



## BOARD OF DIRECTORS MEETING AGENDA

### Directors:

Dawntè Early (Chair, City of West Sacramento)  
Jesse Loren (Vice-Chair, City of Winters)  
Lucas Frerichs (Yolo County)  
Josh Chapman (Chair, City of Davis)  
Mayra Vega (City of Woodland)  
Kelly Fong Rivas (UC Davis, ex-officio)  
Greg Wong (Caltrans, ex-officio)

This Board Meeting will be held in person at the location below. Members of the public who wish to participate remotely may use the zoom link or phone number below.

### **IN-PERSON INFORMATION**

**Meeting Date:** March 10, 2025

**Meeting Time:** 6:00 PM

**Meeting Place:** Yolo Transportation District Board Room  
350 Industrial Way  
Woodland CA 95776

### **ZOOM INFORMATION**

Link: <https://us06web.zoom.us/j/87969227172?pwd=hlaEqV4cJgNVfdOT80mRulUABYbc3v.1>

Meeting ID: 879 6922 7172

Passcode: 105086

All participants will be entered into the webinar as attendees.

YoloTD offers teleconference participation in the meeting via Zoom as a courtesy to the public. If no voting members of the YoloTD Board are attending the meeting via Zoom, and a technical error or outage occurs with the Zoom feed or Zoom is otherwise disrupted for any reason, the YoloTD Board reserves the right to continue the meeting without remote access.

The YoloTD Board of Directors encourages public participation in its meetings. Members of the public shall be given an opportunity to address the Board of Directors in person, remotely, and/or in writing. For more information on how to provide public comment, please see the section of this agenda entitled "Public Participation Instructions."

The Board reserves the right to take action on all agenda items at any time during the meeting, except for timed public hearings. Items considered routine or non-controversial are placed on the Consent Calendar. Any Consent Calendar item can be separately addressed and discussed at the request of any member of the YoloTD Board.

Estimated Time		Agenda Item	Information	Action Item
6:00 PM	1.	Determination of Quorum (Voting members: Woodland, Davis, West Sacramento, Winters, Yolo County) (Nonvoting members: Caltrans, UCD)		X
6:05 PM	2.	Approve Agenda for March 10, 2025 Meeting		X
6:15 PM	3.	Comments from public regarding matters <u>on the consent calendar</u> , or <u>items NOT on the agenda</u> but within the purview of YoloTD. Please note, the Board is prohibited from discussing items not on the agenda.	X	

### **CONSENT CALENDAR**

6:20 PM	4a	Approve Board Minutes for Regular Meeting of February 10, 2025 (J.Marte, pp 5-9)		X
	4b	Approve Grant Subrecipient Monitoring Policy (B.Abbanat, pp 10-12)		X
	4c	SACOG STIP Funding Coordination with YoloTD Member Agencies: Update (B.Abbanat, pp 13-28)		X
	4d	Amendment to the Personnel Rules & Regulations Regarding Outside Employment (C.Fadrigio, pp 29-83)		X

### **REGULAR CALENDAR**

6:25 PM	5.	Close Public Hearing and Approve Proposed Service Change for BeeLine Microtransit in Knights Landing/Yolo and Winters(K.Barrientos, pp 84-97)		X
6:45 PM	6.	Woodland Transit Center Security Improvements and Appointment of Ad Hoc Committee (B.Abbanat, pp 98-133)		X
7:00 PM	7.	Yolo 80 Managed Lanes Project Update (B.Abbanat, pp 134-166)	X	
7:45 PM	8.	<b>Administrative Reports (A.Bernstein)</b> Discussion regarding subjects not specifically listed is limited to clarifying questions. A. Board Members' Verbal Reports B. Executive Director's Verbal Report C. Transdev Report D. Long Range Calendar (p 167)	X	
8:00 PM	10	Adjournment		X

Unless changed by the YoloTD Board, the next meeting of the Board of Directors will be Monday, April 14, 2025, at 6:00 pm at Yolo Transportation District, 350 Industrial Way, Woodland CA 95776.

I declare under penalty of perjury that the foregoing agenda was posted on or before Friday, March 7, 2025 at the Yolo County Transportation District Office (350 Industrial Way, Woodland, California). Additionally, copies were transmitted electronically to the Woodland, Davis, West Sacramento, and Winters City Halls, as well as to the Clerk of the Board for the County of Yolo.

*J. Marte*

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Janeene Marte, Clerk of the Board

### **Public Participation Instructions**

Members of the public shall be provided with an opportunity to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board of Directors. Depending on the length of the agenda and number of speakers, the Board Chair reserves the right to limit the time each member of the public is allowed to speak to three minutes or less.

#### **IN PERSON:**

Please fill out a speaker card and give it to the Board Clerk if you wish to address the Board. Speaker cards are provided on a table by the entrance to the meeting room.

#### **ON ZOOM:**

If you are joining the meeting via Zoom and wish to make a comment on an item, click the "raise hand" button. If you are joining the webinar by phone only, press \*9 to raise your hand. Please wait for the host to announce the comment period has opened and indicate that you wish to make a comment at that time. The Clerk of the Board will notify the Chair, who will call you by name or phone number when it is your turn to comment.

#### **IN ADVANCE OF THE MEETING:**

To submit a comment in writing, please email [public-comment@yctd.org](mailto:public-comment@yctd.org). In the body of the email, include the agenda item number and title with your comments. Comments submitted via email during the meeting shall be made part of the record of the meeting but will not be read aloud or otherwise distributed during the meeting. To submit a comment by phone in advance of the meeting, please call 530-402-2819 and leave a voicemail. Please note the agenda item number and title with your comments. All comments received by 4:00 PM on Monday, March 10, 2025, will be provided to the YoloTD Board of Directors in advance.

### **Americans With Disabilities Act Notice**

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the office for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, to participate in a public meeting should telephone or otherwise contact Yolo Transportation District as soon as possible and preferably at least 24 hours prior to the meeting. We may be reached at telephone number (530) 402-2819, via email at [custserv@yctd.org](mailto:custserv@yctd.org) or at the following address: 350 Industrial Way, Woodland, CA 95776.

# VISION, VALUES AND PRIORITIES



## Vision Statement

*The vision statement tells us what we intend to become or achieve.*

Provide seamless, sustainable mobility solutions to help Yolo communities thrive.



## Core Values

*A core value describes our individual and organizational behaviors and helps us to live out our vision.*

- We are transparent, inclusive and accountable to the public, stakeholders and partner agencies
- We are committed to addressing inequities and improving outcomes for our most vulnerable communities
- We prioritize environmental sustainability and climate resilience
- We value efficiency, innovation and responsible stewardship of public funds



## District-Wide Priorities

*Priorities align our vision and values with our implementation strategies.*

1. Provide transit service that is faster, more reliable and convenient.
2. Partner with member jurisdictions, community-based organizations and local, regional, state and federal agencies to identify and address the current and evolving mobility needs of Yolo County.
3. Coordinate, plan and fundraise to deliver a full suite of transportation projects and programs.



**BOARD COMMUNICATION: YOLO TRANSPORTATION DISTRICT**  
**350 Industrial Way, Woodland, CA 95776---- (530) 661-0816**

<b>Topic:</b> Approve Board Minutes for Regular Meeting of February 10, 2025	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<h1>4a</h1> <h2>Action</h2>
		<b>Attachments:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Prepared By: J.Marte</b>		<b>Meeting Date: March 10, 2025</b>

**RECOMMENDATION:**

Approve Minutes for the Regular Meeting of February 10, 2025

**BACKGROUND:**

The Yolo Transportation District (YoloTD) Board of Directors holds regular meetings in compliance with the Brown Act and public records laws. Those meetings are recorded in minutes, which are to be retained, in perpetuity, in the YoloTD archives.

The purpose of this item is to approve minutes of the Board of Directors meeting for the historical preservation and posterity of the YoloTD Board of Directors actions for future generations to understand the valuable work considered and accomplished by YoloTD.

**BUDGET IMPACTS:**

There are no anticipated financial impacts.

**Attachments:**

1. Minutes



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## BOARD OF DIRECTORS MEETING MINUTES

February 10, 2025, at 6:00 p.m.  
Yolo Transportation District Board Room  
350 Industrial Way, Woodland, CA

### 1. Roll Call - Determination of Quorum

Chair Early called the meeting to order at 6:01 p.m.

Directors Present:

Dawnté Early, Chair, City of West Sacramento	Albert Vallecillo, Alternate, City of Winters
Josh Chapman, City of Davis	Lucas Frerichs, County of Yolo
Mayra Vega, City of Woodland	
Kelly Fong Rivas, UC Davis Health, ex-officio	

Directors Absent: Jesse Loren, Vice Chair, City of Winters

Staff Present:

Autumn Bernstein, Executive Director	Hope Welton, Legal Counsel
Brian Abbanat, Director of Planning	Daisy Romero, Director of Transit Operations
	Kassandra Barrientos, Assistant Transportation Planner

### 2. Approval of Agenda

Motion: Director Vega made a motion to approve the Agenda. Motion was seconded by Director Frerichs. The motion was approved by a vote of 5 Yes/0 No.

### 3. Ceremonial Presentation

The Board recognized two TransDev employees, Erik Benitez and Loren Heras, for their exceptional efforts in protecting the company's facilities during a small fire that occurred next door. Both employees went above and beyond in ensuring the safety of the facility and its occupants.

Each Board Member expressed their gratitude and appreciation for Erik and Loren's quick thinking and dedication to safety. The Board commended their actions and acknowledged their outstanding commitment to the well-being of the organization.

### 4. General Comments from the Public

Alan Hirsch provided general public comments.

Michael Barnbaum provided general public comments.

## **5. Consent Calendar**

5a. Approve Board Minutes for Regular Meeting of January 13, 2025

5b. Approve Amendment to YCTD Cash Asset Protection Policy.

5c. FY24-25 Quarter 2 Finance Update

Motion: Director Chapman made a motion to approve the Consent Calendar. Motion was seconded by Director Vega. The motion was approved by a vote of 5 Yes/0 No.

## **Regular Calendar**

### **6. Open 30-Day Comment Period on Winters/Knights Landing BeeLine Service Change**

Assistant Transportation Planner Barrientos provided a presentation regarding the current status of Beeline services and the proposed service changes. She outlined future outreach efforts to gather community feedback on potential service changes.

Director of Transit Operations Romero and Assistant Planner Barrientos responded to inquiries from the Board.

Chair Early called for public comment.

Alan Hirsch provided comments on the presentation

Michael Barnbaum provided comments on the presentation.

Alex Benevides provided comments on the presentation.

Seeing no further comments, Chair Early closed public comments.

Director of Finance Fadrigio joined the meeting online to respond to budget inquiries from Chair Early.

Executive Director Bernstein responded to questions from the Board regarding the Short-Range Transit Plan, specifically addressing how it relates to the Beeline service changes and the former 220C bus route.

Motion: Director Frerichs made a motion to approve staff recommendation Item 6. Motion was seconded by Alternate Director Vallecillo. The motion was approved by a vote of 5 Yes/0 No.

### **7. Update in Woodland Transit Center and AHSC Application**

Director of Planning Abbanat provided a presentation and update on the ongoing project activities related to the Woodland Transit Center and AHSC Application.

Chair Early called for public comment.

Alan Hirsch provided comments on the presentation.

Michael Barnbaum commented on the presentation.

Seeing no further comments, Chair Early closed public comments.

The Board emphasized the need to prioritize safety issues at the current site and, if the 2<sup>nd</sup> & Court Street location is not approved by the Woodland City Council, to explore several potential locations.

## **8. Service to Sutter Health Park for Rivercats and A's 2025 Baseball Season**

Director of Transit Operations Romero presented an update on the service to Sutter Health Park, including the existing service, the proposed sweeper bus service, and upcoming marketing efforts.

Chair Early called for public comment.

Michael Barnbaum commented on the presentation.

Alan Hirsch commented on the presentation.

Seeing no further comments, Chair Early closed public comments.

Director of Transit Operations Romero responded to the Board's inquiries regarding street closures and detours.

## **9. Administrative Reports**

### **A. Board Members' Verbal Reports**

### **B. Executive Director's Verbal Report**

Executive Director Bernstein announced the launch of the restoration of the Service Express routes. She also noted that the YoloTD finance team is currently finalizing the single audit.

Additionally, Executive Director Bernstein reported that the STIP Funding Coordination is still in progress and moving forward. She highlighted upcoming Budget Workshops and mentioned that YoloTD will be conducting interviews for the Communications and Marketing Specialist position.

### **C. Transdev Report**

Julie Holmes, Operations Manager for TransDev, announced that this month, TransDev is focusing on safety, with safety meetings scheduled throughout the week.

### **D. Long Range Calendar**

Executive Director Bernstein outlined the Long-Range Calendar

Chair Early called for public comment.

Alan Hirsch provided general comments.

Seeing no further comments, Chair Early closed public comments.

## **10. Adjournment**

Seeing no further business, Chair Early adjourned the meeting at 8:37 p.m.

Respectfully Submitted,

J. Marte

Janeene Marte, Clerk of the Board

**BOARD COMMUNICATION: YOLO TRANSPORTATION DISTRICT**  
**350 Industrial Way, Woodland, CA 95776---- (530) 661-0816**

<b>Topic:</b> Approve Grant Subrecipient Monitoring Policy	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<h1>4b</h1>  <h2>Action</h2>	
		<b>Attachments:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Prepared By: B. Abbanat</b>		<b>Meeting Date: March 10, 2025</b>	

**RECOMMENDATION:**

Approve Grant Subrecipient Monitoring Policy.

**BACKGROUND:**

As the countywide consolidated transportation services and congestion management agency, Yolo Transportation District (YoloTD) may have cause to partner with other organizations for the purposes of receiving grants. In these circumstances, YoloTD may agree to submit a grant application on another organization’s behalf due to organizational eligibility, financial accounting compliance, for projects in the public right of way, or other factors. The purpose of this policy is to clarify the YoloTD internal roles and responsibilities when YoloTD submits a grant application and is awarded funds with the to serve as a “pass through” entity for the partnering organization (i.e. subrecipient).

Recent YoloTD financial audits have discovered a need for an explicit policy related to how funding for grant subrecipients will be managed and monitored for funding compliance purposes. The proposed Grant Subrecipient Monitoring Policy fulfills this requirement. YoloTD staff have determined that this policy requires Board approval.

**BUDGET IMPACT:**

No budget impacts accompany this action.

**ATTACHMENT:**

1. Grant Subrecipient Monitoring Policy



## **GRANT SUBRECIPIENT MONITORING POLICY**

On occasion, Yolo Transportation District (YoloTD) may have cause to partner with other organizations for the purposes of receiving grants. In these circumstances, YoloTD may agree to submit a grant application on another organization's behalf due to organizational eligibility, financial accounting compliance, for projects in the public right of way, or other factors. The purpose of this policy is to clarify the YoloTD internal roles and responsibilities when YoloTD submits a grant application and is awarded funds with the to serve as a "pass through" entity for the partnering organization (i.e. subrecipient).

### **General:**

The Planning Department is assumed to have subrecipient monitoring responsibilities for external capital improvement and/or professional services projects. The Planning Director assumes ultimate responsibility for monitoring subrecipients, however, day-to-day monitoring may be delegated to qualified professional staff.

The Operations Department is assumed to have subrecipient monitoring responsibilities for fleet replacement and/or facilities-related projects. The Operations Director assumes ultimate responsibility for monitoring subrecipients, however, day-to-day monitoring may be delegated to qualified professional staff.

Other projects not defined shall be assigned to a Department by the Executive Director and documented in the project folder.

### **Project Management (all projects, including capital):**

1. Designate point of contacts for grantor and subrecipients
2. Execute a subrecipient agreement to clearly define roles and responsibilities.
3. Follow internal and/or federal procurement policies.
4. YoloTD project manager shall review and provide input, as appropriate, on professional services deliverables.

### **Project Management (additional for Capital Projects):**

1. Review bid package prior to publication.
2. Verify eligible expenses.
3. Request to attend pre-construction meeting.
4. Monitor construction progress, check-in periodically with subrecipient project engineer in charge.
5. Request notification from subrecipient when capital project is closed out.

**Grant Compliance & Financial Controls**

1. Note, YoloTD is responsible for meeting all of the grant requirements.
2. Subrecipient shall provide to YoloTD initial drafts of all required documentation, including quarterly reports, for review.
3. Subrecipient shall provide written progress reports on each approved scope of work task with each invoice for reimbursement.
4. YoloTD project manager shall review invoices and confirm eligible expenses prior to reimbursing subrecipient.
5. YoloTD project manager shall submit invoices for reimbursement to grantor. Prior to submittal, appropriate Finance Department staff shall provide an internal invoice number and be copied on reimbursement submittal to grantor.
6. YoloTD project manager shall separately track project expenditures as invoices are received from subrecipient.

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Autumn Bernstein, Executive Director

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Date

**BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**  
**350 Industrial Way, Woodland, CA 95776---- (530) 661-0816**

<b>Topic:</b> SACOG STIP Funding Coordination with YoloTD Member Agencies	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<h1>4c</h1> <b>Action</b>
		<b>Attachments:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Prepared By: B. Abbanat</b>		<b>Meeting Date: March 10, 2025</b>

**STAFF RECOMMENDATIONS:**

Information update on progress toward coordination efforts facilitated by YoloTD in response to SACOG’s changes to STIP funding allocations within their Regional Funding Program framework.

**BACKGROUND:**

\*\*Staff Note: This staff report builds on the January 13, 2025 item included as Attachment 1. For reference, the February 18, 2025 YoloTD Transportation Advisory Committee (TAC) staff report on this item is also included as Attachment 2.

**SACOG Regional Funding Changes**

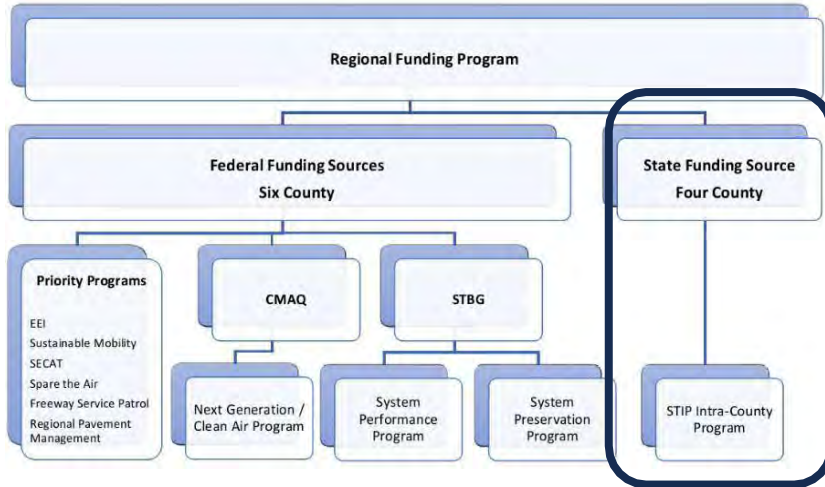
The Sacramento Area Council of Governments (SACOG) has engaged regional agencies over the past 10 months in conversations around potential changes to their biennial Regional Funding Program. Many Yolo County local agencies are familiar with this process and/or participated in SACOG’s Regional Funding Working Group to help shape that program’s direction. Changes to the program were driven, in part, by a federal finding that SACOG’s prior method of allocating federal funds need to be revised.

Historically, SACOG has combined the major state and federal funding sources (CMAQ, RSTP/STBG, STIP) and allocated these through competitive programs such as Transformative, Maintenance & Modernization, and Community Design.

The SACOG Board recently approved a revised program structure, informed by feedback from the local agency partners, which separates allocation of federal (CMAQ, RSTP/STBG) and state (STIP) funds.

In this new structure, federal funds would continue to be allocated competitively across the region. However, in this cycle state STIP funding will be allocated to each county on a population formula basis. Local agencies within each county are presumed by SACOG to then compete for the amount allocated to their respective county. The below figures helps illustrate the new structure:

Figure 1: SACOG Regional Funding



Statewide STIP funding objectives include:

- Fix-it first projects that advance climate, safety, and/or equity issues
- Transit projects
- Zero Emission Vehicle projects
- Bicycle and pedestrian projects
- Micromobility projects

### **Coordination Efforts with YoloTD Member Agencies (YoloTD TAC)**

Since summer 2024, YoloTD staff has facilitated conversations with staff member agencies’ staff via YoloTD Technical Advisory Committee meetings. Starting in December 2024, the YoloTD TAC has met monthly to determine if a collectively beneficial approach is possible.

After several meetings, staff-level consensus has resulted in supporting coordination among YoloTD member agencies toward a Proportional Allocation option where each agency is assigned a predetermined “suballocation.” On February 18, the TAC unanimously supported the suballocation calculator with each agency’s suballocation determined by an equal-weight average of population and centerline miles.

The TAC also discussed the revised Draft Memorandum of Understanding (MOU) Term Sheet but did not act on this as members preferred to have a final draft MOU. Staff and YoloTD counsel have developed a draft MOU which has been provided to TAC members for review and upon which the TAC will act at the March 17 meeting.

### **SACOG Board Approval of Four-County STIP Funding Program and Regional Set-Aside**

On February 20, the SACOG Board approved the Four-County STIP Funding Program including a 10% set-aside within the STIP program for regionally significant projects. The set-aside component does not affect the Yolo county multi-agency partnership other than to reduce the allocation to Yolo county (and all other counties) by that amount as shown in the suballocation calculator in the next section. As noted at the January YoloTD Board meeting presentation, the regional set-aside program is excluded from the Yolo county partnership MOU.

## Yolo County Suballocation Calculator

The below table illustrates the final suballocation calculator figures for the upcoming Four-County STIP Funding program.

Fair Share "Suballocation": Centerline Miles & Population (Equal Weight Scenario)								Amount
Four-County STIP Funding Program (Yolo County)								\$ 5,965,000
Amount After 10% Regional Set-Aside								\$ 5,369,000
Place	Centerline Miles	Centerline Miles %	Population*	Population %	% Average CLM&Pop	Historical Award Avg	Suballocation %	Amount
YoloTD						11.5%	8.0%	\$ 483,000
Unitrans						5.8%	6.0%	\$ 376,000
Davis	162	11%	65,054	31%	21%	14.9%	18.4%	\$ 962,000
Woodland	220	15%	60,672	29%	22%	17.6%	19.2%	\$ 1,006,000
West Sacramento	261	18%	54,278	26%	22%	30.6%	19.1%	\$ 1,002,000
Winters	33	2%	7,587	4%	3%	1.2%	2.6%	\$ 135,000
Yolo County	752	53%	20,033	10%	31%	18.3%	26.8%	\$ 1,405,000
<b>Total</b>	<b>1,428</b>	<b>100%</b>	<b>207,624</b>	<b>100%</b>	<b>100%</b>	<b>99.9%</b>	<b>100.0%</b>	<b>\$ 5,369,000</b>

\*Population source: 2024 California Department of Finance. UC Davis population (14,042) subtracted from countywide total as UC Davis is not a SACOG member.

### Next Steps

YoloTD staff have distributed the draft MOU to member agencies and requested a formal “intent to participate” response by March 3. April 4 deadline has been set for MOU signatures. This item will return to the YoloTD Board on April 14 with a recommendation to authorize the YoloTD Executive Director to execute the MOU along with the member agencies. SACOG is expected to release the STIP funding cycle in March, though a specific date is not known.

All TAC members are aware of the timeline and are preparing for the upcoming Four-County STIP Funding cycle with the expectation of full participation in the MOU.

### FISCAL IMPACT:

No direct fiscal impact to YoloTD.

### ATTACHMENTS:

1. January 13, 2025 YoloTD Board Staff Report
2. February 18, 2025 YoloTD TAC Staff Report

**ATTACHMENT TO STAFF REPORT 4c**

**BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**

**350 Industrial Way, Woodland, CA 95776---- (530) 661-0816**

<b>Topic:</b> 2025 SACOG Regional Funding STIP Coordination	<b>Agenda Item#:</b>	<b>7</b>	<b>Informational</b>
			<b>Attachments:</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
<b>Agenda Type:</b>		<b>Meeting Date: January 13, 2025</b>	
<b>Prepared By: B. Abbanat</b>			

**STAFF RECOMMENDATIONS:**

Receive update on coordination efforts facilitated by YoloTD in preparation for SACOG’s changes to STIP funding allocations within their Regional Funding Program framework.

**BACKGROUND:**

**SACOG Regional Funding Changes**

The Sacramento Area Council of Governments (SACOG) has engaged regional agencies over the past 10 months in conversations around potential changes to their biennial Regional Funding Program. Many Yolo County local agencies are familiar with this process and/or participated in SACOG’s Regional Funding Working Group to help shape that program’s direction. Changes to the program were driven, in part, by a federal finding that SACOG’s prior method of allocating federal funds need to be revised.

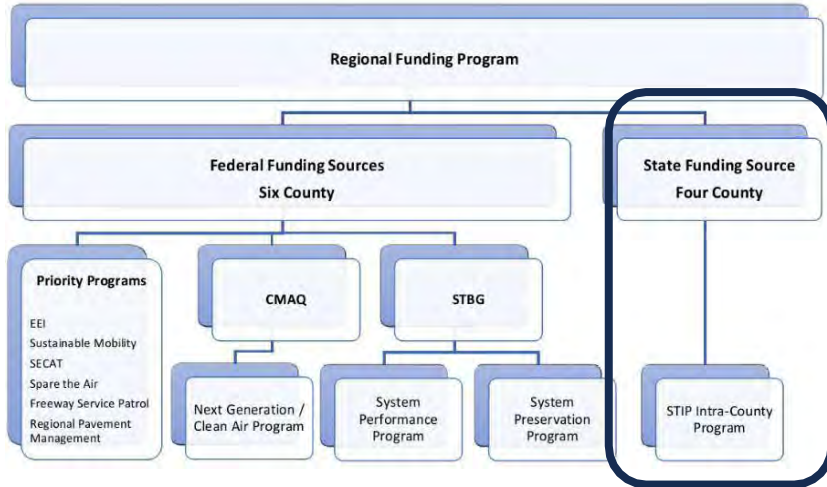
Historically, SACOG has combined the major state and federal funding sources (CMAQ, RSTP/STBG, STIP) and allocated these through competitive programs such as Transformative, Maintenance & Modernization, and Community Design.

The SACOG Board recently approved a revised program structure, informed by feedback from the local agency partners, which separates allocation of federal (CMAQ, RSTP/STBG) and state (STIP) funds.

In this new structure, federal funds would continue to be allocated competitively across the region. However, in this cycle state STIP funding will be allocated to each county on a population formula basis. Local agencies within each county are presumed by SACOG to then compete for the amount allocated to their respective county. The below figures helps illustrate the new structure:



Figure 1: SACOG Regional Funding



Statewide STIP funding objectives include:

- Fix-it first projects that advance climate, safety, and/or equity issues
- Transit projects
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- Micromobility projects

SACOG estimates the historical STIP formula allocation for Yolo County has been approximately \$6 million per programming cycle.

### Regional Set Aside

For the 2025 STIP cycle, SACOG intends to establish a “set aside” of each county’s formula STIP allocation for “regionally significant projects”. The purpose is to fund larger projects within the regional STIP funding program. As a result, all eligible agencies within the SACOG regional could apply for this sub pot of STIP funding.

The effect of the STIP funding set-aside from each county is it will reduce the amount of formula STIP funds ultimately programmable for Yolo (and other counties’) projects. The SACOG Board has not determined the set-aside percentage, but the SACOG staff recommendation ranges from 10% to 50%.

The below table illustrates the effect of “set aside” ranges on STIP funding allocation to Yolo county.

	Regional Set Aside Scenarios					
	0%	10%	12%	20%	25%	50%
Yolo County Funding Allocation	\$ 6,200,000	\$ 5,558,000	\$ 5,435,000	\$ 4,941,000	\$ 4,632,000	\$ 3,088,000

## **An Opportunity for Improved Coordination**

Historically, there has been limited coordination among local agencies within Yolo County when deciding which projects should seek funding from the Regional Funding Round. As a result, multiple Yolo County agencies have regularly competed against each other (as well as agencies across the region) for these funds.

With the changes to the funding round structure, and relatively small amount of funding available across six eligible agencies, a coordinated, strategic approach among Yolo County local agencies to this limited funding source is worth considering. Several courses of action can be taken by Yolo County local agencies (including none at all) in response to the SACOG Regional Funding program changes.

Since summer 2024, YoloTD staff has facilitated conversations with staff member agencies' staff via YoloTD Technical Advisory Committee meetings. Starting in December 2024, the YoloTD TAC is meeting monthly to determine if a collectively beneficial approach is possible.

Importantly, YoloTD has no decision-making authority in this effort. YoloTD's role is limited to conducting analysis and providing a forum for discussion among member agencies. Ultimately, any countywide coordinated approach to this funding must be supported by each jurisdiction.

The purpose of these discussions is to determine if YoloTD member agencies can coordinate a collectively beneficial approach to this relatively small funding source. TAC members agreed the resources required to prepare and submit competitive grant applications is substantial with considerable risk of not receiving funding. A coordinated approach to the SACOG STIP Funding Program could provide greater funding certainty for Yolo county agencies while reducing scarce resources on preparing grant applications when only 2-3 projects would likely be funded.

The below section briefly describes the options explored within the YoloTD TAC and summarizes the current status of those conversations.

## **Options Explored for Improved Coordination**

The YoloTD Technical Advisory Committee initiated these discussion with the following goals in mind for the upcoming funding cycle:

1. Provide meaningful funding for selected agencies in each cycle
2. No agency must wait more than two cycles before selection to apply
3. Funding leads to quickly delivered projects

Option #1, "Free for All": In this option, eligible Yolo County local agencies would continue to approach the STIP funding portion of the cycle as in the past. That is, submitting as many (or as few) applications as desired and allowing the SACOG evaluation process to play out for each application.

**While this option was not supported by the TAC at the July 2024 meeting, it is considered a default fallback in the event there is not agreement on any other option.**

Option #2, Take Turns: In this option, two agencies would apply for the funding equally split, with full control over projects submitted to SACOG, consistent with their competitive grant application

guidelines. Over subsequent cycles, different agencies would apply for the funding, until all agencies have their opportunity for the funds. **This option was not supported by TAC members.**

Option #3, Intra-County Competitive: In this option, top projects within Yolo County are selected based on competitiveness. No more than two projects from any local agency could be submitted and no more than three local agencies' project(s) would be selected for advancement to the SACOG grant program. Agencies selected for a given cycle are not eligible again until all agencies have been selected. **This option was not supported by TAC members.**

Option #4, Proportional Allocation: In this option, each agency is assigned a predetermined "suballocation." The local agency would submit an application(s) consistent with the STIP program objectives noted above, up to their predetermined, proportional allocation. This approach would more closely resemble the early 2000s when local agencies directly received formula funding prior to SACOG consolidating funding into the Regional Funding program. YoloTD staff provided different scenarios based on equally weighted population and road miles metrics, which staff-level TAC participants felt was most equitable for all agencies. **This option had the most TAC support.**

The below table illustrates what those "suballocations" could be for each agency against different SACOG "set aside" scenarios.

						Regional Set Aside Scenarios				
Fair Share "Assignment": Road Miles & Population (Equal Weight Scenario)						10%	12%	20%	25%	50%
<b>Starting Amount</b>						<b>\$ 5,558,000</b>	<b>\$ 5,435,000</b>	<b>\$ 4,941,000</b>	<b>\$ 4,632,000</b>	<b>\$ 3,088,000</b>
YoloTD (10%)	-		\$ -			\$ 556,000	\$ 544,000	\$ 494,100	\$ 463,000	\$ 309,000
<b>Remaining Amount</b>						<b>\$ 5,002,000</b>	<b>\$ 4,891,000</b>	<b>\$ 4,447,000</b>	<b>\$ 4,169,000</b>	<b>\$ 2,779,000</b>
Place	Road Miles	Road Miles %	Population	Population %	% Average	Suballocations				
Davis	162	12%	67,057	30%	21%	\$ 1,053,000	\$ 1,029,000	\$ 935,943	\$ 877,000	\$ 585,000
Woodland	204	15%	61,227	28%	21%	\$ 1,064,000	\$ 1,041,000	\$ 946,198	\$ 887,000	\$ 591,000
West Sacramento	190	14%	54,163	24%	19%	\$ 959,000	\$ 938,000	\$ 852,611	\$ 799,000	\$ 533,000
Winters	33	2%	7,270	3%	3%	\$ 143,000	\$ 139,000	\$ 126,690	\$ 119,000	\$ 79,000
UC Davis / Unitrans	20	1%	8,229	4%	3%	\$ 129,000	\$ 127,000	\$ 115,052	\$ 108,000	\$ 72,000
Yolo County	752	55%	24,169	11%	33%	\$ 1,654,000	\$ 1,617,000	\$ 1,470,507	\$ 1,379,000	\$ 919,000
<b>Total</b>	<b>1,361</b>	<b>100%</b>	<b>222,115</b>	<b>100%</b>	<b>100%</b>	<b>\$ 5,558,000</b>	<b>\$ 5,435,000</b>	<b>\$ 4,941,100</b>	<b>\$ 4,632,000</b>	<b>\$ 3,088,000</b>

Given the wide range of suballocations and local agency resources required to obligate STIP funds, this option raised questions among TAC members that would need clarification to solidify their support. Below were the key issues clarified by SACOG based on YoloTD staff's follow-up conversation:

- While SACOG staff is waiting for confirmation from California Transportation Commission (CTC) staff on this, SACOG staff believe any unprogrammed county funds would remain available countywide for future programming.

- If confirmed by CTC staff, Yolo county local agencies could theoretically "bank" their "fair share assignment" of STIP funds.
- Mechanics: Agencies could defer this cycle and wait for the following cycle (or cycles) to apply to the SACOG Four-County STIP program for a larger STIP award to a project. Alternatively, they could apply for STIP funding in this year's cycle up to their "fair share assignment".
- This interpretation could result in more flexibility for Yolo county agencies to program STIP funds onto their projects than assumed to date within the competitive funding program framework. So, each agency could choose in what cycle to apply as unprogrammed STIP funding can carry over to future funding rounds.
- How agencies with smaller STIP "fair share assignments" could move forward doesn't change significantly. At least four options not involving SACOG fund swapping could be available:
  1. Continue to accumulate STIP funds over multiple cycles until enough funds accrue to submit a grant application.
  2. Partner with another agency on a project.
  3. Swap funds with another Yolo county agency (i.e. relinquish "fair share assignment" STIP funds in exchange for local funds")
  4. Voluntarily relinquish STIP funds to another agency

If STIP funding can be flexibly programmed within the broader competitive grant program context as described immediately above, YoloTD could continue to play the role of coordinating agency to track fair share assignments, STIP cycle deferrals, applications, and awards as SACOG will only track total Yolo county funds programmed.

SACOG staff made two *important* points:

1. STIP funding is very volatile. County allocations change from cycle-to-cycle, sometimes significantly. Thus, local agencies should not *expect* the same allocations each cycle. However, in theory, future cycle funding volatility should not affect unprogrammed funds from prior cycles.
2. SACOG emphasized an expectation to receive applications for competitive projects from this countywide coordinated effort. That means, projects that would meet a minimum threshold score consistent with STIP requirements and grant program guidelines. Local agency staff should familiarize themselves with the STIP and prior SACOG Maintenance and Modernization program guidelines, from which the Four-County STIP grant program is derived.

### **Next Steps**

As stated, the purpose of this process is to determine if YoloTD member agencies can coordinate a collectively beneficial approach to this relatively small funding source. TAC members agreed the resources required to prepare and submit competitive grant applications is substantial with considerable risk of not receiving funding. A coordinated approach to the SACOG STIP Funding Program could

provide greater funding certainty for Yolo county agencies while reducing scarce resources on preparing grant applications when only 2-3 projects would likely be funded.

Since YoloTD has no decision-making authority, staff present this item for informational purposes, feedback, and to facilitate discussion among YoloTD Board members to hopefully achieve better outcomes for our member agencies.

**FISCAL IMPACT:**

No direct fiscal impact to YoloTD.

**ATTACHMENTS:**

1. SACOG Four-County STIP Draft Guidelines
2. SACOG Regional Funding Draft Guidelines

**ATTACHMENT TO STAFF REPORT 4C**

**Technical Advisory Committee (TAC)**  
**Yolo County Transportation District** 350 Industrial Way,  
Woodland, CA 95776 --- (530) 661-0816

<b>Topic:</b> 2025 SACOG Four-County STIP Funding Program Coordination	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>4</b> <b>Action</b>
		<b>Attachments:</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
<b>Prepared By: Brian Abbanat</b>		<b>Meeting Date: February 18, 2025</b>

**RECOMMENDATION:**

1. Approve final suballocation calculator results
2. Approve Draft MOU Term Sheet

**BACKGROUND:**

This staff report builds upon prior staff reports from the July 2024, November 2024, December 2024, and January 2025 staff reports on this topic

**Summary of 1/21/2025 YoloTD TAC Meeting Discussion**

At the January 21<sup>st</sup> Transportation Advisory Committee (TAC) meeting, support appeared to emerge for the proportional suballocation calculator (calculator) approach. TAC members requested additional information on historical award amounts for each agency to provide a reference point for the calculator. YoloTD staff requested member agencies to provide their official centerline-miles data if it differs from those assumed in the calculator.

The draft Memorandum of Understanding (MOU) Term Sheet also appeared to be well-received with generally minor requests. YoloTD staff requested member agencies to review internally with their executive management and/or electeds, if appropriate, and provide requested revisions prior to the February 18, 2025 TAC meeting.

YoloTD staff also provided an overview of the process moving forward. A timeline was provided so member agencies understood the deadline to execute an MOU.

**Activity Since 1/21/2025 YoloTD TAC Meeting**

**Calculator:** YoloTD staff have continued to make refinements to the calculator since the last meeting. Specific accomplishments include:

- Contacting and receiving historical Regional Funding awards for Yolo county agencies. This data is now included as a new column in the calculator as a reference point.
- City of Woodland provided updated centerline-miles, which increased from 204 to 220 centerline-miles.
- City of West Sacramento provided updated centerline-miles which increased from 190 to 261 centerline-miles.
- After conversations with UC Davis, City of Davis, and Unitrans, UC Davis was removed from the calculator as they are not a part of the SACOG Metropolitan Planning Organization (MPO). The UC Davis resident population was also removed from the total countywide population since they would otherwise be assigned to Yolo County, who doesn't provide services for the UC Davis campus, which would have inequitably skewed



funding percentages toward Yolo County.

- Since removing UC Davis from the calculator, and the City of Davis preferred to not be grouped with Unitrans, was left without a representative centerline-miles / population metric and was moved into the YoloTD calculator section. They were assigned a suballocation proximate to their historical awards percentage of 6%, which was identical to the prior UC Davis / Unitrans calculator assumption.
- YoloTD’s “suballocation” was reduced from 10% to 8% to more closely align with Unitrans, which provides similar service levels and has a similar size fleet.
- SACOG’s Transportation Committee voted to approve a 10% regional set-aside for the Four-County STIP Funding program. That change is reflected in the calculator.

The table below illustrates the current output of the suballocation calculator:

Fair Share "Suballocation": Road Miles & Population (Equal Weight Scenario)								Amount
Four-County STIP Funding Program (Yolo County)								\$ 5,965,000
Amount After 10% Regional Set-Aside								\$ 5,369,000
Place	Centerline Miles	Centerline Miles %	Population*	Population %	% Average RM & Pop	Historical Award Avg	Suballocation %	Amount
YoloTD						11.5%	8.0%	\$ 483,000
Unitrans						5.8%	6.0%	\$ 376,000
Davis	162	11%	65,054	31%	21%	14.9%	18.4%	\$ 962,000
Woodland	220	15%	60,672	29%	22%	17.6%	19.2%	\$ 1,006,000
West Sacramento	261	18%	54,278	26%	22%	30.6%	19.1%	\$ 1,002,000
Winters	33	2%	7,587	4%	3%	1.2%	2.6%	\$ 135,000
Yolo County	752	53%	20,033	10%	31%	18.3%	26.8%	\$ 1,405,000
<b>Total</b>	<b>1,428</b>	<b>100%</b>	<b>207,624</b>	<b>100%</b>	<b>100%</b>	<b>99.9%</b>	<b>100.0%</b>	<b>\$ 5,369,000</b>

\*Population source: 2024 California Department of Finance. UC Davis population (14,042) subtracted from countywide total as UC Davis is not a SACOG member.

**Draft MOU Term Sheet:** Few comments / suggestions were provided by TAC members. Minor revisions are reflected below:

*General*

- Find and Replace: Road-miles with Centerline-miles

*General Provisions Section*

- Revision: “Member agencies must express intent to withdraw from the partnership in writing to YoloTD the sooner of the following:
  - At least 120 days prior to a SACOG Four-County STIP Funding Program cycle release
  - At least 30 days after SACOG has received STIP funding projections from the State”
- Added: “Assuming no SACOG revisions to future cycles of the Four-County STIP Funding Program, draft suballocations will be shared with member agencies 2 weeks after the State publishes the STIP 5-year estimates. Final suballocation limits will be shared within 1 week of SACOG Board adopting the funding estimate for the Four-County State Funding Program. If SACOG revisions are made draft and final suballocations will be shared as soon as possible”
- Added: Future amendments to this MOU shall require a 2/3 vote from authorized representatives of member agencies at a YoloTD TAC meeting and approved at a YoloTD Board meeting by a majority vote.
- Added: “Member agencies acknowledge that eligible non-member agencies (e.g. Caltrans District 3) may opt to apply for the Four-County STIP Funding program in future cycles at which point amendments to this MOU may be required.” (Refer to Follow-Up Activity Section)

### *Partnership Assumptions Section*

- Added: “Unitrans suballocation percentage is based on the historical percentage of SACOG Regional Funding awarded in the county. “
- Added: “YoloTD’s suballocation percentage is based on the difference between its historical percentage of SACOG Regional Funding awarded in the county and Unitrans suballocation percentage given similar service levels and fleet sizes.”
- Added: “Member agencies may partner with other member and/or non-member agencies including, the following:
  - Combining STIP suballocations for a single project
  - Partnering with non-member agencies on projects of mutual interest
  - Trading STIP funds for other funding types”

### *STIP Funding Section*

- Revision: “Unprogrammed suballocations are assumed to be retained by respective member agency and carryover to subsequent STIP cycles”
- Added: “No deadline is assumed for programming carryover funds for member agencies”
- Removed: “Member agencies may swap STIP fund suballocations for more flexible funding sources as mutually beneficial for both agencies” bullet as this is not addressed in the Partnership Assumptions section.

### **Follow-Up Activity:**

- YoloTD staff contacted the Capitol Corridor JPA staff who indicated they never pursue local funding of this type as a lead agency. Therefore, YoloTD staff do not believe they need to sign onto an MOU committing to bypassing the current and future Four-County STIP Funding Program cycles.
- YoloTD staff also had three conversations with Caltrans District 3 Planning and Project Delivery staff, both of which confirmed their intent to not pursue Four-County STIP Funding Program for this cycle. However, Caltrans could not commit to signing an MOU committing to bypass future Four-County STIP Funding Program cycles.

### **2/18/25 TAC Meeting Objectives**

The purpose of the February TAC meeting is to approve the suballocation calculator and Draft MOU Term Sheet in their current forms or with minor revisions.

### **Administrative Items**

#### **Deadline for Intent to Participate: 3/3/2025**

YoloTD has established 3/3/2025 as a deadline for written response regarding participating in the STIP partnership. This allows enough time:

1. To formalize the partnership via MOU prior to application deadlines, and
2. For member agencies to shift course if one or more decline to participate

*Member Agency Staff Action Item #1: YoloTD will need a written response from member agencies by 3/3/25 affirming or declining an intent to participate.*

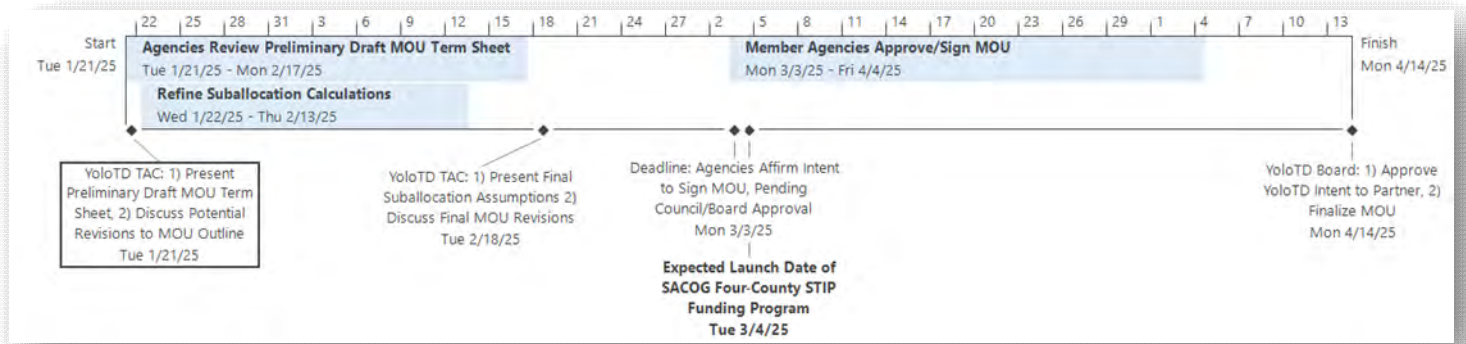
#### **Deadline for MOU Signatures: 4/4/2025**

YoloTD counsel has begun preparing a draft MOU reflecting the Four-County STIP Funding Program partnership. This will be ready for signatures shortly after March 3<sup>rd</sup>.

*Member Agency Staff Action item #2: Member agencies will need signatures from appropriate executives or elected bodies by April 4<sup>th</sup> for inclusion in the April 14<sup>th</sup> YoloTD Board Meeting packet, for which YoloTD’s Board will act on partnership participation.*

## Schedule

Below is a timeline illustrating the process progressing.



### Attachments:

1. Draft MOU Term Sheet

SACOG FOUR-COUNTY STIP FUNDING PROGRAM  
Yolo County Transportation District Member Agencies  
Partnership

Draft  
Memorandum of Understanding (MOU)  
Term Sheet: 2/18/25

**Purpose:**

The purpose of this interagency partnership is to strategically coordinate a collectively beneficial approach to the 2025 and future SACOG Four-County STIP Funding Program; a new Regional Funding Program which allocates for programming STIP Funding to each county on a population and centerline miles basis.

Through the partnership, Yolo County Transportation District (YoloTD) member agencies gain certainty in STIP funding availability for their agency for each STIP funding cycle, improving capital projects funding planning.

**General Provisions:**

- Member agencies join the partnership voluntarily
- MOU shall remain in effect until a member agency withdraws from the partnership
- Member agencies must express intent to withdraw from the partnership in writing to YoloTD the sooner of the following:
  - At least 120 days prior to a SACOG Four-County STIP Funding Program cycle release
  - At least 30 days after SACOG has received STIP funding projections from the State
- Assuming no SACOG revisions to future cycles of the Four-County STIP Funding Program, draft suballocations will be shared with member agencies 2 weeks after the State publishes the STIP 5-year estimates. Final suballocation limits will be shared within 1 week of SACOG Board adopting the funding estimate for the Four-County State Funding Program. If SACOG revisions are made draft and final suballocations will be shared as soon as possible
- This partnership does not apply to the STIP Regional Set-Aside Funding Program, its equivalent, or federal funding sources programmed in the Regional Funding Program
- Member agencies acknowledge that eligible non-member agencies (e.g. Caltrans District 3) may opt to apply for the Four-County STIP Funding program in future cycles at which point amendments to this MOU may be required.

- Future amendments to this MOU shall require a 2/3 vote from authorized representatives of member agencies at a YoloTD TAC meeting and approved at a YoloTD Board meeting by a majority vote.

## Definitions:

- “Carryover” refers to any unprogrammed suballocation funds for Yolo Transportation District member agencies.
- “Member Agencies” are defined as the Cities of Davis, West Sacramento, Winters, and Woodland, Unitrans, Yolo County, and the Yolo County Transportation District
- “STIP” refers to the State Transportation Improvement Program, the funding source of concern within this partnership
- “Suballocation” refers to a member agency’s theoretical fair-share amount of formula STIP funding allocated to Yolo county in each cycle.

## Partnership Assumptions

- Member agencies agree to utilize the equal-weighted population / centerline-miles calculator developed by YoloTD as the basis for determining each agency’s suballocation in any given STIP cycle.
- Unitrans suballocation percentage is based on the historical percentage of SACOG Regional Funding awarded in the county.
- YoloTD’s suballocation percentage is based on the difference between its historical percentage of SACOG Regional Funding awarded in the county and Unitrans suballocation percentage given similar service levels and fleet sizes.
- Member agencies agree to provide accurate population and eligible vehicle centerline-mile data as inputs into the calculator. The calculator will be updated with each STIP cycle.
- Member agencies acknowledge that suballocations are theoretical in basis and are not automatically programmed
- Member agencies commit to submitting STIP applications within their theoretical suballocation(s) as determined by the calculator for the duration of this agreement
- Member agencies may partner with other member and/or non-member agencies including, the following:
  - Combining STIP suballocations for a single project
  - Partnering with non-member agencies on projects of mutual interest
  - Trading STIP funds for other funding types

## Grant Applications:

- Grant applications shall be submitted by member agencies
- No limits are imposed on the number of grant applications submitted by a member agency. However, the total STIP funding request of all grant applications shall not exceed the suballocation available calculated for that agency (plus any carryover from prior rounds, if applicable).

- SACOG updates program guidelines each cycle and may establish minimum scoring thresholds for grant applications submitted by Yolo county agencies
- Member agencies commit to conducting pre-application consultations with SACOG staff to determine if proposed STIP projects would achieve the minimum scoring threshold scoring within the STIP competitive grant program framework.
- If a member agency does not conduct a SACOG pre-application consultation and the project does not meet the minimum scoring threshold and thus, not selected for funding, the funding will carry over to the next cycle.

### STIP Funding:

- Member agencies acknowledge STIP allocation assumptions vary from one cycle to another, and the partnership makes no guarantees regarding future funding availability
- Unprogrammed suballocations are assumed to be retained by respective member agency and carryover to subsequent STIP cycles
- No deadline is assumed for programming carryover funds for member agencies
- No guarantees are assumed regarding future State actions of unprogrammed STIP funds

### Roles & Responsibilities

#### Yolo TD

- Coordinate communication about the Four-County STIP Funding program among partners
- Assign suballocation calculations to member agencies upon known countywide STIP allocation for Yolo county
- Track across STIP cycles:
  - Grant applications submitted
  - Funding Awards
  - Suballocation carryovers
  - Funding swaps between member agencies
  - Other administrative tasks as needed

#### Member Agencies

- Commit to approach the SACOG Four-County STIP Funding Program consistent with this MOU
- Determine whether to submit grant application in any given STIP cycle, project selection, and grant request amount
- Notify YoloTD of intent to submit application(s) in any cycle, and relevant project information for tracking and monitoring purposes



**COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**  
**350 Industrial Way, Woodland, CA 95776 (530) 661-0816**

<b>Topic:</b> Amendment to the Personnel Rules & Regulations Regarding Outside Employment	<b>Agenda Item#:</b>	<h1>4d</h1>
	<b>Agenda Type:</b>	<b>Action</b> Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Prepared By: Chas Ann Fadrigio</b>		<b>Meeting Date: March 10, 2025</b>

**STAFF RECOMMENDATION:**

Approve the amendment to the Personnel Rules & Regulations regarding outside employment.

**BACKGROUND:**

The District recognizes that employees may seek outside employment. The proposed policy amendment ensures that such employment does not create conflicts of interest, interfere with job performance, or misuse District resources. Employees must obtain prior approval before engaging in outside work.

**DISCUSSION & ANALYSIS:**

The amendment clarifies expectations, defines prohibited conduct, and establishes a transparent approval process. It helps prevent conflicts of interest, ensures employees remain focused on District responsibilities, and protects the agency’s integrity. The policy outlines an appeal process and reinforces accountability measures.

The proposed changes to the Personnel Rules & Regulations include the following additions to **Chapter 3. Employee Conduct:**

**Outside Employment**

Employees may wish to engage in outside employment, including part-time (W-2), contracted (1099), self-employment, virtual, or telework arrangements. Employees must obtain prior approval before engaging in any outside employment to ensure it does not create a conflict of interest or interfere with their responsibilities at the District.

**Approval Process**

1. Employees must complete the YoloTD Outside Employment Request Form and submit it to their Department manager for review and approval.
2. The Department manager will review the request, considering potential conflicts of interest and the impact on job performance. Employees will be notified of the decision within 15

working days. If the request is denied, the employee must choose between continuing employment with the District or the outside employment.

3. If an employee is already engaged in outside employment, they must submit the form within 30 days of this policy's effective date (Proposed to the YoloTD Board for approval on March 10, 2025).
4. Employees must submit an updated request if their outside employment changes or they accept a new position or work assignment.

### **Restrictions and Prohibited Conduct**

Outside employment may be restricted, and employees may face disciplinary action, including termination, if:

1. Employees use District time, facilities, equipment, supplies, vehicles, tools, credentials (excluding driver's license), or their position for personal gain.
2. Employees receive payment from an outside entity for work that overlaps with their District duties.
3. Employment creates a conflict of interest, such as involvement in regulatory oversight or enforcement related to another District employee or program.
4. Their outside work negatively affects their District performance, including excessive absenteeism, tardiness, or distractions during District hours.
5. They misuse confidential District information that is not available to the public.
6. They imply District endorsement of their outside employment or use their position to benefit a private employer in dealings with the District.

### **Outside Employment Conflicts of Interest**

Employees who hold ownership, leadership, or employment roles in entities doing business with the District must recuse themselves from any involvement in procurement, contract negotiations, or performance monitoring related to those entities.

### **Appeal Process**

If an outside employment request is denied, the employee may submit a written appeal to the YoloTD Executive Director within 10 days. The YoloTD Executive Director will review the appeal and make a recommendation to the Department manager, whose decision is final.

The YoloTD Executive Director may review approvals or denials at their discretion.

The Outside Employment Request Form is available from Finance & Administration and must be maintained in the employee's personnel file after approval.

## **BUDGET IMPACT:**

None.

### **Attachments:**

- A. YoloTD Personnel Rules & Regulations – Proposed Amendment with redline.
- B. YoloTD Outside Employment Request Form

**Yolo County Transportation District**  
**(YoloTD)**  
**Personnel Rules and Regulations**

Proposed Amendment ed March 10, 2025 ~~September 9, 2024~~

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# CHAPTER 1. GENERAL

## **Purpose**

The purpose of these rules and regulations shall be to define and set forth in detail the obligations, rights, privileges, benefits, and requirements which are placed upon all employees in the service of the Yolo County Transportation District (District) and to ensure similar treatment for all applicants and employees.

## **Personnel Rules and Regulations: Adoption**

The Board of Directors shall adopt or amend the Personnel Rules and Regulations for the governance of the human resources system.

## **Personnel Rules and Regulations: Authority**

The Personnel Rules and Regulations are intended to comply with all applicable state and federal laws. If a policy or procedure fails, through change in law, to comply with the applicable state and/or federal law, the applicable law shall apply.

## **Personnel Rules and Regulations: Amendments**

The Executive Director, in the interest of good and efficient business practices and to comply with changes in law or statute, shall be responsible for periodic review of the Personnel Rules and Regulations and for developing and submitting to the Board of Directors recommendations for revisions, amendments, or deletions of policies and procedures as warranted.

Employees are encouraged to submit to the Executive Director written suggestions for revisions or amendments to the Personnel Rules and Regulations.

## **Human Resources System**

The employment practices of the District shall be based upon principles that provide for fairness and equity and that facilitate the efficient and economical delivery of services to the public.

## **Executive Director: Authority**

The Executive Director shall be responsible for the administration of the human resources system. The position and authorities of the Executive Director may be incorporated into another position by order of the Executive Director.

## **Executive Director: Duties**

The Executive Director shall establish the methods and procedures necessary for the proper functioning of the human resources system. The Executive Director shall propose, promulgate, and administer personnel rules and regulations for the governance of the human resources system, shall ensure that they address the terms and conditions of employment and remain consistent with applicable state and federal employment laws and statutes, and shall maintain such records as are necessary for the effective administration of the human resources system.

The Executive Director shall provide such personnel services and assistance to employees as will contribute to the efficient conduct of the District's business. Such assistance shall include conducting personnel investigations, acting as a neutral, third-party hearing officer or mediator, and mentoring.

## **Governance**

In accepting employment with the District, each employee agrees to be governed by and to comply with these Personnel Rules and Regulations.

## **Severability**

If any chapter, section, sentence, clause or phrase of these rules and regulations is found to be illegal by a court of competent jurisdiction, such findings shall not affect the validity of the remaining portion of these rules and regulations.

## Chapter 2. Definitions

For the purposes of the Personnel Rules and Regulations, unless otherwise apparent from the common meaning within the context of the usage of the word, the following definitions for certain words and phrases shall be as follows:

**Administratively Directed Leave** shall be a forced paid leave directed by the Executive Director in circumstances where having the employee at the workplace would be unduly disruptive, would impede an investigation, or would subject the employee and/or others at the worksite to the potential for harm.

**Executive Director** shall be the person designated to make or revoke an appointment to any position for the District.

**At-Will** shall mean an employment relationship of indefinite duration that can be terminated by either the employer or the employee at any time with or without cause.

**Authorized Position Resolution** shall mean a staffing structure adopted by the Board of Directors setting forth the number of positions authorized in classifications for the District.

**Classification (Class)** shall mean the title assigned to a position of employment that has been delineated by assigned duties, authority, responsibility, and work environment.

**Classification Series (Class Series)** shall mean the grouping of similar classifications from the lowest to the highest level of supervision where there is a natural progression between the classifications because of the inclusion of the lowest classification in the qualifications for the highest classification.

**Continuous Employment/Service** shall mean the period of employment beginning with the most recent date of hire into a regular District position during which time the employee has been employed without a break or interruption. Military leaves, authorized leaves of absence (whether with or without pay), and furloughs shall not be construed as breaks in employment/service. An employee who separates employment and is subsequently rehired shall begin a new period of continuous employment/service.

**Days** shall mean calendar days unless otherwise stated.

**Demotion** shall mean a voluntary or involuntary change of employment in a given classification to employment in a different classification with a lower salary scale.

**Extra Help** shall mean employment in an approved classification intended to be less than year-round to cover seasonal peak workloads, emergency or other work loads of limited duration, necessary vacation and sick leave relief, and other situations involving fluctuating staffing. Extra Help shall apply both to the employment and to the person. Extra Help employees shall not be eligible for holidays, vacations, dental, vision or other benefits except as required by law. Extra Help employees may be used where no authorized position exists, but where funding exists to cover the cost.

Employees hired as Extra Help can serve continuously or intermittently so long as needed to cover workload, but in no case may the employee work 1,000 hours or more in a fiscal year or 1,400 hours in a calendar year.

**Fiscal Year** shall mean the period from and including July 1st of every year through and including June 30th of the following year.

**Furlough** shall mean a temporary period of unpaid time off from employment intended to reduce costs or avoid layoff.

**Interim Appointment** shall mean

**Limited Term Appointment** shall mean an appointment to District service that is limited to the term for which the authorized position exists or for which the position is funded; however, Limited Term employees serve at the pleasure of the Executive Director and may be released at any time with or without cause. Except as set forth in these rules or otherwise prescribed, all Limited Term employees shall be subject to the same terms and conditions of employment which apply to permanent employees. A permanent employee appointed to a limited term position shall have the right to return to their former position when the limited term position ends. This right of return shall not apply to a permanent employee appointed to a limited term position outside of their department.

**Limited Term Position** shall mean an authorized position established and funded for a limited duration.

**Management Positions** shall be the Executive Director and Deputy Director positions.

**Non-management Positions** shall be all positions at the District except for the Executive Director and Deputy Director positions.

**Pay Period** shall mean a two-week period which begins at 12:01 a.m. on Sunday morning and ends at 12:00 a.m. (midnight) on the second Saturday following except where 12:00 a.m. falls within a shift in which case the time of the beginning and ending of the pay period shall be adjusted accordingly.

**Pay Period Schedule** shall mean the annual calendar of twenty-six pay periods.

**Promotion** shall mean a change of employment from a given classification to a different classification with a higher salary scale or greater opportunities for career advancement.

**Reallocation** shall mean the change of an authorized position to a higher or lower classification based upon substantial changes in the kind, difficulty, or scope of duties.

**Reclassification** shall mean the assignment of an incumbent to a higher or lower classification based upon substantial changes in the kind, difficulty, or responsibility of duties performed in such position.

**Regular Position** shall mean an authorized position, either full-time or part-time, established on a recurrent year-round basis.

**Full-time** shall mean work on a schedule which is the equivalent of eighty hours per pay period.

**Part-time** shall mean work on a schedule which is greater than or equal to forty hours per pay period and less than eighty hours per pay period.

**Regular Employee** shall mean an employee hired into regular, permanent position. **Salary Anniversary**

**Date** shall mean the date that a salary scale increase may be due.

**Service Date** shall mean the hire date marking the beginning of the employee's most recent continuous regular employment with the District.

**Supervisor** shall mean any individual having the responsibility to direct other employees, or to adjust their grievances, or to authoritatively participate in the hire, transfer, promotion, assignment, reward, or minor discipline of those employees where the exercise of that authority is not of a merely routine or clerical nature but requires the use of independent judgment.

**Supervisory Position** shall mean a position, the assigned duties of which include the supervision of a work unit. A supervisory position shall normally be responsible for assigning, reviewing, and evaluating the



work of at least one employee in a subordinate reporting relationship as defined by organizational structure or classification.

**Transfer** shall mean a change of employment from one position to a different position of the same classification in the same or a different department.

**Year** shall mean the fiscal year unless otherwise specified.

**Y-rate** shall mean a compensation amount that is different from the normal compensation amount for the class.

## **CHAPTER 3. EMPLOYEE CONDUCT**

### **Responsibility**

Each District employee shall be responsible for treating their position as a public trust and for setting a good example of respectful public service. Each District employee shall be responsible for exhibiting personal conduct and ethical behavior that demonstrates commitment to the public welfare of the residents of the District and that reflects positively on the reputation of the District as an organization.

### **Accountability**

Each District employee shall be held accountable for the following:

1. Conducting official duties in a respectful, professional, and courteous manner.
2. Avoiding granting any special consideration, treatment, or advantage to any person beyond that which is available to every other person in similar circumstances.
3. Protecting confidential information and not accessing it unless required to do so to accomplish assigned responsibilities or disclosing it (or assisting in disclosing it) to those for whom it is not intended without a lawful order or directive.
4. Avoiding actual conflicts of interests and, to the extent possible, the appearance of conflicts of interest. Employees are strictly prohibited from using personal credit cards or other personal payment methods for District-related purchases. Receiving any form of personal gain, such as points, miles, or rewards from these transactions, is considered a conflict of interest and may result in disciplinary action.
5. Declining gifts, incentives, or other remuneration for the work for which the employee is being paid by the District. Employees are expected to ensure that they are compensated solely by the District for their work, without any additional benefits from a third party.
6. Using District resources only on behalf of the District.
7. Upholding and adhering to all federal, state, and local laws, ordinances and regulations. Reporting known or suspected improper governmental activities.

### **Workplace Civility**

The District is committed to ensuring that employees are provided with a healthy environment in which to work and are treated with respect and dignity. In keeping with this commitment, the District shall provide an environment that encourages productivity and creativity and that is free from unwarranted hostility or offensive behaviors.

Each employee shares responsibility for ensuring civility in our District, and shall be responsible for:

1. Addressing every person in a professional, courteous manner.
2. Modeling respectful behaviors and will encourage respectful behavior in others.
3. Fostering an inclusive work environment by recognizing and honoring individual differences and qualities.
4. Advocating for and promoting a positive, ethical working environment.

### **Political Activities**

Each District employee, while on District paid time (except for vacation or other authorized leave time) or while acting in the capacity of a District employee or while in uniform, shall refrain from the following:

1. Engaging in political activities
2. Using District offices, workstations, property, and/or communication systems for political purposes
3. Promoting the passage or defeat of any ballot measure
4. Displaying buttons, written materials, placards, or the like promoting a particular political candidate or ballot measure
5. Wearing clothing promoting a particular political candidate or position on a ballot measure

Nothing in these directives shall be interpreted to restrict the political activities of District employees conducted during the hours that they are off duty and/or are not acting in their employment capacity

and/or are not in uniform nor shall it extend to political displays on private vehicles. [See also California Government Code Section 3201-3209]

**Confidentiality and Application of the Health Insurance Portability and Accountability Act (HIPAA)**

Employees determined to engage in activities covered by HIPAA are bound by District policy and the federally mandated confidentiality and reporting requirements of the Health Insurance Portability and Accountability Act (HIPAA) enacted in 1996. This Act protects the privacy of personal health information and/or other information deemed sensitive, privileged, or confidential by law, statute, or policy applicable to individual departments. District employees are expected to share information gained through their employment only on a need-to-know basis and are held accountable to treat the information regarding others with the highest regard for privacy and integrity.

District employees will be trained on the requirements of HIPAA and other applicable laws or statutes and may be required to sign confidentiality statements as part of their District or departmental responsibilities.

**Conflict of Interest Code (Statement of Economic Interests)**

People serving in the following positions may participate in decisions that may foreseeably have a material effect on any financial interest, and in accordance with the Fair Political Practices Act (Section 18730 of title 2 of the California Code of Regulations), shall file a statement of economic interests with the Executive Assistant:

1. Executive Director
2. Deputy Directors
3. YoloTD Board Members

These specified persons shall file their statements upon assuming office, and annually thereafter, in a format authorized by the California Fair Political Practices Commission (FPPC), and according to the filing time frames provided by the FPPC.

**Disclosure Category One:** For the purposes of this Conflict-of-Interest Code, District has established one Disclosure Category, which shall be known as Disclosure Category 1. People in this category shall disclose:

- (a) All investments and business positions in business entities and income from any source which provides services to District, or which have submitted or are preparing to submit bids or proposals to provide services to District.
- (b) All investments in real property or businesses located within Yolo County or within one mile of the service area of District transportation services.

**Failure to File:** The failure of an employee to file the required statement of economic interests within the prescribed time frames may subject the employee to monetary fines imposed by the Fair Political Practices Commission (FPPC). Any fines ordered by the FPPC due to an employee's failure to file required statements in a timely manner are the sole responsibility of the employee.

**Prohibition on Use of Personal Payment Methods:**

Employees and officials listed above are prohibited from using personal credit cards or other personal payment methods for District expenses. Such actions may result in personal gain, including but not limited to points, rewards, or rebates, which constitutes a potential conflict of interest. All District-related financial transactions must be conducted using District-approved payment methods. Any potential personal financial benefits arising from the use of personal payment methods must be disclosed and avoided.

## Outside Employment

-Employees may wish to engage in outside employment, including part-time (W-2), contracted (1099), self-employment, virtual, or telework arrangements. Employees must obtain prior approval before engaging in any outside employment to ensure it does not create a conflict of interest or interfere with their responsibilities at the District.

## Approval Process

1. Employees must complete the YoloTD Outside Employment Request Form and submit it to their Department manager for review and approval.
2. The Department manager (or designee) will review the request, considering potential conflicts of interest and the impact on job performance. Employees will be notified of the decision within 15 working days. If the request is denied, the employee must choose between continuing employment with the District or the outside employment.
3. If an employee is already engaged in outside employment, they must submit the form within 30 days of this policy's effective date (Proposed to the YoloTD Board for approval on March 10, 2025).
4. Employees must submit an updated request if their outside employment changes or they accept a new position or work assignment.

## Restrictions and Prohibited Conduct

Outside employment may be restricted, and employees may face disciplinary action, including termination, if:

1. Employees use District time, facilities, equipment, supplies, vehicles, tools, credentials (excluding driver's license), or their position for personal gain.
2. Employees receive payment from an outside entity for work that overlaps with their District duties.
3. Employment creates a conflict of interest, such as involvement in regulatory oversight or enforcement related to another District employee or program.
4. Their outside work negatively affects their District performance, including excessive absenteeism, tardiness, or distractions during District hours.
5. They misuse confidential District information that is not available to the public.
6. They imply District endorsement of their outside employment or use their position to benefit a private employer in dealings with the District.

## Outside Employment Conflicts of Interest

Employees who hold ownership, leadership, or employment roles in entities doing business with the District must recuse themselves from any involvement in procurement, contract negotiations, or performance monitoring related to those entities.

## Appeal Process

If an outside employment request is denied, the employee may submit a written appeal to the YoloTD Executive Director within 10 days. The YoloTD Executive Director will review the appeal and make a recommendation to the Department manager, whose decision is final.

The YoloTD Executive Director may review all approvals or denials at their discretion.

The Outside Employment Request Form is available from Finance & Administration and must be maintained in the employee's personnel file after approval.

## **CHAPTER 4. CLASSIFICATION, POSITIONS AND SALARY**

### **Administration of Classification System**

The Board of Directors shall adopt, and may from time to time amend, a classification system which shall set forth a classification title and specific written description for every position that is to be a part of District service. Every position in District service shall be allocated to the appropriate classification.

### **Classification Specifications**

The specific written description for positions in District service shall include, but not be limited to, the following:

1. Duties, responsibilities, authority and working conditions of the position;
2. Education and experience requirements for applicants entering the classification;
3. Job-related knowledge, skills and abilities required of incumbents;
4. Level of supervision received and exercised; and

Levels of supervision shall be defined as follows:

1. Trainee – Incumbents receive close and frequent supervision; employment in a trainee classification shall be limited, with a requirement that incumbents shall meet the minimum performance standards required to promote to the next level in the classification series or be terminated.
2. Entry level – Incumbents receive direct supervision. Some prior preparation to perform the work required of the classification is often required, however, the minimum education and experience requirements for a newly-hired individual are typically more generalized so that a wide range of education and experience is qualifying. Incumbents do not perform the more complex and consequential duties at this level.
3. Journey level – Incumbents receive general supervision, and are expected to perform the full range of duties required of the classification.
4. Advanced journey level/Lead worker – Incumbents receive occasional supervision, are expected to provide training and guidance to less experienced staff, serve as subject matter experts, and perform complex and consequential duties.
5. Supervisor – Individuals at this level provide direct supervision of at least one employee.
6. Manager – Individuals organize, direct and control programs or work units and are accountable for operational effectiveness. Individuals at the manager level may or may not supervise.
7. Deputy Director – Individuals are responsible in the absence of the Director and have direct responsibility for the coordination and operation of a large, diverse organizational unit or a complex specialized program.

The title of the classification to which any position is allocated shall be used in all official personnel transactions and personnel records of the District; provided, however, the use of classification titles shall not preclude the deputizing of employees.

The Executive Director is authorized to revise existing classification specifications in instances that do not involve changes to the classification title or salary. New classifications or changes to existing classification specifications involving classification title or salary shall be adopted by the Board of Directors upon the recommendation of the Executive Director.

Classification specifications shall be interpreted as descriptive and explanatory of characteristic duties and responsibilities of positions in a classification and are not restrictive. They shall not be construed as limiting the performance of related duties and responsibilities nor shall they limit or modify the authority of the Executive Director or the Board of Directors to assign related duties and to direct and control the work of employees in District service.

### **Employee Request for Classification Review**

Any employee may petition the Executive Director for a classification review of their position. Such petitions shall be submitted in writing and shall be accompanied by a completed Position Classification Form. No employee may request a classification review more often than once every other year.

The Executive Director shall, within thirty calendar days after receiving the petition, notify the employee if the request for classification review is approved. However, a classification review shall only be conducted for the position as soon as resources allow.

#### **Administration of Authorized Position Resolution**

The Board of Directors shall adopt, and may from time to time amend, an Authorized Position Resolution, which shall set forth the classification and number of full-time equivalent positions. The types of authorized positions shall include:

1. Regular Full-time
2. Regular Part-time
3. At-Will
4. Limited Term

Amendments or revisions to the Authorized Position Resolution shall be recommended by the Executive Director.

A Limited Term position shall be created and limited to the term of the assignment or the duration for which the position is initially funded, not to exceed two years.

No person shall be employed or appointed to any regular position in excess of the number of full time equivalent (FTE) positions set forth in the Authorized Position Resolution; except, however, that an authorized position may be double-filled for a period of time not exceeding three months for the express purpose of succession planning where an incumbent is leaving/retiring and their replacement needs the benefit of their expertise.

Authorized positions may be filled by employees with classification titles matching the classification title of the authorized position, and an appointment to an authorized position may be made from any lower level and lower paid classification within the classification series or a related classification series having similar duties and the same or a lower pay rate.

#### **Administration of Authorized Salary Resolution**

The Board of Directors shall adopt, and may from time to time amend, the salary resolution which shall identify for each classification the salary, monthly rate, hourly rate or flat-rate pay and the Fair Labor Standards Act exempt designation.

Amendments or revisions to the salary resolution shall be recommended by the Executive Director. Salary recommendations for a proposed new classification or for an existing classification shall be the responsibility of the Executive Director.

The annual salary for a given classification shall be calculated by multiplying the monthly salary by twelve months. The hourly pay rate for a given classification shall be calculated by dividing the annual salary by 2,080 full-time hours. The salary per pay period shall be calculated by dividing the annual salary by twenty-six pay periods.

The salary for part-time positions shall be an amount proportionate to the full-time position, pro-rated by the number of hours of the employee's regular, part-time work schedule.

Extra Help employees shall be paid an hourly rate and shall be paid only for actual time worked.

#### **Salary Studies**

The Executive Director, on their own initiative, or upon the request of the Board of Directors, may conduct salary studies in order that the standing of District salaries in relation to the labor market may be assessed.

Benchmark agencies may be selected based on one or more of the following criteria:

1. Similar population/budget size;

2. Geographically contiguous to the District; and
3. Shared labor market with the District.

The following additional criteria may be applied in the selection of benchmark agencies:

1. The agency range of functions are generally similar to the District so that positions similar in scope, responsibility and job content are likely to be found;
2. Governance, demographic and economic factors, and management challenges faced by agencies are similar to those faced by the District;
3. The agency is representative of the District's relevant labor market for recruitment and retention purposes for a job or category of jobs; and
4. Selected agencies may be direct competitors to which we lose or from which we attract applicants, or indirectly reflect the geographical area out of which the District must advertise to attract applicants.

Salary data shall be collected and matched at the high end of the salary scale attainable by all employees in the classification. Data shall be analyzed by utilizing the median of the salary for all matches, and a comparison shall be made to the District salary to determine its position relative to the market. Salary surveys may be expanded at the District's discretion to include other indices of compensation (e.g. Total Compensation Survey).

#### **Administrative Review for Classification, Position or Salary Changes**

The Executive Director, on their own initiative, or upon the request of the Board of Directors, may utilize an administrative review process to evaluate requests for classification, position and/or salary changes.

Classification, position and/or salary actions include, but are not limited to:

1. Adopting a new classification
2. Approving a title change
3. Abolishing an existing classification
4. Reclassifying an incumbent employee
5. Reallocating an existing authorized position
6. Deleting an authorized position
7. Adding a new authorized position
8. Amending a salary scale
9. Approving a salary differential by classification or position

## **CHAPTER 5. EQUAL EMPLOYMENT OPPORTUNITY**

### **General**

The District is committed to ensuring that all qualified individuals have a full and fair opportunity to compete for hiring and promotion, and to enjoy the benefits of employment with the District. All employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, gender, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal and state laws. Employment opportunities include, but are not limited to, recruitment, testing, selection, transfer, promotion, compensation, benefits, layoff, leave of absence, and training. The District believes that regular review and reporting of equal opportunity and developing a proactive and innovative action plan to address underrepresentation will create an organization that achieves excellence and embraces diversity.

### **Equal Employment Opportunity Plan**

The District shall establish and administer an Equal Employment Opportunity Plan that defines the procedures by which the District will ensure that selection, hiring, and advancement of District employees is accomplished on the basis of individual merit and demonstrated abilities without regard to race, color, religion, gender, national origin, political affiliation, age as defined by law, disability, sexual orientation or other artificial factors in compliance with Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972) and any subsequent amendments, or any other statute which provides a remedy for discrimination in employment applicable to public employees.

The provisions of this Chapter together with the District Equal Employment Opportunity and Harassment Policy and Procedure, and the current EEO Analysis and Action Plan, shall constitute the complete District of Yolo Equal Employment Opportunity Plan (EEOP).

### **Applicability**

The provisions of the District's EEOP are applicable to full-time, part-time and Extra Help hiring and employment. The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on District premises who are employed by temporary agencies, and any other persons or firms doing business for or with the District.

### **Implementation and Dissemination of Equal Employment Opportunity Plan (EEOP)**

The Executive Director serves as the District's Equal Employment Opportunity Officer and, in addition to the responsibilities outlined in the District Equal Employment Opportunity and Harassment Policy and Procedure, shall be responsible for day-to-day implementation of the District EEOP; reviewing and reporting on the diversity of applicants and employees; implementing action plans to correct areas of underrepresentation; directing regular and proactive outreach and marketing efforts to promote and ensure diversity in the organization; providing regular training to employees on the equal employment opportunity plan including the District's harassment policy; complying with DFEH and EEOC requirements; filing the EEO-4 report biennially as required by the U.S. Equal Employment Opportunity Commission; and informing and educating employees, applicants, and the public about the District's EEOP.

Every employee at every level of the organization shall be responsible and held accountable for supporting a work environment that embraces diversity, is supportive of equal employment opportunities, and is free from any form of discrimination or harassment. Employees are responsible for reading and understanding District policies and procedures that prohibit discrimination and harassment, and for attending related District-sponsored training.

Management and supervisory personnel shall share responsibility for ensuring full and equal treatment in all departmental employment decisions in accordance with the requirements of the EEOP.

The full EEOP shall also be always available on the District website to view, print and/or download.



The EEOP (including subsequent revisions) shall be distributed as follows:

1. The complete document shall be posted on the District internet site;
2. Employees, members of the public and any other interested party may obtain a paper or electronic copy by contacting the District directly; and
3. An e-mail message shall be sent to District employees on an annual basis with a reminder that the full EEOP is available for review on the District website.

Hardcopies shall be distributed to employee who do not have District e-mail and a copy shall be provided to new employees during new hire orientation.

Records relating to the District's Equal Employment Opportunity Plan shall be kept for a period of at least three years.

### **District Practices in Support of Equal Employment Opportunity**

The District conducts outreach and targeted recruitment efforts to create a pool of individuals with varied backgrounds who can contribute and effectively serve a diverse community. Recruitment, testing, and selection rules are enforced with equal employment and diversity as the primary goals.

The personnel rules and practices implemented by the District to carry out its commitment to equal employment include:

1. Displaying posters regarding equal employment opportunity in areas highly visible to employees;
2. Reviewing job classifications on a regular and ongoing basis to ensure there are no arbitrary barriers to equal employment and sufficient opportunity for entry-level employment;
3. Reviewing recruitment rules and procedures on a regular and ongoing basis to identify and eliminate barriers to equal employment;
4. Maintaining an "interest card" and "Application-on-File" system where potential applicants can receive an e-mail alert and apply online when the District begins accepting applications for the position they've identified;
5. Analyzing applicant flow data to assist in determining effective targeted recruitment strategies to attract a candidate pool that is reflective of the diversity of the District population;
6. Ensuring that selection examinations are valid, job-related and non-discriminatory; and
7. Training individuals involved in the recruitment, testing and/or selection of personnel on the requirements of equal employment opportunity law, the requirements of federal and state nondiscrimination laws, and the requirements of the District's EEOP.

### **Policy**

Discrimination and harassment against any individual because of such individual's race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin, ancestry, disability, medical condition, genetic information, marital status, age, or sexual orientation is prohibited. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Retaliation against any person having made a complaint of discrimination or charge of harassment is prohibited. Employees found to be retaliating against another employee, or otherwise violating this policy, shall be subjected to disciplinary action up to and including termination.

The right of a person to a prompt and equitable resolution of a complaint made under this procedure shall not be impaired by the person's pursuit of other administrative remedies such as the filing of a complaint with the appropriate federal agency.

### **Definitions**

**Sexual Harassment** shall mean unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**Disability** shall mean 1) a physical or mental impairment that limits one or more major life activities; or 2) having a record of such an impairment; or 3) being regarded as having such impairment.

### **Physical or Mental Impairments**

Physical or mental impairments include, but are not limited to, vision, speech and hearing impairments; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; heart disease; nervous conditions; cancer; asthma; Hepatitis B; HIV/AIDS; and drug addiction if the addict has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs.

### **Limitation of Major Life Activities**

An individual is disabled if he or she has a physical or mental impairment that (a) renders him or her unable to perform a major life activity or that (b) limits the condition, manner or duration under which he or she can perform a particular major life activity in comparison to other people.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

In determining whether a physical or mental impairment limits the condition, manner or duration under which an individual can perform a particular major life activity the following factors shall be considered:

1. The nature and severity of the impairment;
2. The duration or expected duration of the impairment; and
3. The permanent or long-term impact (or expected impact) resulting from the impairment

In determining whether a physical or mental impairment limits an individual with respect to the major life activity of "working" the following factors should be considered:

1. The geographical area to which the individual has reasonable access; and
2. The job from which the individual has been disqualified because of an impairment and the number and types of jobs within that geographical area utilizing similar training, knowledge, skills, or abilities from which the individual is also disqualified because of the impairment.

### **Having a Record of Impairment**

An individual is disabled if he or she has a history of having an impairment that limits the performance of a major life activity; or has been diagnosed as having such impairment.

### **Regarded as Having a Disability**

An individual is disabled if he or she is treated or is perceived as having an impairment that limits a major life activity (although no such impairment may exist).

**Qualified Individual with a Disability** is a person who 1) satisfies the job-related requirements of the position, and 2) can perform the essential functions of the position despite their disability, or 3) with reasonable accommodation can perform the essential functions of the job.

### **Satisfies Job-Related Requirements**

Satisfying the job-related requirements of the position means that the disabled individual possesses the appropriate educational background, employment experience, skills, and license required for the position.

### **Essential Functions**

Essential functions are the fundamental duties of a position. (Marginal or peripheral functions of a position are not considered essential).

A function may be essential because:

1. The reason the position exists is to perform that function;
2. Of the limited number of employees available among who the performance of that job function can be distributed; and
3. Is highly specialized and requires specific expertise or skill to perform.

The following factors will be considered in determining whether a function is essential:

1. The District's judgment as to which functions are essential;
2. Written job descriptions;
3. The amount of time spent on the job performing the function;
4. The consequences of not performing the function;
5. The terms of a collective bargaining agreement; and
6. The work experience of past and present incumbent in the position.

**Reasonable Accommodation** is any change in the work environment or in the way things are customarily done that enables a disabled individual to enjoy equal employment opportunities. A reasonable accommodation may mean modifications or adjustments to a job application process to enable an individual with a disability to be considered for the position and/or the work environment in which a position is performed so that a disabled person can perform the essential functions of the position.

A reasonable accommodation includes making existing facilities and equipment used by employees readily accessible to and usable by individuals with disabilities.

A reasonable accommodation applies to:

1. All employment decisions;
2. The job application process and District provided services;
3. Facilities provided by the agency to all employees and the public;
4. Only known disabilities.

Reasonable accommodation is not required if:

It eliminates essential functions of a position (and the agency cannot reasonably accommodate)  
Adjustments or modifications requested are primarily for the benefit of the disabled individual

The agency will not be expected to provide an accommodation that imposes an undue hardship on the operation of the District's business.

Undue Hardship means significant difficulty or expense incurred in providing the reasonable accommodation. Undue hardship includes, but is not limited to, financial difficulty. Undue hardship refers to any accommodation that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of the operation of the business.

Whether a particular accommodation will impose an undue hardship is determined on a case-by-case basis. The following factors will be considered in determining whether an accommodation would create an undue hardship:

1. The nature and cost of the reasonable accommodation;
2. The financial resources of the District;
3. The number of employees; and
4. The type of operations of the District, including the composition and functions of its work force.

When determining the appropriate accommodation, if a qualified individual with a disability requests the provision of a reasonable accommodation, the District will informally discuss with the individual the

limitations resulting from the disability and the potential reasonable accommodations that could overcome those limitations.

The reasonable accommodation process will generally involve five steps:

1. First, the District must analyze the job duty at issue and re-affirm its purpose and essential function.
2. Second, the District should consult with the disabled person to find out the job-related limitation imposed by the individual's disability.
3. Third, the District will consult with the disabled individual to identify potential reasonable accommodations if they exist.
4. Fourth, the District will assess each potential reasonable accommodation to determine if the individual can perform the essential functions of the job.
5. Finally, the District will consider and implement the best reasonable accommodation that is most appropriate for both the employee and the District.

### **Discrimination**

For purposes of this Policy, discrimination shall mean:

1. To limit or classify a job applicant, employee or individual in a way that may adversely affect opportunities or standing because of that person's protected status;
2. To participate in a contract which could subject an applicant, employee or protected individual to discrimination;
3. To use any standards, criteria or method of administration which could have the effect of discriminating on the basis of a protected class;
4. To deny equal jobs or benefits because of a protected class;
5. To fail to make reasonable accommodations to known disabilities unless it can be shown that the reasonable accommodation would impose an undue hardship;
6. To use selection criteria which excludes protected persons unless the criteria is job-related and consistent with business necessity; and
7. To fail to use employment tests in a manner that ensures that the test results accurately reflect the applicant's or employee's skills or aptitude for a particular job.

### **Discriminatory Harassment**

Examples of what might be construed as discriminatory harassment including sexual harassment may include, but are not limited to:

1. Speech, such as epithets, derogatory comments, or slurs on the basis of race, color, religion, sex, gender, gender identity, gender expression, national origin, ancestry, disability, medical condition, genetic information, marital status, age, or sexual orientation.

This might include inappropriate e-mail, notes, or comments on appearance, dress, physical features, stories, or degrading jokes that are based on the above list of protected characteristics. Additionally, sexual harassment includes lewd propositioning based on sex. This might include inappropriate sex-oriented comments on appearance, including dress or physical features, sexually degrading stories and jokes, or sexually suggestive or obscene letters, e-mail, notes, or invitations.

2. Physical acts, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement when directed at an individual based on race, color, religion, sex, gender, gender identity, gender expression, national origin, ancestry, disability, medical condition, genetic information, marital status, age, or sexual orientation.

This includes pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.

3. Visual insults, such as displaying or electronically transmitting derogatory posters, cartoons, drawings, or other items of an inappropriate nature related to race, color, religion, sex, gender, gender identity, gender expression, national origin, ancestry, disability, medical condition, genetic information, marital status, age, or sexual orientation.
4. Threats and retaliation, or other inappropriate conduct related to race, color, religion, sex, gender identity, gender expression, national origin, ancestry, disability, medical condition, genetic information, marital status, age, or sexual orientation where the conduct is intended to or does interfere with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
5. Unwanted sexual favors or advances, requests for sexual favors and other acts of a sexual nature, threats, or insinuations that refusal to agree to sexual favors or advances - or even the request for a date - will harm an employee's standing in any way.

### **Complaint Procedure**

An employee or job applicant who believes he or she has been discriminated against or harassed based on race, color, religion, sex, gender, gender identity, gender expression, national origin, ancestry, disability, medical condition, genetic information, marital status, age, or sexual orientation may make a complaint verbally or in writing with the Executive Director.

Upon receiving notification of a discrimination or harassment complaint, the Executive Director or Designee shall:

1. Authorize the investigation of the complaint by and/or investigate the complaint. Depending on the circumstances the investigation may include interviews with: a) the complainant; b) the accused; and c) any other persons who are believed to have relevant knowledge concerning the complaint.
2. Review the information gathered through the investigation to determine whether the alleged conduct violates District policy giving consideration to all factual information, the totality of the circumstances, including the nature of the inappropriate conduct and the context in which the alleged incidents occurred.
3. Report the results of the investigation and the determination as to whether discrimination or harassment occurred to appropriate persons.

If a violation of this District Equal Employment Opportunity and Harassment policy has been determined to have occurred, the District will take prompt and effective remedial action. This may include disciplinary action, which will be commensurate with the severity of the offense. Reasonable steps will be taken to protect the complainant from further harassment and any retaliation because of communicating the complaint.

If the Executive Director decides not to investigate or if their efforts to settle the problem are unsuccessful, the complainant may file an appeal within thirty days from the date of notification. The appeal shall be heard by an administrative hearing officer.

**Exclusion of Frivolous or Vague Appeals and Appeal Therefrom:** If District Counsel determines that the complaint is frivolous, vague, or that the facts alleged in the complaint, even if true, would not substantiate a claim of sexual harassment or discrimination, or that the appeal claims discrimination based upon a factor that is not prohibited by the state or federal law or regulation, they shall not schedule the appeal for hearing.

**Hearing of Appeal:** The hearing officer shall fully hear the complaint and make written findings of fact and issues a determination.

The Executive Director will maintain the files and records relating to the complaint.

## **CHAPTER 6. RECRUITMENT, EXAMINATION AND SELECTION**

### **Purpose**

This chapter shall establish policy and procedures for recruiting, testing and selecting high-quality, productive employees with the required skills and competencies and who reflect the diversity of our community and the residents we serve, in accordance state and federal law.

### **Principles**

The District shall abide by the following principles:

1. Examination and selection shall be based on fair and open competition free of artificial barriers.
2. Selection shall be on the basis of job-related skills, knowledge, demonstrated abilities and quality of performance.
3. No person shall be employed or appointed to District service unless such person meets the minimum education and experience requirements for the position as set forth in the classification specification.
4. No Extra Help appointment shall be made to a classification that is not appropriate for the duties to be performed.
5. At-Will classifications are excluded from competitive recruitment and selection rules.

### **Cooperative Agreements**

The Executive Director is authorized to enter into agreements with other public agencies providing for the sharing of employment applications and/or eligible lists, combined examinations, acquisition or sharing of examination materials, and other integrated personnel activities not inconsistent with these rules.

### **Recruitment Plan**

The Executive Director or their designee shall determine the recruitment plan for the position. The recruitment plan consists of the dates and timeframes for accepting applications and the type of recruitment to administer (open, promotional, limited term, etc.).

### **Limited Recruitment**

The Executive Director may restrict the recruitment to limit the size of the applicant group by specifying a maximum number of applications that will be accepted and closing the recruitment immediately when that number is reached, and/or applying any other means that are appropriate to the circumstance.

### **Employment Application**

The Executive Director or their designee shall determine the length of time to accept applications, and will prepare employment opportunity announcements accordingly. Employment opportunities must be posted for a minimum of five business days or until the advertised number of applications has been received, provided State or Federal rules and regulations are not violated by limiting the candidate pool and closing the recruitment prior to the five day requirement. The employment application is part of the examination process. An applicant's answers will determine their eligibility to participate in the subsequent phase(s) of the selection process.

Applicants are required to submit the specified application during the designated recruitment period. Applications shall only be accepted when there is an open recruitment except in the following circumstances:

### **Employee Application to Transfer**

A current District employee may apply to transfer within their current classification or in a different classification in which he/she previously held a position.

### **Application for Employment Following Layoff**

District employees laid off from employment may submit an employment application to be considered for positions that are different from the former employee's classification provided he/she meets the minimum qualifications for the different position. This option is valid for up to two years from the date of layoff.

### **Supplemental Application Documents**

Depending upon the examination criteria for the position, applicants may be required to submit supplemental materials as part of the application process to verify possession of the qualifications for the position. These supplemental documents may include, but are not limited to, the following:

1. Verification of education (official or unofficial transcripts, copy of degree or diploma, or a letter of verification on college or university letterhead).
2. Verification of special certification or licensure.
3. Copy of California driver's license and/or printout of driving record obtained from the California Department of Motor Vehicles.
4. Responses to supplemental questions.

To allow full consideration of the relevance, level, progression and quality of candidates' education and experience, the Executive Director or their designee may require that written responses to supplemental questions, and/or transcripts of college credits be submitted in addition to the standard application form. Such requirements shall be clearly stated on the employment opportunity announcement.

An applicant's failure to submit supplemental application documents as required in the employment opportunity announcement for the position may result in disqualification.

### **Recruitment Types**

The types of recruitments that may be conducted are as follows:

1. Open-Competitive: Recruitment open to everyone, including District employees and members of the public.
2. District Promotion: Recruitment open to current District employees, those former employees on a valid reemployment list, and District employment training program participants with an active work assignment at the District.
3. Limited Term: Recruitment for a position established for a limited term or funded for a limited term.
4. Extra Help: Recruitment for a position intended to be occupied on less than a year-round basis to cover seasonal peak workloads, emergency work loads of limited duration, and other situations involving fluctuating staffing.
5. Continuous: Recruitment for classes in which there is a demonstrated difficulty in sustaining a pool of adequate eligible and available candidates. The District will receive applications, conducts examinations, and creates eligible lists continuously.

When determining the appropriateness of a promotional recruitment, the Executive Director or their designee will consider the availability of an adequate number of qualified applicants within the District work force as well as the diversity of qualified applicants within the District work force.

### **Recruitment Eligibility for Former Employees**

Any former employee laid off from District employment shall be eligible to apply for District Promotion opportunities during the time their name is on a valid reemployment list provided he or she meets the minimum qualifications for the position.

### **Minimum Qualification Screening**

The District shall screen all applications that are complete and received by the recruitment closing date. Applications shall be evaluated for satisfaction of the minimum education, experience, licensure, and any other application requirements as soon as practical following the end of the application filing period.

### **Background and Reference Checks**

Prior to making a contingent job offer, the District shall conduct reference checks, verify candidate's possession of education, certification and/or licensure required for the job, verify candidate possession of a valid California driver's license if applicable, and check the Office of Inspector General List of Excluded Individuals if position will have access to client's confidential medical records. The Executive Director may elect to conduct additional background investigation deemed appropriate for the position.

## **Contingent Job Offer**

Following successful completion of background and reference checks, the Executive Director is responsible for making a job offer to the candidate contingent upon their successful completion of the pre-employment medical examination and/or drug and alcohol screening, and California Department of Justice background check.

## **Pre-Employment Drug/Alcohol Screening**

All new employees whose position requires a commercial driver's license must successfully pass a pre-employment drug/alcohol screening prior to the first day of work as a condition of employment. The alcohol and drug test may screen for any legal or illegal substance that could impair an employee's ability to effectively and safely perform the functions of the job. Testing shall be conducted by a laboratory that has been duly certified by the State of California.

Applicants for positions requiring a commercial driver's license who test positive for any illegal substance and are subsequently rejected from employment as a result must wait at least six months before re-applying for District employment.

## **Live scan**

Electronic fingerprints of all new employees and existing employees where required by state or federal laws, rules and/or regulations shall be live scanned and processed by the Department of Justice (DOJ) as a condition of District employment. The Executive Director and their designee are hereby authorized to have access, on a need-to-know-basis, to information from the State Summary Criminal History Information which is provided as a result of the DOJ Applicant Fingerprint Response, as provided for in Section 11105 of the Penal Code of the State and shall adopt procedures for the safeguarding of this information.

Persons or entities authorized to receive information as identified above shall be given information from the State Summary Criminal History Information as permitted by the Executive Director. No one shall be given a copy of the State Summary Criminal History Information unless authorized by the Executive Director in writing.

If the applicant or employee for whom the State Summary Criminal History Information is obtained is subsequently hired or cleared, then the State Summary Criminal History Information shall be destroyed within ten working days after receipt. The State Summary Criminal History Information may be retained by the Executive Director only where it contains information that results, in whole or in part, in the disqualification of the applicant from examination or employment. Furthermore, if an applicant or incumbent is disqualified from employment based on the information contained in the State Summary Criminal History, then the Executive Director or their designee must provide a copy of the report to the disqualified individual.

A person shall be automatically excluded from consideration if the class specification specifically includes a job-related prohibition for a certain offense or if federal, state or local statute prohibits the hiring or employment of an individual convicted of a specific offense for a certain job. All other conviction information shall be evaluated on a case-by-case basis, and may include consideration of the following:

1. Type and seriousness of the conviction.
2. Recency of the conviction.
3. Job relatedness of the type of conviction.
4. Evidence of rehabilitation.
5. Mitigating/aggravating circumstances leading to conviction.
6. Extent of supervision the applicant would receive on the job if selected.

## **Certificate of Appointment/Oath of Allegiance**

Public employees must take and subscribe an oath or affirmation to support and defend the Constitution of the United States and the Constitution of the State of California (Article 20, Section 3 of the California



Constitution, Govt. Code Section 3100). Upon appointment to District employment, an employee must complete the oath..

**Disaster Service Worker**

Each District employee, in compliance with California Government Code Section 3100-3109, is designated as a Disaster Service Worker and may be required to provide assistance in conditions of disaster or peril to life, property, or resources from natural, manmade, or war-caused emergencies under the provisions of the California Emergency Services Act (Government Code 8550-8551).

## CHAPTER 7. EMPLOYMENT AND HOURS

### Standard Work Period

Except as otherwise provided in this chapter or revised by resolution of the Board, the standard work week of the District shall be forty hours during seven consecutive days, and the normal workday of the District shall be eight hours.

### Part-time Employment

All regular part-time employees shall have a regular/fixed schedule of work days and work hours which shall provide for a minimum of forty hours of work in each bi-weekly pay period. Once a regular/fixed schedule has been established, such part-time employees may be permitted to work additional hours by mutual agreement.

### Exceptions to Standard Work Periods (Alternative Work Schedules)

The Executive Director may establish alternative work schedules for the employees. Eligibility, participation in and implementation of any such work schedule shall be at the sole discretion of the Executive Director.

Alternative work schedules shall include, but not be limited to:

1. 4/10 Schedule: a weekly work schedule consisting of forty hours of work scheduled for four workdays consisting of ten hours scheduled on each workday.
2. Flex Time Schedule: a weekly work schedule consisting of forty work hours during five work days with start and end times at other than the traditional 8:00 a.m. to 5:00 p.m. hours.
3. 9/80 Schedule: a biweekly work schedule consisting of eighty hours of work in nine hour work days, and with no more than nine hours scheduled on any work day. For FLSA nonexempt employees, such a schedule shall require a designation of a work week which starts and ends at noon on Mondays or noon on Fridays for employees on such schedule and shall involve forty regular hours worked in such a designated week. Work schedules that begin at noon on Mondays shall have the day off on the first Monday of the pay period and work an eight hour day on the second Monday. Work schedules that begin at noon on Fridays shall work an eight hour day on the first Friday of the pay period and have the day off on the second Friday.

Alternative work schedules may be discontinued at the sole discretion of the Executive Director upon ten days written notice to the affected employees.

### Telecommuting

Telecommuting (also known as telework, remote work, working from home, etc.) is defined for the purposes of this policy as an employee working at an established Alternative Work Location (AWL). Telecommuting typically includes the use of District resources and equipment to digitally perform all or some of their job functions.

Telecommuting is not an employee entitlement but rather a management strategy for meeting the business needs of the District. As a management strategy, telecommuting assignments can provide improved outcomes for organizations including reduced need for building space, reduced overhead costs, and enhanced ability to attract and retain valuable employees.

**Guiding Principles:** The Executive Director may exercise discretion in granting telecommuting assignments. However, this Policy establishes certain limitations to assure the safety of personnel, effective customer service, and operating efficiency. In considering approval of telecommuting assignments, The Executive Director must ensure that approved telecommuting assignments adhere to the following guiding principles:

1. Meets the business needs of the District;
2. Ensures high level of customer service;
3. Does not negatively impact employee or department productivity, performance, ability to meet deadlines, or employee engagement;

4. Does not increase overtime earned;
5. Ensures adequate and appropriate onsite coverage during business hours, inclusive of leaves and position vacancies.

**Terms and Conditions:** Each telecommuting assignment shall be subject to the following terms and conditions.

1. Telecommuting assignments are not a viable option for every employee in every position.
2. A telecommuting assignment is an arrangement between the District and the employee. It is not an entitlement or employee benefit.
3. Schedule adherence, performance measures, and productivity standards for employees who engage in a telecommuting assignment will remain consistent with those of an employee in the office. While flexibility, individual lifestyle considerations, and improved work-life balance are anticipated benefits of telecommuting, it is not intended as a replacement for otherwise required dependent care.
4. The Executive Director or their designee may review, revise, revoke, or terminate an employee's telecommuting assignment at any time, with or without cause, and with as short as 24 hours of notice, so long as it does not unlawfully discriminate or otherwise violate any other policy. Typically a 30-day advance written notice to the employee will be issued, except and only in the event of an unanticipated coverage issue of an immediate nature, at which point an employee's work location(s) will be modified, with an advance written notice ranging from 5 days to as little as 24 hours, based on need. No provisions of any telecommuting assignment shall be subject to the grievance procedure.
5. An employee who requests to discontinue a telecommuting assignment will be allowed to return to the office.
6. The District has authority to require an employee to make a temporary variance to their telecommuting assignment based on its needs. The District will attempt to provide advance notice of such need whenever possible. Any employee initiated temporary variance to an approved AWL must be pre-approved.
7. Employees with telecommuting assignments agree to protect District assets, information, and information systems and must adhere to District policies, in particular those which govern privacy and security requirements, confidentiality, technology, and communications, and those that address permissible uses, prohibited uses, and access and disclosure of equipment, resources, and information. Employees shall have no expectation of privacy when using District systems.
8. Telecommuting assignments are not automatically transferrable when an employee voluntarily or involuntarily transfers or is promoted to another classification, or in the event of another job change.

**Eligible Employees:** Employees interested in telecommuting must meet the following identified criteria for eligibility:

1. Demonstrate the ability to work independently, and ability to develop and successfully meet job-related measurable goals and objectives; and
2. Understand that job requirements necessitating presence on the premises or "in-person" contact with other staff and/or the public do not conflict or are hindered by the established telecommuting assignment.

#### **Alternative Work Location Approval and Safety Verification**

Employees requesting a non-District location as an AWL (e.g. a home office workspace) must certify that the proposed workspace meets all the following requirements:

1. The space is conducive to the employee performing their assigned duties, conducting professional virtual meetings, and maintaining the confidentiality of all protected information.
2. In no event shall clients/customers/members of the public or the like be served in person at the employee's place of residence. The District shall not be held liable for injuries to third parties and/or members of the employee's family on employee's premises. The District is not liable for damage to the employee's real property.

3. A clear understanding of tax implications relating to the home workspace is the sole responsibility of the employee.
4. Employees requesting telecommuting assignments are responsible for ensuring compliance with applicable laws, regulations, policies and procedures, and health and safety requirements.
5. A work-related injury sustained by employees while telecommuting is subject to worker's compensation law and rules. An employee must notify the District immediately and complete all necessary and/or District requested documents regarding the injury.
6. Equipment and Supplies: Subject to budget availability, employees approved for a telecommuting assignment may be provided with the necessary equipment and supplies for their position, comparable to what would be provided at their office/cubicle.

### **Accounting for Absences**

Both employees who are "exempt" (generally salaried executive, administrative, or professional classifications) or "non-exempt" (generally hourly classifications eligible for overtime pay) under the Fair Labor Standards Act (FLSA) must document absences from work of any duration and, in the case of most leaves, time away from work must be requested and approved in advance of the absence. Both exempt and non-exempt employees must draw from accrued leave balances for time away from work unless an employee is off work on an approved leave of absence without pay. In some circumstances, employees may be allowed to "work back" time away from work during the same pay period.

### **Employment of Relatives (Nepotism)**

It is the policy of the District to seek the most qualified candidates for District service. The District shall not discriminate in its employment practices and personnel actions based on familial or marital relationship. The District shall ensure, to the extent possible, the fair and impartial treatment of its employees by those with oversight authority.

An Executive Director shall not appoint persons who are related to him/her by familial or marital status. The District reserves the right to regulate, for reasons of supervision, safety, security, or morale, the terms of employment of persons who are related by familial or marital status, whether living in the same household, and who are employed at the District. In no case shall supervision or oversight authority be less than two supervisory levels between the related persons, unless approved by the Executive Director due to exigent circumstances.

Where it is demonstrated that the performance of business functions or the working environment has been negatively impacted by the employment of persons related by familial or marital status, the Executive Director shall be authorized to take good faith measures, including, but not limited to, reassignment, relocation, change in supervision, or transfer to eliminate the negative impact. Such measures may be temporary or permanent.

Related by familial or marital status shall mean an employee's mother, father, spouse or domestic partner, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, step-brother, step-sister, aunt, uncle, niece, nephew, parent-in-law, brother-in-law, sister-in-law, legal guardian, any other persons who are living as a member of and in the same household as the District employee, and/or any in loco parentis relationship.

Supervisory or oversight authority shall mean when one employee has direct influence on the decisions concerning selection and hiring, which includes making recommendations for hiring, assignment or review of work, providing input on employee performance appraisals, transfer, promotion, grievance review, or other terms and conditions of employment over another employee.

### **Employee Performance Appraisal**

All employees shall have their work performance evaluated at regular intervals and at least annually. The supervisor completing the appraisal form shall discuss such appraisals with the employee. A copy of the employee's performance appraisal shall be signed by the supervisor and the employee and be maintained in the employee's personnel file.

The schedule for employee performance appraisals is as follows:

An employee performance appraisals during the first year of employment should be completed at the end of the third month, before the end of the sixth month and before the end of the twelfth month. Employee performance appraisals should be completed annually. Appraisals for limited term employees shall be for the instruction of the employee and shall not confer any right to continued employment or suggestion of permanency. Nothing shall preclude special evaluations where needed to address issues of poor performance.

When an employee has been noted in the overall performance appraisal as requiring improvement to meet the minimum expectations of the position, the supervisor shall commit to writing and provide the employee with a plan to remediate the deficiencies that includes at a minimum the following:

1. A clear statement of the problem and the measures that have previously been taken to assist the employee in meeting expectations including dates of training, coaching or counseling specific to the problem;
2. The steps to be taken to effectuate remediation of the problem;
3. How the employee's progress toward improvement will be measured or evaluated; and,
4. The timeframe for improvement, including dates within that timeframe where the supervisor will meet with the employee to assess and advise the employee of their progress.

### **Reinstatement of Former Employees**

During the first twelve months following an employee's termination, an Executive Director may request to reinstate a former District employee to a classification in which the former employee previously held or any lower classification within the classification series provided the former employee terminated in good standing. Such request shall be subject to the review and approval of the Executive Director. A reemployed employee shall be considered a new employee for all purposes.

### **Resignation**

Employees may provide notice of resignation in writing; however, in order to be determined to have resigned in good standing and thus be eligible for rehire at a later date, an employee is required to submit a written resignation to the Executive Director, giving at least two weeks' notice prior to their intended last day of employment. In an emergency circumstance, the Executive Director may authorize the employee to terminate in good standing with less than two weeks or no advance notice.

### **Exit Interview Program**

The purpose of the Exit Interview Program is to gather information from separating employees that will assist with efforts to continuously improve the quality of supervision, coaching, management, working conditions, and the work environment of the District.

Employees will be asked to complete an Exit Interview Questionnaire and to participate in a face-to-face interview. At the exit interview, the Executive Director or their designee will meet with the employee to discuss the completed questionnaire. Interviews will be conducted in private and written information will be reviewed to facilitate understanding and to encourage the sharing of candid and constructive additional information from separating employees. All specific content from exit interviews will be held strictly confidential unless the employee gives permission in writing to attribute the content, except that if the exiting employee reveals information which alleges violations of law or policy and which would require a District investigation, the employee will be informed that such information cannot be held confidential.

Information gathered from exit interviews will be summarized (on an anonymous basis) and revealed to others as a means to resolve problems, improve the working environment, safety practices, supervision and management practices, and/or to sustain good management practices and a culture of quality service. Specific feedback from employees separating may be given by the Executive Director within the parameters of confidentiality guaranteed in the Exit Interview Program.

## **CHAPTER 8. COMPENSATION**

### **Salary Scale**

The salary scale shall be a series of five (5) steps for each classification except the Executive Director classification. The salary scale steps shall be seven percent (7%) apart. The implementation of the new Salary Scale Step Series shall be effective July 1, 2023.

### **Salary and Benefits upon Hire**

New hires shall be placed at Step 1 of the appropriate classification salary scale. The Executive Director may review the incumbent/new hire's qualifications to determine the appropriate step placement based on one or more of the following factors that are beyond the minimum qualifications for that particular classification: years of experience, education, certifications, unique skills and any other related qualifications. . New hires shall be entitled to the benefits outlined in this Policy.

### **Out-of-Class Pay**

A regular employee who is temporarily assigned and substantially performing the duties and responsibilities of a position with a higher salary shall receive a salary equal to the minimum for the new position which provides not less than a five percent increase starting the first day the regular employee is performing the full range of duties and responsibilities.

Such assignments shall be made in writing and be for a period of ten consecutive working days or more. Such assignments shall be limited to three months except when there is the mutual consent of the Executive Director and employee to extend the time.

### **Salary upon Promotion**

Any employee who promotes to a new position shall receive the minimum salary for the new position or a five percent increase, whichever is more. The employee shall receive a new salary anniversary date upon promotion.

### **Merit Adjustment**

Merit adjustments are not automatic, they shall be based on positive employee performance appraisals; and shall be presented to the employee no later than thirty days after the date of their appraisal by the Executive Director or designee. Failure to complete a performance appraisal in a timely manner, assuming an overall rating of satisfactory or better, will not result in loss of salary for the employee due to a delay in the appraisal process. Employees shall be evaluated and considered for the next higher salary step within the assigned salary scale on an annual basis. If an employee performance appraisal results in the employee not meeting overall standards or needing improvement resulting in a Performance Improvement Plan (PIP), the merit adjustment shall remain in abeyance, until such time as the performance appraisal results demonstrates positive performance outcomes.

### **Cost of Living Adjustment (COLA)**

Upon approval by the Board of Directors, the salary scales may be adjusted annually by at least two percent (2%) and not more than four percent (4%). The actual increase each year within the 2% and 4% range, will be determined by the lesser amount of the following calculation:

Effective July 1 of each fiscal year, to account for increases in the cost of living. The COLA shall be based on the increase in the "All Urban Consumers" category of the California Consumer Price Index (CPI), between April (two calendar years before the adjustment) and April (one calendar year before the adjustment). For example, the July 1, 2023 adjustment used the CPI time period of April 2021 and April 2022.

Should there be an increase in the applicable State or local minimum wage, any employee paid less than that amount shall receive a compensation adjustment to match the new minimum wage, effective the first full pay period starting on or immediately before the effective date of the new minimum wage.

## **SALARY ON SCALE CHANGE**

After the 2024 implementation of the new salary scale for the District's classifications, the following policies will apply:

1. An employee who receives a range change (adjustment) to a higher salary scale, shall remain on the same step in the new salary scale. The employee's anniversary date for step advancement shall not change.
2. If an employee's current salary is higher than the step placement in the new salary scale, the salary for that employee will be "Y-Rated". The incumbent shall continue to receive the previously authorized salary until termination of employment in the position, or until an increase in the salary scale exceeds the employee's present salary, whichever first occurs. Appropriate records shall show such an incumbent as being paid at a special fixed rate (Y rate) of the salary scale for the employee's classification.

The 2024 implementation of the new salary scale for the District's classifications shall follow the New Hire Placement process above. Employees will be eligible for a step increase each year upon having a satisfactory annual performance appraisal. The new salary scale will consist of a five (5) step salary scale for each classification, with seven percent (7%) increments between each step. The new salaries will be implemented with the salary steps retroactively to July 1, 2023.

### **Salary upon Demotion**

Any employee who demotes to a position which has a lower salary range than the class formerly occupied shall receive a salary in the new range which provides a pay decrease of at least five percent, except that employees who voluntarily demote upon approval of the Executive Director may be placed at a salary which most closely approximates the former salary. The employee shall receive a new salary anniversary date upon demotion.

Any employee who demotes to the most recent previously held class shall return their former salary. This section shall not apply to demotions resulting from disciplinary action.

### **Pay Periods**

All salaries shall be payable on a biweekly basis. The biweekly pay period shall end at 12:00 midnight on each second Saturday. The payment of salaries shall be made on the Friday following the end of the pay period.

### **Recovery of Pay and/or Benefits**

It is the employee's responsibility to review their payroll information and deductions for accuracy. If an employee is underpaid, overpaid, given insufficient or excessive leave benefits or receives any other benefit and/or compensation in error, the employee is required to notify the District as soon as the error is known.

Should the District discover an error, the employee shall be promptly notified. The District will take such steps to restore or recover such benefits and/or compensation as were mistakenly taken or given.

When an overpayment occurs, attempts shall be made to establish an agreed upon method to recover the benefits and/or compensation, which shall be commemorated in writing. In all cases, the employee shall be accorded at least the same amount of time to complete repayment to the District as the time period during which the error occurred (ie, if the employee was overpaid for three pay periods, the employee shall have three pay periods in which to complete repayment). If agreement cannot be reached, the District shall proceed with all necessary action to recover the incorrectly provided benefits and/or compensation.

Any payroll error resulting in incorrect payment for regular wages, including ongoing supplemental pay, shall, at the employee's discretion, be corrected no later than five workdays following notification to the District or shall be adjusted on the following paycheck.

**Overtime**

Non-FLSA exempt employees are eligible for overtime.

Overtime shall be defined as all hours worked in excess of forty hours per week. Except in the event of an emergency, all overtime hours worked must be authorized in advance.

**Compensatory Time**

As of 11/14/2022, compensatory time shall no longer be authorized as a compensation method for overtime worked. Any remaining employee compensatory time balances shall be paid out to employees at their current salary rate. Any future authorized overtime worked by non-FLSA exempt employees shall be paid as part of compensation for the pay period when it is earned.

**Jury Duty**

A regular employee summoned for attendance to any court for jury duty shall be deemed to be on duty during the hours so occupied and shall be entitled to regular pay. A regular employee who appears in court as a witness in a private matter shall not be entitled to receive their regular pay during such absence but may use accrued vacation or floating holidays for such purpose.

**Bilingual Pay**

Employees with documented bilingual skills, and where use of such skills for work-related purposes is included in their job descriptions or work plans shall be eligible for a bilingual pay supplement. Such pay supplement shall be applied to their hourly compensation rate for all of their regular work hours. The supplement shall not be applied to overtime hours or paid leave. The compensation shall be set at \$0.57 per hour as of the effective date of this personnel policy, and that supplement shall be increased by the same amount and at the same effective date as any general salary cost of living adjustment that is applied by the Board to salaries pursuant to this Chapter, rounded to the nearest penny per hour



## **CHAPTER 9. BENEFITS**

### **Eligibility**

Full-time employees and part-time employees with a fixed schedule of forty or more hours per pay period in regular and limited term positions are eligible to enroll in the health benefits program.

### **Health Insurance**

The District shall make available to eligible District employees a selection of health insurance plan choices. Typically the choices will include HMO's (health maintenance organizations) and PPO's (preferred provider organizations) that are widely accepted by medical providers in the area. Coverage will be available for employees and eligible family members (family members are defined by the terms of the health insurance provider contract). Employees will enroll in the program within the designated periods for new employees, during the annual open enrollment period and when qualifying events occur outside of the open enrollment period.

The District will contribute toward the cost of the health, dental and vision plans as follows:

Non-management Positions, the District shall pay up to a maximum of 90% for the health insurance premium of the lowest-cost HMO through Cal-PERS Health Benefits program consistent with the District policy for allowable cost plans.

For Management Positions, the District shall pay up to a maximum of 90% for the health insurance premium that the employee selects through Cal-PERS Health Benefits program consistent with the District policy for allowable cost plans.

Monthly contributions toward health benefits will be made by the District and employee in two bi-weekly payroll periods. Two payroll periods ending in one month will be used to pay the premium for coverage in the following month. When a third payroll period ends in one month, no contributions will be made toward health benefits premiums and the Medical Benefit Package is not payable to the employee.

Regular part-time employees shall receive a pro-rated District contribution toward the cost of a health benefits plan.

### **Dental Insurance**

The District shall pay 90% of the premium for the District's dental care program to full-time employees and part-time employees with a fixed schedule of forty or more hours per pay period hired into regular and limited term positions. Participation is mandatory for employees and will be available for eligible dependents at no additional cost.

### **Vision Insurance**

The District shall pay 90% of the premium for the District's vision insurance program to full-time employees and part-time employees with a fixed schedule of forty or more hours per pay period hired into regular and limited term positions. Participation is mandatory for employees and will be available for eligible dependents at no additional cost.

### **Retiree Health Insurance**

The District shall pay the same share for the health insurance premium of CalPERS vested retirees who retire from the District within 120 days of separation and meet other CalPERS retiree health eligibility requirements, consistent with the amount paid to current District employees.

### **CalPERS Retirement**

The District contracts with the California Public Employees' Retirement System (CalPERS) to provide a defined benefit retirement plan to eligible District employees. Membership eligibility, management of the retirement program, and the issuance of pension benefits are all defined in California law governing

CalPERS. With the implementation of the Public Employees' Pension Reform Act (PEPRA) on January 1, 2013, eligible employees are categorized as "classic" members or "new" member of CalPERS. "Classic" members are employees who were in active CalPERS service prior to January 1, 2013, or were members of a qualifying reciprocal retirement systems. "New" members are employees who first entered government service after January 1, 2013, or had at least a six-month break in service since their last employment with a CalPERS or reciprocal retirement system employer.

District employees who are "Classic" members of CalPERS are eligible for the following CalPERS benefits:

1. The miscellaneous retirement formula is 2.5% @ 55.
2. Employees are eligible to purchase CalPERS service credit for prior military, Peace Corps and AmeriCorps service.
3. The retirement calculation is based on the monthly average of the highest 12 consecutive months of compensation.
4. 50% of unused sick leave may be converted to CalPERS service credit.
5. The Pre-Retirement Option 2W Death Benefit is available to the surviving spouse of a retirement- eligible employee.

District employees who are "New" members of CalPERS are eligible for the following CalPERS benefits:

1. The miscellaneous retirement formula is 2% @ 62.
2. Employees are eligible to purchase CalPERS service credit for prior military, Peace Corps, and AmeriCorps service.
3. The retirement calculation is based on the monthly average of the highest thirty-six consecutive months of compensation.
4. 50% of unused sick leave may be converted to CalPERS service credit.
5. The Pre-Retirement Option 2W Death Benefit is available to the surviving spouse of a retirement- eligible employee.

#### **Payment of CalPERS Member Contributions**

For "classic" members, the normal contribution for miscellaneous CalPERS members is 8% of reportable earnings. For "new" members, the normal contribution for miscellaneous CalPERS members is 6.75%.

All normal contributions paid by the employee shall be made on a pre-tax basis as provided for under IRS Code Section 414(h).

#### **Social Security**

The District does not participate in Social Security for regular employees. The District participates in Social Security for temporary Extra Help employees who are not members of CalPERS.

#### **Medicare**

The District participates in the Federal Medicare program. Employees contribute 1.45% of wages subject to Medicare reporting. The District pays a matching contribution.

#### **Voluntary Pre-tax Deferred Compensation and Flexible Spending Account Programs**

The District provides options for employees to voluntarily participate in a pre-tax deferred compensation program under Section 457 of the IRS Code. The District may offer voluntary participation in pre-tax medical care and dependent care flexible spending accounts under the terms provided by the IRS Code.

#### **Additional Employee Benefits**

**The District may offer access to an Employee Assistance Program and employer-provided group life insurance of up to \$50,000, provided that the District is not projected to exceed its Board-approved labor budget**

# CHAPTER 10. EMPLOYEE TRAINING AND DEVELOPMENT

## General

The District is committed to promoting continuous learning throughout the organization. By providing employees with training to achieve proficiency in their current position, by encouraging employees to attain higher levels of skill and competency to prepare them for advancement, and by offering opportunities for employees to feel challenged and stimulated in their job, the District ensures the vitality of the organization. Employee training and development programs shall be designed to foster and sustain an ethical, diverse, safe, and high-performing workplace and to engage employees in the vision and mission of the District. The District is committed to providing training and development opportunities that ensure that all employees have an equal opportunity to participate.

## Policy

It shall be the policy of the District to provide ongoing training opportunities and to facilitate access to educational resources for the professional development of its employees. In addition, the District shall ensure that such training as is mandated by law or statute (e.g. HIPAA, Brown Act, sexual harassment, and profession-specific safety training) is accomplished in compliance with the applicable mandate.

## Exclusion

District employees who are required by virtue of their function or class to obtain and retain professional licenses that require continuing education units for renewal purposes must independently fulfill the requirements of their licensing boards. The District shall confirm that the required license is current and shall maintain a record, including the name of the employee, the name of the license, and the validity dates of the license, of all such licensure.

## Definitions

Training shall mean those activities designed to meet a specific need for a task to be learned or performed proficiently.

Development shall mean those activities designed to broaden an employee's knowledge and competencies in order to enhance their opportunities for career advancement.

## Responsibilities

Employees are responsible for:

1. Talking with their supervisors about options for meeting training and development interests and needs.
2. Timely attendance and full participation in all assigned training and development activities.
3. Completing the training or development assignment and providing feedback to their supervisor as to its usefulness; and
4. Seeking out and requesting to participate in training and development opportunities.

Supervisors and managers are responsible for;

1. Determining training needs for the entire work unit and identifying how those needs are to be met;
2. Ensuring that training and development opportunities are made available to all staff;
3. Informing employees of training opportunities as they occur; and
4. Providing guidance to individual employees on professional growth and encouraging training and development that benefit the individual and the District.

## Participation in Training and Development Opportunities

Employees may request to participate in training and development opportunities. Employees are encouraged to take reasonable opportunities to attend requested training where that training adds value to the employee's current or prospective job duties, or where time away from job duties is feasible and funds, if applicable, are available.

**Tuition Assistance**

The District may be able to provide financial assistance for training and/or educational courses designed to enhance an employee's job performance. Requests for Tuition Assistance and course approval must be done prior to enrolling in the selected course(s). Final approval for qualified course(s) and related fees is granted by the Executive Director.

**Eligibility**

Participants must be actively employed at the time of application and still be employed by the District when they submit the necessary documents for reimbursement. Requests for Tuition Assistance and course approval must be made prior to enrolling in the selected course(s). Final approval for qualified course(s) and related fees is granted by the Executive Director.

**Approved Coursework**

A course will be considered for approval if it is taken at an accredited school or through a professional certification program, earns college credits and/or satisfies professional certification requirements. The course must maintain, improve, or broaden the skills required for the employee's current job or must help to qualify the employee for a new position within the District. A course that is not primarily designed to enhance job performance will not be approved for Tuition Assistance unless it is required to satisfy a breadth or general education requirement as part of a degree or certification program. An exception may be made where the employee is able to demonstrate that the course will improve their ability to perform at a higher level in their current assignment or enhances their ability to promote within the District..

# **CHAPTER 11. HOLIDAYS, VACATION, MANAGEMENT ADMINISTRATIVE LEAVE AND PERSONAL TIME OFF**

## **Recognized District Holidays**

Unless otherwise provided by the Board of Directors, resolution, policy, minute order, or other action, full-time and part-time employees in regular and limited term positions shall receive the following holidays:

July 4, Independence Day;  
Labor Day;  
Veterans Day (November 11);  
Thanksgiving Day;  
Day after Thanksgiving;  
Christmas Day;  
New Year's Day;  
Martin Luther King, Jr. Day  
President's Day (third Monday in February);  
Cesar Chavez Day;  
Memorial Day;  
Juneteenth; and

All other days appointed by the President of the United States or Governor of the State for a public fast, thanksgiving, or holiday and approved by the Board of Directors.

When a holiday falls on a Saturday or Sunday, the Friday preceding a Saturday holiday, or the Monday following a Sunday holiday, shall be deemed to be a holiday in lieu of the day observed.

The normal holiday time off for a full-time employee is eight hours. Holiday time off for part-time employees shall be a pro-rated number of hours based on the part-time employee's regular hours as compared to a forty hour work week.

## **Holiday Eligibility**

Employees must be in a paid status the normal workday before and after the recognized District holiday to be eligible to receive holiday pay.

## **Employees Required to Work on Holidays**

An employee who is otherwise entitled to receive overtime and is required to work on any holiday shall be paid for time worked at one and one-half times the hourly rate in accordance with the Fair Labor Standards Act (FLSA).

## **Holidays on Regularly Scheduled Day Off**

When an employee's regularly scheduled day off falls on a District observed holiday, the employee shall be entitled to eight hours equivalent time off. Equivalent time off shall be accrued as Accumulated Time Off to be taken later with prior approval. A part-time employee shall be entitled to a pro-rated number of hours based on the part-time employee's regular hours compared to a forty-hour workweek. Exempt employees shall not be eligible for Accumulated Time Off.

## **Holidays and Alternative Work Schedules**

Full-time employees on an alternative workweek schedule shall be entitled to eight holiday hours for each of the recognized District holidays. If the scheduled work hours exceed eight hours, the employee shall use accrued and available leave balances for the additional time off.

## **Floating Holidays**

Full-time employees shall be credited with twenty-eight hours of floating holiday time on July 1 of each year. Part-time employees shall be entitled to a pro-rated number of floating holiday hours based on the

part-time employee's regular hours compared to a forty-hour workweek. Employees hired after July 1 of the fiscal year shall be credited with floating holiday time prorated for each pay period remaining in the fiscal year after the date of employment. Floating holidays shall be taken within the fiscal year and shall not be carried over to the next fiscal year.

Upon termination, any unused floating holidays shall be paid at a straight time rate in proportion to the number of pay periods employed during the fiscal year.

**Vacation Eligibility**

All full-time and part-time employees shall be entitled to paid vacation. Requests to use accrued vacation hours must be submitted in advance and be pre-approved. Absences without pay equaling forty hours within the first thirteen pay periods shall cause the employee's eligibility date for vacation time to be postponed one whole pay period. When the cumulative leave of absence hours exceeds forty, the number of pay periods to postpone the vacation eligibility shall be determined by dividing the total number of unpaid leave of absence hours by eighty hours and rounding to the nearest whole number of pay periods.

**Vacation Accrual**

Vacation time accrual shall be based on regular hours paid. All hours worked in excess of forty hours in a week shall be excluded for vacation accrual purposes. Regular part-time employees shall accrue a prorated amount of vacation time based on the part-time employee's regular hours compared to a forty hour workweek.

**Maximum Vacation Accrual**

Each employee shall accrue vacation time according to one of the following schedules based on their date of employment with the District:

	Hours Earned per Pay Period	Maximum Hours Earned per Year
Initial hire date:	3.08	80
After 3 years (78 pay periods)	4.62	120
After 11 years (286 pay periods)	4.93	128
After 12 years (312 pay periods)	5.24	136
After 13 years (338 pay periods)	5.54	144
After 14 years (364 pay periods)	5.85	152
After 15 years (390 pay periods)	6.15	160
After 16 years (416 pay periods)	6.47	168
After 17 years (442 pay periods)	6.77	176
After 18 years (468 pay periods)	7.08	184

Vacation time shall be credited as of the end of each biweekly pay period. All employees shall be permitted to accumulate vacation time up to a maximum of three hundred and twenty (320) hours.

**Vacation Payoff at Separation of Employment**

Employees shall be entitled to a lump sum payment for any unused or accrued vacation time upon separation of employment.

**Administrative Leave Accrual**

Management Positions shall be credited with forty hours of Administrative Leave on July 1 of each year. Eligible part-time employees Management Positions shall accrue a pro-rated amount of administrative leave based on the part-time employee's regular hours compared to a forty-hour workweek. For eligible employees hired or newly eligible for administrative leave after July 1, administrative leave shall be prorated, based on the date the employee became eligible and the number of pay periods remaining in the fiscal year.

**Use of Administrative Leave and Balance Carry Over**

The use of administrative leave is subject to approval. . Administrative leave shall not accrue from one fiscal year to the next except for a limited number of carryover hours. On July 1 of each year, employees shall be allowed to carry over up to twenty hours of administrative leave from the previous fiscal year.

**Administrative Leave upon Separation**

In the event an employee separates employment, the employee will not be required to pay back any portion of administrative leave previously taken. The District will not pay off remaining administrative leave upon separation except in the case of retirement. In the case of retirement, employees will be paid the full amount of unused administrative leave remaining as of the employee's retirement effective date.

**Use of Leave Balances upon Retirement or Resignation**

When an employee submits a notice of retirement from District employment, the employee may request to remain on payroll using accrued but unused available leave balances. In no event shall the District approve the use of leave balances beyond the month in which the employee's last day of work occurs.

Under no circumstances may an employee who resigns for any reason other than retirement be allowed to use leave balances to extend their separation date.

## **CHAPTER 12. SICK LEAVE**

### **Accrual**

Regular full-time employees, including those appointed to a limited term position, shall accrue .0462 hours of sick leave, to a maximum of ninety-six hours per year, for each regular hour paid.

Regular part-time employees, including those appointed to a limited term position, and extra help employees shall accrue sick leave in direct proportion to the relationship the part-time service bears to full-time service.

Sick leave shall be credited as an accrual at the end of each bi-weekly pay period.

### **Absence without Pay**

An employee who is absent without pay during a pay period shall accrue sick leave in direct proportion to the number of hours he/she was in paid status during that same pay period.

### **Carry Over**

All unused sick leave may be carried forward into subsequent years and may be accumulated without limit.

### **Authorized Uses**

Sick leave shall be requested and granted only in cases of actual illness of or injury to the employee or the employee's immediate family member. Sick leave shall not be requested or granted to replace, supplement, or otherwise extend other types of leaves unless specifically authorized for that leave.

Sick leave may be authorized for the following:

1. An absence necessitated by the employee's personal illness or injury.
2. An absence necessitated by the illness or injury of an immediate family member.
3. Medical or dental appointments provided the employee requests the sick leave at least three days in advance except in cases of emergency. Employees are encouraged to schedule appointments at such times as will cause the least disruption to the delivery of District services.
4. An absence due to exposure to a contagious disease where quarantine has been imposed by health authorities or when it has been determined by a medical practitioner that the presence of the employee on duty would endanger the health of others.
5. Bereavement leave.
6. Extenuating circumstances as determined and approved by the Executive Director.

### **Immediate Family Member**

For the purposes of this Chapter, immediate family member shall mean:

1. Spouse or domestic partner;
2. Child, stepchild, or foster child;
3. Parents, step-parents, mother-in-law, father-in-law, siblings, brother-in-law, sister-in-law, grandparents, and grandchildren who may not live in the household; and
4. Persons who are living as a member of and in the household.

### **Sick Leave Not Authorized**

Sick leave shall not be authorized in the following circumstances:

1. Illness or injury arising from the employee's willful misconduct.
2. Illness or injury occurring or sustained while the employee is on leave of absence without pay.
3. Illness or injury due to intemperance or substance abuse unless the employee is participating in licensed rehabilitation program for which documentation of participation has been provided in advance.

### **Sick Leave Approval**



Upon the employee's return to work after an absence qualifying for sick leave, the employee must submit the required absence request and have it approved by the Executive Director or a designee.

**Requirement for Additional Sick Leave Substantiation**

The District, recognizing the potential for abuse of sick leave, may employ reasonable means to determine the validity of any sick leave use, including requesting a qualified practitioner's certificate for sick leave absences. Such means shall not be used to discourage the appropriate use of sick leave.

**Illness or Injury while on Vacation Leave**

If an employee, while on vacation, becomes ill or sustains an injury that would have qualified the employee for sick leave if that employee had been on duty, the employee may make a request to convert the appropriate portion of vacation leave to sick leave. The employee must notify the District prior to their scheduled return to work, if circumstances allow it, in order to request that their vacation time be converted to sick leave and shall provide evidence in the form of a qualified practitioner's certificate.

**Work Back**

At the discretion of the Executive Director, an employee may be allowed to work back a sick leave absence of four hours or less within the same work week so long as such hours do not result in overtime.

**Sick Leave Upon Separation**

Upon retirement or death, an employee's accumulated sick leave shall be credited toward retirement in accordance with the District's contract with CalPERS, to the extent allowed by such agreement.

**Advance Sick Leave**

Employees with insufficient sick leave balances to accommodate sick leave requests may request use up to sixteen hours of advance sick leave, to be offset with future sick leave balance accruals. Such requests require approval of the Executive Director or their designee.

## **CHAPTER 13. OTHER LEAVES and LEAVES OF ABSENCE**

### **Leaves**

When employees must be away from work for reasons other than workplace injury or illness, there may be programs available to assist with wage replacement, continuation of benefits and/or job protection. Such leaves may be paid or unpaid according to the provisions of the particular program.

### **Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA)**

It is the policy of the District to provide time off for family care and medical leave to eligible employees in accordance with the federal Family and Medical Leave Act of 1993 (FMLA), as amended, and the California Family Rights Act of 1993 (CFRA), as amended. Eligible employees may take off up to twelve weeks of job-protected unpaid leave in a twelve month period for specified family and medical reasons.

Eligible employees may take time off for the following reason:

1. The birth of a child, and in order to care for that child;
2. The placement of a child with the employee for adoption or foster care;
3. Care of a spouse, domestic partner, child, or parent who has a "serious health condition"; or
4. The employee's own "serious health condition" which makes him or her unable to perform the functions of the job.

Disabilities due to pregnancy or pregnancy-related conditions are covered under the FMLA, but not the CFRA. In California, pregnancy and pregnancy-related disabilities are covered under the Pregnancy Disability Leave Act (PDL).

To be eligible for leave under FMLA/CFRA, an employee must have at least one year of service with the District and have worked at least 1,250 hours in the previous twelve months. When an employee is granted leave under FMLA/CFRA, the District will continue its contribution to the health, dental and vision insurance premiums if the employee continues to pay their share of the premium. Upon return from leave, the employee will be returned to the original job assignment or to another assignment with equivalent pay, benefits and other terms and conditions of employment.

An employee taking leave under FMLA/CFRA may use accrued leave balances during the leave or may choose to take leave without pay. An employee shall be required to exhaust all sick leave prior to being authorized to take leave without pay, except that an employee may elect to retain a sick leave balance of eighty hours for future use. An employee is not required to exhaust sick leave when the time off work is for purposes of child bonding or to care for the serious health condition of a qualifying family member.

Under FMLA, eligible employees whose spouse, child or parent is on covered active duty or called to covered active-duty status may use their 12-week leave entitlement to address certain qualifying exigencies, such as attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six weeks of leave to care for a covered service-member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

### **Pregnancy Disability Leave**

In accordance with California State law, an employee disabled by pregnancy is entitled to up to four months of Pregnancy Disability Leave (PDL). PDL may be taken before or after birth during any period of time the employee is physically unable to work because of pregnancy or a pregnancy-related condition. All

leave taken in connection with a specific pregnancy counts toward computing the four month period. Employees are entitled to take PDL in addition to any leave entitlement they might have under FMLA/CFRA.

### **New Parent Leave**

Employees may be entitled to time off with a child in accordance with the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). An employee shall be permitted up to five shifts of sick leave for the purpose of caring for a spouse or domestic partner who is about to give birth or has given birth if such leave is within three days of birth. Additional paid time off may be requested in accordance with the rules for using other accrued leaves.

New parents may apply for wage replacement benefits available through the Paid Family Leave (PFL) program or District Disability Insurance (CDI), depending on eligibility.

### **Bereavement Leave**

Bereavement leave because of the death of a member of the employee's family (spouse/domestic partner, child, father, mother, stepfather, stepmother, brother, sister, stepchild, guardian or ward, grandmother grandfather, grandson, granddaughter) shall be granted by the Executive Director for a maximum of ten days per incident. Three days of bereavement leave shall be District paid and an additional seven days shall be charged to available accrued but unused leave balances.

Up to five days per event shall be allowed for the death of the employee's son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, or cousin which shall be charged to available accrued but unused leave balances.

Bereavement leave in the case of other persons shall be granted only upon the approval of the Executive Director and shall be charged to the employee's available accrued but unused leave balances.

The Executive Director may authorize additional leave not to exceed a total of five days based on extenuating circumstances.

### **State Disability Insurance (SDI)**

The SDI program provides benefits to eligible employees suffering a full or partial loss of wages due to disabilities that are not work-related. The California Unemployment Insurance Code states that a disability is any illness or injury, either physical or mental, which prevents an employee from performing regular or customary work. Disability may also include elective surgery and disabilities related to pregnancy or childbirth.

Employees contribute to the SDI program as a percentage of earnings deducted from the bi-weekly paycheck.

When an employee files a claim for SDI benefits and receives a wage payment from the program, the employee may elect to use accrued leave balances to supplement the SDI benefits in order to receive the customary base pay earnings. An employee earning their usual salary when SDI benefits and leave usage are combined shall continue to accrue all benefits of employment including health insurance and leave accruals. CalPERS retirement contributions will be reduced by the amount of the SDI payments.

### **Paid Family Leave (PFL)**

The Paid Family Leave (PFL) program provides benefits to eligible employees suffering a full or partial loss of wages due to the need to care for a seriously ill family member or to bond with a new child.

Employees participating in the State Disability Insurance program (SDI) are also eligible to receive PFL benefits.

### **Military Leave**

The District shall comply with the California Military and Veterans Code and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). USERRA is a federal law intended to ensure that employees who serve or have served in the Armed Forces, Reserves, National Guard, or other "Uniformed Services":

1. are not disadvantaged in their civilian careers because of their service;
2. are promptly reemployed in their civilian jobs upon their return from duty; and
3. are not discriminated against in employment based on past, present, or future military service.

The District shall grant Military Leave in accordance with the California Military and Veterans Code.

**Temporary Military Leave:** An employee with at least one year of service who is on temporary military leave of absence for military duty ordered for purposes of active military training, inactive duty training, encampment, naval cruises, special exercises, or like activity is entitled to receive their usual base salary for up to thirty calendar days in any one fiscal year. The one year of service may be determined by combining District service and service in the recognized military service.

**Military Leave:** An employee with at least one year of service who is on military leave of absence for active duty purposes is entitled to receive their usual base salary for up to thirty calendar days in any one fiscal year, except that a National Guard member on active duty is entitled to receive their salary for the first 30-days regardless of their length of service with the District.

In addition to thirty calendar days of pay in a fiscal year, employees may be eligible to receive supplemental pay for ninety calendar days. An employee with at least one year of continuous District service or one year of combined District service and active military service who are called to Federal active duty, for other than training purposes, in order to respond to an international conflict, humanitarian aid, or peacekeeping need, shall be eligible to receive supplemental pay which equals the difference between the employee's base military salary and their gross pay earned by the District at the time he/she is called to duty. Employees requesting supplemental pay under this section are required to submit a copy to Human Resources of their military pay stub which shows the amount of base military salary.

### **Paid Administrative Leave**

From time to time it may be necessary to protect the employee, co-workers, the workplace, or others for an employee to be placed upon paid administratively directed leave. Such action shall be authorized by the Executive Director.

### **Causes for Administratively Directed Leave**

Administratively directed leave may be granted only for substantial cause, which shall include the following:

1. Initiation of a workplace investigation where having the employee at the workplace risks compromising the objectivity of the investigation.
2. Any circumstance where having the employee in the workplace reasonably can be believed to expose the employee or others to workplace violence.
3. Any circumstance where the employee is displaying uncontrolled or unsafe behavior either due to emotional distress, apparent mental agitation, or other episodic causation.
4. Imposition of proposed discipline where having the employee at the workplace would create undue pressure on the employee and on co-workers during the resolution of the disciplinary process.
5. A situation identified by the Executive Director as best able to be diffused through the imposition of administrative leave.

During administratively directed leave the employee shall be placed upon requirements that ensure that he/she is accountable to the District and prepared to return to work upon demand throughout the employee's normally scheduled work day.

Administratively directed leave should be used judiciously and should be of shortest practicable duration.

### **Notification**

Except in cases of emergency, the employee shall be notified of their placement on administratively directed leave in writing with the start date of the leave and the reporting requirements during the leave.

### **Leave of Absence Without Pay**

Any regular employee may request and may be granted a leave of absence without pay upon the approval of the Executive Director.

Requests for leave of absence without pay must be made in writing, signed by the employee, to the Executive Director in advance of the intended leave and must include the following information:

1. The specific reason for the leave of absence and such details as support the reason for the employee's extended absence, which would include the statement of the attending medical practitioner if for medical causation or proof of enrollment for educational leave or specific narrative of the personal hardship;
2. The date the leave is requested to begin;
3. The date the leave is planned to end;
4. The employee's current address and a telephone number where he/she may be reached; and
5. An affirmation of understanding by the employee that all benefits provided by or paid for by the District are suspended during the period of leave of absence without pay.

The Executive Director shall review the request and indicate their approval or disapproval. The decision of the Executive Director shall be final and not subject to appeal. The District shall notify the employee of the approval, modification or denial of the requested leave of absence without pay.

A leave of absence without pay may not exceed one year.

Any request for adjustment to the time granted for the leave of absence without pay, whether to extend or shorten the time requested, must follow the same procedures as required in the initial request.

## **CHAPTER 14. OCCUPATIONAL HEALTH**

### **Workers' Compensation**

Workers' Compensation benefits extend to any District employee who has been injured on the job or becomes ill because of the job. Workers' Compensation benefits also extend to Extra Help employees and volunteers who are performing work for and under the direct supervision of the District.

### **Use of Accrued Leave**

An employee who is required to be absent from work because of an injury or illness arising in the course of employment with the District shall be entitled to use sick leave or any other accrued paid leave during the waiting period while the Workers' Compensation claim is being processed for approval. Upon approval of the claim, any sick leave or other accrued paid leave that was charged against the employee during this waiting period will be returned to the employee's leave balance. Time credited will only extend to paid time that was taken because of the Workers' Compensation injury or illness.

### **Continuation of Benefits**

An employee who is placed on an unpaid status while on an approved Workers' Compensation leave will continue to remain eligible for District health benefits provided that the employee continues to pay the employee's portion of the health benefit premium.

An employee who is injured on the job or becomes ill because of the job, is receiving Workers' Compensation, and is on a paid status with the District shall continue to accrue vacation time, sick leave, administrative leave, and holiday time. This provision applies only to employees who are on a paid status and receiving compensation from the District while on Workers' Compensation. Employees in an unpaid status shall not accrue leaves.

### **Integration of Benefits**

An injured or ill employee may elect to apply accrued leave balances to time taken off work following an industrial injury or illness in a proportionate amount which, when added to Workers' Compensation temporary disability benefits, provides total compensation equal to the employee's base pay. An employee who has exhausted Workers' Compensation benefits, may request a leave of absence without pay in accordance with these rules.

### **Notification**

An employee who is injured on the job or becomes ill because of the job is required to notify their supervisor within twenty-four hours from the time of injury or illness. For any injury considered more serious than requiring simple first aid, the District must provide the employee with a copy of the State of California Workers' Compensation Claim Form (DWC-1) within twenty-four hours of notice of the accident or illness, and submit the completed State of California Employer's Report of Occupational Injury or Illness (form 5020). Such forms shall be made available on the District's internal website.

### **Ongoing Medical Care**

An employee must be deemed disabled to be eligible to receive payments and benefits, to include disability leave. An employee, who is able to perform their regular, modified, alternate, or otherwise customary work, is not deemed disabled. Disability will be substantiated by written order from a qualified practitioner.

An employee who requires ongoing medical care, through scheduled appointments to monitor their wellness and/or a periodic program of rehabilitative care, as a result of an occupational injury or illness approved by Workers' Compensation shall be required to notify the District of their intended absence in advance of such scheduled appointments. The employee shall be required to provide proof of having attended such appointments upon their first return to work after such absence in order to receive compensation under the Workers' Compensation claim.

### **Injury and Illness Prevention Program (IIPP)**

California employers are required by the Labor Code to provide a safe and healthful workplace for their employees. Additionally, Title 8, Section 3203 of the California Code of Regulations and Cal/OSHA safety orders require California employers to have an effective Injury and Illness Prevention Program (IIPP). The IIPP must be a written plan that includes the following elements:

1. Management commitments/assignments of responsibilities;
2. Safety communications systems with employees;
3. Systems of assuring employee compliance with safe work practices;
4. Scheduled safety inspections and worksite evaluation systems;
5. Accident investigation procedures;
6. Procedures for correcting unsafe and/or unhealthy conditions;
7. Health and safety training and instruction; and
8. Cal/OSHA and OSHA recordkeeping and documentation of workplace accidents, injuries, and illnesses.
9. The District shall maintain a comprehensive IIPP designed to minimize the frequency and severity of employee accidents and comply with the safety laws and regulations required of California employers. Within that plan are provisions that apply to specific positions and/or classes as a condition of continued employment with the District. Each District employee shall acknowledge receipt of and responsibility for understanding and complying with the contents of the IIPP as a requirement of their employment.

Department of Transportation (DOT) regulations also require periodic physical examination of employees who drive commercial vehicles which requires possession of a Class A or Class B driver's license.

### **Fitness for Duty**

Upon demonstration of emotional instability or physical inability that causes the District to have a reasonable belief that an employee may be temporarily or permanently unable to perform the essential functions of their job, the District may require a medical, physical, and/or mental examination to determine an employee's fitness for duty. Such examinations shall be performed by a qualified practitioner designated by the District. The District shall bear all costs associated with the fitness for duty examination(s).

Fitness for duty examinations must be authorized by the Executive Director and require sufficient evidence of the employee's diminished capacity or aberrant behavior to warrant an assessment of their ability to continue in their current position. The District shall schedule the examination(s) and notify the employee in writing of the date, time, place and purpose of the examination(s) and provide the employee with the name of the practitioner who will be conducting the examination. The employee shall be required to sign a form provided by the District authorizing the doctor, psychologist or psychiatrist to receive the information necessary to conduct a thorough review of the employee's medical history as it pertains to the satisfactory discharge of their job duties.

The results of the fitness for duty examination will be provided to the Executive Director and a determination made as to whether the employee is fit to do the work required of him/her. In instances where an employee is determined to have a disability, the District will engage the employee in the interactive process and consider potential appropriate reasonable accommodation(s) as required by the American with Disabilities Act and the California Fair Employment and Housing Act.

When an employee's fitness for duty examination is pending and their department is unable to accommodate, the employee shall be placed on paid administrative leave.

Where there is reason to believe the employee could fulfill the requirements of another District position with or without a reasonable accommodation, and without risk of harm to him/herself or others, the District shall make a good faith effort to place the employee in such position assuming there is a vacancy to be filled. If no alternate position exists, the employee shall be separated from District employment.

### **Drug and Alcohol Testing Policy and Procedure**

The District shall maintain an alcohol and drug free workplace and shall provide specific direction for the testing of employees for possible impairment in their ability to safely perform their duties.

The District shall maintain a Department of Transportation (DOT) Drug & Alcohol Policy and Testing Procedure for positions that fall under the category of safety sensitive as defined by the Federal Highway Administration regulations. District positions that require an employee to possess a commercial driver's license for the operation of vehicles are covered in this Policy. The Federal Department of Transportation Drug and Alcohol Testing Policy establishes the testing procedures for pre-placement, random, post-accident, reasonable suspicion, return to work and follow-up drug and alcohol testing for safety sensitive positions.



# **CHAPTER 15. RETURN TO WORK INJURY MANAGEMENT PROGRAM**

## **Policy**

The District provides employees who are temporarily off work, due to an industrial or non-industrial injury or illness, the opportunity to return to work and perform tasks that have been approved by the treating qualified practitioner until they are able to return to their regular job. Every reasonable effort will be made to provide temporary modified duty to employees who are unable to perform the full range of their job duties.

The District also provides reasonable accommodation to employees who become permanently disabled (whether or not the injury or illness was caused by the job).

## **Temporary Modified Duty Assignments (“Light Duty”)**

To assist in the rehabilitation process following an injury or illness, the District offers employees temporary modified duty assignments based on the employee’s work capabilities as determined by the employee’s treating qualified practitioner. These temporary assignments provide work within medically prescribed restrictions. These assignments are made when a medical prognosis indicates that the employee is expected to return to full duty but has temporary medical restrictions that preclude full performance of the employee’s regular job duties. Employees continue to receive their regular salary and benefits while assigned to a temporary modified duty assignment, which shall be prorated if the modified duty assignment is less than full-time.

## **Management of Temporary Modified Duty Assignments**

Temporary modified duty assignments will be based entirely on the restrictions or limitations given by the employee’s treating qualified practitioner. The duration of temporary modified duty is generally ninety to 180 days with a medical statement from a qualified practitioner indicating the employee will be able to return to regular duties (with or without reasonable accommodation) within that timeframe. The qualified practitioner’s report will determine the length of the assignment.

## **Required Medical Release**

Before being placed in a temporary modified duty assignment, an employee must provide the Executive Director or their designee with a medical statement from the treating qualified practitioner. The medical statement should identify the restrictions that need temporary modified duty and note if any of the restrictions are expected to be temporary or permanent in nature. Temporary restrictions should have an expected end date, and follow-up medical statements from the treating qualified practitioner will be required to continue restrictions past that date.

## **Permanent Modified Job Accommodations within Existing Position**

When a qualified practitioner has made a medical determination that certifies that a disability is permanent and the employee is unable to perform some, or all, of the job duties of the position, the District will consider if the employee can be returned to work with or without a modification to the tasks of the existing position.

Consultations between the employee and the District will seek to identify possible and/or special equipment that would enable the employee to remain in their existing position. An employee will not be eligible for a permanent modified job if the employee is medically precluded from performing the essential functions of the position with reasonable accommodation.

## **Permanent Alternate Job Placement requiring Change in Classification**

When a qualified practitioner has indicated that a disability is permanent and a determination has been made by the District that the employee’s existing job cannot be modified, and other forms of reasonable accommodation cannot be provided that would enable the disabled employee to perform the essential functions of the job, the District will consider an alternate job placement to another position. Any

available position with a comparable or lower salary scale, for which the employee is qualified and able to perform, may be offered to the employee. An employee placed in a position with the same or lower salary scale will be paid the salary scale listed for that position. An employee may also voluntarily demote to a position for which the employee is qualified and meets the employee's disability restrictions.

### **Disability Retirement**

Where, after thorough consideration and working with the employee, no job accommodation can be made due to the extent of the employee's permanent disability, the District shall apply on behalf of the employee for disability retirement in accordance with the provisions of the District's contract with CalPERS.

### **Exhaustion of Available Leaves**

At the conclusion of all available leaves of absence, paid or unpaid, if the employee is not medically able to assume the duties of their position and if the employee is not placed in another position as a reasonable accommodation of their permanent disability, the employee shall be separated from District employment and placed on a reemployment list for a period of six months. During the six month period, when available and if medically released to assume their duties, the former employee shall be reemployed in a vacant position of their previous assignment. In the event the former employee was in a single position class, he/she shall be reemployed in a class which is similar in scope and responsibility and for which he/she meets the minimum qualifications. The former employee shall have priority over all other available candidates except for those on a reemployment list established because of layoff, in which case the employee shall be listed in accordance with appropriate seniority following layoff procedures. At the conclusion of the six month period, if the former employee is not reemployed with the District, the former employee shall lose their status on the reemployment list.

### **Employee and District Responsibilities**

Employees who are placed in modified duty assignments and the District share responsibility to comply with an disabled employee's medical work restrictions. Once work restrictions are identified by a treating qualified practitioner, the employee and the District shall discuss a temporary modified duty arrangement.

Temporary modified duty assignments require the employee and District to understand the following responsibilities:

The District is responsible for ensuring the employee is not given assignments that exceed the medical work restrictions. If any assignments are questionable, the District should discuss them with the employee before the tasks are performed, and a follow-up medical statement may be requested from the treating qualified practitioner to ensure the injury will not be aggravated.

An employee is not to exceed the work restrictions indicated by the treating qualified practitioner on the medical release. If the disabled employee at any time believes that a work requirement exceeds the restrictions, the employee is not to perform that task, but should consult the District for direction. An employee needs to keep the District informed of any medical appointments, and provide updated medical status reports while on modified duty, and as may be requested by the supervisor.

## **CHAPTER 16. FURLOUGH**

### **Authority**

The District may temporarily furlough employees as authorized by the Board of Directors. The provisions of this Chapter shall apply to all District employees.

### **Causes**

Furlough may be imposed in cases of financial hardship as determined by the Board of Directors.

### **Implementation**

Furlough may be imposed as a block of time, as a portion of a pay period, as an increment of a workday or in such other manner as best serves the needs of the District as determined by the Executive Director in accordance with the direction of the Board of Directors.

To the extent possible, reduction in pay as a result of furloughs shall be spread over the remainder of the fiscal year to minimize the impact on any given pay period.

### **Continuation of Wages and Benefits**

When a furlough is imposed for a specific time period, an employee who is placed on furlough shall not be entitled to payment of wages, salary or any other form of compensation for the time designated as furlough. An employee who is placed on furlough may not use vacation, administrative leave, sick leave or any other form of paid leave during the furlough.

When a furlough is imposed and the time off is at the discretion of the employee with District approval, the employee shall not be entitled to payment of wages, salary or any other form of compensation for the day/hours so chosen as furlough leave. On the day/hours chosen for furlough employee may not use vacation, administrative leave, sick leave or any other form of paid leave during the furlough.

To the extent possible, the District will attempt to spread the cost over of a furlough over 26 pay period or the remaining pay periods in a fiscal year if an emergency furlough is ordered.

An employee on furlough shall receive health and welfare benefits and shall accrue sick leave, vacation leave, and other leaves which are accrued on the basis of time worked.

The period of furlough shall not be considered a break in service and shall be considered time worked for purposes of length of service, seniority, and eligibility for health and welfare benefits.

### **Notice**

Not later than fifteen days prior to the furlough, the Executive Director shall provide written notice to each employee to be furloughed, which shall include the days or dates of the furlough.

Should a decision be made by the Board of Directors that the duration or application of the furlough is to be revised, amended or cancelled in whole or in part, the Executive Director shall provide written notice of such revision, amendment or cancellation as soon as is practicable after such action by the Board of Directors.

## **CHAPTER 17. DISCIPLINARY ACTION**

### **Disciplinary Action Authorized**

The Executive Director may take disciplinary action, up to and including termination, against an employee for just cause.

### **Just Cause**

Just cause for purposes of this Chapter shall be defined as follows:

1. Incompetency or inefficiency on the job;
2. Insubordination;
3. Intoxication while on duty;
4. Dishonesty or fraud;
5. Negligence or willful damage to public property or the waste of public supplies or equipment;
6. The violation of any proper policy, regulation or lawful order made and given by a superior;
7. The falsification of an employment application or other personnel record;
8. Unauthorized absences from duty;
9. Substantial off duty misconduct reasonably and directly related to the employee's public duties; or
10. Conviction of a felony.

### **Ineligibility for Employment**

A person shall be determined to be ineligible for continued employment for any of the following reasons:

1. Conviction of any crime which renders the person unsuitable for a position in a class.
2. Failure to maintain valid certification or licensure required for the position.

A person who has been convicted of any crime which renders the person unsuitable for a position in a class shall be ineligible for employment in such class; provided, however, the Executive Director may disregard such conviction if they find and determines that mitigating circumstances exist, such as, but not limited to, evidence of rehabilitation, the length of time that has elapsed since such conviction, the age of the person at the time of the conviction, or that the conviction is not reasonably related to the qualifications, duties, or functions of the class in question.

Where the minimum qualifications for a position include valid certification or licensure and the employee fails to maintain the required certification or license, he/she will be deemed ineligible for continued employment.

## **CHAPTER 18. RECORDS, REPORTS AND NOTICES**

### **Personnel Files**

A personnel file shall be generated by the District upon hire for each person directly employed by the District. Such files shall serve as the authorized or official record of employment for all purposes. Copies of documents and notes kept by others are not considered official personnel files.

### **Maintenance of Personnel Files**

The official District personnel files shall be maintained by and kept by the Executive Director or designee, except that files for employees who have left District service may be archived. Files may be kept in paper or electronic format, with secured access limiting the access to, addition of, or removal of records, to authorized persons.

### **Contents**

The official personnel file typically will contain the following:

1. Personnel Action Forms
2. Personnel Data Forms
3. Benefit Action Forms
4. Supplemental benefits enrollment forms
5. Beneficiary designation forms
6. Medical provider designation forms
7. Performance appraisal forms and any responses made to them by the employee
8. Disciplinary letters, notices, and orders
9. Letters of commendation or recognition
10. Copies of any authorizations given by the employee for the file to be reviewed by another
11. Evidence of any licensure required to perform the employee's assigned duties In no event shall the official personnel file contain the following:
  12. Any written record of a medical diagnosis, medical examination result, or medical status
  13. Any written record of immigrant status
  14. Any record of disciplinary action proposed but either not ordered or otherwise prohibited by legal settlement
  15. Letters of complaint against the employee unless part of the record of an ordered disciplinary action
  16. I-9 or other form indicating legal status to work
  17. Information obtained from background investigations and/or reference checks
  18. Any document of which the employee has not been made aware

### **Employee Medical Information**

A medical file shall be established for each employee that shall be maintained separate and apart from the official personnel file. The medical file will typically contain written records of a medical diagnosis, medical examination result, or medical status including, but not limited to:

1. Pre- and/or post-employment medical exams such as periodic physicals and fitness for duty examinations
2. Substantiation of sick leave usage
3. Requests for Reasonable Accommodation under the Americans with Disabilities Act (ADA) and/or Fair Employment and Housing (FEHA)
4. Requests and documentation required by the Family Medical Leave Act (FMLA), District Disability Insurance, Catastrophic Leave Program, or State Disability Insurance/Paid Family Leave
5. Documentation associated with the Return-to-Work Injury Management Program
6. Worker's Compensation claims and status reports

### **Release of Personal Information (Responding to Reference Checks)**

Requests received for standard employment verification (i.e., dates of employment, positions held, confirmation of salary, and eligibility for rehire) for current or former employees shall be forwarded for completion to the Executive Director or designee. Letters of recommendation and/or additional employment reference information may be provided at the request of the employee.

### **Inspection of Personnel Files**

Personnel information concerning an employee is confidential. An employee or former employee shall have the right to inspect their personnel file upon request and proof of identity. Such review must occur within the sight of the Executive Director or designee. The Executive Director or designee shall make the file available to the employee as soon as is practicable. An employee shall have access to all material in their personnel file and shall be provided a copy of the materials in their file upon request.

Only those persons with a “need to know” or “right to know” as determined by the Executive Director or designee may access an employee’s personnel file. “Right to know” shall include a review of the employee’s personnel file as part of the competitive hiring process of the District. A third-party review of an employee personnel file may only be allowed with a signed release from an employee or former employee.

### **Inclusion of Documents into the Personnel File**

Documents to be placed into the official personnel file should be forwarded to the Executive Director or designee as soon as possible after they are generated. The Executive Director or designee shall incorporate them into the official personnel file as soon as practicable so that the personnel file is kept current.

No employee may add a document to, remove a document from, or modify a document in the official personnel file unless specifically authorized by the Executive Director.

### **Removal of Documents from the Personnel File**

No document may be permanently removed from the official personnel file without the authorization of the Executive Director.

### **Responding to Subpoenas for Personnel Records**

It is the District’s policy that protection of confidentiality is of prime importance when responding to subpoenas. Subpoenas directed to District or subpoenas for personnel records must be personally served to the Executive Director or designee.

**PASSED AND ADOPTED BY** the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California this 10th day of March 2025.

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Dawnte Early  
Chair, Board of Directors

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Janeene Marte, Clerk of the Board



## YoloTD Transportation District Outside Employment Request Form

<b>Place of Employment:</b>	
<b>Anticipated Start Date:</b>	
<b>Duration of Employment:</b>	

<b>Description of Duties and Tasks:</b>	
<b>Anticipated # of hours per Day and per Week:</b>	
<b>Name and Contact information of Supervisor:</b>	

**I certify my outside employment does not:**

- Involve the use of YoloTD time, facilities, equipment, supplies, property, vehicles, tolls, badge, uniform, confidential information not otherwise available to the public, or influence provided under/sponsored by the YoloTD, or prestige of my YoloTD position for personal profit or advantage.
- Create a conflict of interest for myself, my department, or the YoloTD.
- Involve work which is subject to review by me in my YoloTD capacity or by any other YoloTD employee or official.

I agree I have read and understood the department's outside employment guidelines and the YoloTD Personnel Rules & Regulations – Employee Conduct Outside Employment policy and that if my outside employment status changes, I will timely report this information to my Department manager. Failure to do so may result in disciplinary action, up to and including termination.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Department Manager Signature

\_\_\_\_\_  
Date

**BOARD COMMUNICATION: YOLO TRANSPORTATION DISTRICT**  
**350 Industrial Way, Woodland, CA 95776---- (530) 661-0816**

<b>Topic:</b> Approve Proposed Service Change for BeeLine Microtransit in Knights Landing/Yolo and Winters	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>5</b>  <b>Action</b>	
		<b>Attachments:</b>	<input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
<b>Prepared By: K. Barrientos</b>		<b>Meeting Date: Mar 10, 2025</b>	

**RECOMMENDATION:**

Approve service changes to expand BeeLine microtransit service hours in Knights Landing, Yolo, and Winters, with service to be implemented in Spring 2025.

**BACKGROUND:**

On February 10, 2024, at the YoloTD Board of Directors meeting, the Board received a presentation and opened the public comment period regarding proposed updates to the schedule for BeeLine microtransit services in Knights Landing/Yolo and Winters.

The existing Yolobus microtransit service, BeeLine, formally known as “YOUR Ride” started in Knights Landing in August 2019, Winters in March 2020, and Yolo was added to the Knights Landing service zone in July 2024. The microtransit service in Knights Landing/Yolo and Winters replaced fixed route (216, 217, 220, and 220C) services that were discontinued due to low ridership and the COVID-19 pandemic.

With the growing demand for BeeLine microtransit in Knights Landing/Yolo and Winters and many would-be passengers unable to book rides, the need for extended service hours and additional vehicles is necessary to accommodate more passengers and align better with riders' commuting schedules.

At the February meeting, the board asked what the popular BeeLine stops were. Attachments B, C, & D show the top destinations in Knights Landing, Winters, and Yolo, which helped with identifying where to post outreach flyers in the community.

Since the February Board meeting, staff have solicited input from the public on the proposed service changes. During our 30-day public comment period, YoloTD staff held in-person outreach at the Knights Landing, Winters, and Yolo Food Banks and at Lorenzo’s Market in Winters. Staff posted flyers around town at popular BeeLine stops and local businesses within the communities. We had a digital push, posting on Facebook and Instagram, a flyer in the Winters City Manager Update, as well as working with RideCo, our software company, to have daily in app pop-ups, push notifications, and email blasts.

Based on public comment received over the last month, the support for the proposed schedule change received support and there was no need for modifications.

**Rationale for Updating Schedules**

The Knights Landing/Yolo and Winters schedules were originally adopted in 2019 and 2020. They need adjustments to improve efficiency, service accessibility, and rider experience. Ridership fluctuates throughout the day, requiring schedule modifications and adjustments to vehicle deployment to meet demand effectively.



Winters experiences the highest rate of failed ride requests due to a single vehicle serving a large and geographically dispersed area. Travel times between Winters and Davis range from 15 to 30 minutes, depending on passenger stops. However, when the vehicle returns to Winters without passengers, it results in 15-30 minutes of unproductive service time. Similarly, direct trips between Winters and Vacaville take 30-45 minutes, with frequent instances of the vehicle returning empty, removing it from service for up to 30 minutes as the vehicle commutes back to Winters. These inefficiencies limit availability for other riders and reduce overall system productivity.

To address these challenges, adding a second vehicle during peak periods would improve service reliability and reduce waiting times. By grouping intercity trips separately from local trips, the system can better accommodate demand, optimize vehicle utilization, and enhance the rider experience.

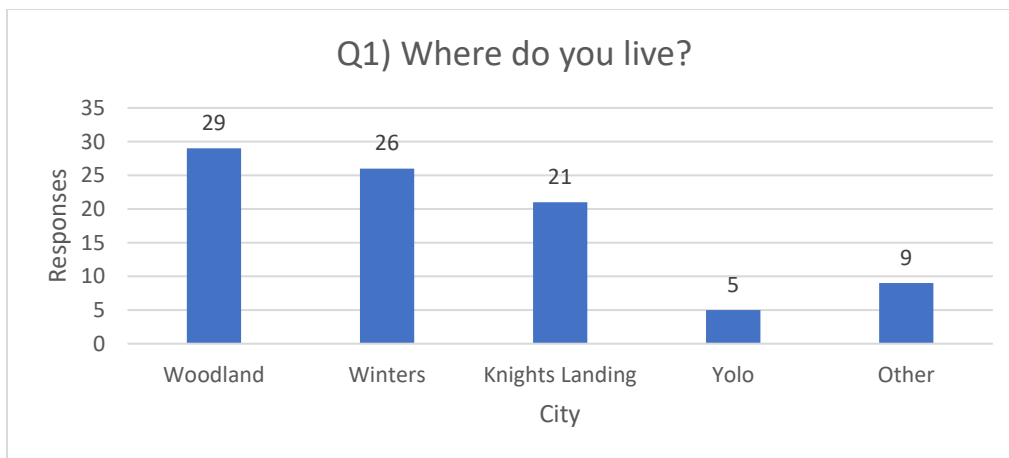
YoloTD staff analyzed ridership trends over the course of three months, from September to November 2024, to evaluate service demand in Knights Landing/Yolo and Winters. This analysis included hourly ridership patterns, failed ride requests, and vehicle demand across current service hours. The recommended schedule adjustments are based on these findings to better align service availability with rider needs.

## **DISCUSSION AND ANALYSIS**

### ***Feedback Received During 30-Day Public Comment Period***

The BeeLine Service Expansion Survey for the communities of Knights Landing, Winters, and Yolo received a total of 90 responses. Of these, 26 respondents identified as residents of Winters, 21 from Knights Landing, and 5 from Yolo. Additionally, the survey gathered input from 29 Woodland residents and 9 respondents from other nearby communities, including Davis, Robbins, and surrounding areas.

Figure 1: Where Do Survey Respondents Live

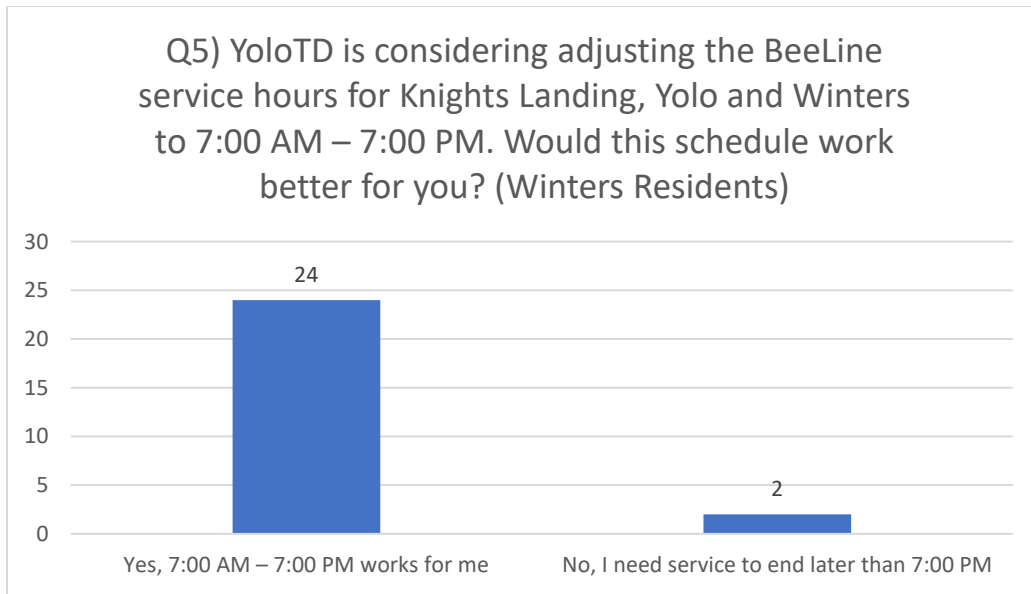


### **Winters Survey Responses**

Survey respondents were asked to indicate their preferred start time for the BeeLine microtransit service in Winters. Of the 26 respondents from Winters, 80% preferred a start time of 7:00 AM or later. When asked about their preferred end time for the BeeLine service in Winters, 34% (9 of 26) indicated a preference for service extending beyond 7:00 PM.

The survey also asked, “YoloTD is considering adjusting the BeeLine service hours for Knights Landing, Yolo, and Winters to 7:00 AM – 7:00 PM. Would this schedule work better for you?” Among Winters respondents, 92% supported the proposed 7:00 AM to 7:00 PM schedule, while 8% preferred service ending after 7:00 PM.

Figure 2: Winters Residents' Response to Extending Service Hours to 7:00 AM to 7:00 PM



#### Support for the 7:00 AM to 7:00 PM Schedule

- “I think the expanded hours will encourage me to try out the service.”
- “My family would definitely use the service more if the hours were extended”
- “I think this will help a lot especially those who thinks of using a form to get to work and give people more options. I did wish Davis has connections to go woodland as well.”

#### Feedback on the Current Service

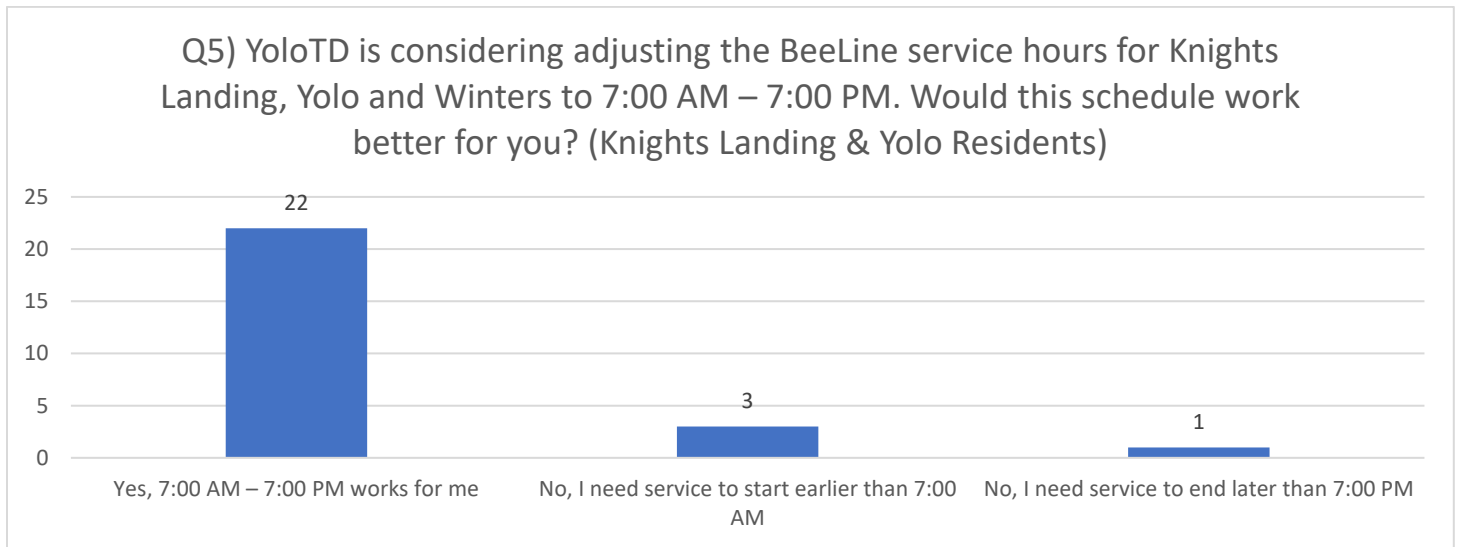
- “Increase vehicles for more departures.”
- “Horario más amplio y me gusta como poder pedir el servicio, incluso para aquellos que no usan app es fácil [Longer service hours. I like how I can book ride and how it is inclusive for those who do not wish to use the app and can call instead].”
- “When booking through the app, it would be helpful to see which time slots are available, rather than just tying different times and hoping there’s a bus available”

#### Knights Landing and Yolo Survey Responses

Survey respondents were asked to indicate their preferred start time for the BeeLine microtransit service in the Knights Landing and Yolo service zone. Of the 26 respondents, 92% (24) preferred a start time of 7:00 AM or later. When asked about their preferred end time for the BeeLine service in Knights Landing/Yolo, 27% (7 of 26) indicated a preference for service extending beyond 7:00 PM.

The survey also asked, “YoloTD is considering adjusting the BeeLine service hours for Knights Landing, Yolo, and Winters to 7:00 AM – 7:00 PM. Would this schedule work better for you?” Among Knights Landing and Yolo respondents, 85% supported the proposed 7:00 AM to 7:00 PM schedule, while 12% (3) preferred the service to start before 7:00 AM.

Figure 3: Knights Landing and Yolo Residents Response to Extending Service Hours to 7:00 AM to 7:00 PM



**Support for the 7:00 AM to 7:00 PM Schedule**

- “I would be very happy if the hours would [need] to change for later if 7pm is latest then I’ll be happy but later would make it better”
- “The time change would be awesome!”
- “Good idea, won't impact me but helpful for others”

**Feedback on the Current Service**

Respondents were asked what changes would encourage them to use the BeeLine microtransit service more.

- 73% (19) of respondents from Knights Landing and Yolo requested service on Saturdays
- 46% (12) of respondents from Knights Landing and Yolo requested service past 5:30 PM
- 34% (9) of respondents from Knights Landing and Yolo requested service before 8:30 AM

**Service Requests**

- “Please operate from Knights Landing to Woodland on Saturdays if possible!!! Many events and plans work best on Saturdays but are inaccessible without the BeeLine service. Ideally the service would run every day of the week, but if one day has to be sacrificed, Sunday would be preferable.”
- “Hard to know the time of the return trip, so it is harder to book in advance”
- " Extend hours”

The feedback for the BeeLine microtransit service in the Knights Landing/Yolo service zone is positive, with support of extending the service hours to be 7:00 AM to 7:00 PM Monday through Friday and Sunday. BeeLine users use the service for school and work, extending the service hours gives riders more trip options.

**Overall Survey Responses**

- 80% (72) of survey respondents supported the BeeLine Microtransit service extending its hours to 7:00 AM to 7:00 PM Monday through Saturday in the Winters service zone and Monday through Friday and Sunday in Knights Landing/Yolo service zone.
- 11% (10) of survey respondents would like the BeeLine Microtransit service in Knights Landing, Winters, and Yolo to go beyond 7:00 PM
- 7% (6) of survey respondents would like the BeeLine Microtransit service in Knights Landing, Winters, and Yolo to start before 7:00 AM

Figure 4: Response to Extending Service Hours to 7:00 AM to 7:00 PM

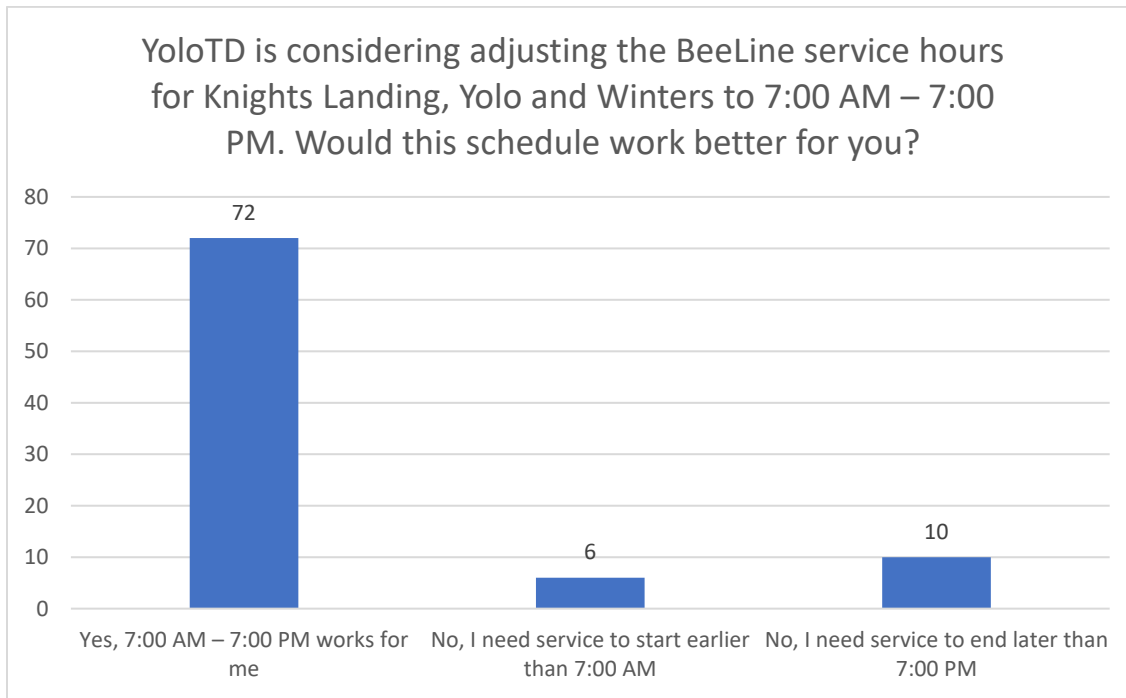
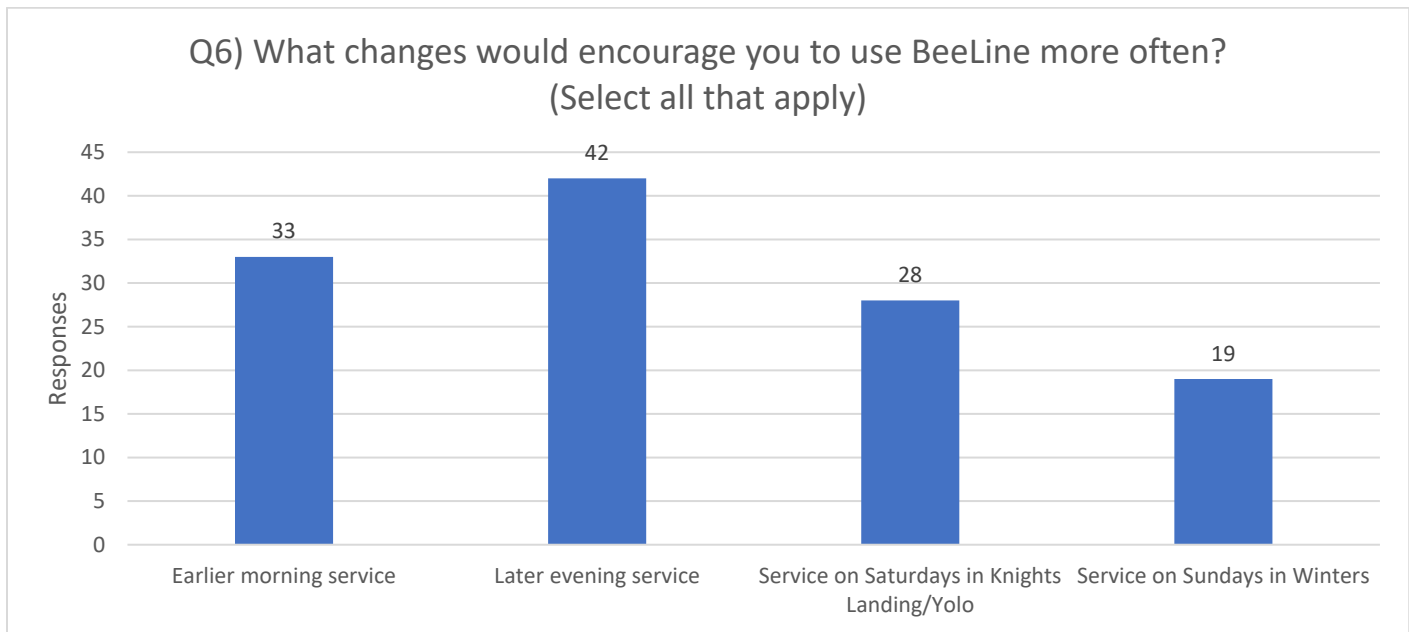


Figure 5: Response to Extending Service Hours to 7:00 AM to 7:00 PM



**Citizens Advisory Committee Feedback:**

At the February 10 Citizen Advisory Committee (CAC) meeting, members unanimously supported the service change proposal. Some CAC members suggested that we work with RideCo, the software company, to improve the grouping of trips together during peak travel times to increase the number of passengers on board and decrease the number of failed searches. The CAC members supported the earlier service start time for BeeLine in Winters because it would allow riders to connect to the regional transit network, including Capitol Corridor and YoloBus Express Services that travel from Davis to Downtown Sacramento. Additionally, members suggested that restoring Route 220 or 220C would better serve intercity commuters. CAC members asked about the Short Range Transit Plan and the tradeoffs between fixed route and microtransit service.

## PROPOSED CHANGES

Based on the feedback received during the 30-day public comment period, YoloTD staff is not proposing any modifications to the service change proposal presented to the YoloTD Board in February. This section restates the proposed Knights Landing/Yolo and Winters service zones changes.

### Proposed Service Expansion for Knights Landing/Yolo

The proposed Knights Landing/Yolo service expansion would extend operating hours by starting 1.5 hours earlier and ending 1.5 hours later, providing 12 hours of service from 7:00 AM to 7:00 PM, six days a week. This expansion aims to better distribute morning and evening demand, particularly around 8:00 AM and 4:00 PM. This change would also align the service hours of the Knights Landing/Yolo zone with those of the Woodland zone. This internal consistency will reduce confusion for riders who are transferring between zones.

Figure 6: Proposed Service Expansion for Knights Landing/Yolo Service Area

Day	Current		Proposed	
	Hours of Operation	Vehicle	Hours of Operation	Vehicle
Monday – Friday	8:30 AM – 5:30 PM	1	7:00 AM – 7:00 PM	1
Saturday	No Service	0	No Service	0
Sunday	8:30 AM – 5:30 PM	1	7:00 AM – 7:00 PM	1

### Proposed Service Expansion for Winters

The proposed service expansion for Winters would extend operating hours by starting 1.5 hours earlier and ending 2.5 hours later, and by adding an additional vehicle during peak hours (7–11 am and 3-6 pm). The proposed service expansion would increase the number of passengers able to use the service and increase the number of shared trips. The proposed Winters expansion is detailed in Figure 10.

Figure 7: Proposed Service Expansion for Winters

Proposed Service Expansion for Winters				
Day	Current		Proposed	
	Hours of Operation	Vehicle	Hours of Operation	Vehicles Operating During Peak Service
Monday – Friday	8:30 AM – 4:30 PM	1	7:00 AM – 7:00 PM	2
			7:00 AM – 11:00 AM	
			3:00 PM – 6:00 PM	
Saturday	8:30 AM – 4:30 PM	1	7:00 AM – 7:00 PM	1
Sunday	No Service	0	No Service	0

## Options for Restoring Fixed Route Bus Service in Winters

Prior to 2020, the City of Winters was served by two fixed-route bus lines: the 220 and 220C, which provided intercity service between Davis and Vacaville, with stops in Winters. These routes were discontinued and replaced by microtransit.

In response to the currently proposed service change, some customers, CAC members and YoloTD Board members have expressed interest in restoring the 220 and 220C instead of, or in addition to, the expansion of BeeLine microtransit.

Staff recognize the validity of these concerns. We agree that restoration of fixed-route service, in addition to or instead of BeeLine microtransit, should be analyzed.

We are currently in the process of preparing an updated Short Range Transit Plan (SRTP) and Comprehensive Operations Analysis (COA), which will serve as the agency’s roadmap for improving transit service over the next five to seven years. An explicit focus area of this SRTP is to evaluate YoloTD’s current microtransit service areas and recommend whether any of these areas would be better served by a different blend of microtransit and fixed-route service.

While the SRTP is under development, an expansion of operating hours and vehicles for BeeLine microtransit offers a relatively quick, near-term fix to address the unmet demand for service in Winters.

The timeline for the SRTP is as follows:

- May 2025: Board presentation/discussion of existing conditions and goals/objectives for the SRTP
- June/July 2025: Board workshop on SRTP scenarios and potential service changes
- Aug/Sept 2025: Public outreach/input on potential service changes
- Nov/Dec 2025: Board presentation/discussion of Draft Final SRTP
- Jan/Feb 2026: Final adoption of SRTP and Implementation Plan

**FISCAL IMPACT:**

On July 8, 2024, the YoloTD board members approved the FY 2024-25 Budget which allows for increasing the hours of operation and number of vehicles operating in Winters and Knights Landing/Yolo service areas.

The FY 2024-25 budget conservatively assumed 6,951 service hours in Winters, for an annual cost of \$400,000. This proposed service expansion is within that budget, with 5,374 service hours at a cost of \$320,290.

In Knights Landing/Yolo, the FY 2024-25 budget assumed 6,423 hours and annual cost of \$323,000. The proposed service expansion is well within that budget, with 3,624 service hours at a cost of \$190,043.

Figure 11 compares the current and proposed costs for BeeLine in both service areas.

*Figure 8: Estimated Cost of Proposed Service Expansion*

<b>Service Area</b>	<b>Current</b>	<b>Proposed</b>	<b>Change</b>
Winters	Hours Per Week: 48 Hours Per Year: 3,161 Cost Per Year*: \$144,470	Hours Per Week: 107 Hours Per Year: 5,374 Cost Per Year*: \$320,290	Hours Per Week: 59 Hours Per Year: 2,213 Cost Per Year*: \$175,820
Knights Landing/ Yolo	Hours Per Week: 66 Hours Per Year: 2,846 Cost Per Year*: \$150,188	Hours Per Week: 72 Hours Per Year: 3,624 Cost Per Year*: \$190,043	Hours Per Week: 6 Hours Per Year: 778 Cost Per Year*: \$39,855
Total Cost	Cost Per Year: ~\$294,658	Cost Per Year: ~ \$510,333	Change: ~ \$215,675

*~ Note that costs only include contracted transportation. Fuel, insurance and other miscellaneous costs will add an additional 10-15%.*

## NEXT STEPS

If approved by the Board of Directors, these service changes will take effect in Spring 2025.

### Attachment:

- A. Survey Responses
- B. Knights Landing Heat Map (Dec '24 – Feb '25)
- C. Winters to Davis Heat Map (Dec '24 – Feb '25)
- D. Winters to Vacaville Heat Map (Dec '24 – Feb '25)

## Attachment A: Survey Responses

Question 9: Do you have any additional feedback or suggestions about BeeLine service? (i.e. How can we better improve service in Knights Landing, Yolo, and Winters)

- Add service to rural areas outside city limits
- Adding service between Davis and Woodland; more available Bee Lines in Woodland during morning commute and rainy weather (I take it from the County Fair Mall and Woodland Community College)
- Advertise! I had no idea about Beeline
- Davis Senior Center is difficult to use because of the transportation. Seniors having difficulty with walking here need public transportation to the Senior Center in Davis and on East Street in Woodland.
- Don't tell the drivers to leave before the time it says they will leave in the app (I missed a ride before because of that), also I don't know if this happens anymore but sometimes it would say that the ride is available all the way until it's time for the ride and then it would say that it cannot be serviced at this time.
- Extend hours
- Friendly drivers
- Give more stops that are familiar and even add benches to wait to be picked up.
- Got stranded in Woodland after Drop off in Woodland, wanted to come back 30 minutes after
- Great to go to work, great to book more trips
- hard to know the time of the return trip, so it is harder to book in advance
- Horario más amplio y me gusta como poder pedir el servicio, incluso para aquellos que no usan app es fácil
- I called Beeline only once so don't have a lot of experience. I live in Winters and had to leave my car for service in Vacaville over near Home Depot but there was no pick up in that area. I Am a Senior citizen & don't trust Uber so just waited in Vacaville all day til the car was done. So, it would be great if there were more pick up points in Vacaville. Of course I suppose the logistics of this are limited. I read that many return trips from Vacaville are empty. Maybe if you allowed more pick up points in Vacaville you could avoid the empty return trips.
- I love this option. It's clean, safe and reliable. Especially for my young adult children to gain responsibility and independence, getting to work and school.
- I often need to go from Winters to Woodland, or Winters to Sacramento (e.g., state Capitol) and trying to do BeeLine then connect to other lines is too ungainly. I use a powered wheelchair, manual wheelchair or walker. Every time I've tried to use BeeLine, either the timing hasn't worked or I would have to take so many busses to get where I'm going that it's not worth it.
- I think the BeeLine is a valued service that allows parents to feel better about their minor children riding public transportation. Just knowing that all riders are registered (therefore, known) and checked in on the tablet lends itself to a sense of safety. The fact that the BeeLine stops are throughout the community, anyone can feel safer knowing that the walk to their destination will be shorter. I also find it pretty cool that you pick up wheelchairs and walkers and people with the little shopping carts. Makes getting around way more accessible. The areas for improvement are that wait times seem longer now, it'd be nicer to get pick-up times closer to your request. And some of the stops are in really dark areas or with fecal matter and debris at them. Should Yolobus be cleaning that up or the City? Thanks for asking for our input. Hope that helps!
- Increase vehicles for more departures.
- It would be great if the Bee Line could stop in Davis.
- It would be helpful to have bee line from Winters to Woodland
- It would be super helpful if the bus stopped and picked up at actual bus stops instead of random buildings and land marks. There are safe bus stops on my route but they are not options to reserve and



they are stops that do not deviate from the route I am on. It is also helpful when there is a consistent driver. I get on the bus M-F from Winters into Davis between 2:00-3:00pm

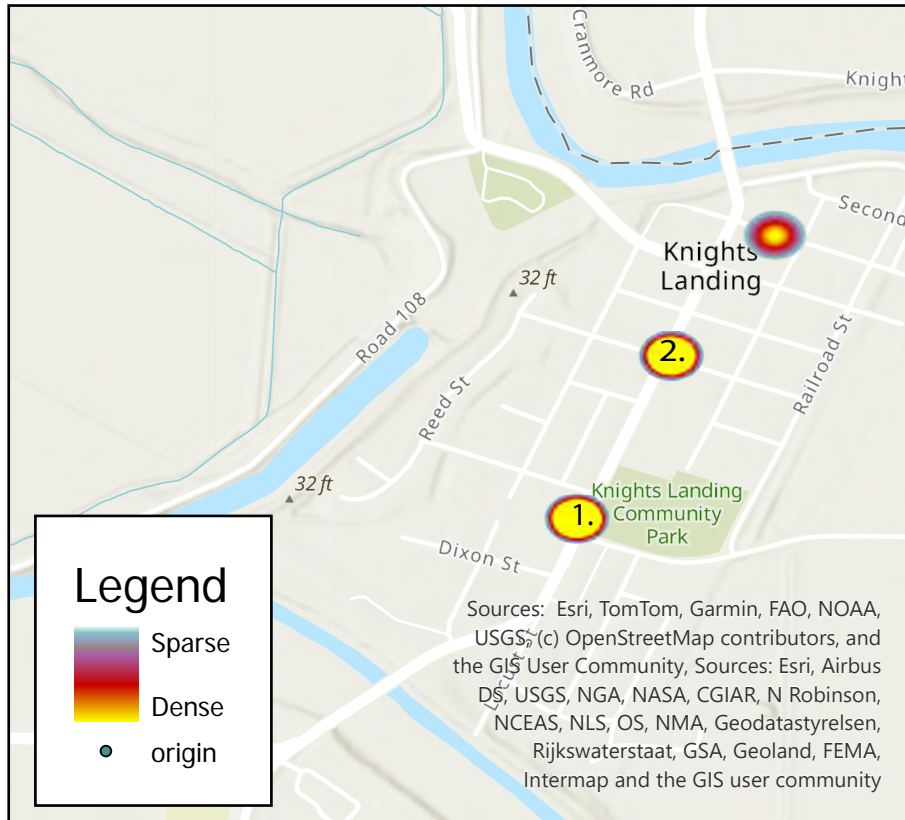
- It's hard to not have a regular bus schedule since if I need to be somewhere at a particular time, there's no guarantee that a bus will be available for me to arrive in time.
- Keep doing service in Winters-helps seniors and community centers.
- Make improvements to the app so it actually works. Have more stops and longer time range available. Living in Winters is like living on an Island with no way out of town without a car.
- Make sure the price per ride doesn't increase. \$4 for a there and back trip is good enough.
- Service is fantastic. None at this time
- Thank you for your Bee Line
- Thank you for this service. I do not drive and the BeeLine allows me to get out of town (Winters) to go to Davis.
- When booking through the app, it would be helpful to see which time slots are available, rather than just trying different times and hoping there's a bus available.
- Would it be possible for a group (x number of people) to book a date to go to and from the Mondavi center for a set performance? /this would require later driving, perhaps after 10pm

Question 10: Do you have any additional feedback on adjusting service hours for Knights Landing/Yolo and Winters to 7:00 AM – 7:00 PM?

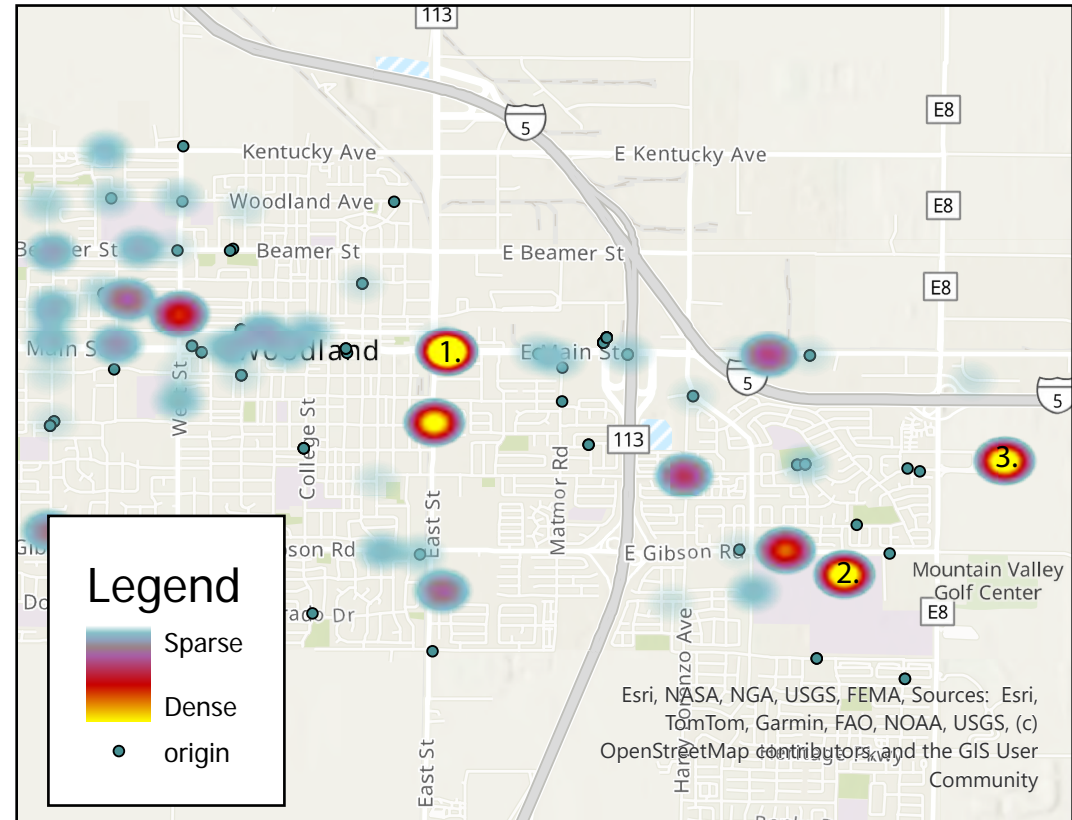
- Could use more hours of operation in the afternoon.
- Give driver more money. Drivers are important.
- Good
- Good
- Good idea, won't impact me but helpful for others
- I am glad to see these services available to Winters.
- I appreciate the option to increase service in Winters. Thank you.
- I often need to go from Winters to Woodland, or Winters to Sacramento (e.g., state Capitol) and trying to do BeeLine then connect to other lines is too ungainly. I use a powered wheelchair, manual wheelchair or walker. Every time I've tried to use BeeLine, either the timing hasn't worked or I would have to take so many busses to get where I'm going that it's not worth it. Re 7 pm, that'd be for when the bus would leave Davis, etc., heading to Winters, right?
- I think the expanded hours will encourage me to try out the service.
- I think this will help a lot especially those who think of using a form to get to work and give people more options. I did wish Davis has connections to go Woodland as well.
- I would be very happy if the hours would change for later if 7pm is latest then I'll be happy but later would make it better
- It would be nice if there was actually a bus available to pick you up.
- My family would definitely use the service more if the hours were extended. I wonder if there are also plans to add another bus to the busiest routes/times, as they're often unavailable when I try to book.
- No but wish there was a direct connection to Vacaville since the outlets are out there, or Sacramento even.
- Please operate from Knights Landing to Woodland on Saturdays if possible!!! Many events and plans work best on Saturdays but are inaccessible without the BeeLine service. Ideally the service would run every day of the week, but if one day has to be sacrificed, Sunday would be preferable.
- Services from 7am-7pm would be great for our city of Winters to help people with their daily commute.
- Support
- The expanded hours give more options for class times and work shifts. I like the proposal.
- The time change would be awesome!

- This earlier and late times extended give good coverage and flexibility of ride is needed
- This is great for me. Thank you for considering expanding hours.
- Very good idea, help community; for others would be good
- You'll get busy during those extended hours as people find out there's more service in their area!

# BeeLine Heat Map for Knights Landing Service Zone (Dec '24-Feb '25)



Knights Landing



Woodland

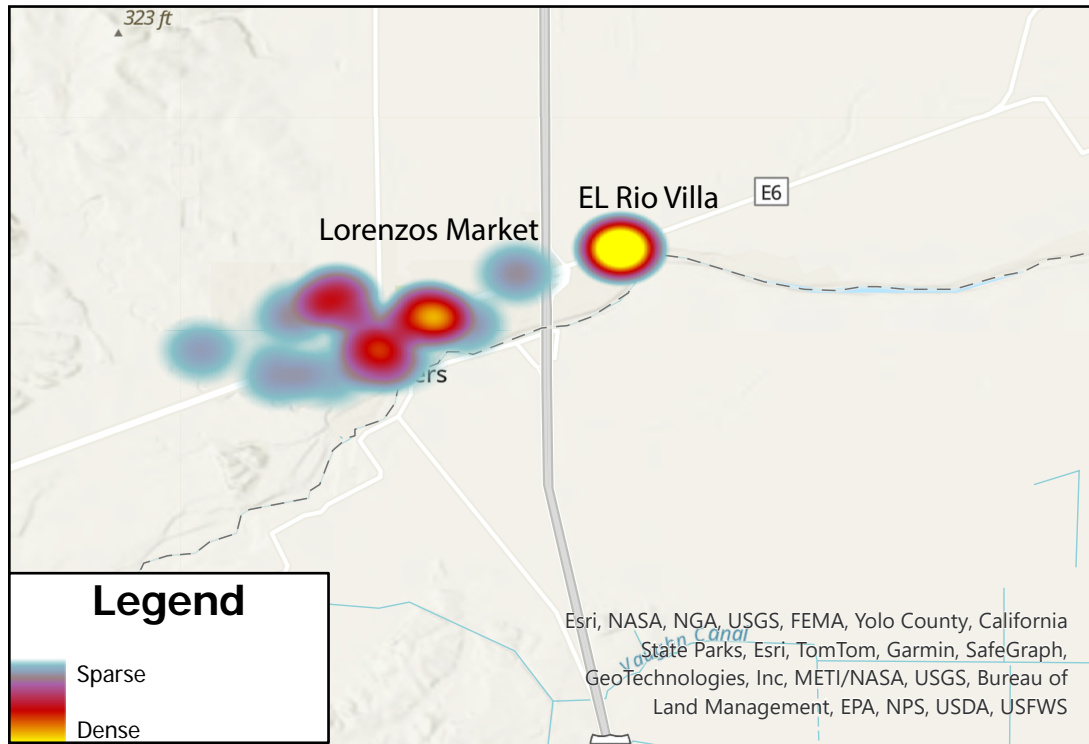
## Top Starting Points in Knights Landing:

1. Locust St. at County Road 116
2. Locust St. Sixth St.

## Top Destination Points in Woodland:

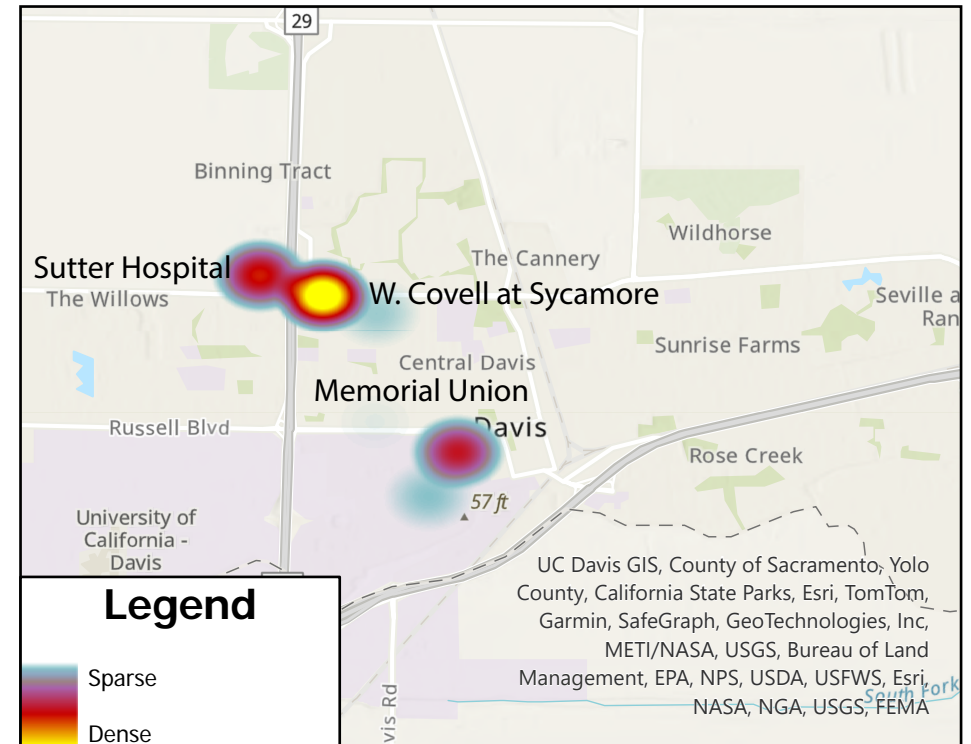
1. E. Main at East St.
2. Woodland Community College
3. Woodland Gateway Shopping Center

# Beeline Heat Map for Winters Service Zone (Dec '24 to Feb '25)



## Top Travel Destination in Winters

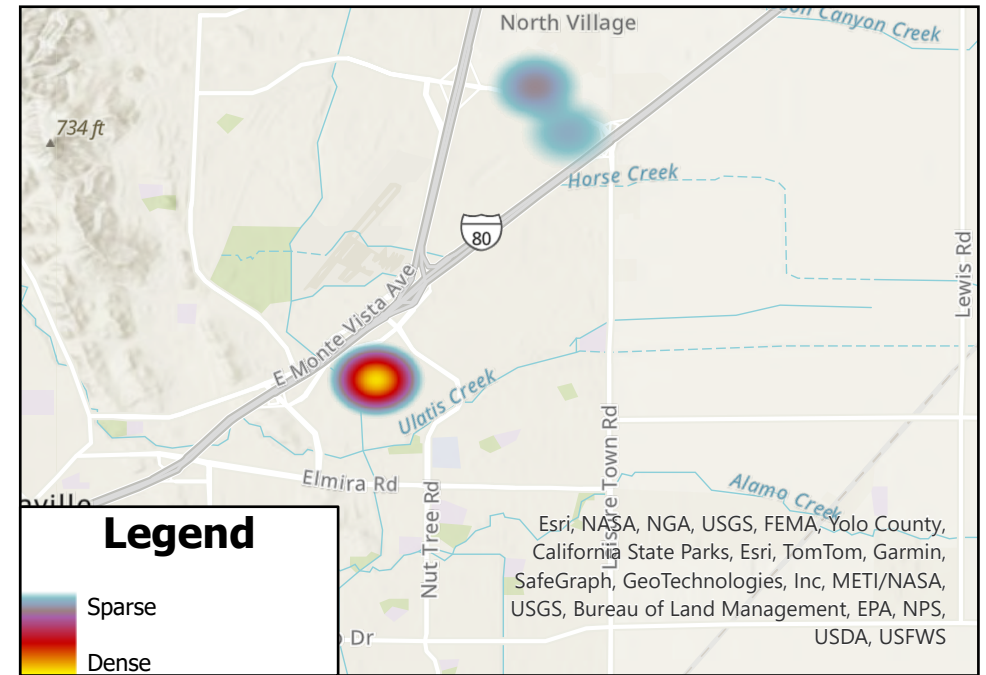
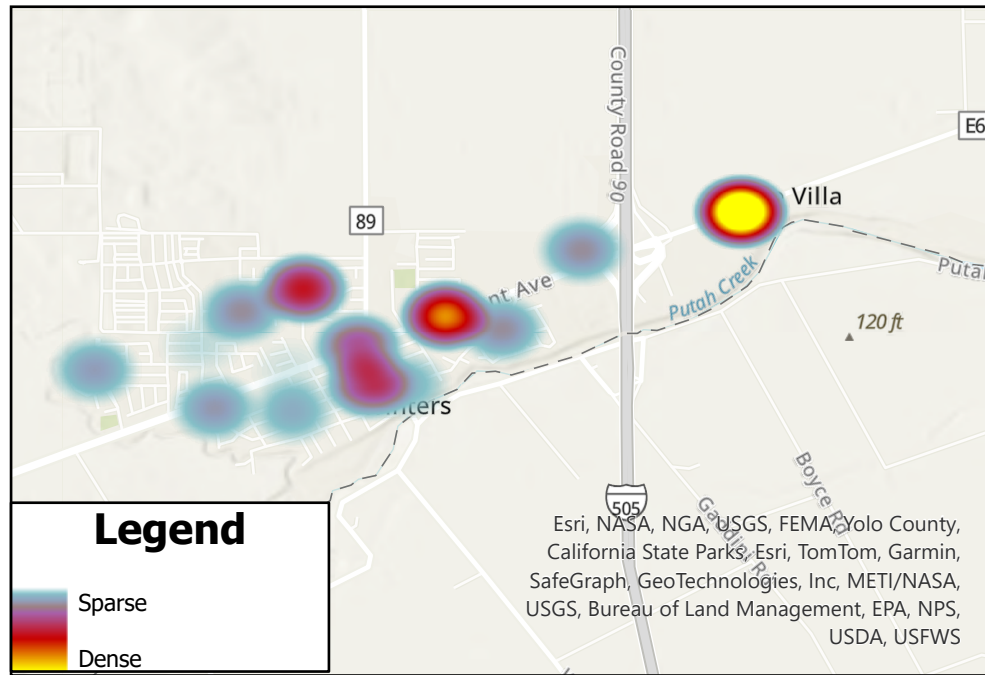
1. EL Rio Villa
2. Grant at Morgan
3. WB Abbey St at 1st



## Top Travel Destination in Davis

1. W. Covell at Sycamore
2. Sutter Davis Hospital
3. Memorial Union (UC Davis)

# Beeline Heat Map for Winters Service Zone (Dec '24 to Feb '25)



## Top Travel Destination in Winters

1. El Rio Villa
2. Grant at Morgan
3. WB Abbey St at 1st

## Top Travel Destination in Vacaville

1. Walmart Super Center
2. Solano Community College
3. Kaiser Medical Center

**BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**  
**350 Industrial Way, Woodland, CA 95776---- (530) 661-0816**

<b>Topic:</b> Woodland Transit Center Security Improvements and Appointment of Ad Hoc Committee	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<h1>6</h1> <b>Action</b>
		<b>Attachments:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Prepared By: B. Abbanat / A. Bernstein</b>		<b>Meeting Date: March 10, 2025</b>

**STAFF RECOMMENDATIONS:**

1. Establish a YoloTD / Woodland City Council Ad Hoc Committee to continue evaluating feasible downtown sites to relocate the Woodland Transit Center. Appoint two Board members to serve for YoloTD.
2. Direct staff to analyze options and return to the Board with recommended actions to quickly improve conditions at the existing County Fair Mall transit center.

**BACKGROUND:**

This staff report builds on prior Woodland Transit Center staff reports, specifically, from February 10, 2025.

**February 10, 2025 YoloTD Board Meeting Summary**

At this meeting, staff provided an update on downtown Woodland Transit Center relocation activities between December 2024 and February 2025, which included the following:

1. 2<sup>nd</sup> & Court Street “Pop Up” event on 1/28/2025 from 7:30 AM to 12:30 PM
2. Community survey of 2<sup>nd</sup> & Court Street transit center location
3. Comprehensive web page on YoloTD website, including Frequently Asked Questions and links to community survey.
4. Completion of 10% design concepts for two long-term transit center alternatives at the Yolano-Donnelly
5. Better understanding of factors affecting Yolano-Donnelly Affordable Housing and Sustainable Communities (AHSC) grant application competitiveness
6. City of Woodland preference for an alternate location on Lincoln Avenue between 5<sup>th</sup> and 6<sup>th</sup> Street

The Board emphasized the need to prioritize safety issues at the current site and, if the 2<sup>nd</sup> & Court Street location is not approved by the Woodland City Council, to explore several potential locations.

## **February 18, 2025 Woodland City Council Meeting**

The Woodland City Council rejected the 2<sup>nd</sup> and Court site as a suitable location to accommodate the Woodland Transit Center and directed Woodland staff to continue working with YoloTD and return with a recommendation for a mutually agreeable location(s) for relocating the Woodland Transit Center.

### **Next Steps**

In response to the Woodland City Council's action, staff have identified two near-term priorities for the Woodland Transit Center:

1. Establish a YoloTD / Woodland City Council Ad Hoc Committee to continue evaluating feasible downtown sites to relocate the Woodland Transit Center
2. Improve conditions at the County Fair Mall by:
  - a. Contracting for private security at the Transit Center
  - b. Contacting the property owner and request restoration of parking lot lighting adjacent to the Transit Center and improved parking lot and landscape maintenance.
  - c. Explore options for brighter solar-powered lights at existing bus shelters
  - d. Identify other near-term options for improving conditions at the transit center.

### *Establish YoloTD / Woodland City Council Ad Hoc Committee*

YoloTD and City of Woodland staff concur that establishing an Ad Hoc Committee between the respective organization Board/Council members is an appropriate means to continue progressing towards a mutually-agreeable Transit Center location. Two priorities for this Ad Hoc Committee are:

1. Establish predictable siting criteria that will enable the process to advance in a productive manner.
2. Identify several mutually-agreeable potential locations that meet both agencies' needs prior to investing in additional analysis and consulting cost.
3. Clarify roles and expectations for community engagement.

The Ad Hoc Committee is expected to help facilitate conversations and ensure that each milestone passed has the expected support of the respective agencies.

Importantly, Woodland Transit Center relocation siting has implications for the in-process Short Range Transit Plan (SRTP) as Woodland area service and routing assumptions will be affected by this decision. As the SRTP will be complete by late fall/early winter 2025, the Ad Hoc Committee should complete its work by mid-late summer 2025 so any routing and scheduling assumptions can be integrated into the SRTP. However, any relocation out of the County Fair Mall is not expected to occur within calendar year 2025.

Initial alternatives analysis is expected to occur at the staff level. Approximately \$25,000 of unexpended budget remains from the existing Kimley-Horn professional services agreement which can be rescoped for

this effort if/when needed.

### Improve Conditions at County Fair Mall

#### *Private Security*

While relocating the Woodland Transit Center out of the County Fair Mall in 2025 is no longer feasible, staff have identified some potential measures that could improve current conditions. The first priority is to improve the sense of safety at the existing Transit Center. First, staff propose to hire private security to provide additional eyes on the Transit Center, improve sense of safety for riders, and contact law enforcement if assistance is needed. Some existing mall property tenants currently utilize private security services and staff will explore opportunities to leverage those. Staff anticipate contracting with private security during non-daylight hours and could be in service within a couple of months.

#### *Assess & Improve Lighting*

Current lighting at the County Fair Mall parking lot is inconsistent. The Wal-Mart Neighborhood Market uses generator-powered portable lighting that is quite bright. In comparison, the YoloTD solar lighting is relatively dim, and adjacent parking lots have no lighting at all. Staff have already begun discussions with the County Fair Mall property manager to request if the parking lot lights can be activated to provide uniform lighting for safety reasons. As YoloTD's solar lighting has aged, staff will also explore current solar powered lighting technology and determine if brighter lighting is possible by potentially upgrading the solar panels, install higher capacity batteries, and brighter fixtures.

## ATTACHMENT:

1. 2/18 Woodland City Council Meeting Slide Deck





# Downtown Woodland Transit Center Project

2/18/2025 City Council



# About YoloTOD

## Our Role

JPA established in state law  
(AB 2420 of 1996)








Public transportation in Yolo  
County (and beyond!)

Countywide transportation  
planning, project delivery and  
funding coordination

Annual budget: \$25 million

Independently funded

## Board of Directors

 <p><b>Dr. Dawnté Early</b> Chair Council Member, City of West Sacramento <i>Alternate: Martha Guerrero, Mayor, City of West Sacramento</i></p>	 <p><b>Jesse Loren</b> Vice Chair Council Member, City of Winters</p>	 <p><b>Lucas Frerichs</b> Board Member District 2 Supervisor, Yolo County Board of Supervisors <i>Alternate: César Villegas, District 1 Supervisor</i></p>	 <p><b>Josh Chapman</b> Board Member Council Member, City of Davis</p>
 <p><b>Mayra Vega</b> Board Member Council Member, City of Woodland</p>	 <p><b>Matt Dulcich</b> Ex-Officio Director of Facilities Planning, UC Davis Health</p>	 <p><b>Sukhi Johal</b> Ex-Officio Senior Transportation Planner, Caltrans District 3 <i>Alternate: Greg Wong</i></p>	



# Vision and Priorities

Updated November 2022



## Vision Statement

Provide seamless, sustainable mobility solutions to help Yolo communities thrive.



## Priorities

1. Provide transit service that is fast, reliable and convenient.
2. Partner with member jurisdictions, community-based organizations and local, regional, state and federal agencies to identify and address the current and evolving mobility needs of Yolo County.
3. Coordinate, plan and fundraise to deliver a full suite of transportation projects and programs.

# What Makes Transit Successful?

*According to Google:*

“A successful public transit system is characterized by being reliable, frequent, fast, comfortable, accessible, affordable, safe, and well-routed through densely populated areas.”

## 2017 Climate Action Plan Strategy T/LU-5

“Reduce motor vehicle trips through increased incentives and opportunities for mass transit use...as alternatives to automobile use.”

## 2017 General Plan Policy 3.G.8

“Continue to emphasize the central role of the Downtown in transit planning including establishing a transit hub in or near Downtown...”



### Policy 3.G.8

**Transit in Downtown.** Continue to emphasize the central role of the Downtown in transit planning including establishing a transit hub in or near Downtown, consistent with the 2016 YCTD Woodland Transit Study. Consider the market and social demand for frequently-stopping, smaller-scale transit service in the Downtown.

### Strategy T/LU-5: Increased Mass Transit Use, Walking, and Bicycling



*Percentage of GHG Reduction Targets: 3% in 2020; 2% in 2035  
GHG Reduction: 1,500 MT CO<sub>2</sub>e in 2020; 2,300-2,350 in 2035<sup>1</sup>  
UCD Bundle 9*



## What is a Transit Center?

A hub where transit routes converge to facilitate passenger transfers.

Centrally-located, walkable to key destinations, high activity levels

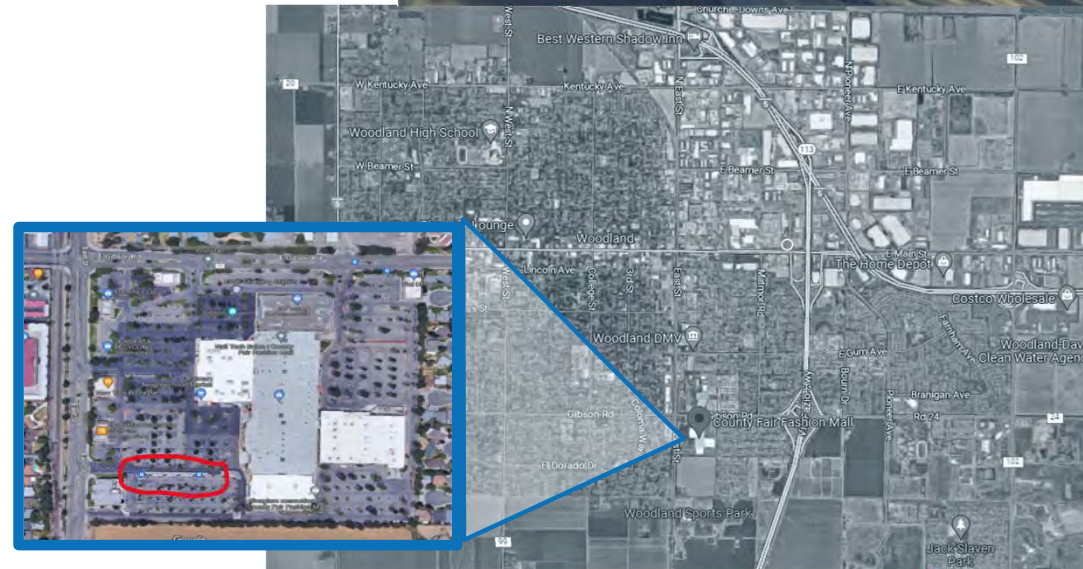
Can be off-street (UC Davis Memorial Union) or on-street (West Sacramento)

Not a park-and-ride lot



# Woodland Transit Center: County Fair Mall

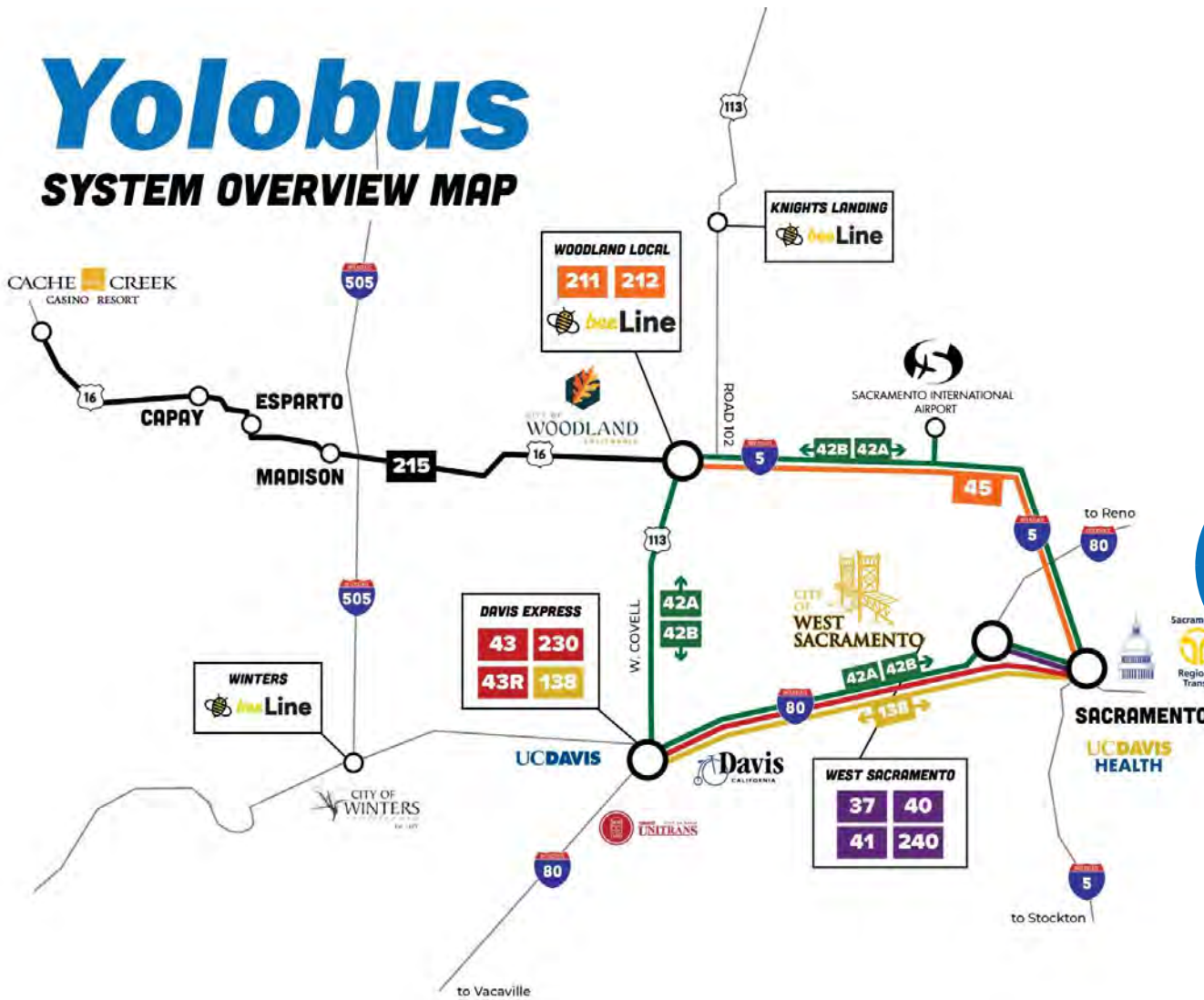
- Mall has been in decline, now a magnet for illegal camping and other unwanted behavior
- Owner does not employ security or maintain lighting
- Location is on private property, making police enforcement a challenge
- Not centrally located
- Yolobus receives many complaints about security at this location





# Yolobus

## SYSTEM OVERVIEW MAP



- 42A 42B** INTERCITY/AIRPORT  
Mon-Sun, Hourly and Peak
- 37** SOUTHPORT  
Mon-Fri, Hourly
- 40** WEST SACRAMENTO LOCAL  
Mon-Sun, Hourly
- 41** WEST SACRAMENTO LOCAL  
Mon-Sun, Hourly
- 240** WEST SACRAMENTO SHUTTLE  
Mon-Sun, Hourly
- 45** WOODLAND EXPRESS  
Mon-Fri, Peak Only
- 211** WEST WOODLAND LOCAL  
Mon-Sun, Hourly
- 212** EAST WOODLAND LOCAL  
Mon-Sun, Hourly
- 215** CACHE CREEK SHUTTLE  
Mon-Sun, 17 Round Trips
- 43** DAVIS EXPRESS  
Mon-Fri, Peak Only
- 43R** DAVIS EXPRESS (REVERSE)  
Mon-Fri, Peak Only
- 230** DAVIS EXPRESS  
Mon-Fri, Peak Only
- 138** CAUSEWAY CONNECTION  
Mon-Fri, Hourly



# beeLine

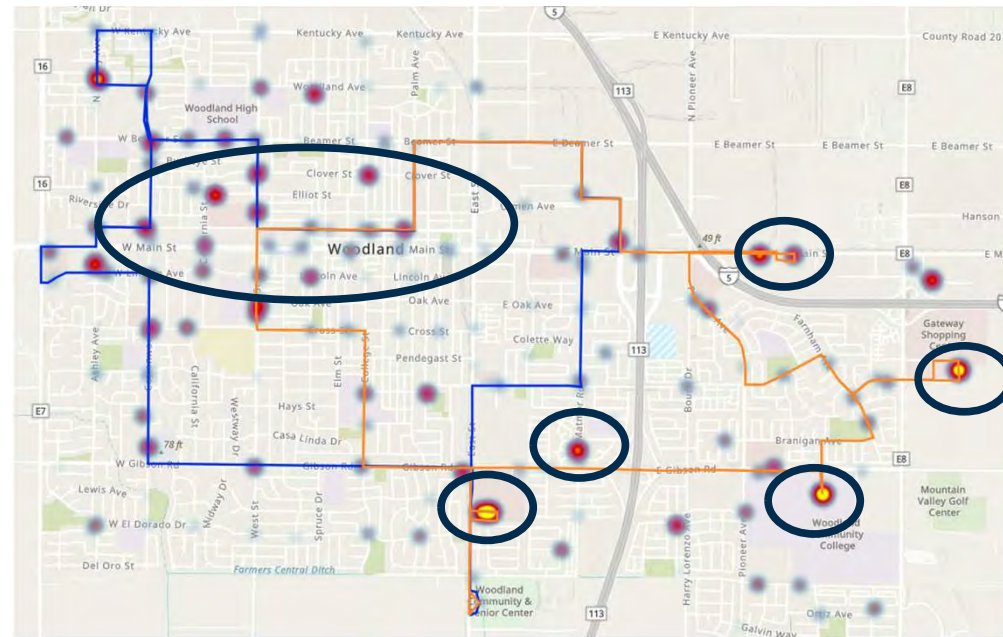
Getting you where you need to *bee*.



- On-demand microtransit serving Woodland
- Replaced two discontinued bus routes (213, 214)
- Launched in Sept 2023
- 4,000 monthly rides in Woodland
- Avg customer rating: 4.6 stars out of 5

# Top Yolobus Destinations in Woodland

- County Fair Mall to transfer to 42 A/B
- Woodland Community College
- Costco/Gateway
- Airport Hotels
- Downtown Woodland (cluster)



# Who Rides YoloBus in Woodland?

## Students

- UC Davis
- Woodland Community College
- Woodland, Pioneer HS

## Commuters

- State workers
- UC Davis staff
- Service workers

## Transit-Dependent

- Seniors
- Disabled
- Low-income/housing insecure

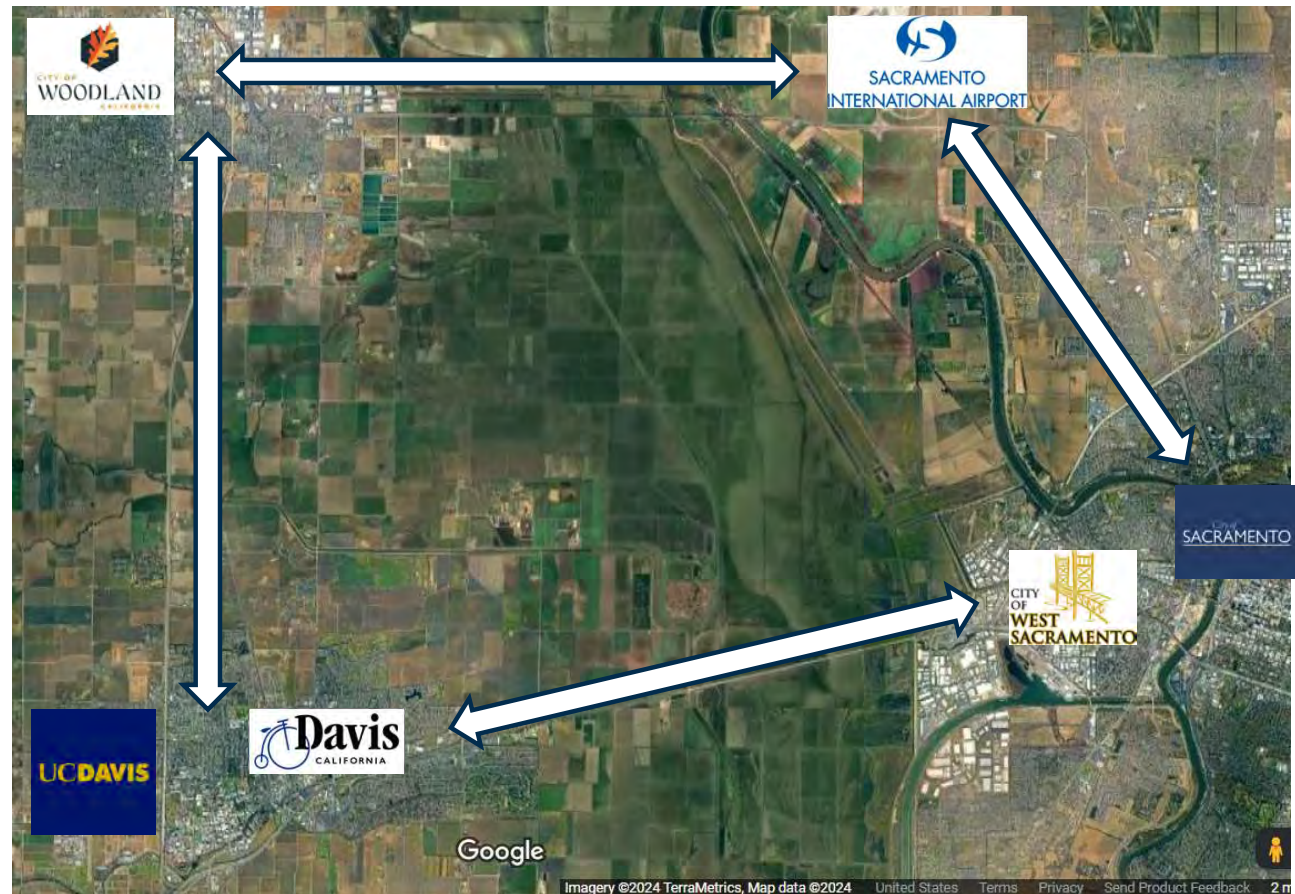




# Purpose and Goals for Relocation

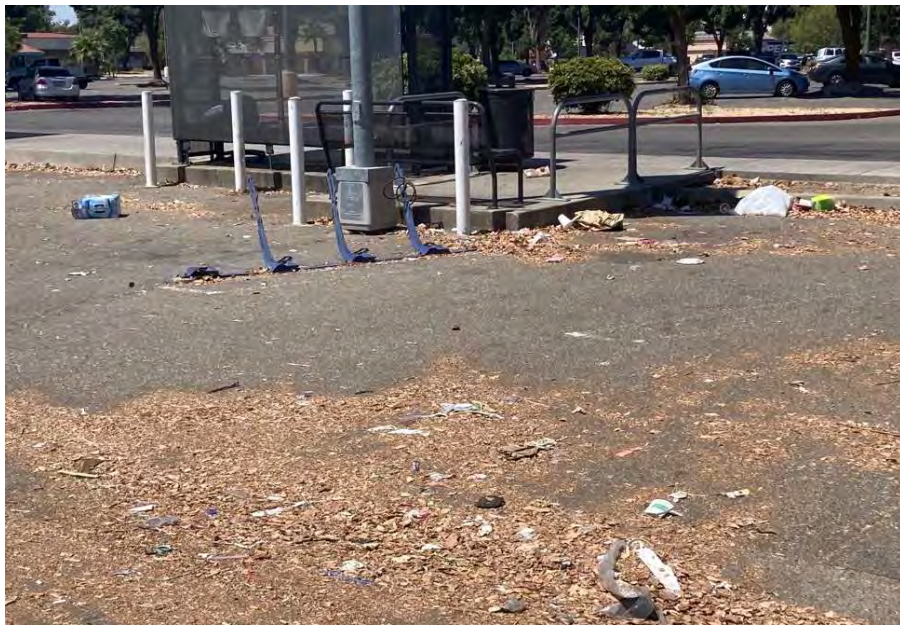
**Goal #1:** Improve connectivity between downtown Woodland and key regional destinations

- One-seat ride to UC Davis, Airport and Downtown Sacramento on the 42A/B
- 3500 jobs in downtown Woodland
- Woodland is the only Central Business District with no intercity service



## Purpose and Goals for Relocation

**Goal #2:** Improve personal security for Yolobus passengers in Woodland





## Process: How Did We Get Here?

**2018:** YoloTD Board establishes goal to relocate transit center to downtown Woodland, funds study of possible sites

**2020:** Project put on hold

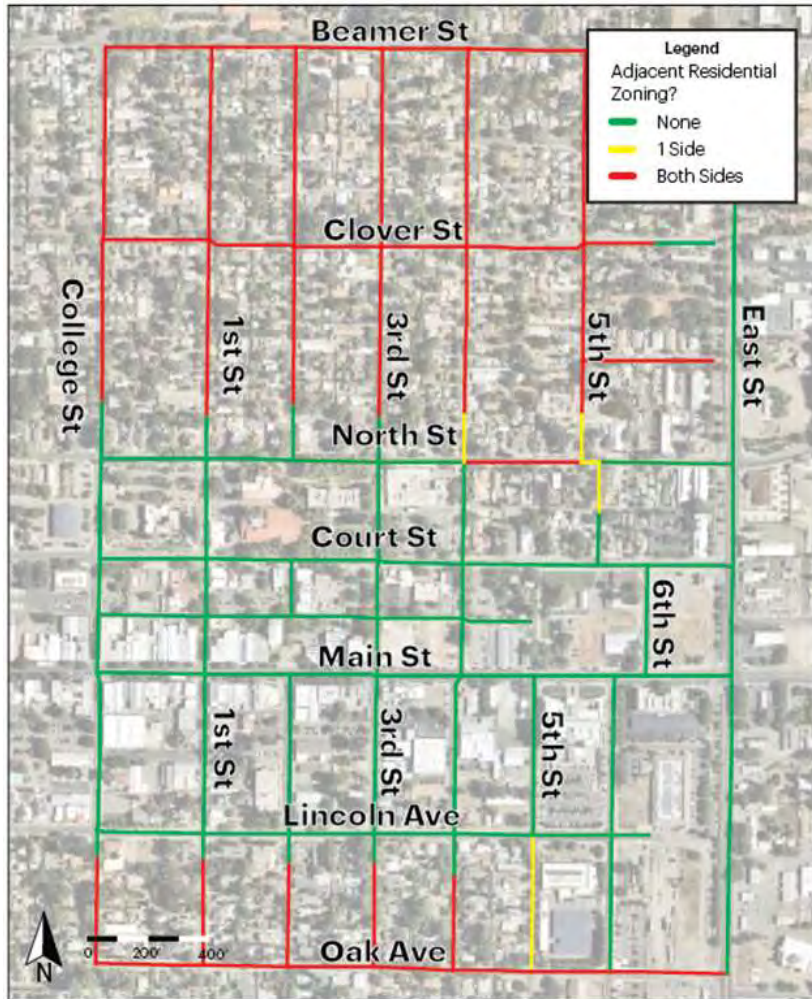
**Spring 2022:** Project restarted with new, scaled-back scope

- 2-Year process with continuous involvement of Woodland city staff at every step
  1. Jointly identified siting criteria
  2. Conducted first round of alternatives analysis (3 sites)
  3. At City's request, second round of alternatives analysis (3 additional sites)
  4. Selection of preliminary preferred alternative
  5. 30% design of preliminary preferred alternative

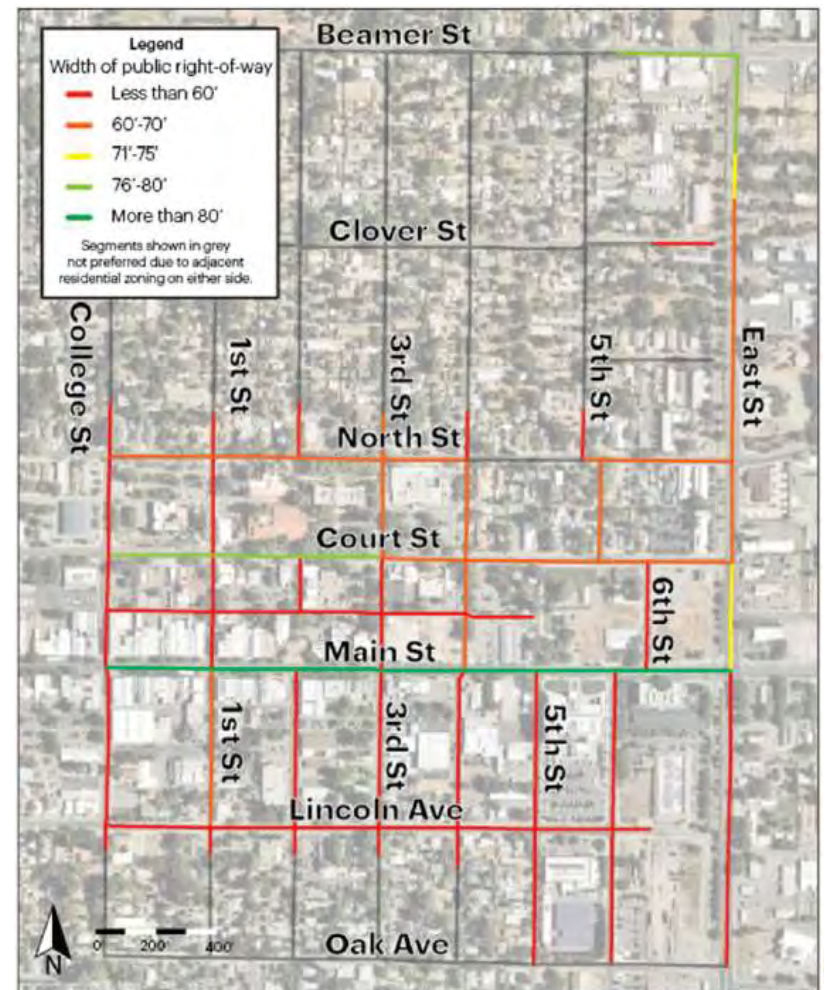
## Siting Criteria for Transit Center (A challenge!)

1. Proximity to key destinations and compatibility with surrounding land uses
2. Avoid residential streets and active storefronts
3. Minimize parking removal
4. Compatibility with existing bus routes
5. Controlled intersections (signal or stop sign) for bus turns
6. Adequate road & intersection space for bus movements, bus bays
7. Pedestrian, vehicular, rider safety
8. Timeliness and cost to implement

# Residential Zoning



# Street Widths



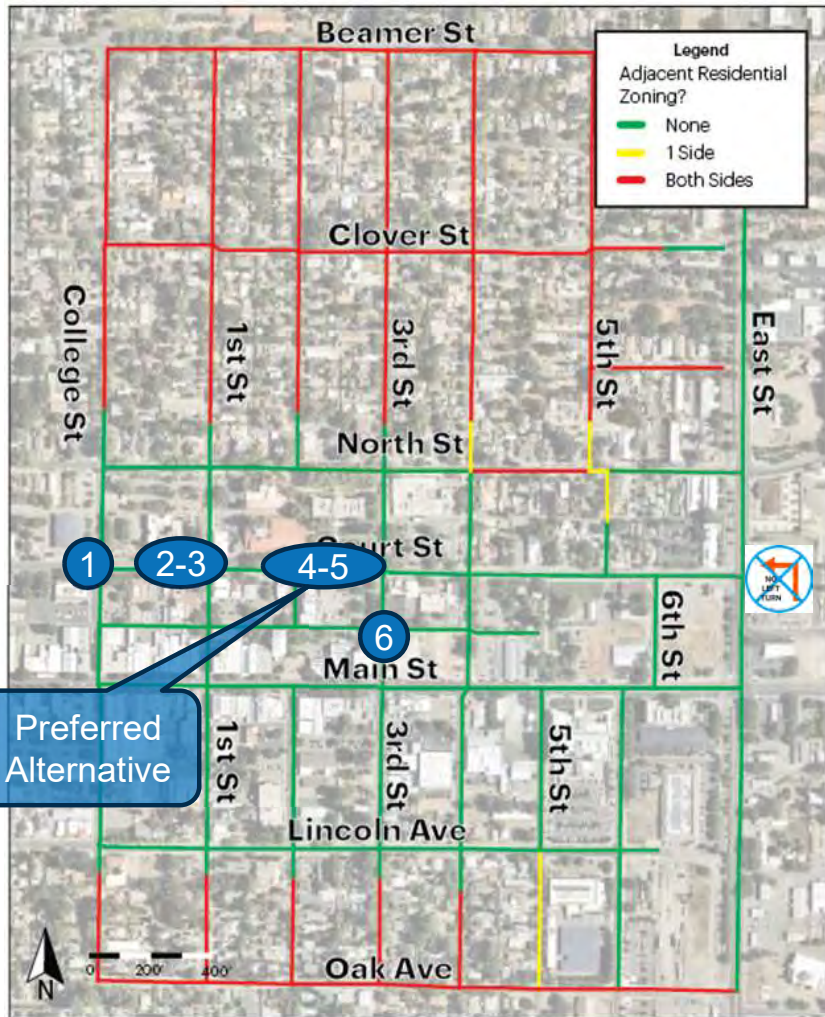


# Stoplights, Bus Stops & Routes, Bikeways and Railway



# Process: How Did We Get Here?

## Alternatives Considered



Location	Challenge(s)
College & Court (1)	<ul style="list-style-type: none"> <li>• Insufficient curb space on Court St to accommodate four bus bays</li> <li>• College Ave (south of Court) is too narrow to accommodate a bus bay plus two-way traffic</li> <li>• College Ave (north of Court) is wider but would require bus routing onto North Street, a narrow residential street</li> </ul>
Court & 1st Street (2-3)	Conflicts with existing infrastructure (street trees, fire hydrant, driveways would all need to be removed)
3rd Street (btw. Main & Court) (6)	Narrower street, sidewalks are not up to code, utility poles would require relocation, circulation concerns at 3rd/Main.



# What About Lincoln @ 6<sup>th</sup> St?

## Siting Criteria

1. Proximity to key destinations and compatibility with surrounding land uses
2. Avoid residential streets and active storefronts
3. Minimize parking removal
4. Compatibility with existing bus routes
5. Require controlled intersections (signal or stop sign) for bus turns
6. Adequate road & intersection space for bus movements, bus bays
7. Pedestrian, vehicular, rider safety
8. Timeliness and cost to implement



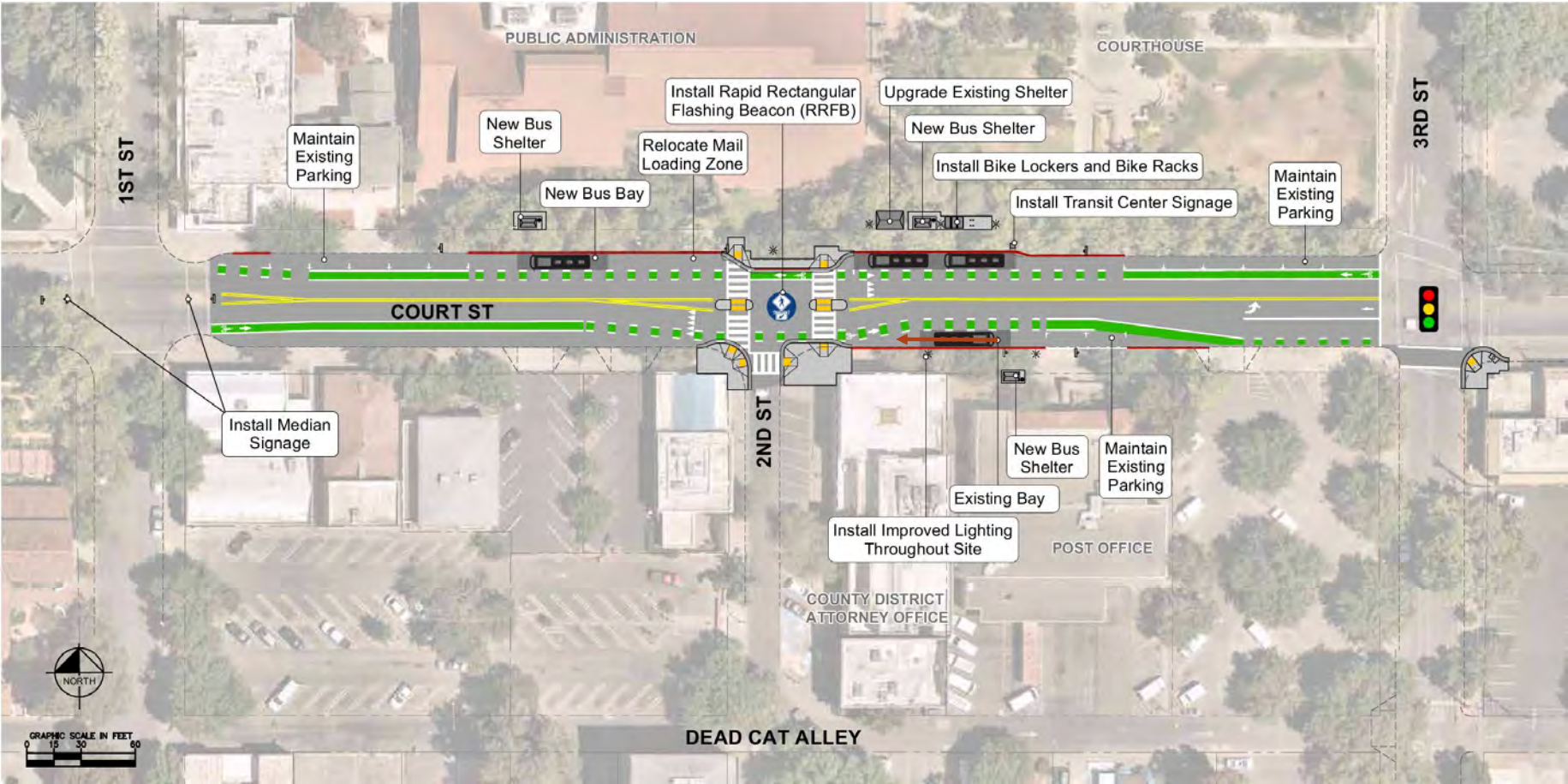
## Process: How Did We Get Here?

**April 2024:** YoloTD Board reviews alternatives, unanimously selects 2nd & Court St as Preliminary Preferred Alternative, approves 30% design

- YoloTD Citizen Advisory Committee also recommends 2<sup>nd</sup> & Court
- Not invited to present alternatives and solicit feedback from City Council, Planning Commission or Sustainability Advisory Committee
- 30% design scope of work includes elements requested by City staff:
  - Circulation: Conducted traffic & safety analysis, verified turn movements
  - Safety: Collaborated on street design improvements, included all requests in 30% design
  - Cost: Provided capital and operational costs

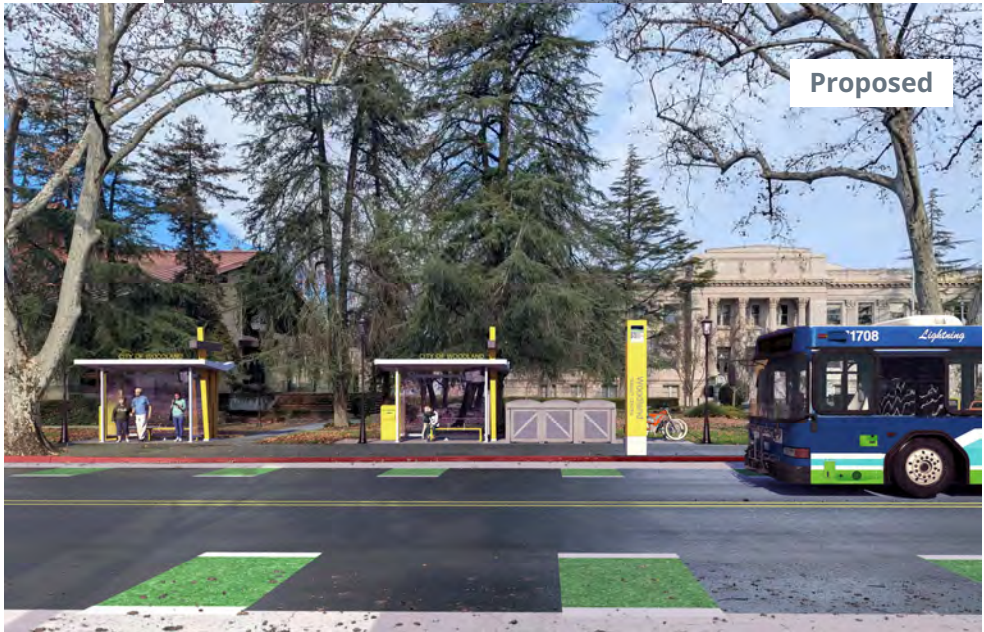
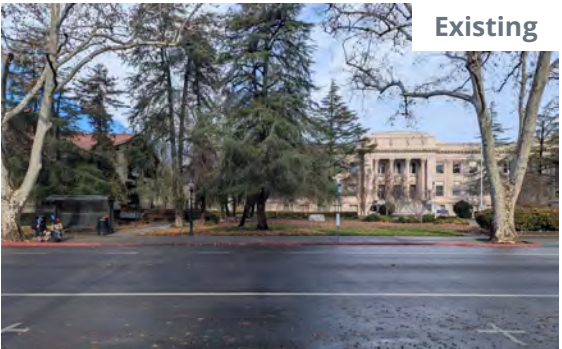
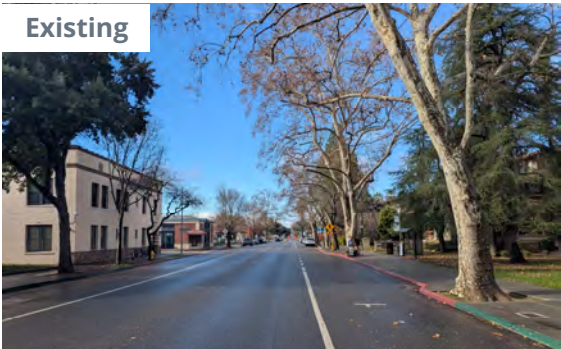
**Sept 2024:** 30% design and traffic analysis completed

# Preferred Alternative: Plan View





# Preferred Alternative: Photosimulations





# Woodland Transit Center Relocation

## Traffic and Safety Analysis Memorandum

August 2024

Data: What are the intersection turn movement volumes at Court Street intersections?

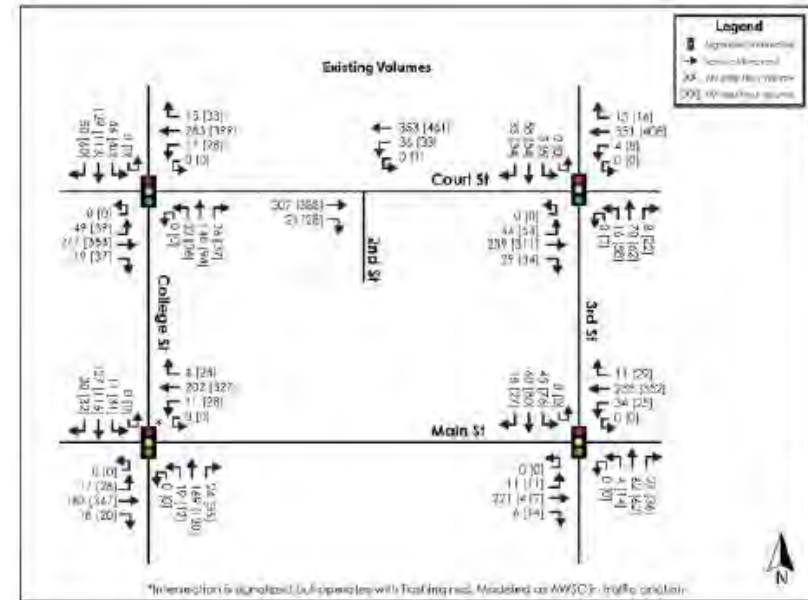
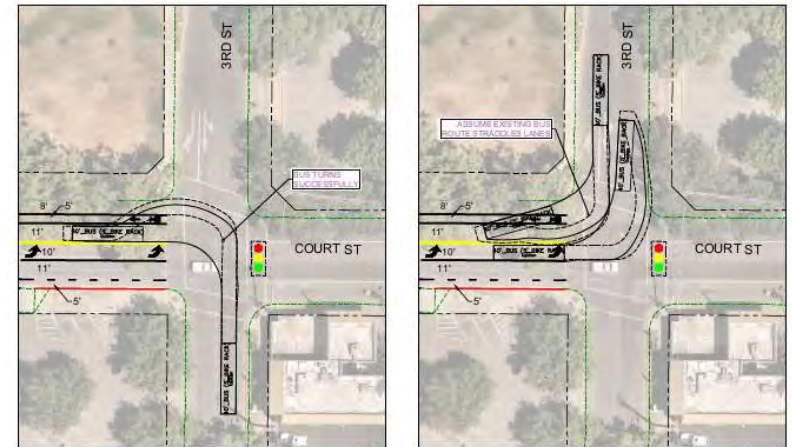
- Resolved

Traffic Signals: Are upgrades, “protected” left turns needed, what are the priorities?

- Resolved

Signal(s) Upgrade Timing: How do traffic signal upgrades affect timing of relocation and can they be phased?

- Resolved





# Findings of Traffic and Safety Analysis

## Traffic Congestion:

- **Existing Peak Hour Traffic Volumes @ 2<sup>nd</sup> & Court:**
  - AM: 774 vehicles
  - PM: 972 vehicles
- **With Transit Center:**
  - 4-6 additional buses per hour: +.01%
  - 1 second of additional delay at intersections
  - Queue length change of 1 vehicle or less at intersections

## Turning Movements and Signal Upgrades:

- Buses can make all required turning movements
- Restriping of intersection at Main @ 3<sup>rd</sup> recommended
- No signal upgrades recommended based on traffic volumes

## Road Width:

- Already serve both sides of Court Street at existing stops





# Operations: Pedestrian Safety

## Complete Street Safety Improvements

- Enhanced 2<sup>nd</sup> Street crossing with flashing beacons
- Reduced crossing distance
- ADA ramp upgrades
- Green bike lane markings
- Street restriping
- Upgraded street lighting
- Secure bike parking



Complete Streets = Safer Streets



# Community Engagement & Feedback

- Two surveys:
  - December 2023: 487 responses
  - Jan-Feb 2025: 375 responses
- YoloTD Citizens Advisory Committee 2x
- YoloTD Board 4x
- Jan 2025 “Pop-Up” event



# What We Heard...

COMMUNITY SURVEY (January 2025 – February 2025)

Question	Overall (English) n:350		Transit Riders (English) n:183		Non-Riders (English) n:167		Spanish n: 16	
	Support	Oppose	Support	Oppose	Support	Oppose	Support	Oppose
2 <sup>nd</sup> & Court	43%	<b>54%</b>	<b>59%</b>	38%	25%	<b>71%</b>	<b>100%</b>	0%
Convenience	33%	<b>50%</b>	<b>49%</b>	37%	15%	<b>63%</b>	<b>88%</b>	0%
Proposed Safety Improvements	<b>47%</b>	42%	<b>62%</b>	31%	32%	<b>54%</b>	<b>100%</b>	0%





# What We Heard...

## COMMUNITY SURVEY: Key Themes

### Theme #1: Traffic Congestion / Safety

- August 2024 Traffic Study Memorandum found no impacts
- Additional traffic: +<.01%
- Complete street improvements will reduce speeding and improve safety for all road users



Int. #	Int. Name	Movement	Storage	Existing			
				Weekday AM Peak Hour	Weekday PM Peak Hour	Weekday AM Peak Hour	Weekday PM Peak Hour
1	Main Street & 3rd Street	NBL	71	85			
		NBT	71	85			
		NBR	71	85			
		SBL	102	158			
		SBT	102	158			
		SBR	102	158			
		EBL	11	11			
		EBT	11	11			
		EBR	11	11			
		WBL	28	28			
		WBT	28	28			
		WBR	28	28			
Overall				1108	1892		
2	Main Street & College Street	NBL	78	38			
		NBT	78	38			
		NBR	78	38			
		SBL	38	58			
		SBT	38	58			
		SBR	38	58			
		EBL	52	138			
		EBT	52	138			
		EBR	52	138			
		WBL	48	132			
		WBT	48	132			
		WBR	48	132			
Overall				1108	1892		
3	Court Street & College Street	NBL	12	22			
		NBT	12	22			
		NBR	12	22			
		SBL	22	21			
		SBT	22	21			
		SBR	22	21			
		EBL	22	21			
		EBT	22	21			
		EBR	22	21			
		WBL	31	36			
		WBT	31	36			
		WBR	31	36			
Overall				1108	1892		
4	Court Street & 3rd Street	NBL	48	92			
		NBT	48	92			
		NBR	48	92			
		SBL	36	46			
		SBT	36	46			
		SBR	36	46			
		EBL	37	49			
		EBT	37	49			
		EBR	37	49			
		WBL	8	15			
		WBT	8	15			
		WBR	8	15			
Overall				1108	1892		

Lanes, Volumes, Timings  
1: 3rd Street & Main Street

2024 Existing AM AM Peak Hour

Line Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations	1	1	1	1	1	1	1	1	1	1	1	1
Traffic Volume (vph)	11	221	8	34	235	11	4	82	27	45	60	18
Future Volume (vph)	11	221	8	34	235	11	4	82	27	45	60	18
Sat. Flow (perm)	1895	1892	0	1895	1895	1615	0	1892	0	0	1895	0
Flt. Permitted	0.583	0.575	0	0.585	0.585	0.772	0	0.772	0	0	0.772	0
Sat. Flow (perm)	1108	1892	0	1098	1900	1615	0	1799	0	0	1439	0
Sat. Flow (RTOR)	2					55						10



# What We Heard...

## COMMUNITY SURVEY: Key Themes

### Theme #2: Effects on Downtown Parking

- 2-hr restrictions not conducive to transit riders
- Existing park & riders: Crossroads Shopping Center, County Fair Mall
- Direct transit access to downtown may reduce parking demand



# What We Heard...

## COMMUNITY SURVEY: Key Themes

### Theme #3: Crime / Homelessness

- Three Yolobus routes currently serve 2nd & Court with minimal issues
- Other transit centers in Yolo County don't have same problems as CFM
- Project would fund additional lighting, security cameras (if desired)
- More “eyes on the street” (riders and drivers) improves safety
- Police response is more straightforward on public property

## Summary Conclusions

- Preferred Alternative is the result of two years of collaboration btwn City and YoloTD and extensive analysis costing >\$200,000
- YoloTD has acted in good faith to address issues raised by the City and include requested infrastructure & safety improvements into project
- Yolobus riders, Board, and CAC strongly support relocating to 2<sup>nd</sup> & Court
- Among the 6 alternatives studied, 2<sup>nd</sup> & Court best meets all criteria
- Community concerns not supported by analysis

## Moving Forward...

**If City supports continued study of 2<sup>nd</sup> & Court location, YoloTD will:**

- Proceed to 100% design including detailed design of shelters, lighting, safety improvements
- Identify state/federal grant funding to construct improvements
- Update routing and schedules for Routes 42A/B and 215
- Develop phasing plan to transition out of County Fair Mall

**... all in continuing collaboration with City staff and with touchpoints for community input.**



## Moving Forward...

If City cannot support 2<sup>nd</sup> & Court location tonight, YoloTD requests:

- Commit to identifying a mutually agreed-upon site by end of 2025
- Provide more frequent touchpoints with Woodland City Council, Sustainability Advisory Committee, and Planning Commission
- Agree to clear and unchanging criteria prior to initiating alternatives analysis
- Share costs for next phase of analysis
- Agree to at least two locations that meet both organizations' criteria prior to community engagement

**BOARD COMMUNICATION: YOLO TRANSPORTATION DISTRICT**

**350 Industrial Way, Woodland, CA 95776---- (530) 661-0816**

<b>Topic:</b> Yolo 80 Managed Lanes Update	<b>Agenda Item#:</b>	<b>7</b> <b>Information</b>
	<b>Agenda Type:</b>	
<b>Prepared By: B. Abbanat</b>		<b>Meeting Date: March 10, 2025</b>

**RECOMMENDATION:**

Informational.

**BACKGROUND:**

Note: This staff report focuses on updating the Board on project activities since the last update in October 2024. Staff reports dating to the project’s inception can be found on the YoloTD website:

Yolotd.org → Planning & Projects → Freeways & Roads

**Key Activities Since June Board Meeting**

*1. YoloTD Procures Yolo 80 Managed Lanes Tolling Advance Planning Consulting Services*

In October 2024, the YoloTD Board approved an agreement with Silicon Transportation Consultants (STC) to provide tolling advance planning consulting services. STC’s scope of work includes the following key tasks and their progress:

*Task 1, Process Mapping:* STC has developed a process chart with key milestones, deliverables, and schedule.

*Task 2, Technical Advisory Services for Yolo 80 Express Lanes:* This is an ongoing task.

*Task 3, Roadside Toll System Procurement Request for Proposals:* STC / Kimley-Horn (subconsultant) are coordinating closely with Caltrans District 3 project delivery team on tolling design, detection technology, are the foundation for the Roadside Toll System procurement. STC has also begun drafting the RFP with language and terms common to the industry. Project-specific terms, equipment, etc. will be incorporated into the RFP when ready. RFP is expected to release in late summer 2025. In February 2025, STC /Kimley-Horn gave a presentation to the CARTA Board of Directors regarding facility design, including concerns about the current design of the Causeway portion of the Yolo-80 project that may result in high rates of weaving and toll violations. Since the CARTA Board meeting, YoloTD staff and consultants have continued to work with Caltrans District 3 staff and CARTA staff on identifying options for improving lane separation and/or enforcement on the Causeway.

*Task 4, Level 2 Traffic and Revenue Study Analysis:* With YoloTD staff guidance, the STC / C&M (subconsultant) team has established high level assumptions to bookend the two T&R study model scenarios which will estimate the expected revenue generated by the tolled lanes.

*Task 5, Community Outreach and Engagement:* Not started.

*Task 6, Legal Advisory Services:* This is an ongoing task.

*Task 7, Countywide Transportation Demand Management (TDM) Organizational Study:* The STC / WSP (subconsultant) team has completed stakeholder focus group interviews and received feedback

from staff on preferences for peer organization TDM program comparisons.

*Task 8, Project-specific Equity Plan:* The STC / WSP team has completed an initial literature review and map analysis planning. They have begun preliminary outreach to equity stakeholders for focus group discussions.

## 2. CARTA Procures Regional Tolling Planning Consulting Services

In August 2024, the Capital Area Regional Tolling Authority (CARTA) procured consulting services for region Toll Lane Program Development, selecting HNTB. Key scope of work tasks include:

1. Toll and Other Managed Lanes System Review
2. Implementation Workplan
3. Near-Term Policy Development and Management
4. Staffing Support

CARTA staff and consultants and YoloTD staff and consultants are closely coordinating on areas of mutual interest.

## 3. CARTA Board Meetings

*August 1<sup>st</sup>:* 1) The CARTA Board amended its bylaws to establish a \$100 stipend for directors to attend Board meetings. 2) The Board directed Caltrans staff to revise the Services Memorandum with more specific language, including quantifying the value of Caltrans' partnership commitments and to return to the CARTA Board in October

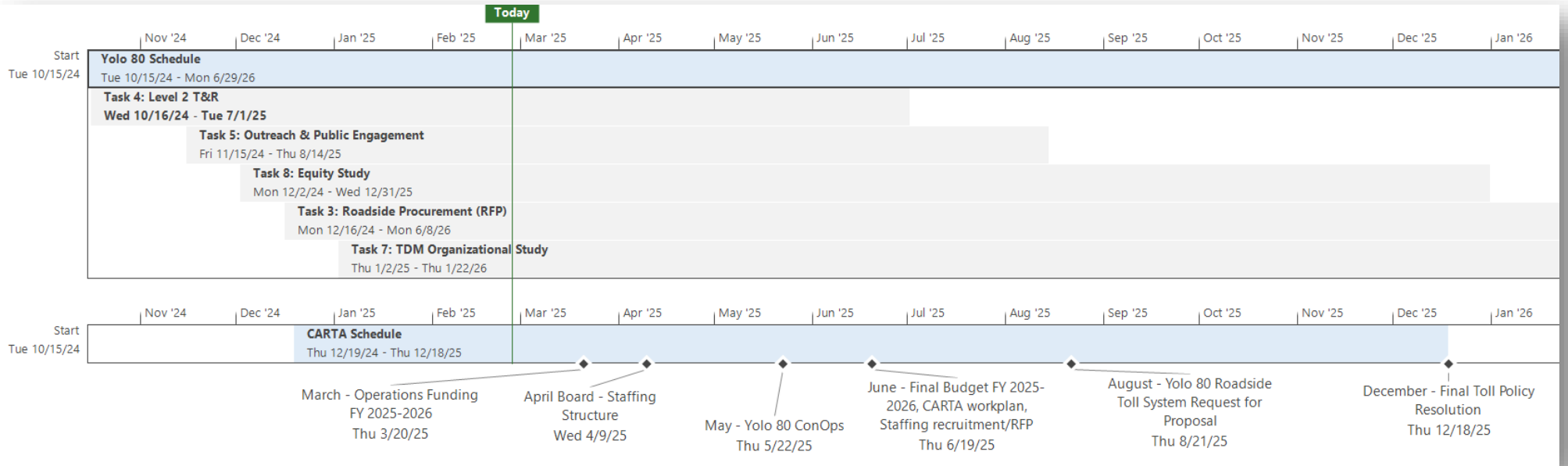
*October 17:* 1) CARTA Board accepted the revised Caltrans Services Memorandum and seek acceptance from SACOG and YoloTD. 2) CARTA Board directed staff to apply for a Caltrans Strategic Partnerships Planning Grant to fund a regional toll equity study.

*December 19:* CARTA Board received informational presentations on the CARTA Toll Program Workplan and Policy Development and funding and staffing CARTA for fiscal year 25/26.

*February 20:* CARTA received presentations on staffing approach for FY 25/26 and operations funding. They also received a presentations on tolling back-office structure, Tolling 101, open access tradeoffs for the Yolo 80 project, and discussed CARTA draft mission, vision, and values.

## **Schedule**

The exhibit below illustrates the timeline for the YoloTD-led Yolo 80 Managed Lanes Tolling Advance Planning project and the CARTA-led Regional Toll Lane Program Development project.



At this meeting, staff and Silicon Transportation Consultants will give a brief presentation to bring the Board up to speed on YoloTD-scoped Tolling Advance Planning activities as well as broader issues facing the interregional partnership with CARTA, SACOG, YoloTD, and Caltrans District 3 with respect to project- and regional-level topics.

## ATTACHMENT:

1. February 2025 CARTA Board Meeting Slide Deck on Lane Separation

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# Yolo 80 Managed Lanes CARTA Board Meeting

February 20, 2025

Attachment 7A

# Agenda

- Overview of Current Constraints and Challenges
- Overview of Types of Separation
- Current Facility Design and Proposed Modifications

# Overview

140

3



# Project Goals

Goals for the project remain:

- Safety
- Managing congestion
- Improving traffic time reliability
- Meeting Vehicle Miles Traveled (VMT) commitments

# Causeway Overview

- ▶ The current design is open access – allowing drivers to enter and exit at any point
- ▶ Causeway has very limited space and the project does not include widening the causeway
- ▶ Current design reduces lane widths but maintains 2' inside shoulder and 10' outside shoulder
- ▶ Current design does not have any read points on causeway (4 miles)
- ▶ Caltrans agrees that lane separation or technology on causeway could be considered in the future but reducing shoulders may have safety concerns

# Challenges

- ▶ Open access without read points for 4+ miles is estimated to result in **10 – 15% revenue leakage**
- ▶ Very challenging to install traditional toll gantries on causeway structure
- ▶ The causeway is a chokepoint and will have highest demand for express lanes – managing traffic with pricing will be difficult without read points or lane separation
- ▶ Changes to the design at this point will require a change order/increase in cost. Contract has very limited funding.
- ▶ Implementing lane separation would reduce shoulder widths and trigger the need for Caltrans approval of design exceptions

How are managed  
lanes separated from  
general purpose lanes?

# Types of Separation

- ▷ Physical Separation
  - ▷ Concrete Barrier
  - ▷ Pylons/Tubular Delineators
- ▷ Soft Separation
  - ▷ Striped Buffer
  - ▷ Solid or Dashed Stripe

# Barrier Separation

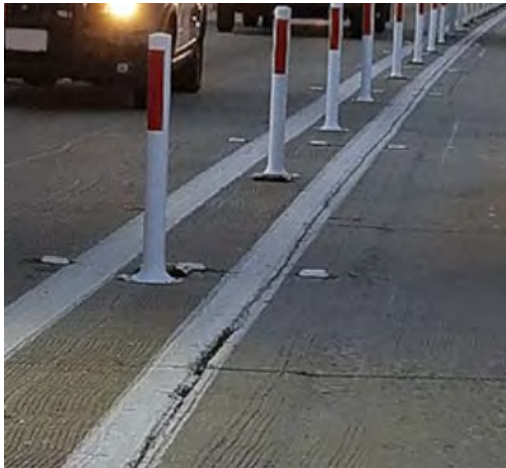
- ▷ Fixed width
- ▷ Favors longer distance trips with minimal intermediate access points
- ▷ Sometimes coupled with reversible lane configuration



I-15 Express Lanes – San Diego 146

# Pylons or Tubular Delineators

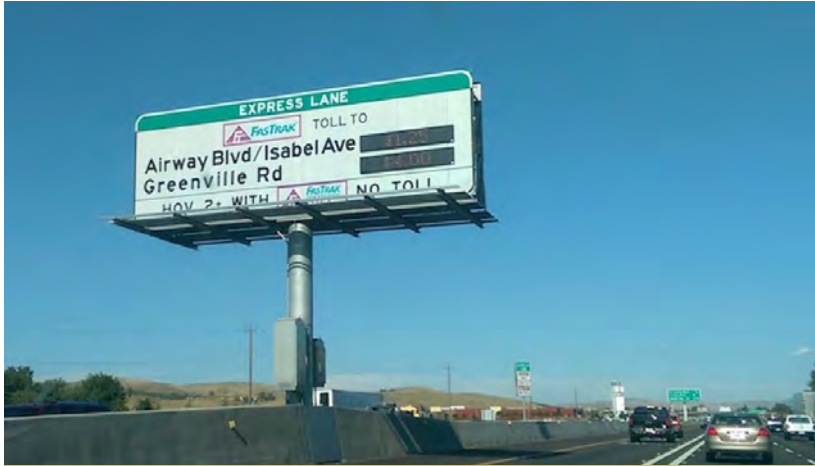
- ▷ Flexible material
- ▷ Return to an upright position after impacts at 70mph
- ▷ Easy to replace



147 405 Express Lanes – Orange County

# Striped Buffers or Lane Stripes

- ▷ Double white lines for buffered systems
- ▷ Single dashed stripe for open access systems



I-580 Express Lanes – Dublin/Pleasanton



I-680 Express Lanes – San Ramon/Danville



# Capacity of Managed Lanes

- **Friction Effect:** ML operations are sensitive to congestion in adjacent GP lanes under certain separation conditions. This **frictional effect** is **stronger** on facilities with minimal physical separation such as the **Continuous Access**<sup>2</sup>
- *Source: Kitae Jang, D. R.-Y. (2009). A Comparative Safety Study of Limited versus Continuous Access High Occupancy Vehicle (HOV) Facilities. California Department of Transportation*

# Safety and Operations Effects

- Violation of crossing the lines are a safety concern. Pylon or barrier separations eliminate the weaving concern.
- Modeling is just starting but it is anticipated that 10% to 15% of managed lane users will evade the tolls on the causeway without separation
- EL performance and travel time reliability will be impacted by travelers using EL as passing lane

# Timing of Decision

- Roadway construction is underway
- Modifications will require issuing a change order to contractor
- Decision needed soon to allow time for development/design of CCO, contract negotiations, ordering materials, and technology inclusions in the forthcoming toll system Request for Proposals

# Physical Separation

## Advantages

- No weaving in/out
- Improved safety
- Reduced violation
- Easier to enforce
- Protection of express lanes revenue
- More reliable travel time for all users, including transit vehicles
- More effective use of dynamic pricing
- Pylons allow emergency/incident response

Eliminates flexibility for shorter trips\*

**Concrete barriers require more physical space than pylons**

Pylons increase maintenance and operation costs

Weaving locations may lead to more bottlenecks if not carefully designed

## Disadvantages

# Soft Separation

## Advantages

- Minimal to no additional space required
- Provides flexibility for emergency/incident response
- Reduced maintenance costs

- Weaving creates operational and safety challenge
- Increased violation
- Harder to enforce
- Less reliable travel time
- Less reliable revenue stream
- Additional gantries are needed**

## Disadvantages

# CURRENT DESIGN AND PROPOSED MODIFICATIONS

# Yolo 80 Proposed Configuration



EB Reader		
#	Location (Sta.)	Spacing (Mile)
1	297+00	0.64
2	330+75	1.80
3	426+00	0.98
4	478+00	0.42
5	500+00	1.54
6	581+10	4.11
7	798+00	0.51
8	825+00	

WB Reader		
#	Location (Sta.)	Spacing (Mile)
1	798+00	
2	763+00	0.66
3	581+20	3.44
4	500+00	1.54
5	482+00	0.34
6	443+00	0.74

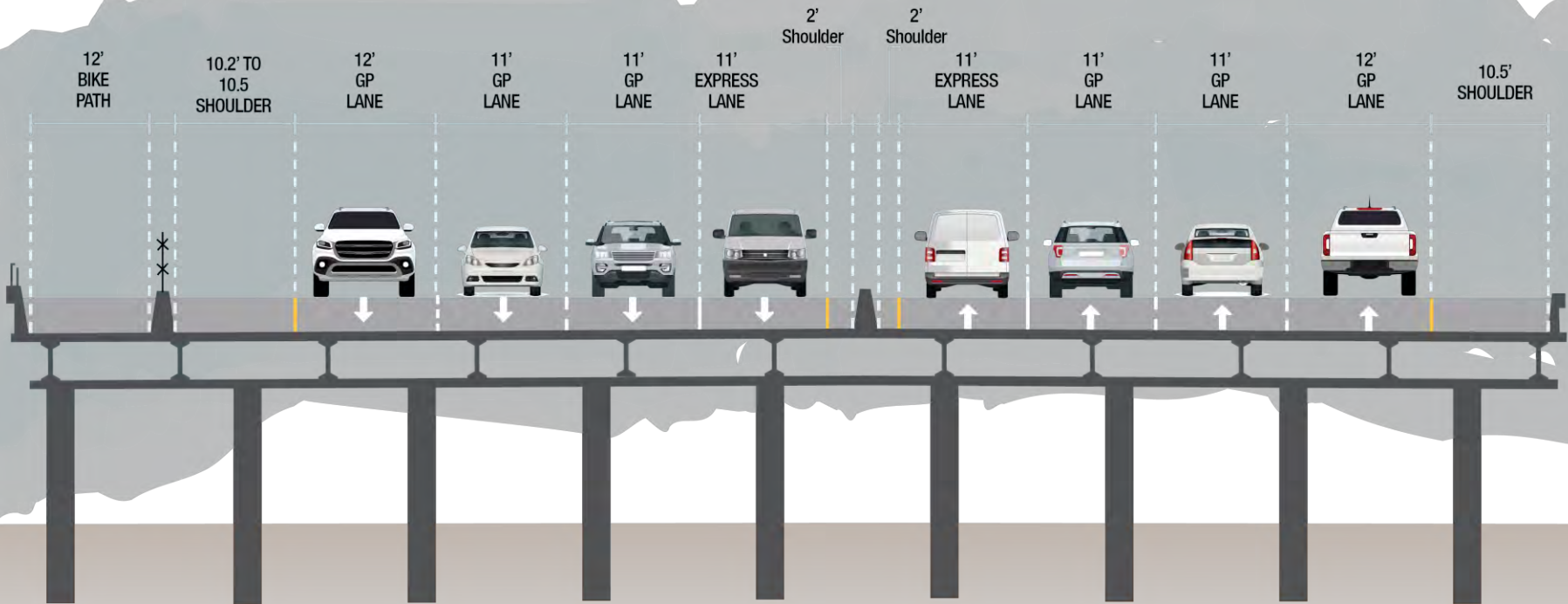
- ▷ Total Length: 17 miles
- ▷ Number of Toll Gantries
  - ▷ 8 EB Toll Points
  - ▷ 6 WB Toll Points
- ▷ Longest spacing: 4 miles on Causeway

# TYPICAL SECTION 1

## Current Proposal

Causeway West

Note: Inside shoulder and lane widths have been reduced to add the express lane



Westbound

Eastbound

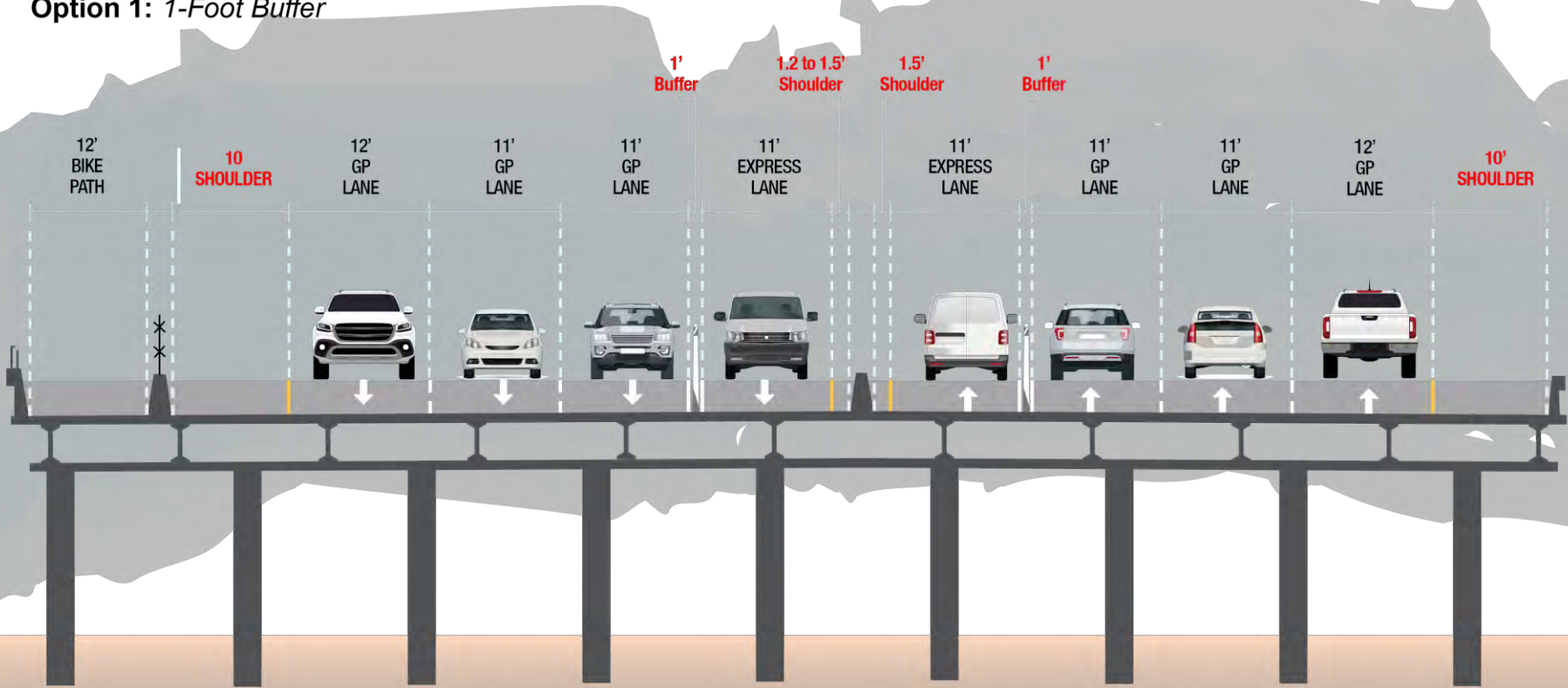
156



# TYPICAL SECTION 1

Option 1: 1-Foot Buffer

Causeway West



Westbound

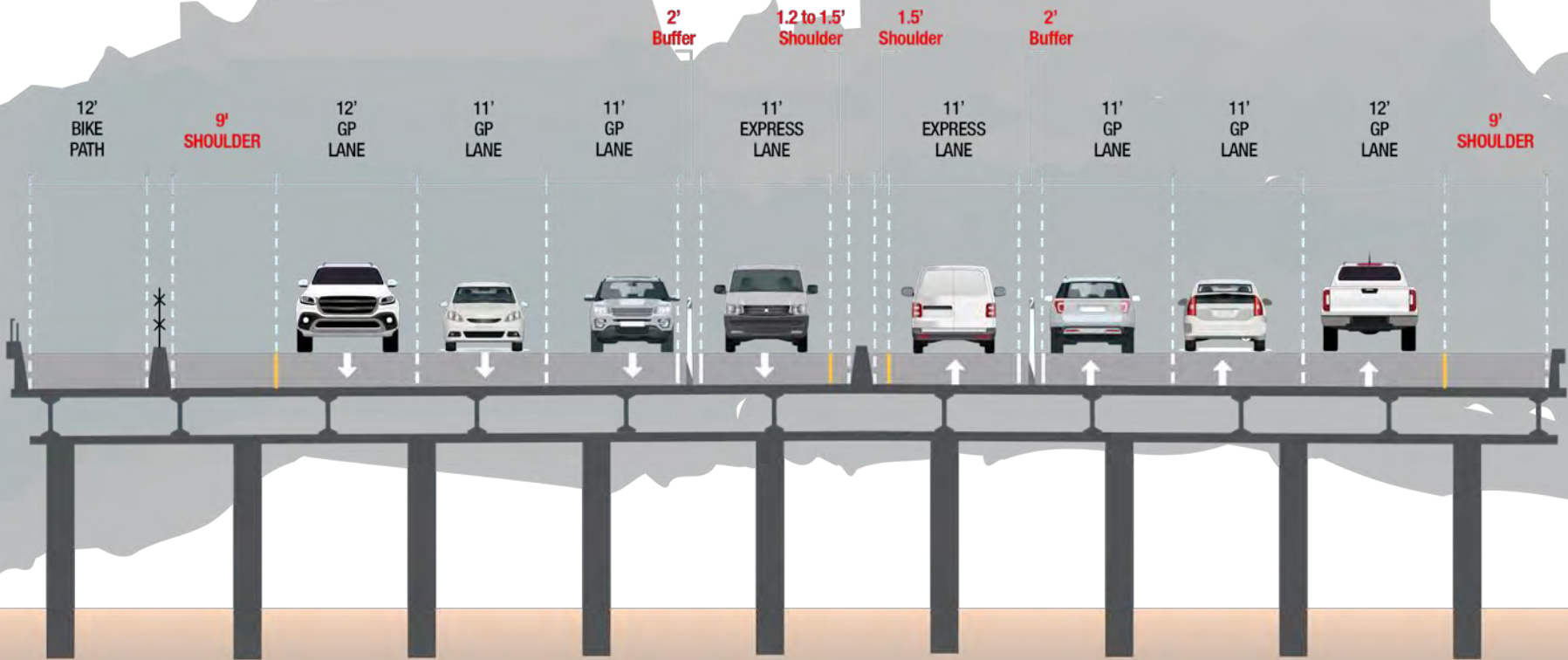
Eastbound

157

# TYPICAL SECTION 1

## Option 2: 2-Foot Buffer

### Causeway West



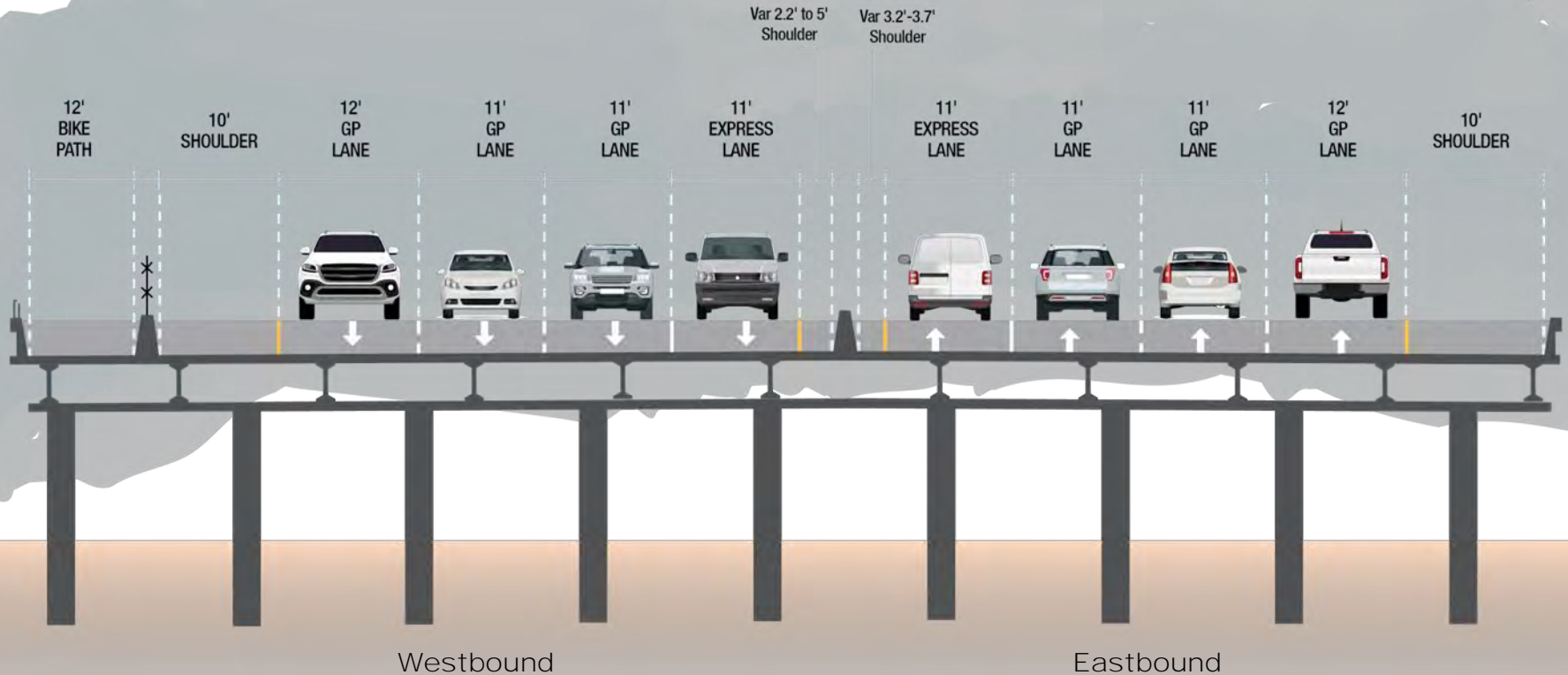
Westbound

Eastbound

# TYPICAL SECTION 3

Current Proposal

Causeway East

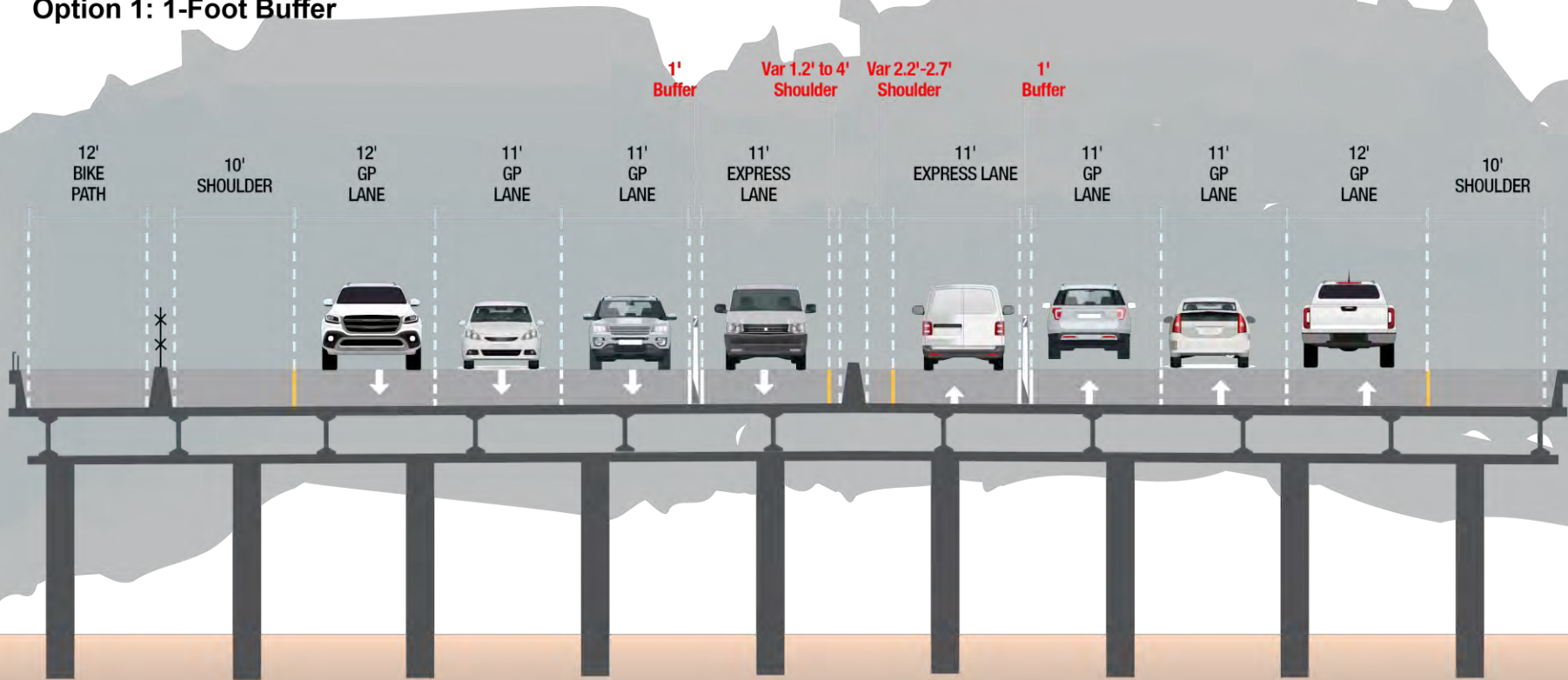


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# TYPICAL SECTION 3

## Option 1: 1-Foot Buffer

Causeway East



Westbound

160

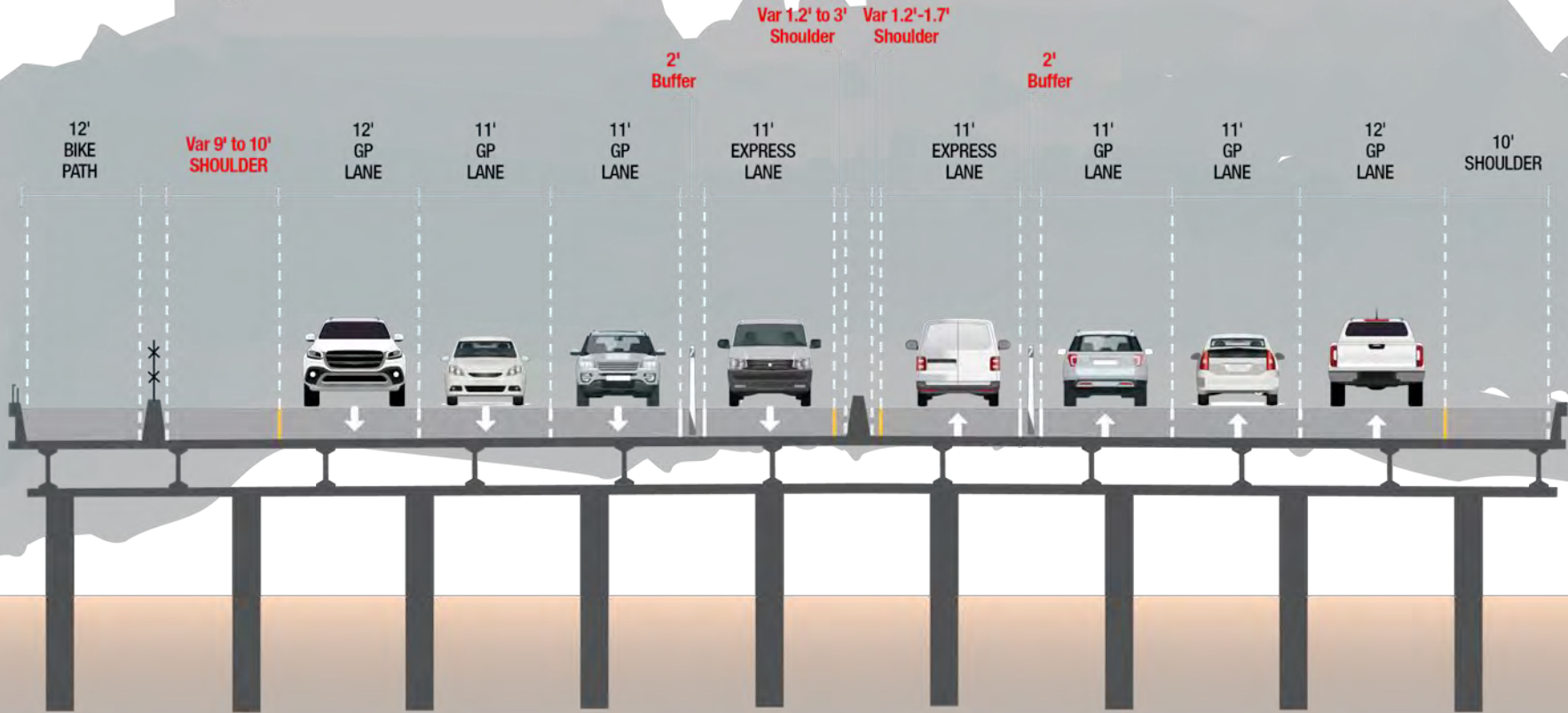
Eastbound



# TYPICAL SECTION 3

Option 2: 2-Foot Buffer

Causeway East



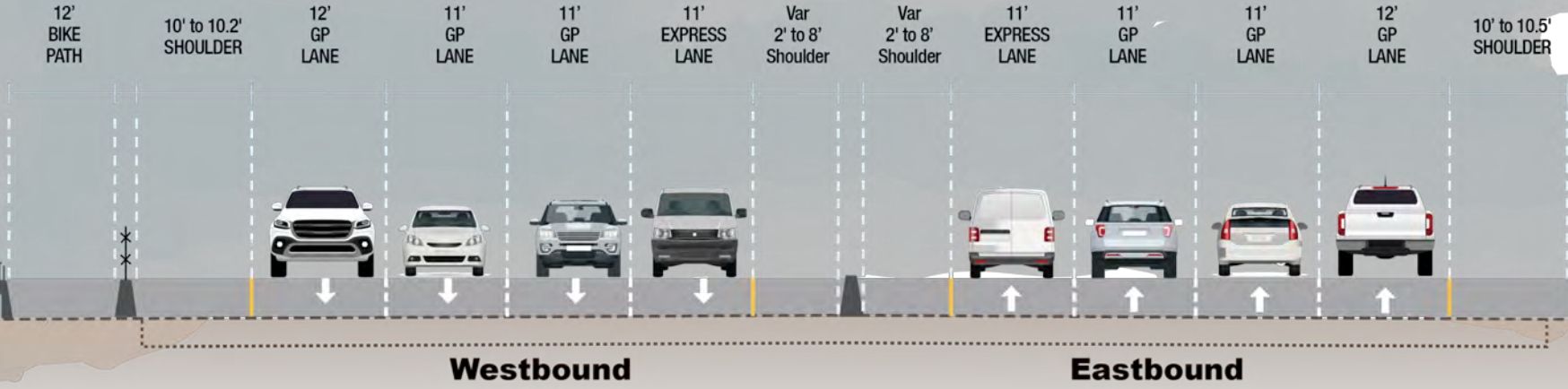
Westbound

161

Eastbound

Outside the Causeway limits

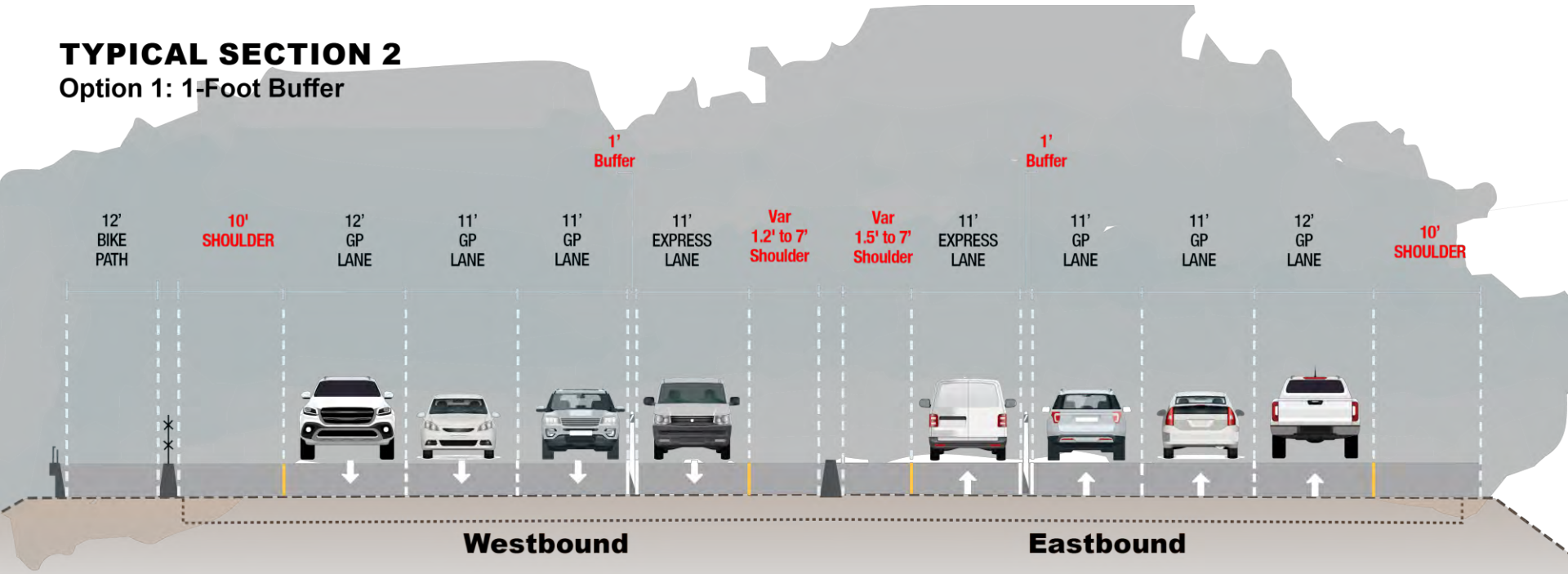
**TYPICAL SECTION 2**  
Current Proposal



Outside the Causeway limits

**TYPICAL SECTION 2**

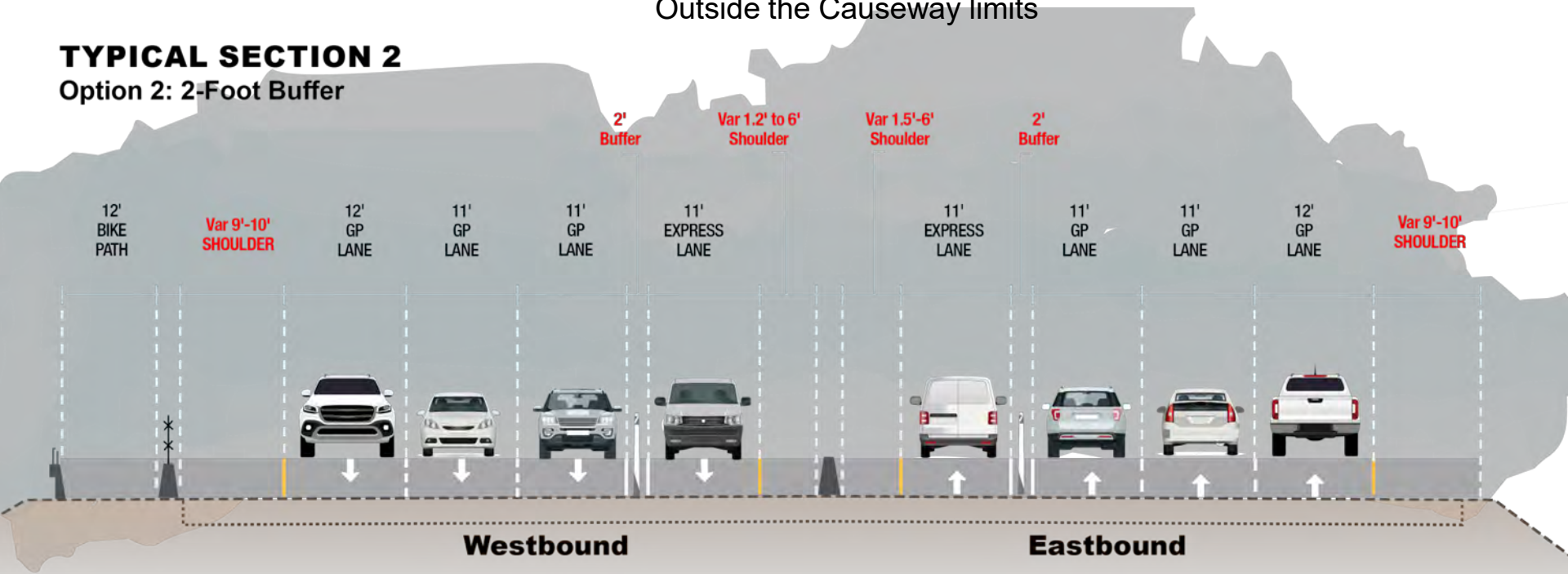
**Option 1: 1-Foot Buffer**



Outside the Causeway limits

**TYPICAL SECTION 2**

**Option 2: 2-Foot Buffer**





# Additional Toll Readers

- Without delineators, additional toll readers would be needed
- Installing toll gantries on the Causeway would be challenged by the structural design requirements and environmental constraints
- Additional power and communications infrastructure would be needed
- Opportunity to use other technologies to toll traffic in the lane using license plate readers

# License Plate Cameras

- Supplemental toll read along Causeway
- Mounted to the side with no mast arm
- Uses license plate read technology
- Correlates with registered toll tag account for toll verification
- Provide toll system redundancy
- Requires lane closure when maintenance is needed, but could be performed at night or during off-peak

**BOARD COMMUNICATION: YOLO TRANSPORTATION DISTRICT**  
**350 Industrial Way, Woodland, CA 95776---- (530) 661-0816**

<b>Topic:</b> Long-range Calendar	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>8d</b>  <b>Information</b>
		Attachments:      Yes <input checked="" type="radio"/> No
<b>Prepared By: A. Bernstein</b>		<b>Meeting Date: March 10, 2025</b>

**RECOMMENDATION:**

The following agenda items are tentatively scheduled for upcoming meetings of the YoloTD Board of Directors.

**Long Range Calendar Agenda Items**

**April 2025**

- Special Budget Workshop

**May 2025**

- FY23-24 Audited Financial Statements includes Internal Control updates
- FY25-26 Preliminary Budget Discussion
- Fourth & Hope Grand Jury Report Findings
- Short-Range Transit Plan: Existing Conditions

**\*May 27-Special Budget Workshop**

**June 2025**

- FY25-26 Proposed Budget
- Yolo Active Transportation Corridors (YATC): 1) Corridors Evaluation and Prioritization, 2) Expenditure Authorization Request for Design, 3) Agreement Time Extension