



**Yolo County Transportation District Board of Directors**

**AGENDA**

**DIRECTORS:** Don Saylor (Chair, Yolo County), Tom Stallard (Vice-Chair, Woodland), Lucas Frerichs (Davis), Chris Ledesma (West Sacramento), Jesse Loren (Winters), Matt Dulcich (UCD, ex-officio), Greg Wong (Caltrans, ex-officio)

**ZOOM WEBINAR WEB ADDRESS:** <https://zoom.us/j/94926173219>

**ZOOM WEBINAR PHONE NUMBER:** (669) 900-6833

**ZOOM WEBINAR ID:** 949 2617 3219

All participants will be entered into the webinar as attendees.

**MEETING DATE:** Monday, November 14, 2022

**MEETING TIME:** 7:00 PM

Pursuant to the Government Code section 54953(e)(1), members of the Yolo County Transportation District Board of Directors and staff will participate in this Meeting via teleconference. This Executive Order authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public.

**Further instructions on how to electronically participate and submit your public comments can be found in the Public Participation Instructions note at the end of this agenda.**

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 item number and/or title of the item (if applicable) with your comments. All comments received by 4:00 PM on Monday, November 14, 2022 will be provided to the YCTD Board of Directors in advance. During the meeting, comments can be made by using the Zoom ‘raise hand’ feature. 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.

<u>Estimated Time</u>			<u>Informational</u>	<u>Action Item</u>
		<i><u>The Chairman reserves the right to limit speakers to a reasonable length of time on any agenda item, depending upon the number of people wishing to speak and the time available.</u></i>		
7:00 PM	1.	Determination of Quorum (Voting members: Woodland, Davis, West Sacramento, Winters, Yolo County) (Nonvoting members: Caltrans, UCD)		<b>X</b>
7:05 PM	2.	Comments from public regarding matters <u>on the consent calendar</u> , or <u>items NOT on the agenda</u> but within the purview of YCTD. Please note, the Board is prohibited from discussing items not on the agenda.		

**CONSENT CALENDAR**

7:10	3a.	Approve Agenda for November 14, 2022 meeting ( <i>pp 1-4</i> )		<b>X</b>
	3b.	Approve YCTD Board Minutes for Regular Meeting of October 10, 2022 ( <i>Koh</i> ) ( <i>pp 5-9</i> )		<b>X</b>
	3c.	Renewal of Resolution 2022-09 Authorizing Renewal of Remote Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 Renewal ( <i>Koh</i> ) ( <i>pp 10-12</i> )		<b>X</b>
	3d.	Discount Transit Pass Pilot Program for Yolo Commute ( <i>Abbanat</i> ) ( <i>pp 13-14</i> )		<b>X</b>
	3e.	FY 2022-23 Q1 Financial Status Report ( <i>Levenson</i> ) ( <i>pp 15-18</i> )		<b>X</b>
	3f.	Adopt Updated YCTD Personnel Rules and Regulations ( <i>Levenson</i> ) ( <i>pp 19-78</i> )		<b>X</b>
	3g.	Resolution 2022-18: Yolo Active Transportation Corridors (YATC) Professional Services Agreement with Fehr & Peers ( <i>Abbanat</i> ) ( <i>pp 79-101</i> )		<b>X</b>

**REGULAR CALENDAR**

	4.	<b>Administrative Reports (<i>Bernstein</i>) (pp 102-106)</b> Discussion regarding subjects not specifically listed is limited to clarifying questions. <ul style="list-style-type: none"> <li>• Board Members' Reports</li> <li>• Ad Hoc Committee on 80 Managed Lanes Report</li> <li>• Transdev's Report</li> <li>• Executive Director's Oral Report</li> <li>• Receive CAC meeting minutes</li> <li>• Long Range Calendar</li> </ul>	X	
	5.	Update to Vision, Values and Priorities Statement ( <i>Bernstein</i> ) (pp 107-109)		X
	6.	Update to One-Year Goals and 6/12 month milestones ( <i>Bernstein</i> ) (pp 110-122)		X
	7.	Woodland Service Planning Update ( <i>Reitz</i> ) (pp 123-124)	X	
	8.	Branding for YCTD ( <i>Quan Le</i> ) (pp 125-126)	X	
8:00	11.	Adjournment		

***UNLESS CHANGED BY THE YCTD BOARD, THE NEXT MEETING OF THE YOLO COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS WILL BE DECEMBER 12, 2022 AT 7:00 PM IN THE YCTD BOARD ROOM, 350 INDUSTRIAL WAY, WOODLAND, CA 95776 OR BY ZOOM IF RECOMMENDED FOR THE SAFETY OF THOSE INVOLVED.***

**The Board reserves the right to take action on all agenda items, including items under the Executive Director's Report, 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 YCTD Board.

I declare under penalty of perjury that the foregoing agenda was posted on or before Friday, November 11, 2022 at the Yolo County Transportation District Office (350 Industrial Way, Woodland, California). Additionally, copies were FAXED or 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.




---

Mimi Koh, Clerk to the Board

## **Public Participation Instructions**

Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID-19 virus, please do the following:

1. You are encouraged to participate in the November 14, 2022 YCTD Board of Directors meeting remotely via the Zoom platform using the following meeting details:
  - a. Via PC: <https://zoom.us/j/94926173219>  
Webinar ID: 949 2617 3219  
**All participants will be entered into the webinar as attendees.**
  - b. Via Phone: Phone Number: (669) 900-6833  
Webinar ID: 949 2617 3219  
**All participants will be entered into the webinar as attendees.**
2. If you are joining the webinar 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. Speakers will be limited to 2:00 minutes.
3. If you choose not to observe the YCTD Board of Directors meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 4:00 p.m. on Monday, November 14, 2022 to Clerk of the Board, at [public-comment@yctd.org](mailto:public-comment@yctd.org) or by phone at 530-402-2819 noting in the subject line: For Public Comment. Your comment will be placed into the record at the Board meeting.

# Yolo County Transportation District Board: *Vision, Values and Priorities*

## Vision Statement

The **vision statement** tells us what we intend to become or achieve in the next 3 to 5 years.

Yolo County residents enjoy innovative and efficient mobility options connecting them to places they want to go.

## Values

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

- Collaboration
- Efficiency
- Transparency
- Innovation
- Service
- Safety
- Economic Sustainability
- Environmental Stewardship
- Equity/Social Justice

## District-Wide Priorities

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

- Effective and sustainable business model.
- Efficient, seamless, and easy to use transit system.
- Strong regional mobility partnerships enhance District services.
- Decision making that is data driven decision making and transparent.
- Environmentally sustainable operations.
- Leverage state of the art technology.

Revised 1/13/20

**BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Approve YCTD Board Minutes for Regular Meeting of October 10, 2022	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<h1>3b</h1> <h2>Action</h2>	
		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	Meeting Date: November 14, 2022
<b>Prepared By: M.Koh</b>			

**RECOMMENDATION:**

Staff recommends for the Yolo County Transportation District (YCTD) Board of Directors approve the Minutes for the Regular Meeting of October 10, 2022.

**OCTOBER 10, 2022 BOARD MEETING MINUTES:**

**YOLO COUNTY TRANSPORTATION DISTRICT  
 BOARD OF DIRECTORS MEETING  
 October 10, 2022**

**Yolo County Transportation District (via videoconference)  
 350 Industrial Way, Woodland, CA 95776**

Chair Saylor called the meeting to order at 7:00 pm and requested roll call to confirm quorum was in attendance through Zoom remote participation.

The following individuals were in attendance:

Board Member	Jurisdiction	In Attendance	Absent
Don Saylor (Chair)	Yolo County	X	
Lucas Frerichs (Primary)	Davis	X	
Chris Ledesma (Primary)	West Sacramento		X
Jesse Loren (Primary)	City of Winters	X	
Tom Stallard (Primary)	City of Woodland	X	
Matt Dulcich (Ex-Officio)	UC Davis	X	
Greg Wong (Ex-Officio)	Caltrans	X	

At the start of the meeting, Chair Saylor noted it was Indigenous Peoples Day and read the following land acknowledgement:

*We should take a moment to acknowledge the land on which we are gathered. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil Dehe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Band of Wintun Indians, and Yocha Dehe Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.*

YCTD staff in attendance were Executive Director Autumn Bernstein, Clerk to the Board Mimi Koh, Senior Planner Brian Abbanat, and Deputy Director of Transit Operations and Planning Erik Reitz.

Additional attendee(s) included: Senior Deputy for Yolo County Counsel Hope Welton, Trandev’s General Manager Michael Klein

Chair Saylor asked for public comments for items not on the agenda; Mr. Hirsch provided public comments regarding the timing allowed for public comments, the ability to present pictures and photos, and the importance of public input.

**Agenda Items 3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h — Consent Calendar\***

Chair Saylor asked if any members or staff would like to take anything off the consent calendar; there were no changes to the consent calendar agenda items.

Chair Saylor provided comments on item #3e, first amendment to the Executive Director’s agreement, as an item on the consent calendar. He noted the three modifications as 1) increase in compensation from \$200,000 to \$211,860, 2) include a lump sum payment in the amount of \$3,900 to offset the Executive Director’s unexpected contribution to healthcare coverage and the agency’s inability to obtain life insurance at the previously agreed to amount, and 3) delete any future obligation of the district to provide life insurance.

Ms. Bernstein requested to reverse the order of item #'s 5 and 6 on the regular agenda.

Chair Saylor asked for a motion to approved items on the consent calendar; Director Loren made the motion, seconded by Director Frerichs to approve the following items on the Consent Calendar:

3a.	Approve Agenda for October 10, 2022 meeting
3b.	Approve YCTD Board Minutes for Regular Meeting of September 12, 2022
3c.	Renewal of Resolution 2022-09 Authorizing Renewal of Remote Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 Renewal
3d.	Set End Date for Promotional Fare for Microtransit Service
3e.	First Amendment to the Executive Director’s Agreement
3f.	Resolution 2022-14: Yolo Active Transportation Corridors (YATC) RAISE Transportation Grant Program First-Tier Subrecipient Agreement
3g.	Adopt Resolution R 2022-15 Authorizing Execution of Corrective Action Plan (CAP) for LCTOP

**Roll Call for Agenda Items 3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h — Consent Calendar**

AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Saylor				Motion passed
Frerichs				
Stallard				
Loren				
		Ledesma		

**Agenda Item 4 — Administrative Reports**

*Item 4 is a non-action item and for informational purposes only.*

Information presented during the administrative report section included:

- Board Member Reports
  - Director Stallard provided updates of the delegation from Sister City La Piedad, Mexico coming to Woodland, including a visit to YCTD.
  - Director Dulcich commented on the ridership of the Causeway Connection from Davis to Sacramento from June to present that buses have been on time with no issues.
- Ad Hoc Committee on 80 Managed Lanes Report (*Bernstein*)
  - Ms. Bernstein noted that there will be a presentation later in the meeting regarding updates on the 80 Managed Lanes project
- Transdev's Report
  - General Manager Klein provided updates on the driver status
- Executive Director Report (*Bernstein*)
  - Ms. Bernstein provided updates to include ridership of the Route 42; biweekly Executive Director's report; discussion with the City of Winters regarding the 505 overcrossing; service planning for Woodland microtransit; scope of work for YATC program; and update on YCTD's 12-month goals.

Chair Saylor asked for public comments for agenda item #4; there were no public comments.

**Agenda Item 6 — Yolo 80 Managed Lanes Resolutions on Memorandum of Understanding (MOU) and Funding Application**

*Item #6 is an action item. Staff recommended that the YCTD Board of Directors adopt two resolutions related to Yolo 80 Managed Lanes Project:*

1. Resolution 2022-16 authorizing the Executive Director to sign a Memorandum of Understanding (MOU) with Caltrans regarding roles and responsibilities;
2. Resolution 2022-17 authorizing the Executive Director to support a \$103 million application to the California Transportation Commission's 2022 Trade Corridor Enhancement Program (TCEP).

Ms. Bernstein provided an overview of the staff report.

Chair Saylor asked for public comments regarding agenda item #6; Mr. Hirsch provided public comments to include the revised notice of preparation; carpool lanes; this being a tough project; what's the future of our planet; climate change and congestion/capacity; stance on widening the freeways and toll lanes.

Chair Saylor asked for comments from the Board regarding Ms. Bernstein's presentation.

Comments from YCTD Board of Directors included:

- Transportation Committee of Sacramento Area Council of Government had a recommendation last week at their meeting to approve the recommendation from SACOG staff to prioritize this project for the TCEP funding as the sole regional priority (*Saylor*)
- Riders from the Bay area to Lake Tahoe taking routes 113 and 5 with the 5 only having two lanes; huge problem; no connectors; would love if everyone took buses or trains. Are we considering this issue (*Stallard*). Ms. Bernstein provided a response to include comments on lane management and innovative approaches.
- Creation of tolling authority is a first step toward determination of how revenues of tolling lanes can be expended. Suggestion of having this topic come back to the YCTD Board in the near future to consider how to approach this topic with regional partners (*Saylor*).
- Appreciate staff for the presentation and all the work and the partnership with Caltrans. Acknowledge the time and energy invested to get to this point. Glad to hear that auxiliary lane

between UC Davis and Richards Blvd is included in the first phase of the project. Appreciation for the close working relationships between the two Caltrans Districts 3&4. Echoed the comments made by Director Stallard and Chair Saylor regarding tolling authority (*Frerichs*).

- .Good to see the partnership between YCTD and Caltrans to widen the freeway but make it more equitable. Has helped evolve UC Davis’ thinking. Impressed with the project (*Dulcich*).
- Wanted to amplify all the Directors’ comments, coming along in the right direction. Acknowledged public comment regarding climate change. Influx in Winters coming through the weekend on route 128 and new streets; Winters does not have the capacity; important to get it right for folks to stay on the road that made for this (*Loren*).
- Ms. Bernstein provide response: We have selected the firm WSP as technical advisor on tolling, including the issue of establishing a tolling authority. Contract approved – we are now working to lay out a scope of work. Includes what are the different steps tools and information we need to move forward the project.

Chair Saylor asked for a motion to approve staff’s recommendation. Director Frerichs made the motion to approve, seconded by Director Loren.

Roll Call for Agenda Item 6 – Yolo 80 Managed Lanes Resolutions on Memorandum of Understanding (MOU) and Funding Application
--

AYES	NOES	ABSENT	ABSTAIN	STATUS OF MOTION
Saylor				Motion passed
Frerichs				
Stallard				
Loren				
		Ledesma		

**Agenda Item 5 — Updating YCTD Vision, Values and Priorities**

*Item 5 is a non-action item and for informational purposes only.*

Ms. Bernstein provided an overview of the staff report.

Chair Saylor asked for comments from the Board regarding agenda item #5.

Comments from YCTD Board of Directors included:

- Importance of resilience as well as sustainability (*Loren*)
- Articulate further about climate resilience and response to climate change which is already woven into all the work that is being done (*Saylor*).
- Consider land use and how it relates to transportation; consider how to bring jurisdictions together to align their plans; address human needs; happy with the briefing as it hit major points (*Stallard*)
- Align YCTD’s efforts with member jurisdictions, but in some cases YCTD should lead, not follow (*Saylor*)
- Convening role is important. Aggregate common themes and ideas; consider how to bring to fruition; future forums with elected officials? (*Dulcich*).
- Appreciate input from TAC and CAC on these items; great questions were asked of them specifically on list and order of values-is it based on ranking? If so, lift up equity and social justice; adjust visually; appreciated Director Loren’s comment around resilience and environmental stewardship (*Frerichs*).
- Cannot have too many values; all items are great foundation for YCTD (*Wong*).

- Include multimodal (*Loren*).

Ms. Bernstein noted on next steps; take into account all comments; will revise and bring back to the Board.

Chair Saylor asked for public comments; Mr. Hirsch provided public comments to include appreciation for Ms. Bernstein's slides; asked if slides can be sent out ahead of time; appreciation for Director Loren's comments on climate change and resilience; may want to add public participation as a value; culture overrides strategy.

**Agenda Item 8 — Adjournment**

There being no further regular business, Chair Saylor adjourned the regular meeting at 8:34 pm.

Respectfully submitted:



---

Mimi Koh, Clerk to the Board

The recordings of the YCTD Board of Directors meeting can be viewed on our website at the following link: [Agenda & Minutes - Yolobus](#)

**BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Renewal of Resolution 2022-09 Authorizing Renewal of Remote Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 Renewal	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<b>3c</b> <b>Action</b>
<b>Prepared By: M. Koh</b>		<b>Attachments:</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
		<b>Meeting Date: November 14, 2022</b>

**RECOMMENDATION:**

YCTD staff recommends that the YCTD Board of Directors approve the renewal of Resolution 2022-09 Authorizing Renewal of Remote Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 Renewal be approved.

**REASON FOR RECOMMENDATION:**

Renew authorization for remote (teleconference/videoconference) meetings pursuant to Assembly Bill 361 on the basis that (a) the COVID-19 pandemic state of emergency is ongoing, and (b) meeting in person would present imminent risks to the health or safety of attendees. The proposed resolution will allow the current Yolo County Transportation District Board meeting to be held virtually.

**BACKGROUND:**

**AB361 Findings**

The recommended action is required by Assembly Bill 361 to continue meeting remotely during a declared state of emergency. The Board has been meeting remotely pursuant to AB 361 since September 28, 2021. Renewing the AB 361 findings is nonetheless appropriate and, if adopted, the findings will allow Board members to continue to participate remotely if needed or desired.

AB 361 amended the Brown Act to add simplified procedures that make it easier to hold remote meetings during a state of emergency proclaimed by the Governor (a local emergency is insufficient). See Gov. Code § 54953(e). To meet remotely during a proclaimed emergency, the legislative body must find either of the following circumstances is present: (a) state or local officials continue to impose or recommend measures to promote social distancing; or (b) as a result of the declared emergency, the legislative body finds by majority vote that meeting in person would present imminent risks to the health or safety of attendees.

Through March 2022, the Board relied on social distancing recommendations of the County Health Officer in adopting AB 361 findings. Like many other county health officers, however, Dr. Sisson is no longer recommending social distancing and the Board must therefore consider the "imminent risks" finding to continue meeting remotely. A resolution adopted by the Board on April 12, 2022 included facts and conclusions

sufficient to support such a finding, such as:

- Like many other facilities throughout the County, the Board Chambers were not designed to ensure that attendees can remain six feet apart to reduce the possibility of infection with the virus that causes COVID-19;
- Prior to the COVID-19 pandemic, Board meetings would often attract significant attendance and community members and staff would be in close proximity (seated or standing immediately next to one another) for up to three hours; and
- Holding in-person meetings would encourage community members to come to YCTD facilities to participate in local government, and some of them are likely to be at high risk for serious illness from COVID-19 and/or live with someone who is at high risk.

All of these facts remain applicable presently. Altogether, staff believe the Board can appropriately make the findings necessary to allow continued implementation of AB 361.

Finally, continuing to authorize remote meetings pursuant to AB 361 does not require the Board to meet remotely--it merely allows one or Board members to do so as necessary or convenient. Staff anticipate that going forward, some Board members and essential staff will attend meetings in-person, and other staff and members of the public will likely choose to participate remotely for the sake of convenience. Staff will also take reasonable precautions in the Board Chambers including:

- Physical distancing - in a hybrid format staff would set up the Board Chambers to have physical distancing where at least every other seat for the public is out of service to ensure distance between attendees.
- Air Filtration – Staff have added HEPA filtration to the Board Chambers to ensure filtration of air to remove viral particles

As a reminder, the YCTD has a vaccination policy and over 90% of YCTD staff is vaccinated.

Collaborations (including Board advisory groups and external partner agencies) County Administrator, County Health Officer.

## **BUDGET IMPACT:**

None.

//

Renewal of Resolution 2022-09 Authorizing Renewal of Remote Meetings of the YCTD Board of Directors Pursuant to Assembly Bill 361 Renewal

**PASSED AND ADOPTED** by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 14th day of November 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Don Saylor, Chair

Board of Directors

ATTEST:

---

Mimi Koh, Clerk

Board of Directors

Approved as to Form:

---

Hope P. Welton, District Counsel

**BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Discount Transit Pass Pilot Program for Yolo Commute	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<b>3d</b> <b>Action</b>
		<b>Attachments:</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
<b>Prepared By: B. Abbanat</b>		<b>Meeting Date: November 14, 2022</b>

**RECOMMENDATION:**

Approve the pilot Yolo Commute Discount Transit Pass Program (DTPP), which will offer a 50% monthly Yolobus transit pass discount to member employees / residents who don't already receive a discount/subsidy through their employer.

**BACKGROUND:**

Yolo Commute is a non-profit, employer membership-based organization with the purpose of reducing single-occupant vehicle (SOV) work trips. Yolo County Transportation District (YCTD) staff provide management services to Yolo Commute to administer their Operations, Member Services, and Marketing and Promotions programs. Yolo Commute continually strives to innovate and provide additional value to its members.

Transportation Demand Management best practices widely affirm that free or low-cost transit passes is among the most effective measures for influencing mode shift from single-occupant vehicles (SOV) onto transit. Yolo Commute hopes to bring this TDM benefit to its members.

This item proposes establishing a 12-month pilot Discount Transit Pass Program (DTPP) for Yolo Commute members. YCTD staff support the pilot program consistent with its expanding role into multi-modal transportation programming and as the countywide congestion management agency. YCTD is also a Yolo Commute member.

Below are the proposed assumptions for the DTTP:

- Only Yolo Commute member employees/residents not receiving a discount/subsidy through their employer are eligible.
- The discount applies to regular rate monthly passes only.
- Users must register and purchase passes through the ZipPass mobile application.
- Only one pass per user per month is allowed.
- The discount will be 50%:

Monthly Pass Type	Existing Fare	50% Discounted Fare
Local	\$84.00	\$42.00
Intercity	\$93.50	\$46.75
Express	\$121.00	\$60.50

The DTPP will be evaluated 12-months after launch with potential key performance indicators such as:

- # of passes purchased through the DTPP
- Follow-up satisfaction and travel behavior survey of DTPP participants
- Net effect on farebox recovery
- Potential Title VI implications

Following 12-month evaluation completion, the YCTD Board may take action to extend the program or make it permanent.

Fiscal impacts are not yet known but will be evaluated after 12 months. Importantly, no transit operations changes are proposed so no direct costs are incurred. Potential revenue impacts include:

- Net revenue loss due to transfer of existing Yolo Commute monthly passholders who are currently paying full cost of monthly transit pass switching to the discount pass.
- Net revenue neutrality due to additional monthly passholders balancing the transfer of existing passholders to the discount pass and limited uptake of new passholders.
- Net revenue increase due to substantial increase in new monthly passholders.

The DTPP was supported unanimously by the Yolo Commute Board at their November 1<sup>st</sup> meeting.

Yolo Commute aspires to launch the DTPP shortly after YCTD Board approval with an accompanying outreach and marketing campaign.

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

<b>Topic:</b> FY 2022-23 Q1 Financial Status Report	<b>Agenda Item#:</b>  <b>Agenda Type:</b>	<b>3e</b>  <b>Info/Discussion</b>	
		Attachments:	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Prepared By: L. Levenson</b>		<b>Meeting Date: November 14, 2022</b>	

**RECOMMENDATION:**

Receive YCTD’s FY 2022-23 Q1 Financial Status Report

**BACKGROUND:**

The attached Yolo County Transportation District (YCTD) FY 2022-23 Q1 Financial Status Report shows actual operating expenditure and revenue data as of October 24, 2022, along with current annual projections. While it is early in the fiscal year and we are keeping most projections at budget, we are able to forecast ~\$820K budget surplus so far from the following two factors:

1. ~\$365K expiring prior year Low Carbon Transportation Operating Program (LCTOP) funds were authorized by the State to be repurposed toward FY 2022-23 free and reduced fares programs.
2. ~\$280K savings on our insurance costs through CalTIP through applying surplus reserves from prior years against our FY 22-23 premiums.
3. ~\$130K net surplus projected from the outside fuel sales from our CNG facility.
4. ~\$50K savings from electricity costs at CNG facility coming in under budget.

YCTD’s salary and benefit costs are trending on budget, allowing for the filling our two current planner vacancies.

**FY 22-23 Operating Budget Status, updated 11/8/22**  
**Annual Operating Budget - Administration**

Admin Operating Revenues	FY 22-23			
	Approved FY 22-23	Actual, as of 10/24/22	FY 22-23 Projection	Diff to Budget
STA/LTF	\$1,370,000	\$685,000	\$1,370,000	\$0
Cache Creek Mitigation	\$1,442,000	\$721,000	\$1,442,000	\$0
Low Carbon/Renewable Energy Credits	\$200,000	\$13,446	\$200,000	\$0
Outside Fuel Sales	\$120,000	\$140,430	\$825,610	\$705,610
Advertising Revenue	\$50,000	\$7,125	\$50,000	\$0
Interest Revenue	\$50,000	\$79	\$50,000	\$0
Other Income		\$405	\$405	\$405
<b>Total Administration Operating Revenues</b>	<b>\$3,232,000</b>	<b>\$1,567,484</b>	<b>\$3,938,015</b>	<b>\$706,015</b>

Administration Operating Expenditures	FY 22-23			
	Approved FY 22-23	Actual, as of 10/24/22	FY 22-23 Projection	Diff to Budget
Regular Employee Salaries	\$1,578,000	\$154,153	incl below	incl below
Intern/Temp Employee Salaries	\$54,000	\$7,289	incl below	incl below
Overtime	\$5,000	\$0	incl below	incl below
<b>Subtotal Salaries</b>	<b>\$1,637,000</b>	<b>\$161,442</b>	<b>\$1,637,000</b>	<b>\$0</b>
PERS Employer Contribution	\$143,000	\$47,456	incl below	incl below
PERS UAL Payment	\$210,000	\$182,771	incl below	incl below
Health Insurance Employer Contribution	\$216,000	\$71,573	incl below	incl below
Retiree Health Insurance	\$0	\$10,342	incl below	incl below
Medicare Contribution	\$24,000	\$2,038	incl below	incl below
Other Employee Benefits	\$20,000	\$6,155	incl below	incl below
<b>Subtotal Benefits</b>	<b>\$613,000</b>	<b>\$320,334</b>	<b>\$613,000</b>	<b>\$0</b>
<b>Subtotal Salary &amp; Benefits</b>	<b>\$2,250,000</b>	<b>\$481,776</b>	<b>\$2,250,000</b>	<b>\$0</b>
Technology	\$97,000	\$17,185	\$97,000	\$0
Marketing & Communications	\$156,000	\$384	\$156,000	\$0
Other Operating Expenses	\$129,000	\$36,836	\$129,000	\$0
Legal Services	\$85,000	\$2,647	\$85,000	\$0
Cost of Fuel Sold to Outside Users	\$72,000	\$110,211	\$645,485	\$573,485
Employee Training	\$57,000	\$4,444	\$57,000	\$0
Facilities Maintenance	\$69,000	\$18,588	\$69,000	\$0
Memberships	\$31,000	\$300	\$31,000	\$0
Unitrans Pass-Thru for Uninc Area Service	\$24,000	\$0	\$24,000	\$0
Directors Stipends and Expenses	\$12,000	\$1,200	\$12,000	\$0
Contingencies	\$250,000	\$0	\$250,000	\$0
<b>Total Administration Operating Expenditures</b>	<b>\$3,232,000</b>	<b>\$673,572</b>	<b>\$3,805,485</b>	<b>\$573,485</b>

## Annual Operating Budget - Fixed Route

Fixed Route Operating Revenues	Approved	FY 22-23	FY 22-23	Diff to
	FY 22-23	Actual, as of 10/24/22	Projection	Budget
STA/LTF	\$5,490,000	\$2,745,000	\$5,490,000	\$0
Passenger Fares	\$796,000	\$214,844	\$796,000	\$0
UC Davis Student Service Fees	\$175,000	\$87,500	\$175,000	\$0
FTA 5307 Sacramento Area Formula Funds	\$955,000	\$0	\$955,000	\$0
FTA 5307 Woodland Area Formula Funds	\$581,000	\$0	\$581,000	\$0
FTA 5307 Davis Area Formula Funds	\$150,000	\$0	\$150,000	\$0
FTA 5307 CARES	\$1,633,000	\$0	\$1,633,000	\$0
FTA 5307/CMAQ for Route 42 Expansion	\$405,000	\$0	\$405,000	\$0
FTA/SacRT 5307 Causeway Connection	\$223,000	\$0	\$223,000	\$0
Low Carbon Transportation Operating Program (LCTOP)	\$699,000	\$0	\$1,064,000	\$365,000
UC Davis Funds for Causeway Connection	\$223,000	\$68,687	\$223,000	\$0
FTA/Caltrans 5311 Rural Formula Funds	\$200,000	\$0	\$200,000	\$0
STA-SGR State of Good Repair Funds	\$195,000	\$0	\$195,000	\$0
FTA/Caltrans 5311 CRRSAA	\$103,000	\$0	\$103,000	\$0
<b>Total Fixed Route Operating Revenues</b>	<b>\$11,828,000</b>	<b>\$3,116,031</b>	<b>\$12,193,000</b>	<b>\$365,000</b>

Fixed Route Operating Expenses	Approved	FY 22-23	FY 22-23	Diff to
	FY 22-23	Actual, as of 10/24/22	Projection	Budget
Contracted Transportation	\$8,799,000	\$1,213,011	\$8,799,000	\$0
Fuel	\$964,000	\$147,354	\$964,000	\$0
Electric Vehicle Charging	\$41,000	\$6,392	\$41,000	\$0
Insurance	\$857,000	\$528,177	\$633,861	(\$223,139)
Technology	\$289,000	\$142,739	\$289,000	\$0
Vehicle Maintenance	\$195,000	\$0	\$195,000	\$0
CNG Facility Electricity	\$184,000	\$46,316	\$137,656	(\$46,344)
Facilities Maintenance	\$55,000	\$9,855	\$55,000	\$0
Marketing & Communications	\$44,000	\$41	\$44,000	\$0
Other Operating Expenses	\$0	\$100	\$100	\$100
Contingencies	\$400,000	\$0	\$400,000	\$0
<b>Total Fixed Route Operating Expenses</b>	<b>\$11,828,000</b>	<b>\$2,093,986</b>	<b>\$11,558,617</b>	<b>(\$269,383)</b>

### Annual Operating Budget - Microtransit

	Approved	FY 22-23 Actual, as of	FY 22-23 Projection	Diff to Budget
Microtransit Operating Revenues	FY 22-23	10/24/22		
STA/LTF	\$459,224	\$229,500	\$459,224	\$0
FTA 5307 Woodland Area Formula Funds	\$219,000	\$0	\$219,000	\$0
FTA/Caltrans 5311 CRRSAA	\$173,243	\$0	\$173,243	\$0
STA-SGR State of Good Repair Funds	\$20,000	\$0	\$20,000	\$0
Passenger Fares	\$7,000	\$0	\$7,000	\$0
Carryforward Fund Balance	\$0	\$0	\$0	\$0
<b>Total Microtransit Operating Revenues</b>	<b>\$878,000</b>	<b>\$229,500</b>	<b>\$878,467</b>	<b>\$0</b>

	Approved	FY 22-23 Actual, as of	FY 22-23 Projection	Diff to Budget
Microtransit Operating Expenses	FY 22-23	10/24/22		
Contracted Transportation - Woodland	\$208,000	\$0	\$208,000	\$0
Contracted Transportation - Winters	\$126,000	\$20,278	\$126,000	\$0
Contracted Transportation - Knights Landing	\$115,000	\$18,364	\$115,000	\$0
Technology	\$196,000	\$0	\$196,000	\$0
Insurance	\$82,000	\$50,070	\$60,084	(\$21,916)
Fuel	\$81,000	\$0	\$81,000	\$0
Vehicle Maintenance	\$20,000	\$0	\$20,000	\$0
Contingencies	\$50,000	\$0	\$50,000	\$0
<b>Total Microtransit Operating Expenses</b>	<b>\$878,000</b>	<b>\$88,712</b>	<b>\$856,084</b>	<b>(\$21,916)</b>

### Annual Operating Budget - Paratransit

	Approved	FY 22-23 Actual, as of	FY 22-23 Projection	Diff to Budget
Paratransit Operating Revenues	FY 22-23	10/24/22		
STA/LTF	\$1,241,000	\$620,500	\$1,241,000	\$0
FTA 5307 Woodland Area Formula Funds	\$516,000	\$0	\$516,000	\$0
STA-SGR State of Good Repair Funds	\$60,000	\$0	\$60,000	\$0
Passenger Fares	\$83,000	\$37,829	\$83,000	\$0
Cache Creek Mitigation	\$23,000	\$0	\$23,000	\$0
Carryforward Fund Balance	\$0	\$0	\$0	\$0
<b>Total Paratransit Operating Revenues</b>	<b>\$1,923,000</b>	<b>\$658,329</b>	<b>\$1,923,000</b>	<b>\$0</b>

	Approved	FY 22-23 Actual, as of	FY 22-23 Projection	Diff to Budget
Paratransit Operating Expenses	FY 22-23	10/24/22		
Contracted Transportation	\$1,440,000	\$256,265	\$1,440,000	\$0
Fuel	\$147,000	\$53,979	\$147,000	\$0
Insurance	\$126,000	\$78,168	\$93,762	(\$32,238)
Vehicle Maintenance	\$60,000	\$0	\$60,000	\$0
Technology	\$50,000	\$0	\$50,000	\$0
Contingencies	\$100,000	\$0	\$100,000	\$0
<b>Total Paratransit Operating Expenses</b>	<b>\$1,923,000</b>	<b>\$388,412</b>	<b>\$1,890,762</b>	<b>(\$32,238)</b>

Total Operating Revenues	\$17,861,000	\$5,571,344	\$18,932,482	\$1,071,015
Total Operating Expenditures	\$17,861,000	\$3,244,682	\$18,110,948	\$249,948
<b>Net Operating Budget Surplus (Shortfall)</b>				<b>\$821,067</b>

**BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Adopt Updated YCTD Personnel Rules and Regulations	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<b>3f</b> <b>Action</b>
		<b>Attachments:</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
<b>Prepared By: L. Levenson</b>		<b>Meeting Date: November 14, 2022</b>

**RECOMMENDATION:**

Staff recommends that the Board approve the attached resolution (Attachment 1), adopting amendments to the YCTD Personnel Rules and Regulations.

**BACKGROUND:**

The Yolo County Transportation District (YCTD) Personnel Rules and Regulations was last amended by the YCTD Board on December 13, 2021.

As shown on the attached redline version (Attachment 2), the proposed amendments to the YCTD Personnel Rules and Regulations would:

- Chapter 3: Updates the Conflict of Interest Code to include the elements required by the California FPPC, including detail on who needs to file Form 700s (Executive Director, Deputy Directors and Board Members), and what they need to disclose. This specifies that disclosure is required for all investments and business positions in business entities and income from any source which provide services to YCTD, or which have submitted or are preparing to submit bids or proposals to provide services to YCTD; and all investments in real property or businesses located within Yolo County or within one mile of the service area of YCTD transportation services.
- Chapter 6: Pre-Employment Drug/Alcohol Testing: Limits drug/alcohol positions to match the minimum federal requirement of applying this to those requiring a commercial driver’s license, rather than requiring this for all positions.
- Chapter 7 Alternate Work Location: Takes out a requirement the alternate work space be used exclusively for work purposes.
- Chapter 8 Compensation. COLA- Adds language that if there is an increase in the minimum wage, anyone earning less than the new minimum wage would get an automatic pay increase to match the new minimum wage. This could apply to certain interns.
- Chapter 8 Compensation: Overtime – Removes compensatory time off option and pays out all remaining balances (approximately 30 hours) to eliminate the administrative burden of tracking compensatory time balances, and because overtime pay has not been a material driver of costs at YCTD. Note that only a small amount of compensatory time off (<3 hours) has been authorized or earned yet during FY 2022-23.
- Chapter 8 Compensation: Eliminates references to stand-by pay and call-back pay, since YCTD is not using those pay categories.

- Chapter 8 Compensation: Bilingual Pay: Simplifies to provide just one tier of bilingual pay differential (in place of current two tiers) and provides that salary COLA's are also applied to this pay differential.
- Chapter 9 Benefits: Retiree health insurance: Clarifies that per CalPERS rules, YCTD-subsidized retiree health insurance is provided only to employees who retire from the District within 120 days of separation.
- Chapter 9 Benefits: Social Security: Clarifies to reflect we participate in Social Security for Extra Help employees who are not members of CalPERS.
- Chapter 9 Benefits: Adds language that the District may offer voluntary pre-tax medical care and dependent care flexible spending accounts in compliance with IRS guidelines, and may offer a voluntary Employee Assistance Program (EAP) and group term life insurance of up to \$50,000. The District has received a quote for the cost of a combined EAP/group life program of \$8.62/month/employee, or approximately \$1,450 per year total for all of the District's 14 full time employee positions. Providing these benefits allows the District to maintain a competitive range of benefits with those provided by peer jurisdictions.
- Chapter 10: Training: Removes language on College Interns since it is not needed in the Handbook, and might restrict flexibility in changing the program.
- Chapter 11: Employee Recognition and Special Programs: Removes this section because it is not needed in this document.
- Chapter 12: Amends vacation accrual schedule to allow accruals to start immediately upon hire instead of waiting 3 months.
- Chapter 12: Administrative leave: Simplifies language and deletes administratively complex requirement for employees to be required to use carryforward balances by December of following year. The purpose of this requirement is already met by limiting annual carryforward to 20 hours.
- Chapter 13 Sick leave: Creates a new policy to allow advances of up to 16 hours sick leave for authorized purposes.
- Chapter 18 Layoffs: Deletes this section, since it was written in a way that applied to much larger organizations, including provisions related to seniority and bumping would not be appropriate for an organization as small as YCTD.
- Throughout: removed duplication of numbers (written version and numeral version) and replaced "his/her" with "their."

RESOLUTION NO. R 2022-19

RESOLUTION AUTHORIZING THE ADOPTION OF AMENDED PERSONNEL RULES AND REGULATIONS

**WHEREAS**, the Yolo District Transportation District (YCTD) Personnel Rules and Regulations provide that the Executive Director shall periodically review and submit recommendations to the Board of Directors for amendments to the YCTD Personnel Rules and Regulations; and

**WHEREAS**, to that end, the Executive Director has submitted the proposed amended Rules and Regulations attached to this Resolution as Exhibit A, and incorporated herein by this reference; and

**WHEREAS**, the Personnel Rules and Regulations, as amended, shall be effective immediately upon adoption by the Board of Directors for the Yolo District Transportation District.

**NOW, THEREFORE, BE IT RESOLVED** Yolo District Transportation District as follows:

1. The Personnel Rules and Regulations, as amended, attached hereto are adopted as the Yolo District Transportation District's personnel policies and shall be applicable to all employees, including appointed and elected officials, unless preempted by State law or Federal law.

**PASSED AND ADOPTED** by the Board of Directors of the Yolo District Transportation District, District of Yolo, State of California, this 14th day of November 2022, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Don Saylor, Chair  
Board of Directors

**ATTEST:**

---

Mimi Koh, Clerk  
Board of Directors

**Approved as to Form:**

---

Hope P. Welton, District Counsel

Proposed updates for Board Consideration, November 14, 2022:

- Chapter 3: Update Conflict of Interest Code to include the elements required by the California FPPC, including detail on who needs to file Form 700s (Executive Director, Deputy Directors and Board Members), and what they need to disclose.
- Chapter 6 Recruitment/Hiring: Pre-Employment Drug/Alcohol Testing: Limit drug/alcohol positions to those requiring a commercial driver's license.
- Chapter 7, Alternate Work Location: Take out requirement the work space be used exclusively for work purposes.
- Chapter 8, Compensation, COLA: Added language that if the minimum wage is increased, any employees earning less than the new minimum wage would receive an adjustment to the new minimum wage effective the first pay period starting on or immediately before the effective date of the new minimum wage. This could apply to certain interns.
- Chapter 8 Compensation: Overtime – minor edits and took out references to compensatory time off. Also propose removing references to stand-by pay and call-back, since we are not using those pay categories.
- Chapter 8 Compensation: Bilingual Pay: make bilingual pay differential rise with compensation COLA's. Simplify so just one type of bilingual pay COLA.
- Chapter 9 Benefits: Retiree health insurance: clarifies that per CalPERS rules, this applies only to people who retire from the District within 120 days of separation.
- Social Security: Clarified to reflect we participate for Extra Help employees who are not members of CalPERS.
- Chapter 9 Benefits: Added provisions that the District may offer voluntary pre-tax medical care and dependent care flexible spending accounts operating under IRS guidelines, and may offer a voluntary Employee Assistance Program (EAP) and employer-provided group term life insurance of up to \$50,000.
- Chapter 10: Training: Removed language on College Interns since it is not needed in the Handbook, and might restrict flexibility in changing the program
- Chapter 11: Employee Recognition and Special Programs: propose to remove because not needed
- Chapter 12: Start vacation accrual immediately upon hire instead of waiting 3 months.
- Chapter 12: Administrative leave: take out confusing and hard-to-manage language of having to use any carryforward balances by December of following year. It is sufficient to retain limit of 20

hours carryforward from one year to the next.

- Chapter 13 Sick leave: if no balance, allow to advance up to 16 hours from future accrual.
- Chapter 18 Layoffs: Layoff language designed for large organizations. Severance agreements more valuable for employees.
- Throughout: removed duplication of numbers (written version and numeral version)—instead kept constant practice of numbers under 100 written out and 100 or higher in numerals.
- Throughout: replaced “his/her” with “their.”

# Yolo County Transportation District Personnel Rules and Regulations

Updated ~~December 13, 2021~~November 14, 2022

Proposed updates for Board Consideration, November 14, 2022:

- Chapter 3: Update Conflict of Interest Code to include the elements required by the California FPPC, including detail on who needs to file Form 700s (Executive Director, Deputy Directors and Board Members), and what they need to disclose.
- Chapter 6 Recruitment/Hiring: Pre-Employment Drug/Alcohol Testing: Limit drug/alcohol positions to those requiring a commercial driver's license.
- Chapter 7, Alternate Work Location: Take out requirement the work space be used exclusively for work purposes.
- Chapter 8, Compensation, COLA: Added language that if the minimum wage is increased, any employees earning less than the new minimum wage would receive an adjustment to the new minimum wage effective the first pay period starting on or immediately before the effective date of the new minimum wage. This could apply to certain interns.
- Chapter 8 Compensation: Overtime – minor edits and eliminated compensatory time option, requiring pay-out of remaining comp time balances in order to simplify the recordkeeping for leave balances. Also removed references to stand-by pay and call-back, since YCTD is not using those pay categories.
- Chapter 8 Compensation: Bilingual Pay: make bilingual pay differential rise with compensation COLA's. Simplify so just one type of bilingual pay COLA.
- Chapter 9 Benefits: Retiree health insurance: clarifies that per CalPERS rules, this applies only to people who retire from the District within 120 days of separation.
- Social Security: Clarified to reflect we participate for Extra Help employees who are not members of CalPERS.
- Chapter 9 Benefits: Added provisions that the District may offer voluntary pre-tax medical care and dependent care flexible spending accounts operating under IRS guidelines, and may offer a voluntary Employee Assistance Program (EAP) and employer-provided group term life insurance of up to \$50,000.
- Chapter 10: Training: Removed language on College Interns since it is not needed in the Handbook, and might restrict flexibility in changing the program
- Chapter 11: Employee Recognition and Special Programs: propose to remove because not needed
- Chapter 12: Start vacation accrual immediately upon hire instead of waiting 3 months.
- Chapter 12: Administrative leave: take out confusing and hard-to-manage language of having to use any carryforward balances by December of following year. It is sufficient to retain limit of 20 hours carryforward from one year to the next.
- Chapter 13 Sick leave: if no balance, allow to advance up to 16 hours from future accrual.

- Chapter 18 Layoffs: –Layoff language designed for large organizations. Severance agreements more valuable for employees.
- Throughout: removed duplication of numbers (written version and numeral version)—instead kept constant practice of numbers under 100 written out and 100 or higher in numerals.
- Throughout: replaced “his/her” with “their.”

## Contents

CHAPTER 1. GENERAL.....	1
CHAPTER 2. DEFINITION OF TERMS .....	3
CHAPTER 3. EMPLOYEE CONDUCT.....	6
CHAPTER 4. CLASSIFICATION, POSITIONS AND SALARY .....	8
CHAPTER 5. EQUAL EMPLOYMENT OPPORTUNITY .....	11
CHAPTER 6. RECRUITMENT, EXAMINATION AND SELECTION .....	17
CHAPTER 8. COMPENSATION .....	26
CHAPTER 9. BENEFITS.....	29
CHAPTER 10. EMPLOYEE TRAINING AND DEVELOPMENT .....	32
CHAPTER 11. EMPLOYEE RECOGNITION AND SPECIAL PROGRAMS.....	34
CHAPTER 12. HOLIDAYS, VACATION, MANAGEMENT ADMINISTRATIVE LEAVE AND PERSONAL TIME OFF .....	34
CHAPTER 13. SICK LEAVE .....	37
CHAPTER 14. OTHER LEAVES and LEAVES OF ABSENCE .....	39
CHAPTER 15. OCCUPATIONAL HEALTH .....	43
CHAPTER 16: RETURN TO WORK INJURY MANAGEMENT PROGRAM.....	46
CHAPTER 17. FURLOUGH .....	48
<a href="#">CHAPTER 18. LAYOFF.....</a>	<a href="#">49</a>
CHAPTER <a href="#">189</a> . DISCIPLINARY ACTION .....	52
CHAPTER <a href="#">1920</a> . RECORDS, REPORTS AND NOTICES.....	53

# 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. DEFINITION OF TERMS~~ 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 range.

**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 ~~one thousand (1,000)~~ hours or more in a fiscal year or ~~one thousand four hundred (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.

~~Layoff shall mean a permanent termination of employment, without regard to employee performance or misconduct, due to lack of funds, lack of work, or operational reasons.~~

**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 his/her/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 his/her/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 ~~(2-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 ~~(26)~~ pay periods.

**Promotion** shall mean a change of employment from a given classification to a different classification with a higher salary range 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 ~~(80)~~ hours per pay period.

**Part-time** shall mean work on a schedule which is greater than or equal to forty ~~(40)~~ hours per pay period and less than eighty ~~(80)~~ 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 range 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/his/her](#) 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.
5. Declining gifts, incentives, or other remuneration for the work for which the employee is being paid by the District.
6. Using District resources only on behalf of the District.
7. Upholding and adhering to all federal, state, and local laws, ordinances and regulations.
8. Reporting known or suspected improper governmental activities.
9. Workplace Civility

The District is committed to ensuring that employees are provided 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, work stations, 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. YCTD 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, YCTD has established one Disclosure Category, which shall be known as Disclosure Category 1. Persons in this category shall disclose:

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

Employees holding designated positions who are brought under the coverage of the Conflict of Interest Code of the Yolo County Transportation District shall file an annual statement of economic interests with the Executive Assistant in accordance with the Fair Political Practices Act (Section 18730 of title 2 of the California Code of Regulations). 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.

## 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/Leadworker – 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 ~~(1)~~ 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 ~~(30)~~ 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 ~~(2)~~ 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 ~~(3)~~ 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 ~~(12)~~ months. The hourly pay rate for a given classification shall be calculated by dividing the annual salary by ~~two thousand and eighty (2,080)~~ full-time hours. The salary per pay period shall be calculated by dividing the annual salary by twenty-six ~~(26)~~ 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 ~~(1)~~ 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 range attainable by all employees in the classification. Data shall be analyzed by taking an average 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 range
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 ~~(3)~~ 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.

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

- ~~2.1. 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.~~

- ~~3. 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,~~

15

Page 31

~~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. 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 **factual** 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~~**his/her** 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~~**he/she** 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 [his/her/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 [his/her/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 ~~(5)~~ 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 ~~(5)~~ day requirement. The employment application is part of the examination process. An applicant's answers will determine [his/her/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 [his/her/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 ~~(2)~~ 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 [his/her/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 [his/her/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 [his/her/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 ~~(6)~~ 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 ~~(10)~~ 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 [his/her/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 ~~in the presence of the Executive Director.~~

**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 ~~(40)~~ hours during seven consecutive days, and the normal workday of the District shall be eight ~~(8)~~ 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 ~~(40)~~ 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 ~~(40)~~ hours of work scheduled for four ~~(4)~~ workdays consisting of ten ~~(10)~~ hours scheduled on each workday.
2. Flex Time Schedule: a weekly work schedule consisting of forty ~~(40)~~ work hours during five ~~(5)~~ 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 ~~(80)~~ hours of work in nine ~~(9)~~ hour work days, and with no more than nine ~~(9)~~ hours scheduled on any work day. For FLSA non-exempt 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 ~~(40)~~ 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 ~~(8)~~ hour day on the second Monday. Work schedules that begin at noon on Fridays shall work an eight ~~(8)~~ 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 ~~and/or comp time~~ earned;
- ~~4.~~
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.

~~1.~~

~~2.~~ A telecommuting assignment is an arrangement between the District and the employee. It is not an entitlement or employee benefit.

~~2.~~

~~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.

~~3.~~

~~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.

~~4.~~

~~5.~~ An employee who requests to discontinue a telecommuting assignment will be allowed to return to the office.

~~5.~~

~~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.

~~6.~~

~~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.

~~7.~~

~~8.~~ Telecommuting assignments are not automatically transferrable when an employee ~~9-8.~~ 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

~~1.~~

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 dedicated exclusively for this purpose during work hours.~~

~~2. The space is conducive to the employee performing their assigned duties, conducting professional virtual meetings, and maintaining the confidentiality of all protected information.~~

~~1.~~

~~4. 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.~~

~~2.~~

~~3. A clear understanding of tax implications relating to the home workspace is the sole responsibility of the employee.~~

~~3.~~

~~4. Employees requesting telecommuting assignments are responsible for ensuring compliance with applicable laws, regulations, policies and procedures, and health and safety requirements.~~

~~4.~~

~~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~~

~~6. 22~~

~~7. Page 38~~

8. \_\_\_\_\_ necessary and/or District requested documents regarding the injury.

5. \_\_\_\_\_

9-6. \_\_\_\_\_ 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 (~~2~~) 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/Evaluation**

All employees shall have their work performance evaluated at regular intervals and at least annually. The supervisor completing the appraisal form shall discuss such evaluations 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 (~~3rd~~) month, before the end of the sixth (~~6th~~) month and before the end of the twelfth (~~12th~~) 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 ~~one (1) first twelve months~~ year 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 ~~(2)~~ 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 ~~(2)~~ 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 and Benefits upon Hire

The Executive Director shall determine the appropriate salary upon hire. 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 ~~(5%)~~ 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 ~~(10)~~ consecutive working days or more. Such assignments shall be limited to three ~~(3)~~ months except when there is the mutual consent of the Executive Director and employee to extend the time period.

### Salary upon Promotion

Any employee who promotes to a new position shall receive the minimum salary for the new position or a five ~~(5%)~~ percent increase, whichever is more. The employee shall receive a new salary anniversary date upon promotion.

### Merit Adjustment

Employees shall be eligible for merit adjustments, but such adjustments shall not be automatic. Positive employee performance appraisals may result in a merit adjustment of up to a five percent ~~(5%)~~ increase in salary annually and shall be presented to the employee no later than thirty ~~(30)~~ days after the date of their evaluation by the Executive Director or designee. Any granted merit-based pay increases must remain within the salary range approved by the Board of Directors.

### Cost of Living Adjustment (COLA)

Upon approval by the Board of Directors, the salary ranges of employees may be adjusted annually, 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), ie, the July 1, 2022 adjustment ~~will use~~ the CPI time period of April 2020 and April 2021.

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 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 ~~(5%)~~, 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 ~~his/her~~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 ~~(3)~~ pay periods, the employee shall have three ~~(3)~~ 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 ~~(5)~~ 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 ~~eight hours per day~~ eight hours a day and forty ~~(40)~~ hours per week. Except in the event of an emergency, all overtime hours worked must be authorized in advance. ~~The Executive Director or their designee may specify in advance whether overtime hours shall be compensated as compensatory time.~~ Non-FLSA exempt employees are eligible for overtime and compensatory time.

### **Compensatory Time**

~~Overtime hours worked may be compensated with compensatory time at a rate of one and one-half (1-<sup>1</sup>/<sub>2</sub>) times the number of assigned overtime hours worked. An employee shall accumulate no more than one hundred twenty (120) hours of compensatory time. All overtime hours worked after one hundred twenty (120) hours of compensatory time have been accumulated shall be compensated as paid overtime.~~

~~When an employee is appointed from a non-FLSA position to an FLSA exempt position, the employee shall be paid for any compensatory time accrued at the salary rate of the prior class.~~

~~Requests for time off using compensatory time shall not be unreasonably denied.~~

### **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.

### **Standby Status and Pay**

~~An employee placed on standby duty shall be compensated at the rate of \$3.00 per hour. While on standby, an employee must be ready to respond immediately to calls for service, be reachable by telephone or other electronic device, remain within a reasonable distance of the work location and refrain from activities which might impair the ability to perform assigned duties. Payment for simultaneous standby duty and call back time shall not be authorized. The Executive Director and Deputy Directors shall not be eligible for Standby Pay, as standby availability is considered included in their regular duties.~~

### **Call Back**

~~When a non-exempt employee is directed to return to the workplace after completing an assigned shift, the employee shall be credited for two (2) hours of work, plus all time worked in excess of two (2) hours in~~

~~which the employee is continuously engaged in assigned work. Call back time shall be paid at the overtime rate of one and one-half (1½) times in accordance with the Fair Labor Standards Act (FLSA).~~

### **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 ~~his/her~~their regular pay during such absence but may use accrued vacation or ~~compensatory time~~floating holidays for such purpose.

### **Special Recognition Pay**

~~In order to reward outstanding achievement and performance, the Executive Director may adjust the salary of any employee up to a maximum of ten percent (10%) of base salary. This additional compensation shall be granted for a period not to exceed thirteen (13) pay periods in any twelve (12) month period.~~

### **Bilingual Pay**

27

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 ~~(40)~~ 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 ~~(2)~~ bi-weekly payroll periods. Two ~~(2)~~ payroll periods ending in one ~~(1)~~ month will be used to pay the premium for coverage in the following month. When a third ~~(3rd)~~ payroll period ends in one ~~(1)~~ 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 ~~(40)~~ 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 ~~(40)~~ 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 amount share for the health insurance premium of CalPERS PERS vested retirees who retire from the District within 120 days of separation and meet other CalPERS retiree health eligibility requirements, based on their last position held with the District, consistent with the amount paid to current YCTD 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.
- 1.
2. Employees are eligible to purchase CalPERS service credit for prior military, Peace Corps and AmeriCorps service.
- 3-2.
4. The retirement calculation is based on the monthly average of the highest 12 consecutive months of
- 5-3. compensation.
- 6-4. 50% of unused sick leave may be converted to CalPERS service credit.
7. The Pre-Retirement Option 2W Death Benefit is available to the surviving spouse of a retirement- eligible
- 8-5. employee.

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

1. The miscellaneous retirement formula is 2% @ 62.
- 1.
2. Employees are eligible to purchase CalPERS service credit for prior military, Peace Corps, and AmeriCorps service.
- 3-2.
4. The retirement calculation is based on the monthly average of the highest thirty-six (36) consecutive months
- 5-3. of compensation.
- 6-4. 50% of unused sick leave may be converted to CalPERS service credit.
7. The Pre-Retirement Option 2W Death Benefit is available to the surviving spouse of a retirement- eligible
- 8-5. 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 e](#) 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
- Seeking out and requesting to participate in training and development opportunities.
4. Supervisors and managers are responsible for;
  5. Determining training needs for the entire work unit and identifying how those needs are to be met;
  6. Ensuring that training and development opportunities are made available to all staff;
  7. Informing employees of training opportunities as they occur; and
  8. 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 [his/her/their](#) ability to perform at a higher level in [his/her/their](#) current assignment or enhances [his/her/their](#) ability to promote within the District.

### **College Intern Program**

~~The District administers a College Intern Program that provides college students an opportunity for exposure to transit sector careers. Generally, internship opportunities shall be paid.~~

~~College Interns are covered as **volunteers** by the District's worker compensation and general liability insurance. If an internship project requires the intern to handle sensitive and confidential matters, the Intern may be required to submit to a live scan fingerprinting clearance and/or other pre-employment testing prior to placement in an internship assignment. Interns who are required to drive a District or personal vehicle during their intern assignment, must complete a Non-District Employee Driver Authorization form.~~

## **CHAPTER 11. EMPLOYEE RECOGNITION AND SPECIAL PROGRAMS**

### **Policy**

It shall be the policy of the District to design programs that acknowledge the unique contributions of individual staff as well as milestones of service achieved by all employees and to encourage social opportunities for staff throughout the District's workforce designed to foster camaraderie and maintain high morale. To that end, the Executive Director shall promote activities and recognition events for the benefit of the employees and shall design programs to be implemented for their employees.

## CHAPTER 12. 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 (8) 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 (40) 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 ~~or compensatory time off~~ and is required to work on any holiday shall be paid for time worked at one and one-half ( $1\frac{1}{2}$ ) times the hourly rate in accordance with the Fair Labor Standards Act (FLSA) ~~or shall receive an equivalent amount of compensatory time off~~.

### 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 (8) 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 (40) 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 (8) holiday hours for each of the recognized District holidays. If the scheduled work hours exceed eight (8) 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 ~~(28)~~ 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 ~~(40)~~ 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. ~~Employees are eligible to use accrued vacation hours after thirteen (13) biweekly pay periods of employment.~~ Absences without pay equaling forty ~~(40)~~ hours within the first thirteen ~~(13)~~ pay periods shall cause the employee's eligibility date for vacation time to be postponed one ~~(1)~~ whole pay period. When the cumulative leave of absence hours exceed forty ~~(40)~~, 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 ~~(80)~~ 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 ~~(40)~~ hours in a week shall be excluded for vacation accrual purposes. Regular part-time employees shall accrue a pro-rated amount of vacation time based on the part-time employee's regular hours compared to a forty hour workweek.

**Maximum Vacation Accrual**

~~All regular full-time employees shall be credited with forty (40) hours of vacation time accrual after completion of thirteen (13) consecutive biweekly periods of employment. Thereafter, e~~Each employee shall accrue vacation time according to one of the following schedules based on his/her/their date of employment with the District:

	Hours Earned per Pay Period	Maximum Hours Earned per Year
<del>After 13 biweekly pay periods</del> Initial	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**

~~After thirteen (13) pay periods of employment, an E~~employees shall be entitled to a lump sum payment for any unused or accrued vacation time upon separation of employment. ~~Employees with fewer than thirteen (13) pay periods of employment shall not be entitled to a lump sum payment for any unused or accrued vacation upon separation of employment.~~

### **Administrative Leave Accrual**

Management Positions shall be credited with forty ~~(40)~~ 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 ~~(40)~~ 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. ~~and must be taken within the fiscal year.~~  
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 ~~(20)~~ hours of administrative leave from the previous fiscal year. ~~These administrative leave hours must be used by December 31 of the following fiscal year or it will be forfeited. In no event shall an employee's administrative leave balance exceed the standard accrual on January 1.~~

### **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 13. 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 (96) 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 (3) 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;

Parents, step-parents, mother-in-law, father-in-law, siblings, brother-in-law, sister-in-law, grandparents, and

3. 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 a 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 ~~his/her~~ their scheduled return to work, if circumstances allow it, in order to request that ~~his/her~~ 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 (4) 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 14. 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 ~~(12)~~-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 ~~(1)~~-year of service with the District and have worked at least ~~one thousand two hundred and fifty (1,250)~~ hours in the previous twelve ~~(12)~~-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 ~~his/her~~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 ~~(80)~~-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 ~~(26)~~-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 ~~(4)~~ 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 ~~(4)~~-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 ~~(5)~~ 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 ~~(3)~~ 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 ~~(10)~~ days per incident. Three ~~(3)~~ days of bereavement leave shall be District paid and an additional seven ~~(7)~~ days shall be charged to available accrued but unused leave balances.

Up to five ~~(5)~~ 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 ~~(5)~~ 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 his/her/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. ~~4.~~ 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 ~~(4)~~ 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 ~~(30)~~ calendar days in any one ~~(4)~~ fiscal year. The one ~~(4)~~ 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 ~~(4)~~ 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 ~~(30)~~ calendar days in any one ~~(4)~~ 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 ~~(30)~~ calendar days of pay in a fiscal year, employees may be eligible to receive supplemental pay for ninety ~~(90)~~ calendar days. An employee with at least one ~~(4)~~ year of continuous District service or one ~~(4)~~ 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 [his/her/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 [his/her/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 ~~(1)~~ 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 15. 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 [his/her/their](#) supervisor within twenty-four ~~(24)~~ 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 ~~(24)~~ 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 [his/her/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 [his/her/their](#) intended absence in advance of such scheduled appointments. The employee shall be required to provide proof of having attended such appointments upon [his/her/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 [his/her/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 [his/her/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 [his/her/their](#) ability to continue in [his/her/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 [his/her/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 [his/her/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 16: 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 ~~(90)~~ to ~~one hundred and eighty (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 ~~his/her~~ ~~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 range, 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 range will be paid the salary range 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 [his/her/their](#) position and if the employee is not placed in another position as a reasonable accommodation of [his/her/their](#) permanent disability, the employee shall be separated from District employment and placed on a reemployment list for a period of six ~~(6)~~ months. During the six ~~(6)~~ month period, when available and if medically released to assume [his/her/their](#) duties, the former employee shall be reemployed in a vacant position of [his/her/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 ~~(6)~~-month period, if the former employee is not reemployed with the District, the former employee shall lose [his/her/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 17. 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, ~~compensatory time off~~, 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, ~~compensatory time off~~, 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 ~~(15) 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 18. LAYOFF~~

## CHAPTER 19. 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.
- 10.

### 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 20. 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

53

### 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.

**BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Resolution 2022-18: Yolo Active Transportation Corridors (YATC) Professional Services Agreement with Fehr & Peers	<b>Agenda Item#:</b>	<b>3g</b> <b>Info/Discussion</b>
	<b>Agenda Type:</b>	
<b>Agenda Type:</b>		<b>Meeting Date: November 14, 2022</b>
<b>Prepared By: B. Abbanat</b>		

**RECOMMENDATION:**

Adopt Resolution 2022-18 authorizing the Executive Director to execute the following for the Yolo Active Transportation Corridors (YATC) project:

1. Execute a \$1.2 million U.S. Department of Transportation RAISE Grant Agreement.
2. Execute a \$560,000 Phase 1 Professional Services Agreement with Fehr & Peers.

**BACKGROUND:**

In summer 2021, YCTD applied for and was awarded \$1.2 million from the federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program for the \$1.7 million Bike & Pedestrian Trail Network Planning Project. The project has since been re-branded as Yolo Active Transportation Corridors (YATC) to better reflect its purpose as a plan for developed transportation corridors and avoid potential confusion with undeveloped, recreational trails.

YATC will develop an active transportation plan for a network of multiuse facilities that will help to address barriers to mobility for low-income and minority residents of Yolo County. This planning project will build upon YCTD’s recent efforts to explore how public interest design of transportation services can be used to address the needs of the region’s most isolated and disadvantaged areas.

Project updates to the Board were given on May 9<sup>th</sup> and June 13<sup>th</sup>. On October 10<sup>th</sup>, the Board authorized the Executive Director to execute the RAISE Transportation Grant Program First-Tier Subrecipient Agreement with Caltrans, which clarifies the roles and responsibilities between Caltrans and. YCTD with respect to the RAISE funding

**FHWA Agreement**

The YCTD/FHWA agreement is currently under review at FHWA headquarters. The attached resolution will authorize the Executive Director to execute that \$1.2 million agreement once completed.

**Professional Services Agreement with Fehr & Peers**

*Consultant Selection Process:*

The professional services agreement with Fehr & Peers represents the culmination of a Federally compliant consultant selection process. In late June, staff published a Request for Qualifications (RFQ) in accordance with June Board direction. Staff received three (3) submittals from the following consulting teams:

- Alta Planning & Design
- Fehr & Peers
- Toole Design

YCTD and the interagency Technical Advisory Committee evaluated submittals and invited all three teams for interviews on August 3rd. Based on the evaluation process, all three consulting teams were qualified to provide the requested services, with Fehr & Peers emerging as the preferred vendor. Average scores for consulting teams follow:

<b>Team</b>	<b>Avg Score</b>
Fehr & Peers	93.5
Toole Design	88.0
Alta Planning & Design	75.8

Fehr & Peers was selected due to their strong technical expertise and robust, thoughtful, community engagement approach, particularly with respect to underserved communities. They also have an experienced project manager, strong subconsultants, and a well-rounded bench of expertise.

*Phase 1 Agreement:*

This project is split into two phases as the \$1.2 million RAISE-funded scope of work includes design and engineering, which must be informed by aspects of Phase 1 and thus, the level of effort cannot be accurately estimated by the consulting team. Staff and consultants collaboratively developed the Phase 1 proposal. As discussed in prior staff reports, overlap will occur between Phases 1 and 2. However, Staff will return to the Board to approve an amended agreement for Phase 2 work at the appropriate time.

**Attachments**

1. Resolution
2. YATC Phase 1 Proposal

**YOLO COUNTY TRANSPORTATION DISTRICT**

**RESOLUTION NO. R 2022-18**

**AUTHORIZATION TO EXECUTE 1) USDOT RAISE GRANT AGREEMENT FOR THE YOLO ACTIVE TRANSPORTATION CORRIDORS (YATC) PROJECT AND 2) A PROFESSIONAL SERVICES AGREEMENT WITH FEHR & PEERS FOR PHASE 1 OF THE YATC PROJECT**

**WHEREAS**, the Yolo County Transportation District (YCTD) was awarded a \$1.2 million grant from the federal Department of Transportation’s Reinvesting in American Infrastructure with Sustainability and Equity (RAISE) for the subject project; and

**WHEREAS**, FHWA is the administering federal agency for appropriating the RAISE funds; and

**WHEREAS**, YCTD and FHWA will enter into a RAISE Grant Agreement upon completion of review by FHWA Headquarters for the Yolo County Transportation District Bike & Pedestrian Trail Network Planning Project which has been rebranded the Yolo Active Transportation Corridors (YATC) project; and

**WHEREAS**, YCTD has selected a consulting team led by Fehr & Peers via a federally compliant procurement process; and

**WHEREAS**, YCTD staff and Fehr & Peers have collaboratively developed a professional services proposal for Phase 1 of the YATC project; and

**WHEREAS**, YCTD staff and Fehr & Peers will return to the Board at the appropriate time with a proposed agreement amendment for Phase 2 of the YATC project, which will include design and engineering services.

**NOW, THEREFORE, RESOLVED, ORDERED, AND FOUND** by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, to authorize the YCTD Executive Director to execute:

- A \$1.2 million Department of Transportation RAISE Grant Agreement.
- A \$560,000 Professional Services Agreement with Fehr & Peers for Phase 1 of the YATC project.

**PASSED AND ADOPTED** by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 14th day of November, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Don Saylor, Chair

Board of Directors

ATTEST:

---

Mimi Koh, Clerk  
Board of Directors

Approved as to Form:

---

Hope P. Welton, District Counsel

# Memorandum

Date: October 27, 2022  
To: Brian Abbanat, YCTD  
From: Greg Behrens and Adrian Engel, Fehr & Peers  
Subject: **Yolo Active Transportation Corridors Plan – Draft Scope of Work**

SA22-0164

---

The purpose of this memorandum is to present the draft scope of work prepared by Fehr & Peers for the Yolo Active Transportation Corridors (YATC) Plan for review by Yolo County Transportation District (YCTD) staff and partner agencies who comprise the YATC Technical Advisory Committee (TAC). This scope of work was prepared based on the YATC Request for Qualifications (RFQ), the YATC RAISE grant application, and subsequent discussions between Fehr & Peers and YCTD staff.

Per our discussions, this scope of work addresses the initial planning and outreach phase of the YATC project, comprised of Tasks 1 (Project Management), 2 (Existing Conditions Assessment), 3 (Public Outreach & Community Engagement), and 4 (Plan Preparation) identified in the RAISE grant application. Additionally, as requested by YCTD, this scope of work includes Task 5 (I-505/Grant Avenue Project Coordination). A subsequent scope of work for the design, engineering, and environmental phase of the YATC project will be prepared once additional information is available regarding the priority corridors identified during the YATC planning process.



# Scope of Work

## Task 1. Project Management

### Task 1.1. Project Kick-Off Meeting

The Fehr & Peers team will attend a project kick-off meeting with YCTD staff within one week of receiving notice to proceed. The project kick-off meeting will serve to solidify the project schedule, communication protocols, and roles and responsibilities. Prior to the kick-off meeting, Fehr & Peers will coordinate with the YCTD project manager to confirm the list of attendees. Additionally, Fehr & Peers will prepare and distribute a meeting agenda.

At the kick-off meeting, attendees will review and confirm the following:

- Scope of work, key project deliverables, and project schedule
- Members of the Technical Advisory Committee (TAC) and the Steering Committee (SC)
- Key project outcomes
- Preferred communication protocols
- Day and time for the bi-weekly project coordination meetings described in Task 1.2

Following the meeting, Fehr & Peers will prepare and distribute meeting minutes.

### Task 1.2. Project Coordination Meetings

The Fehr & Peers team will attend bi-weekly (every other week) virtual project coordination meetings with YCTD staff to discuss progress, schedule, issues, and/or other items that need attention and direction. Fehr & Peers will coordinate with the YCTD project manager to determine a desirable regular day and time for the project coordination meetings. Fehr & Peers will prepare an agenda and minutes for every project coordination meeting and distribute these items to meeting attendees.

Fehr & Peers will attend every bi-weekly project coordination over the 12-month duration of the project (for a total of 26 meetings). UC Davis CRC will attend up to 12 project coordination meetings, and Place It! and Zander Design will attend up to 6 project coordination meetings each.



### **Task 1.3. Monthly Invoicing**

The Fehr & Peers team will prepare monthly invoices and progress report notes describing the work accomplished during the invoice period. Fehr & Peers will submit invoices and progress report notes encompassing all consultant team member activities to YCTD on a monthly basis.

#### **Deliverables**

- Kick-off meeting agenda and minutes
- Project coordination meeting agenda and minutes
- Monthly invoices and progress report notes



## **Task 2. Existing Conditions Assessment**

### **Task 2.1. State, Regional, and Local Agency Plan/Policy Review**

Fehr & Peers will review the following state, regional, and local agency planning and policy documents related to active transportation in Yolo County:

- California Transportation Plan 2040
- Toward and Active California: State Bicycle and Pedestrian Plan
- Caltrans District 3 Active Transportation Plan
- I-80 Comprehensive Multimodal Corridor Plan
- SACOG 2020 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS)
- SACOG Sacramento Region Parks and Trails Strategic Development Plan
- SACOG Next Generation Transit Strategy
- Great Delta California Delta Trail Blueprint Report for Contra Costa and Solano Counties
- Davis-Woodland Alternative Transportation Corridor Feasibility Study
- County of Yolo Bicycle Transportation Plan
- Yolo County Improvement Standards
- YCTD Comprehensive Operational Analysis (COA) Assessment Study
- Cache Creek Area Plan
- Cache Creek Parkway Plan
- County of Yolo 2030 Countywide General Plan
- Yolo County Strategic Plan
- Town of Esparto Community Plan
- Capay Valley Area Community Plan
- Clarksburg Community Plan
- Town of Dunnigan Community Plan
- Comprehensive Community Plan for the Town of Knights Landing
- Yolo County Community Health Needs Assessment 2022-2024
- Dignity Health Woodland Memorial Hospital Community Health Needs Assessment 2022
- Sutter Davis Hospital Community Health Needs Assessment 2019
- City of Davis Transportation Implementation Plan
- City of Davis Street Design Standards
- City of Davis Beyond Platinum Bicycle Action Plan
- City of Davis Local Roadway Safety Plan



- City of Davis General Plan
- City of West Sacramento Mobility Action Plan
- City of West Sacramento Bicycle, Pedestrian, and Trails Master Plan
- City of West Sacramento Street Design Standards
- City of West Sacramento General Plan
- City of Winters Transportation Improvements Standards
- City of Winters Bikeway System Master Plan
- City of Winters Grant Avenue/SR 128/Russell Boulevard Complete Streets Concept Plan
- City of Winters General Plan
- City of Woodland Transportation System Design Standards
- City of Woodland Bicycle Transportation Plan
- City of Woodland General Plan
- UC Davis Institute of Transportation Studies Campus Travel Survey
- UC Davis Bicycle & Transit Network Study
- UC Davis Long Range Development Plan

Additionally, Fehr & Peers is familiar with national and state best practices in active transportation planning and complete streets design and will incorporate appropriate best practices into the YATC Plan.

### **Task 2.2. Data Collection**

Fehr & Peers will use a variety of both proprietary and publicly available datasets to better understand existing active transportation facilities, potential barriers to bicycling or walking, and existing and potential future (latent) demand for bicycling and walking in Yolo County. Fehr & Peers will collect the following data regarding existing land use patterns, socioeconomic factors, travel patterns, and active transportation system characteristics within Yolo County:

- Roadway data: Fehr & Peers will identify the following characteristics of major roadways on roadways within unincorporated Yolo County:
  - Functional classification
  - Number of travel lanes
  - Posted speed limits
  - Average daily traffic (ADT) volumes (as available from preexisting traffic counts)
  - Intersection controls
  - Major agricultural/truck routes



- Bicycle infrastructure data: Type (Class I through Class IV) and location of existing bikeways in unincorporated Yolo County.
- Pedestrian infrastructure data: Location of existing sidewalks and marked crosswalks in unincorporated Yolo County.
- Collision data: Using UC Berkeley's Safe Transportation Research & Education Center (SafeTREC) Transportation Injury Mapping System (TIMS) data, Fehr & Peers will identify the locations and characteristics of collisions involving bicyclists or pedestrians that have occurred in unincorporated Yolo County within the last five years.
- Socioeconomic data: Fehr & Peers will compile US Census Bureau data including population, employment, age, race, and gender. Fehr & Peers will additionally compile equity-related data including CalEnviroScreen (including SB 535 disadvantaged communities), minority communities, low-income communities, Healthy Places Index, share of students utilizing free and reduced-price meal programs at each school, and zero-automobile households.
- Land use data: Fehr & Peers will collaborate with TAC member agency staff to identify existing and future land use patterns including locations of activity centers such as multifamily housing, employment centers, schools, parks, senior facilities, and retail destinations.
- Transit data: Fehr & Peers will identify existing transit services and facilities (e.g., bus stops and rail stations).
- Mode share data: Fehr & Peers will utilize US Census Bureau Journey to Work data and data from the UC Davis Institute of Transportation Studies Campus Travel Survey to identify existing commute mode share for Yolo County residents and UC Davis campus affiliates, respectively. Additionally, Fehr & Peers will review available mode share information for Yolo County residents from the latest versions of the California Household Travel Survey and the SACOG Regional Household Travel Survey.
- Bicycle parking data: Fehr & Peers will summarize information about the locations of bicycle storage facilities (e.g., racks, lockers, etc.), at schools, parks, and government facilities within unincorporated Yolo County.
- Origin-destination travel patterns: Fehr & Peers will acquire historic (since 2018) origin-destination data from a mobile device big data vendor (e.g., StreetLight Data) for vehicle trips that begin or end within Yolo County. The origin-destination dataset will be disaggregated to the community- or neighborhood-level to identify travel patterns between and within Yolo County communities (e.g., Esparto to/from Capay). The primary purpose of this dataset will be to identify common origin-destination pairs, particularly those with trips lengths of three miles or less, that could reasonably be fulfilled through bicycling or walking.
- Commute patterns: Fehr & Peers will utilize US Census Bureau Longitudinal Employer-Household Dynamics (LEHD) and the LEHD Origin and Destination Employment Statistics



- (LODES) data to understand commute-specific travel patterns for residents of Yolo County. While this data is free and easy to use, it does have limitations. For example, farmworkers' employment addresses will typically be listed as the business office of the farm owner rather than the fields they commute to on a daily basis.
- Active transportation suitability: Fehr & Peers has developed a data layer for the entire United States that uses various socioeconomic data to estimate the suitability for local populations to use active transportation if adequate infrastructure was provided. Fehr & Peers will utilize this tool to identify barriers and opportunities for active transportation use in Yolo County.
  - Traffic counts: Fehr & Peers will collect daily bicycle and pedestrian traffic counts at up to 15 locations. The counts will be conducted on one typical weekday and one typical weekend day (two days total). The traffic count locations will be determined in consultation with YCTD staff and the TAC.
  - Field Data Collection: Fehr & Peers has budgeted 48 hours of professional staff time to conduct targeted field investigations to observe and document area-specific active transportation infrastructure and travel behavior (i.e., to close critical gaps in the data/information listed above).

Following the project kick-off meeting, Fehr & Peers will prepare and distribute a Request for Information (RFI) to the TAC. The RFI will include relevant data and information listed above that may already be available from TAC member agencies.

### **Task 2.3. Existing Conditions Analysis**

The Fehr & Peers team will use the data collected in Task 2.2 to prepare the following:

- Existing and planned active transportation facilities: Fehr & Peers will prepare exhibits that illustrate the locations and types of existing and planned bicycle and pedestrian facilities within unincorporated Yolo County. Facilities of countywide significance located within incorporated areas and adjoining cities/counties will also be included.
- Collision analysis: Fehr & Peers will analyze and map collisions involving bicyclists and pedestrians that occurred within unincorporated Yolo County over the past five years, including hot spots and primary collision factors.
- Bikeway and sidewalk gap analysis: Fehr & Peers will analyze and map where there are gaps in the sidewalk network, missing crosswalks or curb ramps, and missing links in the bicycle network within unincorporated Yolo County. This analysis will focus on portions of the unincorporated Yolo County transportation network that accommodate bicycle and pedestrian travel demand (e.g., portions of county roads near bicycle/pedestrian trip generators, transit stops, etc.). This analysis will also consider connections to bicycle and pedestrian networks within incorporated Yolo County communities and in the adjoining cities/counties.



- Level of Traffic Stress analysis: Fehr & Peers will use its StreetScore+ tool to conduct a Level of Traffic Stress (LTS) analysis to identify the comfort level of walking or biking on the unincorporated Yolo County transportation system. Locations where it is uncomfortable to walk or bike serve as barriers to walking and biking, making it less likely that people in the County will walk or bike to meet their transportation needs. This work will inform our guidance on bikeway selection.
- Community equity analysis: Fehr & Peers will analyze and map neighborhoods, including disadvantaged, low-income, and minority communities within unincorporated and incorporated Yolo County communities, that may be underserved by bicycle and pedestrian infrastructure or which may experience a disproportionate share of collisions involving bicyclists and pedestrians.
- Connectivity analysis: An analysis of connectivity for major local activity centers (e.g., schools, parks, shopping centers, etc.), including walkshed and bikeshed analysis for up to 10 locations in unincorporated Yolo County to be determined in consultation with YCTD staff and the TAC. This analysis can be used in conjunction with the gap analysis to identify opportunities to increase the number of residents who are able to walk or bike to and from these destinations.
- Intermodal connections analysis: Fehr & Peers will analyze and map connectivity around major transit stops/stations within unincorporated Yolo County. Accessibility to bus stops will be analyzed using the BetterBusBuffers methodology which combines typical network analysis with General Transit Feed Specification (GTFS) data on frequency. Based on YCTD staff input, Fehr & Peers will inventory stop accessibility and support infrastructure at the 10 highest ridership (or otherwise most critical) bus stops.
- Origin-destination and commute pattern analysis: Fehr & Peers will utilize the mobile device origin-destination data and commute pattern data to analyze travel and commute patterns within Yolo County. This will include an analysis of major origin-destination pairs for internal and external trips as well as commute pattern trends since 2002.
- Existing and future bicycle and walking travel demand analysis: Fehr & Peers will estimate existing and future active transportation demand at up to 15 locations within unincorporated Yolo County using the data collected in Task 2.2. The existing and future demand estimates will be developed in a way that allows them to be used at the community level and at the project level for Caltrans ATP grant applications.
- User needs assessment: Fehr & Peers will overlay the technical analyses described above with public and stakeholder input (as described in Task 3) to prepare a comprehensive assessment of where active transportation infrastructure improvements are most needed. Once complete, this assessment will be used to roll up all identified needs into a series of focus areas that will include targeted complete streets and trails corridors and spot improvement areas to be developed into projects in Task 4.



### **Task 2.4. Documentation**

Fehr & Peers will prepare a report that summarizes the data collected and findings from the existing conditions analyses described in Tasks 2.1, 2.2, and 2.3. Fehr & Peers will prepare maps and tables to accompany the report.

Fehr & Peers will prepare a Draft Existing Conditions Report for review by YCTD and the TAC. Fehr & Peers will prepare a Final Existing Conditions Report following receipt of one set of consolidated comments from YCTD. An executive summary will be produced and translated into Spanish.

### **Deliverables**

- Draft and Final Existing Conditions Report

## **Task 3. Public Outreach & Community Engagement**

In addition to input from the general public and local decision makers, the YATC will consider input from a Technical Advisory Committee (TAC) comprised of local partner agencies and a Steering Committee (SC) comprised of stakeholders including those in the private, public, and non-profit sectors, the business community, agricultural interest groups, environmental interest groups, public health advocates and service providers, Tribal Governments and tribal communities, local schools and universities, and other community-based organizations (CBOs). The YATC public outreach process will place an emphasis on engaging disadvantaged and hard-to-reach communities throughout Yolo County.

### **Task 3.1. Public Outreach Plan**

The Fehr & Peers team will prepare a comprehensive public outreach plan to guide stakeholder and community engagement activities throughout the duration of the YATC Plan development process. The public outreach plan will identify specific strategies and milestones to engage the TAC, the SC, decision makers, and the community at large.

The Fehr & Peers team will prepare a Draft Public Outreach Plan for review by YCTD staff and the TAC. The Draft Public Outreach Plan will include a contact list for members of the TAC, members of the SC, and other stakeholders. The Fehr & Peers team will update and maintain the contact list throughout the YATC development process. The Fehr & Peers team will prepare a Final Public Outreach Plan following receipt of one set of consolidated comments from YCTD.



### **Task 3.2. Project Style Guide**

Fehr & Peers will prepare a Project Style Guide to establish a consistent visual identity for project-related materials. This will include a project logo, color palette, and typography. Fehr & Peers will focus on establishing an attractive and eye-catching visual identity options inspired by the identity of the local communities, the YATC project goals, and input from YCTD staff and the TAC.

Fehr & Peers will prepare a Draft Project Style Guide for review by YCTD staff, including the YCTD Communications & Marketing Specialist, and the TAC. The Draft Project Style Guide will include up to three visual identity options for selection by YCTD and the TAC. Fehr & Peers will prepare a Final Project Style Guide following receipt of one set of consolidated comments from YCTD.

Fehr & Peers will utilize the Project Style Guide to prepare a technical memorandum and report template in Microsoft Word format, a presentation slide template in Microsoft PowerPoint format, and outreach collateral templates (e.g., mailers, social media posts, etc.) in InDesign format.

### **Task 3.3. Project StoryMap**

Fehr & Peers will develop and maintain (over the duration of the YATC Plan development process) an ArcGIS StoryMap to present information regarding the project goals and objectives, existing conditions analysis, planned active transportation network, and active transportation project recommendations. The StoryMap is a highly visual and interactive tool that will be used to present project information and allow users to interact with ArcGIS maps and datasets prepared over the course of the YATC project.

Fehr & Peers will update and maintain the StoryMap at the following milestones over the course of the YATC Plan development process as new information and analysis becomes available:

- At the project outset, the StoryMap will include a description of the YATC Plan purpose, goals/objectives, schedule (including opportunities for the public to provide input), and funding sources.
- At the conclusion of the Task 2.3 Existing Conditions Analysis, the StoryMap will be updated to summarize the key findings of the existing conditions analysis and present relevant geospatial data (e.g., existing active transportation facilities, collisions, etc.) collected and analyzed as part of Task 2.
- At the conclusion of each phase of the Task 3 public outreach process, the StoryMap will be updated to summarize key findings and input provided by public outreach participants.
- At the conclusions of Tasks 4.1, 4.2, 4.3, and 4.4, the StoryMap will be updated to summarize the performance measures, recommended active transportation network, final active transportation project recommendations, and project prioritization, respectively.



A link to the StoryMap will be provided on the project website and public outreach collateral, as relevant. The StoryMap will be prepared in both English and Spanish.

An example of a project StoryMap previously prepared by Fehr & Peers is available [here](#).

### **Task 3.4. Crowdsource+**

Fehr & Peers will utilize its Crowdsource+ tool to solicit public input during two stages of the YATC Plan development process. Crowdsource+ is a mobile first web based public engagement platform developed and hosted by Fehr & Peers. Crowdsource+ allows for receiving public input, seamless webmapping, commenting and upvoting/ranking, and survey add-ons. Crowdsource+ enables users to suggest, update, and comment on transportation infrastructure improvements and areas of concern. It enables comment collection over a longer period of time than traditional in-person public meetings, and allows for sustained engagement from a wider sample of stakeholders and community members.

Fehr & Peers will prepare two applications of Crowdsource+. First, an application will be developed during the existing conditions analysis (Task 2.3) to solicit public input on existing perceptions of the Yolo County active transportation system, including network gaps, perceived safety issues, barriers to walking and bicycling, and opportunities to enhance bicycle and pedestrian infrastructure. Second, an application will be developed after the initial list of active transportation improvement projects as been identified (Task 4.3) to solicit public input on the recommended improvement projects.

Links to the Crowdsource+ applications will be provided on the project website and public outreach collateral, as relevant. The Crowdsource+ applications will be prepared in both English and Spanish.

Additional information regarding the Crowdsource+ tool can be found [here](#).

### **Task 3.5. Technical Advisory Committee (TAC) Meetings**

Fehr & Peers will host bi-monthly (i.e., every other month) virtual meetings with the TAC over the 12-month duration of the project (for a total of 6 meetings). The purpose of the TAC meetings will be to discuss progress, present analysis findings and recommendations, and receive direction from members of the TAC.

Fehr & Peers will coordinate the scheduling, noticing, and set up of all TAC meetings and prepare agendas and minutes for all TAC meetings.



### **Task 3.6. Steering Committee (SC) Meetings**

The Fehr & Peers team will host 2 series of 2 in-person or virtual SC meetings (for a total of 4 meetings) over the duration of the YATC Plan development process. Given the relatively large number of SC members, Fehr & Peers proposes organizing the SC members into two smaller groups to maximize collaboration during the SC meetings. For each of the two meeting series, the two meetings will be hosted on the same day.

The Fehr & Peers team will conduct the following 2 SC meeting series:

- During Task 2.3, discuss the project goals and objectives, present the findings of the existing conditions analysis, solicit input on stakeholder perceptions and needs regarding the Yolo County active transportation system, and conduct a map-based values exercise where stakeholders identify what they want to protect, avoid, and create with respect to active transportation conditions in the plan area.
- During Task 4.3 or 4.4, present the initial list of active transportation improvement projects and solicit stakeholder input on priority projects.

The Fehr & Peers team will collaborate with YCTD staff and the TAC to identify preferred meeting venues, dates, and times. The Fehr & Peers team will then coordinate the scheduling, noticing, and set up of all SC meetings and prepare all meeting materials (e.g., boards, presentations, etc.). Following each SC meeting series, the Fehr & Peers team will prepare a memorandum summarizing the activities conducted and feedback received during each SC meeting.

### **Task 3.7. Community Open Houses**

The Fehr & Peers team will host the following 2 in-person community open house events:

- During Task 2.3, discuss the project goals and objectives, present the findings of the existing conditions analysis, and solicit input on community member perceptions and needs regarding the Yolo County active transportation system.
- During Task 4.3 or 4.4, present the initial list of active transportation improvement projects and solicit community member input on priority projects.



The Fehr & Peers team will collaborate with YCTD staff and the TAC to identify preferred open house venues, formats, dates, and times. The Fehr & Peers team will then coordinate the scheduling, noticing, and set up of both open houses and prepare all open house materials (e.g., boards, presentations, etc.). Following each open house, the Fehr & Peers team will prepare a memorandum summarizing the activities conducted and feedback received during each open house.

### **Task 3.8. Targeted Outreach**

The Fehr & Peers team will conduct targeted outreach focused on disadvantaged and hard-to-reach communities in Yolo County. Rather than addressing the county-wide active transportation system, the targeted outreach activities will focus on community-specific mobility needs and potential active transportation improvements.

The targeted outreach will focus on meeting people where they are at and emphasize in-person engagement activities. Additionally, the targeted outreach will implement Spanish-first engagement and planning activities in communities with high proportions of Spanish-speaking residents. For these meetings, all meeting materials, notifications, and discussion will be prepared and delivered in Spanish.

Specific noticing strategies will be identified and refined during Task 3.1 and in consultation with YCTD staff, the TAC, and the SC. Potential noticing strategies for targeted outreach activities could include, but are not limited to, the following:

- Flyers and signs posted at community gathering areas (parks, libraries, community centers, schools, etc.) and messages boards
- Collaboration with the TAC member agency public information officers to distribute and post notices through established channels (social media, press releases, email lists, websites, newsletters, utility bills, etc.)
- Collaboration with CBO, community, and athletic/recreational group leaders to distribute notices during regular community events (e.g., church services, youth sports games/tournaments, food pantries, etc.)

The Fehr & Peers team will host 2 series of 10 in-person targeted outreach activities (for a total of 20) in communities throughout Yolo County. The location/timing of the targeted outreach activities will be selected in consultation with YCTD staff, the TAC, and the SC and could include community centers/rooms, churches, schools, libraries, or community events (e.g., farmers markets, youth soccer tournaments, etc.). Anticipated locations for the targeted outreach activities include, but are not limited to, Capay, Esparto, Madison, Dunnigan, Zamora, Yolo, Knights Landing, Clarksburg, El Rio Villa, and the Yocha Dehe Wintun Nation.

The Fehr & Peers team will host the following 2 in-person targeted outreach series:



- During Task 2.3, discuss the project goals and objectives and solicit input on community member perceptions and needs regarding the community active transportation system. Place It! will employ its play-based community planning approach to allow participants to provide input through interactive tactile exercises. This approach asks participants to build their design and urban planning capacity through their childhood memories and life experiences. This series could also include walk audits with accompaniment by community members of existing nearby active transportation infrastructure.
- During Task 4.3 or 4.4, present the initial list of active transportation improvement projects and solicit community member input on priority projects.

The Fehr & Peers team will coordinate the scheduling, noticing, and set up of the targeted outreach activities and prepare all outreach materials (e.g., boards, presentations, etc.). Following each series of targeted outreach activities, the Fehr & Peers team will prepare a memorandum summarizing the activities conducted and feedback received during each series.

### **Deliverables**

- Draft and Final Public Outreach Plan
- TAC, SC, and stakeholder contact list
- Draft and Final Project Style Guide
- Technical memorandum and report template in Microsoft Word format
- Presentation slide template in Microsoft PowerPoint format
- Outreach collateral templates (e.g., mailers, social media posts, etc.) in InDesign format
- Project StoryMap
- Crowdsourcing+ applications (2)
- TAC meetings (12) and accompanying meeting agenda and minutes
- SC meetings (4) and accompanying meeting summary memorandums
- Community open house events (2) and accompanying meeting summary memorandums
- Targeted outreach activities (20) and accompanying meeting summary memorandums



## **Task 4. Plan Development**

### **Task 4.1. Performance Measures**

Fehr & Peers will develop up to 10 performance measures to guide the YATC Plan recommendations. The performance measures will be derived from goals, policies, and standards stated by state, regional, and local agencies in the relevant plans and documents reviewed in Task 2.1, and then refined based on input from the TAC and the SC. Additionally, the performance measures will complement those required by the RAISE grant program.

Fehr & Peers will develop an initial list of up to 25 performance measures based on the existing plan and document review conducted in Task 2.1. The performance measures will be categorized based on YATC project goals such as mobility, access, safety, equity, and climate. To help the project team filter the list to those measures that are most relevant and meaningful to the YATC Plan, Fehr & Peers will conduct a workshop for the TAC and the SC (refer to Tasks 3.5 and 3.6). The workshop will be a half day and will consist of a community and agency values assessment where participants identify what they want to protect, avoid, and create with respect to active transportation conditions in the plan area. Their assessment will be map based to allow for different value assessments based on land use, transportation, or community context. The value statements will be reviewed by the project team and then matched to no more than 10 performance measures for use in the YATC Plan development process. The reason for limiting the performance measures to 10 is that our experience on similar project is that decision makers and the public have a difficult time making choices about alternatives or scenarios when exceeding this number as differences tend to be diluted.

### **Task 4.2. Network Planning**

Based on findings and input derived from Tasks 2 and 3, the Fehr & Peers team will develop a recommended active transportation network for unincorporated Yolo County. At this stage of the YATC Plan development process, these recommendations will focus on establishing the role of each active transportation corridor within the overall network hierarchy, rather than providing specific recommendations for active transportation facility types, intersection treatments, etc. The corridor network role will inform the specific facility type recommendations completed as part of Task 4.3. The network planning process will consider the entirety of unincorporated Yolo County in addition to corridors of countywide significance within incorporated areas and in adjoining cities/counties.

Utilizing the performance measures identified in Task 4.1, Fehr & Peers will collaborate with YCTD staff to identify up to 3 priority corridors to advance to design/engineering.



### **Task 4.3. Project Identification**

Based on findings and input derived from Tasks 2 and 3, the Fehr & Peers team will identify active transportation project recommendations throughout unincorporated Yolo County. The Fehr & Peers team will identify an integrated list of active transportation projects developed to satisfy the user needs identified in the Task 2.3 assessment, maximize outcomes based on the performance measures identified in Task 4.1, and to diversify funding options. Active transportation project recommendations will address both infrastructure and programmatic projects.

Active transportation projects will include gap closures, extensions of existing and planned facilities, crossing improvements, and on- and off-street bicycle and pedestrian improvements. There will be an emphasis on projects that support regular travel by bicycle and that improve the mobility, safety, and access of disadvantaged populations. Projects will additionally focus on safety improvements on rural roadways, first-/last-mile access to transit, safe routes to school, and improvements to the recreational trail system.

Fehr & Peers will create a webmap of the proposed active transportation projects for review by the project team, YCTD staff, the TAC, and the SC.

### **Task 4.4. Project Prioritization**

The Fehr & Peers team will utilize the performance measures identified in Task 4.1, YCTD staff input, TAC input, SC input, and public input to develop a project prioritization framework. The Fehr & Peers team will apply the project prioritization framework to the active transportation project list to categorize projects by priority type (e.g., high, medium, or low; short-, mid- or long-term; etc.), to be determined in coordination with YCTD staff and the TAC. The Fehr & Peers team will review the project priority list with YCTD staff and the TAC and make adjustments as appropriate.

After the recommended improvements and priority projects are reviewed and approved by YCTD staff and the TAC, Fehr & Peers will present them in a Crowdsourc+ application (Task 3.4), during a community open house (Task 3.7), and during targeted outreach activities (Task 3.8). If necessary, Fehr & Peers will then adjust projects or priorities after discussion with YCTD staff. Final PDF maps of the improvements and projects will then be created.

### **Task 4.5. Project Implementation**

The Fehr & Peers team will prepare a matrix of funding sources and applicability by type and project phase that will be developed for use by YCTD and the TAC to advance projects and bring the planning efforts to implementation. Funding sources will be provided based on our expertise in strategically helping local agencies position for regional, state, and federal funding sources based on key design parameters, socioeconomic data, and collision history.



The inputs to the implementation plan will be the prioritized project list and the funding sources and strategies. The output will be a project phasing schedule that groups projects based on high, medium, and low priority projects. Each project will have the primary funding source identified based on how competitive that project (or individual elements of the project) will be with respect to available grant programs. In some cases, more than one grant funding source may be identified.

#### **Task 4.6. Documentation**

The Fehr & Peers team will prepare an Administrative Draft YATC Plan report that incorporates the key elements of all work products. The Administrative Draft YATC Plan will be submitted for review and comment by YCTD staff and the TAC. Detailed analysis and previous deliverables will be included as appendices.

YCTD staff will prepare one set of consolidated comments from YCTD staff and the TAC on the Administrative Draft YATC Plan report and share the comments with Fehr & Peers. Fehr & Peers will incorporate all input from YCTD staff and the TAC into the Draft YATC Plan which will be made available for review by the SC, decision makers, and the public. An executive summary or project fact sheet will be produced and translated into Spanish.

Fehr & Peers will review feedback provided from the SC, decision makers, and the public on the Draft YATC Plan. Fehr & Peers will incorporate relevant feedback into a Final YATC Plan. Fehr & Peers will provide YCTD with a high-quality digital version and 10 hard copies of the Final YATC Plan.

#### **Deliverables**

- Draft and final technical memorandum describing the community and agency values assessment and the recommended performance measures for the YATC Plan.
- Administrative Draft, Draft, and Final YATC Plan report.

Scope of Work		Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	
<b>1</b>	<b>Project Management</b>	[Solid Green Bar]													
1.1	Project Kick-Off Meeting	[Light Green Bar]													
1.2	Project Coordination Meetings		[Light Green Bar]												
1.3	Monthly Invoicing		[Light Green Bar]												
<b>2</b>	<b>Existing Conditions Assessment</b>	[Solid Green Bar]													
2.1	State, Regional, and Local Agency Plan/Policy Review	[Light Green Bar]													
2.2	Data Collection		[Light Green Bar]												
2.3	Existing Conditions Analysis			[Light Green Bar]											
2.4	Documentation				[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]							
<b>3</b>	<b>Public Outreach &amp; Community Engagement</b>	[Solid Green Bar]													
3.1	Public Outreach Plan	[Light Green Bar]													
3.2	Project Style Guide	[Light Green Bar]													
3.3	Project StoryMap			[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]								
3.4	Crowdsource+			[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]								
3.5	TAC Meetings			[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]								
3.6	SC Meetings					[Light Green Bar]									
3.7	Community Open Houses					[Light Green Bar]									
3.8	Targeted Outreach					[Light Green Bar]									
<b>4</b>	<b>Plan Development</b>	[Solid Green Bar]													
4.1	Performance Measures						[Light Green Bar]								
4.2	Network Planning						[Light Green Bar]								
4.3	Project Identification							[Light Green Bar]							
4.4	Project Prioritization								[Light Green Bar]						
4.5	Project Implementation									[Light Green Bar]					
4.6	Documentation										[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	[Light Green Bar]	

Scope of Work		Total Cost				
Task #	Task Description	Fehr & Peers	UC Davis CRC	Place It!/ Prairie Form	Zander Design	Consultant Total
1	Project Management					
1.1	Project Kick-Off Meeting	\$ 1,700	\$ 550	\$ 800	\$ 676	\$ 3,726
1.2	Project Coordination Meetings	\$ 27,380	\$ 750	\$ -	\$ 2,028	\$ 30,158
1.3	Monthly Invoicing	\$ 6,780	\$ 1,080	\$ 1,000	\$ 1,474	\$ 10,334
	<b>Subtotal</b>	<b>\$ 35,860</b>	<b>\$ 2,380</b>	<b>\$ 1,800</b>	<b>\$ 4,178</b>	<b>\$ 44,218</b>
2	Existing Conditions Assessment					
2.1	State, Regional, and Local Agency Plan/Policy Review	\$ 5,820	\$ -	\$ -	\$ -	\$ 5,820
2.2	Data Collection	\$ 29,720	\$ -	\$ -	\$ -	\$ 29,720
2.3	Existing Conditions Analysis	\$ 43,560	\$ -	\$ -	\$ 6,208	\$ 49,768
2.4	Documentation	\$ 20,220	\$ -	\$ -	\$ -	\$ 20,220
	<b>Subtotal</b>	<b>\$ 99,320</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,208</b>	<b>\$ 105,528</b>
3	Public Outreach & Community Engagement					
3.1	Public Outreach Plan	\$ 10,100	\$ 2,280	\$ -	\$ -	\$ 12,380
3.2	Project Style Guide	\$ 9,450	\$ -	\$ -	\$ -	\$ 9,450
3.3	Project StoryMap	\$ 35,020	\$ -	\$ -	\$ -	\$ 35,020
3.4	Crowdsource+	\$ 27,220	\$ -	\$ -	\$ -	\$ 27,220
3.5	TAC Meetings	\$ 7,200	\$ 1,050	\$ -	\$ 1,352	\$ 9,602
3.6	SC Meetings	\$ 19,780	\$ 15,720	\$ -	\$ -	\$ 35,500
3.7	Community Open Houses	\$ 16,600	\$ 8,270	\$ -	\$ -	\$ 24,870
3.8	Targeted Outreach	\$ 43,290	\$ 17,000	\$ 23,200	\$ 9,402	\$ 92,892
	<b>Subtotal</b>	<b>\$ 168,660</b>	<b>\$ 44,320</b>	<b>\$ 23,200</b>	<b>\$ 10,754</b>	<b>\$ 246,934</b>
4	Plan Development					
4.1	Performance Measures	\$ 5,080	\$ -	\$ -	\$ -	\$ 5,080
4.2	Network Planning	\$ 7,840	\$ -	\$ -	\$ 7,476	\$ 15,316
4.3	Project Identification	\$ 58,000	\$ 1,650	\$ -	\$ 3,738	\$ 63,388
4.4	Project Prioritization	\$ 21,520	\$ 1,650	\$ -	\$ 2,982	\$ 26,152
4.5	Project Implementation	\$ 5,080	\$ -	\$ -	\$ 2,664	\$ 7,744
4.6	Documentation	\$ 45,640	\$ -	\$ -	\$ -	\$ 45,640
	<b>Subtotal</b>	<b>\$ 143,160</b>	<b>\$ 3,300</b>	<b>\$ -</b>	<b>\$ 16,860</b>	<b>\$ 163,320</b>
	<b>Project Total</b>	<b>\$ 447,000</b>	<b>\$ 50,000</b>	<b>\$ 25,000</b>	<b>\$ 38,000</b>	<b>\$ 560,000</b>

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

<b>Topic:</b> Administrative Reports	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<b>4</b> <b>Informational</b>
		<b>Attachments:</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
<b>Prepared By: M.Koh</b>		<b>Meeting Date: November 14, 2022</b>

**BACKGROUND:**

This section of the agenda is reserved for administrative reports.

This month the Board will receive the following:

- Ad Hoc Committee on 80 Managed Lanes Report
- Transdev’s Report
- Executive Director’s Report
  - CAC 11/1/22 Meeting Minutes

Previously, the YCTD Executive Director provided a monthly written report to the Board as part of the Board packet and augmented that with an oral report during the meeting. Beginning with the March 2022 board meeting, the YCTD Executive Director will provide an oral report only. Additionally, the Executive Director will provide a biweekly email update to the Board of Directors, the Citizens Advisory Committee, Technical Advisory Committee, and interested stakeholders.

## Citizens Advisory Committee (CAC) Meeting Minutes

### MEETING MINUTES:

**Meeting Date: November 1, 2022**

#### 1. Call to order/Roll Call

Chair Baker called the meeting to order at 6:06 p.m. The following individuals were in attendance:

Committee Member	Jurisdiction	In Attendance	Absent
Lisa Baker (Chair)	Winters	X	
Olin Woods (Member)	County	X	
Steve Streeter (Member)	Davis	X	
Patrick Guild (Member)	West Sacramento		X
Mollie D'Agostino (Member)	Woodland	X	
Andrew Furillo (At-Large)		X	
Vacant (At-Large)			X - Vacant

YCTD staff in attendance were Autumn Bernstein, Executive Director; Mimi Koh, Executive Assistant and Clerk to the Board, Deputy Director of Transit Operations and Planning Erik Reitz.

#### 2. Consider Approval of Agenda for November 1, 2022

Chair Baker asked for approval of the agenda. Mr. Woods made the motion, seconded by Mr. Streeter to approve the agenda for November 1, 2022. *The motion passed unanimously.*

#### 3. Comments from the public regarding matters not on the agenda.

Chair Baker asked for public comments for matters not on the agenda; there were no public comments.

#### 4. Approval of Minutes of CAC's Regular Meeting on October 3, 2022

Chair Baker asked for approval of the October 3, 2022, meeting minutes.

Mr. Woods made the motion to approve the October 3, 2022 meeting minutes with the below suggested changes.

Original meeting minutes noted the following.

- *Mr. Woods provided comments expressing his concerns on the suggested steps and asked for the committee's feedback and thoughts on how the suggested steps came about. Mr. Woods believed that some of the suggested action items may cause an adversarial relationship. Chair Baker and Mr. Furillo provided responses to Mr. Woods concerns.*

Revised meeting minutes to note the following:

- *Mr. Woods provided comments expressing his concerns on the suggested steps and asked for the committee's feedback and thoughts on how the suggested steps came about. Mr. Woods believed that some of the suggested action items potentially could result in an adversarial relationship between the Citizens Advisory Committee (CAC) and the Executive Director. Woods believes that the primary relationship of the CAC members is with the Executive Director and not with the Board. Chair Baker and Mr. Furillo provided responses to Mr. Woods concerns.*

The motion was seconded by Mr. Furillo adopting the changes to the minutes. *The motion passed unanimously.*

## **5. Administrative Reports**

*Item 5 is a non-action item and for informational purposes only.*

### CAC Members Report

- Mr. Furillo provided updates to include Unitrans Advisory committee to take place on January 6, 2023, and SACOG's unmet needs hearing process.

### Executive Directors Report

Ms. Bernstein provided updates to include the following:

- Collaboration with SACOG on unmet transit needs process and there was a public outreach at Farmers Market in Davis
- Yolobus offering free rides on Election Day (Nov 8)
- YCTD has several open positions
- Updated YCTD vision, values and priorities will be brought to the Board at their next meeting
- Long-range calendar

Chair Baker asked if there were electronic information on the free rides on election day. CAC members confirmed that information has been tweeted out and a link was provided in the chat section of the meeting.

Regarding the long-range calendar, Chair Baker asked that items on public comments regarding rights and obligations such as being able to present visual materials be added to the long-range calendar.

Ms. D'Agostino asked for clarification on the types of items that will be included in the long-range calendar; Chair Baker responded.

Chair Baker asked for public comments on item #5; there were no public comments.

## **6. Approve CAC meeting date for January 2023**

Ms. Koh provided an overview of the staff report asking CAC members to approve the next CAC meeting date to be on January 31, 2023.

The committee unanimously approved that on the proposed date. Remaining CAC meeting dates for 2023 will be decided at the January 2023 meeting with the consideration of possible new CAC members.

## **7. YCTD Goals and Workplan for next 12 months**

Ms. Bernstein provided an overview of the staff report.

Ms. Bernstein asked for feedback from the committee; some comments from the committee included remarks such as:

- Mr. Woods provided comments of appreciation of goal #8 regarding strengthening local partnerships to increase community engagement.
- Ms. D'Agostino provided comments of reducing wait time at the Woodland County mall, and on expanding the use of public electronic fare/contactless payment. Ms. Bernstein and Mr. Reitz provided responses.

- Mr. Streeter provided comments on customer experience and rider safety. Chair Baker added to the comments of rider safety and asked for reporting on improvements of paratransit. Ms. Bernstein provided a response.
- Mr. Furillo provided comments of YCTD engagement and professional growth to expanding that to include frontline employees.

Ms. Bernstein appreciated the feedback of the CAC as staff are refining the goals and workplan prior to presenting it to the YCTD Board.

Chair Baker asked for public comments regarding agenda item #; there were no public comments.

## **8. Update on Woodland Transit Service Improvements (Fixed Route and Microtransit)**

*Item 8 is a non-action item and for informational purposes only.*

Mr. Reitz provided an overview of the staff report and asked for committee feedback.

Mr. Reitz asked for feedback from the committee; some comments from the committee included remarks such as:

- Mr. Woods asked for data on users for microtransit in reference to time of usage; Ms. Bernstein and Mr. Reitz provided responses noting that this is a new service in Woodland and profiles can vary dependent on interest and availability of service.
- Ms. D'Agostino expanded on Mr. Woods' comments on rider data and suggested reaching out to the Woodland Sustainability Advisory Committee along with other groups for data when wanting to get community members out of their cars and into buses. She also commented that polling current non-riders could be helpful when considering times of operations.
- Chair Baker commented that reaching out to riders for feedback would be helpful.
- Mr. Furillo appreciated Mr. Woods and Ms. D'Agostino's comments on rider needs. He also commented on the coverage versus travel time bullet points, and on the main central transit hub in Woodland with the consideration of potentially having Woodland service on a grid system, rather than one way loops. Mr. Reitz provided a response.
- Ms. D'Agostino posed a question regarding the consideration of circular service rather than an east/west service in terms of the number of transfers. Ms. Bernstein provided a response.
- Chair Baker provided comments on community-based outreach and noted some suggestions. Mr. Streeter added to Chair Baker's suggestions.

Chair Baker asked for public comments regarding agenda item #8; there were no public comments.

## **9. Update on Yolo Managed Lanes Project**

*Item 9 is a non-action item and for informational purposes only.*

Ms. Bernstein provided an overview of the staff report.

Ms. Bernstein asked for feedback from the committee; some comments from the committee included remarks such as:

- Mr. Woods asked questions of 1) how did YCTD get anointed as the lead agency, 2) why headquarters did not take on the project, 3) what kind of project District 3 want, 4) if there has been any interest from the Bay Area on this project, and 5) if soundwalls have been considered. Ms. Bernstein and Chair Baker provided responses.

- Mr. Furillo provided comments of the transportation options aside from the Causeway, and if a part of this project addresses these alternative transportation options. Ms. Bernstein provided a response.

## 10. Adjournment

There being no further business, Chair Baker adjourned the meeting at 7:53.

Respectfully submitted,



Mimi Koh  
Executive Assistant and Clerk to the Board

DRAFT

**BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Update to Vision, Values and Priorities Statement	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<b>5</b> <b>Info/Discussion</b>
		<b>Attachments:</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
<b>Prepared By: A. Bernstein</b>		<b>Meeting Date: November 14, 2022</b>

**RECOMMENDATION:**

Review, amend as needed, and approve draft update to YCTD’s Vision, Values and Priorities statement.

**BACKGROUND:**

The YCTD Board of Directors last updated its statement of Vision, Values and Priorities in January 2020. This statement is intended to guide Board, committee and staff decision making.

Staff have previously recommended that updating the Vision, Values and Priorities statement would serve as a step toward developing a comprehensive 10-year strategic plan to chart a new direction for YCTD that reflects the post-pandemic mobility landscape and new initiatives and projects such as the Yolo 90 Managed Lanes and Yolo Active Transportation Corridors (YATC).

At the October 2022 Board of Directors meeting, the Board received a presentation on YCTD’s statutory roles and responsibilities, and reviewed example vision and mission statements from peer agencies including SACOG, Solano Transportation Authority and the Santa Clara Valley Transportation Authority. The Board also heard feedback from the Citizens’ and Technical Advisory Committees on the current Vision, Values and Priorities.

Some of the key takeaways from the October Board discussion included:

- The convening role is key. We should work with jurisdictions to facilitate conversations and arrive at shared priorities for our countywide transportation system. That is our multimodal mandate.
- In some cases YCTD my need to lead difficult conversations where the jurisdictions’ individual self-interests don’t align.
- Our convening role may include broader topics such as land use/transit oriented development, housing etc that are connected to transportation. This could take the form of an annual or biennial forum with elected officials, stakeholders etc.
- Both environmental sustainability and resilience are important – as evidenced during the recent heat wave, when our electric Proterra buses were malfunctioning.
- The CAC and TAC made a good point about the list of our core values. It wasn’t our intent to put them in ranked order, need to be aware of how its perceived.

Based upon this feedback from the Board, staff prepared an updated draft of the Vision, Values and Priorities statement, which is attached. We look forward to hearing your feedback and any suggested amendments to the draft statement.

# Yolo County Transportation District: *Vision, Values and Priorities*

Updated November 2022

## Vision Statement

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

~~Yolo County residents enjoy innovative and efficient mobility options connecting them to places they want to go.~~

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.

- ~~○ Collaboration~~
- ~~○ Efficiency~~
- ~~○ Transparency~~
- ~~○ Innovation Service~~
- ~~○ Safety~~
- ~~○ Economic Sustainability~~
- ~~○ Environmental Stewardship~~
- ~~○ Equity/Social Justice~~
- 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.

- ~~○ Effective and sustainable business model~~
- ~~○ Efficient, seamless, and easy to use transit system.~~
- ~~○ Strong regional mobility partnerships enhance District services.~~
- ~~○ Decision making that is data driven decision making and transparent.~~
- ~~○ Environmentally sustainable operations.~~
- ~~○ Leverage state of the art technology.~~

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 COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Update to One-Year Goals and 6/12 month milestones for YCTD	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<b>6</b>  <b>Action</b>
		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Prepared By: A.Bernstein</b>		<b>Meeting Date: November 14, 2022</b>

**RECOMMENDATION:**

Review, amend as needed and approve updated one-year goals and 6- and 12-month milestones to guide YCTD’s work over the coming year.

**BACKGROUND:**

In October 2021, the YCTD Board of Directors approved a set of one-year goals for YCTD, along with a set of tasks and 3-, 6- and 12-month milestones to work toward the goals. Those goals formed the basis for staff’s collective and individual workplans for the past year.

At the June 2022 Board of Directors meeting, the Board received a status report on progress toward achieving the goals, which found that significant progress had been made toward most goals, but progress was lagging behind in a few key areas.

It has now been one full year since the approval of the goals, so it is time for an update. As we did last year, the entire YCTD staff worked together in a collaborative, bottom-up, monthlong process to develop a comprehensive set of goals that span all aspects of our work.

The attached document details the goals, along with 6 and 12 month milestones to track implementation. This draft is included as Attachment #6-1.

The high-level goals are:

1. Chart the Long-Term Trajectory of Yolo County Transportation District
2. Advance Equitable and Sustainable Implementation of the Yolo 80 Managed Lanes Project
3. Improve Fixed Route Transit Service
4. Districtwide Service Planning and Policies For Microtransit
5. Strengthen Transit Operations and Internal Coordination
6. Expand Multimodal Planning and Programming
7. Improve Customer Experience for Transit Passengers
8. Strengthen Local Partnerships and Increase Community Engagement
9. Complete Capital Planning and Procurements with Improved Tools
10. Improve Grant Financial Planning and Administration
11. Foster YCTD Employee Engagement and Professional Growth

We presented the goals to the YCTD Citizens Advisory Committee on November 1, 2022. Key takeaways from the CAC discussion included:

- Appreciate the emphasis on strengthening community engagement. Needs to be more of a priority than it has been in the past.
- The service changes in Woodland, particularly the inadequate conditions and long wait times at the County Fair Mall, should be a high priority.
- Excited to see the expansion of electronic fare payments and contactless payments.
- Safety is an important aspect of customer experience (Goal #7). Why are there no seatbelts on the fixed route buses? There are passengers with mental health issues – what can be done about that? Safety is also an issue at the bus stops and transit centers.
- Professional growth opportunities (Goal #11) should not just be limited to YCTD staff, should also include front-line workers.

Going forward, it would be ideal to align the annual goal-setting process to inform the annual budgeting process. As such, we plan to update the goals and milestones in Spring 2023 to inform the FY 23-24 budget process, and annually thereafter each Spring.

Yolo County Transportation District  
 Goals and 6-, 12- month milestones  
 November 2022

<b>1. Chart the Long-Term Trajectory of Yolo County Transportation District</b>			
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>
Prepare a 10-year strategic plan for the agency	<p>Currently there is no long-range vision for the organization, despite major changes in the transportation sector and new priorities for YCTD (including Yolo 80 Managed Lanes, Yolo Active Transportation Corridors projects). Through a strategic planning process, we will engage the Board, member jurisdictions, stakeholders and technical and citizens’ advisory committees to develop a 10-year strategic plan that includes the following elements:</p> <ul style="list-style-type: none"> <li>• Updated Vision, Values and Priorities</li> <li>• Defining Our Role</li> <li>• Long-term Goals and Strategies</li> <li>• Yearly Objectives</li> <li>• Performance Metrics</li> <li>• Funding Considerations</li> <li>• Partnerships</li> </ul>	<p>Updated Vision, Values and Priorities adopted by YCTD Board</p> <p>One Board-level strategic planning workshop and one public/stakeholder strategic planning workshop completed</p>	Final strategic plan approved by the Board

## 2. Advance Equitable and Sustainable Implementation of the Yolo 80 Managed Lanes Project

Task	Task Description	6 mo milestone (May 2023)	12 mo milestone (Nov 2023)
	<p>In partnership with SACOG, Caltrans and FHWA, plan and implement our equitable and sustainable vision for the I-80 managed lanes project, including:</p> <ul style="list-style-type: none"> <li>• Consistent, transparent community engagement and agency coordination through all stages of project development.</li> <li>• Successful completion of environmental review process.</li> <li>• Development of a comprehensive, long-term mitigation strategy for reducing vehicle miles traveled (VMT).</li> <li>• Prepare A concept of operations for tolling of the new lane and the use of toll revenues to fund transportation equity, improved transit and other VMT reduction strategies along the corridor.</li> <li>• Oversee and manage existing federal INFRA grant</li> <li>• Fundraise to close the gap and move forward with of Phase 1</li> <li>• Establish a tolling authority to direct operations of the new managed lane and oversight of toll revenue.</li> <li>• Evaluate conversion of an existing general purpose lane to a tolled lane.</li> </ul>	<p>Submit TCEP grant application in partnership with Caltrans.</p> <p>Work with Caltrans to release draft environmental document and VMT mitigation strategy by April 2022 and solicit feedback and input from communities and stakeholders.</p> <p>Initiate development of framework for governance and revenue in partnership with SACOG and Caltrans.</p>	<p>Based on results of TCEP application, identify outstanding funding needs and develop plan to close the gap.</p> <p>Finalize environmental analysis.</p> <p>Prepare draft concept of operation and level 2 traffic and revenue study.</p> <p>Prepare draft framework for governance and revenue.</p>

<b>3. Improve Fixed Route Transit Service</b>			
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>
Woodland Transit Center	Plan and implement the use of a downtown Woodland Transit Center	Complete planning of the downtown Woodland Transit Center	Implement service to downtown Woodland Transit Center
Implement New Woodland Service	Plan, create, communicate and implement new transit service (both fixed route and Microtransit service) in the City of Woodland	Implement New Micro Transit Service	Implement New Fixed Route Service
Implement New 42 Service	Plan, create, communicate and implement new 42 service to serve additional Woodland destinations and address long layovers at County Fair Mall	Add additional Route 42 Trips to currently approved schedule as driver availability allows	Complete planning and create new Route 42 Route in Woodland,
Bus Stop Improvement Plan	Bus Stop Improvement Program		Complete bus stop surveys at all bus stops throughout Yolo County
Simplify and Reduce Yolobus, Yolobus Special and MyRide fares	The current Yolobus fare structure is complex and expensive for the service provided and the population using the services.	Review current fare structure and bring forward recommendations for reducing fare and simplifying the over fare structure	Bring forward new fare structure to YCTD Board for approval, and implement new fare structure.
Update short range transit plan	The Short-Range Transit Plan (SRTP) is a statement of the District’s near-term transit service improvement priorities and associated capital improvement needs. The SRTP should be updated every 2-3 years. The current plan was completed in 2016. SACOG approved partial funding for the SRTP in FY 21-22.	Complete Scope of Work and release RFP for SRTP consultant	Award Contract and start work on the SRTP

<b>4. Districtwide Service Planning and Policies for Microtransit</b>			
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>
Launch Woodland Microtransit	Plan, create, communicate and implement microtransit service in the City of Woodland	Implement New Micro Transit Service	Implement New Fixed Route Service
Implement new RideCo app	Launch new app/enhanced service in Woodland and in all service areas	Launch new app for microtransit service	Monitoring KPIs to assess success and fine-tune service as needed
Rebranding	Rebrand microtransit service including a new name, logo and vehicle wrap design	New name, logo and vehicle wraps	
Grow fleet to support new service	Purchase 8 vans	Vans delivered and in service	
<b>5. Strengthen Transit Operations and Internal Coordination</b>			
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>
Driver Recruitment	Work with Transdev and Yolo County to establish a Returning Citizen Program (job training/placement program for individuals transitioning back into society from correctional institutions)	Meet with stakeholders and build consensus/lay groundwork for program	Program up and running; being used to recruit/train bus drivers
Zero Emission Fleet Plan	Prepare a zero-emission fleet plan to steer YTCD's transit to future fuels. Under statewide mandate, a Zero Emission Bus (ZEB) Rollout Plan must be submitted to the California Air Resources Board by July 1, 2023.	Complete and submit to CARB the Zero-Emission Bus Rollout Plan	

New Key Performance Indicators (KPI) for fixed route, microtransit and paratransit	Create fixed route, microtransit, paratransit and budgetary KPI, Set Benchmark, and review monthly. Develop and implement a procedure for ongoing monitoring of operations contract, including reporting to Board and published annual review within bounds defined by contract.	Review and Create KPIs  Comprehensive review of operations contract and development of monitoring program and SOPs (These are usually part of the KPI)	Setup Monthly and Quarterly collection of KPIs  Implement monitoring program; Publish first annual review of performance
Title VI Plan Update	Review and assess YCTD’s current plan and policies for Title VI compliance, including YCTD’s plans and policies for engaging minority and limited English proficient (LEP) communities	Assess existing program, research best practices, and prepare updated Title VI Plan. Submit updated Title VI Plan and documentation to FTA	
<b>6. Expand Multimodal Planning and Programming</b>			
Task	Task Description	6 mo milestone (May 2023)	12 mo milestone (Nov 2023)
Yolo Active Transportation Corridors (YATC)	Plan and design network of intercity, off-street bicycle/pedestrian corridors	Complete Existing Conditions Assessment  Initiate community engagement process	Identify Prioritized segments  Draft final plan in progress
Yolo TMA	Expand membership and mission of TMA to grow the program’s impact	Complete website update  Develop and apply new Yolo Commute logo  Launch member transit pass discount pilot  Conduct member commute survey  Secure one new large membership	Secure second new large membership

<b>7. Improve Customer Experience for Transit Passengers</b>			
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>
Simplify Transit Fares	Eliminate unnecessary complexity in our transit fare structure to reduce complexity, confusion and administrative burden for the public, bus operators and back-end data collection and accounting. Ensure that new fare structure is consistent with FTA requirements.	Complete review of current fare structure.	Complete Title VI Analysis of proposed fare changes, solicit public feedback and bring recommendations to YCTD Board of Directors for approval.
Expand use of electronic fare payments	Encourage more people to use other forms of electronic payments such as Zippass (currently available) and begin planning for contactless payments (Apple Pay, Tap on Credit Cards).	Develop marketing campaign on the convenience of using electronic payment. Include joint marketing with Unitrans and SacRT to promote electronic payments like Zippass  Prioritize electronic payments for discounted fare programs (eg Yolo Commute discounted passes).	Track utilization of electronic payments and set targets for % of fares that are paid by electronic media.  Begin planning for contactless payment readers (funded by CCJPA grant)
Update Streets Data	Our Streets service data, which is the foundation for many of our customer information and data tools, needs to be refined and tuned. Ongoing maintenance and updates should be prioritized on an ongoing basis, and we need to catch up after years of deferred updates.	YCTD and Transdev planning, operations and IT staff should all be cross-trained on Tripspark Streets program.  Create a plan of improvement, updates and ongoing maintenance.	Implement plan to U\update and maintain new and improved Streets

<p>Improve Customer information</p>	<p>Review the current information on services, programs, and projects that is currently available to the public (both digital and print) and update that information to better match the agency's current mission. In addition, analyze the need of the communities that the agency serves and come up with more information that can be beneficial to them in accessing services provided by the agency.</p>	<p>Complete review of digital information on all social media platforms.</p> <p>Update Yolobus website info on routes, fares, services, and features (such as bike on buses) to ensure accuracy. Write and update content on current YCTD projects for the new YCTD website.</p> <p>Gather feedback from internal team and the public on current website. Work with developers to implement the changes.</p> <p>Devise new internal communication between Operations and Communications teams to ensure that accurate, up-to-date operations information is available across all communication platforms.</p> <p>Review all current print materials, including signs, bulkheads, brochures, posters, etc. and information posted at bus stops, local community centers, etc.</p>	<p>Implement a new system of internal communication that allows for more accurate, timely updating of operations info.</p> <p>Complete update of Yolobus website with the newest information and optimize site to be accessible by all. Gather feedback from the public on the functionality of the website.</p> <p>Complete inventory count of all print materials about Yolobus services around the community, including signs, brochures, bulkheads, etc.</p>
<p>Improve ridership data</p>	<p>Purchase and install Automated Passenger Counters (APCs) to improve data quality, accuracy and stop-level boarding counts.</p>	<p>Conduct procurement</p>	<p>Purchase and installation underway</p>
<p>Improve customer communication tools</p>	<p>Purchase GTFS-realtime enhancements (customer facing and back-end planning tools)</p>	<p>Conduct RFP</p>	<p>New tools purchased by approx. June 2022 (when existing Swiftly subscription ends)</p>

Develop Social Media Platforms	Improve social media calendar to promote all programs, services, projects, and events. Create themed content to post consistently on the platform and build followership. Advertise social media platforms handles on all print materials.	Have established themes and campaigns running on all platforms. Increase followers by at least 3%-5% from start of the 2022-2023 FY (July 2022) on all platforms.	Increase followers by 10-15% on all social media platforms (Facebook, Instagram, Twitter, and LinkedIn) and have a distinctive voice on each platform from July 2022-July 2023  Have scheduled out social media posts at least 2-weeks in advance.
Create the YCTD Brand	Create and develop the YCTD brand that is distinct from, but complementary to, Yobus brand. Establish that branding across all communication tools.	Finalize new logo, brand identity, style guide, and key messaging. Completed YCTD website with new branding. New templates, tools available for staff to use.	Conduct a public survey on YCTD branding at 6-months of launch. Refine as needed.

**8. Strengthen Local Partnerships and Increase Community Engagement**

Task	Task Description	6 mo milestone (May 2023)	12 mo milestone (Nov 2023)
Strengthen relationships with community stakeholders within Yolo County.	Build relationships with community-based organizations (non-profits, schools, local businesses, civic groups) to learn their needs, raise awareness of YCTD's priorities and establish YCTD as a partner in solving mobility challenges.	Develop prioritized list of local organizations/ stakeholders to establish or renew relationships with.  Prepare outreach materials including slide deck and handouts to introduce YCTD and foster discussion about key priorities.  Make initial contacts with priority organizations.	In-person or zoom speaking engagements with at least 5 priority community organizations in each YCTD partner jurisdiction.

Launch reduced fare program for disadvantaged communities	Start a new reduced fare program that provides subsidized tickets for non-profits that serve disadvantaged communities	YCTD Board adopts new program policies, processes and budget for reduced fare program.	Eligible nonprofits request and receive subsidized tickets per the approved program policies and budget.
---	--	--	--

**9. Complete Capital Planning and Procurements with Improved Tools**

<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>
10-Year Capital Improvement Plan	<p>Prepare and adopt a 10-year capital improvement plan to prioritize capital expenditures, including:</p> <ul style="list-style-type: none"> <li>• Bus purchases and fueling infrastructure to comply with ZEB mandate (see Zero Emission Fleet Plan)</li> <li>• Bus stop improvements</li> <li>• YCTD Facilities maintenance and improvements, including pedestrian access improvement</li> <li>• Bus washer replacement</li> </ul> <p>The capital expenditure plan will include estimated costs and likely funding sources for each category of expenditure, along with a prioritized set of expenditures for each fiscal year.</p>	Complete draft capital improvement plan template, with detailed project plan for steps needed to finish the plan.	Board review and approval of capital improvement plan.

Time-sensitive capital expenditures in FY 22-23 Budget	Complete all necessary procurements planned for FY 22-23 in a timely manner	Substantially complete retanking of 9 CNG buses  Complete purchase of 8 demand-response vehicles.  Complete purchase of new shop truck.  Complete procurement of new CNG dispenser.	Complete any listed procurements not finished within the 6-month milestone window.  Conduct procurement for other near-term priority capital improvements identified in 10-year capital plan, where budget is available.
Improve Procurement Tools	Receive federal procurement contracting training  Update procurement and contract boilerplates  Update DBE compliance guidelines	Federal procurement and DBE Training completed  Vehicle purchase, vehicle overhaul and professional service contract boilerplates updated.	Incorporate lessons from training into updated SOP's.
<b>10. Improve Grant Financial Planning and Administration</b>			
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>
Grant tracking tools	Implement improved tools and processes to streamline and make grant administration and reporting easier and more accurate	Develop improved tracking tool to reflect award amounts, eligible expenditures, claims, and funds received, and reports due and pending.	
Develop indirect cost rate plan	Use FY 21-22 audited financial information to develop indirect cost rate plan to apply to future grants and other cost recovery invoices	Indirect cost rate plan submitted for federal review	Federal approval for indirect cost rate plan

<b>11. Foster YCTD Employee Engagement and Professional Growth</b>			
<b>Task</b>	<b>Task Description</b>	<b>6 mo milestone (May 2023)</b>	<b>12 mo milestone (Nov 2023)</b>
Employee Climate Survey	Develop employee climate survey to monitor employee engagement, with intent of repeating on a regular interval every couple of years or so.	Develop employee climate survey.	Issue employee climate survey, analyze results and report on results and any action items arising from the survey to the Board of Directors.
Maintain Competitive Wages	Update job descriptions to reflect current tasks, responsibilities, and expectations and ensure wages and benefits are competitive with peer jurisdictions.	Review and update job descriptions as necessary to reflect current tasks, responsibilities and expectations.	Complete a wage survey of peer jurisdictions. Propose adjustments as needed to YCTD salary ranges and individual employee placement within those ranges, with the goal that YCTD employee compensation is comparable to that in peer jurisdictions, taking into account employee experience and performance.
Refresh Internship program	Create and implement a standardized list of ongoing/routine tasks for planning/ops interns. Ensure all interns have a mix of routine operations tasks and professional skill-building tasks.	Revisit and revise Intern project tasks	

**BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Woodland Service Planning Update	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<b>7</b>  <b>Action</b>
		<b>Attachments:</b> Yes <b>No</b>
<b>Prepared By: E. Reitz</b>		<b>Meeting Date: November 14, 2022</b>

**RECOMMENDATION:**

Receive an update and provide feedback on the upcoming planning and implementation of new transportation options in the City of Woodland including fixed route and microtransit service.

**BACKGROUND:**

Yolo County Transportation District (YCTD) is starting public outreach for service changes, including microtransit and changes to the existing local fixed route services (Route 211/212) in the City of Woodland. In the coming weeks, YCTD will launch a general transportation survey, a Route 211/212 riders survey, conduct stakeholder meetings and host public workshops to solicit input on upcoming changes to our services in the City of Woodland.

The YCTD Board adopted the Final Comprehensive Operational Analysis (YoloGo) at its April 12, 2021 meeting. The YoloGo study included several recommended service changes aimed at increasing ridership and increasing the efficiency and effectiveness of Yolobus services. At the June 14, 2021 YCTD board meeting, the Board approved the phased implementation of the YoloGo service changes over an approximately six-month period. However, with driver and other staffing shortages, implementation of some changes has been delayed.

Changes to Woodland service were in YoloGo Phase 3 and included:

- **Restructure local Routes 211 and 212 and restore early/late trips.**
- **Begin new Woodland microtransit service.**

YCTD has been working on a number of tasks associated with the implementation of microtransit in the City of Woodland including the procurement of new microtransit vehicles and software.

As part of this planning and public outreach process, YCTD will also examine changes to the location of the Woodland Transit Center and future changes to the Route 42, although any action on those issues would move more slowly and would not happen until after implementation of the new microtransit service and changes to the Route 211/212.

YCTD is seeking input from the Board on the following items:

- Are there particular community-based organizations or groups in Woodland that staff should engage to solicit feedback on these upcoming service changes?
- Which is more important for Woodland: service coverage (how close the bus operates to origins and destinations) or travel time (how quickly the bus gets from point A to point B)?

- What should be the span of service for microtransit and local fixed-route service in Woodland (ie what time should service begin in the morning, and what time should it end)? *The approved budget assumes service would operate from 8 am – 5 pm on weekdays.*
- How many days per week should microtransit and local fixed-route service operate (Monday-Friday, Monday -Saturday, or Monday – Sunday)? *The approved budget assumes service would operate Monday – Friday only.*
- Are there any other issues or areas of improvement specific to Woodland local service that staff should consider when developing the upcoming service changes?

**BOARD COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT**

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

<b>Topic:</b> Branding for YCTD	<b>Agenda Item#:</b> <b>Agenda Type:</b>	<b>8</b> <b>Action</b>
		<b>Attachments:</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>
<b>Prepared By: C.Quan Le</b>		<b>Meeting Date: November 14, 2022</b>

**RECOMMENDATION:**

Review, provide feedback and approve design for establishing a YCTD brand, including a new logo and other branding elements.

**BACKGROUND:**

Proper branding not only distinguishes an organization from others operating in the same space, but also makes it memorable, builds credibility and trust, and inspires customers and stakeholders to join us on our journey and help us achieve our mission.

The Yolobus brand has also served as the Yolo County Transportation District's brand for many years. This was fine when the District's mission was narrowly focused on providing public transit. However, as the agency expands its mission to provide broader, multimodal transportation services to the community, the branding for YCTD should evolve as well – while maintaining the distinct, well-known Yolobus brand.

Communications & Marketing Staff has worked on developing some branding options to establish YCTD as a Countywide leader in broader transportation for Yolo and to separate itself from the Yolobus branding. Staff presented potential logo designs to YCTD management, who narrowed down some options for the board. Presenting to the board are two potential options for a future YCTD logo.

After approval by the Board, the new YCTD logo will be put to immediate use for the launch of the new YCTD website, which will complement the recently-revamped Yolobus website by providing information about YCTD's multimodal programs and projects.

LOGO DESIGNS  
Design 01 - YTD Roads

Yolo  
TID

Yolo Transportation District

Primary Logos



Text Logo

Yolo Transportation District

Alternative Logos



LOGO DESIGNS  
Design 02 - Yolo Cities Map



YOLO COUNTY  
Transportation District

Primary Logo



YOLO COUNTY  
Transportation District



YOLO COUNTY  
Transportation District