



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

AGENDA

Thursday, December 5, 2024; 1:00 PM

Regular Meeting

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

Vice Chairperson: David Yarbrough, City of Placerville Councilmember

Vacant, 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 November 7, 2024 <i>(Wilcher)</i>	4
	B. Receive and File October 2024 Check Registers <i>(Petersen/Hewett)</i>	7
	C. Receive and File October 2024 Ridership Report <i>(Bergren)</i>	11
	D. Approve the El Dorado County Transit Authority Board of Directors Meeting Schedule for 2025 <i>(Wilcher)</i>	14
	E. Receive and File Independent Financial Audit, Single Audit and Compliance Reports for Fiscal Year 2023/24 for the El Dorado County Transit Authority <i>(Petersen/Hewett)</i>	16
	F. Adopt Resolution No. 24-24 approving the <u>El Dorado County Transit Authority Agency Safety Plan</u> revisions and edits <i>(Parker)</i>	19
	G. Adopt Resolution No. 24-25 revising the <u>El Dorado County Transit Authority Personnel Policies and Procedures Manual</u> regarding policy revisions and updates <i>(Harris)</i>	61
	H. Adopt Resolution No. 24-26 Authorizing the El Dorado County Transit Authority to execute the Restrictive Covenant document allowing an exception to setback requirements for Bass Lake Road Park and Ride <i>(Bergren)</i>	63

2.	<u>ACTION ITEMS</u>	<u>PAGE</u>
A.	1. Adopt revised Capital Improvement Plan (<i>Halverson</i>)	70
	2. Award Contract to Applied Video Solutions in response to Request for Proposals #24-03 – Security Video System Upgrade	
	3. Authorize the Executive Director to execute all documents up to the project budget amount of \$451,000	
3.	<u>INFORMATION ITEMS</u>	
A.	Status of Unfunded Liabilities for Pension and Other Post-Employment Benefit (OPEB) Programs (<i>Petersen/Hewett</i>)	73

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

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

Closed Personnel Session Pursuant to Government Code Section 54954.5 –
PUBLIC EMPLOYMENT Title: Executive Director

CONFERENCE WITH LABOR NEGOTIATORS
Unrepresented employee: Executive Director

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

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, February 6, 2025 1:00 P.M.
County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg A, Placerville, CA 95667

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



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES

Thursday, November 7, 2024; 1:00 PM
Regular Meeting

Chairperson: George Turnboo, County of El Dorado Supervisor, District II
Vice Chairperson: David Yarbrough, City of Placerville Councilmember
Vacant, 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	<u>Teleconference</u> 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	

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CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Turnboo called the meeting to order at 1:04 PM and the Pledge of Allegiance was recited.

ROLL CALL

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

A quorum was present.

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

Adoption of the Agenda and Approval of Consent Calendar

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

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting October 3, 2024 *(Wilcher)*
- B. Receive and File September 2024 Check Registers *(Petersen/Hewett)*
- C. Receive and File September 2024 Ridership Report *(Bergren)*
- D. Quarterly Investment and Annual Interest Reports for Operating Funds *(Petersen/Hewett)*

2. ACTION ITEMS

- A. Receive and File the **Fiscal Year 2023/24 Administrative Operations Report** *(Bergren)*

Receive and File only. No vote taken.

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

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

Recessed to closed session at 1:17 PM

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvene to Open Session at 1:29 PM. No report out.

ADJOURNMENT

Chair Turnboo adjourned the meeting at 1:30 PM. The next regularly scheduled meeting is Thursday, December 5, 2024.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

* Verbal Report

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: December 5, 2024
TO: El Dorado County Transit Authority
FROM: Julie Petersen and Kate Hewett, Finance Manager
SUBJECT: Receive and File October 2024 Check Register

REQUESTED ACTION:
BY MOTION, Receive and File October 2024 Check Register

BACKGROUND

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

DISCUSSION

Three (3) items merit further detail:

Check #40064 – Security by Design, Inc.....\$12,415.59
This check pays the obligation for Consulting Work to Upgrade the Surveillance System using Local Transportation Funds (LTF); CIP # 24-02.

Check #40068 – Trapeze Software Group Inc.....\$12,993.75
This check pays the obligation for Upgrading Scheduling Software using Local Transportation Funds (LTF); CIP # 22-05.

Check #40142 – Feild and Associates.....\$372.70
This check pays the obligation for the Permit Fee to Replace Shop Swamp Coolers using Local Transportation Funds (LTF); CIP # 20-04.

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

October 2024

Date	Num	Name	Memo	Amount
10/01/2024	EFTRANS	CaIPERS - HEALTH BENEFIT SERVICE DIVISION	PAY DATE SEPT. 30, 2024	49,421.22
10/01/2024	EFTRANS	CaIPERS 457 DEFERRED COMPENSATION PROGRAM	PAY PERIOD SEPT. 7 - SEPT. 20, 2024; PAY DATE SEPT 27, 2024	4,227.22
10/02/2024	40033	49ER LIVE SCAN	LIVE SCAN FINGERPRINTING	21.00
10/02/2024	40034	AUTOZONE INC	R134A 30 LBS. CYLINDER (3) #1007	804.34
10/02/2024	40035	BUS & EQUIPMENT REPAIR OF CA	DOOR MOTOR A&M #1905	328.86
10/02/2024	40036	C & H MOTOR PARTS	SHOP SUPPLIES, WIPER BLADES, FILTERS	349.82
10/02/2024	40037	CAL.NET	CCTV CAMERA SERVICE OCTOBER 2024	176.92
10/02/2024	40038	CALIFORNIA DEPT OF TAX & FEE ADMIN	DIESEL FUEL EXEMPT BUS TAX 3RD QUARTER 2024	406.00
10/02/2024	40039	CUSTOM EMBROIDERY CONCEPTS	PORT AUTHORITY EASY CARE SHIRTS WITH LOGO	43.97
10/02/2024	40040	D&K AUTO GLASS	FLEET WINDSHIELD REPAIRS	270.00
10/02/2024	40041	DAWSON OIL	FUEL PURCHASES-SEPTEMBER 2024	48,544.49
10/02/2024	40042	EL DOB ENTERPRISES LLC	FLEET VEHICLE TIRES	2,667.67
10/02/2024	40043	EL DORADO DISPOSAL SERVICE	DISPOSAL SERVICE - SEPTEMBER 2024	447.56
10/02/2024	40044	EL DORADO IRRIGATION DISTRICT	WATER SERVICE - SEPTEMBER 2024	2,366.12
10/02/2024	40045	EMP. MISC. REIMBURSEMENT	DMV LICENSE RENEWAL	58.00
10/02/2024	40046	FASTENAL	SHOP MATERIALS AND SUPPLIES	1,390.63
10/02/2024	40047	FLEMING DISTRIBUTING CO.	MOA (4), 44K (4), DFC (6), FUEL RESTORATION (6) #1911	550.41
10/02/2024	40048	FOLSOM LAKE DODGE	TIRE SENSORS (6) & ABSORBERS (2)	2,136.69
10/02/2024	40049	GILLIG LLC	BELL ALARM AND LINEAR ELECTRICAL ASSY. #2002	2,911.62
10/02/2024	40050	GLOBAL DATA VAULT LLC	MONTHLY RECOVERY BACK UP SERVICE OCTOBER 2024	330.00
10/02/2024	40051	GWP HOLDINGS LLC	FILTERS, SENSORS, AND FUEL SEPERATOR	631.36
10/02/2024	40052	J.C. NELSON SUPPLY CO	URINAL MAT ADMIN. BATHROOM	99.50
10/02/2024	40053	KIMBALL MIDWEST	SHOP OFFICE SUPPLIES	250.47
10/02/2024	40054	MISSION UNIFORM SERVICE	UNIFORMS, TOWELS, AND MATS SERVICES	793.96
10/02/2024	40055	MOTIVE ENERGY LLC	94R-7 720 CCA 150RC (2) #1503	238.30
10/02/2024	40056	NAPA AUTO PARTS	A/C VACUUM PUMP OIL (2) #1005	38.17
10/02/2024	40057	NATIONAL FIRE SYSTEMS INC	SEMI ANNUAL FIRE EXTINGUISHER SERVICES FOR BUSES	5,835.00
10/02/2024	40058	O'REILLY AUTO PARTS	FUEL PUMP MODULE #1501	260.30
10/02/2024	40059	PACIFIC GAS & ELECTRIC	ELECTRIC SERVICES - SEPTEMBER 2024	974.08
10/02/2024	40060	QUILL LLC	OFFICE SUPPLIES	282.54
10/02/2024	40061	ROBERTS & COMPANY INC	CPA SERVICES - SEPTEMBER 2024	7,695.00
10/02/2024	40062	RON DUPRATT FORD	LUBRICANT, FILTER, SWITCH ASSEMBLY, STEP	638.67
10/02/2024	40063	RTS IT INC	ITCARE GOLD SERVICE PLAN OCTOBER 2024	5,212.50
10/02/2024	40064	SECURITY BY DESIGN INC	SECURITY VIDEO SYSTEM DESIGN	12,415.59
10/02/2024	40065	STATE OF CA - DEPT OF JUSTICE	STATE AND FBI CRIMINAL BACKGROUND CHECK	147.00
10/02/2024	40066	SUN LIFE FINANCIAL	SUPPLEMENTAL LIFE BENEFIT OCTOBER 2024	356.49
10/02/2024	40067	THE AFTERMARKET PARTS CO LLC	SHAFT SEAL KIT & LED LAMP ASSEMBLY	463.73
10/02/2024	40068	TRAPEZE SOFTWARE GROUP INC	MILESTONES 2, 3, AND 4	12,993.75
10/02/2024	40069	TRUE VALUE HARDWARE	PAINT, PROPANE, BROOM HANDLES	88.63
10/02/2024	40070	TURBO IMAGES INC	PRODUCTION ONLY OF REPAIR PARTS (2)	2,867.08
10/02/2024	40071	UNIVERSAL SECURITY & FIRE INC	BURGLAR ALARM MONITORING 10/01/24 - 12-31-24	135.00
10/02/2024	40072	VISUAL EDGE IT, INC.	CONTRACT BASE RATE: 09/22/24-10/21/24	357.77
10/02/2024	40073	WESTERN SUPPLY INC	RUBBER BUFF, BLUE CEMENT -SHOP	33.30
10/02/2024	40074	WILKINSON PORTABLES INC	PORTABLE TOILET CAMBRIDGE P&R OCTOBER 2024	170.00
10/02/2024	40075	XEROX FINANCIAL SERVICES	COPIER LEASE PAYMENT AND PROPERTY TAX SEPTEMBER 2024	509.44
10/02/2024	40076	ZEP MANUFACTURING CO.	TRUCK AND TRAILER WASH (2), TUFF GREEN, ZEP CITRUS	627.64
10/09/2024	EFTRANS	OPERATING ENGINEERS PUBLIC & MISC	MEDICAL - SEPTEMBER 2024	48,272.00
10/11/2024	EFTRANS	CaIPERS 457 DEFERRED COMPENSATION PROGRAM	PAY PERIOD SEPT. 21 - OCT. 4, 2024; PAY DATE OCT. 11, 2024	4,234.52
10/11/2024	EFTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #21 PEPRA	15,535.26
10/11/2024	EFTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #21 CLASSIC	8,200.77
10/18/2024	40077	.BURNS, ROBERTA	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40078	.CAMP, BETTY J	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40079	.CHRONISTER, RODNEY E	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40080	.CONLEY-WIDING, SEAN	MY RIDE - SEPTEMBER 2024	26.67

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

October 2024

10/18/2024	40081	.COOPER, DEBBIE	MY RIDE - SEPTEMBER 2024	66.06
10/18/2024	40082	.CROZIER, EILEEN JEAN	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40083	.DA COSTA, MONICA	MY RIDE - SEPTEMBER 2024	227.80
10/18/2024	40084	.DAVIS, JANET	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40085	.DRACHMAN, JENNIFER R	MY RIDE - SEPTEMBER 2024	50.79
10/18/2024	40086	.FICKLIN, LINDA R	MY RIDE - SEPTEMBER 2024	130.32
10/18/2024	40087	.FILIPPELLI, JEREMY	MY RIDE - SEPTEMBER 2024	36.38
10/18/2024	40088	.GALVAN, ELAINE M	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40089	.GOODRICH, ROBERT	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40090	.GOODSPEED, DIANE C	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40091	.GRIFFIN, INDIA	MY RIDE - SEPTEMBER 2024	41.54
10/18/2024	40092	.GROY, DAVID	MY RIDE - SEPTEMBER 2024	26.40
10/18/2024	40093	.GULARTE, LARA L	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40094	.HAYNIE, DIANA	MY RIDE - SEPTEMBER 2024	140.70
10/18/2024	40095	.HEDGE, SAMANTHA	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40096	.HENDRIX, SUSAN L.	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40097	.HINDMARSH, LISA	MY RIDE - SEPTEMBER 2024	157.38
10/18/2024	40098	.IMMER, JAMES	MY RIDE - SEPTEMBER 2024	60.30
10/18/2024	40099	.KAMENA, DENISE C	MY RIDE - SEPTEMBER 2024	286.63
10/18/2024	40100	.KURTZ, STORM	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40101	.LAWSON, CATHERINE A	MY RIDE - SEPTEMBER 2024	127.97
10/18/2024	40102	.LAWSON, GLENN V	MY RIDE - SEPTEMBER 2024	106.53
10/18/2024	40103	.LEONARD, DONALD CHRISTOPHER	MY RIDE - SEPTEMBER 2024	222.64
10/18/2024	40104	.LUSK, DEBRA SUE	MY RIDE - SEPTEMBER 2024	116.31
10/18/2024	40105	.MAHONEY, LESLIE MAE	MY RIDE - SEPTEMBER 2024	125.29
10/18/2024	40106	.MARTIN, LINA	MY RIDE - SEPTEMBER 2024	192.96
10/18/2024	40107	.MATZINGER, LINDA IOLEEN	MY RIDE - SEPTEMBER 2024	159.02
10/18/2024	40108	.MEADOWS, KARLEN	MY RIDE - SEPTEMBER 2024	144.72
10/18/2024	40109	.MILLER, DOREENE ELIZABETH	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40110	.MURRY, ALISHA	MY RIDE - SEPTEMBER 2024	30.62
10/18/2024	40111	.NUNEZ, FERNANDO	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40112	.ROGERS, TIMOTHY ALTON	MY RIDE - SEPTEMBER 2024	64.72
10/18/2024	40113	.SALVATORI, ANNE	MY RIDE - SEPTEMBER 2024	67.27
10/18/2024	40114	.SHAWHAN, CHARLES	MY RIDE - SEPTEMBER 2024	107.20
10/18/2024	40115	.SMITH, REBECCA	MY RIDE - SEPTEMBER 2024	12.06
10/18/2024	40116	.SORACCO, MEGAN	MY RIDE - SEPTEMBER 2024	29.48
10/18/2024	40117	.STOCKEL, GARY	MY RIDE - SEPTEMBER 2024	62.11
10/18/2024	40118	.STOCKEL, JAMES	MY RIDE - SEPTEMBER 2024	104.30
10/18/2024	40119	.STOCKEL, LISA	MY RIDE - SEPTEMBER 2024	77.72
10/18/2024	40120	.TODD, JANET C	MY RIDE - SEPTEMBER 2024	586.72
10/18/2024	40121	.TVERETINOV, ARKADY	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40122	.VALENCIA, ROCHELLE	MY RIDE - SEPTEMBER 2024	83.55
10/18/2024	40123	.VAN CLEAVE, MICHA	MY RIDE - SEPTEMBER 2024	294.00
10/18/2024	40124	.WAHLGREN, ANNETTE	MY RIDE - SEPTEMBER 2024	113.90
10/18/2024	40125	.WARMAN, SHIELA	MY RIDE - SEPTEMBER 2024	123.01
10/18/2024	40126	.WEST, JASON	MY RIDE - SEPTEMBER 2024	131.32
10/18/2024	40127	.WHIGHAM, KAREN	MY RIDE - SEPTEMBER 2024	233.70
10/18/2024	40128	.WOJAN, CYNTHIA J	MY RIDE - SEPTEMBER 2024	117.52
10/18/2024	40129	.WOODS, ELIZABETH	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40130	.WORTHEN, DALE	MY RIDE - SEPTEMBER 2024	234.50
10/18/2024	40131	ACC BUSINESS	FIBER INTERNET - OCTOBER 2024	85.87
10/18/2024	40132	ADM SCREENING	DOT RANDOM DRUG SCREEN	1,235.00
10/18/2024	40133	AFLAC	INSURANCE PREMIUMS - OCTOBER 2024	643.76
10/18/2024	40134	AIR & LUBE SYSTEMS INC	LIFT INSPECTIONS	3,510.00
10/18/2024	40135	AMERICAN HERITAGE LIFE INSURANCE CO	INSURANCE PREMIUMS - OCTOBER 2024	29.10

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

October 2024

10/18/2024	40136	ARNOLDS FOR AWARDS INC	AWARDS AND MAGNETS	455.41
10/18/2024	40137	AT&T	BILL FOR 8-24-24 TO 9-23-24	88.15
10/18/2024	40138	AT&T MOBILITY	WIRELESS SURVEILLANCE CAMERAS FOR SEPT 2024	188.52
10/18/2024	40139	EDWARDS, STEVENS & TUCKER LLP	GENERAL LEGAL SERVICE	883.50
10/18/2024	40140	EMP. MISC. REIMBURSEMENT	DMV LICENSE & VTT	58.00
10/18/2024	40141	FEDEX	FEDEX PRIORITY OVERNIGHT	39.74
10/18/2024	40142	FEILD AND ASSOCIATES	SWAMP COOLER REPLACEMENT PROJECT PERMIT FEE	372.70
10/18/2024	40143	KINETICO WATER OF PLACERVILLE	DRINKING WATER SERVICE OCTOBER 2024	42.90
10/18/2024	40144	MAG LANDSCAPING INC	LANDSCAPING MAINTENANCE - SEPTEMBER 2024	1,290.00
10/18/2024	40145	MARIGOLD CLEAN SACRAMENTO	JANITORIAL SERVICE OCTOBER 2024	1,159.00
10/18/2024	40146	OPERATING ENGINEERS LOCAL UNION #3	UNION DUES OCTOBER 2024	1,102.00
10/18/2024	40147	PACIFIC GAS & ELECTRIC	ELECTRIC SERVICES - SEPTEMBER 2024	3,861.95
10/18/2024	40148	PACIFIC MATERIAL HANDLING SOLUTIONS	SHOP MAINTENANCE SERVICES	626.25
10/18/2024	40149	PEST CONTROL CENTER INC	PEST CONTROL SERVICE - ADMIN BUILDING	65.00
10/18/2024	40150	PROTELESIS	PHONE SYSTEM ELEVATE SUBSCRIPTION OCTOBER 2024	680.22
10/18/2024	40151	QUILL LLC	OFFICE SUPPLIES	705.25
10/18/2024	40152	RTS IT INC	SOFTWARE UPDATES	447.95
10/18/2024	40153	SAFETY-KLEEN SYSTEMS INC	PICK UP USED OIL	68.75
10/18/2024	40154	SMALL BUSINESS BENEFIT PLAN TRUST	DENTAL & VISION PREMIUMS NOVEMBER 2024	4,360.20
10/18/2024	40155	SPECIAL DISTRICT RISK MANAGEMENT AUTH	EMPLOYEE ASSISTANCE PROGRAM BENEFITS NOVEMBER 2024	175.96
10/18/2024	40156	SUN LIFE FINANCIAL	OCTOBER 2024 GROUP LIFE & LTD BENEFITS	2,371.04
10/18/2024	40157	TURBO IMAGES INC	REMOVAL, PRODUCTION & INSTALLATION OF TRANSIT LOGO (2)	1,290.00
10/18/2024	40158	UMPQUA BANK COMMERCIAL CARD OPS	RECONCILED VISA CHARGES	2,461.72
10/18/2024	40159	UPPER LEVEL CARPET CLEANING	CARPET AND TILE FLOOR CLEANING & MAINT. STRIP AND WAX	3,348.75
10/18/2024	40160	VERIZON WIRELESS	CELLULAR SERVICE - SEPTEMBER 2024	2,031.79
10/18/2024	40161	WASTE CONNECTIONS OF CA INC	DUMP RUN - CLEAN WOOD	46.38
10/18/2024	40162	WAYNE'S LOCKSMITH SERVICE	SINGLE SIDED KEY COPY - QTY 10	43.30
10/25/2024	EFTRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY PERIOD OCT. 5 - OCT. 18, 2024; PAY DATE OCT. 25, 2024	4,256.94
10/25/2024	EFTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #22 CLASSIC	8,209.86
10/25/2024	EFTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #22 PEPRA	15,586.22

TOTAL: 318,303.65

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: December 5, 2024
TO: El Dorado County Transit Authority
FROM: Erik Bergren, Planning and Marketing Manager
SUBJECT: October 2024 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and file the October 2024 Ridership Report

BACKGROUND

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

DISCUSSION

For the month of October 2024, ridership across all three (3) modes of service trended up. Fiscal year-to-date ridership was up 28.5% overall.

The attached October 2024 Ridership Report compares systemwide monthly passenger trips to the same period in the previous fiscal year. Overall ridership increased by 25.2% compared to the previous year. Demand Response ridership increased by 6.5%, Local Fixed Route ridership increased by 15.3%, and Commuter ridership increased by 84.0%. This is the fourth month in a row commuter ridership increased 70% or more compared to the previous year.

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

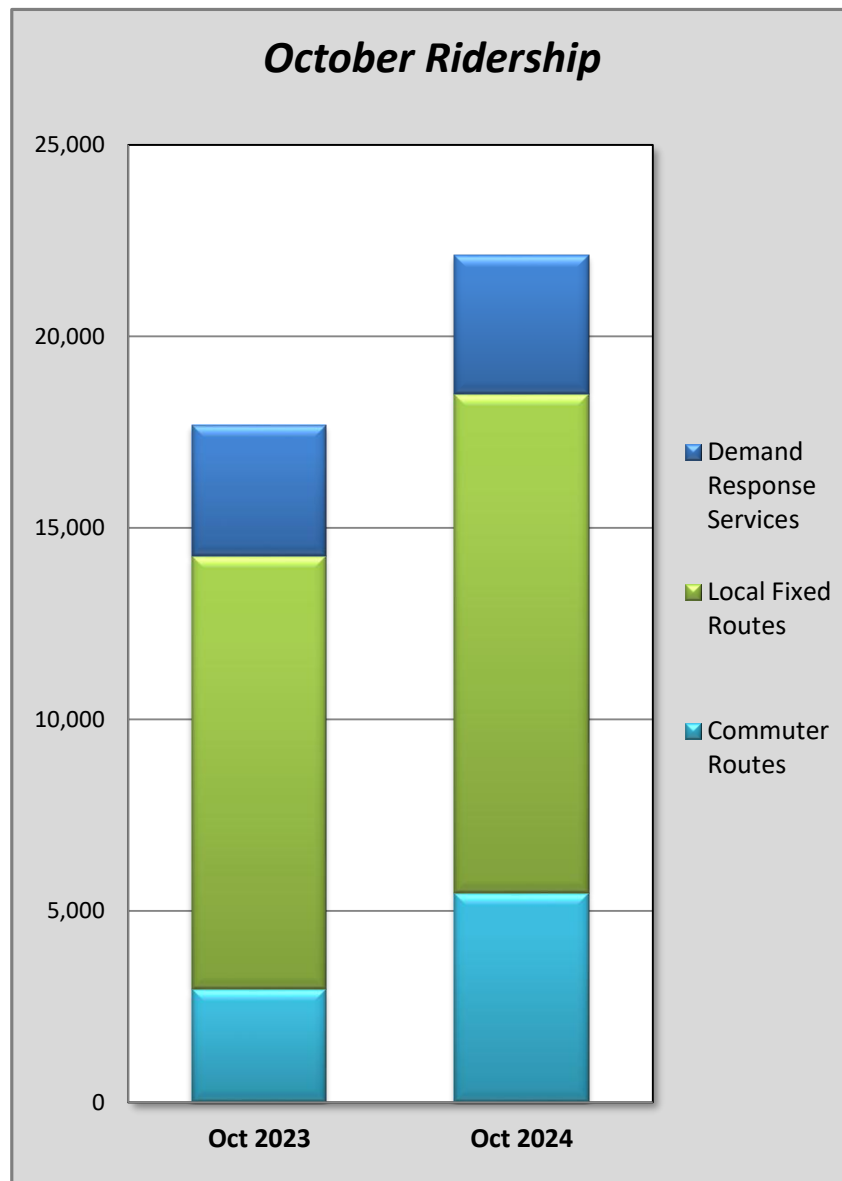
October 2024 Ridership Report

Demand Response Services	Oct 2023	Oct 2024	% Change
Dial-a-Ride	1,052	1,036	-1.5%
Sac-Med	31	59	90.3%
ADA Paratransit	245	263	7.3%
M.O.R.E.*	843	870	3.2%
Senior Day Care*	0	0	0.0%
My Ride	1,242	1,407	13.3%
Total Demand Response	3,413	3,635	6.5%

Local Fixed Routes	Oct 2023	Oct 2024	% Change
20 - Placerville	1,509	1,661	10.1%
25 - Saturday Express	253	380	50.2%
30 - Diamond Springs	1,297	1,745	34.5%
35 - Diamond Springs Saturday	111	130	17.1%
40 - Cameron Park	1,202	1,208	0.5%
50x - 50 Express	5,303	6,237	17.6%
60 - Pollock Pines	1,625	1,672	2.9%
Total Local Fixed Routes	11,300	13,033	15.3%

Commuter Routes	Oct 2023	Oct 2024	% Change
Sacramento Commuter	2,232	4,830	116.4%
Reverse Commuter	52	75	44.2%
Sacramento/Tahoe Connector	683	554	-18.9%
Total Commuter Routes	2,967	5,459	84.0%

	Oct 2023	Oct 2024	% Change
Systemwide	17,680	22,127	25.2%
Passengers per Revenue Hour	4.5	5.1	15.1%



*Contracted Services - Riders

0

Fiscal Year-to-Date Ridership Report

July - October

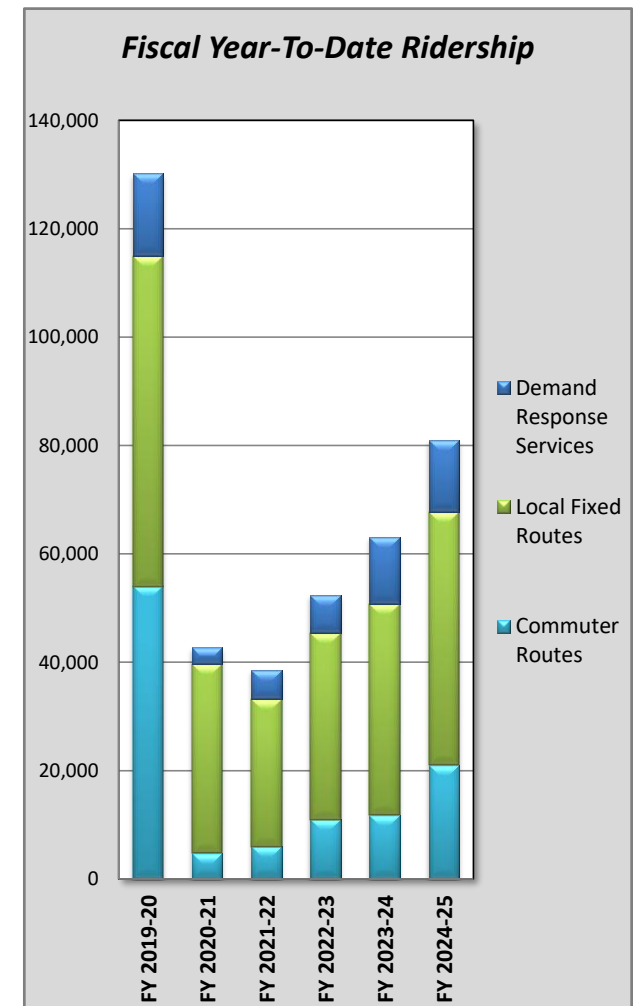


Demand Response Services	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	% Year Change
Dial-a-Ride	5,454	2,066	2,295	3,093	4,382	4,053	-7.5%
Sac-Med	112	64	108	65	145	179	23.4%
ADA Paratransit	225	517	914	907	949	1,001	5.5%
M.O.R.E.*	7,725	389	2,052	2,326	2,783	3,127	12.4%
Senior Day Care*	1,748	0	0	0	0	0	0.0%
My Ride	0	0	0	531	4,081	4,979	22.0%
Total Demand Response	15,264	3,036	5,369	6,922	12,340	13,339	8.1%

Local Fixed Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	% Year Change
20 - Placerville	14,776	5,182	4,127	5,455	5,520	6,016	9.0%
25 - Saturday Express	1,670	1,209	1,154	0	456	1,453	218.6%
30 - Diamond Springs	9,604	3,741	3,040	4,464	4,465	5,884	31.8%
35 - Diamond Springs Saturday	484	351	338	0	184	480	160.9%
40 - Cameron Park	5,507	4,026	3,176	4,160	4,208	4,604	9.4%
50x - 50 Express	15,125	13,615	11,310	14,311	18,242	22,055	20.9%
60 - Pollock Pines	13,828	6,785	4,126	6,098	5,936	6,239	5.1%
Total Local Fixed Routes	60,994	34,909	27,271	34,488	39,011	46,731	19.8%

Commuter Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	% Year Change
Sacramento Commuter	53,592	4,726	4,671	7,616	8,405	17,518	108.4%
Reverse Commuter	348	30	24	74	143	183	28.0%
Sacramento/Tahoe Connector	0	0	1,293	3,257	3,168	3,270	3.2%
Total Commuter Routes	53,940	4,756	5,988	10,947	11,716	20,971	79.0%

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	% Year Change
Systemwide	130,198	42,701	38,628	52,357	63,067	81,041	28.5%
Passengers per Revenue Hour	7.4	3.8	3.3	4.5	4.2	4.9	15.7%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: December 5, 2024
TO: El Dorado County Transit Authority
FROM: Megan Wilcher, Administrative Coordinator
SUBJECT: El Dorado County Transit Authority Board of Directors
Proposed Meeting Schedule for 2025

REQUESTED ACTION:
BY MOTION,

**Approve the El Dorado County Transit Authority Board of Directors
Meeting Schedule for 2025**

BACKGROUND

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

El Dorado Transit typically meets the first Thursday of every month at 1:00 P.M. at the County of El Dorado, Board of Supervisor’s Meeting Room, 330 Fair Lane, Building A in Placerville.

DISCUSSION

The proposed 2025 meeting schedule is attached for discussion and direction.

Due to the New Year’s and July 4th holidays, staff recommend cancelling the regular meeting in January and July 2025, respectively.

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED MEETING SCHEDULE FOR 2025**

Proposed Meeting Dates 2025	Comments
Thursday, January 2, 2025	<i>Meeting typically cancelled due to the New Year's holiday</i>
Thursday, February 6, 2025	
Thursday, March 6, 2025	
Thursday, April 3, 2025	
Thursday, May 1, 2025	
Thursday, June 5, 2025	
Thursday, July 3, 2025	<i>Meeting typically cancelled due to the July 4th holiday</i>
Thursday, August 7, 2025	
Thursday, September 4, 2025	<i>Monday September 1st is Labor Day</i>
Thursday, October 2, 2025	
Thursday, November 6, 2025	
Thursday, December 4, 2025	

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

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: December 5, 2024
TO: El Dorado County Transit Authority
FROM: Julie Petersen and Kate Hewett, Finance Manager
SUBJECT: Receive and File Fiscal Year 2023/24 Independent Financial Audit, Single Audit and Compliance Reports

REQUESTED ACTION:

BY MOTION,

Receive and File Independent Financial Audit, Single Audit and Compliance Reports for Fiscal Year 2023/24 for the El Dorado County Transit Authority

BACKGROUND

The El Dorado County Transportation Commission (EDCTC) is responsible to ensure that the El Dorado County Transit Authority (El Dorado Transit), as a Transportation Development Act (TDA) claimant, annually submits an independent financial audit per Public Utilities Commission Code 99245. The fiscal and compliance audits are performed in accordance with Generally Accepted Accounting Principles by a certified public accounting firm and include a determination of compliance with TDA rules and regulations. The El Dorado Transit Fiscal Year (FY) 2023/24 Compliance Audit and Single Audit are included in the EDCTC Overall Work Program.

EDCTC awarded a contract to Richardson & Company to produce compliance audits and reports for all FY 2023/24 TDA claimants including El Dorado Transit.

DISCUSSION

Ingrid Shepline of Richardson & Company will have presented the Financial and Compliance audits to staff and the Ad Hoc Audit Review Committee comprised of Chair George Turnboo and Vice Chair David Yarbrough on Monday, December 2, 2024. Discussion items included the following:

Richardson & Company reports that El Dorado Transit received an Unmodified (clean) opinion under the generally accepted auditing standards.

There were five (5) proposed journal entries made by the auditors, including:

1. One (1) proposed journal entry adjustment to reverse the South Lake Tahoe contra account allocation.
2. One (1) proposed journal entry adjustment to recognize Section 5310 grant proceeds.
3. One (1) proposed journal entry adjustment to record State of Good Repair (SGR) deferred revenue.
4. One (1) proposed journal entry adjustment to reclassify other income to capital revenue.
5. One (1) proposed journal entry adjustment to true up the Local Transportation Fund (LTF) eligibility.

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

FINANCIAL AUDIT

El Dorado Transit staff is pleased to report that the FY 2023/24 Independent Financial Audit has identified no material weaknesses.

The financial audit is a measure of financial activity and compliance with government code during the given fiscal period. Highlights include net assets of El Dorado Transit exceeding its liabilities by \$12,516,873 with unrestricted net assets of \$1,551,265. It is the opinion of management that the unrestricted net assets indicate a good fiscal condition for El Dorado Transit.

COMPLIANCE REPORT

The audit report states with regard to the laws, regulations and certain provisions of the TDA, applicable to El Dorado Transit, “The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*, or the TDA or State grant program guidelines.”

SINGLE AUDIT

The Single Audit is a supplementary report of internal control over federal program financial reporting and compliance based on an audit of financial statements performed in accordance with government auditing standards. The primary function of a Single Audit is to review internal controls, purchasing procedures and reporting standards of agencies receiving federal grant funds. The trigger for conducting a Single Audit is an agency receiving over \$750,000 of federal funding in one fiscal year. El Dorado Transit received

\$1,220,573 in federal funding during FY 2023/24 including four (4) operating assistance grants and one (1) rolling stock grant.

El Dorado Transit is reporting that the FY 2023/24 Independent Single Audit identified no material weaknesses in internal control over compliance.

Following Board acceptance, the full FY 2023/24 Independent Financial Audit Report will be available on El Dorado Transit's website and will be made available for public review upon request at El Dorado Transit's offices during normal business hours.

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: December 5, 2024
TO: El Dorado County Transit Authority
FROM: Christine Parker, Safety Program Manager
SUBJECT: Revisions and Edits to the El Dorado County Transit Authority Agency Safety Plan

REQUESTED ACTION:

BY MOTION,

Adopt Resolution No. 24-24 approving the El Dorado County Transit Authority Agency Safety Plan revisions and edits

BACKGROUND

On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 CFR Part 673. The PTASP regulation required recipients and subrecipients of financial assistance under the Urbanized Area Formula Program (FTA Section 5307) to develop an Agency Safety Plan (ASP). The ASP is a comprehensive, collaborative and systematic approach to managing safety and risk which includes the processes and procedures to implement a Safety Management System (SMS).

In accordance with FTA guidelines, the El Dorado County Transit Authority Agency Safety Plan was approved by the Board on November 5, 2020. Subsequently, on November 15, 2021 the Bipartisan Infrastructure Law required an update to the ASP which was approved by the Board on November 5, 2023.

On April 9, 2024, the Federal Transit Administration published a final rule that required updates to the ASP to include safety committees, cooperation with frontline transit workers in the development of the ASP, safety risk reduction programs and safety performance targets. This final rule also finalized revisions to the regulation to coordinate and align with other FTA programs and safety rulemakings.

DISCUSSION

In accordance with new SMS procedures, updates and changes to the El Dorado County Transit Authority Agency Safety Plan are presented for consideration.

Proposed updates include the following:

1. Safety Team commitments, roles and responsibilities, voting processes and composition.

2. Inclusion of a safety risk reduction program
3. Continuous improvement in monitoring and assessing safety and risk by reviewing safety performance measures specified in the PTASP regulation.
4. Language to advance processes in order to manage identified hazards and implement safety risk mitigation strategies.
5. Minor edits and revisions

All revisions have been noted, and updates to the required safety targets have been documented in the plan. All edits to the El County Transit Authority's Agency Safety Plan are presented for consideration.

FISCAL IMPACT

None

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

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY APPROVING THE PUBLIC TRANSPORTATION AGENCY
SAFETY PLAN

WHEREAS, the Federal Transportation Administration (FTA) adopted principles of the Safety Management System for enhancing safety within public transportation in the form of the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 CFR Part 673; and

WHEREAS, the last revision to the PTASP was on November 5, 2023; and

WHEREAS, new regulations regarding the PTASP state that transit organizations must document the processes and activities related to the Agency’s Safety Management System and include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan that are shared with the regional Metropolitan Planning Organizations; and

WHEREAS, the PTASP and ongoing updates must be signed by the Accountable Executive and approved by the agency’s Board of Directors; and

WHEREAS, the El Dorado County Transit Authority has established a written PTASP that complies with all parts of 49 CFR Part 673 and is dedicated to the ongoing support of safety performance through established practices and procedures to identify, mitigate, and monitor safety risks.

NOW, THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority Board of Directors approves and adopts the updated El Dorado County Transit Authority Public Transportation Agency Safety Plan.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 5th day of December 2024, by the following vote of the Board:

AYES: NOES: ABSTAIN: ABSENT:

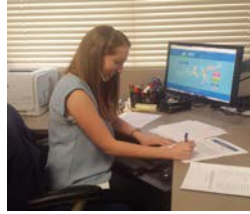
George Turnboo, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board



EL DORADO TRANSIT



Public Transportation Agency Safety Plan (PTASP)

Implemented: 2020

Adopted: ~~November 2, 2023~~ December 5, 2024

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

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Transit Agency Information

Transit Agency: El Dorado County Transit Authority (Agency)

Transit Agency Address: 6565/6567 Commerce Way
Diamond Springs, CA 95619

Accountable Executive: Brian James, Executive Director

Chief Safety Officer: Christine Parker, ~~Safety Coordinator~~ Safety Program Manager

Modes of Service Covered: Commuter Bus, Motor Bus, Demand Response

List of FTA Funding Received: Sections 5307, 5310, 5311 and 5339

El Dorado Transit directly provides service and employs individuals to supply the necessary labor to operate revenue vehicles.

Key Terms

Term	Definition
Accident	Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. (per § 673.5)
Accountable Executive	<p>§ 673.5 Definitions— Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation <u>transit</u> agency; responsibility for carrying out the <u>transit</u> agency’s Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the <u>transit</u> agency’s Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the agency’s Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.</p> <p>§ 673.23(d)(1)—The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency’s SMS is effectively implemented throughout the agency’s public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency’s SMS. The Accountable Executive may delegate specific</p>

Term	Definition
	responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the Accountable Executive.
<u>Assault on a transit worker</u>	<u>A circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.</u>
Chief Safety Officer	<p>§ 673.31 Definitions— Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.</p> <p>Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.</p> <p>§ 673.23(d)(2) – The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.</p>
Consequence	Consequences are outcomes or what those conditions can cause. Transit agencies should assess the likelihood and severity of the <i>consequences</i> of a hazard, not of the hazard itself (per § 673.5)
<u>Emergency</u>	<u>A natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Safford Disaster Relief and Emergency Assistance Act (42 U.S.C.)</u>
Event	Event means any Accident, Incident, or Occurrence. (per § 673.5)
Fatalities	Deaths, excluding suicides or trespassers
Hazard	Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Hazards are conditions. (per § 673.5)
Incident	Incident means an Event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical

Term	Definition
	transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency. (per § 673.5)
Injuries <u>Injury</u>	<u>Harm to persons because of an event that requires immediate medical attention away from the scene</u> Not including assaults or injuries due to crimes
<u>Investigation</u>	<u>The process of determining the causal and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk</u>
<u>Joint labor-management process</u>	<u>Formal approach to discuss topics affecting transit workers and the public transportation system</u>
<u>Large, urbanized area provider</u>	<u>Recipient or subrecipient of financial assistance under 49 U.S.C 5307 that serves an urban area with a population of 200,000 or more as determined by the most recent decennial Census</u>
<u>National Public Transportation Safety Plan</u>	<u>The plan to improve the safety of all public transportation system that receive Federal financial assistance under 49 U.S.C chapter 53</u>
<u>Near Miss</u>	<u>A narrowly avoided safety event</u>
<u>Occurrence</u>	Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency. (per § 673.5)
<u>Performance Target measure</u>	<u>An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets</u> Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA). (per § 673.5)
<u>Potential Consequence</u>	<u>The effect of a hazard</u>
<u>Public Transportation Agency Safety Plan</u>	<u>A documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329</u>
<u>Safety Assurance</u>	<u>Process within a transit agency’s Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information</u>
<u>Safety Committee</u>	<u>Safety Team which is a formal joint labor-management committee which discusses issues related to safety that is required by 49 U.S.C 5329</u>
<u>Safety Event</u>	Reportable derailments, collisions, fires, and evacuations. <u>An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of public transportation system; or damage to the environment</u>

Term	Definition
<u>Safety Management Policy</u>	<u>A transit agency’s documented commitment to safety, which defines the transit agency’s safety objectives and the accountability and responsibility for the management of safety</u>
Safety Management System	Formal, top-down , organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency’s safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards <u>and safety risks</u>
Safety Performance Target	<u>Quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time</u> Safety period performance target means a Performance Target related to safety management activities. (per § 673.5)
<u>Safety Promotion</u>	<u>A combination of training and communication of safety information to support SMS as applied to the transit agency’s public transportation system.</u>
<u>Safety risk assessment</u>	<u>The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk</u>
<u>Safety risk management</u>	<u>A process within a transit agency’s Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences</u>
Serious Injury	Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. (per § 673.5)
<u>Safety Risk mitigation</u>	<u>A method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard</u> The composite of predicted severity and likelihood of the potential effect of a hazard
<u>Safety set-aside</u>	<u>The allocation of not less than .75 percent of assistance received by a large, urbanized area provider under 49 U.S.C 5307 to safety related projects eligible under 49 U.S.C. 5307</u>
<u>Small public transportation provider</u>	<u>A recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across all non-rail fixed route modes or in any one non-fixed route mode and does not operate a rail fixed guideway public transportation system.</u>
<u>State Safety Oversight Agency</u>	<u>An agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329 (e) and (k) and the regulations set forth in 49 CFT part 674</u>
<u>State</u>	<u>State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands</u>
<u>State of good repair</u>	<u>The condition in which a capital asset can operate at a full level of performance</u>

Term	Definition
<u>Subrecipient</u>	<u>An entity that receives Federal transit grant funds indirectly through a State or direct recipient</u>
<u>Transit agency</u>	<u>An operator of public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency</u>
<u>Transit Asset Management Plan</u>	<u>strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625</u>
<u>Transit worker</u>	<u>Any employee, contractor, or volunteer working on behalf of the transit agency</u>
<u>Urbanized area means</u>	<u>An area encompassing a population of 50,000 or more that has been defined and designated in the most recent decennial census as an urban area by the Secretary of Commerce</u>
<u>Risk Mitigation</u>	<u>Method or methods to eliminate or reduce the effects of hazards</u>

Resource: National Public Transportation Safety Plan

Plan Development, Approval, and Updates

Review and Approval

El Dorado County Transit Authority's Safety Team has reviewed the plan, set safety performance targets for a safety risk reduction program, and approved the ASP. The signature below indicate that EL Dorado Transit Safety Team has reviewed and approved the Agency Safety Plan.

Safety Team Date Signed

Development

El Dorado County Transit Authority drafted this plan. By signature below, the Accountable Executive confirms the development of this plan.

Accountable Executive Date Signed

Approval

The Agency Board of Directors approved this plan as so indicated by the signature of the Board of Directors' Chair on the date noted below and as specified in the El Dorado County Transit Authority Board Meeting Agenda for December 5, 2024~~November 2, 2023~~ with resolution # 243-~~2426~~.

Agency Board of Directors Chair Date Signed

Certification

El Dorado County Transit Authority is responsible for certifying the plan to ensure it meets the statutory requirements set forth by 49 U.S.C 5329 and regulatory requirements set forth by CFR Part 673. ~~The Agency Safety Plan was certified by El Dorado County Transit Authority, on November 5, 2020.~~

Record of Revisions

Version Number	Section/Pages Affected	Reason For Change	Date Issued
1	1-17	New Document	11/5/2020
2	Safety Performance Targets and minor revisions	Updates	11/4/2021
3	Safety Performance Targets and the addition of the Safety Team	Updates and compliant to Bipartisan Law	12/1/2022
4	Safety Performance Targets and the addition of Training Requirements	Updates and Improvements	11/2/2023
<u>5</u>	<u>Major updates to language, Safety Team Requirements; Safety Performance Targets; inclusion of safety Risk Reduction Program and major written updates.</u>	<u>Revisions to ASP to meet U.S.C 5239 and CFR 49 673</u>	<u>12/05/2024</u>

Annual Review and Update of El Dorado Transit's Agency Safety Plan (ASP) the Public Transportation Agency Safety Plan (PTASP)

The ASP Agency's PTASP will be reviewed: ~~by the PTASP Committee:~~

- Annually, beginning each year in July
- And when the Agency:
 - Determines its approach to mitigating safety deficiencies is ~~ineffective~~ineffective.
 - Makes significant changes to service ~~delivery~~delivery.
 - Introduces new processes or procedures that may significantly impact ~~safety~~safety.
 - Changes or re-prioritizes resources available to support Safety Management Systems.
 - Significantly changes its organizational ~~structure~~structure.

Revisions will be submitted to the Board for approval at their regular November meeting, or as soon as possible thereafter. Amendments to the ~~PTASP~~ ASP will be published ~~to~~ for the employees and the public at large in accordance with the Agency's standard communication process.

The ASP will be reviewed by the Safety Team and the following Management Agency's ~~PTASP Committee~~ will consist of the Safety Team and will be presented to the following: ~~Accountable~~ Team: Accountable Executive, Safety Program Manager ~~Coordinator~~, Operations Manager, Maintenance and Facilities Supervisor, Planning and Marketing Manager, Transit Operations Supervisor(s), Finance Manager, Human Resources Manager.

Safety Performance ~~Measures~~ ~~Targets~~

Safety performance measures help support transit agency safety risk management and safety assurance processes. The Safety Assurance component of a Safety Management System leverages a structured approach of planning, identifying safety performance measures, conducting data analysis, setting safety performance targets, and monitoring safety performance. Safety performance measures provide the basis for continuous safety improvement.

El Dorado Transit ~~The Agency~~ will develop safety performance ~~targets that~~ ~~measures that~~ will be reviewed and updated annually, if needed. The specific performance ~~measures~~ ~~targets~~ are based on the safety performance measures established under the *National Public Transportation Safety Plan-Plan*. The measures are based on a 3-year trend. ~~and any additional performance goals set by the Agency.~~ ~~21/22 fiscal year targets are based on a 5-year trend and System Reliability is based on a 3-year trend.~~

Safety Performance ~~Targets~~ ~~Targets~~

Safety Performance Measures 24/25 Goals							
Mode	Collisions	Collision Rate	Collision with Vehicle	Collision with Vehicle Rate	Collision with Pedestrian	Collision with Pedestrian Rate	
DR	1	0.1	1	0.1	0	0	
MB	1	0.1	1	0.1	0	0	
CB	1	0.1	1	0.1	0	0	
Mode	Injuries	Injury Rate	Transit Worker Injuries	Transit Worker Injury Rate	Assaults on Transit Worker	Rate of Assaults on Transit Worker	
DR	0	0	0	0	0	0	
MB	0	0	0	0	1	0.1	
CB	0	0	0	0	0	0	
Mode	Major Events	Major Event Rate	System Reliability	Fatalities	Fatality Rate	Transit Worker Fatality	Transit Worker Fatality Rate
DR	1	0.1	101,060.0	0	0	0	0
MB	1	0.1	70,000.0	0	0	0	0
CB	1	0.1	52,000.0	0	0	0	0

2022/2023 Results							
Mode of Transit Service	Fatalities	Fatalities (per 100k miles)	Injuries	Injuries (per 100k miles)	Safety Events	Safety Event (per 100k miles)	*System Reliability
Demand Response (DR)	0	0	0	0	0	0	86925
Motor Bus (MB)	0	0	1	1406	0	0	122,579 mi.
Commuter Bus (CB)	0	0	0	0	0	0	84,902 mi.
2022-2023 Targets							

Mode of Transit Service	Fatalities	Fatalities (per-100k-miles)	Injuries	Injuries (per-100k-miles)	Safety Events	Safety-Event (per-100k-miles)	*System Reliability
Demand-Response (DR)	0	0	1	1278	1	1278	58,628 mi.
Motor-Bus (MB)	0	0	1	1278	1	1278	41069 mi.
Commuter-Bus (Bus)	0	0	0	0	1	1278	32,627 mi.

*Measured in service miles between major vehicle malfunctions

Safety Performance Targets for Risk Reduction

Safety Performance Targets for Risk Reduction 24/25 Goals

	Major Events	Major Event Rate	Collisions	Collision Rate	Injuries	Injury Rate	Assaults on Transit Worker	Rate of Assaults on Transit Worker
DR	1	0.1	1	0.1	0	0	0	0
MB	1	0.1	1	0.1	0	0	1	0.1
CB	1	0.1	1	0.1	0	0	0	0

Safety Performance Target Coordination

After Board approval, Safety Performance Targets and other necessary information will be submitted to Sacramento Area Council of Governments (SACOG) and the California Department of Transportation annually.

Targets Transmitted to the State	State Entity Name	Dates Targets Transmitted
	California Department of Transportation (Caltrans)	11/02/2023-12/05/2024
Targets Transmitted to the Metropolitan Planning Organization	Metropolitan Planning Organization Name	Dates Targets Transmitted
	Sacramento Area Council of Governments	11/02/2023-12/05/2024

Safety Management Policy

Safety Management Policy Statement

El Dorado Transit is committed to Safety Management as a systematic and comprehensive approach to identifying safety hazards and risks associated with transit system operations and related maintenance activities. El Dorado Transit will maintain an active Safety Management System (SMS) that encourages the open sharing of information on all safety issues. To continue a culture of safety, we expect all employees to report their safety concerns to agency management and not to compromise safety for the sake of completing the job.

Our overall safety objective is to proactively manage safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations. To that end, we

will continuously examine our operations for hazards. We will establish a non-punitive employee safety reporting program, train staff on safety management, document our findings and safety risk mitigations, and strive for continuous improvement of our safety performance.

As required by the Federal Transit Administration, we have established annual safety performance targets to help us measure the safety of our transit service.

~~In addition, to address our overall safety objective, we will conduct hazard identification workshops with all frontlines, supervisory, and management personnel during this calendar year. We will also work to increase the annual number of voluntary reports received from employees by 10 percent and actively track our safety risk mitigations. To ensure we meet this objective, our safety department will report out each quarter to our entire agency on the number of:~~

- ~~• Hazard identification workshops carried out in the quarter~~
- ~~• Number and type of hazard reports received per employee in the quarter versus the same quarter last year~~
- ~~• Number and type of safety risk mitigations implementation in the quarter.~~

~~Ultimate responsibility for safety at El Dorado Transit rests with the Accountable Executive.~~

Responsibility for making our operations safer for everyone lies with each ~~one of use~~employee, ~~from executive management to frontline employees~~. Each manager is responsible for implementing the SMS in their area of responsibility and will be held accountable to ensure all reasonable steps are taken to perform activities established as part of the SMS. However, Ultimate responsibility for safety at El Dorado Transit rests with the Accountable Executive.

Safety Management Policy Communication

The Safety Management Policy was first shared with employees in October 2020. The Safety Management Policy is posted on the safety boards in the Operations and Maintenance departments. Additionally, El Dorado Transit provided the Safety Management Policy on the website ~~in~~on November 5, 2020.

To ensure new hires understand the importance of safety and our Safety Management process, new hire orientation includes distribution and training of our Safety Management Policy. Ongoing training and refresher training will continue annually and/or on an as needed basis.—

Authorities, Accountabilities, and Responsibilities

Accountable Executive

~~Our El Dorado Transit's~~ Accountable Executive provided input during development of the draft policy and reviewed it following development. The Accountable Executive then submitted the policy to the Agency Board of Directors for approval. Once their approval was given, the Accountable Executive signed the policy. Additional responsibilities include, but are not limited to:

- Decision-making about resources (e.g., people and funds) to support asset management, SMS activities, and capital ~~investments~~investments.
- Signing SMS implementation planning documents
- Endorsing SMS implementation

Chief Safety Officer

Our Chief Safety Officer was the lead in developing the Safety Management Policy. Our Chief Safety Officer ~~worked~~collaborated with managers, supervisors, and staff to develop the plan. Our Chief Safety Officer was the team’s liaison with the Accountable Executive. The Chief Safety Officer’s duties include, but are not limited to:

- Developing and maintaining SMS documentation
- Directing hazard identification and safety risk assessment
- Monitoring safety risk mitigation activities
- Providing periodic reports on safety performance
- Briefing the Accountable Executive on SMS implementation progress
- Planning safety management training

Safety Team

El Dorado Transit understands the value of how a safety team can contribute to the overall safety performance of the agency and a stronger relationship between frontline staff and management. ~~The Safety Team consists of operators, maintenance staff, supervisors, management, and the safety coordinator and will meet 8-12 times a year.~~

The Safety Team is designed to maximize two-way communication by fostering a collaborative work environment to increase safety and buy in for the agency. The meetings will allow for current safety trends, industry trends, policies and procedures discussions and improve the risk assessment and mitigation process.

To meet the requirement of the Bipartisan Infrastructure Law and Public Transportation Agency Safety Plan (PTASP) regulations require the Safety Committee (Safety Team) of each large, urbanized area provider to review and approve El Dorado Transit’s Agency Safety Plan (ASP) and any updates to the ASP. Approval by the Board of Directors will occur after the Safety Team’s Approval.

The Safety Team must set annual Safety Performance Targets (SPT) for the safety risk reduction program based on a three-year rolling average of data the agency submitted to the National Transit Database (NTD). The Safety Team will consider additional SPT for El Dorado Transit.

Goal: To promote a safe environment for employees, vendors, passengers, and the public by creating and maintaining an active interest in safety.

Roles and Responsibilities:

The Safety Team will support the Safety Management System by the following:

1. Identifying and recommending safety risk mitigations necessary to reduce the likelihood and severity of the potential consequences identified through the transit agency's safety risk assessment, including safety risk mitigations associated with any instance where the transit agency did not meet an annual SPT in the safety risk reduction program.
2. Identify safety risk mitigation that may be ineffective, inappropriate, or where not implemented as intended, including safety risk mitigations associated with any instance where the transit agency did not meet an annual SPT in the safety risk reduction program.
3. Identifying safety deficiencies for purposes of continuous improvement, including any instance where the transit agency did not meet an annual SPT in the safety risk reduction program.
4. Identify hazards, conduct safety risk assessments, and recommend mitigations in general for daily operations including El Dorado Transit SPT not associated with required SPTs.
5. Support safety activities such as reporting near misses, road hazards, equipment hazards and facilities hazards.
6. Support and assist operation and facility inspections.
7. Setting annual SPT's
8. Be an exemplary employee and practice safe behaviors regularly.
9. Attend all Meetings.

Composition of Safety Team: The Safety Team will comprise of frontline employees and management. Front-line employees will consist of Transit Operators who are Transit Trainers and/or Union Stewards, Dispatch and Maintenance Staff. Alternates will be available when departments members are not available.

Voting: Each member of the Safety Team will participate in discussions and have voting rights when action is necessary. Voting will include priorities of mitigations, further recommendations, and other safety activities.

In the event of a tie: Alternates will determine the tie breaker. If this results in a tie, the action item will be taken to the appropriate department for voting.

Approved Action Items: Once the members of the Safety Team have approved safety items, a recommendation to the Accountable Executive will be completed.

In the event the Accountable Executive does not approve of the recommendation of the Safety Team, the reason must be documented and shared with the Board of Directors.

The Safety Team Duties include, but are not limited to:

- Conduct regularly scheduled and documented meetings

- ~~• Recognize, review, and evaluate potential and current hazards and assist with risk assessment and mitigation~~
- ~~• Monitor and evaluate the effectiveness of safety recommendations and improvements~~
- ~~• Assist with encouraging employees to commit to working safely, promote a safe environment and actively continue to learn safety.~~

Agency Leadership and Employees

All agency leaders have authority and responsibilities for day-to-day SMS implementation and operation of the SMS under this plan. El Dorado Transit's agency leadership is comprised of the following:

- Operations Manager
- Human Resources Manager
- Finance Manager
- Planning and Marketing Manager
- Transit Operation Supervisor
- Dispatch Supervisor
- Maintenance and Facilities Supervisor
- Safety Program Manager

Agency leadership must take an active role in the Safety Risk Management process and ensure that Safety Assurance functions are adequately supported. Agency leadership is also responsible for ensuring that Safety Risk Management is being performed in their operational areas of control so that safety risk associated with safety hazards is assessed and mitigated.

In addition, all employees and contractors will support safety management by ensuring that safety concerns are identified and reported.

Employee Reporting Program

Identifying hazards through audits and evaluations can provide necessary data and initiates hazard assessment. However, to fully comprehend the hazards employees experience daily, an employee reporting program has been established. Any employee can self-report in the following methods:

- Verbal or written safety report to ~~Safety Coordinator a;~~ Manager, or Supervisor
- Anonymous report
- Safety Team Meetings
- Operator Meetings
- Reports over the radio through dispatch
- Email

Examples of information typically reported include:

- Safety concerns in the operation environment
- Near misses
- Policies and procedures that are not working as ~~intended~~intended
- Unsafe acts and conditions

- Events that senior managers might not otherwise know about
- Information about why a safety event occurred (for example, radio communication challenges)

On a regular basis, the Chief Safety Officer reviews the dispatch logs, checks the comment box and documents identifying safety conditions in the Safety Risk Register. The Chief Safety Officer will review and address each employee report ensuring that hazards and their consequences are appropriately identified. ~~If necessary, the identified hazard will be~~ and resolved through ~~the~~ Safety Risk Management. ~~If and that reported~~ deficiencies and non-compliance ~~are found,~~ ~~with~~ rules or procedures ~~are~~ ~~are~~ managed through the Safety Assurance process. The Safety Team will assist with reviews as needed—.

El Dorado Transit’s Chief Safety Officer ~~shall discuss~~ ~~discusses~~ actions taken to address reported safety conditions during the quarterly all-staff meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or ~~designee~~ ~~designee~~ ~~shall~~ follows up directly with the employee whether actions are or are not taken.

Non-Punitive Reporting Policy

El Dorado Transit is committed to the safest transit operating standards practicable. To achieve this, it is imperative that El Dorado Transit encourage reporting of all safety events that may compromise safe operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal.

This policy shall not apply to information received by El Dorado Transit from a source other than the employee, or that involves an illegal act, or a deliberate or willful disregard of rules, regulations, or agency policies or procedures.

Safety Risk Management

At El Dorado Transit, safety can be achieved through teamwork. El Dorado Transit uses the Safety Risk Management Process (SRM) as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. Hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to senior leadership. The SRM allows for examination of what could cause harm and determine mitigations to minimize the risk.

The SRM process applies to all elements of our system including operations, maintenance, facilities, vehicles, recruitment, training, and supervision. The Chief Safety Officer leads the SRM process with ~~assistance~~ ~~the~~ ~~assistance~~ of ~~the~~ safety team and other experts in the field, as necessary. The results are documented in the Safety Risk Register.

Safety Hazard Identification

Establishing an effective hazard identification program is fundamental to safety management at El Dorado Transit. Hazard identification can be reactive or proactive in nature. Safety event reporting, incident investigation, and trend monitoring are ~~essentially~~ ~~reactive~~ ~~reactive~~. Other hazard

identification methods proactively seek feedback through data collection, observation, and day-to-day operations analysis. Common hazard identification activities include, but are not limited to:

- Operator Evaluations
- Safety assessments
- Trend monitoring
 - Safety Events
 - Worker’s Compensation Claims
 - Liability Claims
- Industry Trends
- Local Trends
- Hazard and safety event reporting (with causal factor analysis)
- Safety audits
- Job Hazard Analysis
- Cameras and Data Records
- Training and Evaluation Records
 - Toolbox Talks
- Inspections
 - Routine Maintenance
 - Vehicle Pre/Post trips
 - Bus Stop
 - Facility
- Evaluating customer suggestions and complaints
- Industry Publications and Oversight Authorities such as the Federal Transit Administration (FTA)
- Center for Disease Control and Department of Human Services

Safety Risk Management Process

Inspections are conducted and are an important source of information about hazards. Results from inspections assist in identifying areas where mitigation designs to manage safety risks are not being carried out as required, or gaps in standard operating procedures. Inspections include personnel, vehicles, facilities, and data that identify potential safety concerns or issues. Inspections focus on:

- Compliance checks, which may identify the following:
 - Non-compliance with safety rules
 - Challenges in complying with safety rules; and
 - Emerging practices
- Operations personnel fitness-for-duty checks, which may identify:
 - Impairment
 - Fatigue
 - Absence of corrective lenses
 - Apparent injuries
 - Uniform or equipment issuesissues.
- Radio or digital communication checks, which may identify radio failures, dead spots, and areas of high interferenceinterference.
- Review Employee Pull Notice (EPN) which may identify driver non-compliance with driving regulations and requirements.

- Pre-trip inspections, which may identify instances of a bus beginning revenue service after failing a pre-trip ~~inspection~~inspection.
- Vehicle inspection, which may identify a series of defects in components and parts with the potential to impact the safety performance of the ~~vehiele~~vehicle.
- Facilities inspections, which may identify conditions with the potential to impact safety.

Managing Identified Hazards

Identified hazards are communicated to Transit Operations Supervisor, Maintenance and Facilities Supervisor, and Dispatch Supervisor depending on the nature of the hazard. Hazards can also be reported to Management.

Employees who discover potentially hazardous conditions are expected to take immediate actions, within their scope of authority and if not an imminent threat to their personal health and safety, to reduce or eliminate the hazard. They must then report the hazard to their supervisor without delay.

When a hazard is extreme or when there is imminent danger to other employees or the public, the employee should take steps to warn other employees and/or isolate the hazard, to the extent possible without jeopardizing their personal safety, until the situation can be evaluated by a supervisor or manager.

If necessary, Operations will review the unsafe condition and safety issues related to work assignments and determine if a mitigation strategy can be completed immediately. The Safety Officer will be informed of the situation.

If it cannot be rectified immediately, the Operations Manager will ensure that employees are informed of the existing hazard and that adequate measures are in place to protect exposed employees. When an imminent hazard threatens the health or safety of employees, the supervisor will remove all employees from the area. A Safety Risk Assessment will be conducted to determine mitigation strategies and the seriousness of the hazard. A recommendation may follow the risk assessment.

Safety Risk Assessment

El Dorado Transit assesses safety risk associated with identified safety hazards using the safety risk assessment process. The assessment includes placing importance on likelihood and severity of the consequences of the hazards, including existing mitigation, and prioritizing hazards based on safety risk.

The Chief Safety Officer, with the assistance of field experts (e.g., operations staff, Safety Team members, department heads, FTA etc.) conducts risk assessments using the Safety Risk Matrix a

variation of U.S. Department of Defense’s Military Standard 882-E. The matrix is a tool to assess a hazard rating of High, Medium, or Low by using a combination of one severity category and one likelihood level. By categorizing the hazard rating, El Dorado Transit can prioritize mitigation based on the associated safety risk.

Below is the Risk Assessment Matrix:See the following Risk Assessment Matrix:

Risk Assessment Matrix				
<i>Likelihood</i>	<i>Severity</i>			
	1 (Catastrophic)	2 (Critical)	3 (Marginal)	4 (Negligible)
A (Frequent)	High	High	High	Medium
B (Probable)	High	High	Medium	Medium
C (Occasional)	High	Medium	Medium	Low
D (Remote)	Medium	Medium	Low	Low
E (Improbable)	Low	Low	Low	Low

Below is the likelihood of Potential Consequences:

Level	Description	Occurrence	Quantity Reference
A	Frequent	Likely to occur frequently/continuously experienced (4 or more times in a year)	4 or more times a year
B	Probable	Likely to occur several times (3 times a year)	3 times a year
C	Occasional	Likely to occur sometime (2 times a year)	2 times a year
D	Remote	Very unlikely to occur/ can reasonably be expected to occur (1 a year)	Once a year
E	Improbable	Almost inconceivable that the event will occur/unlikely, but possible (less than 1 a year)	Less than 1 a year

Below is the Severity of Potential Consequences:

Value	Description	Description
1	Catastrophic	Death, System Loss, or severe environmental damage
2	Critical	Severy injury, severe occupational illness, major system or environmental damage
3	Marginal	Minor injury minor occupational illness, or minor system or environmental damage
4	Negligible	Less than minor injury, occupational, or less than minor system or environmental damage.

The Hazard Resolution Acceptance Criteria

Safety Risk Index	Criteria by Index
High	Unacceptable under the existing circumstances.
Medium	Acceptable based upon mitigations.
Low	Acceptable with senior management approval.

Safety critical hazards that have been identified must be controlled or eliminated so that the hazard does not continue to pose a danger. The controls may be done in a temporary manner until a long-term mitigation has been implemented. Once the safety risk assessment has been completed, the Chief Safety Officer will complete all necessary recordings in the Safety Risk Register. All assessments are documented and must be kept for a minimum of three years.

Safety Risk Mitigation

Hazard risk mitigation is the process by which an organization introduces specific measures to minimize or eliminate unacceptable risks associated with its operations. Risk mitigation measures can be directed towards reducing the severity of the risk consequences, reducing the probability of the risk occurring, or reducing the organization’s exposure to the risk.

El Dorado Transit reviews current methods of safety risk mitigation, established methods, or procedures to mitigate or eliminate safety risks associated with specific hazards based on assessments and information accessed by department experts and the Safety Team. After a thorough assessment, a recommendation will be made to the Accountable Executive.

The review of a risk will come in one of the following ways:

1. **Assume/Accept the risk:** Acknowledge the existence of the risk and decide to accept it without engaging in special efforts to control. A risk can be accepted by the Accountable Executive.

2. **Avoid the Risk:** Adjust program requirements or constraints to eliminate or reduce the risk. This adjustment could be accompanied by a change in the funding schedule or technical requirements.
3. **Control the Risk:** Implement actions to minimize the probability/severity of the risk to an acceptable level. Supervisors and Managers should ensure that the implementation of control does not introduce new hazards. For example, this may be replacing the hazard (Substitution), isolating people from the hazard (Engineering Controls), changing the way the work is done (Administrative Controls) or protecting the worker with Personal Protective Equipment (PPE).
4. **Transfer the Risk:** Reassign organizational accountability, responsibility and authority to a contractor or vendor who will assume, avoid, control or watch/monitor the risk.
5. **Watch/Monitor the risk:** Monitor the environment for changes that affect the probability or severity of the risk. This is a continuous process. Items in this category may be added to inspection or audit checklist as part of the safety assurance program to ensure they are periodically reviewed.

El Dorado Transit reduces risk by monitoring the number and rates of accidents, collision with pedestrians, injuries, and assaults on transit workers based on data submitted to the National Transit Database (NTD). Data on accidents, collisions with pedestrians, injuries and assaults are tracked and discussed on a regular basis.

El Dorado Transit will reduce all risks to a level as low as reasonably practicable. However, a hazard with a risk index: “unacceptable” must be eliminated, or that operation/equipment must be taken out of service until the risk is reduced to an acceptable level: there is no option for other action by El Dorado Transit.

The Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register. The Safety Risk Register will document any specific measure or activities such as reviews, observations, or audits that are conducted to monitor the effectiveness of mitigations once implemented.

Minimize Exposure to Infectious Diseases

El Dorado Transit has put in place strategies for mitigating infectious diseases that are consistent with the guidelines from Centers for Disease Control, California Public Health, California Occupational Safety and Health Administration (Cal/OSHA), and local public health guidance.

Detailed information is available in the Infectious Disease Outbreak Response Plan.

~~The Accountable Executive, Operations Manager and Chief Safety Officer will review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate~~

~~safety risk associated with specific hazards based on assessments and recommendations by the Chief Safety Officer and expert staff. The Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register and provides updates to staff and the Safety Team regularly. The Safety Risk Register will document any specific measure or activities such as reviews, observations, or audits that are conducted to monitor the effectiveness of mitigations once implemented.~~

Safety Assurance

El Dorado Transit understands practical drift and how it can be detrimental to the safety of El Dorado Transit. Practical drift is where actual performance varies from 'ideal' or designed performance and can arise from several factors, including unrealistic procedures and technology that does not always operate as designed. To avoid practical drift, staff employs the following to ensure Safety Assurance on an ongoing basis:

- Evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety ~~risk~~risk.
- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as ~~intended~~intended.
- Investigates safety events to identify causal ~~factors~~factors.
- Analyzes information from safety reporting including data about safety failures, defects, or conditions.

Safety Performance Monitoring and Measurement

Safety performance monitoring and measurement involves the continual monitoring of activities to understand safety performance. Through these efforts, El Dorado Transit can determine whether it is meeting its safety objectives and safety performance targets.

Each department manager, supervisor with assistance of the Chief Safety Officer is responsible for assuring the safety program activities applicable to the appropriate department are carried out effectively. El Dorado Transit monitors its entire transit system for compliance with operations and maintenance procedures including:

- Safety audits
- Informal/formal inspections
- Review of onboard camera footage to assess specific incidents
- Employee Reporting Program
- Passenger reports
- Investigations of ~~safety occurrence~~safety events
- Safety review prior to the launch or medication of any facet of service
- Daily data gathering and monitoring of data related to the delivery of ~~services~~service
- Regular vehicle inspections and preventative maintenance
- Review of safety training

Additionally, the Supervisors, Operations Manager and Safety Officer are responsible for developing departmental policies and procedures for the safe operations within their respective departments. If a policy or procedure is found to be ineffective, the group will take immediate action to address the shortcomings. This will include taking the information to the Safety Team for input. On at least a quarterly basis, the Chief Safety Officer compares results from the processes listed above against recent performance trends to determine where action needs to be taken. The Chief Safety Officer enters any identified, non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation.

Activities to Monitor Operations

El Dorado Transit monitors safety risk mitigations to determine if they ~~have been implemented and are appropriate~~have been implemented, are appropriate, and are effective. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The process for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more processes for monitoring safety risk mitigations as part of the mitigation implementation process. Monitoring activities are completed by the appropriate staff and/or Chief Safety Officer. Monitoring may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will use existing processes and activities if possible before developing and utilizing ~~new information~~latest information collection activities.

The Safety Team will assist in reviewing implementation of safety risk mitigations during Safety Team meetings and determine if mitigations are working as intended. If the implemented mitigation is not working as intended, the Safety Team will discuss and propose other mitigations. The Chief Safety Officer will approve or modify and propose the updated potential mitigations to Management for further review and approval.

The Chief Safety Officer works with ~~necessary~~the necessary staff to carry out and document all monitoring activities.

Casual Factor Activities

El Dorado Transit investigates, ~~documents~~documents, and determines causal factors for events including accidents, incidents and occurrences that result in a trend or significant safety event. A trend is typically three unrelated events with similar locations or outcomes. A significant safety event is an event that may have resulted in major damage, injury, or fatality. Any event can lead to a causal factor determination including vehicle events, passenger events and employee events regardless of a trend or a significant safety event, if the Chief Safety Officer or designee determines an investigation is necessary.

To find causal and contributing factors, fact finding typically includes reviewing the following data sources regarding employees, vehicles, and the operating environment:

- Training records
- Vehicle maintenance records
- Pre-trip records
- Circumstances specific to the event
- Safety event trends
- Interviewing relevant staff
- Investigation results
- Industry standards

The Chief Safety Officer maintains all documentation of the investigation processes, forms, checklists, activities, and results. Events investigated for causal factors are reviewed and discussed typically with Transit Operation's Supervisor, Maintenance and Facilities Supervisor, Operations Manager, and Accountable Executive. If other parties such as Human Resources, Planning and Marketing, or labor representatives are involved with causal factors, they are included in the review.

During the review of a safety event, the following will be discussed:

- Accident determination which includes Preventable and Chargeable; Preventable ~~and Non~~and Non-Chargeable; Non- Preventable and Non-Chargeable
- Appropriate discipline or retraining, if necessary
- Any causal factor(s) indicating that a safety hazard contributed to or was present during the event; and
- Any apparent underlying organizational causal factors beyond just individual employee behavior

~~All safety events are categorized into accident, incident, or occurrence, but n~~Not all safety events go through causal factor activities.

Internal Safety Reporting Program Activities

The Chief Safety Officer routinely reviews safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer ensures that the concerns are investigated or analyzed through El Dorado Transit's SRM process.

The Chief Safety Officer also reviews internal and external reviews which include audits, inspections and assessments and identifies findings concerning El Dorado Transit's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Continuous Improvement

To support continuous improvement, El Dorado Transit will assess its safety performance by monitoring the results annually and reviewing the safety performance measures and the safety performance targets set by the Safety Team.

If El Dorado Transit does not meet an established annual performance target set by the Safety Team, El Dorado Transit, under the direction of the Accountable Executive, will perform additional risk assessments and devise a plan for addressing safety enhancements to improve the safety performance.

Safety Promotion

Competencies and Training

Employees directly responsible for safety need to complete training to be able to fulfill their safety-related roles and responsibilities. These positions include the following:

- Transit Operators
- Designated Trainer
- Transit Dispatchers
- Maintenance Technicians
- Equipment Technicians
- Managers and Supervisors
- Chief Safety Officer
- Accountable Executive

Initial training will be completed at hire and/or assignment, and refresher training will be provided when behaviors indicate a need, and/or there are changes to the PTASP, operations, procedures, organizational structure, ~~and~~ when new hazards are ~~identified~~identified, and when mitigation measures are developed.

CDL Training and Requirements

Positions required to hold a CDL: Transit Operator, Transit Dispatcher, Transit Operations Supervisor, Transit Dispatch Supervisor, Maintenance and Facility Supervisor, Maintenance Technician, Equipment Technician, Custodian, Transit Operations Manager, ~~Safety Coordinator~~Safety Program Manager

Current Training Curriculum: Transit and Paratransit Company *Transit Operator Development Course*

<u>Type of Instruction</u>	<u>Class Title</u>	<u>Frequency of Training</u>
Theory Instruction	Basic Operation	Initial/Periodic Refresher
	Orientation	Initial/Periodic Refresher
	Control Systems/Dashboard	Initial/Periodic Refresher
	Pre and Post Trip Inspections	Initial/Periodic Refresher
	Basic Control	Initial/Periodic Refresher
	Shifting/Operating Transmission	Initial/Periodic Refresher
	Backing (GET OUT AND LOOK)	Initial/Periodic Refresher
	Safe Operating Procedures	Initial/Periodic Refresher
	Visual Search	Initial/Periodic Refresher
	Communication	Initial/Periodic Refresher
	Distracted Driving	Initial/Periodic Refresher
	Speed Management	Initial/Periodic Refresher
	Night Operation	Initial/Periodic Refresher
	Extreme Driving Conditions	Initial/Periodic Refresher
	Advanced Operating Practices	Initial/Periodic Refresher
	Hazard Perception	Initial/Periodic Refresher

	Skid Control/Recover, Jackknifing, and other Emergencies	Initial/Periodic Refresher
	Railroad-Highway Grade Crossings	Initial/Periodic Refresher
	Vehicle Systems and Reporting Malfunctions	Initial/Periodic Refresher
	Identification and Diagnosis of Malfunctions	Initial/Periodic Refresher
	Roadside Inspections	Initial/Periodic Refresher
	Maintenance	Initial/Periodic Refresher
	Handling Cargo	Initial/Periodic Refresher
	Environmental Compliance Issues	Initial/Periodic Refresher
	Hours of Service Requirements	Initial/Periodic Refresher
	Fatigue and Wellness Awareness	Initial/Periodic Refresher
	Post-Crash Procedures	Initial/Periodic Refresher
	External Communications	Initial/Periodic Refresher
	Trip Planning	Initial/Periodic Refresher
	Medical Requirements	Initial/Periodic Refresher
	Drug and Alcohol	Initial/Periodic Refresher
	Whistleblower	Initial/Periodic Refresher
Behind the Wheel Range (Range)	Pre-Trip/Enroute/Post Trip	Initial/Periodic Refresher
	Straight Line Backing	Initial/Periodic Refresher
	Alley Dock	Initial/Periodic Refresher
	Off-Set Backing	Initial/Periodic Refresher
	Parallel Parking Blind Side	Initial/Periodic Refresher
	Parallel Parking Sight Side	Initial/Periodic Refresher
Behind The Wheel (Public Road)	Vehicle Controls, Entering and Exit Highways	Initial/Periodic Refresher
	Shifting/Transmission	Initial/Periodic Refresher
	Signaling	Initial/Periodic Refresher
	Visual Search	Initial/Periodic Refresher
	Speed and Space Management	Initial/Periodic Refresher
	Safe Driver Behavior	Initial/Periodic Refresher
	Hours of Service Requirement	Initial/Periodic Refresher
	Hazard Perception	Initial/Periodic Refresher
	Railroad Highway Grade Crossing	Initial/Periodic Refresher
	Night Operation	Initial/Periodic Refresher
	Extreme Driving Conditions	Initial/Periodic Refresher
	Skid Control/Recovery and other Emergencies	Initial/Periodic Refresher
Passenger Endorsement	Post-Crash Procedures	Initial/Periodic Refresher
	Other Emergency Procedures	Initial/Periodic Refresher
	Vehicle Orientation	Initial/Periodic Refresher

Pre-Trip, Enroute, and Poast Trip Inspection	Initial/Periodic Refresher
Fueling	Initial/Periodic Refresher
Idling	Initial/Periodic Refresher
Baggage and/or Cargo Management	Initial/Periodic Refresher
Passenger Safety Awareness	Initial/Periodic Refresher
Passenger Management	Initial/Periodic Refresher
Americans with Disabilities Act	Initial/Periodic Refresher
Hours of Service Requirement	Initial/Periodic Refresher
Safety Belt Safety	Initial/Periodic Refresher
Distracted Driving	Initial/Periodic Refresher
Railroad-Highway Grade Crossings and Drawbridges	Initial/Periodic Refresher
Security and Crime	Initial/Periodic Refresher

Safety Training Requirements

Training Topic	Frequency of Training	Operation Manager	Operations Supervisors	Designated Trainer	Transit Operator	Dispatch Supervisor	Dispatch	Maintenance and Facility	Equipment Technician	Maintenance Technician	Custodian	Safety Coordinator Program	Executive Director
Access to Employee Exposure and Medical Records	Annual	X	X	X	X	X	X	X	X			X	X
Accident Investigation	Initial	X	X			X						X	
Accident Prevention Signs & Tags (Hazardous Material)	Initial/Refresher	X	X	X	X	X	X	X	X	X	X	X	
Acetylene Fuel & Gas Safety	Initial								X				
Active Shooter/ Workplace violence	Initial/Refresher	X	X	X	X	X	X	X	X	X	X	X	X
ADA Sensitivity	Initial/Refresher		X	X	X	X	X						
Aerial Devices	Initial/3 years							X	X	X	X		

Asbestos Awareness	Initial							X	X	X	X	X	
Assault Awareness	Initial/ Refresher	X	X	X	X	X	X						
Battery Handling, Changing and Charging	Initial							X	X	X	X		
Bloodborne Pathogens	Annual		X	X	X	X	X	X	X	X	X	X	
CDL Training- Theory and Behind the Wheel	Initial/ Refresher / After Accident	X	X	X	X	X	X	X	X	X	X	X	
Conflict/Aggression Management	Initial/ Refresher	X	X	X	X	X	X	X	X	X	X	X	X
Control of Hazardous Energies (Lockout/ Tagout Low Tag out) Low Voltage	Initial							X	X	X	X	X	
Drug and Alcohol Policy	Initial/ 2 year/ 3 years	X	X	X	X	X	X	X	X	X	X	X	X
Emergency Action Plan	Initial	X	X	X	X	X	X	X	X	X	X	X	X
Ergonomics	Initial/ Refresher / After Injury	X	X	X	X	X	X	X	X	X	X	X	X
Fall Protection	Initial							X	X	X	X	X	
Fire Extinguisher	Annual	X	X	X	X	X	X	X	X	X	X	X	X
Fire Prevention	Initial	X	X	X	X	X	X	X	X	X	X	X	X
First Aid & CPR*	Every 2 years												
Harassment Prevention	Initial/ Every 2 years	X	X	X	X	X	X	X	X	X	X	X	X
Hazard Communication	Initial/ Annual/ Refresher		X	X	X	X	X	X	X	X	X	X	
Hazardous Waste Operations & Emergency Response	Initial/ Annual	X						X	X	X	X	X	
Hearing (Noise) Protectors Conservation	Annual								X				
Heat Stress	Initial/ Refresher		X	X	X			X	X	X	X	X	
Injury & Illness Prevention Program	Initial/ Updates	X	X	X	X		X		X			X	X
Job Hazard Analysis	Initial	X	X	X	X	X	X	X	X	X	X	X	X
Lockout/Tagout	Initial/ Refresher						X	X	X	X	X	X	

Machinery and Equipment and guarding	Before Use/ Refresher								X	X	X	X	X	
OSHA recording	Changes													X
Personal Fall arrest/restraint systems	Initial								X	X	X	X		
Personal Protective Equipment	Initial	X	X	X	X	X	X	X	X	X	X	X	X	X
Portable Ladder	Initial	X	X	X	X	X	X	X	X	X	X	X	X	X
Power Industrial Power Industrial/ Forklift	Initial/ 3 years								X	X	X	X		
Power Presses and Tools	Annual								X	X	X	X		
Reasonable Suspicion Training	Initial/ 3 Years	X	X			X	X	X					X	X
Respiratory Protection	Initial			X	X	X		X	X	X	X	X	X	
Safety Management System	Initial	X	X			X		X					X	X
Safety Orientation for Employees	Initial	X	X	X	X	X	X	X	X	X	X	X	X	X
Stress Management/Wellness/Fatigue Management	Initial/ Refresher													
Transit Safety and Security Program Certificate	Initial												X	
Welding & Cutting Safety (Hot work)	Initial								X	X				
Wheel or Rims	Initial								X	X				
<u>Workplace Violence Prevention</u>	<u>Initial/ Annual</u>	X	X	X	X	X	X	X	X	X	X	X	X	X

* Not required

All Transit Operators are required to complete proficiency training on each vehicle within the El Dorado Transit Fleet on an annual basis.

Safety Communication

El Dorado Transit recognizes communication between management and staff is key to a successful health and safety program. ~~The Chief Safety Officer will oversee safety communication activities.~~

Communicating safety and safety performance information throughout the agency: Quarterly updates will be presented to staff and management in all staff meetings. Safety bulletins and flyers will be updated often on the safety boards in the maintenance break room and operator break room. Information typically will include relevant safety topics, summary of safety performance, updates to the PTASP, and information which may affect safety.

Communicating information on ~~hazards~~, ~~hazards~~ and safety risks relevant to employee's roles and responsibilities throughout the agency: The new hire training orientation will include distribution of safety policies and procedures to all relevant employees. This is in the form of the Personnel Policy and Procedure Manual and Operator Handbook. Training on safety policies and procedures are completed in initial training and ~~occurs~~ occurs regularly in Verification of Transit Training (VTT) and refresher training for Operators, Dispatchers and Maintenance staff.

Safety action taken in response to reports submitted through the Employee Reporting Program: Communication is shared in the following manor:

- Safety Trainings/VTT will be scheduled often to discuss safety topics and refresh safety policies and procedures.
- Tailgate meetings
- Safety meetings
- Safety bulletin boards
- Posters
- Annual reports to the Board of Directors

Record Keeping

El Dorado Transit will maintain documentation related to the implementation of its SMS; the programs, policies and procedures used to carry out this PTASP; and the results from its SMS processes and activities for a minimum of three years. They will be available to the FTA or other Federal or Oversight entities upon request. Examples of resources and documentation used in the implementation and to continue the policies of the SMS may include but are not limited to the following:

- Personnel Policies and Procedures
- Operator's Handbook
- Best Practices
- Accident Investigation
- Incident forms
- Risk Register
- Safety Analysis'
- Accident Data
- Maintenance Data

Reference

Commonly used Acronyms

Acronym	Word or Phrase
Caltrans	California Department of Transportation
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
PTASP	Public Transportation Agency Safety Plan
SACOG	Sacramento Area Council of Governments
SMS	Safety Management System
SRM	Safety Risk Management
VTT	Verification of Transit Training

Safety and Security Quick Reference Guide

~~Reportable Event: A safety or security event occurring on transit right of way or infrastructure, at a transit revenue facility, at a maintenance facility or rail yard, during a transit related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit controlled property, collisions that occur while travelling to or from a transit related maintenance activity, collisions involving a supervisor car, or other transit service vehicle operating on public roads.~~

~~Alaska (AR) and Commuter rail (CR) modes report only SECURITY events that meet a Major event threshold.~~

S&S 40 Major Event Report	S&S 50 Non-Major Monthly Summary
MAJOR THRESHOLDS	NON-MAJOR THRESHOLDS
<p>An event meeting the reportable event definition AND meeting <i>one or more</i> of the following reporting thresholds:</p> <ul style="list-style-type: none"> ● A fatality confirmed within 30 days (including suicide) ● An injury requiring transport away from the scene for medical attention for one or more persons (partial exception in the case of Other Safety Events) ● Estimated property damage equal to or exceeding \$25,000 ● An evacuation for life safety reasons ● Collisions involving transit roadway revenue vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle <p>Reports are due within 30 days of the date of the event.</p>	<p>Less severe Other Safety Occurrence Not Otherwise Classified (OSONOC) injuries meeting the reportable event definition that is NOT a result of a collision, derailment, evacuation, security event, hazmat spill, or Act of God and non-major fires.</p> <p>OSONOC:</p> <ul style="list-style-type: none"> ● Single injury event requiring transport away from the scene for medical attention (do not report “minor” collisions on S&S-50) <p>Fires:</p> <ul style="list-style-type: none"> ● Requires suppression that does not meet a major incident reporting threshold <i>injury, fatality, evacuation, or property damage of \$25,000 or more</i> <p>Reports due by the end of the following month (e.g., January data due by end of February)</p>
S&S 40 Major Event Report	S&S 50 Non-Major Monthly Summary
EVENT TYPES	EVENT TYPES

- A collision (including suicide/attempted suicide)
- A fire
- A hazardous material spill (requires *specialized* clean-up)
- Acts of God (nature)
- System security:
 - Arson
 - Bomb threat/bombing
 - Burglary/vandalism
 - Chemical/biological/radiological/nuclear release
 - Cyber security event
 - Hijacking
 - Sabotage
 - Suspicious package
 - Other security events (shots fired, projectiles, etc.)
- Personal Security:
 - Assault
 - Homicide
 - Robbery
 - Larceny/theft
 - Motor vehicle theft
 - Rape
 - Other personal security events (non-collision suicide/attempted suicide, etc.)
- OSONOC (two injuries and/or another threshold)
 - Miscellaneous events that meet a threshold

OSONOC:

Injury due to:

- Slip/trip
 - Including person making contact with a non-moving transit vehicle
- Fall
 - Including person making contact with a non-moving transit vehicle
- Injury to maintenance workers
- Boarding/alighting
- Electric shock/burns
- Abrupt or evasive transit vehicle maneuvers
- Mobility device (e.g., wheelchair) securement issues
- Injury sustained on a mobility device lift
- Stairs/elevator/escalator injury

Fire:

- Requires suppression but no major threshold is met
 - Small fire in transit station
 - Small engine fire on transit vehicle

Resources- National Transit DataBase****

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: December 5, 2024
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: Proposed Revisions to the **El Dorado County Transit Authority Personnel Policies and Procedures Manual**

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 24-25 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual regarding policy revisions and updates

BACKGROUND

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

DISCUSSION

Updates and changes to the El Dorado County Transit Authority Personnel Policy and Procedure Manual are presented for consideration.

The recommended revisions are illustrated with bold, strikethrough and underline text. The full document is available for review on our website at <https://eldoradotransit.com/board-meeting/december-5-2024> or at the El Dorado Transit administrative office during normal business hours.

All revisions have been thoroughly reviewed by legal counsel.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 24-25**

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

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

WHEREAS, the last revision to the Policy was on December 7, 2023; and

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

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

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

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

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 5th day of December 2024, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

George Turnboo, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 H
Consent Item

MEMORANDUM

DATE: December 5, 2024
TO: El Dorado County Transit Authority
FROM: Erik Bergren, Planning and Marketing Manager
SUBJECT: Bass Lake Road Park and Ride Restrictive Covenant

REQUESTED ACTION:

BY MOTION,

Adopt Resolution No. 24-26 Authorizing the El Dorado County Transit Authority to execute the Restrictive Covenant document allowing an exception to setback requirements for Bass Lake Road Park and Ride

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) Park-and-Ride Facilities Master Plan (2017) identified the Bass Lake Road Park and Ride site for development. The condition of approval for the nearby Bass Lake North subdivision required the developer to construct the first half (100 spaces) of the park and ride facility. Construction included drainage, finish grading, electric utilities, lighting and paving. The ribbon cutting for the facility was held on July 8, 2024, and a basic park and ride facility is now functioning.

Additional improvements that are still needed to complete the first phase of the facility construction includes landscape design approval, signage, water supply, and landscape installation. In order to receive landscape design approval from the County of El Dorado Planning and Building Services, an exception was needed for the accessory building which will house water storage and controllers for the irrigation system. That exception was granted which triggered a Restrictive Covenant for fire-safe setback conditions from the El Dorado Hills Fire Department. The Restrictive Covenant stipulates conditions that the accessory building must meet in order to be in compliance with Title 14 CCR SRA/VHFHSZ Fire Safe Regulations.

DISCUSSION

The fire-safe setback conditions set forth in the Restrictive Covenant are easily met and should pose no problem for construction. Staff has been working closely with project manager Feild & Associates on the landscape design and approval process.

Staff recommends adopting Resolution No. 24-26, approving the Restrictive Covenant and authorizing El Dorado Transit staff to record said document.

FISCAL IMPACT

None

Recording requesting by:



EL DORADO HILLS
FIRE DEPARTMENT

When recorded mail a copy to:

El Dorado Hills Fire Department
1050 Wilson Blvd.
El Dorado Hills, CA 95762

Recorder's Use Only

RESTRICTIVE COVENANT

FIRE-SAFE SETBACK CONDITIONS

NOTICE IS HEREBY given that a restrictive covenant requiring fire-safe conditions is imposed upon that certain parcel designated as **APN# 119-100-059** located at **1900 Bass Lake Road**, as filed in the official records in the Office of the County Recorder of the County of El Dorado, State of California, and **as legally described in Exhibit A attached hereto.**

This restriction is imposed as a set of conditions to grant a variance to the required 30-foot fire-safe setback requirements of Title 14 CCR SRA/VHFHSZ Fire Safe Regulations. Where any portion of the structure falls within the 0–29-foot fire safe set back zone, the structure shall be constructed and maintained in accordance with the Insurance Institute for Business and Home Safety (IBHS) Wildfire Prepared Home Plus including, but not limited to, the following restriction conditions:

1. **Accessory structures located within the reduced fire setback zone after El Dorado County PERMIT # 375801 and all successor permits on this parcel shall comply with this restrictive covenant and California Code of Regulations Title 24, Part 2, Chapter 7A, Section 710A.**
2. **Five (5) foot non-combustible zone provided horizontally around the structure.**
3. **Exterior windows, skylights, glazed doors, and glazed openings within exterior doors shall be multi-paned with at least two (2) tempered panes, minimum twenty (20) minute fire rated, or fire-resistant glass block units. Shutters installed over windows shall be non-combustible.**
4. **Areas under first-floor bay windows shall be enclosed with non-combustible walls.**
5. **Exterior doors shall be non-combustible or have a non-combustible exterior storm door and comply with California Code of Regulations Title 24, Part 2, Chapter 7A, Section 708A.**
6. **Exterior walls shall be constructed with non-combustible building materials such as stucco, fiber-cement, stone, or brick and comply with California Code of Regulations Title 24, Part 2, Chapter 7A, Section 707A.**
7. **Eaves shall be enclosed on the underside with non-combustible material, ignition-resistant material, or a minimum of two (2) inch lumber.**
8. **Gutters and downspouts shall be of non-combustible material. Gutters shall be provided with a non-combustible guard.**

9. Wildfire flame and ember-resistant vents or WUI vents tested to ASTM E2886 shall be installed at all ventilation openings. Vents shall be compliant with California Code of Regulations Title 24, Part 2, Chapter 7A, Section 706A. Dryer vents shall be metal and equipped with a louver or flap.
10. Decks including posts, joists, railing, stairs, and walking surfaces shall be non-combustible and comply with California Code of Regulations Title 24, Part 2, Chapter 7A, Section 709A.
11. Projections shall be non-combustible, ignition-resistant, or one (1) hour fire-rated in accordance with IWUIC, Section 503.2 and/or NFPA 1144, Section 5.2.
12. Non-combustible fences shall be provided within five (5) feet of a structure. Fences attached to the structure shall be non-combustible within the first five (5) feet of the structure. Back-to-back, combustible fencing shall be separated by a minimum of five (5) feet.

Said restriction shall be binding upon the heirs, assigns, and successor in the interest of the grantors, and shall remain in effect until rescinded by the El Dorado Hills County Water District, A.k.a. the El Dorado Hills Fire Department. The purpose of this Restrictive Covenant is to give constructive notice of this development limitation.

GRANTOR:

**EL DORADO COUNTY
TRANSIT AUTHORITY**

BY: _____
George Turnboo, Chairperson
Board of Directors

Date: _____

EXHIBIT "A"

All that real property situated in the County of El Dorado, State of California, lying within the South ½ of Section 6 and the North ½ of Section 7, T. 9 N., R. 9 E., M.D.M, more particularly described as follows:

Tract 4 of the Record of Survey 37-29, filed and recorded the 10th day of March, 2020 as Document No. 2020-0011161.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 24-26**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY TO APPROVE THE RESTRICTIVE COVENANT AS REQUIRED
BY THE EL DORADO HILLS FIRE DEPARTMENT

WHEREAS, the El Dorado County Transit Authority has prepared landscape plans for the Bass Lake Park and Ride project which were submitted to the County of El Dorado Planning & Building Services and the El Dorado Hills Fire Department for review and approval; and

WHEREAS, said Plans have incorporated an accessory structure for the purpose of water storage and controllers for the irrigation system in a location that is within the current side yard setback limit; and

WHEREAS, the El Dorado County Planning & Building Services has granted an exception to the side yard setback requirement as the proposed location is the only feasible location in the Park and Ride lot to accommodate the construction of a small utility building; and

WHEREAS, one of the requirements of the El Dorado Hills Fire Department to approve and grant a variance to the exception of the side yard setback requirement is that a Restrictive Covenant which stipulates restriction conditions that are in compliance with Title 14 CCR SRA/VHFHSZ Fire Safe Regulations be duly recorded in the Office of the County Recorder of the County of El Dorado, State of California;

NOW THEREFORE, BE IT RESOLVED, the Board of Directors of the El Dorado County Transit Authority hereby approves the Restrictive Covenant attached hereto and authorizes the Chairperson of the Board of Directors to execute the Restrictive Covenant and authorizes El Dorado Transit staff to record said document.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 5th day of December 2024, by the following vote of said Board:

AYES: NOES: ABSTAIN: ABSENT:

George Turnboo, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: December 5, 2024

TO: El Dorado County Transit Authority

FROM: Kristin Halverson, Operations Manager

SUBJECT: Contract Award for Request for Proposal #24-03 - Security Video System Upgrade

REQUESTED ACTION:
BY MOTION,

1. Adopt revised Capital Improvement Plan #24-02
2. Award Contract to Applied Video Solutions in response to Request for Proposals #24-03 – Security Video System Upgrade
3. Authorize the Executive Director to execute all documents up to the project budget amount of \$451,000

BACKGROUND

The current camera surveillance systems used by the El Dorado County Transit Authority (El Dorado Transit) have reached the end of useful life and are scheduled to be replaced. The systems were installed at the following locations between 2011 and 2016:

- Main Office including Maintenance Building and Bus Yard
- Missouri Flat Transfer Center
- Central Park and Ride
- Placerville Station Transfer Center
- Ponderosa Road Park and Ride
- Cambridge Road Park and Ride
- El Dorado Hills Park and Ride

In addition, El Dorado Transit will need to add camera surveillance systems at the Ray Lawyer Drive Park and Ride and the Bass Lake Road Park and Ride.

DISCUSSION

On August 13, 2024, Request for Proposal (RFP) #24-03 was issued to replace the existing surveillance systems at all current locations and to install new systems at the Ray Lawyer Drive

Park and Ride and the Bass Lake Road Park and Ride. El Dorado Transit received four (4) proposals from qualified bidders which are shown below.

Applied Video Solutions	\$360,340
TrofHolz	\$405,634
3D Technology Services	\$498,086
RFI	\$900,044

In addition to the staff's review, the project consultant, Security by Design, Inc., conducted a thorough evaluation of all proposals.

Staff recommends that the Board approve a revised Capital Improvement Plan Project #24-02 to incorporate the main office location and the two new park and ride locations, award the contract for the Security Video System Upgrade as outlined in RFP #24-03 to the lowest responsible bidder, Applied Video Solutions, pending Legal Counsel's review and approval, and authorize the Executive Director to sign all necessary documents within the project budget.

FISCAL IMPACT

<i>COST SUMMARY (ESTIMATE)</i>	<u>Proposed Budget</u>
Security Surveillance & Lighting	\$410,000
Contingency	<u>\$ 41,000</u>
<i>Total Project Cost</i>	<i>\$451,000</i>

FUNDING SOURCES

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

Passenger Security Surveillance & Lighting – Bus Stops

Project No. 24-02 (2)

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

COST SUMMARY (ESTIMATE)

	<u>Adopted</u>	<u>Proposed</u>
	<u>Budget</u>	<u>Budget</u>
Passenger Security Surveillance & Lighting - Bus Stops	<u>\$300,000</u>	<u>\$410,000</u>
<u>Contingency</u>		<u>\$ 41,000</u>
<i>Total Project Cost</i>	<u>\$300,000</u>	<u>\$451,000</u>

FUNDING SOURCES

Transportation Development Act (TDA) funds	<u>\$300,000</u>	<u>\$451,000</u>
<i>Total Revenue</i>	<u>\$300,000</u>	<u>\$451,000</u>

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

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: December 5, 2024

TO: El Dorado County Transit Authority

FROM: Julie Petersen and Kate Hewett, Finance Managers

SUBJECT: Status of Unfunded Liabilities for Pension and Other Post-Employment Benefit (OPEB) Programs

REQUESTED ACTION:
BY MOTION,
Information Only

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) is a Special District of the State of California, our board consists of three (3) El Dorado County Board of Supervisors and two (2) council members from the City of Placerville. As a public agency, we contract with the California Public Employees Retirement System (CalPERS) for pension and for Other Post-Employment Benefits (OPEB) that includes retiree health coverage for unrepresented and management employees.

With the passing of Governmental Accounting Standards Board (GASB) 45 in 2004, public agencies are required to present the unfunded liabilities of each program on their audited financial statements.

In June 2017, changes were made to the accounting guidelines. One of these changes was GASB 75 succeeding GASB 45. GASB 45 and GASB 75 both serve the same purpose, which is to value an entity's Other Post-Employment Benefits (OPEB). Both Standards require a calculation of a present liability for future non-pension benefits for employees and retirees. The two standards differ in how liability is disclosed on financial statements.

DISCUSSION

Over the past four (4) fiscal years (FY), El Dorado Transit has used Federal grant income first, as directed by our Bylaws. In turn the "savings" of local dollars has allowed for the Board approved action of additional payments towards Pension and OPEB Unfunded Liabilities. Additionally, funds have been set aside in a 115 Trust to be used towards future pension expenses.

The excerpt, Note D – Long-Term Liabilities, referenced below is from the audited financial statements presented in today’s agenda. As indicated, the liability for pension has been reduced from \$4,469,477 in 2023 to \$3,122,217 in 2024. This indicates total funding of Classic and PEPRA plans combined at 83.7% for 2023.

NOTE D - LONG-TERM LIABILITIES

Long-term liability activity consisted of the following for the year ended June 30:

	Balance at June 30, 2023	Additions	Retirements	Balance at June 30, 2024	Due Within One Year
Compensated absences	\$ 393,038	\$ 192,969	\$ (196,519)	\$ 389,488	\$ 194,744
Capital liability	\$ 64,872	\$ 0	\$ (64,872)	\$ 0	\$ 0
Net pension liability	\$ 4,469,477	\$ 0	\$ (1,347,260)	\$ 3,122,217	\$ 0
	\$ 4,927,387	\$ 192,969	\$ (1,608,651)	\$ 3,511,705	\$ 197,744
	Balance at June 30, 2022	Additions	Retirements	Balance at June 30, 2023	Due Within One Year
Compensated absences	\$ 395,789	\$ 195,143	\$ (197,894)	\$ 393,038	\$ 196,519
Capital liability	\$ 319,018	\$ 0	\$ (254,146)	\$ 64,872	\$ 64,872
Net pension liability	\$ 1,466,472	\$ 3,003,005	\$ 0	\$ 4,469,477	
	\$ 2,181,279	\$ 3,198,148	\$ (452,040)	\$ 4,927,387	\$ 261,391

El Dorado Transit has funds reserved in the California Employers’ Pension Prefunding Trust (CEPPT) Section 115 Trust in the amount of \$413,904. These funds are restricted for future pension expenses.

Note H – Other Post-Employment Benefits (OPEB), referenced below is also from the audited financial statements. Due to the Additional Discretionary Payments (ADP) made in prior years, the Net OPEB Liability has funded fully and has resulted in an asset position of \$129,037. These funds are held in the California Employers’ Retiree Benefit Trust (CERBT) Section 115 Trust.

NOTE H – OTHER POST-EMPLOYMENT BENEFITS (OPEB)

	2024			2023		
	Increase (Decrease)			Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability (Asset)	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability (Asset)
Balance at beginning of year	\$ 533,123	\$ 677,761	\$ (144,638)	\$ 484,217	\$ 667,040	\$ (182,823)
Changes in the year:						
Service cost	35,770	0	35,770	34,728	0	34,728
Interest	34,905	0	34,905	31,584	0	31,584
Differences between expected and actual experience	70,391	0	70,391	0	0	0
Changes in assumption	(72,146)	0	(72,146)	0	0	0
Contributions – employer	0	9,993	(9,993)	0	122,436	(122,436)
Net investment income	0	43,523	(43,523)	0	(94,135)	94,135
Benefits payments	(9,993)	(9,993)	0	(17,406)	(17,406)	0
Administrative and other expenses	0	(197)	197	0	(174)	174
Net changes	58,927	43,326	15,601	48,906	10,721	38,185
Balance at end of year	<u>\$ 592,050</u>	<u>\$ 721,087</u>	<u>\$ (129,037)</u>	<u>\$ 533,123</u>	<u>\$ 677,761</u>	<u>\$ (144,638)</u>

Staff will be making a recommendation to the Board at the February or March 2025 regularly scheduled board meeting to process an Additional Discretionary Payment (ADP) toward the unfunded pension liabilities. Further review is needed to determine the amount of the Additional Discretionary Payment.