



EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

AGENDA

Thursday, August 1, 2024; 1:00 PM

Regular Meeting

Chairperson: George Turnboo, County of El Dorado Supervisor, District II

Vice Chairperson: David Yarbrough, City of Placerville Councilmember
John Hidahl, County of El Dorado Supervisor, District I
Brooke Laine, County of El Dorado Supervisor, District V
Jackie Neau, City of Placerville Councilmember

- John Clerici, Alternate for City Councilmembers
- Lori Parlin, Alternate for County of El Dorado Supervisor, District IV

Executive Director: Brian James

In-Person

County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg. A
Placerville, CA 95667

Teleconference

South Lake Tahoe Office
3368 Lake Tahoe Blvd #102
South Lake Tahoe, CA 96150

Remotely

By Computer:

<https://edcgov-us.zoom.us/j/86134567267>

By Phone:

669-219-2599

Meeting ID:

861 3456 7267

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

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

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

OPEN FORUM

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

<u>1.</u>	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	A. Approve Conformed Minutes of Regular Meeting June 6, 2024 (<i>Wilcher</i>) Approve Conformed Minutes of Special Meeting June 24, 2024	4
	B. Receive and File May and June 2024 Check Registers (<i>Petersen</i>)	12
	C. Receive and File May and June 2024 Ridership Reports (<i>Bergren</i>)	20
	D. 1. Receive and file Quarterly Investment Report for Quarter Ending 06/30/2024 2. Review Annual Interest Report for all Operating Funds (<i>Petersen</i>)	24
	E. Approve the Electronic Claims Policy as Proposed (<i>Parker</i>)	27
	F. 1. Approve two personnel allocations for the Finance Manager job classification 2. Approve the Job Specifications/Descriptions for two (2) job classifications 3. Adopt Resolution No. 24-19 for Fiscal Year 2024/25 revising the Personnel Allocation Table 4. Approve the Organizational Chart for Fiscal Year 2024/25 (<i>Harris</i>)	32
<u>2.</u>	<u>ACTION ITEMS</u>	
	A. Adopt Resolution No. 24-20 approving a revised Salary Schedule and implementing salary adjustments for Unrepresented and Management Personnel (<i>Harris</i>)	46

3. <u>INFORMATION ITEMS</u>	<u>PAGE</u>
A. 2024 Fair Shuttle Ridership (<i>Bergren</i>)	53
B. Quarterly Newsletter (<i>Bergren</i>)	55

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

Pursuant to Government Code Section 54956.8 – Conference with Real Property Negotiator

Property: APN 121-300-005, El Dorado Hills, CA

Transit Negotiators: Brian James, Executive Director or designee

Negotiating Parties: Town Center East LP / Town Center Management Group, Inc. or designee

Under Negotiation: Price and terms of payment for sale

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, September 5, 2024 1:00 P.M.
County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg A, Placerville, CA 95667

The El Dorado County Board of Supervisors Meeting Room is accessible for persons with disabilities. In compliance with the Americans with Disabilities Act, if you require modification or accommodation to participate in this meeting, please contact El Dorado County Transit Authority by telephone at (530) 642-5383 or by fax at (530) 622-2877. Requests must be made as early as possible and at least one full business day before the start of the meeting.

The Agenda is also available on the website www.eldoradotransit.com



EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES

Thursday, June 6, 2024; 1:00 PM

Regular Meeting

Chairperson: George Turnboo, County of El Dorado Supervisor, District II

Vice Chairperson: David Yarbrough, City of Placerville Councilmember
John Hidahl, County of El Dorado Supervisor, District I
Brooke Laine, County of El Dorado Supervisor, District V
Jackie Neau, City of Placerville Councilmember

- John Clerici, Alternate for City Councilmembers
- Lori Parlin, Alternate for County of El Dorado Supervisor, District IV

Executive Director: Brian James

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CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Turnboo called the meeting to order at 1:01 PM and the Pledge of Allegiance was recited.

ROLL CALL

Directors Present: John Hidahl, Brooke Laine, Jackie Neau, George Turnboo, David Yarbrough

A quorum was present.

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

Adoption of the Agenda and Approval of Consent Calendar

M/S: Neau/Laine

Ayes: Laine, Hidahl, Neau, Turnboo, Yarbrough

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting May 2, 2024 (*Wilcher*)
- B. Receive and File April 2024 Check Registers (*Petersen*)
- C. Receive and File April 2024 Ridership Reports (*Bergren*)
- D. Approve Purchase Orders for Insurance Coverage for Fiscal Year 2024/25 (*Petersen*)
- E. Approve Charter Rate of \$270 per hour for Fiscal Year 2024/25 (*Bergren*)
- F. 1. Adopt Resolution No. 24-13 Authorizing the Executive Director to Execute All Documents for the California State of Good Repair Grant Program (*Bergren*)
 - 2. Adopt Resolution No. 24-14 Authorizing the California State of Good Repair Project List

- G. 1. Authorize Professional Services Agreement between the El Dorado County Transit Authority and Feild and Associates (*James*)
2. Approve Purchase Order No. B30012 issued to Feild and Associates in the amount of \$50,000 for Capital Improvement Project Management
- H. Approve the Biennial Conflict of Interest Code Review and direct staff to provide a written statement to the code reviewing body (*Wilcher*)

2. **ACTION ITEMS**

TIMED ITEM 1:00 PM

- A. 1. Public Hearing to Adopt Resolution No. 24-15 Finalizing the Operating Budget for Fiscal Year 2024/25 (*Petersen*)
2. Adopt Resolution No. 24-16 Approving the Fiscal Year 2024/25 Personnel Allocation Table
3. Adopt Fiscal Year 2024/25 Organizational Chart

Action: Chair Turnboo opened the Public Hearing to accept public comment on the proposed final Operating Budget for Fiscal Year 2024/25. There was no public comment on this item.

M/S: Hidahl/Neau
Ayes: Hidahl, Laine, Neau, Turnboo, Yarbrough

TIMED ITEM 1:00 PM

- B. Public Hearing to Adopt Resolution No. 24-17 Finalizing the Fiscal Year 2024/25 Capital Improvement Plan and Capital Budget (*Petersen*)

Action: Chair Turnboo opened the Public Hearing to accept public comment on the proposed final Capital Improvement Plan and Capital Budget for Fiscal Year 2024/25. There was no public comment on this item.

M/S: Laine/Hidahl
Ayes: Hidahl, Laine, Neau, Turnboo, Yarbrough

- C. Receive and file the **Final Report of the Total Compensation and Benefit Study, El Dorado County Transit Authority, May 2024** prepared by Ralph Andersen & Associates (*Harris*)

Action: Receive and File only. No action taken.

D. 1. Award contract for the performance of Bus Parking Lot Improvements Design and Engineering Services per RFP #23-02 (*Bergren*)

2. Approve Purchase Order 29222

3. Authorize the Executive Director to enter into a Contract with Dokken Engineering for Design & Engineering Services as outlined in Dokken Engineering's proposal dated May 23, 2024

4. Authorize Executive Director to approve a contingency of 10% above contract amount

Action: Item approved unanimously as requested by staff

M/S: Hidahl/Yarbrough

Ayes: Hidahl, Laine, Neau, Turnboo, Yarbrough

3. INFORMATION ITEMS

A. El Dorado County Fair Free Shuttle Flyer (*Bergren*)

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

Closed Personnel Session Pursuant to Government Code Section 54957.6 – Concerning Labor Negotiations with the Transit Operator's Bargaining Unit. The designated representatives for the El Dorado County Transit Authority are Executive Director Brian James and Legal Counsel Michael Tucker

Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators concerning discussions with Unrepresented Regular Employees and Unrepresented Regular Management Employees of the El Dorado County Transit Authority. The designated representatives for the El Dorado County Transit Authority are Executive Director Brian James and Legal Counsel Michael Tucker

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

Pursuant to Government Code Section 54956.8 – Conference with Real Property Negotiator

Property: APN 121-300-005, El Dorado Hills, CA

Transit Negotiators: Brian James, Executive Director or designee

Negotiating Parties: Town Center East LP / Town Center Management Group, Inc. or designee

Under Negotiation: Price and terms of payment for sale

Recessed to closed session at 1:56 PM

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvene to Open Session at 2:21 PM

The board gave the Executive Director direction on the real property listed on the agenda.

ADJOURNMENT

Chair Turnboo adjourned the meeting at 2:22 PM. The next regularly scheduled meeting is Thursday, August 1, 2024.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board
* Verbal Report**



**EL DORADO COUNTY TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
CONFORMED MINUTES
Monday, June 24, 2024; 3:00 PM
Special Meeting**

Chairperson: George Turnboo, County of El Dorado Supervisor, District II

Vice Chairperson: David Yarbrough, City of Placerville Councilmember
John Hidahl, County of El Dorado Supervisor, District I
Brooke Laine, County of El Dorado Supervisor, District V
Jackie Neau, City of Placerville Councilmember

- John Clerici, Alternate for City Councilmembers
- Lori Parlin, Alternate for County of El Dorado Supervisor, District IV

Executive Director: Brian James

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CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Turnboo called the meeting to order at 3:00 PM and the Pledge of Allegiance was recited.

ROLL CALL

Directors Present: Brooke Laine, Jackie Neau, Lori Parlin, George Turnboo

A quorum was present.

ADOPTION OF AGENDA

Adoption of the Agenda

M/S: Neau/Laine

Ayes: Laine, Neau, Parlin, Turnboo

PUBLIC COMMENT ON CLOSED SESSION

None

RECESS TO CLOSED SESSION

Closed Personnel Session Pursuant to Government Code Section 54957.6 – Concerning Labor Negotiations with the Transit Operator’s Bargaining Unit. The designated representatives for the El Dorado County Transit Authority are Executive Director Brian James and Legal Counsel Michael Tucker

Pursuant to Government Code Section 54956.8 – Conference with Real Property Negotiator

Property: APN 121-300-005, El Dorado Hills, CA

Transit Negotiators: Brian James, Executive Director or designee

Negotiating Parties: Town Center East LP / Town Center Management Group, Inc. or designee

Under Negotiation: Price and terms of payment for sale

Recessed to closed session at 3:01 PM

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvene to Open Session at 3:32 PM

Regarding the Closed Session item related to labor negotiations with the Transit Operator’s Bargaining Unit, the board voted 4-0 to approve a new Memorandum of Understanding between Transit and Operating Engineers Local No. 3 until July 1, 2027 including the following revisions: 8% salary increase effective upon ratification, a 4% salary increase

effective July 1, 2025, a 4% salary increase effective July 1, 2026. Adjustments to insurance premiums including an agreed upon \$1100 contribution for both employee only and other insurance provisions as selected by the operator also including increases based upon a specified insurance plan. Additional changes including adjustments to Floating Holidays, Seniority and certain specialized pays as dictated in the agreement which will be available for public inspection.

Regarding Conference with Real Property Negotiator: The board gave direction to Brian James, Executive Director as it's negotiator in reference to property listed on the agenda.

ADJOURNMENT

Chair Turnboo adjourned the meeting at 3:34 PM. The next regularly scheduled meeting is Thursday, August 1, 2024.

Respectfully Submitted,

Megan Wilcher
Secretary to the Board
* Verbal Report

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: August 1, 2024
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File May and June 2024 Check Register

REQUESTED ACTION:
BY MOTION,

Receive and File May and June 2024 Check Register

BACKGROUND

The following check register includes routine transactions for the months of May and June 2024. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Twelve (12) item merit further detail:

Check #39299 – CDW Government.....\$10,063.79
This check pays the obligation for Demand Response vehicle Tablets used for software update using Local Transportation Funds (LTF); CIP# 24-06.

Check #39302 – Security By Design Inc.....\$19,720.30
This check pays the obligation for Security Video System Assessment update using Local Transportation Funds (LTF); CIP# 24-02.

Check #39303 – Trapeze Software Group, Inc.....\$31,875.67
This check pays the obligation for Demand Response software update using Federal Transit Assistance (FTA) Section 5310 Funds (LTF); CIP# 22-05.

Check #39307 – Tolar MFG Co Inc.....\$18,308.58
This check pays the obligation for Bus Shelter Installation at the Bass Lake Park & Ride using Local Transportation Funds (LTF); CIP# 22-04.

Check #39308 – Tolar MFG Co Inc.....\$12,834.25
This check pays the obligation for Bus Shelter replacement at the Big 5 location in Placerville using Insurance proceeds from incident.

Check #39445 – Cappel Management XXXIV.....\$25,366.89
This check pays the obligation for a 2024 Toyota Corolla Hybrid staff car replacement using Transportation Development Act (TDA) funds. CIP# 24-05

Check #39456 – Pattison & Associates, Inc.....\$3,000.00
This check pays the obligation for a property appraisal for possible park and ride extension using Transportation Development Act (TDA) funds. CIP# 22-02

Check #39469 – Turbo Images Inc.....\$13,133.86
This check pays the obligation for production and installation of vehicle graphics using Transportation Development Act (TDA) funds.

Check #39471 – Employment Development Department (EDD).....\$3,609.94
This check pays the obligation for Unemployment Insurance benefit for the 1st Quarter 2024 using Local Transportation Funds (LTF).

Check #39472 – Arrow Creative Solutions Inc.....\$12,600.00
This check pays the obligation for ADA Railing Installation at the Bass Lake Park & Ride using Local Transportation Funds (LTF); CIP# 22-04.

Check #39533 – Toll West Coast LLC.....\$177,975.38
This check pays the obligation for the Bass Lake Park & Ride build-out using Local Transportation Funds (LTF); CIP# 22-04.

Check #39541 – Dell Marketing LP.....\$15,345.38
This check pays the obligation for upgrades to fourteen workstations using Local Transportation Funds (LTF). CIP# 24-01.

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

May through June 2024

Date	Num	Name	Memo	Amount
05/01/2024	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - May 2024	49,464.98
05/02/2024	39299	CDW GOVERNMENT	Samsung Galaxy Tab For Vehicles: CIP# 24-06	10,063.79
05/02/2024	39300	DAWSON OIL	Fuel Purchases - April 2024	57,543.40
05/02/2024	39301	PETTY CASH	Reconcled Expenses	91.76
05/02/2024	39302	SECURITY BY DESIGN INC	Security Video System Assesment; CIP# 24-02	19,720.30
05/02/2024	39303	TRAPEZE SOFTWARE GROUP INC	Tripsparc Project Invoice; CIP# 22-05	31,875.67
05/02/2024	39304	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	17,474.88
05/02/2024	39305	EMP. MISC. REIMBURSEMENT	Miscellaneous Reimbursement	100.06
05/02/2024	39306	RTS IT INC	IT Care Gold Service Plan	5,070.00
05/02/2024	39307	TOLAR MFG CO INC	Bass Lake Shelter; CIP# 22-04	18,308.58
05/02/2024	39308	TOLAR MFG CO INC	Big 5 Shelter Replacement	12,834.25
05/08/2024	39309	A-Z BUS SALES	VOID:	0.00
05/08/2024	39310	ACC BUSINESS	Fiber Internet - April 2024	85.87
05/08/2024	39311	ACCO ENGINEERED SYSTEMS INC	HVAC Maintenance	594.00
05/08/2024	39312	ARNOLDS FOR AWARDS INC	Engraved Label Pins, Safety Awards, Safety Award Plaques	365.63
05/08/2024	39313	AUTOZONE INC	Parts and Supplies	428.99
05/08/2024	39314	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	415.17
05/08/2024	39315	C & H MOTOR PARTS	Parts and Supplies	201.22
05/08/2024	39316	CAL.NET	CCTV Camera Service May 2024	176.92
05/08/2024	39317	CALIFORNIA STEAM INC	Aqua Clear Coagulant (Water Maze)	937.37
05/08/2024	39318	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	2,449.93
05/08/2024	39319	CUMMINS INC	Quickserve Online Admin Fee	750.00
05/08/2024	39320	D&K AUTO GLASS	Fleet Vehicle Glass	240.00
05/08/2024	39321	EDC HHSA-PUBLIC HEALTH DIVISION	TB Evaluations	180.00
05/08/2024	39322	EL DOB ENTERPRISES LLC	Fleet Vehicle Tires	3,849.93
05/08/2024	39323	EL DORADO DISPOSAL SERVICE	Disposal Service 04/24	418.27
05/08/2024	39324	EL DORADO IRRIGATION DISTRICT	Water Service 2/06/23-4/04/24	131.55
05/08/2024	39325	EMP. MISC. REIMBURSEMENT	Miscellaneous Travel Reimbursement	170.98
05/08/2024	39326	EMP. MISC. REIMBURSEMENT	Pant Reimbursement	40.71
05/08/2024	39327	EMP. MISC. REIMBURSEMENT	DMV-CDL Permit Test	238.56
05/08/2024	39328	EMP. MISC. REIMBURSEMENT	DMV VTT	10.00
05/08/2024	39329	FASTENAL	Parts and Supplies	291.50
05/08/2024	39330	FLEMING DISTRIBUTING CO.	44K and LSII Limited Slip Axle Additive #1702	179.05
05/08/2024	39331	GILLIG LLC	Parts and Supplies	4,285.80
05/08/2024	39332	GLOBAL DATA VAULT LLC	Monthly Recovery Back Up Service April 2024	330.00
05/08/2024	39333	GWP HOLDINGS LLC	Parts and Supplies	4,973.33
05/08/2024	39334	HUNT & SONS INC	VOID:	0.00
05/08/2024	39335	J.C. NELSON SUPPLY CO	VOID:	0.00
05/08/2024	39336	KIMBALL MIDWEST	VOID:	0.00
05/08/2024	39337	MAG LANDSCAPING INC	VOID:	0.00
05/08/2024	39338	MISSION UNIFORM SERVICE	VOID:	0.00
05/08/2024	39339	MOTIVE ENERGY LLC	VOID:	0.00
05/08/2024	39340	NAPA AUTO PARTS	VOID:	0.00
05/08/2024	39341	NATIONAL FIRE SYSTEMS INC	VOID:	0.00
05/08/2024	39342	NORCAL SPIT SHINE LLC	VOID:	0.00
05/08/2024	39343	O'REILLY AUTO PARTS	VOID:	0.00
05/08/2024	39344	OVERHEAD DOOR COMPANY OF SACRAMENTO	VOID:	0.00
05/08/2024	39345	PACIFIC GAS & ELECTRIC	VOID:	0.00
05/08/2024	39346	QUILL LLC	VOID:	0.00
05/08/2024	39347	ROBERTS & COMPANY INC	VOID:	0.00
05/08/2024	39348	RON DUPRATT FORD	VOID:	0.00
05/08/2024	39349	SAFETY-KLEEN SYSTEMS INC	VOID:	0.00
05/08/2024	39350	TOLAR MFG CO INC	VOID:	0.00
05/08/2024	39351	TRUE VALUE HARDWARE	VOID:	0.00
05/08/2024	39352	UNITED TEXTILE	VOID:	0.00
05/08/2024	39353	VALLEY POWER SYSTEMS INC	VOID:	0.00
05/08/2024	39354	VISUAL EDGE IT, INC.	VOID:	0.00
05/08/2024	39355	WASTE CONNECTIONS OF CA INC	VOID:	0.00
05/08/2024	39356	WAYNE'S LOCKSMITH SERVICE	VOID:	0.00
05/08/2024	39357	WILKINSON PORTABLES INC	VOID:	0.00
05/08/2024	39358	XEROX FINANCIAL SERVICES	VOID:	0.00

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

May through June 2024

Date	Num	Name	Memo	Amount
05/08/2024	39359	A-Z BUS SALES INC	Auxiliary Fan #1006	266.70
05/08/2024	39360	HUNT & SONS INC	Fuel Purchases for 04/01/24-04/30/24	252.92
05/08/2024	39361	J.C. NELSON SUPPLY CO	Hand Towels and Garbage Bags -Shop and Admin	380.77
05/08/2024	39362	KIMBALL MIDWEST	Parts and Supplies	850.08
05/08/2024	39363	MAG LANDSCAPING INC	Landscaping Maintenance - April 2024	3,190.00
05/08/2024	39364	MISSION UNIFORM SERVICE	VOID:	0.00
05/08/2024	39365	MOTIVE ENERGY LLC	Batteries 1300 CCA RC 300 #1001	655.92
05/08/2024	39366	NAPA AUTO PARTS	Fluid Filter For Pressure Washer	27.57
05/08/2024	39367	NATIONAL FIRE SYSTEMS INC	Annual Fire Extinguisher Inspection	2,725.05
05/08/2024	39368	NORCAL SPIT SHINE LLC	Bus Cleaning Service	1,815.00
05/08/2024	39369	O'REILLY AUTO PARTS	Parts and Supplies	191.96
05/08/2024	39370	QUILL LLC	Misc. Office Supplies	678.06
05/08/2024	39371	ROBERTS & COMPANY INC	CPA Services - April 2024	25.00
05/08/2024	39372	RON DUPRATT FORD	Manifold, Screen, Filter, Element, Spark Plugs #1603	2,327.28
05/08/2024	39373	SAFETY-KLEEN SYSTEMS INC	Crushed Oil Filters and Oily Solids	508.78
05/08/2024	39374	TOLAR MFG CO INC	8 Watt LED Light Fixture - S003B	402.88
05/08/2024	39375	TRUE VALUE HARDWARE	Parts and Supplies	217.41
05/08/2024	39376	UNITED TEXTILE	Disposable Gloves -Shop	383.96
05/08/2024	39377	VALLEY POWER SYSTEMS INC	Harness, Valve Kit, Solenoid #1701	576.72
05/08/2024	39378	VISUAL EDGE IT, INC.	Contract Base Rate: 04/22/24-05/21/24	511.05
05/08/2024	39379	WASTE CONNECTIONS OF CA INC	Disposal Of Ballast, Batteries and Flourescent Bulbs	196.90
05/08/2024	39380	WAYNE'S LOCKSMITH SERVICE	Dispatch Door Repair	122.50
05/08/2024	39381	WILKINSON PORTABLES INC	Portable Toilet Rental Service	235.00
05/08/2024	39382	XEROX FINANCIAL SERVICES	Copier Lease Payment and Property Tax	509.44
05/08/2024	39383	MISSION UNIFORM SERVICE	Uniforms, Towels, and Mats Service	1,142.91
05/08/2024	39384	OVERHEAD DOOR COMPANY OF SACRAMENTO	Repair Overhead Door In Shop Bay #3	4,710.00
05/08/2024	39385	PACIFIC GAS & ELECTRIC	Electric Service 04/24	877.12
05/10/2024	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MAY 10, 2024	4,113.00
05/10/2024	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #10 PEPRA	13,546.35
05/10/2024	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #10 CLASSIC	7,133.61
05/22/2024	EFT TRANS	OPERATING ENGINEERS PUBLIC & MISC	May 2024 Medical Premiums	41,816.00
05/22/2024	39387	.ALLEN, CYNTHIA	MY RIDE - APRIL 2024	29.82
05/22/2024	39388	.BRACKETT, MICHELLE	MY RIDE - APRIL 2024	234.50
05/22/2024	39389	.BURNS, ROBERTA	MY RIDE - APRIL 2024	104.86
05/22/2024	39390	.CALDWELL, TISA	MY RIDE - APRIL 2024	234.50
05/22/2024	39391	.CHRONISTER, RODNEY E	MY RIDE - APRIL 2024	234.50
05/22/2024	39392	.CONLEY-WIDING, SEAN	MY RIDE - APRIL 2024	38.12
05/22/2024	39393	.COOK, VAUGHAN	MY RIDE - APRIL 2024	469.00
05/22/2024	39394	.COOK, VERONICA	MY RIDE - APRIL 2024	938.00
05/22/2024	39395	.COOK, VICKI	MY RIDE - APRIL 2024	60.43
05/22/2024	39396	.COOPER, DEBBIE	MY RIDE - APRIL 2024	78.66
05/22/2024	39397	.CROZIER, EILEEN JEAN	MY RIDE - APRIL 2024	234.50
05/22/2024	39398	.DA COSTA, MONICA	MY RIDE - APRIL 2024	214.40
05/22/2024	39399	.DAVIS, JANET	MY RIDE - APRIL 2024	469.00
05/22/2024	39400	.DIEHL, VIRGINIA	MY RIDE - APRIL 2024	217.08
05/22/2024	39401	.DUPONT, MARTHA	MY RIDE - APRIL 2024	71.69
05/22/2024	39402	.FARRINGTON, PAMELA	MY RIDE - APRIL 2024	152.22
05/22/2024	39403	.FICKLIN, LINDA	MY RIDE - APRIL 2024	144.45
05/22/2024	39404	.FILIPPELLI, JEREMY	MY RIDE - APRIL 2024	16.75
05/22/2024	39405	.GALVAN, ELAINE M	MY RIDE - APRIL 2024	234.50
05/22/2024	39406	.GOODRICH, ROBERT	MY RIDE - APRIL 2024	178.22
05/22/2024	39407	.GULARTE, LARA L	MY RIDE - APRIL 2024	234.50
05/22/2024	39408	.HEDGE, SAMANTHA	MY RIDE - APRIL 2024	469.00
05/22/2024	39409	.HENDRIX, SUSAN L.	MY RIDE - APRIL 2024	234.50
05/22/2024	39410	.KAMENA, DAWN	MY RIDE - APRIL 2024	43.35
05/22/2024	39411	.KAMENA, DENISE	MY RIDE - APRIL 2024	319.39
05/22/2024	39412	.KURTZ, STORM	MY RIDE - APRIL 2024	234.50
05/22/2024	39413	.LAWSON, CATHERINE	MY RIDE - APRIL 2024	78.39
05/22/2024	39414	.LAWSON, GLENN	MY RIDE - APRIL 2024	156.11
05/22/2024	39415	.LEONARD, DONALD CHRISTOPHER	MY RIDE - APRIL 2024	97.69
05/22/2024	39416	.LUSK, DEBRA SUE	MY RIDE - APRIL 2024	120.27

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Date	Num	Name	Memo	Amount
05/22/2024	39417	.MARTIN, LINA	MY RIDE - APRIL 2024	184.25
05/22/2024	39418	.MATZINGER, KENNETH	MY RIDE - APRIL 2024	234.50
05/22/2024	39419	.MILLER, DOREENE ELIZABETH	MY RIDE - APRIL 2024	234.50
05/22/2024	39420	.MILLER, ERIN	MY RIDE - APRIL 2024	459.62
05/22/2024	39421	.NUNEZ, FERNANDO	MY RIDE - APRIL 2024	234.50
05/22/2024	39422	.PREMOCK, SHONNA	MY RIDE - APRIL 2024	234.50
05/22/2024	39423	.QUASNE, JANELLE	MY RIDE - APRIL 2024	48.17
05/22/2024	39424	.ROGERS, TIMOTHY ALTON	MY RIDE - APRIL 2024	20.50
05/22/2024	39425	.SAN VICENTE LAZO, GUILLERMO	MY RIDE - APRIL 2024	125.74
05/22/2024	39426	.SHAWHAN, CHARLES	MY RIDE - APRIL 2024	158.12
05/22/2024	39427	.STOCKEL, ROBERT	MY RIDE - APRIL 2024	114.24
05/22/2024	39428	.TODD, JANET C	MY RIDE - APRIL 2024	519.05
05/22/2024	39429	.VALENCIA, ROCHELLE	MY RIDE - APRIL 2024	48.58
05/22/2024	39430	.VAN CLEAVE, MICHA	MY RIDE - APRIL 2024	290.24
05/22/2024	39431	.WAHLGREN, ANNETTE	MY RIDE - APRIL 2024	233.83
05/22/2024	39432	.WANG, YING	MY RIDE - APRIL 2024	58.09
05/22/2024	39433	.WARMAN, SHIELA	MY RIDE - APRIL 2024	205.56
05/22/2024	39434	.WEST, JASON	MY RIDE - APRIL 2024	187.60
05/22/2024	39435	.WOJAN, CYNTHIA	MY RIDE - APRIL 2024	131.32
05/22/2024	39436	.WOJAN, RONALD	MY RIDE - APRIL 2024	0.94
05/22/2024	39437	.WOODS, ELIZABETH	MY RIDE - APRIL 2024	234.50
05/22/2024	39438	.WORTHEN, DALE	MY RIDE - APRIL 2024	234.50
05/22/2024	39439	49ER LIVE SCAN	Live Scan Fingerprinting -Michael Brikwedel	42.00
05/22/2024	39440	ACC BUSINESS	Fiber Internet -May 2024	85.87
05/22/2024	39441	ADM SCREENING	DOT Med Exam	1,475.00
05/22/2024	39442	AFLAC	Employee Paid Premiums - May 2024	643.76
05/22/2024	39443	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premium - April 2024	29.10
05/22/2024	39444	AT&T MOBILITY	Wireless Surveillance - April 2024	187.92
05/22/2024	39445	CAPPO MANAGEMENT XXXIV	2024 Toyota Corolla Hybrid; CIP# 24-05	25,366.89
05/22/2024	39446	EDC HHSA-PUBLIC HEALTH DIVISION	TB Evaluations	72.00
05/22/2024	39447	EDC RISK MANAGEMENT	Health Insurance April 2024	7,030.94
05/22/2024	39448	EL DORADO IRRIGATION DISTRICT	Water Service 04/24	98.20
05/22/2024	39449	EMPLOYMENT DEVELOPMENT DEPARTMENT	VOID:	0.00
05/22/2024	39450	FEDEX	Priority Overnight Shipping	71.45
05/22/2024	39451	FRANCOTYP POSTALIA INC.	Postbase Meter Rental	111.78
05/22/2024	39452	KINETICO WATER OF PLACERVILLE	Drinking Water Service May 2024	42.90
05/22/2024	39453	LANGUAGE LINE SERVICES INC	Over-the-phone Interpretation April 2024	18.25
05/22/2024	39454	OPERATING ENGINEERS LOCAL UNION #3	Union Dues May 2024	928.00
05/22/2024	39455	PACIFIC GAS & ELECTRIC	Electric Service 04/24	3,677.50
05/22/2024	39456	PATTISON & ASSOCIATES, INC.	Appraisal for El Dorado Hills Expansion; CIP# 22-02	3,000.00
05/22/2024	39457	PROTELESIS	Phone System - May 2024	709.59
05/22/2024	39458	QUILL LLC	Misc. Office Supplies	803.09
05/22/2024	39459	SMALL BUSINESS BENEFIT PLAN TRUST	Dental and Vision Coverage June 2024	3,950.80
05/22/2024	39460	SPECIAL DISTRICT RISK MANAGEMENT AUTH	Employee Assistance Program Benefits June 2024	195.88
05/22/2024	39461	SPOT-ON SIGNS & GRAPHICS	El Dorado Transit Name and Logo Graphics For Benches	398.76
05/22/2024	39462	STATE OF CA - DEPT OF JUSTICE	State and FBI Background Check	98.00
05/22/2024	39463	STRATUS BUILDING SOLUTIONS	Janitorial Services May 2024	795.00
05/22/2024	39464	SUN LIFE FINANCIAL	April 2024 Group Life & LTD Benefits	2,194.28
05/22/2024	39465	SUN LIFE FINANCIAL	May 2024 Group Life & LTD Benefits	2,317.58
05/22/2024	39466	SUN LIFE FINANCIAL	Supplemental Life Benefit April 2024	356.49
05/22/2024	39467	SUN LIFE FINANCIAL	Supplemental Life Benefit May 2024	356.49
05/22/2024	39468	TOLL WEST COAST LLC	VOID:	0.00
05/22/2024	39469	TURBO IMAGES INC	Production and Installation Graphics	13,133.86
05/22/2024	39470	UMPQUA BANK COMMERCIAL CARD OPS	Reconciled Visa Charges	10,839.75
05/22/2024	39471	EMPLOYMENT DEVELOPMENT DEPARTMENT	UI Benefit charges 1st Qtr. 2024	3,609.94
05/24/2024	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #11 PEPRA	13,467.76
05/24/2024	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #11 CLASSIC	7,210.98
05/28/2024	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MAY 24, 2024	4,099.36
06/03/2024	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - June 2024	48,440.30
06/06/2024	39472	ARROW CREATIVE SOLUTIONS INC	ADA Railing at Bass Lake Park and Ride	12,600.00
06/06/2024	39473	DAWSON OIL	Fuel Purchases - May 2024	57,343.42

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Date	Num	Name	Memo	Amount
06/06/2024	39474	OPERATING ENGINEERS PUBLIC & MISC	June 2024 Medical Premiums	31,454.00
06/06/2024	39475	RTS IT INC	ITCare Gold Service Plan June 2024	5,070.00
06/06/2024	39476	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	10,281.88
06/06/2024	39477	AT&T	Bill For 4-24-24 to 5-23-24	16.20
06/06/2024	39478	AT&T MOBILITY	Wireless Surveillance Cameras - May 2024	187.92
06/06/2024	39479	AUTOZONE INC	Parts and Supplies	205.26
06/06/2024	39480	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	802.64
06/06/2024	39481	C & H MOTOR PARTS	Parts and Supplies	283.70
06/06/2024	39482	CAL.NET	CCTV Camera Service June 2024	176.92
06/06/2024	39483	CALIFORNIA STEAM INC	Wash Water Treatment System Maintenance	533.25
06/06/2024	39484	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	1,093.96
06/06/2024	39485	COMMERCE WAY SMOG & SERVICE	Smog Test #1304	78.20
06/06/2024	39486	CUSTOM EMBROIDERY CONCEPTS	Operator Light/Dark Shirts, Operator Navy Pants	132.19
06/06/2024	39487	D&K AUTO GLASS	Windshield & Installation #1908	623.69
06/06/2024	39488	EDC COMMUNITY DEVELOPMENT SERVICES	CUPA Oversight Surcharge, Increase in Surcharge	10.00
06/06/2024	39489	EDC COMMUNITY DEVELOPMENT SERVICES	IP/PC: Review Landscape Plans; CIP# 22-04	287.58
06/06/2024	39490	EL DOB ENTERPRISES LLC	225/165R17 Assurance All Season #1910	405.97
06/06/2024	39491	EL DORADO DISPOSAL SERVICE	Disposal Service 05/24	418.27
06/06/2024	39492	EL DORADO IRRIGATION DISTRICT	Water Service 05/24	2,151.11
06/06/2024	39493	EMP. MISC. REIMBURSEMENT	Mileage Reimbursement	33.63
06/06/2024	39494	EMP. MISC. REIMBURSEMENT	DMV Permit Reimbursement	98.00
06/06/2024	39495	EMP. MISC. REIMBURSEMENT	DMV Permit Reimbursement	98.00
06/06/2024	39496	EVAN CARSON	Bus Shelter at Bass Lake Park and Ride; CIP# 22-04	2,780.00
06/06/2024	39497	FASTENAL	Parts and Supplies	1,000.88
06/06/2024	39498	FLEMING DISTRIBUTING CO.	DFC and Heavy Duty Fuel System Restoration -Shop	611.65
06/06/2024	39499	GILLIG LLC	Parts and Supplies	4,427.19
06/06/2024	39500	GLOBAL DATA VAULT LLC	Monthly Recovery Back Up Service May 2024	330.00
06/06/2024	39501	GRAINGER	First Aid Kit Refills	94.50
06/06/2024	39502	GWP HOLDINGS LLC	Parts and Supplies	3,461.60
06/06/2024	39503	J.C. NELSON SUPPLY CO	Parts and Supplies	181.65
06/06/2024	39504	KIMBALL MIDWEST	Restock Hardware Drawer	502.16
06/06/2024	39505	MISSION UNIFORM SERVICE	Uniforms, Towels and Mats Service	793.96
06/06/2024	39506	MOTIVE ENERGY LLC	820 CCA 145 RC (8) #1903	1,120.41
06/06/2024	39507	MOUNTAIN DEMOCRAT INC	Public Notices	354.15
06/06/2024	39508	NAPA AUTO PARTS	LED Lights #1904	32.18
06/06/2024	39509	NATIONAL FIRE SYSTEMS INC	Fires Suppression System Bottles on Gilligs and MCI's	1,500.00
06/06/2024	39510	O'REILLY AUTO PARTS	Parts and Supplies	1,950.64
06/06/2024	39511	PACIFIC GAS & ELECTRIC	Electric Service 05/24	844.69
06/06/2024	39512	PEST CONTROL CENTER INC	Pest Control Service -Admin Building	65.00
06/06/2024	39513	QUILL LLC	Misc. Office Supplies	238.70
06/06/2024	39514	RON DUPRATT FORD	Parts and Supplies	103.65
06/06/2024	39515	SAFETY-KLEEN SYSTEMS INC	Disposal Services	125.00
06/06/2024	39516	SOUTHERN TIRE MART LLC	VOID:	0.00
06/06/2024	39517	SPOT-ON SIGNS & GRAPHICS	Towing Signs for Bass Lake P & R; CIP# 22-04	246.68
06/06/2024	39518	STRATUS BUILDING SOLUTIONS	Janitorial Services June 2024	795.00
06/06/2024	39519	THE PAINT SPOT INC	PPG ADV.900 P&R Paint	106.41
06/06/2024	39520	TRUE VALUE HARDWARE	Parts and Supplies	170.51
06/06/2024	39521	VERIZON WIRELESS	Cellular Service - April, May 2024	3,939.12
06/06/2024	39522	VISUAL EDGE IT, INC.	Contract Base Rate: 05/22/24-06/21/24	525.67
06/06/2024	39523	ZEP MANUFACTURING CO.	Glass Cleaner, TNT, Spirit 2, DEO 3 -Shop	566.63
06/06/2024	39524	ZONAR SYSTEMS INC	Zonar System Activation 19 Series Cutaways	251.93
05/29/2024	39525	SOUTHERN TIRE MART LLC	VOID:	0.00
06/06/2024	39526	SOUTHERN TIRE MART LLC	12r22.5/16 Firestone Tires	3,574.70
06/07/2024	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JUNE 7, 2024	4,114.42
06/07/2024	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #12 PEPRA	13,801.94
06/07/2024	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #12 CLASSIC	7,650.65
06/07/2024	39527	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - May 2024	29.10
06/07/2024	39528	ARNOLDS FOR AWARDS INC	June EOM -Name Engraving	17.00
06/07/2024	39529	MAG LANDSCAPING INC	Landscaping Maintenance - May 2024	1,290.00
06/07/2024	39530	SUN LIFE FINANCIAL	June 2024 Group Life & LTD Benefits	2,364.86
06/10/2024	39531	EDC RISK MANAGEMENT	Health Insurance May 2024	7,030.94

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06/10/2024	39532	EDWARDS, STEVENS & TUCKER LLP	General Legal Service - April, May 2024	7,504.50
06/10/2024	39533	TOLL WEST COAST LLC	Bass Lake Park and Ride Project Reimbursement: CIP# 22-04	177,975.38
06/21/2024	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JUNE 21, 2024	3,993.46
06/21/2024	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #13 PEPRA	13,625.88
06/21/2024	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #13 CLASSIC	7,607.77
06/24/2024	39534	49ER LIVE SCAN	Live Scan Fingerprinting -Cecillia Salas	21.00
06/24/2024	39535	ACC BUSINESS	Fiber Internet - June 2024	85.87
06/24/2024	39536	ADM SCREENING	DOT Medical Examination	665.00
06/24/2024	39537	ADVANCED GASES AND EQUIPMENT INC	7" Barrel Hinge, 10" Barrel Hinge -Wrongful Charge	20.17
06/24/2024	39538	AFLAC	Employee Paid Premiums - June 2024	643.76
06/24/2024	39539	CAL.NET	CCTV Camera Service July 2024	176.92
06/24/2024	39540	CARNAHAN ELECTRIC LTD	Install Metal Seal to Ground Box CIP 22-04	795.12
06/24/2024	39541	DELL MARKETING LP	Workstation Replacement PC's QTY. 14	15,345.38
06/24/2024	39542	EL DORADO IRRIGATION DISTRICT	Water Service EDH P&R 4/05/23-5/31/24	138.80
06/24/2024	39543	EMP. MISC. REIMBURSEMENT	Renewal Of VTT and Drivers License	69.43
06/24/2024	39544	EMP. MISC. REIMBURSEMENT	CalAct Travel Reimbursement	1,339.76
06/24/2024	39545	EMP. MISC. REIMBURSEMENT	Travel Reimbursement	215.42
06/24/2024	39546	EMP. MISC. REIMBURSEMENT	Mileage Reimbursement	42.14
06/24/2024	39547	FASTENAL	Parts and Supplies	585.94
06/24/2024	39548	GRAINGER	Safety Signs	93.33
06/24/2024	39549	HUNT & SONS INC	Fuel Purchases for 06/01/24-06/15/24	741.44
06/24/2024	39550	IMAGE FACTORY	Local Guide Brochure Update	191.25
06/24/2024	39551	J.C. NELSON SUPPLY CO	Hand Towels For Admin and Shop	421.05
06/24/2024	39552	KINETICO WATER OF PLACERVILLE	Drinking Water Service June 2024	42.90
06/24/2024	39553	OPERATING ENGINEERS LOCAL UNION #3	Union Dues June 2024	1,102.00
06/24/2024	39554	PACIFIC GAS & ELECTRIC	Electric Service 05/24	3,046.42
06/24/2024	39555	PLATT ELECTRIC SUPPLY INC	Circuit Tracer - Tool	268.11
06/24/2024	39556	PROTELESIS	Phone System Elevate Subscription June 2024	679.75
06/24/2024	39557	QUILL LLC	Misc. Office Supplies	348.26
06/24/2024	39558	RESCO PRINTING	Monthly Passes June	938.43
06/24/2024	39559	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums July 2024	3,864.60
06/24/2024	39560	SPECIAL DISTRICT RISK MANAGEMENT AUTH	Employee Assistance Program Benefits July 2024	209.16
06/24/2024	39561	SPOT-ON SIGNS & GRAPHICS	Frame/Stakes "Bus Training" Signs	602.94
06/24/2024	39562	SUN LIFE FINANCIAL	Supplemental Life Benefit July 2024	356.49
06/24/2024	39563	UMPQUA BANK COMMERCIAL CARD OPS	Reconciled Visa Charges	10,006.48
06/24/2024	39564	UNITED TEXTILE	Oil Mats -Shop	154.44
06/24/2024	39565	WAYNE'S LOCKSMITH SERVICE	Double Sided Key Copy(2) #1905	12.99
06/24/2024	39566	WILKINSON PORTABLES INC	Portable Toilet Rental Service	170.00
06/26/2024	39567	.ALLEN, CYNTHIA	MY RIDE - MAY 2024	21.24
06/26/2024	39568	.BRACKETT, MICHELLE	MY RIDE - MAY 2024	234.50
06/26/2024	39569	.BURNS, ROBERTA	MY RIDE - MAY 2024	200.00
06/26/2024	39570	.CAMP, BETTY J	MY RIDE - MAY 2024	234.50
06/26/2024	39571	.CHRONISTER, RODNEY E	MY RIDE - MAY 2024	234.50
06/26/2024	39572	.CONLEY-WIDING, SEAN	MY RIDE - MAY 2024	287.83
06/26/2024	39573	.COOK, VICKI	MY RIDE - MAY 2024	116.18
06/26/2024	39574	.COOPER, DEBBIE	MY RIDE - MAY 2024	95.01
06/26/2024	39575	.CROZIER, EILEEN JEAN	MY RIDE - MAY 2024	234.50
06/26/2024	39576	.DA COSTA, MONICA	MY RIDE - MAY 2024	219.76
06/26/2024	39577	.DAVIS, JANET	MY RIDE - MAY 2024	234.50
06/26/2024	39578	.DUPONT, MARTHA	MY RIDE - MAY 2024	102.06
06/26/2024	39579	.FARRINGTON, PAMELA	MY RIDE - MAY 2024	137.55
06/26/2024	39580	.FICKLIN, LINDA	MY RIDE - MAY 2024	127.17
06/26/2024	39581	.FILIPPELLI, JEREMY	MY RIDE - MAY 2024	16.42
06/26/2024	39582	.GALVAN, ELAINE M	MY RIDE - MAY 2024	234.50
06/26/2024	39583	.GOODRICH, ROBERT	MY RIDE - MAY 2024	234.50
06/26/2024	39584	.GROY, DAVID	MY RIDE - MAY 2024	55.88
06/26/2024	39585	.GULARTE, LARA L	MY RIDE - MAY 2024	234.50
06/26/2024	39586	.HAYNIE, DIANA	MY RIDE - MAY 2024	20.10
06/26/2024	39587	.HEDGE, SAMANTHA	MY RIDE - MAY 2024	233.16
06/26/2024	39588	.HENDRIX, SUSAN L.	MY RIDE - MAY 2024	234.50
06/26/2024	39589	.IMMER, JAMES	MY RIDE - APRIL / MAY 2024	58.96

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06/26/2024	39590	.KAMENA, DAWN	MY RIDE - MAY 2024	84.22
06/26/2024	39591	.KAMENA, DENISE	MY RIDE - MAY 2024	290.31
06/26/2024	39592	.KURTZ, STORM	MY RIDE - MAY 2024	234.50
06/26/2024	39593	.LEONARD, DONALD CHRISTOPHER	MY RIDE - MAY 2024	115.58
06/26/2024	39594	.LUSK, DEBRA SUE	MY RIDE - MAY 2024	98.22
06/26/2024	39595	.MARTIN, LINA	MY RIDE - MAY 2024	205.02
06/26/2024	39596	.MATZINGER, LINDA IOLEEN	MY RIDE - MAY 2024	165.79
06/26/2024	39597	.MILLER, DOREENE ELIZABETH	MY RIDE - MAY 2024	234.50
06/26/2024	39598	.MILLER, ERIN	MY RIDE - MAY 2024	234.50
06/26/2024	39599	.NUNEZ, FERNANDO	MY RIDE - MAY 2024	234.50
06/26/2024	39600	.PREMOCK, SHONNA	MY RIDE - MAY 2024	105.86
06/26/2024	39601	.QUASNE, JANELLE	MY RIDE - MAY 2024	63.38
06/26/2024	39602	.ROGERS, TIMOTHY ALTON	MY RIDE - MAY 2024	22.91
06/26/2024	39603	.SAN VICENTE LAZO, GUILLERMO	MY RIDE - MAY 2024	54.94
06/26/2024	39604	.SHAWHAN, CHARLES	MY RIDE - MAY 2024	107.20
06/26/2024	39605	.SMITH, WENDELL	MY RIDE - MAY 2024	469.00
06/26/2024	39606	.STOCKEL, ROBERT	MY RIDE - MAY 2024	136.28
06/26/2024	39607	.TODD, JANET C	MY RIDE - MAY 2024	659.08
06/26/2024	39608	.TVERETINOV, ARKADY	MY RIDE - MAY 2024	234.50
06/26/2024	39609	.VALENCIA, ROCHELLE	MY RIDE - MAY 2024	38.19
06/26/2024	39610	.VAN CLEAVE, MICHA	MY RIDE - MAY 2024	255.40
06/26/2024	39611	.WAHLGREN, ANNETTE	MY RIDE - MAY 2024	166.83
06/26/2024	39612	.WANG, YING	MY RIDE - MAY 2024	61.64
06/26/2024	39613	.WARMAN, SHIELA	MY RIDE - MAY 2024	212.12
06/26/2024	39614	.WEST, JASON	MY RIDE - MAY 2024	168.84
06/26/2024	39615	.WOJAN, CYNTHIA	MY RIDE - MAY 2024	110.22
06/26/2024	39616	.WOJAN, RONALD	MY RIDE - MAY 2024	112.29
06/26/2024	39617	.WOODS, ELIZABETH	MY RIDE - MAY 2024	234.50
06/26/2024	39618	.WORTHEN, DALE	MY RIDE - MAY 2024	234.50
				955,705.35
				Total 955,705.35

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: August 1, 2024
TO: El Dorado County Transit Authority
FROM: Erik Bergren, Planning and Marketing Manager
SUBJECT: May and June 2024 Ridership Reports

REQUESTED ACTION:

BY MOTION,

Receive and file the May and June 2024 Ridership Reports

BACKGROUND

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

DISCUSSION

For the months of May and June 2024, ridership across all three (3) modes of service continued to trend up. Fiscal Year-to-date ridership was up 22.3% overall.

In May, Systemwide monthly passenger trips increased by 26.6% compared to the previous year. Demand Response ridership increased by 44.9%, Local Fixed Route ridership increased by 24.8%, and Commuter ridership increased by 17.2%.

In June, Systemwide monthly passenger trips increased by 14.3% compared to the previous year. Demand Response ridership increased by 40.1%, Local Fixed Route ridership increased by 3.6% and Commuter ridership increased by 26.1%.

Commuter ridership continues to trend up due to requirements that State of California employees report to their offices more often. Staff anticipates an increase in commuter ridership in the coming months and will continue to monitor ridership trends.

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

May 2024 Ridership Report

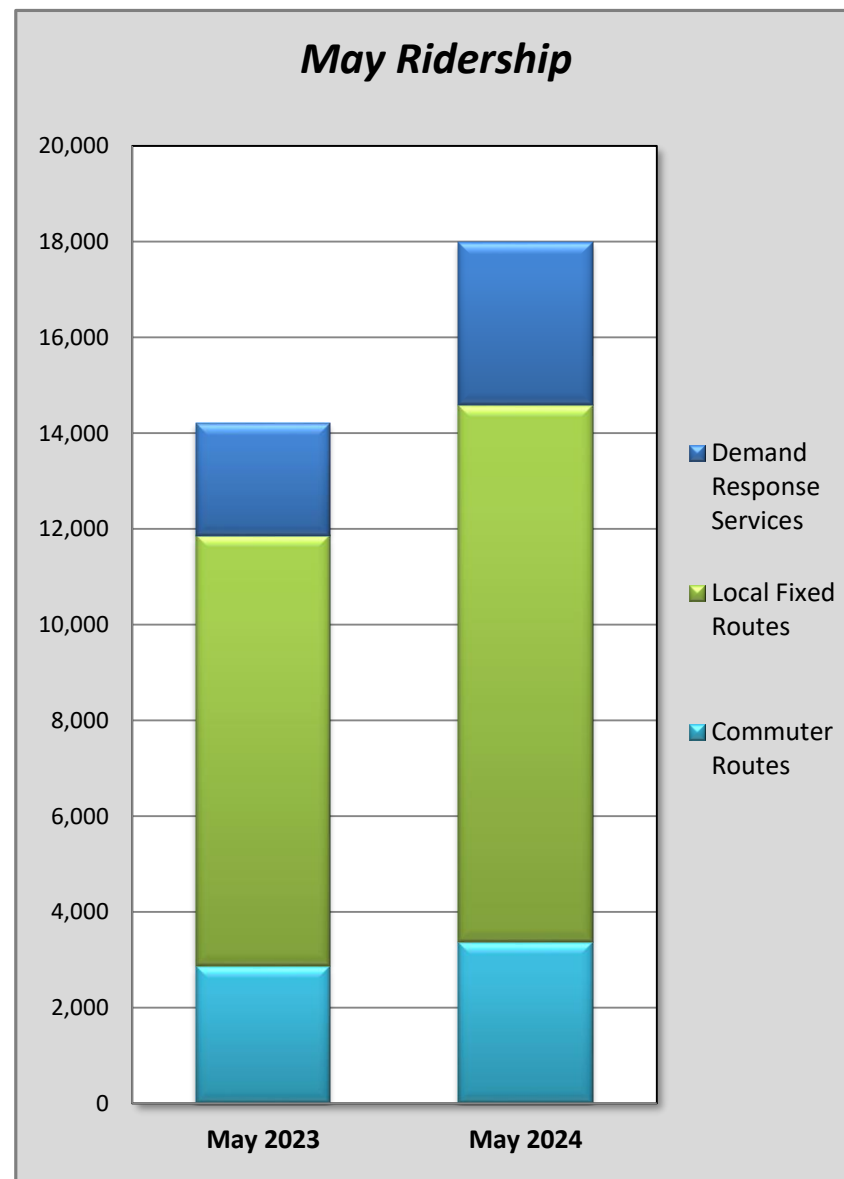


Demand Response Services	May 2023	May 2024	% Change
Dial-a-Ride	829	1,087	31.1%
Sac-Med	23	41	78.3%
ADA Paratransit	257	307	19.5%
M.O.R.E.*	583	778	33.4%
Senior Day Care*	0	0	0.0%
My Ride	662	1,198	81.0%
Total Demand Response	2,354	3,411	44.9%

Local Fixed Routes	May 2023	May 2024	% Change
20 - Placerville	1,210	1,346	11.2%
25 - Saturday Express	0	333	100.0%
30 - Diamond Springs	1,215	1,326	9.1%
35 - Diamond Springs Saturday	0	73	100.0%
40 - Cameron Park	1,117	1,073	-3.9%
50x - 50 Express	4,110	5,393	31.2%
60 - Pollock Pines	1,335	1,671	25.2%
Total Local Fixed Routes	8,987	11,215	24.8%

Commuter Routes	May 2023	May 2024	% Change
Sacramento Commuter	2,199	2,638	20.0%
Reverse Commuter	16	60	275.0%
Sacramento/Tahoe Connector	658	668	1.5%
Total Commuter Routes	2,873	3,366	17.2%

	May 2023	May 2024	% Change
Systemwide	14,214	17,992	26.6%
Passengers per Revenue Hour	4.4	4.3	-3.3%



*Contracted Services - Ridership Determined by Client Enrollment

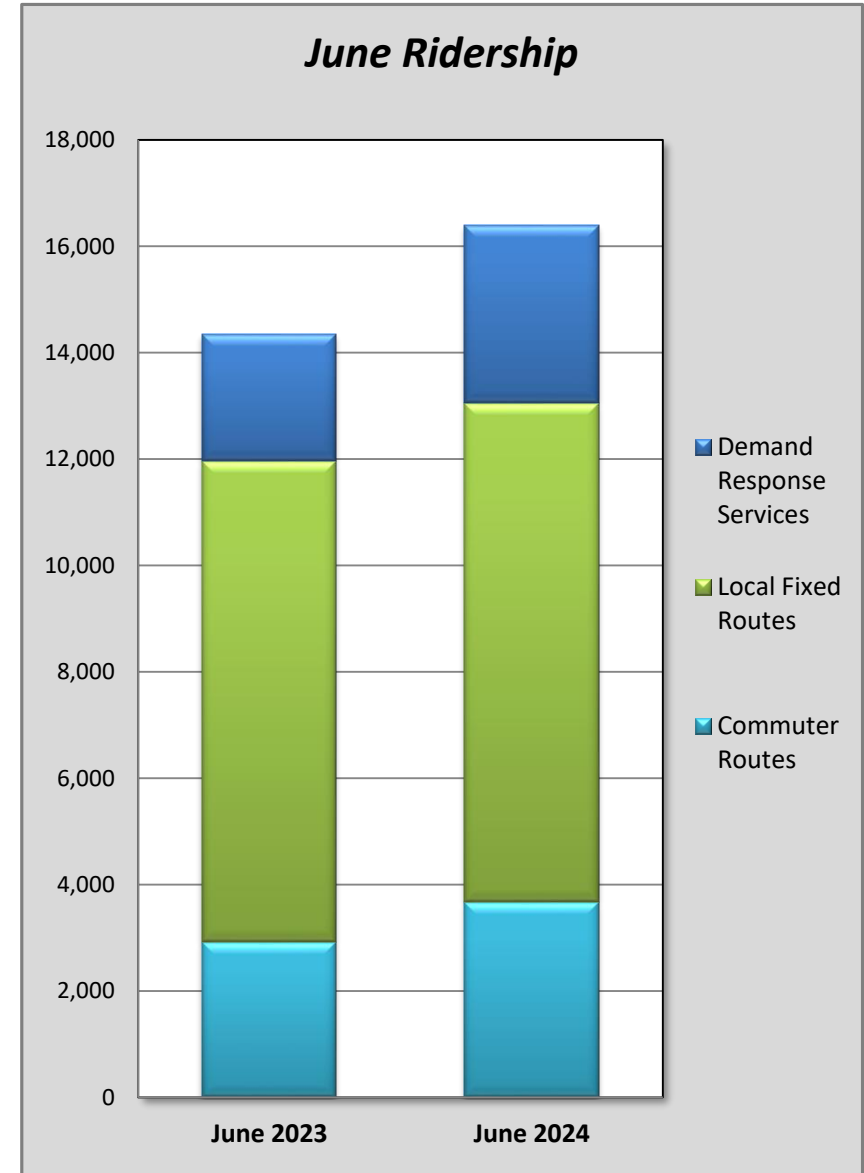
June 2024 Ridership Report

Demand Response Services	June 2023	June 2024	% Change
Dial-a-Ride	903	1,308	44.9%
Sac-Med	57	36	-36.8%
ADA Paratransit	221	256	15.8%
M.O.R.E.*	584	739	26.5%
Senior Day Care*	0	0	0.0%
My Ride	618	1,000	61.8%
Total Demand Response	2,383	3,339	40.1%

Local Fixed Routes	June 2023	June 2024	% Change
20 - Placerville	1,313	1,203	-8.4%
25 - Saturday Express	0	355	100.0%
30 - Diamond Springs	1,005	1,027	2.2%
35 - Diamond Springs Saturday	0	120	100.0%
40 - Cameron Park	979	996	1.7%
50x - 50 Express	4,260	4,233	-0.6%
60 - Pollock Pines	1,492	1,445	-3.2%
Total Local Fixed Routes	9,049	9,379	3.6%

Commuter Routes	June 2023	June 2024	% Change
Sacramento Commuter	2,150	2,863	33.2%
Reverse Commuter	21	45	114.3%
Sacramento/Tahoe Connector	742	766	3.2%
Total Commuter Routes	2,913	3,674	26.1%

	June 2023	June 2024	% Change
Systemwide	14,345	16,392	14.3%
Passengers per Revenue Hour	4.3	4.2	-3.4%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July - June

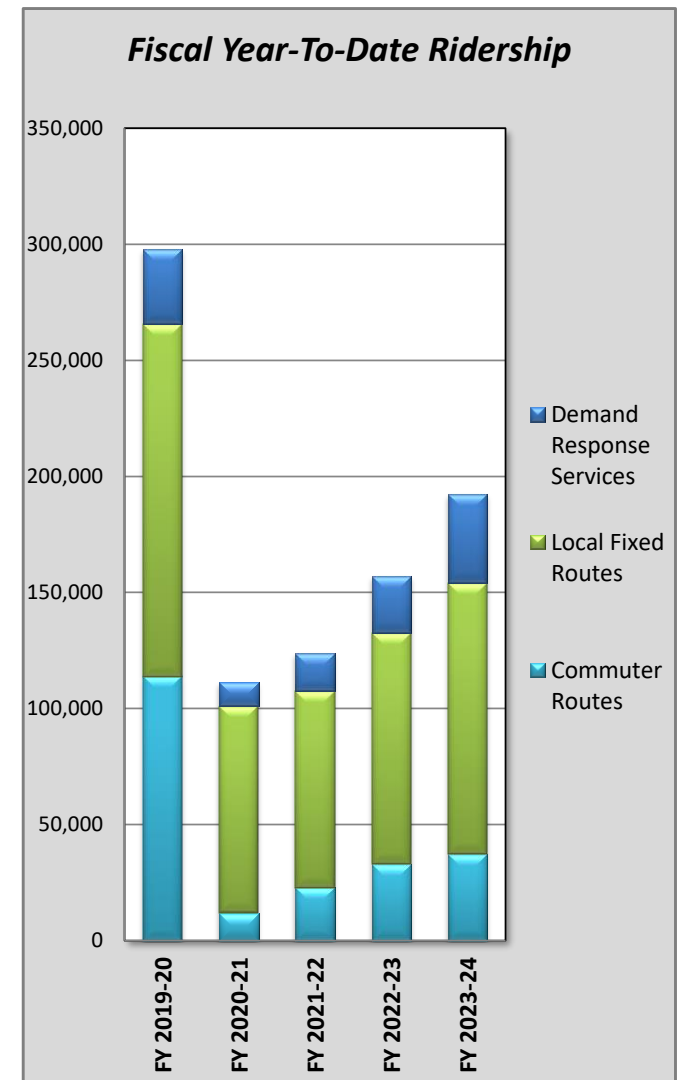


Demand Response Services	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Dial-a-Ride	12,685	6,258	2,779	8,931	12,926	44.7%
Sac-Med	248	247	370	316	434	37.3%
ADA Paratransit	647	1,718	6,986	2,823	2,948	4.4%
M.O.R.E.*	15,336	2,238	6,097	6,994	8,870	26.8%
Senior Day Care*	3,291	0	0	0	0	0.0%
My Ride	0	0	0	5,642	13,230	134.5%
Total Demand Response	32,207	10,461	16,232	24,706	38,408	55.5%

Local Fixed Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
20 - Placerville	38,192	12,442	12,540	15,472	15,535	0.4%
25 - Saturday Express	4,941	3,516	2,301	0	2,788	100.0%
30 - Diamond Springs	22,573	9,463	9,644	13,168	13,466	2.3%
35 - Diamond Springs Saturday	1,423	1,003	710	0	799	100.0%
40 - Cameron Park	14,336	10,246	10,333	12,273	12,488	1.8%
50x - 50 Express	35,338	35,835	34,407	42,978	54,412	26.6%
60 - Pollock Pines	35,014	16,893	14,838	15,773	17,075	8.3%
Total Local Fixed Routes	151,817	89,398	84,773	99,664	116,563	17.0%

Commuter Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Sacramento Commuter	113,139	11,503	16,085	23,132	26,895	16.3%
Reverse Commuter	657	143	230	249	698	180.3%
Sacramento/Tahoe Connector	0	0	6,560	9,448	9,754	3.2%
Total Commuter Routes	113,796	11,646	22,875	32,829	37,347	13.8%

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Systemwide	297,820	111,505	123,880	157,199	192,318	22.3%
Passengers per Revenue Hour	6.4	3.4	3.7	4.4	4.2	-3.6%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: August 1, 2024

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Quarterly Investment and Annual Interest Reports for Operating Funds

REQUESTED ACTION:
BY MOTION,

1. Receive and file Quarterly Investment Report for Quarter Ending 06/30/2024
2. Review Annual Interest Report for all Operating Funds

BACKGROUND

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

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

DISCUSSION

Interest earnings for the fourth quarter from LAIF and Money Market accounts equal \$47,719.45. The investment report for the quarter ending 06/30/24 is submitted for review and file.

FISCAL IMPACT

Line item 4970.00 - Interest Income will be adjusted in the FY 2023/24 Final Budget Adjustment process. Estimated adjustment amount is a revenue increase of \$18,000.

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 04/01/2024 – 06/30/2024

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

03/31/2024	Balance Forward	\$ 1,354,468.41
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 4.55%	\$ <u>15,282.43</u>
06/30/2024	Ending Balance 4th Qtr., 2024	\$ 1,369,750.84

UMPQUA BANK (Money Market Account)

Account Summary

03/31/2024	Balance Forward	\$ 7,617,611.44
	Total Transfers to General Checking Account	\$ -600,000.00
	Total Transfer from General Checking Account	\$ 1,500,000.00
	Interest Earned @ 1.51%	\$ <u>32,437.02</u>
06/30/2024	Ending Balance 4th Qtr., 2024	\$ 8,550,048.46

The following information is provided on the total annual interest amounts earned during FY 2023/24 on operating and restricted capital funds.

EL DORADO COUNTY TRANSIT AUTHORITY

ANNUAL INTEREST REPORT

PERIOD 07/01/2023 – 06/30/2024

UMPQUA BANK (Money Market Account)

Interest Earned FY 2023/24	\$ 95,332.56
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LOCAL AGENCY INVESTMENT FUND (L A I F)

Interest Earned FY 2023/24	\$ 54,788.83
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UMPQUA BANK (Operating Reserve Account)

Interest Earned FY 2023/24	\$ 3,515.45
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UMPQUA BANK (Merchant Services Account)

Interest Earned FY 2023/24	\$ 1,029.46
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UMPQUA BANK (Low Carbon Transit Operations Program (LCTOP)) FY 2021/22

Interest Earned FY 2023/24	\$ 2,146.67
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UMPQUA BANK (Low Carbon Transit Operations Program (LCTOP)) FY 2022/23

Interest Earned FY 2023/24	\$ 6,123.83
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UMPQUA BANK (Low Carbon Transit Operations Program (LCTOP)) FY 2023/24

Interest Earned FY 2023/24	\$ 3,761.54
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These funds are budgeted and used as operating or capital income.

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: August 1, 2024
TO: El Dorado County Transit Authority
FROM: Christine Parker, Safety Coordinator
SUBJECT: Electronic Claims Policy

REQUESTED ACTION:

BY MOTION,

Approve the Electronic Claims Policy as Proposed

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) uses Sedgwick Claims Management Services Inc. as a third-party administrator for all claims against the organization and follows the Government Code for Claims and Actions against Public Entities. Government Code section 945.4 requires a claimant to present El Dorado Transit with a written claim before commencing a lawsuit against El Dorado Transit for any damages. Government Code section 915 indicates a written claim shall be presented to a local public entity by delivering directly or by mail to El Dorado Transit. Furthermore, California Government Code section 915(a)(3) permits electronic submission of a claim if a public entity has current authorization by resolution.

DISCUSSION

Currently claimants can only submit documents to El Dorado Transit by fax, mail, or direct delivery. Staff have reviewed the current policy with Sedgwick Claims Management Services Inc. and have identified the need for an electronic claim submittal policy. As a result, staff have compiled the attached Electronic Claims Policy to streamline the claims handling process. This policy will allow claimants to submit claims to El Dorado Transit electronically through email, thereby improving efficiency and decreasing related staff time.

Introducing this policy will not change the current handling of claims once they are received. Staff recommends that the Board approve the Electronic Claims Policy as proposed to elevate El Dorado Transit's efficiency and streamline the claims handling process.

FISCAL IMPACT

None

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 24-18**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY APPROVING THE ELECTRONIC CLAIMS FILING POLICY**

WHEREAS, the Government Claim Act pursuant to California Government Code section 945.4, requires a claimant to present El Dorado with a written claim prior to commencing a lawsuit against the El Dorado County Transit Authority for damage; and

WHEREAS, California Government Code section 915(a)(3) authorizes a claimant to present a claim to El Dorado County Transit Authority electronically if the Board of Directors adopts an resolution that establishes requirements for electronic claim submissions; and

WHEREAS, California Government Code section 915.4(a)(3) authorizes the El Dorado County Transit Authority to send notices related to electronic claim submissions to the email address associated with the claim, or an alternative email address if the claimant so requests; and

WHEREAS, in the modern workplace, the use of electronic record has become routine in the regular course of business, with employees of public and private entities increasingly using various electronic forms of communication; and

WHEREAS, the use of electronic records and communication has drastically increased; and

WHEREAS, obtaining claims and other documents electronically reduces staff time and material waste compared to mailing and handling hard copy claims; and

WHEREAS, this Electronic Claims Filing Policy outlines the means by which the El Dorado County Transit Authority will accept electronic claims, the information required for each claim, the consequences for not providing all required information, and the method of sending notices regarding of such claims.

NOW, THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority Board of Directors approves and adopts the attached El Dorado County Transit Authority Electronic Claims Filing Policy.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 1st day of August 2024 by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

George Turnboo, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY ELECTRONIC CLAIMS FILING POLICY

Adopted by Resolution No. 24-18

Purpose

This policy establishes the process by which persons may submit claims electronically to the El Dorado County Transit Authority (El Dorado Transit).

- A. The Government Claims Act provides that prior to bringing a lawsuit for damages against a public entity, a claimant must submit a written claim to the entity. Recent amendments to the Act provide for electronic processing of claims where authorized by ordinance or resolution.
- B. This policy, adopted by the Resolution noted above; authorizes electronic processing of claims, outlines the information required by El Dorado Transit for each claim, indicates the consequences of not providing all required information, and describes the means by which El Dorado Transit will send claimants notice regarding electronically submitted claims.
- C. Nothing in this policy requires claims to be filed electronically. Claims may continue to be filed by other than electronic means in accordance with applicable law.

Regardless of the incident, all claim forms must be requested directly from El Dorado Transit.

Electronic Claim Submission Procedures

- A. Submitting electronic claims: Persons may submit a claim to El Dorado Transit solely using email and in accordance with this policy.
- B. Required information: Claimants must provide the following information with each claim:
 - 1. Information regarding the claimant:
 - a. The name of the claimant.
 - b. An email address for the claimant.
 - c. The postal address of the claimant.
 - d. A phone number by which El Dorado Transit may reach the claimant during daytime business hours.
 - 2. Information regarding the incident on which the claim is based:
 - a. The date of the incident.
 - b. The place of the incident.

- c. The circumstances that led to the incident. Claimants must provide sufficient information for El Dorado Transit to thoroughly investigate and consider the claim.
 - d. The reason(s) why the claimant believes El Dorado Transit is responsible for the claimant's damages. If the claimant relies on more than one theory of recovery, the claimant should state the basic facts to support all potential theories of recovery.
 - 3. A description of the injury, damage, indebtedness, obligation, or loss incurred (collectively "losses"), as far as known when the claimant submits the claim.
 - 4. The amount claimed:
 - a. If the amount claimed is less than \$10,000, the full amount claimed.
 - b. If the amount claimed is more than \$10,000 the claimant need not specify the amount, but the claimant must specify whether superior court jurisdiction over the claim is limited (up to \$25,000) or unlimited (over \$25,000).
 - 5. The claimant's electronic signature or the electronic signature of another person authorized to file the claim on the claimant's behalf agrees, by signing electronically or by authorizing a third-party to sign electronically on the claimant's behalf that:
 - a. The electronic signature will bind the claimant to the same extent as a handwritten signature.
 - b. The claim will not be signed with a handwritten signature.
 - c. El Dorado Transit may ask the claimant to provide a handwritten signature in the future.
- C. Required information, if known: Claimants must provide the following information with each claim, if known to them:
 - 1. The name of the public employee(s) who may have caused the claimant's losses.
 - 2. The time of the incident.
 - 3. The names, addresses, phone numbers, and email addresses of any witnesses to the incident.
 - 4. If the claim concerns the claimant's vehicle, the vehicle license plate number; the vehicle make, model, and year; the vehicle's mileage at the time of the incident; and the claimant's driver's license number.

- D. Optional information: Claimant may optionally provide an alternative contact to receive official notices and correspondence regarding the claim. Alternative contact information includes:
1. The name of the alternative contact.
 2. The alternative email address.
 3. The alternative postal address.
 4. The phone number by which El Dorado Transit may reach the alternative contact during daytime business hours.
- E. Consequences for failure to provide required information:
1. Failure to provide all required information to support the claim may delay processing of the claim, result in rejection of the claim, or preclude the claimant from later bringing a lawsuit against a public employee as an individual defendant.
 2. Failure to provide a valid email address for the claimant or an alternative contact absolves El Dorado Transit of its duty to send notices of defects regarding the claim.
- F. Notices regarding electronically submitted claims: By submitting a claim electronically, the claimant agrees that El Dorado Transit may send notices and all other correspondence regarding the claim exclusively to the email address associated with the claim or to the alternative email address as specified.

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: August 1, 2024

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Fiscal Year 2024/25 Proposed Allocation Plan and Organizational Chart; including changes to two job descriptions

REQUESTED ACTION:
BY MOTION,

1. Approve two personnel allocations for the Finance Manager job classification
2. Approve the Job Specifications/Descriptions for two (2) job classifications
3. Adopt Resolution No. 24-19 for Fiscal Year 2024/25 revising the Personnel Allocation Table
4. Approve the Organizational Chart for Fiscal Year 2024/25

BACKGROUND

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

The Executive Director has determined that staffing changes are necessary to support the current level of responsibilities within transit operations to include changes to the personnel allocation for two Finance Managers, the re-classification of the Safety Coordinator job classification, and an update to job responsibilities for the Dispatch Supervisor job classification.

The current Finance Manager announced their retirement on May 2, 2024, which is set for April 2025. The incumbent has been in this position for over 25 years and possesses extensive institutional knowledge. Recruitment for this position began on June 1, 2024. Staff is currently reviewing several qualified candidates for the next steps in the recruitment process.

In accordance with Federal Transit Administration (FTA) regulations, all transit agencies must appoint a Chief Safety Officer. Initially, the responsibilities of the Safety Officer were included in the Operations Manager's job duties. However, recognizing the need for dedicated oversight in the development and implementation of safety and security programs, El Dorado Transit established the Safety Coordinator position in May 2016. This role was created to ensure compliance with safety regulations, training initiatives, and best practices in risk management.

The Dispatch Supervisor job description was developed and approved in October 2022. This role was introduced to address the need for enhanced supervisory oversight within dispatch operations. The Dispatch Supervisor is responsible for overseeing dispatch functions, transit scheduling, and responding to passenger service requests. Additionally, this position coordinates projects and undertakes higher-level dispatch responsibilities. In the beginning, management did not fully comprehend the extent of the responsibilities associated with this position. However, after a year of evaluating the incumbent's duties, we have a comprehensive understanding of the operational requirements, which closely align with those of the Transit Operations Supervisor, with a few key distinctions that distinguish each classification.

DISCUSSION

Finance Manager Allocation

The El Dorado Transit Finance Department is undergoing a pivotal transition as the current Finance Manager is set to retire in April 2025. To ensure a smooth transition and continuity in financial operations, staff proposes adding two allocations for this job classification temporarily. This will provide an overlap period to facilitate the training of the incoming Finance Manager by the outgoing employee.

The new hire will work alongside the outgoing Finance Manager, gaining critical knowledge and training. This will ensure their extensive knowledge is effectively transferred to the new hire. By having both the incoming and outgoing Finance Managers work together, the department can maintain seamless financial operations without disruption. The outgoing Finance Manager will provide hands-on training and mentorship, allowing the new hire to become fully acquainted with departmental processes, systems, and responsibilities. The onboarding process will be structured to maximize the overlap period, focusing on critical areas such as budget preparation, regulatory compliance, and audit processes. Upon the retirement of the current incumbent, staff will update the Personnel Allocation Plan to include only one allocation for the Finance Manager position.

Safety Program Manager

Due to the extensive oversight by the Federal Transit Administration (FTA), it became essential to designate all safety-related duties and responsibilities to a dedicated, full-time position. The Safety Coordinator's responsibilities encompass overseeing the daily operations of programs aimed at reducing risk and ensuring workplace safety and facility security. This role is also accountable for developing safety-related policies, maintaining transit safety manuals, and assisting in accident investigations.

With the expansion of safety oversight and regulations from local, state, and federal agencies, the scope of this position's responsibilities has grown and will continue to do so. This key role is vital for enhancing safety and providing adequate support to operational staff. Consequently, it is appropriate to reclassify this position from line staff to the management team to more align with the increased responsibilities and authority required to continue to administer all safety programs effectively.

Dispatch Supervisor

The Dispatch Supervisor job classification addresses areas not covered by the Transit Operations Supervisor; however, it offers essential support within operations where needed. Specifically, this role serves as the subject matter expert for the new dispatching software, responsible for generating reports and providing necessary training to staff. Additionally, the Dispatch Supervisor participates in the sick call rotation, handling callouts from operations staff and may at times require direct oversight of Transit Operators.

Please see the attached job descriptions for details of job duties.

Personnel Allocation Table

The proposed personnel allocation plan for Fiscal Year (FY) 2024/25 noted in Resolution No. 24-19 includes the staffing changes discussed in the previous section of this report.

El Dorado Transit currently has 61 allocated full-time equivalent (FTE) positions. The proposed allocations for FY 2024/25 incorporate the recommended changes resulting in staffing level change totaling 62 full-time equivalent (FTE) employees.

Organizational Chart

The proposed Organizational Chart incorporates the above referenced revisions to the Personnel Allocation Plan for FY 2024/25. This proposal shall only include changes to the Safety Coordinator job title. This position shall continue to directly report to the Executive Director.

FISCAL IMPACT

The temporary fiscal impact for the additional Finance Manager position is \$58,530.

The net fiscal impact on annual salary and benefits is projected at \$12,469.00 for the recommended changes related to the addition of Safety Program Manager job classification and removal of the Safety Coordinator.

The salary bands for the Safety Program Manager and the Dispatch Supervisor are outlined in a separate action item within the agency packet.

The above changes will not require an adjustment to the adopted Operating Budget.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 24-19**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE REVISED PERSONNEL ALLOCATION PLAN,
NEW JOB DESCRIPTIONS FOR FISCAL YEAR 2024/25**

WHEREAS, the Governing Board of the El Dorado County Transit Authority is authorized to adopt an annual fiscal year personnel allocation plan; and

WHEREAS, the need to revise the Personnel Allocation Plan, adding two Finance Manager allocations is necessary to maintain seamless financial operations due to the impending retirement of the current incumbent;

WHEREAS, periodically, the demands of the El Dorado County Transit Authority and changing needs require updating job specifications and descriptions;

WHEREAS, the Executive Director has determined that the Safety Program requires a higher level of authority to administer all the operations related to safety a risk management and that the position of Safety Coordinator be re-classified as the Safety Program Manager;

WHEREAS, the position of Dispatch Supervisor requires necessary changes to include additional essential job functions;

WHEREAS, it is necessary for the Board of Directors to approve job specifications and descriptions;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the El Dorado County Transit Authority hereby approves the revised Personnel Allocation Table and adopts the new job classification of Safety Program Manager and revisions to Dispatch Supervisor attached hereto as Attachments A, B, and C.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of August 2024, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

George Turnboo, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

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

Classification	Adopted FY 2024/25 (fte*)	Proposed FY 2024/25 (fte*)
Administrative Coordinator	1	1
Custodian	2	2
Dispatch Supervisor	1	1
Equipment Technician I/II	3	3
Executive Director	1	1
Finance Manager	1	2
Fiscal Technician I/II	2	2
Human Resources Manager	1	1
Information Technology Analyst	0	0
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant I/II	2	2
Operations Manager	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	2	2
Safety Coordinator	1	0
Safety Program Manager	0	1
Transit Dispatcher	4	4
Transit Operator	35	35
<i>TOTAL ALLOCATED POSITIONS</i>	<i>61</i>	<i>62</i>

* fte = Full Time Equivalent

August 2024 ~~October 2017~~FLSA: ~~Non~~-Exempt
Safety SensitiveSAFETY PROGRAM MANAGER ~~COORDINATOR~~**DEFINITION**

Under administrative direction, plans, organizes and ~~supervises~~ manages El Dorado Transit's safety and security program including the development and implementation of on-going training and safety programs for all personnel; ensures safety programs are in compliance with all federal, state and local safety, health and environmental regulations, as well as industry standards; assists in the administration of the risk management program; and performs other duties as assigned. This role ensures the safety of all employees, passengers and the public by enforcing safety policies, conducting risk assessments, and leading safety training initiatives.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from ~~the Executive Director~~ assigned management staff. ~~E~~ Exercises ~~no~~ direct supervision over staff during training and various safety related activities.

CLASS CHARACTERISTICS

This is a ~~management~~ single position classification that is responsible for overseeing El Dorado Transit's safety and risk management ~~security~~ programs. Responsibilities include overseeing the agency Safety Committee, developing, planning, implementing and scheduling training and safety programs and remedial or refresher training and assisting in the investigation of all accidents. Positions in this classification rely on experience, training and judgment to ensure the efficient and effective delivery of safety and risk management ~~security~~ related programs. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. ~~Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This position serves as a resource to the Executive Director and other managers on safety and security related issues and is responsible for establishing objectives, timelines and methods to deliver work products. Performance of the work requires an extensive professional background, as well as skill in coordinating safety and training operations with those of other El Dorado Transit departments and public agencies.~~

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes management responsibility for El Dorado Transit's safety and risk management functions including development, coordination, overseeing and participation in the day-to-day operation of programs designed to reduce risk and ensure workplace safety and facility security; performs a variety of professional level duties involved in the implementation and coordination of various safety

management programs including security, training, safety, environmental compliance, and emergency preparedness programs.

- Reviews, develops and updates safety related policies and procedures as required by law or as necessary; maintains transit safety-related manuals and documentation, including preparing and distributing communications; posts and maintains facility safety bulletin board with current information.
- Provides content recommendations to develop and maintain a diverse range of policies and procedures manuals including but not limited to, El Dorado Transit's Driver's and Maintenance Handbook, Safety and Security Prevention Plan (SSPP), Safety Management System (SMS) and Injury and Illness Prevention Plan (IIPP).
- Establishes and implements safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other safety/health related training; maintains records and database; prepares reports.
- Conducts audits and analyzes hazards, accidents, and injuries; develops findings, prepares reports, and makes recommendations to management on risk mitigation.
- Performs investigations which can include: interviewing accident witnesses and victims, observing work site practices, and performing research on prior incidents, with the goal of identifying trends and additional areas for training; tracks accident and incident investigations and develops safety training programs to mitigate future loss.
- Performs operational safety reviews and audits; monitors employee's exposure to various safety risks and provides guidance to use of safety equipment; assists with the recommendations for safety features for vehicle and equipment procurement; conducts regular facility, park and ride and bus stop safety inspections; and prepares reports on findings for remediation of safety issues.
- Oversees and participates in the development and maintenance of a comprehensive security program including security and facility access badge system, training employees, creating access protocols, evaluating systems, and serving as a liaison with external vendors and public safety/law enforcement agencies.
- Develops and maintains El Dorado Transit's Emergency Preparedness Program, including program development and updating changes to reflect regulatory requirements; provides training and conducts regular safety annual drills and preparedness for emergencies; coordinates with other agencies.
- Conducts the internal Safety Committee; serves as a representative for El Dorado Transit with external organizations.
- Attends and participates in professional group meetings; stays current with new trends and innovations in the field of safety and risk program management.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of administering and coordinating a comprehensive operational and employee safety and security program.
- Policies, regulations, specifications and requirements governing industrial safety, loss, prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Recent and on-going developments, current literature and sources of information related to training and health and safety programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including OSHA, California OSHA and FTA requirements.
- Occupational hazards and standard safety procedures.
- Records management principles and practices
- Business mathematics.

- Methods and techniques involved in conducting analytical studies of risk and safety matters.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to the work performed.

Ability to:

- Apply principles, practices and methods of administering and coordinating a ~~comprehensive~~comprehensive employee training and development programs.
- Develop and provide access for employees to training programs that address new and ongoing policies, regulations, specifications and requirements governing industrial safety, loss, prevention, environmental compliance, disaster control, emergency preparedness, and accident prevention for industrial and office environments.
- Apply applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Apply records management principles and practices.
- Comprehend, read and analyze a variety of administrative and technical data and ~~to prepare~~prepare reports and operating procedures.
- Evaluate safety programs for cost-effectiveness and recommend improved methods of delivering effective programs.
- Independently organize work, set priorities, meet critical deadlines, and ~~coordinating~~coordinate multiple priorities with designated timelines.
- Maintain confidentiality of sensitive information.
- Collect, evaluate, and interpret varied information and data, either in statistical or narrative form, and maintain accurate records and files.
- Effectively represent El Dorado Transit in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a bachelor's degree from an accredited four-year college or university with major course work in risk management, occupational health and safety or closely related field, and ~~sixthree-~~(63) years of increasingly responsible workplace safety and risk management program experience.

Licenses and Certifications:

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

- Possession of, or ability to obtain certification in safety management (e.g., Certified Safety Professional) within twelve (12) months of employment to the classification.
- Possession of, or ability to obtain within ninety (90) days, a Class B Driver's License with a passenger endorsement and no air brake restriction; and maintain a safe driving record throughout employment.
- Ability to obtain Verification of Transit Training (VTT) certification
- Ability to obtain First Aid and CPR certifications within twelve (12) months of appointment to the classification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; ability to operate a motor vehicle and visit various service area or meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

- Ability to work early morning, evening, weekend, and holidays to respond to emergencies or conduct training sessions

EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

~~August 2024~~October 2022FLSA: Non-Exempt
Safety Sensitive

DISPATCH SUPERVISOR

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

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

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

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

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

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

QUALIFICATIONS

Knowledge of:

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

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

Ability to:

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

Education and Experience:

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

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

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; ability to operate a motor vehicle and visit various service area sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification although standing and walking between work areas may be required; incumbents may be required infrequently operate a transit vehicle when driving staff are not available to sit for long periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25-40 pounds.

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

ENVIRONMENTAL CONDITIONS

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

~~When assigned as a Transit Operator, must be able to work within the environmental conditions of that classification.~~

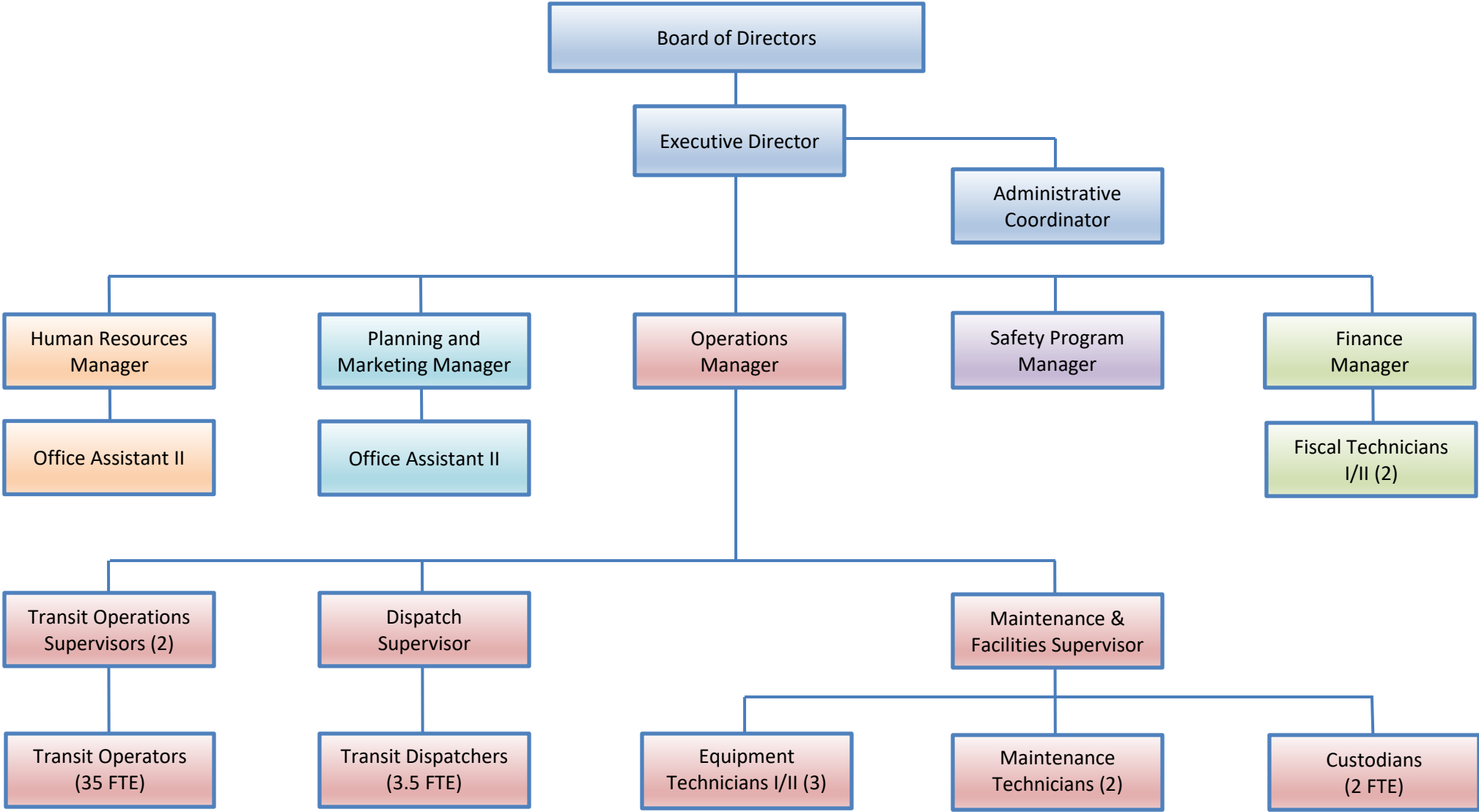
WORKING CONDITIONS

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

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

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**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED ORGANIZATIONAL CHART
FISCAL YEAR 2024/2025**



AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: August 1, 2024

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Agency Salary Structure; Salary Schedules and Implementation of Revised Salary Schedule

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 24-20 approving a revised Salary Schedule and implementing salary adjustments for Unrepresented and Management Personnel

BACKGROUND

To ensure equitable and competitive wages for its employees, the El Dorado County Transit Authority (El Dorado Transit/EDCTA) periodically engages a consultant to conduct a thorough compensation analysis. These studies analyze and compare wages and benefits within the job market against the agency's current pay ranges and benefit offerings. The goal is to maintain a competitive and fiscally responsible salary and benefits plan that strengthens recruitment and retention of qualified staff.

In November 2023, following a rigorous selection process, El Dorado Transit awarded the contract to Ralph Andersen & Associates (RAA) consulting firm to conduct the latest compensation and benefit study.

On June 6, 2024, the El Dorado Transit Board of Directors received RAA's Total Compensation Study Final Report, May 22, 2024, which included wage and benefit comparisons of seventeen (17) benchmark job classifications based on data from ten (10) comparator transit agencies.

The Total Compensation Study Final Report (Report) summarized the consultant's findings and recommendations as follows:

- The EDCTA's base salaries, overall, in comparison to the market median are 18% below the market.
- The EDCTA's total compensation, overall, in comparison to the market median is 6% below the market.

- The EDCTA's benefits package puts the EDCTA in a more competitive position compared to the market, and, therefore, salary decisions should be based on total compensation versus base salary market results.
- RAA considers a classification falling within 5% of the median to be competitive.

The full Total Compensation Study Final Report, May 22, 2024, is available for review at <https://eldoradotransit.com/document-library/>

DISCUSSION

The market base and total compensation findings for each existing job classification surveyed are listed below, using the median base salaries and median total compensation results, arranged in descending alphabetical order. The percentile represents the difference between the agency's current top monthly base salary/total compensation for each classification and the median base salary/total compensation of the comparator agencies.

Class Title	Base	Total Comp (Cash + Ins. + Ret.)
Administrative Coordinator	-20.4%	-10.6%
Custodian	-18.2%	-0.2%
Dispatch Supervisor	-46.9%	-16.2%
Equipment Technician II	-14.4%	0.9%
Executive Director	-42.6%	-29.1%
Finance Manager	-15.1%	-3.9%
Fiscal Technician II	-3.2%	1.2%
Human Resources Manager	-36.8%	-25.0%
Maintenance And Facilities Supervisor	-16.8%	-6.4%
Maintenance Technician	-18.5%	-6.4%
Office Assistant II	-10.6%	-0.6%
Operations Manager	-7.5%	0.0%
Planning & Marketing Manager	-20.4%	-7.2%
Safety Coordinator	-10.3%	-2.7%
Transit Dispatcher	-2.2%	8.2%
Transit Operator	-7.7%	-2.9%
Average	-18.0%	-6.1%

The report lists the market base and total compensation findings for each job classification, showing an 18% below market median for base salaries, but only 6.1% below for total compensation due to the agency's strong benefits package. Key factors include contributions to health and dental insurance and a single highest year formula for retirement. No changes to benefit levels are proposed.

Staff supports the report's recommendation to revise the salary structure and endorses Option 3, which sets benchmark classes to Market Median Total Compensation. Proposed salary increases are as follows: 5% for fifteen of the 17 surveyed job classifications, a 10% increase for the Planning and Marketing Manager, and a 17.5% increase for the Dispatch Supervisor, due to their significant deviation from the median.

These changes will be effective from the next full pay period starting August 10, 2024. The recommended action maintains the internal alignment of the current salary structure while advancing the goal of a competitive compensation plan within the existing fiscal budget. The recommended action outlined largely maintains the internal alignment of the existing salary structure, while significantly advancing the goal of achieving a competitive compensation structure within current budget availability.

Recognizing the recent effects of inflation on employees, staff recommends moving current incumbents into the salary step within the proposed compensation structure that is at least 5% above their current hourly compensation. The resulting increase in operational costs will not require a budget adjustment for the current Fiscal Year (FY) 2024/25.

Approval of the attached Resolution No. 24-20 will result in the following Board actions:

- Adoption of the revised Salary Schedule by Job Classification for FY 2024/25 (Exhibit A). The salary bands for the Executive Director and Transit Operator job classifications are listed for reference but are adopted by separate action.
- Approval to move current incumbents (excluding those in the Executive Director and Transit Operator classifications) into the salary step within the new Salary Schedule that is at least five percent (5%) above their current hourly compensation, effective on the full pay period beginning August 10, 2024.

FISCAL IMPACT

Projected impacts to payroll expenses include increased wages, payroll taxes, employer contributions for retirement, and workers compensation premiums. The total cost increase of the recommended actions for the remainder of the current Fiscal Year 2024/25 is estimated at \$154,000 and will not require an adjustment to the adopted Operating Budget.

EXHIBIT A

El Dorado County Transit Authority
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2024/25

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
ADMINISTRATIVE COORDINATOR - UR	Hourly	26.03	27.34	28.70	30.14	31.61	33.28	34.89
	Monthly	4,512.48	4,738.10	4,975.01	5,223.76	5,484.94	5,759.19	6,047.15
CUSTODIAN - UR	Hourly	17.11	17.96	18.86	19.81	20.80	21.84	22.93
	Monthly	2,965.58	3,113.86	3,269.55	3,433.03	3,604.68	3,784.91	3,974.16
DISPATCH SUPERVISOR - UR	Hourly	27.35	28.72	30.15	31.66	33.25	34.91	36.65
	Monthly	4,740.92	4,977.97	5,226.87	5,488.21	5,762.62	6,050.75	6,353.29
EQUIPMENT TECHNICIAN I - UR	Hourly	24.17	25.38	26.65	27.99	29.38	30.85	32.40
	Monthly	4,190.28	4,399.80	4,619.79	4,850.78	5,093.32	5,347.98	5,615.38
EQUIPMENT TECHNICIAN II - UR	Hourly	26.68	28.02	29.42	30.89	32.43	34.06	35.76
	Monthly	4,625.29	4,856.55	5,099.38	5,354.35	5,622.07	5,903.17	6,198.33
EXECUTIVE DIRECTOR - CONTRACT	Hourly	58.81	61.75	64.83	68.08	71.48	75.05	78.81
	Monthly	10,193.01	10,702.66	11,237.80	11,799.69	12,389.67	13,009.15	13,659.61
FINANCE MANAGER - UR / M	Hourly	43.73	45.91	48.21	50.62	53.15	55.81	58.60
	Monthly	7,579.07	7,958.03	8,355.93	8,773.73	9,212.41	9,673.03	10,156.68
FISCAL TECHNICIAN I - UR	Hourly	20.85	21.89	22.98	24.13	25.34	26.61	27.94
	Monthly	3,613.27	3,793.93	3,983.63	4,182.81	4,391.95	4,611.55	4,842.13
FISCAL TECHNICIAN II - UR	Hourly	24.17	25.38	26.65	27.99	29.38	30.85	32.40
	Monthly	4,190.28	4,399.80	4,619.79	4,850.78	5,093.32	5,347.98	5,615.38
HUMAN RESOURCES MANAGER - UR / M	Hourly	41.62	43.70	45.88	48.18	50.59	53.12	55.77
	Monthly	7,213.87	7,574.57	7,953.29	8,350.96	8,768.51	9,206.93	9,667.28
MAINTENANCE AND FACILITIES SUPERVISOR - UR	Hourly	32.51	34.14	35.84	37.64	39.52	41.49	43.57
	Monthly	5,635.47	5,917.24	6,213.10	6,523.76	6,849.94	7,192.44	7,552.06
MAINTENANCE TECHNICIAN - UR	Hourly	21.90	23.00	24.15	25.35	26.62	27.95	29.35
	Monthly	3,796.19	3,986.00	4,185.30	4,394.56	4,614.29	4,845.01	5,087.26
OFFICE ASSISTANT I - UR	Hourly	17.11	17.96	18.86	19.81	20.80	21.84	22.93
	Monthly	2,965.58	3,113.86	3,269.55	3,433.03	3,604.68	3,784.91	3,974.16
OFFICE ASSISTANT II - UR	Hourly	18.89	19.83	20.82	21.86	22.96	24.10	25.31
	Monthly	3,115.71	3,271.50	3,435.07	3,606.82	3,787.17	3,976.52	4,175.35
OPERATIONS MANAGER - UR / M	Hourly	45.94	48.24	50.65	53.18	55.84	58.63	61.56
	Monthly	7,962.76	8,360.90	8,778.95	9,217.90	9,678.79	10,162.73	10,670.87
PLANNING & MARKETING MANAGER - UR / M	Hourly	39.61	41.59	43.67	45.86	48.15	50.56	53.09
	Monthly	6,866.27	7,209.58	7,570.06	7,948.56	8,345.99	8,763.29	9,201.45
SAFETY COORDINATOR - UR	Hourly	32.51	34.14	35.84	37.64	39.52	41.49	43.57
	Monthly	5,635.47	5,917.24	6,213.10	6,523.76	6,849.94	7,192.44	7,552.06
SAFETY PROGRAM MANAGER - UR / M	Hourly	37.70	39.59	41.57	43.65	45.83	48.12	50.53
	Monthly	6,535.41	6,862.18	7,205.29	7,565.56	7,943.83	8,341.03	8,758.08
TRANSIT DISPATCHER - UR	Hourly	19.84	20.83	21.88	22.97	24.12	25.32	26.59
	Monthly	3,439.16	3,611.12	3,791.68	3,981.26	4,180.32	4,389.34	4,608.80
EXTRA HELP TRANSIT DISPATCHER - UR	Hourly	19.84	20.83	21.88	22.97	24.12	25.32	26.59
	Monthly	3,439.16	3,611.12	3,791.68	3,981.26	4,180.32	4,389.34	4,608.80
TRANSIT OPERATOR - FULL TIME - R	Hourly	21.75	22.84	23.98	25.18	26.44	27.76	29.15
	Monthly	3,770.00	3,958.59	4,156.53	4,364.36	4,582.59	4,811.73	5,052.32
TRANSIT OPERATOR - PART TIME - R	Hourly	21.75	22.84	23.98	25.18	26.44	27.76	29.15
	Monthly	3,770.00	3,958.59	4,156.53	4,364.36	4,582.59	4,811.73	5,052.32

El Dorado County Transit Authority

PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2024/25

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
EXTRA HELP TRANSIT OPERATOR - UR	Hourly	21.75	22.84	23.98	25.18	26.44	27.76	29.15
	Monthly	3,770.00	3,958.59	4,156.53	4,364.36	4,582.59	4,811.73	5,052.32
TRANSIT OPERATIONS SUPERVISOR - UR	Hourly	28.74	30.17	31.68	33.27	34.93	36.68	38.51
	Monthly	4,980.93	5,229.98	5,491.48	5,766.05	6,054.35	6,357.07	6,674.92

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

Unrepresented and Management; Resolution 24-20 Proposed August 1, 2023- Effective August 10, 2024
Represented; Board Ratified June 24, 2024; Effective June 29, 2024
Executive Director; Board Approved June 1, 2023

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 24-20**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY APPROVING A REVISED SALARY
STRUCTURE AND SALARY SCHEDULE, IMPLEMENTING SALARY ADJUSTMENTS
FOR THE UNREPRESENTED AND MANAGEMENT PERSONNEL**

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

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

WHEREAS, the Authority retained Ralph Andersen & Associates to prepare a comprehensive compensation and benefit study that analyzes and compares market based wages and the value of employee benefits relative to the Authority’s current pay ranges and benefit offerings; and

WHEREAS, the Board reviewed the study in open session at the June 6, 2024 meeting of the Authority; and

WHEREAS, it is appropriate to make certain adjustments in the salary schedule for the unrepresented and management personnel of the Authority.

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The salary schedule by classification attached hereto as Exhibit A for the unrepresented and management employees of the Authority is hereby approved and will be effective the first full pay period following adoption of this resolution. The schedule by classification for the Transit Operators is separately addressed in the Memorandum of Understanding between the Authority and the Transit Operators Bargaining Unit.

2. Incumbents (excluding the Executive Director and Transit Operator positions) shall be moved into the recommended salary schedule at a step that is at least five percent (5%) above their current hourly compensation, effective on the full pay period beginning August 10, 2024.

3. The Board reserves the right to suspend, modify or freeze all or any part of this resolution, the salary schedule, or anticipated advances or step increases on the salary schedule in the event of economic hardship or a financial shortfall in the El Dorado County Transit Authority budget.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of August 2024, by the following vote of said Board.

AYES:

NOES:

ABSTAIN:

ABSENT:

George Turnboo, Chairperson

APPROVED AS TO FORM:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: August 1, 2024

TO: El Dorado County Transit Authority

FROM: Erik Bergren, Planning and Marketing Manager

SUBJECT: 2024 Fair Shuttle Ridership

REQUESTED ACTION:

BY MOTION,

No action. Information item.

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) once again provided the El Dorado County Fair Shuttle on June 13-16, 2024. The shuttle ran from ½ hour before opening to ½ hour after closing each of the four days of the Fair. This was the thirty-second (32nd) year that El Dorado Transit has provided an El Dorado County Fair Shuttle. Service was provided from two (2) different parking locations including the Library/Government Center on Ray Lawyer Drive and the Ray Lawyer Drive Park and Ride.

The Fair shuttle service was funded by a grant from the El Dorado County Air Quality Management District under the AB2766 program, and with support from the El Dorado County Fair Association.

DISCUSSION

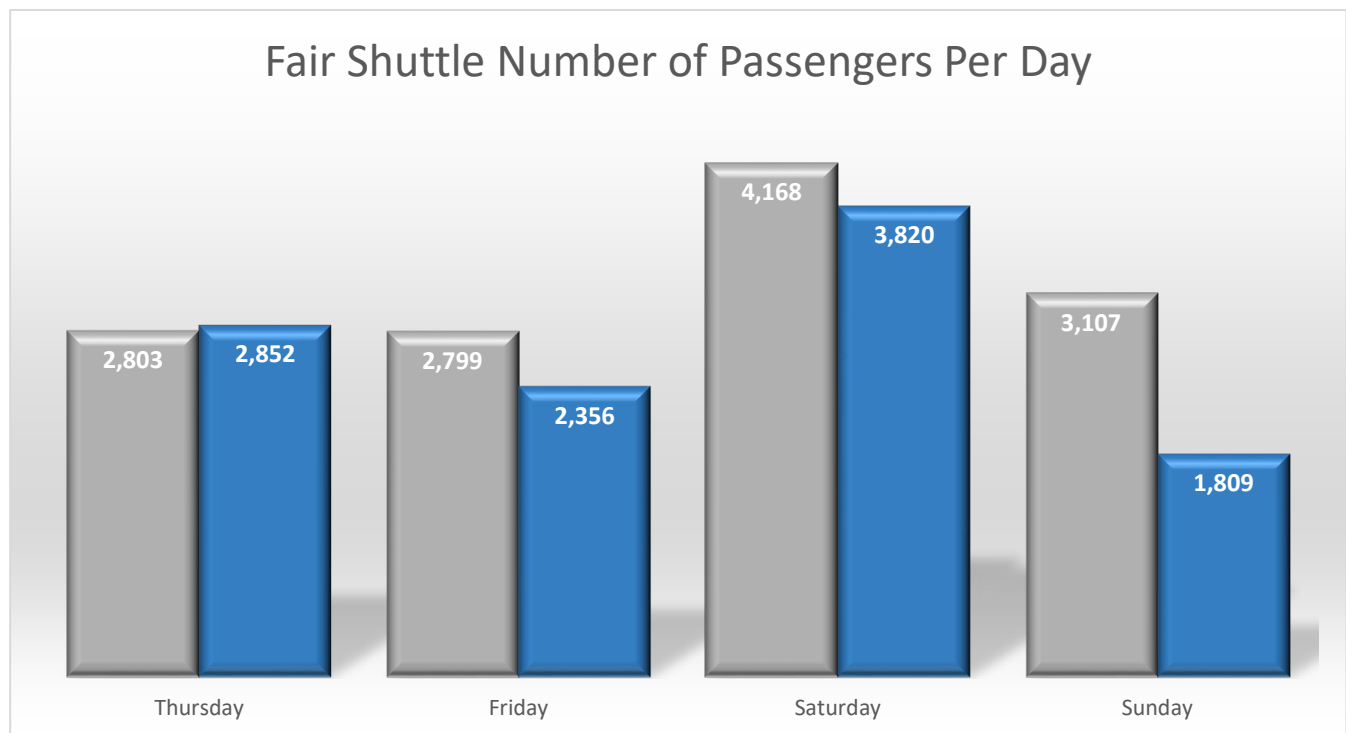
During the 2024 Fair Shuttle, El Dorado Transit provided 10,837 passenger trips for an average of just over 2,700 people per day. Overall, ridership was similar to 2023, with the exception of Sunday. This was likely due to Green Valley Church not holding their Sunday Service inside the fair, unlike previous years. The following page contains ridership data per day compared to 2023. Overall, the 2024 Fair Shuttle operation went smoothly with very positive feedback from passengers.

El Dorado Transit acknowledges the support of our community partners, including the El Dorado County Air Quality Management District, the El Dorado County Fair Association, the El Dorado County Library, and the Government Center staff, for their efforts in providing the free parking and shuttle services. Management commends El Dorado Transit staff for running another productive, safe, and friendly shuttle operation.

El Dorado County Fair 2024 Fair Shuttle Passenger Trips



Day	2023 Trips	2024 Trips	Difference	% Difference
Thursday	2,803	2,852	49	1.7%
Friday	2,799	2,356	-443	-15.8%
Saturday	4,168	3,820	-348	-8.3%
Sunday	3,107	1,809	-1,298	-41.8%
Total	12,877	10,837	-2,040	-16.1%





Newsletter

July 2024 - September 2024
Volume 8 - Number 3

El Dorado Transit Annual Safety Awards

El Dorado Transit is pleased to honor 20 of its eligible transit bus operators for earning a Safe Driving Award for 2023. Safety awards are presented annually to El Dorado Transit bus operators that have not been involved in any on-the-job moving violations or chargeable accidents during the calendar year.

El Dorado Transit bus operators are trained and licensed to operate a wide variety of transit vehicles. They skillfully navigate a wide array of driving conditions from downtown Sacramento to the mountains in El Dorado County. In 2023, El Dorado Transit bus operators provided transportation for 163,334 passengers, traveled 937,660 miles, and clocked 45,966 hours in passenger service.

El Dorado Transit bus operators continued to demonstrate exceptional driving skills in 2023 and consistently provided safe service to the riding public. The El Dorado Transit Board of Directors and management is proud to highlight the outstanding caliber of all our operators and thanks them for their exceptional service to the public.



George Turnboo, El Dorado County District 2 Supervisor congratulated El Dorado Transit's recent Safe Driving Award winners. Held at the Lion's Hall in Diamond Springs, drivers with 5 or more years of consecutive safe driving received pins and certificates. Two drivers received 15-year safe driving awards!



Another Fair, Another Successful Free Shuttle Program

El Dorado Transit is pleased to report that 10,624 passengers took advantage of the free fair shuttle service for the 2024 El Dorado County Fair. The shuttle operated from 30 minutes before opening to 30 minutes after closing all four days of the Fair.

This was the 32nd year that El Dorado Transit has provided an El Dorado County Fair Shuttle. Service was provided from two different parking locations including the Placerville Library/Government Center on Ray Lawyer Drive, and the Ray Lawyer Drive Park and Ride.

The Fair Shuttle is funded by a grant from the El Dorado County Air Quality Management District with AB2766 grant funds, and with support from the El Dorado County Fair Association. El Dorado Transit would like to acknowledge our community partners at the El Dorado County Library and Government Center in Placerville for their support in providing free parking for shuttle riders.

El Dorado Transit Donates Vehicle to MORE

El Dorado Transit recently donated a surplus vehicle to Mother Lode Rehabilitation Enterprises, Inc. (M.O.R.E.). The wheelchair-accessible Dodge Caravan has carried many M.O.R.E. clients in recent years as part of our Dial-A-Ride service and was recognized by a few riders even without the El Dorado Transit graphics.

Most if not all of the facility came out to cheer the vehicle's arrival. We were overwhelmed with the gratitude and thanks from M.O.R.E. staff and clients. They have big plans for their new vehicle!

We love being able to help our partners in need and our community. Enjoy your new ride, M.O.R.E.!



El Dorado Transit Executive Director Brian James and Operations Manager Kristin Halverson hand over the keys to CEO Susie Davies.



Monday, September 2 Labor Day

The Sacramento/South Lake Tahoe Connecting bus will be the only service operating on listed holidays. For more information visit www.eldoradotransit.com.

Get YOUR GO PASS and GO!
Ride all local buses June & July for only \$5!

Student Summer GO Pass

This Summer students in grades K-12 can get unlimited rides on all El Dorado Transit's Local Fixed routes for just \$5.00. The pass is valid from June 1, 2024 through July 31, 2024.

The Local routes provide service to the following locations that can be enjoyed all summer long:

- Library
- Movie Theaters
- Parks and Pools
- Recreational Centers
- Restaurants

The Summer GO Pass can be purchased and loaded onto a Connect Card online or at a Connect Card sales outlet. Connect Cards can be obtained from the El Dorado Transit Office.

For more information regarding the Summer GO Pass visit www.eldoradotransit.com/news or call El Dorado Transit at (530) 642-5383.