



PARATRANSIT, INC. SPECIAL MEETING OF THE BOARD OF DIRECTORS

Meeting Date and Time:

April 29, 2024 at 6:00 p.m.

Meeting Location:

Ron Brown Conference Center
2501 Florin Road
Sacramento, CA 95822

If you need a disability-related modification or accommodation to participate in this meeting, please contact by Voice: (916) 429-2009. Requests must be made as early as possible.

Members of the public may submit public comments via eComment by email at publiccomment@paratransit.org.

Paratransit's Mission: To expand mobility and accessibility by providing innovative programs and services to the Community.

AGENDA

1. Call to Order & Roll Call: (2 minutes)

Directors: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker, White

2. Pledge of Allegiance (2 minutes)

3. Public Comment: (5 minutes)

Each person will be allowed three minutes, or less if a large number of requests are received on a particular subject. After ten minutes

of testimony, the Chair may choose to hear any additional testimony following the Discussion Items.

Please note, under the provisions of the California Government Code, the Board is prohibited from discussing or taking action on any item that is not on the agenda. The Board cannot take action on non-agendized items raised under “Public Comment” until the matter has been specifically included on the agenda. Those audience members who wish to address a specific agendized item are encouraged to offer their public comments during consideration of that item.

4. Staff Reports (30 minutes)

A. CEO Report

- a. Update on Activities and Contracts

B. CFO Report

- a. Monthly Financial Report

5. Presentations (30 minutes)

- A. Presentation on Grants and Project Development Initiatives (Sabrina Drago, contract Grants staff)

- B. Staff Recognition

6. Consent Calendar (5 minutes)

- A. Approve the Minutes of the February 15, 2024 Meeting of the Board of Directors

- B. Approve Resolution 05-24 Authorizing the President and CEO to Submit the Transportation Development Act (TDA) Claim for Fiscal Year 2024-25 and Authorizing Submittal of Subsequent Claims if Funding Revisions are Issued

- C. Adopt Resolution 06-24 Approving Amendments to the Paratransit, Inc. Drug and Alcohol Testing Policy

- D. Approve Resolution 07-24 Approving the FY 2024-2028 Transit Asset Management Plan and Authorizing the President and CEO to make administrative adjustments to the plan, as needed

7. Closed Session - Announce Adjournment to Closed Session
(15 minutes)

- A. Conference with Real Property Negotiators Pursuant to Government Code § 54956.8 (30 minutes)
Property: 7141 Woodbine Avenue Sacramento, CA
Agency Negotiator: Tiffani Fink, Chief Executive Officer
Negotiating Parties: Urban Elements and Fulcrum Property
Under Negotiation: Price and Terms of payment

8. Action Items (25 minutes)

- A. Adopt Resolution 08-24 Approving a Sole Source Procurement for Agency Legal Services with Delfino Madden O'Malley Coyle & Koewler, LLP
- B. Discussion and Possible Action to Develop the Property at 7141 Woodbine Avenue for an innovative, supportive housing project, creation of a new c(3) to own and operate the housing development, and execute all funding necessary to complete the project

Board Comments/Reports/Future Agenda Items (5 minutes)

Adjourn (1 minute)

The next meeting of the Paratransit Board of Directors will be held on

June 17, 2024
6:00 p.m.

Paratransit, Inc.
Ron Brown Conference Center
2501 Florin Road
Sacramento, CA 95822

*Staff Reports are subject to change without prior notice.

ADA COMPLIANCE

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Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 4A

AGENDA TITLE: Chief Executive Officer's Report

MEETING DATE: April 29, 2024

PREPARED BY: Tiffani M. Scott, President and CEO

PARTNERSHIPS AND OPPORTUNITIES:

I will provide an overview of our on-going partnerships, grants, contracts and new programs and upcoming opportunities during my oral report and PowerPoint presentation at the Board meeting.

As always, I remain available for any questions.



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 4B**

AGENDA TITLE: CHIEF FINANCIAL OFFICER'S REPORT

MEETING DATE: APRIL 29, 2024

PREPARED BY: LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

RECOMMENDED ACTION:

Receive and file the Chief Financial Officer's Report.

BACKGROUND AND DISCUSSION:

All operating data are through March 2024 unless otherwise noted.

- CTSA partner agency trips continue to grow, and are now at 185,077 from July 2023 to March 2024. While CTSA trips completely stopped during the pandemic, they have come back rapidly. Most programs are now open 5 days per week. CTSA agency trips are approximately 72% of ADA trips, and we expect them to keep increasing over the next few months.
- Contracted transportation trips are growing steadily; average monthly billable hours are higher than pre-pandemic levels. There were on average 2,140 billable hours pre-pandemic whereas the average for January through March 2024 was over 3,100 billable hours. This is about 30% higher than our highest pre-pandemic month.
- Meals delivered from July 2023 through March 2024 include 85,500 meals delivered on behalf of the Sacramento Food Bank and Family Services; 40,000 meals served to disabled persons through a new pilot program; and 2,250 meals to families from the Sacramento City Unified School District.
- Between July 2023 and January 2024, the Sacramento Mobility Management program successfully travel trained 30 elderly/disabled passengers and 52 youth.
- The CTSA program, where Paratransit, Inc. partners with local social service agencies, continues providing support with insurance expense, maintenance and fleet management, fuel reimbursement, buses, facility and parking space, and

driver support. Between July 2023 and March 2024 Paratransit's maintenance department completed 2,248 work orders, 90 of them for CTSA partners.

- Between July 2023 and March 2024, Paratransit, Inc. has received \$28,500 in income from renting out accessible minivans.

If you have any questions or comments about this Performance Report please contact me at 916-429-2009 ext.7234 or LisaC@paratransit.org.

FISCAL IMPACT:

None

ATTATCHMENTS:

April 2024 CFO Report

March 2024 Income Statement

March 2024 Balance Sheet

PARATRANSIT, INC.

FINANCIAL REPORT



April 2024

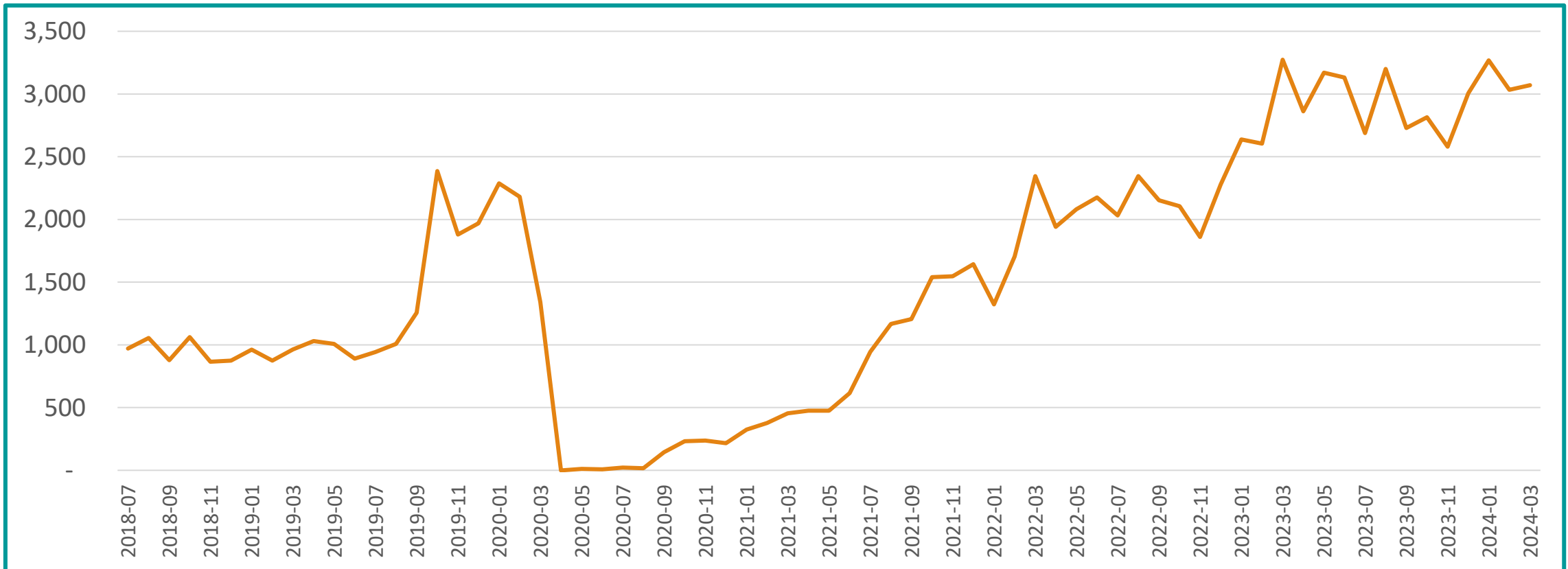
Consolidated Transportation Services Agency (CTSA) Trips Provided July 2023 – March 2024

Agency	Trips	% of Trips
ACC	16,071	9%
Elk Grove Adult Community Training	38,462	21%
Easter Seals Society	4,638	3%
St. John's Program for Real Change	4,878	3%
Sutter Senior Care	34,772	18%
UCP of Sacramento & Northern CA	86,256	46%
Total CTSA Trips	185,077	100%



Contracted Transportation Billable Hours

July 2018 through March 2024



Social Service Transportation

July 2023 to March 2024

- Sacramento Food Bank: 85,462 meals
- Pilot Program: 40,014 meals
- Sac City Unified School District: 2,250 meals



Sacramento Mobility Management

July 2023 – March 2024

- Travel Training for Seniors & People with Disabilities
 - Successful trainees: 30 trainees

- Travel Training for Youth
 - Successful trainees: 52 trainees



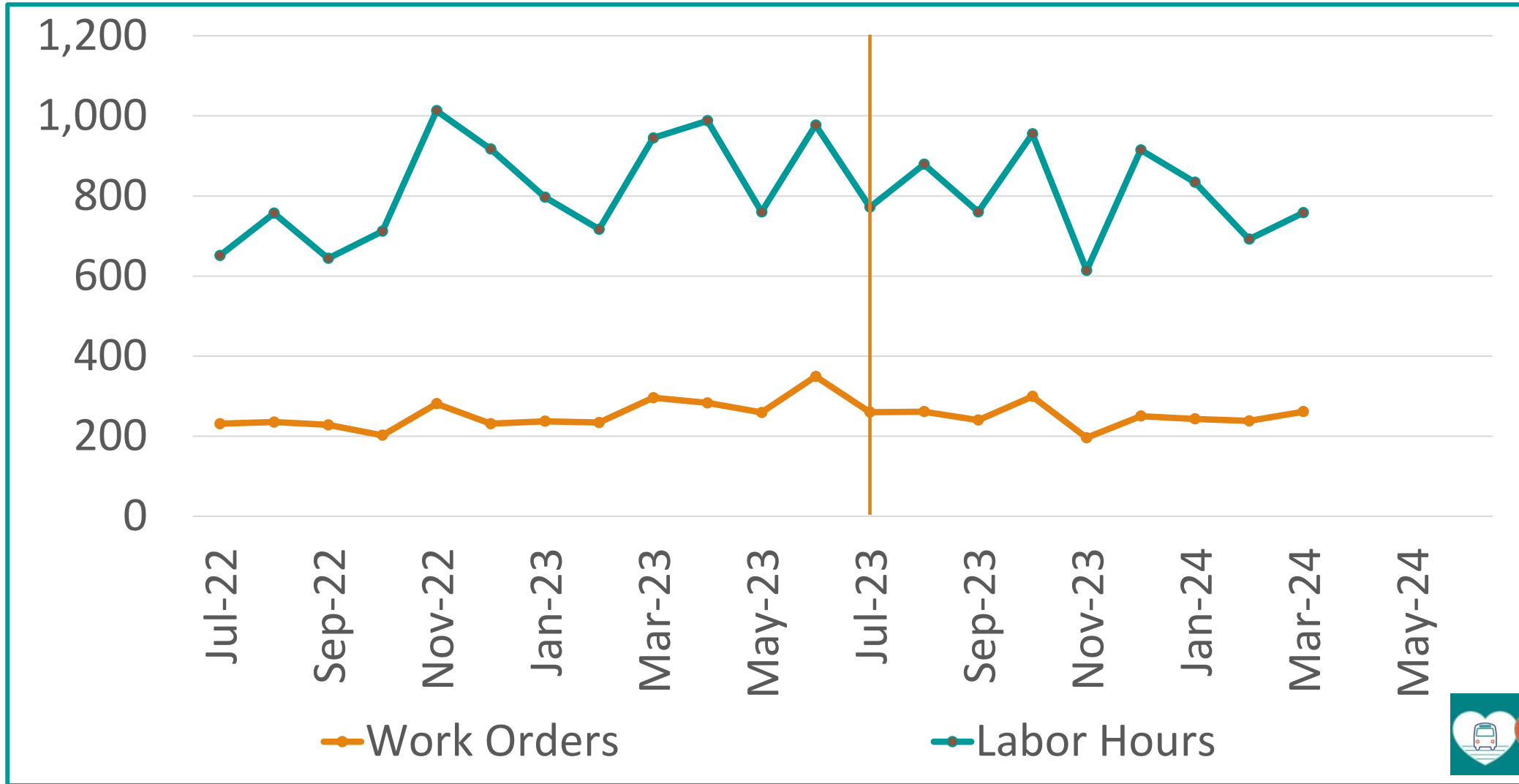
Maintenance

July 2023 to March 2024

FY24 Maintenance Operations	Quarter 1	Quarter 2	Quarter 3	Total
Work Orders	761	745	742	2,248
Labor Hours	2,411	2,484	2,284	7,179
Parts Cost	\$104,163	\$95,728	\$90,079	\$289,970
Total Cost	\$488,002	\$492,896	\$443,995	\$1,424,893



FY24 Work Orders and Labor Hours



Work Orders: July 2023 – March 2024

Vehicle Type	Work Orders
Paratransit	757
SacRT Go Paratransit Services	736
Outside Agencies	623
CTSA Partners	90
Rental Fleet	42
Total Work Orders	2,248



Accessible Vehicle Rental Income

- 6 accessible vehicles with ramps
- \$28,500 in rental income in July 2023 – March 2024



FY24 Revenue: Budget versus Actuals

July 2023 - March 2024 (thousands of dollars)

FY24 Revenue	Annual Budget	YTD Actual	\$ Difference	Percent of Target
Measure A	\$2,332	\$1,943	\$388	83%
TDA	\$1,526	\$1,231	\$295	81%
Grants	\$1,356	\$1,356	\$0	100%
Contract Transp.	\$4,902	\$2,395	\$2,507	49%
RT Contract	\$1,042	\$868	\$173	83%
Maintenance/Fuel	\$1,166	\$904	\$262	78%
Other Revenue	\$626	\$538	\$88	86%
Capital Revenue	\$1,100	\$1,138	(\$38)	103%
Total Revenue	\$14,050	\$10,374	\$3,676	74%



FY24 Expense: Budget versus Actuals

July 2023 - March 2024 (thousands of dollars)

FY24 Expense	Annual Budget	YTD Actual	\$ Difference	Percent of Target
Personnel	\$7,536	\$5,188	\$2,347	69%
Fleet Operations	\$2,571	\$2,054	\$517	80%
Non Personnel	\$2,061	\$1,594	\$467	77%
Capital Projects	\$1,883	\$1,539	\$344	82%
Total Expense	\$14,050	\$10,374	\$3,676	74%
Net Income		\$0		



Thank You!



PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 3/31/2024

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
REVENUE								

OPERATING REVENUE:								
Measure A Elderly & Disabled Transportation	198,038	194,312	(3,726)	2,331,743	1,750,401	1,813,443	63,042	3.60
Measure A Neighborhood Shuttle	-	-	-	185,000	185,000	185,000	-	-
TDA 4.5	129,637	97,561	(32,076)	1,526,369	1,145,823	1,080,974	(64,849)	(5.66)
SacRT Go Facility & Parking	5,775	5,407	(368)	68,000	51,044	48,667	(2,377)	(4.66)
SacRT Go Maintenance	32,857	32,258	(599)	386,868	290,414	290,325	(89)	(0.03)
SacRT Go Fueling	49,832	50,017	185	586,726	440,449	529,374	88,925	20.19
SACOG ARPA Mode Shift	12,740	12,740	-	150,000	150,000	150,000	-	-
SACOG TDM Mode Shift	8,333	8,333	-	100,000	100,000	100,000	-	-
SACOG ARPA Shuttles	21,233	21,233	-	250,000	250,000	250,000	-	-
Section 5307 - Regional Mobility Management	21,233	21,233	-	250,000	250,000	250,000	-	-
Section 5310 - Regional Mobility Management	21,233	21,233	-	270,000	270,000	270,000	-	-
SACOG - AoPP	10,616	10,616	-	125,000	125,000	125,000	-	-
Farmers' Market Shuttle	2,232	2,232	-	26,279	26,279	26,279	-	-
Contracted Services	416,344	278,737	(137,607)	4,902,121	3,679,945	2,395,468	(1,284,477)	(34.90)
Maintenance Fees	57,526	47,599	(9,927)	677,323	508,455	448,668	(59,787)	(11.76)
Destinations Mobility Rental Vans	10,192	2,688	(7,504)	120,000	90,083	28,522	(61,561)	(68.34)
Fuel Sales	41,466	52,747	11,281	488,227	366,505	455,018	88,513	24.15
East Bay Paratransit	19,110	18,750	(360)	225,000	168,906	175,416	6,510	3.85
Solano Transportation Authority Eligibility	16,192	13,604	(2,588)	190,652	143,117	126,333	(16,784)	(11.73)
Travel Training Revenue	1,443	312	(1,131)	16,990	12,756	13,684	928	7.27
Diversified Services	6,249	552	(5,697)	73,565	55,232	193,792	138,560	250.87
Applied to Capital Projects	(56,310)	(31,504)	24,806	(662,994)	(497,706)	(1,542,969)	(1,045,263)	210.02
TOTAL OPERATING REVENUE	1,025,971	860,661	(165,310)	12,286,869	9,561,703	7,412,992	(2,148,711)	(22.47)
CAPITAL REVENUE:								
10 New Vehicles	-	-	-	1,100,000	1,100,000	1,100,000	-	-
Applied Operating Revenue	56,310	31,504	(24,806)	662,994	497,706	1,542,969	1,045,263	210.02
Gain/(Loss) on Sale of Assets	-	22,900	-	-	-	37,900	15,000	-
TOTAL CAPITAL REVENUE	56,310	54,404	(2,806)	1,762,994	1,597,706	2,680,869	1,060,263	67.79
TOTAL REVENUE	1,082,281	915,065	(190,116)	14,049,863	11,159,409	10,093,861	(1,088,448)	(9.55)
OPERATING EXPENSES								

PERSONNEL:								
Transportation Operations:								
Vehicle Operators	118,509	89,558	(28,951)	1,395,350	1,047,466	835,770	(211,696)	(20.21)
Training Center	14,004	13,057	(947)	164,894	123,779	119,552	(4,227)	(3.42)
Operations Administration	45,160	29,809	(15,351)	531,717	399,155	275,335	(123,820)	(31.02)
Dispatch Center	25,325	24,571	(754)	298,181	223,840	324,109	100,269	44.80
Maintenance Operations	96,027	86,989	(9,038)	1,130,642	848,755	824,112	(24,643)	(2.90)
Administration	79,534	84,917	5,383	936,451	702,977	709,338	6,361	0.90
Information Technology	17,894	18,564	670	210,682	158,157	156,358	(1,799)	(1.14)
Mobility Management	35,729	33,473	(2,256)	420,677	315,797	276,087	(39,710)	(12.57)
Fringe Benefits	186,388	133,620	(52,768)	2,194,555	1,647,428	1,490,403	(157,025)	(9.53)
Workers' Compensation	21,438	26,804	5,366	252,396	189,483	177,009	(12,474)	(6.58)
TOTAL PERSONNEL	640,008	541,361	(98,647)	7,535,545	5,656,837	5,188,075	(468,762)	(8.29)
FLEET OPERATIONS:								
Fuel	132,027	125,715	(6,312)	1,554,516	1,166,947	1,348,232	181,285	15.53
Insurance	47,294	2,343	(5,951)	556,857	418,021	439,189	60,168	14.39
Cost of Parts & Sublet Service	39,011	23,026	(15,985)	459,345	344,814	266,140	(78,675)	(22.82)
TOTAL FLEET OPERATIONS	218,332	190,084	(28,248)	2,570,718	1,929,782	2,092,561	162,779	8.44
NONPERSONNEL:								
Professional Services	58,152	35,386	(22,766)	684,689	513,985	432,433	(81,552)	(15.87)
Contracted Staffing	23,628	27,219	3,591	278,201	208,840	213,573	4,733	2.27
Outside Services	17,951	14,158	(3,793)	211,365	158,663	194,638	35,975	22.67
Rent/Repair	14,619	6,173	(8,446)	172,124	129,209	145,591	16,382	12.68
Office Expense	13,144	10,636	(2,508)	195,930	157,353	174,915	17,562	11.16
Interest Expense	6,684	6,029	(655)	78,703	59,079	53,192	(5,887)	(9.96)
Telephone/Utilities	22,979	19,634	(3,345)	270,549	203,104	216,688	13,584	6.69
Tax/License/Dues/Permits	8,256	9,304	1,048	97,204	72,973	80,882	7,909	10.84
Travel	1,717	3,874	2,157	20,216	15,179	27,647	12,468	82.14
Professional Development	4,384	(1,998)	(6,382)	51,625	38,750	54,383	15,633	40.34
Brokered Trans. Services	-	-	-	-	-	-	-	-
TOTAL NONPERSONNEL	171,514	130,416	(41,098)	2,060,806	1,557,135	1,593,942	36,807	2.36
TOTAL OPERATIONS EXPENSE	1,029,854	861,862	(167,992)	12,166,869	9,143,754	8,874,578	(269,176)	(2.94)
CAPITAL PROJECTS:								
Florin Road Facility	9,004	9,190	186	106,022	79,586	79,240	(346)	(0.44)
Vehicle Acquisition Project	22,564	22,314	(250)	265,669	199,436	198,170	(1,266)	(0.63)
10 New Vehicles	-	-	-	1,183,027	1,183,027	1,231,218	48,191	4.07
Tablets & Software for Vehicles	7,474	-	(7,474)	88,000	66,061	-	(66,061)	(100.00)
Facility Reserve	7,667	-	(7,667)	90,276	67,768	-	(67,768)	(100.00)
Office Furniture & Equipment	-	-	-	10,000	-	-	-	-
Network & Telecommunications	-	-	-	10,000	10,000	18,619	8,619	86.19
Maintenance Equipment	-	-	-	10,000	10,000	11,471	1,471	14.71
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	46,709	31,504	(15,205)	1,762,994	1,615,878	1,538,718	(77,160)	(4.78)
TOTAL OPERATING AND CAPITAL EXPENSE	1,076,563	893,366	(183,197)	13,929,863	10,759,632	10,413,295	(346,337)	(3.22)
NET INCOME (LOSS)	5,718	21,699	(6,919)	120,000	399,777	(319,434)	(742,111)	(179.90)

PARATRANSIT, INC.
COMBINED BALANCE SHEET
3/31/2024
UNAUDITED

ASSETS

CURRENT ASSETS:	
Cash	704,416
Medical Annuity	225,060
Accounts Receivable	1,080,024
Grants Receivable	780,619
Inventory	64,760
Deposits and Prepaid Expenses	660,742
TOTAL CURRENT ASSETS	<u>3,515,622</u>
CAPITAL ASSETS:	
Land Assets	924,736
Grant Equipment	10,670,005
Non-Grant Equipment	7,128,487
TOTAL COST	<u>18,723,228</u>
Less Accumulated Depreciation	<u>(12,849,999)</u>
Net Capital Assets	<u>5,873,229</u>
TOTAL ASSETS	<u><u>9,388,851</u></u>

LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES	
Accounts Payable	305,408
Accrued Payroll & Benefits	91,388
Sales Tax Payable	(5,346)
Lease/Notes Payable	135,477
Other Payables	6,613
TOTAL CURRENT LIABILITIES	<u>533,540</u>
LONG-TERM LIABILITIES:	
Long Term Liabilities	<u>2,478,660</u>
TOTAL LONG TERM LIABILITIES	<u>2,478,660</u>
TOTAL LIABILITIES	3,012,200
FUND EQUITY	
Contributed Capital	1,150,692
Restricted for grant administration	13,001
Retained Earnings (Loss)	<u>5,212,958</u>
TOTAL FUND EQUITY	<u>6,376,652</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>9,388,851</u></u>



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6A**

AGENDA TITLE: Approve the Minutes of the February 15, 2024 Meeting of the Board of Directors

MEETING DATE: April 29, 2024

PREPARED BY: Chris M. Brown, SHRM-SCP, SPHR, Assistant Secretary of the Board of Directors

Recommended Action:

Approve the Minutes of the February 15, 2024, Meeting of the Board of Directors.

Minutes

February 15, 2024
6:00 p.m.
Ron Brown Conference Center
2501 Florin Road
Sacramento, CA 95822

Board Members Present

Jim Alves
Julia Burrows
April Dawson Rawlings
Pat Hume
Patrick Mulvaney
Kim Tucker

Board Members Absent

Leigh White

Public Present

None

Staff Present

Tiffani Scott, President and Chief Executive Officer
Lisa Cappellari, PhD, Chief Financial Officer
Chris Brown, SHRM-SCP, SPHR, Chief Administrative Officer
Gary Vickers, Chief Operating Officer
Amy Parkin, Director of Operations
Jesse Isaacson, Director of Information Technology
Jamila Lee, SHRM-CP, PHR, Director of Human Resources
Alicia Brown, Director of Strategic Initiatives and Mobility
Julio Diaz, Maintenance Manager
Kevin Rickman, Operations and Training Manager

Call to Order/Roll Call Director Hume called the meeting to order at 6:03 p.m.

Directors: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker, White

Pledge of Allegiance

Director Mulvaney opened the meeting by leading the Pledge of Allegiance.

Public Comment

No public comment.

Introduction of New Board Members

CEO Tiffani Scott introduced Directors April Dawson Rawlings and Patrick Mulvaney. Director Dawson Rawlings shared her professional background, including serving as the prior Executive Director for Resources for Independent Living, and that she is proud to be part of the next phase of Paratransit. Director Mulvaney shared that his work with Paratransit on Great Plates led him to look at the organization and he was impressed Paratransit is always saying yes. He believes this is a powerhouse Board where he can do things and learn from the Board.

Staff Reports

A. CEO Report

a. Update on Activities and Contracts

Chief Executive Officer Tiffani Scott shared a new FTA grant was submitted to take the shuttle project beyond planning and operating to the next level by working with healthcare systems to be part of the solution, and submitted a new grant to SACOG to provide tablets and scheduling software to ACC, one of our partner agencies, to implement integrated scheduling and create a model that could be replicated in other communities. CEO Scott reviewed branding on buses, building, housing, People to Produce and introduced the Home to Healthcare logo. She will be requesting bus stops and reviewed the routes that are launching with a broad reach in the community. These items fit well in to the Cap-to-Cap theme of “food is medicine”, and Paratransit will again be a door key sponsor for Cap-to-Cap. CEO Scott talked about the community support we have received from organizations and the messages they have shared about Paratransit on social media. She also spoke about our partnership with the Sacramento Food Bank, as well as our involvement in Run to Feed the Hungry. Paratransit will again be a sponsor for the event in 2024 with our theme focusing on the People to Produce and Home to Healthcare shuttles.

Director Tucker shared the Sacramento Food Co-Op has been approached by One Community Health to be the grocery store for their prescriptions as part of the Food is Medicine program, but they do not have transportation. She about asked about connecting them with Paratransit to address this need. CEO Scott agreed.

B. CFO Report

b. Monthly Financial Report

Chief Financial Officer Lisa Cappellari reviewed her written staff report of financial measures through December 2023 and operating data through January 2024. CEO Scott shared Alta has a new vendor which has created a backlog of clients needing transportation. Their process is almost sorted out, so we expect a flood of new clients. Director Dawson Rawlings said sometimes the response to the disability

community is s that there is no vendor, but here its bureaucracy slowing things down so maybe we can leverage our partners to help. Additionally, CEO Scott is in discussions with Sacramento International Airport about coordination for Destinations Mobility rental vehicles at the airport.

b. Presentation of FY 23 Financial Audit

CFO Cappellari explained Paratransit is audited annually in November and presented an overview of the audit for Fiscal Year 2023. There were two issues identified by the auditors. The first issue was an incorrect Assistance Listing Number for one of the grants which was found to be the result of not having the award document for the grant due to a backlog in processing, and the second issue was expense for DMS software programming from a previous year billed to the grant. CFO Cappellari has worked with her team to develop a corrective action plan so these issues do not occur in the future.

Director Dawson Rawlings asked how often we change our auditors and if it is the same firm, does the team change from year-to-year. CEO Scott responded that the auditors are selected by SACOG, and they go out to bid every five years. For our part of the audit, we have had Richardson and Company for about 20 years so they understand our operations and the change in business model.

Director Burrows asked if the delay in SacRT administering grants counts against Paratransit and if it affects our future allocations. She also asked if this creates a red flag for the auditors. CEO Scott explained we receive pre-award authority with our grants allowing us to spend money on the projects, so it is a cash issue. CEO Scott shared she is in discussions with SACOG on options because of the delay in grant administration by the designated recipient.

Consent Calendar

The Consent Calendar was approved upon motion by Director Burrows, seconded by Director Dawson Rawlings. The motion passed.

A. Approve the Minutes of the December 18, 2023 Meeting of the Board of Directors

The Minutes of the Meeting of the Board of Directors held December 18, 2023 were approved as presented.

B. Receive and File the Fiscal Year 2023 Financial Audit

The Fiscal Year 2023 Financial Audit was approved as presented.

C. Approve Resolution 01-24 Authorizing the President and CEO to prepare, submit and execute Agreements for various upcoming grant programs from the Sacramento Area Council of Governments, the State of California, the Federal Transit Administration, and assorted local programs

Resolution 01-24 was approved as presented.

D. Adopt Resolution 02-24 Adopting Update #3 to the Paratransit, Inc. Public Transit Agency Safety Plan

Resolution 02-24 was approved as presented.

AYES: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: None

Action Items

A. Nomination and Election of Officers of the Board of Directors for Calendar Year 2024

CEO Scott shared the Bylaws were changed last fall so the election of officers is now held at the first Board Meeting of the year so the new Board seats its officers. Director Hume stated the Nominating Committee is proposes to keep the same slate of officers (Chair – Director Hume, Vice Chair – Director Tucker, and Secretary/Treasurer of the Board – Director Alves).

Director Mulvaney moved to approve the slate of officers as presented. The motion was seconded by Director Burrows, and it was unanimously approved by the Board.

AYES: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: None

B. Discussion of Date Change for the April 2024 Meeting of the Board of Directors Due to a Conflict with Cap-to-Cap

CEO Scott stated that currently scheduled Board Meeting for April 15, 2024, will conflict with the dates for Cap-to-Cap and proposed rescheduling the meeting to late April or early May. The Board agreed to have a cancel the meeting on April 15, 2024 and have a special meeting on April 29, 2024.

C. Adopt Resolution 03-24 Authorizing the President and Chief Executive Officer, as well as, the Chief Financial Officer to negotiate and execute a final funding agreement for housing which allows for the Project to be completed in two phases, with the initial phase to construct in Spring 2024 and authorizing reinvestment of exit revenues upon perm loan securement into Phase 2 construction costs

CEO Scott explained we have been working closely with the City of Sacramento and they likely will allow us to use all of their contribution for half the project, which would be Phase 1. Due to the change in the financial market, our partners negotiated a new loan with River City Bank for \$15 million that has favorable terms. This structure addresses the funding gap for construction, and we would work toward Phase 2 when fiscally feasible. There are more people needing units than there are in Phase 1, so it will be easier to get Phase 2 funding as it is over-prescribed. Final permitting will occur this spring with construction starting in June 2024 and tenancy is expected in September 2025. The return to Paratransit would be the land value and approximately \$2.9 to \$3.45 million. Of that amount \$452,000 would be taken in cash for repayment to Paratransit for start-up costs incurred and the remaining balance would be used for Phase 2.

Director Tucker asked if this has to start with Paratransit, even though a formed a separate non-profit for housing, because Paratransit owns the land. CEO Scott said yes and the housing non-profit is not able to bind Paratransit to an agreement. Once completed, Paratransit will be paid as the debt is owed to us and, in turn, Paratransit will reinvest in the housing project.

Director Tucker moved to adopt Resolution 03-24 as presented. The motion was seconded by Director Alves, and it was unanimously approved by the Board.

AYES: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: None

D. Adopt Resolution 04-24 Approving the Paratransit, Inc. Title VI Plan

CEO Scott explained Caltrans is requiring changes, including adding information on outreach measures and dates as well as updating the census data with number from the 2020 census. This update extends the plan until 2025.

Director Hume moved to adopt Resolution 04-24 as presented. The motion was seconded by Director Dawson Rawlings, and it was unanimously approved by the Board.

AYES: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: None

Presentation

Chief Administrative Officer Chris Brown reviewed the results of the Employer of Choice Survey. The survey questions were in five categories, social events, wellness, traditional and non-traditional benefits, and employee morale, and 42 of 55 employees responded. Overall employees agreed Paratransit provides generous, meaningful benefits, however, they would like to see the wellness program return. As next steps, management will conduct a more in-depth survey focusing on wellness program options and will implement other ideas from the survey, such as theme days, potlucks, sporting event options, developing a volunteer policy, and family movie night in the Auditorium.

Board Comments/Reports/Future Agenda Items

Director Dawson Rawlings was congratulated on her marriage and cake was provided to celebrate.

Adjournment

Director Hume announced the meeting adjourned at 8:06 p.m.

Chris M. Brown, SHRM-SCP, SPHR
Chief Administrative Officer/Secretary

4/29/24
Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6B**

AGENDA TITLE: Adopt Resolution 05-24 Authorizing The President and CEO to Submit the Transportation Development Act (TDA) Claim for Fiscal Year 2024-25 and Authorizing Submittal of Subsequent Claims if Funding Revisions are Issued

MEETING DATE: April 29, 2024

PREPARED BY: Dr. Lisa Cappellari, Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 05-24, Transportation Development Act (TDA) Local Transportation Fund Claim Fiscal Year 2024-25 authorizing the President and CEO to submit a claim, and any needed revisions, for up to the maximum funds available under Article 4.5.

BACKGROUND AND DISCUSSION:

The Sacramento Area Council of Governments (SACOG) recently notified Paratransit, Inc. of its adopted findings of apportionment for Fiscal Year 2024-25 Local Transportation Funds (LTF), and opened the period for submitting claims. Because Paratransit, Inc. is the designated Consolidated Transportation Service Agency (CTSA) for the urbanized area of Sacramento, it is an eligible claimant for funds available for community transportation pursuant to Articles 4.5 and 6.5 of the Transportation Development Act (TDA). The current apportionment earmarked for Paratransit, Inc. was estimated in March 2024 in the amount of \$1,380,297.

FISCAL IMPACT:

These revenues are included as part of the Fiscal Year 2024-25 Budget and will be used to fund activities of the CTSA.

ATTACHMENTS:

1. Resolution 05-24



RESOLUTION 05-24

AUTHORIZING THE PRESIDENT AND CEO TO SUBMIT THE TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FOR FISCAL YEAR 2024-25 AND AUTHORIZE SUBMITTAL OF SUBSEQUENT CLAIMS IF FUNDING REVISIONS ARE ISSUED

WHEREAS the Social Services Transportation Improvement Act of 1979 requires transportation planning agencies to designate entities to function as Consolidated Transportation Services Agencies (CTSA) within their respective jurisdictions; and

WHEREAS the Sacramento Area Council of Governments (SACOG), the local transportation planning agency, has designated Paratransit, Inc., as the Consolidated Transportation Services Agency for the urbanized area of Sacramento County; and

WHEREAS the Social Services Transportation Improvement Act of 1979 designates Consolidated Transportation Services Agencies as eligible claimants of funds legislated by the Transportation Development Act (TDA); and

WHEREAS the Transportation Development Act authorizes Consolidated Transportation Services Agencies to claim Local Transportation Funds and State Transit Assistance under Articles 4.5 and 6.5 for community transit services;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. does hereby submit a claim for Local Transportation Funds under Article 4.5 for transportation operations.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: April 29, 2024



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6C**

AGENDA TITLE: Adopt Resolution 06-24 Approving Amendments to the Paratransit, Inc. Drug and Alcohol Testing Policy

MEETING DATE: April 29, 2024

PREPARED BY: Chris M. Brown, SHRM-SCP, SPHR,
Chief Administrative Officer

RECOMMENDED ACTION:

Adopt Resolution 06-24 adopting the amendments to the Paratransit, Inc. Drug and Alcohol Testing Policy.

BACKGROUND AND DISCUSSION:

In accordance with Federal Transit Administration (FTA) requirements, recipients and subrecipients of Section 5307, 5309 or 5311 funding are required to maintain a complaint drug and alcohol testing program. As Paratransit is a funding recipient, we have established a compliant drug and alcohol testing program.

The regulations require any employee performing a safety-sensitive function must be part of the random drug and alcohol testing pool. With the addition of the fixed-route shuttles, our Communications Dispatcher and Scheduling Coordinator II and III positions will provide turn-by-turn directions to the vehicle operators, which is considered a safety-sensitive function. As such we are amending the Appendix A – Safety-Sensitive Positions of the Paratransit, Inc. Drug and Alcohol Testing Policy to add these positions to the list of covered positions.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Resolution 06-24
2. Paratransit, Inc. Drug and Alcohol Testing Policy



**RESOLUTION NO. 06-24
ADOPTING AMENDMENTS TO THE PARATRANSIT, INC.
DRUG AND ALCOHOL TESTING POLICY**

WHEREAS, Paratransit, Inc. puts the safety and security of our passengers and employees as our highest priority; and

WHEREAS, in accordance with Federal Transit Administration requirements, staff has developed a Drug and Alcohol Testing policy; and

WHEREAS, FTA requires the Board of Directors to formally adopt amendments to the Drug and Alcohol Testing Policy; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 06-24 adopting the amended Drug and Alcohol Testing Policy.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: April 29, 2024

PARATRANSIT, INC.
DRUG AND ALCOHOL TESTING POLICY

**ADOPTED BY THE PARATRANSIT
BOARD OF DIRECTORS**

ON ~~June 19, 2023~~ APRIL 29, 2024

Prior Revisions

[Amended June 19, 2023](#)

Amended November 21, 2022

Amended May 21, 2018

Amended March 27, 2014

Amended September 27, 2012

Amended September 23, 2010

Amended January 28, 2010

Amended September 25, 2008

Amended October 25, 2007

Amended September 22, 2005

Amended June 23, 2005

Amended May 22, 2003

Amended June 27, 2002

Amended September 27, 2001

Amended March 22, 2001

Amended February 24, 2000

Amended January 28, 1999

Amended September 25, 1997

Amended November 13, 1996

Amended June 18, 1996

Adopted December 20, 1994

1.0 POLICY

Paratransit, Inc. is dedicated to providing safe, dependable, and economical transportation services to our passengers. It is our goal to provide a healthy, satisfying, and safe working environment. In meeting this goal, it is our policy to 1) assure that covered employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; 2) create a workplace environment free from the adverse effects of drug and alcohol substance abuse or misuse; 3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and 4) encourage covered employees to seek professional assistance anytime alcohol or drug dependency, adversely affects their ability to perform their assigned duties.

2.0 PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect our covered employees, passengers, and the public from risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transit industry. The Federal Transit Administration (FTA) of the U.S. Department of Transportation (DOT) has enacted 49 CFR Part 655 that mandates urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The DOT has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens.

3.0 APPLICABILITY

This policy applies to all applicants and employees of Paratransit, Inc., who will or do perform safety-sensitive functions of the positions specified in Appendix A, which may be amended from time to time and is incorporated herein, contracted employees who perform safety-sensitive functions when they are on Company property or when performing any transit-related business, and volunteers when required to hold a commercial driver's license to operate the vehicle or who perform a safety-sensitive function and receive remuneration in excess of his or her actual expenses incurred while engaged in the volunteer activity, collectively referred to hereinafter as covered employees. This policy applies to off-site lunch periods or breaks when a covered employee is scheduled to return to work.

A safety-sensitive function is any of the following duties:

1. Operating a revenue service vehicle, whether or not the vehicle is in revenue service;
2. Operating a nonrevenue service vehicle when the operator is required to hold a Commercial Driver's License;
3. Controlling movement or dispatch of a revenue service vehicle;

4. Maintaining (including repairs, overhaul and rebuilding of a revenue service vehicle or equipment used in revenue service; and
5. Carrying a firearm for security purposes.

Supervisors are safety sensitive only if they perform a safety-sensitive function. Covered employees who will or do perform safety-sensitive functions are subject to testing as specified in this policy. The Company has reviewed the actual duties performed by covered employees to determine the performance of safety-sensitive functions and which job functions may require the performance of safety-sensitive duties.

Paratransit, Inc. will meet the minimum annual percentage rate for random drug and alcohol testing of covered employees as set by the FTA. The current annual testing rates can be viewed at www.transportation.gov/odapc/random-testing-rates .

4.0 DEFINITIONS

Appendix B, glossary of terms, defines specific terms governing this policy and is incorporated herein.

5.0 PROHIBITED SUBSTANCES

"Prohibited Substances" addressed by this policy include the following:

5.1 ILLEGALLY-USED CONTROLLED SUBSTANCES OR DRUGS

Any illegal drug or any substance identified in schedules I through V of the Controlled Substance Act (21 U. S. C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is a prohibited substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U. S. Drug Enforcement Administration (DEA) or the U.S. Food and drug administration (FDA). Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Consumption of these products is prohibited at all times.

5.2 LEGAL DRUGS

Legally prescribed drugs and non-prescription medications are not prohibited when used appropriately. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected should be reported by a covered employee to supervisory personnel, and medical advice should be sought, as appropriate, before performing work-related duties.

A legally prescribed drug means that the covered employee has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. Legal

drugs misused or abused while performing transit business are prohibited substances.

5.3 ALCOHOL

Beverages containing alcohol or substances, including any medication or other preparation such that alcohol is present in the body, that are used while performing transit business, are prohibited substances. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing instrument.

6.0 PROHIBITED CONDUCT

"Prohibited Conduct" by a covered employee as addressed in this policy includes the following:

6.1 MANUFACTURE, TRAFFICKING, POSSESSION, AND USE

Engaging in the manufacture, distribution, dispensation, possession, or use of prohibited substances on company premises, in transit vehicles, in uniform, or while on transit business is prohibited conduct as prohibited by the drug free workplace act of 1988. Law enforcement may be notified, as appropriate.

6.2 INTOXICATION/USING PROHIBITED SUBSTANCES

Intoxication from, impairment by, or use of a prohibited substance while performing transit business is prohibited conduct. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above minimum thresholds defined in 49 CFR Part 40.

6.3 ALCOHOL MISUSE

Reporting for duty within four hours of using alcohol; remaining on duty while adversely affected by alcohol or with a blood alcohol concentration of 0.04 or greater; using alcohol while on duty; or using alcohol up to eight hours following an accident or until undergoing a post/accident test, whichever occurs first, is prohibited conduct. Covered on-call employees are considered on-duty throughout their specified on-call hours. The consumption of alcohol for the specified on-call hours of each covered employee is prohibited. On-call covered employees shall have: 1) the opportunity to acknowledge the use of alcohol at the time he or she is called to report to duty and the inability to perform his or her safety-sensitive function; and 2) the requirement to take an alcohol test if the covered employee has acknowledged the use of alcohol but claims ability to perform his or her safety-sensitive function.

6.4 Compliance with Testing Requirements

A covered employee has refused to take a drug test if he or she:

- 1) Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the Company, consistent with applicable DOT agency regulations, after being directed to do so by the Company;
- 2) Fails to remain at the testing site until the testing process is complete; provided, that a covered employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- 3) Fails to provide a urine specimen for any drug test required by 49 CFR Part 40 or DOT agency regulation provided that a covered employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment is not deemed to have refused to test;
- 4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the provision of a urine specimen;
- 5) Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- 6) Fails, or declines, to take an additional drug test the Company or collector has directed a covered employee to take;
- 7) A medical review officer reports that the covered employee has a verified adulterated or substituted test result;
- 8) Fails to remain at the scene of an accident without just cause prior to submitting to a test;
- 9) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the Designated Employer Representative under 49 CFR Part 40. In the case of a pre-employment drug test, the covered employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test;
- 10) Fails to cooperate with any part of the testing process (e.g. refusal to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
- 11) Possesses or wears a prosthetic or other device that could be used to interfere with the collection process;
- 12) For an observed collection, fails to follow the observer's instructions to raise his or her clothing above the waist, lower clothing and underpants, and to turn

around to permit the observer to determine if he or she has any type of prosthetic or other device that could be used to interfere with the collection process;

- 13) Admits to the collector or medical review officer that he or she adulterated or substituted the urine specimen;

Such a refusal constitutes a verified positive drug test result, and is prohibited conduct.

A covered employee is considered to have refused an alcohol test if he or she:

- 1) Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the Company, consistent with applicable DOT agency regulations, after being directed to do so by the Company;
- 2) Fails to remain at the testing site until the testing process is complete; provided, that a covered employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- 3) Fails to provide an adequate amount of breath for any alcohol test required by 49 CFR Part 40 or DOT agency regulation provided that a covered employee who does not provide an adequate amount of breath because he or she has left the testing site before the testing process commences for a pre-employment is not deemed to have refused to test
- 4) Fails to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- 5) Fails to undergo a medical examination or evaluation, as directed by the Company as part of the insufficient breath procedures outlined in 49 CFR Part 40;
- 6) Fails to sign the certification at Step 2 of the Alcohol Testing Form; or
- 7) Fails to cooperate with any part of the testing process.

Such a refusal constitutes a verified positive alcohol test result, and is prohibited conduct.

6.5 Treatment Requirements

Refusal or failure to comply with treatment, after care, or return-to-duty requirements of this policy is prohibited conduct. All covered employees are encouraged to make use of the available resources for treatment for alcohol and substance abuse problems. Under certain circumstances, covered employees may be required to undergo treatment for substance abuse.

6.6 Notifying Paratransit, Inc., of Criminal Drug Conviction

Failure to provide written notification to the Program Manager within five calendar

days of any criminal drug-statute conviction for a violation occurring in the workplace is prohibited conduct.

7.0 TESTING FOR PROHIBITED SUBSTANCES

Analytical urine drug testing may be randomly tested for anytime while on duty and breath testing for alcohol may be conducted while the covered employee is performing safety-sensitive functions, just before performing safety-sensitive functions, or just after ceasing performance of such functions, and as required by federal regulations. All covered employees shall be subject to testing prior to employment, for reasonable suspicion, and following an accident as defined in Section 7.3.1, 7.3.2 and 7.3.3 of this policy. Covered employees will be tested prior to and after return-to-duty from having failed a drug test and/or after completion of rehabilitation treatment. Covered employees shall also be subject to testing on a random, unannounced basis.

Testing shall be conducted in a manner that has been approved by the U. S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40. Periodic reviews are conducted by the Company to ensure that the laboratory utilized is DHHS certified and the evidential breath testing instruments utilized are on the National Highway Traffic Safety Administration's (NHTSA) Conforming Products List for Alcohol Screening Devices. The Company has contracted for urine analysis services with a DHHS-certified laboratory. The laboratory is identified in Appendix D of this policy as may be amended from time to time and which is incorporated herein. A clear and well-documented procedure for collection, shipment, and accessioning of urine specimens is developed and maintained. The Company affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process. The drug testing laboratory utilized by the Company is secure at all times. It has in place sufficient security measures to control access to the premises and to ensure that no unauthorized personnel handle urine specimens or gain access to the laboratory process or to areas where records are stored. The laboratory uses chain-of-custody procedures to maintain control and accountability of urine specimens from receipt through completion of testing, reporting of results during storage, and continuing until final disposition of urine specimens. The medical review officer utilized by the Company keeps all records pertaining to results of drug and alcohol testing in a secure location at all times and ensures only authorized personnel have access. Company copies of drug and alcohol test results are kept in a secure location at all times with access limited only to authorized personnel.

The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. The collector will ensure that the donor is positively identified as the covered employee selected for urine drug testing (e.g., through presentation of photo identification or identification by the employer representative). A US DOT Chain of Custody and Control Form with a unique identification number will be utilized. Clean, single-use, securely wrapped urine specimen bottles will be unwrapped in the presence of the donor. The sample's temperature will be checked. The collector, in the presence of the donor, will pour at least 30 ml. of urine from the collection container into one

specimen bottle, to be used for the primary specimen. The collector must then pour at least 15 mL of urine from the collection container into the second specimen bottle to be used for the split specimen. The bottles will be sealed with tamperproof sealing and labeled with the Chain of Custody and Control Form unique identification number which the donor must initial. The bottles will be placed in the shipping container with a copy of the Chain of Custody and Control Form and sealed with tamperproof tape. An initial drug screen will be conducted on the primary urine specimen. The initial test shall use an immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. For those urine specimens that are not negative on the initial test, as determined by a medical review officer, a confirmatory test will be performed on the primary urine specimen. The test will be considered positive if the amounts present are above minimum thresholds established in 49 CFR Part 40. Current cutoff limits for the screening and confirmation tests are attached in Appendix C of this policy as may be amended from time to time and which is incorporated herein. This policy does not prohibit performing procedures reasonably incidental to analysis of the urine specimen for controlled substances (e.g., determination of PH levels or tests for specific gravity, creatinine concentration, or presence of adulterants). 49 CFR Part 40 makes it mandatory for laboratories to conduct urine specimen validity testing which is the evaluation of the urine specimen to determine if it is consistent with normal human urine and for laboratories to follow all Department of Health and Human Services protocols for doing so. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the urine specimen was substituted. Any dilute positive drug test as reported by the medical review officer will be treated as a verified positive test. Any dilute negative drug test with a creatinine level greater than 5 mg/dl as reported by the medical review officer will not require a retest per Company policy. Any dilute negative drug test with a creatinine level greater than or equal to 2mg/dL but less than or equal to 5 mg/dL as reported by the medical review officer will require a retest under direct observation. Per Company policy, a pre-employment drug test that has been reported by the medical review officer as having a creatinine level greater than or equal to 2 mg/dl but less than or equal to 5mg/dl may, at the sole discretion of the Company, result in the job offer being rescinded. An analysis of the split urine specimen is described in Section 7.6 of this policy, *Employee-Requested Testing*.

Testing for alcohol concentration will be conducted utilizing an evidential breath testing instrument approved by the National Highway Traffic Safety Administration (NHTSA) and operated by a trained breath alcohol technician. The breath alcohol technician will ensure that the donor is positively identified as the covered employee selected for breath alcohol testing (e.g., through presentation of photo identification or identification by the Company representative). The breath alcohol technician will utilize the US DOT Breath Alcohol Testing Form. The breath alcohol technician will select an individually sealed mouthpiece and will open it in full view of the covered employee and attach it to the evidential breath-testing instrument in accordance with the manufacturer's instructions. The breath alcohol technician will instruct the covered employee to blow forcefully into the mouthpiece for at least six seconds or until the evidential breath testing instrument

indicates that an adequate amount of breath has been obtained. The breath alcohol technician will affix the test result printout to the Breath Alcohol Test Form in the designated space. The result will be secured in such a manner that will provide clear evidence of removal, such as the use of tamper-evident tape. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. A covered employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from his or her position for eight hours unless a retest results in a concentration measure of less than 0.02. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and a violation of this policy.

The services of a medical review officer have been secured by the Company. The medical review officer is identified in Appendix D of this policy as may be amended from time to time and which is incorporated herein. The medical review officer is a licensed physician responsible for receiving laboratory results generated by the Company's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information. If the laboratory results are confirmed positive the medical review officer will interview the covered employee and review all information provided by the covered employee to determine whether the results are indicative of illegal drug usage. If the covered employee provides an adequate explanation, the medical review officer will verify the test as negative with the Substance Abuse Program Manager and take no further actions.

A canceled test is a drug or alcohol test that has a problem identified that cannot be or has not been corrected or which 49 CFR Part 40 otherwise requires to be canceled. An invalid drug test is the result reported by a laboratory for a urine specimen that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result. Per Part 40, a test that has been declared invalid and canceled due to unidentified adulteration or substitution by a medical review officer requires a second collection take place immediately under direct observation if a negative test result is required e.g., pre-employment, return-to-duty, or follow-up tests. Per Company policy, a pre-employment drug test that has been declared invalid and cancelled by a medical review officer may, at the sole discretion of the Company, result in the job offer being rescinded. A canceled drug test and an invalid drug test are defined in Appendix B, Glossary of Terms, of this policy. For purposes of this part, a sample that has been rejected for testing by a laboratory because of a fatal or uncorrected flaw must be canceled and no further action is required unless a negative test is required, e.g. in the case of pre-employment, return to duty, or follow-up test in which case a second collection take place. In alcohol testing a canceled test is a test that is deemed to be invalid under the following circumstances: 1) the next external calibration check of an evidential breath-testing device produces a result that differs by more than the tolerance stated in the

quality assurance plan from the known value of the test standard. In this event, every test result of 0.02 or above obtained on the device since the last valid external calibration check shall be invalid; 2) the breath alcohol technician does not observe the minimum 15-minute waiting period prior to the confirmation test; 3) the breath alcohol technician does not perform an air blank of the evidential breath testing device before the confirmation test, or an air blank does not result in a reading of 0.00 prior to the administration of the test; 4) the breath alcohol technician does not sign the form as required; 5) the breath alcohol technician has failed to note on the remarks section of the form that the covered employee has failed or refused to sign the form following the recording or printing on or attachment to the form of the test result; or 6) on a confirmation test and, where applicable, on a screening test, the sequential test number or alcohol concentration displayed on the evidential breath test is not the same as the sequential test number or alcohol concentration on the printed result. A canceled test is neither a positive nor a negative test.

Any covered employee who has a verified positive drug or alcohol test will be removed from his or her position, informed of educational and rehabilitation programs available, and evaluated by a substance abuse professional. The Company provides a list of resources available in evaluating and resolving problems associated with prohibited drug use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs, which is identified in Appendix D of this policy as may be amended from time to time and which is incorporated herein. If a covered employee chooses to use the information provided, he or she must first contact a substance abuse professional who will perform an evaluation to determine what treatment and education the covered employee is in need of in resolving problems associated with prohibited drug use. The substance abuse professional will then refer the covered employee to a counseling and treatment program. A positive drug and/or alcohol test will also result in disciplinary action, up to and including termination pursuant to Section 8.0 of this policy, *Consequences of Engaging in Prohibited Conduct*.

Per Company policy, safety-sensitive employees will be removed from safety-sensitive service and placed on paid leave pending verified drug and alcohol test results following accidents which meet the FTA post-accident threshold for testing, FTA reasonable suspicion determinations or incidents that violate Paratransit's Drug and Alcohol Testing Policy.

7.1 Pre-Employment Testing

All covered applicants and transfers for covered positions shall undergo urine drug testing prior to performing a safety-sensitive function. Receipt by the Company of a verified negative test result is required prior to employment and failure of a drug test will disqualify an applicant for employment. If a pre-employment drug test is invalid as determined by the medical review officer, per Company policy and at its sole discretion the job offer may be rescinded. If a pre-employment drug test is canceled as determined by the medical review officer, the covered applicant is

required to submit to and pass another test. An employee transferring from a non-safety sensitive position to a safety-sensitive position will undergo urine drug testing with a verified negative test result prior to performing a safety-sensitive function. When a covered employee or applicant has previously failed or refused a pre-employment drug test administered under 49 CFR Part 655, the covered employee or applicant must provide the Company proof of having successfully completed a referral, evaluation and treatment plan as described in Section 10.0 of this policy, *Substance Abuse Evaluation and Assessment*. When a covered employee or applicant has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the covered employee has not been in the Company's random selection pool, the Company shall ensure that the covered employee takes a pre-employment test with a verified negative result. Applicants who have a DOT drug and alcohol regulation violation will be provided with a listing of substance abuse counseling and treatment resources.

7.2 Reasonable Suspicion Testing

All covered employees may be subject to a fitness for duty evaluation, to include appropriate urine and/or breathe testing when a supervisor(s) or other Company official(s) who is trained in detecting the signs and symptoms of prohibited drug use and alcohol misuse makes the required observations.

A trained supervisor's reasonable suspicion referral for testing will be made on the basis of documented specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, and/or body odor(s) of the covered employee which are consistent with the long- or short-term effects of substance abuse.

Alcohol testing as required by 49 CFR Part 655.43 *Reasonable Suspicion Testing* is authorized only if the required observations are made during, just preceding, or just after the period of the workday that a covered employee is required to be in compliance. The Company may direct a covered employee to undergo reasonable suspicion testing for alcohol only while the covered employee is performing safety-sensitive functions; just before the covered employee is to perform safety-sensitive functions; or just after the covered employee has ceased performing such functions. If a required alcohol test is not administered within two hours following the determination, the Company shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If a required alcohol test is not administered within eight hours following the determination, the Company shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.

7.3 Post-Accident Testing

7.3.1 When a Fatality Occurs

All surviving covered employees operating the vehicle will be required to undergo drug and alcohol testing if they are involved in an accident with a Company vehicle that results in a fatality (regardless of whether or not the vehicle is in revenue service). The Company shall also drug and alcohol test any other covered employee whose performance could have contributed to the accident as determined by the Company using the best information available at the time of the decision.

7.3.2 Under Other Circumstances

Post-accident drug and alcohol tests will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility or in which one or more vehicles incur disabling damage and require towing (unable to proceed in route after minor repairs) from the site unless the operator's conduct can be completely discounted as determined by the Company using the best information available at the time of the decision. This includes all covered employees who are operating the vehicles, and any other covered employees whose performance could have contributed to the accident as determined by the Company using the best information available at the time of the decision. The decision not to administer a drug and/or alcohol test shall be based on the Company's determination, using the best available information at the time of the determination that the covered employee's performance could not have contributed to the accident. Such a decision must be documented in detail, including the decision-making process used to reach the decision not to test.

7.3.3 Post-accident Procedures

When post-accident testing is required following an accident, the covered employee will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. The Company will attempt to complete the alcohol test within two hours of the accident. If the Company is not able to obtain a urine specimen within two hours, it will document why a urine specimen was not obtained and continue attempts. After eight hours, attempts will cease and the two-hour documentation will be updated. Any covered employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he or she undergoes a post-accident alcohol test whichever occurs first. Any covered employee who leaves the scene of an accident without appropriate authorization prior to submission to drug and alcohol testing will be considered to have refused the test. Accident drug and alcohol testing will be stayed while the covered employee assists in resolution of the accident or receives medical attention following the accident.

The results of a blood, urine, or breath test for the use of prohibited drugs or alcohol misuse, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of 49 CFR Part 655 provided such test conforms to the applicable Federal, State, or local testing

requirements, and that the test results are obtained by the Company. Such test results may be used only when the Company is unable to perform a post-accident test within the required period noted in this section.

7.4 Random Testing

Covered employees will be subjected to random, unannounced immediate testing. The selection of covered employees shall be made by a scientifically valid method, such as a random-number table or a computer-based random number generator that is matched with covered employees' social security numbers, payroll identification numbers, or other comparable identifying numbers. Under the selection process used, each covered employee shall have an equal chance of being tested each time selections are made. There will be no discretion on the part of the Company in the selection and notification of individuals for testing. Covered employees will be notified of selection by the Program Manager or his or her designee and directed to the urine specimen collector. The Company shall require that each covered employee who is notified of selection for random drug or random alcohol testing proceed to the test site immediately. If the covered employee is performing a safety-sensitive function at the time of notification, the Company shall instead ensure that the covered employee ceases to perform the safety-sensitive function and proceeds to the testing site immediately. A covered employee shall only be randomly tested for alcohol misuse while the covered employee is performing safety-sensitive functions; just before the covered employee is to perform safety-sensitive functions; or just after the covered employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty. Testing will be continuous throughout the year on all days and hours during which the Company is in operation.

7.5 Return-to-Duty Following a Positive Test Result and Follow-Up Testing

Covered employees who previously tested positive on a drug or alcohol test must test negative and be evaluated at their own expense and released to duty by an approved substance abuse professional pursuant to Section 10.0 of this policy, *Substance Abuse Evaluation and Assessment*, before a one-time return-to-employment opportunity may be considered. Such one-time opportunity is at the sole discretion of the Company. If approved for return to work by the Company, covered employees will be required to undergo frequent unannounced follow-up and random urine and breath tests during the period of their re-entry contract. A covered employee shall only undergo random and follow-up tests for alcohol misuse while the covered employee is performing safety-sensitive functions; just before the covered employee is to perform safety-sensitive functions; or just after the covered employee has ceased performing such functions. Such follow-up tests will be subject to the minimums described in Section 10.0 of this policy, *Substance Abuse Evaluation and Assessment*. Return-to-duty and follow-up tests will be

collected under direct observation.

7.6 Employee-Requested Testing

Any covered employee who questions the results of a required drug test under Sections 7.1 through 7.5 of this section may request that an additional test be conducted. This test must be conducted at a different testing laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing shall be paid by the covered employee, unless the second test invalidates the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40. The covered employee's request for a re-test must be made to the medical review officer within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted by the medical review officer if the delay was due to documentable facts that were beyond the control of the covered employee. If the analysis of the split urine specimen fails to reconfirm the presence of the drug(s) or drug metabolites(s) found in the primary urine specimen, or if the split urine specimen is unavailable, inadequate for testing or untestable, the medical review officer shall cancel the test and report the cancellation and the reasons for it to the DOT, the Company, and the covered employee. If the analysis of the split urine specimen is reconfirmed by the second laboratory for the presence of the drug(s) or drug metabolites(s), the medical review officer shall notify the Company and covered employee of the results of the test. There is no split urine specimen testing for an invalid result.

8.0 CONSEQUENCES OF ENGAGING IN PROHIBITED CONDUCT

Per Company policy, the consequence of engaging in conduct addressed in Section 6.0 of this policy, *Prohibited Conduct*, is termination from employment with the Company. The covered employee has the right to review his or her drug and alcohol testing records, provide information to dispute the results, and have access to any pertinent records such as equipment calibration records and records of laboratory certification.

Subject to all provisions of Section 10.0 of this policy, *Substance Abuse Evaluation and Assessment*, and Section 11.0 of this policy, *Re-Entry Contracts*, the Company may rehire a terminated covered employee who at its sole discretion the Company has determined will contribute to the mission, goals, cohesion, productivity, and esprit de corp of the Company.

9.0 INFORMATION DISCLOSURE

Except as required by law, or expressly authorized or required below by 49 CFR Part 655.73 Access to Facilities and Records, the Company may not release information pertaining to a covered employee that is contained in records required to be maintained.

1. A covered employee is entitled, upon written request, to obtain copies of any

- records pertaining to the covered employee's use of prohibited drugs or misuse of alcohol, including any records pertaining to his or her drug or alcohol tests;
2. The Company shall permit access to all facilities utilized and records compiled in complying with the requirements of Part 655 to the Secretary of Transportation or any DOT agency with regulatory authority over the Company or any of its covered employees or to a State oversight agency authorized to oversee rail fixed guideway systems;
 3. The Company shall disclose data for its drug and alcohol testing programs, and any other information pertaining to the Company's anti-drug and alcohol misuse programs required to be maintained by this part to the Secretary of Transportation or any DOT agency with regulatory authority over the Company or any of its covered employees or to a State oversight agency authorized to oversee rail fixed guideway systems, upon the Secretary's request or the respective agency's request;
 4. When requested by the National Transportation Safety Board as part of an accident investigation, the Company shall disclose information related to its drug or alcohol testing related to the accident under investigation;
 5. Records shall be made available to a subsequent employer upon receipt of a written request from a covered employee. Subsequent disclosure by the Company is permitted only as expressly authorized by the terms of the covered employee's request;
 6. The Company may disclose information required to be maintained under Part 655 pertaining to a covered employee to the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the covered employee, and arising from the results of a drug or alcohol test under this part (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the covered employee);
 7. The Company shall release information regarding a covered employee's record as directed;
 8. by the specific, written consent of the covered employee authorizing release of the information to an identified person;
 9. The Company may disclose drug and alcohol testing information required to be maintained under Part 655, pertaining to a covered employee, to the State oversight agency or grantee required to certify to FTA compliance with the drug and alcohol testing procedures of 49 CFR Parts 40 and 655.

10.0 SUBSTANCE ABUSE EVALUATION AND ASSESSMENT

Any covered employee who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40 shall be evaluated by an approved substance abuse professional before returning to duty. The substance abuse professional will evaluate each covered employee to determine what assistance, the covered employee needs in resolving problems associated with prohibited substance abuse or misuse. The substance abuse evaluation and assessment will be paid for by the

covered employee. Assessment by a substance abuse professional does not shield a covered employee from disciplinary action or guarantee employment, reinstatement, or consideration for reinstatement. The Company will determine the penalty for performance-based infractions and violation of policy provisions. Refer to Section 8 of this policy, *Consequences of Engaging in Prohibited Conduct*, for guidance on disciplinary measures associated with violations of this policy.

Prior to consideration to return to duty, a covered employee must properly follow and complete the rehabilitation program prescribed by the substance abuse professional, and pass a return-to-duty drug and/or alcohol test. The substance abuse professional will recommend to the Company the frequency and duration of follow-up testing. Federal regulations require a minimum of six unannounced follow-up tests with a verified negative result during the first 12 months after the covered employee returns to duty. The covered employee may be subject to follow-up testing for as long as 60 months after he or she returns to duty (labor agreements notwithstanding). The cost of any treatment or rehabilitation services will be paid directly by the covered employee or his or her insurance provider. Covered employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

11.0 RE-ENTRY CONTRACTS

Per Company policy covered employees approved by the Company for a one-time opportunity to re-enter the workforce must agree to a re-entry contract. A refusal to test precludes a covered employee from this one-time opportunity. The re-entry contract shall include (but is not limited to):

- a) a release to work statement from an approved substance abuse professional;
- b) a negative test for drugs and/or alcohol;
- c) a statement of expected work-related behaviors;
- d) an agreement to unannounced frequent follow-up testing complying with this policy;
- e) an agreement to follow specified after-care requirements prescribed by the approved substance abuse professional; and
- f) an agreement that violation of any terms of the re-entry contract is grounds for immediate termination with no further reinstatement opportunities.

12.0 EDUCATION AND TRAINING

Paratransit has established a covered education and training program including:

- a) Education which includes display and distribution to every covered employee of informational material and a list of telephone numbers for assistance; and
- b) Training for:
 - 1. Covered employees which includes at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms which may indicate prohibited drug use; and,

2. Supervisors and/or other Company officers authorized by the Company to make reasonable suspicion determinations which includes at least 60 minutes of training on 1) the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse, and 2) initiating, substantiating and documenting the referral, and covered employee intervention.

13.0 EFFECTS, SIGNS AND SYMPTOMS OF ALCOHOL MISUSE AND METHODS OF INTERVENTION

13.1 Effects on Health, Work and Personal Life:

- a) nutritional deficiencies and sleeping difficulty;
- b) impaired short-term memory;
- c) inability to concentrate;
- d) physical and psychological dependence;
- e) brain and nervous system damage;
- f) liver damage;
- g) digestive problems (gastric ulcer);
- h) higher likelihood of stroke, coronary problems in general, and several forms of cancer;
- i) disease of pancreas and kidneys;
- j) birth defects in children of heavy drinking women;
- k) impaired reaction time and motor skills;
- l) tendency to take unnecessary risks;
- m) possibility of reacting with anger toward other motorists;
- n) euphoric high followed by a period of stuporous inactivity;
- o) impairment in social functioning;
- p) low frustration tolerance;
- q) anxiety;
- r) isolation;
- s) violent mood swings;
- t) manipulation of others; and
- u) over-sensitivity.

13.2 Signs and Symptoms:

- a) alcohol odor on breath;
- b) initial stimulation followed by depressed nervous system;
- c) flushed skin;
- d) glazed appearance of eyes;
- e) slowed reaction time;
- f) confused or slurred speech;
- g) swayed or staggered gait; and
- h) absenteeism, particularly at the beginning of the week.

13.3 Methods of Intervention:

Supervisors are responsible and accountable for assuring that covered employees under their supervision are fit to perform their duties safely. Supervisors are trained to intervene by:

- a) identifying patterns of deteriorating job performance by the presence of progressive violations of policy;
- b) documenting, in writing, the observed signs of change in a covered employee's work pattern as it relates to policy violations;
- c) confirming a pattern of impaired judgment or performance over a period of time— all of which is documented; and
- d) confronting the covered employee by addressing his or her unacceptable work performance in a constructive way.

Constructive confrontation includes the following and provides the covered employee with an opportunity to become productive again:

- a) documentation of what constitutes an acceptable level of performance;
- b) the amount of time to achieve improvement before disciplinary action is taken;
- c) a list of resources for the covered employee to use at his or her discretion which may provide assistance in improving performance; and
- d) a progress review date.

14.0 PROGRAM MANAGER

Anyone with questions regarding this policy should contact the following Company representative who functions as the Program Manager and Designated Employer Representative (DER) for purposes of implementing and administering this policy:

Chris M. Brown, SHRM-SCP, SPHR
Chief Administrative Officer
2501 Florin Road
Sacramento, CA 95822

Telephone: 916-429-2009 extension 7384

**PARATRANSIT, INC.
APPENDIX A**

Safety-Sensitive Positions

Chief Operating Officer
Director of Operations
Operations and Training Manager
Transportation Operations Assistant Manager
Transportation Operations Supervisor
Maintenance Manager
Maintenance Shift Supervisor
Transportation Operations Trainer
[Communications Dispatcher](#)
[Scheduling Coordinator II](#)
[Scheduling Coordinator I](#)
Service Advisor
Service Writer
Mechanic A
Mechanic B
Mechanic C
Maintenance Coordinator
Inventory Control Clerk
Service Assistant/Fueler
Utility Worker
Temporary Covered Employee
Vehicle Operator

**PARATRANSIT, INC.
APPENDIX B**

Glossary of Terms

ACCIDENT: An occurrence associated with the operation of a vehicle, if as a result: 1) an individual dies; or 2) an individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or 3) with respect to an occurrence in which the public transit vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle; or 4) with respect to an occurrence in which the public transit vehicle involved is a rail car, trolley car, trolley bus, or vessel, the public transit vehicle is removed from operation.

ADULTERATED URINE SPECIMEN: A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

ALCOHOL: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl or isopropyl alcohol.

ALCOHOL CONCENTRATION: The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test.

ALCOHOL CONFIRMATION TEST: A subsequent test using an EBT, following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.

ALCOHOL SCREENING TEST: An analytic procedure to determine whether a covered employee may have a prohibited concentration of alcohol in a breath specimen.

ALCOHOL USE: The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

ALIQUOT: A fractional part of a urine specimen used for testing. It is taken as a sample representing the whole urine specimen.

BREATH ALCOHOL TECHNICIAN (BAT): The breath alcohol technician shall be trained to proficiency in the operation of the Evidentiary Breath Test (EBT) instrument he or she is using, and in the alcohol testing procedures. BATs are the qualified personnel to administer the EBT test on covered employees.

CANCELED TEST: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which 49 CFR Part 40 otherwise requires to be canceled. A

anceled test is neither a positive nor a negative test.

CHAIN OF CUSTODY: Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.

COLLECTION SITE: A place designated by the Company where individuals present themselves for the purpose of providing a specimen of either urine and/or breath. The collection site shall have all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, security, temporary storage, and shipping or transportation of urine specimens to a certified drug testing laboratory.

CONFIRMATION DRUG TEST: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

CONFIRMED DRUG TEST: A confirmation test result received by a medical review officer from a laboratory.

CONFIRMATION VALIDITY TEST: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

COVERED EMPLOYEE: Any person, including a volunteer, applicant, or transferee, who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. A volunteer is a covered employee if: 1) the volunteer is required to hold a commercial driver's license to operate the vehicle; or 2) the volunteer performs a safety-sensitive function for an entity subject to 49 CFR Parts 40 and 655 and receives remuneration in excess of his or her actual expenses incurred while engaged in the volunteer activity.

DEPARTMENT OF TRANSPORTATION (DOT): This term encompasses all DOT agencies, including, but not limited to, the United States Coast Guard, the Federal Aviation Administration, the Federal Railroad Administration, the Federal Motor Carrier Safety Administration, the Federal Transit Administration, the National Highway Traffic Safety Administration, the Research and Special Programs Administration, and the Office of the Secretary. These terms include any designee of a DOT agency.

DESIGNATED EMPLOYER REPRESENTATIVE (DER): An employee authorized by the Company to take immediate action(s) to remove covered employees from safety-sensitive duties or cause covered employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER also receives test results and other communications for the Company, consistent with the requirements of 49 CFR Parts 40 and 655.

DILUTE URINE SPECIMEN: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

DISABLING DAMAGE: Damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

- (1) Inclusion: Damage to a motor vehicle where the motor vehicle could have been driven, but would have been further damaged if so driven.
- (2) Exclusions:
 - (i) Damage that can be remedied temporarily at the scene of the accident without special tools or parts.
 - (ii) Tire disablement without damage even if no spare tire is available.
 - (iii) Headlamp or tail light damage.
 - (iv) Damage to turn signals, horn or windshield wipers, which makes the vehicle inoperable

DRUG METABOLITE: The specific substance produced when the human body metabolizes a given prohibited drug as it passes through the body and is excreted in urine.

EVIDENTIAL BREATH TESTING INSTRUMENT (EBT): A device approved by the National Highway Traffic Safety Administration for the evidential testing of breath at the 0.02 and 0.04 alcohol concentrations, placed on NHTSA's Conforming Products List (CPL) for "Evidential Breath Measurement Devices" and identified on the CPL as conforming with the model specifications available from NHTSA's Traffic Safety Program.

FEDERAL TRANSIT ADMINISTRATION (FTA): An agency of the U. S. Department of Transportation.

FOLLOW-UP TEST: A minimum of six unannounced drug and/or alcohol tests in a 12-month period, as directed by a substance abuse professional, are required of each employee who returns to duty after a required evaluation. After that period of time, the substance abuse professional may recommend to the Company the frequency and duration of follow-up testing, provided that the follow-up testing period ends 60 months after the covered employee returns to duty.

INITIAL DRUG TEST (also known as a "Screening drug test"): The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolite.

INITIAL SPECIMEN VALIDITY TEST: The first test used to determine if a urine specimen is adulterated, diluted, or substituted or invalid.

INVALID DRUG TEST: The result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

LABORATORY: Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

LIMIT OF DETECTION (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

LIMIT OF QUANTITATION: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

MEDICAL REVIEW OFFICER (MRO): A licensed physician responsible for receiving laboratory results generated by the Company's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

NEGATIVE RESULT: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

NON-NEGATIVE URINE SPECIMEN: A urine specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)).

OXIDIZING ADULTERANT: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or drug metabolites, or affects the reagents in either the initial or confirmatory drug test.

POSITIVE RESULT: The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

POST ACCIDENT TEST: A prohibited substance test administered to a covered employee when a motor vehicle accident has occurred and the covered employee performed a function which either contributed to the accident or could not be completely discounted as a contributing factor in the accident, or the accident results in a fatality whether or not the covered employee can be completely discounted as a contributing factor in the accident.

PRE-EMPLOYMENT TEST: a) A prohibited substance test given to an applicant or a non covered employee who is being considered for a safety-sensitive position. The applicant or non- covered employee must be informed of the purpose for the test prior to the actual event.

PRIMARY URINE SPECIMEN: In drug testing, the urine specimen bottle that is opened and tested by a first laboratory to determine whether the covered employee has a drug or drug metabolite in his or her system, and for the purpose of validity testing. The primary urine specimen is distinguished from the split urine specimen.

PROGRAM MANAGER: The person designated by the Company to answer covered employee questions about the anti-drug and alcohol misuse program.

PROHIBITED DRUG: Marijuana, cocaine, opioids, amphetamines, or phencyclidine.

PROHIBITED SUBSTANCE: Under this program prohibited substance shall be used synonymous to drug abuse and/or alcohol misuse and refers to the definition of the foregoing terms "Alcohol" and "Prohibited Drug."

RANDOM TEST: A prohibited substance test given annually to a predetermined percentage of covered employees who perform in safety-sensitive functions and who are selected on a scientifically-defensible random and unannounced basis.

REASONABLE SUSPICION TEST: A prohibited substance test given to a current covered employee who is reasonably suspected by a trained supervisory employee of using prohibited drug or misusing alcohol.

RECONFIRMED: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

REJECTED FOR TESTING: The result reported by an HHS-certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that is not corrected.

RETURN-TO-DUTY TEST: An initial drug and/or alcohol test prior to return to duty given to eligible covered employees who previously tested positive. This test is also required prior to return to duty of an individual who has refused to take a test required by the FTA rule.

SAFETY-SENSITIVE EMPLOYEES: Those employees who perform safety-sensitive functions for the Company.

SAFETY-SENSITIVE FUNCTION: Any of the following duties:

- operating a revenue service vehicle, including when not in revenue service;

- operating a non-revenue service vehicle when required to be operated by a holder of a Commercial Driver's License;

- controlling dispatch or movement of a revenue service vehicle; and

- maintaining a revenue service vehicle or equipment used in revenue service, unless the recipient receives FTA Section 18 funding and contracts out such services.

SPLIT URINE SPECIMEN: In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the covered employee requests that it be tested following a verified positive test of the primary urine specimen or a verified adulterated or substituted test result.

SPLIT SPECIMEN COLLECTION: A collection in which the urine collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

SUBSTITUTED URINE SPECIMEN: A urine specimen with creatinine and specific gravity values that are so diminished that they are not consistent with normal human urine.

SUBSTANCE ABUSE PROFESSIONAL (SAP): A licensed physician (medical doctor or doctor of osteopathy); or a licensed or certified psychologist, social worker, or employee assistance professional; or a state-licensed or certified marriage and family therapist; or a drug and alcohol counselor certified by an organization listed at <https://www.transportation.gov/odapc/sap>. All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

VERIFIED TEST: A drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the Medical Review Officer.

**PARATRANSIT, INC.
APPENDIX C**

The Department of Health and Human Services establishes the minimum threshold levels for each of the five drugs tested for under USDOT testing programs including the FTA. The current cutoff levels are as follows:

Initial Test Analyte	Initial Test Cutoff Concentration¹	Confirmatory Test Analyte	Confirmatory Test Cutoff Concentration
Marijuana Metabolites (THCA) ²	50 ng/mL ³	THCA	15 ng/mL
Cocaine Metabolite (Benzoyllecgonine)	150 ng/mL ³	Benzoyllecgonine	100 ng/mL
Opioid Metabolites			
Codeine/ Morphine	2000 ng/mL	Codeine Morphine	2000 ng/mL 2000 ng/mL
Hydrocodone/ Hydromorphone	300 ng/mL	Hydrocodone Hydromorphone	100 ng/mL 100 ng/mL
Oxycodone/ Oxymorphone	100 ng/mL	Oxycodone Oxymorphone	100 ng/mL 100 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines			
Amphetamine/ Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL 250 ng/mL
MDMA ⁴ / MDA⁵	500 ng/mL	MDMA MDA MDEA	250 ng/mL 250 ng/mL 250 ng/mL

¹For grouped analytes (i.e., two or more analytes that are in the same drug class and have the same initial test cutoff):

Immunoassay: The test must be calibrated with one analyte from the group identified as the target analyte. The cross-reactivity of the immunoassay to the other analyte(s) within the group must be 80 percent or greater; if not, separate immunoassays must be used for the analytes within the group.

Alternate technology: Either one analyte or all analytes from the group must be used for calibration, depending on the technology. At least one analyte within the

group must have a concentration equal to or greater than the initial test cutoff or, alternatively, the sum of the analytes present (i.e., equal to or greater than the laboratory's validated limit of quantification) must be equal to or greater than the initial test cutoff.

²An immunoassay must be calibrated with the target analyte, Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA).

³Alternate technology (THCA and Benzoylecgonine): When using an alternate technology initial test for the specific target analytes of THCA and Benzoylecgonine, the laboratory must use the same cutoff level for the initial and confirmatory tests (i.e., 15 ng/mL for THCA and 100 ng/mL for Benzoylecgonine).

⁴Methylenedioxymethamphetamine (MDMA)

⁵Methylenedioxyamphetamine (MDA)

These cutoff levels are subject to change by the Department of Health and Human Services as advances in technology or other considerations warrant identification of these substances at other concentrations.

**PARATRANSIT, INC.
APPENDIX D**

**MEDICAL REVIEW:
OFFICER**

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LABORATORY:

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**SUBSTANCE ABUSE
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2701 Cottage Way, Suite 7
Sacramento, California 95825
(916) 802-7412

Federal Regulations require covered employees (including an applicant) with a verified positive drug test result, a verified alcohol test with a concentration of 0.04 or greater or who refuse to submit to a drug test be advised of the resources available in evaluating and resolving problems associated with prohibited drug use, including the names, addresses and telephone numbers of substance abuse professionals (SAP) and counseling and treatment programs. If you choose to use the information provided, you must first contact a substance abuse professional who will perform an evaluation to determine whether you are in need of assistance in resolving problems associated with prohibited drug use. The substance abuse professional will then refer you to a counseling and treatment program.

SUBSTANCE ABUSE PROFESSIONALS

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2110 K Street
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Elk Grove, California 95624
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SUBSTANCE ABUSE COUNSELING AND TREATMENT RESOURCES

Kaiser Permanente
Chemical Dependency
and Recovery Program
9324 West Stockton Boulevard
Elk Grove, California 95758
(916) 525-6100

Kaiser Permanente
Chemical Dependency
and Recovery Program
2829 Watt Avenue
Sacramento, California 95821
(916) 482-1132

HOTLINES/SUPPORT GROUPS

National Council on Alcoholism
and Drug Dependence
1440 Ethan Way, Suite 101
Sacramento, California 95825
(916) 922-9217

Sacramento County Drug
and Alcohol Services
3321 Power Inn Road, Suite 120
Sacramento, California 95826
(916) 874-9754

National Council on Alcoholism
And Drug Dependence Hopeline
(800) 622-2255

SAMHSA National Helpline
(800) 662-4357

**PARATRANSIT, INC.
CERTIFICATION OF TRAINING**

Paratransit, Inc. certifies that training conducted under the Federal Transit Administration (FTA) Drug and Alcohol Testing Regulations 49 CFR Parts 40 and 655 complies with the requirements for that training which includes:

- a) Education which includes display and distribution to every covered employee of informational material and a list of telephone numbers for employee assistance; and
- b) Training for:
 - 1. covered employees which includes at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms which may indicate prohibited drug use; and,
 - 2. supervisors and/or other company officers authorized by the Company to make reasonable suspicion determinations which includes at least 60 minutes of training on 1) the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse, and 2) initiating, substantiating and documenting the referral, and employee intervention.

ACKNOWLEDGEMENT

I have received a copy of Paratransit, Inc.'s Drug and Alcohol Testing Policy amended ~~June 19, 2023~~April 29, 2024.

Employee's Signature

Date

Employee's Printed Name



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6D**

AGENDA TITLE: Adopt Resolution 07-24 Approving the FY 2024-2028 Transit Asset Management Plan and Authorizing the President and CEO to make administrative adjustments to the program, as needed

MEETING DATE: April 29, 2024

PREPARED BY: Tiffani M. Fink, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 07-24 Approving the FY 2024-2028 Transit Asset Management Plan and authorizing the President and CEO to make administrative adjustments to the plan, as needed.

BACKGROUND AND DISCUSSION:

The Federal Transit Administration (FTA) requires all recipients and sub-recipients to develop a Transit Asset Management Plan to ensure proper maintenance, oversight and replacement of capital assets funded with federal transit funding. Paratransit, Inc. has had a Asset Management Program (Enterprise Asset Management system) it utilizes to track maintenance, repairs and replacements for several years and this plan is the complementary step related to asset management and procurement, and adoption of the program is required to pursue federal funding for capital assets.

The Transit Asset Management Plan presented is a comprehensive listing of the age and condition of our fleet assets and equipment. This policy and

program have been updated to include the required documentation and language to meet the FTA program guidelines.

Each agency receiving federal funds is required to update and re-adopt their plan every four years by the Board, and staff is recommending that the Board of Directors authorize the President and CEO to make any administrative adjustments in the interim. These would include updating the exhibits to show revised outreach materials or updated procedures.

FISCAL IMPACT:

The Transit Asset Management plan is required to be adopted by the Board to remain eligible to utilize federal funds. Failure to adopt the plan, could jeopardize the use of federal capital and operating funds.

Attachments:

1. Resolution 07-24
2. Transit Asset Management Plan for FY 2024-2028



**RESOLUTION NO. 07-24
APPROVING THE PARATRANSIT, INC 2024-2028 TRANSIT ASSET
MANAGEMENT PLAN AND AUTHORIZING THE PRESIDENT AND CEO
TO MAKE ADMINISTRATIVE ADJUSTMENTS, AS NEEDED**

WHEREAS, every four (4) years the Paratransit, Inc. Board of Directors is required to adopt an updated Transit Asset Management Plan in accordance with federal requirements; and

WHEREAS, Paratransit, Inc. is a recipient of federal funds for operating and capital purposes; and

WHEREAS, upon adoption this plan will be transmitted to our funding partners for compliance.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 07-24 approving the Paratransit, Inc. Transit Asset Management Plan.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Board of Directors of Paratransit, Inc. authorizes the President and CEO to make administrative adjustments as needed.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: April 29, 2024

PARATRANSIT, INC TRANSIT ASSET MANAGEMENT (TAM) PLAN

Paratransit, Inc., in accordance with the Federal Transit Administration Transit Asset Management Plan (TAM) rule, is focused on the management of transit assets through the entirety of their lifecycles. This plan is a collection of transit asset inventory, condition assessments, and investment prioritization.

April 2024

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EXECUTIVE SUMMARY

According to the Federal Transit Administration (FTA), Transit Asset Management (TAM) is a set of strategic and systemic processes and practices for managing performance, risks, and costs of transit assets across the entirety of their lifecycle in order to deliver service reliably, safely, and cost effectively. The TAM plan is a business model that prioritizes funding based on the condition of transit assets. Optimal prioritization of assets will keep transit systems in compliance with the State of Good Repair (SGR) benchmarks as determined by the FTA. An ideal TAM plan incorporates the people, processes, technology, data and the continual improvement to better support these assets over their lifecycle.

Smaller agencies are constantly challenged to do more with less, thus ensuring assets are well taken care of and cost-effectively managed to deliver the service needed becomes critical. The TAM Plan will help the Agency see the long-term investment needed to maintain our assets and making smart and sustainable investment decisions. The benefits of implementing a TAM Plan include:

- Improved transparency and accountability for safety, maintenance, asset use, and funding investments;
- Optimized capital investment and maintenance decisions;
- Data-driven maintenance decisions; and
- System safety and performance outcomes.

The consequences of an asset not being in an SGR include but are not limited to:

- Safety risks (determined by accidents per 100,000 miles);
- Decreased system reliability (On-time performance);
- Higher maintenance costs; and/or
- Diminished system performance (Missed trips due to mechanical issues/breakdowns).

In July of 2016, the FTA issued a final rule requiring transit agencies to maintain, document and report minimum TAM standards. Federal law requires recipients and sub-recipients of Federal dollars to develop a TAM plan that is implemented by October 1, 2018.

Transit Asset Management Plan Policy:

Paratransit, Inc staff has developed this TAM plan to aide in:

- (1) Assessment of the current condition of capital assets;
- (2) Determine what condition and performance of its assets should be in according to FTA regulations if not currently in a SGR;
- (3) Identify risks including safety risks, in continuing to use that asset if it is not in SGR;
- (4) Deciding how to best balance and prioritize funding (revenues from all funding sources) to improve asset conditions and maintain performance standards within those fiduciary confines.

Agency Overview:

In 1978, Paratransit, Inc was incorporated to provide accessible services to residents of Sacramento County. Over the last 45 years, the agency has expanded its service offerings to include general public demand responsive services, fixed route shuttles, ADA eligibility, travel instruction, mobility management program development, maintenance services and coordination service delivery for social service agencies. In 1981, Paratransit Inc was designated the Consolidated Transportation Services Agency for Sacramento County, a designation is holds to this day.

Paratransit, Inc has an expansive inventory of vehicles and capital assets, including:

- Ford CNG Cutaways
- Ford gasoline Cutaways
- Chevrolet Cutaways
- Dodge Minivans
- Toyota Minivans

A full listing of revenue and non-revenue vehicles and capital assets can be found in Appendix A.

SECTION 1: Introduction and Approach

Paratransit, Inc. staff will use the TAM Plan as a management tool that combines available funding, replacement and rehabilitation processes, and performance measures with the outcome of operating and using assets within the SGR parameters.

1.1 Transit Asset Management Plan Elements:

Paratransit, Inc. Fixed Route and Paratransit services are currently operating under *Tier II* guidelines as outlined by the FTA in compliance with (49 CFR 625.45 (b) (1)). Tier II transit providers are defined as those transit agencies that do not operate rail fixed-guideway transportation systems and have either 100 or less vehicles in fixed route revenue service during peak regular service or have 100 or less vehicles in general demand response service during peak regular service hours.

As a Tier II entity, Paratransit, Inc. has four (4) TAM elements listed below that must be included in the final plan presented to the FTA:

- ✓ Inventory of Assets: A register of capital assets and information about those assets including rolling stock, facilities, and equipment
- ✓ Condition Assessment: A rating of the assets' physical state of those inventoried assets which Paratransit has direct ownership and capital responsibility
- ✓ Decision Support Tool: Analytic process/tool used to assist in capital investment prioritization needs
- ✓ Investment Prioritization: a prioritized list of projects or investments to manage or improve the SGR of capital assets

1.2 Asset Inventory and Condition Assessment:

This TAM plan includes objectives and strategies that will optimize fleet and facility management to ensure alignment with the FTA reporting guidelines for the National Transit Database (NTD). Paratransit, Inc. fleet assets are categorized in a hierarchical system in which various categories and subsequent asset classes are listed. Table 1.2.1 illustrates the Agency's current asset categories and classes.

Table 1.2.1 Asset Hierarchy

Asset Category	Examples	Performance Measure
Rolling Stock	Revenue service vehicles such as buses, cutaway buses, trolley buses, vans.	The percentage of revenue vehicles (by type) that exceed the useful life benchmark (ULB).
Equipment	Non-revenue service vehicles including automobiles, other rubber tire vehicles, and other steel wheel vehicles.	The percentage of non-revenue service vehicles (by type) that exceed the ULB.
Facilities	Administrative, maintenance, passenger, and parking facilities.	The percentage of facilities (by group) that are rated less than 3.0 on the Transit Economic Requirements Model (TERM)
Infrastructure *Not applicable in Tahoe	Fixed guideway, signal systems, and structures (bridges, tunnels, etc.).	The percentage of track segments (by mode) that have performance restrictions. Track segments are measured to the nearest 0.01 of a mile.

Paratransit, Inc. utilizes Trapeze Enterprise Asset Management (EAM) as its Asset Control Management System. The EAM system tracks all Capital Assets, items over \$5,000.00, from procurement to disposition. When items are procured, they are entered into EAM as a Capital Asset. The Maintenance Manager is responsible for managing these assets and performing the preventative maintenance and repairs as needed.

Once the items are entered into the Enterprise Asset Management System a capital asset tag is placed on the item by Paratransit, Inc. employees. The Asset tag number is entered into EAM along with the preventative maintenance intervals.

Yearly, these capital assets are reviewed by the Maintenance Manager and Information Technology Manager, respectively to perform condition assessments complying with State of Good Repair requirements of updates and the condition assessments are updated.

Regular Preventative Maintenance Inspections (PMI) will occur in compliance with each asset’s manufacturer’s recommendations. All inspections will be documented in EAM to further track the condition of the asset using the following guide.

This practice ensures asset data is properly recorded for effective lifecycle management.

Condition Assessment – Vehicles:

Condition rating for vehicles are expressed in terms of percentage of assets that are at or beyond the useful life benchmark (ULB) based on FTA Circular 9030.1D, paragraph 4.a. The ULB is defined as the expected lifecycle of a capital asset for the unique operating conditions of Paratransit including but not limited to: service frequency, weather, and geography. Because the ULB criteria are user defined, staff has taken into account the historical maintenance records, manufacturer guidelines, and the default ULB derived from the FTA. See Table 1.2.2.

Table 1.2.2 Adopted Paratransit ULB

Vehicle Type		Adjusted ULB (in years)
AO	Automobile	5
LCU	Large Cutaway Bus	7
CU	Cutaway bus	5
OT	Other rubber tire vehicles	10
VN	Small Cutaway/Van	5

Condition Assessment – Facilities and Facility Equipment:

In order to determine a facility or facility piece of equipment condition, the FTA’s Transit Economic Requirements Model (TERM) is used. A TERM scale condition rating ranges from (5) Excellent to (1) Poor. Per the FTA TAM Final Ruling, assets with a condition rating of 3.0 and above are considered to be in a state of good repair. Assets with a condition rating of 2.9 or below are not considered to be in a state of good repair and may require prioritization during capital funds budgeting to ensure safe, efficient, and reliable transit service.

Transit Asset Management Targets

Paratransit set asset management targets through the next four fiscal years using the adjusted ULB and FTA’s Transit Economic Requirements Model (TERM) scale.

Transit Economic Requirements Model (TERM) Scale

TERM Rating	Condition	Description
Excellent	4.8 – 5.0	No visible defects, near-new condition
Good	4.0 – 4.7	Some slightly defective or deteriorated components
Adequate	3.0 – 3.9	Moderately defective or deteriorated components
Marginal	2.0 – 2.9	Defective or deteriorated components in need of replacement
Poor	1.0 – 1.9	Seriously damaged components in need of immediate repair

Any defects identified, either through PMIs or from day-to-day use, shall also be documented in EAM to help track the condition and life cycle cost of the asset.

Condition Assessment Reports shall be submitted to the President and CEO and Chief Financial Officer yearly, which shall be the basis for providing replacement funding on the year that each asset becomes age eligible.

As these assets become age eligible and or in need of replacement, Paratransit will prepare the appropriate documentation to facilitate such replacements.

Assets that have been replaced will be documented into EAM and removed from the

preventative maintenance cycle, and then they will be placed in auction or recycled. EAM currently uses various online sites and recycling vendors to handle asset disposition.

Proceeds from the sale or recycling of disposed assets will be returned to Paratransit.

Cost Analysis Tool

Paratransit's Maintenance Department uses a life cycle cost analysis tool as part of its decision-making process when establishing and making changes to preventative maintenance intervals. This enables Paratransit to analyze the cost effects of alternative practices over the life of the equipment.

Decision Support Tools and Investment Prioritization:

Part of the asset management process is to optimize and allocate limited funds based on the asset inventory and condition assessment. These tools are used to help achieve and maintain all assets in a state of good repair.

State of Good Repair (SGR) Standards:

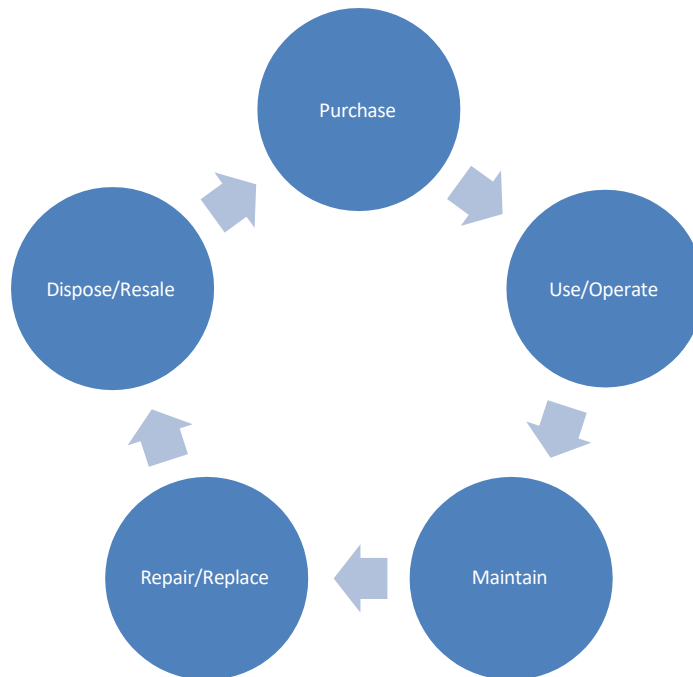
Paratransit recognizes an asset as in the state of good repair if the following standards are met:

1. The asset must be in a condition sufficient for the asset to operate at full level of performance.
2. The asset must be able to perform its manufactured design function.
3. The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility.
4. The assets lifecycle investment needs have been met or recovered.

The focus of Paratransit is to provide safe, reliable and sustainable transportation options to the community. In order to accomplish this task, Paratransit is always looking for opportunities to improve the management of our fleet and facilities. The TAM Plan is another tool which will allow Paratransit to make informed and proper decisions by aligning all departments across all phases of Transit asset's lifecycle.

Figure 1.2.3 depicts a typical lifecycle of a transit asset.

Figure 1.2.3



The TAM Plan will help to coordinate the efforts of several departments; including: Operations, Procurement, Accounting, and Capital Projects.

1.3 Definitions:

Accountable Executive: Single, identifiable person who has the ultimate responsibility of carrying out the safety management system of a public transportation agency, responsibility for carrying out the transit asset management practices, and control or direction over the human and capital resources needed to develop and maintain both the agency’s public transportation agency safety plan, in accordance with 49U.S.C.532 (d), and the agency’s transit asset management plan in accordance with 49 U.S.C.5326.

Asset Category: A grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities.

Asset Class: A subgroup of capital assets within an asset category. For example, buses, trolleys, and cutaway vans are all asset classes within the rolling stock asset category.

Asset Inventory: A register of capital assets, and information about those assets.

Capital Asset: A unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure

used for providing public transportation.

Decision Support Tool: An analytic process or methodology: (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or (2) To assess financial needs for asset investments over time.

Direct Recipient: An entity that receives Federal financial assistance directly from the Federal Transit Administration.

Equipment: An article of nonexpendable, tangible property having a useful life of at least one year.

Exclusive-Use Maintenance Facility: A maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

Facility: A building or structure that is used in providing public transportation.

Full Level of Performance: The objective standard established by FTA for determining whether a capital asset is in a state of good repair.

Horizon Period: The fixed period of time within which a transit provider will evaluate the performance of its TAM plan. FTA standard horizon period is four years.

Implementation Strategy: A transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.

Infrastructure: The underlying framework or structures that support a public transportation system.

Investment Prioritization: A transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. An investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period.

Key Asset Management Activities: Lists of activities that a transit provider determines are critical to achieving its TAM goals.

Life-Cycle Cost: The cost of managing an asset over its whole life.

Participant: Tier II provider who participates in a group TAM plan.

Performance Measure: An expression based on a quantifiable indicator of performance or

condition that is used to establish targets and to assess progress toward meeting the established targets (e.g., a measure for on-time performance is the percent of trains that arrive on time, and a corresponding quantifiable indicator of performance or condition is an arithmetic difference between scheduled and actual arrival time for each train).

Performance Target: A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Public Transportation System: The entirety of a transit provider's operations, including the services provided through contractors.

Public Transportation Agency Safety Plan: A transit provider's documented comprehensive agency safety plan that is required by 49 U.S.C. 5329.

Recipient: An entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient.

Rolling Stock: A revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

Service Vehicle: A unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

State of Good Repair (SGR): The condition in which a capital asset is able to operate at a full level of performance.

Subrecipient: An entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

TERM Scale: The five (5) category rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0—Excellent, 4.0—Good; 3.0—Adequate, 2.0—Marginal, and 1.0—Poor.

Tier I Provider: A recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

Tier II Provider: A recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

Transit Asset Management (TAM): The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

Transit Asset Management (TAM) Plan: A plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

Transit Asset Management (TAM) Policy: A transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

Transit Asset Management (TAM) Strategy: The approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit Asset Management (TAM) System: A strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

Transit Provider (provider): Recipient or subrecipient of Federal financial assistance under 49 U.S.C. Chapter 53 that owns, operates, or manages capital assets used in providing public transportation.

Useful life: Either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

Useful life benchmark (ULB): The expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.

SECTION II: Asset Inventory

Paratransit, Inc. owns, operates and has a direct capital responsibility for the following assets. The TAM Plan is comprised of revenue vehicles and equipment (Table 2.1.1).

Table 2.1.1: Capital Asset Inventory

Asset Listing	Total Number	Replacement Cost/Each	% Past ULB	Capital Need
Revenue Vehicles	97			\$12,205,000
<i>Large Cutaway Buses (LCU)</i>	1	\$165,000	100%	\$165,000
<i>Cutaway Buses (CU)</i>	88	\$130,000	88%	\$11,440,000
<i>Minivans (VN)</i>	8	\$75,000	100%	\$600,000
Non-Revenue Vehicles/Equipment	8			\$610,000
<i>Minivans (VN)</i>	6	\$75,000	100%	\$450,000
<i>Support Vehicles (AO)</i>	2	\$80,000	100%	\$160,000

Revenue Vehicles:

Revenue vehicles are used in providing public transportation to the community we serve. These vehicles are used to transport passengers. The Paratransit owns 89 buses which provide fixed route service, demand response and paratransit services.

For a full listing of revenue vehicles, please refer to Appendix I.

SECTION III: Asset Condition Assessment

The revenue vehicles condition assessment includes assigning a condition rating to all rolling stock assets for which Paratransit owns or has direct capital responsibility. Paratransit is using the ULB in years to assess the condition of each revenue vehicle.

Table 3.1.1 Asset Condition Summary

Asset Category/Class	Total Number	Avg Age	Avg TERM	% Past ULB
Revenue Vehicles	97	8.9	3.72	89.7%
<i>LCU</i>	1	17	3	100%
<i>CU</i>	88	8.35	3.84	88.6%
<i>VN- Minivan</i>	8	14	2.5	100%
Non-Revenue Vehicles/Equipment	8	14.5	2.75	100%
<i>AO - Non-Revenue</i>	6	9	3	100%
<i>VN- Non-Revenue</i>	2	20	2.5	100%

As illustrated in the previous table, 89.7% of buses have met or passed their useful life benchmark. Paratransit is working to replace buses according to the fleet replacement model to meet plan targets.

SECTION IV: Decision Support/Explanation

Investment decision-making, including project selection, is a vital component to the continued growth and success of Paratransit. To this end, the following steps are taken in order to identify and prioritize projects, including but not limited to: maintenance, operations, IT, grants and finance, and procurement (Table 4.1.1)

Table 4.1.1 Decision Support Process

Step Number	Process
1	Review needs based on safety, deficiencies, asset ULB, customer demand, maintenance needs, new laws/regulations in place
2	Prioritize projects and identify funding sources for each
3	Develop official priority list and present to Paratransit Board if needed
4	Follow procurement, RFP or award process depending on funding sources used
5	Paratransit Board approval and contract awarded. Appropriate departments notified i.e. maintenance and ops for new revenue vehicles
6	Project/program implementation and monitoring

The performance targets for this plan are included in Table 4.1.2

Table 4.1.2 Performance Targets

Item Description	Actual	Target
All revenue rolling stock at or beyond ULB	89.7%	60%
All support vehicles / equipment at or beyond ULB	100%	25%
Miles between Road Calls	39,482	50,000

In addition to the decision support process, staff uses a variety of other tools to make investment decisions such as: electronic software EAM for fleet maintenance and replacement, investment planning, written policy manuals and the bus replacement schedule spreadsheet. Table 4.1.3 is an explanation of the decision support tools.

Table 4.1.3 Explanation of Decision Support Tools

Documents	Description
Fleet Management	The fleet maintenance plan includes PM schedules, work order process, fleet department responsibilities, and vendor contracts and inspections.
Procurement Manual	The procurement manual lists all FTA purchasing policies, contract/bidding requirements and regulations, asset purchasing procedures and asset disposal procedures.
TAM Plan	The Paratransit TAM plan contains the condition of assets (facilities, rolling stock, and equipment) used in providing public transportation. The plan is a guide to help plan optimal prioritization of funding in order to keep assets in a State of Good Repair (SGR). The TAM plan also includes capital asset inventory, condition assessment of assets, decision support tools and investment prioritization.

SECTION V: Investment Prioritization

Paratransit, Inc. intends to do on-going investment prioritization analysis to:

1. Determine what capital investments are needed, cost of each and when they need to be implemented in order to maintain SGR.
2. Rank SGR projects in order of priority.

Currently Paratransit, Inc. has identified 1 major project that is high priority (Table 5.1).

Table 5.1 Investment Prioritization Projects

Project Year	Project Name	Asset Category	Asset Class	Cost	Priority
2024	Revenue Service Support Vehicle Replacement: 5339 funds	Revenue Vehicles	VN	\$400,000	High
2024	Facilities: Addition of bus signs and benches to Fixed Routes: 5339 funds	Facilities	FA	\$125,000	High
2024	Revenue Service Support: In-Vehicle Camera Replacement Project: 5339 funds	Revenue Vehicles: Capital Equipment	CU; LCU; VN	\$600,000	High
2024	Facilities: Corporation Yard asphalt replacement/ resurfacing and updated fencing: Bus and Bus Facilities funds/ Community Project funding	Facilities	FA	\$1,000,000	High

SECTION VI: Conclusion

Paratransit, Inc.'s TAM plan is considered a "living" document and it is important to review and revise it annually. As of January 1, 2024 the plan will help build the following fiscal year's budget by serving as a baseline of asset performance and management. As more data and information is collected and recorded, additional goals will be included to support asset maintenance and replacement.

The Paratransit, Inc. TAM Plan will help the Agency to meet its goal of safe, efficient, reliable and accessible public transportation. Also, the TAM plan will also encourage and follow the State of Good Repair indicators and thus maintain or improve the condition of facility, rolling

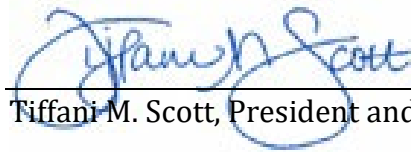
stock, and equipment assets.

The TAM plan will facilitate:

- ✓ Identifying and limiting safety risks
- ✓ Prioritizing investments
- ✓ Help to increase system reliability and accessibility
- ✓ Decrease in maintenance costs
- ✓ Increase of overall system performance

The accountable executive responsible for the implementation of the Transit Asset Management Plan is the Paratransit, Inc. President and CEO.

SECTION VII: Plan Approval



Tiffani M. Scott, President and CEO

April 19, 2024

Date

SECTION VIII: Appendices

A. Asset Listings and Asset TERM Ratings

Appendix A: Asset Listings and Asset TERM Ratings

Vehicles

PARATRANSIT FLEET

	Pending Auction Sale	CTSA BUSES		CNG BUSES	NOT IN SERVICE - on Maintenance Hold			RENTAL VEHICLES
BUS #	VIN #	LICENSE #	YEAR	MAKE	MODEL	LOCATION	FUEL TYPE	AMB & W/C Capacity
026	2D4FV47T16H503580	1493426	2006	DODGE	MAGNUM	Assign To STJ	Unleaded	3 / 0 W/C
035	2D4RN4DE5AR296536	1493111	2010	DODGE	CARAVAN	PI	Unleaded	3 / 1 W/C
036	2D4RN4DE9AR296538	1493112	2010	DODGE	CARAVAN	PI	Unleaded	3 / 1 W/C
040	2D4RN4DE2AR296591	1493078	2010	DODGE	CARAVAN	PI	Unleaded	3 / 1 W/C
044	2D4RN4DE7AR296618	1498609	2010	DODGE	CARAVAN	PI	Unleaded	3 / 1 W/C
047	2D4RN4DE4AR297080	1493076	2010	DODGE	CARAVAN	PI	Unleaded	3 / 1 W/C
049	2D4RN4DE0AR297089	1493148	2010	DODGE	CARAVAN	PI	Unleaded	3 / 1 W/C
050	2D4RN4DE9AR297107	1493105	2010	DODGE	CARAVAN	PI	Unleaded	3 / 1 W/C
051	2D4RN4DE2AR297109	1493136	2010	DODGE	CARAVAN	Assign To Easter Seal	Unleaded	3 / 1 W/C
080	3B6MC36W51M244543	1493135	2001	DODGE	RAM	PI	Unleaded	3 / 0 W/C
082	1GBE5C1G87F411274	1493085	2007	CHEVY	C5500	PI	Unleaded	mic with desks
426	1FDXE45S97DB36885	1493108	2007	FORD	E450	PENDING AUCTION	Unleaded	4 / 5 W/C
429	1FDXE45S37DB36896	1493370	2007	FORD	E450	PENDING AUCTION	Unleaded	6 / 5 W/C
432	1FDXE45S27DB43838	1498300	2007	FORD	E450	Assign To Easter Seal	Unleaded	pending decision
445	1FDXE45S77DB36884	1493183	2007	FORD	E450	PENDING AUCTION	Unleaded	
446	1FDXE45S17DB36895	1493153	2007	FORD	E450	Assign To Easter Seal	Unleaded	
449	1FD4E45S18DB23519	1493141	2008	FORD	E450	Assign To Easter Seal	Unleaded	
450	1FD4E45SX8DB23521	1493229	2008	FORD	E450	Assign To Easter Seal	Unleaded	16 / 6 W/C
456	1FD4E45S8DA78035	1493407	2008	FORD	E450	PENDING AUCTION	Unleaded	16 / 6 W/C
458	1FD4E45S98DA78037	1491837	2008	FORD	E450	Assign To SSI 06/01/23	Unleaded	8 / 6 W/C
459	1FD4E45S68DA81011	1498961	2008	FORD	E450	PENDING AUCTION	Unleaded	
460	1FD4E45SX9DA57157	1493392	2009	FORD	E450	Assign To SSII	Unleaded	
462	1FD4E45S39DA57162	1493109	2009	FORD	E450	Assign To SSII 03/31/23	Unleaded	8 / 6 W/C
463	1FD4E45S09DA69270	1498962	2009	FORD	E450	PENDING AUCTION	Unleaded	
466	1FD4E45SX9DA59684	1493368	2009	FORD	E450	PENDING AUCTION	Unleaded	0 / 6 W/C
467	1FD4E45S19DA59685	1493227	2009	FORD	E450	PENDING AUCTION	Unleaded	8 / 6 W/C
522	1FD4E4FS0BDA39402	1493139	2011	FORD	E450	PI	Unleaded	16 / 6 W/C
523	1FD4E4FS2BDA72823	1493185	2011	FORD	E450	PI	Unleaded	16 / 6 W/C
524	1FD4E4FS4BDA72824	1493154	2011	FORD	E450	PI	Unleaded	16 / 6 W/C
525	1FD4E4FS6BDA72825	1493186	2011	FORD	E450	PI	Unleaded	16 / 6 W/C
526	1FD4E4FS7BDA91433	1493143	2011	FORD	E450	PI	Unleaded	16 / 6 W/C
527	1FD4E4FS9BDA91434	1493187	2011	FORD	E450	PI	Unleaded	16 / 6 W/C

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528	1FDFE4FS0BDA91435	1493188	2011	FORD	E450	PI	Unleaded	16 / 7 W/C
529	1FDFE4FS2BDA91436	1493189	2011	FORD	E450	PI	Unleaded	16 / 6 W/C
530	1FDFE4FS4BDA91437	1491835	2011	FORD	E450	PI	Unleaded	16 / 6 W/C
592	1FDFE4FS5HDC49213	1536784	2017	FORD	E450	PI	CNG	At CBS 07/17/21
593	1FDFE4FS5HDC49308	1536785	2017	FORD	E450	PI	CNG	6 / 5 W/C
594	1FDFE4FS7HDC49309	1536772	2017	FORD	E450	PI	CNG	6 / 5 W/C
595	1FDFE4FS3HDC49310	1536773	2017	FORD	E450	PI	CNG	6 / 5 W/C
596	1FDFE4FS5HDC49311	1534047	2017	FORD	E450	PI	CNG	6 / 5 W/C
597	1FDFE4FS7HDC49312	1536774	2017	FORD	E450	PI	CNG	6 / 5 W/C
598	1FDFE4FS9HDC49313	1536786	2017	FORD	E450	PI	CNG	6 / 5 W/C
599	1FDFE4FS0HDC49314	1536787	2017	FORD	E450	PI	CNG	6 / 5 W/C
600	1FDFE4FS2HDC49315	1536761	2017	FORD	E450	PI	CNG	6 / 5 W/C
601	1FDFE4FS4HDC49316	1536788	2017	FORD	E450	PI	CNG	6 / 5 W/C
602	1FDFE4FS6HDC49317	1396193	2017	FORD	E450	PI	CNG	14 / 2 W/C
603	1FDFE4FS8HDC49318	1534045	2017	FORD	E450	PI	CNG	6 / 5 W/C
604	1FDFE4FSXHDC49319	1536847	2017	FORD	E450	PI	CNG	6 / 5 W/C
605	1FDFE4FS6HDC49320	1534046	2017	FORD	E450	PI	CNG	6 / 5 W/C
606	1FDFE4FS8HDC49321	1538500	2017	FORD	E450	PI	CNG	6 / 5 W/C
607	1FDFE4FS8HDC49322	1534048	2017	FORD	E450	PI	CNG	6 / 5 W/C
608	1FDFE4FS8HDC49349	1538501	2017	FORD	E450	PI	CNG	16 / 5 W/C
609	1FDFE4FS4HDC49350	1536789	2017	FORD	E450	PI	CNG	16 / 5 W/C
610	1FDFE4FS6HDC49351	1538504	2017	FORD	E450	PI	CNG	16 / 5 W/C
611	1FDFE4FS8HDC49352	1396192	2017	FORD	E450	PI	CNG	16 / 5 W/C
612	1FDFE4FS5HDC62043	1538496	2017	FORD	E450	EGA-loaner	CNG	
613	1FDFE4FS6HDC62049	1538497	2017	FORD	E450	PI-Pending Assignment	CNG	8 / 2 W/C
614	1FDFE4FS4HDC62048	1396190	2017	FORD	E450	EGA-loaner	CNG	
615	1FDFE4FS4HDC62051	1536845	2017	FORD	E450	PI	CNG	8 / 2 W/C
616	1FDFE4FS3HDC62056	1538498	2017	FORD	E450	PI	CNG	8 / 2 W/C
617	1FDFE4FS5HDC62057	1536849	2017	FORD	E450	Assign to Elk Grove A.	CNG	
618	1FDFE4FS5HDC62060	1396191	2017	FORD	E450	Assign to Elk Grove A.	CNG	8 / 2 W/C
619	1FDFE4FS9HDC62062	1538499	2017	FORD	E450	Assign to Asian C. Center	CNG	8 / 2 W/C
620	1FDFE4FS8HDC66152	1536846	2017	FORD	E450	Assign to Asian C. Center	CNG	
621	1FDFE4FS7HDC68524	1539697	2017	FORD	E450	PI	CNG	16 / 5 W/C
622	1FDFE4FS0HDC68526	1548177	2017	FORD	E450	PI	CNG	16 / 5 W/C
623	1FDFE4FS4HDC68528	1544597	2017	FORD	E450	PI	CNG	16 / 5 W/C
624	1FDFE4FS6HDC68529	1539695	2017	FORD	E450	PI	CNG	16 / 5 W/C

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625	1FDFE4FS2HDC68530	1539698	2017	FORD	E450	PI	CNG	16 / 5 W/C
626	1FDFE4FSXHDC68534	1539667	2017	FORD	E450	PI	CNG	16 / 5 W/C
627	1FDFE4FS1HDC68535	1539665	2017	FORD	E450	PI	CNG	16 / 5 W/C
628	1FDFE4FS9HDC68542	1544595	2017	FORD	E450	PI	CNG	16 / 5 W/C
629	1FDFE4FS2HDC68544	1539696	2017	FORD	E450	PI	CNG	At Vehicle Wrap 07/22/21
630	1FDFE4FS6HDC68546	1544596	2017	FORD	E450	PI	CNG	16 / 5 W/C
631	1FDFE4FS7HDC76042	1550123	2017	FORD	E450	PI	CNG	6 / 5 W/C
632	1FDFE4FS9HDC76043	1544598	2017	FORD	E450	PI	CNG	16 / 5 W/C
633	1FDFE4FS4HDC76046	1550124	2017	FORD	E450	PI	CNG	6 / 5 W/C
634	1FDFE4FS9HDC76060	1550129	2017	FORD	E450	PI	CNG	16 /
635	1FDFE4FS0HDC76061	1550133	2017	FORD	E450	PI	CNG	6 / 5 W/C
636	1FDFE4FS4HDC76063	1550845	2017	FORD	E450	PI	CNG	6 / 5 W/C
637	1FDFE4FS6HDC76064	1550131	2017	FORD	E450	PI	CNG	6 / 5 W/C
638	1FDFE4FS3HDC76068	1550130	2017	FORD	E450	PI	CNG	6 / 5 W/C
639	1FDFE4FS1HDC76070	1548175	2017	FORD	E450	PI	CNG	
640	1FDFE4FS3HDC76071	1544599	2017	FORD	E450	PI	CNG	16 / 5 W/C
641	1FDFE4FS9HDC76074	1550122	2017	FORD	E450	PI	CNG	8 / 5 W/C
642	1FDFE4FS0HDC76075	1550125	2017	FORD	E450	PI	CNG	6 / 5 W/C
643	1FDFE4FS2HDC76076	1550132	2017	FORD	E450	PI	CNG	6 / 5 W/C
644	1FDFE4FS4HDC76077	1550846	2017	FORD	E450	PI	CNG	6 / 5 W/C
645	1FDFE4FS6HDC76047	1550121	2017	FORD	E450	PI	CNG	6 / 5 W/C
646	1FDFE4FN0RDD30101	1680304	2024	STRC	E450	Assigned to Sutter	Unleaded	
647	1FDFE4FN1RDD27966	1680301	2024	STRC	E450	Assigned to Sutter	Unleaded	
648	1FDFE4FN2RDD26079	1680296	2024	STRC	E450	Assigned to Sutter	Unleaded	
649	1FDFE4FN4RDD25936	1680297	2024	STRC	E450	Assigned to Sutter	Unleaded	
650	1FDFE4FN4RDD26066	1680295	2024	STRC	E450	PI	Unleaded	
651	1FDFE4FN5RDD27193	1680300	2024	STRC	E450	PI	Unleaded	
652	1FDFE4FN5RDD27937	1680303	2024	STRC	E450	PI	Unleaded	
653	1FDFE4FN6RDD27283	1680299	2024	STRC	E450	PI	Unleaded	
654	1FDFE4FN7RDD26143	1680298	2024	STRC	E450	PI	Unleaded	
655	1FDFE4FN8RDD27446	1680302	2024	STRC	E450	PI	Unleaded	
DM075	5FNRL3H9XAB108941	7RTP940	2010	HONDA	ODYSSEY	PI	Rental Vehicle	4 / 1 W/C
DM077	2C7WDGCG0FR557265	7TKX779	2015	DODGE	GRAND CARAVAN	PI	Rental Vehicle	4 / 1 W/C
DM083	2C4RDGCG7FR744917	7ZHL134	2018	DODGE	GRAND CARAVAN	PI	Rental Vehicle	4 / 1 W/C
DM084	2C7WC1BG0GR239021	7ZGN172	2016	CHRYSLER	TOWN & COUNTRY	PI	Rental Vehicle	4 / 1 W/C
DM085	2C7WDGXGR357754	7YNW198	2016	DODGE	GRAND CARAVAN	PI	Rental Vehicle	4 / 1 W/C
DM086	2C7WC1BG8DR662148	8BVW400	2013	CHRYSLER	TOWN & COUNTRY	PI	Rental Vehicle	4 / 1 W/C

BUS #	YEAR	MAKE	MODEL	ASSET CLASS	AGE	ULB	RETIREMENT YEAR ELIGIBLE	TERM RATING	TERM CONDITION
026	2006	DODGE	MAGNUM	AO	18	5	2011	2	MARGINAL
035	2010	DODGE	CARAVAN	VN	14	5	2015	2.5	MARGINAL
036	2010	DODGE	CARAVAN	VN	14	5	2015	2.5	MARGINAL
040	2010	DODGE	CARAVAN	VN	14	5	2015	2.5	MARGINAL
044	2010	DODGE	CARAVAN	VN	14	5	2015	2.5	MARGINAL
047	2010	DODGE	CARAVAN	VN	14	5	2015	2.5	MARGINAL
049	2010	DODGE	CARAVAN	VN	14	5	2015	2.5	MARGINAL
050	2010	DODGE	CARAVAN	VN	14	5	2015	2.5	MARGINAL
051	2010	DODGE	CARAVAN	VN	14	5	2015	2.5	MARGINAL
080	2001	DODGE	RAM	AO	23	5	2015	3	ADEQUATE
082	2007	CHEVY	C5500	LCU	17	7	2014	3	ADEQUATE
426	2007	FORD	E450	CU	17	5	2012	3	ADEQUATE
429	2007	FORD	E450	CU	17	5	2012	3	ADEQUATE
432	2007	FORD	E450	CU	17	5	2012	3	ADEQUATE
445	2007	FORD	E450	CU	17	5	2012	3	ADEQUATE
446	2007	FORD	E450	CU	17	5	2012	3	ADEQUATE
449	2008	FORD	E450	CU	16	5	2013	3	ADEQUATE
450	2008	FORD	E450	CU	16	5	2013	3	ADEQUATE
456	2008	FORD	E450	CU	16	5	2013	3	ADEQUATE
458	2008	FORD	E450	CU	16	5	2013	3	ADEQUATE
459	2008	FORD	E450	CU	16	5	2013	3	ADEQUATE
460	2009	FORD	E450	CU	15	5	2014	3	ADEQUATE
462	2009	FORD	E450	CU	15	5	2014	3	ADEQUATE
463	2009	FORD	E450	CU	15	5	2014	3	ADEQUATE
466	2009	FORD	E450	CU	15	5	2014	3	ADEQUATE
467	2009	FORD	E450	CU	15	5	2014	3	ADEQUATE
522	2011	FORD	E450	CU	13	5	2016	3	ADEQUATE
523	2011	FORD	E450	CU	13	5	2016	3	ADEQUATE
524	2011	FORD	E450	CU	13	5	2016	3	ADEQUATE
525	2011	FORD	E450	CU	13	5	2016	3	ADEQUATE
526	2011	FORD	E450	CU	13	5	2016	3	ADEQUATE
527	2011	FORD	E450	CU	13	5	2016	3	ADEQUATE
528	2011	FORD	E450	CU	13	5	2016	3	ADEQUATE
529	2011	FORD	E450	CU	13	5	2016	3	ADEQUATE
530	2011	FORD	E450	CU	13	5	2016	3	ADEQUATE
592	2017	FORD	E450	CU	7	5	2023	4	GOOD
593	2017	FORD	E450	CU	7	5	2023	4	GOOD
594	2017	FORD	E450	CU	7	5	2023	4	GOOD
595	2017	FORD	E450	CU	7	5	2023	4	GOOD
596	2017	FORD	E450	CU	7	5	2023	4	GOOD
597	2017	FORD	E450	CU	7	5	2023	4	GOOD

598	2017	FORD	E450	CU	7	5	2023	4	GOOD
599	2017	FORD	E450	CU	7	5	2023	4	GOOD
600	2017	FORD	E450	CU	7	5	2023	4	GOOD
601	2017	FORD	E450	CU	7	5	2023	4	GOOD
602	2017	FORD	E450	CU	7	5	2023	4	GOOD
603	2017	FORD	E450	CU	7	5	2023	4	GOOD
604	2017	FORD	E450	CU	7	5	2023	4	GOOD
605	2017	FORD	E450	CU	7	5	2023	4	GOOD
606	2017	FORD	E450	CU	7	5	2023	4	GOOD
607	2017	FORD	E450	CU	7	5	2023	4	GOOD
608	2017	FORD	E450	CU	7	5	2023	4	GOOD
609	2017	FORD	E450	CU	7	5	2023	4	GOOD
610	2017	FORD	E450	CU	7	5	2023	4	GOOD
611	2017	FORD	E450	CU	7	5	2023	4	GOOD
612	2017	FORD	E450	CU	7	5	2023	4	GOOD
613	2017	FORD	E450	CU	7	5	2023	4	GOOD
614	2017	FORD	E450	CU	7	5	2023	4	GOOD
615	2017	FORD	E450	CU	7	5	2023	4	GOOD
616	2017	FORD	E450	CU	7	5	2023	4	GOOD
617	2017	FORD	E450	CU	7	5	2023	4	GOOD
618	2017	FORD	E450	CU	7	5	2023	4	GOOD
619	2017	FORD	E450	CU	7	5	2023	4	GOOD
620	2017	FORD	E450	CU	7	5	2023	4	GOOD
621	2017	FORD	E450	CU	7	5	2023	4	GOOD
622	2017	FORD	E450	CU	7	5	2023	4	GOOD
623	2017	FORD	E450	CU	7	5	2023	4	GOOD
624	2017	FORD	E450	CU	7	5	2023	4	GOOD
625	2017	FORD	E450	CU	7	5	2023	4	GOOD
626	2017	FORD	E450	CU	7	5	2023	4	GOOD
627	2017	FORD	E450	CU	7	5	2023	4	GOOD
628	2017	FORD	E450	CU	7	5	2023	4	GOOD
629	2017	FORD	E450	CU	7	5	2023	4	GOOD
630	2017	FORD	E450	CU	7	5	2023	4	GOOD
631	2017	FORD	E450	CU	7	5	2023	4	GOOD
632	2017	FORD	E450	CU	7	5	2023	4	GOOD
633	2017	FORD	E450	CU	7	5	2023	4	GOOD
634	2017	FORD	E450	CU	7	5	2023	4	GOOD
635	2017	FORD	E450	CU	7	5	2023	4	GOOD
636	2017	FORD	E450	CU	7	5	2023	4	GOOD
637	2017	FORD	E450	CU	7	5	2023	4	GOOD
638	2017	FORD	E450	CU	7	5	2023	4	GOOD

639	2017	FORD	E450	CU	7	5	2023	4	GOOD
640	2017	FORD	E450	CU	7	5	2023	4	GOOD
641	2017	FORD	E450	CU	7	5	2023	4	GOOD
642	2017	FORD	E450	CU	7	5	2023	4	GOOD
643	2017	FORD	E450	CU	7	5	2023	4	GOOD
644	2017	FORD	E450	CU	7	5	2023	4	GOOD
645	2017	FORD	E450	CU	7	5	2023	4	GOOD
646	2024	STRC	E450	CU	0	5	2029	5	EXCELLENT
647	2024	STRC	E450	CU	0	5	2029	5	EXCELLENT
648	2024	STRC	E450	CU	0	5	2029	5	EXCELLENT
649	2024	STRC	E450	CU	0	5	2029	5	EXCELLENT
650	2024	STRC	E450	CU	0	5	2029	5	EXCELLENT
651	2024	STRC	E450	CU	0	5	2029	5	EXCELLENT
652	2024	STRC	E450	CU	0	5	2029	5	EXCELLENT
653	2024	STRC	E450	CU	0	5	2029	5	EXCELLENT
654	2024	STRC	E450	CU	0	5	2029	5	EXCELLENT
655	2024	STRC	E450	CU	0	5	2029	5	EXCELLENT
DM075	2010	HONDA	ODYSSEY	VN	14	5	2015	3	ADEQUATE
DM077	2015	DODGE	GRAND CARAVAN	VN	9	5	2020	2.5	MARGINAL
DM083	2018	DODGE	GRAND CARAVAN	VN	6	5	2023	3	ADEQUATE
DM084	2016	CHRYSLER	TOWN & COUNTRY	VN	8	5	2021	3	ADEQUATE
DM085	2016	DODGE	GRAND CARAVAN	VN	8	5	2021	3	ADEQUATE
DM086	2013	CHRYSLER	TOWN & COUNTRY	VN	11	5	2018	2.5	MARGINAL

Fixed Asset

ModelYear	ManufacturerID	ModelID	EquipmentDescription	AssetCategoryID
2003	MAINTENANCE	MAINTENANCE	LUBE SYSTEM -	MAINTENANCE
2003	MAINTENANCE	MAINTENANCE	SHOP EXHAUST SYSTEM -	MAINTENANCE
2003	MAINTENANCE	MAINTENANCE	FUEL TANKS -	MAINTENANCE
2003	MAINTENANCE	MAINTENANCE	FUEL TANKS -	MAINTENANCE
1995	MAINTENANCE	MAINTENANCE	ISTEA I - ENGINE ANALYZER -	MAINTENANCE
1996	MAINTENANCE	MAINTENANCE	WHEEL BALANCER -	MAINTENANCE
1997	MAINTENANCE	MAINTENANCE	BRAKE LATHE: BRAKE LATHE -	MAINTENANCE
2003	MAINTENANCE	MAINTENANCE	SHOP FLOOR BUFFER -	MAINTENANCE
2006	MAINTENANCE	MAINTENANCE	ANALYZER BATTERY TESTER -	MAINTENANCE
2007	MAINTENANCE	MAINTENANCE	FUEL PUMP CANOPY (4 OF 4) -	MAINTENANCE
2011	WARTHOG	WARTHOG 6	WARTHOG 6 ADAPTER PACKAGE -	MAINTENANCE
2013	MAINTENANCE	MAINTENANCE	WHEEL BALANCER -	MAINTENANCE
2007	MAINTENANCE	MAINTENANCE	PETRO VEND EQUIPMENT/SOFTWARE -	MAINTENANCE
2011	MAINTENANCE	MAINTENANCE	TRANS IN-LINE FLUID -	MAINTENANCE
2012	MAINTENANCE	VCM KIT	LAPTOP -	MAINTENANCE
2004	OFFICE	OFFICE	AUDITORIUM AV SYSTEM -	OFFICE
2011	ANGELTRAX	OFFICE	ANGELTRAX SURV SYS PROP 1B 2009/10	OFFICE
2012	OFFICE	OFFICE	ACCESS & CAMERA EQUIPMENT PROP 1B 09/10	OFFICE
2006	OFFICE	OFFICE	IVR PROJECT -	OFFICE
2006	OFFICE	OFFICE	IVR PROJECT -	OFFICE
2006	OFFICE	OFFICE	IVR PROJECT -	OFFICE
2012	ZONAR	ZONAR	ZONAR SYSTEMS ON-BOARD BUS EQT FREIGHT	VEHICLE
2013	VMWARE	VSPHERE	VMWARE VSPHERE DATA STORAGE -	OFFICE
2013	VEHICLES	VEHICLES	MOBILE DIGITAL VIDEO RECORDERS -	VEHICLE
1999	MDT	MDT	MDT PROJECT -	VEHICLE
2000	MDT	MDT	MDT PROJECT -	VEHICLE
2000	MDT	MDT	MDT PROJECT -	VEHICLE
2000	MDT	MDT	MDT PROJECT -	VEHICLE
2001	VEHICLES	VEHICLES	MDT PROJECT -	VEHICLE
2001	VEHICLES	VEHICLES	MDT PROJECT -	VEHICLE
2001	VEHICLES	VEHICLES	MDT PROJECT -	VEHICLE
2002	VEHICLES	VEHICLES	MDT PROJECT -	VEHICLE
2002	VEHICLES	VEHICLES	MDT PROJECT -	VEHICLE
2008	VEHICLES	VEHICLES	19 RANGERS V1.1 CYCLE 36-38 FY08 5310	VEHICLE
2002	VEHICLES	VEHICLES	MDT PROJECT -	VEHICLE
2012	WILL BURT	PNEUMATIC MAST	RADIOS-MJR PROJ: 08/09 PROP 1B 50302	VEHICLE
2014	VEHICLES	VEHICLES	EVERYTHING RADIOS EQUIPMENT UPGRADE	VEHICLE
2015	VEHICLES	VEHICLES	TRAPEZE SOFTWARE GROUP RANGER 4.3 ASMBLY	VEHICLE
2015	VEHICLES	VEHICLES	TRAPEZE SOFTWARE GROUP RANGER 4.3 SYSTEM	VEHICLE
2015	VEHICLES	VEHICLES	EMRGCY VEH OUTFITTERS RANGER VEHUPGRADES	VEHICLE
2015	VEHICLES	VEHICLES	EMRGCY VEH OUTFITTERS RANGER VEHUPGRADES	VEHICLE
2015	VEHICLES	VEHICLES	TRAPEZE SOFTWARE GROUP PROJ 5017-801 EAM	VEHICLE
2016	VEHICLES	VEHICLES	EVO RANGER VEHICLE UPGRADES -	VEHICLE
2015	VEHICLES	VEHICLES	TRAPEZE SOFTWARE GROUP RANGER 4.2	VEHICLE
2015	VEHICLES	VEHICLES	TRAPEZE SOFTWARE GROUP RANGER 4.3	VEHICLE
2010	OFFICE	OFFICE	ARRA TELEPHONE SYSTEM-PAYMENT #2 FY10	OFFICE
2001	IT	IT	SONITROL EQUIPMENT -	OFFICE
2002	OFFICE	OFFICE	AIR CONDITIONER -	OFFICE
2003	OFFICE	OFFICE	AIR CONDITIONER -	OFFICE
2004	OFFICE	OFFICE	AIR CONDITIONER -	OFFICE
2004	OFFICE	OFFICE	FRONT FACILITY SIGN -	OFFICE
2005	OFFICE	OFFICE	AUDITORIUM AV SYSTEM -	OFFICE
2006	OFFICE	OFFICE	FIRE EXTINGUISHER TRAINING SYSTEM -	OFFICE
2007	OFFICE	OFFICE	DELTA EMERGENCY GENERATOR -	OFFICE

2016	BUILDING	BUILDING	ACCO ENGINEERED SYSTEMS A/C UNIT -	BUILDING
2016	BUILDING	BUILDING	MCM ROOFING & THE GARL & CO. ROOF RSTRN	BUILDING
2016	BUILDING	BUILDING	MCM ROOFING & THE GARL & CO. ROOF RSTRN	BUILDING
2016	BUILDING	BUILDING	MCM ROOFING & THE GARL & CO. ROOF RSTRN	BUILDING
2007	OFFICE	OFFICE	MENTOR ENGINEERING MDCS (2) -	OFFICE
2007	OFFICE	OFFICE	500F 16V MODULE -	OFFICE
2007	VEHICLES	VEHICLES	CABLE, FUSE EQUIPMENT -	OFFICE
2007	MICROSOFT	SQL SERVER 2005	SQL SERVER 2005 -	OFFICE
2007	OFFICE	OFFICE	ZONAR GPS SYSTEM INSTALLATION PI BUSES -	OFFICE
2007	OFFICE	OFFICE	ELECTRONIC INVENTORY FOR BUSES -	OFFICE
2007	OFFICE	OFFICE	ELECTRONIC INVENTORY FOR BUSES -	OFFICE
2007	OFFICE	OFFICE	CABLES FOR RADIO UPGRADE -	OFFICE
2008	OFFICE	OFFICE	RADIOS/STANDS FOR CTSA VEHICLES -	OFFICE
2010	PLANTRONICS	HEADSET	ARRA PHONE PROJECT EQUIPMENT FY10 ARRA	OFFICE
2011	MENTOR	RANGER BBX V3.2	BBX V3.2 USB 24 V POWER AND SOFTWARE -	OFFICE
2012	DELL	OPTIPLEX	BACKUP SERVER -	OFFICE
2014	MERAKI	MR58	MERAKI MR58 WIRELESS ACCESS POINT -	OFFICE
2014	VEHICLES	VEHICLES	MOBILE DVR UNITS WITH PANIC BUTTON -	VEHICLE
2014	LENOVO	THINKSERVER	LENOVO THINKSERVER AND HDD -	OFFICE
2015	DELL	OPTIPLEX 3020	DELL OPTIPLEX 3020 PC DESKTOP -	OFFICE
2015	DELL	OPTIPLEX 3020	DELL OPTIPLEX 3020 PC DESKTOP -	OFFICE
2015	VEHICLES	VEHICLES	GENERAL LABOR TO INSTALL ANGELTRAX	VEHICLE
2015	OFFICE	OFFICE	ZONAR V3 3G UPGRADE TRADITIONAL -	OFFICE
2015	OFFICE	OFFICE	SILKE COMMUNICATIONS RADIOPRO DISPATCH	OFFICE
2015	OFFICE	OFFICE	ZONAR V3 3G UPGRADE TRADITIONAL -	OFFICE
2015	DELL	OPTIPLEX 3020	DELL OPTIPLEX 3020 PC TOWER -	OFFICE
2014	BUILDING	BUILDING	SONITROL SECURITY CAMERA CCTV	BUILDING
1998	BUILDING	BUILDING	2501FLORIN ROAD PROPERTY -	BUILDING
1998	LAND	LAND	2501 FLORIN ROAD PROPERTY - LAND -	LAND
2001	BUILDING	BUILDING	2501FLORIN ROAD PROPERTY -	BUILDING
2016	CISCO	CISCO MERAKI	CISCO MERAKI CLOUD MANAGED SWITCHES -	OFFICE
2016	LENOVO	M800	LENOVO THINKCENTRE M800 PC DESKTOP -	OFFICE
2001	VEHICLES	VEHICLES	MDT PROJECT -	VEHICLE
2002	VEHICLES	VEHICLES	MENTOR ENGINEERING INC. -	VEHICLE
2002	VEHICLES	VEHICLES	MDT PROJECT -	VEHICLE
2004	VEHICLES	VEHICLES	MENTOR ENGINEERING INC. -	VEHICLE
2008	VEHICLES	VEHICLES	19 RANGERSV1.1 SEE TG-RAD0118	VEHICLE
2015	SYTECH	VEHICLES	SYTECH RIOS INTERFACE CABLES -	VEHICLE
2010	OFFICE	OFFICE	ARRA PHONE SYSTEM - SOFTWARE/EQUIPMENT -	OFFICE
2003	MAINTENANCE	MAINTENANCE	MECHANIZED SHOP DOOR -	MAINTENANCE
2005	MAINTENANCE	MAINTENANCE	MEZZANINE -	MAINTENANCE
2006	MAINTENANCE	MAINTENANCE	AC FLUSH SG/PRCHINE -	MAINTENANCE
2006	MAINTENANCE	MAINTENANCE	FUEL PUMP CANOPY (2 OF 4) -	MAINTENANCE
2008	MAINTENANCE	MAINTENANCE	BRAKE LATHE -	MAINTENANCE
2013	MAINTENANCE	MAINTENANCE	KOOLKARE PLUS R134A A/C SERVICE CENTER -	MAINTENANCE
2016	MAINTENANCE	MAINTENANCE	SAC-VAL SABER CUTTER FLOOR SCRUBBER	MAINTENANCE
2011	MAINTENANCE	MAINTENANCE	FLEXGAS ANALYZER -	MAINTENANCE
2004	OFFICE	OFFICE	AUDITORIUM AV SYSTEM -	OFFICE
2013	OFFICE	OFFICE	JOHNSON CONTROLS FOR DATA ROOM PROJECT	OFFICE
2006	OFFICE	OFFICE	IVR PROJECT -	OFFICE
2012	VEHICLES	VEHICLES	ANGELTRAX SURVEILLANCE CAMERAS	VEHICLE

2016	DELL	POWEREDGE R730	DELL POWEREDGE R730 SERVER -	OFFICE
1999	MDT	MDT	MDT PROJECT -	VEHICLE
2000	MDT	MDT	MDT PROJECT -	VEHICLE
2000	MDT	MDT	MDT PROJECT -	VEHICLE
2002	VEHICLES	VEHICLES	MENTOR ENGINEERING INC. -	VEHICLE
2002	VEHICLES	VEHICLES	MENTOR ENGINEERING INC. -	VEHICLE
2008	VEHICLES	VEHICLES	19 KENWOOD TK-862GK CYC 36-38 FY08 5310	VEHICLE
2012	WILL BURT	PNEUMATIC MAST	RADIOS-MJR PROJ: 08/09 PROP 1B 50302	VEHICLE
2015	NEXEDGE	NX-820HGK	NX-820HGK PROP 1B-CAL EMA 2011/2012	VEHICLE
2016	VEHICLES	VEHICLES	RANGER VEHICLE UPGRADES -	VEHICLE
2010	OFFICE	OFFICE	ARRA PHONE SYSTEM-MJR PROJ: FY10	OFFICE
2010	OFFICE	OFFICE	ARRA PHONE SYSTEM - SOFTWARE/EQUIPMENT -	OFFICE
2003	OFFICE	OFFICE	AIR CONDITIONER -	OFFICE
2005	OFFICE	OFFICE	ICE SG/PRCHINE -	OFFICE
2016	BUILDING	BUILDING	MCM ROOFING & THE GARL & CO. ROOF RSTRN	BUILDING
2016	BUILDING	BUILDING	ACCO ENGINEERED SYSTEMS A/C UNIT -	BUILDING
2001	BUILDING	BUILDING	2501FLORIN ROAD PROPERTY -	BUILDING
2001	BUILDING	BUILDING	2501FLORIN ROAD PROPERTY -	BUILDING
2001	BUILDING	BUILDING	2501FLORIN ROAD PROPERTY -	BUILDING
2004	OFFICE	OFFICE	TRAPEZE SOFTWARE -	OFFICE
2004	OFFICE	OFFICE	TRAPEZE SOFTWARE -	OFFICE
2005	OFFICE	OFFICE	NETWORK EQUIPMENT -	OFFICE
2007	OFFICE	OFFICE	MDC INSTALLATION KIT -	OFFICE
2014	LENOVO	THINKSTATION D3	LENOVO THINKSTATION D30 E5-2609 -	OFFICE
2016	OFFICE	OFFICE	TRAPEZE SOFTWARE GROUP ENT ASSET MANAGER	OFFICE
2003	MAINTENANCE	MAINTENANCE	FUEL TANKS -	MAINTENANCE
1996	MAINTENANCE	MAINTENANCE	BRAKE LATHE & TOOLING -	MAINTENANCE
2016	VEHICLES	VEHICLES	EMERGENCY VEHICLE OUTFITTERS CAMERAS	VEHICLE
2014	BUILDING	BUILDING	HUNT & SONS TANK VAPOR RECOV UNIT UPGRDE	BUILDING
2016	BUILDING	BUILDING	MCM ROOFING & THE GARL & CO. RR MATERIAL	BUILDING
2022	45 DRIVES	STORINATOR S45 ENHANCED	STORINATOR S45	IS
2022	45 DRIVES	STORINATOR S45 ENHANCED	STORINATOR S45	IS
2022	45 DRIVES	STORINATOR C8 ENHANCED	STORINATOR C8 ENHANCED	IS
2022	45 DRIVES	STORINATOR C8 TURBO	STORINATOR C8 TURBO	IS
2022	45 DRIVES	STORINATOR C8 TURBO	STORINATOR C8 TURBO	IS



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 8A**

AGENDA TITLE: Adopt Resolution 08-24 Approving a Sole Source Procurement for Agency Legal Services with Delfino Madden O'Malley Coyle & Koewler, LLP

MEETING DATE: April 29, 2024

PREPARED BY: Tiffani M. Fink, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 08-24 Approving a Sole Source Procurement for Agency Legal Services with Delfino Madden O'Malley Coyle & Koewler, LLP.

BACKGROUND AND DISCUSSION:

Paratransit, Inc. contracts for legal support services in a variety of areas including Labor, Corporate, Governmental and Real Estate services. Rather than having one or two in-house attorney's, it has proven both cost effective and efficient to contract legal services to outside agencies for these services. Currently, the agency has contracts with Thatch and Hooper, Duggan McHugh, Sloan Sakai and Delfino Madden O'Malley Coyle and Koewler, LLP (Delfino Madden). Thatch and Hooper have handled our negotiations with Sacramento Regional Transit, Duggan McHugh is our long standing labor counsel and labor negotiator, and Delfino Madden has recently been brought on Board to help establish PI Housing Solutions, amend our incorporation documents and bylaws, and negotiate the development project legal details for the PI Housing development. Sloak Sakai (Nancy Miller and Osman Mufti) serves as our corporate counsel and represents Paratransit for all general oversight, contracts law matters, and contracts with Sacramento Area Council of Governments, Sacramento Transportation Authority, the

Federal Transit Administration and Sacramento Regional Transit. Nancy Miller has served as lead corporate counsel since our agency inception.

In 2022, as Paratransit began pursuing PI Housing, a significant review of legal services was undertaken to select a firm, and a lead attorney, to best represent our interests in the development. After many referrals, including one from Nancy Miller, Delfino Madden was selected and Elizabeth Leet Jackson was assigned as our lead counsel. As that project has evolved and with it the need for updated Articles of Incorporation, Bylaws and other foundation documents have surfaced, that work has been delegated from Sloan Sakai to Delfino Madden. With PI Housing ready for full incorporation, and operations starting, staff began to work on what representation team would best suit the needs of Paratransit and PI Housing moving forward. Staff has worked with Nancy Miller of Sloan Sakai and Christopher Delfino of Delfino Madden to negotiate a structure that best meets Paratransit and PI Housing's needs and both firms are in mutual agreement with.

The item before the Board would transfer the corporate counsel duties, including general oversight, governance, and contract law matters from Sloan Sakai to Delfino Madden. Elizabeth Leet Jackson would expand her representation services to serve not only as our Corporate Counsel, but would retain her representation lead services for Real Estate and Development services as well. Sloan Sakai (Nancy Miller and Osman Mufti) would remain on as counsel for all contracts and items related to dealings with Sacramento Area Council of Governments, Sacramento Transportation Authority, the Federal Transit Administration and Sacramento Regional Transit.

Due to the extensive work that Delfino Madden has performed to date, their hands on interaction and knowledge of our pending projects, and the mutual agreement of the two firms over a transition of services, staff recommends that a sole source procurement is justified and in the best interest of Paratransit. It is not expected that a formal RFQ would result in a more

beneficial outcome. No changes to other legal counsel assignments are contemplated at this time.

FISCAL IMPACT:

There are no anticipated impacts to the budgeted expenses for legal services at this time and all services remain within our budgeted amounts.

Attachments:

1. Resolution 08-24



RESOLUTION NO. 08-24
APPROVING A SOLE SOURCE PROCUREMENT FOR AGENCY
LEGAL SERVICES WITH DELFINO MADDEN O'MALLEY COYLE &
KOEHLER, LLP

WHEREAS, Paratransit, Inc. contracts for legal services rather than utilizing in-house legal services; and

WHEREAS, Sloan Sakai currently provides our Corporate Counsel, general contracts, governance and general administrative support legal services; and

WHEREAS, upon mutual concurrence of the firms, Paratransit wishes to transition our Corporate Counsel, general contracts, governance and general administrative legal services from Sloan Sakai to Delfino Madden O'Malley Coyle & Koewler; and

WHEREAS, all other legal services shall remain unchanged including the governmental support and contract services provided by Sloan Sakai.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 08-24 approving a sole source procurement for agency legal services with Delfino Madden O'Malley Coyle & Koewler, LLP.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: April 29, 2024



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 8B**

AGENDA TITLE: Discussion and Possible Action to Develop the Property at 7141 Woodbine Avenue for an innovative, supportive housing project, creation of a new c(3) to own and operate the housing development, and execute all funding necessary to complete the project

MEETING DATE: April 29, 2024

PREPARED BY: Tiffani M. Fink, President and CEO

RECOMMENDED ACTION:

Discussion and Possible Action to Develop the Property at 7141 Woodbine Avenue for an innovative, supportive housing project, creation of a new c(3) to own and operate the housing development, convey the parcels to the newly created c(3), and execute all funding necessary to complete the project.

BACKGROUND AND DISCUSSION:

In September of 2020, the Board of Directors adopted the first Strategic Development Plan. In April 2022, the Board of Directors engaged in an in-depth review of the agency Strategic Development Plan and in June 2022, the Board adopted the second update.

Included in the Business Development Plan was an item to develop the 2.5 acre vacant parcels owned by Paratransit on Woodbine Avenue, adjacent to the main administrative offices. Staff discussed this item with the Board and was given approval to explore the options related to developing housing on the parcels. The CEO and CFO have been engaged in active discussions with the City of Sacramento and the development team of Urban Elements and Fulcrum Properties. Together a project was initially designed to

construct 216 units of attainable, supportive housing that would rent within the Housing Choice Voucher limits. Due to market conditions, the project was re-scoped into a two-phase development with commitment only obligated to a Phase 1 project for 108 units. Additionally, it has been determined it is in our best interest to create PI Housing Solutions as a separate c(3) for further insulate Paratransit from any liability. The c(3) will still allow for funds to flow back to Paratransit through contracted services.

On April 9th, 2024, the Sacramento City Council adopted a revision to the previous award of \$8.4 million allowing all of the funding to be applied to a Phase 1 project of 108 units. Included in that approach was a commitment of a 55 year, receipts only loan (with opportunity for debt forgiveness) of \$8.4 million. It passed the City Council unanimously. The City has signed on as a partner and would be able to directly refer 10 individuals from their programs into the on-site housing. Staff was able to ensure that the funding (and its liability) will now be issued to the project partnership, of which PI Housing is a partner with 50% equity. This move will also insulate Paratransit from any debt obligations related to the housing development.

Staff is continuing to work on the fine details and financing package for this project. In order to execute the final documents and start construction, several next steps now require Board approval. These items include: incorporation and staff a new 501 c(3) for the housing project, the appointment of two Paratransit Board members to the PI Housing Solutions board and authorizing staff to negotiate a contract to staff PI Housing Solutions. Staff and legal will present more in-depth information on these items at the meeting and answer questions.

FISCAL IMPACT:

All current activities are included within the existing budget. Cost for future expanded services such as providing services and maintenance would be offset by secured revenues for the development of the project and by on-going operating revenues. The new housing c(3) will adopt the annual operating budget for the c(3) including contractual amounts to Paratransit, Inc that would be then included into the Paratransit, Inc budget in future years.

RESOLUTIONS:

1. Adopt Resolution 09-24 Authorizing the President and CEO to file incorporation paperwork (with an effective date after Jan 1, 2023) for creation of a new c(2) corporation, to be named PI Housing Solutions, Inc to own and operate the housing project and naming the President and CEO, Chief Financial Officer and Chief Administrative Officer to subsequent identical roles for the c(2).
2. Adopt Resolution 10-24 Appointing Two Board Members to the Board of Directors of PI Housing Solutions, Inc. and ratifying the appointment of Tiffani Scott, Paratransit President and CEO for a term of three (3) years.
3. Adopt Resolution 11-24 Authorizing the President and CEO, Chief Financial Officer and Chief Administrative Officer to negotiate and execute an operations contract with PI Housing Solutions for Executive, Administrative and Support staff services.



RESOLUTION NO. 09-24

AUTHORIZING THE PRESIDENT AND CEO TO FILE INCORPORATION PAPERWORK FOR THE CREATION OF A NEW 501 c(3) CORPORATION, TO BE NAMED PI HOUSING SOLUTIONS, INC TO OWN AND OPERATE THE HOUSING PROJECT AND NAMING THE PRESIDENT AND CEO, CHIEF FINANCIAL OFFICER AND CHIEF ADMINISTRATIVE OFFICER TO SUBSEQUENT IDENTICAL ROLES FOR THE c(3), AND DIRECTING THE CONVEYANCE OF TWO PARCELS (APN 041-0075-006 AND 041-0075-007) TO PI HOUSING SOLUTIONS, INC

WHEREAS, at a previous board meeting, the board discussed PIHS as a subsidiary title holding corporation for Paratransit.

WHEREAS, Upon further reflection, the board has determined PIHS should be a separate non profit public benefit seeking tax exemption under 501(c)

WHEREAS, Paratransit will be a designator of three of the Board position

WHEREAS, Paratransit, Incorporated is the owner of record of two parcels located adjacent to its headquarters: (1) APN 041-0075-006 and (2) APN 041-0075-007;

WHEREAS, the Board desires to convey the parcels by grant deed to PI Housing Solutions, Inc., a California nonprofit public benefit corporation (“PIHS”), in exchange for a payable in the amount of \$1,425,000;

WHEREAS, the parcels being conveyed constitute less than “substantially all” of the assets of Paratransit, Incorporated, as such term is interpreted by Section 328.1 of title 11, division 1, chapter 4 of the California Code of Regulations;

NOW, THEREFORE, BE IT RESOLVED, that the conveyance of the parcels by grant deed to PI Housing Solutions, Inc. is hereby approved;

RESOLVED FURTHER, that the officers of Paratransit, Incorporated are hereby authorized to execute and deliver the grant deed and any and all additional instruments, agreements, certificates of any kind or nature, and to take any other actions which are necessary and appropriate to effect the conveyance of the parcels.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: April 29, 2024



RESOLUTION NO. 10-24

APPOINTING TWO MEMBERS, INCLUDING TWO PARATRANSIT, INC. BOARD MEMBERS, TO THE BOARD OF DIRECTORS OF PI HOUSING SOLUTIONS, INC. FOR A TERM OF THREE YEARS AND RATIFY THE PREVIOUS APPOINTMENT OF TIFFANI SCOTT, THE PARATRANSIT, INC. PRESIDENT AND CEO

WHEREAS, Paratransit, Incorporated conveyed to PI Housing Solutions, Inc., a California nonprofit public benefit corporation (“PIHS”) two parcels located adjacent to its headquarters: (1) APN 041-0075-006 and (2) APN 041-0075-007 (collectively, “Parcels”);

WHEREAS, such Parcels are being developed into an affordable housing community and will enhance the ability of Paratransit, Incorporated to provide services to the community;

WHEREAS, as part of the consideration for the transfer of the Parcels, PIHS requested that Paratransit, Incorporated appoint two persons to its Board of Directors of the initial term, as defined in PIHS Bylaws

WHEREAS, Paratransit desires to appoint _____ and _____ to the PIHS Board of Directors to serve the initial term; and

WHEREAS, Paratransit desires to ratify the previous appointment of Tiffani Scott, the Paratransit, Inc. President and CEO to the PIHS Board of Directors.

NOW, THEREFORE, BE IT RESOLVED, that the appointment of _____ and _____ to the PIHS Board of Directors and the ratification of the appointment of Tiffani Scott, Paratransit Inc President and CEO is hereby approved;

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: April 29, 2024



RESOLUTION NO. 11-24

AUTHORIZING THE PRESIDENT AND CEO, CHIEF FINANCIAL OFFICER AND CHIEF ADMINISTRATIVE OFFICER TO NEGOTIATE AND EXECUTE AN OPERATIONS CONTRACT WITH PI HOUSING SOLUTIONS FOR EXECUTIVE, ADMINISTRATIVE AND SUPPORT STAFF SERVICES

WHEREAS, Paratransit, Inc. in its creation of PI Housing Solutions has agreed to take on the responsibility for providing executive, administrative and support services for the new c(3); and

WHEREAS, these services will generate revenue for Paratransit, Inc; and

WHEREAS, Paratransit has the technical knowledge and capacity to provide these services.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 11-24 authorizing the President and CEO, Chief Financial Officer and Chief Administrative Officer to negotiate and execute an operations contract with PI Housing Solutions for executive, administrative and support staff services.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: April 29, 2024