

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

Thursday, November 6, 2025; 1:00 PM
Regular Meeting

Chairperson: David Yarbrough, City of Placerville Councilmember
Vice Chairperson: Brian Veerkamp, County of El Dorado Supervisor, District III
Jackie Neau, City of Placerville Councilmember
Lori Parlin, County of El Dorado Supervisor, District IV
George Turnboo, County of El Dorado Supervisor, District II

- John Clerici, Alternate for City Councilmembers
- Greg Ferrero, Alternate for County of El Dorado Supervisor, District I

Executive Director: Brian James

In-Person	Remotely
County of El Dorado Board of Supervisors Meeting Room 330 Fair Lane, Bldg. A Placerville, CA 95667	By Computer: https://edcgov-us.zoom.us/j/86134567267 By Phone: 669-219-2599 Meeting ID: 861 3456 7267

Members of the public may call in during the meeting and are encouraged to submit public comment via email to mwilcher@eldoradotransit.com up until 2 hours before the start of the meeting. Written comments will be entered into the meeting's minutes and the Board will consider all comments at the appropriate time. Members of the public may address any item on the agenda prior to board action, comments will be limited to no more than three (3) minutes.

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

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

PLEASE NOTE: If all board members are present in person, public participation by Zoom is for convenience only and is not required by law. If the Zoom feed is lost for any reason, the meeting may be paused while a fix is attempted but the meeting may continue at the discretion of the Chairperson.

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.

1.	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	A. Approve Conformed Minutes of Regular Meeting October 2, 2025 (<i>Wilcher</i>)	4
	B. Receive and File September 2025 Check Registers (<i>Hewett</i>)	8
	C. Receive and File September 2025 Ridership Reports (<i>Bergren</i>)	13
	D. 1. Receive and File Quarterly Investment Report for Quarter Ending 09/30/25 2. Review Annual Interest Report for all Operating Funds (<i>Hewett</i>)	16
	E. Approve Revised Blanket Purchase Order # B31168 (<i>Hewett</i>)	19
	F. Adopt Resolution No. 25-27 Replacing the Existing Injury and Illness Prevention Plan (IIPP) with the New Proposed Version (<i>Robinson</i>)	21
2.	<u>ACTION ITEMS</u>	
	A. Receive and File the <u>Fiscal Year 2024/25 Administrative Operations Report</u> (<i>Bergren</i>)	35
	B. 1. Approve the Reclassification of Dispatch Supervisor to Transit Operations Supervisor Effective November 15, 2025 (<i>Robinson</i>)	52
	2. Approve the Proposed Revised Allocation Table and Organizational Chart Effective November 15, 2025	
	3. Approve the Proposed Revised Job Description for Transit Operations Supervisor Effective November 15, 2025	

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

Closed Personnel Session Pursuant to Government Code Section 54954.5 –
PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Executive Director

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section
54956.9: 1 Potential Case

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, December 4, 2025 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

**EL DORADO COUNTY TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
BOARD MINUTES**

Thursday, October 2, 2025; 1:00 PM
Regular Meeting

Chairperson: David Yarbrough, City of Placerville Councilmember
Vice Chairperson: Brian Veerkamp, County of El Dorado Supervisor, District III
Jackie Neau, City of Placerville Councilmember
Lori Parlin, County of El Dorado Supervisor, District IV
George Turnboo, County of El Dorado Supervisor, District II

- John Clerici, Alternate for City Councilmembers
- Greg Ferrero, Alternate for County of El Dorado Supervisor, District I

Executive Director: Brian James

In-Person – TEMPORARY LOCATION	Remotely
County of El Dorado Conference Room D 330 Fair Lane, Bldg. A Placerville, CA 95667	By Computer: https://edcgov-us.zoom.us/j/86134567267 By Phone: 669-219-2599 Meeting ID: 861 3456 7267

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CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairperson Yarbrough called the meeting to order at 1:00 PM

ROLL CALL

Directors Present: Jackie Neau, Lori Parlin, George Turnboo, Brian Veerkamp, 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.

M/S: Parlin/Veerkamp

Ayes: Neau, Parlin, Turnboo, Veerkamp, Yarbrough

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting September 4, 2025 (*Wilcher*)
- B. Receive and file August 2025 Check Registers (*Hewett*)
- C. Receive and file August 2025 Ridership Reports (*Bergren*)
- D. Approve Vehicle Replacement Plan for Fiscal Years 2025/26 through 2030/31 (*Bergren*)
- E. Adopt Resolution No. 25-25 replacing the existing Purchasing Policies and Procedures Manual with the new proposed version (*Hewett*)
- F. Adopt Resolution No. 25-26 Authorizing the Executive Director to submit a claim for Transportation Development Act (TDA) State of Good Repair (SGR) funds for Fiscal Year 2024/25 (*Hewett*)

2. ACTION ITEMS

- A. Receive and file the Final Amended Operating Budget for Fiscal Year 2024/25 as

Proposed (*Hewett*)

Action: Item approved unanimously as requested by staff.

M/S: Veerkamp/Neau

Ayes: Neau, Parlin, Turnboo, Veerkamp, Yarbrough

- B. 1. Form an ad hoc Audit Review Committee to receive and review fiscal year (FY) 2024/25 independent fiscal and compliance audit reports (*Hewett*)**

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

The Board approved this unanimously and appointed Chair Yarbrough and Vice-Chair Veerkamp to the Ad Hoc Financial Audit Review Committee

M/S: Veerkamp/Neau

Ayes: Neau, Parlin, Turnboo, Veerkamp, Yarbrough

3. INFORMATIONAL ITEMS

- A. Draft of Updated Injury and Illness Prevention Program (IIPP) (*Robinson*)**

Information item. No vote taken.

- B. Capital Improvement Plan Project 24-04 Collision Avoidance System Upgrade Closeout (*Hewett*)**

Information item. No vote taken.

- C. Newsletter (*Bergren*)**

Information item. No vote taken.

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

The board recessed to closed session at 1:18 PM

Closed Personnel Session Pursuant to Government Code Section 54954.5 –
PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Executive Director

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to open session at 1:27 PM. No report out.

ADJOURNMENT

Chair Yarbrough adjourned the meeting at 1:27 PM. The next regularly scheduled meeting is Thursday, November 6, 2025.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

*** Verbal Report**

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: November 6, 2025
TO: El Dorado County Transit Authority
FROM: Kate Hewett, Finance Manager
SUBJECT: September 2025 Check Register

REQUESTED ACTION:
BY MOTION,

Receive and File September 2025 Check Register

BACKGROUND

The following check register includes routine transactions for the month of September 2025. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Eleven (11) item merits further detail:

Check #41557 – Applied Video Solutions.....\$15,643.38
This check pays the obligation for the Security Systems Upgrade Project using Transportation Funds (LTF): CIP #24-02.

Check #41566 – Compliance Solutions Group.....\$4,724.40
This check pays the obligation for the required compliance training for Hazwoper, DOT Hazmat Transportation and Security, and Confined Spaces using Transportation Funds (LTF): No CIP.

Check #41569 – Dokken Engineering.....\$780.00
This check pays the obligation for Consulting Work, performed in July 2025, to Improve the Bus Parking Lot using the SB1 State of Good Repair Funds Grant (SGR) FY's 22/23, 23/24, 24/25, 25/26; CIP # 23-02.

Check #41591 – Regional Government Services.....\$955.20
This check pays the obligation for the services related to updating the DBE and Procurement Manual using Local Transportation Funds (LTF): No CIP.

Check #41593 – Rosco Collison Avoidance.....\$13,750.00
This check pays the obligation for the installation needed to Upgrade the Collison Avoidance System using Local Transportation Funds (LTF); CIP # 24-04.

Check #41599 – Transportation Services Inc.....\$19,562.71
This check pays the obligation for the accident repair on vehicle #1805 using Transportation Funds (LTF): No CIP.

Check #41604 – EDC Community Development Services.....\$31,792.57
This check pays the obligation for Permit Fees related to improving the Bus Parking Lot using the SB1 State of Good Repair Funds Grant (SGR) FY’s 22/23, 23/24, 24/25, 25/26; CIP # 23-02.

Check #41605 – EDC Community Development Services.....\$328.00
This check pays the obligation for the Review of Permits related to improving the Bus Parking Lot using the SB1 State of Good Repair Funds Grant (SGR) FY’s 22/23, 23/24, 24/25, 25/26; CIP # 23-02.

Check #41690 – LSC Transportation Consultants Inc.....\$3,062.50
This check pays the obligation for consulting work regarding the collection and review of compliance documents using Transportation Funds (LTF): No CIP.

Check #41694 – Overton Safety Training Inc.....\$2,175.00
This check pays the obligation for a two (2) day forklift operator safety class onsite for seven (7) employees using Transportation Funds (LTF): No CIP.

Check #41708 – Youngdahl Consulting Group Inc.....\$2,506.00
This check pays the obligation for a Special Inspection (Geotechnical - Field Monitoring Services) performed at Bass Lake Road Park & Ride using Transportation Funds (LTF): CIP #22-04.

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

September 2025

Date	Num	Name	Memo	Amount
09/02/2025	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	SEPTEMBER 2025 - HEALTH BENEFIT PREMIUMS	\$54,049.60
09/02/2025	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #18 CLASSIC	\$5,728.45
09/02/2025	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #18 PEPPA	\$16,366.97
09/03/2025	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY PERIOD AUG. 8 - AUG. 22, 2025; PAY DATE AUG. 29, 2025	\$4,286.70
09/05/2025	41554	A-Z BUS SALES INC	LIFT PAD KIT (QTY: 8) - COVERS FOR CUTAWAYS	\$2,763.19
09/05/2025	41555	ADM SCREENING	DOT MEDICAL EXAMS AND DRUG TESTING - RANDOM & NEW HIRES	\$1,750.00
09/05/2025	41556	AFLAC	AUGUST 2025 - HEALTH PREMIUMS	\$599.40
09/05/2025	41557	APPLIED VIDEO SOLUTIONS, INC.	SECURITY VIDEO SYSTEMS UPGRADE PROJECT - PROGRESS BILLING #2	\$15,643.38
09/05/2025	41558	ARNOLDS FOR AWARDS INC	EOM NAME ENGRAVING - AUGUST 2025	\$20.00
09/05/2025	41559	AT&T	CENTRAL BILLING 7-24-25 TO 8-23-25 (BAN)	\$90.61
09/05/2025	41560	AT&T MOBILITY	WIRELESS SERVICE FOR SURVEILLANCE CAMERAS AT PARK & RIDES - AUGUST 2025	\$189.12
09/05/2025	41561	AUTOZONE INC	BATTERY (3), DRAIN PLUG (4), WINDSHIELD FLUID, OIL FILTER (7)	\$726.61
09/05/2025	41562	C & H MOTOR PARTS	1/4" GR 8 METAL THREAD ROD, 3/8" HOSE CONNECTOR AND A/C VALVE, 1/4" MALE PLUG T-STY	\$796.68
09/05/2025	41563	CAL.NET	CCTV CAMERA SERVICE - SEPTEMBER 2025	\$176.92
09/05/2025	41564	CANTER BUYER PARENT LP	MULTIPLE TIRES PURCHASED FOR BUSES & STOCK	\$5,475.86
09/05/2025	41565	CAPITOL CLUTCH & BRAKE INC	CHECK VALVE KIT, FILTER CARTRIDGES, PP-1 VALVE	\$356.95
09/05/2025	41566	COMPLIANCE SOLUTIONS GROUP	HAZWOPER, DOT HAZMAT TRANSPORT AND SECURITY, & CONFINED SPACES TRAINING	\$4,724.40
09/05/2025	41567	D&K AUTO GLASS	WINDSHIELD REPAIR (QTY: 11)	\$495.00
09/05/2025	41568	DAWSON OIL	FUEL PURCHASES - AUGUST 2025	\$55,006.73
09/05/2025	41569	DOKKEN ENGINEERING	BUS PARKING LOT IMPROVEMENT PROJECT - PROGRESS REPORT JULY 1-31, 2025	\$780.00
09/05/2025	41570	EDC HHSA-PUBLIC HEALTH DIVISION	TB EVALUATIONS (QTY: 2)	\$138.00
09/05/2025	41571	EDWARDS, STEVENS & TUCKER LLP	GENERAL LEGAL SERVICE	\$3,570.00
09/05/2025	41572	EL DORADO DISPOSAL SERVICE	DISPOSAL SERVICE (QTY: 2)	\$474.02
09/05/2025	41573	EL DORADO IRRIGATION DISTRICT	WATER SERVICE FORNI P&R - 6/24/25 TO 08/22/25	\$107.43
09/05/2025	41574	EMP. MISC. REIMBURSEMENT	MILEAGE REIMBURSEMENT	\$218.35
09/05/2025	41575	EMP. MISC. REIMBURSEMENT	MEAL REIMBURSEMENT	\$175.49
09/05/2025	41576	EMP. MISC. REIMBURSEMENT	MILEAGE REIMBURSEMENT	\$112.49
09/05/2025	41577	FLEMING DISTRIBUTING CO.	MOA (4), 44K (4), LSI (4), DFC (6) & HEAVY DUTY FUEL SYSTEM PERFORMANCE RESTORE (4)	\$475.87
09/05/2025	41578	GILLIG LLC	GILLIG PARTS FOR MULTIPLE BUS REPAIRS	\$1,381.81
09/05/2025	41579	GRAINGER	FLOOR SCRUBBER & FIRST AID SUPPLIES	\$9,618.06
09/05/2025	41580	GWP HOLDINGS LLC	O-RING (4), GASKET, OIL PAN KIT, SEPARATOR, SENSOR, & FILTERS (8)	\$5,477.85
09/05/2025	41581	HUNT & SONS INC	FUEL PURCHASES - 08/16/25 TO 08/31/25	\$1,019.94
09/05/2025	41582	J.C. NELSON SUPPLY CO	AERSOL, FACIAL TISSUE, & HAND TOWELS	\$628.14
09/05/2025	41583	KIMBALL MIDWEST	MOP HEAD, LENSE TOWELETES, 1/4 TUBE ALUM/NEO CLAMP, & JRA/134A VALVE CORE	\$529.44
09/05/2025	41584	MARIGOLD CLEAN SACRAMENTO	JANITORIAL SERVICE - SEPTEMBER 2025	\$1,249.00
09/05/2025	41585	MARLIN LEASING CORPORATION	XEROX MACHINE LEASE PAYMENT - AUGUST 2025	\$509.44
09/05/2025	41586	MISSION UNIFORM SERVICE	MATS, TOWELS, AND UNIFORM SERVICE	\$987.73
09/05/2025	41587	NAPA AUTO PARTS	LED LAMP & LIGHT ASSEMBLY	\$99.00
09/05/2025	41588	O'REILLY AUTO PARTS	COMPRESSOR, CABIN FILTER, & FLEETRUNNER BELT	\$690.21
09/05/2025	41589	PACIFIC GAS & ELECTRIC	ELECTRIC SERVICE (QTY: 5)	\$776.56
09/05/2025	41590	QUILL LLC	MISC. OFFICE SUPPLIES	\$1,026.88
09/05/2025	41591	REGIONAL GOVERNMENT SERVICES	DBE & PROCUREMENT MANUAL SERVICES	\$955.20
09/05/2025	41592	RON DUPRATT FORD	RADIATOR, LIFT ASSEMBLY, FILTERS, & SEALS	\$808.26
09/05/2025	41593	ROSCO COLLISION AVOIDANCE	AVOIDANCE SYSTEM INSTALLATION MCI (QTY: 5)	\$13,750.00
09/05/2025	41594	RTS IT INC	EMAIL ENCRYPTION & IT CARE GOLD SERVICE PLAN - SEPTEMBER 2025	\$6,478.75
09/05/2025	41595	SAFETY-KLEEN SYSTEMS INC	ANTIFREEZE & OIL PICKUP/RECYCLE	\$222.00
09/05/2025	41596	STATE OF CA - DEPT OF JUSTICE	STATE & FBI CRIMINAL BACKGROUND CHECK	\$98.00
09/05/2025	41597	SUN LIFE FINANCIAL	SUPPLEMENTAL LIFE BENEFIT - SEPTEMBER 2025	\$228.72
09/05/2025	41598	THE AFTERMARKET PARTS CO LLC	MISC. BUS PARTS FOR REPAIRS	\$6,107.76
09/05/2025	41599	TRANSPORTATION SERVICES INC	ACCIDENT REPAIR #1805	\$19,562.71
09/05/2025	41600	TRUE VALUE HARDWARE	PAINT, TAPE, PLASTIC SHEETING, FILTERS, & TOILET REPAIR KIT	\$152.31
09/05/2025	41601	VERIZON WIRELESS	CELLULAR SERVICE - AUGUST 2025	\$3,040.14
09/05/2025	41602	VISUAL EDGE IT, INC.	CONTRACT BASE RATE: 8/22/25-9/21/25	\$435.50
09/05/2025	41603	WILKINSON PORTABLES INC	PORTABLE TOILET & WASH STATION RENTAL SVC AT CAMBRIDGE P&R - AUGUST 2025	\$172.00
09/12/2025	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY PERIOD AUG. 23 - SEPT. 5, 2025; PAY DATE SEPT 12, 2025	\$4,129.35
09/12/2025	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #19 CLASSIC	\$5,710.22
09/12/2025	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #19 PEPPA	\$17,190.49
09/15/2025	41604	EDC COMMUNITY DEVELOPMENT SERVICES	BUS PARKING LOT PERMITS	\$31,792.57
09/17/2025	EFT TRANS	OPERATING ENGINEERS PUBLIC & MISC	OCTOBER 2025 - MEDICAL PREMIUMS	\$45,741.00
09/22/2025	41605	EDC COMMUNITY DEVELOPMENT SERVICES	PARKING LOT PERMIT REVIEW	\$328.00
09/24/2025	41606	.ALLEN, CYNTHIA A	MY RIDE - AUGUST 2025	\$56.42
09/24/2025	41607	.BEAUDION, LORENA LYNN	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41608	.BRIGHT, MARY J	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41609	.CAMP, BETTY J	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41610	.COOK, VAUGHAN	MY RIDE - JULY & AUGUST 2025	\$490.00
09/24/2025	41611	.COOK, VERONICA	MY RIDE - JULY & AUGUST 2025	\$490.00
09/24/2025	41612	.COOK, VICKI L	MY RIDE - AUGUST 2025	\$214.55
09/24/2025	41613	.COOPER, DEBBIE	MY RIDE - AUGUST 2025	\$73.64
09/24/2025	41614	.CROZIER, EILEEN JEAN	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41615	.DA COSTA, MONICA	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41616	.DAVIS, JANET	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41617	.ECKHARDT, PATIENCE	MY RIDE - AUGUST 2025	\$89.60
09/24/2025	41618	.FERREL, LAUREL KAY	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41619	.FICKLIN, LINDA R	MY RIDE - AUGUST 2025	\$241.08
09/24/2025	41620	.FRANK, DIANE	MY RIDE - JULY & AUGUST 2025	\$326.20
09/24/2025	41621	.GALVAN, ELAINE M	MY RIDE - AUGUST 2025	\$218.40
09/24/2025	41622	.GOODSPEED, DIANE C	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41623	.GOSS, NICHOLAS MICHAEL	MY RIDE - AUGUST 2025	\$136.36
09/24/2025	41624	.GROY, DAVID	MY RIDE - JULY & AUGUST 2025	\$308.98
09/24/2025	41625	.GULARTE, LARA L	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41626	.HAYDEN, CYNTHIA	MY RIDE - AUGUST 2025	\$27.16

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

September 2025

Date	Num	Name	Memo	Amount
09/24/2025	41627	.HEDGE, SAMANTHA	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41628	.HEIDEN, DEBRA	MY RIDE - AUGUST 2025	\$8.68
09/24/2025	41629	.HENDRIX, SUSAN L.	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41630	.HINDMARSH, LISA	MY RIDE - AUGUST 2025	\$16.10
09/24/2025	41631	.HUTTON, ELIZABETH	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41632	.KAMENA, DENISE C	MY RIDE - AUGUST 2025	\$373.17
09/24/2025	41633	.KINZEL, CATHERINE	MY RIDE - AUGUST 2025	\$21.56
09/24/2025	41634	.LAFRANCIS II, GARY	MY RIDE - AUGUST 2025	\$45.15
09/24/2025	41635	.LAMB, VIVIAN J	MY RIDE - AUGUST 2025	\$84.70
09/24/2025	41636	.LAWSON, CATHERINE A	MY RIDE - AUGUST 2025	\$107.10
09/24/2025	41637	.LAWSON, GLENN V	MY RIDE - AUGUST 2025	\$132.30
09/24/2025	41638	.LEONARD, DONALD CHRISTOPHER	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41639	.LUO, LONGBAO	MY RIDE - AUGUST 2025	\$67.48
09/24/2025	41640	.LUSK, DEBRA SUE	MY RIDE - AUGUST 2025	\$41.72
09/24/2025	41641	.MARTIN, LINA	MY RIDE - AUGUST 2025	\$218.40
09/24/2025	41642	.MATZINGER, LINDA IOLEEN	MY RIDE - AUGUST 2025	\$213.08
09/24/2025	41643	.MINOR, ZOE	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41644	.MONTGOMERY, TONI P	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41645	.MUDGE, PHILLIP	MY RIDE - AUGUST 2025	\$157.08
09/24/2025	41646	.NUNEZ, FERNANDO	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41647	.PENUMECHCHU, SRINIVAS	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41648	.PERKINS, NANCY	MY RIDE - AUGUST 2025	\$46.90
09/24/2025	41649	.POGANSKI, JANAYE L	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41650	.POLANSKI, MARIOLA	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41651	.RAI, PRAVIND	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41652	.RASLEAR, BARBARA S	MY RIDE - AUGUST 2025	\$103.60
09/24/2025	41653	.ROGERS, TIMOTHY ALTON	MY RIDE - AUGUST 2025	\$87.78
09/24/2025	41654	.SCOTT, BRENDA	MY RIDE - JULY & AUGUST 2025	\$411.18
09/24/2025	41655	.SHANNON, SIOBHAN	MY RIDE - AUGUST 2025	\$268.80
09/24/2025	41656	.SHAWHAN, CHARLES	MY RIDE - AUGUST 2025	\$112.00
09/24/2025	41657	.SHEFFIELD, CHRISTOPHER	MY RIDE - AUGUST 2025	\$115.50
09/24/2025	41658	.SMITH, JEFFREY R	MY RIDE - AUGUST 2025	\$90.30
09/24/2025	41659	.SMITH, LAURA	MY RIDE - AUGUST 2025	\$154.70
09/24/2025	41660	.SMITH, WENDELL	MY RIDE - AUGUST 2025	\$490.00
09/24/2025	41661	.SORACCO, MEGAN	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41662	.STOCKEL, JAMES	MY RIDE - AUGUST 2025	\$182.28
09/24/2025	41663	.TODD, JANET C	MY RIDE - AUGUST 2025	\$528.85
09/24/2025	41664	.TOLLEFSON, PEGGY A	MY RIDE - AUGUST 2025	\$21.00
09/24/2025	41665	.TVERETINOV, ARKADY	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41666	.VALENCIA, ROCHELLE	MY RIDE - JULY & AUGUST 2025	\$154.00
09/24/2025	41667	.VAN CLEAVE, MICHA	MY RIDE - AUGUST 2025	\$378.70
09/24/2025	41668	.WAGNER, DEBRA IRENE	MY RIDE - AUGUST 2025	\$65.10
09/24/2025	41669	.WAHLGREN, ANNETTE	MY RIDE - AUGUST 2025	\$225.40
09/24/2025	41670	.WANG, YING	MY RIDE - AUGUST 2025	\$16.59
09/24/2025	41671	.WARMAN, SHIELA	MY RIDE - AUGUST 2025	\$240.66
09/24/2025	41672	.WELLS, BELINDA	MY RIDE - AUGUST 2025	\$436.03
09/24/2025	41673	.WEST, JASON	MY RIDE - AUGUST 2025	\$147.00
09/24/2025	41674	.WIDING, SCOTT V	MY RIDE - JULY & AUGUST 2025	\$291.20
09/24/2025	41675	.WOJAN, CYNTHIA J	MY RIDE - AUGUST 2025	\$133.84
09/24/2025	41676	.WOLLESEN, ERIK V	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41677	.WOODS, ELIZABETH	MY RIDE - AUGUST 2025	\$218.40
09/24/2025	41678	.WORTHEN, DALE	MY RIDE - AUGUST 2025	\$245.00
09/24/2025	41679	ACC BUSINESS	FIBER INTERNET - SEPTEMBER 2025	\$80.00
09/24/2025	41680	ACCO ENGINEERED SYSTEMS INC	HVAC SERVICE & SMOKE DETECTOR SERVICE	\$1,114.00
09/24/2025	41681	CAL.NET	CCTV CAMERA SERVICE - OCTOBER 2025	\$176.92
09/24/2025	41682	CITY OF PLACERVILLE	BUS SHELTER MAINTENANCE - JULY, AUGUST, & SEPTEMBER 2025	\$330.00
09/24/2025	41683	CUSTOM EMBROIDERY CONCEPTS	EDWARDS SHORT & LONG SLEEVE SHIRTS	\$131.11
09/24/2025	41684	DIAMOND SPRINGS PRINTING & GRAPHICS	BUSINESS CARDS	\$160.71
09/24/2025	41685	EL DORADO IRRIGATION DISTRICT	WATER SERVICE (QTY: 2)	\$2,335.19
09/24/2025	41686	FASTENAL	FIRE EXTINGUISHER SIGN & BROOMS (QTY: 2)	\$146.04
09/24/2025	41687	GLOBAL DATA VAULT LLC	MONTHLY RECOVERY BACK UP SERVICE - AUGUST 2025	\$330.00
09/24/2025	41688	HUNT & SONS INC	FUEL PURCHASES - 09/01/25 TO 09/15/25	\$1,338.00
09/24/2025	41689	KINETICO WATER OF PLACERVILLE	DRINKING WATER SERVICE - SEPTEMBER 2025	\$42.90
09/24/2025	41690	LSC TRANSPORTATION CONSULTANTS INC	COLLECTION & REVIEW OF COMPLIANCE DOCUMENTS	\$3,062.50
09/24/2025	41691	MAG LANDSCAPING INC	LANDSCAPING MAINTENANCE (QTY: 6)	\$1,390.00
09/24/2025	41692	NATIONAL FIRE SYSTEMS INC	ANNUAL TEST: WET FIRE SPRINKLER RISER, INITIAL SYSTEM	\$495.00
09/24/2025	41693	OPERATING ENGINEERS LOCAL UNION #3	UNION DUES - SEPTEMBER 2025	\$1,134.00
09/24/2025	41694	OVERTON SAFETY TRAINING INC	2 DAY FORKLIFT OPERATOR SAFETY CLASS ONSITE (4 NEW & 3 REFRESHER)	\$2,175.00
09/24/2025	41695	PACIFIC GAS & ELECTRIC	ELECTRIC SERVICE (QTY: 3)	\$4,172.08
09/24/2025	41696	PROTELESIS	PHONE SYSTEM ELEVATE SUBSCRIPTION - SEPTEMBER 2025	\$762.55
09/24/2025	41697	QUADIENT FINANCE USA INC	POSTAGE FOR POSTAGE METER AND EQUIPMENT RENTAL	\$586.84
09/24/2025	41698	QUILL LLC	MISC. OFFICE SUPPLIES	\$526.48
09/24/2025	41699	RTS IT INC	RSM TROUBLESHOOTING	\$105.00
09/24/2025	41700	SPECIAL DISTRICT RISK MANAGEMENT AUTH	EMPLOYEE ASSISTANCE PROGRAM BENEFITS - AUGUST 2025	\$166.00
09/24/2025	41702	SPECIAL DISTRICT RISK MANAGEMENT AUTH	EMPLOYEE ASSISTANCE PROGRAM BENEFITS - SEPTEMBER 2025	\$179.28
09/24/2025	41703	TRILLIUM SOLUTIONS INC	LABOR TO REPLACE CONTACT FORMS WITH GRAVITY FORMS	\$450.00
09/24/2025	41704	UMPQUA BANK COMMERCIAL CARD OPS	RECONCILED VISA CHARGES	\$6,879.02
09/24/2025	41705	UNIVERSAL SECURITY & FIRE INC	BURGLAR ALARM MONITORING - 7/01/25 TO 9/30/25	\$135.00
09/24/2025	41706	VISUAL EDGE IT, INC.	CONTRACT BASE RATE - 9/22/25 TO 10/21/25	\$309.19
09/24/2025	41707	WASTE CONNECTIONS OF CA INC	DUMP RUNS (QTY: 2)	\$78.57
09/24/2025	41708	YOUNGDAHL CONSULTING GROUP INC	SPECIAL INSPECTION FOR BASS LAKE P&R	\$2,506.00

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
September 2025

Date	Num	Name	Memo	Amount
09/26/2025	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY PERIOD SEPT. 6 - SEPT 19, 2025; PAY DATE SEPT 26, 2025	\$4,021.76
09/26/2025	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #20 CLASSIC	\$5,103.62
09/26/2025	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #20 PEPPRA	\$17,328.93
				\$402,451.36

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: November 6, 2025
TO: El Dorado County Transit Authority
FROM: Erik Bergren, Planning and Marketing Manager
SUBJECT: September 2025 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and File September 2025 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 2025, ridership for Demand Response, Local Fixed Routes and Commuter Routes trended up. Fiscal year-to-date ridership was up 8.7% overall.

The attached September 2025 Ridership Report compares systemwide monthly passenger trips to the same period in the previous fiscal year. Overall ridership increased by 12.2% compared to the previous year. Demand Response ridership increased 11.4%, Local Fixed Route ridership increased by 8.0%, and Commuter ridership increased by 22.4%. The Reverse Commuter ridership increased over 100% compared to September 2024.

The attached Fiscal year-to-date Ridership Report compares the current fiscal year to the same period in the previous six (6) fiscal years to analyze pre-COVID and current ridership trends.

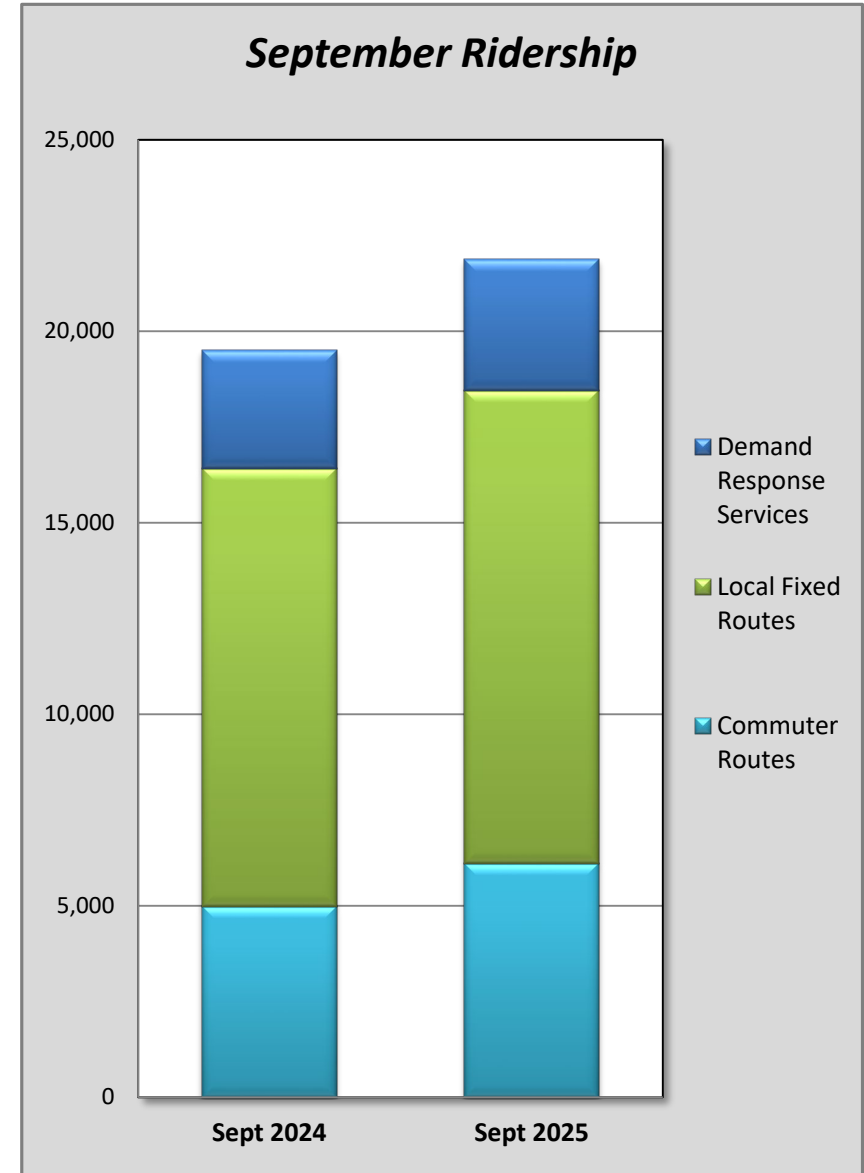
September 2025 Ridership Report

Demand Response Services	Sept 2024	Sept 2025	% Change
Dial-a-Ride	976	1,024	4.9%
Sac-Med	31	63	103.2%
ADA Paratransit	229	346	51.1%
M.O.R.E.*	740	720	-2.7%
Senior Day Care*	0	0	0.0%
My Ride	1,106	1,281	15.8%
Total Demand Response	3,082	3,434	11.4%

Local Fixed Routes	Sept 2024	Sept 2025	% Change
20 - Placerville	1,357	1,874	38.1%
25 - Saturday Express	348	379	8.9%
30 - Diamond Springs	1,486	1,387	-6.7%
35 - Diamond Springs Saturday	114	116	1.8%
40 - Cameron Park	1,057	1,268	20.0%
50x - 50 Express	5,615	5,742	2.3%
60 - Pollock Pines	1,451	1,575	8.5%
Total Local Fixed Routes	11,428	12,341	8.0%

Commuter Routes	Sept 2024	Sept 2025	% Change
Sacramento Commuter	4,192	5,396	28.7%
Reverse Commuter	43	91	111.6%
Sacramento/Tahoe Connector	755	621	-17.7%
Total Commuter Routes	4,990	6,108	22.4%

	Sept 2024	Sept 2024	% Change
Systemwide	19,500	21,883	12.2%
Passengers per Revenue Hour	5.1	5.7	12.2%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July - September

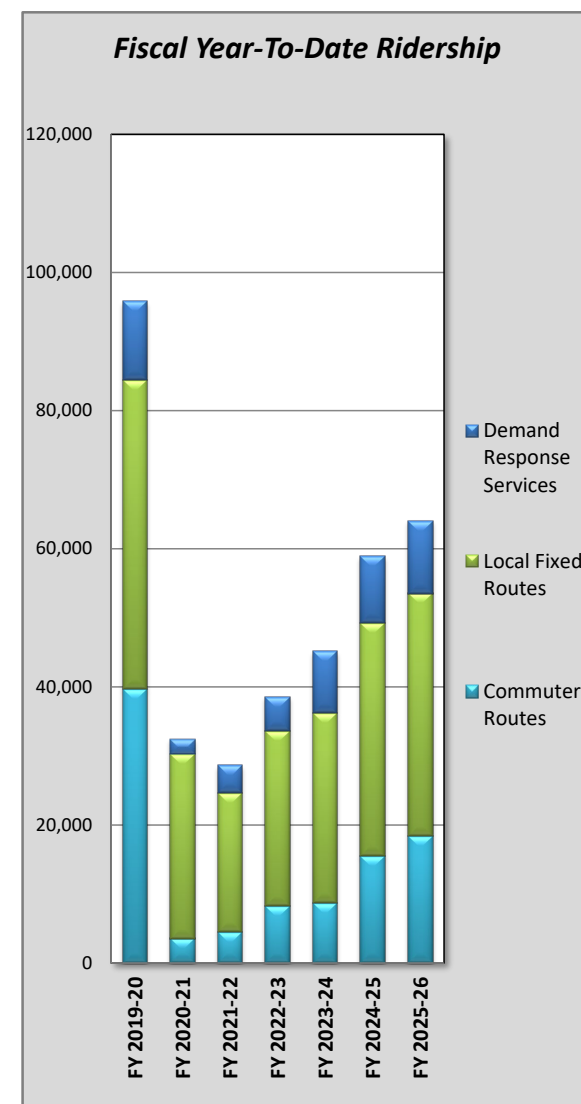


Demand Response Services	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	% Year Change
Dial-a-Ride	4,084	1,523	1,681	2,252	3,330	3,017	3,086	2.3%
Sac-Med	86	50	76	46	114	120	183	52.5%
ADA Paratransit	174	340	693	680	704	738	973	31.8%
M.O.R.E.*	5,735	288	1,539	1,692	1,940	2,257	2,172	-3.8%
Senior Day Care*	1,364	0	0	0	0	0	0	0.0%
My Ride	0	0	0	282	2,839	3,572	4,078	14.2%
Total Demand Response	11,443	2,201	3,989	4,952	8,927	9,704	10,492	8.1%

Local Fixed Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	% Year Change
20 - Placerville	11,041	4,157	3,070	4,077	4,011	4,355	5,511	26.5%
25 - Saturday Express	1,292	885	783	0	0	1,073	1,221	13.8%
30 - Diamond Springs	6,970	2,815	2,216	3,076	3,168	4,139	3,652	-11.8%
35 - Diamond Springs Saturday	378	232	225	0	0	350	417	19.1%
40 - Cameron Park	3,979	3,066	2,309	3,024	3,006	3,396	3,593	5.8%
50x - 50 Express	10,636	10,183	8,505	10,534	12,939	15,818	16,127	2.0%
60 - Pollock Pines	10,372	5,382	2,983	4,639	4,311	4,567	4,645	1.7%
Total Local Fixed Routes	44,668	26,720	20,091	25,350	27,435	33,698	35,166	4.4%

Commuter Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	% Year Change
Sacramento Commuter	39,425	3,538	3,548	5,618	6,173	12,688	16,056	26.5%
Reverse Commuter	287	27	20	55	91	108	169	56.5%
Sacramento/Tahoe Connector	0	0	968	2,598	2,485	2,716	2,151	-20.8%
Total Commuter Routes	39,712	3,565	4,536	8,271	8,749	15,512	18,376	18.5%

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	% Year Change
Systemwide	95,823	32,486	28,616	38,573	45,111	58,914	64,034	8.7%
Passengers per Revenue Hour	11.6	3.7	3.3	6.8	4.1	4.8	5.0	22.4%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: November 6, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager

SUBJECT: Quarterly Investment and Annual Interest Reports for Operating Funds

REQUESTED ACTION:
BY MOTION,

1. Receive and File Quarterly Investment Report for Quarter Ending 09/30/2025
2. Review Annual Interest Report for all Operating Funds

BACKGROUND

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

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

DISCUSSION

Interest earnings for the first quarter from LAIF and Money Market accounts equal \$103,672.46. The investment report for the first fiscal quarter ending 09/30/25 is submitted for review and file.

FISCAL IMPACT

Line item 4970.00 - Interest Income will be adjusted during the FY 2025/26 Mid-Year Budget Adjustment process.

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 07/01/2025 – 09/30/2025

LOCAL AGENCY INVESTMENT FUND (LAIF)

Account Summary

06/30/2025	Balance Forward	\$9,116,144.98
	Total Transfers to General Checking Account	\$0.00
	Total Transfer from General Checking Account	\$0.00
	Interest Earned @ 4.34%	<u>\$99,592.32</u>
09/30/2025	Ending Balance for 1 st Quarter, FY 2025/26	\$9,216,584.08

UMPQUA BANK (MONEY MARKET ACCOUNT)

Account Summary

06/30/2025	Balance Forward	\$1,272,644.00
	Total Transfers to General Checking Account	(\$630,000.00)
	Total Transfers to LAIF Account	(\$0.00)
	Interest Earned @ 1.51%	<u>\$4,080.14</u>
06/30/2025	Ending Balance for 4 th Quarter, FY 2024/25	\$646,724.14

The following information is provided on the total annual interest amounts earned during FY 2024/25 on operating and restricted capital funds.

EL DORADO COUNTY TRANSIT AUTHORITY

ANNUAL INTEREST REPORT

PERIOD 07/01/2024 – 06/30/2025

UMPQUA BANK (Money Market Account)

Interest Earned FY 2024/25 \$72,595.54

LOCAL AGENCY INVESTMENT FUND (LAIF)

Interest Earned FY 2024/25 \$247,240.92

UMPQUA BANK (Operating Reserve Account)

Interest Earned FY 2024/25 \$72,595.54

UMPQUA BANK (Merchant Services Account)

Interest Earned FY 2024/25 \$505.13

UMPQUA BANK (Low Carbon Transit Operations Program – LCTOP FY2021/22)

Interest Earned FY 2024/25 \$2,113.63

UMPQUA BANK (Low Carbon Transit Operations Program – LCTOP FY2022/23)

Interest Earned FY 2024/25 \$5,723.94

UMPQUA BANK (Low Carbon Transit Operations Program – LCTOP FY2023/24)

Interest Earned FY 2024/25 \$6,753.16

UMPQUA BANK (Low Carbon Transit Operations Program – LCTOP FY2023/24)

Interest Earned FY 2024/25 \$3,492.93

UMPQUA BANK (State of Good Repair – SGR FY2022/23)

Interest Earned FY 2024/25 \$2,051.69

UMPQUA BANK (State of Good Repair – SGR FY2022/23)

Interest Earned FY 2024/25 \$2,238.02

UMPQUA BANK (Cal-ITP Account)

Interest Earned FY 2024/25 \$7.10

These funds are budgeted and used as operating or capital income.

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: November 6, 2025
TO: El Dorado County Transit Authority
FROM: Kate Hewett, Finance Manager
SUBJECT: Blanket Purchase Order # B31168 Revision

REQUESTED ACTION:

BY MOTION,

Approve Revised Blanket Purchase Order # B31168

BACKGROUND

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

DISCUSSION

The following BPO's is for permitting costs on capital projects on an as needed basis. The requested action will increase the BPO not to exceed amount to align more closely with the ongoing and upcoming increase of capital projects.

Purchase Order B31168 – EDC Community Development Services

Various Account Codes*	Recorded by Capital Project	\$ 18,000	\$ 50,000
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** Charges are posted to the appropriate GL accounts.*

FISCAL IMPACT

The increase of this blanket purchase order falls within the allocated contingency and will be adjusted appropriately during the mid-year review.

EL DORADO COUNTY TRANSIT AUTHORITY

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

REVISED 11/6/25

PURCHASE ORDER NO. B31168

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

DATE: 07/01/25

ACCOUNT: VARIOUS CLASS: 125

TO: EDC COMMUNITY DEVELOP. SERVICES
2850 FAIRLANE COURT
PLACERVILLE, CA 95667

SHIP & INVOICE TO:

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

Contact: Sharon Simonson

Vendor Phone No: (530) 621-5905

Fax No: (530) 626-0387

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PERMITTING COSTS PER CAPITAL PROJECTS ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$50,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$50,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$50,000.00
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 1 F
Consent Item

MEMORANDUM

DATE: November 6, 2025

TO: El Dorado County Transit Authority

FROM: Ryan Robinson, Safety Program Manager

SUBJECT: Updated Injury and Illness Prevention Plan (IIPP)

REQUESTED ACTION:

BY MOTION,

Adopt Resolution No. 25-27 Replacing the Existing Injury and Illness Prevention Plan (IIPP) with the New Proposed Version

BACKGROUND

El Dorado County Transit Authority (El Dorado Transit) staff conducts an annual review and update of the Injury and Illness Prevention Plan (IIPP) to ensure ongoing compliance and effectiveness. California Code of Regulations, Title 8, § 3203 requires all employers to establish, implement, and maintain an effective written Injury and Illness Prevention Plan (IIPP). El Dorado Transit previously maintained an IIPP; however, it had become overly complex and difficult to manage due to excessive and outdated material. Following a review, the Special District Risk Management Authority (SDRMA) recommended updating the IIPP using its streamlined template, which provides a clear, practical, and compliant structure. El Dorado Transit staff used this template as a foundation and tailored it specifically to the agency's operations and safety practices.

DISCUSSION

The updated IIPP simplifies requirements, removes unnecessary content, and separates elements that are more appropriately maintained as standalone plans, including COVID-19/Infectious Disease Response, Heat Illness Prevention, and Workplace Violence Prevention. This structure aligns with Cal/OSHA standards and SDRMA best practices, ensuring the program remains clear, effective, and easily maintained.

The updated IIPP was presented to the Board in October and reflects El Dorado Transit's continued commitment to fostering a safe and compliant workplace for all employees. Staff recommends that the Board adopt the revised IIPP to replace the previous version and ensure continued compliance with state requirements and industry best practices.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 25-27**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY
UPDATING THE INJURY AND ILLNESS PREVENTION PLAN**

WHEREAS, California Code of Regulations, Title 8, § 3203 requires all employers to establish, implement, and maintain an effective written Injury and Illness Prevention Plan (IIPP); and

WHEREAS, the El Dorado County Transit Authority (“El Dorado Transit”) previously maintained an IIPP that had become overly complex and difficult to manage due to excessive and outdated material; and

WHEREAS, following review, the Special District Risk Management Authority (SDRMA) recommended updating the IIPP using its streamlined template to ensure compliance with Cal/OSHA standards and improve clarity, practicality, and ease of maintenance; and

WHEREAS, El Dorado Transit staff used this template as a foundation, tailoring it to reflect the agency’s specific operations, safety responsibilities, and commitment to a proactive, compliant safety management system; and

WHEREAS, the updated IIPP simplifies requirements, eliminates unnecessary content, and separates elements more appropriately maintained as standalone plans, including COVID-19/Infectious Disease Response, Heat Illness Prevention, and Workplace Violence Prevention; and

WHEREAS, adoption of the updated IIPP ensures continued compliance with state law, alignment with SDRMA best practices, and reinforces El Dorado Transit’s core safety value: *Safety First – Start Safe, Stay Safe*.

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

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 6th day of November 2025, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

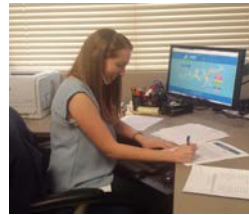
David Yarbrough, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board



EL DORADO TRANSIT



Injury and Illness Prevention Program

Adopted:

Draft

Prepared by:

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

Table of Contents

Policy	1
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Communication	3
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Hazard Correction	4
Training and Instruction	4
Record Keeping	5

Appendices

- A. Hazardous/Unsafe Condition Report Form
- B. Accident/Incident Investigation Form
- C. Employee Safety Training Matrix

Policy

El Dorado County Transit Authority (EDCTA) believes that everyone benefits from a safe and healthy work environment, and we are committed to maintaining a safe workplace while complying with applicable laws and regulations governing safety. No function at EDCTA is so critical as to require or justify a compromise of safety and health.

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. EDCTA's IIPP must be followed by all employees, with no exceptions regarding position or title.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

EDCTA's IIPP and all related forms are located in Paylocity and on the Trackit Portal.

Responsibility and Authority

IIPP Administrator:

EDCTA's Executive Director is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP. The role of the IIPP Administrator is to assist in the development, implementation, and maintenance of the IIPP.

This includes:

- Ensuring department managers and supervisors understand their roles in the implementation of the IIPP.
- Developing an accountability system to ensure departments are complying with the IIPP requirements, including educating and training their employees on their respective IIPP requirements.
- Annually reviewing the IIPP to ensure its effectiveness and requesting feedback from managers, supervisors, and employees, with day-to-day program responsibilities and enforcement authority delegated to the Safety Program Manager.

Managers and Supervisors:

Managers and Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP.

This includes:

- Ensuring IIPP procedures and requirements are implemented and followed within their department.
- Conducting appropriate safety orientation and training, covering department-specific procedures and the proper use and care of required personal protective equipment (PPE).
- Directing responsibility for conducting and documenting all training and enforcing compliance within their departments.
- Conducting required accident investigations, safety inspections, hazard identification, and hazard correction requirements as outlined in the IIPP.
- Encouraging employees to report unsafe conditions with assurance that action will be taken without fear of reprisal.
- Recognizing employee safety performance.
- Supervisors shall consult with the Safety Program Manager regarding complex or unresolved safety matters to ensure consistent application of this IIPP.

Employees:

Employees are responsible for the following:

- Following all written and verbal safety policies, procedures, and directives.
- Reporting all work-related injuries immediately to their supervisor.
- Performing their duties using safe work practices.
- Reporting unsafe conditions, work practices or hazards and equipment failures immediately to their supervisor.
- Asking questions when direction is unclear.

Compliance

All employees, including managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language.
- Training all employees on general safety policies, rules, and work practices.
- Recognize employees who perform safe and healthy work practices.
- Providing additional training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthy work practices, as coordinated and verified by the Safety Program Manager in line with EDCTA policies, Article 9.

Communication

We recognize open, two-way communication is essential to a safe workplace. All managers and supervisors are responsible for communicating with employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Supervisors are expected to address safety concerns raised by their teams promptly and enforce corrective actions, with follow-up oversight by the Safety Program Manager.

Employees can report unsafe workplace conditions by talking to their supervisor and/or by completing the Unsafe Condition Report form (Appendix A). Employees can submit the form anonymously by completing an incident/accident form via the Trackit Portal, written incident/accident form, comment box, or verbally.

Our communication system includes:

- New employee orientation which includes a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Safety training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A safety team that includes employee participation from each department.

Hazard Assessment

EDCTA has conducted a hazard assessment to identify potential hazards and exposures in our workplace. To continue to identify unsafe conditions, periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices.

The periodic inspection schedule is as follows:

Department/Facility/Location	Frequency
Maintenance Facility	Monthly
Office Building	Monthly

Inspection findings are reviewed for trends and consistency by the Safety Program Manager.

In addition to the periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. Supervisors are responsible for enforcing immediate corrective action within their departments, with oversight by the Safety Program Manager. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Accident/Incident Investigations

Reporting

In the event you are injured or become ill as a result of your work activities; you must immediately notify your manager. If life threatening, call 911 and seek emergency treatment. If non-life-threatening, contact the 24/7 Nurse at (844) 392-8071.

If you require medical treatment, you will be directed to the EDCTA's designated medical clinic unless you have pre-designated your personal physician to treat your workplace injuries. Safety Program Manager can provide you with additional information or answer any questions you may have.

Investigation

Workplace accidents/incidents resulting in injury or illness will be investigated by completing the Supervisor's Accident/Incident Investigation Form (Appendix B). The goal of the investigation is to identify contributing factors and develop prevention measures to reduce reoccurrence. Final review and determination of corrective actions will be documented by the Safety Program Manager.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Examining the workplace for factors associated with the accident/exposure.
- Interviewing injured employees and witnesses.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and actions taken.

Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Supervisors are responsible for ensuring their employees complete this training and follow procedures on an ongoing basis. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed. The Safety Program Manager provides oversight to ensure this training is conducted and may require retraining if deficiencies are identified.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established.
- New employees are hired.
- Employees are reassigned to a new area or task with no prior training.
- New substances, operations, or equipment are introduced.

Our Employee Safety Training Matrix is in Appendix C.

Record Keeping

All the following IIPP documentation is maintained for a minimum of three (3) years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers.
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up.
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken.
- Safety team meeting minutes.
- Periodic program reviews.

All records are subject to review and verification by the Safety Program Manager to ensure alignment with IIPP standards.



Appendix A

Hazardous/Unsafe Condition Report

Reporting Unsafe Condition or Practice

Department: _____

Person Reporting: _____ Contact Information
(optional) (optional): _____

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and time the condition or hazard was observed: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor, manager, or the IIPP Administrator.

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard? _____

Employee Signature: (optional) _____ Date: _____

IIPP Administrator/Manager Investigation

Name of person investigating unsafe condition or hazard: _____

Results of investigation. What was found? Was condition unsafe or a hazard?
(Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition:

Signature of Investigating Party: _____ Date: _____

Date reporting employee was notified of action taken (if not an anonymous report) _____



Appendix B
Supervisor's Accident/Incident Investigation Form

Department	Incident Date	Date Reported
Injured Employee	Position/Title	Full Time/Part Time/Other
Incident Location	Incident Time	Supervisor
Type of Injury/Illness	Affected Body Parts	Lost Time? Yes or No Amount lost
Type of equipment, chemical, hazardous material involved:		
DESCRIPTION: Describe clearly what took place. How did the incident occur? What were the conditions? Who was involved? Describe the location?		
ANALYSIS: Determine the primary and secondary causes of the incident. Determine what could have been done to avoid the accident. Analyze who, what, when, where, and why and determine the connections to each other.		
PREVENTION: Describe the management action or controls that have been, or will be, taken to reduce the potential for a reoccurrence, as well as actions to mitigate the severity of this and/or future losses.		
Investigated By	Date Completed	Suggested Action Due Date
Reviewed By	Date Reviewed	Comments

Attachment C

Employee Safety Training Matrix

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change R - Refresher C – Certification

EL DORADO COUNTY TRANSIT AUTHORITY	Training Frequency	Cal/OSHA Section Reference	Office – Administration Staff	Maintenance	Operators	Dispatch	Safety
EMPLOYEE SAFETY TRAINING MATRIX							
Aerial Devices	I/(3yr)	3646, 3648		X			
Asbestos Awareness	I/A	1529, 5208		X			
Bloodborne Pathogens	I/A	5193		X	X	X	X
Code of Safe Practices (Department specific where applicable)	I/U/R	3203	X	X	X	X	X
Confined Space Awareness	I/U/R	5157, 5158		X			
Confined Space Entry	I/U/R	5157, 5158		X			
Driver Safety/Defensive Driving (Applicable employees)	I/R	3203	X	X	X	X	X
Electrical Safety (General Awareness/Office)	I/U/R	3203	X	X	X	X	X
Emergency Action/Fire Prevention	I/U/R	3220, 3221	X	X	X	X	X
Emergency Eye Wash	I/U/R	5162		X			
Equipment Operation Safety (Department specific)	I/U/R	Title 8 Index	X	X	X	X	X
Ergonomics – Office Workstations	I/R	5110	X	X	X	X	X

EL DORADO COUNTY TRANSIT AUTHORITY EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Office – Administration Staff	Maintenance	Operators	Dispatch	Safety
Ergonomics – Back Safety	I/R	5110	X	X	X	X	X
Fall Prevention (General awareness/Office)	I/U/R	3203	X	X	X	X	X
Fall Protection (Industrial)	I/U/R	1670		X			
First Aid/CPR (Designated employees)	I/C (2yr)	3400					X
Forklifts	I/C (3yr)	Article 25		X			
Hazard Communication (General)	I/U/R	5194	X	X	X	X	X
Hazardous Waste/HAZWOPER (Designated employees)	I/A	5192		X			X
Heat Illness Prevention-Indoor	I/U/R	3396	X	X	X	X	X
Heat Illness Prevention - Outdoor	I/A-Spring	3395	X	X	X	X	X
Injury & Illness Prevention Program	I/U/R	3203	X	X	X	X	X
Ladder Safety	I/U/R	3276	X	X	X	X	X
Lockout/Tag Out/Block out	I/U/R	3314		X			
New Employee Safety Orientation/Specific Job Hazards	I/U/R	3203	X	X	X	X	X
Personal Protective Equipment Requirements (PPE)	I/U/R	3380 , 3385	X	X	X	X	X

EL DORADO COUNTY TRANSIT AUTHORITY EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Office – Administration Staff	Maintenance	Operators	Dispatch	Safety
	Respiratory Protection	I/A	5144	X			
	Tools – Hand & Power (Department specific)	I/U/R	Article 20	X	X	X	X
	Welding & Cutting Safety/Fire Watch/Hot Work	I/U/R	4799 , 4848	X			
	Workplace Violence Prevention	I/U/R	SB553	X	X	X	X

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: November 6, 2025

TO: El Dorado County Transit Authority

FROM: Erik Bergren, Planning and Marketing Manager

SUBJECT: Fiscal Year 2024/25 Administrative Operations Report

REQUESTED ACTION:

BY MOTION,

Receive and File the Fiscal Year 2024/25 Administrative Operations Report

BACKGROUND

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

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

DISCUSSION

The Fiscal Year 2024/25 Administrative Operations Report (Administrative Operations Report) provides an overview of El Dorado Transit operations for the reporting period July 1, 2024 through June 30, 2025.

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

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

El Dorado County Transit Authority
November 6, 2025

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

The following sections discuss the general performance of the various service modes during the July 2024 to June 2025 reporting period:

- Demand Response ridership stayed flat during the period, decreasing slightly by 366 trips or 0.9%. Passenger trips per revenue hour went from 2.4 to 2.3 or -4.1%. The goal for on-time performance for Demand Response services is 97%, and El Dorado Transit achieved 96.5%.
- Motor Bus (Local Fixed Route) ridership increased by 20,113 one-way passenger trips or 17.3% to 136,676 during the period. Passenger trips per revenue hour increased from 5.1 to 5.9 or 15.7%. The goal for on-time performance for Motor Bus services is 85%, and El Dorado Transit achieved 86.5%.
- Commuter Bus (Commuter Services) ridership increased by 26,373 one-way passenger trips or 70.6% to 63,720 during the period. Passenger trips per revenue hour increased from 6.5 to 9.3 or 43.1%. The goal for on-time performance for Commuter Bus services is 90%, and El Dorado Transit achieved 80.4%, largely due to the continued Fix50 construction in downtown Sacramento.
- Special Event Service ridership included the El Dorado County Fair Shuttle. El Dorado Transit provided 10,620 passenger trips during the four (4) days of the fair.
- Systemwide ridership increased by 25,302 one-way passenger trips or 15.4% to 238,438 during the period. Systemwide passenger trips per revenue hour stayed virtually the same from 4.9 to 4.8 or -0.1%.

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

FISCAL IMPACT

None



Fiscal Year 2024/25 Administrative Operations Report



November 6, 2025

Fiscal Year 2024/25

Administrative Operations Report

El Dorado County Transit Authority

2025 Board of Directors

Chair:	David Yarbrough, Placerville City Council
Vice Chair:	Brian Veerkamp, El Dorado County Board of Supervisors, District 3
Directors:	Jackie Neau, Placerville City Council Lori Parlin, El Dorado County Board of Supervisors, District 4 George Turnboo, El Dorado County Board of Supervisors, District 2
Alternate Directors:	John Clerici, Placerville City Council Greg Ferrero, El Dorado County Board of Supervisors, District 1
Executive Director:	Brian James, El Dorado County Transit Authority

Mission Statement

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

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

Introduction

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

The El Dorado Transit Fiscal Year 2024/25 Administrative Operations Report is prepared to apprise the board and public on transit operations over fiscal year (FY) 2024/25 (July 1, 2024 to June 30, 2025). In addition, this report presents a comparison of performance measures for the prior fiscal year.

Due to the COVID-19 virus and physical distancing regulations, Older Adult Day Services closed on March 13, 2020, and the Mother Lode Rehabilitation Enterprises (M.O.R.E.) facility closed on March 16, 2020 but has been partially reinstated.

Organizational Structure

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

El Dorado Transit provides public transit services with sixty two (62) allocated Full-Time Equivalent (FTE) employees. The six (6) person management team includes the Executive Director, Operations Manager, Human Resources Manager, Finance Manager, Safety Program Manager and the Planning and Marketing Manager. The Executive Director works under the direction and authority of the Board of Directors with the support of one (1) Administrative Coordinator.

The Operations Manager provides direct supervision and support to two (2) Transit Operations Supervisors, one (1) Dispatch Supervisor, and one (1) Maintenance and Facilities Supervisor. The Transit Operations Supervisors are responsible for incident response as well as training, supervising, and scheduling thirty-five (35) allocated FTE Transit Operators and three and one-half (3.5) allocated FTE Transit Dispatchers. The Maintenance and Facilities Supervisor has full-charge management oversight of fleet maintenance, regulatory compliance and facility maintenance and is responsible for training, supervising, and scheduling three (3) allocated Equipment Technicians, two (2) allocated Maintenance Technicians and two (2) allocated Custodians.

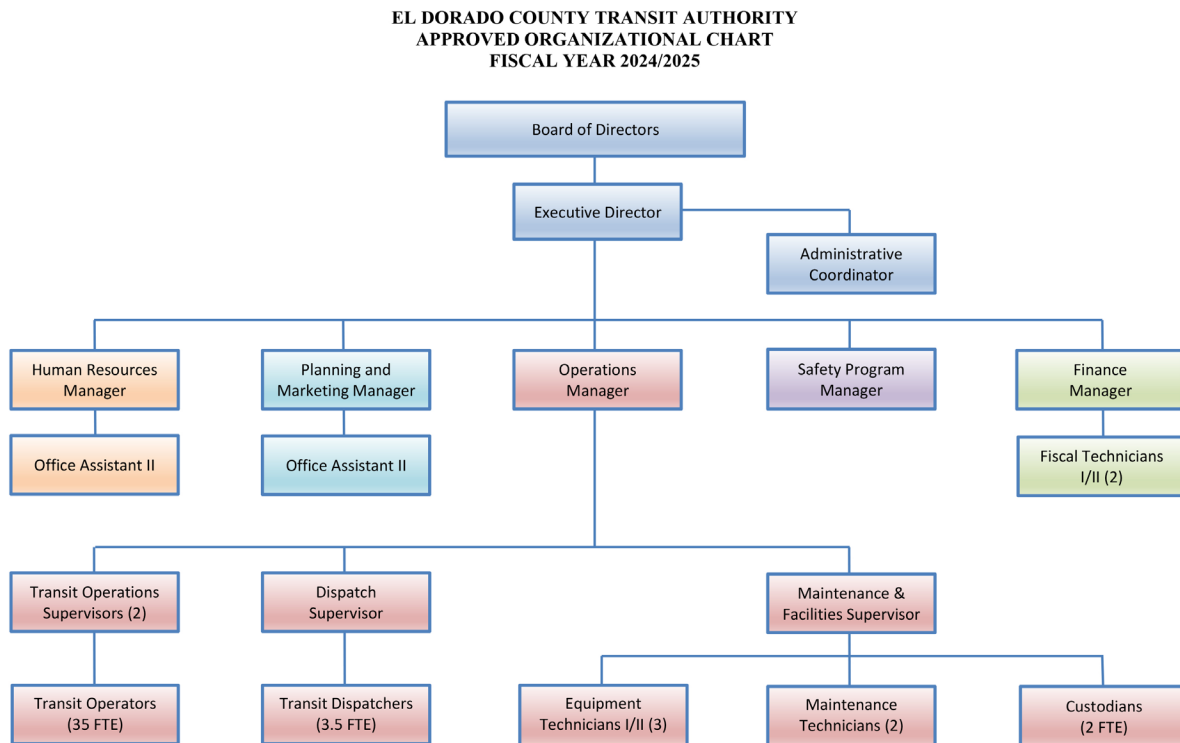
The Human Resources Manager oversees all human resources and related administrative duties with the support of one (1) allocated Office Assistant II.

The Finance Manager oversees financial and accounting functions including payroll, insurance oversight, risk management, in-house bookkeeping, purchasing, and grant administration with a support staff of two (2) allocated Fiscal Technician IIs.

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

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

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



August 1, 2024

Service Description

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

Demand Response

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

Dial-A-Ride is a reservation service that operates seven (7) days a week providing curb-to-curb transportation for seniors and persons with disabilities. El Dorado Transit provided 11,669 one-way passenger trips during the reporting period.

ADA Paratransit service is a reservation-based service providing origin to destination transportation to eligible persons with disabilities. ADA Paratransit service is provided the same days and hours as the local fixed route bus services, within $\frac{3}{4}$ mile of the route service area. El Dorado Transit provided 3,268 one-way passenger trips during the reporting period.

SAC-MED is a non-emergency medical transportation service for the public traveling to medical appointments in Sacramento and Placer Counties. The service operates on Tuesday and Thursday each week. El Dorado Transit provided 473 one-way passenger trips during the reporting period.

M.O.R.E. client transportation is a contracted service. ALTA California Regional Center (ALTA) provides funding for the M.O.R.E client transportation through an agreement with El Dorado Transit. Clients are transported from home or an agreed pickup location to the M.O.R.E. program facility in Placerville, as well as to workplace sites. El Dorado Transit provided 8,523 one-way passenger trips during the reporting period.

Older Adult Day Services program clients are transported from home to the facilities in Placerville and El Dorado Hills on an individual subscription basis, Monday through Friday. The program was closed due to COVID-19 restrictions, and we have been providing limited trips through our Dial-A-Ride service since reopening.

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

DEMAND RESPONSE COMPARISON				
Reporting Period: July 1, 2024 – June 30, 2025				
	FY 2024/25 (current)	FY 2023/24 (prior)	Difference	Percentage +/-
TRIPS	23,933	24,836	-903	-3.6%
HOURS	10,236	10,401	-165	-1.6%
MILES	183,828	215,407	-31,579	-14.7%

Motor Bus (Local Fixed Routes)

El Dorado Transit provides connecting bus service within the communities of Pollock Pines, Camino, Placerville, Diamond Springs, El Dorado, Shingle Springs, and Cameron Park with connections to El Dorado Hills and Folsom. The following table shows an increase in trips, hours, and miles for year-to-year comparison of Motor Bus services.

MOTOR BUS COMPARISON				
Reporting Period: July 1, 2024 – June 30, 2025				
	FY 2024/25 (current)	FY 2023/24 (prior)	Difference	Percentage +/-
TRIPS	136,676	116,563	+20,113	+17.3%
HOURS	23,279	22,901	+378	+1.7%
MILES	447,340	435,044	+12,296	+2.8%

Commuter Bus

Sacramento Commuter Bus services provide transportation between El Dorado County and downtown Sacramento during peak commute times, Monday through Friday. Five (5) one-way routes operate in the morning and six (6) in the afternoon between park-and-ride facilities in El Dorado County and several downtown stops. In addition, five (5) Reverse Commute routes are available for passengers traveling from Sacramento to El Dorado County in the morning and from El Dorado County to Sacramento in the afternoon. The Reverse Commute services are offered on buses that would otherwise be empty while returning from or traveling to Sacramento to perform regular commuter routes. El Dorado Transit provided 53,975 one-way passenger trips during the reporting period.

In addition, an intercity service between the Sacramento Valley Station and South Lake Tahoe with stops in Cameron Park and Placerville was implemented in 2021. The service is operated by El Dorado Transit in partnership with the Capitol Corridor and Amtrak. El Dorado Transit provided 9,743 one-way passenger trips during the reporting period.

The following table provides a year-to-year comparison of Commuter Bus services, noting an increase in trips due to more passengers on the Sacramento Commuter and the Tahoe services.

COMMUTER BUS COMPARISON				
Reporting Period: July 1, 2024 – June 30, 2025				
	FY 2024/25 (current)	FY 2023/24 (prior)	Difference	Percentage +/-
TRIPS	63,718	37,347	+26,371	+70.6%
HOURS	6,885	5,758	+1,127	+19.6%
MILES	215,555	188,501	+27,054	+14.4%

Special Event Services

During the reporting period, El Dorado Transit operated the El Dorado County Fair Shuttle in June 2025. This project was funded in part through a grant administered by the El Dorado County Air Quality Management District (AQMD). El Dorado Transit provided 10,620 passenger trips during the four (4) days of the fair.

Performance Measures

Mandated Performance Reporting

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

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

SYSTEM WIDE COMPARISON				
Reporting Period: July 1, 2024 – June 30, 2025				
	FY 2024/25 (current)	FY 2023/24 (prior)	Difference	Percentage +/-
TRIPS	234,947	189,583	+45,364	+23.9%
HOURS	40,615	39,256	+1,359	+3.5%
MILES	848,195	840,245	+7,950	+0.9%

The following tables (Figures 1 and 2) summarize system wide performance measures for FY 2024/25 and FY 2023/24 as defined in the TDA guidelines:

Figure 1 Comparative Report for All Services

FISCAL YEAR KEY PERFORMANCE MEASURES FOR ALL SERVICES	2024/25	2023/24	Difference	Percentage Change +/-
Farebox Recovery Ratio (FBR)	9.6%	9.5%	+0.1%	+10.5%
Passenger Fares	\$938,666	\$810,304	+128,362	+15.8%
Average Fare/Passenger	\$4.00	\$4.27	-0.27	-6.3%
Operating Expenses	\$9,793,628	\$8,496,959	+1,296,669	+15.3%
Operating Cost/Passenger	\$41.68	\$44.82	-3.14	-7.0%
Operating Cost/Revenue Hour	\$241.13	\$216.45	+24.68	+11.4%
Operating Cost/Revenue Mile	\$11.55	\$10.11	+1.44	+14.2%
Road Calls	47	55	-8.0	-14.5%
Employees per TDA Guidelines (FTE)	62	62	-	-

The Farebox Recovery Ratio (FBR) percentage represents the ratio of fare revenue collected to operating expenses. The standard FBR for El Dorado Transit is 12.2%. Using pre-pandemic inputs for comparison purposes, El Dorado Transit recovered 9.6% in FBR during the reporting period for an increase of 0.1% compared to the previous year. TDA regulatory relief in AB149 allows for the application of additional fare revenues under certain circumstances that would increase the FBR to well above the 12.2% standard.

Passenger fares increased due to increases in Local, and Commuter services. This in turn increased the Farebox Recovery Ratio and the Average Fare per Passenger. El Dorado Transit averaged 18,046 miles between road calls, which is 125.0% better than the national average of 8,000 miles between road calls.

Figure 2 Passenger Trips per Revenue Hour Report for All Services

PASSENGER TRIPS PER REVENUE HOUR	2024/25	2023/24	Difference	Percentage Change +/-
Demand Response	2.3	2.4	-0.1	-4.7%
Motor Bus (Local Fixed Routes)	5.9	5.1	+0.8	+15.7%
Commuter Bus	9.3	6.5	+2.8	+43.0%
Systemwide Passenger Trips per Revenue Hour	5.8	4.8	+1.0	+20.8%

Passenger Trips per Revenue Hour represents the average number of passenger boardings per hour in all service types. Systemwide passenger trips per revenue hour increased dramatically from 4.8 to 5.8 during the reporting period.

Additional Performance Measures

Although not required by the TDA, El Dorado Transit prepares mid-year and annual reports of performance measures by mode and route. Statistical data summarized by service and mode are included for review as Attachment A (FY 2024/25) and Attachment B (FY 2023/24).

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

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

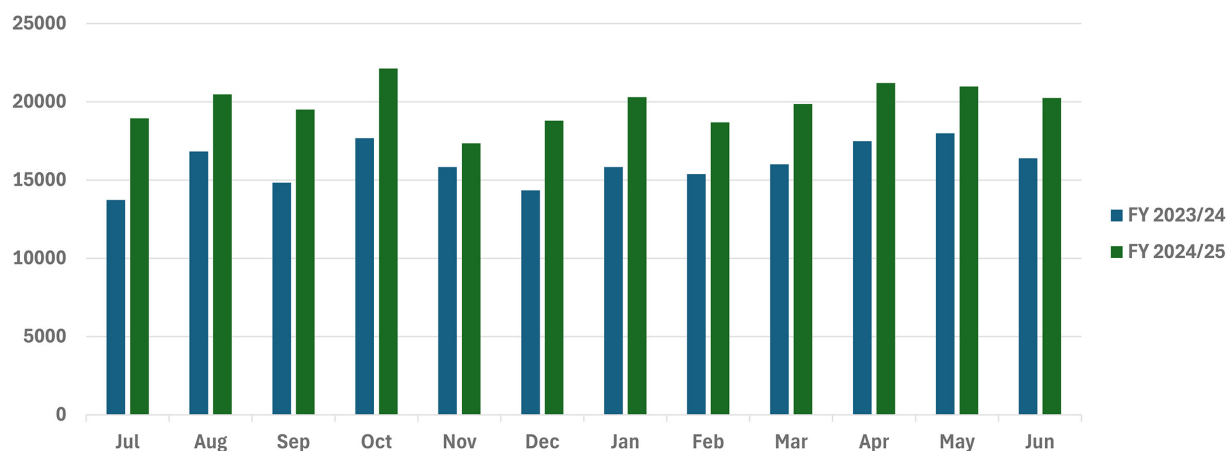
Figure 3 Comparative Report between Actual 2024/25 and Performance Standards

COMPARISON OF ACTUAL PERFORMANCE AND PERFORMANCE STANDARDS	Farebox Recovery Ratio	Operating Subsidy per Passenger	Passenger Trips per Revenue Hour
Motor Bus Routes Standard/Goal	>10.0%	<\$15.00	>5.0
Route 20 - Placerville	2.62%	\$36.31	5.6
Route 25 – Saturday Express	2.53%	\$41.54	5.6
Route 30 – Diamond Springs/El Dorado	2.05%	\$40.81	5.4
Route 35 – Diamond Springs Saturday	1.38%	\$64.39	3.3
Route 40 – Cameron Park/Shingle Springs	2.13%	\$51.78	4.3
Route 50X – 50 Express	2.91%	\$35.74	6.7
Route 60 – Pollock Pines	2.95%	\$41.63	6.0
Total Motor Bus Routes – Average	2.64%	\$39.29	5.9
Demand Response Standard/Goal	N/A	<\$35.00	>2.0
Total Demand Response - Average	9.17%	\$90.47	2.3
Commuter Bus Standard/Goal	>50.0%	<\$5.00	>10.0
Total Commuter Bus – Average	33.67%	\$19.48	9.3

Monthly Ridership Trends

The following graph (Figure 4) compares monthly passenger boardings for FY 2024/25 and FY 2023/24 for all services excluding the Fair Shuttle:

Figure 4 Fiscal Year Monthly Boardings



On-Time Performance Standards

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

Figure 5 On-Time Performance FY 2024/25

Service Type	Adopted Target	Actual Performance
Demand Response	90%	96.5%
Motor Bus Routes	85%	86.5%
Commuter Bus Routes	90%	80.8%

Marketing and Outreach

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

Passenger Materials

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

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

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

Print Advertising and Local Media

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

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

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

Digital Outreach

El Dorado Transit staff distribute information to the public through social media tools such as Facebook, X (formally known as Twitter), and Instagram. Staff have continually been posting and developing content for user engagement. Passengers can sign up for rider alert emails that are sent whenever there is a disruption or change in services. Route information and real-time bus arrival information is available to passengers through the free RouteShout app and the El Dorado Transit website.

Direct Outreach

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

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

Glossary of Terms/Definitions

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

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

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: November 6, 2025

TO: El Dorado County Transit Authority

FROM: Ryan Robinson, Safety Program Manager

SUBJECT: Reclassification of Dispatch Supervisor to Transit Operations Supervisor Effective November 15, 2025

REQUESTED ACTION:
BY MOTION,

1. **Approve the Reclassification of Dispatch Supervisor to Transit Operations Supervisor Effective November 15, 2025**
2. **Approve the Proposed Revised Allocation Table and Organizational Chart Effective November 15, 2025**
3. **Approve the Proposed Revised Job Description for Transit Operator Supervisor Effective November 15, 2025**

BACKGROUND

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

The Executive Director has determined that staffing changes are necessary to support the current level of responsibilities within transit operations to include a reclassification of the Dispatch Supervisor to a Transit Operations Supervisor. This reclassification will provide additional support and improve workflow efficiency within the Operations Department.

DISCUSSION

The current job descriptions of the Dispatch Supervisor and Transit Operations Supervisor overlap with similarities, including the pay rate. To prevent confusion and simplify the Operations Department, Transit Staff is requesting that the Dispatch Supervisor be reclassified to a Transit Operations Supervisor.

Furthermore, Transit Staff has proposed a revised Allocation Table to reduce the Dispatch Supervisor Full-Time Equivalent (FTE) from one (1) to zero (0) and to increase the Transit Operations Supervisor FTE from two (2) to three (3). Additionally, Probationary, Training, and Trainer Operators will be assigned under the Safety Program Manager while Non-Probationary Operators will continue to be assigned under the Operations Manager.

El Dorado County Transit Authority
November 6, 2025

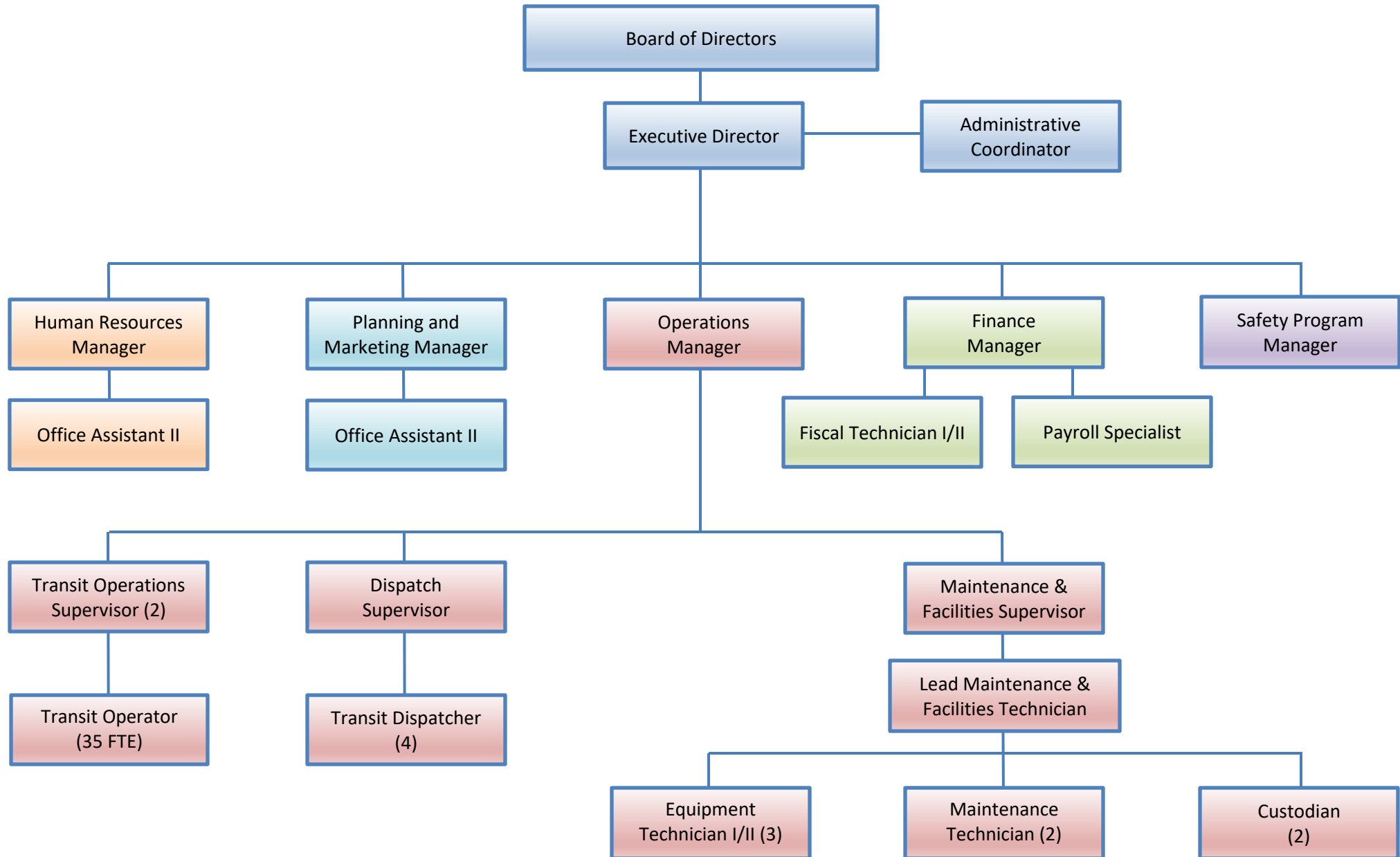
Additionally, Transit Staff has proposed an updated Organizational Chart which will reallocate one (1) Transit Operations Supervisor FTE, who is currently reporting to the Operations Manager, to report to the Safety Program Manager. Due to the implementation of the Extensive Training Program that is overseen by the Safety Program Manager, this reallocation of the proposed Organizational Chart will be essential in successfully executing the vision and mission that Transit Staff have created for the Program.

Transit Staff has proposed a revised Job Description to encompass the supervision of both Transit Operators and Dispatchers.

FISCAL IMPACT

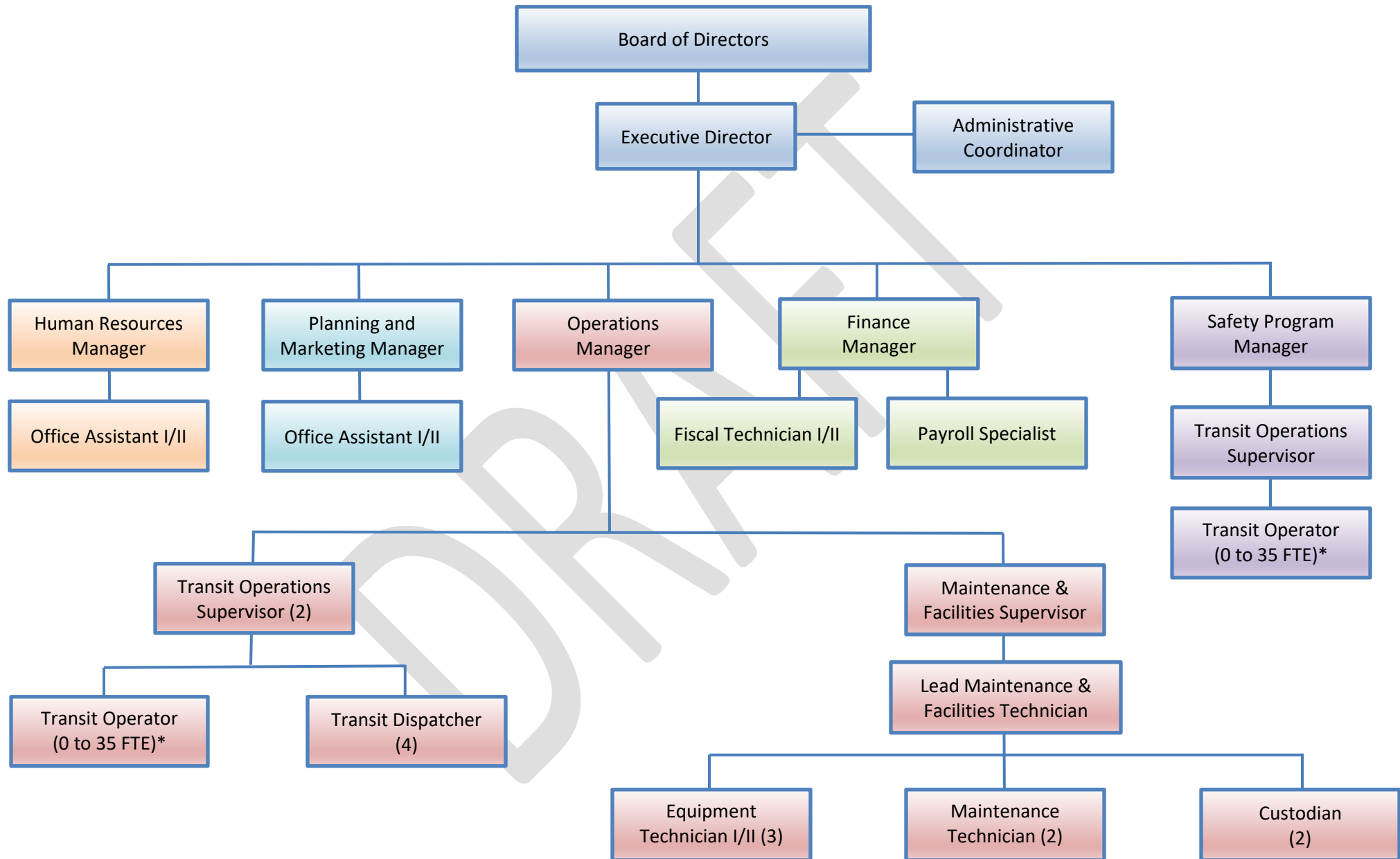
Since the Dispatch Supervisor and Transit Operations Supervisor are currently on the same pay rate, there is no fiscal impact as well as no changes to the Operating Budget for the Fiscal Year 2025/26.

**EL DORADO COUNTY TRANSIT AUTHORITY
APPROVED ORGANIZATIONAL CHART
FISCAL YEAR 2025/2026**



March 6, 2025

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED REVISED ORGANIZATIONAL CHART
FISCAL YEAR 2025/2026**



Approved: March 6, 2025

Proposed Revision: November 6, 2025

*** Total Transit Operator FTE Not to Exceed 35 FTE.**

**Probationary Training, and Trainer Operators will be assigned under the Safety Program Manager.
Non-Probationary Operators will be assigned under the Operations Manager.**

EL DORADO COUNTY TRANSIT AUTHORITY
APPROVED PERSONNEL ALLOCATION TABLE
Fiscal Year (FY) 2025/26

Classification	Approved FY 2025/26 (FTE*)	Proposed FY 2025/26 (FTE*)
Administrative Coordinator	1	1
Custodian	2	2
Dispatch Supervisor	1	0
Equipment Technician I/II	3	3
Executive Director	1	1
Finance Manager	1	1
Fiscal Technician I/II	1	1
Human Resources Manager	1	1
Lead Maintenance and Facilities Technician	1	1
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant I/II	2	2
Operations Manager	1	1
Payroll Specialist	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	2	3
Safety Program Manager	1	1
Transit Dispatcher	4	4
Transit Operator	35	35
TOTAL ALLOCATED POSITIONS	62	62

Effective November 15, 2025

* FTE = Full Time Equivalent



~~October 2017~~ **November 2025**

**FLSA: Non-Exempt
Safety Sensitive**

TRANSIT OPERATIONS SUPERVISOR

Hourly Rate: \$29.60 - \$39.67 with benefit package

Filing Deadline: Open Until Filled

DEFINITION

Under direction, provides day to day supervision and oversight of El Dorado Transit's vehicle operator and dispatch operations functions; oversees all demand response scheduling, ensuring efficiency and productivity, and oversees all ADA requests and scheduling; regularly conducts monitoring duties associated with road vehicle operation supervision, vehicle trials, fare vault audits and daily vehicle inspection; oversees and ensures appropriate staff training; assists in policy and procedures implementation; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management staff. Exercises direct supervision over Transit Operators and Dispatchers. ~~technical, and/or administrative support staff.~~

CLASS CHARACTERISTICS

This is a full supervisory-level classification that exercises independent judgment on diverse and specialized transit services, needs and operational requirements, with significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day transit vehicle operations and dispatch areas and is responsible for providing highly technical support to the Operations Manager in a variety of areas. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Operations Manager in that the latter has full management and supervisory authority for planning, organizing, and directing the full scope of activities of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, organizes, assigns, supervises, and reviews the work of vehicle operator and dispatch staff in the Operations Department; assists in the recruiting and hiring of drivers and dispatchers; assists in developing and presenting their initial and ongoing in-service training; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; effectively recommends and implements disciplinary actions and other personnel matters.
- Assists in staff selection and promotion activities.
- Oversees daily operational activities; performs all scheduling tasks associated with drivers such as, bid routes, leave requests, sick coverage; receives immediate "driver not reporting for duty" phone calls; locates replacement drivers to ensure sufficient coverage.

- Performs route planning and implementation tasks; oversees all demand response and ADA requests for services; ensures operational efficiencies and productivity when preparing schedules; checks schedules and routes; notes special passenger pickup locations, route detours, and wheelchair accessibility requirements.
- Schedules and regularly performs monitoring activities such as road supervision, vehicle trial checks, fare vault audits and daily vehicle inspections; prepares reports on same for use in staff performance evaluation and development.
- Ensures the provision of safety training for all assigned staff; coordinates and/or delivers training; schedules and leads regular driver and dispatcher safety and training meetings; provides driver and dispatcher training on emergency evacuation procedures, snow, ice and other weather-related road conditions.
- Provides training for driver certification and maintenance of VTT certificate, Class B, passenger and air brake endorsement; documents all training in the driver training records; acts as liaison with CHP and DMV regarding certification and training record documentation.
- Monitors activities of the assigned work unit; recommends improvements and modifications, and prepares various reports on operations and activities.
- Recommends and implements goals, objectives, policies, and procedures pursuant to El Dorado Transit rules and regulations.
- Responds to customer inquiries or complaints regarding service; provides information and resolves problems; refers to manager as needed.
- Responds to the scene of transit vehicle accidents and passenger incidents; provides on the scene assistance to drivers and passengers; acts as Safety Liaison with various agencies, including police and emergency authorities as necessary.
- Investigates accidents and incidents; makes prompt and accurate reports; reviews investigation with drivers; determines accident preventability; recommends appropriate corrective actions.
- Monitors and directs the work of others related to the bus cleaning program and assists in driving vehicles to and from repair shops.
- Communicates with employees on a consistent basis regarding the quality of their service, including complimenting and recognizing appropriate and exemplary performance, providing direction or training to improve performance and administering or recommending progressive discipline as needed.
- Ensures all dispatch equipment is maintained and in operational condition and that policy and procedures manuals are updated; participates in planning and implementing operations related automated systems.
- Attends and participates in professional group meetings; stays current with new trends and innovations in the field of transit operations.
- Assures that ample supplies and equipment are on hand or on order for the successful operation of the dispatch office.
- Perform communication and dispatch duties on a relief basis or when assigned.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Methods and techniques of scheduling routes and dispatching appropriate vehicles.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to transit operations.
- Driving safety regulations and Vehicle Code provisions governing public transit safe driving practices.
- Geographic locations within El Dorado Transit's service areas.

- Operational characteristics of vehicles and equipment used in transit agencies.
- Operational characteristics of dispatch communication systems and devices.
- Safety practices related to daily transit system operations, and seasonal safety training needs.
- ADA (American's with Disabilities Act) regulations regarding public transit operations.
- Methods and techniques of operator maintenance and vehicle safety inspection.
- Methods and techniques of day-to-day transit operations problem solving.
- Emergency response procedures including First Aid and CPR.
- El Dorado Transit's policies and practices regarding reviewing/reporting accident/incident reports to a third-party administrator.
- Terms and conditions within labor agreements relevant to workforce managed.
- Methods and techniques of evaluating operational efficiencies and making recommendations for improvements.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Implement goals, objectives, policies, procedures, and work standards.
- Independently organize work, set priorities, meet critical deadlines, and coordinate multiple priorities with designated timelines.
- Provide driver training in the classroom and behind-the-wheel.
- Organize and present safety and training materials to small and large groups.
- Operate public transit vehicles skillfully and safely.
- Present a positive image of the transit system.
- Demonstrate excellent customer service skills.
- Respond decisively and effectively in resolving problems and emergency situations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain confidentiality of sensitive information.
- Policies, procedures and terminology related to the transit/transportation field.
- Review, investigate, and prepare accident or incident reports.
- Perform transit operations, including transit dispatching and scheduling.
- Perform safe driving practices, safety regulations and Vehicle Code provisions governing the work.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to completion of the twelfth (12th) grade, and two (2) years of transit vehicle operation experience at a level equivalent to El Dorado Transit's classification of Transit Operator.

Licenses and Certifications:

- Possession of a valid California Class B driver's license with a passenger endorsement and no air brake restriction; and maintain a safe driving record throughout employment.
- Possession of a Verification Transit Training (VTT) certification.
- Possession of or, ability to obtain within twelve (12) months from date of hire, a "Train-the-Trainer" certificate or, similar certification as required by El Dorado Transit.
- Possession of, or ability to acquire a valid First Aid certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; ability to operate a motor vehicle and visit various service area sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification although standing and walking between work areas may be required; incumbents may be required to infrequently operate a transit vehicle when driving staff are not available. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

Must be willing to work early morning, evening, weekend, holiday, and split shifts as required.

Must be willing to respond to work related phone calls and emergency situations in off hours consistent with operational policies and procedures.

APPLICATION AND SELECTION PROCEDURES:

It is the responsibility of the applicants to ensure delivery of the completed application to the El Dorado County Transit Authority office at 6565 Commerce Way, Diamond Springs, CA 95619 by the deadline. Postmarks are not acceptable. El Dorado County Transit Authority applications must be used. **A current Department of Motor Vehicles official K-4 printout of your driving record must be given to El Dorado Transit to complete your application, upon being called for an interview. It must run no more than 60 days prior to the date of your application being received by Human Resources.** Resumes may be attached but may not be substituted for any portion of the application. All complete applications will be reviewed and the most suitable,

qualified applicants, based on the information provided on their application, will be invited to participate further in the examination process. Depending on the number of qualified candidates the examination process may include application screening and/or oral interview.

EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER



DISPATCH SUPERVISOR

Hourly Rate: \$29.60 - \$39.67 with benefit package

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

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

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

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, organizes, assigns and supervises the work of vehicle operators and dispatch staff; assists in the recruiting and hiring of dispatchers. Provides policy guidance and interpretation to staff; evaluates dispatch employees' performance and works with employees to correct deficiencies; effectively recommends and implements disciplinary action and other personnel matters.
- Assists with staff selection and promotion activities.
- Oversee and provide public transportation and paratransit dispatching and routing services to seniors, disabled individuals certified under the Americans with Disabilities Act (ADA) and the

- general public.
- Performs all scheduling tasks associated with drivers such as, sick coverage; receives immediate “driver not reporting for duty” phone calls; locates replacement drivers to ensure sufficient coverage.
- Oversees all demand response and ADA requests for services; checks schedules and routes; notes special passenger pickup locations, route detours and wheelchair accessibility requirements.
- Prioritize, plan, and oversee projects and workload for the assigned unit; delegate work and provides regular dispatch safety training and meetings including emergency evacuation procedures, snow, ice, and other weather-related road conditions.
- Serve as the primary point of contact in working with supervisory staff and customers in resolving customer issues and Transit concerns related to dispatch services.
- Perform on-going coordination of the computer-aided dispatching program.
- Verify the work of assigned staff; ensure adherence to established guidelines, rules, and regulations; assist in hiring and evaluating the performance of staff.
- Work with management in establishing and overseeing goals and objectives for assigned unit.
- Create, maintain, and monitor computerized daily manifests/schedules for dispatching and routing transit services; make recommendations for modifying or updating schedules to improve services.
- Monitor computer, mobile data terminals and the two-way radio for information regarding scheduling issues and field situations; notify Transit Operations Supervisors of situations requiring attention.
- Perform a wide variety of clerical duties including answering a multi-line phone, and data entry and typing duties; maintain accurate records, logs and files on transportation and paratransit services; oversee the preparation/accuracy of monthly and ad hoc reports.
- Provide a variety of public transportation information to passengers, the public and other agencies; provide quality customer service and respond to public inquiries and requests for service in a courteous manner.
- Ensures all dispatch equipment is maintained and in operational conditions and that policy and procedure manuals are updated; participates in planning and operations related to automated systems.
- Attends and participates in professional group meeting; stay current with new trends and innovations in the field of transit operations.
- Assures that ample supplies and equipment are on hand or in order for the successful operation of the dispatch office.
- Assist support staff with other general office duties as needed.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles of employee supervision including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures
- Public agency transit operations and services.
- Methods and techniques of scheduling routes and dispatching appropriate vehicles.
- Methods and techniques of day-to-day transit operations problem solving.
- Geographic locations within El Dorado Transit’s service areas.
- Operational characteristics of dispatch communication systems and devices.
- Operational characteristics of vehicles and equipment used in transit agencies
- Record keeping principles and practices.
- Safety practices related to daily transit system operations, and seasonal safety training needs

- Transit related State and Federal mandates including ADA regulations regarding public transit operations.
- Emergency response procedures including First Aid and CPR
- El Dorado Transit's policies and practices regarding reviewing, reporting accident/incident reports to a third-party administrator.
- Safety regulations including Vehicle Code and CHP regulations.
- Seasonal weather and road conditions affecting transit service routing.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to work performed.

Ability to:

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

Education and Experience:

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

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

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Class C Driver's License and a safe driving record throughout employment.

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; ability to operate a motor vehicle and visit various service area sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification although standing and walking between work areas may be required; incumbents may be required infrequently operate a transit vehicle when driving staff are not available. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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

Must be willing to respond to work related phone calls and emergency situations in off hours consistent with operational policies and procedures.

EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER