



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING AGENDA

Thursday, December 2, 2021; 1:00 PM

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

- Patty Borelli, Alternate for City Councilmembers
- Wendy Thomas, Alternate for Board of Supervisors, District III

Executive Director: Matthew Mauk

These meetings will be conducted pursuant to the provisions of California Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings via teleconferencing and allowing public participation telephonically. These measures will only apply during the period in which state or local public health officials have imposed or recommended social distancing measures.

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 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.

Participate by Computer:

<https://us02web.zoom.us/j/833772503?pwd=N0RYRGkxMnkzNUtQemsrRjVQdm5BZz09>

Participate by Phone:

1-669-900-6833

Meeting ID: 833-772-503

Passcode: 2021

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

OPEN FORUM

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

1. <u>CONSENT CALENDAR</u>	<u>PAGE</u>
A. Approve Conformed Minutes of Regular Meeting November 4, 2021	4
B. Receive and File October 2021 Check Registers	7
C. Receive and File October 2021 Ridership Report	10
D. Approve the El Dorado County Transit Authority Board of Directors Meeting Schedule for 2022	13
E. Adopt Resolution No. 21-27 regarding the Remote Public Meeting Provisions of Assembly Bill 361	15
F. Adopt Resolution No. 21-28 authorizing the Executive Director to submit an application to the El Dorado County Air Quality Management District AB2766 Motor Vehicle Emission Reduction Grant Program	19
G. 1. Adopt Resolution No. 21-29 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual with regard to policy revisions and additions	22
2. Approve El Dorado County Transit Authority Board Policy, Travel D-1 with regard to revisions	
H. Receive and File Independent Financial Audit, Single Audit and Compliance Reports for Fiscal Year 2020/21 for the El Dorado County Transit Authority	45

2. ACTION ITEMS

PAGE

- A. Conduct a facilitated review and discussion of current conditions and provide direction to staff regarding the development of a strategic plan to address the agency's pandemic recovery

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EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED BOARD MEETING
OF THE EL DORADO COUNTY TRANSIT AUTHORITY
Thursday, February 3, 2022 1:00 P.M.

Zoom Meeting Teleconference

<https://us02web.zoom.us/j/833772503?pwd=VXptSUJYaEd6ZkRCUFExbU15Vk4vQT09>

1-669-900-6833

Meeting ID: 833-772-503

Password: 2021



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES Thursday, November 4, 2021; 1:00 PM

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

- Patty Borelli, Alternate for City Councilmembers
- Wendy Thomas, Alternate for Board of Supervisors, District III

Executive Director: Matthew Mauk

These meetings will be conducted pursuant to the provisions of Assembly Bill 361 which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings via teleconferencing and allowing public participation telephonically. These measures are in effect when a state of emergency is issued or remains active.

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

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Participate by Computer:

<https://us02web.zoom.us/j/833772503?pwd=N0RYRGkxMnkzNUtQemsrRjVQdm5BZz09>

Participate by Phone:

1-669-900-6833

Meeting ID: 833-772-503

Passcode: 2021

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

A quorum was present.

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

Adoption of the Agenda and Approval of Consent Calendar

M/S: Parlin/Neau

Ayes: Hidahl, Neau, Parlin, Taylor, Turnboo

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting October 7, 2021
Approve Conformed Minutes of Special Meeting October 21, 2021
- B. Receive and File September 2021 Check Registers
- C. Receive and File September 2021 Ridership Report
- D. Receive and File the Fiscal Year 2020/21 Administrative Operations Report
- E. Adopt Resolution No. 21-26 Approving the updated El Dorado County Transit Authority Agency Safety Plan
- F. Adopt Resolution No 21-25 regarding the Remote Public Meeting Provisions of Assembly Bill 361
- G. 1. Receive and File the Zero Emissions Bus Strategy and Final Report

2. Adopt Resolution No. 21-24 Approving the Executive Director to submit the Plan to the California Air Resources Board

2. **ACTION ITEMS**

None

3. **INFORMATION ITEMS**

A. Commuter Route Service Analysis

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chairperson Taylor adjourned the meeting at 1:40 PM. The next meeting will be a regular meeting scheduled for Thursday, December 2, 2021.

Respectfully Submitted,

Megan Wilcher
Secretary to the Board

* Verbal Report

AGENDA ITEM 1B
Consent Item

MEMORANDUM

DATE: December 2, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Receive and File October 2021 Check Register

REQUESTED ACTION:

BY MOTION,

Receive and File October 2021 Check Register

BACKGROUND

The following check register includes routine transactions for the month of October 2021. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Four (4) items merit further detail:

Check #36008 – City National Bank.....\$65,415.53
This check pays an obligation for Payment #13 of the Capital Purchase of five (5) MCI
Commuter Coaches using Local Transportation Funds (LTF).

Check #36026 – INIT Innovations in Transportation Inc.....\$18,512.00
This warrant pays the obligation for installation of Connect Transit Card equipment on five (5)
Gillig type buses using Transportation Development Act (TDA), Local Transportation Funds
(LTF).

Check #36071 – GovInvest Inc.....\$9,500.00
This warrant pays the obligation for acquisition of Labor Costing Software using Transportation
Development Act (TDA), Local Transportation Funds (LTF).

Check #36073 – Jackson Lewis P.C.....\$6,032.00
This warrant pays the obligation for legal counsel on two (2) claims using Transportation
Development Act (TDA), Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

October 2021

Date	Num	Name	Memo	Amount
10/01/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #20 CLASSIC	9,407.38
10/01/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #20 PEPRA	7,963.83
10/01/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM PAY DATE OCT. 1, 2021		4,391.39
10/01/2021	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - October 2021	37,568.38
10/06/2021	36000	ABSOLUTE GLASS INC	Windshield Repair	145.00
10/06/2021	36001	AFTERMARKET PARTS CO LLC	Parts and Supplies	3,737.50
10/06/2021	36002	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - October 2021	29.10
10/06/2021	36003	ARNOLDS FOR AWARDS	EOM Name Plate Engraving 1021	17.00
10/06/2021	36004	AT&T	Monthly Utilities	520.92
10/06/2021	36005	AT&T MOBILITY	Monthly Utilities	187.12
10/06/2021	36006	AUTOZONE	Parts and Supplies	88.22
10/06/2021	36007	CAPITOL CLUTCH & BRAKE	Parts and Supplies	1,112.76
10/06/2021	36008	CITY NATIONAL BANK	Agreement #18-005 #13 MCI Coach Lease	65,415.53
10/06/2021	36009	CITY OF PLACERVILLE	Bus Shelter Maintenance 10 - 12/2021	330.00
10/06/2021	36010	CITY OF PLACERVILLE	Livescan September 2021	20.00
10/06/2021	36011	COMCAST	High-Speed Internet September 2021	244.69
10/06/2021	36012	CUMMINS PACIFIC LLC	Inspection & Diagnostics #1802	366.96
10/06/2021	36013	DAWSON OIL	Fuel Purchases September 2021	34,000.01
10/06/2021	36014	EL DORADO BATTERY CO.	Group 8D Batteries	1,290.79
10/06/2021	36015	EL DORADO DISPOSAL SERVICE	Disposal Service 0921	381.19
10/06/2021	36016	EL DORADO IRRIGATION DISTRICT	Water Service 0821	1,634.58
10/06/2021	36017	FASTENAL	Parts and Supplies	664.93
10/06/2021	36018	FLEMING DISTRIBUTING CO.	Additives PM Services	124.62
10/06/2021	36019	FOLSOM LAKE DODGE	Parts and Supplies	135.94
10/06/2021	36020	GILLIG LLC	Parts and Supplies	4,252.70
10/06/2021	36021	GIRARD, EDWARDS, STEVENS & TUCKER LLP	General Legal Service September 2021	1,528.50
10/06/2021	36022	GLOBAL DATA VAULT LLC	Monthly Recovery Back Up - September 2021	300.00
10/06/2021	36023	HUNT & SONS INC	Fuel Purchases 09/16/21 - 09/30/21	571.35
10/06/2021	36024	IMAGE FACTORY	Local Guide Brochure Edits	281.25
10/06/2021	36025	IMAGE SOURCE	Monthly Copy Charges 09/22/21 - 10/21/21	264.51
10/06/2021	36026	INIT INNOVATIONS IN TRANSPORTATION INC	Connect Card Equip. Install. of (5) new Gilligs	18,512.00
10/06/2021	36027	J.C. NELSON SUPPLY CO	Hand Sanitizer - Covid Supplies	579.69
10/06/2021	36028	JANI-KING OF CALIFORNIA INC - SACRAMENTO	Janitorial Services - October 2021	1,011.54
10/06/2021	36029	KINETICO WATER OF PLACERVILLE	Drinking Water Service October 2021	42.90
10/06/2021	36030	LSC TRANSPORTATION CONSULTANTS, INC.	Consulting Fees August 2021	825.00
10/06/2021	36031	LUMINATOR TECHNOLOGY GROUP INC	HD Camera, Exterior, Tap. Dome	1,837.10
10/06/2021	36032	MAG LANDSCAPING INC	Landscaping Maintenance - September 2021	1,175.00
10/06/2021	36033	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	387.62
10/06/2021	36034	O'REILLY AUTO PARTS	Parts and Supplies	239.52
10/06/2021	36035	OPERATING ENGINEERS PUBLIC & MISC	VOID: 26886 - MEDICAL	0.00
10/06/2021	36036	PACIFIC GAS & ELECTRIC	Monthly Utilities	557.78
10/06/2021	36037	PACIFIC GAS & ELECTRIC	Monthly Utilities	3,222.63
10/06/2021	36038	PEST CONTROL CENTER, INC.	Pest Control Service	65.00
10/06/2021	36039	PLATT ELECTRIC SUPPLY INC	Bulbs & Ballasts - Parts Room	156.05
10/06/2021	36040	ROBERTS & COMPANY INC	CPA Services September 2021	8,245.00
10/06/2021	36041	RON DUPRATT FORD	Parts and Supplies	666.92
10/06/2021	36042	RTS IT INC	ITCare Gold Service October 2021	4,985.00
10/06/2021	36043	SAFETY-KLEEN SYSTEMS INC	Bulk Engine Oil	3,576.11
10/06/2021	36044	SIERRA NEVADA TIRE & WHEEL	225/50R17/SL Tires #1611	314.18
10/06/2021	36045	SUN LIFE FINANCIAL	October 2021 Group Life & LTD Benefits	3,034.86
10/06/2021	36046	TOWN CENTER EAST LP	Lease Payment for October 2021 P&R	700.00
10/06/2021	36047	TRANSIT INFORMATION PRODUCTS	Bus Shelter Maps	812.57

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

October 2021

Date	Num	Name	Memo	Amount
10/06/2021	36048	TRANSIT MARKETING LLC	Marketing Materials: Passes, Maps, Business Cards	665.00
10/06/2021	36049	TRUE VALUE HARDWARE	Parts and Supplies	123.27
10/06/2021	36050	UNITED TEXTILE	Nitrile Gloves & Masks - Covid Supplies	1,051.48
10/06/2021	36051	UNIVERSAL SECURITY & FIRE INC	Burglar Alarm Monitoring 10/01/21 - 12/31/21	135.00
10/06/2021	36052	UPS	Freight Charges	45.22
10/06/2021	36053	VAN DE POL ENTERPRISES INC	Parts and Supplies	2,068.17
10/06/2021	36054	VERIZON WIRELESS	Cellular Service September 2021	1,939.22
10/06/2021	36055	WESTERN SUPPLY INC	Drop in Bags	299.23
10/06/2021	36056	WESTERN TRUCK PARTS LLC	Parts and Supplies	6,338.46
10/06/2021	36057	XEROX FINANCIAL SERVICES	Lease Payment on Copiers	509.44
10/06/2021	36058	ZEP MANUFACTURING CO.	Bus Cleaning Supplies	627.66
10/18/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE OCT. 15, 2021	4,596.43
10/18/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #21 CLASSIC	9,537.79
10/18/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #21 PEPRA	8,158.98
10/21/2021	36059	ADM SCREENING	Consortium Services September 2021	485.00
10/21/2021	36060	AFLAC	Employee Paid Premiums - October 2021	1,642.77
10/21/2021	36061	ARI HETRA MOBILE LIFTING INC	Exhaust Hose & Hose Reel Stopper	1,246.95
10/21/2021	36062	AT&T	Monthly Utilities	452.68
10/21/2021	36063	CALIFORNIA DEPT OF TAX & FEE ADMIN	Diesel Fuel Exempt Bus Operator QTR. 03, 2021	312.00
10/21/2021	36064	CAL.NET	CCTV Camera Service November 2021	176.92
10/21/2021	36065	DIAMOND SPRINGS PRINTING & GRAPHICS	Business Card Printing	214.50
10/21/2021	36066	EL DORADO IRRIGATION DISTRICT	Water Service	108.89
10/21/2021	36067	S. THOMPSON	Refund 1 scrip book	18.00
10/21/2021	36068	FASTENAL	Parts and Supplies	154.44
10/21/2021	36069	GCR TIRES & SERVICE	315/80R22.5/20 Tires #1004	4,422.75
10/21/2021	36070	GLOBAL DATA VAULT LLC	Monthly Recovery Back Up Service October 2021	300.00
10/21/2021	36071	GOVINVEST INC.	Labor Costing Fee & Annual License	9,500.00
10/21/2021	36072	HUNT & SONS INC	Fuel Purchases 10/01/21 - 10/15/21	219.91
10/21/2021	36073	JACKSON LEWIS P.C.	Legal Services -201970, 2020-041	6,032.00
10/21/2021	36074	JOSE'S TREE SERVICE INC.	Removal of (2) Cottonwood Trees	650.00
10/21/2021	36075	LSC TRANSPORTATION CONSULTANTS, INC.	Consulting - Commuter Routes	4,370.00
10/21/2021	36076	OPERATING ENGINEERS LOCAL UNION #3	Union Dues October 2021	1,378.00
10/21/2021	36077	QUILL LLC	Office Supplies	581.46
10/21/2021	36078	RTS IT INC	RsM Set-up on Mechanic's Laptop	70.00
10/21/2021	36079	STATE OF CA - DEPT OF JUSTICE	Livescan Fingerprinting - September 2021	49.00
10/21/2021	36080	UPS	Freight Charges	10.49
10/21/2021	36081	UMPQUA BANK - VISA	Reconciled Charges	5,696.81
10/21/2021	36082	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums November 2021	3,935.70
10/21/2021	36083	THE WATTS LAW FIRM P.C.	Matter #512826	150,000.00
10/28/2021	36084	OPERATING ENGINEERS PUBLIC & MISC	Represented Medical Coverage 1121	41,056.00
10/28/2021	36085	WESTERN TRUCK PARTS LLC	Replace Voided Check #36056	6,338.46

503,440.70

Total 503,440.70

AGENDA ITEM 1C
Consent Item

MEMORANDUM

DATE: December 2, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: October 2021 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and file the October 2021 Ridership Report

BACKGROUND

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

DISCUSSION

El Dorado Transit continues to experience ridership deficits compared to pre-pandemic levels, but ridership has leveled out or started to increase on some services. Systemwide passenger trips in October were down only 1.5% versus last year due primarily to there being one less weekday of service in October 2021.

The County's Adult Day Services program remains closed and the Mother Lode Rehabilitation Enterprises (M.O.R.E.) program is continuing to significantly limit in-person attendance. Although still down from pre-pandemic, day-to-day ridership on the Dial-A-Ride service was up 13.1% and ADA Paratransit demand jumped 24.9% compared to October 2020.

Local Fixed Route ridership was down 12% for the month, and Sacramento Commuter service ridership decreased by 65 boardings compared to October 2020. The new Sacramento/Tahoe Connector route carried 379 passengers.

The October 2021 ridership report summary is attached, comparing the current fiscal year to the previous fiscal year.

October 2021 Ridership Report

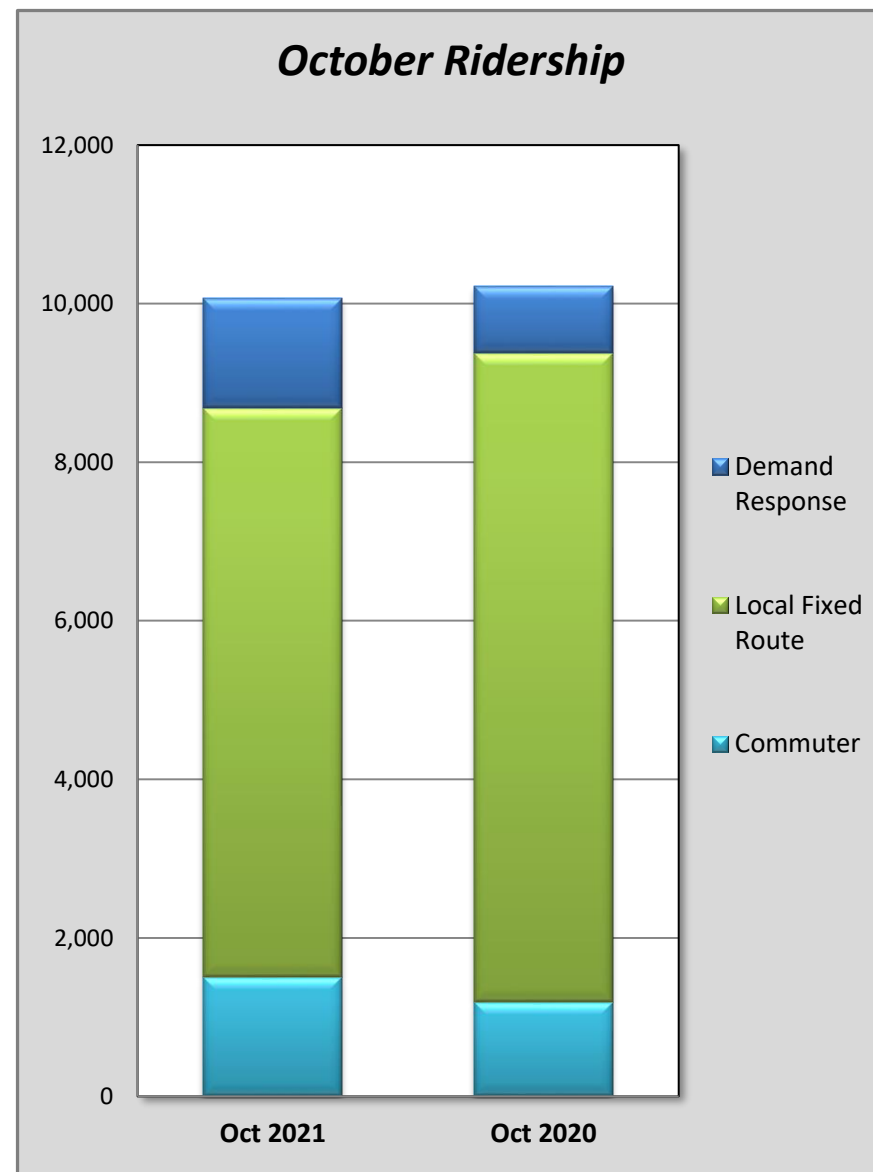


Demand Response	Oct 2021	Oct 2020	% Change
Dial-a-Ride	614	543	13.1%
Sac-Med	32	14	128.6%
ADA Paratransit	221	177	24.9%
M.O.R.E.*	513	101	407.9%
Senior Day Care*	0	0	0.0%
Total Demand Response	1,380	835	65.3%

Local Fixed Route	Oct 2021	Oct 2020	% Change
20 - Placerville	1,057	1,025	3.1%
25 - Saturday Express	371	324	14.5%
30 - Diamond Springs	824	926	-11.0%
35 - Diamond Springs Saturday	113	119	-5.0%
40 - Cameron Park	867	960	-9.7%
50x - 50 Express	2,805	3,432	-18.3%
60 - Pollock Pines	1,143	1,403	-18.5%
Total Local Fixed Route	7,180	8,189	-12.3%

Commuter	Oct 2021	Oct 2020	% Change
Sacramento Commuter	1,123	1,188	-5.5%
Reverse Commuter	4	3	33.3%
Sacramento/Tahoe Connector	379	0	100.0%
Total Commuter	1,506	1,191	26.4%

	Oct 2021	Oct 2020	% Change
Systemwide	10,066	10,215	-1.5%
Passengers per Revenue Hour	3.3	3.6	-7.4%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July 2021 - October 2021

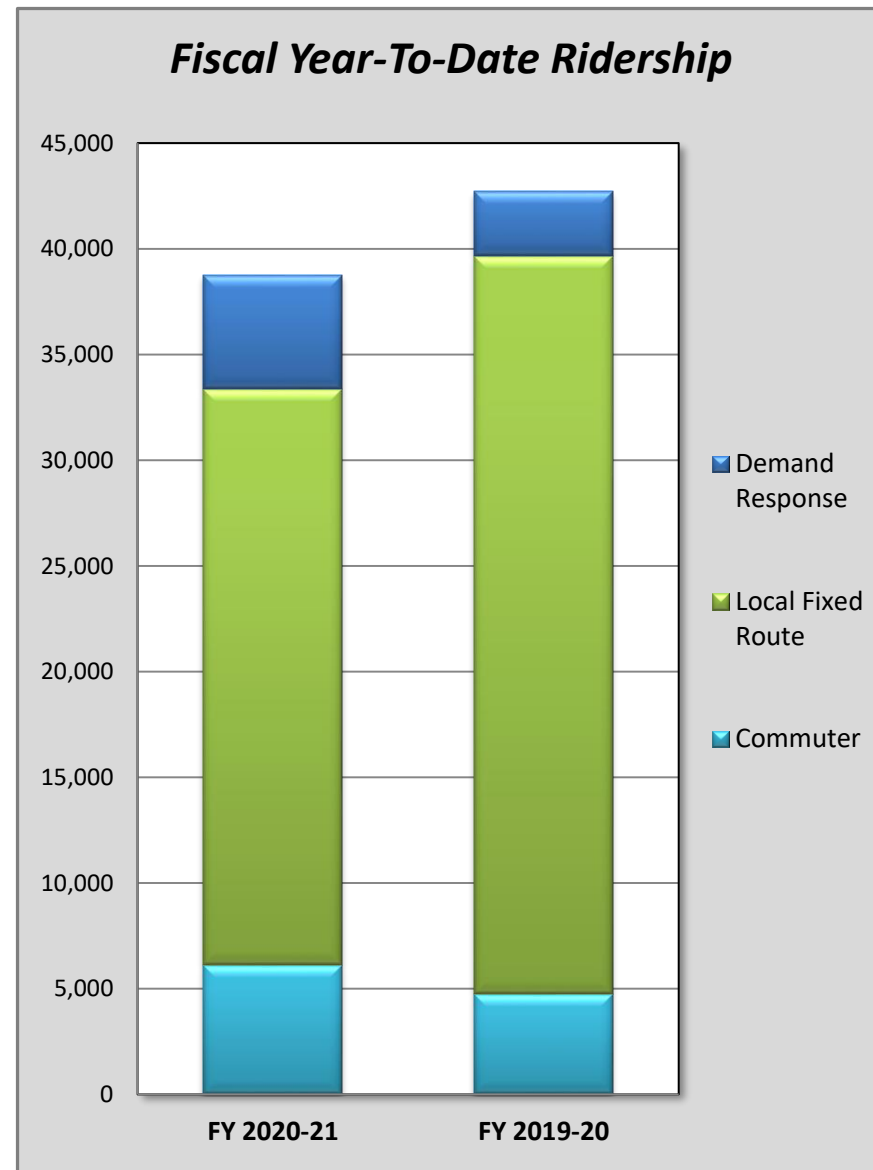


Demand Response	FY 2020-21	FY 2019-20	% Change
Dial-a-Ride	2,295	2,066	11.1%
Sac-Med	108	64	68.8%
ADA Paratransit	914	517	76.8%
M.O.R.E.*	2,052	389	427.5%
Senior Day Care*	0	0	-100.0%
Total Demand Response	5,369	3,036	76.8%

Local Fixed Route	FY 2020-21	FY 2019-20	% Change
20 - Placerville	4,127	5,182	-20.4%
25 - Saturday Express	1,154	1,209	-4.5%
30 - Diamond Springs	3,040	3,741	-18.7%
35 - Diamond Springs Saturday	338	351	-3.7%
40 - Cameron Park	3,176	4,026	-21.1%
50x - 50 Express	11,310	13,615	-16.9%
60 - Pollock Pines	4,126	6,785	-39.2%
Total Local Fixed Route	27,271	34,909	-21.9%

Commuter	FY 2020-21	FY 2019-20	% Change
Sacramento Commuter	4,671	4,726	-1.2%
Reverse Commuter	24	30	-20.0%
Sacramento/Tahoe Connector	1,409	0	100.0%
Total Commuter	6,104	4,756	28.3%

	FY 2020-21	FY 2019-20	% Change
Systemwide	38,744	42,701	-9.3%
Passengers per Revenue Hour	3.3	3.8	-13.8%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1D
Consent Item

MEMORANDUM

DATE: December 2, 2021

TO: El Dorado County Transit Authority

FROM: Megan Wilcher, Administrative Coordinator

SUBJECT: El Dorado County Transit Authority Board of Directors
Proposed Meeting Schedule for 2022

REQUESTED ACTION:
BY MOTION,

**Approve the El Dorado County Transit Authority Board of Directors
Meeting Schedule for 2022**

BACKGROUND

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

El Dorado Transit typically meets the first Thursday of every month at 1:00 P.M. at the County of El Dorado, Board of Supervisor’s Meeting Room, 330 Fair Lane, Building A in Placerville. Due to COVID-19, meetings have been held virtually since April 2, 2020.

The El Dorado Transit meeting schedule is considered tentative pending finalization of the City of Placerville City Council and El Dorado County Board of Supervisors meeting schedules.

DISCUSSION

The proposed 2022 meeting schedule is attached for discussion and direction.

Due to the July 4th Holiday, staff recommends cancelling the regular meeting in July 2022.

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED MEETING SCHEDULE FOR 2022**

Proposed Meeting Dates 2022	Comments
<i>No meeting January 2022</i>	
Thursday, February 3, 2022	
Thursday, March 3, 2022	
Thursday, April 7, 2022	
Thursday, May 5, 2022	
Thursday, June 2, 2022	
Thursday, July 7, 2022	<i>July 4th is a Holiday, propose cancellation of meeting</i>
Thursday, August 4, 2022	
Thursday, September 1, 2022	<i>Monday September 5th is Labor Day</i>
Thursday, October 6, 2022	
Thursday, November 3, 2022	
Thursday, December 1, 2022	

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

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

AGENDA ITEM 1E
Consent Item

MEMORANDUM

DATE: December 2, 2021

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Adoption of the Remote Public Meeting Provisions of Assembly Bill (AB) 361

REQUESTED ACTION:
BY MOTION,

Adoption of Resolution No. 21-27 regarding the Ralph M. Brown Act and the finding of risk to health and safety of in-person meetings because of the continuing COVID-19 pandemic State of Emergency declared by Governor Newsom

BACKGROUND

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

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

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

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

DISCUSSION

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

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

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

Given that the Governor's state of emergency presently remains in effect, staff and El Dorado Transit Legal Counsel recommend adoption of the attached Resolution No. 21-27, formally stating that in person meetings of the El Dorado Transit governing and advisory bodies subject to the Ralph M. Brown Act would present imminent risks to the health or safety of attendees, thus invoking the provisions of AB 361 and allowing virtual public meetings. Unless directed otherwise, staff plans to continue to present an updated version of this resolution to the El Dorado Transit Board of Directors for consideration at each upcoming scheduled monthly meeting while a state of emergency exists.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-27**

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

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

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

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

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

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

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

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

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

committees.

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

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 2nd day of December 2021 by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1F
Consent Item

MEMORANDUM

DATE: December 2, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: El Dorado County Air Quality Management District AB2766 Grant Applications for County Fair Shuttle 2022 and 2023

REQUESTED ACTION:

BY MOTION:

Adopt Resolution No. 21-28 authorizing the Executive Director to submit an application to the El Dorado County Air Quality Management District AB2766 Motor Vehicle Emission Reduction Grant Program

BACKGROUND

The El Dorado County Air Quality Management District (EDC AQMD) published a request for proposals on November 8, 2021 to consider motor vehicle emission reduction projects funded with AB2766 Department of Motor Vehicle (DMV) surcharge fees. Funding for this grant program is derived from vehicle registration fees authorized by EDC AQMD for Clean Air Act projects. The deadline for grant submission is December 10, 2021

DISCUSSION

El Dorado Transit will prepare one (1) grant application that meets the emission reduction objectives of the AB2766 DMV surcharge grant program. The project will be the El Dorado County Fair Shuttle in 2022 and 2023

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

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

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

This proposed project meets the El Dorado County Air Quality Management District (EDC AQMD) goal of “providing the most motor vehicle emission reductions at the most cost-effectiveness per ton of emissions reduced.”

Staff requests that the Board adopt Resolution No. 21-28 authorizing the Executive Director to Submit an Application to the El Dorado County Air Quality Management District AB2766 Motor Vehicle Emission Reduction Grant Program.

FISCAL IMPACT

TWO (2) YEAR COST SUMMARY (ESTIMATE)

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

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-28**

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 2nd Day of December 2021, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1G
Consent Item

MEMORANDUM

DATE: December 2, 2021

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Proposed Revisions to the El Dorado County Transit Authority Personnel Policies and Procedures Manual

REQUESTED ACTION:
BY MOTION,

1. Adopt Resolution No. 21-29 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual with regard to policy revisions and additions
2. Approve El Dorado County Transit Authority Board Policy, Travel D-1 with regard to revisions.

BACKGROUND

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

El Dorado Transit's Board Travel Policy addresses authorization and reimbursements of expenses incurred for business travel for Transit employees in and out of El Dorado County.

DISCUSSION

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

The attached recommendation for El Dorado Transit's Board Travel Policy D-1 includes updated language that incorporates reimbursement amounts based on the U.S. General Services Administration (GSA) per diem rates. The GSA rates establish per diem maximum allowances based on region of travel including incidental expenses incurred while on official travel for business.

ARTICLE 3 – EMPLOYEE COMPENSATION AND PROGRESS

3.5 Work Schedules

El Dorado Transit shall fix the hours of work with due regard for the convenience of the public and Federal, State, and local laws. El Dorado Transit will assign employees to a regular work schedule, subject to change at El Dorado Transit's discretion. [El Dorado Transit defines its work week as beginning on Saturday at 12:00 am and ending on Friday at 11:59 pm.](#) El Dorado Transit shall give employees reasonable advance notice of any change in work schedule, when feasible.

ARTICLE 4 – SPECIAL PAYS

4.2 Mileage and Travel Pay

Mileage

An employee who is required to use a personal vehicle for El Dorado Transit business shall be reimbursed at the federal rate, as determined by the Internal Revenue Service. Personal vehicle use shall be approved by the Executive Director or designee prior to travel, if possible.

Travel

The Executive Director or designee must pre-approve all out-of-region travel. "Out-of-region travel" is defined as travel to destinations outside of El Dorado County that are more feasibly reached by means other than automobile.

Payment of travel time away from a non-exempt employee's home (overnight travel) is covered under provisions of the Fair Labor Standards Act (FLSA).

Reimbursement Rates

Employees shall be reimbursed for [individual meals and lodging expenses pursuant to the rates established by the federal General Services Administration \(GSA\) for the region of travel.](#) ~~their actual and necessary expenses based on receipts turned into El Dorado Transit.~~ Actual and necessary expenses do not include alcoholic beverages or gratuities (unless gratuity is included in the quoted price of providing the employee's meals). [Generally, meals for in-county travel are not reimbursable; however, the Executive Director or his/her designee may approve reimbursement if it is determined necessary and reasonable under special circumstances.](#)

Reimbursement may exceed the prescribed individual meal rate if the meal is being served as part of an authorized event and the cost of the meal is itemized separately from the event's registration or attendance fees. For example, the registration fee for multi-day conference includes lunches but an optional dinner is offered on one night at an additional cost. If a meal is provided as part of an event, the traveler may not claim reimbursement for the meal if they choose to eat elsewhere unless authorized by the Executive Director or his/her designee. Receipts will be required for reimbursement of alternate meal if authorized.

Travelers on out-of-County business travel that requires overnight lodging are eligible to claim reimbursement for meals taken out-of-County and shall be reimbursed for full days (at least 12 hours) of travel equal to the per diem lump sum which covers meals taken by the traveler for each full day. The per diem rate shall be equal to the maximum federal per diem meal and incidental expenses rate established by the GSA. The per diem rate includes taxes and gratuities.

Lodging costs may exceed the allowable maximum rate under the GSA if the authorized event is held at a specific hotel and lodging is a pre-arranged group rate in conjunction with a conference or event and prior authorization is given.

Please see Board Policy D-1: Travel for further details of all in-County and out-of-County travel policies and procedures. ~~Actual costs may be reimbursed according to the rates outlined below. Breakfasts may be reimbursed only if an employee's travel is at least two (2) hours before his/her regular work hours. These rates apply to in-county travel as well.~~

~~Maximum Allowable Meal Reimbursement~~

~~Without Receipt With Receipt~~

~~Breakfast \$ 4.00 \$ 12.00~~

~~Lunch \$ 6.00 \$ 15.00~~

~~Dinner \$ 12.00 \$ 30.00~~

ARTICLE 5 – PAID AND UNPAID LEAVE POLICIES

Kin Care Leave

Full-time and Part-time Regular employees may use up to one-half of their annual allotment of accrued and available sick leave in a calendar year for absences to attend to an illness for specific family members as defined by California law ~~of the employee's child, the child of the employee's registered domestic partner, the employee's parent, registered domestic partner or spouse~~, on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury.

5.14 California Family Rights Act (CFRA)

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

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

Eligible Employees

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

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

Reasons For Leave

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

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

5.16 Paid Family Leave Insurance (PFL)

The State of California may provide partial wage benefits to eligible employees for up to a maximum of ~~six (6) weeks. Beginning July 1, 2020 California will extend the maximum duration of PFL from six (6) weeks to~~ eight (8) weeks.

The PFL program is not a leave right and does not provide job protection such as other state and federal laws. PFL provides ~~a wage replacement~~ benefit payments to workers who take time off from work to care for a seriously ill family member, bond with a new child or to participate in a qualifying event because of a family members military

deployment. A qualifying family member is an ~~ill~~-child, spouse, parent, parent-in-law, grandparent, grandchild, sibling or registered domestic partner, or to bond with a child within one year of birth or placement through foster care or adoption.

The employee is responsible for promptly and accurately filing a claim for family leave insurance benefits and other forms with the Employment Development Department. A claim form may be obtained from the Employment Development Department office or online. All eligibility and benefit determinations are made by the Employment Development Department.

The employee may not be eligible for Paid Family Leave benefits if the employee is receiving State Disability Insurance, Unemployment Compensation Insurance or Workers' Compensation benefits.

5.19 Personal Leave of Absence

El Dorado Transit understands that personal circumstances may necessitate an absence from work that either does not meet the requirements for CFRA/FMLA or extends beyond paid leave balances. If this situation arises, employees may request a paid or unpaid leave of absence not to exceed ninety (90) days, subject to the approval of the Executive Director.

Employees granted a leave of absence without pay must first exhaust any accumulated vacation and sick leave balances.

ARTICLE 6- EMPLOYMENT BENEFITS

El Dorado Transit has developed a comprehensive set of employee benefit programs to supplement our employee's regular wages. ~~El Dorado Transit's Personnel Policy and Procedure Manual describe the current maintained benefit plans.~~ If any conflict exists between this policy and the actual plan documents and summary plan descriptions, the actual plan documents and summary plan descriptions are controlling. El Dorado Transit reserves the right to modify and/or terminate benefits at any time. El Dorado Transit will keep employees informed of changes.

6.1 Holidays

Scheduled Holidays

El Dorado Transit shall provide the following holiday schedule:

- A. The following days shall be the official El Dorado Transit holidays;

January 1 - New Year's Day

January (Third Monday) - Martin Luther King Jr.'s Birthday
February (Third Monday) – President's Day
May (Last Monday) - Memorial Day
[June 19 - Juneteenth](#)
July 4 - Independence Day
September (First Monday) - Labor Day
November 11 - Veteran's Day
November - Thanksgiving Day
November - Friday after Thanksgiving
December 24 - Christmas Eve
December 25 - Christmas Day

Every day appointed by the President or Governor of California, upon concurrence by El Dorado Transit, for a public fast, Thanksgiving or holiday.

6.13 ~~Education Reimbursement~~ [Tuition Assistance Program](#)

~~To encourage professional development, El Dorado Transit offers a tuition assistance program to eligible employees who complete job related courses with a grade of "C" or better.~~ [El Dorado Transit encourages all employees to pursue professional development to improve their effectiveness in their job performance and to prepare for future career opportunities within Transit. El Dorado Transit is dedicated to providing tuition assistance to all employees seeking to reach their professional goals.](#)

[El Dorado Transit has established a Tuition Assistance Program, which provides support for personal and professional development opportunities for regular full-time employees. These opportunities may be used to expand job knowledge and upgrade skills, help meet the requirements for a different Transit job, prepare employees for another line of work within Transit, or take courses required to complete a college degree program. Tuition assistance is for courses and degrees related to a specific job, function, or career growth.](#)

A. Eligibility

- [1. Employees must be](#) Full-time regular employee status for at least twelve (12) continuous months with El Dorado Transit.
- [2. Employee must be in active pay status. Employee on non-active status \(full-time disability leave, workers' compensation leave, military leave, etc.\) are not eligible for assistance or reimbursement.](#)
- [3. Employee must still be employed by Transit when final paperwork for reimbursement is submitted.](#)
- [4. Employee must have a satisfactory job performance.](#)
- [1.5. Prior to enrolment, the employee must obtain written approval from the employee's supervisor and the Executive Director to confirm that the subject is job-related. Job related means training directly related to work performed for the department in which the person seeking reimbursement is employed.](#)

A. Criteria and Guidelines

1. Applicability of the degree to the job and/or future position in the agency.
2. Length of service and potential of continued employment
3. Employees class attendance must not interfere with normal departmental operations or create extra work for other employees.
4. Employees GPA
 - a. Undergraduate level courses: Grade of "C" or better (or the numerical equivalent thereof) in each individual course.
 - b. Graduate level courses: Grade of "B" or better (or the numerical equivalent thereof) in each individual course.
 - a.c. Certificate Courses: Valid proof of successful completion of certificate curriculum or grade of "Pass" (or equivalent) for individual courses.
5. Along with submission and application for reimbursement, employees are required to investigate and apply for all alternate sources of tuition support and financial assistance for which they may be eligible. Alternate sources of financial aid include, but are not limited to, agency tuition support programs, Pell Grants, Veterans Administration Educational Benefits (GI Bill), and college stipends. Information about financial assistance programs may be obtained from college/university financial aid offices, or agency staff development resources. ~~shall exhaust all education benefits from the federal and state governments.~~
- 2.6. Employees receiving tuition support or financial assistance from any alternate source must report it and the amount on the application form. This amount will be deducted before calculating the allowable reimbursement. Employees who fail to report alternate sources and amounts of financial aid on the application will be liable for return of the reimbursement award, and face possible exclusion from future reimbursement program eligibility.

B-C. Reimbursement Amount

1. ~~The maximum amount of reimbursement during any calendar year for courses taken during that year shall be four hundred and seventy dollars (\$470.00) per employee.~~ For pre-approved courses in an accredited educational institution program, eligible employees may receive tuition reimbursement for a maximum of \$2,500 for certificate, Associate, Bachelor's and Master's degree programs in one fiscal year (July 1 through June 30).
2. ~~Reimbursement requests must include original receipts and grade report.~~ Employees will be reimbursed only for the courses necessary to earn one Bachelor's degree and for the courses necessary to earn one Master's degree during the total employment period.

2.3. Reimbursement includes the cost of tuition, required books, supplies, parking, mandatory insurance fees, and related fees. Related fees include standard expenses like financial aid fees and lab fees. Cost not covered by this policy include, but are not limited to the following: transportation, recreation fees, and books that are not required for the course.

~~C. — No Release from Work~~

~~All course work in connection with this article must be completed during the employee's personal time, not during scheduled shifts. No release time will be provided.~~

D. Availability of Funding Reimbursable Courses

1. All courses required in pursuit of a certificate or degree at an accredited school that will enhance the employee's current skills and will prepare the employee for other career opportunities within Transit.
2. Courses at an accredited university, college, trade, business, or vocational school (not in pursuit of a degree or certificate) that will enhance skills in current classification or prepare the employee for career opportunities within Transit.
3. Prerequisite courses outside the major course of study (e.g., completion of an undergraduate statistics course in order to allowed to register for the graduate course).
4. College-Level Examination Program (CLEP) tests, provided that credits will be applied toward an approved college/university program.
- ~~4.~~5. Challenge exams for certification.

~~Reimbursement is dependent upon fund availability in El Dorado Transit's budget.~~

E. Tuition Reimbursement Procedures

1. Employees should complete the Tuition Assistance Application at least two (2) weeks prior to the start of the course in order to eligible for tuition assistance.
2. Completed forms will be reviewed by the Human Resources Department to verify eligibility and criteria requirements. The Human Resources Department will determine if funds are available. Funding for tuition reimbursements will be subject to budgetary limitations. A pre-approved Tuition Assistance Application must be on file with Transit to receive reimbursement.
3. Within 45 days from completion of the course, the applicant must submit legible copies of the following:
 - a. Invoices or statement of fees charged and the amount paid. The invoice must contain the school's name and address. Copies of cancelled checks and credit card receipts will not be accepted.
 - b. Grade card/report indicating the applicant's name, quarter/semester, course name(s) and grade(s) for the term.

- ~~a. Management employees shall receive education reimbursement set forth by the guidelines in Section 6.12, during any calendar year for courses taken during that year not to exceed \$1,500.00.~~

F. Other Requirements and Restrictions

Ancillary fees that may be required by the educational institution, including but not limited to fees for application, technology, late registration, student activities, student licensing, matriculation, graduation, or diploma are not reimbursable.

Tuition Reimbursement Application with reimbursements of less than \$25.00 will not be accepted. All reimbursements for education assistance under this policy may be subject to Federal and State income tax laws in effect at the time of payment.

All employees receiving reimbursement under this program are obligated to remain in the employ of Transit for a period of one (1) year from the completion date of class or to repay Transit on a pro-rated basis, as described in the tuition reimbursement agreement that is to be signed by each applicant prior to approval of application.

Any exceptions to this policy must be reviewed and approved by the Executive Director or his/her designee.

~~An employee's request for tuition assistance must be made and approved prior to course registration for the.~~

ARTICLE 8 – STANDARD BUSINESS CODE OF CONDUCT

8.4 Workplace Fraternization

El Dorado Transit strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective operations of agency business. Although this policy does not prevent the development of friendships or romantic relationship between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles and those with authority over other's terms and conditions of employment are subject to more stringent requirements under this policy due to their positions within the agency, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employee protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

Procedures:

1. During working time and in working areas, employees are expected to conduct themselves in an appropriate and professional manner that does not interfere with productivity.
2. During nonworking time, such as lunches, breaks, and before and after work periods, employees should observe an appropriate and professional manner.
3. Employees are strictly prohibited from engaging in inappropriate physical contact while anywhere on company premises, whether during working hours or not.
4. Supervisor and manager disclose the romantic or sexual relationships with another co-worker to the individual's immediate supervisor or the Human Resources Manager. El Dorado Transit will review the circumstances to determine whether any conflict of interest exists.

Persons who violate this or any other El Dorado Transit policy are subject to discipline, up to and including discharge.

ARTICLE 9 – DISCIPLINARY POLICIES

9.1 Standards of Conduct

Each employee has an obligation to observe and follow El Dorado Transit's policies and to maintain proper standards of conduct at all times. If an employee's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or termination. The appropriate disciplinary action imposed will be determined by the Executive Director or his/her designee.

9.2 Discipline

The purpose of this policy is to provide firm guidelines that will ensure uniform application of formal and informal discipline involving El Dorado Transit employees. It is imperative that supervisors recognize that discipline is a legitimate organizational function, which, if exercised prudently, will ensure management control of the work force and encourage continual growth in employee work performance. If applied fairly and consistently, discipline can be a positive, constructive means of bringing about or increasing organizational order and efficiency. Except in cases of suspension or dismissal, where the action taken is obviously punitive, disciplinary action should be taken only to deter employees from duplicating similar performance and behavior.

Disciplinary actions of a formal or informal nature will adhere to the following standards:

- A. Performance and behavioral problems will be discussed with employees in a timely manner following their occurrence.
- B. Whenever unsatisfactory performance or behavior emerges that cannot be corrected through informal discipline, which includes discussion, instruction, training, counseling, admonishment, written warning, or reprimand, then formal disciplinary action must be considered.
- C. Formal disciplinary action (suspension or termination) is to be in writing and documentation should demonstrate unacceptable performance or behavior by the employee.

Probationary employees and extra-help employees are not entitled to the same disciplinary procedures as regular employees. Probationary or extra-help employees may be dismissed at any time without notice and without the right to appeal.

- D. Disciplinary action against any employee shall be for cause, as it may affect work performance and effectiveness within the organization. Cause may include, but not be limited to, the following:
 - 1. Unauthorized absence from duty or willful abuse of leave privileges
 - 2. Excessive absence, unexcused absenteeism or tardiness
 - 3. Sick leave abuse
 - 4. Arrest or conviction of any felony or criminal act involving moral turpitude. If disciplinary action is based on an arrest, El Dorado Transit shall independently establish the facts in support of the arrest prior to taking any disciplinary action. If disciplinary action is based on a conviction, El Dorado Transit may rely upon a plea or a verdict of guilty, or a conviction following a plea of nolo contendere. The term "conviction" does not include imposition of a sentence.
 - 5. Conduct tending to bring El Dorado Transit into disrepute
 - 6. Disorderly or immoral conduct
 - 7. Incompetence, inefficiency or neglect of duty
 - 8. Insubordination, willful disobedience of superiors
 - 9. Being at work under the influence of alcoholic beverages or drugs, carrying onto the premises alcoholic beverages or drugs, or consuming or using

alcoholic beverages or drugs during work hours and/or on El Dorado Transit premises

10. Negligent or willful damage to El Dorado Transit property or misuse of resources, property, equipment, phones, or supplies for personal use or private business
11. Violation of any law or reasonable regulation or order given by a supervisor or manager
12. Failure to comply with El Dorado Transit's Equal Employment Opportunity policies
13. Material and intentional misrepresentation or concealment of any fact in connection with obtaining employment
14. Engaging in outside employment which has a detrimental effect on attendance or ability to perform work
15. Misappropriation of El Dorado Transit funds or property
16. Dishonesty or theft
17. Failure to cooperate reasonably with his/her supervisor or fellow employees
18. Discourteous or abusive treatment of the public, fellow employees or superiors
19. Failure to adequately observe any rule specifically stated in this manual
20. Failure to adequately observe the rules regarding working hours and leave time
21. Sexual abuse, harassment, discrimination, retaliation and conduct contributing to a hostile work environment.
22. Continued poor work performance
23. Possession of a firearm in an El Dorado Transit facility
24. [Violation of the Workplace Fraternization Policy](#)

These examples are not all inclusive. El Dorado Transit emphasizes that termination decisions will be based on an assessment of all relevant factors by the Executive Director.

Responsibility for the administration of discipline rests primarily with the appropriate supervisor. It is a fundamental policy of El Dorado Transit to treat its employees fairly. Therefore, every effort should be made to ascertain facts before discipline is imposed. Further, especially in the case of formal discipline, it is important that the supervisor or his/her designee to provide detailed, documentation of facts.

9.3 Corrective Action Procedures

It is the desire of El Dorado Transit to minimize or eliminate the necessity of taking disciplinary action against its employees. An employee can help reduce disciplinary actions by consulting his/her supervisor when in doubt about any such action that may be in violation of El Dorado Transit rules.

The Executive Director or supervisor of any employee may take disciplinary action against an employee under his/her supervision. All disciplinary actions must be coordinated to ensure uniform adherence to personnel policies and disciplinary procedures. It is not required that these actions be taken in sequence; rather that the nature of the disciplinary action taken will depend on the severity of the infraction. The following are examples of disciplinary actions:

A. Verbal Warning/Counseling Memo

The employee shall be counseled concerning the unsatisfactory areas of work and shall be informed about methods of improvement, or the employee's direct supervisor may issue a verbal warning. Verbal warnings must be documented by the supervisor and placed in the employee's personnel file.

B. Written Warning

In cases where the verbal warning has not been successful or where the infraction of the rules and regulations has been of a serious nature, a written warning shall be issued. Only the Executive Director or a supervisor may issue a written warning. The purpose of the written warning is to call the attention of the employee to serious defects in his/her work. The written warning should include a detailed statement of the problem and a notation that the problem was discussed with the employee. The employee must sign the written warning, acknowledging a copy thereof. A copy of the written warning must be included in the employee's personnel file. The employee may respond to the written warning and such response shall be placed in the employee's personnel file.

C. Suspension

An employee may be suspended for up to a period thirty (30) days in order to impress upon the employee that continued failure to improve his/her performance may result in dismissal. All suspensions require the recommendation of the Executive Director or his/her designee. Employees may not use any accrued leave to compensate for the loss of pay in the event of suspension. Employees will not earn vacation leave or sick leave while on suspension.

D. Administrative Leave of Absence with Pay

The appointing authority with approval of the Executive Director may place an employee on leave of absence with pay (suspended pay) ~~for a period not to exceed ten (10) working days. This leave with pay (suspension with pay) shall be used~~ when an employee is under investigation or for other necessary or emergent needs such as when the employee's continued presence at the work site may be hazardous or disruptive.

DRAFT

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-29**

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

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

WHEREAS, the last revision to the Policy was on May 6, 2021; and

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

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

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

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

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 2nd day of December 2021, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY

Subject	Policy Number	Date Proposed
TRAVEL	D-1	December 2, 2021

TRAVEL

1.0 INTRODUCTION

1.1 Purpose

It is the intent of this policy that no EDCTA employee shall suffer any undue loss or gain any undue benefit while traveling on official EDCTA business. This policy shall provide for the reimbursement of approved expenditures within a reasonable amount of time and is applicable to all officers and employees in the service of EDCTA. The Executive Director or his/her designee is responsible for ensuring all travel reimbursement requests comply with this policy.

2.0 POLICY

2.1 In-County Travel

- A. Travel by private auto in the performance of "official EDCTA business" shall be reimbursed at per State/Federal rate (see Policies & Procedures ~~13.2.1~~ 4. 4.2). Mileage for travel shall be computed from the employee's designated work-place. If travel begins from the employee's home, mileage shall be calculated from the home or work-place, whichever is less (e.g., If the employee lives in Cameron Park and drives to a meeting in Sacramento, leaving from home, mileage will be paid from the employee's residence to Sacramento and back to the residence).
- B. Under normal circumstances, lunch expenses will **NOT** be reimbursed while traveling in El Dorado County and performing the employee's normally assigned duties. However, employees traveling from the western slope of the county to Lake Tahoe and vice versa will be reimbursed for lunch expense if the employee is required to spend the employee's entire scheduled shift at that location **or section 2.C applies.**
- C. In special circumstances, with the advance—approval of the Executive Director, employees may be reimbursed for meal expenses incurred within the county, (i.e., when meals are approved as "part of a program" for special training sessions, conferences, workshops, when work is outside of a county facility, or less than an all day activity).
- D. Employees may be reimbursed for meals and lodging expenses if their assigned activities require them to spend one or more nights in an area of the county which is distant from their place of residence, (e.g. western slope employee assigned ~~to 2-day-an~~ activity in South Lake Tahoe). The rate of reimbursement for meals, lodging and mileage shall be pursuant to the rates established by the General Services Administration (GSA), ~~the same as established for travel out of county.~~ Employees

must obtain prior approval from their supervisor before incurring allowable expenses identified above.

- E. Overnight travel requests, other than those governed by 2.D above, must be approved by the Executive Director prior to commencement of travel unless emergency or other legitimate special circumstances prevent prior approval. If this is the case, a memorandum describing the circumstances and justifying the decision shall be attached to the travel authorization form and submitted to the Executive Director for approval as soon as possible.

2.2 Out-of-County Travel

- A. Employees who are compelled to travel in the performance of their duties and in the service of EDCTA shall be reimbursed for their "actual and necessary expenses", within maximum rate limits established by the EDCTA Board for transportation, lodging, meals, tolls, parking, and other reasonable costs.
- B. Maximum rates may NOT be exceeded due to special circumstances ~~and~~ as approved by the Executive Director.
- C. Supervisors should try to minimize travel expenses by limiting travel participants for each event to no more than one staff member, and having those individuals share information with the rest of the staff upon return.
- D. Overnight travel requests must be approved by the Executive Director or his/her designee prior to commencement of travel unless emergency or other legitimate, special circumstances prevent prior approval. If this is the case, a memorandum describing the circumstances and justifying the decision shall be attached to the travel authorization form. **It remains up to the discretion of the Executive Director as to whether or not costs of travel which were not authorized in advance will be reimbursed.** Employees and other persons are advised to plan ahead and obtain the necessary approvals.
- E. Travel will be by the most reasonable means available, taking into consideration employee time devoted to travel at the expense of performance of other duties.
- F. When an employee is to travel by a common carrier (air, bus, rail), the requesting department is to obtain a quoted price through a travel agency or similar means. Reservations can be made but ticket purchase must await approval by the Executive Director or their ~~designee~~. Tickets may be purchased on a personal credit card, purchase order, or through a travel advance after approval.

- G. Common carrier travel must be in ~~"Coach"~~ "Economy" or similar class unless otherwise specifically authorized in advance by the Executive Director.
- H. For out-of-county travel, consisting of a day trip and where a common carrier is the mode of travel, prior authorization from the Executive Director is required.
- I. Travel out of county in an EDCTA -vehicle is allowed; however, the final destination of the trip is NOT to exceed a four (4) hour driving distance from the EDCTA office. Any exception to this policy must receive prior approval from the Executive Director.

2.3 Authorization

Generally, this policy sets forth a procedure whereby the Executive Director approves employee travel, training, and conference programs each fiscal year by approving and adopting the appropriation in the final budget process.

2.4 Mileage Allowances

The reimbursement rate represents the expenses of gasoline and normal wear and tear incurred during the use of one's personal vehicle in the course of performing one's duties in the service of EDCTA.

2.5 Reimbursement Rates

Employees shall be reimbursed for their actual and necessary expenses. Actual and necessary expenses do not include alcoholic beverages or gratuities (unless the gratuity is a quoted price of providing congregate meals).

A. Mileage Rate

Travel by private auto in the performance of "official EDCTA business" shall be reimbursed at the Federal rate as determined by the Internal Revenue Service.

B. Meal Rates

Reimbursement rates for individual meals shall be at the individual meal rate for that individual meal as established by the GSA. ~~Actual costs may be reimbursed according to the rates shown below.~~ Breakfasts may be reimbursed only if an employee's travel consists of at least 2 hours in duration before an employee's regular work hours. These rates apply to in-county travel as well, where other sections of this policy apply.

Reimbursement may exceed the prescribed individual meal rate if the meal is being served as part of an authorized event and the cost of the meal is itemized separately from the event's registration or attendance fees. For example, the registration fee for multi-day conference includes lunches but an optional dinner is offered on one night at an additional cost. If a meal is provided as part of an event, the employee may not claim reimbursement for the meal if they choose to eat elsewhere unless authorized by the Executive Director or his/her designee. Receipts will be required for reimbursement of alternate meal if authorized.

Employees traveling on out-of-county business travel that requires overnight lodging are eligible to claim reimbursement for meals taken out-of-county and shall be reimbursed for full days (at least 12 hours) of travel equal to the per diem lump sum which covers meals taken by the employee for each full day. The per diem rate shall be equal to the maximum federal per diem meal and incidental expenses rate established by the GSA. The per diem rate includes taxes and gratuities.

~~Maximum Allowable Meal Reimbursement~~

	Without Receipts	With Receipts
Breakfast	\$ 4.00	\$ 12.00
Lunch	\$ 6.00	\$ 15.00
Dinner	\$ 12.00	\$ 30.00

2.6 Lodging

~~A.~~ A.—Employees are eligible to claim reimbursement for lodging upon approval of the Executive Director or designee. Lodging expenses shall be claimed at either the actual cost of the lodging (limited to single occupancy rate for a -single room) or EDCTA's maximum lodging rate (Federal Per Diem Rate established by the GSA), whichever is less.

~~A.B.~~ Lodging costs may exceed the allowable maximum rate under the GSA if the authorized event is held at a specific hotel and lodging is a pre-arranged group rate in conjunction with a conference or event and prior authorization is given.~~Lodging charges shall be those charges actual and necessary but not to exceed 109.00 per day, with the exception noted in 2.6B "High Cost Cities". Single rates shall prevail except when the room is occupied by more than one employee. (NOTE: Nothing in this policy shall be construed as to require employees to share sleeping accommodations while conducting EDCTA business. Sharing accommodations may be done on a voluntary basis. EDCTA appreciates employees being cost conscious.) In all travel,~~

~~employees are expected to secure overnight accommodations as economically as possible.~~

- B. ~~The following cities, or areas immediately contiguous thereto, are considered "high cost" cities. In these areas, lodging per diem shall be established by the GSA, increased to \$159.00 per night or to the amount determined by the hosting agency. High Cost Cities: San Francisco, Los Angeles, San Diego, Long Beach, Santa Barbara, Newport Beach, Monterey, Atlanta, San Jose, Palm Springs, New York, Washington D.C.~~
- C. In all instances, the per diem rates for lodging refers to the room rate only. Additional charges for Transient Occupancy Taxes (TOT) and sales taxes will be reimbursed at cost. Employees are advised that TOTs may often be waived by California hotels with a letter from the agency on letterhead stating the purpose of the travel. Such letters should be sent in advance of travel dates.

2.7 Rental Cars

When using public transportation on an authorized trip, employees shall utilize the least expensive ground transportation (i.e. taxi, rental car, mass transit). The use of a rental car **must** be noted on the Travel Authorization in advance and authorized by the Executive Director. Justification for the use of the rental car must accompany that request. Rental car costs will not be reimbursed without prior authorization except in the case of emergencies. Exceptions shall be granted at the sole discretion of the Executive Director. The employee shall choose the least expensive size and mileage limits appropriate to the use required. Rental cars must be rented under the name of the authorized employee and shall only be driven by a EDCTA employee. The employee shall waive additional vehicle insurance provided by the rental company.

2.8 Air Travel

Air Travel reservations should be made in such a manner as to secure the best available fare. Available resources include, but are not limited to: travel agents, online resources or directly with the airline. ALL AIR TRAVEL MUST BE IN ECONOMY COACH OR SIMILAR CLASS.

- Employees are expected to use the lowest logical airfare available.
- Employees are expected to reserve 7-day advance notice purchases.
- Employees are expected to use non-direct flights when the savings are substantial
- Employees must obtain Executive Director approval for all trips ~~over \$2,000.~~

Upgrades for Air Travel

Upgrades for air travel are not reimbursable. If an employee wishes to upgrade, it is done at the employee's expense.

Cancellations

When a trip is cancelled after the ticket has been issued, the ~~traveler~~employee should inquire about using the same ticket for future travel. Employees should reuse airline tickets if: a) they are traveling on the same route, or b) airfare eligibility requirements (verified with travel ~~agency~~ agent) are met.

Unused/Voided Airline Tickets

Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have a cash value. To expedite refunds, unused or partially used airline tickets must be returned immediately to the issuing authority.

Employees must NOT include unused tickets in with their expense reports.

Employees with an electronic ticket simply need to call the travel ~~agency~~ issuing authority to initiate a refund.

Lost or Stolen Airline Tickets

Immediately upon discovery of lost/stolen ticket, the ~~traveler~~employee must:

- Report the loss to the travel ~~agency~~ issuing authority who will file the lost ticket application
- Fill out the lost ticket application at the airline ticket counter

All other reasonable and necessary expenses (i.e. parking, tolls, etc.) will be reimbursed at cost provided a receipt is included. Receipts are required except for those charges for which receipts are not customarily issued such as bridge tolls.

2.9 Purchase Orders

Purchase Orders are **NOT** an acceptable means of obtaining goods or services for the purposes of travel and meeting expense reimbursement.

2.10 Advances

EDCTA may provide advance funds for estimated ~~""~~out-of-pocket~~""~~ expenses up to seventy-five percent (75%), but no less than \$50.00. ~~The ""out-of-pocket""~~ expenses would include meals, taxi and public transportation, lodging, parking and pre-registration costs.

2.11 Compliance

It is the responsibility of the ~~claimant~~employee to understand and follow all policies and procedures herein in order to receive reimbursement for mileage, travel

and expense claims. Any form completed improperly or procedure not followed will result ~~in~~ the return of claim without reimbursement.

2.12 Exceptions

Exceptions to the limits contained in this policy may be approved by the Executive Director. Any exception granted by the Executive Director is to be applied as a case-by-case basis and does not set precedent for future policy.

3.0 PROCEDURES

3.1 Forms

~~A.~~ ~~A.~~ Travel Authorization Form (Attachment A)

~~A.B.~~ Mileage Reimbursement Claim Form (Attachment BA)

~~CB.~~ Miscellaneous Travel Reimbursement Claim Form (Attachment CB)

~~DE.~~ Purchase Requisition Form (Attachment DE)

3.2 Authorization

Travel ~~Authorization~~ and Mileage/Expense reimbursement claim forms must be signed by the ~~individual employee~~ requesting reimbursement and the Supervisor. The Executive Director or ~~his~~/her designee must also approve overnight travel, any maximum rates being exceeded, when a Supervisor and additional staff member ~~Assistant~~ wish to attend the same out-of-county event, when a county vehicle is used and the expected driving time exceeds four hours to the destination, and when common carrier tickets are to be purchased.

3.3 Advances

- A. To receive an advance for expenses itemized on the Travel Authorization, an employee must submit this form to the Accounting Department at least one week in advance for processing.
- B. Cancellation Policy: In the event an employee, through no fault of his/her own, must cancel pre-planned travel, any advance received must be returned to the Accounting Department within five (5) working days of the scheduled departure date. If the advance is not returned within this time frame the employee could jeopardize his/her standing to receive advances in the future.

3.4 Reimbursement

Submission of travel, mileage and expense claims must be accomplished in a timely fashion for reimbursement to occur.

A. Reimbursement Claim ~~Travel Authorization~~ Form

Upon return from approved travel, the employee is to complete the ~~travel authorization section~~ Miscellaneous Travel Reimbursement Claim Form "Actual Expenses", attach all pertinent original receipts, obtain Supervisor approval and submit to the Accounting Department for reimbursement. The employee has thirty (30) days upon return to submit to the Accounting Office to receive reimbursement.

B. Expeditious Payment

It is the policy of El Dorado County Transit Authority that no employee, official or person representing EDCTA shall be unduly burdened by costs associated with that representation. Therefore, upon receipt of a request for reimbursement, the Accounting Department shall expeditiously review the request for completeness. If the request is found to be incomplete, the Accounting Office will return the request to the claimant noting the areas of deficiency. Upon receipt of a completed request for reimbursement the Accounting Department shall provide reimbursement to the employee.

AGENDA ITEM 1H
Consent Item

MEMORANDUM

DATE: December 2, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Receive and File Fiscal Year 2020/21 Independent Financial Audit, Single Audit and Compliance Reports

REQUESTED ACTION:

BY MOTION,

Receive and File Independent Financial Audit, Single Audit and Compliance Reports for Fiscal Year 2020/21 for the El Dorado County Transit Authority

BACKGROUND

The El Dorado County Transportation Commission (EDCTC) is responsible to ensure that the El Dorado County Transit Authority (El Dorado Transit), as a Transportation Development Act (TDA) claimant, annually submits an independent financial audit per Public Utilities Commission Code 99245. The fiscal and compliance audits are performed in accordance with Generally Accepted Accounting Principles by a certified public accounting firm and include a determination of compliance with TDA rules and regulations. The El Dorado Transit Fiscal Year (FY) 2020/21 Compliance Audit and Single Audit are included in the EDCTC Overall Work Program.

EDCTC awarded a contract to Richardson & Company to produce compliance audits and reports for all FY 2020/21 TDA claimants including El Dorado Transit.

DISCUSSION

Ingrid Shepline of Richardson & Company presented the Financial and Compliance audits to staff and the Ad Hoc Audit Review Committee comprised of Chair Kara Taylor and Vice Chair Lori Parlin on November 22, 2021. Discussion items included the following:

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

There were three (3) proposed journal entry adjustments made by the auditors including the following:

Two (2) adjustments were made to correct grant revenues that should have been accrued in fiscal year 2019 and adjust receivable and deferred revenue.

Response: A grant tracking system will be implemented for future audits.

One (1) adjustment to State of Good Repair (SGR) to recognize interest earned as miscellaneous income.

Response: Adjustment made to true up allocation and interest earned.

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

FINANCIAL AUDIT

El Dorado Transit staff is pleased to report that the FY 2020/21 Independent Financial Audit has identified no material weaknesses.

The financial audit is a measure of financial activity and compliance to government code during the given fiscal period. Highlights include net assets of El Dorado Transit exceeding its liabilities by \$15,173,638 with unrestricted net asset of \$1,673,513. It is the opinion of management that the unrestricted net assets indicate a good fiscal condition for El Dorado Transit.

COMPLIANCE REPORT

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

SINGLE AUDIT

The Single Audit is a supplementary report of internal control over federal program financial reporting and compliance based on an audit of financial statements performed in accordance with government auditing standards. The primary function of a Single Audit is to review internal controls, purchasing procedures and reporting standards of agencies receiving federal grant funds. The trigger for conducting a Single Audit is an agency receiving over \$750,000 of federal funding in one fiscal year. El Dorado Transit received \$3,485,913 in federal funding during FY 2020/21 including an operating assistance grant from the CARES Act pandemic relief program and two (2) formulaic grants, one (1) formulaic preventative maintenance grant, and three (3) capital assistance grant for rolling stock.

El Dorado Transit is reporting that the FY 2020/21 Independent Single Audit identified no material weaknesses in internal control over compliance. A deficiency was found related to the exclusion of one operating assistance grant on the Schedule of Expenditures of Federal Awards (SEFA) from the 2019 prior period. Additionally, the SEFA had transpositions and inaccurate CFDA grant numbers. Each year El Dorado Transit provides the external auditors a SEFA to assist the auditors in determining if a Single Audit is warranted and which federal programs should be selected. Details of the item are found on page 46 of the Audit.

Following Board acceptance, the full FY 2020/21 Independent Financial Audit Report will be available on El Dorado Transit's website at <https://eldoradotransit.com/board-meeting/december-2-2021> and will be made available for public review upon request at El Dorado Transit's offices during normal business hours.



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GOVERNANCE LETTER

To the Board of Directors
El Dorado County Transit Authority
Diamond Springs, California

We have audited the financial statements of the El Dorado County Transit Authority (the Authority) for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We provided such information in the engagement letter dated March 17, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards* and the Uniform Guidance

As stated in our engagement letter dated March 17, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the Authority's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with Uniform Guidance.

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also, in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the Authority's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the Authority's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the Authority's compliance with those requirements.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We communicated any internal control related matters that are required to be communicated under professional standards in a separate report.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements include the need for an allowance for uncollectible accounts receivable, grant receivables accrued, depreciable lives used for capital assets, the current portion of the liability for compensated absences, the pension liability and other postemployment benefits liability. The pension and other postemployment benefits liabilities are determined by actuarial valuations. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Two adjustments were made during the audit process to correct for grant revenue that should have been accrued in fiscal year 2019.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of the audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 17, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Authority’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) listed in the table of contents, which are RSI that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Schedule of Operating Expenses, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Authority and management of the Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Richardson & Company, LLP

November 17, 2021



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MANAGEMENT LETTER

To the Board of Directors and Management
El Dorado County Transit Authority
Placerville, California

In planning and performing our audit of the financial statements of the El Dorado County Transit Authority (the Authority) as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

However, during our audit we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and matters that are opportunities for strengthening internal controls and operating efficiency. The items below summarize our comments and suggestions regarding those matters. A separate report dated November 17, 2021 contains our communication of significant deficiencies in the Authority's internal control. This letter does not affect our report dated November 17, 2021, on the financial statements of the Authority.

Accrued interest payable: Since the interest payments on the capital lease are paid quarterly, and the last payment before the fiscal year end is made in April, the Authority needs to accrue interest payable from the April payment date to the end of June. Currently, interest is being recorded on the cash basis.

Document Retention: In auditing the preventative maintenance grant, we noted documentation supporting payroll costs charged to the grant, including a summary of the personnel and hours, were not readily available at the time of the audit. The Shop Manager was able to produce internal documents that were maintained for performance review that we were able to use to recalculate the hours and payroll charges. The Shop Manager indicated that these documents are only typically maintained until the employees' annual review has been completed and then disposed. We recommend that procedures be put in place to formalize tracking of hours spent on grant-funded projects and that supporting documentation be maintained for costs allocated to grants at least seven years after the grant is closed out and audits are completed to comply with documentation retention standards or the Authority's retention policy, whichever is longer.

* * * * *

This communication is intended solely for the information and use of management, the Board of Directors and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Richardson & Company, LLP

November 17, 2021

AGENDA ITEM 2A
Action Item

MEMORANDUM

DATE: December 2, 2021

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Strategic Planning Discussion

REQUESTED ACTION:
BY MOTION,

Conduct a facilitated review and discussion of current conditions and provide direction to staff regarding the development of a strategic plan to address the agency's pandemic recovery

BACKGROUND

Ridership on the El Dorado County Transit Authority's (El Dorado Transit) local routes had been trending slightly downward prior to the pandemic, but since lockdowns and program closures began in the Spring of 2020, the service has experienced a historic loss of ridership. While not uncommon among transit providers nationwide, the raw numbers are shocking. As detailed in the recent annual Administrative Operations Report, systemwide ridership decreased by 186,352 one-way passenger trips or 62.6% and passenger trips per revenue hour decreased from 6.4 to 3.4 or 46.9% from Fiscal Year (FY) 2020 to FY 2021. Included in these statistics is an overall decline in demand response (Dial-A-Ride, Sac Med, ADA paratransit, and contracted services) ridership of 21,768 one-way passenger trips or 67.5%, and a decrease in local fixed route ridership of 62,434 one-way passenger trips or 41.1% during the period.

The County's Senior Day program remains closed and the Mother Lode Rehabilitation Enterprises (M.O.R.E.) program is continuing to significantly limit in-person attendance. Schedule and routing adjustments were made to the local fixed route service in August of 2021 to help address the effects of the pandemic, but ridership has continued to decline due in part to residual public health concerns, changes in school and employment related travel patterns, and the increased accessibility of home delivery and telehealth services. In addition, trends in labor availability and pressures on operating costs continue to impact El Dorado Transit's capability to restore services.

DISCUSSION

Travel demands have clearly changed, external pressures continue to grow, and staff recognizes the need for changes and innovation as the agency restores and expands services to best meet the

future transportation needs of the community. Staff is working closely with our partners at the El Dorado County Transportation Commission (EDCTC) and LSC Transportation Consultants to reexamine our 2019 Short- and Long-Range Transit Plan recommendations and to develop an updated, strategic approach to reconnecting the community in a post-pandemic setting.

Gordon Shaw, Principal with LSC Transportation Consultants, will facilitate a roundtable discussion with the Board of Directors, stakeholders, and staff to consider the potential objectives, scope, and direction of a planning effort to guide the agency's recovery from the pandemic.