



Sacramento Regional Transit District

## BOARD MEETING NOTICE TO THE PUBLIC

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This meeting will be teleconferenced in compliance with the Brown Act pursuant to Government Code Section 54953 as amended by Assembly Bill 361, during the COVID-19 Pandemic.

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Submit written public comments relating to the attached Agenda no later than 2:00 p.m. on the day of the Board meeting to

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Please place the Item Number in the Subject Line of your correspondence. Comments are limited to 250 words or less.

Members of the public may also address the Board via Zoom to submit public comment. To join, please call 253-215-8782 and enter Webinar ID: 881 3753 7448 or join the meeting online by logging into

<https://us02web.zoom.us/j/88137537448>

Please note you will not be able to join the live stream until the posted meeting start time. If you wish to make a comment on an item, press the “raise a hand” button. If you are joining the meeting by phone, press \*9 to indicate a desire to make a comment. By participating in this meeting, you acknowledge that you are being recorded.



# Sacramento Regional Transit District Agenda

**BOARD MEETING  
5:30 P.M., MONDAY, FEBRUARY 28, 2022  
VIRTUAL MEETING**

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**ROLL CALL** — Directors Budge, Harris, Howell, Hume, Jennings, Kennedy, Nottoli, Schenirer, Serna, Valenzuela and Chair Miller

Alternates: Directors Kozlowski, Nguyen, Sander, Schaefer

**1. PLEDGE OF ALLEGIANCE**

**2. CONSENT CALENDAR**

- 2.1 Motion: Approval of the Action Summary of February 14, 2022
- 2.2 Resolution 2022-02-010: Approving MCIMetro Access Transmission Services LLC (DBA Verizon) Fiber Installation at Arden and Oxford Street Within SacRT Property (B. Bernegger)
- 2.3 Resolution 2022-02-011: Approving the First Amendment to the Personal Services Contract with Elizabeth Horn (S. Valenton)
- 2.4 Resolution 2022-02-012: Sixth Amendment to FY 2022 Capital Budget (B. Bernegger)
- 2.5 Resolution 2022-02-013: Adoption of Sacramento Regional Transit District's 2022-2025 Equal Employment Opportunity Program (G. Walters)
- 2.6 Resolution 2022-02-014: Revisions to the Personnel Policy Manual (PPM) (S.Valenton)
- 2.7 Security Operations Center Personal Services Contract Employees (L.Hinz)
  - A. Resolution 2022-02-015: Approving the Amended and Restated Personal Service Contracts for Temporary Employment with 1 Security Operations Center Manager, 2 Security Operations Center Lead Specialists and 6 Security Operations Center Specialists; and
  - B. Resolution 2022-02-016: Approving the Personal Services Contract for Temporary Employment with 1 Security Operations Center Specialist

**3. INTRODUCTION OF SPECIAL GUESTS**

4. **UNFINISHED BUSINESS**
5. **PUBLIC HEARING**
6. **PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA\***
7. **NEW BUSINESS**
  - 7.1 Information: SacRT Zero Emission Vehicle Transition Plan Phase II (L. Ham)
8. **GENERAL MANAGER'S REPORT**
  - 8.1 General Manager's Report
    - a. Major Project Updates
    - b. Capital Corridor JPA Meeting Summary – February 16, 2022 (Miller, Harris)
    - c. SacRT Meeting Calendar
9. **REPORTS, IDEAS AND QUESTIONS FROM DIRECTORS, AND COMMUNICATIONS**
10. **CONTINUATION OF PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA (If Necessary)**
11. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**
12. **RECESS TO CLOSED SESSION**
13. **CLOSED SESSION**
14. **RECONVENE IN OPEN SESSION**
15. **CLOSED SESSION REPORT**
16. **ADJOURN**

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\*NOTICE TO THE PUBLIC

It is the policy of the Board of Directors of the Sacramento Regional Transit District to encourage participation in the meetings of the Board of Directors.

This agenda may be amended up to 72 hours prior to the meeting being held. An Agenda, in final form, is located by the front door of Regional Transit's building at 1400 29<sup>th</sup> Street, Sacramento, California, and is posted on the SacRT website.

The Regional Transit Board of Directors Meeting is being videotaped. A replay of this meeting can be seen on Metrocable Channel 14 and will be webcast at [www.sacmetrochannel14.com](http://www.sacmetrochannel14.com) on March 4 @ 2:00 p.m. and March 6 @ 9:00 a.m.

Any person(s) requiring accessible formats of the agenda should contact the Clerk of the Board at 279/234-8382 or TDD 916/557-4686 at least 72 business hours in advance of the Board Meeting.

Copies of staff reports or other written documentation relating to each item of business referred to on the agenda are on SacRT's website, on file with the Clerk to the Board of Directors of the Sacramento Regional Transit District. Any person who has any questions concerning any agenda item may call the Clerk to the Board of Sacramento Regional Transit District.

## **STAFF REPORT**

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**DATE:** February 28, 2022  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Tabetha Smith, Clerk to the Board  
**SUBJ:** APPROVAL OF THE ACTION SUMMARY OF FEBRUARY 14,  
2022

### RECOMMENDATION

Motion to Approve.

**SACRAMENTO REGIONAL TRANSIT DISTRICT  
BOARD OF DIRECTORS  
BOARD MEETING  
February 14, 2022**

**ROLL CALL**: Roll Call was taken at 5:32 p.m. via Zoom. PRESENT: Directors Budge, Howell, Hume, Jennings, Nottoli, Schenirer, Serna, Valenzuela, and Chair Miller. Director Kennedy joined the meeting at 5:34 p.m. Absent: Director Harris

**1. PLEDGE OF ALLEGIANCE**

**2. CONSENT CALENDAR**

- 2.1 Motion: Approval of the Action Summary of January 10, 2022
- 2.2 Resolution 22-02-0002: Authorize the Board of Directors to Teleconference from February 14, 2022 through March 15, 2022, in Compliance with the Brown Act Pursuant to Government Code Section 54953 as Amended by Assembly Bill 361, During the COVID-19 Pandemic (O. Sanchez-Ochoa/T. Smith)
- 2.3 Resolution22-02-0003: Delegating Authority to the General Manager/CEO to Authorize up to 10 Free Ride Days on Bus and Light Rail to Encourage Ridership (D. Selenis)
- 2.4 Resolution 22-02-0005: Approving the Contract for On-Call Testing, Repair and Preventative Maintenance of Wayside Generators with Collicutt Energy Services Inc. (E. Stanley)
- 2.5 Resolution 22-02-0008: Fifth Amendment to FY 2022 Capital Budget (B. Bernegger)
- 2.6 Resolution 22-02-0007: Ratifying the Approval of the Third Amendment to the Personal Services Contract with Denise Standridge (B. Bernegger)

Public Comment was taken by phone from Jeff Tardaguila and Nick Bryant.

Mr. Tardaguila stated that the YouTube link was currently not showing the Board Meeting.

Mr. Bryant expressed concern over an unhoused individual who loiters and sleeps on the bench of the 21 line side bus route.

***Director Budge moved; Director Jennings seconded approval of the Consent Calendar as written. Motion was carried by roll call vote. Ayes: Directors Budge, Hume, Jennings, Kennedy, Nottoli, Schenirer, Serna, Valenzuela, and Chair Miller. Noes: None; Abstain: None; Absent: Directors Harris and Howell.***

### **3. INTRODUCTION OF SPECIAL GUESTS**

#### **4. UNFINISHED BUSINESS**

- 4.1 Resolution 22-02-0009: Authorizing the General Manager/CEO to Pursue a Legislative Amendment to the SacRT Enabling Legislation Relative to the Board's Composition and Voting Structure (O. Sanchez-Ochoa / S. Valenton)

Shelly Valenton reported on the meetings of the Board Composition and Voting Structure Ad Hoc committee and offered a proposed motion for changing the structure of the SacRT Board as approved by the Ad Hoc committee. She gave a quick review of how Assembly Bill (AB) 1196 changed the voting structure of the Board from a weighted voting to a one member, one vote structure resulting in the voting strength of the County of Sacramento being reduced and the City of Sacramento's voting power increased. In addition, during annexation discussions, the City of Elk Grove requested to add another seat to the Board based on their population relative to the other jurisdictions. Staff presented information and options for modifying the Board structure at the December 2021 Board meeting. Ms. Valenton informed that the composition of SacRT's Board is set out in state law, when SacRT's Enabling Act under the Public Utilities Code (PUC) was established 50 years ago. The act dictates how the Board seats are allocated and if and how representation can be increased or decreased. There are only two available options set out in the Enabling Act for changing the Board structure: one is for the voting entity to voluntarily appoint fewer members; and two, to reallocate seats based on gross cost of service. Staff reviewed the potential impact of using the gross cost of service and this method only further exacerbates the voting inequity.

At the January 10<sup>th</sup> meeting, the Board created an Ad Hoc committee to review options for changing the Board structure. Chair Miller appointed himself, Directors Valenzuela, Hume, Budge, Notolli, and Howell. All member jurisdictions of the SacRT Board were represented. Ms. Valenton thanked the Ad Hoc committee members for their participation at the committee meetings held on January 24<sup>th</sup> and January 31<sup>st</sup>. During the Ad Hoc meetings, staff presented additional information for the Committee's review, including the structure of comparable transit agencies, transit revenue and competitive funding by jurisdiction, as well as the legislative timeline should the Board decide to make modifications to SacRT's Enabling Act. After a thorough deliberation, the following final motion was voted on and approved by the Ad Hoc committee to amend SacRT's enabling legislation:

*The County of Sacramento will have an additional seat (four total) and the City of Elk Grove will have an additional seat (two total) on the SacRT Board of Directors. The City of Sacramento can appoint an alternate, but they must be an elected official. The Board must revisit seat allocation no less than every 10 years, but it must happen if/when Yolo/West Sacramento annex to SacRT or whenever a member jurisdiction has had a significant population increase or decrease or change to their landscape. The maximum size of the SacRT Board will be 13 members.*

Ms. Valenton explained that the motion only proposed having an alternate of the City of Sacramento and Staff additionally recommends that the Board add to the final motion the option to also have an alternate for the County of Sacramento to reflect the Committee's intent. Staff believes that this motion addresses the main issues that were brought up. Based upon the final motion to be approved by the full Board, Staff will work on a legislative initiative to effectuate the Board structure changes. Ms. Valenton announced that Assemblymember Ken Cooley has agreed to author and carry a bill in the Legislature to *clean up* SacRT's Enabling Act language. She thanked Chair Miller for engaging with Assemblymember Cooley on this. She then stated that the deadline to introduce Bills for this legislative cycle is February 18<sup>th</sup> and if the full Board approves a motion to change the Board structure, the approved changes will be incorporated in the *clean up* bill and will be submitted during this year's legislative cycle.

Director Serna thanked staff and the committee and then questioned if Board members are absent if their vote would carry over to other members of their jurisdiction as in the past.

Olga Sanchez-Ochoa responded that when AB 1196 was adopted, the language that transferred votes was removed as it was part of the weighted voting structure. The only option is for alternates, which currently are only available to the jurisdictions that have one seat. This is also why the current discussion is to allow alternates for the County and the City of Sacramento.

Director Serna was concerned that if the 5<sup>th</sup> County Board of Supervisor was the alternate but there were two County Board members absent, there would be no opportunity to have the number of alternates necessary to fulfill the County's presence.

Ms. Sanchez-Ochoa responded that is correct unless you were allowed to appoint non-elected alternates.

Director Serna then questioned if that is something that could be established.

Ms. Sanchez-Ochoa replied yes, that is something the Board could add that to their motion.

Director Serna expressed to the Chair that the single jurisdiction alternate option should be extended to the County and the City and should have a commensurate number of alternates which would then require SacRT Board members to appoint their alternates possibly as elected officials but from other jurisdictions.

Director Jennings thanked the Ad Hoc committee and would like to hear more discussion on alternates and if they need to be elected officials and was concerned if full Board approval was possible given that Director Harris was not present.

Ms. Sanchez-Ochoa responded that it is possible as long as the majority of the quorum votes in favor of the motion.

Director Schenirer questioned if the City of Sacramento would only have one alternate and would it be for anybody who was not present.

Ms. Sanchez-Ochoa confirmed that is how the current recommended motion is written but, the structure of the recommendation could be changed by the full Board.

Director Schenirer stated that if there are four positions, there should be four alternates,, and he supports the idea that the alternates do not need to be elected officials.

Director Budge stated she is not sure she is comfortable with the City of Sacramento having four alternates, but she is in favor of having non-elected officials serve as alternates.

Director Valenzuela is supportive of having non-elected officials to serve as alternates and it should be up to the appointing jurisdictions to decide.

The Clerk read written public comment from Barbara Stanton into the record.

Barbara Stanton stated that RiderShip for the Masses supports a Board composition to include non-elected community members.

Public Comment was taken by phone from Dan Allison and Jeffery Tardaguila.

Dan Allison, speaking on behalf of Sacramento Transit Advocates and Riders (STAR), objects to the recommendation as presented as there is no reason to require alternates or regular board members be elected officials and they object to the thirteen member maximum. Concern was expressed with the lack of public engagement in conjunction with the Ad Hoc Committee meetings. They do support an extra seat for Sacramento County and for Elk Grove.

Jeffery Tardaguila advocating for SacTRU and other coalitions mentioned that SacRT is the only agency that has elected officials only. He supports bringing more individuals in and stated there should have been more public input.

Director Serna moved the Ad Hoc committee recommendation with the following changes: The City and County of Sacramento be permitted to appoint non-elected individuals as alternates, and each of the four Sacramento County Board of Supervisor members will each select alternates which do not need to be elected officials.

Director Schenirer seconded the motion adding that each jurisdiction can appoint the number of alternates as they have seats and they do not have to be elected officials.

Director Hume thanked the Board for their consensus in adding the seat for Elk Grove. He then expressed concern that by having too many alternates they may not be knowledgeable on current issues.

Director Serna responded that his experience has been that alternates are knowledgeable because they receive the materials including the Board packets and agendas.

Director Budge believes there should be an adequate selection of alternates because some knowledge is necessary for the SacRT Board.

Director Schenirer then asked if the process to pick an alternate could be left up to each jurisdiction, which would be his preference.

***Director Serna motioned to approve Staff's recommendation with modifications:***

- Any member jurisdiction that would have alternates, the members of those jurisdictions would select the alternates for their seated representation on the SacRT Board commensurate with the number appropriated for service on the SacRT Board.
- The selection of those alternates is not restricted to elected individuals – it would be at the discretion of individual jurisdiction and their membership to select them.
- The 5<sup>th</sup> member of the Board of Supervisors would no longer be considered the alternate explicitly.

Ms. Sanchez-Ochoa questioned if the thirteen-member limit was okay, and Director Serna confirmed yes.

***Director Schenirer seconded approval. Motion was carried by roll call vote. Ayes: Directors Budge, Hume, Jennings, Kennedy, Nottoli, Schenirer, Serna and Valenzuela. Noes: Director Howell and Chair Miller; Abstain: None; Absent: Director Harris.***

**Final Motion for item 4.1**

*The County of Sacramento will have an additional seat (four total) and the City of Elk Grove will have an additional seat (two total) on the SacRT Board of Directors. Any member jurisdiction that would have alternates, the members of those jurisdictions would pick the alternates for their seated representation on the SacRT Board commensurate with the number appropriated for service on the SacRT Board. The selection of those alternates is not restricted to elected individuals – it would be at the discretion of individual jurisdiction and their membership to select them. The 5<sup>th</sup> member of the Board of Supervisors would no longer be considered the alternate explicitly. The Board must revisit seat allocation no less than every 10 years, but it must happen if/when Yolo/West Sacramento annex to SacRT or whenever a member jurisdiction has had a significant population increase or decrease or change to their landscape. The maximum size of the SacRT Board will be 13 members.*

4.2 Resolution 22-02-0006: Delegating Authority to The General Manager/CEO to Negotiate and Execute a Lease with The City of Sacramento for Use by City of the Franklin Light Rail Station as a Safe Parking Site (C. Flores)

Chris Flores shared that after the Board was updated at the last meeting and because of the approval process timeline for the Roseville Road Light Rail station safe parking program, the Board instructed staff to move forward with the process of implementing a safe parking program at the Franklin Light Rail station.

Mr. Flores mentioned that after the January Board meeting, SacRT staff reached out to the City of Sacramento (City) to coordinate details. The City is currently coordinating with the Councilwoman's office and then will be sending additional details to SacRT. Mr. Flores shared a potential site map for Franklin safe parking program, with a footprint of 92 parking spaces. He then pointed out a staff draft proposal with 148 parking spaces based on the Board's comments last meeting, requesting staff look at an expanded footprint.

Mr. Flores informed the Board if the item is approved, there are a few outstanding items that will need to be performed prior to launch. Community outreach will be an integral part of the process moving forward. The City will agree to a Good Neighbor Policy with the surrounding community. The City will establish a Public Safety Priority Zone that prohibits camping and storing personal property within a designated boundary. The City and SacRT will agree to a Lease Agreement, Site Plan and Program Guidelines for operations and once plans are finalized, SacRT will seek FTA concurrence for a one-year pilot.

Director Hume suggested a possible change to the plan but due to a storage unit that needs to be accessible and an entrance and outrance issue, it is not an option.

Director Jennings stated he remains committed to project even though this is no longer in his district. He thinks this is the perfect parking lot and asks his colleagues to consider moving this item forward.

Director Kennedy supports this and would like to be in direct consultation as this moves forward being the only SacRT Board member that currently represents that location.

Director Serna applauds the work that has gone into this and supports the item. With regards to this being a one year long pilot program, he asked since this is a SacRT asset if the Board could be kept apprised about the collective understanding and the parameters of the site.

Director Valenzuela is very supportive of this project.

Chair Miller asked what the term of the lease is.

Mr. Flores stated the term is a one-year pilot with the option to extend.

Public Comment was taken by phone from Jeff Tardaguila and Nick Bryant.

Mr. Tardaguila mentioned that due to delays, an eighteen-month period was necessary he also mentioned there should be a direct telephone number for safe parking.

Mr. Bryant expressed concern of an unhoused individual sleeping on the bench at the Louis and Orlando bus stop.

***Director Jennings moved; Director Kennedy seconded approval of Item 4.2. Motion was carried by roll call vote. Ayes: Directors Budge, Hume, Jennings, Kennedy, Nottoli, Schenirer, Serna, Valenzuela, and Chair Miller. Noes: None; Abstain: None; Absent: Directors Harris and Howell.***

## **5. PUBLIC HEARING**

## **6. PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA**

The Clerk read a written public comment into the record from Jeff Tardaguila.

Mr. Tardaguila was concerned about canceled trips and the process of notifying the public of cancellations.

## **7. NEW BUSINESS**

- 7.1 Resolution 22-02-0004: Repeal and Amend Resolution No. 09-02-0026, Recognizing Rosa Parks (D. Selenis)

The Clerk made note of a correction to the Resolution that was made to the spelling of modern which was reflected as modem.

Devra Selenis provided a summary and history of the Resolution Recognizing Rosa Parks.

Public comment was taken by phone from Jeffery Tardaguila.

Mr. Tardaguila acknowledged that various transit riders and companies across the country recognized this important event.

***Director Schenirer moved; Director Hume seconded approval of Item 7.1. Motion was carried by roll call vote. Ayes: Directors Hume, Jennings, Kennedy, Nottoli, Schenirer, Serna, Valenzuela, and Chair Miller. Noes: None; Abstain: None; Absent: Directors Budge, Harris and Howell.***

- 7.2 Information: Short Range Transit Plan – SacRT on the Move (L. Ham)

Laura Ham explained that a presentation on the Short Range Transit Plan (SRTP) is required as a condition of receiving federal funding and the purpose is to plan out SacRT operations for the next five years. It is a cost constrained plan and considers stable as

well as potential funding sources. The SacRT On the Move plan consists of a current overview of the transit system and a plan to move the agency forward. It considers the impacts of the pandemic upon travel patterns in the region, future growth, and equity. The update includes impacts to service in relation to the nationwide labor shortages and how it influences the services that SacRT provides to the community. The plan will be introduced for a thirty-day public comment period. There has been initial public outreach conducted to seek input and feedback is encouraged. Ms. Ham thanked the planning and operations team that has been closely monitoring service and resources and continuously planning to meet current and future needs.

James Boyle gave a brief update on some proposed service changes. The hope is to be able to get ahead of cancellations, so SacRT riders have a more consistent schedule and a more reliable network. The changes will be temporary and will allow SacRT to restructure, restore and grow the public transit service. Mr. Boyle then shared some ridership details and figures.

Mr. Boyle provided a brief introduction of the SRTP, SacRT On the Move. He then went over the highlights of the plan. He explained that SacRT created a network frequency could be built into and then showed additions of those frequencies and the spans of service that will be increased. Mr. Boyle shared SacRT's envisioned network of the future and a timeline of the steps that would be taken.

Director Kennedy mentioned he hopes that SacRT will be more forward in fusing the SacRT planning into the County of Sacramento's Climate Action Plan, and he asked for staff to get in touch with Todd Smith. He commended staff on being true to the community and then thanked Mr. Li and Mr. Boyle for continuing the evolving process.

Director Serna concurred with Director Kennedy on the invitation to work with the County on the Climate Action Plan. He then asked about the timing of the route to the airport in 2027.

Mr. Boyle mentioned SacRT currently has the 142 airport bus route. There is also the possibility of moving things up on the timeline especially as Air Metro Park and North Natomas continue to build out. He explained there will be opportunities to fine tune what should be done with the airport in terms of fixed route service.

Director Serna suspects activity at the airport will go up as the region comes out of the pandemic. Pre-pandemic, the airport system was estimating a healthy number of employments in the near future. He hopes by taking data from 142 and working closely with the airport system that the timeline would pivot to sooner than 2027 or when it makes sense.

Public comment was taken by phone from Jeffery Tardaguila and Nick Bryant.

Mr. Tardaguila expressed concerns with bus routes 15, 33, 86 and 88. He recommended that a bus cancellation policy be in effect. He is concerned about two variants that will be

upon us soon and the need to find a way to increase ridership while making riders feel safe.

Chair Miller recognized comments will be submitted for the 30-day public comment period.

Mr. Bryant is concerned about cancellations, specifically the 25 bus route, and stated that there is graffiti on the schedule at Watt/I-80 and in the brand-new elevators. He would like to receive an email with regards to what bus routes are being cancelled.

The Clerk read written public comment from Angela Herring into the record.

Ms. Herring shared concerns with regards to the lack of transportation options especially on the weekends, undependable transit with the current Smart Ride as an on-demand service, and the fact that the nearest bus stop is a mile away in North Natomas. Ms. Herring provided a significant detailed list of specific concerns and questions and requested a response. She would like for the Board to examine the 10 pages of unmet needs that are listed in Item #7.2 beginning at page 81.

## **8. GENERAL MANAGER'S REPORT**

- 8.1 General Manager's Report
  - a. Major Project Updates
  - b. Capitol Corridor Joint Powers Authority – Meeting of November 17, 2021
  - c. San Joaquin Joint Powers Authority – November 19, 2021 (Hume)
  - d. SacRT Meeting Calendar

Mr. Li wished everyone a Happy Valentine's Day and then gave a brief COVID update stating that the recent surge of the Omicron variant has had an impact on SacRT's operations including cancellations and service delays. SacRT has been full service during a difficult time while peers across the country have reduced services significantly. If SacRT reduced services by around 10%, passengers would probably not see cancellations. SacRT is trying to find a balance. SacRT continues to aggressively recruit employees.

Mr. Li acknowledged SacRT's outstanding workforce who has worked extremely hard during the pandemic. SacRT has been working with Union leaders and looking at peer agencies across the country. Mr. Li announced that SacRT will be issuing a onetime payment of \$1,500 to all SacRT employees except for the Executive Management. He hopes this added measure will help keep the current workforce, customers, and community safer and healthy. Mr. Li added that year to date financials showed a \$3M surplus this fiscal year which makes this onetime payment possible.

Mr. Li shared that Sacramento Metro Advocates for Rail and Transit (SMART), received a \$10,000 grant from the American Public Transportation Association (APTA) and the Women in Transportation (WTS) Sacramento Chapter announced their 2021 Annual Award winners. Mr. Li is excited to share that SacRT will be receiving the Innovative

Transportation Solutions Award at the upcoming Scholarship event on March 24<sup>th</sup>. WTS is honoring SacRT's groundbreaking Social Service Practitioner Program. SacRT is a committed community partner that believes there is a social responsibility to provide safe, clean, and convenient public transit to all members of the community. With homelessness on the rise, SacRT is proud of its in-house Social Service Practitioner program. The program connects individuals living along SacRT's right-of-way and transit facilities with regional services. He congratulated the SacRT team on this groundbreaking program.

Mr. Li stated that at the end of January, Vice Chair Kennedy and SacRT were delighted to host Congresswoman Doris Matsui at the Siemens Mobility facility in South Sacramento where SacRT celebrated a milestone in light rail modernization. Siemens is currently in production for 28 new low-floor light rail cars. These new vehicles support hundreds of high-skilled manufacturing jobs in Sacramento. The contract with Siemens allows for the purchase of up to 72 new vehicles and Mr. Li thanked Congresswoman Matsui for her support of the federal bipartisan infrastructure law.

Mr. Li mentioned at the last Board meeting there were some questions regarding the project summary and timeline for the light rail modernization projects. He then shared a slide that showed the construction schedule and various cost estimates for projects.

Mr. Li reminded the public that SacRT is currently conducting an online rider survey to get feedback of rider experience and willingness to take public transit to help plan for future system priorities. The survey is open through February 25<sup>th</sup> and the feedback helps SacRT refine the Short Range Transit Plan. Based on needs and frequency, SacRT is then able to review and revise routes as needed. As of Friday, of last week, there were more than 300 responses to the survey.

Mr. Li had the pleasure to speak in front of the City of Sacramento's Counsel workshop on transportation and looks forward working with the County staff on the climate change plan. Public comment was taken by phone from Jeffrey Tardaguila and Nick Bryant.

Mr. Tardaguila thanked Mr. Li for attending the workshop and thanked staff for putting out more cancellation messages.

Mr. Bryant expressed concerns about information on cancellations. He also thanked Mr. Li and Mr. Boyle.

Mr. Li responded that staff will be in touch with Mr. Bryant.

**9. REPORTS, IDEAS AND QUESTIONS FROM DIRECTORS, AND COMMUNICATIONS**

**10. CONTINUATION OF PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA (If Necessary)**

11. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**
12. **RECESS TO CLOSED SESSION**
13. **CLOSED SESSION**
14. **RECONVENE IN OPEN SESSION**
15. **CLOSED SESSION REPORT**
16. **ADJOURN**

As there was no further business to be conducted, the meeting was adjourned at 7:16 p.m.

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STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary

## **STAFF REPORT**

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**DATE:** February 28, 2022  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Brent Bernegger, VP, Finance/CFO  
**SUBJ:** APPROVING MCIMETRO ACCESS TRANSMISSION SERVICES LLC (DBA VERIZON) FIBER OPERATION AND MAINTENANCE AT ARDEN AND OXFORD STREET WITHIN SACRT PROPERTY

### RECOMMENDATION

Adopt the Attached Resolution.

### RESULT OF RECOMMENDED ACTION

Approval of the recommended action will result in SacRT renewing Verizon's license to operate and maintain transverse fiber crossings within SacRT owned property subject to Federal Transit Administration (FTA) approval at Arden Way and Oxford Street.

### FISCAL IMPACT

In consideration of renewing this license, Verizon will pay SacRT the following one-year license fee of \$853. This revenue was included in the FY 2022 Operating Budget.

### DISCUSSION

The Board previously granted Verizon a license to install fiber below and perpendicular to SacRT tracks at Arden Way and Oxford Street on December 14, 2020. The agreement was executed in February 2021, the fiber was installed, and Verizon would like to renew its license for operation and maintenance of 144 strands of fiber in a transverse presentation along SacRT property with the APN 275-0132-002-0000 and located in Fee Schedule Zone 2 for an additional year.

Staff recommends approval of the license over the area described above with MCIMetro Access Transmission Services LLC (DBA Verizon) for fiber operation and maintenance at the above location for an additional one-year term.

RESOLUTION NO. 2022-02-010

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

February 28, 2022

**APPROVING MCIMETRO ACCESS TRANSMISSION SERVICES LLC (DBA VERIZON) FIBER OPERATION AND MAINTENANCE AT ARDEN AND OXFORD STREET WITHIN SACRT PROPERTY**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the License Agreement for Conduit and Fiber within SacRT's Parcel known as Assessor Parcel Number 275-0132-002-0000 by and between the Sacramento Regional Transit District (therein "SacRT") and MCIMetro Access Transmission Services LLC (DBA Verizon) (therein "Licensee"), whereby SacRT grants Verizon a License with a term of one year subject to a license fee of \$853 and SacRT's right to terminate pending Federal Transit Administration's concurrence, is hereby approved.

THAT, the General Manager/CEO is hereby authorized and directed to execute the foregoing License Agreement.

\_\_\_\_\_  
STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary

## **STAFF REPORT**

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**DATE:** February 28, 2022  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Shelly Valenton, VP, Integrated Services and Strategic Initiatives/  
Chief of Staff  
**SUBJ:** APPROVING THE THIRD AMENDMENT TO THE PERSONAL  
SERVICES CONTRACT WITH ELIZABETH HORN

### RECOMMENDATION

Adopt the Attached Resolution.

### RESULT OF RECOMMENDED ACTION

Approving the Resolution will amend the Personal Services Contract for Elizabeth Horn, extending the contract through June 30, 2022, and will increase the total consideration to \$124,320.00.

### FISCAL IMPACT

There is a cost of \$ \$24,320 associated with this Third Amendment for Fiscal Year (FY) 2022. Full funding for the PSC Contract extension is budgeted and included in the Information Technology Operating Budget.

### DISCUSSION

Under the General Manager/CEO's authority, SacRT entered into a Personal Services Contract with Elizabeth Horn on December 11, 2020 for project coordination and assistance with SacRT's Information Technology projects and initiatives. In this role, Ms. Horn provides procurement, finance, and project assistance for IT Operations and Agency-wide technology projects. SacRT has a continuing need for Ms. Horn's services to support the growth of the agency's technology and cybersecurity needs.

Staff recommends that the Board approve the Third Amendment to the PSC contract increasing the total Contract consideration by \$24,320 from \$100,000 to \$124,320, modifying the scope of work, and extending the term of the Contract to June 30, 2022.

RESOLUTION NO. 2022-02-011

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

February 28, 2022

**APPROVING THE THIRD AMENDMENT TO THE PERSONAL SERVICES CONTRACT WITH ELIZABETH HORN**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Third Amendment to Personal Services Contract between Sacramento Regional Transit District and Elizabeth Horn, whereby the total consideration is increased by \$24,320 from \$100,000 to \$124,320, the scope of work is modified, and the term of the Contract is extended to June 30, 2022, is hereby approved.

THAT, the General Manager/CEO is hereby authorized and directed to sign said Third Amendment.

\_\_\_\_\_  
STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary

## STAFF REPORT

---

**DATE:** February 28, 2022  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Brent Bernegger, VP, Finance/CFO  
**SUBJ:** SIXTH AMENDMENT TO FY 2022 CAPITAL BUDGET

### RECOMMENDATION

Adopt the Attached Resolution.

### RESULT OF RECOMMENDED ACTION

Approval of the Sixth Amendment increasing the FY 22 Capital Budget by ~~\$18,990,379~~ **\$19,600,379 for** various capital projects as outlined below and allow staff to request federal, state, and local funding to complete the projects.

### FISCAL IMPACT

The original FY 22 Capital Budget was \$1,235,908,723. The First Amendment in the amount of \$43,520 was approved by the Board on July 26, 2021, which brought the FY 22 Capital Budget to \$1,235,952,243. The Second Amendment in the amount of \$557,270 was approved by the Board on August 23, 2021, which brought the FY 22 Capital Budget to \$1,236,509,513. The Third Amendment in the amount of \$2,493,000 was approved by the Board on October 25, 2021, which brought the FY 22 Capital Budget to \$1,239,002,513. This Fourth Amendment in the amount of \$24,721,357 was approved by the Board on December 13, 2021, which brought the FY 22 Capital Budget to \$1,263,723,870. This Fifth Amendment in the amount of \$577,702 was approved by the Board on February 14, 2022, which brought the FY 22 Capital Budget to \$1,264,301,572. This Sixth amendment will increase the Capital Budget by an additional ~~\$18,990,379~~ **\$19,600,379** bringing the total of the amended FY 22 Capital Budget to ~~\$1,283,291,951~~ **\$1,283,901,951**.

### DISCUSSION

Sacramento Regional Transit District's (SacRT) annual budgeting process includes Board adoption of a budget that reflects SacRT's expected funding at the time of preparation. Periodically, changes to funding sources, funding amounts, or SacRT's priorities require revisions to the budget. Staff has identified necessary revisions as described below.

- **Train Station Signage Technology Refresh (T071) - \$4,633,713:** The project is being proposed to replace the Digital Messaging Signs (DMS) equipment

throughout the SacRT rail system. It will replace the existing DMS with modern LCD style signage as well as implement digital content management systems as well as integrate with the Public Address system at the stations. This will be a multi-year project that will require the implementation of the new signs and the phasing out of the old signs. Focus is to be on the arrival of the new low floor trains; however, it is intended that milestones are developed and prioritized such that the needs of persons with disabilities and the ability to identify to those persons where to board based on low/high floor of upcoming train takes priority and passengers in general will know the destination of train along with an accurate prediction of when the train will arrive in the station. This information is to be provided in both audio and visual announcements.

- **Train Technology Refresh (T072) - \$11,930,289:** The project is being proposed to upgrade equipment on board trains (Siemens, UTDC, CAF) to create a unified communications infrastructure. This will help the agency achieve and maintain ADA compliant communications by announcing and displaying upcoming train types at stations (low/high floor) along with destination and provide a mechanism to direct passengers with disabilities to the correct boarding area. This project will replace legacy and defunct on board equipment as well as eliminate multiple manual processes while creating efficiencies for rail operations and enhancing the experience of customers using transit including folks transferring between bus and rail and vice versa.
- **1102 Q Street Building Move (F039) - \$2,290,000:** ~~This project is to relocate staff out of the midtown offices and into 1102 Q Street offices. The estimate includes moving 150 staff at \$600/person, installing IT/AV equipment for all suites (\$21.50/SF at 19,380SF) and furnishing the offices (\$8000/room at 53 rooms – 21 offices, 17 cubicles, 5 conference rooms, 4 storage/file rooms, 2 breakrooms and 4 locker areas.)~~ **\$2,900,000: The purpose of this project is to relocate staff out of the midtown offices and into 1102 Q Street offices. The estimate includes project development and preliminary engineering (\$240,000), final design (\$210,000), cost of furniture (\$725,000), cost of move, construction and IT/AV set up (\$1,480,000), as well as RT labor (\$245,000) for a total not to exceed of \$2,900,000.**
- **SacRT Bridge Asset Maintenance and Rehabilitation (F040) - \$136,377:** Sacramento Regional Transit District (SacRT) has requested Mark Thomas provide engineering services under the 2020 General Engineering Support Services (GESS) Contract, to prepare plans, specifications, and estimate for required asset maintenance and rehabilitation on 12 Light Rail bridges. The Consultant will also provide environmental clearance and regulatory permitting to complete this work. Attached is detailed scope of work, including deliverables. Once the bid documents are received, we will need to secure funding for the actual construction.

RESOLUTION NO. 2022-02-012

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

February 28, 2022

**SIXTH AMENDMENT TO FY 2022 CAPITAL BUDGET**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Board hereby approves the Sixth Amendment to the Fiscal Year 2022 Capital Budget as set out in Exhibit A.

---

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary

Revised 2/25/22

Exhibit A: Summary of Amendment #6 changes to FY22 Capital Budget

ID	Project Name	FY22 Budget	FY22 Budget - with Amend 1	FY22 Capital Budget Change				Fund Source	
				FY22 Capital Budget Change	Federal	State	Local		TBD
T071	Train Station Signage Technology Refresh	\$0	\$4,633,713	\$4,633,713				\$4,633,713	
T072	Train Technology Refresh	\$0	\$11,930,289	\$11,930,289				\$11,930,289	
F039	1102 Q Street Building Move	\$0	<del>\$2,290,000</del> \$2,900,000	<del>\$2,290,000</del> \$2,900,000				<del>\$2,290,000</del> \$2,900,000	
F040	SacRT Bridge Asset Maintneance and Rehabilitation	\$0	\$136,377	\$136,377				\$136,377	
				\$0				\$0	
		\$ -	\$18,990,379 \$19,600,379	\$18,990,379 \$19,600,379	\$ -	\$ -	\$ -	\$18,990,379 \$19,600,379	\$1,283,291,951 \$1,283,901,951

## **STAFF REPORT**

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**DATE:** February 28, 2022  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Greg Walters, EEO Officer  
**SUBJ:** ADOPTION OF SACRAMENTO REGIONAL TRANSIT DISTRICT'S 2022-2025 EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

### RECOMMENDATION

Adopt the Attached Resolution.

### RESULT OF RECOMMENDED ACTION

Adopt the Equal Employment Opportunity Program for the period January 1, 2022 to December 31, 2025.

### FISCAL IMPACT

None as a result of this action.

### DISCUSSION

Sacramento Regional Transit District (SacRT) is a grant recipient of Federal Transit Administration (FTA) funds and subject to compliance with the FTA Circular 4704.1A. FTA guidance requires grant recipients have an EEO Program in place to ensure compliance with Title VII of the Civil Rights Act of 1964, and by incorporation, the Rehabilitation Act, Equal Pay Act, Age Discrimination in Employment Act, Vietnam Veterans' Readjustment Assistance Act of 1974 (as amended), and Part II, Section 110(a) of the FTA standard grant contract, as part of the grant approval process. The FTA Circular 4704.1A requires the EEO Program to include the following:

1. Statement of Policy
2. Dissemination of Information
3. Designation of Personnel Responsible for Carrying Out the EEO Program
4. Utilization Analysis
5. Goals and Timetables
6. Assessment of Employment Practices to Identify Causes of Underutilization
7. Monitoring and Reporting System

Pursuant to the revised FTA Circular 4704.1A, SacRT shall update and submit an EEO Program every four years to remain in compliance with federal laws and regulations. SacRT's EEO Program for the period January 1, 2022, through December 31, 2025 is

Exhibit A. Exhibits 1 through 4 of Exhibit A have been omitted for confidentiality reasons but are available to the Board members upon request. The list of Exhibits is listed in the table of contents and are referred to in the report.

See Attachment 1 for the current SacRT Diversity Profile.

### **Availability and Utilization Analysis**

Placement goals are established based on availability and utilization analyses pursuant to federal guidelines. Availability analysis begins with reviewing external factors with requisite skills data coming from the 2018 American Community Survey (ACS) Census of Population data.

We discussed the types of recruitment for each job group (e.g. Administrators, Professionals, Skilled Crafts, Service Maintenance etc.) with SacRT HR personnel to identify the appropriate geographic recruiting areas in 2018 US Census to determine reasonable labor areas. United States, California, and Sacramento MSA census were used individually as combinations as appropriate.

Internal hiring data is incorporated by evaluating the percentage of minorities or women among those promotable, transferable, and trainable within our organization.

Internal and external weights were assigned to each factor for each job group. A combination of historical data and experience were used to determine the weights. Weights were never assigned to hide or reduce problem areas.

Final availability is established by multiplying weights by the component-specific data to produce weighted data for each component. Weighted data for each component was summed. This produced a final availability estimate for each sex and race/ethnic group, as well as for minorities in the aggregate.

Once final availability estimates were made for each job category, SacRT conducted a utilization analysis comparing the percentage of incumbents in each job category to the corresponding availability. This analysis was conducted based on activity during calendar year 2021.

SacRT updates the utilization and availability analysis annually to measure progress against the established goals, revise existing goals and establish new goals if necessary.

The General Manager/CEO has reviewed and approved the attached EEO Program for SacRT (Exhibit A). SacRT continues to work toward goal attainment through internal/external recruitment and outreach, local media and advertisement, training and promotional opportunities.

**SacRT Diversity Profile January 1, 2022**  
**POPULATION BY RACE WITH JOB PERCENTAGES**

Job Categories	Total	Female		White		Black		Hispanic		Asian		American Indian		Pacific Islander		2 Or More		Minorities	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Executives / Senior Level Officials and Managers	9	7	77.8	4	44.4	1	11.1	2	22.2	2	22.2	0	0	0	0	0	0	5	55.6
First/Mid-Level Officials and Managers and Supervisor	137	36	26.3	74	54	25	18.2	19	13.9	10	7.3	2	1.5	1	0.7	6	4.4	63	46
Professionals	24	17	70.8	9	37.5	7	29.2	0	0	6	25	0	0	0	0	2	8.3	15	62.5
Technicians	50	28	56	27	54	4	8	8	16	11	22	0	0	0	0	0	0	23	46
Administrative Support	115	64	55.7	41	35.7	31	27	20	17.4	10	8.7	2	1.7	2	1.7	9	7.8	74	64.3
Craft Workers	136	3	2.2	48	35.3	14	10.3	34	25	31	22.8	0	0	1	0.7	8	5.9	88	64.7
Service Maintenance	762	246	32.3	168	22	301	39.5	129	16.9	95	12.5	9	1.2	26	3.4	34	4.5	594	78
<b>Total:</b>	<b>1233</b>	<b>401</b>	<b>32.5%</b>	<b>371</b>	<b>30.1%</b>	<b>383</b>	<b>31.1%</b>	<b>212</b>	<b>17.2%</b>	<b>165</b>	<b>13.4%</b>	<b>13</b>	<b>1.1%</b>	<b>30</b>	<b>2.4%</b>	<b>59</b>	<b>4.8%</b>	<b>862</b>	<b>69.9%</b>

RESOLUTION NO. 2022-02-013

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

February 28, 2022

**ADOPTION OF SACRAMENTO REGIONAL TRANSIT DISTRICT'S 2022-2025  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Equal Employment Opportunity Program for Sacramento Regional Transit District for the period January 1, 2022 through December 31, 2025, attached hereto as Exhibit A, is hereby approved.

---

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary

**Equal Employment Opportunity (EEO) Program**

**SACRAMENTO REGIONAL TRANSIT DISTRICT  
1400 29<sup>th</sup> Street  
Sacramento, CA 95816  
(916) 321-2800**

**January 1, 2022 – December 31, 2025**

**Dun's #: 04-894-7139  
EIN (tax) #: 94-1338218**

**EEO Contact:**

Greg Walters, EEO Officer  
Sacramento Regional Transit District  
P.O. Box 2110  
Sacramento, CA 95812-2110  
(279) 234-8377

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## EXHIBITS

- Exhibit 1: Job Group Analysis Summary with Supporting Documentation
  - Exhibit 2: Availability Analysis for January 1, 2022
  - Exhibit 3: Workforce Analysis
  - Exhibit 4: Utilization Analysis
  - Exhibit 5: Four-Fifths Analysis (hires, promotions, terminations & discipline)
  - Exhibit 6: Organization Chart
  - Exhibit 7: 2022-2025 Goals and Timetables
  - Exhibit 8: Harassment, Discrimination and Retaliation Prevention Policy
- For information regarding the first four exhibits, contact Greg Walters, EEO Officer at (279) 234-8377

## **BACKGROUND**

Sacramento Regional Transit District (SacRT) is a public agency providing transit services to the Sacramento County region. SacRT serves its community with pride and a strong commitment to a workforce that reflects the rich diversity of the region it serves.

SacRT is an Equal Employment Opportunity employer and is subject to the requirements outlined in circular 4704.1A produced by the Federal Transit Administration. SacRT must comply with the provisions of Federal law, including Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000e); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); Equal Pay Act of 1963, as amended (29 U.S.C. § 206(d)); Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. § 621 et seq.); Title II of the Genetic Information Nondiscrimination Act of 2008, as amended (42 U.S.C. § 2000ff); 49 U.S.C. § 5332(b) of the Federal Transit Act; U.S. Department of Transportation (DOT) EEO implementing regulations (49 CFR Part 21), and the FTA Master Agreement.

Section 504 of the Rehabilitation Act of 1973 prohibits employment discrimination on the basis of disability for projects, programs, and activities that receive Federal funding. Military veterans' employment and reemployment rights are covered under the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§ 4301–4335).

The Circular requires SacRT take steps to guarantee equal employment opportunity. For example, for minorities and women, such steps include the development of short- and long-term hiring and promotion. For protected veterans and individuals with disabilities, such steps will include a thorough review of the company's outreach efforts to determine the effectiveness of such efforts in closing the hiring and/or utilization gaps. It is toward this end that the following EEO Program for the Sacramento Regional Transit District (SacRT) was developed.

## **REPORTING PERIOD**

This EEO Program is designed to cover the following reporting period:

- EEO Program implementation period: 1/1/2022 – 12/31/2025
- Transaction period: 1/1/2021 – 12/31/2021

## STATEMENT OF PURPOSE

This EEO Program has been designed to bring women and men, members of minority groups, protected veterans, and individuals with disabilities into all levels and segments of Sacramento Regional Transit District's (SacRT) workforce in proportion to their representation in the qualified relevant labor market.

This Equal Employment Opportunity (EEO) Program is an analysis of SacRT's workforce composition to determine whether percentages of sex, race or ethnic groups in occupational categories are substantially similar to the percentages of those groups available in the relevant job market who possess the similar, basic job-related qualifications. This EEO Program should service as a management tool to bring women and men, and members of minority groups, protected veterans, and individuals with disabilities into all levels and segments of SacRT's workforce in proportion to their representation in the qualified, relevant labor market.

The EEO Program, therefore, is a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through the equal treatment of all people.

The manner in which this is to be accomplished becomes technical and somewhat complicated. There are several reasons for this. First, SacRT is subject to and must address a variety of State and Federal laws and guidelines pertaining to equal employment opportunity and affirmative action. These guidelines and requirements are in themselves somewhat technical and complex. Furthermore, in determining SacRT's current equal employment opportunity position and its desired future achievements, numbers, percentages, statistics, and numerous calculations and computations must come into play.

The technical, legal, and mathematical aspects of the EEO Program, however, all have one common purpose—to allow us to properly identify three key concepts:

1. Where we stand now,
2. Where we must go,
3. How best to get there.

These three concepts are the EEO Program

## CHAPTER 1: ORGANIZATIONAL PROFILE / WORKFORCE ANALYSIS

Sacramento Regional Transit District's Equal Employment Opportunity Office conducted a workforce analysis which accounts for all SacRT employees. Employees are first identified by gender, race, job title by organizational unit. Within each organizational unit, employees are then grouped by job category (officials and administrators, managers, supervisors, professionals, technicians, administrative support, crafts, and service and maintenance). This is one snapshot view of SacRT's workforce on December 31, 2021. Data was gathered from SacRT's Human Resources employee roll for calendar year 2021, dated as of December 31, 2021.

See Exhibit 1 for the ***Workforce Analysis Summary and supporting documentation*** for the listing of race and gender headcount by organizational unit.

## CHAPTER 2: JOB GROUP ANALYSIS

Following completion of the Workforce Analysis, similar or related job titles were then assigned to job groups for the purpose of conducting a job group analysis. Grouping similar jobs together during a job group analysis is appropriate to ensure every job group is large enough to permit meaningful comparisons of incumbency to availability for goal setting. By grouping similar job titles together and increasing the number of employees involved, a meaningful comparison is possible. Consequently, goals established to correct problem areas are more likely to result in the identification of legitimate problem areas.

Each job group appears on a Job Group Report with a job group name and number. The report lists each job title in the job group. For each job title, the worksheet provides the following information: EEO reporting category, job title, number of employees per each job title by gender and race/ethnicity. The count is effective as of January 1, 2022.

Based on guidelines established by the U.S. Department of Transportation (UMTA Circular 4704.1A, as amended), the job group analysis was developed to identify areas of underutilization and to set appropriate goals and timetables. The job group analysis was developed based on the following guidelines:

1. A job group must be comprised of jobs that are similar in content and requisite skills.
2. Job groups must be comprised of jobs with similar pay grades. Pay should be considered in conjunction with job content. Large differences in pay when paired with job title and location may suggest unacceptable job grouping.
3. Job groups should consist of jobs with similar opportunity; i.e., training, job movement and other employment benefits.

4. Job groups, if appropriately constructed, may crossover into other department units but not across EEO categories.
5. The size of the employer's workforce will be a major factor in determining how well the above criteria can be met in creating job groups.

See Exhibit 2 for the ***Job Group Analysis Summary with supporting documentation*** for the listing of the job titles and the associated race and gender headcounts by job group.

### **CHAPTER 3: DETERMINING AVAILABILITY**

"Availability" is an estimate of the proportion of each sex and race/ethnic group available and qualified for employment at SacRT for a given job group in the relevant labor market during the life of the EEO Program. Availability indicates the approximate level at which each race/ethnic and sex group could reasonably be expected to be represented in a job group if Sacramento Regional Transit's employment decisions are made without regard to gender, race, or ethnic origin. Availability estimates, therefore, are a way of translating equal employment opportunity into concrete numerical terms. Correct comparisons of incumbency to availability, worthwhile and attainable goals, and real increases in employment for problem groups depend on competent and accurate availability analyses. With valid availability data, we can compare the percentages of those who could reasonably be expected to be employed versus our current employment (from the workforce analysis), identify problem areas or areas of deficiency, and establish goals to correct the problems.

#### Steps in Comparison of Incumbency to Availability

##### Identify Availability Factors

The following availability factors are required of federal government contractors for consideration when developing availability estimates for each job group:

1. External Factor: The external requisite skills data comes from the 2018 American Community Survey (ACS) Census of Population data.

Reasonable labor area: For each job group an analysis was performed with SacRT talent acquisition and HR personnel to determine the appropriate geographic recruiting areas in 2018 US Census. United States, California, and Sacramento MSA census were used individually as combinations as appropriate.

2. Internal Factor: The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.

Assign Internal and External Factor Weights: Weights were assigned to each factor for each job group. A combination of historical data and experience were used to determine the weights. Weights were never assigned to hide or reduce problem areas.

Identify Final Availability: Weights were multiplied by the component-specific data to produce weighted data for each component. Weighted data for each component was summed. This produced a final availability estimate for each sex and race/ethnic group, as well as for minorities in the aggregate.

#### **CHAPTER 4: UTILIZATION ANALYSIS**

Once final availability estimates were made for each job category, SacRT conducted a utilization analysis comparing the percentage of incumbents in each job category to the corresponding final availability.

SacRT worked with third party vendor Hudson Mann in the development of the availability and utilization analysis effective January 1, 2021 to measure SacRT's performance in calendar year 2021.

SacRT updates the utilization analysis annually to measure progress against the established goals.

#### **CHAPTER 5: PLACEMENT GOALS AND TIMETABLES**

For calendar year 2021, SacRT met its underutilization goals for minorities in the manager and supervisor job groups, the only two that had an underutilization at the start of the year. For females, underutilization goals in the supervisor and service groups were not met. See future short and long-term goals for more information.

In 2021, SacRT hired 6.11% veterans beating the 5.7% federal guideline. SacRT hired 8.4% veterans beating the 7% guideline. Overall, SacRT has a workforce of 4.3% veterans and 4.75% persons willing to identify as disabled. We will continue our outreach and efforts to meet the federally established goals.

These goals take into account the availability of basically qualified persons in the relevant labor area. They also take into account anticipated employment opportunities with our organization. Selections will occur only from among qualified applicants. Goals do not require the hiring of a person when there are no vacancies or the hiring of a person who is less likely to do well on the job ("less qualified") over a person more likely to do well on the job ("better qualified"), under valid selection procedures. Goals do not require that SacRT hire a specified number of minorities or women, veteran or persons with disabilities.

A goal is a guidepost against which SacRT, a community group, or a compliance agency can measure progress in remedying identified deficiencies in SacRT's workforce. By setting realistic goals, SacRT should be able to meet the goals,

assuming we conduct effective recruitment and advertising efforts to ensure an adequate pool of qualified minority, female, veteran, and disabled applicants. These goals will be reached primarily through recruiting and advertising to increase the pool of qualified minority, female, veteran and disabled applicants and through implementation of our action-oriented programs (see Chapter 9).

Looking forward SacRT will review and monitor recruitment practices to ensure all groups, particularly the underutilized groups receive notice and opportunities to apply and gain employment. To this end, SacRT has expanded outreach efforts through increased participation in job fairs and public networking. SacRT will also consider and evaluate opportunities for future trainee, mentorship and apprentice programs.

SacRT reviewed its utilization analysis, annual vacancy projections, staffing needs and recruitment and selection strategies before setting numerical and percentage (using the whole-person rule) hiring goals and timetables for the next four-year period.

Short-term goals of one year are the target percentage of hires in underutilized categories and job groups. For example, if the availability analysis indicates 25% and SacRT is at 22%, the first-year goal is to hire at least 25% of new employees from that underutilized job category. The two to four-year goals represent the actual number of employees to increase in that job group using the whole person method.

Interestingly, SacRT has only three females out of 91 employees in skilled crafts (2.2%). The female availability rate is 2.6%. Statistically this does not qualify as underutilization but we are including it because we need greater female representation in this job group.

Goals are established within each of the job groups at no less than the current availability data for the job group. Below are SacRT's hiring goals and timetables for the next four years (January 1, 2022 through December 31, 2025):

## Managers

<b>Hispanic Availability 17% - SacRT Utilization 11.9%</b>		<b>Increase: 4</b>
One year goal – 17% of hires are Hispanic	2 Yr. Goal 17% +3	3 - 4-year goal +1

<b>Asian Availability 14.2% - SacRT Utilization 9.5%</b>		<b>Increase: 2</b>
1 year goal 14% of all hires	2 year goal 14% + 1 hire	3 -4 year goal +1

## Supervisors

<b>Female Availability 24.7% - SacRT Utilization 20%</b>		<b>Increase: 5</b>
1 year goal 24.7% of hires	2 year goal 24.7% +4	3-4 year goal +1

<b>Native Hawaiian/Pacific Islander Availability 1.6% - SacRT Utilization 0</b>		<b>Increase: 1</b>
1.6% of hires; min of 1	2-4 year goals: Maintain 1.6% Utilization Rate	

<b>Hispanics Availability 18.5% - SacRT Utilization 14.7%</b>		<b>Increase: 4</b>
1 year goal 18.5% of hires	2 -4 year goal 18.5% +4	

<b>Asian Availability 11.3% - SacRT Utilization 9.5%</b>		<b>Increase: 2</b>
1 year goal 11.3% of hires	2 year goal 11.3% +1	3-4 year goal +1

## Professionals

<b>Hispanics Availability 16.2% - SacRT Utilization 0</b>		<b>Increase: 4</b>
1 year goal 16.2% of hires	2 - 4 year goal Maintain 16.2% + 4	

## Administrative Support

<b>Female Availability 67.1% - SacRT Utilization 64.4%</b>		<b>Increase: 2</b>
1 year goal 67.1% of hires	2-4 year goal +2	

## Skilled Labor/Crafts

<b>Females Availability 2.6% - SacRT Utilization 2.2%</b>		<b>Increase: 2</b>
1 year goal 2.6% of hires min of 1	2-4 year goal +1	

## Service and Maintenance

<b>All Female Availability 45.2% - SacRT Utilization 32.3%</b>		<b>Increase: 96</b>	
1 year goal 45.2% of hires	2 year goal 45.2% + 36	3 year goal +30	4 year goal +30

## All categories

### Veterans

<b>Federal Guidelines (2022) 5.7% - SacRT Utilization 4.75%</b>		<b>Increase: 18</b>	
1 year goal 5.7% of hires	2-4 year goal +18		

In 2021, SacRT hired 6.11% veterans beating the 5.7% federal guideline. SacRT hired 8.4% veterans beating the 7% guideline. Overall, SacRT has a workforce of 4.3% veterans and 4.75% persons willing to identify as disabled. We will continue our outreach and efforts to meet the federally established goals.

### Disabled

<b>Federal Guidelines (2022) 7% - SacRT Utilization 4.3%</b>		<b>Increase: 12</b>	
1 year goal 7% of hires	2-4 year goal +12		

## CHAPTER 6: DESIGNATION OF RESPONSIBILITY

As part of its efforts to ensure equal employment opportunity to all individuals, key individuals have been designated specific responsibilities to ensure the EEO Program focuses on all components of the employment system. To that end, the General Manager/CEO, the Assistant Vice President for Labor Relation and Human Resources and his or her designee, and the Equal Employment Opportunity Officer and those employed as supervisors and managers have undertaken the responsibilities described below.

### General Manager/CEO

The primary responsibility and accountability for implementing the AAP rests with the General Manager/CEO. This person is responsible, through the Assistant Vice President for Labor Relation and Human Resources and his or her designee and the Equal Employment Opportunity Officer, for adherence to Sacramento Regional Transit District's (SacRT) policy of equal employment opportunity. This role includes, but is not limited to, the following duties:

The SacRT EEO Officer is responsible for addressing discrimination complaints and implementing and monitoring the Equal Employment Opportunity program. SacRT's

EEO Officer is Greg Walters. Contact information for the EEO Office is:

Greg Walters  
SacRT EEO Officer  
2811 O Street, Room 11  
Sacramento, CA 95812  
Phone: (279) 234-8377  
[gwalters@sacrt.com](mailto:gwalters@sacrt.com)

- The EEO Officer is supported in his responsibilities by staff from SacRT's Administration and Performance and Accountability Divisions and the Office of the SacRT General Manager/ CEO.
- The EEO Officer is responsible for addressing complaints of discrimination and implementing and monitoring the Equal Employment Opportunity program.

As part of its efforts to ensure equal employment opportunity to all individuals, SacRT has designated specific responsibilities to various staff to ensure the EEO program focuses on all components of the employment system. To that end, the General Manager/Chief Executive Officer, the EEO Officer, and those employed as supervisors and managers have undertaken the responsibilities described below.

#### General Manager/CEO

Primary responsibility and accountability rests with the General Manager/CEO who is primarily responsible, through the EEO Officer, for adherence to SacRT's policy of equal employment opportunity and affirmative action. The General Manager/CEO's responsibilities include, but are not limited to, the following:

- Designating the employee(s) who will be responsible for the oversight and administration of SacRT's EEO program. Ensuring that the employee(s) is identified in writing by name and job title.
- Ensuring the designated personnel responsible for implementing the EEO program components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
- Imparting a personal direction that ensures total involvement and commitment to equal employment opportunity programs through SacRT's.
- Participating in periodic discussions with management, supervision, and all other employed personnel to ensure the EEO program is being followed.

#### EEO Officer

The EEO Officer is responsible for developing, implementing and monitoring SacRT's EEO policies. The EEO Officer ensures that relevant policies and procedures are understood and implemented. The EEO Officer's responsibilities include, but are not

limited to, the following:

- Developing the EEO policy statement and a written EEO Program
- Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals.
- Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed.
- Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood.
- Concurring in the hiring and promotion process.
- In conjunction with the Human Resources Department, periodically reviewing employment practices, policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements.
- Reporting at least semiannually to the CEO/GM on each department's progress in relation to the agency's goals and on contractor and vendor compliance.
- Serving as liaison between the agency; Federal, state, county, and local governments; regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others.
- Maintaining awareness of current EEO laws and regulations and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials.
- Investigating complaints of EEO discrimination.
- Providing EEO training for employees and managers.
- In conjunction with the Human Resources Department, advising employees and applicants of SacRT-sponsored training programs and professional development opportunities that are available and the entrance requirements.
- Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date.

#### Directors, Managers, Administrators and Supervisors

Although the EEO Officer is primarily responsible for implementing SacRT's EEO program, all officials, managers, and supervisors are responsible for ensuring EEO and must not discriminate based on a protected class. All managers—from the supervisor of the smallest unit to General Manager/CEO—bear responsibility for ensuring that agency EEO program policies and programs are carried out. The Human Resources Director reviews the qualifications of all employees to ensure equitable opportunity, based on job-related employment practices, is provided to all for transfers and promotions. EEO responsibilities for all agency officials, supervisors and managers include, but are not limited to, the following:

- Participating actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives.
- Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed.
- In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program.
- Cooperating with the EEO Officer in review of information and investigation of complaints.
- Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).

### Responsibility of Every Employee

It is the responsibility and obligation of every SacRT employee to understand and strictly adhere to SacRT's EEO policies and procedures, and to conduct themselves in a professional, responsible, and non-discriminatory manner. Every employee involved in EEO complaint investigations (complainants, respondents, witnesses) must cooperate fully with the EEO office during the complaint investigation process. An employee who violates these policies and procedures may be subject to disciplinary action, up to and including termination from employment with SacRT.

## **CHAPTER 7: DISSEMINATION OF POLICY AND PROGRAM**

### Internal Policy Dissemination

- The SacRT EEO Policy is published and disseminated under the signature of the Sacramento Regional Transit District CEO/General Manager.
- SacRT's EEO Officer meets quarterly with executives, management, and supervisory personnel to discuss and seek input on the EEO program and its implementation.
- A printed copy of the EEO Policy is included in the new employee orientation and provided to all employees upon initial appointment. Employees sign to acknowledge receipt of the Policy and their participation in the requisite EEO training. SacRT's EEO Policy and discrimination and harassment complaint procedures are also presented and discussed during new employee orientation.
- SacRT conducts periodic EEO training for employees and supervisors.
- SacRT conducts EEO training for new supervisors and managers within 90 days of their appointment and EEO training for all supervisors and managers every 24 months per applicable California laws and regulations
- Printed copies of the EEO Policy are posted throughout the different SacRT work areas, as are posters addressing prevention and reporting of

discrimination and harassment, and State laws preventing discrimination and harassment.

- Non-discrimination and harassment prevention language is incorporated into all Labor Agreements covering SacRT employees.
- Non-discrimination language is included in all contracts for services provided to SacRT by individuals and organizations. The non-discrimination provisions also apply to subcontractors.

### External Policy Dissemination

- SacRT conducts outreach to, and advertises at, employment agencies, educational institutions, minority and women's organizations by introducing the SacRT EEO Officer, providing a copy of SacRT's EEO Policy Statement, and informing orally and in writing that "Sacramento Regional Transit District is an Equal Opportunity Employer".
- SacRT Job Opportunity bulletins are regularly sent to a variety of recruitment sources including newspapers, web recruiters, trade unions, transit associations, local and state governmental agencies, colleges and community-based organizations veterans' organizations, Spanish language publications. Announcements are also posted on the Regional Transit Careers/Job Opportunities page on the SacRT website, [www.sacrt.com](http://www.sacrt.com). All bulletins and announcements contain language referencing SacRT's status as an Equal Opportunity Employer.
- SacRT participates in job recruitment fairs, and Asian and African American community events and outreach, in and around the greater Sacramento Metropolitan labor market area.
- SacRT will periodically monitor the representation of covered veterans and persons with disabilities in its applicant pool to evaluate the effectiveness of its recruitment activities. Based on its findings, if appropriate, SacRT will undertake outreach and positive recruitment activities such as the following:
  - Initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations for protected veterans and individuals with disabilities. SacRT sends all external recruitments, which include the statement that SacRT is an EEO employer, to special interest agencies, such as: Crossroads Diversified Services, Sacramento Works - Veterans Resource Centers, and California Department of Rehabilitation and PRIDE Industries.
  - Provide information emphasizing job opportunities for protected veterans and individuals with disabilities to local educational institutions, public and private including the Los Rios Community College District, University of California Davis, and California State University, Sacramento.
  - Inform all recruiting sources, in writing and orally, of SacRT's EEO policy for protected veterans and individuals with disabilities.
  - List with the State Employment Development Department all suitable job openings.
  - Participate in "job fairs" targeting potential applicants who are veterans and persons with disabilities.

## **CHAPTER 8: IDENTIFICATION OF PROBLEM AREAS**

In addition to comparing incumbency to availability within job groups, SacRT has conducted studies to identify problem areas in each of its selection procedures (i.e., hires, promotions, and terminations). SacRT will continue to monitor and update these studies during each EEO program year. In each case where potential problem areas have been identified, affirmative actions, as appropriate, will be taken consistent with any of the action-oriented programs described in Chapter 9 of this EEO program.

## **CHAPTER 9: ASSESSMENT OF EMPLOYMENT PRACTICES**

### QUANTITATIVE ANALYSIS / ADVERSE IMPACT ANALYSIS

The adverse impact analysis for applicant vs. hires, promotions, discipline and terminations was conducted for each job group by ethnicity and gender for the calendar years 2019 and 2021. The adverse impact information is attached is for calendar year 2021. SacRT uses two standard deviation method to identify areas where there is potential for adverse impact by highlighting differences in the selection rates within each job group also being mindful that unequal group sizes may indicate problem areas where no adverse impact actually exists. The EEO office reviewed the adverse impact analysis (See Exhibit 5) for hires, promotions, discipline and terminations for calendar year 2021.

#### Applicants vs. Hired

There was no adverse impact in the new hire analysis for 2021.

Executives job group hired one female from 24 applicants, 13 of whom were female.

Managers job group hired four males and no females. There were 27 male applicants and 14 female applicants. Two hires were minorities and two were not. 26 of the 41 applications came from minority candidates.

Supervisors job group hired six males and one female. 101 of the 123 applications were from men. Five of the hires were minorities and 71 of the 117 applications were from minority candidates.

Professionals job group hired four females, three males, 60 of 195 applications came from female candidates. Four of the seven hires were minorities and the applications were split 50/50.

Paraprofessionals job group hired four females out of four. 35 of 43 applications came from females. One minority was hired out of four hires. There were 27 minority applications out of 42.

Technicians job group increased by five females out of six hires. 23 of 88 applications were female. There were three minority and three non-minority hires. 57 of 84 applicants came from minority candidates.

Administrative Support job group 16 females out of the 33 hires. Female application numbered 82 out of 121. 24 of 33 hires were minorities. 78 minorities applied out of 116.

Skilled Crafts job group hired zero females out of 11 hires. There were zero female application in 2021. It should be noted that the female availability in this job group is 2.6% of the population but it is still an area in which improvement is needed. Seven hires out of 11 were minorities.

Service job group hired 20 females out of 58 hires. 310 of the 704 applicants were female. This is the most significant underutilization category moving forward. 46 out of 58 hires were minorities.

### Promotions

There was no adverse impact in any of the promotion categories or job groups.

Overall, 17 out of 46 females were promoted. If you take out the skilled craft promotions because of so few females in that category, then half the promotions were female.

Thirty-two of the 46 promotions were minorities. Executive job group shows two white males promoted from a group of eight employees. Adverse impact was indicated for White, African American, Hispanic and Asian females however the utilization analysis shows no underutilization for women or minorities.

### Terminations

The only adverse impact was in the Technicians category. All five terminated employees were female. All of these terminations were voluntary, however.

Overall, 56 of the 156 terminations were female (Females make up 33% of our employees). 106 of 156 terminations were minorities. (Minorities make up 70% of our employees.)

Moving forward EEO will continue to monitor the termination rates by race and gender and how, if at all, our procedures impact termination rates.

### Discipline

The only area where potential adverse impact arose was in the Administrative Support job group where all five disciplinary actions involved females. SacRT will monitor this discipline category carefully.

## QUALITATIVE ANALYSIS:

### Recruitment and employment selection procedures

- Job Descriptions:

In accordance with SacRT's EEO program, SacRT develops job descriptions that are based on, and accurately reflect, the necessary job functions of the position to be filled. SacRT also ensures that job descriptions are consistent when the same position is used in multiple departments throughout the District (for example, Administrative Assistant I). SacRT only includes job-related criteria in its specifications, such as academic, experience, and other skill requirements necessary at the time of hiring. Job descriptions are made available to all management involved in the recruiting, screening, and selection process and copies of class specifications are available on SacRT's website.

- Job Advertisement and Recruitment Efforts:

Advertisements for SacRT job opportunities are posted at a variety of recruitment sources, including local job service offices as well as on SacRT's websites, in newspapers, with trade unions, transit associations, local and state government agencies, colleges, and community-based organizations and different locations throughout SacRT facilities. All advertisements include an Equal Employment Opportunity clause. SacRT participates in job fairs in and around the greater Sacramento labor market area.

- Hiring Standards/Methods of Selection:

All internal or external applicants must complete SacRT's standard application for employment on the online applicant tracking system NeoGOV. Minimum qualification screening is performed by trained professionals to determine whether an applicant has the minimum skills, required experience and/or education, and any other special requirements (e.g., licensing) listed for the position. Some job announcements also require responses to supplemental questions, which provides applicants an additional opportunity to demonstrate how they meet the minimum qualifications.

In 2022, SacRT will develop training for hiring managers in the selection and hiring process and how to exercise EEO principles and practices.

Supervisors and managers have received outside training on recognizing and eliminating bias and promoting and celebrating diversity in the workplace. SacRT's EEO Officer concurs with all hiring decisions.

- Physical and Mental Qualifications

SacRT ensures that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known protected veterans and employees and applicants with qualified disabilities. The EEO Office periodically reviews the physical and mental qualifications and requirements as they relate to employment, training and promotion to determine if they are job-related and consistent with business necessity and safe performance on the job. This process is consistent with the methodology specified in the Uniform Guidelines on Employee Selection Procedures, the Americans with Disabilities Act Amendments Act (ADAAA), and the EEOC's Technical Assistance Manual for the ADA.

In addition, any previously reviewed classification will be re-reviewed if there is a change in working conditions which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.).

- Reasonable Accommodation to Physical and Mental Limitations

SacRT makes every effort to provide reasonable accommodations for physical and mental limitations of applicants and employees with disabilities or who are disabled veterans provided the accommodation poses no threat or danger to the employee, other employees or the work environment; and provided the accommodation would not impose an undue hardship on the operations of the business.

SacRT will confidentially review performance issues of employees with known disabilities to determine whether a reasonable accommodation is needed when: 1) The employee is experiencing significant difficulty performing the essential functions of the job; and 2) it is reasonable to conclude that the problem is related to the known disability.

Employees may contact SacRT's Equal Employment Opportunity Office located at 2811 O Street, Room 11 or call (279) 234-8377; or contact SacRT's Human Resources Director to speak with the ADA Coordinator.

- Job Testing:

SacRT has contracted with outside vendors to provide objective personnel testing, scoring, and analysis. These vendors ensure that all tests developed for, and provided to, SacRT comply with all applicable state and federal laws for test development and validation. In developing tests for SacRT, vendors match the content of each test with the minimum work requirements for the position under recruitment. All of SacRT's current testing vendors have extensive experience in developing, providing, and analyzing tests for numerous public agencies.

No discriminatory barriers have been identified in SacRT's procedures for developing job descriptions or job testing, which are criteria based and without bias in regard to age, race, color, religion, national origin, disability, veteran status, or other protected characteristics. However, to address any potential discriminatory barriers in its job advertisement and recruitment process, SacRT is increasing its

outreach to minority, female, and community groups. SacRT is also refining its selection process by looking at ways to increase diversity on its hiring panels and requiring more in-depth justifications for hiring decisions to ensure selections are based solely on qualifications that align with the stated job criteria. In 2021, SacRT reviewed its current discipline policies and procedures related to recruitment and employment selection periodically and/or following any updates to the policies and procedures for any potential discriminatory barriers.

Seniority practices and provisions, upgrading and promotion procedures, transfer procedures, and formal and informal training programs

- Seniority:

Seniority is applied by SacRT as agreed to in collectively bargained labor agreements concerning SacRT employees. Generally, seniority commences on an employee's hiring date and a copy of a master list of seniority is made public. Seniority is not lost due to illness or vacation. In several labor agreements, seniority determines the order in which employees bid or sign up for work, as well as first preference for vacation time, and the order of any layoffs (or recalls).

- Promotions and Transfers:

SacRT has a written policy to grant promotions without regard to race, color, religion, national origin, sex, age, disabled condition(s), sexual orientation, veteran status, or any other non-job-related criteria. SacRT's Promotional Opportunities standard operating procedure further provides that a promotional opportunity requires executive management and General Manager/CEO approval. Once approved, the Human Resources Department will notify all employees within the affected "series classification" (positions within the same career path) of the promotional opportunity. Interested employees have at least ten business days to submit an application and any other required documentation. Applications are screened by Human Resources to determine if an applicant meets the minimum qualifications for the position. If there is one or more qualified candidate(s), the hiring authority must carefully consider each candidate via a department-level interview and provide written justification for the selection decision. If no employees qualify under these conditions, SacRT may post the position internally and externally. If there is a promotional into a "single classification" (no other positions within the same career path), SacRT will conduct a district wide recruitment process. If no employees qualify, SacRT may post the position internally and externally.

Eligible employees who are on vacation or other approved leaves of absence at the time of promotional postings may apply for the position within the first five business days after returning to work if a written examination has not been administered and interviews have not been arranged.

- Training and Counseling on Interview Techniques, Promotional Opportunities, and Leadership Training:

After interviews for a promotional or transfer opportunity, unsuccessful employees have the option to receive feedback and counseling on their interview to understand how they did and how they could improve. In the past SacRT had offered a three-day class on supervisory training. If needed, SacRT would consider offering that or other supervisory training which would be available to all employees.

- Training Programs and Impact on Promotional Opportunities and Efforts to Locate and Train Protected Classes:

SacRT provides financial assistance for formal education for all employees. The primary purpose of the program is for employees to obtain a degree (Associate or bachelor's or higher) to enhance knowledge, skills or abilities necessary in the performance of the job, or to obtain a career development objective within SacRT. A description of the program, as well as the required forms, are provided as part of orientation for new hires.

No barriers to employment have been identified in SacRT's seniority practice, training or financial assistance for education program, which all apply equally, or are available equally, to all SacRT employees. SacRT reviews its current discipline policies and procedures related to seniority, promotions, and employee training periodically and/or following any updates to the policies and procedures for any potential discriminatory barriers.

#### Procedures and practices regarding wages, salary levels, and other forms of compensation and benefits

- Compensation and benefits:

Compensation is based on a pay range that is the same for each like position and is increased in accordance with an employee's length of service. Placement on the pay range for new hires and promotions is set by labor agreements with SacRT's employees. SacRT provides a series of comprehensive health and welfare insurance coverages for every full-time employee and his or her eligible dependents. This includes medical insurance, dental insurance, life insurance, vision insurance, and disability insurance.

- Review of wage and salary structure for discrimination:

New positions, as well as any existing positions that have been referred, are reviewed by SacRT's job evaluation team (JET) in accordance with SacRT's standard operating procedure. JET consists of five to seven members appointed by the General Manager/CEO and helps determine the relative value of a new or existing classification based on job evaluation questionnaire, factors of the job, and a comparison to other positions at SacRT. This allows an appropriate pay range to be assigned commensurate with the principal duties and responsibilities of the position.

Additionally, salaried employees or their supervisor may request a job or classification study in accordance with SacRT's Job/Classification standard operating procedure. Job or classification studies include job questionnaires and desk audits to determine whether an individual is significantly performing duties that are not fully encompassed within their job description, and whether the job description should be modified or if a different or new classification should be created. The job and classification study ensures that applicants, employees, and management understand job duties, responsibilities, and qualifications for positions; it also ensures equal pay for equal work and provides valuable information in organizational planning and analysis, staff development, and performance management.

SacRT's compensation, benefits, and review of wage and salary structure policies and procedures appear to apply neutrally to all employees and no discriminatory barriers have been identified. SacRT reviews its current discipline policies and procedures related to compensation and wage and salary structure periodically and/or following any updates to the policies and procedures for any potential discriminatory barriers.

#### Disciplinary procedures and discharge and termination practices

- Disciplinary and termination practices:

The process for discipline is described in each of the labor agreements with SacRT's employees. Each agreement adheres to the general principles of progressive disciplinary action. The steps of progressive discipline corrective action include the following, each of which is documented: (1) written warning, (2) written reprimand (3) suspension from employment without pay (4) demotion (an option, not a required step), and (5) discharge from employment. Employees have an opportunity to respond in the event of potential discipline action, and the opportunity to appeal discipline through a complaint or grievance process. Some offenses are subject to immediate termination, such as unlawful discrimination, theft, or fraud.

No discriminatory barriers have been identified in SacRT's discipline and termination procedures but SacRT is looking into establishing exit interviews to understand the disparate number of involuntary terminations to determine if any barriers to employment exist. SacRT reviews its current discipline policies and procedures related to discipline, discharge and termination periodically and/or following any updates to the policies and procedures for any potential discriminatory barriers.

#### Assessment of the impact of external factors;

External factors that may have an impact on SacRT's workforce include awareness of employment opportunities at SacRT or how to apply for jobs at SacRT. To this end, SacRT is expanding its outreach through its EEO officer's community liaison efforts.

### Proposed program of remedial, affirmative actions to address problem areas

In addition to the outreach and selection improvement remedial efforts and periodic review of policies and procedures described above, SacRT implemented an online applicant tracking system in 2019 which improved the data collection and analysis of applicants and new hires. The EEO Officer will assess this data on a semi-annual basis to track SacRT's progress towards its EEO program goals and to identify any emerging disparate impact trends in SacRT's employment practices. This information will be shared with SacRT management and, as necessary, will be used to reevaluate current policies and procedures to help further SacRT's EEO program goals or respond to emerging disparate impact trends.

## **CHAPTER 10: MONITORING AND REPORTING PLAN**

### Procedures for Agency Monitoring:

SacRT will monitor its EEO program by evaluating data on applicants, new hires, promotions, transfers, discipline, and terminations on a semi-annual basis and by sharing its data and evaluation with the General Manager/CEO and management staff. SacRT will take any necessary corrective action regarding the development and execution of programs, goals, and timetables.

### Procedures for determining EEO compliance of subrecipients:

Paratransit, Inc, El Dorado Transit District and Yolo County Transportation District are SacRT's subrecipients. El Dorado and Yolo are subject to the abbreviated EEO Program requirements. Prior monitoring used to determine EEO compliance of subrecipients included:

1. Reviewing subrecipients EEO program for FTA triennial audits;
2. Identifying deficiencies for correction; and
3. Providing technical assistance as needed.

Updated monitoring procedures will now include periodic site visits to review subrecipient's EEO program for FTA compliance, including:

1. Written notification to subrecipient of scheduled site visits;
2. Written determination letter of deficiencies to be corrected;
3. On-going technical assistance as needed;
4. Annual site visits to ensure proper posting of subrecipient's EEO Policy Statement; and
5. Inspection of discrimination complaints and follow-up.

### Procedures for reviewing Union Contracts:

A review of current union contracts shows no evidence of disparate impact. Pay and benefit programs appear to be neutral. Salaries and salary increases are scheduled and based on time and grade.

The EEO Office will continue to monitor and review union contracts by consulting with SacRT's Labor Relations during any bargaining negotiations and whenever a change may occur in a collective bargaining agreement.

### Procedures for reviewing Complaints:

1. EEO maintains a log that documents every discrimination complaint. An internal database tracks the name of the complainant, basis of the complaint(s), the protected group, date of initial contact, date of resolution, the resolution reached, and the name of the investigator.
2. EEO maintains a secured file area to store all complaint files.

### Agency Reporting:

SacRT will maintain cumulative records on applicants, hires, transfers, promotions, trainings that foster promotion potential, and terminations. Such records provide current information needed to prepare yearly targets and to identify if SacRT's EEO program is working effectively to meet its goals.

SacRT's updated EEO program is due March 1, 2022 and thereafter to be updated and submitted to FTA every four years.

- EEO will continue monitoring and updating on an annual basis the organization utilization analysis and goals timetables.
- EEO will collect and assess data on employee training opportunities, promotions, terminations, and disciplinary actions to determine EEO compliance, and to identify remedial actions, if needed.
- EEO will publish internal reporting on a quarterly basis regarding SacRT's equal employment opportunity goals and objectives.
- EEO will review report results with all levels of management on a semi-annual or more frequently as needed basis.
- EEO will meet with GM/CEO quarterly or as needed to discuss EEO program effectiveness and recommendations for improved performance or corrective

actions regarding the development of programs in an ongoing effort to further SacRT's EEO goals and objectives.

### Self-Identification

SacRT attaches an Equal Opportunity Voluntary Survey to each employment application. The survey is the method SacRT's uses to obtain required EEO data needed to conduct required monitoring and reporting. The data collected is used for the following purposes:

1. Obtain applicant residency data to define SacRT's local labor area.
2. Determine if SacRT recruitment efforts are effective.
3. Identify the most effective referral sources.
4. Determine if applicant pools, at any stage in the selection process, are equal or greater to availability as presented in the EEO program.

Once an employment application is submitted, the survey is electronically detached and maintained in a separate confidential file to be used solely for EEO recordkeeping purposes. No employment decisions are made based on the data collected from the surveys. After an employee is hired, that employee has an additional opportunity during the new employee orientation to submit the survey. The standards set forth above still apply to the use and maintenance of these surveys.

Additionally, the EEO Office conducts a biennial EEO self-identification survey by sending a survey to each employee asking for voluntary updates of EEO related information.

### Action-Oriented Programs Related to Internal Audits and Reporting

- EEO Office considers new EEO laws, guidelines, regulations, and court decisions, to establish procedures and practices to meet EEO internal audit guidelines and reporting requirements. SacRT's Legal Department will periodically notify the EEO Officer of any laws, regulations, or cases that may affect SacRT's EEO policies or hiring goals.
- SacRT participates in community outreach by attending job fairs that are directed at minorities, females, persons with disabilities and covered veterans; placing recruitment advertising in media directed at minorities, females, persons with disabilities and covered veterans; and enriching SacRT's outreach program to local colleges and vocational school placement counselors.
- Prior SacRT practice included maintaining a current list of minority and female recruitment sources, providing written notification to minority and female recruitment sources and to community organizations to advertise new employment opportunities available.

- Current employment practices are under review to identify opportunities to improve established procedures and promote hiring of qualified minorities and women:
  1. SacRT will monitor effectiveness of recruitment and outreach efforts to community organizations, SacRT will maintain a record of the organization's responses;
  2. SacRT will re-evaluate internal trainee and apprentice programs for opportunities to include minorities and women;
  3. SacRT will participate in external trainee, mentor and recruitment programs that are directed at minorities and women, and relevant to RT employment needs.
  4. SacRT will audit SacRT employment processes for adverse impact;
  5. SacRT will evaluate its outreach and recruitment efforts for effectiveness by auditing applicant pools for diversity at all levels and for all positions;
  6. SacRT will evaluate internal training and promotional opportunities for adverse impact.

## **GLOSSARY OF TERMS**

### **ADVERSE IMPACT**

Applies to a business practice that is neutral in its application in that it is applied evenly to all applicants or employees, but which has the effect of disproportionately excluding or otherwise adversely affecting persons of a protected group. For example, a height requirement for a job might eliminate females and Asian males at a disproportionate rate.

### **AFFECTED CLASS**

Any group that continues to suffer the effects of past discriminatory practices. Affected class status must be determined by analysis or court decision.

### **AFFIRMATIVE RECRUITMENT**

Special recruitment efforts undertaken to assure that qualified protected class members are well represented in the applicant pools for positions from or in which they have been excluded or substantially underutilized. Such efforts may include contacting organizations and media with known protected class constituencies. Open job posting and advertising and "equal opportunity employer" statements necessary in many situations are matters of nondiscrimination rather than measures of affirmative recruitment.

### **AFRICAN AMERICAN/BLACK**

A person, not of Hispanic origin, who has origin in any of the black racial groups of Africa. Terms such as "Haitian" may be used in addition to "Black or African American."

### **AMERICAN INDIAN OR ALASKA NATIVE (NATIVE AMERICAN)**

All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural identification through tribal affiliation or community recognition. A person having origin in any of the original peoples of North America and who maintains tribal affiliation or community attachment.

### **ANNUAL PERCENTAGE GOAL**

For each underutilized job group the organization must have an annual percentage goal equal to the availability for the job group.

### **APPLICANT FLOW**

The number of applicants applying for a particular job over a given period, analyzed by protected class characteristics.

### **APPLICANT POOL**

All people who have applied for a particular job or group of jobs during a specific period, which become the collection of candidates from where the selection decision(s) for available positions may be made.

**ASIAN**

All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Indonesia, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Singapore, Thailand, and Vietnam.

**BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)**

A minimum qualification that is needed to be able to perform the duties of a particular job, which would otherwise be unlawful because of its discriminatory impact based on one's sex, religion, or national origin, etc. Examples are the requirement that an actor playing the part of a woman be a woman or that a minister of a particular religion be a member of that particular religion. The concept of BFOQ is interpreted very narrowly by both the EEOC and the federal courts. Age may be a BFOQ under the Age Discrimination Employment Act of 1967. Race is never a BFOQ.

**BUSINESS NECESSITY**

A legitimate business purpose that justifies an employment practice as valid and necessary for the effective achievement of the organization's objectives and the safe and efficient operation of the business.

**CAREER LADDER**

A series of related jobs in a promotional sequence generally starting with less difficult, lower paying jobs and progressing to more difficult, higher paying jobs. Often, the jobs at the "bottom" of the career ladder provide required training for movement up the ladder.

**CAUCASIAN/WHITE**

Persons (not of Hispanic origin) having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**CIVIL RIGHTS**

Personal rights guaranteed and protected by the Constitution (i.e., freedom of speech, press, freedom from discrimination).

**CLASS ACTION**

A civil action brought by one or more individuals on behalf of themselves and "all others similarly situated" (or equivalent language). The purpose of a class action is to secure a judicial remedy which not only eliminates a wrong committed against an individual and compensates him or her for the effects of that wrong, but which also provides such remedies for all others in a definable class who have suffered as a result of the same practice or practices. The technical legal requirements and definition of a class in federal court proceedings are contained in Rule 23(b) of the Federal Rules of Procedure.

**CODE OF FEDERAL REGULATIONS (CFR)**

The Code of Federal Regulations is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the federal government. The code is divided into 50 titles, which represent broad areas subject to federal regulation. For example, Title 41 CFR, Chapter 60 deals with the various Department of Labor EEO regulations and guidelines concerning federal government contractors.

### **COMPARABLE WORTH**

Payment of wages based on the value of the work performed taking into consideration such factors as education, training, skills, experience, effort, responsibility and working conditions, this issue is raised particularly in comparing salaries paid for occupations that are traditionally female to salaries paid for those that are traditionally male.

### **COMPLIANCE**

A situation in which an agency fully meets the requirements of laws, rules, and regulations and court cases that mandate nondiscrimination and affirmative action.

### **COMPLIANCE AGENCY**

Any local, state, or federal government agency that administers laws or regulations in the EEO field.

### **CONCENTRATION**

A higher representation of a particular group (e.g., Blacks, Hispanics, females, etc.) in a job category or department as compared to their representation in the relevant labor market.

### **DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING (DFEH)**

The California Department of Fair Employment and Housing (DFEH) is the largest state civil rights agency in the country. It was established by the Legislature in 1959 as the Division of Fair Employment Practices and was initially part of the Department of Industrial Relations.

In 1980, DFEH was established as an independent department charged with enforcing California's comprehensive employment, housing, public accommodations and public service non-discrimination laws, as well as California's bias-related hate violence law.

DFEH's statutory mandate is to protect the people of California from discrimination in employment, housing and public accommodations pursuant to the California Fair Employment and Housing Act, Government Code Section 12900, et seq., the Unruh Civil Rights Act, Civil Code Section 51, et seq., and the Ralph Civil Rights Act, Civil Code Section 51.7.

DFEH has jurisdiction over both private and public entities operating within the State of California, including corporate entities, private sector contracts granted by the State of California, and all State departments and local governments.

DFEH receives and investigates discrimination complaints in its twelve district offices throughout the State. Ten offices handle employment, public accommodations and hate violence cases and two offices handle housing cases. In addition, three legal offices that litigate cases and provide legal support to the district offices.

DFEH routinely provides technical assistance to employers, business establishments, and housing providers regarding their responsibilities under the law.

The Department is part of the State and Consumer Services Agency and is administered by a Director appointed by the Governor.

### **DIFFERENTIAL VALIDATION**

Validation of test at different score levels for different classes of people. This is not tantamount to "lowering standards" for one or more groups to favor them over others. Differential validation occurs only where lower test scores by one class actually do predict a level of job performance equivalent to that predicted by the higher scores of another class.

### **DISABLED INDIVIDUAL**

Any person who:

1. has a physical or mental impairment that substantially limits one or more major life activities;
2. has a record of such impairment; or
3. is regarded as having such an impairment.

The following are general definitions as to the meaning of disability:

- **Physical or Mental Impairment** means: 1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, muscular-skeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin, and endocrine, or 2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term 'physical or mental impairment' includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.
- **Major Life Activities** means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- **Has a Record of Such an Impairment** means has a history of a mental or physical impairment that substantially limits one or more life activities.
- **Is Regarded as Having an Impairment** means; 1) has a physical or mental impairment that does not substantially limit major life activities but that is treated by an agency as constituting such a limitation; 2) has a physical or mental impairment that

substantially limits major life activities only as a result of the attitudes of others toward such impairment; or 3) has none of the impairments defined above but is treated by an agency as having such an impairment.

- **Substantially Limits** means the degree the impairment affects employability. A handicapped individual that is likely to experience difficulty in securing, retaining, or advancing in employment will be considered substantially limited.

Note: California law has eliminated the word "substantially" in its definition of Disabled Individual.

### **DISABLED VETERAN**

Any veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.

### **DISCRIMINATION**

Any act, or failure to act, which has the purpose or effect of limiting, excluding, or denying a person employment opportunity because of race, color, creed, national origin, sex, age, or mental or physical disability.

### **DISPARATE IMPACT**

Applies to a business practice that is neutral in its application in that it is applied evenly to all applicants or employees, but which has the effect of disproportionately excluding

or otherwise adversely affecting persons of a protected group. For example, a height requirement for a job might eliminate females and Asian males at a disproportionate rate.

### **DISPARATE TREATMENT**

A theory or category of employment discrimination that is found when an employer treats a group or individual differently because of its race, color, religion, sex, national origin, disability, or veteran status. An intent to discriminate is a necessary element in this type of employment discrimination and can be shown by direct evidence or inferred through statistical, anecdotal, and/or comparative evidence.

### **EE0-4 REPORT**

The biennial report that state and local government employers must file with the EEOC regarding the sex and minority status of their work force by job category and salary intervals. Those required to file include A) all states, B) all other political jurisdictions that have 100 or more employees, and C) an annual sample (rotated each year) of those political jurisdictions which have 15-99 employees.

### **EIGHTY PERCENT RULE**

Method of determining adverse impact. Selection rates for any group that is less than 80% (four-fifths) of the rate for other groups is evidence of a violation of this rule.

## **EMPLOYEE**

Under Title VII of the Civil Rights Act of 1964, as amended:

"... an individual employed by an employer except that the term 'employee' shall not include any person elected to public office in any State or political subdivision of any State ... or any person chosen by such officer to be on such officer's personal staff, or an appointee on the policy making level or an immediate adviser with respect to the exercise of the constitutional or legal powers of the office. The exemption set forth in the preceding sentence shall not include employees subject to the civil service laws of a State Government, governmental agency, or political subdivision."

## **EMPLOYER**

Under Title VII of the Civil Rights Act of 1964, as amended:

"... a person engaged in an industry affecting commerce that has fifteen or more employees for each working day in each of twenty or more calendar weeks in the current or preceding calendar year." The US Government and its wholly owned corporations, Indian tribes, certain departments of the District of Columbia Government, and tax exempt, bona fide private membership clubs are excluded from the definition.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Where all personnel activities are conducted to assure equal access in all phases of the employment process. Employment decisions are based solely on the individual merit

and fitness of applicants and employees related to specific jobs, without regard to race, color, religion, sex, age, national origin, disability, marital status, or criminal record.

## **EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)**

The federal government agency mandated to enforce Title VII of the Civil Rights Act of 1964, as amended. The Commission has five members, each appointed to a five-year term by the President of the United States with the advice and consent of Congress. The Federal Commission on Equal Employment Opportunity has the power to bring suits, subpoena witnesses, issue guidelines that are enforceable by law, render decisions, provide legal assistance to complainants, etc., in regard to fair employment.

## **EQUAL PAY**

To provide equal pay for males and females performing the same or substantially similar jobs in the same establishment, (as required by the Equal Pay Act of 1963 for employers subject to the Fair Labor Standards Act) (e.g., in a department store a female salesperson in the lady's shoe department must receive pay equal to that of a male salesperson in the men's shoe department.)

## **ETHNIC GROUP**

A group identified based on religion, color, or national origin.

**EXECUTIVE ORDER**

A regulation by the President of the United States or the chief executive of a state that has the effect of law.

**GOALS**

Good faith, quantitative employment objectives that employers voluntarily set as the minimum progress they can make within a certain period (usually one year) to correct underutilization of protected classes in their work force.

**GOOD FAITH EFFORTS**

Those actions taken to achieve the objectives of the EEO program, which may include, but are not limited to, the establishment and conduct of processes to implement specific provisions of U.S. Department of Transportation circular.

**GUIDELINES**

Documents published by various compliance agencies for the purpose of clarifying provisions of a law or regulation and indicating how an agency will interpret its law or regulation.

**HARASSMENT**

Verbal, physical, visual, and other conduct that creates a hostile working environment and is directed towards persons based upon their protected status.

**HISPANIC/LATINO**

All persons of Cuban, Mexican, Puerto Rican, Central, or South American, or other Spanish culture or origin, regardless of race. The term "Spanish origin," can be used in addition to "Hispanic or Latino."

**JAAR (Job Area Acceptance Range)**

The acceptable range--either 20 percent above or below internal availability--for either females or minorities in a workforce sector.

**JOB ANALYSIS**

The systematic study of a job to provide information, which will enable those planning examinations or other selection devices to determine the knowledge, skills and abilities required for successful performance on the job.

**JOB CATEGORY**

A grouping or aggregation of job classifications for purposes of analysis or official reporting. Officials and Administrators, Professionals, Administrative Support, and Service Workers are examples of Job Categories.

**JOB GROUP**

One or a group of jobs having similar content (duties of the position and the technical expertise required to do the job), wage rates, and opportunities. Positions in job groups do not normally cross EE0-4 Categories.

**MINORITY**

For EEO official reporting purposes and for purposes of the work force analysis required in Revised Executive Order No. 4, the term "minority" includes Blacks/African Americans, Hispanics/Latinos, Alaskan Natives or American Indians, and Asians, Native Hawaiian or Other Pacific Islander, and Two or More Races (Multiple Race).

**NATIONAL ORIGIN**

The particular nation where a person was born, or where the person's parents or ancestors were born.

**NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER**

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**NUMERIC GOAL**

Even though numeric goals are not required, many times supervisors and managers request the "number" of protected group members that they are expected to hire in them respective areas.

**OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS (OFCCP)**

The branch of the US Department of Labor responsible for monitoring the compliance status of and resolving complaints against all employers having contracts with the Federal Government.

**ONE PERSON STANDARD**

Shortfall is the number of minorities or females below that which is expected (based upon availability).

**PARITY**

A condition achieved in an organization when the protected class composition of its work force is equal to that in the relevant available labor force.

**PLACEMENT**

Any employment decision made by the employer that has the effect of placing an individual in a position, training position, or any other position of opportunity in the company or institution.

**PRIMA FACIE**

A legal presumption that arises from a basic showing of facts, which will control a decision unless explicitly proved untrue. In the EEO area, statistics of underutilization have been sufficient to make a prima facie case for discrimination. It is then the responsibility of the employer to justify those statistics.

**PROTECTED CLASSES**

Groups identified in Executive Order 6 (minorities, females, disabled persons, and Veterans) that are specifically protected against employment discrimination. In California, the list is long and frequently-changing. Check the DFEH website for the most recent list.

### **QUOTAS**

In employment law, court ordered or approved hiring and/or promoting of specified numbers or ratios of minorities or females in positions from which a court has found they have been excluded because of unlawful discrimination. Quotas are not the same as goals and timetables.

### **REASONABLE ACCOMMODATION**

The changing of environment, schedules, or requirements to adapt to the known physical or mental limitations of a qualified, disabled applicant or employee. There are three (3) categories of reasonable accommodations:

1. Modifications or adjustments to a job application process to permit an individual with
  - a disability to be considered for a job (such as providing application forms in alternative formats like large print or Braille);
2. Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (such as providing sign language interpreters); and
3. Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (e.g., removing physical barriers in an office cafeteria).

### **RELEVANT WORK FORCE**

All individuals who are qualified to perform a particular job and who would accept employment in a particular geographic location.

### **RETALIATION**

Any adverse personnel action taken against a person because the employee has filed a complaint or participated in an investigation.

### **SELECTION PROCESS**

Any measure, combination of measures, or procedure used as a basis for any employment decision; commonly consists of minimum qualifications, test(s), employment interview, and probationary period.

### **SELECTIVE CERTIFICATION**

The process of certifying the names of persons on an eligible list based on their possession of specific qualifying criteria (e.g. by sex).

### **SELF-IDENTIFICATION**

The process of establishing racial/ethnic identity. The descriptions do not denote scientific definitions of anthropological origins; the categories used are those set forth in federal regulations. For the purposes of EEO data collection, an individual may be

included in the group(s) in which he or she appears to belong, identifies with, or is regarded in the community as belonging.

### **SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is either an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct is used as a basis for an employment affecting the person rejecting or submitting to the conduct; or
3. The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile, or offensive work environment.

### **SEXUAL ORIENTATION**

A private preference of an individual protected by Executive Order No. 28 for heterosexuality, homosexuality or bisexuality; or a history of such a preference; or an identification with having such a preference.

### **STANDARD DEVIATION**

One of the most useful and widely used formulas for measuring degrees of dispersion.

### **STANDARD METROPOLITAN STATISTICAL AREA (SMSA)**

A statistical standard developed for use by federal agencies in the production, analysis, and publication of data on metropolitan areas. Each SMSA has one or more central counties containing the area's main population concentration and may include outlying counties that have close economic and social relationships with the central counties.

### **SYSTEMIC DISCRIMINATION**

A pattern of discrimination throughout a place of employment (or program) that is a result of pervasive, interrelated actions, policies, or procedures.

### **TIMETABLE**

A specified timeframe required in all affirmative action plans, which designates when an employer believes the established numerical employment goals can be achieved.

### **TWO STANDARD DEVIATION METHOD**

Indicates an underutilization in any job group in which the difference between the expected number of minorities or females and actual number in the group is greater than two standard deviations.

### **UNDERUTILIZATION**

A condition where there are fewer minorities and/or females in a particular job category or department than would reasonably be expected based on their availability.

### **UNITED STATES COMMISSION ON CIVIL RIGHTS**

An independent, bipartisan agency established by Congress in 1957 and directed to:

- (a) Investigate. complaints alleging that citizens are being deprived of their right to vote because of their race, color, religion, sex, age, handicap, or national origin, or due to fraudulent practices.
- (b) Study and collect information concerning legal developments constituting discrimination or a denial of equal protection of the laws under the Constitution because of race, color, religion, sex, age, handicap, or national origin, or in the administration of justice.
- (c) Appraise Federal laws and policies with respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, age, handicap or national origin, or in the administration of justice.
- (d) Serve as a national clearinghouse for information in respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, age, handicap, or national origin.
- (e) Submit reports, findings, and recommendations to the President and Congress.

### **VALIDATION**

The process by which employee selection devices are demonstrated empirically to be predictive of job performance. Under EEOC Guidelines, tests or other selection devices that screen out minorities or females at a greater rate than others must be validated according to procedures that meet the published standards of the American Psychological Association.

### **VETERAN**

A veteran, as defined by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, ("VEVRAA"), 38 U.S.C. Section 4212(d), includes: (1) Disabled veterans;

(2) Other protected veterans (veterans who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded);

(3) Armed Forces service medal veterans (veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985); and

(4) Recently separated veterans (veterans within 36 months from discharge or release from active duty).

### **WORK FORCE ANALYSIS**

A statistical analysis of the numbers and percentages of all employees of a specific employer by race, or ethnic origin, sex, Veteran, and/or disability status by job category and level.

Exhibits 1 through 4 have  
been omitted for  
confidentiality  
reasons but are available  
to the Board members upon  
request.

**Exhibit 5: Four-Fifths Adverse Impact Analysis by Job Category Hires**

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Number Applied	36	28	8	16	2	-	7	2	12	4	6	2	1	-	-	4
Total Hires	4	1	2	-	-	-	1	1	1	-	-	-	-	-	-	-
Selection Rate	11.1%	3.6%	25.0%	0.0%	0.0%	N/A	14.3%	50.0%	8.3%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	32.1%	50.0%	0.0%	0.0%	N/A	28.6%	100.0%	16.7%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	Yes	N/A	Yes	No	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes
<b>1- Supervisors</b>																
Number Applied	95	22	39	8	2	-	15	12	21	2	15	-	-	-	3	-
Total Hires	6	1	2	-	1	-	3	1	-	-	-	-	-	-	-	-
Selection Rate	6.3%	4.5%	5.1%	0.0%	N/A	N/A	20.0%	8.3%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	72.0%	25.6%	0.0%	N/A	N/A	100.0%	41.7%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	No	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes	N/A
<b>2 - Professionals</b>																
Number Applied	127	58	67	24	2	1	6	10	12	3	31	18	1	-	8	2
Total Hires	3	4	3	-	-	-	-	2	-	-	-	2	-	-	-	-
Selection Rate	2.4%	6.9%	4.5%	0.0%	N/A	N/A	0.0%	20.0%	0.0%	N/A	0.0%	11.1%	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	34.3%	100.0%	22.4%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	N/A	0.0%	55.6%	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	No	Yes	N/A	Yes	Yes	N/A	N/A	Yes	N/A
<b>3- Paraprofessionals</b>																
Number Applied	8	32	1	12	-	2	1	5	4	7	2	5	-	-	-	1
Total Hires	-	4	-	3	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	0.0%	12.5%	0.0%	25.0%	N/A	0.0%	0.0%	0.0%	0.0%	14.3%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	NA	100.0%	0.0%	100.0%	N/A	0.0%	0.0%	0.0%	0.0%	57.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes
<b>3- Technicians</b>																
Number Applied	63	22	20	7	3	-	9	4	11	3	14	4	3	1	3	3
Total Hires	1	5	1	2	-	-	-	-	-	2	-	1	-	-	-	-
Selection Rate	1.6%	22.7%	5.0%	28.6%	0.0%	N/A	0.0%	0.0%	0.0%	66.7%	0.0%	25.0%	0.0%	N/A	0.0%	0.0%
Ratio to Highest Rate	7.0%	100.0%	7.5%	42.9%	0.0%	N/A	0.0%	0.0%	0.0%	100.0%	0.0%	37.5%	0.0%	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	Yes	N/A	Yes	Yes	Yes	No	Yes	Yes	Yes	N/A	Yes	Yes
<b>6 - Administrative Support</b>																
Number Applied	25	68	9	22	-	-	6	19	4	17	5	3	1	2	-	5
Total Hires	17	16	6	3	-	-	6	5	2	4	3	1	-	-	-	3
Selection Rate	68.0%	23.5%	66.7%	13.6%	N/A	N/A	100.0%	26.3%	50.0%	23.5%	60.0%	33.3%	N/A	0.0%	N/A	60.0%
Ratio to Highest Rate	100.0%	34.6%	66.7%	13.6%	N/A	N/A	100.0%	26.3%	50.0%	23.5%	60.0%	33.3%	N/A	0.0%	N/A	60.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	Yes	Yes	N/A	Yes	N/A	Yes
<b>7 - Skilled Craft</b>																
Number Applied	50	-	17	-	-	-	2	-	14	-	11	-	1	-	5	-
Total Hires	11	-	4	-	-	-	1	-	3	-	3	-	-	-	-	-
Selection Rate	22.0%	N/A	23.5%	N/A	N/A	N/A	50.0%	N/A	21.4%	N/A	27.3%	N/A	0.0%	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	N/A	47.1%	N/A	N/A	N/A	100.0%	N/A	42.9%	N/A	54.5%	N/A	0.0%	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	No	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A
<b>8 -Service-Maintenance</b>																
Number Applied	382	286	71	48	4	4	123	149	58	38	78	6	21	3	27	38
Total Hires	38	20	9	3	-	-	13	10	3	5	10	1	2	-	1	1
Selection Rate	9.9%	7.0%	12.7%	6.3%	N/A	N/A	10.6%	6.7%	5.2%	13.2%	12.8%	N/A	9.5%	N/A	3.7%	2.6%
Ratio to Highest Rate	100.0%	70.3%	96.3%	47.5%	N/A	N/A	80.3%	51.0%	39.3%	100.0%	97.4%	N/A	72.4%	N/A	28.1%	20.0%

**Four-Fifths Adverse Impact Analysis by Job Category  
Hires**

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	No	Yes	Yes	No	No	N/A	Yes	N/A	Yes	Yes

Notes:

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	39	22	18	8	3	-	10	10	5	1	2	-	-	-	1	3
Total Hires	5	6	3	2	-	-	1	3	1	1	-	-	-	-	-	-
Selection Rate	12.8%	27.3%	16.7%	25.0%	0.0%	N/A	10.0%	30.0%	20.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	99	13	34	6	-	-	28	6	23	-	8	-	1	1	5	-
Total Hires	5	2	3	1	-	-	1	1	1	-	-	-	-	-	-	-
Selection Rate	5.1%	15.4%	8.8%	16.7%	N/A	N/A	3.6%	16.7%	4.3%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A

Notes:

**Exhibit 5: Four-Fifths Adverse Impact Analysis by Job Category Promotions**

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Number Applied	30	25	16	16			2	2	3	5	5	2	1		3	
Total Promotions	3	5	3	2				1		1		1				
Selection Rate	10.0%	20.0%	18.8%	12.5%	N/A	N/A	0.0%	50.0%	0.0%	20.0%	0.0%	50.0%	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	50.0%	100.0%	37.5%	25.0%	N/A	N/A	0.0%	100.0%	0.0%	40.0%	0.0%	100.0%	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	Yes	No	N/A	N/A	Yes	N/A
<b>1- Supervisors</b>																
Number Applied	85	20	43	9	3		17	6	13	3	5	2			4	
Total Promotions	5	2	2	1			2	1	1							
Selection Rate	5.9%	10.0%	4.7%	11.1%	0.0%	N/A	11.8%	16.7%	7.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	58.8%	100.0%	27.9%	66.7%	0.0%	N/A	70.6%	100.0%	46.2%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	Yes	N/A	Yes	No	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A
<b>2 - Professionals</b>																
Number Applied	7	19	5	4			1	7			7				1	1
Total Promotions	1	1						1							1	
Selection Rate	14.3%	5.3%	0.0%	0.0%	N/A	N/A	0.0%	14.3%	N/A	N/A	N/A	0.0%	N/A	N/A	100.0%	0.0%
Ratio to Highest Rate	100.0%	36.8%	0.0%	0.0%	N/A	N/A	0.0%	14.3%	N/A	N/A	N/A	0.0%	N/A	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes	N/A	N/A	N/A	Yes	N/A	N/A	No	Yes
<b>3- Paraprofessionals</b>																
Number Applied	4	10	2	7					1	2	1	1				
Total Promotions	-	-														
Selection Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	NA	NA	#DIV/0!	#DIV/0!	N/A	N/A	N/A	N/A	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	#DIV/0!	#DIV/0!	N/A	N/A	N/A	N/A	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	N/A	N/A	N/A	N/A
<b>3- Technicians</b>																
Number Applied	18	25	11	12			1	3	3	4	3	6				
Total Promotions	1	2		2					1							
Selection Rate	5.6%	8.0%	0.0%	16.7%	N/A	N/A	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	69.4%	100.0%	0.0%	50.0%	N/A	N/A	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	No	Yes	Yes	Yes	N/A	N/A	N/A	N/A
<b>6 - Administrative Support</b>																
Number Applied	63	85	26	24	1	1	21	22	8	16	5	9		2	2	11
Total Promotions	2	1	1					1	1							
Selection Rate	3.2%	1.2%	3.8%	0.0%	N/A	N/A	0.0%	4.5%	12.5%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	37.1%	30.8%	0.0%	N/A	N/A	0.0%	36.4%	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes	No	Yes	Yes	Yes	N/A	N/A	N/A	Yes
<b>7 - Skilled Craft</b>																
Number Applied	143	4	54				15	2	35		31	1	1		7	1
Total Promotions	10	-	2				2		4		2					
Selection Rate	7.0%	0.0%	3.7%	N/A	N/A	N/A	13.3%	N/A	11.4%	N/A	6.5%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	27.8%	N/A	N/A	N/A	100.0%	N/A	85.7%	N/A	48.4%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	N/A	No	N/A	Yes	N/A	N/A	N/A	Yes	N/A
<b>8 -Service-Maintenance</b>																
Number Applied	578	271	145	45	6	4	187	149	98	44	91	8	26	4	25	17
Total Promotions	29	17	9	5			6	8	4	1	7				3	3
Selection Rate	5.0%	6.3%	6.2%	11.1%	N/A	N/A	3.2%	5.4%	4.1%	2.3%	7.7%	N/A	0.0%	N/A	12.0%	17.6%
Ratio to Highest Rate	80.0%	100.0%	35.2%	63.0%	N/A	N/A	18.2%	30.4%	23.1%	12.9%	43.6%	N/A	0.0%	N/A	68.0%	100.0%

**Four-Fifths Adverse Impact Analysis by Job Category Promotions**

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	N/A	Yes	N/A	Yes	No

Notes:

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	928	459	302	117	10	5	244	191	161	74	141	36	28	6	42	30
Total Promotions	4	-	1	-	-	-	1	-	1	-	-	-	-	-	1	-
Selection Rate	0.4%	0.0%	0.3%	0.0%	N/A	N/A	0.4%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	N/A	2.4%	0.0%
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	928	459	302	117	10	5	244	191	161	74	141	36	28	6	42	30
Total Promotions	1	1	1	-	-	-	-	-	-	-	-	1	-	-	-	-
Selection Rate	0.1%	0.2%	0.3%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	2.8%	0.0%	N/A	0.0%	0.0%

Notes:

**Exhibit 5: Four-Fifths Adverse Impact Analysis by Job Category Terminations**

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Total Workforce	30	25	16	16			2	2	3	5	5	2	1		3	
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	No	N/A
<b>1- Supervisors</b>																
Total Workforce	85	20	43	9	3		17	6	13	3	5	2			4	
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	No	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
<b>2 - Professionals</b>																
Total Workforce	7	19	5	4			1	7				7			1	1
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	0.0%	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	N/A	N/A	N/A	No	N/A	N/A	No	No
<b>3- Paraprofessionals</b>																
Total Workforce	4	10	2	7					1	2	1	1				
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A

**Four-Fifths Adverse Impact Analysis by Job Category  
Terminations**

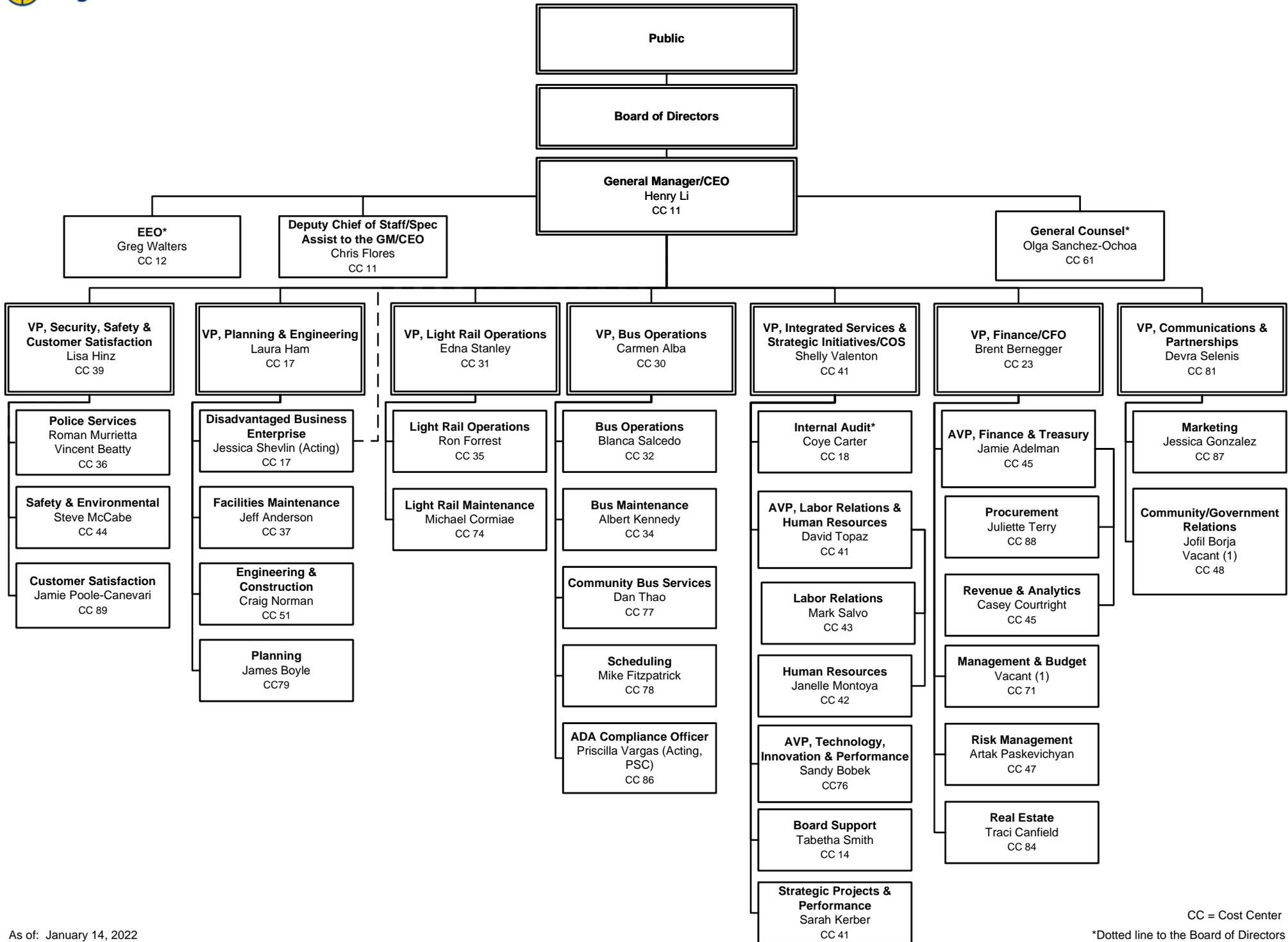
Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>3- Technicians</b>																
Total Workforce	18	25	11	12			1	3	3	4	3	6				
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	N/A	N/A
<b>6 - Administrative Support</b>																
Total Workforce	63	85	26	24	1	1	21	22	8	16	5	9		2	2	11
Total Involuntary Terminations	-	2					-	2	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	2.4%	0.0%	0.0%	N/A	N/A	0.0%	9.1%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	0.0%	100.0%	100.0%	N/A	N/A	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	N/A	No
<b>7 - Skilled Craft</b>																
Total Workforce	143	4	54				15	2	35		31	1	1		7	1
Total Involuntary Terminations	1	-					-	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	0.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	2.9%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	N/A	No	N/A	N/A	N/A	No	N/A
<b>8 -Service-Maintenance</b>																
Total Workforce	578	271	145	45	6	4	187	149	98	44	91	8	26	4	25	17
Total Involuntary Terminations	5	5	1				2	4	2	1	-	-	-	-	-	-
Involuntary Termination Rate	0.9%	1.8%	0.7%	0.0%	N/A	N/A	1.1%	2.7%	2.0%	2.3%	0.0%	N/A	0.0%	N/A	0.0%	0.0%
Ratio to Lowest Rate	100.0%	46.9%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	100.0%	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	No	N/A	No	No

Notes:

Exhibit 5: Four-Fifths Adverse Impact Analysis by Job Category Disciplines

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>2 - Professionals</b>																
Total Workforce	85	20	43	9	3		17	6	13	3	5	2			4	
<b>Total Disciplines</b>	1	1	1		-		-	1	-	-	-	-	-	-	-	-
Discipline Rate	1.2%	5.0%	2.3%	0.0%	0.0%	N/A	0.0%	16.7%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	23.5%	0.0%	100.0%	100.0%	N/A	100.0%	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	No	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
<b>6 - Administrative Support</b>																
Total Workforce	63	85	26	24	1	1	21	22	8	16	5	9		2	2	11
<b>Total Disciplines</b>	9	8	3	2	-	-	5	4	-	-	-	-	-	-	1	2
Discipline Rate	14.3%	9.4%	11.5%	8.3%	N/A	N/A	23.8%	18.2%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	18.2%
Ratio to Lowest Rate	65.9%	100.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	No	No	No	No	N/A	N/A	N/A	No
<b>7 - Skilled Craft</b>																
Total Workforce	143	4	54				15	2	35		31	1	1		7	1
<b>Total Disciplines</b>	15	-	4		-		-	-	6		2	-	1		2	-
Discipline Rate	10.5%	0.0%	7.4%	N/A	N/A	N/A	0.0%	N/A	17.1%	N/A	6.5%	N/A	N/A	N/A	28.6%	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	No	N/A	No	N/A	N/A	N/A	Yes	N/A
<b>8 - Service-Maintenance</b>																
Total Workforce	578	271	145	45	6	4	187	149	98	44	91	8	26	4	25	17
<b>Total Disciplines</b>	27	15	9	3	-	-	9	9	6	2	2	-	1	-	-	1
Discipline Rate	4.7%	5.5%	6.2%	6.7%	N/A	N/A	4.8%	6.0%	6.1%	4.5%	2.2%	N/A	3.8%	N/A	0.0%	5.9%
Ratio to Lowest Rate	100.0%	84.4%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	0.0%	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	No	N/A	No	No

### Exhibit 6: Sacramento Regional Transit District Organization Chart



## Exhibit 7: Goals and Timetables

### Managers

<b>Hispanic Availability 17% - SacRT Utilization 11.9%</b>		<b>Increase: 4</b>
One year goal – 17% of hires are Hispanic	2 Yr. Goal 17% +3	3 - 4-year goal +1

<b>Asian Availability 14.2% - SacRT Utilization 9.5%</b>		<b>Increase: 2</b>
1 year goal 14% of all hires	2 year goal 14% + 1 hire	3 -4 year goal +1

### Supervisors

<b>Female Availability 24.7% - SacRT Utilization 20%</b>		<b>Increase: 5</b>
1 year goal 24.7% of hires	2 year goal 24.7% +4	3-4 year goal +1

<b>Native Hawaiian/Pacific Islander Availability 1.6% - SacRT Utilization 0</b>		<b>Increase: 1</b>
<b>Increase: 2</b>		
1.6% of hires; min of 1	2-4 year goals: Maintain 1.6% Utilization Rate	

<b>Hispanics Availability 18.5% - SacRT Utilization 14.7%</b>		<b>Increase: 4</b>
1 year goal 18.5% of hires	2 -4 year goal 18.5% +4	

<b>Asian Availability 11.3% - SacRT Utilization 9.5%</b>		<b>Increase: 2</b>
1 year goal 11.3% of hires	2 year goal 11.3% +1	3-4 year goal +1

### Professionals

<b>Hispanics Availability 16.2% - SacRT Utilization 0</b>		<b>Increase: 4</b>
1 year goal 16.2% of hires	2 - 4 year goal Maintain 16.2% + 4	

### Administrative Support

<b>Female Availability 67.1% - SacRT Utilization 64.4%</b>		<b>Increase: 2</b>
1 year goal 67.1% of hires	2-4 year goal +2	

## Skilled Labor/Crafts

<b>Females Availability 2.6% - SacRT Utilization 2.2%</b>				<b>Increase: 2</b>
1 year goal 2.6% of hires min of 1	2-4 year goal +1			

## Service and Maintenance

<b>All Female Availability 45.2% - SacRT Utilization 32.3%</b>				<b>Increase: 96</b>
1 year goal 45.2% of hires	2 year goal 45.2% + 36	3 year goal +30	4 year goal +30	

## All categories

### Veterans

<b>Federal Guidelines (2022) 5.7% - SacRT Utilization 4.75%</b>				<b>Increase: 18</b>
1 year goal 5.7% of hires	2-4 year goal +18			

In 2021, SacRT hired 6.11% veterans beating the 5.7% federal guideline. SacRT hired 8.4% veterans beating the 7% guideline. Overall, SacRT has a workforce of 4.3% veterans and 4.75% persons willing to identify as disabled. We will continue our outreach and efforts to meet the federally established goals.

### Disabled

<b>Federal Guidelines (2022) 7% - SacRT Utilization 4.3%</b>				<b>Increase: 12</b>
1 year goal 7% of hires	2-4 year goal +12			

## Exhibit 8: SACRAMENTO REGIONAL TRANSIT DISTRICT

### Harassment, Discrimination and Retaliation Prevention Policy

#### SacRT Philosophy

SacRT is committed to providing:

- A respectful and supportive work environment for all employees
- A diverse and representative workplace that mirrors the region we serve
- A workplace where employees are treated fairly, equitably, and non-judgmentally
- A workplace free from discrimination, harassment and retaliation
- A workplace where supervisors/managers take responsibility for modeling appropriate behavior and assuring respectful behavior towards others.

This Harassment, Discrimination and Retaliation Prevention Policy is designed to achieve these goals and ensure that SacRT provides a respectful, professional, and productive workplace that fosters an environment where all employees may achieve their full potential while providing superior quality service to our customers.

#### Policy

SacRT takes its equal employment opportunity obligations seriously and is committed to providing a workplace free of harassment, discrimination and retaliation for filing a complaint or for requesting a reasonable accommodation. It is also SacRT's policy and practice to assure equal employment opportunity in all personnel transactions, including recruitment, selection, promotions, discipline, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment.

In addition, SacRT is committed to making reasonable accommodations for qualified individuals with disabilities and for religious practices of applicants and employees where the accommodation will not create an undue hardship. Every SacRT employee is expected to conduct him or herself in a civil and non-discriminatory manner when interacting with fellow employees in the workplace or while conducting SacRT business. Workplace discrimination will not be tolerated. Employees engaging in such conduct will be subject to corrective or disciplinary action up to and including termination from employment and in some instances may be found civilly liable in state or federal court. SacRT will also take appropriate remedial actions against third parties (including vendors, contractors, consultants, and customers) found to have acted in violation of this policy.

## Discrimination

Workplace discrimination is prohibited by SacRT Policy and under both state and federal law. The California Fair Employment and Housing Act prohibits workplace discrimination on the basis of a person's protected status, including race, religion (including religious dress and grooming practices), color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical disability, mental disability, medical condition, genetic information, family and medical care leave, marital status, registered domestic partner status, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), age, or sexual orientation, gender, gender-identity, gender expression, or military or veteran status.

Federal law also prohibits workplace discrimination based on a person's protected status, including race, color, religion, sex (including pregnancy, childbirth and related medical conditions; gender identity; and sexual orientation), disability, age, and national origin, genetic information (such as results of genetic testing or family information), military or veteran status and retaliation.

If and to the extent state or federal law is modified in the future to include additional protected categories, this policy will be deemed to apply to those categories as well.

It is illegal to discriminate on the basis of a person's protected status in any employment action, including: hiring and firing; compensation, assignment, classification of employees; transfer, promotion, discipline, layoff, or recall; job advertisements; recruitment; testing; use of SacRT facilities; training; fringe benefits; pay, retirement plans, disability leave; or other terms and conditions of employment. It is also illegal to discriminate based on the perception that a person has a protected characteristic or is associated with a person who has or is perceived as having any of those characteristics.

For purposes of this Policy, "discrimination" means any action or inaction, whether intentional or unintentional, that results in disparate treatment of an employee or applicant, or perpetuates the effects of prior discrimination, based on a protected status.

## Workplace Harassment

Employee conduct that may create a hostile work environment is not tolerated by SacRT. Conduct that has the purpose or effect of: (1) unreasonably interfering with an individual's work performance; (2) creating an intimidating, hostile, threatening, or offensive working environment; or (3) adversely affecting the employee's performance, evaluation, assignment duties, or any other condition of employment or career development, and is based upon a protected status or characteristic is prohibited. This harassment policy extends to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

A hostile work environment claim can arise out of conduct directed at any protected status/characteristic, including race, religion (including religious dress and grooming practices), color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical disability, mental disability, medical condition, genetic information, family and medical

care leave, marital status, registered domestic partner status, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), age, or sexual orientation, gender, gender-identity, gender expression, or military or veteran status.

Prohibited harassment can include, but is not limited to, the following behavior:

- Verbal or electronic communication of epithets, derogatory jokes or comments, or slurs
- Visual displays of derogatory or sexually oriented posters, photography, cartoons, drawings, or gestures
- Physical conduct, including assault, unwanted touching, intentionally blocking normal movements or interfering with work because of any protected basis.
- Retaliation for reporting or threatening to report harassment

### Sexual Harassment

Sexual harassment is a specific type of harassment that is sexual in nature and/or is gender-based. Sexual harassment can be directed towards males or females by either gender. Sexual harassment does not have to be motivated or based upon sexual desire. Sexual harassment is in violation of federal and state law and is prohibited by this Policy.

Sexual harassment exists when: (1) submission to the conduct is either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the conduct is used as a basis for an employment decision affecting such individual; or (3) the conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile, or offensive.

Conduct that occurs outside the workplace can form the basis of a sexual harassment complaint, if the conduct affects the work environment in any of the three ways set out above.

Examples of sexual harassment include, but are not limited to the following:

- Off-color, sexually suggestive, sexist or risqué e-mails, stories, jokes, items, songs, personal accounts, or pictures;
- Questions others about personal matters, including the existence or details of relationships with spouses, partners, or lovers, sexual preferences or history;
- Physical touching including rubbing, hugging, stroking, kissing or grabbing any part of someone else's body or personal items on their body without their consent;
- Sexual advances, requests for sexual favors, comments containing sexual language or references with sexual innuendo or implication or obscene gestures.

## Responsibilities of Supervisors and Management

Because of their positions of authority, all supervisory and managerial personnel have a responsibility to: (1) set a positive example for employees; (2) ensure that all employees are familiar with and are following the standards of conduct set forth in this Policy; and (3) foster an environment of cooperation and open communication, such that employees feel free to report conduct in violation of this Policy.

SacRT will evaluate the performance of SacRT managers and supervisors in implementing this Policy in the same way their performance is assessed regarding other job-related factors. Supervisory and managerial personnel are also reminded that their conduct outside of work with subordinate employees may impact their employment, where it may affect their ability to perform their job responsibilities with SacRT.

Each supervisor shares responsibility to ensure that the work environment is free of prohibited workplace discrimination and harassment. If an employee alleges to a supervisor or management representative that unlawful discrimination or harassment has occurred, it is the supervisor's or management representative's responsibility to take immediate action by reporting the allegation to SacRT's EEO Officer or the General Manager/CEO (GM/CEO).

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## **Reporting Harassment or Discrimination Resulting in a Hostile Work Environment**

Any person who feels he or she is being subjected to hostile work environment harassment or discrimination has the right to object to such behavior and should immediately report such conduct to SacRT's EEO Officer, unless the EEO Office is the source of the complaint. In such cases, the complaint should be filed with SacRT's General Manager/CEO. Employees are encouraged to report potential violations of this Policy as soon as possible, so that SacRT can take the appropriate steps to investigate and remedy the situation.

An employee may also file a formal complaint with the appropriate outside agency or pursue other legal recourse. Employees should be aware that under federal law, a discrimination complaint must be filed with the Equal Employment Opportunity Commission (1-800-669-4000, [www.eeoc.gov](http://www.eeoc.gov)) within 180 days of the unlawful conduct (unless a state complaint has been filed, in which case the complaint must be filed within 300 days) and that a state complaint must be filed with the California Department of Fair Employment and Housing (1-800-884-1684, TTY 1-800-700-2320, or at [www.dfeh.ca.gov](http://www.dfeh.ca.gov)) within three years of the unlawful conduct.

## Filing and Investigation of Complaints

For all complaints of unlawful workplace discrimination or harassment, SacRT will conduct a fair, timely, and thorough investigation that provides appropriate due process for affected parties and reaches reasonable conclusions based on the evidence collected. Every investigation will be handled discreetly and reasonable efforts will be made to keep the complaint, the investigation, and the findings confidential and to complete and close the investigation in a timely manner. SacRT will document and track all investigations. SacRT will protect individuals who file a complaint or participate in an investigation from retaliation. Employees have an obligation to participate in the investigation process once a complaint has been filed in accordance with Standard Operating Procedure GM-SOP-003-2020.

Employees who fail to cooperate as required may be subject to disciplinary action, up to and including termination from employment.

SacRT will take appropriate remedial measures if an investigation results in a finding of a violation of any aspect of this Policy, including disciplinary action up to and including termination from employment if deemed warranted.

Information on the Policy or Administration of the Complaint Process

Additional information on the administration of this Policy or the process to file a discrimination complaint can be obtained by contacting Greg Walters, EEO Officer at (279) 234-8377, or by email to [gwalters@sacrt.com](mailto:gwalters@sacrt.com).



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Henry Li, General Manager and CEO  
Sacramento Regional Transit District

February 10, 2022

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Date

## **STAFF REPORT**

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**DATE:** February 28, 2022  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Shelly Valenton, VP, Integrated Services and Strategic Initiatives/  
Chief of Staff  
**SUBJ:** REVISIONS TO THE PERSONNEL POLICY MANUAL (PPM)

### RECOMMENDATION

Adopt the Attached Resolution.

### RESULT OF RECOMMENDED ACTION

If the Board approves the recommended action, the Personnel Policy Manual, originally adopted 7/1/2019, amended 10/28/2020 and 8/23/2021, would be amended again to address, and restore language from prior Personnel Rules and Procedures.

### FISCAL IMPACT

Providing a vehicle allowance in lieu of a SacRT issued non-revenue vehicle will have some additional cost but it will be offset by savings in maintenance and depreciation of SacRT owned vehicles and a reduced need to purchase non-revenue vehicles for take-home assignments in the future. It should be noted that SacRT executive staff who are currently using their personal vehicle for business-related local travel are not claiming for mileage reimbursement.

There will be no additional cost this fiscal year for the enhanced “Stay Well” Incentive Program and cost for future years will be based upon the number of employees who will avail themselves of this voluntary program. A rough estimate for Fiscal Year 2023 based on number of employees who may qualify and percentage of employees who avail themselves of the program historically is \$25,000. This will be included in the operating budget for future years.

### DISCUSSION

The Personnel Policy Manual (PPM) is Sacramento Regional Transit District’s (SacRT) primary resource for addressing wages, hours and working conditions for non-represented management and confidential employees as well as bargaining unit employees where there is no conflicting language in the applicable collective bargaining agreement.

Since the Board adopted the PPM in June 2019 (amended 10/28/2020 and 8/23/2021), staff have identified a provision that should be restored from earlier applicable procedural documents. Additionally, certain sections have been added related to SacRT's existing non-revenue vehicle program that would offer a vehicle allowance for certain executive level positions to replace the use of SacRT issued non-revenue vehicles. An enhancement to the existing "Stay Well" Incentive Program is also being proposed as an incentive for employees who accumulate a considerable amount of unused sick time.

The following is a summary of the changes to the PPM. The full language for the sections that were modified or added are included as an attachment.

- Article 9: §9.01.J (new section) - Restore language from prior rules and procedures to clarify SacRT's practice of not extending medical benefits to staff who leave SacRT for any other reason than retirement
- Article 9: §9.08 - Add language related to SacRT's Non-Revenue Vehicle Use Program SOP that governs eligibility and the procedure for assigning SacRT issued non-revenue vehicles on a take-home basis for employees encumbering certain positions. Furthermore, it allows incumbents in certain executive level positions to receive a \$300 monthly car allowance for using their personal car to attend offsite work-related events and emergencies; certain executive level positions with an assigned non-revenue vehicle will be eligible to receive a \$500 a month in lieu of continuing to use a SacRT provided vehicle exclusively assigned to the employee; and the General Manager/CEO will receive a \$500 monthly vehicle allowance in lieu of a designated pool car.
- Article 12: §12.0.E. – Revise existing language to authorize employees with more than 288 hours of accumulated sick leave (the maximum they can accrue in three years) to sellback of up to 88 hours of sick time to either cash or deferred compensation. Previous language only allowed employees with more than 400 hours accumulated sick leave to convert up ¼ of accrued leave in a calendar year to be sold back to deferred compensation.

Bargaining units impacted by these changes have been notified and been provided an opportunity to meet and confer over the impacts. No objections have been raised by any of the affected bargaining units.

Staff recommends the adoption of the Amended and Restated PPM and the Resolution below.

**ARTICLE 9:        EMPLOYEE BENEFITS**

**§9.01        Medical Insurance**

SacRT provides a series of comprehensive Health and Welfare Insurance Coverages for each full-time employee, eligible part-time employees and eligible dependents as indicated below.

A.    Benefits Eligibility Defined

1.    Benefit Continuation

- (a) For purposes of applying this language, active service is defined as time spent at work in paid status.
- (b) An employee must be in the active service of SacRT 88 hours or more in any calendar month to receive a benefit continuation for that month.
- (c) Any employee not actively working due to a non-industrial illness/injury and who does not satisfy the hourly requirement listed in (b) above will have SacRT paid Health and Welfare Benefits continued by SacRT for a period of up to 6 months from the date of the injury or illness. For an absence exceeding 6 months, the employee may have SacRT Health and Welfare Benefits continued at the employee's expense. Such continuation coverage will be billed monthly by SacRT for the amount of the premium cost, plus applicable administration fees. An employee not making the premium payment(s) will be dropped from coverage.
- (d) Any employee not actively working due to an industrial illness/injury who is expected to return to active employment, as determined by a physician, will have SacRT paid Health and Welfare Benefits continued by SacRT for a period of up to 24 months from the date of the injury or illness. At the conclusion of 24 months, the employee may be eligible for continued coverage in accordance with the applicable provisions of state and federal law. Such continuation coverage will be billed monthly by SacRT for the premium cost, plus applicable administration fees. An employee not making the premium payment(s) will be dropped from coverage.

B.    Dependent Eligibility Status

Dependent eligibility is limited to those individuals deemed "dependents" as defined by the respective group health benefit plans or CalPERS. All registered domestic partners, as described in the Domestic Partner Rights and Responsibilities Act of 2003, will have the same rights, protections, and benefits as other dependents.

C. Medical Insurance

1. Effective January 1, 2011, SacRT will contribute 90% of the Health and Welfare Insurance Premium for each employee participating in medical insurance options provided under the CalPERS Program. The maximum monthly amount paid by SacRT will not exceed 90% of the monthly premium for Kaiser or Blue Shield Access Plus, whichever is greater, for the Sacramento Area (Sacramento, Placer, and El Dorado Counties). Employees electing coverage in a plan that is more costly than the Kaiser or Blue Shield Access Plus Plan in the Sacramento Area will pay the difference in the amount paid by SacRT for either Kaiser or the Blue Shield Access Plus Plan and the cost of the selected plan.

An employee selecting a plan less costly than the Blue Shield Access Plus Plan will still be subject to paying 10% of the monthly premium cost of that plan. The co-payment is not applicable to those employees participating in the Cash-in-Lieu of Medical Program.

Employees who elect a service or disability retirement in a SacRT retirement plan may be eligible to have a portion of the monthly premium for SacRT provided medical insurance paid based upon bargaining unit designation, date of hire and years of service criteria established by SacRT. Eligibility criteria for non-represented employees are provided in Appendix 1 to this Personnel Policy Manual.

2. Medical Insurance Continuation for Dependents of a Deceased Employee

Medical insurance coverage for dependent(s) of an employee who becomes deceased may be extended for 2 calendar months immediately following the end of the month in which the employee's death occurred. Dependent coverage will be limited to the dependents, on the employee's medical coverage at the time of death. The terms of the medical insurance premium obligations under this provision will remain the same as if the employee was still an active employee.

D. Dental Insurance

Dental Insurance is provided at no cost to a full-time employee, the employee's spouse and eligible dependents.

Employees who elect a service or disability retirement in a SacRT retirement plan may be eligible to have a portion of the monthly premium for SacRT provided dental insurance is paid based upon bargaining unit designation, date of hire and years of service criteria established by SacRT.

E. Life Insurance

Life Insurance, Accidental Death and Dismemberment is provided at no cost to a full-time employee, the employee's spouse and eligible dependents. Coverage for the employee is for \$50,000 and coverage for the spouse and eligible dependents is for \$1,000 (dependents under 6 months is \$100.00).

F. Supplemental Life Insurance

In addition to the SacRT-provided coverage as specified above, supplemental life insurance is available as an option for each qualified full-time employee, the employee's spouse and/or child(ren). The amount of coverage for spouse or children is limited pursuant to the terms of SacRT's contract with the life insurance provider. Covered employees will be notified of any change to those limits. The premium cost for this coverage, when elected by the employee, is paid by the employee through payroll deduction.

G. Vision Care

Vision Care Insurance is provided at no cost to each full-time employee, the employee's spouse and eligible dependents. Coverage may also include "buy-up" options that can enhance the insurance coverage that is available for purchase by the employee.

H. Long Term Disability

Long Term Disability (LTD) Insurance is provided at no cost to each full-time employee of SacRT.

I. Cash-In-Lieu of Medical Coverage

1. Description – The Cash-in-Lieu of Medical Coverage Program is a voluntary election available to all full-time employees eligible for

medical benefits. An employee who voluntarily elects to participate, will forego medical insurance coverage, and will receive one-half of the cash value of the “Employee Only” premium for the applicable plan pursuant to C. above. This additional income is taxable and will be proportionately included in each paycheck. The employee must have minimum essential medical coverage through some other source (e.g. spouse or a previous employer).

2. New Hire/Annual Open Enrollment Period – Employees must enroll within 30 days of becoming eligible as a new hire. A copy of the form is available in the HR Department. After an employee is enrolled in the program, participation continues year after year thereafter unless the employee elects to discontinue participation. Each year during the annual open enrollment period, employees electing to participate in the Cash-in-Lieu of Medical Coverage Program for the first time must enroll. Retroactive enrollments are not permitted.
3. Documentation – Although employees need not reenroll annually, they are required to maintain their alternative insurance and provide proof of minimum essential coverage as requested.
4. Family Status Changes – The employee may not change or cancel their program during the plan year except for allowable family status changes as defined by IRS regulations.

#### J. Leaving Employment Other Than for Retirement

An employee vested under the provisions of the SacRT Salaried Employee Retirement Plan and leaving SacRT for any reason other than for retirement shall not be eligible to receive Health and Welfare Insurance coverage except as provided in K below.

#### K. Conflict of Law

Nothing contained in this Section shall be construed so as to conflict with applicable state or federal law.

### **§9.02 Flexible Spending Accounts**

#### A. Definition

A Flexible Spending Account (FSA) is an employer-sponsored benefit that allows the employee to pay for certain eligible expenses on a pre-tax basis. An employee contribution to the plan will not be subject to Federal, State, FICA or SDI taxes.

B. Employee Eligibility

All employees of SacRT may participate in this program. Employees will be eligible to participate in the plan on the first of the month following the completion of 30 days of employment.

C. Health Care Spending Account

The Health Care Account enables employees to pay for expenses, which are not covered by the employer's health plans or privately held insurance policies using pre-tax dollars. Employees may claim reimbursement of their own expenses as well as those for the employee's spouse, and eligible dependents. An employee may set aside an annual amount equivalent to the maximum dollar amount allowed by federal statute.

D. Dependent Care Spending Account

If an employee has dependents that need care while the employee is at work, the employee may use the Dependent Care Account to pay this cost with pre-tax dollars. Expenses must be for an eligible dependent as defined by Federal Income Tax Form 2441 "Credit for Child and Dependent Care Expenses." An employee may contribute up to the maximum permitted by law.

**§9.03 Education Assistance and Reimbursement Program**

General Authority

SacRT provides financial assistance for formal education for all employees. The primary purpose of this program is for employees to attain a degree, or to pursue college level or trade school coursework to enhance knowledge, skills or abilities necessary in the performance of the job, or to attain a career development objective within SacRT. Education assistance is limited to funds in the budget. Therefore, reimbursement is made on a "first-come, first-served" basis.

Requests for tuition reimbursement may be submitted and will be evaluated in accordance with HR practices.

**§9.04 Employee Assistance Program (EAP)**

SacRT provides confidential counseling services to employees and eligible dependents, at no cost, through an Employee Assistance Program (EAP). The service is provided through an independent organization by

professionals who are trained in helping people resolve problems in daily living. The number of EAP visits is limited pursuant to the terms of SacRT's contract with the EAP provider. Further information is available from the HR Department.

**§9.05 Transit Pass**

Transit passes are available for employees, retirees, spouses and eligible dependents in accordance with HR Standard Operating Procedures.

**§9.06 Employee Parking**

SacRT has a limited number of parking spaces available for use by authorized employees. To park in a SacRT parking lot, employees must register their vehicle and obtain a parking placard in accordance with HR Standard Operating Procedures.

**§9.07 License Fees**

- A. SacRT will reimburse an employee who has completed probation for the basic renewal cost of all work-related licenses, other than a Class C Driver's License or its equivalent, required in the performance of work duties.
- B. Any increase in the cost of a license imposed as the result of citations received on or off the job, or lapse of renewal, will be the responsibility of the employee.

**§9.08 Use of Non-Revenue Vehicle for SacRT Business**

- A. A limited number of employees may be assigned non-revenue vehicles on a take-home basis for the business purpose of fulfilling job responsibilities during and after work hours. Details of the program are available in the Non-Revenue Vehicle Use Program SOP.
- B. Because executive level employees are expected to respond to emergencies and attend or participate in off-site work-related events during and outside their regular work hours, including early in the morning, evening hours or over the weekend, each eligible employee will be provided with a \$300 monthly vehicle allowance in lieu of access to use of or assignment of a SacRT non-revenue vehicle. This applies to the following positions\*:

All Vice President positions

General Counsel

Deputy Chief of Staff / Special Assistant to the General Manager/CEO

\*Of these positions listed, any incumbent that was assigned a non-revenue vehicle as of December 31, 2021 will have the option to either accept continued assignment of a SacRT non-revenue vehicle subject to applicable IRS reporting requirements or return the assigned non-revenue vehicle and instead receive a \$500 monthly vehicle allowance.

The GM/CEO may choose to receive a \$500 monthly vehicle allowance in lieu of having access to a designated pool car.

The GM/CEO may approve granting a car allowance to other positions not listed above in lieu of being issued a SacRT non-revenue vehicle, if the employee qualifies based upon the requirements set forth in the Non-Revenue Vehicle Use Program SOP.

**ARTICLE 12: LEAVES**

**§12.01 Sick Leave**

A. Definition

An employee will be entitled to sick leave benefits if the employee is unable to report for or perform assigned work duties because of personal illness, doctor or dental appointments, including those for dependents when necessary or for injury or confinement for medical treatment which is not specifically mentioned under this Article 12.

B. Eligibility

An employee may use accrued sick leave following being credited with sick leave. There is no waiting period before one may use accumulated sick leave hours.

C. Sick Leave Accrual

1. Active Service

"Active service" is defined as time in paid status.

2. Monthly Accrual

An employee must be in the active service of SacRT, as defined above, at least 88 hours in the calendar month to receive 8 hours of sick leave credit for that month.

3. Maximum Accumulation

An employee may earn a yearly maximum accrual of 96 hours (12 days) of sick leave as defined above.

The maximum number of hours an employee may accumulate is 576 provided that at the end of each calendar year, any accumulation that exceeds 480 hours will be surrendered and an equivalent cash value to the surrendered sick leave hours will be deposited into a 401(a) account for the employee.

D. Medical Verification

For an absence of 3 or more workdays or where there is a reasonable question of the necessity for sick leave as determined by supervision or management, a physician's statement verifying the illness/injury may

be required by a supervisor before sick leave pay for the absence is approved.

E. "Stay Well" Incentive Plan

An employee with more than 288 400 hours accumulated sick leave (the maximum they can accrue in three years) may, at the end of the calendar year, make an election to convert up to 44 88 hours of the sick leave earned accrued in the subsequent year, but not used, in that calendar year to a cash value which will either be paid in cash or deposited into a the Sacramento Regional Transit District Deferred Compensation Plan aAccount for the employee.

1. Sellback for Cash or to Deferred Compensation – No later than December 31 in any calendar year, an employee may request in writing to Payroll to be paid the cash value of up to 88 hours of sick time the employee is scheduled to accrue in the subsequent calendar year, so long as the employee has 288 hours of unused accrued sick leave available on October 31 of the calendar year in which the request is made.

(a) No later than December 1 of each calendar year, HR will send a written notice to employees who are eligible to sell-back future sick time accruals, notifying the employee of their eligibility to participate in the program and providing the employee with an election form. Employees will have until close of business (COB) on December 31 to submit their written request for the sell-back of future sick time accruals in the following calendar year. If an employee fails to turn in the election form or turns it in after COB on December 31, no amount of the sick time earned in the following calendar year will be paid out in cash.

(b) In compliance with the Internal Revenue Service's requirements, once the election to sell-back future sick time accruals is made, the employee may not rescind the election and must take the cash out or deposit to deferred compensation.

(c) The employee will be paid for the sick time hours to be sold back or to be deposited to deferred compensation in any period selected by the employee following accrual of the total number of sick time hours the employee requests to sell-back. In no event may the sell-back occur later than the December 25<sup>th</sup> pay period of the year in which the sick time hours were accrued. The employee will be paid for future accrued sick

time hours based upon the hourly rate of the employee in effect on the date the hours are accrued.

F. Sick Leave Sellback

1. An employee who was hired prior to December 30, 2014, has been employed by SacRT for 10 through 14 years and retires from employment pursuant to the provisions of a SacRT Retirement Plan, will be eligible to sell back a maximum of 40% of the employee's accumulated sick leave on record on the date leaving active service for retirement.
2. An employee who was hired prior to December 30, 2014, has 15 years of service or more and who retires under a SacRT Retirement Plan, may sell back up to 75% of the employee's accumulated sick leave upon separating from employment for retirement.
3. An employee retiring from SacRT after 10 through 14 years of service who retires under the Disability Retirement provisions of a SacRT Retirement Plan due to sustaining an industrial illness or injury during the course of employment, will be eligible to sell back 50% of the employee's accumulated sick leave on record at the time of leaving active service with SacRT.
4. An employee of SacRT who leaves employment for any reason except termination for cause and does not fall under the provisions in §12.01 above, is eligible to sell back 33 $\frac{1}{3}$ % of the employee's accumulated sick leave on record at the time of leaving active service.

G. California State Disability Insurance (SDI)

The Employment Development Department (EDD) administers the California State Disability Insurance (SDI) Program. This program is available to California workers paying SDI taxes. The program affords California workers the ability to replace lost wages due to off-the-job injuries/illnesses. Employees who are experiencing a temporary disability such as an illness, injury, either physically or mentally, elective surgery, pregnancy, childbirth, or related medical conditions, that prevents the employee from performing regular job duties, may submit a claim form to EDD for payment of partial wage replacement benefits. For on-the-job injuries/illnesses, employee must contact the Risk Management Unit to file a claim.

H. Integration with Workers' Compensation or State Disability Insurance

An employee off work due to an injury or illness may use accumulated sick leave to cover the regular workdays during the statutory waiting period before Workers' Compensation or SDI benefits begin. Once Workers' Compensation/SDI benefits commence, an employee may integrate the use of sick leave with the benefit payments. When using sick leave in conjunction with Workers' Compensation/SDI benefits, the total daily integrated compensation amount will not exceed the individual's normal daily net pay.

With prior written approval from the manager, an employee may use accrued vacation leave in lieu of sick leave when sick leave has been exhausted. Medical documentation may be required prior to approving the use of vacation in lieu of sick leave.

RESOLUTION NO. 2022-02-014

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

February 28, 2022

**REVISIONS TO THE PERSONNEL POLICY MANUAL (PPM)**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Board hereby adopts the Amended and Restated Personnel Policy Manual, with the modifications attached hereto as Exhibit A, and declares that the new Amended and Restated Personnel Policy Manual hereby supersedes and replaces all prior versions.

THAT, the General Manager/CEO is hereby authorized and directed to implement the terms of the Amended and Restated Personnel Policy Manual.

\_\_\_\_\_  
STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary

**SACRAMENTO REGIONAL TRANSIT DISTRICT**

**PERSONNEL POLICY MANUAL**

Adopted by the Board of Directors

On

June 10, 2019

(Resolution No. 19-06-0077)

Amended 10/28/2020

Amended 8/13/2021

Amended 2/28/2022

Effective July 1, 2019

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**ARTICLE 1:       GENERAL ADMINISTRATION OF PERSONNEL POLICY MANUAL**

**§1.01       Application**

These Personnel Policies are applicable to all employees except as provided in §1.02.

These Personnel Policies are subject to modification by the General Manager/Chief Executive Officer (GM/CEO) and approval by the Board of Directors.

**§1.02       Precedence of Collective Bargaining Agreements**

In the event that any provision of these Personnel Policies are in conflict with a collective bargaining agreement negotiated by an exclusively recognized employee organization as defined in §17.03J, the terms of the collective bargaining agreement will prevail.

**§1.03       Management Rights**

Except as specifically restricted by the express terms of another provision of this Personnel Policy Manual or by the express terms of a collective bargaining agreement:

- A. SacRT retains all rights of management, including the right to direct an employee; to hire, classify, promote, train, transfer, assign and retain an employee; and to suspend, demote, discharge or take other disciplinary action against an employee for cause.
- B. SacRT maintains the right to relieve an employee from duty because of lack of work, lack of funds, reorganization, or other just cause reasons, including without limitation, compliance with §1.07.
- C. SacRT will determine organization and budget to maintain the efficiency of the operations entrusted to it, and determine the methods, technology, means and personnel by which such operations are to be conducted, including contracting and subcontracting.
- D. SacRT maintains the right to take whatever action may be necessary regardless of prior commitments to carry out the mission of SacRT in an emergency or any unforeseen combination of circumstances, which calls for immediate action.
- E. SacRT and its management officials have the right to make rules and regulations pertaining to employees consistent with the safe and efficient operation of SacRT's business.

**§1.04 Code of Ethics/Conflict of Interest**

All employees are required to comply with the Code of Ethics and Conflict of Interest contained in Title II of the Administrative Code.

**§1.05 Public Statements**

To ensure that public statements by staff other than the GM/CEO reflect SacRT's position, staff will direct all media inquiries to the SacRT media spokesperson.

**§1.06 Equal Employment Opportunity**

SacRT supports the equal employment concept of hiring new employees or promoting employees on the basis of merit without regard to race, religious creed, color, national origin, ancestry, ethnicity, physical and/or mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breast feeding), gender, gender identity, gender expression, age (40 years or older), military and veteran status, political affiliation, Vietnam-era veteran status, sexual orientation, or inclusion in a disadvantaged group under Government Code §12940 et seq. or federal law.

SacRT promotes equal employment opportunity in all of its employment practices as set forth in SacRT's Equal Employment Opportunity/Affirmative Action (EEO/AA) Policy Statement and in accordance with the Americans with Disabilities Act of 1990 (ADA) and other applicable Federal and State statutes.

**§1.07 Nepotism**

It is SacRT's policy that employees will not use their position to grant preferential treatment to another employee based on their status as a relative, or because they have an analogous status.

**§1.08 Legal Summons or Service**

- A. In no instance will any SacRT employee accept legal service of any document concerning another employee unless it is directly related to the employee's job responsibilities. All such actions will be referred immediately to the Legal Department.
- B. Only the Legal Department, or the GM/CEO's Office or designee, in the event Legal Department personnel are not available, will accept legal service of a document.

**ARTICLE 2:        EMPLOYMENT AND RECRUITMENT**

**§2.01        Vacancy Recruitment**

A.    Determination of Recruitment Process

1.    Prior to posting a position, the method of recruitment shall be determined by the Human Resources (HR) Department in accordance with Standard Operating Procedures. Methods may include promotional only, internal or internal/external recruitment depending upon the nature and level of the position.
2.    Individuals hired, or a current employee appointed, promoted or transferred into a position at the Executive Management Level (EMT), as a director or as an equivalent level manager, will be classified as an at-will employee serving at the pleasure of the GM/CEO or designee. For purposes of hiring an at-will employee, the GM/CEO or designee may waive the recruitment processes outlined in the HR Standard Operating Procedures.

B.    Acting Appointment

An individual may be selected to fill any previously authorized position on an "acting" basis upon the approval of the GM/CEO. Such selections will not exceed 90 calendar days except where unusual and/or unforeseen circumstances dictate otherwise, as determined and approved by the GM/CEO.

C.    Reassignment

1.    A "reassignment" occurs when an employee is assigned from one responsibility center (typically a department) to another in order to fill a vacancy in the same job classification.
2.    Any reassignment shall be made in accordance with HR Standard Operating Procedures.

D.    Permissive Reemployment and Reinstatement

1.    A department manager or director may request to reemploy to a vacant position, without being required to complete the customary recruitment process, any person previously having probationary or regular status who was separated from employment:
  - (a)    by resignation,
  - (b)    by service retirement,
  - (c)    by termination from limited term or temporary appointment.

In addition, an employee who was separated from employment for medical reasons will have reemployment eligibility to that position when the employee again meets the requirements for continuing employment.

2. Reemployment may be permitted subject to the following:
  - (a) The department manager or director requests to bypass the customary recruitment process to expedite reemployment of the individual.
  - (b) The employee separated from employment in good standing within the preceding 5 years.
  - (c) The employee did not resign or retire to avoid an investigation of alleged misconduct, termination or other disciplinary action.
  - (d) The employee meets all of the requirements for placement in the position desired.
  - (e) The employee satisfactorily completes all required pre-employment activities including, but not limited to, medical examination, background check, DMV licensure check, pre-employment drug testing, etc.
  - (f) An employee who previously held regular status in a position may be required to serve a new probationary period at the discretion of the department manager or director.
  - (g) An employee who was serving a probationary period at the time of separation will be subject to a new probationary period appropriate to the classification to which the employee is reinstated.
  - (h) There are no legal, contractual or policy restrictions that would preclude reinstatement of the employee.
3. Reemployment may be made to any regular full-time, regular part-time or limited term position in the classification vacated or from which separated.
4. Any decision by a department manager or director not to reemploy a former employee pursuant to this section and to follow the customary recruitment process for the position will not be subject to the complaint or appeal process specified in Article 16.

## **§2.02**

### **Resignation**

Resignation is defined as a voluntary separation of employment initiated by the employee. A resignation must be documented in writing, and once accepted and acknowledged by the department manager/director, or EMT Member, it may not be withdrawn unless authorized in writing by the GM/CEO or designee.

Resignation in-lieu of termination via settlement agreement will suffice for purposes of having resigned from SacRT employment.

**ARTICLE 3:        EMPLOYMENT CATEGORIES**

**§3.01        Employment Categories**

A.    Regular Full-Time Employee

An individual hired into a position authorized by the Board of Directors who normally works 40 hours each week.

B.    Regular Part-Time Employee

An individual hired into a position authorized by the Board of Directors who normally works less than 30 hours each week.

**ARTICLE 4: TEMPORARY EMPLOYMENT**

**§4.01 Definitions**

**A. Temporary Employee**

An individual hired by SacRT on a temporary basis to perform duties and responsibilities as defined in an approved job classification for which there is a budgeted vacancy or a temporary need for additional staffing, either full-time or part-time, which will not exceed 24 months in duration. If the budgeted vacant job classification is designated to a recognized bargaining unit, the recognized exclusive employee organization will be notified of the appointment by HR. Normally, the appointment should be limited to 6 months, or until a permanent hire is made or the need for additional staffing is ended. The exclusively recognized employee organization will be notified if this period is extended.

**B. Personal Services Contract (PSC) Employee**

An individual employed by way of a Personal Services Contract (PSC) for a term not to exceed 12 months and an amount not to exceed \$100,000 provided:

(i) the individual's duties and responsibilities are substantially different from those set out in an approved job classification and/or

(ii) there is no budgeted position in an approved job classification, either full-time or part-time. If a PSC assignment is to a classification that is designated to a recognized bargaining unit or doing the work of any bargaining unit classification, the exclusively recognized employee organization will be notified of the appointment and the appointment should be limited to 12 months, or until a budgeted position can be approved and a permanent hire can be appointed.

Notwithstanding the foregoing, the Board may, in its sole discretion, approve a PSC or an amendment thereto that exceeds a 12-month term and/or a total consideration of \$100,000, as set out in Section 4.02B below.

**C. Limited Term Employee**

An individual employed on either a full-time or part-time basis in a position established for the purpose of fulfilling a contract for services to another public entity, for the purpose of providing a service or function with a temporary or unconfirmed funding source, or to perform work associated with a specific program or project of a non-permanent nature.

#### **§4.02 Employment of Temporary Employees**

##### A. Temporary Employee Position

A budgeted position vacancy in an authorized job classification or a vacancy resulting from a temporary need for additional staffing may be filled by a temporary employee, either full-time or part-time, as determined by SacRT.

##### B. PSC Employee Extensions

A PSC, or an amendment thereto, that is anticipated to exceed 12 months or has a total consideration anticipated to exceed \$100,000 must be approved by the SacRT Board. A PSC will terminate upon the expiration of 12 months or expenditure of the \$100,000 unless the Board approves an amendment to the PSC to extend the term and/or increase the total consideration.

##### C. Limited Term Employee

Limited term employees may be hired at the discretion of the GM/CEO or designee where a service is to be provided on a contract basis to another entity or where a funding source is limited in duration. The term of employment may be extended in the event the contract or temporary funding source for such services is extended.

#### **§4.03 Temporary Employee Benefits**

##### A. Temporary and PSC Employees

Except as expressly provided elsewhere in this Personnel Policy Manual, temporary and PSC employees will not be eligible for SacRT benefits.

##### B. Limited Term Employees

The wages, hours and working conditions of limited term employees will be determined by the GM/CEO. Wages, hours and working conditions for limited term employees will be established for specific contracts, programs or services and may differ between such contracts, programs and services.

#### **§4.04 Part-Time Employees**

Regular part-time employees as defined under §3.01B will be eligible to receive benefits and work schedules as set forth below.

##### A. Workweek and Workday

The employee will work at times specified by the department manager/director.

B. Sick Leave

Sick leave will be used as provided in §12.01A herein but will be accrued as specified below. Sick leave may only be taken on those days or for those hours that the employee is scheduled to work and is unable to work due to illness or injury.

1. Monthly Accrual

An employee must be in the active service of SacRT a minimum of 44 hours in any calendar month to receive 4 hours of sick leave for that month.

2. Maximum Accumulation

An employee may earn a maximum accrual per year of 48 hours. The maximum number of hours an employee can accumulate from year to year is 240 hours.

3. Sick Leave Compensation

Paid sick leave will be in proportion to the amount of time, which the employee would have worked on that day if not absent due to illness or injury.

C. Vacation

Vacation eligibility and use will be as provided in §10.02 herein. Vacation accrual will be earned as specified below:

1. Monthly Accrual

An employee in the active service of SacRT a minimum of 44 hours in any calendar month will receive half the vacation credit, as specified under §10.02C for that month.

2. Maximum Accumulation

The maximum accrual of vacation will not exceed that which the employee could accrue as a part-time employee in two years.

D. Holidays

An employee is eligible for holiday pay when the employee would have been regularly scheduled to work on that day. Such holiday payment will

be in proportion to the amount of time that the employee would have worked on that day if it were not a holiday as follows:

1. Eligibility

A part-time employee is eligible for holiday pay 30 calendar days after the date of employment if the employee:

- (a) Has been in the active service of SacRT a minimum of 44 hours in the previous calendar month; and
- (b) Was in the active service on the last scheduled workday preceding and the first scheduled workday following a paid holiday.

E. Jury Duty

An employee will be subject to the jury duty provisions under §12.03. and will be paid the difference between the wages they would have received for the hours scheduled to work, if any, and any sum or sums received as a juror.

F. Transit Pass

Employees and their dependent(s) will be eligible for a transit pass in accordance with §9.05.

G. Flexible Spending Account

Employees will be eligible to participate in the Flexible Spending Account in accordance with §9.02.

H. Catastrophic Leave Donation

Employees will be eligible to participate in Catastrophic Leave in accordance with §12.02B.

I. Employee Parking

Employees will be eligible for employee parking in accordance with §9.06.

J. Employee Assistance Program (EAP)

Employees will be eligible for Employee Assistance Program benefits in accordance with §9.04.

K. Retirement Program

Employees may be eligible for retirement benefits as provided in the SacRT Retirement Plan. Part-time employees retiring under the Retirement Plan are not eligible for Health and Welfare Benefits for retirees.

**ARTICLE 5:        WORKWEEK AND WORKDAY**

**§5.01        Definitions**

A.    Workweek

The standard workweek will consist of 7 days beginning at 12:00 a.m. on Sunday and ending at 11:59 p.m. the following Saturday. When practicable, both full-time and part-time employees will have 2 consecutive days off in each workweek.

B.    Workday

1.    A workday will normally consist of 8 work hours. Department managers/directors will ensure that all office functions are covered from 8:00 a.m. to 5:00 p.m., Monday through Friday. Full-time, part-time and temporary employees shall work at times specified by the appropriate department manager or director.
2.    Notwithstanding the provisions of §5.03, a department manager/director may rearrange an employee's daily work schedule to satisfy operational needs or to accommodate a request from an employee.

**§5.02        Breaks**

A.    Meal Breaks

An employee assigned a work shift of five or more hours is entitled to a meal break of not less than 30 minutes. Meal breaks are not considered "time worked" and will not be included when calculating pay for the workday. Actual timing and duration of the meal break will be near the midpoint of the work shift at a time as determined by the department manager/director.

B.    Rest Breaks

A rest break of 15 minutes will be allowed as near the middle of the first 4 hours of work and the middle of the second 4 hours of work as is practicable. A rest break is considered to be "time worked" in calculating the workday. For a scheduled shift of 5 hours or less, the employee will be entitled to only one rest break.

**§5.03        Flex-Time**

A.    Definitions

1.    Flex-time is a method of establishing an alternative to the basic "business day" working hours of 8:00 a.m. to 5:00 p.m. whereby an

employee's starting and ending times may vary within the limits prescribed by SacRT.

2. Core Hours are those hours during a workday when all full-time employees are required to be on the job. For purposes of this provision, those hours are 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 4:00 p.m.
3. Flex Hours are those hours during a workday when employees may be permitted to vary their work hours. For purposes of this provision, those hours are customarily 4:00 a.m. to 9:00 a.m., 11:00 a.m. to 1:00 p.m., and 4:00 p.m. to 6:00 p.m. but may be modified to meet specific department needs.

B. Procedure

The decision on whether or not to allow flex-time for an employee will be made by each department manager/director based upon the operational needs of the department.

1. Requests for flex-time must be in writing and submitted to the department manager/director.
2. All requests and subsequent approvals or denials will be forwarded to the HR Department for filing in the employee's personnel file.
3. Employee Responsibilities
  - (a) Employees are responsible for beginning and ending their workday in accordance with the approved flex-time schedule.
  - (b) Employees found abusing the program will have their flex-time privileges revoked.

**§5.04** Telework

SacRT may provide a voluntary Telework Program to employees as an alternative to working at their customary workspace.

The eligibility, responsibilities, requirements, training, equipment and approval process are outlined in the SacRT Telework Standard Operating Procedure.

**§5.05** Alternative Workweek

SacRT supports the implementation of alternative work schedules where services to the public during the days of the week SacRT has authorized are not negatively impacted. The convenience of the employee(s) should not be the overriding consideration in implementing an alternative work schedule

arrangement. It will be at the sole discretion of SacRT to implement an alternative workweek schedule for an employee or a unit of employees.

A. Evaluation

1. The schedule must improve or maintain operational efficiency and productivity.
2. The schedule represents a cost savings or is cost neutral.
3. The schedule improves or maintains customer service levels.
4. The schedule addresses greater environmental responsibilities while maintaining or enhancing service levels.
5. The schedule will not result in a reduction in quality of work or cause an excessive burden on other employees.

B. Definition

1. 9/8/80 Workweek: The 9/8/80 alternative work schedule is one in which an employee is regularly scheduled to work a combination of 9-hour and 8-hour workdays for a total of 80 hours worked in each 2 consecutive calendar weeks, with an additional 1 day off which occurs on alternate weeks on the same calendar day as the 8-hour workday. The employee's workweek must be established so that it commences at the end of the 4<sup>th</sup> hour of the 8-hour work shift on the calendar day on which the 8-hour workday and the additional day off occur.
2. 4/10/40 Workweek: The 4/10/40 alternative work schedule is one in which an employee is regularly scheduled to work 4 workdays of 10 hours with 3 days off during the standard workweek as defined in §5.01.

C. Compensation

1. Any employee whether subject to the provisions of the FLSA or exempt from its provisions who is absent from work will be compensated as provided in these Personnel Policies; however, not more than 8 hours of compensation per holiday or floating holiday will be paid on any single workday, including those workdays regularly scheduled to be over 8 hours in duration.
2. If a holiday or floating holiday, is taken on an employee's regularly scheduled workday which is scheduled to be more than 8 hours in duration, a non-exempt employee may supplement any holiday pay with accrued vacation or CTO to make up the difference between 8

hours of holiday pay and the number of hours regularly scheduled to be worked on that day.

3. Sick leave and vacation accruals will be based on 40 hours per week and may be used for the full number of hours an employee is scheduled to work for that day.
4. A non-exempt employee on a 4/10/40 or 9/8/80 schedule will only be entitled to overtime for work exceeding 40 hours in a workweek. Only hours physically worked during the workweek will be counted in determining hours worked for purposes of calculating overtime.
5. An employee's pay will be reduced for each hour or partial hour of absence up to the total number of hours regularly scheduled to be worked by the employee on the day of any absence, in accordance with SacRT Policy.

D. Management Responsibility

To ensure compliance with labor relations provisions and budgetary/operational needs, department requests shall be evaluated by the Labor Relations Department. No alternative work schedules shall be implemented without prior written approval by the GM/CEO or designee.

**ARTICLE 6:        PROBATIONARY STATUS**

**§6.01        Discretion of SacRT**

- A. Newly hired employees other than those referenced in paragraph B. below will be on probation for a trial period during which SacRT will have the discretion to judge the ability, competency, fitness and other qualifications to do the work for which they were employed. During this trial period, an employee may be terminated from employment for any reason, provided it is not an unlawful reason, without recourse or appeal through the Complaint Review Procedure.
- B. Individuals hired or a current employee appointed, promoted, or transferred into a position at the EMT, director or an equivalent manager level will be classified as an at-will employee at the pleasure of the GM/CEO or designee and are not subject to a probationary period.

**§6.02        Duration**

- A. Newly hired employees will serve a probationary period during their first 12 months of employment.
- B. Current employees, including bargaining unit employees, promoted, laterally transferred, voluntarily demoted, or disciplinarily demoted into another job classification within SacRT will serve a probationary period during their first 12 months of employment, except as provided in §7.04E, Reassignment. A current employee who is promoted or laterally transferred who fails to satisfactorily complete the probationary period may be returned to the previously held position, if available, at the discretion of the department manager or director of the previous position.
- C. Current employees reassigned under §7.04E, Reassignment, or involuntarily demoted for organizational change will not serve a probationary period.
- D. Current employees awarded a position as specified in §6.02B or §6.02C above, excluding disciplinary demotion, may, within the first 45 calendar days of the start of probation, request in writing to return to the previous position. Such request will not be denied, provided that the position has not been eliminated.
- E. In the event an employee is absent in excess of 10 workdays during the probationary period, then it may be extended by the number of total scheduled workdays absent.

**§6.03        Completion**

- A. Immediately prior to the completion of a new-hire probationary period, the employee will be given a performance review, according to the guidelines

set forth in the Employee Performance Evaluation Manual, before moving into regular employment status.

- B. Upon successful completion of the new-hire probationary period, the employee will be eligible to receive a 3% salary increase in compensation, not to exceed the maximum of the range.

#### **§6.04**

#### **Restrictions During the Probationary Period**

During the 12 months following an individual's placement into any new position covered by this Personnel Policy Manual, the employee may not move into another position except to accept a "promotion" as defined in §7.04B1.

**ARTICLE 7:        EMPLOYEE PAY PLAN**

**§7.01        General Plan of Employee Compensation**

A.    Competitive Compensation Practices

Pay ranges at SacRT will be competitive with compensation provided for comparable jobs in other public agencies in the Sacramento area, private enterprises, and in the transit industry where appropriate. The pay grades and ranges for each classification are reviewed periodically and adjusted accordingly. To ensure the validity of the pay grades and ranges, SacRT has performed and will continue to perform internal and external comparison studies.

B.    Hiring Rates

All employment offers, including salary rates, must be extended and approved by the HR Department with salary rates greater than range midpoint requiring approval from the GM/CEO.

**§7.02        Annual Performance Evaluation**

A.    Definition

A performance evaluation is a rating of an employee's work performance in terms of results, behavior, attendance, demonstrated skills, and abilities for various purposes. It is used administratively for the following: pay, placement and promotion, and it is used developmentally for the following: planning, performance improvement, and career development.

B.    Administration

Each employee will receive a performance evaluation in a form prescribed by the GM/CEO and a written assessment of work performance by the employee's immediate manager/director or supervisor at least once each year. Additional performance evaluations may be performed at intervals specified by the GM/CEO or designee.

C.    Performance Evaluation System

An employee's immediate manager/director or supervisor will determine an employee's overall performance rating. The method for determination of a rating will be prescribed and implemented by the GM/CEO or designee.

**§7.03        Job Classification Pay Range Adjustment**

A.    Pay Range Adjustment

Pay ranges may be adjusted periodically in consideration of economic trends, competitive ranges of other similarly situated employers, recruitment and retention challenges and/or other relevant factors as determined by the GM/CEO or designee.

## **§7.04 Salary Adjustments**

### **A. Performance-Based Merit Increase**

1. An employee who receives a rating for an annual performance evaluation of "meets standards in all evaluation criteria" or who receives a performance evaluation rating of "below standards" in two or fewer job elements will receive a performance-based merit increase. The performance-based merit increase is an increase to the employee's monthly salary equal to the lesser of:
  - (i) 3% of the employee's monthly salary, or
  - (ii) the difference between the maximum monthly salary for the employee's job classification and the employee's monthly salary.

Except as provided in §7.04A2 and §7.04A3 below, an employee who does not initially receive a meets standards rating on the annual performance evaluation will not receive a performance merit increase for that evaluation period.

2. An employee who might receive a performance evaluation of "below standards" in one or more job elements contained in the performance evaluation will be given notice as follows:
  - (a) At least 3 months before the end of an employee's annual performance evaluation period, the employee's evaluator will give written notice to the employee, listing each performance evaluation element for that employee, that the evaluator believes might be scored "below standards." If the evaluator is absent from work for any reason on the day when the notice required by this paragraph must be given, the 3-month period specified below will be extended by one day for each day of delay in giving such notice after the fifth working day of delay. Written notice will be given by hand delivery to the employee, or if the employee is absent on the day such notice would have been hand delivered, by mailing the notice on that day by First Class U.S. mail to the employee's last known address on file with the HR Department.
  - (b) Notice is not required as to one or more performance elements if the employee's evaluator scores the employee "below standards" as to such performance elements because:

- (i) the employee's performance during the last 3 months of the performance evaluation period was substantially different from the performance during the first 9 months of the evaluation period and,
  - (ii) such difference in performance was the principal reason for the "below standards" score.
- (c) If the notice required by this subsection 2 is not given to an employee, that employee's eligibility for a performance-based merit increase will be determined as if the employee scored "meets standards" for each performance evaluation element for which such notice was not properly given. If such an employee receives a pay for performance increase, the merit increase will be effective on the date specified in paragraph 4 below and will remain in effect for the lesser of:
  - (i) 3 months plus any time extension for delayed notice or,
  - (ii) until the effective date specified in paragraph 4 below.
- 3. An employee who does not initially receive a meets standards rating in the performance evaluation will have a second performance evaluation within 3 months after the date the annual performance evaluation was given. If the employee meets standards on the second performance evaluation, the employee will receive a performance merit increase. A new anniversary date will not be established, however. If an employee does not receive a meets standards rating on the second performance evaluation, the employee will not receive a performance merit increase for that evaluation period.
- 4. The performance-based merit increase for an employee who receives a performance evaluation rating of meets standards will be effective on:
  - (i) the first day of the pay period after conclusion of the annual performance evaluation period if the employee meets standards in the initial annual performance evaluation or,
  - (ii) the first day of the pay period after the second performance evaluation if the employee meets standards in the second performance evaluation.
- 5. If an employee's immediate supervisor fails to complete a performance evaluation within 30 days after conclusion of the annual performance evaluation period, the employee will receive the merit increase retroactive to the effective date set out in paragraph 4

above. However, this provision does not apply to the second performance evaluation.

B. Salary Increase Upon Promotion

1. A promotion is defined as movement of an employee from a job classification in a budgeted, authorized classification to a presently existing, budgeted, authorized classification in a higher salary range.
2. Upon promotion, an employee's monthly salary will be increased to the higher of:
  - (i) the minimum monthly salary of the salary range of the classification to which the employee has been promoted or
  - (ii) 5% above the employee's base salary rate immediately preceding the promotion, not to exceed the maximum of the salary range of the classification to which the employee has been promoted.

C. Salary Adjustment Upon Acting Appointment

Acting appointments may be used to fill budgeted positions or to meet an imminent need for additional staffing. Such appointments will not normally exceed 90 calendar days and must be approved in writing by the appropriate EMT member. Acting appointments longer than 90 days require the written approval of the GM/CEO or designee.

When an acting appointment exceeds 30 days or is reasonably expected to exceed 30 days, the employee's salary will be adjusted as follows:

1. An employee in an acting appointment, filling a position with a higher salary, will be compensated 5% above the employee's base salary or the minimum of the appointed classification salary range, whichever is greater, not to exceed the maximum of the range, effective on the date of the appointment.
2. An employee in an acting appointment, filling a position in the same or a lower salary range, will have no change in compensation.
3. The additional compensation paid during an acting appointment will not be considered when calculating salary increases due to promotion or performance evaluations.

D. Lateral Transfer

1. For purposes of applying this provision, a "lateral transfer" will be defined as the movement of an employee from one job classification

to another job classification within the same pay range, regardless of a change in responsibility center.

2. An employee awarded a lateral transfer will receive no change in compensation rate at time of change.

E. Reassignment

1. For purposes of applying this provision, a "reassignment" will be defined as the movement of an employee from one responsibility center to another responsibility center within the same classification.
2. Reassigned employees will receive no change in compensation rate at time of change.
3. Performance based pay eligibility will not be affected by a reassignment.

F. Reclassification

1. For purposes of applying this provision, a "reclassification" will be defined as a change in job classification due to a classification/job study, either to another or new classification. The reclassification may be initiated either by SacRT or by an employee.
2. The reclassification request must be submitted in writing to the HR Department in accordance with Standard Operating Procedures.

G. Red Circle Rate

"Red Circled" means a pay rate that is above the adopted maximum of the pay range for a classification. Pay rates may be red circled for transfers to avoid nepotism, as defined in §1.07, or as a result of a classification study, which places an employee's pay range below their present salary rate. When an employee's pay rate is red circled, the employee will not be eligible to receive a salary increase until such time as the pay range for the employee's classification exceeds the employee's salary level.

H. Other Circumstances for Salary Adjustments

The GM/CEO or designee may also authorize a pay adjustment for individual employees in consideration of salary equity among employees in the same classification, retention challenges, additional responsibilities, and other similar factors.

I. One-Time Incentive Payment

Under extraordinary circumstances, the GM/CEO may authorize a one-time incentive payment to employees subject to availability of funding and applicable laws and legal limitations.

## **§7.05 Salary Adjustments Upon Demotion**

### **A. Salary Adjustment Upon Voluntary Demotion**

Voluntary demotion will be defined as voluntary movement into a classification with a lower maximum pay range. In a voluntary demotion, the employee's pay will remain the same as it was prior to demotion provided it does not exceed the maximum of the salary range of the new classification in which case it will be reduced to the maximum of the salary range. An employee who voluntarily demotes during the probationary period will have the pay rate received prior to promotion restored not to exceed the maximum for the pay range for the class to which the employee demotes.

### **B. Salary Adjustment Upon Involuntary Demotion**

Involuntary demotion will be defined as movement into a classification in a lower pay range as a result of disciplinary action, performance deficiency, reduction in force or as a result of organizational change. The salary of a demoted employee will be adjusted as follows:

#### **1. Involuntary Demotion – Discipline/Performance Deficiency**

- (a) An employee who is involuntarily demoted for discipline or performance deficiency will receive a new anniversary date 12 months from the effective date of the demotion and will not be entitled to a merit increase for at least one year from the date of the demotion. The employee's pay shall be reduced to not more than the maximum pay for the range of the new classification.
- (b) An employee who is returned to a formerly held position due to a failure to satisfactorily complete probation in a new classification will have the pay rate received prior to promotion restored and will have the anniversary date in effect prior to the classification change prompting the probationary period restored.

#### **2. Involuntary Demotion – Organizational Change**

- (a) Employee's pay will be "Red Circled" in the case that organizational change causes involuntary demotion and the anniversary date will remain unchanged.
- (b) Employees who are involuntarily demoted due to organizational change will still be entitled to annual merit increases, provided

that such increases do not put the employee over the maximum of their new salary range.

3. Involuntary Demotion – Reduction in Force

Any employee involuntarily demoted due to a reduction in force will be subject to §18.02B and the requirements of that section as to rate of pay and relocation.

**ARTICLE 8: OVERTIME / COMPENSATORY TIME OFF**

**§8.01 Overtime Compensation**

A. Eligibility

Non-exempt employees will be compensated for all hours physically worked in excess of 40 hours in the 7 consecutive day workweek, at the rate of 1½ times their regular rate of pay calculated on an hourly basis.

B. Employment Status for Overtime Compensation

1. Exempt Employee

An exempt employee is one whose duties, responsibility and pay rate exempt the individual from required overtime payments pursuant to the provisions of the FLSA. The GM/CEO may, in extraordinary circumstances, authorize payment of overtime/compensatory time off to employees working in exempt classifications.

2. Non-Exempt Employee

A non-exempt employee is one whose duties, responsibilities and pay rate require the payment of overtime in accordance with the provisions of the FLSA or a collective bargaining agreement.

**§8.02 Compensatory Time Off (CTO)**

A. Accumulation of CTO

Non-exempt employees may accumulate a maximum of 40 hours of compensatory time off, subject to approval of the Division EMT Member. If approved, an employee may elect, on a pay period by pay period basis, to accumulate CTO for all hours worked in excess of 40 hours in a workweek, at the rate of 1½ for each hour of overtime worked. Once the 40-hour maximum CTO limit has been banked, the employee will be paid for all successive overtime hours worked.

B. Compounding of Overtime/CTO Hours

Compounding of overtime hours and/or compensatory time off hours will not be permitted.

**§8.03 On Call – Standby Pay**

A. An employee may be assigned to On Call – Standby status for a period of 7 consecutive days, including holidays.

- B. An employee assigned to On Call – Standby status is to remain available to respond to trouble calls and emergency situations in a timely manner.
- C. An hourly employee assigned to On Call – Standby status will be compensated 2 hours at the 1½ rate for each day, Sunday through Saturday including SacRT paid holidays.
- D. In the event it is necessary for an hourly employee to leave home to respond to a trouble call or emergency, from the time of leaving home until returning home is considered paid time and will be compensated at the time and one-half rate. Such compensation for time worked is in addition to the On Call – Standby status pay described in paragraph C. above.
- E. Employees will not be assigned nor compensated for On Call – Standby status on any day on which they are on approved vacation, floating holiday or other leave status.
- F. These provisions will apply to non-bargaining unit employees only unless collectively bargained with an exclusively recognized employee organization.

**ARTICLE 9:        EMPLOYEE BENEFITS**

**§9.01        Medical Insurance**

SacRT provides a series of comprehensive Health and Welfare Insurance Coverages for each full-time employee, eligible part-time employees and eligible dependents as indicated below.

A.    Benefits Eligibility Defined

1.    Benefit Continuation

- (a) For purposes of applying this language, active service is defined as time spent at work in paid status.
- (b) An employee must be in the active service of SacRT 88 hours or more in any calendar month to receive a benefit continuation for that month.
- (c) Any employee not actively working due to a non-industrial illness/injury and who does not satisfy the hourly requirement listed in (b) above will have SacRT paid Health and Welfare Benefits continued by SacRT for a period of up to 6 months from the date of the injury or illness. For an absence exceeding 6 months, the employee may have SacRT Health and Welfare Benefits continued at the employee's expense. Such continuation coverage will be billed monthly by SacRT for the amount of the premium cost, plus applicable administration fees. An employee not making the premium payment(s) will be dropped from coverage.
- (d) Any employee not actively working due to an industrial illness/injury who is expected to return to active employment, as determined by a physician, will have SacRT paid Health and Welfare Benefits continued by SacRT for a period of up to 24 months from the date of the injury or illness. At the conclusion of 24 months, the employee may be eligible for continued coverage in accordance with the applicable provisions of state and federal law. Such continuation coverage will be billed monthly by SacRT for the premium cost, plus applicable administration fees. An employee not making the premium payment(s) will be dropped from coverage.

B.    Dependent Eligibility Status

Dependent eligibility is limited to those individuals deemed "dependents" as defined by the respective group health benefit plans or CalPERS. All registered domestic partners, as described in the Domestic Partner Rights

and Responsibilities Act of 2003, will have the same rights, protections, and benefits as other dependents.

C. Medical Insurance

1. Effective January 1, 2011, SacRT will contribute 90% of the Health and Welfare Insurance Premium for each employee participating in medical insurance options provided under the CalPERS Program. The maximum monthly amount paid by SacRT will not exceed 90% of the monthly premium for Kaiser or Blue Shield Access Plus, whichever is greater, for the Sacramento Area (Sacramento, Placer, and El Dorado Counties). Employees electing coverage in a plan that is more costly than the Kaiser or Blue Shield Access Plus Plan in the Sacramento Area will pay the difference in the amount paid by SacRT for either Kaiser or the Blue Shield Access Plus Plan and the cost of the selected plan.

An employee selecting a plan less costly than the Blue Shield Access Plus Plan will still be subject to paying 10% of the monthly premium cost of that plan. The co-payment is not applicable to those employees participating in the Cash-in-Lieu of Medical Program.

Employees who elect a service or disability retirement in a SacRT retirement plan may be eligible to have a portion of the monthly premium for SacRT provided medical insurance paid based upon bargaining unit designation, date of hire and years of service criteria established by SacRT. Eligibility criteria for non-represented employees are provided in Appendix 1 to this Personnel Policy Manual.

2. Medical Insurance Continuation for Dependents of a Deceased Employee

Medical insurance coverage for dependent(s) of an employee who becomes deceased may be extended for 2 calendar months immediately following the end of the month in which the employee's death occurred. Dependent coverage will be limited to the dependents, on the employee's medical coverage at the time of death. The terms of the medical insurance premium obligations under this provision will remain the same as if the employee was still an active employee.

D. Dental Insurance

Dental Insurance is provided at no cost to a full-time employee, the employee's spouse and eligible dependents.

Employees who elect a service or disability retirement in a SacRT retirement plan may be eligible to have a portion of the monthly premium

for SacRT provided dental insurance is paid based upon bargaining unit designation, date of hire and years of service criteria established by SacRT.

E. Life Insurance

Life Insurance, Accidental Death and Dismemberment is provided at no cost to a full-time employee, the employee's spouse and eligible dependents. Coverage for the employee is for \$50,000 and coverage for the spouse and eligible dependents is for \$1,000 (dependents under 6 months is \$100.00).

F. Supplemental Life Insurance

In addition to the SacRT-provided coverage as specified above, supplemental life insurance is available as an option for each qualified full-time employee, the employee's spouse and/or child(ren). The amount of coverage for spouse or children is limited pursuant to the terms of SacRT's contract with the life insurance provider. Covered employees will be notified of any change to those limits. The premium cost for this coverage, when elected by the employee, is paid by the employee through payroll deduction.

G. Vision Care

Vision Care Insurance is provided at no cost to each full-time employee, the employee's spouse and eligible dependents. Coverage may also include "buy-up" options that can enhance the insurance coverage that is available for purchase by the employee.

H. Long Term Disability

Long Term Disability (LTD) Insurance is provided at no cost to each full-time employee of SacRT.

I. Cash-In-Lieu of Medical Coverage

1. Description – The Cash-in-Lieu of Medical Coverage Program is a voluntary election available to all full-time employees eligible for medical benefits. An employee who voluntarily elects to participate, will forego medical insurance coverage, and will receive one-half of the cash value of the "Employee Only" premium for the applicable plan pursuant to C. above. This additional income is taxable and will be proportionately included in each paycheck. The employee must have minimum essential medical coverage through some other source (e.g. spouse or a previous employer).

2. New Hire/Annual Open Enrollment Period – Employees must enroll within 30 days of becoming eligible as a new hire. A copy of the form

is available in the HR Department. After an employee is enrolled in the program, participation continues year after year thereafter unless the employee elects to discontinue participation. Each year during the annual open enrollment period, employees electing to participate in the Cash-in-Lieu of Medical Coverage Program for the first time must enroll. Retroactive enrollments are not permitted.

3. Documentation – Although employees need not reenroll annually, they are required to maintain their alternative insurance and provide proof of minimum essential coverage as requested.
4. Family Status Changes – The employee may not change or cancel their program during the plan year except for allowable family status changes as defined by IRS regulations.

J. Leaving Employment Other Than for Retirement

An employee vested under the provisions of the SacRT Salaried Employee Retirement Plan and leaving SacRT for any reason other than for retirement shall not be eligible to receive Health and Welfare Insurance coverage except as provided in K below.

K. Conflict of Law

Nothing contained in this Section shall be construed so as to conflict with applicable state or federal law.

**§9.02 Flexible Spending Accounts**

A. Definition

A Flexible Spending Account (FSA) is an employer-sponsored benefit that allows the employee to pay for certain eligible expenses on a pre-tax basis. An employee contribution to the plan will not be subject to Federal, State, FICA or SDI taxes.

B. Employee Eligibility

All employees of SacRT may participate in this program. Employees will be eligible to participate in the plan on the first of the month following the completion of 30 days of employment.

C. Health Care Spending Account

The Health Care Account enables employees to pay for expenses, which are not covered by the employer's health plans or privately held insurance policies using pre-tax dollars. Employees may claim reimbursement of their own expenses as well as those for the employee's spouse, and

eligible dependents. An employee may set aside an annual amount equivalent to the maximum dollar amount allowed by federal statute.

D. Dependent Care Spending Account

If an employee has dependents that need care while the employee is at work, the employee may use the Dependent Care Account to pay this cost with pre-tax dollars. Expenses must be for an eligible dependent as defined by Federal Income Tax Form 2441 "Credit for Child and Dependent Care Expenses." An employee may contribute up to the maximum permitted by law.

**§9.03 Education Assistance and Reimbursement Program**

General Authority

SacRT provides financial assistance for formal education for all employees. The primary purpose of this program is for employees to attain a degree, or to pursue college level or trade school coursework to enhance knowledge, skills or abilities necessary in the performance of the job, or to attain a career development objective within SacRT. Education assistance is limited to funds in the budget. Therefore, reimbursement is made on a "first-come, first-served" basis.

Requests for tuition reimbursement may be submitted and will be evaluated in accordance with HR practices.

**§9.04 Employee Assistance Program (EAP)**

SacRT provides confidential counseling services to employees and eligible dependents, at no cost, through an Employee Assistance Program (EAP). The service is provided through an independent organization by professionals who are trained in helping people resolve problems in daily living. The number of EAP visits is limited pursuant to the terms of SacRT's contract with the EAP provider. Further information is available from the HR Department.

**§9.05 Transit Pass**

Transit passes are available for employees, retirees, spouses and eligible dependents in accordance with HR Standard Operating Procedures.

**§9.06 Employee Parking**

SacRT has a limited number of parking spaces available for use by authorized employees. To park in a SacRT parking lot, employees must register their vehicle and obtain a parking placard in accordance with HR Standard Operating Procedures.

**§9.07 License Fees**

- A. SacRT will reimburse an employee who has completed probation for the basic renewal cost of all work-related licenses, other than a Class C Driver's License or its equivalent, required in the performance of work duties.
- B. Any increase in the cost of a license imposed as the result of citations received on or off the job, or lapse of renewal, will be the responsibility of the employee.

**§9.08 Use of Non-Revenue Vehicle for SacRT Business**

- A. A limited number of employees may be assigned non-revenue vehicles on a take-home basis for the business purpose of fulfilling job responsibilities during and after work hours. Details of the program are available in the Non-Revenue Vehicle Use Program SOP.
- B. Because executive level employees are expected to respond to emergencies and attend or participate in off-site work-related events during and outside their regular work hours, including early in the morning, evening hours or over the weekend, each eligible employee will be provided with a \$300 monthly vehicle allowance in lieu of access to use of or assignment of a SacRT non-revenue vehicle. This applies to the following positions\*:

All Vice President positions  
General Counsel  
Deputy Chief of Staff / Special Assistant to the General Manager/CEO

\*Of these positions listed, any incumbent that was assigned a non-revenue vehicle as of December 31, 2021 will have the option to either accept continued assignment of a SacRT non-revenue vehicle subject to applicable IRS reporting requirements or return the assigned non-revenue vehicle and instead receive a \$500 monthly vehicle allowance.

The GM/CEO may choose to receive a \$500 monthly vehicle allowance in lieu of having access to a designated pool car.

The GM/CEO may approve granting a car allowance to other positions not listed above in lieu of being issued a SacRT non-revenue vehicle, if the employee qualifies based upon the requirements set forth in the Non-Revenue Vehicle Use Program SOP.

**ARTICLE 10: HOLIDAYS AND VACATIONS**

**§10.01 Holidays**

A. Holidays Observed

SacRT holidays observed annually are:

New Year's Day  
Martin Luther King Jr.'s Birthday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

SacRT holidays that fall on a Sunday will be observed the following Monday. Employees will receive 8 hours holiday pay for a SacRT holiday that falls on a Saturday.

In addition to the above referenced holidays, employees also receive the following holidays:

Five Floating Holidays  
Four Hours – for use either the last workday before or first workday after Thanksgiving Day, Christmas Day, or New Year's Day.

Floating Holidays can be taken on any day selected by the employee that is approved in advance by the Supervisor.

At the discretion of the GM/CEO, offices may be closed and employees may be permitted to leave work without a loss in compensation during the afternoon immediately preceding one of the seven designated holidays listed above.

B. Holiday Pay

1. An employee must be in the active service of SacRT on the last workday preceding and first workday following a paid holiday in order to receive holiday pay.
2. For purposes of applying this language, active service is defined as time spent in a paid status.
3. Pay for holidays are computed at the employee's regular hourly rate of pay.
4. Holidays Occurring During Vacation – In the event one of the above

listed holidays falls during an employee's vacation, at the discretion of the department manager/director, the employee may receive holiday pay, in lieu of vacation pay, with no additional time off or the vacation day may be rescheduled to a date mutually acceptable to the department manager/director and the employee. When an employee receives pay in lieu of time off for vacation, the time worked in lieu of time off for vacation will not be considered overtime as such but will be compensated at the rate of pay applicable to the work performed.

C. Floating Holidays

1. New-Hire Employee Eligibility for Floating Holidays

New hire full-time employees will be credited with floating holidays on a pro rata basis determined by their hire date as follows:

<u>Hire Date</u>	<u>Floating Holidays</u>
January 1 <sup>st</sup> – March 15 <sup>th</sup>	5
March 16 <sup>th</sup> – May 31 <sup>st</sup>	4
June 1 <sup>st</sup> – August 15 <sup>th</sup>	3
August 16 <sup>th</sup> – October 31 <sup>st</sup>	2
November 1 <sup>st</sup> – November 30 <sup>th</sup>	1
December 1 <sup>st</sup> – December 31 <sup>st</sup>	0

Thereafter, 5 floating holidays will be credited in January of each calendar year.

2. Scheduling Floating Holidays

The scheduling of floating holidays should be made at least 30 days in advance of use, if possible. Floating holidays must be taken in blocks of 8 hours.

While departments will attempt to accommodate pre-selected floating holidays, if an employee promotes or transfers into a new department, the floating holiday(s) may be adjusted around the needs of the department and/or the holiday schedules of the existing employees.

3. Employees Leaving the Employment of SacRT

Upon separation from employment, the cash value of unused floating holidays will be paid to the employee.

4. Use During Leave of Absence

An employee may use floating holidays as compensation when off work in accordance with the provisions of Article 12.

5. Floating Holiday Sell Back

An employee may submit on the appropriate form to the Payroll Department, to be paid the cash value of some or all unused floating holidays. The calculation of the cash value will be made based upon the employee's salary in effect on the date the employee makes the written request for such payment. Unused floating holidays must be sold back at the end of each calendar year.

6. Work on a Holiday

(a) A non-exempt employee, as defined under the Fair Labor Standards Act, and a supervisory employee who is paid overtime pay by administrative policy will be paid for work on a holiday as follows:

(i.) An employee required to work on a holiday which falls on a regularly scheduled day off will be compensated at 2 times the regular hourly rate of pay for all hours worked. Such pay will be in addition to the regular holiday pay.

(ii.) An employee scheduled to work a holiday which falls on a regularly scheduled workday will be compensated at 1½ times the regular hourly rate of pay for all hours worked. Such pay will be in addition to receiving regular holiday pay.

(b) An exempt employee who is required to work on a paid fixed holiday, will, in addition to receiving regular holiday pay, be given 8 hours off on an alternate date for being required to work.

**§10.02 Vacations**

A. Vacation Eligibility

1. Full -Time Employees

A full-time employee of SacRT, with the exception of EMT level employees, will accrue vacation based upon years of service, as set forth below:

<u>Employment</u>	<u>Hours</u>	<u>Vacation Pay</u>
1 - 3	80 hours	2 weeks
4 - 9	120 hours	3 weeks
10 - 14	160 hours	4 weeks
15 - 24	200 hours	5 weeks
25 and Over	240 hours	6 weeks

2. EMT Level Employees

Because EMT level employees\* are expected to be on-call and available to respond to emergencies including during their scheduled time off or on weekends, they will accrue vacation upon years of service as set forth below:

<u>Employment</u>	<u>Hours</u>	<u>Vacation Pay</u>
1 - 3	200 hours	5 weeks
4 - 6	240 hours	6 weeks
7 and over	280 hours	7 weeks

\*For the purpose of this section, EMT level employees include the General Manager/CEO, all Vice Presidents and the General Counsel.

3. First-Year Employee Vacation Eligibility

An employee, during the first year of employment, will accrue vacation credits, but may not use vacation until after completion of the first 1 month of employment.

B. Vacation Pay

1. Vacation pay will be based upon an employee's regular rate of pay at the time the vacation is taken.
2. An employee who severs employment with SacRT for any reason, will receive payment for all accrued vacation with separation pay.

C. Vacation Accrual

1. Active Service

In applying this language, "active service" is defined as time spent in a paid status. A full-time employee, who has worked for SacRT in a part-time capacity, including part-time work covered by a collective bargaining agreement, will have such time counted as "active service." "Active service" does not include any other hours paid for accrued benefits except those specifically mentioned above.

2. Monthly Accrual

An employee must be in the active service of SacRT, as defined above, at least 88 hours or more in the calendar month to receive a vacation credit for that month. Each monthly vacation credit shall be 1/12 of the annual vacation accrual based upon years of service.

3. Maximum Accumulation

For employees hired prior to January 1, 2015, the maximum accrual of vacation will not exceed that which can be earned by the employee in 3 years.

For employees hired on or after January 1, 2015, an employee's maximum vacation accrual may not exceed the maximum vacation accrual, which can be earned by the employee in 2 years.

An employee who reaches the maximum accrual will not accrue additional vacation until the accrued vacation falls below the limit.

D. Vacation Sellback

1. Sellback for Cash – No later than December 31 in any calendar year, an employee may request in writing to Payroll to be paid the cash value of up to 80 hours of vacation the employee is scheduled to accrue in the subsequent calendar year, so long as the employee has 80 hours of unused accrued vacation available on October 31 of the calendar year in which the request is made.
  - (a) No later than December 1 of each calendar year, HR will send a written notice to employees who are eligible to sell-back future vacation accruals, notifying the employee of their eligibility to participate in the program and providing the employee with an election form. Employees will have until close of business (COB) on December 31 to submit their written request for the sell-back of future vacation accruals in the following calendar year. If an employee fails to turn in the election form or turns it in after COB on December 31, no amount of the vacation earned in the following calendar year will be paid out in cash, unless the employee uses the vacation hours or terminates employment with SacRT.
  - (b) In compliance with the Internal Revenue Service's requirements, once the election to sell-back future vacation accruals is made, the employee may not rescind the election and must take the cash out.
  - (c) The employee will be paid for the vacation hours to be sold back in any period selected by the employee following accrual of the total number of vacation hours the employee requests to sell-back. In no event may the sell-back occur later than the December 25<sup>th</sup> pay period of the year in which the vacation hours were accrued. The employee will be paid for future accrued vacation hours based upon the hourly rate of the employee in effect on the date the hours are accrued.

2. Sellback to Deferred Compensation Account – An employee with 10 through 16 years of continuous service may annually sellback 40 hours of accrued, available vacation at the employee’s straight time hourly rate. An employee with 17 or more years of continuous service may annually sell back up to 120 hours of accrued available vacation at the employee’s straight time hourly rate. Sellback under this provision is for the express purpose of depositing into the employee’s Deferred Compensation Account.
  - (a) In January of each year, employees will receive an eligibility form from HR stating that the employee is eligible to sell-back accrued vacation hours into a Deferred Compensation Account. The notice will notify the employee of the maximum number of hours the employee has available to sell into their accounts. Employees desiring to sell-back the eligible amount of vacation hours into their Deferred Compensation account must submit the form to Payroll no later than the last day of February each year.
  - (b) In order to participate in the sell-back into Deferred Compensation program, the employee must be enrolled in the SacRT sponsored Deferred Compensation Program by the 15<sup>th</sup> of February each year in which participation is intended. The transfer of the vacation hours sold back by the employee into their Deferred Compensation account will occur on the March 25<sup>th</sup> payroll period.

E. Vacation Scheduling

1. An employee will normally be asked in December to select weeks of vacation to be taken during the following calendar year.
2. While the method used to select vacations is left up to the individual departments, the selection procedure should be one that accommodates the majority of employees while still allowing the department to function.
3. While departments will attempt to accommodate pre-selected vacation schedules, the employee moving into a new department may be required to adjust their vacation schedule around the needs of the department and the vacation schedules of the existing employees.

**§10.03 Accruals for Transferring Employees**

A. Accrued Benefits and Floating Holidays

1. An employee transferring from a position not governed by this Policy Manual to a position subject to these Rules and Procedures will retain the accrued benefits and floating holidays remaining on the date of transfer.
2. An employee transferring from a position not governed by this Policy Manual to a position subject to these Rules and Procedures will be subject to the accrual schedule or table applicable to the employee's most recent full-time date of hire with SacRT.
3. An employee transferring to a position not governed by this Policy Manual may retain accrued benefits and floating holidays if retention is permitted as of the date of transfer under the labor agreement applicable to the transferee. If the retention of accrued benefits and/or floating holidays is not permitted by the applicable labor agreement, the transferring employee must sell the non-retainable benefit as permitted herein under the rules pertaining to selling such benefits at separation except for separation at retirement.

B. Use and Scheduling of Accrued Benefits and Floating Holidays

An employee transferring from a position not governed by this Policy Manual who has retained accrued benefits and/or floating holidays may use those benefits as provided in this document without regard to probationary status and any leave subject to scheduling must be rescheduled.

**ARTICLE 11: FITNESS FOR DUTY MEDICAL EXAMINATION**

**§11.01 Fitness for Duty Medical Examination**

- A. SacRT may require an employee at any time as a condition of continued employment, to undergo a medical examination to determine the mental or physical fitness of the employee to perform the duties of the job. The expense of the examination will be borne by SacRT. The physician scheduled to conduct the examination will be selected from the panel of Qualified Medical Evaluators (QME) maintained by the State of California, practicing in the medical specialty relevant to the employee.
- B. Should the result of the examination reveal a temporary disability with a prognosis that the employee is expected to return to regular job duties, the employee will be placed on Long Term Illness or Injury Medical Leave of Absence until returned to work or the expiration of the leave. The employee is required to fully cooperate with the physician and comply with any prescribed treatment.
- C. Should the result of the examination confirm or reveal that the employee is disabled and precluded from returning to job duties, the employee will be referred for evaluation and determination as to whether or not alternative work is available or processed for a medical separation from employment or disability retirement, if applicable.
- D. In the event there is a difference in medical opinions between the employee's physician and the chosen Fitness for Duty Physician as to the employee's fitness to work, a third medical evaluation will be conducted. The physician will be jointly selected by SacRT and the employee from the State QME list of physicians practicing in the medical specialty pertinent to the employee's condition. The cost of this medical evaluation will be borne by SacRT. The decision of the selected physician will be final and the employee's case will be handled pursuant to either §11.01B or §11.01C, above, as appropriate.
- E. Notwithstanding the provisions of this article, nothing herein will be interpreted or applied in a manner, which conflicts with SacRT obligations under applicable federal or state statute(s).

**ARTICLE 12: LEAVES**

**§12.01 Sick Leave**

A. Definition

An employee will be entitled to sick leave benefits if the employee is unable to report for or perform assigned work duties because of personal illness, doctor or dental appointments, including those for dependents when necessary or for injury or confinement for medical treatment which is not specifically mentioned under this Article 12.

B. Eligibility

An employee may use accrued sick leave following being credited with sick leave. There is no waiting period before one may use accumulated sick leave hours.

C. Sick Leave Accrual

1. Active Service

"Active service" is defined as time in paid status.

2. Monthly Accrual

An employee must be in the active service of SacRT, as defined above, at least 88 hours in the calendar month to receive 8 hours of sick leave credit for that month.

3. Maximum Accumulation

An employee may earn a yearly maximum accrual of 96 hours (12 days) of sick leave as defined above.

The maximum number of hours an employee may accumulate is 576 provided that at the end of each calendar year, any accumulation that exceeds 480 hours will be surrendered and an equivalent cash value to the surrendered sick leave hours will be deposited into a 401(a) account for the employee.

D. Medical Verification

For an absence of 3 or more workdays or where there is a reasonable question of the necessity for sick leave as determined by supervision or management, a physician's statement verifying the illness/injury may be required by a supervisor before sick leave pay for the absence is approved.

E. "Stay Well" Incentive Plan

An employee with more than 288 hours accumulated sick leave (the maximum they can accrue in three years) may, at the end of the calendar year, make an election to convert up to 88 hours of the sick leave accrued in the subsequent year, to a cash value which will either be paid in cash or deposited into the Sacramento Regional Transit District Deferred Compensation Plan account for the employee.

1. Sellback for Cash or to Deferred Compensation – No later than December 31 in any calendar year, an employee may request in writing to Payroll to be paid the cash value of up to 88 hours of sick time the employee is scheduled to accrue in the subsequent calendar year, so long as the employee has 288 hours of unused accrued sick leave available on October 31 of the calendar year in which the request is made.
  - (a) No later than December 1 of each calendar year, HR will send a written notice to employees who are eligible to sell-back future sick time accruals, notifying the employee of their eligibility to participate in the program and providing the employee with an election form. Employees will have until close of business (COB) on December 31 to submit their written request for the sell-back of future sick time accruals in the following calendar year. If an employee fails to turn in the election form or turns it in after COB on December 31, no amount of the sick time earned in the following calendar year will be paid out in cash.
  - (b) In compliance with the Internal Revenue Service's requirements, once the election to sell-back future sick time accruals is made, the employee may not rescind the election and must take the cash out or deposit to deferred compensation.
  - (c) The employee will be paid for the sick time hours to be sold back or to be deposited to deferred compensation in any period selected by the employee following accrual of the total number of sick time hours the employee requests to sell-back. In no event may the sell-back occur later than the December 25<sup>th</sup> pay period of the year in which the sick time hours were accrued. The employee will be paid for future accrued sick time hours based upon the hourly rate of the employee in effect on the date the hours are accrued.

F. Sick Leave Sellback

1. An employee who was hired prior to December 30, 2014, has been employed by SacRT for 10 through 14 years and retires from employment pursuant to the provisions of a SacRT Retirement Plan, will be eligible to sell back a maximum of 40% of the employee's

accumulated sick leave on record on the date leaving active service for retirement.

2. An employee who was hired prior to December 30, 2014, has 15 years of service or more and who retires under a SacRT Retirement Plan, may sell back up to 75% of the employee's accumulated sick leave upon separating from employment for retirement.
3. An employee retiring from SacRT after 10 through 14 years of service who retires under the Disability Retirement provisions of a SacRT Retirement Plan due to sustaining an industrial illness or injury during the course of employment, will be eligible to sell back 50% of the employee's accumulated sick leave on record at the time of leaving active service with SacRT.
4. An employee of SacRT who leaves employment for any reason except termination for cause and does not fall under the provisions in §12.01 above, is eligible to sell back 33⅓% of the employee's accumulated sick leave on record at the time of leaving active service.

G. California State Disability Insurance (SDI)

The Employment Development Department (EDD) administers the California State Disability Insurance (SDI) Program. This program is available to California workers paying SDI taxes. The program affords California workers the ability to replace lost wages due to off-the-job injuries/illnesses. Employees who are experiencing a temporary disability such as an illness, injury, either physically or mentally, elective surgery, pregnancy, childbirth, or related medical conditions, that prevents the employee from performing regular job duties, may submit a claim form to EDD for payment of partial wage replacement benefits. For on-the-job injuries/illnesses, employee must contact the Risk Management Unit to file a claim.

H. Integration with Workers' Compensation or State Disability Insurance

An employee off work due to an injury or illness may use accumulated sick leave to cover the regular workdays during the statutory waiting period before Workers' Compensation or SDI benefits begin. Once Workers' Compensation/SDI benefits commence, an employee may integrate the use of sick leave with the benefit payments. When using sick leave in conjunction with Workers' Compensation/SDI benefits, the total daily integrated compensation amount will not exceed the individual's normal daily net pay.

With prior written approval from the manager, an employee may use accrued vacation leave in lieu of sick leave when sick leave has been

exhausted. Medical documentation may be required prior to approving the use of vacation in lieu of sick leave.

## **§12.02 Catastrophic Leave Donation**

### **A. Purpose**

The purpose of this program is to provide for an extended paid leave of absence for employees who would not otherwise be eligible for a paid leave of absence. Any employee is eligible for the extended leave if such employee, or an immediate family member of such employee, has suffered a catastrophic occurrence or illness.

### **B. Catastrophic Illness or Injury Defined**

A catastrophic illness or injury is a serious/extended illness or injury which is expected to incapacitate the employee, and which creates a financial hardship because the employee has exhausted all sick leave and other leave credits. Catastrophic illness or injury may also include an incapacitated family member if this results in the employee being required to take time off from work for an extended period to care for the family member and the employee has exhausted all sick leave and other leave credits.

The prolonged illness or injury precludes the employee from working some or all of the assigned work hours and results in financial hardship, of at least two weeks without pay. The HR Department will make the final determination on the type of illness or injury and situation to determine if the employee qualifies for the catastrophic leave program.

### **C. Eligibility**

An employee will not be eligible to donate accrued sick leave if the employee's accrued sick leave balance would decline below 40 hours after making such a donation.

### **D. Benefit Conditions**

Benefit conditions and processes for participation shall be in accordance with HR Standard Operating Procedures.

## **§12.03 Jury Duty Leave**

- A. An employee required to perform jury duty, including Grand Jury duty, will be entitled to reimbursement at the employee's straight-time hourly rate for the work hours necessarily lost due to serving on the jury, provided however, that such reimbursement will not exceed 8 hours per day or 40 hours per week, less pay received for jury duty. Subject to the additional requirements listed below, an employee on an authorized alternate work

schedule will be paid up to the number of hours scheduled for work. The employee will be required to furnish a signed statement from a responsible officer of the court as proof of jury service and jury duty pay received.

- B. The employee will report for work if jury service ends on any day in time to permit at least 4 hours work in that workday.
- C. The above provisions apply to the employee on days the employee is required to report for jury duty, even if not selected to serve as a jury member.

**§12.04 Subpoenaed Witness**

- A. An employee subpoenaed to appear as a witness before any court, or Administrative, Executive, or Legislative Tribunal, which is vested by law with powers of subpoena and territorial jurisdiction in any state within the United States, will be entitled to leave with pay, provided the employee has sufficient vacation and/or floating holiday credits to cover the period of absence.
- B. An employee subpoenaed to appear as a witness in a matter within the course and scope of their employment with SacRT will be entitled to leave with pay without requiring use of accrued credits.
- C. All time off work will be verified for pay purposes by providing the department manager/director with a copy of the subpoena and documentation from a responsible officer of the court of court attendance.

**§12.05 Military Leave**

An employee of SacRT who is voluntarily or involuntarily leaving employment to undertake uniformed services or other services deemed to be in the uniformed services (e.g., services as a disaster-response appointee upon activation of the National Disaster Medical System) is required to provide advance notice to SacRT and is entitled to a leave of absence for a cumulative period not to exceed 5 years, with specified exceptions, reemployment, employment benefits, and protection against discrimination and/or retaliation on account of such uniformed service as provided under the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) (49 U.S.C. Sections 4301 – 4334), in addition to any other rights afforded under applicable federal or state law.

- A. Military Reserve and National Guard Service – An employee providing SacRT notice of being ordered to active or inactive duty, including for purposes of training, under authority of the State of California, will be provided a leave of absence pursuant to such rights afforded under applicable state law.

- B. Leave Request – Employees called into service must provide SacRT with 30 days written advance notice of impending service or as much notice as is reasonable under the circumstances. Exceptions will be made where such notice is impossible, infeasible or precluded by military necessity.
- C. Paid Leave – An employee receiving compensation for paid leave for military service or training and using the leave for purposes not authorized by applicable federal or state law will be subject to disciplinary action.

## **§12.06 Unpaid Leaves of Absence**

An employee may be granted a leave of absence without pay upon the employee's specific written request and with the prior written approval of the Department Manager/Director as follows:

### A. Medical Leave

#### 1. Long Term Illness/Injury

- (a) If an employee is injured or becomes ill and will be off work more than 3 working days, a medical leave of absence may be granted as long as a doctor confirms an employee's inability to perform regular work duties. When on such leave, the employee must report their medical status to their supervisor every 10 working days unless other reporting arrangements have been approved.
- (b) An employee who is off work due to a medical leave and does not present a valid medical release to active work within 18 months, will be subject to termination of employment.
- (c) An employee who is off work due to a medical leave and presents a valid medical release for full active duty within 18 months, will be returned to their former position, or if unavailable, to one of similar status and pay as if the employee had not been absent. An employee who is released to work and then returns to sick leave within 30 calendar days, will continue to accumulate time against the original 18 months maximum leave of absence time limit. However, if the employee presents medical documentation showing that subsequent time off was due to an illness or injury unrelated to the original leave, a new 18-month leave will be granted.
- (d) The employee must notify their supervisor immediately upon receipt of a valid medical release for duty and must be available to return to work as assigned on the next regularly scheduled workday following the date of such release.

## **§12.07 Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA)**

It is SacRT's policy to grant leave to eligible employees with serious medical conditions in accordance with the Federal Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act (CFRA). Eligible employees may use accumulated leave credits during periods of approved FMLA or CFRA leave.

**§12.08 Pregnancy Disability Leave**

It is SacRT's policy to grant leave to eligible employees with serious medical conditions in accordance with the California Pregnancy Disability Act (PDL). Questions should be directed to the HR Department. Eligible employees may use accumulated leave credits during periods of approved PDL.

**§12.09 Personal Leave of Absence**

- A. An employee may be granted leave on a case-by-case basis for other personal reasons not mentioned specifically herein. Requests for such leave will be reviewed by SacRT management for compelling and personal reasons, which necessitate the employee's absence from work, and to determine that granting said leave will not impair the operational needs of the department.
- B. Personal Leaves of Absence will not exceed 30 days without approval from the Division EMT.
- C. For SacRT to consider a request and make scheduling adjustments, a written request specifying the reason(s) for the leave and the duration must be submitted to the department manager/director as far in advance as possible. In any event, a written request of at least 5 days is required except where the circumstances of the request dictate otherwise.
- D. A request for leave of absence will be either granted or denied in writing by the department manager/director. Leave requests that are granted will specify the specific terms of the leave and date the employee is expected to return to work. All requests and responses are to be forwarded to the HR Department for filing in the employee's personnel file.
- E. An employee may request an extension of a leave of absence through the Division EMT Member. SacRT reserves the right to approve or deny such requests at its discretion. Extensions will be made in writing and forwarded to the HR Department for filing in the employee's personnel file.
- F. A personal leave of absence may be paid or unpaid. An employee may use applicable leave credits to receive pay during a leave of absence. An employee who requests an unpaid leave of absence or who has insufficient leave credits in an applicable leave category may be granted an unpaid leave of absence.

**§12.10 Bereavement Leave**

- A. An employee may take a leave of absence of up to 5 consecutive or non-consecutive workdays to attend to matters relating to the death of a family member. For purposes of this provision, family members include the employee's spouse or domestic partner, father, mother, son, daughter, brother, sister, brother-in-law, sister-in-law, grandmother and grandfather, current mother-in-law and father-in-law, stepson, stepdaughter, and grandchildren. Any person having served in loco parentis (in place of a parent) will be considered a parent.
- B. Should a question of family relationship arise, the employee may be required to submit proof of relationship.
- C. The 5 days may be extended by an additional 5 days when travel one way to the funeral location exceeds 500 miles, measured from Sacramento.
- D. To receive pay for the period of bereavement leave, an employee may use accumulated sick leave, vacation or floating holiday credits.

**§12.11 California Paid Family Leave**

The Employment Development Department (EDD) administers the California Paid Family Leave (PFL) Program. This program is available to California workers paying State Disability Insurance (SDI) taxes. This program allows employees to take time away from work for up to 8 weeks to bond with a newborn child, an adopted child, or to care for an ill parent, child, or spouse/domestic partner (must meet the eligibility of the California Secretary of State to be eligible for benefits) with a serious health condition.

**§12.12 Kin Care**

Kin Care is a protected leave, administered according to Labor Code §233. Questions should be directed to the HR Department.

**§12.13 Leave of Absence Abuse**

A. Failure to Return from Approved Leave

An employee failing to report to work after the expiration of an approved leave of absence will forfeit the leave of absence and be presumed to have abandoned employment with SacRT unless such failure to report was due to an incapacitating illness or injury preventing the employee from notifying SacRT, either personally or through someone else, of the inability to return as scheduled.

B. Obtaining Leave Under Misrepresented Conditions

An employee obtaining, or attempting to obtain, a leave under misrepresented conditions will, if applicable, be denied compensation for all time spent on leave and will be subject to disciplinary action, up to and including termination of employment.

C. Working While on Leave

No employee will be granted a leave of absence to work for another employer, including self-employment, unless authorized in writing by the GM/CEO prior to departing for said leave.

**§12.14** Furloughs

- A. As a cost saving initiative or due to a reduction in work, hourly employees may be required to take furlough hours in lieu of layoff.
- B. Except as expressly provided in this section, an employee who is placed on furlough will not be entitled to and will not be paid wages, salary, or any other form of compensation for the time during which the employee is on furlough. An employee on furlough may not use vacation, compensatory time off, sick leave, floating holiday, or any other form of paid leave during the furlough. A furlough will not result in a reduction of health and welfare benefits nor accrual of sick leave, vacation, and other leaves which are otherwise accrued based upon time worked. In addition, a period of furlough will not be considered a break in service for purposes of completion of a probationary period or any other acquired benefit.
- C. Notwithstanding the foregoing, for purposes of calculating an employee's service credits and final monthly average compensation for retirement, wages and days reduced due to furloughs taken, as required hereinabove, will not be counted against the employee. The calculation of total service credits and final monthly average compensation will assume the employee's full monthly salary was earned during any month in which a furlough was served and that the employee worked all available days during any month in which a furlough was taken.
- D. The GM/CEO is authorized to adopt rules and procedures related to administration of SacRT's furlough program.

**§12.15** Reinstatement

Upon return to work after a leave of absence, an employee will be reinstated to the former position and working conditions except when there has been a reduction in force or the position has been eliminated during the leave pursuant to Article 18, Reduction in Force.

**ARTICLE 13:     SAFETY FOOTWEAR**

**§13.01     Safety Footwear**

SacRT will provide safety footwear to employees working in areas requiring safe footwear, as determined by the Safety Department.

Guidelines for implementing a SacRT-paid program for providing footwear, meeting federal or state safety standards (ANSI), will be provided in accordance with Safety Office Standard Operating Procedures.

**ARTICLE 14: PERSONNEL RECORDS / POLICIES**

**§14.01 Personnel File Maintenance**

- A. Each employee's official personnel file will be maintained by the HR Department. Every employee will, during regular business hours, have access to all materials contained in their official personnel file, provided arrangements are made in advance to review the file.
- B. It is the responsibility of the employee to keep their personnel file updated with respect to current job skills, education, personal status changes, and any other personal information necessary to keep the file current.
- C. An employee who is dissatisfied with an entry in the personnel file may object in writing and the objection will be entered into the file.

**§14.02 Security**

A. Access

- 1. Access to an employee's personnel file will be limited to the HR Department staff as designated by HR management, the employee, the employee's supervisor, the employee's department manager/director and Division EMT Member, a SacRT Attorney, Labor Relations Staff, or the GM/CEO or designee. When an employee has applied for another position, access to the personnel file will also be made available to supervisors overseeing such position.
- 2. The procedures and/or process for inspecting an employee's personnel file will be set forth in the most recently revised Standard Operating Procedure regarding access to personnel files.
- 3. SacRT will release an employee's personnel file pursuant to a properly served subpoena, which is in compliance with Section 1985.6 of the Code Of Civil Procedure or other applicable state and federal laws.

B. Outside Credit and Employment Checks

Employment inquiries from outside sources will receive only verification of employment, position title and employment dates unless the employee has signed a written authorization allowing release of other information.

**ARTICLE 15:     DISCIPLINARY ACTION**

**§15.01     Authority of the GM/CEO**

- A. In accordance with SacRT’s enabling legislation, Public Utilities Code (PUC) Section 102180(b), the GM/CEO will appoint, supervise, suspend or remove SacRT employees other than members of the Board and officers appointed by the Board.
  
- B. Individuals appointed by the GM/CEO to positions designated as EMT, director or an equivalent level designation will serve at the will of the GM/CEO and will not be subject to the provisions of this article.

**§15.02     Progressive Disciplinary Action**

- A. SacRT follows the general principles of progressive disciplinary action. The available levels of progressive discipline are as follows:
  - 1. Informal discipline not subject to the complaint review procedure:
    - (a) Verbal Warning
  
  - 2. Formal discipline subject to the complaint review procedure:
    - (a) Written Reprimand
    - (b) Suspension From Employment Without Pay
    - (c) Reduction in Pay
    - (d) Demotion
    - (e) Dismissal From Employment

A written notice of disciplinary action will be provided to an employee who will be asked to sign and date the notice to confirm receipt.

**§15.03     Exceptions to Progressive Discipline**

While SacRT generally subscribes to the principles of progressive discipline, nothing herein will be construed to limit SacRT’s ability to administer disciplinary action at any level, including termination from employment, for behavior that warrants a level of discipline appropriate to the circumstances. Examples of such behavior may include, but are not limited to the following:

- A. Possession, consumption, or being unfit for duty due to the use of any alcoholic beverage while on duty or subject to duty.

- B. Possession without a prescription, consumption, selling or offering to sell, bestowing or offering to give any controlled substance as defined in the California Health and Safety Code Sections 1053 to 1058 inclusive, while on duty or subject to duty, whether in violation of the SacRT Drug and Alcohol Testing and Rehabilitation Policy.
- C. Fighting (excluding for one's defense) or engaging in acts that provoke a fight with another employee or member of the public while on duty.
- D. Insubordination: Disobedience to one's authorities, except when in conflict with applicable laws, statutes, codes, or SacRT safety policies.
- E. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, sexual orientation, veteran status, sex or age, against the public or other employees.
- F. Theft, misappropriation, or misuse of SacRT funds or property.
- G. Negligent or willful misconduct.
- H. Tampering or unauthorized altering, for any reason, in any way, shape or form, of information or records of SacRT.
- I. An act of gross incompetence in the performance of one's duty or neglect of duty.
- J. Vandalism of SacRT property or destruction of SacRT property resulting from negligence.
- K. Unlawful retaliation against any SacRT officer, employee, or member of the public who in good faith reports, discloses, divulges, or otherwise brings to the attention of the Attorney General or any other appropriate authority any facts or information relative to actual or suspected violation of any law of this state or the United States occurring on the job or directly related thereto.
- L. Fraud in securing appointment.
- M. Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea of guilty or a conviction following a plea of nolo contendere is deemed to be a conviction for this purpose.
- N. Gambling on duty.
- O. Improper political activity, which is a violation of federal and state law (e.g., Hatch Act).

- P. Other failure of good behavior, during work hours or outside of work, such as criminal activity or serious misconduct, which is of such a nature that it causes discredit to the appointing authority or the person's employment.

## **§15.04 Disciplinary Notice and Documentation**

### **A. Notice Requirements**

1. The initiation of any disciplinary action excluding Verbal Warning or Written Reprimand against an employee will begin with the issuance of a Charge Letter within 30 working days of the occurrence or reasonably becoming aware of an occurrence giving rise to the disciplinary action. The Charge Letter will include the following:
  - (a) the proposed level of discipline;
  - (b) a description of the infraction or circumstances for which the disciplinary action is proposed;
  - (c) any documentation or other material relied upon by SacRT in support of the charge; and
  - (d) notice that the employee has 10 working days from the receipt of the Charge Letter in which to respond either verbally or in writing.
2. The response to the Charge Letter will be taken into consideration in making a decision on implementing or modifying the proposed disciplinary action. The Decision Letter will be issued within 10 working days of receiving the employee's response. Should the employee be dissatisfied with the written decision, the decision may be appealed by initiating the Complaint Review Procedure pursuant to §16.06 below. The written decision will specify the applicable appeal protocol if the first step is with someone other than the department manager/director.

### **B. Right to Respond**

1. Before an employee may be suspended without pay, have their pay reduced, be demoted or dismissed from employment, the employee will have been given the opportunity to respond to the Charge Letter. If an employee is charged with an offense, the nature of which warrants immediate removal from active employment, the employee will be placed on paid administrative leave pending issuance of the final decision on disciplinary action. Should SacRT decide to continue with the contemplated disciplinary action, the effective date(s) of the unpaid suspension, demotion or termination of employment will be specified in the disciplinary letter and implemented accordingly.

2. Notwithstanding any contrary provision or policy, SacRT will not implement any discipline of exempt employees that is inconsistent with FLSA requirements for exempt employees (those employees falling within the Administrative, Professional or Executive Exemptions under the FLSA). SacRT will not suspend exempt employees for less than one full week except as otherwise permitted under applicable law.

C. Documentation Used to Support Charge Letter

Documentation intended to be used to support proposed disciplinary action will be given to the employee with the Charge Letter, as set forth above. Employees presented with such documentation will be requested to acknowledge receipt by their signature and date on the letter. Should an employee refuse to acknowledge receipt, said refusal will be noted by the supervisor on the letter.

D. Disciplinary Documents Retention Period

Copies of all disciplinary documentation will be forwarded to the HR Department for filing in the employee's personnel file. Unless otherwise specified in a written agreement between the employee and SacRT, any disciplinary documentation not involving statutory violation, will be retained and may be referred to for purposes of demonstrating progressive discipline for 3 years.

Disciplinary action involving statutory violation will be retained in the employee's personnel file indefinitely.

E. Clearing the Personnel File of Disciplinary Documentation

It will be the responsibility of the employee to request in writing, through the Labor Relations Department or HR Department, that outdated disciplinary documentation be removed from their personnel file after the retention period has passed.

F. Conflict of Interest

Employees may be required, pursuant to state or federal law or regulation to submit conflict of interest statements and documentation. If an employee is concerned or uncertain whether activities in which the employee engages and/or relationships with others may create a conflict with the employee's duties, the employee will provide the supervisor with a description of the activities and/or relationships in question. SacRT management will determine whether a conflict is evident and will communicate the determination to the employee. The employee may appeal this determination to the GM/CEO or designee.

**ARTICLE 16: COMPLAINT PROCEDURE REVIEW**

**§16.01 Purpose**

The purpose of the Complaint Review Procedure is to provide a process for the orderly and expeditious resolution of employee complaints, which have arisen out of the interpretation, or application of this Policy Manual, or the issuance of any formal disciplinary action.

**§16.02 Scope**

All individuals employed by SacRT in positions and classifications approved by the Board of Directors will have the right to have their complaints addressed by way of this Complaint Review Procedure, except as stated in §16.03, below.

**§16.03 Exemptions to the Complaint Review Procedure**

A. At Will Employees

Individuals appointed by the GM/CEO to positions designated as EMT, director or an equivalent level designation who serve at the will of the GM/CEO are excluded from the Complaint Review Procedure for purposes of challenging any disciplinary action.

B. Appointed Officers

Officers appointed by the Board of Directors will serve at the will of the Board and will not be subject to the provisions of Articles 15 or 16. The current officer is the GM/CEO.

C. Probationary New-Hires

Newly hired employees working in a probationary status may be disciplined or discharged from employment at the will of SacRT without recourse of appeal through the Complaint Review Procedure.

D. Personal Services Contract

Individuals working for SacRT under a PSC will not be subject to the provisions of Article 15 or 16.

E. Employees Covered by a Collective Bargaining Agreement Grievance Process

Employees covered by a collective bargaining agreement, which specifies a grievance procedure will not be permitted to use the Complaint Review Procedure specified herein.

## **§16.04 Initiation of a Complaint**

### **A. Scope**

The Complaint Review Procedure may be used for:

1. Any dispute in which an employee wishes to appeal the supervisor's or manager's decision after having responded to a Charge Letter, or
2. To initiate an appeal regarding the interpretation of a rule or procedure as it was applied to the individual.

### **B. Charge Letter Appeal**

An employee who is dissatisfied with the written decision regarding a proposed disciplinary action as specified in a notice of disciplinary action, may appeal the decision by initiating the Complaint Review Procedure pursuant to §16.06 below. The written decision will specify the applicable appeal protocol if the First Step is with someone other than the department manager/director.

### **C. Rule or Procedure Complaint**

1. An employee who disagrees with the application of a rule or procedure, may initiate a complaint in writing to the immediate supervisor. The employee will have 10 working days from the date of the objectionable action, or 10 working days from the date the employee should have reasonably become aware of the objectionable action, in which to file the written complaint. The written complaint must contain the following:
  - (a) the rule or procedure over which the disagreement arose,
  - (b) what the employee feels the proper interpretation/application should be, accompanied by any supporting documentation, and
  - (c) what correction/remedy the employee is seeking.
2. The supervisor will have 10 working days from receipt of the employee's letter in which to issue a written decision. An employee dissatisfied with the decision may appeal by initiating the Complaint Review Procedure pursuant to §16.06 below.

## **§16.05 Complaint Appeal Protocol**

- A. Normally, an employee's immediate supervisor will be the individual initiating the Charge Letter. In such instances, the appeal protocol would be as follows:

1. Department manager/director (Step 1)
  2. Division EMT Member (Step 2)
  3. GM/CEO or designee (Step 3)
- B. In circumstances where the issuance of a disciplinary action is by a department manager/director or above, the Complaint Review Procedure will be initiated at the next highest level of authority. In such cases, the notice will specify the applicable appeal protocol.
- C. In circumstances not involving disciplinary action, the appeal will begin with the employee's immediate supervisor.

## **§16.06 Complaint Review Procedure**

### **A. Step One**

1. An employee has 10 working days following the action giving rise to the complaint to request in writing the initiation of the Complaint Review Procedure. Within 10 working days of the department manager's/director's receipt of the employee's written request, the parties will meet to discuss the issue and the remedy sought by the employee. The department manager/director will have 10 working days from the conclusion of the meeting in which to issue a written decision.
2. An employee who is not satisfied with the decision may appeal the complaint to Step Two.

### **B. Step Two**

1. The written complaint and decision from Step One will be presented in writing to the employee's EMT Member within 10 working days of receiving the Step One response. The employee and EMT Member will meet within 10 working days to discuss the issue. The EMT Member will respond in writing no later than 10 working days following the conclusion of the meeting.
2. An employee who is not satisfied with the decision may appeal the complaint to Step Three.

### **C. Step Three**

The written complaint, along with the responses from the prior complaint review steps, must be presented in writing to the GM/CEO or designee for final review within 10 working days of receipt of the Step Two response.

1. GM/CEO's Decision

The GM/CEO or designee will meet with the employee within 10 working days after receipt of the Step Three Complaint and documents to discuss the complaint. The GM/CEO or designee will issue a written decision within 10 working days after the meeting. The decision will be final and binding on all parties. The decision will include:

- (a) a listing of evidence relied upon; and
- (b) the adopted findings; and
- (c) the decision, which is supported by the findings.

**§16.07 Appeal Procedure Time Limits**

Should a representative of SacRT fail to meet a response time requirement at Steps One or Two without an agreed upon extension of the time limit, the employee will have the right to appeal the complaint to the next higher step.

Should an employee fail to advance a complaint within the time limits specified without an agreed upon extension of the time limit, the matter will be deemed withdrawn.

**§16.08 Appeal Time Limit Extension**

Time limits at all steps may be extended by mutual agreement, in writing, by the parties at whose level the issue is being heard. Neither party will unreasonably deny extensions of time limits.

**§16.09 Employee Representation**

An employee initiating the Complaint Review Procedure may be represented by an individual of the employee's choice or self-represent at all stages of the Complaint Review Process provided, however that non-contract employees may not be represented by a bargaining unit employee nor represent an employee subject to a collective bargaining agreement.

**§16.10 Complaint Processing Time Off**

- A. An employee self-representing or being represented in the Complaint Review Procedure will not lose pay for such activity provided the employee is not serving a disciplinary unpaid suspension at the time of the meeting or has been discharged from employment
- B. A SacRT employee chosen to represent another employee in the Complaint Review Procedure, will not lose paid time while performing such duties.

**ARTICLE 17:     EMPLOYER / EMPLOYEE ORGANIZATION RELATIONS**

**§17.01     Purpose**

A. It is the purpose of this article to provide procedures, pursuant to Public Utility Code Section 102400, *et seq.*, for determining units appropriate for collective bargaining, for certifying exclusively recognized employee organizations and for meeting and conferring in good faith with such exclusively recognized employee organizations regarding matters that directly affect and primarily involve the wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by federal or state law. However, nothing herein will be construed to restrict any legal or inherent exclusive SacRT rights with respect to matters of general legislative or managerial policy, which include but are not limited to the following management rights:

1. To determine the mission of its departments and divisions;
2. To set standards of service;
3. To determine the procedures and standards of selection of employment;
4. To direct its employees;
5. To take disciplinary action;
6. To relieve its employees from duty because of lack of work or for other lawful reasons;
7. To maintain the efficiency of SacRT operations;
8. To determine the methods, means and personnel by which SacRT operations are to be conducted;
9. To take all necessary actions to carry out its mission in emergencies; and
10. To exercise complete control and discretion over its organization and the technology of performing its work.

**§17.02     Applicable Statutes and Regulations**

- A. Public Utilities Code Section 102400 – representation rights of employees.
- B. Public Utilities Code Section 102401 – obligation to collectively bargain a contract governing wages, salaries, hours, pensions and working

conditions for employees in an appropriate bargaining unit represented by a labor organization.

- C. Public Utilities Code Section 102403 – questions of representation or appropriateness of a unit submitted to State Conciliation Service for disposition.
- D. Public Utilities Code Section 102406 and Government Code Section 1157.12 – payroll deductions made at request of recognized labor organization.
- E. California Code of Regulations, Title 8, Section 93000 – petition process where there is a question of representation of employees.

### **§17.03 Definitions**

As used in this article, the following terms will have the meanings indicated:

- A. Appropriate Unit: means a unit of employee classifications or positions, established pursuant to §17.06 hereof.
- B. SacRT: means the Sacramento Regional Transit District and, where appropriate herein, refers to the Board of Directors or any duly authorized Board representative as herein defined.
- C. Confidential Employee: means those employees who, in the regular course of their duties are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of such management positions.
- D. Consult In Good Faith: means to communicate orally or in writing for the purpose of presenting and obtaining views or advising of intended actions; and as distinguished from meeting and conferring in good faith regarding matters within the required scope of such meet and confer process, does not involve an exchange of proposals and counter- proposals in an endeavor to reach agreement, nor is it subject to §17.13, Impasse Procedures.
- E. Day: means calendar day unless expressly stated otherwise.
- F. Labor Relations Officer: means the manager responsible for the Labor Relations Department or designee or any duly authorized representative appointed by the GM/CEO.
- G. Impasse: means that the representatives of SacRT and an exclusively recognized employee organization have reached a point in their meeting and conferring in good faith where their differences on matters, to be

included in a collective bargaining agreement and concerning which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.

- H. Management Employees: are identified as having significant responsibility to formulate, determine, or effectuate SacRT policies and procedures in accomplishing program objectives.
- I. Proof of Employee Support: means
  1. an authorization card recently signed and personally dated by an employee; or
  2. a verified authorization petition or petitions recently signed and personally dated by an employee.

The only authorization, which will be considered as proof of employee support hereunder, will be the authorization last signed by an employee. The words "recently signed," will mean within 180 days prior to the filing of a petition.

- J. Exclusively Recognized Employee Organization: means an employee organization that has been formally acknowledged by SacRT as the sole employee organization that represents the employees in an appropriate representation unit pursuant to §17.06.
- K. Supervisory Employee: means any employee having authority, in the interest of SacRT, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment.

#### **§17.04 Administrative Rules and Procedures**

The Labor Relations Officer is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this article after consultation with affected employee organizations.

#### **§17.05 Administration**

- A. Submission of Current Information by Recognized Employee Organization

All changes in the information filed with SacRT by an exclusively recognized employee organization under §17.06A will be submitted in writing to the Labor Relations Officer within 14 days of such change.

B. Payroll Deductions on Behalf of Employee Organization

An exclusively recognized employee organization may be provided payroll deductions of membership dues and insurance premiums for plans sponsored by such organization and approved by the SacRT Board of Directors. Such deductions will require certification from the recognized employee organization that it possesses and will maintain written authorization for the deduction(s) signed by the employee.

C. Employee Organization Activities – Use of SacRT Resources

Access to SacRT work locations and the use of SacRT paid time, facilities, equipment and other resources by employee organizations and those representing them will be authorized only to the extent provided for in statute, an applicable collective bargaining agreement and/or administrative procedures. Such access will be limited to activities pertaining directly to the employer-employee relationship and not such internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections, and will not interfere with the efficiency, safety and security of SacRT operations.

D. Meet and Confer Compensation

SacRT will permit up to a maximum of 4 employees representing an exclusively recognized employee organization to participate, without loss of compensation, in meeting and conferring with SacRT on matters relating to wages, hours and other terms and conditions of employment for employees within the representation unit. Upon mutual agreement by the parties, the maximum number of employees specified herein may be modified. Compensation will be at the straight-time hourly rate for each employee and will not exceed 8 hours per session unless an employee is on a SacRT approved alternate work schedule with regularly scheduled workdays in excess of 8 hours.

**§17.06 Representation Proceedings: Filing of Recognition Petition by Employee Organization**

- A. An employee organization that seeks to be formally recognized as the exclusively recognized employee organization representing employees in an appropriate unit will file a petition with the Labor Relations Officer containing the following information and documentation:
1. Name and address of the employee organization.
  2. Names and titles of its officers.
  3. Names of employee organization representatives who are authorized to speak on behalf of the organization.

4. A statement that the employee organization has, as one of its primary purposes, representation of employees in their employment relations with SacRT.
  5. A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner with, a local, regional, state, national or international organization and if so, the name and address of each such other organization.
  6. Certified copies of the employee organization's constitution and by-laws.
  7. A designation of those persons, not exceeding 2 in number, and their addresses to whom notice sent by regular first-class United States mail will be deemed sufficient notice to the employee organization for any purpose.
  8. A statement that the employee organization has no restriction on membership based on applicable laws because of race, color, creed, sex, national origin, age, religion, ancestry, marital status, sexual orientation, political affiliation, Vietnam Era Veteran status, disability or otherwise included in a disadvantaged group.
  9. The job classifications or titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.
  10. A statement that the employee organization has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with SacRT. Such written proof will be submitted for confirmation to the Labor Relations Officer or to a mutually agreed-upon disinterested third party.
  11. A request that the Labor Relations Officer formally acknowledge the petitioner as the exclusively recognized employee organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.
- B. The petition, including the proof of employee support and all accompanying documentation, will be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

**§17.07 SacRT Response to Recognition Petition**

- A. Upon receipt of the petition, the Labor Relations Officer will, within 10 days, determine whether:

1. There has been compliance with the requirements of the Recognition Petition; and,
  2. The proposed representation unit is an appropriate unit in accordance with §17.09.
- B. If an affirmative determination is made by the Labor Relations Officer on the foregoing two matters, the Labor Relations Officer will so inform the petitioning employee organization will give written notice of such request for recognition to the employees in the unit, and will pend further action on said request for the 30 day challenge period specified in §17.08.
- C. If either of the foregoing matters are not affirmatively determined, the Labor Relations Officer will offer to consult thereon with such petitioning employee organization, and, if such determination thereafter remains unchanged, will inform that organization of the reasons therefore in writing. The petitioning employee organization may appeal such determination for a determination by the State Mediation and Conciliation Service.

**§17.08 Open Period for Filing Challenging Petition**

- A. Within 30 days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the exclusively recognized employee organization of the employees in the same or in a modified unit (one which corresponds with respect to some but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least 30% and otherwise in the same form and manner as set forth in §17.06.
- B. If a challenging petition seeks recognition for the unit identified in the initial petition, the Labor Relations Officer will within 10 days refer the matter to the State Mediation and Conciliation Service to conduct an election to determine if an exclusively recognized employee organization shall be certified.
- C. If a challenging petition seeks recognition for a modified unit, the Labor Relations Officer will within 10 days refer the matter to the State Mediation and Conciliation Service to determine the appropriate unit, if any, and whether a representation election is warranted.

**§17.09 Policy and Standards for Determination of Appropriate Units**

- A. The policy objectives in determining the appropriateness of units will be the effect of a proposed unit on:

1. the efficient operations of SacRT and its compatibility with the primary responsibility of SacRT and its employees to effectively and economically serve the public; and
  2. providing employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit will be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered will be:
    - (a) Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.
    - (b) History of representation in SacRT and similar employment except, however, that no unit will be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.
    - (c) Number of employees and classifications and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.
    - (d) Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single or related classification among 2 or more units.
- B. Notwithstanding the foregoing provisions of this section, managerial, supervisory and confidential responsibilities, as defined in §17.03 of this article, are determining factors in establishing or denying establishment of proposed units hereunder. Managerial and confidential employees are precluded from representing any employee organization.
- C. The Board of Directors will, in accordance with California Public Utilities Code Section 102121(d), through its Labor Relations Officer, after notice to and consultation with affected employee organizations, allocate new classifications or positions, delete eliminated classifications or positions, and retain, reallocate or delete classifications or positions from units in accordance with the provisions of this section.

**§17.10 Procedure for Modification of Established Appropriate Units**

Requests by employee organizations or by the Labor Relations Officer for modification of established appropriate units may be submitted to the State Mediation and Conciliation Service to determine the appropriate unit, and whether a representation election is warranted.

**§17.11**

**Procedure for Decertification of Exclusively Recognized Employees**

- A. A Decertification Petition alleging that the incumbent exclusively recognized employee organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Labor Relations Officer only during the month of January of any year following the first full year of recognition where there is no collective bargaining agreement in place, during the 30 day period commencing 180 days prior to the termination date of a collective bargaining agreement or any time after the second anniversary of a multi-year collective bargaining agreement. A Decertification Petition may be filed by 2 or more employees or their representative(s), or an employee organization, and will contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:
1. The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
  2. The name of the established appropriate unit and of the incumbent exclusively recognized employee organization sought to be decertified as the representative of that unit.
  3. An allegation that the incumbent exclusively recognized employee organization no longer represents a majority of the employees in the appropriate unit and any other relevant and material facts relating thereto.
  4. Proof of employee support that at least 30% of the employees in the established appropriate unit no longer desire to be represented by the incumbent exclusively recognized employee organization. Such proof will be submitted for confirmation to the Labor Relations Officer or to a mutually agreed-upon disinterested third party within the time limits specified in the first paragraph of this section. Such petition will remain strictly confidential and will not be released to persons other than the disinterested third party or the Labor Relations Officer designees.
- B. An employee organization may, in satisfaction of the Decertification Petition requirements thereunder, file a petition under this section in the form of a Recognition Petition that includes proof of employee support of at least 30% and otherwise conforms with the requirements of §17.06.
- C. The Labor Relations Officer will within 10 days refer the matter to the State Mediation and Conciliation Service to conduct an election to determine if an exclusively recognized employee organization shall be decertified and/or whether a new exclusively recognized employee organization shall be certified.

## **§17.12 Appeals**

- A. An employee organization aggrieved by an appropriate unit determination of the Labor Relations Officer under §17.09 above may, within 10 days of notice thereof, request the matter be referred to the California State Mediation and Conciliation Service.
- B. An employee organization aggrieved by a determination of the Labor Relations Officer that a Recognition Petition (§17.06), Challenging Petition (§17.08) or Decertification of Recognition Petition (§17.11), or employees aggrieved by a determination of the Labor Relations Officer that a Decertification Petition (§17.11) has not been filed in compliance with the applicable provisions of this article, may, within 10 days of notice of such determination, request the matter be referred to the California State Mediation and Conciliation Service.

## **§17.13 Impasse Procedures**

### **A. Initiation of Impasse Procedures**

- 1. If the meet and confer process has reached impasse as defined in this article, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting will then be scheduled promptly by the Labor Relations Officer. The purpose of such meeting will be:
  - (a) To identify and specify in writing the issue or issues that remain in dispute;
  - (b) To review the position of the parties in a final effort to resolve such disputed issue or issues; and
  - (c) To discuss arrangements for the utilization of the impasse procedures provided herein if the dispute is not resolved.

### **B. Impasse Procedures**

#### **1. Mediation**

- (a) If the parties agree to submit the dispute to mediation and agree on the selection of mediator, the dispute will be submitted to mediation. All mediation proceedings will be private. The mediator will make no public recommendation nor take any public position at any time concerning the issues.
- (b) If the parties fail to agree to submit the dispute to mediation or fail to agree on the selection of a mediator, or fail to resolve the

dispute through mediation within 15 days after the mediator commenced meeting with the parties, the parties may agree to submit the impasse to fact finding.

## 2. Fact Finding

(a) If the parties agree on fact finding, they may agree on the appointment of one or more fact finders. If the parties do not agree on the appointment of the fact finder(s) a fact finding panel of 3 will be appointed in the following manner: One member of the panel will be appointed by the Labor Relations Officer; one member will be appointed by the exclusively recognized employee organization; and those two will name a third, who will be the Chair. If they are unable to agree upon a third, they will select the third member from a list of 7 names to be provided by the California State Mediation and Conciliation Service.

### (b) Fact Finding Procedures

(i) The following constitute the jurisdictional and procedural requirements for fact finding:

(a) The fact finders will consider and be guided by applicable federal and state laws.

(b) Subject to the stipulations of the parties, the fact finders will determine and apply the following measures and criteria in arriving at their findings and recommendations.

(ii) As relevant to the issues in dispute, the fact finders will compare the total compensation, hours and conditions of employment of the employees involved in the fact finding proceeding with the total compensation, hours and conditions of employment of other employees performing similar services in public and private employment in the same and comparable communities. "Total compensation" will mean all wage compensation, including but not limited to premium, incentive, minimum, standby, out-of- class and deferred pay; all paid leave time; all allowances, including but not limited to educational and uniform benefits; medical and hospitalization benefits; and insurance, pension and welfare benefits.

(iii) The fact finders will then adjust the results of the above comparisons based on the following factors:

- (a) Equitable employment benefits relationships between job classifications and positions within SacRT.
  - (b) The pattern of change that has occurred in the total compensation of the employees in the unit at impasse as compared to the pattern of change in the average consumer price index for goods and services, commonly known as the cost-of-living index.
  - (c) The benefits of job stability and continuity of employment.
  - (d) The difficulty, or lack thereof, of recruiting and retaining qualified personnel.
- (iv) The fact finder will then determine recommendations based on the comparisons as adjusted above, subject to the financial resources of SacRT to implement them, taking into account:
- (a) Other legislatively determined and projected demands on SacRT's resources;
  - (b) Assurance of sufficient and sound budgetary reserves; and
  - (c) Statutory and Board policy limitations on tax and other revenues and expenditures.
- (v) The fact finder will make written findings of fact and recommendations for the resolution of the issues in dispute, which will be presented in terms of the criteria, adjustments and limitations specified above. Any member of the fact-finding panel will be accorded the right to file dissenting written findings of fact and recommendations. The fact finder or Chair of the fact-finding panel will serve such findings and recommendations on the Labor Relations Officer and the designated representative of the exclusively recognized employee organization. If these parties have not resolved the impasse within 10 days after service of the findings and recommendations upon them, the fact finder or the Chair of the fact-finding panel will make such findings available to the Board of Directors for consideration.

C. Board of Directors

If the parties agree to submit the impasse directly to the Board of Directors, or if the parties did not agree on mediation or the selection of a mediator and did not agree on fact finding, or having so agreed, the impasse has not been resolved through such mediation and/or fact finding, the Board of Directors will take such action regarding the impasse as it, in its discretion, deems appropriate as in SacRT's interest.

**§17.14 Costs of Impasse Procedures**

Costs for the services of a mediator and a fact finder or Chair of a fact-finding panel utilized by the parties, and other mutually incurred costs of mediation and fact finding, will be borne equally by SacRT and the exclusively recognized employee organization. The cost for a fact-finding panel member selected by each party, and other separately incurred costs, will be borne by such party.

**§17.15 Construction**

A. This article will be administered and construed as follows:

1. Nothing in this article will be construed to deny to any person, employee, organization, SacRT, or any authorized officer, body or other representative of SacRT, the rights, powers and authority granted by federal or state law.
2. This article will be interpreted so as to carry out its purposes as set forth in §17.01.
3. Nothing in this article will be construed as making the provisions of the California Labor Code Section 923, applicable to SacRT employees or employee organizations, or of giving employees or employee organizations the right to participate in, support, cooperate or encourage, directly or indirectly, any strike, sick-out or other total or partial stoppage or slowdown of work. In the event employees engage in such actions, they will subject themselves to discipline up to and including termination and may be deemed to have abandoned their employment, and employee organizations may thereby forfeit all rights accorded them under this article for a period of up to one year from commencement of such activity.

**§17.16 Severability**

If any provision of this article, or the application of such provision to any person or circumstance, will be invalid, the remainder of this article, or the application of such provision to persons or circumstances other than those as to which it is held invalid, will not be affected thereby.

**ARTICLE 18:     REDUCTION IN FORCE**

**§18.01     Definition of Reduction in Force (Layoff)**

"Reduction in force" will be defined as an involuntary separation from employment for reasons such as, but not limited to: position/classification elimination or reduction, SacRT/department/work section reorganization, and/or job classification merger.

**§18.02     Order of Layoff**

- A. When a reduction in force is deemed necessary by SacRT, employee(s) will be laid off within the affected department and classification in inverse order of seniority as follows:
  - 1. Temporary Employees
  - 2. Personal Services Contract Employees
  - 3. Limited Term Employees
  - 4. Part-Time Employees
  - 5. Full-Time Employees
- B. Employees affected by a layoff may relocate into vacant job classifications authorized to be filled by the Board, provided they meet the minimum qualifications of the job. Individuals electing to move into a vacant position will be compensated at their current salary level provided that their current salary is within the authorized pay range minimum and maximum levels established for that classification. In lieu of going on layoff, an employee affected by a layoff may displace another less senior employee from a position in a classification in which the affected employee previously held regular status.

**§18.03     Notification of Reduction in Force**

Written notification by the HR Department will be given to affected employees as much in advance of the layoff date as possible, but not later than 30 working days prior to the effective date. Notification will be hand delivered whenever possible. If it is not possible, written notification will be mailed to the employee's most recent address on record in the HR Department. If the Worker Adjustment and Retraining Notification Act, 29 USC, Section 2101-2109, is applicable to the layoff under consideration, SacRT will provide an employee affected by a layoff prior notice of at least 60 days.

**§18.04     Employee Recall From Reduction in Force**

- A. Recall List

1. Individuals laid off will be placed on a Recall List for recall to openings in the job classification from which they were laid off. The SacRT HR Department will recall employees in inverse order of layoff to fill a vacancy in an affected classification prior to filling the vacancy from any other source. Notice of recall will be mailed by certified mail, restricted delivery, to the employee's most recent address of record in the HR Department and the employee will have 15 working days from its receipt to respond. Failure of an employee to respond, except for reasons beyond the individual's control, will result in removal from the Recall List. A copy of the Recall List for each classification will be available to employees affected by layoff.
  - (a) A recall notice returned to SacRT from the Post Office marked "undeliverable" will be deemed as a failure to respond and will result in removal of the employee's name from the Recall List.
2. Laid off employees will be terminated from employment but will be eligible for recall for 2 years from date of layoff. Employees on layoff longer than 2 years will be removed from the Recall List and have no right thereafter to be recalled. Employees removed from the Recall List may be considered for Permissive Reemployment pursuant to §2.01G.

**§18.05 Cash Out of Leave Credits on Layoff**

An employee who is laid off will be cashed out for accrued leave credits in accordance with the provisions of this Policy Manual as they apply to terminated employees.

**ARTICLE 19:     DRUG AND ALCOHOL TESTING AND REHABILITATION**

**§19.01     Drug and Alcohol Testing and Rehabilitation**

- A. All employees deemed to be safety sensitive, pursuant to the Department of Transportation (DOT) and Federal Transit Administration (FTA) Testing Regulations (49 CFR Parts 40 and 655) or non-safety sensitive as identified in the SacRT Drug and Alcohol Testing and Rehabilitation Policy are required to comply with all applicable provisions of the regulations and/or policy. Job classifications designated as safety sensitive or non-safety sensitive are identified in the policy. The policy as may be amended from time to time to maintain compliance with DOT/ FTA Drug and Alcohol Testing Regulations will be distributed to all employees following adoption of mandatory changes.
  
- B. Nothing herein will be interpreted to limit SacRT's right to assess disciplinary action, including termination for misconduct associated with a decision to direct a prohibited substance test under the terms of the Policy. Issues related to the administration of the program may be made the subject of a complaint as outlined in Article 16 of the provisions of this Policy Manual.

**ARTICLE 20:     RETIREMENT PLAN**

**§20.01     Retirement Plan**

All regular employees are eligible for retirement benefits subject to the terms and conditions set forth within the applicable Retirement Plan. The cost of funding the Retirement Plan to provide the applicable retirement benefits, on an actuarially sound basis, will be borne by SacRT and employees pursuant to an applicable collective bargaining agreement or as prescribed by law.

The provisions of the paragraph above notwithstanding, specified employees may be excluded from participating in a Retirement Plan either by collective bargaining agreement or at the discretion of the GM/CEO.

**ARTICLE 21:     COMPENSATION FOR RETIREMENT BOARD MEMBERS**

**§21.01     Compensation for Retirement Board Members**

An employee serving as a member of a SacRT Employee Retirement Board will be compensated at regular salary (or hourly rate of pay) for the time during regularly scheduled work hours that the employee actually and necessarily spends:

- A.   serving as a Board Member during a noticed Retirement Board meeting,
- B.   participating as a Board Member in other business sanctioned by the Retirement Board, and
- C.   traveling between the place the employee regularly reports to work at SacRT and the site of either the noticed Retirement Board meeting or sanctioned business matter.

SacRT will not compensate such employee for time spent outside of regularly scheduled work hours performing any of the foregoing activities except training activities approved or required by the Retirement Board.

**§21.02     Flex Scheduling for Attendance**

An employee serving as a Member of a SacRT Employee Retirement Board will be permitted to “flex” the employee’s schedule, or “trade” shifts with another qualified employee when a Retirement Board meeting is scheduled to occur on one of the employee’s regularly scheduled days off. Such “flex scheduling” or “shift trading” is subject to supervisory approval based upon the business needs of SacRT.

## Appendix 1

<b>MEDICAL, DENTAL, LIFE INSURANCE BENEFITS SALARIED EMPLOYEES RETIREMENT PLAN</b>	
<b>Employee Status</b>	<b>Benefit Coverage</b>
A.  Hired prior to January 1, 1994  Retired prior to August 1, 1994	<b>Employee:</b> Health and Welfare Benefits for life—100% paid by SacRT.
	<b>Dependents:</b> Health and Welfare for life—100% paid by SacRT.
	Deducted semi-monthly from retirement benefits.
B.  Hired prior to January 1, 1994  Retired on or after August 1, 1994, but before January 1, 2008	<b>Employee:</b> Health and Welfare Benefits for life—100% paid by SacRT.
	<b>Dependent(s):</b> May elect Dependent Coverage—shall pay a percentage of the monthly medical premium as specified in the chart below and subject to the terms following said chart.
	Deducted semi-monthly from retirement benefits.
C.  Hired prior to January 1, 1994  Retired on or after January 1, 2008, but not after June 15, 2009	<b>Employee:</b> Health and Welfare Benefits—shall be required to pay 8% of the monthly medical premium costs incurred by SacRT.
	<b>Dependent(s):</b> May elect Dependent Coverage. Employee shall pay a percentage of the monthly medical premium as specified in the chart below and subject to the terms following said chart.
	Deducted semi-monthly from retirement benefits.
D.  Hired prior to January 1, 1994  Retired on or after June 16, 2009	<b>Employee:</b> Health and Welfare Benefits—shall be required to pay 10% of the monthly medical premium costs incurred by SacRT.
	<b>Dependent(s):</b> May elect Dependent Coverage. Employee shall pay a percentage of the monthly medical premium as specified in the chart below and subject to the terms following said chart.
	Deducted semi-monthly from retirement benefits.

**MEDICAL, DENTAL, LIFE INSURANCE BENEFITS  
SALARIED EMPLOYEES RETIREMENT PLAN**

Dependent Coverage Chart	Length of Service of the Retiree	Percentage of SacRT Paid Premium Toward Dependent Medical Coverage
	10 Years	50%
	11 Years	55%
	12 Years	60%
	13 Years	70%
	14 Years	80%
	15 Years	100%

Medical Allowance Terms	<p>1. The retired employee's dependents shall receive an allowance based upon a percentage equated to the completed years of service of the employee, prior to retirement (see table below), applied to the allowance for dependent benefits incurred by SacRT. When the retiree and/or their dependent attains the age of 65 or Medicare eligibility, whichever comes first, the medical portion of the allowance shall be based upon the applicable Supplemental Medicare Insurance.</p> <p>2. A retired employee may apply their allowance to any medical insurance available through SacRT; however, costs exceeding the allowance provided shall be borne by the retiree by semi-monthly deductions from their monthly retirement benefit.</p> <p>3. This allowance may not be used for any purpose other than that provided in this section. The allowance shall be in accordance with the following table.</p>
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## MEDICAL, DENTAL, LIFE INSURANCE BENEFITS SALARIED EMPLOYEES RETIREMENT PLAN

E.	Hired on or after January 1, 1994  Retired before January 1, 2008	<b>Employee:</b> Health and Welfare Benefits for the retired employee only.
		<b>Dependents:</b> May elect coverage and shall bear the entire cost for said coverage.
		Deducted semi-monthly from retirement benefits.
F.	Hired on or after January 1, 1994  Retired on or after January 1, 2008, but not after June 15, 2009	<b>Employee:</b> Health and Welfare Benefits—shall pay 8% of the monthly medical premium costs incurred by SacRT.
		<b>Dependents:</b> May elect coverage and shall bear the entire cost for said coverage.
		Deducted semi-monthly from retirement benefits.
G.	Hired on or after January 1, 1994 but before January 1, 2015  Retired on or after June 16, 2009	<b>Employee:</b> Health and Welfare Benefits—shall pay 10% of the monthly medical premium costs incurred by SacRT.
		<b>Dependents:</b> May elect coverage and shall bear the entire cost for said coverage.
		Deducted semi-monthly from retirement benefits.
H.	Hired on or after January 1, 2015  Retired with more than 5 Years of Service, but fewer than 10 Years of Service	<b>Employee:</b> Health and Welfare Benefits will not exceed the minimum Employer Contribution for the occupational group as determined by CalPERS.
		<b>Dependents:</b> May elect coverage and shall bear the entire cost for said coverage.
		Deducted semi-monthly from retirement benefits.
I.	Hired on or after January 1, 2015  Retired with 10 Years or more of Service	<b>Employee:</b> Health and Welfare Benefits—shall pay 10% of the monthly medical premium costs incurred by SacRT.
		<b>Dependents:</b> May elect coverage and shall bear the entire cost for said coverage.
		Deducted semi-monthly from retirement benefits.



## STAFF REPORT

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**DATE:** February 28, 2022  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Lisa Hinz, VP, Safety, Security and Customer Satisfaction  
**SUBJ:** SECURITY OPERATIONS CENTER PERSONAL SERVICES  
CONTRACT EMPLOYEES

### RECOMMENDATION

Adopt the Attached Resolutions.

### RESULT OF RECOMMENDED ACTION

Approving Amended and Restated Contracts for Personal Services Contracts (PSC) incorporating all previous amendments for Temporary Employment with 1 Security Operations Center (SOC) Manager, Robert Kerr, 2 Security Operations Center Lead Specialists, Antwan Pippins and Andrea Shaffer, and 6 Security Operations Center Specialists, Joel Troche, Heather Schaller, Daniel Cuevas, Maksim Kozlov, Devin Leach and Gabby Huntsinger.

Approving the Personal Services Contract with 1 Security Operations Center Specialist, Angelina Gamez.

### FISCAL IMPACT

FY22	\$ 35,569
FY23	\$731,650
Total	\$767,219*

\*Total does not include additional hours that may be required for emergencies.

The total consideration for 1 SOC Manager, 2 SOC Lead Specialists, and 7 SOC Specialists (4 full-time and 3 part-time) is set at \$79,000 and encompasses sufficient budget to cover additional hours that may be required due to emergencies, special events, and/or crime series. Effective March 1, 2022, this amount also includes an hourly rate increase for all SOC staff and up to \$400 monthly reimbursement for medical, dental, and/or vision care for full-time SOC staff and a \$1,000 retention bonus for all SOC Staff. SOC staff will be able to accrue up to 40 hours of comp time off (CTO), 48 hours of vacation, and 40 hours of sick leave. The maximum excludes FICA. There are currently 5 vacant full time SOC Specialist positions. Staff intends to discontinue the 3 part-time

SOC Specialists once all the full-time vacancies have been filled and completed training, bringing the total number of SOC Staff to 12. Funding for the SOC staff is included in the FY 2022 operating budget. Funding for FY 2023 will be included in the budgeting process.

## DISCUSSION

In June 2021 the Board approved the amendments for all personal services contracts for temporary employment for the SOC staff increasing all their hourly rates by 3%, and extending the term of their PSCs to end June 30, 2022.

The SOC is responsible for the monitoring of more than 1,500 cameras on SacRT buses, light rail trains, and stations and recovering footage from any incident that occurs in the system. Other responsibilities include running identity checks on individuals without photo identification and generating calls for service. The SOC receives calls from members of the public on the crime tip hotlines and the SacRT mobile reporting app. This provides patrons with a way of reporting incidents on SacRT's system. The SOC staff is also responsible for monitoring the fare vending machine burglar and service alarms. SOC staff are not sworn law enforcement officers but must pass a Sacramento Police Department (SPD) background check and be accepted and maintain an active status in the SPD Volunteer Program.

With SacRT's strong emphasis on security and safety, SacRT needs the services for 1 SOC Manager, 2 SOC Lead Specialists, and 4 full-time and 3 part-time SOC Specialists (5 full-time Specialist positions are currently vacant). The part-time specialists work unfilled shifts when there are vacant full-time specialist positions. Due to emergencies, special events, and/or crime series overtime is likely. The General Manager/CEO has authority to sign vacant SOC Personal Services Contracts, as long as the contract term does not extend 12 months and the total consideration does not exceed \$100,000, in compliance with Article 4.01 B of SacRT's Personnel Policy Manual. If the contract exceeds those parameters, SacRT staff must bring such future contracts to the Board for approval. In the case of the PSC's before the Board, all have exceeded the \$100,000 threshold as well as the 12-month term.

Under the direction of SacRT's VP of Security, Safety and Customer Satisfaction, the SOC staff positions are described as below:

SOC Manager: Robert Kerr

Kerr's job duties include but are not limited to:

- Oversee all assigned SOC Lead Specialists and SOC Specialists.
- Recruit and interview potential new staff.
- Train new SOC staff.
- Discuss and address staff issues and concerns.
- Ensure SOC staff are on-site, on time and performing their roll in a professional manner.
- Act as a liaison between SOC staff and various SacRT departments.
- Handle complaints from SacRT staff and patrons regarding SOC staff conduct and job performance.

- Create and update SOC staff schedules.
- Complete payroll paperwork.
- Provide SacRT with a roster detailing the SOC staff assignments, shifts, and weekly hours.
- Assign equipment to SOC staff and ensuring proper maintenance and inventory of equipment and vehicles, including incidentals, such as changing radio batteries.
- Provide proper written reports to SacRT when requested.
- Attend meetings with SacRT staff.
- Perform independent and complex administrative work.
- Create SOC Bulletins informing staff of upcoming events, outages, BOLOs.
- Operate standard office equipment and computer software (including but not limited to Microsoft Word, Excel, and PowerPoint).
- Dispatch calls on incidents and violations of SacRT policies.
- Research video requests and download footage on platforms, trains and buses.
- Answer phone calls from the Crime Tip Line.
- Respond to crime tip and send out alerts via Elerts.
- Create SacRT Facility Maintenance work orders to get stations, trains and buses cleaned.
- Response and research records and warrant information (Code 12 Requests).
- Provide records, warrants and other related information using local and state law enforcement agency databases.
- Contact Law Enforcement Agencies and Fire to respond to SacRT incidents.
- Use SacRT Tracker to track and dispatch officers to incidents on buses.
- Use SacRT LRV tracker to track and dispatch to incidents on trains.
- Monitor and broadcast on SacPD Channels.
- Monitor and broadcast on Bus Channels.
- Monitor Sacramento Sheriff's Department (SSD) Channels.
- Monitor and organize SOC bus bridge response.
- Monitor light rail station cameras.
- Provide coverage for staff as needed, including overtime coverage.
- Request and pick-up supplies.
- Monitor and ensure SacRT Video Requests are completed promptly.
- Create SacRT-IT work order for breakdown of equipment.
- Track stats.
- Maintain SOC storage.
- Operate the Public Address (PA) system to make announcements related to public safety and security and for Bus bridges as well as System delays.
- Respond to miscellaneous customer requests.
- Update and maintain SOC's operations binders and SOPs.
- Create tools for SOC use such as bus bridge forms, daily report forms, cheat sheets, SOC Rosters, infraction/misdemeanor court dates.
- Monitor fare vending machine burglar alarms.
- Other duties as assigned.

Staff recommends entering into an Amended and Restated Contract for Personal Services with Robert Kerr as the SOC Manager wherein the total consideration is increased by \$88,000 from \$331,667 to \$419,667, the hourly rate is increased by \$3.36

from \$28.64 to \$32.00 effective March 1, 2022, and the term is extended to June 30, 2023.

SOC Lead Specialists: Antwan Pippins and Andrea Shaffer

The SOC Lead Specialist job duties included but not limited to:

- Responds and assists with complex situations and other challenging circumstances.
- Provides suggestions and guidance to SOC Specialists to facilitate excellent customer services and promote a positive image for SacRT.
- Consults with management regarding the best strategies for addressing customer complaints, SOC Specialists effectiveness and meeting goals.
- Assists with necessary on the job training, coaching and mentoring.
- Operate a two-way radio to communicate with SacRT staff, law enforcement officers, Sacramento Police Department (SPD) volunteers and security guards.
- Answer phone calls from the Crime Tip Line
- Use sound judgment and good verbal skills during routine and emergency situations and effectively communicate with persons who may be irate, under stress and/or difficult to understand.
- Retain information regarding specific SacRT, SPD and Sacramento Sheriff Department (SSD) radio codes, elements of criminal offenses and have a working knowledge of all field operations within SacRT and local law enforcement agencies.
- Handle and screen incoming phone calls from the AlertSacRT mobile reporting app which includes speaking with potential crime victims, witnesses and other SacRT patrons.
- Provide records, warrants and other related information using local and state law enforcement agency databases.
- Keep track of the location and status of the Police Officers and other units in the field.
- Record all activity in a daily report.
- Use light rail station and train video surveillance equipment to search and identify system related problems, suspicious activity and/or terrorist threats.
- Coordinate and manage response efforts for high priority and emergency type of calls for service.
- Monitor surveillance cameras.
- Coordinate the response of medical and other public safety units to emergencies or in progress calls for service.
- Enter calls for service, coordinate response of resources, and maintain status of personnel assigned to RTPS for safety and deployment purposes.
- Record video from live train footage as requested and maintain accurate documentation of all recorded video.
- Process requests for video footage and accurately document all requests.
- Review video footage from light rail station buses and light rail trains.
- Ensure and maintain accurate chain of custody for all recorded video, especially those that are requested for evidentiary reasons, and all corresponding documentation.
- Provide training for other SOC staff on the use of video surveillance equipment and the proper recovery of video from hard drives, stations, and other surveillance equipment as required.
- Verify that all relevant documentation for video recovery is up to date and accurate.

- Coordinate with SacRT's Information Technology (IT) department for the repair and maintenance of all video and surveillance hardware and software.
- Operate the Public Address (PA) system to make announcements related to public safety and security and for bus bridges in the system.
- Monitor fare vending machine burglar and service alarms.
- Other safety and security duties as assigned.

Staff recommends entering into an Amended and Restated Contract for Personal Services with Antwan Pippins as the SOC Lead Specialist wherein the total consideration is increased by \$76,000 from \$268,667 to \$344,667, the hourly rate is increased by \$4.97 from \$22.81 to \$27.78 effective March 1, 2022, and the term is extended to June 30, 2023.

Staff recommends entering into an Amended and Restated Contract for Personal Services with Andrea Shaffer as the SOC Lead Specialist wherein, the total consideration is increased by \$70,000 from \$152,000 to \$222,000, the hourly rate is increased by \$6.10 from \$18.57 to \$24.67 effective March 1, 2022, and the term is extended to June 30, 2023.

SOC Specialists: Joel Troche, Gabby Huntsinger, Angelina Gamez, Heather Schaller, Daniel Cuevas, Devin Leach, and Maksim Kozlov.

The SOC Specialists job duties included but not limited to:

- Operate a two-way radio to communicate with SacRT staff, law enforcement officers, Sacramento Police Department (SPD) volunteers and security guards.
- Answer phone calls from the Crime Tip Line
- Use sound judgment and good verbal skills during routine and emergency situations and effectively communicate with persons who may be irate, under stress and/or difficult to understand.
- Retain information regarding specific SacRT, SPD and Sacramento Sheriff Department (SSD) radio codes, elements of criminal offenses and have a working knowledge of all field operations within SacRT and local law enforcement agencies.
- Handle and screen incoming phone calls from the AlertSacRT mobile reporting app which includes speaking with potential crime victims, witnesses and other SacRT patrons.
- Provide records, warrants and other related information using local and state law enforcement agency databases.
- Keep track of the location and status of the Police Officers and other units in the field.
- Record all activity in a daily report.
- Use light rail station and train video surveillance equipment to search and identify system related problems, suspicious activity and/or terrorist threats.
- Coordinate and manage response efforts for high priority and emergency type of calls for service.
- Monitor surveillance cameras.
- Coordinate the response of medical and other public safety units to emergencies or in progress calls for service.

- Enter calls for service, coordinate response of resources, and maintain status of personnel assigned to RTPS for safety and deployment purposes.
- Record video from live train footage as requested and maintain accurate documentation of all recorded video.
- Process requests for video footage and accurately document all requests.
- Review video footage from light rail station buses and light rail trains.
- Ensure and maintain accurate chain of custody for all recorded video, especially those that are requested for evidentiary reasons, and all corresponding documentation.
- Provide training for other SOC staff on the use of video surveillance equipment and the proper recovery of video from hard drives, stations, and other surveillance equipment as required.
- Verify that all relevant documentation for video recovery is up to date and accurate.
- Coordinate with SacRT's Information Technology (IT) department for the repair and maintenance of all video and surveillance hardware and software.
- Operate the Public Address (PA) system to make announcements related to public safety and security and for bus bridges in the system.
- Monitor fare vending machine burglar and service alarms.
- Other safety and security duties are required.

Under the General Manager/CEO's authority, SacRT entered into a PSC with SOC Specialist, Gabby Huntsinger. Huntsinger started on November 16, 2021 and the total consideration is \$26,000. Staff recommends entering into an Amended and Restated Personal Services Contract with Gabby Huntsinger, as the SOC Specialist, wherein the total consideration is increased by \$58,000 from \$26,000 to \$84,000, the hourly rate is increased by \$2.96 from \$18.04 to \$21.00 effective March 1, 2022, and the term is extended to June 30, 2023.

Staff recommends entering into a Personal Services Contract with Angelina Gamez, as the SOC Specialist, wherein the total consideration is \$72,000, the hourly rate is \$21.00 an hour, and the term will end June 30, 2023.

Staff recommends entering into an Amended and Restated Contract for Personal Services Contract with Heather Schaller as the SOC Specialist wherein the total consideration is increased by \$58,000 from \$112,000 to \$170,000, the hourly rate is increased by \$2.96 from \$18.04 to \$21.00 effective March 1, 2022, and the term is extended to June 30, 2023.

Staff recommends entering into an Amended and Restated Contract for Personal Services Contract with Devin Leach as the SOC Specialist wherein the total consideration is increased by \$65,000 from \$157,000 to \$222,000, the hourly rate is increased by \$4.93 from \$18.57 to \$23.50 effective March 1, 2022, and the term is extended to June 30, 2023.

Staff recommends entering into an Amended and Restated Contract for Personal Services Contract with Daniel Cuevas as the SOC Specialist wherein the total consideration is increased by \$32,000 from \$96,000 to \$128,000, the hourly rate is increased by \$2.69 from \$22.81 to \$25.50 effective March 1, 2022, and the term is extended to June 30, 2023.

Staff recommends entering into an Amended and Restated Contract for Personal Services Contract with Maksim Kozlov as the SOC Specialist wherein the total consideration is increased by \$32,000 from \$252,667 to \$284,667, the hourly rate is increased by \$2.69 from \$22.81 to \$25.50 effective March 1, 2022, and the term is extended to June 30, 2023.

Staff recommends entering into an Amended and Restated Contract for Personal Services with Joel Troche as the SOC Specialist wherein the total consideration is increased by \$28,000 from \$51,000 to \$79,000, the hourly rate is increased by \$3.49 from \$17.51 to \$21.00 effective March 1, 2022, and the term is extended to June 30, 2023.

Each temporary employee has unique experience with security in public transportation. Contracting these positions will help the Security and Safety Division with its mission of providing for all aspects of security and safety. Staff recommends that the Board approve each of the Amended and Restated Contracts, and the Personal Service Contract with Angelina Gamez described herein above and authorize the Chair and General Manager/CEO to execute each amended and restated agreement incorporating all previous amendments, and the Personal Service Contract with Angelina Gamez for SOC staff.

RESOLUTION NO. 2022-02-015

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

February 28, 2022

**APPROVING THE AMENDED AND RESTATED PERSONAL SERVICE CONTRACTS FOR TEMPORARY EMPLOYMENT WITH 1 SECURITY OPERATIONS CENTER MANAGER, 2 SECURITY OPERATIONS CENTER LEAD SPECIALISTS AND 6 SECURITY OPERATIONS CENTER SPECIALISTS**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Amended and Restated Contract between Sacramento Regional Transit District, therein referred to as "SacRT", and Robert Kerr, whereby the total consideration is increased by \$88,000 from \$331,667 to \$419,667, the term is extended to June 30, 2023, and Robert Kerr is granted vacation, additional sick leave, compensatory time off, and reimbursement for health coverage, is hereby approved.

THAT, the Amended and Restated Contract between SacRT and Antwan Pippins, whereby the total consideration is increased by \$76,000 from \$268,667 to \$344,667, the term is extended to June 30, 2023, and Antwan Pippins is granted vacation, additional sick leave, compensatory time off, and reimbursement for health coverage, is hereby approved.

THAT, the Amended and Restated Contract between SacRT and Andrea Shaffer, whereby the total consideration is increased by \$70,000 from \$152,000 to \$222,000, the term is extended to June 30, 2023, and Andrea Shaffer is granted vacation, additional sick leave, compensatory time off, and reimbursement for health coverage, is hereby approved.

THAT, the Amended and Restated Contract between SacRT and Heather Schaller, whereby the total consideration is increased by \$58,000,000 from \$112,000 to \$170,000, the term is extended to June 30, 2023, and Heather Schaller is granted vacation, additional sick leave, compensatory time off, and reimbursement for health coverage, is hereby approved.

THAT, the Amended and Restated Contract between SacRT and Devin Leach, whereby the total consideration is increased by \$65,000 from \$157,000 to \$222,000, the term is extended to June 30, 2023, and Devin Leach is granted vacation, additional sick leave, compensatory time off, and reimbursement for health coverage, is hereby approved.

THAT, the Amended and Restated Contract between SacRT and Daniel Cuevas, whereby the total consideration is increased by \$32,000 from \$96,000 to \$128,000, the term is extended to June 30, 2023, and Daniel Cuevas is granted vacation, additional sick leave, and compensatory time off, is hereby approved.

THAT, the Amended and Restated Contract between SacRT and Maksim Kozlov, therein referred to as "Temporary Employee," whereby the total consideration is increased by \$32,000 from \$252,667 to \$284,667, the term is extended to June 30, 2023, and Maksim Kozlov is granted vacation, additional sick leave, and compensatory time off, is hereby approved.

THAT, the Amended and Restated Contract between SacRT and Joel Troche, whereby the total consideration is increased by \$28,000 from \$51,000 to \$79,000, the term is extended to June 30, 2023, and Joel Troche is granted vacation, additional sick leave, and compensatory time off, is hereby approved.

THAT, the Amended and Restated Personal Services SacRT and Gabby Huntsinger, whereby the total consideration is increased by \$58,000 from \$26,000 to \$84,000, the term is extended to June 30, 2023, and Gabby Huntsinger is granted vacation, additional sick leave, compensatory time off, and reimbursement for health coverage, is hereby approved.

THAT, the General Manager/CEO and Board Chair are hereby authorized and directed to execute each of the Agreements herein approved.

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STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary

RESOLUTION NO. 2022-02-016

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

February 28, 2022

**APPROVING THE PERSONAL SERVICES CONTRACT FOR TEMPORARY EMPLOYMENT WITH 1 SECURITY OPERATIONS CENTER SPECIALIST**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Personal Services Contract between Sacramento Regional Transit District and Angelina Gamez, therein referred to as "Temporary Employee," whereby the total consideration is \$72,000, the term is set to end June 30, 2023, and the Temporary Employee is granted vacation, additional sick leave, compensatory time off, and reimbursement for health coverage, is hereby approved.

\_\_\_\_\_  
STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary

## **STAFF REPORT**

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**DATE:** February 28, 2022  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Laura Ham, VP, Planning and Engineering  
**SUBJ:** SACRT ZERO EMISSION VEHICLE TRANSITION PLAN PHASE II

### RECOMMENDATION

No Recommendation - For Information Only.

### RESULT OF RECOMMENDED ACTION

Plan will be finalized and transmitted to Caltrans to satisfy the requirements of the Sustainable Communities Planning grant awarded to SacRT in 2018.

### FISCAL IMPACT

There is no fiscal impact associated with the finalization of the Zero Emission Vehicle Transition Plan Phase II. There will be fiscal impacts, in the future, based on the actions associated with the Plan; however, those will be addressed in the Sacramento Regional Transit District (SacRT) Operating Budget or the Capital Budget accordingly.

### DISCUSSION

Sacramento Regional Transit District (SacRT) – as are all agencies in the state – is currently planning for a transition to an all-zero emission bus (ZEB) fleet, pursuant to the California Air Resources Board’s (CARB) Innovative Clean Transit (ICT) regulation. SacRT’s ICT Rollout Plan was adopted by the Board in October 2020.

Phase I completed by WSP in 2020 highlighted at a high level the constraints of our existing facilities located in midtown. This plan builds on that analysis and examines the possibilities of acquiring new properties to accommodate a ZEV fleet and outlines next steps in that process.

SacRT has already deployed a number of battery-electric buses (BEBs) into revenue service to evaluate the technology for a larger-scale deployment; however, there are several constraints that SacRT must address and mitigate to fully transition its fleet by the ICT regulation’s 2040 goal. While all transit agencies in the State are faced with the challenges of limited power availability, technological and range limitations, constrained timelines, and relatively high costs, SacRT must also identify, plan for, design, and construct new bus garages to meet its ZEB goals. Retrofitting SacRT’s existing garages would require resolving many administrative and physical challenges – many of which

would be too costly or have time implications that threaten meeting the ICT regulation's 2040 goal.

The Zero Emission Bus Phase II - Facilities Master Plan Report (Attachment A), analyzes and presents design concepts for three new purpose-built ZEB garages in the SacRT service area, including a preliminary analysis of power availability, and construction and procurement schedules. The findings from Phase II will provide SacRT with an understanding of the viability of meeting CARB's 2040 goal, as well as reasonable and actionable steps that should be taken in subsequent phases to implement the plan.

The Plan has been reviewed by SacRT Planning, Engineering, Bus Operations, Finance, Real Estate and Grants. SacRT has made initial contact with Sacramento Municipal Utility District (SMUD) through the development of this plan. SMUD feedback was important in identifying available power and planning for future power needs.

As SacRT continues to refine and further develop its ZEV transition plans continued coordination and communication with SMUD and other regional partners will be paramount to smooth implementation of our transition efforts.

SACRAMENTO REGIONAL TRANSIT DISTRICT  
**ZERO EMISSION BUS (PHASE II)**  
**FACILITIES MASTER PLAN REPORT**



February 2022

Final

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## ACRONYMS AND TERMS

Acronym/Term	Description
BEB	Battery-Electric Bus
BMF	Bus Maintenance Facility
Caltrans	California Department of Transportation
CARB	California Air Resources Board
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CNG	Compressed Natural Gas
EZMT	Energy Zone Mapping Tool
FCEB	Fuel Cell Electric Bus
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GH2	Gaseous Hydrogen
ICT	Innovative Clean Transit
IJA	Infrastructure Investments and Jobs Act
kW	Kilowatt
MW	Megawatt
RAISE	Rebuilding America Infrastructure with Sustainability and Equity
SacRT	Sacramento Regional Transit District
SMUD	Sacramento Municipal Utility District
TIFIA	Transportation Infrastructure Finance and Innovation Act
USDOE	United States Department of Energy
USDOT	United States Department of Transportation
ZE(B)	Zero Emission (Bus)

# EXECUTIVE SUMMARY

Sacramento Regional Transit District (SacRT) is currently planning for a transition to an all-zero emission bus (ZEB) fleet, pursuant to the California Air Resources Board's (CARB) Innovative Clean Transit (ICT) regulation, which mandates all transit agencies in the state to operate all-zero emission (ZE) fleets by 2040.

The Zero Emission Bus Phase II - Facilities Master Plan Report, this report (Phase II), analyzes and presents design concepts for three new purpose-built ZEB garages in the SacRT service area, including a preliminary analysis of power availability, and construction and procurement schedules. The findings from Phase II provide SacRT with an understanding of the viability of meeting the 2040 goal, as well as reasonable and actionable steps that should be taken in subsequent phases to implement the plan.

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## ES1 BACKGROUND

SacRT has already deployed several battery-electric buses (BEBs) into revenue service to evaluate the technology for a larger-scale deployment; however, there are several constraints that SacRT must address and mitigate to fully transition its fleet by the ICT regulation's 2040 goal. While all transit agencies in the State are faced with the challenges of limited power availability, technological and range limitations, constrained timelines, and relatively high costs, SacRT must also identify, plan for, design, and construct new bus garages to meet its ZEB goals. Retrofitting SacRT's existing garages would require resolving many administrative and physical challenges.

Retrofitting SacRT's existing bus garages to operate ZEBs is not a viable option at this time. For this reason, SacRT is considering decommissioning them and operating from three new, purpose-built, ZEB garages. The objective of Phase II is to analyze and present design concepts the ZEB garages with consideration to both BEB and fuel cell electric bus (FCEB) strategies.

SacRT has developed two plans to outline a strategy to transition its fleet to ZEBs at its existing garages (Downtown, McClellan, and Hazel), the Zero Emission Fleet Study (Appendix A) and the Zero Emission Bus Rollout Plan (Appendix B) – both of which were developed in partnership with WSP. Both studies identified major issues that would need to be mitigated and addressed to effectively comply with CARB's ICT regulation. The main issues taken into consideration are power limitations, constraints with existing garages, range limitations, and high costs, which are evaluated in Phase II.

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## ES2 EVALUATION APPROACH

WSP held two workshops<sup>1</sup> with SacRT Staff to identify potential sites and discuss the fleet, service, and operational characteristics that each new site would require to be conducive for future ZEB operations, to include vehicle capacity, site acreage, and site shape. To meet SacRT's operational requirements, it was determined that bus maintenance facilities (BMFs) would be required in the north and south areas of the service area, with a smaller, non-BMF site situated in the east. For the North and East Garages, WSP developed "blank slate" concepts, and for the South Garage, WSP overlaid the garage concept over an area of the site that was determined to be the most suitable for SacRT's future operations. In total, WSP developed five options for implementing a bus facility on each identified site.

Whether BEBs or FCEBs (or a combination of both) are selected for SacRT's future service, it is essential that there is enough installed power to support the fueling or charging infrastructure *before* vehicles are delivered and placed in service. The electrical utility, Sacramento Municipal Utility District (SMUD), serves all of Sacramento County – including all

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<sup>1</sup> July 20th, 2021, and January 21st and 24th, 2022

of SacRT’s existing and proposed garages. It is essential that SacRT has an understanding of the power availability at each site and the power demands of its future fleet. WSP coordinated with SMUD and used Argonne National Laboratory’s Energy Zone Mapping Tool (EZMT) to determine the available power at each site and used SacRT’s future fleet numbers and charger assumptions to calculate the peak power requirements (connected load).

To develop garage concepts, it is essential to understand the number and type of vehicles that will be relocated to the future garages. These characteristics inform space requirements, power and energy needs, and in a subsequent stage, the service and cost implications of dispatching service from new garages. SacRT provided the minimum vehicle design capacity for each ZEB garages and the specific quantities by service type planned at each future garage.

A preliminary construction and vehicle procurement schedule along with a summary of transition-related considerations were developed for this plan. WSP and SacRT coordinated to develop high-level assumptions for durations based on a design-bid-build delivery method. Based on the information developed for the garage concepts, preliminary construction and vehicle procurement schedules, cost and funding options for vehicles, constructions and utility enhancements were developed, and are presented in the findings section.

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## ES3 FINDINGS

Phase II presents design concepts for three new bus garages, the construction schedules to implement them, and a vehicle procurement schedule that aligns with the ICT regulations purchase requirements. Based on the analysis, here is a summary of the findings:

- **The presented concepts support the requirements of SacRT.** Each concept meets (or exceeds) the vehicle fleet quantity, the parking configuration, and ZEB type that was requested by SacRT. It should be noted that the East and North Garages are based on a “blank slate” concept – therefore, SacRT would need to ensure that the future site can support the dimensions of the concept.
- **Additional power is needed.** As previously mentioned, the specific amount of power available at each site would have to be reviewed by SMUD. However, based on the analysis, the East Garage would require a connected load of 2.3 MW, the North Garage would require a connected load of 6.8 MW, and the South Garage would require a connected load of 23.3 MW. Per conversations with SMUD, the South Garage may require a new substation to support that load – that could cost as much as \$10 million.
- **The transition will be expensive.** Actual cost estimates will come at a later stage; however, the construction and vehicles to support East Garage, not including land acquisition, would cost north of \$20 million. The South Garage – also not including land acquisition – is expected to cost roughly 10 times the amount of East Garage.
- **Several refinements and decisions need to be made before proceeding.** At this point, these drawings and concepts, while informative, will have to remain cursory until sites are acquired. At that point, conceptual drawings and schedules can be further developed and more detail planning can be accomplished.

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## ES4 NEXT STEPS

The following are the recommended steps that SacRT take to further their transition planning efforts:

- 1 Acquire sites and begin utility coordination and negotiations.
- 2 Refine conceptual drawings and/or develop 100% designs and a detailed Master Plan.
- 3 Plan service relocations and identify cost impacts.
- 4 If necessary, engage CARB to file for exemptions

# 1 INTRODUCTION

Sacramento Regional Transit District (SacRT) – as with all agencies in the state – is currently planning for a transition to an all-zero emission bus (ZEB) fleet, pursuant to the California Air Resources Board’s (CARB) Innovative Clean Transit (ICT) regulation.

SacRT has already deployed several battery-electric buses (BEBs) into revenue service to evaluate the technology for a larger-scale deployment; however, there are several constraints that SacRT must address and mitigate to fully transition its fleet by the ICT regulation’s 2040 goal. While all transit agencies in the State are faced with the challenges of limited power availability, technological and range limitations, constrained timelines, and relatively high costs, SacRT must also identify, plan for, design, and construct new bus garages to meet its ZEB goals. Retrofitting SacRT’s existing garages would require resolving many administrative and physical challenges – many of which would be too costly or have time implications that threaten meeting the ICT regulation’s 2040 goal.

The Zero Emission Bus Phase II - Facilities Master Plan Report, this report (Phase II), analyzes and presents design concepts for three new purpose-built ZEB garages in the SacRT service area, including a preliminary analysis of power availability, and construction and procurement schedules. The findings from Phase II provide SacRT with an understanding of the viability of meeting the 2040 goal, as well as reasonable and actionable steps that should be taken in subsequent phases to implement the plan.

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## 1.1 SACRT’S ZEB BACKGROUND

SacRT has developed two plans to outline a strategy to transition its fleet to ZEBs at its existing garages (Downtown, McClellan, and Hazel), the Zero Emission Fleet Study (Appendix A) and the Zero Emission Bus Rollout Plan (Appendix B) – both of which were developed in partnership with WSP. Both studies identified major issues that would need to be mitigated and addressed to effectively comply with CARB’s ICT regulation, including:

- **Power limitations.** The Sacramento Municipal Utility District (SMUD) found that the Downtown Garage had a peak capacity of 11 megawatts (MW), far fewer than the potential peak demand that would be required to support the 197 buses that are parked there (pre-charge management strategies).
- **Constraints with existing garages.**
  - **Downtown Garage:** SacRT leases bus storage parking beneath the Capital City freeway overpass between 28<sup>th</sup> and 29<sup>th</sup> street, from Capitol Ave to Q streets, adjacent to its Downtown Garage and main administrative campus at 1400 29<sup>th</sup> Street. The bus parking lots are leased from the California Department of Transportation (Caltrans), meaning, SacRT lacks the authority to construct infrastructure without Caltrans’ approval. Although there are approximately 197 buses currently parked at the Downtown Garage, only 146 charging positions can be supported there due to Caltrans’ setback and easement requirements for charging infrastructure – resulting in the required displacement of approximately 50 buses. Hydrogen operations are also not feasible at the Downtown Garage due to code restrictions on hydrogen storage in proximity to the freeway.
  - **Hazel Garage:** The Hazel Garage, under existing conditions consisting of only bus parking and operations support, is not suitable for a sufficient amount of ZEB-supporting infrastructure.
  - **McClellan Garage:** The McClellan Garage is located far from routes that serve downtown and would drastically increase deadhead trip distances if the additional 50 buses were placed there. McClellan would also require costly renovations and retrofits to accommodate a large(r) fleet. There is also concern of environmental ground contamination SacRT would be responsible to clean up if the ground is disturbed.

- **Range Limitations.** Based on previous service modeling, approximately 50% of SacRT’s existing blocks could be completed with existing BEB technology. While there have been advancements since this modeling analysis was conducted, dispatching vehicles from a new facility may require restructuring blocks and risk an increase in range requirements.
- **High Costs.** The cost of charging equipment and vehicles was estimated at approximately \$189 million. This cost estimate was not inclusive of utility enhancements and/or acquisition of new property.

Based on the findings from these studies, SacRT has determined that the most cost-effective and time-efficient method to meet ZEB requirements would be to acquire property and construct new, purpose-built ZEB maintenance garages.

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## 1.2 REPORT PURPOSE AND STRUCTURE

The purpose of this report is to analyze and present design concepts for the three new purpose-built ZEB garages with consideration to both BEB and fuel cell electric bus (FCEB) strategies. The findings of this report will serve as the foundation for further refinements, evaluation, and the development of SacRT’s design criteria for ZEB implementation. It should be noted that this report does not analyze the service or operational impacts that would arise if SacRT were to relocate its garages. These factors, while essential to consider and address, will be analyzed in a subsequent stage of project implementation.

This report is organized into five main sections:

- 5 Introduction** – Provides the background on the project, SacRT’s previous ZEB studies, and the report’s purpose and structure.
- 6 Garage Concepts** – Overview of the general background and approach taken to develop garage concepts and estimate power needs, and presents the site-specific design concepts, improvements, and considerations.
- 7 ZEB Transition** – Presents the proposed construction schedule and procurement schedule.
- 8 Costs and Funding** – Presents an opinion of probable costs associated with the transition.
- 9 Findings and Next Steps** – Summarizes the findings of the report and identifies the next steps in the process of transitioning SacRT’s fleet to ZEBs.

# 2 GARAGE CONCEPTS

The Garage Concepts section provides an overview of the general background and approach taken to develop garage concepts and estimate power needs, and presents the site-specific design concepts, improvements, and considerations.

## 2.1 BACKGROUND AND APPROACH

### 2.1.1 GARAGES

As previously mentioned, retrofitting SacRT’s existing bus garages to operate ZEBs is not a viable option at this time. For this reason, SacRT is considering decommissioning them and operating from three new, purpose-built, ZEB garages. WSP held two workshops<sup>2</sup> with SacRT Staff to identify potential sites and discuss the fleet, service, and operational characteristics that each site would require to be conducive for future ZEB operations, to include vehicle capacity, site acreage, and site shape.

To meet SacRT’s operational requirements, it was determined that bus maintenance facilities (BMFs) would be required in the north and south areas of the service area (hereinafter referred to as “North Garage” and “South Garage”), with a smaller, non-BMF site situated in the east (hereinafter referred to as “East Garage”). The future site for the East Garage has not yet been identified; however, it is assumed that it would generally have many of the same operating characteristics of SacRT’s Hazel Division. There are several potential sites that have been identified for the future North and South Garage; however, SacRT’s Real Estate Team is still evaluating the viability of these sites.

For the North and East Garages, WSP developed “blank slate” concepts, and for the South Garage, WSP overlaid the garage concept over an area of the site that was determined to be the most suitable for SacRT’s future operations. In total, WSP developed five options for implementing a bus facility on each identified site. The specifications and sizing of the facility were calculated using a proprietary space calculator tool developed by WSP. The presented options are high-level schematic layouts which presuppose further design development at a later stage. All concepts can also be found in Appendix C. Table 2-1 summarizes the main takeaways from these workshops as they pertain to the general assumptions for each garage concept.

**Table 2-1. Summary of General Garage Concept Assumptions**

	East Garage	North Garage	South Garage
Location	TBD	TBD	TBD
Function	Storage and Dispatch	Storage, Dispatch, O&M	Storage, Dispatch, O&M
ZEB Operations*	BEB-only	BEB and/or FCEB	BEB and/or FCEB
Minimum Fleet Vehicle Capacity	35	100	300
Operational Specifications	Herringbone Parking	Herringbone Parking	Herringbone Parking

Source: WSP and SacRT

\*Gaseous hydrogen (GH2) for FCEBs is assumed to delivered, not produced on-site.

## 2.1.2 UTILITIES

Whether BEBs or FCEBs (or a combination of both) are selected for SacRT’s future service, it is essential that there is enough installed power to support the fueling or charging infrastructure *before* vehicles are delivered and placed in service. For BEBs, the electrical infrastructure (transformers, switchgear, circuits, etc.) and supplied power must be able to support all vehicles being charged at once. FCEB operations generally do not require as much power as BEBs; however, power is still needed to vaporize, compress, and dispense the gaseous fuel.

The electrical utility, SMUD, serves all of Sacramento County – including all of SacRT’s existing and proposed garages. Since it is likely that new service connections and/or additional power from SMUD will be required to support the new garages’ operations, it is essential that SacRT has an understanding of the power availability at each site and the power demands of its future fleet. WSP coordinated with SMUD and used Argonne National Laboratory’s Energy Zone Mapping Tool (EZMT) to determine the available power at each site and used SacRT’s future fleet numbers and charger assumptions to calculate the peak power requirements (connected load). These data help inform the request(s) that need to be eventually submitted to SMUD to begin the process of installing the required power upgrades.

To determine the peak power demand (MW) of each site, the number of standard buses and cutaways assigned to each site were multiplied by the proposed charger type’s rating (kW). While it is highly unlikely that SacRT would meet the peak capacity (based on staggered service schedules, inherent charging inefficiencies, etc.), this provides a conservative power requirement estimate to plan around and optimize from. It should be noted that a FCEB strategy would not need this much power, but for planning purposes the WSP team assumed the worst-case scenario for each garage.

Since the addresses for the prospective South Garage and North Garage(s) were provided by SacRT, WSP was able to utilize the EZMT to identify the characteristics of the power transmission and distribution within the vicinity of these sites. The addresses and an estimated power need (before analysis was conducted) were submitted to SMUD’s Distribution Planning Team to validate and determine if capacity was available. For the sites that SMUD found had sufficient power, they assumed that it would take a little over two years for construction (permitting, design, line extensions, etc.). For this reason, WSP is assuming that utility infrastructure enhancements – for any garage – will require at least three years. Table 2-2 summarizes the data that SMUD provided.

**Table 2-2. Summary of Power Availability at South and North Sites**

Site	Site Location	Estimated Need (MW)	Proposed Connection/Circuit	Available Capacity (Y/N)
South	Site A	15	69 kV	No
North	Site A	5	69 kV	No
	Site B	5	69 kV	No
	Site C	5	69 kV	Yes
	Site D	5	69 kV	Yes
	Site E	5	69 kV	Yes
	Site F	5	69 kV	No

Source: SMUD

## 2.1.3 FLEET

To develop garage concepts, it is essential to understand the number and type of vehicles that will be relocated to the future garages. These characteristics inform space requirements, power and energy needs, and in a subsequent stage, the service and cost implications of dispatching service from new garages. SacRT provided the minimum vehicle design capacity for each garage (Table 2-1) and the specific quantities by service type planned at each future garage (Table 2-3).

**Table 2-3. Summary of Future Fleet Assignments**

Site	40-Foot Bus	SacRT GO and E-Van	CBS	Fleet Total
East	5	16	10	31
North	50	24	16	90
South	197	90	37	324
			Total	445

Source: SacRT

## 2.2 EAST GARAGE

### 2.2.1 BATTERY-ELECTRIC BUS CONCEPT

The East Garage will be situated on a 5.2-acre site that will have the capacity and capability to charge and store up to 35 fleet vehicles, 30 non-revenue vehicles, and 100 personal vehicles for employees.

The transit fleet will be parked in a double-stacked, single row, herringbone lot under a canopy structure that will support overhead charging. Buses will be charged by pantographs that are connected to 150 kW chargers and cutaways and vans will be charged by plug-in dispensers that are connected to 180 kW chargers. The 150 kW chargers will support two charging positions (1:2) and 180 kW chargers will support three charging positions (1:3). Based on the number of chargers and charger rating(s), the site is expected to have an approximate connected load of 2.3 MW.

The canopy will be supported by columns which are positioned on a two-foot wide raised median between the parking tracks. Charging infrastructure (charging cabinets and low-voltage switchgear) will be consolidated on the paved island at the end of the row. Site construction is expected to be built in a single phase. Specific strategies and locations of equipment to address resilience, such as photovoltaics, battery storage, and redundant circuits will be evaluated in subsequent stages once sites have been acquired.

A CNG yard is also presented based on the assumption that SacRT will continue to operate CNG buses after the garage is completed. The CNG yard will be decommissioned once SacRT fully transitions to ZEBs. A summary of the number of planned chargers, charging positions, and required power to support the garage is summarized in Table 2-4 and illustrated in Figure 2-1.

**Table 2-4. East Garage BEB Concept Summary**

East Garage	Buses	Cutaways + Vans	Total
No. of Chargers	3	10	13
Fleet Charging Positions	5	30	35
Peak Demand (kW)	450	1,800	2,250

Source: WSP



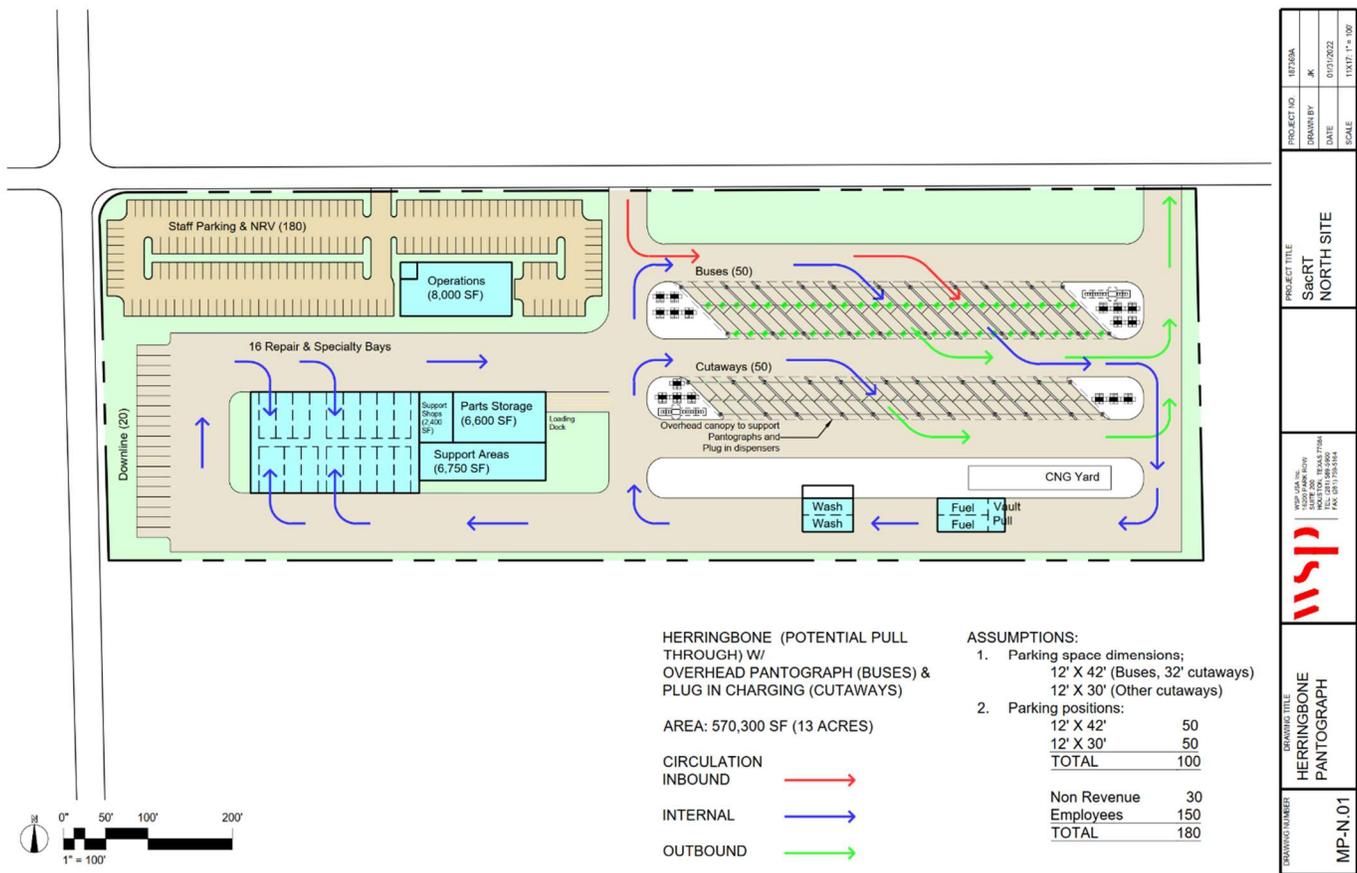
A CNG yard is also presented based on the assumption that SacRT will continue to operate CNG buses after the garage is completed. The CNG yard will be decommissioned once SacRT fully transitions to ZEBs. A summary of the number of planned chargers, charging positions, and required power to support the garage is summarized in Table 2-5 and illustrated in Figure 2-2.

**Table 2-5. North Garage BEB Concept Summary**

North Garage	Buses	Cutaways + Vans	Total
No. of Chargers	25	17	42
Fleet Charging Positions	50	50	100
Peak Demand (kW)	3,750	3,060	6,810

Source: WSP

**Figure 2-2. North Garage BEB Concept**



Source: WSP

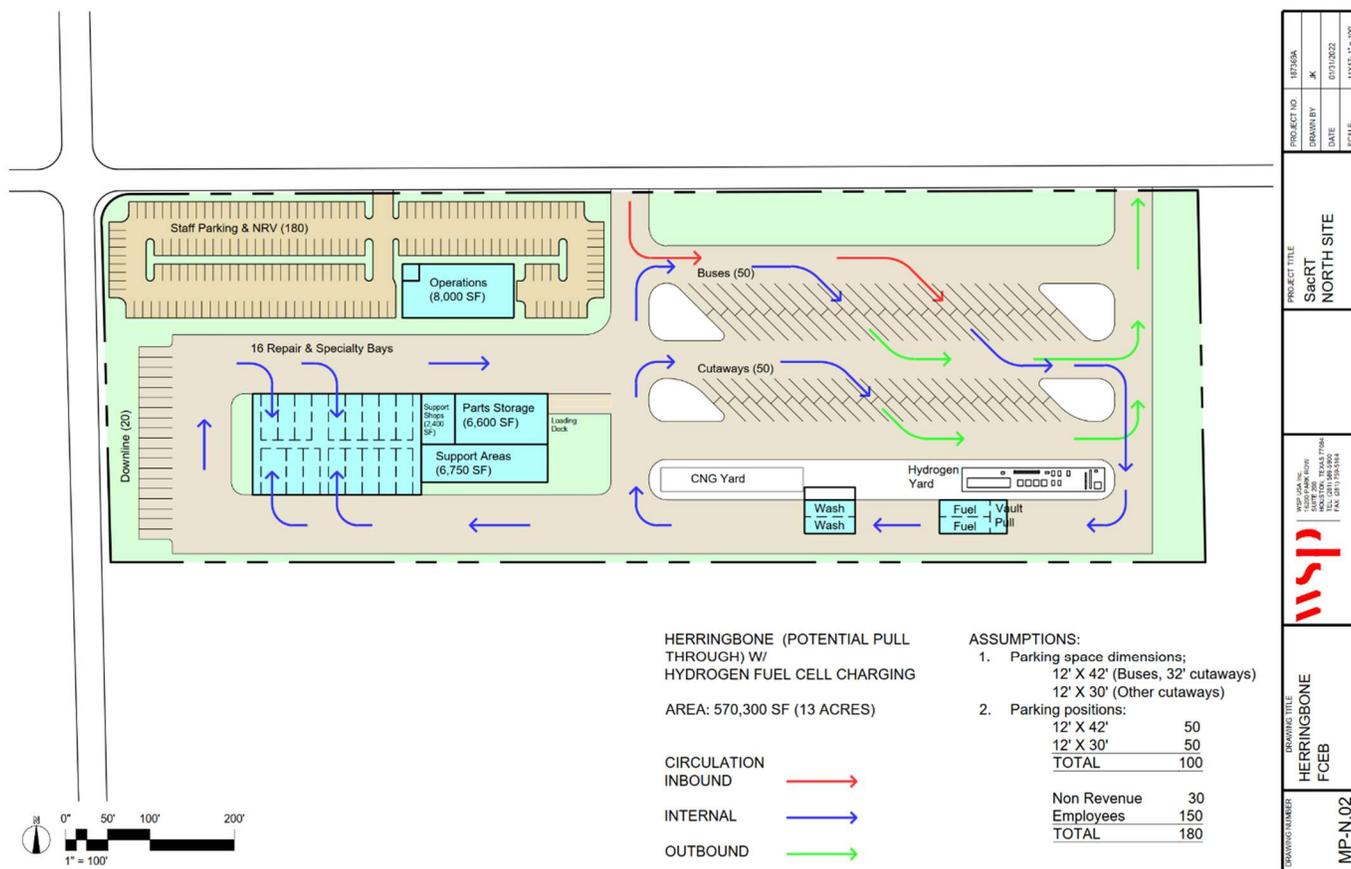
### 2.3.2 FUEL CELL ELECTRIC BUS CONCEPT

The North Garage FCEB concept accommodates the same quantity of vehicles as the BEB concept. The exception is that the parking areas in the FCEB concept are clear of any structural columns or canopies because the vehicles are only stored in the area, they are fueled at the proposed hydrogen yard at the southeastern portion of the garage.

The specific sizing of the hydrogen storage tank will be evaluated in a subsequent stage. As with the BEB concept, a CNG yard is also presented based on the assumption that SacRT will continue to operate CNG buses after the garage is

completed. The CNG yard will be decommissioned once SacRT fully transitions to ZEBs. The garage's FCEB concept is illustrated in Figure 2-3.

**Figure 2-3. North Garage FCEB Concept**



Source: WSP

## 2.4 SOUTH GARAGE

### 2.4.1 BATTERY-ELECTRIC BUS CONCEPT

The South Garage will be situated on a 28-acre site that will have the capacity and capability to charge, store, and maintain up to 336 fleet vehicles, 20 non-revenue vehicles, and 325 personal vehicles for employees.

The transit fleet will be parked in a double-stacked, six-row, herringbone lot under canopy structures (one structure per row) that will support overhead charging – each row holds 56 vehicles. Buses will be charged by pantographs that are connected to 150 kW chargers and cutaways and vans will be charged by plug-in dispensers that are connected to 180 kW chargers. The 150 kW chargers will support two charging positions (1:2) and 180 kW chargers will support three charging positions (1:3). Based on the number of chargers and charger rating(s), the site is expected to have a connected load of 23.3 MW.

Parking canopies will be supported by columns which are positioned on two-foot wide raised medians between parking tracks. Charging infrastructure (charging cabinets and low-voltage switchgear) will be consolidated on the paved island at the end of the row. Construction of the South Garage can be done in a single (full buildout) phase – supporting up to 336 vehicles or in two separate phases. Specific strategies and locations of equipment to address resilience, such as photovoltaics, battery storage, and redundant circuits will be evaluated in subsequent stages once sites have been acquired.

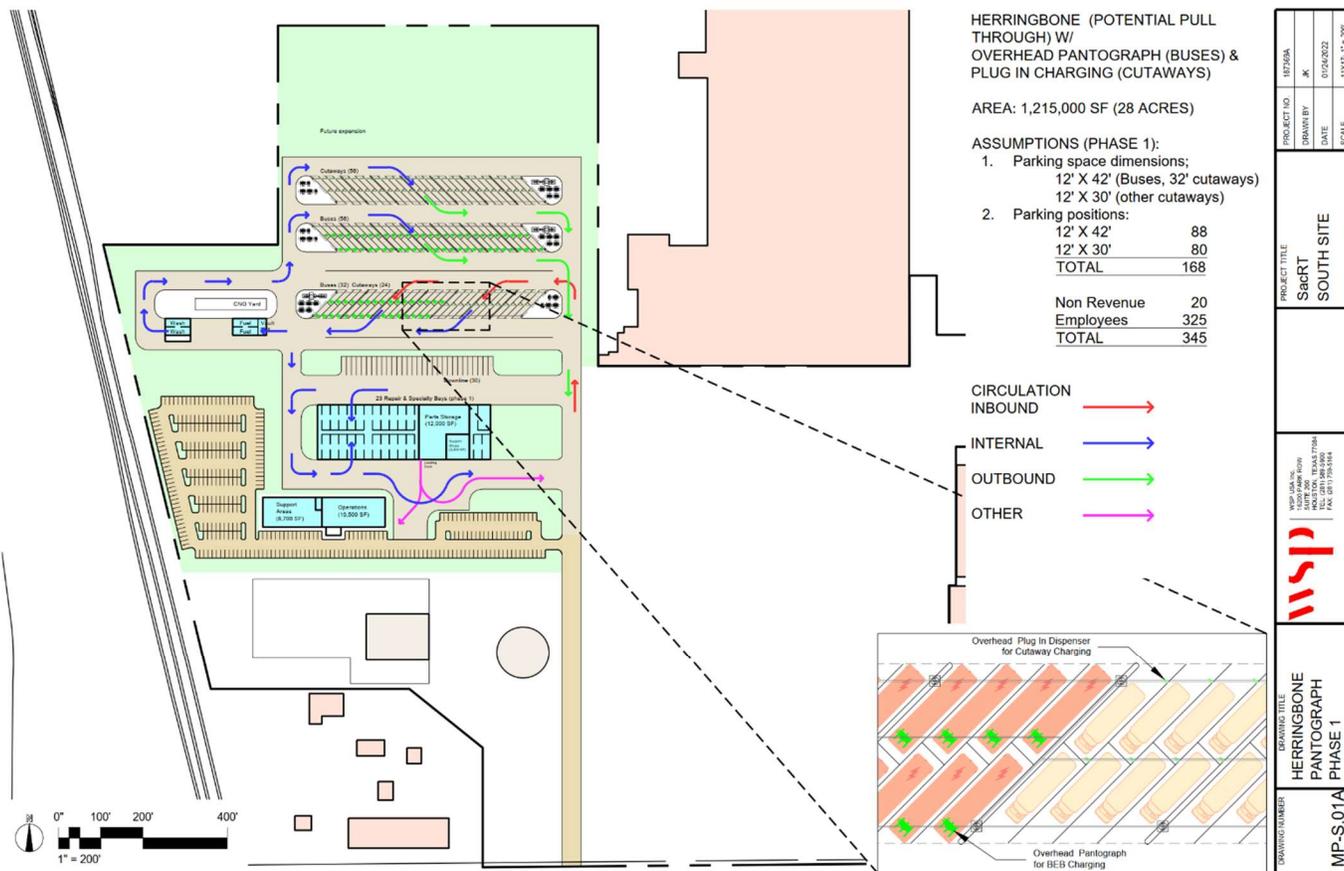
A CNG yard is also presented based on the assumption that SacRT will continue to operate CNG buses after the garage is completed. The CNG yard will be decommissioned once SacRT fully transitions to ZEBs. A summary of the number of planned chargers, charging positions, and required power to support the garage is summarized in Table 2-6 and illustrated in the Phase 1 and Phase 2 drawings, Figure 2-4 and Figure 2-5, respectively.

**Table 2-6. South Garage BEB Concept Summary (Full Buildout)**

South Garage	Buses	Cutaways + Vans	Total
No. of Chargers	100	46	146
Fleet Charging Positions	200	136	336
Peak Demand (kW)	15,000	8,280	23,280

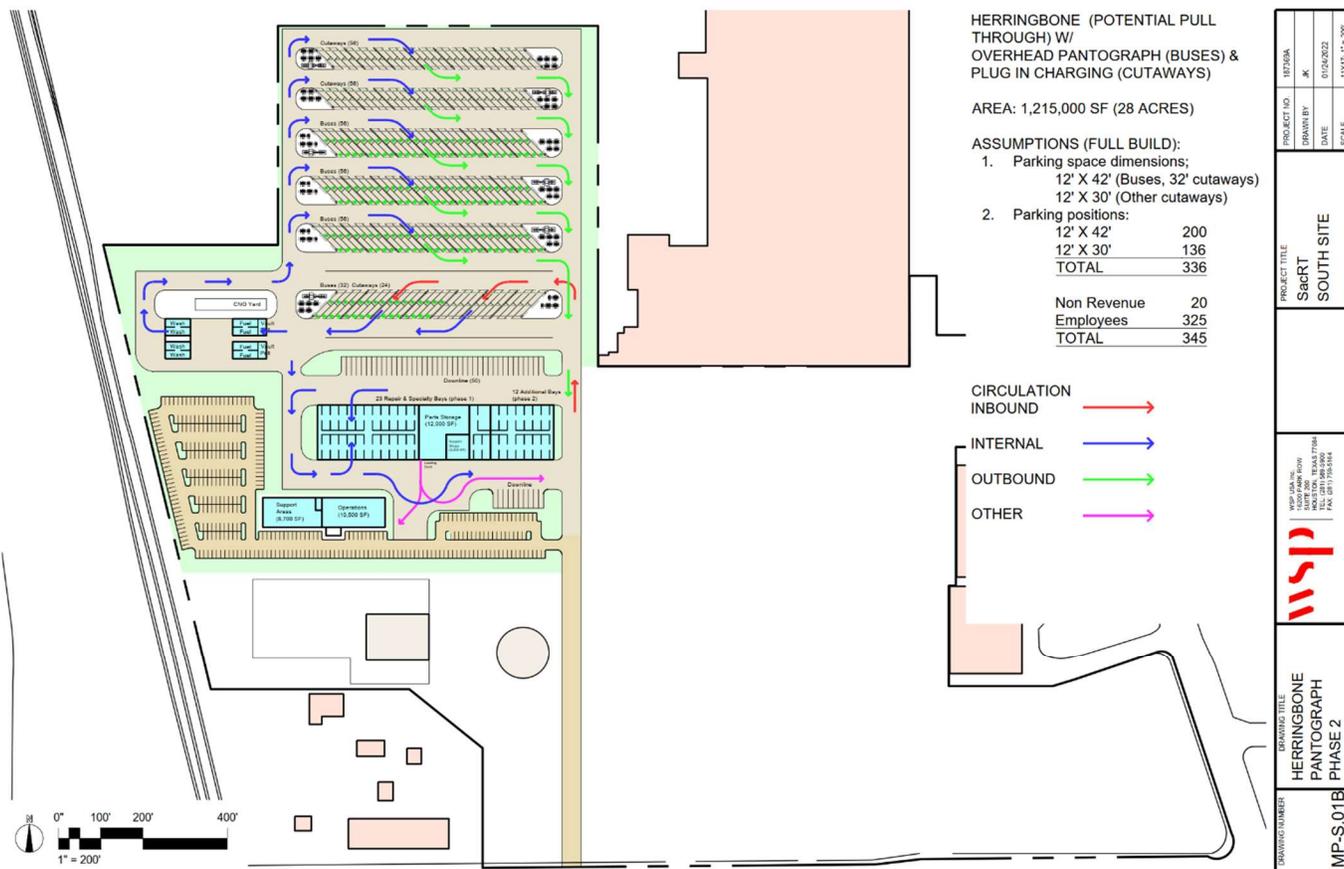
Source: WSP

**Figure 2-4. South Garage BEB Concept (Phase 1)**



Source: WSP

Figure 2-5. South Garage BEB Concept (Phase 2)



Source: WSP

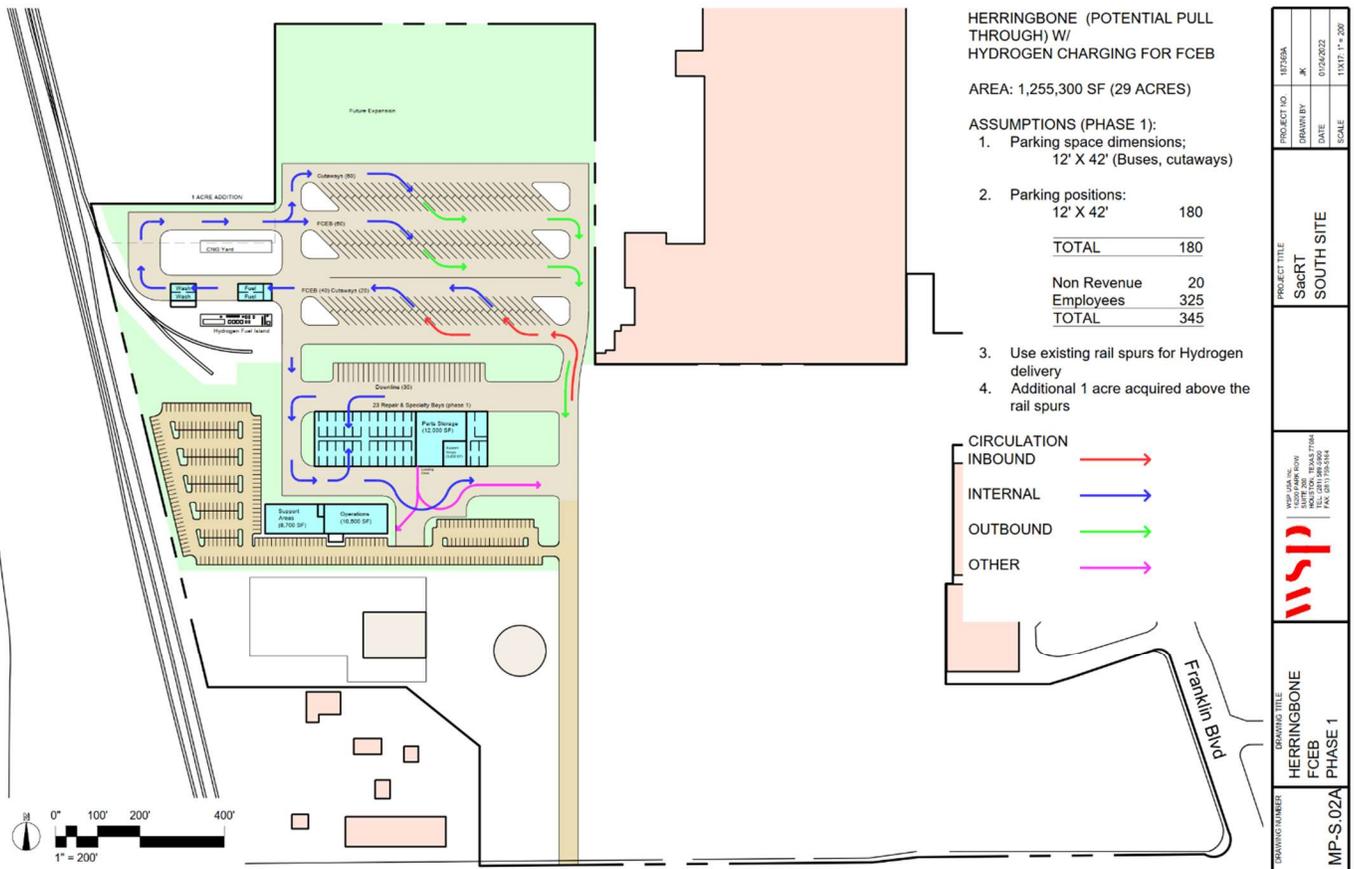
### 2.4.2 FUEL CELL ELECTRIC BUS CONCEPT

The South Garage FCEB concept accommodates 330 vehicles (six fewer than the BEB concept). The option also occupies an additional acre (29 total) due to the retainment of the existing on-site rail spurs. The team continues to analyze if these tracks can support hydrogen delivery in the future.

At full buildout, the FCEB concept will consist of five rows of double-stacked parking and a single row of single parking. The doubled-stacked rows can store 60 vehicles and the single rows can store 30 vehicles. The parking areas are clear of any structural columns or canopies because the vehicles are only stored in the area, they are fueled at the proposed hydrogen yard to the west.

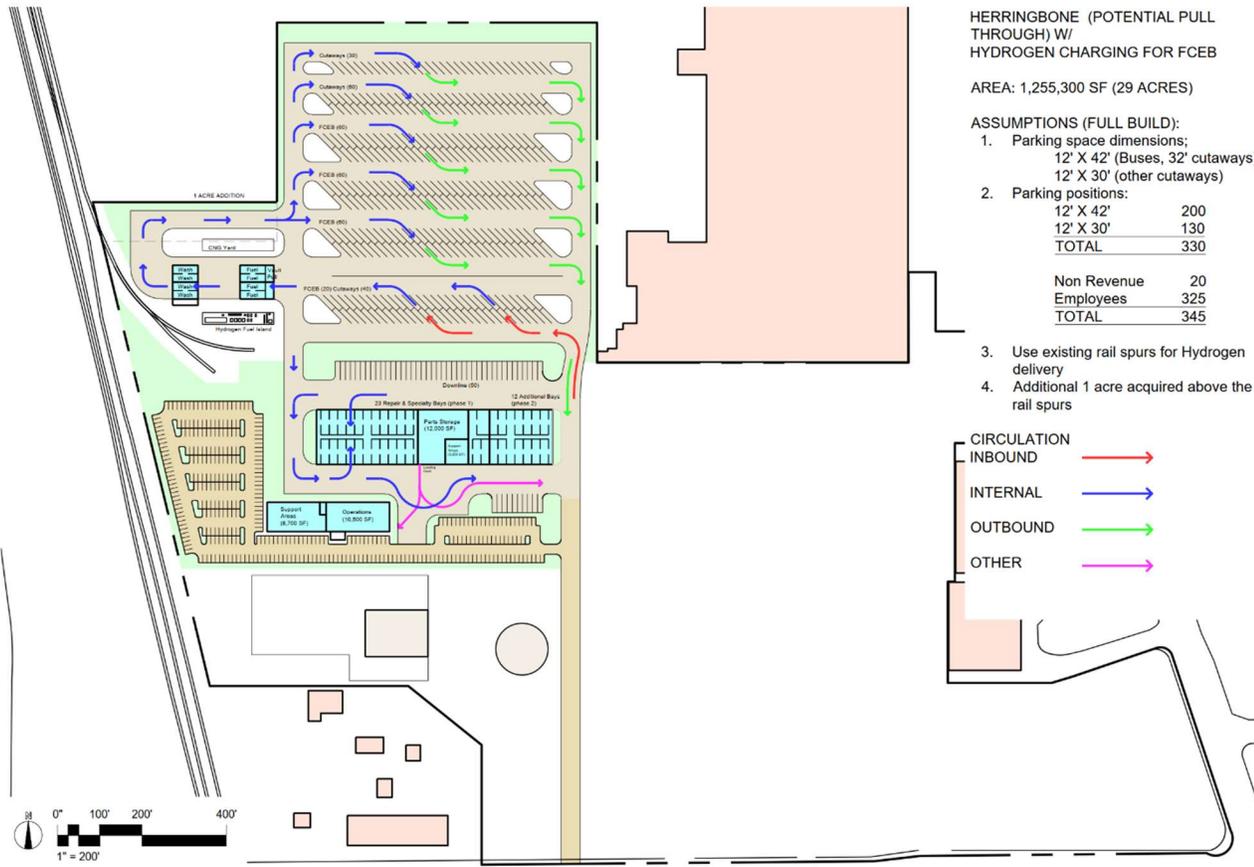
The specific sizing of the hydrogen storage tank will be evaluated in a subsequent stage. As with the BEB concept(s), a CNG yard is also presented based on the assumption that SacRT will continue to operate CNG buses after the garage is completed. The CNG yard will be decommissioned once SacRT fully transitions to ZEBs. The garage’s FCEB Phase 1 and Phase 2 concepts are illustrated in Figure 2-6 and Figure 2-7, respectively.

Figure 2-6. South Garage FCEB Concept (Phase 1)



Source: WSP

Figure 2-7. South Garage BEB Concept (Phase 2)



HERRINGBONE (POTENTIAL PULL THROUGH) W/ HYDROGEN CHARGING FOR FCEB

AREA: 1,255,300 SF (29 ACRES)

ASSUMPTIONS (FULL BUILD):

- Parking space dimensions:  
 12' X 42' (Buses, 32' cutaways)  
 12' X 30' (other cutaways)
- Parking positions:  

12' X 42'	200
12' X 30'	130
<b>TOTAL</b>	<b>330</b>

Non Revenue	20
Employees	325
<b>TOTAL</b>	<b>345</b>
- Use existing rail spurs for Hydrogen delivery
- Additional 1 acre acquired above the rail spurs

CIRCULATION  
 INBOUND →  
 INTERNAL →  
 OUTBOUND →  
 OTHER →

PROJECT NO.	H2528A
DRAWN BY	JK
DATE	01/04/2022
SCALE	TEXT: 1" = 200'
PROJECT TITLE	SacRT SOUTH SITE
WSP USA, Inc. 1000 N. Street, Suite 200 Fullerton, CA 92631 Tel: (714) 770-9900 Fax: (714) 770-9904	
DRAWING TITLE	
DRAWING NUMBER	MP-S-02B

Source: WSP

# 3 ZEB TRANSITION

The ZEB Transition section presents a preliminary construction and vehicle procurement schedule along with a summary of transition-related considerations that SacRT will have to address, monitor, or mitigate.

## 3.1 CONSTRUCTION SCHEDULE

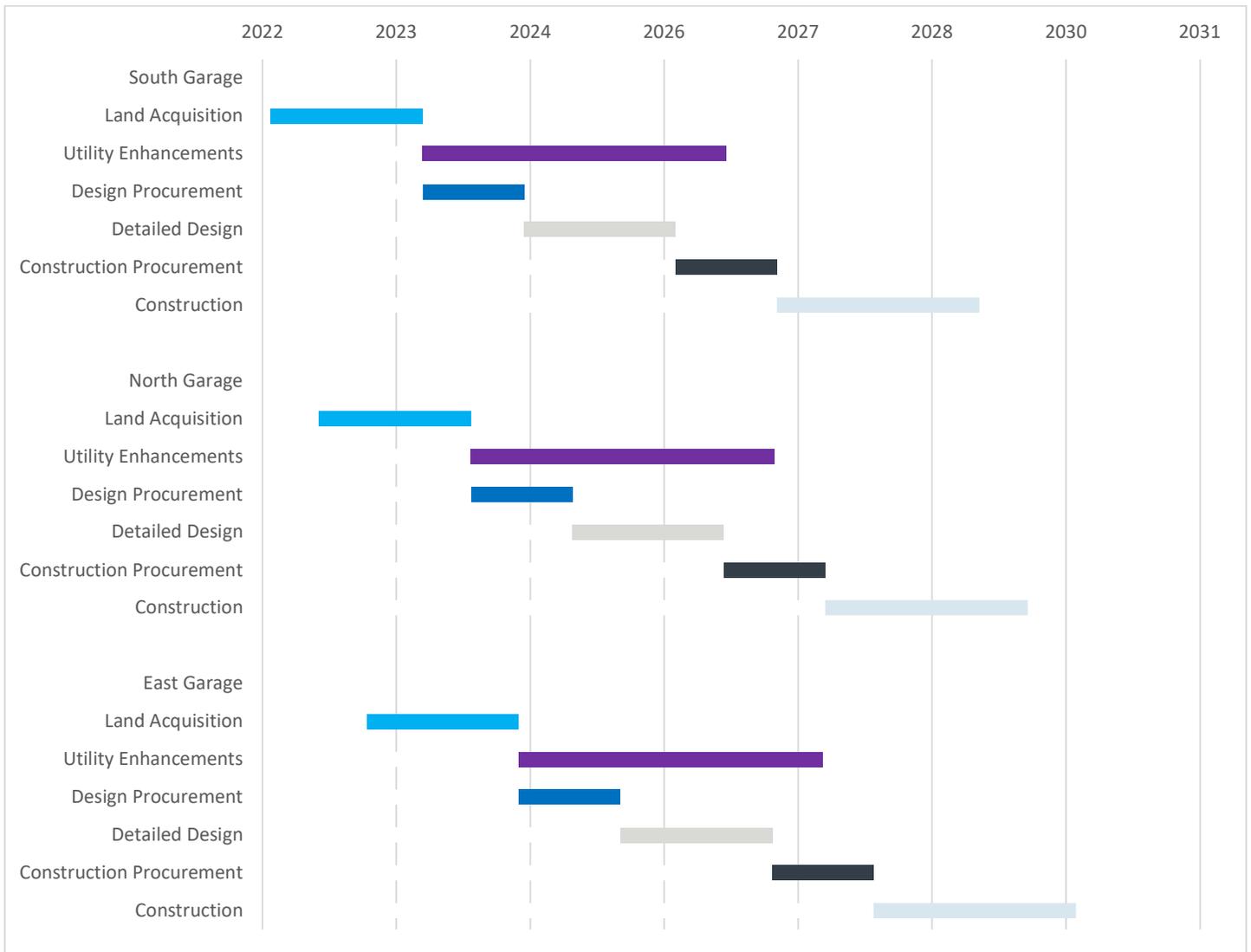
WSP and SacRT coordinated to develop high-level assumptions for durations based on a design-bid-build delivery method. These durations were then used to develop a conceptual schedule that provides some insight into when these garages may be ready to support ZEBs. The scheduling assumptions for each garage’s construction process are summarized in Table 3-1 and the conceptual schedule is presented in Figure 3-1.

**Table 3-1. Scheduling Assumptions**

Responsibility	Stage	Description	Duration (months)
SacRT	Land Acquisition	Identify and acquire land for the new garages. This would include environmental clearance and permitting.	18
SMUD	Utility Enhancements	Plan, design, and construct off-site utility enhancements to support the power needs of each garage.	36
SacRT	Design Procurement	Develop, advertise, and award contract to develop detailed designs for each garage.	12
Designer	Detailed Design	Take conceptual designs to 100%.	18
SacRT	Construction Procurement	Develop, advertise, and award contract to construct infrastructure at each garage.	12
Contractor	Construction	Construction at each garage, including the structure, charging/fueling infrastructure, and supporting connections.	24

Source: WSP

**Figure 3-1. Conceptual Construction Schedule**



Source: WSP

Note: The South Garage’s construction phase is assumed to be the full buildout (336 charging positions). If SacRT decides to pursue a two-phase approach for construction, an additional construction procurement phase will need to be programmed at the conclusion of Phase 1. This, of course, would extend South Garage’s full buildout beyond 2030.

The presented schedule is conceptual and in many ways may not capture some of the nuances that have the potential to prolong project delivery, including lag times, environmental clearance, multiple build phases, materials delays, stakeholder engagement and approvals, and review times. On the other hand, there are several optimizations that can be considered and applied to reduce durations and overall schedules. For instance, utility enhancements can begin immediately and occur concurrently for all garages, and design periods can also occur earlier – and potentially at a single time - leading to early construction bids. Design-bid-build is also not the only project delivery method, SacRT may also consider design-build, alternative delivery, or other strategies.

## 3.2 PROCUREMENT SCHEDULE

To develop a procurement schedule, SacRT must consider several requirements and constraints. First, ZEBs cannot be operated unless infrastructure is in place to charge/fuel them; therefore, it is essential that the delivery of ZEBs occurs

after infrastructure is constructed. Second, SacRT’s vehicles have several requirements that must be considered – including the useful life and if operated with compressed natural gas (CNG), retanking dates. Lastly, SacRT must also satisfy the purchase requirements of CARB’s ICT regulation. SacRT, categorized as a “large transit agency” in the regulation, must ensure that 25% of any new bus deliveries between 2023 and 2025, 50% of its deliveries between 2026 and 2028, and 100% of its deliveries beyond 2029 are ZEBs.

That said, developing a procurement schedule for SacRT’s transition is a complex process that is formulated based on many assumptions. The WSP team’s conceptual procurement schedule aligns with the conceptual schedule, but also applies many other assumptions:

- The existing Downtown Garage will be vacated when SacRT’s existing agreement with Caltrans ends in 2030.
- Additional (temporary) charging will be installed at the Downtown Garage or other SacRT garages to support ZEB deliveries in advance of the construction of the three new garages.
- Any ZEB deliveries before the three new garages are constructed will be stored at SacRT garages with temporary charging capabilities, ICEBs will be relocated to other SacRT garages.
- Minimizing the procurement and delivery of ZEBs prior to garage construction, extending useful life, where applicable.
- A large portion of SacRT’s 40-foot CNG buses (approximately 100) are currently eligible for retirement, and many require retanking. To reduce the costs to of providing temporary charging infrastructure, it is assumed that SacRT will replace these vehicles in 2022 with CNG to avoid delaying until 2023 when 26 will need to be ZEBs.
- The first new garage is scheduled to complete construction in late 2028, this will be the critical path for the mass delivery of ZEBs.
- No existing garages can support FCEB fueling infrastructure. For this reason, if FCEBs are desired, SacRT will have to wait until one of the three new garages is constructed to support them.
- SacRT’s existing ZE credits (in accordance with the ICT regulation) were not applied or considered.
- While cutaway vehicles, per the ICT regulation, are not subject to be replaced until 2026, the procurement schedule is conservative and attempts to maintain purchase requirements, beginning in 2022.
- Useful Life Assumptions: This exercise assumes useful life in years to approximate retirement. SacRT may also choose to extend the life of vehicles using mileage.
  - 40-foot vehicles: 12 years. We extended the life of many existing CNG vehicles. The vehicles that need to be replaced in 2022 are largely well beyond their useful life. WSP also attempted to spread out procurements to buy buses in larger batches that represented less than a quarter of SacRT’s overall fleet.
  - 32-foot vehicles: Seven years. In this schedule, the life of gasoline vehicles may be extended to simplify replacement schedules.
  - 27-foot vehicles: Seven years. In this schedule, the life of gasoline vehicles may be extended to simplify replacement schedules. This schedule assumes that vehicles currently eligible for retirement are replaced in 2022.
  - 25-foot vehicles: Seven years. Existing fleet vehicles have stated useful lives that range from four to seven years. In this schedule, the life of vehicles may be extended to simplify replacement schedules.

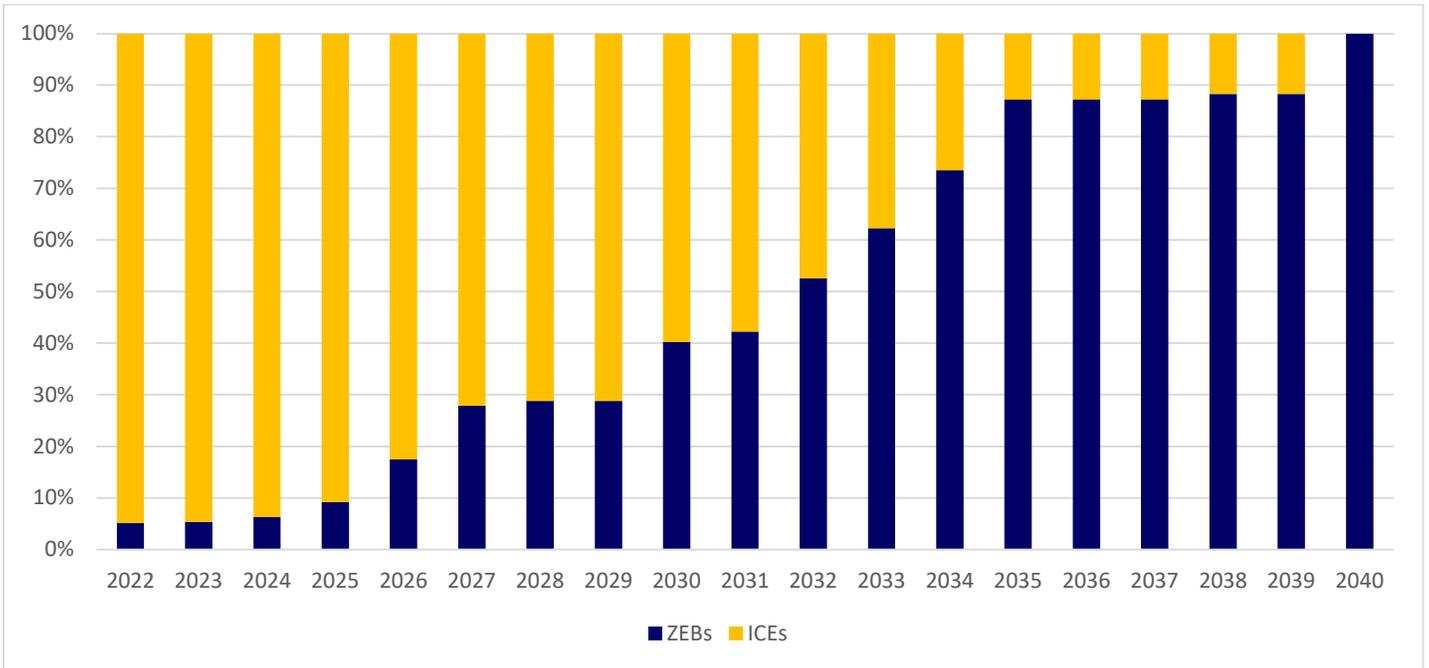
Table 3-2 presents the conceptual procurement schedule.

**Table 3-2. Conceptual Procurement Schedule**

Year	ICEB Purchases		ZEB Purchases		ZEB %	Total
	Bus	Cutaway	Bus	Cutaway		
2022	103	51	-	-	0%	154
2023	-	-	-	-	0%	0
2024	-	9	-	4	31%	13
2025	-	39	-	13	25%	52
2026	9	37	9	37	50%	92
2027	52	-	52	-	50%	104
2028	-	4	-	4	50%	8
2029	-	-	-	-	0%	0
2030	-	-	-	51	100%	51
2031	-	-	-	13	100%	13
2032	-	-	-	56	100%	56
2033	-	-	22	70	100%	92
2034	-	-	50	-	100%	50
2035	-	-	53	8	100%	61
2036	-	-	-	-	0%	0
2037	-	-	-	40	100%	40
2038	-	-	18	13	100%	31
2039	-	-	52	40	100%	92
2040	-	-	52	68	100%	120

Source: WSP

**Figure 3-2. SacRT's Fleet Mix (2022-2040)**



Source: WSP

Similar to the conceptual schedule, the conceptual procurement schedule is built on several assumptions that can be changed and refined. While the conceptual schedule maintains compliance with the ICT regulation, there are several factors that may change the quantity of ZEBs that SacRT is expected to procure. For example, the procurement schedule does not consider ZEB credits that SacRT may be eligible for due to the early adoption of ZEBs. There are also ICT regulation exemptions that SacRT may want to consider and apply for to avoid the costs of temporary infrastructure and buses the three garages are being constructed.<sup>3</sup> If an exemption is provided, SacRT may be granted relief on procuring any ZEBs before the garages are commissioned.

---

### 3.3 TRANSITION CONSIDERATIONS

As previously discussed, this report focuses primarily on facilities and the vehicle fleet. The specific schedules and implications of service changes and ZEB prioritization, labor impacts, training, vehicle relocations, and CNG and garage decommissioning will need to be further evaluated in subsequent stages of implications. These changes all may have impacts on the construction schedule and vehicle procurement.

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<sup>3</sup> SacRT may be able to demonstrate a "delay in bus delivery is caused by setback of construction of infrastructure needed for the zero emission bus" This exemption would need to be submitted by November 30th of that year.

# 4 COSTS AND FUNDING

The Costs and Funding presents an opinion of probable capital costs (vehicles and construction) associated with the transition, as well as a summary of funding opportunities that SacRT may pursue.

## 4.1 CAPITAL EXPENDITURES

### 4.1.1 VEHICLES

The cost of ZEB vehicles can vary based on length, ZEB type, required hardware and software customizations, and the size of the order. Unit costs were based on SacRT pricing for the existing GreenPower cutaways and Gillig BEBs and Foothill Transit’s recent procurement of New Flyer FCEBs. At this time, there are no market-available FCEB cutaways, therefore a complete cost estimate for the FCEB options is not available.

Based on the assumed costs, it would cost approximately \$10.5 million for vehicles to support East Garage, \$54.5 million for the North Garage, and \$205.2 million for the South Garage. It should note that these vehicles are assumed to be replacements of SacRT’s existing fleet – therefore, a portion of these are sunk costs. Table 4-1 summarizes the vehicle costs.

**Table 4-1. Summary of Vehicle Costs**

Facility	ZEB Type	Number of Vehicles		Unit Cost		Cost		
		Buses	Cutaways	Buses	Cutaways	Buses	Cutaways	Total
East	BEB	5	30	\$890,000	\$200,000	\$4,450,000	\$6,000,000	\$10,450,000
North	BEB	50	50	\$890,000	\$200,000	\$44,500,000	\$10,000,000	\$54,500,000
	FCEB	50	50	\$1,137,000	TBD	\$56,850,000	TBD	TBD
South	BEB	200	136	\$890,000	\$200,000	\$178,000,000	\$27,200,000	\$205,200,000
	FCEB	200	130	\$1,137,000	TBD	\$227,400,000	TBD	TBD

Source: SacRT (2019-2020), Foothill Transit (2021)

Note: Unit costs have been rounded to the nearest thousand. There are currently no market-available FCEB cutaways.

### 4.1.2 CONSTRUCTION COSTS

The opinion of probable cost estimates were developed based on WSP’s recent experience with similar projects. The estimate was inclusive of building and equipment costs, parking modifications, maintenance equipment and costs, charging equipment, and CNG equipment. A comprehensive list and units costs for each can be found in Appendix D.

Based on the estimate, the East Garage’s construction may cost approximately \$11 million, the North Garage may cost between \$32 and 40 million (FCEB and BEB, respectively), and the South Garage would cost between \$56 and \$106 million (FCEB and BEB, respectively). Table 4-2 summarizes the probable cost estimates for each garage and its alternatives.

**Table 4-2. Summary of Garage Construction Costs**

Facility	ZEB Type	Cost
East	BEB	\$11,249,000
North	BEB	\$40,308,000
	FCEB	\$32,179,000
South	BEB	\$105,616,000
	FCEB	\$56,330,000

Source: WSP

### 4.1.3 UTILITY ENHANCEMENTS

The cost of utility enhancements cannot be accurately estimated until an agreement is developed between SacRT and SMUD. At that point, specific construction costs and timelines can also be developed. However, based on conversations with SacRT, it was determined that if the South Garage needed power in excess of 22 MW, a new substation would be required to support the site. Per SMUD, this would cost between \$7 and \$10 million.

## 4.2 FUNDING

There are many potential federal, state, local, and project-specific funding and financing sources at SacRT’s disposal. With the passage of the Infrastructure Investments and Jobs Act (IIJA) in late 2021, over \$15 billion in new funding is available through formula funds and discretionary grant programs to support the transition of the U.S. vehicle fleet to ZE. Funding is provided through a combination of incremental amounts to existing programs and newly created programs through both the U.S. Department of Transportation (USDOT) and the U.S. Department of Energy (DOE).

To implement the ZEB fleet transition program, SacRT can continue to explore funding from federal, state, local, and project-specific sources. Of the funding programs assessed, the most promising federal sources include Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants, Federal Transit Administration (FTA) Section 5339 Bus and Bus Facilities Discretionary Grants, FTA Section 5339 Low/No Emissions Vehicle program, Federal Highway Administration’s (FHWA) Congestion Mitigation and Air Quality Improvement Program (CMAQ), and Environmental Protection Agency’s Environmental Justice Collaborative Problem - Solving Cooperative Agreement Program.

To secure federal sources, SacRT will require substantial non-federal funding commitments. The project aligns with the eligibility criteria from all state sources. Additionally, the project-specific funding sources may have the potential to provide the local financial commitment for capital costs.

Finally, Transportation Infrastructure Finance and Innovation Act (TIFIA) program and the California Infrastructure and Economic Development Bank (IBank) through its various programs could be considered for financing, as a means of reducing the upfront financial obligation and spreading out payments over time. Public entities employ several strategies to leverage revenues streams through the capital debt markets. Common examples include Dedicated Revenue Bonds, Lease Revenue Bonds/Certificates of Participation, General Obligation Bonds, and Debt Secured by FTA Formula Funds.

# 5 FINDINGS AND NEXT STEPS

The following section summarizes the findings and outlines the next steps that SacRT should take to begin its transition to an all-ZEB fleet.

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## 5.1 FINDINGS

The Facilities Master Plan Report presents design concepts for three new bus garages, the construction schedules to implement them, and a vehicle procurement schedule that aligns with the ICT regulations purchase requirements. Based on the analysis, here is a summary of the findings:

- **The presented concepts support the requirements of SacRT.** Each concept meets (or exceeds) the vehicle fleet quantity, the parking configuration, and ZEB type that was requested by SacRT. It should be noted that the East and North Garages are based on a “blank slate” concept – therefore, SacRT would need to ensure that the future site can support the dimensions of the concept.
  - **Additional power is needed.** As previously mentioned, the specific amount of power available at each site would have to be reviewed by SMUD. However, based on the analysis, the East Garage would require a connected load of 2.3 MW, the North Garage would require a connected load of 6.8 MW, and the South Garage would require a connected load of 23.3 MW. Per conversations with SMUD, the South Garage may require a new substation to support that load – that could cost as much as \$10 million.
  - **The transition will be expensive.** Actual cost estimates will come at a later stage; however, the construction and vehicles to support East Garage, not including land acquisition, would cost north of \$20 million. The South Garage – also not including land acquisition – is expected to cost roughly 10 times the amount of East Garage.
  - **Several refinements and decisions need to be made before proceeding.** At this point, these drawings and concepts, while informative, will have to remain cursory until sites are acquired. At that point, conceptual drawings and schedules can be further developed and more detail planning can be accomplished.
- 

## 5.2 NEXT STEPS

The following are the recommended steps that SacRT take to further their transition planning efforts:

- 1 Acquire sites and begin utility coordination and negotiations.
- 2 Refine conceptual drawings and/or develop 100% designs and a detailed Master Plan.
- 3 Plan service relocations and identify cost impacts.
- 4 If necessary, engage CARB to file for exemptions.

# A. APPENDIX A – ZERO EMISSION FLEET STUDY (2020)

# SACRAMENTO REGIONAL TRANSIT ZERO EMISSION FLEET STUDY



WSP Project No. 187369A

February 2020



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March 02, 2020

Craig Norman  
Sacramento Rapid Transit (SACRT)  
1400 29th St  
Sacramento, CA 95816

Subject: SACRT ZEV Fleet Study  
Client ref.: 187369WO4

Dear Craig:

Thank you for the opportunity to complete this EV Fleet study and rough-order-of-magnitude cost estimate for your use. Since the kickoff, our team has been focused on getting the key deliverables for you on SACRT route modeling and facility plans.

We look forward to continuing work with SACRT's bus fleet and zero emission bus plans.

Yours sincerely,

John Drayton  
Project Manager

WSP ref.: 187396WO4

---

## QUALITY MANAGEMENT

ISSUE/REVISION	FIRST ISSUE	REVISION 1	REVISION 2	REVISION 3
Remarks	Draft	Final		
Date	December 5, 2019	February 28, 2020		

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# PRODUCTION TEAM

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## WSP USA INC.

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Lead Electrical Engineer	Tyler Hughes
Facilities Engineering	Jewels Carter
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Vehicle Engineer	Kate Shaner
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# 1 EXECUTIVE SUMMARY

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## 1.1 PURPOSE AND BACKGROUND

Sacramento Regional Transit (SacRT) provides public transportation via light rail and bus service. The bus fleet consists of 259 buses, 193 of which are powered by CNG, 53 by gasoline and seven by diesel, as well as six battery electric buses (BEBs). To comply with the California Air Resources Board's (CARB) Innovative Clean Transit (ICT) regulation and further advance sustainability goals, SacRT is looking to transition its fleet to zero emission buses (ZEBs) by 2040.

As a first step in this process, SacRT has partnered with WSP to determine the feasibility of transitioning to a 100% zero-emission (ZE) vehicle fleet. This report, in addition to the route modeling feasibility study, serves as the foundation for subsequent analyses and future implementation. The purpose of this report is to identify initial fleet and facilities needs, develop rough order of magnitude (ROM) costs, and present next steps and considerations for future study.

SacRT faces several significant challenges as it plans for a full transition to ZEB operations. First, current ZEB technology is can only cover 56% of SacRT's current scheduled operation; this may necessitate purchasing additional ZEB's to maintain current service levels. Second, SacRT's main operating facility includes bus parking underneath the I-80 freeway; given limitations on parking and charging at this location, once SacRT transitions to ZEB operation, it will not be feasible to park and charge all of SacRT's ZEB at this location. Given the impacts of these two issues, SacRT may need to seek alternate operating locations for up to 100 additional buses to complete their transition to 100% ZEB operations.

---

## 1.2 DATA COLLECTION AND ANALYSIS

To tailor a ZEB phasing plan to SacRT needs, WSP analyzed existing fleet and facilities data provided by SacRT including mileage, vehicle type, route maps, as built designs, and utility service. Battery size, power, and space restrictions play a major role in determining the best possible ZEB solution for SacRT.

Battery electric buses (BEBs) do not currently have the range to replace conventional buses on a 1:1 basis, and a route by route analysis was performed to determine how many BEBs would be required to replace the current fleet. The current bus parking area's maximum available power is 11 MW, which is not enough to charge the entire fleet as is. The current parking area also has space and height restrictions that shrink the available parking with the installation of charging infrastructure. WSP also looked at hydrogen fuel cell buses (FCEBs) for SacRT applications. However, fire safety code and space restriction prevent hydrogen infrastructure installation at the current fueling facility.

SacRT will need to minimize the impact of a ZEB transition to maintain service levels and meet rollout every day for the City of Sacramento. With this in mind, WSP chose the most commonly available buses and charging technology and ran a worst-case scenario analysis.

---

## 1.3 FINDINGS

Based on our preliminary analysis, it was determined that a fleet conversion is feasible; however, SacRT will need to find more space to facilitate the charging or hydrogen fueling of its full Zero Emissions fleet. Existing parking and facilities will not support a full fleet conversion to either technology and still meet the agency's bottom line.

In the case of a full BEB fleet, the existing parking's power limit of 11MW will only support charging for 146 of 197 buses. Fifty-one existing buses will need to be charged elsewhere. Additionally, due to range constraints of BEBs, the fleet will need to expand to meet the same service by an additional 50 buses. SacRT will need to find space, power, and facilities for over one hundred 100 buses. It should be noted that SacRT can begin the conversion process now, with existing facilities, and meet early CARB deadlines. New facilities would not be required for at least 5 years, giving SacRT time for sourcing and construction.

In the case of a full FCEB fleet, hydrogen fueling comes with problematic space restrictions. The national fire safety code establishes a minimum perimeter and overhead clearance around hydrogen storage tanks that prevent installation both in the bus parking lot and in the current maintenance facility. Hydrogen fueling cannot be built at SacRT unless more land is found.

It should be noted that these are *initial* findings. Costs and schedule could be further optimized with refined analysis. Considerations such as vehicle-to-grid technology, photovoltaics, midday charging, service changes, etc. are just a few items that could expedite the transition.

---

## 1.4 NEXT STEPS

This report is meant to serve as guidance as SacRT begins to make decisions regarding its future ZEB fleet. When we receive Notice to Proceed, WSP will work with SacRT to build a rollout plan to submit to CARB as per its ICT regulation. The Rollout plan will build upon the findings of this report, and lay the groundwork for a successful transition to Zero Emissions.

## 2 EXISTING CONDITIONS

SacRT operates fixed-route, micro transit, dial-a-ride, and light rail service across a 400-square mile service area that includes the cities of Sacramento, Citrus Heights, Elk Grove, Folsom, and Rancho Cordova. SacRT's bus service includes Bus, Community Bus, and SmaRT Ride. Bus service includes fixed-route local and express service that operate daily between 5 a.m. and 11 p.m. every 12 – 60 minutes, depending on the route. Community Bus provides transit for residents and employees; SacRT offers this service in partnership with local agencies. SmaRT Ride is a micro transit service that is similar to other ride-share services where customers can use a smartphone app to request a ride within nine SacRT service areas.

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### 2.1 CURRENT VEHICLES

As of July 2019, SacRT has a vehicle fleet of approximately 259 buses and cutaway buses, 226 of which are dedicated to SacRT's Bus and Community Bus services, 29 are assigned to SmaRT Ride, and four are classified as "historic." The SacRT vehicle fleet may have changed in size since the publication of this document due to newly implemented services (e.g. the Airport express and additional SmaRT Ride service areas) in January 2020. Weekday bus ridership averages approximately 37,000 passengers per day. Buses range in age from one to fifteen years.

---

### 2.2 EXISTING FACILITIES

The existing 40' bus parking yard is located under the overpass of 240188L STATE ROUTE 51 SB, located in the city of Sacramento. They have a maintenance and fueling facility directly adjacent at 2803 28<sup>th</sup> Street. The current bus parking area has a maximum power draw of 11 MW. Smaller cutaway buses and paratransit vans are operated out of the McClellan and Hazel garages.

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### 2.3 OPERATING CONDITIONS

Sacramento County is in California's Climate Zone 12. Sacramento's winter months average a low of 39 degrees, about average for the State. Its temperatures in the summer are typically hotter than the State average (approximately 93 and 87 degrees, respectively). An analysis of the elevation within 0.75 miles of SacRT's fixed-route service showed an average elevation of 102 ft., a low of -0.5 ft., and a high of 1,164 ft. The higher elevations of the service area are in the east in Folsom and most of the service area is under 100 ft. in elevation.<sup>1</sup>

Electrical service in the County is provided by the Sacramento Municipal Utility District (SMUD).

# 3 FLEET DETAILS AND RECOMMENDATIONS

## 3.1 INTRODUCTION

WSP conducted a route by route feasibility study for battery electric buses. The study covers electric vehicle type, range, and battery size. Its principle findings are summarized in the sections below, and the full modeling report, including the airport connector service modeling, can be found in the Appendix. It should be noted that WSP did not produce an in-depth analysis for fuel cell bus (FCEB) technology, as current space restrictions at SacRT facilities prevent any fueling installation. Future expansion of facilities could allow for FCEB technology. Data for this analysis were provided between July and December of 2019, and changes in fleet makeup since final submission date are not reflected.

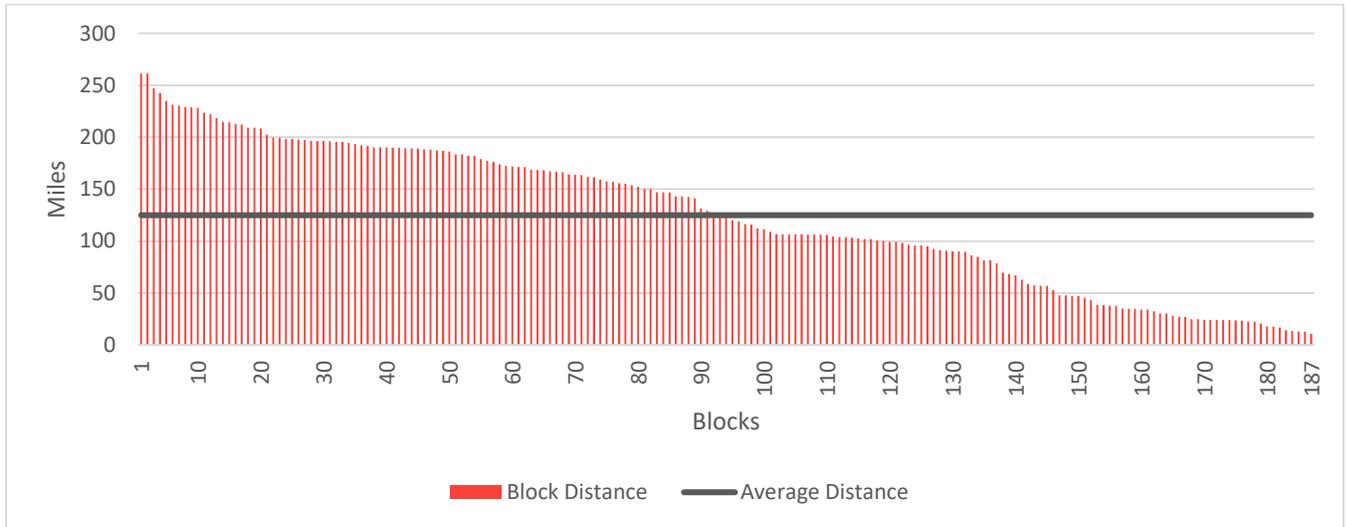
To determine the feasibility of electrifying SacRT’s fleet, WSP developed a dynamic, formula-based model to analyze BEB technologies impacts on SacRT’s existing service. A number of data were provided by SacRT to provide a comprehensive understanding of their existing fleet and service conditions, including: general transit feed specification (GTFS), garage addresses, fleet inventory, and other related data, including service planning data for the new Airport express route. Automatic vehicle location (AVL) outputs served as the foundation for modeling efforts as these data encompass all vehicle movements. Information related to batteries and chargers were gathered from OEM websites and used as a basis for SacRT’s BEB analysis.

Sacramento’s fleet, outlined in Table 1, consists primarily of 192 40’ CNG buses, currently operating out of SacRT’s downtown facilities. SacRT also operates a fleet of cutaway buses and shuttles.

**Table 1: SacRT Fleet and Service Summary**

Service	Vehicle Type	CNG	Gas	Diesel	BEB	Total
Bus and Community Bus Service	40'	192	0	0	0	192
	32'	0	0	5	0	5
	Cutaway	0	29	0	0	29
	<b>Total</b>	<b>192</b>	<b>29</b>	<b>5</b>	<b>0</b>	<b>226</b>
Smart Ride	25'	0	0	0	6	0
	Cutaway	0	23	0	0	29
	<b>Total</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>6</b>	<b>29</b>
Historic Fleet	40'	1	0	0	0	1
	32'	0	0	2	0	2
	Cutaway	0	1	0	0	1
	<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>4</b>
<b>Total</b>		<b>193</b>	<b>53</b>	<b>7</b>	<b>6</b>	<b>259</b>

Current battery electric bus technology is range limited; where a conventional bus could run for a 300-mile set of round trips or “blocks,” BEBs struggle to reach half that daily mileage. Figure 1, below, displays the daily mileage of each schedule block in the fleet. To overcome range challenges, WSP took an in depth look at SacRT’s routes to see which could be covered by BEB technology and replace CNG buses at a 1:1 ratio, and what blocks would need to be split and operated by multiple BEBs at a 2:1 bus replacement ratio.



**Figure 1: Downtown Garage Weekday Block Ranges**

A BEB’s performance is typically measured by its range (miles). This is a direct factor of its “efficiency” which is expressed in kilowatt-hours per mile (kWh/mi.). A higher efficiency means that a buses battery will deplete faster, effectively reducing its range, whereas, a lower efficiency results in a longer lasting battery and range. Efficiencies can vary based on several factors, including: battery health, operator behavior, temperature (HVAC usage), speed, weight, etc. An accurate understanding of efficiency on a route can be determined via a pilot or shadow service. However, for the purposes of modeling, we calculated the “base” efficiency for the 35’ and 40’ bus and battery combinations as advertised by the OEM:

$$\text{Advertised Battery Capacity (kWh)} \div \text{Advertised Range (mi.)} = \text{Base Efficiency (kWh/mi.)}$$

To account for the variances that can impact the efficiency (as noted above), we added a sensitivity of plus (conservative) and minus (liberal) 25 percent. The liberal, base, and conservative efficiencies provide SacRT with a general understanding of how these buses may operate.

### 3.2 ZERO EMISSIONS FLEET REQUIREMENTS

Based on our preliminary analysis and assumptions, current battery technology could cover only a portion of existing service. At the Downtown Garage, a 372-kWh operating battery could cover 99 percent of block distances with the liberal efficiency, 73 to 80 percent with the base efficiency, and 38 to 56 percent with the conservative efficiency. At the McClellan Garage, a 94-kWh operating battery could cover 86 percent of all block distances with the liberal efficiency, 67 percent at the base efficiency, and 38 percent of blocks with the conservative efficiency. Blocks out of the Hazel Station Garage can all be electrified assuming an operating battery of 352-kWh.

Table 3-2 summarizes the results for all blocks that can be completed under existing conditions. For further information on incomplete blocks, by garage, please see the attached route modeling report.

**Table 3-2 Summarized Garage Blocks Completed**

Garage	Day Type	Blocks	Vehicle Type	Blocks Completed		
				Liberal	Base	Conservative
Downtown	Weekday	187	40'	99%	73%	56%
McClellan	Weekday	21	Cutaway	86%	67%	38%
Hazel	Weekday	7	35'	100%	100%	100%
Downtown	Saturday	91	40'	99%	80%	38%
Downtown	Sunday	71	40'	100%	83%	38%

It should be noted that these are *preliminary* findings. Further study should be done to plan for the transition to BEB, including a pilot and/or shadow service. Considerations such as weight restrictions, charging times, vehicle-to-grid technology, photovoltaics, midday charging, service changes, changes in how vehicles are blocked, etc. are just a few items that need to be considered with the transition to BEB.

Assuming a worst-case scenario of vehicles only achieving the conservative efficiency, it is estimated that the vehicle fleet would need to increase by 127 vehicles. This is based off the assumption that if a vehicle block could achieve between 50 to 99 percent of its scheduled range, an additional vehicle would be required to meet service requirements and if a vehicle could achieve 25 to 49 percent of its scheduled range, two additional vehicles would be required to meet service requirements.

### 3.3 ROM COSTS

WSP market research as shown in Table 3 estimates a cost of between \$725,000 to \$1,000,000 per bus, depending on the manufacturer and deviations from standard parts. These costs are based on two years of data from procurement contracts around the country.

**Table 3: Market Price for 40' BEBs**

Model Type	Body Type	USA Manufacturers	Propulsion	Buy America Act Compliant?  (Plant Location)	Cost (US\$)
<b>40-foot low-floor</b>	Stylized, purpose built for electric	Proterra Green Power New Flyer BYD	Electric (BEB) Electric (BEB) CNG, Electric (BEB) Electric (BEB)	Y (Walnut, CA) Y (Porterville, CA) Y (St. Cloud, MN) Y (Lancaster, CA)	\$725,000 to \$1,000,000

Costs are forecast to decrease to come more into line with the cost of CNG buses, however, SacRT should base initial decisions off of today's technology and prices. Market research indicates it will cost from \$200 Million to \$300 Million dollars to purchase the 319 buses required by this analysis. WSP will expand on these costs and create a more comprehensive report in the second phase of this project.

# 4 INFRASTRUCTURE RECOMMENDATIONS

## 4.1 INTRODUCTION

The existing bus parking yard is located under the overpass of 240188L STATE ROUTE 51 SB, located in the city of Sacramento. The majority of the total area is covered by the overhead road structure. This bus parking yard is composed of three (3) bus parking lots: North Parking, South Parking and finally Q Street Parking.



**Figure 2: Downtown Bus Parking Facility**

Currently, the three parking lots have the following capacities; The North Parking Lot has a capacity of 42 parking spots for forty-foot buses, 39 cutaway buses, and 12 standard vehicle size (approximately 10 foot by 20 foot) parking spots. The South Parking Lot has a capacity of 155 parking spots for forty-foot buses and 12 standard vehicle size parking spots. Finally, Q Street Parking Lot has a capacity for 200 standard sized vehicle parking spots and 42 motorcycle parking spots.

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## 4.2 ZEB CONVERSION INFRASTRUCTURE RECOMMENDATIONS

To meet the full requirements of this project 146 forty-foot battery electric zero emission buses (BEB) with the necessary equipment to provide and distribute electricity to charge and operate the buses (transformers, switchgears, and chargers) needed to be located on the site. Another important consideration was the restrictions and site limitations associated with developing the layout under the existing overpass. These limitations included but were not limited to:

- 20'-0" elliptical clear area around the existing overpass' columns.
- 30'-0" clear area on both sides of the existing overpass's hinge.

The proposed solution for all the developed concepts assumes that 150 kW DC charging cabinets in a 1:2 charger to plug-in dispenser configuration will be utilized to charge the ZEBs while parked in their assigned spot in the yards. Buses will be connected to the charging cabinets with a plug-in dispenser via a charging port located on the center rear of the bus. To best utilize the site considering the number of ZEBs to be served the following two options were developed. Full schematics for both options are located in Appendix A.

---

### OPTION A

In the North Parking Lot, WSP proposes to utilize the site's east and west perimeters to locate charging positions for 24 ZEBs with the associated charging equipment in a 1:2 charger to dispenser ratio. ZEBs will be backed-in to the existing diagonal parking spaces along the lot's east edge and new diagonal parking on the west edge. The North Parking Lot will include the following new BEB charging equipment located in the unused area behind the bus parking spaces between every two spaces:

- 12 150 kW charging cabinets in the east and west yard edges on the northern and southern edges of the rows of spaces served.
- 24 plug-in dispensers connected to the charging cabinets.

In the South Parking Lot, WSP proposes to utilize the area underneath the exterior edges of the overpass to locate charging positions for 104 ZEBs with the associated charging equipment in a 1:2 charger to dispenser ratio. ZEBs will be backed-in to the existing spaces perpendicular to the yard overpass cover edges on the east and west of the lot. The South Parking Lot will include the following new BEB charging equipment:

- 52 150 kW charging cabinets along the east and west exterior edge of the area covered by the overpass centered behind every two associated bus parking spaces.
- 104 plug-in dispensers connected to the charging cabinets.
- 4 standalone switchboards rated at 4000Amps, 480V.
- 4 transformers rated at 3,000kV laid out to share and overlap their clearance requirements.
- It is also understood that the project can install more than 11 MW of chargers using a diversity factor/charge management control system. However, SMUD can still limit total electric flow to the site to 11MW max.

The Q Street Parking Lot would remain without any modifications under Option A.

Option A is capable of parking, charging, and operating a maximum fleet of 128 ZEBs while maintaining the Q Street Parking Lot unmodified. However, Option A does not meet the full program requirement of 146 forty-foot zero emission buses.

---

### OPTION B

Under Option B the North and South Parking Lots are laid out identically to Option A with 24 and 104 ZEB parking and charging positions respectively. The switchboards and transformers remain located in the northwest corner of the South Parking Lot identical to Option A.

In the Q Street Parking Lot, WSP proposes to utilize the site's east and west perimeters to locate charging positions for 18 ZEBs with the associated charging equipment in a 1:2 charger to dispenser ratio. The existing standard vehicle parking will be vacated and restriped for bus parking use. ZEBs will be backed-in to new diagonal parking spaces along the lot's east and west edges. The Q Street Parking Lot will include the following new BEB charging equipment located in the unused area behind the bus parking spaces between every two spaces:

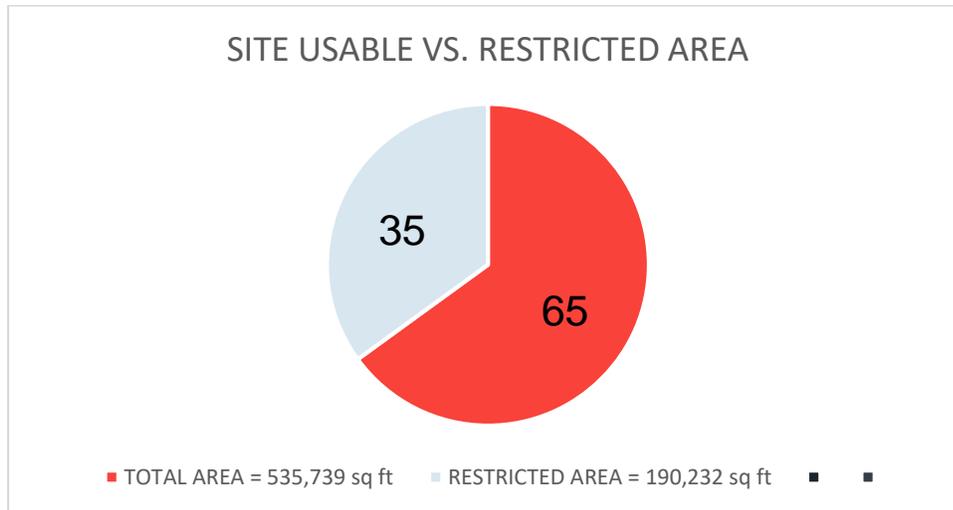
- Nine 150 kW charging cabinets in the east and west yard edges centered behind every two associated bus parking spaces.
- Eighteen plug-in dispensers connected to the charging cabinets.

Option B is capable of parking, charging, and operating a maximum fleet of 146 forty-foot ZEBs which meets the full project bus parking program requirements. However, Option B removes the majority of the Q Street Parking Lot standard parking spaces to achieve bus parking and circulation.

---

### RECOMMENDATIONS

For future land acquisitions it is recommended that any sites considered be entirely free of existing overhead construction in order to avoid possible restrictions, such as those included within this project site. The graphic below reflects analysis of the usable areas which are not encroached by clearance restrictions on the existing site.



**Figure 3: Useable vs. Restricted Parking Area**

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### 4.3 COSTS AND FUNDING OPPORTUNITIES

The electric vehicle fleet charging technology is changing rapidly, and new vehicles are entering the market every year. While the initial investment in electric vehicles can be quite costly, there are possibilities for both capital and O&M savings in the future as ZEB technology continues to evolve and mature. Table 4 gives rough order of magnitude for costs for an infrastructure installation to support SacRT's full ZEB fleet.

**Table 4: ROM Costs for BEB Infrastructure**

<b>Charging Equipment</b>	\$100,000	(per bus)
<b>Support Systems</b>	\$50,000	(per bus)
<b>Total, for 319 bus fleet</b>	\$47,850,000	

This table includes charging equipment, meaning DC cabinets and dispensers, and support systems, including conduit, cabling, trenching, backfilling, switchgear, wiring, and construction needed to make the charging system work. This is estimated on a per-bus basis as BEBs are not easily scalable; every two buses require their own charger. These figures are likely high, but installation costs can vary greatly by site. More accurate costs can be developed as SacRT continues its ZEB conversion.

## 5 CONCLUSIONS AND NEXT STEPS

Given operational and physical constraints of current SacRT operating facilities, it will not be feasible for SacRT to migrate to 100% ZEB technology at this time in their current facilities. First, the operating range for current BEB's will not allow for a direct 1:1 replacement ratio. Second, the current SacRT operating facilities, particularly the facility under the I-80 freeway adjacent to SacRT headquarters, is not adequate to operate more than about 150 buses.

Some of these constraints may be temporary. Battery technology is evolving very rapidly, and BEBs with longer range that can replace SacRT's buses on a 1:1 basis may become available within the next ten years. Likewise, staff can work with CALTRANS to determine whether CALTRANS would be willing to waive some of its facility constraints that limit the number of buses that can be parked or charged underneath the freeway. While not considered extensively in this report, hydrogen fuel cell buses would likely be prohibited from being fueled or stored in SacRT's under-freeway parking areas as well.

As a next step in SacRT's ZEB transition plans, SacRT should consider whether there are options for acquiring alternative locations that would be suitable for operating up to 100 additional buses. Ideally, such a location would be within SacRT's current service area, and in an area that is near existing bus lines and would not require significant deadheading.

## B. PPENDIX B – ZERO-EMISSION BUS ROLLOUT PLAN (2021)



FINAL  
MARCH 2021

**SACRAMENTO REGIONAL TRANSIT DISTRICT**  
ZERO-EMISSION BUS ROLLOUT PLAN



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# 1. ROLLOUT PLAN SUMMARY

## AGENCY BACKGROUND

Transit Agency's Name	Sacramento Regional Transit District
Mailing Address	1400 29th St., Sacramento, CA 95816
Transit Agency's Air District	Sacramento Air Quality Management District
Transit Agency's Air Basin	Sacramento Valley Air Basin
Total number of buses in Annual Maximum Service <sup>1</sup>	246
Urbanized Area	Sacramento
Population of Urbanized Area <sup>2</sup>	1.1 Million
Contact information of general manager, chief operating officer, or equivalent	Henry Li   HLi@sacrt.com
<b>Rollout Plan Content</b>	
Is your transit agency part of a Joint Group <sup>3</sup>	No
Is your transit agency submitting a separate Rollout Plan specific to your agency, or will one Rollout Plan be submitted for all participating members of the Joint Group?	N/A

Please provide a complete list of the transit agencies that are members of the Joint Group (optional)	N/A
Contact information of general manager, chief operating officer, or equivalent staff member for each participating transit agency member	N/A
Does Rollout Plan have a goal of full transition to ZE technology by 2040 that avoids early retirement of conventional transit buses?	Yes
<b>Rollout Plan Development and Approval</b>	
Rollout Plan's approval date	9/14/2020
Resolution No.	20-10-0117
Is copy of Board-approved resolution attached to the Rollout Plan?	Yes (Appendix A)
Contact for Rollout Plan follow-up questions	James Boyle, Director of Planning
Who created the Rollout Plan?	Consultant
Consultant	WSP

<sup>1</sup>The ICT regulation defines "Annual Maximum Service" (13 CCR § 2023(b)(3)) as the number of buses in revenue service that are operated during the peak season of the year, on the week and day that maximum service is provided but excludes demand response buses.

<sup>2</sup>As last published by the Census Bureau before December 31, 2017

<sup>3</sup>The ICT regulation defines a Joint ZEB Group or Joint Group (13 CCR § 2023.2) as two or more transit agencies that choose to form a group to comply collectively with the ZEB requirements of section 2023.1 of the ICT regulation.

## 2. INTRODUCTION

In accordance with the California Air Resource Board’s Innovative Clean Transit regulation (CARB ICT regulation), the following report serves as Sacramento Regional Transit District (SacRT) Rollout Plan to transition its bus fleet to 100 percent zero-emission (ZE) by 2040.

### 2.1 BACKGROUND

#### 2.1.1 CALIFORNIA AIR RESOURCE BOARD’S INNOVATIVE CLEAN TRANSIT REGULATION

The CARB’s ICT regulation requires all public transit agencies in the State of California to transition from conventional buses (compressed natural gas, diesel, etc.) to zero-emission buses (battery-electric or fuel cell electric) by 2040. The regulation requires a progressive increase of an agency’s new bus purchases to be zero-emission buses (ZEBs) based on their fleet size. By 2040, CARB expects all transit agencies in the state to be operating only ZEBs.

To ensure that each agency has a strategy to comply with the 2040 requirement, the ICT regulation requires each agency, or a coalition of agencies (“Joint Group”), to submit a ZEB Rollout Plan (“Rollout Plan”) before purchase requirements take effect. The Rollout Plan is considered a living document and is meant to guide the implementation of ZEB fleets and help transit agencies work through many of the potential challenges and explore solutions. Each Rollout Plan must include a number of required components (as outlined in the Rollout Plan Guidelines) and must be approved by the transit agency’s governing body through the adoption of a resolution, prior to submission to CARB.

According to the ICT regulation, each agency or Joint Group’s requirements are based on its classification as either a “Large Transit Agency” or a “Small Transit Agency”. The ICT defines a Large Transit Agency as an agency that operates in the South Coast or the San Joaquin Valley Air Basin and operates more than 65 buses in annual maximum service or it operates outside of these areas, but in an urbanized area with a population of at least 200,000 and has at least 100 buses in annual maximum service. A Small Transit Agency is an agency that doesn’t meet the above criteria.

SacRT is categorized as a “Large Transit Agency” under the ICT regulation and must comply with the following requirements:

- July 1, 2020 – Board-approved Rollout Plan must be submitted to CARB.<sup>4</sup>
- January 1, 2023 – 25 percent of all new bus purchases must be ZE
- January 1, 2026 – 50 percent of all new bus purchases must be ZE
- January 1, 2029 – 100 percent of all new bus purchases must be ZE
- January 1, 2040 – 100 percent of fleet must be ZE
- March 2021 – March 2050 – Annual compliance report due to CARB

#### 2.1.2 SACRAMENTO REGIONAL TRANSIT DISTRICT

SacRT operates 30 fixed routes, 19 commuter routes, and 17 seasonal routes in addition to SmaRT Ride on-demand transit, SacRT Go paratransit, eTran Elk Grove (seven fixed routes and 10 commuter routes), Airport Express bus service, Causeway Connection bus service to UC Davis, and 43 miles of light rail that covers a 400-square-mile service area. Buses and light rail operate 365 days a year using 97 light rail vehicles, 232 buses powered by compressed natural gas (CNG), 62 vans, 107 paratransit vehicles, and 9 electric shuttle buses, and 9 40’ electric buses.

Passenger amenities include 52 light rail stations, 30 bus and light rail transfer centers, and 22 park-and-ride lots. SacRT also serves over 3,100 bus stops throughout Sacramento County.

Annual ridership has fluctuated recently on both bus and light rail systems and has grown from 14 million passengers in 1987 to over 20.8 million passengers in FY 19. Weekday light rail and bus ridership averages approximately 37,500 and 35,000, respectively.

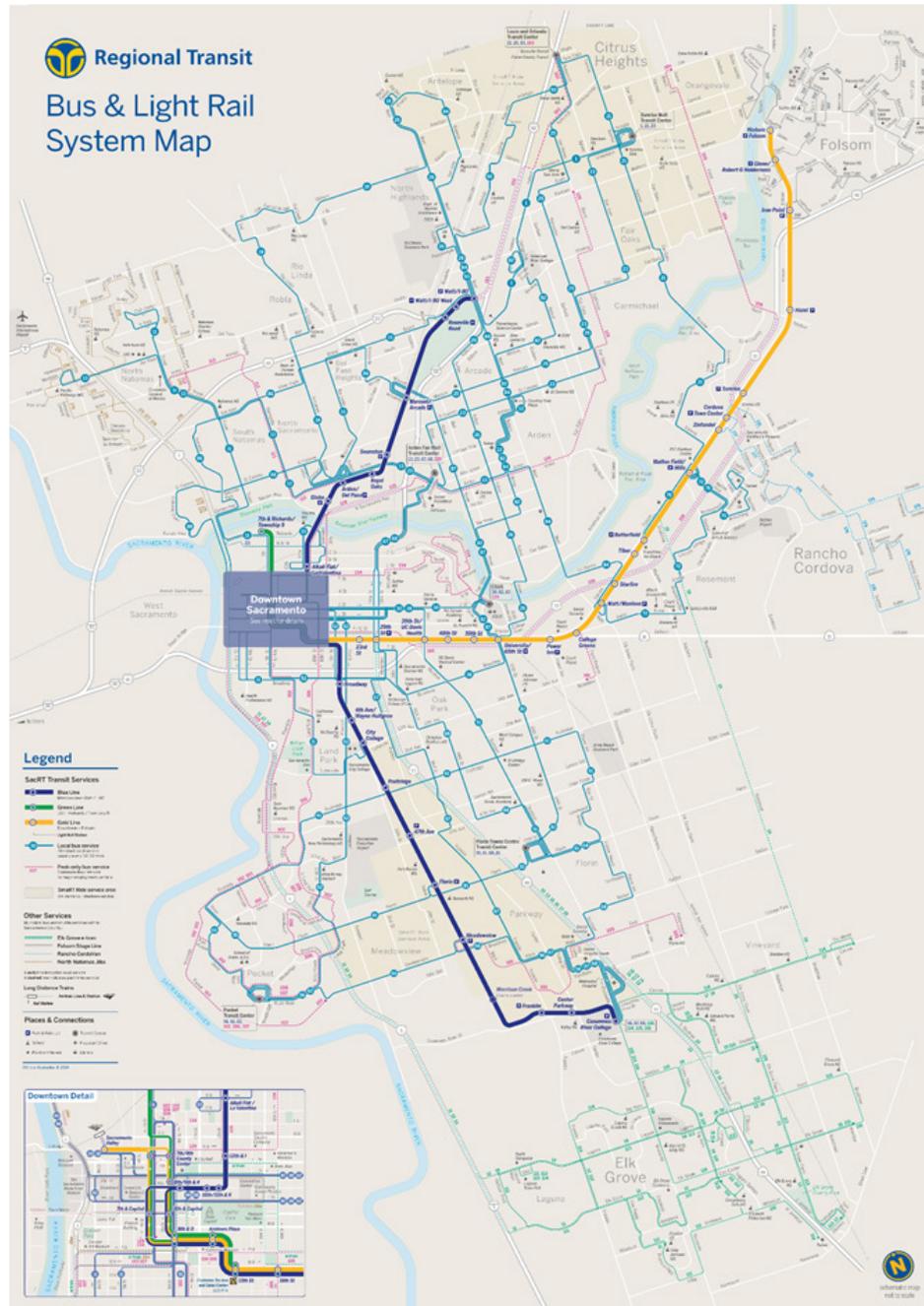
SacRT’s SmaRT Ride on-demand transit provides smaller circulator buses to the communities of Arden, Carmichael, Citrus Heights, Downtown-Midtown-East Sacramento, Folsom, Franklin-South Sacramento, Gerber-Calvine, North Sacramento, and Rancho Cordova.

Airport Express bus service operates from Downtown Sacramento to the Sacramento International Airport every 20-30 minutes, seven days a week. The Causeway Connection electric bus operates Monday through Friday from 5:30 a.m. to 8:50 p.m. between the cities of Davis and Sacramento.

#### SERVICE AREA

<sup>4</sup>Due to the impacts of COVID-19, CARB granted agencies an extension on their Rollout Plan upon request. SacRT requested an extension on May 29th that was granted on June 2nd.

Figure 2-1. SacRT Transit Map | Source: SacRT, September 2019



SacRT’s service district covers nearly 400-square miles spanning the entirety of Sacramento County that includes the cities of Sacramento, Citrus Heights, Elk Grove, Folsom, and Rancho Cordova.

**ENVIRONMENTAL FACTORS**

Sacramento County is in California’s Climate Zone 12. Sacramento’s winter months average a low of 39 degrees, about average for the State. Its temperatures in the summer are typically hotter than the State average (approximately 93 and 87 degrees, respectively). An analysis of the elevation within 0.75 miles of SacRT’s fixed-route service showed an average elevation of 102 ft., a low of -0.5 ft., and a high of 1,164 ft. The higher elevations of the service area are in the east in Folsom and most of the service area is under 100 ft. in elevation.

**SCHEDULE AND OPERATIONS**

SacRT’s bus service includes Bus, Community Bus, and Smart Ride. Bus service includes fixed-route local and express service. Community Bus provides transit for residents and employees, SacRT offers this service in partnership with local agencies. Smart Ride is a microtransit service that is similar to other ride-share services where customers can use a smartphone application to request a ride within nine SacRT service areas.

SacRT operates 63 bus routes on weekdays and 26 on Saturday and Sunday. Service is primarily available between 5 a.m. to 11 p.m. every 12 to 60 minutes, depending on the route. Weekday bus ridership averages approximately 37,000 passengers per day. Fixed-route service operates out of two permanent and one temporary garage: Downtown Garage, McClellan Garage, and Hazel Station Garage.

**2.2 EXISTING ZEB EFFORTS**

**2.2.1 PURCHASES AND PROCUREMENTS**

SacRT is already a leader in the adoption and transition to ZEBs. As early as 2018, SacRT awarded a contract to GreenPower to provide nine EV Stars for their award-winning Smart Ride microtransit service (all of which are now in service). In partnership with Electrify America (EA) and the City of Sacramento, SacRT purchased six Proterra 40’ buses for Causeway Connection service and three Gillig buses for Airport service.

**2.2.2 ZERO-EMISSION BUS FACILITY TRANSITION STUDY**

In 2019, SacRT partnered with WSP to produce the Zero-Emission Bus Facility Transition Study, a study to determine the feasibility of transitioning SacRT’s existing fleet to ZEB. The study includes route and facilities analysis to develop preliminary plans and strategies to accomplish a 100% fleet transition to ZEBs. The initial findings of this



study were used to inform the Rollout Plan. It should be noted that this study is still ongoing and will ultimately inform SacRT's next steps towards implementation.

### 2.3 ROLLOUT PLAN APPROACH

Pursuant to the ICT regulation, the Rollout Plan identifies a strategy for SacRT to procure and operate all ZEBs by 2040. Due to the rapidly-evolving nature of ZEB technologies, it is possible that the findings and recommended approaches in this report will be outdated when it is time for implementation. For that reason, a number of generous assumptions were included to account for technological advancements. For example, current BEB technology is not sufficient to meet the range requirements of all of SacRT's service blocks. To account for potential future improvements, the Rollout Plan assumes that battery technology will eventually meet the requirements of SacRT, therefore, a 1:1 (conventional bus to ZEB) replacement ratio was used to account for future ZEB bus procurements and facility enhancements. This approach ensures that SacRT is planning for the future and not conforming to or purchasing infrastructure that will only be compatible with existing technologies. To account for potential fleet increases, facilities are planned and designed for maximum build-out to ensure that enough ZEB infrastructure is in place for fleet expansion.

However, in some areas, SacRT is still evaluating technologies and strategies beyond 2030. Those areas of current study will be indicated, where applicable.

It should also be noted that this Rollout Plan is based on December 2019 data. This dataset is used because it represents the fleet in typical operations. Since then, COVID-19 has impacted SacRT's service, and future routes and plans may be impacted. SacRT has applied for and received an extension to the filing deadline for this plan to account for these changes.

The *Start-Up and Scale-Up Challenges* section identify the barriers that may prohibit or make these full-buildout scenarios difficult to achieve. These challenges will serve as the springboard for refinements and strategies in the next stages of implementation.

### 2.4 ROLLOUT PLAN PURPOSE AND STRUCTURE

In accordance with CARB's Rollout Plan Guidance, the District's Rollout Plan includes all required elements. The required elements and corresponding sections are detailed below:

- [Transit Agency Information](#) (Section 1: Rollout Plan Summary)
- [Rollout Plan General Information](#) (Section 1: Rollout Plan Summary)
- [Current Bus Fleet Composition and Future Bus Purchases](#) (Section 3: Fleet Acquisitions)
- [Technology Portfolio](#) (Section 3.2: ZEB Technology Application)
- [Facilities and Infrastructure Modifications](#) (Section 4: Facilities and Infrastructure Modifications)
- [Providing Service in Disadvantaged Communities](#) (Section 5: Disadvantaged Communities)
- [Workforce Training](#) (Section 6: Workforce Training)
- [Potential Funding Sources](#) (Section 7: Costs and Funding Opportunities)
- [Start-up and Scale-up Challenges](#) (Section 8: Start-up and Scale-up Challenges)

### 3. FLEET AND ACQUISITIONS

The following section provides an overview of SacRT’s existing bus fleet, justification for ZEB technology, and a procurement schedule through 2040 that meets the CARB ICT regulation’s requirements.

#### 3.1 EXISTING BUS FLEET

The SacRT fleet includes CNG, diesel, gasoline, and battery-electric (BEB)-powered buses and shuttles. As of August 1, 2020, SacRT operates an active fleet of 246 40-foot buses and 190 shuttles and cutaways that range from 25 to 32 feet in length. SacRT’s fleet is operated from three “garages” – Downtown, McClellan, and Hazel. Table 3-1 provides a detailed overview of SacRT’s fixed route bus fleet.

In July 2021, the City of Elk Grove’s transit services were successfully transitioned under SacRT. SacRT has been operating e-tran and e-van services under a service contract since July 2019, under the annexation agreement, SacRT will provide fixed-route local, commuter and paratransit services and maintenance operations for Elk Grove.

#### 3.2 ZEB TECHNOLOGY APPLICATION

Previous and ongoing SacRT ZEB analysis has found that BEBs are more suitable than fuel cell electric buses (FCEBS) for SacRT’s existing operations. This is based on BEBs’ rate of technological advancement, costs, and availability. Electricity is a reliable and readily-available fuel source and a variety of OEMs have entered the market and produced BEB models that are currently entering pilot or service phases around the country.

While FCEB technology is promising and has many potential benefits (as compared to both CNG and BEB), buses that serve SacRT’s main bus division are stored under a freeway, where, according to fire safety regulations, hydrogen fuel storage is prohibited. Additionally, hydrogen fuel is more expensive than both electricity and natural gas and is currently a limited and potentially inconsistent resource. Furthermore, SacRT’s facilities are space-constrained, a hydrogen solution could potentially require substantial footprints that are not currently feasible.

However, SacRT will continue to explore options to resolve space constraints. In doing so, as FCEBs become more affordable, SacRT will consider integrating them in the fleet (as indicated in Table 3-2).

##### 3.2.1 BATTERY-ELECTRIC BUS TECHNOLOGIES

As mentioned, based on SacRT’s conditions and service needs at this time, it is recommended that a ground mounted plug-in charging strategy be implemented

MANUFACTURER	MODEL	FUEL TYPE	LENGTH	IN SERVICE YEAR	BUS TYPE	NO. OF BUSES
Orion	7.501	CNG	40'	2008	Standard	90
	VII			2008		8
Gillig	G27D102N4	CNG	40'	2014	Standard	1
				2015		29
	2016	66				
	Battery Electric	Battery Electric	40'	2021		3
El Dorado	EZ Rider II	Diesel	32'	2015	Standard	4
				2016		1
	Aero Elite	CNG	27'	2015	Shuttle	11
				2017		11
		Gas		2019		12
	AeroTech	CNG		2018		4
Aerotech 220	Gas	25'	2014		6	
Proterra	Catalyst E2	Battery Electric	40'	2019	Standard	6
New Flyer	C40LF	CNG	40'	2010	Standard	8
				2011		6
	2014			3		
	2015			8		
	2018			5		
	2020			8		
GreenPower	EV Star	Battery Electric	25'	2018	Shuttle	6
				2019		3
Starcraft	Allstar	Gas	27'	2010	Shuttle	20
				2012		19
		CNG	25'	2017		2
		CNG		2018		4
		Gas	27'	2018		40
		Gas	32'	2018		8
		CNG	25'	2019		4
		Gas	27'	2020		40
<b>Total Buses</b>						<b>436</b>

Table 3-1 Summary of SacRT’s Existing Fleet | Source: SacRT, March 26, 2021

<sup>5</sup>These five buses are used for training purposes only.

Table 3-2. Summary of SacRT's Future Bus Purchases (through 2040) | Source: WSP | Useful life assumptions: 40' bus - 12 years; 32' bus - 10 years; 27' bus - 7 years; 25' bus - 5 years. The "Replacing ICE" column indicates where ZEB buses have replaced buses with internal combustion engines.

YEAR	TOTAL BUSES	ZERO-EMISSION BUSES				CONVENTIONAL BUSES		
		TOTAL ZEB	PCT.	REPLACING ICE	BUS TYPE	TOTAL ICE	PCT.	BUS TYPE
2021	-	-	-	-	-	-	-	-
2022	63	-	-	-	-	63	100%	40'/25'
2023	69	18	26%	12	27'/25'	51	74%	40'/25'
2024	57	15	26%	12	27'/25'	42	74%	40'/25'
2025	47	12	26%	12	32'/ 27'/25'	35	74%	27'/25'
2026	59	32	54%	32	27'/25'	27	46%	40'/32'/25'
2027	55	28	51%	28	40'/25'	27	49%	25'
2028	117	59	50%	46	40'/32'/25'	58	50%	40'
2029	7	7	100%	4	25'			
2030	44	44	100%	35	40'/27'/25'			
2031	60	60	100%	22	40'/27'/25'			
2032	47	47	100%	40	40'/27'/25'			
2033	46	46	100%		40'/27'/25'			
2034	48	48	100%	41	40'/25'			
2035	71	71	100%	33	40'/32'/25'			
2036	81	81	100%	39	40'/32'/25'			
2037	35	35	100%		27'/25'			
2038	55	55	100%	4	40'/32'/27'/ 25'			
2039	41	41	100%		40'/27'/25'			
2040	124	124	100%	58	40'/27'/25'			

to support BEBs at all three garages. SacRT's future BEBs are expected to have specifications that are compatible with the Society of Automotive Engineers' (SAE) J1772 (plug-in) charging standards. In the future, depending on available space, SacRT may consider overhead pantograph or ground-mounted inductive charging.

The proposed facility layouts for each garage are based on utilizing a 150-kW DC charging cabinet in a 1:2 charging orientation (one DC charging cabinet energizes two separate dispensers/buses). This charger to dispenser ratio maximizes space utility, reduces infrastructure costs, and meets the requirements to charge the fleet during servicing and dwell time on the site while minimizing the peak electrical demand.

Figure 3-1 shows an example of a ground-mounted plug-in charging bus yard.

### 3.3 PROCUREMENT SCHEDULE

In accordance with the ICT regulation, SacRT will prioritize ZEB purchases and progressively increase the percentage of ZEB purchases over time. Based on initial analysis, the last conventional bus is expected to be purchased in 2028.

Early retirement should not be an issue pursuant to the ICT regulation (2040) based on SacRT's future purchases. One potential strategy is to place newly acquired buses on SacRT's longest (distance) blocks. This will ensure that these buses meet the Federal Transit Administration's (FTA) 500,000-mile requirement ("useful life") more rapidly.

Table 3-2 presents a summary of SacRT's anticipated bus and shuttle procurements through 2040. By 2023, 25% of purchases must be ZEB; by 2026, 50% of purchases must be ZEB; and from 2029 onward 100 percent of purchases must be ZEB. Figure 3-2 illustrates the fleet mix of conventional and ZEBs through 2040.



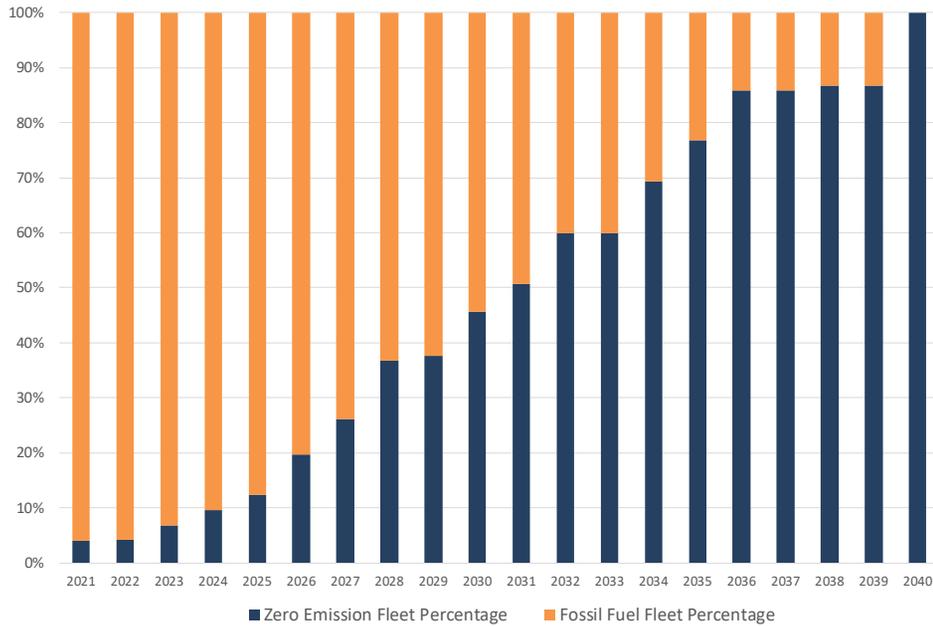


Figure 3-2. ZEB Fleet Percentage 2021 - 2040 | Source: WSP

### 3.3.1 ZEB CONVERSIONS

Conventional bus conversions to ZEB technologies are not currently being considered at this time. However, SacRT will remain open to conversions if they are deemed financially feasible and align with ZEB adoption goals.



## 4. FACILITIES AND INFRASTRUCTURE MODIFICATIONS

The following section details the planned charging strategies, infrastructure, detailed garage improvements, and construction and phasing schedule.

### 4.1 METHODOLOGY

Since ZEB technology continues to evolve, it is difficult to commit to a costly strategy that may become outdated or obsolete in the future. However, it is also pertinent to ensure that strategies are future-ready. For this reason, the recommended facility and infrastructure modifications are based on what can physically be accommodated at each garage. This provides SacRT with a ceiling for what can physically be constructed and worst-case scenario for electric utility planning. Since service changes and bus movements may occur multiple times a year, by establishing a full-build scenario, SacRT can optimize, and tailor strategies based on existing (or anticipated) service.

### 4.2 FACILITY MODIFICATIONS

SacRT's transition to a BEB fleet will require a number of modifications and changes to existing infrastructure and operations. This will include the enhancements and expansions of electrical equipment, additional electrical capacity, and the installation of chargers, dispensers, and other components. These modifications will occur at all three of SacRT's garages, and, if viable and required, at layover facilities for on-route charging operations.

During preliminary concept discussions, the feasibility of both conductive (overhead inverted pantographs, and ground-mounted or overhead plug-in) and inductive (in-ground wireless) charging dispensers were analyzed based on efficacy, costs, and spatial requirements. Due to spatial constraints, it was found that ground-mounted plug-in chargers are the most viable, at this time.

Proposed layouts are based on utilizing a 150-kW DC charging cabinet in a 1:2 charging orientation (one DC charging cabinet energizes two separate dispensers/buses). This charger to dispenser ratio would meet the requirements to charge SacRT's fleet overnight and minimize peak electrical demand.

As previously mentioned, the proposed facilities and modifications are based on what is feasible under existing conditions. If conditions change, SacRT will reanalyze the ZEB strategy to possibly include FCEBs and supporting infrastructure.

Figure 4-1 illustrates the location of SacRT's garages and Table 4-1 summarizes the modifications and schedule of each garage.

The following sections detail the process of each garage's transition from existing conditions to BEB-readiness.

Figure 4-1. SacRT's Garage Locations | Source: WSP; Google Earth



GARAGE	ADDRESS	MAIN FUNCTIONS	PLANNED INFRASTRUCTURE	SERVICE CAPACITY	UPGRADE REQ'D?	TIMELINES
Downtown	1323 28th St Sacramento, CA	Parking/ Storage	Plug-in Charging	146	Yes	2022-2035
McClellan	3701 Dudley Ave. McClellan, CA	O&M	Plug-In Charging	23+	Yes	2022-2035
Hazel	12500 Folsom Blvd. Rancho Cordova, CA	Parking/ Storage	Plug-In Charging	5+	Yes	2022-2035

Table 4-1. SacRT's Garage Summary | Source: WSP

Note: The construction timeline represents the span of time that each garage will be upgraded. Ongoing analysis will determine specific timelines and milestones.

## 4.2.1 DOWNTOWN GARAGE

### EXISTING CONDITIONS

SacRT’s Downtown Garage is split over multiple blocks in Sacramento. Buses are stored under the Capitol City Freeway between Q Street and Capitol Avenue with electrical utility service provided by the Sacramento Municipal Utility District (SMUD). The Downtown Garage’s fuel, wash, and maintenance facilities are located at 1323 28th St adjacent to the storage area. Currently, 196 CNG 40-foot buses are stored, maintained, fueled, and serviced at the downtown garage.

Figure 4-2 presents Downtown Garage under existing conditions.



Figure 4-2. Downtown Garage (Bus Storage) - Existing Conditions | Source: WSP

### PLANNED ZEB MODIFICATIONS

It is recommended that the Downtown Garage adopts a ground-mounted plug-in charging solution. The associated charging, switchgear, and transformer cabinets will be arranged within the parking area as space allows. Due to Caltrans’ setback requirements, BEB-supporting infrastructure cannot be placed within 20 feet of the freeway’s supporting columns. For this reason, the Downtown Garage can only accommodate 146 buses (net loss of 51 buses from existing) with 146 charging positions in a 1:2 charger to bus dispenser ratio. SacRT is currently assessing where these 51 buses will be relocated to.

Table 4-2 summarizes the ZEB infrastructure planned at Downtown Garage.

GARAGE	CHARGING STRATEGY	NO. OF EXISTING BUSES	NO. OF BUSES SUPPORTED	NO. OF CHARGERS	NO. OF DISPENSERS	CHARGER RATING
Downtown	Ground-mounted plug-in	197	146	73	146	150 kW

Table 4-2. Downtown Garage Supporting Infrastructure Summary | Source: WSP

The following BEB equipment is proposed:

- 73 DC charging cabinets located at the end of bus parking rows that will distribute to 146 plug-in charging positions spaced every two buses.
- Four standalone switchboards rated at 4000 Amps, 480V.
- Four transformers rated at 3,000 kV

Figure 4-3 illustrates the Downtown Garage at full build-out.

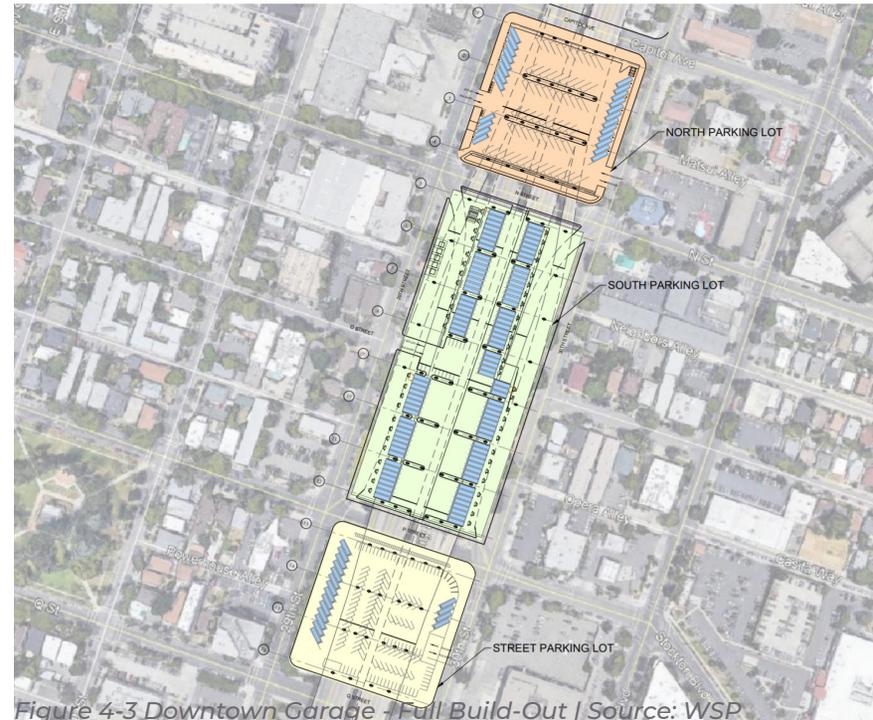


Figure 4-3 Downtown Garage - Full Build-Out | Source: WSP

## 4.2.2 MCCLELLAN GARAGE

### EXISTING CONDITIONS

The McClellan Garage is located at 3701 Dudley Avenue in McClellan, CA. It is currently used to store, service and operate 23 gasoline-powered cutaway shuttles. The site includes a single-story maintenance building, and a combined fuel and wash building. Figure 4-4 presents McClellan Garage under existing conditions.



Figure 4-4 McClellan Garage - Existing Conditions | Source: WSP

### PLANNED ZEB MODIFICATIONS

It is recommended that the McClellan garage adopt a ground-mounted plug-in charging solution. The associated charging, switchgears, and transformer cabinets will also be mounted on platforms adjacent to dispensers. The future ZEB infrastructure for this site is currently study, but it has the potential to store and charge over 80 buses.

Table 4-3 summarizes the ZEB infrastructure planned at McClellan Garage.

GARAGE	CHARGING STRATEGY	NO. OF EXISTING BUSES	NO. OF BUSES SUPPORTED	NO. OF CHARGERS	NO. OF DISPENSERS	CHARGER RATING
McClellan	Ground-mounted plug-in	23	23+	12+	23+	150 kW

Table 4-3. McClellan Garage Supporting Infrastructure Summary | Source: WSP

## 4.2.3 HAZEL GARAGE

### EXISTING CONDITIONS

The Hazel Garage is located at 12500 Folsom Boulevard in Rancho Cordova, CA. It is used to store, service, and operate five diesel-powered 32-foot buses.

Figure 4-5 presents Hazel Garage under existing conditions.

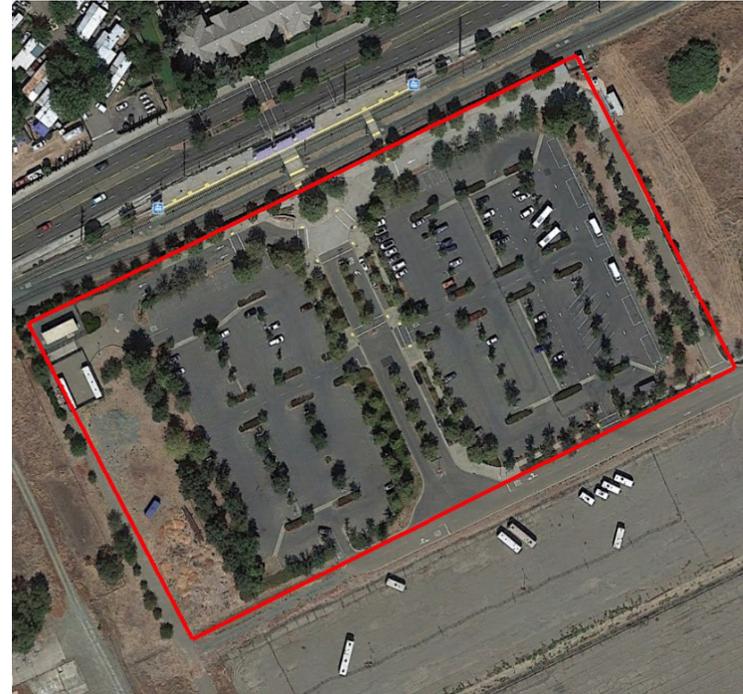


Figure 4-5 Hazel Garage - Existing Conditions

### PLANNED ZEB MODIFICATIONS

Hazel Garage will likely adopt a ground mounted plug-in charging strategy. The associated charging cabinets, switchgears, and transformers will be located adjacent to the charging area. Charging type, future site layout, and utility connection are currently under study.

Table 4-4 summarizes the ZEB infrastructure planned at Hazel Garage.

GARAGE	CHARGING STRATEGY	NO. OF EXISTING BUSES	NO. OF BUSES SUPPORTED	NO. OF CHARGERS	NO. OF DISPENSERS	CHARGER RATING
Hazel	Ground-mounted plug-in	5	5+	3+	5+	150 kW

Table 4-4. Hazel Supporting Infrastructure Summary | Source: WSP

### 4.3 PHASING AND CONSTRUCTION STRATEGY

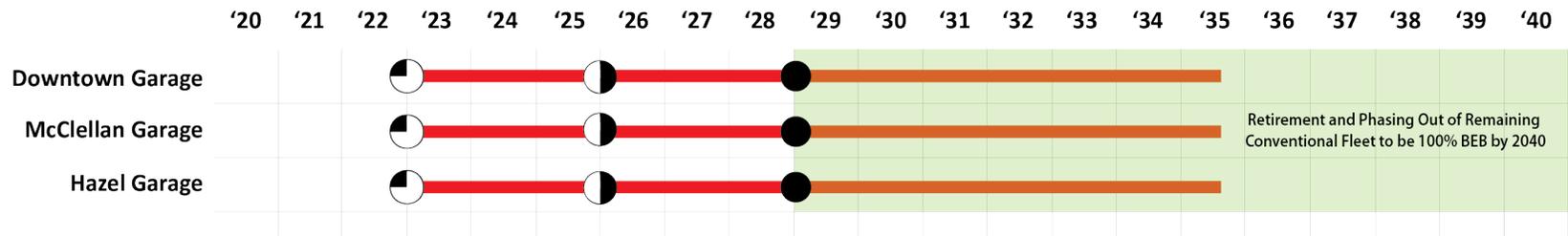
The process of integrating BEBs into SacRT’s fleet will be broken down into a number of important tasks and phases related to construction of supporting facilities. The assumed approach is a design-bid-build strategy. Multiple requests for proposals (RFPs) need to be developed and put out for bid, with accompanying design and construction activities taking place. Utility upgrades, onsite (phased) construction, and other activities are expected to last approximately five years, for each garage. This five-year assumption is a conservative estimate based on the amount of time it may take the utility to provide upgraded electrical equipment outside of the garage. The onsite upgrades and construction of BEB supporting infrastructure can be done concurrently.

To minimize or avoid operational or service impacts, it is recommended that onsite construction be implemented in phases. This method essentially segments the garage and ensures that construction continues without impacting SacRT’s service.

Since BEBs cannot be operated unless infrastructure is in place to energize them, it is pertinent to meet construction deadlines because it has the ability to impact both service and ICT regulation compliance. It is assumed that buses can be procured 18 months before the conclusion of the facilities construction.

Figure 4-7 presents a conceptual schedule for SacRT’s fleet transition. The Harvey Balls indicate the percentage of newly purchased that have to be ZEB. Note, the phasing and specific construction schedules are still being analyzed, however, it is anticipated that construction for each garage will be completed during this time frame (2022-2035).

Figure 4-6. Potential Phasing and Construction Schedule | Source: WSP



## 5. DISADVANTAGED COMMUNITIES

Disadvantaged communities (DACs) refer to the areas that suffer the most from a combination of economic, health, and environmental burdens. The California Environmental Protection Agency (CalEPA) and California’s Senate Bill 535, define a “disadvantaged” community as a community that is located in the top 25th percentile of census tracts identified by the results of the California Communities Environmental Health Screening Tool (CalEnviroScreen). CalEnviroScreen uses environmental, health, and socioeconomic data to measure each census tract (community) in California. Each tract is assigned a score to gauge a community’s pollution burden and socioeconomic vulnerability. A higher score indicates a more disadvantaged community, whereas a lower score indicates fewer disadvantages.

The replacement of conventional buses with ZEBs can yield many benefits in the communities they serve, including a reduction of noise and harmful pollutants. DACs are disproportionately exposed to these externalities, thus, should be prioritized and considered during initial deployments of ZEBs. In phasing and deployment, SacRT will ensure that DACs and equity are a driving factor in determining which garages and routes are first served with ZEBs.

### 5.1 DISADVANTAGED COMMUNITY ANALYSIS

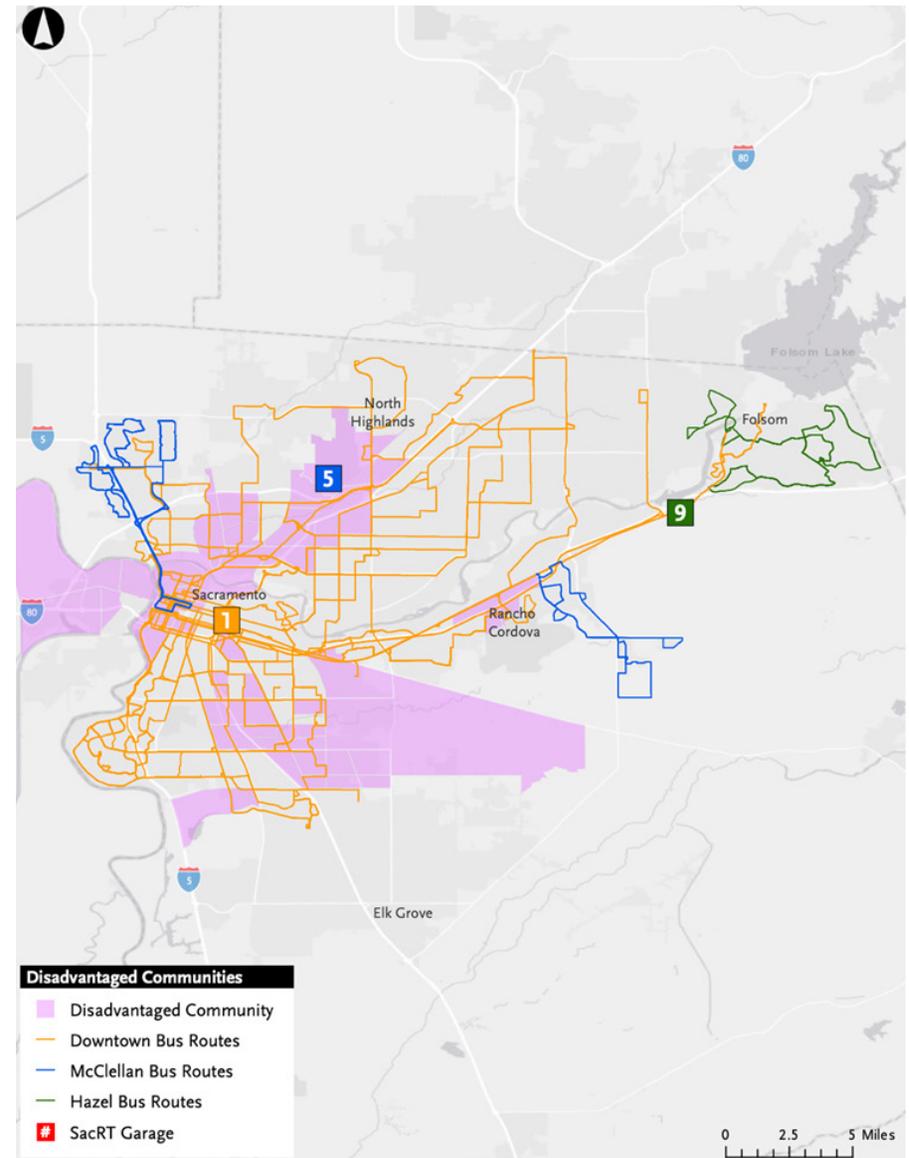
To understand ZEBs impacts on SacRT’s service area, it was pertinent to establish if (1) a garage is located in a DAC, and (2) if its routes traverse DACs.

Based on analysis, McClellan is the only garage located in a DAC, meaning, it may be given priority in the transition due to the residents in that census tract potentially benefitting from the reduction of noise and emissions as a result of transitioning to ZEBs. McClellan-based blocks of service and routes also provide the largest percentage of DACs of any garage (30 percent), 22 percent of Downtown garage’s communities served are DAC, and Hazel has none. Future analysis will provide more detail on route and block-specific DAC information, however, at this time, SacRT will continue to monitor these communities and consider and align them with their ZEB procurement schedule to ensure that vulnerable communities are properly served.

GARAGE	IN DAC?	NO. EXEMPT AREA?	COMMUNITIES SERVED	DACs SERVED	PCT. OF DACs SERVED
Downtown	No	No	240	44	22%
McClellan	Yes	No	26	6	30%
Hazel	No	No	17	0	0%

Table 5-1. SacRT’s Disadvantaged Communities Summary | Source: CalEnviroScreen 3.0

Figure 5-1. SacRT’s Disadvantaged Communities | Source: WSP; CalEnviroScreen3.0





## 5.2 ADDITIONAL EQUITY-FOCUSED EFFORTS

### 5.2.1 SACRAMENTO SUSTAINABLE COMMUNITIES RESOURCE PRIORITIES NEEDS MAP

SacRT has also recently supported and engaged in the development of Sacramento's Sustainable Communities Resource Priorities Needs Map which was spearheaded by Sacramento Municipal Utility District (SMUD), University of California, Davis, Sacramento Metro Air Quality Management District, Sacramento Area Council of Governments, and a variety of local agencies and non-profits. The Map uses data to indicate the local areas most likely to be underserved or in distress by lack of community development, income, housing, employment opportunities, and transportation. The map can then be used to develop targeted strategies to provide and promote a healthy environment, social well-being, mobility, and prosperous economy for Sacramento County most vulnerable populations. SacRT's ZEB implementation plays a key role in further pursuing a sustainable and equitable approach to transportation and development.

Additionally, the map includes a number of other GIS layers including education, tree canopy, EV charging, food deserts, and public transportation information in order to maximize and improve the equity of regional decision-making. The map is regularly monitored and interactive in a manner that allows customized searching and evaluation. The interactive storyboard format of the map allows for each section to reveal a different view of a specific map layer while explaining the nature of the vulnerability being examined.

SacRT will work with SMUD to leverage the mapping tool to improve decision-making as it relates to resource allocation, while empowering community members to take an active role in providing positive impact in their communities. The information will be used to help inform regional strategies including local, state, regional, and federal grant funding opportunities.

### 5.2.2 SMART RIDE ON-DEMAND MICROTRANSIT

SacRT's also serves its most disadvantaged communities by providing mobility, connectivity, health access, and overall quality of life, through cleaner forms of transportation. Since 2018, SacRT's Smart Ride On-Demand Microtransit service - the nation's largest mixed-ZEV on-demand fleet of its kind - provides more affordable services than traditional ride-hailing options (Lyft, Uber, etc.), which could cost riders more than five times the amount for a similar trip.

### 5.2.3 BUS RAPID TRANSIT

SacRT is actively progressing its planning phase of pursuing high-capacity bus services through Bus Rapid Transit, with a goal of focusing on supplementing or enhancing services in DACs. Preliminary research has concluded that multi-modal users and pedestrians are more unsafe in DACs due to the high levels of traffic and infrastructure that allows for more interactions between motorized vehicles and pedestrians. SacRT's goal is to develop BRT service that improves the safety of the community, to include exclusive rights of way and signal prioritization for buses. These BRT services will be targeted along areas that lack the infrastructure, investment, and safety, such as the Stockton Boulevard, Florin Road, Sunrise Boulevard, Arden Way and Watt Avenue corridors.

## 6. WORKFORCE TRAINING

The following section provides an overview of SacRT's plan and schedule to train personnel on the impending transition.

### 6.1 TRAINING REQUIREMENTS

The transition to ZEBs will significantly alter SacRT's service and operations. Converting to ZEBs from CNG is an arduous endeavor and will impact all ranks of the organization. This will require extensive change management and training which will be provided by the OEMs and SacRT. Training will need to be conducted after buses are procured and in advance of the delivery of the first buses. Therefore, it is expected that all personnel will be sufficiently trained before the buses arrive. Training for the buses will be included in the purchase price and facilitated by the OEM. If other OEM-provided buses are procured in the future and/or if new components, software, or protocols are implemented, it is expected that SacRT's staff will be trained well in advance of the commissioning of these additions. Since battery technology is rapidly evolving, it is likely that buses and their supporting battery chemistries and software will change between 2020 and 2040, therefore, SacRT's future procurements/deliveries will require refresher or updated trainings for relevant staff.

The following provides a list of personnel and positions that will need to be retrained upon adoption of ZEBs (this list is not exhaustive):

- ♦ **Bus Operators and Supervisors**
  - ♦ Bus operators and field supervision will need to be familiarized with the buses, safety, bus operations, and plug-in charging operations.

- ♦ **Facilities Maintenance Staff and Maintenance**
  - ♦ Maintenance staff will need to be familiarized with scheduled and unscheduled repairs, high-voltage systems, and the specific maintenance and repair of equipment.
- ♦ **First Responders**
  - ♦ Local fire station staff will need to be familiarized with the new buses and supporting facilities.
- ♦ **Tow Truck Service Providers**
  - ♦ Tow truck providers will need to be familiarized with the new buses and proper procedures for towing ZEBs.
- ♦ **Mechanics**
  - ♦ Mechanics will need to be familiarized with the safety-related features and other components of ZEBs.
- ♦ **Instructors**
  - ♦ Maintenance and Bus Operator instructors will need to understand all aspects of the transition of ZEBs to train others.
- ♦ **Utility Service Workers**
  - ♦ Staff will become familiarized with proper charging protocol and procedures that are ZEB-specific.
- ♦ **Management Staff**
  - ♦ Maintenance and Operations managerial staff will be familiarized with ZEB operations and safety procedures.

## 7. COSTS AND FUNDING OPPORTUNITIES

The following section identifies preliminary capital costs and potential funding sources that SacRT may pursue in its adoption of ZEBs.

### 7.1 PRELIMINARY CAPITAL COSTS

While costs for a full fleet transition are still being analyzed, it is estimated that capital, alone, would be in excess of \$200M. The specifics of which are dependent on what and when the technology is adopted (BEBs or FCEBs). The following provides a ROM for a full fleet conversion for both BEBs and FCEBs. A mixed fleet solution is still under consideration.

For BEBs, recent quotes from a variety of OEMs indicate that the average base purchase price is approximately \$900K and \$250K for a 40-foot (standard bus) and 25-foot cutaway, respectively. Chargers vary based on power output, however, a 150-kW plug-in charger with garage buildout costs amortized on a per-charger basis, are expected to cost \$150K. Using these unit costs as a baseline, it would cost \$201.4M for buses and chargers (alone). This does not account for the trenching, utility infrastructure, soft costs, or other costs related to the transition.

The costs of a FCEB transition are a bit more complex due to the variable unit costs of FCEB-supporting infrastructure (tanks, compressors, reformers, dispensers, etc.). However, based on ROM costs, a transition with the same number of buses is expected to start at \$246.9M. This is based on the assumption of \$1.2M per FCEB and two hydrogen tanks, one 15,000 gallon and one 9,000 gallon, based on the needs of SacRT's fleet size (estimated at \$700K and \$500K, respectively). It should be noted that this price does not include the price of the compressors, reformers, etc. that are necessary to operate hydrogen. The total estimate also includes a one-for-one replacement for cutaway/shuttle vehicles and chargers with BEBs since there are currently no FCEB cutaways on the market.

Tables 7-1 summarizes the number of buses and supporting equipment required at each division. Tables 7-2 and 7-3 present the ROM capital costs for a BEB and FCEB transition, respectively.

GARAGE	NO. OF 40 FT BUSES	NO. OF CUTAWAYS	TOTAL BUSES	BCB	FCEB
				NO. OF CHARGERS	NO. OF H2 TANKS
Downtown*	197	-	197	99	2
McClellan	-	23	23	12	-
Hazel	-	5	5	3	-
Total	197	28	225	114	2

Table 7-1. ROM Vehicle and ZEB Equipment for ZEB Conversion | Source: SacRT, August 2020

GARAGE	40-FT BUS COSTS	CUTAWAY BUS COSTS	TOTAL BUS COSTS	TOTAL CHARGER COSTS	TOTAL COSTS
Downtown*	\$177.3M	-	\$177.3M	\$14.9M	\$192.2M
McClellan	-	\$5.8M	\$5.8M	\$1.8M	\$7.6M
Hazel	-	\$1.3M	\$1.3M	\$450K	\$1.7M
Total	\$177.3M	\$7M	\$184.3M	\$17.1M	\$201.4M

Table 7-2. ROM Capital Costs for BEB Conversion | Source: SacRT, August 2020

Note: \* Approximately 51 buses at Downtown would have to be relocated to another location. Assuming that SacRT maintains their existing fleet size, these 51 buses and associated chargers (26) would cost an additional \$45.9M and \$3.9M, respectively.

GARAGE	40-FT BUS COSTS	CUTAWAY BUS COSTS	TOTAL BUS COSTS	TOTAL CHARGER COSTS	TOTAL TANK COSTS	TOTAL COSTS
Downtown*	\$237.6M	-	\$237.6M	-	\$1.2M	\$237.6M
McClellan	-	\$5.8M	\$5.8M	\$1.8M	-	\$7.6M
Hazel	-	\$1.3M	\$1.3M	\$450K	-	\$1.7M
Total	\$237.6M	\$7M	\$243.4M	\$2.3M	\$1.2M	\$246.9M

Table 7-3. ROM Capital Costs for FCEB Conversion | Source: SacRT, August 2020

Note: \* It is assumed that 15,000 and 9,000 gallon tanks would be needed to fuel 197 standard buses

## 7.2 POTENTIAL FUNDING RESOURCES

There are a number of potential federal, state, local, and project-specific funding and financing sources at SacRT’s disposal. To date, SacRT has applied for and been awarded for various elements of their ZE inventory, as indicated in Table 7-4.

SacRT will also continue to leverage funds from its local tax measure and pursue other strategies to meet its electrification goals, such as public-private partnerships, another grant opportunities.

TYPE	AGENCY	FUNDING MECHANISM
Federal	United States Department of Transportation (USDOT)	Better Utilizing Investments to Leverage Development (BUILD) Grants
	Federal Transportation Administration (FTA)	Capital Investment Grants – New Starts
		Capital Investment Grants – Small Starts
		Bus and Bus Facilities Discretionary Grant
		Low- or No-Emission Vehicle Grant
		Metropolitan & Statewide Planning and Non-Metropolitan Transportation Planning
	Urbanized Area Formula Grants	
State of Good Repair Grants		
Flexible Funding Program – Surface Transportation Block Grant Program		
Federal Highway Administration (FHWA)	Congestion Mitigation and Air Quality Improvement Program	
Environmental Protection Agency (EPA)	Environmental Justice Collaborative Program-Solving Cooperative Agreement Program	
Department of Energy (DOE)	Design Intelligence Fostering Formidable Energy Reduction and Enabling Novel Totally Impactful Advanced Technology Enhancements	
State	California Air Resources Board (CARB)	Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP)
		State Volkswagen Settlement Mitigation
		Carl Moyer Memorial Air Quality Standards Attainment Program
	California Transportation Commission (CTC)	Cap-and-Trade Funding
		Solution for Congested Corridor Programs (SCCP)
	California Department of Transportation (Caltrans)	Low Carbon Transit Operations Program (LCTOP)
		Transportation Development Act
Transit and Intercity Rail Capital Program		
Transportation Development Credits		
Local and Project-Specific	New Employment Credit	
	Joint Development	
	Parking Fees	
	Tax Rebates and Reimbursements	
	Enhanced Infrastructure Financing Districts	
Opportunity Zones		

Table 7-4. ZEB Funding Opportunities

## 8. START-UP AND SCALE-UP CHALLENGES

There are a number of challenges and opportunities that SacRT faces in converting to an all-ZEB fleet, especially in accordance with CARB ICT regulation purchasing requirements and schedule. The following briefly describes some of the challenges that SacRT faces for its transition:

**Downtown Garage Space Constraints:** SacRT leases its current Downtown Garage from the California Department of Transportation (Caltrans), meaning, **SacRT lacks autonomy and authority to construct or implement infrastructure without Caltrans' approval.** Of the 197 buses currently parked at the Downtown Garage, which is largely underneath a freeway, only 146 can be charged and stored given the setback and easement limitations for infrastructure.

**McClellan Site Issues:** The McClellan Garage can possibly accommodate the 51 buses displaced from the Downtown Garage's transition. However, it comes with many challenges. Firstly, McClellan is located far from downtown routes and would drastically increase deadhead trip distance and thus, operating costs. Additionally, McClellan is located on land formerly part of an Air Force base and is a "brownfield". Any construction onsite would require soil remediation and excessive permitting to bring buildings up to code. **These problems would incur exorbitant costs for SacRT.**

**Utility Limitations:** SMUD has established that a maximum of 11MW can be supplied to the Downtown Garage. This translates to a maximum of 73 150 kW charging cabinets being installed onsite, **far fewer than are required to charge the entire fleet.** This data is based on preliminary analysis and technological advancements and charge management solutions may reduce the amount of power required, however, utility enhancements would still be required.

**Technological Adaptation:** Currently, SacRT is modeling and planning for a transition based on existing service and ZEB technology. **Due to range limitations, current BEB technology can support roughly half of SacRT's fleet.** While future technology

advancements are expected, SacRT needs to plan for what already exists. To maintain current service with today's BEB technology, SacRT would need to expand the fleet by up to 100 additional vehicles. SacRT has neither the capital budget nor the space required for these extra buses.

**Costs:** Adoption of ZEBs has many benefits, including potential lifecycle cost savings. However, the investment required for capital and change management will be very expensive. As previously discussed, **buses and chargers at existing fleet levels could cost \$189M.** SacRT will have to be creative with funding mechanisms and sources to ensure that the transition to ZEB will not be detrimental to its operations and service. Even after capital funding is secured, the temporary relocation of buses will require deadheading that is likely not funded by grants.

**Market Production Factors:** The ICT regulation will put a lot of pressure on OEMs to produce ZEBs at unprecedented rates. However, it is not only California that is interested in converting to ZEBs. These monumental policy changes will have a great impact on these transitions, **making it challenging to meet ZEB goals for agencies if the supply of buses cannot meet demand.**

**Phasing and Transition:** Transitioning to ZEBs without any service interruptions will be very challenging due to the **limited space for temporary construction and bus relocation,** and hard deadlines.

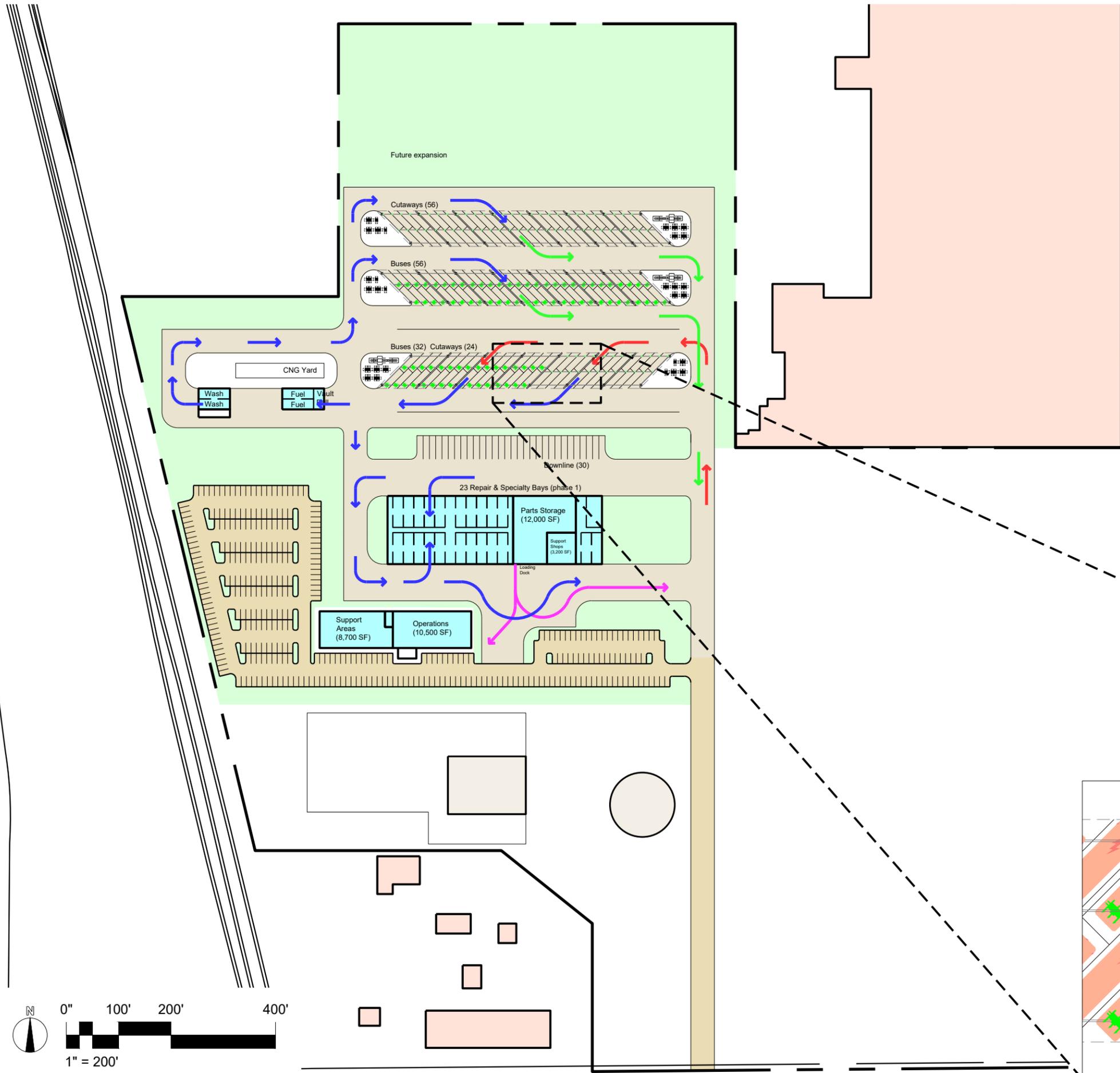
**COVID-19 Considerations:** The ongoing pandemic has impacted SacRT ridership and the bus industry at large. **It is unclear of the long-term impacts to funding and public transit as a whole.** This Rollout Plan is based on pre-COVID conditions, however, due to the volatile nature of transit (even before COVID), ambitious goals will have to be flexible and adaptable based on new data and trends.



**APPENDIX A**  
**BOARD RESOLUTION**

# C. APPENDIX C – CONCEPTUAL DRAWINGS

**SOUTH SITE**



HERRINGBONE (POTENTIAL PULL THROUGH) W/  
OVERHEAD PANTOGRAPH (BUSES) &  
PLUG IN CHARGING (CUTAWAYS)

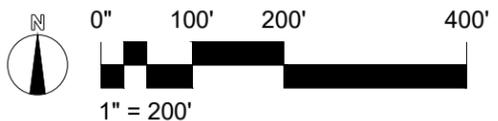
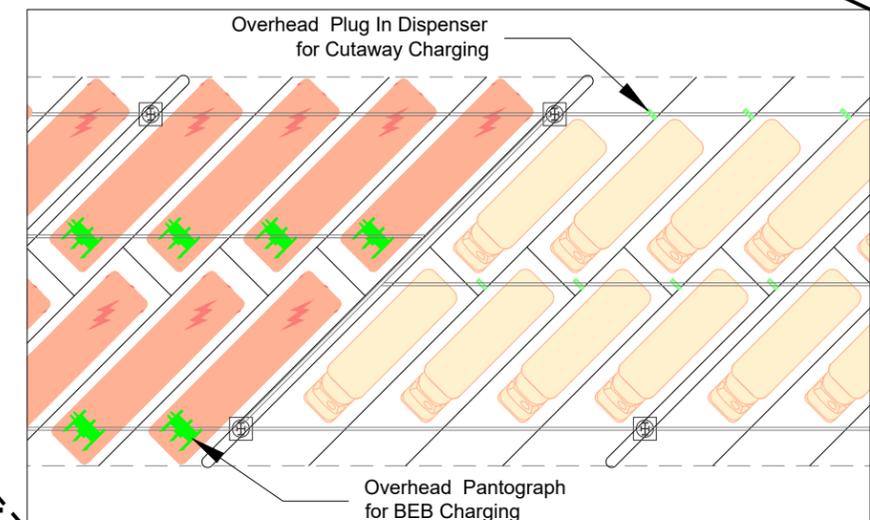
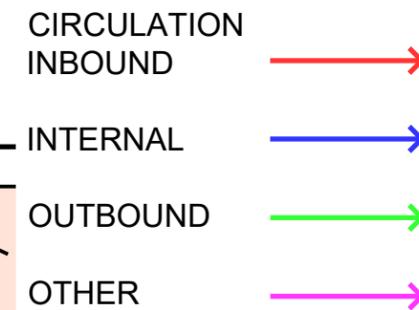
AREA: 1,215,000 SF (28 ACRES)

ASSUMPTIONS (PHASE 1):

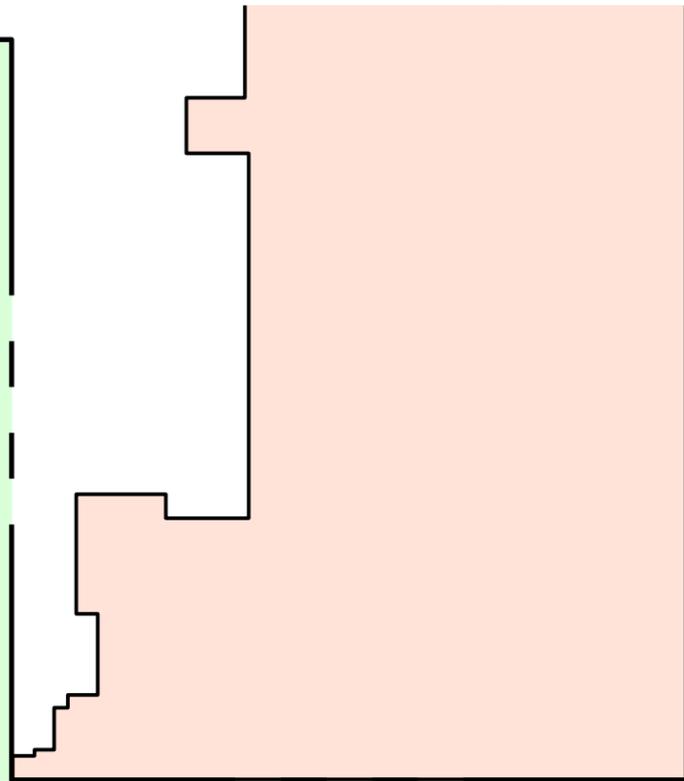
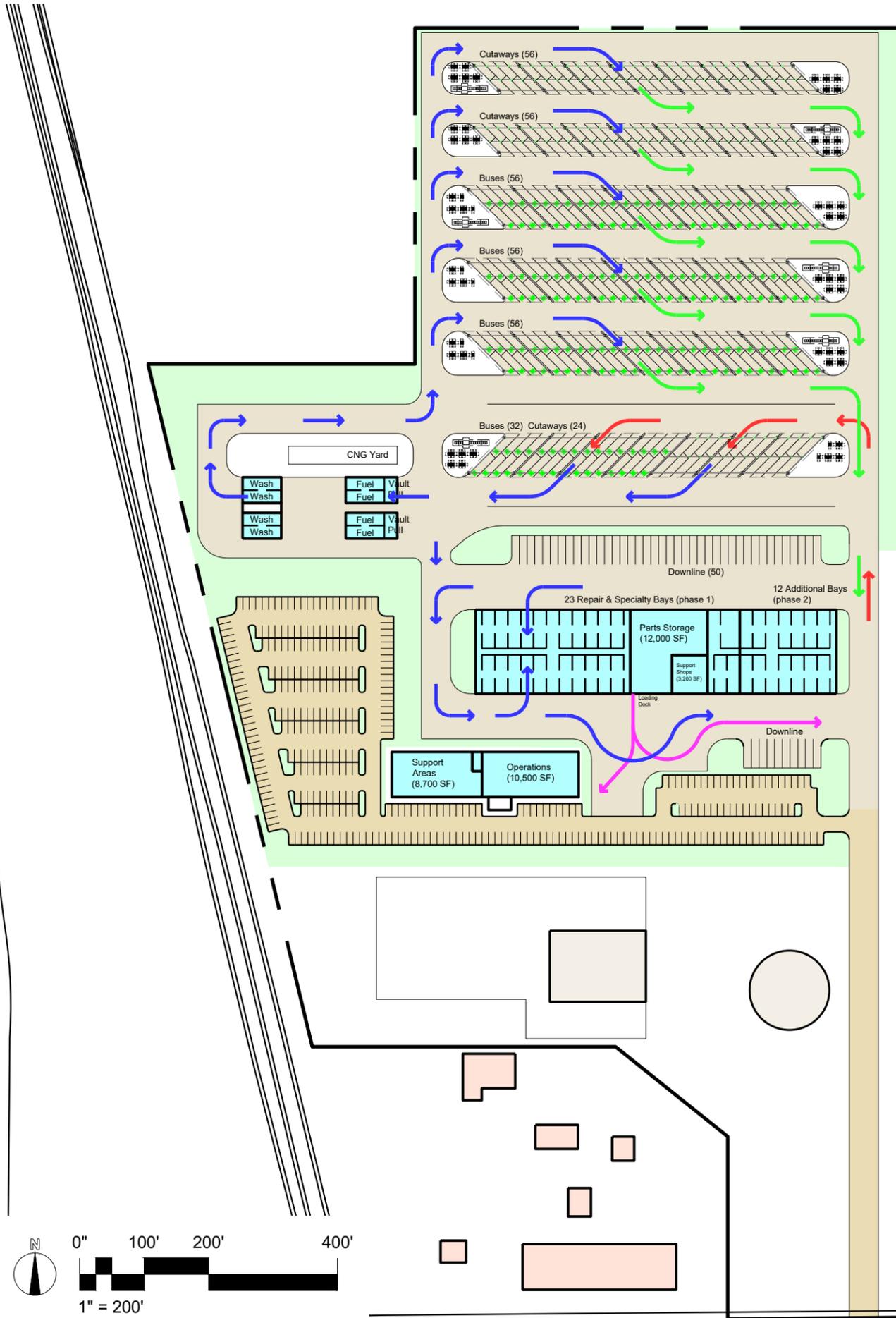
- Parking space dimensions;  
12' X 42' (Buses, 32' cutaways)  
12' X 30' (other cutaways)
- Parking positions:

12' X 42'	88
12' X 30'	80
<b>TOTAL</b>	<b>168</b>

Non Revenue	20
Employees	325
<b>TOTAL</b>	<b>345</b>



PROJECT NO.	DRAWN BY	DATE	SCALE	
187369A	JK	01/24/2022	11X17, 1" = 200'	
PROJECT TITLE				SacRT SOUTH SITE
WSP USA Inc. 16200 PARK ROW SUITE 200 HOUSTON, TEXAS 77084 TEL: (281) 566-5900 FAX: (281) 795-5164				
WSP				
DRAWING TITLE				HERRINGBONE PANTOGRAPH PHASE 1
DRAWING NUMBER				MP-S.01A



HERRINGBONE (POTENTIAL PULL THROUGH) W/  
OVERHEAD PANTOGRAPH (BUSES) &  
PLUG IN CHARGING (CUTAWAYS)

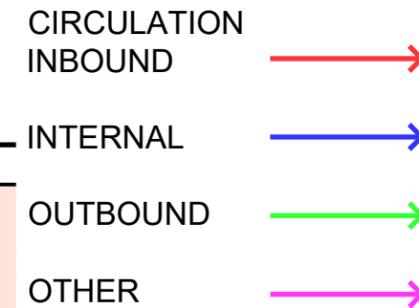
AREA: 1,215,000 SF (28 ACRES)

ASSUMPTIONS (FULL BUILD):

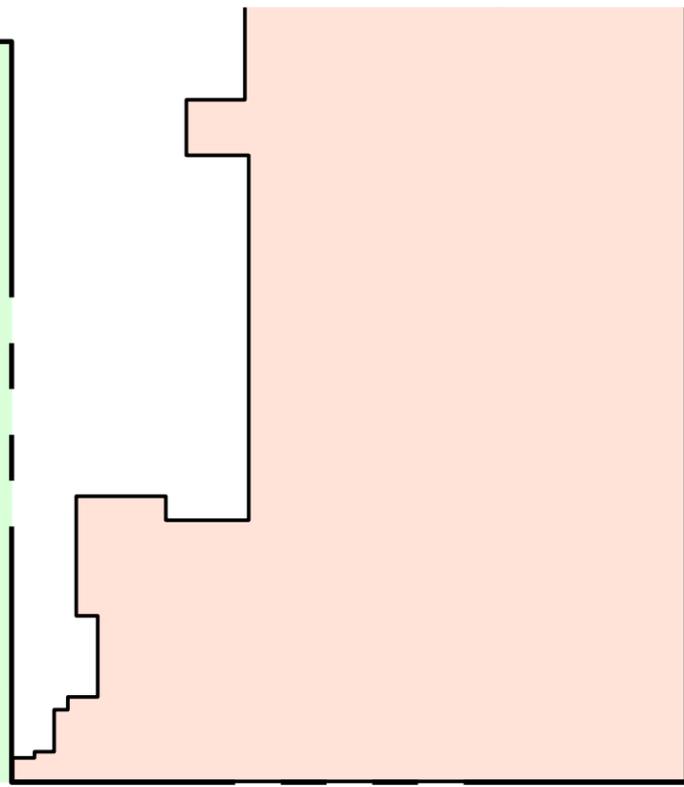
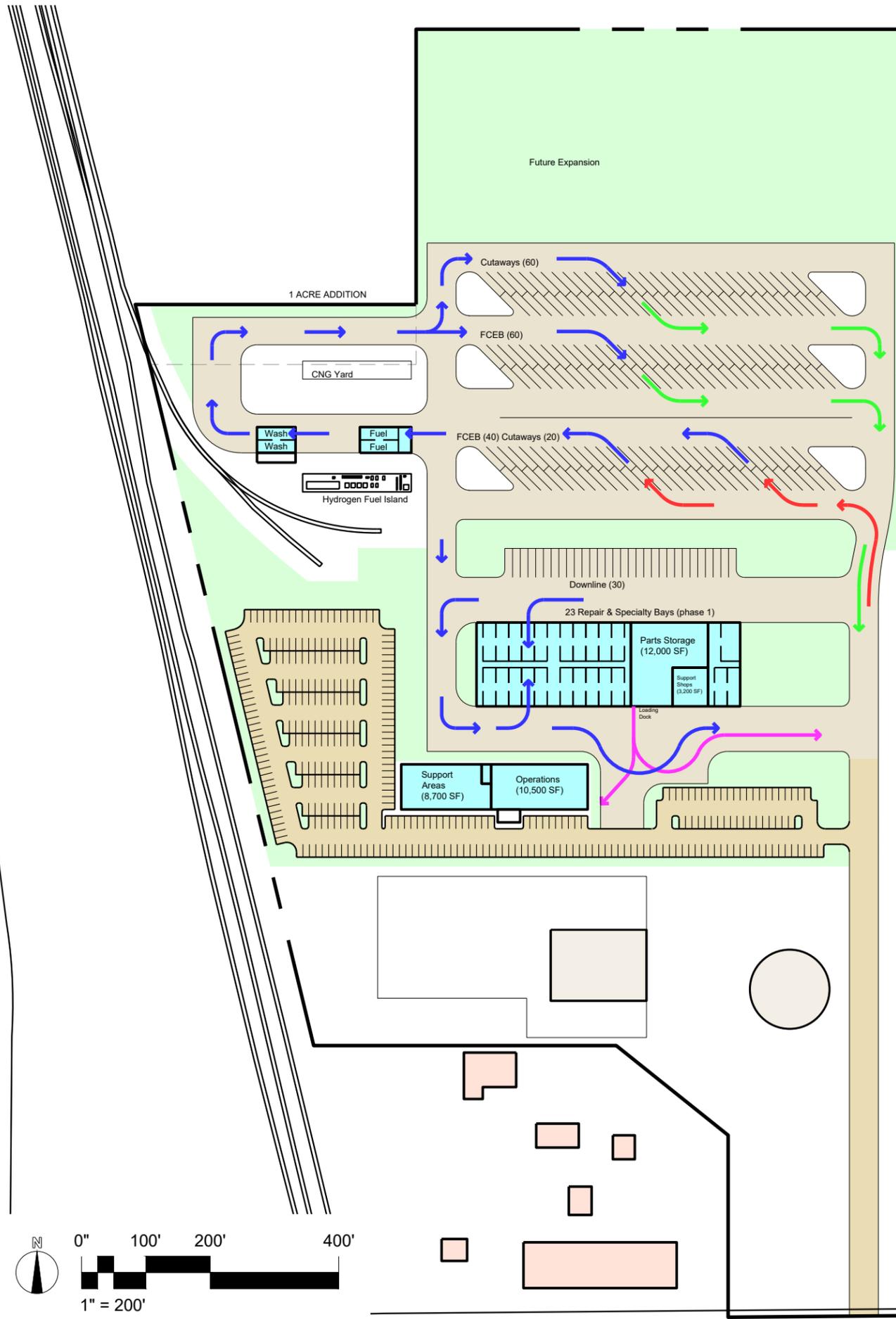
- Parking space dimensions;  
12' X 42' (Buses, 32' cutaways)  
12' X 30' (Other cutaways)
- Parking positions:

12' X 42'	200
12' X 30'	136
<b>TOTAL</b>	<b>336</b>

Non Revenue	20
Employees	325
<b>TOTAL</b>	<b>345</b>



PROJECT NO.	187369A
DRAWN BY	JK
DATE	01/24/2022
SCALE	11X17, 1" = 200'
PROJECT TITLE	SacRT SOUTH SITE
WSP USA Inc. 16200 PARK ROW SUITE 500 HOUSTON, TEXAS 77084 TEL: (281) 566-5900 FAX: (281) 756-5164	
DRAWING TITLE	HERRINGBONE PANTOGRAPH PHASE 2
DRAWING NUMBER	MP-S.01B



HERRINGBONE (POTENTIAL PULL THROUGH) W/  
HYDROGEN CHARGING FOR FCEB

AREA: 1,255,300 SF (29 ACRES)

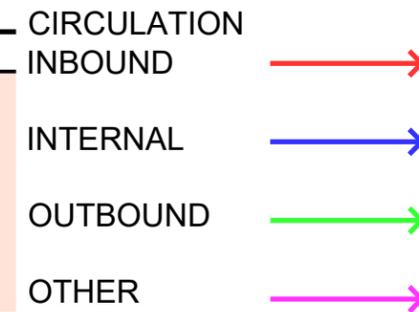
ASSUMPTIONS (PHASE 1):

1. Parking space dimensions;  
12' X 42' (Buses, cutaways)

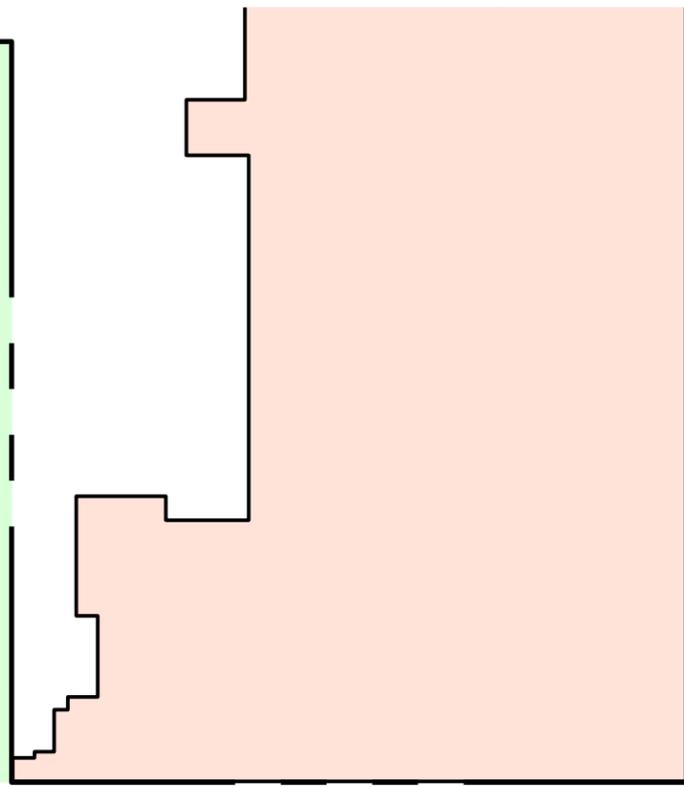
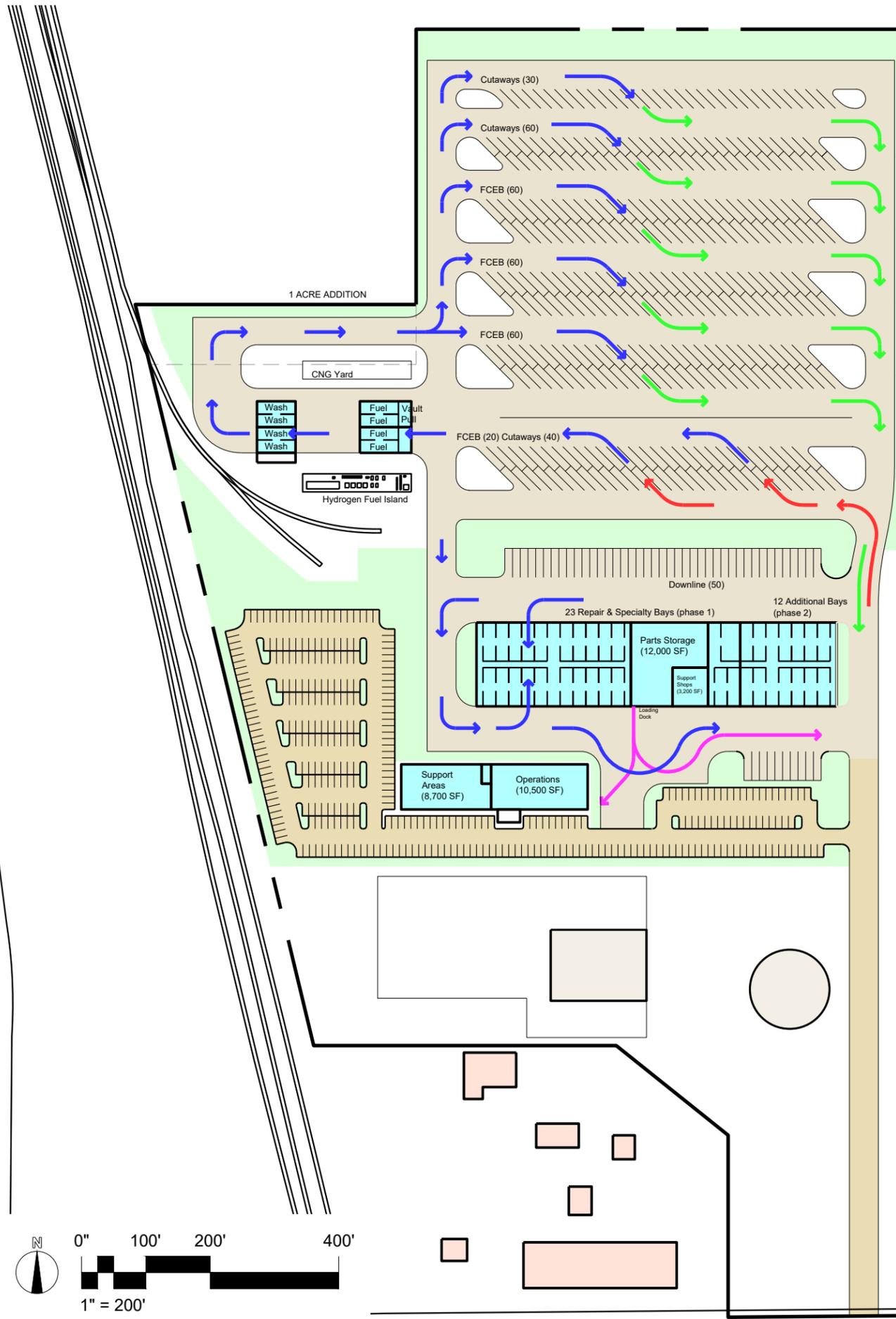
2. Parking positions:

12' X 42'	180
<b>TOTAL</b>	<b>180</b>
Non Revenue	20
Employees	325
<b>TOTAL</b>	<b>345</b>

3. Use existing rail spurs for Hydrogen delivery  
4. Additional 1 acre acquired above the rail spurs



PROJECT NO.	187369A
DRAWN BY	JK
DATE	01/24/2022
SCALE	11X17, 1" = 200'
PROJECT TITLE	SacRT SOUTH SITE
WSP USA Inc. 16200 PARK ROW SUITE 200 HOUSTON, TEXAS 77084 TEL: (281) 566-5900 FAX: (281) 795-5164	
DRAWING TITLE	HERRINGBONE FCEB PHASE 1
DRAWING NUMBER	MP-S.02A



HERRINGBONE (POTENTIAL PULL THROUGH) W/  
HYDROGEN CHARGING FOR FCEB

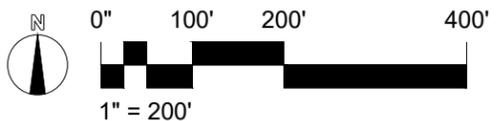
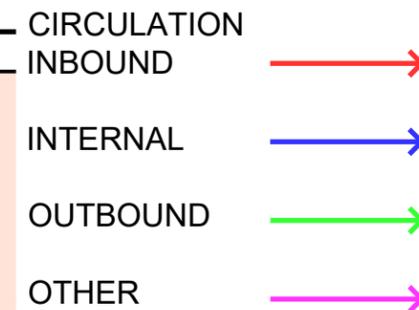
AREA: 1,255,300 SF (29 ACRES)

ASSUMPTIONS (FULL BUILD):

- Parking space dimensions;  
12' X 42' (Buses, 32' cutaways)  
12' X 30' (other cutaways)
- Parking positions:

12' X 42'	200
12' X 30'	130
<b>TOTAL</b>	<b>330</b>
- Use existing rail spurs for Hydrogen delivery
- Additional 1 acre acquired above the rail spurs

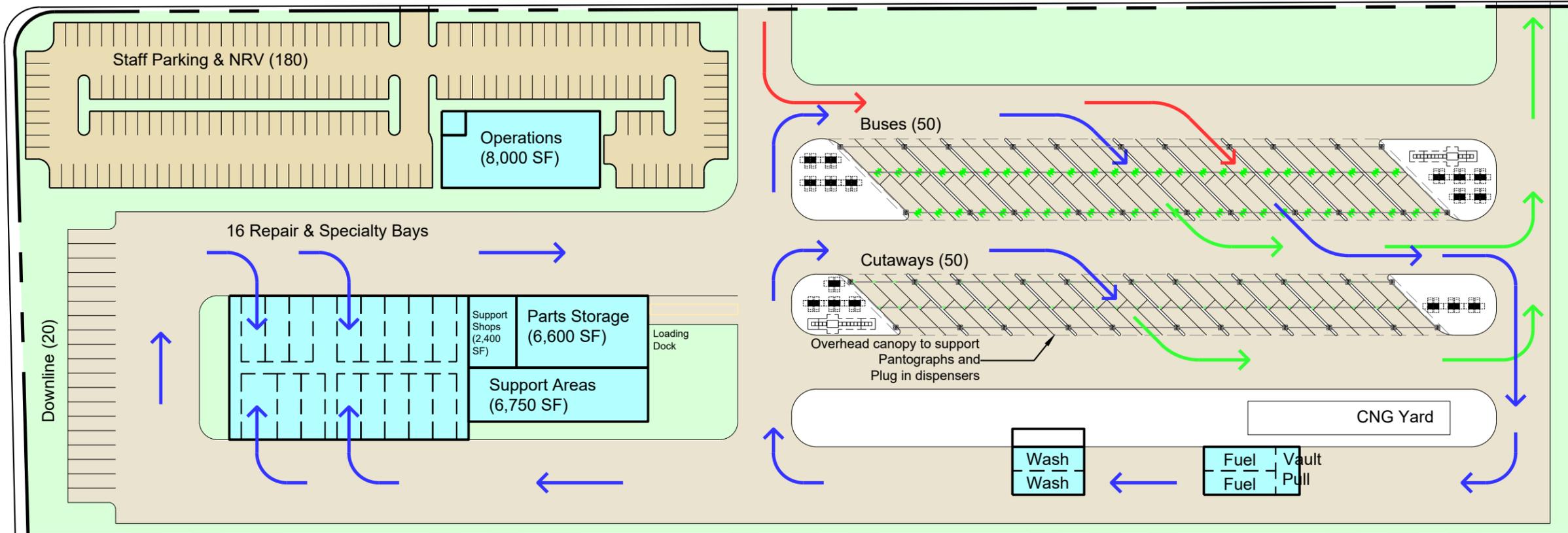
Non Revenue	20
Employees	325
<b>TOTAL</b>	<b>345</b>



PROJECT NO.	187369A
DRAWN BY	JK
DATE	01/24/2022
SCALE	11X17, 1" = 200'
PROJECT TITLE	SacRT SOUTH SITE
WSP USA Inc. 16200 PARK ROW SUITE 500 HOUSTON, TEXAS 77084 TEL: (281) 566-5900 FAX: (281) 795-5164	
DRAWING TITLE	HERRINGBONE FCEB PHASE 2
DRAWING NUMBER	MP-S.02B

**NORTH SITE**

**HYPOTHETICAL 13 ACRE SITE**



HERRINGBONE (POTENTIAL PULL THROUGH) W/  
OVERHEAD PANTOGRAPH (BUSES) &  
PLUG IN CHARGING (CUTAWAYS)

AREA: 570,300 SF (13 ACRES)

CIRCULATION  
INBOUND →

INTERNAL →

OUTBOUND →

ASSUMPTIONS:

1. Parking space dimensions;
  - 12' X 42' (Buses, 32' cutaways)
  - 12' X 30' (Other cutaways)
2. Parking positions:
 

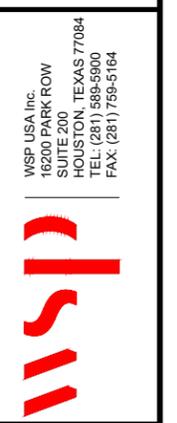
12' X 42'	50
12' X 30'	50
<b>TOTAL</b>	<b>100</b>

Non Revenue	30
Employees	150
<b>TOTAL</b>	<b>180</b>

PROJECT NO.	187369A
DRAWN BY	JK
DATE	01/31/2022
SCALE	11X17, 1" = 100'

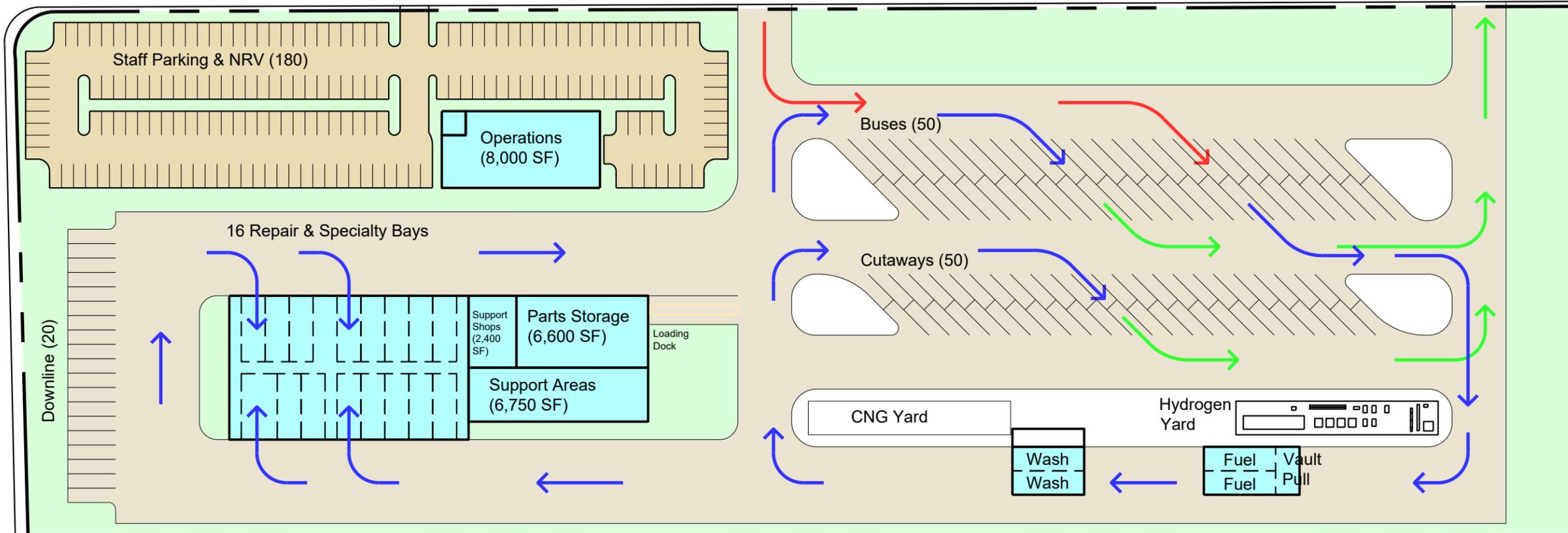
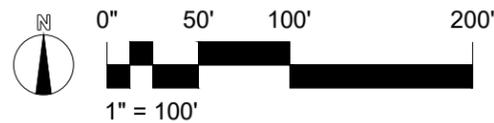
PROJECT TITLE  
**SacRT  
NORTH SITE**

WSP USA Inc.  
16200 PARK ROW  
SUITE 500  
HOUSTON, TEXAS 77084  
TEL: (281) 566-5900  
FAX: (281) 756-5164



DRAWING TITLE  
**HERRINGBONE  
PANTOGRAPH**

DRAWING NUMBER  
**MP-N.01**



HERRINGBONE (POTENTIAL PULL THROUGH) W/  
HYDROGEN FUEL CELL CHARGING

AREA: 570,300 SF (13 ACRES)

- CIRCULATION
- INBOUND →
  - INTERNAL →
  - OUTBOUND →

ASSUMPTIONS:

1. Parking space dimensions;
  - 12' X 42' (Buses, 32' cutaways)
  - 12' X 30' (Other cutaways)
2. Parking positions:
 

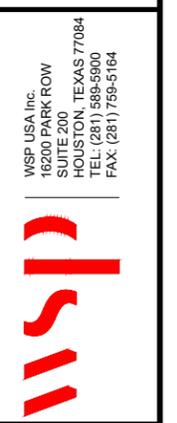
12' X 42'	50
12' X 30'	50
<b>TOTAL</b>	<b>100</b>

Non Revenue	30
Employees	150
<b>TOTAL</b>	<b>180</b>

PROJECT NO.	DRAWN BY	DATE	SCALE
187369A	JK	01/31/2022	11X17, 1" = 100'

PROJECT TITLE  
**SacRT  
NORTH SITE**

WSP USA Inc.  
16200 PARK ROW  
SUITE 500  
HOUSTON, TEXAS 77084  
TEL: (281) 566-5900  
FAX: (281) 756-5164



DRAWING TITLE  
**HERRINGBONE  
FCEB**

DRAWING NUMBER  
**MP-N.02**

**EAST SITE**

**HYPOTHETICAL 5.2 ACRE SITE**

HERRINGBONE (POTENTIAL PULL THROUGH) W/  
OVERHEAD PANTOGRAPH (BUSES) &  
PLUG IN CHARGING (CUTAWAYS)

AREA: 226,400 SF (5.2 ACRES)

- CIRCULATION
- INBOUND →
  - INTERNAL →
  - OUTBOUND →

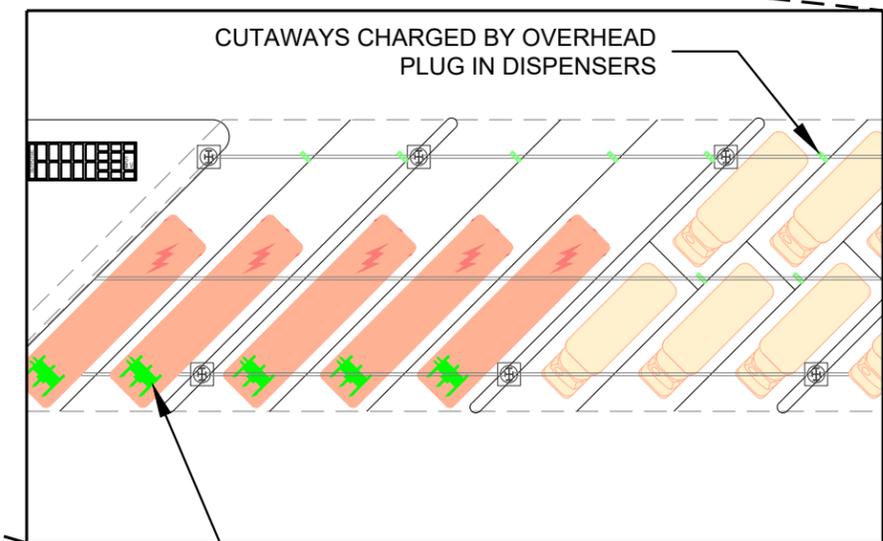
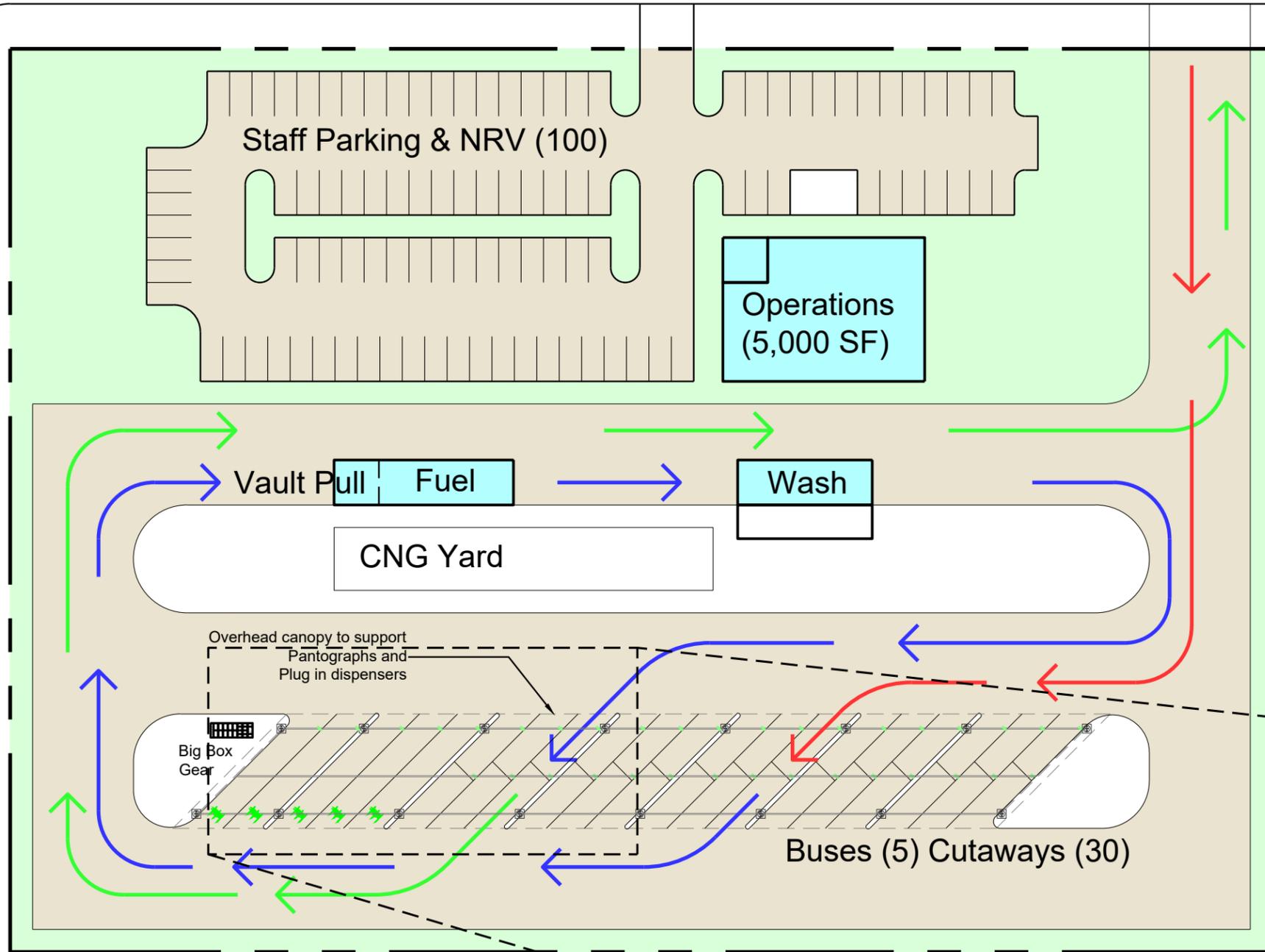
ASSUMPTIONS:

1. Parking space dimensions;
  - 12' X 60' (Buses, 32' Cutaways)
  - 12' X 30' (Other cutaways)

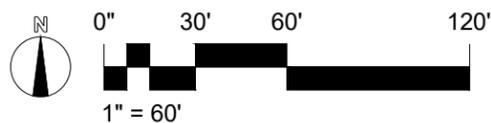
2. Parking positions:
 

12' X 60'	5
12' X 30'	30
<b>TOTAL</b>	<b>35</b>

Non Revenue	30
Employees	70
<b>TOTAL</b>	<b>100</b>



40' BUSES CHARGED BY PANTOGRAPHS  
OR 32' CUTAWAYS CHARGED BY  
OVERHEAD PLUG IN DISPENSERS



PROJECT NO.	DRAWN BY	DATE	SCALE	
187369A	JK	02/01/2022	11X17, 1" = 60'	
PROJECT TITLE				SacRT EAST SITE
WSP USA Inc. 16200 PARK ROW SUITE 200 HOUSTON, TEXAS 77084 TEL: (281) 566-5900 FAX: (281) 795-5164				
WSP				
DRAWING TITLE				HERRINGBONE PANTOGRAPHS W/ BIG BOX GEAR
DRAWING NUMBER				MP-E.01

# D. APPENDIX D – OPINION OF PROBABLE COSTS

WSP put together an opinion of probable costs for each of the 5 layouts. The rates are based on WSP's experience on similar projects.

The following items (not exhaustive) are not included;

- Design Services before and during construction
- Design contingency factors
- Construction Management services
- Utility Infrastructure costs and fees
- Environmental permitting
- Building permitting
- Off-site improvements
- On-site earth/siteworks works and landscaping
- Operations and maintenance costs
- Costs of the buses and cutaways
- Backup power equipment such as generators and batteries
- Annual energy costs
- Annual staffing costs
- Training costs
- Hazardous material investigation and abatement if any
- Additional costs associated with phasing if any
- General Contractor's costs such as
  - General Conditions
  - Insurance
  - Bond
  - Mobilization
  - Overhead and profit
  - Escalation
  - Pre and Post-construction Expenses ("Soft Costs")
- Repair to existing rail spurs for delivering Hydrogen (South Facility FCEB option)

The table below summarizes the costs for each layout (Total costs are rounded up to thousands):

Item	Name	Key Highlights	Capacity (Total Revenue Vehicles)	Amount (USD)
1	South Facility BEB	Battery Electric Bus and Cutaway facility with Maintenance Buildings	330	105,616,000
2	South Facility FCEB	Fuel Cell Electric Bus and Cutaway facility with Maintenance Buildings	330	56,330,000
3	North Facility BEB	Battery Electric Bus and Cutaway facility with Maintenance Buildings	100	40,308,000
4	North Facility FCEB	Fuel Cell Electric Bus and Cutaway facility with Maintenance Buildings	100	32,179,000
5	North Facility BEB	Battery Electric Bus and Cutaway facility without Maintenance Buildings	35	11,249,000

Itemized costs for each facility are appended.

South Site Facility - BEB Layout (Approx. 330 Buses and Cutaways)  
 Opinion of Probable Construction Costs

Date: 2/7/2022

No.	Item Description	Quantity	Unit	Unit Cost	Cost
<b>Building and Equipment Cost</b>					
<b>A. Main Building and canopy</b>					
1	Main Building, Admin / Operations Portion	20,300	SF	\$255.00	\$5,177,000
2	Main Building, Maintenance Portion	72,800	SF	\$225.00	\$16,380,000
3	Fuel/Service & Wash Buildings	13,300	SF	\$225.00	\$2,993,000
4	Overhead Canopy	187,820	SF	\$70.00	\$13,147,000
5	PV System	187,820	SF	\$40.00	\$7,513,000
Buildings Subtotal					\$45,210,000
<b>B. Parking and Circulation</b>					
6	Buses	810,600	SF	\$10.00	\$8,106,000
7	Employee/Visitor Parking	136,800	SF	\$8.00	\$1,094,000
Parking Subtotal					\$9,200,000
<b>C. Shop Equipment</b>					
8	Total, Maintenance - Shops Equipment	1	LS	\$6,815,000.00	\$6,815,000
9	Total, Maintenance - Storage Equipment	1	LS	\$180,000.00	\$180,000
Equipment Subtotal					\$6,995,000
<b>D. Charging Equipment</b>					
10	Pantographs	200	EA	\$35,000.00	\$7,000,000
11	Plug-in dispensers	136	EA	\$12,400.00	\$1,686,000
12	Charging Cabinets	146	EA	\$124,000.00	\$18,104,000
13	LV Switchgear	8	EA	\$172,500.00	\$1,380,000
14	MV Switchgear	2	EA	\$70,000.00	\$140,000
15	Transformer	2	EA	\$119,000.00	\$238,000
Charging Equipment Subtotal					\$28,548,000
<b>E. Equipment Installation (30% of Shop &amp; Charging Equipment Subtotals)</b>					\$10,663,000
<b>F. CNG Equipment</b>					
16	CNG Equipment including installation	1	LS	5,000,000.00	5,000,000
CNG Equipment Subtotal					\$5,000,000
<b>TOTAL</b>					<b>\$105,616,000</b>

South Site Facility - FCEB Layout (Approx. 330 Buses and Cutaways)  
 Opinion of Probable Construction Costs

Date: 2/7/2022

No.	Item Description	Quantity	Unit	Unit Cost	Cost
<b>Building and Equipment Cost</b>					
<b>A. Main Building and canopy</b>					
1	Main Building, Admin / Operations Portion	20,300	SF	\$255.00	\$5,177,000
2	Main Building, Maintenance Portion	72,800	SF	\$225.00	\$16,380,000
3	Fuel/Service & Wash Buildings	13,300	SF	\$224.00	\$2,979,000
Buildings Subtotal					\$24,536,000
<b>B. Parking and Circulation</b>					
4	Buses	810,600	SF	\$10.00	\$8,106,000
5	Employee/Visitor Parking	136,800	SF	\$8.00	\$1,094,000
Parking Subtotal					\$9,200,000
<b>C. Shop Equipment</b>					
6	Total, Maintenance - Shops Equipment	1	LS	\$6,815,000.00	\$6,815,000
7	Total, Maintenance - Storage Equipment	1	LS	\$180,000.00	\$180,000
Equipment Subtotal					\$6,995,000
D. Equipment Installation (30% of Shop Equipment Subtotal)					\$2,099,000
<b>F. CNG Equipment</b>					
8	CNG Equipment including installation	1	LS	5,000,000.00	5,000,000
CNG Equipment Subtotal					\$5,000,000
<b>E. Hydrogen Equipment</b>					
9	Liquid Hydrogen Delivered Facility including installation	1	LS	\$8,500,000.00	\$8,500,000
Hydrogen Equipment Subtotal					\$8,500,000
<b>TOTAL</b>					<b>\$56,330,000</b>

North Site Facility - BEB Layout (100 Buses and Cutaways)  
 Opinion of Probable Construction Costs

Date: 2/7/2022

No.	Item Description	Quantity	Unit	Unit Cost	Cost
<b>Building and Equipment Cost</b>					
<b>A. Main Building and canopy</b>					
1	Main Building, Admin / Operations Portion	15,210	SF	\$255.00	\$3,879,000
2	Main Building, Maintenance Portion	33,000	SF	\$225.00	\$7,425,000
3	Fuel/Service & Wash Buildings	6,500	SF	\$224.00	\$1,456,000
4	Overhead Canopy	54,730	SF	\$70.00	\$3,831,000
5	PV System	54,730	SF	\$40.00	\$2,189,000
Buildings Subtotal					\$18,780,000
<b>B. Parking and Circulation</b>					
6	Buses	340,345	SF	\$10.00	\$3,403,000
7	Employee/Visitor Parking	63,350	SF	\$8.00	\$507,000
Parking Subtotal					\$3,910,000
<b>C. Shop Equipment</b>					
8	Total, Maintenance - Shops Equipment	1	LS	\$3,760,000.00	\$3,760,000
9	Total, Maintenance - Storage Equipment	1	LS	\$99,000.00	\$99,000
Equipment Subtotal					\$3,859,000
<b>D. Charging Equipment</b>					
10	Pantographs	25	EA	\$35,000.00	\$875,000
11	Plug-in dispensers	17	EA	\$12,400.00	\$211,000
12	Charging Cabinets	42	EA	\$124,000.00	\$5,208,000
13	LV Switchgear	3	EA	\$172,500.00	\$518,000
14	MV Switchgear	1	EA	\$70,000.00	\$70,000
15	Transformer	1	EA	\$119,000.00	\$119,000
Charging Equipment Subtotal					\$7,001,000
<b>E. Equipment Installation (30% of Shop &amp; Charging Equipment Subtotals)</b>					\$3,258,000
<b>F. CNG Equipment</b>					
16	CNG Equipment including installation	1	LS	3,500,000.00	3,500,000
CNG Equipment Subtotal					\$3,500,000
<b>TOTAL</b>					<b>\$40,308,000</b>

North Site Facility - FCEB Layout (100 Buses and Cutaways)  
 Opinion of Probable Construction Costs

Date: 2/7/2022

No.	Item Description	Quantity	Unit	Unit Cost	Cost
<b>Building and Equipment Cost</b>					
<b>A. Main Building and canopy</b>					
1	Main Building, Admin / Operations Portion	15,210	SF	\$255.00	\$3,879,000
2	Main Building, Maintenance Portion	33,000	SF	\$225.00	\$7,425,000
3	Fuel/Service & Wash Buildings	6,500	SF	\$224.00	\$1,456,000
Buildings Subtotal					\$12,760,000
<b>B. Parking and Circulation</b>					
4	Buses	327,000	SF	\$10.00	\$3,270,000
5	Employee/Visitor Parking	63,350	SF	\$8.00	\$507,000
Parking Subtotal					\$3,777,000
<b>C. Equipment</b>					
6	Total, Maintenance - Shops Equipment	1	LS	\$3,760,000.00	\$3,760,000
7	Total, Maintenance - Storage Equipment	1	LS	\$99,000.00	\$99,000
Equipment Subtotal					\$3,859,000
<b>D. Equipment Installation (30% of Equipment Subtotal)</b>					\$1,158,000
<b>E. CNG Equipment</b>					
8	CNG Equipment including installation	1	LS	3,500,000.00	3,500,000
CNG Equipment Subtotal					\$3,500,000
<b>F. Hydrogen Equipment</b>					
9	Liquid Hydrogen Delivered Facility including installation	1	LS	\$7,125,000.00	\$7,125,000
Hydrogen Equipment Subtotal					\$7,125,000
<b>TOTAL</b>					<b>\$32,179,000</b>

East Site Facility - BEB Layout (35 Buses and Cutaways)  
 Opinion of Probable Construction Costs

Date: 2/7/2022

No.	Item Description	Quantity	Unit	Unit Cost	Cost
<b>Building and Equipment Cost</b>					
<b>A. Main Building and canopy</b>					
1	Main Building, Admin / Operations Portion	5,760	SF	\$255.00	\$1,469,000
2	Fuel/Service & Wash Buildings	3,700	SF	\$224.00	\$829,000
3	Overhead Canopy	18,700	SF	\$70.00	\$1,309,000
4	PVSystem	18,701	SF	\$40.00	\$748,000
<b>Buildings Subtotal</b>					<b>\$4,355,000</b>
<b>B. Parking and Circulation</b>					
4	Buses	131,450	SF	\$10.00	\$1,315,000
5	Employee/Visitor Parking	37,600	SF	\$8.00	\$301,000
<b>Parking Subtotal</b>					<b>\$1,616,000</b>
<b>C. Charging Equipment</b>					
6	Pantographs	5	EA	\$35,000.00	\$175,000
7	Plug-in dispensers	30	EA	\$12,400.00	\$372,000
8	Charging Cabinets	13	EA	\$124,000.00	\$1,612,000
9	LV Switchgear	1	EA	\$172,500.00	\$173,000
10	MV Switchgear	1	EA	\$70,000.00	\$70,000
11	Transformer	1	EA	\$119,000.00	\$119,000
<b>Charging Equipment Subtotal</b>					<b>\$2,521,000</b>
<b>D. Equipment Installation (30% of Equipment Subtotal)</b>					<b>\$757,000</b>
<b>F. CNG Equipment</b>					
12	CNG Equipment including installation	1	LS	2,000,000.00	2,000,000
<b>CNG Equipment Subtotal</b>					<b>\$2,000,000</b>
<b>TOTAL</b>					<b>\$11,249,000</b>

## **STAFF REPORT**

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**DATE:** February 28, 2022  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Henry Li, General Manager/CEO  
**SUBJ:** GENERAL MANAGERS REPORT

### RECOMMENDATION

No Recommendation - For Information Only.

### **Major Project Updates**

Oral Presentation

### **Capital Corridor JPA Meeting Summary – February 16, 2022 (Miller, Harris)**

Written Report

### **SacRT Meeting Calendar**

#### **Regional Transit Board Meeting**

March 14, 2022  
SacRT Auditorium / Webconference  
5:30 P.M

#### **Quarterly Retirement Board Meeting**

March 9, 2022  
SacRT Auditorium / Webconference  
9:00 A.M

#### **Mobility Advisory Council Meeting**

March 3, 2022  
SacRT Auditorium / Webconference  
2:30 P.M



## STAFF REPORT

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**DATE:** February 28, 2022  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Michael Cormiaie Director, Light Rail Maintenance  
**SUBJ:** CAPITOL CORRIDOR JOINT POWERS AUTHORITY MEETING  
 SUMMARY OF FEBRUARY 16, 2022

### RECOMMENDATION

No Recommendation - For Information Only.

SacRT Board members present: Steve Miller, Jeff Harris.

### AGENDA

- I. Call to Order: 10:01
- II. Roll Call and Pledge of Allegiance
- III. Report of the Chair  
*Continue virtual meetings. Board changes.*
- IV. Consent Calendar *Action - Passed*
  1. Approve Continuation of Virtual Meetings During the COVID-19 Pandemic
  2. Approve Minutes of the November 17, 2021 Meeting
  3. Authorize Application for the FY 2022 Transit and Intercity Capital Improvement Program (TIRCP) to Support Sacramento Valley Station Projects
  4. Authorize Contract with Cummins to Support Renewable Diesel
  5. Authorize Agreement with Transystems for Federal Railroad Administration Grants Support for Sacramento to Roseville Third Mainline Track, Phase Two
  6. Authorize Procurement for On-Call Project Management and Construction Management Services
- V. Action and Discussion Items
  1. \*Adopt FY 2022-23 – FY 2023-24 Annual Business Plan *Action – Pass*  
*Question: Jim Spering: Ticketing program. Explore leaving Amtrak. Robert Raburn: Work with others to expand services. Bike rack installation, Air purification. Houdesheld: Call about the Placer County involvement (2<sup>nd</sup> Train to Placer County).*

Public Comments: Mike Barnbaum: Thank staff for virtual workshop, service of cost containment. Cancel Amtrak service from Emeryville to SF, use BART.

2. Right-of-Way Safety, Security, and Trespasser Deterrence Program Update Info

Questions: Saltzman: like to keep this agenda, any more targeted work? McPartland: Any idea of priorities of the work proposed?

3. Legislation and Funding – State and Federal Update Info

Questions: Robert Raburn: Comment of slide presentation. Q – What area of corridor disagreements.

4. Capital Project Update - Link21 Info

Comment: Saltzman: Clear expectations, language. Rayburn: Vision Link21 could be ambiguous, would remind everyone using existing systems. Sperring: How will this tie into other (plan bay area 2050), idea where the funding will come from?

5. Managing Director's Report Info

Public Comment: Mike Barnbaum: Like to return to regular ridership.

6. CCJPA Project and Program Updates Info

- a. CCJPA Annual Independent Audit (FY 2021 & FY 2020)
- b. Capitol Corridor Annual Performance Report (FY 2021)
- c. CCJPA/Amtrak Operating Agreement (FY 2022)
- d. January 24th Schedule Change (Train & Bus)
- e. Marketing and Communications Activities f. South Bay Connect
- g. Sacramento to Roseville Third Track
- h. California Passenger Display System (CalPIDS)
- i. Davis Crossover and Signal Replacement j. Stege Crossover and Signal Upgrade
- k. Agnew Siding

- VI. Board Director Reports

None

- VII. Public Comment

None

- VIII. Closed Session

1. Initiation of litigation (Govt. Code Section 54956.9(c)), No of cases: 1

- IX. Open Session

1. None

X. Adjournment. Next Meeting Date: 10:00 a.m., April 20, 2022 – Location TBD

The CCJPA Board reserves the right to take action on any agenda item. Consent calendar items are considered routine and will be enacted, approved, or adopted by one motion unless a request for discussion or explanation is received from a CCJPA Board Director or from a member of the audience.