



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

AGENDA

Thursday, March 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

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| <p>In-Person</p> <p>County of El Dorado Board of Supervisors Meeting Room 330 Fair Lane, Bldg. A Placerville, CA 95667</p> | <p>Remotely</p> <p>By Computer: https://edcgov-us.zoom.us/j/86134567267</p> <p>By Phone: 669-219-2599</p> <p>Meeting ID: 861 3456 7267</p> |
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Members of the public may call in during the meeting and are encouraged to submit public comment via email to mwilcher@eldoradotransit.com 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.

| <u>1.</u> | <u>CONSENT CALENDAR</u> | <u>PAGE</u> |
|------------------|---|--------------------|
| | A. Approve Conformed Minutes of Regular Meeting February 6, 2025 <i>(Wilcher)</i> | 4 |
| | B. Receive and file January 2025 Check Registers <i>(Hewett/Petersen)</i> | 8 |
| | C. Receive and file January 2025 Ridership Reports <i>(Bergren)</i> | 13 |
| | D. 1. Adopt Resolution No. 25-05 Authorizing Financial Transactions for locally held accounts by Elected Officers and Executive Director <i>(Wilcher)</i> | 16 |
| | 2. Adopt Resolution No. 25-06 Authorizing Financial Transactions for Local Agency Investment Fund (LAIF) by Elected Officers and Executive Director | |
| | 3. Authorize the Executive Director to process Electronic Funds Transfer (EFT) payments above the \$5,000 single signer threshold | |
| | E. Approve Proposed Allocation Table and Proposed Organizational Chart Fiscal Year 2025/26 <i>(Hewett)</i> | 20 |
| | F. Receive and file the Fiscal Year 2024/25 6-Month Administrative Operations Report <i>(Bergren)</i> | 23 |
| | G. Approve the job specifications/descriptions for two (2) new job classifications for Fiscal Year 2025/26 <i>(Harris)</i> | 41 |

| 2. <u>ACTION ITEMS</u> | <u>PAGE</u> |
|--|--------------------|
| A. 1. Authorize additional contributions to pay down the Unfunded Accrued Pension Liability of \$1,000,000 in Classic and \$150,000 in PEPRA <i>(Hewett)</i> | 49 |
| 2. Authorize the Executive Director to execute all documents necessary for payments | |
| B. Receive and file the proposed Fiscal Year 2025/26 Preliminary Operating Budget <i>(Hewett)</i> | 51 |
| C. Receive and file the proposed Fiscal Year 2025/26 Preliminary <u>Capital Improvement Plan</u> and Budget <i>(Hewett)</i> | 57 |
| D. 1. Approve Purchase Order No. 30195 issued to A to Z Bus Sales for the acquisition of six (6) Replacement Demand Response Ford Transit Vans in the amount of \$602,965 <i>(Hewett)</i> | 78 |
| 2. Authorize Executive Director to execute all documents related to these purchases within the Presented Capital Improvement Plan Project #25-06 (Item 2C of this Agenda) | |
| E. Adopt Resolution No. 25-07 approving the <u>Workplace Violence Prevention Plan</u> <i>(Parker)</i> | 81 |

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
 EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
 Thursday, April 3, 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 TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES

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

Chairperson: David Yarbrough, City of Placerville Councilmember
Vice Chairperson: Brian Veerkamp, Count 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

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CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Turnboo called the meeting to order at 1:03 PM and the pledge of allegiance was recited.

ELECTION OF OFFICES

A. Election of Chairperson and Vice-Chairperson for Calendar Year 2025

It was moved by Director Neau and seconded by Director Turnboo to elect Director Yarbrough as Chairperson

M/S: Neau/Turnboo

Ayes: Neau, Parlin, Turnboo, Veerkamp, Yarbrough

It was moved by Director Turnboo and seconded by Director Parlin to elect Director Yarbrough as Vice-Chairperson

M/S: Turnboo/Parlin

Ayes: Neau, Parlin, Turnboo, Veerkamp, Yarbrough

B. Oath of Office

The Oath of Office was completed and signed by the following Board Members

**Jackie Neau, Lori Parlin, George Turnboo, Brian Veerkamp,
David Yarbrough**

CEREMONIAL ITEMS

A. Newly elected Chairperson plaque presentation to outgoing Chairperson George Turnboo

Chair Yarbrough presented outgoing Chair Turnboo with a plaque.

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

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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: Neau/Veerkamp

Ayes: Neau, Parlin, Turnboo, Veerkamp, Yarbrough

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting December 5, 2024 *(Wilcher)*
- B. Receive and File November and December 2024 Check Registers *(Petersen/Hewett)*
- C. Receive and File November and December 2024 Ridership Reports *(Bergren)*
- D. Authorizing the Adoption of Resolution Numbers 25-01, 25-02 and 25-03 for Federal Transit Administration Funding Programs *(Bergren)*
- E. Approve Revised Blanket Purchase Orders above \$25,000 for Fiscal Year 2024/25 *(Hewett/Petersen)*
- F. Approve Funding Operating Reserve Utilizing the Advertising Revenue Account for Fiscal Year 2024/25 *(Hewett/Petersen)*
- G. Receive and File Quarterly Investment Report for Quarter Ending 12/31/24 *(Hewett/Petersen)*
- H. Approve Revised Purchase Order 29222 Issued to Dokken Engineering in the Amount of \$271,550 for Bus Parking Lot Rehabilitation *(Bergren)*
- I. Adopt Resolution No. 25-04 Authorizing the Executive Director to File a Revised Transportation Development Act (TDA) Claim for Fiscal Year 2024/25 *(Hewett/Petersen)*
- J. Adopt Capital Improvement Plan Project 25-05 for Payment Acceptance Hardware and Processor Services *(James)*

2. ACTION ITEMS

- A. 1. Adopt Proposed Fiscal Year 2024/25 Mid-Year Operating Budget Adjustment
- 2. Approve Line-item Decrease of \$191,138 to Contingency *(Hewett/Petersen)*

Action: Board adopted Proposed Fiscal Year 2023/24 Mid-Year Operating Budget Adjustments and approved line-item decrease to Contingency by the following vote

M/S: Veerkamp/Turnboo
Ayes: Neau, Parlin, Turnboo, Veerkamp, Yarbrough

- B. Final Ratification of the Executive Director Employment Contract as Amended and Salary Adjustment (*Harris*)**

Action: The Board unanimously approved the final ratification of the Executive Director Employment Contract

M/S: Veerkamp/Turnboo
Ayes: Neau, Parlin, Turnboo, Veerkamp, Yarbrough

3. INFORMATION ITEMS

- A. Newsletter January – March 2025 (*Bergren*)**

Information item. No vote taken.

- B. 50th Anniversary Celebration (*Bergren*)**

Information item. No vote taken.

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chair Yarbrough adjourned the meeting at 1:26 PM. The next regularly scheduled meeting is Thursday, March 6, 2025.

Respectfully Submitted,

Megan Wilcher
Secretary to the Board

*** Verbal Report**

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: March 6, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager
Julie Petersen, Finance Manager

SUBJECT: Receive and File January 2025 Check Register

REQUESTED ACTION:
BY MOTION,
Receive and file January 2025 Check Register

BACKGROUND

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

DISCUSSION

Six (6) items merit further detail:

Check #40448 – Dokken Engineering.....\$6,790.00
This check pays the obligation for Consulting Work, performed in November 2024, to Improve the Bus Parking Lot using Local Transportation Funds (LTF); CIP # 25-02.

Check #40454 – Feild and Associates\$22,804.64
This check pays the obligation for the following obligations using Local Transportation Funds (LTF):

- Bass Lake Road Park & Ride Plan Printing (\$740.89); CIP # 22-04.
- Bass Lake Road Park & Ride Project (\$7,101.25); CIP # 22-04.
- Maintenance Swamp Cooler Project (\$4,750.00); CIP # 20-04.
- Town Center Parcel (\$1,591.25); No CIP.
- Bus Parking Lot Project (\$7,908.75); CIP # 25-02.
- Security Camera Upgrade Project (\$570.00); CIP # 24-02.
- El Dorado Hills Project (\$47.50); CIP # 22-02.
- Upper Broadway and Western Placerville Project (\$95.00); CIP #25-04.

Check #40550 – Dokken Engineering.....\$2,935.00
This check pays the obligation for Consulting Work, performed in December 2024, to Improve the Bus Parking Lot using Local Transportation Funds (LTF); CIP # 25-02.

Check #40567 – Trapeze Software Group Inc.....\$9,331.25
This check pays the obligation for Upgrading Scheduling Software using Local Transportation Funds (LTF); CIP # 22-05.

Check #40574 – Regional Government Services.....\$4,906.25
This check pays the obligation for the Consulting Work to Update the Procurement Policies and DBE Program, using Local Transportation Funds (LTF).

| Date | Num | Name | Memo | Original Amount |
|------------|-----------|---|--|-----------------|
| 01/02/2025 | EFT TRANS | CalPERS - HEALTH BENEFIT SERVICE DIVISION | JANUARY 2025 - HEALTH BENEFITS PREMIUMS | 52,024.39 |
| 01/02/2025 | 40430 | OPERATING ENGINEERS PUBLIC & MISC | JANUARY 2025 - MEDICAL PREMIUMS (NEW EMPLOYEE) | 1,132.00 |
| 01/06/2025 | EFT TRANS | OPERATING ENGINEERS PUBLIC & MISC | JANUARY 2025 - MEDICAL PREMIUMS | 50,418.00 |
| 01/06/2025 | EFT TRANS | CalPERS 457 DEFERRED COMPENSATION PROGRAM | PAY PERIOD DEC. 14 - DEC. 27, 2024; PAY DATE JAN. 3, 2025 | 7,197.87 |
| 01/06/2025 | EFT TRANS | PUBLIC EMPLOYEES RETIREMENT SYSTEM | SERVICE PERIOD PR # 1 CLASSIC | 7,605.03 |
| 01/06/2025 | EFT TRANS | PUBLIC EMPLOYEES RETIREMENT SYSTEM | SERVICE PERIOD PR # 1 PEPRA | 15,617.80 |
| 01/09/2025 | 40431 | .WEST, JASON | MY RIDE - NOVEMBER 2024 (REISSUE) | 187.60 |
| 01/09/2025 | 40432 | 4IMPRINT INC | BUSINESS CARDS/TUMBLERS | 3,019.66 |
| 01/09/2025 | 40433 | ACC BUSINESS | FIBDECEMBER 2024 - ER INTERNET | 85.87 |
| 01/09/2025 | 40434 | ALPHA ANALYTICAL LABORATORIES INC | STORMWATER LABS | 371.00 |
| 01/09/2025 | 40435 | AT&T | CENTRAL BILLING 10-24-24 TO 11-23-24 | 94.12 |
| 01/09/2025 | 40436 | AT&T MOBILITY | DECEMBER 2024 - WIRELESS SERVICE FOR SURVEILLANCE CAMERAS AT PARK & RIDES | 188.12 |
| 01/09/2025 | 40437 | AUTOZONE INC | BRAKE ROTORS, STARTER SOLENOID, OIL DRAIN PLUGS, TOGGLE SWITCHES | 377.48 |
| 01/09/2025 | 40438 | C & H MOTOR PARTS | FIRESTONE RIDE RIGHT AIR SUSPENSION COMPRESSOR, WIPER BLADES, CIRCUIT BREAKER, CHAIN | 824.28 |
| 01/09/2025 | 40439 | CAL.NET | JANUARY 2025 - CCTV CAMERA SERVICE | 176.92 |
| 01/09/2025 | 40440 | CalACT | 2025 PUBLIC OPERATORS AND NON PROFIT TRANSPORTATION OPERATORS MEMBERSHIP | 840.00 |
| 01/09/2025 | 40441 | CALIFORNIA DEPT OF TAX & FEE ADMIN | DIESEL FUEL EXEMPT BUS TAX 4TH QUARTER 2024 | 379.00 |
| 01/09/2025 | 40442 | CALIFORNIA STEAM INC | WATER MAZE PERIODIC MAINTENANCE | 1,072.05 |
| 01/09/2025 | 40443 | CAPITOL CLUTCH & BRAKE INC | SENSOR, GASKET, REPAIR KIT, FILTER, VALVE, BOOT KIT | 961.29 |
| 01/09/2025 | 40444 | COMMERCE WAY SMOG & SERVICE | SMOG -2005 FORD E-350 #7005 | 69.95 |
| 01/09/2025 | 40445 | D&K AUTO GLASS | LABOR AND MATERIALS FOR WINSHIELD REPAIRS (X8) | 780.00 |
| 01/09/2025 | 40446 | DAWSON OIL | FUEL PURCHASES -DECEMBER 2024 | 43,813.99 |
| 01/09/2025 | 40447 | DELL MARKETING LP | DELL DOCKING STATIONS UD22 QTY 3 | 298.07 |
| 01/09/2025 | 40448 | DOKKEN ENGINEERING | BUS PARKING LOT IMPROVEMENT PROJECT -PROGRESS REPORT NOVEMBER 1-30, 2024 | 6,790.00 |
| 01/09/2025 | 40449 | EL DOB ENTERPRISES LLC | TIRE CASING DISPOSALS (X3), TIRES(X17) | 8,673.76 |
| 01/09/2025 | 40450 | EL DORADO DISPOSAL SERVICE | DECEMBER 2024 - DISPOSAL SERVICE | 447.56 |
| 01/09/2025 | 40451 | EL DORADO IRRIGATION DISTRICT | DECEMBER 2024 - WATER SERVICE | 97.69 |
| 01/09/2025 | 40452 | EMP. MISC. REIMBURSEMENT | 50TH ANNIVERSARY DECORATIONS | 41.56 |
| 01/09/2025 | 40453 | FASTENAL | TOWELS FOR DRIVERS SHED -SHOP | 76.94 |
| 01/09/2025 | 40454 | FEILD AND ASSOCIATES | PROJECT MANAGEMENT FOR VARIOUS PROJECTS | 22,804.64 |
| 01/09/2025 | 40455 | FLEMING DISTRIBUTING CO. | DFC (X6), LSII (X4) FUEL SYSTEM RESTORE, MOA (X4), 44K (X4) AND LSII (X2) | 620.87 |
| 01/09/2025 | 40456 | FOLSOM LAKE DODGE | REAR HANDLE, HEADLAMP, STRUT AND ABSORBER | 2,379.12 |
| 01/09/2025 | 40457 | GILLIG LLC | WINDOW FRAMES (X2), DRIVER PANEL, WHEEL SEAL, VOLTAGE REGULATOR, ROCKER HANDLE | 15,201.46 |
| 01/09/2025 | 40458 | GLOBAL DATA VAULT LLC | JANUARY 2025 - MONTHLY RECOVERY BACK UP SERVICE | 330.00 |
| 01/09/2025 | 40459 | GRAINGER | BACK UP ALARM, TOGGLE SWITCH | 123.19 |
| 01/09/2025 | 40460 | GWP HOLDINGS LLC | PUMP DOSER, WASHERS, FILTERS, O-RINGS, GASKETS, PLUGS, OIL PAN, PRESSURE SENSOR | 5,757.14 |
| 01/09/2025 | 40461 | J.C. NELSON SUPPLY CO | SHOP SUPPLIES | 659.52 |
| 01/09/2025 | 40462 | KIMBALL MIDWEST | NUTS AND BOLTS RESTOCK, BUTT CONNECTORS, TOGGLE SWITCH, R134A RETRO ADAPTER | 178.93 |
| 01/09/2025 | 40463 | MAG LANDSCAPING INC | DECEMBER 2024 - LANDSCAPING MAINTENANCE | 1,290.00 |
| 01/09/2025 | 40464 | MARIGOLD CLEAN SACRAMENTO | JANUARY 2025 - JANITORIAL SERVICE | 1,159.00 |
| 01/09/2025 | 40465 | MISSION UNIFORM SERVICE | MATS, TOWELS, AND UNIFORMS SERVICE | 1,013.11 |
| 01/09/2025 | 40466 | MOTIVE ENERGY LLC | GENIE LIFT | 1,061.33 |
| 01/09/2025 | 40467 | NATIONAL FIRE SYSTEMS INC | SEMI ANNUAL SERVICE: VEHICLE SYSTEM, ADDITIONAL CYLINDER | 225.00 |
| 01/09/2025 | 40468 | O'REILLY AUTO PARTS | DISK PADS, FLUSH, FILTERS, LIGHTS, STRAPS, SEALS | 2,010.66 |
| 01/09/2025 | 40469 | PACIFIC GAS & ELECTRIC | DECEMBER 2024 - ELECTRIC SERVICE | 5,211.62 |
| 01/09/2025 | 40470 | QUILL LLC | OFFICE SUPPLIES | 580.17 |
| 01/09/2025 | 40471 | ROBERTS & COMPANY INC | DECEMBER 2024 - CPA SERVICES | 595.00 |
| 01/09/2025 | 40472 | RON DUPRATT FORD | ROTOR, ROTOR ASM, BOLT, BRAKE KIT, ASSEMBLY KITS | 1,156.58 |
| 01/09/2025 | 40473 | RTS IT INC | ITCARE GOLD SERVICE PLAN JANUARY 2025 | 5,690.44 |
| 01/09/2025 | 40474 | SAFETY-KLEEN SYSTEMS INC | PICK UP USED OIL | 310.00 |
| 01/09/2025 | 40475 | SPOT-ON SIGNS & GRAPHICS | ADDITIONAL BUS STOP SIGNS, CONTEST BUS WRAP WINDOW PERF. | 9,321.04 |
| 01/09/2025 | 40476 | STATE OF CA - DEPT OF JUSTICE | STATE AND FBI CRIMINAL BACKGROUND CHECK | 49.00 |
| 01/09/2025 | 40477 | THE AFTERMARKET PARTS CO LLC | FAN BELTS, A/C BELTS, MOULDING RH, COOLANT HOSE, SEAT FABRIC | 5,021.63 |
| 01/09/2025 | 40478 | TRANSIT MARKETING LLC | 50TH ANNIVERSARY LETTERHEAD, ENVELOPE AND BUSINESS CARD | 467.50 |
| 01/09/2025 | 40479 | TRANSPORTATION SERVICES INC | INCIDENT REPAIR #1801 | 12,405.49 |
| 01/09/2025 | 40480 | TRUE VALUE HARDWARE | NUTS, BOLTS, ALUMINUM TREAD PLATE, EXTENSION CORD REPLACEMENT ENDS | 177.27 |
| 01/09/2025 | 40481 | UNITED TEXTILE | BOOMS FOR WASTE WATER DRAWS | 149.61 |
| 01/09/2025 | 40482 | VERIZON WIRELESS | DECEMBER 2024 - CELLULAR SERVICE | 2,064.77 |
| 01/09/2025 | 40483 | VISUAL EDGE IT, INC. | DECEMBER 2024 - CONTRACT BASE RATE | 441.56 |
| 01/09/2025 | 40484 | WESTERN SUPPLY INC | DOUBLE SEAL CAP, METAL DOME CAP, AND ZINK TRK -SHOP | 245.98 |
| 01/09/2025 | 40485 | WILKINSON PORTABLES INC | DECEMBER 2024 - PORTABLE TOILET AND WASH STATION RENTAL SERVICE FOR CAMBRIDGE | 170.00 |
| 01/09/2025 | 40486 | XEROX FINANCIAL SERVICES | DECEMBER 2024 - COPIER LEASE PAYMENT AND PROPERTY TAX | 509.44 |
| 01/09/2025 | 40487 | ZEP MANUFACTURING CO. | CLEANING SUPPLIES FOR BUSES | 1,186.10 |
| 01/09/2025 | 40488 | ZONAR SYSTEMS INC | ADHESIVE FOR TAGS/ANTENNAS, OPERATOR CARDS | 110.96 |
| 01/17/2025 | EFT TRANS | CalPERS 457 DEFERRED COMPENSATION PROGRAM | PAY PERIOD DEC. 28 - JAN. 10, 2025; PAY DATE JAN. 17, 2025 | 5,780.16 |
| 01/17/2025 | EFT TRANS | PUBLIC EMPLOYEES RETIREMENT SYSTEM | SERVICE PERIOD PR #2 PEPRA | 15,091.17 |
| 01/17/2025 | EFT TRANS | PUBLIC EMPLOYEES RETIREMENT SYSTEM | SERVICE PERIOD PR #2 CLASSIC | 7,517.85 |
| 01/22/2025 | 40489 | .ALLEN, CYNTHIA A | MY RIDE - DECEMBER 2024 | 41.61 |
| 01/22/2025 | 40490 | .BURNS, ROBERTA | MY RIDE - NOVEMBER AND DECEMBER 2024 | 362.81 |
| 01/22/2025 | 40491 | .CALDWELL, TISA | MY RIDE - NOVEMBER 2024 | 234.50 |

| | | | | |
|------------|-------|-------------------------------------|---|----------|
| 01/22/2025 | 40492 | .CAMP, BETTY J | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40493 | .CHRONISTER, RODNEY E | MY RIDE - NOVEMBER AND DECEMBER 2024 | 469.00 |
| 01/22/2025 | 40494 | .COOPER, DEBBIE | MY RIDE - DECEMBER 2024 | 61.04 |
| 01/22/2025 | 40495 | .CROZIER, EILEEN JEAN | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40496 | .DA COSTA, MONICA | MY RIDE - DECEMBER 2024 | 223.78 |
| 01/22/2025 | 40497 | .DUPONT, MARTHA D | MY RIDE - DECEMBER 2024 | 31.49 |
| 01/22/2025 | 40498 | .FICKLIN, LINDA R | MY RIDE - DECEMBER 2024 | 65.73 |
| 01/22/2025 | 40499 | .FILIPPELLI, JEREMY | MY RIDE - DECEMBER 2024 | 54.94 |
| 01/22/2025 | 40500 | .GALVAN, ELAINE M | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40501 | .GOODRICH, ROBERT | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40502 | .GOODSPEED, DIANE C | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40503 | .GRIFFIN, INDIA | MY RIDE - DECEMBER 2024 | 21.98 |
| 01/22/2025 | 40504 | .GROY, DAVID | MY RIDE - DECEMBER 2024 | 85.76 |
| 01/22/2025 | 40505 | .GULARTE, LARA L | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40506 | .HEDGE, SAMANTHA | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40507 | .HEIDEN, DEBRA | MY RIDE - DECEMBER 2024 | 16.55 |
| 01/22/2025 | 40508 | .HENDRIX, SUSAN L. | MY RIDE - DECEMBER 2024 | 125.16 |
| 01/22/2025 | 40509 | .HINDMARSH, LISA | MY RIDE - DECEMBER 2024 | 20.10 |
| 01/22/2025 | 40510 | .KAMENA, DAWN | MY RIDE - DECEMBER 2024 | 102.64 |
| 01/22/2025 | 40511 | .KAMENA, DENISE C | MY RIDE - DECEMBER 2024 | 215.07 |
| 01/22/2025 | 40512 | .KINZEL, CATHERINE | MY RIDE - DECEMBER 2024 | 104.52 |
| 01/22/2025 | 40513 | .KURTZ, STORM | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40514 | .LAWSON, CATHERINE A | MY RIDE - DECEMBER 2024 | 102.51 |
| 01/22/2025 | 40515 | .LAWSON, GLENN V | MY RIDE - DECEMBER 2024 | 102.51 |
| 01/22/2025 | 40516 | .LEONARD, DONALD CHRISTOPHER | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40517 | .LUO, LONGBAO | MY RIDE - DECEMBER 2024 | 96.68 |
| 01/22/2025 | 40518 | .MARTIN, LINA | MY RIDE - DECEMBER 2024 | 200.33 |
| 01/22/2025 | 40519 | .MATZINGER, KENNETH | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40520 | .MEADOWS, KARLEN | MY RIDE - DECEMBER 2024 | 131.99 |
| 01/22/2025 | 40521 | .MILLER, DOREENE ELIZABETH | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40522 | .NUNEZ, FERNANDO | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40523 | .PENUMECHCHU, SRINIVAS | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40524 | .POLANSKI, MARIOLA | MY RIDE - DECEMBER 2024 | 303.38 |
| 01/22/2025 | 40525 | .RAI, PRAVIND | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40526 | .RASLEAR, BARBARA | MY RIDE - DECEMBER 2024 | 112.83 |
| 01/22/2025 | 40527 | .ROGERS, TIMOTHY ALTON | MY RIDE - DECEMBER 2024 | 83.21 |
| 01/22/2025 | 40528 | .SALVATORI, ANNE | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40529 | .SHAWHAN, CHARLES | MY RIDE - DECEMBER 2024 | 107.20 |
| 01/22/2025 | 40530 | .SMITH, REBECCA | MY RIDE - DECEMBER 2024 | 18.76 |
| 01/22/2025 | 40531 | .SMITH, WENDELL | MY RIDE - DECEMBER 2024 | 436.84 |
| 01/22/2025 | 40532 | .SORACCO, MEGAN | MY RIDE - DECEMBER 2024 | 53.60 |
| 01/22/2025 | 40533 | .SRINIVASAN, SWAMINATHAN | MY RIDE - DECEMBER 2024 | 224.45 |
| 01/22/2025 | 40534 | .TODD, JANET C | MY RIDE - DECEMBER 2024 | 594.83 |
| 01/22/2025 | 40535 | .VALENCIA, ROCHELLE | MY RIDE - DECEMBER 2024 | 45.61 |
| 01/22/2025 | 40536 | .VAN CLEAVE, MICHA | MY RIDE - DECEMBER 2024 | 91.52 |
| 01/22/2025 | 40537 | .WARMAN, SHIELA | MY RIDE - DECEMBER 2024 | 295.14 |
| 01/22/2025 | 40538 | .WEST, JASON | MY RIDE - DECEMBER 2024 | 150.08 |
| 01/22/2025 | 40539 | .WHIGHAM, KAREN | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40540 | .WOJAN, CYNTHIA J | MY RIDE - DECEMBER 2024 | 194.57 |
| 01/22/2025 | 40541 | .WOJAN, RONALD | MY RIDE - DECEMBER 2024 | 13.67 |
| 01/22/2025 | 40542 | .WOODS, ELIZABETH | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40543 | .WORTHEN, DALE | MY RIDE - DECEMBER 2024 | 234.50 |
| 01/22/2025 | 40544 | 4IMPRINT INC | BIC ROUND STIC WITH 50TH LOGO | 300.11 |
| 01/22/2025 | 40545 | ACC BUSINESS | JANUARY 2025 - FIBER INTERNET | 85.87 |
| 01/22/2025 | 40546 | ADM SCREENING | DOT EXAM. (X5), DOT RANDOM DRUG SCREEN, ALCHOHOL BREATH, CONSORTIUM FEE 1ST QTR | 670.00 |
| 01/22/2025 | 40547 | AFLAC | JANUARY 2025 - INSURANCE PREMIUMS | 1,202.25 |
| 01/22/2025 | 40548 | AMERICAN HERITAGE LIFE INSURANCE CO | JANUARY 2025 - INSURANCE PREMIUMS | 29.10 |
| 01/22/2025 | 40549 | ARNOLDS FOR AWARDS INC | PLAQUES FOR EOY, EOM (X2), BOARD CHAIRPERSON FOR 2024 | 385.76 |
| 01/22/2025 | 40550 | DOKKEN ENGINEERING | BUS PARKING LOT IMPROVEMENT PROJECT -PROGRESS REPORT DECEMBER 1-31, 2024 | 2,935.00 |
| 01/22/2025 | 40551 | EDC FAIR ASSOCIATION INC | FAIR VENDOR BOOTH -2025 | 400.00 |
| 01/22/2025 | 40552 | EDWARDS, STEVENS & TUCKER LLP | GENERAL LEGAL SERVICE | 2,116.00 |
| 01/22/2025 | 40553 | EMP. MISC. REIMBURSEMENT | CONECT CARD REFUND | 22.50 |
| 01/22/2025 | 40554 | EMP. MISC. REIMBURSEMENT | MILEAGE REIMBURSEMENT | 30.89 |
| 01/22/2025 | 40555 | EMP. MISC. REIMBURSEMENT | CONECT CARD REFUND | 126.25 |
| 01/22/2025 | 40556 | GRAINGER | SEALANT, MEDICAL SUPPLY REFILLS, AED REPLACEMENT PADS | 873.38 |
| 01/22/2025 | 40557 | KINETICO WATER OF PLACERVILLE | JANUARY 2025 - DRINKING WATER | 42.90 |
| 01/22/2025 | 40558 | LANGUAGE LINE SERVICES INC | DECEMBER 2024 - OVER THE PHONE INTERPRETATION | 7.50 |
| 01/22/2025 | 40559 | OPERATING ENGINEERS LOCAL UNION #3 | JANUARY 2025 - UNION DUES | 1,134.00 |
| 01/22/2025 | 40560 | PROTELESIS | JANUARY 2025 - PHONE SYSTEM ELEVATE SUBSCRIPTION | 746.42 |
| 01/22/2025 | 40561 | QUILL LLC | OFFICE SUPPLIES | 285.01 |
| 01/22/2025 | 40562 | REGIONAL GOVERNMENT SERVICES | VOIDED CHECK | 0.00 |

| | | | | |
|------------|-----------|---|--|-----------|
| 01/22/2025 | 40563 | SMALL BUSINESS BENEFIT PLAN TRUST | FEBRUARY 2025 - DENTAL & VISION PREMIUMS | 3,961.50 |
| 01/22/2025 | 40564 | SPECIAL DISTRICT RISK MANAGEMENT AUTH | FEBRUARY 2025 - EMPLOYEE ASSISTANCE PROGRAM BENEFITS | 185.92 |
| 01/22/2025 | 40565 | SUN LIFE FINANCIAL | FEBRUARY 2025 - SUPPLEMENTAL LIFE BENEFIT | 329.63 |
| 01/22/2025 | 40566 | SUN LIFE FINANCIAL | JANUARY 2025 - GROUP LIFE & LTD BENEFITS | 2,373.90 |
| 01/22/2025 | 40567 | TRAPEZE SOFTWARE GROUP INC | YEAR 3 FEE 1/1/2025 - 12/31/2025, MILESTONE # 5 | 9,331.25 |
| 01/22/2025 | 40568 | TURBO IMAGES INC | PRODUCTION OF SUPERVISORS DECALS FOR DOOR | 160.88 |
| 01/22/2025 | 40569 | UMPQUA BANK COMMERCIAL CARD OPS | RECONCILED VISA CHARGES | 5,102.24 |
| 01/22/2025 | 40570 | UNIVERSAL SECURITY & FIRE INC | BURGLAR ALARM MONITORING 1/01/25 - 3-31-24 | 135.00 |
| 01/22/2025 | 40571 | UNIVERSITY OF PACIFIC/EBERHARDT SCHOOL OF | PROFESSIONAL DEVELOPMENT/TRAINING COURSES | 5,065.00 |
| 01/22/2025 | 40572 | VISUAL EDGE IT, INC. | JANUARY 2025 - CONTRACT BASE RATE | 455.91 |
| 01/22/2025 | 40573 | WILKINSON PORTABLES INC | JANUARY 2025 - PORTABLE TOILET AND WASH STATION RENTAL SERVICE FOR CAMBRIDGE | 170.00 |
| 01/22/2025 | 40574 | REGIONAL GOVERNMENT SERVICES | NOVEMBER AND DECEMBER 2024 - DBE AND PROCUREMENT MANUAL SERVICES | 4,906.25 |
| 01/31/2025 | EFT TRANS | CalPERS 457 DEFERRED COMPENSATION PROGRAM | PAY PERIOD JAN. 11 - JAN. 24, 2025; PAY JAN. 31, 2025 | 5,720.34 |
| 01/31/2025 | EFT TRANS | PUBLIC EMPLOYEES RETIREMENT SYSTEM | SERVICE PERIOD PR #3 CLASSIC | 7,563.77 |
| 01/31/2025 | EFT TRANS | PUBLIC EMPLOYEES RETIREMENT SYSTEM | SERVICE PERIOD PR #3 PEPRA | 15,282.30 |

TOTAL: 414,683.53

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

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

REQUESTED ACTION:

BY MOTION,

Receive and file the January 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 January 2025, ridership for Local Fixed Routes and Commuter Routes trended up and Demand Response was down slightly. Fiscal year-to-date ridership was up 26.0% overall.

The attached January 2025 Ridership Report compares systemwide monthly passenger trips to the same period in the previous fiscal year. Overall ridership increased by 28.3% compared to the previous year. Demand Response ridership decreased by 6.0%, Local Fixed Route ridership increased by 28.8%, and Commuter ridership increased by 60.0%. This is the seventh month in a row commuter ridership has increased 50% or more compared to the previous year.

The attached Fiscal year-to-date Ridership Report compares the current fiscal year to the same period in the previous five (5) fiscal years to analyze pre-COVID and current ridership trends.

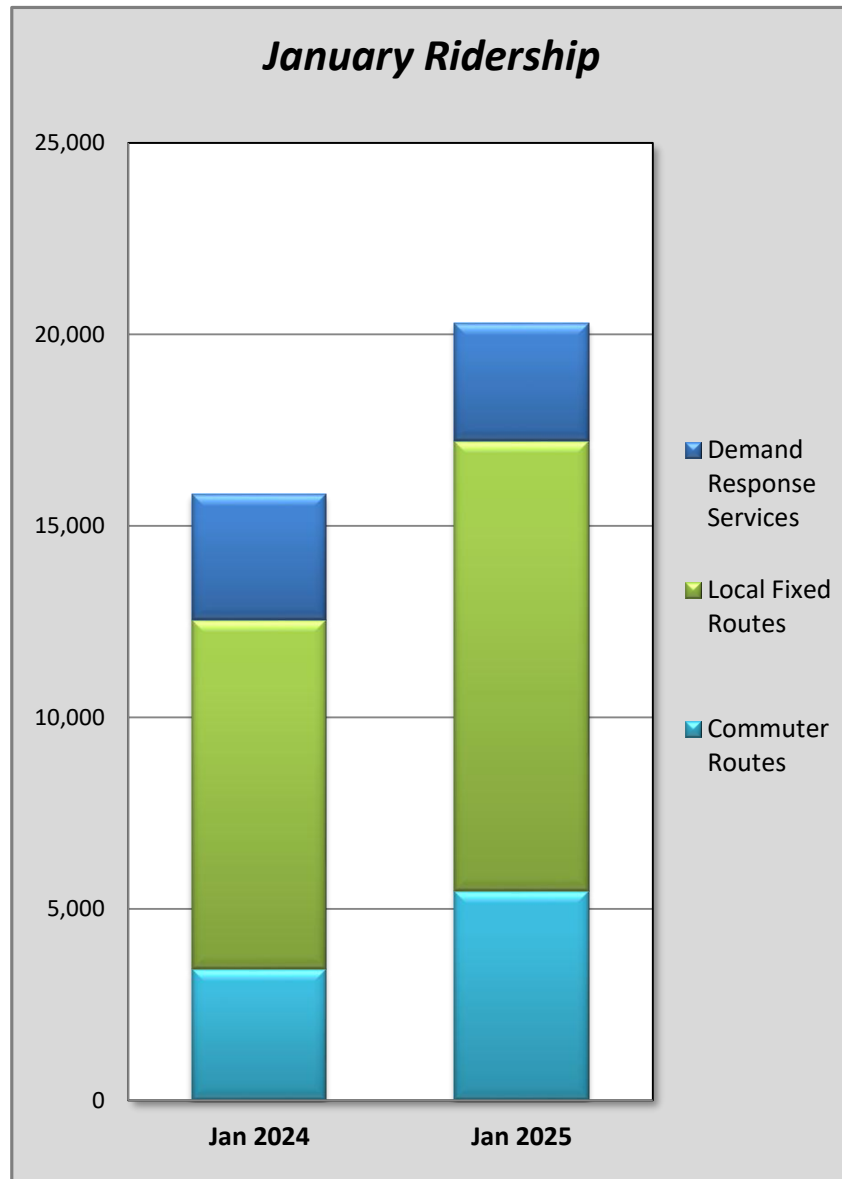
January 2025 Ridership Report

| Demand Response Services | Jan 2024 | Jan 2025 | % Change |
|------------------------------|--------------|--------------|--------------|
| Dial-a-Ride | 1,077 | 984 | -8.6% |
| Sac-Med | 34 | 36 | 5.9% |
| ADA Paratransit | 214 | 251 | 17.3% |
| M.O.R.E.* | 786 | 719 | -8.5% |
| Senior Day Care* | 0 | 0 | 0.0% |
| My Ride | 1,172 | 1,095 | -6.6% |
| Total Demand Response | 3,283 | 3,085 | -6.0% |

| Local Fixed Routes | Jan 2024 | Jan 2025 | % Change |
|---------------------------------|--------------|---------------|--------------|
| 20 - Placerville | 1,262 | 1,534 | 21.6% |
| 25 - Saturday Express | 225 | 385 | 71.1% |
| 30 - Diamond Springs | 1,094 | 1,471 | 34.5% |
| 35 - Diamond Springs Saturday | 48 | 136 | 183.3% |
| 40 - Cameron Park | 1,031 | 1,320 | 28.0% |
| 50x - 50 Express | 4,182 | 5,507 | 31.7% |
| 60 - Pollock Pines | 1,286 | 1,404 | 9.2% |
| Total Local Fixed Routes | 9,128 | 11,757 | 28.8% |

| Commuter Routes | Jan 2024 | Jan 2025 | % Change |
|------------------------------|--------------|--------------|--------------|
| Sacramento Commuter | 2,393 | 4,450 | 86.0% |
| Reverse Commuter | 85 | 59 | -30.6% |
| Sacramento/Tahoe Connector | 936 | 952 | 1.7% |
| Total Commuter Routes | 3,414 | 5,461 | 60.0% |

| | Jan 2024 | Jan 2025 | % Change |
|-----------------------------|---------------|---------------|--------------|
| Systemwide | 15,825 | 20,303 | 28.3% |
| Passengers per Revenue Hour | 4.2 | 5.2 | 23.6% |



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July 2024 - January 2025

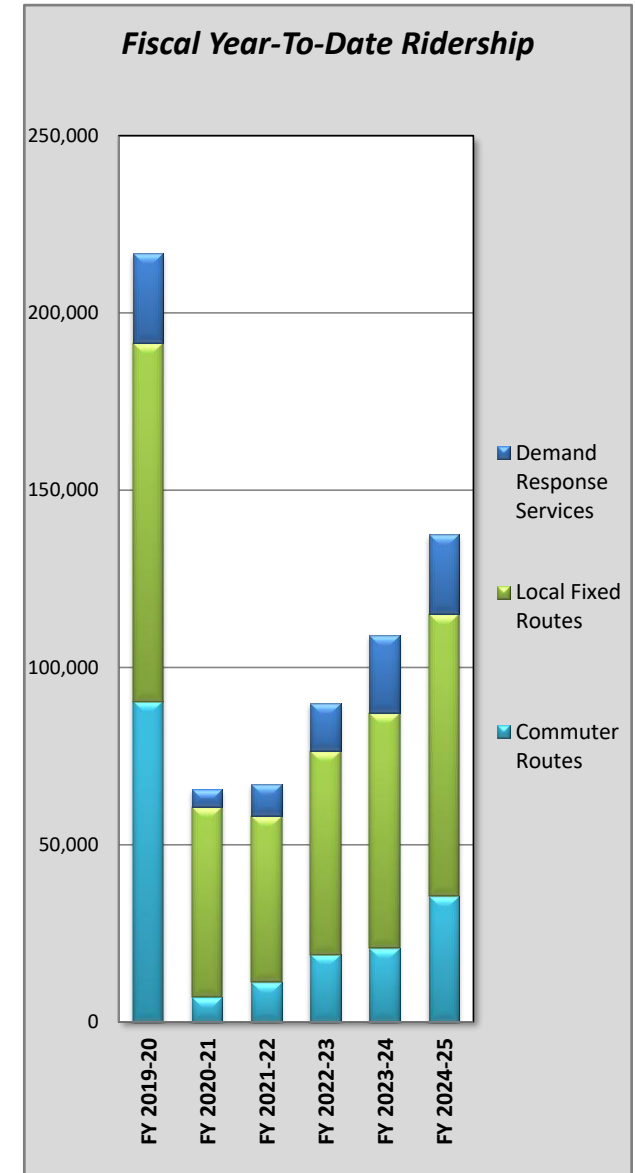


| Demand Response Services | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 | % Year Change |
|------------------------------|---------------|--------------|--------------|---------------|---------------|---------------|---------------|
| Dial-a-Ride | 9,105 | 3,376 | 3,964 | 5,131 | 7,384 | 6,915 | -6.4% |
| Sac-Med | 190 | 126 | 220 | 152 | 248 | 260 | 4.8% |
| ADA Paratransit | 375 | 954 | 1,555 | 1,607 | 1,629 | 1,703 | 4.5% |
| M.O.R.E.* | 12,789 | 696 | 3,294 | 4,045 | 4,988 | 5,114 | 2.5% |
| Senior Day Care* | 2,790 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| My Ride | 0 | 0 | 0 | 2,526 | 7,625 | 8,447 | 10.8% |
| Total Demand Response | 25,249 | 5,152 | 9,033 | 13,461 | 21,874 | 22,439 | 2.6% |

| Local Fixed Routes | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 | % Year Change |
|---------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 20 - Placerville | 24,744 | 7,573 | 6,893 | 9,487 | 9,211 | 10,459 | 13.5% |
| 25 - Saturday Express | 2,878 | 2,052 | 1,875 | 0 | 1,148 | 2,571 | 124.0% |
| 30 - Diamond Springs | 16,047 | 5,776 | 5,158 | 7,514 | 7,670 | 9,951 | 29.7% |
| 35 - Diamond Springs Saturday | 894 | 599 | 547 | 0 | 383 | 842 | 119.8% |
| 40 - Cameron Park | 9,186 | 6,250 | 5,760 | 7,144 | 7,296 | 7,936 | 8.8% |
| 50x - 50 Express | 25,115 | 21,234 | 19,126 | 23,814 | 30,734 | 37,528 | 22.1% |
| 60 - Pollock Pines | 22,331 | 10,096 | 7,493 | 9,466 | 9,851 | 10,237 | 3.9% |
| Total Local Fixed Routes | 101,195 | 53,580 | 46,852 | 57,425 | 66,293 | 79,524 | 20.0% |

| Commuter Routes | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 | % Year Change |
|------------------------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Sacramento Commuter | 89,888 | 6,997 | 7,797 | 12,946 | 14,321 | 28,787 | 101.0% |
| Reverse Commuter | 512 | 51 | 96 | 142 | 351 | 314 | -10.5% |
| Sacramento/Tahoe Connector | 0 | 0 | 3,283 | 5,956 | 6,224 | 6,409 | 3.0% |
| Total Commuter Routes | 90,400 | 7,048 | 11,176 | 19,044 | 20,896 | 35,510 | 69.9% |

| | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 | % Year Change |
|-----------------------------|----------------|---------------|---------------|---------------|----------------|----------------|---------------|
| Systemwide | 216,844 | 65,780 | 67,061 | 89,930 | 109,063 | 137,473 | 26.0% |
| Passengers per Revenue Hour | 7.3 | 3.5 | 3.4 | 4.4 | 4.2 | 4.9 | 16.9% |



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: March 6, 2025
TO: El Dorado County Transit Authority
FROM: Megan Wilcher, Secretary to the Board/Administrative Coordinator
SUBJECT: Authorizing Financial Transactions for Newly Appointed Officers and Executive Director

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 25-05 authorizing financial transactions for locally held accounts by Elected Officers and Executive Director**
2. **Adopt Resolution No. 25-06 authorizing financial transactions for the Local Agency Investment Fund (LAIF) by Elected Officers and Executive Director**
3. **Authorize the Executive Director to process Electronic Funds Transfer (EFT) payments above the \$5,000 single signer threshold**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) banks with Umpqua Bank and LAIF. The recent appointment of newly elected officers requires new authorizations for signatures approval on accounts at these financial institutions.

DISCUSSION

Resolution No. 25-05 authorizes El Dorado Transit Chairperson David Yarbrough, Vice-Chairperson Brian Veerkamp, and Executive Director Brian James to perform financial transactions required to complete normal banking business with UMPQUA Bank.

Resolution No. 25-06 authorizes El Dorado Transit Chairperson David Yarbrough, Vice-Chairperson Brian Veerkamp, and Executive Director Brian James to perform financial transactions required to complete normal banking business with LAIF.

Business practices are adjusting to paperless transactions. El Dorado Transit is requesting authorization for the Executive Director to process transactions above the \$5,000 threshold. These transactions will be restricted to pension, medical, and items reviewed on a case-by-case basis. All transactions will be represented on check registers presented in each Board Meetings Agenda.

FISCAL IMPACT

None

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 25-05**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
REGARDING FINANCIAL TRANSACTIONS**

A. I, Megan Wilcher, certify that I am the Secretary to the Board for the above-named organization (referred to as the “Association”) organized under the laws of the State of California, Federal Employer I.D. Number 68-0316621, and that the following is a correct copy of resolution adopted at a meeting of the Association duly and properly called and held on this 6th day of March 2025. This resolution appears in the minutes of this meeting and has not been rescinded or modified.

B. BE IT HEREBY RESOLVED AND ORDERED THAT,

1. The Financial Institution Umpqua Bank is designated as a depository for the funds of this Association.

2. This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution.

3. All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowing by or on behalf of this Association with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved, and confirmed.

4. Any of the persons named below, so long as they act in a representative capacity as agents of this Association, are authorized to make any and all other contracts, agreements, stipulations, and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with this Financial Institution, concerning funds deposited in this Financial Institution, moneys borrowed from this Financial Institution or any other business transacted by and between this Association and this Financial Institution subject to any restrictions stated below or as may be required by law and/or Association policy.

5. Any and all prior resolutions adopted by this Association and certified to this Financial Institution as governing the operation of this Association’s account(s), are in full force and effect, unless supplemented or modified by this authorization.

6. Any checks or drafts shall have two (2) signatures for amounts over \$5,000.00.

C. If indicated, any person listed below (subject to any expressed restrictions) is authorized to:

- (A) David Yarbrough - Chairperson
- (B) Brian Veerkamp - Vice-Chairperson
- (C) Brian James – Executive Director

Please see signature approval below.

- C (2) Open any deposit or checking account(s) in the name of this Association.
- A,B,C (3) Endorse checks and orders for the payment of money and withdraw funds on deposit with this Financial Institution.
- Board Action (4) Borrow money on behalf and in the name of this Association, sign, execute and deliver promissory notes or other evidence of indebtedness.
- Board Action (5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts or bills of lading.
- Requires Board Action (6) Endorse, assign, transfer stocks, bonds, real estate, or other property now owned or hereafter owned or acquired by this Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.
- Board Action (7) Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in this Financial Institution.
- A,B,C (8) Deposit and withdrawal of monies in the Local Agency Investment Fund (LAIF) in the State Treasury in accordance with Section 16429.1 of Government Code.

D. I further certify that this Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

David Yarbrough, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

RESOLUTION NO. 25-06

RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY

**AUTHORIZING INVESTMENT OF MONIES IN
THE LOCAL AGENCY INVESTMENT FUND**

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the El Dorado County Transit Authority Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the El Dorado County Transit Authority;

NOW THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority Board of Directors hereby authorizes the deposit and withdrawal of El Dorado County Transit Authority monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following El Dorado County Transit Authority officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

David Yarbrough - Chair
Brian Veerkamp – Vice Chair
Brian James – Executive Director

Section 2. This resolution shall remain in full force and effect until rescinded by the El Dorado County Transit Authority Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer’s Office.

PASSED AND ADOPTED, by the Board of Directors of El Dorado County Transit Authority of State of California on March 6, 2025.

(David Yarbrough, Chair)

ATTEST:

(Megan Wilcher, Secretary to the Board)

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: March 6, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager

SUBJECT: Fiscal Year 2025/26 Proposed Allocation Table and Proposed Organizational Chart

REQUESTED ACTION:
BY MOTION,

Approve proposed Allocation Table and proposed Organizational Chart for Fiscal Year 2025/26

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require submission of a preliminary operating budget on or before the March meeting of each year. The Board shall adopt a preliminary operating budget by April 15 of each year.

DISCUSSION

The single highest expense of each operating budget is personnel wages and benefits. These costs are closely monitored and are restricted to maximums using an allocation table and organizational chart. Each year during the budget process management reviews current staffing levels and plans for anticipated changes.

For Fiscal Year (FY) 2025/26, the budget assumes employment for the sixty-two (62) regular full-time and part-time employees including the Executive Director; Operations Manager; Finance Manager; Human Resources Manager; Planning and Marketing Manager; Safety Program Manager; Administrative Coordinator; Office Assistant I/II (2); Payroll Specialist; Finance Technician I/II; Dispatch Supervisor; Transit Dispatcher (4); Transit Operations Supervisor (2); Maintenance & Facilities Supervisor (1); Lead Maintenance & Facilities Technician; Equipment Technician I/II (3); Maintenance Technician (2); Custodian (2); Full-time and Part-Time Transit Operator (35). In addition to regular staff El Dorado Transit employs temporary employees and “Extra-Help” Transit Operators, Transit Dispatchers, and support staff.

FISCAL IMPACT

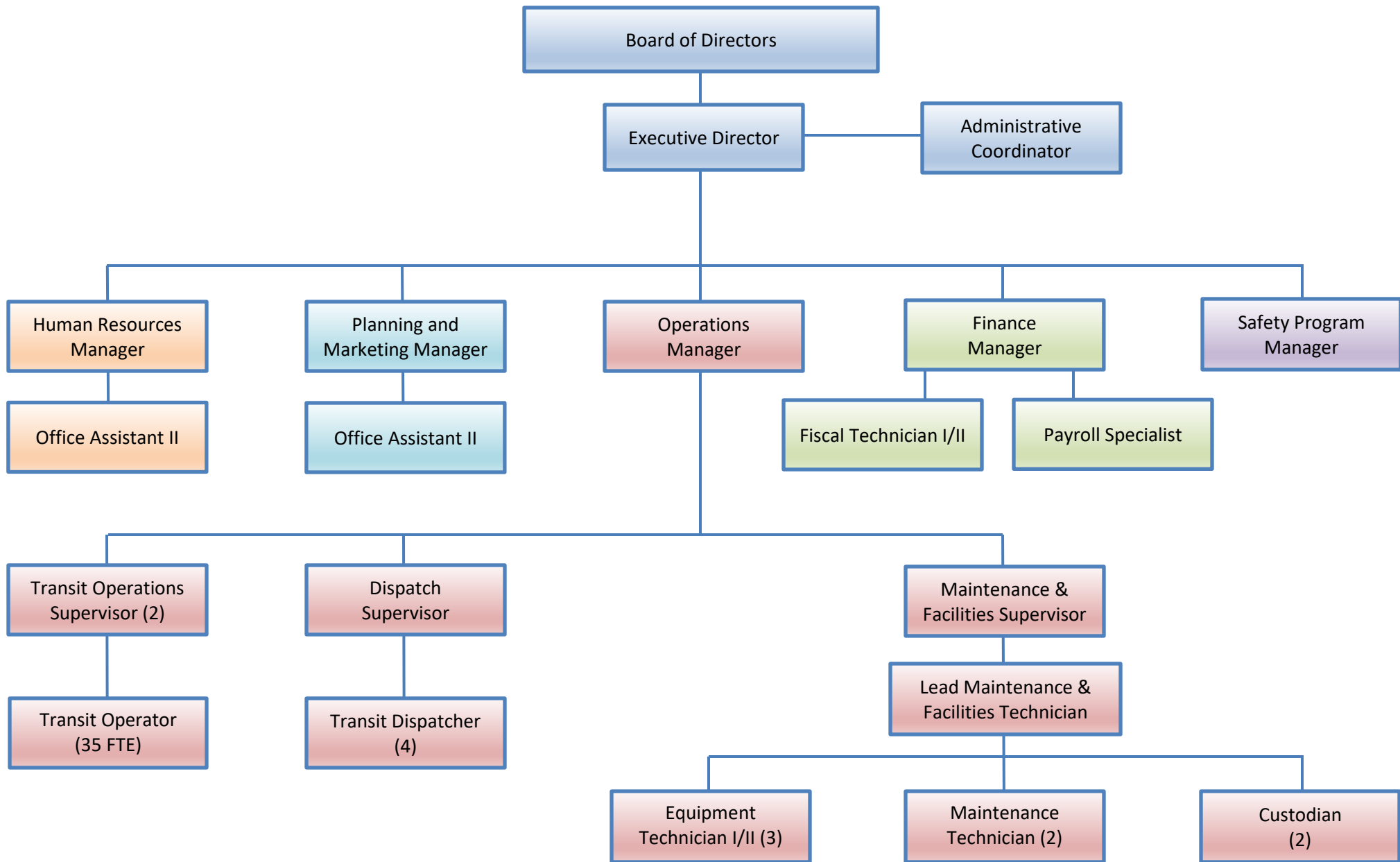
Expenses are included in the preliminary operating budget item included in this agenda packet.

EL DORADO COUNTY TRANSIT AUTHORITY
 APPROVED PERSONNEL ALLOCATION TABLE
 Fiscal Year (FY) 2024/25

| Classification | Adopted FY 2024/25 (FTE*) | Proposed FY 2025/26 (FTE*) |
|--|---------------------------------|----------------------------------|
| Administrative Coordinator | 1 | 1 |
| Custodian | 2 | 2 |
| Dispatch Supervisor | 1 | 1 |
| Equipment Technician I/II | 3 | 3 |
| Executive Director | 1 | 1 |
| Finance Manager | 1 | 1 |
| Fiscal Technician I/II | 2 | 1 |
| Human Resources Manager | 1 | 1 |
| Lead Maintenance and Facilities Technician | 0 | 1 |
| Maintenance and Facilities Supervisor | 1 | 1 |
| Maintenance Technician | 2 | 2 |
| Office Assistant I/II | 2 | 2 |
| Operations Manager | 1 | 1 |
| Payroll Specialist | 0 | 1 |
| Planning and Marketing Manager | 1 | 1 |
| Transit Operations Supervisor | 2 | 2 |
| Safety Program Manager | 1 | 1 |
| Transit Dispatcher | 4 | 4 |
| Transit Operator | 35 | 35 |
| TOTAL ALLOCATED POSITIONS | 61 | 62 |

* FTE = Full Time Equivalent

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



AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: March 6, 2025
TO: El Dorado County Transit Authority
FROM: Erik Bergren, Planning and Marketing Manager
SUBJECT: **Fiscal Year 2024/25 6-Month Administrative Operations Report**

REQUESTED ACTION:
BY MOTION,

Receive and file the Fiscal Year 2024/25 6-Month Administrative Operations Report

BACKGROUND

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

El Dorado Transit management provides performance measure reporting by service and mode (type of service) which is above and beyond the mandated reporting format. This reporting format provides the public, policy makers and management with 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 6-Month Administrative Operations Report (Administrative Operations Report) provides an overview of El Dorado Transit operations for the reporting period July 1, 2024 through December 31, 2024.

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

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

It should be noted that continuing pandemic related factors, and service interruptions from 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 Motor Bus services and Commuter Bus services during the reporting period. Demand Response services were down slightly.

The following sections discuss the general performance of the various service modes during the July 2024 to December 2024 reporting period.

- Demand Response services ridership decreased by 136 one-way passenger trips or 1.1% during the period. The on-time performance for Demand Response services was 97.6%.
- Motor Bus (Local Fixed Route) ridership increased by 10,602 one-way passenger trips or 18.5% during the period. The on-time performance for Motor Bus services was 84.6%.
- Commuter Bus (Commuter Services) ridership increased by 12,567 one-way passenger trips or 71.9% during the period. The on-time performance for Commuter Bus services was 81.0%. Commuter on-time performance continues to be affected by construction and traffic on the Highway 50 Corridor.
- Special Event Service ridership includes the El Dorado County Fair Shuttle in June of each year. El Dorado Transit did not provide any Special Event Services during the reporting period.
- System wide ridership increased by 23,033 one-way passenger trips or 26.5%. Systemwide passenger trips per revenue hour increased from 4.5 to 5.5 or 22.2%.

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

FISCAL IMPACT

None



**EL DORADO
TRANSIT**

Fiscal Year 2024/25

6-Month Administrative Operations Report



March 6, 2025

Prepared by:

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

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Fiscal Year 2024/25

6-Month 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
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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.

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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 6-Month Administrative Operations Report is prepared to apprise the board and public on transit operations over the first six (6) months of fiscal year (FY) 2024/25 (July 1, 2024 to December 31, 2024). In addition, this report presents a comparison of performance measures for the prior fiscal year.

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 5,931 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 1,452 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 224 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 4,395 one-way passenger trips during the reporting period.

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

The following table provides a year-to-year comparison of demand response services, with trips and hours virtually unchanged, and a decrease in miles.

| DEMAND RESPONSE COMPARISON | | | | |
|---|----------------------|--------------------|------------|----------------|
| Reporting Period: July 1, 2024 – December 31, 2024 | | | | |
| | FY 2024/25 (current) | FY 2023/24 (prior) | Difference | Percentage +/- |
| TRIPS | 12,002 | 12,138 | -136 | -1.1% |
| HOURS | 4,990 | 5,202 | -212 | -4.2% |
| MILES | 90,911 | 111,549 | -20,638 | -22.7% |

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 – December 31, 2024 | | | | |
| | FY 2024/25 (current) | FY 2023/24 (prior) | Difference | Percentage +/- |
| TRIPS | 67,767 | 57,165 | +10,602 | +18.5% |
| HOURS | 11,657 | 11,228 | +429 | +3.8% |
| MILES | 223,332 | 213,051 | +10,281 | +4.8% |

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 both in the morning and afternoon between park-and-ride facilities in El Dorado County and several downtown stops. In addition, four (4) 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 24,592 one-way passenger trips during the reporting period.

In addition, the new intercity service between the Sacramento Valley Station and South Lake Tahoe with stops in Cameron Park and Placerville was implemented on July 5, 2021. The service is operated by El Dorado Transit in partnership with the Capitol Corridor and Amtrak. El Dorado Transit provided 5,457 one-way passenger trips during the reporting period.

The following table provides a year-to-year comparison of Commuter Bus services, with a dramatic increase in trips due to state workers returning to the office, the addition of a fifth commuter route and more passengers on the Tahoe services.

| COMMUTER BUS COMPARISON | | | | |
|--|----------------------|--------------------|------------|----------------|
| Reporting Period: July 1, 2023 – December 31, 2023 | | | | |
| | FY 2024/25 (current) | FY 2023/24 (prior) | Difference | Percentage +/- |
| TRIPS | 30,049 | 17,482 | +12,567 | +71.9% |
| HOURS | 3,442 | 2,793 | +649 | +23.2% |
| MILES | 107,065 | 90,628 | +16,437 | +18.1% |

Special Event Services

El Dorado Transit operates special event services which include grant funded annual public shuttle services. There were no special event services provided during the reporting period.

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 – December 31, 2024 | | | | |
| | FY 2024/25 (current) | FY 2023/24 (prior) | Difference | Percentage +/- |
| TRIPS | 109,818 | 86,785 | +23,033 | +26.5% |
| HOURS | 20,089 | 19,223 | +866 | +4.5% |
| MILES | 421,308 | 415,228 | +6,080 | +1.5% |

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) | 11.73% | 9.33% | +2.4 | +25.7% |
| Passenger Fares | \$521,083 | \$369,731 | +151,352 | +40.9% |
| Average Fare/Passenger | \$4.74 | \$4.26 | +\$0.48 | +11.3% |
| Operating Expenses | \$4,442,827 | \$3,960,817 | +\$482,010 | +12.2% |
| Operating Cost/Passenger | \$40.46 | \$45.64 | -\$5.18 | -11.3% |
| Operating Cost/Revenue Hour | \$221.16 | \$206.05 | +\$15.11 | +7.3% |
| Operating Cost/Revenue Mile | \$10.55 | \$9.54 | +\$1.01 | +10.6% |
| Road Calls | 24 | 32 | -8 | -25.0% |
| Employees per TDA Guidelines (FTE) | 59 | 54 | +5 | +9.3% |

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 11.73% in FBR during the reporting period for an increase of 2.4% 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 Demand Response, Local, and Commuter services. This in turn increased the Farebox Recovery Ratio and the Average Fare per Passenger. El Dorado Transit averaged 17,555 miles between road calls, which is 83.7% 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 | 2.4 | 2.3 | +0.1 | +4.3% |
| Motor Bus (Local Fixed Routes) | 5.8 | 5.1 | +0.7 | +13.7% |
| Commuter Bus | 8.7 | 6.3 | +2.4 | +38.0% |
| Systemwide Passenger Trips per Revenue Hour | 5.5 | 4.5 | +1.0 | +22.2% |

Passenger Trips per Revenue Hour represents the average number of passenger boardings per hour in all service types. Systemwide passenger trips per revenue hour increased from 4.5 to 5.5 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:

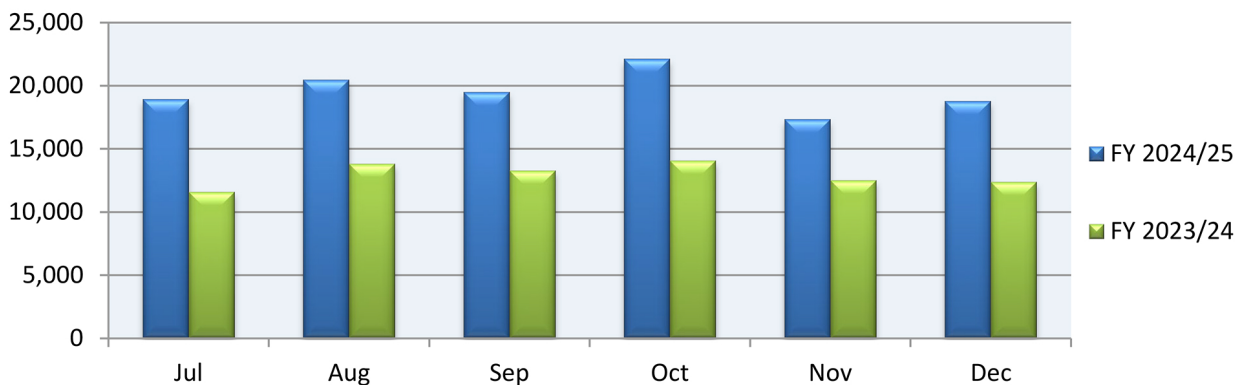
Figure 3 Comparative Report between Actual 2023/24 and Performance Standards

| 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 | 3.20% | \$33.35 | 5.5 |
| Route 25 – Saturday Express | 2.67% | \$40.79 | 5.3 |
| Route 30 – Diamond Springs/El Dorado | 2.50% | \$35.23 | 5.7 |
| Route 35 – Diamond Springs Saturday | 1.57% | \$57.11 | 3.5 |
| Route 40 – Cameron Park/Shingle Springs | 2.32% | \$49.12 | 4.1 |
| Route 50X – 50 Express | 3.29% | \$32.81 | 6.6 |
| Route 60 – Pollock Pines | 3.18% | \$38.84 | 5.9 |
| Total Motor Bus Routes – Average | 2.99% | \$36.07 | 5.8 |
| Demand Response Standard/Goal | N/A | <\$35.00 | >2.0 |
| Total Demand Response - Average | 10.58% | \$79.13 | 2.4 |
| Commuter Bus Standard/Goal | >50.0% | <\$5.00 | >10.0 |
| Total Commuter Bus – Average | 38.73% | \$17.55 | 8.7 |

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% | 97.6% |
| Motor Bus Routes | 85% | 84.6% |
| Commuter Bus Routes | 90% | 81.0% |

Marketing and Outreach

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

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 and X, formally known as Twitter. An El Dorado Transit Instagram account was also created in 2023, and staff have been posting and developing 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

El Dorado Transit regularly attends in-person outreach events in El Dorado County and the surrounding areas. Typical partners include El Dorado County Probation, Sacramento County, CalTrans, 50 Corridor Transit Management Association and more.

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 |

El Dorado County Transit Authority

Administrative Operations Report
Fiscal Year 2024 / 2025

Reporting Period July 1, 2024 through December 31, 2024

| | Demand Response | | | | | Motor Bus | | | | | | | | Commuter Bus | | | | Special Services | | SYSTEMWIDE | |
|-------------------------------------|-----------------|--------------|---------------|-------------|-------------------|-----------------|------------------------|---------------------|----------------------|-------------------|-----------------|------------------------------|-----------------|-----------------|---------------|-----------------|---------------|------------------|----------------|------------|-----------------|
| | DIAL A RIDE | SAC-MED | M.O.R.E. | Expansion 0 | COMP PARA-TRANSIT | Subtotal | #40 CP/SHINGLE SPRINGS | #30 DIAMOND SPRINGS | #25 SATURDAY EXPRESS | #60 POLLOCK PINES | #20 PLACERVILLE | #35 DIAMOND SPRINGS SATURDAY | 50 EXPRESS | Subtotal | COMMUTER | REVERSE COMMUTE | SLT | Subtotal | ED COUNTY FAIR | Subtotal | TOTALS |
| TRIPS | 5,931 | 224 | 4,395 | 0 | 1,452 | 12,002 | 6,616 | 8,480 | 2,186 | 8,833 | 8,925 | 706 | 32,021 | 67,767 | 24,337 | 255 | 5,457 | 30,049 | 0 | 0 | 109,818 |
| HOURS | 3,286 | 106 | 846 | 0 | 751 | 4,990 | 1,595 | 1,496 | 412 | 1,502 | 1,619 | 205 | 4,830 | 11,657 | 2,132 | 198 | 1,112 | 3,442 | 0 | 0 | 20,089 |
| MILES | 52,856 | 3,649 | 21,449 | 0 | 12,957 | 90,911 | 26,410 | 22,841 | 8,395 | 39,312 | 16,145 | 2,558 | 107,671 | 223,332 | 59,727 | 7,858 | 39,480 | 107,065 | 0 | 0 | 421,308 |
| REVENUES: | | | | | | | | | | | | | | | | | | | | | |
| TDA | \$ 411,311.51 | \$ 17,790.70 | \$ 43,011.59 | \$ - | \$ 96,876.73 | \$ 568,990.53 | \$ 315,501.51 | \$ 289,880.96 | \$ 86,694.75 | \$ 334,107.77 | \$ 288,032.87 | \$ 39,089.16 | \$ 1,021,889.58 | \$ 2,375,196.60 | \$ 263,629.60 | \$ 45,399.22 | \$ 9,987.19 | \$ 319,016.01 | \$ - | \$ - | \$ 3,263,203.14 |
| STA | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5311 | \$ 252,108.03 | \$ 7,944.93 | \$ 64,422.92 | \$ - | \$ 56,262.64 | \$ 380,738.52 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 380,738.52 |
| ARPA 5311 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 9,494.95 | \$ 8,905.54 | \$ 2,472.39 | \$ 8,940.99 | \$ 9,634.96 | \$ 1,227.89 | \$ 28,760.81 | \$ 69,437.53 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 69,437.49 |
| 5311(f) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 52,500.00 | \$ 52,500.00 | \$ - | \$ - | \$ 52,500.00 |
| 5307 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| ARPA 5307 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 86,604.93 | \$ 8,005.59 | \$ - | \$ 94,610.52 | \$ - | \$ - | \$ 94,610.52 |
| SGR | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| LCTOP | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| CCJPA | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 61,253.91 | \$ 61,253.91 | \$ - | \$ - | \$ 61,253.91 |
| FARES | \$ 19,168.10 | \$ 1,605.00 | \$ 89,673.75 | \$ - | \$ 1,909.79 | \$ 112,356.64 | \$ 7,728.44 | \$ 7,651.74 | \$ 2,445.01 | \$ 11,256.08 | \$ 9,855.99 | \$ 641.94 | \$ 35,787.87 | \$ 75,367.06 | \$ 164,076.77 | \$ 160.00 | \$ 169,123.11 | \$ 333,359.88 | \$ - | \$ - | \$ 521,083.58 |
| TOT. REV | \$ 682,587.64 | \$ 27,340.63 | \$ 197,108.26 | \$ - | \$ 155,049.16 | \$ 1,062,085.69 | \$ 332,724.90 | \$ 306,438.24 | \$ 91,612.15 | \$ 354,304.84 | \$ 307,523.82 | \$ 40,958.99 | \$ 1,086,438.26 | \$ 2,520,001.19 | \$ 514,311.30 | \$ 53,564.81 | \$ 292,864.21 | \$ 860,740.32 | \$ - | \$ - | \$ 4,442,827.20 |
| WHEELCHAIR PSGR | 911 | 56 | 0 | 0 | 421 | 1388 | 68 | 25 | 12 | 148 | 87 | 7 | 171 | 518 | 12 | 0 | 3 | 15 | 0 | 0 | 1,921 |
| EXPENDITURES: | | | | | | | | | | | | | | | | | | | | | |
| EMPLOYEES | \$ 353,237.21 | \$ 11,392.64 | \$ 90,647.96 | \$ - | \$ 78,921.07 | \$ 534,198.88 | \$ 170,666.99 | \$ 159,855.47 | \$ 44,842.78 | \$ 160,717.17 | \$ 173,273.31 | \$ 22,279.77 | \$ 516,737.79 | \$ 1,248,373.28 | \$ 228,402.25 | \$ 20,978.20 | \$ 119,017.45 | \$ 368,397.90 | \$ - | \$ - | \$ 2,150,970.02 |
| BENEFITS | \$ 180,110.35 | \$ 5,568.98 | \$ 45,779.05 | \$ - | \$ 39,505.84 | \$ 270,964.22 | \$ 87,144.97 | \$ 81,778.61 | \$ 22,926.87 | \$ 82,039.14 | \$ 88,416.92 | \$ 11,431.39 | \$ 264,055.78 | \$ 637,793.68 | \$ 116,380.34 | \$ 10,758.96 | \$ 61,611.60 | \$ 188,750.90 | \$ - | \$ - | \$ 1,097,508.82 |
| VEHICLE OP | \$ 65,747.02 | \$ 4,855.71 | \$ 26,951.93 | \$ - | \$ 16,267.05 | \$ 113,821.71 | \$ 33,260.42 | \$ 28,797.04 | \$ 10,336.32 | \$ 49,553.93 | \$ 20,356.29 | \$ 3,154.22 | \$ 135,667.93 | \$ 281,126.15 | \$ 75,349.14 | \$ 9,594.69 | \$ 49,413.79 | \$ 134,357.62 | \$ - | \$ - | \$ 529,305.48 |
| OTHER OP | \$ 83,493.06 | \$ 5,523.30 | \$ 33,729.32 | \$ - | \$ 20,355.20 | \$ 143,100.88 | \$ 41,652.52 | \$ 36,007.12 | \$ 13,506.18 | \$ 61,994.60 | \$ 25,477.30 | \$ 4,093.61 | \$ 169,976.76 | \$ 352,708.09 | \$ 94,179.57 | \$ 12,232.96 | \$ 62,821.37 | \$ 169,233.90 | \$ - | \$ - | \$ 665,042.90 |
| TOTAL EXP | \$ 682,587.64 | \$ 27,340.63 | \$ 197,108.26 | \$ - | \$ 155,049.16 | \$ 1,062,085.69 | \$ 332,724.90 | \$ 306,438.24 | \$ 91,612.15 | \$ 354,304.84 | \$ 307,523.82 | \$ 40,958.99 | \$ 1,086,438.26 | \$ 2,520,001.20 | \$ 514,311.30 | \$ 53,564.81 | \$ 292,864.21 | \$ 860,740.32 | \$ - | \$ - | \$ 4,442,827.22 |
| FARE BOX RECOVERY | 2.81% | 5.87% | 45.49% | #DIV/0! | 1.23% | 10.58% | 2.32% | 2.50% | 2.67% | 3.18% | 3.20% | 1.57% | 3.29% | 2.99% | 31.90% | 0.30% | 57.75% | 38.73% | #DIV/0! | #DIV/0! | 11.73% |
| OPERATING COST PER / PSGR | \$115.09 | \$122.06 | \$44.85 | #DIV/0! | \$106.78 | \$88.49 | \$50.29 | \$36.14 | \$41.91 | \$40.11 | \$34.46 | \$58.02 | \$33.93 | \$37.19 | \$21.13 | \$210.06 | \$53.67 | \$28.64 | #DIV/0! | #DIV/0! | \$40.46 |
| OPERATING COST PER / HOUR | \$207.70 | \$256.96 | \$233.03 | #DIV/0! | \$206.45 | \$212.85 | \$208.64 | \$204.87 | \$222.63 | \$235.93 | \$190.01 | \$200.29 | \$224.94 | \$216.18 | \$241.19 | \$270.46 | \$263.37 | \$250.04 | #DIV/0! | #DIV/0! | \$221.16 |
| OPERATING COST PER / MILE | \$12.91 | \$7.49 | \$9.19 | #DIV/0! | \$11.97 | \$11.68 | \$12.60 | \$13.42 | \$10.91 | \$9.01 | \$19.05 | \$16.01 | \$10.09 | \$11.28 | \$8.61 | \$6.82 | \$7.42 | \$8.04 | #DIV/0! | #DIV/0! | \$10.55 |
| PASSENGER TRIPS PER / REVENUE HOUR | 1.8 | 2.1 | 5.2 | #DIV/0! | 1.9 | 2.4 | 4.1 | 5.7 | 5.3 | 5.9 | 5.5 | 3.5 | 6.6 | 5.8 | 11.4 | 1.3 | 4.9 | 8.7 | #DIV/0! | #DIV/0! | 5.5 |
| AVERAGE FARE PER / PASSENGER | \$3.23 | \$7.17 | \$20.40 | #DIV/0! | \$1.32 | \$9.36 | \$1.17 | \$0.90 | \$1.12 | \$1.27 | \$1.10 | \$0.91 | \$1.12 | \$1.11 | \$6.74 | \$0.63 | \$30.99 | \$11.09 | #DIV/0! | #DIV/0! | \$4.74 |
| OPERATING SUBSIDY PER / PASSENGER | \$111.86 | \$114.89 | \$24.44 | #DIV/0! | \$105.47 | \$79.13 | \$49.12 | \$35.23 | \$40.79 | \$38.84 | \$33.35 | \$57.11 | \$32.81 | \$36.07 | \$14.39 | \$209.43 | \$22.68 | \$17.55 | #DIV/0! | #DIV/0! | \$35.71 |
| ROAD CALLS | 3 | 0 | 2 | 0 | 0 | 5 | 1 | 1 | 0 | 2 | 1 | 0 | 8 | 13 | 2 | 0 | 4 | 6 | 0 | 0 | 24 |
| EMPLOYEE FULL-TIME EQUIVALENT (FTE) | | | | | | | | | | | | | | | | | | | | | 59 |

El Dorado County Transit Authority

Administrative Operations Report
 Fiscal Year 2023 / 2024
 Reporting Period July 1, 2023 through December 31, 2023

| | Demand Response | | | | | Motor Bus | | | | | | | | | | Commuter Bus | | | Special Services | | SYSTEMWIDE | |
|-------------------------------------|-----------------|--------------|---------------|--------------------------|-------------------|-----------------|---------------------|---------------|---------------------|----------------------|-------------------|-----------------|------------------------------|-----------------|---------------|--------------|-----------------|---------------|------------------|----------------|-----------------|--------|
| | DIAL A RIDE | SAC-MED | M.O.R.E. | OLDER ADULT DAY SERVICES | COMP PARA-TRANSIT | Subtotal | #40 SHINGLE SPRINGS | CP/ SPRINGS | #30 DIAMOND SPRINGS | #25 SATURDAY EXPRESS | #60 POLLOCK PINES | #20 PLACERVILLE | #35 DIAMOND SPRINGS SATURDAY | 50 EXPRESS | Subtotal | COMMUTER | REVERSE COMMUTE | SLT | Subtotal | ED COUNTY FAIR | Subtotal | TOTALS |
| TRIPS | 6,307 | 214 | 4,202 | 0 | 1,415 | 12,138 | 6,265 | 6,576 | 923 | 8,565 | 7,949 | 335 | 26,552 | 57,165 | 11,928 | 266 | 5,288 | 17,482 | 0 | 0 | 86,785 | |
| HOURS | 3,584 | 248 | 742 | 0 | 627 | 5,202 | 1,543 | 1,465 | 273 | 1,465 | 1,583 | 138 | 4,761 | 11,228 | 1,559 | 189 | 1,045 | 2,793 | 0 | 0 | 19,223 | |
| MILES | 70,567 | 6,212 | 22,711 | 0 | 12,059 | 111,549 | 24,016 | 22,311 | 5,261 | 37,941 | 16,009 | 1,754 | 105,759 | 213,051 | 45,600 | 6,900 | 38,128 | 90,628 | 0 | 0 | 415,228 | |
| REVENUES: | | | | | | | | | | | | | | | | | | | | | | |
| TDA | \$ 440,134.58 | \$ 34,765.64 | \$ 34,415.20 | \$ - | \$ 77,460.77 | \$ 586,776.19 | \$ 267,113.46 | \$ 252,591.09 | \$ 52,189.68 | \$ 296,856.41 | \$ 246,507.09 | \$ 23,790.60 | \$ 917,528.66 | \$ 2,056,576.99 | \$ 203,228.74 | \$ 36,618.29 | \$ (27,368.36) | \$ 212,478.67 | \$ - | \$ - | \$ 2,855,831.85 | |
| STA | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 5311 | \$ 255,198.85 | \$ 17,570.79 | \$ 53,192.87 | \$ - | \$ 44,548.51 | \$ 370,511.02 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 370,511.02 | |
| ARPA 5311 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 9,531.33 | \$ 9,048.63 | \$ 1,724.05 | \$ 9,054.29 | \$ 9,780.44 | \$ 869.83 | \$ 29,428.96 | \$ 69,437.53 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 69,437.54 | |
| 5311(f) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 82,500.00 | \$ 82,500.00 | \$ - | \$ 82,500.00 | |
| 5307 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| CRRSAA 5307 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 81,751.97 | \$ 10,002.49 | \$ - | \$ 91,754.46 | \$ - | \$ - | \$ 91,754.46 | |
| SGR | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| LCTOP | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,147.44 | \$ 4,886.74 | \$ 931.09 | \$ 4,889.80 | \$ 5,281.97 | \$ 469.75 | \$ 15,893.23 | \$ 37,500.02 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 37,500.00 | |
| CCJPA | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 83,550.73 | \$ 83,550.73 | \$ - | \$ 83,550.73 | |
| FARES | \$ 21,145.37 | \$ 1,470.00 | \$ 85,976.04 | \$ - | \$ 1,760.25 | \$ 110,351.66 | \$ 6,464.26 | \$ 5,504.73 | \$ 991.61 | \$ 10,929.33 | \$ 6,808.88 | \$ 306.43 | \$ 26,968.18 | \$ 57,973.42 | \$ 73,279.11 | \$ 1,261.66 | \$ 126,865.17 | \$ 201,405.94 | \$ - | \$ - | \$ 369,731.02 | |
| TOT. REV | \$ 716,478.80 | \$ 53,806.43 | \$ 173,584.11 | \$ - | \$ 123,769.53 | \$ 1,067,638.87 | \$ 288,256.49 | \$ 272,031.19 | \$ 55,836.43 | \$ 321,729.83 | \$ 268,378.38 | \$ 25,436.61 | \$ 989,819.03 | \$ 2,221,487.96 | \$ 358,259.82 | \$ 47,882.44 | \$ 265,547.54 | \$ 671,689.80 | \$ - | \$ - | \$ 3,960,816.63 | |
| WHEELCHAIR PSGR | 576 | 59 | 0 | 0 | 389 | 1024 | 14 | 11 | 44 | 140 | 50 | 11 | 62 | 332 | 1 | 0 | 1 | 2 | 0 | 0 | 1,358 | |
| EXPENDITURES: | | | | | | | | | | | | | | | | | | | | | | |
| EMPLOYEES | \$ 330,388.77 | \$ 22,849.73 | \$ 68,524.20 | \$ - | \$ 57,358.77 | \$ 479,121.47 | \$ 141,861.53 | \$ 134,689.99 | \$ 26,104.08 | \$ 134,790.13 | \$ 145,569.24 | \$ 13,165.95 | \$ 438,083.52 | \$ 1,034,264.44 | \$ 143,022.06 | \$ 17,630.38 | \$ 96,664.11 | \$ 257,316.55 | \$ - | \$ - | \$ 1,770,702.49 | |
| BENEFITS | \$ 162,896.09 | \$ 11,462.14 | \$ 34,372.92 | \$ - | \$ 28,497.46 | \$ 237,228.61 | \$ 70,301.62 | \$ 66,722.32 | \$ 13,762.36 | \$ 66,809.26 | \$ 72,074.96 | \$ 6,938.49 | \$ 216,895.46 | \$ 513,504.47 | \$ 70,892.05 | \$ 8,970.82 | \$ 47,927.75 | \$ 127,790.62 | \$ - | \$ - | \$ 878,523.65 | |
| VEHICLE OP | \$ 103,074.88 | \$ 9,050.41 | \$ 32,815.47 | \$ - | \$ 17,618.54 | \$ 162,559.30 | \$ 35,030.55 | \$ 32,520.22 | \$ 7,220.27 | \$ 55,355.18 | \$ 23,362.12 | \$ 2,416.19 | \$ 154,236.59 | \$ 310,141.12 | \$ 66,726.31 | \$ 9,750.82 | \$ 55,345.95 | \$ 131,823.08 | \$ - | \$ - | \$ 604,523.48 | |
| OTHER OP | \$ 120,119.06 | \$ 10,444.15 | \$ 37,871.52 | \$ - | \$ 20,294.76 | \$ 188,729.49 | \$ 41,062.79 | \$ 38,098.66 | \$ 8,749.72 | \$ 64,775.26 | \$ 27,372.06 | \$ 2,915.98 | \$ 180,603.46 | \$ 363,577.93 | \$ 77,619.40 | \$ 11,530.42 | \$ 65,609.73 | \$ 154,759.55 | \$ - | \$ - | \$ 707,066.99 | |
| TOTAL EXP | \$ 716,478.80 | \$ 53,806.43 | \$ 173,584.11 | \$ - | \$ 123,769.53 | \$ 1,067,638.87 | \$ 288,256.49 | \$ 272,031.19 | \$ 55,836.43 | \$ 321,729.83 | \$ 268,378.38 | \$ 25,436.61 | \$ 989,819.03 | \$ 2,221,487.96 | \$ 358,259.82 | \$ 47,882.44 | \$ 265,547.54 | \$ 671,689.80 | \$ - | \$ - | \$ 3,960,816.61 | |
| FARE BOX RECOVERY | 2.95% | 2.73% | 49.53% | #DIV/0! | 1.42% | 10.34% | 2.24% | 2.02% | 1.78% | 3.40% | 2.54% | 1.20% | 2.72% | 2.61% | 20.45% | 2.63% | 47.77% | 29.98% | #DIV/0! | #DIV/0! | 9.33% | |
| OPERATING COST PER / PSGR | \$113.60 | \$251.43 | \$41.31 | #DIV/0! | \$87.47 | \$87.96 | \$46.01 | \$41.37 | \$60.49 | \$37.56 | \$33.76 | \$75.93 | \$37.28 | \$38.86 | \$30.04 | \$180.01 | \$50.22 | \$38.42 | #DIV/0! | #DIV/0! | \$45.64 | |
| OPERATING COST PER / HOUR | \$199.89 | \$217.09 | \$233.86 | #DIV/0! | \$197.29 | \$205.24 | \$186.88 | \$185.75 | \$204.34 | \$219.65 | \$169.51 | \$184.32 | \$207.89 | \$197.86 | \$229.79 | \$253.01 | \$254.17 | \$240.49 | #DIV/0! | #DIV/0! | \$206.05 | |
| OPERATING COST PER / MILE | \$10.15 | \$8.66 | \$7.64 | #DIV/0! | \$10.26 | \$9.57 | \$12.00 | \$12.19 | \$10.61 | \$8.48 | \$16.76 | \$14.50 | \$9.36 | \$10.43 | \$7.86 | \$6.94 | \$6.96 | \$7.41 | #DIV/0! | #DIV/0! | \$9.54 | |
| PASSENGER TRIPS PER / REVENUE HOUR | 1.8 | 0.9 | 5.7 | #DIV/0! | 2.3 | 2.3 | 4.1 | 4.5 | 3.4 | 5.8 | 5.0 | 2.4 | 5.6 | 5.1 | 7.7 | 1.4 | 5.1 | 6.3 | #DIV/0! | #DIV/0! | 4.5 | |
| AVERAGE FARE PER / PASSENGER | \$3.35 | \$6.87 | \$20.46 | #DIV/0! | \$1.24 | \$9.09 | \$1.03 | \$0.84 | \$1.07 | \$1.28 | \$0.86 | \$0.91 | \$1.02 | \$1.01 | \$6.14 | \$4.74 | \$23.99 | \$11.52 | #DIV/0! | #DIV/0! | \$4.26 | |
| OPERATING SUBSIDY PER / PASSENGER | \$110.25 | \$244.56 | \$20.85 | #DIV/0! | \$86.23 | \$78.87 | \$44.98 | \$40.53 | \$59.42 | \$36.29 | \$32.91 | \$75.02 | \$36.26 | \$37.85 | \$23.89 | \$175.27 | \$26.23 | \$26.90 | #DIV/0! | #DIV/0! | \$41.38 | |
| ROAD CALLS | 3 | 0 | 0 | 0 | 0 | 3 | 0 | 5 | 1 | 4 | 2 | 1 | 11 | 24 | 4 | 0 | 1 | 5 | 0 | 0 | 32 | |
| EMPLOYEE FULL-TIME EQUIVALENT (FTE) | | | | | | | | | | | | | | | | | | | | | 71 | |

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: March 6, 2025
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: Job Specifications/Descriptions for Two (2) New Job Classifications for Fiscal Year 2025/26

**REQUESTED ACTION:
BY MOTION,**

Approve the job specifications/descriptions for two (2) new job classifications for Fiscal Year 2025/26

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 changes to the Finance Department by centralizing payroll responsibilities under a more specialized Payroll Specialist job classification that is currently within the job scope of the Fiscal Technician II job classification.

Additionally, due to the demanding duties of the Maintenance & Facilities Supervisor (Supervisor) and increased regulatory oversight, a Lead Maintenance & Facilities Technician (Lead) is proposed to provide additional support and improve workflow efficiency within the maintenance department.

DISCUSSION

Payroll Specialist

The current payroll functions are included within the Fiscal Technician II job description. However, with the increasing complexity of payroll process, compliance with evolving laws and the integration of advanced payroll systems, necessitate a dedicated specialist. A dedicated role ensures accurate payroll processing, adherence to labor laws and pay policies, and proper handling of employee benefits and deductions.

By separating payroll duties from the broader Fiscal Technician job classification, staff can focus on other essential financial tasks without compromising payroll accuracy and reducing the risk of payroll errors by minimizing compliance-related liabilities.

El Dorado County Transit Authority
March 6, 2025

Lead Maintenance & Facilities Technician

As transit operations expand, the need for a more structured leadership hierarchy within the maintenance department has become increasingly apparent.

The Lead will assist in overseeing daily maintenance operations, ensuring timely service and repairs in addition to prioritizing work assignments. When the Supervisor is unavailable, the Lead can step in to provide guidance and decision-making support, ensuring continuity within maintenance.

This role will provide an opportunity for mentoring, improving skill development and overall team efficiency. By delegating certain supervisory and administrative tasks to the Lead, the Supervisor can focus on strategic planning and higher-level decision-making and supervisory tasks.

The creation of these specialized job classifications aligns with the agency’s long-term strategic objectives by improving efficiency, ensuring compliance, and providing essential leadership support within Finance and Maintenance. Implementing these positions will enhance operational effectiveness and service delivery, ultimately benefiting both employees and El Dorado Transit as a whole.

FISCAL IMPACT

The projected net fiscal impact on the annual salary and benefits resulting from the recommended changes, including the addition of one (1) Payroll Specialist position, the removal of one (1) Fiscal Technician position, and the addition of one (1) Lead Maintenance & Facilities Technician position is as follows:

| | |
|---|--------------------|
| • Payroll Specialist: | \$6,988.80 |
| • Lead Maintenance & Facilities Technician: | <u>\$83,690.90</u> |
| | \$90,679.70 Total |

The total figure has been accounted for in the preliminary Operating Budget for Fiscal Year 2025/26, as outlined in a separate action item within this agenda packet.



PAYROLL SPECIALIST

Hourly Rate: \$26.68 - \$35.76 with benefit package

DEFINITION

Under general supervision, the Payroll Specialist performs technical and administrative payroll functions, ensuring the accurate and timely processing of payroll in compliance with federal, state, and local regulations. Payroll is processed via a computerized system, including electronic timekeeping. This position is responsible for maintaining payroll records, reconciling payroll accounts, and providing assistance to employees regarding payroll-related inquiries; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a specialized position requiring knowledge of payroll principles, procedures, and regulatory requirements. The Payroll Specialist is responsible for independently performing technical payroll duties, resolving discrepancies, and ensuring payroll accuracy. This position requires a high level of attention to detail, confidentiality, and the ability to work effectively within strict deadlines.

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.

- Processes biweekly payroll in accordance with established schedules and regulations, ensuring accuracy and compliance with applicable laws.
- Ensures the integrity of data and information related to payroll.
- Maintains payroll records, including earnings, deductions, benefits, and tax withholdings.
- Reviews and verifies timekeeping records and resolves discrepancies.
- Prepares and processes payroll adjustments, including retroactive pay, garnishments, and benefit deductions.
- Prepares and submits payroll-related reports to federal and state agencies.
- Assists in the reconciliation of payroll-related general ledger accounts.
- Responds to employee inquiries regarding payroll, deductions, and benefits.
- Processes PERS retirement contributions and reconciliation.
- Assists in year-end payroll processes, including W-2 preparation and distribution.
- Stays current with changes in payroll laws, regulations, and best practices.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Payroll and accounting processing principles, practices, terminology and procedures.
- Federal, state, and local regulations governing payroll administration, including wage and hour laws, tax regulations, and reporting requirements.
- Principles and practices of analytical research.
- Payroll software systems and related technologies.
- Make accurate mathematical calculations.
- Record-keeping and document retention best practices.

Ability to:

- Process payroll accurately and timely within established deadlines.
- Interpret and apply payroll-related laws, regulations, and policies.
- Identify and resolve payroll discrepancies effectively.
- Intermittently analyze payroll deductions and problem solve operational and technical payroll policies and procedures.
- Maintain accurate payroll records and generate reports.
- Use payroll and accounting software proficiently.
- Communicate effectively, both verbally and in writing.
- Handle sensitive and confidential information with discretion.
- Work independently while demonstrating sound judgment and problem-solving skills.
- Establish and maintain effective working relationships with employees, management, and external agencies.

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:

Education and Experience:

Associate's degree in accounting, finance, business administration, or related field preferred.

Three (3) years of increasingly responsible experience in payroll processing, preferably in a public sector or unionized environment.

Experience with payroll software systems, familiarity with Paylocity Payroll System is desirable.

Licenses and Certifications:

- Certified Payroll Professional (CPP) designation is preferred but not required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. 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 up to 25 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 exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DRAFT



LEAD MAINTENANCE & FACILITIES TECHNICIAN

Hourly Rate: \$28.74 - \$38.51 with benefits

DEFINITION

Under general supervision, leads and performs skilled maintenance and repair work on El Dorado Transit vehicles; provides direction and training to Equipment Technicians and other maintenance shop personnel; ensures safe and efficient operation of transit vehicles and equipment; diagnoses, rebuilds, and overhauls buses, vans, automobiles, and other equipment operated by El Dorado Transit; is responsible for the installation, maintenance, and calibration of on-board transit software technologies, including troubleshooting and repairs; performs inspections, preventative maintenance and repair work as needed on building, grounds and mechanical systems; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management or supervisory staff. Exercises lead direction over Equipment Technicians and other maintenance shop personnel but does not provide direct supervision.

CLASS CHARACTERISTICS

This is the lead-level classification in the Maintenance Department. Incumbents are responsible for providing guidance, training, and oversight to maintenance staff, ensuring that all maintenance and repair work meets operational standards and safety regulations. Positions at this level perform the most complex troubleshooting and repair work while coordinating workflow and assisting in prioritizing assignments.

This classification is distinguished from the Maintenance and Facilities Supervisor, which is responsible for direct supervision and higher-level decision-making regarding personnel and shop operations.

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.

Positions at the Equipment Mechanic I level may perform some of these duties in a learning capacity.

- Leads and participates in the skilled maintenance and repair of transit vehicles such as buses, vans, and automobiles, including diagnosing, repairing, and overhauling gas, and diesel fuel vehicle engines.

- Provides direction, guidance, and technical assistance to Equipment Technicians; assists in training employees in maintenance and repair techniques, safety procedures, and proper use of tools and equipment.
- Serves as a technical resource in troubleshooting complex vehicle and equipment malfunctions; inspects completed work to ensure quality and adherence to standards.
- Schedules and prioritizes maintenance and repair work; ensures that work is completed efficiently and in compliance with established guidelines.
- Performs inspections and preventative maintenance on transit buildings, grounds and mechanical systems.
- Diagnoses and repairs air brakes, hydraulic systems, front and rear suspension, electrical systems, and other major vehicle components.
- Conducts road tests of transit vehicles and performs field repairs as necessary.
- Reads and interprets manuals, schematics, and technical specifications; recommends necessary parts and equipment for maintenance tasks.
- Maintains detailed records of repairs, inspections, and maintenance activities.
- Assists in ensuring compliance with safety regulations, environmental standards, and agency policies.
- Responds to questions and complaints from other departments.
- May provide input into hiring decisions, performance evaluations and disciplinary matters.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced methods, techniques, parts, tools, materials, and equipment used in the overhaul, repair, and maintenance of diesel and gasoline-powered transit vehicles and equipment.
- Principles and practices of leadership, training, and workflow coordination.
- A variety of diagnostic methods and techniques for troubleshooting equipment malfunctions.
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field.
- Safe work methods, safety regulations, and hazardous material handling.
- Installation, maintenance and troubleshooting software technologies.
- Business mathematics and recordkeeping techniques.
- Customer service principles when dealing with the public, vendors, contractors, and staff.

Ability to:

- Perform highly skilled maintenance and repair tasks in support of a comprehensive vehicle maintenance program.
- Troubleshoot, diagnose, and repair a wide variety of transit vehicles and equipment.
- Install, maintain, and calibrate on-board transit software technologies.
- Provide lead direction and training to assigned staff, ensuring quality control in maintenance operations.
- Operate and maintain a variety of hand, power, and shop tools and equipment used in the work.
- Prioritize and schedule maintenance work to ensure efficiency and safety.
- Read and interpret manuals, specifications, and drawings.

- Maintain accurate logs, records, and reports.
- Work independently with minimal supervision.
- Effectively use computer systems and modern business equipment to perform job duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with colleagues and management.

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:

Education:

Equivalent to completion of the twelfth (12th) grade supplemented by specialized training in vehicle and equipment maintenance.

Experience:

Six (6) years of increasingly responsible experience in the skilled maintenance and repair of vehicles such as buses, vans, and automobiles, including at least two (2) years in a lead or senior technician capacity. Experience with on-board transit software technologies is desirable.

Licenses and Certifications:

- Possession of a valid California Class B Driver's License with passenger endorsement and no air brake restriction at time of appointment.
- Possession of an Air Brake Certification to be maintained throughout employment.
- Ability to obtain California Air Resource Board Heavy-Duty Inspector and Maintenance Certification within one (1) year of employment.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard workshop setting, to operate a motor vehicle and drive on highways, county roads, and surface streets; strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect vehicles and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds, or heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Work is primarily performed in a vehicle workshop environment, and occasionally in the field; incumbents are exposed to loud noise levels, vibration, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: March 6, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager

SUBJECT: Authorize Additional Payments Towards Unfunded Accrued Pension Liabilities

REQUESTED ACTION:

BY MOTION,

1. Authorize additional contributions to pay down the Unfunded Accrued Pension Liability of \$1,000,000 in Classic and \$150,000 in PEPRA
2. Authorize the Executive Director to execute all documents necessary for payments

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) has prefunded a portion of the Unfunded Accrued Liability for retirement benefits on an annual basis since formation in 1994. In July 2004, GASB 45 was enacted, which is a provision requiring government agencies to be transparent about the agency’s post-employment benefits, due to the ever-growing concern over the potential magnitude of employer obligations for post-employment benefits. El Dorado Transit has historically taken a proactive approach to making additional discretionary payments toward our unfunded liabilities:

| Historical Additional Discretionary Payments (ADP) | | |
|---|----------------|-------------------------------|
| Fiscal Year | Amount | Receivable Description |
| 2020/2021 | \$65,683.00 | ADP toward Classic |
| 2020/2021 | \$5,234.00 | ADP toward PEPRA |
| 2021/2022 | \$11,520.00 | ADP toward PEPRA |
| 2021/2022 | \$117,359.00 | ADP toward Classic |
| 2022/2023 | \$1,649,704.00 | ADP toward Classic |

DISCUSSION

The current balance is \$3,648,479 as determined by the Actuarial Valuations prepared by CalPERS as of June 30, 2023. Staff are recommending additional contributions to pay down targeted Unfunded Accrued Liability of \$1,000,000 in Classic and \$150,000 in PEPRA plans.

FISCAL IMPACT

With the requested action, staff recommend that El Dorado Transit makes an additional unfunded liability payment totaling \$1,150,000.

The financial position of El Dorado Transit will be reviewed each year in the fourth quarter to advise the Board if funding is available and warranted for additional contributions on an annual basis.

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: March 6, 2025
TO: El Dorado County Transit Authority
FROM: Kate Hewett, Finance Manager
SUBJECT: Fiscal Year 2025/26 Preliminary Operating Budget

REQUESTED ACTION:
BY MOTION,

Receive and File the proposed Fiscal Year 2025/26 Preliminary Operating Budget

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require the Executive Director to submit preliminary operating and capital budgets on or before the March meeting of each year and Board adoption of the preliminary budgets by April 15th of each year. Final operating budgets are to be proposed to the Board on or before June 15th of each year with final adoption required by July 15th.

DISCUSSION

El Dorado Transit is required to operate within a balanced budget. The Fiscal Year (FY) 2025/26 Preliminary Operating Budget as presented is balanced to anticipated operating revenues and provides for the potential restoration and/or expansion of transit services.

The El Dorado Transit management team anticipates that Transportation Development Act (TDA) funding will remain stable as projected by the State Controllers' Office (SCO) and the El Dorado County Auditors' office. This funding is based on sales tax revenue generated within the County of El Dorado and allocated through the El Dorado County Transportation Commission (EDCTC) for the provision of public transit services on the western slope.

PRELIMINARY FISCAL YEAR 2025/26 OPERATING BUDGET

The FY 2025/26 Preliminary Operating Budget assumes full employment of the current allocated regular full-time and part-time positions including management, administrative staff, operations, and maintenance. The final operating budget and allocation plan may include additional staffing adjustments based on operational need.

The preliminary operating budget report presented includes a comparison of the current fiscal year adjusted mid-year budget utilizing the following factors:

- Projected expenses using an analysis of the first six (6) months of the current fiscal year's actual expenses and liabilities.
- Preliminary budget assumes current level of service with some restoration and/or expansion of services over the course of the fiscal period.
- Costs for insurance premiums are not available in March. Renewals go into effect on May 1, July 1, and January 1.

Revenue Accounts

Transportation Development Act (TDA)

Following the draft apportionment of TDA funds by the El Dorado County Transportation Commission (EDCTC), the projected amount available to transit for operations is \$6,100,000. This amount is a decrease from the prior years' allocation in the amount of \$7,292,470.

Federal Transit Administration (FTA) Section 5311 Grant

The FTA Section 5311 program provides funding, through the California Department of Transportation (Caltrans), for public transportation projects in non-urbanized areas. There are two (2) types of programming in Section 5311; 1) County/Regional apportionment by formula and 2) Competitive Discretionary for Intercity connection projects. Historically, El Dorado Transit receives funds under the formula program for operating assistance or capital projects. This years' allocation has not been received so a placeholder of last years' amount has been provided.

Federal Transit Administration (FTA) Section 5311(f) Grant

The call for projects has not been issued yet this year from Caltrans. This years' allocation has not been received so a placeholder of last years' amount has been provided.

Fair Shuttle AB2766 Grant

El Dorado Transit will submit a grant application to the El Dorado County Air Quality Management District (EDCAQMD) for shuttle service to the 2026 and 2027 County Fairs.

Federal Transit Administration (FTA) Section 5311 ARPA Grant

Allocation of American Rescue Plan Act (APRA) to aid public health and economic recovery from the COVID-19 pandemic administered through the Caltrans FTA Section 5311 program.

State Transit Assistance (STA)

This allocation is based off of El Dorado County Sales Tax which can be used for either operating or capital expenses. Due to the decrease in TDA funding, we have elected to use for operating assistance.

Federal Transit Administration (FTA) Section 5307 ARPA Grant

Allocation of American Rescue Plan Act (APRA) to aid public health and economic recovery from the COVID-19 pandemic administered through the Caltrans FTA Section 5307 program.

Cash Fares

This includes the following line items: Cash Fares, Contract Service revenues, Commuter Route Fare Media, Local Route fare Media, and Paper Scrip sales. Estimates are based on the most recent six (6) month actual receipts. Management is predicting an increase in this revenue.

Contract Services

Contract Services revenue is based on an agreement with ALTA Regional California (ALTA) to transport ALTA clients to Motherlode Rehabilitation Enterprises, Inc. (M.O.R.E.). El Dorado Transits' current agreement with ALTA has expired. Management is working closely with ALTA staff for contract resolution.

CCJPA

El Dorado Transit has a third-party contract for the operation of the South Lake Tahoe route. The Capital Corridor Joint Powers Authority contract for the current year will be presented at a later date.

Advertising Revenue

El Dorado Transit has a third-party contract for bus shelter advertising.

Offset Reserve Fund – CalTIP (restricted)

These funds are held by El Dorado Transit's liability and vehicle physical damage insurance pool. Each year revised amounts are provided to pool members in April or May. If available, these funds can be used to offset the current year's premiums or held for future premiums.

Salary and Benefits Accounts

Regular Employees and Overtime

The regular employee and overtime line items include funding for eligible merit step increases and longevity.

Temporary Employees

The preliminary budget includes \$150,000 for Extra-Help employees to provide relief driving and fill-in Transit Dispatch assignments on an intermittent basis. These employees fill in when regular Operators and Dispatchers are off work.

Employee Retirement

Employee Retirement is based on a CalPERS formula. El Dorado Transit has a "Classic" and a "PEPRA" plan for regular employees. The employer contribution is approximately \$556,846 or 13.38% of base wages (based on actuarial reports); the employee contribution is estimated at \$343,347. The Employer current portion of the Unfunded Liability is \$335,436 and will be paid as a lump sum in July 2025.

Health Insurance

- The Health Insurance line item includes the El Dorado Transit contribution towards health, vision, and dental coverage for enrolled employees. Plan coverage is calendar year; therefore, premium increases will occur in January 2026.
- The Human Resources Department administers agreements and/or insurance policies for services and insurance coverage's that automatically renew each year. The following are perpetual contracts and agreements for employee insurance coverage and benefits:
 - Health Insurances
 - **Regular Full/Part-Time Unrepresented Employees**
 - ❖ CalPERS Health Plan with OptumRX Pharmaceutical
 - ❖ Delta Dental
 - ❖ Vision Service Plan (VSP)
 - **Regular Full/Part-Time Represented Transit Drivers**
 - ❖ Operating Engineers Plan – Health, Pharmaceutical, Dental, Vision
- Sun Life Financial - Long Term Disability
Coverage provides wage loss protection for regular full/part-time employees in the event of prolonged disability.
- Sun Life Financial – Life Insurance
\$10,000 policy coverage for regular full-time represented transit operators
\$20,000 policy coverage for regular full-time unrepresented employees
- Paylocity
Flexible Benefits Plan (Cafeteria Plan) allows regular full/part-time employees to pay the employee portion of premiums and certain benefits offered under the plan with pre-tax dollars.

Workers Compensation

Workers Compensation premiums are a percentage of payroll (regular hours). Management and staff are taking the necessary steps to take advantage of credit incentives that could reduce premiums by up to 18%.

Service and Supply Accounts

Service and supply account budgets are based on the first six (6) months' actual expenses plus a projection for the upcoming fiscal year's needs. Minor adjustments have been made to accounts with the largest changes addressed below:

Vehicle Maintenance – In-House

Projected increase includes additional service miles and warrantee expiration.

Insurance Premiums/Liability

The preliminary budget is based on premium estimates only.

Service Contracts/Equipment

This line item includes costs associated with annual service agreements, license renewals etc.

Contingency

Contingency is projected at \$312,000 representing 3% of the overall operating budget expenses.

SUMMARY

Management's opinion is that the financial position of El Dorado Transit is stable. The proposed preliminary budget for fiscal year 2025/26 reflects \$10,739,172 in total operating expenditures balanced to projected available Federal, State and project specific revenues.

Staff is requesting that the Board receive and file the proposed Fiscal Year 2025/26 Preliminary Operating Budget, as presented.

**EL DORADO COUNTY TRANSIT AUTHORITY
PRELIMINARY OPERATING BUDGET 2025/2026**

| OPERATING BUDGET | | FY 2024/2025 | FY2025/26 | |
|--------------------------------------|--|--------------------|---------------------|--------------|
| | | Mid Year | Prelim Operating | |
| | | Adopted 02/06/25 | Proposed 03/06/25 | Difference |
| REVENUE ACCOUNTS | | | | |
| 4000.00 | Transportation Development Act (TDA/LTF) | \$7,292,470 | \$6,100,000 | -\$1,192,470 |
| 4100.00 | Federal Transit Administration (FTA) Section 5311 Grant | \$761,477 | \$761,477 | \$0 |
| 4100.05 | Federal Transit Administration (FTA) Section 5311(f) Grant | \$75,000 | \$75,000 | \$0 |
| 4100.06 | Federal Transit Administration (FTA) ARPA Act Section 5311 Grant | \$138,875 | \$138,875 | \$0 |
| 4107.03 | Fair Shuttle AB2766 Grant | \$32,000 | \$32,000 | \$0 |
| 4112.00 | Federal Transit Administration (FTA) ARPA Act Section 5307 Grant | \$189,221 | \$189,221 | \$0 |
| 4270.00 | State Transit Assistance (STA) | \$0 | \$1,893,660 | \$1,893,660 |
| 4300.00 | Cash Fares | \$108,000 | \$112,000 | \$4,000 |
| 4310.00 | Contract Services | \$177,000 | \$184,000 | \$7,000 |
| 4330.00 | Commuter Route Fare Media | \$600,000 | \$675,000 | \$75,000 |
| 4350.00 | Local Route Fare Media | \$90,000 | \$100,000 | \$10,000 |
| 4360.00 | Paper Scrip | \$10,000 | \$13,000 | \$3,000 |
| 4370.00 | CCJPA | \$130,000 | \$132,249 | \$2,249 |
| 4400.00 | Advertising Revenue | \$14,500 | \$23,000 | \$8,500 |
| 4970.00 | Interest Income | \$170,000 | \$170,000 | \$0 |
| 4990.00 | Misc. Revenue | \$400 | \$400 | \$0 |
| 5060.00 | Offset Reserve Fund - CalTIP (restricted) | \$139,290 | \$139,290 | \$0 |
| TOTAL REVENUES | | \$9,928,233 | \$10,739,172 | \$810,939 |
| SALARY & BENEFIT ACCOUNTS | | | | |
| 5010.00 | Regular Employees | \$4,146,661 | \$4,401,372 | \$254,711 |
| 5010.02 | Temporary Employees | \$150,000 | \$150,000 | \$0 |
| 5010.07 | Overtime | \$120,000 | \$120,000 | \$0 |
| 5010.08 | On Call Pay | \$7,000 | \$7,000 | \$0 |
| 5010.09 | ARBRK and Shift Pay | \$50,000 | \$60,000 | \$10,000 |
| 5020.01 | Employee Retirement | \$600,000 | \$750,000 | \$150,000 |
| 5020.02 | Health Insurance | \$1,585,000 | \$1,770,000 | \$185,000 |
| 5020.03 | Unemployment Insurance | \$15,000 | \$15,000 | \$0 |
| 5020.04 | LT Disability/Life Ins | \$43,000 | \$46,000 | \$3,000 |
| 5020.05 | Worker's Comp | \$138,000 | \$159,000 | \$21,000 |
| 5070.01 | OASDI - Payroll Tax - FICA | \$8,500 | \$8,500 | \$0 |
| 5070.02 | MEDICARE - Payroll Tax | \$60,000 | \$60,000 | \$0 |
| TOTAL SALARY & BENEFITS | | \$6,923,161 | \$7,546,872 | \$623,711 |
| SERVICE & SUPPLY ACCOUNTS | | | | |
| 5030.00 | Professional Services | \$250,000 | \$250,000 | \$0 |
| 5030.10 | Employee Medical Exams | \$15,000 | \$15,000 | \$0 |
| 5030.30 | Background Checks | \$3,000 | \$2,000 | -\$1,000 |
| 5040.00 | Vehicle Maintenance (In-House) | \$440,000 | \$460,000 | \$20,000 |
| 5040.01 | Fuel Purchase | \$650,000 | \$750,000 | \$100,000 |
| 5040.02 | Vehicle Maintenance/Tires & Tubes | \$135,000 | \$125,000 | -\$10,000 |
| 5040.03 | Vehicle Maintenance/Lubricants | \$47,000 | \$37,000 | -\$10,000 |
| 5040.04 | Vehicle Maintenance/Small Tools - Shop | \$5,000 | \$5,000 | \$0 |
| 5040.80 | Vehicle Maintenance/Sales Tax/ Fuel & Lub. | \$45,000 | \$45,000 | \$0 |
| 5050.01 | Communications - Phone | \$35,000 | \$30,000 | -\$5,000 |
| 5050.02 | Utilities | \$56,000 | \$61,000 | \$5,000 |
| 5050.03 | Utilities/ Park & Rides | \$30,000 | \$30,000 | \$0 |
| 5060.01 | Insurance Premiums/Public Liability | \$408,000 | \$365,000 | -\$43,000 |
| 5060.02 | Insurance Premiums/Physical Damage | \$26,000 | \$30,000 | \$4,000 |
| 5060.03 | Insurance Premiums/Commercial | \$15,000 | \$15,000 | \$0 |
| 5060.04 | Insurance Premium EPLI Package | \$35,000 | \$35,000 | \$0 |
| 5090.00 | Operating Expense - Other | \$3,500 | \$3,500 | \$0 |
| 5090.01 | Household Expenses | \$23,000 | \$23,000 | \$0 |
| 5090.02 | Shop Clothing & Supplies | \$10,000 | \$10,000 | \$0 |
| 5090.05 | Uniforms - Other | \$30,000 | \$20,000 | -\$10,000 |
| 5090.06 | Service Contracts/Equipment | \$200,000 | \$200,000 | \$0 |
| 5090.08 | Pubs/Legal Notices | \$2,500 | \$2,500 | \$0 |
| 5090.20 | Communications - Radio | \$500 | \$500 | \$0 |
| 5090.30 | Staff Development/Travel | \$60,000 | \$60,000 | \$0 |
| 5090.40 | Memberships | \$6,000 | \$6,000 | \$0 |
| 5090.50 | Safety Equipment/Training | \$5,000 | \$2,500 | -\$2,500 |
| 5090.70 | Office Expense | \$22,000 | \$22,000 | \$0 |
| 5090.72 | Bank Charges | \$1,500 | \$1,500 | \$0 |
| 5090.73 | Credit Card Charge Fees | \$6,000 | \$6,000 | \$0 |
| 5090.74 | Connect Card Administration Expenses | \$11,000 | \$11,000 | \$0 |
| 5090.75 | Printing | \$15,000 | \$10,000 | -\$5,000 |
| 5090.80 | Postage | \$4,000 | \$4,000 | \$0 |
| 5120.00 | Rents/Leases | \$16,000 | \$16,000 | \$0 |
| 5140.01 | Equipment Purchase - Data Processing | \$1,000 | \$1,000 | \$0 |
| 5140.05 | Equipment Purchase - Office | \$1,800 | \$1,800 | \$0 |
| 5150.00 | Special Department Expense | \$1,500 | \$1,500 | \$0 |
| 5150.01 | Marketing | \$30,000 | \$15,000 | -\$15,000 |
| 5160.00 | Maintenance/Other | \$2,000 | \$2,000 | \$0 |
| 5160.01 | Maintenance/Buildings | \$25,000 | \$25,000 | \$0 |
| 5160.03 | Maintenance/Equipment | \$20,000 | \$10,000 | -\$10,000 |
| 5160.05 | Maintenance/Grounds | \$25,000 | \$6,500 | -\$18,500 |
| 5160.07 | Park and Ride Maintenance | \$47,500 | \$20,000 | -\$27,500 |
| 5160.09 | Maintenance/Bus Stop | \$8,000 | \$4,000 | -\$4,000 |
| 4108.03 | Fair Shuttle AB2766 Grant | \$0 | \$0 | \$0 |
| 5008.01 | MY RIDE - Mileage Expenses | \$140,000 | \$140,000 | \$0 |
| 6270.00 | Contingency | \$92,272 | \$312,000 | \$219,728 |
| TOTAL SERVICES AND SUPPLIES | | \$3,005,072 | \$3,192,300 | \$187,228 |
| TOTAL OPERATING EXPENSES | | \$9,928,233 | \$10,739,172 | \$810,939 |

AGENDA ITEM 2 C
Action Item

MEMORANDUM

DATE: March 6, 2025
TO: El Dorado County Transit Authority
FROM: Kate Hewett, Finance Manager
SUBJECT: Fiscal Year 2025/26 Preliminary Capital Improvement Plan and Budget

REQUESTED ACTION:

BY MOTION,

Receive and file the proposed Fiscal Year 2025/26 Preliminary Capital Improvement Plan and budget

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require the Executive Director to submit preliminary operating and capital budgets on or before the March meeting of each year and Board adoption of the preliminary budgets by April 15th of each year. Final operating and capital budgets are to be proposed to the Board on or before June 15th of each year with final adoption required by July 15th.

DISCUSSION

The FY 2025/26 Preliminary Capital Improvement Plan (CIP) Budget recommends capital projects and identifies funding sources. Projects may carry over multiple fiscal years and include but are not limited to facility improvements, equipment purchases and replacement, vehicle purchases and replacements, software and hardware upgrades and replacements, safety and security systems and bus stop/park and ride improvements. New fiscal year projects proposed in the CIP are numbered as 26-XX (e.g., 26-01; 26-02, etc.).

In addition to ongoing projects, staff is recommending the following for addition to the FY 2024/25 CIP and the inclusion of the FY 2025/26 CIP:

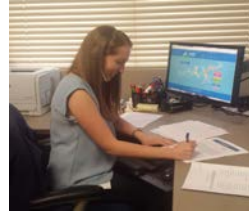
- **25-06 Vehicle Replacement – Demand Response / Micro-Transit**
- 26-01 Administration / Maintenance Facility Equipment
- 26-02 Bus Stop Improvements, Maintenance and Repairs

SUMMARY

Staff is requesting that the Board receive and file the proposed Fiscal Year 2025/26 Preliminary Capital Budget, as presented.



EL DORADO TRANSIT



Fiscal Year 2025/26

Capital Improvement Plan

March 6, 2025

Prepared by:

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

EL DORADO COUNTY TRANSIT AUTHORITY

PRELIMINARY

CAPITAL IMPROVEMENT PLAN

FISCAL YEAR 2025/2026

EL DORADO COUNTY TRANSIT AUTHORITY

CAPITAL IMPROVEMENT PLAN

The El Dorado County Transit Authority (El Dorado Transit) maintains a fleet of large, medium, and small buses, minivans, and sedans. Fleet vehicles are utilized in the delivery of public transportation; for administrative support travel; staff development training; on-going public outreach travel and maintenance of transit facilities such as bus stops and park-and-ride lots. The Capital Improvement Plan is designed to address the financial investment required to maintain the fleet and facilities owned or leased by El Dorado Transit. Continuing the current level of service and managing the potential expansion of service will succeed only if adequate consideration is given to capital needs.

The Capital Improvement Plan is a planning document setting goals with realistic revenue projections. Vehicle replacement is a component of the Capital Improvement Plan. This annual planning process maximizes available funding for capital investments necessary to provide public transportation at the current level of service and efficient management of the expansion of public services.

As a fiscal management tool, the Capital Improvement Plan is prepared to take full advantage of capital funding programs, avoid large annual claims against local transportation funds for capital expenditures and to assure capital reserves are available in case annual capital revenue sources diminish or are not consistent. Capital Improvement Plan funding is available for full replacement cost and provides local match funding required for capital grant programs.

California public transit operators have several sources of capital funding available. Each funding source has differing criteria for eligible projects. Bus replacement funding is the most challenging capital funding for public transit operators.

The Capital Improvement Plan and Capital Budget for 2025/26 identify transit capital funded with Transportation Development Act (TDA) funds, State of Good Repair (SGR) funds, Federal Transit Administration (FTA) Section 5307 funds, Federal Transit Administration (FTA) Section 5310 funds, and a proposed Low Carbon Transit Operations Program (LCTOP) grant from the State.

The Capital Improvement Plan includes a summary of projects and funding sources, the budget and project descriptions.

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Maintenance Facility Swamp Cooler and Steam Cleaner Modifications

Project No. 20-04 (3)

In 2001, two (2) industrial swamp coolers were installed on the exterior of the maintenance facility to provide environmental control for maintenance staff performing maintenance in the three (3) bays. Over time, these large units are inefficient and do not provide the necessary cooling needed for personnel and require extensive maintenance.

This project would remove the existing units, patch the metal siding, install new racking and two (2) more efficient swap coolers and proper ducting inside the bays.

In 2013, an engine steam cleaning system was constructed behind the maintenance facility for keeping the bus engines free of excessive oil and grease as required by California Highway Patrol Transit Operator Compliance requirement. The facility included a steel carport area with a contained drain system to prevent leakage into the storm water drain system. When not used for steam cleaning engines, the custodian uses this area to perform bus cleaning. Because the area has no siding it is not a conducive environment during adverse weather. It is not a large enough area to house a 45-foot bus.

This project would install pre-engineered metal siding to close off three (3) sides of the facility, install additional columns to extend the length of the facility by 10 – 15 and a rollup door to fit the larger buses to enable closing off the work area during adverse weather conditions.

COST SUMMARY (ESTIMATE)

| | <u>Adopted Budget</u> |
|---------------------------------|---------------------------|
| Shop Swamp Cooler Modifications | \$63,500 |
| Contingency | <u>\$ 6,825</u> |
| | \$70,325 |
| Steam Cleaner Modifications | \$90,000 |
| Contingency | <u>\$ 8,850</u> |
| | \$98,350 |
| <i>Total Project Estimate</i> | <i>\$168,675</i> |

FUNDING SOURCES

| | |
|--------------------------------------|------------------|
| Transportation Development Act (TDA) | <u>\$168,675</u> |
| <i>Total Revenue</i> | <i>\$168,675</i> |

| Adopted into CIP | Status | Estimated Completion Date |
|-------------------------|---------------|----------------------------------|
| FY 2019 / 2020 | Active | FY 2025 / 2026 |

El Dorado Hills Park and Ride Improvements

Project No. 22-02 (3)

The El Dorado County Transit Authority (El Dorado Transit) maintains a park and ride facility in El Dorado Hills at Post Street and White Rock Road. In the El Dorado Transit Park and Ride Master Plan which was adopted by the El Dorado Transit Board on February 1, 2024, improvements to the El Dorado Hills Park and Ride were recommended. Those improvements include repaving the existing lot; reconstructing the transit passenger plaza; renewing landscaping, striping, and signing; adding new EV charging stations; improving bicycle and pedestrian connections; and purchasing and improving the lot to the east of the current facility.

COST SUMMARY (ESTIMATE)

Adopted Budget

| | |
|---------------------------------------|--------------------|
| Park and Ride Parking Lot Resurfacing | <u>\$2,800,000</u> |
| <i>Total Project Estimate</i> | <u>\$2,800,000</u> |

FUNDING SOURCES

| | |
|---|-----------------------|
| Section 5339 5307 – Capital FY 2021 | \$ 300,000 |
| Section 5307 – Capital FY 2022 | \$ 400,000 |
| Section 5307 – Capital FY 2023 | \$ 438,792 |
| Section 5307 5339 – Capital FY 2024 | \$ 271,760 |
| Transportation Development Act (TDA) | <u>\$1,789,448</u> |
| <i>Total Revenue</i> | <u>\$2,800,000</u> |

| Adopted into CIP | Status | Estimated Completion Date |
|-------------------------|---------------|----------------------------------|
| FY 2021 / 2022 | Active | FY 2027 / 2028 |

Zero Emission Vehicles and Infrastructure – Phase I

Project No. 22-03 (3)

El Dorado Transit (EDT), like all transit agencies in the state of California, are required to transition to zero-emission buses (ZEBs) by 2040. In 2018, the California Air Resources Board (CARB) adopted the Innovative Clean Transit ICT regulation that requires this gradual transition to ameliorate the air quality for all communities across California. While public transportation already replaces car trips, by transitioning away from diesel (which currently powers EDT’s fleet) and other fossil fuels, transit agencies will further contribute to the sustainability of our natural environment.

EDT is classified under the ICT regulation as a small agency, meaning that beginning in 2026 through 2028, all new heavy-duty bus purchases must consist of at least 25% ZEBs. By 2029, all new purchases are to be 100% ZEB.

EDT is currently undertaking a ZEB study to determine the appropriate technologies for its fleet, whether battery-electric buses (BEBs), that ‘fuel’ or charge in the bus garage and/or on-route, or hydrogen fuel cell electric buses (FCEBs) that are fueled with hydrogen. BEBs and FCEBs are costly vehicles, nearly one-and-a-half to triple the cost of diesel-powered vehicles. EDT will need to replace its fleet of 35-ft buses according to the ICT schedule.

Furthermore, the ICT regulation also requires that beginning in 2026, if Altoona-test models are available, agencies must also begin replacing articulated, over-the-road, double-decker, or cutaway buses. EDT currently operates diesel-powered motor coaches on its commuter services, so these buses would need to be transitioned; moreover, gasoline-powered cutaways used for demand-response service will also need to be transitioned to ZE.

Finally, EDT will need to invest heavily in infrastructure for ZEBs, whether BEB or FCEB. For BEBs, electric utility upgrades will need to be coordinated with PG&E, and BEB chargers will need to be procured, installed, and hooked-up prior to BEB acceptance. For FCEBs, EDT may need to construct an on-site fueling yard for hydrogen or look for offsite opportunities, although currently, very few hydrogen fueling stations are available.

| | |
|---|-----------------------|
| <i>COST SUMMARY (ESTIMATE)</i> | <u>Adopted Budget</u> |
| Zero Emission Vehicles and Infrastructure | <u>\$8,280,000</u> |
| <i>Total Project Estimate</i> | <u>\$8,280,000</u> |

FUNDING SOURCES

| | |
|--|--------------------|
| Low Carbon Transit Operations Program (LCTOP) FY 2020/21 | \$ 140,523 |
| Low Carbon Transit Operations Program (LCTOP) FY 2021/22 | \$ 378,215 |
| Low Carbon Transit Operations Program (LCTOP) FY 2022/23 | \$ 305,959 |
| Low Carbon Transit Operations Program (LCTOP) FY 2023/24 | \$ 491,460 |
| Section 5339 – Capital FY 2024 | \$ 935,000 |
| Transportation Development Act (TDA/STA) Funds | \$3,800,000 |
| Funding Pending | <u>\$2,228,843</u> |
| <i>Total Revenue</i> | <u>\$8,280,000</u> |

| Adopted into CIP | Status | Estimated Completion Date |
|-------------------------|---------------|----------------------------------|
| FY 2021 / 2022 | Active | FY 2027 / 2028 |

Bass Lake Hills Park and Ride – Phase I

Project No. 22-04 (4)

All work related to the completion of the Bass Lake Hills Park and Ride, during or after preliminary construction of the facility.

The El Dorado County Transit Authority Park-and-Ride Facilities Master Plan (2017) identified the Bass Lake Hills Park and Ride location as the #3 Priority Site for development. The assumption was that the land for the facility would come from development activity within the Bass Lake Hill Specific Plan. In 2018, through Irrevocable Offers of Dedication provided by a developer, El Dorado Transit took title to portions of two parcels on the southwest side of Bass Lake Road at the future Country Club Drive, totaling 2.4 acres. Rough grading of the site, as part of the reconstruction of Bass Lake Road at the Country Club Drive intersection, was completed in 2020. The Condition of Approval for the Bass Lake North subdivision requires the developer to construct the first half (100 spaces) of the park and ride facility. That construction will create the basic park and ride facility, which includes drainage, finish grading and paving. Construction is now scheduled to begin in May 2023.

Additional improvements that will be needed to complete the first phase of the facility construction include signage, landscape design and installation, water supply, electric utilities, and lighting. Due to recently added design requirements and an accelerated construction schedule, staff expect to incur costs associated with the completion of Phase I construction within FY 2025/26. This shorter period necessitates the use of local Transportation Development Act (TDA) funds for this project.

As of March 2025, delays to the project were encountered due to the landscaping plan approval process. The remaining items include actual landscaping, installation and materials for a water tank and electrical building. The release of a RPF for these items is expected to be presented shortly. Delays in additional work needed require an adjustment to the overall budget.

| <i>COST SUMMARY (ESTIMATE)</i> | Adopted <u>Budget</u> | Proposed <u>Budget</u> |
|--------------------------------|--------------------------|---------------------------|
| Bass Lake Park & Ride | \$ 360,000 | \$460,000 |
| Contingency | <u>\$ 40,000</u> | <u>\$ 40,000</u> |
| <i>Total Project Estimate</i> | <i>\$ 400,000</i> | <i>\$500,000</i> |

FUNDING SOURCE

| | | |
|--------------------------------------|-------------------|-------------------------|
| Transportation Development Act (TDA) | <u>\$ 400,000</u> | <u>\$500,000</u> |
| <i>Total Revenue</i> | <i>\$ 400,000</i> | <i>\$500,000</i> |

| Adopted into CIP | Status | Estimated Completion Date |
|-------------------------|---------------|----------------------------------|
| FY 2021 / 2022 | Active | FY 2026 / 2027 |

Scheduling and Dispatching Software Replacement

Project No. 22-05 (3)

This project will replace the current software that is used for Demand Response scheduling and dispatching that was purchased in 2012. New software technologies can offer a more robust system that will be more customer responsive.

COST SUMMARY (ESTIMATE)

| | <u>Adopted Budget</u> |
|-------------------------------|---------------------------|
| Dispatching Software | \$230,000 |
| Contingency | <u>\$ 15,000</u> |
| <i>Total Project Estimate</i> | <i>\$230,000</i> |

FUNDING SOURCES

| | |
|---|------------------|
| Federal Transit Administration (FTA) Rural 5310 Grant | \$120,000 |
| Federal Transit Administration (FTA) Urban 5310 Grant | \$ 60,000 |
| Transportation Development Act | <u>\$ 50,000</u> |
| <i>Total Revenue</i> | <i>\$230,000</i> |

| Adopted into CIP | Status | Estimated Completion Date |
|-------------------------|---------------|----------------------------------|
| FY 2021 / 2022 | Active | FY 2025 / 2026 |

Bus Parking Lot Rehabilitation

Project No. 23-02 (3)

The El Dorado County Transit Authority (El Dorado Transit) parks all vehicle assets on site at our facility located on the northeastern portion of the property. The parking area has interior and perimeter lighting, chain link fencing, a paved surface and mechanical entry gate.

The pavement condition is degraded significantly and needs repair. In addition, bus charging infrastructure and parking lot layout improvements were recommended in the Zero Emission Vehicle Rollout and Implementation Plan. Including “Area A” in the ZEB study.

This project will include the removal and replacement of asphalt, moving concrete curbs, installation of underground conduit, new striping, and other improvements.

If the project is below budget, excess grant funds will go toward vehicle maintenance.

| <i>COST SUMMARY (ESTIMATE)</i> | <u>Adopted Budget</u> | <u>Proposed Budget</u> |
|--------------------------------|---------------------------|----------------------------|
| Bus Parking Lot Rehabilitation | \$810,000 | \$1,117,564 |
| Contingency 10% | <u>\$ 81,436</u> | <u>\$ 124,174</u> |
| <i>Total Project Estimate</i> | <i>\$891,436</i> | <i>\$1,241,738</i> |

FUNDING SOURCES

| | | |
|---|------------------|---------------------------|
| SB1 State of Good Repair Grant FY 22/23 | \$285,297 | \$ 288,775 |
| SB1 State of Good Repair Grant FY 23/24 | \$297,741 | \$ 315,003 |
| SB1 State of Good Repair Grant FY 24/25 | \$308,398 | \$ 309,544 |
| SB1 State of Good Repair Grant FY 25/26 | <u>\$ 0</u> | <u>\$ 328,416</u> |
| <i>Total Revenue</i> | <i>\$891,436</i> | <i>\$1,241,738</i> |

| Adopted into CIP | Status | Estimated Completion Date |
|-------------------------|---------------|----------------------------------|
| FY 2022 / 2023 | Active | FY 2026 / 2027 |

Security Surveillance & Lighting

Project No. 24-02 (2)

The current surveillance equipment at the El Dorado Transit Main Office, including the Maintenance Building and bus yard, primary bus stops, transfer points, and park & ride facilities occurred between 2011 and 2016. This project will replace current hardware and software to significantly enhance safety and security for transit passengers and property. The project proposes a reinstallation of security cameras and/or lighting including the following locations, Main Office, Central Park and Ride, Placerville Station, Cambridge Road Park and Ride, El Dorado Hills Park and Ride, Ponderosa Road, Bass Lake Road Park and Ride, and Ray Lawyer Drive Park and Ride. Additional locations may be included depending on funding availability.

COST SUMMARY (ESTIMATE)

Adopted Budget

| | |
|--|------------------|
| Passenger Security Surveillance & Lighting - Bus Stops | \$410,000 |
| Contingency | <u>\$ 41,000</u> |
| <i>Total Project Cost</i> | <i>\$451,000</i> |

FUNDING SOURCES

| | |
|--|------------------|
| Transportation Development Act (TDA) funds | <u>\$451,000</u> |
| <i>Total Revenue</i> | <i>\$451,000</i> |

| Adopted into CIP | Status | Estimated Completion Date |
|-------------------------|---------------|----------------------------------|
| FY 2023 / 2024 | Active | FY 2025 / 2026 |

Collision Avoidance System Upgrade

Project No. 24-04

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

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

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

FUNDING SOURCE

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

| Adopted into CIP | Status | Estimated Completion Date |
|-------------------------|---------------|----------------------------------|
| FY 2023 / 2024 | Active | FY 2025 / 2026 |

Cambridge Road Park and Ride Improvements

Project No. 25-03

The El Dorado County Transit Authority (El Dorado Transit) maintains a park and ride facility at Cambridge Road and Highway 50 in Cameron Park. In the El Dorado Transit Park and Ride Master Plan which was adopted by the El Dorado Transit Board on February 1, 2024, improvements to the park and ride were recommended. Those improvements will make the facility a fully adequate transit center and would include adding a bus loop with two additional bus loading bays; parking lot resurfacing and striping; and landscaping improvements.

COST SUMMARY (ESTIMATE)

Adopted Budget

| | |
|---------------------------------------|------------------|
| Park and Ride Parking Lot Resurfacing | <u>\$950,000</u> |
| <i>Total Project Estimate</i> | <i>\$950,000</i> |

FUNDING SOURCES

| | |
|--------------------------------------|------------------|
| Transportation Development Act (TDA) | <u>\$950,000</u> |
| <i>Total Revenue</i> | <i>\$950,000</i> |

| Proposed into CIP | Status | Estimated Completion Date |
|--------------------------|---------------|----------------------------------|
| FY 2024 / 2025 | Pending | FY 2026 / 2027 |

Placerville Station Upgrades

Project No. 25-04

The Placerville Station Transfer Center is a key hub for El Dorado Transit routes. Three local routes (20, 50X & 60) utilize Placerville Station as well as the Sacramento/South Lake Tahoe Connecting Bus. For passengers traveling to Tahoe with Capitol Corridor and Amtrak, Placerville Station might be their only impression of the city of Placerville.

The restrooms at Placerville Station experience heavy usage from not only Transit riders, but also from locals, including transients and users of the nearby El Dorado Trail. This, in conjunction with a worn and older building, has left Placerville Station in poor shape.

The city of Placerville is planning maintenance improvements which consist of:

- Replacing roof
- Power washing facility
- Drywall repair
- Exterior painting
- New restroom amenities

El Dorado Transit is a constant user of the Placerville Station and partners with the city of Placerville in the utilization of the facility. As such, the city has asked El Dorado Transit to share 50% of the maintenance improvement costs estimated at \$100,000.

COST SUMMARY (ESTIMATE)

Adopted Budget

| | |
|----------------------------------|-----------------|
| Placerville Station Improvements | \$50,000 |
| Contingency 10% | <u>\$ 5,000</u> |
| <i>Total Project Cost</i> | \$55,000 |

FUNDING SOURCE

| | |
|--------------------------------------|------------------|
| Transportation Development Act (TDA) | <u>\$ 55,000</u> |
| <i>Total Revenue</i> | <u>\$ 55,000</u> |

| Proposed into CIP | Status | Estimated Completion Date |
|--------------------------|---------------|----------------------------------|
| FY 2024 / 2025 | Pending | FY 2025 / 2026 |

Payment Acceptance Device Hardware and Processor Services

Project No. 25-05

This project will purchase and install the Kuba Pay equipment which will be mounted in each of the transit revenue vehicles for contactless payment, along with related processor service fees to operate the equipment. This will allow El Dorado Transit to accept contactless enabled credit cards, Google Wallet, Apple Pay, the next generation of Connect Card, or other digital payment, will simplify the fare payment process, speed up boardings, and therefore improve on-time performance.

COST SUMMARY (ESTIMATE)

Adopted Budget

| | |
|--|------------------|
| Payment Acceptance Hardware and Processor Services | \$170,153 |
| Contingency 10% | <u>\$ 17,015</u> |
| <i>Total Project Cost</i> | <i>\$187,168</i> |

FUNDING SOURCES

| | |
|--|------------------|
| Transit and Intercity Rail Capital Program (TIRCP) | \$123,000 |
| Transportation Development Act | <u>\$ 64,168</u> |
| <i>Total Revenue</i> | <i>\$187,168</i> |

| Proposed into CIP | Status | Estimated Completion Date |
|--------------------------|---------------|----------------------------------|
| FY 2024 / 2025 | Pending | FY 2025 / 2026 |

Vehicle Replacement – Demand Response/Micro-Transit

Project No. 25-06

This project will replace four (4) current demand response minivans and two (2) current cutaways with six (6) ford transit vans. These vehicles will be used for demand response and micro-transit services. The replacement vehicles will be purchased off the CalACT/Basin Transit purchasing cooperative agreement which El Dorado Transit is named as a participant.

COST SUMMARY (ESTIMATE)

Adopted Budget

| | |
|--|------------------|
| Payment Acceptance Hardware and Processor Services | \$602,965 |
| Contingency 10% | <u>\$ 60,297</u> |
| <i>Total Project Cost</i> | <u>\$663,262</u> |

FUNDING SOURCES

| | |
|--------------------------------|------------------|
| Section 5339 – Capital FY2022 | \$400,000 |
| Transportation Development Act | <u>\$263,262</u> |
| <i>Total Revenue</i> | <u>\$663,262</u> |

| Proposed into CIP | Status | Estimated Completion Date |
|--------------------------|---------------|----------------------------------|
| FY 2025 / 2026 | Pending | FY 2026 / 2027 |

Administration / Maintenance Facility Equipment

Project No. 26-01

El Dorado Transit may have the need during the Fiscal Year 2025/26 to procure items considered incidental in nature but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of small office equipment/furniture and/or replacement of Maintenance equipment.

Adoption of the project and budget allows transit staff to procure small items in a timely manner with the least amount of inconvenience to the public and staff. Individual purchase orders for this project will be presented to the Board for approval if they exceed the \$25,000 per purchase limit or if a budget increase is requested.

COST SUMMARY (ESTIMATE)

Adopted Budget

| | |
|---------------------------------------|-----------------|
| Admin./Maintenance Facility Equipment | <u>\$40,000</u> |
| <i>Total Project Estimate</i> | <u>\$40,000</u> |

FUNDING SOURCES

| | |
|--------------------------------------|-----------------|
| Transportation Development Act (TDA) | <u>\$40,000</u> |
| <i>Total Revenue</i> | <u>\$40,000</u> |

| Proposed into CIP | Status | Estimated Completion Date |
|--------------------------|---------------|----------------------------------|
| FY 2025 / 2026 | Pending | FY 2025 / 2026 |

Bus Stop Improvements, Maintenance and Repairs

Project No. 26-02

El Dorado Transit may have the need during the Fiscal Year 2025/26 to procure items considered incidental in nature but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of trash receptacles, benches, landscaping, shelter repairs and other items of this nature.

Adoption of the project and budget allows transit staff to procure items and conduct needs/repairs in a timely manner with the least amount of inconvenience to the public and staff. Individual purchase orders for this project will be presented to the Board for approval if they exceed the \$25,000 per purchase limit or if a budget increase is requested.

COST SUMMARY (ESTIMATE)

Adopted Budget

| | |
|---------------------------------------|-----------------|
| Admin./Maintenance Facility Equipment | <u>\$40,000</u> |
| <i>Total Project Estimate</i> | <i>\$40,000</i> |

FUNDING SOURCES

| | |
|--------------------------------------|-----------------|
| Transportation Development Act (TDA) | <u>\$40,000</u> |
| <i>Total Revenue</i> | <i>\$40,000</i> |

| Proposed into CIP | Status | Estimated Completion Date |
|--------------------------|---------------|----------------------------------|
| FY 2025 / 2026 | Pending | FY 2025 / 2026 |

El Dorado County Transit Authority
Preliminary Capital Improvement Plan Budget FY 2025/26

| Status | CIP Project Number | Project Description | Completion Estimate (FY) | Project Budget | STA* \$10,986,108 | FTA Section 5307 \$738,792 | FTA Section 5310 \$180,000 | FTA Section 5339 \$1,606,760 | LCTOP \$1,316,158 | TIRCP \$123,000 | SB1 / SGR \$1,241,738 | Unfunded |
|----------------------------------|--------------------|---|--------------------------|----------------|----------------------|-------------------------------|-------------------------------|---------------------------------|----------------------|--------------------|--------------------------|--------------|
| ACTIVE | 20-04 | Maintenance Facility Swamp Cooler and Steam Cleaner Modifications | 2025/26 | \$168,675 | \$168,675 | | | | | | | \$0 |
| ACTIVE | 22-02 | El Dorado Hills Park and Ride Improvements | 2027/28 | \$2,800,000 | \$1,789,448 | \$738,792 | | \$271,760 | | | | \$0 |
| ACTIVE | 22-03 | Zero Emission Vehicles and Infrastructure | 2027/28 | \$8,280,000 | \$3,800,000 | | | \$935,000 | \$1,316,158 | | | \$2,228,842 |
| ACTIVE | 22-04 | Bass Lake Park & Ride - Phase I | 2026/27 | \$500,000 | \$500,000 | | | | | | | \$0 |
| ACTIVE | 22-05 | Scheduling and Dispatching Software Replacement | 2025/26 | \$230,000 | \$50,000 | | \$180,000 | | | | | \$0 |
| ACTIVE | 23-02 | Bus Parking Lot Rehabilitation | 2026/27 | \$1,241,738 | | | | | | | \$1,241,738 | \$0 |
| ACTIVE | 24-02 | Passenger Security Surveillance & Lighting | 2025/26 | \$451,000 | \$451,000 | | | | | | | \$0 |
| ACTIVE | 24-04 | Collision Avoidance System Upgrade | 2025/26 | \$358,050 | \$358,050 | | | | | | | \$0 |
| ACTIVE | 25-03 | Cambridge Road Park and Ride Improvements | 2026/27 | \$950,000 | \$950,000 | | | | | | | \$0 |
| ACTIVE | 25-04 | Placerville Station Upgrades | 2025/26 | \$55,000 | \$55,000 | | | | | | | \$0 |
| ACTIVE | 25-05 | Payment Acceptance Device Hardware and Processor Services | 2025/26 | \$187,168 | \$64,168 | | | | | \$123,000 | | \$0 |
| ACTIVE | 25-06 | Vehicle Replacement - Demand Response/Micro-Transit | 2026/27 | \$663,262 | \$263,262 | | | \$400,000 | | | | \$0 |
| ACTIVE | 26-01 | Administration / Maintenance Facility Equipment | 2025/26 | \$40,000 | \$40,000 | | | | | | | \$0 |
| ACTIVE | 26-02 | Bus Stop Improvements, Maintenance and Repairs | 2025/26 | \$40,000 | \$40,000 | | | | | | | \$0 |
| Project Totals | | | | \$15,964,893 | \$8,529,603 | \$738,792 | \$180,000 | \$1,606,760 | \$1,316,158 | \$123,000 | \$1,241,738 | \$2,228,842 |
| Remaining Funds Available | | | | | \$2,456,505 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | -\$2,228,842 |

*Balance Per FY 2023/24 Audited Financials

Project Status: In Progress Funded Unfunded

AGENDA ITEM 2 D
Action Item

MEMORANDUM

DATE: March 6, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager

SUBJECT: Approve Purchase Order No. 30195 issued to A to Z Bus Sales for the acquisition of six (6) Replacement Demand Response Ford Transit Vans

REQUESTED ACTION:

BY MOTION,

- 1. Approve Purchase Order No. 30195 issued to A to Z Bus Sales for the acquisition of six (6) Replacement Demand Response Ford Transit Vans in the amount of \$602,965.**
- 2. Authorize Executive Director to execute all documents related to these purchases within the Presented Capital Improvement Plan Project #25-06 (Item 2C of this Agenda)**

BACKGROUND

El Dorado Transit approves a vehicle replacement plan annually. The vehicle replacement plan shows the intent in keeping fleet vehicles safe and reliable.

El Dorado Transit is working closely with Sacramento Regional Transit to include in the next application cycle the replacement of six (6) vehicles through the FTA Section 5339 Grant process.

DISCUSSION

The FTA Section 5339 funds outlined in this capital plan were awarded in Fiscal Year 2021-2022. To ensure no additional loss of grant funding, we are requesting the approval of this purchase order so that as soon as the grant is awarded, the purchase order can be submitted.

FISCAL IMPACT

Capital Budget

No changes are needed to the Capital Budget.

COST SUMMARY (ESTIMATE)

Proposed Budget

| | |
|---------------------------|------------------|
| Six (6) Ford Transit Vans | \$602,965 |
| 10% Contingency | <u>\$ 60,297</u> |
| <i>Total Project Cost</i> | <i>\$663,262</i> |

FUNDING SOURCE

| | |
|--------------------------------------|------------------|
| Section 5339 – Capital FY2022 | \$400,000 |
| Transportation Development Act (TDA) | <u>\$263,262</u> |
| <i>Total Revenue</i> | <i>\$663,262</i> |

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

PURCHASE ORDER NO. 30195

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

DATE:

ACCOUNT:

CLASS:

TO:

A-Z Bus Sales, Inc.
 P.O. Box 102479
 Pasadena, CA 91189-2479

SHIP & INVOICE TO:

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

Contact: Clay Hartman

Vendor Phone No: (800) 437-5522

Fax No: (951)781-1835

| PROMISED DELIVERY DATE | | TERMS: NET 30 | |
|---|--|--------------------|----------------|
| | | F.O.B. DESTINATION | |
| QTY | DESCRIPTION | UNIT PRICE | EXTENDED TOTAL |
| 6 | MTBA CalACT Cooperative RFP #20-01 Ford Transit 350 Mid Roof, 148" WM -AWD Ford OEM Body Construction, No Modification to Body, Ford XL Wagon Trim Package, Rear Door Braun Lift, 2 Extra Ignition keys for a Total of 6, Headroom Height Interior: 67", Exterior Height: 99.2", Overall Length: 235", Q Straint L Track, Altro Flooring in W/C Area, 225/65R16 Tires, 3.5L V-6 Engine, 10 Speed Automatic Transmission, 148' Wheelbase, 3.73 Rear Axle Ratio, Limited Slip, 9,550 lb GVWR, Rear Axle Single Tires OEM Ford Air Conditioning and Heat, Ford OEM Radio #58B, Reverse Backing Camera | \$93,214.00 | \$559,284.00 |
| 6 | Mobility Aid Rebate | \$1,000.00 | \$6,000.00 |
| 6 | CalACT MBTA Fee 1.5% on the Subtotal | \$1,398.21 | \$8,389.26 |
| 6 | Mobility Aid Reversal | -\$1,000.00 | -\$6,000.00 |
| | *Sales Tax = \$5,873.08 Each x 6 *State Tire Tax = \$8.75 Each x 6 | | |
| 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 | \$567,673.26 |
| | | SHIPPING | \$0.00 |
| | | *SALES TAX | \$35,290.98 |
| | | TOTAL | \$602,964.24 |
| PURCHASING AGENT | | | |

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

AGENDA ITEM 2 E
Action Item

MEMORANDUM

DATE: March 6, 2025
TO: El Dorado County Transit Authority
FROM: Christine Parker, Safety Program Manager
SUBJECT: Workplace Violence Prevention Plan

REQUESTED ACTION:

BY MOTION,

Adopt Resolution No. 25-07 approving the Workplace Violence Prevention Plan

BACKGROUND

On September 30, 2023, California Senate Bill 553 was signed into law and the California Labor Code section 6401.9 became effective and enforceable on July 1, 2024.

California Labor Code section 6401.9 requires The El Dorado County Transit Authority (El Dorado Transit) to establish, implement, and maintain an effective written Workplace Violence Prevention Plan. The plan must include effective procedures to identify hazards, evaluate hazards, response, investigation and review the plan.

DISCUSSION

Workplace violence poses significant risks to the safety, health, and well-being of employees and can disrupt organizational productivity. Regulatory compliance to Labor Code 6401.19 requires employees to take proactive measures to mitigate risks. The Workplace Violence Prevention Plan is aligned with regulatory compliance and industry best practices and aims to create a robust framework for preventing, identifying and addressing workplace violence.

El Dorado Transit will review practices and procedures regularly to remain compliant and keep employees safe while at work. Updates to the plan will be based on reviews of reports from employees, actions taken by El Dorado Transit and other data collected.

In accordance with the California Labor Code, El Dorado Transit implemented the Workplace Violence Prevention Plan on July 1, 2024. To remain transparent to the public and Board of Directors, El Dorado Transit is recommending the adoption of the Workplace Violence Prevention Plan.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 25-07**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY
ADOPTION OF WORKPLACE VIOLENCE PREVENTION PLAN

WHEREAS, El Dorado County Transit Authority (“El Dorado Transit”) recognizes the importance of promoting safety for all employees

WHEREAS, the proposed Policy needs to comply with California Labor Code 6401.9; and

WHEREAS, the adoption of this policy is aligned with industry best practices and will enhance organizational effectiveness and the safety for the agency.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY: The Board adopts the attached Workplace Violence 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 March 2025, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

David Yarbrough, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board



Workplace Violence Prevention Plan

Implemented: July 1, 2024

Adopted: March 6, 2025

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

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Policy

El Dorado County Transit Authority (EDCTA) is committed to providing a work environment that is free of threatening or violent behavior involving any employee, volunteer, contractor, vendor, client, passenger, or visitor. The purpose of this policy is to establish, implement, and maintain a structured and proactive approach to identifying, managing, and mitigating risks in the workplace. An effective Workplace Violence Prevention Plan (WVPP) will address the hazards known to be associated with four types of workplace violence as defined by the Labor Code Section 6401.9. This plan will also include requirements for the Federal Transit Administration (FTA).

An employee who is teleworking from a location of the employee's choice, which is not under the control of the employer, will be exempt from this policy.

Definitions

- Emergency: Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other people.
- Engineering Controls: An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.
- Log: The violent incident log required (Appendix A).
- WVPP: The Workplace Violence Prevention Plan.
- Serious Injury/Illness: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.
- Threat of Violence: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
- Work Practice Controls: Procedures and rules which are used to effectively reduce workplace violence hazards.

Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment. Includes, but is not limited to the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, vendors, passengers, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Physical Assault: For the purpose of Federal Transit Administration and reporting purposes for the National Transit Database (NTD), a physical assault is when the attack involves contact with the transit worker*, which could include any physical contact with the victim from the attacker's body, a weapon, a projectile or other item.

*For reporting purposes NTD reporting, operator is an employee whose function is to operate the transit vehicle. A transit worker refers to an employee or individual who is compensated by EDCTA or who is otherwise providing specific services on behalf of EDCTA.

Non-physical Assault: An assault in which the attack involves no physical contact with the transit worker. For example: Threats, intimidation, harassment, physical assault attempt.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

WVPP Administrator has the authority and responsibility for implementing the provisions of this plan for EDCTA. The following are the parties responsible and their duties:

| Responsible Persons | Position | WVPP Responsibilities | Phone Number | Email |
|-------------------------|-------------------------|--|----------------------|-----------------------------|
| Brian James | Executive Director | Oversees the entire program Approves final plan and major changes | 530-642-5383 Ext 210 | bjames@eldoradotransit.com |
| Maria Harris | Human Resources Manager | Handles Reports Oversees the program | 530-642-5383 Ext 209 | mharris@eldoradotransit.com |
| Christine Parker | Safety Program Manager | Develops, Implements Maintains the plan Safety Inspections Organizes Safety Meeting and Training Materials Keeps records of reports of workplace Violence Determine Reportable Event for NTD; Risk Assessments; Emergency Preparedness Activity | 530-642-5383 Ext 217 | cparker@eldoradotransit.com |

Employees (Including Managers and Supervisors)

Responsibilities include:

- Their own behavior when interacting with fellow employees, supervisors, passengers, members of the public, and vendors.
- Maintaining a violence-free work environment.
- Attending all training.
- Following all directives, policies, and procedures.
- Cooperating fully in investigations/assessments of allegations of workplace violence
- Informing appropriate personnel about restraining or protective court orders related to domestic situations so that assistance can be offered at the workplace.
- Reporting suspicious people in the area and alerting the proper authorities when necessary.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their respective work areas.
- Taking all reported incidents of workplace violence seriously
- Investigating all acts of violence, threat, and similar disruptive behavior in a timely fashion
- Providing feedback to employees regarding the outcome of their reports
- Being cognizant of situations that have the potential to produce violent behavior and promptly addressing them with all concerned parties.

- Encouraging employees who show signs of stress or evidence of possible domestic violence to seek assistance, such as the Employee Assistance Program
- Providing input to the Administrator regarding the plan.
- Participating in investigations of workplace violence reports.
- Answering employee questions concerning this WVPP

Employee Active Involvement

EDCTA ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing, reviewing, and implementing the WVPP.

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees and their representatives to discuss the identification of workplace violence related concerns and hazards, and to evaluate the concerns to identify corrective action.
 - Design and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
 - Reporting and potentially assisting in the investigation of workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this WVPP are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all directives, policies, and procedures, as outlined in this Plan, and assist in maintaining a safe work environment.
- The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Compliance

El Dorado Transit ensures compliance with safe and healthy work practices and maintains a

secure work environment by the following:

- Informing all employees of the WVPP during new employee safety orientation training and ongoing workplace violence prevention training.
- Providing workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for WVPP implementation.
- Providing retraining to employees whose safety performance is deficient with the WVPP.
- Evaluating employees to ensure their compliance with the WVPP and recognizing employees who demonstrate safe work practices that promote the elements of the WVPP. This will be accomplished, but not limited by verbal recognition, recognition on the electronic community board or memos by supervisors and/or managers.
- Disciplining employees for failure to comply with the WVPP in accordance with the compliance requirements outlined in El Dorado Transit's Policy and Procedure Manual and Memorandum of Understanding between Operating Engineers Local Union No. 3 Transit Operators bargaining Unit.

Communication

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of the following:

- The new hire orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and managers about workplace violence prevention and concerns. This will be accomplished, but not limited:
 - Updates on status of investigations and corrective actions through email, memos and at safety meetings. These updates could include information about the progress of investigations, the results of the investigation and any corrective actions taken.
 - Remain transparency by memos, training sessions and

additional written documentation.

- Posted or distributed workplace violence prevention information.
- Encouraging employees to inform their supervisors about any threats of violence or workplace violence. Employees are encouraged to report in writing using the Incident Report Form or the Event Report Form. Managers and Supervisors receiving the report will use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents records. Employees can report to El Dorado Transit or Enforcement without fear of reprisal.
- Employees will not be prevented from accessing their mobile phone, the use of EDCTA phones, radio, or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.

Coordination with Other Employers

EDCTA will implement the following effective procedures to coordinate the implementation of our WVPP with other employers to ensure those employers and their employees understand their respective roles:

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

Workplace Violence Incident Reporting Procedures

Employees can report all threats or acts of workplace violence to their supervisor, manager, or law enforcement without fear of reprisal. The supervisor or manager will be required to inform the Safety Program Manager and/or Human Resource Manager. In the event a supervisor or manager is not available, the employee can report an incident directly to the Safety Program Manager or Human Resources.

Any employee may report a workplace violence event to their supervisor in the following methods:

- Incident Report Form
- Event Report
- Verbally
- Electronically
- Anonymously

Submit the Incident Report Form or Event Report Form anonymously by placing the completed form in the appropriate manager or supervisor box.

Emergency Response Procedures

In the event of an actual or potential workplace violence emergency, the employee should determine the best response and immediate reporting option based on the situation, circumstances, and training. To obtain help from staff assigned to respond to workplace violence emergencies the following methods of reporting are not limited to the following:

- Dialing 911.
- Notifying Dispatch by Radio.
- Immediately notify the manager, supervisor, Safety Program Manager, or Human Resources.
- Using the silent alarm. Silent Alarms are available at both Office Assistant Location and in Dispatch. This silent alarm is used to notify emergency services in silence (active shooter, robbery etc.)
- Notification to staff by telephone, elevate, and verbal announcements.

Upon being notified of a workplace violence emergency, and if appropriate, the Administrator or designated “person-in-charge” will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented. Evacuation maps and routes are placed conspicuously within the building.

Refer to Appendix C for procedures on how to respond to specific workplace violence emergency scenarios and include effective procedures for evacuation or sheltering that are appropriate and feasible for the worksite.

Workplace Violence Hazard Assessment

A workplace hazard assessment will be conducted by the Administrator, and other selected employees, utilizing the Workplace Violence Prevention Hazard Assessment & Correction Form (Appendix B). An annual review of the past year’s workplace violence incidents will be conducted.

Inspections to identify and evaluate workplace violence hazards are performed according to the following schedule:

- When the WVPP is first established.
- Periodically scheduled.
- When new, previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threat occur.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. The Administrator will implement the following procedures to correct the identified workplace

violence hazards when observed, reported, or discovered:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those required to correct the existing condition. Employees tasked with resolving the hazard will be provided with appropriate protective measures based on the level of exposure.
- All corrective actions taken will be documented and dated on the appropriate forms. Such as the Workplace Violence Hazard Assessment and Correction form (Appendix C), or other tracking measures.

Post Incident Response and Investigation

After a workplace incident, the Administrator or their designee will implement the following post- incident procedures when appropriate:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Complete the Violent Incident log (see Appendix A) for every workplace violence incident and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

Training & Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices.

Training will occur:

- When the WVPP is first established.
- When hired.
- Annually to ensure all employees understand and comply with the Plan.
- When a new or previously unrecognized workplace, violence hazards have been identified.

Employee training on workplace violence will include:

- A review of the WVPP, how to obtain a copy of the WVPP, and how to participate in the development and implementation of the WVPP.
- How to report workplace violence incidents or concerns to EDCTA or law enforcement, without fear of reprisal.
- Workplace violence risks that employees may encounter in their jobs.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.
- Strategies to de-escalate behaviors and to avoid physical harm.
- The EDCTA's alerts, alarms, or systems that are in place to warn of emergencies.
- Information about the EDCTA Employee Assistance Program.
- Information about the Violent Incident Log and how to obtain copies of records pertaining to completed logs, hazard identification, evaluation and correction, and training records.

Employees will always have opportunities for interactive questions and answers with Human Resources, Administrator, or a person knowledgeable about the EDCTA's WVPP.

Recordkeeping

Records of violent incidents (Violent Incident Log), workplace violence hazard identification, evaluation and correction, and incident investigations will be maintained for (5) five years. No records shall contain medical information.

Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of five (5) years.

Cal/OSHA Reporting of Work-Related Fatalities and Serious Injuries

EDCTA will immediately, but no later than 8 hours after awareness, report to Cal/OSHA any work-related death or serious injury or illness, including any due to workplace violence, of an employee occurring at the workplace or in connection with any employment.

A serious injury or illness (CCR330) is defined as:

- Any inpatient hospitalization for more than observation
- Amputation
- Loss of an eye
- Serious degree of permanent disfigurement.

It does not include any injury, illness, or death caused by an accident on a public street

or highway unless the accident occurred in a construction zone.

Annual Review

EDCTA's Workplace Violence Prevention Plan will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review of the WVPP will include measures outlined in the Employee Active Involvement section as well as the following:

- A review of the incident investigations and violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and available security personnel, if applicable.
- Review if violence risks are being properly identified, evaluated, and corrected.
- Any revisions should be made promptly and communicated to all employees.

Appendix A

WORKPLACE VIOLENCE INCIDENT LOG

This form must be completed for every record of violence in the workplace.

| | | |
|-------------------------|--------------------------|---|
| Date of Incident | Time of Incident: | Department (Circle One): Administration Operations |
|-------------------------|--------------------------|---|

Describe Incident (provide detailed description and information on the violence incident type. Include additional pages if needed):

Specific Location(s) of Incident & Workplace Violence Type (see definitions on other side, enter 1, 2, 3 or 4)

| | | | | |
|--|----------------------------|----------------------------|----------------------------|----------------------------|
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |

Where Incident Occurred:

| | | | |
|--|--------------------------------------|--|---|
| <input type="checkbox"/> Office | <input type="checkbox"/> Parking lot | <input type="checkbox"/> Outside of Building | <input type="checkbox"/> Outside of workplace |
| <input type="checkbox"/> Transit Vehicle | <input type="checkbox"/> Bus Stop | <input type="checkbox"/> Roadway | <input type="checkbox"/> Bus Yard |

Type of Incident (check as many apply):

| | | |
|--|---|--|
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Grabbed | <input type="checkbox"/> Pushed |
| <input type="checkbox"/> Verbal threat/harassment | <input type="checkbox"/> Kicked | <input type="checkbox"/> Scratched |
| <input type="checkbox"/> Sexual threat/harassment/assault | <input type="checkbox"/> Hit with an object | <input type="checkbox"/> Bitten |
| <input type="checkbox"/> Animal attack | <input type="checkbox"/> Shot (or attempted) | <input type="checkbox"/> Slapped |
| <input type="checkbox"/> Threat of physical force | <input type="checkbox"/> Bomb threat | <input type="checkbox"/> Hit with fist |
| <input type="checkbox"/> Threat of use of weapon or object | <input type="checkbox"/> Vandalism (of victim's property) | <input type="checkbox"/> Knifed (or attempted) |
| <input type="checkbox"/> Assault with a weapon or object | <input type="checkbox"/> Vandalism (of employer's property) | <input type="checkbox"/> Arson |
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Other: | |

Workplace violence committed by:

| | | |
|--|--|---|
| <input type="checkbox"/> Family or friend | <input type="checkbox"/> Client/Vendor | <input type="checkbox"/> Coworker |
| <input type="checkbox"/> Partner/Spouse | <input type="checkbox"/> Family or friend of client | <input type="checkbox"/> Manager/Supervisor |
| <input type="checkbox"/> Former Partner/Spouse | <input type="checkbox"/> Passenger | <input type="checkbox"/> Stranger w/criminal intent |
| <input type="checkbox"/> Parent/Relative | <input type="checkbox"/> Family or friend of Passenger | <input type="checkbox"/> Other: |

Circumstances at time of incident:

| | | |
|--|---|---|
| <input type="checkbox"/> Employee performing normal duties | <input type="checkbox"/> Working in poor lighting | <input type="checkbox"/> Employee rushed |
| <input type="checkbox"/> Employee isolated or alone | <input type="checkbox"/> Unable to get help or assistance | <input type="checkbox"/> Working during low staffing levels |
| <input type="checkbox"/> Working in a community setting | <input type="checkbox"/> Working in unfamiliar/new location | <input type="checkbox"/> Other: |

Consequences of incident:

Law enforcement/Security called? Yes No. If yes, explain:

Were actions taken to protect employees from continuing threats or other hazards? Yes No. If yes, explain:

Any injuries? Yes No. If yes, explain:

Emergency medical responders contacted, including on-site First Aid/CPR? Yes No. If yes, explain:

Did severity of injuries require reporting to Cal/OSHA? Yes No. If yes, enter date, time, and representative contacted:

Completed by:

| | |
|-------|-----------|
| Name: | Title: |
| Date: | Signature |

Type of Violence:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, passengers, vendors, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Administrator for National Transit Database Reporting Purposes Only:

Who:

| | |
|-----------------------------------|---|
| <input type="checkbox"/> Operator | <input type="checkbox"/> Other Transit Worker |
|-----------------------------------|---|

What:

| | |
|---|---|
| <input type="checkbox"/> Physical Assault | <input type="checkbox"/> Non-physical Assault |
|---|---|

Where:

| | |
|--|---|
| <input type="checkbox"/> Transit Vehicle | <input type="checkbox"/> Revenue Facility |
| <input type="checkbox"/> In Non-Revenue Facility | |

Appendix B

WORKPLACE VIOLENCE PREVENTION HAZARD ASSESSMENT & CORRECTION FORM

| | |
|-----------------------|--------|
| Assessed by: | Title: |
| Location(s) Assessed: | |

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the EDCTA's vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action Plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

| Yes | No | Risk Factors | Comments: |
|-----|----|---|-----------|
| | | Does staff have contact with the public? | |
| | | Does staff exchange money with the public? | |
| | | Does staff work alone? | |
| | | Is the workplace often understaffed? | |
| | | Is the workplace located in an area with a high crime rate? | |
| | | Does staff enter areas with high crime rates? | |
| | | Does staff have mobile workplaces? | |
| | | Does staff perform public safety functions that might put them in conflict with others? | |
| | | Does staff perform duties that may upset people? | |
| | | Does staff work with people known or suspected to have a history of violence? | |
| | | Do any employees have a history of threats of violence? | |

STEP 2: CONDUCT ASSESSMENT

| Yes | No | Building Interior | Comments: |
|-----|----|--|-----------|
| | | Are employee ID badges required? | |
| | | Are employees notified of past workplace violence events? | |
| | | Are trained security personnel or staff accessible to employees? | |
| | | Are bullet resistant windows or similar barriers used when money is exchanged with the public? | |
| | | Are areas where money is exchanged visible to others? | |
| | | Is a limited amount of cash kept on hand with appropriate signage? | |
| | | Could someone hear an employee who called for help? | |
| | | Do employees have a clear line of sight of visitors in waiting areas? | |
| | | Do areas used for client or visitor interviews allow co-employees to observe problems? | |
| | | Are waiting and work areas free of objects that could be used as weapons? | |
| | | Is furniture in waiting and work areas arranged to prevent employee entrapment? | |
| | | Are clients and visitors clearly informed how to use the department services so they will not become frustrated? | |
| | | Are private, locked restrooms available for employees? | |
| | | Do employees have a secure place to store personal belonging? | |
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| Yes | No | Building Exterior/Parking Lot | Comments: |
|-----|----|---|-----------|
| | | Do employees feel safe walking to and from the workplace? | |
| | | Are the entrances to the building clearly visible from the street? | |
| | | Is the area surrounding the building free of bushes or other hiding places? | |
| | | Are security personnel provided outside the building? | |
| | | Is video surveillance provided outside the building? | |
| | | Is there enough lighting to see clearly? | |
| | | Are all exterior walkways visible to security personnel? | |
| | | Is there a nearby parking lot reserved for staff? | |
| | | Is the parking lot attended and secure? | |
| | | Is the parking lot free of blind spots and landscape trimmed to prevent hiding? | |
| | | Is there enough lighting to see clearly? | |
| | | Are security escorts available? | |
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| Yes | No | Security Measures | Comments: |
|-----|----|--|-----------|
| | | Is there a response Plan for workplace violence emergencies? | |
| | | Are there physical barriers? (between staff and clients) | |
| | | Are there security cameras? | |
| | | Are there panic buttons? | |
| | | Are there alarm systems? | |
| | | Are there metal detectors? | |
| | | Are there X-ray machines? | |
| | | Do doors lock? | |
| | | Does internal telephone system activate emergency assistance? | |
| | | Are telephones with an outside line programmed for 911? | |
| | | Are there two-way radios, pagers, or cell phones? | |
| | | Are there security mirrors? | |
| | | Is there a secured entry? | |
| | | Are there personal alarm devices? | |
| | | Are there "drop safes" to limit available cash? | |
| | | Are pharmaceuticals secured? | |
| | | Is there a system to alert staff of the presence, location, and nature of a security threat? | |
| | | Is there a system in place for testing security measures? | |
| | | | |
| | | | |
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| | | | |

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: *BI* – Building Interior, *BE* – Building Exterior, *PA* – Parking Area, *SM* – Security Measure)

| Type | Action Item | Person(s) Responsible | Target Date | Status | Comments |
|------|-------------|--------------------------|----------------|--------|----------|
| | | | | | |
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Appendix C

WORKPLACE VIOLENCE EMERGENCY RESPONSE SCENARIOS & PROCEDURES

Workplace Violence Acts or Threats

Workplace violence is any act or threat of violence that occurs at the workplace. These incidents can include acts or threats of physical violence, intimidation, or harassment. Verbal abuse, physical assault, and homicide are all examples of workplace violence. We have zero tolerance toward all forms of violence.

FOUR TYPES OF WORKPLACE VIOLENCE

- **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

EMPLOYEE WARNING SIGNS

Often, warning signs are observed in employees, customers, and others who may behave violently on a work site. These behaviors may include:

- Intimidation.
- Rude behavior toward fellow employees.
- Frequent arguments with co-workers or passengers
- General aggressive behavior like hitting or kicking objects, breaking things, or screaming.
- Acts of revenge like stealing or property damage.
- Verbal wishes to harm other workers.

While there is no perfect way to predict violence will occur, any combination of these behaviors may be a signal. Employees are encouraged to report these actions to their supervisor to prevent further escalation of any type of violent situation.

WARNING SIGNS FROM CUSTOMERS or PASSENGERS

- The person is not satisfied with any solutions you offer.
- Unreasonably agitated.
- Physical posturing (clenched fists).

If the verbal confrontation starts to escalate, remain calm, courteous, and stay neutral. Let them know you are contacting a manager to assist them further. Trust your intuition to determine if help is needed.

WHEN HELP IS NEEDED

- Continue to try and help the person by listening and providing feedback until law enforcement has arrived.
- If at any time you believe you are potentially in physical danger,
 - Remove yourself from the circumstance, if possible.
 - Radio dispatch.
 - Yell for help.
- If you are being assaulted:
 - Yell for help.
 - Look for a way to escape.
 - Act with aggression.

ON THE BUS

Transit Operators are often working on the job on their own. Transit Operators are trained, but not limited to the following:

- De-escalation tactics
 - Remain calm, think about your personal space, respect personal space from others, actively listening and empathize without judging
 - Communicate with appropriate tone, volume, slower rate of speech, provide choices
 - Position your body relaxed, hands down and visible, slow movements and a neutral facial expression
- If there is a concern for your safety or others safety, 10-code: 10-16 will initiate response from supervisor to begin viewing camera
- 10-code 10-34 will communicate to dispatch for immediate supervisor response
- 10-code 10-100 will communicate to dispatch to contact law enforcement
- If it is not safe to use any of the above 10-codes, use **Squirrel** over the radio. This will initiate emergency response.

PERSONAL SAFETY

- When leaving the building:
 - Be alert to your surroundings and look around the area outside before exiting the building. Do not use or look at your phone.
 - Attackers expect passive victims, so walk with a steady pace, appear purposeful, and project confidence.
- While in your vehicle:
 - Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
 - Before entering your vehicle quickly check the back seat and around the vehicle for anything unusual.
 - Always lock your car doors as soon as you enter the vehicle.

Active Shooter

The three most common response options for an active shooter event are evacuate, hide out, or take action. During an active shooter event, employees need to be able to determine their best course of action for the situation they are facing.

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated areas, typically through the use of firearms. Victims are typically selected at random. The event is unpredictable and evolves quickly. Law enforcement is usually required to end an active shooter situation.

HOW TO RESPOND

- 1. EVACUATE**
 - Have an escape route in mind.
 - Leave immediately.
 - Keep hands visible.

- 2. HIDE OUT**
 - Hide in an area out of the shooter's view.
 - Block the entry to your hiding place and lock doors, if possible.
 - Silence your cell phone.

- 3. TAKE ACTION**
 - Last resort when your life is in imminent danger.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at shooter(s).
 - Have an escape route in mind.

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Always keep your hands visible.
- Avoid quick movements toward officers.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask officers for help or directions when evacuating.

Information to provide law enforcement when asked:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Type of weapons if known.

Training resources:

- [Department of Homeland Security](#)
- [DHS Active Shooter Preparedness Video](#)

Bomb Threat

Most bomb threats are false and primarily intended to elicit a response from building occupants. However, no bomb threat should be assumed fake. If a potentially harmful device is found, call 911 for assistance.

If a bomb threat is received by PHONE

- Remain calm and do not hand up, keep the caller on the line for as long as possible.
- Use Bomb Threat Checklist for guidance and to document the call.
- If possible, signal other staff members to listen and notify Operations Manager and Executive Director Immediately.
- If the phone has a display, copy the number and/or letters on the display.
- Write down the exact wording of the threat.
- Record the call, possible.
- If the threat is left on your voicemail, do not erase and immediately notify the Operations Manager and Executive Director

If received a WRITTEN bomb threat

- Handle the document as little as possible and immediately notify your supervisor and then Operations Manager and Executive Director
- Note date, time and location found.
- Secure the document and do not alter in either way.

If you receive a SOCIAL MEDIA or EMAIL threat:

- Do not turn it off or log out of the account.
- Leave the message open on the device.
- Take a screenshot or copy the message and subject line.
- Note the date and time.
- Notify Supervisor and then Operations Manager and Executive

POSSIBLE EVACUATION

- Law enforcement will be called and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis on instructions given by lawenforcement.

DO NOT: Use two-way radios or cellular phones in close proximity to a suspicious item or Do Not Touch or move a suspicious item.

BOMB THREAT CHECKLIST

Telephone Procedures

DATE: _____ TIME RECEIVED: _____ : _____ AM/PM CONCLUDED: _____ : _____ AM/PM

- REMAIN CALM, BE COURTEOUS, LISTEN TO, AND DO NOT INTERRUPT THE CALLER
- GET ATTENTION OF ANOTHER PERSON - GIVE NOTE SAYING "CALL POLICE - BOMB THREAT" 911
- IF YOUR PHONE HAS CALLER ID DISPLAY, RECORD NUMBER OF INCOMING CALL _____
- WRITE DOWN EXACT WORDS OF THE CALLER AND THREAT
- DON'T HANG UP THE PHONE. LEAVE LINE OPEN
- NOTIFY A SUPERVISOR

TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:

1. WHEN WILL IT EXPLODE? AT WHAT TIME? _____
2. WHERE IS IT LOCATED? _____
3. WHAT DOES IT LOOK LIKE? _____
4. WHAT KIND OF BOMB IS IT? _____
5. WHAT WILL SET IT OFF? _____
6. WHY ARE YOU DOING THIS? _____
7. WHO Are YOU? _____
8. ARE YOU AWARE THAT IT COULD KILL OR INJURE INNOCENT PEOPLE IN ADDITION TO THOSE YOU INTEND TO HURT? _____

DESCRIPTION OF CALLER (check all that apply)

Sex: Male _____ Female _____ Unknown _____ Approximate Age _____

| Voice | Speech | Language | Behavior | Background Noises |
|-------------------------------------|---------------------------------------|---|------------------------------------|--|
| <input type="checkbox"/> Clean | <input type="checkbox"/> Accented | <input type="checkbox"/> Educated | <input type="checkbox"/> Agitated | <input type="checkbox"/> Airport |
| <input type="checkbox"/> Distorted | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Foreign | <input type="checkbox"/> Angry | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Distinct | <input type="checkbox"/> Foul | <input type="checkbox"/> Blaming | <input type="checkbox"/> Baby |
| <input type="checkbox"/> Muffled | <input type="checkbox"/> Fast | <input type="checkbox"/> Intelligent | <input type="checkbox"/> Calm | <input type="checkbox"/> Birds |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Hesitant | <input type="checkbox"/> Irrational | <input type="checkbox"/> Fearful | <input type="checkbox"/> General Noise |
| <input type="checkbox"/> Pitch-High | <input type="checkbox"/> Lisp | <input type="checkbox"/> Rational | <input type="checkbox"/> Laughing | <input type="checkbox"/> Guns Firing |
| <input type="checkbox"/> Pitch-Med | <input type="checkbox"/> Slow | <input type="checkbox"/> Slang | <input type="checkbox"/> Nervous | <input type="checkbox"/> Gymnasium |
| <input type="checkbox"/> Pitch-Low | <input type="checkbox"/> Slurred | <input type="checkbox"/> Uneducated | <input type="checkbox"/> Righteous | <input type="checkbox"/> Machinery |
| <input type="checkbox"/> Pleasant | <input type="checkbox"/> Stuttered | <input type="checkbox"/> Unintelligible | <input type="checkbox"/> Other: | <input type="checkbox"/> Music |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> If Accented, | <input type="checkbox"/> If Foreign, | | <input type="checkbox"/> Party |
| <input type="checkbox"/> Smooth | Describe: | Describe: | | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Soft | | | | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Squeaky | | | | <input type="checkbox"/> Talking |
| <input type="checkbox"/> Unclear | | | | <input type="checkbox"/> Tavern/Bar |
| <input type="checkbox"/> Other | | | | <input type="checkbox"/> Television |
| | | | | <input type="checkbox"/> Traffic |
| | | | | <input type="checkbox"/> Train |
| | | | | <input type="checkbox"/> Typing |
| | | | | <input type="checkbox"/> Water/Wind |
| | | | | <input type="checkbox"/> Other: |

Name Of Person Receiving Call: _____

Phone Number Threat Was Received On: _____

Name Of Possible Suspect: _____

Civil Unrest

Civil unrest events are often associated with riots, looting, or protests. In these instances, sheltering-in-place is an action taken to protect the building occupants from external hazards, minimizing the chance of injury and/or providing the time necessary to allow for a safe evacuation.

SHELTER IN PLACE

If there is a need to shelter-in-place person-in-charge will advise employees and guests of the emergency. Please note employees and guests cannot be forced to shelter-in-place.

- The person-in-charge will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If the civil unrest includes hazardous chemicals, the HVAC systems may be shut off.
- If in danger of broken glass, window shades will be closed.
- Emergency supplies will be moved to the shelter area.
- EDCTA will listen/read available mediums (radio, internet) for further instructions until we are told all is safe or to evacuate.

Medical Emergency

CPR/AED

NON-Trained Responder:

- Call 911 and designate a person to direct EMS personnel as they arrive.
- Do not move a person unless absolutely necessary.

Trained and Certified CPR Responder Only:

- Designate someone to call 911 and direct EMS when they arrive.
- Check the person for responsiveness.
- Conduct a primary assessment (breathing) while checking responsiveness.
- Initiate CPR and/or AED if necessary.

FIRST AID ONLY

Non-Trained First Aid Responder:

- Call 911 and designate a person to direct EMS as they arrive.
- Do not move a person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, and a face mask if comforting person while

waiting. Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face masks.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide person information to the EMS personnel.

SUSPICIOUS PACKAGE

Explosives or other life-threatening items can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, suspicious packages have exhibited some unique characteristics that might assist you. To apply these factors, it is important to know the type of mail normally received.

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

- Restricted endorsements such as "personal" or "private." This is important when the addressee does not normally receive personal mail at the office.
- The addressee's name and/ title might be inaccurate.
- Distorted handwriting, or the name and address might be prepared with homemade labels or cut-and-paste lettering.
- Protruding wires, aluminum foil or oil stains visible.
- Emit a peculiar odor.
- Envelopes might feel rigid or appear uneven or lopsided.
- Unprofessionally wrapped with several combinations of tape. Might be endorsed "Fragile-Handle with Care" or "Rush-Do Not Delay."
- Making a buzzing, ticking noise, or sloshing sound.

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.