at \$6,000 per calendar year and a life insurance policy with a face value of \$50,000.

**EMPLOYMENT AGREEMENT BETWEEN THE  
EL DORADO COUNTY TRANSIT AUTHORITY AND  
THE EXECUTIVE DIRECTOR**

This Agreement (hereinafter referred to as the “Agreement”), effective November 2, 2023, is entered into by and between the El Dorado County Transit Authority located at 6565 Commerce Way, Diamond Springs, California (hereinafter referred to as “EDCTA”), and Brian James (hereinafter referred to as the “Executive Director,” collectively referred to as the “Parties”). In consideration of the mutual promises made herein, the parties agree to the following;

WHEREAS, the County of El Dorado and the City of Placerville have entered into a Joint Powers Agreement establishing the EDCTA;

WHEREAS, paragraph eight (8) of the Joint Powers Agreement provides that the Executive Director serves at the pleasure of the EDCTA Board of Directors (the “Board”) and further establishes the powers and duties of the Executive Director.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**I. Description of Executive Director Duties.**

The Executive Director shall do and perform all services, acts, or deeds, necessary or advisable to fulfill the duties of the Executive Director including duties specified by the Board. The powers and duties of the Executive Director shall be as set forth in paragraph eight (8) of the Joint Powers Agreement. However, the Executive Director shall at all times comply with and be subject to the direction of the Board and the policies established by the Board.

**II. Employment Status.**

The Executive Director shall serve at the pleasure of the Board as a management and supervisory employee who is not entitled to any overtime or compensatory time off. The Executive Director shall work those hours that are necessary to perform the duties and responsibilities of the position.

**III. Termination of Employment.**

A. Executive Director is an “at will” employee and Board may terminate this Agreement at any time after the effective date, for any reason or no reason, immediately upon written notice to the Executive Director as further specified herein. In the event of termination without cause by Board, the Executive Director shall be entitled to severance pay equal to three (3) months’ salary from the effective date of termination and continuation of health, dental, and vision insurance coverage for three (3) months from the effective date of termination. In the event the termination is for cause, the payment of severance pay and continuation of health, dental, and vision insurance coverage as described in this paragraph shall not be provided. However, in either case the Executive Director shall be entitled to compensation for all accrued

vacation leave, unused sick leave pursuant to *El Dorado County Transit Authority Personnel Policies & Procedures Manual* Section 5.2 and salary earned as of the effective date of termination.

B. Prior to terminating the Executive Director for cause, Board shall give the Executive Director thirty (30) days written notice of its intention to terminate him for cause. Any decision to terminate the Executive Director for cause shall be effective upon the date determined by Board, except that such date shall not be sooner than thirty (30) calendar days after the notice of termination is given to the Executive Director, unless otherwise agreed to by the Board and the Executive Director. In the event that the Executive Director is terminated for cause, all rights and obligations of the Parties under the Agreement shall be deemed fully satisfied on the effective date of the termination and the Executive Director shall not be entitled to any further benefit under the Agreement, unless otherwise agreed to by the Board and the Executive Director.

C. The Executive Director may terminate employment upon providing the Board with thirty (30) days written notice of termination. If the Executive Director terminates employment at any time, he shall forfeit any severance pay and shall only be entitled to compensation for all accrued vacation leave, unused sick leave pursuant to *El Dorado County Transit Authority Personnel Policies & Procedures Manual* Section 5.2 and salary earned as of the effective date of termination.

D. Notwithstanding any other provision of the Agreement, Board and Executive Director may, by mutual consent, terminate this Agreement before its expiration.

#### **IV. Compensation.**

Board may review Executive Director's salary and adjust at its sole discretion. The Executive Director's base pay as of the date of this agreement shall be Step 1 of the Executive Director - Contract Salary Schedule, which is attached hereto as Attachment A. The Board may grant merit increases to the Executive Director during the term of this Agreement. The award of a merit increase shall be reflected in the minutes of the Board. The Executive Director shall be paid longevity pay for continuous service with El Dorado Transit as follows:

- A. After 10 years 5% of base salary;
- B. After 15 years 7.5% of base salary;
- C. After 20 years 10% of base salary.

#### **V. Benefits.**

A. Retirement. The Executive Director shall pay the Executive Director's contribution to the Public Employee's Retirement System.

B. Health, Dental, and Other Insurance Premiums. EDCTA shall provide the option for health, dental, and vision insurance for the Executive Director and family at levels that are at least equal to that provided to other EDCTA employees at the same contribution rate for full-time regular employees.

C. Flexible Spending Account. EDCTA shall provide a matching contribution to the Executive Director's Flexible Spending Account of \$6,000 per calendar year subject to the terms set forth in Board Resolution No. 13-17.

D. Vacation Leave, Sick Leave, Management Leave, and Holidays. The Executive Director shall accrue vacation leave pursuant to *El Dorado County Transit Authority Policies and Procedures* Section 5.1. Twelve (12) days of sick leave shall be provided with no maximum accrual. The Executive Director shall be granted 80 hours of management leave per fiscal year as provided by the *El Dorado County Transit Authority Policies and Procedures*. Holidays shall be granted as provided for other employees and approved policies.

E. Life Insurance. EDCTA shall furnish a life insurance policy in the Executive Director's name with a face value of \$50,000.00 payable to beneficiaries as designated by Executive Director during Executive Director's employment with the EDCTA.

## **VI. Evaluations.**

The Board shall evaluate the Executive Director's performance at least annually and shall coordinate with the Executive Director to set performance goals and objectives for the ensuing fiscal year.

## **VII. Indemnity.**

A. EDCTA shall include the Executive Director as a named insured in its liability and errors and omissions insurance policies.

B. EDCTA shall, to the fullest extent permitted by law, defend, hold harmless, and indemnify the Executive Director from any and all demands, claims, suits, actions, and legal proceedings brought against him in his personal or official capacity as an agent and/or employee of EDCTA, provided that the incident arose while the Executive Director was acting on matters related to his employment with EDCTA.

C. In no event will any individual Board member be personally liable for indemnifying the Executive Director.

## **VIII. Term of Agreement.**

This Agreement shall be for the period beginning on October 5, 2023, and ending June 30, 2026.

## **IX. Entire Agreement.**

This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the employment of the Executive Director by EDCTA and contains all of the covenants and agreements between the parties with respect to that employment in any manner whatsoever. Each party to this Agreement acknowledges that no representations have been made by any party or anyone acting on behalf of any party that are not embodied herein,

and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. Each party has been advised to seek the advice of legal counsel regarding any of the agreements, terms, and covenants contained in this Agreement.

**X. Modification.**

No changes, amendments, or alterations shall be effective unless in writing and signed by both parties.

**XI. Law Governing Agreement.**

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

**XII. Delivery of Notices.**

All notices permitted or required under the Agreement shall be given to respective parties at the following address:

Executive Director:



EDCTA:

6565 Commerce Way  
Diamond Springs, California

Such notices shall be deemed received when personally delivered or when deposited in the U.S. Mail. However, actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

**XIII. Headings.**

The headings of sections of the Agreement have been inserted for convenience of reference only and shall not affect the interpretation of any of the provisions of the Agreement.

**XIV. Attorney's Fees.**

In the event of any action or proceeding to enforce or construe any of the provisions of the Agreement, Executive Director and EDCTA shall each bear the cost of their own attorney's fees and costs regardless of the outcome of the action or proceeding.

**XV. Severability.**

If any portion of the Agreement is declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of the Agreement.

**XVI. No Assignment.**

The Executive Director may not assign or transfer any rights granted or obligations assumed in the Agreement.

**El Dorado County Transit Authority**

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Brian James, Executive Director

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Jackie Neau  
Chairperson, EDCTA



**El Dorado County Transit Authority**  
**APPROVED SALARY SCHEDULE FOR FISCAL YEAR 2023/24**

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
ADMINISTRATIVE COORDINATOR - UR	Hourly	24.78	26.02	27.32	28.68	30.12	31.63	33.21
	Monthly	4,295.04	4,509.79	4,735.28	4,972.05	5,220.65	5,481.68	5,755.77
CUSTODIAN - UR	Hourly	15.89	16.68	17.52	18.39	19.31	20.28	21.29
	Monthly	2,753.83	2,891.53	3,036.10	3,187.91	3,347.30	3,514.67	3,690.40
DISPATCH SUPERVISOR - UR	Hourly	21.90	23.00	24.15	25.35	26.62	27.95	29.35
	Monthly	3,796.19	3,986.00	4,185.30	4,394.56	4,614.29	4,845.01	5,087.26
EQUIPMENT TECHNICIAN I - UR	Hourly	23.01	24.16	25.37	26.64	27.97	29.37	30.84
	Monthly	3,988.37	4,187.79	4,397.18	4,617.04	4,847.89	5,090.29	5,344.80
EQUIPMENT TECHNICIAN II - UR	Hourly	25.40	26.67	28.00	29.40	30.87	32.42	34.04
	Monthly	4,402.42	4,622.54	4,853.66	5,096.35	5,351.16	5,618.72	5,899.66
EXECUTIVE DIRECTOR - CONTRACT	Hourly	58.81	61.75	64.83	68.08	71.48	75.05	78.81
	Monthly	10,193.01	10,702.66	11,237.80	11,799.69	12,389.67	13,009.15	13,659.61
FINANCE MANAGER - UR / C / M	Hourly	41.62	43.70	45.88	48.18	50.59	53.12	55.77
	Monthly	7,213.87	7,574.57	7,953.29	8,350.96	8,768.51	9,206.93	9,667.28
FISCAL TECHNICIAN I - UR	Hourly	19.84	20.83	21.88	22.97	24.12	25.32	26.59
	Monthly	3,439.16	3,611.12	3,791.68	3,981.26	4,180.32	4,389.34	4,608.80
FISCAL TECHNICIAN II - UR	Hourly	23.01	24.16	25.37	26.64	27.97	29.37	30.84
	Monthly	3,988.37	4,187.79	4,397.18	4,617.04	4,847.89	5,090.29	5,344.80
HUMAN RESOURCES MANAGER - UR / C / M	Hourly	39.61	41.59	43.67	45.86	48.15	50.56	53.09
	Monthly	6,866.27	7,209.58	7,570.06	7,948.56	8,345.99	8,763.29	9,201.45
MAINTENANCE AND FACILITIES SUPERVISOR - UR	Hourly	30.95	32.49	34.12	35.82	37.61	39.50	41.47
	Monthly	5,363.92	5,632.11	5,913.72	6,209.40	6,519.87	6,845.87	7,188.16
MAINTENANCE TECHNICIAN - UR	Hourly	20.85	21.89	22.98	24.13	25.34	26.61	27.94
	Monthly	3,613.27	3,793.93	3,983.63	4,182.81	4,391.95	4,611.55	4,842.13
OFFICE ASSISTANT I - UR	Hourly	16.28	17.10	17.95	18.85	19.79	20.78	21.82
	Monthly	2,822.68	2,963.81	3,112.00	3,267.60	3,430.98	3,602.53	3,782.66
OFFICE ASSISTANT II - UR	Hourly	17.98	18.87	19.82	20.81	21.85	22.94	24.09
	Monthly	3,115.71	3,271.50	3,435.07	3,606.82	3,787.17	3,976.52	4,175.35
OPERATIONS MANAGER - UR / C / M	Hourly	43.73	45.91	48.21	50.62	53.15	55.81	58.60
	Monthly	7,579.07	7,958.03	8,355.93	8,773.73	9,212.41	9,673.03	10,156.68
PLANNING & MARKETING MANAGER - UR / C / M	Hourly	35.89	37.68	39.57	41.54	43.62	45.80	48.09
	Monthly	6,220.50	6,531.52	6,858.10	7,201.01	7,561.06	7,939.11	8,336.06
SAFETY COORDINATOR - UR	Hourly	32.51	34.14	35.84	37.64	39.52	41.49	43.57
	Monthly	5,635.47	5,917.24	6,213.10	6,523.76	6,849.94	7,192.44	7,552.06
TRANSIT DISPATCHER - UR	Hourly	18.89	19.83	20.82	21.86	22.96	24.10	25.31
	Monthly	3,273.44	3,437.12	3,608.97	3,789.42	3,978.89	4,177.83	4,386.73
EXTRA HELP TRANSIT DISPATCHER - UR	Hourly	18.89	19.83	20.82	21.86	22.96	24.10	25.31
	Monthly	3,273.44	3,437.12	3,608.97	3,789.42	3,978.89	4,177.83	4,386.73
TRANSIT OPERATOR - FULL TIME - R	Hourly	20.14	21.15	22.21	23.32	24.48	25.71	26.99
	Monthly	3,490.93	3,665.48	3,848.87	4,041.44	4,243.55	4,455.88	4,678.79
TRANSIT OPERATOR - PART TIME - R	Hourly	20.14	21.15	22.21	23.32	24.48	25.71	26.99
	Monthly	3,490.93	3,665.48	3,848.87	4,041.44	4,243.55	4,455.88	4,678.79

**El Dorado County Transit Authority**  
**APPROVED SALARY SCHEDULE FOR FISCAL YEAR 2023/24**

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
EXTRA HELP TRANSIT OPERATOR - UR	<b>Hourly</b>	20.14	21.15	22.21	23.32	24.48	25.71	26.99
	<b>Monthly</b>	3,490.93	3,665.48	3,848.87	4,041.44	4,243.55	4,455.88	4,678.79
TRANSIT OPERATIONS SUPERVISOR - UR	<b>Hourly</b>	27.35	28.72	30.15	31.66	33.25	34.91	36.65
	<b>Monthly</b>	4,740.92	4,977.97	5,226.87	5,488.21	5,762.62	6,050.75	6,353.29

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

Unrepresented and Management; Resolution 23-12 Approved April 6, 2023- Effective July 1, 2023  
Represented; Board Ratified July 14, 2022; Effective July 2, 2022  
Executive Director; Board Approved June 1, 2023

AGENDA ITEM 3 A  
Information Item

**MEMORANDUM**

**DATE:** November 2, 2023

**TO:** El Dorado County Transit Authority

**FROM:** Brian James, Executive Director

**SUBJECT:** Draft El Dorado Transit Park-and-Ride Master Plan

**REQUESTED ACTION:**

**BY MOTION,**

**No action. Information item.**

**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.

The most recent 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, construction has progressed on the Bass Lake Hills Park-and-Ride. On December 1, 2022, the El Dorado Transit Board of Directors authorized the Executive Director to enter into a professional service agreement between El Dorado Transit and LSC Transportation Consultants (LSC) to develop an updated Plan.

**DISCUSSION**

Transit demand and ridership patterns have changed significantly in recent years. This has been especially true on transit services catered towards the needs of commuters, as the COVID-19 pandemic prompted many companies to shift to more remote work models, therefore reducing the frequency workers have to commute.

A passenger survey was conducted during the development of the Plan to gather data on both current and future commuter service ridership patterns, park and ride utilization, and perceptions of both the El Dorado Transit commuter service and the park-and-ride facilities. The survey effort was conducted from January 16, 2023 to February 10, 2023. During this four-week period, physical surveys were available on both the morning and afternoon commuter service buses for passengers to self-administer. Flyers with QR codes were posted onboard for passengers to scan and access the online version of the survey if preferred. El Dorado Transit also emailed a contact list of both previous and current commuter service passengers with information on how to take

the survey online. A total of 116 previous or current El Dorado Transit commuter service passengers participated in the survey.

Gordon Shaw, Principal with LSC will present an overview of the Plan. The draft Plan can be viewed at <https://eldoradotransit.com/board-meeting/november-2-2023/>